

Managing PPSR Registrations

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Frequently Asked Questions

Q: Who can manage a registration?

A: A PPSR Registration is managed by a Secured Party or authorised third party.

Q: What information do I need to manage a registration?

A: The system will only allow a user to amend, transfer or discharge a Registration if they supply the PPSR Registration number and relevant identifiers:

- PPSR Registration Number and Token for the Registration; or
- Secured Party Group Number and the Secured Party Group Access Code.

Q: Can I transfer a registration?

A: Yes, a Registration can be transferred from one Secured Party Group to another as a single transfer function.

Q: Can I get a new Token if I have lost the current Token?

A: Yes, you can request a new token if you have the Registration number, the Group Number and the Group Access Code.

Q: Can I extend the date of a Registration?

A: Yes, you do this by managing the registration and amending the end date.

Q: How long does it take for a discharge to be processed?

A: If you choose to discharge a Registration, it will expire immediately and no longer appear as a current encumbrance in the register.

Q: Can InfoTrack provide me with the SPG number and access code?

A: No, you are required to have this information to create a registration. You can reset the token through the system if you have the relevant information and are authorised to do so.

Q: Who can retrieve details of a registration?

A: Registrations can be retrieved by anyone who performs a search with relevant search criteria within the register.

Q: Who is responsible for maintaining a registration?

A: There is an obligation for the Secured Party to update the Registration when they are made aware of changes.

Q: How do I manage a registration?

A: Once collateral has been registered, it can be maintained by the Secured Party or authorised third party at any time prior to its discharge, expiry or removal from the register.

Q: What are the collateral types?

A: An item can be registered with a Collateral Type of either:

Consumer - Any personal property held by an individual, other than personal property held in the course or furtherance, to any degree, of carrying on an enterprise to which an ABN has been allocated; or

Commercial - Personal property that is held in the course or furtherance, to any degree, of carrying on an enterprise. It does not include consumer property.

If you wish to create Registrations for both commercial and consumer property, you must create two Registrations.

Q: What is a transitional security interest?

A: A Transitional Security Interest is a Security Interest which was in effect before commencement of the PPSR.

Q: Can I create registrations in bulk?

A: Yes, please refer to the associated user guide for bulk PPSR registrations found on the Bulk ordering tab.

Q: What are collateral classes?

A: Collateral classes are categories which are used to describe personal property in a Registration.

Agriculture: crops and livestock.

Aircraft: aircraft engines, airframe, helicopter, and small aircraft.

Financial property: chattel paper, currency, document of title, intermediated security, investment instrument and negotiable instrument.

Intangible: general intangible, account, and intellectual property.

Intellectual property: copyright, design, patent, plant breeder's right, trade mark, and circuit layout.

Q: I had previously saved my registration, but it won't let me proceed, what do I need to do?

A: If you uploaded attachments in the original Registration draft and 7 days have lapsed, you will be prompted to re-upload attachments.

How to Order

Amending a registration

Searches > PPSR > Registrations > Manage

1. Enter your matter number.
2. Enter the PPSR Registration number and Token OR the Group Number and Group Access Code.

PPSR > Registrations

Create | Manage | Reset token | Bulk

Retrieve Registration ?

Matter:	<input type="text" value="KP0611"/>	*
PPSR Registration Number:	<input type="text" value="201206050115792"/>	*
Token:	<input type="password" value="....."/>	*
OR		
Group Number:	<input type="text"/>	*
Group Access Code:	<input type="text"/>	*

3. Click Retrieve.
4. Click Edit on the section you are amending.

Amend | Transfer | Discharge | Reissue Verification Statement

Registration Details

Registration: Security interest- 201207230000135

Duration

Start Time: 23/07/2012 13:36:54 [Edit](#)

Change Time: 23/07/2012 13:36:54

Current End Time: 12/07/2018 23:59:59

Is Transitional: Yes

Secured Parties

Secured Party Group: 100070998

Email Address: desma.filladites@infotrack.com.au

Mailing Address: 11 Arthur Street Croydon 2132 NSW

Physical Address: 11 Arthur Street Croydon 2132 NSW

Collateral

Collateral Type: Commercial [Edit](#)

Collateral Class: OtherGoods

Description: Picasso painting - Original Hollow Tree

Giving of Notice: Picasso painting - Hollow Tree

Purchase Money Security Interest: No

Is Inventory: No

Is Subordinate: No

Proceeds to be Claimed: Yes. All present and after acquired property

Attachments [Add New](#)

Attachment: website_brochure 29 April 2011.pdf [Remove](#)

Grantors [Add New](#)

Grantor: Jones Tom

Date of Birth: 08/03/1963

5. Amend the details.

You can the End Time for the Registration, a description of the Collateral, and add or remove Grantors.

6. Click Submit.

7. A Verification Statement will be sent to the Secured Party with the amended changes.

Transferring a registration

Searches > PPSR > Registrations > Manage

1. Enter your matter number.

2. Enter the PPSR Registration number and Token OR the Group Number and Group Access Code.

PPSR > Registrations

Create Manage Reset token Bulk

Retrieve Registration ?

Matter: *

PPSR Registration Number: *

Token: *

OR

Group Number: *

Group Access Code: *

3. Click Retrieve.

4. Click on the Transfer tab.

Amend **Transfer** Discharge Reissue Verification Statement

Transfer Registration

Registration Number: 201207230000135

Current Secured Party Group Number: 100070998

New Secured Party Group Number:

5. Enter to Secured Party Group Number you are transferring the Registration to.

6. Click Submit.

7. The Verification Statement is sent to the address for service for both the 'transfer from' and the 'transfer to' Secured Party Groups. At transfer the system allocates new Tokens to each Registration transferred and sends these to the 'transfer to' Secured Party Group.

Discharging a registration

Searches > PPSR > Registrations > Manage

1. Enter your matter number.
2. Enter the PPSR Registration number and Token OR the Group Number and Group Access Code.

PPSR > Registrations

Create Manage Reset token Bulk

Retrieve Registration ?

Matter: *

PPSR Registration Number: *

Token: *

OR

Group Number: *

Group Access Code: *

3. Click Retrieve.
4. Click on the Discharge tab.

Amend Transfer **Discharge** Reissue Verification Statement

Discharge Registration

Registration Number:

Important! Check the Registration details before submitting to Discharge. If you choose to discharge a Registration, it will expire immediately and no longer appear as a current encumbrance in the register.

5. Click Submit.
6. A Verification Statement will be sent to the address for service when a Registration is discharged.

Reissuing a verification statement

Searches > PPSR > Registrations > Manage

1. Enter your matter number.
2. Enter the PPSR Registration number and Token OR the Group Number and Group Access Code.

PPSR > Registrations

Create Manage Reset token Bulk

Retrieve Registration ?

Matter: *

PPSR Registration Number: *

Token: *

OR

Group Number: *

Group Access Code: *

3. Click Retrieve.
4. Click on the Reissue Verification Statement tab.

Amend Transfer Discharge **Reissue Verification Statement**

Reissue Registration

Change Number: *

5. Enter the Change Number.
6. Click Submit.
7. A Verification Statement will be sent to the address for service.

Resetting the token

Searches > PPSR > Registrations > Reset Token

1. Enter your matter number.
2. Enter the PPSR Registration Number, Group Number and Group Access Code.

PPSR > Registrations

Create Manage Reset token Bulk

Reset Registration Token ?

Matter:	<input type="text" value="KP1109"/>	*
PPSR Registration Number:	<input type="text" value="201206050115792"/>	*
Group Number:	<input type="text" value="123456789"/>	*
Group Access Code:	<input type="text" value="987654321"/>	*

Submit

3. Click Submit.
4. A new Token will be sent to the address for service.