

InfoTrack Bulk PPSR Registration Renewal Instructions

1) Log into the PPSR <u>here</u> to generate a Registrations Due to Expire Report. For instructions on generating the report <u>click here</u>.

| Australian Government Australian Financial Security Authority | | | | PPSR | Personal P Securities | roperty Register |
|---|------------------|------------------------------|----------------|---|--|---------------------|
| | Skip to content | Screen Reader Optimised View | Current | critical notices | Contact us | Help |
| PPSR Home PPSR Search Account customers Subscriptions | | | | | | |
| You are here: <u>PPSR Home</u> > Log in Account log in Username: * Password: * Eoroot your password? * I declare that I have accepted the PPSR Conditions of Use and am undertaking | ng any search by | 8 |) <u>Print</u> | Account Don't have <u>Create an</u> <u>About acco</u> Quick li | t log in Log e an account? account ounts ^{go} nt searches nks | in |
| reference to an individual grantor for an authorised purpose. | | | | PPSR Wel Tutorial® About PPS Glossary® | o <u>site</u> ₽ ; <u>R</u> ₽ | |

2) On the InfoTrack website go to **Searches > PPSR > Registrations.**

| HOME | SEARCHES - | ORDERS | REPOR | TS - Search | Q | | Marketing - | | | | | nfoTrack |
|-------------|----------------------|----------------|--------|---------------------|---|-------------|------------------------|-----------|-------------|---------------|----------------------|--------------------------------------|
| NSW | NSW | • | SE | SETTLEMENTS | COR | PORATE | NATIONAL | | NEW S | ERVICES | - iSupport | |
| Titles 8 | VIC | | ries | Add Settlement | | sic | Property Ownership | | KYCIT | SignIT | Request Calls | back |
| Plans & C | ACT | | | Settlement Calendar | r P | PSR | Company Inco | rp | SettleIT | WEBVOI | Waiting Certificates | |
| Sectio | WA | | | Manual Services | AFSA B | ankruptcy | Police Check | t i | Secure | xchange | 1800 738 5 | 24 |
| | SA | | | | | | | | | | | |
| Print | | | | | | | | | | | | |
| Matter | | | | Descript | tion | | | Statu | 6 | Date | User | Amount Details |
| 123 | ASIC | | | City of Sj | ydney Council - | 1863/100000 | 01 | List | | 24/01/2019 | Marketing | \$0.00 Details |
| <u>123</u> | PPSR | | Search | | SQUARE 1 PRINCE ALBERT RD SYDNEY NSW 2000 | | Com | olete | 24/01/2019 | Marketing | \$0.00 Details | |
| 0 | People | | | | 0001 <u>Corr</u> | | Com | olete | 24/01/2019 | Marketing | \$0.00 Details | |
| | National | | | | SQUARE 1 PRIN | CE ALBERT R | RD SYDNEY NSW 2000 | Com | olete | 24/01/2019 | Marketing | \$0.00 Details |
| | | | | | | | | | | | Total Amount: | \$0.00 |
| | SignIT | | | | | | | | | | | |
| | PEXA | | | | | | | | | | Display: 50 | results per page |
| How can v | Quotes | | | | | | | | | | | |
| We want you | ur feedback, help sh | ape InfoTrack. | | | | © 201 | 9 InfoTrack. All right | ts reserv | red. Term | is and Condit | tions Terms of I | Use Privacy Policy |



- 3) Once you are on the PPSR Registrations page:
 - Select the 'Bulk' tab
 - Select 'Renew' for the Action.
 - Click on the XLS/CSV File (template) to download the renewal template.
 - Complete the renewal template, choose the completed file and upload.

| HOME | SEARCHES - | ORDERS | REPORTS - | Search | Q iSupport • | Marketing * | æ. |
|------------|-----------------|---|---|--|--|---|--|
| PPSR > Rej | gistrations | | | | | | |
| Create M | Nanage Reset to | ken Bulk | | | | | |
| | | Bulk Regis | tration and Dis | chargement | | | 3 |
| | | Action: | | 🔍 Register 🔍 D | ischarge 🔹 Renew | 3 | |
| | | XLS / CSV | File (template): | Choose File No | file chosen | | |
| | | Registrati PPSR will end time: The fee w | ions of certain co shorten the regi s provided in the /ill be lowered if | llateral class types can stration period to 7 yes file. At this stage we ar a registration is shorter | not be extended by ars from the date of re unable to verify th ned by PPSR. | more than 7 ye renewal. Fees hat the registra | ears and if a longer date will be provided, displayed are estimates based on registration tion can be extended by the provided time. |
| | | | | | | | (interaction) |
| | | | | | | | Upicad file |
| | | | | | | | |

4) Once the file is successfully uploaded, the fee breakdown will display. Review the breakdown and press renew if satisfied. If there are errors in the data, you will need to edit and retry the upload.

| Your | file has been successfully parsed. Number of registrations: 2 |
|--|---|
| Fee Breakdown | |
| Registration Pricing: Number of Registrations: Unit Fee: Total Fee: | Amend Registration Duration < 7 Years 1 \$15.65 \$15.65 |
| Registration Pricing: Number of Registrations: Unit Fee: Total Fee: | Amend Registration Duration < 25 Years 1 \$47.55 \$47.55 |
| Total: | \$63.20 |
| Clear | Renew Registrations |



5) Once the renewals are complete, you'll receive a Bulk PPSR Registration Renewal Report.

| Info | Тга | ck |
|------|-----|-----|
| 1800 | 738 | 524 |

Bulk PPSR Registration Renewal Report



Bulk PPSR Renewal ordered at 25/01/2019 10:14:03 AM by Krystal Mihailovic

| Summary | |
|-----------------------------|--|
| Total number of renewals: 2 | |
| Supportful reported: 2 | |
| | |
| Failed renewal: U | |

| | | | | Fee Brea | kdown | | | |
|---|-----------------|-------------------|--------------|-----------|-----------------|--------------------------------------|--------------------------|--|
| | Renewal Pricing | | | Amount | | Unit Fee | Total Fee | |
| | Amend Regis | stration Duration | n < 7 Years: | 2 | | \$16.30 | \$32.60 | |
| | | | Total: | | | | \$32.60 | |
| | | | s | uccessful | renewals | | | |
| 2 | Matter: | 160962 | Registration | Number: | 201810240000055 | Requested end date: New end date: | 2019-05-05 2019-05-05 | |
| 3 | Matter: | 109560 | Registration | Number: | 201810240000064 | Requested end date: New end date: | 2033-02-11 2026-01-25 | |