

## InfoTrack Bulk PPSR Registration Renewal Instructions

- 1) Log into the PPSR [here](#) to generate a Registrations Due to Expire Report. For instructions on generating the report [click here](#).

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

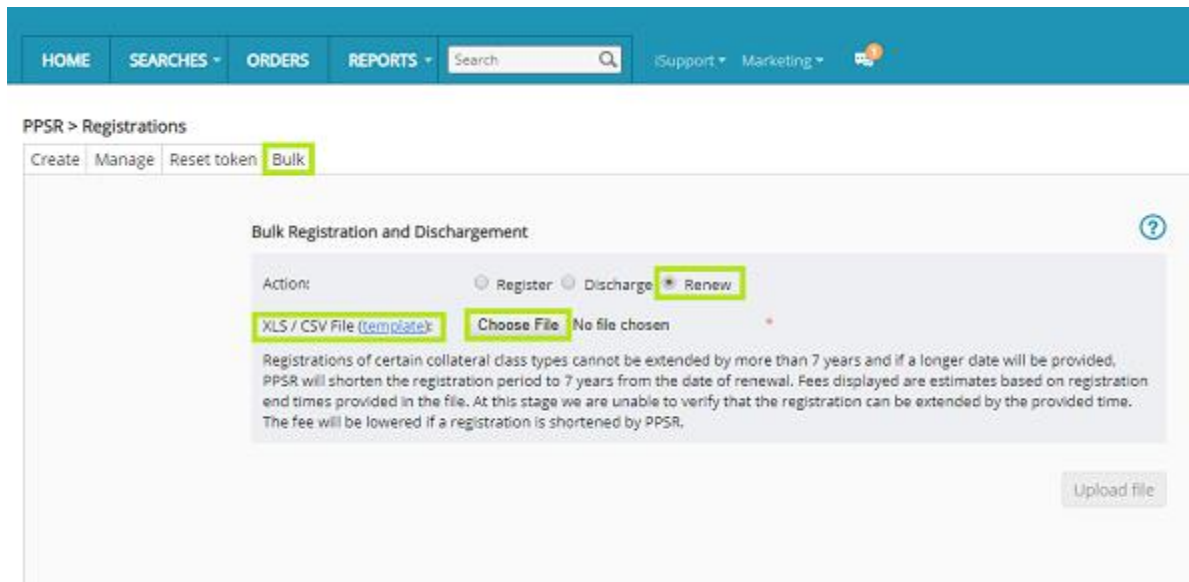
Matter	Description	Status	Date	User	Amount	Details
123	City of Sydney Council - 1863/1000001	List	24/01/2019	Marketing	\$0.00	<a href="#">Details</a>
123	SQUARE 1 PRINCE ALBERT RD SYDNEY NSW 2000	Complete	24/01/2019	Marketing	\$0.00	<a href="#">Details</a>
123	SQUARE 1 PRINCE ALBERT RD SYDNEY NSW 2000	Complete	24/01/2019	Marketing	\$0.00	<a href="#">Details</a>
<b>Total Amount:</b>					<b>\$0.00</b>	

Display: 50 results per page

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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.



PPSR > Registrations

Create | Manage | Reset token | **Bulk**

**Bulk Registration and Discharge** ?

Action:  Register  Discharge  **Renew**

**XLS / CSV File (template)** **Choose File** No file chosen

Registrations of certain collateral class types cannot be extended by more than 7 years and if a longer date will be provided, PPSR will shorten the registration period to 7 years from the date of renewal. Fees displayed are estimates based on registration end times provided in the file. At this stage we are unable to verify that the registration can be extended by the provided time. The fee will be lowered if a registration is shortened by PPSR.

Upload 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:	Amend Registration Duration < 7 Years
Number of Registrations:	1
Unit Fee:	\$15.65
Total Fee:	\$15.65
Registration Pricing:	Amend Registration Duration < 25 Years
Number of Registrations:	1
Unit Fee:	\$47.55
Total Fee:	\$47.55
<b>Total:</b>	<b>\$63.20</b>

Clear **Renew Registrations**

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

InfoTrack  
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
Successful renewal:	2
Failed renewal:	0

Fee Breakdown			
Renewal Pricing	Amount	Unit Fee	Total Fee
Amend Registration Duration < 7 Years:	2	\$16.30	\$32.60
<b>Total:</b>			<b>\$32.60</b>

Successful renewals			
2	Matter: 160962	Registration Number: 201810240000055	Requested end date: 2019-05-05 New end date: 2019-05-05
3	Matter: 109560	Registration Number: 201810240000064	Requested end date: 2033-02-11 New end date: 2028-01-25