Fiji Personal Property Securities Registry

User Guide

Presented by the

Reserve Bank of Fiji

and

Table of Contents

Paradigm Applications

1.0 Overview

This User Manual is designed to help public users access and navigate through the online Personal Property Securities Registry (PPSR) of Fiji. In this Manual you will learn to:

- Access the PPSR
- Create and Maintain Client Account Information
- Record Notices of Security Interest
- Record Notices of Execution Creditor
- Manage Existing Notices
- Perform Standard and Certified Searches
- Query the Registry for records recorded by your organization

2.0 Accessing the System

2.1 Public Website (Users Not Logged In)

When users first access the Registry they will arrive on a welcome page open to the public that contains features available to anyone who arrives at the website. The public features provide general information about the registry and information about the registry application and also allow for searching. This is what the landing page looks like:

Fiji Personal Property Securities Registry

Home   Public Search   Help▾   How To...▾   Law And Regulations▾   Create An Account   Log In

Welcome to the Fiji Personal Property Securities Registry

This is the site for searching for notices of security interests in movable property and for registering notices of security interest in movable property.

Anyone may search the PPSR online to find out if there are any parties that have registered an interest over a given debtor and their movable property.

In order to submit filings into the PPSR, you must have an account. If you would like to apply for an Account, click:
Create New Account

If you encounter technical problems connecting to or while using this site, please contact **Fiji PPSR Support Team**

Paradigm Applications

This "Welcome" page has links to the following seven (7) options:

1) Home
2) Public Search
3) Help
   o About the Registry
   o Fees – lists all fees all fee-based services offered by the registry
   o Technical Support – provides a Support Request form for users to submit questions to the Technical Support team
   o Contact Us – provides contact information for the Registry
4) How to…
   o Access the Registry – overview of types of access offered by the site
   o Set Up an Account – overview of how to apply for a client account, along with a link to the Setup New Account form
   o Change Your Password – general information regarding how to change an account password
   o Register Notices – general information on how to register a notice
   o Manage Existing Notices – general information on how to file an amendment, continuation or termination for an existing notice
   o Search Notices – general information on how to search the registry database
   o Search Transactions – general information on how to search notices on your account, often used to find an Access Number for a past initial notice in order to make changes.
5) Law and Regulations - Links to related law and regulations
6) Create an Account
7) Log In

All of the features listed above can be accessed by the general public and are provided for informational purposes. It is very important to note that anyone can conduct searches against the data in the PPSA registry from this public landing page. **You do not need to be logged into the registry to conduct a search.**

2.2 Logging In

Any person or entity that plans to submit filings into the registry **must be a registered client.** Registration is free, and the registration process is explained later in this Manual. See the Create and Maintain Account Information section of this document for more information.

Once you have established an account in the registry, users log in from the public website by clicking the Log In link and entering the username and password on the top right corner of the website.
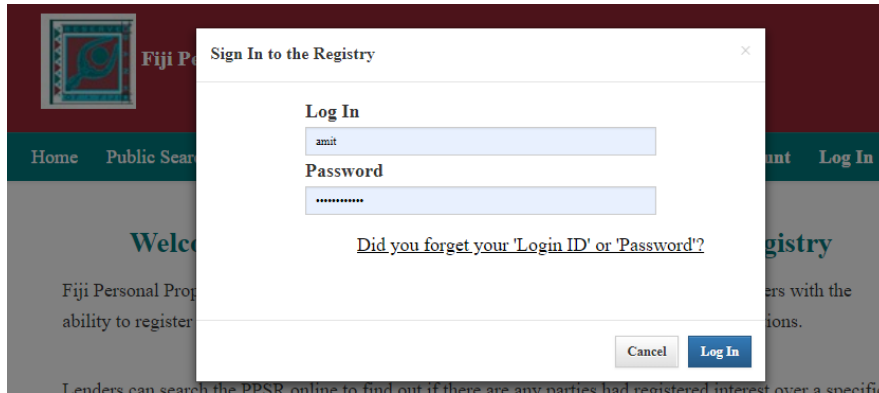
3.0 Overview on Client Accounts

All organizations and individuals that would like to be able to submit filings to the Registry must first be registered as clients of the registry.   Registration as a client is free. To register, you simply fill out an online form with your details (name, address, organization, etc.). You must submit a government-issued photo ID along with your application. Your application will be submitted to the Registrar for approval. If the Registrar has any questions about your application, they will contact you. When your application is approved you will receive an email notice from the Registrar, and at that point you will be ready to use the system. The person who submitted the account application will automatically be deemed the Account Administrator.

Once your organization becomes a client of the Registry, the account may have any number of individual authorized users (for example, managers, loan or credit officers, accountants, etc.). The list below shows the permissions that may be assigned to users:

1) Change Password - Allows the user to change their own password.
2) General Client – Allows user to register new and change notices, look up Access Numbers for notices they registered, and perform certified searches.
3) Data Upload - Allows the user to use the Data Migration Upload Tool to upload spreadsheets with prior notices for import into the registry during the transition period.
4) Receive Client Statements – Allows user to receive the emailed end-of-month Client Statements
5) Client Security Administrator – Allows the user all general user rights PLUS the right to add or delete users on the account, update information about the client and associated user accounts, change passwords for all associated user accounts, view access numbers for all notices registered by all associated users, and run reports based upon all activity for that client account within the system.
6) Notice Workflow - Approve Notice - If the account is configured to require notice approval before submission (maker/checker), this role must be granted to users that will approve notices. In the event that approvers also have the enter notice role, approvers may still not approve notices they have entered.
7) Notice Workflow - Enter Notice - If the account is configured to require notice approval before submission (maker/checker), this role must be granted to users that will enter notices.

As noted previously, the first user added on the account during account creation is considered as the Account Administrator and has all permissions on the account. This user may then add the necessary additional users to the parent account. A client is responsible for the security practices of its users and for all fees charged for transactions by its users.

3.1 Request a New Account

The first step in gaining registration and search access to the Registry is to request an account. To do this, you will need to complete the new account form.

1. From the Registry Home Page, click on the "Create An Account" link. Selecting this link will open a form that collects all information about creating a new account.

2. Enter General Information about the account. Information collected includes:

    a. Account Name – This can be either a business name or for individual's, the full name

    b. Address Information

3. Enter Security Administrator Information. Upload a government issued photo ID that must be less than 5MB in size. The Client Account Administrator will have access manage account information and authorized users after the account is approved. Information collected includes:

Paradigm Applications

      a. Name

      b. Contact Information

      c. Login Information

4. View the "Terms and Conditions of the Fiji Personal Property Securities Registry" by clicking on the link. Please review all Terms and Conditions prior to submitting your account request. By clicking the "Click here" link, you are agreeing to the Terms and Conditions of the Registry,

5. After all information has been entered, click the "Save Changes" button to send the request to the Registry team for review and approval.

   NOTE: If your account is approved, you will receive an email and can login using the login ID and password entered during the registration process and then begin performing registrations and searches. You will also be assigned a client account number.

3.2 Manage Your Account

The Account Profile contains information about your account, financial history, and users associated with the account.

1. From the Account Activities section of the Home Page, select the "Update or View Account Information" option. Selecting this option will display the Account Profile.

2. The Account Profile contains 4 tabs to view and collect information.
   - General – Collects Name, Address, Contact Information, and configurable features like Notice Review

- Financial – Displays monthly account statements that display financial transactions for the account
- Users – Displays all users on the account
- History – Displays changes that have been made and by whom related to the account.

3.2.1 Add Additional Authorized Users to Your Account

The first user added on the account during account creation is assigned as the Client Account Administrator by default. Additional authorized system users can be added by the Client Account Administrator. A client is responsible for the security practices of its users and for all fees charged for transactions by its users.

1. Select the **Users** tab on the Account Profile. Doing this will display the list of authorized users for the client account.

2. Click the "Add User" button.

3. Enter User Information. Information collected includes:
   a. Name
   b. Contact Information
   c. Login Information
   d. Permissions – Select the permissions that apply to the user.
      i. If the user can file notices and perform certified searches, select the General Client permission.
      ii. If the user can manage client account information and users, select the Client Security Administrator option.
      iii. Other permissions, as shown above, may be selected for the activities described.
4. Click the "Save" button. The user now has access to the Registry.

4.0 Make a Payment to the Registry [for future reference only]

Normally there is a filing fee charged to submit a filing. However, the Reserve Bank of Fiji has determined not to charge fees at the outset of this reform in order to promote economic development. If in the future fees are to be charged, then this section will apply. **To be clear, until further notice no accounts need to be pre-funded**. This section is provided for future reference, if needed.

If at some point the Registry requires payments, then all accounts would need to be pre-funded in order to submit notices that incur fees or perform certified searches. Then the account must have sufficient funds to cover the cost of the fees at the time the notice is registered or a certified search is performed.

4.1 Credit/Debit Card Payments

1. Click on the "Make a Credit Card Payment" link on the Account Activities section of the Home Page.

2. Enter the amount you would like to pay and click "Submit".
3. At this point you will be directed to a third-party payment gateway to securely process your credit card payment. Select the Card Type and click the "Confirm" button.
4. Confirm the amount and click the "Confirm" button.
5. Enter Credit/Debit card information and click the "Confirm" button. Information required is:
   - Card Number
6. Confirm the payment amount and click the "Confirm" button.
7. After the payment is processed a payment confirmation screen will be displayed with payment information. An email will be sent to the client account administrator after the payment is processed and the account will be immediately funded.

5.0 Record a Notice of Security Interest

The Registry allows users to register notices of security interest. If you have agreed to take a security interest in movable property of someone to secure their obligation to you (usually an obligation to repay money) you may register a notice here to inform others of your Security Interest over their movable property (the "collateral").

The reason for registering a notice of security interest is to establish a secured party's rights in a debtor's asset. The registering of the notice will warn prospective creditors (and buyers) of assets whether there is a pre-existing Security Interests in the property, and the holder of that prior notice most likely has priority in the property.

You will see that certain key data fields require double-blind entry. The registry has been designed to require this in order to help filers make certain that they have entered a good value for these fields. For example, for car loans the VIN of the motor vehicle must be entered into the registry in a specific field, and if the VIN is wrong then the Notice may not be legally effective. For this reason, the registry requires the VIN to be entered twice. The same double-entry is also required for TINs and Company registration numbers.

1. From the Searches and Registrations section of the Home Page, select the "Register a New Notice of Security Interest" option. Selecting this option will display a screen to enter information about the new notice.

2. Enter General Information about the Notice. On the **General** tab of the Notice, the following information is collected:

- Enter the Lapse Date of the notice from a calendar selection. If you don't enter a date the number of years defaults to 5. Generally speaking, the effective date of the Notice should correspond to the period of the loan. If the loan is not paid off by the time the lapse date arrives you may extend the effectiveness

of the filed notice by filing a "continuation." If you have a loan with a revolving credit facility, i.e., no certain end date, you may enter a date far into the future.

- The Registrant may click the "Add Registrant as Secured Party" button to copy the registrant's name and address information into the first Secured Party's matching fields. This saves the filer from having to retype this information each time they submit a filing. This is not mandatory, however, and would not be used if, for example, a law firm was submitting a Notice on behalf of a lender.

Form: Notice of Security Interest

| Review | Cancel |

General   Debtors   Secured Parties   Collateral   Statistical Information

Click the tabs to enter Debtor, Secured Party, Collateral, and Statistical Information. When finished, click Review to display the information for review prior to submitting.

Registration Detail

Registrant Name and Address
Paradigm Applications, LLC
address, CA, AF

Notice Type
Notice of Security Interest -
Initial

+ Add Registrant As Secured Party

Lapse Date *

06/03/2024

Lapse date defaults to 5 years from today. However, to select your own lapse date, place your cursor in the box above.

3. Click on the **Debtors** tab to record all the debtors to be recorded on the notice.

| Review | Cancel |

General   Debtors   Secured Parties   Collateral   Statistical Information

Debtors

To add a party, click the 'Add Additional Party' button.

		Party Type		Party Name		Party ID Number		Party Address
				No data available in table				

+ Add Additional Party

4. Click the "Add Additional Party" button, to open the screen to collect Debtor information.

5. Enter Debtor Information. The user must provide the following information on at least ONE Debtor:

    - Debtor Type – the user may select one of the following from a drop-down box: Fiji Citizen, Fiji Registered Entity, Individual Non-Citizen, Fiji Non-Registered Legal Entity, Fiji Constitutional/Statutory Entity, or Foreign Entity. Based on the selection different information will be required. This is described below.
    - Identification Number – this field is required for all debtor types, though the ID Number type differs for each Party Type.
        - Fiji Citizen – Taxpayer ID is required
        - Entity – for registered Fiji Companies, overseas companies registered in Fiji, or any other entity registered with the Fiji Company Registrar, you must enter their Entity Registration Number. . For overseas entities registered in Fiji, use the number issued by the Fiji Company Registry.
    - Name – The name of the individual or entity is required. For companies and overseas companies, make sure to use the exact name as it appears on their Certificate from the Fiji Company Registry office.
    - Address – enter the address of the Debtor.

6. Click the "Update" button to save the Debtor to the Notice

REGISTRY TIP: The user may then repeat the steps to enter information for any other Debtors: There is not limit on the number of debtors permitted on a filing. Once finished entering Debtors, the user will select the **Secured Parties** tab to enter the Secured Party information for the notice.
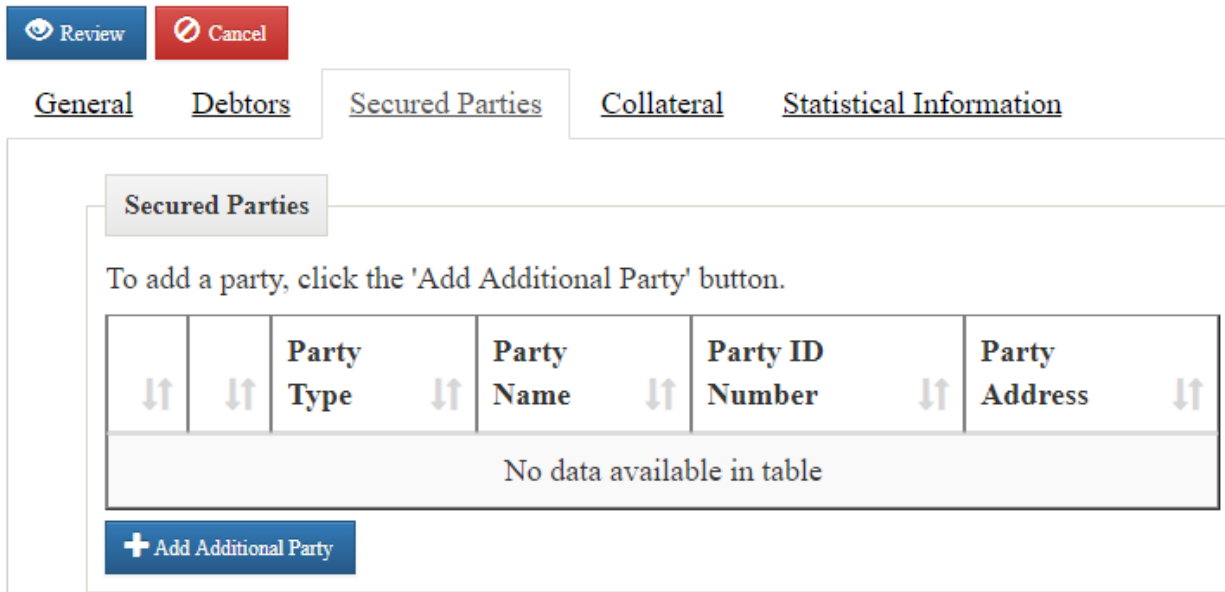
7. Click on the **Secured Parties** tab to record the secured parties to be recorded on the notice. The Secured Parties tab maintains a list of all secured parties entered on the notice. If user selected "Add Registrant as Secured Party" from the **General** tab, a secured party entry will have been created with the user's account information, and displayed in the grid.

    NOTE: If the registrant is not the secured party or if there are multiple secured parties, click the "Add Additional Party" button to record a new secured party.

8. Enter Secured Party Information. The user must provide the following information on at least ONE Secured Party:
    - Entity Name – The name of the entity is required
    - Email Address
    - Phone Number
    - Address – enter the address of the Secured Party.

9. Click the "Update" button to save the Secured Party to the Notice

REGISTRY TIP: The user may then repeat the steps to enter information concerning another secured party. Once finished entering secured parties, the user will select the **Collateral** tab to enter the collateral information for the notice.

10. Click on the **Collateral** tab to record information about the pledged collateral.

Paradigm Applications

11. Enter Collateral Information. The information collected includes:

  - Description of Collateral – the user may enter a free-form text description into this field, no more than 10KB in length.
  - If the collateral pledged is a specific motor vehicle, enter the VIN in the field provided in the registry.
  - Attached PDF or Image file – if the filer wishes to attach a PDF or image file documenting the collateral, they may browse available documents on their local machine by selecting the "Select File" link. Once desired document is located and selected, attach it by selecting the "Open" button. Only the document name will be displayed in the review and confirmation screens.

  - User may also delete an attachment by selecting the "Trash Can" icon to the left of the file name once a file has been uploaded.

12. The Reserve Bank of Fiji seeks to gather some basic economic data around each loan. Providing this information is optional. However, RBF would appreciate filers providing this information so as to better assess the effects of the reform. To provide this information, click on the **Statistical Information** tab enter to provide information about underlying loan transaction.

IMPORTANT NOTE: This information is for statistical purposes only and does not form part of the legal filing. It will not be made public by on the PPSR website or by RBF.

13. Enter required statistical information. Information collected includes:

    - Loan amount in FJD
    - Loan interest rate (rounded to the whole number)
    - Composition or ownership of the debtors by Gender
    - Debtor income tier or threshold
    - Is the loan is also secured by land? Y/N
    - Business sector of the debtor

14. Once all information has been entered and updated, you can review the information before final submittal. Click the "Review" button on the top left of form to validate all required fields are entered and to review the notice.

REGISTRY TIP: If all required information has not been entered, the system will display a message at the top of the page with the field(s) requiring correction. Make the required changes and click the "Review" button again to submit.

15. Review the information entered for the notice. If the information is correct upon review, then press the "File in Registry" button to submit the notice. Otherwise, press the "Edit" button to return to the tabbed form and make corrections. A confirmation screen will be displayed upon confirming of the registration record.

REGISTRY TIP: You can print the screen as a confirmation of registration.

When the notice is registered, the system will automatically generate the following information:

- Registration Number – the system will automatically generate this from the number wheel and add the check sum to the end of the number.
- Registration Date and Time – the system will automatically generate this from the system date and time of saving record.
- Lapse Date – the expiration date of the registration based on the date entered
- Registration Data – the system will provide a grid display of all data entered for registration.
- Access Number – the system will automatically generate this. To change a notice, the user must enter the Access Number associated with the initial Registration Number, as a security measure. **NOTE:** You should not disclose the access number to unauthorized persons, and it will not be disclosed on public searches of the notice.

6.0 Record a Notice of Execution Creditor

The process of recording a Notice of Execution Creditor is identical to creating a Notice of Security Interest. The fields collected and terminology used in the notice is related to the Execution Creditor. Statistical information is not collected for Execution Creditors.

1. From the Searches and Registrations section of the Home Page, select the "Register a New Notice of Execution Creditor" option. Selecting this option will display a screen to enter information about the new notice.

2. Enter General Information about the Notice. On the **General** tab of the Notice, the following information is collected:
   - Lapse Date – The date the filing should terminate.
   - The Registrant may click the "Add Registrant as Lienholder" button to copy the registrant's name and address information into the Execution Creditors table. This is not mandatory, however.

Form: Notice of Execution Creditor

Review   Cancel

General   Lienees   Execution Creditors   Assets Subject to Lien

Click the tabs to enter lienees, execution creditors and information regarding assets subject to lien. When finished, click Review to display the information for review prior to submitting.

Registration Detail

Registrant Name and Address
Paradigm Applications, LLC
address, CA, AF

Notice Type
Notice of Execution Creditor -
Initial

+ Add Registrant As Lienholder

Lapse Date *

06/03/2024

Lapse date defaults to
5 years from today.
However, to select
your own lapse date,
place your cursor in
the box above.

NOTE: After the notice is submitted, the system will automatically supply the following information for each transaction which will be displayed on the **General** tab:

- Registration Number – this will be generated from the number wheel upon Save of the completed form.
- Registration Date and Time – these will be automatically generated by the system upon Save of the completed form and documented in the registration history.
- Registration Type – This will be automatically generated by the system dependent upon the selection made by the user.
- Registrant's Name, E-mail address, Address, City, and Country – the system will generate these as provided by the Account. The information will be viewable on the form, but may not be altered by the user.

3. Click on the **Lienees** tab to record all the lienees to be recorded on the notice.

Form: Notice of Execution Creditor

4. Click the "Add Additional Party" button, to open the screen to collect lienee information.

5. Enter lienee Information. The user must provide the following information on at least ONE debtor:
   - Party Type – the user may select one of the Debtor Types from a drop-down box. Based on the selection, different information will be required. This is described below.
   - Identification Number – this field is required for all security provider types, though the ID Number type differs for each Party Type.

- o Fiji Citizen – Taxpayer ID is required
- o Entity – for registered Fiji Companies, overseas companies registered in Fiji, or any other entity registered with the Fiji Company Registrar, you must enter their Entity Registration Number. . For overseas entities registered in Fiji, use the number issued by the Fiji Company Registry.
- o
- • Name – The name of the individual or entity is required
- • Address – enter the address of the lienee.

6. Click the "Update" button to save the Lienee to the Notice

REGISTRY TIP: The user may then repeat the steps to enter information concerning another lienee. Once finished entering lienees, the user will select the **Execution Creditors** tab to enter the creditor information for the notice.

7. Click on the **Execution Creditors** tab to complete the details of the execution creditors to be recorded on the notice. If user selected "Add Registrant as **Lienholder**" from the **General** tab, a creditor entry will have been created with the user's account information, and displayed in the grid.

NOTE: If the registrant is not the creditors or if there are multiple creditors, click the "Add Additional Party" button to record a new creditor.

8. Click on the **Assets** tab to record information about the pledged asset. The following asset information can be entered.
   - • Description of Collateral – the user may enter a free-form text description into this field, no more than 10KB in length. User should provide as much detail as possible concerning the given property or item to be used as collateral.
   - • Serial Number of the collateral if applicable.
   - • Attached PDF or Image file – if user wishes to attach a PDF or image file documenting the collateral asset, one may browse available documents by selecting the "Select File" link. Once desired

document is located and selected, attach it by selecting the "Open" button. Only the document name will be displayed in the review and confirmation screens. User may also delete an attachment by clicking on the Trash Can Icon to the left of a file once uploaded.

9. Once all information has been entered and updated, you can review the information before final submittal. Click the "Review" button on the top left of form to validate all required fields are entered and to review the notice.

Form: Notice of Execution Creditor

⦿ Review	⊘ Cancel

General   Lienees   Execution Creditors   Assets Subject to Lien

Assets Subject To Lien

You must provide a description of the assets subject to lien. You can a enter text in the asset (VIN). Note: If you have a court order, you may upload that court order.

Collateral Description

Serial Number - The motor vehicle serial number must be alphanumeric and up to 20 char

	Number
✕	

➕ Add Additional Number

Attachments (PDF, TIF, PNG or JPG) - with 20 MB maximum file size allowed

Select File

➕ Select File

REGISTRY TIP: If all required information has not been entered, the system will display a message at the top of the page with the field(s) requiring correction. Make the required changes and click the "Review" button again to submit.

10. Review the information entered for the notice. If the information is correct upon review, then press the "File in Registry" button to submit the notice. Otherwise, press the "Edit" button to return to the tabbed form and make corrections. A confirmation screen will be displayed upon confirming of the registration record. **NOTE:** If your account requires internal notice approval, **the notice will not be created in the Registry until the notice is approved**. See Section 9 regarding using a maker/checker system for filing approval.

REGISTRY TIP: You can print the screen as a confirmation of registration.

When the notice is registered, the system will automatically generate the following information:

- Registration Number – the system will automatically generate this from the number wheel and add the check sum to the end of the number.
- Registration Date and Time – the system will automatically generate this from the system date and time of saving record.
- Lapse Date – the expiration date of the registration based on the date entered
- Registration Data – the system will provide a grid display of all data entered for registration.
- Access Number – the system will automatically generate this. To change a notice, the user must enter the Access Number associated with the initial Registration Number, as a security measure. **NOTE:** You should not disclose the access number to unauthorized persons, and it will not be disclosed on public searches of the notice.

7.0 Reregistering Prior Notices

There are literally thousands of transactions that occurred prior to the commencement of the PPSA that must be re-registered into the PPSA registry. The online system allows prior notices for security interest to be recorded in the system for the first 180 days of the Registry, which is the transition period called for in the law. The process for completing a prior notice is exactly the same the new notices except users must select the applicable filing type for pre-existing transaction. For filers with a large number of filings to be reregistered, they can also be uploaded into the system using an Excel spreadsheet process. There is a manual that outlines this process and provides the file format and processing rules. If you would like to use this process please contact RBF.

To use the regular online registration process for pre-existing transactions, simply follow the same process as you would for entering a new notice. Just make certain to select the option to "Register a Notice of Prior Transaction."

Form: Notice of Prior Security Interest

[⊙ Review] [⊘ Cancel]

General   Debtors   Secured Parties   Collateral   Statistical Information

Click the tabs to enter Debtor, Secured Party, Collateral, and Statistical Information. When finished, click Review to display the information for review prior to submitting.

Registration Detail

Registrant Name and Address   **Notice Type**
Paradigm Applications, LLC   Notice of Prior Transaction - Initial
address, CA, AF

[+ Add Registrant As Secured Secured Party]

Lapse Date *

01/02/2024

Lapse date defaults to 5 years from today. However, to select your own lapse date, place your cursor in the box above.

8.0 Manage an Existing Notices

The Registry allows users to register notices to make change to an existing notice. A user may register the following changes to a notice:

Manage Existing Notice

▶ Next   ⊘ Cancel

Initiate Change Notice

Change Notice Type *

{Click to Select}   ▾

Change Notice Type	Description	Who May Register	Access Number Required	Information Collected on Change Notice
Amendment	An amendment is used to change existing notice information. An amendment may add, delete or alter Debtors, secured parties, or collateral so long as there is at least one debtor, one secured party and some collateral identified after the amendment is made.	Secured Party	Yes	Everything except Statistical Information
Continuation	A continuation notice serves to extend the effectiveness of a registered notice by the authorizing secured party(s) and security provider(s).	Secured Party	Yes	Lapse Date
Termination	A termination notice serves to end the effectiveness of a registered notice by the authorizing secured party(s). No data is required other than designation of at least one authorizing party. The party/parties whose interest is /are being terminated must be the authorizing party/parties.	Secured Party	Yes	Nothing

You must know the Registration Number and Access Number in order to record a change notice.

1. From the Searches and Registrations section of the Home Page, select the "Manage Existing Notices" option. Selecting this option will open a screen to search for the notice to be changed.

2. Select the "Change Notice Type" from the drop-down list. The system will then display the Registration Number and Access Number fields.

3. Enter the Registration Number and Access Number (if required based on the Change Notice Type).

4. Click the "Next" button. The system will perform a check to validate the Access Number and confirm the notice can be edited. Only active notices can be edited.
   NOTE: If fees were required to complete the change notice type that is selected and the client account did not have the funds to cover the cost of the fee, an error message would be displayed and change notices would not be available until the account has been funded. No fees are being charged as of the commencement of the registry.

5. Select Authorizing Parties. Many Change Notices requiring an Authorizing Party to be selected to indicate the Secured Party and/or Security Provider that is authorizing the Change Notice. This is because if there are two secured parties on a filing it is possible for one secured party to make some change (like a release of its charge

over specific collateral) that will not affect the other secured party. Refer to the table at the beginning of this section for the Authorizing Parties for each change notice type. Select the appropriate Authorizing Parties by checking the checkbox next to the party. To submit all change notice types, the appropriate authorizing party MUST be checked. A list of all available Authorizing Parties will be displayed in a grid on the **General** tab.

6. Record changes to the Notice.

7. Click the "Review" button. All data entered will be displayed on the Review screen.

8. If all changes required have been correctly recorded, click the "File in Registry" button to submit the changes. The Confirmation screen displays all notice information.

9.0 Maker/Checker System for Filing Approval

If you wish to have an internal review process for checking filings before submission to the registry, you may do so by enabling the Notice Approval process on your account profile. If this process is enabled, you may designate users on the account as notice entry users and/or notice approval users by selecting the appropriate permissions on the user profile. Users with the Notice Entry role may then enter notices and submit them for review. Notices submitted for review will not be immediately registered. Rather, they will be sent to a queue for notice approval by users on your account with the notice approval role. Notice approvers may pull notices from the work queue for review and either approve the notices or send them back for edit by the notice entry staff. Once the notice is approved by a notice approver on your account, it is registered and searchable on the registry publicly. Note: If notice approval is turned on, no user may approve his or her own notice. The following steps illustrate the process of enabling and using the notice approval process.

9.1 The client administrator on your account may turn on the notice approval process. To enable the notice approval process, first open the account profile from the "Update or View Account Information" link on the Account Home page. Next, check the "Notice Approval Required?" checkbox and press Save Changes.

Paradigm Applications

9.2 Next, you must assign notice entry and notice approval permissions to users within your organization. To do this, open the user profile for the desired user from the Users tab on the account profile. Next, select the "Notice Workflow – Approve Notice" permission and/or "Notice Workflow – Enter Notice" permission and press Save Changes. Note: A user may be both a notice entry user and notice approval user. If a user has both roles, the user may still not approve his or her own notice.

9.3 Once notice approval is configured on the account and users have the appropriate permissions, your users may use the notice approval process. Notice entry staff will enter notices as per the normal process. However, at the Review step,

they will see a button to "Submit for Approval" rather than the "Confirm" button. Submit for approval will place the notice in the approval queue and the notice will not yet be registered.

9.4 If a notice has been submitted for review, it will appear in the work queue for notice approvers. To open it for review, simply click on "My Work Queue" and open the notice from the list that appears.

9.5 Upon opening the notice, a workflow messages dialog will appear to show the workflow history. If a notice has been sent back for edit, the message from the reviewer will be displayed in this dialog.   Close the messages dialog by pressing "Dismiss" and review the notice. The approver has three options. They may press "File In Registry" to approve the notice and have it immediately registered. They may press "Send Back For Edit" to return the notice for edit by the notice entry

staff. If Send Back is pressed, a dialog will open for entry of the reason the notice is being sent back. The notice will then appear in the Work Queue for edit by notice entry staff. Finally, the notice approver may press "Cancel Workflow" if they wish to cancel the notice without submitting it to the registry.

10.0 Search for Notices or Request a Certified Search

Below are the types of searches you may perform:

- A debtor search, to see if there are any notice on record that relates to a debtor
- A search against a VIN to see if there is a charge filed against a motor vehicle
- To obtain a **certified search report**.

1. Click on the "Search for Notices or Request a Certified Search Report" link on the Searches and Registrations section of the Home Page. Doing this will direct you to the Search Notices screen.

2. Select the method you would like to search for notices by clicking on the appropriate tab. Search options include:
   - Debtor – Used to search by debtor (Citizen, Entity, Foreign Individual). Different search criteria must be entered for different debtor types and the registry will indicate the criteria once the searcher selects the debtor type:
     - Fiji Citizen: For individual debtors that are citizens of Fiji, search based upon Taxpayer ID Number (mandatory)
     - Fiji Registered Entitiy : For Fiji companies and overseas companies registered in Fiji, you must search by both the name of the company and its registration number i.e. Company Registration Number (mandatory), Name of Entity (mandatory).
     - Individual Non-Citizen: For individual debtors that are not citizens of Fiji, search based upon First Name (optional), Middle Name (optional), Last Name (mandatory)
     - Fiji Non-Registered Legal Entity: for Fiji Non-Registered legal entitities , search by Name (mandatory)
     - Foreign Entity - For Foreign Entities and other entities, search on their Name (Mandatory)
   - Serial Number – Used to search for notices by a specific serial number entered as collateral
   - Notice Registration Number – Used if searching for a single notice where the registration number is known
   - Certified Search Verifications – Used to view the search results of a past certified search

Search

[Q Search] [⊗ Close]

☐ Certified Result (Fee is FJD 0.00)

| Debtor | Serial Number | Notice Registration Number | Certified Search Verification |

Use this screen to perform searches of Debtors who are Fiji citizens. If you are searching against a different type of debtor, select the debtor type from the field below.

Debtor Type

Fiji Citizen ▼

Taxpayer ID Number *

3. If you would like a certified search, click the "Certified Result" checkbox. This option is only available if you are logged in as a client of the registry. Entities and members of the public who do not have or need to apply for client accounts but require a certified search result must contact the Registrar of the PPSR. If you request a certified search report, the results of the search will include certification language and Registrar's seal. It will also include a unique number for the certified search report that can be used to retrieve the report from the Registry database if needed later to confirm that the Certification was indeed issued by the registry. The certified search report is an official record of the Registry, and you can use the printed report as evidence of the status of the record on the date of the certified report.

4. Enter filter criteria about the notice you are looking to find and click the "Search" button. When the search is submitted, the system will identify all matching notices and display all information for each notice in registration number sequence, with all change notices for each initial notice following the initial notice to which they are related.

Non-Certified Search Results

Fiji Personal Property Securities Registry

Home   Public Search   Help▾   How To...▾   Law And Regulations▾   Create An Account   Log In

Public Search

[🖨 Print]

The following records in the Fiji Personal Property Securities Registry were identified in a search on:

Search Date/Time: 30/11/2018 07:02
Entity ID Number: 123123123

Notice of Security Interest - 1002445950
Initial

Registration Number	Registration Date/Time	Expiration Date	
1002445950	20/11/2018 11:32	20/11/2023	

Party Type	Name	Number	Address
Debtor - Fiji Registered Entity	Ace Hardware	Tax Identification Number (TIN): 123123123	45 Harbor Lane
	jkimbler@paradigmapps.com	Company Registration Number: 123123123	Suva, Rewa
	45545		Fiji
Secured Party - Secured Party	First Iron Bank of Fiji		10 Harbor Lane
			Suva, Rewa
			Fiji

Collateral Description
All assets of the company.

Paradigm Applications

Certified Search Results

Certified Search Results are generated as a pdf file. All attachments associated with the notices in the results are included at the end of the pdf. This process may take up to 5 minutes, but is generally done within a minute or two.

Clicking on the "Download Certified Search Certificate" button will open the certified search results.

All matching records will be displayed in registration number sequence, along with information for each notice. Any associated change notice will also be displayed. The system will provide the following information for each search result:

- Registration Number of Initial Registration
- Registration Date and Time of Initial Registration

- Registration Type
- Expiration Date
- Grid display of all Debtor, Secured Party, and Collateral data
- Uploaded documents will be displayed as links which will open upon clicking.

If there are any change registrations related to an Initial Registration on file, the system will also display the following:

- Registration Number of Change Registration
- Registration Date and Time of Change Registration
- Change Type
- Authorizing Party(ies)
- Information collected on each change notice

11. View Notices and Certified Searches You Created Using the Transaction Search

The Transaction Search allows a user to retrieve the details of all notices and searches performed by the user during a given time frame.

It is also another method for retrieving Access Numbers associated with an initial registration, as they will be listed on the Registration Detail page.

1. Click on the "Search Transaction" link on the Account Activities section of the Home Page. Doing this will direct you to the Search Transaction screen.

Fiji Personal Property Securities Registry

Home   Public Search   Help▾   How To...▾   Law And Regulations▾   Logout   Welcome, Rona

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out.

SEARCHES AND REGISTRATIONS
- -

Register a New Notice of Security Interest

Register a New Notice of Execution Creditor

Register a Notice of Prior Transaction

Register a Notice of Prior Lien

Manage Existing Notices

Search for Notices or Request a Certified Search Report

Data Upload

ACCOUNT ACTIVITIES
- -

Make a Credit Card Payment

Update or View Account Information

Change Password

Search Transactions

My Work Qu

Session Details		
Transaction Number	Transaction Type	Amount

2. Enter the desired search date range into the appropriate text boxes, by selecting the desired dates from the calendar pop ups, and click "Find" button. You can also filter the list by transaction by selecting it from the Service Type drop-down. You will be directed to a list of all transactions completed within the indicated date range. The following search criteria are supported:

- Create Date – The From and Through fields are used to filter based on the notice or certified search creation date
- Expiration Date – You can use this option to search for notices that will expire within the entered time frame
- Transaction Type – All Notice Types, Change Notice Types, and Certified Search are displayed to allow you to filter for a specific transaction type

3. Click on the desired Transaction in the "Reference Number" column for full details. A pop up window will open with a full description of the selected transaction.

Search Transactions

Reference Number	Expiration Date	Days Before Lapse	Transaction Date	Transaction Type	User	Access Number	Amount	Action
1002449556	12/02/2024	1804	12/02/2019	Notice of Security Interest - Initial	stfoadm	9097	FJD 0.00	
1002449118	09/02/2024	1801	09/02/2019	Notice of Security Interest - Initial	stfoadm	5401	FJD 0.00	

Form: Notice of Security Interest

Registration Detail

The following order for notice of security interest was registered in the Fiji Personal Property Securities Registry at the date an

Registrant Name and Address
Paradigm Applications, LLC
address, CA, AF

Notice Type
Notice of Security Interest - Initial

Notice Registration Number	Date of Registration	Lapse Date
1002448545	08/02/2019 12:16	24/07/2008

Debtors

Party Type	Party Name	Party ID Number	
Fiji Citizen	David Proper Peterson (Birthdate: 04/06/2021)	Taxpayer ID Number: R412345	

Secured Parties

Party Type	Party Name	Party ID Number	Pa
Secured Party	Paradigm Applications, LLC		ad CA Al

Collateral

Collateral
Show 10 ▼ entries   Search: [   ]

Serial Number
321

Showing 1 to 1 of 1 entries

Collateral Attachment
snap102.png

REGISTRY TIP: You can initiate a change notice by clicking on the ☞ icon. This will open the Change Existing Notice feature and will default the Registration Number and Access Number for the selected record. If you do not initially see the ☞ button on your screen, you will need to click the ⊕ button to expand the row.