

USER MANUAL

THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING, TRAINING, COMMISSIONING, WARRANTY, SUPPORT AND MAINTENANCE OF AN ONLINE ENFORCEMENT MODULE TO THE EXISTING COLLATERAL REGISTRY SYSTEM

PRESENTED TO:

BRUNEI DARUSSALAM CENTRAL BANK

PRESENTED BY:


IOS
PARTNERS

In association with


IOS *soft*
by IOS Partners

APRIL 2021

VERSION HISTORY

Version #	Developed by	Date	Description
1.0	IOS Partners, Inc.	<01/12/2016>	Final Version
1.1	IOS Partners, Inc.	<29/01/2018>	Updated version with new system functions
1.2	IOS Partners, Inc.	<08/04/2021>	Updated version with new enforcement module functionalities

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APPROVAL

We, the undersigned, acknowledge that we have reviewed the *User Manual* for *Consulting Services for the Supply, Delivery, Installation, Configuration, Testing, Training, Commissioning, Warranty, Support and Maintenance of an Online Enforcement Module to the Existing Collateral Registry System for Brunei Darussalam Central Bank* and hereby provide our approval.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Role: _____

REMARKS AND OBSERVATIONS *(if any)*:

ACKNOWLEDGEMENTS

This document was updated by the team led by **IOS Partners, Inc.**, an international economic development consultancy firm, together with **IOSsoft, Inc.** for **the Brunei Darussalam Central Bank**. This document presents an update of the Collateral Registry System user manual with the new enforcement module functionalities and intends to serve as an important user and training tool to the BDCB.

We would like to express our appreciation for the excellent collaboration and facilitation of project documents and meetings, and support provided since the project inception, which we received from **the Brunei Darussalam Central Bank (BDCB)** and **Collateral Registry**.

DISCLAIMER

The findings, interpretations, and conclusions expressed in this document are entirely those of the authors and should not be attributed in any manner to the Brunei Darussalam Central Bank. The Brunei Darussalam Central Bank does not guarantee the accuracy of the data included in this document nor do it accepts responsibility for any consequence of its use.

GLOSSARY OF ABBREVIATIONS

BDCB	Brunei Darussalam Central Bank
CR	Collateral Registry
EGNC	E-Government National Centre
IT	Information Technology
PIN	Personal Identification Number
MOFE	Ministry of Finance and Economy
STR	Secured Transaction Registry
TIN	Taxpayer Identification Numbers

EXECUTIVE SUMMARY

The purpose of this document is to present an updated user and training manual for the Secured Transactions/Collateral Registry System. This document provides a detailed description of the Collateral Registry System and covers fundamental elements of the operational and logistical components for the use of a modern secured transaction registry.

The report presents overall structure of the product, which is defined from a functional viewpoint. It describes the basic steps to be followed by the users and BDCB to enable them to efficiently use the system, thus ensuring BDCB's capacity to use, support and administer the system.

The report outlines the following procedures:

- Opening of a New Account in the Registry
- Registration updated with new system's functions
- Survey
- Amendments with new system functions
- Search with new system functions
- My Registrations with new system functions
- Account Management
- Reports updated with new system's functions
- Master Account Management updated with new system's functions.

The content of this document will assist to introduce users to the functions of the STR ensuring successful implementation of the Secured Transactions/Collateral Registry System.

This document will be presented to the representatives of the **Brunei Darussalam Central Bank (BDCB)** in order to obtain feedback on the user manual for the Secured Transactions/Collateral Registry and ensure smooth project implementation and effective communication between the counterparts and the IOS Team.

1. USER AND TRAINING MANUAL: OVERVIEW

The purpose of this document is to present the user manual for the Secured Transactions/Collateral Registry System. This document provides a detailed description of the Collateral Registry System and covers fundamental elements of the operational and logistical components for the use of a modern secured transaction registry.

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- Reports updated with new system's functions
- Master Account Management updated with new system's functions.

1.1. Opening of a New Account in the Registry

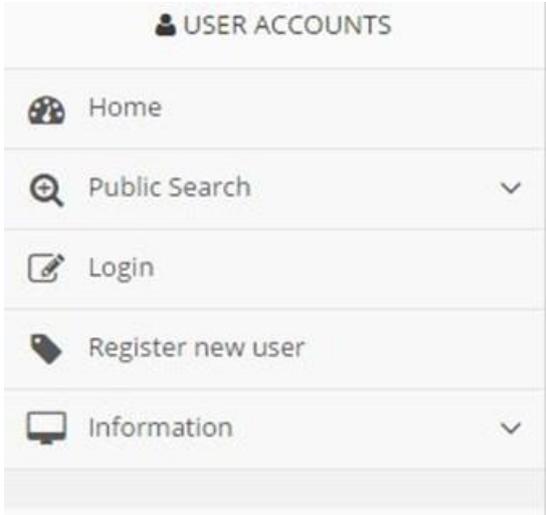
Introduction

This function allows the user to enter the application and use the functionalities in accordance with the defined access authorization. Once the user has entered the application, he/she can perform registrations, amendments and changes.

New user wants to use the application, but does not have a user account opened and can only access the STR home page. User must enter personal data, necessary to open the user account. The account will be activated once it is verified by the authorized administrator.

Procedure

Follow the steps below to open a new account in the STR.

STEP	ACTION
<p>1.</p>	<p>Opening the new account enables accessing the data in the Secured Transactions Registry database in order to perform the registration and search functions. The account number must be a unique company number issued by the authorized institution. The unique number for an individual is a personal ID number from the ID card issued by the authorized body. Opening an account procedure should be conducted in a way that Registry application must strictly support the written process of account opening. A request for opening an account can only be submitted electronically using the Registry web application.</p> <p>The user will log in into the STR home page and will select Register New User option.</p>  <p>The user will click on  button.</p>
<p>2.</p>	<p>The application provides general instructions for creating a new account.</p>

STEP	ACTION
	<p>Registering new user</p>  <p>STEP 1 - General Terms and Conditions</p> <p>To go to the next step the user should select option.</p>
<p>4.</p>	<p>The application provides the option for further confirmation of the account opening process and displays the "General Terms and Conditions" of the use of Registry.</p> <p>Terms and conditions for the use of Registry</p> <p style="text-align: center;">GENERAL TERMS AND CONDITIONS FOR THE USE OF SECURED TRANSACTIONS REGISTRY FOR THE OWNERS OF THE USER ACCOUNT</p> 
<p>5.</p>	<p>Accepting Terms and Conditions</p> <p>After General Terms and Conditions are displayed, the application shows options "Accept" and "Do Not Accept."</p> <p>In the case that user does not accept of selection the user must click of the  option, the application returns the user to the home page of the application. In the case of acceptance of the General Terms and Conditions, the application displays the form to enter the data required to open an account.</p> <p style="text-align: center;"><input type="checkbox"/> ACCEPT GENERAL TERMS AND CONDITIONS</p>

6.

Form for the entry of the user information

The image displays two screenshots of a registration form for 'The Pledge Registry'. The top screenshot is titled 'STEP 3 - User info' and shows a progress bar with five steps: Terms and Conditions, System requirements, User info (current), Account info, and Confirmation. The form fields include: Entity Type (dropdown: Legal entity), Name, Surname, Legal Name (with a note 'Ispahan Company'), Local ID (7403002-42291), User Address (Business street 4), User Zip (71000), City (dropdown: Saragheh), User Phone (222 333), User Fax (444 555), and User Email (mail@mail.net). The bottom screenshot is titled 'STEP 4 - Master Account info' and shows a progress bar with the same five steps. The form fields include: Name (john), Surname (smith), Email (john.smith@mail.net), Username (john.smith), Password (masked with asterisks), Confirm password (masked with asterisks), and PIN (0000).

The suggested sequence for entry of the data required for opening an account is as follows:

- Type of User
 - o Private or Legal entity
- Legal name
- Unique Identification Number
- Address:
- City
- ZIP Code
- Country (Default Brunei Darussalam)
- District
- Fax
- Telephone
- E-mail address

Note: For two types of user accounts: for Business ID: the company name is mandatory; for National ID: the name and surname are mandatory. Validation algorithm will be run against the national or business ID.

<p>7.</p>	<p>Validation and confirmation of entered data</p> <p>The user validates the entered data and confirms by selecting the Next option.</p> 
<p>8</p>	 <p>Account Info</p> <p>The user will enter the required data in the form provided for the entry of the Master Account Information.</p> <p>Form for the entry of the Account’s Information</p> <p>STEP 4 Master Account Info</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="336 757 906 1346"> <p>Name <input type="text"/> <small>Name is required.</small></p> <p>Surname <input type="text"/> <small>Surname is required.</small></p> <p>Email <input type="text"/> <small>Email field is not a valid email address.</small></p> <p>Username <input type="text"/> <small>Username is required.</small></p> <p>Password <input type="password"/></p> <p>Confirm New Password <input type="password"/></p> <p>PIN <input type="text"/> <small>PIN is required.</small></p> </div> <div data-bbox="938 689 1450 1323"> <p>The suggested sequence for entry of the data required for opening an account is as follows:</p> <ul style="list-style-type: none"> - *Name - * Surname - * Email - * User - * Password - * Confirm Password - * Pin (Alfa/Numeric) <p>Note: * Mandatory fields of entry in the application</p> <p>Note: For two types of user accounts: for Business ID: the company name is mandatory; for National ID: the name and surname are mandatory. Validation algorithm will be run against the national or business ID.</p> </div> </div>
<p>9.</p>	<p>Validation and confirmation of user registration.</p> <p>Registering new user</p>  <p>✔ User and Application user registration completed</p> <p>Click </p> <p>NOTE: User will receive a notification on registration via email.</p>

1.2. Registration

Introduction

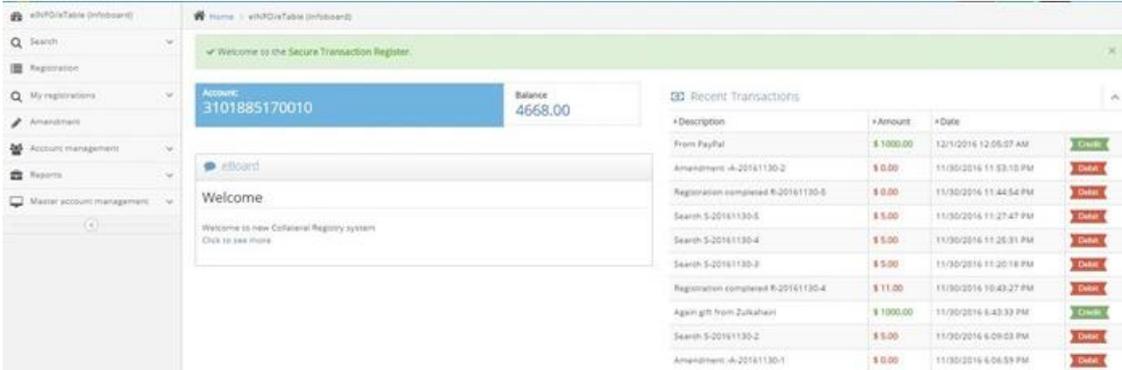
This function allows the registered user to do the real-time registry searches of existing registrations, which in turn allows him/her seeing pledge priority order. User is given possibility to register the property and create registration document.

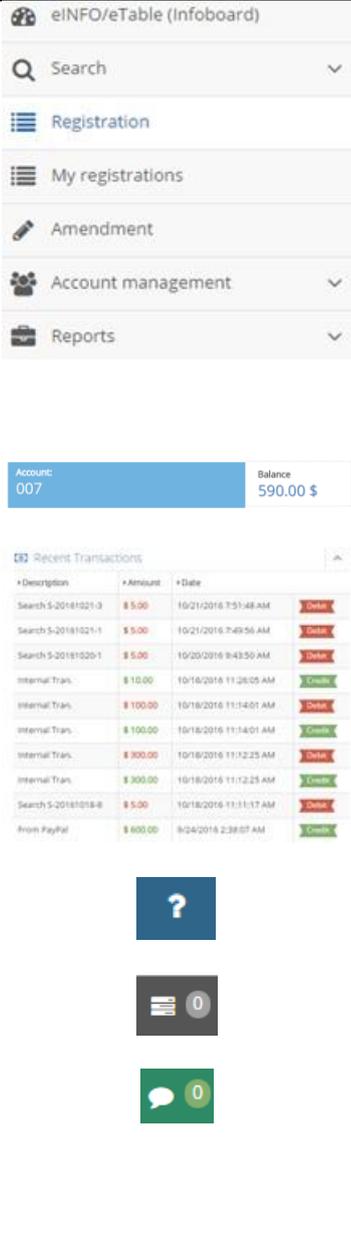
User intends to register a pledge but first needs to check if the property is already pledged. It is necessary to provide user information on chosen property in real-time, with user entering all the necessary data. User must be given information of the costs at any given time, and cost must be evident on the user’s account. Registration document must be created and printed out, and it will serve as a basis for legal certification of the pledge.

Procedure

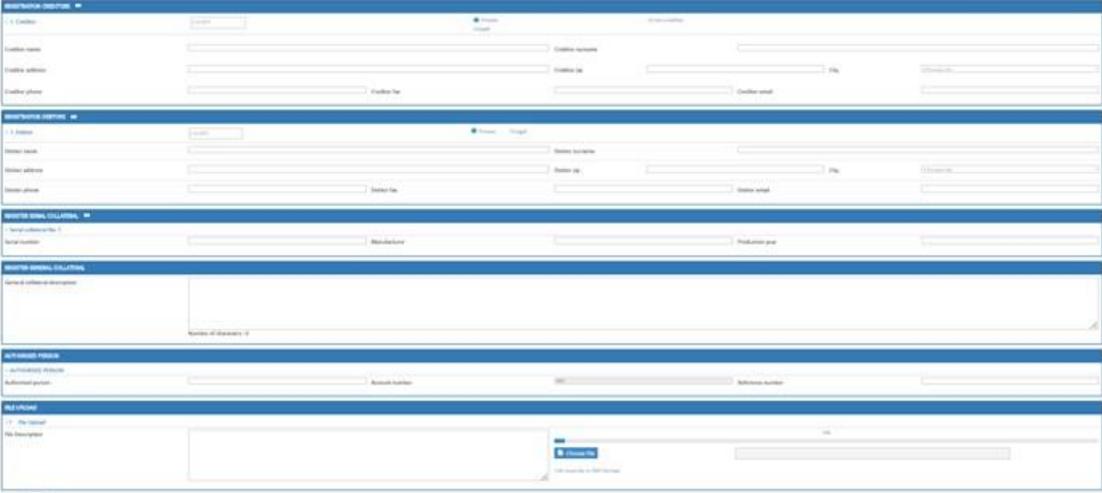
Follow the steps below to do the registration:

STEP	ACTION
<p>1.</p>	<p>1. Process starts with the user deciding to register assets in the Collateral Registry</p> <p>2. User needs to enter the application portal.</p> <div data-bbox="695 931 1062 1433" style="text-align: center;"> </div> <p>The user will log in into the STR home page and will select Login registered user  Login option.</p> <p>When Login registered user option is selected pop up window opens, where user enters the user ID and password. User will select “Log in” to enter the registry.</p>

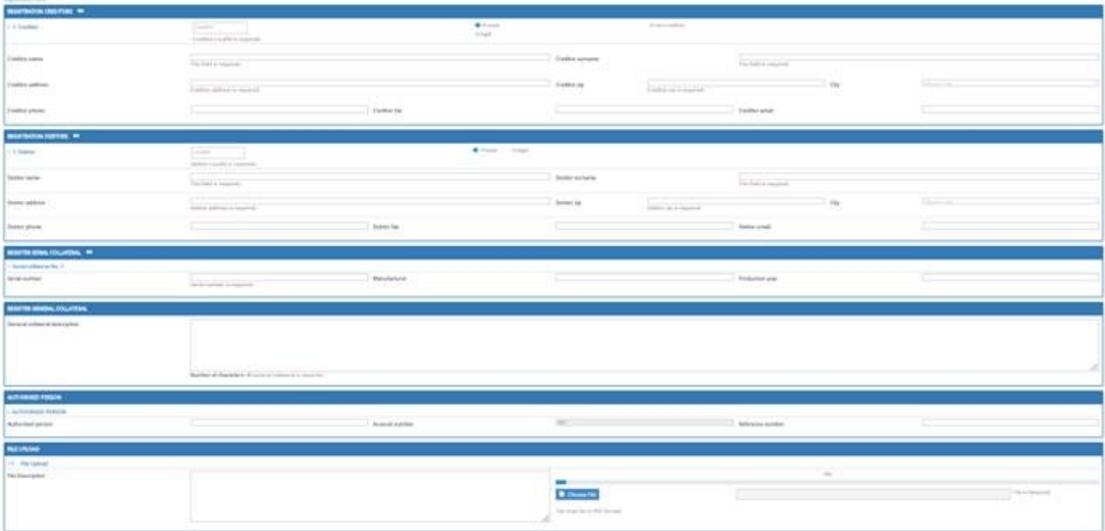
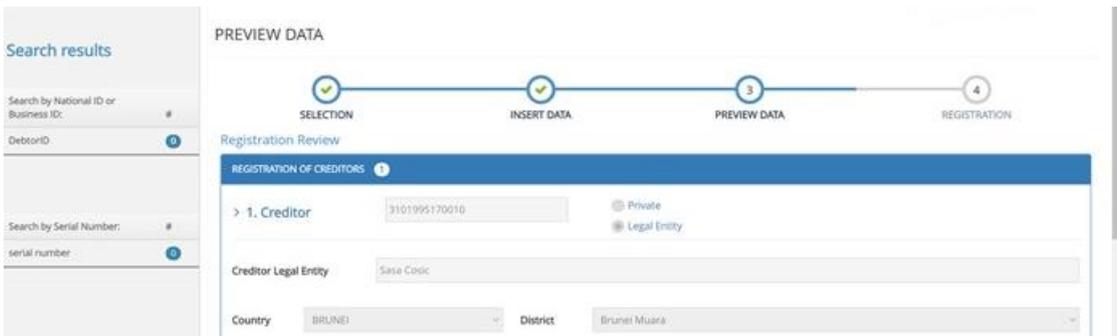
STEP	ACTION
	<div style="text-align: center;">  <h2>The Collateral Registry</h2> <p>Please enter your information.</p> <div style="display: flex; justify-content: center; gap: 10px;"> <input type="text" value="Username"/> <input type="password" value="Password"/> </div> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> Login Register new user </div> </div> <p>If no user or password is entered at the top corner of the page, Incorrect User or Password message will appear.</p>
<p>2.</p>	<p>On the user home page, there is an info board, which shows summary functions and information dashboard.</p> 
<p>2.1</p>	<p>Optional Function – New Enforcement Functionality</p> <p>Registry can enable and disable enforcement functionality. If enforcement functionality is activated and user account has active enforcements, the info board will show all ongoing enforcements. Enforcement notification will remain on user’s info board as long as enforcement is active. Users cannot remove or delete enforcement notification.</p> 
<p>3</p>	<p>By clicking on the option Registration, user opens the registration menu with the Balance of funds available for user id login in this session.</p>

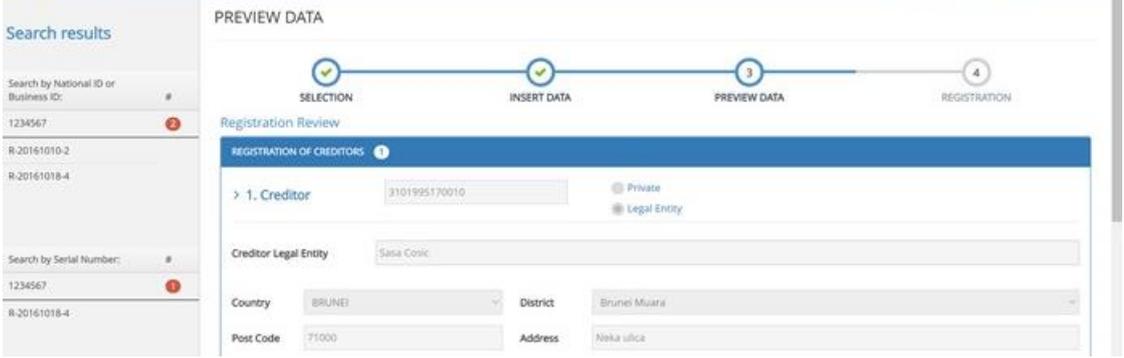
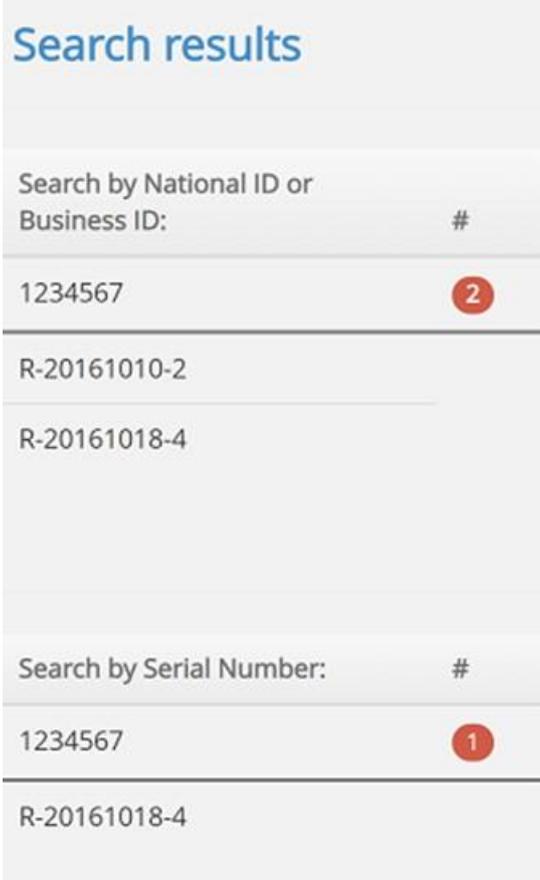
STEP	ACTION
	 <p>Main menu functions</p> <p>Balance of funds available for user ID login in this session.</p> <p>The list of most recent fees and payment transactions</p> <p>Interactive Help Function</p> <p>Control Validation Follow up</p> <p>Internal Message</p>
4.	<p>By clicking on the option Registration, user opens the registration menu.</p> 
5.	<p>With selection of the chosen values for each field, there is a drop-down menu in the form. On the right side of the field, the fee is shown for each parameter of registration, as well as the total registration fee, which is visible at the bottom of the form ("Total Fee").</p>

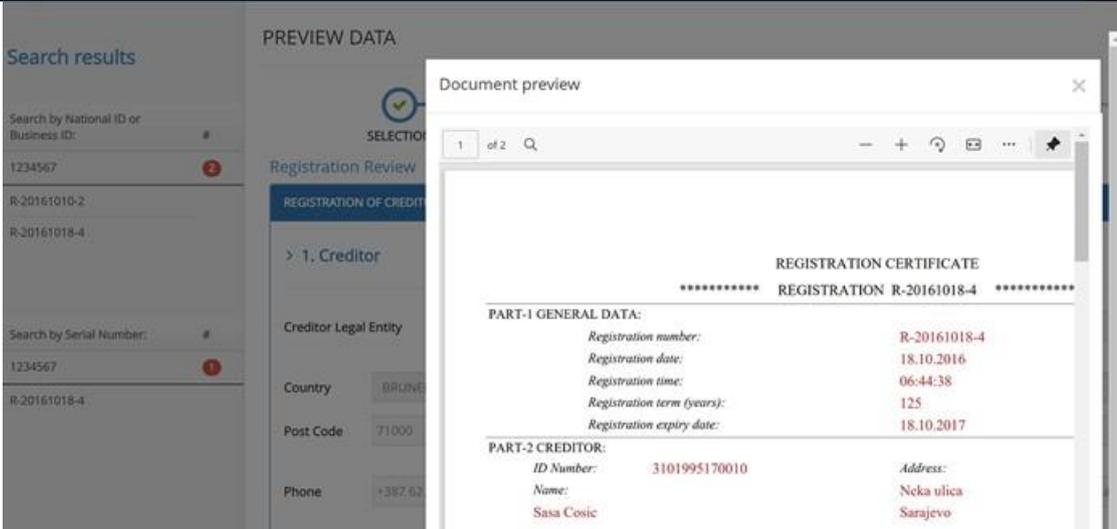
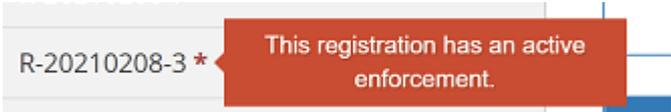
STEP	ACTION
	<div data-bbox="491 219 1305 674" style="text-align: center;"> <p>SELECTION</p> </div> <p>The user chooses duration of the pledge, number of creditors, data - if specific or general property is being pledged, and value of basic fee.</p> <p>On the page “Registrations”, user sees the table with following options:</p> <ul style="list-style-type: none"> - - Years - to choose how long the registration will last. Options are from 1 to 10 years. - - Number of creditors, from 1 to 5 - - Number of debtors, from 1 to 5 - - Serial number collateral, from 1 to 20, or 0 when there is none to register - - Number of files to upload, from 1 to 3, or 0 when there is no file to upload - - General collateral, with check mark box. <p>Below the options above, there is a Total fee field, which automatically shows the amount of fee for the registration of the chosen combination of property.</p> <p>Also, next to every registration category, user can see fee of that individual category for that specific registration, which changes depending of the chosen value.</p> <p>If the user clicks the Back to main menu  option, the system will take the user to the main menu.</p> <p>If the user clicks Next  option, the system will first check if the PIN number is valid. If the PIN is not valid, the system will show the message Wrong PIN.</p> <p>If the PIN is valid, the system will generate a form for registration entry.</p> <p>The information on registration fees will be shown to the user. Upon completion of the process, user is ready for next Step – registration entry form.</p>
6.	<p>The user enters the required information in the empty fields in sections from 1 to 6 of the form.</p> <ol style="list-style-type: none"> 1. Registration of Creditors 2. Registration of Debtors 3. Register Serial Collateral 4. Register General Collateral 5. Authorized person 6. File Upload

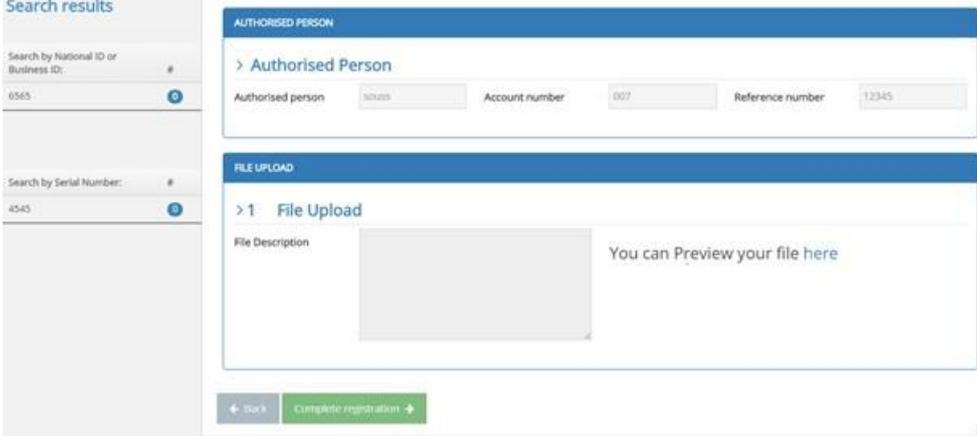
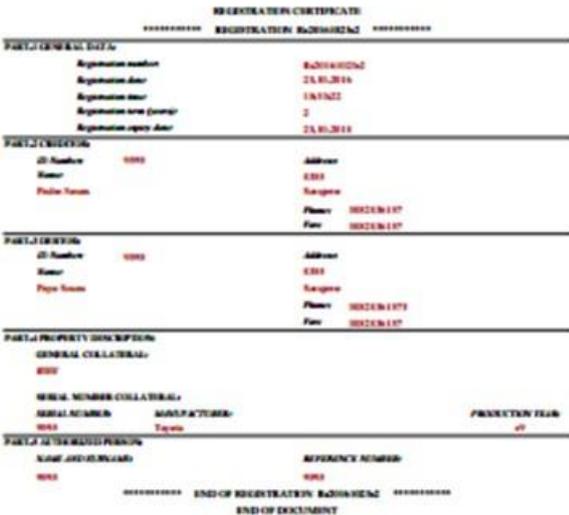
STEP	ACTION
	 <p>Part 1 – Creditor – is where user enters the data about the creditor(s). In the title banner, there is a field Personal/Business ID to enter creditor ID number.</p> <p>Below the title, the form starts with two sections:</p> <ul style="list-style-type: none"> - Individual - Company <p>User needs to enter data in one of these sections, depending if creditor(s) is a company or an individual.</p> <p>Below there are fields for the address and various contact options, city, country, phone, fax & email (the last two are not mandatory fields).</p> <p>Part 2 – Debtor – is where user enters the data about the debtor(s). In the title banner, there is the field Personal/Business ID to enter debtor ID number.</p> <p>Below the title, the form starts with two sections:</p> <ul style="list-style-type: none"> - Individual - Company <p>User needs to enter data in one of these sections, depending if debtor(s) is a company or an individual.</p> <p>Down below are fields for the address and various contact options, city, country, phone, fax & email (the last two are not mandatory fields).</p> <p>Part 3 – Register Serial Collateral. This section has one part:</p> <ul style="list-style-type: none"> - Specific property sections – the users will see the following three fields here: <ul style="list-style-type: none"> ○ “Serial number”- to be entered as written on the specific property ○ “Manufacturer” ○ “Year” of production fields - Note: If for serial collateral motor vehicle is selected the system will require another Vehicle registration number field to be filled <p>Part 4 – Register General Collateral. This section has one part:</p> <ul style="list-style-type: none"> - General property – to enter description or any other relevant data referring to the general property being pledged. Below the text box, there is “Number of characters” field counting the used number of characters as user types. There will be no fee charged for number of characters entered.

STEP	ACTION
	<p>Part 5 – Authorized person section has three fields:</p> <ul style="list-style-type: none"> - “Name” of the authorized person - “Account number” automatically filled in by the system to display on user’s account - “Reference number/Court Order Number” field <p>Part 6 – File Upload section has three fields: The user has the option to upload one pdf document as a supporting document to the registration. The system accepts documents only in pdf format and the maximum size of document is 5MB.</p> <ul style="list-style-type: none"> - “File Description” Detail or name of the document will be uploaded into the registration. - Choose the library that document will be uploaded. <p>At the bottom of the form there are two buttons:</p>  <ul style="list-style-type: none"> - “Back” that takes user back to the home page  - “Next” takes the user to the next step 
6.1	<p>Optional Function – New Enforcement Functionality</p> <p>Registry can enable and disable enforcement functionality. If the enforcement functionality is activated, system will perform additional search to check if debtor or serial collateral are already under enforcement.</p> <p>If there are no enforcements on debtor or serial collateral, the system will move to step 7.</p> <p>If debtor or unique serial collateral are under enforcement, the system will stop the process and inform the user with new notification screen.</p>  <p>User has an option to go Back or to Continue with registration (step 7 of this manual)</p> <p>User also has an option to see enforcement number, original registration number and time when the enforcement started. Also user can review original registration that is under enforcement by clicking on  link.</p> 
7.	To double check the data entered into the system, the system shows the user the form filled out with user’s data.

STEP	ACTION
	 <p>User confirms everything is correct and registration is archived in the database.</p> <p>If everything is correct, user can continue with the registration by selecting “Next” option and registration is entered into database. User has the option to make correction to this document by clicking “Corrections” button at the bottom of the page, or to cancel the entire registration process by clicking the button “Exit”, on the left side at the bottom of the page.</p>
<p>8.</p>	<p>System automatically performs search on debtor and serial collateral if there are any.</p> <p>On the left side of the screen results will be displayed and user can click on results to review original registration.</p> <p>If there are no registrations with Debtor ID and/or Serial collateral result will be zero and no registrations can be reviewed.</p>  <p>In case Debtor and/or Serial collateral are already registered system will give result with number of registrations containing debtor ID and serial ID.</p>

STEP	ACTION
	 
	<p>By clicking on registration number the original registration will open.</p> 

STEP	ACTION
	
<p>8.1</p>	<p>Optional Function 1 – <u>New Enforcement Functionality</u></p> <p>Registry can enable and disable enforcement functionality. If enforcement functionality is activated, the system will perform additional search to check if debtor or serial collateral are already under enforcement.</p> <p>If there are no enforcements on debtor or serial collateral, the system will display regular search result.</p> <p>If debtor or unique serial collateral are under enforcement, the system will add additional mark to the search result – red asterisk</p> <p></p> <p>If user hovers with mouse pointer over asterisk, the system will present pop up screen to the user</p> <p></p> <p>By clicking on registration number the original registration with enforcement will open and user can review the registration.</p>
<p>9</p>	<p>Optional Function 2– Survey - Based on Registry’s decision to enable it or not</p> <p>If the function is not enabled the user will immediately get the registration certificate.</p> <p>If the function is enabled, after completion of registration, a new window will open where the user is required to enter the registration survey data.</p>

STEP	ACTION
	 <p>After the entry of the survey data, the user has to select the “Complete registration” option, which takes the user to the next step.</p>
<p>10.</p>	<p>System will display a success message of successful completion of registration.</p> <p style="text-align: center;">Registration completed Registration with number: P-20180129-1 Created successfully</p> <p>This registration will not be shown in search and it will be recorded as P-XXXXXXX-X where P is for pending registration.</p> <p>Pending registrations will be only visible in My registrations → Registration function and will be marked (flagged) in the system as pending for approval.</p>
<p>11.</p>	<p>At the moment data is saved in the database, a pre-registration document is generated (user should print it out) but the fees are not charged from the user account.</p> <p>Fees will be charged only after user approves the registration.</p>  <p>System automatically generates/saves the PDF document (as user sees it). It will remain available in the Registry. In addition to the registration data archived in the database, the original document created at the time of registration is also being archived.</p>

1.2.1 Confirming Registration

In order to complete registration and to have registration effective, user needs to approve the pending registration.

It is not possible to approve registration from same account that was used to initially perform the registration.

For example if User 1 performs the initial registration the User 2 (or User 3, or User 4 etc.) can approve the registration if they have appropriate authorization assigned by the Master Account.

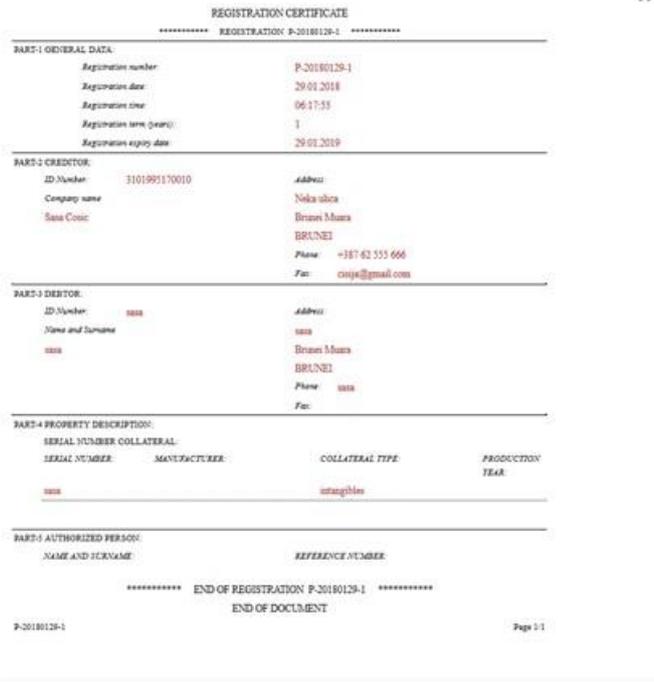
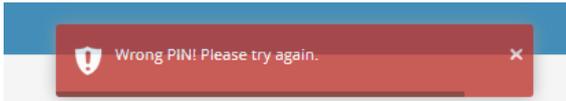
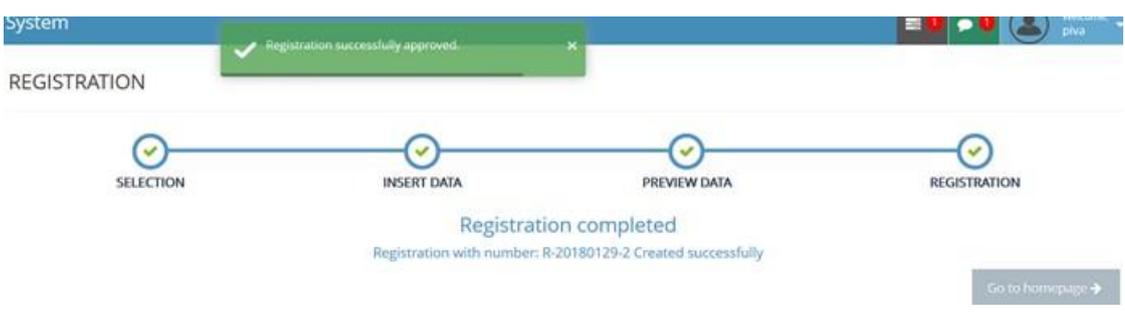
There is no option for User 1 to perform the initial registration and to approve the same registration even if the user has all authorizations.

Procedure

Follow the steps below to approve the registration:

STEP	ACTION
1.	<p>1. Process starts with the user logging in to the Collateral Registry</p> <p>2. User needs to enter the application portal.</p> <div data-bbox="694 965 1062 1464" style="text-align: center;"> </div> <p>The user will log in into the STR home page and will select Login registered user  Login option.</p> <p>When Login registered user option is selected pop up window opens, where user enters the user ID and password. User will select “Log in” to enter the registry.</p>

STEP	ACTION
	<div data-bbox="710 219 1053 324" style="text-align: center;">  <h2 style="margin: 0;">The Collateral Registry</h2> </div> <div data-bbox="667 376 1098 407" style="text-align: center;"> <p>Please enter your information.</p> </div> <div data-bbox="667 439 1098 528" style="text-align: center;"> <input type="text" value="Username"/> <input type="password" value="Password"/> </div> <div data-bbox="949 560 1098 600" style="text-align: center; margin-top: 10px;"> <input type="button" value="Login"/> </div> <div data-bbox="651 649 1114 698" style="text-align: center; margin-top: 20px;"> <input type="button" value="Register new user"/> </div> <p data-bbox="320 712 1444 779">If no user or password is entered at the top corner of the page, Incorrect User or Password message will appear.</p>
<p>2.</p>	<div data-bbox="331 855 1433 1108" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #e0f0e0; padding: 5px; border: 1px solid #ccc; margin-bottom: 10px;"> ✔ Welcome to the Collateral Registry. ✕ </div> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #4a90e2; color: white; padding: 5px; border: 1px solid #ccc; width: 45%;"> <small>Account:</small> 3101885170010 </div> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc; width: 45%;"> <small>Balance:</small> 5580.00 </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc; width: 45%;"> <small>eBoard</small> </div> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc; width: 45%;"> <div style="background-color: #e0f0e0; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;"> ✎ Registration Waiting for Approval </div> <div style="font-size: 0.8em;"> Registration: P-20180129-1 Registration by: Sasa </div> <div style="background-color: #d0d0d0; padding: 5px; border: 1px solid #ccc; margin-top: 5px; text-align: center;"> <small>Preview registration</small> </div> </div> </div> </div> <p data-bbox="320 1153 1444 1256">On the right side new option is visible and shows if there are any pending registrations for approval. Process is automatic and all pending registrations will appear automatically to the authorized users.</p>
<p>3</p>	<div data-bbox="450 1361 1305 1639" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <div style="background-color: #e0f0e0; padding: 5px; border: 1px solid #ccc; margin-bottom: 10px;"> ✎ Registration Waiting for Approval </div> <div style="font-size: 0.8em;"> Registration: P-20180129-1 Registration by: Sasa </div> <div style="background-color: #d0d0d0; padding: 5px; border: 1px solid #ccc; margin-top: 5px; text-align: center;"> <small>Preview registration</small> </div> </div> 

STEP	ACTION
	
<p>4</p>	<p>In order to confirm or decline registration the user needs enter PIN before selecting/clicking on confirm or decline button.</p>  <p>If wrong PIN is entered message “Wrong PIN, please try again” will be displayed. Preview window will be closed.</p> 
<p>5</p>	<p>If user confirms the registration, new registration window will open with registration certificate and user will be informed of successful registration.</p> <p>At that moment data is saved in the database, permanent registration document is generated (user should print it out) and the fees are charged from the user account.</p> 

STEP	ACTION																																																																
	<p style="text-align: center;">REGISTRATION CERTIFICATE</p> <p style="text-align: center;">***** REGISTRATION R-20180129-2 *****</p> <hr/> <p>PART-1 GENERAL DATA:</p> <table border="0"> <tr> <td>Registration number:</td> <td>R-20180129-2</td> </tr> <tr> <td>Registration date:</td> <td>29.01.2018</td> </tr> <tr> <td>Registration time:</td> <td>08:25:09</td> </tr> <tr> <td>Registration term (years):</td> <td>1</td> </tr> <tr> <td>Registration expiry date:</td> <td>29.01.2019</td> </tr> </table> <hr/> <p>PART-2 CREDITOR:</p> <table border="0"> <tr> <td>ID Number:</td> <td>3101995170010</td> <td>Address:</td> <td>Neka silica</td> </tr> <tr> <td>Company name:</td> <td>Sasa Cosic</td> <td></td> <td>Brunei Muara</td> </tr> <tr> <td></td> <td></td> <td></td> <td>BRUNEI</td> </tr> <tr> <td></td> <td></td> <td>Phone:</td> <td>+387 62 555 666</td> </tr> <tr> <td></td> <td></td> <td>Fax:</td> <td>cinija@gmail.com</td> </tr> </table> <hr/> <p>PART-3 DEBTOR:</p> <table border="0"> <tr> <td>ID Number:</td> <td>sasa</td> <td>Address:</td> <td>sasa</td> </tr> <tr> <td>Name and Surname:</td> <td>sasa</td> <td></td> <td>Brunei Muara</td> </tr> <tr> <td></td> <td></td> <td></td> <td>BRUNEI</td> </tr> <tr> <td></td> <td></td> <td>Phone:</td> <td>sasa</td> </tr> <tr> <td></td> <td></td> <td>Fax:</td> <td></td> </tr> </table> <hr/> <p>PART-4 PROPERTY DESCRIPTION:</p> <table border="0"> <thead> <tr> <th colspan="4">SERIAL NUMBER COLLATERAL:</th> </tr> <tr> <th>SERIAL NUMBER:</th> <th>MANUFACTURER:</th> <th>COLLATERAL TYPE:</th> <th>PRODUCTION YEAR:</th> </tr> </thead> <tbody> <tr> <td>sasa</td> <td></td> <td>intangibles</td> <td></td> </tr> </tbody> </table> <hr/> <p>PART-5 AUTHORIZED PERSON:</p> <table border="0"> <tr> <td>NAME AND SURNAME:</td> <td>REFERENCE NUMBER:</td> </tr> </table> <p style="text-align: center;">***** END OF REGISTRATION R-20180129-2 ***** END OF DOCUMENT</p>	Registration number:	R-20180129-2	Registration date:	29.01.2018	Registration time:	08:25:09	Registration term (years):	1	Registration expiry date:	29.01.2019	ID Number:	3101995170010	Address:	Neka silica	Company name:	Sasa Cosic		Brunei Muara				BRUNEI			Phone:	+387 62 555 666			Fax:	cinija@gmail.com	ID Number:	sasa	Address:	sasa	Name and Surname:	sasa		Brunei Muara				BRUNEI			Phone:	sasa			Fax:		SERIAL NUMBER COLLATERAL:				SERIAL NUMBER:	MANUFACTURER:	COLLATERAL TYPE:	PRODUCTION YEAR:	sasa		intangibles		NAME AND SURNAME:	REFERENCE NUMBER:
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1.4. Survey

Introduction

A Survey Module is available in the system if enabled by Registry and it is part of the registration process which is performed at the end of registration as follows:

- Each time when the user enters new registration system will request to complete a survey form
- The survey is flexible to request for different types of information such as gender, loan amount, if the business is woman owned enterprise, movable property, business type, etc.
- All information will be stored into data base and small statistical module report will be available.

This option provides the Registry to generate survey results for data processing or reporting purposes. While this function is performed during the registration process it is not part of the registration certificate and is not used for any identification of the pledge registration.

Procedure

Follow the steps below to do the survey:

STEP	ACTION
1.	<p>2. The user will need to fill in the required data below></p> <div style="text-align: center;"> <p>Demo survey Demo</p> <hr/> <p>1. Type of organization <input type="text" value="Legal entity"/></p> <p>2. Is it female owned <input type="text" value="Yes"/></p> <p>3. Type of collateral <input type="text" value="Car"/></p> <p>4. Amount of credit <input type="text"/></p> <p><input type="button" value="Submit survey →"/></p> <p>Answer and complete questions at the end click <input type="button" value="Submit survey →"/></p> </div>

2.4. **Amendments**

Introduction

This function allows the registered users to amend the registration, and every amendment to be registered and associated with the existing registration. Amendments must be valid and in the order of established priorities.

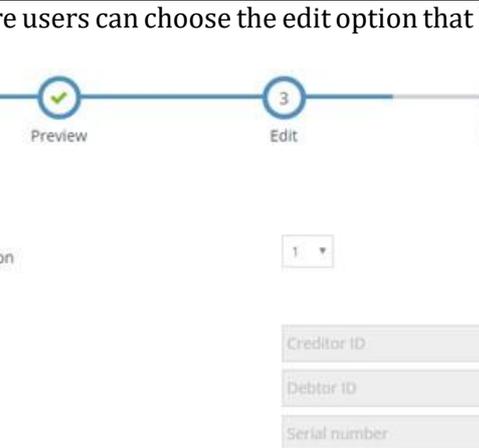
User wants to amend the data of existing registration, if the registration contains wrong information or if the update of registration data is required. The possibility to make these changes must be provided to the users. Registration amendment must be created and printed out, and it will serve as a basis for legal certification of the pledge.

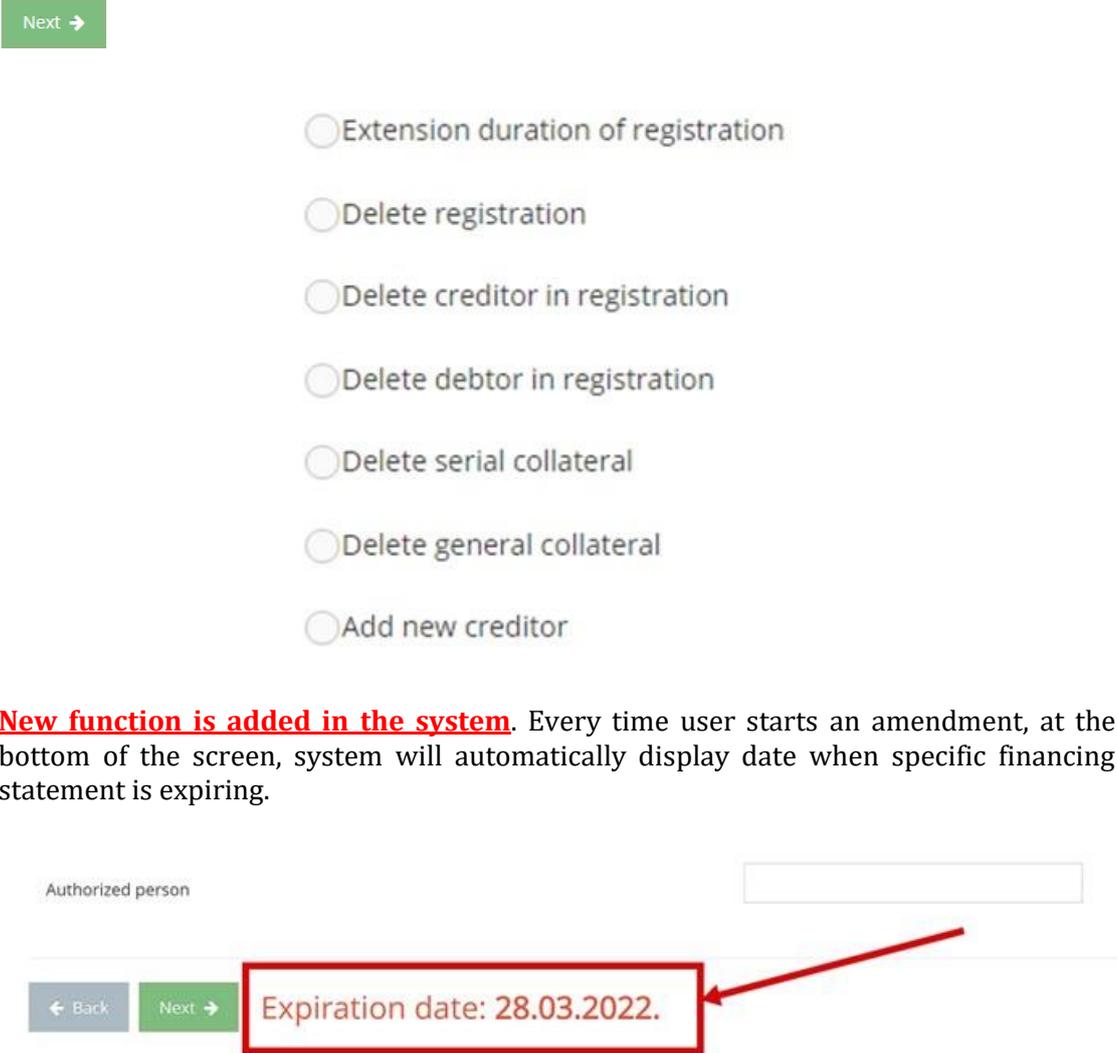
Procedure

Follow the steps below to do the amendment:

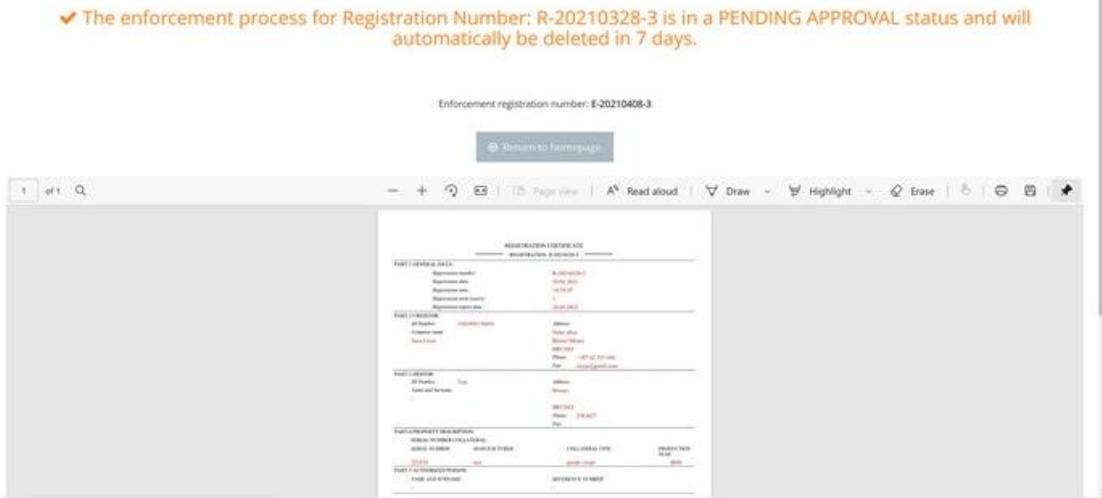
STEP	ACTION
1.	<p>3. Process starts with the user deciding to do the amendment of registered assets in the Collateral Registry.</p> <p>4. User needs to enter the application portal.</p> <div data-bbox="694 929 1061 1433" style="text-align: center;"> </div> <p>The user will log in into the STR home page and will select Login registered user option.</p> <p>When Login registered user option is selected pop up window opens, where user enters the user ID and password. User will select “Log in” to enter the registry.</p>

STEP	ACTION
	<div style="text-align: center;">  <h2>The Collateral Registry</h2> <p>Please enter your information.</p> <div style="display: flex; flex-direction: column; align-items: center;"> <input type="text" value="Username"/> <input type="password" value="Password"/> </div> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> Login Register new user </div> </div> <p>If no user or password is entered at the top corner of the page, Incorrect User or Password message will appear.</p>
2.	<p>At initial user screen, user chooses “Amendment” option from the main menu on the left side.</p> <div style="text-align: center; margin-top: 10px;"> Amendment </div>
3.	<p>The first step is to validate the ownership of the registration that should be amended. To validate the ownership of the registration user has to enter the following information on the basis of which the application will approve the options for different amendments:</p> <ul style="list-style-type: none"> Registration number of the previous registration entry (unique registration number) Identification number of one of the debtors from required registration PIN security code of the logged on user <p>Only in the case of a positive response to all three processes described above, the application can allow the user to continue to the next step for amendments of registration.</p> <p>Edit Registration</p> <div style="text-align: center; margin-top: 10px;">  </div> <div style="margin-top: 10px;"> <p>Registration Number <input type="text"/></p> <p>Debtor LocalID <input type="text"/></p> <p>PIN <input type="text"/></p> </div> <div style="text-align: center; margin-top: 10px;"> ← Back to main menu Next → </div> <p>This option allows the user to preview the registration that is being amended.</p> <div style="text-align: center; margin-top: 20px;">  </div>

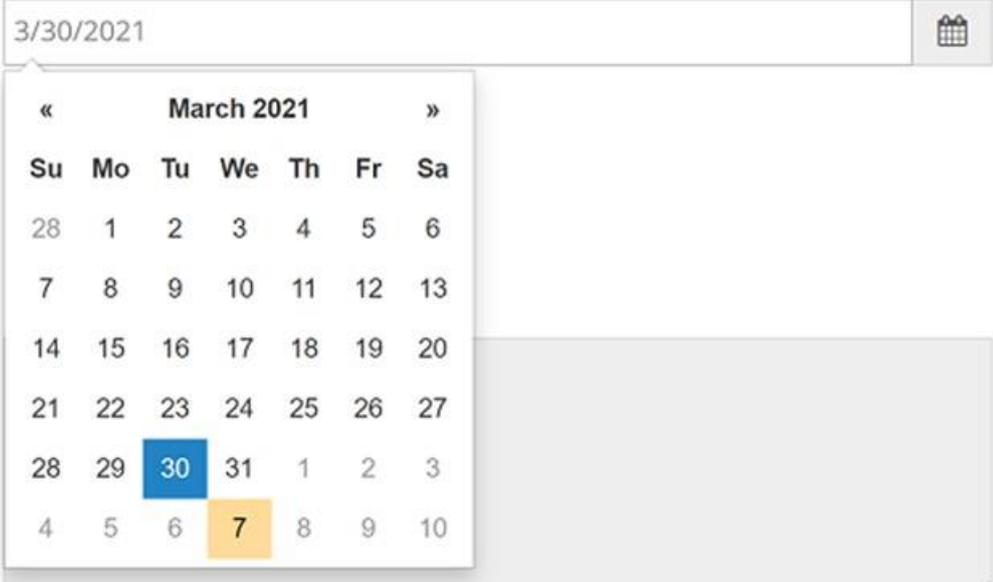
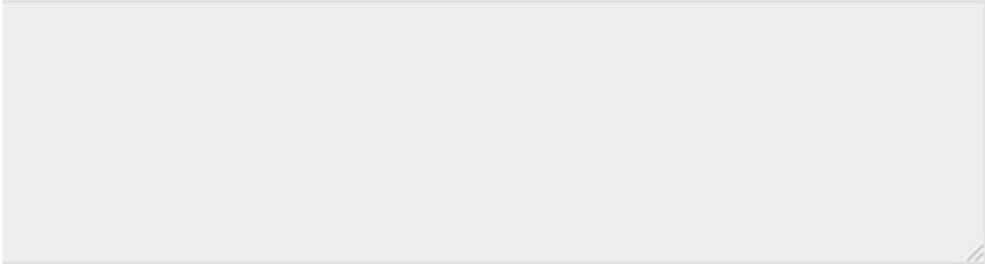
STEP	ACTION
	<div style="text-align: center;">  </div> <p style="text-align: right; margin-right: 100px;"> Next → </p> <p>User enters the required data and clicks “Next” option to find and double check the registration user wants to amend.</p>
<p>4.</p>	<p>A window opens up where users can choose the edit option that he/she would like to make to the registration.</p> <div style="text-align: center;">  </div> <div style="margin-top: 20px;"> <p>Please Select Edit type</p> <ul style="list-style-type: none"> <input type="radio"/> Extension duration of registration 1 ▾ <input type="radio"/> Delete registration <input type="radio"/> Delete creditor in registration Creditor ID <input type="radio"/> Delete debtor in registration Debtor ID <input type="radio"/> Delete serial collateral Serial number <input type="radio"/> Delete general collateral <input type="radio"/> Add new creditor <p>Authorized person []</p> <div style="margin-top: 10px;"> ← Back Next → </div> </div> <p>With the registration confirmed, system displays menu with possible change(s) to the registration:</p> <ul style="list-style-type: none"> - Extend duration of registration - Delete registration - Delete creditor in registration - Delete debtor in registration - Delete serial collateral - Delete general collateral - Add new creditor - Edit creditor - Edit debtor - Authorized person

STEP	ACTION
	<p>User needs to mark the changes he/she wants to make by selecting check mark “√” next to the change category.</p> <p>If changes are done to creditor, debtor or collateral, user must also enter the identification number for that specific item.</p> <p>There is also a field to enter the name of the authorized person at the bottom left corner.</p> <p>User needs to go at the bottom of the page or go to the next step by pressing Next’</p>  <p><u>New function is added in the system.</u> Every time user starts an amendment, at the bottom of the screen, system will automatically display date when specific financing statement is expiring.</p>
<p>4.1</p>	<p><u>Optional Function – New Enforcement Functionality – Register Enforcement</u></p> <p>Registry can enable and disable enforcement functionality. If the enforcement functionality is activated and financing statement is not under enforcement, a new option is provided in the amendment screen.</p> <p>Start enforcement</p>

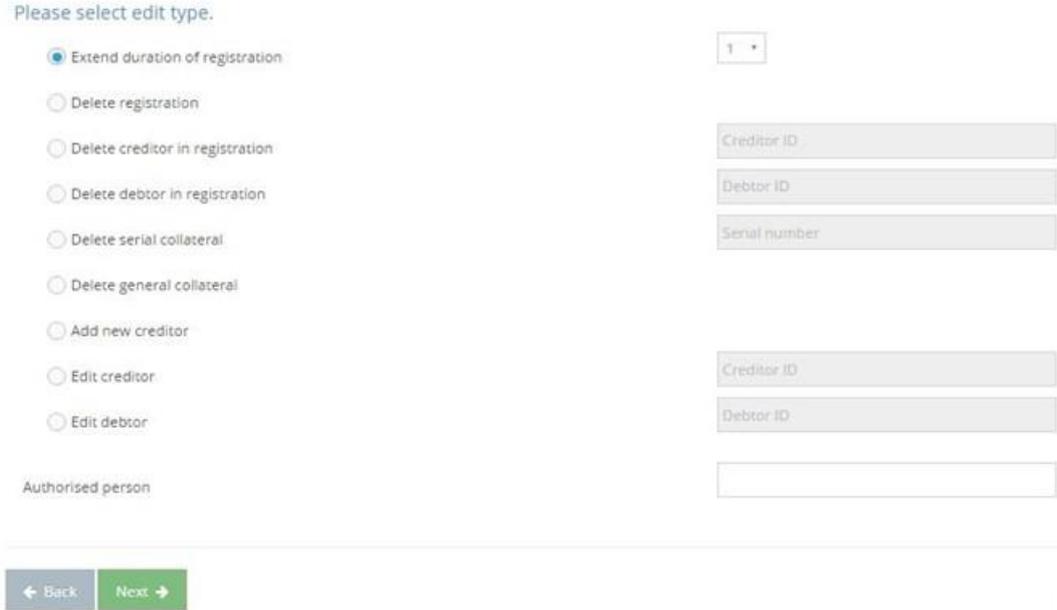
STEP	ACTION
	<div data-bbox="395 219 1356 459"> </div> <p>By selecting Start enforcement option and clicking on Next button new enforcement screen will open (step 4.1.1 below).</p>
<p>4.1.1</p>	<p>Optional Function – New Enforcement Functionality – Register Enforcement</p> <p>Registry can enable and disable enforcement functionality at any time.</p> <p>By selecting Start enforcement and clicking on Next option the registration preview screen will be presented to the user.</p> <div data-bbox="319 835 1441 1305"> </div> <p>On this screen user can review information but it is not possible to edit information.</p> <p>Also automatic search is performed and user can open original registrations that contains debtor and/or serial collateral info.</p> <p>By clicking on Back button user returns to previous step, By clicking on Complete registration a confirmation window is presented to the user.</p> <div data-bbox="319 1568 1441 1825"> </div> <p>By clicking on Return to home page process is stopped, no changes are recorded and user is returned to homepage. By clicking on Confirm button, the confirmation window will open.</p>

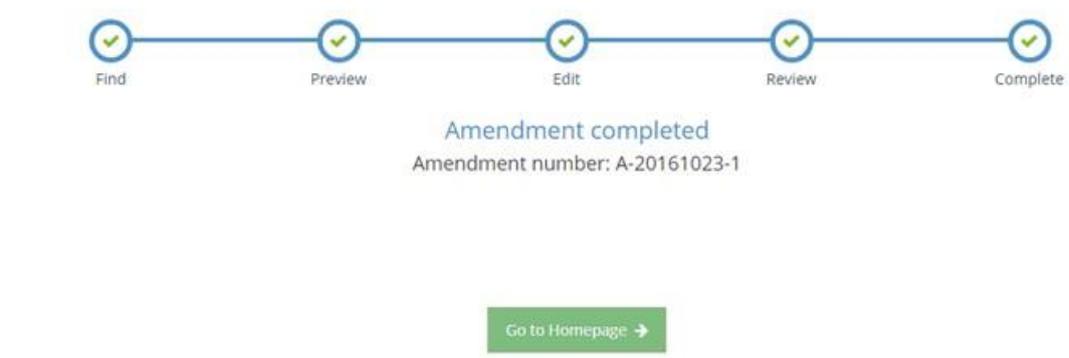
STEP	ACTION
	<p style="text-align: center;">  </p> <p>PDF certificate will be created and presented to the user.</p> <p>User is informed that this enforcement is in pending approval status meaning - until this enforcement is approved/authorized by another user <u>enforcement is not active.</u></p> <p>User is also informed that pending status is time limited. And after the time set is expired, and if enforcement is not approved, the system will automatically delete enforcement and restore registration to original state.</p> <p>Registry can at any time extend or reduce time limit.</p> <p>PDF certificate that is presented to user is also clearly presenting status of enforcement.</p> <p style="text-align: center;">  </p>
4.2	<p>Optional Function – New Enforcement Functionality – <u>Enforcement Amendment</u></p> <p>Registry can enable and disable enforcement functionality. <u>If enforcement functionality is activated and user has active enforcements</u> on financing statement that user wants to amend, no regular amendments are possible and user will be presented with <u>new enforcement amendments option.</u></p>

STEP	ACTION
	<div data-bbox="414 219 1332 560"> </div> <p data-bbox="320 582 1149 616">System displays menu with possible change(s) to the registration:</p> <ul data-bbox="320 649 890 716" style="list-style-type: none"> - Complete Enforcement Process - Cancel Process and Reinstate Agreement <p data-bbox="320 750 1436 784">There is also a field to enter the name of the authorized person at the bottom left corner.</p> <p data-bbox="320 817 1085 851">User goes to the next step by pressing Next”  option.</p> <p data-bbox="320 884 989 918">By pressing back option, user will cancel the process.</p>
<p data-bbox="172 958 263 985">4.2.1.1</p>	<p data-bbox="320 958 1436 1025"><u>Optional Function – New Enforcement Functionality – Enforcement Amendment – Complete Enforcement Process</u></p> <p data-bbox="320 1059 1053 1093">Registry can enable and disable enforcement functionality.</p> <p data-bbox="320 1126 1436 1193">If user selects Complete Enforcement Process option, new window will be displayed to the user.</p> <div data-bbox="414 1232 1332 1724"> </div> <p data-bbox="320 1765 1436 1798">User needs to select the date when enforcement is starting and Reason for Disposition.</p> <p data-bbox="320 1832 702 1865">Reason for disposition can be:</p> <ul data-bbox="320 1870 1117 2004" style="list-style-type: none"> - Sale - Auction - Public tender - Other – with free text box where user can write other reasons. <p data-bbox="320 2004 718 2038">Only one option can be selected!</p>

STEP	ACTION
	<p>By clicking on date small pop-up calendar will be presented where user can select month, day and year.</p>  <p>User can also manually enter date.</p> <p><u>Reason for Disposition</u></p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Sale <input type="radio"/> Auction <input type="radio"/> Public tender <input type="radio"/> Other  <p>All options are radio button. User can select only 1. If user clicks on other option, free text box will be enabled where user needs to enter the reason for disposition.</p> <p>User goes to the next step by pressing Next  option. By pressing back button, user will be returned to selection screen (step 4.2).</p>
4.2.1.2	<p><u>Optional Function – New Enforcement Functionality – Enforcement Amendment – Complete Enforcement Process – Confirmation window</u></p> <p>By clicking on Next button new confirmation window will be presented to user.</p>

STEP	ACTION
	<div data-bbox="320 255 1117 414" style="text-align: center;"> </div> <p>By clicking on Confirm button user confirms the amendment of enforcement. By clicking on Back button user returns to the previous screen (step 4.2.1.1).</p>
<p>4.2.1.3</p>	<div data-bbox="320 566 1444 633" style="text-align: center;"> <p>Optional Function – New Enforcement Functionality – Enforcement Amendment – Complete Enforcement Process – Confirmation window – Confirmation window 2</p> </div> <div data-bbox="320 734 1300 896" style="text-align: center;"> </div> <p>After clicking on Confirm button user is presented with information that amendment is successfully finalized. This amendment is following regular amendment process, same as any other amendment this amendment is pending approval - to be authorized by the appropriate supervisor.</p> <p>Completion of Enforcement Process, once approved, will remove enforcement notification over specific collateral and/or debtor. Specific collateral and/or debtor will be free of obligation and registration (financing statement) will be closed. No search on specific collateral and/or debtor will display registration that has completed enforcement process finalized.</p> <p>Finally information on specific registration under enforcement in bulletin board will be removed.</p> <p>No future amendments to financing statement are possible.</p>
<p>4.2.2.1</p>	<div data-bbox="320 1467 1444 1534" style="text-align: center;"> <p>Optional Function – New Enforcement Functionality – Enforcement Amendment – Cancel Process and Reinstate Agreement</p> </div> <p>Registry can enable and disable enforcement functionality.</p> <p>If user selects Cancel Process and Reinstate Agreement option, new confirmation window will be displayed to the user.</p> <div data-bbox="320 1780 1117 1937" style="text-align: center;"> </div> <p>By clicking on Confirm option user confirms the amendment of enforcement. By clicking on Back option user returns to the previous screen (step 4.2.).</p>

STEP	ACTION
5.	<p>Regular amendment process</p> <p>Before amendment is completed, name of authorized person needs to be entered.</p>  <p>Once the types of changes are chosen, user needs to click on “Next”  and new window for entering amendments is opened.</p>
6.	<p>A window opens up displaying entered data for double checking.</p> 
7.	<p>To verify all the changes that user entered, including that they are part of changed registration, after double checking, user will press  “</p>
8.	<p>System has created the new registration form that includes the amendments that user entered and this form is available on user’s (company or individual) account to be authorized by the appropriate supervisor.</p>

STEP	ACTION
	<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p>Edit Registration</p>  <p>Amendment completed Amendment number: A-20161023-1</p> <p>Go to Homepage →</p> </div> <p>User will be shown the following message “Amendment Completed.”</p>

2.4.1 Confirming Amendments

In order to complete amendment process and for amendment to be effective, user needs to approve the pending amendment.

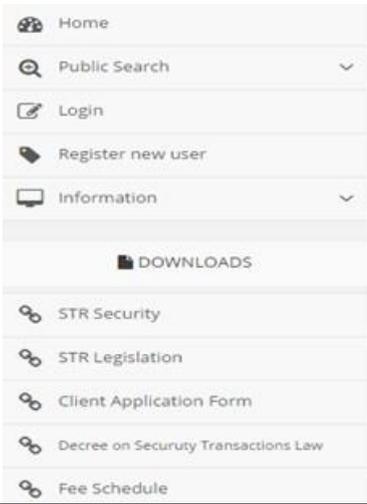
It is not possible to approve amendment from the same account that was used to initially perform the amendment.

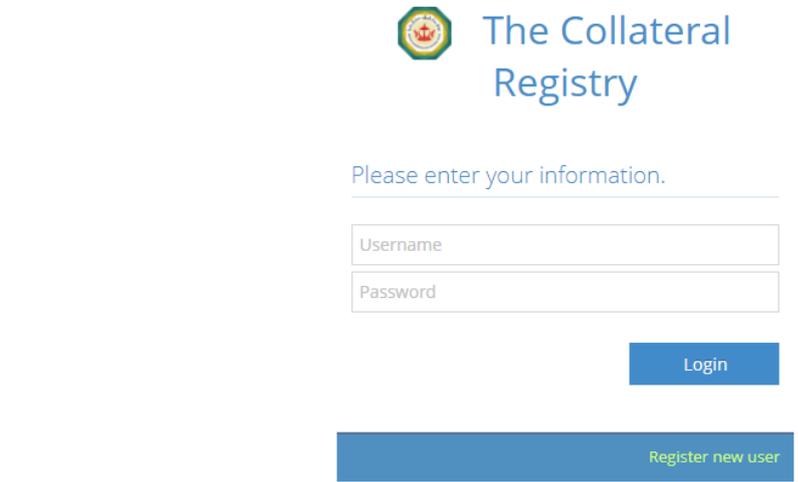
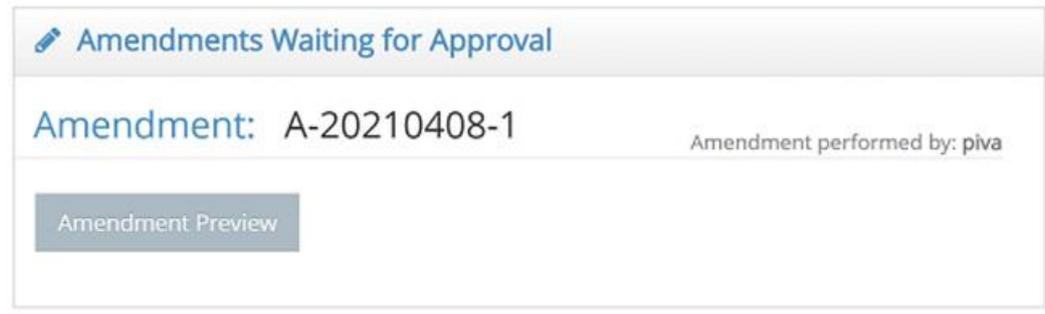
For example if User 1 performs the amendment of registration the User 2 (or User 3, or User 4 etc.) can approve the amendment if they have appropriate authorization assigned by the Master Account.

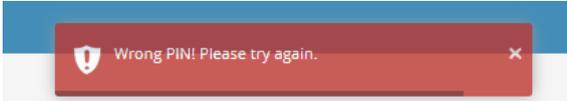
There is no option for User 1 to perform the amendment and to approve the same amendment even if the user has all authorizations.

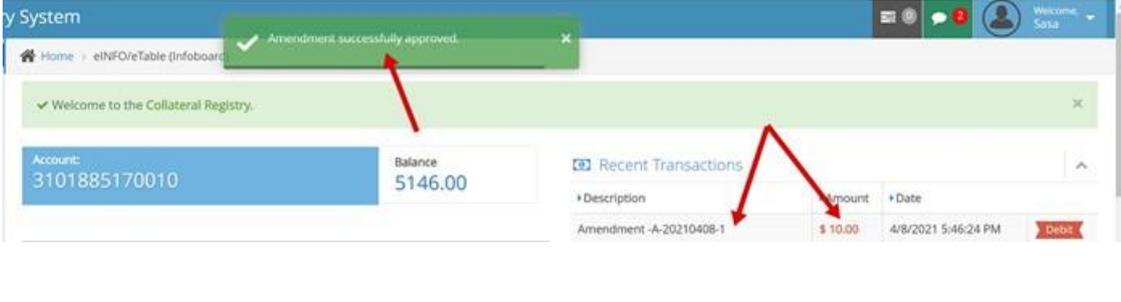
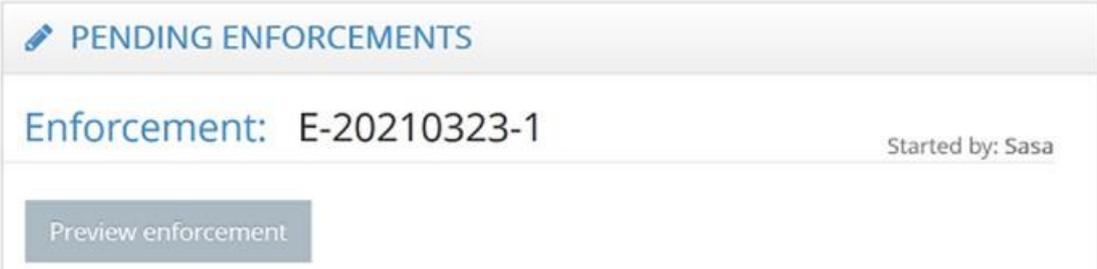
Procedure

Follow the steps below to approve the registration:

STEP	ACTION
1.	<ol style="list-style-type: none"> 1. Process starts with the user logging in to the Collateral Registry. 2. User needs to enter the application portal. 

STEP	ACTION
	<p>The user will log in into the STR home page and will select Login registered user option.</p> <p>When Login registered user option is selected pop up window opens, where user enters the user ID and password. User will select “Log in” to enter the registry.</p>  <p>If no user or password is entered at the top corner of the page, Incorrect User or Password message will appear.</p>
2.	<p>On the user home page, there is an info board, which shows summary functions and information dashboard.</p>  <p>On the right side new option is visible and shows if there are any pending amendments for approval. Process is automatic and all pending amendments will appear automatically to the authorized users.</p>
3	<p>By clicking on the option Amendment Preview, user opens the preview window where he/she can preview amendment and accept or reject the amendment.</p> 

STEP	ACTION																																																																																		
	<div style="text-align: right; margin-bottom: 10px;">✕</div> <div style="text-align: center;"> <p>REGISTRATION CERTIFICATE</p> <p>***** REGISTRATION R-20210328-3 *****</p> </div> <hr/> <p>PART-1 GENERAL DATA:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Registration number:</td> <td>R-20210328-3</td> </tr> <tr> <td>Registration date:</td> <td>28.03.2021</td> </tr> <tr> <td>Registration time:</td> <td>14:54:35</td> </tr> <tr> <td>Registration term (years):</td> <td>1</td> </tr> <tr> <td>Registration expiry date:</td> <td>28.03.2022</td> </tr> </table> <hr/> <p>PART-2 CREDITOR:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">ID Number:</td> <td>3101995170010</td> <td style="width: 20%;">Address:</td> <td></td> </tr> <tr> <td>Company name:</td> <td></td> <td>Nokia street</td> <td></td> </tr> <tr> <td>State Code:</td> <td></td> <td>Brunei Darussalam</td> <td></td> </tr> <tr> <td></td> <td></td> <td>BRUNEI</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Phone: +357 62 555 666</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Fax: r1019@gmail.com</td> <td></td> </tr> </table> <hr/> <p>PART-3 DEBTOR:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">ID Number:</td> <td>Test</td> <td style="width: 20%;">Address:</td> <td></td> </tr> <tr> <td>Name and Surname:</td> <td></td> <td>Brunei</td> <td></td> </tr> <tr> <td></td> <td></td> <td>BRUNEI</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Phone: 2383627</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Fax:</td> <td></td> </tr> </table> <hr/> <p>PART-4 PROPERTY DESCRIPTION:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">SERIAL NUMBER COLLATERAL:</th> <th style="width: 25%;">REGISTRATION NUMBER:</th> <th style="width: 25%;">COLLATERAL TYPE:</th> <th style="width: 25%;">PRODUCTION YEAR:</th> </tr> </thead> <tbody> <tr> <td>222333</td> <td>test</td> <td>goods: crops</td> <td>4040</td> </tr> </tbody> </table> <hr/> <p>PART-5 AUTHORIZED PERSON:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">NAME AND SURNAME:</th> <th style="width: 40%;">REFERENCE NUMBER:</th> </tr> </thead> <tbody> <tr> <td>/</td> <td>/</td> </tr> </tbody> </table> <hr/> <div style="text-align: center;"> <p>***** AMENDMENT A-20210408-1 *****</p> </div> <hr/> <p>PART-1 GENERAL DATA:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Amendment number:</td> <td>A-20210408-1</td> </tr> <tr> <td>Amendment date:</td> <td>08.04.2021</td> </tr> <tr> <td>Amendment time:</td> <td>17:31:50</td> </tr> </table> <hr/> <p>PART-2 REGISTRATION AMENDMENT:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Type of Amendment:</td> <td>EXTEND REGISTRATION</td> </tr> <tr> <td>Period of Extension:</td> <td>1</td> </tr> <tr> <td>New Expiration Date:</td> <td>28.03.2023</td> </tr> </table> <hr/> <p>PART-3 RESPONSIBLE PERSON:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name and Surname:</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table> <hr/> <div style="text-align: center;"> <p>***** END OF AMENDMENT A-20210408-1 *****</p> <p>***** END OF REGISTRATION R-20210328-3 *****</p> <p>END OF DOCUMENT</p> </div> <div style="margin-top: 20px;"> <p>R-20210328-3 Page 1/1</p> </div> <div style="margin-top: 20px;"> <p>PIN: <input style="width: 150px;" type="text" value="PIN"/> <input type="button" value="Confirm amendment"/> <input type="button" value="Reject amendment"/> </p> </div>	Registration number:	R-20210328-3	Registration date:	28.03.2021	Registration time:	14:54:35	Registration term (years):	1	Registration expiry date:	28.03.2022	ID Number:	3101995170010	Address:		Company name:		Nokia street		State Code:		Brunei Darussalam				BRUNEI				Phone: +357 62 555 666				Fax: r1019@gmail.com		ID Number:	Test	Address:		Name and Surname:		Brunei				BRUNEI				Phone: 2383627				Fax:		SERIAL NUMBER COLLATERAL:	REGISTRATION NUMBER:	COLLATERAL TYPE:	PRODUCTION YEAR:	222333	test	goods: crops	4040	NAME AND SURNAME:	REFERENCE NUMBER:	/	/	Amendment number:	A-20210408-1	Amendment date:	08.04.2021	Amendment time:	17:31:50	Type of Amendment:	EXTEND REGISTRATION	Period of Extension:	1	New Expiration Date:	28.03.2023	Name and Surname:			
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4	<p>In order to confirm or reject amendment the user needs enter PIN before selecting/clicking on Confirm amendment or Reject amendment button.</p> <div style="margin-top: 20px;"> <p>PIN: <input style="width: 150px;" type="text" value="PIN"/> <input type="button" value="Confirm amendment"/> <input type="button" value="Reject amendment"/> </p> </div> <p>If wrong PIN is entered message “Wrong PIN, please try again” will be displayed. Preview window will be closed.</p> <div style="margin-top: 20px;">  </div>																																																																																		

STEP	ACTION
5	<p>If user confirms the amendment, he/she will be informed of successful amendment approval.</p> <p>At that moment data is saved in the database, permanent registration document is generated (user should print it out) and the fees are charged from the user account.</p>  <p>The screenshot shows a web interface with a green notification box at the top stating "Amendment successfully approved." Below it, a "Welcome to the Collateral Registry" message is visible. On the left, the account number "3101885170010" and a balance of "5146.00" are displayed. On the right, a "Recent Transactions" table shows a transaction for "Amendment -A-20210408-1" with an amount of "\$ 10.00" and a date of "4/8/2021 5:46:24 PM". Red arrows point from the text in the action column to the notification box and the transaction row in the screenshot.</p>
6.	<p>Optional Function - New Enforcement Functionality - Enforcement Approval, Enforcement Amendment Approval</p> <p>Registry can enable and disable enforcement functionality. If enforcement functionality is activated and after successful enforcement registration / enforcement amendment new pending enforcement options will appear.</p> <p>On the right side new option is visible and shows if there are any pending enforcements and/or enforcement amendments for approval. Process is automatic and all pending amendments will appear automatically to the authorized users.</p> <p>New options are:</p> <p>For pending enforcement</p>  <p>The screenshot shows a section titled "PENDING ENFORCEMENTS" with a blue pencil icon. Below the title, it displays "Enforcement: E-20210323-1" and "Started by: Sasa". A button labeled "Preview enforcement" is located below the entry.</p> <p>For pending enforcement amendment:</p>  <p>The screenshot shows a section titled "PENDING ENFORCEMENT AMENDMENTS" with a blue pencil icon. Below the title, it displays "Enforcement: E-20210217-2" and "Started by: Sasa". A button labeled "Preview enforcement amendment" is located below the entry.</p>

STEP	ACTION
	<p>By clicking on Preview enforcement and/or Preview enforcement amendment user can preview enforcement and approve or reject it.</p> <p>Process is identical as for regular amendments (please see amendment process above).</p> <p>After approval of enforcement amendment, the notification on specific financial statement will be automatically removed from dashboard.</p> <p>If enforcement was amended with Complete option and approved, the financial statement will be automatically discharged and removed from search.</p> <p>If enforcement was amended with cancel option and approved, a security interest will continue and only enforcement will be canceled. Special search notifications will be removed. - character (asterisk), special warning that financing statement is under enforcement etc.</p> <p>Authorized user is again able to perform other types of amendments to the financing statement.</p>

1.5. Search

Introduction

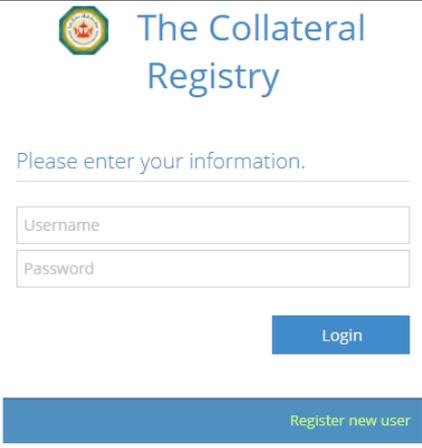
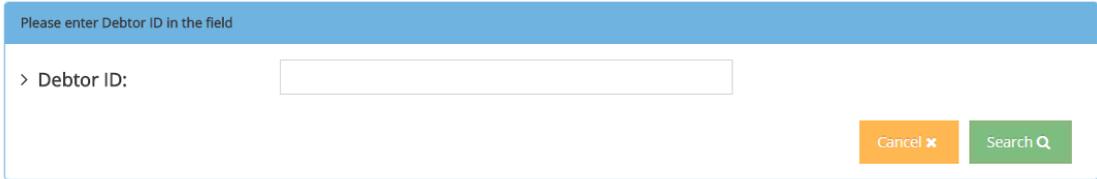
This function allows the registered users to conduct real-time searches of existing registrations for the chosen assets, and also to find the information on the current order of priorities that those registrations hold.

User is looking for the information about the client or specific property. In order to see this data, user will have to conduct a search in the Secured Transactions Registry database. User must be provided real-time information on existing pledges. Cost must be evident at all times, and charges have to be displayed on user accounts. For each search, there must be a document created and archived.

Procedure

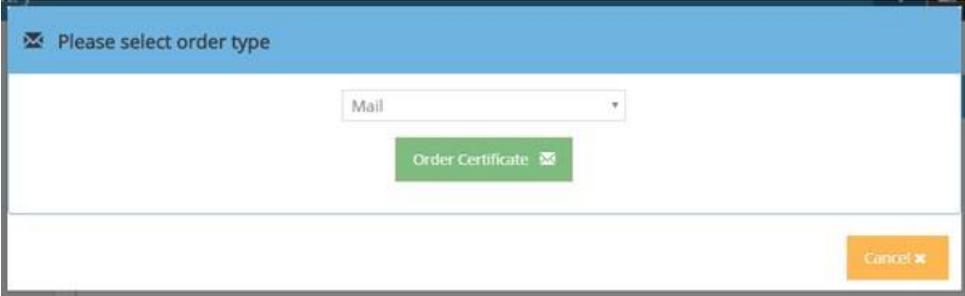
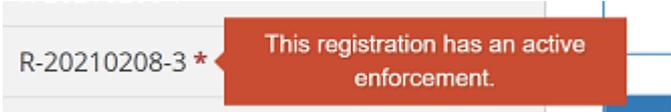
Follow the steps below to do the search:

STEP	ACTION
<p>1.</p>	<p>1. Process starts with the user deciding to search assets in the Collateral Registry</p> <p>2. User needs to enter the application portal.</p> <div data-bbox="694 893 1062 1397" style="text-align: center;"> </div> <p>The user will log in into the STR home page and will select Login registered user option.</p> <p>When Login registered user option is selected pop up window opens, where user enters the user ID and password. User will select “Log in” to enter the registry.</p>

STEP	ACTION
	 <p>If no user or password is entered at the top corner of the page, Incorrect User or Password message will appear.</p>
<p>2.</p>	<p>Once the user has entered the application and opened click  Search at the search screen, there are four search options available:</p> <ul style="list-style-type: none"> • Search by national or business ID • Search by serial number • Search by Registration ID or Search ID  <p>All options allow user to check the existing priority registrations against the property.</p> <p>On the main menu, the user will click on the criteria user wishes to search, choosing from:</p> <ul style="list-style-type: none"> ▪ Search by national ID or business ID ▪ Search by serial number ▪ Search by registration ID or search ID.
<p>3.</p>	<p>The user will click on the search option he/she wants to use. A window will open requiring user to enter the search parameter.</p>
<p>4.</p>	<p>Search based on the National ID or Business ID – is used to find the registration of any property that in accordance with the Regulations/Rulebook on the Secured Transactions Registry is not a specific property.</p>
<p>5.</p>	<p>The user will click on the search option he/she wants to use. A window will open requiring user to enter the search parameter.</p> <p>Search by National ID or Business ID</p>  <p>The user will enter the data and press “Search” .</p>

STEP	ACTION
6.	<p>Search result report will appear based on the required search result criteria and will list all the existing registrations for the specific business or national ID number.</p> <div data-bbox="347 349 1426 667" style="border: 1px solid black; padding: 10px; text-align: center;"><p>***** SEARCH S-20161023-10 *****</p><p>Search date: 23.10.2016</p><p>Search time: 15:57:10</p><hr/><p>Number of registrations for Debtor ID 9595 is 1</p><hr/><p>R-20161023-2</p><hr/><p>END OF SEARCH</p><hr/><p>END OF DOCUMENT</p></div> <p>On the menu on the left side there are two options: 1) to order the Certificate or 2) to open the Certificate that appeared as result of search.</p> <div data-bbox="708 819 1040 1173" style="border: 1px solid gray; padding: 10px; text-align: center;"><p>Search results</p><p>Order Certificate ✉</p><p>View found certificate:</p><p>Open certificate ➡</p></div>
7.	<p>After the user selects the registration from the menu on the left side he/she wants to see that specific registration certificate will be opened.</p> <div data-bbox="320 1317 1442 1733" style="border: 1px solid gray; padding: 10px;"><div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p>Search results</p><p>Order Certificate ✉</p><p>Search results:</p><p>R-20210323-2</p><p>Previous 1 Next</p></div><div style="width: 45%;"><p>Search by Serial Number</p><p>Search Result - Search by Serial Number</p><p>> Serial number: 112233</p><p>Close ✕ New search ↻</p></div></div><div style="text-align: right; margin-top: 10px;"><p>Search completed</p></div><div style="margin-top: 10px;"><p>1 of 1</p><p>SEARCH RESULT ***** SEARCH S-20161023-2 *****</p></div></div>

STEP	ACTION																																																												
	<p style="text-align: center;">REGISTRATION CERTIFICATE ***** REGISTRATION R-20161023-2 *****</p> <hr/> <p>PART-1 GENERAL DATA:</p> <table border="0"> <tr> <td>Registration number:</td> <td>R-20161023-2</td> </tr> <tr> <td>Registration date:</td> <td>23.10.2016</td> </tr> <tr> <td>Registration time:</td> <td>15:33:22</td> </tr> <tr> <td>Registration term (years):</td> <td>2</td> </tr> <tr> <td>Registration expiry date:</td> <td>23.10.2018</td> </tr> </table> <hr/> <p>PART-2 CREDITOR:</p> <table border="0"> <tr> <td>ID Number:</td> <td>9595</td> <td>Address:</td> <td></td> </tr> <tr> <td>Name:</td> <td>Pedro Souss</td> <td></td> <td>8355</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Sarajevo</td> </tr> <tr> <td></td> <td></td> <td>Phone:</td> <td>3052836157</td> </tr> <tr> <td></td> <td></td> <td>Fax:</td> <td>3052836157</td> </tr> </table> <hr/> <p>PART-3 DEBTOR:</p> <table border="0"> <tr> <td>ID Number:</td> <td>9595</td> <td>Address:</td> <td></td> </tr> <tr> <td>Name:</td> <td>Pepe Souss</td> <td></td> <td>8355</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Sarajevo</td> </tr> <tr> <td></td> <td></td> <td>Phone:</td> <td>30528361573</td> </tr> <tr> <td></td> <td></td> <td>Fax:</td> <td>3052836157</td> </tr> </table> <hr/> <p>PART-4 PROPERTY DESCRIPTION:</p> <p>GENERAL COLLATERAL: fiiii</p> <p>SERIAL NUMBER COLLATERAL:</p> <table border="0"> <tr> <td>SERIAL NUMBER:</td> <td>MANUFACTURER:</td> <td>PRODUCTION YEAR:</td> </tr> <tr> <td>9595</td> <td>Toyota</td> <td>-9</td> </tr> </table> <hr/> <p>PART-5 AUTHORIZED PERSON:</p> <table border="0"> <tr> <td>NAME AND SURNAME:</td> <td>REFERENCE NUMBER:</td> </tr> <tr> <td>9595</td> <td>9595</td> </tr> </table> <p style="text-align: center;">***** END OF REGISTRATION R-20161023-2 ***** END OF DOCUMENT</p>	Registration number:	R-20161023-2	Registration date:	23.10.2016	Registration time:	15:33:22	Registration term (years):	2	Registration expiry date:	23.10.2018	ID Number:	9595	Address:		Name:	Pedro Souss		8355				Sarajevo			Phone:	3052836157			Fax:	3052836157	ID Number:	9595	Address:		Name:	Pepe Souss		8355				Sarajevo			Phone:	30528361573			Fax:	3052836157	SERIAL NUMBER:	MANUFACTURER:	PRODUCTION YEAR:	9595	Toyota	-9	NAME AND SURNAME:	REFERENCE NUMBER:	9595	9595
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<p>8.</p>	<p>Search based on the serial number of collateral – is used to find the registration of any property that in accordance with the Regulations/Rulebook on the Secured Transactions Registry is a specific property.</p> <p>Search by Serial Number</p> <p>Please enter serial number in the field</p> <p>> Serial number: <input type="text"/></p> <p>The user will click on the search option he/she wants to use. A window will open up requiring user to enter the search parameter.</p> <p>The user will enter the data and press “Search” .</p>																																																												
<p>9.</p>	<p>Search based on the registration or the serial number – is used to find the original Certificate of registration or Search results.</p> <p>Search by Registration ID or Search ID</p>  <p>The user will click on the search option that wants to be used. A window will open requiring user to enter the search parameter.</p> <p>The user will enter the data and press “Search” .</p>																																																												
<p>10</p>	<p>If user would like to order certificate he/she will need to click on .</p>																																																												

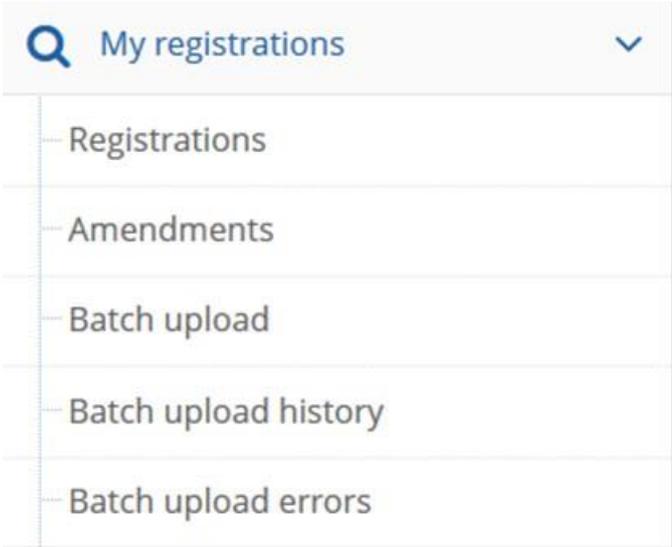
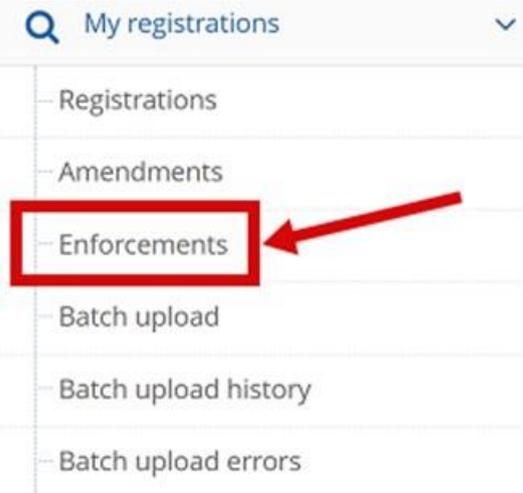
STEP	ACTION
	<p>A pop up window opens and search results can be seen on the main window. The user can select the certificates to be delivered.</p> <ul style="list-style-type: none"> • Mail • DHL  <p>User will receive a notification e-mail.</p>
11	<p>Optional Function – New Enforcement Functionality – Updated Search Result</p> <p>Registry can enable and disable enforcement functionality. If enforcement functionality is activated, the system will perform additional search to check if debtor or serial collateral are already under enforcement.</p> <p>If there are no enforcements on debtor or serial collateral system will display regular search result.</p> <p>If debtor or unique serial collateral are under enforcement system will add additional mark to the search result – red asterisk</p>  <p>If user hovers with mouse pointer over asterisk system will present pop up screen to the user.</p>  <p>By clicking on registration number original registration with enforcement will open and user can review the registration.</p>

1.6. My Registrations

Introduction

This function allows to display a chronological list of all registrations and amendments performed by the user of the account.

STEP	ACTION
1.	<p>1. Process starts with the user deciding to review the chronological list of all registrations and amendments executed by the user of the account.</p> <p>2. User needs to enter the application portal.</p> <div data-bbox="694 589 1062 1093" data-label="Image"> </div> <p>The user will log in into the STR home page and will select Login registered user</p> <div data-bbox="336 1171 467 1205" data-label="Image"> </div> <p>option.</p> <p>When Login registered user option is selected pop up window opens, where user enters the user ID and password. User will select “Log in” to enter the registry.</p> <div data-bbox="657 1368 1106 1843" data-label="Image"> </div> <p>3. If no user or password is entered at the top corner of the page, Incorrect User or Password message will appear.</p>
2.	<p>At the main menu depending on the user authorization the user sees menu called “My registrations” and the following sub-menu options: Registrations, Amendments, Batch upload, Batch upload history and Batch upload errors. Only users with appropriate authorizations will see batch upload options.</p>

	
2.1	<p>Optional Function – New Enforcement Functionality</p> <p>Registry can enable and disable enforcement functionality. If enforcement functionality is activated, the system will display new Enforcement option.</p> 
3.	<p>System offers to the user the possibility to see a chronological list of all registrations executed by the user of the account.</p> <p>By clicking on  user will see the list of all registrations.</p>
4.	<p>The system will display the following information.</p>

📄 - Registration with amendments
🟡 - Flag for pending Amendment
🟠 - Flag for pending Registration
🔴 - Flag for declined Registration

My registrations

Display 10 records Search:

Registration Number	Registration date	Registration time	Registration user	Verification user	Date created	Action	File
R-20180129-2	29.01.2018	8:25 AM	Sasa	piva	29.01.2018		
R-20180114-4	14.01.2018	11:51 AM	Sasa	piva	14.01.2018		
R-20180114-2	14.01.2018	11:45 AM	Sasa		/		
R-20180114-1	14.01.2018	6:59 AM	Sasa		/		
R-20171125-1	25.11.2017	8:00 AM	Sasa	piva	24.11.2017		
R-20171019-2	19.10.2017	7:34 AM	Sasa	pivajunior	19.10.2017		
R-20171019-2	19.10.2017	7:34 AM	Sasa	pivajunior	19.10.2017		
R-20171017-4	17.10.2017	7:54 AM	Sasa	piva	17.10.2017		
R-20171017-3	17.10.2017	7:53 AM	Sasa	piva	17.10.2017		
R-20171017-2	17.10.2017	7:39 AM	Sasa	piva	17.10.2017		

Showing 1 to 10 of 126 entries Previous 1 2 3 4 5 ... 13 Next

At the bottom right side, the system has navigational control of pages for the display.

Previous 1 Next

5. System offers to the user the possibility to see a chronological list of all amendments performed by the user of the account.

6. By clicking on **Amendments** option, user will see the list of all amendments and their status (if it is approved or is pending approval).

7. This option opens a new form where the user can see all information on all amendments.

Amendments

Display 10 records Search:

Amendment number	For registration	Date of amendment	Time of amendment	Amendment type	Amendment performed by	Status	Approved by / Disapproved by
A-20171125-3	R-20170922-4	25.11.2017	7:53 AM	Extension duration of registration	Sasa	Pending	
A-20171125-2	R-20170922-3	25.11.2017	7:48 AM	Extension duration of registration	Sasa	Approved	piva
A-20171125-1	R-20170922-2	25.11.2017	7:44 AM	Extension duration of registration	Sasa	Approved	piva
A-20171103-1	R-20171103-2	03.11.2017	1:47 AM	Delete registration	piva	Approved	Sasa
A-20171102-2	R-20171019-2	02.11.2017	7:06 AM	Delete creditor in registration	Sasa	Approved	piva
A-20171102-1	R-20171019-2	02.11.2017	7:00 AM	Add new creditor	Sasa	Approved	piva
A-20171017-2	R-20171017-1	17.10.2017	8:06 AM	Delete registration	piva	Approved	Sasa
A-20171017-1	R-20171017-1	17.10.2017	8:03 AM	Extension duration of registration	piva	Approved	Sasa
A-20170712-2	R-20170712-1	12.07.2017	7:49 AM	Extension duration of registration	piva	Approved	Sasa
A-20170712-1	R-20170712-1	12.07.2017	7:45 AM	Extension duration of registration	Sasa	Decline	piva

Showing 1 to 10 of 48 entries Previous 1 2 3 4 5 Next

At the bottom right side, the system has navigational control of pages for the display.

Previous 1 Next

8. **Optional Function – New Enforcement Functionality**
Registry can enable and disable enforcement functionality.

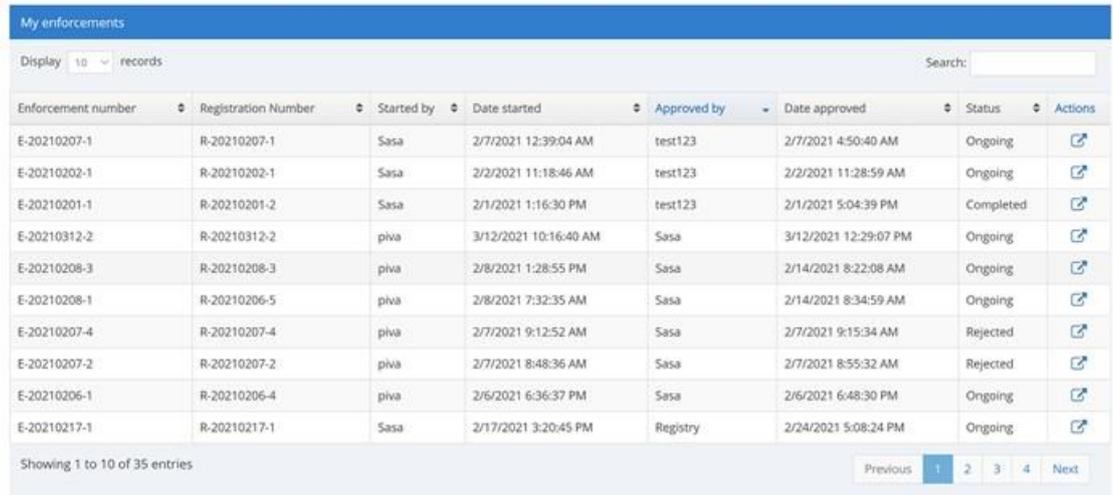
By clicking on  option, user will see the list of all Enforcements and their status (if it is approved or is pending approval).

9. **Optional Function – New Enforcement Functionality**

Registry can enable and disable enforcement functionality.

This option opens a new form where the user can see information on all enforcements.

My enforcements

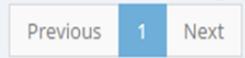


Enforcement number	Registration Number	Started by	Date started	Approved by	Date approved	Status	Actions
E-20210207-1	R-20210207-1	Sasa	2/7/2021 12:39:04 AM	test123	2/7/2021 4:50:40 AM	Ongoing	
E-20210202-1	R-20210202-1	Sasa	2/2/2021 11:18:46 AM	test123	2/2/2021 11:28:59 AM	Ongoing	
E-20210201-1	R-20210201-2	Sasa	2/1/2021 1:16:30 PM	test123	2/1/2021 5:04:39 PM	Completed	
E-20210312-2	R-20210312-2	piva	3/12/2021 10:16:40 AM	Sasa	3/12/2021 12:29:07 PM	Ongoing	
E-20210208-3	R-20210208-3	piva	2/8/2021 1:28:55 PM	Sasa	2/14/2021 8:22:08 AM	Ongoing	
E-20210208-1	R-20210206-5	piva	2/8/2021 7:32:35 AM	Sasa	2/14/2021 8:34:59 AM	Ongoing	
E-20210207-4	R-20210207-4	piva	2/7/2021 9:12:52 AM	Sasa	2/7/2021 9:15:34 AM	Rejected	
E-20210207-2	R-20210207-2	piva	2/7/2021 8:48:36 AM	Sasa	2/7/2021 8:55:32 AM	Rejected	
E-20210206-1	R-20210206-4	piva	2/6/2021 6:36:37 PM	Sasa	2/6/2021 6:48:30 PM	Ongoing	
E-20210217-1	R-20210217-1	Sasa	2/17/2021 3:20:45 PM	Registry	2/24/2021 5:08:24 PM	Ongoing	

On this screen user can see enforcement number, original registration number, when enforcement is started and by whom, when it was approved or rejected and by whom, current status of enforcement and user can also open registration with enforcement by

clicking on action button .

At the bottom right side, the system has navigational control of pages for the display.



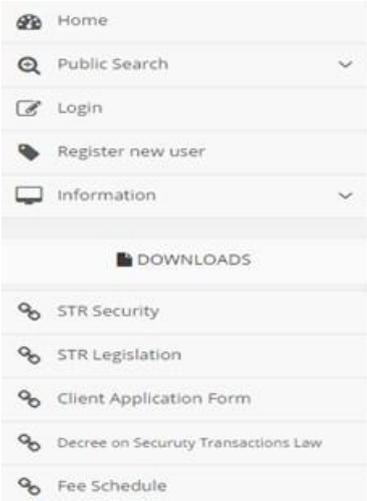
1.9. Account Management

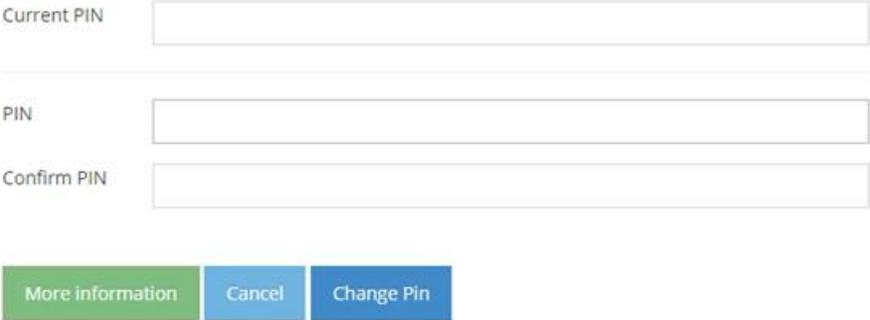
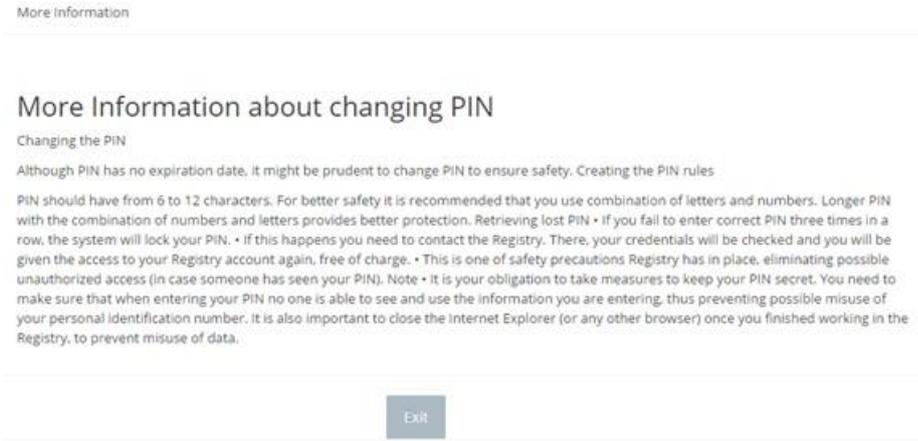
Introduction

This function allows to the registered users to do an overview of their account, to do management permissions for user account and their account users. Allows account administrator the option to modify account owner’s data, users’ permissions, their statuses and PINs.

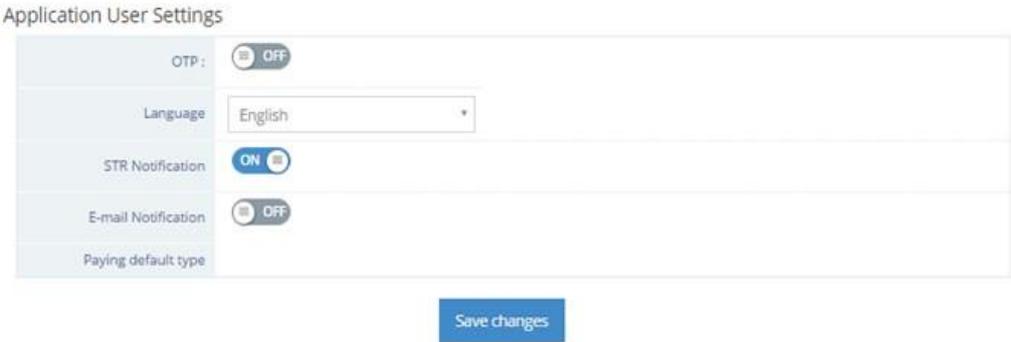
Procedure

Follow the steps by function:

STEP	ACTION
1.	<p>User needs to enter the application portal.</p>  <p>The user will log in into the STR home page and will select Login registered user option.</p> <p>When Login registered user option is selected pop up window opens, where user enters the user ID and password. User will select “Log in” to enter the registry.</p>  <p>If no user or password is entered at the top corner of the page, Incorrect User or Password message will appear.</p>
2.	<p>On user’s menu the user needs to open  Account management option.</p>
3.	<p>System shows menu for “Account management”</p>

STEP	ACTION
	<p>User can choose from three main user account options:</p> <ul style="list-style-type: none"> • Change PIN • Change Password • Change User Account Info 
<p>4.</p>	<p>Change PIN function enables the user to change his/her PIN. To change his/her PIN the user will need to enter current PIN, enter new PIN and confirm new PIN,</p>  <p>To confirm the change of the PIN the user will need to select “Change PIN” option.</p> <p>The more information  provide info about changing PIN</p>  <p>End of process</p>

STEP	ACTION																										
<p>5.</p>	<p>Change Password – function enables the user to change his/her password. To change his/her password the user will need to enter current password, enter new password and confirm new password,</p> <div data-bbox="405 349 1273 656" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Current password <input type="text"/></p> <hr/> <p>Password <input type="text"/></p> <p>Confirm password <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Back"/> <input type="button" value="Change password"/> </p> </div> <p>Enter CURRENT PASSWORD and replace with new PASSWORD with confirmation steps. The click <input type="button" value="Change password"/> to end the process.</p>																										
<p>6.</p>	<p>User Profile - The system allows to change some info from the user’s profile:</p> <div data-bbox="376 860 1374 1422" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>User Profile</p> <p>Click on the image below or on profile fields to edit them ...</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  </div> <div style="width: 50%;"> <p>Application User Info</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Username</td><td>psouss</td></tr> <tr><td>User type</td><td>Master user</td></tr> <tr><td>Email</td><td>psouss@iospartners.com</td></tr> <tr><td>User status</td><td>Active</td></tr> <tr><td>Password</td><td>***** Change my password</td></tr> <tr><td>PIN</td><td>***** Change my pin</td></tr> </table> <p>Master account info</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>User</td><td>Pedro Sousa;</td></tr> <tr><td>Entity type</td><td></td></tr> <tr><td>Email</td><td>psouss@iospartners.com</td></tr> <tr><td>Location</td><td>33157 Sarajevo , 8355 SW 183 Terrace, Palmetto Bay Florida</td></tr> <tr><td>Email</td><td>psouss@iospartners.com</td></tr> <tr><td>Fax</td><td>1-305-283-6157</td></tr> <tr><td>Phone</td><td>1-305-283-6157</td></tr> </table> </div> </div> </div> <p>This option allows image to be tied to the profile and edit elements of information from the profile.</p> <p>Once all info is entered the process ends.</p>	Username	psouss	User type	Master user	Email	psouss@iospartners.com	User status	Active	Password	***** Change my password	PIN	***** Change my pin	User	Pedro Sousa;	Entity type		Email	psouss@iospartners.com	Location	33157 Sarajevo , 8355 SW 183 Terrace, Palmetto Bay Florida	Email	psouss@iospartners.com	Fax	1-305-283-6157	Phone	1-305-283-6157
Username	psouss																										
User type	Master user																										
Email	psouss@iospartners.com																										
User status	Active																										
Password	***** Change my password																										
PIN	***** Change my pin																										
User	Pedro Sousa;																										
Entity type																											
Email	psouss@iospartners.com																										
Location	33157 Sarajevo , 8355 SW 183 Terrace, Palmetto Bay Florida																										
Email	psouss@iospartners.com																										
Fax	1-305-283-6157																										
Phone	1-305-283-6157																										

STEP	ACTION
7.	<p>Change Application User Settings function enables the user to change Application User Settings.</p>  <p>Settings that can be changed are the following:</p> <ol style="list-style-type: none"> OTP = One-time Passwords (OTP) is more secured than a static password, especially a user-created password, which is typically weak. OTPs may replace authentication login information or with the another layer of security. Language = Allows the change of language that is used in the account profile. STR Notification = These are internal notifications and messages exchanged internally between the system administrator and end user. Email Notification = Allows to receive email from the STR to the external email system of the client profile. <p>Once all info is entered the process ends.</p>

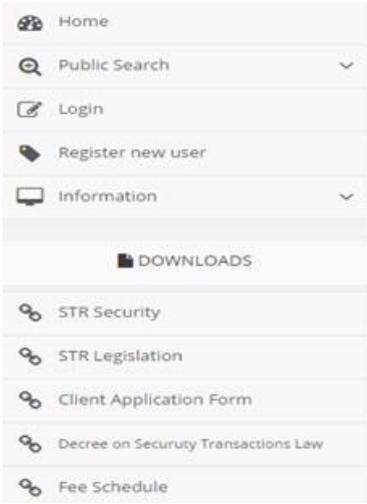
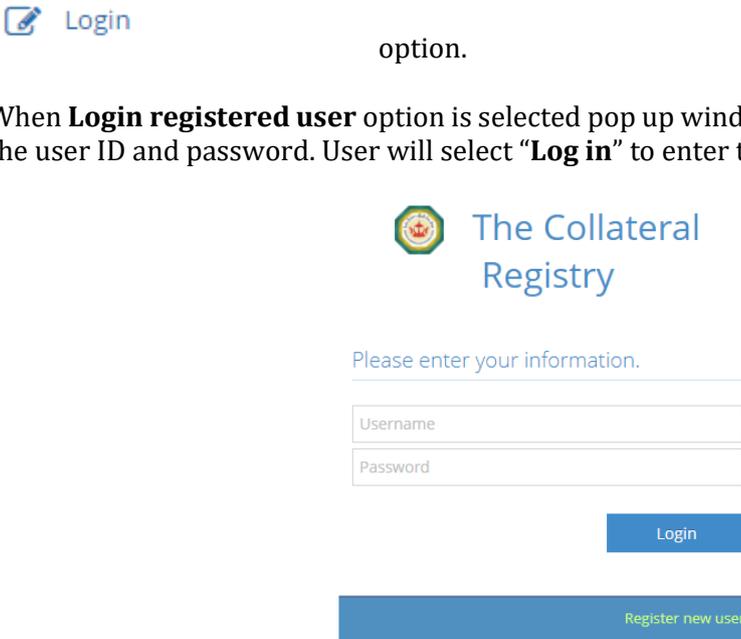
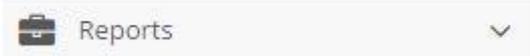
1.10. Reports

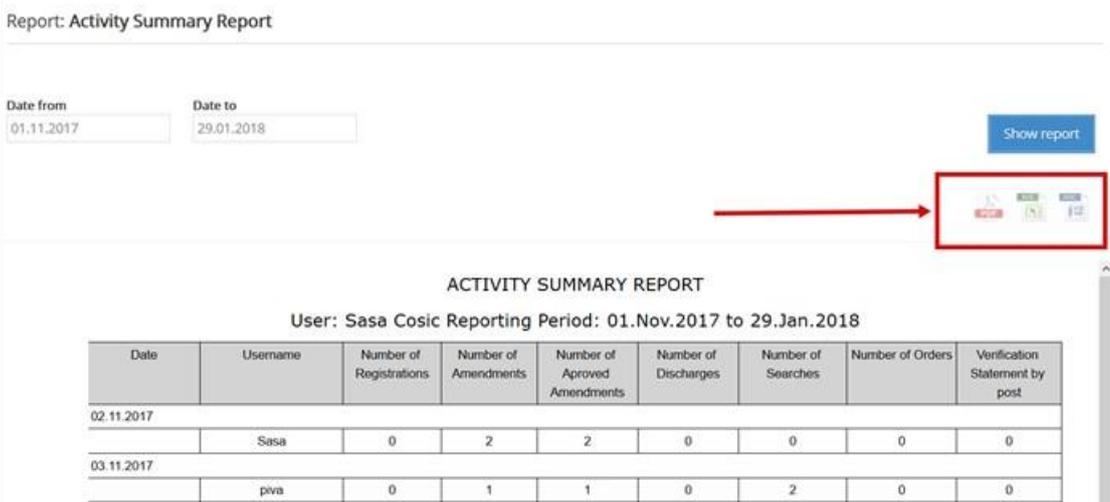
Introduction

This function allows the user to get transaction reports for a specific period (daily or other time span) for its account.

Procedure

Follow the steps by function:

STEP	ACTION
<p>1.</p>	<p>User needs to enter the application portal.</p>  <p>The user will log in into the STR home page and will select Login registered user option.</p>  <p>When Login registered user option is selected pop up window opens, where user enters the user ID and password. User will select “Log in” to enter the registry.</p> <p>If no user or password is entered at the top corner of the page, Incorrect User or Password message will appear.</p>
<p>2.</p>	<p>On user’s menu the user needs to click on option and new window would open.</p> 

STEP	ACTION																											
	<p>Depending on reports enabled by Registry user would have a chance to review and print number of reports.</p> <p>For example :</p>  <p>Please note, this is just an example of reports and may differ from actual reports enabled by Registry.</p>																											
8.	<p>User has an option to download reports in PDF, Word and XSL (Excel) format.</p>  <p>Report: Activity Summary Report</p> <p>Date from: 01.11.2017 Date to: 29.01.2018</p> <p>Show report</p> <p>ACTIVITY SUMMARY REPORT</p> <p>User: Sasa Cosic Reporting Period: 01.Nov.2017 to 29.Jan.2018</p> <table border="1" data-bbox="416 1352 1393 1516"> <thead> <tr> <th>Date</th> <th>Username</th> <th>Number of Registrations</th> <th>Number of Amendments</th> <th>Number of Approved Amendments</th> <th>Number of Discharges</th> <th>Number of Searches</th> <th>Number of Orders</th> <th>Verification Statement by post</th> </tr> </thead> <tbody> <tr> <td>02.11.2017</td> <td>Sasa</td> <td>0</td> <td>2</td> <td>2</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>03.11.2017</td> <td>piva</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> <td>2</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Date	Username	Number of Registrations	Number of Amendments	Number of Approved Amendments	Number of Discharges	Number of Searches	Number of Orders	Verification Statement by post	02.11.2017	Sasa	0	2	2	0	0	0	0	03.11.2017	piva	0	1	1	0	2	0	0
Date	Username	Number of Registrations	Number of Amendments	Number of Approved Amendments	Number of Discharges	Number of Searches	Number of Orders	Verification Statement by post																				
02.11.2017	Sasa	0	2	2	0	0	0	0																				
03.11.2017	piva	0	1	1	0	2	0	0																				

1.11. Master Account Management

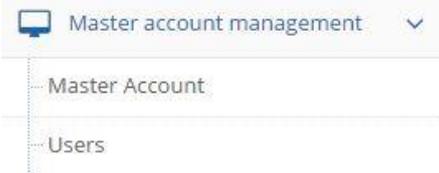
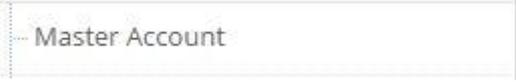
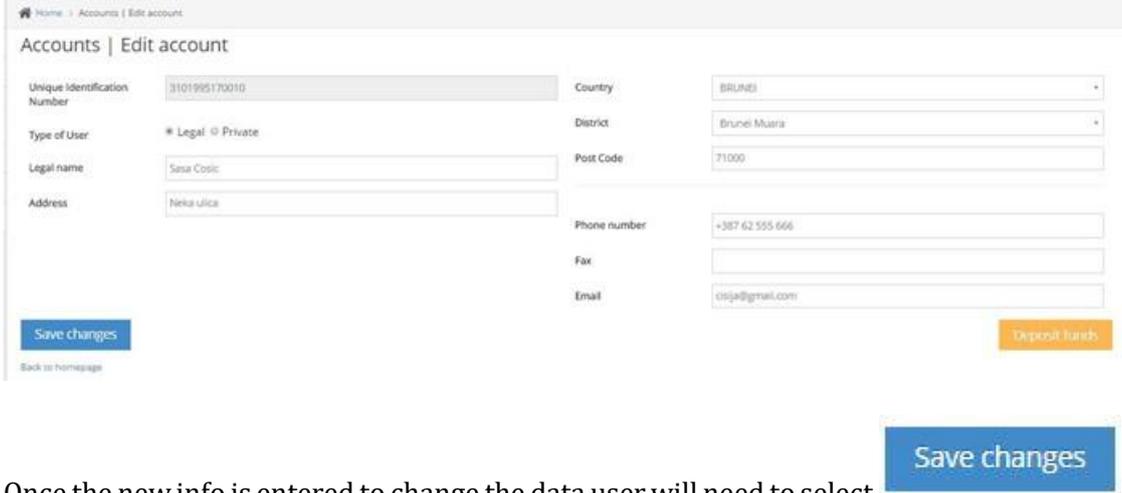
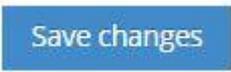
Introduction

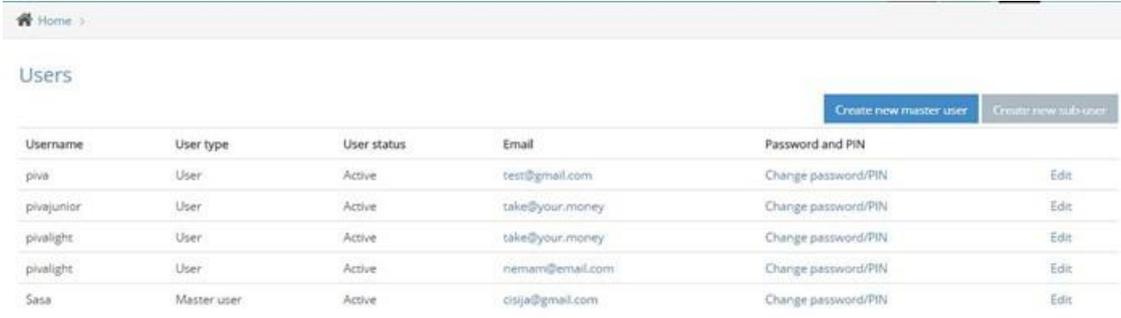
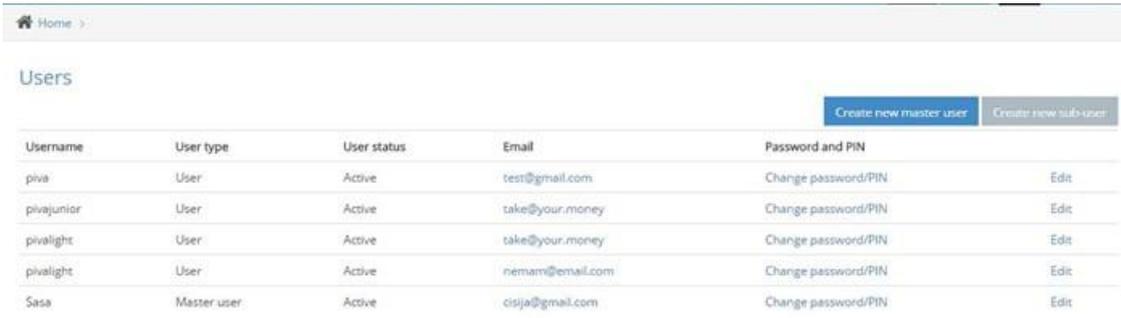
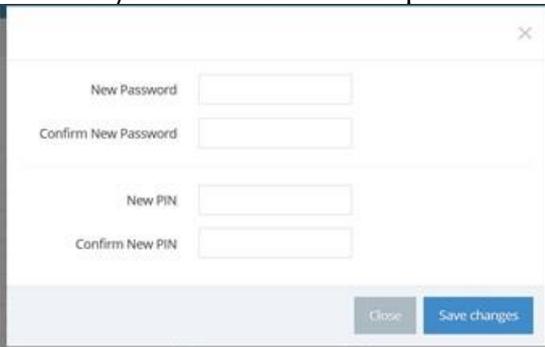
This function allows to the registered users to do an overview of master accounts, to assign management permissions for master account and add mew master accounts. Allows account administrator the option to modify users’ permissions, their statuses and PINs.

Procedure

Follow the steps by function:

STEP	ACTION
1.	<p>The user (account manager) must enter the application with the user name and ID the user received when the account was opened.</p> <div data-bbox="694 725 1062 1227" style="text-align: center;"> </div> <p>The user will log in into the STR home page and will select Login registered user option.</p> <div data-bbox="336 1308 467 1346" style="text-align: center;"> Login </div> <p>When Login registered user option is selected pop up window opens, where user enters the user ID and password. User will select “Log in” to enter the registry.</p> <div data-bbox="684 1507 1078 1919" style="text-align: center;"> </div> <p>If no user or password is entered at the top corner of the page, Incorrect User or Password message will appear.</p>
2.	<p>On user’s menu the user needs to open  option.</p>

STEP	ACTION
3.	<p>System shows menu for “Master account management” User can choose from two main options:</p> <ul style="list-style-type: none">• Master Account• Users.  A screenshot of a web application menu. At the top, there is a dropdown menu with the text "Master account management" and a downward arrow. Below this, two options are listed: "Master Account" and "Users".
4.	<p>By clicking on  option user will see the screen with options to change master account data such as: Unique Identification Number, Type of User, Legal name, Address, Country, District, ZIP code, Phone number, Fax and e-mail.</p>  A screenshot of a web form titled "Accounts Edit account". The form contains several input fields: "Unique Identification Number" (3101995170010), "Country" (BRUNEI), "District" (Brunei Muara), "Post Code" (71000), "Phone number" (+387 62 555 666), "Email" (osja@gmail.com), "Type of User" (Legal/Private), "Legal name" (Sasa Cosic), and "Address" (Neka ulica). There are "Save changes" and "Deposit funds" buttons. A "Back to homepage" link is also visible. <p>Once the new info is entered to change the data user will need to select  option.</p>
5.	<p>User is presented with an additional option to deposit funds to master account.</p> <p>User will click on  option and select payment options to deposit funds to user’s account.</p>  A screenshot of a "Payment" page. It features logos for various credit cards (MasterCard, Visa, Discover) and a "Welcome to Credit Card payment" message. Below, there are fields for "Select credits" (100) and "Credit Account" (3101885170010). A "Pay now" button is at the bottom. <p>By clicking on “Pay now” button the system will open an authorized bank application that will process the payment. After the payment is successful account will be automatically credited and user will return to the Registry page.</p>

STEP	ACTION
6.	<p>By clicking on option  a new table is opened with the list of all users, with data on users and their rights.</p>
7.	<p>Account master sees all the users associated with the account that belongs to the user's company, type of user, e-mail, PIN and password and their status.</p>  <p>Here the system also allows the option to “Create new master user” and “Create new sub-user”.</p>
8.	<p>System shows list of all users. For each user there are two options.</p> <p>“Change password/PIN” and “Edit” link</p> 
9	<p>Change password/PIN</p> <p>By clicking on change password/PIN new widow will open</p>  <p>Master user has an option to change password or PIN or both. After clicking on save changes new password/PIN is set and effective.</p>
10	<p>Edit user</p> <p>By clicking on “Edit user” option the new window will open.</p>

STEP	ACTION
	<div data-bbox="331 248 1404 878"> <p>Users Edit User</p> <p>Name and surname: Piva</p> <p>Email: nemam@email.com</p> <p>Address: 123</p> <p>Phone number: 123</p> <p>User status: Active</p> <p>User account: 3101885170010</p> <p>Allow Search: <input type="checkbox"/></p> <p>Allow Registration: <input type="checkbox"/></p> <p>Allow Registration Approval: <input type="checkbox"/></p> <p>Allow Amendment: <input checked="" type="checkbox"/></p> <p>Allow Amendment Approval: <input checked="" type="checkbox"/></p> <p>Allow Batch Upload: <input type="checkbox"/></p> <p>Allow Batch Upload Approval: <input type="checkbox"/></p> <p>Save changes on spot</p> </div> <p>Master user have options to change:</p> <ol style="list-style-type: none"> User's personal data (name, surname, phone number, email, etc.) <div data-bbox="343 1025 1444 1276"> <p>Name and surname: Piva</p> <p>Email: nemam@email.com</p> <p>Address: 123</p> <p>Phone number: 123</p> </div> <ol style="list-style-type: none"> To Activate or de-activate user account <div data-bbox="343 1339 1412 1370"> <p>User status: Active</p> </div> <ol style="list-style-type: none"> Set up user rights <div data-bbox="395 1429 694 1729"> <p>Allow Search: <input type="checkbox"/></p> <p>Allow Registration: <input type="checkbox"/></p> <p>Allow Registration Approval: <input type="checkbox"/></p> <p>Allow Amendment: <input checked="" type="checkbox"/></p> <p>Allow Amendment Approval: <input checked="" type="checkbox"/></p> <p>Allow Batch Upload: <input type="checkbox"/></p> <p>Allow Batch Upload Approval: <input type="checkbox"/></p> </div>
<p>11.</p>	<p>Optional Function – New Enforcement Functionality – <u>New User Roles</u></p> <p>Registry can enable and disable enforcement functionality.</p> <p>New user roles are added to system. If Registry enables enforcement, new roles will be automatically added to master account. All other users need to be manually assigned new roles.</p>

STEP	ACTION
	<p>New roles are</p> <p style="text-align: center;"><i>Enforcement permissions</i></p> <p style="text-align: center;"> Allow Enforcement <input type="checkbox"/> Allow Enforcement Approval <input type="checkbox"/> Allow Enforcement Amendment <input type="checkbox"/> Allow Enforcement Amendment Approval <input type="checkbox"/> </p> <p>Allow Enforcement role - enables user to register new Enforcement. Allow Enforcement approval role - enables user to approve new Enforcements. Allow Enforcement amendment role - enables user to amend existing Enforcement. Allow Enforcement amendment approval role - enables user to approve Enforcement amendment.</p> <p>1 or more roles can be assigned to each user.</p>
	<p>Any change entered will become effective after the account master clicks on  option.</p>