



Ministry of Commerce, Industry and Labour
Matagaluega o Pisinisi, Alamanuia ma Leipa



Personal Property Securities Register

Samoa User Manual

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1. Overview

This user manual provides information on how to use the online Samoa Personal Property Securities Registry. This registry is the place where you will register notices of security interests in movable property (collateral) and to search for notices of other existing security interests. If you have agreed to take a security interest (a pledge or a charge) in movable property of someone (the debtor) to secure their obligation to you, you may register a notice here to inform others of your security interest. In order to check for prior security interests in collateral that is offered to you as security for an obligation, you may search the Registry's records through this website.

There are two ways in which you can access the Filing Office website. The kind of access to the Filing Office website that you need depends on what you want to do, and on whether you are going to use it to file notices regularly or only once or infrequently.

If all you want to do is to search for existing notices, on the Welcome screen select the search option from the online services to go to the Search screen. In that case, there is no need to log in, and no fees are charged. You may search against the name of the debtor to see if that person has already pledged their collateral to someone else. There are rules around how to enter the debtor name, and you should reference the "Explanatory Memo" that is posted on this website under the Legislation link for details around this issue. You may also search by a motor vehicle's VIN (chassis) to see if a charge over the motor vehicle already exists.

If you intend to submit filings to the registry you must open a client account with the Registry. This will allow you (or your company or financial institution through its authorized users) to log in to the website to file notices and to request certified search reports. Fees for registering and for requesting certified search reports are automatically accrued to the client account, and you must have a positive balance in your account to make successful filing. Payments are made by cash or check to the Ministry via one of their approved payment methods. You should check with the Ministry as these payment methods will vary over time.

To set up a client account, return to the Welcome screen and select the "Register" option. It will lead you to the Client Account application, which you can complete and submit on-line. The Registrar will approve your application in due course.

The Registrar is organized under the MINISTRY OF COMMERCE, INDUSTRY AND LABOUR. The is the implementing Ministry for the registry. However, in reality all business (other than payment) with the registry is conducted on-line through this website and the Ministry has only administrative responsibilities. The Ministry staff does not review any filing: it is the responsibility of the filer to submit the correct information.

2. Registering a Secured Transaction

To register a security notice you must be logged on as a registered user. You will also need a payment account with a credit balance greater than the required fee. The guide “Registering as a Business Registry User” will take you through the registration process.

1. Open the Samoa business register website in an internet browser.
The URL is <http://www.businessregistries.gov.ws>
2. Login to the Samoa register website using your User ID and password.
3. A registration application can be started from the “Do it now” menu.
It can also be started from the Online Services, Secured Transactions menu.

The screenshot displays the website header for the Ministry of Commerce, Industry & Labour. The navigation menu includes 'HOME', 'GENERAL INFORMATION', and 'ONLINE SERVICES'. Under 'ONLINE SERVICES', there are two main sections: 'REGISTER' and 'SEARCH'. The 'REGISTER' section lists four options: 'Register a Notice of Security Interest', 'Register a Notice of Prior Transaction', 'Register a Notice of Lien', and 'Register a Notice of Prior Lien'. The 'SEARCH' section lists four search criteria: 'Search by PPSA Notice Registration Number', 'Search by Debtor', 'Search by Vehicle Serial Number (VIN)', and 'Search by Certified Report Reference Number'. Below the navigation is a 'Dashboard' section with a 'Do it now' menu on the left and a search results area on the right. The 'Do it now' menu lists the same four registration options as the 'REGISTER' section. The search results area shows 'No results found' under the 'My Items', 'Watchlist', 'Watched Items', and 'My Accounts' tabs.

There are four types of security transactions that can be registered:

- Notice of Security Interest
- Notice of Prior Transaction
- Notice of Lien
- Notice of Prior Lien

Prior Transactions and Liens should only be filed in relation to a transaction that arose prior to commencement of the PPSA. The registration of prior notice services will only be available on the menu until 28 May 2017. There is no fee for filing notices of prior transactions or prior liens.

4. From the "Do it now" list select the appropriate secured transaction registration service.
For our screen shots we have chosen "Register a Notice of Security Interest".
5. On the Secured Parties tab enter the details of each Secured Party.
 - Click the "Add" button and choose whether the secured party is a person, company registered in Samoa or other entity
 - Fill in the security party details.
 - Fields marked with an asterisk * must be completed.
 - Use the "My Clipboard" button to save the secured party details for reuse again.
 - For individuals, the "Add me as this Secured Party" fills in the information from your user details.
 - For companies registered in Samoa start typing the company name or number and select it from the companies found on the Samoa Companies Register. This will populate the secured party screen with details from the Company registry. You may overwrite these details if you wish (such as using a different address).
 - Click the "Done" button to finish entering the details for this secured party.
 - Choose the "Add" button to add another secured party, repeating above steps, until all the secured parties are entered.

Secured Parties

In the Company Name as you start typing the companies on the Samoa Companies Register that match are shown and can be selected:

6. From the Secure Parties tab choose to either:
 - Edit or remove from the list of added secured parties by clicking “Edit Secured Party” or “Remove” button next to each secured party listing.
 - Click the “Cancel” button to cancel your application.
 - If you need additional time to complete the filing, click the “Save & Exit” button to save the application to continue later. The time limit on the draft application is noted at the top of the application or on your dashboard.
 - Click the “Next Step: Debtors” button to continue.



7. On the Debtors tab enter the details of each Debtor.
 - Click the “Add” button and choose whether the debtor is a person, company registered in Samoa or other entity
 - Fill in the debtor details.
 - Fields marked with an asterisk * must be completed.
 - Use the “My Clipboard” button to save the debtor details for reuse again.
 - Click the “Done” button to finish entering the details for this debtor.
 - Choose the “Add” button to add another debtor, repeating above steps, until all the debtors are entered.

Clipboard Tips:

The clipboard allows data “clips” to be stored and later pasted on to other forms.

Clicking on the My Clipboard button provides the options to add a new clipboard item or to select an existing item. You need to enter all of the data into the form that is to be part of the data 'clip', before selecting to add it as a new clipboard item.

Clips can only be pasted in to matching types – so if you are adding an individual secured party your clipboard will only show you individual clips, adding a company secured party you will only see company clips, and adding another entity secured party you will only see other entity clips.

8. From the Debtor tab choose to either:
 - Edit or removed from the list of added debtors by clicking “Edit Debtor” or “Remove” button next to each debtor listing.
 - Click the “Cancel” button to cancel your application.
 - Click the “Save & Exit” button to save the application to continue later.
 - Click the “Next Step: Collateral” button to continue.
9. On the Collateral tab enter the details of the Collateral. There are three ways to enter collateral: i) you may enter free-form text (and can use copy/paste); ii) you may enter a VIN (chassis number) for a motor vehicle; and/or iii) you may upload a separate document, such as a PDF.
 - Click the “Add” button and choose whether the collateral is general collateral or a motor vehicle.

→ Fill in the collateral details.

Fields marked with an asterisk * must be completed.

Click the “Done” button to finish entering the details for this collateral.

→ Choose the “Add” button to add another collateral, repeating above steps, until all collateral is entered.

10. From the Collateral tab choose to either:

→ Edit or removed from the list of added collateral by clicking “Edit Collateral” or “Remove” button next to each collateral listing.

→ Click the “Cancel” button to cancel your application.

→ Click the “Save & Exit” button to save the application to continue later.

→ Click the “Next Step: Review” button to continue.

11. Review the information you have entered in your application.

→ Errors or missing information will be highlighted with an exclamation icon.

→ Click the “Save & Exit” button to save the application to continue later.

If there are no errors, there will be an “Apply” button at the bottom of the review information.

→ Click the “Apply” button to submit your registration.

Register a Notice of Security Interest

You may save a draft of this notice for up to 60 working days, expiring on 05/05/2017 @ 12:18 PM

1 Secured Parties ✓2 Debtors ⚠3 Collateral ✓4 Review

Secured Parties

Secured Party Type	Individual	Edit
Name	Mrs Sam LONG	
Physical Address	Beach Rd, Sogi, Vaimauga Sisifo, Samoa	
Postal Address	Po Box 123, Apia, Samoa	
Contact Phone Number	(685) 12345	
Contact Email Address	sam.long@fostermoore.com	
I am Secured Party	Yes	

⚠ Debtors

⚠ Debtor Type	Individual	Edit
Name	ellen[Missing]	
Physical Address	ellen street, Vaimauga Sisifo, Samoa	
Postal Address	Postal address is the same as the Physical Address	
Phone Number	[Not Provided]	

12. You must have a payment account with a credit balance greater than the required fee to complete your application.

If you do not have an account or sufficient credit you can “Cancel” from the payment account, confirm you wish to exit the payment screen then select “Pay Later”.

“Save and Exit” or “Pay Later” will add an item to the “My Unfinished Business” on your dashboard.

You can continue with an application by clicking on the application listed in this area.

→ Complete your payment details.

For "Payment Method" select "Account".

MINISTRY OF COMMERCE, INDUSTRY & LABOUR

HOME GENERAL INFORMATION ONLINE SERVICES

Dashboard

Do it now

- Register a Private Company
- Register a Public Company
- Register an Overseas Company
- Register a Notice of Security Interest
- Register a Notice of Prior Transaction
- Register a Notice of Lien
- Register a Notice of Prior Lien

My Items 0 Watchlist 0 Watched Items 0 My Accounts 0

No results found

My Unfinished Business 1 My Recently Finished Business 0 My Reminders 0 My Service Orders 0

1 Results

Description	Status	Created	Due Date	Discard
Register a Notice of Security Interest for S9HK3MN4PR5ST6UV (Security Interest)	Pay	10-Feb-2017		✕

13. After payment you will be returned to your dashboard
Note your "My Items" tab will list your new secured transaction registration.

MINISTRY OF COMMERCE, INDUSTRY & LABOUR

HOME GENERAL INFORMATION ONLINE SERVICES

Dashboard

Do it now

- Register a Private Company
- Register a Public Company
- Register an Overseas Company

My Items 1 Watchlist 0 Watched Items 0 My Accounts 1

1 Results

Security Interest (S9HK3MN4PR5ST6UV)
--

3. Activating a Secured Party Authority

In order to make changes to a filing over time, a person must have “authority” over the filing. The user that applied for the registration is automatically granted “Agent Authority”.

If “I am the Secured Party”, “This Company is the Secured Party” or “This Entity is the Secured Party” was selected when completing the secured party information then the user that applied for the registration is automatically granted “Secured Party Authority”. This is the most common situation and you will not need to take any further steps to have authority over the filing.

For secured parties where “I am the Secured Party”, “This Company is the Secured Party” or “This Entity is the Secured Party” was not selected an email is sent to the secured party’s email with an activation code to activate their secured-party authority. This might be the case where a law firm has submitted a filing on behalf of a client. The activation code must be entered into the registry so as to activate authority over the filing. The process to do so is outlined below. Note that an “Activation Code” can only be used once.

The secured transaction will appear in the “My Items” after activating the secured party authority.

1. Click Menu options: Online Services / Secured Transaction / Search by Secured Transaction Identification Number
2. Enter the secured transaction ID from the email
Click the “Search” button
3. Click the title text link in the search results
4. View the secured transaction as a user with no authority and notice not all information is visible
5. Click on the Secured Party tab
6. On the secured parties that have no active secured party authority the “Manage Secured Party” has the option to activate or resend authority
7. On the secured party that the email was sent for click on the “Activate Secured Party Authority” option
8. Paste in the activation code sent in the email
9. Click the “Apply” button
10. On the secured party view click on the “Secured Parties” tab
Note the menu options for the authorised secured party has now changed to continue and terminate
11. Click on the “Dashboard” link in the top right
Note the secured transaction is now in the “My Items” tab
12. Note the activate secured party authority service listed in “My Recently Finished Business” tab

MINISTRY OF COMMERCE,
INDUSTRY & LABOUR

HOME INFORMATION ONLINE SERVICES

COMPANIES REGISTER
 REGISTER a Notice of Security Interest
 REGISTER a Notice of Prior Transaction
 REGISTER a Notice of Lien
 REGISTER a Notice of Prior Lien

SEARCH
 SEARCH by Secured Transaction Identification Number
 SEARCH by Debtor
 SEARCH by Vehicle Identification Number (VIN)
 SEARCH by Certified Report Reference Number

Search by Secured Transaction Identification Number

Search

Secured Transaction Identification Number *

Cancel Reset Search Search

Export as Pdf

The title in the search results is a hyperlink to the secured transaction view:

ST
Security Interest (S4CD5EF6GH7JK8MN)

Status Active

Registration Date 24-Nov-2016

Lapse Date 24-Nov-2021

Secured Party
 Mr External USERWS
 Mrs Sam LONG
 Samoa Test Private Company Ltd
 My Sp Trust

Debtor
 Isaac LONG
 Nz Company Ltd
 Isaac Trust

Collateral
 General : A yellow stabicraft boat. Good condition but quite rusty.
 Filename Supporting Letter.pdf
 Motor Vehicle : ERJ456 Toyota Highlander 2008 Black Good condition with a dent in the boot.

Check your authority code is for the secured party you are activating authority for:

Secured Party Type Individual

Name Mrs Sam LONG

Physical Address 3 Roland Rd, Vaimauga Sisifo, Samoa

Postal Address Po Box 256, Apia, Samoa

Gender Female

Contact Phone Number (+685) - 94131234

Start Date 24-Nov-2016

Lapse Date 24-Nov-2021

Secured Party Status Active

Manage Secured Party

Activate Secured Party Authority

Resend Secured Party Authority

Paste in your copied activation code:

Activate Secured Party Authority

Security Interest S4CD5EF6GH7JK8MN

Secured Party	Mrs Sam LONG
Activation Code *	<input style="width: 150px;" type="text"/>
<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>

Once your secured party authority is activated your menu options for that secured party will change:

Secured Party Type	Individual	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Manage Secured Party ▾ Notice of Continuation Notice of Termination </div>
Name	Mrs Sam LONG	
Physical Address	3 Roland Rd, Vaimauga Sisifo, Samoa	
Postal Address	Po Box 256, Apia, Samoa	
Gender	Female	
Contact Phone Number	(+685) - 94131234	
Contact Email Address	sam.long@fostermoore.com	
Start Date	24-Nov-2016	
Lapse Date	24-Nov-2021	
Secured Party Status	Active	

On the dashboard the secured transaction now appears in the “My Items” tab.

**MINISTRY OF COMMERCE,
INDUSTRY & LABOUR**

HOME
INFORMATION ▾
ONLINE SERVICES ▾

Dashboard

Do it now

- [Register a Private Company](#)
- [Register a Public Company](#)
- [Register an Overseas Company](#)
- [Register a Notice of Security Interest](#)
- [Register a Notice of Lien](#)

My Items **1** Watchlist **0** Watched Items **0** My Accounts **0**

1 Results

ST	Security Interest (S4CD5EF6GH7JK8MN)
----	--

My Unfinished Business **0**

My Recently Finished Business **1**

My Reminders **0**

My Service Orders **0**

1 Results

	Description	Status	Created	Due Date
ST	Activate Secured Party Authority for S4CD5EF6GH7JK8MN (Security Interest)	Completed	24-Nov-2016	

4. Amending a Secured Transaction

A user with agent authority or secured party authority may amend the secured transaction details.

The “Notice of Amendment” service is accessed from a menu while viewing the secured transaction.

During the amendment service:

- new secured parties can be added – they will have the same lapse date as the overall transaction registration
- existing active secured parties can be updated – but not their start date or lapse date
- new debtors can be added
- existing active debtors can be edited – but not their start date
- existing active debtors can be ceased
- new collateral can be added
- existing active collateral can be edited
- existing active collateral can be released.

To Amend a secured transaction:

1. Login and then select a secured transaction from your “My Items” tab on your dashboard
2. Click Maintain Services / Notice of Amendment
3. Click on the “Secured Parties” tab
Note the add and edit functionality
4. Click on the “Debtors” tab
Note the add, edit and cease functionality
5. Click on the “Collateral” tab
Note the add, edit and release functionality

View Secured Transaction

Security Interest S4CD5EF6GH7JK8MN

Maintenance Services ▾

- Notice of Amendment
- File a Notice of Objection

Secured Parties | Debtors | Collateral | Filings

Secured Transaction Identification Number	S4CD5EF6GH7JK8MN
Type	Security Interest
Registration Status	Active
Registration Date	24-Nov-2016 15:53:00
Lapse Date	24-Nov-2021

Notice the different options on each amendment tab:

Amend a Registered Security interest

Expires in: 20 working days on 22/12/2016 @ 7:00 PM

Security Interest S4CD5EF6GH7JK8MN

Secured Parties Debtors Collateral

+ Add

Secured Party Type
Company Name
Company Number

Company Registered in Samoa
Samoa Test Private Company Ltd
201600001

Edit Secured Party

Amend a Registered Security interest

Expires in: 20 working days on 22/12/2016 @ 7:00 PM

Security Interest S4CD5EF6GH7JK8MN

Secured Parties Debtors Collateral

+ Add

Debtor Type
Company Name

Company Registered in Samoa
Nz Company Ltd

Edit Debtor Cease Debtor

Amend a Registered Security interest

Expires in: 20 working days on 22/12/2016 @ 7:00 PM

Security Interest S4CD5EF6GH7JK8MN

Secured Parties Debtors Collateral

+ Add

Collateral Type
Description
Vehicle Identification Number

Motor Vehicle
Good condition with a dent in the boot.
ERJ456

Edit Collateral Release Collateral

5. Termination of a Secured Party

A user with secured party authority can terminate the secured party. A user with only Agent authority cannot terminate a filing.

1. Login and click on a secured transaction in your “My Items” tab
2. Click on the “Secured Parties” tab
3. Select Manage Secured Party /Notice of Termination
If you do not have this menu option then you do not have secured-party authority for this secured party.
4. Click the checkbox to confirm the secured party wishes to terminate
5. Click the “Apply” button
6. On the secured transaction view click the “Secured Parties” tab
Note the secured party now has a “Termination Date” and a “Secured Party Status” of “Terminated”
7. Click on the “Filings” tab
Note the “Notice of Termination” filing
8. Click on the “Dashboard” text link in the top right corner OR cancel from the view service
Note the secured transaction no longer appears on the “My Items” tab – this user no longer has any authority (agent or secured party) over the secured transaction
9. Click on the “My Recently Finished Business” tab
Note the “Notice of Termination” completed service

The screenshot displays the user interface of the Ministry of Commerce, Industry & Labour. At the top, there is a navigation bar with the text 'Ministry of Commerce, Industry & Labour' and 'unknown :: unknown :: unknown'. To the right of the navigation bar are links for 'Dashboard', 'Organisation UserWS', 'organisation2WS', and 'Logoff'. Below the navigation bar is the Ministry's logo and name, 'MINISTRY OF COMMERCE, INDUSTRY & LABOUR', along with a flag of Samoa. A secondary navigation bar contains 'HOME', 'INFORMATION', and 'ONLINE SERVICES'. The main content area is titled 'Dashboard' and features a 'Do it now' section with links to 'Register a Private Company', 'Register a Public Company', and 'Register an Overseas Company'. To the right, there are four tabs: 'My Items' (1), 'Watchlist' (0), 'Watched Items' (0), and 'My Accounts' (0). Below these tabs, a search bar shows '1 Results' for 'Security Interest (S4CD5EF6GH7IK8MN)'. The background of the dashboard has a light blue and white grid pattern.

View Secured Transaction

Security Interest S4CD5EF6GH7JK8MN

Maintenance Services ▾

General Details | **Secured Parties** | Debtors | Collateral | Filings

Secured Party Type	Individual
Name	Mr External USERWS
Physical Address	Beach Rd, Sogi, Vaimauga Sisifo, Samoa
Postal Address	P.O. Box 543, Apia, Samoa
Gender	Male
Contact Phone Number	(685) - 12345
Contact Email Address	externalWS@fostermoore.com
Start Date	24-Nov-2016
Lapse Date	24-Nov-2021
Secured Party Status	Active

Secured Party Type	Individual	Manage Secured Party ▾ Notice of Continuation Notice of Termination
Name	Mrs Sam LONG	
Physical Address	3 Roland Rd, Vaimauga Sisifo, Samoa	
Postal Address	Po Box 256, Apia, Samoa	
Gender	Female	
Contact Phone Number	(+685) - 94131234	
Contact Email Address	sam.long@fostermoore.com	

Check the box to confirm you want to terminate and click the “Apply” button:

Notice of Termination (Security Interest)

Security Interest S4CD5EF6GH7JK8MN

Registration Status Active

Secured Party	Mrs Sam LONG
Secured Party's Lapse Date	24-Nov-2021
Termination Date	24-Nov-2016

* The Secured Party confirms that they wish to terminate the interest

Cancel Apply

The secured party is updated to terminated:

View Secured Transaction

Security Interest S4CD5EF6GH7JK8MN

Maintenance Services ▾

General Details | **Secured Parties** | Debtors | Collateral | Filings

Secured Party Type	Individual
Name	Mr External USERWS
Physical Address	Beach Rd, Sogi, Vaimauga Sisifo, Samoa
Postal Address	P.O. Box 543, Apia, Samoa
Gender	Male
Contact Phone Number	(685) - 12345
Start Date	24-Nov-2016
Lapse Date	24-Nov-2021
Secured Party Status	Active

Secured Party Type	Individual
Name	Mrs Sam LONG
Physical Address	3 Roland Rd, Vaimauga Sisifo, Samoa
Postal Address	Po Box 256, Apia, Samoa
Gender	Female
Contact Phone Number	(+685) - 94131234
Start Date	24-Nov-2016
Termination Date	24-Nov-2016
Secured Party Status	Terminated

A new termination filing has been created in the filing tab:

View Secured Transaction

Security Interest S4CD5EF6GH7JK8MN

Maintenance Services ▾

General Details | Secured Parties | Debtors | Collateral | **Filings**

Filings

Filing Name	Filing Document Identification Number	Registered Date
NOTICE OF TERMINATION	ST1002-01	24-Nov-2016 19:12:47
NOTICE OF SECURITY INTEREST	ST1000-01	24-Nov-2016 15:53:10

The user no longer has any authority over the secured transaction so it is no longer in the "My Items" tab:



Dashboard

Do it now

- Register a Private Company
- Register a Public Company
- Register an Overseas Company
- Register a Notice of Security Interest
- Register a Notice of Lien

My Items 0

Watchlist 0

Watched Items 0

My Accounts 0

No results found

My Unfinished Business 0

My Recently Finished Business 2

My Reminders 0

My Service Orders 0

2 Results

Description	Status	Created	Due Date
ST Notice of Termination for S4CD5EF6GH7JK8MN (Security Interest)	Completed	24-Nov-2016	
ST Activate Secured Party Authority for S4CD5EF6GH7JK8MN (Security Interest)	Completed	24-Nov-2016	

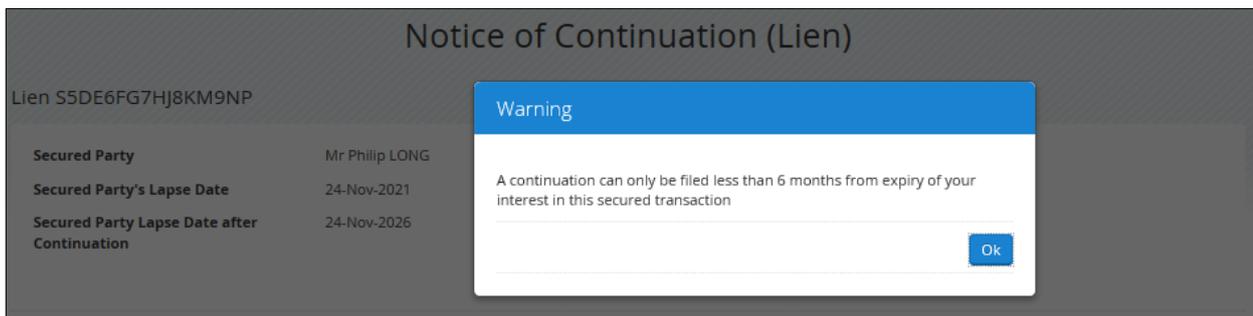
6. Continuation of a Secured Party

A user with secured party authority can continue the secured party.

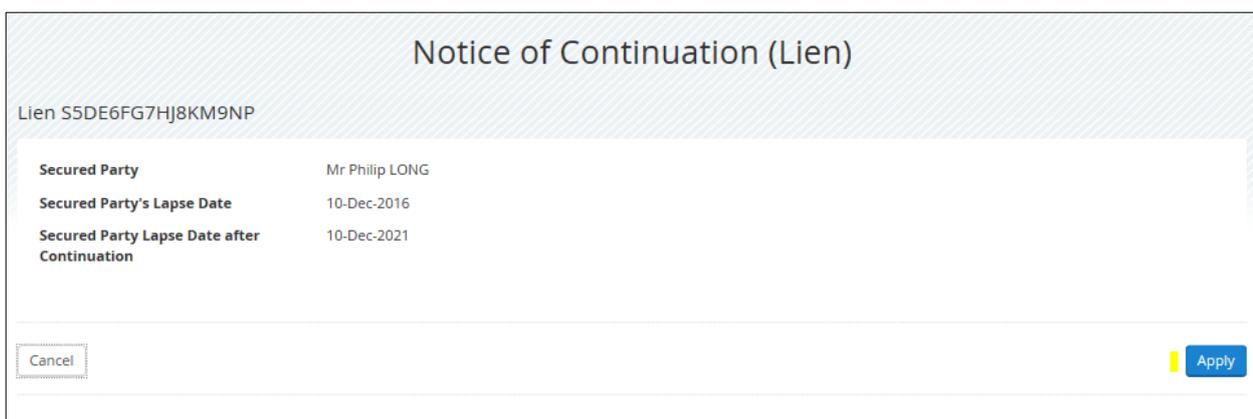
This service is only available within six months of the lapse date. Persons with secured party authority over the filing will receive email reminders that the notice is approaching its lapse date. If a notice lapses then the filing will no longer be legally effective and you may lose your priority in the collateral.

1. Login and in the “My Items” tab click on the secured transaction with a lapse date within 6 months
2. Click on the “Secured Parties” tab
3. Select Manage Secured Party /Notice of Continuation
4. Click the “Apply” button
5. Pay for the continuation
6. On the view screen the “Lapse Date” is now the previous lapse date plus 5 years
7. Click on the “Secured Parties” tab
Note the secured party “Lapse Date” is now the previous lapse date plus 5 years
8. Click on the “Filings” tab
Note there is now a “Notice of Continuation” filing – for the secured party continuation
9. Note there is now a “Notice of Secured Transaction Continuation” filing – for the secured transaction registration continuation

If the current date is not within 6 months of the secured party’s lapse date a warning message is displayed and the service cannot be initiated:



The screenshot shows a web interface for a "Notice of Continuation (Lien)" for Lien S5DE6FG7HJ8KM9NP. The secured party is Mr Philip LONG, with a lapse date of 24-Nov-2021 and a continuation date of 24-Nov-2026. A blue warning dialog box is overlaid on the screen, stating: "Warning: A continuation can only be filed less than 6 months from expiry of your interest in this secured transaction." The dialog has an "Ok" button.



The screenshot shows the same "Notice of Continuation (Lien)" screen for Lien S5DE6FG7HJ8KM9NP. The secured party is Mr Philip LONG, with a lapse date of 10-Dec-2016 and a continuation date of 10-Dec-2021. The "Apply" button is now visible and highlighted in blue, indicating the continuation is possible as the current date is within 6 months of the lapse date. A "Cancel" button is also visible.

Two new continuation filing have been created and display in the filing tab:

View Secured Transaction

Lien S5DE6FG7HJ8KM9NP

Maintenance Services ▾

General Details

Secured Parties

Debtors

Collateral

Filings

Filings

Filing Name

[NOTICE OF CONTINUATION](#)

Filing Document Identification Number

ST1005-02

Registered Date

24-Nov-2016 20:35:50

[NOTICE OF SECURED TRANSACTION CONTINUATION](#)

ST1005-01

24-Nov-2016 20:35:50

[NOTICE OF LIEN](#)

ST1003-01

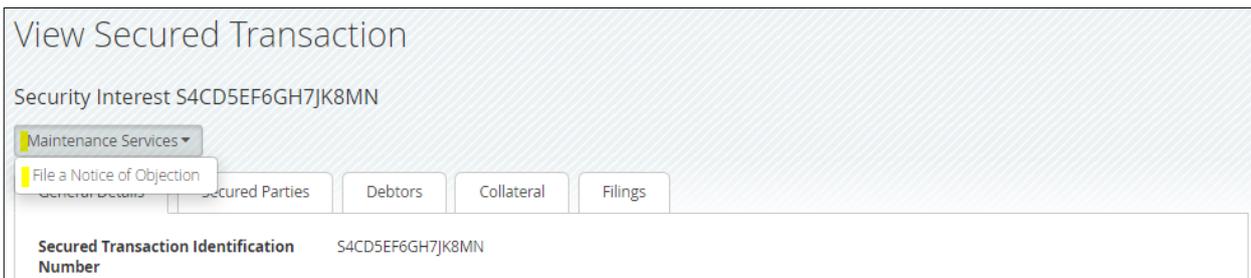
24-Nov-2016 19:24:44

7. Notice of Objection

Any registered user can file a notice of objection against an active secured transaction registration. This is very rare filing is usually made by a debtor to register some protect about the filing. While it becomes part of the public record for informational purposes, it has no effect on the legal validity of the filing.

1. Login and select “Maintenance Services / File a Notice of Objection
2. Click “+Add” to add an Objector
3. Enter the objector details
4. Click “Done” button
Note another objector can be added
5. Enter the “Details of Objection”
6. Optionally upload supporting documents
Note multiple documents can be uploaded
7. Click “Apply” button
8. Make the payment

On the view screen if you do not have authority over the registration your only maintenance menu option will be “File a Notice of Objection”:



Fill in the details of the objection:

File a Notice of Objection

Security Interest S4CD5EF6GH7JK8MN

Objector Details [Add](#)

Name	Moaner Sue	Edit Objector	Remove
Postal Address	My street, Apia, Samoa		
Phone Number	(+685) - 154455		
Email Address	sue@myco.com		

Details of Objection *

My son is too young to have been names as a debtor.

Supporting Documents

[Supporting Letter.pdf](#) [Remove Document](#)

[Legal Document.pdf](#) [Remove Document](#)

[Upload Another Document](#)

[Cancel](#) [Apply](#)

A new filing is created:

View Secured Transaction

Security Interest S4CD5EF6GH7JK8MN

Maintenance Services ▾

General Details
Secured Parties
Debtors
Collateral
Filings

Filing Name	Filing Document Identification Number	Registered Date
NOTICE OF OBJECTION	ST1006-01	24-Nov-2016 21:10:21
NOTICE OF TERMINATION	ST1002-01	24-Nov-2016 19:12:47
NOTICE OF SECURITY INTEREST	ST1000-01	24-Nov-2016 15:53:10

An objector's phone number and email are only shown to users with authority and internal users.

View of objection filing by a user with no authority:

MINISTRY OF COMMERCE,
INDUSTRY & LABOUR

HOME

Notice of Objection

Particulars of Notice of Objection
Security Interest (S4CD5EF6GH7JK8MN) Export to Pdf

Filing Date 24-Nov-2016 21:10:21

Objector Details

Name	Moaner Sue	Created
Postal Address	My Street, Apia, Samoa	

Details of Objection My son is too young to have been names as a debtor.

Supporting Documents

Supporting Letter.pdf	24-Nov-2016 21:10:06	Created
Legal Document.pdf	24-Nov-2016 21:10:06	Created

Submitted By ORGANISATION USERWS 8 BEACH RD, SOGI, VAIMAUGA SISIFO, SAMOA

Ok

View of objection filing by an internal user or an external user with agent or secured party authority:

MINISTRY OF COMMERCE,
INDUSTRY & LABOUR

HOME

Notice of Objection

Particulars of Notice of Objection
Security Interest (S4CD5EF6GH7JK8MN) Export to Pdf

Filing Date 24-Nov-2016 21:10:21

Objector Details

Name	Moaner Sue	Created
Postal Address	My Street, Apia, Samoa	
Phone Number	(+685) - 154455	
Email Address	sue@myco.com	

Details of Objection My son is too young to have been names as a debtor.

Supporting Documents

Supporting Letter.pdf	24-Nov-2016 21:10:06	Created
Legal Document.pdf	24-Nov-2016 21:10:06	Created

Submitted By ORGANISATION USERWS 8 BEACH RD, SOGI, VAIMAUGA SISIFO, SAMOA

Ok

8. Secured Transaction Search

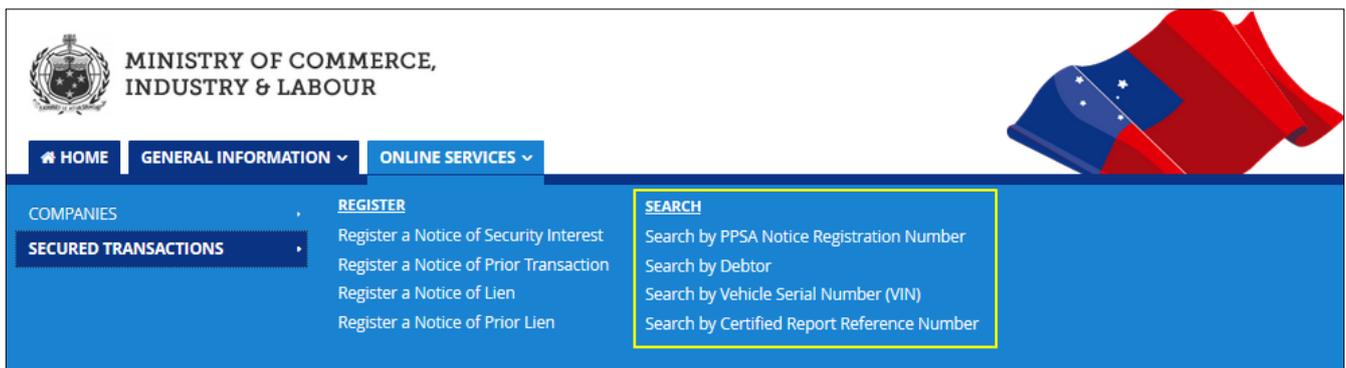
Casual and logged in registered users have the following search services available:

- Search by Secured Transaction Identification Number
- Search by Debtor
- Search by Vehicle Serial Number (VIN)

A logged in registered user will also have available:

- Search by Certified Report Reference Number

The search menus are available through the Online Services, Secured Transactions menu.



9. Search by Secured Transaction Identification Number

When searching by secured transaction identification number a secured transaction identification number must be entered.

A registration with the exact matching identification number, of any registration status, will be returned.

To search by secured transaction identification number:

1. Select Online Services / Secured Transactions / Search by Secured Transaction Identification Number
2. Enter the number of a secured transaction registration
3. Click the "Search" button

Note the options above the search results – results can be exported as Pdf or a certified report requested

Search by Secured Transaction Identification Number

Search

Secured Transaction Identification Number *

[Export as Pdf](#)
[Request Certified Report of Search Results](#)

Page size

1 Results 1

ST Lien (S5DE6FG7HJ8KM9NP) Secured Party Mr Philip LONG Debtor Samoa Test Private Company Ltd Collateral General : 10historical books	Status Active Registration Date 10-Dec-2011 Lapse Date 10-Dec-2021
---	---

10. Search by Debtor

When performing a debtor search the debtor entity name, surname or matai title must be entered. There are rules around what name to enter when searching on an individual, please see the Explanatory Memo under the Legislation tab on the registry website. The key name is that maintained in the National Provident Fund registration if there is one. If not, then other rules will apply. When searching against an individual, a surname or a Matai title name must be entered. You may enter first names (or the first initial) if you wish to narrow your results.

The entered information is searched for an exact match. You must get the spelling right of any name to be searched.

The system search logic will undertake a few standardisations so as to help complete a clean search, so for surname and matai title the following transformation is made before searching:

- No distinction is made in upper and lower case letters
- Any accents are removed from letters (eg. à, á, â, ã) so you don't have to type these in
- Remove special characters (such as \$, %, &, etc.)
- Remove spaces

For registered company and other entity the following transformation is made before searching:

- Uppercase
- Remove 'THE ' from the start of the name
- Convert words to commonly used abbreviations and symbols (eg. %, &, Ltd, Inc, LP)
- Convert plurals:
- Convert 'IES' at the end of words to 'Y'
- Remove 'S' at the end of words
- Remove accents from letters (eg. à, á, â, ã)
- Remove punctuation
- Remove spaces

To search by debtor:

1. Select Online Services / Secured Transactions / Search by Debtor
2. Click on the options for "Registration Status"
3. Click on the options for "Debtor Type"
4. Enter a debtor name
5. Click the "Search" button
6. Note the options above the search results

Search by Debtor

Search

Registration Status	-- Any status --
Debtor Type *	Individual
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Matai Title	<input type="text"/>

 [Export as Pdf](#)

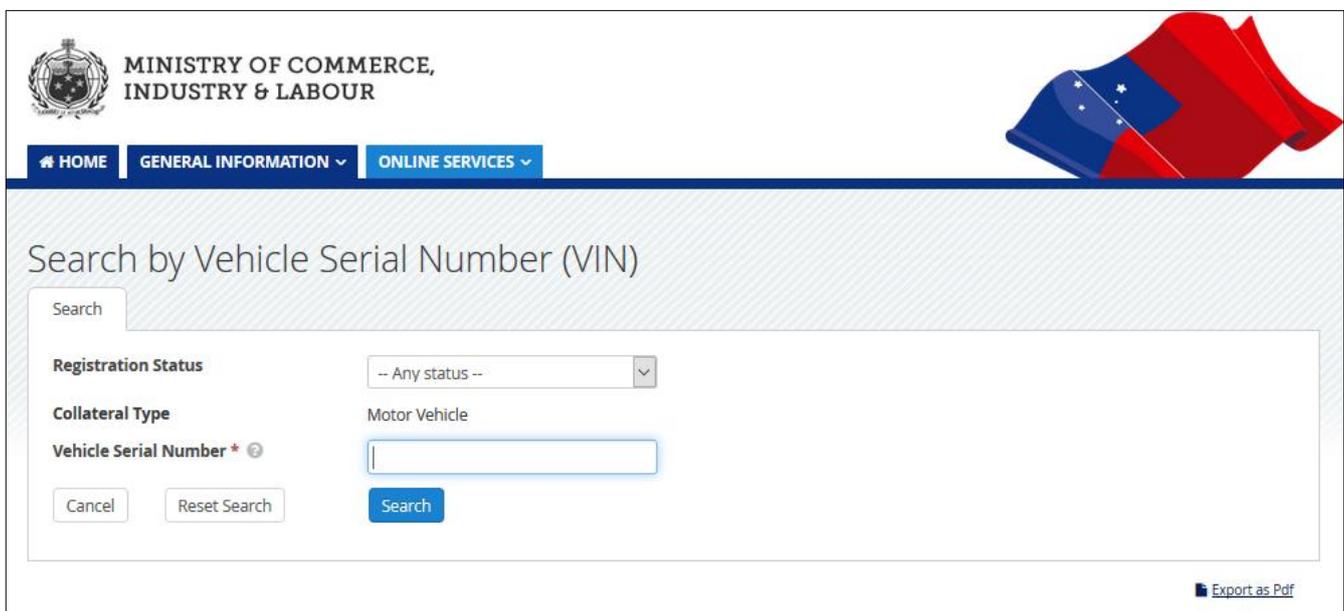
11. Search by Vehicle Identification Number (VIN)

When searching by vehicle identification number a vehicle identification number must be entered.

A registration with a motor vehicle with the exact matching VIN number will be returned.

To search by Vehicle Serial Number:

1. Select Online Services / Secured Transactions / Search by Vehicle Serial Number (VIN)
2. Click on the options for "Registration Status"
3. Enter a Vehicle Serial Number
4. Click the "Search" button
5. Note the options above the search results



The screenshot displays the official website of the Ministry of Commerce, Industry & Labour. The header includes the ministry's logo and name, along with a navigation menu with 'HOME', 'GENERAL INFORMATION', and 'ONLINE SERVICES'. A Samoan flag is visible in the top right corner. The main content area is titled 'Search by Vehicle Serial Number (VIN)'. Below the title is a search form with the following fields and buttons:

- Search** (tab)
- Registration Status**: A dropdown menu currently showing "-- Any status --".
- Collateral Type**: A dropdown menu currently showing "Motor Vehicle".
- Vehicle Serial Number ***: A text input field with a red asterisk and a help icon.
- Buttons**: "Cancel", "Reset Search", and "Search".

An "Export as Pdf" link is located in the bottom right corner of the form area.

12. Search by Certified Report Reference Number

This service enables all users to search for Certified Report of Search Results by Certified Report Reference Number. This allows users to confirm that a Certified Search report is genuine. The service displays a link to the certified report file that exactly matches the Certified Report Reference Number entered.

The report is the identical report to that provided for the original user report request.

You must be a logged in registered user to search for a certified report.

To search by certified report reference number:

1. Select Online Services / Secured Transactions / Search by Debtor
2. Click on the options for "Registration Status"
3. Click on the options for "Debtor Type"
4. Enter a debtor name
5. Click the "Search" button
6. Click on the "Request Certified Report of Search Result" link at the top of the search results
7. Click the "Refresh" link till a link to the report file appears
8. Click the file link
9. Save and open the report
10. Copy the "Report ID"
11. Select Online Services / Secured Transactions / Search by Certified Report Reference Number
12. Enter the report id in to "Certified Report Reference Number" field
13. Click the "Search" button
14. Click the title text link on the search results
15. Click the "Refresh" link till a link to the report file appears
16. Click the file link
17. View the external users dashboard
18. Note the item in "My Service Orders" tab

Search by Debtor

Search

Registration Status -- Any status --

Debtor Type * Individual

First Name

Middle Name

Last Name

Matai Title

[Export as Pdf](#)
[Request Certified Report of Search Results](#)

Page size 10

1 Results 1

ST

Security Interest (S4CD5EF6GH7JK8MN)

Secured Party
 Mr External USERWS
 Samoa Test Private Company Ltd
 My Sp Trust
 Mrs Sam LONG - Terminated

Debtor
 Isaac LONG
 Nz Company Ltd
 Isaac Trust

Collateral
 General : A yellow stabicraft boat. Good condition but quite rusty.
 Filename Supporting Letter.pdf
 Motor Vehicle : ERJ456 Toyota Highlander 2008 Black Good condition with a dent in the boot.

Status Active

Registration Date 24-Nov-2016

Lapse Date 24-Nov-2021

The report may not be prepared immediately so a "Refresh" link is shown:

View Exported Documents

You can [download payment receipt](#).

[Refresh](#)

Click the "Refresh" link and a link to the report will be display when the report has been compiled:

View Exported Documents

[exportSearch.pdf](#) 24-Nov-2016 22:21:36

[Refresh](#)

The report id is shown near the top fo the report:



MINISTRY OF COMMERCE,
INDUSTRY & LABOUR

Certified Report of Search Results

Search Type: Search by Debtor
Report ID: bebc79a573391981
Date and time of search: 24 November 2016 10:21 PM NZDT

Search Criteria

Debtor Type: Individual
Last Name: long

Enter the report id in the "Search by Certified Report Reference Number" service:

Search by Certified Report Reference Number

Certified Report Reference Number *

Search by Certified Report Reference Number

Certified Report Reference Number *

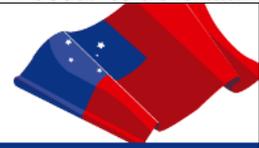
Sort |

Page size

1 Results

[Export Search Results](#)
Purchased Date 24-Nov-2016 22:21:22
Status Active

Last Executed 24-Nov-2016 22:21:31
Execution Count 1
[View Access History](#)



Dashboard

Do it now

- Register a Private Company
- Register a Public Company
- Register an Overseas Company
- Register a Notice of Security Interest
- Register a Notice of Lien

My Items 3 Watchlist 0 Watched Items 0 My Accounts 0

3 Results

- ST [Lien \(S5DE6FG7HJ8KM9NP\)](#)
- COM [SAMOA TEST PRIVATE COMPANY LTD \(201600001\)](#)
- ST [Security Interest \(S4CD5EF6GH7JK8MN\)](#)

My Unfinished Business 0 My Recently Finished Business 4 My Reminders 0 My Service Orders 1

Show filter

1 Results

	Service	Status
ST	Export Search Results	Active