



USER MANUAL

COLLATERAL REGISTRY SYSTEM

JULY 2022

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TABLE OF GLOSSARY

Term	Definition
Administrator	The User assigned the Administrator role and responsible for the system administration, setting up client accounts, Groups/ Classifications and managing users. Each registered Client Institution need to have at least two (2) Client Administrators to manage their institution client account.
Business Registration Number/ Certificate of Incorporation	The certificate or registration number for institutions by which they are uniquely identified.
Client Code	Client Code is the automatic generated code assigned to the client when the client membership account is created.
Collateral Identification Number	The number imprinted by the manufacturer on the body of a serial numbered collaterals or the number that uniquely identifies a collateral like <i>Vehicle, Land, etc.</i>
Online Payment	CRS payment platform that allows card and mobile money payments.
PayPoint	Designated BOG Centres where payment for services in the CRS are accepted.
Postpaid Account	Payment Account held by Registered Clients with the Bank of Ghana that allows them to be billed for their use of the Collateral Registry for registration of security interests and searches and settle payments at a later period.
Prepaid	Payment account held by clients which requires payment to be made before use of a service requiring payment can be successfully completed.
Search Code	Payment Identification Number code. The Search Code is the code issued on your payment receipt or sent to the email address you provide at online payment.
TIN	Tax Identification Number
Transaction Reference Number	The reference number stated on the payment receipt issued to the Client by the bank after payment.
Unregistered Client	Client Users who have not as yet created membership account with the Collateral Registry. Such Users can only search the Registry.

1.0 GENERAL INFORMATION

ABOUT COLLATERAL REGISTRY SYSTEM (CRS)

The CRS provides online registration of security interests in both immovable and movable assets pledged as collaterals, pursuant to the Borrowers and Lenders Act, 2020 (Act 1052). The overall goal of the Act is to promote lending and ultimately increase small scale businesses' access to credits.

Note: This User Manual provides the information necessary to effectively use the automated Collateral Registry System.

TYPE OF USERS OF THE CRS WEBSITE

The Collateral Registry System is to provide access to three main user groups: Frequent users, infrequent users and public user. The kind of access to the Collateral Registry System that you require depends on the kind of transaction to be undertaken; and whether you are an Institution going to use the system to register a security interest regularly, infrequently or a public user who only search the registry system.

HOW TO ACCESS THE COLLATERAL REGISTRY SYSTEM

([HTTPS://COLLATERALREGISTRY.GOV.GH](https://collateralregistry.gov.gh))

The **Collateral Registry's** website can be accessed by entering the URL address: <https://collateralregistry.gov.gh> in a web browser.

Any person can access the Collateral Registry System, but only registered users are able to enter and save security interest registration data to the database. Accessing the CRS depends on the Client Type. Unlike a Registered Client, Public Clients need no client registration in the system to perform a search.

Transactions in the CRS are both **Prepaid** and **Post-paid**. Registered Clients can pay for services using either a post-paid account setup for them by the Bank of Ghana or use funds initially deposited in their prepaid virtual accounts. Clients may credit their virtual account by making an online payment using the CRS **Online Payment** portal or by paying directly at any of the designated bank of Ghana **PayPoint** outlets. To pay for a transaction in the CRS, first determine the total amount of fees for all the services you want to undertake from the **Fees** option under the **ABOUT US** menu.

As the Collateral Registry is electronic, it is accessible 24 hours a day, even outside official working hours. An application for registration can therefore be made anytime from the comfort of your location, beyond normal business hours without visiting the registry office. The same applies to searches. The web-based nature of the system increases transparency and timeliness to information. However, the Registrar may occasionally suspend business for purposes of maintenance or where circumstances so require.

2.0 SYSTEM OVERVIEW

INTRODUCTION

The Collateral Registry System is a comprehensive centralized web-based software solution designed and developed to international standards to store information on the parties to a security interest and is concerned with assets pledged as collateral, the owners to which these assets relate - whether they are encumbered and who has a priority security interest.

The Collateral Registry System automatically assigns a sequential registration number, date and time of registration to each registration record. Information retrieved in a search can establish a party's priority rights in a Borrower's collateral among competing security interests according to the time and date of registration.

WEB BROWSER

The application requires connection to the Internet using any compatible web browser namely Microsoft Internet Explorer 8.0 or higher, Microsoft Edge, Mozilla Firefox 3.5 or higher, Google Chrome 10.0 or higher and Safari 4.0 or higher. For optimal functionality of the software, your system browser must be configured according to the default settings with Java Script enabled. Optimal functionality of the system cannot be guaranteed when a lower version of recommended browsers are used.

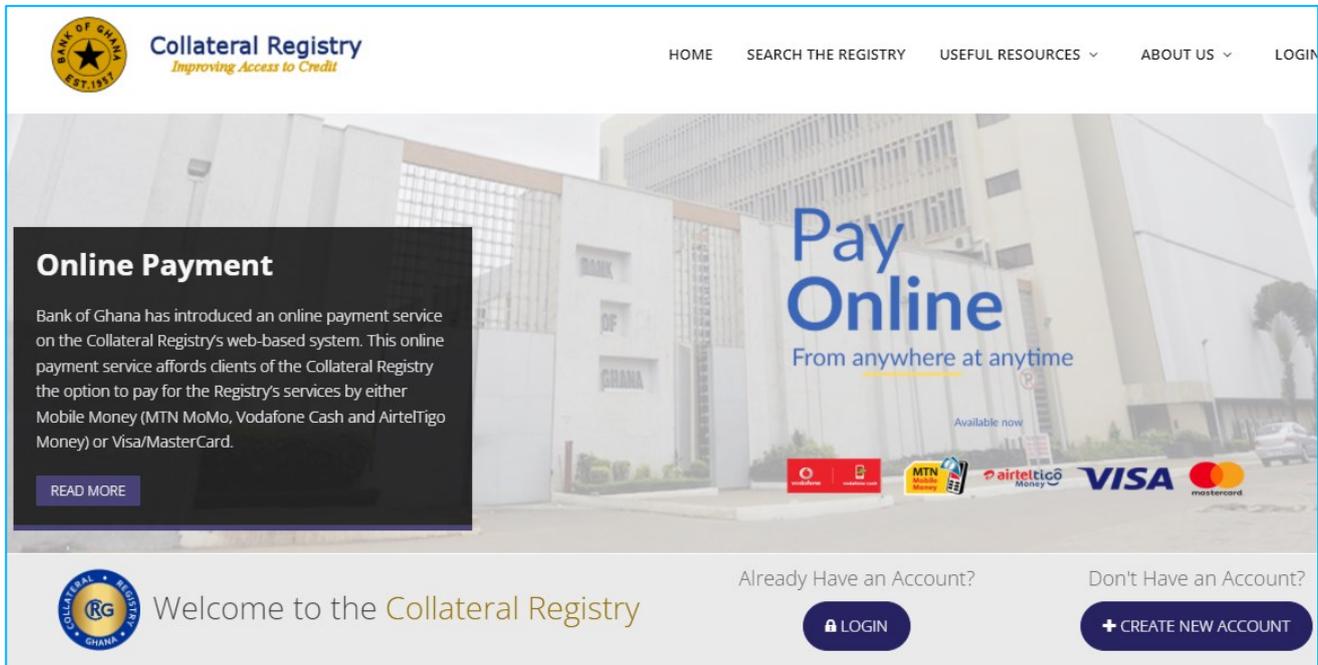
INTERNET SPEED

With a minimum of 128Mbps internet connectivity speed, the application can be accessed by entering the URL address <https://collateralregistry.gov.gh> in your web browser. A lower internet speed may affect the performance of the application.

3.0 GETTING STARTED

HOME PAGE

You can access the Collateral Registry System by entering the site address <https://collateralregistry.gov.gh> in your web browser. This will display the **Home** page below.

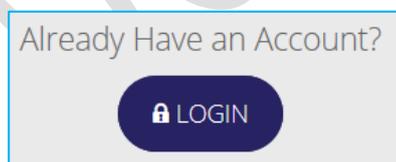


The Home page of the Collateral Registry System shows five (5) main **Menu Tabs** at the top and two (2) **Access Control Buttons**.

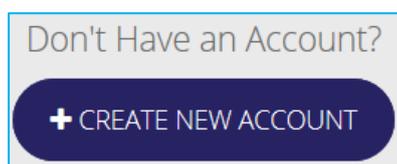
Below are details of the various sections on the **Home** page:

A. The Access Control buttons are:

1. **Login:** Click this to Login to the system at the [Login Page](#) if you are a Registered Client of the system.



2. **Create New Account:** Click this to [Create New Account](#) in the system as a first time client who wants to use the system to register security interests.

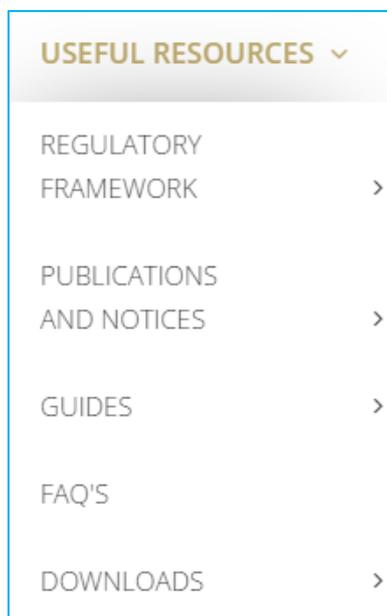


B. The Menu Tabs are:

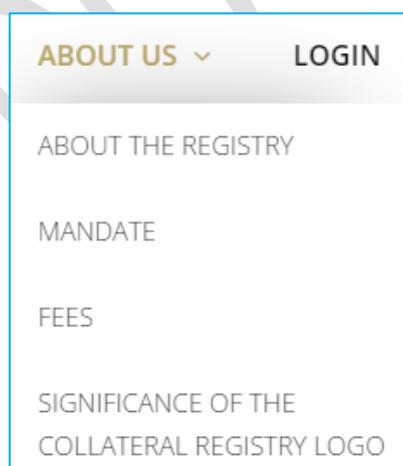
1. Click on the [Home](#) Menu tab from any page on the website to return to the Home page.



2. **Search The Registry:** Click this to [Search the Registry](#) if you are an [Unregistered User](#).
3. Click [Useful Resources](#) Menu tab to access the numerous resources of the registry.



4. The [About Us](#) Menu tab provides information about the Registry.



5. Click the [Login](#) Menu tab to access your account if you are a Registered Client.

4.0 USING THE SYSTEM

CREATING A CLIENT ACCOUNT

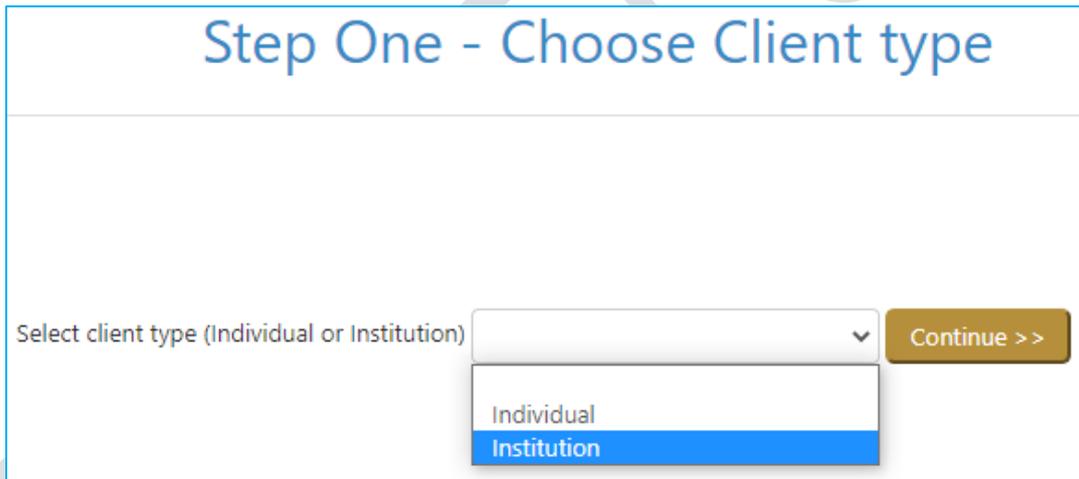
If your business activities require you to register Security Interests on regular basis, then you are required to create a client account in the registry as [Institution](#) or [Individual](#). You require approval from the Registrar of the Collateral Registry to create an account in the system.

HOW TO CREATE AN INSTITUTION ACCOUNT

An Institution is required to create an account with the Collateral Registry System (CRS) in order to register a Security Interest for self or on behalf of its clients. Creating a Client Account requires approval from the Registrar of the Collateral Registry.

To Create an Account:

1. Enter the URL address <https://collateralregistry.gov.gh> in your browser to take you directly to the **Home** page of the Collateral Registry System.
2. On the **Home** Page, click on the **Create New Account** button  to display **Step One - Choose Client Type** page.



Step One - Choose Client type

Select client type (Individual or Institution)

Individual
Institution

3. Select the client type option **Institution** and click **Continue** to proceed.
4. This displays **Step Two – Provide Registration Information** page where the client is requested to provide the Institution Business Information to complete the registration.
5. Ensure that information provided is accurate leaving no mandatory data box with **red** asterisks blank.
6. Select your institution type and provide the [Certificate of Incorporation/Business Registration Number](#) and the [Tax Identification Number](#).
7. Then indicate the major role your institution will be playing in the Collateral Registry System.

Step Two - Provide Registration Information

Please provide all your institution details in this section. If you want further information regarding a particular field move your mouse over the field label to display a tooltip.

Basic Information

Institution Name *	<input type="text" value="DELLIS ENTERPRISE"/>	Major Role *	<input checked="" type="radio"/> Lender <input type="radio"/> Agent
Country of Incorporation/Origin *	<input type="text" value="Ghana"/>	Email Address *	<input type="text" value="dellis@gmail.com"/>
Entity Type *	<input type="text" value="Companies"/>	Primary Phone No *	<input type="text" value="03081813344"/>
Certificate of Incorporation/ Business Registration Number *	<input type="text" value="BN-99,999B"/>	Secondary Phone No	<input type="text" value="03040401112"/>
Tax Identification Number *	<input type="text" value="12015099912"/>		

Physical & Postal Address

8. Provide the institution contact details and provide the physical and postal addresses.
9. Next, move to the **Administrator Profile** Section.
10. Complete the **Administrator Profile** section, providing a valid mobile phone number and email address by which the institution Administrator for your client account in the Collateral Registry would be notified in the system. Also ensure that the password you enter meets password complexity policy and then move to the **Upload Attachment** section.
11. It is mandatory for a prospective Institution client to upload a letter of introduction for the Administrator and any other relevant document as specified in the Terms and Conditions of use of the Collateral Registry System.
12. To upload a file, click on the **Add File** button  and then click on the **Upload** button as shown.

Upload the following documents: 1. A Letter of Introduction. 2. Any Other relevant document(s).

Upload Attachment(s) * *Maximum file size is 3MB*

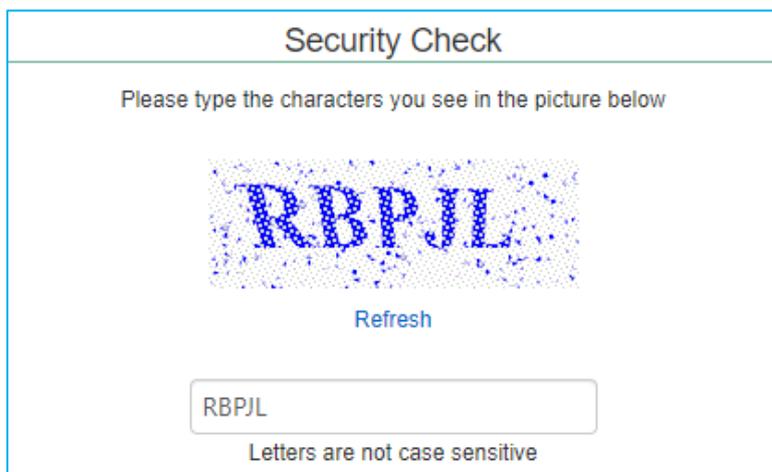
Kindly click on upload button after browsing for file.

C:\fakepath\Letter of Introduction.pdf



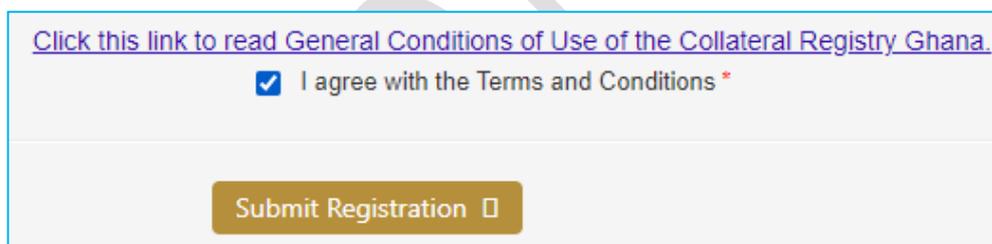


13. Then move to the **Security Check** section and type the same *security check image* in the box and then click **Submit** to complete.



The image shows a 'Security Check' form. At the top, it says 'Security Check'. Below that, it asks 'Please type the characters you see in the picture below'. There is a picture of the characters 'RBPJL' in a blue, pixelated font. Below the picture is a 'Refresh' link. At the bottom, there is a text input field containing 'RBPJL' and a note that says 'Letters are not case sensitive'.

14. Click on the **Refresh** link for a new text image if the current text image is not clearly visible.
15. Then, click on the link for **General Conditions of use of the Collateral Registry System** and check the terms and conditions box if you agree.



The image shows a form for 'General Conditions of Use of the Collateral Registry Ghana'. It has a link that says 'Click this link to read General Conditions of Use of the Collateral Registry Ghana.' Below the link is a checkbox that is checked and labeled 'I agree with the Terms and Conditions *'. At the bottom of the form is a 'Submit Registration' button.

16. When done, click on the **Submit Registration** button to display the **Membership Registration Review** page.
17. Review the data displayed on the page to ensure all information entered are accurate. To return to the previous page, click on the **Cancel** button 
18. Click the **Submit** button  to complete the registration and submit your institution's account registration request to the Registry.
19. After successful submission the acknowledgement message shown is displayed.



The image shows an acknowledgement message. It starts with a thumbs-up icon. The text says 'Your client account has been submitted to the Collateral Registry Ghana for authorization. You' followed by a line break and 'denied. Your client code is MCC18-0000013'.

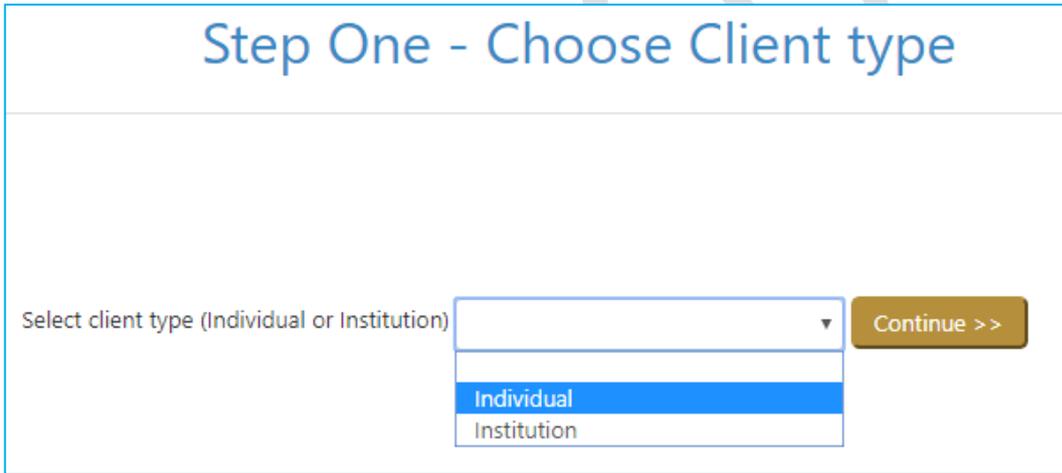
20. When your account request is approved by the Registry, the link to access the application will be sent to the email address you provided under the Administrator Account.
21. To access your client account, click on the link.

HOW TO CREATE AN INDIVIDUAL ACCOUNT

An individual is required to create an account in the Collateral Registry System (CRS) in order to register a Security Interest for self or on behalf of its clients.

To Create an Individual Account:

1. Enter the URL address <https://collateralregistry.gov.gh> in your browser to take you directly to the **Home** page of the Collateral Registry System.
2. On the **Home** Page, click on the **Create New Account** button  to display **Step One - Choose Client Type** page.



Step One - Choose Client type

Select client type (Individual or Institution)

Individual
Institution

3. Select the client type option **Individual** and click **Continue** to proceed.
4. This displays **Step Two – Provide Registration Information** page where the client is requested to provide the Personal Information to complete the registration.
5. Ensure that information provided is accurate leaving no mandatory data box with **red** asterisks blank.
6. Indicate your major role in the Collateral Registry System as shown.
7. Provide details of both your physical and postal addresses.

Individual Profile			
Title	Miss	Date of Birth *	01/07/1990
Surname *	ASANTE	Primary Phone No *	0244505099
First name *	DORA	Secondary Phone No	0242101099
Middle name	AMA	Major Role *	<input checked="" type="radio"/> Lender <input type="radio"/> Agent
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female	Email *	doraasante@gmail.com
Nationality *	Ghana	Username *	DORAASATE
Identification Type *	Voter ID	Password *
Identification Number *	1002323	Confirm Password *

8. Follow the rest of steps **12 to 21** of *How to create Institution Account to complete*.

CLIENT LOGIN

When your institution or individual client account creation request is approved in the Collateral Registry System, you will receive a notification on the email address provided for your account or Administrator in the case of institution account, with link to access the Registry. If your user credentials are known to you, then login to the Collateral Registry using your username and password.

To Login to the Registry:

1. From the **Home** page, click on the **Login** button  to display the Login page.
2. Enter your *Username* in the **Username** box.
3. Then, enter your *password* in the **Password** box.
4. When completed, click on the **Login** button, or simply press on the *Enter* key on your keyboard to Login to the Registry.



Log In

Log In to your account

[Reset Password?](#)

[Log In](#)

Sign up

Don't Have An Account? Please Register Now
With Us.

[Sign Up](#)

DO NOT COPY

5.0 PAYMENTS

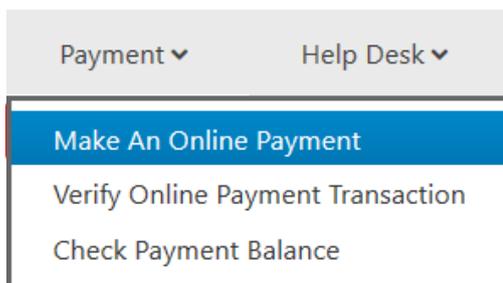
Fees are charged on certain services the Collateral Registry System provides. Payment could be **Prepaid** or **Postpaid**. Registered Clients **NOT** on the Postpaid account are required to upload their **Virtual Accounts** with funds using electronic card or mobile payments on the Registry's Online Payment portal or make payment directly at the designated Collateral Registry **PayPoint** centres.

HOW TO MAKE AN ONLINE PAYMENT

The Collateral Registry System supports online payments using mobile money and other electronic cards such as Visa and Mastercard.

To Make an Online Payment:

1. From the **Home** page, click **Search the Registry** menu tab.
2. Then, click on the **Purchase Search Code** button [Purchase Search Code](#) or select the **Make An Online Payment** option from the dropdown list of the **Payment** menu.



3. At the **Personal Information Section**, enter your *Name, Email, Gender, ID Number and Phone Number* details.

Name *	<input type="text" value="Ama Mensah"/>
Email	<input type="text" value="ama@gmail.com"/>
Gender *	<input type="text" value="Female"/>
ID Type *	<input type="text" value="Voter's ID"/>
ID Number *	<input type="text" value="123123"/>
Phone Number *	<input type="text" value="0200300300"/>

4. Move to the **Payment Information Section** and select mode of payment from the dropdown list then, Enter the *Number of Searches* to generate the *Amount* payable or vice versa. Either way, the other option is automatically calculated for the user.

Payment Information

Mode of Payment *	Mobile Money (MTN, VODAFON ▼)
Fee Per Search	5.00
Preferred Format *	<input checked="" type="radio"/> Number of Searches <input type="radio"/> Payment Amount
Number of Searches *	<input type="text" value="5"/>
Amount *	<input type="text" value="25.00"/>

5. Then, enter the same text image in the security checkbox as shown and click on the **Continue** button.

Security Check

Please type the characters you see in the picture below



Refresh

Letters are not case sensitive

Continue ↗

- This displays the **Verify Payment Details** page with a system generated [Transaction Reference Number](#), which will be used to track payment. Click on the **Here** link on page to download Transaction reference number.

[Click here to print Transaction Reference No: T338676720](#)

- Also displayed are the payment information previously provided. Review and ensure payment details provided are accurate and then Click on the **Pay** button  to continue.

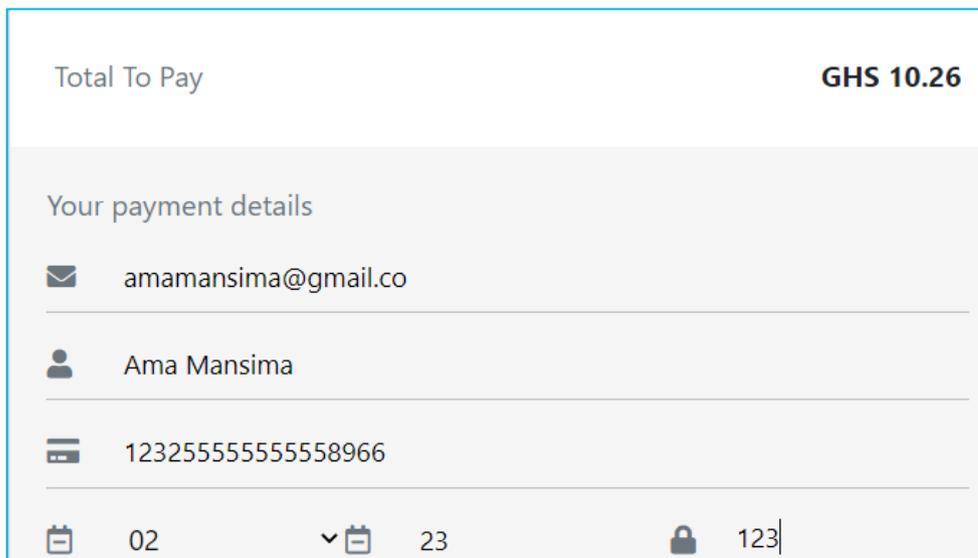
Payment Information	
Transaction Reference	TFE2B74322
Mode of Payment *	Mobile Money (MTN, VODAFONE, AIRTEL/TIGO)
Amount *	100.00
Transaction Charge *	1.84
Total Amount	101.84

- To return to the previous page if the details are inaccurate, click the **Back** button. 
- Clicking the **Pay** button displays an Alert dialog requesting you to save a copy of the *Transaction Reference Number*.

Please make sure you have a copy of your transaction reference number. Click Ok to continue payment process or click Cancel to terminate process.

- Click **OK** to continue and display the **Online Payment** page with the previously selected payment method and Amount payable.

11. For payment method with **MoMo**, provide the **Network** (e.g. *MTN*) and enter the **mobile payment number** (e.g. 23324xxxxxx)
12. For payment method with **eCard** (e.g. *Visa, Mastercard*), provide your email and enter the **Card Name, Card Number** accurately.
13. Then, provide the **Expiration Date** in **Month** and **Year** and enter the **CVV** Number.



Total To Pay **GHS 10.26**

Your payment details

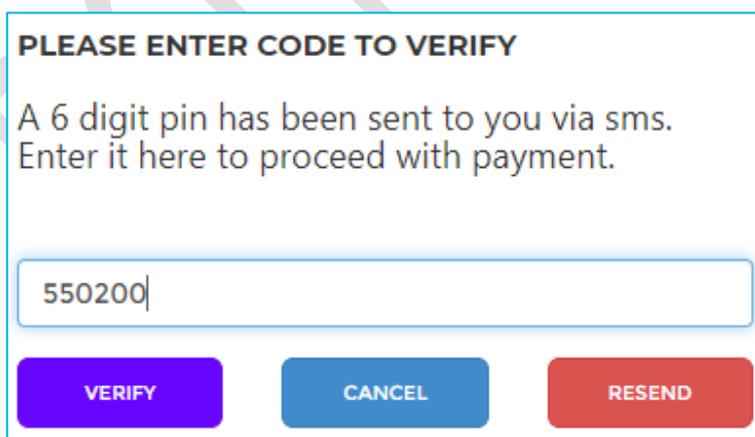
✉ amamansima@gmail.co

👤 Ama Mansima

🗳 12325555555558966

📅 02 📅 23 🔒 123

14. When done, click on the **Pay** button  to receive SMS message with 6-digit code for verification of identity.
15. Enter the 6-digit verify code received and then click the **Verify** button  and wait for the payment to be processed.



PLEASE ENTER CODE TO VERIFY

A 6 digit pin has been sent to you via sms.
Enter it here to proceed with payment.

550200

VERIFY **CANCEL** **RESEND**

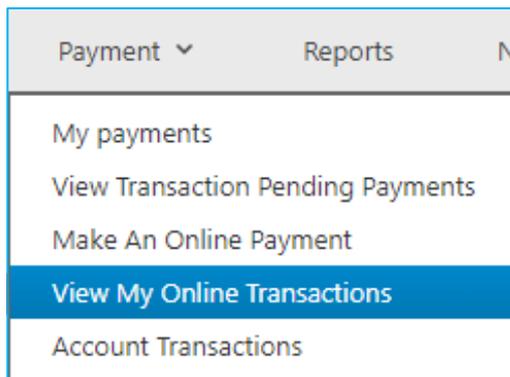
16. You can click on the **Resend** button for system to resend the verify code if code was not received
17. After successful processing of payment, the payment transaction confirmation page pops up with the **Payment Reference Number**.

18. Print the [Payment Reference Number](#) and use it to track payment.

HOW TO VERIFY AN ONLINE PAYMENT TRANSACTION

To Verify an Online Payment Transaction:

1. Login to the application with your **Username** and **Password**.
2. Click on the **“Payment”** menu and select **View My Online Transaction** from the drop down list to display the **Online Payment Transaction List** page.



3. From the **Online Payment Transaction List** page, you can track the transaction-by-Transaction Date and Reference Number.

List Of Online Payment Transactions				
Actions	Transaction Date	Transaction Ref. No.	Amount(GHS)	Payment Mode
	<input type="text"/>	x		
	13-Apr-2022 10:54:57	TC8EC82522	20	Debit Card
	13-Apr-2022 10:47:22	TFE2B74322	100	Debit Card

4. Click on the **View Transactions Detail** button  view online payment transaction details.

Payment Transaction Details

Payment Successfully Approved

An email containing your payment details has been sent to your email address

Transaction Reference Code: T540714119

Date of Transaction: 17/12/2019 09:38:36

[Download Payment Receipt](#)

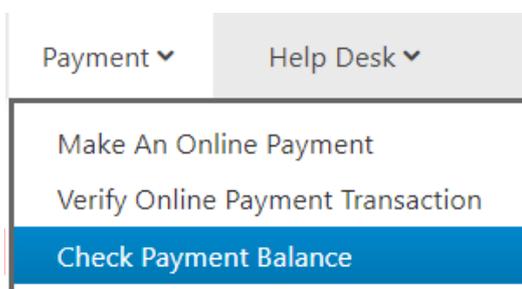
5. You may also click on the **Requery Transactions** button  to rerun and retrieve updated payment status.

HOW TO CHECK PAYMENT BALANCE

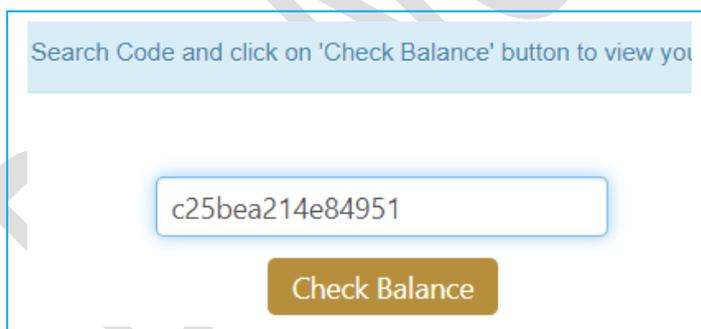
To check payment balance, you will need the [Search Code](#) that was issued to you when payment was made.

To Check Payment Balance:

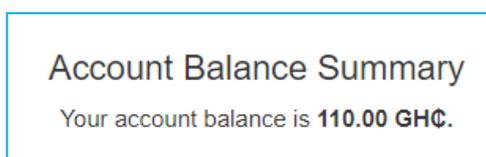
1. Click on the **“Payment”** menu tab and select **Check Payment Balance** from the drop-down list to display the **Check Balance** page.



2. At the **Check Balance** page, enter your [Search Code](#) and Click on the  button.

A screenshot of the 'Check Balance' page. At the top, there is a light blue banner with the text 'Search Code and click on 'Check Balance' button to view you'. Below this is a text input field containing the search code 'c25bea214e84951'. Below the input field is a brown 'Check Balance' button.

3. After a successful query, the page returns with details of the payment balance on that search code.



6.0 PERFORMING A SEARCH

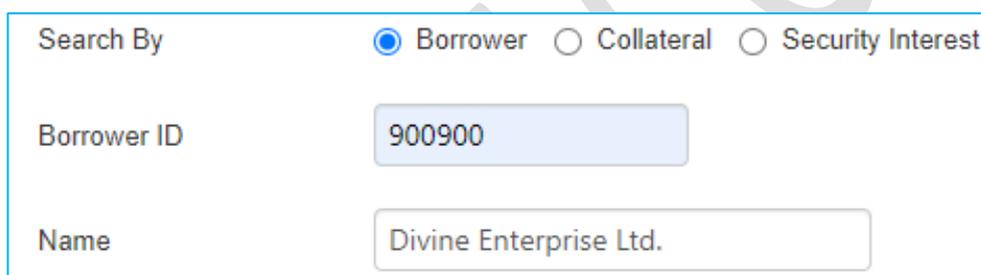
Search in the Collateral Registry System attracts fees and can be performed using *Borrower Details*, *Security Interest Registration Number* or *Collateral Details*. [Unregistered Clients](#) are able to search the Registry using the system generated [Search Code](#) on your Payment Receipt or communicated to you via the SMS/email address you provide during online payment.

HOW TO SEARCH BY BORROWER DETAILS

You may search the Registry for the existence of a security interest on a borrower, using the Borrower Identification Number and/or Name.

To Search by Borrower Identification Number and/or Name:

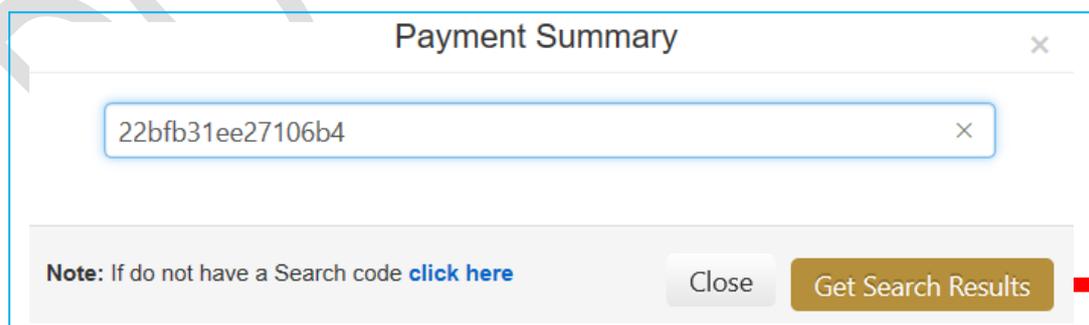
1. From the Home page, click on  menu tab if you already have a [Search Code](#).
2. This displays the **Search** page. Select the **Borrower** option and enter *Borrower Identification Number* and/or *Borrower Name*.



The screenshot shows a search form with the following fields and options:

- Search By:** Radio buttons for **Borrower** (selected), **Collateral**, and **Security Interest**.
- Borrower ID:** Text input field containing "900900".
- Name:** Text input field containing "Divine Enterprise Ltd."

3. Then click on the **Submit Search** button  to search the registry.
4. The **Payment Verification** page is displayed requesting the [Search Code](#) for verification.

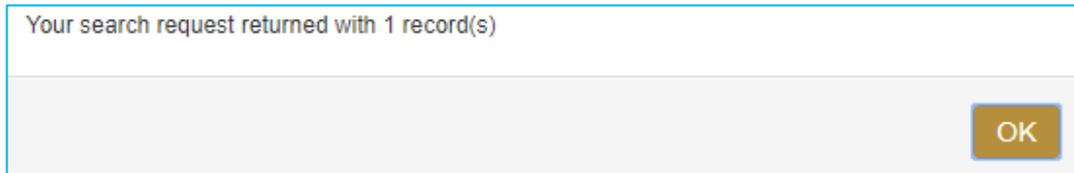


The screenshot shows a "Payment Summary" dialog box with the following elements:

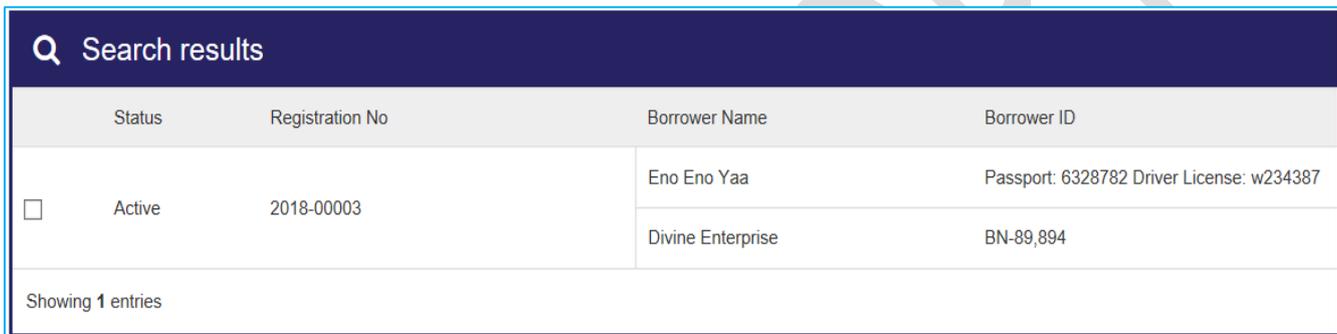
- Title:** Payment Summary (with a close 'x' icon).
- Search Code:** Text input field containing "22bf31ee27106b4" (with a close 'x' icon).
- Note:** "If do not have a Search code [click here](#)".
- Buttons:** "Close" and "Get Search Results" (highlighted with a red bar).

5. Enter the [Search Code](#) on your payment receipt or sent to the email address you provided during online payment in the *Payment Verification* box and click on the **Get Search Results** button.

6. After verification of payment a pop up message appears notifying you of the number of search items found per the search parameter.



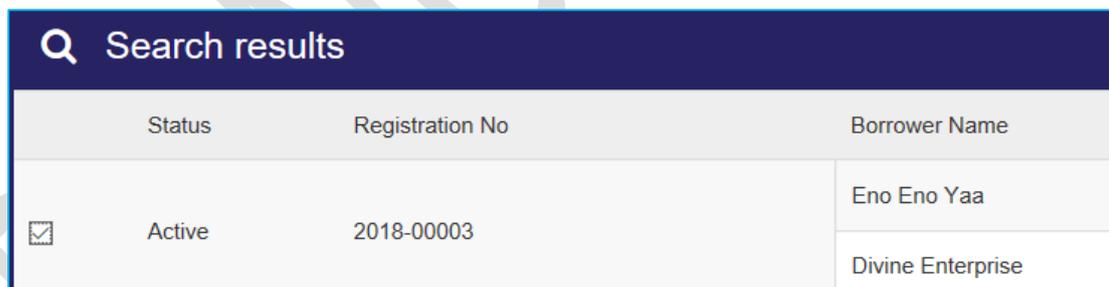
7. Click **OK** to continue and display the Search Results.



Status	Registration No	Borrower Name	Borrower ID
<input type="checkbox"/> Active	2018-00003	Eno Eno Yaa	Passport: 6328782 Driver License: w234387
		Divine Enterprise	BN-89,894

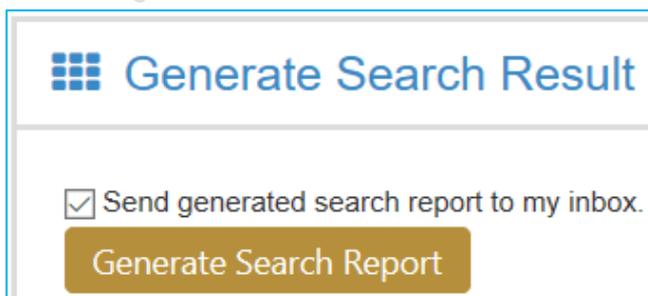
Showing 1 entries

8. Check the box to select the required search result as shown.



Status	Registration No	Borrower Name
<input checked="" type="checkbox"/> Active	2018-00003	Eno Eno Yaa
		Divine Enterprise

9. Then click on the **Generate Search Report** button to download the search certificate.



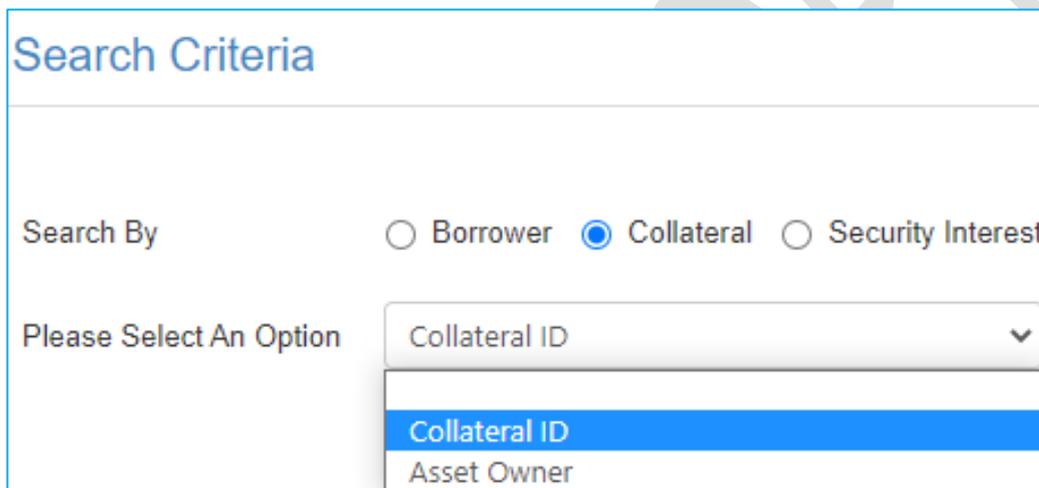
10. You may also check the option box for a copy of the search certificate to be mailed to your email address by providing the email address

HOW TO SEARCH BY COLLATERAL DETAILS

Search in the Collateral Registry for the existence of security interest in an asset (collateral) can be performed using either the [Collateral \(Asset\) Identification Number](#) or Asset (Collateral) Owner Name and/or Identification Number

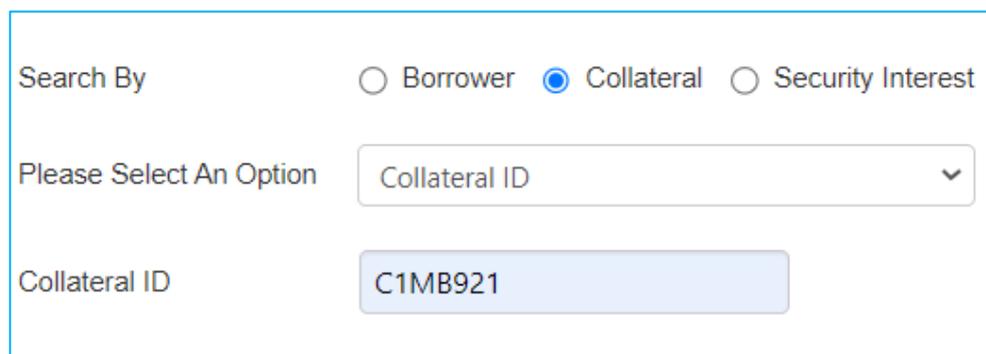
To Search by Collateral Identification Number:

1. Follow steps Error! Reference source not found. to 2 outlined in [How to Search by Borrower Details](#), by selecting **Collateral** option and then, choosing the **Collateral ID** dropdown option.



The screenshot shows a form titled "Search Criteria". Under "Search By", the "Collateral" radio button is selected. Below it, a dropdown menu is open, showing "Collateral ID" as the selected option, with "Asset Owner" as an alternative option.

2. Enter the [Collateral Identification Number](#) in the box provided and then click the **Submit Search** button  to make payment by entering your search code.



The screenshot shows the same "Search Criteria" form. The "Collateral ID" field is now filled with the text "C1MB921". The "Submit Search" button is highlighted in orange.

3. After verification of payment a pop up message appears notifying you of the number of search items found per the search parameter.

- Click **OK** to continue and display Search Results.

Search results						
Status	Registration No	Asset Owner Name	Asset Owner ID	Asset Owner Email	Collateral Type	Collateral Serial
Active	2022-00455	AMA BONSU	Passport: **3123 Passport: **0567		Vehicles	C1MB921
					Registered Land	KA.0856
					Vehicles	C1822020

- Follow the rest of steps from 8 to 10 outlined in [How to Search by Borrower Details](#) to complete the search and generate a search certificate.

To Search by Asset (Collateral) Owner:

- Follow steps Error! Reference source not found. to 2 outlined in [How to Search by Borrower Details](#).
- Select **Collateral** option and then, choose the **Asset Owner** dropdown option.

Search By Borrower Collateral Security Interest

Please Select An Option

Asset Owner ID

Asset Owner Name

- Enter *Asset Owner ID* and / or *Name* in the box provided and then click the **Submit Search** button.

Search By Borrower Collateral Security Interest

Please Select An Option

Asset Owner ID

Asset Owner Name

4. Upon successful search, the page returns the number of search results found. Click **OK** to continue and display Search Results.

Search results						
Status	Registration No	Asset Owner Name	Asset Owner ID	Asset Owner Email	Collateral Type	Collateral Serial
Active	2022-00455	AMA BONSU	Passport: **3123 Passport: **0567		Vehicles	C1MB921
					Registered Land	KA.0856
					Vehicles	C1822020

5. Follow the rest of the outlined steps from 8 to 10 in [How to Search by Borrower Details](#) to complete the search and generate a search certificate.

HOW TO SEARCH BY SECURITY INTEREST REGISTRATION NUMBER

To Search by Security Interest Registration Number:

1. Follow steps outlined in [How to Search by Borrower Details](#), by selecting the option **Security Interest** and enter the [Security Interest Registration Number](#) in the box provided and click on the Submit Search button to search the registry.

Search Criteria

Search By Borrower Collateral Security Interest

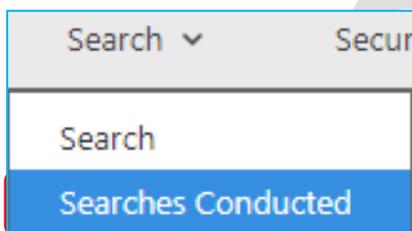
Security Interest Registration No

HOW TO VIEW YOUR PREVIOUS SEARCHES

When you generate a search, a copy of the search is stored in the system which can be downloaded later for future use.

To View Previous Searches

1. Login to the application with your **Username** and **Password**.
2. Click the **Search** Menu and select **Searches Conducted** from the dropdown list.



3. This displays the **Search List** page, with list of previous searches made.

List of searches			
Actions	Search No	Search Date	Name of Searcher
	<input type="text" value="x"/>	<input type="text" value="x"/>	
Download Report	SCH18-00000005-74	02/07/2018	ernest ernest
Download Report	SCH18-00000004-77	02/07/2018	ernest ernest

4. To open and download the search certificate, click on the **Search certificate number** link.
5. This displays the certificate details with notification on date and time the search was conducted.

The search result shown below was from a previously conducted search on 30 Jan 2017 7:53:10 PM