Mongolia Pledge Notice Registry
User Manual

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Overview
This Quick Start is designed to help users access and navigate through the Pledge Registry. In these pages you will learn to:

- Access the Mongolia Pledge Registry
- Create and Maintain Client Account Information
- Record Pledge Notices
- Record Changes to Pledge Notices (Amendments, Continuations, Terminations, Objections)
- Perform Standard and Certified Searches for Pledge Notices
- Query the Registry for records recorded by your organization
- Making Payments to the Registry

Accessing the System

Public Website (Users Not Logged In)
When users first access the Registry they will have access to public features available to anyone that accesses the website. The public features provide general information about the registry and information about the registry application.

The Pledge Registry will be maintained in both Mongolian and English. Users will select the language by clicking the desired language at the top right corner of the application which will display the site in the selected language.
The Welcome page has links to the following options:

- Home
- Public Search – Allows the user to perform a free, public search. See the x section in this document for more information.
- Help
  - About the Registry
  - Frequently Asked Questions – list of all FAQs, separated by section:
  - Controls and Icons – lists all controls and icons used on the website, along with a description of the associated function
  - Fees – lists all fees all fee based services offered by the registry
  - Technical Support – provides a Support Request form for user’s to submit questions to the Technical Support team
- How to…
  - Access the Registry – overview of types of access offered by the site
  - Set Up a Client Account – overview of how to apply for a client account, along with a link to the Setup New Account form
  - Change my Password – general information regarding how to change an account password
  - Register Notices – general information on how to register a notice
  - Register Change Notices – general information on how to change an existing notice
  - Search Notices – general information on how to search the registry database
  - Client Briefcase – general information on what the client briefcase is and how to utilize it
  - Make a Payment
- Law and Regulations - Links to related law, regulations, and other useful information
- Create an Account
- Login

The public features can be accessed by the general public and is provided for informational purposes.

Logging In

User log in from the public website by clicking the Log In link and entering the username and password on the top right corner of the website. If you do not have a username and password, you will need to request a Client Account. See the Create and Maintain Client Account Information section of this document for more information.
Create and Maintain Client Account Information

All organizations and individuals that would like to access the Pledge Registry must be registered and approved in the system. The system supports organizations and individuals to electronically request a new client account. If your business becomes a client of the Pledge Registry, the account may have any number of individual authorized users (for example, managers, loan or credit officers, accountants, etc.). At least one of those authorized users will be designated as a client security administrator, which means that this user will have additional rights beyond those of general users.

- General Users
  - Right to register notices, search for notices and change their own passwords
- Security Administrator
  - ALL general user rights PLUS the right to add or delete authorized users, update information about the client and associated user accounts, change passwords for all associated user accounts, and view access numbers for all notices registered by all associated users.

The first user added on the account during account creation is assigned as the client security administrator by default. This user may then add the necessary additional users to the parent account. A client is responsible for the security practices of its users and for all fees charged for transactions by its users.

Request a New Client Account

The first step in gaining access to the Pledge Registry is to request a client account. To do this, you will need to complete the new client account form.

1. From the Pledge Registry Home Page, click on the “Apply for Client Account” link. Selecting this link will open a form that collects all information about creating a new account.

2. Enter General Information about the account. Information collected includes:
   a. Account Type
   b. Account Name
c. Address Information
3. Enter Security Administrator Information. The Security Administrator will have access manage account information and authorized users after the account is approved. Information collected includes:
   a. Name
   b. Contact Information
   c. Login Information
4. After all information has been entered, click the “Save” button to send the request to the Registry team for review and approval.
   NOTE: In order for your client account to be approved, you will need to bring required documentation to the Registry Office. Refer to the instructions on the screen for application process. If your client account is approved, you will receive an email and can login using the login ID and password entered during the registration process and then begin performing registrations and searches. You will also be assigned a client account number. This number must be used when making payments to the Registry.

Add Additional Authorized Users to Your Client Account
The first user added on the account during account creation is assigned as the client security administrator by default. Additional authorized system users can be added by the Client Security Administrator. A client is responsible for the security practices of its users and for all fees charged for transactions by its users.
   1. From the Account Activities section of the Home Page, select the “Update or View Client Account Information” option. Selecting this option will display the Account Profile.

   ![Account Home](image)

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

   ![Account Profile](image)

   3. Click the “Add User” button.
4. Enter User Information. Information collected includes:
   a. Name
   b. Contact Information
      i. Province and Village
      ii. Primary Location – This is the primary working location of the user. This field maintains all locations entered by users. As you type in letters, the application will provide options for your account.
      iii. User Type – Options are Citizen which requires National ID or Foreigner which requires passport information
      iv. Phone/Fax
   c. Login Information
   d. Permissions – Select the permissions that apply to the user. If the user can create notices and perform searches, select the General Client permission. If the user can manage client account information and users, select the Client Security Administrator option.

5. Click the “Save” button. The user now has access to the Pledge Registry.

Record a Notice of Contractual Pledge
The Pledge Registry allows users to register notices of contractual pledge. If you have agreed to take a security interest in a given collateral asset of someone (the pledgor) to secure their obligation to you (usually an obligation to repay money) you may register a notice here to inform others of your security interest.
The reason for registering a notice of a pledge is to establish a secured party’s rights in a debtor’s asset. The registering of the notice will warn prospective creditors (and buyers) of assets whether there is a pre-existing security interest in the property, and the holder of that prior notice most likely has priority in the property.
1. From the Searches and Registrations section of the Home Page, select the “Register a New Notice of Contractual Pledge” option. Selecting this option will display a screen to enter information about the new notice.

2. Enter General Information about the Notice. On the General tab of the Notice, the following information is collected:
   a. Duration of Obligation (in months) - This is the length of the obligation. **NOTE:** The pledge notice will be effective for 3 years from the date it was recorded. If the obligation has not been met within the 3 year timeframe, an extension must be registered.
   b. The Registrant may click the “Add Registrant as Pledgee” button to copy the registrant’s name and address information into the first Pledgee’s matching fields. This is not mandatory, however.

   **NOTE:** After the notice is submitted, the system will automatically supply the following information for each transaction which will be displayed on the General tab:
   - Registration Number – this will be generated from the number wheel upon Save of the completed form.
   - Registration Date and Time – these will be automatically generated by the system upon Save of the completed form and documented in the registration history.
   - Registration Type – This will be automatically generated by the system dependent upon the selection made by the user.
   - Registrant’s Name, E-mail address, Address, City, and Country – the system will generate these as provided by the Client Account. The information will be viewable on the form, but may not be altered by the user.

3. Click on the Pledgor tab to record the pledgor to be recorded on the notice.
4. Click the “Add Additional Party” button, to open the screen to collect pledgor information.

5. Enter Pledgor Information. The user must provide the following information on at least ONE pledgor:
   - **Party Type** – the user may select one of the following from a drop-down box: Citizen, Corporate Body, Foreigner. Based on the selection different information will be required. This is described below.
   - **ID Number** – this field is required for all debtor types, though the ID Number type differs for each Party Type.
     - Citizen – Registration Number/National ID will be collected which will populate the name and address of the person
     - Corporate Body – Entity Number, Entity Type, and State Registration Number will be collected
     - Foreigner – Passport Number, Passport Country, and Expiration Date will be collected
     - Foreign Entity – Entity Number, Entity Type, and State Registration Number will be collected
   - **Name** – For citizen, the name will be automatically populated. After the Registration Number/National Id is entered, a screen will be displayed with the name and address. If the name is correct click the “Ok” button to save the information. Select the “Cancel” button to re-enter the Registration Number. For Corporate Bodies and Foreigners, enter the name into the field provided as it appears on the individual identification card or business registration certificate.
   - **Address** – enter the address of the company or foreigner into the fields provided. Addresses for citizens will automatically be populated unless there is a technical issue and the data will be required to be entered.

6. Click the “Update” button to save the Pledgor to the Notice
REGISTRY TIP: The user may then repeat the steps to enter information concerning another pledgor. Once finished entering pledgor, the user will select the Pledgees tab to enter the pledgee information for the notice.

7. Click on the Pledgee tab to record the secured parties to be recorded on the notice. The Pledgees tab maintains a list of all pledgees entered on the notice. If user selected “Add Registrant as Pledgee” from the General tab, a pledgee entry will have been created with the user’s account information, and displayed in the grid.

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

8. Click on the Pledge Items tab to record information about the pledged collateral.

9. Enter Pledge Item Information. The information collected includes:
   - Description of Pledge Item – the user may enter a free-form text description into this field, no more than 10KB in length. User should provide as much detail as possible concerning the given property or item to be used as collateral.
   - Attached PDF or Image file – if user wishes to attach a PDF or image file documenting the collateral asset, one may browse available documents by selecting the “Browse” link. Once desired document is located and selected, attach it by selecting the “Add Attachment” link. Only the document name will be displayed in the review and confirmation screens. User may also delete an attachment by selecting the “Delete Attachment” link to the right of the “Add Attachment” link.
- Serial Number – The Serial Number section collect identifying information about the collateral that can be used in the registry to search on
  - Serial Numbered Equipment - If a vehicle is used as collateral, the user shall enter the VIN number in the Serial Number field. The format is 20 alphanumeric characters.
  - If multiple vehicles are used as collateral, click the “Add Additional Number” button to add a row to enter the number. Users can add as many rows as required. To ensure data entry accuracy, the numbers are required to be entered twice.

10. Click on the Statistical Information tab enter required information about the debtor and pledged collateral.

NOTE: This information is for statistical purposes only. It will not be made public by the Mongolian Pledge Registry.

11. Enter required statistical information. Information collected includes:
- Value of Obligation and the Currency of the Obligation
- Composition or ownership of the debtors
- Debtor Size
- Indicate if the debtor is a new or existing client
- Pledged Asset Types
- Business sector of debtor

12. Once all information has been entered and updated, you can review the information before final submittal. Click the “Review” button on the top left of form to validate all required fields are entered and to review the notice.
REGISTRY TIP: If all required information has not been entered, the system will display a message at the top of the page with the field(s) requiring correction. Make the required changes and click the “Review” button again to submit.

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

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

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

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

The Pledge Registry allows users to register notices to make some edits to an existing notice. A user may register one of four types of changes to a notice:

- **Amendment** – this is used to add or edit an existing Pledgor, Pledgee, or Pledge Item description on a current notice
- **Extension** – this is used to extend a current registration’s expiration date
- **Termination** – this is used to discharge a current registration
- **Enforcement** – this is used when a pledgee commences enforcement against the collateral upon default by the pledgor
- **Pledgor Comment** – this is to be used if a debtor wishes to register an objection to an existing notice

You must know the Registration Number and Access Number in order to record a change notice. Pledgor Comment notices only require the Registration Number.

1. From the Searches and Registrations section of the Home Page, select the “Register a Notice of Amendment, Termination, Extension, Enforcement or Pledgor Comment on an Existing Notice of Pledge” option. Selecting this option will open a screen to search for the notice to be changed.

![Account Home](image1)

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

![Change Notice](image2)

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

4. Click the “Next” button. The system will perform a check to validate the Access Number and confirm the notice can be edited. Only active notices can be edited.

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NOTE: If the change notice type that is selected has an associated service fee and the client account does not have the funds to cover the cost of the fee, an error message will be displayed and change notices will not be available until the account has been funded.

5. Select an Authorizing Party. To submit all change notice types, the appropriate authorizing party MUST be checked. A list of all available Authorizing Parties will be displayed in a grid on the General tab. For Amendments, Extensions, Enforcements, and Terminations the list of Authorizing Parties will include all current secured parties listed on the notice.

6. Record changes to the Notice. The following types of changes can be made to the notice:

- **Amendments** – All information required to create a new notice will be enforced when recording an amendment
  - Add Pledgors or Pledgees – Navigate to the appropriate tab and click the “Add Additional Party” button.
  - Edit or Delete Pledgors or Pledgees – Navigate to the appropriate tab and click the Edit or Delete icons
  - Change Pledge Item Information - Click on the Pledge Items tab and edit the description by simply typing the desired changes inside the Description box. You may also add or remove an existing attachment. To remove a attachment, click on the “Delete Attachment” button.
Extensions – Extensions are recorded to extend the date of an existing notice. Extensions can only be recorded within 6 months of the notice expiring. Extensions are automatically renewed for 3 additional years.

Terminations – Termination notices are created to terminate or strike from record a registration.
  • No additional information is required for Termination notices

Enforcement – Enforcement notices are created when a pledgee commences enforcement against the collateral upon default by the pledger. The only required information is authorized party.

Pledgor Comment – Notice of pledger comment are used if a pledgor wishes to register an objection to an existing notice. It is the only change notice type where the authorizing parties are comprised of the Pledgors listed on the notice, rather than the Pledgees. This is because the objection change notice provides a method for pledgors to formally raise an objection to a notice that has been registered against them. It provides a free form text box for the registrant to provide a description of the nature of their objection.
  • Objection Statement – Enter the nature of the objection in the Objection Statement.
7. Click the “Review” button. All data entered will be displayed on the Review screen.

8. If all changes required have been correctly recorded, click the “Confirm” button to submit the changes. The Confirmation screen displays all notice information.
Search for Notices or Request a Certified Search

The reason for searching the Registry records is to discover whether there may be a pre-existing pledge in the property of a debtor. There are two types of searches you may perform:

- To simply identify a particular pledgor, serial number, or registration number.
- To obtain a certified search report.

Both can be performed using the same criteria, either Pledgor, Registration Number, or Serial Number used for collateral. To obtain a certified report, you must select the Certified Result checkbox. Fees may apply for certified reports. If funds are not available, the search result may be placed on hold.

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

1. Select the method you would like to search for notices by clicking on the appropriate tab. Search options include:
   - Pledgor – Used to search by debtor (citizen, corporate body, foreigner)
   - Serial Number – Used to search by serial number of the vehicle used as collateral on the initial notice
2. If you would like a certified search, click the “Certified Result” checkbox. This option is only available if you are logged in. If you request a certified search report, the results of the search will include certification language and facsimile signature of the authorized official in the Registry. It will also include a unique number for the certified search report that can be used to retrieve the report from the Registry database if needed later. The certified search report is an official record of the Registry, and you can use the printed report as evidence of the state of the record on the date of the certified report. If a court should refuse to recognize the certified report, you may request an originally signed certificate of authenticity from the Pledge Registry representative in the Ministry by providing the number of the certified search report.

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

The following records in the Hong Kong Pledge Registry were identified in a search on:

**Requesting Party:** Administration Account
**Search Date/Time:** 2017/08/14 14:33
**Serial Number:** 110-110

### Notice of Contractual Pledge - 1001396550

<table>
<thead>
<tr>
<th>Notice Details</th>
</tr>
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<tbody>
<tr>
<td>Registration Number</td>
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<td>1001396550</td>
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<table>
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<th>Pledges</th>
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<tbody>
<tr>
<td>Party Type</td>
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<tr>
<td>Office</td>
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<table>
<thead>
<tr>
<th>Pledges</th>
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<tbody>
<tr>
<td>Party Name</td>
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<table>
<thead>
<tr>
<th>Pledge Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Numbers</td>
</tr>
<tr>
<td>Number Type</td>
</tr>
<tr>
<td>Numbered Equipment</td>
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</tbody>
</table>

### Notice of Contractual Pledge - 1001397123

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
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<table>
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<tr>
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<table>
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<tr>
<th>Pledges</th>
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<tr>
<td>Party Name</td>
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</table>

<table>
<thead>
<tr>
<th>Pledge Items</th>
</tr>
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</table>
All matching records will be displayed in registration number sequence, along with information for each notice. Any associated change notice will also be displayed. The system will provide the following information for each search result:

- Registration Number of Initial Registration
- Registration Date and Time of Initial Registration
- Registration Type
- Expiration Date
- Grid display of all Pledgor, Pledgee, and Collateral data

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

- Registration Number of Change Registration
- Registration Date and Time of Change Registration
- Change Type
- Authorizing Party(ies)
- Expiration Date – applies only to Continuation Statements
- Grid display of all Pledgor, Pledgee, and Pledge Items data – applies only to Amendment Notices
- Reason for Objection – applies only to Notice of Objection
**View Notices You Created Using the Transaction Search**

The Transaction Search allows a user to retrieve the details of all notices and searches performed by the user during a given time frame, as well as all payments credited to the account. This feature can be used to print notice, search, or payment receipt details and view transaction activity for a desired time period.

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

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

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

3. Click on the desired Transaction Type for full details. A pop up window will open with a full description of the selected transaction.
REGISTRY TIP: You can initiate a change notice by clicking on the icon. This will open the Change Existing Notice feature and will default the Registration Number and Access Number for the selected record.

Make a Payment to the Registry
Clients must pre-fund their accounts in order to submit notices that incur fees or perform certified searches. The account must have sufficient funds to cover the cost of the fees at the time the notice is registered or a certified search is performed. The Pledge Registry supports the following payment methods:

- Credit/Debit Card – users can directly make a payment to the Registry account 1415111840 at Golomt Bank by providing their credit card and amount to charge.
- Bank Transfer - users may deposit money directly to the Registry account 1415111840 at Golomt Bank by transferring funds from their account or making a cash payment at the bank.

Credit/Debit Card Payments

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

2. Enter the amount you would like to pay and click “Submit”. This webpage is part of the Registry website.
3. Enter Credit/Debit card information and click the “Do Payment” button. Information required is:

- Card Number
- Cardholder Name
- Expiration Date
- CVV

4. After the payment is processed a payment confirmation screen will be displayed with payment information. An email will be sent to the client account administrator after the payment is processed.

**Bank Transfer**

The bank transfer process is initiated by transferring money into the Registry account using your online banking tools or by making a payment directly at the bank.

Bank: Golomt Bank
Bank Account Number: 1415111840
Account name: ОӨУБГазар

Payment details: 9 digits Client Account Number

After the payment is processed, an email will be sent to the client account administrator.

**NOTE:** In order to process your payment, your Client Account Number must be provided in the Description. If the client account number is not accurate or not entered, the exception will be manually addressed by the Pledge Registry staff. Please contact the Registry directly if your payment is not processed within 24 hours.