USER MANUAL

NATIONAL COLLATERAL REGISTRY OF NIGERIA

MAY 2016

Revision Sheet

Release No.	Date	Revision Description
Version. 1	24/05/2016	User Manual
Version 2	20/10/2022	User Manual

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TABLE OF GLOSSARY

Term	Definition
Administrator	The User assigned the Administrator role and responsible system administration, setting up client accounts, units and managing other users. Each Registered Institution needs to appoint a Client Administrator with this assigned role.
Bank Code	The Central Bank of Nigeria's assigned code to its regulated financial institutions.
Business Registration / Incorporation Number	For registration of Financing Statements for organizations, always be sure to select business registration number prefix before entering the full registration number. Select Business Registration Number Prefix '**BN', 'COOP', 'IT',** or '**RC'**.
Client Code	Client Code is the automatic generated code assigned to the client when the client membership account is created.
Collateral Serial Number	The Serial Number is the number imprinted by the manufacturer on the body of the *Planes, Boats, Motor Vehicles, Plant and Machinery*.
PIN Code	Payment Identification Number code. The PIN Code is the code issued on your payment receipt or sent to the email address you provide at online payment.
Postpaid Account	Payment Account held by Registered Clients of the CBN that allows them to be billed for their use of the NCR to register financial statements and perform searches on security interests and settle payments at a later period.
Public Client	Un-Registered Client User. Such Users can only search the registry.
Transaction Reference Number	The system generated payment reference number.

1.0   GENERAL INFORMATION

ABOUT COLLATERAL REGISTRY OF NIGERIA

The National Collateral Registry of Nigeria is an initiative of the Central Bank of Nigeria (with support from IFC) to improve access to finance particularly for Micro, Small and Medium Enterprises (MSMEs). The Collateral Registry, which operationalizes Part III of the Central Bank of Nigeria's Regulations on Registration of Security Interests in Movable Property by Banks and other Financial Institutions (Regulations No, 1, 2015) is a web-based system that allows lenders to determine any prior security interests, as well as to register their security interests over movable assets provided as collateral.

The Collateral Registry facilitates the use of movable / personal assets as collateral that remain in possession or control of the borrowers and thereby improves access to secured finance because:

- Movable assets/personal property often account for most of the capital stock of private firms and comprise an especially large share MSMEs.

- Movable assets are the main type of collateral that MSMEs, especially those in developing countries, can encumber to obtain financing; and

- Given the opportunities in agri-business among others, the Collateral Registry regime allows Nigerian farmers and entrepreneurs to unlock significant sources of capital with assets that would otherwise not be looked at by lenders as potential collateral.

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

TYPE OF USERS IN THE COLLATERAL REGISTRY

HOW TO ACCESS THE COLLATERAL REGISTRY (**https://www.ncr.gov.ng**)

Any person can access the Collateral Registry System by entering the URL address https://www.ncr.gov.ng in a web browser but only registered users are able to enter and save data to the database. Unlike a Registered Client, a Public Client needs no registration in the system in order to perform search in the registry. A Registered Client must be a Legal Financial institution regulated by the CBN.

POSTPAID CLIENT ACCOUNT ACCESS

Postpaid Client Account users are financial institutions regulated by the CBN who hold a clearing account with the Central Bank. Such financial institutions should open a client account with the Collateral Registry by clicking the **Create New Account** Tab on the Home Page to register and request to be setup on a Postpaid Account. This allows the institution through its authorized users to login to the application, register notices of financing statement and request for search certificates without making any advanced payments. The

transaction fees are automatically deducted from the financial institutions credit account with the Central Bank of Nigeria (CBN) and a statement is generated for the client at the end of each month, detailing all completed chargeable transactions.

HOW TO SEARCH AS A PUBLIC USER

Before you search the registry for registrations, you must first know how many searches you will make. Then pay the fees through Interswitch WebPay and use the payment security code issued to you to search for Registrations and then click the **Search** Tab on the Home Page to go to the Search page and perform search.

HOW TO MAKE PAYMENT

Fees are charged during initial financing statement registrations, amendments, renewals and search. Registered clients holding Postpaid accounts with the Central Bank shall pay for transactions through settlement payment.

To pay for a transaction in the collateral registry as Public Client, first determine the total amount of fees for the service you want from the Fees option under the Help menu. Then pay that amount through either Interswitch WebPay. On the Home Page click the Search Menu tab to redirect you to the main Search Page where you will find the Payment menu.

For WebPay click on the Make an Online Payment and follow the steps to continue. If the payment transaction is successful, the client will be issued with a payment security code which will be used to search for Registrations.

2.0 SYSTEM OVERVIEW

INTRODUCTION

The Collateral Registry is a comprehensive centralized web-based software designed and developed to international standards to store information on the parties to a security interest and the collateral(s) used to secure the loan and making available to the public financing statements relating to those security interests. The Collateral Registry System is therefore an electronic movable collateral registry used to collect financing statements information.

The collateral registry software automatically assigns a sequential registration number, date and time of registration to each registration record. Information retrieved in a search can establish priority among competing security interests according to the time of registration.

The web-based nature of the system offers remote access from the comfort of your location even beyond normal business hours without visiting the registry office. It reduces and frees officials of the registry operations from paper burdens, frustrating manual reviews, searches, and storage costs.

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 browser is used.
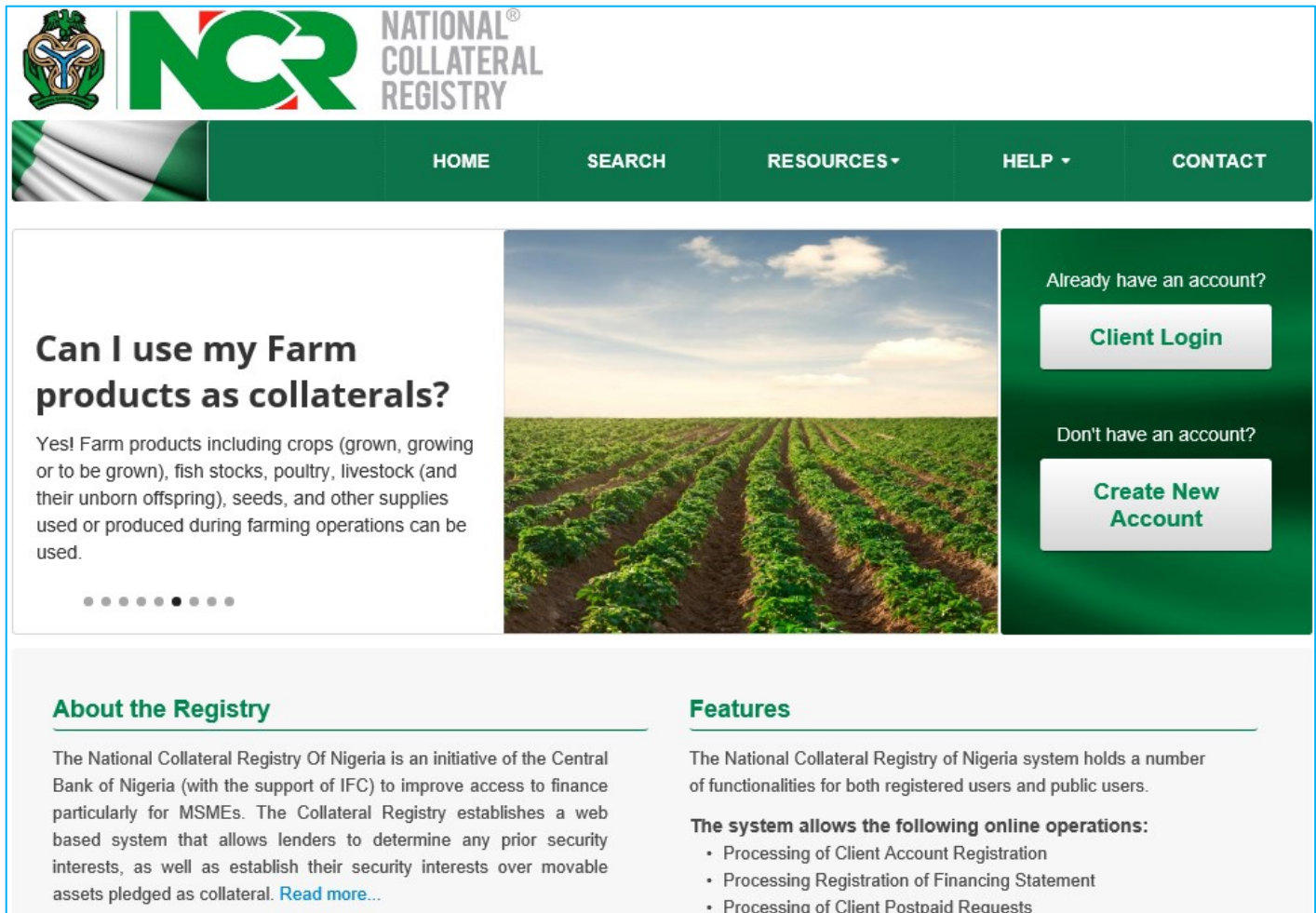
INTERNET SPEED

With a minimum of 128Mbps internet connectivity speed, the application can be accessed by entering the URL address https://www.ncr.gov.ng 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 of Nigeria by entering the site address https://www.ncr.gov.ng/. This will display the Collateral Registry page.


The Home page of the Collateral Registry System has five (5) main **Menus** at the top and two (2) **Access Control Buttons** at the right-hand corner of the page.

Below are the details of the various sections on the **Home** page:
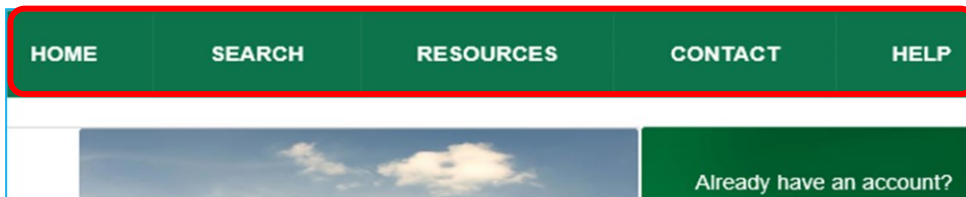
A. The Access Control buttons are:

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.

Access Control Buttons
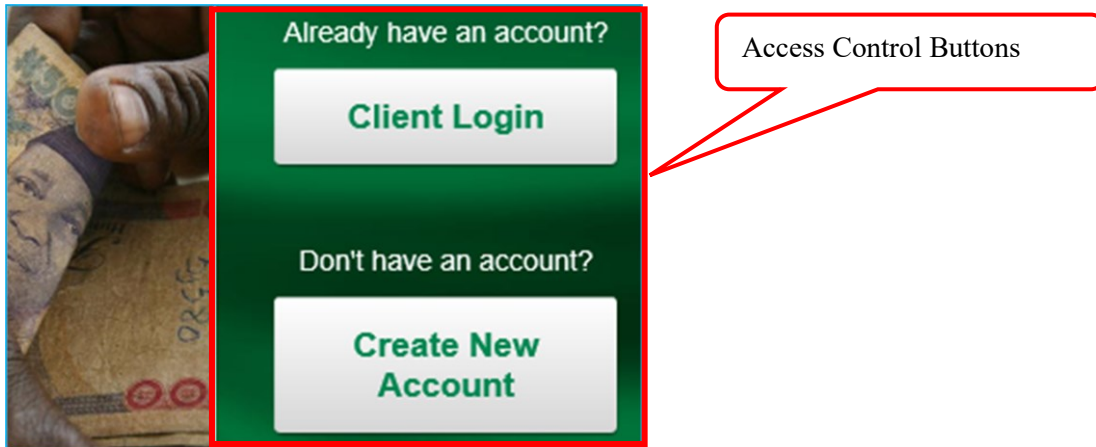
B. The Menu Tabs are:

1. Click on the Home menu tab from any page on the website to return to the Home page.
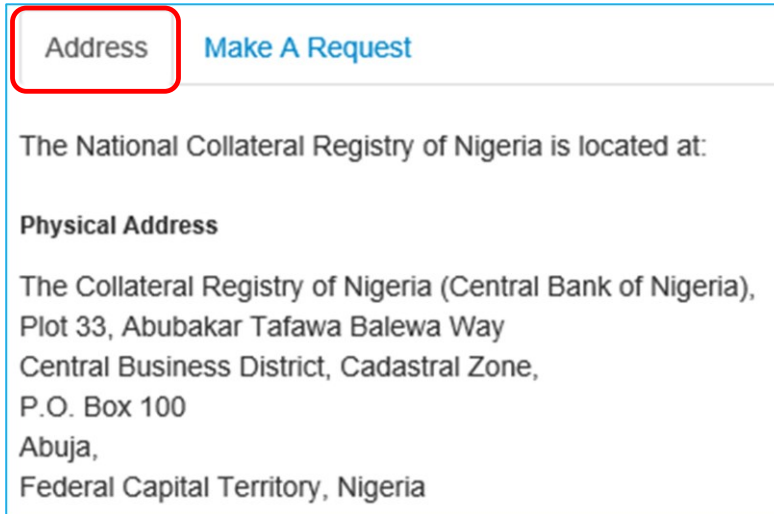
2. Clicking the Search menu tab opens the search page where you may search for **registrations** by debtor identification or business registration number or collateral serial number.

3. Clicking the **Resources** menu tab provides the following drop down options:
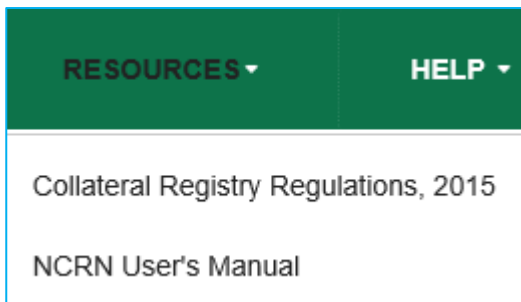
- The Collateral Regisry Regulations, 2015.
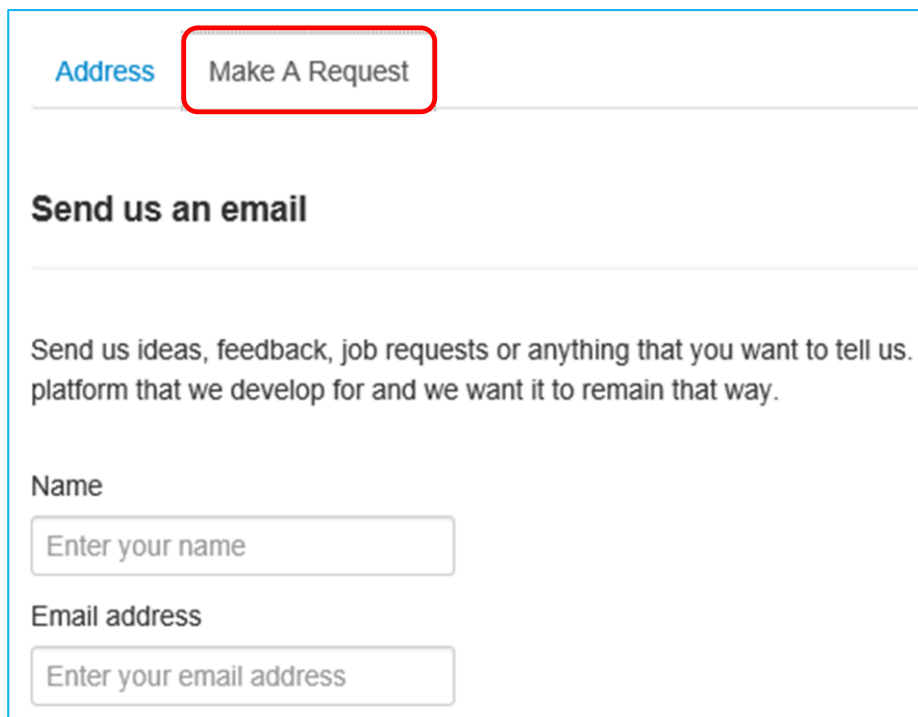
- Click the **NCRN User Manual** to download a PDF Format of the User Training Manual.

4. Click the **Contact Us** Menu Tab to find the Registry contact information.

- | Address | Make A Request |

  The National Collateral Registry of Nigeria is located at:

  Physical Address

  The Collateral Registry of Nigeria (Central Bank of Nigeria),
  Plot 33, Abubakar Tafawa Balewa Way
  Central Business District, Cadastral Zone,
  P.O. Box 100
  Abuja,
  Federal Capital Territory, Nigeria

- Clicking on the **Make A Request** tab provides a page to contact the Registry by email.

  | Address | Make A Request |

  ## Send us an email

  Send us ideas, feedback, job requests or anything that you want to tell us. V
  platform that we develop for and we want it to remain that way.

  Name

  Enter your name

  Email address

  Enter your email address

5. The **Help** menu tab has the following drop-down lists:

- Click the **About the Registry** to find a brief information on the Collateral Registry.

- Click the **Fee Configuration** to obtain information on transaction fee charges.

FEES	
Fees for Registration in Nigerian Naira (N)	Fees for Registering Renewal in Nigerian Naira (N)
1,000.00	500.00

- Click **Frequently Asked Questions** to find answers to some of your questions on the Collateral Registry.

General Questions

What is a loan?

Who is a debtor? And is there a difference between a debtor and a borrower?

Who is a secured creditor?

What is movable property?

- Click on **How to** for quick tips on how to navigate and perform certain transactions in the system.

SETUP CLIENT ACCOUNT

1. From the Home page of the application click on the **"Create New Account"**
2. Enter your **Bank Verification Code** in the box and click on **Submit** to open
3. Provide details for your Profile and complete the **Security Administrator** Pr
4. After completing the Administrator profile, enter the same image text on the
   Registration" button.
5. The **"Account Successfully Submitted"** message appears to confirm the s

4.0   USING THE SYSTEM

HOW TO CREATE A CLIENT ACCOUNT

Banks and other financial institutions licensed by the Central Bank of Nigeria under the Banks and Other Financial Institutions Act are required to create a client account in the National Collateral Registry System to be able to register a financing statement. A prospective client needs to provide its CBN bank or financial institution code to be authenticated in the system before the account can be created. Creating a Client Account requires approval from the Registrar of the Collateral Registry.
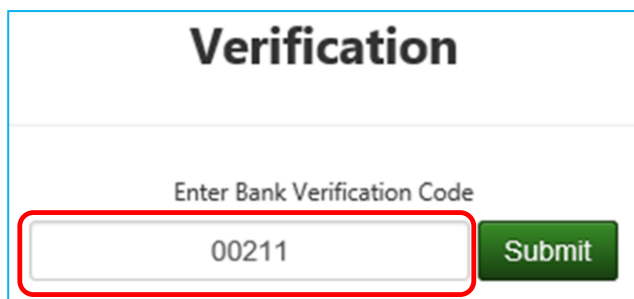
To Create an Account:

1.   Enter https://www.ncr.gov.ng/ in your browser to display the **Home** page**.**

2.   From the Home Page, click on the **Create New Account** button   Create New Account   to display the Verification page.
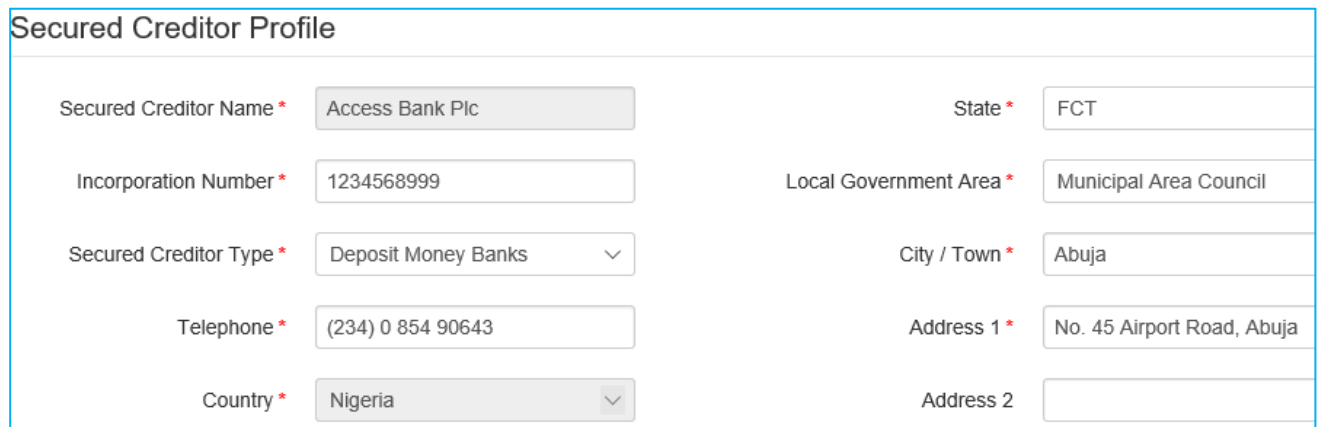
3.   Enter your Bank Verification Code in the box and then click on the **Submit** button.

4.   After authentication and approval of the code, the **Secured Creditor Profile** page is displayed.

5.   Enter your institution profile in the **Secured Creditor Profile** form taking note of all mandatory fields.

6. Next, move to the **Administrator Account Profile** Section and fill the **Administrator Account Profile** form.

7. Complete the Administrator Profile and then move to the **Security Check** section.

8. Click on the **Refresh** link for a new text image if the current text image is not clearly visible.

9. Type the same *security check image* on the **Security Check** page in the box as shown above and then click **Submit** button [Submit] to complete.

10. Clicking on the **Submit** button displays the **Review Secured Creditor Registration Information** page.

Review Secured Creditor Registration Information
— Please make sure provided information is correct before you submit

Secured Creditor Profile

- **Secured Creditor Name**
  Access Bank Plc

- **Incorporation Number**
  1234568999

- **Secured Creditor Type**
  Deposit Money Banks

- **Telephone**
  (234) 0 854 90643

- **Country**
  Nigeria

- **State**
  FCT

- **Local Government Area**
  Municipal Area Council

- **City / Town**
  Abuja

- **Address 1**
  No. 45 Airport Road, Abuja

- **Address 2**

Cancel   Submit Registration

11. Verify to confirm the information on the page is accurate.

12. Then, click on the **Submit Registraton** button   Submit Registration   to submit your client account registration request to the Registry for approval.

13. You may also click on the **Cancel** button   Cancel   to abandon your action and return to the previous page.

14. After successfully submitting the registration request, the confirmation message is displayed.

Account successfully submitted

Your client account has been submitted to the National Collateral Registry of Nigeria for authorization. You v client code is **MCC16-00000033-88**

15. When your account request is approved by the Registry, the link to activate the account will be sent to the email address provided under the Administrator Account Profile form.
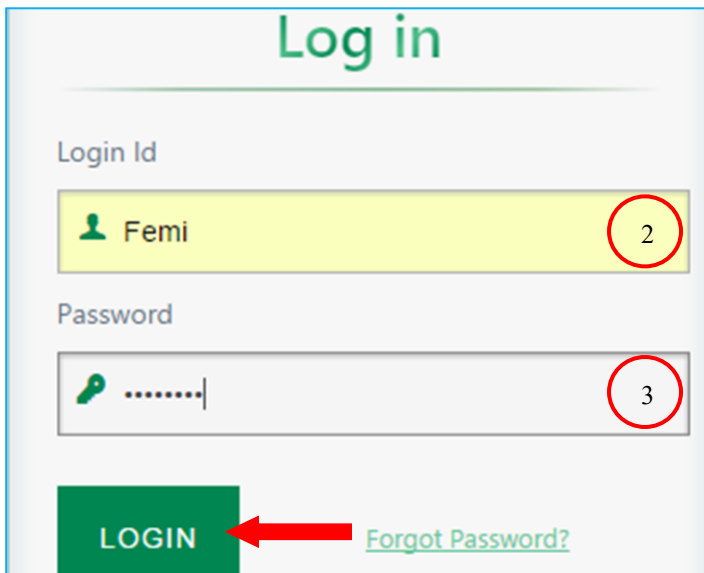
16. To access your client account click on the link.

CLIENT LOGIN

Once your user account is created in the Registry, your administrator may notify you of your **Login id** and **password** credentials which you will use to log into the system.

To Login to The Registry:

1. From the Home Page, click on the **Client Login** button   Client Login   to display the Login page.

2. Enter your Login id in the **Login id** box.

3. Then, enter your password in the **Password** box.

4. When done, click the **Login** button   LOGIN   or simply press on the *Enter* key of your keyboard to login to the Registry.

HOW TO SETUP A POSTPAID ACCOUNT

Clients with account with the CBN needs to setup a Postpaid account and pay for services such as registration of financing statement and searches in the National Collateral Registry which requires payment. By setting up a Postpaid account, fees charged on financing statement registrations and searches will be debited to their Postpaid accounts and payments settled through payment account reconciliations.
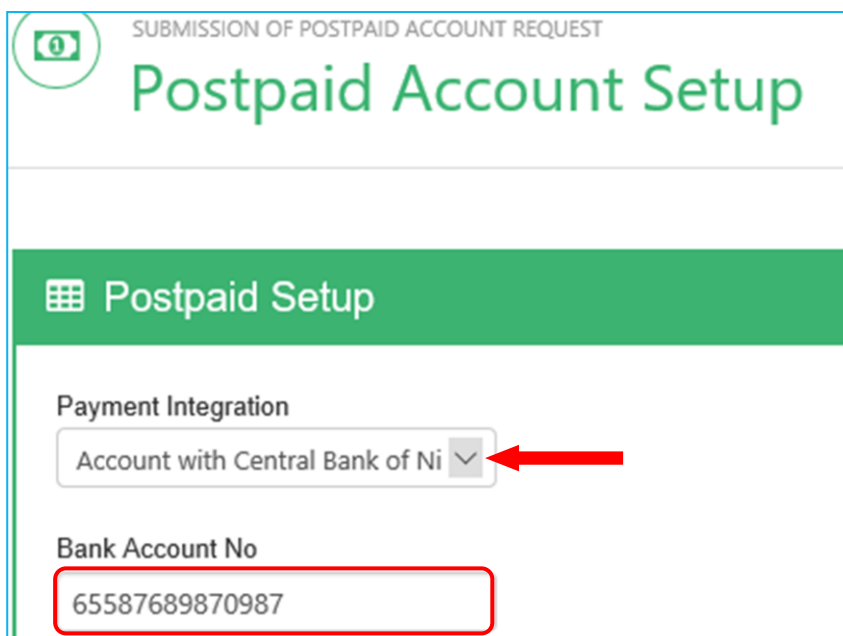
To setup a Postpaid account:

1. Login to the application with your **Login id** and **Password**.

2. Click on the Payment menu and select **"Submit Postpaid Request"** from the drop-down list.
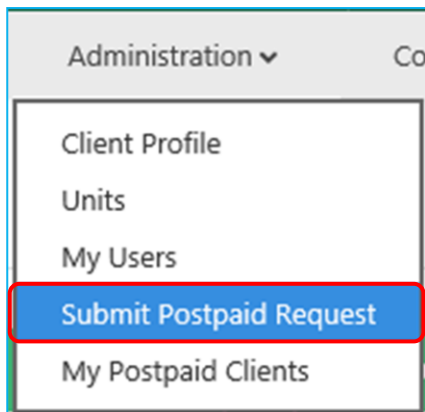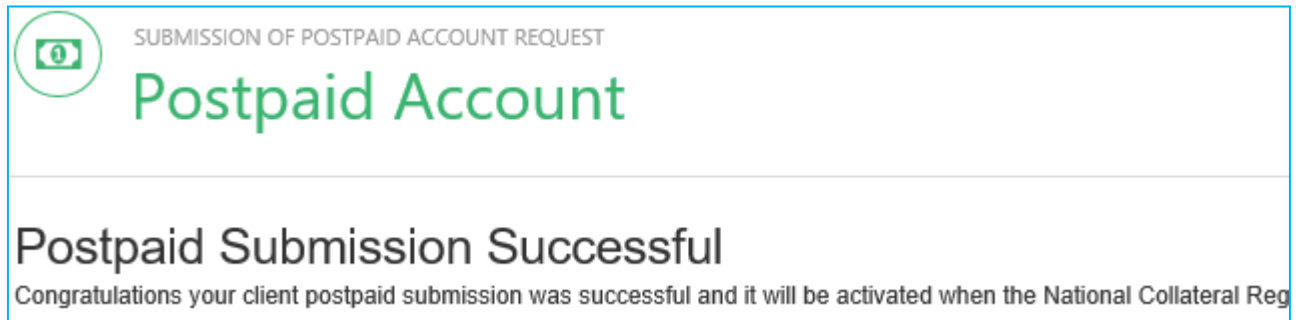

3. This displays **Postpaid Account Setup** page.

4. Select the payment integration type by clicking on the dropdown arrow.

5. Select the option *"Account with Central Bank of Nigeria"* if your institution has a direct account with the CBN. Select the option *"Account with a Representative Bank"* when your institution has a clearing account with another CBN approved bank.

6. Selecting the option *Account with Central Bank of Nigeria*, displays the *Bank Account No.* box.

7. Enter the bank account number in the *Bank Account No.* box.

8. If the option ***Account with a Representative Bank*** is selected, indicate the representative bank by select it from the dropdown list and enter the bank account number in the *Bank Account No.* box.

9. Then, click on the **Submit** button to conclude.

10. After successful submission of the Postpaid account request, the confirmation page is displayed.

SUBMISSION OF POSTPAID ACCOUNT REQUEST

Postpaid Account

Postpaid Submission Successful

Congratulations your client postpaid submission was successful and it will be activated when the National Collateral Reg

5.0   PAYMENTS

Fees are charged on transactions such as search and registration of financing statements. Payment for transactions can be through online WebPay or DirectPay with CBN's designated PayPoint merchant - Interswitch. For clients with Postpaid Account status, transactions may be performed and settled later through a settlement payment with the Central Bank of Nigeria.

HOW TO MAKE AN ONLINE PAYMENT

To Make An Online Payment:

1. From the Home Page, click on the **Search** Menu [SEARCH] to display the *Search Financing Statement* page.

   NB: A Public User needs NO account in the Collateral Registry System to make an online payment.

2. From the **Search** page, click on the **Payment** menu and select **Make an Online Payment** option from the dropdown list.
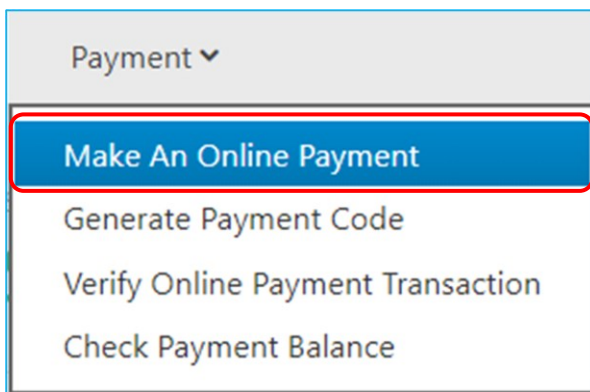
3. This displays the **Online Payment** page.

4. At the **Personal Information** Section, enter your **Payer Name, Email Address, Phone Number** and BVN identification details in the *Name, Email Address, Phone Number* and *BVN* field boxes respectively.

Personal Information

Name *	Nat
Email	nat@test.com
Phone Number *	(234) 9 869 04890
BVN	76897987487

5. Then, move to the **Payment Information Section** and choose whether to make *New Payment* or *Top Up* an existing payment.

Payment Information

Price of a Search	500.00
Payment Type *	⦿ New Payment
	○ Top Up Payment

6. Select to enter the *Number of Searches* to generate or *Amount to pay*. Either way, the other is automatically calculated for the user.

Preferred Format *	○ Number of Searches
	⦿ Payment Amount
Quantity of Search *	2
Amount *	1,000.00 ✕

7. Move to the security section.

Security Check

Please type the characters you see in the picture below

Refresh

svtrc

Letters are not case sensitive
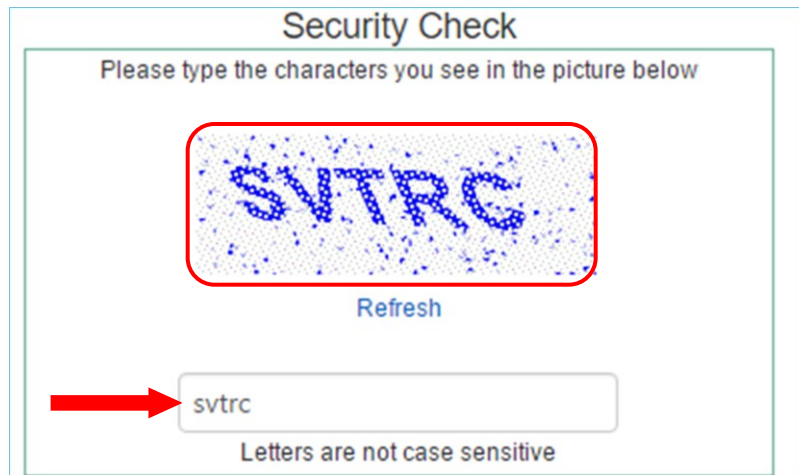
8. Enter the text on the security image in the box, and then, click on the **Continue** button   **Continue ⬧**   to display the **Verify Payment Details** page, with Transaction Reference Number is displayed.
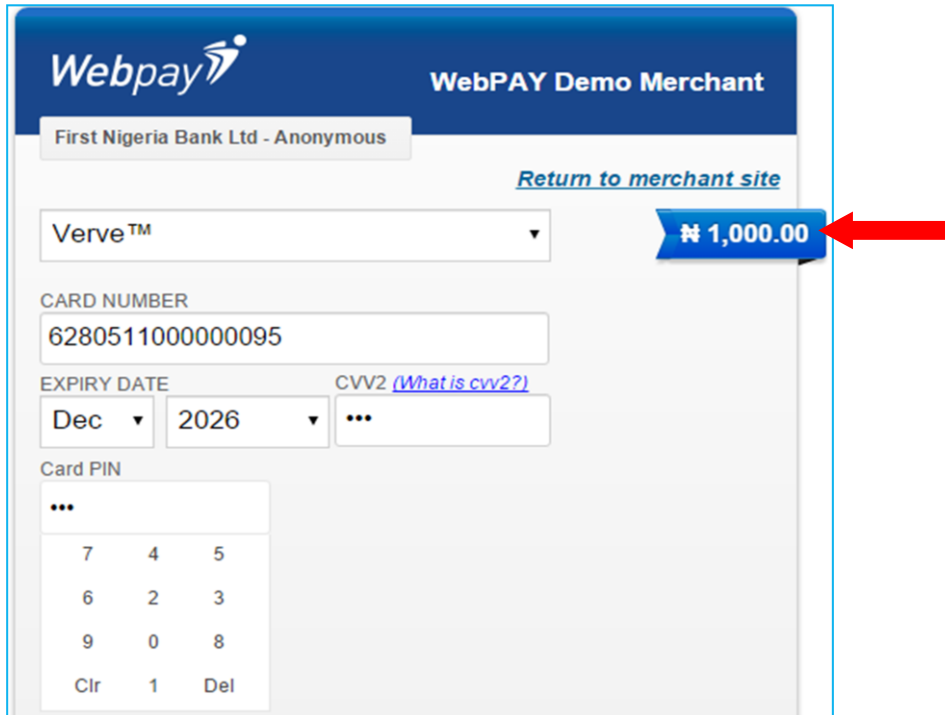
Click here to print Transaction Reference No: T785750716

9. Review the payment details and ensure the Transaction Reference Number for that payment including both payer personal and payment details are accurate and then click on the **Pay** button   **Pay 💳**   to continue.

10. You may also click on the **Back** button   **⬧ Back**   to return to previous page.

11. Clicking the **Pay** button displays the notification dialog window, requesting you to save the Transaction Reference Number before continuing.

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

Cancel   OK
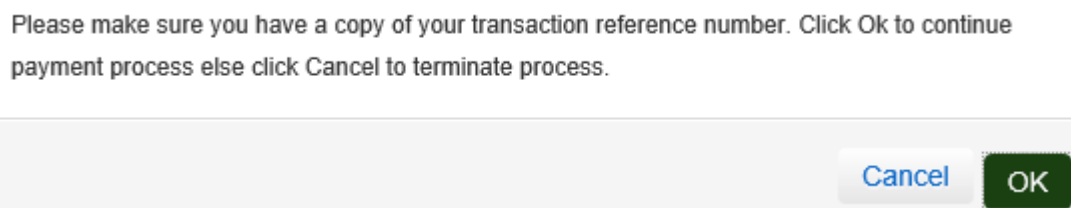
12. Click **OK** to continue to continue.

13. The **WebPay** Merchant dialog window is displayed with the **Amount** payable.

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14. Select the **Card Type** and provide details making sure all mandatory fields are correctly entered.

15. Enter the *Card Number, Expiry Date,* in month and year, the *CVV Number* and *Card PIN.*

16. Then, click on the **Pay** button [Pay] when done to complete, and wait for the payment to be processed.
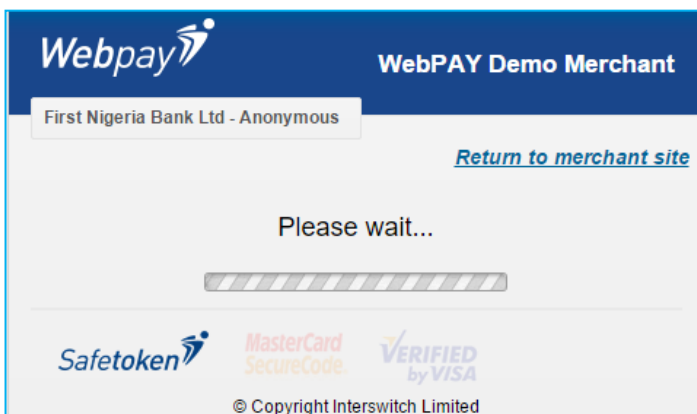
17. After successful payment processing, the payment transaction confirmation page displays with Transaction Reference Number and PIN Code.

18. Click on the **Download Payment Receipt** link to print the Receipt and use it for payment.

Payment Successfully Approved
An email containing your payment details has been sent to yours email address
Your Security Code is 7eae31f53fcf5b6
Transaction Reference Code: 603b25a2462ee934
Date of Transaction: 15/02/2016 19:53:26
Download Payment Receipt

To search click search under the search menu and provide your **Security Code** in the payment verification dialog after clicking on the search button.

HOW TO VERIFY AN ONLINE PAYMENT TRANSACTION

To Verify an Online Payment Transaction:

1. From the Home page, click on the **Search** Menu SEARCH to display the *Search Financing Statement* page.

2. From the Search page, click on the **Payment** menu and select **Verify Online Payment Transaction** option from the dropdown list.

Payment ˅

Make An Online Payment
Generate Payment Code
Verify Online Payment Transaction
Check Payment Balance
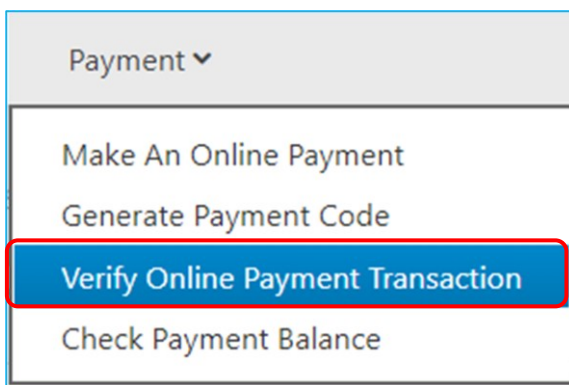
3. This displays the **Transaction Detail Search** page.

4. Enter your Transaction Reference Number in the box and click on the **Search** button Search to query the status of the online payment.
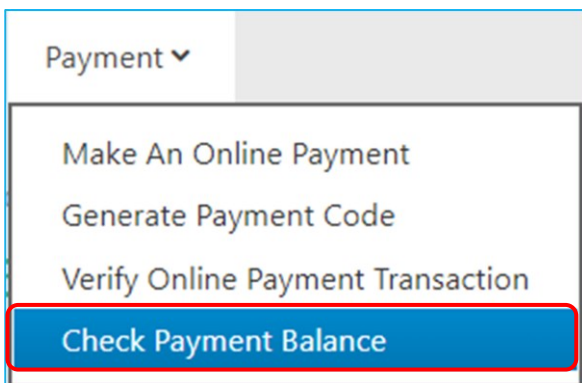
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5. After successful query of payment status, the confirmation message is displayed on screen with security code. The copy of the security code generated is sent to the email address you provided during the payment capture.

6. Click on the link **Download Payment Receipt** to download a copy of the receipt generated.

HOW TO CHECK PAYMENT BALANCE

To check payment balance, you will need the PIN Code that was issued to you when payment was made.
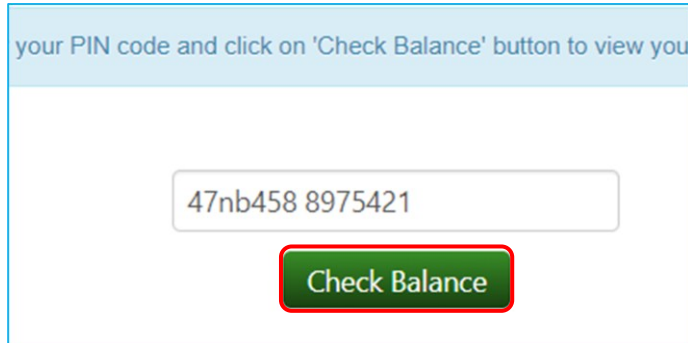
To Check Payment Balance:

1. From the Home page, click on the **Search** Menu to display the *Search Financing Statement* page.

2. From the Search page, click on the **Payment** menu and select **Check Payment Balance** option from the dropdown list.

3. This displays the **Check Balance** page.

4. From the **Check Balance** page, enter your PIN Code and Click on the [Check Balance] button.
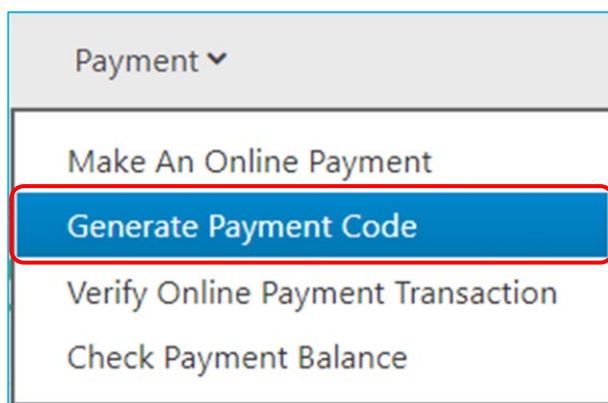
5. After a successful query, the page returns with details of the payment balance on that PIN Code.

HOW TO GENERATE PAYMENT CODE

To pay for search using direct pay, you need to generate a payment voucher code and use it for the payment.

To Generate Payment Code:

1. From the Home page, click on the **Search** Menu [SEARCH] to display the *Search Financing Statement* page.

2. From the **Search** page, click on the **Payment** menu and select the option **Generate Payment Code** from the dropdown list.

3. This displays the **Generate Payment Code** page.

4. Provide data for your **Payer Name, Email, Phone Number** and BVN identification details in the *Name, Email, Phone Number* and *BVN* field boxes and then click on the **Generate Code** button

   Generate Code   to generate your payment voucher code for the search.

5. This displays the Review dialog window with previously entered data.

6. Review information displayed and then click on the **Generate** button   Generate   to generate payment voucher code.

6.0   PERFORMING A SEARCH

You may search for financing statement notices that identify a security interest on asset in the Collateral Registry. You may search registrations officially by debtor **Identification Number** using the debtor's Business Registration Number if an institution or Biometric Verification Number if individual. You may also search registrations by Collateral Serial Number in the case of serial numbered collaterals.

HOW TO SEARCH BY DEBTOR ID NUMBER

To Search by Debtor Identification:

1. From the Home page, click on the **Search** Menu **SEARCH** to display the **Search Financing Statement** page.

2. Indicate your Search criteria by selecting your option.

3. To search by company, cooperative or registered business, choose the **Company, Cooperative or Registered Business Name** option and enter the Business Registration Number in the *Business Registration Number* box that is displayed by selecting a prefix.

4. To search by individual debtor, click in the option that says **Individual Debtor** and enter the Biometric Verification Number in the *Unique ID (BVN)* field box.

5. Then, click on the **Submit Search Request** button **Submit Search Request** to submit search request.

6. The **Payment Verification** page is displayed requesting you to enter your PIN Code.

7. Enter the PIN Code on your payment receipt in the *Payment Verification* box and click on the **Submit Search Results** button.

8. After verification of payment the BVN Capturing page is displayed.

9. Enter your Biometric Verification Number (BVN) in the *BVN* box and then click on the **Submit Search Results** button.

10. After submitting search request, a notification dialog window showing number of search items found per the search parameter entered, is displayed.

11. Click **OK** to display the **Search Results**.

12. To view and generate the search report, select item by checking its box, and then click on the **View and Generate Search Report** button to generate search certificate.

13. You may also request for a copy of the Search Certificate to be emailed to your inbox by checking the box, *Send generated search report to my inbox* and then click on the **Generate Search Report** button.

HOW TO SEARCH BY COLLATERAL

You may search for the existence of a security interest in an asset by Collateral Serial Number.

To Search by Collateral:

1. Follow steps outlined in *How to Search by Debtor ID Number* by selecting the **Collateral Serial No.** option and entering the Collateral Serial Number in the *Collateral Serial No.* box.

2. This displays the search result on screen.
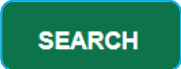
HOW TO VIEW YOUR PREVIOUS SEARCHES

When you generate a search, a copy of the search is stored in the clients search repository for future use.

To View Previous Searches:

To Search Registration by Debtor Identification:

1. From the Home page, click on the **Search** Menu to display the **Search Financing Statement** page.

2. From the **Search** page, click the **Search** menu and select **My Searches** from the dropdown list.
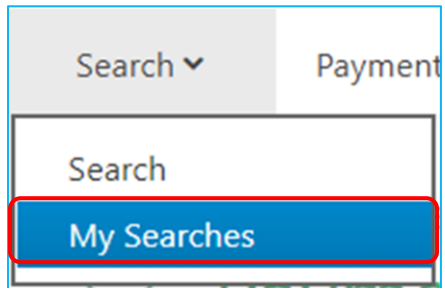
3. This displays **My Searches** page.
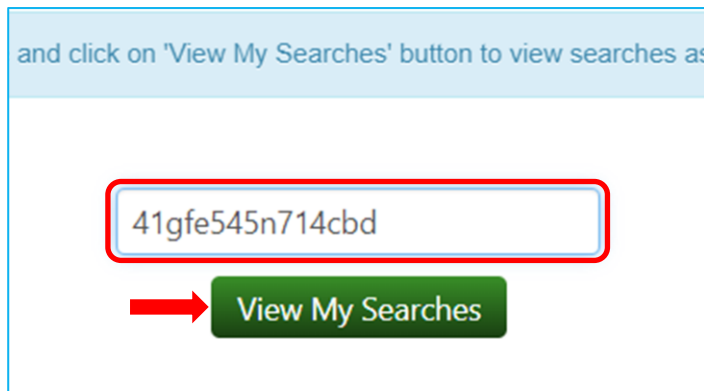
4. Enter PIN Code for that search and then click on the **View My Searches** button.

5. This displays the Search page where you may look for your previous searches by dates and then clicking on the **Submit Search** button to display.

6. From the **List of Searches**, to download previous search certificate directly without first previewing on screen, click on the **Certified Report** button.

7. To preview search details on screen first before downloading certificate, click on the **Search Report** link.

8. This displays search information with date on when the search was conducted.

The search result shown below was from a previously conducted search on 15-Feb-2016

9. From the search details displayed on screen, click on the **Download Search Report** button 📄 or the **Download** link to generate the Search Certificate and **Save** to disk.