



## Registering Assets on the PPSR

The PPSR website is: [www.ppsr.gov.au](http://www.ppsr.gov.au)

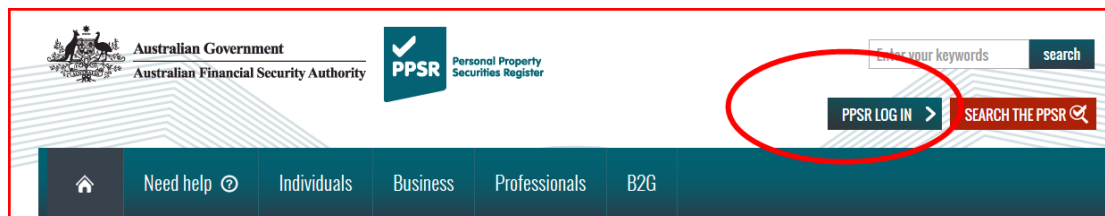
Please follow these step by step instructions to register your assets.

There are many helpful explanations and tips on the PPSR help page, which can be accessed by clicking “Get help with the PPSR” on the home page, or by directly clicking on the following link:

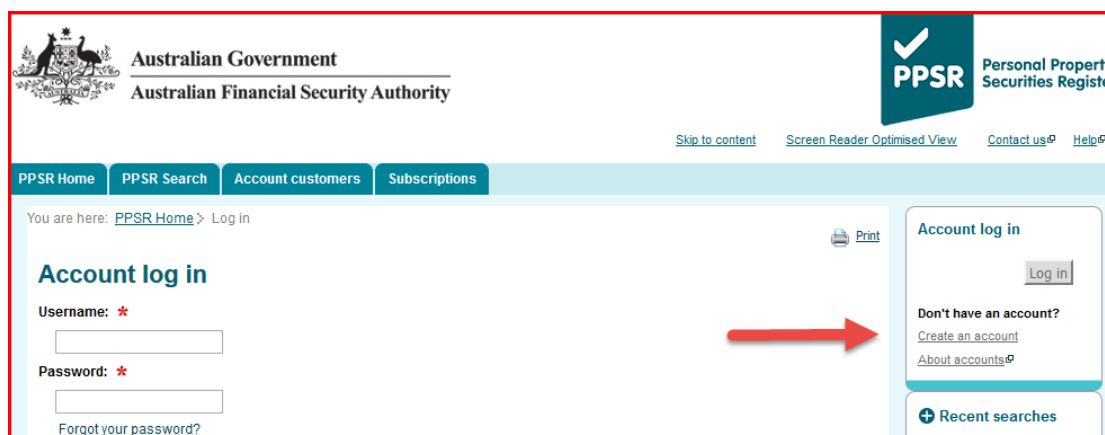
<https://www.ppsr.gov.au/need-help>

### Part A - Create an account

You need to set up an account before you start. Go to [www.ppsr.gov.au](http://www.ppsr.gov.au) and click on “PPSR Log In”.



Click on “Create an account” as shown below, and then click on “Start Account Creation” on the bottom right of the page that displays next.



## Step 1 – Account Details

After you have accepted the terms and conditions, fill in the details requested to create the account. Note, these should be YOUR details, not the details for your trustee.

**Account customer name:** Enter the name of your Trust, as your Trust is filling in this application.

**Mailing Address:** Enter your own details here

**Does the account customer have an ABN...ARSN?** – Say “No” unless your trust has an ABN (which is unlikely), in which case, say “Yes” and enter the ABN and select “Verify”.

**Contact details:** Fill in your details here as the contact for the account.

## Step 2 – User Details

**Does the contact need to be a user:** say “Yes”.

**User reference:** you can leave this blank

**Is the contact an administrator for the account:** say “Yes”.

Does the contact need to be a user? \* ?  
 Yes  
 No

User reference: ?

Is the contact an administrator for the account? \* ?  
 Yes  
 No

## Step 3 – Account Preferences

**Maximum number of search transactions per day:** enter “10”

**Maximum number of registration transactions per day:** enter “10”

**Password expiry time:** Default – 90 days

**Password expiry notification time:** Default – 10 days

**Mode of password notification:** Make your desired choice

**Account payment type:** Make your desired choice

**Send financial statements/tax invoices:** Make your desired choice

**Email address for financial statements:** Enter your email here

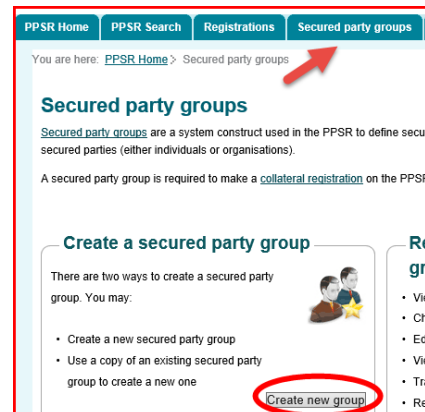
## Step 4 – Review & Confirmation

Review your details and if you are satisfied that they are correct, click on “Create account customer” and your username & password will display.

## Part B - Set up a Secured Party Group

You need to set yourself up as a “Secured Party Group”.

Click on the “Secured Party Groups” tab and select “Create new group”, and then select “reate group” at the bottom of the page.



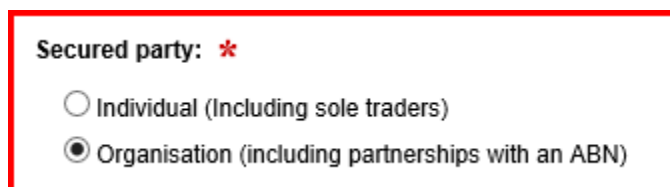
### Step 1 – Create Group

Select “Create a new secured party group” and then “Next”.



### Step 2 – Secured Party

For “Secured Party”, select “Organisation”, as your Trust will be completing this application, not you.



How you fill this next section out will depend on whether you have an individual or a corporate trustee of your asset protection trust.

a) If your Trust has an individual Trustee:

Does your organisation have an ARSN? – Answer **NO**

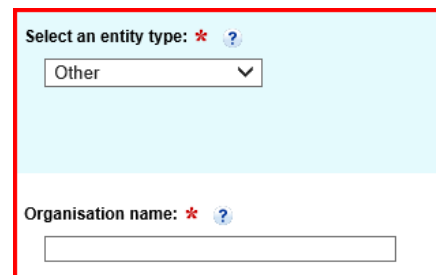
Does your organisation have an ACN? Answer **NO**

Does the organisation have an ARBN? – Answer **NO**

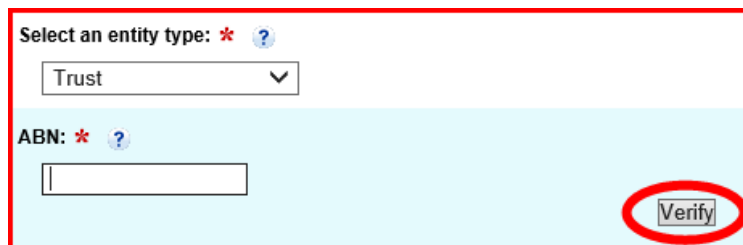
Select an entity type:

The next choice depends on whether you have an ABN for your trust or not. In the vast majority of cases, you will not have an ABN as it is not necessary where your trust is not trading. See further details about this on the “**Setting up a Bank Account**” section of your Master Wealth Control documents.

- If you don't have an ABN for your Trust select “**Other**” and then write in the name of your Trust where it says “**Organisation name**”.
- If you have an ABN for your Trust, select “**Trust**” and enter in the ABN. Click on “**Verify**” to confirm that it has picked up the correct name of the Trust.



Select an entity type: \* ?  
Other  
Organisation name: \* ?

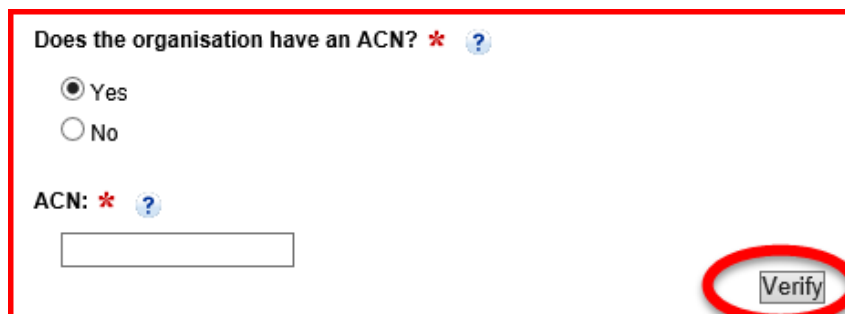


Select an entity type: \* ?  
Trust  
ABN: \* ?  
Verify

b) If your Trust has a corporate Trustee

Does your organisation have an ARSN? – Answer **NO**

Does your organisation have an ACN? Answer **YES** and fill in the ACN of your company and click on “verify” to confirm that the details are correct.



Does the organisation have an ACN? \* ?  
 Yes  
 No  
ACN: \* ?  
Verify

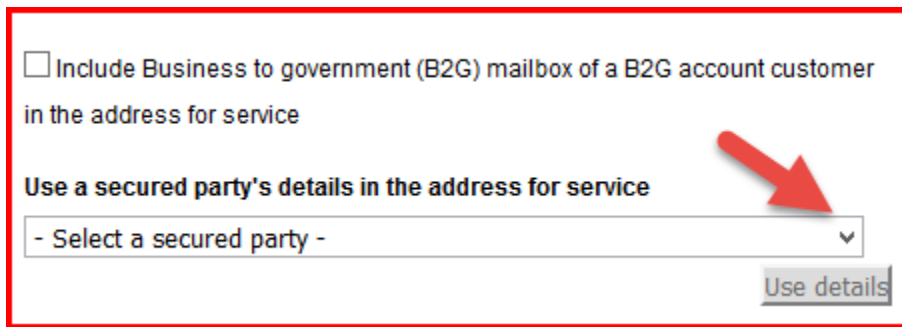
## Complete the Contact Details

Fill in **YOUR** contact details (not your Trustee's details), and select “**Next**”.

### Step 3 – Address for Service

Leave the box regarding “Include Business to government (B2G)” unchecked.

From the drop down box under “**Use a Secured Party's details in the address for service**”, select the name of your trust which should be showing there.



Include Business to government (B2G) mailbox of a B2G account customer in the address for service

**Use a secured party's details in the address for service**

- Select a secured party -

Use details

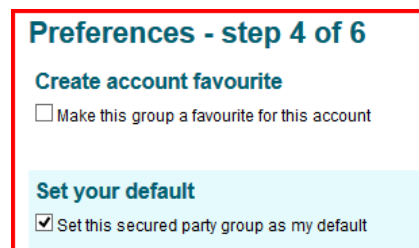
### Secured Party Group Contact Details

Fill in **YOUR** details in this section as the contact person for the secured party group. The fax number is not mandatory. Select “**Next**”.

### Step 4 – Preferences

Ignore the “**Make this group a favourite**”.

Tick to set the secured party group as your default – this will save you time later.



**Preferences - step 4 of 6**

**Create account favourite**

Make this group a favourite for this account

**Set your default**

Set this secured party group as my default

### Step 5 – Review

Review all of the details you have entered so far to ensure correctness. Select “edit” on the right if you wish to amend any details. If you are satisfied that everything is correct, select “Save” at the bottom of the screen.

## Step 6 – Confirmation

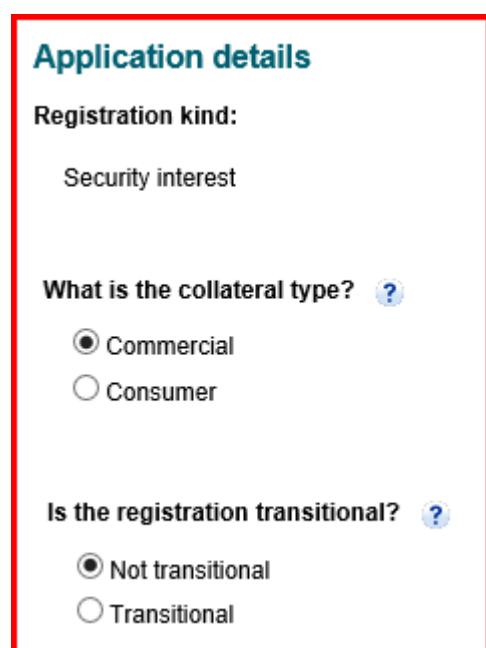
This screen will bring up all of your details and give you your **secured party group number**. You will also receive an email with details of your number and your access code, and these should be stored in a safe place.

If you are ready to commence entering your assets, click on “**Start application**” at the bottom of the screen.

## Part C - Register your Personal Assets

### Step 1: Application Details

Answer the questions as follows:



**Application details**

**Registration kind:**  
Security interest

**What is the collateral type?** ?  
 Commercial  
 Consumer

**Is the registration transitional?** ?  
 Not transitional  
 Transitional

**Registration kind:** “Security interest” (the system should default to this answer automatically – if not, then type this in the box provided)

**Collateral type:** The options are commercial or consumer – you should choose “**Consumer**” if they are personal assets, or “**Commercial**” if the assets you want to register belong to a business that you own.


**Is the registration transitional?** You should select “**not transitional**”

**Secured party group number:** The details of the secured party group that you have just set up should have pre-filled into this section – select “**Next**”.

### Step 2 - Collateral

You need to complete this section for each asset that you wish to register. The main categories you will use are “**motor vehicle**” or “**other goods**”, unless your asset fits into one of their other categories shown. Click on the “?” icon to give you further information about the various classes if needed.

**Collateral 1**

Select one collateral class from the categories below: \* ? 

Tangible property	General property	Intangible property	Financial property
<input checked="" type="radio"/> Motor vehicle <input type="radio"/> Watercraft <input type="radio"/> Aircraft <input type="radio"/> Agriculture <input checked="" type="radio"/> Other goods	All present and after-acquired property <input type="radio"/> No exceptions <input type="radio"/> With exceptions	<input type="radio"/> Account <input type="radio"/> General intangible <input type="radio"/> Intellectual property <input type="radio"/> Circuit layout <input type="radio"/> Copyright <input type="radio"/> Design <input type="radio"/> Patent <input type="radio"/> Plant breeder's right <input type="radio"/> Trade mark	<input type="radio"/> Chattel paper <input type="radio"/> Currency <input type="radio"/> Document of Title <input type="radio"/> Intermediated security <input type="radio"/> Investment instrument <input type="radio"/> Negotiable instrument

## Description:

If you use the “**Motor vehicle**” category, answer “**YES**” to “The collateral is a specific motor vehicle”. You will be asked for a VIN (or other details if you don’t have a VIN) and a registration number.

If you select “**Other Goods**” as a category, you will be asked to enter a description of the asset. Use this space to enter in any serial numbers, model numbers or other appropriate details to adequately identify the asset (the more detail the better).

Collateral class: \* ?  
 Motor vehicle ([Change collateral class](#))

The collateral is a specific motor vehicle: \*

Yes  
 No

Enter vehicle identification numbers (one is mandatory): \*

Vehicle Identification Number (VIN):

Chassis number:  (Enter only if no VIN)

Manufacturer's number:   
 (Enter only if no VIN or chassis number)

Collateral class: \* ?  
 Other goods ([Change collateral class](#))


Description: ?

## Duration of registration

The duration may differ depending upon which category you use, but most often you will be given the choice of 7 years, or less than 7 years. Some categories will allow you the choice of 25 years. You should pick the longest time frame that is available.

**Duration of registration**

Select a duration for this registration: \* ?

25 years  
 Less than 25 years End time:  /  /    
 No stated end time

## Additional Details

**Purchase money security interest applies:** Leave this box unchecked

**This registration is subordinate to another registration:** Leave this box unchecked

**Proceeds to be claimed:** Tick this box - the text in the box below will default to “All present and after acquired property” which is correct. If this does not show up then type this in.

**Additional details (if applicable)**

Purchase money security interest applies

This registration is subordinate to another registration

Proceeds to be claimed

All present and after acquired property.

## Giving of notice identifier

This is the reference number used to identify and provide more information about the registration and is able to be seen by the public. You can leave this blank – it will not affect the security of your assets.

**Giving of notice identifier**

Giving of notice identifier: ?

## Earlier registration number:

Leave blank

**Earlier Registration Number**

Earlier registration number: ?

 Check

## Add the next asset

If you have further assets to add, select “**add another registration**” and repeat the process. When all assets have been entered, select “**next**”.

Back to top

Add another registration

< Previous Cancel Save as pending Save as template Next >

## Step 3 – Grantor

If you are entering your own assets, or the assets of a sole trader business, then the grantor is **you** (not the Trustee) - Select “**Individual**”. If you are entering the assets of a company, trust or partnership, then enter “**Organisation**”.

**Grantor 1**

Grantor: \*

Individual (Including sole traders)

Organisation



**a) If “Individual” selected (for individual or sole trader assets)**

You should fill in **your** name and date of birth where requested.

If the assets were owned by both yourself and your partner/spouse, then you should select “**add another grantor**” to put in your partner/spouse’s details as well, otherwise click “**Next**”

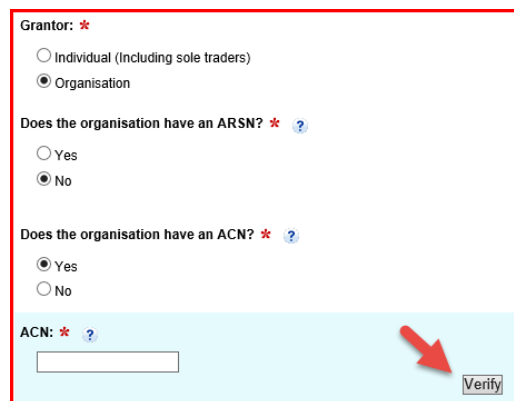


Back to top  
Add another grantor  
< Previous Cancel Save as pending Save as template Next >

**b) If “Organisation” selected (for company, trust, partnership assets)**

**Does the organisation have an ARSN?** this is an Australian Registered Scheme Number and only applies to Managed Investment Schemes – select “**No**”.

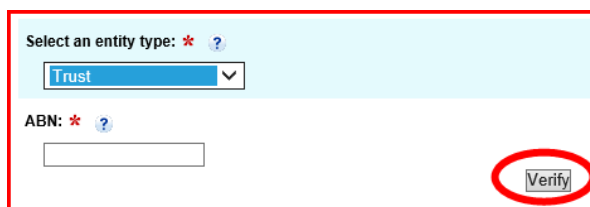
**Does the organisation have an ACN?** – if you are entering the assets for a **company**, select “**Yes**” and enter the ACN. You should then click on the “**Verify**” button and your details will be checked to the ASIC register to confirm that you have the correct ACN. If you are entering assets for a partnership or trust (even if the trust has a corporate trustee), you should answer “**No**”.



Grantor: \*  
 Individual (Including sole traders)  
 Organisation  
Does the organisation have an ARSN? \* ?  
 Yes  
 No  
Does the organisation have an ACN? \* ?  
 Yes  
 No  
ACN: \* ?  
Verify

**Does the organisation have an ARBN?** – this is an Australian Registered Body Number and will most likely not apply – select “**No**”.

**Select an entity type** – this will only come up if you have answered “**No**” to all of the above questions, and will be relevant if you are entering assets owned by a **trust or partnership**. Click on the drop down box to select the relevant option and then type in the ABN. Select “**Verify**” to confirm the ABN to the official register.



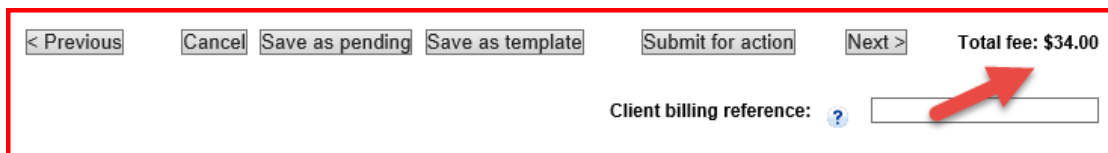
Select an entity type: \* ?  
Trust  
ABN: \* ?  
Verify

If you have assets from multiple entities to add, then you should select “**Add another grantor**” to put in the next entity details as well, otherwise click “**Next**”.



## Step 4 – 6 Application Review, Payment and Confirmation

Review the details as shown and if you are happy with the information entered you can proceed to the payment page and enter your credit card details by clicking “**Next**”. The amount required to be paid will be shown at the bottom of the screen.



Email notifications will be sent to the secured party group email address. The first email will contain a **token** for this particular registration which will enable you to amend or discharge the asset. The second email will contain a **verification statement** containing the details of the registration. Lastly, you will receive a **tax invoice** for the payment made.

Your assets are now fully protected against claims by creditors.

