Lesotho Registry of Interests in Movable Assets
Prior Notice Registration Upload Guide

December 11, 2020

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1.0 Notice Registration Upload Overview

1.1 Preface

The Secured Interests in Movable Property (Act) provides that all pre-existing transactions which will be subject to the Act, once it commences, must be re-registered into the Lesotho Registry of Interests in Movable Assets (LERIMA) in order to maintain their priority position over collateral subject to the pre-existing charge. The Act provides for a 90 day transition period during which these pre existing transactions may be re-registered, and doing so results in there being no change to the secured party's existing priority.

The data upload feature may be used to bulk upload Prior Notices of Security Interest and Prior Notices of Lien on Basis of Law. This manual provides step-by-step instructions on how to provide the data that will be uploaded into the Registry. In general, the information that would otherwise be provided via the regular online Registry will be captured on a spreadsheet. The spreadsheet template to be used is attached to this document and explained in detail in the pages that follow. Please note that only pre-existing transactions will be uploaded into the Registry using this process. New transactions will be entered directly in the online Registry.

1.2 Registration Process

Beginning in early 2021, you will be able to start uploading spreadsheets to a test version of the registry made available for this purpose. This will allow you to practice filling out the spreadsheet to make sure you are correctly entering the data. This way, when the Act and Registry officially commence, you may have already completed several filings (over several spreadsheets, perhaps) and will be ready to upload them into the 'live' system.

Once the Act commences, the online Registry will be available for any Secured Party to populate an Excel spreadsheet with the information that would be entered into the Registry. Each horizontal row of the spreadsheet will gather information for the particular transaction(s), and individual columns are devoted to the types of information required, such as security debtor name, ID, and address, and a description of the collateral and serial numbers. The spreadsheet template to be used is attached to this document, available to download from the online Registry and explained in detail in the pages that follow. Please note that only pre-existing transactions will be uploaded into the Registry using this process.

You may upload multiple spreadsheets during the entire transition period so you do not need to feel rushed to have them all completed on the first day the Registry commences.

During the transition period, the Registry will also be available for regular use, such as for new loans being made. New transactions that arise after the commencement of the law should be filed via the normal online interface.

In order to submit either this spreadsheet or new Notices you must be registered as a client of the Registry. Registration as a client is easy and free, and requires submission of biographical details about your organization (such as name and contact info) and the person that will serve as the client account administrator. You can register by going on the Registry site and provide the required information to create an account. Once the account is reviewed and approved, you will establish login details including a private password. The first step in the upload process will be to log in to the Registry website.

1.3 Verify Entries

It is absolutely critical that the data entered into the spreadsheet is free from typing errors. This is especially the case for debtor names and registrations numbers (for corporate entities) and serial numbers as these are fields that are searched against. **If even one keystroke is out of place, then your filing may not be legally effective.**

The regular online registry provides for double-blind entry for these fields to help assure that you enter a good number. However, double-blind entry is not possible using the data upload spreadsheet approach. We strongly recommend that once the online Registry officially commences and after your spreadsheet is uploaded into the Registry that you should conduct a search against your uploaded transactions to make sure you can find them by the relevant Debtor identification information. If you can't find a particular transaction that means other searchers will not be able to find it either, and you should amend it via the normal online filing process.

2.0 Preparing the Data Upload File

2.1 Data Upload Template

- The data upload process uses Microsoft Excel (2007 version or later. "xlsx" extension) files to relay data from your existing system to the Registry.
- The template is a "flat data" template, meaning all the notice data is entered on one spreadsheet that is easy to navigate.
- The template is named *Data Upload Template.xlsx* and can be renamed as fits your organisation.
- There are 3 tabs in the spreadsheet template: Filings, Country, District State. The filing tab is used for all entry of all information related to the notice. The Country tab is only a reference tab that identifies the acceptable values that may be populated in the country fields on the filings tab. Most likely this will almost always be "LSO" for Lesotho but if you have the need to enter an address from another country use the country code provided under the 'country' tab. The District State tab is also included for reference.

2.2 Spreadsheet Naming Conventions

If you wish to spread the data upload work amongst multiple staff members, you will need to upload more that one excel file. To maintain clarity and to facilitate knowing which person is working on a file, you should employ a naming convention for each spreadsheet so that each file has a different file name. Additionally, even if one person is doing the work, if you have many notices to migrate you may find it safer to complete the work on multiple files. In the event of some error on one spreadsheet that requires data correction the remainder of the spreadsheets will still be processed. Using multiple smaller files when you have a lot of prior notices to upload can speed up the registration process.

2.3 Spreadsheet Template Guidelines

The "Filing" tab in the template is used for entry of all notice data. Use this information together with the detailed rules in the tables below.

Some data is entered via using codes. This is a short-cut designed to make data entry both uniform for all filers and also easier. For example, if the debtor is an individual that is a Lesotho citizen you would just enter a "C" in that cell. If the debtor is an entity registered in Lesotho (like a company or an overseas company), you would enter "R" in the cell. All of the codes that are used are provided in Section 2.5 of this document.

The business rules for entry of column values are the same as have been established within the online Registry. This way when data is migrated from the spreadsheet into the database it should pass validation rules. Section 2.4 below describes entry requirements for each column.

The information recorded on a Notice of Prior Transaction includes:

1. Tab names may not be added or changed (The system will read the spreadsheet tabs to determine file type, if these are changed, an error will occur in the process and the file will be rejected)
2. Do not alter the text or column order in the spreadsheet template. Do not add any new columns. Column Headers may not be changed for the same reason as stated above.
3. Do not include any blank rows between entries. If there are blank rows, the system will assume it is the End of the File and will not process any subsequent entries.

Debtor Information

4. Every filing must have at least one debtor, but can have multiple debtors as well.
5. Every debtor gets its own row. So, if there is only one debtor on a transaction there will only be one row on the spreadsheet for the transaction (the only exception to this is if the transaction involved has a charge over multiple motor vehicles, in which case the VIN/chassis number for each vehicle would be entered on its own row).
6. If a notice has more than one debtor or serial number, then that transaction will have more than one row. All rows for a given notice must be entered consecutively.
7. The first column for a given notice is provided for you to enter your own unique notice ID Number, which is your internal reference number for the notice. **Important: you will need to enter the same unique notice ID into the ID column of each additional row linked with a single filing/transaction to identify to which notice the additional Debtors are linked.** All ID numbers that you use on your spreadsheets must be unique.
8. The debtor must be properly identified. The information required to properly identify a debtor varies with the debtor type. So, the first step is to identify the debtor type, then use the right code for that debtor type, and then provide the proper ID information.For example,
    a. for individual citizens you must enter their name and national ID number.
    b. for foreign citizens, you will need to enter their name as well as their Passport number, country of issuance and expiry date.
    c. for Lesotho registered companies and overseas companies registered in Lesotho you need their company registration number and their official name.

9. You will then need to enter information particular to this filing, such as the address of the debtor, serial number type and number(s), and the collateral description. Again, if you have only 1 debtor and 0 or 1 serial number, then all of this information will go on 1 row.
10. If additional debtors or serial numbers exist for the notice, additional rows should be added as necessary, immediately following this first row. **Important: you will need to enter the same notice ID into the ID column of each additional row linked with a single filing to identify to which notice the additional debtors and/or secured parties and/or serial numbers are linked.**

Secured Party Information

11. Secured Party (lender) information need not be provided on the spreadsheet. The Secured Party Name, Address, and Contact Information will be pulled from the Client Account Profile of the logged in user.
12. If you are entering a transaction that has multiple secured parties, you must be authorized by all of them in order to file notice, as all active lenders will be designated as active "secured parties" in the registry.

Collateral Information

13. The full collateral description must be entered only on the first row for a given notice. If there are additional debtors you do not have to re-enter the collateral description: you need only enter it once for a given transaction. ***The collateral description field is ignored on subsequent rows for a notice.***
14. Remember, there are only 2 situations where a transaction could take more than one row:
    a. If you are entering a transaction that has multiple Debtors, each debtor must be shown on its own row.
    b. If a transaction has more than one motor vehicle or serial numbered property or lease , each serial number is entered on its own row (the system can't read more than one serial number in the single cell provided).
15. Attachments (like PDF) are not supported using the spreadsheet process. If you have a transaction that requires either an upload of a PDF (like if you have a long list of specific pieces of equipment for a construction company) or if you have pictures you'd like to attach, or perhaps a loan with many debtors, you might find it easier to use the regular online website. This is perfectly fine: there is no requirement to use this spreadsheet process.

A sample of a spreadsheet showing a filing with only 1 debtor and a filing with multiple debtors is provided as Appendix A to this Manual. Please review it to see how the filings are laid out in each of these cases.

2.4 Detailed rules on how to complete data entry

The business rules for entry of column values are the same as have been established within the Registry. This way when data is migrated from the spreadsheet into the database it should pass validation rules. The following table describes entry requirements for each column:

Column	Field Name	Max Length	Validation Rules
A	ID	50	Mandatory. Provide the "Internal Reference Number" for each transaction as assigned by your institution. It can be as simple as a sequence starting

			with "1" if you like. However, duplicates will not be permitted even across spreadsheets for your organization. If you have multiple debtors or serial numbers on one transaction you must repeat this number in all subsequent rows for a given notice.
B	Notice Type	10	Mandatory. Enter the code for the type of Notice being filed. See Section "Look up Table for Data Import File for List of Notice Types" .
C	Lapse Date	10	Mandatory. Enter the date the notice expires. Must be within 100 years and greater than the date the file is uploaded into the registry. Format: DD/MM/YYYY
D	Debtor Type	1	Mandatory. If more than one debtor is applicable on the notice, enter one row, immediately following the initial row, for each additional debtor to be included on the notice. Duplicate the value in ID (column A) for each debtor. See Section -2.5 Lookup Tables for Data Import File for list of Debtor Types.
E	Debtor Entity Name	256	Mandatory if Debtor Type is any type of entity that is not a human being. If the debtor type is an individual person their name is collected later, so in this case leave it blank.
F	Debtor Company Registration Number	20	Mandatory if Debtor Type is Lesotho Registered Entity (a local company or an overseas company registered in Lesotho) Otherwise, leave blank. Format. If entering the registration number for Lesotho registered entities, it must be a 5 digit registration number.
G	First Name	64	Mandatory if Debtor Type is Lesotho Citizen or Foreign Individual. Otherwise leave blank.
H	Middle Name	64	Optional if Debtor Type is Lesotho Citizen or Foreign Individual. Otherwise leave blank.
I	Last Name	64	Mandatory if Debtor Type is Lesotho Citizen or Foreign Individual. Otherwise leave blank.
J	National ID Number	64	Mandatory if Debtor Type is Lesotho Citizen, otherwise, leave blank. The ID Number must be formatted as follows: Must be 12 numeric digits.
K	Passport Number	64	Mandatory if Debtor Type is Foreign Individual, otherwise, leave blank.
L	Passport Expiration Date	10	Mandatory if Debtor Type is Foreign Individual. Format: DD/MM/YYYY
M	Passport Country	64	Mandatory if Debtor Type is Foreign Individual, otherwise, leave blank. See section 2.5 Look up Tables for Data Import for correct Passport Country Code from List of Countries.
N	Physical Address	64	Optional.
O	Postal Address	64	Optional.
P	Town / City	64	Mandatory.
Q	Country	64	Mandatory. See Section 2.5 - Lookup Tables for Data Import File for list of Countries.
R	District / State / Province	64	Mandatory. Select from Look up table if country is Lesotho. Otherwise, manually enter information. See Section 2.5 Look Up Tables for Data Import File for List of Districts
S	Postal Code	16	Optional.
T	Serial Number Type	16	Mandatory if a specific serial Number is part of the collateral. Otherwise leave blank. If more than one serial number is applicable on the notice, you can only enter one serial number per row. For the second serial number, remember to enter in the ID for the transaction in the first column for this new row, then skip over to the serial number type and number columns to provide the second serial number. See - Section 2.5 - Look up tables for Data Import for Serial Number Type
U	Serial Number	20	Mandatory if a specific serial number is the collateral (or part of the collateral). Otherwise, leave blank. If more than one serial number is applicable on the notice, you can only enter one serial number per row. For

			the second serial number, remember to enter in the ID for the transaction in the first column for this new row, then skip over to the serial number type and number columns to provide the information for the second serial number. ● If serial number is for equipment or vehicle, the format is up to 20 alphanumeric characters. Hyphen is permitted. ● If serial number is Lease, the accepted format is numeric characters in the following format ####-##### (example: 1234-12345) Either serial number or collateral description must be entered, or both.
V	Collateral Description	10000	Enter a narrative description of the collateral. Either serial number or collateral description must be entered, or both.

2.5 Lookup Tables for Data Import File: Data Entry Codes

Notice Type

Code	Description
S	Notice of Security Interest
L	Notice of Lien

Debtor Type

Code	Description
C	Lesotho Citizen
R	Lesotho Registered Entity
F	Foreign Individual
O	Other Business Organization

Lesotho Districts

Code	Description
1	Berea
2	Butha-Butha
3	Leribe
4	Mafeteng
5	Maseru
6	Mohale's Hoek
7	Mokhotlong
8	Qacha's Nek
9	Quthing
10	Thaba-Tseka

Serial Number

Code	Description
E	Serial Numbered Equipment

L	Lease Number
V	VIN

Countries

CD	Country	CD	Country	CD	Country
LSO	**Lesotho**	DEU	Germany	PAK	Pakistan
AFG	Afghanistan	GHA	Ghana	PLW	Palau
ALA	Åland Islands	GIB	Gibraltar	PSE	Palestine, State of
ALB	Albania	GRC	Greece	PAN	Panama
DZA	Algeria	GRL	Greenland	PNG	Papua New Guinea
ASM	American Samoa	GRD	Grenada	PRY	Paraguay
AND	Andorra	GLP	Guadeloupe	PER	Peru
AGO	Angola	GUM	Guam	PHL	Philippines
AIA	Anguilla	GTM	Guatemala	PCN	Pitcairn
ATA	Antarctica	GGY	Guernsey	POL	Poland
ATG	Antigua and Barbuda	GIN	Guinea	PRT	Portugal
ARG	Argentina	GNB	Guinea-Bissau	PRI	Puerto Rico
ARM	Armenia	GUY	Guyana	QAT	Qatar
ABW	Aruba	HTI	Haiti	REU	Réunion
AUS	Australia	HMD	Heard Island and McDonald Islands	ROU	Romania
AUT	Austria	VAT	Holy See (Vatican City State)	RUS	Russian Federation
AZE	Azerbaijan	HND	Honduras	RWA	Rwanda
BHS	Bahamas	HKG	Hong Kong	BLM	Saint Barthélemy
BHR	Bahrain	HUN	Hungary	SHN	Saint Helena, Ascension and Tristan da Cunha
BGD	Bangladesh	ISL	Iceland	KNA	Saint Kitts and Nevis
BRB	Barbados	IND	India	LCA	Saint Lucia
BLR	Belarus	IDN	Indonesia	MAF	Saint Martin (French part)
BEL	Belgium	IRN	Iran, Islamic Republic of	SPM	Saint Pierre and Miquelon
BLZ	Belize	IRQ	Iraq	VCT	Saint Vincent and the Grenadines
BEN	Benin	IRL	Ireland	WSM	Samoa
BMU	Bermuda	IMN	Isle of Man	SMR	San Marino
BTN	Bhutan	ISR	Israel	STP	Sao Tome and Principe
BOL	Bolivia, Plurinational State of	ITA	Italy	SAU	Saudi Arabia
BES	Bonaire, Sint Eustatius and Saba	JAM	Jamaica	SEN	Senegal
BIH	Bosnia and Herzegovina	JPN	Japan	SRB	Serbia
BWA	Botswana	JEY	Jersey	SYC	Seychelles
BVT	Bouvet Island	JOR	Jordan	SLE	Sierra Leone
BRA	Brazil	KAZ	Kazakhstan	SGP	Singapore
IOT	British Indian Ocean Territory	KEN	Kenya	SXM	Sint Maarten (Dutch part)

BRN	Brunei Darussalam	KIR	Kiribati	SVK	Slovakia
BGR	Bulgaria	PRK	Korea, Democratic People's Republic of	SVN	Slovenia
BFA	Burkina Faso	KOR	Korea, Republic of	SLB	Solomon Islands
BDI	Burundi	KWT	Kuwait	SOM	Somalia
KHM	Cambodia	KGZ	Kyrgyzstan	ZAF	South Africa
CMR	Cameroon	LAO	Lao People's Democratic Republic	SGS	South Georgia and the South Sandwich Islands
CAN	Canada	LVA	Latvia	SSD	South Sudan
CPV	Cape Verde	LBN	Lebanon	ESP	Spain
CYM	Cayman Islands	LBR	Liberia	LKA	Sri Lanka
CAF	Central African Republic	LBY	Libya	SDN	Sudan
TCD	Chad	LIE	Liechtenstein	SUR	Suriname
CHL	Chile	LTU	Lithuania	SJM	Svalbard and Jan Mayen
CHN	China	LUX	Luxembourg	SWZ	Swaziland
CXR	Christmas Island	MAC	Macao	SWE	Sweden
CCK	Cocos (Keeling) Islands	MKD	Macedonia, the former Yugoslav Republic of	CHE	Switzerland
COL	Colombia	MDG	Madagascar	SYR	Syrian Arab Republic
COM	Comoros	MWI	Malawi	TWN	Taiwan, Province of China
COG	Congo	MYS	Malaysia	TJK	Tajikistan
COD	Congo, the Democratic Republic of the	MDV	Maldives	TZA	Tanzania, United Republic of
COK	Cook Islands	MLI	Mali	THA	Thailand
CRI	Costa Rica	MLT	Malta	TLS	Timor-Leste
CIV	Côte d'Ivoire	MHL	Marshall Islands	TGO	Togo
HRV	Croatia	MTQ	Martinique	TKL	Tokelau
CUB	Cuba	MRT	Mauritania	TON	Tonga
CUW	Curaçao	MUS	Mauritius	TTO	Trinidad and Tobago
CYP	Cyprus	MYT	Mayotte	TUN	Tunisia
CZE	Czech Republic	MEX	Mexico	TUR	Turkey
DNK	Denmark	FSM	Micronesia, Federated States of	TKM	Turkmenistan
DJI	Djibouti	MDA	Moldova, Republic of	TCA	Turks and Caicos Islands
DMA	Dominica	MCO	Monaco	TUV	Tuvalu
DOM	Dominican Republic	MNG	Mongolia	UGA	Uganda
ECU	Ecuador	MNE	Montenegro	UKR	Ukraine
EGY	Egypt	MSR	Montserrat	ARE	United Arab Emirates
SLV	El Salvador	MAR	Morocco	GBR	United Kingdom
ENG	England	MOZ	Mozambique	UMI	United States Minor Outlying Islands
GNQ	Equatorial Guinea	MMR	Myanmar	USA	United States of America
ERI	Eritrea	NAM	Namibia	URY	Uruguay
EST	Estonia	NRU	Nauru	UZB	Uzbekistan
ETH	Ethiopia	NPL	Nepal	VUT	Vanuatu

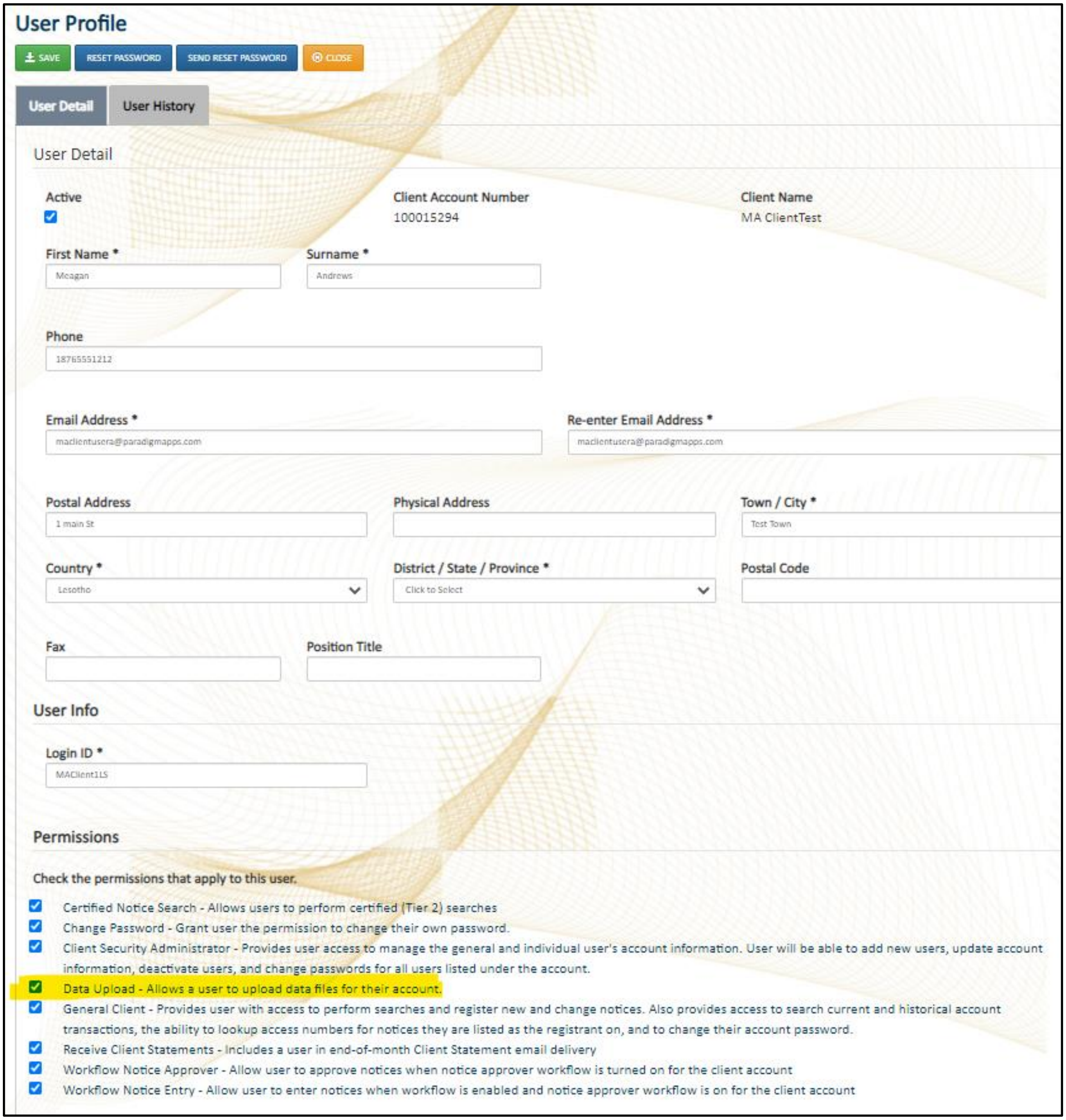
FLK	Falkland Islands (Malvinas)	NLD	Netherlands	VEN	Venezuela, Bolivarian Republic of
FRO	Faroe Islands	NCL	New Caledonia	VNM	Viet Nam
FJI	Fiji	NZL	New Zealand	VGB	Virgin Islands, British
FIN	Finland	NIC	Nicaragua	VIR	Virgin Islands, U.S.
FRA	France	NER	Niger	WLF	Wallis and Futuna
GUF	French Guiana	NGA	Nigeria	ESH	Western Sahara
PYF	French Polynesia	NIU	Niue	YEM	Yemen
ATF	French Southern Territories	NFK	Norfolk Island	ZMB	Zambia
GAB	Gabon	MNP	Northern Mariana Islands	ZWE	Zimbabwe
GMB	Gambia	NOR	Norway		
GEO	Georgia	OMN	Oman		

3.0 Data Upload User Interface

3.1 Access to Data Upload Tool

In order to use the Data Upload tool, you must have a client account established in the Registry and have a user Login ID and password for the account. Once the Registry commences, if you are not already pre-registered as a client, you will follow the steps set forth on the Registry website to establish a client account. This will consist of completing an online form with basic biographical information about yourself and your organization and submit it for review. Once accepted, you will receive an email back from the Registry with your Login ID.

Once an account is established, your login must have the “Data Upload” permission to access the Data Upload feature on the Registry website. To obtain this permission, please see the client account security administrator for your Registry account. The client account security administrator assigns different users in your organization with different rights within the Registry. This is explained in a general user manual that is available on the Registry website.



If you have the permission, once you log into your Client Account, you may click the "Data Upload" menu option from your Account Home Page to access the Data Upload page.

3.3 Data Upload Terms of Use Agreement

Before you may use the data upload tool, you must read and agree to the "Data Upload Terms of Use Agreement." The terms of use agreement will be displayed in a dialog, upon accessing the upload page, if you have not already agreed to the terms. Basically these provide that you acknowledge you have read this user manual and are familiar with the upload process.

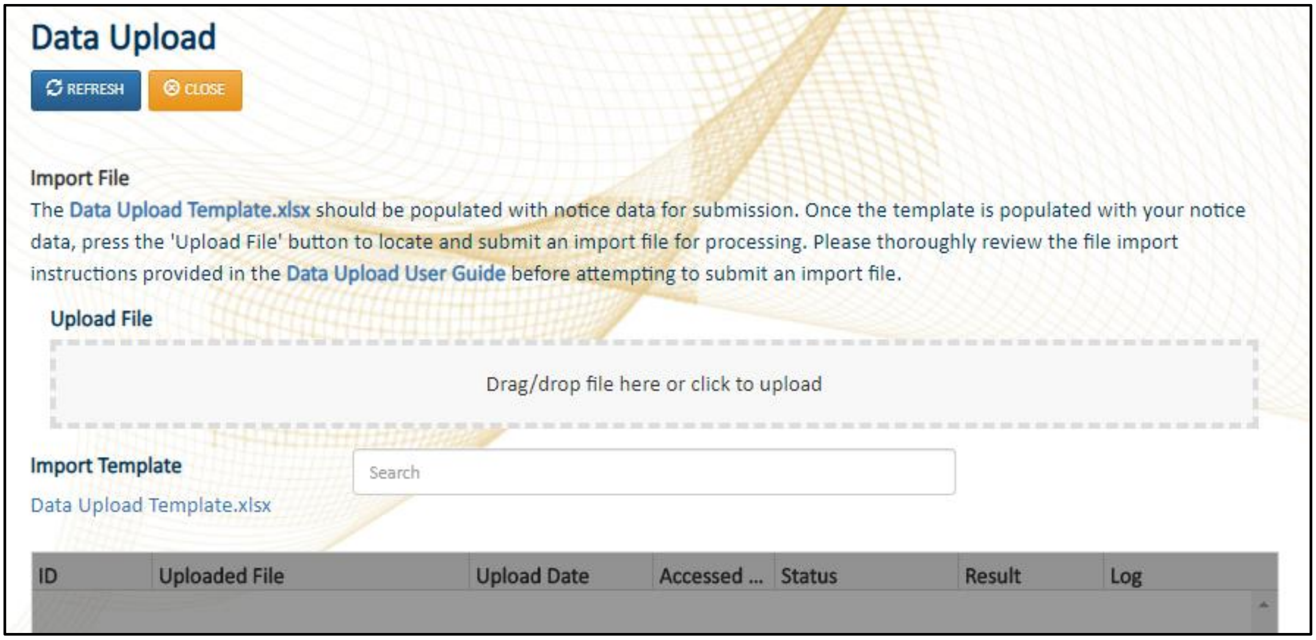
3.4 Data Upload Overview

The basic Data Upload process involves a bulk import of a lender's data into the Registry using Microsoft Excel spreadsheets. If you do not already have a spreadsheet template, the first step is to download the spreadsheet template from the Data Upload page on the Registry website. Once your data is entered into the Excel file(s), you will go online to the Registry website to upload the file(s) Registry for processing. There is a specific Data Upload page on the Registry website used to upload the files.

- Normally files will be processed within 30 minutes of an upload, though the timeframe for processing files will vary depending on the server load at any given time. The user can refresh the page to check on the status of the import process.
- The Registry system has certain validation rules built in to ensure that required data is provided. For example, each filing must have at least one debtor. The system will either reject the file as a whole if there are errors, or process the file entirely if there are no errors.
- If the spreadsheet is rejected for any reason, you will receive an email advising you of the rejection with a link to download a log file of the rejection reasons. The link will take you to a text file that will list the errors on the spreadsheet. Alternatively you can log onto the website, navigate to the Data Upload page and download a text file that will list the errors on the spreadsheet.
- The errors will be identified by row number and your ID number for the filing. A failure on any row will cause the entire file to fail. You should make the corrections on the spreadsheet you originally submitted and resubmit the entire spreadsheet.
- If the file is successfully processed, you will receive an email stating that the submission was a success. You may download the spreadsheet that will show all notice registration numbers, date and time and the corresponding "access numbers" for the submitted filings. You should retain this receipt as you will need the access numbers: these amount PINs for each filing and must be supplied in order to submit any amendments to the pre-registered notice.

3.5 Data Upload Page

The Data Upload link takes you to the upload page depicted below.



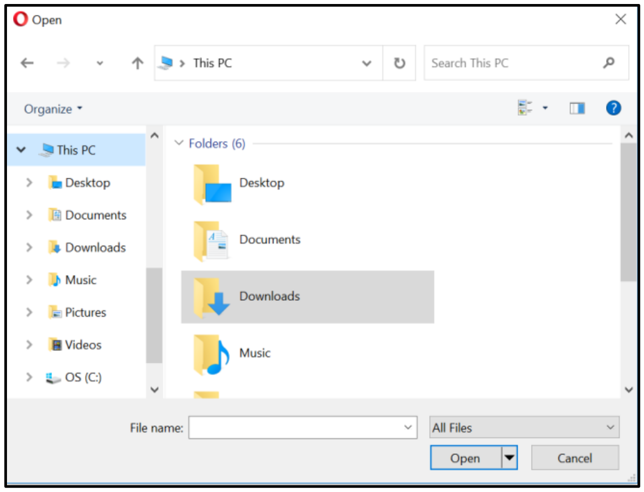
From the data upload page, you may upload the excel files for processing, review status of uploaded files, or download file responses (error logs or processed files with registration numbers). Naturally, prior to uploading files, you must first populate the excel template with the pre-existing notice data you wish to migrate to the Register.

3.6 Uploading the Import File

Once all required data has been entered for the Notices, save the file using the preferred file naming conventions, and then close it. Once the file is saved and closed (some versions of Excel cause issues when the system attempts to upload an open spreadsheet), go to the Data Upload page on the Register website, and follow the steps below.

To Import a New File:

1) Click the "Upload File" button.
2) Browse and select the correct file. The file name will then be displayed in the Import File text box.
3) Confirm that the file name is correct.
4) Click the "Open" button to select and submit the file for processing.



File Processing Information

- If the Excel worksheet is not using the correct template, the following error message will be displayed: "*Incorrect number of worksheets in the template. Please use a valid template.*" The file has not been uploaded and will not be processed.
- If the file has been uploaded and added to the queue, the following message will be displayed *"File upload successful*". The file has been added to the queue and will be processed in order of files submitted. Check back periodically for processing results. You can refresh the upload results by clicking the "Refresh" button.

4.0 Import File Processing

Once the file has been uploaded, the system will display it in the Prior Notice File Import job queue with a Received status. At this time, if the user decides they do not want the import file to be processed, they can delete the file using the delete icon and the file will be removed from the import file job queue. You may upload as many files as you wish to complete your data upload.

Once the system begins to process the file, the status will be changed to Processing, the delete icon will be removed, and the file can no longer be deleted.

Once the file has been processed you can view the status of the file on the grid at the bottom of the Data Upload page. There are 4 filing statuses:

- Received
- Processing
- Successfully Imported
- Rejected

If the status is "Successfully Imported" or "Rejected", you may download the response file if you wish. If Successfully Imported, the system will store all notice(s) in the database and make the notice(s) available for searching. If you download the spreadsheet response file, the response file will contain the notice registration number, the access numbers and filing date/time.

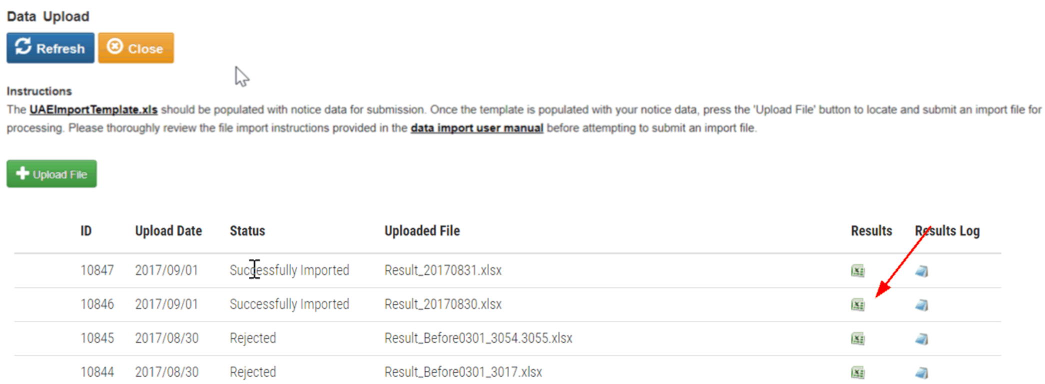
If the status is "Rejected", the response file will be a text file that details all the errors in the submitted file. Once you have reviewed the text file and made all the necessary error corrections to the spreadsheet you originally submitted, resubmit the file. Once the new file has been processed, you will see the status in the grid. In all cases, you may download the submitted file.

4.1 Viewing Import Results

If the data upload file is successfully uploaded it will be set with the status of "Successfully Imported", the Results file will list all notices in the Registry.

To View Data Upload Results:

1. Click the Excel file icon next to the import file.



2. The Result file will list all notices with the Notice Registration Number and Access Number.

All notices in the import file will have one of the following statuses:

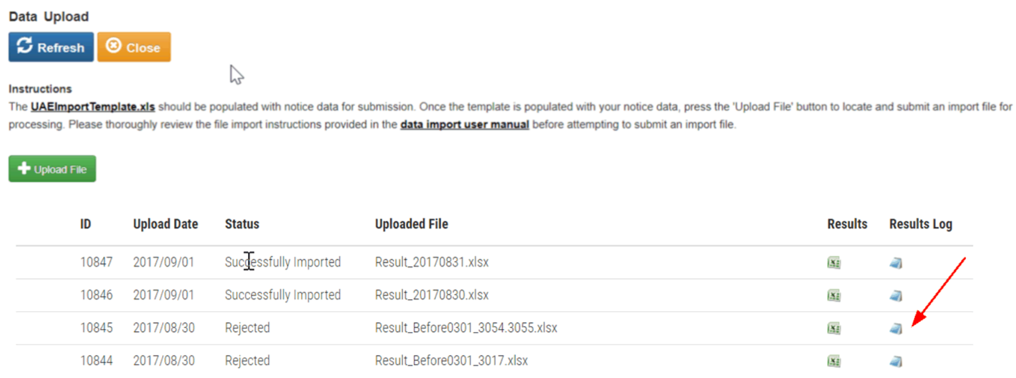
- **Registered –** The Notices have been recorded in the Registry.

4.2 Data Upload Error Log

If the data upload file did not successfully process the status will be set to "Rejected". The Error Log file will list all errors detected.

To View the Data Upload Error Log:

1. Click the Results Log file icon next to the import file.



2. The Results Log will list the Row Number with the error and the associated error.

```
Start File Review for 96f50ff6-d6f2-4fad-a85e-0b2223c6bd53.xlsx.

Start File Review for 96f50ff6-d6f2-4fad-a85e-0b2223c6bd53.xlsx.

Start File Review for 96f50ff6-d6f2-4fad-a85e-0b2223c6bd53.xlsx.

Start File Review for a3376535-5ac7-43e2-b1a4-adc052e8c3d7.xlsx.

Opening File a3376535-5ac7-43e2-b1a4-adc052e8c3d7.xlsx
Worksheet Filings Row 2: ImportError.Notice.AmountIndebtedness.Invalid
Worksheet Filings Row 2: ImportError.Debtor.PartyAddress1.Required
Worksheet Filings Row 3: ImportError.Notice.AmountIndebtedness.Invalid
Worksheet Filings Row 3: ImportError.Debtor.PartyAddress1.Required
Worksheet Filings Row 4: ImportError.Notice.AmountIndebtedness.Invalid
Worksheet Filings Row 5: ImportError.Notice.AmountIndebtedness.Invalid
Worksheet Filings Row 6: ImportError.Notice.AmountIndebtedness.Invalid
Worksheet Filings Row 6: ImportError.Debtor.PartyAddress1.Required
Worksheet Filings Row 7: ImportError.Notice.AmountIndebtedness.Invalid
Worksheet Filings Row 7: ImportError.Debtor.PartyAddress1.Required
Worksheet Filings Row 8: ImportError.Notice.AmountIndebtedness.Invalid
Worksheet Filings Row 8: ImportError.Debtor.PartyAddress1.Required
Worksheet Filings Row 9: ImportError.Notice.AmountIndebtedness.Invalid
Worksheet Filings Row 10: ImportError.Notice.AmountIndebtedness.Invalid
Worksheet Filings Row 10: ImportError.Debtor.PartyAddress1.Required
Worksheet Filings Row 11: ImportError.Notice.AmountIndebtedness.Invalid
Closing File a3376535-5ac7-43e2-b1a4-adc052e8c3d7.xlsx.

End File Review for a3376535-5ac7-43e2-b1a4-adc052e8c3d7.xlsx.
Notices Read: 10  Valid Notices: 0  Processed Notices: 0
```

4.3 Support

Please direct all questions on preparing the data upload file and importing prior notices to support@paradigmapps.com.

Appendix A - Sample Spreadsheet

Batten		pp444	23/03/2022	AUT			Testown7	AUT	TestState				furniture7
					4443 8th street		Testown8	Iso	2	95888	E	1888	
					22 North 8b Ave	Bldg 8B	Testown8b	Iso	3		L	2222-88888	lease 8b