

HOW TO COMPLETE THE REGISTRATION FORM

[1] **Charge creation date**

Date of Signing of an instrument of charge should be used

[2] **Amount secured by the charge or maximum sum deemed to be secured**

Indicate the Principal Amount that is secured or is intended to be secured under the original terms of the security agreement. This may include interest, precalculated interest, carrying charges, insurance premiums, or any other cost or charge.

[3] **Borrower's Information**

Name of Borrower

Do not use nicknames or abbreviations, for example "Tom" for "Thomas" or "MJ" for "Mary Jane. [Of Course, "MJ" or " Tom" must be used if that is really the correct name]

If the debtor's correct name is not entered, an enquirer who subsequently searches against the correct name may be misled.

Collateral Number

The Collateral number would be generated automatically by the system.

Nature of Charge

Indicate whether the charge on the Collateral is fixed or floating.

Collateral type

Select the appropriate type of Collateral or charge e.g. movable or immovable.

Collateral sub-type

Select the appropriate sub-type e.g. buildings, plant and equipment, receivables etc. You may wish to add to the list if not indicated.

Collateral Identification

Indicate land Registration numbers as indicated on Indentures and title Certificates. In the case of movable Collaterals a Unique identifier should be used, for example, vehicle chassis number, make of vehicle, year of manufacture and registration number. [If not applicable, leave blank]

Collateral Region

Select the Region where Collateral is located e.g. Greater Accra, Ashanti etc.

Collateral Town

Select the town where collateral is located e.g. Akwatia, Mampong etc. You may wish to indicate town which is not in the list.

Collateral Suburb

Indicate the suburb where collateral is located e.g. Chorkor, Kejetia etc

Collateral Residential Address

Indicate the exact residence/location of the collateral e.g. house number, office of the company etc.

Valuation year

Select/indicate the appropriate valuation year of the collateral.

Valuation month

Indicate the month of valuation of the collateral.

Collateral Value

The market value of the Collateral shall be indicated and shall be in Ghana Cedi or the Ghana Cedi equivalent of other currencies.

[4] Lender's Information

Provide the requisite information as requested.

[5] **Other Details**

Presenters Name

To be completed if the person filing the Registration is neither the borrower nor the lender.

Presenters Address

To be provided if the person filing the registration is neither the borrower nor the lender.

Presenters Telephone Number

To be provided if the person filing the registration is neither the borrower nor the lender.

Items under 'other details' may be applicable when the Registry is fully automated.