



# International Registry of Interests in Rolling Stock

## REGISTRY USER MANUAL

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# DISCLAIMER

The information in this User Manual is for informational purposes only. Regulis S.A., the Registrar of the International Registry of Interests in Rolling Stock (the “Registrar”) does not provide any representations or warranties, expressed or implied, as to the accuracy or completeness of such information and disclaims any liability for the consequences of use of such information. whether a reader of this User’s Manual or not, in respect of claims, losses or damage or any other matter, either direct or consequential arising out of or in relation to the use and reliance, whether wholly or partially, upon any information contained or products referred to in this User’s Manual.

The Registrar may make changes to this User Manual at any time and without notice. This User Manual supersedes and replaces all information supplied prior to the publication hereof.

# INTRODUCTION

## CONVENTION & PROTOCOL

The International Registry of Interests in Rolling Stock (Rolling Stock Registry) operates within legal framework of the Cape Town Convention and the Luxembourg Rail Protocol. These documents create the foundation for the Registry:

- [\*Cape Town Convention\*](#)
- [\*Luxembourg Protocol\*](#)

State participation through the ratification of the Protocol is critical to the application and legal effect of registration of interests in the Registry. UNIDROIT, the International Institute for the Unification of Private Law, plays a key role in supporting the advancement of State ratification and maintains the complete listing of ratification to-date. [\*Learn more.\*](#)

## REGISTRY

The Rolling Stock Registry offers customers the opportunity to register notices of their interests in railway rolling stock. The Registry's online search and registration services offer a secure real-time access point for financial interest in rolling stock.

The Registry operates a notice-based registration system. The Registry enables the search and registration of notices of interests in railway rolling stock. These notices provide awareness of a potential rights or interests in items of rolling stock. The Registry does not validate the rights or interests claimed as part of the Registration process.

To enhance the certainty of asset identification the Protocol introduces a new unique identifier for items of rolling stock – the URVIS identifier. The Rolling Stock Registry is the exclusive issuer of the URVIS Identifier.

The Model Rules issued under the auspices of the Working Party on Rail Transport of the United Nations Economic Commission for Europe outline the method and responsibilities in support of the operationalizing this new identifier. Learn more about the [\*Model Rules on the Permanent Identification of Railway Rolling Stock.\*](#)

The Registry is governed by a Supervisory Authority and is operated under contract by Regulis S.A., a company headquartered in Luxembourg.

The Registry's website can be found at [\*www.rollingstockregistry.com.\*](http://www.rollingstockregistry.com)

# REGISTRY ACCESS

- As a registry of a legal interests, security and integrity of processes are critically important including access to registry functions.
- The Registry offers two levels of user access - Guest and Authenticated users.
  - Guest users may conduct registry searches and request URVIS Identifiers.
  - In addition to the above, authorised users gain access to registration services as representatives of parties reflected on registration.

## GUEST USER

### Guest User Registration

- To become a Guest User and gain basic access to the Registry, select the 'Register' button from the Login page ([www.portal.rollingstockregistry.com](http://www.portal.rollingstockregistry.com)). The user registration form will be presented:

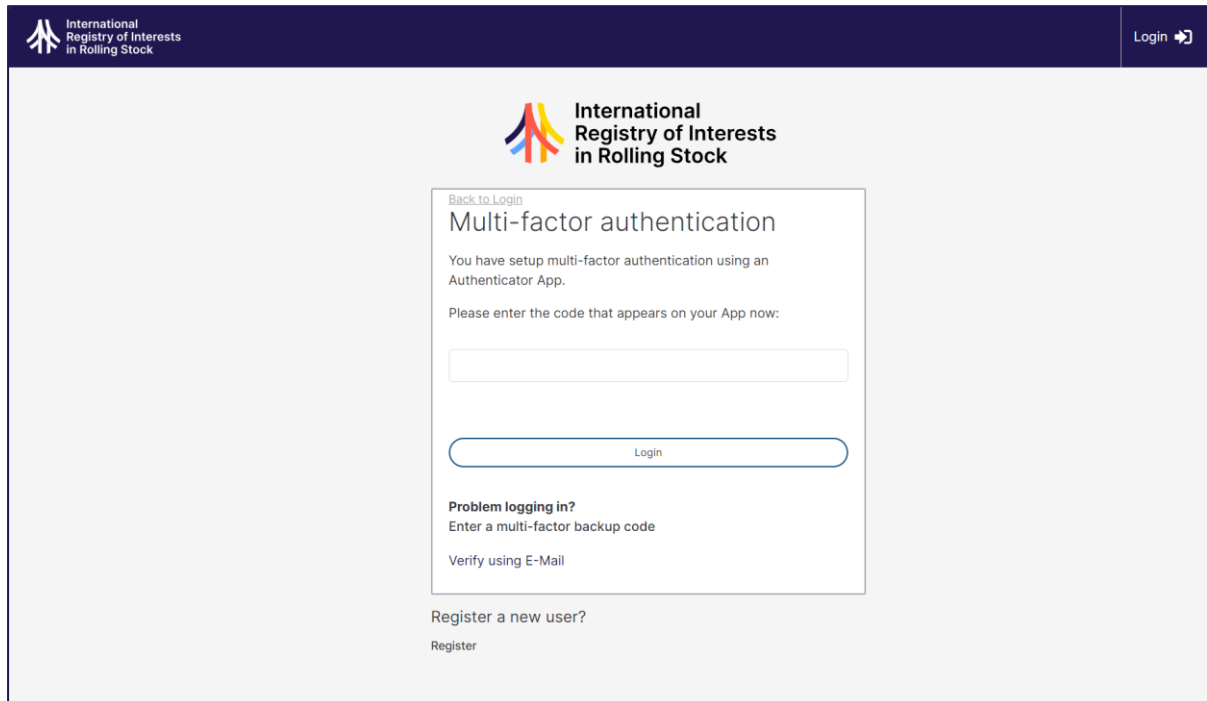
The screenshot shows the 'User Registration' page. At the top is a dark blue header with the logo and name 'International Registry of Interests in Rolling Stock' on the left and a 'Login' button on the right. The main content area is white. On the left, there's a 'Help' icon. The title 'User Registration' is centered. Below it, the 'User Details' section contains four input fields: 'First Name', 'Last Name', 'Email', and 'Confirm Email', each with a red asterisk. Below these are 'Password' and 'Confirm Password' fields, also with red asterisks. To the right of the form is a 'Guidance Note' box with a checkmark icon and the text: 'Business Address', 'The user needs to use the Business Address to complete the registration process.', and 'Business Address is related to the company.' Below the 'User Details' section is a 'Country of Principal Physical Address' section with a dropdown menu. At the bottom, there is a checkbox with the text 'By ticking this box you agree to the Website Terms of Use'.

- Enter the first and last name as it appears on the government-issued identity document. Using the name as presented on the identity document is required if users intend to become an Authorised User and act in the capacity of an entity administrator.
- Add an email address where the user can be contacted for Registry matters. If interacting with the Registry for professional purposes, a business email address is preferred.
- Enter and confirm the password. A combination of eight to 16 letters, numbers and special characters are encouraged. The password must have at least one capital letter and one number.
- Select the country from the list provided.
  - Note: when countries of the European Union are selected, users will be presented with the option to enter a Value Added Tax (VAT) number. Professional users can enter the VAT number of their organisation.
- Review and agree to the Terms and Conditions by selecting the checkbox.
- When the above fields are complete, select the 'Register' button to complete the Guest User registration.
- A verification email will be sent to the email address provided. The email contains a link that must be followed before access to the Registry is provided.

- When verification is complete, enter the email address and password to sign into the Registry.

### Multi-factor Authentication (MFA)

- For enhanced security of information and integrity in operations, the Registry utilises MFA.
- Guest Users must complete the MFA process to gain access to Registry Services.
- Upon the first login to the Registry, Guest Users will be presented with the following screen:



The screenshot shows the login interface for the International Registry of Interests in Rolling Stock. At the top, there is a dark blue header with the organization's logo and name on the left, and a 'Login' button with an arrow icon on the right. The main content area is light gray and features the organization's logo and name at the top center. Below this, a white box contains the 'Multi-factor authentication' section. This section includes a 'Back to Login' link, a title 'Multi-factor authentication', and instructions: 'You have setup multi-factor authentication using an Authenticator App.' and 'Please enter the code that appears on your App now:'. There is a text input field for the code and a 'Login' button. Below the input field, there are links for 'Problem logging in?' (with sub-links 'Enter a multi-factor backup code' and 'Verify using E-Mail') and a 'Register a new user?' link with a 'Register' button.

- Two MFA options are offered.
  - *Authenticator Applications*: third-party services that offer authentication services, typically via mobile device
  - *Email*: MFA setup via email address
- Select the authentication method by clicking on the MFA image:
  - Users may change authentication methods on the *My Profile* screen once authenticated.
- When Guest User registration and MFA are established, users can access the Registry.
- At every sign in, the user will be required to enter their email address, password and complete the authentication activity.

### Authenticator Applications

- The Registry is configured to work with any of the following authentication apps:
  - Microsoft Authenticator
  - Google Authenticator
  - Authenticator App
- To use an authenticator application, install one of the approved authenticator applications listed above, which are available from mobile device app stores.
- When the setup of the authenticator application is completed, log in to Registry and select the 'Auth App' icon from multi-factor authentication options provided.
- Scan barcode presented on screen using mobile device. Selecting the barcode will open the authenticator application. Follow the instructions presented in the application.
- The Registry site will present a set of recovery keys used in the case of lost mobile phone or other situations.
  - Save the keys using the 'Copy to Clipboard' function and save in a secure manner. Then select *Next*.

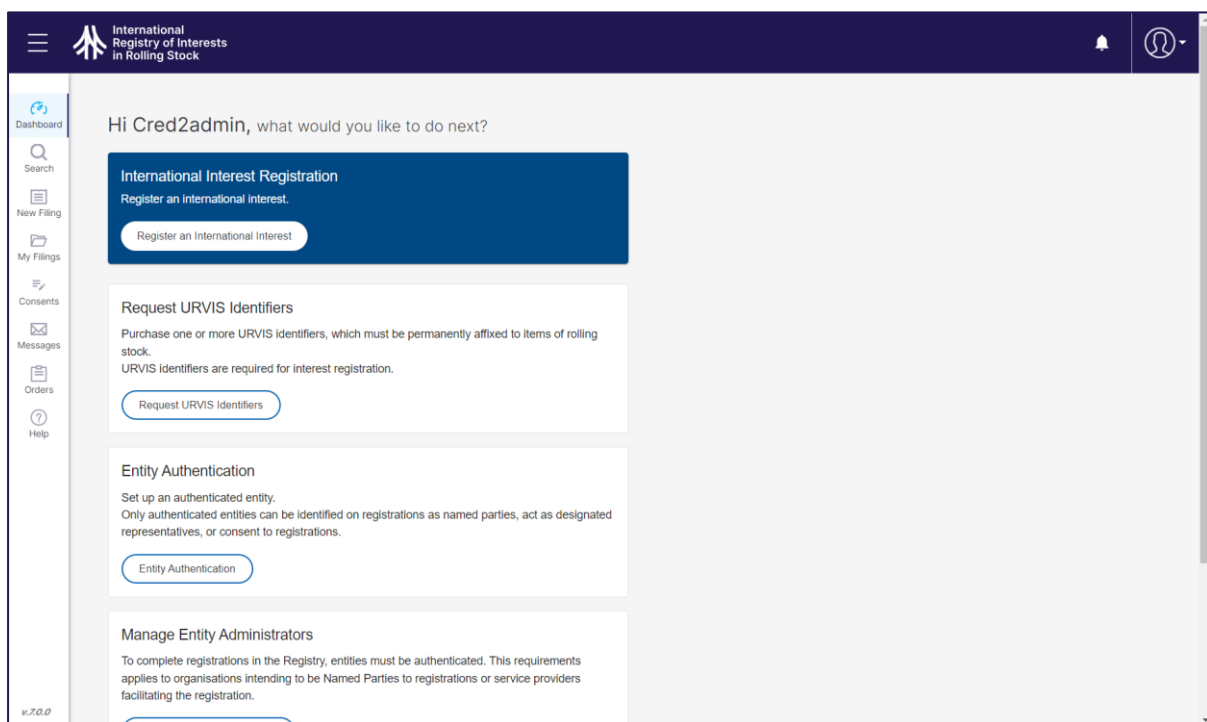
- An authentication code is sent to the user's authenticator app.
- On the Registry site, enter the six-digit code and click 'Complete Setup'.
- Multi-factor authentication is now complete, and the Registry login page will be opened.

### Email Authentication

- To utilise an email account for authentication, select the *Email* icon.
- A code will be sent to the email address used for initial registration.
- Take the code from the email and enter it on the Registry site, then select the *Complete Setup* button.
- MFA using email is now complete, and the Registry login page will be opened.

## DASHBOARD

- The *Dashboard* is the central location and starting point for all functions of the Registry.



- Navigate to registry functions using the menu on the left of the screen.
  - *Search*: conduct informational searches and submit orders for Priority Search Certificates
  - *New Filing*: launches the menu to access all filings that may be submitted to the Registry.
  - *Consents*: Entity Administrators can access all in-progress consents for viewing status and completing consent submissions
  - *Messages*: access to all submission-related messaging, including submission summaries and transaction receipts
  - *Orders*: access all Priority Search Certificates ordered through Search
  - *Help*: opens a window to the registry support materials
- Dashboard cards offer quick access to registry functions.
  - Cards are presented based on user access level.
    - Guest Users can quickly access URVIS Identifier and Search services and access the User Authorisation form.
    - Authorised Users and Administrators can access Search and URVIS Identifier services, registration and entity management services.
- See recent messages by selecting the bell icon on the top-right of the page.

- See *My Profile* and the *Logout* options in the top-right header.

## MY PROFILE

- Select *My Profile* from the dropdown menu at the top-right of the page to review:
  - *User Details*: User ID, status, name and email information
  - *User Principal Address* (if applicable)
- User profile information is read-only. To make a change to user information, please contact the Registrar directly at the following email (registrar@rollingstockregistry.com).

### Password Updates

- To update the user password, enter the password used to login in the Old Password field.
- Enter the New Password and then re-enter it in the Confirm Password field.
  - Any combination of eight to 16 letters, numbers and special characters are acceptable encouraged.
  - The password must have at least one capital letter and one number.

### MFA Option Change

- The user's selected method of MFA is highlighted here and can be revised by selecting one of the three available methods.
- When selecting a new authentication method, the user may be prompted to configure the method if it has not previously been used.
- To have changes take effect, select the *Save* button at the bottom of the page.
- A confirmation message will be displayed once saved.

## INDIVIDUAL USER AUTHORISATION REQUEST

- To ensure the integrity of the Registry, an additional verification step must be completed to receive access to registration submission and consent services.
- Unlike Guest Users who are unable to undertake registration activities, active Authorised Users can:
  - Submit registrations
  - Consent to registrations
  - Submit Entity Authorisation requests
- Authorised Users are granted 12-month authorisation, renewed annually thereafter, upon completion of the following process:

### APPLY TO BECOME AN AUTHORISED USER

- To apply to become an Authorised User, select the *Apply for User Authorisation* button displayed on the User Authorisation card on the Dashboard, or find the *User Authorisation* option after selecting the *New Filing* button. The User Authorisation form will be presented:
- The user's first name and last name as provided in the Guest User registration are displayed.
- The following additional information about the individual is required:
  - date of birth
  - principal physical address
  - telephone number

- Users have the option to include a Value Added Tax (VAT) number as part of their user profile. European Union (EU) users conducting transactions for professional purposes may enter their organisation's VAT number.
- Select *Next* to advance to the User Authorisation page.
- To verify the identity of the user, upload a scanned copy of a government issued identity document in PDF format.
- Select *Next* to review the details provided and complete the required declaration. Select *Submit* to be taken the Payment page.
- Authorised User access is granted on a paid annual renewal basis. Payment for the initial 12-month period is required.
  - Enter Credit card details and select *Pay*.
- Upon completed payment, the form will be submitted to the Registrar for review.
  - The confirmation page identifies the Transaction Number and the Submission Reference number. The numbers refer to documents available in *My Filings*.
- The Registrar will review the submission and may require a brief interview to confirm user details. Registry staff will contact the user via email to schedule the interview.
- The Registrar may approve, return or reject the User Authorisation submission.
  - Users will be notified on the *Messages* tab when their application has been processed. The submission will be accessible in the *My Filings* area of the Registry application.
- In the event of a return, the Registrar may request clarification and/or additional information. The user can revise their application and resubmit.
- Upon approval by the Registrar, users will be granted 'active' status as an Authorised User. Authorised Users may act in the capacity of administrator for Authenticated Entities and are enabled to submit and consent to registry submissions.
- Personal information collected to complete the User Authorisation is treated in compliance with EU General Data Protection Regulation (GDPR).

## AUTHENTICATED ENTITY REQUEST

- Like authorising individual users, the Registry also authenticates entity details and requires entities to be an active Authenticated Entity to:

- be identified as a Named Party on Registrations
  - be identified as a Designated Representative of a Named Party
  - consent to Registrations as a Named Party or Designated Representative
- To prepare an Authenticated Entity submission, select the *Create Entity* button on the card of the same name on the Dashboard.
  - Alternatively, select *New Filing* from the left-hand menu and then find the *Create Entity* filing and choose *Start*.
- The Entity Authentication form will be presented:

- Information regarding the entity to be authenticated is required:
  - *Entity name*: the legal name of the entity as identified on the corporate registration documentation from the entity's home jurisdiction.
  - *Email address*: the email address used for registry notifications related to the entity. It is recommended to include an email address that is accessible to individuals with accountability for the entity's dealings with the Registry.
  - *Entity physical address*: the address of the entity as it appears on the entity's corporate documentation (the state of the entity is a relevant consideration to the applicability of the Protocol).
  - *Telephone number*: should the Registrar seek clarification, the number provided should be of a person duly authorised to represent the entity seeking authentication.
- Information supplied should be reviewed in accordance with the *Convention*, *Protocol*, *Regulations* and *Procedures* and the anticipated interactions of the entity with the Registry.
- As part of the entity authentication process, legal details regarding the entity, and supporting documentation from the relevant government authority are required in the submission:
  - *Registered Entity Number*: Include the unique identifier for the entity as indicated on the official record from the agency with legislated authority for business registration in the home jurisdiction of the entity.
  - *Entity Type*: Include the business structure as identified on the supporting documentation.
  - *Upload Documentation*: Official documentation from the relevant government jurisdiction that confirms the entity details must be uploaded as part of the submission.

- Natural persons seeking to be identified for the purposes of being a Named Party or a Designated Representative will need to establish a separate Authenticated Entity, distinct from an individual's Authorised User credential.
  - In this scenario, enter the details of the natural person and enter the certificate number of the person's identity document and note the Entity Type as 'Natural Person'.
- When the Entity details are completed, select the *Next* button to advance to the Authority to Act as Administrator step.
- In preparing to submit an Authenticated Entity submission, the entity should identify an Authorised User to act as its initial administrator.
  - The entity's initial administrator is to submit the Authenticated Entity application.
- The Registrar requires evidence that the user has been duly authorised to act on behalf of the Entity as its initial administrator.
- An upload of a completed Authority to Act as Administrator form is required.
- Key information collected on this form:
  - *Name of Entity*: must match details included in submission and identified on legal documents.
  - *Details of the authorising natural person*: must be a director, officer or legal representative of the entity as recognised in the supplied documentation.
  - *Name of the Authorised User to be Primary Administrator*: must be the user submitting the Entity Authentication submission.
  - Signature of the authorising natural person.
- With the Authority to Act as Administrator form uploaded, select *Next* to advance to the Review step.
- Review the submission details and complete the required declaration.
- Select the *Submit* button to advance.
- Authenticated Entity status is granted on a paid annual renewal basis, therefore payment for the initial 12-month period is required.
  - Enter Credit card details and select *Pay*.
- All Entity Authentication submissions are subject to Registrar review. Upon completion of payment, the form will be submitted for review. The confirmation page identifies the Transaction Number and the Submission Reference number. The numbers refer to notifications available in the My Filings area.
- The Registrar may approve, return or reject the User Authorisation submissions.
  - Users will be notified on the *Messages* tab when their application has been processed. The submission will be accessible in the *My Filings* area of the Registry application.
- In the event of a return, the Registrar may request clarification and/or additional information. The user can revise their application and resubmit.
- Upon approval by the Registrar, an entity is granted 'active' status as an Authenticated Entity. Authenticated Entities may be identified as named parties on registrations, submit and consent to registry submissions and act in the capacity of Designated Representative.

## MANAGE ENTITY ADMINISTRATORS

- For an Authorised User to submit and consent to submissions on behalf of an entity, they must be recognised as an administrator of the Named Party entity or Designated Representative of the entity.
- The initial administrator, as established through the initial entity authentication process, is responsible for managing the addition and removal of other administrators through the Manage Entity Administrators functionality.
- An entity may have multiple Authorised Users at any given time.
- To access the Manage Entity Administrators form, select *New Filing* from the left-hand menu. From the menu that appears select the *Manage an Entity* menu and choose the entity for which administrators are to be managed.

The screenshot displays the 'My Filings' page of the International Registry of Interests in Rolling Stock application. The page features a sidebar with navigation options: Dashboard, Search, New Filing, My Filings (selected), Consents, Messages, Orders, and Help. The main content area shows a 'Start New Filing' button and a table of filings. The table has columns for Submission, Entity Number, and Description. The 'Manage an Entity' modal is open, showing a search bar and two options: 'Filing Manage Designated Representatives' and 'Filing Manage Entity Administrators', both with 'Start' buttons.

Submission	Entity Number	Description
Discharge of a Registration	---	---
Notice of a National Interest	---	---
International Interest	---	---
Discharge of a Registration	---	---
Amend a registration	---	---
Amend a registration	---	---
Amend a registration	---	---
Manage Consent	---	---

- The Manage Entity Administrators form will display all users currently with administrator credentials for the entity.
- To add a new administrator, select the *Add Entity Administrators* button.
  - Look up the intended Authorised User by their User ID number. This number must be provided to the initial administrator by the intended user.
  - Confirm the intended user information is returned and then select the *Save* button.
- This process can be repeated as required to add multiple users.
- The Manage Entity Administrators form is also used to remove administrator access as required.
  - From the list of current administrators, select the waste basket icon of the intended user for removal.
  - Confirm removal by selecting *Yes*.
- Once all required changes to administrators have been prepared, select the *Next* button.
- Review the requested changes, complete the required declaration and then submit the changes to the Registry.
- Submission confirmation will then be displayed. Notifications regarding the submission are available in the Messages area and will be emailed. The submission summary can also be found in the *My Filings* area of the application.
- Once processed, any user identified as an Administrator may undertake preparing and consenting to submissions on behalf of the entity.

## MANAGE DESIGNATED REPRESENTATIVES

- An authenticated entity may choose to authorise another entity to act on its behalf in registry matters. Typically, a named party (e.g. creditors or debtor parties) may delegate to a legal firm to undertake transactions on its behalf.
- An entity authorised to act on behalf of another is recognised as a Designated Representative in the Registry.
  - The Designated Representative relationship is between entities. Designated Representative status is not enabled at the individual user level.
- The initial administrator can add and remove designated representatives through the Manage Designated Representative functionality.
- Select the *Manage Designated Representatives* link from the Dashboard or the *New Filing* button on the left-hand menu. Under the Manage an Entity menu, select the target entity, then select *Manage Designated Representatives* from the menu.
- The Manage Designated Representatives form will display all entities with designated representative credentials for the Entity.

**Manage Designated Representatives**

Designated Representatives [0]      Review [1]

**Entity Details**

Entity name  
Lux Creditor1 Corp

**Designated Representatives**

Entity Number	Entity Name	Address
E1005	C1 DesRep Lux Inc	48 Boulevard Grande-Duchesse Charlotte, Luxembourg City, Luxembourg, 1330, Luxembourg
E1011	Can Creditor 2 Corp	10 Research Dr, Regina, SK, S4Y0B3, Canada

**Reminder / Instructions**  
Please note the following information is required to complete this step:  
✓ Designated Representative must have an authenticated entity in the registry

- Click the *Add Designated Representative* button.
  - Look up the target authenticated entity by their Entity ID number. This number must be provided to the Administrator by the target entity.
  - Confirm the intended entity information is returned and then select the *Save* button.
- This process can be repeated as required.
- The Manage Designated Representatives form is also used to remove Designated Representative credentials as required.
  - Click the *Waste Basket* icon to select the entity for removal.
  - Confirm removal by selecting *Yes*.
- Once all required changes to Designated Representatives have been prepared, click the *Next* button.
- Review the requested changes.
- Complete the required Declaration and then select the *Submit* button the changes to the Registry.
- Once submitted, the submission confirmation is displayed. The submission summary can also be found in the My Filings area of the application.

- Once granted designated representative status, administrators of the entity are enabled to act as administrators of the granting entity. This includes preparing submissions and consenting to registrations.
  - Primary Administrators are encouraged to review Designated Representative arrangements on a regular basis to ensure only intended entities are listed.

## RENEWAL OF AUTHORISED USER STATUS

- To ensure the security and integrity of the Registry, only active Authorised Users may submit and consent to registrations.
- Active Authorised User status is granted for a 12-month period from the approval date of the Registrar.
- To submit a Renewal, the user must have been previously authorised by the Registrar.
- Personal information collected as part of the Authorised User Renewal is treated in compliance with GDPR.
- To prepare an authorised user renewal submission, select the *New Filing* option from the left-hand menu and then select the *Renewal - Authorised User Status* option.
- The User Profile information will be presented for review.
- If the profile information is accurate, complete the required confirmation and declaration, then select *Submit*.
- Payment for the Renewal is required.
  - Enter Credit card details and VAT information (if applicable) and select *Pay*.
- Upon completed payment, the form will be submitted to the Registrar for processing.
- If the user profile requires changes, contact the Registrar via email at [registrar@rollingstockregistry.com](mailto:registrar@rollingstockregistry.com) to request an update.
  - Be sure to send the email from the account associated with the user profile.
  - Include the User ID and the required change in the body of the email.
- Registry staff may review renewal submissions and may contact the user as part of the review.
- The Registrar may approve, return or reject User Authorisation Renewal submissions. Users will be notified via email.
- Upon approval by the Registrar, users will be granted 12-month active status as an Authorised User from the date of approval.

## RENEWAL OF AUTHENTICATED ENTITY STATUS

- To ensure the integrity of the Registry, with limited exception, only active Authenticated Entities may be identified on submissions for registration.
- Active Authenticated Entity status is granted for a 12-month period from the approval date of the Registrar.
- An entity must have been previously authenticated by the Registrar to submit a Renewal.
- The *Renewal – Authenticated Entity* submission form is found in *Manage an Entity* area.
  - Select the *New Filing* option from the left-hand menu.
  - Select the *Manage an Entity* option that is presented at the top right of the menu.
  - A listing of all entities of which the user is an administrator will be displayed. Select the entity targeted for renewal.
  - Select the *Renewal – Authenticated Entity Status* option.
- The Entity details as registered will be presented for review.
- If the profile is accurate, complete the required confirmation and declaration, then select *Submit*.
- Payment for the Renewal is required.
  - Enter Credit card details and VAT information (if applicable) and select *Pay*.
- Upon completed payment, the form will be submitted to the Registrar for processing.
- If the entity profile requires changes, contact the Registrar via email at [registrar@rollingstockregistry.com](mailto:registrar@rollingstockregistry.com) to request an update.
  - Be sure to send the email from the account associated with the entity profile.

- Include the entity name as registered and indicate the required change in the body of the email.
- Registry staff may contact the entity administrator during the review process.
- The Registrar may approve, return or reject the Entity Authentication Renewal submissions. The administrator will be notified via email.
- Upon approval by the Registrar, entities will be granted 12-month 'active' status as an Authenticated Entity from the date of approval.

# URVIS IDENTIFIERS

## URVIS IDENTIFIER

### INTRODUCTION

- The Luxembourg Rail Protocol introduces the Unique Rail Vehicle Identification System (URVIS) Identifier. The URVIS identifier is a unique number to be permanently affixed to an item of rolling stock.
- It is additional to, and not a replacement of, any existing identification systems as determined by applicable legislation or industry requirement.
- The URVIS identifier is the primary means of identifying an item of rolling stock in the operation of the Registry.
  - It is the required identifier for items of rolling stock for the purposes of registration.
  - It is also the primary search criteria for the Priority Search Certificate.
- The Registry is the official issuer of URVIS identifiers. The Registry may enter into agreements with third parties to support the distribution of URVIS. Any such arrangement will see third parties distribute URVIS Identifiers as issued by the Registry.
- Identifiers are issued upon request, see the Request URVIS Identifiers section for order process information.

### CHARACTERISTICS

- The URVIS Identifier is a 16-digit number.
- Each URVIS Identifier issued is a randomly generated number, where the first digit is a non-zero and the sixteenth digit is a calculated check-digit.

## MODEL RULES

### OVERVIEW

- The United Nations Economic Commission for Europe (UNECE) Inland Transport Committee adopted the Model Rules on Permanent Identification of Railway Rolling Stock ("Model Rules"). These rules outline the methods and responsibilities for affixing the URVIS Identifier to items of rolling stock.
- The complete Model Rules on Permanent Identification of Railway Rolling Stock document is available for download from the UNECE Working Party on Rail Transport Publications page:  
<https://unece.org/publications/rail-transport>
- Parties intending to use the URVIS identifier must submit a declaration to the Registry formally adopting the Model Rules. The following section provides details on the process.

### MODEL RULES DECLARATION

- Parties intending to make use of the URVIS identifier and be identified as a named party to registrations are required to first submit a declaration to the Registry formally undertaking to be bound by the Model Rules.
- A party seeking to submit such declaration to the Registry can do so by visiting the Get Started area of the Registry website at [www.rollingstockregistry.com/get-started](http://www.rollingstockregistry.com/get-started) and then review Step 2 - Submit a Declaration.

Parties prepared to undertake to be bound by the Model Rules on the Permanent Identification of Railway Rolling Stock may submit a declaration to the Rolling Stock Registry by completing the form below:

1

PARTY INFORMATION

2

SUBMITTER DETAILS

3

DECLARATION

Party Name \*

Party Address \*

Address1 (mandatory)

Address2 (optional)

Address3 (optional)

City (mandatory)

Post code (mandatory)

- A party may also revoke its adoption of the Model Rules by completing the *revocation form*.
- The Registrar will review adoption and revocation submissions and post summary party information to the website for public awareness.
- Visit the *Declarations* and *Revocations* pages to review all current declarations received by the Registry.

- URVIS issuance is a straightforward process available to both Guest Users and Authorised Users.
- To access the order screen, select the *Request URVIS Identifiers* from the Dashboard card on or from the New Filings menu.
- Enter the quantity of URVIS identifiers being requested.
- Select the *Next* button.

**Request URVIS Identifiers**

Request URVIS Identifiers [0]      Review [1]      Payment

**Request URVIS Identifiers**

Quantity of URVIS Identifiers to be issued  
50

**Applicant Details**

User ID: U1181      Name: Guest User2

Address: 60 Rue Philippe II, Ville-Haute, Luxembourg, 2340, Luxembourg

**Declaration**

- Confirm the number of URVIS identifiers requested and complete the required Declaration.
- Select the *Submit* button to advance to the Payment step.
- Find the total fee amount due including any applicable taxes.
- Enter the credit card information to be used for payment and select *Pay*.
- A submission confirmation will be displayed. Note the Submission Reference number (SR#).
- Navigate to the My Filings screen to access the notification containing the URVIS identifiers ordered. Completed submissions to the Registrar can be found under the *Completed* tab.

**My Filings**      Start New Filing

Drafts (1)    Consent (0)    Payment (0)    Received (0)    Returned (0)    Rejected (0)    **Completed (2)**    Cancelled (0)

Start Date    End Date    Filter

Reference	Submission	Entity Number	Description	Status Date ↓	
SR1438	Request URVIS Identifiers	U1181	Guest User2	06/03/2024 00:23	
SR1434	User Authorisation	U1181	Guest User2	05/03/2024 22:23	

Items per page: 10    1 - 2 of 2

- Find the Submission Reference number in the list and select the *Download* icon to access the URVIS Allocation Summary. A sample view of the document follows:

## URVIS Allocation

### FILING SUMMARY

<b>Filing Reference:</b> SR1697	<b>Issue Date:</b> 21/06/2024 20:05 PM UTC
---------------------------------	--

<b>Applicant Name:</b>	C1Admin1 C1DesRep
<b>Applicant Address:</b>	48 Boulevard Grande-Duchesse Charlotte, Luxembourg, Luxembourg, 1330, Luxembourg

<b>Quantity Requested:</b> 10
-------------------------------

URVIS Identifiers Allocated	
1	1538492230483560
2	1945972812336853
3	2795409665813398
4	4777098391566939
5	6950973583362517
6	7189503558533965
7	7364511754067859
8	7543287765953353
9	7665186353803230
10	9847571704465697

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International Registry of Interests in Rolling Stock  
34, Place Guillaume II, bureau 005, L-1648 Luxembourg  
+352 203 31647  
support@rollingstockregistry.com

- Once allocated, the URVIS Identifier can be utilised:
  - *Affixation to an item of rolling stock:* Consult the Model Rules on the Permanent Identification of Railway Rolling Stock for more information regarding the practices and procedures for URVIS Identifier affixation and related handling considerations.
  - *Inclusion on submissions:* Consult the following Submissions section for additional information.

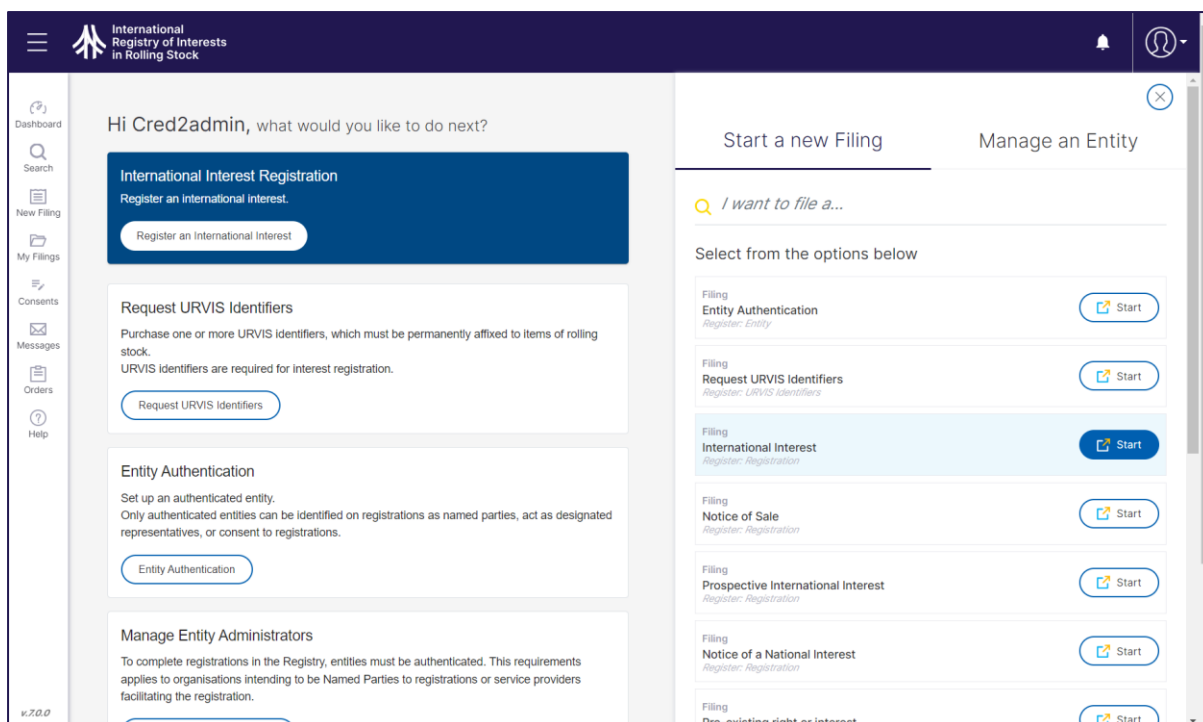
# SUBMISSIONS

## INTRODUCTION

- The Registry offers multiple submission templates to capture the required information to be registered. Generally, each registration or notice type has a corresponding form.
- Registrations are conducted in the following phases:
  - *Preparation*: Identify the intended registration or notice type and the input of all required data elements.
  - *Consent*: The consent of named parties is a requirement for registration. Named Parties or their Designated Representatives complete the consent process through the online application. Parties also have the option to refuse consent at their discretion should issues be found in the submission details.
  - *Payment*: Once the required parties have provided consent, the applicant returns to the submission and completes the necessary fee payment.
  - *Registration*: Upon successful payment, the submission is processed and registrations are generated. In most cases, the registration process occurs immediately upon payment completion.
    - Non-Consensual Right or Interest and Pre-Existing Right or Interest submissions are reviewed by the Registrar prior to registration.
  - *Notification*: The Registry utilises a combination of online messages and email notifications throughout the registration process.
- A single submission is utilised to create multiple registrations for each item of rolling stock identified in a submission. The information identified in the submission will be applied to each registration created.
  - For example, a single International Interest submission form with four URVIS Identifiers identified in the submission will generate four unique registrations – one for each URVIS Identifier. Each registration will incorporate the details (i.e. creditor, debtor, lapse date, etc.) as supplied in the submission.
- Authorised Users can access the list of forms by selecting the *New Filing* button found on the main navigation menu on the left side of the screen. A list of submission types will be presented.
- Select the *Start* button beside the intended submission type to launch the submission form.
  - Only active Authorised Users may prepare submissions. See the Authorised User section for additional information.
- The following section provides specific information for each submission type.

## INTERNATIONAL INTEREST AND PROSPECTIVE INTERNATIONAL INTEREST SUBMISSION

- To access the International Interest form, select the *New Filing* option from the left-hand menu.
- From the New Filing menu, select *Register an International Interest* or *Register a Prospective International Interest* options.
  - The following section applies to both submission types.



## INTERNATIONAL INTEREST AND PROSPECTIVE INTERNATIONAL INTEREST SUBMISSIONS: NAMED PARTY DETAILS

- The first step in preparing an International Interest submission is the identification of the Creditor(s).
- Authorised Users must be an Administrator of one of the entities to be identified on the submission or an Administrator of a Designated Representative for one of the entities. See the Administrator or Designated Representative sections for additional information.
- On the Creditor Details screen, select the *Add new Creditor* button.
- Enter the name of the entity to be added in the search field.
  - The application will offer options based on the information entered.
- To be identified as a Named Party to a registration, the entity must be registered as an active Authenticated Entity. See the Authenticated Entity section for additional information.
- Confirm the intended entity information is returned and then select the *Save* button.
  - If the intended entity is not returned, use the Authenticated Entity Search confirm the entity details and their status. See the Search section for more information.
- This process can be repeated to add multiple entities as Creditors.
- To remove an entity, click the *Waste Basket* icon. Confirm the removal by selecting the 'Yes' button and the entity will be removed from the list.
- Select *Next* to move onto the Debtor Details step.

- Add the debtor parties through the same process as used for Creditors.
  - Provide the name of the entity to be added.
    - The application will offer options based on the information entered.
  - Confirm the intended entity information is returned and then select the *Save* button.
  - To remove an entity, click the *Waste Basket* icon. Confirm the removal by selecting the ‘Yes’ button and the entity will be removed from the list.
- Users are encouraged to review debtor addressing information, particularly the State identified for the Party. Users may review the Convention and Protocol to understand the effectiveness of registration for parties situated in states that have not ratified the Protocol.
- Only a single debtor party may be identified in a submission.

#### AUTHORISING ENTRY POINT CODES

- Depending on the state of the debtor party, an Authorising Entry Point box may be presented.
- When presented, the user may enter the Authorising Entry Point code as secured from the Authorising Entry Point in the state of the debtor.
  - The Registry is not responsible for the issuance of these codes. Users will need to contact the state authority responsible for issuance of these codes.

Authorising Entry Point Code – State Contacts		
State	Authority	Contact
SPAIN	National Registry of Movable Property	Mr. D. José María de Pablos O’Mullony (jmpablos@registradores.org)

- If the Authorising Entry Point code is unavailable at the time of submission, the user may:
  - Save the submission draft and return once the code is secured. All details entered on the draft will be retained.
  - Make a declaration indicating the code was not obtainable.
    - Subsequent amendment submissions can be made to add the code to registrations. Contact the registrar at [registrar@rollingstockregistry.com](mailto:registrar@rollingstockregistry.com) to initiate the amendment.
  - Either a code or declaration must be supplied for the submission to be accepted.
- With the Debtor Details complete, select *Next* to advance the URVIS Identifiers step.

## INTERNATIONAL INTEREST AND PROSPECTIVE INTERNATIONAL INTEREST SUBMISSIONS: URVIS IDENTIFIERS

- A submission can include one or multiple URVIS identifiers.
  - Note: When multiple identifiers are identified in the submission, the processed submission will generate unique registrations for each URVIS identifier identified in the submission. The party details and additional information identified in the submission will be applied to all registrations effected.

The screenshot displays the 'International Interest' submission interface. The top navigation bar includes the logo and a search icon. The left sidebar contains links for Dashboard, Search, New Filing, My Filings, Consents, Messages, Orders, and Help. The main content area shows a progress bar with seven steps: Creditor Details [0], Debtor Details [1], URVIS Identifiers [2], Additional Information [3], Review [4], Consent, and Payment. The 'URVIS Identifiers' step is currently active. Below the progress bar, there is a section titled 'URVIS Identifiers' with two radio button options: 'Add manually' and 'Add by uploading a CSV file'. The 'Add by uploading a CSV file' option is selected. Below these options, a message states: 'A CSV file with your data must be uploaded. The CSV file must contain URVIS Identifier and Running number. A blank CSV template is available [here](#).' There are two buttons: 'Upload File' and 'Add URVIS Identifiers from file'. At the bottom of the section, it says 'No URVIS Identifier in this list' and has a button 'Add an URVIS Identifier'.

- To add a single URVIS identifier select the *Add Manually* option and then the *Add an URVIS Identifier* button.
  - Enter the URVIS identifier for the item(s) of rolling stock.
  - The running number of the item may be optionally added. Users are encouraged to refer to the Regulations and the Model Rules for additional information regarding situations where the URVIS Identifier may not be affixed to the item of rolling stock at the time of submission.
  - Click the *Save* button to add the item to the submission.
  - Multiple URVIS identifiers can be added using the steps listed above.
- For convenience, users can utilise the CSV file upload option for submissions involving multiple items of rolling stock:
  - Only CSV files are accepted. A blank CSV template is available for download [here](#).
  - The file should contain only the URVIS identifiers and the corresponding running number (where desired) of the items to be identified in the submission. Inclusion of any other data in the file may prevent extracting the data to the submission.
  - Select the *Upload File* button and then the *Select a File* button. Locate the target file and upload it. The file name will be displayed once uploaded. This file can be removed by selecting the *Waste Basket* icon.
  - To import the identifiers, Select the *Add URVIS Identifiers from file* button.
  - The Registry application will capture the identifier information and present a list of URVIS identifiers and associated running numbers on screen.
  - Each identifier may be edited using the *Pencil* icon or removed using the *Waste Basket* icon.
- With the identifiers identified, select the *Next* button to advance. The system will confirm that all URVIS Identifiers identified are in the correct format. The status of the URVIS Identifier will be confirmed as part of the Review Submission step.

## INTERNATIONAL INTEREST AND PROSPECTIVE INTERNATIONAL INTEREST SUBMISSIONS: ADDITIONAL INFORMATION

- The Additional Information screen allows the addition of the following elements:
  - *Fractional or Partial Interest*: Should the interest being registered be of a fractional or partial nature, select the *Yes* option and enter the amount in percentage format (up to 6 decimals). Otherwise, select *No*.
  - *Lapse Date*: The duration of the registration can be set by using the Lapse Date. Registrations submitted without a Lapse Date will remain on the register until discharged.
  - *Right to Discharge Holder*: A list of all parties added as creditors will be presented. Select the creditor that is intended to have the sole right to consent to discharge. This field may be amended on subsequent submissions.
- Once all additional information has been added, select the *Next* button to advance to the review step.

## INTERNATIONAL INTEREST AND PROSPECTIVE INTERNATIONAL INTEREST SUBMISSIONS: REVIEW SUBMISSION

- The Review page presents all information included in the submission. Users are encouraged to review all elements for accuracy.
- Users will see green checkmarks beside each step heading at the top of the page. A red 'X' is displayed when issues are present. Select the step to review and make any required revisions.
- Should the user be required to conduct offline review activities, the Registry application offers the following options:
  - *Save Draft*: A draft of the submission will be saved and can be accessed from the My Filings section of the application.
  - *Preview*: Selecting the *Preview* button will generate a pdf file of the draft submission. The pdf file is downloadable for offline use.
- To finalise the submission, the user must confirm the Declarations as identified on screen.
- With the Declaration completed, the user can click the *Submit* button. The Registry application will review all information supplied. Should any elements require attention, the submission will be returned to draft status and all validations will be identified at the top right of the screen.
  - Note: Submissions will only be accepted when all required conditions have been met.
- If no issues are identified, the submission advances to the Consent stage. All parties required to consent to the submission will be notified by email.

## INTERNATIONAL INTEREST AND PROSPECTIVE INTERNATIONAL INTEREST SUBMISSIONS: CONSENT

- Consent of all named parties is required to complete International Interest and Prospective International Interest submissions.
- All required consents must be received before proceeding to payment and submission.
- See Consent section for details on the process.

## INTERNATIONAL INTEREST AND PROSPECTIVE INTERNATIONAL INTEREST SUBMISSIONS: PAYMENT

- Once all required consents have been received, the applicant can complete payment and finalise the submission.
- Select the submission in the My Filings List and advance to the *Pay* screen.
- The system will calculate the required fees based on the submission type, the number of items of rolling stock identified in the submission and VAT calculations (if applicable). The total due is displayed in the Filing Details area.
- Enter the payment details as required on screen. Select the *Pay* button.
- The payment details will be transmitted through a secure payment services provider.
- Any errors in processing the payment will be displayed.

## INTERNATIONAL INTEREST AND PROSPECTIVE INTERNATIONAL INTEREST SUBMISSIONS: SUBMISSION CONFIRMATION

- Upon receipt of payment, the processing of the submission will be initiated. International Interest and Prospective International Interest submissions are processed in real time.
- The confirmation screen provides important information for users:
  - *Transaction (TR) number*: used to identify the receipt for the submission in the My Filings area.
  - *Submission Reference (SR) number*: the unique identifier for the submission. This number is found in the My Filings area to access submission details. The SR number can also be used to prepare subsequent registration submissions and for searching the Registry.
- Navigate to the *My Filings* screen to access the submission summary and transaction receipt.

## NOTICE OF SALE SUBMISSION

- To access the Notice of Sale Submission form, select the *New Filing* option from the left-hand menu. On the *Start a new Filing* tab, select the *Start* button next to Notice of Sale.

### NOTICE OF SALE SUBMISSION: NAMED PARTY DETAILS

- The first step in preparing Notice of Sale submission is the identification of the Seller(s) on the Seller Details tab.
- Authorised Users must be an Administrator of one of the entities to be identified on the submission or an Administrator of a Designated Representative for one of the entities. See the Administrator or Designated Representative sections for additional information.
- On the Seller Details screen, select the *Add New Seller* button.
- Type in the name of the entity to be added. The application will offer options based on the information entered.
- To be identified as a Named Party to a registration, the entity must be registered as an active Authenticated Entity. See the Authenticated Entity section for additional information.
- Confirm the intended entity information is returned and then select the *Save* button.
  - If the intended entity is not returned, use the Authenticated Entity Search to confirm the entity details and their status.
- This process can be repeated to add multiple entities as Sellers.
- To remove an entity, click the *Waste Basket* icon. Confirm the removal by selecting the *Yes* button and the entity will be removed from the list.
- Select *Next* to move onto the Buyer Details step.
- Add the Buyer parties through the same process as used for Seller(s).
  - Type in the name of the entity to be added. The application will offer options based on the information entered.
  - Confirm the intended entity information is returned and then select the *Save* button.
  - To remove an entity, click the *Waste Basket* icon. Confirm the removal by selecting the *Yes* button and the entity will be removed from the list.
- With the Buyer Details complete, select *Next* to advance the URVIS Identifiers step.

### NOTICE OF SALE SUBMISSION: URVIS IDENTIFIERS

- A submission can include one or multiple URVIS identifiers.
  - Note: When multiple identifiers are identified in the submission, the processed submission will generate unique registrations for each URVIS identifier identified in the submission. The party details and additional information identified in the submission will be applied to all registrations effected.
- To add a single URVIS identifier select the *Add Manually* option and then the *Add an URVIS Identifier* button.
  - Enter the URVIS identifier for the item(s) of rolling stock.

- The running number of the item may be optionally added. Users are encouraged to refer to the Regulations and the Model Rules for additional information regarding situations where the URVIS Identifier may not be affixed to the item of rolling stock at the time of submission.
  - Click the *Save* button to add the item to the submission.
  - Multiple URVIS identifiers can be added using the steps listed above.
- For convenience, users can utilise the CSV file upload option for submissions involving multiple items of rolling stock:
  - Only CSV files are accepted. A blank CSV template is available for download [here](#).
  - The file should contain only the URVIS identifiers and the corresponding running number (where desired) of the items to be identified in the submission. Inclusion of any other data in the file may prevent extracting the data to the submission.
  - Select the *Upload File* button and then the *Select a File* button. Locate the target file on your computer and upload the file. The file name will be displayed once uploaded. This file can be removed by selecting the *Waste Basket* icon.
  - To import the identifiers, Select the *Add URVIS Identifiers from file* button.
  - The Registry application will capture the identifier information and present a list of URVIS identifiers and associated running numbers on screen.
  - Each identifier may be edited using the *Pencil* icon or removed using the *Waste Basket* icon.
- With the identifiers identified, select the *Next* button to advance. The system will confirm that all URVIS Identifiers identified are in the correct format. The status of the URVIS Identifier will be confirmed as part of the Review Submission step.

#### NOTICE OF SALE SUBMISSION: ADDITIONAL INFORMATION

- The Additional Information screen allows the addition of Fractional or Partial Interest information. Should the registration be of a fractional or partial nature, select the *Yes* option and enter the amount in percentage format (up to six decimals). Otherwise, select *No*.

#### NOTICE OF SALE SUBMISSION: REVIEW SUBMISSION

- The Review page presents all information included in the submission. Users are encouraged to review all elements for accuracy.
- Users will see green checkmarks beside each step heading at the top of the page. A red 'X' is displayed when issues are present. Select the step to review and make any required revisions.
- Should the user be required to conduct offline review activities, the Registry application offers the following options:
  - *Save Draft*: A draft of the submission will be saved and can be accessed from the My Filings section of the application.
  - *Preview*: Selecting the *Preview* button will generate a pdf file of the draft submission. The pdf file is downloadable for offline use.
- To finalise the submission, the user must confirm the Declarations as identified on screen.
- With the Declaration completed, the user can click the *Submit* button. The Registry application will review all information supplied. Should any elements require attention, the submission will be returned to draft status and all validations will be identified at the top right of the screen.
  - Note: Submissions will only be accepted when all required conditions have been met.
- If no issues are identified, the submission advances to the Consent stage. All parties required to consent to the submission will be notified by email.

#### NOTICE OF SALE SUBMISSION: CONSENT

- Consent of all named parties is required to complete the Notice of Sale submission.
- All required consents must be received before proceeding to payment and submission.
- See Consent section for details on the process.

#### NOTICE OF SALE SUBMISSION: PAYMENT

- Once all required consents have been received, the applicant can complete payment and finalise the submission.

- Select the submission in the My Filings List and advance to the *Pay* screen.
- The system will calculate the required fees based on the submission type, the number of items of rolling stock identified in the submission and VAT calculations (if applicable). The total due is displayed in the Filing Details area.
- Enter the payment details as required on screen. Select the *Pay* button.
- The payment details will be transmitted through a secure payment services provider.
- Any errors in processing the payment will be displayed.

#### NOTICE OF SALE SUBMISSION: SUBMISSION CONFIRMATION

- Upon receipt of payment, the processing of the submission will be initiated. Notice of Sale submissions are processed in real time.
- The confirmation screen provides important information for users:
  - *Transaction (TR) number*: used to identify the receipt for the submission in the My Filings area.
  - *Submission Reference (SR) number*: the unique identifier for the submission. This number is found in the My Filings area to access submission details. The SR number can also be used to prepare subsequent registration submissions and for searching the Registry.
- Navigate to the My Filings screen to access the submission summary and transaction receipt.

### REGISTRATION OF NON-CONSENSUAL RIGHT OR INTEREST SUBMISSION (R-NCRI)

- To access the Registration of Non-Consensual Right or Interest (R-NCRI) form, select the New Filing option from the left-hand menu. On the Start a new Filing tab, select the *Start* button next to Non-Consensual Right or Interest.

#### R-NCRI: NAMED PARTY DETAILS

- The first step in preparing R-NCRI submission is the identification of the creditor on the Creditor Details tab.
- Authorised Users must be an Administrator of one of the creditor parties to be identified on the submission or an Administrator of a Designated Representative for one of the entities. See the Administrator or Designated Representative sections for additional information.
- On the Creditor Details screen, select the *Add New Creditor* button.
- Type in the name of the entity to be added. The application will offer options based on the information entered.
- To be identified as the creditor to a registrable non-consensual right or interest, the entity must be registered as an active Authenticated Entity. See the Authenticated Entity section for additional information.
- Confirm the intended entity information is returned and then select the Save button.
  - If the intended entity is not returned, use the Authenticated Entity Search confirm the entity details and their status.
- This process can be repeated to add multiple entities as creditors.
- To remove an entity, click the waste basket icon. Confirm the removal by selecting the *Yes* button and the entity will be removed from the list.
- Select *Next* to move onto the Debtor Details step. Select the *Add new Debtor* button to add the debtor party.
- A debtor party may be an Authenticated Entity, in which case it can be added by looking the entity up and adding it to the submission in the same fashion as adding a creditor.
- Debtor Party Considerations:
  - The debtor party may be an Authenticated Entity, in which case it can be added by looking the entity up and adding it to the submission.
  - Where the debtor party is not an Authenticated Entity, select the *Create a New Debtor* option and complete the required fields. This information is only applicable to the submission and any

registrations effected because of the submission. For clarity, this information does not create an Authenticated Entity.

- Users are encouraged to review debtor addressing information, particularly the State identified for the Party. Users may review the Convention and Protocol to understand the effectiveness of registration for parties situated in states that have not ratified the Protocol.
- With the Debtor Details complete, select *Next* to advance the URVIS Identifiers step.

#### R-NCRI: URVIS IDENTIFIERS

- A submission can include one or multiple URVIS identifiers.
  - Note: When multiple identifiers are identified in the submission, the processed submission will generate unique registrations for each URVIS identifier identified in the submission. The party details and additional information identified in the submission will be applied to all registrations effected.
- To add a single URVIS identifier select the *Add Manually* option and then the *Add an URVIS Identifier* button.
  - Enter the URVIS identifier for the item of rolling stock.
  - The running number of the item may be optionally added. Users are encouraged to refer to the Regulations and the Model Rules for additional information regarding situations where the URVIS Identifier may not be affixed to the item of rolling stock at the time of submission.
  - Click the *Save* button to add the item to the submission.
  - Multiple URVIS identifiers can be added using the steps listed above.
- For convenience, users can utilise the CSV file upload option for submissions involving multiple items of rolling stock:
  - Only CSV files are accepted. A blank CSV template is available for download [here](#).
  - The file should contain only the URVIS identifiers and the corresponding running number (where desired) of the items to be identified in the submission. Inclusion of any other data in the file may prevent extracting the data to the submission.
  - Select the *Upload File* button and then the *Select a File* button. Locate the target file upload it. The file name will be displayed once uploaded. This file can be removed by selecting the *Waste Basket* icon.
  - To import the identifiers, Select the *Add URVIS Identifiers from file* button.
  - The Registry application will capture the identifier information and present a list of URVIS identifiers and associated running numbers on screen.
  - Each identifier may be edited using the *Pencil* icon or removed using the *Waste Basket* icon.
- With the identifiers identified, select the *Next* button to advance. The system will confirm that all URVIS Identifiers identified are in the correct format. The status of the URVIS Identifier will be confirmed as part of the Review Submission step.

#### R-NCRI: DOCUMENTARY EVIDENCE

- The Registration of Non-Consensual Rights or Interests submission requires the inclusion of documentary evidence demonstrating prima facie evidence of the existence of the non-consensual right or interest.

The screenshot displays the 'Registrable Non-Consensual Right or Interest' registration workflow. The progress bar at the top shows steps: Creditor Details [0], Debtor Details [1], URVIS Identifiers [2], **Documentary Evidence [3]**, Additional Information [4], Review [5], Consent, and Payment. The 'Documentary Evidence' step is active, showing a title 'Documentary evidence of registrable non-consensual right or interest' and a prompt: 'Please upload documentary evidence pertaining to the R-NCRI to be registered \*'. Below this is a file upload area with a 'Select File(s)' button, a '- or -' separator, and a 'Drop files here' area. A note specifies: 'Please upload pdf documents only. Maximum size is 5MB'. At the bottom, there are buttons for 'Save Draft [a]', '[m] < Previous', and 'Next > [n]'.

- All documentary evidence is to be submitted in English, the operating language of the Registry. Where such evidence is not available in English, the following documents are required:
  - A copy of any original documentation; and,
  - A certified translation of the original.
- Files must be in PDF format.
- To upload documentation, select the *Upload File* button. The user can then use the *Select a File* button to find the intended file for upload. If the incorrect file is selected, the user may select the *Waste Basket* icon to remove the file.
- With the required documentary evidence uploaded to the submission, the user can select the *Next* button to move to the Additional Information step.

#### R-NCRI: ADDITIONAL INFORMATION

- The Additional Information screen allows the addition of the following elements:
  - *Fractional or Partial Interest*: Should the registration be of a fractional or partial nature, select the 'Yes' option and enter the amount in percentage format (up to six decimals). Otherwise, select 'No'.
  - *Lapse Date*: The duration of the registration can be set by using the Lapse Date. Registrations submitted without a Lapse Date will remain on the register until discharged.
  - *Right to Discharge*: A list of all parties added as creditors will be presented. Select the creditor that is intended to have the sole right to consent to discharge.
  - *Date R-NCRI Created*: Select the date by entering in text or selecting the 'Calendar' icon.
  - *Category of R-NCRI*: Individual contracting states participating in the Protocol may make specific declarations outlining specific categories of R-NCRI. Select the state of the debtor party from list provided, then select one of the categories provided. Only states with declarations allowing registration of non-consensual rights or interests will be displayed.
- Once all additional information has been added, select the *Next* button to advance to the Review step.

#### R-NCRI: REVIEW SUBMISSION

- The Review page presents all information included in the submission. Users are encouraged to review all elements for accuracy.
- Users will see green checkmarks beside each step heading at the top of the page. A red 'X' is displayed when issues are present. Select the step to review and make any required revisions.
- Should the user be required to conduct offline review activities, the Registry application offers the following options:
  - *Save Draft*: A draft of the submission will be saved and can be accessed from the My Filings section of the application.

- *Preview*: Selecting the *Preview* button will generate a pdf file of the draft submission. The pdf file is downloadable for offline use.
- To finalise the submission, the user must confirm the Declarations as identified on screen.
- With the Declaration completed, the user can click the *Submit* button. The Registry application will review all information supplied. Should any elements require attention, the submission will be returned to draft status and all validations will be identified at the top right of the screen.
  - Note: Submissions will only be accepted when all required conditions have been met.
- If no issues are identified, the submission advances to the Consent stage. All parties required to consent to the submission will be notified by email.

#### R-NCRI: CONSENT

- Consent of all creditor parties is required to complete the submission.
- All required consents must be received before proceeding to payment and submission.
- See Consent Section for details.

#### R-NCRI: PAYMENT

- Once all required consents have been received, the applicant can complete payment and finalise the submission.
- Select the submission in the My Filings List and advance to the *Pay* screen.
- The system will calculate the required fees based on the submission type, the number of items of rolling stock identified in the submission and VAT calculations (if applicable). The total due is displayed in the Filing Details area.
- Enter the payment details as required on screen. Select the *Pay* button.
- The payment details will be transmitted through a secure payment services provider.
- Any errors in processing the payment will be displayed.

#### R-NCRI: SUBMISSION CONFIRMATION

- Upon receipt of payment, the confirmation screen will be displayed.
- The confirmation screen provides important information for users:
  - *Transaction (TR) number*: used to identify the receipt for the submission in the My Filings area.
  - *Submission Reference (SR) number*: the unique identifier for the submission. This number is found in the My Filings area to access submission details. The SR number can also be used to prepare subsequent registration submissions and for searching the Registry.
- Navigate to the My Filings screen to access the submission summary and transaction receipt.

#### R-NCRI: REGISTRAR REVIEW

- R-NCRI submissions are subject to Registrar review as a condition of registration.
- Upon receipt of the submission, Notice of Caution filings will be posted to the Registry for each item of rolling stock identified in the submission. These caution filings will appear on Priority Search Certificates while the Registrar completes the review.
- The Registrar will conduct its review in a timely fashion. Section 5.6.4 of the Regulations outlines the time period for completion of the review.
- The Registrar will review the submission, including the supplied documentary evidence, to determine if the prima facie evidence requirement has been satisfied.
- Upon completion of Registrar review, there are two outcomes:
  - *Registered*: the caution filing(s) made at the time of submission will be removed from the Registry and the R-NCRI will be registered against all items of rolling stock identified in the submission.
  - *Rejected*: the caution filing(s) made at the time of submission will be removed from the Registry.
- Notification of the outcome will be posted to the My Filings area and delivered by email to the creditor(s) and applicant of the submission.

## PRE-EXISTING RIGHT OR INTEREST SUBMISSION

- To access the Pre-Existing Right or Interest submission form, select the New Filing option from the left-hand menu. On the Start a new Filing tab, select the *Start* button next to Pre-Existing Right or Interest.

### PRE-EXISTING RIGHT OR INTEREST SUBMISSION: NAMED PARTY DETAILS

- To be identified as the creditor to a unilateral registration of a pre-existing right or interest, the entity must be registered as an active Authenticated Entity. See the Authenticated Entity section for additional information.
- Authorised Users must be an Administrator of one of the creditor parties to be identified on the submission or an Administrator of a Designated Representative of the entities. See the Administrator or Designated Representative sections for additional information.
- On the Creditor Details screen, select the *Add New Creditor* button.
- Type in the name of the entity to be added. The application will offer options based on the information entered.
- To be identified as the creditor to a pre-existing right or interest, the entity must be registered as an active Authenticated Entity. See the Authenticated Entity section for additional information.
- Confirm the intended entity information is returned and then select the *Save* button.
  - If the intended entity is not returned, use the Authenticated Entity Search to confirm the entity details and their status.
- This process can be repeated to add multiple entities as creditors.
- To remove an entity, click the *Waste Basket* icon. Confirm the removal by selecting the *Yes* button and the entity will be removed from the list.
- Select *Next* to move onto the Debtor Details step. Select the *Add new Debtor* button to add the debtor party.
- Debtor Party Considerations:
  - The debtor party may be an Authenticated Entity, in which case it can be added by looking the entity up and adding it to the submission.
  - Where the debtor party is not an Authenticated Entity, select the *Create a New Debtor* option and complete the required fields. This information is only applicable to the submission and any registrations effected because of the submission. For clarity, this information does not create an Authenticated Entity.
- Users are encouraged to review debtor addressing information, particularly the State identified for the Party. Users may review the Convention and Protocol to understand the effectiveness of registration for parties situated in states that have not ratified the Protocol.
- With the Debtor Details complete, select *Next* to advance the URVIS Identifiers step.

### PRE-EXISTING RIGHT OR INTEREST SUBMISSION: URVIS IDENTIFIERS

- A submission can include one or multiple URVIS identifiers.
  - Note: When multiple identifiers are identified in the submission, the processed submission will generate unique registrations for each URVIS identifier identified in the submission. The party details and additional information identified in the submission will be applied to all registrations effected.
- To add a single URVIS identifier select the *Add Manually* option and then the *Add an URVIS Identifier* button.
  - Enter the URVIS identifier for the item of rolling stock.
  - The running number of the item may be optionally added. Users are encouraged to refer to the Regulations and the Model Rules for additional information regarding situations where the URVIS Identifier may not be affixed to the item of rolling stock at the time of submission.
  - Click the *Save* button to add the item to the submission.
  - Multiple URVIS identifiers can be added using the steps listed above.
- For convenience, users can utilise the CSV file upload option for submissions involving multiple items of rolling stock:

- Only CSV files are accepted. A blank CSV template is available for download [here](#).
- The file should contain only the URVIS identifiers and the corresponding running number (where desired) of the items to be identified in the submission. Inclusion of any other data in the file may prevent extracting the data to the submission.
- Select the *Upload File* button and then the *Select a File* button. Locate the target file on your computer and upload the file. The file name will be displayed once uploaded. This file can be removed by selecting the *Waste Basket* icon.
- To import the identifiers, Select the *Add URVIS Identifiers from file* button.
- The Registry application will capture the identifier information and present a list of URVIS identifiers and associated running numbers on screen.
- Each identifier may be edited using the *Pencil* icon or removed using the *Waste Basket* icon.
- With the identifiers identified, select the *Next* button to advance. The system will confirm that all URVIS Identifiers identified are in the correct format. The status of the URVIS Identifier will be confirmed as part of the Review Submission step.

#### PRE-EXISTING RIGHT OR INTEREST SUBMISSION: DOCUMENTARY EVIDENCE

- The Registration of Pre-Existing Rights or Interests submission requires the inclusion of documentary evidence demonstrating prima facie evidence of the existence of the non-consensual right or interest.

The screenshot displays the 'Pre-Existing Right or Interest' submission interface. At the top, a progress bar shows the current step, 'Documentary Evidence [3]', highlighted. The sidebar on the left contains navigation links: Dashboard, Search, New Filing, My Filings, Consents, Messages, Orders, and Help. The main content area is titled 'Documentary evidence of pre-existing right or interest' and includes a prompt: 'Please upload documentation of confirmation of pre-existing right or interest \*'. Below this is a file upload area with a 'Select File(s)' button and a 'Drop files here' instruction. A note specifies: 'Please upload pdf documents only. Maximum size is 5MB'. At the bottom, there are buttons for 'Save Draft [a]', '[m] < Previous', and 'Next > [n]'.

- All documentary evidence is to be submitted in English, the operating language of the Registry. Where such evidence is not available in English, the following documents are required:
  - A copy of any original documentation; and,
  - A certified translation of the original.
- Files must be in PDF format.
- To upload documentation, select the *Upload File* button. The user can then use the *Select a File* button to find the intended file for upload. If the incorrect file is selected, the user may select the *Waste Basket* icon to remove the file.
- With the required documentary evidence uploaded to the submission, the user can select the *Next* button to move to the Additional Information step.

#### PRE-EXISTING RIGHT OR INTEREST SUBMISSION: ADDITIONAL INFORMATION

- The Additional Information screen allows the addition of the following elements:
  - *Fractional or Partial Interest*: Should the registration be of a fractional or partial nature, select the *Yes* option and enter the amount in percentage format (up to six decimals). Otherwise, select *No*.
  - *Lapse Date*: The duration of the registration can be set by using the Lapse Date. Registrations submitted without a Lapse Date will remain on the register until discharged.

- *Right to Discharge*: A list of all parties added as creditors will be presented. Select the creditor that is intended to have the sole right to consent to discharge.
- *Date Right or Interest Created*: Select the date by entering in text or selecting the calendar icon.
- *Debtor State*: To confirm the debtor state at the time the interest was created, select the State from the supplied list. Only States that have made declarations allowing registration of pre-existing rights or interests will be displayed.
- Once all additional information has been added, select the *Next* button to advance to the Review step.

#### **PRE-EXISTING RIGHT OR INTEREST SUBMISSION: REVIEW SUBMISSION**

- The Review page presents all information included in the submission. Users are encouraged to review all elements for accuracy.
- Users will see green checkmarks beside each step heading at the top of the page. A red 'X' is displayed when issues are present. Select the step to review and make any required revisions.
- Should the user be required to conduct offline review activities, the Registry application offers the following options:
  - *Save Draft*: A draft of the submission will be saved and can be accessed from the My Filings section of the application.
  - *Preview*: Selecting the *Preview* button will generate a pdf file of the draft submission. The pdf file is downloadable for offline use.
- To finalise the submission, the user must confirm the Declarations as identified on screen.
- With the Declaration completed, the user can click the *Submit* button. The Registry application will review all information supplied. Should any elements require attention, the submission will be returned to draft status and all validations will be identified at the top right of the screen.
  - Note: Submissions will only be accepted when all required conditions have been met.
- If no issues are identified, the submission advances to the Consent stage. All parties required to consent to the submission will be notified by email.

#### **PRE-EXISTING RIGHT OR INTEREST SUBMISSION: CONSENT**

- Consent of all creditor parties is required to complete the submission.
- All required consents must be received before proceeding to payment and submission.
- See Consent Section for details.

#### **PRE-EXISTING RIGHT OR INTEREST SUBMISSION: PAYMENT**

- Once all required consents have been received, the applicant can complete payment and finalise the submission.
- Select the submission in the My Filings List and advance to the *Pay* screen.
- The system will calculate the required fees based on the submission type, the number of items of rolling stock identified in the submission and VAT calculations (if applicable). The total due is displayed in the Filing Details area.
- Enter the payment details as required on screen. Select the *Pay* button.
- The payment details will be transmitted through a secure payment services provider.
- Any errors in processing the payment will be displayed.

#### **PRE-EXISTING RIGHT OR INTEREST SUBMISSION: SUBMISSION CONFIRMATION**

- Upon receipt of payment, the confirmation screen will be displayed.
- The confirmation screen provides important information for users:
  - *Transaction (TR) number*: used to identify the receipt for the submission in the My Filings area.
  - *Submission Reference (SR) number*: the unique identifier for the submission. This number is found in the My Filings area to access submission details. The SR number can also be used to prepare subsequent registration submissions and for searching the Registry.
- Navigate to the My Filings screen to access the submission summary and transaction receipt.

## PRE-EXISTING RIGHT OR INTEREST SUBMISSION: REGISTRAR REVIEW

- Pre-Existing Rights or Interests submissions are subject to Registrar review as a condition for registration.
- Upon receipt of the submission, Notice of Caution filings will be posted to the Registry for each item of rolling stock identified in the submission. These caution filings will appear on Priority Search Certificates while the Registrar completes the review.
- The Registrar will conduct its review in a timely fashion. Section 5.6.4 of the Regulations outlines the time period for completion of the review.
- The Registrar will review the submission, including the supplied documentary evidence, to determine if the prima facie evidence requirement has been satisfied.
- Upon completion of Registrar review, there are two outcomes:
  - *Registered*: the caution filing(s) made at the time of submission will be removed from the Registry and the R-NCRI will be registered against all items of rolling stock identified in the submission.
  - *Rejected*: the caution filing(s) made at the time of submission will be removed from the Registry.
- Notification of the outcome will be posted to the My Filings area and delivered by email to the creditor(s) and applicant of the submission.

## REGISTRATION OF NOTICE OF NATIONAL INTEREST SUBMISSION

- To access the Notice of National Interest submission form, select the *New Filing* option from the left-hand menu. On the Start a new Filing tab, select the *Start* button next to Notice of National Interest'

### REGISTRATION OF NOTICE OF NATIONAL INTEREST SUBMISSION: NAMED PARTY DETAILS

- To be identified as the creditor to a unilateral registration of a Notice of National Interest, the entity must be registered as an active Authenticated Entity. See the Authenticated Entity section for additional information.
- Authorised Users must be an Administrator of one of the creditor parties to be identified on the submission or an Administrator of a Designated Representative of the entities. See the Administrator or Designated Representative sections for additional information.
- On the Creditor Details screen, select the *Add New Creditor* button.
- Type in the name of the entity to be added. The application will offer options based on the information entered.
- To be identified as the creditor to a Notice of National Interest, the entity must be registered as an active Authenticated Entity. See the Authenticated Entity section for additional information.
- Confirm the intended entity information is returned and then select the *Save* button.
  - If the intended entity is not returned, use the Authenticated Entity Search to confirm the entity details and their status.
- This process can be repeated to add multiple entities as creditors.
- To remove an entity, click the *Waste Basket* icon. Confirm the removal by selecting the 'Yes' button and the entity will be removed from the list.
- Select *Next* to move onto the Debtor Details step.
- Debtor Party Considerations:
  - The debtor party may be an Authenticated Entity, in which case it can be added by looking the entity up and adding it to the submission.
  - Where the debtor party is not an Authenticated Entity, select the *Create a New Debtor* option and complete the required fields. This information is only applicable to the submission and any registrations effected because of the submission. For clarity, this information does not create an Authenticated Entity.

- Users are encouraged to review debtor addressing information, particularly the State identified for the Party. Users may review the Convention and Protocol to understand the effectiveness of registration for parties situated in states that have not ratified the Protocol.
- With the Debtor Details complete, select *Next* to advance the URVIS Identifiers step.

#### REGISTRATION OF NOTICE OF NATIONAL INTEREST SUBMISSION: URVIS IDENTIFIERS

- A submission can include one or multiple URVIS identifiers.
  - Note: When multiple identifiers are identified in the submission, the processed submission will generate unique registrations for each URVIS identifier identified in the submission. The party details and additional information identified in the submission will be applied to all registrations effected.
- To add a single URVIS identifier select the *Add Manually* option and then the *Add an URVIS Identifier* button.
  - Enter the URVIS identifier for the item(s) of rolling stock.
  - The running number of the item may be optionally added. Users are encouraged to refer to the Regulations and the Model Rules for additional information regarding situations where the URVIS Identifier may not be affixed to the item of rolling stock at the time of submission.
  - Click the *Save* button to add the item to the submission.
  - Multiple URVIS identifiers can be added using the steps listed above.
- For convenience, users can utilise the CSV file upload option for submissions involving multiple items of rolling stock:
  - Only CSV files are accepted. A blank CSV template is available for download [here](#).
  - The file should contain only the URVIS identifiers and the corresponding running number (where desired) of the items to be identified in the submission. Inclusion of any other data in the file may prevent extracting the data to the submission.
  - Select the *Upload File* button and then the *Select a File* button. Locate the target file and upload it. The file name will be displayed once uploaded. This file can be removed by selecting the *Waste Basket* icon.
  - To import the identifiers, Select the *Add URVIS Identifiers from file* button.
  - The Registry application will capture the identifier information and present a list of URVIS identifiers and associated running numbers on screen.
  - Each identifier may be edited using the *Pencil* icon or removed using the *Waste Basket* icon.
- With the identifiers identified, select the *Next* button to advance. The system will confirm that all URVIS Identifiers identified are in the correct format. The status of the URVIS Identifier will be confirmed as part of the Review Submission step.

#### REGISTRATION OF NOTICE OF NATIONAL INTEREST SUBMISSION: DOCUMENTARY EVIDENCE

- Registration of Notice of National Interest requires the inclusion of documentary evidence confirming the existence of the interest.
- All documentary evidence is to be submitted in English, the operating language of the Registry. Where such evidence is not available in English, the following documents are required:
  - A copy of any original documentation; and,
  - A certified translation of the original.
- Files must be in PDF format.
- To upload documentation, select the *Upload File* button. The user can then use the *Select a File* button to find the intended file for upload. If the incorrect file is selected, the user may select the *Waste Basket* icon to remove the file.

#### REGISTRATION OF NOTICE OF NATIONAL INTEREST SUBMISSION: ADDITIONAL INFORMATION

- The Additional Information screen allows the addition of the following elements:
  - *Fractional or Partial Interest*: Should the registration be of a fractional or partial nature, select the *Yes* option and enter the amount in percentage format (up to six decimals). Otherwise, select *No*.

- *Right to Discharge*: A list of all parties added as creditors will be presented. Select the creditor that is intended to have the sole right to consent to discharge.
- *Debtor State*: To confirm the debtor state at the time the interest was created, select the State from the supplied list. Only states who have made declarations allowing registration of pre-existing rights or interests will be displayed.
- Once all additional information has been added, select the *Next* button to advance to the Review step.

#### **REGISTRATION OF NOTICE OF NATIONAL INTEREST SUBMISSION: REVIEW SUBMISSION**

- The Review page presents all information included in the submission. Users are encouraged to review all elements for accuracy.
- Users will see green checkmarks beside each step heading at the top of the page. A red 'X' is displayed when issues are present. Select the step to review and make any required revisions.
- Should the user be required to conduct offline review activities, the Registry application offers the following options:
  - *Save Draft*: A draft of the submission will be saved and can be accessed from the My Filings section of the application.
  - *Preview*: Selecting the *Preview* button will generate a pdf file of the draft submission. The pdf file is downloadable for offline use.
- To finalise the submission, the user must confirm the Declarations as identified on screen.
- With the Declaration completed, the user can click the *Submit* button. The Registry application will review all information supplied. Should any elements require attention, the submission will be returned to draft status and all validations will be identified at the top right of the screen.
  - Note: Submissions will only be accepted when all required conditions have been met.
- If no issues are identified, the submission advances to the Consent stage. All parties required to consent to the submission will be notified by email.

#### **REGISTRATION OF NOTICE OF NATIONAL INTEREST SUBMISSION: CONSENT**

- Consent of all creditor parties is required to complete the submission.
- All required consents must be received before proceeding to payment and submission.
- See Consent Section for details.

#### **REGISTRATION OF NOTICE OF NATIONAL INTEREST SUBMISSION: PAYMENT**

- Once all required consents have been received, the applicant can complete payment and finalise the submission.
- Select the submission in the My Filings List and advance to the *Pay* screen.
- The system will calculate the required fees based on the submission type, the number of items of rolling stock being registered against and VAT (if applicable) calculations. The total due is displayed in the 'Filing Details' area.
- Enter the payment details as required on screen. Select the *Pay* button.
- The payment details will be transmitted through a secure payment services provider.
- Any errors in processing the payment will be displayed.

#### **REGISTRATION OF NOTICE OF NATIONAL INTEREST SUBMISSION: SUBMISSION CONFIRMATION**

- Upon receipt of payment, the processing of the submission will be initiated. Many submissions are processed in real time.
- The confirmation screen provides important information for users:
  - *Transaction (TR) number*: used to identify the receipt for the submission in the My Filings area.
  - *Submission Reference (SR) number*: the unique identifier for the submission. This number is found in the My Filings area to access submission details. The SR number can also be used to prepare subsequent registration submissions and for searching the Registry.
- Navigate to the My Filings screen to access the submission summary and transaction receipt.

## REGISTRATION OF ASSIGNMENT SUBMISSION

- To access the Registration of Assignment submission form, select the New Filing option from the left-hand menu. On the Start a new Filing tab, select the *Start* button next to Assignment.

### REGISTRATION OF ASSIGNMENT SUBMISSION: ASSIGNOR DETAILS

- The first step in preparing a Registration of Assignment submission is the identification of the Assignor(s) on the Assignor Details tab.
- Authorised Users must be an Administrator of one of the entities to be identified on the submission or an Administrator of a Designated Representative for one of the entities. See the Administrator or Designated Representative sections for additional information.
- On the Assignor Details screen, select the *Add New Assignor* button.
- Type in the name of the entity to be added. The application will offer options based on the information entered.
- To be identified as a Named Party to a registration, the entity must be registered as an active Authenticated Entity. See the Authenticated Entity section for additional information.
- Confirm the intended entity information is returned and then select the *Save* button.
  - If the intended entity is not returned, use the Authenticated Entity Search to confirm the entity details and their status.
- This process can be repeated to add multiple entities as Assignors.
- To remove an entity, click the *Waste Basket* icon. Confirm the removal by selecting the 'Yes' button and the entity will be removed from the list.
- Select *Next* to move onto the 'Interest Details' step.

### REGISTRATION OF ASSIGNMENT SUBMISSION: INTEREST DETAILS

- Registrations of Assignment are affected on specific registrations. As such, a unique submission is required for each registration to be assigned.
- Select the *Add New Interest* button to identify the target registration to be assigned.

The screenshot displays the 'International Registry of Interests in Rolling Stock' web application. The main interface is in the background, showing the 'Assignment' section with 'Assignor Details [0]' and 'Interest Details' tabs. A modal window titled 'Add Interest Details' is open in the foreground. The modal contains the following fields and information:

- Registration Number:** A text input field containing 'RN1146' and a 'Search' button.
- Registration Number:** A field displaying 'RN1146' with a red asterisk indicating a required field.
- Registration Type:** A field displaying 'Prospective International Interest' with a red asterisk.
- Uris Identifier:** A field displaying '9913119465537897' with a red asterisk.
- Creditors:** A field displaying 'Lux Creditor1 Corp'.
- Debtor:** A field displaying 'Ensin Dahtor 1 Ltd'.
- At the bottom of the modal are 'Save' and 'Cancel' buttons.

- Look up the target registration by the Registration Number.
  - Registration numbers can be found on the Priority Search Certificate for the item of rolling stock or the originating Submission Summary that effected the registration.
- Confirm the intended registration information is returned and then select the *Save* button.

- It is possible to assign an interest that is not registered within the Registry. To do so, select the *Add an Unregistered Interest* box. The dialogue box will present additional fields to capture information regarding the unregistered interest to be assigned.
  - Enter the entity details of the original debtor or primary obligor.
  - Enter a text description of the unregistered interest to be assigned.
  - Select the *Save* button to add the unregistered interest information to the submission.
- Summary information regarding the interest to be assigned will be displayed.
- To remove the registration, click the *Waste Basket* icon. The registration information will be removed from the list.
- Once the registration to be assigned has been confirmed, select the *Next* button to advance.

#### REGISTRATION OF ASSIGNMENT SUBMISSION: ASSIGNEE DETAILS

- To be identified as the Assignee, the entity must be registered as an active Authenticated Entity. See the Authenticated Entity section for additional information.
- On the Assignee Details screen, select the *Add New Assignee* button.
- Type in the name of the entity to be added. The application will offer options based on the information entered.
- Confirm the intended entity information is returned and then select the *Save* button.
  - If the intended entity is not returned, use the Authenticated Entity Search to confirm the entity details and their status.
- This process can be repeated to add multiple entities as required.
- To remove an entity, click the *Waste Basket* icon. Confirm the removal by selecting the *Yes* button and the entity will be removed from the list.

#### REGISTRATION OF ASSIGNMENT SUBMISSION: ADDITIONAL INFORMATION

- The Additional Information screen allows the addition of Fractional or Partial Interest information. Should the registration be of a fractional or partial nature, select the *Yes* option and enter the amount in percentage format (up to six decimals). Otherwise, select *No*.

#### REGISTRATION OF ASSIGNMENT SUBMISSION: REVIEW SUBMISSION

- The Review page presents all information identified in the submission. Users are encouraged to review all elements for accuracy.
- Users will see green checkmarks beside each step heading at the top of the page. A red 'X' is displayed when issues are present. Select the step to review and make any required revisions.
- Should the user be required to conduct offline review activities, the Registry application offers the following options:
  - *Save Draft*: A draft of the submission will be saved and can be accessed from the My Filings section of the application.
  - *Preview*: Selecting the *Preview* button will generate a pdf file of the draft submission. The pdf file is downloadable for offline use.
- To finalise the submission, the user must confirm the Declarations as identified on screen.
- With the Declaration completed, the user can click the *Submit* button. The Registry application will review all information supplied. Should any elements require attention, the submission will be returned to draft status and all validations will be identified at the top right of the screen.
  - Note: Submissions will only be accepted when all required conditions have been met.
- If no issues are identified, the submission advances to the Consent stage. All parties required to consent to the submission will be notified by email.

#### REGISTRATION OF ASSIGNMENT SUBMISSION: CONSENT

- Consent of all named parties is required to complete the Registration of Assignment submission.
- All required consents must be received before proceeding to payment and submission.
- See Consent Section for details.

#### REGISTRATION OF ASSIGNMENT SUBMISSION: PAYMENT

- Once all required consents have been received, Users can complete payment and finalise the submission.
- Select the submission in the My Filings List and advance to the *Pay* screen.
- The system will calculate the required fees based on the submission type, the number of items of rolling stock being registered against and VAT (if applicable) calculations. The total due is displayed in the Filing Details area.
- Enter the payment details as required on screen. Select the *Pay* button.
- The payment details will be transmitted through a secure payment services provider.

#### REGISTRATION OF ASSIGNMENT SUBMISSION: SUBMISSION CONFIRMATION

- Upon receipt of payment, the processing of the submission will be initiated. The Registration of Assignment submission is processed in real time.
- The confirmation screen provides important information for users:
  - *Transaction (TR) number*: used to identify the receipt for the submission in the My Filings area.
  - *Submission Reference (SR) number*: the unique identifier for the submission. This number is found in the My Filings area to access submission details. The SR number can also be used to prepare subsequent registration submissions and for searching the Registry.
- Navigate to the My Filings screen to access the submission summary and transaction receipt.

### REGISTRATION OF SUBORDINATION SUBMISSION

- To access the Registration of Subordination submission form, select the *New Filing* option from the left-hand menu. On the Start a new Filing tab, select the *Start* button next to Subordination.

#### REGISTRATION OF SUBORDINATION SUBMISSION: INTEREST TO BE SUBORDINATED

- The first step in preparing a Registration of Subordination submission is the identification of the interest to be subordinated.
- Select the *Add Interest to be Subordinated* button to identify to the intended registration to be subordinated.
- Look up the target registration by the registration number.
  - Registration numbers can be found on the Priority Search Certificate for the item of rolling stock or the originating Submission Summary that affected the interest.
- It is possible to subordinate an interest that is not registered within the Registry. To do so, select the 'Add an Unregistered Interest' box. The dialogue box will present additional fields to capture information regarding the unregistered interest to be assigned.
  - Enter the entity details of the original debtor or primary obligor.
  - Enter a text description of the unregistered interest to be assigned.
- Confirm the intended registration information is returned and then select the *Save* button.
- Summary information regarding the interest to be assigned will be displayed.
- To remove the registration, click the *Waste Basket* icon. The registration information will be removed from the list.
- Once the registration to be subordinated has been confirmed, select the *Next* button to advance.

#### REGISTRATION OF SUBORDINATION SUBMISSION: INTEREST BENEFITTING FROM SUBORDINATION

- Select the *Add Interest Benefitting from Subordination* button to identify to the target registration to be the benefiting registration.
- Look up the target registration by the registration number.
- Select the *Save* button to advance to Review page.

#### REGISTRATION OF SUBORDINATION SUBMISSION: REVIEW SUBMISSION

- The Review page presents all information identified in the submission. Users are encouraged to review all elements for accuracy.

- Users will see green checkmarks beside each step heading at the top of the page. A red 'X' is displayed when issues are present. Select the step to review and make any required revisions.
- Should the user be required to conduct offline review activities, the Registry application offers the following options:
  - *Save Draft*: A draft of the submission will be saved and can be accessed from the My Filings section of the application.
  - *Preview*: Selecting the *Preview* button will generate a pdf file of the draft submission. The pdf file is downloadable for offline use.
- To finalise the submission, the user must confirm the Declarations as identified on screen.
- With the Declaration completed, the user can click the *Submit* button. The Registry application will review all information supplied. Should any elements require attention, the submission will be returned to draft status and all validations will be identified at the top right of the screen.
  - Note: Submissions will only be accepted when all required conditions have been met.
- If no issues are identified, the submission advances to the Consent stage. All parties required to consent to the submission will be notified by email.

#### REGISTRATION OF SUBORDINATION SUBMISSION: CONSENT

- Consent of all named parties is required to complete the Registration of Subordination submission.
- All required consents must be received before proceeding to payment and submission.
- See Consent section for details on the process.

#### REGISTRATION OF SUBORDINATION SUBMISSION: PAYMENT

- Once all required consents have been received, the applicant can complete payment and finalise the submission.
- Select the submission in the My Filings List and advance to the *Pay* screen.
- The system will calculate the required fees based on the submission type, the number of items of rolling stock being registered against and VAT (if applicable) calculations. The total due is displayed in the 'Filing Details' area.
- Enter the payment details as required on screen. Select the *Pay* button.
- The payment details will be transmitted through a secure payment services provider.
- Any errors in processing the payment will be displayed.

#### REGISTRATION OF SUBORDINATION SUBMISSION: SUBMISSION CONFIRMATION

- Upon receipt of payment, the processing of the submission will be initiated. The Registration of Assignment submission is processed in real time.
- The confirmation screen provides important information for users:
  - *Transaction (TR) number*: used to identify the receipt for the submission in the My Filings area.
  - *Submission Reference (SR) number*: the unique identifier for the submission. This number is found in the My Filings area to access submission details. The SR number can also be used to prepare subsequent registration submissions and for searching the Registry.
- Navigate to the My Filings screen to access the submission summary and transaction receipt.

### REGISTRATION OF SUBROGATION SUBMISSION

- To access the Registration of a Subrogation submission form, select the *New Filing* option from the left-hand menu. On the Start a new Filing tab, select the *Start* button next to Subrogation.

#### REGISTRATION OF SUBROGATION SUBMISSION: SUBROGOR DETAILS

- The first step in preparing a Registration of a Subrogation submission is the identification of the Subrogor(s) on the Subrogor Details tab.
- Authorised Users must be an Administrator of one of the entities to be identified on the submission or an Administrator of a Designated Representative for one of the entities. See the Administrator or Designated Representative sections for additional information.

- On the Subrogor Details screen, select the *Add New Subrogor* button.
- Type in the name of the entity to be added. The application will offer options based on the information entered.
- To be identified as a Named Party to a registration, the entity must be registered as an active Authenticated Entity. See the Authenticated Entity section for additional information.
- Confirm the intended entity information is returned and then select the *Save* button.
  - If the intended entity is not returned, use the Authenticated Entity Search to confirm the entity details and their status.
- This process can be repeated to add multiple entities as Subrogors.
- To remove an entity, click the *Waste Basket* icon. Confirm the removal by selecting the 'Yes' button and the entity will be removed from the list.
- Select *Next* to move onto the Interest Details step.

#### REGISTRATION OF SUBROGATION SUBMISSION: INTEREST DETAILS

- Registrations of Subrogation are affected on specific registrations. As such, a unique submission is required for each registration to be subrogated.
- Select the *Add New Interest* button to identify the target registration to be assigned.
- Look up the target registration by the registration number.
  - Registration numbers can be found on Priority Search Certificate for the item of rolling stock or the originating Submission Summary that affected the interest.
- Confirm the intended registration information is returned and then select the *Save* button.
- It is possible to subrogate an interest that is not registered within the Registry. To do so, select the 'Add an Unregistered Interest' box. The dialogue box will present additional fields to capture information regarding the unregistered interest to be assigned.
  - Enter the entity details of the debtor.
  - Enter a text description of the unregistered interest to be subrogated.
  - Select the *Save* button to add the unregistered interest information to the submission.
- Summary information regarding the interest to be assigned will be displayed.
- To remove the registration, click the *Waste Basket* icon. The registration information will be removed from the list.
- Once the registration to be assigned has been confirmed, select the *Next* button to advance.

#### REGISTRATION OF SUBROGATION SUBMISSION: SUBROGEE DETAILS

- To be identified as the Subrogee, the entity must be registered as an active Authenticated Entity. See the Authenticated Entity section for additional information.
- On the Subrogee Details screen, select the *Add New Subrogee* button.
- Type in the name of the entity to be added. The application will offer options based on the information entered.
- Confirm the intended entity information is returned and then select the *Save* button.
  - If the intended entity is not returned, use the Authenticated Entity Search to confirm the entity details and their status.
- This process can be repeated to add multiple entities as required.
- To remove an entity, click the *Waste Basket* icon. Confirm the removal by selecting the *Yes* button and the entity will be removed from the list.
- Select *Next* to move onto the Additional Information section.

#### REGISTRATION OF SUBROGATION SUBMISSION: ADDITIONAL INFORMATION

- The Additional Information screen allows the addition of Fractional or Partial Interest information. Should the registration be of a fractional or partial nature, select the 'Yes' option and enter the amount in percentage format (up to six decimals). Otherwise, select 'No'.

### REGISTRATION OF SUBROGATION SUBMISSION: REVIEW SUBMISSION

- The Review page presents all information identified in the submission. Users are encouraged to review all elements for accuracy.
- Users will see green checkmarks beside each step heading at the top of the page. A red 'X' is displayed when issues are present. Select the step to review and make any required revisions.
- Should the user be required to conduct offline review activities, the Registry application offers the following options:
  - *Save Draft*: A draft of the submission will be saved and can be accessed from the My Filings section of the application.
  - *Preview*: Selecting the *Preview* button will generate a pdf file of the draft submission. The pdf file is downloadable for offline use.
- To finalise the submission, the user must confirm the Declarations as identified on screen.
- With the Declaration completed, the user can click the *Submit* button. The Registry application will review all information supplied. Should any elements require attention, the submission will be returned to draft status and all validations will be identified at the top right of the screen.
  - Note: Submissions will only be accepted when all required conditions have been met.
- If no issues are identified, the submission advances to the Consent stage. All parties required to consent to the submission will be notified by email.

### REGISTRATION OF SUBROGATION SUBMISSION: CONSENT

- Consent of all named parties is required to complete the Registration of Subrogation submission.
- All required consents must be received before proceeding to payment and submission.
- See Consent section for details on the process.

### REGISTRATION OF SUBROGATION SUBMISSION: PAYMENT

- Once all required consents have been received, the applicant can complete payment and finalise the submission.
- Select the submission in the My Filings List and advance to the *Pay* screen.
- The system will calculate the required fees based on the submission type, the number of items of rolling stock being registered against and VAT (if applicable) calculations. The total due is displayed in the 'Filing Details' area.
- Enter the payment details as required on screen. Select the *Pay* button.
- The payment details will be transmitted through a secure payment services provider.
- Any errors in processing the payment will be displayed.

### REGISTRATION OF SUBROGATION SUBMISSION: SUBMISSION CONFIRMATION

- Upon receipt of payment, the processing of the submission will be initiated. The Registration of Subrogation submission is processed in real time.
- The confirmation screen provides important information for users:
  - *Transaction (TR) number*: used to identify the receipt for the submission in the My Filings area.
  - *Submission Reference (SR) number*: the unique identifier for the submission. This number is found in the My Filings area to access submission details. The SR number can also be used to prepare subsequent registration submissions and for searching the Registry.

## REGISTRATION OF AMENDMENT SUBMISSION

- The amendment submission provides an option to revise a limited set of elements on a specific registration.
- The applicant can only amend registrations where they are the administrator of one of the named parties or designated representatives of parties identified on the original registration.
- To begin an Amendment submission, select the *New Filing* button on the Dashboard, then select to *Amendment*.

### REGISTRATION OF AMENDMENT SUBMISSION: REGISTRATION TO BE AMENDED

- Registrations are affected uniquely against individual items of rolling stock. As such, an amendment submission is pertinent to a specific registration. Where multiple items of rolling stock require amendment, a unique submission is required for each registration.
- To identify the target registration to be amended, select the *Add Registration to Submission* button.
- Look up the target registration by the registration number.
  - Registration numbers can be found on Priority Search Certificate for the item of rolling stock or the originating Submission Summary that affected the interest.
- The summary information of the registration to be amended is displayed. Select *Next* to advance to the Amendment step.

### REGISTRATION OF AMENDMENT SUBMISSION: AMENDMENT

- Select the information to be amended on the target registration. Any one of the three following elements on the original registration may be amended per submission:
  - *Amend Running Number*: Select 'Amend Running Number' from the Amendment Type field. A running number can be added, revised or removed. Users are encouraged to review the Protocol, Regulations and the Model Rules prior to amending the running number.
  - *Amend Lapse Date*: Select Amend Lapse Date from the Amendment Type field. A lapse date can be added, revised or removed. Enter the new lapse date in the field provided. Lapse dates must be future dated. A lapse date that occurs in the past will be not accepted.
  - *Authorising Entry Point (AEP) Code*: Select 'Amend Authorising Entry Point' from the Amendment Type field. An AEP Code can be added or amended. Users are encouraged to review the Protocol, Regulations and pertinent declarations of Contracting States prior to amending the AEP Code.
- Select the Amendment type from the list provided. The current information on the registration selected on the prior step will be displayed. A form field will be presented to enter the new information. In the case of removal, the new information field should be left blank.
  - Please contact the Registrar at [registrar@rollingstockregistry.com](mailto:registrar@rollingstockregistry.com) to initiate amendments to Lapse Dates or Authorising Entry Point codes.

### REGISTRATION OF AMENDMENT SUBMISSION: REVIEW SUBMISSION

- The Review page presents all information identified in the submission. Users are encouraged to review all elements for accuracy.
- Users will see green checkmarks beside each step heading at the top of the page. A red 'X' is displayed when issues are present. Select the step to review and make any required revisions.
- Should the user be required to conduct offline review activities, the Registry application offers the following options:
  - *Save Draft*: A draft of the submission will be saved and can be accessed from the My Filings section of the application.
  - *Preview*: Selecting the *Preview* button will generate a pdf file of the draft submission. The pdf file is downloadable for offline use.
- To finalise the submission, the user must confirm the Declarations as identified on screen.
- With the Declaration completed, the user can click the *Submit* button. The Registry application will review all information supplied. Should any elements require attention, the submission will be returned to draft status and all validations will be identified at the top right of the screen.
  - Note: Submissions will only be accepted when all required conditions have been met.
- If no issues are identified, the submission advances to the Consent stage. All parties required to consent to the submission will be notified by email.

### REGISTRATION OF AMENDMENT SUBMISSION: CONSENT

- Consent of all named parties is required to complete the Registration of Subrogation submission.
- All required consents must be received before proceeding to payment and submission.
- See Consent section for details on the process.

## REGISTRATION OF AMENDMENT SUBMISSION: PAYMENT

- Once all required consents have been received, the applicant can complete payment and finalise the submission.
- Select the submission in the My Filings List and advance to the *Pay* screen.
- The system will calculate the required fees based on the submission type, the number of items of rolling stock being registered against and VAT (if applicable) calculations. The total due is displayed in the Filing Details area.
- Enter the payment details as required on screen. Select the *Pay* button.
- The payment details will be transmitted through a secure payment services provider.
- Any errors in processing the payment will be displayed.

## REGISTRATION OF AMENDMENT SUBMISSION: SUBMISSION CONFIRMATION

- Upon receipt of payment, the processing of the submission will be initiated. Registration of Amendment submissions are processed in real time.
- The confirmation screen provides important information for users:
  - *Transaction (TR) number*: used to identify the receipt for the submission in the My Filings area.
  - *Submission Reference (SR) number*: the unique identifier for the submission. This number is found in the My Filings area to access submission details. The SR number can also be used to prepare subsequent registration submissions and for searching the Registry.
- Navigate to the My Filings screen to access the submission summary and transaction receipt.

## REGISTRATION OF AMENDMENT SUBMISSION: AMEND NAMED PARTY ENTITY DETAILS

- In order to ensure the integrity of the Registry all requests for an amendment to entity details are reviewed by the Registrar.
- The following particulars may be amended:
  - *Entity name*: the legal name of the entity as identified on the corporate registration documentation from the entity's home jurisdiction.
  - *Email address*: the email address used for registry notifications related to the entity. It is recommended to include an email address that is accessible to individuals with accountability for the entity's dealings with the Registry.
  - *Entity physical address*: the address of the entity as it appears on entity's corporate documentation (the state of the entity is a relevant consideration to the applicability of the Protocol).
- To initiate an amendment request, the initial administrator can contact the Registrar directly at [registrar@rollingstockregistry.com](mailto:registrar@rollingstockregistry.com). The administrator is to include:
  - the particulars, including the Entity ID, of the entity seeking the change in details
  - the changes to the particulars being sought
- The Registrar will review the request and follow up with the administrator to advise of required follow up actions to be undertaken. This may include the provision of additional evidence and authorisation materials.
- Upon approval of the amendment, the Registrar will undertake actions to effect the necessary changes to the Registry in accordance with section 5.20 of the Regulations.

## REGISTRATION OF DISCHARGE SUBMISSION

### REGISTRATION OF DISCHARGE SUBMISSION: REGISTRATION TO BE DISCHARGED

- Registrations are affected uniquely against individual items of rolling stock. As such, a discharge submission is pertinent to a specific registration. Where a discharge involves multiple items of rolling stock, a unique discharge submission is required for each registration.

- In the case of registrations with multiple creditors, only and administrator of the named party identified on the original registration to have the sole right to discharge, or their designated rep may prepare a discharge submission.
- To identify the target registration to be discharged, select the *Add Registration to be Discharged* button.
- Enter the registration number and select the *Search* button. Summary information regarding the registration will be returned. Select *Save* if the intended registration has been identified.
  - The registration number can be found on the Priority Search Certificate of the target URVIS Identifier or on the original submission summary document.
- Select *Next* to advance to the Additional Information step.

#### REGISTRATION OF DISCHARGE SUBMISSION: ADDITIONAL INFORMATION

- Registrations may be discharged in full. Alternatively, a fractional or partial discharge option is also available.
  - To fully discharge the Registration, select *No* in the Fractional or Partial Discharge box.
  - To register a partial or fractional discharge, select *Yes*. Identify the portion or fraction the interest has been reduced by. Enter this in the form of a numerical percentage.
    - The amount entered is the change in the fraction and not the final position.
    - Ex. if the interest lessens from 100 per cent to 75 per cent, the amount to be entered on the form is 25 per cent.
- An effective date for the discharge can be identified on the submission. The effective date supplied on the form has no effect on the processing date of the submission. The Registry will process the submission once all required consents have been received.

#### REGISTRATION OF DISCHARGE SUBMISSION: REVIEW SUBMISSION

- The Review page presents all information included in the submission. Users are encouraged to review all elements for accuracy.
- Users will see green checkmarks beside each step heading at the top of the page. A red 'X' is displayed when issues are present. Select the step to review and make any required revisions.
- Should the user be required to conduct offline review activities, the Registry application offers the following options:
  - *Save Draft*: A draft of the submission will be saved and can be accessed from the My Filings section of the application.
  - *Preview*: Selecting the *Preview* button will generate a pdf file of the draft submission. The pdf file is downloadable for offline use.
- To finalise the submission, the user must confirm the Declarations as identified on screen.
- With the Declaration completed, the user can click the *Submit* button. The Registry application will review all information supplied. Should any elements require attention, the submission will be returned to draft status and all validations will be identified at the top right of the screen.
  - Note: Submissions will only be accepted when all required conditions have been met.
- If no issues are identified, the submission advances to the Consent stage. All parties required to consent to the submission will be notified by email.

#### REGISTRATION OF DISCHARGE SUBMISSION: CONSENT

- Consent of the creditor, or the creditor with sole right to discharge in the case of registrations with multiple creditors, is required to complete the Discharge submission.
- All required consents must be received before proceeding to payment and submission.
- See Consent Section for details.

#### REGISTRATION OF DISCHARGE SUBMISSION: PAYMENT

- Once all required consents have been received, the applicant can complete payment and finalise the submission.
- Select the submission in the My Filings List and advance to the *Pay* screen.

- The system will calculate the required fees based on the submission type, the number of items of rolling stock being registered against and VAT (if applicable) calculations. The total due is displayed in the Filing Details area.
- Enter the payment details as required on screen. Select the *Pay* button.
- The payment details will be transmitted through a secure payment services provider.
- Any errors in processing the payment will be displayed.

#### REGISTRATION OF DISCHARGE SUBMISSION: SUBMISSION CONFIRMATION

- Upon receipt of payment, the processing of the submission will be initiated. Many submissions are processed in real time.
- The confirmation screen provides important information for users:
  - *Transaction (TR) number*: used to identify the receipt for the submission in the My Filings area.
  - *Submission Reference (SR) number*: the unique identifier for the submission. This number is found in the My Filings area to access submission details. The SR number can also be used to prepare subsequent registration submissions and for searching the Registry.

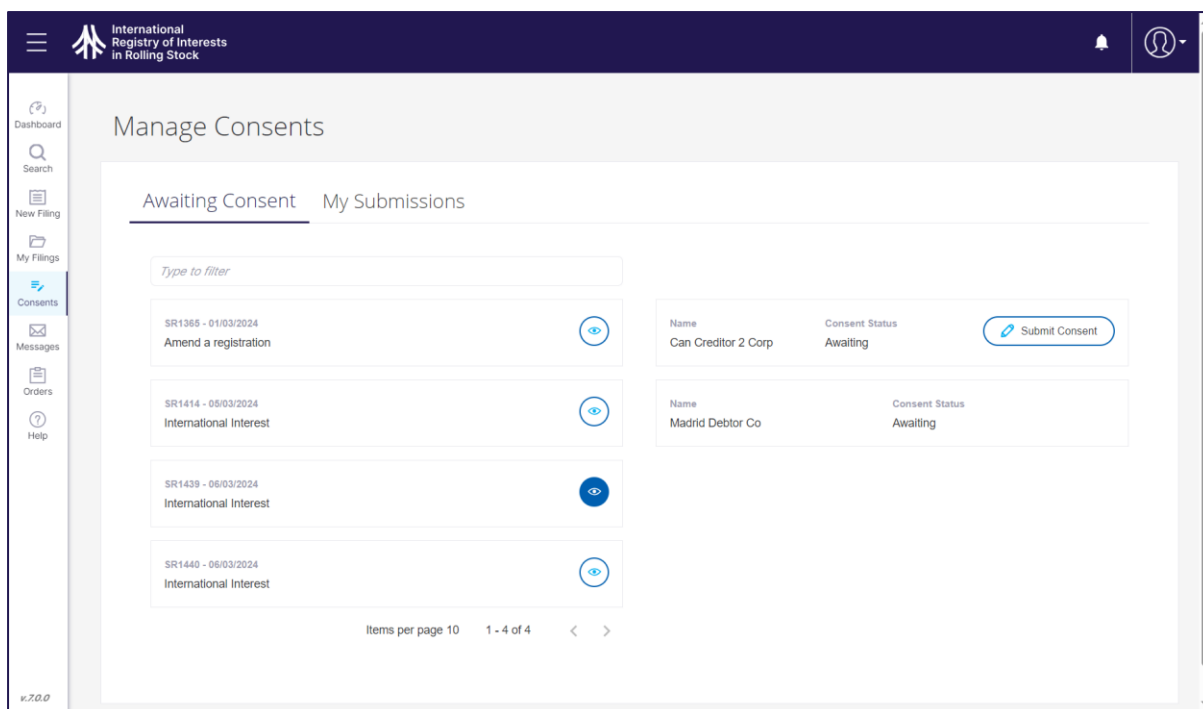
## MANAGE CONSENT

#### MANAGE CONSENT: OVERVIEW

- Consent of named parties is required to complete submissions and effect registrations. The determination of which named parties are to consent is dependent on the submission type and is identified in Regulations.
- The following users may consent to a submission on behalf of a Named Party:
  - Authorised Users identified as Administrators of the Named Party.
  - Administrators of Designated Representatives authorised to act on behalf of the Named Party
- See the Managing Administrators and Managing Designated Representatives sections for additional information.
- Timeliness of registration is an important consideration. Upon initial submission, parties have 36 hours to complete the required consent submissions.
  - Should the necessary consents not be received within the 36-hour timeframe, the submission is returned to draft status and is available in the applicant's My Filings area.
- The Consents area of the Registry application is the central area to manage all consent activity. Select the *Consents* button on the left-hand navigation for access.

#### MANAGE CONSENT: AWAITING CONSENT

- The Manage Consents screen provides a summary view of all submissions awaiting consent. This includes submissions made by the user as the applicant as well as submissions where the user is an Administrator for a party to the submission.



- A list of submissions currently in-progress for consent is displayed on the left. A search box is available to search the list by entity name.
- To view the status of submission consent by individual party, select the *Eye* icon. All parties to the submission will be listed by name. The respective consent status will be displayed to the right of the list.
- Where the user is authorised to act, a *Submit Consent* button is displayed next to the named party. Selecting this button will navigate the user to consent page for the submission.

#### MANAGE CONSENT: CONSENT

- The consent page presents a summary view of the submission. These details can be reviewed to ensure all information submitted is as expected.
- Near the bottom of the page the Consent box is displayed.
  - To consent to the submission, select the *Yes, I agree* option.
  - To refuse consent, select the *No, I am refusing* option. When this option is selected, a mandatory Reason field will be presented. Enter the reason for the refusal. This information will be shared with the applicant and other named parties.
- Select the *Next* button to proceed to the Review step.

#### MANAGE CONSENT: REVIEW

- The Review page presents all information included in the submission. Users are encouraged to review all elements for accuracy. The *Previous* button allows a user to return to prior sections.
- Should the review require the user to conduct offline review activities, the Registry application offers the following options:
  - *Save Draft*: a draft of the submission will be saved and can be accessed from the My Filings section of the application.
  - *Preview*: Selecting the *Preview* button will generate a pdf file of the draft submission. The pdf file is downloadable for offline use.
- To finalise the submission, the user is required to confirm the Declarations as identified on screen.
- With the Declaration completed, the user can click the *Submit* button. The Registry application will review all information supplied. Should any elements require attention, warning messages will be displayed on the top right of the screen.
- Once all required consents are received, the initial applicant will be able to complete the Payment step and submit for registration.

# SEARCH

- Registry search is accessible by selecting the Search option on the lefthand menu.

The screenshot shows the 'Search' page of the International Registry of Interests in Rolling Stock. The page has a dark blue header with the logo and name of the registry. A left-hand menu contains icons for Dashboard, Search, New Filing, My Filings, Consents, Messages, Orders, and Help. The 'Search' option is highlighted. The main content area is titled 'Search' and contains two tabs: 'Priority' and 'Entity'. Below the tabs is a dropdown menu with the text 'Please select the type of category search \*'. There are two buttons: 'Clear' and 'Search [s]'.

## INFORMATIONAL SEARCH

- Informational searches are intended to support users in utilising the Registry. This includes searches to identify items of rolling stock for the purposes of conducting priority searches and information regarding the entities and parties interacting with the Registry.
- Informational search to support selection of Priority Search Certificates include:
  - Search by Running Number
  - Search by Submission Reference Number
  - Self-search
- Results from the above informational searches will return information which includes the URVIS Identifier.
- Users will then have the option to select the URVIS Identifiers to order Priority Search Certificates.

### SEARCH BY RUNNING NUMBER

- To initiate a running number search, from the main Search page, select Running Number from the category list.
- Unlike URVIS identifiers, which have a standardised format, running number formats may vary and are collected on registration as entered without format restrictions.
- To return the broadest range of items of rolling stock in the informational search results, consider using the search tools provided and only including a subset of the running number in the search criteria.
  - *Exact match*: this option will return results only when there is an exact character-for-character match.
  - *Contains*: the application will return results where the characters identified in the search criteria are present.
  - *Starts With*: results will be returned where the first characters of a running number match the search criteria.
- Click the *Search* button to conduct the informational search.
- The Registry application will query the Registry to identify registrations where the search criteria match running number information. Users can anticipate the following nature of results to be returned in the Search Results area:
  - *Exact and Similar*: due to the varied nature of running number formats as well as the search tools and search criteria used, the results may return URVIS identifiers that include running numbers that vary from the search criteria.
  - *Active and Inactive Registrations*: the running number search will return results with URVIS identifiers for all registrations where the running number was identified at the time of submission

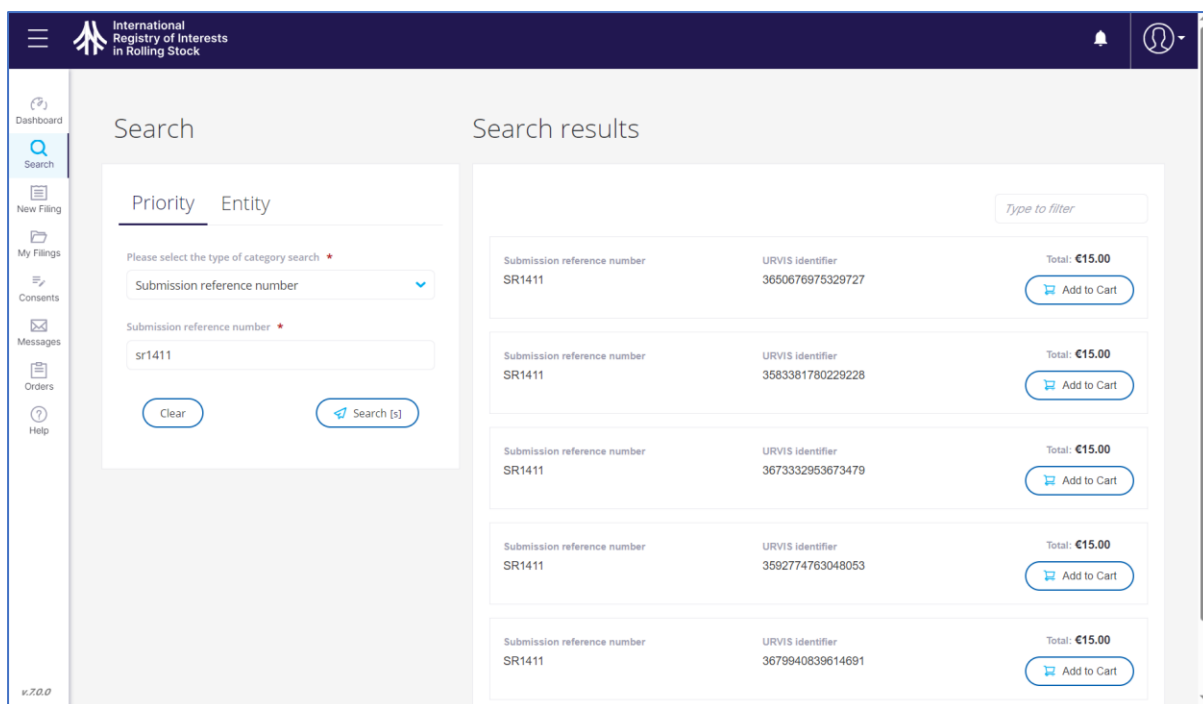
or amended. URVIS identifiers will be included in the result list regardless of the current status of the registration — active, discharged or lapsed.

- Data provided for running number informational search includes:
  - *Running Number*: as supplied by the applicant on the registration
  - *URVIS Identifier*: the identifier of the item of rolling stock
  - *No results found*: should the query return no matches to the search, a message indicating such will be displayed.

- Users may select any number of the items returned to be included in a request for Priority Search Certificates. Select the *Add to Cart* button for each Priority Search Certificate to be ordered.
- See the Priority Search Certificate section for the steps to complete the Priority Search.

#### SEARCH BY SUBMISSION REFERENCE NUMBER

- To complete a search by Submission Reference number, from the main Search page, select Submission Reference Number from the category list.
- Once selected, the submission reference number to be searched can be entered into the search box. The number should be entered in full, including the 'SR' at the beginning of the number.
- Submission Reference numbers are available in the submission summary documents.
- Click the *Search* button to conduct the informational search.
- The Registry application will query the Registry and prepare the list of URVIS identifiers that were identified in the submission. Users can anticipate the following nature of results to be returned in the Search Results area:
  - *Active and Inactive Registrations*: The submission reference search will return all URVIS identifiers identified in the submission regardless of any prior or subsequent registration activity involving the URVIS identifier, including discharged or lapsed registrations.
- Data provided for submission reference informational search includes:
  - *Submission Reference Number*: as entered in the search field
  - *URVIS Identifier*: the identifier of the item of rolling stock
  - *No results found*: Should the query return no matches to the Submission Reference number entered, a message indicating such will be displayed.



- Users may select any number of the items returned to be included in a request for Priority Search Certificates. Select the *Add Certificate to Cart* button for each Priority Search Certificate to be ordered.
- See the Priority Search Certificate section for the steps to complete the Priority Search.

#### AUTHENTICATED ENTITY SEARCH

- The Authenticated Entity search is an informational search that provides entity details as supplied to the Registry.
- To initiate an Authenticated Entity search, from the main Search page, select *Entity* from the category list.
- Consider using the search tools provided:
  - *Exact match*: this option will return results only when there is an exact character-for-character match.
  - *Contains*: the application will return results where the characters identified in the search criteria are present.
  - *Starts With*: results will be returned where the first characters of a running number match the search criteria.
- Enter the name of the entity to be searched and the select the *Search* button to conduct the informational search.
- The Registry application will display the following information:
  - Entity number
  - Entity name
  - Email address
  - Entity physical address
  - Authenticated Entity Status (active or inactive)

International Registry of Interests in Rolling Stock

Search

Search results

Priority Entity

Please select search type \*

Contains

Please type an entity name \*

madrid

Clear Search [s]

Entity Number	Entity Name	Email	Address	Status
E1130	Madrid Debtor Co	d2desrep.admin1@isc.ca	Address 1, Madrid, State, Spain	Active

Items per page 10 1 - 1 of 1

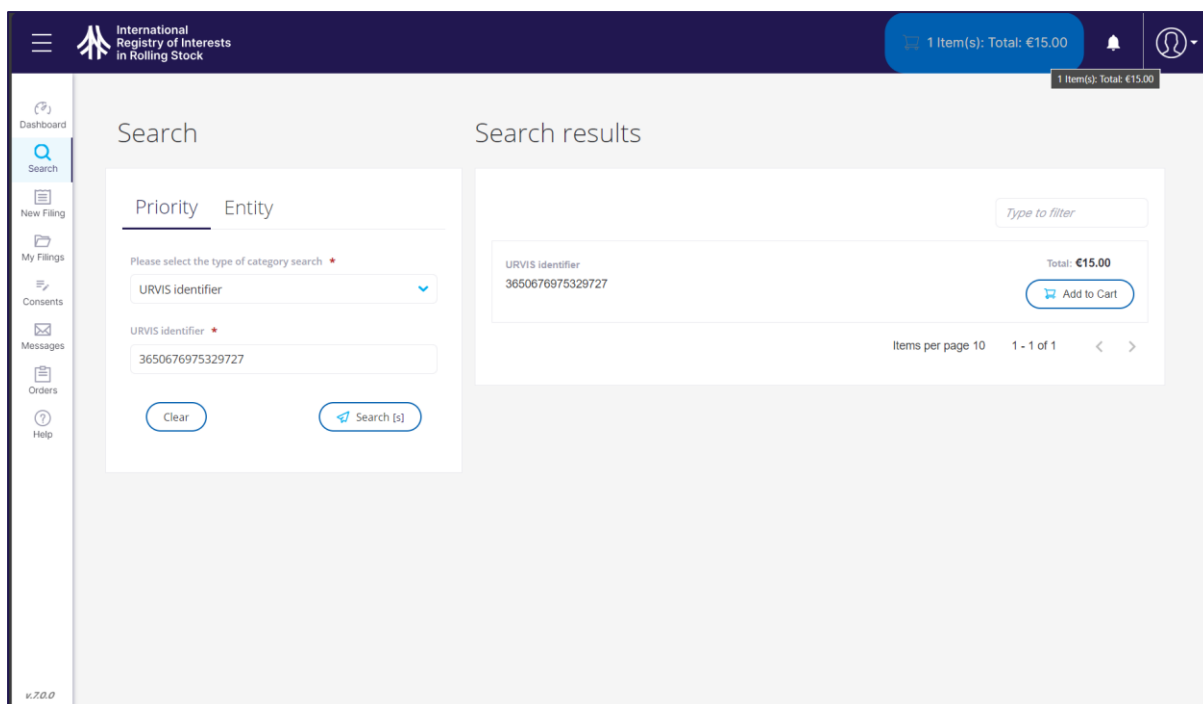
### SELF-SEARCH

- The entity Self-Search provides a means secure a listing of URVIS identifiers where a specific entity has been identified as a Named Party.
- To initiate a Self-Search request, the initial Administrator of the entity can contact the Registrar directly at [registrar@rollingstockregistry.com](mailto:registrar@rollingstockregistry.com). The administrator is to include:
  - The particulars, including the Entity ID number, of the entity to be searched
  - The date range of registration activity to be included in the search results
- The Registrar will confirm the details of the request and arrange payment with the administrator.
- Once confirmed, the Registrar will compile the results and make them available to the administrator.

### PRIORITY SEARCH

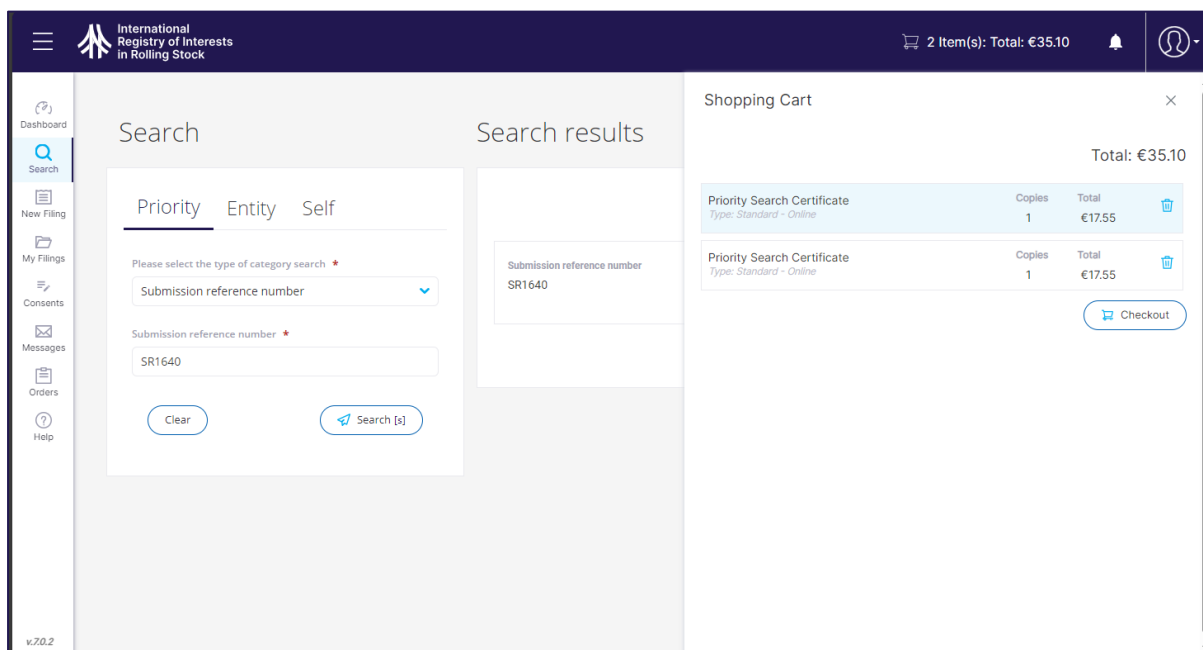
#### SEARCH BY URVIS IDENTIFIER

- To initiate an URVIS Identifier search, from the main Search page, select URVIS Identifier from the category list.
- Once selected, enter the target URVIS Identifier into the search box. The number should be entered in full.
- Click the *Search* button.
- The Registry application will display the URVIS Identifier in the Search Results.
- Select the *Add Certificate to Cart* button for each Priority Search Certificate to be ordered.



## SHOPPING CART

- Selecting an item of rolling stock, whether by Running Number, Submission Reference Number or URVIS identifier, will add one or more Priority Search Certificate requests into the users shopping cart.
- To view all items in the shopping cart, select the button at the top-right of the screen.
- The list of URVIS identifiers selected for certificate ordering are displayed on the right of the screen.



- Review the list of certificates requested. Select the *Waste Basket* icon to remove any certificate requests from the shopping cart.
- Select the *Checkout* button to confirm order details and complete the purchase.
- The Shopping Cart will display a summary of certificates to be ordered. Select the *Waste Basket* icon to remove any certificate requests or select *Continue* to view the summary cost of all certificates on order.
- Review the user details and fees associated with the order, then select *Confirm and Continue* to advance to the Payment step.

## PAYMENT

- The system will calculate the required fees based on the number of Priority Search Certificates requested submission type and VAT (if applicable) calculations. The total due is displayed in the 'Filing Details' area.
- Enter the payment details as required on screen. Select the *Pay* button.
- The payment details will be transmitted through a secure payment services provider.
- Upon completed payment, the summary screen will display the certificate number for each item ordered in the IN#### format. The transaction number and receipt for the purchase are also provided.

## ACCESS CERTIFICATE

- To access ordered Priority Search Certificates, select *Orders* button on the left-hand side of the screen

The screenshot shows the 'Orders' page of the International Registry of Interests in Rolling Stock. The page has a sidebar with navigation options: Dashboard, Search, New Filing, My Filings, Consents, Messages, Orders (highlighted), and Help. The main content area is titled 'Orders' and has tabs for 'Available' and 'Pending'. Below the tabs are filters for 'Start Date', 'End Date', 'Filter', and 'Type'. A table lists the orders with the following columns: Ref. No, Order Date, Type, Entity Number, Entity Name, and User. The table contains 10 rows of data, all of which are 'Priority Search Certificate' orders. Each row has a 'Download' icon (a square with a downward arrow) and a 'View' icon (a square with a magnifying glass) to the right of the 'User' column. The bottom of the page shows 'Items per page 10' and '1 - 10 of 19'.

Ref. No	Order Date	Type	Entity Number	Entity Name	User
IN1180	15/05/2024 12:40	Priority Search Certificate	4677707137389908	URVIS	Cred2Admin Admin
IN1173	22/04/2024 15:02	Priority Search Certificate	8927021342761358	URVIS	Cred2Admin Admin
IN1163	20/03/2024 02:52	Priority Search Certificate	3961965189297664	URVIS	Cred2Admin Admin
IN1107	28/02/2024 23:08	Priority Search Certificate	5781633369522935	URVIS	Cred2Admin Admin
IN1106	28/02/2024 23:07	Priority Search Certificate	3650676975329727	URVIS	Cred2Admin Admin
IN1105	28/02/2024 22:57	Priority Search Certificate	7577270834509876	URVIS	Cred2Admin Admin
IN1104	28/02/2024 22:55	Priority Search Certificate	5781633369522935	URVIS	Cred2Admin Admin
IN1097	25/02/2024 22:00	Priority Search Certificate	5871323572411818	URVIS	Cred2Admin Admin

- All certificates ordered by the user are listed. Certificates are generated at the time of ordering.
- Use the Date, Filter or Type buttons to refine the list of certificates when searching for a specific certificate.
- Select the *Download* icon to access the Priority Search Certificate.

## PRIORITY SEARCH CERTIFICATE

- A Priority Search Certificate is a comprehensive summary of registration activity for a specific item of rolling stock represented by the URVIS identifier.
- Certificates are generated at the time order and are a point-in-time history with the date and time of generation presented at the top of the certificate.
- Certificates are digitally signed at the time of generation. Digital signatures identify key information confirming the authenticity of the certificate and its contents. Users may review the digital signature of Priority Search Certificates when viewing certificates.
- All registration activity is presented in chronological order as received by the International Registry.
- Summary information is supplied for each registration activity, including:
  - Registration type
  - Registration number
  - Party information including name and email address
  - Additional details (fractional or partial interest value, lapse date, right to discharge holder) when supplied or applicable.
- Unilateral registrations (R-NCRI, Pre-Existing Interests) will be identified with a 'Notice of Caution' flag upon receipt. The flag is removed for all registrations accepted by the Registrar.
- A sample view of a Priority Search Certificate is provided below:



## Priority Search Certificate

Certificate Number  
IN1179

Issued by the International Registry of Interests in Rolling Stock

This certificate was created on 09 May 2024 at 20:19.01 PM UTC

**SAMPLE**

Requested by:

Search criterion

URVIS Identifier: **7343546854026401**

Registration number: RN1236		Registration date: 09 May 2024 at 19:36.11 PM UTC	
Registration Type	Notice of sale		
Seller Name	Madrid Debtor Co (d2desrep.admin1@isc.ca)		
Buyer Name	Swedish Debtor AB (debt2.admin2@isc.ca)		

Registration number: RN1237		Registration date: 09 May 2024 at 19:42.13 PM UTC	
Registration Type	International Interest		
Partial or Fractional Interest	33.333333%		
Creditor Name	Lux Creditor1 Corp (cred1.admin2@isc.ca)		
Debtor Name	Swedish Debtor AB (debt2.admin2@isc.ca)		
Lapse Date	31/05/2027		
Right to Discharge Holder	Lux Creditor1 Corp (cred1.admin2@isc.ca)		

### NOTICE OF CAUTION

Pending Registration number: RN1238		Date: 09 May 2024 at 20:17.42 PM UTC
Registration Type	Registrable Non-Consensual Right or Interest	
Creditor Name	Can Creditor 2 Corp (cred2.admin2@isc.ca)	
Debtor Name	Swedish Debtor AB (debt2.admin2@isc.ca)	
Right to Discharge Holder	Can Creditor 2 Corp (cred2.admin2@isc.ca)	

International Registry of Interests in Rolling Stock