

# Register of Pledged Movable Estate

## 1. Entry of data to the Register

For entering data to the Register click the link “Add new entry to the Register” on the page “User personal account” (Figure 1).

The screenshot shows the web interface for the Register of movable estate encumbered with collateral in the Republic of Belarus. At the top left is the Belarusian coat of arms and the text "Register of movable estate encumbered with collateral Republic of Belarus". At the top right are language selection buttons for "en", "ru", and "by", and a "Gal\_test" button. Below the header is a navigation bar with a "Back to the personal area" button on the left and a "Preview" button on the right. The main content area has a tabbed interface with five tabs: "Pledgeholders", "Pledgers", "Pledged items", "Agreement", and "Additionally". The "Pledgeholders" tab is active. Inside this tab, there is an "Add" button on the left and a "Registration Data" button on the right. Below these buttons is a table with the following columns: "Name", "Client type", "Identity document", "TIN (UNP)", "Email", and "Contact number". The table currently contains no data, with the text "No records" centered below the header row. At the bottom of the page are two buttons: "Save" and "Cancellation".

Figure 1 – Page for adding a new entry to the Register. Tab “Pledgeholders”

To enter information when adding a new entry to the Register, five tabs are used: “Pledgeholders”, “Pledgers”, “Pledged items”, “Agreement”, “Additionally” (Figure 2).

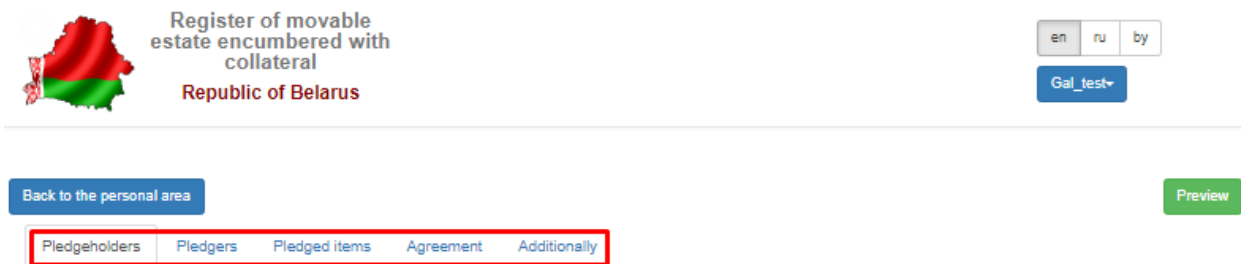


Figure 2 – Tabs for addition of a new entry to the Register

### 1.1. Tab “Pledgeholders”

To go to the tab “Pledgeholders” click the link “Pledgeholders” (Figure 2). The tab “Pledgeholders” will appear (Figure 1).

If the personal account owner is a pledgeholder in the added entry, click the button “Registration data” in the tab “Pledgeholders” (Figure 1) to copy the personal account owner’s data to respective fields in the tab “Pledgeholders” (Figure 3).

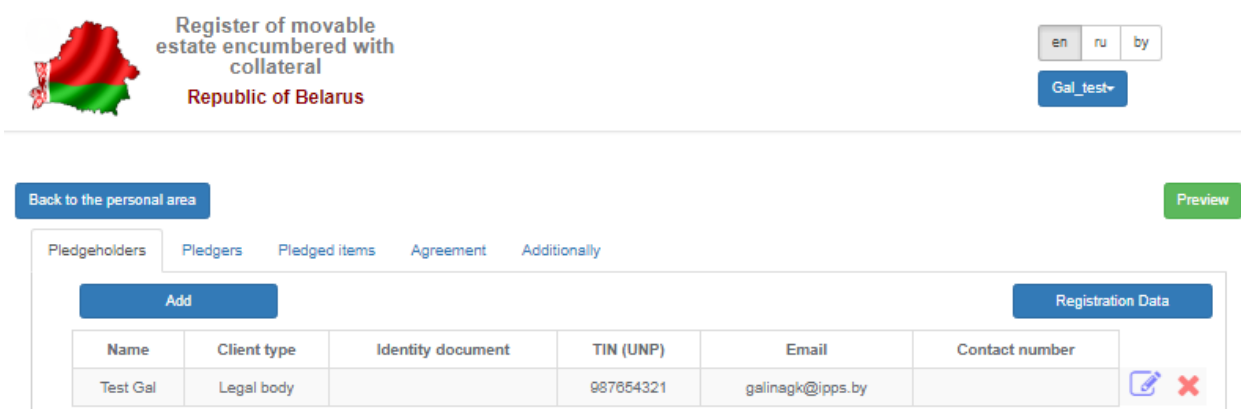


Figure 3 – Copying the data of the personal account owner to respective fields of the tab “Pledgeholders”

To enter the data on the pledgeholder, who is not the owner of this User personal account, click the button “Add”. The window “Pledgeholder adding” will appear (Figure 4).


Figure 4 – Window “Adding Pledgeholder”. Pledgeholder type – “Citizen of RB”

Choose the pledgeholder type in the dropdown list “Customer type” (Figure 5). By default “Legal body” is chosen when the window “Adding Pledgeholder” appears (Figure 5).

Figure 5 – Dropdown list “Customer type”

Then, fill in the fields conforming to the chosen field type and click the button “Fix”. The tab “Pledgeholders” will appear with a new line conforming to the added pledgeholder.

Information on two and more Pledgeholders is entered with the aid of the button “Add”.

For editing data on the pledgeholder click  in the line of the pledgeholder, whose data are subject to correction (Figure 6).

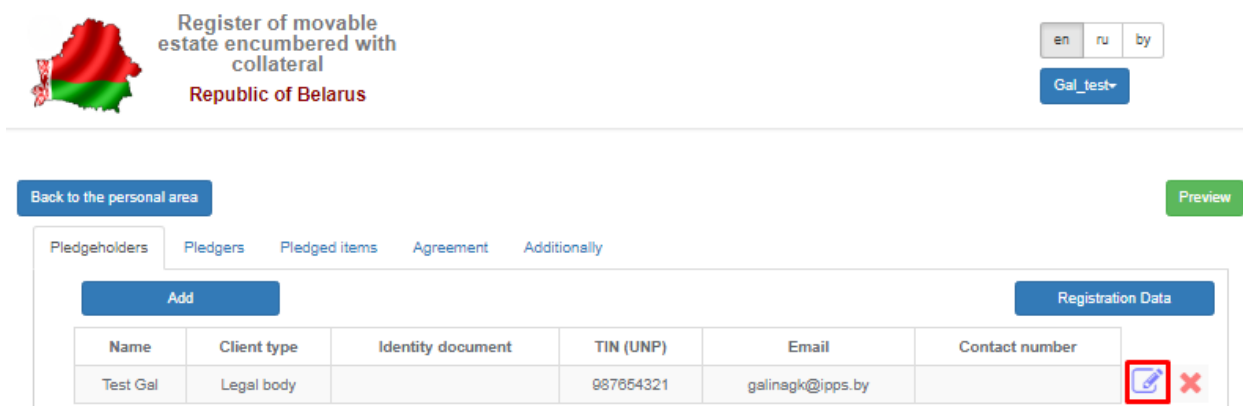


Figure 6 – The icon for editing the data on the encumbra

The window “Editing Pledgeholder” will appear (Figure 7).

✕

**Editing Pledgeholder**

Customer type :

**Details of a legal entity**

TIN (UNP) \*

Company name \*

**Legal address**

Province

Region

Locality

Street

Building

Apartment (office)

Postcode \*

Additional line for entering the address

**Contact data**


\*E-mail or contact number must be filled. The entered contact data is used to send messages about the statuses of processing this record.

E-mail

Contact number

Figure 7 – Window “Editing Pledgeholder”

Enter required amendments and click the button “Fix”. The tab “Pledgeholders” will appear with the amended data.

For deletion of the data on the pledgeholder click on icon  in the pledgeholder line, whose data are subject to deletion (Figure 8).

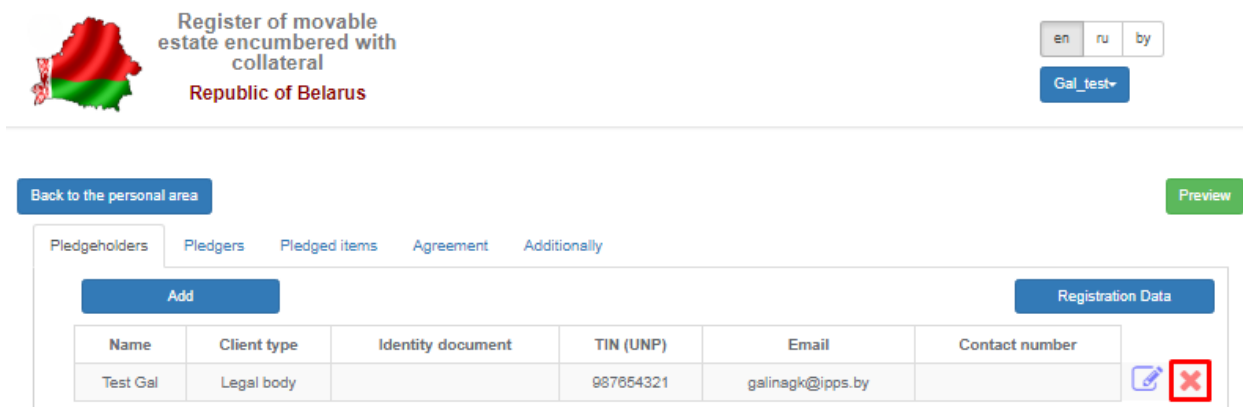


Figure 8 – The icon for deleting the information on the pledgeholder

The line of the deleted pledgeholder will disappear from the tab “Pledgeholders”.

## 1.2. Tab “Pledgers”

To go to the tab “Pledgers” click the link “Pledgers” (Figure 2). The tab “Pledgers” will appear (Figure 9).



Back to the personal area

Preview

Pledgeholders Pledgers Pledged items Agreement Additionally

Add

Name	Client type	Identity document	TIN (UNP)	Email	Contact number
No records					

Save

Cancellation

Figure 9 – Tab “Pledgers”

For entering the data on the pledger click the button “Add”. The window “Adding Pledger” will appear (Figure 10).

Customer type : Citizen RB

**Personal data**

Identification number according to the passport \*

Surname \*

First name \*

Middle name

\*Passport number of a citizen of RB

Date of issue of identity document

Issuing authority

**Contact data**

E-mail

Contact number  
375290000000

Fix

Figure 10 – Window “Adding Pledger”. Pledger type – “Citizen RB”

Adding information on the pledger, editing data on the pledger and deleting data on the pledger are carried out in the same way as on the pledgeholder (clause 1.1. of the present manual).

### 1.3. Tab “Pledged items”

To go to the tab “Pledged items” click the link “Pledged items” (Figure 2). The tab “Pledged items” will appear (Figure 11).





Back to the personal area

Preview

Pledgeholders Pledgers Pledged items Agreement Additionally

Add

Name	Type of the pledged item	Cost, BYN
No records		

Save

Cancellation

Figure 11 – Tab “Pledged items”

To enter the data on the pledged item click the button “Add”. The window “Adding of a subject of pledge” will appear (Figure 12).

Figure 12 – Window “Adding of a subject of pledge”


To return to the previous page click the button “Go back”.

Choose the type of the added pledged item in the dropdown list “Type of pledged item” (Figure 12). By default, when the window “Adding of a subject of pledge” appears, “Vehicle” is chosen (Figure 13).

Figure 13 – Dropdown list “Type of the pledged item”

Then, fill in the respective fields. If necessary, attach the file by using the button “Choose file”. Click the button “Fix”. The tab “Pledged items” will appear with a new line corresponding to the added pledged item.

Information on two and more pledged items is entered with the aid of the button “Add”.

For editing the information on the pledged item click the icon , corresponding to the pledged item, where information is subject to amendment (Figure 14).

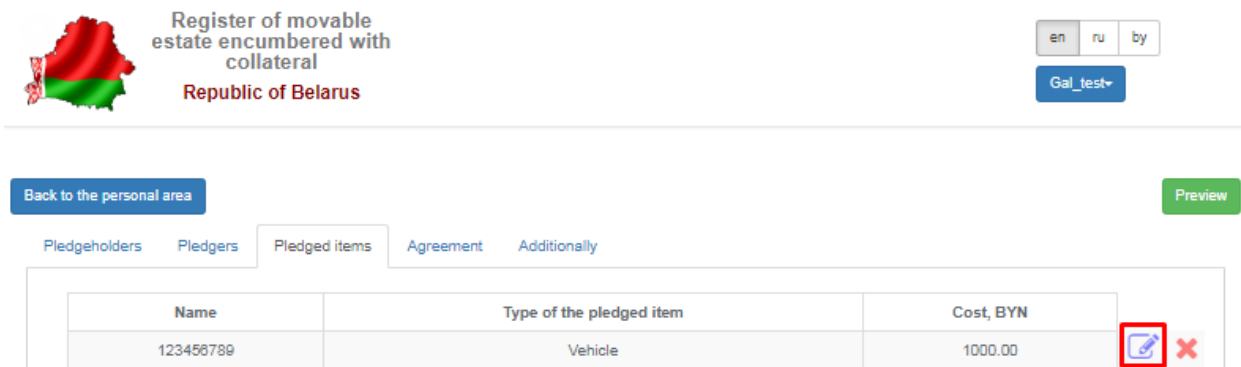


Figure 14 – Icon of editing the information on the pledged item

The window “Editing of a subject of pledge” will appear (Figure 15).

✕

**Editing of a subject of pledge**

[← Go back](#)

\* To enter descriptive information of collateral items, you can use the fields listed on the form and / or attach a file containing this information.

Type of the pledged item  ▼

**Characteristics of the subject of pledge**

**\* Identification № (VIN)**

**Secondary identification № (VIN2)**

**Name**

**Brand and model**


**ProductionYear**  
 ▼

No file chosen

**Cost, BYN**

Figure 15 – “Editing of a subject of pledge”

Enter required amendments and click the button “Fix”. The tab “Pledged items” will appear, and click the button “Fix”. The tab “Pledged items” will appear with amended data.

To delete the data on the pledged item click the icon  corresponding to the pledged item (Figure 16).



Back to the personal area

Preview

Pledgeholders Pledgers Pledged items Agreement Additionally



Name	Type of the pledged item	Cost, BYN	
123456789	Vehicle	1000.00	 

Figure 16 – Icon of deletion of information on the pledged item

The line corresponding to the deleted pledged item will be deleted.

#### 1.4. Tab “Agreement”

To go to the tab “Agreement” click the link “Agreement” (Figure 2). The tab “Agreement” will appear (Figure 17).



Back to the personal area

Preview

Pledgeholders Pledgers Pledged items Agreement Additionally

Date of conclusion of the pledge agreement

\*Date of termination of the right of pledge

Contract number

Lease further pledge refuse terms

Save

Cancellation

Figure 17 – Tab “Agreement”

Fill in the offered fields. Click the button “Fix”.

Move to the tab “Additionally”.

### 1.5. Tab “Additionally”

To go to the tab “Additionally” click the link “Additionally” (Figure 2). The tab “Additionally” will appear (Figure 18).

Register of movable estate encumbered with collateral  
Republic of Belarus

en ru by  
Gal\_test

Back to the personal area Preview

Pledgeholders Pledgers Pledged items Agreement **Additionally**

\* The information entered on this tab are used to build statistical data and displayed in search results will be. Please fill in the data in the current tab.

Contract sum, BYN  
0

Sex of the mortgagor / manager of the enterprise  
Not selected

Purpose of credit :

- Small Business Loans
- Middle Business Loans
- Big Business Loans

Fix

Save Cancellation

Figure 18 – Tab “Additionally”

Fill in the offered fields. Click the button “Fix”.

To view all the entered information click the button “Preview” in the right upper corner of the page. The page will appear with all entered information (Notice on pledge) (Figure 19).



### Pledgholder № 1:

Customer type: Legal body  
TIN (UNP): 987654321  
Name of company: Test Gal  
Area:  
Locality: Minsk  
Street: Kosm  
Building: 2  
Apartment (office): 3  
Postcode: 220007  
E-mail: galinagk@pps.by

### Pledger № 1:

Customer type: Citizen RB  
Identification number according to the passport: 1458754HY15268  
Last name: Htyrtu  
Name: Rtyuuh  
Passport number of a citizen of RB: KB1234567

### Pledged item № 1

Type of the pledged item: Vehicle  
Vehicle identification number (VIN): 12345668785  
ProductionYear: 2009

### Pledge agreement

Registration number of the pledge: 20016881027374  
Date of pledge registration: 05.10.2017 12:29:21  
Date of termination of the right of pledge: 01.09.2017  
Lease further pledge refuse terms: Not refuse

### Additionally

Contract sum, BYN: 1500.00BYN

Figure 19 – Page with the entered information

Check attentively all the entered information. If information is correct, click the button “Save” at the page bottom with tabs. Otherwise, return to tabs and make amendments.

After clicking the button “Save” a page will appear with a message on saving the notice in the Register and registration No. of the notice (Figure 20).



The pledge successfully saved 10/5/2017 a 12:29:21 . Your pledge is assigned a registration number: 20016881027374.


[Back to the personal area](#)

## Figure 20 – Page with the result of entry saving in the Register

To go to the page “User personal account” click the button “Back to the personal area”.

### **2. Change of an entry in the Register**

Move to the page “My entries” by link “My entries in the Register” on the page “User personal account”.

To edit an entry in the Register click the icon  in the line of this entry. The page of entry editing will appear (Figure 21).





Back to the personal area Preview

Pledgeholders Pledgers Pledged items Agreement Additionally

Name	Client type	Identity document	TIN (UNP)	Email	Contact number
Test Gal	Legal body		987654321	galinagk@ipps.by	

Save Cancellation

Figure 21 – Page of entry editing will appear


Five tabs are used to edit entry in the Register (the same tabs as when adding a new entry to the Register): “Pledgeholders”, “Pledgers”, “Pledged items”, “Agreement”, “Additionally” (Figure 22).



Figure 22 – Tabs for changing an entry in the Register

Choose a tab for editing information.

To edit information on pledgeholders go to the tab “Pledgeholders” by clicking the link “Pledgeholders” (Figure 22). The tab “Pledgeholders” will appear (Figure 21).

To edit data on the pledgeholder click the icon  in the pledgeholder’s line, whose data are subject to amendments.

The window “Editing Pledgeholder” will appear (Figure 23).

The screenshot shows a window titled "Editing Pledgeholder" with a close button (X) in the top right corner. The window contains the following form elements:

- Customer type:** A dropdown menu with "Legal body" selected.
- Details of a legal entity:** A dashed box containing:
  - TIN (UNP) \*:** Input field with value "987654321".
  - Company name \*:** Input field with value "Test Gell".
- Legal address:** A dashed box containing:
  - Province:** Empty input field.
  - Region:** Empty input field.
  - Locality:** Input field with value "Minsk".
  - Street:** Input field with value "Kosm".
  - Building:** Input field with value "2".
  - Apartment (office):** Input field with value "3".
  - Postcode \*:** Input field with value "220007".
  - Additional line for entering the address:** Empty input field.
- Contact data:** A dashed box containing:
  - E-mail:** Input field with value "gelinegt@pps.by".
  - Contact number:** Input field with value "37529000000".


At the bottom center of the window is a blue button labeled "Fix".

Figure 23 – Window “Editing Pledgeholder”

Enter required amendments and click the button “Fix”. The tab “Pledgeholders” will appear with the amended data.


To change information on pledgers move to the tab “Pledgers” by clicking the link “Pledgers” (Figure 22). The tab “Pledgers” will appear (Figure 24).

The screenshot shows the 'Pledgers' tab selected in a web application. At the top left is the logo of the Republic of Belarus and the text 'Register of movable estate encumbered with collateral'. At the top right are language selection buttons for 'en', 'ru', and 'by', and a 'Gal\_test' button. Below the header is a navigation bar with tabs: 'Pledgeholders', 'Pledgers' (active), 'Pledged items', 'Agreement', and 'Additionally'. A 'Back to the personal area' button is on the left, and a 'Preview' button is on the right. The main content area contains a table with the following data:

Name	Client type	Identity document	Identity document No.	TIN (UNP)	Email	Contact number	
Qwert Trew	Foreign resident	Foreign citizen's national passport	7895487548		example_1@gmail.com	375295885214	

At the bottom of the table area are two buttons: 'Save' and 'Cancellation'.

Figure 24 – Tab “Pledgers”

To edit data on the pledger click the icon  in the pledger’s line, whose data are subject to editing.

The window “Editing Pledger” will appear (Figure 25).

The screenshot shows a web application window titled "Editing Pledger" with a close button (X) in the top right corner. Below the title bar, there is a dropdown menu for "Customer type" set to "Citizen RB". The form is divided into two sections: "Personal data" and "Contact data", both enclosed in dashed-line boxes. The "Personal data" section includes fields for "Identification number according to the passport \*" (1458754HY15288), "Surname \*" (Htyrtu), "First name \*" (Rtyuuh), "Middle name", "\*Passport number of a citizen of RB" (KB1234567), "Date of issue of identity document", and "Issuing authority". The "Contact data" section includes fields for "E-mail" and "Contact number" (375290000000). A blue "Fix" button is located at the bottom center of the form.

Figure 25 – Window “Editing Pledger”

Enter the required amendments and click the button “Fix”. The tab “Pledgers” will appear with the changed data.


To edit the information on pledged items go to the tab “Pledged items” by clicking the link “Pledged items” (Figure 22). The tab “Pledged items” will appear (Figure 26).



Back to the personal area

Preview


Pledgeholders Pledgers Pledged items Agreement Additionally

Name	Type of the pledged item	Cost, BYN	
12345656785	Vehicle		

Save

Cancellation

Figure 26 – Tab “Pledged items”

To edit the data on the pledged items click the icon  corresponding to the pledged item, where data are subject to amendments.

The window “Editing of a subject of pledge” will appear (Figure 27).

✕

**Editing of a subject of pledge**

[← Go back](#)

\* To enter descriptive information of collateral items, you can use the fields listed on the form and / or attach a file containing this information.

Type of the pledged item  ▼

**Characteristics of the subject of pledge**

**\* Identification № (VIN)**

**Secondary identification № (VIN2)**

**Name**

**Brand and model**

**ProductionYear**  
 ▼

No file chosen

**Cost, BYN**

Figure 27 – Window “Editing of a subject of pledge”

Enter the required amendments and click the button “Fix”. The tab “Pledged items” will appear with the amended data.

To edit the information on the agreement go to the tab “Agreement” by clicking on the link “Agreement” (Figure 22). The tab “Agreement” will appear (Figure 28).



[Back to the personal area](#)

[Preview](#)

[Pledgeholders](#) [Pledgers](#) [Pledged items](#) [Agreement](#) [Additionally](#)

Registration number of the pledge

20016881027374

Date of conclusion of the pledge agreement

\*Date of termination of the right of pledge

9/1/2017 12:00:00 AM

Contract number

Lease further pledge refuse terms

[Fix](#)

[Save](#)

[Cancellation](#)

Figure 28 – Tab “Agreement”

Enter the required amendments and click the button “Fix”.

To edit additional information on the agreement go to the tab “Additionally” by clicking the link “Additionally” (Figure 22). The tab “Additionally” will appear (Figure 29).



Back to the personal area

Preview

Pledgeholders Pledgers Pledged items Agreement **Additionally**

\* The information entered on this tab are used to build statistical data and displayed in search results will be. Please fill in the data in the current tab.

Contract sum,BYN

0.00

Sex of the mortgagor / manager of the enterprise

Not selected

Purpose of credit :

Small Business Loans

Middle Business Loans

Big Business Loans

Fix

Save

Cancellation

Figure 29 – Tab “Additionally”

Enter the required amendments and click the button “Fix”.

When all the amendments are introduced click the button “Preview” in the right upper corner of the page. The page will appear with all the amendments taken into account (Notice on pledge) (Figure 30).





### Pledgholder № 1:

Customer type: Legal body

TIN (UNP): 987654321

Name of company: Test Gal

Area:

Locality: Minsk

Street: Kosm

Building: 2

Apartment (office): 3

Postcode: 220007

E-mail: galinagk@pps.by

### Pledger № 1:

Customer type: Citizen RB

Identification number according to the passport: 1458754HY15268

Last name: Htyrtu

Name: Rtyuuh

Passport number of a citizen of RB: KB1234567

### Pledged item № 1

Type of the pledged item: Vehicle

Vehicle identification number (VIN): 12345656785

ProductionYear: 2009

### Pledge agreement

Registration number of the pledge: 20016881027374

Date of pledge registration: 05.10.2017 12:29:21

Date of termination of the right of pledge: 01.09.2017

Lease further pledge refuse terms: Not refuse

### Additionally

Contract sum, BYN: 1500.00BYN

Figure 30 – Page with the information taking into account all the amendments

Check attentively all the amended information. If information is correct, click the button “Save” at the page bottom with tabs. Otherwise, return to tabs and make new amendments.

After clicking the button “Save” a page will appear with the message on entry update in the Register (Figure 31).



The pledge successfully updated 10/5/2017 12:44:01 PM.


[Back to the personal area](#)

Figure 31 – Page with the notice on entry update in the Register

Click the button “Back to the personal area” to go to the page “User personal account”

### 3. Entry deletion from the Register

Go to the page “My entries” by link “My entries in the Register” on the page “User personal account”.

To delete an entry from the Register click the icon  in the line of this entry. The entry will be deleted from the Register.