User Manual

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Prepared for
Government digital payment systems
Movement Property Registry System

Collateral Registry - Initial Registration
1. Purpose
The purpose of this document is to provide a Visual guide on how to submit an application for the Collateral Registry- Initial Registration.

2. Collateral Registry- Initial Registration process
2.1. Prerequisites
   2.1.1. Applicant **must** have an ecitizen account. The type of account could be:
   - Citizens Account
   - Foreign Residents Account
   - Visitors Account (For foreigners)
   - Linked Business account on BRS (eBusiness)

   ***This manual has been prepared using a Citizens account. Please note; regardless of the account used everything remains constant i.e. the interface and application forms***

2.2. Logging In.
   2.2.1. Applicant will access [www.ecitizen.go.ke](http://www.ecitizen.go.ke) on their browser
   2.2.2. Enter their username (Id Number/email address)
   2.2.3. Enter Password
   2.2.4. Confirm they are not a robot
   2.2.5. Click enter

![Fig1](image)
2.3. Access Business registry Services

Fig 2

2.4. Access the Application form by clicking on Collateral Registry (MPRS).

Fig 3
2.5. Select the application from the List
Identify this application and click on the Blue highlighted application form.

2.6. Open the Application form and add the Grantor details

2.7. Add Grantors Details
Important points to note:

2.7.1. A grantor could be of several types to choose from; select what is appropriate from the drop down menu

2.7.2. In Case of a Kenyan Citizen or a Foreign Resident the ID number and name will be verified against the IPRS database. See Fig 5.1
2.8. Add Creditors Details

Follow through the figure 6 to 6.2 to add creditor’s details
Fig 6

Fig 6.1
2.9. Enter Collateral Details

Important Point to note.

2.9.1. There are several types of collateral to choose from; choose what is appropriate from the drop down list.
2.9.2. The type of information entered below will depend on the type of collateral selected below. Examples show that of motor vehicle.

Fig 8

2.10. Enter secured loan particulars
2.11. Review the application
Select the tabs to allow you to navigate across the details entered on the application forms as depicted in figures 9-9.3
2.12. View the Notice

Fig 10
Below is a sample of the notice

3. Search Request

3.1. After the Initial notice an applicant may conduct a search by selecting the search request tab as shown below.

Fig 11
3.2. Select the Search Criteria

***Important point to note!! Only the grantors Identification and Motor vehicle are searchable***

Fig 11.1

Fig 11.2
3.3. Confirm details entered and submit application

Fig 12

3.4. Make Payment

Fig 13
4. **Transferring Ownership of an Application.**

4.1. Applicant logs in and accesses Business Registration Services

4.2. Select Application History As Shown In the Fig 11

4.3. Important to note!

4.3.1. The Business function is restricted to entities registered by the Registrar of companies only
4.3.2. For Kenyan and foreign residents the ID will be verified against IPRS.

The person receiving the application then logs in and accepts the transfer.