



National Security Interests in Personal Property Registry Data Upload Guide



Companies Office, Jamaica

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1.0 Notice Registration Upload Overview

The Security Interests in Personal Property Act provides that all transactions will be subject to the Act and must be registered into the National Security Interests In Personal Property Registry of Jamaica in order to maintain their priority position over collateral subject.

The data upload process may be used to bulk upload all notice types, including change notices. This guide provides step-by-step instructions on how to provide the data that will be uploaded into the Registry.

1.1. Registration Process

The registration process allows for any Secured Party to populate an Excel spreadsheet with the information that would be entered into the Registry. Each horizontal row of the spreadsheet will gather information for the particular transaction(s), and individual columns are devoted to the types of information required, such as security creditor name, security creditor address, and a description of the collateral. A template for the spreadsheet is available and will be provided to you as explained later in this User Guide.

The online Registry is available for uploading your Excel spreadsheet. You may upload multiple spreadsheets which allows you to split the work between multiple people. The Registry onscreen form entry is also available to file new notices one at a time. You may choose either option to populate the Registry.

1.2. Verify Entries

While the upload process provides flexibility in organizing your work, no errors in entering information can be made. It is critical that the data entered into the spreadsheet is free from typing errors. This is important for security creditor names and registrations numbers (for corporate entities) as these are fields that are searched against in the Registry. If one keystroke or entry is wrong, then the filing may not be legally effective. The online Registry process assists with verification by requiring double-entry of security creditor names and numbers.

After the spreadsheet is uploaded into the Registry, conduct a search against the uploaded transactions to find by security creditor name or number. If a particular transaction cannot be found, that means other searchers will not be able to find it either. Re-enter the notice via the normal online filing process using the form.

2.0 Access to the Data Upload Tool

In order to use the Data Upload tool, you must have a Client Account established in the Registry. Follow the Setup a New Client Account steps on the Registry website to establish a client account and submit it for review. The initial Account and User setup must then be accepted by the Registrar.

Once an Account is established, your login must have the “Data Upload” permission to access the Data Upload feature on the Registry website. To obtain this permission, please see your Client Account Administrator for your Registry Account. The Client Account Security Administrator assigns permissions to different users in your organization depending on how they will use the Registry.

Permissions

Check the permissions that apply to this user.

- Certified Notice Search - Allows users to perform certified (Tier 2) searches
- Change Password - Grant user the permission to change their own password.
- Client Security Administrator - Provides user access to manage the general and individual user's account information. User will be able to add new users, update account information, deactivate users, and change passwords for all users listed under the account.
- Data Upload - Allows a user to upload data files for their account whether during initial migration or for ongoing data uploads for new filings
- General Client - Provides user with access to perform searches and register new and change notices. Also provides access to their client briefcase, the ability to lookup access numbers for notices they are listed as the registrant on, and to change their account password.
- Notice Search - Allows users to perform Tier 1 searches
- View Only Active Notices - Allows a user to view and print Active Notices for their account
- Workflow Notice Approver - Allow user to approve notices when notice approver workflow is turned on for the client account
- Workflow Notice Entry - Allow user to enter notices when workflow is enabled and notice approver workflow is on for the client account

From the Account Home Page, a user with permission can access the Data Upload page by selecting the “Data Upload” option under the Searches and Filings menu.

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out.

<p>Account Management</p> <hr/> <p>MAKE A CREDIT CARD PAYMENT</p> <p>UPDATE OR VIEW CLIENT ACCOUNT INFORMATION</p> <p>CHANGE PASSWORD</p>	<p>Searches and Filings</p> <hr/> <p>REGISTER A NEW NOTICE OF SECURITY INTEREST</p> <p>CHANGE AN EXISTING NOTICE</p> <p>SEARCH FOR NOTICES OR REQUEST A CERTIFIED SEARCH REPORT</p> <p>DATA UPLOAD</p> <p>SEARCH ACCOUNT TRANSACTIONS HISTORY</p>
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3.0 Data Upload Terms of Use Agreement

Before using the Data Upload tool, a user must read and agree to the *Data Upload Terms of Use Agreement*. The terms of use agreement will be displayed in a dialog if a user has not already agreed to the terms. The terms acknowledge the user has read the Guide and is familiar with the upload process.

4.0 Preparing the Upload Spreadsheet

4.1 Notes on the Upload Process

The basic data upload process involves a bulk import of a lender's data into the Registry using Microsoft Excel spreadsheets. If you do not already have a spreadsheet template, the first step is to download the spreadsheet template from the Data Upload page on the Registry website.

- The data import supports 2007 or later versions of Microsoft Excel only. These end with the “xlsx” extension.
- The template is a “flat data” template that is easy to navigate.
- Files will be processed within 30 minutes of an upload, though the timeframe for processing files will vary depending on the server load at any given time.
- The Registry system has certain validation rules built in to ensure that required data is provided. For example, each filing must have at least one debtor. The system will either reject the file if there are errors, or process the file if there are no errors.
- If the upload is rejected, the system generates an email with a link to download a text file providing the list of the errors on the spreadsheet. The errors will be identified by row number and user ID number for the filing. A failure on any row will cause the entire file to fail. Correct the error on the spreadsheet originally submitted and resubmit.
- If the upload is successfully processed, the system generates an email stating that the submission was a success. Download a spreadsheet that will show all notice registration numbers, dates, times and the corresponding “access numbers” for the submitted filings. Retain this receipt as the access numbers will be needed. These are used as Access Numbers for each filing and must be supplied in order to submit any modifications to the registered notice.

4.2 Requirements for the Data Upload Spreadsheet

- There should be one tab or spreadsheet template in the Excel Workbook with the worksheet name: **Filings**. The Filing tab is used for entry of all information related to the notice.
- Do not make changes to the spreadsheet template.
- Do not allow any blank rows to exist between transaction entries. If there are blank rows, the system will assume it is the End of the File and will not process any subsequent entries.
- Every row must start with a transaction ID number. This is a number that can be created to distinguish one filing from the next. All ID numbers that are used on the spreadsheets must be unique.
- The collateral description must be entered on the first row for a given notice. If collateral description is entered on more than one row, the file will not import successfully.
- There is one situation where a transaction could take more than one row. If entering a transaction that has multiple Secured Creditors, each party must have its own row.

4.3 Spreadsheet Names

Given that a user may upload more than one spreadsheet, it is possible to spread the work among multiple staff members. Check that each spreadsheet has a different file name. If one person is doing the work, and there are many notices to migrate, a user may complete the work on multiple spreadsheets. In the event of an error on one of filings that requires

data correction, the remainder of the filings on other spreadsheets will still be processed. While each file will have a different name, multiple files may be created.

4.4 Information for Data Entry

The information recorded on notices includes:

- **Debtor Information**

- Every filing must have at least one debtor, but can have multiple debtors.
- Every debtor is listed on a separate row. So, if there is only one debtor on a transaction there will only be one row on the spreadsheet for their information.
- The debtor must be properly identified. For example, for individual Jamaican citizens, enter their Debtor TRN # and their name. For Foreign Entities you need their registration number in home jurisdiction and their official name.
- If a notice has more than one debtor, then that transaction will have more than one row. All rows for a given notice must be entered consecutively. The first column for a given notice is provided to enter the unique notice ID #, which is your own internal reference number for the notice. It is important to enter the same unique ID into the ID column of each additional row to identify which notice the additional debtors are linked to. If there are multiple rows for a given notice, only the ID and debtor information should be entered on subsequent rows, so information like Lapse Date must not be repeated for the notice.

- **Secured Creditor Information**

- Secured Creditor (lender) information is collected on the spreadsheet for initial and amendment notices. The first row of a given initial or amendment notice must have a secured creditor. Enter additional secured creditors on subsequent rows as necessary. Leave blank for continuation and termination notices.

- **Collateral Information**

- The full collateral description must be entered on the first row for a given notice. If there are additional creditors do not re-enter the collateral description. Only enter the collateral description once for a given notice.

- **Statistical Information**

- There are a few statistical data points that are required to be entered for initial Notices only. The statistical data is not a part of the legal filing, and will not be shown to searchers with the exception of collateral type and amount of principal indebtedness for expanded and certified searches.

The required fields are:

- Currency of Principal Indebtedness
- Amount of Principal Indebtedness
- Location of Debtor
- Gender Composition of Ownership
- Lessee/Debtor Size
- Is the Debtor a New or Existing Client
- Collateral Type
- Sector

4.5 Complete the Spreadsheet

The business rules for entry of column values are the same as have been established within the Registry. This way when data is migrated from the spreadsheet into the database it will pass validation rules. The following table describes entry requirements for all columns found in the Filings spreadsheet template.

Field Name	Max Length	Validation Rules
ID	50	Mandatory; Internal Reference Number at your institution. If none exist, use an alphanumeric sequence starting with "1". Duplicates will not be permitted even across spreadsheets for an organization. Repeat this value in subsequent rows for a given notice when additional lessees or lessors exist for the filing. The ID field for security providers and secured parties must have a corresponding ID on the filings tab. Notice IDs for security providers and secured parties must be in the same order as per the filings tab. ID may be repeated on these tabs as necessary to enter all lessees and lessors for a given notice.
Filer Reference Number	32	Optional. Number for your internal reference.
Notice Type	1	Mandatory. Enter one of the following values: S - Notice of Security Interest L – Notice of Lien
Notice Class	1	Mandatory. Enter one of the following values: N - Initial Notice A - Amendment Notice C - Continuation Notice T - Termination Notice P - Amendment Notice only for Amount of Principal Indebtedness S - Amendment Notice only for Statistical Information
NSIPP Initial Registration Number	No max length	Mandatory for change notices. Enter the initial registration number of the notice being changed. Leave blank for initial notices. The system will populate as return value for initial notices.
NSIPP Access Code	No max length	Mandatory for change notices; Enter the access code associated with the initial notice being changed. Leave blank for initial notices. The system will populate as a return value for initial notices.
NSIPP Change Registration Number	No max length	Leave blank. Not applicable for initial notices. For change notices, the system will populate as a return value.
Lapse Date	10	Optional for initial notices and continuation notices. Leave blank for amendments and terminations. Format dd/mm/yyyy. For initial notices, if entered, must be greater than the current date and less than or equal to the current date plus 10 years. If blank, will default to the current date plus 10 years. For continuation notices, if entered, must be greater than the current notice lapse date and less than or equal to the current notice lapse date plus 10 years. If blank, will default to the current notice lapse date plus 10 years.

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Currency of Principal Indebtedness	3	Mandatory for initial and amendment notices. Enter one of the following values: JMD - Jamaican Dollar USD - US Dollar EUR – Euro CAD - Canadian Dollar GBP - Pound Sterling KYD - Cayman Islands Dollar Leave blank for continuations and terminations.
Amount of Principal Indebtedness	12	Mandatory for Initial and Amendment notices. Enter as a positive whole number up to 12 digits. Zero is permitted. Leave blank for continuations and terminations. This should be the total amount of principal indebtedness for the notice. Only one amount will be accepted, a user cannot add multiple amounts.
Gender Composition of Ownership	2	Mandatory for initial and amendment notices. Enter one of the following values: M - Male, F - Female E - Equal Male and Female MM - More than 50% Male MF - More than 50% Female ND - Ownership Ratio Not Determinable Leave blank for continuations and terminations
Collateral Type	2	Mandatory on initial and amendment notices. Enter one of the following values: AP – Accounts Payable AR – Accounts Receivable AE – Agricultural Equipment AG – Agricultural Products (Crops, Livestock, Fish Farm) BA – Bank Accounts CE – Construction Equipment DC – Durable Consumer Goods FX – Fixtures F – Furniture IE – Industrial Equipment IP – Intellectual Property Rights I – Inventory M – Minerals OE – Office Equipment O – Other RG – Raw Goods and Goods in Process SC – Secure Sales Contracts S – Securities V - Vehicles
Sector	2	Mandatory on initial and amendment notices. Enter one of the following values: CM – Commercial C – Consumer A – Agriculture M – Mines GS – Government Services

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		O – Other
New or Existing Client	1	Mandatory on initial and amendment notices. Enter one of the following values: N - New E - Existing
Lessee/Debtor Size	1	Mandatory on initial and amendment notices. Enter one of the following values: F – Fewer than 100 P – Micro enterprise 1-3 employees, turnover less than \$10M S – Small enterprise 4-10 employees, turnover \$10M-\$40M M – Medium enterprise 11-50 employees, turnover \$40M-\$150M L – Large enterprise >50 employees, turnover > \$150M
Debtor Type	1	Mandatory if row contains a debtor (applicable on initial and amendment notices only). Enter one of the following values: C - Jamaican Company S - Jamaican Statutory Entity/Government Department O - Overseas Company I - Individual Jamaican Citizen N - Individual Jamaican Non-Citizen E - Other Entity The first row of a given initial or amendment notice must have a debtor. Enter additional debtors on subsequent rows as necessary. Leave blank for continuation and termination notices.
Debtor Business Name	256	Mandatory if debtor type is Jamaican Company, Jamaican Statutory Entity/Government Department, Overseas Company, Other Entity. Otherwise, leave blank.
Company Number	64	Mandatory if debtor type is Jamaican Company. Optional if debtor type is Jamaican Statutory Entity / Government Department (Registration Number) or Other Entity (Business Registration Number. Otherwise, leave blank.
Business Taxpayer Registration Number	64	Optional if debtor type is Other Entity. Otherwise, leave blank.
Debtor Prefix	8	Optional if debtor type is Individual Jamaican Citizen or Individual Jamaican Non-Citizen, otherwise leave blank. Enter one of the following values: Ms Miss Mrs Mr Dr Prof Hon Mstr Rev Bish Amb

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		Com Major This field is not case sensitive and will accept the values without a period.
Debtor First Name	64	Optional if debtor type is Individual Jamaican Citizen or Individual Jamaican Non-Citizen. Otherwise leave blank.
Debtor Middle Name	64	Optional if debtor type is Individual Jamaican Citizen or Individual Jamaican Non-Citizen. Otherwise leave blank.
Debtor Last Name	64	Mandatory if debtor type is Individual Jamaican Citizen or Individual Jamaican Non-Citizen. Otherwise leave blank.
Debtor Suffix	4	Optional if debtor type is Individual Jamaican Citizen or Individual Jamaican Non-Citizen. Otherwise leave blank. Enter one of the following values: Sr. Jr. I. II. III. IV. ON O.J. O.D. CD J.P. This field is not case sensitive and will accept the values without a period.
Debtor Birthdate	10	Optional if debtor type is Individual Jamaican Citizen or Individual Jamaican Non-Citizen. Otherwise leave blank. Format dd/mm/yyyy. Must be less than the current date.
Debtor TRN	9	Mandatory if debtor type is Jamaican Company. Optional if debtor type is Individual Jamaican Citizen. Otherwise leave blank.
Debtor Address 1	128	Optional if debtor type is populated. Otherwise, leave blank. Enter street number and name or other specific designation.
Debtor Address 2	128	Optional if debtor type is populated. Otherwise, leave blank. Enter street number and name or other specific designation.
Debtor Town / District	64	Optional if debtor type is populated. Otherwise, leave blank.
Debtor Parish / State	64	Optional if debtor type is populated. Otherwise, leave blank. If used and if Debtor country is Jamaica, then choose from these values: Clarendon Hanover Kingston Manchester Portland

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		<p>Saint Andrew Saint Ann Saint Catherine Saint Elizabeth Saint James Saint Mary Saint Thomas Trelawny Westmoreland</p>
Debtor Country	64	Mandatory if debtor type is populated. Otherwise, leave blank. Must be a value from the country list on the Country spreadsheet if entered.
Debtor Postal Code	8	Optional if debtor type is populated. Otherwise, leave blank.
Secured Creditor Name	256	Mandatory if row contains a secured creditor. Applicable on initial and amendment notices only. The first row of a given initial or amendment notice must have a secured creditor. Enter additional secured creditors on subsequent rows as necessary. Leave blank for continuation and termination notices.
Secured Creditor Address 1	128	Optional if row contains a secured creditor, otherwise leave blank. Enter street number and name or other specific designation, if applicable.
Secured Creditor Address 2	128	Optional if row contains a secured creditor, otherwise leave blank. Enter street number and name or other specific designation, if applicable.
Secured Creditor Town / District	64	Optional if row contains a secured creditor, otherwise leave blank.
Secured Creditor Parish / State	64	Optional if row contains a secured creditor, otherwise leave blank. If used and if Secured Creditor country is Jamaica, then choose from these values: Clarendon Hanover Kingston Manchester Portland Saint Andrew Saint Ann Saint Catherine Saint Elizabeth Saint James Saint Mary Saint Thomas Trelawny Westmoreland
Secured Creditor Country	64	Mandatory if row contains a secured creditor, otherwise leave blank. Must be a value from the country list on the Country spreadsheet if entered.
Secured Creditor Postal Code	8	Optional if row contains a secured creditor, otherwise leave blank.
Secured Creditor Email	128	Optional if row contains a secured creditor, otherwise leave blank. Must be a valid email format.

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Serial Number Type	1	One type of Collateral Information is mandatory if an initial notice or amendment, otherwise leave blank. If a Collateral Description is entered, Serial Number Type is optional. If using the flat template, enter additional serial numbers on subsequent rows as necessary. Leave blank for continuation and termination notices. Enter one of the following values: S - Serial Numbered Property M - Motor Vehicle Serial/VIN
Serial Number	20	Mandatory if Serial Number Type is entered, otherwise leave blank. Must be alphanumeric.
Collateral Description	10,000	One type of Collateral Information is Mandatory if an initial notice or amendment, otherwise leave blank. If a Serial Number is entered, Collateral Description is optional.
Other Information	10,000	Optional if initial notice or amendment, otherwise leave blank.
		For Treasury Lien, a Treasury Lien Order must be uploaded as a PDF to the Registry once the notice is created.

County list and corresponding code values:

CD	Country	CD	Country	CD	Country
AFG	Afghanistan	GHA	Ghana	PAK	Pakistan
ALA	Åland Islands	GIB	Gibraltar	PLW	Palau
ALB	Albania	GRC	Greece	PSE	Palestine, State of
DZA	Algeria	GRL	Greenland	PAN	Panama
ASM	American Samoa	GRD	Grenada	PNG	Papua New Guinea
AND	Andorra	GLP	Guadeloupe	PRY	Paraguay
AGO	Angola	GUM	Guam	PER	Peru
AIA	Anguilla	GTM	Guatemala	PHL	Philippines
ATA	Antarctica	GGY	Guernsey	PCN	Pitcairn
ATG	Antigua and Barbuda	GIN	Guinea	POL	Poland
ARG	Argentina	GNB	Guinea-Bissau	PRT	Portugal
ARM	Armenia	GUY	Guyana	PRI	Puerto Rico
ABW	Aruba	HTI	Haiti	QAT	Qatar
AUS	Australia	HMD	Heard Island and McDonald Islands	REU	Réunion
AUT	Austria	VAT	Holy See (Vatican City State)	ROU	Romania
AZE	Azerbaijan	HND	Honduras	RUS	Russian Federation
BHS	Bahamas	HKG	Hong Kong	RWA	Rwanda
BHR	Bahrain	HUN	Hungary	BLM	Saint Barthélemy
BGD	Bangladesh	ISL	Iceland	SHN	Saint Helena, Ascension and Tristan da Cunha
BRB	Barbados	IND	India	KNA	Saint Kitts and Nevis
BLR	Belarus	IDN	Indonesia	LCA	Saint Lucia

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BEL	Belgium	IRN	Iran, Islamic Republic of	MAF	Saint Martin (French part)
BLZ	Belize	IRQ	Iraq	SPM	Saint Pierre and Miquelon
BEN	Benin	IRL	Ireland	VCT	Saint Vincent and the Grenadines
BMU	Bermuda	IMN	Isle of Man	WSM	Samoa
BTN	Bhutan	ISR	Israel	SMR	San Marino
BOL	Bolivia, Plurinational State of	ITA	Italy	STP	Sao Tome and Principe
BES	Bonaire, Sint Eustatius and Saba	JAM	Jamaica	SAU	Saudi Arabia
BIH	Bosnia and Herzegovina	JPN	Japan	SEN	Senegal
BWA	Botswana	JEY	Jersey	SRB	Serbia
BVT	Bouvet Island	JOR	Jordan	SYC	Seychelles
BRA	Brazil	KAZ	Kazakhstan	SLE	Sierra Leone
IOT	British Indian Ocean Territory	KEN	Kenya	SGP	Singapore
BRN	Brunei Darussalam	KIR	Kiribati	SXM	Sint Maarten (Dutch part)
BGR	Bulgaria	PRK	Korea, Democratic People's Republic of	SVK	Slovakia
BFA	Burkina Faso	KOR	Korea, Republic of	SVN	Slovenia
BDI	Burundi	KWT	Kuwait	SLB	Solomon Islands
KHM	Cambodia	KGZ	Kyrgyzstan	SOM	Somalia
CMR	Cameroon	LAO	Lao People's Democratic Republic	ZAF	South Africa
CAN	Canada	LVA	Latvia	SGS	South Georgia and the South Sandwich Islands
CPV	Cape Verde	LBN	Lebanon	SSD	South Sudan
CYM	Cayman Islands	LSO	Lesotho	ESP	Spain
CAF	Central African Republic	LBR	Liberia	LKA	Sri Lanka
TCD	Chad	LYB	Libya	SDN	Sudan
CHL	Chile	LIE	Liechtenstein	SUR	Suriname
CHN	China	LTU	Lithuania	SJM	Svalbard and Jan Mayen
CXR	Christmas Island	LUX	Luxembourg	SWZ	Swaziland
CCK	Cocos (Keeling) Islands	MAC	Macao	SWE	Sweden
COL	Colombia	MKD	Macedonia, the former Yugoslav Republic of	CHE	Switzerland
COM	Comoros	MDG	Madagascar	SYR	Syrian Arab Republic
COG	Congo	MWI	Malawi	TWN	Taiwan, Province of China
COD	Congo, the Democratic Republic of the	MYS	Malaysia	TJK	Tajikistan
COK	Cook Islands	MDV	Maldives	TZA	Tanzania, United Republic of
CRI	Costa Rica	MLI	Mali	THA	Thailand
CIV	Côte d'Ivoire	MLT	Malta	TLS	Timor-Leste
HRV	Croatia	MHL	Marshall Islands	TGO	Togo

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CUB	Cuba	MTQ	Martinique	TKL	Tokelau
CUW	Curaçao	MRT	Mauritania	TON	Tonga
CYP	Cyprus	MUS	Mauritius	TTO	Trinidad and Tobago
CZE	Czech Republic	MYT	Mayotte	TUN	Tunisia
DNK	Denmark	MEX	Mexico	TUR	Turkey
DJI	Djibouti	FSM	Micronesia, Federated States of	TKM	Turkmenistan
DMA	Dominica	MDA	Moldova, Republic of	TCA	Turks and Caicos Islands
DOM	Dominican Republic	MCO	Monaco	TUV	Tuvalu
ECU	Ecuador	MNG	Mongolia	UGA	Uganda
EGY	Egypt	MNE	Montenegro	UKR	Ukraine
SLV	El Salvador	MSR	Montserrat	ARE	United Arab Emirates
ENG	England	MAR	Morocco	GBR	United Kingdom
GNQ	Equatorial Guinea	MOZ	Mozambique	UMI	United States Minor Outlying Islands
ERI	Eritrea	MMR	Myanmar	USA	United States of America
EST	Estonia	NAM	Namibia	URY	Uruguay
ETH	Ethiopia	NRU	Nauru	UZB	Uzbekistan
FLK	Falkland Islands (Malvinas)	NPL	Nepal	VUT	Vanuatu
FRO	Faroe Islands	NLD	Netherlands	VEN	Venezuela, Bolivarian Republic of
FJI	Fiji	NCL	New Caledonia	VNM	Viet Nam
FIN	Finland	NZL	New Zealand	VGB	Virgin Islands, British
FRA	France	NIC	Nicaragua	VIR	Virgin Islands, U.S.
GUF	French Guiana	NER	Niger	WLF	Wallis and Futuna
PYF	French Polynesia	NGA	Nigeria	ESH	Western Sahara
ATF	French Southern Territories	NIU	Niue	YEM	Yemen
GAB	Gabon	NFK	Norfolk Island	ZMB	Zambia
GMB	Gambia	MNP	Northern Mariana Islands	ZWE	Zimbabwe
GEO	Georgia	NOR	Norway		
DEU	Germany	OMN	Oman		

5.0 Data Upload User Interface

5.1 Data Upload Tool

The access to the Data Upload feature will require an Account that has been accepted by the Registrar, and a User with the permission to create Data Uploads. Click the “Data Upload” menu option from your Account Home Page to access the Data Upload page. Depending on your permissions, the Account Home may include other options. Data Upload can be found at the bottom of the section under Searches and Registrations:

Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out.

Account Management	Searches and Filings
MAKE A CREDIT CARD PAYMENT	REGISTER A NEW NOTICE OF SECURITY INTEREST
UPDATE OR VIEW CLIENT ACCOUNT INFORMATION	CHANGE AN EXISTING NOTICE
CHANGE PASSWORD	SEARCH FOR NOTICES OR REQUEST A CERTIFIED SEARCH REPORT
	DATA UPLOAD
	SEARCH ACCOUNT TRANSACTIONS HISTORY

5.2 Data Upload Page

The “Data Upload” link takes you to the upload page shown below.

Data Upload

[REFRESH](#) [CLOSE](#)

Import File

The [Data Upload Template.xlsx](#) should be populated with notice data for submission. Once the template is populated with your notice data, press the 'Upload File' button to locate and submit an import file for processing. Please thoroughly review the file import instructions provided in the [Data Upload User Guide](#) before attempting to submit an import file.

Upload File

Drag/drop file here or click to upload

Import Template

[Data Upload Template.xlsx](#)

ID	Uploaded File	Upload Date	Accessed...	Status	Result	Log
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From the Data Upload page, you may import the Excel files for processing, review status of uploaded files, or download file responses from the Results log. See Section 4.5 in this document for information about the requirements for the import file format.

To Import a New File:

- 1) In the gray upload section: drop the file, or click to select a file.
- 2) Browse and select the correct file. The file name will then be displayed in the Import File text box. Confirm that the file name is correct.
- 3) Click the “Open” button to select and submit the file for processing.

File Processing Information

- If the Excel worksheet is not using the correct template, the following error message will be displayed: “The workbook submitted does not appear to be a valid Jamaican Import Template. It must have only one worksheet named “Filings”. The file has not been uploaded and will not be processed.
- If the file has been uploaded and added to the queue, the following message will be displayed “File received. Data verification in progress. Monitor email for success or rejection of files. Check this page to confirm file upload status”. The Status column will initially display “Received”, then change to “Successfully Imported” or “Rejected”. Files added to the queue and will be processed in order submitted. Check back periodically for processing results. Make sure to click the “Refresh” button to see the upload results.

5.3 Data Upload File Processing

Once the file has been uploaded, the system will display it in the import job queue with a Received status. At this time, if the user decides they do not want the import file to be processed, they can delete the file using the delete icon and the file will be removed from the import file job queue. Multiple files may be imported to complete the data upload.

Data Upload

[REFRESH](#) [CLOSE](#)

Import File
The [Data Upload Template.xlsx](#) should be populated with notice data for submission. Once the template is populated with your notice data, press the 'Upload File' button to locate and submit an import file for processing. Please thoroughly review the file import instructions provided in the [Data Upload User Guide](#) before attempting to submit an import file.

Upload File

Drag/drop file here or click to upload

Import Template

[Data Upload Template.xlsx](#)

ID	Uploaded File	Upload Date	Accessed...	Status	Result	Log
1111	JamaicaImportTemplateFlat_MA...	23/09/2020	JMD\$0.00	Received		

Once the system begins to process the file, the delete icon in the ID column will be removed, and the file can no longer be deleted. The status of files is shown under the Status column. There are 4 filing statuses:

- Received – which means the file has been received and it is in the queue to be processed. This is also when a file may still be deleted and the Delete File icon is displayed.
- Data Validated – which means the uploaded Notices have been checked for initial validation.
- Successfully Imported – The file has been accepted. All notices in the import file have been processed and are registered in the Registry. If you open the Results Url file, it will contain the notice registration number, the access number and filing date/time for each notice.
- Rejected – the file did not upload successfully. Check the Results Log for details of what you will need to correct in the file to attempt another upload. The results will display in a new window or tab and list the errors

in the submitted file. Make necessary corrections in your original Excel spreadsheet file. You can resubmit with the same or a new file name.

To watch the processing, you can click on the Refresh button. In all status scenarios, you may download the submitted file by clicking on the Uploaded File of the particular file in the list of entries.

5.4 Viewing Import Results

If the data upload file is successfully uploaded it will be set with the status of “Successfully Imported”. The Results file will list the notices in the Registry.

To View Data Upload Results:

- 1) Click the Excel file icon under the “Results” column in the row of the import file name you uploaded.
- 2) The Result file will list all data upload details for notices. The Notice Registration Number and the Access Number will be needed for any future change filings.

Data Upload - Details				
Show <input type="text" value="10"/> entries		Search: <input type="text"/>		<input type="button" value="Excel"/> <input type="button" value="Print"/>
RowId#	Initial Registration Number#	Registration Number #	Access Number#	Registration Date#
A1000123	1029322102	1029322102	1058	23/09/2020 08:35 PM
A1000124	1029322214	1029322214	5202	23/09/2020 08:35 PM

Showing 1 to 2 of 2 entries Previous Next

5.5 Data Upload Error Log

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

ID	Uploaded File	Upload Date	Access...	Status	Result	Log
24	 JamaicaUploadM.xlsx	29/06/2020	JMD\$0.00	Rejected		

To View the Data Upload Error Log:

- 1) Click the Log file icon next to the uploaded file name.
- 2) The Log will list the Row Number with the error and the associated error.

Paradigm Applications

NSIPP Registry

Start File Review

Opening File

Worksheet Filings Row 2: Error processing Debtor.

Worksheet Filings Row 2: Mandatory if debtor type is Jamaican Company. Optional for Individual-Jamaican Citizen. Otherwise, leave blank

Worksheet Filings Row 3: Debtor Prefix error. Optional if debtor type is Individual Jamaican Citizen or Individual Jamaican Non-Citizen, otherwise leave blank. Look up Values in Section 4.5 of the Upload Manual.

Worksheet Filings Row 4: Invalid Sector. Look up Values on Section 4.5 on Upload Manual.

Closing File

End File Review

Total Notices

- 3) Review your Filings spreadsheet and correct errors as needed. Refer to Section 4 for specific data entry requirements.

6.0 Verify Data Uploads in the Registry

Once the data uploads are successful, verify the resulting notices in the Registry. Use the Results details to check. Download a copy of the results to Excel, or Print a copy for reference.

From the Home Page, select Search for Notices, entering the Registration Number or other information to retrieve a search result and verify the data uploaded correctly.



Account Home

From this screen, you may go to the screens listed below. After completing each transaction, you will be returned to this screen to choose your next transaction or log-out.

Account Management

MAKE A CREDIT CARD PAYMENT

UPDATE OR VIEW CLIENT ACCOUNT INFORMATION

CHANGE PASSWORD

Searches and Filings

REGISTER A NEW NOTICE OF SECURITY INTEREST

CHANGE AN EXISTING NOTICE

SEARCH FOR NOTICES OR REQUEST A CERTIFIED SEARCH REPORT

DATA UPLOAD

SEARCH ACCOUNT TRANSACTIONS HISTORY

Search Notices

Please select the type of search you want to perform, then check Basic / Expanded or Certified.

- Basic Search
- Expanded Search (Fee is JMD\$1000.00 (Fee exemption for client accounts filing 4 or more notices))
- Certified Search (Fee is JMD\$1000.00 (All Certified Search Results are saved to the Registry))

Debtor	Serial Numbered Property or Motor Vehicle Serial/VIN	Registration Number	Certified Search Verification
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Registration Number

1026966440

7.0 Support

Direct questions on preparing the data upload file and importing notices to: support@paradigmapps.com.