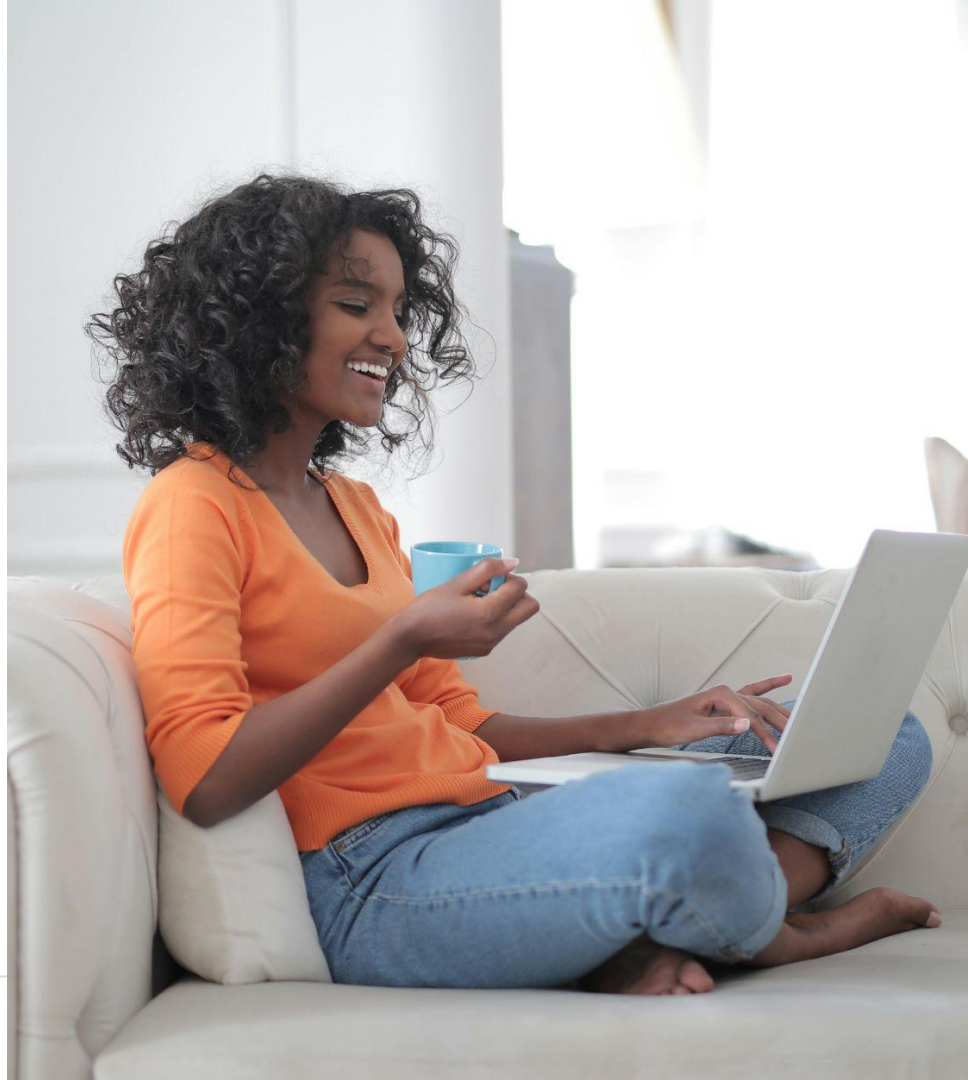




User Manual Collateral Registry (MPSR)

brs.go.ke | +254 011 112 7000



Introduction

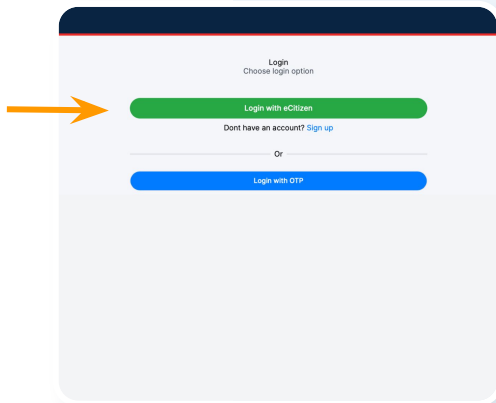
The purpose of this document is to provide a step-by-step guide on how to register a Business online, through Business Registration Service (BRS).

The Business Registration Service is a State Corporation established to administer policies, laws and other matters relating to the registration of Companies, partnerships and firms, and corporations carrying on business under a business name, bankruptcy, hire-purchase, and security rights (Section 4(1) of BRS Act, 2015).

BRS is improving service delivery by providing quality business support services to customers throughout their business life cycle.

Sign in

Once you click '**Sign in**', you will be directed to your eCitizen account. Key in your details then click '**Sign in**'.



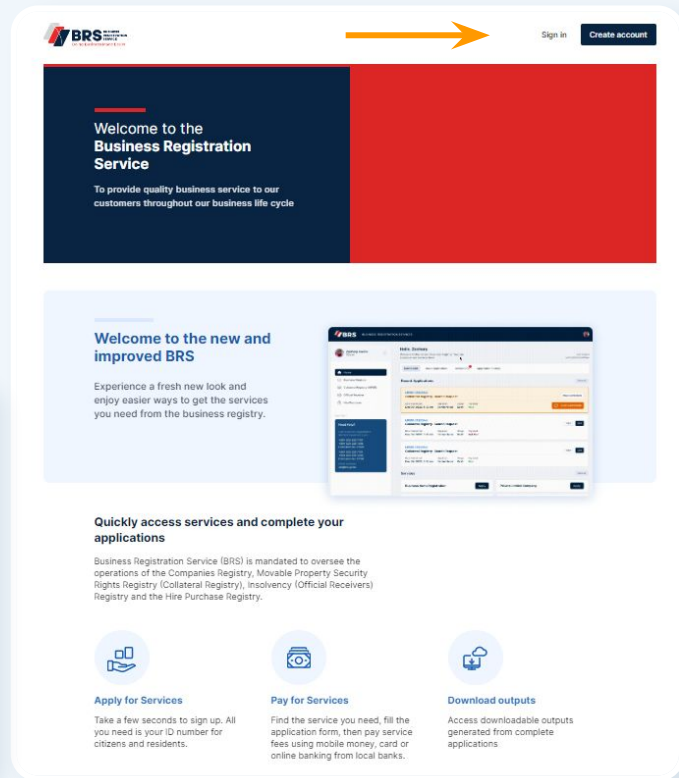
Login
Choose login option

Login with eCitizen

Don't have an account? [Sign up](#)

Or

Login with OTP



BRS BUSINESS REGISTRATION SERVICE
ON A BUSINESS DAY

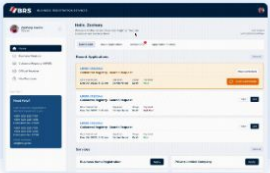
Sign in Create account

Welcome to the Business Registration Service

To provide quality business service to our customers throughout our business life cycle

Welcome to the new and improved BRS

Experience a fresh new look and enjoy easier ways to get the services you need from the business registry.



Quickly access services and complete your applications

Business Registration Service (BRS) is mandated to oversee the operations of the Companies Registry, Movable Property Security Rights Registry (Collateral Registry), Insolvency (Official Receivers) Registry and the Hire Purchase Registry.



Apply for Services

Take a few seconds to sign up. All you need is your ID number for citizens and residents.



Pay for Services

Find the service you need, fill the application form, then pay service fees using mobile money, card or online banking from local banks.



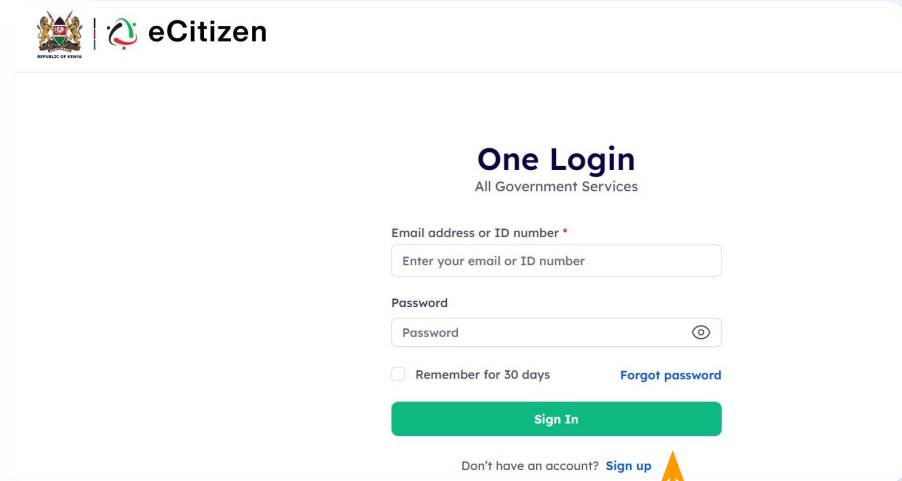
Download outputs

Access downloadable outputs generated from complete applications

One Login

You can choose where to receive a verification code. Either through:

- Email, or
- Phone Number

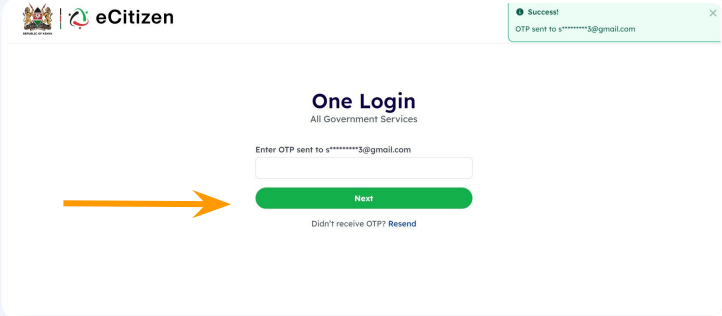


The screenshot shows the eCitizen 'One Login' page. At the top left is the Kenyan coat of arms and the text 'eCitizen'. The main heading is 'One Login' with the subtitle 'All Government Services'. Below this are two input fields: 'Email address or ID number' with a red asterisk and a placeholder 'Enter your email or ID number', and 'Password' with a placeholder 'Password' and an eye icon. There is a checkbox for 'Remember for 30 days' and a link for 'Forgot password'. A green 'Sign In' button is centered below the inputs. At the bottom, it says 'Don't have an account?' followed by a blue 'Sign up' link. An orange arrow points to the 'Sign up' link.

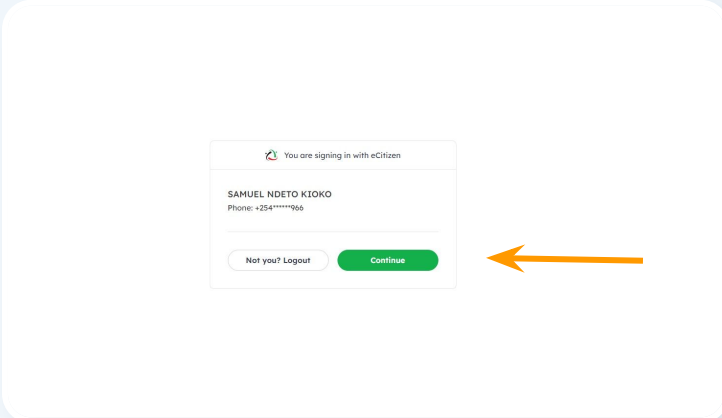
Through Email

Proceed to enter OTP sent to your email, then click **'Next'**.

Click **'Continue'** to proceed to the dashboard.



The screenshot shows the eCitizen 'One Login' interface. At the top, there's a header with the Kenyan coat of arms and the eCitizen logo. A green success message at the top right states 'Success! OTP sent to s*****5@gmail.com'. The main heading is 'One Login' with the subtitle 'All Government Services'. Below this, a text prompt says 'Enter OTP sent to s*****5@gmail.com' above an input field. An orange arrow points to a green 'Next' button. Below the button is a link that says 'Didn't receive OTP? Resend'.

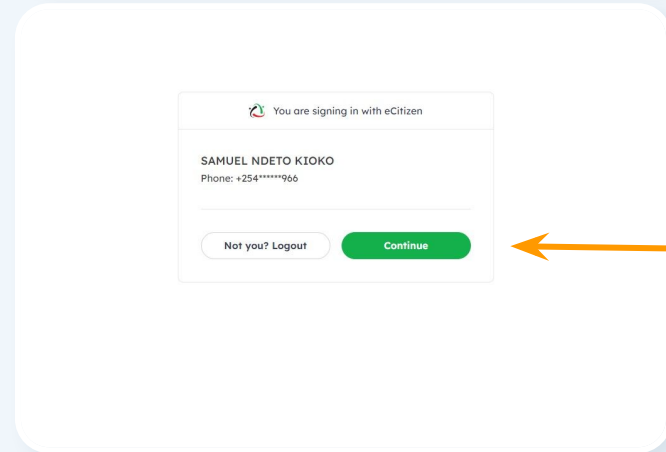
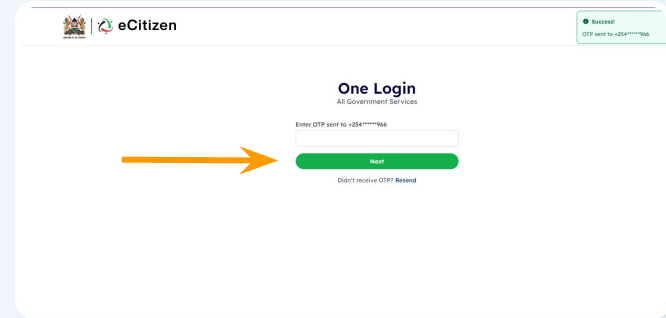


The screenshot shows the user verification screen. At the top, it says 'You are signing in with eCitizen'. Below this, the user's name 'SAMUEL NDETO KIOKO' and phone number 'Phone: +254*****966' are displayed. At the bottom, there are two buttons: 'Not you? Logout' and a green 'Continue' button. An orange arrow points to the 'Continue' button.

Through Phone Number

Enter the OTP sent to your phone number, then click **'Next'**.

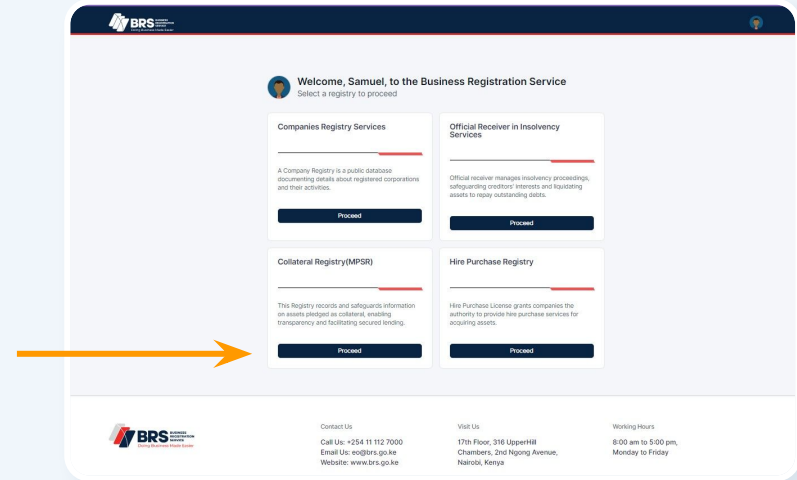
Click **'Continue'** to proceed to the dashboard.



Dashboard – Collateral Registry Services

The Registry is an online government notice-based register of security rights in moveable property.

To access Collateral Registry (MPSR) click **'Proceed'** as indicated by the arrow.



Initial Notice Application

To apply for an initial notice, click **'Apply'**.

NB: To search for previous notices, enter application number and search.

The screenshot displays the BRS Collateral Registry (MPSR) web application. The interface includes a top navigation bar with the BRS logo and a user profile icon. Below the navigation bar, the main content area is divided into a left sidebar and a main panel. The sidebar contains a dropdown menu for 'Collateral Registry(MPSR)', a user profile section for Sharon Gicheru, a 'Home' button, and a 'Need Help?' section with contact information. The main panel features a header for 'Collateral Registry(MPSR)' with a description. Below this, there is a user profile section for Sharon Gicheru and a navigation menu with tabs for 'Notices', 'Businesses', 'Other Organisations', 'Searches', and 'Application History'. The 'Initial Notice' section is highlighted, showing a form with an 'Initial Notice' label and an 'Apply' button. An orange arrow points to the 'Apply' button. Below the 'Initial Notice' section, there is a 'Your notices' section with a search bar and a search button. The bottom of the page features a footer with the BRS logo and the text 'Proudly Kenyan' next to the Kenyan flag.

Particulars of Grantors

Under **Type**, select the option that's suitable to you e.g. Kenyan Citizen.

The screenshot displays the BRS Collateral Registry (MPSR) web interface. The header includes the BRS logo and the text 'Last Login Jun 27 2024 9:43 am'. The user is logged in as Sharon Gicheru, an individual account holder. The main section is titled 'Initial Notice' and contains a table with columns: 'Particulars Of Gran...', 'Particulars Of Cre...', 'Description of Colla...', 'Maximum Amount Secured and Period of Effecti...', and 'Declarat...'. Below this, the 'Particulars Of Grantors' section is visible, showing a 'Grantors' field and a 'Type' dropdown menu. The 'Type' dropdown is open, displaying a list of options: 'Choose...', 'Kenyan Citizen', 'Foreign Resident', 'Foreigner', 'Kenyan Incorporated Organization', 'Kenyan Unincorporated Organization', 'Foreign Incorporated Organization', and 'Foreign Unincorporated Organization'. An orange arrow points to the 'Kenyan Citizen' option.

Particulars of Grantors

Proceed to enter the rest of the details as displayed. Click **'Next'**.

INDIVIDUAL ACCOUNT... Sharon Gicheru

Sharon Gicheru
CITIZEN

Home

Need Help?
Business Registration Service
Customer Care
Call Us
+254 11 112 7000
Visit Us
17th Floor, 316 UpperHill Chambers,
2nd Ngong Avenue, Nairobi, Kenya
P. O. Box 30404-00100
Our Working hours
9:00am to 5:00pm,
Monday to Friday

Particulars Of Grantors

Grantors *

Type *
Kenyan Citizen

National ID Number
27586678

First Name
Sharon

Search

ID Number *

First Name *
Middle Name
Last Name *

KRA Pin

Postal Address *
10701

Postal Code *
00200 - CITY SQUARE

Email *
i

Phone Number *
0

Add new

Next

Particulars of Creditor

Enter particulars of the creditor and proceed to **'Next'**.

The screenshot displays the BRS Business Registration Service portal. The user is logged in as Sharon Gicheru, an individual account holder. The main navigation bar includes 'Home' and 'Need Help?' links. The 'Need Help?' section provides contact information for the Business Registration Service Customer Care, including a phone number (+254 11 112 7000) and an email address (17th Floor, 316 Upperhill Chambers, 2nd Ngara Avenue, Nairobi, Kenya P. O. Box 30404-0100). The 'Our Working hours' are listed as 9:00am to 5:00pm, Monday to Friday.

The main content area is titled 'Initial Notice | MPSR-R77HWY'. It contains a table with columns: 'Particulars Of Grant...', 'Particulars Of Credit...', 'Description Of Collate...', 'Maximum Amount Secured and Period of Effectiveness...', and 'Declarat...'. Below the table, the 'Particulars Of Creditor' section is active. It includes a dropdown menu for 'Category of secured creditor *' with 'Consensual' selected. The 'Type *' field is set to 'citizen'. The 'Full Name' field is populated with 'SHARON WANJERU GICHERU'. The 'ID Number *' field is empty, with a red error message: 'Please answer the question. Please answer the question.' The 'Postal Address *' field is populated with '10701'. The 'Postal code *' field is populated with '00200 - CITY SQUARE'. The 'Phone Number' and 'Email' fields are empty. The 'Creditors' section is empty. At the bottom, there are 'Previous' and 'Next' buttons. An orange arrow points to the 'Next' button.

Description of Collateral

Enter the description of collateral then proceed to **'Next'**.

The screenshot shows the BRS Business Registration Service portal. The user is logged in as Sharon Othman, a Citizen. The 'Initial Notice' section is active, showing details for MPSR-R77HWY. The 'Description of Collateral' table is visible, with one entry: Livestock, Cow, 17322. The 'Next' button is highlighted with an orange arrow.

Collateral Type	Description of Collateral	Serial No
Livestock	Cow	17322

This screenshot shows the 'Description of Collateral' form. The 'Collateral Type' is 'Livestock' and the 'Description of Collateral' is 'Cow'. The 'Serial No' is '17322'. The 'Next' button is visible.

Collateral Type	Description of Collateral	Serial No
Livestock	Cow	17322

This screenshot shows the 'Description of Collateral' form with a modal dialog for editing. The modal contains fields for 'Collateral Type', 'Description of Collateral', and 'Serial No'. The 'Next' button is visible.

Collateral Type	Description of Collateral	Serial No
Livestock	Cow	17322

Maximum amount secured and period of effectiveness

Enter the details as displayed and proceed to **'Next'**.

The screenshot displays the BRS Collateral Registry (MPSR) interface. The user is Sharon Gicheru, a Citizen. The form is titled 'Initial Notice | MPSR-R77HWY'. The 'Initial Notice' section contains the following fields:

- Particulars Of Grant...**
- Particulars Of Credit...**
- Description Of Collate...**
- Maximum Amount Secured and Period of Effectiveness...**
- Declarat...**

The form also includes a section for 'MAXIMUM AMOUNT SECURED AND PERIOD OF EFFECTIVENESS' with the following details:

- Type ***: Individual
- Gender ***: Female
- Period of Effectiveness (months) ***: 12
- Period effectiveness**
- Amount Secured ***: KES
- Currency ***: KES
- Amount ***: 100
- Has grantor's authorization been obtained? ***: Yes

The 'Next' button is highlighted by an orange arrow.

Declaration

Finally, to confirm all the details are accurate, tick the box and proceed to **'Complete'**.

To make any changes, click **'Edit'** otherwise proceed to download or print.

Information
Changes you make will be saved as draft and will not reflect in the application until you submit the form at the end

Initial Notice | MPSR-R77HWY

Particulars Of Grant... Particulars Of Credit... Description Of Collateral... Maximum Amount Secured and Period of Effectiveness... Declaration...

Declaration?
☒ I hereby declare that I have provided all the information as required by the Registrar in regard to this application

[Previous](#) [Complete](#)

Collateral Registry(MPSR)
The Registry is an online government online-based register of security rights in movable property

Applications History > Initial Notice | MPSR-R77HWY

Initial Notice | MPSR-R77HWY
Submitted: Jan 27, 2024, 9:43 pm
Applicant: Sharon Wangari Sichewa | Status: Registered

[Edit](#)

Application Details

Particulars Of Grantors	Particulars Of Creditors	Description Of Collateral	Maximum Amount Secured and Period of Effectiveness	Uploads	Declaration
Particulars Of Grantors					
Type: Kenyan Citizen					
Id Number:		First Name:		Last Name:	
Postal Address:		Postal Code:		Email:	
Phone Number:					

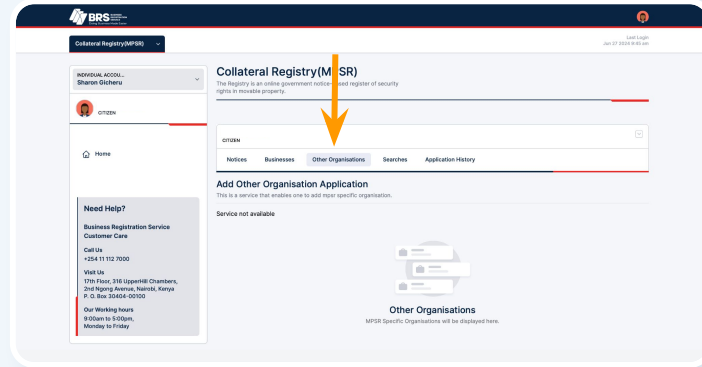
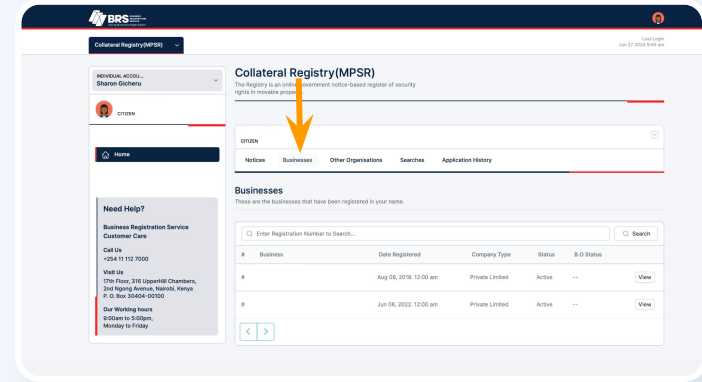
Downloads
Collateral Registry Initial Registration
27 Jan, 2024

[Download](#) [Print](#)

Businesses & Other Organisations

Click on **‘Businesses’** to view details of any other listed businesses registered in your name.

Click on **‘Other Organisations’** to add other mpsr specific organisations.



Searches & Application History

Click on '**Search**' to search the collateral registry.

Under '**Application History**', view a record of all your applications.

