

Registrar of Securities Client Portal - User Guide

Date: 21-Nov-2022

The future is here.

Step 1: Requesting Access for ROS Services



Go to Login Page:

Scroll Down and Choose – Request Access for ROS Services:

Step 1: Requesting Access for ROS Services



ROS User request Form:

Pls fill the information in the ROS User Request Form and attach Passport copy.



REGISTRAR OF SECURITIES SERVICES REQUEST ACCESS FORM

New User Details

Please enter the following details for creating a portal user.

Title	H.H.	Position	Advisor
First Name	John	Nationality	United Arab Emirates
Middle Name		Passport Number	
Last Name	Doe	Email	
Place of Birth		Mobile Number	
Date of Birth	2/2/1970 [11/10/2022]	Are you registered with DIFC entity?	Yes
DIFC Commercial License Number			

Upload Passport Copy

Please ensure the file is of the following format - doc, pdf, docx, gif, png, jpeg, jpg.

Passport.png

By providing this information, we understand that you are requesting DIFC to communicate with you. Please read our [Privacy Policy](#) for further information about how we manage your data.
If you do not wish to be contacted, kindly do not proceed further.

If you are not registered with DIFC Entity, Choose 'No'. Else Choose 'Yes' and provide the Correct Commercial License Number.

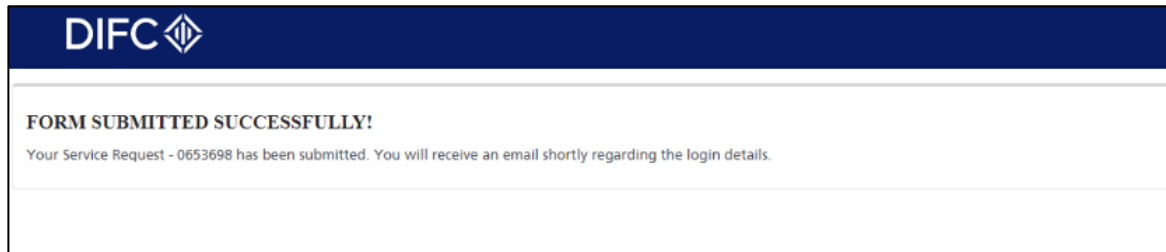
After providing the details, click on Submit.

Step 1: Requesting Access for ROS Services



After providing the details, click on Submit.

The SR Number appears mentioning about the form submission.



A welcome email will be sent to the email address provided.

Please login to the Client Portal after setting the password.

Note: If you are an existing user requesting access to ROS Forms, Login with the existing credentials.

Step 2: Service Request Submission



You will be redirected to the Home Page of the Portal.

The screenshot displays the 'Apply for a Service Request' section of the Client Portal. It includes a sidebar with navigation options: Home, Pending Actions (0), Service Requests, Balance AED 0.00, Appointments, Trusts, Entity Profile, Compliance, Saved Docs, and Quick Links. The main content area features a search bar for service requests, a 'Complete Pending Actions' section with a search bar, and a 'My Service Requests' section with a status filter set to 'Under Progress'. Both the pending actions and my service requests tables show 'No records'.

Type	SR No.	Summary	Comments	Action
No records				

SR No.	Date Submitted	SR Name	Status	Applicant (If Applicable)
No records				

Service Request available on Client Portal

FINANCING STATEMENT (Form 1)

FINANCING STATEMENT AMENDMENT –
COLLATERAL CHANGE (Form 2)

FINANCING STATEMENT AMENDMENT –
COLLATERAL RESTATEMENT (Form 3)

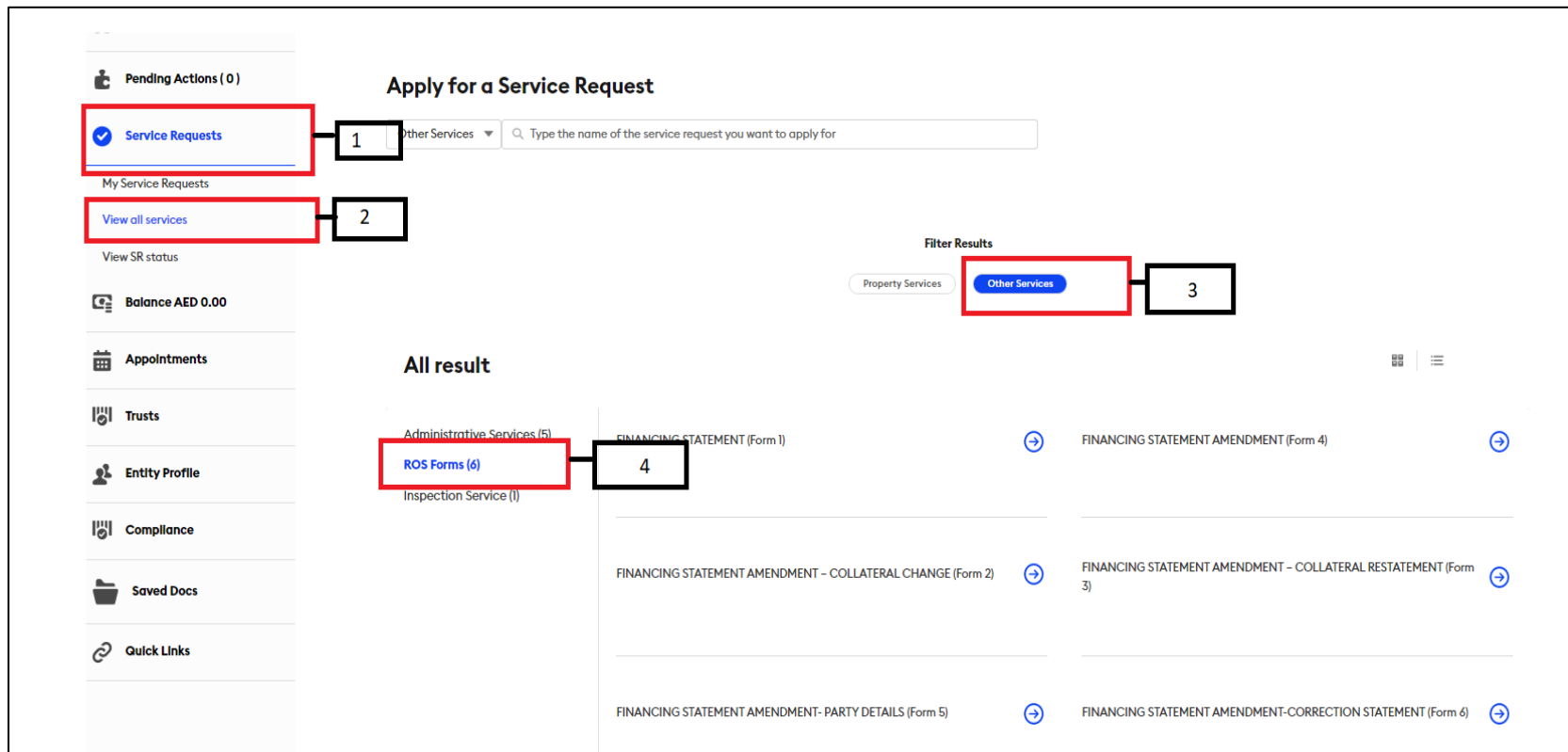
FINANCING STATEMENT AMENDMENT (Form 4)

FINANCING STATEMENT AMENDMENT- PARTY
DETAILS (Form 5)

FINANCING STATEMENT AMENDMENT-
CORRECTION STATEMENT (Form 6)

Step 2: Service Request Submission

Inside the Portal, click on 'Service Requests' on the left pane and click on 'View all services'. Then click on 'Other Services' on the right pane. If there are multiple Service Requests visible under Other Services, click on 'ROS Forms'.

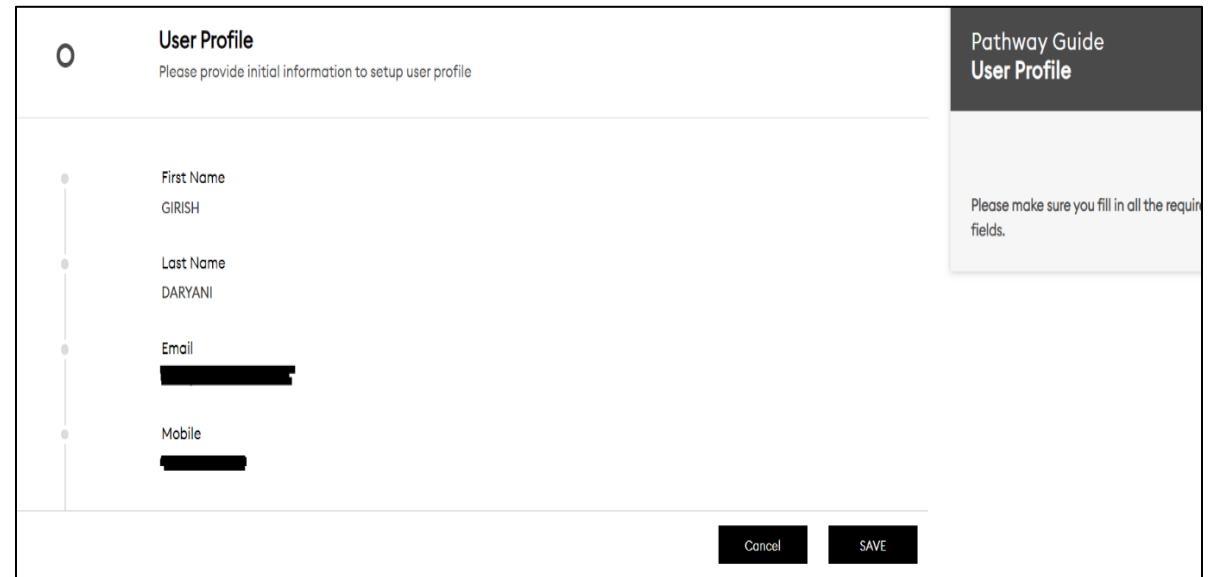
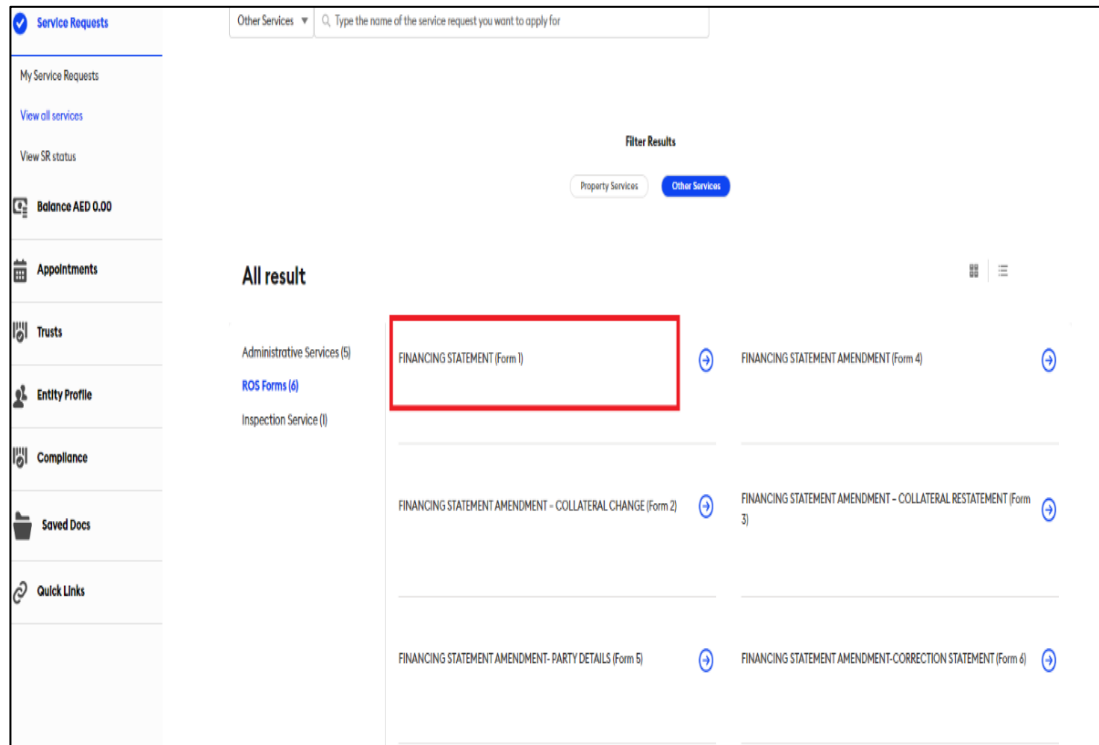


The screenshot displays the 'Apply for a Service Request' interface. On the left sidebar, the 'Service Requests' menu item is highlighted with a red box and labeled '1'. Below it, the 'View all services' link is also highlighted with a red box and labeled '2'. In the main content area, the 'Filter Results' section shows 'Other Services' selected, highlighted with a red box and labeled '3'. Below the filter, the 'All result' section shows a list of service categories. The 'ROS Forms (6)' link is highlighted with a red box and labeled '4'. The results list includes categories like 'Administrative Services (5)', 'Inspection Service (1)', and 'FINANCING STATEMENT (Form 1)', with specific form names and right-pointing arrows.

Step 2: Service Request Submission

Form 1: Click on Financing Statement (Form 1) and start filling the required information

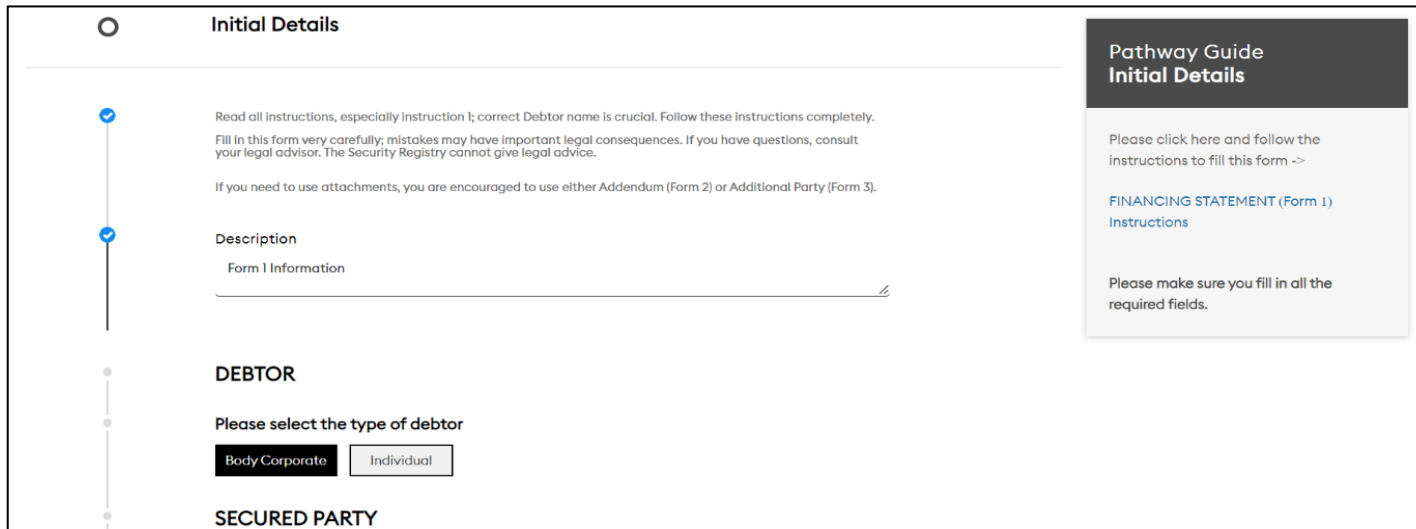
You will be redirected to Form 1 User Profile Section:



Click on 'Save' to proceed to the Next section and 'Cancel' to delete the Service Request.

Step 2: Service Request Submission

Upon Saving, 'Initial Details' section will open up.



Initial Details

Read all instructions, especially instruction 1; correct Debtor name is crucial. Follow these instructions completely. Fill in this form very carefully; mistakes may have important legal consequences. If you have questions, consult your legal advisor. The Security Registry cannot give legal advice.

If you need to use attachments, you are encouraged to use either Addendum (Form 2) or Additional Party (Form 3).

Description

Form 1 Information

DEBTOR

Please select the type of debtor

Body Corporate Individual

SECURED PARTY

Pathway Guide Initial Details

Please click here and follow the instructions to fill this form ->

[FINANCING STATEMENT \(Form 1\) Instructions](#)

Please make sure you fill in all the required fields.

Click on Individual or Body Corporate and enter the corresponding details for Debtor. Click on 'Confirm' when done

Step 2: Service Request Submission



Similarly enter the Secured Party and Collateral Information and 'Save' the information

SECURED PARTY

Please select the type of secured party

Title

First Name

Middle Name

Last Name

Address

City

Country

COLLATERAL COVERED BY THE FINANCING STATEMENT

Please add the collateral details

Currency

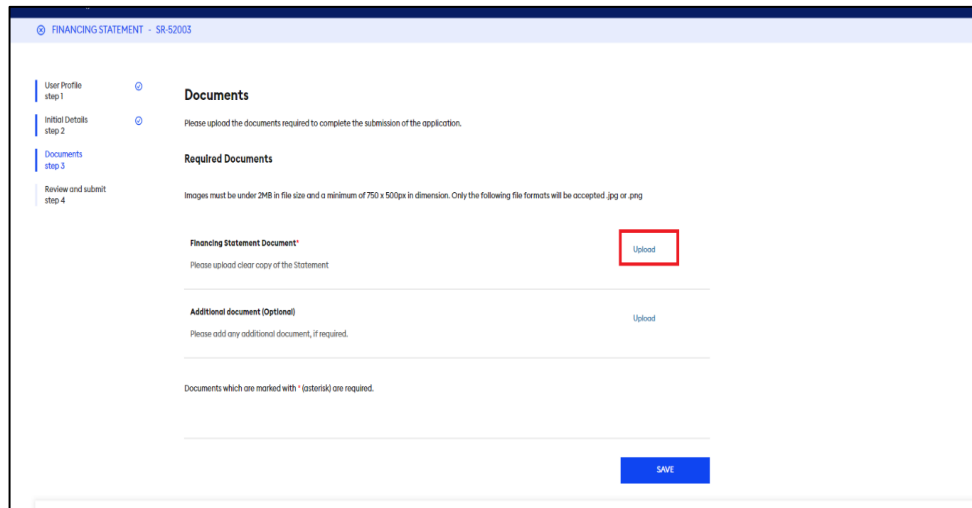
Value Of Collateral

Collateral Description

Step 2: Service Request Submission

Supporting Documents:

Please upload required supporting documents as shown below.



FINANCING STATEMENT - SR-52003

User Profile step 1

Initial Details step 2

Documents step 3

Review and submit step 4

Documents

Please upload the documents required to complete the submission of the application.

Required Documents

Images must be under 2MB in file size and a minimum of 750 x 500px in dimension. Only the following file formats will be accepted .jpg or .png

Financing Statement Document* Upload

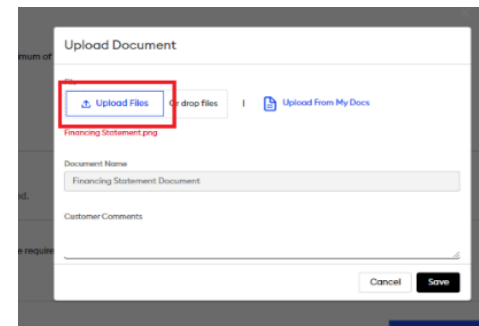
Please upload clear copy of the Statement

Additional document (Optional) Upload

Please add any additional document, if required.

Documents which are marked with * (asterisk) are required.

SAVE



Upload Document

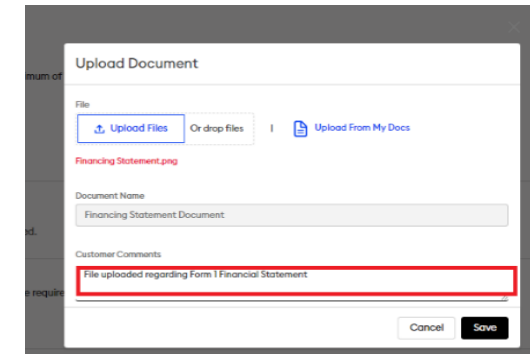
Upload Files Or drop files Upload From My Docs

Financing Statement.png

Document Name
Financing Statement Document

Customer Comments

Cancel Save



Upload Document

Upload Files Or drop files Upload From My Docs

Financing Statement.png

Document Name
Financing Statement Document

Customer Comments
File uploaded regarding Form 1 Financial Statement

Cancel Save

Click on Save to Proceed to the Next Page.

Step 2: Service Request Submission



Review:

Please review the details before submission. If any details are to be updated, please update the relevant section. Once done, 'Submit' the form.

Financing Statement Form Review Print Download

User Details

First Name	Middle Name	Email
GIRISH	DARYANI	otef@dpuoe.com.invalid.invalid

Debtor Details

Name	Address	Type
John Adam	Dubai	Individual

Secured Party Details

Name	Address	Type
Mike Hannigan	Austria	Individual

Collateral Details

Collateral Value	Description
200000	Collateral Amount

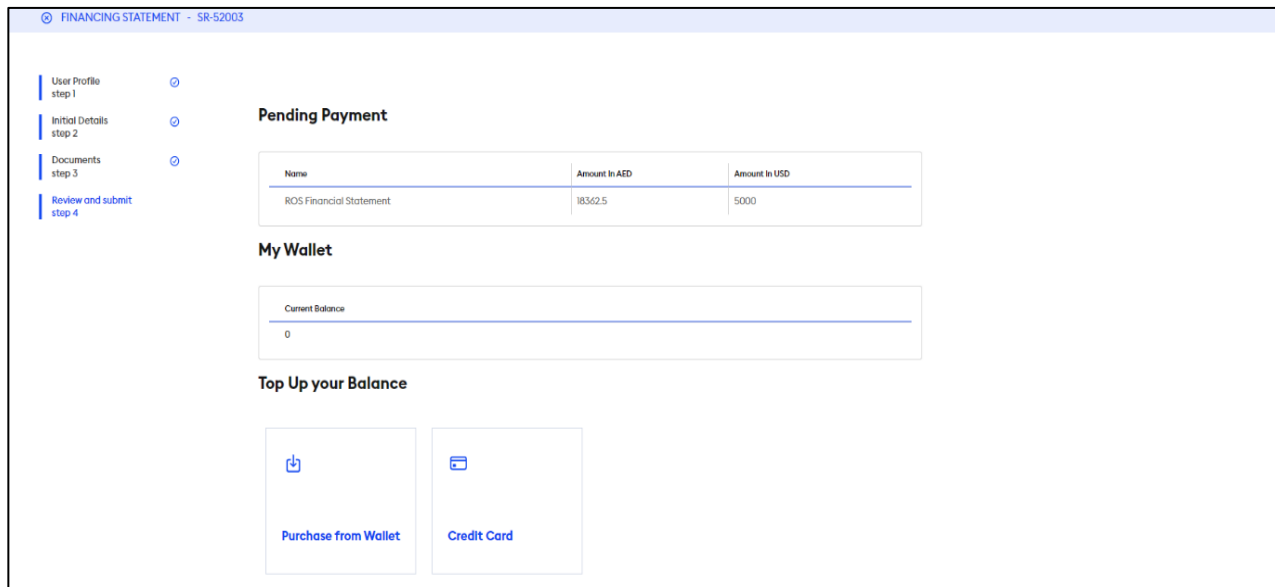
Document List

Document Name	Related To	Status	Preview Link
Financing Statement Document		Uploaded	Preview
Additional document (Optional)		Pending Upload	

Step 2: Service Request Submission

Payment:

Please process payment by providing credit card details or using Wallet (for existing users)



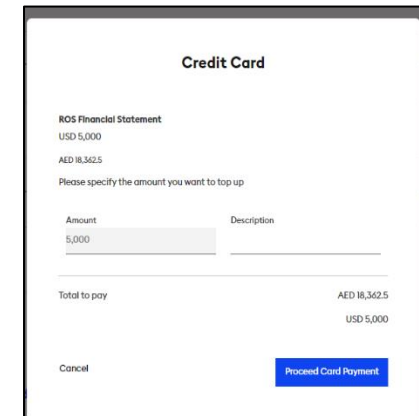
Name	Amount In AED	Amount In USD
ROS Financial Statement	18362.5	5000

My Wallet

Current Balance: 0

Top Up your Balance

[Purchase from Wallet](#) [Credit Card](#)



Credit Card

ROS Financial Statement
USD 5,000
AED 18,362.5

Please specify the amount you want to top up

Amount: 5,000 Description: _____

Total to pay: AED 18,362.5
USD 5,000

[Cancel](#) [Proceed Card Payment](#)

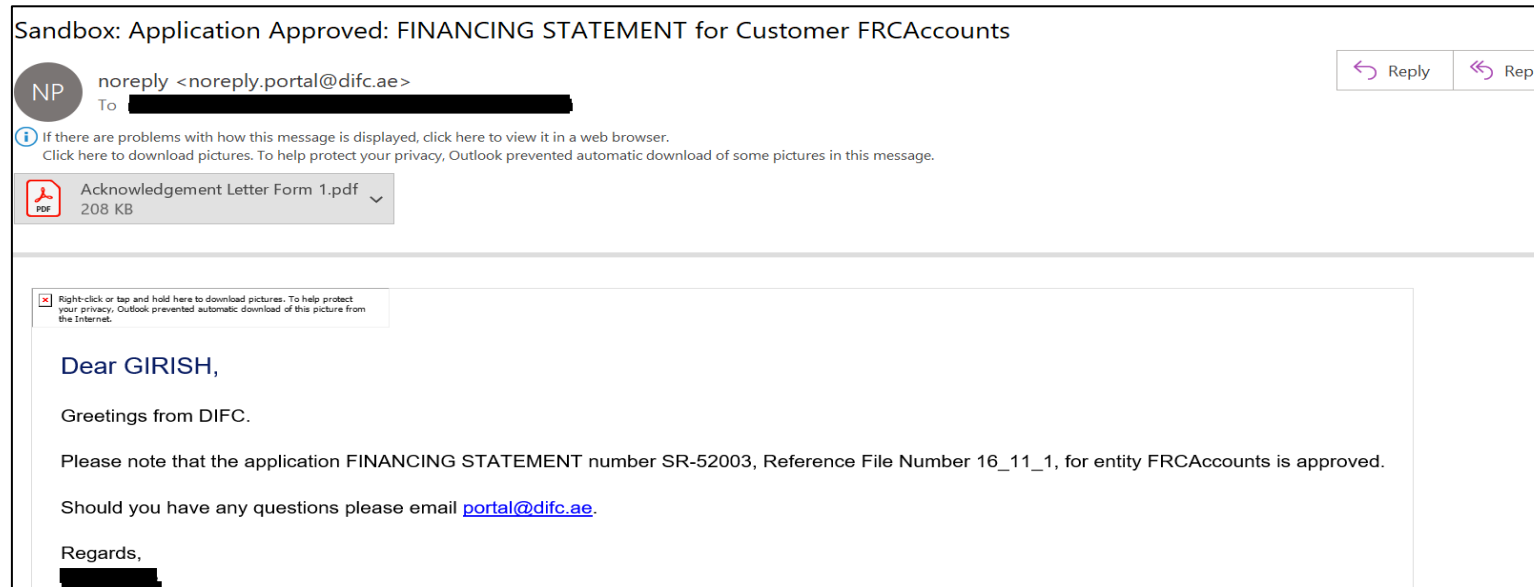
Submission:

This will conclude the Service Request Submission. There would be automated system based Acknowledgement message sent to your email address with required SR (Service Request) Number.

Step 2: Service Request Approval



Upon review and approval of Service Request, you would receive automated message of successful approval of the Service Request.



Step 3: Service Request Submission – From 2 to 6



For submission of Service Request Form from 2 to 6, the process remains the same as mentioned earlier. Only difference is to select the Initial Financial Statement Reference as indicated below. This would fetch all the relevant details submitted earlier.

A screenshot of a web form titled "Initial Details". The form contains several sections: a header with a circular icon, a vertical progress indicator on the left, and instructional text. The text includes: "Read all instructions, especially instruction 1; correct file number of initial financing statement is crucial. Follow these instructions completely.", "Fill in this form very carefully; mistakes may have important legal consequences. If you have questions, consult your legal advisor. The Security Registry cannot give legal advice.", and "If you need to add additional Debtors or Secured Parties then you are advised to use the Financing Statement Amendment – Party Details (Form 5)". Below the text are two input fields: "Description" with a text area and a cursor icon, and "Initial Financial Statement File#" with a dropdown menu. The dropdown menu is open, showing "choose one..." as the selected option and "16_11_1" as an alternative option. A "SAVE" button is located at the bottom right of the form.

Form 3 & 4

FORM 3:

The Form steps are similar to Forms 1 and 2. Enter the required details in the Initial Details section.

The screenshot shows the 'Initial Details' section of the DIFC portal. It includes a 'Description' field, an 'Initial Financial Statement File' dropdown menu, and sections for 'DEBTOR RECORDED IN THE SELECTED FINANCIAL STATEMENT', 'AUTHORIZING PARTY', 'DEBTOR', 'SECURED PARTY', and 'COLLATERAL COVERED BY THE SELECTED FINANCIAL STATEMENT'. A 'SAVE' button is visible at the bottom right. A 'Pathway Guide Initial Details' sidebar is also present.



FORM 4:

The Form steps are similar to Forms 1 and 2. Enter the required details in the Initial Details section.

The screenshot shows the 'Initial Details' section of the DIFC portal for Form 4. It includes a 'Description' field, an 'Initial Financial Statement File' dropdown menu, and sections for 'DEBTOR RECORDED IN THE SELECTED FINANCIAL STATEMENT', 'Type - Individual', 'Mr. John Adam', 'Type Of Process', and 'Optional Filer Reference Data (For Filer Use Only)'. A 'SAVE' button is visible at the bottom right. A 'Pathway Guide Initial Details' sidebar is also present.

Upload the required documents , Review and submit the Application. The Application will be sent to ROS Legal Team for Approval. An email will be received after the ROS team approves the application.

Form 5 & 6

FORM 5:

The Form steps are similar to Forms 1 and 2. Enter the required details in the Initial Details section.

FS AMENDMENT - PARTY DETAILS (Form 5)

Registration 91% Complete

User Profile Review Section

Initial Details

Read all instructions, especially instructions 1, correct the number of initial financial statement is crucial. Follow instructions carefully.
Fill in form very carefully, debitors may have important legal consequences. If you have questions, contact our legal advice. The lawyer's advice is correct and valid.

Description

Initial Financial Statement File

14_1_1

DEBTOR RECORDED IN THE SELECTED FINANCIAL STATEMENT

Type - Individual

Mr. John Adam

Debtor

Debtor: United Arab Emirates

AMENDMENT

This Amendment affects

DEBTOR

Type of Amendment

Add New

DEBTOR

Please select the type of debtor

Individual

Pathway Guide Initial Details

Please click here and follow the instructions to fill this form -->

FINANCIAL STATEMENT AMENDMENT - PARTY DETAILS (Form 5) instructions

Note: For each additional change to a single party, file a new Form 5 along with the applicable fee.

Where there is only 1 Debtor, that Debtor cannot be removed until a new Debtor is added. Once the new Debtor is added, the existing Debtor can be removed.

Please make sure you fill in all the required fields.

SAVE

Upload the required documents , Review and submit the Application. The Application will be sent to ROS Legal Team for Approval. An email will be received after the ROS team approves the application.



FORM 6:

The Form steps are similar to Forms 1 and 2. Enter the required details in the Initial Details section.

DIFC

CORRECTION STATEMENT (FORM 6)

Registration 91% Complete

User Profile Review Section

Initial Details

Read all instructions, especially instructions 1, correct the number of initial financial statement is crucial. Follow instructions carefully.
Fill in form very carefully, debitors may have important legal consequences. If you have questions, contact our legal advice. The lawyer's advice is correct and valid.

Description

TYPE OF RECORD

Reversing Statement

Initial Financial Statement File

14_1_1

File of Date

14-Nov-2022

CORRECTION STATEMENT

RECORD IS INCOMPLETE

Please make sure you fill in all the required fields.

AUTHORIZING PARTY

DEBTOR

Select individual DEBTOR

John Adam

Secured Party

Pathway Guide Initial Details

Please click here and follow the instructions to fill this form -->

CORRECTED OR STAT AMEND (FORM 5) instructions

Please make sure you fill in all the required fields.

SAVE

THANK YOU