Division of Business Filings

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1.0 – INTRODUCTION

As of July 1, 2001, under Revised Article 9 of the Uniform Commercial Code, the Secretary of State’s Office serves as the central filing office of public notices of secured transactions. These public notices, called financing statements, indicate a commercial agreement between a debtor and a secured party.

Financing statements are filed by banks, mortgage companies, and other lending institutions against secured collateral. Searches of financing statements provide information on secured collateral. When a debtor pledges collateral on a loan, UCC search results tell lenders if others have filed a claim against the same collateral.

The South Carolina Secretary of State’s UCC Online system provides users with the capability to file all UCCs immediately and conduct searches that will provide the user with immediate results. The delay normally experienced from having to mail in files is eliminated. Filings cannot be rejected. If the user completes all mandatory fields, the filing is filed immediately. Payment for filings and searches may be made using a debit or credit card, or the user can become a subscriber and be billed monthly for all filings and searches processed through the UCC Online system.

Privacy and security is assured via Secure Sockets Layer (SSL) protocol which encrypts the information being passed between the web server and the user’s computer.

The South Carolina UCC Online system is designed to be available 24-hours per day, seven days per week.

We have prepared this user manual to assist in becoming familiar with the South Carolina Secretary of State’s UCC Online system. In addition, many pages within the application have associated “Instructions” which may be of use. Of course, the South Carolina Secretary of State’s office will be available to assist you as well.

2.0 – SUBSCRIBER SERVICES

Subscriber services for UCC Online are offered and managed through the SC.gov portal. The annual SC.Gov subscription fee is $75.00 and is billed to your monthly account when your Subscriber Registration Agreement is received and approved and will appear on your first month’s invoice. The $75.00 annual registration includes the following benefits:

- Conduct all online government services 24/7 with the convenience of billing to one account - eliminate the need to enter credit card and billing information for each transaction.
- The annual SC.Gov subscription fee allows account holders to access any of the SC.Gov subscriber services.
- Individual usernames and passwords for up to 10 people in your organization, with the ability to add more for an added fee.
- SC.gov customer/technical support by phone, email, or live chat.

You may register online; however, your registration will not be approved until we receive your completed South Carolina Interactive Subscriber Agreement. (If you register online, you do not have to complete page 3 of the agreement.) Please contact South Carolina Interactive, LLC, which manages the services for SC.Gov, at 803-771-0131 x101 or email support@portal.sc.gov.
3.0 – APPLICATION ELEMENTS

3.01 – INSTRUCTIONS

Page instructions can be viewed by clicking the Instructions button, located at the top left of the page. Instructions will appear below the Instruction button.

Click the Instruction button again, to remove the page instructions from displaying on the page.

3.02 – PROGRESS INDICATOR

During the filing process, each page displays a progress indicator. The progress indicator provides the user with a visual representation of where they are in the filing process. The current step is highlighted.
4.0 – **SUBSCRIBER LOGIN**

This page allows an authorized user to login. You do not need to be a subscriber to use the UCC Online system.

5.0 – **MAIN MENU**

This page provides the user with options to file a UCC-1, UCC-3, UCC-5 or In Lieu of Continuation as well as options to search filings by name or filing number. Please note the disclaimer box at the bottom of this page. All users should read and pay special attention to this disclaimer statement.
To begin using the UCC Online system, select one of the UCC Filing or UCC Search and Retrieval options.

The UCC-1, Start a New Filing and In Lieu of Continuation URLs allow you to start the process to file a new initial financing statement or In Lieu of Continuation financing statement.

The UCC-3, Amendment, UCC-3, Termination, UCC-3, Assignment and UCC-3, Continuation URLs allow you to start the process to file an amendment to an initial financing statement.

The UCC-5, Statement of Claim URL allows you to start the process to file a correction to an initial financing statement.

The Name Search URL allows you to search active filings by debtor or secured party name.

The Filing Number Search URL allows you to search active filings by filing number.

6.0 – UCC-1, START A NEW FILING

This option is used to file the initial security interest.

The UCC-1 financing statement filing is divided into several web pages. Each page allows for the entry of a specific type of information. Please do not place your social security number on a UCC filing or other documents you submit to the Secretary of State. Although we attempt to prevent disclosure of social security numbers, due to the large number of documents filed, we cannot guarantee that a social security number placed on a document will not be disclosed. It is the responsibility of the filer to ensure that a social security number is not contained on the filing. Please note that all information entered on the following screens will be displayed on copies of the filing. Filings may be viewed by the public and requested copies may also be made available.

6.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-1 form. Note that Send Acknowledgement To (Name), Contact Email Address, Verify Contact Email Address, Address Line 1, City/Province/Region, State, Zip/Postal Code and Country are all required fields.
Once the form has been filled out, click the Continue button to move to the next step of the filing process.

6.02 – Debtor Information

The Debtor screen is used to allow for the entry of any number of debtors. When the screen is first displayed, the user can select whether the debtor is an individual or an organization. Any fields that should not be provided on the basis of the debtor type will be grayed out.

Information provided on this page is the same information provided in Boxes 1 and 2 of the UCC-1 form and Box 11 of the UCC-1Ad form. Enter only one debtor name in the Organization Name or Individual Name fields per page. If you have more than one debtor to provide, select the ADD ANOTHER DEBTOR button after you are done providing the information for the current debtor. If you do not have an additional debtor to add or you are done entering additional debtors, click the Continue button to move to the next step of the filing process.

If the Debtor Type is an individual, note that Individual First Name, Individual Last Name, Address Line 1, City/Province/Region, State, Zip/Postal Code and Country are all required fields.
If the Debtor Type is an organization, note that **Organization Name, Address Line 1, City/Province/Region, State, Zip/Postal Code, Country, Organization Type** and **Organization Jurisdiction** are all required fields.
If more than one debtor is entered, each debtor name provided by the user is displayed at the top of the page. If the user determines that information for the debtor is incorrect, the user can easily edit or remove the debtor by selecting the appropriate link.

In order to make online filing as efficient as possible, additional debtors have an option to allow the user to use the same debtor address as the first debtor. By checking the “Address same as First Debtor Address” checkbox, the Address Line 1, Address Line 2, City/Province/Region, State, Zip/Postal Code and Country will be populated with the same information as the first debtor.

Once you have finished entering debtors, click the Continue button to move to the next step of the filing process.

6.03 – SECURED PARTY INFORMATION

The Secured Party screen is used to allow for the entry of any number of secured party(s). Like the debtor screen, the user can select whether the secured party is an individual or an organization. Any fields that should not be provided on the basis of the secured party type will be grayed out.

Information provided on this page is the same information provided in Box 3 of the UCC-1 form and Box 12 of the UCC-1Ad form. Enter only one secured party name in the Organization Name or Individual Name fields per page. If you have more than one secured party to provide, select the ADD ANOTHER SECURED PARTY button after you are done providing the
information for the current secured party. If you do not have an additional secured party to add or you are done entering additional secured party(s), click the Continue button to move to the next step of the filing process.

If the Secured Party Type is an *individual*, note that Individual First Name, Individual Last Name, Address Line 1, City/Province/Region, State, Zip/Postal Code and Country are all required fields.
If the Secured Party Type is an organization, note that Organization Name, Address Line 1, City/Province/Region, State, Zip/Postal Code, and Country are all required fields.

If more than one secured party is entered, each secured party name provided by the user is displayed at the top of the page. If the user determines that information for the secured party is incorrect, the user can easily edit or remove the secured party by selecting the appropriate link.

In order to make online filing as efficient as possible, additional secured parties have an option to allow the user to use the same address as provided on the Contact Information page (see 6.01). By selecting “Yes” for “Secured Party Address is the same as Contact Information” Address Line 1, Address Line 2, City/Province/Region, State, Zip/Postal Code and Country will be populated with the same information as provided by the user on the Contact Information page.

Once you have finished entering debtors, click the Continue button to move to the next step of the filing process.

6.04 – COLLATERAL INFORMATION

This page allows for the entry or upload of collateral used for security by the secured party(s). The user may type collateral information, paste from text composed in a word processing software (i.e., Word, WordPerfect, Notepad, and WordPad) or upload a file that is in either PDF or TIFF file format.
Information provided on this page is the same information provided in Box 4 of the UCC-1 form and Box 16 of the UCC-1Ad form.

To upload collateral, select the Browse... button and locate the file on your computer you wish to upload and attach to the filing.

Once the file is located, select the file and the click the Open button.
The file you selected will display in the Upload Collateral box. Click the UPLOAD button.

If more than one file is uploaded or typed, each collateral entry provided by the user is displayed at the top of the page. If the user determines that information or file associated with the collateral is incorrect, the user can easily edit or remove the collateral by selecting the appropriate link.

**Note:** Uploading one or more files will increase the number of pages in your submission.

Once you have finished entering collateral, click the Continue button to move to the next step of the filing process.

**6.05 – ADDITIONAL INFORMATION**

The Additional Information screen is used to capture any Alternative Designation [UCC-1 form, Box 5], This Financing Statement covers [UCC-1Ad form, Box 13], Debtor is a: [UCC-1Ad form, Box 18], Other: [if applicable], Optional Filer Reference Data [UCC-1 form, Box 8], and Upload additional information.
The default value selected for each of these categories is N/A. To change, the user simply clicks the selection that is applicable to the filing.

Once you have finished entering additional information, click the Continue button to move to the next step of the filing process.

6.06 – REAL ESTATE INFORMATION

The Real Estate Information screen is used to capture the description of the real estate and the name and address of a record owner of the real estate described. This screen can be used to report one or multiple real estate descriptions.

This screen only displays if the user selects an option other than “N/A’ in the “This Financing Statement Covers: [if applicable] display in the previous step (item 6.05).

Information provided on this page is the same information provided in Boxes 14 and 15 of the UCC-1Ad form. Enter only one real estate description per page. If you have more than one real estate description to add, select the ADD ANOTHER RECORD OWNER button. If you do not have additional record owners to add or you are done entering additional record owners, click the CONTINUE button to move to the next step of a filing.
If the Record Owner type is **N/A**, then all of the name and address fields are grayed out and this information is not required.

If the Record Owner type is **organization**, then **Organization Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.
If the Record Owner type is *individual*, then **Individual First Name**, **Individual Last Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.
If more than one real estate description is entered, each real estate description provided by the user is displayed at the top of the page. If the user determines that information provided for the real estate description is incorrect, the user can easily edit or remove the description by selecting the appropriate link.

Once you have finished entering real estate information, click the CONTINUE button to move to the next step of the filing process.

6.07 – FILING SUMMARY

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the appropriate EDIT button to change information previously entered.
If all of the information in the filing summary is correct, check to confirmation box and then select the CONTINUE button to move to the next step of the filing process.

6.08 – FILING FEES PAYMENT & SUBSCRIBER INVOICING

NON-SUBSCRIBER PAYMENT

If you are submitting the filing as a non-subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.
SUBSCRIBER PAYMENT

If the user is submitting the filing as a subscriber, the user will be taken a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

6.09 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

This is the user’s acknowledgement and no printed acknowledgement will be mailed by the Secretary of State’s office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.
### SAMPLE RECEIPT

**Transaction History**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCC Filing Fee</td>
<td>$12.00</td>
</tr>
<tr>
<td>Electronic Filing Charge</td>
<td>$8.00</td>
</tr>
<tr>
<td><strong>Total Amount Charged</strong></td>
<td><strong>$40.00</strong></td>
</tr>
</tbody>
</table>

Your bank statement will reflect that the charge was made by SC.GOV.
SAMPLE ACKNOWLEDGEMENT COPY

UCC-1

UCC FINANCING STATEMENT

FOLLOW INSTRUCTIONS (Text and Box) CAREFULLY

A. NAME IS PHONE OF CONTACT AT FILER [Optional]

B. SEND ACKNOWLEDGMENT TO: [Name and Address]

[John Q. Filer]

111 Nowhere Lane

COLUMBIA, SC 29020

C. SECURED PARTY’S REAL LEGAL NAME: Insert only name debtor name (Do not use suffix, do not abbreviate or condense)

TEST DEBTOR ORGANIZATION, LLP

FIRST NAME

MIDDLE NAME

LAST NAME

D. MAILING ADDRESS

111 Test Street

COLUMBIA, SC 29021

US

E. ADDITIONAL DEBTOR’S REAL LEGAL NAME: Insert only name debtor name (Do not use suffix, do not abbreviate or condense)

TEST DEBTOR ORGANIZATION, LLP

FIRST NAME

MIDDLE NAME

LAST NAME

F. MAILING ADDRESS

111 Test Street

COLUMBIA, SC 29021

US

G. ADDITIONAL SECURED PARTY’S NAME, if any: Insert only name creditor name (Do not use suffix, do not abbreviate or condense)

Test Organization Secured Party

FIRST NAME

MIDDLE NAME

LAST NAME

H. MAILING ADDRESS

111 Nowhere Lane

COLUMBIA, SC 29020

US

I. The financing statement name the following identity:

- John Q. Filer
- Test Organization, LLP
- Test Organization Secured Party

-- The above space is for filing office use only

-- See attachment

SOUTH CAROLINA SECRETARY OF STATE’S OFFICE, 1205 Pendleton Street Suite 525, Columbia, SC 29011

(01/01/2011)
## UCC Financing Statement Addendum (UCC-1Ad)

**Follow Instructions (Read and Rely Carefully)**

### 5. Name of First Debtor (If No or If Related Financing Statement

**Organization Name**

**Individual Last Name**

**First Name**

**Middle Name or Initial**

### 10. Miscellaneous:

**Additional Debtor's Exact Full Legal Name** - Insert only if name (11a or 11b): Do not abbreviate or condense names

**Organization's Name**

**Individual's Last Name**

**First Name**

**Middle Name or Initial**

### 11. Taxpayer Identification Number

**Organization**

**Individual**

**Organization ID No.**

**Organization Name**

**Individual Name**

**Organization's Name**

**Individual's Last Name**

**First Name**

**Middle Name or Initial**

### 12. The Financing Statement was

- [x] not filed as a Financially Distressed Debtor
- [ ] filed as a Financially Distressed Debtor

### 13. Description of real estate information

- [ ] check if applicable and check only one box:
  - [x] Yes, a Manufacturing or Industrial Real Estate
  - [ ] Yes, a Manufacturing or Industrial Real Estate (after 30 years)
  - [ ] Yes, a Manufacturing or Industrial Real Estate (after 30 years)
  - [ ] Yes, a Manufacturing or Industrial Real Estate (after 30 years)
  - [ ] Yes, a Manufacturing or Industrial Real Estate (after 30 years)

### 14. Name and address of a Secured Creditor (or Security Interest)

- [ ] check only if applicable and check only one box:
  - [x] Yes, a Transferring Debtor
  - [ ] Yes, a Transferring Debtor (after 30 years)
  - [ ] Yes, a Transferring Debtor (after 30 years)
  - [ ] Yes, a Transferring Debtor (after 30 years)
  - [ ] Yes, a Transferring Debtor (after 30 years)

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**South Carolina Secretary of State's Office, 1205 Sandlawn Drive, Suite 325, Columbia, SC 29061**

(01/01/2011)
7.0 – IN LIEU OF CONTINUATION FILING

This option is used to continue a financing statement that was previously filed at a county office rather than at the South Carolina Secretary of State's Office. The filing is good for five years.

The In Lieu of Continuation financing statement filing is divided into several web pages. Each page allows for the entry of a specific type of information. Please do not place your social security number on a UCC filing or other documents you submit to the Secretary of State. Although we attempt to prevent disclosure of social security numbers, due to the large number of documents filed, we cannot guarantee that a social security number placed on a document will not be disclosed. It is the responsibility of the filer to ensure that a social security number is not contained on the filing. Please note that all information entered on the following screens will be displayed on copies of the filing. Filings may be viewed by the public and requested copies may also be made available.

7.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-1 form. Note that Send Acknowledgement To (Name), Contact Email Address, Verify Contact Email Address, Address Line 1, City/Province/Region, State, Zip/Postal Code and Country are all required fields.

Once the form has been filled out, click the Continue button to move to the next step of the filing process.

7.02 – DEBTOR INFORMATION

The Debtor screen is used to allow for the entry of any number of debtors. When the screen is first displayed, the user can select whether the debtor is an individual or an organization. Any fields that should not be provided on the basis of the debtor type will be grayed out.

Information provided on this page is the same information provided in Boxes 1 and 2 of the UCC-1 form and Box 11 of the UCC-1Ad form. Enter only one debtor name in the Organization Name or Individual Name fields per page. If
you have more than one debtor to provide, select the ADD ANOTHER DEBTOR button after you are done providing the information for the current debtor. If you do not have an additional debtor to add or you are done entering additional debtors, click the Continue button to move to the next step of the filing process.

If the Debtor Type is an *individual*, note that Individual First Name, Individual Last Name, Address Line 1, City/Province/Region, State, Zip/Postal Code and Country are all required fields.
If the Debtor Type is an organization, note that **Organization Name, Address Line 1, City/Province/Region, State, Zip/Postal Code, Country, Organization Type** and **Organization Jurisdiction** are all required fields.
If more than one debtor is entered, each debtor name provided by the user is displayed at the top of the page. If the user determines that information for the debtor is incorrect, the user can easily edit or remove the debtor by selecting the appropriate link.

In order to make online filing as efficient as possible, additional debtors have an option to allow the user to use the same debtor address as the first debtor. By checking the “Address same as First Debtor Address” checkbox, the Address Line 1, Address Line 2, City/Province/Region, State, Zip/Postal Code and Country will be populated with the same information as the first debtor.

Once you have finished entering debtors, click the Continue button to move to the next step of the filing process.

### 7.03 – Secured Party Information

The Secured Party screen is used to allow for the entry of any number of secured party(s). Like the debtor screen, the user can select whether the secured party is an individual or an organization. Any fields that should not be provided on the basis of the secured party type will be grayed out.

Information provided on this page is the same information provided in Box 3 of the UCC-1 form and Box 12 of the UCC-1Ad form. Enter only one secured party name in the Organization Name or Individual Name fields per page. If you have more than one secured party to provide, select the ADD ANOTHER SECURED PARTY button after you are done providing the information for the current secured party. If you do not have an additional secured party
to add or you are done entering additional secured party(s), click the Continue button to move to the next step of the filing process.

If the Secured Party Type is an **individual**, note that **Individual First Name**, **Individual Last Name**, **Address Line 1**, **City/Province/Region**, **State**, **Zip/Postal Code** and **Country** are all required fields.
If the Secured Party Type is an organization, note that **Organization Name, Address Line 1, City/Province/Region, State, Zip/Postal Code, and Country** are all required fields.

If more than one secured party is entered, each secured party name provided by the user is displayed at the top of the page. If the user determines that information for the secured party is incorrect, the user can easily edit or remove the secured party by selecting the appropriate link.

In order to make online filing as efficient as possible, additional secured parties have an option to allow the user to use the same address as provided on the Contact Information page (see 6.01). By selecting “**Yes**” for “Secured Party Address is the same as Contact Information” Address Line 1, Address Line 2, City/Province/Region, State, Zip/Postal Code and Country will be populated with the same information as provided by the user on the Contact Information page.

Once you have finished entering debtors, click the Continue button to move to the next step of the filing process.

**7.04 – Collateral Information**

This page allows for the entry or upload of collateral used for security by the secured party(s). The user may type collateral information, paste from text composed in a word processing software (i.e., Word, WordPerfect, Notepad, and WordPad) or upload a file that is in either PDF or TIFF file format.
Information provided on this page is the same information provided in Box 4 of the UCC-1 form and Box 16 of the UCC-1Ad form.

To upload collateral, select the Browse... button and locate the file on your computer you wish to upload and attach to the filing.

Once the file is located, select the file and click the Open button.
The file you selected will display in the Upload Collateral box. Click the UPLOAD button.

If more than one file is uploaded or typed, each collateral entry provided by the user is displayed at the top of the page. If the user determines that information or file associated with the collateral is incorrect, the user can easily edit or remove the collateral by selecting the appropriate link.

*Note:* Uploading one or more files will increase the number of pages in your submission.

Once you have finished entering collateral, click the Continue button to move to the next step of the filing process.

**7.05 – ADDITIONAL INFORMATION**

The Additional Information screen is used capture any Alternative Designation [UCC-1 form, Box 5], This Financing Statement covers [UCC-1Ad form, Box 13], Debtor is a: [UCC-1Ad form, Box 18], Other: [if applicable], Optional Filer Reference Data [UCC-1 form, Box 8], and Upload additional information.
The default value selected for each of these categories is N/A. To change, the user simply clicks the selection that is applicable to the filing.

Once you have finished entering additional information, click the Continue button to move to the next step of the filing process.

7.06 – REAL ESTATE INFORMATION

The Real Estate Information screen is used to capture the description of the real estate and the name and address of a record owner of the real estate described. This screen can be used to report one or multiple real estate descriptions.

This screen only displays if the user selects an option other than “N/A’ in the “This Financing Statement Covers: [if applicable] display in the previous step (item 6.05).

Information provided on this page is the same information provided in Boxes 14 and 15 of the UCC-1Ad form. Enter only one real estate description per page. If you have more than one real estate description to add, select the ADD ANOTHER RECORD OWNER button. If you do not have additional record owners to add or you are done entering additional record owners, click the CONTINUE button to move to the next step of a filing.
If the Record Owner type is N/A, then all of the name and address fields are grayed out and this information is not required.

If the Record Owner type is organization, then Organization Name, Address Line 1, City/Province/Region, State, Zip/Postal Code and Country are all required fields.
If the Record Owner type is *individual*, then Individual First Name, Individual Last Name, Address Line 1, City/Province/Region, State, Zip/Postal Code and Country are all required fields.
If more than one real estate description is entered, each real estate description provided by the user is displayed at the top of the page. If the user determines that information provided for the real estate description is incorrect, the user can easily edit or remove the description by selecting the appropriate link.

Once you have finished entering real estate information, click the CONTINUE button to move to the next step of the filing process.

7.07 – IN LIEU OF CONTINUATION INFORMATION

The In Lieu of Continuation screen is used to allow the user to provide information of the original file date, filing office and filing number of a record that was previously filed at a county office.

All fields on this screen are required. Once you have finished entering in the original filing information, click the CONTINUE button to move to the next step of the filing process.

7.08 – FILING SUMMARY

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the appropriate EDIT button to change information previously entered.
If all of the information in the filing summary is correct, check to confirmation box and then select the CONTINUE button to move to the next step of the filing process.

7.09 – **Filing Fees Payment & Subscriber Invoicing**

**Non-Subscriber Payment**

If you are submitting the filing as a non-subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.
SUBSCRIBER PAYMENT

If you are submitting the filing as a subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.

7.10 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

**Note:** You must have Adobe Reader installed on your PC to view these documents.

This is the user’s acknowledgement and no printed acknowledgement will be mailed by the Secretary of State’s office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.
SAMPLE RECEIPT

Receipt

<table>
<thead>
<tr>
<th>TRANSACTION HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge Copy To:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Card Type:</td>
</tr>
<tr>
<td>Name on Card:</td>
</tr>
<tr>
<td>TPE Order ID Number:</td>
</tr>
<tr>
<td>File ID Number:</td>
</tr>
<tr>
<td>Transaction Date/Time:</td>
</tr>
</tbody>
</table>

Your bank statement will reflect that the charge was made by SC.GOV.

<table>
<thead>
<tr>
<th>ITEMS PURCHASED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
</tr>
<tr>
<td>---------------------------------</td>
</tr>
<tr>
<td>UCC Filing Fee</td>
</tr>
<tr>
<td>Electronic Filing Charge</td>
</tr>
<tr>
<td>Total Amount Charged</td>
</tr>
</tbody>
</table>

Print receipt
## IN LIEU OF CONTINUATION

### UCC FINANCING STATEMENT

**Follow instructions carefully.**

### 1. Debtor's Exact Full Legal Name

<table>
<thead>
<tr>
<th>Firstname</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. Additional Debtor's Exact Full Legal Name

<table>
<thead>
<tr>
<th>Firstname</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3. Secured Party's Name

<table>
<thead>
<tr>
<th>Firstname</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FILE DATE:** 1/25/2008  
**FILE NUMBER:** 120454421  
**ORIGINAL FILING OFFICE:** SC Greenville

---

**Sample Acknowledgement Copy**

---

Page 40 of 89
8.0 – UCC-3 AMENDMENT

8.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-3 form. Note that Send Acknowledgement To (Name), Contact Email Address, Verify Contact Email Address, Address Line 1, City/Province/Region, State, Zip/Postal Code and Country are all required fields.

8.02 – FILING NUMBER LOOKUP

The user must indicate whether they are a debtor or secured party making the filing and enter the Filing Number of the original financing statement. Information provided on this page is the same information provided in Boxes 1a and 1b of the UCC-3 form. Note that Filer Is A, and Filing Number are required fields.

FILER IS A DEBTOR
FILER IS A SECURED PARTY

8.03 – AMENDMENT ACTION(S)

DEBTOR FILER AMENDMENT ACTIONS
Debtor party filers have the option to amend an existing debtor party(s), add new debtor party(s), and/or amend collateral.

SECURED PARTY FILER AMENDMENT ACTIONS
Secured party filers have the option to amend an existing party(s), add new party(s), delete existing party(s) and/or amend collateral.
8.04 – AUTHORIZING PARTY

Amendments must be authorized by a secured party or debtor. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Box 9 of the UCC-3 form.

8.05 – FILING SUMMARY

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the appropriate EDIT button to change information previously entered.
If you are submitting the filing as a non-subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.
SUBSCRIBER PAYMENT
If the user is submitting the filing as a subscriber, the user will be taken a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

8.07 – ACKNOWLEDGEMENT COPY AND RECEIPT
After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

This is the user’s acknowledgement and no printed acknowledgement will be mailed by the Secretary of State’s office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.
SAMPLE RECEIPT

Receipt

TRANSACTION HISTORY
- Acknowledge Copy To: JOHN Q. FILER
- Email Address: tons@yahoo.com
- Card Type: Visa 1111
- Name on Card: JOHN Q. FILER
- TPE Order ID Number: 124232
- File ID Number: 10030-124513
- Filing Date/Time: 3/10/2011 12:49 PM

Items Purchased

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCC Amendment Filing Fee</td>
<td>$8.00</td>
</tr>
<tr>
<td>Electronic Filing Charge</td>
<td>$8.00</td>
</tr>
<tr>
<td>Total Amount Charged</td>
<td>$16.00</td>
</tr>
</tbody>
</table>

Your bank statement will reflect that the charge was made by SC.GOV.
SAMPLE ACKNOWLEDGMENT COPY

UCC FINANCING STATEMENT AMENDMENT (UCC-3)

FOLLOW INSTRUCTIONS CAREFULLY

1. NAME OF CONTACT AT FILER [optional]

2. SEND ACKNOWLEDGMENT TO: (Name and Address)

   JOHN Q. FILER
   111 Nowhere Lane
   COLUMBIA, SC 29201

3. ELECTRONIC FILING

   ELECTRONIC FILING AGENCY
   S.C. Secretary of State Office
   1205 Pendleton Street, Suite 525
   Columbia, SC 29201
   Phone: 803-737-0011
   Fax: 803-737-0011

4. ELECTRONIC FILING AgENT

   ELECTRONIC FILING AGENCY
   S.C. Secretary of State Office
   1205 Pendleton Street, Suite 525
   Columbia, SC 29201
   Phone: 803-737-0011
   Fax: 803-737-0011

5. AMENDMENT (PARTY INFORMATION): This Amendment affects

   AMENDMENT

6. CURRENT RECORD INFORMATION

7. CHANGED VIEW OR REMOVED INFORMATION

8. AMENDED COLLATERAL TEXT

9. SECURED PARTY OR RECORD AUTHORIZING THIS AMENDMENT

   NAME OR ORGANIZATION NAME

   OR

   INDIVIDUAL'S LAST NAME

   FIRST NAME

   MIDDLE NAME

   SUFX

   OR

   TAX ID (Organizations)

   JURISDICTION OF ORGANIZATION

   OR

   OPTIONAL FILER REFERENCE DATA

SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1205 Pendleton Street Suite 525 Columbia, SC 29201 (03/01/2011)
9.0 – UCC-3 ASSIGNMENT

9.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-3 form. Note that Send Acknowledgement To (Name), Contact Email Address, Verify Contact Email Address, Address Line 1, City/Province/Region, State, Zip/Postal Code and Country are all required fields.

![Contact Screen]

9.02 – FILING NUMBER LOOKUP

The user must indicate enter the Filing Number of the original financing statement. Information provided on this page is the same information provided in Boxes 1a and 1b of the UCC-3 form. Note that Filing Number is a required field.

![Assignment Request Screen]

CANNOT LOCATE FILING NUMBER

If the filing number entered cannot be located, the user will be provided a message that the filing number could not be located.
9.03 — ASSIGNMENT ACTION(S)

Filers have the option to select an existing party to assign collateral, add new debtor(s) to assign collateral or amend the collateral statement.

9.04 — COLLATERAL ASSIGNMENT

This page allows for the entry of a collateral assignment. The user selects the assignment type and provides the collateral that is being assigned. Information provided on this page is the same information provided in Boxes 8 of the UCC-3 form and Box 13 of the UCC-3Ad form. Note that Assignment Type and Please Provide the collateral you are assigning are required fields.
9.05 – AUTHORIZING PARTY

Amendments must be authorized by a secured party or debtor. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Box 9 of the UCC-3 form.

9.06 – FILING SUMMARY

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the appropriate EDIT button to change information previously entered.
9.07 – FILING FEES PAYMENT & SUBSCRIBER INVOICING

NON-SUBSCRIBER PAYMENT

If you are submitting the filing as a non-subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.

SUBSCRIBER PAYMENT

If the user is submitting the filing as a subscriber, the user will be taken a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.
ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

This is the user’s acknowledgement and no printed acknowledgement will be mailed by the Secretary of State’s office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.
### SAMPLE RECEIPT

#### TRANSACTION HISTORY
- **Acknowledge Copy To:** JOHN Q. FILER
- **Email Address:** test1@wahoo.com
- **Card Type:** Visa "1111"
- **Name on Card:** JOHN Q. FILER
- **TPC Order ID Number:** 124232
- **File ID Number:** 110330-1249183
- **Filing Date/Time:** 3/10/2011 12:49 PM

> Your bank statement will reflect that the charge was made by SC.GOV.

#### ITEMS PURCHASED

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCC Amendment Filing Fee</td>
<td>$8.00</td>
</tr>
<tr>
<td>Electronic Filing Charge</td>
<td>$8.00</td>
</tr>
<tr>
<td><strong>Total Amount Charged</strong></td>
<td>$16.00</td>
</tr>
</tbody>
</table>
SAMPLE ACKNOWLEDGMENT COPY

UCC FINANCING STATEMENT AMENDMENT (UCC-3)

FOLLOW INSTRUCTIONS CAREFULLY

A. NAME & PHONE OF CONTACT AT FILER (optional)

John Q. Filer
111 Nowhere Lane
Columbia, SC 29201

B. SEND ACKNOWLEDGMENT TO: (Name and Address)

C. INITIAL FINANCING STATEMENT FILE #

D. ERRATA, Name of assignee in Item 7a or 7b, and also give name of assign in Item 9.

E. AMENDMENT (PARTY INFORMATION): This Amendment affects [ ] Debtor or [ ] Secured Party or neither. Check only one of the three boxes. Also check one of the following if the amended information is in items 6 through 7.

F. CURRENT RECORD INFORMATION

G. AMENDMENT (COLLATERAL CHANGES): (Check only one box.)

H. NAME OF SECURED PARTY OR RECORD AUTHORIZING THIS AMENDMENT (Debtor or assignee, if this is an Assignment). If this is an Amendment authorized by a Debtor which adds, removes, or modifies the Collateral, or if this is a Transfer authorized by a Secured Party, check here and enter name of Debtor authorizing this Amendment.

I. TEST ORGANIZATION SECURED PARTY

J. UNDEFINED TERMS OR INCOMPLETE INFORMATION

K. SIGNED ON BEHALF OF:

L. AMENDMENT OF PARTIES

M. ATTORNEY NAME/ADDRESS

N. NOTARIZATION

O. ACKNOWLEDGMENT COPY

SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1205 Pendleton Street, Suite 525 Columbia, SC 29201 (03/01/2011)
10.0 – UCC-3 CONTINUATION

This option is used to file a continuation to extend the lapse period for the filing. The UCC-3 can be filed within six months before the expiration of the five-year period. If a UCC-3 is not filed before the end of the five-year period, the financing statement lapses and the security interest becomes unperfected. A UCC-3 cannot be filed after the lapse date.

The UCC-3 Continuation filing is divided into several web pages. Each page allows for the entry of a specific type of information. Please do not place your social security number on a UCC filing or other documents you submit to the Secretary of State. Although we attempt to prevent disclosure of social security numbers, due to the large number of documents filed, we cannot guarantee that a social security number placed on a document will not be disclosed. It is the responsibility of the filer to ensure that a social security number is not contained on the filing. Please note that all information entered on the following screens will be displayed on copies of the filing. Filings may be viewed by the public and requested copies may also be made available.

10.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-3 form. Note that Send Acknowledgement To (Name), Contact Email Address, Verify Contact Email Address, Address Line 1, City/Province/Region, State, Zip/Postal Code and Country are all required fields.

10.02 – FILING NUMBER LOOKUP

The user must indicate whether they are a debtor or secured party making the filing and enter the Filing Number of the original financing statement. Information provided on this page is the same information provided in Boxes 1a and 1b of the UCC-3 form. Note that Filer Is A and Filing Number are required fields.
INELIGIBLE FOR CONTINUATION

If the filing number entered is ineligible for continuation because the original filing has lapsed or is not in the 6-month window of the filing lapsing, the user will be provided a message that the filing is not eligible to be continued.

CANNOT LOCATE FILING NUMBER

If the filing number entered cannot be located, the user will be provided a message that the filing number could not be located.

10.03 – AUTHORIZING PARTY

Continuations must be authorized by a secured party or debtor. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Box 9 of the UCC-3 form.
10.04 – **FILING SUMMARY**

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the appropriate EDIT button to change information previously entered.

10.05 – **FILING FEES PAYMENT & SUBSCRIBER INVOICING**

**NON-SUBSCRIBER PAYMENT**

If you are submitting the filing as a non-subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.
SUBSCRIBER PAYMENT

If the user is submitting the filing as a subscriber, the user will be taken a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

10.06 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

**Note:** You must have Adobe Reader installed on your PC to view these documents.

This is the user’s acknowledgement and no printed acknowledgement will be mailed by the Secretary of State’s office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.
SAMPLE RECEIPT

**TRANSACTION HISTORY**

<table>
<thead>
<tr>
<th>Acknowledge Copy To</th>
<th>TEST FILER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td><a href="mailto:test@yahoo.com">test@yahoo.com</a></td>
</tr>
<tr>
<td>Subscriber Account Name</td>
<td>Subscription Testing</td>
</tr>
<tr>
<td>Subscriber Account Number</td>
<td>100633</td>
</tr>
<tr>
<td>File ID Number</td>
<td>110330-1013127</td>
</tr>
<tr>
<td>Filing Date/Time</td>
<td>3/30/2011 10:13 AM</td>
</tr>
</tbody>
</table>

Your Subscriber account will reflect that the charge was made by 90.60%.

**ITEMS PURCHASED**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCC Continuation Filing Fee</td>
<td>$8.00</td>
</tr>
<tr>
<td>Electronic Filing Charge</td>
<td>$8.00</td>
</tr>
<tr>
<td><strong>Total Amount Charged</strong></td>
<td><strong>$16.00</strong></td>
</tr>
</tbody>
</table>

BACK
SAMPLE ACKNOWLEDGMENT COPY

UCC FINANCING STATEMENT AMENDMENT (UCC-3)

FOLLOW INSTRUCTIONS CAREFULLY

1. INITIAL FINANCING STATEMENT FILE #

2. TERMINATION: Effective date of the Financing Statement identified above is terminated with respect to security interest of the Secured Party authorizing this Termination Statement.

3. CONTINUATION: Effectiveness of the Financing Statement identified above in with respect to security interest of the Secured Party authorizing this Continuation Statement is continued for the additional period provided by applicable law.

4. ASSIGNMENT (full or partial): Give name of assignee in item 1a or 7a and address of assignee in item 7b, and also give name of assignor in item 1a.

5. AMENDMENT (PARTY INFORMATION): This Amendment affects Debtor or Secured Party or record. Check only one of these box.

CHANGE name and/or address: Give current record name in item 1a or 7a, also give new name of Debtor or Secured Party or record. Check only one of these box.

DELETE name: Give record name in item 1a or 7a. Also give name of Debtor or Secured Party or record. Check only one of these box.

ADD name: Complete item 1a or 7a. Also give new name of Debtor or Secured Party or record. Check only one of these box.

6. CURRENT RECORD INFORMATION:

a. ORGANIZATION NAME

b. INDIVIDUAL'S LAST NAME

c. FIRST NAME

d. MIDDLE NAME

e. SUFFIX

7. CHANGED (NEW OR ADDED INFORMATION)

a. ORGANIZATION NAME

b. INDIVIDUAL'S LAST NAME

c. FIRST NAME

d. MIDDLE NAME

e. SUFFIX

f. Mailing Address

g. CITY

h. STATE

i. POSTAL CODE

j. COUNTRY

8. AMENDMENT (COLLATERAL CHANGES): check only one box.

DESCRIPTION collateral description, or describe collateral assigned.

9. NAME OF SECURED PARTY OF RECORD AUTHORIZING THIS AMENDMENT (name of assignor if this is an Assignment). If this is an Amendment authorized by a Debtor which adds collateral or adds the authorizing a Debtor, or if this is a Termination authorized by a Debtor, check here and enter name or DEBTOR authorizing this Amendment.

a. ORGANIZATION NAME

b. INDIVIDUAL'S LAST NAME

c. FIRST NAME

d. MIDDLE NAME

e. SUFFIX

10. OPTIONAL FILER REFERENCE DATA

SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1205 Pendleton Street Suite 525 Columbia, SC 29001

(03/01/2011)
11.0 – UCC-3 TERMINATION

11.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-3 form. Note that Send Acknowledgement To (Name), Contact Email Address, Verify Contact Email Address, Address Line 1, City/Province/Region, State, Zip/Postal Code and Country are all required fields.

11.02 – FILING NUMBER LOOKUP

The user must indicate whether they are a debtor or secured party making the filing and enter the Filing Number of the original financing statement. Information provided on this page is the same information provided in Boxes 1a and 1b of the UCC-3 form. Note that Filer Is A and Filing Number are required fields.

CANNOT LOCATE FILING NUMBER

If the filing number entered cannot be located, the user will be provided a message that the filing number could not be located.
11.03 – AUTHORIZING PARTY

Continuations must be authorized by a secured party or debtor. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Box 9 of the UCC-3 form.

11.04 – FILING SUMMARY

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the appropriate EDIT button to change information previously entered.
11.05 – FILING FEES PAYMENT & SUBSCRIBER INVOICING

NON-SUBSCRIBER PAYMENT

If you are submitting the filing as a non-subscriber, you will be taken a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.

SUBSCRIBER PAYMENT

If the user is submitting the filing as a subscriber, the user will be taken a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.
11.06 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

*Note:* You must have Adobe Reader installed on your PC to view these documents.

This is the user’s acknowledgement and no printed acknowledgement will be mailed by the Secretary of State’s office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.
### SAMPLE RECEIPT

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCC Continuation Filing Fee</td>
<td>$8.00</td>
</tr>
<tr>
<td>Electronic Filing Charge</td>
<td>$8.00</td>
</tr>
<tr>
<td><strong>Total Amount Charged</strong></td>
<td><strong>$16.00</strong></td>
</tr>
</tbody>
</table>
SAMPLE ACKNOWLEDGMENT COPY

UCC FINANCING STATEMENT AMENDMENT (TCC-3)

1. INITIAL FINANCING STATEMENT
   - The Initial Financing Statement is hereby signed for acknowledgment in the
     prescribed manner.

2. TERMINATION
   - Option to terminate the financing statement is indicated at the bottom of the
     document.

3. CONTINUATION
   - The financing statement is continued as indicated at the bottom of the
     document.

4. AMENDMENT
   - The amendment to the financing statement is indicated as follows:

   JOHN D. FILER
   111 Nowhere Lane
   COLUMBIA, SC 29203

5. CURRENT RECORD INFORMATION
   - The current record information is as follows:

   COMPANY NAME

6. AMENDMENT-COLLATERAL CHANGES
   - The collateral changes are indicated as follows:

   TEST ORGANIZATION SECURED PARTY

7. ADDITIONAL INFORMATION
   - Additional information is as follows:

   NAME OF SECURED PARTY or RECORD AUTHORIZING THIS AMENDMENT
   - The name of the secured party or record authorizing this amendment is as follows:

   SOUTH CAROLINA SECRETARY OF STATE'S OFFICE, 1200 Pennington St, Suite 322, Columbia, SC 29010

(01/01/2011)
12.0 – UCC-5, STATEMENT OF CLAIM

12.01 – CONTACT INFORMATION

The first screen is used to document the name and address of the individual or organization filing the Financing Statement. This is the information provided in Boxes A & B of the UCC-1 form. Note that Send Acknowledgement To (Name), Contact Email Address, Verify Contact Email Address, Address Line 1, City/Province/Region, State, Zip/Postal Code and Country are all required fields.

![Contact Information Screenshot]

12.02 – FILING NUMBER LOOKUP

The user must indicate whether they are a debtor or secured party making the filing and enter the Filing Number of the original financing statement. Information provided on this page is the same information provided in Boxes 1a and 1b of the UCC-3 form. Note that Filer Is A and Filing Number are required fields.

![Filing Number Lookup Screenshot]

CANNOT LOCATE FILING NUMBER

If the filing number entered cannot be located, the user will be provided a message that the filing number could not be located.
12.03 – STATEMENT OF CLAIM

The user indicates on this page whether they believe the filing to be inaccurate or wrongly filed. Information provided on this page is the same information provided in Boxes 1b, 2 and 3 of the UCC-5 form. Note that Please Select and Date of Original Filing are required fields.

12.04 – AUTHORIZING PARTY

Statements of Claim must be authorized by a party of record. The Authorizing Party page provides checkbox options to mark one or more parties as the authorizing party. This is the information provided in Box 4 of the UCC-5 form.
12.05 – **Filing Summary**

The user has an opportunity to review and check data prior to submitting the filing to the South Carolina Secretary of State office. The user selects the EDIT button to change information previously entered.
12.06 – Filing Fees Payment & Subscriber Invoicing

Non-Subscriber Payment

If you are submitting the filing as a non-subscriber, you will be taken to a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.
**SUBSCRIBER PAYMENT**

If the user is submitting the filing as a subscriber, the user will be taken to a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

![Billing Verification Screen](image)

**12.07 – ACKNOWLEDGEMENT COPY AND RECEIPT**

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the acknowledgement copy as well as the receipt by selecting the appropriate link on this page.

*Note:* You must have Adobe Reader installed on your PC to view these documents.

This is the user’s acknowledgement and no printed acknowledgement will be mailed by the Secretary of State’s office. The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the acknowledgement copy.

![Payment Successful Screen](image)
SAMPLE RECEIPT

Receipt

TRANSACTION HISTORY

- Acknowledge Copy To: TEST FILER
- Email Address: test@yahoo.com
- Card Type: Visa 1111
- Name on Card: TEST FILER
- TPE Order ID Number: 134363
- File ID Number: 110421-1603158
- Filing Date/Time: 4/21/2011 2:03 PM

Your bank statement will reflect that the charge was made by SC.GOV.

ITEMS PURCHASED

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement Of Claim Filing Fee</td>
<td>$8.00</td>
</tr>
<tr>
<td>Electronic Filing Charge</td>
<td>$8.00</td>
</tr>
<tr>
<td>Total Amount Charged</td>
<td>$16.00</td>
</tr>
</tbody>
</table>

Print Receipt

PRINT RECEIPT
13.0 – UCC-11, SEARCH BY NAME

Searches are used to find initial financing statements, amendments, correction statements and lien statements for debtors. One of the key components to keep in mind while searching is the “through date”. The through date and time is “real time” – your search results will contain data meeting the criteria up to the date and time the search is submitted. The search results you receive will clearly display the through date.

SEARCH LOGIC

Search results are created by applying search rules to the name presented for searching.

- There is no limit to the number of matches that may be returned in response to the search criteria.
- No distinction is made between upper and lower case letters.
- Punctuation marks and accents are disregarded.
- All spaces are disregarded.
- Searches for individuals should be entered as Last Name First Name Middle Name or Initial (i.e., Doe John)
- If, first name is provided, a match will be found on that name and also return results with any middle name
- If only an initial is provided, a match will be found on any first name starting with the same letter.
- If a middle name is provided, a match will be found on the middle name.
- If only an initial is given, a match will be found on any middle name starting with the same letter.

Examples are as follows:

A search for Bank of America will retrieve:

- Bank of America Home Loans
- Bank of America Corporate Center
- Bank of America N.A.

A search request for Smith John A. will retrieve:

- John A. Smith
- John Alexander Smith
- John Adam Smith

A search request for Smith John will retrieve:

- John Smith
- John A. Smith
- Johnnie Smith
- John Robert Smith

A search request for Smith J M will retrieve:

- John M. Smith
- John Michael Smith
- Johnnie Smith
13.01 – Search Criteria

The Search by Name option allows the user to look up and view information by debtor or secured party name.

**Party Search Filter (1)**
This option is used to allow the user to indicate if the party name being searched is a debtor or secured party. The debtor is selected by default.

**Party Name**
The user provides the party name they wish to search.

When searching for an individual, the user should enter the last name and then a first name or initial and optionally a middle name or initial. (Examples: Adams, John Q. or Adams, J Q or Adams, John Quincy)

When searching for an organization, the user should enter the name of the organization. (Examples: B & B Toys or B and B Toys)

**Filing Status Filter (2)**
This option is used to allow the user to indicate if the search results should contain both active and lapsed filings or only active filings which are unlapsed. All Filings (Lapsed and Unlapsed) is selected by default.

**Filing Type (3)**
This option is used to allow the user to indicate if the search results should contain only Initial Financing Statements (UCC-1) on record for the party name or all filings on record for the party name. All filing records is selected by default.

13.02 – Search Results

If the search result include one or matches, the application will display all matching party names on file for the search. The user has the option to select one or more matching names from the returned results.
If no matches are located, the user will be informed that no documents are on file that meets the search criteria.

13.03 – Select Filings for Retrieval

If the search results included a debtor match, the user will be provided with records on file that match the search criteria used.

All UCC-1 filings and, if applicable, their UCC-3 and/or UCC-5 associated filings will display. The user has the option to request a search response only, copies of one or more documents only or both a search response and document(s).
13.04 – ORDER SUMMARY AND CONTACT INFORMATION

The user has an opportunity to review and check the search request before submitting the request to the South Carolina Secretary of State office. The user must also provide their contact information and verify that the request information is correct. Note that **Send Acknowledgement To (Name), Contact Email Address**, and **Verify Contact Email Address** are all required fields.
13.05 – Filing Fees Payment & Subscriber Invoicing

Non-Subscriber Payment

If you are submitting the filing as a non-subscriber, you will be taken to a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.
If the user is submitting the filing as a subscriber, the user will be taken to a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

13.06 – ACKNOWLEDGEMENT COPY AND RECEIPT

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the search response and any requested document(s) as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the search response and document(s).
Payment Successful - Complete Transaction Below.

Viewing or printing your documents is as easy as...

Step 1
- View/Print Documents
- View/Print Search Response

Step 2
- View/Print Receipt

SAMPLE RECEIPT

Receipt

TRANSACTION HISTORY
- File ID Number: 110426-08020429
- Acknowledge Copy To: TEST FILER
- Email Address: test@yahoo.com
- Card Type: Visa *1111
- Name on Card: TEST FILER
- TPE Order ID Number: 136048
- Filing Date/Time: 4/26/2011 8:20 AM
- # of Documents: 3
- # of Pages: 32
- Searched Criteria: TEST DEBT

Your bank statement will reflect that the charge was made by SC.GOV.

ITEMS PURCHASED

<table>
<thead>
<tr>
<th>File ID</th>
<th>Filing Type</th>
<th>Filing Date</th>
<th># of Pages</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>101211-1605081</td>
<td>UCC-1 Financing Statement (Transmitting Utility)</td>
<td>12/11/2010</td>
<td>6</td>
<td>$6.00</td>
</tr>
<tr>
<td>110330-1204983</td>
<td>UCC-3 Amendment</td>
<td>3/30/2011</td>
<td>1</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

- UCC Search Filing Fee: $5.00
- Certified Search Response Report: $2.00
- Certification Fee - Number of Documents: 3: $6.00
- Electronic Records Access: $10.00

Total Amount Charged: $55.00
14.0 – **UCC-11, Search by Number**

Each filing related to the Uniform Commercial Code or a lien of record is given a filing number to be indexed and searchable. Filing numbers have evolved through various formats over the years. Revised Article 9, effective July 1, 2001, changes the formats of filing numbers to be consistent nationwide. However, the existing filing numbers are not updated to this format, so searchers need to be aware that filing numbers in older formats will exist as long as they remain on the system.

14.01 – **Search Criteria**

The Search by Number option allows the user to look up and view information by any UCC-1 or UCC-3 filing number. A search for a UCC-1 filing will also display any child records. A search for a UCC-3 filing will display the parent UCC-1 record and any additional UCC-3 or UCC-5 filings.

14.02 – **Search Results & Select Filings for Retrieval**

If the search result includes at least one match, the application will display all matching documents on file for the search. The user has the option to select one or more matching names from the returned results. All UCC-1 filings and, if applicable, their UCC-3 and/or UCC-5 associated filings will display. The user has the option to request a search response only, copies of one or more documents only or both a search response and document(s).
If no matches are located, the user will be informed that no documents are on file that meets the search criteria.

**14.03 – ORDER SUMMARY AND CONTACT INFORMATION**

The user has an opportunity to review and check the search request before submitting the request to the South Carolina Secretary of State office. The user must also provide their contact information and verify that the request information is correct. Note that **Send Acknowledgement To (Name)**, **Contact Email Address**, and **Verify Contact Email Address** are all required fields.
14.04 – FILING FEES PAYMENT & SUBSCRIBER INVOICING

NON-SUBSCRIBER PAYMENT

If you are submitting the filing as a non-subscriber, you will be taken to a payment screen. Payment may be made by using any American Express, Visa, MasterCard or Discover debit or credit card.
If the user is submitting the filing as a subscriber, the user will be taken to a billing verification screen. Here the user can review the amount to be charged to the subscription account. Once the user is satisfied with the billing information, the user selects the BILL ACCOUNT button.

14.05 – Acknowledgement Copy and Receipt

After the filing is submitted and processed, the user sees a PAYMENT SUCCESSFUL screen. The user will be able to view/print/save the search response and any requested document(s) as well as the receipt by selecting the appropriate link on this page.

Note: You must have Adobe Reader installed on your PC to view these documents.

The user will also receive an email confirmation and receipt of the filing. This email will also contain the link to the search response and document(s).
SAMPLE RECEIPT

Receipt

**TRANSACTION HISTORY**

- **File ID Number**: 110426-0020429
- **Address Copy To**: TEST FILER
- **Email Address**: test@yahoo.com
- **Card Type**: Visa *1111
- **Name on Card**: TEST FILER
- **TPE Order ID Number**: 136448
- **Filing Date/Time**: 4/26/2011 8:20 AM
- **# of Documents**: 3
- **# of Pages**: 32
- **Searched Criteria**: TEST FILER

*Your bank statement will reflect that the charge was made by SC.GOV.*

**ITEMS PURCHASED**

<table>
<thead>
<tr>
<th>File ID</th>
<th>Filing Type</th>
<th>Filing Date</th>
<th># of Pages</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>101214</td>
<td>UCC-1 Financing Statement (Transmitting Utility)</td>
<td>12/11/2010</td>
<td>6</td>
<td>$6.00</td>
</tr>
<tr>
<td>110330</td>
<td>UCC-3 Amendment</td>
<td>3/30/2011</td>
<td>1</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCC Search Filing Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Certified Search Response Report</td>
<td>$2.00</td>
</tr>
<tr>
<td>Certification Fee - Number of Docs:</td>
<td>$6.00</td>
</tr>
<tr>
<td>Electronic Records Access</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

**Total Amount Charged**: $55.00

[PRINT RECEIPT]
SAMPLE SEARCH RESPONSE

South Carolina Secretary of State's Office
Mark Hammond

Search Response

Dated: 4/26/2011 9:40 AM

Search Criteria Entered:

Name Search
Party Name: TEST DEBT
Party: Debtor
Filing Status: Lapsed And UnLapsed Filings
Filing Type: All

<table>
<thead>
<tr>
<th>Name</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST DEBTOR ORGANIZATION</td>
<td>Yes</td>
</tr>
<tr>
<td>TEST, DEBTOR ORGANIZATION LLP</td>
<td>Yes</td>
</tr>
<tr>
<td>TEST, TEST DEBTOR</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Filing Number</th>
<th>Filing Type</th>
<th>Filing Date</th>
<th>Lapse Date</th>
<th>Electronic Image Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>101211-1803881</td>
<td>UCC-1 Financing Statement (Transmitting Utility)</td>
<td>12/21/2010 4:26 PM</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>101213-9769234</td>
<td>UCC-1 Financing Statement: In Lieu of Continuance</td>
<td>12/14/2010 7:24 AM</td>
<td>12/14/2015</td>
<td>Yes</td>
</tr>
<tr>
<td>110330-1309183</td>
<td>UCC-3 Amendment</td>
<td>3/30/2011 12:49 PM</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>110430-0862284</td>
<td>UCC-3 Assignment</td>
<td>4/1/2011 8:42 AM</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>110427-0818392</td>
<td>UCC-3 Termination</td>
<td>4/7/2011 8:15 AM</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>110421-1403158</td>
<td>UCC-5 Continuation Statement</td>
<td>4/21/2011 2:02 PM</td>
<td>N/A</td>
<td>Yes</td>
</tr>
</tbody>
</table>
APPENDIX A – INFORMATION YOU SHOULD KNOW

PDF Files: Acknowledgment copies, search responses and documents will be presented to the user as hyperlinks. The hyperlinks will open a PDF file. The user then has the opportunity to print and/or save the file. When saving the file, be sure to include the “.pdf” extension on the file name.

“Back” Button on Browser: We suggest that the user utilize the “Back”button provided within the application rather than the back button on the web browser.

Entering Data: Data entry is case sensitive. Therefore, the format the user keys information into the application is how the information will be stored.

Collateral Field: If a long collateral description is desired, the user should type that description in a word processing software (i.e., Word or WordPerfect) or a text editor (i.e., Notepad or Wordpad). That description can then be copied and pasted into the collateral field.

Browser Auto Complete: Many web browsers have a feature called “Auto Complete” which is turned on by default. Auto Complete remembers information you have previously entered and stores it and will provide you with a drop-down box from which you can select an item. If you wish to have this feature turned off, consult with your IT help desk.

Navigating through the Screens: All of the screens have a tab order set within them so the user can simply “Tab” through each field. The user can also use the mouse to click into specific fields.

Radio Buttons: The radio buttons displayed in the application are part of the tab order for that screen. To change a selection from one radio button to another, use the arrow keys on the keyboard.

Check Boxes: To place a check mark in a check box on any given screen, the user simply needs to tab into that field and hit the spacebar on the keyboard.

UCC Online Filing Fees:

**UCC-1, UCC-3, UCC-5 and In Lieu of Continuation Fees**
- Pages 1 and 2 together $ 8.00
- Page 3 $ 2.00
- Pages 4 and beyond (per page) $ 1.00
- 3rd Debtor and beyond (per debtor) $ 2.00

- Manufactured Home Transaction $20.00
- Public Finance Transaction $20.00

**UCC-11 Search Fees**
- Search Request $ 5.00
- Document Request (per page) $ 1.00
- Certification Fee (per document) $ 2.00
### Electronic Records Access

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Each Filing</td>
<td>$ 8.00</td>
</tr>
<tr>
<td>*Each Search</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

*Transactions over $100, increasing by $2.25 for each additional $100 or fraction thereof.*