

**CHAPTER 33**

**UNIFORM COMMERCIAL CODE  
FILING OFFICE PROCEDURES**

**Authority**

N.J.S.A. 12A:9-501 and 12A:9-526.

**Source and Effective Date**

R.2007 d.346, effective October 10, 2007.  
See: 39 N.J.R. 2621(a), 39 N.J.R. 4866(a).

**Chapter Expiration Date**

In accordance with N.J.S.A. 52:14B-5.1.c(2), Chapter 33, Uniform Commercial Code Filing Office Procedures, expires on April 8, 2015. See: 46 N.J.R. 2016(a).

**Chapter Historical Note**

Pursuant to Executive Order No. 66(1978), Chapter 33, Catastrophic Illness in Children Relief Fund; Surcharge Collection, expired on April 17, 1994. The expired rules were removed from Title 17 by Supplement 8-15-94.

Chapter 33, Uniform Commercial Code Filing Office Procedures, was adopted as new rules by R.2003 d.85, effective February 18, 2003. See: 34 N.J.R. 3928(a), 35 N.J.R. 1147(a).

Chapter 33, Uniform Commercial Code Filing Office Procedures, was readopted as R.2007 d.346, effective October 10, 2007. See: Source and Effective Date.

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 33, Uniform Commercial Code Filing Office Procedures, was scheduled to expire on October 10, 2014. See: 43 N.J.R. 1203(a).

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**SUBCHAPTER 1. GENERAL PROVISIONS**

**17:33-1.1 Purpose**

(a) These rules outline the basic procedures of the filing officer, the State Treasurer, and the filing office, Bureau of Business Support Services, Division of Revenue, in relation to the State of New Jersey’s Uniform Commercial Code system.

(b) Generally, these rules are designed to foster uniformity by documenting New Jersey’s basic UCC policies and procedures, as administered by the Division of Revenue/Business Support Services Bureau.

**17:33-1.2 Definitions**

For the purposes of these procedures and policies, the definitions below apply.

“Amendment” means a UCC filing that purports to amend the information contained in a financing statement. Amendments include assignments, continuations and terminations.

“Assignment” is an amendment that purports to reflect an assignment of all or a part of a secured party’s power to authorize an amendment to a financing statement.

“Continuation” means an amendment that purports to continue the effectiveness of a financing statement.

“Correction statement” means a written statement that purports to indicate that a financing statement is inaccurate or wrongfully filed.

“Decipher” means being able to read and index information presented on a UCC filing or work order with sufficient clarity to effect either a filing or search request within the meaning of the Uniform Commercial Code system.

“Document” means any document associated with a filed financing statement, correction statement or amendment.

“Filing Office” means the Department of the Treasury, Division of Revenue, Bureau of Business Support Services, which hereafter shall be cited as DOR/BSSB.

“Filing Officer” means the Treasurer of the State of New Jersey.

“Filing number or file number” means the unique identifying information assigned to an initial financing statement by the DOR/BSSB for the purpose of identifying the financing statement and UCC filings relating to the financing statement in the DOR/BSSB’s information management system. The filing number bears no relation to the time of filing and is not an indicator of priority.

“Financing statement” means a record or records composed of an initial financing statement and any filed record(s) relating to the initial financing statement.

“Individual” means a human being, or a decedent in the case of a debtor that is such decedent’s estate.

“Initial financing statement” means a UCC document that does not identify itself as an amendment or identify an initial financing statement to which it relates, as required by N.J.S.A. 12A:9-512, 514 or 518.

“Organization” means a legal person who is not an individual under this subchapter.

“Remitter” means a person who tenders a UCC filing to the DOR/BSSB for filing, whether the person is a filer or an agent of a filer responsible for tendering the filing. “Remitter” does not include a person responsible merely for the delivery of the document to the DOR/BSSB, such as the postal service or a courier service, but does include a service provider who acts as a filer’s representative in the filing process.

“Secured party of record” means, with respect to a financing statement, a person whose name is provided as the name of a secured party or a representative of the secured party in an initial financing statement that has been filed. If an initial financing statement is filed under N.J.S.A. 12A:9-514(a), the assignee named in the initial financing statement is the secured party of record with respect to the financing statement. If an amendment of a financing statement which provides the name of a person as a secured party or a representative of a secured party is filed, the person named in the amendment is a secured party of record. If an amendment is filed under N.J.S.A. 12A:9-514(b), the assignee named in the amendment is a secured party of record. A person remains a secured party of record until the filing of an amendment of the financing statement, which deletes the person.

“Termination” means an amendment intended to indicate that the related financing statement has ceased to be effective with respect to the secured party authorizing the termination.

“UCC” means the Uniform Commercial Code as adopted in this State under N.J.S.A. 12A:9 et seq.

“UCC filing” means an initial financing statement, an amendment, an assignment, a continuation, a termination or a correction statement. The word “filing” shall not be deemed to refer exclusively to paper or paper-based writings. UCC filings may be expressed or transmitted electronically or through media other than such writings.

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## SUBCHAPTER 2. GENERAL ADMINISTRATIVE ELEMENTS

### 17:33-2.1 Place to file

UCC filings relating to all types of collateral shall be submitted to the DOR/BSSB, except when the collateral is timber to be cut, as-extracted collateral, or when the filing relates to fixtures or goods which are or are to become fixtures. Regardless of the nature of the collateral, where the debtor is a transmitting utility, the place for filing is the DOR/BSSB.

### 17:33-2.2 DOR/BSSB identification

In addition to the promulgation of these procedures, the DOR/BSSB will disseminate information about its location, mailing address, telephone and fax numbers, and its Internet and other electronic “addresses.”

### 17:33-2.3 Office hours

The DOR/BSSB maintains regular office hours, 8:30 A.M. to 5:00 P.M., Monday through Friday, except holidays.

**17:33-2.4 UCC filing delivery, returns, and filing date and time**

(a) UCC filings may be delivered to DOR/BSSB at the addresses below. All deliveries must be accompanied with instructions for returning acknowledgments or notices of refusal. DOR/BSSB will return filing acknowledgments or send notices of refusal via first class mail or leave items to be picked up at its office location. DOR/BSSB will also return acknowledgments and notices via overnight courier, provided the remitter supplies the required envelopes with the return address and prepaid waybills showing the remitter's account with the courier.

1. Personal delivery, at the DOR/BSSB's street address. The address is 225 West State Street, Trenton, NJ 08608, 3rd Floor. The file date is the date of delivery. The file time for a UCC filing delivered by this method is no later than the next close of business following the time of delivery (even though the UCC filing may not yet have been accepted and may be subsequently refused). A UCC filing delivered after regular business hours or on a day the DOR/BSSB is not open for business, will have a filing time of the close of business on the next workday that the DOR/BSSB is open for business.

2. Courier delivery, at the DOR/BSSB's street address. The address is 225 West State Street, Trenton, NJ 08608, 3rd Floor. The file date is the date of delivery. The file time for a UCC filing delivered by this method is no later than the next close of business following the time of delivery (even though the UCC document may not yet have been accepted for filing and may be subsequently refused). A UCC filing delivered after regular business hours or on a day the DOR/BSSB is not open for business, will have a filing time of the close of business on the next workday that the DOR/BSSB is open for business.

3. Postal service delivery, to the DOR/BSSB's mailing address. The address is PO Box 303, Trenton, New Jersey 08625-0303. The file date is the date of delivery. The file time for a UCC filing delivered by this method is no later than next close of business following the time of delivery (even though the UCC filing may not yet have been accepted for filing and may be subsequently refused). A UCC filing delivered after regular business hours or on a day the DOR/BSSB is not open for business, will have a filing time of the close of business on the next workday that the DOR/BSSB is open for business.

4. Electronic filing UCC filings may be submitted electronically via the Internet. The DOR/BSSB will disseminate information about the Internet filing service, including instructions and fee schedules. The date for a UCC filing delivered by this method will coincide with the work day that the DOR/BSSB's computer system analyzes the relevant transmission and determines that all the required elements have been received in the proper format and that payment of the filing fee has been tendered. An electronic UCC filing delivered after regular business

hours or on a day the DOR/BSSB is not open for business, will have a filing date of the next business day and a filing time no later than the close of business on the next workday.

**17:33-2.5 Search request delivery**

UCC search requests may be delivered to the DOR/BSSB through any of the means by which UCC filings may be delivered to the DOR/BSSB, as outlined in N.J.A.C. 17:33-2.4. Requirements concerning search requests are set forth in N.J.A.C. 17:33-8.

**17:33-2.6 Approved filing forms**

(a) Forms for UCC filings that conform to the requirements of this procedure will be accepted by the DOR/BSSB.

1. Statutory forms. The forms set forth in N.J.S.A. 12A:9-521 will be acceptable.

2. Complying forms. Forms that contain the informational elements listed on the statutory forms noted in N.J.S.A. 12A:9-521 are acceptable.

3. Electronic filings. A UCC filing transmitted pursuant to on-line data entry procedures referenced in this subchapter are acceptable.

**17:33-2.7 UCC search form**

A form that clearly communicates the debtor names and/or filing numbers to be searched is acceptable. Form UCC11 is the preferred form for requesting search services. Upon written request, the DOR/BSSB will provide an example of form UCC11. Also, a search request that is executed electronically as referenced in this subchapter is acceptable.

**17:33-2.8 Fees**

(a) The fee for filing and indexing a UCC financing statement, amendment or correction is \$25.00.

(b) The fee for a UCC search request, per debtor name, is \$25.00.

(c) The fee for UCC search copies is \$1.00 per UCC filing page.

**SUBCHAPTER 3. EXPEDITED SERVICE****17:33-3.1 Expedited service options and fee**

(a) UCC filings and searches may be submitted as expedited, over the counter work requests.

1. Expedited service is available for filing and search work requests delivered over-the-counter (personal and courier deliveries). Expedited service ensures 8.5-business hour processing.

2. The fee for each expedited work request is \$15.00. This amount is in addition to the base fees cited in this chapter.

3. Payment of the expedited and base fees ensures 8.5 business hour processing unless computer down time, network outages or other factors beyond the control of the DOR/BSSB, such as staffing, impact processing operations. If, due to such factors, the DOR/BSSB is not able to meet the 8.5 processing time frame, the DOR/BSSB will work on expedited requests on a first-in first-out basis, with priority over mail-in requests.

(b) The remitter may request expedited service by delivering filings and searches over the counter, with either a covering memorandum or request sheet indicating that expedited service is required, along with the correct fee amount, inclusive of the per-request expedited and base fees outlined in this chapter. The DOR/BSSB uses a request form known as the Service Request and Control Receipt for over-the-counter and expedited service requests. Upon written request, the DOR/BSSB will provide an example of the Service Request and Control Receipt.

## SUBCHAPTER 4. PAYMENT METHODS

### 17:33-4.1 List of payment methods

(a) Filing fees and fees for public records services, including search and copy fees, may be paid by the following methods:

1. Cash. The DOR/BSSB discourages cash payment unless made in person to the cashier at the DOR/BSSB.
2. Checks. Personal, cashier's or certified checks made payable to the "Treasurer, State of New Jersey" are acceptable. This includes checks in an amount to be filled in by the DOR/BSSB, with a "not to exceed amount" instruction.
  - i. The DOR/BSSB may from time to time disallow the use of specific banks and financial institutions. Restrictions in this area must be for cause and such shall be communicated to the affected drawer and the drawer's bank or financial institution.
  - ii. DOR/BSSB may require a remitter to use cashier's checks or certified checks in place of personal checks. Restrictions in this area must be for cause and such shall be communicated to the affected party.
3. Prepaid account. A remitter may open an account for prepayment of filing and search and copy fees by submitting an application furnished by the DOR/BSSB. The minimum balance for a pre-paid account is \$250.00. The DOR/BSSB shall issue an account number to be used by a remitter who chooses to pay fees in advance. The DOR/BSSB shall deduct fees from the remitter's prepaid account whenever the DOR/BSSB either receives a work request from the remitter or processes work for the remitter. Upon written request to PO Box 455, Trenton, NJ 08625 (ATTN: UCC Depository Accounts), the DOR/BSSB will provide an agreement form for establishing a prepaid account.

4. Credit card. The DOR/BSSB accepts credit card payments from VISA, Master Card, Discover and American Express. Remitters shall provide the DOR/BSSB with the card number, the expiration date of the card, the name of the approved card issuer, the name of the person or entity to whom the card is issued and the billing address for the card. Payment will not be deemed tendered until the issuer or its agent has confirmed to the DOR/BSSB that payment will be forthcoming.

(b) Overpayment and underpayment policies are as follows:

1. The DOR/BSSB shall refund an overpayment amount upon the written request of the remitter.
2. Upon receipt of a filing or other work request with an insufficient fee, the DOR/BSSB shall send a refusal notice to the remitter or secured party with a written explanation. The remitter or secured party may resubmit the document or work request with an additional or new payment sufficient to cover the fee involved. Upon receipt of the sufficient fee, the DOR/BSSB will perform the requested filing, or otherwise process the work request involved.

## SUBCHAPTER 5. ACCEPTANCE AND REFUSAL OF UCC FILINGS

### 17:33-5.1 Policy regarding filing and filing office duty

(a) The duties and responsibilities of the DOR/BSSB with respect to the administration of the UCC are mainly ministerial. However, the DOR/BSSB has a duty to assist in protecting the integrity of the UCC filing system and the filing office may reject certain filings under N.J.S.A. 12A:9-516(b). N.J.S.A. 12A:9-516(c) provides that for purposes of N.J.S.A. 12A:9-516(b), a record does not provide information if the filing office is unable to read or decipher the information in the record. Therefore, as set forth in this subchapter, DOR/BSSB will reject certain filings in which the filing office is unable to decipher information contained in the record.

(b) Provided that there is no reason for refusal under this subchapter, DOR/BSSB will accept UCC filings, assign them file numbers and index them in DOR/BSSB's information management system.

### 17:33-5.2 Reasons for refusal of UCC filing

(a) The following reasons are the sole reasons for refusing to accept a UCC filing. As used herein, the term "legible" is not limited to refer only to written expressions on paper. Legibility also encompasses electronic and other machine-readable transmissions and the requirement for such transmissions to be readily decipherable by the DOR/BSSB's information management system or staff.

1. Debtor name and address. An initial financing statement or an amendment that purports to add a debtor shall be refused if the filing fails to include a legible debtor name and address for a debtor. If the filing contains more than one debtor name or address and some names or addresses are missing or illegible, the DOR/BSSB shall index the legible name and address pairings, and provide a notice to the remitter containing the file number of the filing, identification of the debtor name(s) that was (were) indexed, and a statement that debtors with illegible or missing names or addresses were not indexed.

2. Additional debtor identification. An initial financing statement or an amendment adding one or more debtors shall be refused if the filing fails to identify whether each named debtor (or each added debtor in the case of such an amendment) is an individual or an organization, if the last name of each individual debtor is not identified or if, for each debtor identified as an organization, the filing does not include in legible form the organization's type, state of organization, or organization number (or a statement that it does not have one).

3. Secured party name and address. An initial financing statement, an amendment purporting to add a secured party of record, or an assignment, shall be refused if the filing fails to include a legible secured party (or assignee in the case of an assignment) name and address. If the filing contains more than one secured party (or assignee) name or address and some names or addresses are missing or illegible, the DOR/BSSB shall refuse the UCC document.

4. Lack of identification of initial financing statement. A UCC filing other than an initial financing statement shall be refused if the filing does not provide a file number of a financing statement in the UCC information management system that has not lapsed.

5. Timeliness of continuation. A continuation shall be refused if it is not received during the six-month period concluding on the day upon which the related financing statement would lapse.

i. The first day on which a continuation may be filed is the date of the month corresponding to the date upon which the financing statement would lapse, six months preceding the month in which the financing statement would lapse. If there is no such corresponding date during the sixth month preceding the month in which the financing statement would lapse, the first day on which a continuation may be filed is the last day of the sixth month preceding the month in which the financing statement would lapse, although filing by certain means may not be possible on such date if the DOR/BSSB is not open on such date.

ii. Last day permitted. The last day on which a continuation may be filed is the date upon which the financing statement lapses.

6. Fee. A filing shall be refused if it is accompanied by less than the full filing fee and if the filing request is for expedited service, is accompanied by less than the filing fee plus expedited fee.

7. Means of communication. UCC filings communicated to the DOR/BSSB by a means of communication not authorized by the DOR/BSSB for the communication of UCC filings will be refused.

8. Inability to read or decipher information. For purposes of N.J.S.A. 12A:9-516(c), the filing office shall be considered to be unable to read or decipher information in a record if:

i. The information in a written record is so faint, illegible, or otherwise unintelligible as to be unable to be read, copied or otherwise processed by the filing office's equipment;

ii. If the filing office authorizes electronic transmission of records, and if the information in an electronically transmitted record is not in a format that can be read, copied or otherwise processed by the filing office's equipment, or, for any other reason, cannot be read, copied or otherwise processed by the filing office's equipment; or

iii. The record contains confusing, conflicting or contradictory matter that gives rise to uncertainty, ambiguity, or lack of clarity as to information in the record. Examples of such uncertainty, ambiguity, or lack of clarity include, but are not limited to, the following:

(1) If it appears to the filing office that a debtor named in a record is the same person as a secured party, the filing office shall be considered to be unable to decipher, and the record shall be considered not to provide, the name of the debtor or the name of the secured party.

(2) If it appears to the filing office that one portion of a record contains matter that indicates that a debtor is an organization and another portion of the record contains matter that indicates that the same debtor name is an individual, the filing office shall be considered to be unable to decipher, and the record shall be considered not to provide, the name of such debtor or an indication whether the debtor is an individual or an organization.

(3) If all or any part of an address in a record is qualified by words or phrases such as “near,” “about,” “approximately,” “on or about,” or the like, or if all or any part of an address in a record is contained in parenthesis, brackets, quotation marks, or the like, in a context that gives rise to uncertainty, ambiguity, or lack of clarity with respect to such address, the filing office shall be considered to be unable to decipher, and the record shall be considered not to provide, such address.

(4) If the record contains language that would render it meaningless for indexing purposes under the Uniform Commercial Code.

(5) If the record contains language which describes the collateral which is the subject of the filing in a confusing, unclear, or ambiguous manner.

(6) If debtor is listed as an individual or an organization and classifies as a “transmitting utility,” but the record does not contain any information indicating the debtor’s name meets the definition of transmitting utility in N.J.S.A. 12A:9-102(80).

### 17:33-5.3 Policy relative to filing office obligation

The filing and indexing of a record by the Filing Office shall not be deemed to be a finding by the Filing Office that the record does not contain confusing, conflicting or contradictory matter. The filing and indexing of a record shall also not be deemed to be a finding that the information in the filing is correct, and, therefore, no filing and indexing shall create a presumption that the information is either correct or incorrect.

### 17:33-5.4 Identifying information

A UCC filing that does not identify itself as an amendment or identify an initial financing statement to which it relates, as required by N.J.S.A. 12A:9-512, 12A:9-514, or 12A:9-518, is an initial financing statement and will be filed as such.

### 17:33-5.5 Reasons not warranting refusal

(a) The sole reasons for the DOR/BSSB’s refusal to accept a filing are enumerated in N.J.A.C. 17:33-5.1. The following are examples of defects that do not constitute reasons for refusal to accept a filing. They are not a comprehensive enumeration of defects outside the scope of permitted reasons for refusal to accept a UCC filing.

1. The UCC filing contains or appears to contain a misspelling or other apparently erroneous information.
2. The UCC filing contains additional or extraneous information.
3. The filing is accompanied by funds in excess of the full filing fee.

## SUBCHAPTER 6. PROCESSING TIME LIMITS AND NOTICES AND ACKNOWLEDGEMENTS

### 17:33-6.1 Time limits

The DOR/BSSB will endeavor to determine whether any of the criteria under N.J.A.C. 17:33-5.2 to refuse acceptance of a UCC filing exist not later than the second business day after the date the filing would have been filed had it been accepted for filing and shall index a UCC filing not so refused within the same time period. This time limit will apply in all cases unless computer down time, network outages or other factors, such as staffing, which are beyond the control of the DOR/BSSB, impact processing operations. If, due to such factors, the DOR/BSSB is not able to meet the time limit, the DOR/BSSB will work on filings on a first-in first-out basis, with first priority given to expedited over the counter requests.

### 17:33-6.2 Procedure upon refusal

If the DOR/BSSB finds reasons for refusal under N.J.A.C. 17:33-5.2, the DOR/BSSB shall return the filing, if written, to the remitter or secured party. The DOR/BSSB shall also send a notice that contains the date and time the filing would have been accepted had it not been refused. In all cases, the date and time of filing will be the delivery date and time of the initial submission. The notice shall also include a brief description of the reason(s) for refusal. The notice shall be sent to a secured party or the remitter via first class mail or if requested by the remitter, left to be picked up at its office location. DOR/BSSB will also return acknowledgments and notices via overnight courier, provided the remitter supplies the required envelopes with the return address and prepaid waybills showing the remitter’s account with the courier. The notice shall also advise the secured party or remitter that if he or she disagrees with the rejection and believes the filing was wrongfully refused, the secured party or remitter may submit a request for review and determination to the DOR/BSSB’s UCC Determination Unit within 45 days of the date of the rejection notice. The requirements for submitting a request for review and determination are outlined in N.J.A.C. 17:33-6.4.

### 17:33-6.3 Filing resubmission

To accomplish the filing after refusal, the secured party or remitter must address all deficiencies noted and resubmit the filing to the DOR/BSSB, along with the rejection notice. Upon receipt of the resubmission, the DOR/BSSB will complete the filing, if the filing no longer contains information which would subject the record to rejection under N.J.A.C. 17:33-5.2, and mark the filing date and time as of the date and time of initial delivery to the DOR/BSSB. If there are still reasons to refuse the resubmitted filing pursuant to N.J.A.C. 17:33-5.2, the DOR/BSSB will issue another rejection notice to the secured party or remitter.

**17:33-6.4 Request for review and determination of refused filing**

To dispute the rejection of a filing and to request a review and determination by DOR/BSSB, the secured party or remitter must, within 45 days of the date of the rejection notice, submit a written statement explaining why the secured party or remitter believes the UCC filing was wrongfully refused; submit the original rejected UCC filing; and submit the rejection notice. The request for review and determination must be addressed to the DOR/BSSB's UCC Determination Unit, PO Box 303, Trenton, New Jersey 08625-0303. Upon receipt of the request for review and determination, the DOR/BSSB will review the filing and the additional submissions and notify the secured party or remitter of the agency's final determination regarding the filing by issuing a final determination letter. This letter notifies the secured party or remitter that the DOR/BSSB's decision is a final determination and if the secured party or remitter disagrees with the determination, he or she may appeal to the Superior Court of New Jersey, Appellate Division pursuant to New Jersey Court Rule 2:2-3(a)(2). Further, pursuant to New Jersey Court Rule 2:4-1, the secured party or remitter has 45 days from the date of the final determination letter to file such an appeal.

**17:33-6.5 Acknowledgment**

For each accepted UCC filing, the DOR/BSSB will send to the filer an acknowledgment attesting to the filing, showing the file number assigned to it and the date and time of filing. In the case of electronic UCC filings, the DOR/BSSB shall communicate to the filer or remitter the information in the filed document, the file number and the date and time of filing.

**17:33-6.6 Other notices**

Nothing in these procedures prevents DOR/BSSB from communicating to a filer or a remitter that the DOR/BSSB noticed apparent potential defects in a UCC filing, whether or not it was filed or refused. However, the DOR/BSSB is under no obligation to do so and may not, in fact, have the resources to do so or to identify such defects. The responsibility for the legal effectiveness of filing rests with filers and remitters and the DOR/BSSB bears no responsibility for such effectiveness.

**17:33-6.7 Refusal errors**

If a secured party or a remitter demonstrates, to the satisfaction of the Filing Officer, that a refused UCC filing should not have been refused, the DOR/BSSB will accept the filing. The filing date and time shall be the time and date of initial delivery to the DOR/BSSB. The DOR/BSSB will also file a statement (and such demonstration of error shall constitute the secured party's authorization to do so) that states that the effective date and time of filing is the date and time the UCC document was initially delivered, and sets forth such date and time.

**SUBCHAPTER 7. UCC INFORMATION MANAGEMENT SYSTEM****17:33-7.1 Policy statement**

The DOR/BSSB uses an information management system to store, index, and retrieve information relating to financing statements. DOR/BSSB will actively seek to apply information management technology to facilitate the administration of the UCC. The information management system utilized as of February 18, 2003 includes an index of the names of debtors named on non-lapsed financing statements and on lapsed statements for one year following lapse. The system also includes electronic image storage facilities for the retention and reproduction of accepted UCC filings. The procedures in this subchapter describe the UCC information management system.

**17:33-7.2 Primary data elements**

(a) The primary data elements used in the UCC information management system are the following:

1. Identification numbers. UCC filings are identified as set forth below.
  - i. Each initial financing statement is identified by a unique file number. A record is created in the information management system for each initial financing statement.
  - ii. A UCC filing other than an initial financing statement is identified by the unique file number assigned by the DOR/BSSB. In the information management system, a record of a UCC filing other than initial financing statement is linked with its associated initial financing statement via the file number.
2. Type of filing. The type of UCC filing from which data is transferred is identified in the information management system from information supplied by the remitter.
3. Filing date and filing time. The filing date and time of a UCC filing are stored in the information management system. Calculation of the lapse date of an initial financing statement is based upon the filing date.
4. Identification of parties. The names and addresses of debtors and secured parties are transferred from UCC filings to the UCC information management system.
5. Status of financing statement. In the information management system, each financing statement has a status of active or inactive.
6. Page count. The total number of pages in a UCC filing is maintained in the information management system.
7. Lapse indicator. An indicator is maintained by which the information management system identifies whether or not a financing statement will lapse and, if it does, when it will lapse.

8. Names of debtors who are individuals. For the purpose of this procedure, “individual” means a human being, or a decedent in the case of a debtor that is such decedent’s estate. This procedure applies to the name of a debtor or a secured party on a UCC filing who is an individual.

i. Individual names. The names of individuals are stored. From July 1, 2001 forward, space is provided for first, middle (given), and last names (surnames or family names) of individuals. A filer should place the name of a debtor with a single name (for example, “Cher”) in the last name field of the filing form. The DOR/BSSB assumes no responsibility for the accurate designation of the components of a name but will accurately enter the data in accordance with the filer’s designations.

ii. Titles and prefixes before names. Titles and prefixes, such as “doctor,” “reverend,” “Mr.” and “Ms.” should not be entered in the UCC information management system. When a UCC document is submitted with designated name fields, the name data will be entered in the UCC information management system as it appears, but without the titles and prefixes.

iii. Titles and suffixes after names. Titles or indications of status such as “M.D.” and “esquire” are not part of an individual’s name and should not be provided by filers in UCC filings. Suffixes that indicate which individual is being named, such as “senior,” “junior,” “I,” “II,” and “III,” are appropriate. In either case, the name data will be entered into the information management system as they appear, but without the titles and suffixes that indicate status.

iv. Truncation—individual names. Personal name fields in the UCC database are fixed in length. Although filers should continue to provide full names on their UCC filings, a name that exceeds the fixed length is entered as presented to the DOR/BSSB up to the maximum length of the data entry field, which is 100 characters, including spaces.

9. Names of debtors that are organizations. This procedure applies to the name of an organization that is a debtor or a secured party on a UCC filing.

i. Single field. The names of organizations are stored and are distinguished from individuals from July 1, 2001 forward.

ii. Truncation—organization names. The organization name field in the UCC database is fixed in length. The maximum length of the data field is 100 characters, including spaces. Although filers should continue to provide full names on their UCC filings, a name that exceeds the fixed length is entered as presented to the DOR/BSSB up to the maximum length of the data field.

### 17:33-7.3 Estates

Although they are not human beings, estates are treated as if the decedent were an individual debtor.

### 17:33-7.4 Trusts

If the trust is named in its organic document(s), its full legal name, as set forth in such document(s), is used. Such trusts are treated as organizations. If the trust is not so named, the name of the settler is used. If a settler is indicated to be an organization, the name is treated as an organization name. If the settler is an individual, the name is treated as an individual name. A UCC filing that lists a settler’s name should include other information provided by the filer to distinguish the debtor trust from other trusts having the same settler. All financing statements filed against trusts or trustees acting with respect to property held in trust should indicate the nature of the debtor.

### 17:33-7.5 Initial financing statement, status of parties, and status of statement, including calculation of lapse date

(a) Upon the filing of an initial financing statement, the status of the parties and the status of the financing statement shall be as follows.

1. Each secured party named on an initial financing statement shall be a secured party of record, except that if the UCC document names an assignee, the secured party/assignor shall not be a secured party of record and the secured party/assignee shall be a secured party of record.

2. The status of a debtor named on the document shall be active and shall continue as active until one year after the financing statement lapses.

3. The status of the financing statement shall be active. A lapse date shall be calculated, five years from the file date, unless the initial financing statement indicates that it is filed with respect to a manufactured-home transaction, in which case the lapse date shall be 30 years from the file date, or if the initial financing statement indicates that it is filed against a transmitting utility, in which case there shall be no lapse date. A financing statement remains active until one year after it lapses, or if it is indicated to be filed against a transmitting utility, until one year after it is terminated with respect to all secured parties of record.

### 17:33-7.6 Amendment

(a) Upon the filing of an amendment, the status of the parties and the status of the financing statement shall be as follows.

1. An amendment shall affect the status of its debtor(s) and secured party(ies) as follows:

2. An amendment that amends only the collateral description or one or more addresses has no effect upon the status of any debtor or secured party. If a statement of amendment is authorized by less than all of the secured parties (or, in the case of an amendment that adds collateral, less than all of the debtors), the statement affects only the interests of each authorizing secured party (or debtor).

3. An amendment that changes a debtor's name has no effect on the status of any debtor or secured party, except that the related initial financing statement and all UCC filings that include an identification of such initial financing statement shall be cross-indexed in the UCC information management system so that a search under either the debtor's old name or the debtor's new name will reveal such initial financing statement and such related UCC filings. Such a statement of amendment affects only the rights of its authorizing secured party(ies).

4. An amendment that changes the name of a secured party has no effect on the status of any debtor or any secured party, but the new name is added to the index as if it were a new secured party of record.

5. An amendment that adds a new debtor name has no effect upon the status of any party to the financing statement, except the new debtor name shall be added as a new debtor on the financing statement. The addition shall affect only the rights of the secured party(ies) authorizing the statement of amendment.

6. An amendment that adds a new secured party shall not affect the status of any party to the financing statement, except that the new secured party name shall be added as a new secured party on the financing statement.

7. An amendment that deletes a debtor has no effect on the status of any party to the financing statement, even if the amendment purports to delete all debtors.

8. An amendment that deletes a secured party of record has no effect on the status of any party to the financing statement, even if the amendment purports to delete all secured parties of record.

9. An amendment shall have no effect upon the status of the financing statement, except that a continuation may extend the period of effectiveness of a financing statement.

#### **17:33-7.7 Assignment of powers of secured party of record**

(a) An assignment shall have no effect on the status of the parties to the financing statement, except that each assignee named in the assignment shall become a secured party of record.

(b) An assignment shall have no effect upon the status of the financing statement.

#### **17:33-7.8 Continuation**

(a) Upon the timely filing of one or more continuations by any secured party(ies) of record, the lapse date of the financing statement shall be postponed for five years.

(b) The filing of a continuation shall have no effect upon the status of any party to the financing statement.

(c) Upon the filing of a continuation statement, the status of the financing statement remains active.

#### **17:33-7.9 Termination**

(a) The filing of a termination shall have no effect upon the status of any party to the financing statement.

(b) A termination shall have no effect upon the status of the financing statement and the financing statement shall remain active in the information management system until one year after it lapses, unless the termination relates to a financing statement that indicates it is filed against a transmitting utility, in which case the financing statement will become inactive one year after it is terminated with respect to all secured parties of record.

#### **17:33-7.10 Correction statement**

(a) The filing of a correction statement shall have no effect upon the status of any party to the financing statement.

(b) A correction statement shall have no effect upon the status of the financing statement.

#### **17:33-7.11 Procedure upon lapse**

If there is no timely filing of a continuation with respect to a financing statement, the financing statement lapses on its lapse date but no action is then taken by the DOR/BSSB. On the first anniversary of such lapse date, the financing statement will no longer be made available to a searcher.

#### **17:33-7.12 Image storage**

(a) All accepted UCC filings are stored on an electronic imaging facility, and are retrievable and reproducible from this facility. Imaged filings are indexed by their corresponding file numbers.

(b) The DOR/BSSB will maintain all statements and filings in retrievable and reproducible form for up to one year following their lapse date. Thereafter, they will be stored offline (archived) and disposed of in accordance with statutory requirements set forth in N.J.S.A. 47:1-1 et seq. Both data and electronic image storage technologies are used to store and archive UCC data and filings.

#### **17:33-7.13 Errors of the DOR/BSSB**

The DOR/BSSB may correct the errors of DOR/BSSB personnel in the UCC information management system at any time. If the correction is made after the DOR/BSSB has

issued a certification date that includes the filing date of the corrected statement, the DOR/BSSB will place a record relating to the relevant initial financing statement in the UCC information management system. The record will state the date of the correction and explain the nature of the corrective action taken. The record will be preserved for so long as the record of the initial financing statement is preserved in the UCC information management system.

#### 17:33-7.14 Errors other than DOR/BSSB errors

An error by a filer is the responsibility of such filer. It can be corrected by filing an amendment or it can be disclosed by a correction statement.

## SUBCHAPTER 8. SEARCH REQUESTS AND REPORTS

### 17:33-8.1 Policy statement

The DOR/BSSB shall maintain, for public inspection, a searchable index for all records of UCC filings and provide for the retrieval of a record by the name of the debtor, by the file number of the initial financing statement to which the record relates, and by a combination of debtor name and address (city).

### 17:33-8.2 Written search requests

(a) Written search requests shall contain the following information:

1. Name or number to be searched. A search request shall set forth the full correct name of a debtor or the name variant desired to be searched, or in the case of photocopy only request, the file number involved. For name searches, the full name of an individual may consist of a first name, a middle name or initial, and a last name. A search request may also be submitted with no middle name or initial or as a single name. If only a single name is presented (for example, "Cher"), it will be treated as a last name. The full name of an organization shall consist of the name of the organization as stated on the articles of incorporation or other organic documents in the state or country of organization or the name variant desired to be searched. Optionally, the search request may contain a debtor address (city), in addition to the debtor name. A search request will be processed using the name and address (if applicable) as submitted, and the DOR/BSSB's standard search logic;

2. Requesting party. The name and address of the person to whom the search report is to be sent;

3. Fee. The appropriate fee, as set forth in this subchapter, payable by a method authorized in this subchapter; and

4. Optional information on written search requests. A UCC search request may contain any of the following information:
  - i. A request that copies of documents referred to in the search report be included with the report. The request may limit the number of copies to initial financing statements or a specific filing date or date range; and
  - ii. Instructions on the mode of delivery requested.

### 17:33-8.3 On-line search

Certified UCC debtor name searches may be executed online via the Internet. The DOR/BSSB will disseminate information about the Internet search service, including instructions and fee schedules.

### 17:33-8.4 Procedures applied to all name search requests

(a) Search results are created by applying standardized search logic to the debtor name presented to the DOR/BSSB by the person requesting the search. Human judgment is minimized in determining the results of the debtor name search. Optional searches on debtor address (city) are based on exact matches of the address entered. The following procedures are applied to conduct debtor name searches:

1. There is no limit to the number of matches that may be returned in response to the search criteria.

2. No distinction is made between upper and lower case letters.

3. Punctuation marks and accents are disregarded.

4. Words and abbreviations at the end of a name or in a name ("noise words") that indicate the existence or nature of an organization.

5. The word "the" at the beginning of the search criteria is disregarded.

6. All spaces are disregarded.

7. For first and middle names of individuals, initials are treated as the logical equivalent of all names that begin with such initials, and no middle name or initial is equated with all middle names and initials. For example, a search request for "John A. Smith" would cause the search to retrieve all filings against all individual debtors with "John" as the first name, "Smith" as the last name, and with the initial "A" or any name beginning with "A" in the middle name field. If the search request were for "John Smith" (first and last names with no designation in the middle name field), the search would retrieve all filings against individual debtors with "John" as the first name, "Smith" as the last name and with any name or initial or no name or initial in the middle name field.

8. To insure the standard search logic is responsive during the transition to the revised UCC debtor name indexing procedures, in addition the procedures above, the DOR/BSSB will apply the following transitional search logic procedures to each debtor name search. The transitional procedures will have the effect of broadening search results. However, as the revised UCC debtor-indexing scheme is applied, the DOR/BSSB will modify or eliminate the transitional procedures. The DOR/BSSB will provide notice of these changes as they occur.

- i. The word "and" within a name is disregarded.
- ii. Free text searching is applied wherever a space is entered into the search field and at the end of the search request.
- iii. After applying the preceding procedures to the debtor name to be searched, the UCC information management system will reveal the names of debtors that match the search request and that are on file and retrievable via the system.

#### 17:33-8.5 Search responses

(a) Reports created in response to a search request will include the following:

1. Filing officer designation and certification. This includes the official identification of the DOR/BSSB as the producer of the report and the filing officer's certification of the search results;
2. Report date. The date the report was generated;
3. Name and address (city) searched. Identification of the name and address (if applicable) searched;
4. Certification date. The certification date applicable to the report-that is, the date that the search is effective to reveal all UCC initial financing statements on or prior to that date;
5. Identification of initial financing statements. Identification of each initial financing statement filed on or prior to the certification date corresponding to the search criteria, by name of debtor, by identification number, and by file date and file time. This includes lapsed statements with lapse dates of one year or less prior to the search date;
6. History of financing statement. For each initial financing statement on the report, a listing of all related UCC filings made on or prior to the certification date; and
7. Copies. Copies of all UCC filings revealed by the search and requested by the searcher.