

**BC OnLine**

**Personal Property Registry System**  
**User's Guide**

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If you have any questions, please contact:

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Toll-free: 1-800-663-6102

Fax: 250-952-6115

## ***BC OnLine Mailing Address:***

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# Typographic Conventions

Typographic conventions are used with the following meanings:

Screen names and field names are capitalized. For example:

In the Transaction screen, move to the Search field.

Buttons and other “clickable” items appear in bold. For example:

Click **Submit**.

Required input (that you enter exactly as shown) appears in Courier font. For example:

Type: BC OnLine

Variable input (that you provide) appears in italic Courier font. For example:

Type your *Password*

System messages (and other screen output) appear in bold Courier font. For example:

**PASSWORD CHANGE COMPLETED**

Tips, Notes, Important Notes, Cautions, and Warnings appear as shown below:

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## **Tip**

A way to make your work easier.

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## **Note**

Further information about the current subject.

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## **Important**

An emphatic note about the current subject.

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## **Caution**

An important point that could prevent an inconvenience.

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## **Warning**

An important point that could prevent a financial loss, or loss of data.

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## Folio Tag

The Folio Tag is a 15-character field on each BC OnLine search screen. You can enter a name, number, or alphanumeric to “tag” each search you do. This tag will be printed on your BC OnLine statement. If you pass the cost of BC OnLine searches to your clients, or if your firm has multiple cost centres using the same BC OnLine account, this may help you with your office accounting.

There is no charge for using the Folio Tag. If you don't use it, the folio field on the statement will be blank.

To use the Folio tag, click the Folio field in the upper left-hand corner of the search screen, before you start a search. Type any combination of numbers or letters (up to 15).

When you do multiple transactions using the same folio tag, your statement will group these under each tag you used.

---

### **Note**

The Folio field will hold the tag you type there until you either change it or delete it. The field does not clear after every search. You must type over the previous folio tag or use the space bar to blank it out each time you begin doing work for a different client. The Folio field is always blank each time you sign on to BC OnLine.

---

If you don't need to use folio tags, just leave the Folio field blank.

## PPR Overview

The Personal Property Registry (PPR) is a database of records which show charges such as liens, security interests, and encumbrances filed against personal property. The PPR system allows you to perform various electronic transactions on the database. You can:

- **Search** the database for records, using prescribed serial-numbered goods or debtors as search criteria.
- **Register** charges against personal property and debtors (adding new records to the database).
- **Change** information in a record (add, change, or remove collateral, debtors, or secured parties).
- **Amend** information in a record (correct errors or register court-ordered changes).
- **Renew** charges against personal property and debtors (extending the length of the registration).
- **Register records of discharge** for charges against personal property and debtors (removing records from the database).

## System Messages

The Registry system uses three types of messages to prompt you.

- Messages that indicate how you should proceed at a particular screen (e.g., **PRESS APPROPRIATE KEY**).
- Messages that confirm that you have successfully processed a particular transaction (e.g., **UPDATE CONFIRMED**).
- Messages that indicate when you have made an error (e.g., **DATE OF SURRENDER MUST BE BLANK**).

If you neglect to fill in a mandatory field, or if you click the **Submit** button too soon, the system displays a flashing red exclamation mark (!) to the left of the appropriate field and displays a message explaining the error. Type in the correct data and click **Submit** again.

If you get a message that indicates that you have made an error processing a transaction, follow the instructions in the message to correct the error.

## Getting Help

If you have any questions regarding registration or search requirements, contact the help lines at the PPR:

### Registration Questions

- 250-387-7848 (Victoria)
- 1-877-526-1526 (North America toll-free)
- 250-387-3055 (Victoria Fax)

### BC OnLine Help Desk

If you get a message that indicates a system problem, or if you get a message that you do not understand, contact the BC OnLine Help Desk:

- Toll-free: 1-800-663-6102
- Fax: 250-952-6115

## The Main Menu

When you enter the Personal Property Registry, the first screen you will see is the Main Menu.

Check the System News message each time you sign on -- important messages regarding the PPR system will appear here.

The Main Menu contains these options:

- Search Request (see Searching for Records in the PPR on page 6).
- Limited Search Request (see Limited Searches on page 14).
- Registration (see Registering Records in the PPR on page 15).
- Other Changes (see Changing Records in the PPR on page 38 or Amending Records in the PPR on page 55).
- Renewal (see Renewing Records in the PPR on page 66).
- Discharge (see Discharging Records in the PPR on page 69).

Select one of these options, then click **Submit**.



# Searching for Records in the PPR

Searching for records in the PPR is a three-part process:

1. Specify your search criteria in the Search Request screen.
2. Review any similar matches in the Search Selection List and select the ones you want to include in the search results.
3. Display the search results in the Search Result screen and/or print the search results (see Product Delivery Options on page 71).

In the Personal Property Registry, you are charged one statutory search fee each time you perform a search, regardless of the number of records you find. If your search finds multiple records, you can choose to display and/or print all of them for the one search fee if you wish. If your search finds no records (a “Nil Search”) the search fee is the same.

Your search may reveal one or more exact matches to the search criteria you specify, and may also reveal “similar matches” that are close to your search criteria. You should review all similar matches carefully, and select any records you feel might relate to your search criteria to display and/or print.

## Exact Matches and Similar Matches

Serial Number, Individual Debtor, Business Debtor, and Aircraft DOT searches are designed to search the database for both exact matches and similar matches. Any exact matches will be automatically pre-selected for you.

If a search finds no exact matches but does find some similar matches, and if the searching party does not select any of the similar matches for display or printing, this message will appear on the printed search results:

**No registered liens or encumbrances have been found on file that match EXACTLY to the search criteria listed above and no similar matches to the criteria have been selected by the searching party.**

## Exact Matches Only

Document Registration Number searches and Manufactured Home Registration Number searches are designed to search the database for an exact match only. If a search finds no exact match, this message will appear on the printed search results:

**No registered liens or encumbrances have been found on file that match EXACTLY to the search criteria listed above.**

## Nil Search

If a search finds no exact matches and no similar matches (a “Nil Search”) this message will appear on the printed search results:

**No registered liens or encumbrances have been found on file that match to the search criteria listed above.**

## Search Request Screen

When you select **Search** in the PPR Main Menu, you will see the Search Request screen.

The Local Print Limit field lets you set a limit to the number of pages that will be printed on your local printer. If your search results go over this limit, the last printed page will contain the message **THIS SEARCH RESULT IS TOO LENGTHY FOR LOCAL PRINTING**. The entire search will then be re-printed at the PPR and mailed to the BC OnLine account address shown at the bottom of the screen. Large search results are mailed the following business day.

The Search Request screen provides six ways to search. Click the input field you want, then key in your search criteria and click **Search**. You will be charged a statutory search fee when you click **Search**.

---

### Tip

Use only one search method at a time. Always type numbers as numbers and letters as letters. For example, do not use the letter "O" for the number 0 (zero) or the letter "l" for the number 1.

---

**Personal Property Registry** **Search Request**  
For: [ PS91871 ] [ SAMPLES.LAW CORP. ] Dec 30, 2011  
11:29:09 AM

Return     Help ?

Folio:  Search Reset **BC OnLine Mailbox**

SER100 - KEY IN THE SEARCH REQUEST DATA AND CLICK APPROPRIATE BUTTON

**Serial Number:**

**Individual Debtor Name:**  
Last Name:  First:  Second:

**Business Debtor Name:**

**Other Searches**  
Manufactured Home Registration Number:   
Registration Number of Document/Statement:   
Aircraft Airframe D.O.T. Number:

**Attn./Ref. Number:**

**Large searches will be sent to:**  
Name:  SAMPLE SEARCH TEST CO  
Address:  302 - 4000 SEYMOUR PLACE  
  
City:  VICTORIA Province:  BC  
Postal Code:  V8X 4S8 Country:  CANADA

Search Reset

## Instructions

### Serial Number

Type a *serial number* (up to 25 characters) and click **Search**. If the serial number is longer than 25 characters, type the last 25 characters. A lien on an inboard motor will be registered as part of the boat, so you should do two searches: one by the boat's DOT number (e.g., 10K12345) and another by the boat owner's name. A lien on an outboard motor on a boat will have a lien filed separately on the motor's serial number. Click **Search** to go to the Serial Number Search Selection List screen. The system will pre-select any serial numbers that match the search criteria exactly, and will display serial numbers that are similar to the search criteria.

---

#### Tip

To search for an aircraft that is *not* registered in Canada, or to search for an aircraft serial number that has a type of AF, use the Serial Number field. To search for an aircraft that is registered in Canada, use the Aircraft Airframe DOT Number search field further down the screen instead.

---

### Individual Debtor Name

Type the individual debtor's *last name, first given name, and second given name*. Click **Search** to go to the Individual Debtor Search Selection List screen. The system will list any names that match the search criteria exactly, and also names that are similar to the search criteria.

---

#### Tip

Make sure to key in the *complete* debtor name (second name optional if not known).

---

### Business Debtor Name

Type the business debtor's full and complete *name*. Click **Search** to go to the Business Debtor Search Selection List screen. The system will list any names that match the search criteria exactly, and also names that are similar to the search criteria.

---

#### Tip

In rare cases, you might not be able to find a business if it has an unusually long name. To solve this problem, try searching again using only the first part of the name. For example, if you can't find *Western Pickle Fork Sharpening and Straightening Services Ltd.*, you might try searching for *Western Pickle Fork*.

---

## Other Searches

### **Manufactured Home Registration Number**

Type a *Manufactured Home Registration number* (up to seven characters). This is the number the Manufactured Home Registry assigns to a manufactured home. Click **Search** to go to the Search Results screen.

---

#### **Tip**

If a manufactured home does not have a MHR number (i.e., it is not registered with the Manufactured Home Registry) try searching using the manufactured home's serial number.

---

### **Registration Number of Document/Statement**

Type a *PPR Document Registration number* (up to seven characters). This is the number the Personal Property Registry assigns the record when it is entered into the system. Click **Search** to go to the Search Results screen.

### **Aircraft Airframe D.O.T. Number**

To search for an aircraft that is registered in Canada, type an *Aircraft Airframe D.O.T. number*. This is the registration mark the Department of Transport assigns to the aircraft airframe, not the serial number of the aircraft. The D.O.T. number is made up of letters only, as numbers are never used. Leave out the "dash" character (e.g., type CFYXW rather than CF-YXW). Click **Search** to go to the Aircraft D.O.T. Number Selection List screen.

---

#### **Tip**

To search for an aircraft that is *not* registered in Canada, use the Serial Number field at the top of the screen.

---

### **Attn./Ref. Number** (optional)

In this field, you can type a Client ID, file number, or any other number you want to use to identify this statement for your own records (up to 15 characters). Whatever you type here will appear on the printed results of your search. If you do not require a reference number, just leave this field blank. Do not confuse this with the Folio field. (Whatever you type in the Folio field appears printed on your BC OnLine statement).

Below the input fields is the mailing address to which large prints will be sent.

## *Choosing from the Selection List Screen*

After performing a Serial Number, Individual Debtor Name, Business Debtor Name, Manufactured Home Registration Number, or Aircraft Airframe D.O.T. Number search, you will see the Selection List screen. (The Registration Number of Document/Statement search bypasses the Selection List screen and goes directly to the Search Result screen.)

Near the top of the Selection List screen, the system displays the search criteria that you specified on the Search Request screen.

If any records match your search criteria exactly, the **Exact Match** field will appear above the selection list. This indicates the number of records that exactly match the name, serial number, MHR number, or aircraft DOT registration mark you specified as search criteria. Exact matches are always pre-selected by the system and will be automatically included in your search results. Exact matches cannot be de-selected.

Records that are close to your search criteria, but do not match exactly, are called “similar matches” and are listed for your review. Each line contains a brief description of any serial numbers, names, or aircraft DOT registration marks which are similar to your search criteria.

From the Selection List screen, you can:

- Click **Return** to cancel the search and return to the Search Request screen. If there were any exact matches, you will see a **Click Here to Confirm Cancel** button.
- Click as many of the selection boxes as you wish, to include records in your search results.
- Click **Display More Selections** to page ahead through the index list.
- Click **Send to Mailbox** or **Display Selections** when you reach the end of the list.

---

### **Caution**

Once you move on to the next list screen, you cannot go back to the previous screen(s). If you miss a match on any screen, you must perform another search in order to select that match. To avoid being charged for a second search on the same criteria, perform the second search within ten minutes of the first. BC OnLine charges only once for performing the same search two or more times within a ten-minute period.

---

If more exact matches appear as you go through the list, the number displayed in the Exact Match field will change.

Fees are charged to your BC OnLine account prior to obtaining this selection list, and are not dependent on the type of result or on the number of registrations selected and included in your results.

## Selecting Similar Matches

The system displays similar matches so you can choose which ones you wish to include in your search results. To select similar matches, click as many selection boxes at the left of the screen as you want. A check mark will appear in the boxes you select.

---

### **Important**

You must review *all* similar matches before the system will display or print the search results. Look at each similar match carefully, and select all records that you wish to include in your search results.

---

When you reach the end of the selection list, the **Send to Mailbox** button will appear in the button bar and the **Display More Selections** button will change to **Display Selections**. Click **Send to Mailbox** to request a print of the selected records, or **Display Selections** to display them. For more information, see Product Delivery Options on page 71 or Search Result Screen on page 12.

## Search Result Screen

The Search Result screen displays all records which exactly match your search criteria, followed by any similar matches you selected from the Selection List screen.

The number of pages that can be printed on your local printer is determined by the Page Limit for Local Prints field.

Details in the Search Result screen include:

- The search type and criteria that you typed on the Search Request screen. (Check that these two fields are consistent to ensure that you have selected the appropriate type of search for the criterion you are searching.)
- The registration type. This refers to the act or legislation under which the registration was filed.
- The document's base registration number.
- The date and time the document was registered.
- The registration length and expiry date of the document. (Note that the expiry date will include the extended time registered on subsequent renewals.)
- The control number is the document id number used in the draft process.
- The name and address of the registering party (if different from the secured party).
- The name and address of the secured party (or parties).
- The name, address, and birthdate (if it has been supplied) of the debtor(s).
- The serial number, year, make, and model of any collateral described in vehicle collateral lines.
- A description of any general collateral.
- The block number for each set of data. This five-character code identifies a set of data. For example, all of the data relating to one debtor, or to one vehicle, would have a block number assigned to it in the PPR database. The block number appears in the left-hand column of the Search Result screen. When you complete a Financing Change Statement to submit to the PPR, you will need to reference these block numbers.

If your search results include more than one base registration record, each individual base registration record will be separated by a row of *asterisks*. Changes registered on a base registration will appear after the registration details, separated by a row of *dashes*.

If you choose to print your results, all of the above details will appear on the hard copy, along with an information notice regarding registrations under the Miscellaneous Registrations Act (MRA).

To review the entire search (all of the selected records), click **Page Forward** to move forward one screen, and **Page Back** to move backward one screen. You must page through the record(s) one screen at a time (you cannot skip ahead to the last screen, or back to the first screen).

You may print the complete search results from the Search Result screen at any time by clicking the **Send to Mailbox** button in the button bar. For more information, see Product Delivery Options on page 71.

### *Exit from Searching*

Click the **Return** button in the BC OnLine button bar to go from the Search Result screen to the Search Request menu. Click **Return** again to go from the Search Request menu to the PPR Main Menu.

---

**Tip**

Do not use your browser's **Back** button.

---



## Limited Searches

When you select **Limited Search** in the PPR Main Menu, you will see the Limited Search Request screen. You might use a Limited Search to find records which have been registered or changed since the last time you searched (updating a large search result which was requested earlier).

The Limited Search Request screen is similar to the Search Request Screen (see page 7), with the following exceptions:

- Document Registration Number searches and Manufactured Home Registration Number searches are not available in the Limited Search screen. You can perform a limited search by using a Serial Number, Aircraft DOT Registration Mark, Individual Name, or Business Debtor Name only.
- The Limit Search to Those Registrations Registered On or After field lets you limit your search to records which were registered or changed on or after a given date. Key in a date in the form CCYYMMMDD, where C=Century, Y=Year, M=Month, D=Day (e.g., 1992APR27).

A Limited Search finds records which were registered or changed on or after the date you specify. Please bear in mind that no search (whether limited or regular) will find registrations which have been discharged and purged from the system.

---

### Important

The Limited Search is *incomplete*. This means that the database may contain records which match your search criteria, but were registered prior to the date you specify. A message like the example below will appear in the printed search results:

```
*****  
NOTE: This is a limited search only.  
Results include registrations processed  
from APR 27, 1992 to MAR 26, 1996. Other  
registrations that satisfy your search  
criteria may exist.  
*****
```

## Registering Records in the PPR

Note to new users: Do not use the Personal Property Registration system “just for practice.” If you accidentally register a charge, you will be assessed the statutory registration fee, which could be a significant amount of money.

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### **Warning**

An infinity lien registered in error will cost you \$500. There is nothing you or BC OnLine staff can do to reverse an infinity lien registration.

---

To remove a record that has been registered in error, you must go through the Discharge procedure.

You should be familiar with the registration procedures discussed here before you begin registering documents in the PPR.

For an overview of the registration process, see [PPR Registration Overview](#) on page 16.

For an explanation of special terms used in registering security interests or liens in the PPR system, see [Special Terms Used in Registration](#) on page 18.

For details on each part of the registration process, see:

- [Draft a Financing Statement](#) on page 21
- [Update a Draft Financing Statement](#) on page 29
- [Verify/Register a Draft Financing Statement](#) on page 30
- [Making Entries Agree](#) on page 34.
- [Bypass Verification and Register a Document](#) on page 36

## *PPR Registration Overview*

You can register two types of base documents in the Personal Property Registry:

- Financing Statements
- Repairers Lien Financing Statements

You can also register four types of documents to modify the base documents:

- Renewal Statements
- Change Statements
- Amendment Statements
- Discharge Statements may be registered through BC OnLine under certain conditions. See Discharging Records in the PPR on page 68.

## **Registration Transactions**

Registering documents in the PPR is a three-step process. You must **draft**, **verify**, and then **register** the document. Before the verify/register stages, you may **update** a draft document as often as necessary to add, delete, or change any information in the document.

### *Drafting a Document*

For complete instructions, see Draft a Financing Statement on page 21.

When you draft a document, you type the details of the statement in the registry database, and the system assigns the document an ID number. At the draft stage, the statement is not yet legally registered or searchable, and is only retrievable through its ID number.

Draft documents remain on the database for two months. If a document is not registered during this period, the draft is purged from the database. For example, if you drafted a document on February 15th and did not register it within two months, the record would be deleted from the database on April 15th.

### *Updating a Document*

For complete instructions, see Update a Draft Financing Statement on page 29.

Before the verify/register stages, you may update a draft document as often as necessary by adding, deleting, or changing any information in the document. When the document is registered, the non-refundable registration fee is deducted from your BC OnLine account.

If, while verifying, you discover an error in your draft document, you can exit the verification process and update the draft to correct the error. After the error is corrected, you can then re-verify the draft document.

## *Verify/Register a Document*

For complete instructions, see *Verify/Register a Draft Financing Statement* on page 30.

Before registering a document, you may verify critical data to ensure that you have entered it accurately. To verify a document, you re-type certain fields on a verification screen. The system compares the verification document to the draft document and indicates where the two documents differ.

The system's regular edits will catch many errors, but cannot catch typographical errors.

---

### **Important**

Although verification is an optional step, it is recommended that you always verify your documents to catch any typing errors which can not be revealed through regular system edits, and to ensure that your data is accurate and complete.

---

When you click the **Submit** button in the Verify/Register screen to register a document, the PPR system assigns a base registration number, date, and time of registration to the document and calculates the document's expiry date. You are charged the registration fee at this point. The document is registered as of the date you click the **Submit** button, and it can be searched in the database.

## *Confirmation Documents and Mailed Verification Statements*

When you complete any registration, the system sends a Confirmation Document to the destination specified in your product delivery settings. See *Product Delivery Options* on page 71.

In addition to the Confirmation Document, the PPR will mail an official Verification Statement to all Secured Parties in the following circumstances:

- When a Discharge Statement is registered.
- When a Change Statement or an Amendment is registered by someone other than the Secured Party.

## *Special Terms Used in Registration*

This section defines the special terms used by the Ministry of Finance and Corporate Relations for registering a security interest or lien using the PPR system.

### **Document ID**

The Document ID identifies a Financing Statement or Repairers Lien Financing Statement that is in draft form in the Registry database. The Registry system automatically assigns the ID to the draft document at the time you add the document to the database, or if you click **Return** to leave the document before you have finished drafting it. Once assigned, the Document ID cannot be changed. The only way to retrieve a draft document when you want to update or verify/register it, is to use the Document ID. Ensure that you make a note of the Document ID at the time it is assigned to the document.

### **Base Registration Number**

The Base Registration Number uniquely identifies a financing statement that is registered in the PPR database. The system assigns the Base Registration Number when the information submitted for registration passes all the system edits and is accepted for registration. You will need to know this number in order to register a change statement, a renewal statement, or a discharge statement through BC OnLine.

### **Screen Forms**

Registering documents through BC OnLine is just like registering documents through the Ministry of Finance, except you fill out forms on a computer screen instead of on paper. There is a screen form for each of the following transactions:

- drafting a document,
- updating a document, and
- verifying/registering a document.

All of the screens resemble the Financing Statement paper forms. Each screen document has six sections, presented in the following order:

1. Preliminary Information
2. Secured Party Information
3. Registering Party Information
4. Debtor Information
5. Vehicle Information
6. General Collateral Information

## PPR Client Code

To make entering name and address information easier, the PPR can assign a Client Code to secured parties and to registering parties. Due to the many benefits associated with this code, we recommend that you obtain one and *always* use it. A PPR Client Code:

- Minimizes data entry
- Keeps name and address consistent on files and registrations
- Ties to account for billing purposes
- Enables future names/address changes at minimal cost

Contact the PPR if you need a Client Code set up for your office.

## Count Fields

The “count” fields are found in the Preliminary Information section of the form. They are used by the Registry system to determine how many lines you will need for a form. We recommend that you refer to the *Personal Property Security Act and Regulations* (available online at [www.bclaws.ca](http://www.bclaws.ca)).

You must tell the system:

- How many secured parties you are registering
- How many debtors you are registering
- How many vehicles you are registering as serial numbered collateral
- How many lines you will need to describe the general collateral.

---

### Tip

As a rule of thumb, when describing general collateral, estimate 70 characters maximum per line, including spaces.

---

The system then supplies you with the appropriate number of fields and lines in each section of the form.

Once you have established your count, you must use all of the space supplied to you. The system will not allow you to move on to the next section of the form unless you do so. If you have asked for too many fields, or too few, refer to Update a Draft Financing Statement on page 29 for information on how to correct this problem.

## Entering Data

Follow these guidelines when entering data in the screen forms:

- The system accepts both upper case and lower case letters.
- Except for birthdates, the format for date input fields is CCYYMMDD, where C=Century, Y=Year, M=Month, D=Day. For example: 1992JUN01 or 2001APR28. Use the following abbreviations for the months:

JAN FEB MAR APR MAY JUN  
JUL AUG SEP OCT NOV DEC

- The Registry system will not allow you to move on to the next screen until you have entered data in all of the appropriate fields, and will prompt you accordingly.
- To move from one screen to the next, click **Submit**.
- You cannot move backwards through the screen forms. To work on a previous screen, you must leave the draft document and go into the update phase to add or change information on a previous screen.

## *Draft a Financing Statement*

From the PPR Main Menu, select the Registration button, then click **Submit**. From the Registration menu, click **Draft a Financing Statement**. The first screen of the Draft a Financing Statement form will appear.

The Draft a Financing Statement form is comprised of three screens:

- The Preliminary Information screen, where you provide registration parameters, secured party information, and registering party information. See Preliminary Information Screen on page 22.
- The Debtor Information screen, where you provide debtor information. See Debtor Information Screen on page 25.
- The Collateral screen, where you provide vehicle and/or general collateral information. See Collateral Screen on page 27.



## Preliminary Information Screen

**Personal Property Registry** **Draft a Financing Statement**

For: [ PS91871 ] [ SAMPLES.LAW CORP. ] Dec 30, 2011  
11:32:52 AM

Folio:

FSA004 - ENTER DATA FOR ADD

Reference Number:  SP:  DE:  VE:  GC:

Reg. Type:

Reg. Length:  years  or infinity  Yes  No Trust Indenture:

Amount of Lien:  Date of Surrender:

**Secured Party**

Code:

Name:

Address:

City:  Province:  Postal Code:

**Registering Party**

Code:

Name:

Address:

City:  Province:  Postal Code:

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### Folio

An optional field. See Folio Tag on page 2 for more information.

### Reference Number

An optional field. Enter a *Client ID*, *file number*, or *any other number* you want to use to identify this statement for your own records (up to 15 characters). Whatever you type here will appear on the draft statement. If you do not require a reference number, just leave this field blank. Do not confuse this with the Folio field. (Whatever you type in the Folio field appears printed on your BC OnLine statement).

### SP (Secured Parties)

Enter the *number of secured parties* to be registered (up to 99).

### DE (Debtors)

Enter the *number of debtors* to be registered (up to 999).

### VE (Vehicles)

Enter the *number of vehicles* to be described as serial numbered collateral (up to 9999). Do not use commas when entering the number of vehicles.

### **GC** (General Collateral)

Enter the *number of lines* that will be required to describe general collateral (up to 999). As a guideline to determine how many lines you should request, consider that each line in the GC field holds 70 characters, including spaces.

### **Reg. Type** (Registration Type)

Click the Reg. Type selection list, then select one of the following (SA is by far the most frequently used registration type):

- SA - PPSA Security Agreement
- RL - Repairers Lien
- FR - Marriage/Separation Agreement affecting Manufactured Home under Family Relations Act
- LT - Land Tax Deferment Lien on a Manufactured Home
- MH - Tax Lien Under S.27/28 of the Manufactured Home Act
- SG - Possession Under S.30 Sale of Goods Act
- FL - FORESTRY - Contractor Lien
- FA - FORESTRY - Contractor Charge
- FS - FORESTRY - Sub-contractor Charge

### **Reg. Length** (Registration Length)

For SA, SG, FL, FA, and FS registration types, enter the *number of years* the document is to be registered (from 1 to 25) in the Years field, or click the **Yes** button in the infinity section if you want a registration length of **infinity**.

---

#### **Warning**

The fee charged for SA, SG, FL, FA, and FS registration types is based on the registration life option you select. Because this fee is non-refundable, be sure to choose the correct length of term that you require. An infinity lien registered in error will cost you \$500—there is nothing you or BC OnLine staff can do to reverse it.

---

For registration types MH, LT, and FR, leave the Reg. Length and Infinity fields blank (the registration length is fixed at infinity by the relevant legislation for these registration types).

For registration type RL, leave the Reg. Length fields blank (the registration length is fixed at 180 days by the relevant legislation for the Repairers Lien). A court order is required to renew a repairer's lien (only one extension of 180 days is allowed).

### **Trust Indenture**

Applies only to registration type SA, if the security interest is contained in a Trust Indenture. Type T if applicable, or leave blank if not applicable.

### **Amount of Lien**

Applies only to registration type RL. Enter the *amount of the lien* in dollars and cents (up to 99,999.99), or leave blank if lien is not a Repairers Lien. You may use commas (,) or you may leave them out.

### **Date of Surrender**

Applies only to registration type RL. Enter the *actual date* the goods were returned to owner, or if the goods have not been surrendered, enter the *expected date* of surrender, in the format CCYYMMDD, where C=Century, Y=Year, M=Month, D=Day. For Example: 2001JUN01. If not drafting a Repairers Lien, leave this field blank.

### **Secured Party Section**

In the Secured Party section, enter either the secured party's PPR Client Code, **or** the secured party's name, address and postal code (**but not both**).

#### **Code** (Secured Party's PPR Client Code)

Enter the *Client Code* assigned to the secured party by the PPR (up to eight characters) or leave blank if the secured party does not have a PPR Client Code. If you type in a PPR Client Code, leave the Name, Address, City, Province, and Postal Code fields blank. The Code field will override any information entered in these fields.

#### **Name**

Enter the *name of the first secured party* (up to 70 characters) if the Code field is left blank. If any field is not long enough to contain a full name, type the first characters of the name in the field until the field is full. Leave blank if the Code field is completed.

#### **Address**

Enter the *street number and name*, and the *room, suite, or apartment number* of the secured party (up to 30 characters) or leave blank if the Code field is completed.

#### **City**

Enter the *city* of the secured party (up to 20 characters) or leave blank if the Code field is completed. The Code field will override any information entered in the City field.

#### **Province**

Enter the *abbreviation for the province*, or leave blank if the province is British Columbia. If the Province field is left blank, the system will automatically input BC.

For addresses in the United States, enter the abbreviation for the state. For countries other than Canada or the United States enter the *first four letters* of the English name for the country. For a list of abbreviations, please refer to the *Personal Property Security Act and Regulations* (available online at [www.bclaws.ca](http://www.bclaws.ca)).

#### **PC** (Postal Code)

Enter the *postal code* or *zip code* of the secured party (up to 10 characters) or leave blank if the Code field is completed. When entering a Canadian postal code, type the space between the two sections of the code, for example: A1A 1A1

## **Registering Party Section**

The last part of the Preliminary Information screen is the Registering Party section. If you fill in this information, it will appear in the Confirmation Document. The PPR does not mail out a Verification Statement following the registration of a Base Financing Statement.

Enter **either** the registering party's PPR Client Code **or** the registering party's name, address and postal code (**but not both**). Complete the Registering Party section using the same rules as the Secured Party section (above). PPR Client Codes can be used in both the Secured Party section and the Registering Party section.

After filling in the Preliminary Information screen, click **Submit** to go to the next screen. If you specified only one (1) secured party, the next screen will be the Debtor Information Screen. If you specified more than one secured party, the system will present subsequent screens for you to enter details regarding the other secured parties. Once you have entered information for all secured parties, the Debtor Information screen will appear.

## **Debtor Information Screen**

When the Preliminary Information screen and all Secured Party fields have been completed, the next screen displayed will be the Debtor Information screen. Only one debtor (either an individual debtor or a business debtor) may be described in each debtor section.

---

### **Important**

Take care to enter debtor information accurately. The data you enter in these fields will later be used as search criteria in the PPR database. The debtor name is especially critical—if entered incorrectly, it could invalidate the entire registration. For individual and business debtor name requirements, please refer to the *Personal Property Security Act and Regulations* (available online at [www.bclaws.ca](http://www.bclaws.ca)).

---

### **Fields on the Debtor Information Screen**

If the debtor name required to be described is an individual, use the following four fields to describe the individual debtor's name and, optionally, the individual debtor's birthdate.

#### **LastName** (Debtor's Surname)

Enter the debtor's *last name* (up to 25 characters) if the debtor is an individual or leave blank if debtor is a business debtor. If the debtor is operating a business and you want to register both the name of the business and the individual associated with the business, enter the individual debtor name and address in one debtor section, and the business debtor name and address in a second debtor section.

#### **First** (Debtor's First Name)

Enter the debtor's *first given name* (up to 15 characters) if debtor is an individual or leave blank if debtor is a business debtor.

#### **2nd** (Debtor's Second Name)

Enter the debtor's *second given name* (up to 15 characters).

#### **Birthdate**

Enter the debtor's *birthdate* in the format YYMMMDD , where Y=Year, M=Month,

D=Day or leave blank if debtor is a business debtor. This is an optional field and may be left blank.

**Bus Name** (Business Debtor Name)

If the debtor name required to be described is a business debtor name, enter the *business debtor name* (up to 70 characters). Leave this field blank if debtor is an individual and the Name fields are filled in.

---

**Tip**

If the debtor is operating a business and you want to register both the name of the business and the individual associated with the business, enter the individual debtor name and address in one debtor section, and the business debtor name and address in a second debtor section. For business debtor name requirements, please refer to the *Personal Property Security Act and Regulations* (available online at [www.bclaws.ca](http://www.bclaws.ca)).

---

**Address**

Enter the *street number and name*, and the *room, suite, or apartment number* (up to 30 characters) of debtor (whether individual or business).

**City**

Enter the *city* (up to 20 characters).

**Prov** (Province)

Enter the *abbreviation for the province*, or leave blank if the province is British Columbia. If the Province field is left blank, the system will automatically input BC.

For addresses in the United States, enter the abbreviation for the state. For countries other than Canada or the United States enter the first four letters of the English name for the country. For a list of abbreviations, please refer to the *Personal Property Security Act and Regulations* (available online at [www.bclaws.ca](http://www.bclaws.ca)).

**PC** (Postal Code)

Enter the *postal code or zip code* (up to 10 characters). When entering a Canadian postal code, type the space between the two sections of the code, for example A1A 1A1.

After entering all debtor information, click **Submit** to go to the Collateral Screen.

## Collateral Screen

After you complete the Debtor Information screen, the Collateral screen will appear.

---

### Tip

For collateral description requirements, please refer to the *Personal Property Security Act and Regulations* (available online at [www.bclaws.ca](http://www.bclaws.ca)). Requirements differ for consumer goods, equipment, or inventory goods. The types of collateral and sources for serial numbers are prescribed in these regulations. If you are using one of the forestry registration types (FL, FA, or FS) you cannot register a vehicle as collateral.

---

### Fields on the Collateral Screen

Type (of Vehicle Collateral): Enter the two-character code for the type of vehicle:

- AC Airframe registered in Canada
- AF Airframe not registered in Canada (also used to enter an Aircraft serial number)
- BO Boat
- MH Manufactured Home
- MV Motor vehicle
- OM Outboard motor
- TR Trailer

### Serial Number/DOT No.

For all vehicle types except manufactured homes registered in the Manufactured Home Registry, enter the *last 25 characters* of the designated serial number of the vehicle. Take care to enter this information accurately. The number you enter will later be used as search criteria in the PPR database.

For manufactured homes registered in the Manufactured Home Registry, leave the Serial Number/DOT No. field blank.

For manufactured homes **not** registered in the Manufactured Home Registry, enter the *designated serial number* of the manufactured home, up to 25 characters.

### Year (of Vehicle)

This is an optional field. Enter the *four digits* of the vehicle year. For example, enter 1998, not 98.

### Make and Model (of Vehicle)

Enter the vehicle *make and model* (up to 25 characters). If the make is unknown, enter the manufacturer.

### Manufactured Home Reg# (MH Registration Number)

Enter the manufactured home *registration number* (up to seven characters) if the vehicle type is MH and the manufactured home has a registration number assigned by the Manufactured Home Registry.

Enter NR if the vehicle type is MH and the manufactured home does **not** have a registration number assigned by the Manufactured Home Registry. In this case, the serial number of the manufactured home must be described in the **Serial Number/DOT No.** field.

Leave this field **blank** if the vehicle type is not MH.

### **General Collateral**

Type the *description* of the general collateral and proceeds being claimed in accordance with the legislative requirements. For example: Fridges and stoves.  
Proceeds: Accts Receivable.

Fill in the collateral screen as required and click **Submit** to complete the drafting of your document.

---

### **Note**

Additional Vehicle Information/General Collateral screens will appear if the number of vehicles or number of lines of general collateral indicated in the VE or GC count fields on the first screen is greater than the number of lines that will fit on a screen.

---

The preliminary information screen will appear with a unique Document ID number displayed in the Document ID field. The message **ADD CONFIRMED** will appear.

---

### **Important**

Make note of the Document ID number displayed in the Document ID field. You **must** use this number if you wish to retrieve a draft document later to update or verify/register.

---

You can click **Return** to go back to the PPR main menu, **Update Draft** to make changes to the financing statement you just drafted, or **Verify/Register** to proceed with verification and registration of the financing statement.

## *Update a Draft Financing Statement*

You may select Update a Draft Financing Statement either:

- from the Registration Menu by typing the Document ID in the Document ID field and clicking **Update a Draft Financing Statement**, or
- directly from the draft document by clicking **Update Draft**.

The Preliminary Information screen will appear, containing the information you typed in when you drafted the financing statement.

To update a document, click the **Submit** button at the bottom of the screen until the information you want to change is displayed. Each time you click the **Submit** button without making a change, the next screen will appear.

When the information you want to change appears, click the field(s) you want to update and type in the new information. Click **Submit** again after making your changes.

---

### **Tip**

If you change the figures in any of the count fields, make sure you also change the appropriate data in the corresponding section of the form. For example, if you reduce the number of debtors from 2 to 1, you must also delete the information about one of the debtors from the Debtor Information section.

---

When you reach the end of the form, the message **UPDATE CONFIRMED** will appear.

Click **Return** to go back to the PPR main menu.



## *Verify/Register a Draft Financing Statement*

Before you complete a registration, *always* check the Cost field, as described below. There are no refunds for registration length entry errors once the information has been registered.

The Cost field shows how much the registration will cost as you have drafted it. Check the amount in the Cost field carefully before completing verification/registration.

If the cost appears to be higher than expected, review the Reg. Type and the Reg. Length fields to ensure that the registration type and registration length options are correct. If these values need to be corrected, you can still Update the document as long as it is in Draft form.

Verifying a document requires typing in critical fields a second time to ensure accuracy. The PPR system will compare the verification entry with the draft entry to ensure they are the same. If any differences are noted, they will be flagged, allowing you to either correct the information entered when verifying, or to go into Update to correct the draft (if it is the original draft that is incorrect).

---

### **Important**

Although verification is an optional step, it is recommended that you always verify your documents to catch any typing errors which can not be revealed through regular system edits, and to ensure that your data is accurate and complete.

---

You may select Verify/Register a Financing Statement either:

- from the Registration Request Menu by typing the Document ID number in the Document ID field and clicking **Verify/Register a Financing Statement**, or
- while drafting a document, by clicking **Verify/Register** on the final screen.

The Verify/Register a Financing Statement screen will appear, displaying the Preliminary Information and the Secured Party sections of the form.

## Verify Preliminary Information Screen

Personal Property Registry Verify/Reg a Financing Statement  
For: [ PS91871 ] [ SAMPLES.LAW CORP. ] Dec 30, 2011  
12:07:04 PM

Folio:

Local Print Limit: 200

FSV005 - ENTER DATA FOR VERIFICATION OF FINANCING STATEMENT

Document ID: B0010829

Bypass Verification?  Yes  No

SP:  DE:  VE:  GC:

Reg. Type:

Reg. Length:  years  Yes  No  infinity

**Secured Party**

Code:

Name:

Address:

City:  Province:  Postal Code:

Leave the Bypass Verification? radio button set to **No** to proceed with the verification process. The critical fields which need to be verified in the Verify Preliminary Information screen are:

- all “count” fields: SP (Number of Secured Parties), DE (Number of Debtors), VE (Number of Vehicles), and GC (Number of Lines of General Collateral).
- Registration Type
- Registration Length (if applicable)
- Date of Surrender (if applicable)
- the secured party’s PPR Client Code (or the secured party's name, address, city, province, and postal code, if the Code field was not used)

Retype the information as it was entered into the draft document, then click **Submit** to go to the next screen. If you specified only one (1) secured party, the next screen will be the Verify Debtors screen. If you specified more than one secured party, subsequent screens will be for the other secured parties. Once you have entered information for all secured parties, the Verify Debtors screen will appear.

If the Verify Debtors screen appears, this means that you have successfully verified the Preliminary Information and Secured Parties information. All of the entries you made on the verification screen matched those in the draft document.

If the Verify Debtors screen does not appear, it means that information you entered in the Verification screen does not match the information on the Draft screen. See Making Entries Agree on page 34.

## Verify Debtors Screen

The critical fields which are verified in the Verify Debtors screen are:

- Debtor last name, first given name, and second given name
- Business debtor name

When verifying debtors, you must retype the names of the debtors in the same order they were added during the Draft process. Note that only the searchable criteria (names of the debtors) are verifiable fields on this screen.

Retype the *debtor name* (either individual or business) and click **Submit**. You do not need to retype the debtor's birthdate, address, city, province, or postal code.

If there are more than three debtors, another Verify Debtors screen will appear. Otherwise, the Verify Collateral screen will appear.

If the Verify Collateral screen appears, this means that you have successfully verified the debtor information. All of the entries you made on the verification screen matched those in the draft document.

If the Verify Collateral screen does not appear, it means that debtor information you entered in the Verification screen does not match debtor information on the Draft screen. See Making Entries Agree on page 34.

## Verify Collateral Screen

The critical fields which are verified in the Verify Collateral screen are:

- Vehicle type and serial number or DOT number
- Manufactured Home Registration Number.

In the Collateral screen, only the searchable criteria (Vehicle Type, Serial No./DOT No., and Manufactured Home Reg Number, if applicable) are verifiable fields.

Retype the *Type, Serial No./DOT No.*, and *Manufactured Home Registration Number* as required and click **Submit**.

If this is the last Collateral Verification screen you will return to the Preliminary Information screen.

If the Preliminary Information screen appears, this means that you have successfully verified the Collateral information. All of the entries you made on the verification screen matched those in the draft document.

If the Preliminary Information screen does not appear, it means the collateral information you entered in the Verification screen does not match the information on the Draft screen. See Making Entries Agree on page 34.

The message **STATEMENT REGISTERED** will display, and a base registration number will appear in the Registration Number field. This number will also appear in the Confirmation Document that the system sends to the destination specified in your product delivery settings. Use this number if and when you wish to amend or discharge the base registration in the PPR. The system also displays the financing statement's Expiry Date.

---

**Important**

The document is now registered and you are charged the appropriate non-refundable registration fee.

---

A Confirmation Document is sent to the destination specified in your product delivery settings, where you can print it on your local printer. This is a hard copy of the information you have just registered. See Product Delivery Options on page 71.

---

**Note**

When verification is complete, registration is automatic and the information is available for searching.

---

Click **Return** to return to the Registration Request Menu.

## Making Entries Agree

Personal Property Registry Verify/Reg a Financing Statement  
For: [ PS91871 ] [ SAMPLES.LAW CORP. ] Dec 30, 2011  
11:32:52 AM

Folio:

FSV170 - DEBTOR SURNAME ENTERED DOES NOT MATCH

**Debtor Information**

---

Last Name:  First Name:  Second Name:   
BEST JAMES ALBERT

Business Name:

---

Last Name:  First Name:  Second Name:   
Business Name:   
BEST CHANCE MUSIC

---

Last Name:  First Name:  Second Name:   
Business Name:

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If any of the information in the verification screens does not match the corresponding data in the draft screens, the system flags the difference and shows you where a correction is required. For example, if you entered the debtor's last name as "Best" in the draft screen, and as "Brst" in the verify screen, the system will display both versions of the name (one above the other) so you can decide which one is correct.

When the system detects a difference between the verification data and the draft data:

- the message: **(DATA) ENTERED DOES NOT MATCH** will appear. In place of the word "data" you will see the name of the item that does not match, for example **DEBTOR SURNAME DOES NOT MATCH**.
- a flashing red exclamation mark (!) will appear to the left of the field in question, and the data from the draft document will be displayed beneath the data from the verify screen, so you can compare the two.

## If the Verification Screen is Incorrect

Remain on that verification screen, and retype the correct data directly in each of the incorrect fields.

Click **Submit** to verify the information, and to proceed to the next screen.

## If the Draft Document is Incorrect

You will have to exit from the verification process, update your draft document to correct the entry, and then re-verify the draft.

Click **Return** to exit the verification screen and go to the Registration Menu.

At the Registration Menu, click **Update a Draft Financing Statement**.

---

### Note

Your Document ID number remains on the Registration Request menu screen until you exit the Registration process entirely, or until you change the number.

---

Click **Submit** until you come to the screen which contains the error.

Go to the field containing the incorrect data, and correct the error by typing over the existing entry.

Click **Submit** to save your change.

Click **Return** to return to the Registration Menu.

Click **Verify/Register a Financing Statement** to re-verify your draft document. Not all information needs to be retyped. Only the first part of the Preliminary Information screen and the screens starting from the point where your previous verification failed will have to be retyped. To illustrate what would have to be re-verified after an error was corrected, assume there were six debtors, and during verification you discover the last debtor was incorrect. After correcting the error, you would re-verify by:

1. Clicking **Verify/Register a Financing Statement** and completing the count fields, the Registration Type, Registration Length, and the Surrender Date (if applicable). These fields must always be completed on the Preliminary Information screen when re-verifying a draft document. The Secured Party section has already been verified and does not have to be retyped, so you can click **Submit**.
2. The next debtor screen will be for the last three debtors. The first three debtors were verified correctly so they do not have to be retyped. Screens which have been verified will not be displayed when you re-verify.
3. Retype the debtor information and click **Submit**. The next screen for verification (the Collateral screen) will appear if everything matches.
4. You would then continue with the verification process.

---

### Note

If, when you updated the document, you changed any data in screens that you already verified, the system will force you to re-verify those screens.

---

## *Bypass Verification and Register a Document*

---

### **Note**

There is a significant risk involved in registering a document without going through the verification procedure. For example, a typographical error in a debtor name could invalidate the entire registration, losing your security in that collateral. If you choose to bypass verification, we recommend that you first review the draft carefully (by going into update mode) to ensure that all the information is correct.

---

You may select Verify/Register a Financing Statement either:

- from the Registration Request Menu by typing the Document ID number in the Document ID field and clicking **Verify/Register a Financing Statement**, or
- while drafting a document, by clicking **Verify/Register** on the final screen.

To bypass the verification process, set the Bypass Verification? radio button to **Yes**, then click the **Submit** button at the bottom of the screen. You will go to the Registration Confirmation screen.

The message **STATEMENT REGISTERED** will display, and a document base registration number will appear in the Registration Number field. The system also displays the financing statement's Expiry Date.

A Confirmation Document is sent to the destination specified in your product delivery settings, where you can print it on your local printer. This is a hard copy of the information you have just registered, along with an indication that the verification process was bypassed. See Product Delivery Options on page 71.

The document is now registered and you are charged a fee for the transaction. Click **Return** to return to the Registration Request menu.

## *Exit from Registration*

Click the **Return** button in the button bar to go to the Registration Menu.

Click **Return** again to go to the PPR Main Menu.



# Changing Records in the PPR

When you select Other Changes in the PPR Main Menu, you will go to the Changes Menu.

The screenshot shows the 'Personal Property Registry' interface. At the top left, it says 'Personal Property Registry' and 'For: [ PS91871 ] [ SAMPLES.LAW CORP. ]'. At the top right, it says 'Changes Menu', 'Dec 30, 2011', and '12:28:59 PM'. Below this are buttons for 'Return', 'Search', and 'Help?'. There is a 'Folio:' input field and a 'BC OnLine Mailbox' button. A message reads 'RER100 - PRESS AN APPROPRIATE BUTTON TO CHOOSE ONE OF THE BELOW'. Under the heading 'Select an Option', there are two columns of buttons: 'Draft a Change Statement' and 'Draft an Amendment/Court Order' on the left; 'Update a Draft Change Statement' and 'Update a Draft Amendment/Court Order' on the right. Below these is a 'Document ID:' field with the value 'b0013071'. At the bottom, there are buttons for 'Verify/Register a Change Statement', 'Verify/Register an Amendment/Court Order', and 'Display Draft Documents'.

The buttons on the left side of the screen let you register a Change Statement.

---

## Note

Use a Change Statement to transfer a secured party, release or transfer a debtor, add or substitute collateral, or register a partial discharge. Use an Amendment Statement instead if you want to correct errors in the PPR (e.g., secured parties, debtors, or vehicles registered in error, spelling mistakes, etc.) or to register a court-ordered change (e.g., add or delete secured parties, debtors, vehicles, or general collateral). See Amending Records in the PPR on page 55.

---

Registering a Change Statement involves the same steps as registering a Financing Statement. First, you *draft* a new document. While the document is in draft form, you can optionally *update* any of the information it contains. To ensure that the information is correct, you can optionally *verify* it by entering important fields a second time. When everything is the way you want it, you can *register* the document.

The Display Draft Documents button provides a handy way to select a draft document for updating, verifying, or deleting (see page 39).

You can draft, update, and verify/register the following change statements:

- Add Collateral (see page 40)
- Release a Debtor (see page 42)
- Transfer a Debtor (see page 44)
- Register a Partial Discharge (see page 47)
- Transfer a Secured Party (see page 49)
- Substitute Collateral (see page 52)

## Display Draft Documents

When you click **Display Draft Documents** in the Changes Menu, you will go to the Display Draft Documents screen.

Personal Property Registry      Display Draft Documents  
For: [ PS91871 ] [ SAMPLE'S SEARCH TEST CO ]      Jul 29, 2002  
12:48:28 PM

Main Menu   Return   Draft Change   Draft Amendment   Page Forward   Help ?

Folio:    Submit   Reset   **BC OnLine Mailbox**

CHD306 - CHOOSE (U)PDATE, (V)ERIFY, (D)ELETE OR (P)RINT  
OR CLICK APPROPRIATE BUTTON TO DISPLAY MORE DATA

| Doc. ID                                      | Base Reg. | Folio | Registration Type                   |
|----------------------------------------------|-----------|-------|-------------------------------------|
| <input type="checkbox"/> B0008761            | 1008063   |       | SUBSTITUTION OF COLLATERAL/PROCEEDS |
| <input type="checkbox"/> B0008995            | 1002018   |       | DEBTOR TRANSFER                     |
| <input type="checkbox"/> B0009010            | 1008308   |       | SECURED PARTY TRANSFER              |
| <input checked="" type="checkbox"/> B0010527 | 1008358   |       | SUBSTITUTION OF COLLATERAL/PROCEEDS |
| <input type="checkbox"/> B0010712            | 1008358   |       | DEBTOR RELEASE                      |
| <input type="checkbox"/> B0010775            | 1008358   |       | DEBTOR TRANSFER                     |

This screen lists all documents in your account that are in draft form. For each document, the system lists the Document ID Number, Base Registration Number, Folio Information (if any), and Registration Type.

Place the cursor in the input field to the left of the document you want to select, then type:

- U to update the draft document.
- V to verify the draft document.
- D to delete the draft document.
- P to send the draft document to the destination specified in your product delivery settings. See Product Delivery Options on page 71.

Click **Submit** to carry out the action.

You can select only one document from the list at a time.

## *Add Collateral*

Use the Addition of Collateral transaction to add a vehicle and/or general collateral to a record of debt.

From the Changes menu, click **Draft a Change Statement**. The first screen of the Draft a Change Statement form will appear. Enter the following information:

### **Folio**

An optional field. See Folio Tag on page 2 for more information.

### **Base Registration No**

Enter the *base registration number* of the financing statement that you wish to change.

### **Last Name**

If the base debtor is an individual, enter their *last name* (up to 25 characters). Leave blank if base debtor is a business.

### **First**

If the base debtor is an individual, enter their *first given name* (up to 15 characters). Leave blank if base debtor is a business.

### **Second**

If the base debtor is an individual, enter their *second given name* (up to 15 characters). Leave blank if base debtor is a business.

### **Business Name**

If the base debtor is a business, enter the *business name* (up to 70 characters). Leave blank if base debtor is an individual and the Name fields are filled in.

### **Type of Change**

In the Type of Change list box, click **AC - Addition of Collateral**.

### **# of Secured Parties**

Leave blank.

### **# of Debtors**

Leave blank.

### **# of Vehicles**

If you want to add one or more vehicles to the collateral, enter the *number of vehicles*.

### **General Collateral?**

If you want to add general collateral, click this box. A check mark will appear in the box.

### **Registering Party Code**

Enter **either** the *PPR Client Code* assigned by the PPR (up to eight characters) **or** the name and address of the Registering Party (**but not both**).

### **Reference Number**

This field is optional. You can type a Client ID, file number, or any other number you want to use to identify this change statement for your own records, up to 15 characters.

Click **Submit**. If you specified one or more vehicles as additional collateral, you will go to the Add Vehicle Collateral screen.

In the Add Vehicle Collateral screen, enter the following information:

Type: Enter the two-character code for the type of vehicle:

- AC Airframe registered in Canada
- AF Airframe not registered in Canada
- BO Boat
- MH Manufactured Home
- MV Motor vehicle
- OM Outboard motor
- TR Trailer

**Serial Number/DOT No.**

For all vehicle types except manufactured homes registered in the Manufactured Home Registry, enter the *last 25 characters* of the designated serial number of the vehicle.

**Year**

This is an optional field. Enter the *four digits* of the vehicle year. For example, enter 1998, not 98.

**Make and Model**

Enter the vehicle *make and model* (up to 25 characters). If the make is unknown, enter the manufacturer name.

**M.H. Reg. No.**

If the vehicle type is MH and the manufactured home has a registration number assigned by the Manufactured Home Registry, enter the *registration number* (up to seven characters). If the vehicle type is MH and the manufactured home does **not** have a registration number assigned by the Manufactured Home Registry, enter NR (for not registered). In this case, enter the *serial number* of the manufactured home in the **Serial Number/DOT No.** field. Leave this field **blank** if the vehicle type is not MH.

Click **Submit**. If you clicked the General Collateral box, you will go to the Add General Collateral screen.

In the Add General Collateral screen, enter the following information:

Type a *description* of the general collateral and proceeds being claimed in accordance with the legislative requirements. For example:

Fridges and stoves. Proceeds: Accts Receivable.

Click **Submit** to complete the drafting of your financing change document.

You can now update or verify/register the draft change statement. This works the same way as the Update and Verify/Register transactions used in registering a financing statement (see Update a Draft Financing Statement on page 29 and Verify/Register a Draft Financing Statement on page 30).

## *Release a Debtor*

Use the Debtor Release transaction to remove one or more debtors from a record of debt. Any debtor (including the base debtor) can be removed using this transaction, but at least one debtor must remain on the record.

From the Changes menu, click **Draft a Change Statement**. The first screen of the Draft a Change Statement form will appear. Enter the following information:

### **Folio**

An optional field. See Folio Tag on page 2 for more information.

### **Base Registration No**

Enter the *base registration number* of the financing statement that you wish to change.

### **Last Name**

If the base debtor is an individual, enter their *last name* (up to 25 characters). Leave blank if base debtor is a business.

### **First**

If the base debtor is an individual, enter their *first given name* (up to 15 characters). Leave blank if base debtor is a business.

### **Second**

If the base debtor is an individual, enter their *second given name* (up to 15 characters). Leave blank if base debtor is a business.

### **Business Name**

If the base debtor is a business, enter the *business name* (up to 70 characters). Leave blank if base debtor is an individual and the Name fields are filled in.

### **Type of Change**

In the Type of Change list box, click **DR - Debtor Release**.

### **# of Secured Parties**

Leave blank.

### **# of Debtors**

Leave blank.

### **# of Vehicles**

Leave blank.

### **General Collateral?**

Leave blank.

### **Registering Party Code**

Enter **either** the *PPR Client Code* assigned by the PPR (up to eight characters) **or** the name and address of the Registering Party (**but not both**).

### **Reference Number**

This field is optional. You can type a Client ID, file number, or any other number you want to use to identify this change statement for your own records, up to 15 characters.

Click **Submit**. You will go to the Delete Debtors screen.

In the Delete Debtors screen, enter the following information:

**Block #**

Enter the *block number* of the debtor you want to delete. This five-character code (which uniquely identifies a block of information) appears in the left-hand column of the Search Result screen, the Confirmation Document, and the mailed Verification Statement.

**Last Name**

If the debtor is an individual, enter their *last name* (up to 25 characters). Leave blank if debtor is a business.

**First**

If the debtor is an individual, enter their *first given name* (up to 15 characters). Leave blank if debtor is a business.

**Second**

If the debtor is an individual, enter their *second given name* (up to 15 characters). Leave blank if debtor is a business.

**Bus Name**

If the debtor is a business, enter the *business name* (up to 70 characters). Leave blank if debtor is an individual and the Name fields are filled in.

If you want to delete more debtors, fill in as many blocks as you require.

Click **Submit** to complete the drafting of your financing change document.

You can now update or verify/register the draft change statement. This works the same way as the Update and Verify/Register transactions used in registering a financing statement (see Update a Draft Financing Statement on page 29 and Verify/Register a Draft Financing Statement on page 30).

## *Transfer a Debtor*

Use the Debtor Transfer transaction to remove one or more debtors from a record of debt, and replace them with one or more other debtors. Any debtor (including the base debtor) can be transferred using this transaction, but at least one debtor must be removed and at least one debtor added.

From the Changes menu, click **Draft a Change Statement**. The first screen of the Draft a Change Statement form will appear. Enter the following information:

### **Folio**

An optional field. See Folio Tag on page 2 for more information.

### **Base Registration No**

Enter the *base registration number* of the financing statement that you wish to change.

### **Last Name**

If the base debtor is an individual, enter their *last name* (up to 25 characters). Leave blank if base debtor is a business.

### **First**

If the base debtor is an individual, enter their *first given name* (up to 15 characters). Leave blank if base debtor is a business.

### **Second**

If the base debtor is an individual, enter their *second given name* (up to 15 characters). Leave blank if base debtor is a business.

### **Business Name**

If the base debtor is a business, enter the *business name* (up to 70 characters). Leave blank if base debtor is an individual and the Name fields are filled in.

### **Type of Change**

In the Type of Change list box, click **DT - Debtor Transfer**.

### **# of Secured Parties**

Leave blank.

### **# of Debtors**

Enter the *number of debtors* you want to add (must be at least one).

### **# of Vehicles**

Leave blank.

### **General Collateral?**

Leave blank.

### **Registering Party Code**

Enter **either** the *PPR Client Code* assigned by the PPR (up to eight characters) **or** the name and address of the Registering Party (**but not both**).

**Reference Number**

This field is optional. You can type a Client ID, file number, or any other number you want to use to identify this change statement for your own records, up to 15 characters.

Click **Submit**. You will go to the Delete Debtors screen.

In the Delete Debtors screen, enter the following information:

**Block #**

Enter the *block number* of the debtor you want to delete. This five-character code (which uniquely identifies a block of information) appears in the left-hand column of the Search Result screen, the Confirmation Document, and the mailed Verification Statement.

**Last Name**

If the debtor is an individual, enter their *last name* (up to 25 characters). Leave blank if debtor is a business.

**First**

If the debtor is an individual, enter their *first given name* (up to 15 characters). Leave blank if debtor is a business.

**Second**

If the debtor is an individual, enter their *second given name* (up to 15 characters). Leave blank if debtor is a business.

**Bus Name**

If the debtor is a business, enter the *business name* (up to 70 characters). Leave blank if debtor is an individual and the Name fields are filled in.

If you want to delete more debtors, fill in as many blocks as you require.

Click **Submit** to go to the Add Debtors screen.

In the Add Debtors screen, enter the following information for each new debtor:

**Last Name**

If the debtor is an individual, enter their *last name* (up to 25 characters). Leave blank if debtor is a business.

**First**

If the debtor is an individual, enter their *first given name* (up to 15 characters). Leave blank if debtor is a business.

**Second**

If the debtor is an individual, enter their *second given name* (up to 15 characters). Leave blank if debtor is a business.

**Birthdate**

Enter the debtor's *birthdate* in the format YYMMMDD , where Y=Year, M=Month, D=Day or leave blank if debtor is a business debtor. This is an optional field.

**Bus Name**

If the debtor is a business, enter the *business name* (up to 70 characters). Leave blank if debtor is an individual and the Name fields are filled in.



**Address**

Enter the *street number and name*, and the *room, suite, or apartment number* (up to 30 characters) of debtor (whether individual or business).

**City**

Enter the *city* (up to 20 characters).

**Province**

Enter the *abbreviation for the province*, or leave blank if the province is British Columbia. If the Province field is left blank, the system will automatically input BC.

**Postal Code**

Enter the *postal code or zip code* (up to 10 characters). When entering a Canadian postal code, type the space between the two sections of the code, for example A1A 1A1.

Click **Submit** to complete the drafting of your financing change document.

You can now update or verify/register the draft change statement. This works the same way as the Update and Verify/Register transactions used in registering a financing statement (see Update a Draft Financing Statement on page 29 and Verify/Register a Draft Financing Statement on page 30).

## *Register a Partial Discharge*

Use the Partial Discharge transaction to remove some descriptions of vehicle collateral or general collateral items from a record of debt, while leaving others. At least one description of vehicle collateral or general collateral item must remain on the record of debt.

From the Changes menu, click **Draft a Change Statement**. The first screen of the Draft a Change Statement form will appear. Enter the following information:

### **Folio**

An optional field. See Folio Tag on page 2 for more information.

### **Base Registration No**

Enter the *base registration number* of the financing statement that you wish to change.

### **Last Name**

If the base debtor is an individual, enter their *last name* (up to 25 characters). Leave blank if base debtor is a business.

### **First**

If the base debtor is an individual, enter their *first given name* (up to 15 characters). Leave blank if base debtor is a business.

### **Second**

If the base debtor is an individual, enter their *second given name* (up to 15 characters). Leave blank if base debtor is a business.

### **Business Name**

If the base debtor is a business, enter the *business name* (up to 70 characters). Leave blank if base debtor is an individual and the Name fields are filled in.

### **Type of Change**

In the Type of Change list box, click **PD - Partial Discharge**.

### **# of Secured Parties**

Leave blank.

### **# of Debtors**

Leave blank.

### **# of Vehicles**

Leave blank.

### **General Collateral?**

If you want to discharge general collateral items, click this box. A check mark will appear in the box.

### **Registering Party Code**

Enter **either** the *PPR Client Code* assigned by the PPR (up to eight characters) **or** the name and address of the Registering Party (**but not both**).

**Reference Number**

This field is optional. You can type a Client ID, file number, or any other number you want to use to identify this change statement for your own records, up to 15 characters.

Click **Submit**. You will go to the Delete Vehicle Collateral screen.

In the Delete Vehicle Collateral screen, enter the following information:

**Block #**

Enter the *block number* of the vehicle you want to discharge. This five-character code (which uniquely identifies a block of information) appears in the left-hand column of the Search Result screen, the Verification Document, and the mailed Verification Statement.

**Serial #**

For all vehicle types except manufactured homes registered in the Manufactured Home Registry, enter the *last 25 characters* of the designated serial number of the vehicle.

**MH Reg. #**

If the vehicle type is MH and the manufactured home has a registration number assigned by the Manufactured Home Registry, enter the *registration number* (up to seven characters). If the vehicle type is MH and the manufactured home does **not** have a registration number assigned by the Manufactured Home Registry, enter NR (for not registered). In this case, enter the *serial number* of the manufactured home in the **Serial Number/DOT No.** field. Leave this field **blank** if the vehicle type is not MH.

If you want to discharge more vehicles, fill in as many blocks as you require.

Click **Submit**. If you clicked the General Collateral box, you will go to the Delete General Collateral screen.

In the Delete General Collateral screen, enter the following information:

Type a *description* of the general collateral and proceeds being claimed in accordance with the legislative requirements. For example:

Fridges and stoves. Proceeds: Accts Receivable.

Click **Submit** to complete the drafting of your financing change document.

You can now update or verify/register the draft change statement. This works the same way as the Update and Verify/Register transactions used in registering a financing statement (see Update a Draft Financing Statement on page 29 and Verify/Register a Draft Financing Statement on page 30).

## *Transfer a Secured Party*

Use the Secured Party Transfer transaction to remove one or more secured parties from a record of debt, and replace them with one or more other secured parties. Any secured party can be transferred using this transaction, but at least one secured party must be removed and at least one secured party added.

From the Changes menu, click **Draft a Change Statement**. The first screen of the Draft a Change Statement form will appear. Enter the following information:

### **Folio**

An optional field. See Folio Tag on page 2 for more information.

### **Base Registration No**

Enter the *base registration number* of the financing statement that you wish to change.

### **Last Name**

If the base debtor is an individual, enter their *last name* (up to 25 characters). Leave blank if base debtor is a business.

### **First**

If the base debtor is an individual, enter their *first given name* (up to 15 characters). Leave blank if base debtor is a business.

### **Second**

If the base debtor is an individual, enter their *second given name* (up to 15 characters). Leave blank if base debtor is a business.

### **Business Name**

If the base debtor is a business, enter the *business name* (up to 70 characters). Leave blank if base debtor is an individual and the Name fields are filled in.

### **Type of Change**

In the Type of Change list box, click **ST - Secured Party Transfer**.

### **# of Secured Parties**

Enter the *number of secured parties* you want to add (must be at least one).

### **# of Debtors**

Leave blank.

### **# of Vehicles**

Leave blank.

### **General Collateral?**

Leave blank.

### **Registering Party Code**

Enter **either** the *PPR Client Code* assigned by the PPR (up to eight characters) **or** the name and address of the Registering Party (**but not both**).

**Reference Number**

This field is optional. You can type a Client ID, file number, or any other number you want to use to identify this change statement for your own records, up to 15 characters.

Click **Submit**. You will go to the Delete Secured Parties screen.

In the Delete Secured Parties screen, enter the following information:

**Block #**

Enter the *block number* of the secured party you want to delete. This five-character code (which uniquely identifies a block of information) appears in the left-hand column of the Search Result screen, the Confirmation Document, and the mailed Verification Statement.

**Secured Party Code**

Enter the *PPR Client Code* assigned to the secured party by the PPR (up to eight characters). If the secured party does not have a client code, fill in the Name field instead.

**Name**

If the secured party does not have a PPR client code number, enter the *business name* or *individual name* (up to 70 characters). Leave blank if the Secured Party Code field is filled in.

If you want to delete more secured parties, fill in as many blocks as you require.

Click **Submit** to go to the Add Secured Parties screen. There will be as many spaces available for new secured parties as you specified on the Draft a Change Statement screen.

For each new secured party, enter either the secured party's PPR Client Code, **or** the secured party's name, address and postal code, **but not both**.

**Code**

Enter the *Client Code* assigned to the secured party by the PPR (up to eight characters) or leave blank if the secured party does not have a PPR Client Code. If you type in a PPR Client Code, leave the Name, Address, City, Province, and Postal Code fields blank. The Code field will override any information entered in these fields.

**Name**

Enter the *name* of the first secured party (up to 70 characters) or leave blank if the Code field is completed. If any field is not long enough to contain a full name, type the first characters of the name in the field until the field is full.

**Address**

Enter the *street number and name*, and the *room, suite, or apartment number* of the secured party (up to 30 characters) or leave blank if the Code field is completed.

**City**

Enter the *city* of the secured party (up to 20 characters) or leave blank if the Code field is completed.

**Province**

Enter the *abbreviation for the province*, or leave blank if the province is

British Columbia. If the Province field is left blank, the system will automatically input BC.

For addresses in the United States, enter the *abbreviation for the state*. For countries other than Canada or the United States enter the first four letters of the English name for the country. For a list of abbreviations, please refer to the *Personal Property Security Act and Regulations* (available online at [www.bclaws.ca](http://www.bclaws.ca)).

**Postal Code**

Enter the *postal code* or *zip code* of the secured party (up to 10 characters) or leave blank if the Code field is completed. When entering a Canadian postal code, type the space between the two sections of the code, for example: A1A 1A1

Click **Submit** to complete the drafting of your financing change document.

You can now update or verify/register the draft change statement. This works the same way as the Update and Verify/Register transactions used in registering a financing statement (see Update a Draft Financing Statement on page 29 and Verify/Register a Draft Financing Statement on page 30).

## *Substitute Collateral*

Use the Substitution of Collateral transaction to remove one or more vehicles or general collateral items from a record of debt, and replace them with one or more other vehicles or general collateral items. At least one vehicle or general collateral item must be removed and at least one vehicle or general collateral item added.

From the Changes menu, click **Draft a Change Statement**. The first screen of the Draft a Change Statement form will appear. Enter the following information:

### **Folio**

An optional field. See Folio Tag on page 2 for more information.

### **Base Registration No**

Enter the *base registration number* of the financing statement that you wish to change.

### **Last Name**

If the base debtor is an individual, enter their *last name* (up to 25 characters). Leave blank if base debtor is a business.

### **First**

If the base debtor is an individual, enter their *first given name* (up to 15 characters). Leave blank if base debtor is a business.

### **Second**

If the base debtor is an individual, enter their *second given name* (up to 15 characters). Leave blank if base debtor is a business.

### **Business Name**

If the base debtor is a business, enter the *business name* (up to 70 characters). Leave blank if base debtor is an individual and the Name fields are filled in.

### **Type of Change**

In the Type of Change list box, click **SU - Substitution of Collateral**.

### **# of Secured Parties**

Leave blank.

### **# of Debtors**

Leave blank.

### **# of Vehicles**

If you want to add one or more vehicles to the collateral, enter the *number of vehicles*.

### **General Collateral?**

If you want to add general collateral, click this box. A check mark will appear in the box.

### **Registering Party Code**

Enter **either** the *PPR Client Code* assigned by the PPR (up to eight characters) **or** the name and address of the Registering Party (**but not both**).

**Reference Number**

This field is optional. You can type a Client ID, file number, or any other number you want to use to identify this change statement for your own records, up to 15 characters.

Click **Submit** to go to the Delete Vehicle Collateral screen.

In the Delete Vehicle Collateral screen, if you do not want to delete a vehicle from the record of debt, just click **Submit** to go to the General Collateral screen. If you do want to delete a vehicle from the record of debt, enter the following information:

**Block #**

Enter the *block number* of the vehicle you want to delete. This five-character code (which uniquely identifies a block of information) appears in the left-hand column of the Search Result screen, the Confirmation Document, and the mailed Verification Statement.

**Serial #**

For all vehicle types except manufactured homes registered in the Manufactured Home Registry, enter the *last 25 characters* of the designated serial number of the vehicle.

**MH Reg. #**

If the vehicle type is MH and the manufactured home has a registration number assigned by the Manufactured Home Registry, enter the *registration number* (up to seven characters). If the vehicle type is MH and the manufactured home does **not** have a registration number assigned by the Manufactured Home Registry, enter NR (for not registered). In this case, enter the *serial number* of the manufactured home in the **Serial Number/DOT No.** field. Leave this field **blank** if the vehicle type is not MH.

If you want to delete more vehicles, fill in as many blocks as you require.

Click **Submit** to go to the Add Vehicle Collateral screen.

In the Add Vehicle Collateral screen, enter the following information:

Type: Enter the two-character code for the type of vehicle:

- AC Airframe registered in Canada
- AF Airframe not registered in Canada
- BO Boat
- MH Manufactured Home
- MV Motor vehicle
- OM Outboard motor
- TR Trailer

**Serial Number/DOT No.**

For all vehicle types except manufactured homes registered in the Manufactured Home Registry, enter the *last 25 characters* of the designated serial number of the vehicle.



**Year**

This is an optional field. Enter the *four digits* of the vehicle year. For example, enter 1998, not 98.

**Make and Model**

Enter the vehicle *make and model* (up to 25 characters). If the make is unknown, enter the manufacturer name.

**M.H. Reg. No.**

If the vehicle type is MH and the manufactured home has a registration number assigned by the Manufactured Home Registry, enter the *registration number* (up to seven characters). If the vehicle type is MH and the manufactured home does **not** have a registration number assigned by the Manufactured Home Registry, enter NR (for not registered). In this case, enter the *serial number* of the manufactured home in the **Serial Number/DOT No.** field. Leave this field **blank** if the vehicle type is not MH.

Click **Submit**. If you clicked the General Collateral box, you will go to the General Collateral screen.

The General Collateral screen contains two sections: Delete General Collateral and Add General Collateral.

In the Delete General Collateral section, type a *description* of the general collateral that you want to delete from the record of debt.

In the Add General Collateral section, type a *description* of the general collateral and proceeds being claimed in accordance with the legislative requirements. For example: Fridges and stoves. Proceeds: Accts Receivable.

Click **Submit** to complete the drafting of your financing change document.

You can now update or verify/register the draft change statement. This works the same way as the Update and Verify/Register transactions used in registering a financing statement (see Update a Draft Financing Statement on page 29 and Verify/Register a Draft Financing Statement on page 30).

## Amending Records in the PPR

When you select Other Changes in the PPR Main Menu, you will go to the Changes Menu.

The screenshot shows the 'Personal Property Registry' interface. At the top left, it says 'Personal Property Registry' and 'For: [ PS91871 ] [ SAMPLE'S SEARCH TEST CO ]'. At the top right, it says 'Changes Menu', 'Jul 25, 2002', and '05:05:32 PM'. Below this is a navigation bar with 'Return', 'Search', and 'Help?' buttons. A 'Folio:' input field is present, followed by a yellow 'BC OnLine Mailbox' button. The main heading is 'Select an Option'. Below this, there are two columns of buttons: 'Draft a Change Statement' and 'Draft an Amendment/Court Order'. A 'Document ID:' input field contains 'b0013071'. Below this are two columns of buttons: 'Update a Draft Change Statement' and 'Update a Draft Amendment/Court Order', followed by 'Verify/Register a Change Statement' and 'Verify/Register an Amendment/Court Order'. At the bottom, there is a 'Display Draft Documents' button.

The buttons on the right side of the screen let you register an Amendment or a Court Order. Use an Amendment Statement to **correct** or **change** information in the PPR (e.g., secured parties, debtors, or vehicles registered in error, spelling mistakes, etc.) or to register a court-ordered change (e.g., add or delete secured parties, debtors, vehicles, or general collateral).

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### Important

Do *not* use an Amendment Statement to renew a court-ordered Repairer's Lien. For this purpose, see *Renewing Records in the PPR* on page 66.

Do *not* use an Amendment Statement to transfer a secured party, release or transfer a debtor, add or substitute collateral, or register a partial discharge. For these purposes, see *Changing Records in the PPR* on page 38.

---

Registering an Amendment or Court Order involves the same steps as registering a financing statement. First, you *draft* a new document. While the document is in draft form, you can optionally *update* any of the information it contains. To ensure that the information is correct, you can optionally *verify* it by entering important fields a second time. When everything is the way you want it, you can *register* the document.

You can amend a financing statement in the following ways:

- Add or delete secured parties.
- Add or delete debtors.
- Add or delete vehicles.
- Add or delete general collateral.

## *Draft an Amendment/Court Order*

From the PPR Main Menu, select the Other Changes button, then click **Submit**. From the Changes screen, click **Draft an Amendment/Court Order**. The first screen of the Draft an Amendment/Court Order form will appear.

The Draft an Amendment/Court Order form is comprised of several screens. Depending on how you complete the Preliminary Information Screen (see page 57), you will see some or all of the following screens:

- Detail Information Screen (see page 58)
- Court Order Information Screen (see page 59)
- Delete Secured Parties Screen (see page 59)
- Add Secured Parties Screen (see page 60)
- Delete Debtors Screen (see page 61)
- Add Debtors Screen (see page 61)
- Delete Vehicle Collateral Screen (see page 63)
- Add Vehicle Collateral Screen (see page 63)
- Delete General Collateral Screen (see page 64)
- Add General Collateral Screen (see page 64)

After drafting an amendment/court order, you will return to the Changes screen. From here, you can update or verify/register the draft document.

## Preliminary Information Screen

Personal Property Registry Draft an Amendment/Court Order  
For: [ PS91871 ] [ SAMPLE'S SEARCH TEST CO ] Jul 25, 2002  
06:32:46 PM

Main Menu Return Draft Update Draft Verify/Register Help ?

Folio:

AMA001 - ENTER DATA TO ADD AN AMENDMENT Local Print Limit:

**Base Registration No:**

**Base - Debtor**

Last Name:  First:  Second:

Business Name:

Type of Change:

Items to delete: Secured Parties:  Debtors:  Vehicles:  General Collateral:

Items to add: # of Secured Parties:  # of Debtors:   
# of Vehicles:  General Collateral?:

Registering Party Code:  Reference Number:

Name:

Address:

City:  Province:  Postal Code:

### Folio

An optional field. See Folio Tag on page 2 for more information.

### Base Registration No

Enter the *base registration number* of the financing statement that you wish to amend.

### Base Debtor Section

#### Last Name

If the base debtor is an individual, enter their *last name* (up to 25 characters). Leave blank if base debtor is a business.

#### First

If the base debtor is an individual, enter their *first given name* (up to 15 characters). Leave blank if base debtor is a business.

#### Second

If the base debtor is an individual, enter their *second given name* (up to 15 characters). Leave blank if base debtor is a business.

#### Business Name

If the base debtor is a business, enter the *business name* (up to 70 characters). Leave blank if base debtor is an individual and the Name fields are filled in.

## **Change Section**

### **Type of Changes**

Select either AM - Amendment or CO - Court Order.

### **Items to Delete**

If you want to delete items from the record of debt, select one or more of the four check boxes: Secured Parties, Debtors, Vehicles, or General Collateral.

### **Items to Add**

If you want to add one or more items to the record of debt, type numbers in the appropriate fields to indicate how many Secured Parties, Debtors, or Vehicles you want to add. If you want to add General Collateral, select the General Collateral check box.

## **Registering Party Section**

### **Registering Party Code**

Enter **either** the *PPR Client Code* assigned by the PPR (up to eight characters) **or** the name and address of the Registering Party (**but not both**).

### **Reference Number**

This field is optional. You can type a Client ID, file number, or any other number you want to use to identify this amendment for your own records, up to 15 characters.

Click **Submit**. If you selected Type of Changes: Amendment, you will go to the Detail Information Screen (see page 58). If you selected Type of Changes: Court Order, you will instead go to the Court Order Information Screen (see page 59).

## **Detail Information Screen**

If you selected Type of Changes: Amendment in the Preliminary Information screen, you will go to the Detail Information screen. If you selected Type of Changes: Court Order, you will go to the Court Order Information Screen instead (see page 59).

### **Detail Information Section**

In the Detail Information screen, type a brief note to explain the purpose of the amendment. For example, if you were correcting a typographical error in a debtor name, you might type something like: Amendment to correct spelling mistake in debtor name. Name changed from "Brawn" to "Brown".

### **Trust Indenture Section**

#### **Remove Trust**

If you are removing a trust indenture, type Y in this field, otherwise leave blank.

#### **Add Trust**

If you are adding a trust indenture, type Y in this field, otherwise leave blank.

Click **Submit** to continue.

## **Court Order Information Screen**

If you selected Type of Changes: Court Order in the Preliminary Information screen, you will go to the Court Order Information screen. If you selected Type of Changes: Amendment, you will go to the Detail Information Screen instead (see page 58).

### ***Court Information Section***

#### **Name**

Type the *name* of the court that issued the court order. For example, Supreme Court of British Columbia.

#### **Registry**

Type the *location* of the court that issued the order. If someone needs to request a copy of the court order, this is where they will find it. For example, KAMLOOPS.

#### **File Number**

The court assigns each court order a unique file number. Type the *file number* here, up to 20 characters.

#### **Date of Order**

Type the *date* of the court order, in the format YYYYMMDD, where Y=Year, M=Month, D=Day. For example, 2002JUL29.

### ***Effect of Order Section***

Type a brief note to explain the purpose of the Court Order. For example, if you were removing a debtor's name from the record, you might type something like: Court Order to remove Charles Brown as debtor.

### ***Trust Indenture Section***

#### **Remove Trust**

If you are removing a trust indenture, type Y in this field, otherwise leave blank.

#### **Add Trust**

If you are adding a trust indenture, type Y in this field, otherwise leave blank.

Click **Submit** to continue.

## **Delete Secured Parties Screen**

If you checked the Items to Delete: Secured Parties check box in the Preliminary Information screen, you will go to the Delete Secured Parties screen. You can delete up to five secured parties per screen. If you fill up this screen, you will go to another Delete Secured Parties screen.

#### **Block #**

Enter the *block number* of the secured party you want to delete. This five-character code (which uniquely identifies a block of information) appears in the left-hand column of the Search Result screen, the Confirmation Document, and the mailed Verification Statement.

### **Secured Party Code**

Enter the *PPR Client Code* assigned to the secured party by the PPR (up to eight characters). If the secured party does not have a client code, fill in the Name field instead.

### **Name**

If the secured party does not have a PPR client code number, enter the *business name* or *individual name* (up to 70 characters). You must enter the name exactly as it appears in the financing statement. Leave blank if the Secured Party Code field is filled in.

Click **Submit** to continue.

## **Add Secured Parties Screen**

If you typed a number in the Items to Add: # of Secured Parties field in the Preliminary Information screen, you will go to the Add Secured Parties screen.

### **Code**

Enter the *PPR Client Code* of the secured party you are adding (up to eight characters). If the secured party does not have a client code, fill in the Name and Address fields instead.

### **Name**

Enter the *name of the secured party* (up to 70 characters) if the Code field is left blank. If any field is not long enough to contain a full name, type the first characters of the name in the field until the field is full. Leave blank if the Code field is completed.

### **Address**

Enter the *street number and name*, and the *room, suite, or apartment number* of the secured party (up to 30 characters) or leave blank if the Code field is completed.

### **City**

Enter the *city* of the secured party (up to 20 characters) or leave blank if the Code field is completed. The Code field will override any information entered in the City field.

### **Province**

Enter the *abbreviation for the province*, or leave blank if the province is British Columbia. If the Province field is left blank, the system will automatically input BC.

For addresses in the United States, enter the abbreviation for the state. For countries other than Canada or the United States enter the *first four letters* of the English name for the country. For a list of abbreviations, please refer to the *Personal Property Security Act and Regulations* (available online at [www.bclaws.ca](http://www.bclaws.ca)).

### **PC (Postal Code)**

Enter the *postal code* or *zip code* of the secured party (up to 10 characters) or leave blank if the Code field is completed. When entering a Canadian postal code, type the space between the two sections of the code, for example: A1A 1A1

Click **Submit** to continue.

## Delete Debtors Screen

If you checked the Items to Delete: Debtors check box in the Preliminary Information screen, you will go to the Delete Debtors screen. You can delete up to three debtors per screen. If you fill up this screen, you will go to another Delete Debtors screen.

### Block #

Enter the *block number* of the debtor you want to delete. This five-character code (which uniquely identifies a block of information) appears in the left-hand column of the Search Result screen, the Confirmation Document, and the mailed Verification Statement.

### Last Name

If the debtor is an individual, enter their *last name* (up to 25 characters). Leave blank if the debtor is a business.

### First

If the debtor is an individual, enter their *first given name* (up to 15 characters). Leave blank if the debtor is a business.

### Second

If the debtor is an individual, enter their *second given name* (up to 15 characters). Leave blank if the debtor is a business.

### Bus Name

If the debtor is a business, enter the *business name* (up to 70 characters). Leave blank if the debtor is an individual and the Name fields are filled in.

Click **Submit** to continue.

## Add Debtors Screen

If you typed a number in the Items to Add: # of Debtors field in the Preliminary Information screen, you will go to the Add Debtors screen.

### Last Name

Enter the debtor's *last name* (up to 25 characters) if the debtor is an individual or leave blank if debtor is a business debtor.

### First

If the debtor is an individual, enter their *first given name* (up to 15 characters). Leave blank if debtor is a business.

### Second

If the debtor is an individual, enter their *second given name* (up to 15 characters). Leave blank if debtor is a business.

### Birthdate

Enter the debtor's *birthdate* in the format YYMMMDD , where Y=Year, M=Month, D=Day or leave blank if debtor is a business debtor.

### Bus Name

If the debtor is a business, enter the *business name* (up to 70 characters). Leave blank if debtor is an individual and the Name fields are filled in.



**Address**

Enter the debtor's *street number and name*, and the *room, suite, or apartment number* (up to 30 characters) of debtor (whether individual or business).

**City**

Enter the debtor's *city* (up to 20 characters).

**Province**

Enter the *abbreviation for the province*, or leave blank if the province is British Columbia. If the Province field is left blank, the system will automatically input BC.

For addresses in the United States, enter the abbreviation for the state. For countries other than Canada or the United States enter the first four letters of the English name for the country. For a list of abbreviations, please refer to the *Personal Property Security Act and Regulations* (available online at [www.bclaws.ca](http://www.bclaws.ca)).

**Postal Code**

Enter the debtor's *postal code or zip code* (up to 10 characters). When entering a Canadian postal code, type the space between the two sections of the code, for example A1A 1A1.

Click **Submit** to continue.

## Delete Vehicle Collateral Screen

If you checked the Items to Delete: Vehicles check box in the Preliminary Information screen, you will go to the Delete Vehicle Collateral screen.

### Block #

Enter the *block number* of the vehicle you want to delete. This five-character code (which uniquely identifies a block of information) appears in the left-hand column of the Search Result screen, the Confirmation Document, and the mailed Verification Statement.

### Serial #

For all vehicle types except manufactured homes registered in the Manufactured Home Registry, enter the *serial number* of the vehicle.

### MH Reg: #

If the vehicle is a manufactured home that has a registration number assigned by the Manufactured Home Registry, enter that *registration number* (up to seven characters).

Click **Submit** to continue.

## Add Vehicle Collateral Screen

If you typed a number in the Items to Add: # of Vehicles field in the Preliminary Information screen, you will go to the Add Vehicles screen. If you are using one of the forestry registration types (FL, FA, or FS) you cannot register a vehicle as collateral.

Type: Enter the two-character code for the type of vehicle:

- AC Airframe registered in Canada
- AF Airframe not registered in Canada
- BO Boat
- MH Manufactured Home
- MV Motor vehicle
- OM Outboard motor
- TR Trailer

### Serial No./DOT No.

For all vehicle types except manufactured homes registered in the Manufactured Home Registry, enter the *last 25 characters* of the designated serial number of the vehicle. Take care to enter this information accurately. The number you enter will later be used as search criteria in the PPR database.

### Year

This is an optional field. Enter the *four digits* of the vehicle year. For example, enter 1998, not 98.

### Make and Model

Enter the vehicle *make and model* (up to 25 characters). If the make is unknown, enter the manufacturer.

**MH Reg No.**

Enter the manufactured home *registration number* (up to seven characters) if the vehicle type is MH and the manufactured home has a registration number assigned by the Manufactured Home Registry.

Enter NR if the vehicle type is MH and the manufactured home does **not** have a registration number assigned by the Manufactured Home Registry. In this case, the *serial number* of the manufactured home must be described in the Serial Number/DOT No. field.

Leave this field **blank** if the vehicle type is not MH.

Click **Submit** to continue.

**Delete General Collateral Screen**

If you checked the Items to Delete: General Collateral check box in the Preliminary Information screen, you will go to the Delete General Collateral screen.

Use the lines provided to describe the general collateral you are deleting from the security agreement. If you use up all the lines, the system will provide another screen so you can finish your description.

Click **Submit** to continue.

**Add General Collateral Screen**

If you checked the Items to Add: General Collateral check box in the Preliminary Information screen, you will go to the Add General Collateral screen.

Use the lines provided to describe the general collateral you are adding the security agreement. If you use up all the lines, the system will provide another screen so you can finish your description.

Click **Submit** to continue.

## *After Completing a Draft Amendment/Court Order*

After drafting an Amendment/Court Order, you will return to the Preliminary Information screen. You should see the message: AMENDMENT DRAFTED SUCCESSFULLY.

In the top of the screen, the system displays a Document ID number. Make a note of this number so you can use it to retrieve the draft document when you want to update it or verify and register it. You can also use the Display Draft Documents button on the Changes menu to retrieve a draft document (see page 39).

You can click the following buttons in the BC OnLine button bar:

- **Main Menu** to go to the BC OnLine main menu.
- **Return** to go to the Changes menu.
- **Draft** to draft another amendment or court order.
- **Update Draft** to update (or just review) a draft amendment or court order. Updating your draft works the same way as the Update transaction used in registering a financing statement (see Update a Draft Financing Statement on page 29).
- **Verify/Register** to verify and register the current document. This works the same way as the Verify/Register transaction used in registering a financing statement (see Verify/Register a Draft Financing Statement on page 30).

## Renewing Records in the PPR

You can use BC OnLine to renew SA, SG,FL, FA, or FS registrations, extending their Expiry Date for as long as you choose. You can also renew a Repairer's Lien (RL) for a fixed period of 180 days.

---

### Note

Regarding repairer's liens: if the debt will not be satisfied before the end of the original 180 days, the repairer must obtain a court order to have the lien extended for an additional 180 days. A repairer's lien must be renewed before the original lien expires, and can only be renewed once.

---

To renew a financing statement, you need to know the unique Base Registration Number that the system assigned to the record when it was registered, and the Base Debtor Name.

From the Personal Property Main Menu, click the **Renewal** button, then click **Submit**.

The Renewal screen will appear. Fill in the fields as required.

---

### Tip

Fill in the debtor's name (if the base debtor is an individual) **or** the business name (if the base debtor is a business). Do **not** fill in both.

---

### Folio

An optional field. See Folio Tag on page 2 for more information.

### Base Registration No

Enter the unique number that the system assigned to the financing statement during registration. You can find this number on the Confirmation Document.

### Expiry Date

For SA and SG financing statements, this field will display the date the financing statement expires. For the RL type, this field will display N/A (not applicable).

### Last Name (Base Debtor's Surname)

If the base debtor is an individual, enter the base debtor's *last name* (up to 25 characters) as shown on the Confirmation Document. Leave blank if the base debtor is a business.

### First (Base Debtor's First Given Name)

If the base debtor is an individual, enter the base debtor's *first given name* (up to 15 characters) as shown on the Confirmation Document. Leave blank if the base debtor is a business.

### Second (Base Debtor's Second Given Name)

If the base debtor is an individual, and a second name or initial was entered as part of the registration/verification process, enter the *second given name or initial* (up to 15 characters) as shown on the Confirmation Document. Leave blank if the base debtor is a business.

**Business Name** (Business Debtor Name)

If the base debtor is a business, enter the *business debtor name* (up to 70 characters) as shown on the Confirmation Document. Leave blank if the base debtor is an individual.

**Reg. Length** (Registration Length)

For SA, SG, FL, FA, or FS registration types, enter the *number of years* the document is to be registered (from 1 to 25) in the Years field, or click the **Yes** button in the infinity section if you want a registration length of infinity. For the RL registration type, leave these fields blank—the renewal period is fixed at 180 days.

---

**Note**

The fee charged for SA, SG, FL, FA, and FS registration types is based on the registration life option you select. Because this fee is non-refundable, be sure to choose the correct length of term that you require. An infinity lien registered in error will cost you \$500. There is nothing you or BC OnLine staff can do to reverse it.

---

**Registering Party Code**

Enter **either** the *PPR Client Code* assigned by the PPR (up to eight characters) **or** the name and address of the Registering Party (**but not both**).

**Reference Number**

This field is optional. You can type a Client ID, file number, or any other number you want to use to identify this renewal for your own records, up to 15 characters. Whatever you type here will appear in the Confirmation Document. If you do not require a reference number, just leave this field blank. Do not confuse this with the Folio field. (Whatever you type in the Folio field appears printed on your BC OnLine statement).

After typing in the necessary information, click **Submit**. If you are renewing a RL registration type, you will go to the Court Order Information Screen (see page 68).

---

**Tip**

If you are renewing a SA, SG, FL, FA, or FS registration type and you choose a Registration Length of Infinity, you will see a warning screen showing the cost of the registration. Because the Infinity fee is non-refundable, the system offers you a chance to back out of the transaction. If you chose Infinity by mistake, click **Cancel** to return to the Renewal screen. If you meant to choose Infinity, click **Continue**.

---

If everything is correct, the system will display your name and address as the registering party beneath the Client Code you typed in. The message **RENEWAL ACCEPTABLE** will appear.

Click **Submit** again to renew the SA or SG financing statement.

A Renewal Registration Number will appear on the screen, and a Confirmation Document will be sent to the destination specified in your product delivery settings, where you can print it on your local printer. See Product Delivery Options on page 71.

Click **Reset** to clear the Renewal screen if you want to renew other financing statements, or **Return** to return to the Personal Property System Main Menu from the Renewal screen.

## Court Order Information Screen

In order to renew a repairer's lien, the repairer must have already obtained a court order. This screen lets you provide information about the court order.

**Personal Property Registry** **Renew Records**  
For: [ PS91871 ] [ SAMPLE SEARCH TEST CO ] Mar 06, 2006  
10:40:40 PM  
Return [ ] [ ] [ ] [ ] [ ] Help ?  
Folio: [ ] Submit Reset **BC OnLine Mailbox**  
RNA200 - ENTER DATA FOR REPAIRERS LIEN RENEWAL  
Document ID:  
Base Registration Number: 001407B REPAIRERS LIEN ACT  
**Cost: \$ 6.50**

**Court Information**  
Name: Supreme Court of BC  
Registry: Victoria  
File Number: ABC123  
Date of Order: 2006MAR07 (YYYYMONDD format, e.g. "2006FEB23")

**Effect of Order**  
ORDER DIRECTS THE EFFECTIVE LIFE OF THE REPAIRERS LIEN BE  
EXTENDED AN ADDITIONAL 180 DAYS.

### Name

Enter the *name of the court* that issued the court order.

### Registry

Enter the *court registry* where the court order is filed.

### File Number

Enter the court order's *file number*.

### Date of Order

Enter the *date* the court order was issued.

### Effect of Order

These fields contain default text that you can over-write if you wish. If you decide to over-write the default text, we recommend that you highlight each line and delete the existing text before entering your own text.

Click **Submit** to complete the draft RL renewal. The message **RENEWAL ACCEPTABLE** will appear.

Click **Submit** again to renew the RL financing statement. A Renewal Registration Number will appear on the screen, and a Confirmation Document will be sent to the destination specified in your product delivery settings, where you can print it on your local printer. See Product Delivery Options on page 71.

Click **Reset** to clear the Renewal screen if you want to renew other financing statements, or **Return** to return to the Personal Property System Main Menu from the Renewal screen.

## Discharging Records in the PPR

You can use BC OnLine to discharge financing statements which were registered on or after October 1, 1990. To register a discharge, you will need to know the unique Base Registration Number that the system assigned to the record when it was registered.

---

### Note

If you want to register a *Partial Discharge* (removing or changing descriptions of collateral) rather than registering a total discharge of a financial statement, see Register a Partial Discharge on page 47.

---

From the Personal Property Registry Main Menu, click the **Total Discharge** button, then click **Submit**.

The Discharge Records screen will appear. Fill in the fields as required.

---

### Tip

Fill in the debtor's name (if the base debtor is an individual) **or** the business name (if the base debtor is a business). Do **not** fill in both.

---

### Folio

An optional field. See Folio Tag on page 2 for more information.

### Base Registration No

Enter the unique number that the system assigned to the financing statement during registration. You can find this number on the Confirmation Document.

## Base Debtor Section

### Last Name (Base Debtor's Surname)

If the base debtor is an individual, enter the base debtor's *last name* (up to 25 characters) as shown on the Confirmation Document. Leave blank if the base debtor is a business.

### First (Base Debtor's First Given Name)

If the base debtor is an individual, enter the base debtor's *first given name* (up to 15 characters) as shown on the Confirmation Document. Leave blank if the base debtor is a business.

### Second (Base Debtor's Second Given Name)

If the base debtor is an individual, and a second name or initial was entered as part of the registration/verification process, enter the *second given name or initial* (up to 15 characters) as shown on the Confirmation Document. Leave blank if the base debtor is a business.

### Business Name (Business Debtor Name)

If the base debtor is a business, enter the *business debtor name* (up to 70 characters) as shown on the Confirmation Document. Leave blank if the base debtor is an individual.



## Registering Party Section

### Registering Party Code

Enter **either** the *PPR Client Code* assigned by the PPR (up to eight characters) **or** the name and address of the Registering Party (**but not both**).

### Reference Number

This field is optional. You can type a Client ID, file number, or any other number you want to use to identify this discharge for your own records, up to 15 characters. Whatever you type here will appear in the Confirmation Document and the mailed Verification Statement. If you do not require a reference number, just leave this field blank. Do not confuse this with the Folio field (whatever you type in the Folio field appears printed on your BC OnLine statement).

After typing in the necessary information, click **Submit**.

If everything is correct, the system will display the name and address of the secured party and the registering party beneath the codes you typed in. The message **DISCHARGE ACCEPTABLE** will appear.

Click **Submit** again to discharge the financing statement.

A Discharge Registration Number will appear on the screen, and a Discharge Verification will be sent to the destination specified in your product delivery settings, where you can print it on your local printer. See Product Delivery Options on page 71. An official Discharge Verification will be printed at the PPR, then mailed to both the secured party (or parties) and to the party registering the discharge (if other than the secured party).

Click **Reset** to clear the Discharge Records screen if you want to discharge other financing statements, or **Return** to return to the Personal Property System Main Menu from the Discharge screen.

## Product Delivery Options

Depending on how your *Product Delivery Options* are set up in BC OnLine's Account Management System, printable items will be delivered to your:

- **Personal BC OnLine User Mailbox**  
Each user in your BC OnLine account has a "User Mailbox" which only they can view.
- **Firm's BC OnLine Account Mailbox**  
Your BC OnLine account has a central "Account Mailbox" which anyone in your firm can view. If you set your delivery options so that printable items go here, anyone in your firm can see them.
- **Email Inbox**  
You can set your delivery options so that printable items go to an email inbox. Note that email messages can "go missing" due to internet provider problems and other issues beyond BC OnLine's control.

If you choose **User Mailbox** or **Account Mailbox**, the BC OnLine Mailbox button will turn yellow to alert you when new items arrive.



If you choose **Email**, the BC OnLine Mailbox button will *not* change colour. Make sure to check your email inbox frequently for new items.

For details on setting up Product Delivery Options and using your BC OnLine Mailbox, see the *Account Management User's Guide* and the *Mailbox User's Guide*, available on the BC OnLine web site.

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