



Telephone: 250 952-7976

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

Location: 2nd Floor - 940 Blanshard Street Victoria BC

INSTRUCTIONS:

- There is no filing fee to issue a new code.
• A filing fee of \$100.00 applies to a change request. A change request is filed to change a name and/or address and to update any prior registrations where the code was used.
• Send this completed form to:
By Mail: Personal Property Registry PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3
By Fax: 250 387-3055

Freedom of Information and Protection of Privacy Act (FOIPPA): Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Personal Property Security Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

1. Application Request

Please issue a code to the following name and address: NAME

Form with fields: ADDRESS, CITY, PROVINCE, POSTAL CODE

Authorization to debit your BC OnLine account for future Personal Property Registry services:

BC ONLINE DEPOSIT ACCOUNT NUMBER

2. Change Request

Form with fields: SECURED/REGISTERING PARTY CODE, NAME OF CODE HOLDER

Check (✓) all applicable boxes

- Check box one to change your code, due to a name and/or address change. Current registrations will not be updated. A new code will be assigned. No fee will be charged.
• Check box two if you wish to have your name and/or address changed. Current registrations will be updated. Fee \$100.00.
• Check box three if you wish to have your BC OnLine account added to the new code.
[] Please change our code and advise us of the new code assigned.
[] Please change the name/address of the secured/registering party code holder and update any prior registrations in which the code was used.
[] Authorization to link your BC OnLine Deposit Account number _____ with the secured/registering party code to facilitate Personal Property Registry billings.

Previous Name/Address

Form with fields: NAME, ADDRESS, CITY, PROVINCE, POSTAL CODE

New Name/Address

Form with fields: NAME, ADDRESS, CITY, PROVINCE, POSTAL CODE

3. Authorization

Form with fields: NAME (please type or print), OFFICIAL POSITION, SIGNATURE, DATE SIGNED YYYY / MM / DD

Note: If forwarding form to Personal Property Registry by fax, please provide the Registry with your return fax number. Fax number: ()