

PPR Quick Guide: Registering a Financing Statement (Security Agreement or Lien)

Step: Length and Trust Indenture

My Personal Property Registry
KENDRA SAUNDERS | MNO Services Ltd. January 8, 2022

Security Agreement

Four steps to complete registration; can be completed out of order by clicking on a step

Registration Length and Trust Indenture
Enter the length of time you want the Security Agreement registration to be in effect. You can renew the registration in the future (for a fee).

Registration Length

Length in Years
4
Minimum 1 year, Maximum 25 years (\$5.00 per year)

Infinite (\$500.00 non-refundable)

Trust Indenture

Trust Indenture

Fee Summary

Security Agreement	\$20.00
4 Years @ \$5.00/year	
Service Fee	\$1.50
Total Fees	CAD \$21.50

Fee summary is automatically updated based on registration type and length

Trust Indenture:
Select this check box if the security interest is contained in a Trust Indenture

'Cancel' discards the registration and returns the user to the PPR dashboard

'Save and Resume Later' saves the registration as a draft in the My Registrations table, returning the user to the PPR dashboard

'Save' saves registration progress up to that point. Does **not** return user to PPR dashboard

Advance to next step by clicking on the blue button **OR** by clicking any icon in the stepper

Step: Add Secured Parties and Debtors

My Personal Property Registry
KENDRA SAUNDERS | MNO Services Ltd. January 8, 2022

Security Agreement



Length and
Trust Indenture



Add Secured Parties
and Debtors



Add Collateral



Review
and Confirm

Fee Summary

Security Agreement	\$20.00
4 Years @ \$5.00/year	
Service Fee	\$1.50
Total Fees	CAD \$21.50

Add Secured Parties and Debtors
Add the people and businesses who have an interest in this registration.

Your registration must include the following:

- ✓ The Registering Party
- At least one Secured Party
- At least one Debtor

Registering Party ⓘ

Name	Address	Email Address	Registering Party Code
 MNO Services Ltd.	1175 Douglas St Victoria BC V8W 2E1 Canada		Change

Green checkmark signifies all parts of step have been completed.

Lack of checkmark signifies an uncompleted step

Green check marks in list signify each of the listed items have been completed; Registering Party is always checked as Registering Party defaults to the logged on user's account information

Fee summary is visible on every step of the registration

Click 'Change' to change the Registering Party (see next page)

Registering Party defaults to the user's account information

Information bubble: "Registering Party is based on a user's account information. Change to a different Registering Party by clicking the 'Change' button"

Enter Registering Party Code or Name; entering at least the first three characters begins suggesting parties

Registering Party ⓘ

Change Registering Party

Change the Registering Party by entering the registering party code or their name (business or person), or if the Registering Party you want to include is new (i.e., they do not have a registering party code) you can add their information manually.

Registering Party Code or Name or [Add a Registering Party that doesn't have a code](#)

Enter at least the first 3 characters

Add Registering Party

Individual Person Business

Person's Name

First Name Middle Name (Optional) Last Name

Email Address

Email Address

Address

Country

Address Line 1

Street address, PO box, rural route, or general delivery address

Address Line 2 (Optional)

City Region Postal Code

Delivery Instructions (Optional)

Done **Cancel**

Fee Summary

Security Agreement	\$20.00
<small>4 Years @ \$5.00/year</small>	
Service Fee	\$1.50
Total Fees	CAD \$21.50

Enter Individual or Business Registering Party manually

Address field uses Canada Post address lookup that helps fill in the address; can be overwritten

Same process appears for Secured Parties as was detailed for Registering Party on previous page



If the Registering Party is *also* one of the Secured Parties, check this box to add the Registering Party to the table of Secured Parties

Secured Parties appear in table

Secured Parties

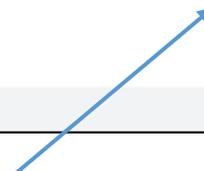
Include Secured Parties in your registration by adding their secured party code or their name (business or person), or if the Secured Party you want to include is new (i.e., they do not have a secured party code) you can add their information manually.

Secured Party Code or Name
Enter at least the first 3 characters

or [Add a Secured Party that doesn't have a code](#)

Include the Registering Party as a Secured Party

Name	Address	Email Address	Secured Party Code	
 BANK OF MONTREAL	33757 SOUTH FRASER WAY ABBOTSFORD BC V2S2C3 Canada		10006	 Remove



[Quick Glossary](#)

Secured Party: person/business debt is owed to.

Removes Secured Party from table

Add Individual or Business Debtor

Debtors
Include Debtors as **either** an Individual or a Business. 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 them as separate debtors.
Note: If a Debtor name is entered incorrectly, it could invalidate the entire registration.

[+ Add an Individual Debtor](#) [+ Add a Business Debtor](#)

Add a Business Debtor

Business Legal Name
Business Legal Name

Email Address
Email Address (Optional)

Address
Country
Address Line 1
Street address, PO box, rural route, or general delivery address
Address Line 2 (Optional)
City Region Postal Code
Delivery Instructions (Optional)

[Remove](#) [Done](#) [Cancel](#)

Name	Address	Email Address	Birthdate	
Mary Smith	203-848 Mason St Victoria BC V8W 0A2 Canada			Edit Remove

[Cancel](#) [Save and Resume Later](#) [Save](#) [< Back](#) [Add Collateral >](#)

Fee Summary

Security Agreement 4 Years @ \$5.00/year	\$20.00
Service Fee	\$1.50
Total Fees	CAD \$21.50

'Edit' to edit information;
'Remove' in dropdown menu removes Debtor from table

Go back a step by clicking 'Back'

Step: Add Collateral

Security Agreement



Length and Trust Indenture



Add Secured Parties and Debtors



Add Collateral



Review and Confirm

Fee Summary

Security Agreement \$20.00
4 Years @ \$5.00/year

Service Fee \$1.50

Total Fees CAD **\$21.50**

Add Collateral

Add the collateral for this Security Agreement registration.

Your registration must include the following:

✓ At least one form of collateral (vehicle or general)

+ Add Vehicle Collateral

Vehicle Type	Year	Make	Model	Serial/VIN/D.O.T. Number	
Motor Vehicle (MV)	2018	Hyundai	Elantra	KMH DU4AD4AU060919	Edit

[Remove](#)

General Collateral

Description of General Collateral

Cancel

Save and Resume Later

Save

< Back

Review and Confirm >

'Add Vehicle Collateral' opens fields to enter vehicle type, serial number, year of vehicle (optional), make, and model

Entered Vehicle Collateral is added to table

Type or paste collateral that does not have a serial number or other identifying number; has no character limit

Step: Review and Confirm

Registration information entered in previous steps is displayed for review by the user

To change/edit listed information, navigate to corresponding step by clicking on an icon in the stepper or by clicking 'Back'

Field for optional Folio number for user's reference

Check-box to confirm submitting person is authorized to submit registration

'Register and Pay' processes registration; registration is added to My Registrations table; user is taken back to dashboard



PPSA SECURITY AGREEMENT
PERSONAL PROPERTY SECURITY ACT

Base Registration Number: 100385B

Base Registration Date and Time: January 9, 2022 at 10:05:23 am Pacific time
Registration Length: 4 Years
Current Expiry Date and Time: January 9, 2026 at 11:59:59 pm Pacific time
Trust Indenture: No
Folio Number: A-123456

Secured Party Information

BANK OF MONTREAL **Address**
33757 SOUTH FRASER WAY
ABBOTSFORD BC
V2S2C3 Canada

Debtor Information

SMITH, MARY **Address** **Birthdate**
203-848 MASON ST
VICTORIA BC
V8W 0A2 Canada

Vehicle Collateral

Type	Year	Make/Model	Serial/VIN/DOT Number
Motor Vehicle (MV)	2018	Hyundai / Elantra	KMHDU4AD4AU060919

General Collateral

Base Registration General Collateral:

All attachments, accessories, additions, alternations, replacements and repairs (whether present or future) to the vehicle collateral.



PPSA SECURITY AGREEMENT
PERSONAL PROPERTY SECURITY ACT

Base Registration Number: 100385B

Registering Party Information

MNO SERVICES LTD. **Address**
1175 DOUGLAS ST
VICTORIA BC
V8W 2E1 Canada

TEST DATA
NOT FOR OFFICIAL USE