



## PROCEDURE

### Step 1

Complete the Form 4, Demand for Discharge Under the *Personal Property Security Act*, and give it to the secured party by registered mail addressed to the address of the security party as it appears on the financing statement or by leaving it (personally serve) in accordance with one of the ways provided in [section 72 of the Personal Property Security Act](#).

### Step 2

Wait 40 days after demand has been given to the secured party. If the secured party has not registered or discharged the registration by that date, proceed to Step 3.

*Note: As per section 72(2), a document sent by registered mail is deemed to be given on the earlier of the date the addressee actually receives the notice, and, except when postal services are not functioning, the expiry of 10 days after the date of registration.*

### Step 3

Complete the Form 5, Notice to Registrar Proof of Service of Demand Under the *Personal Property Security Act*, and have it sworn before a Commissioner for taking affidavits for British Columbia. Attach a copy of the Form 4, Demand for Discharge Under the Personal Property Security Act, that was given to the secured party.

Send your documents (completed Form 5 and copy of Form 4) to:

Personal Property Registry  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3

*Note: If you chose to fax the Form 5 and copy of the Form 4 to the Personal Property Registry, the original **must** be mailed as well. The fax number is 250 387-3055.*

### Step 4

If the secured party has not discharged the lien or filed a court order to continue the lien, the Registrar will discharge the lien. Once discharged, you will receive a letter from the Registrar, advising the document registration number and date the discharge was processed.