



## PROCEDURE

### Step 1

Complete the Form 6, Demand for Discharge Under the *Repairers Lien 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](#).

*Note: You will need take a photocopy of the following items for later use:*

- *The completed Form 6 before sending the original to the Garage Keeper.*
- *The registered mail delivery label for tracking purposes.*

### 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 (a) the date the addressee actually receives the notice, and (b) except when postal services are not functioning, the expiry of 10 days after the date of registration.*

### Step 3

Complete the Form 7, Notice to Registrar Proof of Delivery of Demand Under the *Repairers Lien Act*, and have it sworn before a Commissioner for taking affidavits for British Columbia.

Attach a photocopy of:

- The Form 6, Demand for Discharge Under the Personal Property Security Act, that was given to the secured party.
- Attach a copy of the registered mail delivery tracking label and/or the tracking printout from Canada Post online that shows the receipt date of the Form 6 by Garage Keeper.

Send your documents (completed Form 7 and copy of Form 6) to:

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



*Note: If you require a review of the forms prior to mailing them in or have any questions, please email the forms and your inquiry to [bc.registries@gov.bc.ca](mailto:bc.registries@gov.bc.ca) or call us at 1-877-526-1526.*

- *If the garage destination was unable to be delivered to the recipient and the mail was returned, then the received date to use on Form 7 will be the date you received the returned mail.*
- *If you are not the debtor as shown on the Base Registration of the financing statement, then you may want to include further documentation as evidence of why you claim an interest in the collateral.*

#### **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.