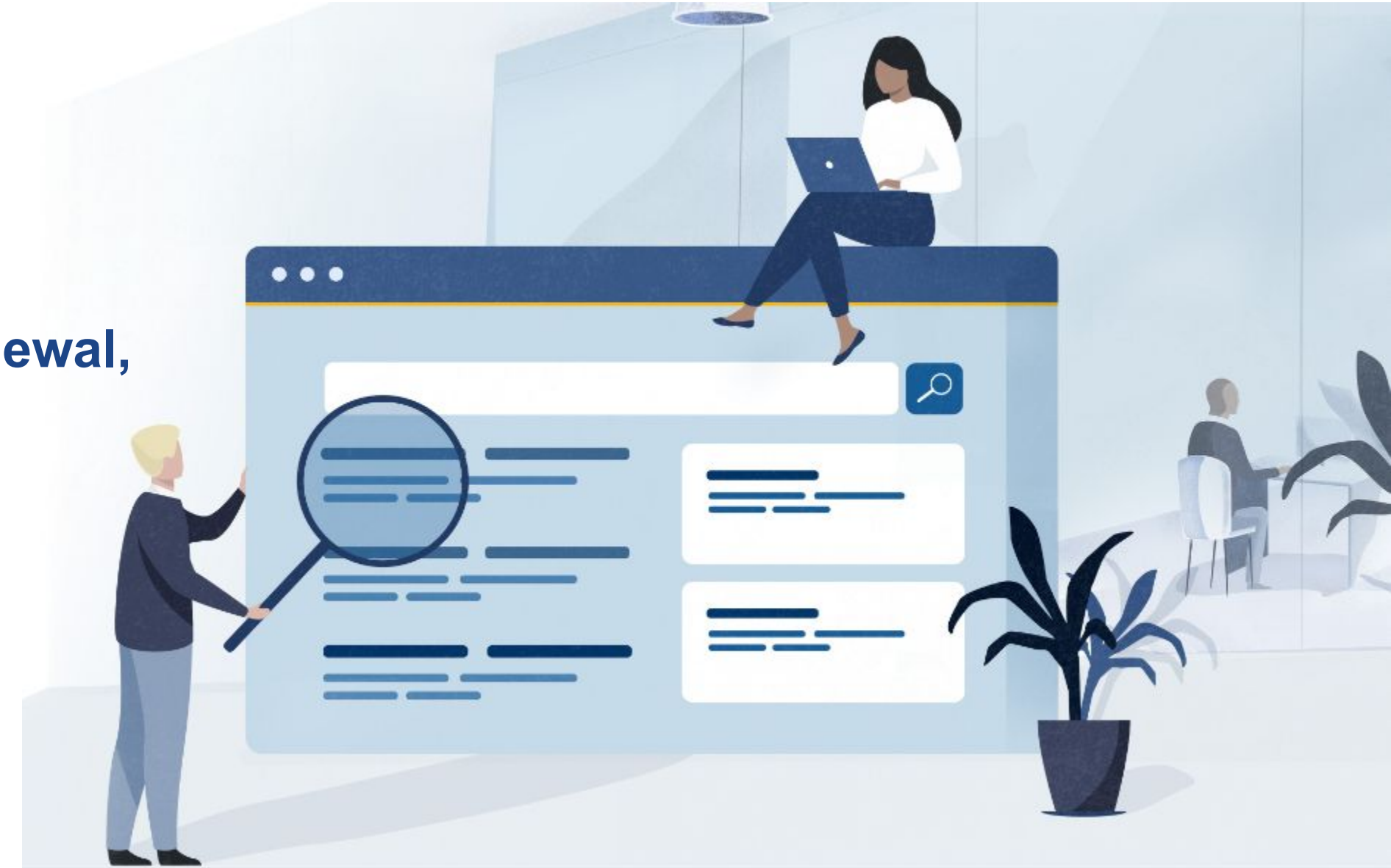
BRITISH COLUMBIA

ServiceBC

BC Registries and Digital Services

Commercial Lien Registration, Amendment, Renewal, and Discharge



June 2025

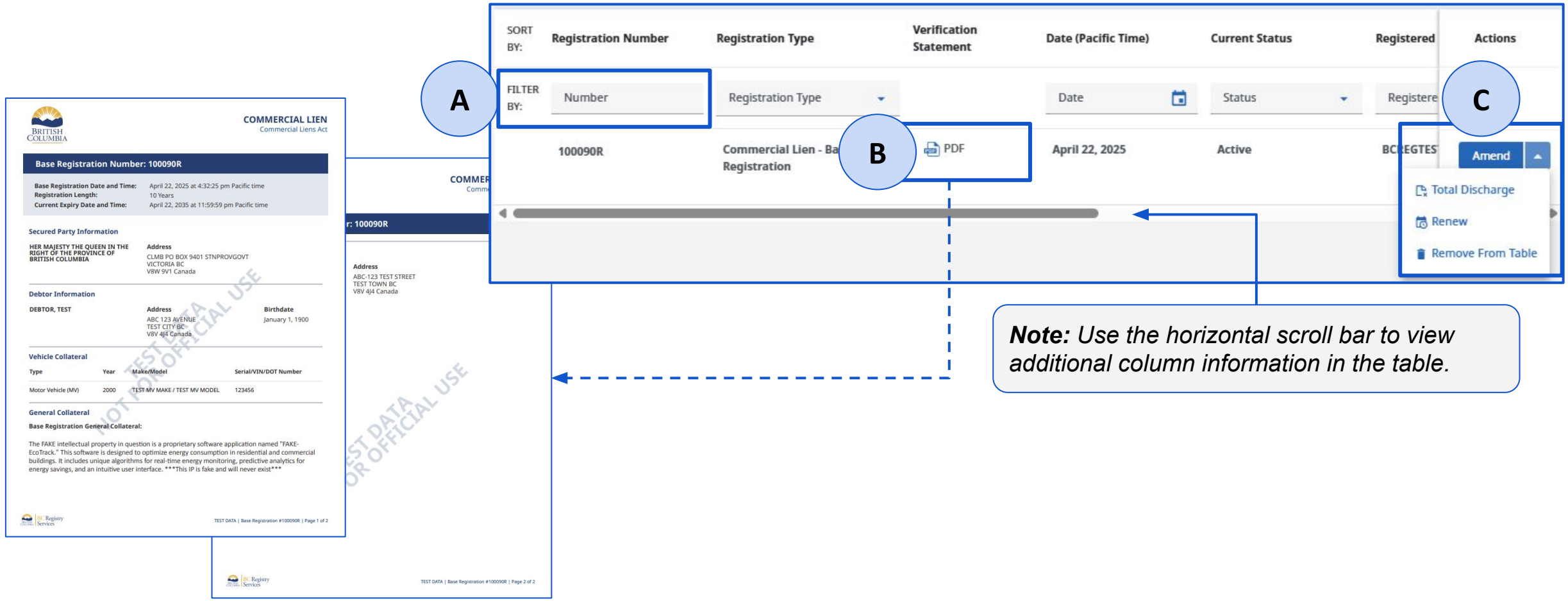
Navigating Active Lien Registrations

Personal Property Registry

BRITISH COLUMBIA
ServiceBC
BC Registries and Digital Services

Navigating your Active Lien Registrations

A. **To quickly locate a known registration number,** enter it into the filter bar
B. **To view the Verification Statement**, click on the (i) icon and generate a PDF
C. **To perform an Action,** select from the dropdown list



Note: *Use the horizontal scroll bar to view additional column information in the table.*

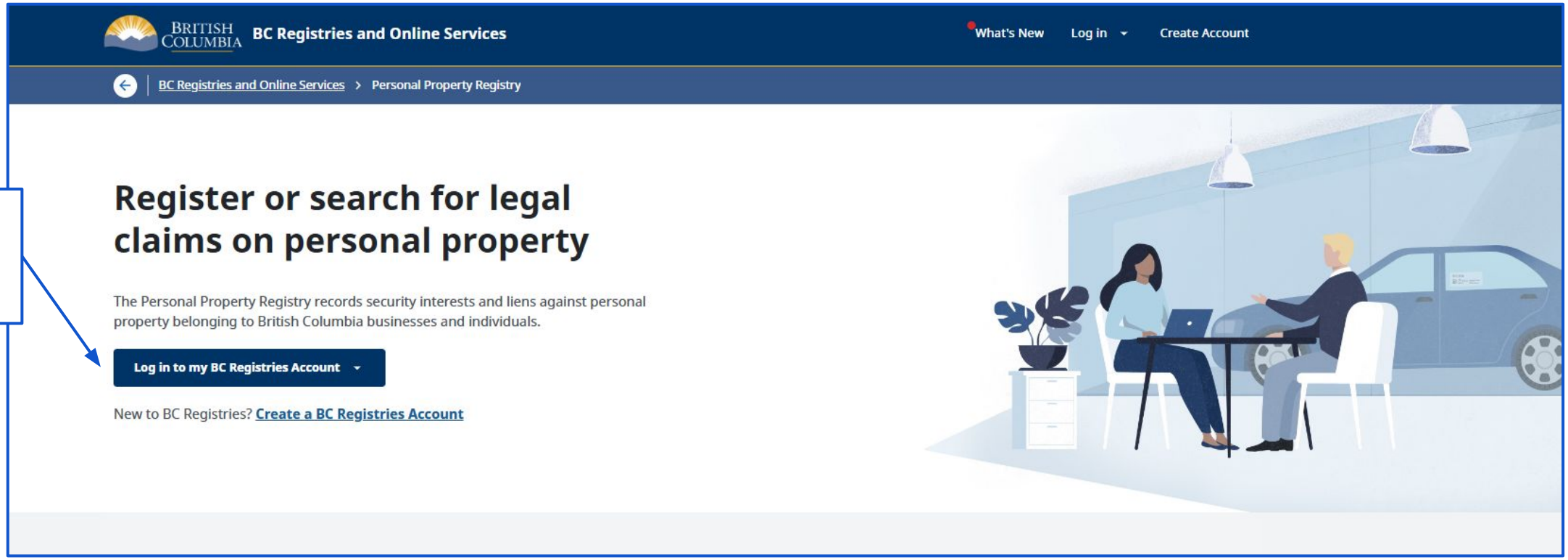
Commercial Lien

Registration

Navigate to the Personal Property Registration Tab

Go to BC Registry and Online Services Personal Property Registry https://www.bcregistry.gov.bc.ca/en-CA/ppr-marketing

Log into my BC Registries Account

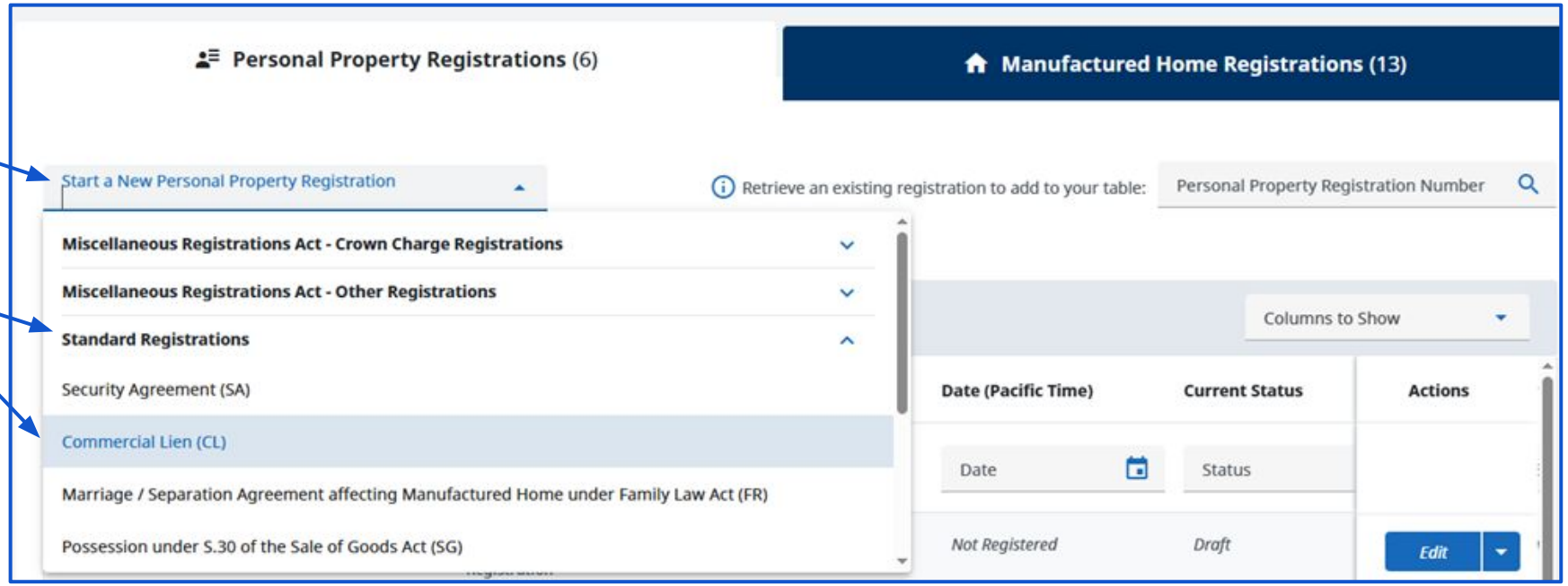


Start a new Commercial Lien registration

The interface may vary depending on your account type. Please follow the instructions that match your view.

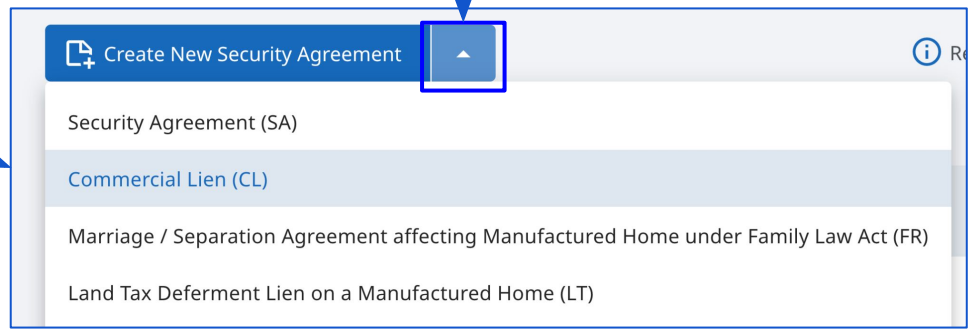
ACCOUNT TYPE A

1. Click **Start a New Personal Property Registration**
2. Click **Standard Registrations** and select **Commercial Lien (CL)**



ACCOUNT TYPE B

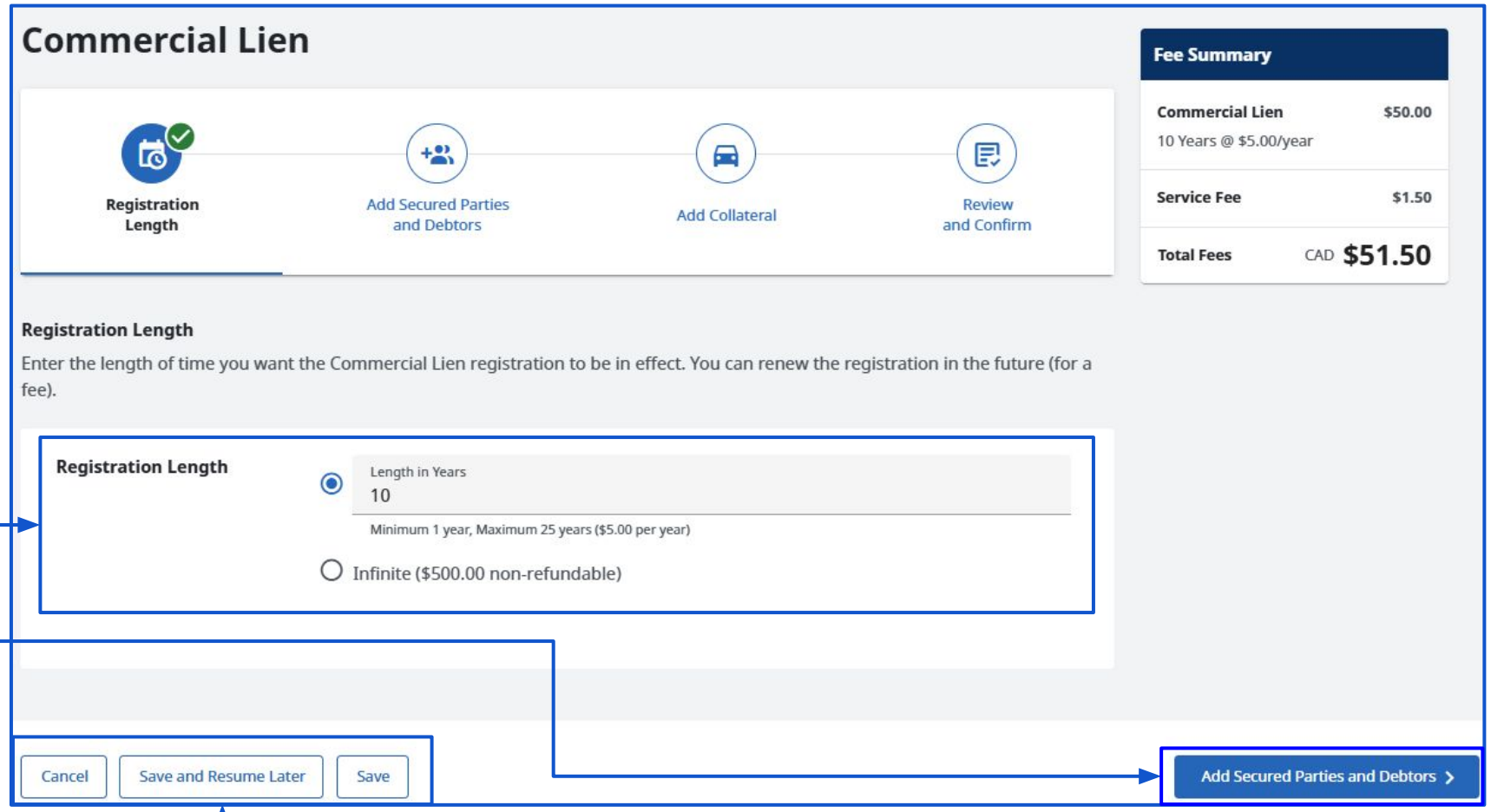
1. Click **Dropdown arrow to the right**
2. Select **Commercial Lien (CL)**



Define Registration Length

1. Specify the length of time you wish the registration to be in effect by either entering the number of years or selecting indefinite

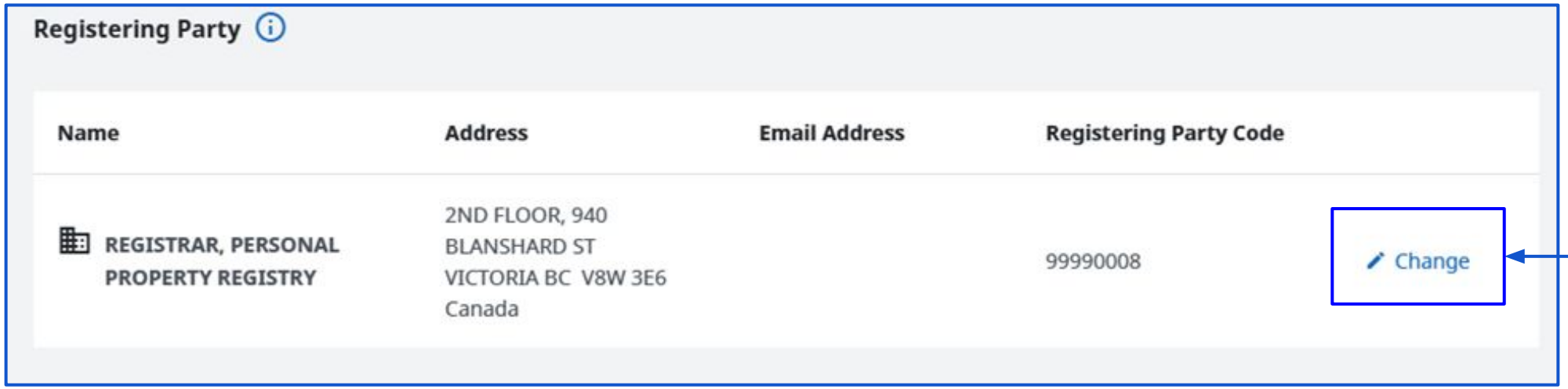
2. Click **Add Secured Parties and Debtors** to confirm your registration length and move to the next step of registration



At any phase of the registration process, users can save their progress and return to complete the form at a later time.

Changing the Registering Party

OPTIONAL:
To change the registering party automatically, click on the Change button and then enter the registering party's name or registering party code.



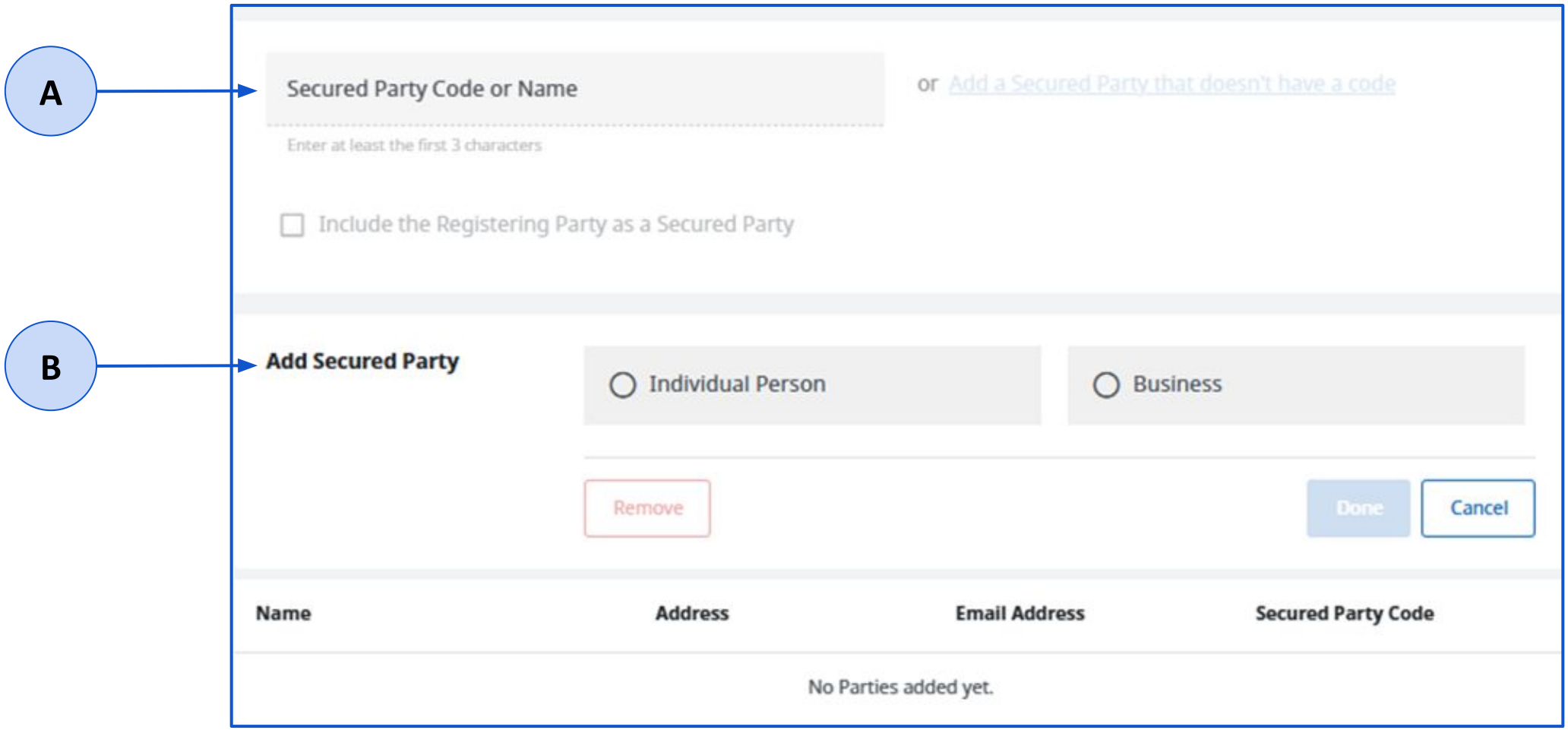
Click on **Change** to change the Registering Party

Enter the Registering Party Code, or add their information manually

Adding Secured Parties

Secured Parties can be added by:

A. Searching for a pre-existing Secured Party code (where applicable)
B. Entering information manually.



Adding Secured Parties

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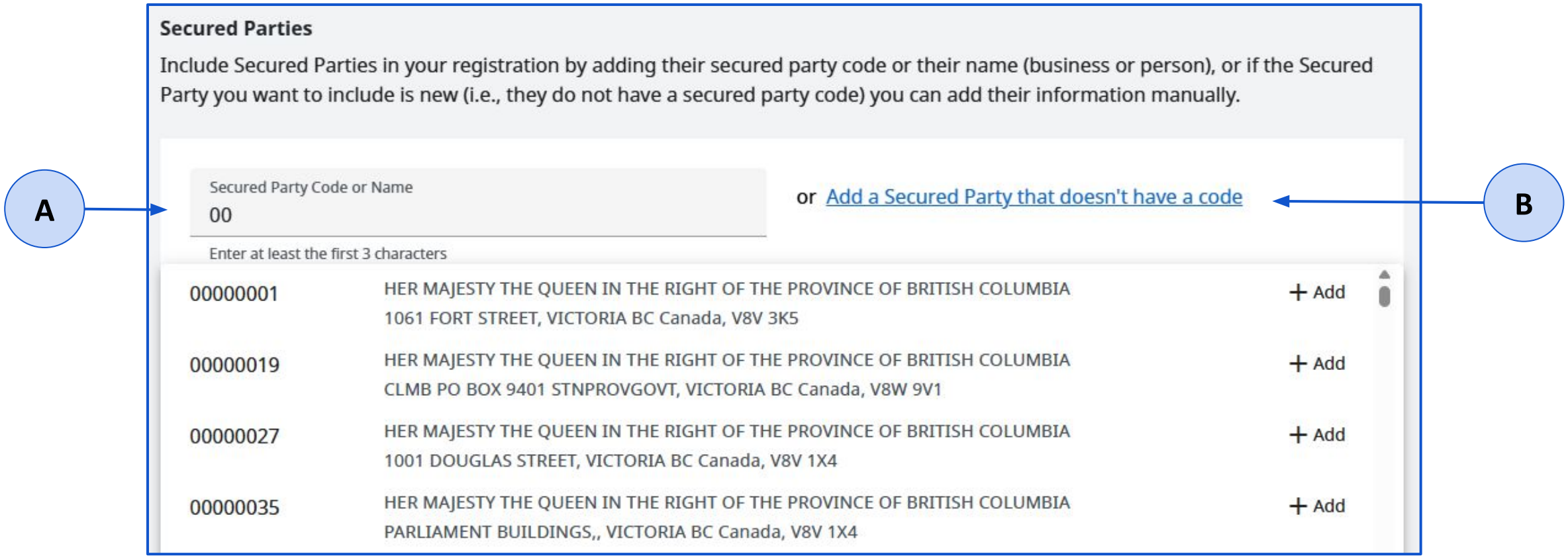
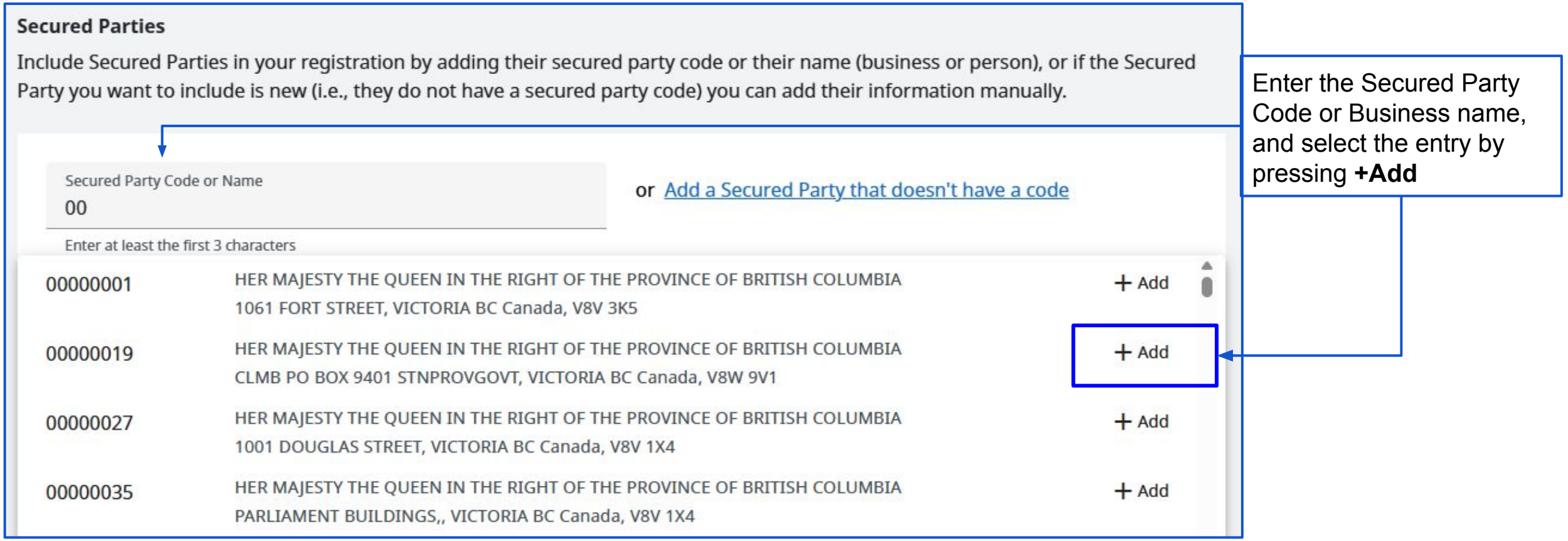
A. Searching for a pre-existing Secured Party code (where applicable)

B. Entering information manually.



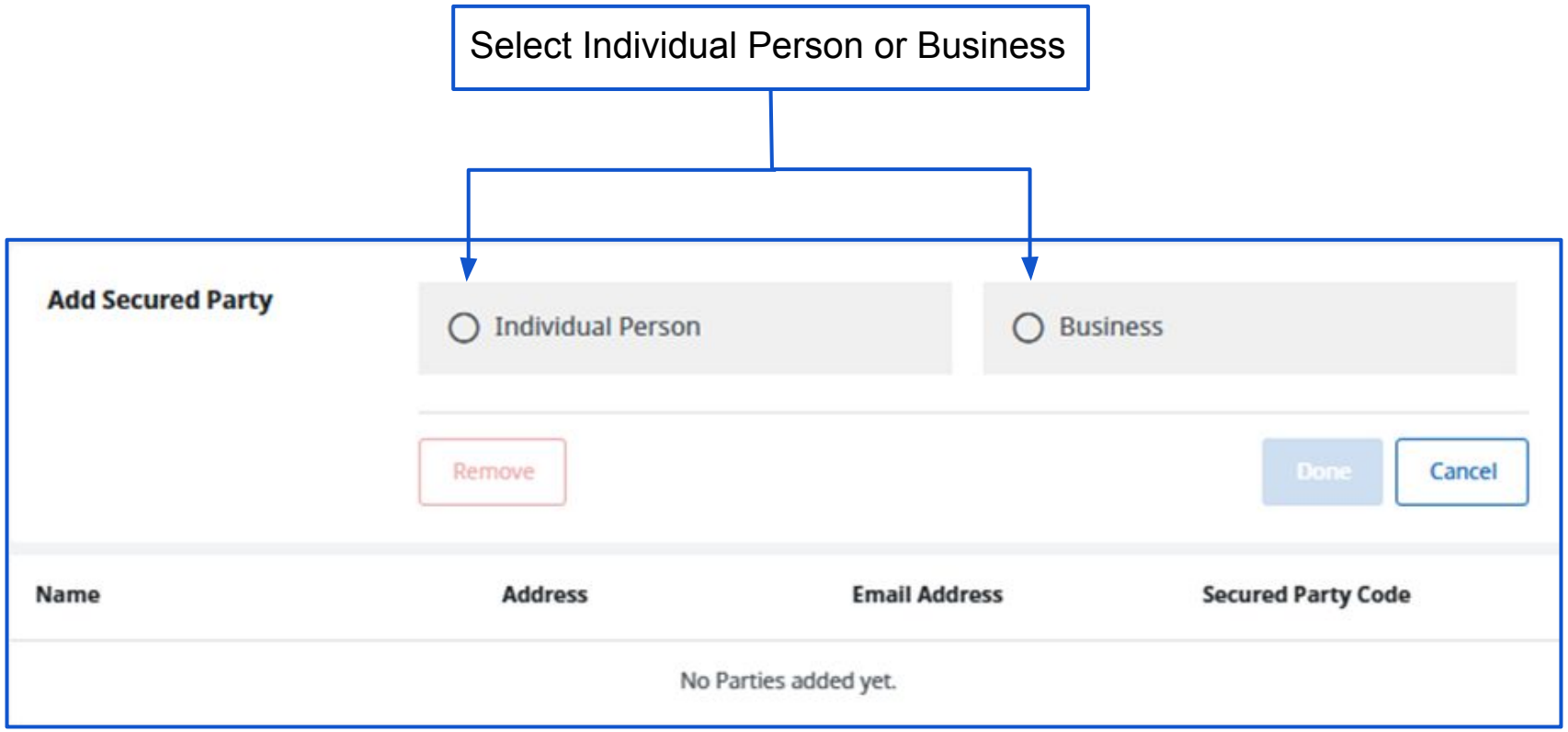
Adding Secured Parties - Pre-Existing

Secured Parties can be added by searching for a pre-existing Secured Party code (where applicable).



Adding Secured Parties - Manually Entry

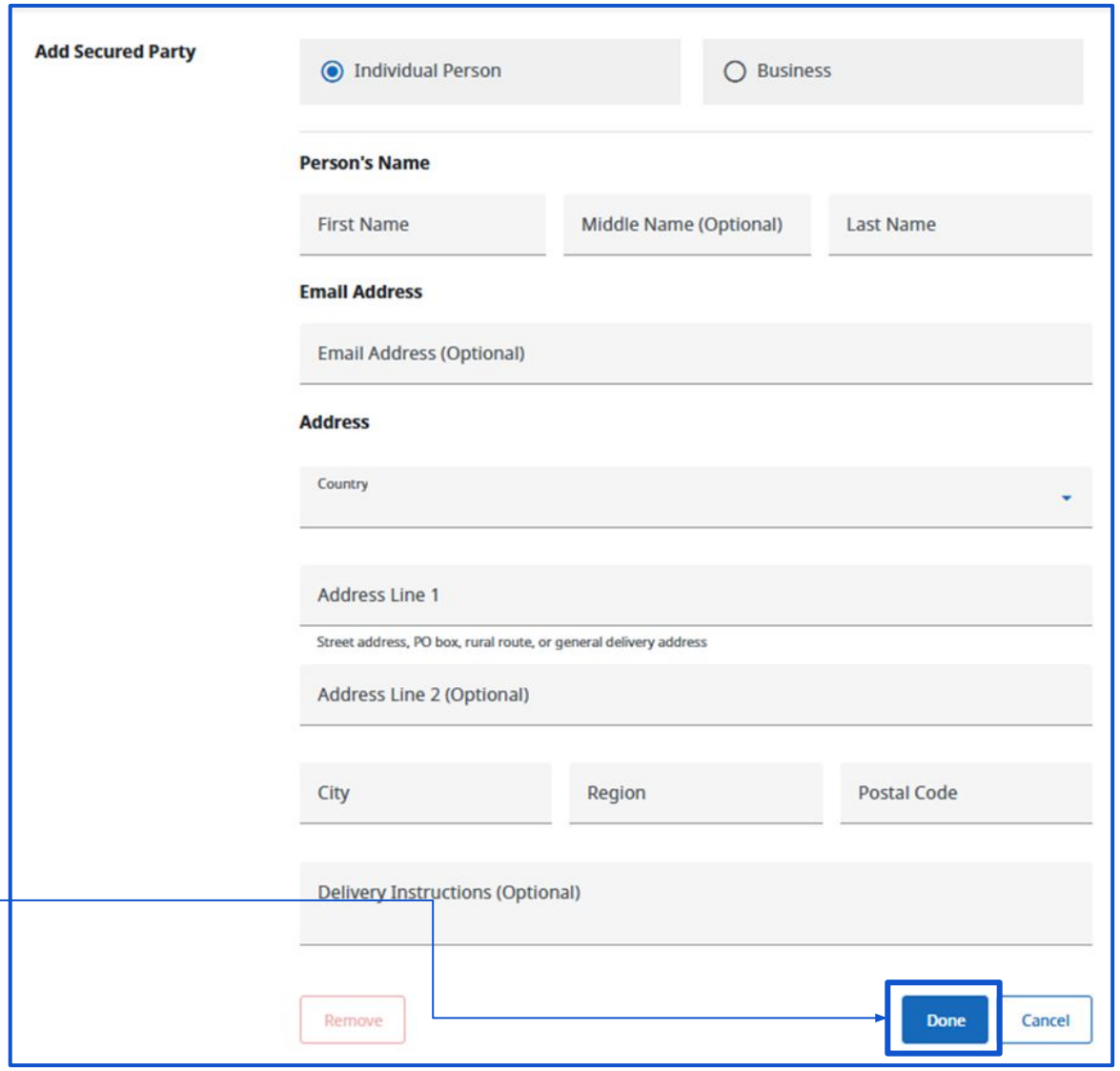
Secured Parties can also be added by entering their information manually.



Adding Secured Parties

1 Enter Secured Party contact information

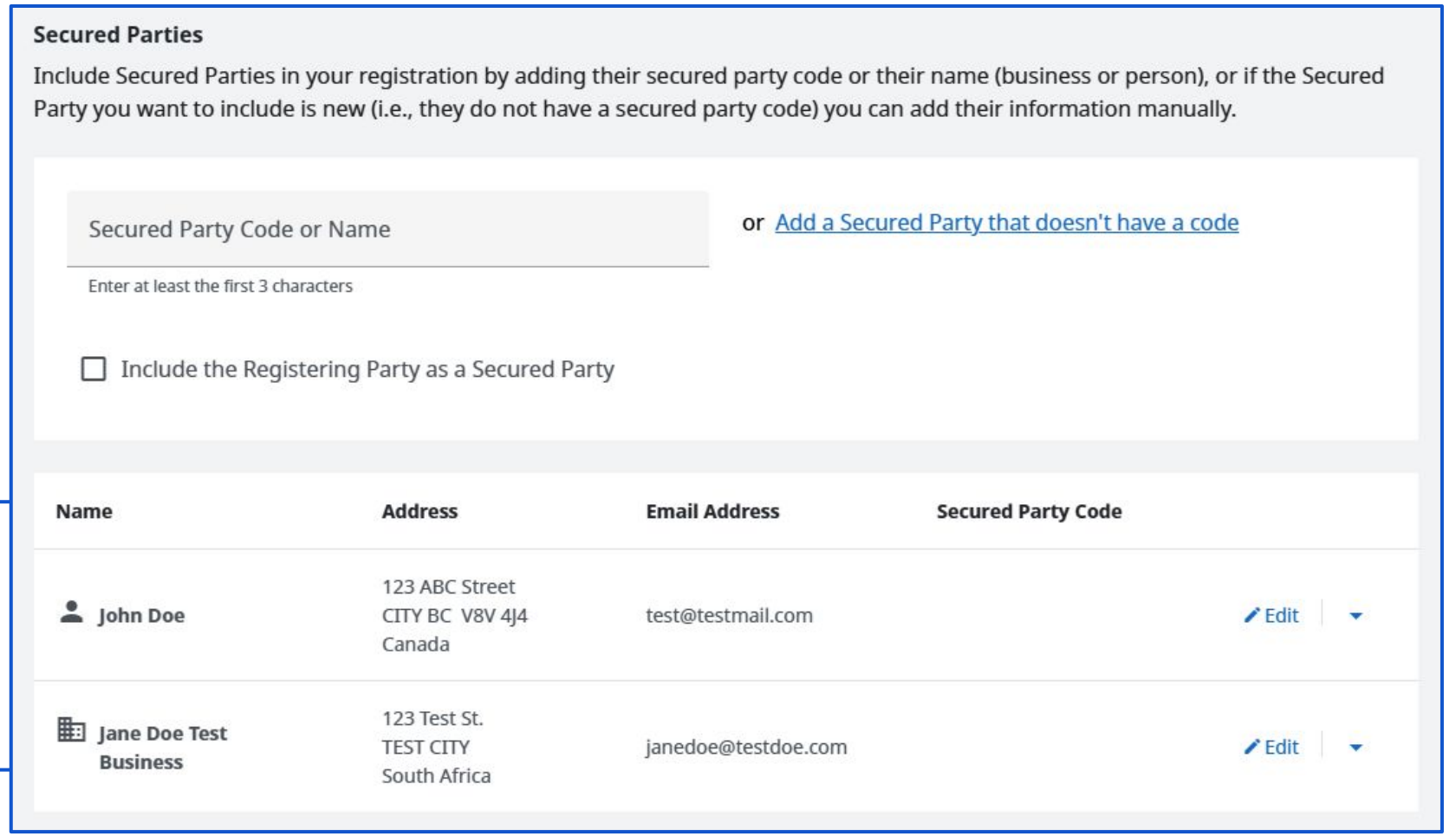
2 Click Done to complete addition



Clicking Cancel will close the form and entered data will be erased

Adding Secured Parties

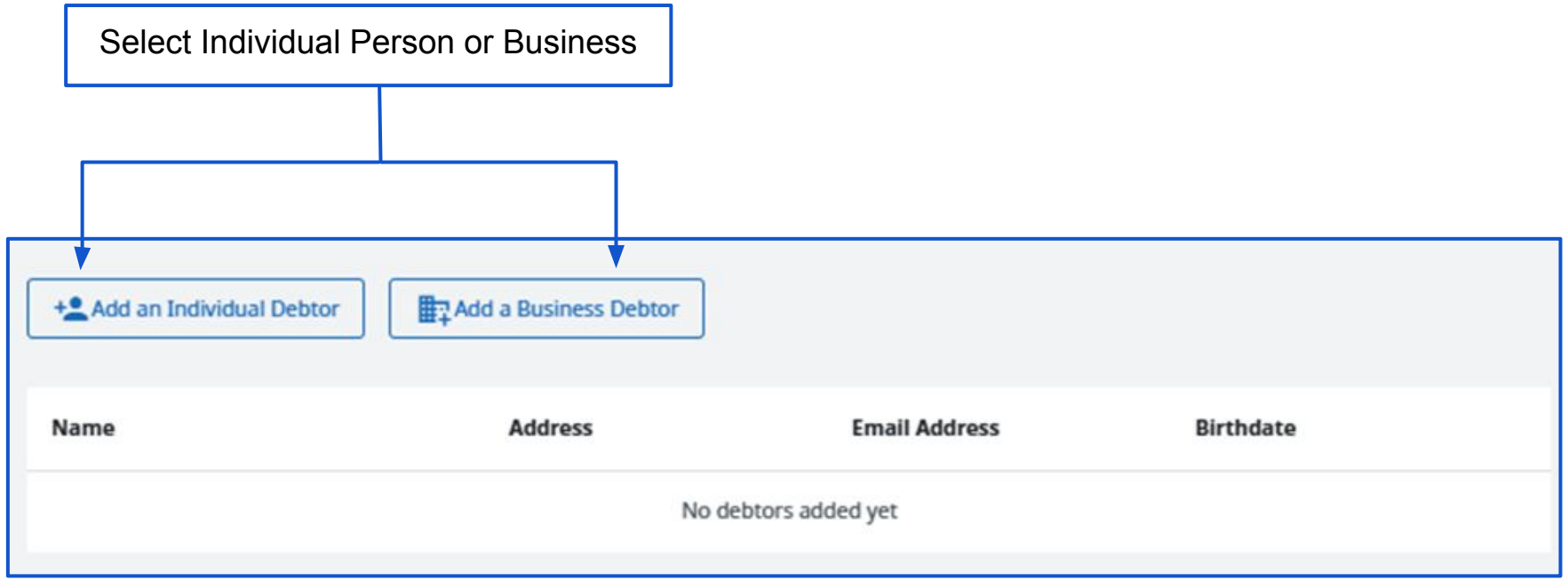
Added Secured Parties will automatically appear.



Adding Debtors

Debtors can be added as Individuals or Businesses.

NOTE: *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.*



Adding Debtors

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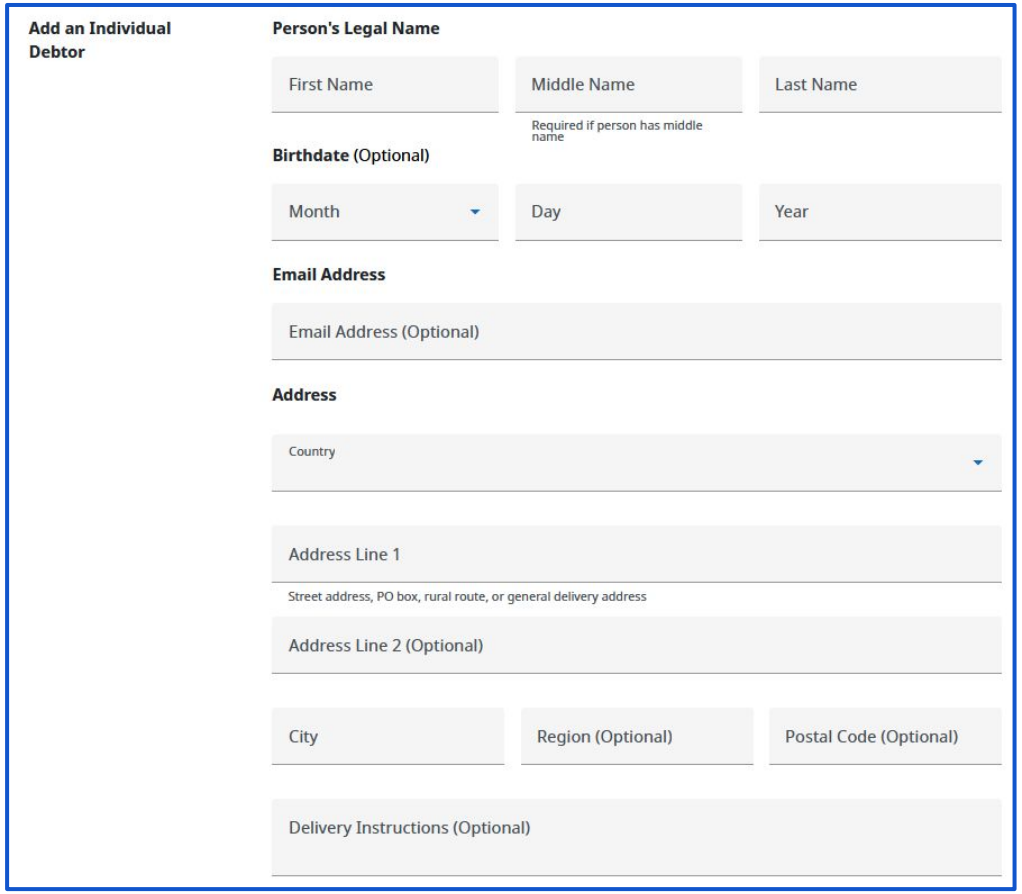
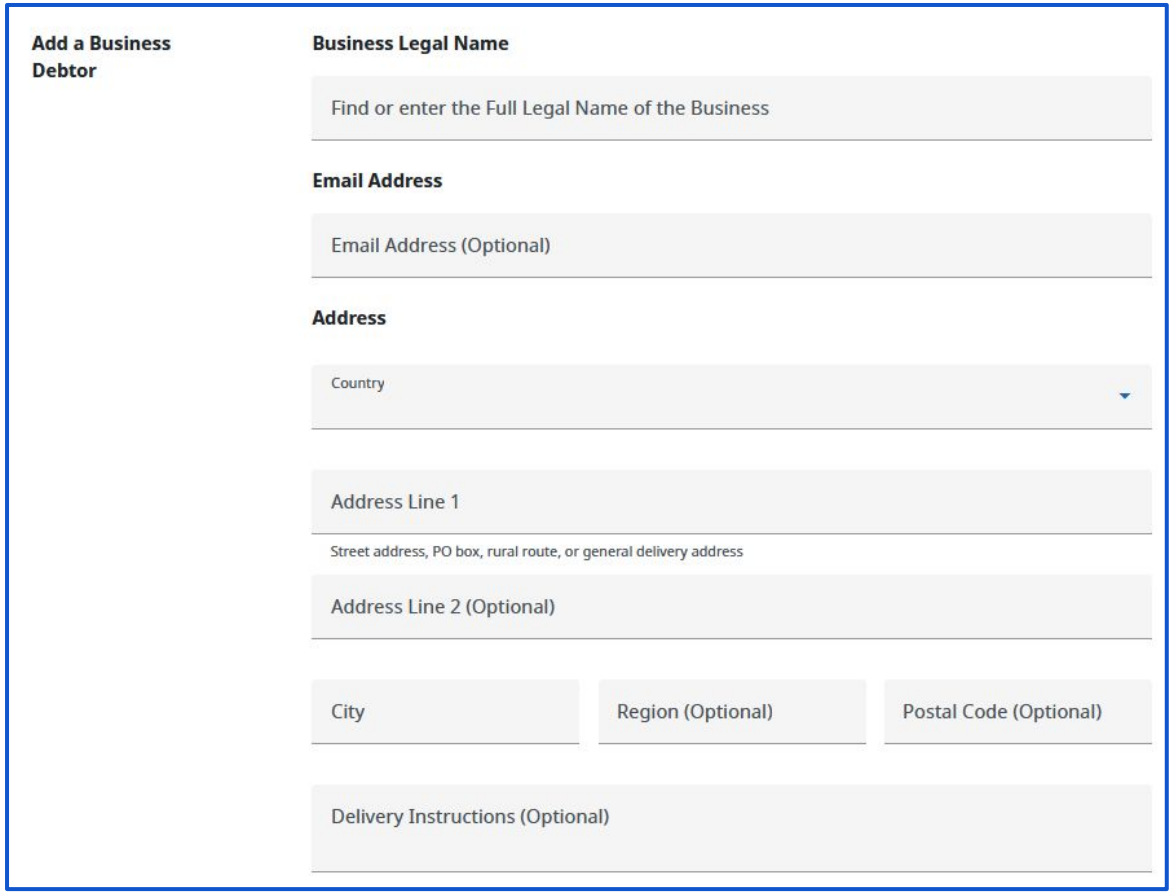
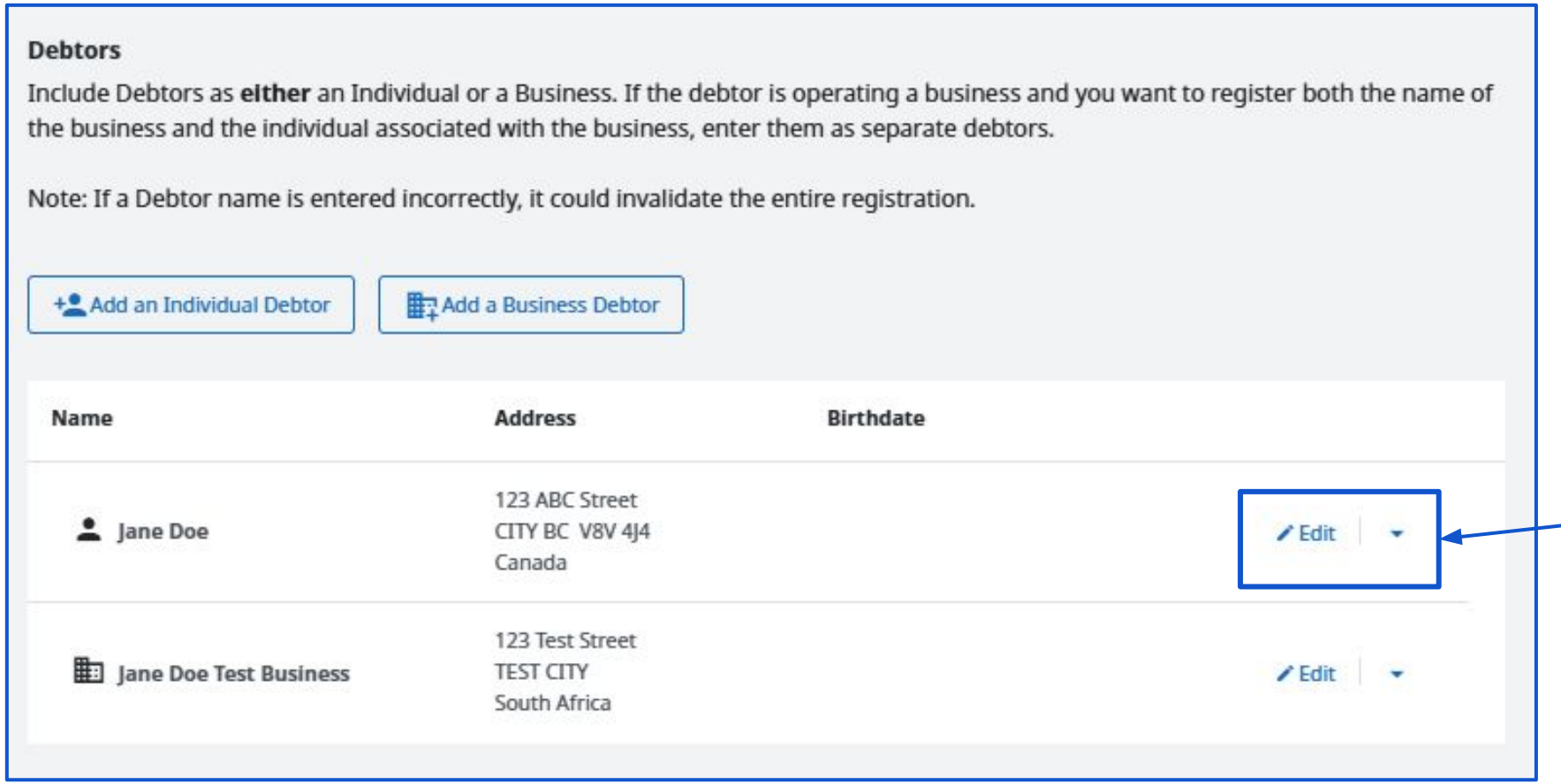




Adding Debtors

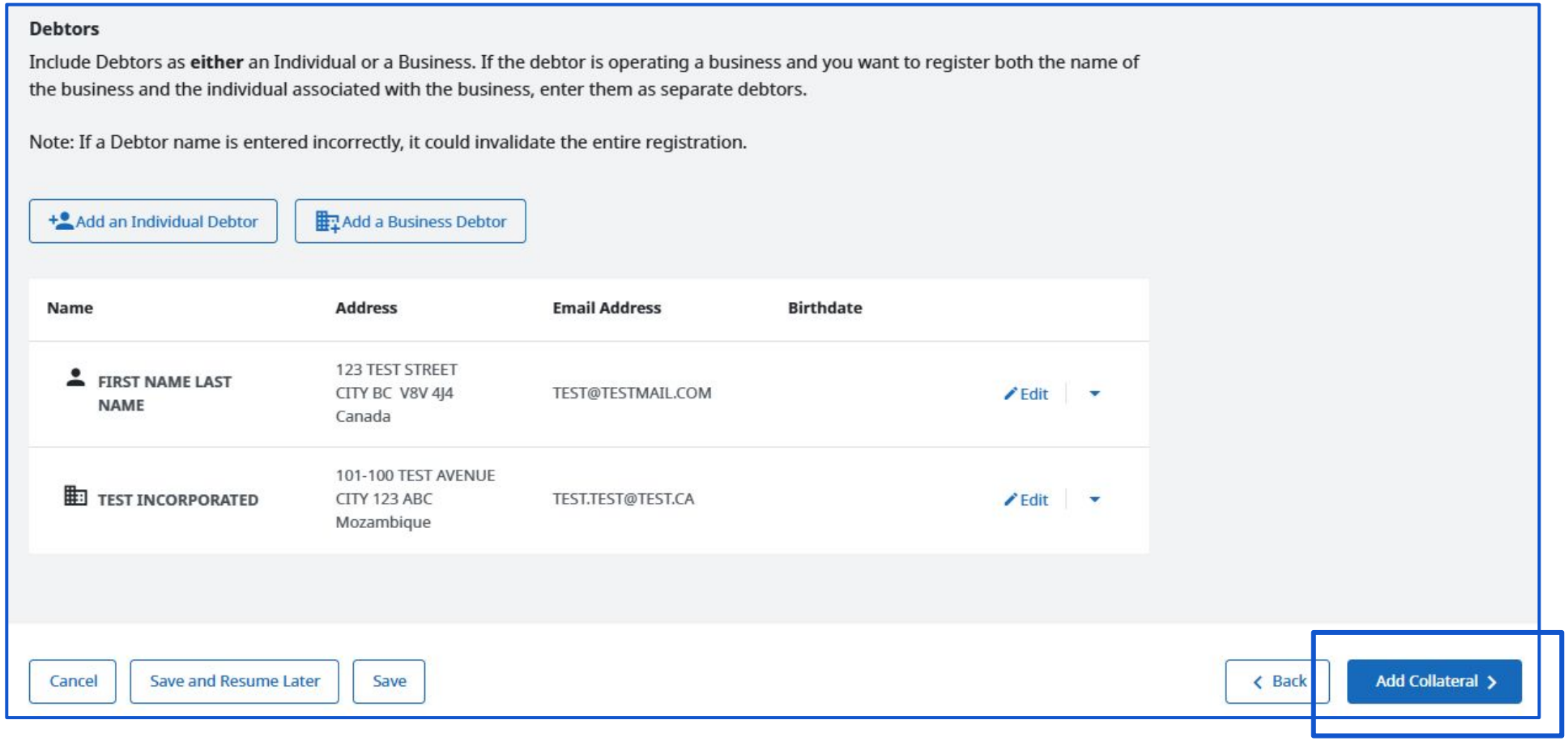
Added Debtors will automatically appear listed below.



Users can edit Debtor details by clicking the Edit prompt

Adding Collateral

Once the Secured Party and Debtor(s) are entered, select “Add Collateral” at the bottom of your screen.



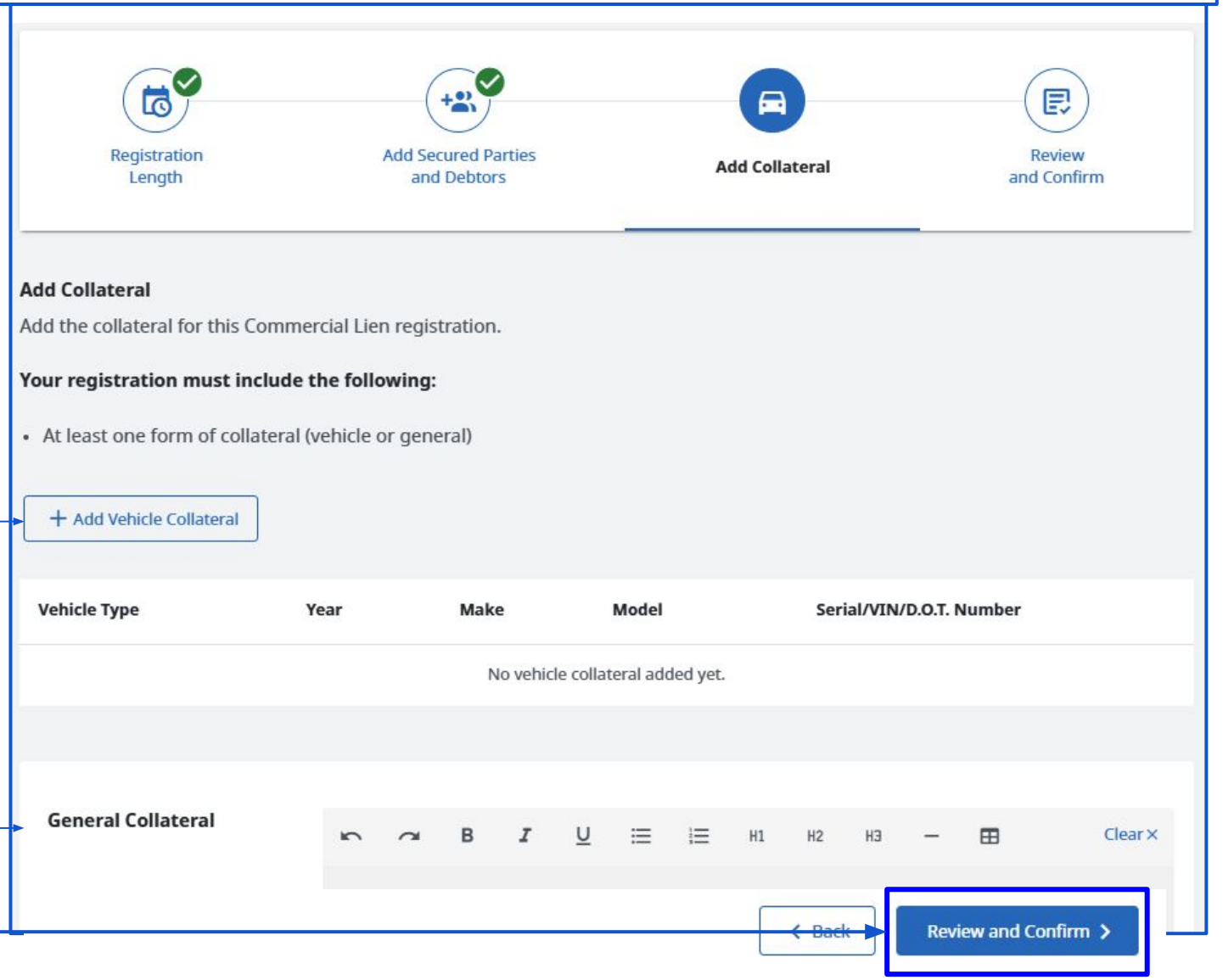
Adding Collateral

Each Commercial Lien requires at least one form of collateral in the form of a vehicle or general collateral.

1. **Select Add Vehicle Collateral**, and/or enter a description of your chosen General Collateral

NOTE: *If you are pasting text, we recommend pasting plain text to avoid formatting and font issues with PDF and printed registrations. If you have pasted text other than plain text, verify that your documents are correct. If they are not correct, they will need to be amended.*

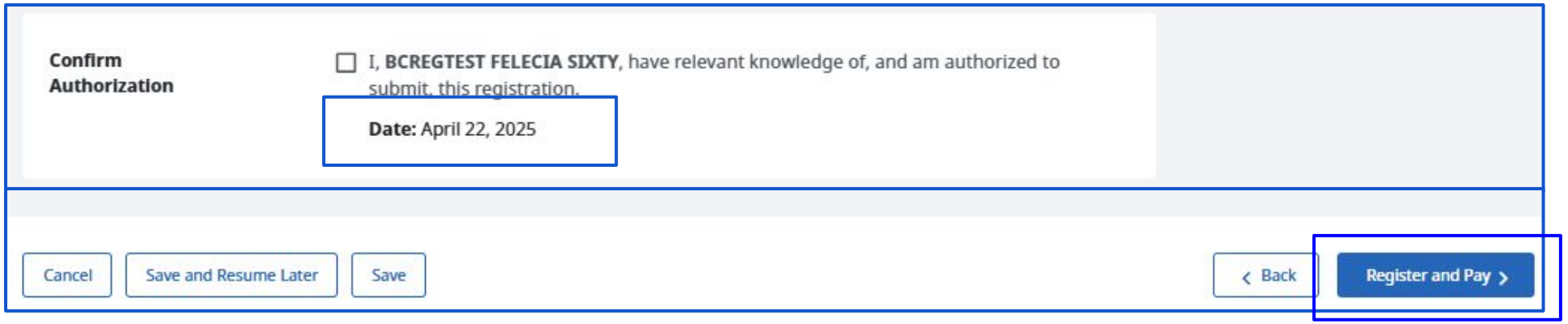
2. Click **Review and Confirm** to progress to the next registration phase.



Reviewing and Confirming your Lien Registration

1. The next step is to review and confirm all information in your lien registration. Take a moment to scroll through all fields to ensure all data entered is accurate. If any changes are required, you can navigate back to previous screens by selecting the associated progress milestone icon at the top of the form.

2. Once you have reviewed and made any appropriate changes, confirm authorization at the bottom of the form by clicking the box next to your name.
3. Move to the next step, by clicking **Register and Pay**



Note: *Commercial Lien Registration payments are exclusively processed via Pre-Approved Debit transactions.*

Commercial Lien

Sample Verification Statements - Registration

Sample Verification Statements - Registration

Verification Statements confirm the registration of the lien and provide current registration information.

BRITISH COLUMBIA

COMMERCIAL LIEN
Commercial Liens Act

Base Registration Number: 100182R

Base Registration Date and Time:	June 5, 2025 at 10:09:49 am Pacific time
Registration Length:	20 Years
Current Expiry Date and Time:	June 5, 2045 at 11:59:59 pm Pacific time

Secured Party Information

TEST, MORGAN

Address
115-1180 IRONWOOD ST
CAMPBELL RIVER BC
V9W 5P7 Canada

Debtor Information

MORGAN TEST DEBTOR

Address
115 5TH AVE
NEW YORK NY
10003-1004 United States of America

Vehicle Collateral

Type	Year	Make/Model	Serial/VIN/DOT Number
Motor Vehicle (MV)	2024	Honda / Civic	123456789

General Collateral

None.

Registering Party Information

ALPHA GROUP TESTING 78

Address
200-940 BLANSHARD ST
VICTORIA BC
V8W 3E6 Canada

BC Registry Services

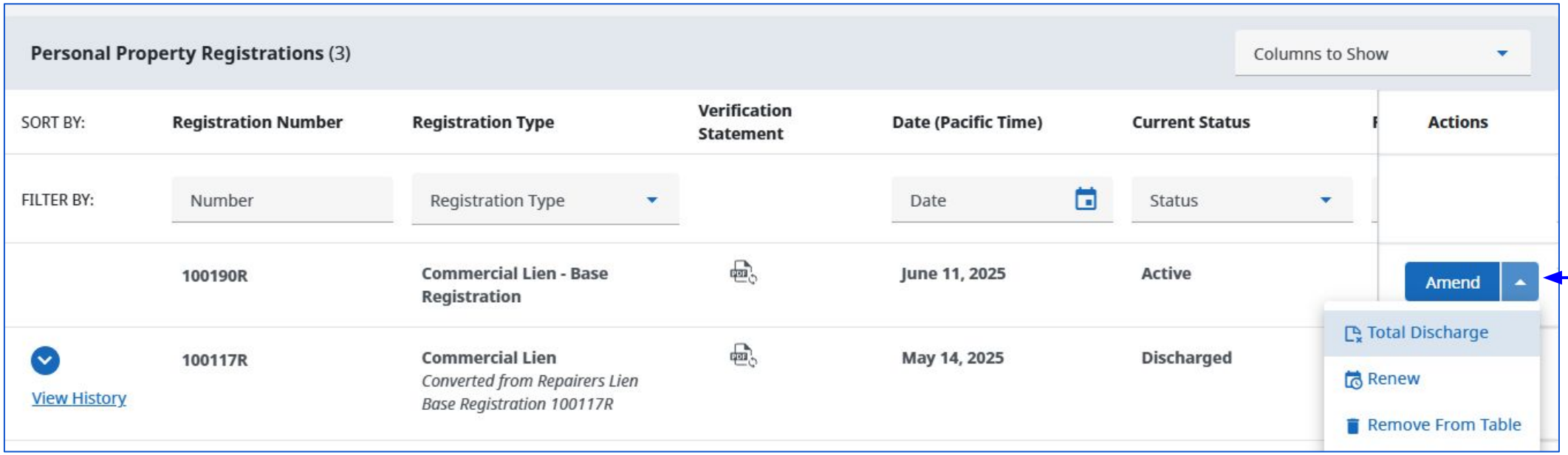
Commercial Lien

Performing a Total Discharge

BRITISH COLUMBIA
ServiceBC
BC Registries and Digital Services

Performing a Total Discharge

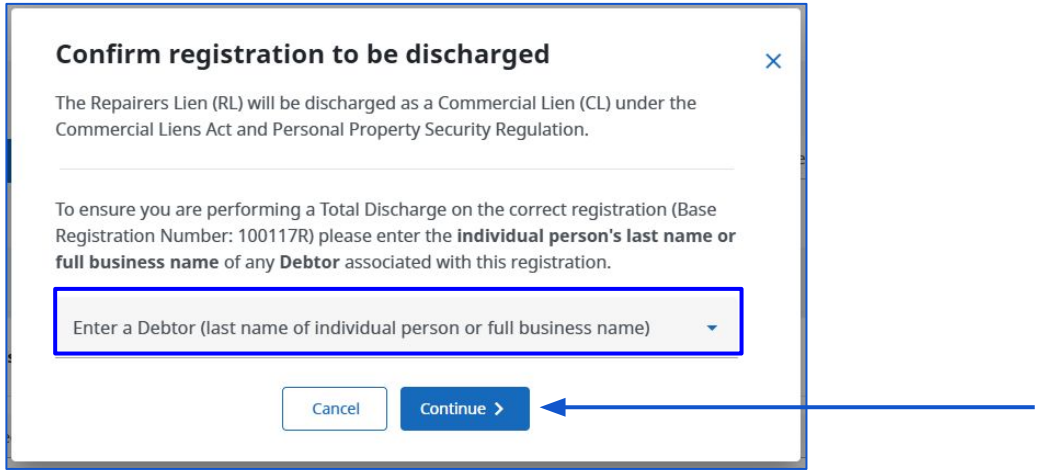
1. To perform a Total Discharge, first locate and select the Repairers Lien from the listed Personal Property Registrations.



Click on the drop down arrow to display the full list of possible Actions. Then select **Total Discharge**.

Performing a Total Discharge

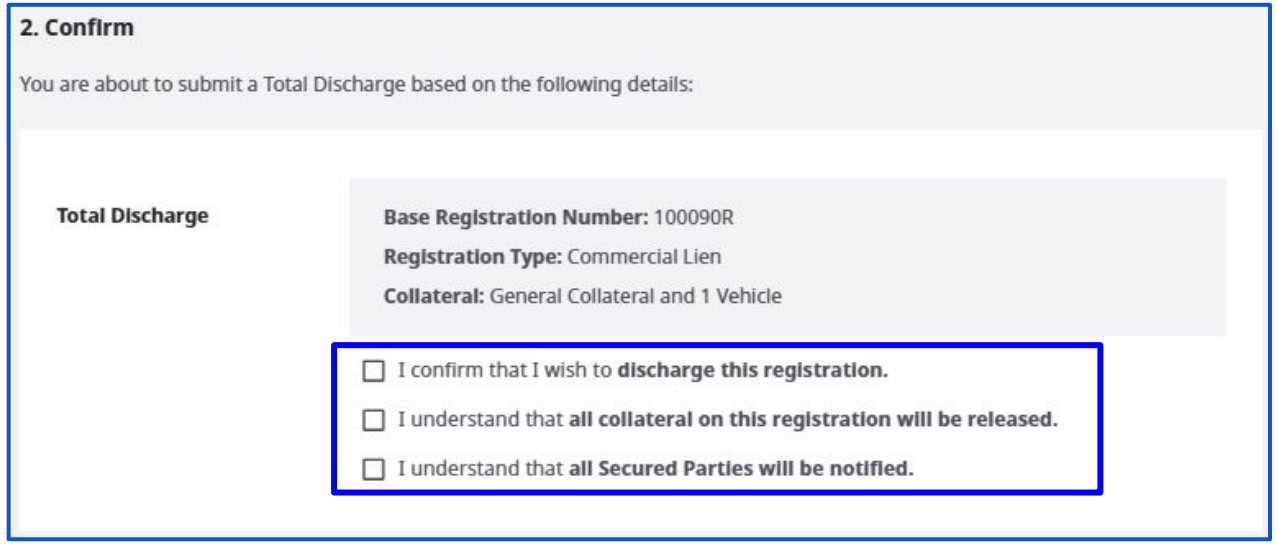
2. Enter the name of individual or business debtor and press **Continue.** This field will auto-populate as you enter information.



3. Review the registration information presented, including the Registration Length, Registering Party, Secured Parties, Debtors, and Collateral, prior to pressing **Confirm and Complete**

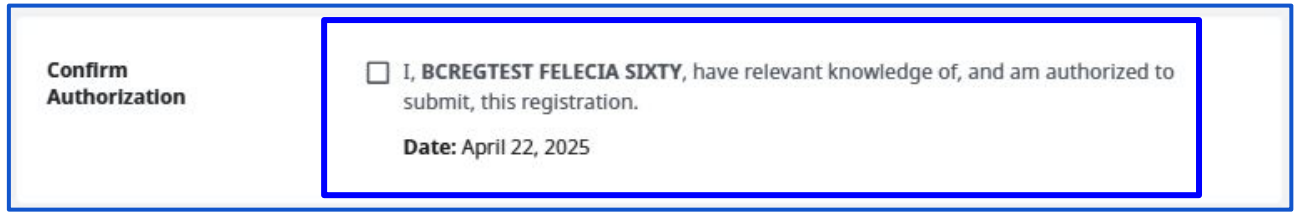
Performing a Total Discharge

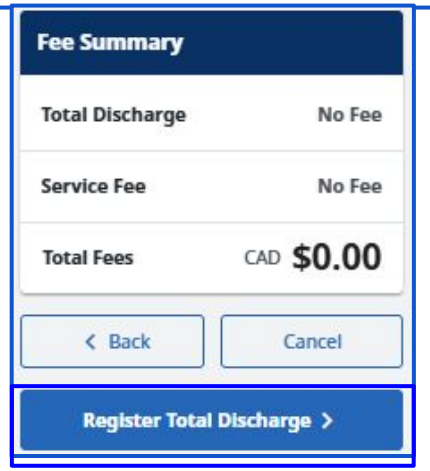
4. Confirm your understanding of the discharge by checking the boxes next to each statement



NOTE: *the total discharge transaction cannot be completed without the checkboxes being checked*

5. Continue to the bottom of the form to confirm your authorization by checking the box next to your name. Then click **Register Total Discharge** under Fee Summary.





Commercial Lien

Sample Verification Statements - Total Discharge

Sample Verification Statements - Total Discharge

Verification Statements confirm the discharge of the lien and provide an overview of the history of the lien, including the conversion of the Repairers Lien to a Commercial Lien (if applicable).

BRITISH COLUMBIA

COMMERCIAL LIEN
Commercial Liens Act

Base Registration Number: 100190R DISCHARGED

Base Registration Date and Time:	June 11, 2025 at 4:52:57 pm Pacific time
Discharge Date and Time:	June 11, 2025 at 4:59:09 pm Pacific time
Current Expiry Date and Time:	June 11, 2036 at 11:59:59 pm Pacific time

CURRENT REGISTRATION INFORMATION
(as of June 11, 2025 at 4:59:09 pm Pacific time)

Secured Party Information

TEST, SECURED PARTY
Address
321 TEST AVENUE
TEST CITY
Zimbabwe

Debtor Information

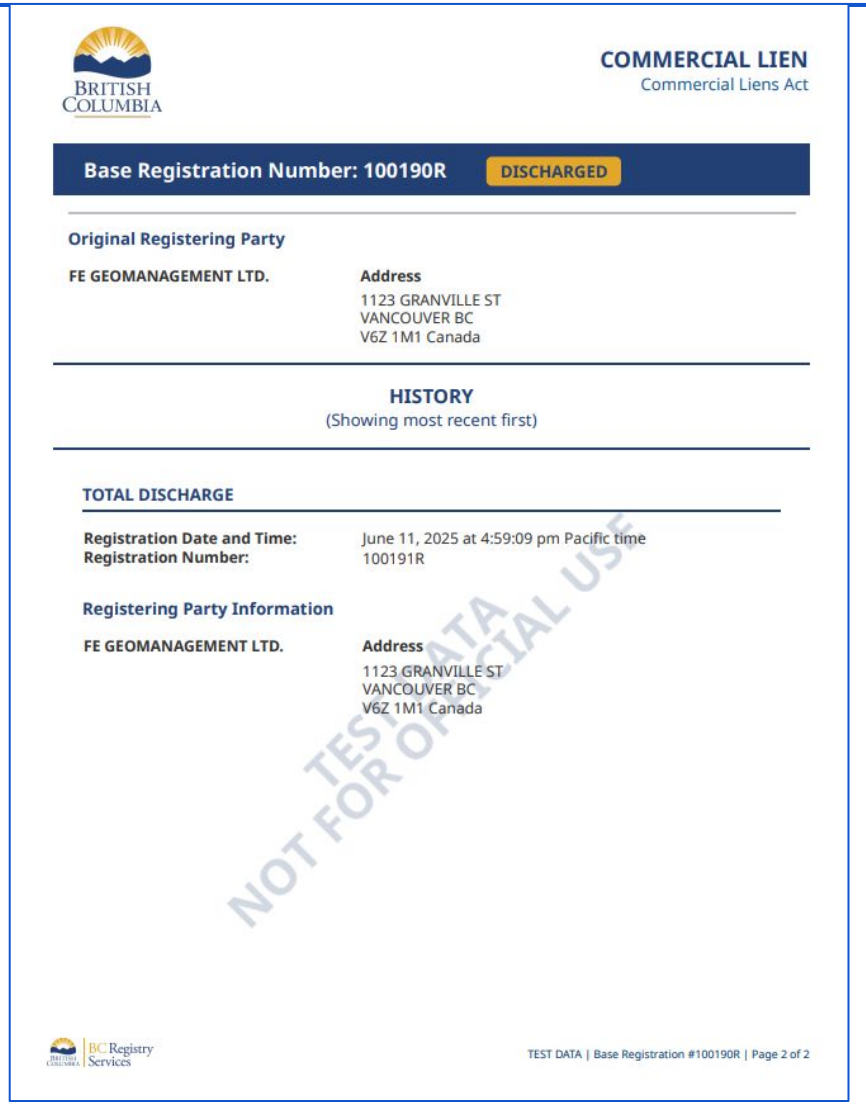
TESTER, TEST
Address
123 TEST STREET
TEST TOWN BC
V8V 4J4 Canada
Birthdate

Vehicle Collateral

Type	Year	Make/Model	Serial/VIN/DOT Number
Motor Vehicle (MV)	2016	Mazda / 3	1234567890

General Collateral

None.



BRITISH COLUMBIA

COMMERCIAL LIEN
Commercial Liens Act

Base Registration Number: 100190R DISCHARGED

Original Registering Party

FE GEOMANAGEMENT LTD.
Address
1123 GRANVILLE ST
VANCOUVER BC
V6Z 1M1 Canada

HISTORY
(Showing most recent first)

TOTAL DISCHARGE

Registration Date and Time:	June 11, 2025 at 4:59:09 pm Pacific time
Registration Number:	100191R

Registering Party Information

FE GEOMANAGEMENT LTD.
Address
1123 GRANVILLE ST
VANCOUVER BC
V6Z 1M1 Canada

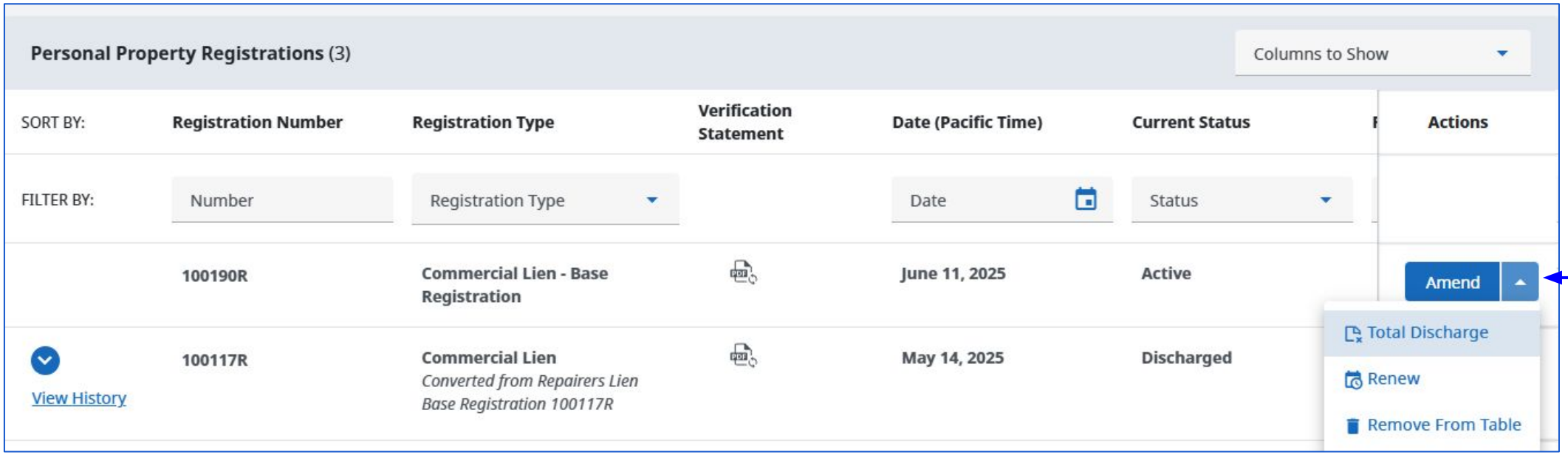
Commercial Lien

Performing a Renewal

BRITISH COLUMBIA
ServiceBC
BC Registries and Digital Services

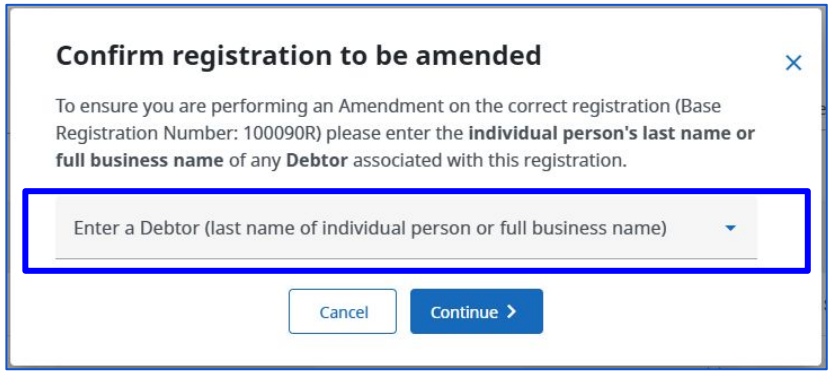
Performing a Renewal of a Commercial Lien Registration

1. To perform a Renewal, first locate and select the Commercial Lien from the listed Personal Property Registrations.

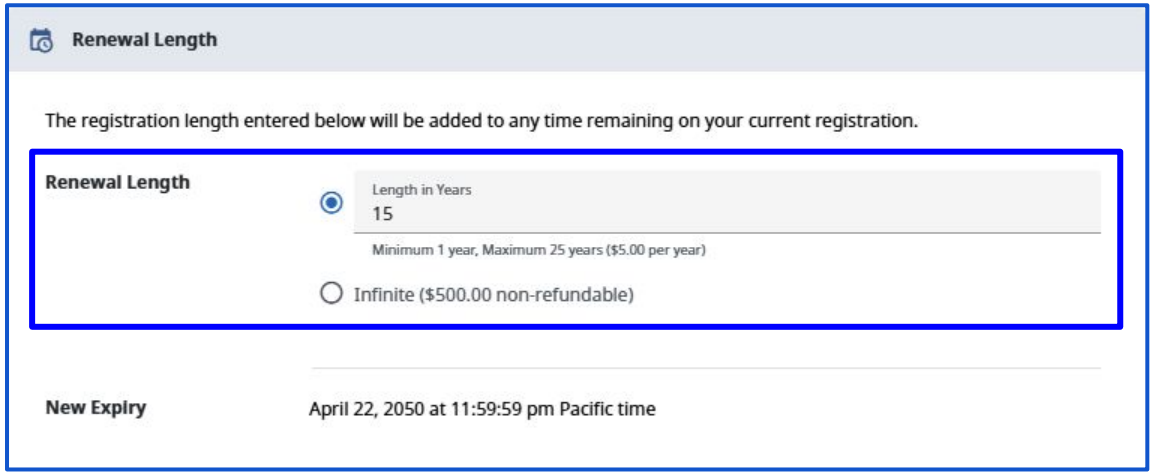


Click on the drop down arrow to display the full list of possible Actions. Then select **Renew**.

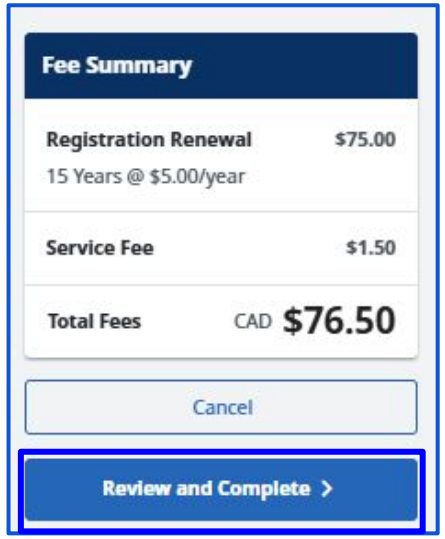
2. Next, enter the name of individual or business debtor and press **Continue.** This field will auto-populate as you enter information.



3. Enter the updated renewal length or select Infinite.

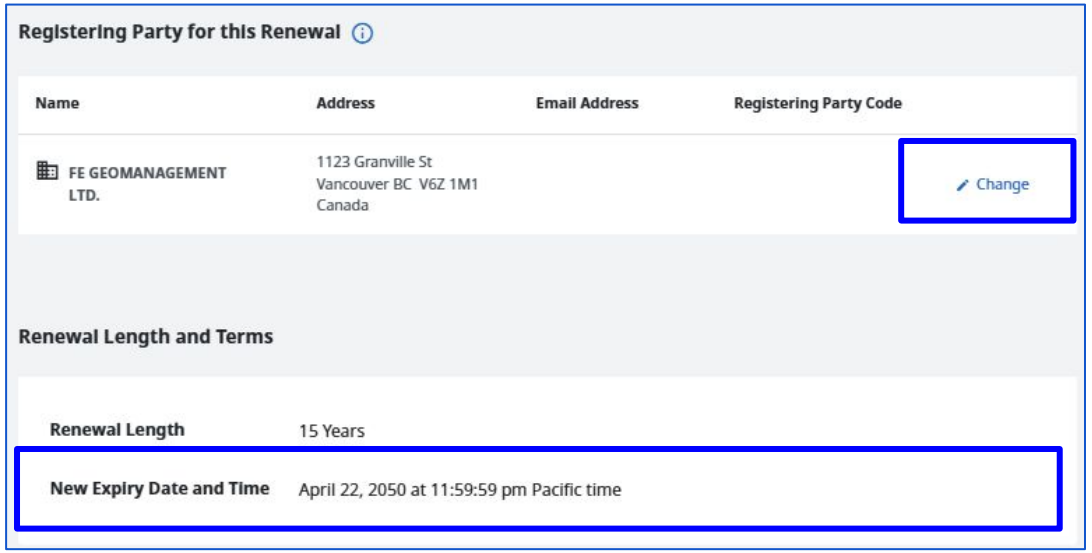


4. Click **Review and Complete** to progress to payment



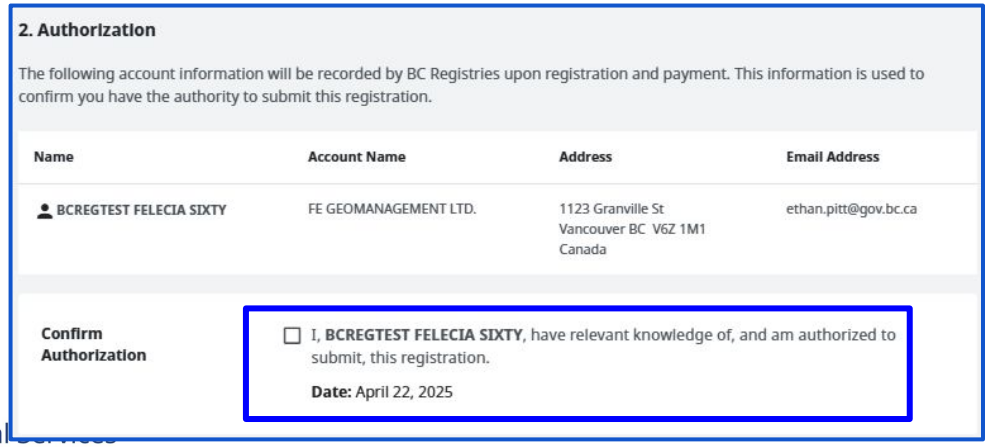
Performing a Renewal of a Commercial Lien Registration

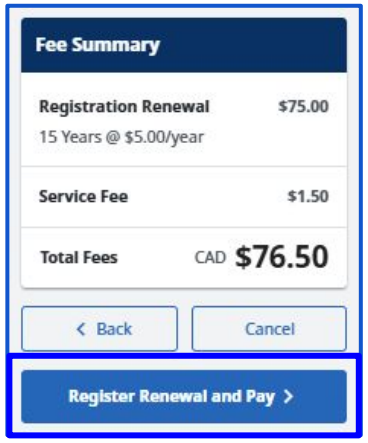
5. Review Registration and Renewal Length and Terms, noting new Expiry Date and Time



Note: *from this screen, you can also change the Registering Party*

6. At the bottom of the form, click the box next to the authorizing statement to confirm your authorization, then under Fee Summary click **Register Renewal and Pay**





Note: *Commercial Lien Registration payments are exclusively processed via Pre-Approved Debit transactions.*

Commercial Lien

Sample Verification Statements - Renewal

Sample Verification Statements - Renewal and Conversion

Verification Statements confirm the renewal of the lien and provide an overview of the history of the lien, including the conversion of the Repairers Lien to a Commercial Lien (if applicable).

BRITISH COLUMBIA

COMMERCIAL LIEN
Converted from Repairers Lien
Commercial Liens Act

Base Registration Number: 100113R RENEWED

Base Registration Date and Time:	May 14, 2025 at 9:55:57 am Pacific time
Renewal Date and Time:	May 27, 2025 at 3:16:35 pm Pacific time
Current Expiry Date and Time:	November 10, 2035 at 11:59:59 pm Pacific time

Historical Information from Repairers Lien

Surrender Date:	May 9, 2025
Lien Amount (CAD):	$10,000.00

CURRENT REGISTRATION INFORMATION
(as of May 27, 2025 at 3:16:35 pm Pacific time)

Secured Party Information

BANK OF BRITISH COLUMBIA
Address
3721 BEACON AVENUE
SIDNEY BC
V7R 1R7 Canada

Debtor Information

DEBTOR TEST INC.
Address
721 DEBTOR AVE
VICTORIA BC
A1A 1A1 Canada

Vehicle Collateral

Type	Year	Make/Model	Serial/VIN/DOT Number
Motor Vehicle (MV)	2025	HYUNDAI / TUCSON	KM8J3CA46JU765917

TEST DATA NOT FOR OFFICIAL USE

BC Registry Services

TEST DATA | Base Registration #100113R | Page 1 of 2

BRITISH COLUMBIA

COMMERCIAL LIEN
Converted from Repairers Lien
Commercial Liens Act

Base Registration Number: 100113R RENEWED

General Collateral

None.

Original Registering Party

ABC UAT TEST COMPANY
Address
222 SUMMER STREET
VICTORIA BC
V8W 2V8 Canada

HISTORY
(Showing most recent first)

RENEWAL (as Commercial Lien)

Registration Date and Time:	May 27, 2025 at 3:16:35 pm Pacific time
Registration Number:	100172R
Registration Life:	10 Years
New Expiration Date and Time:	November 10, 2035 at 11:59:59 pm Pacific time

Registering Party Information

DIVYA
Address
799 MCCALLUM RD
VICTORIA BC
V9B 6A2 Canada

TEST DATA NOT FOR OFFICIAL USE

BC Registry Services

TEST DATA | Base Registration #100113R | Page 2 of 2

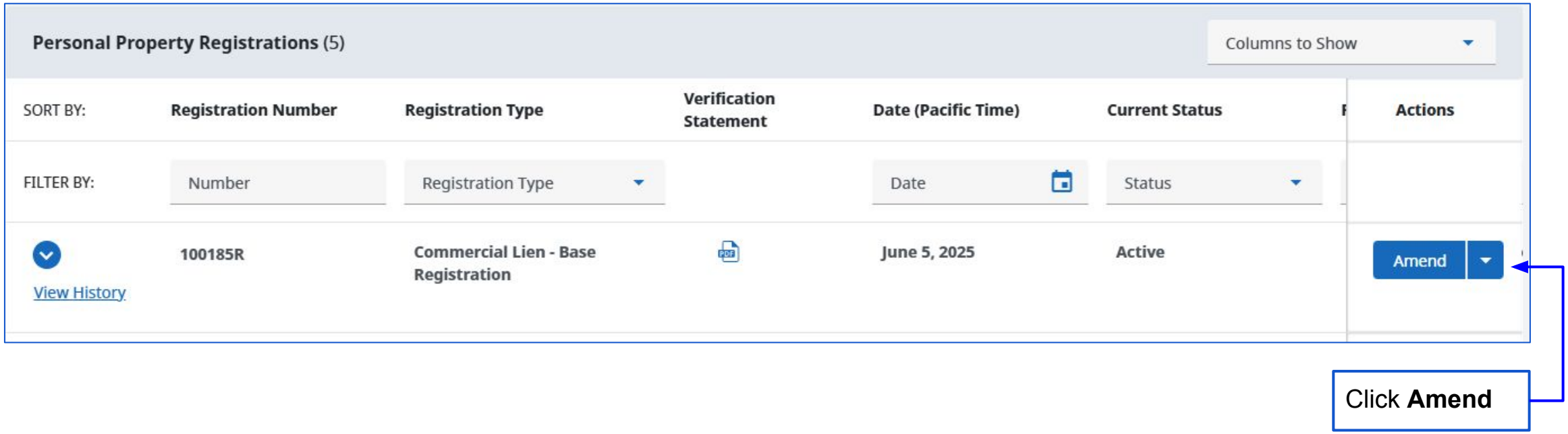
Commercial Lien

Performing an Amendment

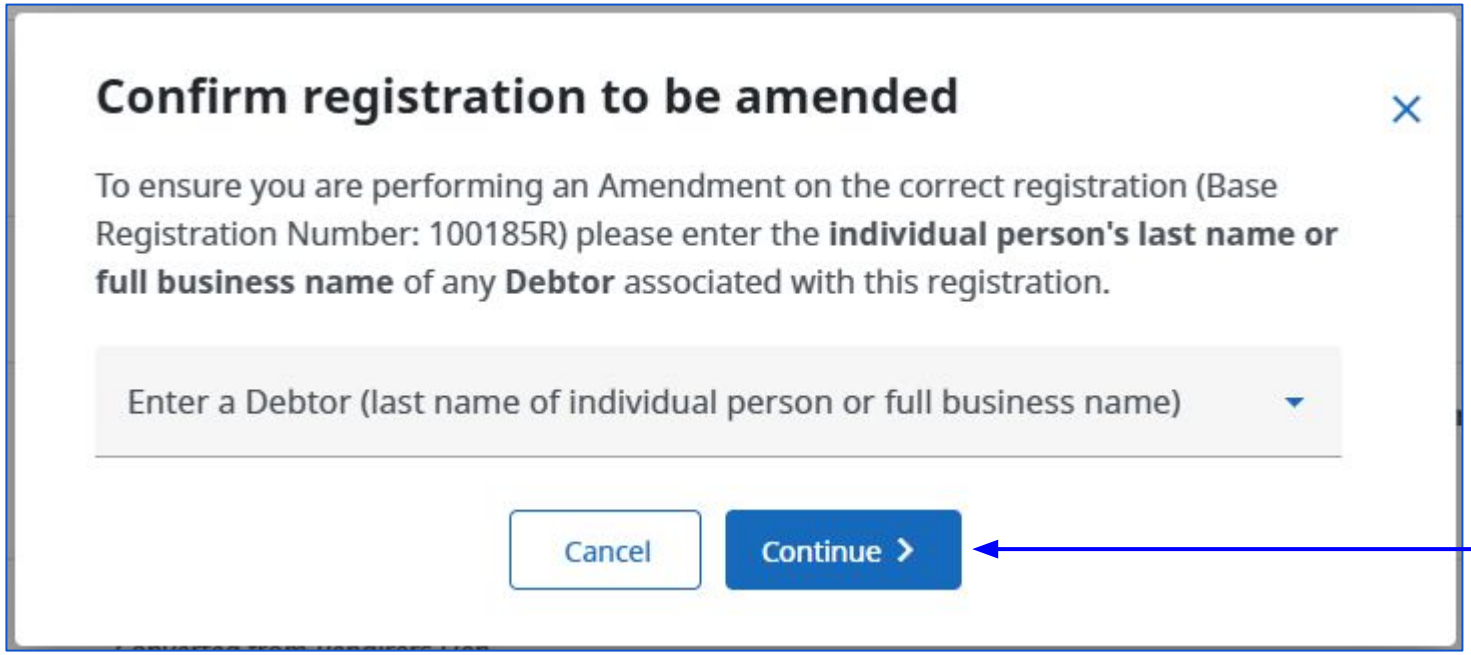
BRITISH COLUMBIA
ServiceBC
BC Registries and Digital Services

Performing an Amendment of a Commercial Lien Registration

1. To perform an amendment, first locate and select the Commercial Lien from the listed Personal Property Registrations.



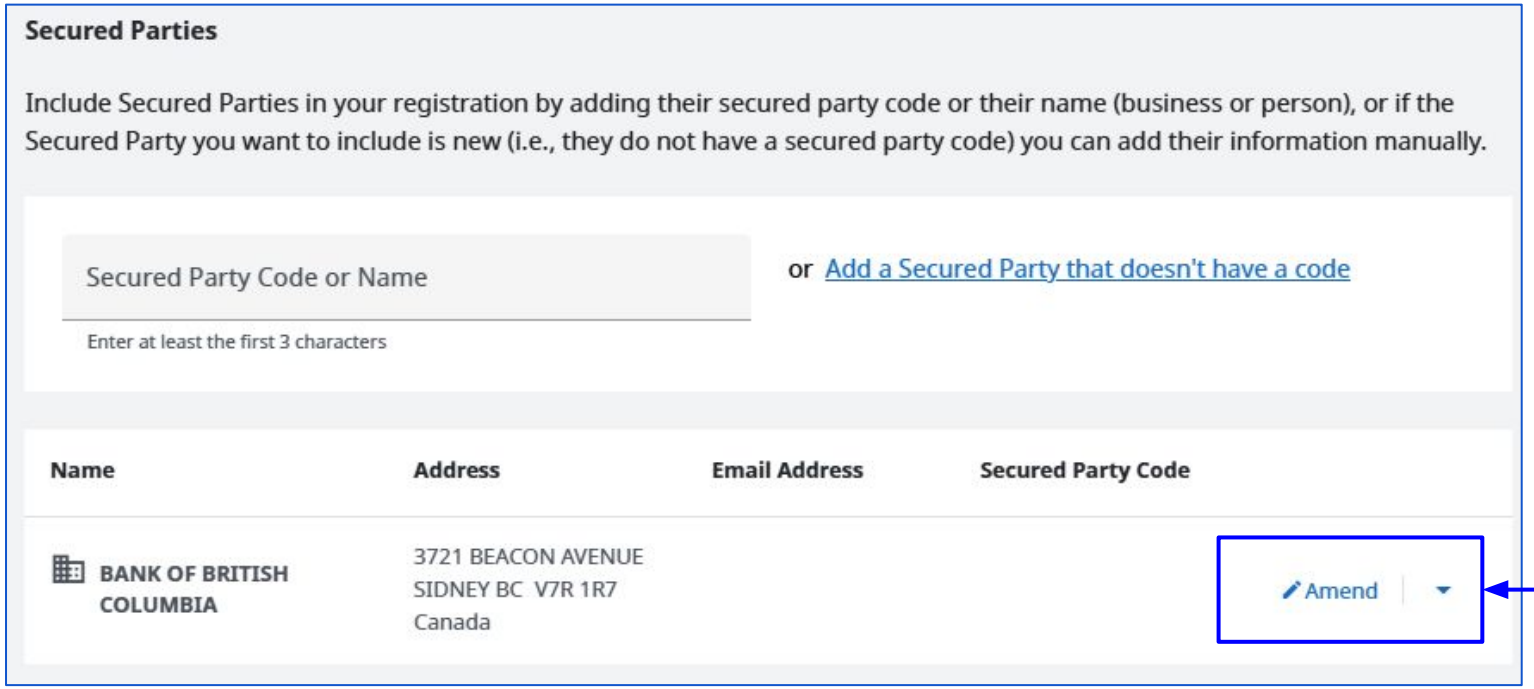
2. Confirm the Commercial Lien Registration to be amended by entering the name of individual or business debtor and press Continue. This field will auto-populate as you enter information.



Performing an Amendment of a Commercial Lien Registration

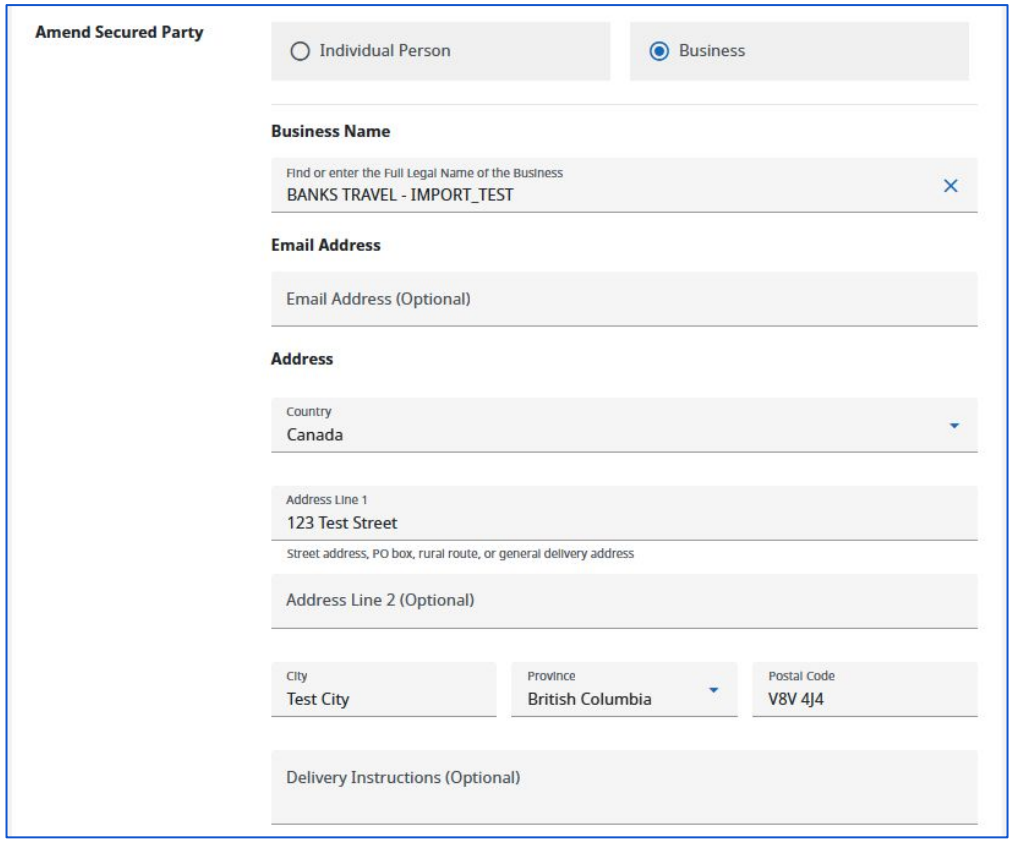
Select the detail for amendment by scrolling down on the page. Amendments can include changes to: Secured Parties, Debtors, Collateral, and Court Orders.

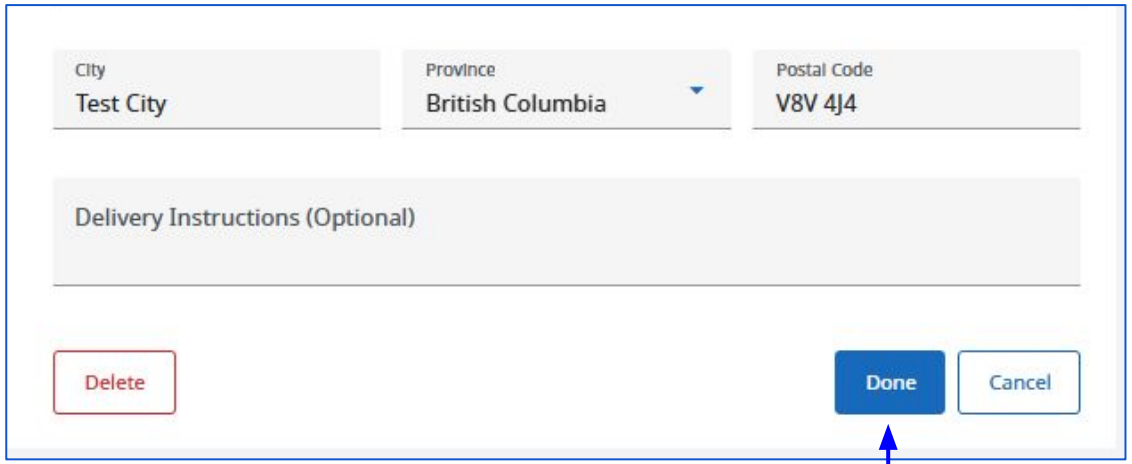
1. To amend Secured Parties, click **Amend** to the right of the currently listed party requiring changes.



Click **Amend** to expand the field to an editable form

2. Revise fields as needed and click **Done.**

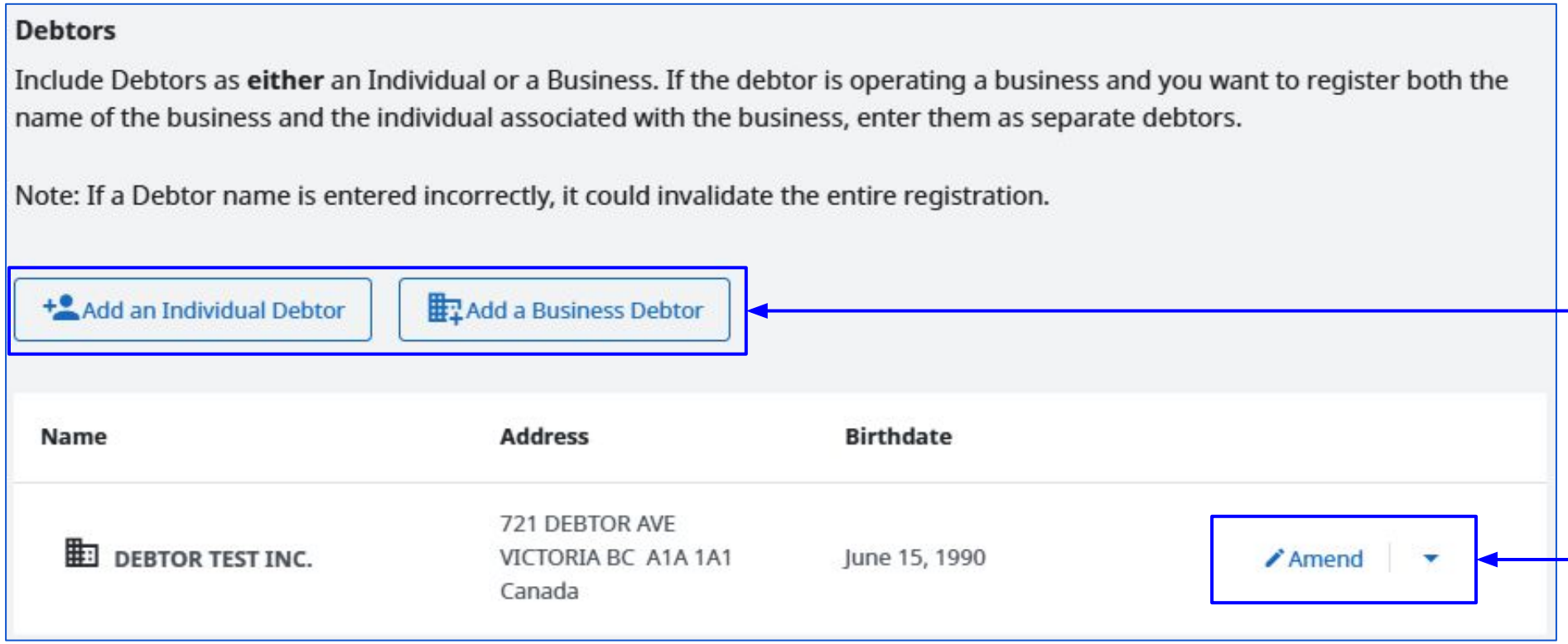




Once changes have been completed, click **Done**

Performing an Amendment of a Commercial Lien Registration

Amendments to Debtors can include changes to current Debtor information or addition of new Individual or Business Debtor(s).

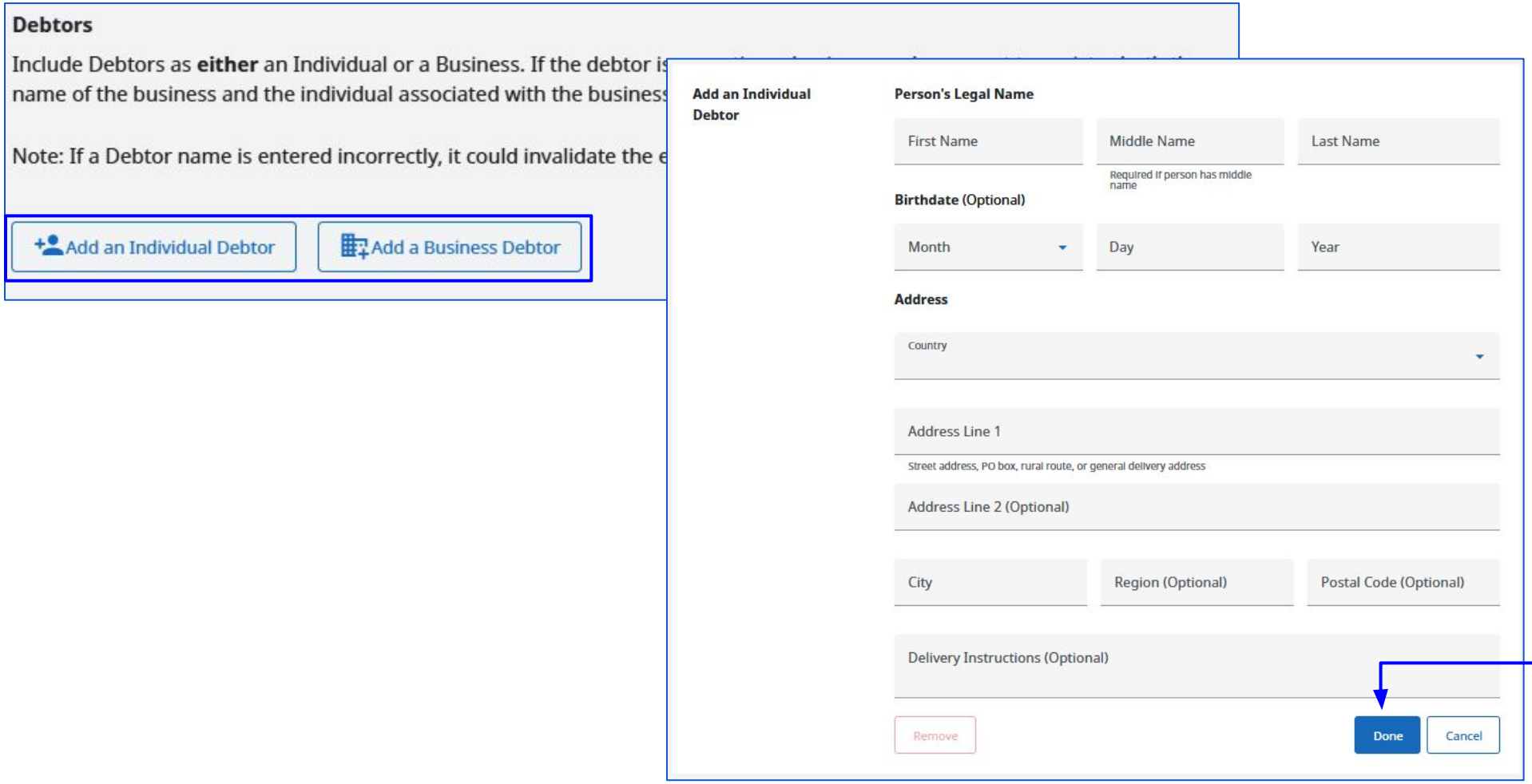


Select one of these options to add a new Debtor

Click **Amend** to revise current Debtor details

Performing an Amendment of a Commercial Lien Registration

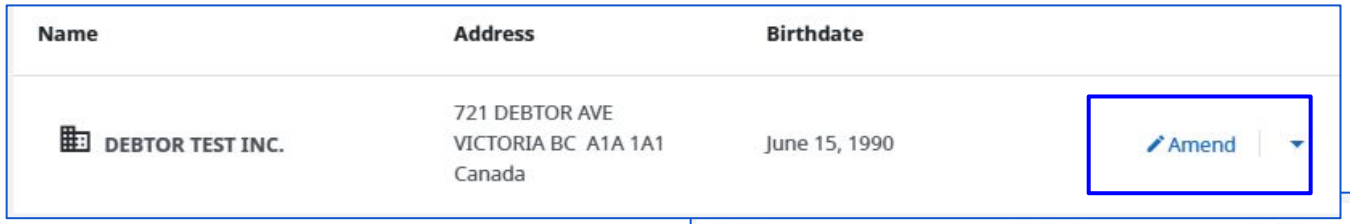
To add new Debtors, click **Add an Individual Debtor** or **Add a Business Debtor.** Then, populate the required fields and click **Done**.

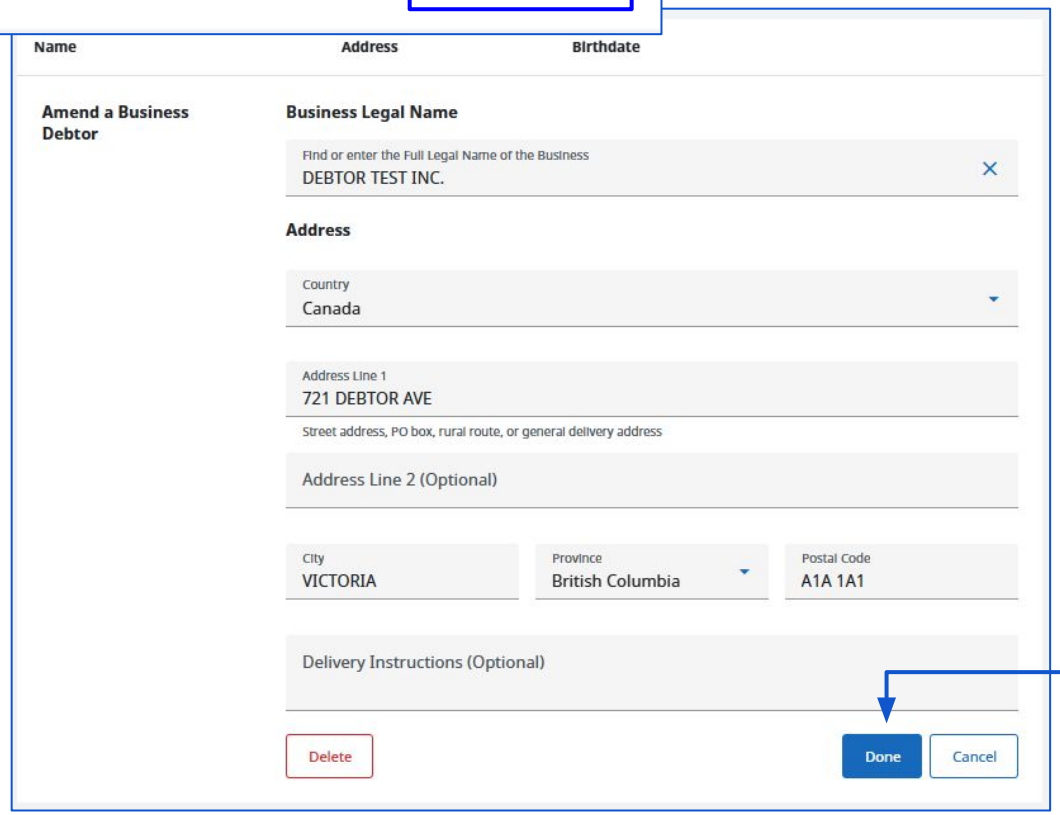


Populate the required fields and click **Done.**

Performing an Amendment of a Commercial Lien Registration

To edit a current Debtor, click **Amend** to expand the field and edit details requiring updates. Update the required details and click **Done**.

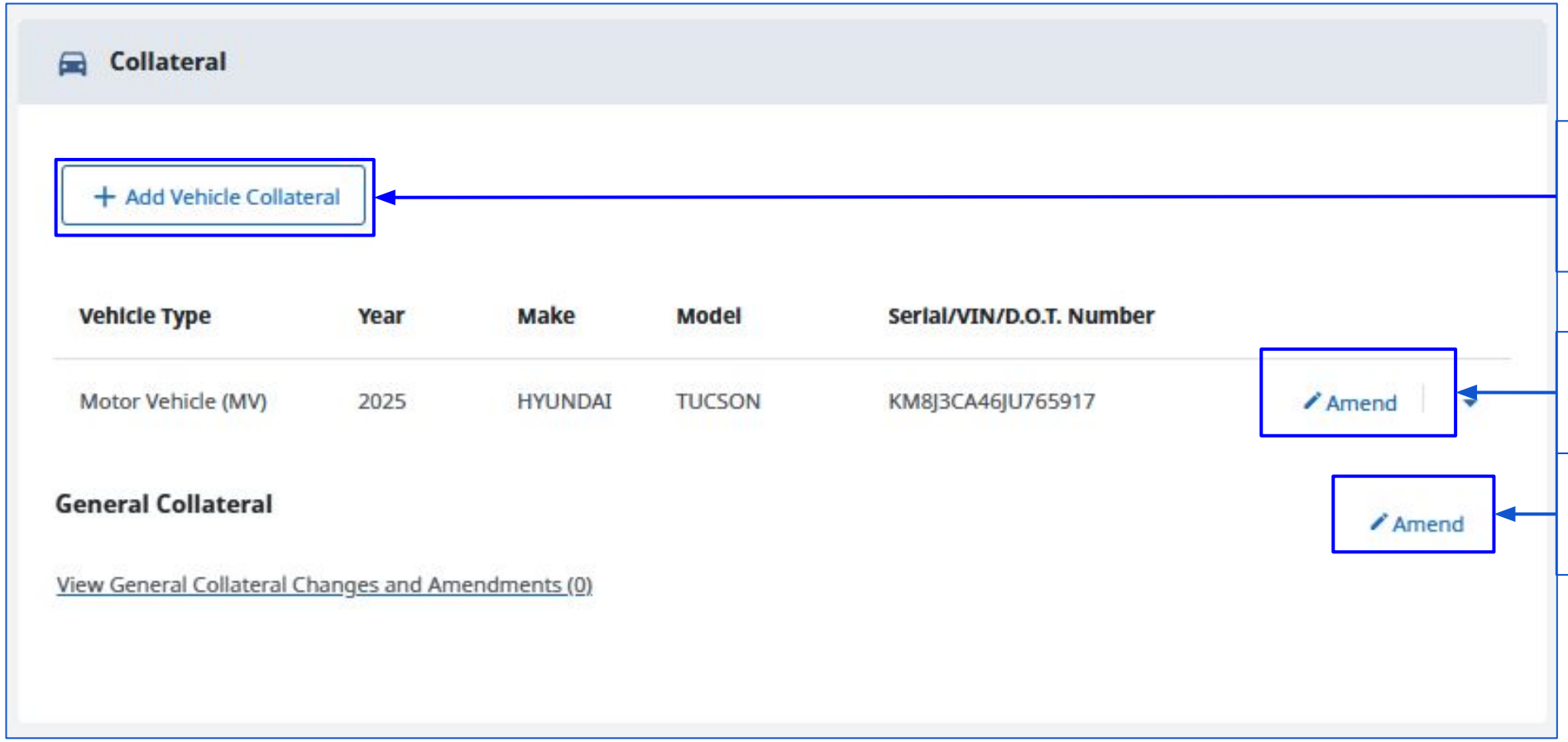




Edit Debtor details and click **Done.**

Performing an Amendment of a Commercial Lien Registration

Amendments to collateral can include addition of new collateral or revision to current vehicle or general collateral.



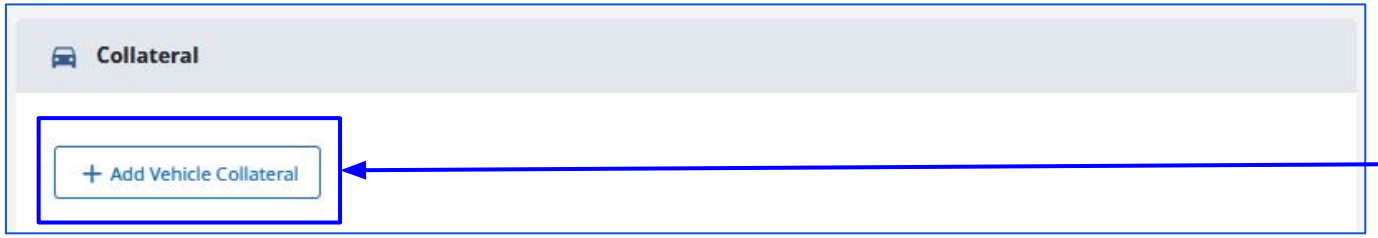
Click **Add Vehicle Collateral** to include include further vehicular collateral

Click **Amend** to revise details of current Vehicle Collateral

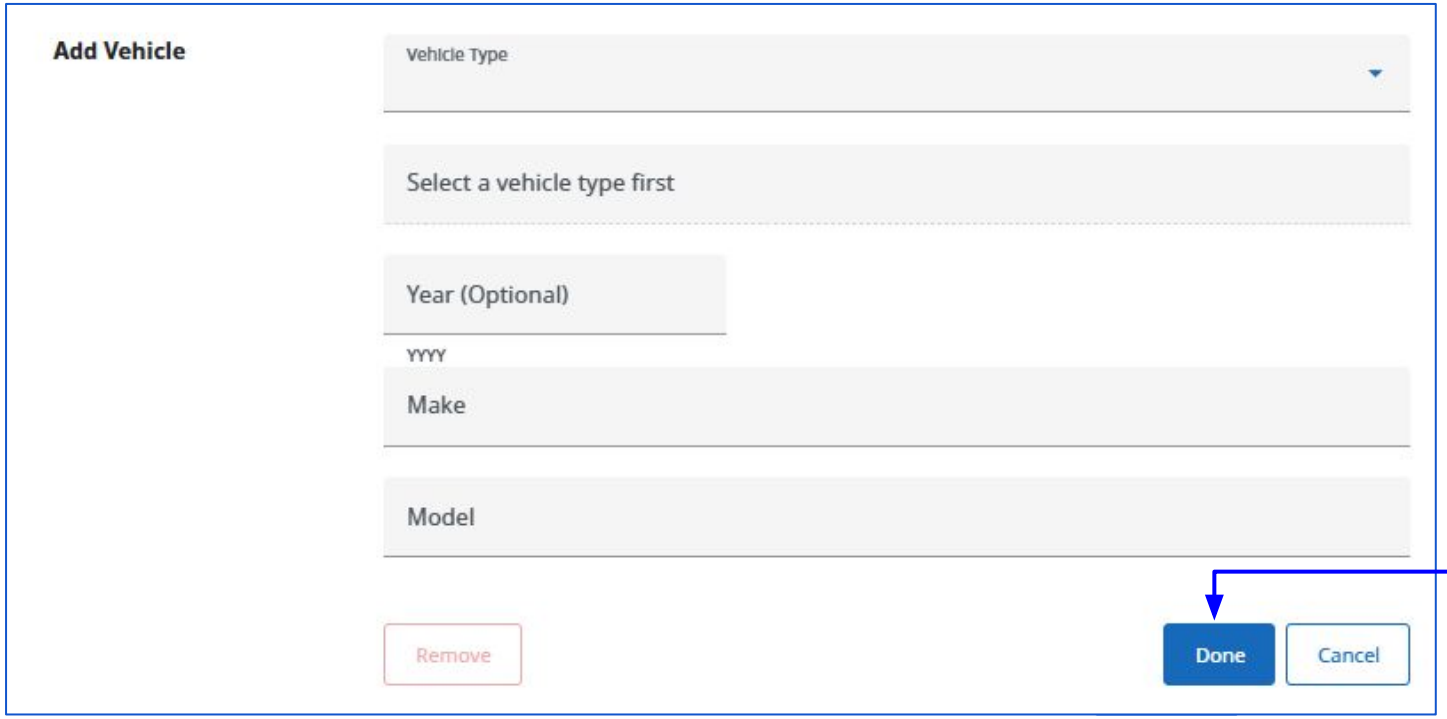
Click **Amend** to view details of current General Collateral

Performing an Amendment of a Commercial Lien Registration

For addition of Vehicle Collateral, click **Add Vehicle Collateral,** enter vehicle details, and click **Done.**



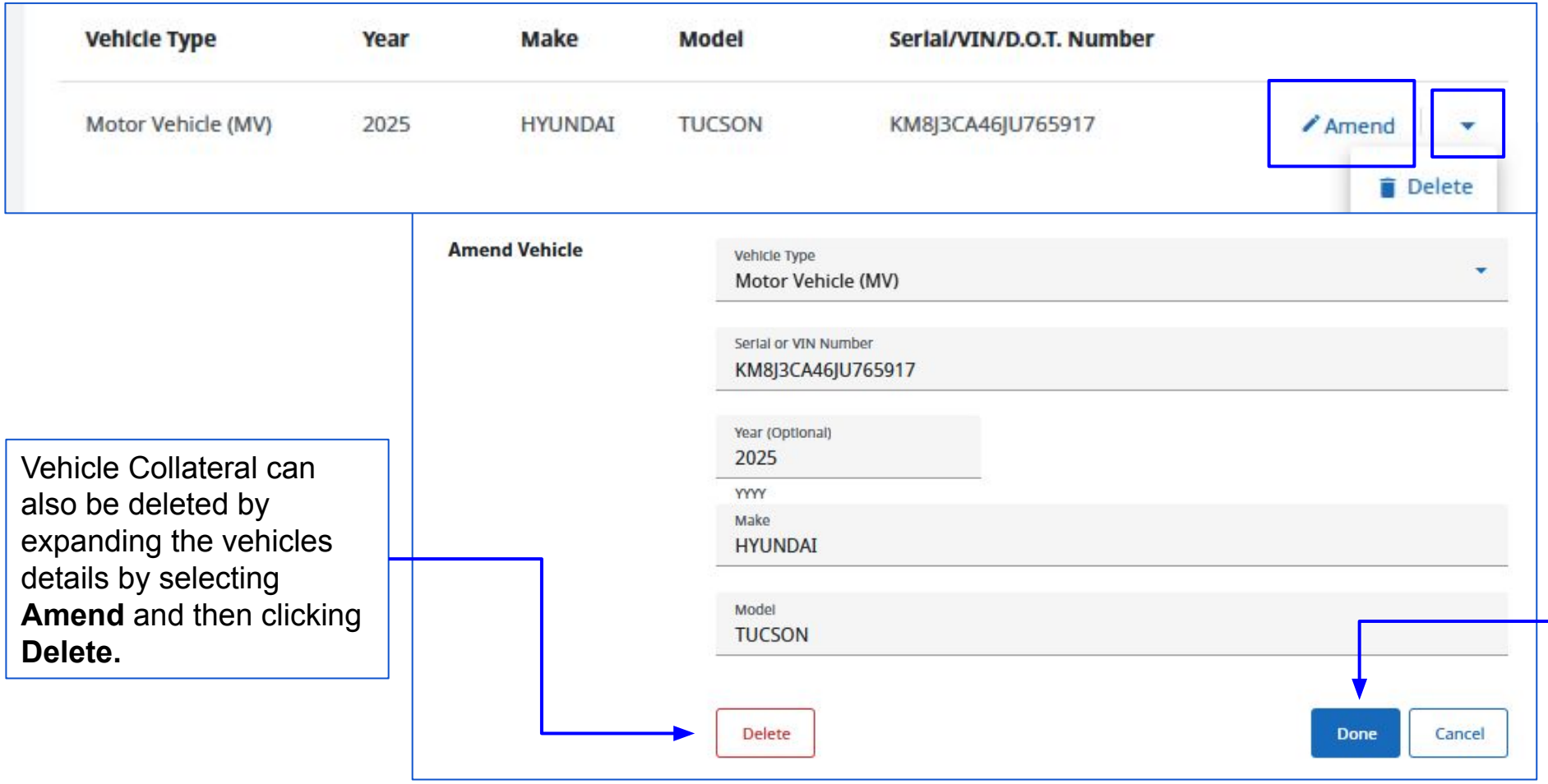
Click **Add Vehicle Collateral** to include include further vehicular collateral



Enter description of new Vehicle Collateral and click **Done.**

Performing an Amendment of a Commercial Lien Registration

To amend details of or cancel current Vehicle Collateral associated with the lien registration, click **Amend**.



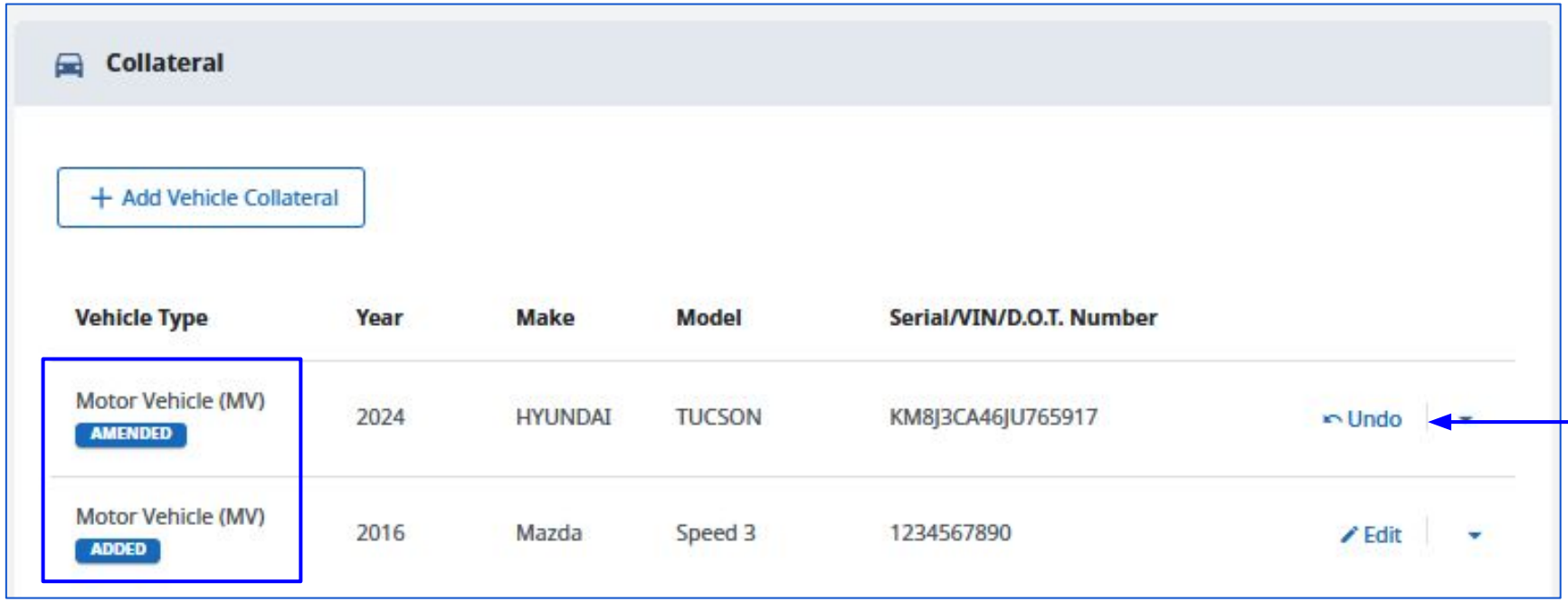
The option to delete will be presented by clicking the drop down next to Amend.

Vehicle Collateral can also be deleted by expanding the vehicles details by selecting **Amend** and then clicking **Delete.**

Update description of new Vehicle Collateral and click **Done.**

Performing an Amendment of a Commercial Lien Registration

Amendments and additions to Vehicle Collateral will be reflected in the list of collateral.

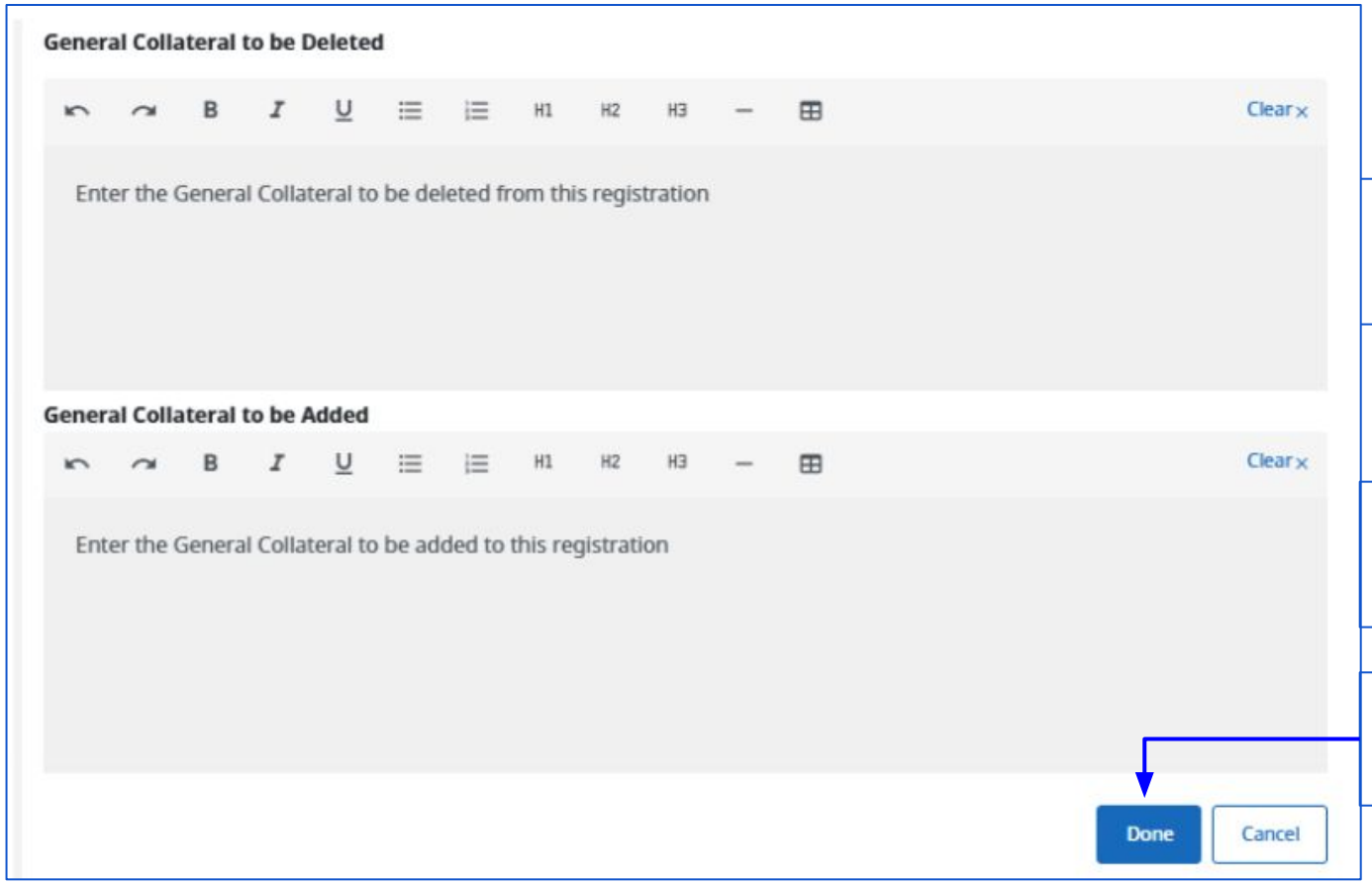


Click **Undo** to revert to the previously saved record.

Performing an Amendment of a Commercial Lien Registration

While amending General Collateral, indicate the collateral to be deleted and the collateral to be added by entering the information into the text fields.

***NOTE:** If you are pasting text, we recommend pasting plain text to avoid formatting and font issues with PDF and printed registrations.*



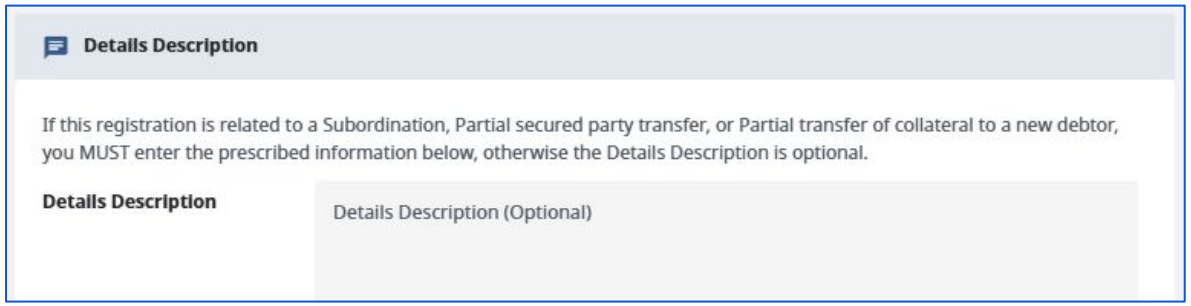
Enter General Collateral to be deleted from this registration in the top text box.

Enter General Collateral to be added to this registration in the top text box.

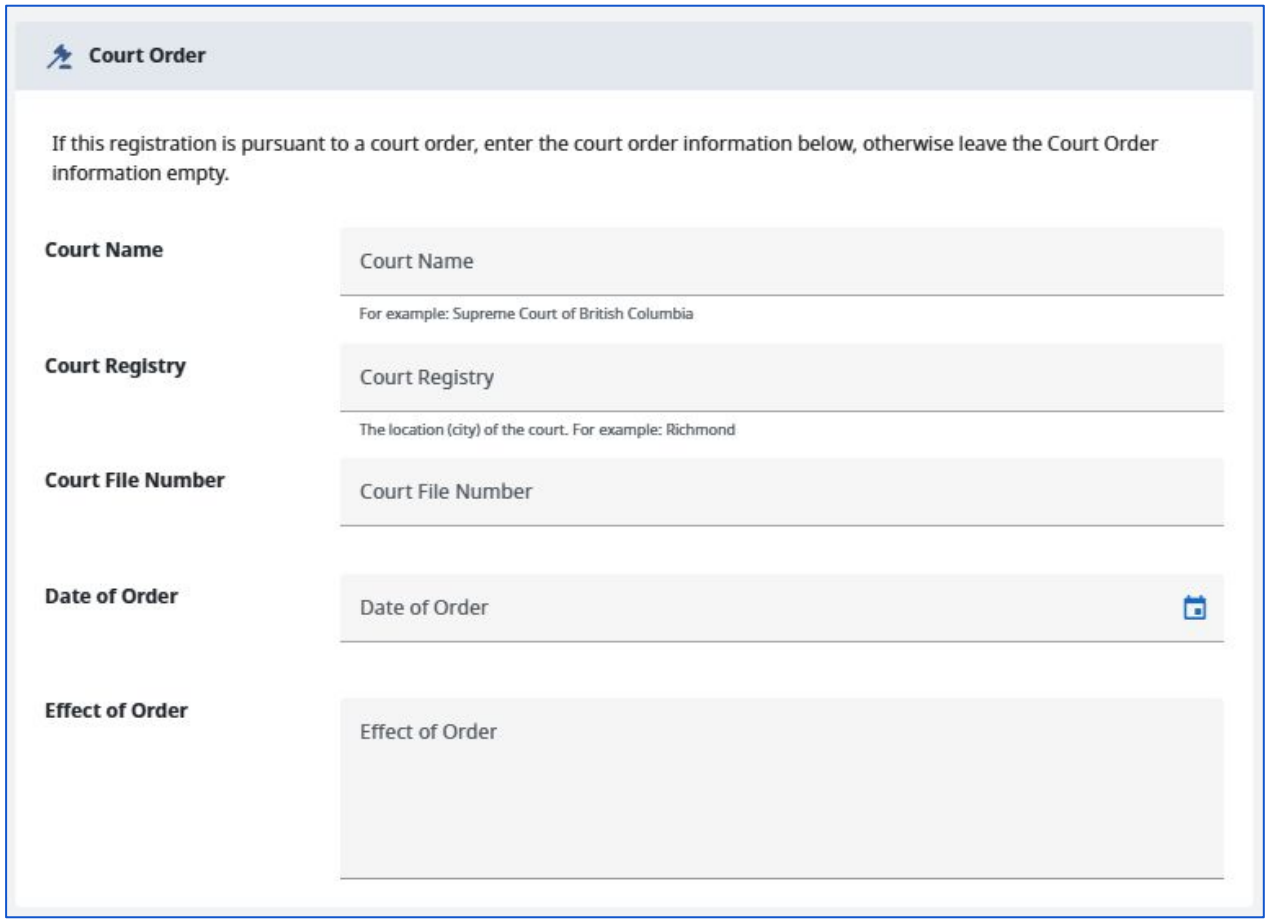
Click **Done.**

Performing an Amendment of a Commercial Lien Registration

If amendment to the Lien Registration relates to a Subordination, partial secured party transfer, or partial transfer of collateral to a new debtor, detail must be entered under **Details Description**. Otherwise this field is optional and can be left empty.

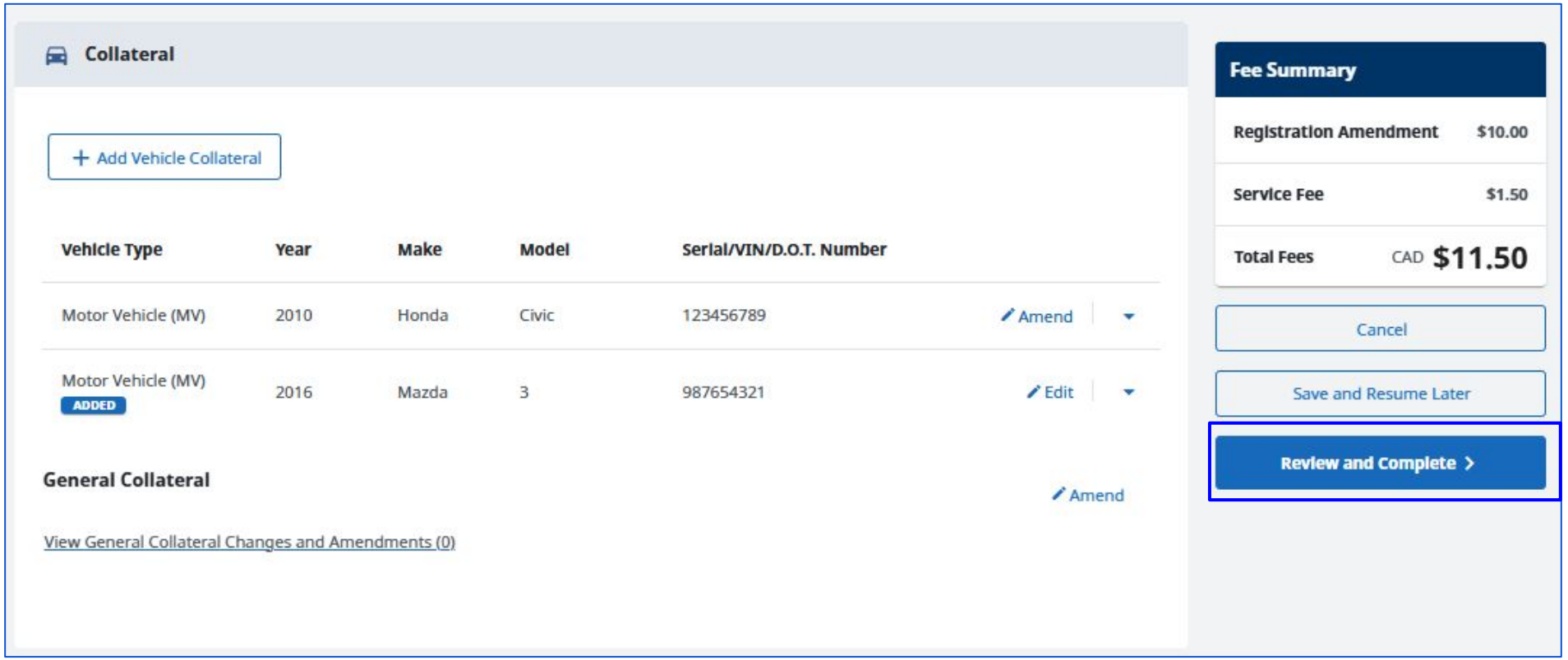


A **Court Order** is not required for registration of a Commercial Lien. This portion of the record is optional and can be left empty.



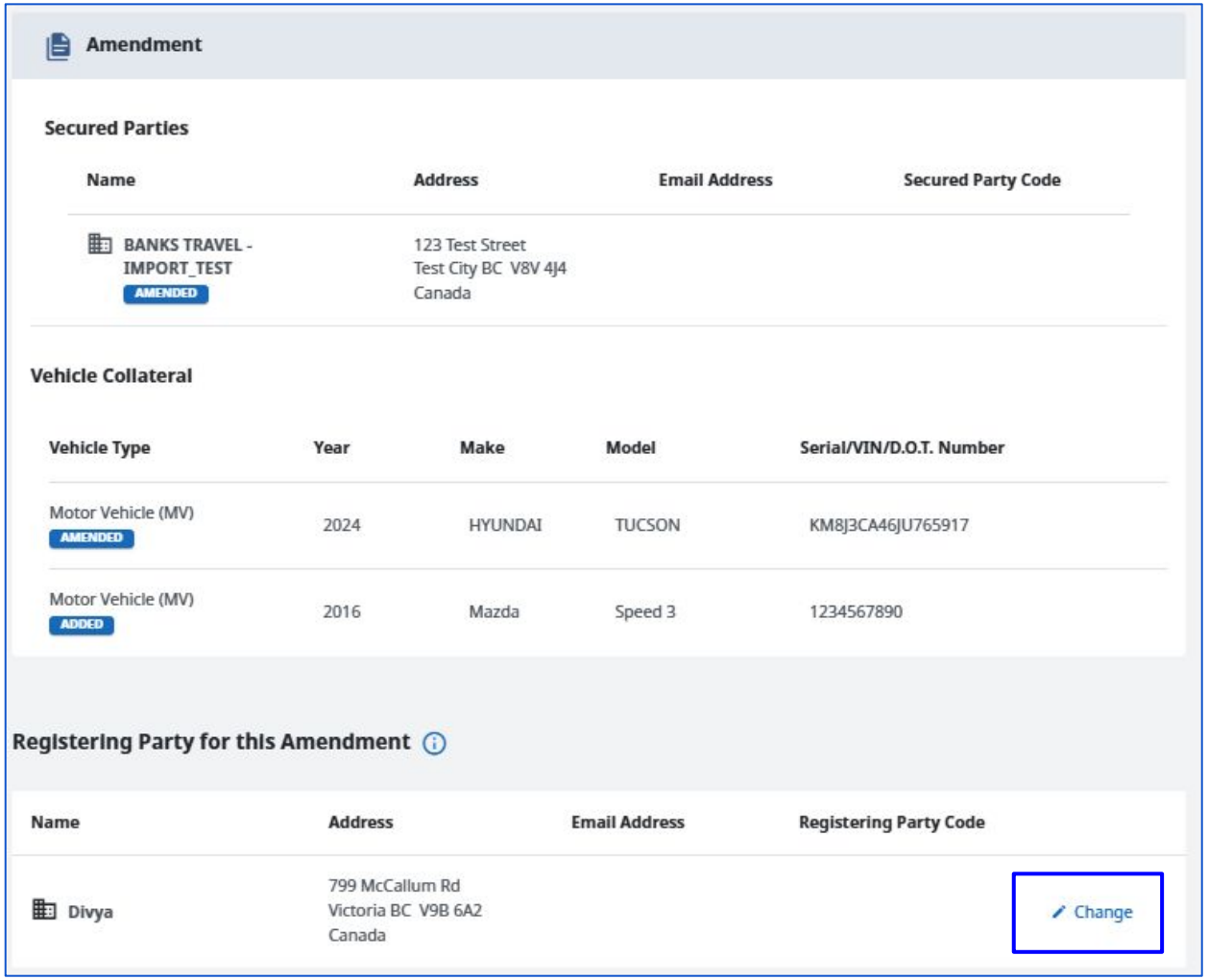
Performing an Amendment of a Commercial Lien Registration

Once changes have been made to relevant fields, click **Review and Complete** to complete an amendment of a Commercial Lien Registration.



Performing an Amendment of a Commercial Lien Registration

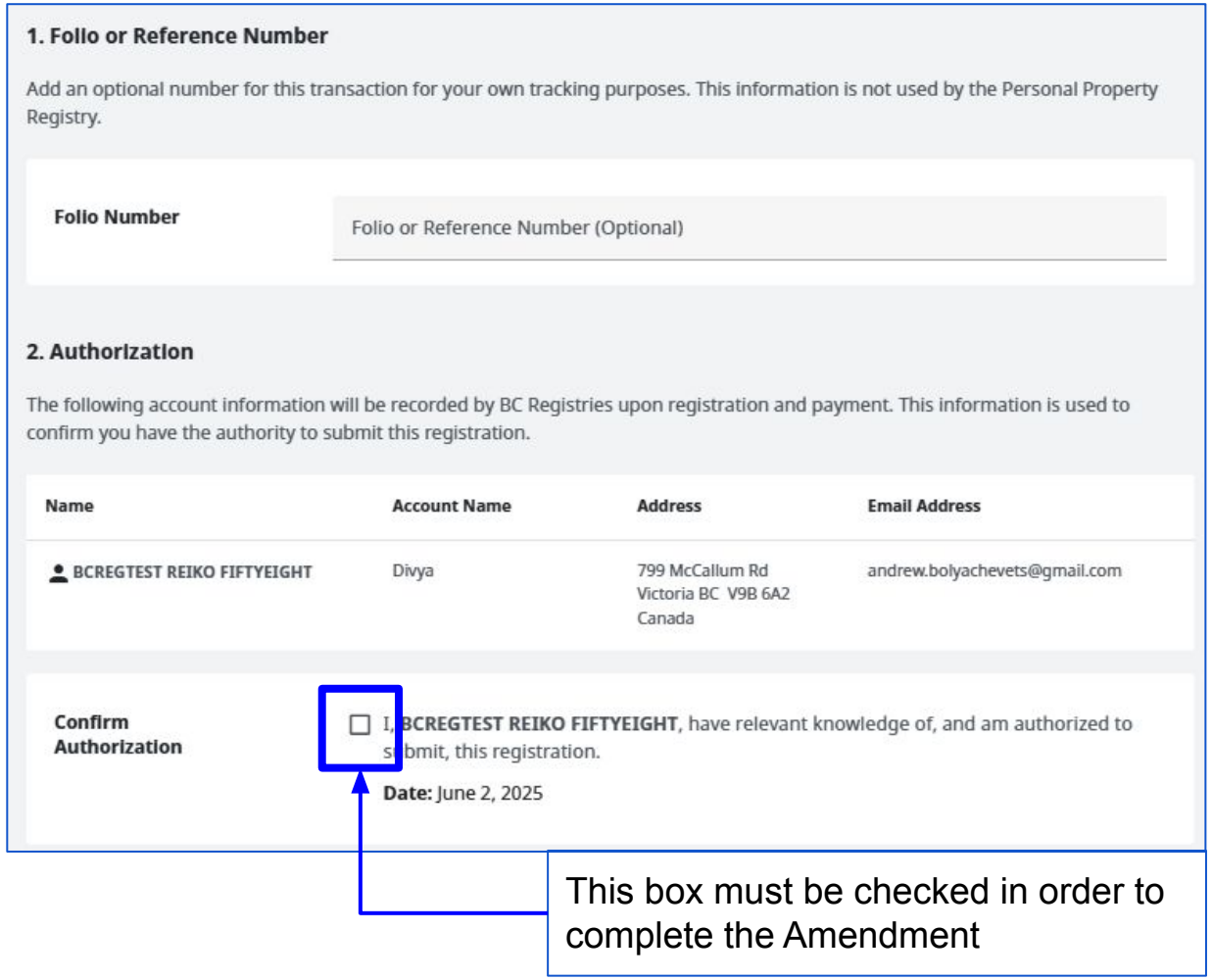
1. Review the amendment(s) and the Registering Party.



If the Registering Party contact information requires updating, click **Change.**

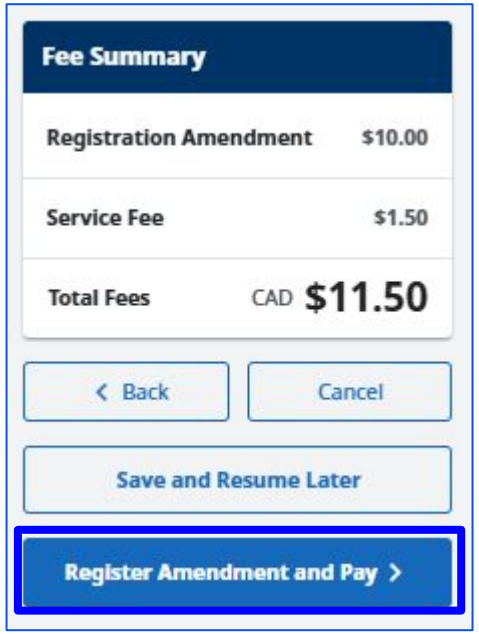
Performing an Amendment of a Commercial Lien Registration

2. Review the Folio or Reference Number (Optional) and confirm your authorization by clicking on the check box.



This box must be checked in order to complete the Amendment

3. Click Register Amendment and Pay to complete the Amendment Process.

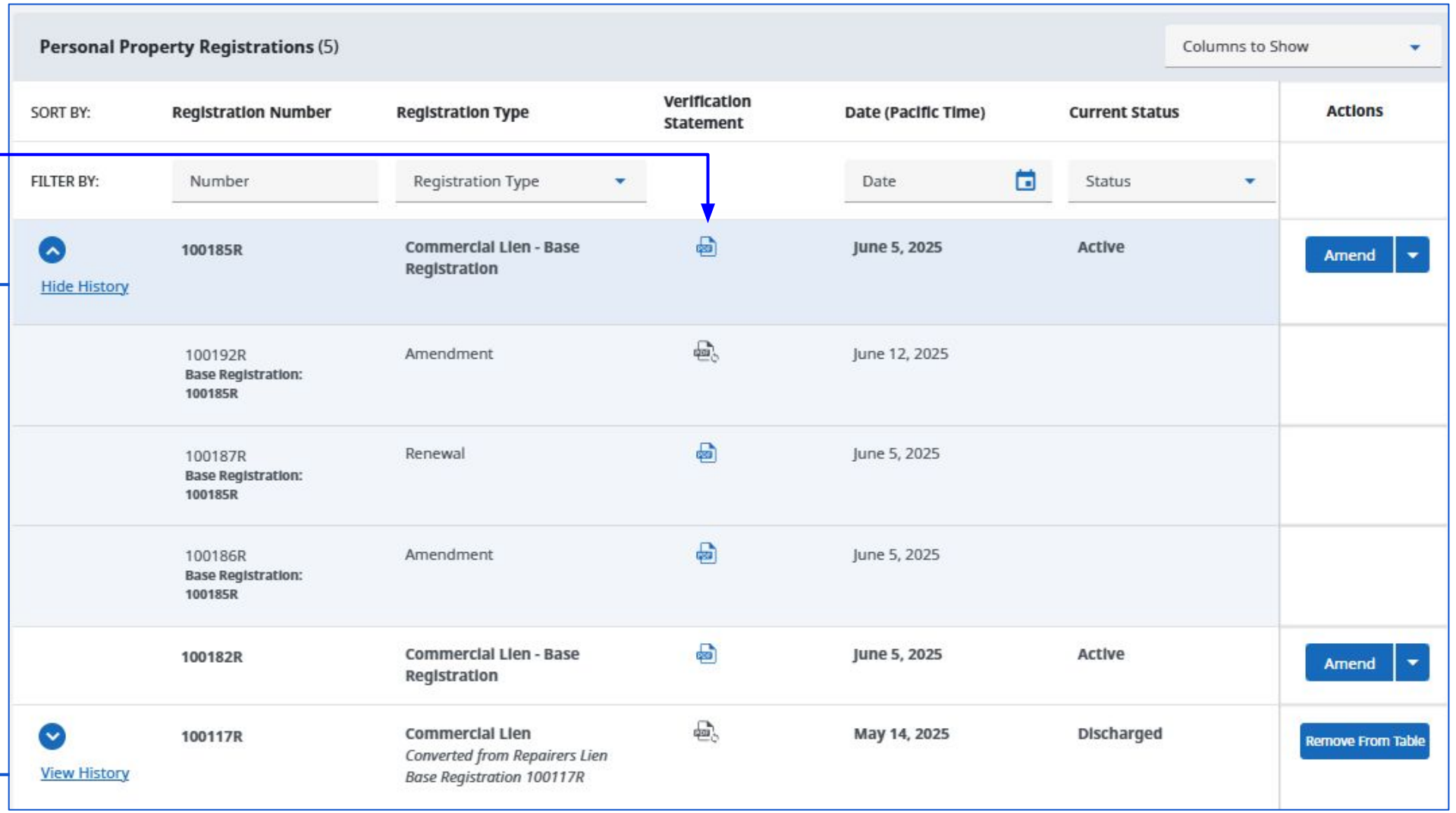


Performing an Amendment of a Commercial Lien Registration

The list of Personal Property Registrations will reflect the amendment(s).

Click the PDF icon to generate the registration's verification statement.

NOTE: *users can quickly reference registration histories by using the* ***Hide History*** *and* ***View History*** *toggles*

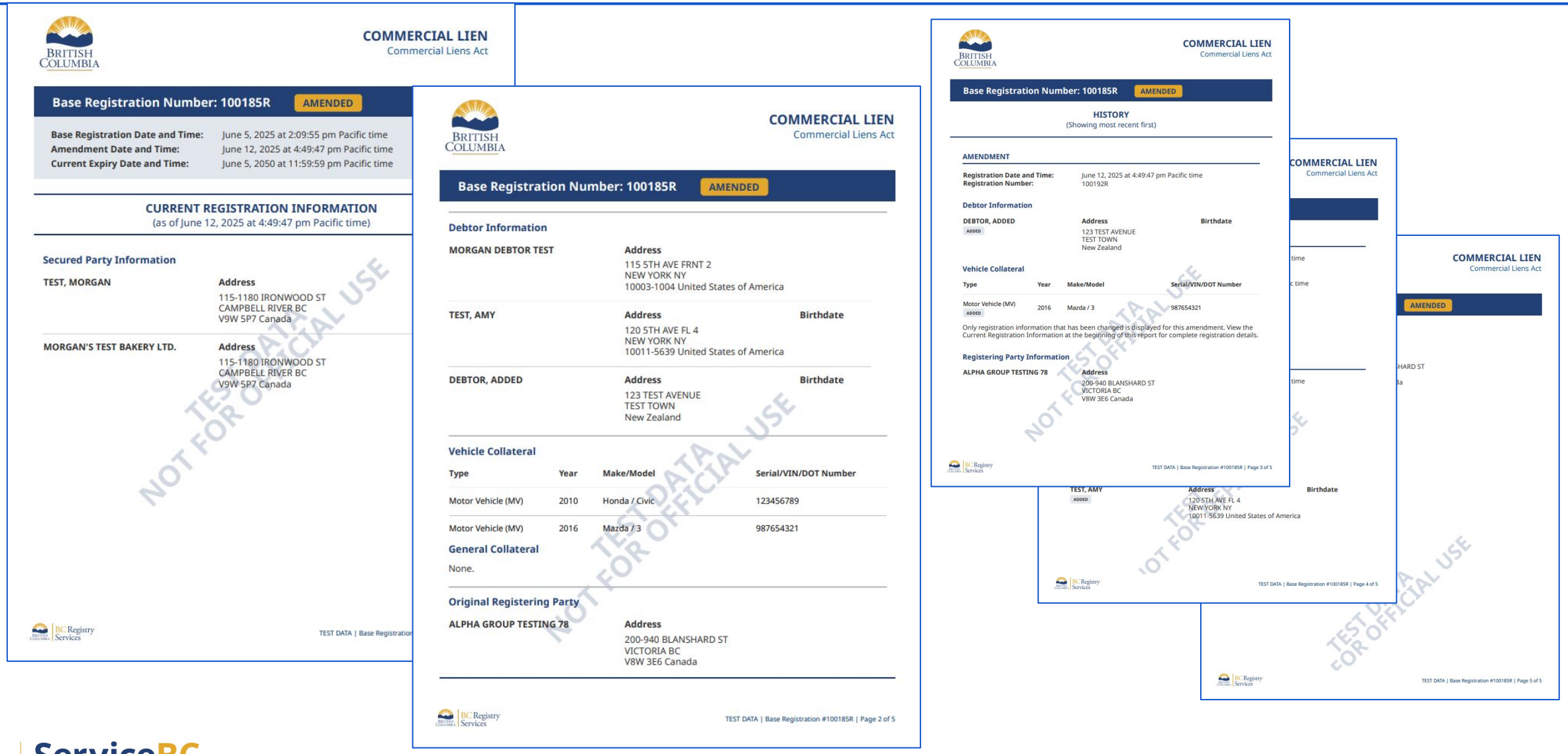


Commercial Lien

Sample Verification Statements - Amendment

Performing an Amendment of a Commercial Lien Registration

The Verification Statement displays the amendment, current registration information and historical data.



COMMERCIAL LIEN
Commercial Liens Act

Base Registration Number: 100185R AMENDED

Base Registration Date and Time:	June 5, 2025 at 2:09:55 pm Pacific time
Amendment Date and Time:	June 12, 2025 at 4:49:47 pm Pacific time
Current Expiry Date and Time:	June 5, 2050 at 11:59:59 pm Pacific time

CURRENT REGISTRATION INFORMATION
(as of June 12, 2025 at 4:49:47 pm Pacific time)

Secured Party Information

TEST, MORGAN
Address
115-1180 IRONWOOD ST
CAMPBELL RIVER BC
V9W 5P7 Canada

MORGAN'S TEST BAKERY LTD.
Address
115-1180 IRONWOOD ST
CAMPBELL RIVER BC
V9W 5P7 Canada

TEST DATA | Base Registration

COMMERCIAL LIEN
Commercial Liens Act

Base Registration Number: 100185R AMENDED

Debtor Information

MORGAN DEBTOR TEST
Address
115 5TH AVE FRNT 2
NEW YORK NY
10003-1004 United States of America

TEST, AMY
Address
120 5TH AVE FL 4
NEW YORK NY
10011-5639 United States of America
Birthdate

DEBTOR, ADDED
Address
123 TEST AVENUE
TEST TOWN
New Zealand
Birthdate

Vehicle Collateral

Type	Year	Make/Model	Serial/VIN/DOT Number
Motor Vehicle (MV)	2010	Honda / Civic	123456789
Motor Vehicle (MV)	2016	Mazda / 3	987654321

General Collateral
None.

Original Registering Party

ALPHA GROUP TESTING 78
Address
200-940 BLANSHARD ST
VICTORIA BC
V8W 3E6 Canada

TEST DATA | Base Registration #100185R | Page 2 of 5

COMMERCIAL LIEN
Commercial Liens Act

Base Registration Number: 100185R AMENDED

HISTORY
(Showing most recent first)

AMENDMENT

Registration Date and Time: June 12, 2025 at 4:49:47 pm Pacific time
Registration Number: 100192R

Debtor Information

DEBTOR, ADDED ADDED
Address
123 TEST AVENUE
TEST TOWN
New Zealand
Birthdate

Vehicle Collateral

Type	Year	Make/Model	Serial/VIN/DOT Number
Motor Vehicle (MV) ADDED	2016	Mazda / 3	987654321

Only registration information that has been changed is displayed for this amendment. View the Current Registration Information at the beginning of this report for complete registration details.

Registering Party Information

ALPHA GROUP TESTING 78
Address
200-940 BLANSHARD ST
VICTORIA BC
V8W 3E6 Canada

TEST DATA | Base Registration #100185R | Page 3 of 5

COMMERCIAL LIEN
Commercial Liens Act

TEST, AMY ADDED
Address
120 5TH AVE FL 4
NEW YORK NY
10011-5639 United States of America
Birthdate

TEST DATA | Base Registration #100185R | Page 4 of 5

COMMERCIAL LIEN
Commercial Liens Act

AMENDED

TEST DATA | Base Registration #100185R | Page 5 of 5