



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](#).

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

- *The completed Form 4 before sending the original to the secured party.*
- *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 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 photocopy of:

- The Form 4, Demand for Discharge Under the Personal Property Security Act, that was given to the secured party.
- The registered mail delivery tracking label and/or the tracking printout from Canada Post online that shows the receipt date of the Form 4 by 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 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 or call us at 1-877-526-1526.

- *If the secured party destination was unable to be delivered to the recipient and the mail was returned, then the received date to use on Form 5 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.