

A Submission Cover Page must be included with every offline submission to the Bank Act Security Registry, unless submitting online at [www.basr.ca](http://www.basr.ca).

**FOR PROPER PROCESSING, PLEASE ENSURE ALL PAGES OF THIS FORM ARE SUBMITTED.  
FORMS WITH MISSING PAGES WILL BE RETURNED.**

Registration Type	Registration Fee	Offline Output Fee	
		In Person, Fax, or Email	Mail
Registration of NOI	\$8.00	No Charge	\$10.00
Registration of NOI with post-search	\$12.00	No Charge	\$10.00
Registration of COR	No Charge	No Charge	\$10.00
Amendment of NOI	\$3.00	No Charge	\$10.00
Error Correction (NOI or COR)	\$3.00	No Charge	\$10.00
Reinstatement of NOI	\$8.00	No Charge	\$10.00

**\*\*Total Registration Fee = Registration Fee + Applicable Offline Output Fee\*\***

Search Type <i>Search and copy of documents services or receiving output correspondence via email are not available – these services can be accessed online at <a href="http://www.basr.ca">www.basr.ca</a></i>	Search Fee	Offline Output Fee		
		In Person	Fax	Mail
Search NOI – by number or debtor name	\$8.00	No Charge	\$7.00	\$10.00
Copy of NOI or COR	\$3.00	No Charge	\$7.00	\$10.00

**\*\*Total Search Fee = Search Fee + Applicable Offline Output Fee\*\***

### Fees

Registration or Search Fee: \$ \_\_\_\_\_

Offline Output Fee: \$ \_\_\_\_\_

**TOTAL FEES:** \$ \_\_\_\_\_

Submissions will be returned if sufficient funds are not available at the time of processing.

### Payment Methods & Province

- On BASR account – BASR Account Number: \_\_\_\_\_

For credit card payment or to learn about other payment options, call the BASR Call Centre at 1-833-550-5501.

**DO NOT** include your credit card information anywhere on these forms.

- Province of Register: \_\_\_\_\_

### Paper Forms Submission Methods

The received date for the submission is the date the forms are received at the BASR Central Processing Facility.

Email: [ask@basr.ca](mailto:ask@basr.ca)

(Registration Events Only)

Mail: BASR Central Processing Facility

1301 - 1st Avenue

Regina, SK S4R 8H2

Fax: (306) 205-7844

### Customer Reference Number (optional)

- Your Reference Number: \_\_\_\_\_

Did you know...search results and requests for copies of documents are automatically fulfilled and available for download when filed online at [www.basr.ca](http://www.basr.ca).

**Visit our website or contact our BASR Customer Support Team for more information:**


[www.basr.ca](http://www.basr.ca)

1-833-550-5501

[ask@basr.ca](mailto:ask@basr.ca)

Complete the form below and include a Notice of Intention form that includes the required information outlined in the Registration of Bank Special Security Regulations, Schedule III.

### 1 DEBTOR INFORMATION

-  **Instructions:**
- List all debtors that are included in the attached Notice of Intention form from the lending bank. Debtors can be any combination of individuals and/or companies.

#### ► Debtor Name(s)

- For each debtor, select if debtor is individual or company and provide required name information

1	Select <u>only</u> one:	First Name: (Required)	Middle Name:	Last Name: (Required)	Suffix:
	<input type="checkbox"/> Individual				
	<input type="checkbox"/> Company	Company Name: (Required)			

2	Select <u>only</u> one:	First Name: (Required)	Middle Name:	Last Name: (Required)	Suffix:
	<input type="checkbox"/> Individual				
	<input type="checkbox"/> Company	Company Name: (Required)			

3	Select <u>only</u> one:	First Name: (Required)	Middle Name:	Last Name: (Required)	Suffix:
	<input type="checkbox"/> Individual				
	<input type="checkbox"/> Company	Company Name: (Required)			

### 2 PRINCIPAL MAILING ADDRESS OF DEBTOR(S)

Note: Each number below corresponds to the Debtor # in Section 1 above.

1	Mailing Address:	City:	Postal Code:
		Province:	

2	Mailing Address:	City:	Postal Code:
		Province:	

3	Mailing Address:	City:	Postal Code:
		Province:	

### 3 BANK INFORMATION

Bank Name:	Bank Number:	Transit Number:

### 4 PROVINCE OF REGISTRY

Province:

5 SUBMITTER INFORMATION AND NOTIFICATION PREFERENCE	
<b>Submitter Information</b> (Submitter must be an individual) <i>*Indicates mandatory fields</i>	
*First Name:	*Last Name:
*Mailing Address:	*Phone Number:
	Fax Number:
Email Address:	
<b>Preferred Notification Method</b> Registry communication with the Submitter regarding this request will use the method selected below and the Submitter's information provided on this form.  However, if a BASR Account Number is provided on the submission cover page, communication will be sent to the address information associated with that BASR Account Number.  <b>► Select <u>only one</u> (1):</b> <i>Note: If the preferred notification method is not indicated or incomplete, the default method will be mail and associated fees will apply.</i>	
<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person	