

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	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 Certificate of Release letter that includes the following:

- On chartered bank letterhead
- Name and address of bank
- Name of all debtor(s) and address as per the Notice of Intention
- Notice of Intention Registration Number
- Date Notice of Intention was registered with the BASR
- Reason for Certificate of Release of NOI

### 1 NOTICE OF INTENTION REGISTRATION NUMBER

NOI Number:

### 2 PROVINCE OF REGISTRY

Province:

### 3 REASON FOR RELEASE OF INTENTION

► Must select only one:

- Every security to which the Notice of Intention relates has been released.
- No security was given

### 4 SUBMITTER INFORMATION AND NOTIFICATION PREFERENCE

**Submitter Information** (Submitter must be an individual)

\*Indicates mandatory fields

*First Name:	*Last Name:
*Mailing Address:	*Phone Number:
	Fax Number:

Email Address:

#### Preferred Notification Method

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.

► Select only one (1):

*Note: If the preferred notification method is not indicated or incomplete, the default method will be mail and associated fees will apply.*

- Email
- Mail
- Fax
- In Person