

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)

An active NOI can be amended if the name or address of the original debtor(s) has been updated. Supporting Documentation may be Supplied.

1	NOTICE OF INTENTION REGISTRATION NUMBER
NOI Number:	

2	REGISTRATION DATE OF NOTICE OF INTENTION
Registration Date: <span>(Enter date in day/month/year format)</span>	

3	PROVINCE OF REGISTRY
Province:	

4	BANK INFORMATION		
Bank Name:		Bank Number:	Transit Number:

5	UPDATED DEBTOR INFORMATION				
▶ Debtor Name(s) • Provide the required name information for each debtor below.					
1	Current Information on File	First Name: (Required)	Middle Name:	Last Name: (Required)	Suffix:
	UPDATED Information	First Name: (Required)	Middle Name:	Last Name: (Required)	Suffix:
2	Current Information on File	First Name: (Required)	Middle Name:	Last Name: (Required)	Suffix:
	UPDATED Information	First Name: (Required)	Middle Name:	Last Name: (Required)	Suffix:
3	Current Information on File	First Name: (Required)	Middle Name:	Last Name: (Required)	Suffix:
	UPDATED Information	First Name: (Required)	Middle Name:	Last Name: (Required)	Suffix:

THIS SECTION INTENTIONALLY LEFT BLANK  
Continue on Next Page

6 | UPDATED DEBTOR ADDRESS

*Note: Each numbered Debtor below corresponds to the Debtor # in Section 5 above.*

Debtor 1			
Current Principal Mailing Address		UPDATED Principal Mailing Address	
Address 1:		Address 1:	
Address 2:		Address 2:	
City:		City:	
Province:	Postal Code:	Province:	Postal Code:

Debtor 2			
Current Principal Mailing Address		UPDATED Principal Mailing Address	
Address 1:		Address 1:	
Address 2:		Address 2:	
City:		City:	
Province:	Postal Code:	Province:	Postal Code:

Debtor 3			
Current Principal Mailing Address		UPDATED Principal Mailing Address	
Address 1:		Address 1:	
Address 2:		Address 2:	
City:		City:	
Province:	Postal Code:	Province:	Postal Code:

<b>7 SUBMITTER INFORMATION AND NOTIFICATION PREFERENCE</b>	
<b>Submitter Information</b> (Submitter must be an individual) <i>*Indicates mandatory fields</i>	
<b>*First Name:</b>	<b>*Last Name:</b>
<b>*Mailing Address:</b>	<b>*Phone Number:</b>
	<b>Fax Number:</b>
<b>Email Address:</b>	
<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 <i>only</i> one (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	