

BASR

Bank Act Security Registry (BASR) Customer Portal User Guide

V 2.0

June 25, 2025



Disclaimer

Materials in this document are for demonstration purposes only. The characters and events depicted are fictional. Any similarity to real events or persons (whether living or deceased) is unintentional.

Transaction forms can change from time to time. Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions. Using the most up-to-date form will help ensure your transactions are processed without delay.

Visit the Bank Act Security Registry website to access the most recent versions of the forms. Bank Act Security Registry does not accept responsibility for any losses resulting from the use of outdated forms.

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Revision History

Version	Revision Date	Summary of Changes	Pages Changed
1.0	June 2024	Creation	All
1.1	June 18, 2024	Multiple – incorporate formatting changes	All
1.2	June 19, 2024	Screen print inserted	7
1.3	June 27, 2024	Account Creation updates, screenshots, Provincial Indicators in Registration numbers, Clear Cache, formatting changes	All
1.4	July 1, 2024	Screenshot updates	43-52
1.5	July 18, 2024	Step 2 – removed reference to Similar name search; Replaced screenshots	32 and 38
1.5	July 18, 2024	Updated important notes re: Adding Debtor Information	46
1.5	July 18, 2024	NOI Checklist table updated	48
1.5	July 18, 2024	COR Checklist table updated	55
1.5	July 18, 2024	Addition of Appendix A	84 – 88
1.6	July 24, 2024	Step 9 – amend reference from NOI to COR	55
1.6	July 24, 2024	Remove “P.O. boxes are not acceptable”	45 and 46
1.7	September 26, 2024	NOI Checklist table updated	48
1.7	September 26, 2024	COR Checklist table updated	55
1.7	September 26, 2024	“Fees and taxes” amended to “Fees”	84
1.8	October 16, 2024	Addition of note regarding addition of File Reference field – optional field for customer use; not a searchable field.	31, 32, 37, 38
1.8	October 16, 2024	Screen shot replaced at top of page	33, 39
1.8	October 16, 2024	Screen shots for Steps 7 and 8 replaced	36, 42

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1.8	October 16, 2024	Steps 8 through 14 updated and screen shots replaced – province of registration collected as single field via province dropdown; debtor names collected separate from debtor address information – Debtor Name and Debtor Address fields are now separate; one address collected for all debtors (must be address listed on NOI).	45 - 47
1.8	October 16, 2024	Screen shot in Step 5 replaced	55
1.8	October 16, 2024	Text added recommending review of COR Form Attachment Checklist	55
1.8	October 16, 2024	Error correction section and screen shots updated - province of registration collected as single field via province dropdown; debtor names collected separate from debtor address information – Debtor Name and Debtor Address fields are now separate; one address collected for all debtors (must be address listed on NOI).	75 – 78
1.8	October 16, 2024	Note added at end of Search Options Available section advising that File Reference field is not a searchable field.	85
1.8	October 16, 2024	New section added to the Search by Debtor table - names set out with both French / English names as one debtor not acceptable – each must be set out as a separate debtor. Additional search examples added.	89
1.9	November 27, 2024	New Annual Renewals section added	80-99
1.9	November 27, 2024	Added instructions and screen shots regarding associating an organization to a bank.	9, 10
1.9	November 27, 2024	Added instructions to select “Can access annual renewals” privilege if user requires it.	24
1.9	November 27, 2024	Added instructions to the Modify a Current User section regarding	27

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		changing a user's privileges so they can access annual renewals	
1.9	November 27, 2024	Updated screen shot in Step 4 of the Create a New User section	24
2.0	June 25, 2025	Updated to include locations where File Reference (Reference Number) can be found in search results.	31, 32, 37, 38, 46, 87, 94, 95

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Formatting Note

In this manual, underlining is used to emphasize important points.

Bold type is used to identify key terms the first time they appear in the manual. It is also used for:

- The names of documents. The titles of standardized documents, such as forms, are capitalized as well as bolded.
- Computer applications.
- Specific screens, screen sections, buttons, menus, menu options and fields in those applications.

Italics are used for the titles of acts and regulations.

[Blue text](#) is used for cross-references. If you are using a PDF version of this document, you can click on this text to go directly to the page number or section indicated.

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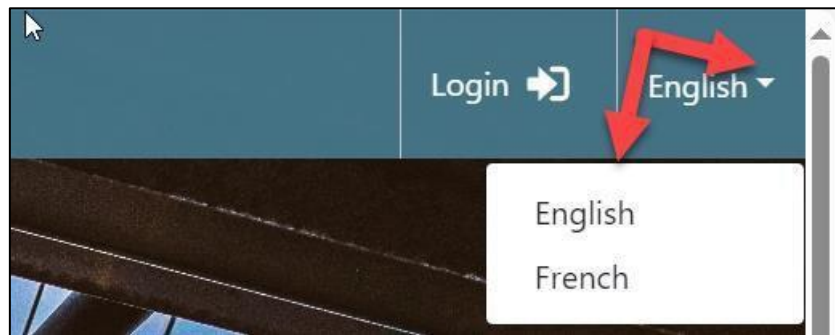
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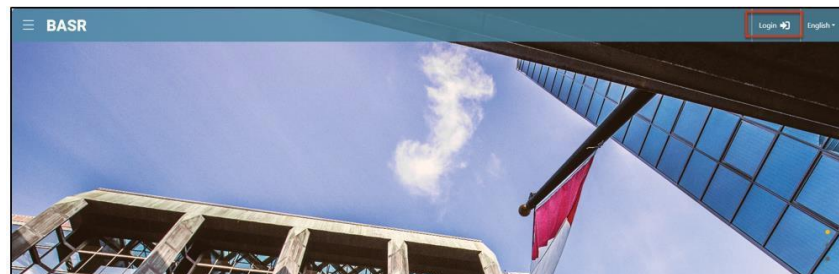
Login to BASR

Using web browsers Chrome or Microsoft Edge, open a new tab or window and go www.basr.ca.

To switch between English and French click on the drop-down arrow in the top right corner of the webpage to select your preferred language.

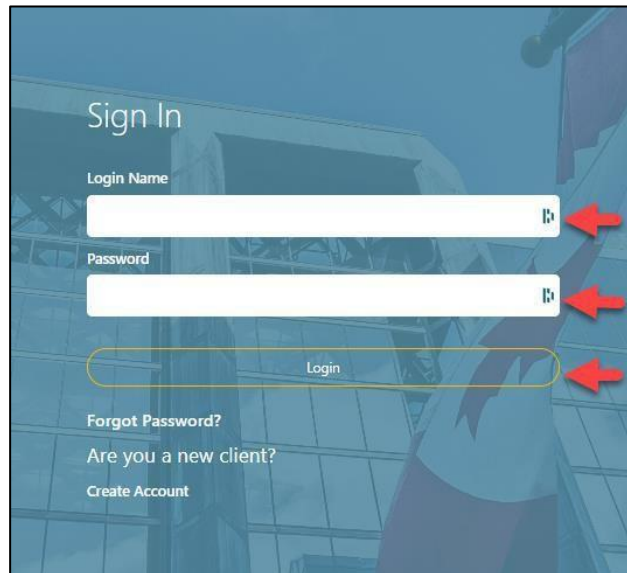


Select **Login** in the top right corner of the screen:



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Enter your **Login Name** (must be an email address) and **Password** and click **Login**.



The screenshot shows the 'Sign In' page of the BASR Customer Portal. The page has a blue background with a faint image of a building. The 'Sign In' title is at the top left. Below it are two input fields: 'Login Name' and 'Password'. Each field has a small icon on the right side. A red arrow points to the 'Login Name' field, another red arrow points to the 'Password' field, and a third red arrow points to the 'Login' button. Below the 'Login' button are three links: 'Forgot Password?', 'Are you a new client?', and 'Create Account'.

Sign In

Login Name

Password

Login

[Forgot Password?](#)

[Are you a new client?](#)

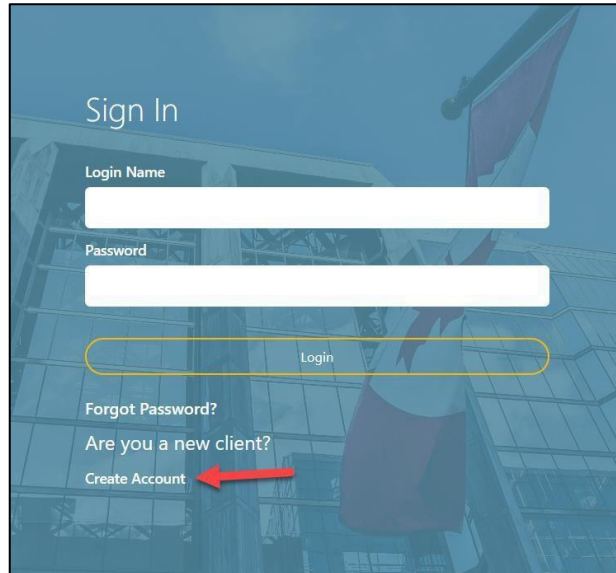
[Create Account](#)

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Creating an Account

If you are a new client, select **Create Account**.

Important: An email address/Login Name can only be associated with one account. It may not be linked to multiple accounts.

A screenshot of the BASR 'Sign In' page. The page has a blue background with a faint image of a building. The 'Sign In' title is at the top. Below it are two white input fields labeled 'Login Name' and 'Password'. A yellow-outlined 'Login' button is below the password field. Further down are links for 'Forgot Password?', 'Are you a new client?', and 'Create Account'. A red arrow points to the 'Create Account' link.

The **Account Creation** page presents itself in a new window. Each segment of the **Account Creation** page must be completed to ensure a successful submission. Fields with a red asterisk * are required fields.

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The screenshot shows the 'Account Creation' form with three main sections: Identification of User, Address, and User Details. The 'Identification of User' section has radio buttons for 'Organization' and 'Individual'. The 'Address' section includes fields for Country (pre-filled with 'Canada'), Province (dropdown), Civic Address, Suite No / Apartment No, Town / City, Additional Information, and Postal Code. The 'User Details' section includes fields for Individual User Username (Email Address), Password, Re-enter Password, and Telephone number. A 'Register' button is at the bottom right.

Account Creation

Identification of User *

☐ Organization

☐ Individual

Address

Country: Canada Province: [dropdown]

Civic Address: [text field] Click here to enter text

Suite No / Apartment No: [text field] Click here to enter text

Town / City: [text field] Click here to enter text

Additional Information: [text field] Click here to enter text

Postal Code: [text field] Click here to enter text

User Details

Individual User Username (Email Address): [text field]

Password: [text field] Re-enter Password: [text field]

Telephone number: [text field]

Register

At the top under **Identification of User*** you will have the option to choose either an **Organization** account or an **Individual** account.

Individual: This account type is for the single user, when only one person will be using this account to complete BASR transactions. One user account is associated with one billing account. This account type can only submit requests for search and requests for copies of documents.

Requests for individual accounts will be automatically fulfilled.

Organization: This account type is used for larger organizations with multiple users associated with one billing account. Each user account will link back to the same organizational account and all aspects of the individual user and billing account can be managed by your own administrator(s). This account type can submit all registrations, searches, and requests for copies of documents.

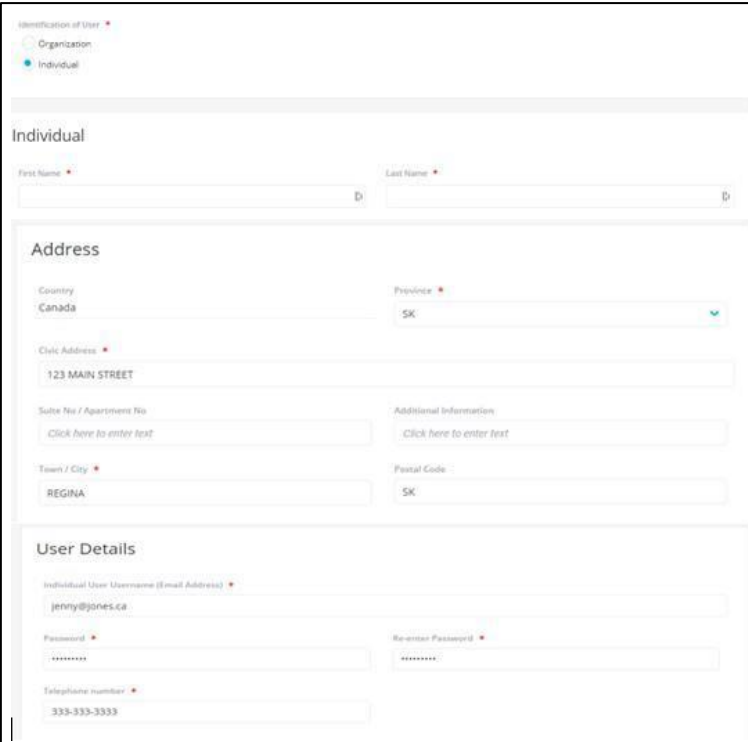
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Requests for Organizational accounts are reviewed and approved by the Central Processing Facility with a one business day turnaround.

Depending on what you select for the **Identification of Users**, you will be prompted with one of two options:

Individual

If you select **Individual**, you will be prompted with a new box that asks for First Name and Last Name, Address and User Details. Once completed, click **Register**.



The screenshot shows a web form titled "Identification of User" with two radio buttons: "Organization" and "Individual". The "Individual" option is selected. Below this, the form is divided into three sections: "Individual", "Address", and "User Details".

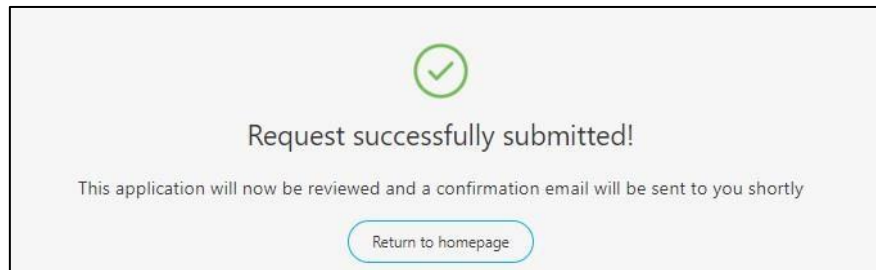
Individual Section: Contains two text input fields for "First Name" and "Last Name".

Address Section: Contains several input fields: "Country" (pre-filled with "Canada"), "Province" (pre-filled with "SK"), "Civic Address" (pre-filled with "123 MAIN STREET"), "Suite No / Apartment No" (with a placeholder "Click here to enter text"), "Additional Information" (with a placeholder "Click here to enter text"), "Town / City" (pre-filled with "REGINA"), and "Postal Code" (pre-filled with "SK").

User Details Section: Contains three input fields: "Individual User Username (Email Address)" (pre-filled with "jenny@jones.ca"), "Password" (with a placeholder "*****"), and "Re-enter Password" (with a placeholder "*****"). There is also a "Telephone number" field (pre-filled with "333-333-3333").

Immediately after you click **Register**, the below screen will appear.

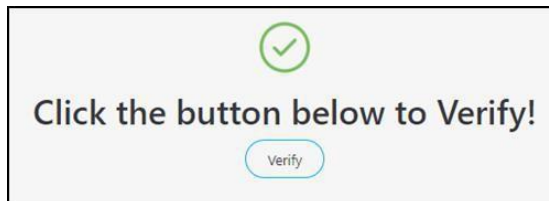
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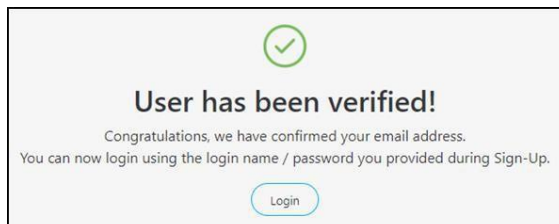
You will receive an email containing a link to verify your account.



After clicking on the link, you will be taken back to the home page with the message **Click the button below to Verify.** Click **Verify**.



Once you click **Verify**, the **User has been Verified** screen will appear. Click **Login** and you will be taken to the login screen.



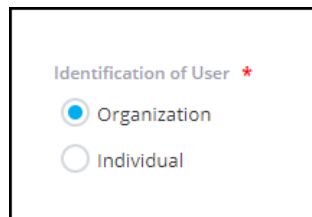
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OR

Organization

If you select **Organization**, you will be prompted with a new box that asks for your organization's name.

Click on **Organization**.



Identification of User *

☒ Organization

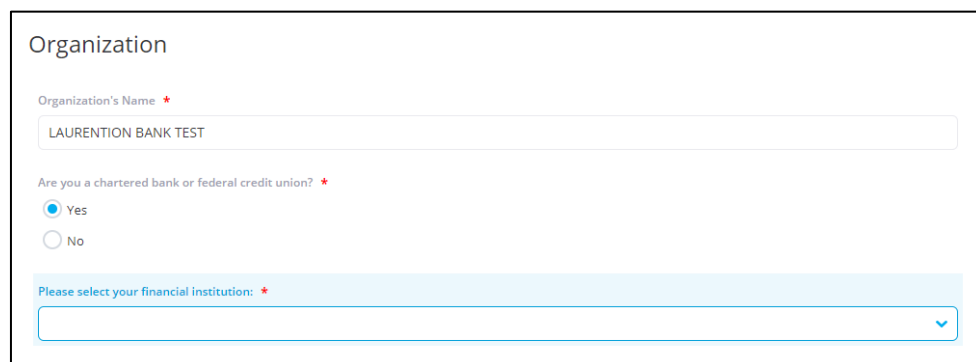
☐ Individual

Under **Organization's Name**, enter name of organization.

Note: If your organization requires more than one account number you must include a unique identifier after your organization's name.

E.g., *"Bank of XX – BC" or "Bank of XX – Ontario"*

If you indicate that you are a chartered bank or federal credit union by selecting the **Yes** radio button, the financial institution drop-down menu will display. Select your financial institution.



Organization

Organization's Name *

LAURENTION BANK TEST

Are you a chartered bank or federal credit union? *

☒ Yes

☐ No

Please select your financial institution: *

Under **Address**, enter the mailing address for the organization.

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Address	
Country	Province *
Canada	SK
Civic Address *	
123 MAIN ST.	
Suite No / Apartment No	Additional Information
Click here to enter text	Click here to enter text
Town / City *	Postal Code
REGINA	S4S 4S4

User Details: This is where you will create your new username and password. The following information is required:

- **Username:** your email address
- **First Name** and **Last Name**
- **Password:** must be 8 to 16 characters and contain one upper case (A to Z) and one number (0 to 9)
- **Telephone number:** daytime contact number

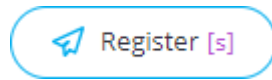
User Details	
Individual User Username (Email Address) *	
<input type="text"/>	
First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Password *	Re-enter Password *
<input type="password"/>	<input type="password"/>
Telephone number *	
<input type="text"/>	

Confirmation: select the checkbox to confirm that you agree to the **Terms and Conditions of Use.**

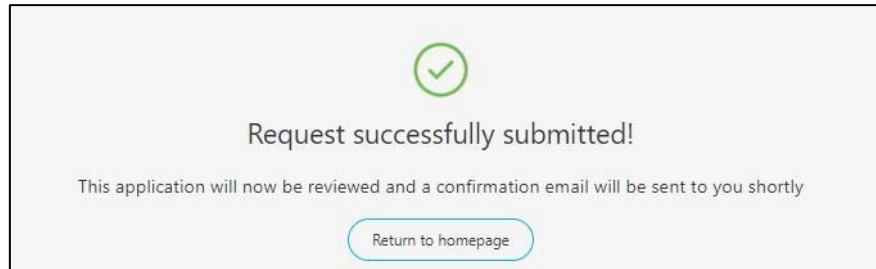
Confirmation
<input type="checkbox"/> I agree to the Terms & Conditions of Use. *

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At the bottom of the screen click on the **Register** button.

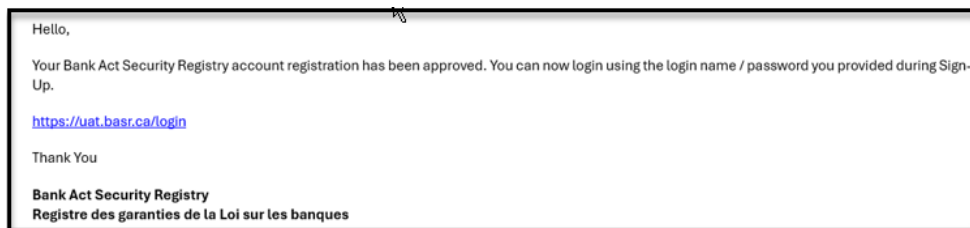


Immediately after you click **Register**, the below screen will appear.



Reminder: Requests for Organizational accounts are reviewed and approved by the Central Processing Facility with a one business day turnaround. Check your email.

Once your Organization's account has been approved, you will receive an email from BASR. Check your junk mail folder if you do not receive the email.

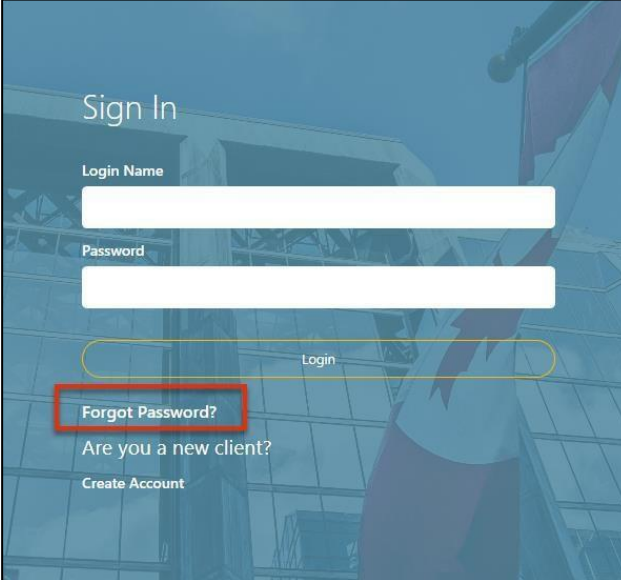


Click on the link provided in the email. You can now login using the login name/password you provided during Sign Up.

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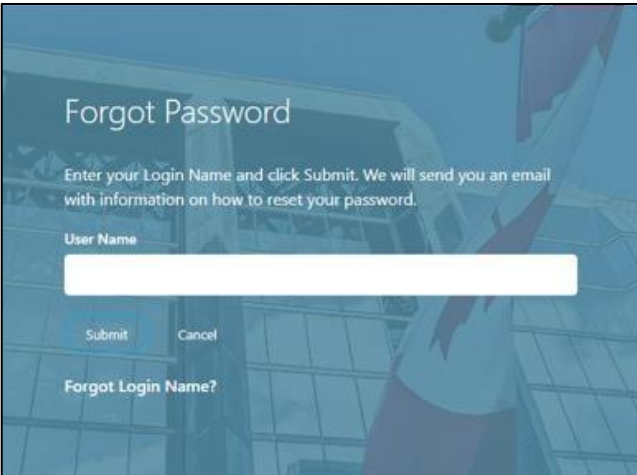
Forgot Password

1. On the **Sign In** screen, click **Forgot password?**



The screenshot shows the 'Sign In' screen of the BASR Customer Portal. It features a background image of a modern building. The form includes fields for 'Login Name' and 'Password', a 'Login' button, and a 'Forgot Password?' link which is highlighted with a red rectangular box. Below the link are the options 'Are you a new client?' and 'Create Account'.

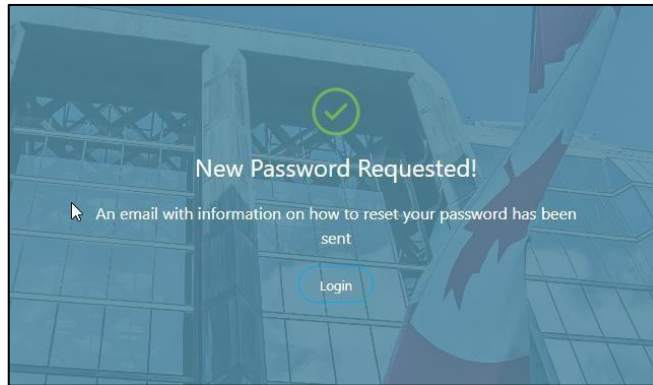
2. The next screen will ask you to enter your **User Name** (your email address).



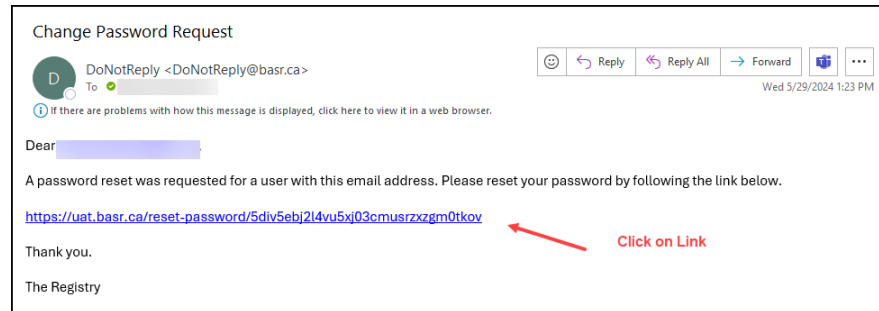
The screenshot shows the 'Forgot Password' screen. It has a blue header with the title 'Forgot Password'. Below the title, it says 'Enter your Login Name and click Submit. We will send you an email with information on how to reset your password.' There is a 'User Name' label above a text input field. At the bottom, there are 'Submit' and 'Cancel' buttons, and a link for 'Forgot Login Name?'.

3. Click **Submit**.
4. **New Password Requested** screen will display. Instructions on how to reset your password will be sent to your email. Check the junk folder if the email does not appear.

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5. Go to your email, click on the link provided in the email or copy the link into your browser.

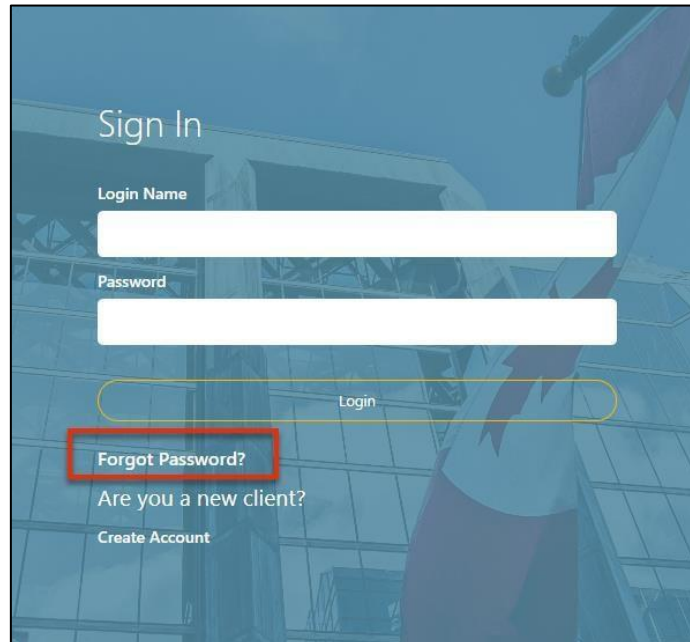


6. The link will take you to the **Forgot Password** screen where you must enter your new password twice.
7. Click **Submit**.
8. Confirmation that your password has been updated successfully displays and a **Login** button appears. Click **Login**.
9. A confirmation email is sent to your email address confirming that your password has been updated.

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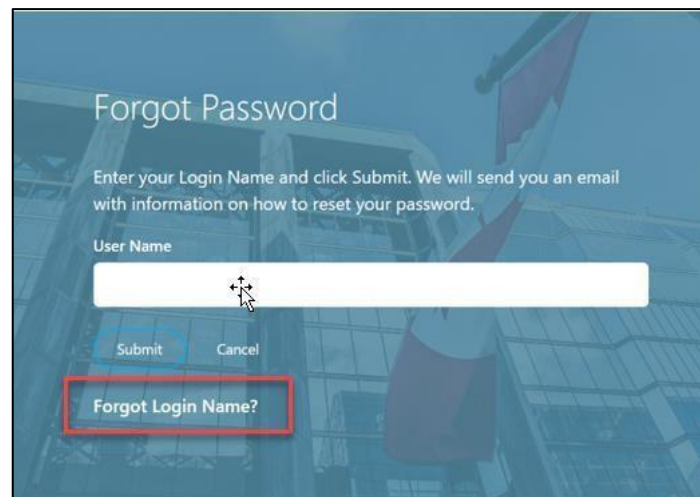
Forgot Login Name

1. On the **Sign In** screen, click on **Forgot Password?**



The image shows the 'Sign In' screen of the BASR Customer Portal. It features a blue background with a faint image of a building. The screen has the following elements: a 'Sign In' heading, a 'Login Name' label above a white input field, a 'Password' label above another white input field, a yellow 'Login' button, a red-bordered box around the 'Forgot Password?' link, a link for 'Are you a new client?' with a 'Create Account' link below it.

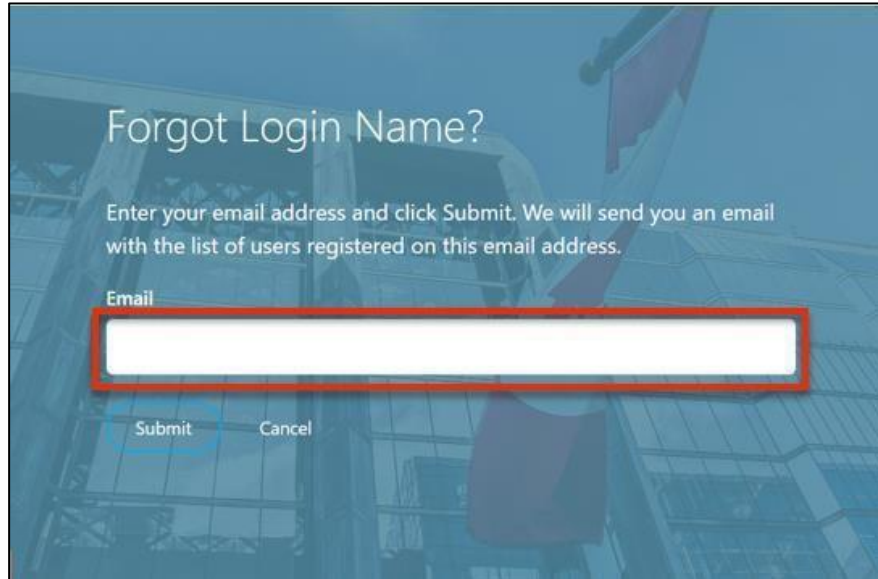
2. Select **Forgot Login Name?**



The image shows the 'Forgot Password' screen of the BASR Customer Portal. It features a blue background with a faint image of a building. The screen has the following elements: a 'Forgot Password' heading, a paragraph of text: 'Enter your Login Name and click Submit. We will send you an email with information on how to reset your password.', a 'User Name' label above a white input field, a 'Submit' button, a 'Cancel' button, and a red-bordered box around the 'Forgot Login Name?' link.

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3. Enter your email address.



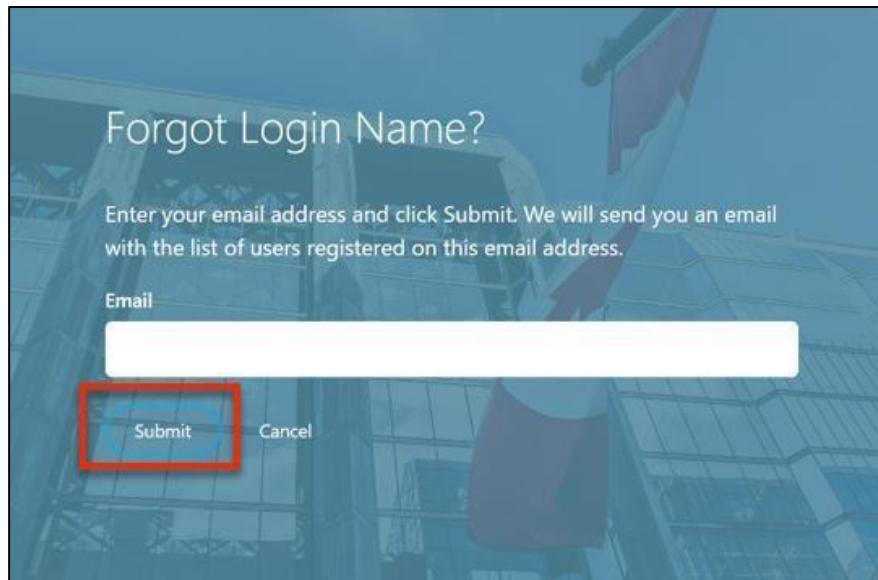
Forgot Login Name?

Enter your email address and click Submit. We will send you an email with the list of users registered on this email address.

Email

Submit Cancel

4. Click **Submit**.



Forgot Login Name?

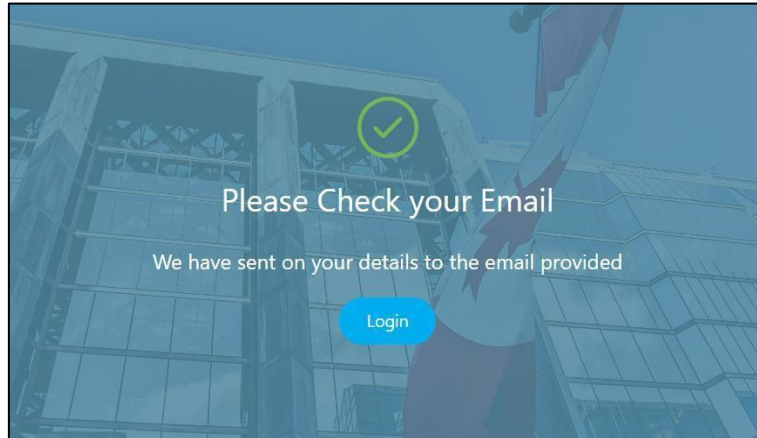
Enter your email address and click Submit. We will send you an email with the list of users registered on this email address.

Email

Submit Cancel

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5. A screen will appear prompting you to check your email for details regarding your login name. Check the junk folder if the email does not appear.



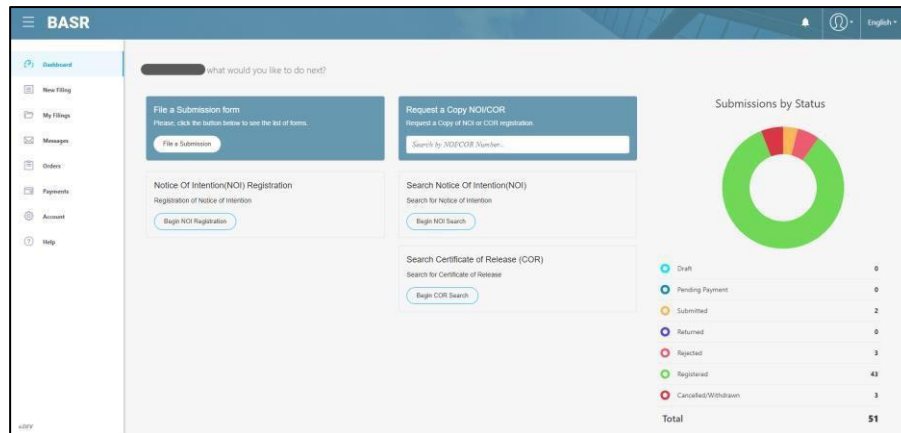
6. Check your email to find the login name(s) for your account. Click the link in the email or copy the link into your browser to take you back to the **Sign In** screen.



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General Navigation

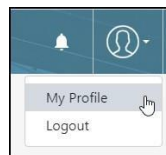
Once you log in, you will see a list of navigation options on the left side of your screen.



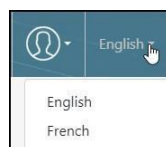
At the top left, you can click on the three lines, to make the navigation pane larger. Click the pane again to revert to the original size.



To the top right, there is a bell; this is the **Notifications** icon. Selecting this displays your notifications.



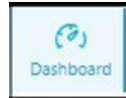
The person in a circle icon, displays **My Profile** or **Log Out**. **My Profile** is where you will find your user details and where you can make edits to your profile.



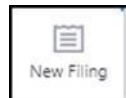
Lastly, at the top right, there is the option to select English or French language.

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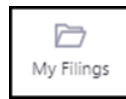
Using the navigation options on the left of your screen:



Dashboard: offers different filing options, submissions by status and navigation options



New Filing: displays options to start a new filing or update a current NOI



My Filings: displays all your filings and their status, i.e., **Drafts**, **Submitted**, **Registered**, etc.

My Filings also has a filter so you can find filings between certain dates. Under **Drafts**, you have the option to continue with your filing or remove it.

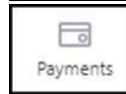
Under **Submitted**, you can download what you submitted or cancel the SR. Under **Registered**, you can download the receipt from that transaction or the registration document.



Messages: displays all messages regarding any filing type you've completed



Orders: displays all requests for searches or copies of documents with a date filter



Payments: displays all payments made and any funds you may have added using the account top up option



Account: where user details are stored and edited



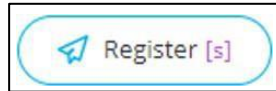
Help: provides links to Help content

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Shortcut Keys

Shortcut Keys are a combination of keys that when pressed at one time, perform a task (such as registering a Notice of Intention (NOI)) more quickly than using a mouse. This is intended to provide greater flexibility for the user.

When you see a letter inside parentheses on a task button as shown below, you have the option to press Alt + the letter instead of clicking with the mouse (in this case Alt + s) to perform the task.



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Account Management

Account Payment/Top Up

Below are the instructions on how to add funds to your account once you are logged in to the Customer Portal.

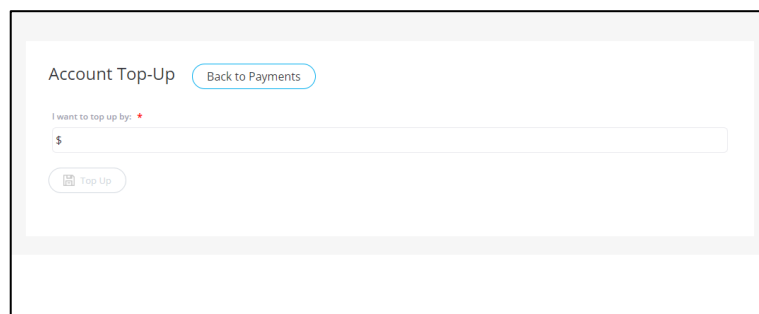
1. Select **Payments** from menu bar on the left-hand side of the screen.



2. Select **Account Top Up** in the upper right corner.



3. Enter the dollar amount you wish to top up your account by. Decimals are required. Click **Top Up**. The **Top Up** button will not be enabled until the dollar amount is entered. **Note:** There is a \$10 minimum.

A screenshot of the "Account Top-Up" form. At the top, there is a title "Account Top-Up" and a "Back to Payments" button. Below the title, there is a label "I want to top up by:" followed by a text input field with a dollar sign (\$) and a red asterisk. At the bottom of the form, there is a "Top Up" button with a blue icon.

4. Click **Proceed to PAYROC Payment**. This will take you to our secure third-party site to enter your payment details.

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Account Top-Up

Back to Payments

Your account will be topped up by **\$10.00** [↗](#)

You will be redirected to our payment provider PAYROC for payment

Proceed to PAYROC Payment

5. Enter your payment details and complete payment by clicking **Pay Now**.

Payment Amount: CAD 555.00

Payment Type:*
Visa Credit

Card Number:*

Expiry Date:*
-Month- 2024

CVV:*
[What's this?](#)

Cardholder Name:*

Street:

City:

Postcode:

Pay Now

ABOUT SSL CERTIFICATES



6. You will be returned to the **Customer Portal Account Top Up** screen which will show your confirmation and payment details. You will be able to download the receipt for your records.

Account Top-Up


Back to Payments

Your account has been successfully topped up

[Download Receipt](#) [Top-Up Again](#)

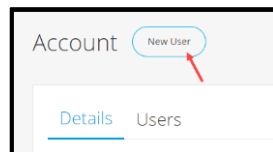
Managing Users (Organizational Accounts)

As an Administrator for an Organizational account, you determine who has access to the account and access level for each user. Administrators can view, add, modify, or make users inactive.

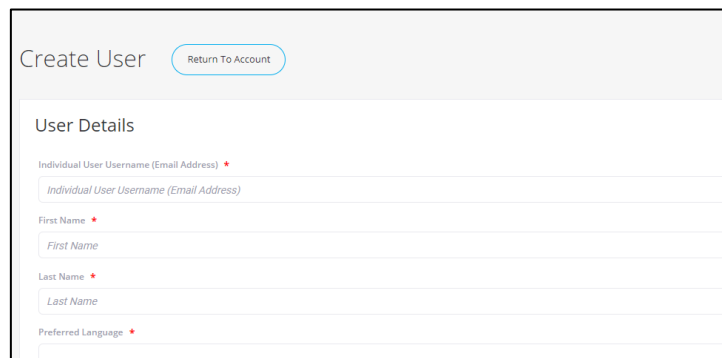
1. To the left of your screen click on Account. 
2. The **Account** screen will open to the **Details** tab, which will show your account number and account name. The type must read **Organization**. The Administrator will be listed as the owner. The address information will be shown for the account.

Create a New User

1. Click **New User** at the top of the screen.

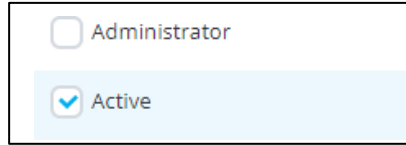


2. Under **User Details**, complete all areas marked with a red asterisk *.

A screenshot of the 'Create User' form. At the top, there is a header with 'Create User' on the left and 'Return To Account' on the right. Below this, there is a section titled 'User Details'. This section contains four input fields, each with a red asterisk indicating it is required: 'Individual User Username (Email Address)', 'First Name', 'Last Name', and 'Preferred Language'. Each field has a placeholder text that matches the label.

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When creating a new user, you must select **Active**.



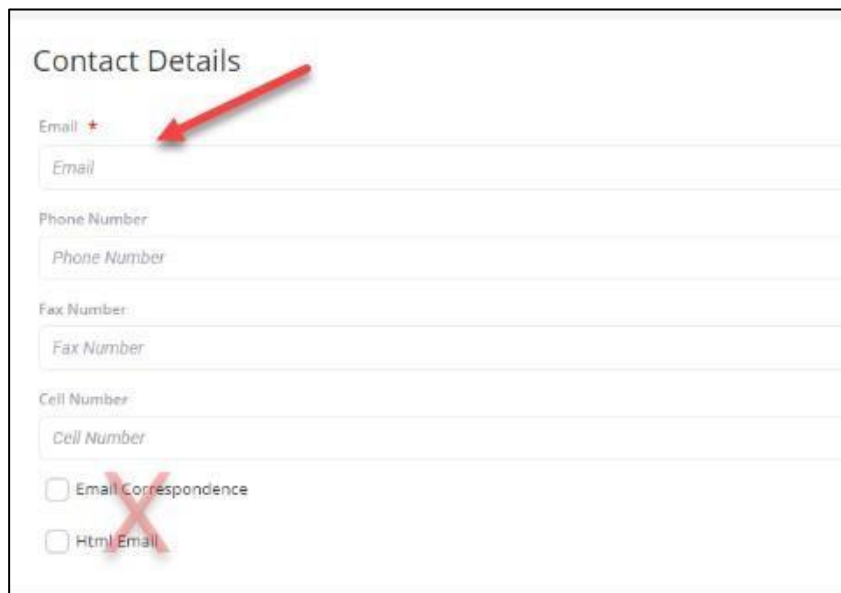
A form with two radio button options. The top option is 'Administrator' with an unchecked radio button. The bottom option is 'Active' with a checked radio button and a light blue background highlight.

Note: There is also the option to check off **Administrator**. You will only check this option if the new user requires administrator privileges, e.g., ability to edit users' information or add new users, etc.

It is recommended each account have two Administrators when possible, for business continuity.

3. Under **Contact Details**, enter email address in the **Email** field and select **Email Correspondence** below.

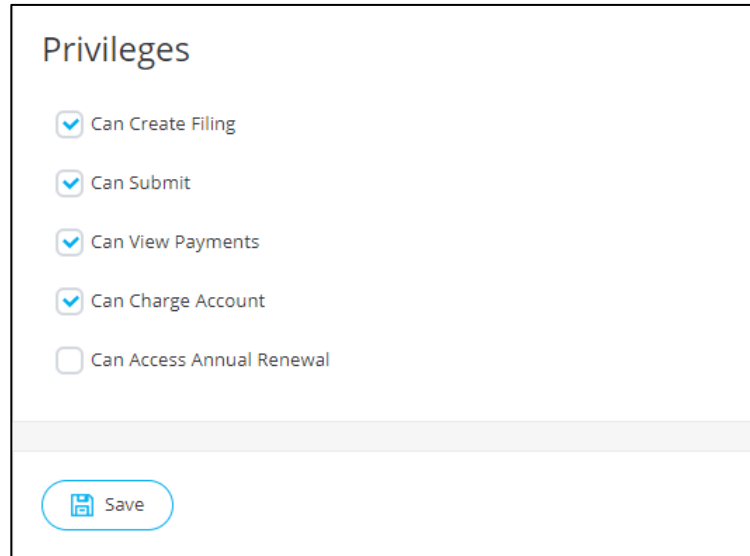
Note: Checking and/or unchecking the **Email Correspondence** and **Html Email** fields will not have an impact on correspondence output. Please disregard these fields.



A form titled 'Contact Details' with several input fields and checkboxes. A red arrow points to the 'Email' field. The fields are: Email (with a red asterisk), Phone Number, Fax Number, and Cell Number. Below these are two checkboxes: 'Email Correspondence' and 'Html Email', both of which are crossed out with a large red 'X'.

BASR

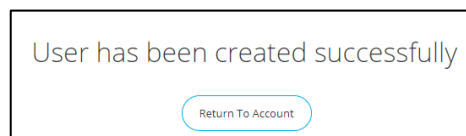
4. Under **Privileges**, select the options you wish the user to have and click **Save**. You can select all or any combination of options.

A screenshot of a 'Privileges' configuration form. The title 'Privileges' is at the top left. Below it are five checkboxes, each with a label: 'Can Create Filing', 'Can Submit', 'Can View Payments', 'Can Charge Account', and 'Can Access Annual Renewal'. The first four checkboxes are checked with blue checkmarks, while the last one is unchecked. At the bottom of the form is a blue button with a floppy disk icon and the text 'Save'.

Important: If only the **Can Create Filing** is checked, registration and search requests can be created in draft, but not submitted. Ensure that **Can Submit** is checked for the ability to submit registrations and searches.

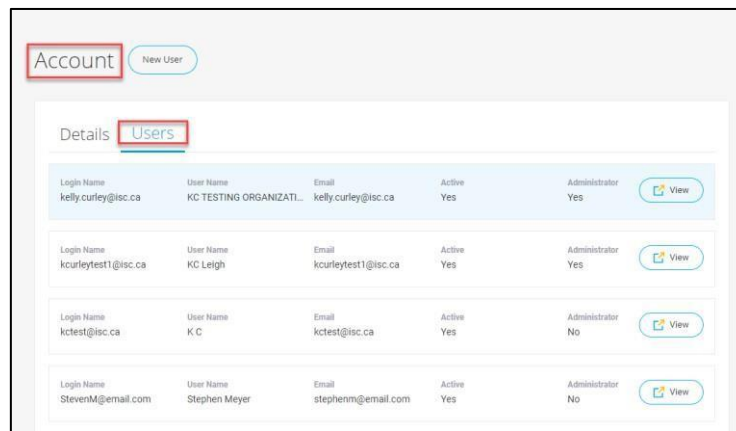
Important: to allow a user to submit Annual Renewals the user's privileges must include **Can Access Annual Renewal**.

The following message should appear on screen. Click **Return to Account**.

A screenshot of a success message box. It has a thin border and contains the text 'User has been created successfully' in a light gray font. At the bottom center is a blue button with the text 'Return To Account'.

5. You will be taken back to the **Account** screen. Here you can validate the new user has been created. Click the **Users** tab. All users under this account will appear.

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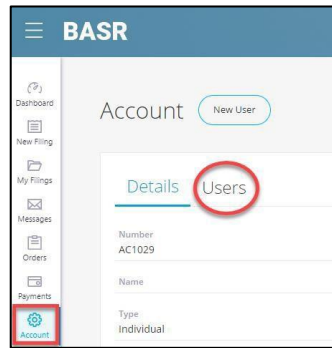
6. The system will not automatically notify the new user that they have been added. You will need to advise the new user to:

- Go to URL: www.basr.ca.
- Enter their Login Name (i.e., their email address)
- Select **Forgot Password** and follow instructions from the Forgot Password section of this guide to set up their own secure password.

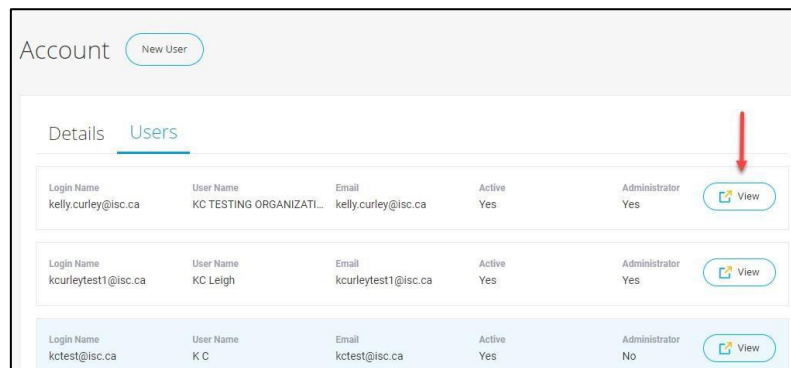
BASR

Modify Current Users

1. Click on **Account** from the menu bar on the left side of the screen. Click **Users**.



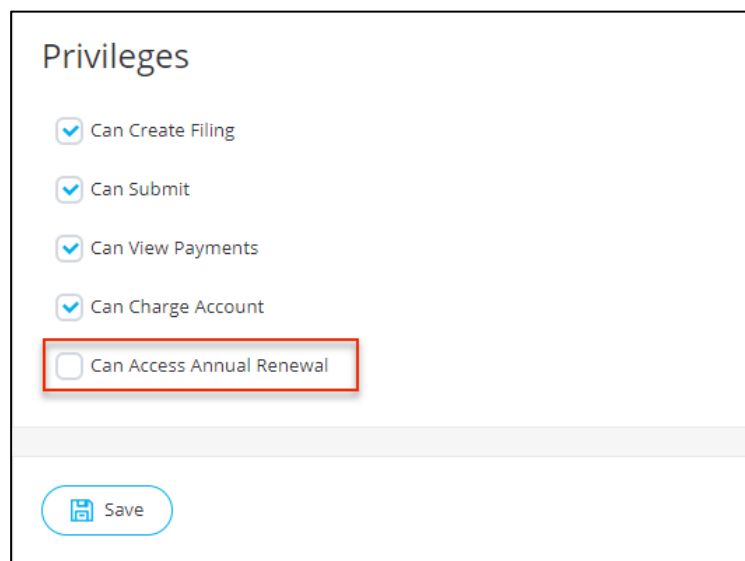
2. All users under this account will display. Locate the user you wish to modify and click **View** to the right of their name.



BASR

3. The user information will now appear.
 - To **edit** user information (email address, name, or privileges), make the necessary changes and click **Save** at the bottom of the screen.

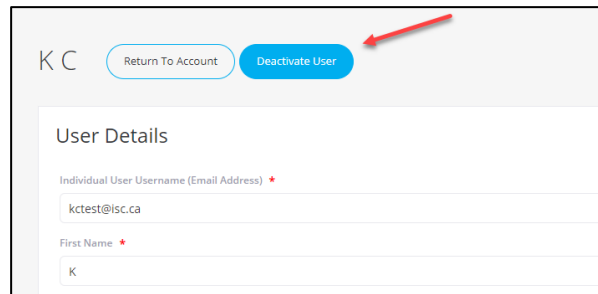
Important: to allow a user to submit Annual Renewals you must update the user's privileges to include **Can Access Annual Renewal**.



The screenshot shows a 'Privileges' form with a list of checkboxes. The first four checkboxes are checked: 'Can Create Filing', 'Can Submit', 'Can View Payments', and 'Can Charge Account'. The fifth checkbox, 'Can Access Annual Renewal', is unchecked and is highlighted with a red rectangular border. At the bottom of the form is a 'Save' button with a floppy disk icon.

- There are **two** ways to make a user **Inactive**.

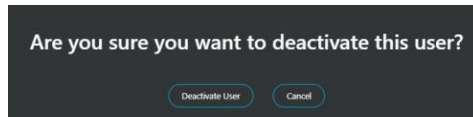
Remove the user all together by clicking on **Deactivate User** at the top of the screen.



The screenshot shows the 'User Details' form. At the top, there are two buttons: 'Return To Account' and 'Deactivate User'. A red arrow points to the 'Deactivate User' button. Below the buttons, the form contains two input fields: 'Individual User Username (Email Address)' with the value 'kctest@isc.ca' and 'First Name' with the value 'K'.

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You will receive the following message:

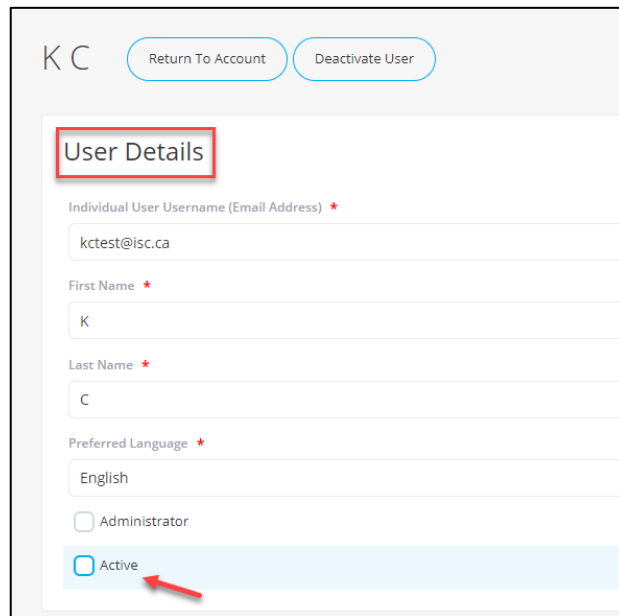


If you wish to continue, click **Deactivate User**. The system will take you back to the **Account** screen. Under the **Users** tab, the former user will no longer appear.

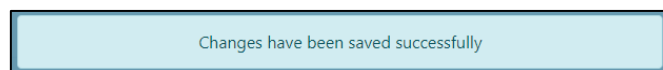
OR

Make a current user **Inactive**. Example: when a user is on leave but will be coming back.

After completing step 2 above; you will be presented with the user information, under **User Details** deselect **Active** and go to the bottom of the screen and click **Save**.

A screenshot of a web form titled "User Details" which is highlighted with a red rectangle. The form is part of a larger interface with a header containing "K C" and two buttons: "Return To Account" and "Deactivate User". The form fields include: "Individual User Username (Email Address) *" with the value "kctest@isc.ca"; "First Name *" with the value "K"; "Last Name *" with the value "C"; "Preferred Language *" with the value "English"; and a section for role with two radio buttons: "Administrator" (unchecked) and "Active" (checked). A red arrow points to the "Active" radio button.



You will receive confirmation at the top of the screen that your changes have been successfully saved. Click on **Return to Account**.

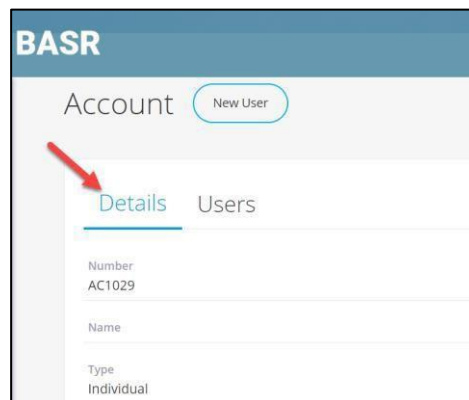


BASR

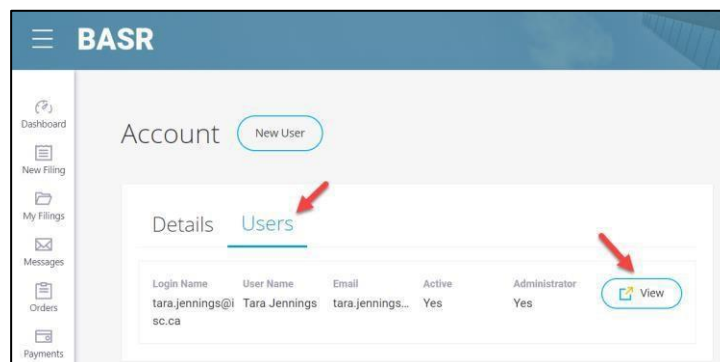
Managing Individual User Accounts

As an Individual User, you will be the only one with access to this account. You can view, add, or modify your profile and account details.

1. To the left of your screen click on  **Account**
2. The **Account** screen will open to the **Details** tab, which will present the account number, owner name and address for modification. Update accordingly and click **Save** at the bottom of the screen. 



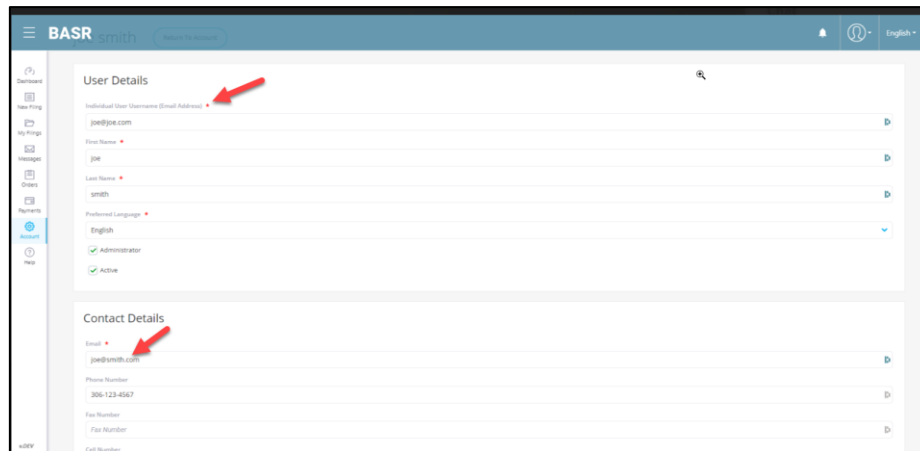
3. Clicking on the **Users** tab will open a summary of the User information. Click on **View** to open **User Details** to view or modify all **User Details**, **Contact Details** and **Privileges**.



BASR

Important:

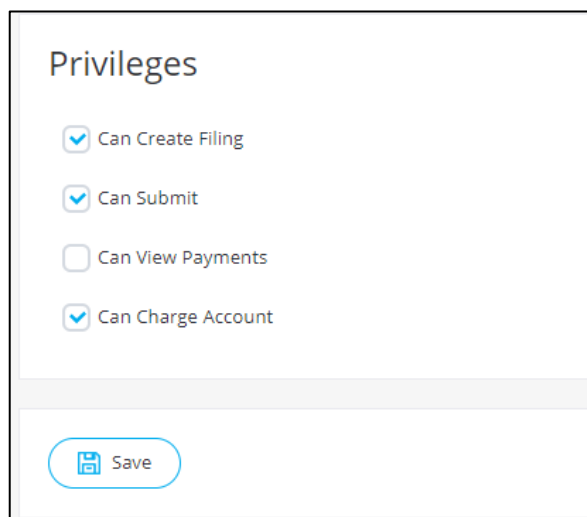
If updating the **Email** field under **Contact Details**, make sure you update the **Individual User Username (Email Address)** field under **User Details** as well.



The screenshot shows the BASR user management interface. The top navigation bar includes the BASR logo, a search bar, and a user profile icon. The left sidebar contains various navigation options. The main content area is divided into two sections: 'User Details' and 'Contact Details'. In the 'User Details' section, the 'Individual User Username (Email Address)' field is highlighted with a red arrow. In the 'Contact Details' section, the 'Email' field is highlighted with a red arrow.

AND

Under **Privileges**, if only the **Can Create Filing** is checked, search requests and requests for copies of documents can be created in draft, but not be submitted. Ensure that **Can Submit** is checked for the ability to submit searches and requests for copies of documents.



The screenshot shows the 'Privileges' section of the BASR user management interface. It contains four checkboxes with labels: 'Can Create Filing' (checked), 'Can Submit' (checked), 'Can View Payments' (unchecked), and 'Can Charge Account' (checked). At the bottom of the section is a 'Save' button with a floppy disk icon.

BASR

Searches

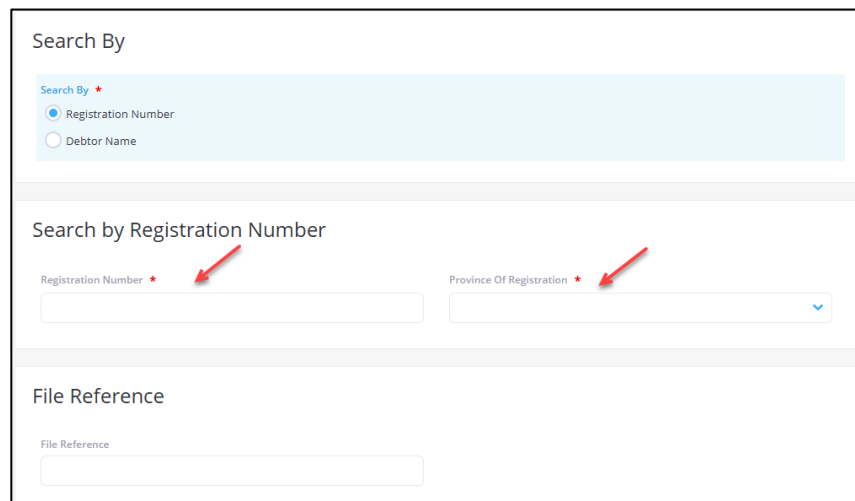
Search of Notice of Intention (NOI)

1. On your **Dashboard**, click on **Begin NOI Search**.



2. Select one of the search options: **Registration Number** or **Debtor Name**.

- If selecting **Registration Number**, enter the registration number in the **Registration Number** field and select the **Province of Registry**.



- Enter the **File Reference** if applicable. **Note:** This field is optional and allows entry of customer file details/account information. The **File Reference** will display in Search results; however, you cannot search an NOI or COR using the **File Reference**. The **File Reference** will also be displayed in the **My Filings, Orders, and Payments** tabs.

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If selecting **Debtor Name**, select either **Individual** or **Company**.

The screenshot shows a search interface with two main sections. The top section, titled 'Search By', contains a dropdown menu with 'Search By' and a red asterisk. Below it are two radio buttons: 'Registration Number' and 'Debtor Name', with 'Debtor Name' selected. The bottom section, titled 'Search by Debtor', contains a dropdown menu with 'Debtor Type' and a red asterisk. Below it are two radio buttons: 'Individual' and 'Company', with 'Individual' selected.

- In the dropdown menus next to each of the name fields, you can select **Exact** or **Starts With**, which allows you to search for partial names or misspelled names.

The screenshot shows two dropdown menus. The top one is titled 'Company Name Search Feature' and has a red asterisk. It shows three options: 'EXACT MATCH (Company Name)', 'EXACT MATCH (Company Name)', and 'STARTS WITH (Company Name)'. The bottom one is titled 'First Name Search Feature' and has a red asterisk. It shows three options: 'EXACT MATCH (First, Last Name)', 'EXACT MATCH (First, Last Name)', and 'STARTS WITH (First Name)'.

- Enter the **File Reference** if applicable. **Note:** This field is optional and allows entry of customer file details/account information. The **File Reference** will display in Search results; however, you cannot search an NOI or COR using the **File Reference**. The **File Reference** will also be displayed in the **My Filings, Orders, and Payments** tabs.
3. Select **Next** once you have completed entry of the information in the required fields (indicated by a red asterisk *).

BASR

Example:

The screenshot displays a web form titled "Search By". It includes two radio buttons: "Registration Number" and "Debtor Name", with "Debtor Name" selected. Below this is a section titled "Search by Debtor" containing a "Debtor Type" section with "Individual" and "Company" radio buttons, "Individual" being selected. The form also features input fields for "First Name", "Last Name", and "Middle Name", each accompanied by a "Search Feature" dropdown menu. The "First Name Search Feature" is set to "EXACT MATCH (First, Last Name)", "Last Name Search Feature" to "EXACT MATCH", and "Middle Name Search Feature" to "EXACT MATCH (Middle Name)". A "Province Of Registration" dropdown menu is also present. At the bottom of the form is a "File Reference" input field. The footer of the form contains two buttons: "Save Draft [a]" and "Next [n]".

4. You are now at the **Review** screen; review all information and make sure it is correct. You will have the option to **Save as a Draft** or **Preview** the Notice of Intention Search, at the bottom of the screen.

This screenshot shows a close-up of the bottom of the form, highlighting two buttons: "Save Draft [a]" with a floppy disk icon and "Preview [p]" with a download icon.

When all information is deemed to be correct, you must check off the **Confirmation** statement located at the bottom of the screen. Click **Submit**.

BASR

Confirmation

☐ I certify that the information contained in this return or notice is true to the best of my knowledge and belief. *

Save Draft [a] Preview [p] [m] Previous Submit [s]

5. **Payment** if you have funds in your account, you will be prompted to choose your preferred payment method: Account or Credit Card. If your account does not have adequate funds, the only option is Credit Card.

Note: To pay by Debit or Pre-authorized Debit, select Credit Card.

I would like to pay by ☒ Account ☐ Credit Card or Electronic Payment

If you selected **Account**, review **Your Current Balance** and **Total Due** fields to ensure enough funds are available.

I would like to pay by ☒ Account ☐ Credit Card

Account
AC1023 -

Your Current Balance
\$16.08

Credit Limit
\$0.00

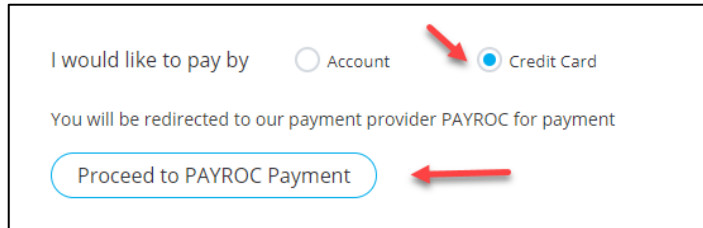
Total Due
\$12.00

Pay by Account

Once funds have been confirmed, Click **Pay by Account**. Payment is automatically processed from funds in your account.

If you selected **Credit Card**, click **Proceed to PAYROC Payment**.

BASR

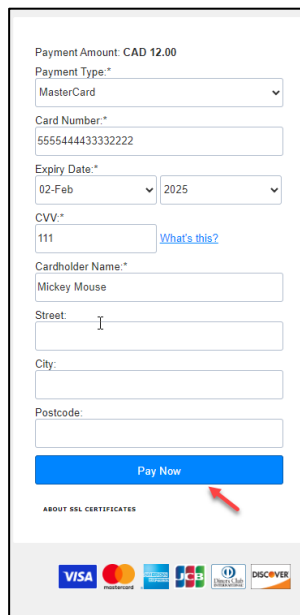


I would like to pay by ☐ Account ☒ Credit Card

You will be redirected to our payment provider PAYROC for payment

[Proceed to PAYROC Payment](#)

This will take you to the secure virtual terminal where you will enter your credit card information and complete payment by clicking **Pay Now**.



Payment Amount: CAD 12.00

Payment Type:*
MasterCard

Card Number:*
555544443332222

Expiry Date:*
02-Feb 2025

CVV:*
111 [What's this?](#)

Cardholder Name:*
Mickey Mouse

Street:

City:

Postcode:

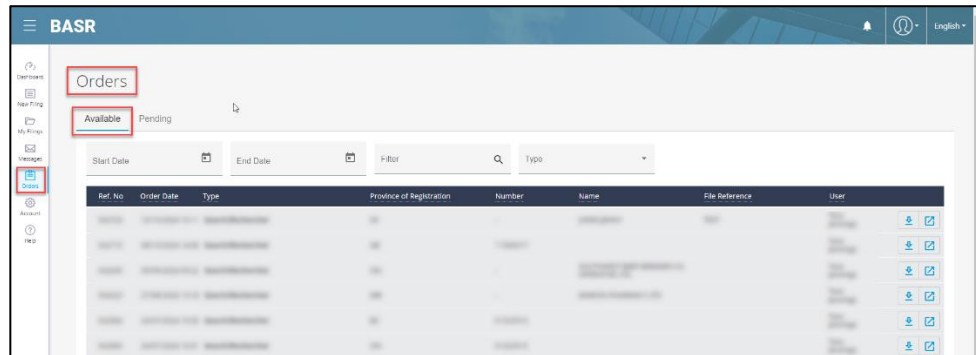
[Pay Now](#)



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VISA Mastercard JCB DISCOVER

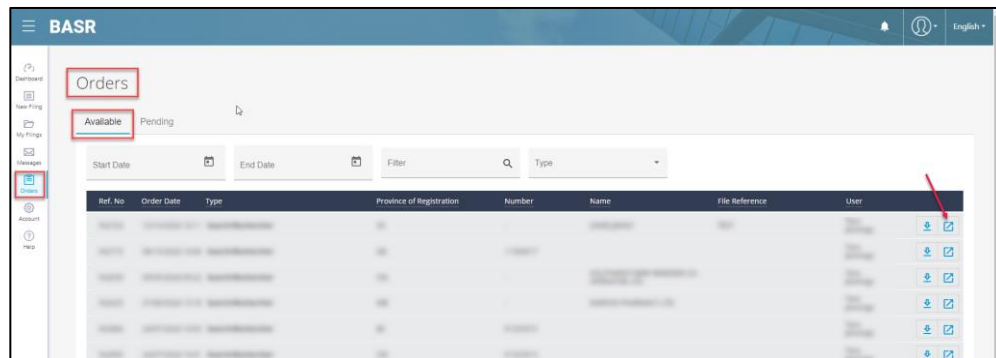
6. Upon successful completion of the transaction, you will see a **Payment Received** and a **Submission Received** notice. This screen will provide you with your Filing Reference/Service Request (SR) number.
7. The search results will appear in **Orders** under the **Available** tab once the results are ready.

BASR



8. To view the results, Go to **Orders** on the left of the screen. Your request for a copy will appear show here. On the right of your order, there are two icons – **Download**  and **Open Details**  .

- **Download** opens a PDF version of the NOI document.
- **Open Details** provides the order details, the entity details, and the option to download a copy of your document.



BASR

Search of Certificate of Release (COR)

1. On your **Dashboard**, click on **Begin COR Search**.



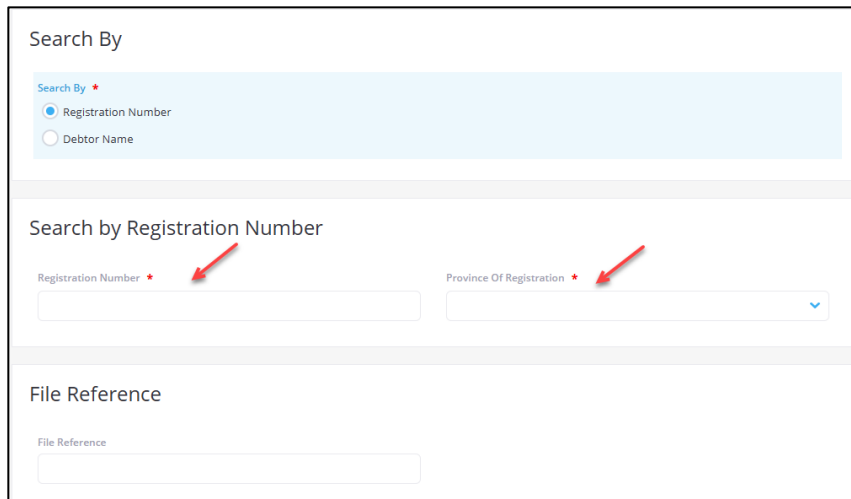
Search Certificate of Release (COR)

Search for Certificate of Release

Begin COR Search

2. Select one of the search options: **Registration Number** or **Debtor Name**.

- If selecting **Registration Number**, enter the registration number in the required **Registration Number** field and select the **Province of Registry**.




Search By


Search By *

☒ Registration Number

☐ Debtor Name

Search by Registration Number

Registration Number * 

Province Of Registration * 

File Reference

File Reference

- Enter the **File Reference** if applicable. **Note:** This field is optional and allows entry of customer file details/account information. The **File Reference** will display in Search results; however, you cannot search an NOI or COR using the **File Reference**. The **File Reference** will also be displayed in the **My Filings, Orders, and Payments** tabs.

BASR

- If selecting **Debtor Name**, select either **Individual** or **Company**.

The screenshot shows a search interface with two main sections. The top section, titled 'Search By', contains a label 'Search By *' and two radio button options: 'Registration Number' and 'Debtor Name'. The 'Debtor Name' option is selected. The bottom section, titled 'Search by Debtor', contains a label 'Debtor Type *' and two radio button options: 'Individual' and 'Company'. The 'Individual' option is selected.

- In the dropdown menus next to each of the name fields, you can select **Exact** or **Starts With**, which allows you to search for partial names or misspelled names.

The screenshot shows two dropdown menus. The top menu is titled 'Company Name Search Feature *' and has three options: 'EXACT MATCH (Company Name)', 'EXACT MATCH (Company Name)', and 'STARTS WITH (Company Name)'. The bottom menu is titled 'First Name Search Feature *' and has three options: 'EXACT MATCH (First, Last Name)', 'EXACT MATCH (First, Last Name)', and 'STARTS WITH (First Name)'.

- Enter the **File Reference** if applicable. **Note:** This field is optional and allows entry of customer file details/account information. The **File Reference** will display in Search results; however, you cannot search an NOI or COR using the **File Reference**. The **File Reference** will also be displayed in the **My Filings, Orders, and Payments** tabs.
3. Select **Next** once you have completed the information in the required fields (indicated by a red asterisk *****) above.

BASR

Example:

The screenshot displays a web form titled "Search By". It features two radio buttons: "Registration Number" and "Debtor Name", with "Debtor Name" selected. Below this is a section titled "Search by Debtor" containing a "Debtor Type" section with "Individual" and "Company" radio buttons, "Individual" being selected. The form includes input fields for "First Name", "Last Name", and "Middle Name", each accompanied by a "Search Feature" dropdown menu. The "First Name Search Feature" is set to "EXACT MATCH (First, Last Name)", "Last Name Search Feature" to "EXACT MATCH", and "Middle Name Search Feature" to "EXACT MATCH (Middle Name)". There is also a "Province Of Registration" dropdown menu. A "File Reference" section with an input field is located below the name fields. At the bottom of the form, there are two buttons: "Save Draft [a]" and "Next > [n]".

4. You are now at the **Review** screen; review all information and make sure it is correct. You will have the option to **Save as a Draft** or **Preview** the Certificate of Release Search, at the bottom of the screen.

This block shows two buttons side-by-side: "Save Draft [a]" with a floppy disk icon and "Preview [p]" with a download icon.

When all information is deemed to be correct, you must check off the **Confirmation** statement located at the bottom of the screen. Click **Submit**.

BASR

Confirmation

☐ I certify that the information contained in this return or notice is true to the best of my knowledge and belief. *

[Save Draft \[a\]](#) [Preview \[a\]](#) [\[m\] < Previous](#) [Submit \[a\]](#)

5. **Payment** if you have funds in your account, you will be prompted to choose your preferred payment method: Account or Credit Card. If your account does not have adequate funds, the only option will be Credit Card.

Note: To pay by Debit or Pre-authorized Debit, select Credit Card.

I would like to pay by ☒ Account ☐ Credit Card or Electronic Payment

If you selected **Account**, review **Your Current Balance** and **Total Due** fields to ensure enough funds are available.

I would like to pay by ☒ Account ☐ Credit Card

Account
AC1023 -

Your Current Balance **\$16.08**

Credit Limit
\$0.00

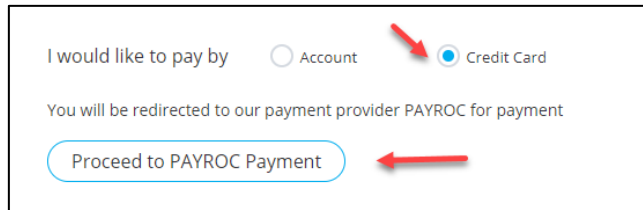
Total Due **\$12.00**

[Pay by Account](#)

Once funds have been confirmed, Click **Pay by Account**. Payment is automatically processed from funds in your account.

If you selected **Credit Card**, click **Proceed to PAYROC Payment**.

BASR



I would like to pay by ☐ Account ☒ Credit Card

You will be redirected to our payment provider PAYROC for payment

[Proceed to PAYROC Payment](#)

This will take you to the secure virtual terminal where you will enter your payment details and complete payment by clicking **Pay Now**.



Payment Amount: CAD 12.00

Payment Type:*
MasterCard

Card Number:*
555544443332222

Expiry Date:*
02-Feb 2025

CVV:*
111 [What's this?](#)

Cardholder Name:*
Mickey Mouse

Street:
I

City:

Postcode:

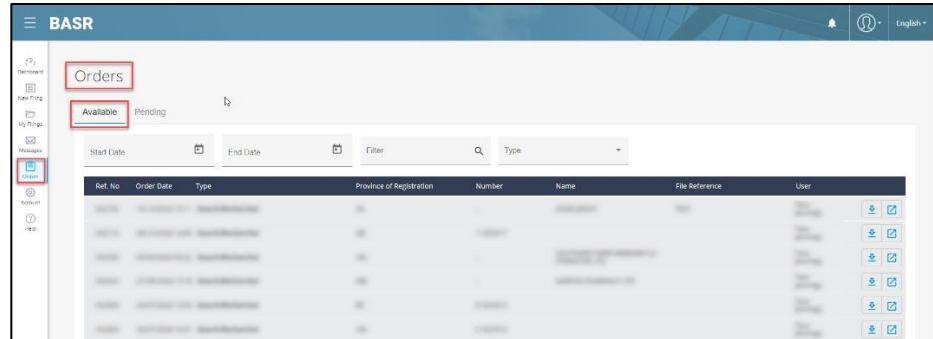
[Pay Now](#)

[ABOUT SSL CERTIFICATES](#)

VISA Mastercard American Express JCB DISCOVER

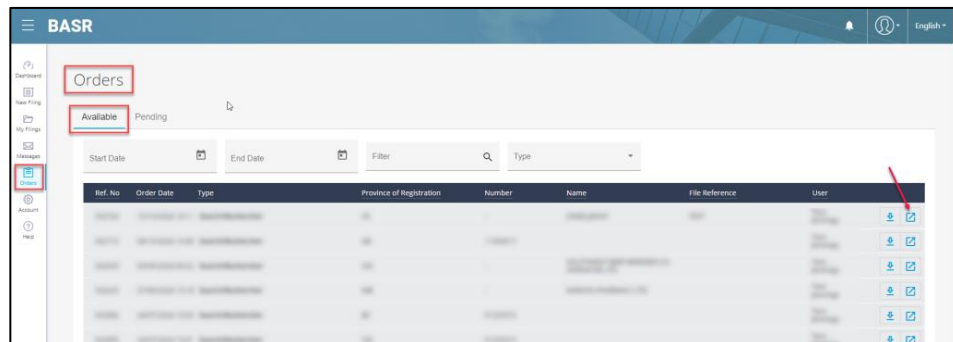
6. Upon successful completion of the transaction, you will see a **Payment Received** and a **Submission Received** notice. This screen will provide you with your **Filing Reference/Service Request (SR)** number.
7. The search results will appear in **Orders** under the **Available** tab once the results are ready.

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8. To view the results, Go to **Orders** on the left of the screen. Your request for a copy will appear here. On the right of your order, there are two icons – **Download** and **Open Details**.

- **Download** opens a PDF version of the COR document.
- **Open Details** provides the order details, the entity details, and the option to download a copy of your document.



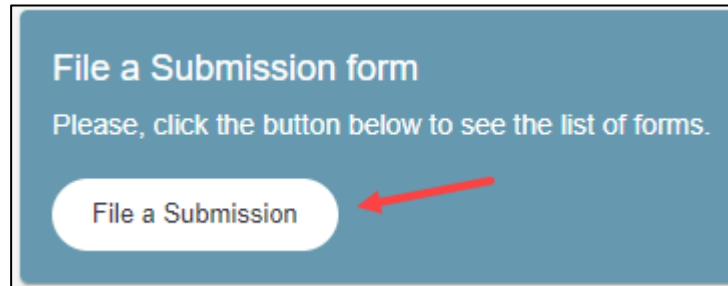
BASR

Registrations

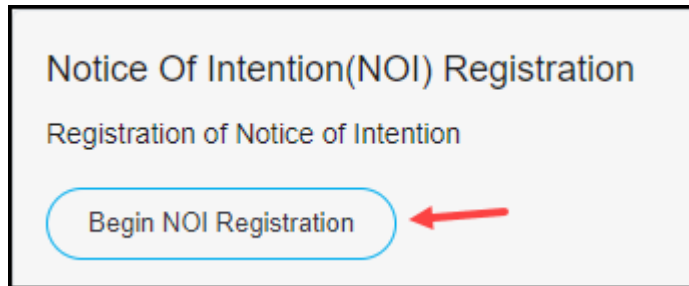
Registration of a Notice of Intention (NOI)

There are **three** different ways you can start an NOI registration, all located on your dashboard:

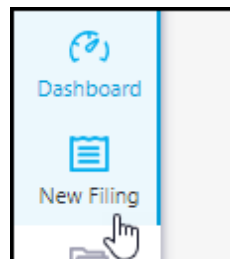
A. File a Submission



B. Begin NOI Registration



C. New Filing (found on the left side of screen).



BASR

For these instructions we will be using option A - **File a Submission**. Please note that all fields with a red asterisk ***** are mandatory fields and must be completed.

2. Click on **File a Submission**.
3. Your options present to the right.
4. Click **Start** beside **Registration of a Notice of Intention (NOI)**.

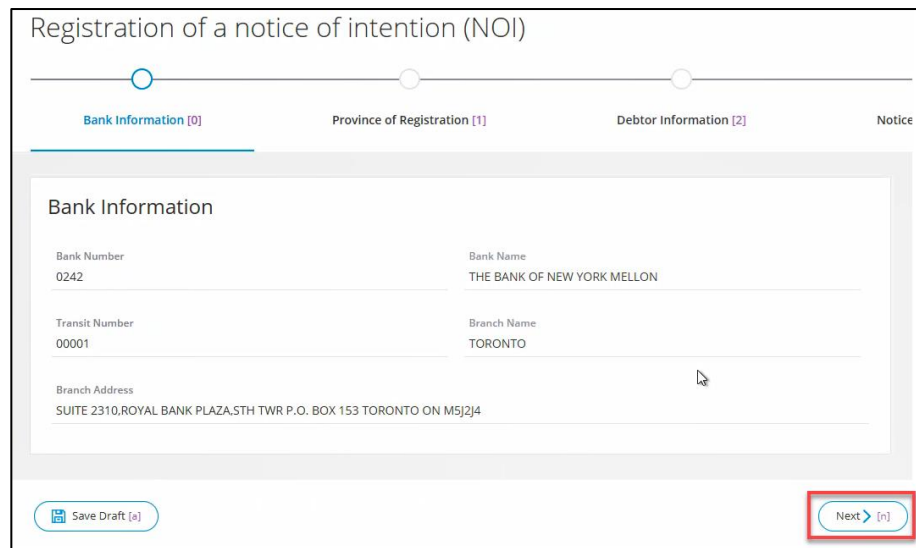
The screenshot shows a web interface with two tabs: 'Start a new Filing' (active) and 'Update NOI'. Below the tabs is a search bar with the placeholder text 'I want to file a...'. Underneath, it says 'Select from the options below'. There are three rows of options, each with a 'Start' button to its right. The first row is 'Filing COR Search', the second is 'Filing NOI Search', and the third is 'Filing Registration Of a Notice Of Intention (NOI)'. A red arrow points to the 'Start' button for the third option.

5. **Bank Number/Name** presents; from the drop-down list, pick the correct bank.
6. **Transit Number/Branch Name** presents; from the drop-down list select the correct transit number.

The screenshot shows the same web interface as before, but now the 'Filing Registration Of a Notice Of Intention (NOI)' option is selected. Below this option, there are two mandatory fields (indicated by red asterisks). The first is 'Bank Number/Name' with a drop-down menu showing '0039 - Laurentian Bank Of Canada'. The second is 'Transit Number/Branch Name' with a drop-down menu showing '00081 - ONTARIO'. At the bottom of the form, there are two buttons: 'Cancel' and 'Continue (s)'.

BASR

7. Click **Continue** at the bottom of the screen.
8. The **Registration of a Notice of Intention (NOI)** form presents. Review **Bank Information** to ensure it is correct. Click **Next** at the bottom of the screen.



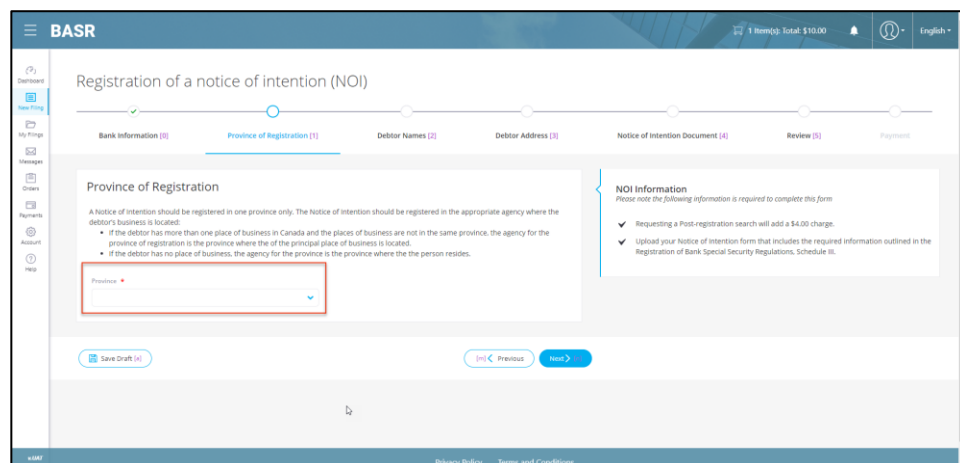
The screenshot shows the 'Registration of a notice of intention (NOI)' form, specifically the 'Bank Information' step. The form is part of a multi-step process indicated by a progress bar at the top with four steps: 'Bank Information [0]', 'Province of Registration [1]', 'Debtor Information [2]', and 'Notice'. The 'Bank Information' step is currently active. The form contains the following fields:

Field	Value
Bank Number	0242
Bank Name	THE BANK OF NEW YORK MELLON
Transit Number	00001
Branch Name	TORONTO
Branch Address	SUITE 2310, ROYAL BANK PLAZA, 5TH TWR P.O. BOX 153 TORONTO ON M5J2J4

At the bottom of the form, there are two buttons: 'Save Draft [a]' on the left and 'Next > [n]' on the right. The 'Next > [n]' button is highlighted with a red rectangle.

9. **Province of Registration** screen displays. Select the province from the dropdown menu. Click **Next**.

Note: A Notice of Intention should be registered in one province only.



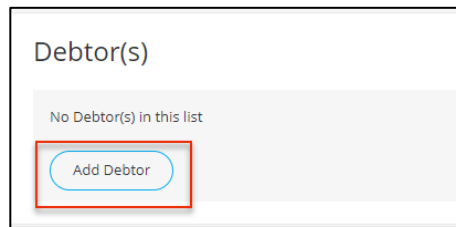
The screenshot shows the 'Registration of a notice of intention (NOI)' form, specifically the 'Province of Registration' step. The form is part of a multi-step process indicated by a progress bar at the top with six steps: 'Bank Information [0]', 'Province of Registration [1]', 'Debtor Names [2]', 'Debtor Address [3]', 'Notice of Intention Document [4]', 'Review [5]', and 'Payment'. The 'Province of Registration' step is currently active. The form contains the following fields:

Field	Value
Province	[Dropdown menu]

At the bottom of the form, there are three buttons: 'Save Draft [a]' on the left, 'Previous < [p]' in the middle, and 'Next > [n]' on the right. The 'Next > [n]' button is highlighted with a red rectangle.

BASR

10. **Debtor Names** screen displays. Click **Add Debtor**.



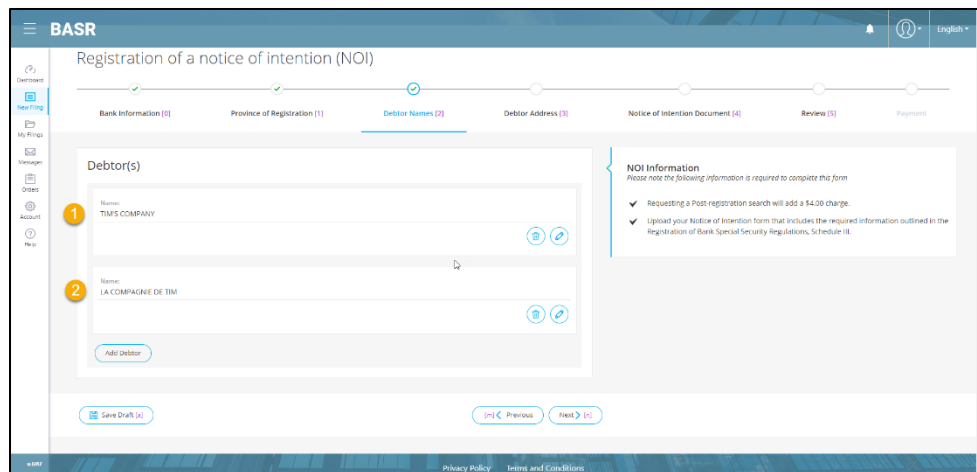
The screenshot shows a section titled "Debtor(s)" with a message "No Debtor(s) in this list". Below this message is a button labeled "Add Debtor". The button is highlighted with a red rectangular box.

11. **Add Debtors** screen appears:

- Select **Individual** or **Company**
- Enter individual or company name(s).

Important:

Company names that contain both English and French should not be entered as a single debtor name. (e.g. Tim's Company / Le Compagnie de Tim). Please set out the English name as one debtor and the French name as a separate debtor.



The screenshot shows the BASR "Registration of a notice of intention (NOI)" screen. The "Debtor Names" step is active, showing a list of debtors. The first debtor is "TIM'S COMPANY" and the second is "LA COMPAGNIE DE TIM". Both names are preceded by a yellow circle with a number (1 and 2 respectively). To the right of each name are icons for edit and delete. At the bottom of the list is an "Add Debtor" button. The screen also includes a "Save Draft (0)" button and "Previous" and "Next" navigation buttons. A sidebar on the left contains navigation links for Dashboard, New Filing, My Filings, Manage, Orders, Account, and Help. The top navigation bar shows the progress of the registration process: Bank Information (0), Province of Registration (1), Debtor Names (2), Debtor Address (3), Notice of Intention Document (4), Review (5), and Payment.

- Enter the **File Reference (Reference Number)** if applicable. **Note:** This field is optional and allows entry of customer file details/account information. The **File Reference** will display in Search results; however, you cannot search an NOI or COR using the **File Reference**. The **File Reference** will also be displayed in the **My Filings**, **Orders**, and **Payments** tabs.

BASR

- Click **Save**.

The screenshot shows a web form titled "Add Debtor(s)" with a close button (X) in the top right corner. The form is divided into two main sections: "Debtor" and "Reference".

Debtor Section:

- Debtor Type ***: A light blue box containing two radio buttons: "Individual" (selected) and "Company".
- First Name ***, **Last Name ***, and **Middle Name**: Three text input fields.
- Suffix**: A dropdown menu with a blue arrow icon.

Reference Section:

- Reference Number**: A single-line text input field.

Buttons: At the bottom left is a "Save" button with a floppy disk icon. At the bottom right is a "Cancel" button.

12. Review the information presented on the **Debtor Names** screen. You will have the option to either remove or edit the information on screen. You can add a second debtor by selecting **Add Debtor**. Once all debtors have been added, click **Next**.

13. The **Debtor Address** screen displays.

Important:

The address information entered must match the debtor address information that is found on the NOI attachment.

The screenshot shows a web form titled "Debtor Mailing Address".

Fields:

- Country**: A text input field with "Canada" entered.
- Province ***: A dropdown menu.
- Civic Address ***: A text input field with the placeholder "Click here to enter text".
- Suite No / Apartment No**: A text input field with the placeholder "Click here to enter text".
- Additional Information**: A text input field with the placeholder "Click here to enter text".
- Town / City ***: A text input field with the placeholder "Click here to enter text".
- Postal Code ***: A text input field with the placeholder "Click here to enter text".

BASR

- Select Province.
- Enter civic address
- **Additional Information** field should be used for c/o information, (i.e., address line 2).
- Enter Town/City.
- Enter the Postal Code.

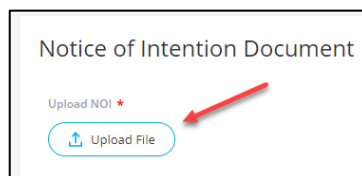
14. Click **Next**.

15. The **Notice of Intention Document** screen will open. You must upload your Notice of Intention document in PDF format. Maximum size 10 MB. Please review the Notice of Intention document prior to uploading to ensure all criteria have been met. See **NOI Form Attachment Checklist** table below.

BASR

Register Notice of Intention NOI Form Attachment Checklist	
Minimum requirements for the NOI form	Notes
1. .pdf version of the original signed NOI form.	
2. Information on the form contains, at minimum, the language and data prescribed in the Registration of Bank Special Security Regulations, Schedule III.	<p>The NOI form may include additional information, such as the chartered bank and debtor titles and signatures.</p> <p>The applicable NOI form will be provided for all Copy of Notice of Intention requests.</p>
3. Debtor name(s) – may include one or more individual(s) and/or company(s).	Must match the information entered on the submission document.
4. Complete mailing address for the principal address of the debtor (must be in Canada).	The address on the NOI form must match the address information for <u>at least one</u> of the debtors entered on the submission document.
5. Location and date the NOI form was signed.	
6. Original signature of/on behalf of the debtor(s).	The .pdf upload must be a scan of the original document that contains an original wet/manual signature or an image of a manual signature. Any other forms of signatures (DocuSign, Adobe signature, stylized computer font, etc.) are not acceptable.
7. 5-digit transit/branch number of the lending chartered bank.	Must match the information entered on the submission document.
8. There is no text or markings on the bottom 3 inches of the NOI form.	The digital BASR certification stamp will be applied to the bottom of the NOI form at the time of registration.

16. Select **Upload File**.



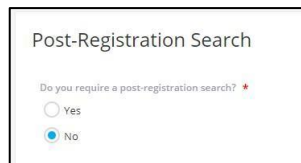
BASR

The following screen will appear and you either **Select a File** or **Drop one file here**.



Enter any additional information in the **Additional Information** field, if necessary.

17. An option for **Post-Registration Search** is available; you must select **Yes** or **No**.

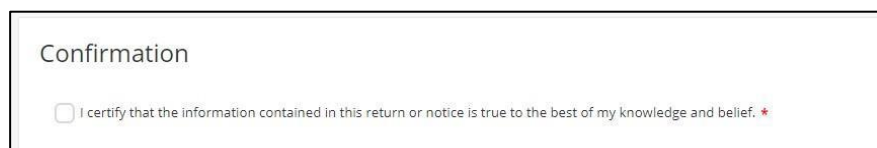


18. Click **Next** at the bottom of the screen.

19. You are now at the **Review** screen; review all information and make sure it is correct. You will have the option to **Save as a Draft** or **Preview** the NOI at the bottom of the screen.



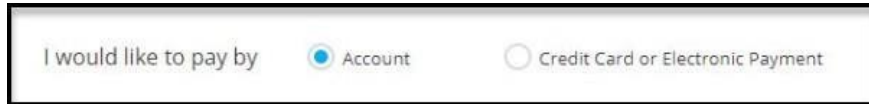
When all information is deemed to be correct, you must check off the Confirmation statement located at the bottom of the screen. Click **Submit**.



20. **Payment** if you have funds in your account, you will be prompted to choose your preferred payment method: Account or Credit Card. If your account does not have adequate funds, the only option will be Credit Card.

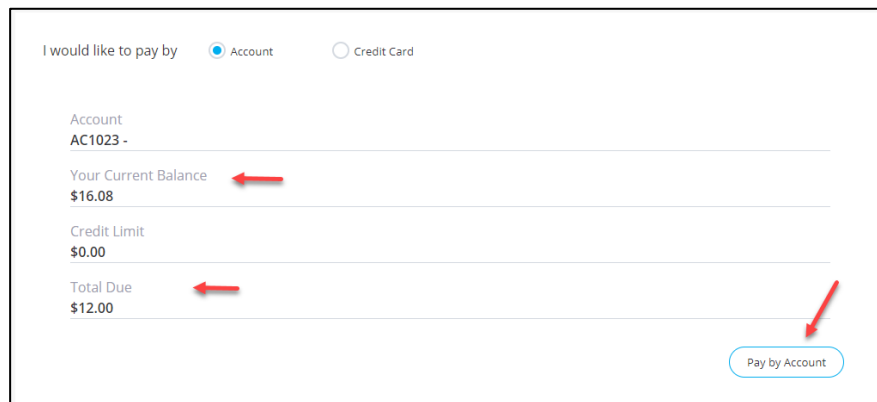
BASR

Note: To pay by Debit or Pre-authorized Debit, select Credit Card.



I would like to pay by ☒ Account ☐ Credit Card or Electronic Payment

If you selected **Account**, review **Your Current Balance** and **Total Due** fields to ensure enough funds are available.



I would like to pay by ☒ Account ☐ Credit Card

Account
AC1023 -

Your Current Balance **\$16.08**

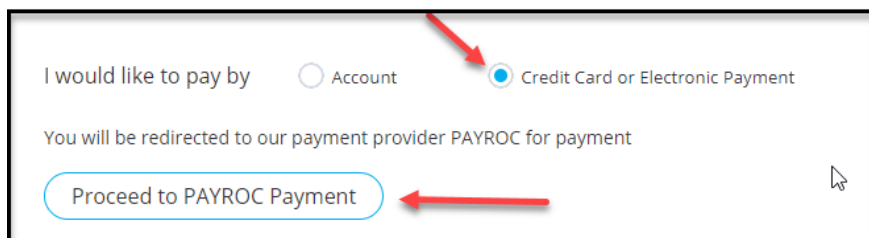
Credit Limit
\$0.00

Total Due **\$12.00**

Pay by Account

Once funds have been confirmed, Click **Pay by Account**. Payment is automatically processed from funds in your account.

If you selected **Credit Card**, click **Proceed to PAYROC Payment**.



I would like to pay by ☐ Account ☒ Credit Card or Electronic Payment

You will be redirected to our payment provider PAYROC for payment

Proceed to PAYROC Payment

This will take you to the secure virtual terminal where you will enter your payment details and complete payment by clicking **Pay Now**.

BASR

Payment Amount: CAD 12.00

Payment Type:*
MasterCard

Card Number:*
5555444433332222

Expiry Date:*
02-Feb 2025

CVV:*
111 [What's this?](#)

Cardholder Name:*
Mickey Mouse

Street:

City:

Postcode:

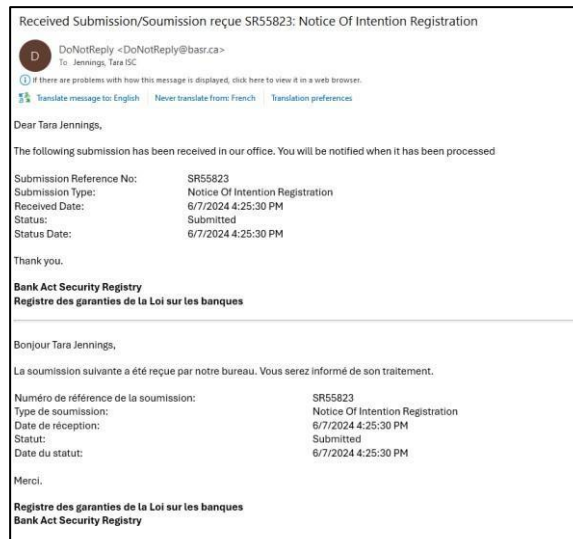
Pay Now

ABOUT SSL CERTIFICATES

VISA Mastercard JCB Discover

21. Upon successful completion of the transaction, you will see a **Payment Received** and a **Submission Received** notice. This screen will provide you with your **Filing Reference/Service Request (SR)** number.

22. Once your request has been received, you will be sent a **Received Submission** confirmation email.



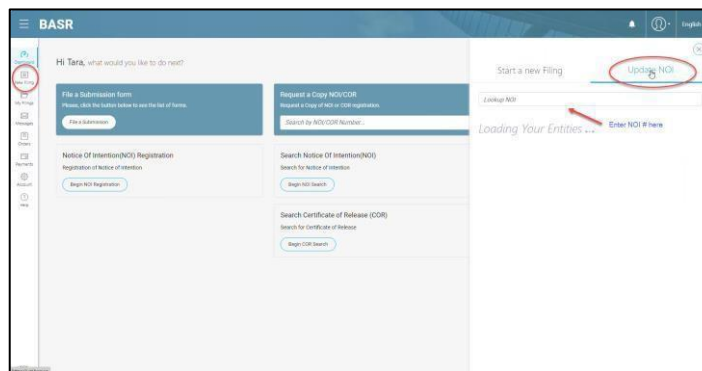
23. The service request is then sent to the central processing facility for processing.

Registration events must be manually examined by the Central Processing Facility. Once the registration is complete, the status will be updated in your **My Filings** tab in Customer Portal typically within one business day. You will also receive notification in your **Messages** tab. See the [General Navigation](#) section of this guide for instructions to access these tabs.

BASR

Registration of Certificate of Release (COR)

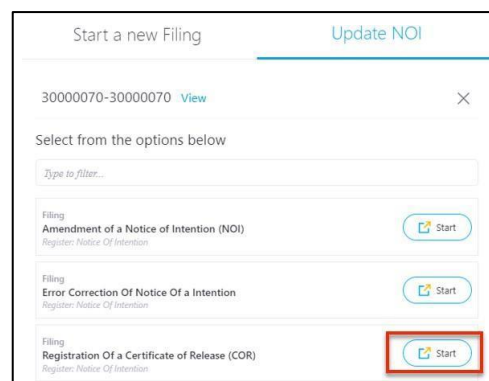
1. Select **New Filing** from the menu bar on the left side of the screen.
2. Your options display on the right. Select **Update NOI** tab.



3. Type the **Notice of Intention (NOI)** number in the **Lookup NOI** search bar as shown below. Click on the number when it appears.



4. A new screen with 3 options to choose from will appear. Click **Start** beside **Registration of a Certificate of Release (COR)**.



BASR

5. Review and confirm all information in the **NOI Information** and **Debtor Information** fields. Click **Next**.

NOI Information

Registration Number
01325834

NOI Registration Date
30/12/2019

Bank Number
0010

Bank Name
CANADIAN IMPERIAL BANK OF COMMERCE

Transit Number
00057

Branch Name
CARMAN BANKING CENTRE

Branch Address
25 FIRST ST. S.W., BOX 40, CARMAN, MB, R0G0J0, Canada

Province of Registration
MB

Debtor Information

Debtor Address
PO Box 238, Elm Creek, MB, R0G0N0, Canada

Debtor(s)

Name:
Jim & Cathy Tkachuk Farms Inc.

Save Draft [x]

Next > [n]

6. Select the appropriate **Reason for Release**.

Note: **Date of Release** defaults to current date.

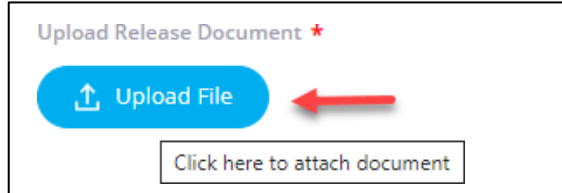
You must upload your **Certificate of Release** in PDF format. Maximum size 10 MB. Please review the Certificate of Release document prior to uploading to ensure all criteria have been met. See **COR Form Attachment Checklist** table below.

BASR

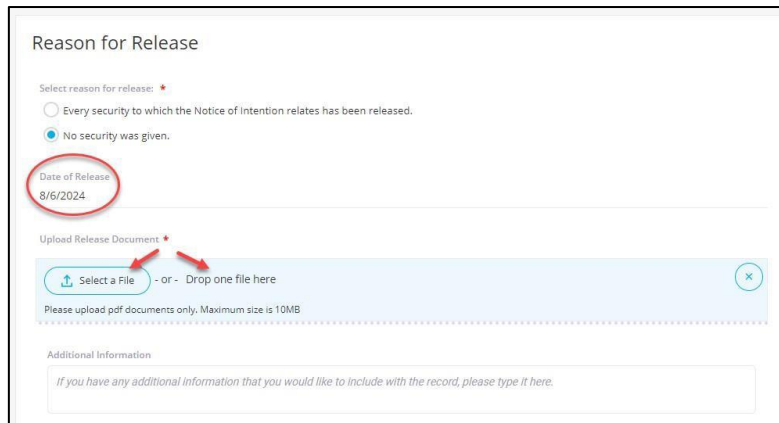
Register Certificate of Release COR Form Attachment Checklist	
Minimum requirements for the COR Form	Processing Notes
1. .pdf of the original letter prepared on chartered bank letterhead.	
2. Name of Bank	*Must match the information on the original registered NOI form. *Branch and transit number are optional and may not match the original NOI.
3. Province Of Registry	Must match the original NOI Document
4. Name of all debtor(s) as per the Notice of Intention.	Must match exactly to the information on the original registered NOI form.
5. Notice of Intention Registration Number.	Must match exactly to the information entered on the Customer Portal or the offline forms AND to the original registered NOI form.
6. Registration date the Notice of Intention was registered at the Registrar.	Optional
7. One of the following phrases as per the Bank Act: <i>a. Every security to which the Notice of Intention relates has been released.</i> <i>b. No security was given.</i>	Must match the information entered on the Customer Portal or the offline forms.
8. Original signature of/on behalf of the chartered bank as per the Notice of Intention.	The .pdf upload must be a scan of the original document that contains an original wet/manual signature or an image of a manual signature. Any other forms of signatures (DocuSign, Adobe signature, stylized computer font, etc.) are not acceptable.
9. There is no text or markings on the bottom 3 inches of the NOI form.	The digital BASR certification stamp will be applied to the bottom of the COR form at the time of registration.

BASR

7. Select **Upload File** and attach the required document.

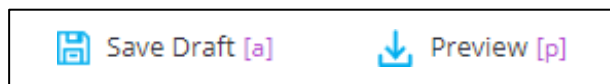


The following screen will appear and you either **Select a File** or **Drop one file here**.



Enter any additional information in the **Additional Information** field, if necessary. Click **Next**.

8. You are now at the **Review** screen; review all information and make sure it is correct. You will have the option to **Save as a Draft** or **Preview** the COR, at the bottom of the screen.



When all information is deemed to be correct, you must check off the **Confirmation** statement located at the bottom of the screen. Click **Submit**.

BASR

Confirmation

☐ I certify that the information contained in this return or notice is true to the best of my knowledge and belief. *

9. Upon successful completion of the transaction, you will see a Submission Received notice. This screen will provide you with your **Filing Reference/Service Request (SR)** number.

You will also receive an email confirming receipt of your submission.

Received Submission/ Soumission reçue: SR55831: 11350017 - Certificate of Release Registration

Reference
CR6302

Print

Dear KC TESTING ORGANIZATION,

The following submission has been received in our office. You will be notified when it has been processed

Submission Reference No:

SR55831

Submission Type:

Certificate of Release Registration

Received Date:

6/7/2024 10:29:39 PM

Status:

Submitted

Status Date:

6/7/2024 10:29:39 PM

Thank you.

Bank Act Security Registry

Registre des garanties de la Loi sur les banques

Bonjour KC TESTING ORGANIZATION,

La soumission suivante a été reçue par notre bureau. Vous serez informé de son traitement.

Numéro de référence de la soumission:

SR55831

Type de soumission:

Certificate of Release Registration

Date de réception:

6/7/2024 10:29:39 PM

Statut:

Submitted

Date du statut:

6/7/2024 10:29:39 PM

Merci.

Registre des garanties de la Loi sur les banques

Bank Act Security Registry

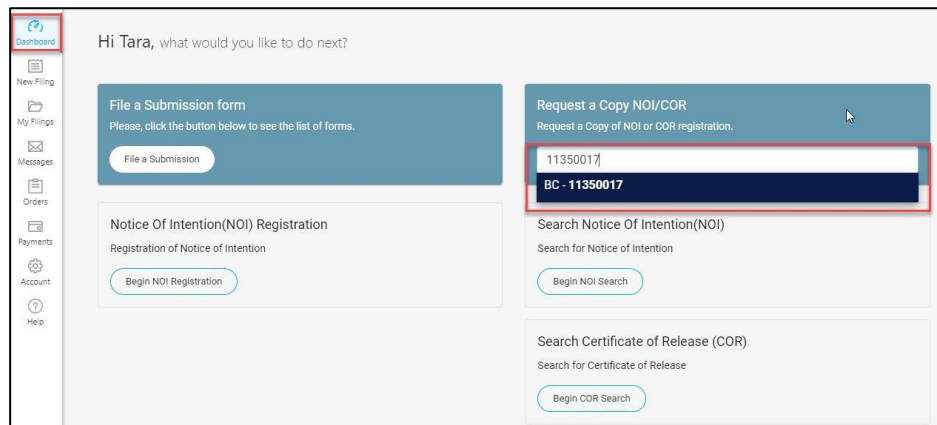
The service request is then sent to the central processing facility for processing.

Registration events must be manually examined by the Central Processing Facility. Once the registration is complete, the status will be updated in your **My Filings** tab in Customer Portal typically within one full business day. You will also receive notification in your **Messages** tab. See the [General Navigation](#) section of this guide for instructions to access these tabs.

Request for Copy

Request a Copy of Notice of Intention (NOI)

1. From the **Dashboard**, under **Request a Copy NOI/COR**, enter the NOI number in the search bar. Click on the number when it appears.



Note: When searching by Registration Number, there may be multiple results with the same number; however, each result will have a preceding Province of Registration indicator (e.g., SK, BC, etc.). Be sure to select the Registration number containing the applicable Province of Registration.

2. The **Notice of Intention Document** (SRxxxx) will be displayed. Click **Standard** beside the required document.



BASR

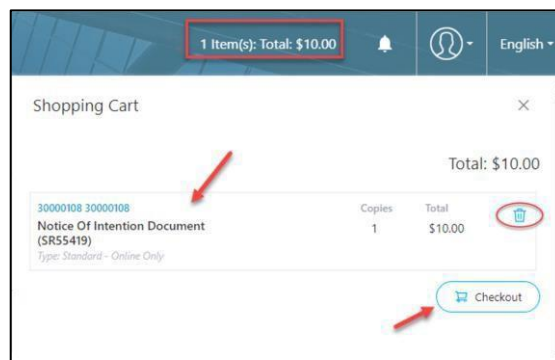
3. You are now presented with the full cost, which offers online only delivery. Click **Add to Cart**.



4. Your cart will appear in the top right of the screen.



5. Click on your cart and the item(s) you ordered will be displayed. If correct, click **Checkout**. If your order is not correct, use the **trash can** icon to delete your order.



BASR

6. You are now on the **Shopping Cart** tab. Review your order. If correct, click **Continue**. If your order is not correct, use the **trash can** icon to delete your request.

The screenshot shows the 'Checkout' page with the 'Shopping Cart' tab selected. A progress bar at the top indicates the current step. Below the progress bar, the total amount is displayed as 'Total: \$10.00'. A table lists the items in the cart:

11350017 11350017	Copies	Total	
Notice Of Intention Document/Document d'avis d'intention (SR56361) <small>Type: Standard - Online Only/En ligne seulement</small>	1	\$10.00	

At the bottom left, there is a 'Continue' button highlighted with a red rectangle.

7. The **Delivery Details** tab appears; review all information. If not correct, you can **Return to Shopping Cart** to amend. If correct, click **Confirm and Continue**.

The screenshot shows the 'Checkout' page with the 'Delivery Details' tab selected. The page is divided into two main sections: 'Your Details' and 'Summary'.

Your Details:

- Name: Tara Jennings
- Email: tjennings@baserail.com
- Buttons: 'Confirm and Continue' (highlighted with a red arrow) and 'Return to Shopping Cart' (with a red arrow pointing left).

Summary:

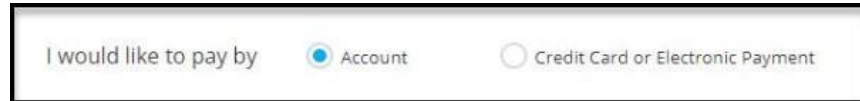
11350017 11350017	Copies	Total
Notice Of Intention Document (SR56361) <small>Type: Standard - Online Only</small>	1	\$10.00

The total amount is displayed as 'Total: \$10.01'.

8. **Payment** if you have funds in your account, you will be prompted to choose your preferred payment method: Account or Credit Card. If your account does not have adequate funds, the only option will be Credit Card.

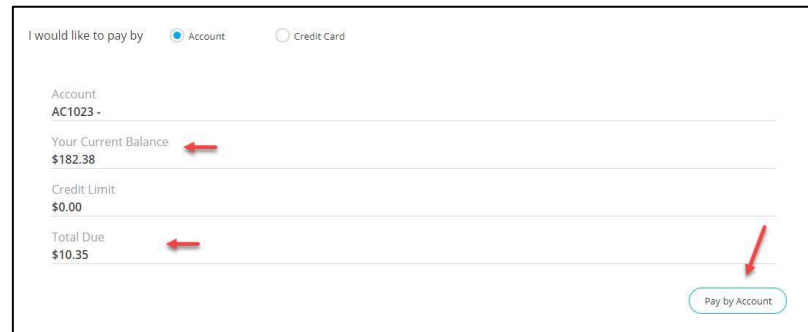
Note: To pay by Debit or Pre-authorized Debit, select Credit Card.

BASR



I would like to pay by ☒ Account ☐ Credit Card or Electronic Payment

If you selected **Account**, review **Your Current Balance** and **Total Due** fields to ensure enough funds are available.



I would like to pay by ☒ Account ☐ Credit Card

Account
AC1023 -

Your Current Balance **\$182.38**

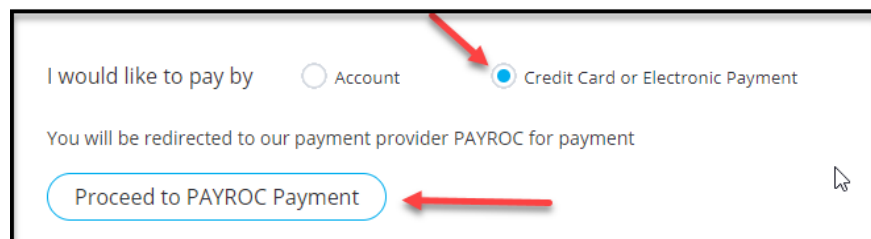
Credit Limit
\$0.00

Total Due **\$10.35**

Pay by Account

Once funds have been confirmed, click **Pay by Account**. Payment is automatically processed from funds in your account.

If you selected **Credit Card**, click **Proceed to PAYROC Payment**.



I would like to pay by ☐ Account ☒ Credit Card or Electronic Payment

You will be redirected to our payment provider PAYROC for payment

Proceed to PAYROC Payment

This will take you to the secure virtual terminal where you will enter your payment details and complete payment by clicking **Pay Now**.

BASR

Payment Amount: CAD 12.00

Payment Type:*
MasterCard

Card Number:*
555544443332222

Expiry Date:*
02-Feb 2025

CVV:*
111 [What's this?](#)

Cardholder Name:*
Mickey Mouse

Street:

City:

Postcode:

[Pay Now](#)

[ABOUT SSL CERTIFICATES](#)

VISA Mastercard American Express JCB UnionPay DISCOVER

9. Upon successful completion of the transaction **Thank you for your order** and **Payment Received** notices will appear. You will have the ability to download the receipt from this screen.

[Thank you for your order](#)

The below items will be soon processed. A notification will be sent once the items are ready.



[Download](#)
IN2007 - Notice Of Intention Document
(PDF 530KB)
[Open Document - Online Only](#)

[Payment Received. Thank you!](#)

Transaction Number
TR61522

Amount Paid
\$16.35

[Download receipt](#)

10. Go to **Orders** in the menu bar on left side of the screen. Your requested copy will appear here. On the right of your order, there are two icons – **Download**  and **Open Details** 

BASR

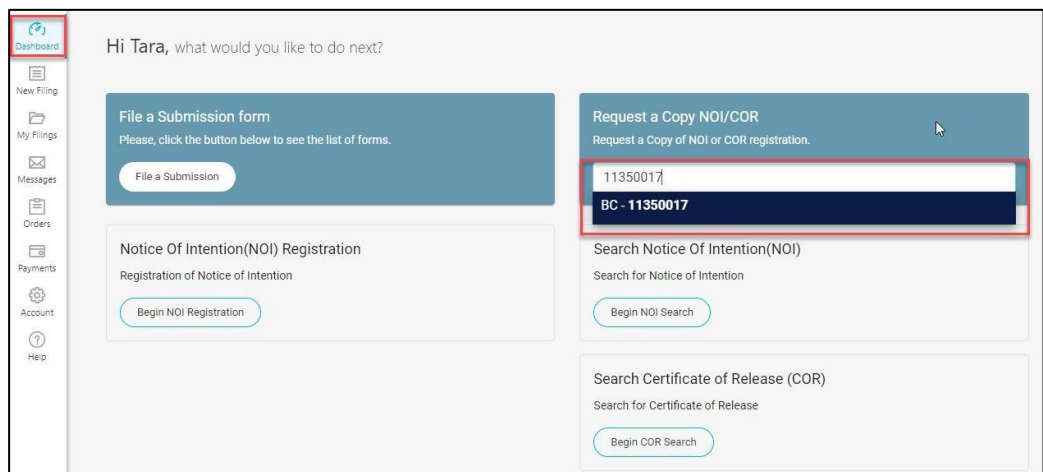
- **Download** opens a PDF version of the NOI document.
- **Open Details** provides the order details, the entity details, and the option to download a copy of your document.

The screenshot shows the BASR Orders page. The table has the following columns: Ref. No, Order Date, Type, Province of Registration, Number, Name, File Reference, and User. The first row of data shows an order with Ref. No 10101, Order Date 10/10/2024 12:10, Type Copy of Document/Copie du document, Province of Registration AB, and User [redacted]. Red arrows point to the 'Type' and 'User' columns in the first row.

Ref. No	Order Date	Type	Province of Registration	Number	Name	File Reference	User
10101	10/10/2024 12:10	Copy of Document/Copie du document	AB				[redacted]
10102	10/10/2024 12:10	Copy of Document/Copie du document	AB				[redacted]
10103	10/10/2024 12:10	Copy of Document/Copie du document	AB				[redacted]
10104	10/10/2024 12:10	Copy of Document/Copie du document	AB				[redacted]
10105	10/10/2024 12:10	Copy of Document/Copie du document	AB				[redacted]
10106	10/10/2024 12:10	Copy of Document/Copie du document	AB				[redacted]

Request Copy of Certificate of Release (COR)

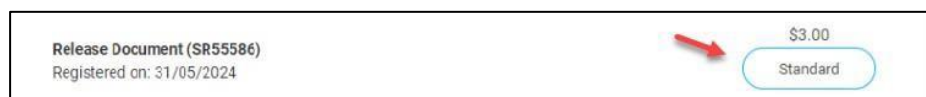
1. Select **Dashboard** from the menu on the left side of the screen.
2. In **Request a Copy NOI/COR** search field, enter the **COR Registration No.** in the search bar. Click on the number when it appears.



The screenshot shows the BASR Customer Portal Dashboard. On the left is a sidebar menu with options: Dashboard, New Filing, My Filings, Messages, Orders, Payments, Account, and Help. The main content area is titled 'Hi Tara, what would you like to do next?'. It contains three main sections: 'File a Submission form' with a 'File a Submission' button; 'Notice Of Intention (NOI) Registration' with a 'Begin NOI Registration' button; and 'Request a Copy NOI/COR' with a search field. The search field contains the text '11350017' and a dropdown menu showing 'BC - 11350017'. Below the search field are buttons for 'Begin NOI Search' and 'Begin COR Search'.

Note: When searching by Registration Number, there may be multiple results with the same number; however, each result will have a preceding Province of Registration indicator (e.g., SK, BC, etc.). Be sure to select the Registration number containing the applicable Province of Registration.

3. Click the **Standard** icon next to Release Document.



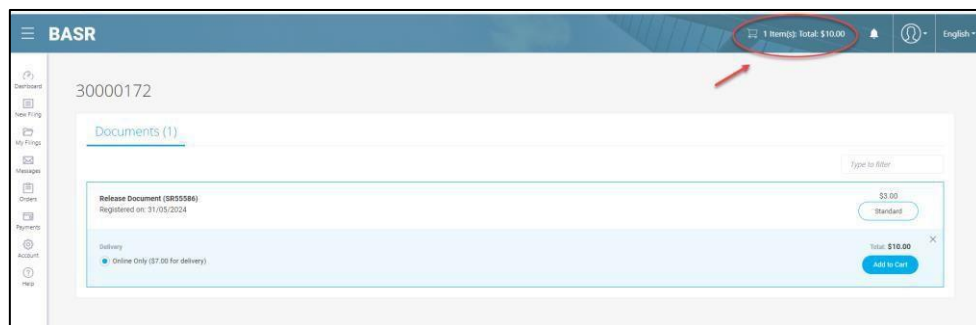
The screenshot shows a card for 'Release Document (SR55586)' with the text 'Registered on: 31/05/2024'. To the right of the card is a button labeled '\$3.00' and 'Standard'. A red arrow points to the 'Standard' button.

4. You are now presented with the full cost, which offers only online delivery. Click **Add to Cart**.

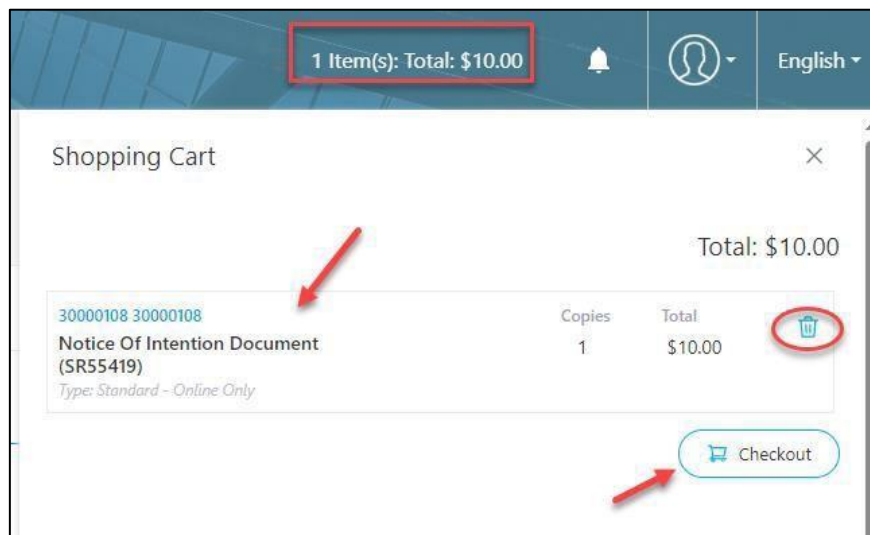
BASR



5. Your cart will appear in the top right of the screen.

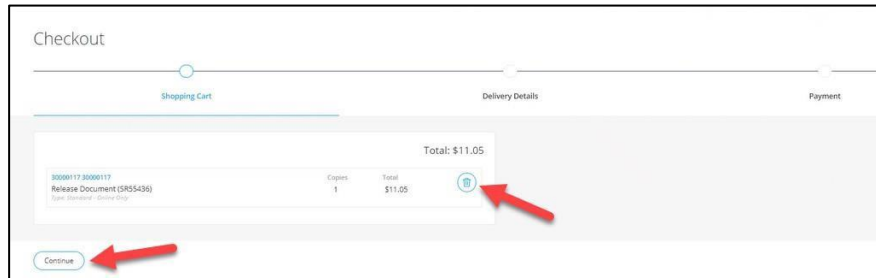


6. Click on your cart and the item(s) you ordered will be displayed. If correct, Click **Checkout**. If your order is not correct, use the **trash can** icon to delete your order.

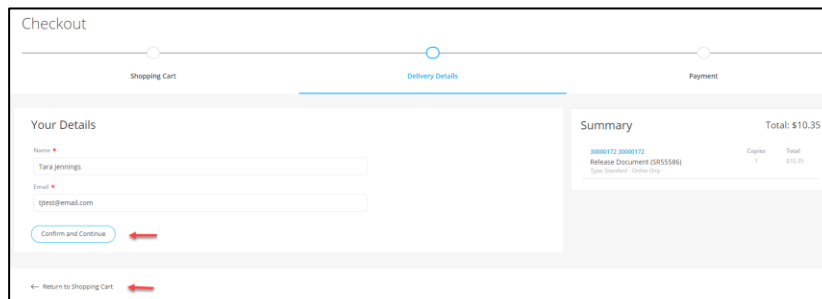


BASR

7. You are now on the **Shopping Cart** tab. Review your order. If correct, click **Continue**. If your order is not correct, you use the **trash can** icon to delete your request.

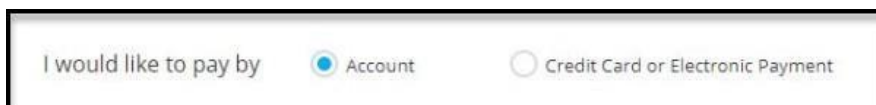


8. The **Delivery Details** tab appears; review all information. If not correct, you can **Return to Shopping Cart** to amend. If correct, click **Confirm and Continue**.



9. **Payment** if you have funds in your account, you will be prompted to choose your preferred payment method: Account or Credit Card. If your account does not have adequate funds, the only option will be Credit Card.

Note: To pay by Debit or Pre-authorized Debit, select Credit Card.



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If you selected **Account**, review **Your Current Balance** and **Total Due** fields to ensure enough funds are available.



I would like to pay by ☒ Account ☐ Credit Card

Account
AC1023 -

Your Current Balance **\$182.38**

Credit Limit
\$0.00

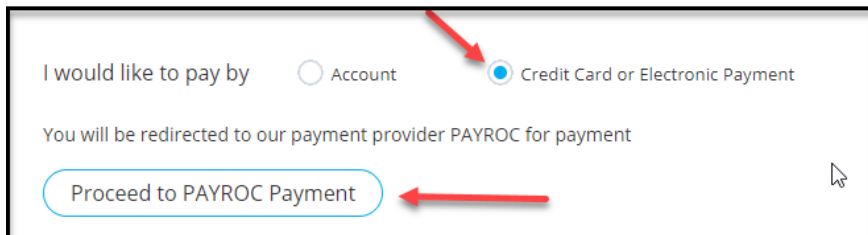
Total Due **\$10.35**

Pay by Account

Red arrows point to the 'Your Current Balance' and 'Total Due' fields, and the 'Pay by Account' button.

Once funds have been confirmed, Click **Pay by Account**. Payment is automatically processed from funds in your account.

If you selected **Credit Card**, click **Proceed to PAYROC Payment**.



I would like to pay by ☐ Account ☒ Credit Card or Electronic Payment

You will be redirected to our payment provider PAYROC for payment

Proceed to PAYROC Payment

Red arrows point to the 'Credit Card or Electronic Payment' radio button and the 'Proceed to PAYROC Payment' button.

This will take you to the virtual terminal where you will enter your payment details and complete payment by clicking **Pay Now**.

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Payment Amount: CAD 12.00

Payment Type:*
MasterCard

Card Number:*
5555444433332222

Expiry Date:*
02-Feb 2025

CVV:*
111 [What's this?](#)

Cardholder Name:*
Mickey Mouse

Street:
City:
Postcode:

[Pay Now](#)

ABOUT SSL CERTIFICATES

VISA MasterCard JCB American Express DISCOVER

10. Upon successful completion of the transaction **Thank you for your order** and **Payment Received** notices will appear. You will have the ability to download the receipt from this screen.

Thank you for your order

The below items will be soon processed. A notification will be sent once the items are ready.

00000102
RU2009 - Release Document (SR55586)
[View Document \(PDF\)](#)

Payment Received. Thank you!

Transaction Number:
7861524

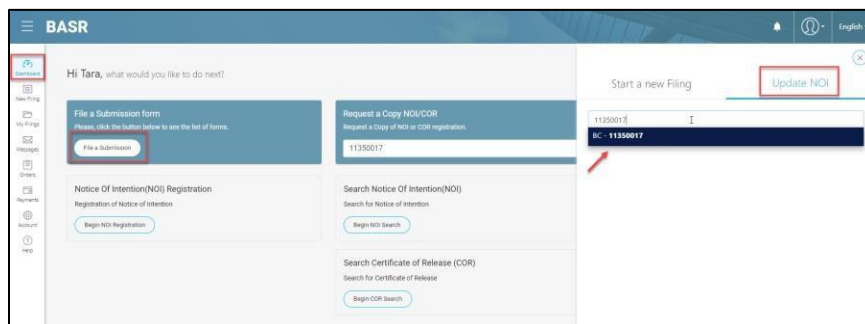
Amount Paid
\$10.35

[Download Receipt](#)

Amendments and Corrections

Amendment of a Notice of Intention (NOI)

1. From the Dashboard click on **File a Submission**.
2. Your options display to the right. Click on **Update NOI**.
3. Enter the NOI registration number in the **Lookup NOI** search bar. A list of NOIs will appear. Click on the appropriate NOI.



Note: When searching by Registration Number, there may be multiple results with the same number; however, each result will have a preceding Province of Registration indicator (e.g., SK, BC, etc.). Be sure to select the Registration number containing the applicable Province of Registration.

4. Click on the appropriate NOI.
5. Three options for what you can file on this NOI will appear; click **Start** beside the **Amendment of a Notice of Intention (NOI)**. The form will load.
6. The **Update Debtor(s)** screen appears; you must choose the **Reason** for amendment.

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Update Debtor(s)

Reason

Reason for Amendment *

☒ Change of Debtor's Legal Name.

☐ Change of Debtor's Address.

☐ Change of Debtor's Legal Name and Address.

7. Select the pencil icon to make necessary changes (e.g., Change address, change name).
8. Click **Save** at the bottom of the screen.
9. This takes you back to the **Amendment of a Notice of Intention (NOI)** screen, click **Next**.
10. You must upload your supporting documentation. Select **Upload File** and attach the required document.

Amendment of a Notice of Intention (NOI)

Amendment Information [0] Supporting Document [1]

Supporting Document

Upload Supporting Document

Upload File

Save Draft [x] < Previous Next > [n]

The following screen will appear and you either **Select a File** or **Drop one file here**.

Date of Release

7/6/2024

Upload Release Document *

Select a File - Or - Drop one file here

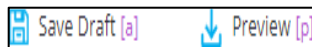
Please upload pdf documents only. Maximum size is 10MB

Additional Information

If you have any additional information that you would like to include with the record, please type it here.

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11. Click **Next**.
12. You are now on the **Review** screen; review the information you just amended. If any corrections are required, select the **Previous** button at the bottom of the screen to take you back to the amendment information tab.
13. If all is correct, you must check off the **Confirmation Statement**, and click **Submit**.



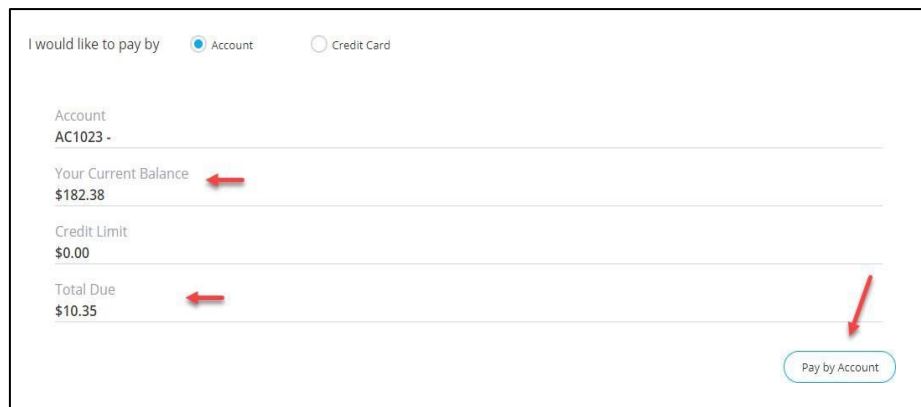
14. **Payment** if you have funds in your account, you will be prompted to choose your preferred payment method: Account or Credit Card. If your account does not have adequate funds, the only option will be Credit Card.

Note: To pay by Debit or Pre-authorized Debit, select Credit Card.

A rectangular box containing the text 'I would like to pay by' followed by two radio button options. The first option is 'Account' with a blue dot in the radio button. The second option is 'Credit Card or Electronic Payment' with an empty radio button.

If you selected **Account**, review **Your Current Balance** and **Total Due** fields to ensure enough funds are available.

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I would like to pay by ☒ Account ☐ Credit Card

Account
AC1023 -

Your Current Balance **\$182.38**

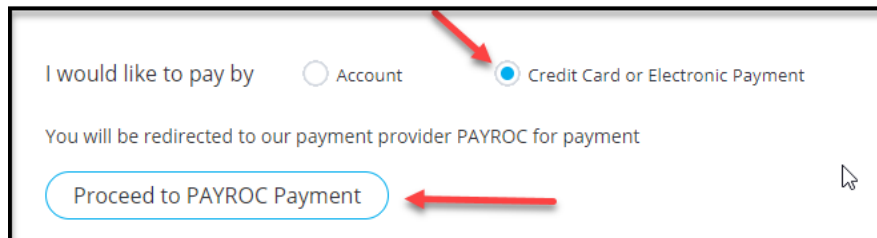
Credit Limit
\$0.00

Total Due **\$10.35**

Pay by Account

Once funds have been confirmed, click **Pay by Account**. Payment is automatically processed from funds in your account.

If you selected **Credit Card**, click **Proceed to PAYROC payment**.



I would like to pay by ☐ Account ☒ Credit Card or Electronic Payment

You will be redirected to our payment provider PAYROC for payment

Proceed to PAYROC Payment

This will take you to the virtual terminal where you will enter your payment details and complete payment by clicking **Pay Now**.

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Payment Amount: CAD 12.00

Payment Type:*

MasterCard

Card Number:*

55554443332222

Expiry Date:*

02-Feb 2025

CVV:*

111 [What's this?](#)

Cardholder Name:*

Mickey Mouse

Street:

City:

Postcode:

Pay Now

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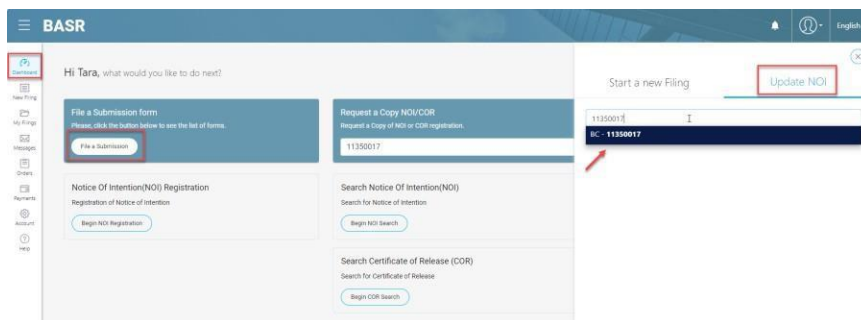
VISA Mastercard American Express JCB Discover

15. Upon successful completion of the transaction, you will see a **Payment Received** and a **Submission Received** notice. This screen will provide you with your Filing Reference/Service Request (SR) number.
16. The service request is then sent to the Central Processing Facility (CPF) for processing. Once your request has been received, you will be sent a **Received Submission** confirmation email.

BASR

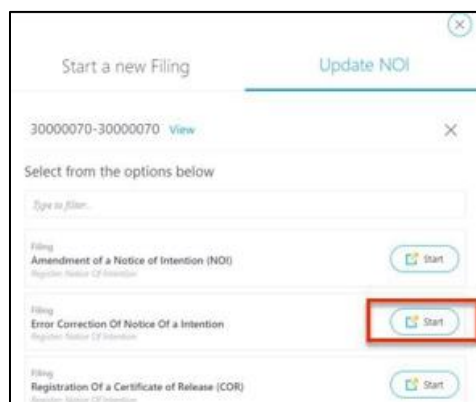
Error Correction for a Notice of Intention (NOI)

1. Select **New Filing** from the menu located on the left side of the screen.
2. Select **Update NOI**.
3. Enter the NOI registration number in the **Lookup NOI** search bar. A list of NOIs will appear. Click on the appropriate NOI.



Note: When searching by Registration Number, there may be multiple results with the same number; however, each result will have a preceding Province of Registration indicator (e.g., SK, BC, etc.). Be sure to select the Registration number containing the applicable Province of Registration.

4. Three options will appear. Click **Start** beside **Error Correction of a Notice of Intention**.



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5. On the **Error Correction Details** screen, ensure the registration number of NOI record is correct.

6. Select appropriate **Reason for requesting modification**.

7. Provide detailed description of error in the associated text box.

8. Select **Next** on bottom right of the page. This takes you to the **Province of Registration** screen. Update the Province of Registration if required.
9. Click **Next**.

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10. On the **Debtor Names** screen, select the **pencil icon** if making a correction to the Debtor name – whether Company or Individual.

11. Make required correction(s) in the **Update Debtor(s)** window that pops up and click **Save**.

12. Click **Next**.

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13. In the **Debtor Address** screen make any required correction(s) to the **Debtor Mailing Address**. Click **Next**.

Debtor Mailing Address

Country

Canada

Province *

BC

Civic Address *

UNIT 110,1962 CANSO ROAD

Suite No / Apartment No

Click here to enter text

Additional Information

Click here to enter text

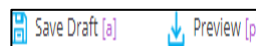
Town / City *

SIDNEY

Postal Code *

V8L5V5

14. You are now at the **Review** screen; review all information and make sure it is correct. You have the option to **Save as Draft** or **Preview** the Error Correction of a NOI document at the bottom of the screen.



When all information is deemed correct, you must check off the **Confirmation** statement located at the bottom of the screen. Click **Submit**.

15. You will see a **Submission Received** notice. This screen will provide you with your **Filing Reference/Service Request (SR) number**.

A notification will be sent once your submission is processed.

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Annual Renewals

The renewal of Notice of Intention (NOI) service enables banks and federal credit unions to renew an existing NOI for a period of 1 to 5 years. Renewing an NOI extends the NOI expiry date while maintaining the original registration date in the registry. **Note:** use of the term “bank” represents both banks and federal credit unions.

The renewal service is an online-only service enabling banks to efficiently access their expiring NOIs and complete renewals.

Annual Renewal Forms

- **Retrieve List of Expiring NOIs** – allows banks to request a list of expiring NOIs which will be delivered to their Orders in the Customer Portal.
- **Renewal of Notice of Intention**– allows users to file renewals on an individual NOI record, accessible through the **Update an NOI** tab on the **New Filing** screen.
- **Multiple Renewals of Notices of Intention**– allows banks to file renewals on multiple Notice of Intention records in one submission.

Annual Renewal Timelines

- **Renewal of Notice of Intention (Single NOI)** will be available year-round and can be used to renew Notice of Intention records at any time, accommodating banks that have processes which involve reviews earlier in the Notice of Intention life cycle.
- The **Retrieve List of Expiring NOIs** and **Multiple Renewals of Notices of Intention** forms will only be available during the annual renewal window.

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Annual Renewal (AR) Window

AR Window opens	Oct. 1	The Do Not Renew option is <u>only</u> available during the AR window
AR Advance Notice	Dec. 1	If Do Not Renew is selected <u>before</u> December 31 the NOI will automatically expire on December 31.
AR First Reminder	Feb.1	If Do Not Renew is selected <u>between</u> December 31 and March 31 the NOI will expire immediately.
AR Final Reminder	March 1	
Renewal Deadline	March 31	If <u>no action</u> is taken the NOI will automatically expire on March 31.
AR Window closes		

Retrieve Expiring Notice of Intention (NOI)

- Banks will have the ability to retrieve a list of their institution's expiring NOIs for the applicable renewal period. E.g., in 2024, banks will be able to retrieve a list of all NOIs for their institution with an expiry date of Dec. 31, 2024.
- The NOI retrieval service will be available annually between Oct.1 and March 31 (e.g. Oct. 1, 2025 and March 31, 2026).
- Access to the retrieval service will be enabled for banks and federal credit unions.

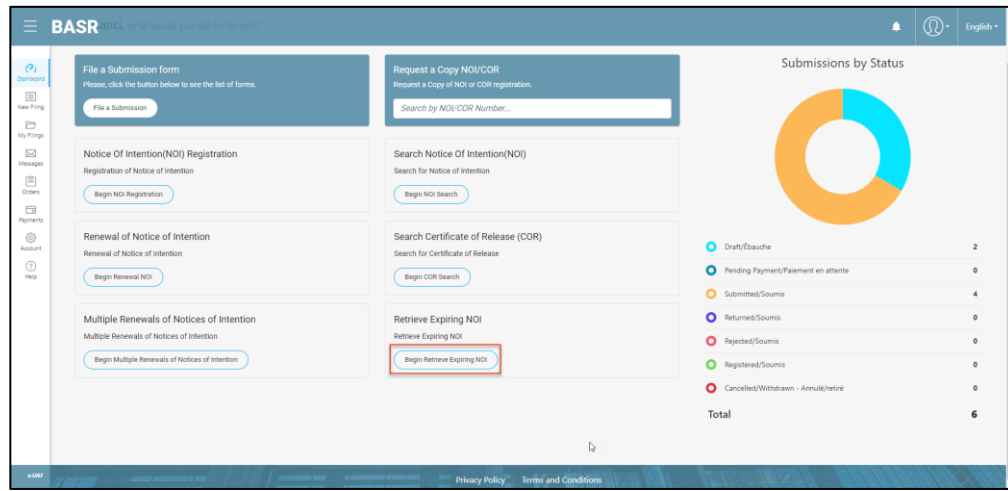
Important Note: Account administrators must add the **Annual Renewal** privilege to users within their organization who require access to this service. See the [Managing Users \(Organizational Accounts\)](#) section for instructions.

Steps to Retrieve Expiring NOI:

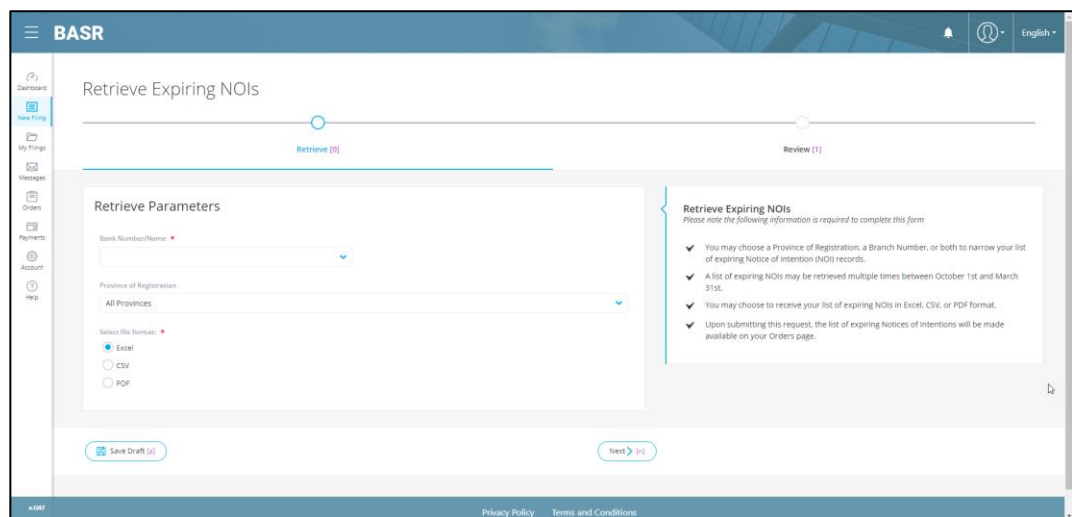
1. From your Dashboard click on **Begin Retrieve Expiring NOI**.

Note: you can also select **New Filing** from the menu on the left side of your screen to access **Retrieve Expiring NOIs**.

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- Under **Retrieve Parameters**, select **Bank Number/Name**, **Province of Registration** (All Provinces or one at a time) and preferred file format (Excel, CSV, or PDF). **Note:** Fields with a red asterisk (*) are required. In the **Province of Registration** field select All Provinces or select one province at a time.



- Click **Next**.
- Review **Retrieve Parameters**. If correct, check off the **Confirmation** statement and click **Submit**. If information is incorrect, click on **Previous** and amend parameters.

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BASR Retrieve Expiring NOIs

Retrieve [0] Review [1]

Retrieve Parameters

Bank Number/Name
 Branch Number/Branch Name
 Province of Registration
 Select file format:
 PDF

Confirmation

☒ I certify that the information contained in this return or notice is true to the best of my knowledge and belief.

Save Draft Preview Submit

- The payment screen displays. **Total Due is \$0.00**. There is no fee for this service and your account will not be charged; however, the system requires customers to submit as if there is a fee being charged. The system defaults to the **Pay By Account** option. Select **Pay by Account** to proceed.

BASR Retrieve Expiring NOIs/Récupérer les AI arrivant à échéance

Retrieve Review Payment

I would like to pay by ☒ Account

Account
 Your Current Balance
 Total Due
 \$0.00

Pay by Account

Filing Details

Filing Type
 Retrieve Expiring NOIs/Récupérer les AI arrivant à échéance

Total Amount Due
 \$0.00

6. **Payment** and **Submission** confirmations display.

Payment Received. Thank you!

Transaction Number



Amount Paid
\$0.00





Submission Received!

Filing Reference

Thank you for your filing. A notification will be sent once it is processed.

[Start New Filing](#)

7. The list of expiring NOIs will appear in your **Orders**. From here you can download or open the list. On the right of your order, there are two icons – **Download**  and **Open Details** 
 - i. **Download** opens a PDF version of the NOI document.
 - ii. **Open Details** provides the order details, the entity details, and the option to download a copy of your document.

BASR									
Orders									
Available		Pending							
Start Date		End Date	Filter		Type				
Ref. No	Order Date	Type	Province of Registration	Number	Name	File Reference	User		
IN2767	18/11/2024 10:05	List of expiring NOIs/Liste des avis d'intention venant à expiration	-	-	-	-	-		
IN2723	19/10/2024 10:00	Copy of Document/Copie du document Notice of Intention Document/Document d'avis d'intention	-	11350017	-	-	-		

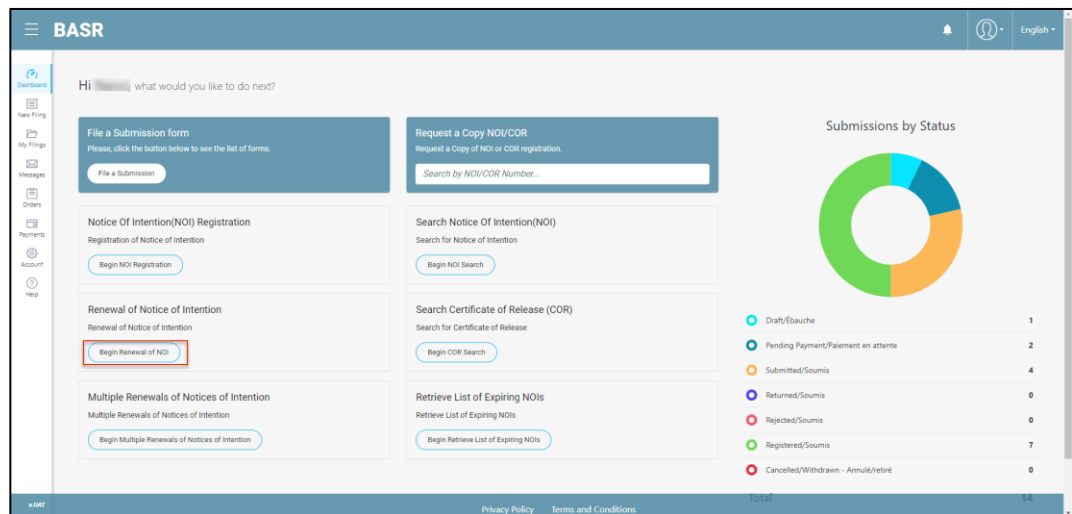
BASR

Renewal of Notice of Intention (Single NOI)

- The Renewal of Notice of Intention (Single NOI) renewal form allows users to complete renewal of an active NOI record.
- The service is available year-round and enables the renewal of an NOI prior to the expiry year.
- The single NOI renewal may be accessed by banks and service providers.

Steps to submit a Renewal of Notice of Intention:

1. From your dashboard, select **Begin Renewal of NOI**.



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2. Under **Update NOI**, enter the NOI number in the **Lookup NOI** field.

The screenshot shows a modal window with two tabs: 'Start a new Filing' and 'Update NOI'. The 'Update NOI' tab is selected. Below the tabs is a text input field labeled 'Lookup NOI'.

3. Select **Start** beside **Renewal of Notice of Intention**.

The screenshot shows the same modal window as before, but now it displays a list of filing options. The 'Renewal of Notice of Intention' option is highlighted with a red box. The options are:

- Filing
Amendment of a Notice of Intention (NOI)/Modification de la Forme de préavis (FDP)
- Filing
Error Correction Of a Notice Of Intention (NOI)/Correction d'erreur de la Forme du préavis (FDP)
- Filing
Registration Of a Certificate of Release (COR)/Date d'enregistrement du certificat de dégagement (CDD)
- Filing
Renewal of Notice of Intention

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4. Verify that the correct NOI is displayed on the **Renewal of Notice of Intention** screen.
5. Click **Next**.

Renewal of Notice of Intention

Registration Number: 11350556, NOI Registration Date: 27/05/2024, Bank Number: 0004, Bank Name: The Toronto Dominion Bank, Transit Number: 00038, Branch Name: HAMILTON ST & 12TH, Branch Address: 1904 HAMILTON ST., REGINA, SK, S4P3N5, Canada, Province of Registration:

Debtor Information

6. The **Renewal of Notice of Intention** screen displays.
 - a. To renew the NOI, click the radio button next to **Renew** and select the number of years you wish to renew the NOI from the **Number of years to renew** dropdown menu (maximum of 5 years). The **New Expiry Date** will display.

OR

- b. If you do not wish to renew the NOI, click the radio button next to **Do Not Renew**. If you select this option, you will need to review and complete the **Confirmation**.

Confirmation

☒ I understand that selecting "Do not Renew" will result in the NOI being made inactive on the date outlined below: *

December 31, 2032

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7. Enter the **File Reference** if applicable. **Note:** This field is optional and allows entry of customer file details/account information. The **File Reference** will display in Search results; however, you cannot search an NOI or COR using the **File Reference**. The **File Reference** will also be displayed in the **My Filings, Orders, and Payments** tabs.
8. Click **Next**.

The screenshot shows the 'Renewal of Notice of Intention' form in the BASR Customer Portal. The form is titled 'Renewal of Notice of Intention' and features a progress bar at the top with four steps: 'Renewal of Notice of Intention [0]', 'Renewal Selection [1]', 'Review [2]', and 'Payment'. The 'Renewal Selection' step is currently active. The form includes a 'Renewal Selection' section with a 'Renew' radio button selected and a 'Do Not Renew' radio button. A 'Number of years to renew' dropdown menu is set to '1'. Below this is a 'New Expiry Date' field showing '31/12/2032'. A 'File Reference' section contains a text input field. To the right, a 'Renewal of Notice of Intention Information' box provides instructions and options. At the bottom, there are 'Save Draft', 'Previous', and 'Next' buttons. The footer includes 'Privacy Policy' and 'Terms and Conditions' links.

9. The **Review** screen displays.
10. Verify that the correct NOI is displayed on the **Renewal of Notice of Intention** screen.

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NOI Information

Registration Number

11350056

NOI Registration Date

27/06/2024

Bank Number

0004

Bank Name

The Toronto-Dominion Bank

Transit Number

00038

Branch Name

HAMILTON ST & 12TH

Branch Address

1904 HAMILTON ST., REGINA, SK, S4P3N5, Canada

Province of Registration

N/A

Debtor Information

Debtor Address

123 FAKE, REGINA, SK, S4S7J7, Canada

Debtor(s)

Name

DON TEST

Renewal Selection

Renew

Renew

Number of years to renew

3

New Expiry Date

31/12/2032

Reference Notes

Reference Notes

N/A

Confirmation

☐ I certify that the information contained in this return or notice is true to the best of my knowledge and belief. *

Save Draft

Preview

Previous

Submit

BASR | Customer Portal User Guide
Version # 2.0

June 2025

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BASR

11. This takes you to the payment screen.

The screenshot shows the BASR Customer Portal interface. The main heading is "Renewal of Notice of Intention/Renouvellement de l'avis d'intention". Below this is a progress bar with four steps: "Renewal of Notice of Intention", "Renewal Selection", "Review", and "Payment". The "Payment" step is currently active. The main content area is divided into two sections. On the left, under the heading "I would like to pay by", there are two radio buttons: "Account" (selected) and "Credit Card or Electronic Payment". Below this, there are three input fields: "Account" (with the value "AC1023 -"), "Your Current Balance" (with the value "\$16.08"), and "Total Due" (with the value "\$8.00"). A "Pay by Account" button is located at the bottom right of this section. On the right, under the heading "Filing Details", there are two input fields: "Filing Type" (with the value "Renewal of Notice of Intention/Renouvellement de l'avis d'intention") and "Total Amount Due" (with the value "\$8.00"). The footer of the page contains the text "Privacy Policy" and "Terms and Conditions".

12. If you have funds in your account, you will be prompted to choose your preferred payment method: **Account** or **Credit Card/Electronic Payment**. If your account does not have adequate funds, the only option will be Credit Card.

Note: To pay by Debit or Pre-authorized Debit, select **Credit Card or Electronic Payment**.

This close-up shows the "I would like to pay by" section. It features two radio buttons: "Account" (selected) and "Credit Card or Electronic Payment".

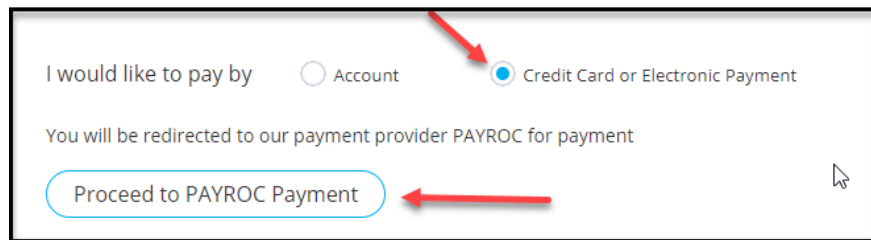
If you selected **Account**, review **Your Current Balance** and **Total Due** fields to ensure enough funds are available.

This close-up shows the "I would like to pay by" section with the "Account" radio button selected. Below this, there are three input fields: "Account" (with the value "AC1023 -"), "Your Current Balance" (with the value "\$16.08"), and "Total Due" (with the value "\$12.00"). A "Pay by Account" button is located at the bottom right. Red arrows point to the "Your Current Balance" and "Total Due" fields, and another red arrow points to the "Pay by Account" button.

BASR

Once funds have been confirmed, Click **Pay by Account**. Payment is automatically processed from funds in your account.

If you selected **Credit Card**, click **Proceed to PAYROC Payment**.

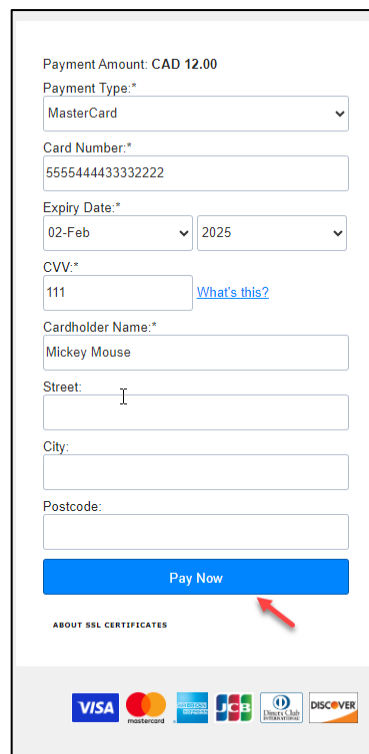


I would like to pay by ☐ Account ☒ Credit Card or Electronic Payment

You will be redirected to our payment provider PAYROC for payment

[Proceed to PAYROC Payment](#)

This will take you to the secure virtual terminal where you will enter your payment details and complete payment by clicking **Pay Now**.



Payment Amount: CAD 12.00

Payment Type:*
MasterCard

Card Number:*
55554443332222

Expiry Date:*
02-Feb 2025

CVV:*
111 [What's this?](#)

Cardholder Name:*
Mickey Mouse

Street:

City:

Postcode:

[Pay Now](#)

ABOUT SSL CERTIFICATES

VISA Mastercard JCB Discover Discover 2

BASR

13. Upon successful completion of the transaction, you will see a **Payment Received** and a **Submission Received** notice. This screen will provide you with your **Filing Reference/Service Request (SR)** number.

The screenshot displays a confirmation screen with two main sections. The first section, titled 'Payment Received. Thank you!', shows a transaction number 'TR65835' and an amount paid of '\$8.00'. The second section, titled 'Submission Received!', shows a filing reference 'SR57500' and a thank-you message: 'Thank you for your filing. A notification will be sent once it is processed.' At the bottom right, there is a button labeled 'Start New Filing'.

Transaction Number	TR65835
Amount Paid	\$8.00
Filing Reference	SR57500
Thank you for your filing. A notification will be sent once it is processed.	

Start New Filing

Once the submission is complete, the status will be updated in your **My Filings** tab in Customer Portal. You will also receive notification in your **Messages** tab. See the **General Navigation** section of this guide for instructions to access these tabs.

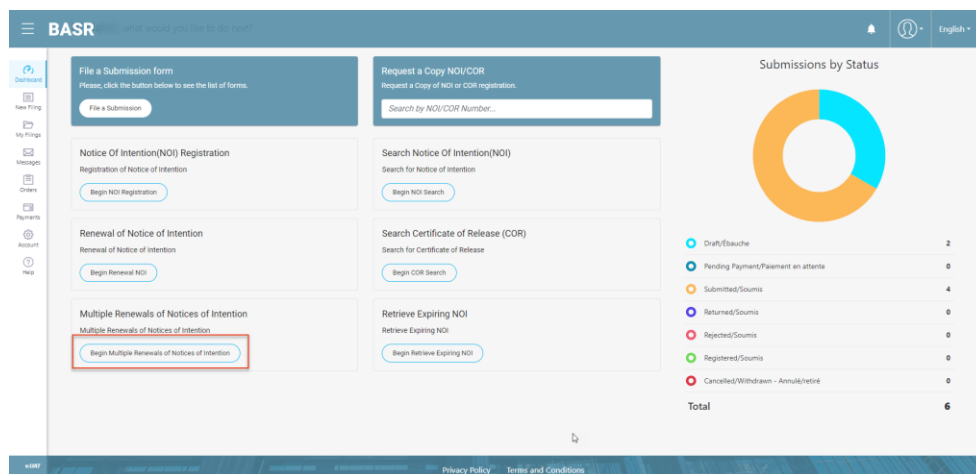
BASR

Multiple Renewals of Notices of Intention

- The multiple renewal form allows banks to complete renewal of multiple NOI records for their institution in one session.
- The Multiple NOI renewal will be available annually, between Oct. 1 and March 31 (e.g. Oct.1, 2025 and March 31, 2026).

Steps:

1. Select **Begin Multiple Renewals of Notices of Intention**.



2. Select the **Bank Number/Name** from the dropdown menu.
Note: fields with a red asterisk (*) are required fields.
3. You may select a specific **Transit Number/Branch Name** from that dropdown menu, or you may leave it at the default setting of **All Branches**.
4. Select the **Province of Registration** from the dropdown menu.

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Multiple Renewals of Notices of Intention

The number of NOI renewals that can be completed at one time using this form is 50

Search parameters may be used to reduce the number of expiring NOIs returned on this form.

Bank Number/Name *

Transit Number/Branch Name

All branches/Toutes les succursales

Province of Registration *

Registration Date From:

Registration Date To:

Cancel

Continue [5]

5. If desired, you may use the date fields to help refine search results. Click on the **Calendar** icons in the **Registration Date From** and **Registration Date To** fields to select the date parameters.
6. When all search parameters have been entered, click **Continue**.

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7. The **Multiple Renewals of Notice of Intention - Annual Renewals** listing displays.
8. Click on the **Pencil** icon to edit the **Renewal Selection** for each Annual renewal in the list.

The screenshot shows the BASR web application interface. On the left is a sidebar with navigation icons. The main content area is titled "Multiple Renewal of Notice of Intention". It includes a "Search Parameters" section with fields for "Bank Number/Name" and "Transit Number/Branch Name". Below this is a table titled "Annual renewals" with columns for "Registration Number", "NOI Registration Date", "Debtor Names", "Expiry Date", and "Renewal Selection". The first row shows a registration number, date of 02/01/2019, debtor names, expiry date of 31/12/2024, and a renewal selection of "Ignore For Now". A red box highlights the "Pencil" icon in the "Renewal Selection" column of the first row. To the right of the table is a "Multiple Renewal of Notice of Intention" sidebar with instructions and checkboxes for "Ignore for now", "Renew", and "Do not renew".

9. The **Update Annual Renewals** window opens.

The screenshot shows the "Update Annual Renewals" modal window. It contains fields for "Registration Number", "NOI Registration Date", "Bank Number/Name", "Transit Number/Branch Name", "Debtor Address", and "Debtor Names". Below these is a "Renewal Selection" section with a red box highlighting the "Renew" radio button, "Do Not Renew" radio button, and "Ignore For Now" radio button. The "Expiry Date" is set to "31/12/2025". At the bottom is a "File Reference" section with a text input field and "Save" and "Cancel" buttons.

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10. In the **Renewal Selection** section, select the applicable radio button (**Renew**, **Do Not Renew**, or **Ignore For Now**).
 - a. Selecting **Renew** allows you to select a renewal term between 1 and 5 years.
 - b. Selecting **Do Not Renew** confirms the NOI is not to be renewed and the record will be made inactive. **Note:** if **Do Not Renew** is selected on an NOI, the record will become inactive/expired in the registry on either the expiry date or the date the renewal submission is registered, whichever is later.
 - c. Selecting **Ignore for Now** for a specific NOI registration allows you to view and act on the registration at a later date. **Note:** if no action is taken to renew or confirm non-renewal, the NOI will automatically be made inactive/expired at end of day on March 31 and it will no longer be available for search.
11. Enter the **File Reference** if applicable. **Note:** This field is optional and allows entry of customer file details/account information. The **File Reference** will display in Search results; however, you cannot search an NOI or COR using the **File Reference**. The **File Reference** will also be displayed in the **My Filings, Orders, and Payments** tabs.
12. Click **Save**. This brings you back to the list of expiring NOI's where you can edit the next annual renewal. Repeat steps 10 through 12 until all renewals are complete.
13. Once all annual renewals have been edited, click **Next** at the bottom of the screen to move to the **Review** section.
14. Review all annual renewals.

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Registration Number NDI Registration Date Debtor Names Expiry Date Renewal Selection

Confirmation

☐ I certify that the information contained in this return or notice is true to the best of my knowledge and belief.

Save Draft Preview Submit

15. If there are any errors, click **Previous** to go back and edit as needed.

16. Once review is complete and all information entered has been verified, complete the **Confirmation** by selecting the checkbox and click on **Submit** to submit the Annual Renewals.

17. This takes you to the payment screen.

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Multiple Renewals of Notices of Intention/Renouvellements multiples des avis d'intention

I would like to pay by ☒ Account ☐ Credit Card or Electronic Payment

Your Current Balance

Total Due \$18.00

Pay by Account

Filing Details

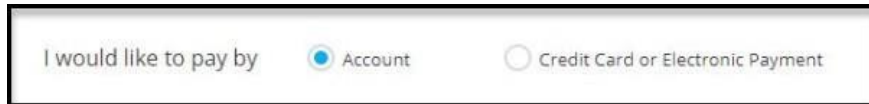
Filing Type: Multiple Renewals of Notices of Intention/Renouvellements multiples des avis d'intention

Total Amount Due: \$18.00

18. If you have funds in your account, you will be prompted to choose your preferred payment method: **Account** or **Credit Card**. If your account does not have adequate funds, the only option will be **Credit Card**.

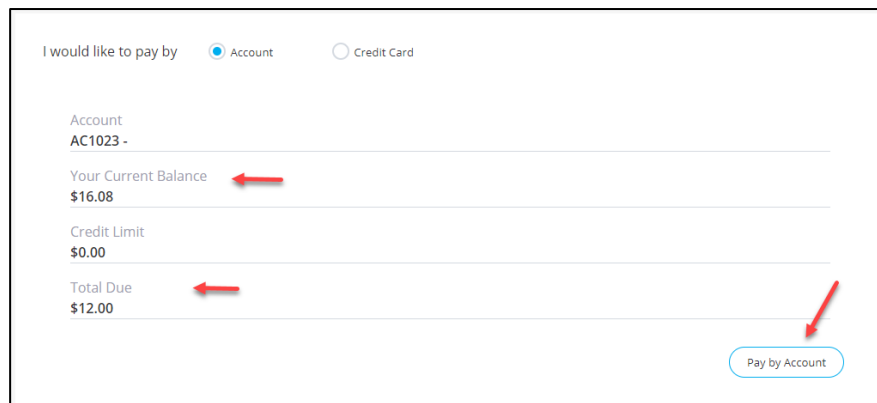
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Note: To pay by Debit or Pre-authorized Debit, select **Credit Card**.



I would like to pay by ☒ Account ☐ Credit Card or Electronic Payment

If you selected **Account**, review **Your Current Balance** and **Total Due** fields to ensure enough funds are available.



I would like to pay by ☒ Account ☐ Credit Card

Account
AC1023 -

Your Current Balance **\$16.08**

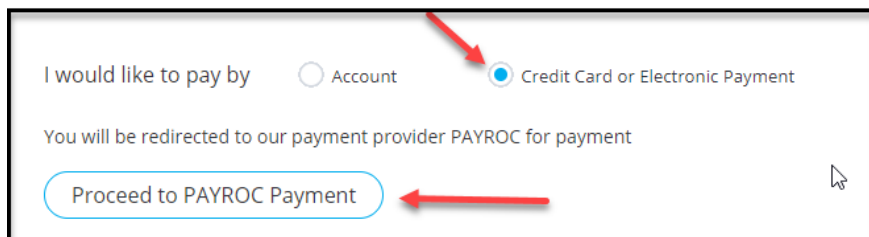
Credit Limit
\$0.00

Total Due **\$12.00**

Pay by Account

Once funds have been confirmed, click **Pay by Account**. Payment is automatically processed from funds in your account.

If you selected **Credit Card**, click **Proceed to PAYROC Payment**.



I would like to pay by ☐ Account ☒ Credit Card or Electronic Payment

You will be redirected to our payment provider PAYROC for payment

Proceed to PAYROC Payment

This will take you to the secure virtual terminal where you will enter your payment details and complete payment by clicking **Pay Now**.

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Payment Amount: CAD 12.00

Payment Type:*
MasterCard

Card Number:*
5555444433332222

Expiry Date:*
02-Feb 2025

CVV:*
111 [What's this?](#)

Cardholder Name:*
Mickey Mouse

Street:

City:

Postcode:

[Pay Now](#)

ABOUT SSL CERTIFICATES

VISA MasterCard American Express JCB Discover

19. Upon successful completion of the transaction, you will see a **Payment Received** and a **Submission Received** notice. This screen will provide you with your **Filing Reference/Service Request (SR)** number.

Payment Received. Thank you!

Transaction Number
TR65837

Amount Paid
\$18.00

Submission Received!

Filing Reference
SR57501

Thank you for your filing. A notification will be sent once it is processed.

[Start New Filing](#)

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Once the submission is complete, the status will be updated in your **My Filings** tab in Customer Portal. You will also receive notification in your **Messages** tab. See the [General Navigation](#) section of this guide for instructions to access these tabs.

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Clear Cache Process

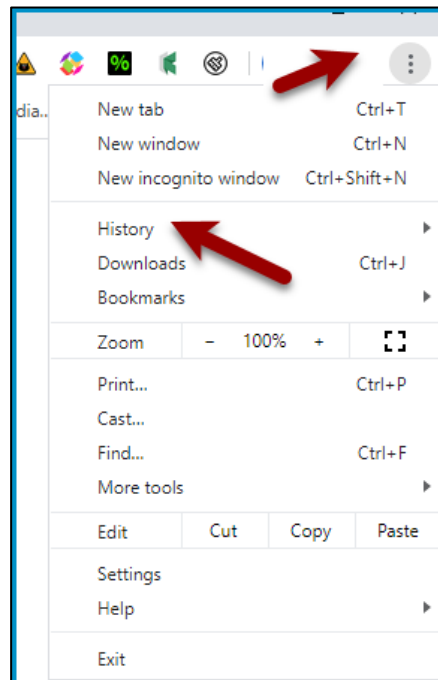
These instructions should be referred to if the **Customer Portal application is not operating as outlined in the guide**. If these instructions do not resolve the issue, contact customer support.

Google Chrome

Clearing your browser cache is often the easiest way to fix connection issues with library databases.

To clear your cache in Google Chrome:

1. Ensure you only have one Chrome browser window open (if you have multiple browsers open you must close all but one of them).
2. Click **the Menu in the upper right**.
3. Choose **History**.

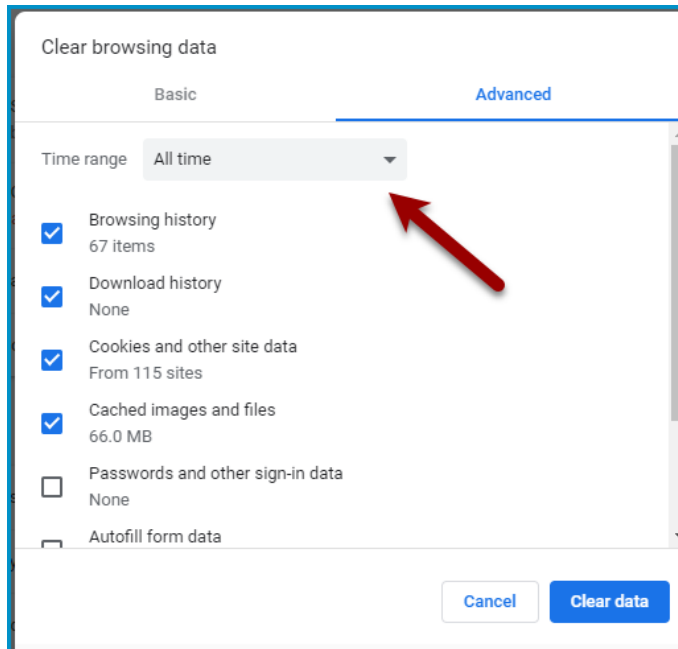


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4. Choose **Clear Browsing Data**.



5. The most effective setting is to clear all browsing history for **All time** and to clear browsing history, download history, cached images and files, and cookies.



6. Close your browser and restart to see changes.

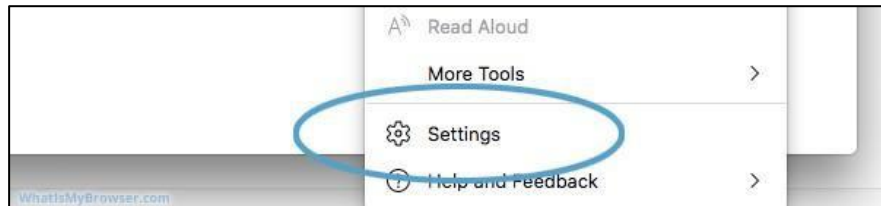
BASR

Microsoft Edge

1. Ensure you only have one Edge browser window open (if you have multiple browsers open you must close all but one of them).
2. In the top right-hand corner of your Edge browser's window, you will see a small button with 3 dots (ellipsis) in it. This is the **Settings and more** button.

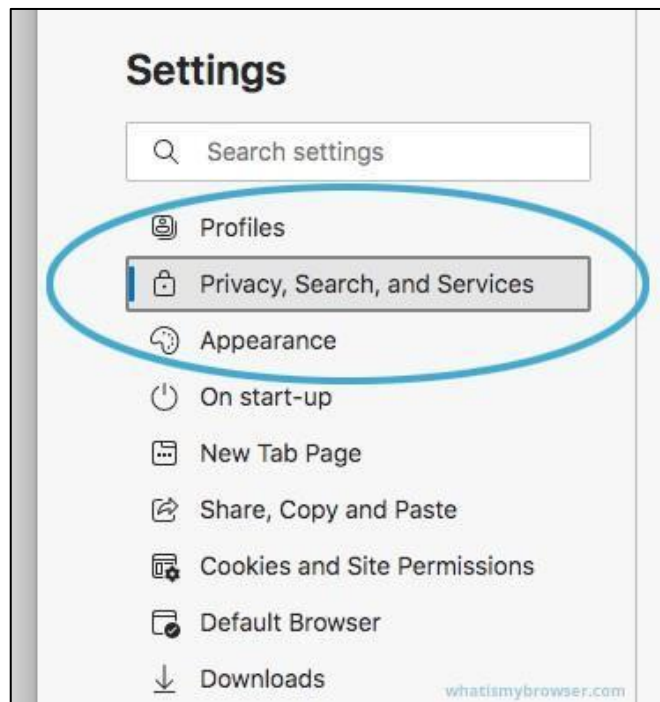


3. Select the **Settings** menu item

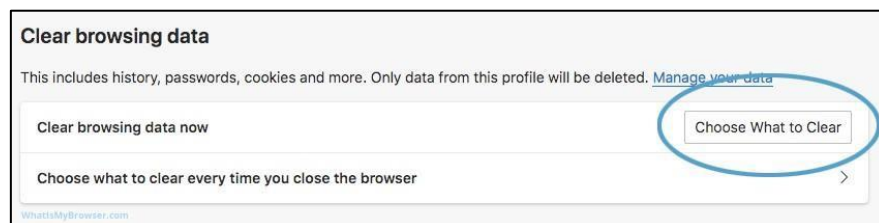


4. Click on the **Privacy, Search, and Services** on the left-hand side of the screen.

BASR

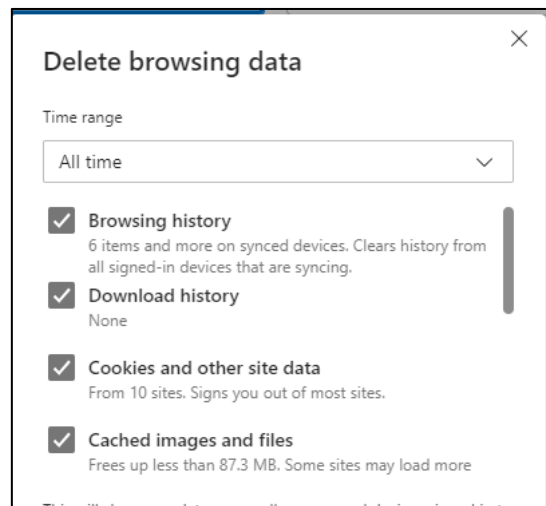


5. Click on the **Choose What to Clear** button

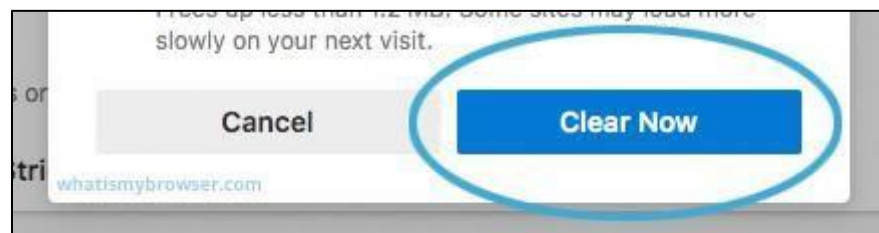


6. The most effective setting is to clear all browsing history for All time.

BASR



7. Click the **Clear now** button.



8. Once it's finished, the dialog window will close.
9. Close the edge browser and re-open.

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Appendix A: Search

This appendix provides an overview of search functionality in the Bank Act Security Registry, including search options available, how each option works, and examples of expected results for searches using different search criteria.

Search Options Available

Notice of Intention (NOI) and Certificate of Release (COR) searches both allow search by the following options:

1. Search by Registration Number
2. Search by Debtor Name

Note: There is no option to search by customer File Reference number.

Province of Registry

All searches require the Province of Register to be entered; and the search will only query records in the particular province of registry selected in the search.

There is no option to complete a search for a given Registration Number or Debtor name across all provinces in a single search.

Note: Fees associated with searches, are associated with the Province of Registry entered on the search.

Active Records Search

Search is on active NOI or active COR records.

- If you search an inactive NOI or COR number, the results returned will be “No Results Found.”
- When searching by debtor, if there are no active records containing the debtor’s name, the results returned will be “No Results Found.”
- An NOI that has expired will not show up in the results of an NOI or COR search.

Search by Number

Search by number is specific to the specific NOI or COR registration number.

1. For an NOI search, the NOI number is entered for the purpose of search.

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2. For a COR search, the COR number is entered for purpose of search. If searching by the NOI number in a COR search, the search will return no results.

NOI or COR record information will only be included in search results if there is an exact match for the number entered into the search.

- If there is no match on the search, the results will return with a “No matches found.” message.

Search by Debtor Name

When Searching the Bank Act Security Registry by debtor name, you may choose to search by either individual name or company name.

Search Features & Input Requirements

Company Name

Search by company name allows for the following search criteria to be selected.

1. Exact match, or
2. Starts with

The search criteria will default to **Exact Match**.

Individual Name

Name fields available on an individual search and criteria which may be selected for each are outlined below.

- *First Name*
The **First Name** field is a **mandatory** field on a search by individual debtor name. You may select from the following search criteria for the First Name field:
 - a. Exact Match, or
 - b. Starts with.The search criteria will default to **Exact Match**.
- *Last Name*
The **Last Name** field is a **mandatory** field on a search by individual debtor name.

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The **Last Name** field **must be Exact Match** and no other options are present in the search feature dropdown for the **Last Name** on a search by individual.

- *Middle Name*

The **Middle Name** is an **optional** field on a search by individual debtor name. When a middle name is entered, users may select search criteria of:

- a. Exact Match, or
- b. Starts With.

If a middle name is entered, the search criteria will default to **Exact Match**.

Search Logic Information for Search by Debtor Name

When completing searches in the Bank Act Security Registry, it is important to note that punctuation, spaces, numbers, and accents matter. Search results are impacted by the inclusion or exclusion of these characters. Details and examples are provided below.

Exact Match

Exact Match searches will only return a result if the data entered on a search is an exact match on the record.

An **Exact Match** search will return a result of “No results found” if:

- any character in the name searched does not match any character in a name field on the record;
- the name searched is missing punctuation;
- the name searched contains punctuation or spaces that are not on the debtor’s name on the record;
- the name searched is missing accents that are on the name on the record; or
- the name search contains accents that are not on the name on the record.

Starts With

A search using **Starts With** criteria will return records that contain an exact character match (to what was entered in the search) at the beginning of the applicable name field.

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A **Starts With** search will return a result of “No results found” if:

- any character entered on the search does not match the characters at the start of the name on the record;
- the characters in the search entered do not contain punctuation or spaces which are present at the start of the name on the record;
- the characters in the search entered include punctuation or spaces which are not present at the start of the name on the record;
- the characters in the search entered do not include accents which are at the start of the name on the record (e.g. search includes “e” and record includes “é”); or
- the characters in the search entered include accents which are not included at the start of the name on the record (e.g. search includes “é” and record includes “e”).

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Search By Debtor Name Examples

The following tables provide examples of various search entries and how results for a given record may present. Province of registry will impact results as the search will only query records in the particular province of registry selected in the search. The examples below focus on how different name entry and associated search criteria will impact results.

Note: In the search results column, numbering next to name indicates a unique record returned in results.

	Name of Debtor on NOI or COR Record	Name Entered on Search	Search Criteria	Search Result Records Returned	Search Result Explained
Individual Name	Jane Mary Smith	First Name: Jane Last Name: Smith	First Name: Exact Match Last Name: Exact Match	1. Jane Mary Smith	The search will return Jane Mary Smith because an exact match was found on the First and Last Name. No middle name was entered on the search.
		First Name: Jan Last Name: Smith	First Name: Starts With Last Name: Exact Match	1. Jane Mary Smith 2. Jan Smith 3. Jane Margaret Smith 4. Janet Smith	The search will return a result which includes Jane Mary Smith as the first name Starts with "Jan." Records containing other names that have a last name of Smith and a first name starting with "Jan" will also be returned in the results.
		First Name: Jané Last Name: Smith	First Name: Exact Match Last Name: Exact Match	No Results Found.	The first name entered in the search contains an accent which is not on the name in the record in the registry.
		First Name: Jane Last Name: Smith Middle Name: Mar	First Name: Exact Match Last Name: Exact Match Middle Name: Exact Match	No Results Found.	The search will not return a result even through an exact match was found on the first and last name because the middle name was not an exact match.
		First Name: Jane Last Name: Smith Middle Name: Mar	First Name: Exact Match Last Name: Exact Match Middle Name: Starts With	1. Jane Mary Smith 2. Jane Margaret Smith	The name entered on the search was an exact match to the first name and last name on the record and the middle name starts with "Mar". Other records with exact matches on the first and last name and a middle name that starts with "Mar" will also be included in the results.

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	Name of Debtor on NOI or COR Record	Name Entered on Search	Search Criteria	Search Result Records Returned	Search Result Explained
Company Name	Renée's Tech. Solutions Inc.	Renée's Tech. Solutions Inc.	Exact Match	Renée's Tech. Solutions Inc.	The search will return a result because there was an exact (character for character) match on the company name entered on the search and the debtor's name on the registry record.
		Renées Tech Solutions Inc	Exact Match	No Results Found.	This search would not return a result because the name entered on the search does not include the apostrophe in "Renée's" and does not include the period after the words "Tech" and "Inc."
		Renee's Tech. Solutions Inc.	Exact Match	No Results Found.	This search would not return a result because the name entered does not contain an accent over the "e" in the name "Renée."
		Renée	Starts With	1. Renée's Tech. Solutions Inc. 2. Renée Farms 3. Renée's Technology Solutions Inc.	This search will return results including records with debtors with a company name starting with "Renée".
		Renée's Tech	Starts with	1. Renée's Tech. Solutions Inc. 3. Renée's Technology Solutions Inc.	This search will return results including records with debtors with a company name starting with "Renée's Tech"
		Ren	Starts With	1. Renée's Tech. Solutions Inc. 2. Renée Farms 3. Renée's Technology Solutions Inc. 4. Reno Nova Limited	This search will return results including records with debtors with a company name starting with "Ren".
		Rene	Starts With	No Results Found.	This search will return "no results found" as there is no record which starts with "Rene". The accent over the "e" in the record on the registry does not match with the non-accented "e" in the search entered.

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	La Compagnie Montreal Chop Suey Ltee / Montreal Chop Suey Co Ltd	La Compagnie Montreal Chop Suey Ltee / Montreal Chop Suey Co Ltd	Exact Match	No Results Found	This search will return "no results found" as there is no record which contains both the French and English versions of the name. The French name must be set out as one debtor and the English name as another separate debtor.
		La Compagnie Montreal Chop Suey Ltee	Exact Match	La Compagnie Montreal Chop Suey Ltee	The search will return a result because there was an exact (character for character) match on the company name entered on the search and the debtor's name on the registry record.
		Montreal Chop Suey Co Ltd	Exact Match	Montreal Chop Suey Co Ltd	The search will return a result because there was an exact (character for character) match on the company name entered on the search and the debtor's name on the registry record.
		Montreal's Chop Suey Co Ltd.	Exact Match	No Results Found	This search would not return a result because the name entered on the search includes "apostrophe s" (Montreal's) and it includes the period after the word "Ltd".
		Montreal	Starts With	1. Montreal Chop Suey Co Ltd 2. Montreal Clothing Inc. 3. Montreal Industrial Services Ltd.	This search will return results including records with debtors with a company name starting with "Montreal".
		Mon	Starts With	1. Montreal Chop Suey Co Ltd 2. Montreal Clothing Inc. 3. Monster Décor Ltd.	This search will return results including records with debtors with a company name starting with "Mon".
		La Compagnie M	Starts With	1. La Compagnie Montreal Chop Suey Ltee 2. La Compagnie Medievale de Montreal 3. La Compagnie Margot Fournier	This search will return results including records with debtors with a company name starting with "La Compagnie M"