

**Information
Services
Corporation**

SPPR Registration Discharge



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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 Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions.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 Information Services Corporation (ISC) website to access the most recent versions of the forms. ISC does not accept responsibility for any losses resulting from the use of outdated forms.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
1.1	November 2015	Updated screenshots & added information about changes to the Transaction Description & Draft Summary tabs	All
1.2	December 2016	Addition of Emails	All



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.

Green 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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Registering a Registration Discharge

This manual explains how to discharge an active registration in the Saskatchewan Personal Property Registry (SPPR). A discharge can occur once the active registration is no longer required, as the item has been satisfied.

If the discharge is for a registration that pertains to a judgment (writ), the judgment will be removed from the Judgment Registry and any associated titles it was registered on.

Accessing a Registration Discharge

Once you are signed in:

1. Click the **SPPR Application** link on the left-hand side of the signed in homepage. The SPPR application will open and a welcome screen will display. You will notice that your client number appears automatically at the top of the screen, followed by your name in brackets.
2. On the welcome screen, click the **Registration** dropdown menu.
3. Select **Discharge** from the **Registration** dropdown menu.





Discharge Setup (Step 1 of 5)

1. Enter the number of the registration you wish to discharge in the **Registration #** field.
2. If the registration has a RIN, enter it in the **Registration Identification # (RIN)** field. If the registration has a RIN number and you do not enter it, the system will not allow you to amend this registration. You will receive a message that says “**Invalid Registration # and/or Registration Identification Number (RIN) combination.**”

For more information on RINs, click the following link:

[https://www.isc.ca/SignedInHome/Help/SPPR/CustomerLearning/TouringSPPR/Pages/Registration-Identification-Number-\(RIN\).aspx](https://www.isc.ca/SignedInHome/Help/SPPR/CustomerLearning/TouringSPPR/Pages/Registration-Identification-Number-(RIN).aspx)

3. Enter a client reference number into the **Client Reference** field. This will be the reference number you use in your organization, such as a file number, account number, loan number etc. The client reference will display on your statement, reports and output list. It will allow you to recognize a transaction easily.
4. Click the **Proceed** button.

A screenshot of the SPPR (Saskatchewan Personal Property Registry) website showing the 'Discharge' setup page. The page header includes the Information Services Corporation logo and navigation links like 'Forms', 'ISC Home', 'Legal', 'Help', and 'My Account'. The main content area has a 'Discharge' section with three input fields: 'Registration #' (containing '00071570'), 'Registration Identification #(RIN):' (empty), and 'Client Reference:' (containing '1234567'). A 'Proceed' button is located at the bottom right of the form. The footer of the page indicates 'Copyright 2008 ISC'.

Step 2 of 5

The **Registrant** information screen will display. You will also notice the registration number will display at the top of the screen.

Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Discharge, Step 2 of 5

Discharge (Personal Property Security Agreement)

Registration #: 300071886

Registrant 1 Party

Transaction Description	Action	Party #	Entity Type	Name	Address	Email
	Edit Delete		Business	Lemieux Consulting Corporation	124 Teast Street Regina Saskatchewan S4S4S4 Canada	

Current View

Party Id: [] - []

Note:
Section 10 and 11 in *The Personal Property Regulations* indicates how the name of an individual or body corporate is to be specified.

Manual Information:

Entity Type: Business Person

Business Name: []

Address Line 1: []

Address Line 2: []

City: []

Province/State: Saskatchewan

Postal/Zip Code: []

Country: Canada

Note:
If you enter an email address, this is the method ISC will use to send discharge notices to secured/creditor party. Email address must start with a letter [a-z]. Example: jane.doe@sasktel.net

Email Address: []

Confirm Email Address: []

Add to List

Register Return to Draft

Note that in the **Discharge** screen, there are only three tabs along the left-hand side: **Registrant**, **Transaction Description** and **Current View**.

To continue:

1. Click the **Transaction Description** tab and enter information regarding the discharge. For example, you might enter the reason the registration is being discharged. This field is optional.

Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Discharge, Step 2 of 5

Discharge (Personal Property Security Agreement)

Registration #: 300071570

Registrant Transaction Description:

Transaction Description Transaction description is utilized as a header line - for example: postponement, partial discharge, update debtor address. Utilize the general property section for information pertaining to your agreement.

Current View terms satisfied

Save

Register Return to Draft

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Click the **Save** button.

The **Save** or **Add to List** button must be selected any time you make a change in any of the tabs. If you proceed and do not save your changes, the system will not capture what was entered.

2. Click the **Current View** tab on the left-hand side of the screen. The current secured and debtor party information will display.

The screenshot shows the SPPR web application interface. At the top, there is a navigation bar with links for Forms, ISC Home, Legal, Help, and My Account. Below this is a header for 'SPPR | Saskatchewan Personal Property Registry'. The main content area is titled 'Discharge (Personal Property Security Agreement)'. It shows the registration number 300071886 and the registrant information. The secured party information is displayed in a table with columns for Party #, Entity Type, Name, Address, and Email. The debtor party information is also displayed in a similar table. At the bottom right, there are buttons for 'Register' and 'Return to Draft'.

Party #	Entity Type	Name	Address	Email
150164347-2	Business	dunkin donuts	260 - 10 Research Drive Regina Saskatchewan S4S7J7 Canada	mypersonal@crossroads.ca

Party #	Entity Type	Name	Address
150164349-1	Person	ottenbriet, Kim	260 Research Dr. Regina Saskatchewan S4P0J3 Canada

3. Verify the information in these fields.
4. Once you have verified that this is the registration you wish to discharge, click the **Register** button.

If you click **Return to Draft**, this will place the discharge in draft status. This means the item is not registered and is not searchable. It might also mean but the item was placed in draft because approval is required before it is registered or there was not have enough time to register the item.

Step 3 of 5

The **Payment Method** screen will display. This screen will display your client reference information. The screen also displays your account number and the option to charge the fees to another account provided you have the password for the account.

1. Enter a client reference number.
2. The payment radio button will default to **Account #**. This is the account number used to sign into the SPPR application. If you wish to charge this transaction to a different account, select the **Other Account #** radio button and enter the information for the account to which the transaction will be charged.

- Once you have confirmed the information, click **Proceed** to complete your transaction. To return to the previous screen, click **Cancel**.

Information Services Corporation | Forms | ISC Home | Legal | Help | My Account |

SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Discharge, Step 3 of 5

Payment Method

Client Reference: 54321

Account #: 100597923

Other Account #: Password:

Proceed Cancel

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Step 4 of 5

The next screen will display the registration activity and confirmation of the fee for the transaction you have just completed.

The **Fee Confirmation** portion of the screen will also display the client reference information, the account number, the name of the account holder and the account balance. It will also include a link you can click to provide a credit card payment.

It is during this step that your account will be charged for any fees incurred during this registration. In this example, a personal property security agreement is being discharged, and there is no cost for the discharge. However, some discharges do have a fee. Refer to the [SPPR fee schedule](#) for current fees.

Information Services Corporation | Forms | ISC Home | Legal | Help | My Account |

SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Discharge, Step 4 of 5

Registration Activity

You are about to perform a discharge.
Type: Personal Property Security Agreement
Expiry Date: 14-Oct-2019

Fee Confirmation

Fee: \$0.00
Client Reference: 54321
Account #: 100597923
Account Name: Lemieux Consulting Corporation
Account Balance: -\$2,657.95
[Click here to make a Credit Card Payment](#)

Proceed Cancel

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1. Verify the information contained in this screen.
2. Click **Proceed** to complete your transaction. To return to the previous screen, click **Cancel**.

Step 5 of 5

The final screen is a confirmation of your transaction. There is important information on this screen. The screen contains the registration number and the **RIN** (if there is one). Note that the registration number stays the same each time an amendment or discharge is made to the original registration, but the transaction number increases by one each time an amendment or discharge is registered.

The details of the registration are contained in the verification statement, which appears in the **Output List**.



The screenshot shows the 'Registration Confirmation' screen in the SPPR system. At the top, there is a navigation bar with links for 'Forms', 'ISC Home', 'Legal', 'Help', and 'My Account'. The main header includes the Information Services Corporation logo and the text 'SPPR | Saskatchewan Personal Property Registry'. Below this is a secondary navigation bar with 'Home', 'Search', 'Registration', 'My Workspace', and 'Help'. The user's signed-in client information is displayed as 'Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn)' and the current step is 'Registration Discharge, Step 5 of 5'. The 'Registration Confirmation' section lists the following details: Registration #: 300071570, Transaction #: 4, and Registration Identification # (RIN):. A message below states: 'Your registration has been successful and has generated output 400172905. The verification can be viewed at any time during your session by going to the 'My Workspace' menu option and selecting 'Output List' from the drop down menu. Please retain for your records.' The footer of the page indicates 'Copyright 2008 ISC'.

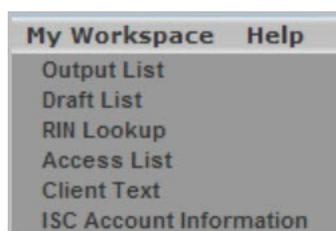
You will receive a message on this screen to the effect that your transaction has been successful and the verification can be viewed

anytime by accessing the **Output List** from the **My Workspace** dropdown menu.

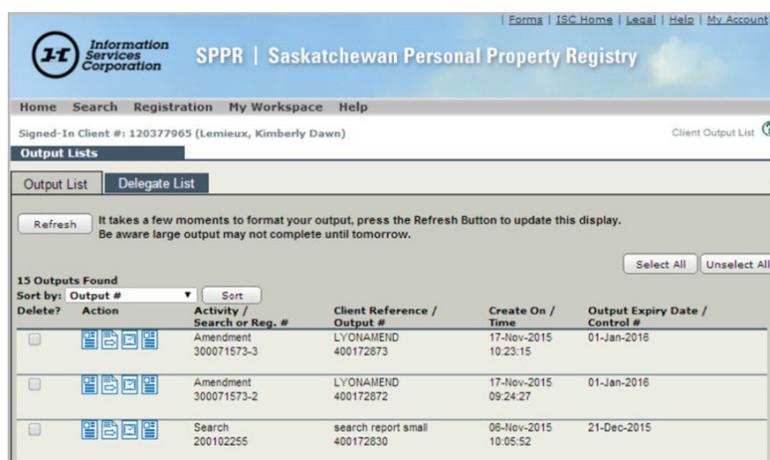
Each time a search is completed or a transaction successfully registers, you will receive a PDF document in your output list.

Accessing or Verification in the Output List

1. Select **Output List** from the **My Workspace** dropdown menu.



The output list for your account will display, with the transaction you have just completed at the top.



1. You will see a row of four blue icons beside the transaction. Click the first one.

Forms | ISC Home | Legal | Help | My Account

Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Client Output List

Output Lists

Output List Delegate List

Refresh It takes a few moments to format your output, press the Refresh Button to update this display. Be aware large output may not complete until tomorrow.

Select All Unselect All

21 Outputs Found

Sort by: Output # Sort

Delete?	Action	Activity / Search or Reg. #	Client Reference / Output #	Create On / Time	Output Expiry Date / Control #
<input type="checkbox"/>	  	Discharge 300071570-4	54321 400172905	19-Nov-2015 14:32:45	03-Jan-2016
<input type="checkbox"/>	  	Amendment 300071570-3	65432 400172893	18-Nov-2015 15:57:56	02-Jan-2016
<input type="checkbox"/>	  	Amendment 300071570-2	1234567 400172890	18-Nov-2015 14:22:35	02-Jan-2016

The **Discharge Verification** will display.

Information Services Corporation

**Saskatchewan
Personal Property Registry
Discharge Verification**

Registration Type: Personal Property Security Agreement
Discharge Date: 19-Nov-2015 14:32:45
Client Reference: 54321

Registration #: 300071570
Transaction #: 4
RIN:
Control #:

Registrant

Party ID: 150160848 - 1
Entity Type: Business
Name: Lemieux Consulting Corporation

Address: 124 Test Street
Regina, Saskatchewan
S4S4S4
Canada

Secured Party recorded on file:
150000458 - 1 HOWE, SARAH
150162572 - 1 Wesby, Lois Betty

Debtor Party recorded on file:
150007236 - 1 KAL TIRE A CORPORATE PARTNERSHIP

From this screen, you can save or print the output.