



# Saskatchewan Personal Property Registry (SPPR)



## Financing Change Statement DISCHARGE

Complete this form to totally discharge the registration from registry. For more information, visit [www.publications.saskatchewan.ca](http://www.publications.saskatchewan.ca).

**Submit completed form to the Saskatchewan Personal Property Registry at:**

**Email:** [sppr@isc.ca](mailto:sppr@isc.ca)

**Fax:** (306) 205-7866

**Mail:** SPPR, 1301 - 1st Avenue, Regina, SK S4R 8H2

**By Appointment in Regina or Saskatoon:**

Book appointment online at [www.isc.ca](http://www.isc.ca)

**OR**

Call 1-866-275-4721 to book an appointment

<b>CLIENT INFORMATION</b>	<p>Client Reference # _____</p> <p>Account Number _____ Password _____ (min 3-max 16 characters)</p>
<b>REGISTRANT INFORMATION</b>	<p><b>Select one option only:</b></p> <p>Party ID # _____ - ____ DO NOT provide name &amp; address if Party ID # entered</p> <p><b>OR</b></p> <p>Business Name _____</p> <p><b>OR</b></p> <p>Last Name _____ First Name _____</p> <p>Second Name _____ Third Name _____</p> <p>Generation _____ Estate <input type="checkbox"/> Date of Birth (dd-mmm-yyyy) _____</p> <p>-----</p> <p>Address Line (max 100 char) _____</p> <p>Address Line (max 100 char) _____</p> <p>City _____ Province/State _____ Country _____ PC/Zip _____</p>
<b>OUTPUT SELECTION</b>	<p><b>Note:</b> If no output is selected, SPPR will mail results to the Registrant address. Appropriate fee will apply. Fee schedule is posted on <a href="http://www.isc.ca">www.isc.ca</a></p> <p><b>Attention:</b> _____ (mandatory) <b>Phone #</b> _____ (mandatory)</p> <p><input type="checkbox"/> Mail - mailing address from Registrant Information will be used</p> <p><input type="checkbox"/> Email Address _____</p> <p><input type="checkbox"/> Fax # _____</p> <p><input type="checkbox"/> CD - mailing address from Registrant Information will be used.</p>
<b>REGISTRATION INFORMATION</b>	<p>Registration # _____</p> <p>Registration Identification Number (RIN) _____ (no spaces)</p>

<b>TRANSACTION DESCRIPTION</b>	<p><i>Details of agreement should be placed in general property section Pg 4. Use as header line only. Maximum 250 characters.</i></p>
<b>REASON CODE</b>	<p><b>Reason Code - select only if applicable:</b></p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Correction to an error made by Registry Staff  <input type="checkbox"/> Court Order  <input type="checkbox"/> Compulsory Discharge in accordance with Section 50 of PPSA         </div> <div> <input type="checkbox"/> Registrar Correction              – only applicable to Registrar of SPPR  <input type="checkbox"/> Compulsory Discharge in accordance with section 28 of The Enforcement of Money Judgment Act         </div> </div>
<b>COURT ORDER INFORMATION</b>	<p><b>Applicable to Court Orders Only:</b></p> <p><b>Both are mandatory:</b></p> <p>Court Order Date (dd-mmm-yyyy) _____</p> <p>Court Order # _____</p> <p><b>Optional:</b></p> <p>Court Order Amount _____</p> <p>Court Order Judicial Centre ( max. 100 characters) _____</p>
<b>AUTHORIZATION</b>	<p>Name of Business, if applicable: _____</p> <p>Printed Name: _____</p> <p>Signature of Printed Name: _____ Phone #: _____</p>
<b>OFFICE USE ONLY</b>	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> CSC Regina  <input type="checkbox"/> CSC Saskatoon         </div> <div>           Initials: _____             Date Submitted: _____         </div> </div>
<b>PAYMENT METHOD</b>	<p><b>ISC offers the following methods of payment:</b></p> <p>On Account – indicate the Account Number and Financial Account Password on page 1.          Cheque or Money Order - payable to Information Services Corporation.          Credit Card - in person, by telephone or ISC's online account payment process, visit <a href="http://www.ISC.ca">www.ISC.ca</a></p> <p><b>Instructions to utilize credit card payment:</b></p> <ul style="list-style-type: none"> <li>Option 1 – Request SPPR support to contact you when document is received for processing. Select box for call back for credit card details. Total Discharge are free, exception Court Orders and Compulsory Discharge.</li> <li>Option 2 – Contact our Customer Support Team 1-866-275-4721 indicating you require an account to submit a SPPR document making the credit card payment over the telephone. REMEMBER to write the 9 digit account number on page 1 in the Client Information section. For additional information review the instruction sheets.</li> </ul> <p><b>PPR Fee Schedule can be found at ISC Sign-in page at the tab Fees &gt; Personal Property.</b></p>

For general registry inquiries, contact ISC at 1-866-275-4721 or [ASK@isc.ca](mailto:ASK@isc.ca).