



Telephone: 1 877 526-1526  
www.bcreg.ca

Mailing Address: PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3

Courier Address: 200 – 940 Blanshard Street  
Victoria BC V8W 3E6

INSTRUCTIONS:

- There is no filing fee to issue a new code.
- A filing fee of \$100.00 applies to a change request. A change request is filed to change a name and/or address and to update any prior registrations where the code was used.

• Send this completed form to:

By Mail: Personal Property Registry  
PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3

By Fax: 250 387-3055

**Freedom of Information and Protection of Privacy Act (FOIPPA):** Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Personal Property Security Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Manager of Registries Operations at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

1. Application Request

Please issue a code to the following name and address:

NAME

ADDRESS CITY PROVINCE POSTAL CODE

Authorization to debit your BC OnLine account  
for future Personal Property Registry services:

BC ONLINE DEPOSIT ACCOUNT NUMBER

2. Change Request

SECURED/REGISTERING PARTY CODE

NAME OF CODE HOLDER

Check (✓) all applicable boxes

- Check box **one** to change your code, due to a name and/or address change. Current registrations **will not** be updated. A new code will be assigned. No fee will be charged.
- Check box **two** if you wish to have your name and/or address changed. Current registrations **will** be updated. Fee \$100.00.
- Check box **three** if you wish to have your BC OnLine account added to the **new code**.

☐ Please change our code and advise us of the new code assigned.

☐ Please change the name/address of the secured/registering party code holder and update any prior registrations in which the code was used.

☐ Authorization to link your BC OnLine Deposit Account number \_\_\_\_\_ with the secured/registering party code to facilitate Personal Property Registry billings.

Previous Name/Address

NAME

ADDRESS CITY PROVINCE POSTAL CODE

New Name/Address

NAME

ADDRESS CITY PROVINCE POSTAL CODE

3. Authorization

NAME (please type or print)

OFFICIAL POSITION

SIGNATURE

DATE SIGNED

YYYY / MM / DD  
2025/03/18

X

Note: If forwarding form to Personal Property Registry by fax, please provide the Registry with your return fax number. Fax number: ( )