

Registering an Enforcement Charge

This manual explains how to register an enforcement charge in the Saskatchewan Personal Property Registry (SPPR). You must have a permanent account and be approved for access to enforcement charge registrations in order to complete this process.

In this document, we use a provincial enforcement charge as an example, but you can use the instructions below to guide you in registering other types of enforcement charges as well. The basic registration process is the same for all of them.

Accessing Registrations

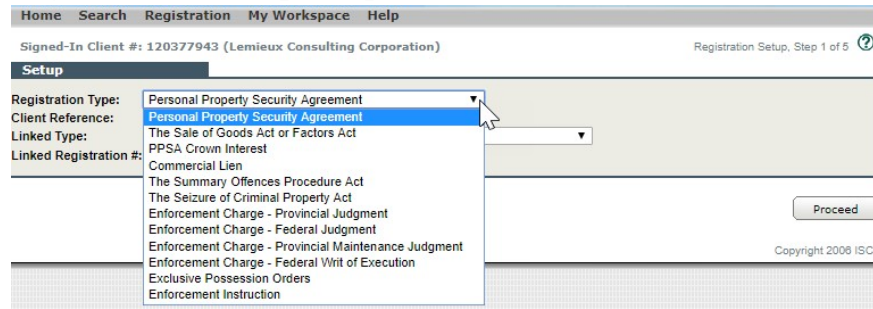
Once you are signed in:

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. The level of security access you have will determine what you see on the menu.



3. Select **Setup** to display the **Setup** screen and start the registration process. There are five major steps in this process.

Registration Setup, Step 1 of 5



1. Choose the appropriate registration from the **Registration Type** dropdown menu. The registration types you see in the dropdown menu will vary depending on your security access and what you have been approved for.

You must select a registration in order to continue. The other fields on the screen are optional.

ISC recommends that you enter a phrase or number in the **Client Reference** field to help identify your transaction. The identifier you enter will appear on your output list, your verification statement and your account statement.

The **Linked Type** and **Linked Registration #** fields are only used when you are correcting an error (e.g. changing the act type).

2. When you have entered all your information, click **Proceed**. The system will display the tabs that you need to fill in for the registration type you have chosen, starting with the **Registrant** tab.

Registration Setup, Step 2 of 5

You will notice that the registration type you have selected now appears at the top of your screen, under your client ID.

Registrant Tab

The system automatically displays the registrant information that is associated with your client number. If this information is not correct, contact ISC to update your client record. This will keep you from having to manually change your name and address each time you register a new charge.

Home Search Registration My Workspace Help

Signed-In Client #: 120377943 (Lemieux Consulting Corporation) Registration Setup, Step 2 of 5

Setup (Enforcement Charge - Provincial Judgment)

Registrant 1 Party

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

Life Time

Notation

Creditor

Debtor

Serial Property

General Property

RIN Options

Draft Summary

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:

Postal/Zip Code:

Country:

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

Transaction Description Tab

The information you type in the **Transaction Description** field (e.g. “subordination agreement” or “postponement”) will appear as a header line on your verification statement.

Life Time Tab

1. After you have reviewed the registrant information, select the **Life Time** tab. The **Life Time** screen will display.

Home Search Registration My Workspace Help

Signed-In Client #: 120377943 (Lemieux Consulting Corporation) Registration Setup, Step 2 of 5

Setup (Enforcement Charge - Provincial Judgment)

Registrant

Judgment Date:

Expiry date of 10 year(s) will be calculated from the Judgment Date entered.

Transaction Description

Life Time

Notation

Creditor

Debtor

Serial Property

General Property

RIN Options

Draft Summary

Save

Register Return to Draft

2. Enter the registration date of your judgment in the **Judgment Date** field. Use the format **dd-mm-yyyy**, as shown above.
3. Click **Save**. This will save your information in draft.

Note: At any point during the registration setup process (Step 2), you can place the setup in draft mode. Drafts are held for 60 days, but items in draft are not registered and are not visible if anyone is completing a search. Access your draft by clicking on the **My Workspace** menu and choosing **Draft List**. On the **Draft List** screen, click the **Edit** button. Continue filling in your information.

See the PPR fee schedule for current fees.

Notation Tab

1. Next, select the **Notation** tab to display the **Notation** screen.

The screenshot shows a web application interface for setting up an enforcement charge. The top navigation bar includes 'Home', 'Search', 'Registration', 'My Workspace', and 'Help'. Below this, a status bar indicates 'Signed-In Client #: 120377943 (Lemieux Consulting Corporation)' and 'Registration Setup, Step 2 of 5'. The main heading is 'Setup (Enforcement Charge - Provincial Judgment)'. On the left, a vertical sidebar lists various tabs: 'Registrant', 'Transaction Description', 'Life Time', 'Notation' (which is highlighted), 'Creditor', 'Debtor', 'Serial Property', 'General Property', 'RIN Options', and 'Draft Summary'. The central content area for the 'Notation' tab contains three input fields: 'Court #', 'Judicial Centre', and 'Amount: \$'. A red asterisk is next to the 'Court #' field, indicating it is mandatory. A 'Save' button is located in the top right of this section. At the bottom right of the screen, there are two buttons: 'Register' and 'Return to Draft'.

2. Fill in the **Court #** field. This is mandatory information. If you like, you can enter the judicial centre and the amount of the judgment as well.
3. Click **Save**.

Creditor Tab

1. Select the **Creditor** tab to display the **Creditor** screen.

Home Search Registration My Workspace Help

Signed-In Client #: 120377943 (Lemieux Consulting Corporation) Registration Setup, Step 2 of 5 ?

Setup (Enforcement Charge - Provincial Judgment)

Registrant	Action	Item #	Party #	Entity Type	Name	Address	Email
Transaction Description	<input type="radio"/> Same as registrant						
Life Time	<input type="radio"/> Party Id: <input type="text"/> - <input type="text"/>						
Notation							
Creditor	<p>Note: Section 10 and 11 in <i>The Personal Property Regulations</i> indicates how the name of an individual or body corporate is to be specified.</p> <p><input checked="" type="radio"/> Manual Information:</p> <p>Entity Type: <input checked="" type="radio"/> Business <input type="radio"/> Person</p> <p>Business Name: <input type="text"/></p> <p>Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Province/State: <input type="text" value="Saskatchewan"/></p> <p>Postal/Zip Code: <input type="text"/></p> <p>Country: <input type="text" value="Canada"/></p> <p>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</p> <p>Email Address: <input type="text"/></p> <p>Confirm Email Address: <input type="text"/></p> <p><input type="button" value="Add to List"/></p>						
Debtor							
Serial Property							
General Property							
RIN Options							
Draft Summary							

2. Indicate whether the party you are entering information about is a person or a business and fill in the appropriate fields. You also have the option to select “same as Registrant.” Use this option if the registrant and creditor are the same, and then select **Add to List**.

Note: If the creditor is not the same as the registrant, select the **Manual Information** option and the **Business** entity type.

3. Fill in the fields marked with red dots. These fields are mandatory. Emails were added to system in 2016. If you want the creditor party to receive a copy of the discharge notification by email add the email in on this section. This will send the automatic notice by email instead of Canada Post to creditor.
4. Click **Add to List**. This will save the information you have entered and add it to the **Party** grid at the top of the screen.

Home Search Registration My Workspace Help

Signed-In Client #: 120377943 (Lemieux Consulting Corporation) Registration Setup, Step 2 of 5

Setup (Enforcement Charge - Provincial Judgment)

Registrant	Action	Item #	Party #	Entity Type	Name	Address	Email
Transaction Description	<input type="radio"/> Same as registrant						
Life Time	<input type="radio"/> Party Id: <input type="text"/> - <input type="text"/>						
Notation	<p>Note: Section 10 and 11 in <i>The Personal Property Regulations</i> indicates how the name of an individual or body corporate is to be specified.</p>						
Creditor	<input checked="" type="radio"/> Manual Information:						
Debtor	Entity Type: <input checked="" type="radio"/> Business <input type="radio"/> Person						
Serial Property	Business Name: <input type="text"/>						
General Property	Address Line 1: <input type="text"/>						
RIN Options	Address Line 2: <input type="text"/>						
Draft Summary	City: <input type="text"/>						
	Province/State: <input type="text" value="Saskatchewan"/>						
	Postal/Zip Code: <input type="text"/>						
	Country: <input type="text" value="Canada"/>						
	<p>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</p>						
	Email Address: <input type="text"/>						
	Confirm Email Address: <input type="text"/>						
<input type="button" value="Add to List"/>							
<input type="button" value="Register"/> <input type="button" value="Return to Draft"/>							

Note: If any information on a screen has been missed or entered incorrectly, a red error message will appear at the top of your screen when you click **Add to List** or **Save**. Correct any errors, save again, and continue to the next tab.

Debtor Tab

1. Select the **Debtor** tab to display the **Debtor** screen. You will notice that the **Manual Information** radio button is already clicked.
2. Choose the debtor type by clicking **Business** or **Person**.

Home Search Registration My Workspace Help

Signed-In Client #: 120377943 (Lemieux Consulting Corporation) Registration Setup, Step 2 of 5

Setup (Enforcement Charge - Provincial Judgment)

Registrant	Action	Item #	Party #	Entity Type	Name	Address	Email
Transaction Description	<input type="radio"/> Party Id: <input type="text"/> - <input type="text"/>						
Life Time	<p>Note: Section 10 and 11 in <i>The Personal Property Regulations</i> indicates how the name of an individual or body corporate is to be specified.</p>						
Notation	<input checked="" type="radio"/> Manual Information:						
Creditor	Entity Type: <input checked="" type="radio"/> Business <input type="radio"/> Person						
Debtor	Business Name: <input type="text"/>						
Serial Property	Address Line 1: <input type="text"/>						
General Property	Address Line 2: <input type="text"/>						
RIN Options	City: <input type="text"/>						
Draft Summary	Province/State: <input type="text" value="Saskatchewan"/>						
	Postal/Zip Code: <input type="text"/>						
	Country: <input type="text" value="Canada"/>						
<input type="button" value="Add to List"/>							
<input type="button" value="Register"/> <input type="button" value="Return to Draft"/>							

3. Fill in the fields marked with red dots. These fields are mandatory.
4. Click **Add to List**. This will save the information you have entered and add it to the **Party** grid at the top of your screen.

NOTE:

Section 10 & 11 of The Personal Property Regulations indicates how the name of an individual and/or body corporate is to be specified.

If the debtor is a corporation that uses an accent in its name, the corporation may not be registered with the Corporate Registry using the accent, for example **Le Château Inc.** uses the accent in its branding but is registered in Saskatchewan without the accent. If you register using the accent but the title is setup in the name of **Le Chateau** the judgment will not automatically attach. In order to ensure your judgment automatically attaches to a title where an accent may or may not be used, you could register against both the names.

Home Search Registration My Workspace Help

Signed-In Client #: 120377943 (Lemieux Consulting Corporation) Registration Setup, Step 2 of 5

Setup (Enforcement Charge - Provincial Judgment)

Registrant	1 Party					
Transaction Description	Action	Item #	Party #	Entity Type	Name	Address
	Edit Delete	1		Person	Gatton, Lucas	66 Railway Street Regina Saskatchewan S4R5T6 Canada

Life Time

Notation

Creditor

Debtor

Serial Property

General Property

RIN Options

Draft Summary

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:

Postal/Zip Code:

Country:

Add to List

Register Return to Draft

5. If there is more than one debtor, repeat steps 3 and 4 for each one. When all the debtors listed on the judgment appear on the grid, go to the next step.
6. If you are registering your enforcement charge against a serial property item in accordance with *The Enforcement of Money Judgments Act*, click the **Serial Property** tab. If not, go to proceed to the **General Property** tab. See **page 12** for more information.

Serial Property Tab

1. Choose the item you are registering against from the **Serial Type** dropdown menu.

2. Fill in the **Serial #** and **Make/Desc** fields. If you wish, you may also enter the year, model and colour of the item.
3. Click **Add to List**. This will save the information you have entered and add it to the **Serial Property Item** grid at the top of the screen.

The Override Option

The **Override** option is available on motor vehicle registrations.

Prior to 1981, vehicle manufacturers created their own **serial numbers** (i.e., there were no standards). Since 1981, the motor vehicle industry has decided that it would use a standard format for motor vehicle serial numbers, which they call **vehicle identification numbers** (VINs). Today, VINs consist of 17 characters that do not include the letters I, O or Q.

In order to ensure VIN standards were consistently used when registering motor vehicles, the SPPR application developers had to ensure that motor vehicle serial numbers entered into the application are verified against the VIN standards. However, we still need a way to register vehicles that were manufactured prior to VIN standards. The **Override** option is the result.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Mfg. ID			Vehicle Description				Vehicle ID Section									
			Each manufacturer has a unique system they use to identify the type of vehicle.				The last 10-digits/characters are specific and unique to that vehicle. The 10 th position is always used to indicate the model year and can be a letter or number. The 11 th position is always the code identifying the plant that manufactured the vehicle.									

For year codes starting at 1980:

Code	Year	Code	Year	Code	Year	Code	Year	Code	Year	Code	Year
A =	1980	L =	1990	Y =	2000	A =	2010	L =	2020	Y =	2030
B =	1981	M =	1991	1 =	2001	B =	2011	M =	2021	1 =	2031
C =	1982	N =	1992	2 =	2002	C =	2012	N =	2022	2 =	2032
D =	1983	P =	1993	3 =	2003	D =	2013	P =	2023	3 =	2033
E =	1984	R =	1994	4 =	2004	E =	2014	R =	2024	4 =	2034
F =	1985	S =	1995	5 =	2005	F =	2015	S =	2025	5 =	2035
G =	1986	T =	1996	6 =	2006	G =	2016	T =	2026	6 =	2036
H =	1987	V =	1997	7 =	2007	H =	2017	V =	2027	7 =	2037
J =	1988	W =	1998	8 =	2008	J =	2018	W =	2028	8 =	2038
K =	1989	X =	1999	9 =	2009	K =	2019	X =	2029	9 =	2039

The “motor vehicle” category includes buses, cars, motorcycles, motorbikes, motor homes, snowmobiles, motor toboggans, tractors, combines, trucks and vans.

Aircraft fall into two different **serial type** categories:

- aircraft DOT (registered with the Department of Transport); and
- aircraft serial.

Canadian aircraft that have been registered with the federal Department of Transport are issued a unique registration or tail number. These numbers are five characters long and all begin with the letter C. When a customer is using the aircraft DOT serial type, the serial number they enter must begin with the letter C.

Aircraft that are not registered with the Department of Transport are registered by their call letters. Advise the customer to use the **Aircraft** serial type code to set up this type of aircraft registration.

Note: If a serial number is over 25 characters in length, only the last 25 characters should be entered in the **Serial Number** field. Serial numbers cannot contain spaces or special characters such as hyphens—they must only contain alphanumeric characters.

General Property Tab

In accordance with *The Enforcement of Money Judgments Regulations*, every judgment is registered against “all of the personal property and lands of the debtor within Saskatchewan.” This is standard text that is automatically included in every registration.

It is not necessary to add anything else, but you have the option of providing a more detailed description if you want to. To do so:

1. Click the **General Property** tab, enter any additional information into the text box, and click **Save**.

RIN Tab

You also have the option of adding a registration identification number (RIN) to your registration. In most cases, having a RIN will prevent anyone other than the registrant or the creditor from being able to amend and/or completely discharge a judgment. The only exceptions are situations where a judge has issued a court order removing a judgment or a debtor has successfully applied for a compulsory discharge.

To add a RIN:


1. Click the **RIN Options** tab. You will have the choice of allowing the system to generate a RIN for you or entering your own.

The screenshot shows a web application interface for "Registration Setup, Step 2 of 5". The user is signed in as "Lemieux Consulting Corporation" with client ID "120377943". The main heading is "Setup (Enforcement Charge - Provincial Judgment)". On the left is a vertical menu with tabs: Registrant, Transaction Description, Life Time, Notation, Creditor, Debtor, Serial Property, General Property, RIN Options (selected), and Draft Summary. The main content area is titled "Registration Identification # (RIN) Security" and contains explanatory text about RINs. Below this, it asks the user to "Choose one of the options below to apply security to your registration to protect it from unauthorized changes." There are two radio button options: "System Generated RIN" and "Customer Selected RIN". The "Customer Selected RIN" option is selected, and a text input field contains the value "123456". A note next to the input field says "(use up to 20 alphabetic and/or numeric characters and do not use spaces)". At the bottom right of the main content area is a "Save" button. At the very bottom of the page are two buttons: "Register" and "Return to Draft".

2. When you have selected your RIN, click **Save**.

Draft Summary Tab

The draft summary tab pulls all the information from all the tabs onto one screen. This allows for easy review. To update any of the information must select the appropriate tab. Anything in draft is not registered and not searchable.

 Saskatchewan Personal Property Registry	
Draft Summary Setup Draft Date: 17-Dec-2018 14:18:26	
This information is being provided for Informational purpose only.	
NOTE: Any drafts that are saved overnight must have the expiry date reset as the expiry date will indicate the day it was created.	
Registration Type: Enforcement Charge - Provincial Judgment Date: 22-Jul-2017	Registration #: N/A Expiry Date: 22-Jul-2027
Transaction Description: Court of Queens Bench order RIN: Client Specified	
Notations Court #: QB 8877 of 2017 Judicial Centre: Regina Amount: \$15,000.00	
Registrant Party ID: N/A Entity Type: Business Name: Lemieux Consulting Corporation Address: 124 Test Street Regina, Saskatchewan S4S4S4	
Creditor Item #: 1 Party ID: N/A Entity Type: Business Name: Lemieux Consulting Corporation Address: 124 Test Street Regina, Saskatchewan S4S4S4	
Debtor Item #: 1 Party ID: N/A Entity Type: Person Name: Gatton, Lucas Address: 66 Railway Street Regina, Saskatchewan S4R5T6	
Serial Property Item #: 1 Serial Type: Motor Vehicle Serial #: 5P34JJ556887AB3383838 Override: Yes Year: 2013 Make/Desc.: Chev Model: Z71 Color: N/A	
General Property All of the personal property and lands of the debtor within Saskatchewan.	
Draft Summary Setup Draft Date: 17-Dec-2018 14:18:26	

- Once the review is complete and you want to proceed with registering, click the **Register** button on the bottom righthand side of the tab to register your document and proceed to the next stage of the registration process.

Registration Setup, Step 3 of 5

Once you click **Register**, the **Payment Method/Registration** screen will display, showing the account that will be charged for the registration.

1. If the account number is correct, click **Proceed**. The **Registration Activity/Fee Confirmation** screen will display.

Registration Setup, Step 4 of 5

The top portion of the **Registration Activity/Fee Confirmation** screen shows the type and expiry date of the enforcement charge you are registering. The bottom portion shows the fee for the transaction and the account that will be charged.

1. If the information on the screen is correct, click **Proceed**. The **Registration Confirmation** screen will display.

Note: When you select **Proceed**, the registration fee will be charged to the account you have selected. The information you have entered will be added to the Saskatchewan Personal Property Registry database and will now be visible in a Judgment Registry search.

Registration Setup, Step 5 of 5

The **Registration Confirmation** screen shows the registration number of your enforcement charge, as well as your RIN, if you have chosen to add one.

Home Search Registration My Workspace Help

Signed-In Client #: 120378393 (Laing, Gord) Registration Setup, Step 5 of 5

Registration Confirmation

Registration #: 300070726
 Transaction #: 1
 Registration Identification # (RII): 123456

Your registration has been successful and has generated output 400170687. 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.

1. To obtain a PDF copy of the information on this screen, click the **My Workspace** menu and select **Output List**.

Home Search Registration My Workspace Help

Signed-In Client #: 120378393 (Laing, Gord) 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

1 Output Found

Sort by: Output # Sort

Delete?	Action	Activity / Search or Reg. #	Client Reference / Output #	Create On / Time	Output Expiry Date / Control #
<input type="checkbox"/>	  	Setup 300070726-1	File 12345 400170687	05-Jan-2012 13:28:58	19-Feb-2012

1 Output Found Select All Unselect All Delete

2. Click the first blue icon to open, save and/print your registration.

Note: Items will remain available in the **Output List** for 45 days. If you need to go back and print additional copies of your registration, you may do so at any point during that period. Your registration will now be searchable in the Saskatchewan Personal Property Registry and the Judgment Registry.

If you want to apply the judgment to land, you can:

- a. Complete the submission through the Online Submission (OLS) application by using the **Judgment Requesting Attach to Land – Manual** option.

OR

- b. Complete a **Land Registry packet cover page** and an **Application for Judgment Registration Form**. You can find both these documents on the **Judgment Registry Forms Bundling** page of the ISC website.