

Term	Description
Base Registration Number	The Base Registration Number uniquely identifies a financing statement that is registered in the PPR system. The system assigns the Base Registration Number when the information submitted for registration passes all the system edits and is accepted for registration. You will need to know this number in order to register an amendment statement, a change statement, a renewal statement, or a discharge.
Client/Party Code	To make entering name and address information easier, the PPR can assign a Client Code to secured parties and to registering parties. Due to the many benefits associated with this code, we recommend that you obtain one and always use it. A PPR Client Code: <ul style="list-style-type: none"> <li>• Minimizes data entry</li> <li>• Keeps name and address consistent on files and registrations</li> <li>• Ties to account for billing purposes</li> <li>• Enables future names/address changes at minimal cost</li> </ul> It is a unique code (8 character max) assigned by the Registry to registering and secured parties of the PPR system to provide both a shorthand for referring to a secured / registering party when registering / changing a financing statement and a way of linking together financing statements with common secured / registering parties.
Client Reference ID	An optional client reference identifier associated with a change. Provided to facilitate client tracking of PPR activity, it may be included in many API requests. Identical in use to a Folio Tag
Document ID	The Document ID identifies a Financing Statement, Repairers Lien Financing Statement, Change Statement, or Amendment Statement that is in draft form in the Registry system. The Registry system automatically assigns the ID to the draft document when it is first submitted. Once assigned, the Document ID cannot be changed. The only way to retrieve a draft document when you want to update or verify/register it, is to use the Document ID. Ensure that you make a note of the Document ID at the time it is assigned to the document.
Registrar's Discharge	Section 50 of the Personal Property Security Act allows the Registrar to discharge some personal property liens under certain circumstances. Some liens may be removed by the Registrar when the secured party refuses or neglects to remove them once the debt is paid off or the lien falls under other specified conditions. Others require a court order.
Registering Party	The individual or organization that registers, changes, discharges a financing statement. This could include BC Service staff (who do registrations on behalf of the general public, secured parties, service provider, or anyone with a BC Online account in good standing.