



Yukon Personal Property Registry System

Registration and Search Changes

June 14, 2016

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1.0 Introduction

- 1.1 This document describes changes to the Yukon Personal Property Security Registry (PPSR) as it transitions to the ACOL Personal Property Registry System (PPRS). The transition involves amendments to the *Personal Property Security Act* (PPSA), new PPSA Regulations, and changes to registry functions and services available to registry users and stakeholders.
- 1.2 Yukon PPR changes are associated with the following legislative changes scheduled to become effective 27 June 2016:
 - a. *Personal Property Security Registry (Electronic) Amendments Act* (RSY 2015, c.5) --an Act amending the PPSA.
 - b. *Personal Property Security Regulation* (OIC 2016/86) -- new PPSA Regulations.
- 1.3 For purposes of consistency with ACOL PPRS terminology, the Yukon Personal Property Security Registry (PPSR) is also referred to within this document by the term Personal Property Registry (PPR).

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- 1.5 This document introduces the functions and characteristics of the ACOL PPRS with a focus on differences and changes from the pre-transition Yukon registry. This is not a comprehensive description of ACOL PPRS functions and characteristics.
- 1.6 Clients given access to the Yukon Personal Property Registry (PPR) to perform registrations and searches are responsible for complying with the precise requirements of the Yukon PPSA and Regulations.
- 1.7 This document is current to the period of transition to ACOL PPRS (June 2016). Subsequent legislative or ACOL PPRS changes may make descriptions contained within this text inaccurate or inapplicable. There is no guarantee that additions or corrections to this document will be issued.

2.0 Yukon PPRS Overview

Pre-transition Yukon PPR

- 2.1 Until transition to ACOL PPRS scheduled for 27 June 2016, the Yukon PPR functioned essentially as described below.
- 2.2 Registration details were drafted using one of the following three paper-based forms:
 - a. Financing Basic Statement
 - b. Financing Change Statement A (change to debtor or secured party information)
 - c. Financing Change Statement B (change to collateral or other information)

- 2.3 Searches were available through two channels:
 - a. Paper-based Search Request form
 - b. Online search available at ppsr.gov.yk.ca
- 2.4 Registration and search forms were submitted to the Registrar of Personal Property by mail or delivery to the Yukon government's Department of Community Services.
- 2.5 Under the direction of the Registrar, Community Services staff used the Yukon PPR computer database application to enter registrations, perform searches, and produce resulting reports on behalf of the requesting registrant or searcher.
- 2.6 Many users established a Yukon PPR account in order to (a) facilitate payment of registration of search fees, and (b) use the account identifier in registration forms to identify the registrant or secured party.
- 2.7 Though a Yukon PPR account was common for frequent users, an account was not required to access the registry. Registration and search forms could be submitted together with the required payment, and online searches via ppsr.gov.yk.ca were completed using a credit card.

Transition to ACOL PPRS

- 2.8 Yukon PPR transition to ACOL PPRS ends the use of paper-based forms for registration and searching. Instead, registrants and searchers use the registry application(s) directly. Registry functions include online registration, search and account management facilities. ACOL operates a toll-free Client Support Centre and Business Financial Office in order to support registry users and the Registrar. ACOL PPRS supports the following jurisdictions:
 - New Brunswick
 - Newfoundland and Labrador
 - Nova Scotia
 - Northwest Territories
 - Nunavut
 - Prince Edward Island
 - Yukon
- 2.9 The Yukon Registrar of Personal Property remains within the Department of Community Services, Corporate Affairs Branch.

Summary of transition impacts

- 2.10 Transition of the Yukon PPR to ACOL PPRS involves a number of impacts. The following sections of this document categorize the impacts as follows:
 - Terminology
 - Registry access
 - Registry fees
 - Registration processes and data

- Search processes and data

2.11 Appendix A provides a cross-reference of pre-transition registration forms to ACOL PPRS registrations.

3.0 Terminology

The following table summarizes important changes in terminology from pre-transition Yukon PPR to ACOL PPRS.

ID	New Term (ACOL PPRS)	Old Term (Yukon PPSR)	Comment / Description
3.1	Additional Information	not applicable	Within ACOL PPRS, “Additional Information” is a data field that can be used in a new (original) registration or amendment to enter information relating to the registration. Entering information into the Additional Information field is generally optional (at the discretion of the registrant); however, for some types of registration changes, new Yukon PPSA Regulations specify instructions for the registrant to describe the change within the Additional Information field.
3.2	Enterprise	Business	In the context of defining the “type” of debtor, the ACOL PPRS uses the term “enterprise” instead of the term “business”. ACOL PPRS also requires the registrant to classify secured parties as either “individual” or “enterprise”. (All secured parties in pre-transition Yukon registrations are migrated as type “enterprise”.)
3.3	Garage Keepers Claim of Lien	Garage Keepers Lien	The interest of a garage keeper registered as authorized under the <i>Garage Keepers Lien Act</i> is registered as a “Garage Keepers Claim of Lien”. Pre-transition Yukon registrations created as type “Garage Keepers Lien” are migrated as type “Garage Keepers Claim of Lien”.
3.4	Maintenance Enforcement Act Order	not applicable	A security interest registered as authorized under the <i>Maintenance Enforcement Act</i> is registered as a new registration type: “Maintenance Enforcement Act Order”. This registration type will be entered only by the Yukon Director of Maintenance Enforcement. Pre-transition Yukon registrations which were originally registered by the Director of Maintenance Enforcement as type “PPSA Agreement” are migrated as type “Maintenance Enforcement Act Order”.
3.5	Personal Property Registry (PPR)	Personal Property Security Registry (PPSR)	For consistency across seven jurisdictions, ACOL PPRS uses the single term “Personal Property Registry” and its acronym “PPR” to refer to the registry mandated by the PPSA. When referring to the Yukon registry, an ACOL reference to Personal Property Registry is a reference to the Yukon Personal Property Security Registry and PPR is a reference to PPSR.

ID	New Term (ACOL PPRS)	Old Term (Yukon PPSR)	Comment / Description
3.6	PPSA Financing Statement	PPSA Agreement	A "PPSA Financing Statement" is the most commonly used registration type. It is used for registration of security interests authorized under the PPSA and all other registrations other than the Garage Keepers Claim of Lien and Maintenance Enforcement Act Order. Pre-transition Yukon registrations created as type "PPSA Agreement" are migrated as type "PPSA Financing Statement".
3.7	Re-registration	not applicable	"Re-registration" is the registration action with ACOL PPRS used to "re-register" a registration as authorized under section 34(5) of the Yukon PPSA. For up to 30 days after a registration has expired or been discharged (total discharge) the registrant may perform a re-registration to reactivate the registration. If the registration had expired, the registrant has one day after re-registering to renew the registration in order to extend its term
3.8	Secured Party Number	Secured Party Code or Secured Party Number	A "secured party <u>number</u> " is used within ACOL PPRS essentially the same way that a "secured party <u>code</u> " was used within a Yukon form, namely: a registrant may optionally enter the secured party number instead of typing in the full name, address and contact information for a secured party.

4.0 Registry Access

This section describes how existing and potential ACOL PPRS users will access the Yukon PPR with an emphasis on changes to registry access introduced by ACOL PPRS.

- 4.1 With the exception of the Lien Check Service, you must have an ACOL PPRS account in order to access the Registry.
- 4.2 When you set up an ACOL PPRS account you may request one or more users. Each person should be assigned their own User ID. The users may have different access privileges. One user must be designated the PPR Administrative User.
- 4.3 An existing ACOL PPRS account can be used to access the Yukon Registry. An ACOL Client Account Addendum is required to add access to perform registrations in Yukon.
- 4.4 A pre-live period will be available prior to the enactment date to set up and test an account and its users' access (ability to login, perform test registrations and searches, etc.)
- 4.5 The pre-live period also enables set up of PPR administration needs: PPR Client Information and Secured Party Number Information.
- 4.6 The PPR Client Information is used to identify registrants. Your PPR Administrative User must create a PPR Client Information record (via the function "Create PPR Client Information") before any users in your account will be able to perform Yukon registrations.
- 4.7 Secured party numbers enable you to enter secured party name, address and contact information without typing the information. Secured party numbers are jurisdiction specific, so a Yukon secured party number can be used only in Yukon registrations.

- 4.8 If you have performed registrations in the past using a Yukon PPRS secured party code, then you will be able to continue to use that code as a secured party number within ACOL PPRS, but you must contact the ACOL Client Support Centre in order to “reactivate” the secured party number. All pre-transition secured party numbers will be migrated to ACOL PPRS as inactive, so they must be activated before they can be used in a new registration or amendment. The following are required to activate a secured party number:
- a. The secured party number must be assigned to an active ACOL PPRS user.
 - b. The ACOL PPRS user to whom the secured party number is assigned must be a Secured Party Administrator. This means that the user’s ACOL PPRS access privileges must be either the PPR Administrative User or include the Secured Party Administrator privilege.
- 4.9 ACOL PPRS will be available for online registrations and searches as follows:
- a. Monday to Saturday: 00:15 to 19:15 Pacific Time
 - b. Sunday: 5:00 to 19:15 Pacific Time
- 4.10 The Lien Check Service will be available for public access to serial number searches as follows:
- a. Monday to Saturday: all day except for 23:00 to 23:15 Pacific Time
 - b. Sunday: 5:15 to 24:00 Pacific Time

5.0 Registry Fees

This section describes Yukon PPR registration and search fees. Fees are specified in detail in the Yukon PPSA Regulation. In the event of a discrepancy between the fees listed below and the Yukon PPSA Regulation, the Regulation shall prevail.

- 5.1 Registry fees for existing, corresponding registration functions are not changed:
- | | |
|---|---|
| a. Registration and renewal of a PPSA Financing Statement | Initial fee of \$10.00 plus \$7.00 per year |
| b. Registration of a Garage Keepers Claim of Lien | \$15.00 |
| c. Discharge a registration | No fee |
| d. Amend a registration | \$15.00 |
- 5.2 There are new registration fees for registration functions which were not previously available:
- | | |
|---|----------|
| a. Register or renew a registration for term infinity | \$500.00 |
| b. Perform a Global Change of Registered Interest | \$500.00 |
| c. Re-register a registration under subsection 34(5) of the Act | \$15.00 |
- 5.3 The search fees are increased from \$8.00 to \$10.00 per search.
- 5.4 There is no registry fee for applying for or holding an ACOL PPRS client account. ACOL PPRS does require, however, an initial deposit to the account when it is established. Funds in an ACOL account may use to perform registrations and searches in any of the seven jurisdictions.

6.0 Registration

This section describes how Yukon PPR registrations are performed in ACOL PPRS with an emphasis on changes to registration processes and data introduced by ACOL PPRS. This section includes the following subsections:

- Registration functions
- Registration data
- Converted registration numbers
- Converted registration details
- Notice to secured party reports

Registration functions

- 6.1 All ACOL PPRS registrations are entered electronically either through the online, browser-based interface or via the ACOL PPRS Batch Mode (high-volume) interface.
- 6.2 The Registrant is responsible for entering complete and accurate registration data. Other than automated checks by the system that only valid characters have been entered and that something has been entered into required data fields, the Registrar does not review or verify registrations.
- 6.3 The Registrant does not provide information to identify him/herself or another party as the Registrant. Instead, the Registrant's PPR Client Information and user ID are captured automatically by the system in order to identify the party performing the registration as the Registrant.
- 6.4 The client account holder is required to designate a PPR Administrative User who will create and maintain PPR Client Information. The PPR Client Information is a single record with name and contact information to identify the Registrant within all registrations performed by users of that client account.
- 6.5 Re-registration under subsection 34(5) of the Yukon PPSA is performed very differently within ACOL PPRS: for up to 30 days after a registration has expired or been discharged (total discharge) the Registrant may perform a "Re-registration" to reactivate the registration. If the registration had expired, the Registrant has one day after re-registering to renew the registration in order to extend its term.
- 6.6 ACOL PPRS includes a Global Change function. This is a powerful function for keeping registrations up-to-date and for transferring registered interests. Global Change will amend all secured party records which were registered using a designated secured party number. The secured party record can be updated to the secured party number's latest name and contact information or it can be updated to a different secured party number.

Registration data

- 6.7 In addition to registering a "PPSA Financing Statement" and "Garage Keepers Claim of Lien", the Yukon Registry will support registration of a "Maintenance Enforcement Act Order". Only the Yukon government's Director of Maintenance Enforcement as appointed under the *Maintenance Enforcement Act* will be authorized to enter this registration.

- 6.8 When specifying the period of effectiveness (“term”) for a new PPSA Financing Statement registration or renewal, the Registrant will be able to select “Term Infinity” to indicate that the registration will not expire. An infinity registration may still be discharged.
- 6.9 When entering a secured party, the Registrant must designate whether the secured party is an individual or enterprise and must enter the name information appropriately.
- 6.10 When entering a secured party or debtor that is an individual, the Registrant will enter the individual name in parts: last name, first name, middle name.
- 6.11 ACOL PPRS client account holders who previously used a secured party number within Yukon PPSR must have the number reactivated in order to continue to use the number within new registrations and amendments.
- 6.12 Greater care and accuracy are required when entering an individual debtor name in a registration or search because:
- Name parts (last, first, middle) are interpreted very strictly – the name parts are compared to one another in an Individual Debtor Name Search.
 - Individual Debtor Name Search will typically not reveal as many “close” matches as did prior search services.
 - PPSA amendments introduced in the *Personal Property Security Registry (Electronic) Amendments Act* include explicit rules for determining if a registration is invalid because it is “seriously misleading”. These rules reference whether the registration is disclosed by a search.
- 6.13 When entering an enterprise name, the value may now be up to 200 characters long, instead of being limited to 50 characters. This applies for enterprise secured party names on registration and to enterprise debtor names on registration and search.
- 6.14 When entering serial numbered collateral, the list of collateral types has changed. The new list of collateral types is as follows:
- Motor vehicle, includes all of the following previous types:
 - Bus, Car, Motorcycle, Motor home, Snowmobile, Truck, Van
 - Mobile home
 - Trailer
 - Boat
 - Outboard motor
 - Aircraft registered in Canada
 - Aircraft not registered in Canada
- 6.15 Collateral types “boat” and “outboard motor” are newly defined as serial numbered collateral, so they must now be registered by serial number. Pre-transition registrations which included boats and outboard motors may not have registered using serial numbers, so those registrations may not be identifiable via serial number search.
- 6.16 Collateral types “aircraft registered in Canada” and “aircraft not registered in Canada” are a reclassification of the pre-transition collateral type “aircraft”.

- 6.17 Pre-transition collateral types “aircraft” and “other” (which includes serial number records where no collateral type was designated) are discontinued. They will continue to be reported for migrated pre-transition records, but are not usable in a new registration or amendment.
- 6.18 The Registrant will no longer enter special information indicators such as for the following:
- Purchase Money Security Interest (PMSI) - M
 - Proceeds Claimed - P
 - Trust Deed - T
- 6.19 A large text field is provided for the Registrant to enter a General Collateral Description, including proceeds, if applicable. (There is no other, separate data field for entering a description of proceeds.)
- 6.20 The General Collateral Description text may not be explicitly deleted or changed via an amendment. The amendment may add text, including description of deletions from or changes to previous text.
- 6.21 A large text field is provided for the Registrant to enter Additional Information, if applicable.
- 6.22 When performing an Amendment, the Registrant will no longer designate the specific type(s) of change(s) being performed.
- 6.23 For more information about entering searchable data – debtor names and serial numbers – see also the Search section below. The Search section contains sub-sections on individual debtor names, enterprise debtor names and serial numbers.

Registration numbers and converted registration numbers

- 6.24 A registration request is successfully completed when the registry has stored the registration details, including assigning the registration a registration number, date and time.
- 6.25 A “registration family” refers to an original registration plus all subsequent registrations that amend, renew, discharge or re-register that original registration. Every registration in the registration family is assigned a registration number. All registrations in the registration family are linked to one another via the “original registration number”: the registration number of the original registration.
- 6.26 The registration number for any registration in the registration family may be provided when performing a registration number search or a registration change (amendment, renewal, discharge or re-registration).
- 6.27 Yukon PPR registration numbers are unique to the Yukon PPR, but not necessarily to other ACOL PPRS jurisdictions. For additional clarity: it is possible for the same registration number to exist in both the Yukon PPR and in other jurisdictions’ PPRs. This makes it particularly important that registrants always verify the jurisdiction and the registration details before proceeding with an amendment, renewal, discharge or re-registration.
- 6.28 On migration to ACOL PPRS, pre-transition Yukon registration numbers which are comprised of the registration date (stamp) and a number from 1 to 99999 will be replaced with a single seven-digit registration number.
- 6.29 Converted seven-digit registration numbers are comprised of a two-digit prefix number from 10 to 83 plus the pre-transition Yukon PPSR 5-digit number (00001 to 99999).

- 6.30 An online tool (spreadsheet) will be available for stakeholders to lookup the new ACOL PPRS seven-digit registration number based upon the pre-transition registration number (date stamp plus the number from 1 to 99999).
- 6.31 All registrations created after transition to ACOL PPRS will be seven-digit numbers beginning with the number nine (9).

Converted registration details

- 6.32 No registration data will be lost in migrating Yukon PPSR registrations to ACOL PPRS. However, some data will be represented differently within the ACOL PPRS database, in online forms, and in reports.
- 6.33 “Converted Registration Details” refers to text within the ACOL PPRS “Additional Information” field which reproduces the Yukon PPSR registration details as reported at the time of transition. This means that the original registration and all amendments, renewals, and discharges, are migrated to the converted registration exactly as they would have been reported prior to transition.
- 6.34 Wherever possible – including for debtor, secured party, serial-numbered collateral, and registrant records – Yukon PPSR data values have been migrated into corresponding ACOL PPRS data values. For all other data – including general collateral description, proceeds, special information indicators, court orders, and other changes – all data at the time of the transition to ACOL PPRS is retained within the registration as part of the “Converted Registration Details”.
- 6.35 In all addresses – including for debtors, secured parties, and registrants – the two-letter “Prov” code is converted into two separate values: a two-letter Canadian or USA province, territory or state postal abbreviation; and, the Country name.
- 6.36 For serial numbered collateral records, the Yukon PPSR “Year” and “Description” values have been combined into the single ACOL PPRS “Description” value.

Notice to secured party reports

- 6.37 Notice to Secured Party reports are a new feature introduced with transition to ACOL PPRS.
- 6.38 Notice to Secured Party reports are created and distributed when a registration is amended, discharged, or re-registered. There are three methods of distributing the Notice to Secured Party reports:
 - a. Using email
 - b. To the secured party number administrator
 - c. Surface mail
- 6.39 Using email - If a secured party listed in the registration has chosen to have Notice to Secured Party reports sent to an email address, the Notice to Secured Party will be sent to the email address provided.
- 6.40 To the Secured Party Number Administrator - If a secured party listed in the registration was entered via the use of a secured party number or the ‘Same as Registrant’ facility, the Notice to Secured Party will be available to the secured party number administrator through the ‘Retrieve Reports’ function of the application.

- 6.41 Surface mail - If a secured party listed in the registration was entered manually, and email delivery was not chosen, the Notice to Secured Party will be sent by surface mail to the name and address listed in the registration.

7.0 Search

This section describes how Yukon PPR searches are performed in ACOL PPRS with an emphasis on changes to Yukon search processes and results introduced by ACOL PPRS. This section includes the following subsections:

- Registrant and searcher responsibilities
- General search characteristics
- Individual debtor
- Enterprise debtor
- Serial number
- Registration number search

Registrant and searcher responsibilities

- 7.1 Like the pre-transition Yukon PPR, ACOL PPRS provides algorithm-based close match functions to assist the searcher in identifying registrations of interest. However, the ACOL PPRS close match algorithms and exact matching rules are different from those implemented by the pre-transition Yukon PPR.
- 7.2 This document introduces the characteristics of exact and close matches for ACOL PPRS search functions, but it is not a comprehensive description of these functions. No algorithm-based close match function can be relied upon to return every possible occurrence of potential records of interest. The *Personal Property Security Act (PPSA)* does not require searchers to determine all variations of potential records of interest because the **PPSA is based upon entry of correct legal names and serial numbers in registrations and as search criteria**. Failure to use names and serial numbers as described in PPSA Regulations will have serious consequences for determining the relative priority of a registration or in returning accurate search results.
- 7.3 PPR registrants and searchers are responsible for knowing and using correct legal names for individuals and enterprises and accurate serial numbers as defined by the PPSA and PPSA Regulations. The ability of the system to return close matches for debtor names and serial numbers does not excuse registrants or searchers from complying with the precise requirements of the PPSA and the Regulations.

General search characteristics

- 7.4 The list of searches available for the Yukon PPR is unchanged. The available searches are:
- a. Individual Debtor Name Search
 - b. Enterprise Debtor Name Search
 - c. Serial Number Search (also known as Serial Numbered Collateral Search)
 - d. Registration Number Search

- 7.5 The Lien Check Service is a Serial Number Search available without an ACOL PPRS client account. Payment is by credit card.
- 7.6 Expired and discharged registrations remain searchable for 30 days after the date of expiry or discharge.
- 7.7 Deleted debtors and serial number collateral records remain searchable for 30 days after they have been deleted.
- 7.8 After the searcher enters search criteria, ACOL PPRS presents a search match list page. The search match list page displays the search criteria entered and a match list table.
- 7.9 When viewing the search match list page, the searcher is able to choose the registrations whose details will be included in the search result report. The search match list page includes the following registration selection features:
- Exact matches are selected for inclusion in the report by default. (Close matches are not selected for inclusion in the report by default.)
 - The searcher may use “Select All” or “Clear All” links to select all registrations or no registrations to be included in the report.
 - For a large number of matches, the searcher can designate the number of matches to be displayed per page.
 - The searcher can view a registration’s details by clicking on the link provided.
 - After selecting “Create Report”, an information message will be presented stating the number of registrations that will be included in the report. This can be a valuable reminder if the searcher has not yet selected all registrations of interest to be included in the report.
- 7.10 The search result report contains a list of all matching registrations, including designation if the registration details are included within the search result report or not.
- 7.11 Provided ACOL PPRS has successfully presented the search match list page and given the searcher the opportunity to create a search result report, the search fee will be charged.
- 7.12 On completion of a search, a link to the search result report is provided. In addition, the search result report is stored in an ACOL PPRS report repository that is accessible via the “Retrieve Reports” function for 30 days.
- 7.13 The difference between an “exact match” and a “close match” is that exact matches are character-for-character the same as the search criteria, other than for differences of case and extended characters. For example: “A” is equivalent to all of the following characters: a à á â ã ä å À Á Â Ã Ä Å.
- 7.14 For debtor name searches (individual debtor name and enterprise debtor name), the ACOL PPRS close match algorithms ignore differences of case and extended characters and apply a set of phonetic matching rules in order to find similar records.

Individual debtor

- 7.15 When entering an individual debtor in a registration, the date of birth is optional. ACOL PPRS does not permit searching by the individual debtor’s date of birth.
- 7.16 **Knowing and using the debtor’s full legal name are critical when registering or searching an**

individual debtor name. The legal name is as defined in PPSA Regulations and includes the middle name.

- 7.17 Unlike pre-transition Yukon PPR registrations which entered the individual name in a single, 50-character field, in ACOL PPRS the individual debtor name is registered and searched in separate name parts:
- Last name
 - First name
 - Middle name
- 7.18 Though generally referred to as “middle name”, an individual debtor middle name is actually specified as the “first of middle names”. For example, if a person’s given names (i.e. other than the “last name” or “surname”) are JOHN MICHAEL HENRY, and JOHN is the first name, then only MICHAEL would be entered as the middle name (i.e. the first of middle names).
- 7.19 The individual debtor name search criteria is compared to the registered name by name parts: last name is compared to last name; first name is compared to first name; and, middle name is compared to middle name.
- 7.20 In the individual debtor name examples which follow, capital letters with commas between the name parts are used to indicate an individual name, for example: LAST, FIRST, MIDDLE.
- 7.21 Search criteria without a middle name will not match a registered name with a middle name. For example:
- Criteria DOE, JOHN will not match DOE, JOHN, QUINCY
 - Criteria DOE, JOHN QUINCY (“Quincy” included as part of the first name instead of as a middle name) will not match DOE, JOHN, QUINCY
- 7.22 Search criteria with a middle name will not match a registered name without a middle name. For example:
- Criteria DOE, JOHN, QUINCY will not match DOE, JOHN
- 7.23 Provided the last name and first name also meet the close match requirements, search criteria with a middle initial (single letter) as the middle name will result in a close match for any middle name beginning with that middle initial. For example:
- Criteria DOE, JOHN, Q will closely match DOE, JOHN, QUINCY and DOE, JOHN, QUENTIN
- 7.24 In summary, to search for the person whose correct legal name is “John Quincy Doe”:
- Best: DOE, JOHN, QUINCY
 - OK: DOE, JOHN, Q
 - Not OK: DOE, JOHN
- 7.25 In addition to registering by the correct legal name, the registrant is permitted to register other forms of the name, including rearrangement of words within the name parts, use of nicknames, etc. For example:
- The legal name registered as LEBLANC, JEAN CLAUDE, PIERRE (first name of the two words “JEAN CLAUDE”) may be registered as an extra name as: LEBLANC, JEAN, CLAUDE.
 - The legal name registered as SMITH, RICHARD JAMES may be registered as an extra name

using the person's nickname or alias such as SMITH, RICK, J.

- 7.26 A searcher should not rely upon registrations being searchable using various forms of the name, nicknames, aliases, etc. The registrant is not required to enter such extra names, and the ACOL PPRS search cannot be relied upon to return the registered legal name based upon a different name's search criteria.
- 7.27 In addition to the above search behaviour, the ACOL PPRS individual debtor name search includes additional, Yukon-specific matching behaviour for pre-transition Yukon PPR registered names. To be clear: the following matching behaviour applies only for Yukon pre-transition registered names:
- All matches that would have been returned by a pre-transition Yukon PPR search using the search criteria are included in the match list.
 - Names in the match list which result from this additional, Yukon-specific matching for pre-transition names are identified in the Search Result Report by the label "[YT]".

Enterprise debtor

- 7.28 When entering an enterprise debtor name in a registration or search, the name is no longer restricted to 50 characters. The full name – up to 200 characters – may now be entered.
- 7.29 For Yukon only, ACOL PPRS enterprise debtor name search includes additional, Yukon-specific matching behaviour which will apply: (a) for pre-transition Yukon PPR registered names, and (b) when the search criteria (name) is longer than 50 characters. The following matching behaviour applies only for Yukon pre-transition registered names:
- Because pre-transition enterprise debtor names were restricted to 50 characters, the additional, Yukon-specific matching will use only the first 50 characters of the search criteria when comparing the search criteria to the pre-transition registered name.
- 7.30 Enterprise debtor name search determines if an enterprise name closely matches the user-specified criteria by attempting to find a match for each word in the user-specified criteria. A word in an enterprise name is a set of one or more characters separated from other characters by a space, period, hyphen or other non-alphanumeric character. With the exception of a short list of common and mandatory business terms described below, all words in the search criteria must be found in the registered name. For example:
- Criteria BIG RED will closely match BIG RED DOG
 - Criteria BIG RED DOG will not match BIG DOG
- 7.31 For enterprise debtor name search, punctuation (period, hyphen, slash, etc.) splits a string of letters into two different words. Because close matching is based on matching words, this can have significant impacts on results. For example:
- Criteria BIG-RED will closely match BIG RED, but will not match BIGRED
 - Criteria J.D. SMITH will closely match J. D. SMITH and J D SMITH, but will not match JD SMITH.
- 7.32 For close matching, enterprise debtor name search does not attempt to find a match for words in the user-specified criteria which the system treats as common or mandatory business terms. For example:

- Criteria THE BIG RED DOG INC will closely match A BIG RED DOG COMPANY

7.33 The list of common and mandatory business terms is reproduced below (terms ignored when evaluating enterprise debtor name search close matches):

<u>Business Reference Terms</u>	<u>Common Terms</u>	<u>Yukon References</u>
CIE	AND	YUKON
CO	BY	YUKON TERRITORY
COMPAGNIE	D'	YT
COMPAGNIES	DE	Y T
COMPANIES	DES	YK
COMPANY	DU	TERRITOIRE DU YUKON
CORP	ET	TY
CORPORATION	FOR	T Y
INC	L'	YN
INCORP	LA	
INCORPORATED	LE	
INCORPOREE	LES	
INCORPOREES	NO	
LIMITED	NUM	
LIMITEE	NUMBER	
LTD	NUMERO	
LTEE	OF	
	ON	
	POUR	
	SUR	
	THE	

7.34 In addition to ignoring certain common and mandatory words, enterprise debtor name search defines some words as equivalent to one another (aliases) for purposes of close matching. An aliased word within the user-defined search criteria will be equated to all predefined variations of that alias word. The set of alias words are listed below:

<u>From PPSA Regulations sections 22 to 25</u>	<u>Other Alias Words</u>
BANKRUPT, FAILLI and FAILLIE	CANADA, CAN and CA
ESTATE and SUCCESSION	COOP(S), CO-OP(S), COOPERATIVE(S) and CO-OPERATIVE(S)
FIDUCIE and TRUST	CAISSE POPULAIRE and CAISSE POP
FIDUCIAIRE and TRUSTEE	DIVISION and DIV
	SAINT, SAINTE, ST and STE
	SOCIETY, SOCIETE and SOC

Serial number

7.35 When entering a serial number in a registration or search, use only alphabetic and numeric characters. Leave out spaces and hyphens. For example:

- Enter "ABC 123-456" as "ABC123456"

- 7.36 Both lower and upper-case letters may be used when registering or searching a serial number, but upper case is recommended simply because that is the more common representation. Case will not affect serial number search results.
- 7.37 The collateral type is required when registering, but is not required when searching. Serial number search will return all matching serial numbers regardless of collateral type.
- 7.38 For serial number searches, the ACOL PPRS close-match algorithm equates a pre-defined list of letters and numbers commonly deemed to be visually similar. For example, L=1, Z=2, B=8, etc.
- 7.39 For Yukon PPR searches, the last six characters are the most important. In this regard, Yukon differs from the other ACOL PPRS jurisdictions where the last eight characters are the most important.
- 7.40 Pre-transition Yukon PPR registrations of boats and outboard motors are not searchable via serial number search. This is because boats and outboard motors were not previously identified as “serial number goods” (which needed to be registered by serial number in order for the registration to be effective with regard to that collateral).

Registration number search

- 7.41 When performing a registration number search, the seven-digit ACOL PPRS registration number for any registration in the registration family may be provided.
- 7.42 A registration number search returns the registration details for the registrations in the registration family: the original registration plus all amendments, renewals, discharges and re-registrations.
- 7.43 A registration number search for a registration expired or discharged longer than 30 days will state only that the registration is expired or discharged. No other registration details will be returned. This is a valid result for a Registration Number Search. The search fee is charged.
- 7.44 A registration number search for a number that does not exist within the registry – not as an active, expired, or discharged registration – will result in an error message stating that the registration number provided is not valid. The search fee is not charged.

Appendix A: Cross-reference of Pre-transition Registration Forms to ACOL PPRS Registration

The following table presents descriptions of ACOL PPRS registration processes and data organized according to the Yukon PPSR forms previously used to perform registrations. The table is organized by form (Financing Basic Statement, Financing Change Statement A, and Financing Change Statement B) and within each form by the section name/label and, where applicable, by the line label (letter).

Line Label	Section Label	Form Data Field Name	ACOL PPRS Data Field Name	Description of Changes / Comments
Financing Basic Statement				
01	(top line of form)	Your Ref	Your File Number	<ul style="list-style-type: none"> Unchanged. Enter up to 20 characters to help you identify and keep track of your registration.
		Page __ of __	- n/a -	<ul style="list-style-type: none"> Discontinued. Registrations are not entered as "pages".
	Type and life of registration	Type x (to designate the registration type)	Registration Type	<ul style="list-style-type: none"> Registration types must be one of PPSA Financing Statement, Garage Keepers Claim of Lien, or Maintenance Enforcement Act Order (NEW). The Maintenance Enforcement Act Order shall be entered only by the Yukon Director of Maintenance Enforcement.
		Years (1-25)	Term in Years	<ul style="list-style-type: none"> For a PPSA Financing Statement, enter the term in years as a number from 1 to 25. For a Garage Keepers Claim of Lien, the Term in Years will default to one year. Though the lien is valid for only 180 days from the Date of Lien, the Garage Keepers Claim of Lien expiry date will be set to one year from the registration date.
		- n/a -	Term Infinity	<ul style="list-style-type: none"> NEW. Term Infinity (for PPSA Financing Statement) – You may optionally specify that the PPSA Financing Statement not expire (term infinity). Note that the fee for this is \$500.00, and Term Infinity will not prevent the registration from being discharged.
B	Secured Party or Assignee (name)	Number	Secured Party Number	<ul style="list-style-type: none"> Unchanged. Optionally enter an active secured party number instead of typing in the name, address and contact information.
		- n/a -	Type (Individual or Enterprise)	<ul style="list-style-type: none"> NEW. You must designate whether the secured party is an individual or an enterprise. ACOL PPRS uses the term "enterprise" instead of "business" to classify a secured party or debtor that is not an individual.

Line Label	Section Label	Form Data Field Name	ACOL PPRS Data Field Name	Description of Changes / Comments
		Name	Name	<ul style="list-style-type: none"> If an individual, enter the secured party name as Last Name, First Name, and Middle Name. If an enterprise, enter the secured party name up to 200 characters.
		- n/a -	Contact Name (Last Name, First Name, Middle Name)	<ul style="list-style-type: none"> NEW. For an enterprise secured party, optionally enter the name of a person who will serve as a contact person for the secured party, e.g. to receive inquiries pertaining to the registration.
		- n/a -	Contact Position	<ul style="list-style-type: none"> NEW. For an enterprise secured party, optionally enter the position or title of the contact person.
		- n/a -	Phone	<ul style="list-style-type: none"> NEW. Optionally enter a telephone number for inquiries to the secured party.
		- n/a -	Fax	<ul style="list-style-type: none"> NEW. Optionally enter a fax number for inquiries to the secured party.
		- n/a -	Email Address	<ul style="list-style-type: none"> NEW. Optionally enter an email address for the secured party. The email address does not appear in search result reports but is available to recipients of the verification statement (secured party and debtors).
		- n/a -	Send Notice to Secured Party report by Email	<ul style="list-style-type: none"> NEW. Optional designation for ACOL PPRS to send Notice to Secured Party (NSP) reports to the email address specified in the secured party record.
C, D	Secured Party or Assignee (address)	Address Line 1 Address Line 2	Address Line 1 Address Line 2 Address Line 3	<ul style="list-style-type: none"> Enter up to three address lines suitable for presentation in a printed address.
		City	Place Name	<ul style="list-style-type: none"> ACOL PPRS will provide a pull-down list of Yukon place names or you may type in a different place name.
		Prov	Province/Territory/State	<ul style="list-style-type: none"> Changed. The Yukon "Prov" 2-letter code previously permitted designation of a province, territory, state or a country (other than Canada or USA). In ACOL PPRS, the Country is designated a separate data field. ACOL PPRS will provide a pull-down list of Canadian provinces and territories and U.S. states and territories. If the address is outside of Canada or the USA, you may designate the Province/Territory/State field as "not applicable".

Line Label	Section Label	Form Data Field Name	ACOL PPRS Data Field Name	Description of Changes / Comments
		- n/a -	Country	<ul style="list-style-type: none"> Enter the name of the country. If a Canadian province, territory or U.S. state or territory was selected, then ACOL PPRS will default the Country value to Canada or USA as applicable.
		Postal Code	Postal/Zip Code	<ul style="list-style-type: none"> Enter the Canadian postal code (A9A 9A9), U.S. zip code (12345 or 123456789), or other postal code, if applicable. If the Country designated is Canada or USA, then ACOL PPRS will validate that the postal code specified is correctly formatted.
E	Debtor (name and birth date)	Ind __ Bus __	Type (Individual or Enterprise)	<ul style="list-style-type: none"> Designate the type of Debtor. ACOL PPRS uses the term "enterprise" instead of "business" to classify a secured party or debtor that is not an individual.
		Name	Name	<ul style="list-style-type: none"> If an individual, enter the debtor name as Last Name, First Name, and <u>First of Middle Names</u>. If an enterprise, enter the debtor name up to 200 characters. PPSA Regulations no longer permit truncation of an enterprise debtor name longer than 50 characters to 50 characters. Greater care and accuracy are required when entering an individual debtor name in a registration or search because: <ul style="list-style-type: none"> Name parts (last, first, middle) are interpreted very strictly - the name parts are compared to one another in an Individual Debtor Name Search. Individual Debtor Name Search will typically not reveal as many "close" matches as did pre-transition Yukon PPR search services. Amendments introduced in the <i>Personal Property Security Registry (Electronic) Amendments Act</i> introduce more explicit rules for determining if a registration is invalid because it is "seriously misleading". These rules reference whether the registration is disclosed by a search.
		Birth Date	Date of Birth	<ul style="list-style-type: none"> Unchanged. For an individual debtor, optionally enter the debtors' date of birth.
F, G	Debtor (address)			See lines C, D for "Secured Party or Assignee (address)".

Line Label	Section Label	Form Data Field Name	ACOL PPRS Data Field Name	Description of Changes / Comments
H	Additional Debtor (name and birth date)			See line E for "Debtor (name and birth date)".
I, J	Additional Debtor (address)			See lines C, D for "Secured Party or Assignee (address)".
K	Special Information (for PPSA Agreements)	Special information indicators M, P, T	- n/a -	The Registrant will no longer enter special information indicators for the following: <ul style="list-style-type: none"> ○ Purchase Money Security Interest (PMSI) - M ○ Proceeds Claimed - P ○ Trust Deed – T
K	Special Information (for GK Liens)	Date	Date of Lien	<ul style="list-style-type: none"> ● Unchanged. Enter the date of lien. ● NEW. ACOL PPRS will validate that the date of lien specified is within 15 days of the registration date.
		Amount of Lien	Amount	<ul style="list-style-type: none"> ● Unchanged. Enter the \$ amount of the lien.
L, M, N, O	Collateral with Serial Numbers	Code	Serial Collateral Type	<ul style="list-style-type: none"> ● Changed. Serial collateral types have been redefined in new Yukon PPSA Regulations. Types are: <ul style="list-style-type: none"> ○ Motor vehicle (reclassification of multiple pre-transition codes) ○ Mobile home ○ Trailer ○ Boat (NEW) ○ Outboard motor (NEW) ○ Aircraft registered in Canada (sub-classification of Aircraft) ○ Aircraft not registered in Canada (sub-classification of Aircraft)

Line Label	Section Label	Form Data Field Name	ACOL PPRS Data Field Name	Description of Changes / Comments
				<p>The following collateral types will be maintained for migrated pre-transition registrations but will not be permitted in new registrations or amendments (i.e. to add or change a serial numbered collateral record):</p> <ul style="list-style-type: none"> ○ Aircraft ○ Other <ul style="list-style-type: none"> ● ACOL PPRS will provide a pull-down list of the valid collateral types.
		Serial Number	Serial Number	<ul style="list-style-type: none"> ● Changed. Up to 25 characters. Enter only alphabetic and numerical characters. Upper and lower case are permitted, but not extended (e.g. accented) characters. ● You may copy and paste a serial number with punctuation into the data field, e.g. hyphens and spaces, but must remove the punctuation before saving the serial number value. ● If the serial number is longer than 25 characters, enter the last 25 characters.
		Year	- n/a -	<ul style="list-style-type: none"> ● For migrated pre-transition registrations, the “Year” value has been concatenated with the “Description” field. For example, Year = “2015” and Description = “Red Honda Accord” would be migrated as Description = “2015 Red Honda Accord”.
		Description	Description	<ul style="list-style-type: none"> ● See note regarding the “Year” field. ● Optionally enter a textual description of the serial numbered collateral.
P, Q, R	General Collateral Description	General Collateral Description	General Collateral	<ul style="list-style-type: none"> ● Changed. ACOL PPRS provides a large text field for entering a general collateral description. If applicable, the description should include a description of proceeds. (There is no other, separate data field for entering a description of proceeds.) ● ACOL PPRS General Collateral text may not be explicitly deleted or changed via an amendment, but the amendment may add text, including description of deletions from or changes to previous text. ● The change method described above also applies to General Collateral Description (lines P, Q, R) from a migrated pre-transition registration, namely: add text to the amendment’s General Collateral field to describe additions to, deletions from, or changes to previous text (lines P, Q, R). If applicable, the amending General Collateral text may begin with a statement that the new text wholly replaces the previous text.

Line Label	Section Label	Form Data Field Name	ACOL PPRS Data Field Name	Description of Changes / Comments
S, T	Proceeds	Proceeds	- n/a -	<ul style="list-style-type: none"> In ACOL PPRS, if applicable, a description of Proceeds is included within the General Collateral field. (There is no other separate data field for entering a description of proceeds.)
X, Y, Z	Registrant	All fields: Number; or Name and Address	- n/a -	<ul style="list-style-type: none"> In ACOL PPRS, the Registrant does not provide information to identify himself or another party as the Registrant. Instead, the Registrant's client account number and user ID are automatically captured by the system in order to identify the party performing the registration as the Registrant.
n/a	Authorized Signature of Secured Party	All fields: Signature, Name of Firm, Individual, and Title	- n/a -	<ul style="list-style-type: none"> ACOL PPRS does not require a physical signature or identification of the authorizing party for a secured party.
Financing Change Statement A (change to secured parties and debtors)				
n/a	(top line of form)	Your Ref	Your File Number	<ul style="list-style-type: none"> Unchanged. Enter up to 20 characters to help you identify and keep track of your registration.
		Page __ of __	- n/a -	<ul style="list-style-type: none"> Discontinued. Registrations are not entered as "pages".
	Type of Change	Change type 2, Renewal	Registration function "Renewal"	<ul style="list-style-type: none"> Extending the term of a registration is performed via the Renewal function. No other changes may be made to the registration via a Renewal. Garage Keepers Claim of Lien and Maintenance Enforcement Act Order registrations cannot be renewed.
		Renewal Years	Term in Years Term Infinity	<ul style="list-style-type: none"> As for a new PPSA Financing Statement, the renewal period may be designated from 1 to 25 years or as infinity (no expiry date). Changed. Prior to transition to ACOL PPRS, renewals resulted in extending the registration's expiry date from the date of the renewal. ACOL PPRS extends the expiry date from the current expiry date.
		Change type 99, Total Discharge	Registration function "Discharge"	<ul style="list-style-type: none"> Discharging a registration is performed via the Discharge function. No other changes may be made to the registration via a discharge.

Line Label	Section Label	Form Data Field Name	ACOL PPRS Data Field Name	Description of Changes / Comments
		- n/a -	Registration function "Re-registration"	<ul style="list-style-type: none"> NEW. The ACOL PPRS Re-registration function is able to temporarily "reactivate" a lapsed registration as authorized under subsection 34(5) of the Yukon PPSA. The re-registration must be completed within 30 days of the registration lapsing. In order to extend the term, a renewal must be completed within one day of the re-registration. NEW. The ACOL PPRS Re-registration function is able to "reactivate" a discharged registration as authorized under subsection 34(5) of the Yukon PPSA. The Re-registration must be completed within 30 days of the registration being discharged.
		Change types 03, 04, 05, 06, 09, 08	- n/a -	<ul style="list-style-type: none"> When performing an ACOL PPRS amendment, the Registrant will not designate the specific type(s) of change(s) being performed.
	Record being Changed	Registration Number	Registration Number	<ul style="list-style-type: none"> ACOL PPRS requires the registration number to identify the registration to be renewed, discharged or amended. Any registration number of the "registration family" (the original registration or any renewal, amendment, discharge or re-registration) can be used to identify the registration. Changed. On migration to ACOL PPRS, pre-transition Yukon registration numbers comprised of the registration date (stamp) and a number from 1 to 99999 will be replaced with a single seven-digit registration number. An online tool (spreadsheet) will be available for stakeholders to lookup the new ACOL PPRS seven-digit registration number based upon the pre-transition registration number (date stamp plus five-digit number from 00001 to 99999).
		Page	- n/a -	<ul style="list-style-type: none"> Discontinued. Amendments to delete or change a secured party or debtor need not designate the page containing the record to be changed. Instead, the amendment will be able to specifically identify (pick from a list) the secured party or debtor record of interest.
		Name of First Debtor ...	- n/a -	<ul style="list-style-type: none"> Discontinued. ACOL PPRS amendments do not require entry of the name of the first debtor on the registration being changed.
B, E, H	Parties to be changed or Deleted	Names of Parties to be changed...	- n/a -	<ul style="list-style-type: none"> Discontinued. Amendments to delete or change a secured party or debtor need not designate the line number of the record to be changed. Instead, the amendment will be able to specifically identify (pick from a list) the secured party or debtor record of interest.

Line Label	Section Label	Form Data Field Name	ACOL PPRS Data Field Name	Description of Changes / Comments
X, Y, Z	Registrant			See corresponding line(s) for Financing Basic Statement.
n/a	Authorized Signature of Secured Party			See corresponding line(s) for Financing Basic Statement.
Financing Change Statement B (change to collateral or other information)				
n/a	(top line of form)	Your Ref	Your File Number	<ul style="list-style-type: none"> Unchanged. Enter up to 20 characters to help you identify and keep track of your registration.
		Page __ of __	- n/a -	<ul style="list-style-type: none"> Discontinued. Registrations are not entered as "pages".
	Type of Change	Change types 11, 12, 13, 14 and 19	- n/a -	<ul style="list-style-type: none"> When performing an ACOL PPRS Amendment, the Registrant will not designate the specific type(s) of change(s) being performed.
	Record being Changed	Registration Number	Registration Number	<ul style="list-style-type: none"> See corresponding line for Financing Change Statement A.
		Page	- n/a -	<ul style="list-style-type: none"> Discontinued. Amendments to change collateral or other information need not designate the page containing the record to be changed (or at least not as a separate data field). Instead, the amendment will be able to specifically identify (pick from a list) the serial-numbered collateral record of interest and will be able to include General Collateral or Additional Information text to describe other changes.
		Name of First Debtor ...	- n/a -	<ul style="list-style-type: none"> Discontinued. ACOL PPRS amendments do not require entry of the name of the first debtor on the registration being changed.
Deletions	Lines to be Deleted (lines K-W)	Line letter and Information now on line to be deleted	- n/a -	<ul style="list-style-type: none"> Discontinued. Amendments to change collateral or other information need not designate the line and line information for the record to be changed (or at least not as a separate data field). Instead, the amendment will be able to specifically identify (pick from a list) the serial-numbered collateral record of interest and will be able to include General Collateral or Additional Information text to describe other changes.
K	Special Information			See corresponding line(s) for Financing Basic Statement.

Line Label	Section Label	Form Data Field Name	ACOL PPRS Data Field Name	Description of Changes / Comments
L,M, N,O	Collateral with Serial Numbers			See corresponding line(s) for Financing Basic Statement.
P,Q,R	General Collateral Description			See corresponding line(s) for Financing Basic Statement.
S,T	Proceeds			See corresponding line(s) for Financing Basic Statement.
U,V,W	Court Order or other Change	Describe Type and Particulars of Change	Additional Information	<ul style="list-style-type: none"> • Changed. ACOL PPRS provides a large text field for entering other information relevant to the registration. In some instances, Yukon PPSA Regulations instruct the Registrant to describe aspects of registration changes within the Additional Information field. • ACOL PPRS Additional Information text may not be explicitly deleted or changed via an amendment, but the amendment may add text, including description of deletions from or changes to previous text. • The change method described above also applies to Special Information Indicators (line K) and to Court Order or other Change (lines U, V, W) from a migrated pre-transition registration, namely: add text to the amendment's Additional Information field to describe additions to, deletions from or changes to previous text (lines K, U, V, W). If applicable, the amending Additional Information text may begin with a statement that the new text wholly replaces the previous text.
X, Y, Z	Registrant			See corresponding line(s) for Financing Basic Statement.
n/a	Authorized Signature of Secured Party			See corresponding line(s) for Financing Basic Statement.