

# **ESC Registry Complete PPSA Search Guide for Real Estate Lawyers**

Date: October 4, 2024





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## 1. Introduction

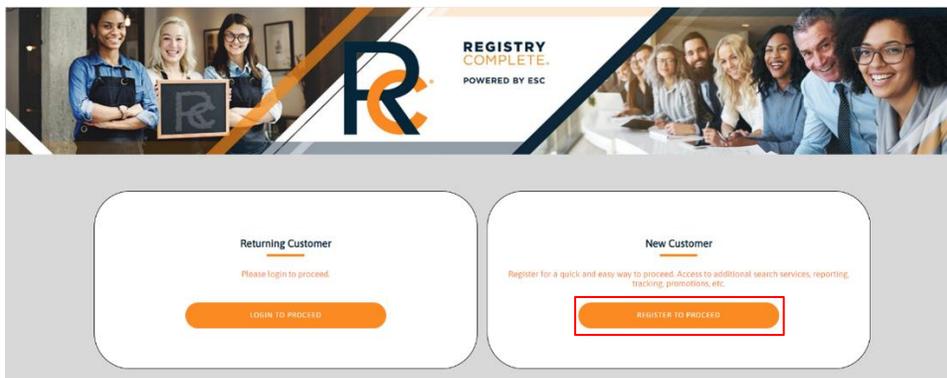
This guide provides step by step instructions on how to perform PPSA searches through ESC's Registry Complete platform.

## 2. Login to ESC Registry Complete Platform

Click on the following link: [Registry Complete](#)

### 2.1 New User

- Select the “New Customer” section and click on “Register to Proceed.”

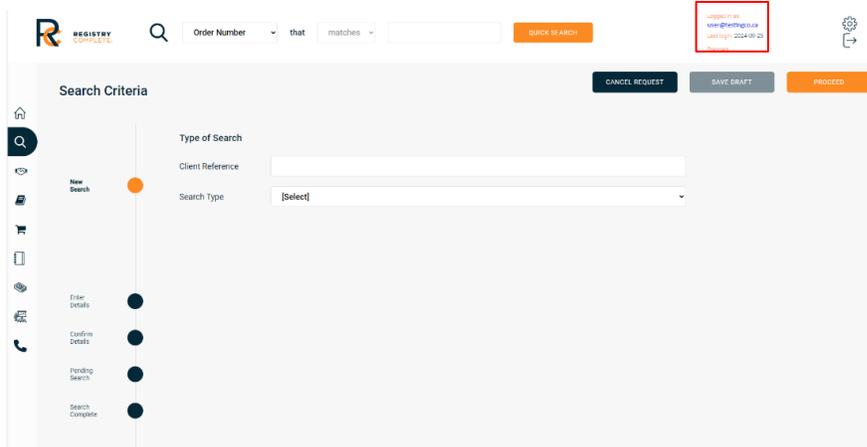


- The account registration page will open.
- Enter your information and click “Register”.

- You will be directed to the Search Criteria page.

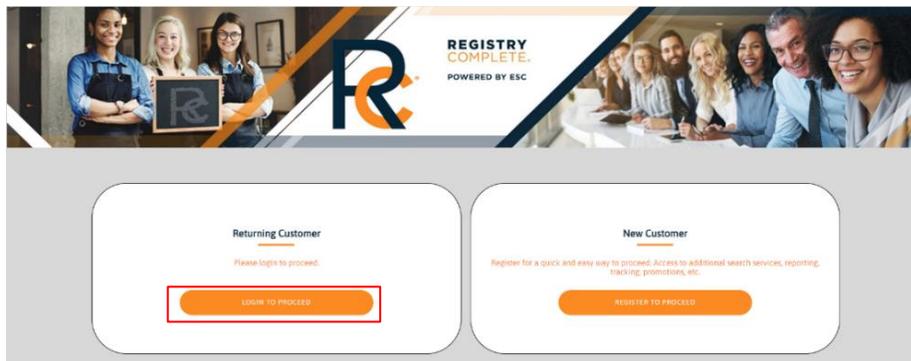


- Your username will be displayed on the top right corner of the page.



## 2.2 Existing user

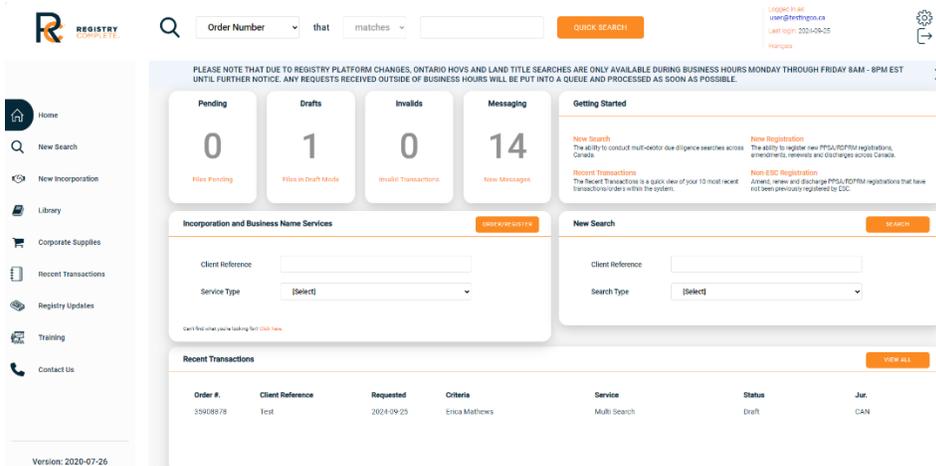
- Select the “Returning Customer” section and click “Login to proceed”.



- The login page will display.
- Enter your login credentials and click “Login” to proceed.



- You will be directed to the Home Page.
- Your username will be displayed on the top right corner of the page.





### 3. Requesting a PPSA search

#### 3.1 New User

- From the Search Criteria Page, enter your client reference in the “Client Reference” field. The client reference is a unique identifier assigned to this customer in your internal systems.
  - The Client Reference is a required field. You will not be able to proceed if the field is left empty.
- Select “Individual” from the Search Type dropdown and click “Proceed.”

The screenshot shows the 'Search Criteria' page with a progress indicator on the left. The 'New Search' step is highlighted with an orange dot. The main form area contains the following fields:

- Type of Search:** (Label)
- Client Reference:** Text input field containing 'Test'.
- Search Type:** Dropdown menu set to 'Individual'.

Buttons at the top right: CANCEL REQUEST, SAVE DRAFT, PROCEED.

- The individual search criteria page will be displayed. Enter the individual’s name.
- Select the country and jurisdiction from the dropdown menus and click “Proceed.”

The screenshot shows the 'Search Criteria' page with a progress indicator on the left. The 'Search Criteria' step is highlighted with an orange dot. The main form area is titled 'Individual Search' and includes the following instructions and fields:

Add names to be searched and select jurisdiction to proceed.

First Name	Middle Name (Optional)	Surname	Date of Birth (Optional)	Country	Jurisdiction
Erica	Middle Name	Mathews	YYYY/MM/DD	Canada	Ontario

Buttons at the top right: CANCEL REQUEST, SAVE DRAFT, PROCEED.

Below the table is an '+ ADD' button.



- You can perform multiple searches at the same time. To do so, click “Add” and enter the individual’s information.

The screenshot shows the 'Search Criteria' page with a sidebar on the left containing navigation icons and a progress indicator. The main content area is titled 'Individual Search' and includes the instruction 'Add names to be searched and select jurisdiction to proceed.' Below this is a table with columns for First Name, Middle Name (Optional), Surname, Date of Birth (Optional), Country, and Jurisdiction. Two entries are visible: Erica Mathews and John Smith. Each entry has a trash icon to its right. An 'ADD' button is located at the bottom left of the table.

First Name	Middle Name (Optional)	Surname	Date of Birth (Optional)	Country	Jurisdiction	
Erica	Middle Name	Mathews	YYYY/MM/DD	Canada	Ontario	🗑️
John	Middle Name	Smith	YYYY/MM/DD	Canada	Ontario	🗑️

➕ ADD

- Once you click “Proceed” you will be prompted to the Search Types page.
- Select “PPSA” and click proceed.

The screenshot shows the 'Search Types' page with a sidebar on the left. The main content area has a table with columns for Name, Jurisdiction, Corporate, Bank Act, Bankruptcy, Writs of Execution, Litigation, PPSA, and Bulk Sales. The first row is for 'Mathews, Erica' with 'Ontario' selected in the Jurisdiction dropdown. The PPSA checkbox is checked. There are 'Copy Selection' and 'Select All' options at the bottom right of the table.

Name	Jurisdiction	Corporate	Bank Act	Bankruptcy	Writs of Execution	Litigation	PPSA	Bulk Sales	
Mathews, Erica	Ontario	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	🗑️ Copy Selection 🗑️ Select All				



- To perform additional searches, click on the “+” button, select the jurisdiction, and enter the search type.

Name	Jurisdiction	Corporate	Bank Act	Bankruptcy	Writs of Execution	Litigation	PPSA	Bulk Sales
Mathews, Erica								
<input type="radio"/>	Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- At any time, you can cancel your request, save it as a draft, or return to the previous page:
  - To cancel the search, click “Cancel Request.” Your request will be cancelled, and no draft will be saved.
  - To save the draft, click “Save Draft”. A draft will be saved, which you can access in the “Recent Transactions” sections.
  - To make changes click “Back to Edit”. You will be taken to the previous page.
- Once you click “Proceed” the Search Card page will display.
- Click “Individual Debtor Search”.
- Select the search type:
  - **Uncertified:** An uncertified search yields results within hours.
  - **Certified:** A certified search may take up to 2 days.
  - **Individual Non-Specific:** You only enter an individual’s first and last name and the search results will provide all matches based on the search criteria entered.
  - **Individual Specific:** You must enter the individual’s date of birth and will receive results based on the search criteria entered.



Search Services

CANCEL REQUEST SAVE DRAFT BACK TO EDIT PROCEED

Search Criteria

Mathews, Erica  
Ontario

Criteria: **Mathews, Erica**  
Jurisdiction: **Ontario**

PPSA Search

Individual Debtor Search

Uncertified  Certified

Individual Non-Specific  Individual Specific

Search Start Date (Optional)

You may specify a date in the "Search Start Date" field if you want to view results after a particular date.

Individual Non-Specific search will be performed using only the debtor first and last name.

Other

CSRA Copies

Report of Financing Statement

- You can request additional searches by selecting the desired search type.

Search Services

CANCEL REQUEST SAVE DRAFT BACK TO EDIT PROCEED

Search Criteria

Mathews, Erica  
Ontario

Criteria: **Mathews, Erica**  
Jurisdiction: **Ontario**

PPSA Search

Individual Debtor Search

Uncertified  Certified

Individual Non-Specific  Individual Specific

Search Start Date (Optional)

You may specify a date in the "Search Start Date" field if you want to view results after a particular date.

Individual Non-Specific search will be performed using only the debtor first and last name.

Other

CSRA Copies

Partial  Complete

CSRA Instrument

Report of Financing Statement

- Click "Proceed".
- The Confirm Details page will be displayed.

Confirm Details

Order Number: 34918844

Date of Order: August 02, 2024 07:50:29 PST

Client Reference: Test

User: Robert Blomre - robert.blomre@escregistry.ca

Search Criteria	Jurisdiction	Service	SLA	ESC Fees	Dist.
John Smith / Individual Non-Specific	ON	Debtor Search	<30 minutes	\$51.00	\$0.00
<b>Estimated Total</b>				<b>\$51.00</b>	<b>\$0.00</b>



- Click “Place Order”. The Credit Card Details page will be displayed.

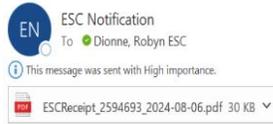
- Enter your credit card information and click “Submit”.
- The Order Details page will be displayed.

Search Criteria	Jurisdiction	Service	SLA	Status	Results	ESC Fees	Disb.
John Smith / Individual Non-Specific	ON	Debtor Search	<30 minutes	Processing		\$13.20	\$8.00
Estimated total						\$13.20	\$8.00



- You will receive a confirmation email with an electronic receipt.

Multi-Search Order No. 2594693 is Complete Client Reference: test



Thank you for choosing ESC. Please login to Registry Complete to retrieve your results.

Please see attached Electronic Receipt.

For assistance, regarding your order please contact our Customer Service at [Registrycomplete@eservic](mailto:Registrycomplete@eservic)

This is an automatically generated message from ESC Corporate Services Ltd.

Thank you,

ESC Corporate Services Ltd.  
 595 Bay Street, Suite 302  
 Toronto, Ontario M5G 2C2  
 Phone 416-595-7177 or 1-800-668-8208  
 Fax 416-595-1268 or 1-800-667-3146

595 Bay Street, Suite 302  
 Toronto, Ontario M5G2C2  
 Phone 416-595-7177 or 1-800-668-8208  
 Fax 416-595-1268 or 1-800-667-3146  
 www.eservicecorp.ca

Receipt No.: 8526  
 Receipt Date: 2024-08-06  
 HST/GST No.: 83397 6863 RT0001  
 GST No.: 12 1633 8843 TQ 0001

### Corporate Services Electronic Receipt

Sold To		Ship To							
robyn.dionne@eservicecorp.ca . ON,		robyn.dionne@eservicecorp.ca . ON,							
Customer No.	Client Reference	Client Contact	Order No.	Date Ordered	Date Completed				
2251	test	robyn.dionne@eservicecorp.ca	2594693	2024-08-06	2024-08-06				
Party Information									
Erica Mathews									
ID	Service	ServiceFee	ServiceTax	RegFee	RegTax	AgentFee	AgentTax	Total	
2594695	5 - ON Debtor Search	\$13.20	\$1.72	\$8.00	\$0.00	\$0.00	\$0.00	\$22.92	
								Service Fees Total:	\$13.20
								Service Fees Tax:	\$1.72
								Disbursements Total:	\$8.00
								Disbursements Tax:	\$0.00
								Receipt Total Fees and Disbursements:	\$21.20
								GST/HST:	\$1.72
								PST:	\$0.00
								GST:	\$0.00
								Receipt Total Tax:	\$1.72
								Receipt Total:	<b>\$22.92</b>

NO RETURNS WITHOUT PRIOR AUTHORIZATION.  
 If other services have been requested in relation with the above name, other receipt(s) will follow.  
 There will be a 10% buffer applied to pre-authorization because disbursements may vary.  
 If the transactions are not completed in 20 days the total amount will be charged to your Credit Card due to expiring of pre-authorization

- Once the order is fulfilled, the Order Details page will display. To view the results, click on the link under Search Criteria or the PDF icon under Results.

Order Details

Order Number: 2594693  
 Date of Order: August 06, 2024 13:24:29 PST  
 Client Reference: test  
 User: Robyn Dionne - robyn.dionne@eservicecorp.ca

Search Criteria	Jurisdiction	Service	SLA	Status	Results	ESC Fees	Disb.
Erica Mathews / Individual Non-Specific	ON	Debtor Search	<30 minutes	Complete		\$13.20	\$8.00
Estimated total						<b>\$13.20</b>	<b>\$8.00</b>



- The report will be downloadable in a PDF format.



- Web Page ID: **WEnqResult**
- System Date: **06AUG2024**
- Last Modified: July 14, 2024

Note: All pages have been returned.

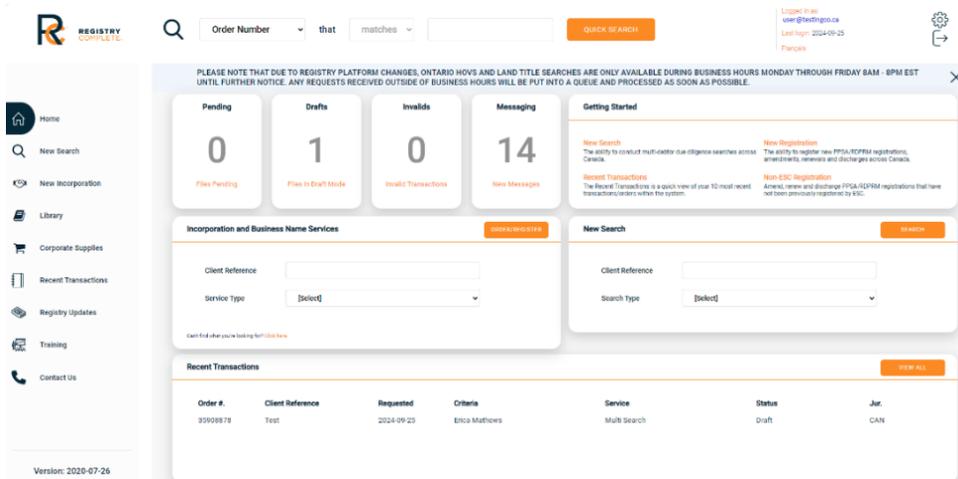
<b>Type of Search</b>	Individual Non-Specific								
<b>Search Conducted On</b>	ERICA,MATHEWS								
<b>File Currency</b>	05AUG 2024								
	<b>File Number</b>	<b>Family</b>	<b>of Families</b>	<b>Page</b>	<b>of Pages</b>	<b>Expiry Date</b>	<b>Status</b>		
	785137626	1	1	1	3	11JUN 2024	D DISCHARGED		
<b>FORM 1C FINANCING STATEMENT / CLAIM FOR LIEN</b>									
<b>File Number</b>	<b>Caution Filing</b>	<b>Page of</b>	<b>Total Pages</b>	<b>Motor Vehicle Schedule</b>	<b>Registration Number</b>	<b>Registered Under</b>	<b>Registration Period</b>		
785137626		001	1		20220722 0956 5064 2064	P PPSA	06		
<b>Individual Debtor</b>	<b>Date of Birth</b>	<b>First Given Name</b>		<b>Initial</b>	<b>Surname</b>				
	17AUG1983	ERICA		N	MATHEWS				
<b>Business Debtor</b>	<b>Business Debtor Name</b>				<b>Ontario Corporation Number</b>				
	<b>Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>					
	6 HAMMERHEAD ROAD	BRAMPTON	ON	L7A 4J4					
<b>Individual Debtor</b>	<b>Date of Birth</b>	<b>First Given Name</b>		<b>Initial</b>	<b>Surname</b>				
<b>Business Debtor</b>	<b>Business Debtor Name</b>				<b>Ontario Corporation Number</b>				
	<b>Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>					
<b>Secured Party</b>	<b>Secured Party / Lien Claimant</b>								
	AXIS AUTO FINANCE LENDING CORP.								
	<b>Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>					
	165 GALAXY BLVD., 2ND FLOOR	ETOBICOKE	ON	M9W 0C8					
<b>Collateral Classification</b>	<b>Consumer Goods</b>	<b>Inventory</b>	<b>Equipment</b>	<b>Accounts</b>	<b>Other</b>	<b>Motor Vehicle Included</b>	<b>Amount</b>	<b>Date of Maturity or</b>	<b>No Fixed Maturity Date</b>
	X	X	X	X	X		22412		
<b>Motor Vehicle Description</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>V.I.N.</b>					
	2014	MAZDA	CX-9	JM3TB3CA1E0437436					
<b>General Collateral Description</b>	<b>General Collateral Description</b>								
	SERIAL NUMBER JM3TB3CA1E0437436 2014 MAZDA CX-9 MV								
<b>Registering Agent</b>	<b>Registering Agent</b>								
	ESC CORPORATE SERVICES LTD.								
	<b>Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>					
	445 KING STREET WEST, SUITE 400	TORONTO	ON	M5V 1K4					
<b>Type of Search</b>	Individual Non-Specific								
<b>Search Conducted On</b>	ERICA,MATHEWS								
<b>File Currency</b>	05AUG 2024								
	<b>File Number</b>	<b>Family</b>	<b>of Families</b>	<b>Page</b>	<b>of Pages</b>				
	785137626	1	1	2	3				

- To request a new search, click “Start New Search”.

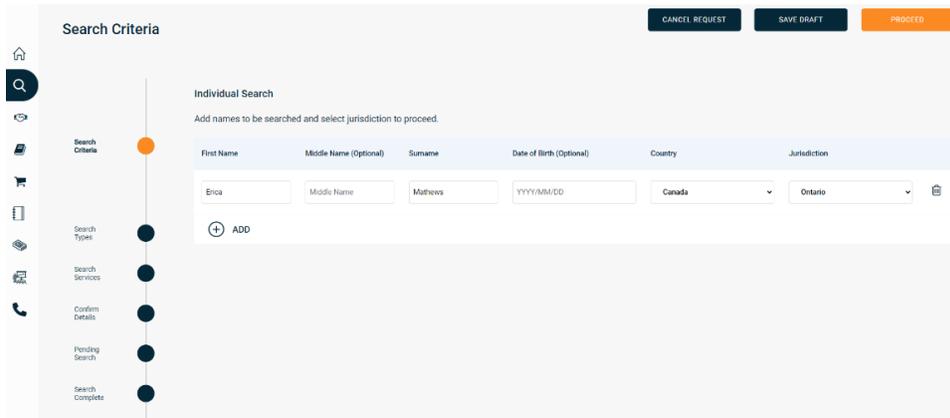


### 3.2 Existing User

- From the Home Page, enter your client reference in the “Client Reference” field of the “New Search Card”.
- Select “Individual” from the Search Type dropdown and click “Proceed”.



- The individual search criteria page will be displayed. Enter the individual’s name.
- Select the country and jurisdiction from the dropdown menus and click “Proceed”.





- You can perform multiple searches at the same time. To do so, click “Add” and enter the individual’s information.

First Name	Middle Name (Optional)	Surname	Date of Birth (Optional)	Country	Jurisdiction
Erica		Mathews	YYYY/MM/DD	Canada	Ontario
John		Smith	YYYY/MM/DD	Canada	Ontario

- Once you click “Proceed” you will be prompted to the Search Types page.
- Select “PPSA” and click proceed.

Name	Jurisdiction	Corporate	Bank Act	Bankruptcy	Writs of Execution	Litigation	PPSA	Bulk Sales
Mathews, Erica	Ontario	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				



- To perform additional searches, click on the “+” button, select the jurisdiction, and enter the search type.

Name	Jurisdiction	Corporate	Bank Act	Bankruptcy	Writs of Execution	Litigation	PPSA	Bulk Sales			
Mathews, Erica	Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy Selection	Select All
Mathews, Erica	Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select All

- At any time, you can cancel your request, save it as a draft, or return to the previous page:
  - To cancel the search, click “Cancel Request”. Your request will be cancelled, and no draft will be saved.
  - To save the draft, click “Save Draft.” A draft will be saved, which you can access in the “Recent Transactions” sections.
  - To make changes click “Back to Edit”. You will be taken to the previous page.
- Once you click “Proceed” the Search Card page will display.
- Click “Individual Debtor Search”.
- Select the search type:
  - **Uncertified:** An uncertified search yields results within hours.
  - **Certified:** A certified search may take up to 2 days.
  - **Individual Non-Specific:** You only enter an individual’s first and last name and the search results will provide all matches based on the search criteria entered.
  - **Individual Specific:** You must enter the individual’s date of birth and will receive results based on the search criteria entered.



- You can request additional searches by selecting the desired search type.

- Click “Proceed”.
- The Confirm Details page will be displayed.



- Click “Place Order”. The Credit Card Details page will be displayed.

The screenshot shows a form titled "Please complete the following:" with the ESC logo at the top. The form includes fields for Card Number, Expiry Date (Month and Year), Amount (76.13), and CVV. Below these is the "Billing Address Information" section with fields for Street Address, City, Province/State, and Postal/Zip Code. There are "Submit" and "Cancel" buttons at the bottom, and a note: "Fields marked with \* are required".

- Enter your credit card information and click “Submit”.
- The Order Details page will be displayed.

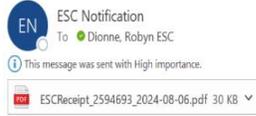
The screenshot shows the "Order Details" page. At the top, there is a search bar with "Order Number" selected and a "QUICK SEARCH" button. The page includes a navigation sidebar with icons for Search Criteria, Search Types, Search Services, Confirm Details, Pending Search, and Search Complete. The main content area displays order information: Order Number: 2594673, Date of Order: August 06, 2024 12:04:09 PST, Client Reference: testing for CLA, and User: Robyn Dionne - robyn.dionne@eservicecorp.ca. Below this is a table with columns: Search Criteria, Jurisdiction, Service, SLA, Status, Results, ESC Fees, and Disb. The table contains one row: John Smith / Individual Non-Specific, ON, Debtor Search, <30 minutes, Processing, \$13.20, \$8.00. An "Estimated total" is shown as \$13.20 and \$8.00. At the top right, there are links for PDF Download, Receipt, Print, Refresh, and a "START NEW SEARCH" button.

Search Criteria	Jurisdiction	Service	SLA	Status	Results	ESC Fees	Disb.
John Smith / Individual Non-Specific	ON	Debtor Search	<30 minutes	Processing		\$13.20	\$8.00
<b>Estimated total</b>						<b>\$13.20</b>	<b>\$8.00</b>



- You will receive a confirmation email with an electronic receipt.

Multi-Search Order No. 2594693 is Complete Client Reference: test



Thank you for choosing ESC. Please login to Registry Complete to retrieve your results.

Please see attached Electronic Receipt.

For assistance, regarding your order please contact our Customer Service at [Registrycomplete@eservic](mailto:Registrycomplete@eservic)

This is an automatically generated message from ESC Corporate Services Ltd.

Thank you,

ESC Corporate Services Ltd.  
 395 Bay Street, Suite 302  
 Toronto, Ontario M5G 2C2  
 Phone 416-595-7177 or 1-800-668-8208  
 Fax 416-595-1268 or 1-800-667-3146



595 Bay Street, Suite 302  
 Toronto, Ontario M5G2C2  
 Phone 416-595-7177 or 1-800-668-8208  
 Fax 416-595-1268 or 1-800-667-3146  
 www.eservicecorp.ca

Receipt No.: 8526  
 Receipt Date: 2024-08-06  
 HST/GST No.: 83307 6963 RT0001  
 GST No.: 12 1633 8843 TQ 0001

**Corporate Services Electronic Receipt**

**Sold To** robyn.dionne@eservicecorp.ca  
 , ON  
**Ship To** robyn.dionne@eservicecorp.ca  
 , ON

Customer No.	Client Reference	Client Contact	Order No.	Date Ordered	Date Completed
2251	test	robyn.dionne@eservicecorp.ca	2594693	2024-08-06	2024-08-06

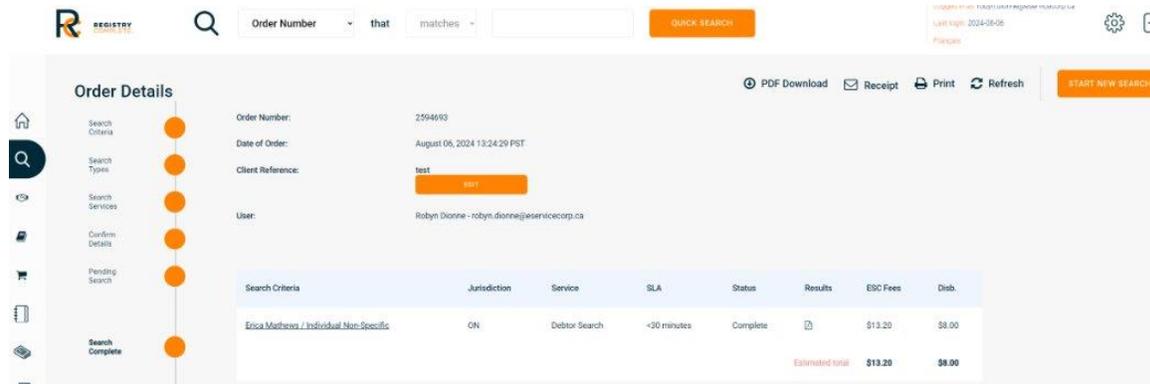
**Party Information**

Erica Mathews

ID	Service	ServiceFee	ServiceTax	RegFee	RegTax	AgentFee	AgentTax	Total	
2594695	5 - ON Debtor Search	\$13.20	\$1.72	\$8.00	\$0.00	\$0.00	\$0.00	\$22.92	
								Service Fees Total:	\$13.20
								Service Fees Tax:	\$1.72
								Disbursements Total:	\$8.00
								Disbursements Tax:	\$0.00
								Receipt Total Fees and Disbursements:	\$21.20
								GST/HST:	\$1.72
								PST:	\$0.00
								GST:	\$0.00
								Receipt Total Tax:	\$1.72
								<b>Receipt Total:</b>	<b>\$22.92</b>

NO RETURNS WITHOUT PRIOR AUTHORIZATION.  
 If other services have been requested in relation with the above name, other receipt(s) will follow.  
 There will be a 15% buffer applied to pre-authorization because disbursements may vary.  
 If the transactions are not completed in 20 days the total amount will be charged to your Credit Card due to expiring of pre-authorization

- Once the order is fulfilled, the Order Details page will display. To view the results, click on the link under Search Criteria or the PDF icon under Results.





- The report will be downloadable in a PDF format.



- Web Page ID: **WEnqResult**
- System Date: **06AUG2024**
- Last Modified: July 14, 2024

Note: All pages have been returned.

Type of Search	Individual Non-Specific								
Search Conducted On	ERICA,MATHEWS								
File Currency	05AUG 2024								
	File Number	Family	of Families	Page	of Pages	Expiry Date	Status		
	785137626	1	1	1	3	11JUN 2024	D DISCHARGED		
FORM 1C FINANCING STATEMENT / CLAIM FOR LIEN									
File Number	Caution Filing	Page of	Total Pages	Motor Vehicle Schedule	Registration Number	Registered Under	Registration Period		
785137626		001	1		20220722 0956 5064 2064	P PPSA	06		
Individual Debtor	Date of Birth	First Given Name			Initial	Surname			
	17AUG1983	ERICA			N	MATHEWS			
Business Debtor	Business Debtor Name					Ontario Corporation Number			
	Address			City	Province	Postal Code			
	6 HAMMERHEAD ROAD			BRAMPTON	ON	L7A 4J4			
Individual Debtor	Date of Birth	First Given Name			Initial	Surname			
Business Debtor	Business Debtor Name					Ontario Corporation Number			
	Address			City	Province	Postal Code			
Secured Party	Secured Party / Lien Claimant								
	AXIS AUTO FINANCE LENDING CORP.								
	Address			City	Province	Postal Code			
	165 GALAXY BLVD., 2ND FLOOR			ETOBICOKE	ON	M9W 0C8			
Collateral Classification	Consumer Goods	Inventory	Equipment	Accounts	Other	Motor Vehicle Included	Amount	Date of Maturity or	No Fixed Maturity Date
	X	X	X	X	X		22412		
Motor Vehicle Description	Year	Make	Model	V.I.N.					
	2014	MAZDA	CX-9	JM3TB3CA1E0437436					
General Collateral Description	General Collateral Description								
	SERIAL NUMBER JM3TB3CA1E0437436 2014 MAZDA CX-9 MV								
Registering Agent	Registering Agent								
	ESC CORPORATE SERVICES LTD.								
	Address			City	Province	Postal Code			
	445 KING STREET WEST, SUITE 400			TORONTO	ON	M5V 1K4			
Type of Search	Individual Non-Specific								
Search Conducted On	ERICA,MATHEWS								
File Currency	05AUG 2024								
	File Number	Family	of Families	Page	of Pages				
	785137626	1	1	2	3				

- To request a new search, click “Start New Search”.

## Contact Information

For any further question or if you require support, please reach out to our team by phone or email:



416-595-7177



[registrycomplete@eservicecorp.ca](mailto:registrycomplete@eservicecorp.ca)