

Electronic Assignment of Charge and Other Assignment

This document explains how to create, complete, authenticate and submit for registration an electronic Assignment of Charge and Other Assignment for Law Firm users that have signed E-Submission agreements with Service New Brunswick. Please refer to the tutorial on Electronic Document Submission for additional information on the steps in the online documents process, the general buttons, the alert boxes and the document states.

General

The two main roles for users from Law Firms are:

ESUB Creator- A user with this role can create and complete the Assignment of Charge document then assign it to a user having the role of ESUB Submitter in the same law firm.

ESUB Lawyer Submitter – A user with this role can initiate, complete, authenticate and submit the Assignment of Charge document for registration.

Creating a new Assignment of Charge document

The following steps apply to either an ESUB Creator or an ESUB Lawyer Submitter.

In the PLANET “Welcome to SNB’s Registry and Mapping Services” menu, click on Land Titles>Electronic Documents> Electronic Document Worksheet>New.

Electronic Document Worksheet

No Records returned



In the dropdown menu, select the Document Type <Assignment of Charge>, then click on Continue.



Create New Electronic Document



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Enter the PID and then click on < Insert >.

The screenshot shows the 'Create New Electronic Document' interface for 'Assignment of Charge'. It includes the Service New Brunswick logo, a title bar, and a form with a 'PID' field containing '55092571', 'Insert' and 'Clear' buttons, and a 'Return to Worksheet' button. A red arrow points to the 'Insert' button. At the bottom, there are navigation links: 'Back • Home • Help • Problem Report' and 'Developed by caris'.

The *Assignment of Charge* form will open. All Interest Holders of type *Debenture Holder*, *Judgment Creditor* and *Claimant* will have a corresponding <Assignor> dropdown box with Yes or No values.

A document of type *Other Assignment* will display a Yes / No dropdown box for Interest Holders of type *Licensee*, *Covenant Holder*, *Agreement Holder* and *Assignee*.

Select <Yes> for the charge that is to be assigned.

Assignment of Charge

Success!
Row inserted.

PID: 55092571

Interest Holders									
Name	Qualifier	Interest Type	Type	County	Registration Date	Number	Book	Page	Assignor
Dreams Holdings Ltd.		Owner	1100	Saint John	2009-02-03	26784737			
Bank of Montreal		Debenture Holder	5200	Saint John	2009-02-05	26794892			No Yes

In the Assignee block, click <Add Assignee>

The screenshot shows the 'Assignee' block with the text 'No Records returned' and a red 'Add Assignee' button. A red arrow points to the button.

Enter the name and address of the Assignee or select the Assignee name from the List of Values (LOV)

Assignee

Enter values for new record

Enterprise Name: LOV

Crown Name:

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You must enter one of Enterprise ID or Enterprise Name. The percent sign % acts as a wildcard.

List Of Values: Common Enterprises

Search criterion for Common Enterprises:

Enterprise ID:

Enterprise Name:

Enterprise ID	Enterprise Name	Branch
16800	Canadian Imperial Bank of Commerce	Nackawic Otis Drive
16800	Canadian Imperial Bank of Commerce	Fredericton 371 Queen Street
16800	Canadian Imperial Bank of Commerce	Fredericton Smythe Street
16800	Canadian Imperial Bank of Commerce	Fredericton Main Street
16800	Canadian Imperial Bank of Commerce	Salisbury Main Street
16800	Canadian Imperial Bank of Commerce	Campbellton Water Street
16800	Canadian Imperial Bank of Commerce	Moncton 1141 Main Street
16800	Canadian Imperial Bank of Commerce	Moncton 759 Main Street
16800	Canadian Imperial Bank of Commerce	Miramichi King George Highway
16800	Canadian Imperial Bank of Commerce	Saint John King Street
16800	Canadian Imperial Bank of Commerce	Saint John Consumers Drive
16800	Canadian Imperial Bank of Commerce	St. Stephen King

Selecting from the LOV will auto-populate the name and address which can be edited if it is incorrect.

Assignee

Enter values for new record

Enterprise Name: LOV

Crown Name:

Last Name:

First Name:

Middle Name:

Qualifier:

Comp Site ID:

Postal Delivery:

Postal Delivery ID:

Postal Station Name:

Floor:

Unit Type:

Unit ID:

Building Name:

Civic Number:

Suffix:

Street Name:

Street Type:

Street Direction:

Place Name:

Province/State: LOV

Country: LOV

Postal Code:

Click <Insert>.

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Document Information:

Fill in the orange mandatory fields, and any other fields as required.

User Supplied Reference - This is a field where users can enter information to assist them in tracking billing related to the current assignment.

User Supplied Reference:	<input type="text" value="2012-9999"/>
Instrument Type:	6200
Language of Document:	English ▾
Comments:	<input type="text"/>

Request Authentication

<Request Authentication> indicates the document is ready for signature entry and authentication



Authentication block:

Obtain the necessary names of the signatories and complete the authentication block. If the field for the Assignee is filled in, the signature line will appear on the PDF version of the Assignment of Charge created. Check off the appropriate boxes for Marital Property and Affidavit/Declaration of Marital Status Executed. Click on <Update>.

Authentication									
Date (yyyy-mm-dd):	<input type="text" value="2012-12-04"/>								
Witness	Assignor	Attorney/Officer	Registration Particulars for POA						
<input type="text" value="Timothy Li"/>	Bank of Montreal	Melanie Back, Senior O	County	Number	Book	Page	Year		
<input type="text" value="Timothy Li"/>	Bank of Montreal	Donna Smith, Senior Op	Saint John ▾	20835261	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text" value="Timothy Li"/>	Bank of Montreal	Donna Smith, Senior Op	Saint John ▾	20835270	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Witness	Assignee	Attorney/Officer	Registration Particulars for POA						
<input type="text" value="C. Savoie"/>	Canadian Imperial Bank of Commerce	Anthony Thibault, Attorn	County	Number	Book	Page	Year		
<input type="text"/>	Canadian Imperial Bank of Commerce	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Marital Property		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>						
Affidavit/Declaration of Marital Status Executed		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>						

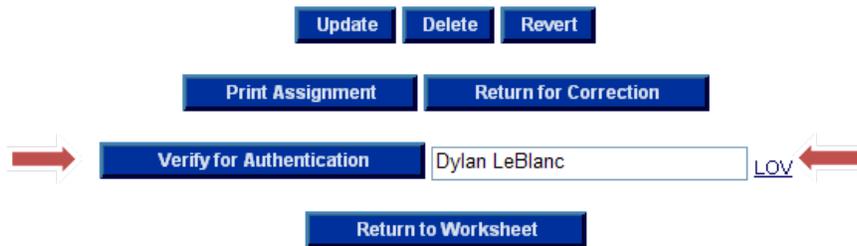


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Note: At this stage the Assignment may be printed by Clicking on <Print Assignment> button and sent for collection of signatures. Whether this is done at this step by the ESUB Creator or at the next step, by the ESUB Lawyer Submitter is a business process decision for each Law Firm.

Verify for Authentication:

From the LOV screen, select the name of the ESUB Lawyer Submitter who will authenticate the Assignment of Charge, click on close. Click on <Verify for Authentication>.



The system will check for the completeness of the document and if OK, the document will be removed from your worksheet and placed on the selected ESUB Lawyer Submitter's worksheet with a status of "Awaiting Authentication".

Authenticating and submitting an Assignment of Charge that has been assigned to you.

The following steps apply to an ESUB Lawyer Submitter.

On the electronic document worksheet, select the Electronic Assignment of Charge document you wish to work on by clicking on the PID link.



Electronic Document Worksheet

PID	Owner Name	Document Type	Creation Date/Time	Status	Requested By
55092571	Dreams Holdings Ltd.	Assignment of Charge	2012-12-04 13:58:09	Awaiting Authentication	Carol Palmer



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At this stage of the electronic document submission, you must review all the blocks of information carefully to ensure all data is correct and complete.

Click on <Print Assignment > to generate a PDF file for printing to review the final document and compare it to the signed original.



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Form 23
ASSIGNMENT

Land Titles Act, S.N.B. 1981, c.L-1.1, s.29, 31,43

Parcel Identifier: 55092571

Assignor: Bank of Montreal
5151 George ST
Halifax NS
B3J 2M3

Assignee: Canadian Imperial Bank of Commerce
70 Consumers DR
Saint John NB
E2J 4Z3

Type of Instrument Assigned: Debenture or Other Voluntary Charge

Registration Particulars of Instrument Assigned:

Debenture or Other Voluntary Charge 26794892

The assignor assigns to the assignee the specified instrument registered against the specified parcel.

Date: 2012-12-04

Witness:

Timothy Li

Timothy Li

Witness:

C. Savoie

Assignor:

Bank of Montreal
Melanie Back, Senior Operations officer,
Attorney
POA # 20835261, Saint John

Bank of Montreal
Donna Smith, Senior Operations officer,
Attorney
POA # 20835270, Saint John

Assignee:

Canadian Imperial Bank of Commerce
Anthony Thibault, Attorney

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When all data verification has been completed and you are satisfied that the electronic document is accurate and complete, set the certification check box to <Yes>. Click <Authenticate>.

Authentication									
Date (yyyy-mm-dd):	2012-12-04								
Witness	Assignor	Attorney/Officer	County	Registration Particulars for POA					
Timothy Li	Bank of Montreal	Melanie Back, Senior O	Saint John	Number	Book	Page	Year		
Timothy Li	Bank of Montreal	Donna Smith, Senior Op	Saint John	20835261					
				20835270					
Witness	Assignee	Attorney/Officer	County	Registration Particulars for POA					
C. Savoie	Canadian Imperial Bank of Commerce	Anthony Thibault, Attorn		Number	Book	Page	Year		
	Canadian Imperial Bank of Commerce								
Marital Property				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
Affidavit/Declaration of Marital Status Executed				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
Certification				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
				I hereby certify that I have in my possession an instrument designated for electronic submission by regulation under the Land Titles Act, in prescribed form and in paper format that has been to the best of my knowledge and belief, duly executed and witnessed, accompanied by the appropriate proof of execution, and this electronic instrument contains every material provision and particular contained in the said paper instrument.					

Update Delete Revert

Print Assignment Authenticate

Return for Correction Dorian LeBlanc LOV

Return to Worksheet

The document is now ready to be submitted. Click on <Submit for Registration>.

Delete

Print Assignment Submit for Registration

Return for Correction

Return to Worksheet

A popup window will ask you to validate this choice. Click <OK>.

? You have requested to submit this document for Registration. Are you sure you wish to do this?

OK Cancel

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You will then see the following screen displaying the registration costs. Click ok when ready. These charges will be debited via the Electronic Funds transfer upon successful registration.



Electronic Document Confirmation Assignment of Charge

PID(s): 55092571

The cost of this registration is **\$ 75.00**.
Are you sure you want to submit this electronic document for registration?

I hereby certify that I am authorized to submit this electronic instrument for registration.



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Take note of the registration number, date and time.



Electronic Document Submission Assignment of Charge

Success!

Your Assignment of Charge has been successfully submitted and is **IN PROCESS** at SNB.

Document Number: 28121482
PID(s): 55092571
Date/Time: 2012-12-04 14:48:11

Click [Here](#) to Return to Worksheet.



[Back](#) • [Home](#) • [Help](#) • [Problem Report](#)

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On registration of the Assignment of Charge, a Certificate of Registered Ownership (CRO) is sent to the ESUB Lawyer Submitter.

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The following process chart was designed to cover a typical scenario;

Registration Process for an Electronic Assignment of Charge and Other Assignment

