

Business Onboarding Form – Incorporated Contractor

Business Information (Consultant to fill)						
Legal Name of Business:						
Business Address:						
City, Province:			Postal Code:			
GST / HST Number:			QST Numbe	r:		
Contact Information (Consultant to fill)						
Full Legal Name:		Prefe	rred Name (N	ickname):		
Home Phone:	Cell Phone:			Email:		
I certify that the individual assigned to this contract is legally entitled to work in Canada by providing one of the following forms of identification: Passport Permanent Resident Card Birth certificate Copy of SIN Card or Letter I certify that the individual assigned to this contract is not subject to any restrictions under the Federal Government of Canada's temporary worker program						
Emergency Contact Name:		Relati	onship:			
Emergency Contact Email:		Emer	gency Contact	Phone:		
Document Checklist – Please ensure all items are attached						
Business Onboarding		Client	-Specific Requ	irements		
 Articles of Incorporation (list Director) or Proof of Partners the partners) GST/HST/QST documentation Direct deposit set up (please provide both items 1 Completed Procom EFT Enrol One of the following types of documentation Void cheque imprinted name, or Bank statement showin name and account deta Direct deposit form proshowing full company number, and stamped be 	ship (identifying n/number & 2 noted below) collment form and banking with full company ils, or wided by the bank ame, account by the bank					
If you have any Questions or Concerns please contact:						
Office Branch:	Program Email:					
Tel: Ext.	Toll-Free Tel:		Ext.		Fax:	

This form is available to fill out online. If you experience any difficulties you may need to update your Acrobat Reader. If you continue to experience problems, you can also print the form, fill it out manually, and send a scanned copy.



Electronic Funds Transfer (EFT) Enrollment Form

To: **Procom Consultants Group Ltd** Accounts Payable 2200 Yonge St. Suite 700 Toronto, ON M4S 2C6 (Fill in Corporation Name/Payee Name and Address) From: Re: Payments via EFT Procom is pleased to be able to offer payment via electronic funds transfer. In order to receive payment via EFT, you must have a bank account at a Canadian financial institution, receive payment in Canadian currency and have a valid email for receipt of confirmation of payment and corresponding details. Please note the first Direct Deposit is not guaranteed and may take up to the second payment before you receive both your deposits. Please complete the banking information on the form below to enroll today. In addition to this form, we also require one of the following supporting forms of banking relationship documentation; a) Void cheque imprinted with name, or b) Bank statement showing full name and account details, or c) Direct deposit form provided by the bank We authorize the payment of our invoices via EFT to the following account: Bank Name & Address: Institution Number: Transit/Branch Number: Account Number: Account Holder Name: Account Holder Email: Date:

By checking this box you are declaring that the information you have provided in this form is accurate and consent to its use for EFT payment set-up. You agree that checking this box represents your signature.



Bank Account Documentation Requirements

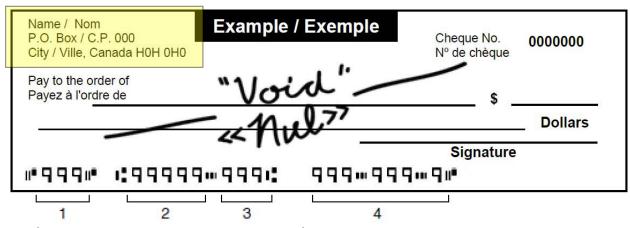
In addition to a completed copy of Procom's EFT Enrollment form, Procom requires at least one form of additional documentation confirming your banking relationship.

Acceptable Documentation for EFT Enrollment

A. Printed Void Cheque

Procom will accept a printed void cheque. The Account Holder's name must match the legal business name on the related contract and must be imprinted on the cheque.

Cheques where the account holder information has been written in by hand will not be accepted.



- 1) Cheque number not required
- 2) Branch number 5 digits
- 3) Institution number 3 digits
- 4) Account number as shown on your cheque
- B. Bank Account Statement showing your Account Number & an Account holder name that corresponds to the supplier Business Name.

C. Direct Deposit Enrollment Form issued by your Financial Institution

Procom will also accept a Direct Deposit Enrollment form that has been issued by your Bank or Financial Institution. These forms can be obtained upon request via a visit to your local bank branch.

To be accepted, the enrollment form must include all of the points below:

- i. Must include the account number and name of the registered account holder
- ii. Must be a printed form, and not have any of the account information in handwritten form.
- iii. Must include a Financial Institution Stamp.

