AUTHORIZATION FOR PRE-AUTHORIZED DEBIT PLAN

Authorization of the Payor to the Payee to Direct Debit an Account

Instructions:

- 1. Please complete all sections in order to instruct your financial institution to make payments directly from your account.
- 2. Please see the Terms and Conditions on the reverse of this document.
- 3. Return the completed form with a blank cheque marked "VOID" to the Payee at the address noted below.
- 4. If you have any questions, please write or call the Payee.

PAYMENT INFORMATION

Invoice Amount	Admin. Fee	Sub-total	Quarterly	Quarterly Payment	
	\$14.95		÷ 4		
Payments will be processed on April 1 st , July 2 nd , October 1 st and January 2 nd					

PAYOR INFORMATION (Please type or print clearly)

Payor Name:
Address:
Telephone:
Name(s) of Authorized Signing Officer(s):
(if different than above)

Signature(s)

Date:

PAYOR FINANCIAL INSTITUTION/BANKING INFORMATION (Please type or print clearly)

PAYOR FINANCIAL INSTITUTION/BANKING INFORMATION (Please type or print clearly) Branch Number Institution # Account Number Name of Financial Institution Branch Branch Address City/Province Postal Code

PAYEE INFORMATION

Association of Chartered Professional Accountants of Newfoundland and Labrador 95 Bonaventure Ave., Suite 500

St. John's, NL A1B 2X5

Telephone: (709) 753-3090 Fax: (709) 753-3609

PAYOR'S PAD AGREEMENT Pre-Authorized Debit Plan Terms & Conditions

- 1. In this Agreement, "I", "me" and "my" refers to each Account Holder who signs below.
- 2. I agree to participate in this Pre-Authorized Debit Plan and I authorize the Payee indicated on the reverse and any successor or assign of the Payee to draw a debit in paper, electronic or other form, including any top-ups or adjustments, for the purpose of making payment for consumer goods or services (a "Personal PAD"), on my Account at the financial institution indicated on the reverse (the "Financial Institution") and I authorize the Financial Institution to honour and pay such debits. This Agreement and my authorization are provided for the benefit of the Payee and my Financial Institution and are provided in consideration of my Financial Institution agreeing to process debits against my Account in accordance with the Rules of the Canadian Payments Association. I agree that any direction I may provide to draw a Personal PAD, and any Personal PAD drawn in accordance with this Agreement, shall be binding on me as if signed by me, and, in the case of paper debits, as if they were cheques signed by me.
- 3. If the amount that I am required to pay under my agreement with the Payee changes, this authorization will continue to apply. I may revoke authorization at any time, upon notice being provided by me etiher in writing or orally. This notification must be provided to the Payee at least 30 days before the next debit is scheduled. I may obtain a sample PAD cancellation form or more information on my right to cancel a PAD Agreement at any branch of my financial institution or by visiting www.cdnpay.ca.

This authorization applies only to the method of payment and I agree that cancellation of this authorization does not terminate or otherwise have any effect on any contract that exists between me and the Payee

- 4. I agree that my Financial Institution is not required to verify that any Personal PAD has been drawn in accordance with this Agreement, including the amount, frequency and fulfillment of any purpose of any Personal PAD.
- 5. I agree that delivery of this Agreement to the Payee constitutes delivery by me to my Financial Institution. I agree that the Payee may deliver this Agreement to the Payee's financial institution and agree to the disclosure of any personal information which may be contained in this Agreement to such financial institution.
- 6. I understand that the Quarterly fixed amount of the PAD will be updated annually based on the Annual Membership Invoice amount and I understand that the invoice will be made available to me at least ten (10) calendar days before the due date of the first payment for that membership year.

Signature of Payor

- I agree that with respect to Personal PADs, where the payment frequency is sporadic, a password or secret code
 or other signature equivalent will be issued and shall constitute valid authorization for the Payee or its agent to
 debit my account.
- 8. I certify that all information provided with respect to the Account is accurate and I agree to inform the Payee, in writing, of any change in the Account information provided in this Agreement at least ten (10) business days prior to the next due date of a Personal PAD. In the event of any such change, this Agreement shall continue in respect of any new account to be used for Personal PADs.
- 9. I warrant and guarantee that all persons whose signatures are required to sign on the Account have signed this Agreement below. In addition I warrant and guarantee, where applicable, that I have the authority to electronically agree to commit to this Agreement by secure electronic signature and that my secure electronic signature conforms with the requirements of Rule H1.
- 10. I acknowledge receipt of a copy of this Authorization.
- 11. <u>Applicable to the Province of Quebec only</u>: It is the express wish of the parties that this Agreement and any related documents be drawn up and executed in English. Les parties conviennent que la présente convention et tous les documents s'y rattachant soient rédigés et signés en anglais.
- 12. I have certain recourse rights if any debit does not comply with this PAD Agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement.

To obtain more information on your recourse rights, contact any Branch of the Bank of Montreal or visit www.cdnpay.ca.

I have full responsibility to complete this form along with the payee.

I understand that this pre-authorized debit form may not be processed by the payee or the payee's financial institution if all sections are not completed correctly.

Signature of Payor	