

TRENDS INTERNATIONAL PUBLISHING CORPORATION

TO: HUMAN RESOURCES DEPARTMENT

RE: NEW HIRE INFORMATION

Last Name _____ First Name _____

Residential Address _____ City _____ Province _____ Postal Code _____

Shipping Address if different from above _____ City _____ Province _____ Postal Code _____

Home Tel. # _____ Bus. Tel. # _____

S.I.N. # _____ Start Date _____

Date of Birth _____ FM # _____
Day / Mon / Year

Hourly Rate _____ Mileage Rate _____ RM's Name _____

Please ensure that the following ORIGINAL documents are filled out completely and are LEGIBLE. Then return to your Regional Manager, who will review and forward to the Mississauga Head Office. Employment will not commence until completed documents are received by Human Resources. NO FAXES OR PHOTOCOPIES WILL BE ACCEPTED.

1. Employee Information & Emergency Contact Form
2. TD1 Forms (Federal and Applicable Provincial Form) must be completed and signed
3. Trends Charities Enrolment Form
4. Direct Deposit Form (completed and signed) and a Voided Cheque attached
5. Copy of S.I.N card (front and back) and if no copy, complete S.I.N. Information Form
6. Resume is required
7. Receipt & Acknowledgement of Employee Handbook Form by province
8. Confidential Information Agreement Employee Handbook Form by province
9. Information at the top of this form must be completed

Please note that if the New Hire Package is not 100% complete, it will be returned to the Regional Manager for completion and will delay your start date with Trends International. Once accepted by Human Resources, the New Hire Package will be processed. It will only be kept on file at the Mississauga Head Office and will be included with all Personnel Records.

Thank you,

TRENDS INTERNATIONAL PUBLISHING CORPORATION

Maddalena Malfara,
Corporate Controller



TRENDS INTERNATIONAL PUBLISHING CORPORATION

EMPLOYEE INFORMATION & EMERGENCY CONTACT

To be completed by Manager only after applicant is hired:

Employee Start Date _____
Day / Mon / Year

Last Name _____ First Name _____

Position _____ Salary or Hourly Rate _____

Date of Birth _____ Sex Male / Female
Day / Mon / Year (Please circle one)

Marital Status Single Married Separated Divorced Widowed Common Law
(Please circle one)

Dependents _____
(Please list names)

In case of emergency - contact: _____
Last Name First Name

Relation _____ Residential Tel # _____

Business Tel # _____ Cellular # _____

Contact Address _____

City _____ Province _____ Postal Code _____



TRENDS INTERNATIONAL PUBLISHING CORPORATION

S.I.N. INFORMATION

IF A COPY OF THE S.I.N. CARD IS NOT OBTAINED, PLEASE COMPLETE THE FOLLOWING ONCE HIRED. THE MANAGER MUST REVIEW THE ACTUAL S.I.N. CARD FOR ACCURACY AND THEN SIGN THIS FORM.

S.I.N. NUMBER _____

NAME ON S.I.N. CARD _____

DATE OF BIRTH _____
dd / mm / yy

Certification

I certify that the information given on this form is correct and complete.

Employee Name	Employee signature	Date
_____	_____	_____

Regional Manager Name	Regional Manager Signature	Date
_____	_____	_____

DIRECT DEPOSIT

NOW-- Instead of sending you a cheque, we are arranging a new direct deposit system. Your payment will be deposited directly into your personal account in the financial institution of your choice. Direct Deposit can help make your money management more convenient and assure you of receiving your funds on time.

It's Convenient-- If you happen to be ill, away on vacation, out of town on business or working shifts, you'll enjoy the convenience of Direct Deposit. On rainy days or busy days, there's no need to rush to the bank – your money is already there.

It's Assured – No matter where you live in Canada, postal or transportation disruptions will have little chance of delaying your payments.

It's Secure – There's no cheque to be lost or stolen. The problems and delays in requesting a replacement are avoided.

It's Confidential – Your funds are deposited directly into your personal deposit account, so its kept confidential. If you don't want banking information such as account statements or returned cheques mailed to your home, simply instruct your branch to direct them else-where.

It's Free – There is no extra charge for this service. In fact, many financial institutions permit one free cheque for each payroll deposit made, so banking costs may even be reduced.

How Direct Deposit Works

You – Authorize us to deposit your payment directly into your personal account with any financial institution in Canada by completing the attached enrolment form. To ensure that your account numbers are correct, please enclose a sample personalized deposit slip, or cheque marked "Void". If this is not possible, your bank branch can assist you in completing the account information.

We – Provide your bank account information to Canadian Imperial Bank Of Commerce (CIBC), together with the amount to be deposited.

Our Bank – CIBC will use their computers to deposit your payment directly into your account if your account is with them. If your account is with another financial institution, CIBC gives them the necessary information, and they will deposit the payment to your account.

THAT'S ALL THERE IS TO IT.

Questions you may have

Q Must my account be with CIBC?

A Banking with CIBC may offer some advantages, but if you wish, the Company can arrange through CIBC to have your money directed to any financial institution in Canada....other banks, trust companies, credit unions or caisses populaires.

Q How will I know how my payment is calculated?

A You will continue to receive a payment statement just as you do now.

Q Can my payment be divided and deposited to more than one account?

A Your entire payment will be deposited to one account. However, you can make arrangements with your local branch to make automatic transfers to other accounts.

Q What do I do when I need cash?

A Simply write a personal cheque for the amount you need and visit your bank at your convenience. You may be able to make arrangements with your branch to utilize a 24 hour automatic banking machine for cash withdrawals and other routine transactions.

Q Can a joint account be used?

A Yes, any type of savings or chequing account can be used. In fact, a joint account can be of extra convenience if you are away from home a great deal. If shared with a spouse, your husband or wife can still have access to the money.

REQUEST FOR PAYMENT BY DIRECT DEPOSIT											
NAME											
ADDRESS											
INFORMATION FOR PAYROLL PURPOSES											
SOCIAL INSURANCE NUMBER											
EMPLOYEE NUMBER						DEPT/BRANCH NO.					
ORGANIZATION/ COMPANY NAME											
IS HEREBY AUTHORIZED AND REQUESTED TO CREDIT PAYMENTS DUE TO MY ACCOUNT WITH THE FINANCIAL INSTITUTION DESIGNATED BELOW, UNTIL CANCELLED BY ME IN WRITING.											
SIGNATURE _____ DATE _____											
PLEASE ATTACH A SAMPLE PERSONALIZED DEPOSIT SLIP OR CHEQUE MARKED "VOID". IF THIS IS NOT POSSIBLE YOUR BANK BRANCH CAN ASSIST YOU IN COMPLETING THE ACCOUNT INFORMATION.											
BANK OR FINANCIAL INSTITUTION											
BRANCH ADDRESS											
CITY						PROVINCE					
BANK NUMBER						TRANSIT NUMBER					
ACCOUNT NUMBER											
REMOVE FIRST SECTION BY TEARING ALONG PERFORATED LINE.											
MOISTEN GUMMED EDGES AND FASTEN TO OPPOSITE PAGE TO FORM A RETURN ENVELOPE.											
REMEMBER TO ENCLOSE A SAMPLE OF YOUR PERSONALIZED DEPOSIT SLIP OR CHEQUE MARKED "VOID".											

CHARITIES

TRENDS WILL MATCH ALL YOUR CONTRIBUTIONS AND HELP ALL THESE GREAT ORGANIZATIONS DO THEIR WORK!



Your employer or payer will use this form to determine the amount of your tax deductions.

Read the back before completing this form. Complete this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address including postal code		For non-residents only – Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2013, see "More than one employer or payer at the same time" on the next page. If you are a non-resident, see "Non-residents" on the next page.

11,038

2. Child amount – Either parent (but not both), may claim \$2,234 for each child born in 1996 or later, that resides with both parents throughout the year. If the child is **infirm**, add **\$2,040** to the claim for that child. Any unused portion can be transferred to that parent's spouse or common-law partner. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the child amount for that same child.

3. Age amount – If you will be 65 or older on December 31, 2013, and your net income for the year from all sources will be \$34,562 or less, enter \$6,854. If your net income for the year will be between \$34,562 and \$80,256 and you want to calculate a partial claim, get the TD1-WS, *Worksheet for the 2013 Personal Tax Credits Return*, and complete the appropriate section.

4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.

5. Tuition, education, and textbook amounts (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Human Resources and Skills Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$400 for each month that you will be enrolled, plus \$65 per month for textbooks. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$120 for each month that you will be enrolled part time, plus \$20 per month for textbooks.

6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter \$7,697.

7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you, and whose net income for the year will be less than \$11,038 (\$13,078 if he or she is **infirm**) enter the difference between this amount and his or her estimated net income for the year. If your spouse's or common-law partner's net income for the year will be \$11,038 or more (\$13,078 or more if he or she is **infirm**), you cannot claim this amount.

8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you, and whose net income for the year will be less than \$11,038 (\$13,078 if he or she is **infirm** and you **did not claim the child amount** for this dependant), enter the difference between this amount and his or her estimated net income. If your eligible dependant's net income for the year will be \$11,038 or more (\$13,078 or more if he or she is **infirm**), you cannot claim this amount.

9. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$15,334 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older), enter \$4,490 (\$6,530 if he or she is **infirm**); or
- relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$6,530.

If the dependant's net income for the year will be between \$15,334 and \$19,824 (\$15,334 and \$21,864 if he or she is **infirm**) and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.

10. Amount for infirm dependants age 18 or older – If you support an infirm dependant age 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$6,548 or less, enter \$6,530. You cannot claim an amount for a dependant you claimed on line 9. If the dependant's net income for the year will be between \$6,548 and \$13,078 and you want to calculate a partial claim, get the TD1-WS, and complete the appropriate section.

11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition, education and textbook amounts, disability amount or child amount on his or her income tax return, enter the unused amount.

12. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition, education, and textbook amounts** on his or her income tax return, enter the unused amount.

13. TOTAL CLAIM AMOUNT – Add lines 1 through 12.
Your employer or payer will use this amount to determine the amount of your tax deductions.

Continue on the next page ➔

Completing Form TD1

Complete this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (such as when the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it and give it to your employer or payer.

If you do not complete a TD1 form, your new employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- ☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another TD1 form for 2013, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another TD1 form, **check** this box, enter "0" on line 13 on the front page and do not complete lines 2 to 12.

Total income less than total claim amount

- ☐ Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents

Are you a non-resident of Canada who will include 90% or more of your world income when determining your taxable income earned in Canada in 2013? If you are unsure of your residency status, call the International Tax Services Office at **1-800-267-5177**.

- ☐ • If **yes**, complete the previous page.
• If **no**, **check** the box, enter "0" on line 13 and do not complete lines 2 to 12, as you are not entitled to the personal tax credits.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than \$11,038, you also have to complete a provincial or territorial personal tax credit return. If you are an employee, use the TD1 form for your province or territory of employment. If you are a pensioner, use the TD1 form for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial TD1 form to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$11,038), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2013, you may be able to claim the child amount on Form TD1SK, *2013 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to complete Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2013, you can claim:

- \$8.25 for each day that you live in the prescribed northern zone; or
- \$16.50 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, get Form T2222, *Northern Residents Deductions*, and the Publication T4039, *Northern Residents Deductions – Places in Prescribed Zones*.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, complete a new Form TD1.

\$

Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for Year(s)* _____, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature _____

It is a serious offence to make a false return.

Date _____

Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Read the back before completing this form. Complete this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address including postal code		For non-residents only – Country of permanent residence	Social insurance number

<p>1. Basic personal amount – Every person employed in Newfoundland and Labrador and every pensioner residing in Newfoundland and Labrador can claim this amount. If you will have more than one employer or payer at the same time in 2013, see "Will you have more than one employer or payer at the same time?" on the next page.</p>	8,451
<p>2. Age amount – If you will be 65 or older on December 31, 2013, and your net income from all sources will be \$29,563 or less, enter \$5,395. If your net income for the year will be between \$29,563 and \$65,530 and you want to calculate a partial claim, get the TD1NL-WS, <i>Worksheet for the 2013 Newfoundland and Labrador Personal Tax Credits Return</i>, and complete the appropriate section.</p>	
<p>3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,000, or your estimated annual pension income, whichever is less.</p>	
<p>4. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Human Resources and Skills Development Canada, and you will pay more than \$100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$200 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$60 for each month that you will be enrolled part time.</p>	
<p>5. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i>, enter \$5,703.</p>	
<p>6. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you, and whose net income for the year will be \$691 or less, enter \$6,906. If his or her net income for the year will be between \$691 and \$7,597 and you want to calculate a partial claim, get the TD1NL-WS, and complete the appropriate section.</p>	
<p>7. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you, and whose net income for the year will be \$691 or less, enter \$6,906. If his or her net income for the year will be between \$691 and \$7,597 and you want to calculate a partial claim, get the TD1NL-WS, and complete the appropriate section.</p>	
<p>8. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$13,116 or less, and who is either your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> parent or grandparent (aged 65 or older); or relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$2,684. <p>If the dependant's net income for the year will be between \$13,116 and \$15,800 and you want to calculate a partial claim, get the TD1NL-WS, and complete the appropriate section.</p>	
<p>9. Amount for infirm dependants age 18 or older – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$5,768 or less, enter \$2,683. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$5,768 and \$8,451 and you want to calculate a partial claim, get the TD1NL-WS, and complete the appropriate section.</p>	
<p>10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.</p>	
<p>11. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her tuition and education amounts on his or her income tax return, enter the unused amount.</p>	
<p>12. TOTAL CLAIM AMOUNT – Add lines 1 through 11. Your employer or payer will use your claim amount to determine the amount of your provincial tax deductions.</p>	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>

Continue on the next page ➔

Completing Form TD1NL

Complete this form **only** if you are an employee working in Newfoundland and Labrador or a pensioner residing in Newfoundland and Labrador and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (such as when the number of your eligible dependants has changed);
- you want to increase the amount of tax deducted at source.

Sign and date it and give it to your employer or payer.

If you do not complete a Form TD1NL, your new employer or payer will deduct taxes after allowing the basic personal amount **only**.

Will you have more than one employer or payer at the same time?

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1NL for 2013, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1NL, enter "0" on line 12 on the front page and do not complete lines 2 to 11.

Total income less than total claim amount

☐ Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, complete the section called "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for Year(s)* ____, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get forms and publications go to www.cra.gc.ca/forms, or call 1-800-959-2221.

Certification

I certify that the information given in this return is, to the best of my knowledge, correct and complete.

Signature _____

It is a serious offence to make a false return.

Date _____

RECEIPT AND ACKNOWLEDGMENT OF THE TRENDS INTERNATIONAL PUBLISHING CORPORATION EMPLOYEE HANDBOOK

I understand that my signature below indicates that I have received the Trends International Publishing Corporation Employee Handbook. I also understand that it is my responsibility to read the Handbook. I also understand that the policies and/or procedures in this Handbook may be changed by the Company from time to time. Furthermore, I understand that the policies and procedures contained in this Handbook do not constitute a guarantee of employment and that my employment may be terminated with the minimum notice or payments required by the provincial statute of **Newfoundland**, as it may be amended from time to time and subject to the Act's exceptions, or such greater notice or payments as may be required by any written contract of employment, if any.

I have had full opportunity to consult with an advisor of my choice.

(The signed original copy of this agreement will be filed in your personnel file.)

Employee Signature

Date

Name (please print)

TRENDS INTERNATIONAL PUBLISHING CORPORATION CONFIDENTIAL INFORMATION AGREEMENT

In consideration for continued employment with TRENDS INTERNATIONAL PUBLISHING CORPORATION (Trends) and in connection with such employment, and for other good and valuable consideration received, I agree as follows:

1. I acknowledge that during the course of my employment, I may be exposed to confidential or proprietary information, which is the exclusive property of Trends. I agree that I will not disclose such information to third persons without first having obtained written permission from the President of Trends. I further agree that all proprietary or confidential information and products, inventions or discoveries that I develop or assist to develop during or as a result of my employment will become the property of Trends unless written release thereof is given by Trends.
2. This agreement supersedes all previous agreements, written or oral, relating to confidential or proprietary information, and inventions, discoveries or products and cannot be changed orally.
3. I understand that damages for violations of this agreement would be extremely difficult to compute and agree, therefore, that Trends would be entitled to obtain injunctive relief to prevent violation of this agreement.
4. This agreement shall be construed according to the laws of the province of **Newfoundland**.

(The signed original copy of this agreement will be filed in your personnel file.)

Employee Signature

Date

Name (please print)