

BETWEEN:

(hereinafter referred to as “the Parity Committee”)

AND:

(hereinafter referred to as “the Employer”)

WHEREAS the Parity Committee accepts, under certain conditions, the electronic transmission of the monthly report from the Employer;

CONSEQUENTLY, the parties agree on the following:

1 - INTERPRETATION CLAUSE

1.1 Definitions

In this agreement, unless the context suggests a different meaning, we mean by:

1.1.1 Act

“Act”: the Act respecting collective agreement decrees (R.S.Q., c. D-2);

1.1.2 Parity Committee

“Parity Committee”: the Parity Committee duly constituted under the Act, and a party of this agreement;

1.1.3 Decree

“Decree”: the decree adopted under the Act and monitored by the Parity Committee, who also ensures its observance;

1.1.4 Regulation

“Regulation”: the regulation, approved under the Act by the government, rendering the transmission of the monthly report to the CPA mandatory;

1.1.5 Employer

“Employer”: The Employer, a party of this agreement, governed by the Act and Decree, bound under regulation to transmit a monthly report to the Parity Committee;

1.1.6 Standard form

“Standard form”: the monthly report form rendered mandatory under the regulation elaborated by the Parity Committee, for which a copy is enclosed in Annex “A” of this agreement, and including occasional modifications made by the Parity Committee;

1.1.7 Electronic monthly report

“Electronic monthly report”: the monthly report, electronically transmitted to the Parity Committee, and including the same information as the standard monthly report form;

1.1.8 User ID

“User ID”: user identification consisting of a unique sequence of alphanumeric characters, and attributed to a user (Employer) by the Parity Committee for the purpose of uniquely identifying such a user;

1.1.9 Password

“Password”: piece of authentication consisting of a character string or secret “code” chosen by the user (Employer), which must be entered when accessing the Parity Committee’s Web site for a transaction, notably for the transmission of the electronic monthly report.

1.2 Preamble

The preamble is an integral part of this agreement.

1.3 Headlines and Captions

The headlines and captions of this agreement are included solely for reference purposes, in order to facilitate consultation.

1.4 Applicable Laws

The parties acknowledge and accept that, notwithstanding the place of signature of this agreement, it is governed by the laws of Québec and is deemed concluded in the judicial district of Montréal.

2 - REGISTRATION

Before submitting an electronic monthly report to the Parity Committee through its Web site (www.cpamontreal.ca), the Employer must first register with the Parity Committee and provide a valid email address. The Parity Committee will use this address to send confirmation of receipt of the report, reminders and error messages generated by the system while processing the electronic monthly report.

3 - PRESENTATION AND FORMATTING

The electronic monthly report must include the same information as the standard monthly report. When printed on paper support, the electronic monthly report must be formatted exactly as the standard monthly report.

4 - CONTENT

The electronic monthly report must include all of the information required by the Act, the Decree, and the regulation. Specific instructions on this matter are provided in Annex "B" of this agreement (Instruction Manual, Electronic Transmission of the Monthly Report Using the XML Format).

5 - ACCURACY OF THE INFORMATION

The Employer duly acknowledges that the information included in the electronic monthly report submitted to the Parity Committee truly accounts for the situation prevailing in his current activities, and he specifically acknowledges that he could eventually be found liable for any inaccuracy, false information or omission, whether the actual transmission of the report was done by himself or by one of his authorized agents (for example: employee, accounting firm, payroll services firm).

The Employer duly acknowledges that any electronic monthly report, submitted to the Parity Committee by himself or by one of his authorized agents, that does not comply with any of the guidelines provided in this agreement (including its annexes) will be considered null and void by the Parity Committee and, therefore, the Employer will have to replace it by completing a new monthly report using the standard form.

6 - VALIDITY OF THE ELECTRONIC TRANSMISSION

The Employer must accept that an electronic monthly report, whether its actual transmission to the Parity Committee is done by him or by one of his authorized agents, holds the same value as the standard monthly report form, manually completed and signed by the Employer himself or by a responsible person at his establishment, in compliance with the regulation (Annex "C") with due notice to the Parity Committee and with the completion and signature of an authorization (Annex "D").

The electronic monthly report must be transmitted to the Parity Committee on or before the 15th day of the month following the reference period. If, for any reason, the Employer cannot comply with this rule, he must then submit a manually completed monthly report form to the Parity Committee, while still ensuring to meet the deadline.

The levy must be received by the Parity Committee on or before the 15th of the month following the period covered by the report. It should be sent by mail or directly on-line.

7 - CONFIDENTIALITY OF THE USER ID AND PASSWORD

Any Employer in possession of a user ID is responsible for the confidentiality of both his user ID and password, which are reserved exclusively for his own use.

The Employer is liable for any action resulting from the use of his user ID and password from the moment they are assigned to him, when signing this agreement, until he informs the Parity Committee about any unauthorized use of the above mentioned user ID and password.

The Employer is responsible for immediately informing the Parity Committee about any unauthorized use of his user ID and password, or about any attempt at breaking system access security. He is also responsible for taking every possible measure to ensure the safe and secure use of this online service. Additionally, the Employer may change his password after obtaining authorization from the Parity Committee.

The Parity Committee cannot be held responsible for any loss or damage resulting from non-compliance with any of the guidelines provided in this section.

8 - MODIFICATION OF THE STANDARD FORM AND/OR ELECTRONIC MONTHLY REPORT FORM

The Parity Committee reserves the right to modify the standard form and/or the electronic monthly report; it will inform the Employer about any changes, who will then be responsible for taking them into consideration.

9 - PRINTING OF THE ELECTRONIC MONTHLY REPORT

The Employer must keep a printed copy of every electronic monthly report transmitted to the Parity Committee. Each copy should be kept at the establishment or head office, for a period of at least five (5) years. The formatting and presentation of copies must be identical to those of the standard form.

10 - CANCELLATION

The Parity Committee reserves the right to cancel this agreement if the Employer fails to comply with it. The latter will then be notified in writing.

11 - EFFECTIVE DATE

This agreement becomes effective immediately after both parties have signed it. Henceforth, the Employer must transmit the electronic monthly report, in due time, each and every month. The Employer may ask an authorized agent to transmit the report. The Employer must also send his payment for the amount provided for in sub-section i) of section 22 of the Act, and in the regulation concerning the levy from le Comité paritaire de l'industrie des services automobiles de la région de Montréal (*the Parity committee of the automotive services industry in the Montréal region*) and district, by using one of these two methods: directly on-line by selecting one of the participating financial institutions or by mail appending the "Remittance slip"; a copy of this form, which could be occasionally modified by the Parity Committee, is provided in Annex "E" of this agreement.

IN WITNESS WHEREOF, THE PARTIES HAVE SIGNED

DATE: _____

DATE: _____

THE PARITY COMMITTEE

ANNEX « A »

STANDARD FORM

La Commission paritaire de l'industrie des services automobiles de la région de Montréal
The Parity committee of the automotive services industry in the Montréal region
 509, rue Bélanger
 Montréal (Québec) H2S 1G5
 Tél.: 514 288-3003 Téléc.: 514 288-2984

RAPPORT MENSUEL • MONTHLY REPORT
 (VOIR INSTRUCTIONS GÉNÉRALES AU VERSO)
 (SEE GENERAL INSTRUCTIONS ON BACK)

EN VERTU DE LA LOI SUR LES DÉCRETS DE CONVENTION COLLECTIVE, VOUS ÊTES TENUS DE GARDER DANS VOTRE ÉTABLISSEMENT COPIE DE CE RAPPORT POUR LES FINS DE VÉRIFICATION DES INSPECTEURS DU COMITÉ.
 UNDER THE ACT RESPECTING COLLECTIVE AGREEMENT DECREES YOU MUST KEEP A COPY OF THIS REPORT IN YOUR ESTABLISHMENT FOR THE PURPOSE OF VERIFICATION BY THE INSPECTORS OF THE COMMITTEE.

ANÉE YEAR 1 MOIS MONTH 2 N° D'ÉTABLISSEMENT ESTABLISHMENT NO. 3

PÉRIODE PRÉCÉDENTE LE MOIS EN COURS PREVIOUS PERIOD		TAUX HORAIRE HOURLY RATE		PRIME BONUS		JOURS TRAVAILÉS WORKING DAYS		NORMALES REGULAR		NORMALES REGULAR		PLUS 50% PLUS 50%		TOTAL DES HEURES TOTAL HOURS		AUTRES GAINS - OTHER WAGES		PAIE WAGE		TOTAL DES GAINS TOTAL WAGES	
22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	
<p>1. NO ASS. SOC.-SOC. INS. NO. 4. USAGE DU COMITÉ - FOR COMMITTEE USED 5. SEXE-SEX 6. CORRESPONDANT - CORRESPONDANT 7. ARTISAN - ARTISAN 8. SALARIÉ-EMPLOYÉ 9. TITRE-POSTE</p> <p>10. NOM - SURNAME 11. PRÉNOM - GIVEN NAME 12. DATE D'ÉMISSION - DATE ISSUED 13. DATE D'EXPIRATION - EXPIRATION DATE 14. DATE DE DÉPART - DEPARTURE DATE 15. VILLE - MUNICIPALITY 16. CODE POSTAL - POSTAL CODE 17. TÉLÉPHONE - PHONE 18. N° CARTE COMPÉTENCE - COMPETENCY CARD NO. 19. MÉTIER - TRADE 20. CODE MÉTIER - TRADE CODE 21. DATE D'ÉMISSION - DATE ISSUED 22. MOIS - MONTH 23. JOUR - DAY 24. ANÉE - YEAR 25. MOIS - MONTH 26. JOUR - DAY 27. ANÉE - YEAR 28. MOIS - MONTH 29. JOUR - DAY 30. ANÉE - YEAR 31. MOIS - MONTH 32. JOUR - DAY 33. ANÉE - YEAR 34. MOIS - MONTH 35. JOUR - DAY 36. ANÉE - YEAR 37. MOIS - MONTH 38. JOUR - DAY 39. ANÉE - YEAR 40. MOIS - MONTH 41. JOUR - DAY 42. ANÉE - YEAR</p>																					
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À L'USAGE DU COMITÉ SEULEMENT - FOR COMMITTEE USE ONLY

TRAITEMENT		CHÉQUE		RÉPARTITION		CONTRÔLE	
INT.	DATE	ÉTABLISSEMENT	EMPLOYEURS	\$	INT.	RECEVUE DE CASSÉ NO	DATE DE RÉCEPTION
		\$	DÉBIT - DÉBIT	\$			
		\$	CRÉDIT - CREDIT	\$			
		\$	AUTRES	\$			
		\$	TOTAL	\$			

MESSAGE IMPORTANT MESSAGE

44. LE RAPPORT MENSUEL DOIT ÊTRE COMPLÉTÉ, SIGNÉ, DÂTÉ ET RETOURNÉ AU COMITÉ ACCOMPAGNÉ DU MONTANT DU PRÉLÈVEMENT AVANT LE 15 DU MOIS SUIVANT LA PÉRIODE DU RAPPORT.
 THE MONTHLY REPORT IS TO BE COMPLETED, SIGNED, DATED AND RETURNED TO THE COMMITTEE ACCOMPANIED BY THE AMOUNT OF THE DEDUCTION BEFORE THE 15TH OF THE MONTH FOLLOWING THE PERIOD REPORTED.

NOM ET ADRESSE DE L'EMPLOYEUR - NAME AND ADDRESS OF THE EMPLOYER

CEtte PARTIE DOIT ÊTRE REMPLIE PAR L'EMPLOYEUR - THIS PART MUST BE COMPLETED BY EMPLOYER

RÉPARTITION DES PRÉLÈVEMENTS - LEVIES DISTRIBUTION		DÉBIT - CREDIT	
PRÉLÈVEMENTS SALARIÉS - EMPLOYER'S CONTRIBUTION	\$	PRÉLÈVEMENTS SALARIÉS - EMPLOYER'S CONTRIBUTION	\$
35. %	\$	36. %	\$
37. %	\$	38. %	\$
39. %	\$	40. %	\$
41. %	\$	42. %	\$
TOTAL	\$	TOTAL	\$

43. SIGNATURE AUTORISÉE - AUTHORIZED SIGNATURE 44. A/Y 45. MO 46. J/D

47. NO DE TEL. - PHONE NO.

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Instruction Manual



Electronic Transmission of the Monthly Report Using the XML Format

***October 2005
Version 1.2***

THE PARITY COMMITTEE OF THE AUTOMOTIVE SERVICES INDUSTRY IN THE MONTRÉAL REGION

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<http://www.serti.com>

Section 1. The XML Standard

XML (eXtensible Markup Language) can be thought of as an improved HTML language, as it allows documents to be formatted using tags (or markups), but also allows new tags to be defined.

Unlike HTML, considered to be a defined and fixed language (with a limited number of tags), XML can be considered as a metalanguage allowing the definition of other languages, i.e., the definition of new tags that describe the formatting of a document. XML's strength comes from its capacity to describe any data domain thanks to its extensibility. It allows information to be structured and its vocabulary and syntax to be defined.

In fact, XML tags describe content rather than formatting (unlike HTML). Therefore, **XML allows content and formatting to be separated**, which in turn allows, for example, the same document to be displayed using many different combinations of software and hardware, with no need to create that many versions of the document!

XML was developed by the XML Working Group formed under the auspices of the World Wide Web Consortium (W3C) in 1996. Starting from February 10, 1998, the 1.0 version of the XML specifications has been accepted by the W3C, making it an officially recognized language.

XML is a subset of SGML (Standard Generalized Markup Language), as defined by the ISO8879 standard in 1986, and used in Electronic Document Management (EDM). XML has most of SGML's functionalities, as it is a simplified version of SGML specifically adapted for use on the Web.

Here are the main advantages of XML:

- legibility: in theory, no specific knowledge is necessary to understand an XML document;
- self-description and extensibility;
- tree structure: allows the modeling of most computational problems;
- universality and portability: supports the various character sets;
- ease of deployment: can be distributed using any protocol capable of transferring text, like HTTP;
- ease of integration: an XML document can be used by any application capable of parsing text (i.e., capable of analysing XML code);
- extensibility: an XML document must be usable in all fields of application.
- In short, XML is particularly well adapted for the exchange of data and documents.

What is XML?

The XML standard in itself should be thought of as a tool that allows the definition of a language (i.e., a metalanguage), thus allowing the creation of documents structured with tags.

A tag is a character string of the form:

```
<tag>
```

Therefore, an XML document, i.e., a file created in compliance with the XML specifications, will, for example, look like this:

```
<directory>
<person class = "student">
<surname>Smith</surname>
<firstname>John</firstname>
<telephone>555-1234</telephone>
<email>webmaster@website.net</email>
</person>
<person>
...
</person>
</directory>
```

Lastly, comments can be added to the XML document like this:

```
<-- Here is an XML comment -->
```

Structure of an XML Document

An XML document is divided in three parts:

The first part, referred to as the prolog, contains the XML norm version used to create the document (this information is mandatory) and the encoding (character set) used in the document (optional attribute). Therefore, the prolog consists of a single line like this:

```
<?xml version="1.0" encoding="ISO8859-1"?>
```

The second element consists of an annexed file containing the Document Type Definition (DTD).

The last part of an XML document is the element tree (as displayed above).



<http://www.commentcamarche.com/>

The information provided in this section has been adapted from “*Comment ça marche?*”, a website presenting computer science concepts in a simplified way.

Section 2. Electronic Monthly Report

The electronic monthly report is an XML document containing the same information as usually found in the standard monthly report (paper form). It is transmitted via FTP for processing.

Name of the XML Document

Here is the suggested format for naming the XML document: RMyymmnn.xml

RM:	Fixed value.
yymm:	The report's reference period where yy represents the year and mm the month.
nn:	The monthly report's number (see below).
xml:	Fixed value. File extension associated to an XML document.
Example:	RM021100.xml would consist of the monthly report for November 2002.

Content of the XML Document

As previously noted, the XML document is divided in three parts. However, for the transmission of the electronic monthly report, only the first and third parts are used. Therefore, the Document Type Definition must NOT be included. Instead, a DTD document is provided (later in this document) for you to validate your generated XML file.

Before describing the contents of the electronic monthly report, here is an example:

```
<?xml version="1.0"?>
<RapportMensuel Periode="01-01" Folio="12345-001" Numero="0">

  <Salarie>
    <NAS>123456789</NAS>
    <Sexe>H</Sexe>
    <Langue>F</Langue>
    <Artisan>N</Artisan>
    <Nom>Berri</Nom>
    <Prenom>Jean-Paul</Prenom>
    <DateNaissance>19690115</DateNaissance>
    <Adresse>8585 Rue du port</Adresse>
    <DateEmbauche>20010502</DateEmbauche>
    <DateDepart></DateDepart>
    <Ville>Montréal</Ville>
    <CodePostal>J6F4M8</CodePostal>
    <Telephone>5141234567</Telephone>
    <Metier>0502</Metier>
    <TotalGainsMois>1000.00</TotalGainsMois>
    <Prelevement>30.00</Prelevement>
    <SousPeriode FinissantLe="01-07">
      <TauxHoraire>100.00</TauxHoraire>
      <PrimeEquipe>0.00</PrimeEquipe>
      <HeuresFeriees>0.00</HeuresFeriees>
      <HeuresJour>10.00</HeuresJour>
      <HeuresNuit>0.00</HeuresNuit>
      <Heures50>0.00</Heures50>
      <TotalHeures>10.00</TotalHeures>
      <HeuresCumulees>0.00</HeuresCumulees>
      <Ajustement>0.00</Ajustement>
      <Boni>0.00</Boni>
      <Commission>0.00</Commission>
      <PreavisDepart>0.00</PreavisDepart>
      <TauxFixe>0.00</TauxFixe>
      <Vacances>0.00</Vacances>
      <TotalGainsSemaine>1000.00</TotalGainsSemaine>
    </SousPeriode>
    <SousPeriode>
      ...
    </SousPeriode>
  </Salarie>
  <Salarie>
    ...
  </Salarie>
    <PercuSalaries>15.00</PercuSalaries>
    <PartEmployeur>15.00</PartEmployeur>
    <CotisationArtisans>0.00</CotisationArtisans>
    <DebitCredit>0.00</DebitCredit>
    <Total>30.00</Total>

</RapportMensuel>
```

The Prolog

The prolog is the first element of an XML document. It identifies the version of the XML specifications used in the file. It is a fixed value, looking like this in the current version:

```
<?xml version="1.0"?>
```

The Element Tree

The electronic monthly report has a three-level tree structure. The first level (origin) consists of the monthly report itself. A monthly report contains information about each employee, forming the second level. For each employee, various sub-periods can be defined, and they form the third level.

First level – The Monthly Report

There may be only a single monthly report for each XML document. It is defined using the “[RapportMensuel](#)” entity. It has three different attributes: reference period, folio (establishment) number, and monthly report number. The reference period and the folio number are mandatory. The monthly report also contains 6 sub-elements, including the employee, which can be repeated indefinitely (i.e. once for each employee to be declared).

Second Level – The Employee

The employee is described using the “[Salarie](#)” entity. This level has no attributes, but does contain 17 sub-elements, including the sub-period, which can be repeated up to five times. Four of these sub-elements are mandatory: social insurance number, surname, first name and trade.

Third Level – The Sub-Period

The sub-period is defined using the “[SousPeriode](#)” entity. It has only one attribute, which is the last day of the pay period. This attribute is mandatory. The sub-period contains 16 sub-elements.

The DTD document

Here is the DTD document that must be used to validate your generated XML file.

```
<!ELEMENT RapportMensuel (Salarie* , PercuSalaries? , PartEmployeur? ,
CotisationArtisans? , DebitCredit? , Total?)>
<!ATTLIST RapportMensuel Periode CDATA #REQUIRED>
<!ATTLIST RapportMensuel Folio CDATA #REQUIRED>
<!ATTLIST RapportMensuel Numero CDATA>

<!ELEMENT Salarie (NAS , Sexe? , Langue? , Artisan? , Nom , Prenom , DateNaissance? ,
Adresse? , DateEmbauche? , DateDepart? , Ville? , CodePostal? , Telephone? , Metier ,
TotalGainsMois? , Prelevement? , SousPeriode*)>
<!ELEMENT NAS (#PCDATA)>
<!ELEMENT Sexe (#PCDATA)>
<!ELEMENT Langue (#PCDATA)>
<!ELEMENT Artisan (#PCDATA)>
<!ELEMENT Nom (#PCDATA)>
<!ELEMENT Prenom (#PCDATA)>
<!ELEMENT DateNaissance (#PCDATA)>
<!ELEMENT Adresse (#PCDATA)>
<!ELEMENT DateEmbauche (#PCDATA)>
<!ELEMENT DateDepart (#PCDATA)>
<!ELEMENT Ville (#PCDATA)>
<!ELEMENT CodePostal (#PCDATA)>
<!ELEMENT Telephone (#PCDATA)>
<!ELEMENT Metier (#PCDATA)>

<!ELEMENT SousPeriode (TauxHoraire? , PrimeEquipe? , HeuresFeriees? , HeuresJour? ,
HeuresNuit? , Heures50? , TotalHeures? , HeuresCumulees? , Ajustement? , Boni? ,
Commission? , PreavisDepart? , HeuresCumPayees? , TauxFixe? , Vacances? ,
TotalGainsSemaine?)>
<!ATTLIST SousPeriode FinissantLe CDATA #REQUIRED>
<!ELEMENT TauxHoraire (#PCDATA)>
<!ELEMENT PrimeEquipe (#PCDATA)>
<!ELEMENT HeuresFeriees (#PCDATA)>
<!ELEMENT HeuresJour (#PCDATA)>
<!ELEMENT HeuresNuit (#PCDATA)>
<!ELEMENT Heures50 (#PCDATA)>
<!ELEMENT TotalHeures (#PCDATA)>
<!ELEMENT HeuresCumulees (#PCDATA)>
<!ELEMENT Ajustement (#PCDATA)>
<!ELEMENT Boni (#PCDATA)>
<!ELEMENT Commission (#PCDATA)>
<!ELEMENT PreavisDepart (#PCDATA)>
<!ELEMENT HeuresCumPayees (#PCDATA)>
<!ELEMENT TauxFixe (#PCDATA)>
<!ELEMENT Vacances (#PCDATA)>
<!ELEMENT TotalGainsSemaine (#PCDATA)>

<!ELEMENT TotalGainsMois (#PCDATA)>
<!ELEMENT Prelevement (#PCDATA)>

<!ELEMENT PercuSalaries (#PCDATA)>
<!ELEMENT PartEmployeur (#PCDATA)>
<!ELEMENT CotisationArtisans (#PCDATA)>
<!ELEMENT DebitCredit (#PCDATA)>
<!ELEMENT Total (#PCDATA)>
```


Section 3. Available Entities

Entities are named using a capital letter at the beginning of each word, in order to facilitate the reading of XML documents. However, the actual data processing is not case sensitive – the “Adresse” entity will be recognized whether it is entered as **adresse** or **ADRESSE**.

Entity: Adresse (Address)

Box 12 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee’s home address. It must include the civic number, street name and apartment number if applicable.

Entity: Ajustement (Adjustment)

Box 31-A of the monthly report

Hierarchy

Contained by: SousPeriode.

Content

The adjustment amount paid to the employee. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: Artisan (Artisan)

Box 7 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

Defines the artisan status of the employee. The only accepted values are "O" (Oui = Yes) and "N" (Non = No).

Entity: Boni (Bonus)

Box 31-B of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The bonus amount paid to the employee. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: CodePostal (Postal code)

Box 16 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's home postal code. The accepted format is "C#C#C#", where C represents a letter (A-Z) and # represents a number (0-9).

Entity: Commission (Commission)

Box 31-C of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The commission amount paid to the employee. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: CotisationArtisans (Artisan's levy)

Box 37 of the monthly report.

Hierarchy

Contained by: RapportMensuel.

Content

The amount of artisan's levy collected for the month, if applicable. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: DateDepart (Departure date)

Box 14 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's departure date. The accepted format is "yyyymmdd", where *yyyy* represents the year, *mm* represents the month and *dd* represents the day. The month is numerically represented. The month and day must each be in two digits, with a leading zero if necessary.

Valid examples: 19570205, 20021231

Invalid examples: 195725, 570205, 1957/02/05, 57-02-05

When an employee leaves, the departure date must be entered in this entity, and the amount paid as an advance termination notice must be entered in the [PreavisDepart](#) entity (box 31-D).

Entity: DateEmbauche (Hiring date)

Box 13 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's hiring date. The accepted format is "yyyymmdd", where *yyyy* represents the year, *mm* represents the month and *dd* represents the day. The month is numerically represented. The month and day must each be in two digits, with a leading zero if necessary.

Valid examples: 19570205, 20021231

Invalid examples: 195725, 570205, 1957/02/05, 57-02-05

Entity: DateNaissance (Date of birth)

Box 11 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's date of birth. The accepted format is "yyyymmdd", where *yyyy* represents the year, *mm* represents the month and *dd* represents the day. The month is numerically represented. The month and day must each be in two digits, with a leading zero if necessary.

Valid examples: 19570205, 20021231

Invalid examples: 195725, 570205, 1957/02/05, 57-02-05

Entity: DebitCredit (Debit - Credit)

Box 38 of the monthly report.

Hierarchy

Contained by: RapportMensuel.

Content

The debit or credit amount. If you enter an amount in this entity, you must include a supporting document or explanatory note with your cheque. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: DepartPreavis (Prior departure notice)

Box 31-D of the monthly report.

Hierarchy

Contained by: SousPeriode

Content

The amount paid to the employee as part of a prior departure notice. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: HeuresCumPayees (Paid accumulated hours)

Box 31-H of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The amount paid to the employee for accumulated hours. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: HeuresCumulees (Hours accumulated)

Box 30 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total of unpaid hours cumulated for upcoming leaves. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 8, 7.50, -8

Invalid examples: 7,50

Entity: HeuresFeriees (Hours paid for non-working holidays)

Box 25 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total of hours paid for non-working holidays. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 8, 7.50, -8

Invalid examples: 7,50

Entity: HeuresJour (Day hours worked)

Box 26 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total of day hours worked. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 8, 7.50, -8

Invalid examples: 7,50

Entity: HeuresNuit (Night hours worked)

Box 27 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total of night hours worked. The hourly rate used in the calculations will be increased by the value entered in the [PrimeEquipe](#) entity. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 8, 7.50, -8

Invalid examples: 7,50

Entity: Heures50 (Hours worked overtime)

Box 28 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total of hours worked overtime. The hourly rate used in calculations will be multiplied by 1.5 (50%). Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 8, 7.50, -8

Invalid examples: 7,50

Entity: Langue (Language)

Box 6 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's language of correspondence. The only accepted values are "F" (French) and "E" (English).

Entity: Metier (Trade)

Box 20 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

Mandatory. The employee's trade code. Accepted values are listed in appendix A.

Entity: NAS (SIN)

Box 3 of the monthly report.

Hierarchy

Contained by: Salarie

Content

Mandatory. The employee's social insurance number. The accepted format is "#####" where # represents a number (0-9).

Entity: Nom (Surname)

Box 9 of the monthly report.

Hierarchy

Contained by: Salarie

Content

Mandatory. The employee's surname.

Entity: PartEmployeur (Employer's levy)

Box 36 of the monthly report.

Hierarchy

Contained by: RapportMensuel

Content

The amount of employer's levy collected for the month. Please note that this amount must be equal to the total employee's levies entered in the **PercuSalaries** entity. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: PercuSalaries (Total employee's levies)

Box 35 of the monthly report.

Hierarchy

Contained by: RapportMensuel

Content

The total amount of employee's levies. It is equal to the sum of all **Prelevement** entities (employee's levy for the month). Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: Prelevement (Employee's levy)

Box 34 of the monthly report.

Hierarchy

Contained by: Salarie

Content

The amount of employee's levy collected for the month. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: Prénom (Given name)

Box 10 of the monthly report.

Hierarchy

Contained by: Salarie

Content

Mandatory. The employee's given name.

Entity: PrimeEquipe (Night or shift premium)

Box 24 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The night or shift premium paid to the employee. Usually used for night-time work. Only positive numerical values are accepted. The point (.) acts as a decimal separator.

Valid examples: 1, 0.7500, 0.75

Invalid examples: -1, 0,7500

Entity: RapportMensuel (Monthly report)

Entry point of the monthly report. This is the first entity found in the XML document.

Hierarchy

Contains: Salarie, PercuSalaries, PartEmployeur, CotisationArtisans, DebitCredit, Total.

Attributes

Periode	<p>Box 1 of the monthly report.</p> <p><i>Mandatory.</i> The reference period for the monthly report. Accepted formats are "yymm" and "yy-mm", where <i>yy</i> represents the year and <i>mm</i> represents the month. The month is numerically represented. The month and day must each be in two digits, with a leading zero if necessary.</p> <p>Valid examples: 0101, 01-01</p> <p>Invalid examples: 1-01, 01-15, 01-OC</p>
Folio	<p>Box 2 of the monthly report.</p> <p><i>Mandatory.</i> The number associated with the establishment submitting the monthly report, and assigned by the CPA Montréal. The usual format is "#####-###", where # represents a number (0-9). Example: 17014-001.</p> <p><i>Please use this number for all correspondence.</i></p>
Numero	<p>The identification number of the monthly report's copy. It allows the submission of a revised report replacing the original, since only the highest numbered copy will be kept. Accepted formats are "#" and "##".</p> <p>Valid examples: 0, 1, 00, 01</p> <p>Invalid examples: 1-01, 01-15, 01-OC</p> <p>If omitted, the default value "0" is used.</p>

Content

All entities listed in the hierarchy section.

Entity: Salarie (Employee)

Information related to the employee.

Hierarchy

Contained by: RapportMensuel.

Contains: Adresse, Artisan, CodePostal, DateDepart, DateEmbauche, DateNaissance, Langue, Metier, NAS, Nom, Prelevement, Prenom, Sexe, SousPeriode, Telephone, TotalGainsMois, Ville.

Content

All entities listed in the hierarchy section.

Entity: Sexe (Gender)

Box 5 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's gender. The only accepted values are "F" (Female) and "M" (Male).

Entity: SousPeriode (Sub-period)

A pay period.

Hierarchy

Contained by: Salarie.

Contains: Ajustement, Boni, Commission, HeuresCumPayees, HeuresCumulees, HeuresFeriees, HeuresJour, HeuresNuit, Heures50, PreavisDepart, PrimeEquipe, TauxFixe, TauxHoraire, TotalGainsSemaine, TotalHeures, Vacances.

Attributes

FinissantLe Box 22 of the monthly report.
Mandatory. The last day of the pay period. Each pay period is either one or two weeks long. Accepted formats are "mmdd" and "mm-dd", where mm represents the month and dd represents the day. The month is numerically represented. The month and day must each be in two digits, with a leading zero if necessary.
Valid examples: 0101, 01-01
Invalid examples: 1-01, OC-01, 02-30, 01-55
Please enter the reference week, as usual, in your pay book.

Content

All entities listed in the hierarchy section.

Entity: TauxFixe (Flat rate)

Box 31-T of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The amount of the total flat rate wage paid to the employee. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: TauxHoraire (Hourly rate)

Box 23 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The hourly rate paid to the employee. Only positive numerical values are accepted. The point (.) acts as a decimal separator.

Valid examples: 15, 15.2500, 15.25

Invalid examples: -15, 15,2500

Entity: Telephone (Telephone)

Box 17 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's telephone number. Accepted formats are "#####" (7 numbers) and "#####" (10 numbers) where # represents a number (0-9).

Entity: Total (Total)

Box 39 of the monthly report.

Hierarchy

Contained by: RapportMensuel.

Content

Total levy for the month. The levy must be sent by mail or paid directly on-line. It is equal to the sum of the following entities: [PercuSalaries](#), [PartEmployeur](#), [CotisationArtisans](#) and [DebitCredit](#). Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: TotalGainsMois (Total monthly gross salary)

Box 33 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The total monthly gross salary, before deductions. It is equal to the sum of all the **TotalGainsSemaine** entities entered for the various sub-periods. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: TotalGainsSemaine (Total weekly gross salary)

Box 32 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total weekly gross salary, before deductions, for the reference week. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: TotalHeures (Total hours)

Box 29 of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The total of hours paid to the employee. It is equal to the sum of the following entities: **HeuresFeriees**, **HeuresJour**, **HeuresNuit** and **Heures50**. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 40, 37.50, -40

Invalid examples: 37,50

Entity: Vacances (Vacation)

Box 31-V of the monthly report.

Hierarchy

Contained by: SousPeriode.

Content

The amount paid to the employee for vacation. Only numerical values are accepted. Negative values are preceded by a hyphen (-). The point (.) acts as a decimal separator.

Valid examples: 1500, 1500.00, -1500, -1500.00

Invalid examples: 1 500, 1500-, (1500.00), 1500,00

Entity: Ville (City)

Box 15 of the monthly report.

Hierarchy

Contained by: Salarie.

Content

The employee's city of residence.

Appendix A: Trade codes

<u>Numerical code</u>	<u>Simplified code</u>	<u>Title</u>	<u>Category</u>
1001	MEC.	Mechanic (1 st class)	Journeyman
1002	MEC.	Mechanic (2 nd class)	Journeyman
1003	MEC.	Mechanic (3 rd class)	Journeyman
1004	MEC.	Apprentice Mechanic (3 rd year)	Apprentice
1005	MEC.	Apprentice Mechanic (2 nd year)	Apprentice
1006	MEC.	Apprentice Mechanic (1 st year)	Apprentice
1101	M/TA	Automatic transmission mechanic (1 st class)	Journeyman
1102	M/TA	Automatic transmission mechanic (2 nd class)	Journeyman
1103	M/TA	Automatic transmission mechanic (3 rd class)	Journeyman
1200	M/FR	Brake Mechanic	Other
1301	ALIG	Alignment and Suspension Specialist (1 st class)	Journeyman
1302	ALIG	Alignment and Suspension Specialist (2 nd class)	Journeyman
1303	ALIG	Alignment and Suspension Specialist (3 rd class)	Journeyman
1401	MECC	Truck Mechanic (1 st class)	Journeyman
1402	MECC	Truck Mechanic (2 nd class)	Journeyman
1403	MECC	Truck Mechanic (3 rd class)	Journeyman
1404	MECC	Apprentice Truck Mechanic (3 rd year)	Apprentice
1405	MECC	Apprentice Truck Mechanic (2 nd year)	Apprentice
1406	MECC	Apprentice Truck Mechanic (1 st year)	Apprentice
1501	ELEC	Electrician (1 st class)	Journeyman
1502	ELEC	Electrician (2 nd class)	Journeyman
1503	ELEC	Electrician (3 rd class)	Journeyman
1504	ELEC	Apprentice Electrician (3 rd year)	Apprentice
1505	ELEC	Apprentice Electrician (2 nd year)	Apprentice
1506	ELEC	Apprentice Electrician (1 st year)	Apprentice
1603	EISA	Add-on electrical and electronic systems installer	Other
2001	PTRE	Painter (1 st class)	Journeyman
2002	PTRE	Painter (2 nd class)	Journeyman
2003	PTRE	Painter (3 rd class)	Journeyman
2004	PTRE	Apprentice Painter (3 rd year)	Apprentice
2005	PTRE	Apprentice Painter (2 nd year)	Apprentice
2006	PTRE	Apprentice Painter (1 st year)	Apprentice
2101	R/CH	Frame Man (1 st class)	Journeyman
2102	R/CH	Frame Man (2 nd class)	Journeyman
2103	R/CH	Frame Man (3 rd class)	Journeyman
2401	I/RA	Radio Installer (1 st class)	Journeyman
2402	I/RA	Radio Installer (2 nd class)	Journeyman
2403	I/RA	Radio Installer (3 rd class)	Journeyman
2501	DEB.	Bodyman (1 st class)	Journeyman
2502	DEB.	Bodyman (2 nd class)	Journeyman
2503	DEB.	Bodyman (3 rd class)	Journeyman
2504	DEB.	Apprentice Bodyman (3 rd year)	Apprentice
2505	DEB.	Apprentice Bodyman (2 nd year)	Apprentice
2506	DEB.	Apprentice Bodyman (1 st year)	Apprentice

<u>Numerical code</u>	<u>Simplified code</u>	<u>Title</u>	<u>Category</u>
2601	R/RA	Radiator Repair Specialist (1 st class)	Journeyman
2602	R/RA	Radiator Repair Specialist (2 nd class)	Journeyman
2603	R/RA	Radiator Repair Specialist (3 rd class)	Journeyman
2604	R/RA	Apprentice Radiator Repair Specialist (3 rd year)	Apprentice
2605	R/RA	Apprentice Radiator Repair Specialist (2 nd year)	Apprentice
2606	R/RA	Apprentice Radiator Repair Specialist (1 st year)	Apprentice
2701	P/AJ	Trim Man (1 st class)	Journeyman
2702	P/AJ	Trim Man (2 nd class)	Journeyman
2703	P/AJ	Trim Man (3 rd class)	Journeyman
2704	P/AJ	Apprentice Trim Man (3 rd year)	Apprentice
2705	P/AJ	Apprentice Trim Man (2 nd year)	Apprentice
2706	P/AJ	Apprentice Trim Man (1 st year)	Apprentice
2801	SOUD	Gas Welder (1 st class)	Journeyman
2802	SOUD	Gas Welder (2 nd class)	Journeyman
2803	SOUD	Gas Welder (3 rd class)	Journeyman
2804	SOUD	Apprentice Gas Welder (3 rd year)	Apprentice
2805	SOUD	Apprentice Gas Welder (2 nd year)	Apprentice
2806	SOUD	Apprentice Gas Welder (1 st year)	Apprentice
2901	SOUE	Arc Welder (1 st class)	Journeyman
2902	SOUE	Arc Welder (2 nd class)	Journeyman
2903	SOUE	Arc Welder (3 rd class)	Journeyman
2904	SOUE	Apprentice Arc Welder (3 rd year)	Apprentice
2905	SOUE	Apprentice Arc Welder (2 nd year)	Apprentice
2906	SOUE	Apprentice Arc Welder (1 st year)	Apprentice
3001	REMB	Upholsterer (1 st class)	Journeyman
3002	REMB	Upholsterer (2 nd class)	Journeyman
3003	REMB	Upholsterer (3 rd class)	Journeyman
3004	REMB	Apprentice Upholsterer (3 rd year)	Apprentice
3005	REMB	Apprentice Upholsterer (2 nd year)	Apprentice
3006	REMB	Apprentice Upholsterer (1 st year)	Apprentice
3101	DEBC	Truck Bodyman (1 st class)	Journeyman
3102	DEBC	Truck Bodyman (2 nd class)	Journeyman
3103	DEBC	Truck Bodyman (3 rd class)	Journeyman
3201	PTRC	Truck Painter (1 st class)	Journeyman
3202	PTRC	Truck Painter (2 nd class)	Journeyman
3203	PTRC	Truck Painter (3 rd class)	Journeyman
4001	DE/1	Dismantler 1 st grade (0 to 2,000 hours)	Other
4002	DE/2	Dismantler 2 nd grade (2,001 to 4,000 hours)	Other
4003	DE/3	Dismantler 3 rd grade (4,001 hours or more)	Other
5078	POMP	Pump Attendant	Other
5571	PS/1	Service Attendant 1 st grade (0 to 2,000 hours)	Other
5572	PS/2	Service Attendant 2 nd grade (2,001 to 4,000 hours)	Other
5573	PS/3	Service Attendant 3 rd grade (4,001 hours or more)	Other
5800	LAV.	Washer	Other
6571	CO/A	Messenger Level A (4,001 hours or more)	Other
6572	CO/B	Messenger Level B (0 to 4,000 hours)	Other

<u>Numerical</u> <u>code</u>	<u>Simplified</u> <u>code</u>	<u>Title</u>	<u>Category</u>
6671	CP/A	Parts Clerk Level A (12,001 hours or more)	Other
6672	CP/B	Parts Clerk Level B (8,001 to 12,000 hours)	Other
6673	CP/C	Parts Clerk Level C (4,001 to 8,000 hours)	Other
6674	CP/D	Parts Clerk Level D (0 to 4,000 hours)	Other
6701	OS/1	Semiskilled Worker 1 st grade (0 to 2,000 hours)	Other
6702	OS/2	Semiskilled Worker 2 nd grade (2,001 to 4,000 hours)	Other
6703	OS/3	Semiskilled Worker 3 rd grade (4,001 hours or more)	Other

ANNEX « C »**REGULATION**

(before each transmission of the electronic monthly report, the Employer or his authorized agent will have the choice to either accept or reject; in case of a rejection, the system won't allow the transmission of the electronic monthly report)

- Validity of the electronic transmission

The Employer accepts that the electronic monthly report holds the same value as the standard monthly report form, manually completed and signed by the Employer himself or by a responsible person at his establishment, in compliance with the regulation concerning the monthly report. This acceptance is also valid in the case of an electronic monthly report that is transmitted by an agent authorized by the Employer.

Accepted _____ Rejected _____

ANNEX « D »

Authorization

Part 1: to be completed by the mandator

I the undersigned, _____ of
Name of mandator **Position of mandator**

_____, name by these presents
Name of company

Name of mandatary **Position of mandatary** of

_____, located at
Name of company

_____,
Address and telephone number of company

as my mandatary as of the date of signature of this authorization.

I give him or her the authority to:

- send the electronic monthly report to le Comité paritaire de l'industrie des services automobiles de la région de Montréal (*the Parity committee of the automotive services industry in the Montréal region*), according to the rules specified in the present Agreement;
- send the sums specified in paragraph i) of article 22) of the Act and of the regulation concerning the levy from le Comité paritaire de l'industrie des services automobiles de la région de Montréal (*the Parity committee of the automotive services industry in the Montréal region*) and district, by using one of these two methods: directly on-line by selecting one of the participating financial institutions or by mail accompanied by the form entitled "Remittance slip".

Done at Montréal, on _____

Date

Signature of mandator

ANNEX « E »

REMITTANCE SLIP



THE PARITY COMMITTEE OF THE AUTOMOTIVE SERVICES INDUSTRY IN THE MONTRÉAL REGION
509 Bélanger Street, Montreal, Quebec H2S 1G5 Tel. :514 288-3003 Fax. :514 288-2984

Remittance slip

www.cpamontreal.ca

ESTABLISHMENT NO.	2	
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	PERIOD (YYYY-MM)	LEVIED FROM EMPLOYEES	EMPLOYER'S LEVY	ARTISAN'S LEVY	DEBIT/CREDIT	TOTAL
1	1	35	36	37	38	39
2	1	35	36	37	38	39
3	1	35	36	37	38	39
4	1	35	36	37	38	39

CHEQUE AMOUNT	AUTHORIZED SIGNATURE	DATE (YYYY-MM-DD)	TELEPHONE
40	41	42	43

For committee use only				
PROCESSING	CHEQUE	DIVISION		VERIFICATION
LEFT	ESTABLISHMENT	EMPLOYER	\$	INIT.
Init. Date	\$			
RIGHT	EMPLOYER	DEBIT/CREDIT	\$	Cash slip no.
Init. Date	\$			
		OTHER	\$	
		TOTAL	\$	