

TAX MEASURES FOR NEW FINANCIAL SERVICES CORPORATIONS (NFSC)

Application for annual certificate regarding an employee

ORIGINAL TEXT IN FRENCH

This form has been translated for information purposes only.

1. General information on the corporation

Name of the corporation

Qualification certificate

Number:

2. Identification of employee

Ms. Mr.	First name	Last name	Social insurance number:
			① To be completed only for a new employee or an employee who has changed their SIN.

Home address

City	Province	Postal code	Is this a new address?
			Yes No

Address of the place of work	City	Province	Postal code
		Québec	

Telephone (Office)	E-mail
Ext.:	

3. Employee's start date

yyyy/mm/dd

4. Period covered by this application

From: yyyy/mm/dd	To: yyyy/mm/dd
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① The period covered normally corresponds to the taxation year of the corporation. The period covered may be shorter than the taxation year of the IFC if, in the course of the year, the employee began employment or relinquished his duties.

5. Employee's duties with the corporation	
Name of position held	Number of hours worked per week
Duration of employment contract:	
Indefinite duration	Fixed duration (Indicate the period): From yyyy/mm/dd To yyyy/mm/dd
Name of employer as it appears on the employee's Relevé 1 slip	

6. Statistics	
Employee's salary range	
< \$25 000	\$70 000 to \$84 999
\$25 000 to \$39 999	\$85 000 to \$99 999
\$40 000 to \$49 999	\$100 000 to \$124 999
\$50 000 to \$59 999	\$125 000 to \$149 999
\$60 000 to \$69 999	> \$150 000
Highest level of education attained by the employee	
DES or DEP: Secondary school diploma or vocational training diploma	
DCS: Diploma of Collegial Studies	
Undergraduate degree: Bachelor's degree and certificate	
Graduate degree: Master's degree and graduate diploma	
Postgraduate degree: Doctorate	
Employee's certification (if applicable)	

7. Detailed description of employee's duties with the corporation	
Employee's duties directly attributable to the corporation's activities specified in its qualification certificate	Proportion of these duties relative to the employee's overall duties
Subtotal	█ %
Employee's duties devoted to carrying out ineligible tasks	
ⓘ For example, administrative tasks include corporate management, human and material resources management, accounting and legal affairs; secretarial work, messenger services.	
Subtotal	█ %
TOTAL	100%

If necessary, attach an annex to this form.

8. Declaration of the person responsible for the application

I, the undersigned, certify that to the best of my knowledge, all the information contained in this form is true and complete and that at least 75% of the duties of [redacted] are directly attributable to the transactional process specific to carrying out the activities stipulated in the qualification certificate of the corporation.

On request, I shall provide the Ministère des Finances, Revenu Québec, or their representatives, with any information concerning this certification application or any matter relating to the duties of the employee.

I understand that under the provisions of the law, the Minister may retroactively revoke the annual certificate where justified by information or documents brought to his attention.

Lastly, I undertake to advise the Ministère des Finances, in writing as soon as possible, of any change that may arise in the information provided.

[redacted]

Signature of the person responsible for the application

[redacted]

Date (yyyy/mm/dd)

[redacted]

Name (print)

[redacted]

Title