

SUPPLEMENTAL UNEMPLOYMENT BENEFIT (SUB) PLAN REGISTRATION

NOTE: YOU MUST ENCLOSE A COPY OF YOUR SUB PLAN.

THE GUIDE CONTAINS A SAMPLE SUB PLAN AND A LIST OF ADDITIONAL DOCUMENTS WHICH MAY BE REQUIRED. Failure to submit all supporting documents could delay the registration date.

1. Business Number (BN) for payroll deductions		RP	
2. a. Legal Name			
b. Operating Name (if applicable)			
3. Address			
City	Province	Postal Code	
4. Contact person (please print)		Telephone No.	
_____		Fax No.	
Title _____		E-mail	
5. Number of employees under the above payroll number that are covered by your SUB plan. _____			
6. Of those declared in question 5, are any employees members of a union? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, you must send a complete copy of the current collective agreement for each union group.			
7. Is your SUB plan contained in an insurance policy? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, are you paying 100% of the premiums for this coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No			
A copy of the relevant sections of the insurance policy must accompany the SUB plan.			
8. How will you verify receipt of the Employment Insurance benefits and weekly benefit rate?			
a. by obtaining the information directly from the employee. <input type="checkbox"/>			
b. by consulting a system generated report provided by Service Canada. <input type="checkbox"/>			

BY SUBMITTING THIS FORM TO THE ADDRESS BELOW, YOU ARE DECLARING THAT THE INFORMATION GIVEN HEREIN IS TRUE AND ACCURATE TO THE BEST OF YOUR KNOWLEDGE.

Authorized Officer	Title	Date
Service Canada SUB Program PO Box 11000 Bathurst NB E2A 4T5	If you use a courier service, the street address is as follows: Service Canada SUB Program 120 Harbourview Blvd. Bathurst NB E2A 7R2	You may call us at: 1-800-561-7923 Fax: 506-548-7473

For more information visit: http://www.servicecanada.gc.ca/eng/cs/sub/0200/0200_000.shtml

Service Canada delivers Employment and Social Development Canada programs and services for the Government of Canada