## Worksheet

# Leasing

| Suit       | e: 3709 Tower: PSV Date: MPr. 24/17 Completed by: Silvi  |
|------------|--|
|            | Amjad Riad   |
| Plea       | se mark if completed:  |
| ✓ •        | Copy of 'Lease Prior to Closing' Amendment   |
| <b>✓</b> • | Copy of Lease Agreement  |
| <b>√</b> • | Certified Deposit Cheque for Top up Deposit to 25% payable to Blaney McMurtry LLP in Trust Not required.   |
| <b>J</b> • | Certified Deposit Cheque for leasing fee as per the Leasing Amendment payable to Amacon City Centre Seven New Development Partnership. \$500 + H3T |
| ✓•         | Agreement must be in good standing. Funds in Trust: \$ 43, 935.  |
| •          | Copy of Tenant's ID  |
| <b>√</b> • | Copy of Tenant's First and Last Month Rent   |
| <b>√</b> • | Copy of Tenant's employment letter or paystub  |
| <b>/</b> • | Copy of Credit Check   |
| 0          | Copy of the Purchasers Mortgage approval (Amacon to verify receipt).   |
| <b>√</b> • | The elevator will not be allowed to be booked until all of the Above items have been completed and submitted                                       |
| Ac         | Iministration Notes:   |
|            |  |
|            |  |
|            |  |
|            |  |
|            |  |
|            |  |

#### **PSV - TOWER ONE**

## AMENDMENT TO AGREEMENT OF PURCHASE AND SALE

## **LEASE PRIOR TO CLOSING**

Between:

AMACON DEVELOPMENT (CITY CENTRE) CORP. (the "Vendor") and

## AMJAD ALBERT SHAFEK RIAD (the "Purchaser")

Suite 3709 Tower ONE Unit 9 Level 36 (the "Unit")

It is hereby understood and agreed between the Vendor and the Purchaser that the following changes shall be made to the Agreement of Purchase and Sale executed by the Purchaser and accepted by the Vendor (the "Agreement") and, except for such changes noted below, all other terms and conditions of the Agreement shall remain the same and time shall continue to be of the essence:

#### Insert:

Notwithstanding paragraph 22 of this Agreement, the Purchaser shall be entitled to seek the Vendor's approval to assign the occupancy licence set out in Schedule C to the Agreement to a third party, on the following terms and conditions:

- (a) the Purchaser pays to the Blaney McMurtry, in Trust the amount required to bring the deposits for the Residential Unit to an amount equal to twenty-five percent (25%) of the Purchase Price by the Occupancy Date;
- 20% (b) the Purchaser is not in default at any time under the Agreement.
- (c) the Purchaser covenants and agrees to indemnify and hold harmless the Vendor, its successors and assigns (and their officers, shareholders and directors) from any and all costs, liabilities and/or expenses which it has or may incur as a result of the assignment of Occupancy Licence, any damage caused by the sublicencee to the Residential Unit or the balance of the Property by the sublicencee (including, but not limited to, any activities of the sublicencee which may lead to a delay in registration of the proposed condominium) inclusive of any and all costs and expenses(including legal costs on a substantial indemnity basis) that the Vendor may suffer or incur to terminate the Occupancy Licence and enforce the Vendor's rights under the Agreement;
- (d) the Vendor shall have the right in its sole discretion to pre approve the sublicencee including, but not limited to, a review of the sublicencee's personal credit history and the terms of any arrangement made between the Purchaser and the sublicencee:
- (e) the Purchaser shall deliver with the request for approval a certified cheque in the amount of Five Hundred Dollars (\$500.00) plus applicable taxes for the administrative costs of the Vendor in reviewing the application for consent, which sum shall be non refundable.

ALL other terms and conditions set out in the Agreement shall remain the same and time shall continue to be of the essence.

| IN WITNESS WHEREOF the parties have executed this Agreement |                                   |  |  |  |  |
|---|-----------------------------------|--|--|--|--|
| DATED at Mississauga, Ontario this day of                   | 2017 GR X                         |  |  |  |  |
| Witness: Pr   | rchaser: AMJAD ALBERT SHAFEK RIAD |  |  |  |  |

THE UNDERSIGNED hereby accepts this offer.

AMACON DEVELOPMENT (CITY CENTRE) CORP.

PER:

**Authorized Signing Officer** 

I have the authority to bind the Corporation



## REA Ontario Real Estate Agreement to Lease Residential

Toronto Real Estate Board

Form 400 for use in the Province of Ontario

| This  | Agreement to Lease dated this 293 day of April ,2017  |  |  |  |  |  |
|---|---|--|--|--|--|--|
| T) 1 70 1 4 -4 -4   |   |  |  |  |  |  |
| ŁAI   | ANT (Lessee), Bonnie Bagnulo & Riannon Bagnulo.    Foll legal names of all lenants    NDLORD (Lessor), Amgad Riad   Full legal name of Landlord    DRESS OF LANDLORD 4011 Brickstone Mews, Unit 3709, Mississauga ON L5B0G3   |  |  |  |  |  |
|   | (Full legal name of Landlord)   |  |  |  |  |  |
| AD  | DRESS OF LANDLORD 4011 Brickstone Mews, Unit 3709, Mississauga ON L5B0G3  [Legal address for the purpose of receiving notices]  |  |  |  |  |  |
| The   | Tenant hereby offers to lease from the Landlord the premises as described herein on the terms and subject to the conditions as set out in this Agreement.   |  |  |  |  |  |
| 1.  | 1. PREMISES: Having inspected the premises and provided the present tenant vacates, I/we, the Tenant hereby affect to leave premises known as   |  |  |  |  |  |
|   | 4011 Brickstone Mews. Unit 3709, Mississauga L5B0G3   |  |  |  |  |  |
| 2.  | TERM OF LEASE: The lease shall be for a term of 1 year commencing April 23, 2017  |  |  |  |  |  |
| 3.  | RENT: The Tenant will pay to the said Landlord monthly and every month during the said term of the lease the sum of   |  |  |  |  |  |
|   | One Thousand Six Hundred Fifty  Canadian Dollars (CDN\$ 1,650.00  |  |  |  |  |  |
|   | payable in advance on the first day of each and every month during the currency of the said term. First and last months' rent to be paid in advance upon completion or date of occupancy, whichever comes first.  |  |  |  |  |  |
| 4.  | DEPOSIT AND PREPAID RENT: The Tenant delivers, upon acceptance  |  |  |  |  |  |
|   | by negotiable cheque payable to.  Angad Riad"Deposit Holder"  |  |  |  |  |  |
|   | in the amount of Three Thousand Three Hundred "Deposit Holder"  |  |  |  |  |  |
|   | Canadian Dollars (CDN\$ 3,300) as a deposit to be held in trust as security for the faithful performance by the Tenant of all   |  |  |  |  |  |
|   | terms, covenants and conditions of the Agreement and to be applied by the Landlord against the  |  |  |  |  |  |
|   | For the purposes of this Agreement, "Upon Acceptance" shall mean that the Tenant is required to deliver the deposit to the Deposit Holder within 24 hours of the acceptance of this Agreement. The parties to this Agreement hereby acknowledge that, unless otherwise provided for in this Agreement, the Deposit Holder shall place the deposit in trust in the Deposit Holder's non-interest bearing Real Estate Trust Account and no interest shall be earned, received or paid on the deposit.                             |  |  |  |  |  |
| 5.  | USE: The Tenant and Landlord agree that unless otherwise agreed to herein, only the Tenant named above and any person named in a Rental Application completed prior to this Agreement will occupy the premises.   |  |  |  |  |  |
|   | Premises to be used only for Residential  |  |  |  |  |  |
|   |   |  |  |  |  |  |
| 6.  | SERVICES AND COSTS: The cost of the following services applicable to the premises shall be paid as follows:   |  |  |  |  |  |
|   | Gas (X) Cable TV LANDLORD TENANT  |  |  |  |  |  |
|   | Cable TV  Cil  Condominium/Cooperative fees   |  |  |  |  |  |
|   | Electricity Garbage Removal   |  |  |  |  |  |
|   | Hot water heater rental  Water and Sewerage Charges  Other  Other   |  |  |  |  |  |
|   | The Landlord will pay the property taxes, but if the Tenant is assessed as a Separate School Supporter, Tenant will pay to the Landlord a sum sufficient to cover the excess of the Separate School Tax over the Public School Tax, if any, for a full calendar year, said sum to be estimated on the tax rate for the current year, and to be payable in equal monthly installments in addition to the above mentioned rental, provided however, that the full amount shall become due and be payable on demand on the Tenant. |  |  |  |  |  |
| _   | INITIALS OF TENANT(S): QQ INITIALS OF LANDLORD(S): QQ   |  |  |  |  |  |
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| 7.   | PARKING:   |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
| 8.   | ADDITIONAL TERMS:  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 0  | SCHEDIREC The school of a street of Land Land  |  |  |  |
| •  | SCHEDULES: The schedules attached hereto shall form an integral part of this Agreement to Lease and consist of: Schedule(s) A  |  |  |  |
|  | *** Toward   |  |  |  |
| 10.  | IRREVOCABILITY: This offer shall be irrevocable by Tenant until 5 p.m. on the 23   |  |  |  |
|  | day of April 2017 after which time if not accented this Agreement shall be all the   |  |  |  |
|  | and an mornes para mereor snar pe returned to the lenant without interest or deduction.  |  |  |  |
| 11.  | NOTICES: The Landlord hereby appoints the Listing Brokerage as agent for the Landlord for the purpose of giving and receiving notices pursuant to this Agreement. Where a Brokerage (Tenant's Brokerage) has entered into a representation agreement with the Tenant, the Tenant hereby appoints   |  |  |  |
|  | the length's prokerage as agent for the purpose of giving and receiving notices pursuant to this Agreement Where a Restruction to  |  |  |  |
|  | the Landlord and the Tenant (multiple representation), the Brokerage shall not be appointed or authorized to be agent for either the Tenant or the Landlord for the purpose of giving and receiving notices. Any notice relating hereto or provided for herein shall be in writing. In addition to any   |  |  |  |
|  | provision contained herein and in any Schedule hereto, this offer, any counter-offer, notice of acceptance thereof or any notice to be given or received pursuant to this Agreement or any Schedule hereto (any of them, "Document") shall be deemed given and received when delivered personally or hand  |  |  |  |
|  | derivered to the Address for Service provided in the Acknowledgement below or where a facsimilar number or again address is provided in the Acknowledgement below or where a facsimilar number or again address is provided in the Acknowledgement below.  |  |  |  |
|  | transmitted electronically to that facsimile number or email address, respectively, in which case, the signature(s) of the party (parties) shall be deemed to be original.   |  |  |  |
|  | FAX No :   |  |  |  |
|  | Email Address:Email Address:   |  |  |  |
| 12.  | (For delivery of Documents to Landlord)  (For delivery of Documents to Tenant)  EXECUTION OF LEASE: Lease shall be drawn by the Landlord on the Landlord's standard form of lease, and shall include the provisions as contained   |  |  |  |
|  | never und in any another schedule, and shall be executed by both narties before postession of the promiser is given the Levellent by the control of the promiser is given the Levellent by the control of the promiser is given the Levellent by the control of the promiser is given the levellent by the control of the promiser is given the levellent by the control of the promiser is given the levellent by the control of the promiser is given the levellent by the control of the promiser is given the levellent by the control of the promiser is given the levellent by the control of the promiser is given the levellent by the control of the promiser is given the levellent by the control of the promiser is given the levellent by the control of the promiser is given the levellent by the control of the promiser is given the levellent by the control of the control of the promiser is given to the levellent by the control of the levellent by the control of the levellent by the control of the levellent by the le |  |  |  |
|  | tenant with information relating to the rights and responsibilities of the Tenant and information on the role of the Landlord and Tenant Board and how to contact the Board. (Information For New Tenants as made available by the Landlord and Tenant Board and available at www.ltb.gov.on.ca)   |  |  |  |
| 13.  | ACCESS: The Landlord shall have the right, at reasonable times to enter and show the demised premises to proceed to proceed to proceed to proceed the fight.   |  |  |  |
|  | The tandition of anyone of the canditions should also have the right, at reasonable times, to enter and inspect the demised premises.  |  |  |  |
| 14.  | <b>INSURANCE:</b> The Tenant agrees to obtain and keep in full force and effect during the entire period of the tenancy and any renewal thereof, at the Tenant's sole cost and expense, fire and property damage and public liability insurance in an amount equal to that which a reasonably prudent Tenant's sole cost and expense, fire and property damage and public liability insurance in an amount equal to that which a reasonably prudent Tenant   |  |  |  |
|  | would consider adequate. The Tenant agrees to provide the Landlord, upon demand at any time, proof that said insurance is in full force and effect and to notify the Landlord in writing in the event that such insurance is cancelled or otherwise terminated.  |  |  |  |
| 15.  | RESIDENCY: The Landlord shall forthwith notify the Tenant in writing in the event the landlord is at the time of anterior into the Assessment of the Indiana in the event the landlord is at the time of anterior into the Assessment of the Indiana into the Indiana in the Event the Indiana in the Event the Indiana in the In |  |  |  |
|  | becomes during the learn of the lenging, a non-resident of Canada as defined under the brooms Tay Act. DCC 1005 a 1 ITAL   |  |  |  |
| 16.  | to time, and in such event the Landlord and Tenant agree to comply with the tax withholding provisions of the ITA.  USE AND DISTRICTION OF PERSONAL INFORMATION TO T   |  |  |  |
|  | USE AND DISTRIBUTION OF PERSONAL INFORMATION: The Tenant consents to the collection, use and disclosure of the Tenant's personal information by the Landlord and/or agent of the Landlord, from time to time, for the purpose of determining the creditworthiness of the Tenant for the  |  |  |  |
|  | leasing, selling or financing of the premises or the real property, or making such other use of the personal information as the Landlord and/or agent of the Landlord deems appropriate.   |  |  |  |
| 17.  | CONFLICT OR DISCREPANCY: If there is any conflict or discrepancy between any provision added to this Agreement (including any Schedule   |  |  |  |
|  | attached hereto) and any provision in the standard pre-set portion hereof, the added provision shall supersede the standard pre-set provision to the extent of such conflict or discrepancy. This Agreement, including any Schedule attached hereto, shall constitute the entire Agreement between Landlord  |  |  |  |
|  | and lettering there is no representation, warranty, collaboral agreement or condition, which affects this Agreement other than an expected Land to the   |  |  |  |
| 18.  | Agreement shall be read with all changes of gender or number required by the context.  FAMILY LAW ACT: Landlard warrants that special recent is not a second in a land and a second in a land a second in a |  |  |  |
|  | <b>FAMILY LAW ACT:</b> Landlord warrants that spousal consent is not necessary to this transaction under the provisions of the Family Law Act, R.S.O.1990 unless the spouse of the Landlord has executed the consent hereinafter provided.   |  |  |  |
| 19.  | CONSUMER REPORTS: The Tenant is hereby notified that a consumer report containing credit and/or personal information may be referred to in   |  |  |  |
|  | PARTIALS OF TRALABOTOR.  |  |  |  |
| _  | INITIALS OF LANDLORD(S):   |  |  |  |
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| MIGH   | printing or reproducing the standard preset portion. OREA bears no liability for your use of this form. Form 400 Revised 2017 Page 2 of 4  |  |  |  |

| Premises and to abide by the terms and conditions  | herein contained.  |   | , mo pai     | nes to chief fine the tease of file     |
|--|--|---|--------------|---|
| SIGNED, SEALED AND DELIVERED in the presence of:   | IN WITNESS   | whereof I have hereunto set my hand   | d and se     | ol: A ,                                 |
| (Witness)  | Son Son  | (Teptint or Authorized Representative)  (Tenant or Authorized Representative)  (Tenant or Authorized Representative)  (Tenant or Authorized Representative)  (Seal) |              |   |
|  | Riar   | mon Bagnulo   | (Sebi)       | DATE A101. 28/17                        |
| (Witness)  | flestant of Autr   | torized kepresentative)   |              |   |
| (Witness)  | (Guarantor)  | ***************************************   | (Seal)       |   |
| We/I the Landlord hereby accept the above offer, and applicable) may be deducted from the deposit and further.   | agree that the com<br>ner agree to pay an                                | mission together with applicable HST<br>y remaining balance of commission fo  | and an       | y other tax as may hereafter be         |
| SIGNED, SEALED AND DELIVERED in the presence of:   |  | S whereof I have hereunto set my han  |              |   |
| (Witness)  | (Landlord of A   | mfl. ( )  | (Seal)       | DATE April 23,2017                      |
| (Witness)  | (Landlord or A   | uthorized Representative)   | (Seal)       | DATE                                    |
| SPOUSAL CONSENT: The undersigned spouse of the La Act, R.S.O. 1990, and hereby agrees to execute all necessity (Witness)   | sary or incidental do  | ents to the disposition evidenced herein<br>currents to give full force and effect to t   | he sale e    | videnced herein.                        |
|  |  |   |              |   |
| CONFIRMATION OF ACCEPTANCE: Notwithstanding and  | ything contained here  | in to the contrary, I confirm this Agreemen   | t with all a | changes both typed and written was      |
| finally acceptance by all parties at   | day of   | , 20,   |              | Signature of Landlord or Tenant)        |
|  | INFORMATION  | ON BROKERAGE(5)   |              |   |
| Listing Brokerage  |  |   |              |   |
|  | (Salesperson   | / Broker Name)  |              |   |
| Co-ap/Tenant Brokerage   |  | Tel.N   | o            | *************************************** |
|  | (Salesperson   | / Broker Name)  |              | WF495419449648644864188A-4448686888A-46 |
|  |  | /LEDGEMENT  |              |   |
| I acknowledge receipt of my signed copy of this accept   | ed Agreement of  | 1 acknowledge receipt of my signe   | d copy o     | f this accepted Agreement of            |
| Lease and I authorize the Brokerage to forward a copy  | to my lawyer.  | Lease and I authorize the Brokerag  | ge to forv   | vard a copy to my lawyer.               |
| [Landlord]   | ATE  | (Tenant)  | ***          | DATE                                    |
| (Landlord)   | ATE  | #P: 75  |              |   |
| Address for Service  | PETPERPOR   SEL PARKS BASAGE   | (Tenant) Address for Service  | *******      |   |
| Tel.No.  |  | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~  |              |   |
| Landlord's Lawyer  |  | Tenant's Lawyer   |              |   |
| Address  |  |   |              |   |
| Emaîl  | · · · · · · · · · · · · · · · · · · ·                                    |   |              |   |
| Tel.No. FAX  | No.  | Tel.No.   |              | FAX No.                                 |
| FOR OFFICE USE ONLY  | COMMISSION   | TRUST AGREEMENT   |              |   |
| To: Co-operating Brokerage shown on the foregoing Agreem In consideration for the Co-operating Brokerage procuring the with the Transaction as contemplated in the MLS Rules and Commission Trust Agreement as defined in the MLS Rules and DATED as of the data of the MLS Rules and Inc. | e foregoing Agreemen<br>Regulations of my Rea<br>d shall be subject to a | nd governed by the MLS Rules pertaining to  |              |   |
| DATED as of the date and time of the acceptance of the fore  | going Agreement to Le  | ease. Acknowledged by:  |              |   |
| (Authorized to bind the Listing Brokerage)   | 医萨洛格氏二甲甲氧氯磺医甲氧磺磺磺胺甲甲基  | (Authorized to bind   | he Co-one    | rating Brokerage)                       |

20. BINDING AGREEMENT: This Agreement and acceptance thereof shall constitute a binding agreement by the parties to enter into the Lease of the

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Form 400 Revised 2017 Page 3 of 4 WEBForms® Dec/2016



Form 400 for use in the Province of Ontario

# ssociation

# Schedule A Agreement to Lease - Residential

Toronto Real Estate Board

| This Schedule is attached to and forms part of the Agreement to Lease between: |  |  |  |
|--|--|--|--|
| TENANT (Lessee), Bonnie Bagnulo & Riannon Bagnulo.                             |  |  |  |
| LANDLORD (Lessor), Amgad Riad  |  |  |  |
| for the lease of 4011 Brickstone Mews. Unit 3709, Mississauga L5B0G3           |  |  |  |
| dated the 29 day of April , 20.17  |  |  |  |

The Landlord represents and warrants that the appliances as listed in the Agreement to Lease will be in good working order at the commencement of the Lease Term. Tenant agrees to maintain said appliances in a state of ordinary cleanliness at the Tenant's cost.

The Tenant agrees not to make any decorating changes to the premises without the express written consent of the Landlord or his authorized agent.

The Tenant agrees to be responsible for any repair or replacement cost due to the presence of any pets on the premises. Tenant further agrees that if pets are kept on the premises, Tenant shall, at lease termination, have the carpets professionally cleaned and make any repairs that may be necessary to restore any damages caused by the pets

The tenant agrees to provide the landlord with post-dated rental cheques, made payable on the 1st day of every month, for the term of the lease. These cheques are to be delivered on or before closing.

Landlord shall pay real estate taxes, Condominium Fees and maintain fire insurance on the premises. Tenant acknowledges the Landlords fire insurance on the premises provides no coverage on the Tenant's personal property. Tenant agrees to purchase Tenant's insurance together with Third-Party Liability of 1 million dollars and to provide a copy of the insurance certificate to the Landlord when occupancy begins.

This form must be initialled by all parties to the Agreement to Lease.

INITIALS OF TENANT(S):

INITIALS OF LANDLORD(S):





NEGOTIABLE AT CURRENT BUYING RATE FOR DEMAND EACHANGE ON CANADA NEGOCIABLE AU COURS ACHETEUR EN VIGUEUR SUR EFFETS À VUE PAYABLES AU CANADA INTERNATIONAL MONEY ORDER / MANDAT INTERNATIONAL

03922 - MANULIFE CORPORATE PARK MISSISSAUGA, ON

5496 4561

DATE

2017-04-24

Y/A M/M

NAME OF REMITTER / DONNEUR D'ORDRE

TRANSIT NO.
Nº D'IDENTIFICATION

BRANCH CENTRE BANCAIRE

\$\*\*\*\*\*\*\*\*\*565.00

PAYEZ À L'ORDRE DE

AMACON CITY CENTRE SEVEN NEW DEVELOPMENT PARTNERSHIP

CANADIAN DOLLARS DOLLARS CANADIENS CAD

27-43248

THE SUM OF LA SOMME DE

NOT OVER / NE DOIT PAS EXCÉDER \$5,000

FOR CANADIAN IMPERIAL BANK OF COMMERCE POUR LA BANQUE CANADIENNE IMPERIALE DE COMMERCE

CHIEF EXECUTIVE OFFICER / CHEF DE LA DIRECTION

CANADIAN IMPERIAL BANK OF COMMERCE CANADA

NOT OVER FIVE THOUSAND DOLLARS / NE DOIT PAS EXCÉDER CINQ MILLE DOLLARS

1/EDK6

PSV 3709 Lease Fel

#549645612F (1095020010) 03922m2743248F

24 Apr 1st Neceived by Math

46 EXPLEXP 2020/07/02 44 NUMBER B0152 - 09466 - 45702 TEHGT/HAUT 163 cm CANADA NIAGARA FALLS, ON, L2H 3G2 Driver's Licence Permis de conduire 8 3185 MATTHEWS DR DG0301386 2015/06/29 BAGNULO. BONNIE.L 1,2-NAME/ HOM 15 SEX/ SEXE 5 DD/REF 44 ISS/ DÉL 9 CLASS! Fensel Barnelle 12 REST 3 DOBODII 1964/07/02 PATRECK BAGNULO
BONNIE RAGNULO
4878 SHIRLEY AVE
NIAGARIA FALLS, ON LZE 588
(906) 356-9270

PAY TO THE
ORDER OF
ORDER OF
Three thousand Three thurs to go Dollars
ORDER OF
NIAGARIA FALLS, ON LZE 6A8

MENIO

MERIDIAN CREDIT UNION
4780 PORTAGE ROAD
NIAGARA FALLS, ON LZE 6A8

MENO

#O55# #61402#837# O643911#149#



Offer Letter

93301-GVI Sales Associate



April 17, 2017

Riannon Bagnulo 3185 Matthews Drive Niagara Falls, Ontario L2H 3G2

Dear Riannon,

Congratulations! Let me be the first to welcome you to ADP Canada Co, a division of ADP LLC one of the world's largest providers of human capital management and business outsourcing solutions for more than 625,000 businesses across 100 countries.

We are pleased to extend an offer of employment to you for the position of Inside Sales District Manager, Small Business reporting to Taimur Alislam within the Sales group. Your annual salary in this position will be \$47,000.

In addition to your base salary, you will be eligible for a role bonus payment in the total amount of \$1,406 (the "Role Bonus"), which will be earned following your successful completion of 12 months of employment with ADP in this position (the "Earn Date"). Until the Earn Date, the Role Bonus will be considered an advance to you and will be repayable as set out below.

The Role Bonus will be paid out to you in 3 equal monthly advances of \$469, commencing at the end of the month following your first month of employment in your new role. In the event that you resign, or your employment with ADP is terminated for just cause, prior to the Earn Date, any Role Bonus amounts advanced to you shall be repaid by you to ADP within 30 days of the last day of your employment. In that respect, you agree that ADP is authorized to deduct all such Role Bonus advances from any outstanding wages and/or termination payments that ADP may owe to you.

In accordance with our policy, this is a conditional offer that is contingent on your successful completion of certain preconditions of employment. These preconditions, along with other important items you should know or with which you must comply, are detailed below in the "Things You Need to Know and Do" section. Please carefully review this section for additional information regarding your offer and background check process.

Your tentative start date, should you satisfy the preconditions of employment, will be May 01, 2017. You should not report to work until you receive confirmation that you've successfully satisfied the preconditions. On your first day of employment please report to 6200 Kenway Drive, Mississauga, ON L5T 2N3. Your continued employment is subject to your satisfactory performance during the initial three (3) month probationary period, which will begin on your first day of employment. As a new ADP Associate you will be eligible to participate in ADP Canada Co.'s benefits programs.

You will be eligible to accrue and use vacation time in accordance with our Vacation policy up to a total amount of 3 weeks per calendar year. You will also receive 1 floater day annually. All vacation time and floater days must be scheduled in advance in conjunction with your Manager.

As part of your total rewards at ADP, you may be eligible for (RSU) Restricted Stock Units that are based on your key objectives. The RSU program is reviewed by Corporate annually and awards are made in September of each year. More information about your specific award will be available to you at the time of the first grant.

You can access your electronic welcome materials at <a href="http://adpcorp.vesalute.com">http://adpcorp.vesalute.com</a>. Your User Name and Password are the same as the ones you used to complete your online profile. A Staffing Coordinator will provide you with their contact information and be available for any questions during your pre-employment process.

We think you will find ADP Canada Co. to be an exciting and dynamic place to work., and are recognized for innovation excellence by Forbes. In addition, we continue to receive recognition for our commitment to development and diversity <a href="https://www.adpcorp.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.dspprintofferfeedback&RID=93301">https://www.adpcorp.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.dspprintofferfeedback&RID=93301</a>

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by FORTUNE®, Working Mother®, the Human Rights Campaign Foundation, DiversityInc® and Training magazine.

We are glad you have decided to join the ADP team of associates worldwide. Yours sincerely,

ADP - Sales Taimur Alislam, Sales Executive

By selecting "Accept" below, you are accepting the terms and conditions of ADP's pre employment process. Your background check will not commence until you have accepted the offer.

## THINGS YOU NEED TO KNOW AND DO

In conjunction with this offer letter, here are additional items of importance that you must comply with or need to know about:

#### **Things You Need to Know:**

**Security:** For your protection and for security purposes, ADP Canada Co. premises are equipped with video surveillance cameras.

Payments due at termination: You authorize ADP Canada Co. to deduct from any payment due to you at any time, including a termination payment, any amounts owed to ADP Canada Co. by reason of purchases, overpayment of wages, commissions, or vacation pay, advances, loans, or in recompense for damages to or loss of ADP Canada Co.'s property, save only that this provision shall be applied so as not to conflict with any applicable legislation.

**Personal Information:** By signing this letter, you acknowledge that you understand and consent to the fact that in the course of employment, ADP Canada Co. will be required, from time to time, to collect, use and disclose personal information reasonably required to establish, manage or terminate the employment relationship.

**Driver's License:** Your position responsibilities include driving to client and prospect sites and therefore, as a condition of employment, you will be required to provide proof of a valid driver's license. Throughout the course of your employment, ADP Canada Co. reserves the right to request current proof of a valid driver's license. It is your responsibility to advise your Manager immediately upon loss or limitation of your driver's license.

Work Authorization: It is a condition of your ongoing employment with ADP Canada Co. that you continue to be legally able to work in Canada during your employment. ADP Canada Co.. will not in any way sponsor you, assist you, or reimburse you for the costs associated with obtaining or retaining your legal ability to work in Canada. As such, if you are currently eligible to work in Canada as a result of having obtained a work permit, it is your sole responsibility to obtain any renewal or extension thereof at your cost and to ensure that at no time are you performing services for ADP Canada Co. without a valid work permit. You are required to provide updated copies of your valid work permit to the company for our records. You agree that any failure on your part to abide by the provisions of this paragraph will result in a termination of your employment for just cause.

## Things You Need to Do:

Offer Letter Acceptance: In accordance with our policy, this offer is conditional upon your successful completion of a background check and meeting any other preconditions of employment. <u>ACTION REQUIRED</u>: Please review your offer letter and click "accept" by April 17, 2017, then save and confirm your acceptance. Please note that failure to provide this information may result in this offer becoming null and void and/or delays to your background check process.

Background Check: Once you have accepted the terms of the offer a Staffing Coordinator will contact you by email regarding the next steps for you in order to commence your background check.

Confidentiality & Nondisclosure Agreement: ADP Canada Co. requires that you accept the terms and conditions of ADP's Confidentiality & Nondisclosure Agreement, which will be available to you in the New Hire Welcome Center. A link to these forms will be provided to you during your pre-employment process.

Current Employer Resignation: As this is a conditional offer, we recommend that you DO NOT RESIGN from any current position you hold, sell real estate or incur any other expense associated with acceptance of employment, until you receive notice that the above conditions have been completed to our satisfaction.

Associate Handbook & Benefits Program: As an ADP Associate, you will receive a comprehensive set of benefits. This includes but is not limited to:

- Major Medical and Dental Plan Options
  - Vacation Time/ Pay
  - RRSP Contribution and Match Program
  - Tuition Reimbursement
  - Associate Discount Program
  - Sick Leave, Short Term Disability Plan and Long Term Disability Plan
  - Other benefits see attached ADP benefits summary

Please review the Associate Benefits Handbook for further details.

## **Accommodation Notification**

ADP Canada has an accommodation process in place and provides accommodations for employees with disabilities. If you require a specific accommodation because of a disability please contact your Human Resources Business Partner, Siby Poozhikala, HR, HR Business Partnership at 416-207-7906, so that arrangements can be made for the appropriate accommodations to be in place before you begin your employment.

Offer Feedback

Feedback:

Offer Accepted
Close this Window



