Direct Deposits

User Guide

› Cash Management Solutions

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Advantages

Practical and easy to use
› Allows you to schedule when funds are debited from your account and when they are deposited into the payee's account.

› Most tasks can be carried out automatically.

› Generates reports for verifying deposits.

Improves efficiency
› Eliminates the need for printing and sending cheques.

› Reduces time and paper operating costs.

› Eliminates the need to visit a branch and simplifies cash-flow management.

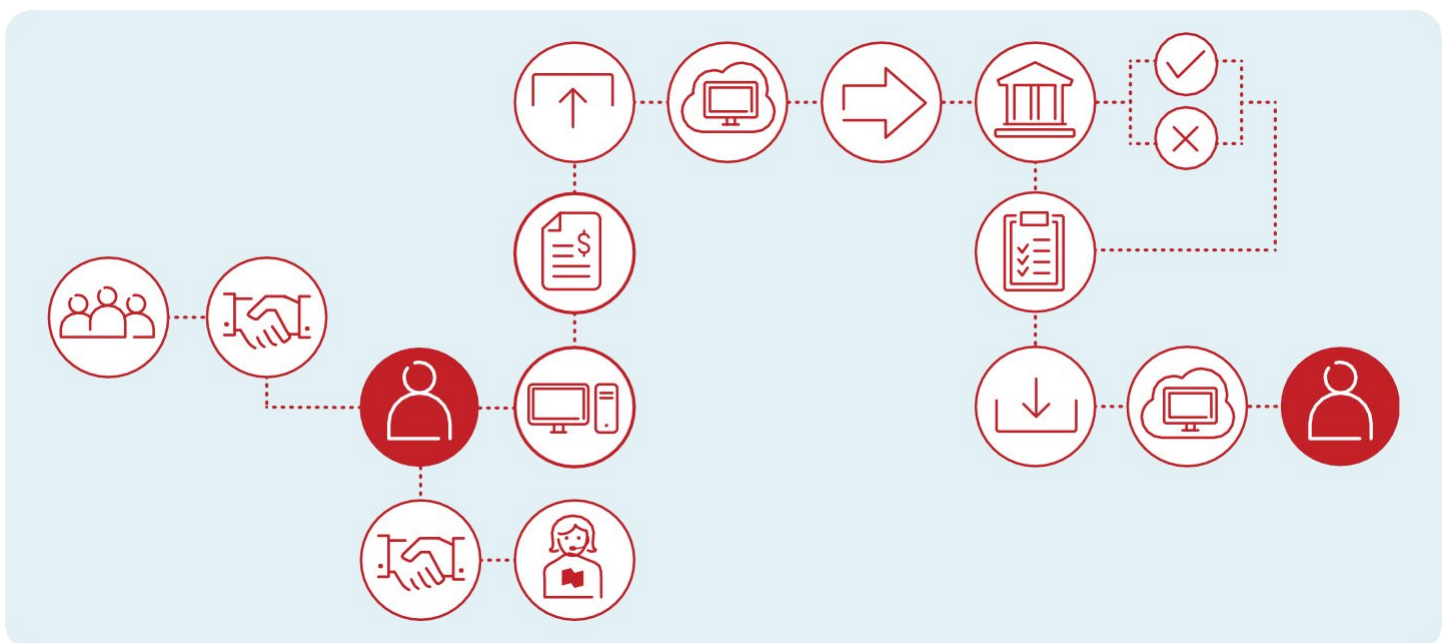› Increases company productivity by eliminating manual tasks.

Secure
› Reduces the risk of fraud by increasing transaction security and reliability through encryption.

Affordable
› Eliminates cheque reconciliation fees.

› Clients save time and money since direct-deposit transactions are less expensive than cheque transactions.

How it works

① Sign me up!

Introduction

This solution allows you to make regular payments to your payees by depositing funds directly into their account. Your payee must have a bank account with a Canadian financial institution. Transactions between different currencies are not allowed.

Making payments by direct deposit can be summed up in three easy steps

STEP 1

Prepare your file

STEP 2

Send your file

STEP 3

Reconcile your transactions

Where should you start?

Before you begin, you will need a direct deposit file generator and an issuer number for each currency you will using and for each company.

The file generator or transfer module:

Most accounting software available on the market can be used to generate a file. Here are the different options available to you.

› **If you have accounting software:** You need to confirm the functions available with your software with your service provider as the transfer module is often an extra option.

› **If you don't have accounting software:** National Bank provides you with a payment processing software. An online solution offered by our partner Technicost.

› **If you have developed an in-house solution:** National Bank can support you in implementing the structure for generating files.

› View the technical specifications required to develop the file.

The issuer number

› National Bank will give you an issuer number once you have signed up for the service. The issuer numbers is a unique identifier. This number should be added to your file generator.

(2) Get set up

Step 1: Prepare your file

We strongly recommend that you get a void cheque from each of your payees to ensure the accuracy of the information.

Transactions that do not meet established validation criteria will be rejected and entered into a report.

The Bank will only validate the account format. It is therefore your responsibility to correctly enter the banking information in your file.

A file may contain transactions with different dates, as long as the transactions are not dated more than 30 days after the file creation date.

Best practice: One file per date!

> In order to optimize your cash management and simplify reconciliation of your transactions, we recommend that you create **one file per transaction due date**. Your account will be debited 2 days before the due date of the file for the total amount of transactions contained in your file.

Step 2: Send your file

Once your file is ready to be sent, it may be sent via a secure Corporate File Transfer (CFT) platform. The CFT platform allows files to be transferred securely, and depending on the transmission method selected, you can program your transfers.

Two options to send us your file:

Send the files using your accounting software
> Site address: https://web.tfc.bnc.ca
> Windows environment

Program the automatic transfer of your files
Computer application development required
> Site address: https://sftp.bnc.ca
> SFTP with public key (SSH)
> Use of any operating system on which an SFTP client can be installed
> SFTP client with data encryption (optional): PGP encryption software

Depending on the connection protocol selected, we will support you in the following steps.

> The connectivity and your file format will be tested.
> As soon as the test results are conclusive, you will be ready to use the service.

③ Get started!

Deadlines and processing times

To make a payment to your payees			
If you send your file	**The deadline is**		**Your account will be debited**
	CAD	**USD**	
Today, for transactions due today	No later than 3 p.m. ET on the day of the transaction	No later than 8 p.m. ET 2 days before transaction due date	Funds will be immediately withdrawn from your account
Today, for transactions due tomorrow	No later than 3 p.m. ET the day before		Funds will be immediately withdrawn from your account
Today, for transactions due in the next 30 days. E.g.: You send your file today for transactions due next week.	N/A		**CAD Currency:** 1 day before transactions due date **USD Currency:** 2 days before transactions due date

Important:
- Your payee must have an account with a Canadian financial institution.
- Transactions between different currencies are not allowed.
- You must submit your deposit instructions to the Bank within the deadlines indicated above.
- For your deposits intended for National Bank clients, the Bank undertakes to credit the accounts of the beneficiaries on the due date. If your beneficiaries hold an account with another financial institution, the Bank undertakes to send them the deposits so that they can be credited on the due date.
- The funds must be available in the account, otherwise the Bank is not required to make your deposits.

To stop a payment or make a correction	
Stop payment	**Correction**
A stop payment may be requested if the file or transaction has not yet been processed or delivered to other financial institutions. **For transactions in USD:** Please note that stop payment can be carried out if we receive your file more than 48 hours before the due date of the transaction. Otherwise, the payment will be reversed as a correction.	A correction may be requested once the transactions are delivered or no later than 3 business days after the transaction due date. A "correction" request is deemed a last resort. **You must notify your payees.** Payees can exercise their **right of refusal** by declining the correction within 90 days of the correction notice.

Important:
- You must always ensure the accuracy of the data in your file when sending it.
- Corrections can be used only in the following situations: double payment, incorrect payment amount, incorrect account number.
- National Bank cannot be held liable for losses or damages resulting from a reversal request processed as a correction.

> **IMPORTANT:** As per Canada Payments rules, beneficiaries can refuse an EFT correction done in their accounts.

Your reversal request (stop payment or correction) must be addressed to Customer Service by telephone or by fax using the forms for payment reversal included in this document Appendices G and H.

Payment reversal request form are kept at the Bank for 12 months.

Always ensure the information in your file is accurate before it is sent to the Bank. Correction reversal requests must comply with Payment Canada rules and should be seen as a last resort. Moreover, the following conditions apply to all correction requests:

› Corrections can be used in the following situations: double payment, incorrect payment amount, incorrect account number.

› The payee must be notified about correction reversals, since a correction reverses a credit to a payee's account. Without restricting the limitation of liability under the Direct Deposit Service Agreement, the Bank cannot be held responsible for losses or damages resulting from the processing of corrections.

What happens if…

Your file file rejected?

› A confirmation message appears on screen after receipt of your file.

› If the Bank detects any problems while the data, Customer Service will contact you as soon as possible.

› The Bank will not correct or modify your file in any way.

One or several transactions in your files are rejected?

› A deposit transaction may be returned for several reasons, such as a closed account.

› A report a will be sent to you, via transmission method selected, advising you of the rejection.

> ### Specifics for multiple-date files. Good practices!
>
> › If your file contains transactions with different dates, your account will be debited for the total amount of transactions in your file.
>
> › It may therefore be preferable to use one file per date, if you do not wish to be debited in advance for transactions coming due later.

Functions available

Two functions, to which you can sign up in advance, are available to help you manage your files:

The EFT File Management option via our Internet Banking Solutions

› This option lets you view, modify, delete or add a transaction in your file.

› Allows you to access your postdated files until 11:59 p.m., one business day before the due date for the CAD files and three days before the due date for USD files.

› When a file contains transactions due on different dates, only the due date of the nearest transaction will be considered for file access; the file will not be accessible for subsequent transactions.

> **IMPORTANT**
>
> › Two individuals must authorize all changes (additions, modifications or deletions) made to an EFT file using the EFT File Management option.
>
> › All changes (additions, modification or deletions) for which a final authorization is not received before the access deadline will not be considered and the file will be processed without those changes.

Validation and Authorization of File Transfers option

› This option allows you to approve or assign access rights to a user to approve submitted files.

› You can sign up for this function if you choose to transfer your files yourself via your accounting software.

› When you select this function, your file will not be processed until it is approved.

› For more details on how to use this function, you can refer to the CFT – IAM platform guide.

Step 3: Reconcile your transactions

Compare your internal data against those provided by the Bank. Here is a list of reports available to help verify and control your cash outflows.

List of reports available	Description	Format and availability
Summary of Transactions Received Show example	This report is issued once you have submitted your file.* The report confirms: › We processed your file; › The monetary value of your transactions by date. *You will also receive this report if you request corrections or stop payments for your file.	› By fax › PDF downloadable from our transfer platform
List of Transactions Returned to our Customers Show sample	This report is issued if any of your transactions are returned. The report confirms: › The list of rejected or non-processed transactions. This report will be issued twice: › Once for transactions involving National Bank accounts. › Once for transactions involving accounts at another financial institution.	› By fax › PDF downloadable from our transfer platform
Summary of Transactions Show sample	This report is available on screen once you have submitted your file. This report confirms: › We received and processed your file.	› By fax › PDF downloadable from our transfer platform › Available in file format (development required)
List of Stop Payments Reimbursed Show sample	This report is generated once you have made a request to stop payment of a file or transaction. This report confirms: › Stop payment requests reimbursed.	› By fax › PDF downloadable from our transfer platform
Billing Show sample	This billing statement is produced at the start of every month and shows the breakdown of costs for your direct deposit service.	› By fax › PDF downloadable from our transfer platform (SFTP)

Customer Service

Our Customer Service Department will be pleased to answer all your questions.
Our offices are open Monday to Friday, from 7:00 a.m. to 8:00 p.m., Eastern time.

Business Central Team, transit 4176-1 | 1-844-394-4494 (toll-free) | 514-394-4494 (Montreal area)

Technical specifications

The following section is for clients who have chosen to develop their own file format for submitting transactions to be processed and/or would like to receive the file copy of the rejected transactions report. Clients who use the Bank's software that automatically formats the file can proceed to the Appendices section.

Operation codes

Select the operation code below that best reflects the type of deposit and enter it for each transaction in field No. 4 of Record C.

Operation code	Description	Abbreviation English/French
200	Payroll Deposit	PAY/PAY
201	Special Payroll	
202	Vacation Pay	
203	Overtime Pay	
204	Advance Pay	
205	Commission Pay	
206	Bonus Pay	
207	Adjustment Payment	
230	Pension	PEN/PEN
231	Federal Pension	
232	Provincial Pension	
233	Private Pension	
240	Annuity	ANN/REN
250	Dividend	DIV/DIV
251	Common Dividend	
252	Preferred Dividend	

(Continued on the next page)

Operation code	Description	Abbreviation English/French
260	Investment	INV/PLA
261	Mutual Funds	MTF/FMU
265	Spousal RSP Contribution	SRP/RDC
266	RESP Contribution	REP/REE
271	RSP Contribution	RSP/RER
272	Retirement Income Fund	RIF/FRR
273	Tax Free Savings Account	TFS/CLI
274	RDSP Contribution	RDP/REI
280	Interest	INT/INT
281	Lottery Prize Payment	LPP/PDL
450	Miscellaneous Payments	MSP/DIV

Transaction file format to be developed

If you chose to develop your own file according to Canadian Payments Association (CPA) standards, you must carefully follow the instructions in this section.

The file to be developed contains three types of records. The "A" record identifies the user, the "C" record(s) indicates the details of each transaction, while the "Z" record indicates the number of transactions and the total amount of the file. All records must be composed of 1464 characters.

All "C" records must describe 6 transactions. If your last "C" record does not contain 6 transactions, complete it by inserting blanks until 1464 characters have been entered.

N.B.: "Beneficiary" refers to your client and "user" refers to your company.

Record A

Purpose: To identify the user. This record must be the first in each file and occur only once within a single file.

Field No.	Character position	Field length	Format	Contents	Information required
01	1	1	A	Type of record	Always A
02	2-10	9	N	Sequence number	Always "000000001"
03	11-20	10	A/N	User's number	Assigned by the Bank
04	21-24	4	N	File creation number	Increases by "1" after each file
05	25-30	6	N	Creation date	Format: 0YYDDD
06	31-35	5	N	Addressee	Always "00610"
07	36-55	20	A/N	Reserved	Filled with blanks
08	56-58	3	A	Currency code	CAD or USD
09	59-1464	1406	A/N	Reserved	Filled with blanks

Record C

Purpose: To record information related to deposit transactions.

REMINDER: For Record C, each transaction line must be composed of 1464 characters and contain six segments. Each segment communicates transaction details for one individual. Therefore, for every line:

› Fields 01 to 03: beginning of record = position 1 to 24

› Fields 04 to 21:

segment 1 = position 25 to 264	segment 4 = position 745 to 984
segment 2 = position 265 to 504	segment 5 = position 985 to 1224
segment 3 = position 505 to 744	segment 6 = position 1225 to 1464

Field No.	Character position	Field length	Format	Contents	Information required
01	1	1	A	Type of record	Always C
02	2-10	9	N	Sequence number	Increases by "1" after each logical record (000000002 and ++)
03	11-24	14	A/N	Control number	Same information as fields 3 and 4 of Record A
04	25-27	3	N	Operation code	See the list Operation codes
05	28-37	10	N	Amount	Must be greater than zero. Justified to the right, with no decimals and preceded by zeros.
06	38-43	6	N	Transaction date	Format: 0YYDD
07	44-52	9	N	Beneficiary's institution	*
08	53-64	12	A/N	Beneficiary's account number	Justified to the left and filled with blanks
09	65-86	22	N	Search number	Always "0000000000000000000000"
10	87-89	3	N	Reserved	Always "000"
11	90-104	15	A/N	Abbreviated user's name	Mandatory
12	105-134	30	A/N	Beneficiary's name	Name under which account was opened
13	135-164	30	A/N	User's name	Mandatory
14	165-174	10	A/N	User's number	Same information as field 3 in Record A
15	175-193	19	A/N	Transaction reference no.	For the user and for tracing purposes (mandatory field), e.g., employee no., SIN
16	194-202	9	N	User's institution	*
17	203-214	12	A/N	Return account number	Justified to the left and filled with blanks
18	215-229	15	A/N	User's general info	Reserved for user (optional field)
19	230-251	22	A/N	Reserved	Filled with blanks
20	252-253	2	A/N	Reserved	Filled with blanks
21	254-264	11	N	Reserved	Always "00000000000"

* Format: 1st position is always zero; 2nd position contains the institution No. (length = 3); 5th position contains the beneficiary's or user's branch no. (length = 5)

Record Z

Purpose: It is to determine the end of the file and to monitor the transaction totals. This recording must be the last one in the file.

Field No.	Character position	Field length	Format	Contents	Information required
01	1	1	A	Type of record	Always Z
02	2-10	9	N	Sequence number	Increases by "1" after each logical record (000000003 and ++)
03	11-24	14	A/N	Control number	Same information as fields 3 and 4 of Record A
04	25-38	14	N	Reserved	Filled with zeros
05	39-46	8	N	Reserved	Filled with zeros
06	47-60	14	N	Total value of credits	Total value of transactions in file. Justified to the right and preceded by zeros.
07	61-68	8	N	Total number of credits	Total number of transactions in file. Justified to the right and preceded by zeros.
08	69-82	14	N	Reserved	Filled with zeros
09	83-90	8	N	Reserved	Filled with zeros
10	91-104	14	N	Reserved	Filled with zeros
11	105-112	8	N	Reserved	Filled with zeros
12	113-1464	1352	A/N	Fill-in characters	Filled with blanks

File format to be developed for rejected/returned transactions*

This file format is intended for clients who want to receive a report listing rejected and returned transactions.

The file to be developed can contain up to four types of records. An "A" record identifies the user; one or several "C" records indicate the transactions returned following initial validation; one or several "I and E" records identify transactions returned for reasons related to the beneficiary's account; and a "Z" record identifies the number of rejected transactions and the total amount of the file.

Your file will have the following name: RT03800XXXXX01.TXT.

XXXXX represents the first five characters of your issuer no., which will be given to you by our integrator officer, while 01 is automatically generated. Please note that this file will be compressed (.zip).

N.B.: "Beneficiary" refers to your client and "user" refers to your company.

Record A

Purpose: To identify the user. This record must be the first in each file and occur only once within a single file.

Field No.	Character position	Field length	Format	Contents	Information required
01	1	1	A	Type of record	Always A
02	2-10	9	N	Sequence number	Always "000000001"
03	11-20	10	A/N	User number	Always "0000000610"
04	21-24	4	N	File creation number	Increases by "1" after each file
05	25-30	6	N	Creation date	Format: 0YYDDD
06	31-35	5	N	Addressee	Your client number
07	36-55	20	A/N	Reserved	Filled with blanks
08	56-58	3	A	Currency code	CAD or USD
09	59-1464	1406	A/N	Reserved	Filled with blanks

Record C

Purpose: It is used to record information related to a rejected direct deposit.

REMINDER: Concerning the record C, each transaction line will be 1464 characters long. Each line will contain 6 segments. A segment serves to convey the transaction details for one transaction. Therefore, for each line:

› Fields 01 to 03: Start of recording = position 1 to 24

› Fields 04 to 21:

segment 1 = position 25 to 264	segment 4 = position 745 to 984
segment 2 = position 265 to 504	segment 5 = position 985 to 1224
segment 3 = position 505 to 744	segment 6 = position 1225 to 1464

Field No.	Character position	Field length	Format	Contents	Information required
01	1	1	A	Type of record	Always C
02	2-10	9	N	Sequence number	Increases by "1" after each logical record (000000002 and ++)
03	11-24	14	A/N	Control number	Same information as in fields 3 and 4 of record A
04	25-27	3	N	Reject operation code	Always 900
05	28-37	10	N	Amount	Right justified, without decimals and preceded with zeroes
06	38-43	6	N	Transaction date	Format: 0YYDDD
07	44-52	9	N	Beneficiary's institution	*
08	53-64	12	A/N	Beneficiary's account number	Left justified and filled with blanks
09	65-86	22	N	Trace number	Assigned by the bank
10	87-89	3	N	Original Operation Code	Code used by the sender of the original transaction
11	90-104	15	A/N	Abbreviated user's name	Same as the original transaction
12	105-134	30	A/N	Beneficiary's name	Same as the original transaction
13	135-164	30	A/N	User's name	Same as the original transaction
14	165-174	10	A/N	User's number	Same as the original transaction
15	175-193	19	A/N	Transaction reference number	Same as the original transaction
16	194-202	9	N	User's institution	Same as the original transaction
17	203-214	12	A/N	Return account number	Same as the original transaction
18	215-229	15	A/N	User's general information	Same as the original transaction
19	230-251	22	A/N	Reserved	Filled with blanks
20	252-253	2	A/N	Reserved	Filled with blanks
21	254-264	11	N	Invalid Element	Indicates the field number that caused the reject. (2 digits of the field number)

* Format: 1st position always zero (0); 2nd position contains the number of the financial institution (length = 3); 5th position contains the number of the beneficiary's or of the user's branch (length = 5)

Record I or E

Purpose: To identify transactions returned due to reasons related to the beneficiary.

REMINDER: Concerning the record I or E, each transaction line will be 1464 characters long. Each line will contain 6 segments. A segment serves to convey the transaction details for one transaction. Therefore, for each line:

› Fields 01 to 03: Start of recording = position 1 to 24

› Fields 04 to 21:

segment 1 = position 25 to 264	segment 4 = position 745 to 984
segment 2 = position 265 to 504	segment 5 = position 985 to 1224
segment 3 = position 505 to 744	segment 6 = position 1225 to 1464

Field No.	Character position	Field length	Format	Contents	Information required
01	1	1	A	Type of record	Always I or E
02	2-10	9	N	Sequence number	Increases by "1" after each logical record (000000002 and ++)
03	11-24	14	A/N	Control number	Same information as in fields 3 and 4 of record A
04	25-27	3	N	Return operation code	See Reject and return codes list
05	28-37	10	N	Amount	Right justified, without decimals and preceded with zeroes
06	38-43	6	N	Transaction date	Format: 0YYDDD
07	44-52	9	N	User's institution	*
08	53-64	12	A/N	User's return account number	Left justified and filled with blanks
09	65-86	22	N	Trace number	Assigned by the bank
10	87-89	3	N	Original operation code	Code used by the sender of the original transaction
11	90-104	15	A/N	Abbreviated user's name	Same as the original transaction
12	105-134	30	A/N	Beneficiary's name	Same as the original transaction
13	135-164	30	A/N	User's name	Same as the original transaction
14	165-174	10	A/N	User's number	Same as the original transaction
15	175-193	19	A/N	Transaction reference number	Same as the original transaction
16	194-202	9	N	Beneficiary's institution	*
17	203-214	12	A/N	Beneficiary's account number	Same as the original transaction
18	215-229	15	A/N	User's general information	Same as the original transaction
19	230-251	22	A/N	Original trace number	Assigned by the bank
20	252-253	2	A/N	Reserved	Filled with blanks
21	254-264	11	N	Reserved	Always 00000000000

* Format: 1st position always zero (0); 2nd position contains the number of the financial institution (length = 3);
   5th position contains the number of the beneficiary's or of the user's branch (length = 5)

Record Z

Purpose: It is to determine the end of the file and to monitor the transaction totals. This recording must be the last one in the file.

Field No.	Character position	Field length	Format	Contents	Information required
01	1	1	A	Type of record	Always Z
02	2-10	9	N	Sequence number	Increases by "1" after each record (000000003 and ++)
03	11-24	14	A/N	Control number	Same information as in fields 3 and 4 of record A
04	25-38	14	N	Total value of debits	Total value of reject/return debit transactions. Right justified and preceded with zeroes (D&J)
05	39-46	8	N	Total number of debits	Total number of reject/return debit transactions. Right justified and preceded with zeroes (D&J)
06	47-60	14	N	Total value of credits	Total value of reject/return credit transactions. Right justified and preceded with zeroes (C&I)
07	61-68	8	N	Total number of credits	Total number of reject/return credit transactions. Right justified and preceded with zeroes (C&I)
08	69-82	14	N	Reserved	Filled with zeroes
09	83-90	8	N	Reserved	Filled with zeroes
10	91-104	14	N	Reserved	Filled with zeroes
11	105-112	8	N	Reserved	Filled with zeroes
12	113-1464	1352	A/N	Fill-in characters	Filled with blanks

List of reject/return codes

Bank transaction code	Reject/return code	Description	Abbreviation English/French
900	04	Transaction code invalid	REJ/REV
900	05	Amount invalid	
900	06	Expiry date invalid	
900	07	Payor bank account number and transit invalid	
900	08	Payor account number invalid	
900	11	User short name invalid	
900	12	Payor name invalid	
900	13	User name invalid	
900	14	User number invalid	
900	15	Reference number invalid	
900	16	Payee bank account number and transit invalid	
900	17	Payee account number invalid	
900	18	Not used	
900	19	Not used	
900	20	Not used	
900	21	Not used	
901	N/A	NSF (debit only)	NSF/DSP
902	N/A	Account not found	CNT/ITV
903	N/A	Payment stopped/recalled	STP/ARR
905	N/A	Account closed	CLS/FER
907	N/A	No debit allowed	NCP/PPC
908	N/A	Funds not cleared (debit only)	FNC/FNL
909	N/A	Currency/account mismatch	WCU/MDC
910	N/A	Payee deceased	DEC/DEC
911	N/A	Account frozen	FZN/BLQ
912	N/A	Invalid/incorrect account no.	INA/INV
914	N/A	Incorrect payee name	INP/NOM
922	N/A	Customer initiated return	REC/CIR
990	N/A	Institution in default	DEF/DEF

Appendices – Report examples

Appendix A – Summary of transactions received

```
TO:9999900610        BNC TR: 1234-5          FROM: NATIONAL BANK OF CANADA                    PAGE     1
   Paper Inc                                        CORPORATE ELECTRONIC SERVICES              DATE: 2012-05-04
   01 Parking   PLACE                               600 DE LA GAUCHETIERE OUEST                SI-2162   PG3806
   OTTAWA                                           MONTREAL, QUEBEC                            0405-1127-50
   ONT                    HOH OHO                   H3B 4L2
   ATT: S.Smith                                     FAX NO: 514-394-6728
   FAX NO: (123)456-7890

                                 DIRECT DEPOSIT / PRE-AUTHORIZED ELECTRONIC PAYMENTS
                                 --------------------------------------------------
                                    SUMMARY TRANSACTIONS RECEIVED ON: 2012-05-04

                                    FILE CREATION NUMBER: 0001
                                    DATE OF FILE CREATION: 12125

SUMMURY TRANSACTIONS RECEIVED:
=============================

TRANSACTION        DEBITS (D/J)           CORR.CREDITS (E)            CREDITS (C/I)            CORR.DEBITS (F)
   DATE     NUMBER        AMOUNT      NUMBER        AMOUNT      NUMBER        AMOUNT      NUMBER        AMOUNT

  MA.  04      0          0.00                      0.00          3          3.00                      0.00
            --------  ----------------  --------  ----------------  --------  ----------------  --------  ----------------
SUB-TOTAL      0          0.00            0        0.00          3          3.00          0              0.00
TOTAL NO. OF ITEMS:      3
NO. OF RET. ITEMS :      0
NO. OF REJ. ITEMS :      0
```

If the information does not match your file, please contact our Customer Service Department at 1-844-394-4494 or 514-394-4494.

This report will be faxed to you or if you chose the electronic option you will receive it in PDF format via the Corporate File Transfer platform (CFT) after each file has been processed.

Appendix B – List of transactions (return/reject and correction)

```
TRANSIT: 4131-1                              ELECTRONIC FUNDS TRANSFER                    PAGE:    1
SERVICES ELECTRONIQUES AUX ENTREPRISES         NATIONAL BANK OF CANADA                    DATE: 2017-04-07
MONTREAL,QUEBEC                       LIST OF TRANSACTIONS RETURNED TO OUR CUSTOMERS      SI-3206B
H3B 4L2                                                                                   2505-1230-20

                                              (D0380J44, PG3844B)

     ORIGINATOR"S : 5700500610
             BRIERE TEST TI CIE04
BRANCH  ACCNT        DATE      CREDIT      CORR.DT       DEBIT       CORR.CT    TRACE NO.               TRANSIT NO.
PAYEE  /  PAYOR                PAYOR  /  PAYEE           REASON REJECTED        REFERENCE NO.           RET. ACCNT NO.
                                                                               ORIGIN. TRACE NO.

 00011  0202609      2017-04-06                                    $      78.87  0006006100110111111452 006 00011
 TRX200                      BRIERE TEST TI CIE04       ACCOUNT FROZEN                                      0184627
                                                                                 0000006100110111111374


TRANSIT: 4131-1                              ELECTRONIC FUNDS TRANSFER                    PAGE:    2
SERVICES ELECTRONIQUES AUX ENTREPRISES         NATIONAL BANK OF CANADA                    DATE: 2017-04-07
MONTREAL,QUEBEC                       LIST OF TRANSACTIONS RETURNED TO OUR CUSTOMERS      SI-3206B
H3B 4L2                                                                                   2505-1230-20

                                              (D0380J44, PG3844B)

     ORIGINATOR"S : 5700500610
             BRIERE TEST TI CIE04

                       TOTAL PER ORIGINATOR"S          ITEMS                 AMOUNT
                       CREDIT       (C) :                 0          $           0.00
                       CORR. DEBIT  (F) :                 0          $           0.00
                       SUB-TOTAL        :                            $           0.00
                       DEBIT        (D) :                 0          $           0.00
                       CORR. CREDIT (E) :                 1          $          78.87
                       SUB-TOTAL        :                            $          78.87
                       DIFFERENCE       :                            $          78.87-
```

You will receive this report if National Bank transactions are returned to you.

This report will be faxed to you or if you chose the electronic option you will receive it in PDF format via the Corporate File Transfer platform (CFT) after each file has been processed.

Appendix C – List of transactions (return/reject and correction)

```
  SI3652-PG3805                      E L E C T R O N I C   F U N D S   T R A N S F E R              2017 04 06
  CUSTOMER NO  : 5700500610          LIST OF TRANSACTIONS RETURNED TO OUR CUSTOMERS                 PAGE    1


  BRIERE TEST TI CIE04
TRANS SEQUENCE    DATE            CREDITS      DEBITS       DEST      ACCOUNT NO    PAYEE/DEBITOR              REASON
DELIV CUST. NO.   ITEM TRACE      CORR.DT      CORR.CT      RETURN    ACC NO RET    ORIGINATOR'S LONG NAME
ORIGI CROSS REF NO               ORIG. TRACE NO.            ORIGINATOR'S SHT NAME  SOLUTION

900   111111261  05-AP.-2017                     51.02     0333-20029 1234567      TRX131                    INVALID DUE DATE
S     5700500610                                           000600011  1111111      BRIERE TEST TI CIE04
450   8151006105145111111235     00000000000000000000     BRI TEST TI C4          RETURN BY FILE TRANSMISSION
900   111111262  05-AP.-2017                     52.01     0888-20029 1236666      TRX132                    INVALID DUE DATE
S     5700500610                                           000600011  1111111      BRIERE TEST TI CIE04
450   8151006105145111111236     00000000000000000000     BRI TEST TI C4          RETURN BY FILE TRANSMISSION
900   111111263  05-AP.-2017                     53.36     0815-20030 1444444      TRX133                    INVALID DUE DATE
S     5700500610                                           000600011  1111111      BRIERE TEST TI CIE04
450   8151006105145111111237     00000000000000000000     BRI TEST TI C4          RETURN BY FILE TRANSMISSION
900   111111264  05-AP.-2017                     54.89     0815-22222 7777777      TRX134                    INVALID DUE DATE
S     5700500610                                           000600011  1111111      BRIERE TEST TI CIE04
450   8151006105145111111238     00000000000000000000     BRI TEST TI C4          RETURN BY FILE TRANSMISSION

  PER DATE                        NB      CREDITS          NB        DEBITS
  RETURNED TRANSACTIONS TOTAL (C/D) :    0          .00    4           261.28
                                  NB      CORR.DT          NB        CORR.CT
  RETURNED TRANSACTIONS TOTAL (E/F) :    0          .00    0              .00

  TOTALS                        :        0          .00    4           261.28
```

You will receive this report only if transactions are returned to you unpaid.

This report will be faxed to you or if you chose the electronic option you will receive it in PDF format via the Corporate File Transfer platform (CFT) after each file has been processed.

Appendix D – Summary of transactions delivered (return/reject and correction)

```
SI-2163

TO:                                                    FROM: NATIONAL BANK        PAGE : 1
MONTREAL, QUE.              0000000210                 MONTREAL, QUE.             00610
                           SUMMARY OF TRANSACTIONS
                           EVENING PRODUCTION - J28

                           FILE CREATION NO.         0000
                           FILE CREATION DATE        15194
      PAYMENT DETAILS
         DATE OF                DEBITS (D/J)              CREDITS (C/I)
         TRANSACTION    NUMBER        AMOUNT        NUMBER        AMOUNT

         JUN  26           1            51.74          0             0.00
         JUN  27           1            44.70          1           119.19
         JUN  28           2           114.01          0             0.00
         JUL  01           1           111.87          0             0.00
         JUL  08           2           416.38          0             0.00
         JUL  09          30         6,787.59          5        170,295.35
         JUL  10         137        45,977.66         57        114,720.33
         JUL  11          11         2,414.38        195        338,461.21
         JUL  12          12         2,965.68         50        772,757.38
         JUL  13         236       989,177.83        804      1,671,002.75
         JUL  14         103     9,009,835.22        240      5,137,128.58
         JUL  15       4,815       953,747.01      7,821     32,341,511.86
         SUB-TOTAL:    5,351    11,011,644.07      9,174     40,546,125.28
      ERROR CORRECTION DETAILS
         DATE OF              CORR. CT (E)              CORR. DT (F)
         TRANSACTION    NUMBER        AMOUNT        NUMBER        AMOUNT

         SUB-TOTAL:        0             0.00          0             0.00
      TOTALS:          5,351    11,011,644.07      9,174     40,546,125.28
         TOTAL NO.  OF ITEMS :     14,525
         NO RETURNED      :            0

      THESE TRANSACTIONS ARE RECORDED ON TAPE NO. :      POXXX0      AND GENERATION NUMBER   :0000
```

You will receive this report via the Corporate File Transfer (CFT) platform only to confirm your file.

This report will be faxed to you or if you chose the electronic option you will receive it in PDF format via the Corporate File Transfer platform (CFT) after each file has been processed.

Appendix E – List of stop payments

```
1234500610          BNC TR: 1234-1              FROM: NATIONAL BANK OF CANADA                    PAGE     1
PAPER INC                                       CORPORATE ELECTRONIC SERVICES                    DATE: 2015-03-22
111 BOULEVARD LE CADEAU                         600 DE LA GAUCHETIERE OUEST                      SI-3887   PG3810
LAVAL                                           MONTREAL, QUEBEC                                 2203-2150-32
PQ                  HOH OHO                      H3B 4L2
A/S: Smith, R.                                  FAX NO: 514-394-6728


                                    ELECTRONIC FUNDS TRANSFER
                         LIST OF STOP PAYMENT TRANSACTIONS REIMBURSED ON   2015/05/07
                                       EVENING PRODUCTION

SEQUENCE NO.            REFERENCE NO.                AMOUNT                NAME OF BENEFICIARY            DUE
22222222               DR-1111                      232.72DB              Smith, R                      04MA

      - TOTAL FOR ISSUER :       xxxxx00610
                                 NUMBER              AMOUNT
              . . C R E D I T  :        0              0.00
              DEBIT CORRECTION :        0              0.00
              . . D E B I T   :        1            232.72
              CREDIT CORRECTION:        0              0.00
```

You will receive this report only if stop payments have been returned by the Bank.

This report will be faxed to you or if you chose the electronic option you will receive it in PDF format via the Corporate File Transfer platform (CFT) after each file has been processed.

Appendix F – Summary of transactions received

```
TO:5700500610          BNC TR: 0001-1              FROM: NATIONAL BANK OF CANADA                    PAGE     1
  BRIERE TEST TI CIE04                             CORPORATE ELECTRONIC SERVICES                    DATE: 2017-05-11
  1,RUE                                            600 DE LA GAUCHETIERE OUEST                      SI-2162   PG3806
  VILLE                                            MONTREAL, QUEBEC                                 1105-1000-35
  PQ                  H0H 0H0                       H3B 4L2
  ATT: GILBERT A                                   FAX NO: 514-394-6728
  FAX NO: (450)679-6191
                                    DIRECT DEPOSIT / PRE-AUTHORIZED ELECTRONIC PAYMENTS
                                    -------------------------------------------------
                                     SUMMARY TRANSACTIONS RECEIVED ON: 2017-04-06

                                     FILE CREATION NUMBER : 0001      (ORIGINAL FILE 0109)
                                     DATE OF FILE CREATION: 17097

SUMMURY TRANSACTIONS RECEIVED:
==================================
TRANSACTION          DEBITS (D/J)              CORR.CREDITS (E)              CREDITS (C/I)              CORR.DEBITS (F)
  DATE      NUMBER        AMOUNT      NUMBER        AMOUNT      NUMBER        AMOUNT      NUMBER        AMOUNT

  AP.  07                   0.00         2          199.98                     0.00                     0.00
          ---------  -----------------  ---------  -----------------  ---------  -----------------  ---------  -----------------
SUB-TOTAL       0          0.00         2          199.98         0             0.00         0             0.00
  TOTAL NO. OF ITEMS:       2
  NO. OF RET. ITEMS :       0
  NO. OF REJ. ITEMS :       0
```

You will receive this report only if the bank issues correction transactions on your behalf following your reversal request.

This report will be faxed to you or if you chose the electronic option you will receive it in PDF format via the Corporate File Transfer platform (CFT) after each file has been processed.

Appendix G – Demande de renversement/ Reversal request

À/TO

BANQUE NATIONALE DU CANADA   **NATIONAL BANK OF CANADA**

Section Transferts de Fonds Électroniques (5873-1)
Electronic Funds Transfer Section (5873-1)

Télec./Fax : (514) 394-6728
Tél./Tel. : (514) 394-4494 ou/or 1 844-394-4494

DE/FROM

[xxx]

NOM DU CLIENT/CLIENT NAME

[xxx]

NUMÉRO DE CLIENT/CLIENT NUMBER

DATE

[xxx]

OBJET/RE

Demande de renversement de paiement
Payment reversal request

Nº de fichier
File no.

Nº de référence
Reference no.

Nº d'institution financière
Financial institution no.

Nº de compte
Account no.

Nom du bénéficiaire
Name of payee   [xxx]

Montant $
Amount $

Date d'échéance   AAAA/YYYY   MM   JJ/DD
Due date

IMPORTANT : Si les délais requis pour effectuer un renversement en mode **Arrêt de paiement** sont dépassés, veuillez prendre note que la Banque émettra une transaction de renversement en mode **Correction**.

Votre client **payeur ou votre bénéficiaire** peut exercer un droit de refus de 90 jours sur cette opération de correction d'erreur. Dans cette éventualité, celle-ci vous sera retournée avec la mention « Accord de DPA inexistant » ou « Retour demandé par le client ». C'est pourquoi l'**exactitude** de vos données est **primordiale**. **La Banque Nationale ne pourra être tenue responsable des pertes résultant du traitement d'opérations pour corrections d'erreurs.**

IMPORTANT: If the deadlines for a stop payment reversal are exceeded, the Bank will reverse the transaction via **correction**.

The **payer or payee** may decline the correction within 90 days. If a correction is declined, a notice will be returned to you with the note "There is no PAD agreement" or "Return requested by client." This is why it's **essential** to provide **accurate** data. **National Bank cannot be held responsible for losses resulting from the processing of corrections.**

SIGNATURE

Appendix H – Demande de renversement d'un fichier complet/Complete file reversal request

RENVERSEMENT D'UN FICHIER COMPLET
COMPLETE FILE REVERSAL

Numéro de client
Client number
`|   |   |   |   | 0 | 0 | 6 | 1 | 0 |`

Nom de l'entreprise
Company name
[xxx]

Numéro de fichier
File number
`|   |   |   |   |`

Nombre de transactions
Number of transactions
[xxx]

Montant total des transactions $
Total amount of transactions $
`|   |   |   |   |   |   |   |   |   |`

S'il vous plaît, veuillez retourner ce formulaire par télécopieur
Please return this request by fax

À l'attention du : Service à la clientèle T.F.E.
Attention to: AFT Customer Services

Téléc./Fax : 514 394-6728
Tél./Tel. : 514 394-4494 ou/or 1 844 394 4494

IMPORTANT : Si les délais requis pour effectuer un renversement en mode **Arrêt de paiement** sont dépassés, veuillez prendre note que la Banque émettra une transaction de renversement en mode **Correction**.

Votre client **payeur ou votre bénéficiaire** peut exercer un droit de refus de 90 jours sur cette opération de correction d'erreur. Dans cette éventualité, celle-ci vous sera retournée avec la mention « Accord de DPA inexistant » ou « Retour demandé par le client ». C'est pourquoi l'**exactitude** de vos données est **primordiale**. **La Banque Nationale ne pourra être tenue responsable des pertes résultant du traitement d'opérations pour corrections d'erreurs.**

IMPORTANT: If the deadlines for a stop payment reversal are exceeded, the Bank will reverse the transaction via **correction**.

The **payer or payee** may decline the correction within 90 days. If a correction is declined, a notice will be returned to you with the note "There is no PAD agreement" or "Return requested by client." This is why it's **essential** to provide **accurate** data. **National Bank cannot be held responsible for losses resulting from the processing of corrections.**

SIGNATURE _____   **Tél./Tel.** _____

Nom (lettres moulées)
Name (please print _____   **Date** _____