

CONFIDENTIAL



Please return one copy of this form with your remittance to:

E. Siwicki, President
 Canadian Textiles Institute
 222 Somerset Street West, Suite 500
 Ottawa, Ontario K2P 2G3

Tel: (613) 232-7195
 Fax: (613) 232-8722

Canadian Textiles Institute
NEW MANUFACTURER MEMBER MEMBERSHIP APPLICATION FORM
Membership Dues - August 1st, 2007 to July 31st, 2008

Dues should be calculated as per the steps described below.

Please note that dues are subject to a minimum of \$2,500 and a maximum of \$90,000.

The steps in calculating your dues are:

(1) Insert your factory payroll ⁽¹⁾ for the calendar year 2006	\$	(1)
(2) Divide the amount in (1) by 1,000 and multiply by \$3.00	\$	(2)
(3) Enter 10% of the amount in (2) (but not to exceed \$4,000)	\$	(3)
(4) SUBTOTAL : Add (2) and (3)	\$ _____	(4)
(5) If the amount in (4) is less than \$2,500, enter \$2,500. If the amount in (4) is more than \$90,000, enter \$90,000. Otherwise, re-enter the amount in (4)	\$ _____	(5)
(6) Add 5% Goods and Services Tax (R106867336) : Line (5) multiplied by 5%	\$	(6)
(7) Total dues and tax due for the year 2007-2008 : Add (5) and (6)	\$ _____	(7)
Enclosed is our cheque for	\$	
* <i>Balance due (if paying quarterly)</i>	\$	

* *Dues (other than minimum dues) may be paid in quarterly instalments on August 1st, November 1st, February 1st and May 1st. If paying in instalments, please complete and return this form by August 1st, 2007 with cheque for one-quarter of dues, and mail in the remaining quarterly instalments as they become due.*

The membership covers our textile operations at the following plant(s):

Name **Address**

Title

Company

Telephone **Postal Code**

Facsimile **Signature**

E-mail **Date**

⁽¹⁾ **Factory Payroll**

Factory payrolls are defined as the total wages paid in a member's Canadian plant(s) to heads of plant(s) and all personnel reporting to them, for all operations attributable to textile manufacture and to include textile operations in all subsidiary and associated companies which, for the purposes of this definition, may be combined into one total (*for details see over*). It is important that your payroll figure be given. ***It is kept strictly confidential.***

PAYROLL DEFINITION FOR DUES

1. The formal definition of the "factory payrolls" to be used as a basis for calculating dues is as follows:

"Factory payrolls are defined as the total wages paid in a member's Canadian plant(s) to the heads of plant(s) and all personnel reporting to them, for *all operations attributable to textile manufacture and to include textile operations in all subsidiary and associated companies which, for the purposes of this definition, may be combined into one total."

2. The payroll categories which should be included within this definition are indicated in the following:

- | | |
|---|--|
| (i) Manufacturing Wages, Mill Payroll, etc. | This includes hourly and piecework payments made to all workers engaged on production or maintenance services including overtime and shift premiums. Thus, included are wages paid to direct labour used in all operations, productive and non-productive, machine maintenance labour, building maintenance labour and own labour used in repair expenditures. |
| (ii) Mill Supervision | Mill and divisional superintendents, foremen, plant engineers. |
| (iii) Mill Foremen | Supervisors and shift foremen in operations. |
| (iv) Mill Clerks | Clerical workers in production or service departments, production control, shipping. |
| (v) Steam, Power and Maintenance | Heads of sections relative to steam and power plant and maintenance. |
| (vi) Yard, Waste and Stores | Heads of sections in yard, warehouse, stores. |
| (vii) Testing and Industrial Engineering | Personnel in quality control, standards, laboratory, time study and industrial and project engineering, designing technicians and draftsmen, sample dept. |
| (viii) Personnel, Welfare etc. | Personnel manager, mill guards and security, welfare, first aid, sports club and clerical workers in personnel. |
| (ix) Vacation Pay and Statutory Holiday Pay | Based upon amounts to the payroll classes under manufacturing wages. |

3. The payroll categories which should be excluded are indicated in the following samples:

- | | |
|--|--|
| (i) Executive | Executive classes only (include manufacturing and accounting executives and Managers.) |
| (ii) Marketing | Sales department, merchandising, sales office. |
| (iii) General Offices | Personnel in financial and accounting services such as: Accounts Payable, Accounts Receivable, Credit, Costing and Payroll, Data Processing, Purchasing and Traffic, Divisional Office Services, also Order Control. |
| (iv) Administrative | Termination allowances and miscellaneous charges that are not directly concerned with operations. |
| (v) Mill payroll wages paid and chargeable to non-mill accounts. | |

***4. The "operations attributable to textile manufacture" can be illustrated as:**

- (a) Include
Fibre and filament extrusion and processing; spinning etc.; weaving, knitting, tufting, braiding, felting etc., dyeing and finishing; made-up products (e.g. blankets, sweaters, sheets etc.)
- (b) Exclude
Experimental research and development, chemical production prior to extrusion, manufacture of non-textiles (e.g. boxes, cigarette tow reeds).