



SUB-TRADE ONBOARDING FORM

SECTION 1 – COMPANY INFORMATION

Company Name: _____
Contact Person: _____
Phone Number: _____
Email Address: _____
Business Address: _____
City: _____ Province/State: _____ Postal/Zip: _____
Country: Canada USA

SECTION 2 – BUSINESS DETAILS

Trade / Scope of Work: _____
Years in Business: _____
Number of Employees: _____
Work Regions Covered: _____

SECTION 3 – COMPLIANCE DOCUMENTS

- Insurance Certificate (Minimum \$5,000,000 coverage)
- WCB / OSHA Registration #: _____
- Tax ID / EIN / BN: _____
- Business License (if applicable)

SECTION 4 – REFERENCES

Company Name	Contact Person	Phone / Email	Project Description

SECTION 5 – TAX & PAYMENT INFORMATION

Business Legal Name for Payment: _____
Tax ID / EIN / BN: _____
Preferred Payment Method: Check Direct Deposit
Bank Name: _____ Account #: _____ Routing #: _____

SECTION 6 – AGREEMENT & ACKNOWLEDGEMENT

By signing below, you confirm that all information provided is accurate and agree to:

- Gentec Construction Group's Data and Privacy Policy
- All current and future company policies, updates, and compliance requirements
- Maintain valid insurance and WCB/OSHA coverage at all times
- Abide by all safety standards and site regulations

Signature: _____ Print Name: _____
Title / Position: _____ Date: _____

OFFICE USE ONLY

Date Received: _____ Approved By: _____
Notes: _____