

ADP Partner Connect Contest for Accountants

Official Rules and Regulations

September 2017

Official Rules and Regulations (the “Rules”)

The “Partner Connect” Contest (the “Contest”) is sponsored by ADP Canada Co. (“ADP” or the “Sponsor”) in appreciation of accountants that have enrolled in ADP’s Partner Connect Portal and referred a client via the portal (“Accountants”). In these Rules, Accountants may also be referred to as “entrants” or “you”. The Contest offers eligible Accountants the chance to win a tablet valued at approximately \$550 CDN.

Contest Period

The Contest starts on Sunday, October 1, 2017 at 12:01 AM ET and closes on Sunday, December 31, 2017 at 11:59 PM ET (the “Contest Close”) (the “Contest Period”).

Prize

There are three (3) prizes available to be awarded during the Contest Period each consisting of one (1) tablet with a value of approximately \$550 CDN (the “Prize”). The odds of winning a Prize will depend upon the total number of eligible Entries (as defined herein) received during the Contest Period.

The Prize in this Contest must be accepted as described in these Rules and cannot be transferred, assigned, changed, or substituted for another prize, except at the Sponsor’s sole discretion. The Sponsor reserves the right to substitute a Prize of equivalent or greater value in the event that, for reasons beyond its control, the Sponsor is unable to award the Prize as described in these rules. The Prize will not be awarded unless the Prize winner has signed a Declaration and Release Form in accordance with the “General” section below. **Limit one Prize per person.** Prizes will be awarded shortly after each Prize Draw in person (if possible) by an ADP Canada representative. If an in-person delivery is not feasible, the Prize will be mailed to the recipient’s destination of choice.

Eligibility

The Contest is open only to Accountants who (i) are members of the ADP Accountant Program, (ii) have elected to participate in ADP’s Referral Option, (ii) have enrolled in and made a referral through Partner Connect, and (iv) have been assigned a PID number by ADP. Eligible entrants must be legal residents of Canada who have reached the age of majority in their province or territory of residence and who are residing in Canada at the time of the Contest Close.

You are not eligible to enter this Contest if you are an employee (current or retired), representative or agent of the Sponsor or any of the Sponsor’s affiliates, subsidiaries, parent or related companies, advertising or promotional agencies, Contest judging organization, Prize suppliers, dealers, representatives and agents or a member of the immediate family or household of any of the above persons.



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Entries will be accepted during the Contest Period only in accordance with these Rules.

How to Participate

No Purchase Necessary. Void Where Prohibited.

Eligible Accountants may enter the Contest using the following method anytime during the Contest Period by making a qualified referral:

1. Visit partnerconnect.adp.com and register for enrollment.
2. Upon approval, log in and refer a client via Partner Connect.
 - a. Via 'Contact me directly for my client details' or
 - b. Via 'Contact my Client' (each an "Entry")

You will automatically receive one (1) Contest Entry per client referral.

To opt out of the Contest, please notify Digital.Marketing.Canada@adp.com.

The Accountant represents and warrants that they have the authority and have obtained all required consents of the client, who is the subject of the qualifying referral (the "Client"), to disclose the Client's company name, business address, telephone number and email address, the number of employees employed by the referred Client, and the first and last name of a key contact at the Client organization for the purposes described in these Rules.

Registration information submitted by entrants to this Contest will be collected, used and disclosed by the Sponsor for the sole purpose of administering the Contest. Information submitted by entrants relating to Clients or by Clients directly to ADP through a Qualifying Referral shall be collected, used and disclosed solely for the purposes of administering the Contest and for the purpose of marketing and promoting ADP's services to such Clients.

Selection Process

One (1) winning Contest entrant and one (1) alternate Contest entrant will be drawn for three (3) consecutive months on the following dates: November 1, 2017; December 1, 2017; January 2, 2018 (each a "Draw Date"), each at approximately 12:00PM EST at ADP Canada's office by an ADP Canada representative. The one (1) selected Contest entrants and one (1) alternate Contest entrant will be randomly drawn from all eligible Entries received on each Draw Date. The selected entrants will be contacted by telephone or email. In the event a selected entrant cannot be contacted within seven (7) days of the applicable Draw Date, the alternate entrant will be contacted in accordance with these Rules.

In order to be declared the winner of a Prize, a selected entrant must complete and sign a Declaration and Release Form and correctly answer, unaided, a time-limited mathematical skill-testing question to be administered at a mutually convenient time over the telephone. The selected entrant will have ten (10) days from the date of receipt to return their signed



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Declaration and Release Form to the Contest Administrator. Should the selected entrant fail to correctly answer the skill-testing question or return the Declaration and Release Form in the specified time period, the Prize will be forfeited and the alternate Contest entrant will be selected in accordance with these Rules. The procedure outlined above will be followed until each Prize in this Contest has been awarded.

Entries

All Entry forms (whether in paper form, electronic or otherwise) become the property of the Sponsor, and none shall be returned. By entering this Contest, entrants consent to their personal information being collected, used and disclosed by the Sponsor for the sole purpose of administering this Contest. The declared Prize winner's information, including his/her name, mailing address, telephone number and/or e-mail address, will be shared with the Sponsor and the Contest Administrator as required to award the Prize in this Contest. With exception of the above, ADP will not share any information with third parties. For information about ADP's Privacy Policy please visit <http://www.adp.ca/en-ca/privacy.aspx>.

The Sponsor assumes no responsibility for lost, late, delayed, destroyed or misdirected mail, e-mail or any computer errors or malfunctions. No correspondence will be entered into with any Contest entrant except the selected Prize winners.

Rights Reserved

In the event that the Contest is not capable of running as planned for any reason, including infection by computer virus, bugs, tampering, unauthorized intervention, fraud, technical failures, including any network server or hardware failure, errors in programming, printing, distribution or production errors or any other errors or other causes of any nature whatsoever beyond the reasonable control of the Sponsor and/or their agencies which corrupt or affect the administration, security, integrity or proper conduct of this Contest, the Sponsor reserves the right to terminate or suspend the Contest, in whole or in part, or modify it in any way, at the Sponsor's sole discretion, without advance notice (subject to the consent of the Régie des alcools, des courses et des jeux in the Province of Quebec). The Sponsor reserves the right to disqualify any individual that it finds to be in violation of these Rules or tampering with the Contest process. The Sponsor reserves the right to refuse an entry from a person whose eligibility is in question or who has been disqualified or is otherwise ineligible to participate. Entries generated by script, macro, robotic, programmed, or any other automated means are prohibited and will be disqualified.

Any attempts to deliberately damage any website or to undermine the legitimate operation of this Contest is a violation of criminal and civil laws and should such an attempt be made, the Sponsor reserves its right to seek remedies and damages to the fullest extent of the law. The Sponsor shall not be held responsible for any errors or negligence that may arise or occur in connection with the Contest including any damage to an entrant's computer equipment,



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system, software or any combination thereof, as a result of their participation in this Contest or from downloading any material from the Contest website, where applicable.

General

By participating in this Contest, entrants agree to comply with these and with the decisions of the Sponsor and/or the Contest Administrator and Judges which are irrevocable and shall be legally binding in all instances.

By participating in this Contest, the Prize winner agrees to sign a Declaration and Release Form

in the manner prescribed herein, releasing the Sponsor, their affiliates, respective advertising and promotional agencies, and the Contest Administrator and Judges from any liability in connection with this Contest or the Prize awarded.

By participating in this Contest, all entrants agree to the use of their name, address (city and province only), photo and/or image on videotape for publicity purposes relating exclusively to this Contest without compensation. By accepting a Prize in this Contest, each Prize winner absolves the Sponsor, their affiliates, subsidiaries, advertising and promotional agencies, their respective directors, officers, employees and assigns, harmless from and against any and all claims and liability arising out of or in any way connected with the operation of this Contest and use of the Prize. Each Prize winner assumes all liability for any injury or damage caused, or claimed to be caused, by participation in this Contest or the use or redemption of the Prize.

The Contest shall be governed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

For Quebec residents, any litigation respecting the conduct or organization of a publicity contest may be submitted to the Régie des alcools, des courses et des jeux for a ruling. Any litigation respecting the awarding of a prize may be submitted to the Régie des alcools, des courses et des jeux only for the purpose of helping the parties reach a settlement.



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