



New Customer Information Consent Form

On January 1, 2004 the Personal Information Protection and Electronic Documents Act (PIPEDA) came into force. This act governs the collection, use and disclosure of personal information. At Monarch Office Supply Inc., we consider the protection of the personal information of each customer to be of paramount importance. Accordingly, we have developed a Privacy Policy built around the ten personal information privacy principals stated in the Canadian Standards Association Model Code for the Protection of Personal Information.

The nature of personal information we collect may include:

- Information we receive from you such as your name, address, contact information and general financial, credit and reference information.
- Information about your transactions with us, such as your account number, account balances, payment history and account activity
- In some cases identifying information such as credit card numbers

Monarch Office Supply Inc. uses the information we collect for the following purposes:

- To assist us in the collection of accounts
- To respond to your inquiries about your account activity
- To prevent fraud with respect to both you and our company
- To meet legal and regulatory requirements

Monarch Office Supply Inc. is committed to keeping the personal information of its customers accurate, confidential, secure and private. Our privacy policy has been designed to inform customers of Monarch Office Supply Inc. of our commitment and obligation to meet the spirit and terms of the Federal Personal Information Protections and Electronic Act. (PIPEDA)

We have developed and implemented a Corporate Privacy Policy for maintaining the confidentiality and security of your personal information. At any time you have the right to request access to your personal information which we have collected and to request amendments to personal information about you to ensure its accuracy and completeness.

To make a request for access to personal information we may have collected, disclosed or used about you, or to request that your personal information be amended, contact our Privacy Officer at ninna@monarchbasics.com or by phone at (519) 966-2400.

I have read and understood this statement of Monarch Office Supply Inc. regarding the collection, use and disclosure of my personal information, and I hereby consent to have Monarch Office Supply Inc. to use my information for the purpose stated above.

Signed

Dated