



Assessment Services
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Saint John, N.B. E2L 3X9
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Fax 506 632-2819
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Services des cotisations
1, rue Portland, case postale 160
Saint John (N.-B.) E2L 3X9
Sans frais 1 800 222-9775
Télécopieur 506 632-2819
Web travailsecuritairenb.ca

Instructions For Completion

General Information

Mandatory Coverage - Employers having three or more workers, full or part-time, must register for coverage. The only exception is the fishing industry, which must register when 25 or more workers are employed.

Voluntary Coverage - When fewer than three workers are employed, voluntary coverage may be requested. Employers are eligible for voluntary coverage if they have two or more work contracts (i.e. not working exclusively for one principal contractor). Payment of the assessment must accompany the application.

Exception: An employer with fewer than three workers working exclusively for one principal will not be granted voluntary coverage. The principal is responsible for all such subcontractors.

Proprietorship and Partnership - An employer who operates as a proprietorship or partnership must **not** include earnings paid to the proprietor, partners, spouses, and children under the age of 16 residing with the employer. Such individuals may apply for personal coverage (see section on personal coverage).

Limited Company - An employer who operates as a limited company must include amounts paid to all workers, including directors and executive officers. Non-salaried officers may apply for personal coverage.

Personal Coverage - Employers who register to cover their workers may apply for personal coverage for (i) a non-salaried officer of a limited or incorporated company and (ii) a proprietor, partners and spouses of a proprietor or partner. Personal coverage is also available for self-employed individuals if they have two or more work contracts. The coverage requested may not be less than \$12,000 or greater than the maximum annual assessable earnings (2019- \$64,800).

Registration of a New Employer - New employers who qualify for mandatory coverage are required to register with WorkSafeNB within 15 days of the start of employment and must provide specific information about their operations together with an estimate of the assessable earnings for the calendar year. Should a work-related accident occur before registration, WorkSafeNB may charge the full cost of the accident to the employer and make a retroactive assessment.

Note: An employer would not be provided with coverage on speculation that they will be setting up an operation in the province. An employer will only be provided coverage once they have started operations and meet the noted registration requirements.



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Instructions

Please print clearly when completing the Application Form. If you feel explanations are required, a separate letter should be attached.

Each box contains a number on the Application Form that corresponds to the same numbered sections in this guide.

1. Indicate employer's legal name. If employer is a proprietorship or partnership, include middle names of either the proprietor or partners.
2. Indicate employer's business telephone number.
3. If you have a business name or trade name other than your legal name, indicate here.
4. Indicate employer's fax number.
5. Indicate employer's complete mailing address and email address.
6. Indicate address of your business physical location if different from you mailing address
7. Canada Revenue Agency's business number (CRA BN) is used to identify businesses that participate in four major CRA programs: payroll deductions, corporate income tax, import/export, and Goods and Services Tax/Harmonized Sales tax. If you have a CRA business number, please provide this information
8. Indicate street address and telephone number where payroll and accounting records are maintained.
9. Indicate whether employer has been registered with WorkSafeNB previously, and if so, indicate under what name and WorkSafeNB employer number.
10. Indicate whether business was purchased, and if so, indicate the name and address of the previous owner(s). Specify if the purchase was from a sale of assets only or, assets and liabilities.
11. If your business has common ownership with any other registered WorkSafeNB employer, indicate "yes", and provide the name and address (or WorkSafeNB employer number) of each affiliate.
12. Indicate the number of full-time and part-time workers, the date the business first started to operate, and the date three or more workers were first employed in New Brunswick.
13. Describe your business activity(ies) in detail. If more space is needed, add a separate sheet.
14. Estimate the gross earnings anticipated to be paid in the current calendar year from the date of hiring three or more workers or the current date, if voluntary application. The maximum **2019** annual assessable earnings per worker is **\$68,800**. If the employer had three or more workers during the previous year, then report the actual gross earnings for that year from the date three or more workers hired. The maximum 2018 annual assessable earnings per worker is \$63,600.
15. Indicate whether employer hires subcontractors, and if so, for each contract indicate the complete name and address of the subcontractor, WorkSafeNB number if known, type of contract and estimated gross contract amount for the current calendar year on the attached form (or a separate sheet). Include subcontractor information for the previous year, if applicable, as per #14.
16. Indicate the name and title of all owner(s) or executive officers of an incorporated company and whether each individual executive is salaried. If not salaried and personal coverage is requested, please indicate amount of personal coverage amount and Social Insurance Number (see section on personal coverage).
17. The employer or authorized officer of the business must provide their signature, position and date on which the application form is completed.