HOW TO UPDATE THE COMPANY'S TAX ID NUMBERS

AIR CANADA

1. Click on your **initials** in the upper-right corner.

2. Select **Company Profile**.

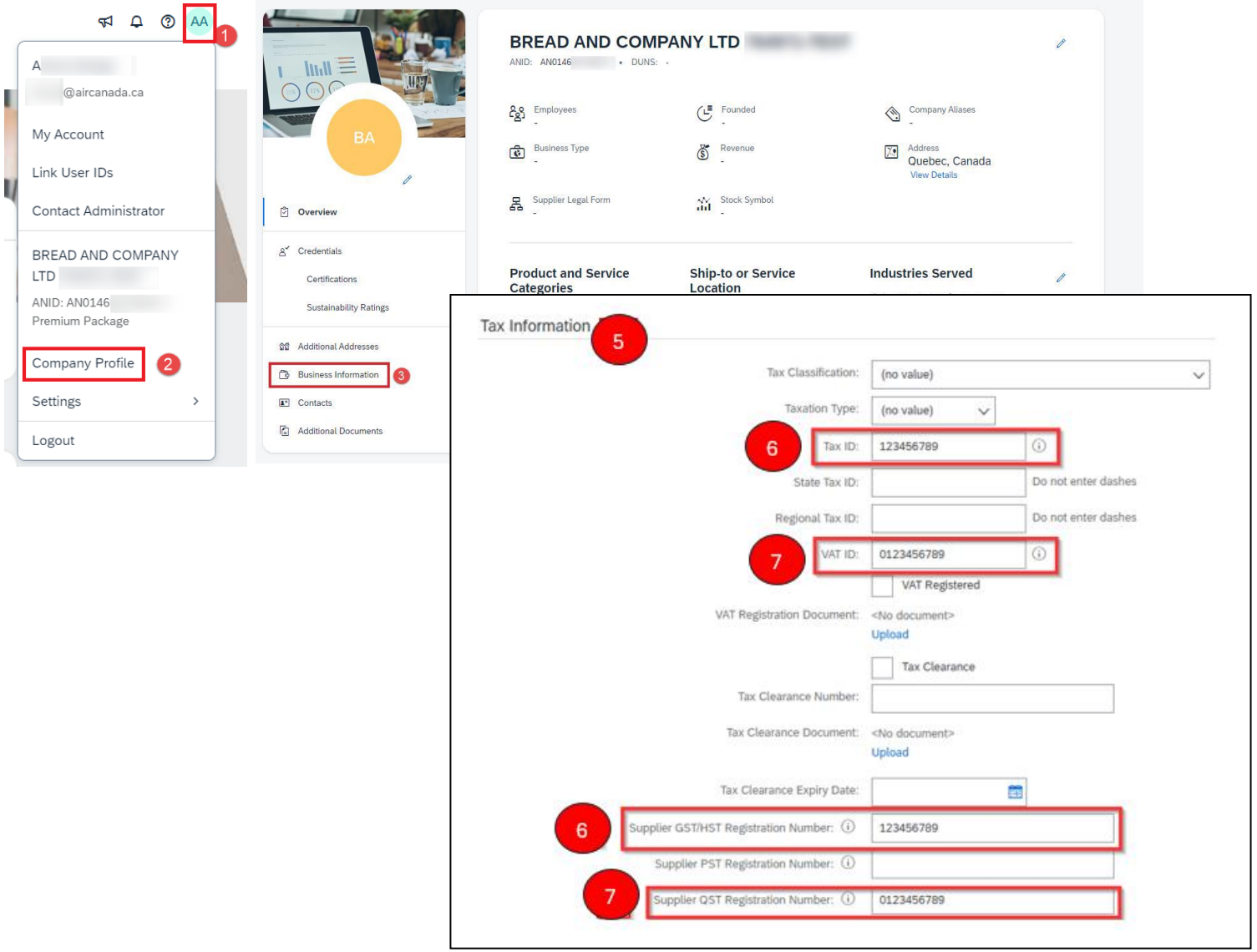
3. Find the **Business Information link** located on the left-hand side of the screen.

4. Go to the tab labeled **Business.**

5. Go to the **Tax Information** section.

6. Enter GST/HST Tax ID # (9-digit # only) under **the Tax ID** and **Supplier GST/HST Registration Number** fields.

7. Enter QST Tax ID # (10-digit # only) under the **VAT ID** and **Supplier QST Registration Number** fields.

8. There can be no space/alpha/numbers after the tax registration number. All other fields **MUST** be blank.

9. Click **Save** and **Close**.