



ASSOCIATION DES  
PRODUCTEURS DE  
FILMS ET DE  
TÉLÉVISION DU  
QUÉBEC

## **APPLICATION FOR Permittee <sup>1</sup>**

### **THE APFTQ**

The Association des producteurs de films et de télévision du Québec (APFTQ) covers the vast majority of independent film and television production companies in Quebec, thus representing a broad range of production genres through a single corporation. The APFTQ is structured in six sections: Television, Feature Film, Documentary, Animation, Commercial and Variety.

The objectives of the APFTQ are to promote, protect and defend the common interests of all its members involved in the Quebec film and television industry. In addition, the APFTQ ensures that its members uphold the highest possible standards of quality in all areas of the industry having to do chiefly with production

All members undertake to comply with the APFTQ By-laws and any other regulation adopted by its general assembly, to abide by its Code of Ethics and to pay the prescribed membership fees in a timely manner. Regular and Trainee members of the APFTQ are further bound, for all of their productions, by the various collective agreements signed between the APFTQ and artists' associations recognized in Quebec. Permittee are bound by these same agreements for the production for which they join the APFTQ.

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<sup>1</sup> This document refers to the APFTQ By-laws. In case of inconsistency, the official By-laws shall prevail.

## **CONDITIONS OF MEMBERSHIP**

May become a Regular member, Trainee member or Permitted any corporation\* that is engaged in the activities of one of the APFTQ's six (6) sections in Quebec; whose officers (president, vice-president, secretary and treasurer) adhere to the APFTQ Code of Ethics; and that oversees the creation, financing, production, direction, administration, promotion and distribution of audiovisual productions covered by one of these sections. A company working in multiple areas of the industry may become a member of multiple sections

## **CONDITIONS SPECIFIC TO PERMITTED**

May become a Permitted, for the purposes of a specific production, any corporation\* that is not a Regular member or a Trainee member, that is undertaking a film or television production for a limited period of time and that is accredited by the Board of Directors or by a permanent employee of the APFTQ designated to do so by the Board.

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\* The term "corporation" herein designates an independent production company, i.e., a company that, *de jure* or *de facto*, directly or indirectly, does not control or is not controlled by a holder of a CRTC broadcasting licence.

**APPLICATION FORM**  
*Permittee*

I, the undersigned, duly authorized representative, hereby apply to become a Permittee of the Association des producteurs de films et de télévision du Québec on behalf of:

**CORPORATE INFORMATION**

Company name : \_\_\_\_\_

Address : \_\_\_\_\_

City : \_\_\_\_\_ Postal code : \_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_

Email : \_\_\_\_\_

Is this a for-profit corporation ?     Yes     No

Name of authorized representative : \_\_\_\_\_

Title : \_\_\_\_\_

**PRODUCTION INFORMATION**

GENERAL INFORMATION	
<b>Production title :</b>	_____
<b>Shooting dates :</b>	Start : _____ End : _____
<b>Type of production :</b>	<input type="checkbox"/> single program                      Running time : _____
	<input type="checkbox"/> series    How many episodes: _____    Running time : _____
<b>Shooting language :</b>	<input type="checkbox"/> French <input type="checkbox"/> English
	<input type="checkbox"/> Other (specify) : _____
<b>Specify :</b>	<input type="checkbox"/> Film <input type="checkbox"/> Video
	<input type="checkbox"/> Digital <input type="checkbox"/> HD
<b>Shooting location :</b>	_____

<b>GENRE</b>	
COMMERCIAL :	<input type="checkbox"/> commercial
SHORT :	<input type="checkbox"/> 10 min. or less <input type="checkbox"/> more than 10 min.
TELEVISION :	<input type="checkbox"/> animation <input type="checkbox"/> vignette <input type="checkbox"/> captation <input type="checkbox"/> documentary <input type="checkbox"/> drama <input type="checkbox"/> comedy <input type="checkbox"/> game / quiz <input type="checkbox"/> magazine <input type="checkbox"/> talk show <input type="checkbox"/> television movie <input type="checkbox"/> reality show <input type="checkbox"/> variety Pilot ? <input type="checkbox"/> Yes    Children's & youth ? <input type="checkbox"/> Yes
FEATURE FILM :	<input type="checkbox"/> animation <input type="checkbox"/> documentary <input type="checkbox"/> fiction
OTHER (specify) :	_____

<b>COPRODUCTION</b>	
If this is a coproduction, it is :	<input type="checkbox"/> international <input type="checkbox"/> interprovincial
Country :	Canada / Québec    Portion : _____ %
_____	Portion : _____ %
_____	Portion : _____ %
_____	Portion : _____ %

<b>BROADCASTER(S) / DISTRIBUTOR(S)</b>		
# window	Broadcaster(s) / Distributor(s)	Territories
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>BUDGET</b>	
Did the Unions allow modifications to the applicable collective agreements ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, which one (please enclose a copy) : _____	
BELOW THE LINE * :	_____ \$
TOTAL PRODUCTION BUDGET * :	_____ \$
* canadian /quebec portion in case of coproduction.	
APFTQ FEE :	_____ \$
GST (R106731375) 5% :	_____ \$
PST (1006095689) 7,5% :	_____ \$
TOTAL :	_____ \$

In becoming a Permittee of the Association des producteurs de films et de télévision du Québec for the purposes of producing

\_\_\_\_\_,  
(production title)

\_\_\_\_\_ agrees to:  
(company name)

1. Pay in advance the applicable fee, based on the type of production:

**Fee starting April 1st 2008**

All genres :	0.55 % of the total production budget	(max : 16 000 \$)
except Commercial :	0,60 % of the total production budget	(max : 700 \$)
except Short (10 min. or less) :	fixed fee of 100 \$	

**PLUS GST 5% (R106731375) AND PST 7.5% (1006098589)**

2. Comply with all of the collective agreements negotiated and signed by the APFTQ, for the purposes of the production hereby covered, and with the APFTQ By-laws and Code of Ethics.
3. Deliver to the APFTQ a complete crew list within five (5) days of the start of shooting.
4. Return any unused contracts received from the APFTQ within thirty (30) days of the end of the production.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and title, authorized representative

## PURPOSE OF FILE AND CONSENT

### *Purpose of file*

All information provided with regard to this application will be included in a Membership file. The purpose of this file is to help the APFTQ and its authorized agents to:

- evaluate your membership on an ongoing basis and answer any questions you may have regarding your file
- design and implement programs for APFTQ members
- forward information on your membership status to various unions and guilds, artist, producer, distributor and broadcaster associations, government agencies and institutions, and copyrights and neighbouring rights collectives
- convey information on your membership status to any program or activity promoting the Quebec film and television industry, such as the APFTQ website

The personal information (information on individuals) contained in your file will be used only for these purposes. Except for these specific cases, access to this information will be limited to APFTQ employees, representatives or authorized agents, and anyone you may authorize, as may be required to carry out their duties.

Your file will be kept at the APFTQ office. You have the right to access your file and to request changes or corrections as needed. As the APFTQ occasionally provides its membership list to third parties, you have the right to have personal information deleted from that list. If you wish to exercise these rights, written notification should be addressed to: Administrative Assistant, APFTQ, 1450 City Councillors, Suite 1030, Montreal, QC H3A 2E6, or via fax at (514) 392-0232.

### *Consent*

I, the undersigned, authorize the APFTQ to disclose to third parties any personal information contained in this membership application and any supporting documents. This consent is irrevocable for as long as it is required to achieve the purpose of the file.

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Name ( in block letters)	Signature, authorized representative	Date
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## **ADHERENCE TO THE APFTQ CODE OF ETHICS**

(Articles 5.01, 5.04 and 5.05 of the APFTQ By-laws)

We, the undersigned, declare to be the corporate officers of the following company:

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**(production company name)**

We have read the Code of Ethics adopted on February 29, 2000, by the general assembly of the APFTQ before signing hereunder.

We understand that the Code of Ethics serves as a contract between the APFTQ and its members and that membership in the APFTQ entails a commitment on the part of the company and its corporate officers to abide by this Code of Ethics (in its present form and in any future amended version).

We agree to adhere to the APFTQ Code of Ethics in accordance with the APFTQ By-laws.

**Officer's Name**  
(in block letters)

**Officer's Signature**

**Office**  
(president, vice-president,  
secretary, treasurer)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REQUIRED DOCUMENT CHECKLIST – APPLICATION FOR  
Permittee**

**NO APPLICATION WILL BE CONSIDERED BY THE BOARD OF  
DIRECTORS UNLESS SUBMITTED WITH ALL OF THE FOLLOWING**

- Permittee application form, duly completed and signed
  
- Purpose of File and Consent form, duly signed
  
- Adherence to Code of Ethics form, duly signed by the corporate officers
  
- Articles of incorporation **and** annual declaration to the Inspecteur général des institutions financières
  
- Corporate resume and/or producer resume(s)
  
- Production budget
  
- Certified cheque, bank draft or mail order in the full amount of the fee, including taxes (GST 5% and QST 7.5%)

**INCOMPLETE APPLICATIONS WILL BE REJECTED**