



ASSOCIATION DES
PRODUCTEURS DE
FILMS ET DE
TÉLÉVISION DU
QUÉBEC

APPLICATION FOR Trainee Membership¹

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 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.

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

STRUCTURE

SECTIONS

The APFTQ is composed of six (6) sections:

1. Television section
2. Feature Film section
3. Documentary section
4. Animation section
5. Commercial section
6. Variety section

The Television section is represented on the Board of Directors by three members, the Feature Film and Documentary sections by two members each, and all of the other sections by one member each.

BOARD OF DIRECTORS

The **Board of Directors** (“the Board”) is composed of thirteen (13) persons elected among regular members – one (1) Chair and twelve (12) Directors. One (1) or two (2) vice-chairs and one (1) secretary-treasurer are elected by the general assembly among the Directors. The Board oversees the APFTQ’s regular business, administers the annual budget and ensures representation in all areas of common interest to the APFTQ membership, in line with the guidelines established by the general assembly.

MEMBERSHIP

ELIGIBILITY

A member of the APFTQ is any individual or corporation that is accredited by the Board upon recommendation by the President and CEO, adheres to the APFTQ's objectives, agrees to respect its By-laws and Code of Ethics, undertakes to pay the membership fees set in accordance with the By-laws and meets the conditions set out below.

MEMBERSHIP CATEGORIES

The APFTQ has five (5) membership categories: Regular, Trainee, Associate, Honorary and Permittee.

CONDITIONS OF MEMBERSHIP

May become a Regular, Trainee or Permittee member 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

Any subsidiary that is wholly owned by a Regular or Trainee member of the APFTQ or whose stock ownership (shareholders and proportions) is identical to that of a Regular or Trainee member automatically shares the membership status of its parent company with respect to application of the collective agreements signed by the APFTQ. However, such subsidiaries do not have an individual right to vote; only their parent companies, provided they are Regular members in good standing, are entitled to vote.

REGULAR MEMBERS

May become a Regular member any corporation* accredited by the Board that is substantially engaged in any of the abovementioned activities in Quebec and has among its owner-directors or owner-administrators at least one person who meets the minimum requirements set out below.

Only Regular members in good standing are entitled to vote at APFTQ meetings.

TRAINEE MEMBERS

May become a Trainee member any corporation* accredited by the Board that is newly engaged in any of the abovementioned activities in Quebec and has financial ties to a Regular member of the APFTQ. A corporate entity may become a Trainee member only if it does not meet the requirements prescribed in the By-laws for becoming a Regular member.

MEMBER DELEGATES

Any corporation* accredited as a Regular or Trainee member by the Board must name duly authorized delegates to act on its behalf in exercising its privileges, rights, duties and obligations. The delegates shall be active, full-time employees of the member.

Regular member delegates may hold any office of the APFTQ for as long as they remain delegates of a corporate member in good standing. However, only one delegate per corporate member in good standing shall be entitled to vote at general membership and section meetings. Different delegates may vote at different meetings.

PERMITTEE MEMBERS

May become a Permittee member, 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 or by a permanent employee of the APFTQ designated to do so by the Board.

ASSOCIATE MEMBERS

May become an Associate member in the Production Administrator division any person who works on an individual basis as a line producer, production manager or production accountant, adheres to the APFTQ Code of Ethics and is deemed by the Board to satisfy the minimum requirements set out in Appendix C of the By-laws.

HONORARY MEMBERS

The Board of Directors may grant Honorary membership to any person it deems appropriate to honour in this manner or in recognition of services rendered to the production community.

* 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.

**MINIMUM REQUIREMENTS FOR
TRAINEE MEMBERSHIP**

Before making a recommendation to the Board, the President and CEO shall ensure that any corporate entity submitting an application for Trainee membership meets each and every one of the following requirements:

1. The applicant is a corporate entity operating in Quebec and newly engaged in one of the activities recognized in the preamble to Article 5.04 of the By-laws.
2. The applicant has financial ties to a Regular member.
3. The applicant has submitted a fully completed membership application.

The applicant is solely responsible for demonstrating that the minimum requirements for Trainee membership are met.

FEE SCHEDULE

Trainee members are not required to pay a **fixed annual membership fee** to the APFTQ but must pay a **variable additional fee** based on a percentage of the production budget, which entitles the member to use of all collective agreements signed by the APFTQ and related services. This percentage varies according to the type of film or television production.

ADDITIONAL FEE

The additional fee is payable for each production, no later than 120 days after completion of shooting.

Animation

.55% of the below-the-line amounts of the production budget (sections B and C, items 10 to 69 inclusive, of the Telefilm budget). A series season contract is considered one production.

Ceiling: \$11,600 per production. Plus GST 5% and QST 7.5%.

Documentary

.55% of the below-the-line amounts of the production budget (sections B and C, items 10 to 69 inclusive, of the Telefilm budget). A series season contract is considered one production.

Ceiling: \$11,600 per production. Plus GST 5% and QST 7.5%.

Commercial

.20% of the production costs, i.e. total projected cost before overhead and profit

Ceiling: \$475 per production. Plus GST 5% and QST 7.5%.

Feature Film

.55% of the below-the-line amounts of the production budget (sections B and C, items 10 to 69 inclusive, of the Telefilm budget).

Ceiling: \$11,600 per production. Plus GST 5% and QST 7.5%.

Television

.55% of the below-the-line amounts of the production budget (sections B and C, items 10 to 69 inclusive, of the Telefilm budget). A series season contract is considered one production.

Ceiling: \$11,600 per production. Plus GST 5% and QST 7.5%.

Variety

.55% of the below-the-line amounts of the production budget (sections B and C, items 10 to 69 inclusive, of the Telefilm budget). A series season contract is considered one production.

Ceiling: \$11,600 per production. Plus GST 5% and QST 7.5%.

Short (10 min. or less)

Fixed fee of 100\$ par production. Plus GST 5% and QST 7.5%.

Short (more than 10 min.)

.55% of the below-the-line amounts of the production budget (sections B and C, items 10 to 69 inclusive, of the Telefilm budget).

Ceiling: \$11,600 per production. Plus GST 5% and QST 7.5%.

In the case of international coproductions, this fee applies only to the Canadian portion of the budget.

Plus GST 5% (R1067311375) and QST 7.5% (1006095689).

APPLICATION FORM
Trainee Membership

I, the undersigned, duly authorized representative, hereby apply for Trainee membership in the Association des producteurs de films et de télévision du Québec on behalf of:

Company name : _____

Address : _____

City : _____ Postal code : _____

Phone : _____ Fax : _____

General e-mail address : _____

Date of incorporation : _____ Number of permanent employees : _____

Is this a for-profit corporation? Yes No

Name of the regular member with whom you are associated : _____

The company that I represent agrees to:

- abide by the APFTQ By-laws and Code of Ethics
- comply with all collective agreements negotiated and signed by the APFTQ
- pay the additional fee in a timely manner
- provide the duly completed required documents

In addition, I declare that all of the information provided herein and in all supporting documents is true to the best of my knowledge.

I authorize the Association des producteurs de films et de télévision du Québec and its designated representatives to contact third parties to verify the information provided herein and in all supporting documents, it being understood that any false declaration will result in the immediate rejection of this application for membership or the company's expulsion from the APFTQ.

Date

Authorized representative's signature

Name (in block letters)

ARTICLE 5.04 OF THE BY-LAWS STIPULATES THAT ONLY CORPORATIONS THAT DO NOT MEET THE REGULAR MEMBER REQUIREMENTS MAY BECOME TRAINEE MEMBERS.

PLEASE FILL IN THE FOLLOWING SECTIONS

1. SECTION(S) IN WHICH MEMBERSHIP IS REQUESTED:

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Television | <input type="checkbox"/> Animation |
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Documentary | <input type="checkbox"/> Variety |

2. NAME OF DELEGATE(S)

<u>Name</u>	<u>Email</u>
_____	_____
_____	_____
_____	_____

3. APPLICANT'S EXPERIENCE, AS APPLICABLE:

(do not complete if applicant has no production experience)

- **Photocopy the following form as required.**
- **A separate form must be fully completed for each production.**



ASSOCIATION DES
PRODUCTEURS DE
FILMS ET DE
TÉLÉVISION DU
QUÉBEC

Production title : _____

Genre :

- | | |
|--|---|
| <input type="checkbox"/> Major TV drama | <input type="checkbox"/> Other TV drama |
| <input type="checkbox"/> Comedy/Magazine | <input type="checkbox"/> Feature film |
| <input type="checkbox"/> Variety | <input type="checkbox"/> Animation |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Documentary |

Running time :

Number of episodes : _____ Total minutes : _____

Principal producer : _____

Executive producer : _____

Copyright owner : _____

Copyright owner's address : _____

Applicant's on-screen credit: _____

Has this production been aired or sold to a broadcaster ? Yes No

If so, which one ? _____

Has this production been theatrically released ? Yes No

If so, when/where first released ? _____

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 contained in your file (e.g. names of delegates and Associate members) 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

We, the undersigned, authorize the Association des producteurs de films et de télévision du Québec and its designated representatives to contact third parties to verify the information provided in this membership application and any supporting documents.

We, the undersigned, authorize the APFTQ, its representatives and its agents to contact third parties to obtain the personal information needed to verify the accuracy of the information provided in this membership application and any supporting documents.

We, the undersigned, further authorize the APFTQ to disclose to third parties any personal information concerning us 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.

Name (in block letters)	Delegate's signature	Date
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Name (in block letters)	Delegate's signature	Date
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Name (in block letters)	Delegate's signature	Date
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Name (in block letters)	Delegate's signature	Date
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Name (in block letters)	Delegate's signature	Date
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Name (in block letters)	Delegate's signature	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:

(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 Trainee Membership

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

- Membership application form, duly completed and signed by shareholders in their capacity as directors or corporate officers
- Purpose of File and Consent form, duly signed
- Adherence to Code of Ethics form, duly signed by the directors or corporate officers
- Articles of incorporation **and** latest annual declaration to the Inspecteur général des institutions financières
- Corporate resume
- Producer resumes
- Letters of recommendation from three (3) Regular members of the APFTQ in good standing attesting to the applicant's experience relevant to obtaining Trainee member status.

N.B. Regular members represented on the APFTQ Board of Directors may not provide letters of recommendation.
- Letter from a Regular member of the APFTQ confirming financial ties with the applicant.

INCOMPLETE APPLICATIONS WILL BE REJECTED