

GUIDELINES FOR COMPLETION OF PROGRAM REGISTRATION FORM

ALL OF THE FOLLOWING REQUIRED INFORMATION MUST BE SUPPLIED TO CRC. INCOMPLETE REGISTRATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU.

1. **Program title.** Full title of the program including any alternative title as well as the French language title, if any.
2. **Series Episode titles.** These can be supplied on a separate list and attached to the registration form as a schedule. Please include the total number of episodes produced in the series.
3. **Length.** Program running time, i.e. 30 mins, 60 mins, 90 mins, etc.
4. **Production/copyright year.** Generally this is the year in the copyright notice.
5. **Country of origin.** This is the "nationality" (as opposed to the shooting 'location') of the program's copyright owner, i.e. Canada, US, UK, France, Australia etc. If any program is a co-production under any of the official co-production treaties, then all co-production partners' nationalities should be included (i.e. Canada/France).
6. **Canadian content (re certified Canadian productions only).** Please indicate CAVCO, CRTC, Telefilm and Canadian Content percentage. Also, where relevant, please provide CRTC Canadian Content Certification Numbers and CAVCO Numbers for each certified Canadian program.
7. **Copyright Owner/Original production company name** (if different from affiliate). This will help identify conflicts within the CRC where the producer/copyright owner and distributor have both registered the program. Disputes of this type will be referred back to the parties for resolution. Please include the "nationality" of the copyright owner, if different from the country of origin, if you are a distributor of programming and/or a royalty collecting agency.

Please note: Producer/Distributor/Other - If you distribute or represent programming produced and owned by others and are claiming retransmission royalties on behalf of those owners, please indicate the exact dates when your rights in this regard begin and expire.

Please note as well: Distributors and others cannot collect these retransmission royalties nor assign the right to collect them to any third party unless the **copyright owner has contractually assigned** the right to the distributor or other party.

Please note as well: Where Telefilm Canada has a copyright ownership interest in a program, Telefilm's percentage ownership interest **CANNOT** be assigned to a third party by anyone other than Telefilm. If you do assign 100% of the retransmission royalties, please be aware that **YOU are still responsible** for paying Telefilm its percentage ownership share of any and all retransmission royalties that are due to them.



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