

COPRODUCTION DEPARTMENT

HOW TO USE THE AFFIDAVITS

WHICH AFFIDAVIT TO USE?

There are three different Affidavits:

- The Creator's Affidavit
- The Canadian Producer Affidavit – Preliminary recommendation
- The Canadian Producer Affidavit – Final recommendation

Telefilm will only accept the Affidavit templates available on its website and no unilateral changes may be made by the producer; only original Affidavits will be accepted.

WHEN IS IT NECESSARY TO COMPLETE A CREATOR'S AFFIDAVIT?

A *Creator's Affidavit* must be completed when the creator hired is Canadian. No Affidavit is required when the creator is from a coproducing country.

THE AFFIDAVIT MUST BE PROVIDED FOR WHICH CREATORS?

The following persons are considered as creators and therefore Affidavits must be completed for them:

- Scriptwriter (at all steps of the script)
- Author of the adaptation
- Bible writer (including graphic bible for animation projects)
- Main writer, story editor

One Affidavit per creator is required EVEN IF THE PERSON IS A FULL-TIME EMPLOYEE OF THE PRODUCER. The same document can be used for a writer who wrote several episodes of the same series or who had different involvement in the writing (i.e. writer and story editor).

We encourage producers to have the Affidavit signed at the same time as the contracts so Telefilm can receive all contracts as soon as they are signed, along with the corresponding Affidavits.

INFORMATION REQUESTED IN THE AFFIDAVIT:

- **Pseudonym:** If applicable, it is necessary to provide us with the pseudonym of the creator. Telefilm will respect the confidentiality of a creator's real name as well as his or her decision not to appear in the screen credits of a work.

- **DELIVERY OF CREATOR CONTRACTS:** It is necessary to provide ALL scriptwriting contracts related to the project, even if they have been concluded by the foreign producer. All contracts signed before the application is submitted must be attached to the application. Those signed during production must be sent as soon as possible to Telefilm Canada AND NOT AT THE TIME OF FINAL RECOMMENDATION. It is also necessary to provide a contract – or at least an assignment of rights – for creators considered permanent employees of the producer.

WHEN IS IT NECESSARY TO COMPLETE A CANADIAN PRODUCER AFFIDAVIT?

The *Canadian Producer Affidavit* must be provided when applying for the preliminary recommendation and when requesting the final recommendation.

PRELIMINARY RECOMMENDATION

The Canadian Producer Affidavit must be filled at this stage only when the Canadian producer has hired a Canadian creator. No Canadian Producer Affidavit is required when the creator is hired by the coproducer.

The producer must provide an Affidavit at this time to guarantee use of the scripts for which a writing contract has been signed.

One and the same Affidavit may group together: all Canadian creators having signed a contract at this step, several scripts by the same creator in the case of a series as well as several functions held by a same creator on a production (e.g. scriptwriter and main author).

FINAL RECOMMENDATION

The producer must submit a new *Canadian Producer Affidavit* at the final recommendation step. The aim of this document is to:

- Obtain a guarantee about the use of scripts commissioned at the Preliminary Recommendation stage;
- Allow the producer to provide an update on any scripts that might not have been used; and
- Confirm that the producer has provided all the required contracts and Affidavits related to the project by way of the table in Appendix A.

We wish you a successful coproduction!