

NOTE: If you have already applied to Telefilm Canada or to the Canada Media Fund (and indicated that the project is a coproduction), you must apply separately for a Preliminary Recommendation of coproduction status.

To apply, complete the online application form and upload all documents listed below.

**Please note that links to file hosting services (such as Dropbox, Google Drive, OneDrive, CloudMe, Sugar Sync, etc.) are not accepted. All documents submitted to Telefilm Canada must be in English or French.*

APPLICANT* INFORMATION	
1.	<p>Corporate Documentation <i>(to be uploaded in the Organisation section in Dialogue)</i></p> <ul style="list-style-type: none"> Incorporation documents for the Applicant and any parent companies. Declaration of Canadian Status of Corporation and Corporate Information for Applicant <u>and</u> parent company(ies), if applicable (valid for one year) <i>(form available on Telefilm website).</i> <p><i>* The Applicant must be the Canadian company(ies) responsible for the production of the project. A recommendation will not be issued to a parent or other company on behalf of a company yet to be incorporated.</i></p>
PARTICIPANT INFORMATION	
2.	<p>Proofs of citizenship/permanent residency</p> <p>Proof* of citizenship or permanent residency for all Canadian Producers, Executive Producers, and Canadian key creative personnel.</p> <p><i>* Admissible proof of citizenship: legible photocopy of a passport, birth certificate, citizenship certificate or CAVCO personnel number.</i></p> <p><i>* Admissible proof of permanent residency: permanent residency card valid for the duration of the production.</i></p>
NOTARISED AFFIDAVITS, as applicable	
4.	<p>Canadian Producer Affidavit</p> <p>Notarised form required if any writing is done by a Canadian national <i>(form available on the Telefilm website).</i></p>
5.	<p>Canadian Creator Affidavits</p> <p>Notarised form required for each Canadian scriptwriter <i>(form available on Telefilm website).</i></p>
6.	<p>Courtesy Credit Affidavits</p> <p>Notarised form required for all non-coproducing country courtesy credits <i>(form and guidance document available on the Telefilm website).</i></p>
PROOF OF FINANCING/DISTRIBUTION	
7.	<p>Financing Agreements</p> <p>All available fully-executed agreements in support of the Canadian financial structure (deal memos, commitment letters or short-form agreements may be acceptable at this stage).</p>
8.	<p>Distribution Agreement(s)</p> <p>Fully executed agreements related to distribution in Canada and the rest of the world, as available.</p>
COPRODUCTION AGREEMENT	
9.	<p>Coproduction Agreement</p> <p>Fully-executed long-form agreement <i>(please ensure any required clauses from the relevant treaty are included in your agreement).</i></p>
CHAIN OF TITLE	
10.	<p>Chain of Title Documents</p> <ul style="list-style-type: none"> A complete description of the project's development history including the nationalities of all companies and individuals. All underlying rights agreements demonstrating that the official coproducer(s) have the necessary rights to make the project. A transfer of rights agreement between the parent company and the single purpose company (the Applicant), if any.
NON-TREATY COUNTRY ELEMENTS	
11.	<p>Declaration of Non-Treaty Country Elements</p> <p>Duly completed declaration of all non-treaty country elements requested for the project <i>(form available on the Telefilm website).</i></p>
<p>Please note that Telefilm has the right to request additional documents.</p>	