

**NOTE:** If you plan also to apply to Telefilm for CFFF and/or Mini-Treaty financing for feature film, please submit a [financing application](#). Telefilm's CFFF and Mini-Treaty financing application now includes the coproduction certification application too.

If you have already applied to Telefilm for CFFF and/or Mini-Treaty financing for feature film (and indicated the project is a coproduction), you need not apply separately for the preliminary recommendation; Telefilm will open the coproduction file for you.

To apply, complete the online application form and upload the documents below using eTelefilm:  
<http://www.telefilm.ca/eTelefilm>

CORPORATE INFORMATION	
1.	<p><b>Corporate Documentation</b> <i>(only if modified since company's last application to Telefilm)</i></p> <ul style="list-style-type: none"> <li>Incorporation documents for applicant production company(ies) and parent company(ies), if applicable</li> <li>List of shareholders indicating citizenship and share ownership</li> <li>Declaration of Canadian Status of Corporation and Corporate Information for applicant production company(ies) and parent company(ies), if applicable (<b>valid for one year</b>) <i>(form available on Telefilm website)</i></li> </ul> <p><b>These documents must be provided at time of application.</b></p>
PARTICIPANT INFORMATION and NOTARIZED AFFIDAVITS	
2.	<p><b>Proof of nationality for Canadian Producers</b></p> <p>Proof* of citizenship or permanent residency for all Canadian Producers and Executive Producers.</p>
3.	<p><b>Proof of nationality for Canadian key personnel</b></p> <p>Proof* of citizenship or permanent residency for all Canadian key creative personnel.</p>
<p><i>*Note:</i> <u>Admissible proof of citizenship:</u> legible photocopy of a passport, birth certificate, citizenship certificate or CAVCO personnel number. <u>Admissible proof of permanent residency:</u> valid permanent residency card for the duration of the production.</p>	
4.	<p><b>Canadian Producer's Affidavit</b></p> <p>Notarized. <i>(form available on Telefilm website)</i></p>
5.	<p><b>Canadian Creator's Affidavit</b></p> <p>Notarized. For each Canadian scriptwriter. <i>(form available on Telefilm website)</i></p>
6.	<p><b>Exemption for Courtesy Credit Affidavit</b></p> <p>Notarized Affidavit for Non-Canadian / Non-coproducing country courtesy credit, if applicable. <i>(for available on Telefilm website)</i></p>
BUDGET and FINANCING INFORMATION	
7.	<p><b>Financing Agreement(s) for Canadian Financial Structure</b></p> <p>Investment agreements in support of the Canadian financial structure including financing agreements from any non-producing country and subcontracting agreement in the case of animation projects (if applicable). Full executed deal memos or short-form agreements are acceptable at this stage.</p>
8.	<p><b>Production Budget</b></p> <p>Detailed Production Budget (in Canadian \$), dated, with multiple columns detailing each country's budget as well as details regarding the spend per country (including costs incurred outside the coproducing countries or on elements that are not from the coproducing countries and the sharing of these between the coproducers).</p> <p><b>This document must be provided at time of application.</b></p>
COPRODUCTION AGREEMENT	
9.	<p><b>Co-production Agreement(s)</b></p> <p>Duly executed. Full executed deal memos or short-form agreements are acceptable at this stage. Please note that the short-form, deal memo or long form must include certain requirements <i>(the list of elements is available on the Telefilm website)</i></p> <p><b>This document must be provided at time of application.</b></p>
UNDERLYING RIGHTS	
10.	<p><b>Complete and clear Chain of Title</b></p> <p>Including:</p> <ul style="list-style-type: none"> <li>(1) All rights and options required for the adaptation of the work or the original idea, the script, the production and optimal exploitation in Canada and in the rest of the world;</li> <li>(2) A complete description of the project's development history;</li> </ul>

		<p>(3) All documents demonstrating that the producers own and control all rights pertaining to the original idea/ concept, all creative material as well as for the development, production and exploitation of the project;</p> <p>(4) Contracts for Canadian and foreign scriptwriters and directors.</p> <p>Full executed deal memos or short-form agreements are acceptable at this stage.</p> <p><b>These documents must be provided at time of application.</b></p>
	<b>DISTRIBUTION INFORMATION</b>	
11.	<b>Distribution Agreement(s)</b>	<p>Agreement(s) related to distribution in Canada and the rest of the world (if it is not already included in Financing Information Section).</p> <p>Full executed deal memos or short-form agreements are acceptable at this stage.</p>
	<b>CREATIVE MATERIAL</b>	
12.	<b>Synopsis or script</b>	Detailed synopsis (or script, if available).