



**For CMPA use only:**

Permit #: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Approved by: \_\_\_\_\_

Expires: \_\_\_\_\_

Form Updated: January 10, 2023

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## SINGLE PRODUCTION/CYCLE PERMITTEE MEMBERSHIP APPLICATION

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Permittee membership shall be granted to those film and television production companies not otherwise eligible for membership and which wish to work under the CMPA's collective and independent production agreements with the various unions and guilds on a per project basis only.

CMPA permits are applicable for one production and/or one series cycle only.

Principal Production Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Parent Company/Studio (if applicable): \_\_\_\_\_

Production Title: \_\_\_\_\_

Production Dates: \_\_\_\_\_

Main Shooting Location(s): \_\_\_\_\_

Type of Production:  Series  Mini-Series  Feature  MOW  Pilot  Other

Number of Episodes: \_\_\_\_\_

Top-Sheet Enclosed:

Main Contact (i.e. Line Producer, PM): \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Production Accountant:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Is this production using a payroll service?  Yes  No

Name of Payroll Service: \_\_\_\_\_

Contact at Service: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **PERMIT FEES**

Effective January 1, 2023 the fees for permittee membership are:

- Series – \$5,200
- Mini-Series – \$4,600
- Feature, MOW, Pilot – \$4,000\*
- Series Top-Up – \$1,200\*

*\*If a pilot results in a series, an additional \$1,200 is payable to “top-up” the permittee membership to that of a series permit for season one. A separate permittee membership would need to be acquired for a second or subsequent season.*

All permit fees are subject to HST/GST (5% for AB, BC, MB, NT, NU, PE, QC, SK & YT, 13% for ON and 15% for NB, NL & NS).

All applicants for permittee membership are required to provide the top-sheet of the production budget to the CMPA in order to confirm the administration fees owing to the CMPA. Should a production choose not to provide the budget top sheet, it may forgo delivery of this information by remitting the maximum administration fees payable under the applicable union and guild agreements. Payment must be received with application.

### **PAYMENT**

If paying by credit card/ Electronic Funds Transfer (EFT), please contact [finance@cmpa.ca](mailto:finance@cmpa.ca)

If paying by cheque, please send to:

*Canadian Media Producers Association  
251 Laurier Avenue West, 11th Floor  
Ottawa, Ontario K1P 5J6*

Your CMPA Permit number will be issued to you upon receipt of completed application with full payment and must appear on all future correspondence, including Administration Fee remittances.

A CMPA Permit entitles the Production Company to applicable discounts on Administration Fees for the aforementioned Production title only.

I agree to the above terms and conditions and certify that all the enclosed information is true and complete.

Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN APPLICATION TO:**

***For productions outside British Columbia:***

Canadian Media Producers Association  
1 Toronto Street, Suite 702  
Toronto, ON, M5C 2V6

Phone: (647) 789-2592 | toll free (800) 267-8208

Email: [gillian.manchee@cmpa.ca](mailto:gillian.manchee@cmpa.ca)

***For British Columbia productions:***

Canadian Media Producers Association – BC Producers Branch  
600-736 Granville Street  
Vancouver, BC, V6Z 1G3

Phone: (604) 682-8619 | toll free (866) 390-7639 | fax (604) 684-9294

Email: [vancouver@cmpa.ca](mailto:vancouver@cmpa.ca)