



For CMPA use only:

Permit #: _____

Date of issue: _____

Approved by: _____

Expires: _____

Form Updated: January 1, 2024

SINGLE PRODUCTION/CYCLE PERMITTEE MEMBERSHIP APPLICATION

The CMPA shall grant permittee membership to film and television production companies not otherwise eligible for membership who wish to work under the CMPA’s collective and independent production agreements with the various unions and guilds on a per-project basis.

CMPA permits are only applicable for one production OR one series cycle.

PERMIT FEES

Effective January 1, 2024, the fees for permittee membership are:

- Series – \$5,400
- Mini-Series – \$4,800
- Feature, MOW, Pilot – \$4,200
- Series Top-Up* – \$1,200

**If a pilot results in a series, an additional fee 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
- 15% for NB, NL & NS

CMPA HST/GST #: 121408322RT0001

PRODUCTION INFORMATION

**Required Field*

Main Contact* (i.e., Line Producer, PM): _____

Title: _____

Email*: _____ **Phone**: _____

Parent Company/Studio* (if applicable): _____

Principal Production Company*: _____

Address: _____

Province*: _____ **City**: _____ **Postal Code**: _____

Phone: _____ **Fax**: _____

Production Title*: _____

Production Dates*: _____

Main Shooting Location(s)*: _____

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

Number of Episodes* (if applicable): _____

Production Accountant: _____

Email: _____ **Phone**: _____

Is this production using a payroll service? Yes No

Name of Payroll Service: _____

Contact at Service: _____

Email: _____ **Phone**: _____

Top Sheet Enclosed*: Yes No

All permittee membership applicants are required to provide the top sheet of the production budget to the CMPA 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

PERMIT FEE AMOUNT*: \$ _____
HST/GST*: \$ _____
TOTAL AMOUNT*: \$ _____

PAYMENT TYPE*: Direct Deposit (EFT) Credit Card Cheque

PAYING BY DIRECT DEPOSIT (EFT) OR CREDIT CARD: Contact finance@cmpa.ca

PAYING BY CHEQUE:

Productions outside British Columbia:
Canadian Media Producers Association
251 Laurier Avenue West, 11th Floor
Ottawa, Ontario K1P 5J6

British Columbia productions:
(Cheques payable to CMPA-BC)
600-736 Granville Street
Vancouver, British Columbia V6Z 1G3
Attention: Ryan MacArthur

PERMIT NUMBER ISSUANCE

Your CMPA Permit number will be issued to you upon receipt of the 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): _____

Signature*: _____ **Date*:** _____

RETURN APPLICATION TO:

Productions outside British Columbia:
Email: gillian.manchee@cmpa.ca

British Columbia productions:
Email: jeremy.sorensen@cmpa.ca