



Dear Engager:

Re: Adherence to 2008-2011 Commercial Agreement

Thank you for your recent inquiry regarding National Television & Radio Commercial Agreement (Commercial Agreement) between the Alliance of Canadian Cinema, Television and Radio Artists (ACTRA), the Institute of Canadian Advertisers (ICA) and Association of Canadian Advertisers (ACA) in effect for the period of **December 1, 2008 to June 30, 2011**. In order for us to consider your request to become an approved engager of professional performers, would you kindly supply us with the following information:

1. Full name, address, telephone and facsimile numbers, (E-mail and website addresses, if applicable) of your organization. Please specify, if yours is an incorporated entity, partnership or sole proprietorship and provide date of inauguration. Also, provide names and addresses of owners, directors and officers, where applicable.
2. A brief profile of your organization's business activities, length of time in operation and please list two (2) clients and two (2) suppliers.
3. Full name, address and contact reference for your organization's primary banking or financial institution.
4. Indicate whether or not your organization is a member in good standing of one or more of the following professional associations (please provide membership number, where applicable): Institute of Canadian Advertising (ICA) or Association of Canadian Advertisers (ACA).

Please allow two (2) business days from the time we have received the foregoing information for us to assess your request to become signatory to the ACTRA/ ICA & ACA Commercial Agreement. Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Judy Barefoot". The signature is written in a cursive, flowing style.

Judy Barefoot
Director of Commercial Production
ACTRA Toronto
T. 416-642-6705
F. 416-928-2852
E. jbarefoot@actratoronto.com

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**LETTER OF ADHERENCE
TO
THE ACTRA — ICA/ACA NATIONAL COMMERCIAL AGREEMENT**

Please sign a Letter of Adherence as follows on company letterhead and forward it to the National Executive Director of ACTRA, with a copy to the Branch Manager of the local ACTRA office. The executed Letter of Adherence shall constitute a binding and irrevocable obligation by the Engager to adhere to the terms of the current National Commercial Agreement for its full duration; that is, until such time as a new National Commercial Agreement is entered into by the ICA/ACA and ACTRA, or the terms and conditions of the current National Commercial Agreement come to an end by virtue of the right to strike or lockout having accrued in accordance with the Negotiation Protocol.

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____

POSTAL CODE: _____

TEL NO: _____ FAX NO: _____

DATE: _____ EMAIL: _____

TO: ACTRA LOCAL UNION OFFICE

The Engager named below hereby acknowledges receipt of the national Agreement of rates and conditions for Performers in commercials dated December 1, 2008 to June 30, 2011, negotiated between ACTRA and the ICA/ACA. In the interests of promoting stability and national standards in the industry and effecting harmonious relations with ACTRA and Performers working under this Agreement, the Engager hereby becomes signatory to said Agreement and agrees to abide by and conform to all the terms and conditions contained therein. This Letter of Adherence, once executed, will constitute a binding obligation to the current Agreement by the signatory in relation to the production of all commercials by the signatory or by any companies that it now or in the future controls or manages.

SIGNATURE: _____

PRINT OR TYPE NAME

TITLE

SIGNED ON BEHALF OF: _____

COMPANY NAME

THIS

DAY/MONTH/YEAR

This Letter of Adherence is hereby countersigned by a duly authorized representative of ACTRA:

PER _____

DATE _____