



625 Church Street
Toronto, Ontario
Canada M4Y 2G1
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Dear Engager:

Re: **Adherence to 2017-2020 Commercial Agreement**

Thank you for your recent inquiry regarding the 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 **August 5, 2017 to June 30, 2020**. In order for us to consider your request to become an approved engager of professional performers please supply us with the following information:

1. Provide your full name and production company 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,

Judy Barefoot
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