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CRC's Policy with respect to affiliation and program registration by a third party collecting agent/representative ("3rd Party") acting on behalf of a copyright owner ("Rightsholder") who has granted rights to a 3rd Party for collecting retransmission royalties:

AFFILIATION WITH CRC

1. The CRC's **Authorization Form** is to be completed in the Rightsholder's name as the Affiliate, and signed by the Rightsholder. The 3rd Party's position and coordinates are confirmed by recording, on the **Authorization Form**, below the Rightsholder's name, the 3rd Party's name and address, prefaced by "c/o" (in care of). The **Authorization Form** is to be forwarded, for countersignature, to CRC by mail or email at services@crc-scrc.ca, together with the supporting documentation and information, specified in points 2, 3 and 4 below. The **Authorization Form**, once countersigned, will be returned to the 3rd Party.
2. It is necessary to provide to the CRC the head office address of the Rightsholder so that CRC may determine the nationality for establishing the appropriate withholding tax rate. With payments made to the Rightsholder in care of the 3rd Party, the taxes withheld will accrue to the benefit of the Rightsholder, as will be evidenced in the annual withholding tax statements required by the Canadian tax authorities and issued by CRC.
3. CRC requires a copy of the 3rd Party's mandate from the Rightsholder, specifically authorizing the 3rd Party to collect retransmission royalties from the Canadian territory on their behalf. If the Rightsholder is not the original copyright owner or producer of the program, e.g. a distributor or other entity, we require a copy of that party's mandate from the copyright owner, again, specifically showing their authority for the collection of retransmission royalties from the Canadian territory.
4. CRC requires a completed **Affiliate Portal Sign-Up Form**. Future correspondence related to claims to CRC's royalties and payments, will use the online CRC Affiliate Portal.
5. An Affiliation package of documents, referenced in points 1, 2, 3 and 4, received with missing or incomplete information will not be accepted and will be returned to the 3rd Party for completion.

REGISTRATION OF BANK ACCOUNT FOR RECEIPT OF RETRANSMISSION ROYALTIES DUE

6. With completion of steps 1 through 5 above, the 3rd party will be required to provide relevant bank account information to facilitate electronic payment of royalties. CRC will initiate this process.

PROGRAM REGISTRATION

7. Registration of programs must be on a Rightsholder by Rightsholder basis with all information required by the CRC (reference CRC's Program Registration form) to be contained in each Registration package. Program Registrations with missing or incomplete information will not be accepted and will be returned.

PROCESSING AND ONGOING COMMUNICATION

8. Generally where a Rightsholder has chosen to be represented by an 3rd Party, all contact is between CRC and the 3rd Party. If deemed appropriate and necessary however CRC reserves the right to contact the Rightsholder directly.
9. Where a Rightsholder has already affiliated with the CRC at the time a 3rd Party comes forward in its attempt to affiliate and register on behalf of that same Rightsholder, the new affiliation arrangements by the 3rd Party will not be accepted unless and until the Rightsholder and 3rd Party resolve the duplication, and, it is determined that the Rightsholder has fulfilled all the requirements of its existing affiliation agreement with CRC.

**CANADIAN RETRANSMISSION COLLECTIVE
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