

ACTRA FRATERNAL BENEFIT SOCIETY COPY

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PRODUCTION TITLE EPISODE TITLE EPISODE TITLE EPISODE NUMBER ENGAGER PHONE FAX ADDRESS PHONE APFTQ # NON MEMBER CFTPA # PAYROLL SERVICE (IF APPLICABLE) LOCAL ACTRA OFFICE CO FULL OR APPRENTICE ACTRA MEMBERSHIP NUMBER SOCIAL INSURANCE PERFORMER NAME PERF. CAT. PRODUCTION DATES NET FEE (PER ATTICLE 4427) FOR RESIDUAL USE FEE (PER ATTICLE 4501) GROSS FEE LESS 20% MEMBER LESS 3% DEDUCTION	
ADDRESS APFTQ # APFTQ # NON MEMBER CFTPA # NON MEMBER CFTPA # NON MEMBER CFTPA # APFTQ # NON MEMBER CFTPA #	ODE
PAYROLL SERVICE (IF APPLICABLE) LOCATION OF PRODUCTION LOCAL ACTRA OFFICE CO FULL OR APPRENTICE ACTRA MEMBERSHIP NUMBER OR PERMIT SOCIAL INSURANCE INSURANCE NUMBER PERFORMER NAME PERF. CAT. PRODUCTION DATES NET FEE (PER ARTICLE A427) FOR RESIDUAL USE FEE (PER ARTICLE B501) GROSS FEE ILESS 2.0% FULL ACTRA MEMBER	ODE
FULL OR APPRENTICE ACTRA MEMBERSHIP NUMBER OR PERMIT SOCIAL INSURANCE INSURANCE SOCIAL PERFORMER NAME PERF. CAT. PRODUCTION DATES NET FEE (PER ARTICLE A427) USE FEE (PER ARTICLE B501) GROSS FEE LESS 2.0% FULL ACTRA MEMBER	FEE PAYABLE
ACTRA MEMBERSHIP NUMBER OR PERMIT NUMBER OR PERMIT	
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ADMINISTRATION FEE PAYABLE BY ENGAGER ACTRA PERFORMERS' RIGHTS SOCIETY (PRS) (ART. A37) ALL PRODUCERS PAY HALF OF ONE PERCENT OF GROSS FEES TO THE ACTRA	
PERFORMERS' RIGHTS SOCIETY (PRS) TO A MAXIMUM OF \$1,500.00 PER PRODUCTION	NOTE: NO DUES DEDUCTION
ALL MEMBERS OF THE PRODUCERS' ASSOCIATION PAY 1% OF GROSS FEES TO ACTRA ADMIN. FEE PRS TO A MAXIMUM OF \$1,500.00 AND 1% TO CFTPA TO A MAXIMUM OF \$3,000.00. MEMBERS \$	FROM ACTRA APPRENTICE MEMBER PERMITTEES AND ACTRA PERMITTEES
PERFORMERS' FEES IN RESPECT OF A PRODUCTION (EXCLUDING A SERIES) EXCEEDS \$2,000,000.00 THE ABOVE NOTED MAXIMUM ADMINISTRATION FEE SHALL BE \$5,000.00 (APETO / APPO - NON MEMBERS (APET A 27) (APETO / APPO - NON MEMBERS (APET A 27) (APET A 20) (APET A 2	N QUEBEC APPLY QST ON TOP OF GST TO ALL DF THE ADMINISTRATION
PRODUCERS WHO ARE NOT MEMBERS OF EITHER ASSOCIATION PAY 4% OF TOTAL PRS GROSS FEES TO ACTRA. PLEASE NOTE: GST/HST/QST IS PAYABLE ON THE ADMINISTRATION FEES AND ON THE	EES.
INDIVIDUAL GROSS FEE PLUS 12% PRODUCER CONTRIBUTION TO FULL MEMBERS WHO HAVE GST/HST/QST NUMBERS. BACKGROUND PERFORMER PERMITS (ART. C303/C502) ALL PRODUCERS PAY PERMIT FEES FOR ALL ACTRA APPRENTICE MEMBER PERMITTEES AND ACTRA PERMITTEES. PAYABLE TO PRA APPTQ / ADPQ GST # PRS APFTQ / ADPQ GST # R121408322 GST # R12140832 GST # R12140832 GST #	entre the



LOCAL ACTRA OFFICE COPY

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DATE 20 FC									
PRODUCTION TITLE		EPISODE TITL	E		EPISODE NUMBER				
ENGAGER									
ADDRESS		ASSOCIATION MEMBER CFT	PA #	APFTQ #					
PAYROLL SERVICE (IF APPLICABLE)			LOCATION				LOCAL AC	TRA OFFICE	CODE
FULL OR APPRENTICE SOCIAL ACTRA MEMBERSHIP INSURANCE NUMBER OR PERMIT INSURANCE NUMBER NUMBER	PERFORMER NAME	PERF. CAT.	PRODUCTION DATE	S NET FEE (PE ARTICLE A42 FOR RESIDU FEE CALCULA	27) USE FEE AL (PER ARTICLE B501)	GROSS FEE	LESS 2.0% FULL ACTRA MEMBER DUES	LESS 3% DEDUCTION	FEE PAYABLE TO PERFORMER
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ADMINISTRATION FEE PAYABLE BY ENGAGER ACTRA PERFORMERS' RIGHTS SOCIETY (PRS) (ART. ALL PRODUCERS PAY HALF OF ONE PERCENT PERFORMERS' RIGHTS SOCIETY (PRS) TO A MAXII	OF GBOSS FEES TO THE ACTBA			TOTAL NET F	EES TOTAL USE FEES	A TOTAL GROSS FEE	B TOTAL DUES	TOTAL 3% DED.	NOTE:
OR \$250.00 PER EPISODE IN A SERIES TO A MAXIMU CFTPA / APFTQ / ADPQ - MEMBERS (ART. A37) ALL MEMBERS OF THE PRODUCERS' ASSOCIATION	M OF \$1,500.00 PER SEASON. PAY 1% OF GROSS FEES TO ACTRA	ADMIN. FEE PRS	ADMIN. FEE CFTPA/ APFTQ / ADPQ	\$	S BACKGROUND PERFORMER PERMI	\$		\$ 12% OF BOX A	NO DUES DEDUCTION FROM ACTRA APPRENTICE MEMBER PERMITTEES AN
TO A MAXIMUM OF \$1,500.00 AND 1% TO CFTPA TO OF APFTQ PAY A DIRECT PRODUCTION LEVY TO APF PERFORMERS' FEES IN RESPECT OF A PRODUCTION \$2,000,000.00 THE ABOVE NOTED MAXIMUM ADMINIS	TQ. HOWEVER, IF THE GROSS I (EXCLUDING A SERIES) EXCEEDS	Φ G.S.T./H.S.T./Q.S.T. \$	G.S.T./H.S.T./Q.S.T.	● G.S.T./H.S.T./Q.S.T. \$	# Permittees	TOTAL BOX B	+ C + D	5 TOTAL (3% + 12%)	ACTRA PERMITTEES
CFTPA / APFTQ / ADPQ - NON-MEMBERS (ART. A37) PRODUCERS WHO ARE NOT MEMBERS OF EITHE GROSS FEES TO ACTRA.	-	TOTAL PRS	TOTAL CFTPA/ APFTQ / ADPQ ¢	C TOTAL ACTRA	X \$=	¢		¢	OF THE ADMINISTRATION FEES.
PLEASE NOTE: GST/HST/QST IS PAYABLE ON THE INDIVIDUAL GROSS FEE PLUS 12% PRODUCER CON HAVE GST/HST/QST NUMBERS. BACKGROUND PERFORMER PERMITS (ART. C303/C5	ITRIBUTION TO FULL MEMBERS WHO	PAYABLE TO PRS GST # PRS R136931821	PAYABLE TO CFTPA APFTQ / ADPQ GST # R121408322	GST / HST # ACTRA R134385111 QST # 1006293090TQ000 ⁻	[*]	PAYABLE T	O ACTRA	⊅ PAYABLE TO ACTRA I&R	● (1) ● (1) ↓ (1) ↓ (1)

ALL PRODUCERS PAY PERMIT FEES FOR ALL ACTRA APPRENTICE MEMBER PERMITTEES AND ACTRA PERMITTEES.



ACTRA PERFORMERS' RIGHTS SOCIETY COPY (PRS)

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			EPISODE TITL	.E		EPISODE NUMBEF						
ADDRESS				ASSOCIATION MEMBER CFTPA # APFTQ #								
PAYROLL SERVIC	E (IF APPLICABLE)			LOCATION	OF PRODUCTION			LOCAL AC	TRA OFFICE	CODE		
FULL OR APPRENTICE ACTRA MEMBERSHIP NUMBER OR PERMIT NUMBER	SOCIAL INSURANCE NUMBER	PERFORMER NAME	PERF. CAT.	PRODUCTION DATI	ES NET FEE (F ARTICLE AZ FOR RESID FEE CALCUL/	427) USE FEE UAL (PER ARTICLE B501)	GROSS FEE	LESS 2.0% FULL ACTRA MEMBER DUES	LESS 3% DEDUCTION	FEE PAYABLE TO PERFORMER		
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ALL PRODUCERS PAY PERFORMERS' RIGHTS	HALF OF ONE PERCEN SOCIETY (PRS) TO A MAX	T. A37) T OF GROSS FEES TO THE ACTRA KIMUM OF \$1,500.00 PER PRODUCTION IUM OF \$1,500.00 PER SEASON.			TOTAL NET	FEES TOTAL USE FEES	A TOTAL GROSS FEE \$	B TOTAL DUES	TOTAL 3% DED.	NOTE: NO DUES DEDUCTION		
TO A MAXIMUM OF \$1,50	PRODUCERŠ' ASSOCIATIO 00.00 AND 1% TO CFTPA T	N PAY 1% OF GROSS FEES TO ACTRA TO A MAXIMUM OF \$3,000.00. MEMBERS	ADMIN. FEE PRS \$	ADMIN. FEE CFTPA/ APFTQ / ADPQ \$	ADMIN. FEE ACTRA \$	BACKGROUND PERFORMER PERMI			\$	FROM ACTRA APPRENTICE MEMBER PERMITTEES AND ACTRA PERMITTEES		
PERFORMERS' FEES IN F \$2,000,000.00 THE ABOVE	RESPECT OF A PRODUCTION E NOTED MAXIMUM ADMINI	PFTQ. HOWEVER, IF THE GROSS DN (EXCLUDING A SERIES) EXCEEDS ISTRATION FEE SHALL BE \$5,000.00	G.S.T./H.S.T./Q.S.T. \$	G.S.T./H.S.T./Q.S.T. \$	G.S.T./H.S.T./Q.S.T. \$	#Permittees	TOTAL BOX B	- C + D	TOTAL (3% + 12%)	IN QUEBEC APPLY QST ON TOP OF GST TO ALL OF THE ADMINISTRATION		
GROSS FEES TO ACTRA. PLEASE NOTE: GST/HS	T/QST IS PAYABLE ON TH) <u>HER</u> ASSOCIATION PAY 4% OF TOTAL IE ADMINISTRATION FEES AND ON THE	TOTAL PRS \$	TOTAL CFTPA/ APFTQ / ADPQ \$	C TOTAL ACTRA \$	D TOTAL ACTRA \$	\$		\$	FEES.		
INDIVIDUAL GROSS FEE HAVE GST/HST/QST NU BACKGROUND PERFORM	PLUS 12% PRODUCER CO MBERS. MER PERMITS (ART. C303/C ERMIT FEES FOR ALL ACTF	ONTRIBUTION TO FULL MEMBERS WHO	PAYABLE TO PRS GST # PRS R136931821	PAYABLE TO CFTPA APFTQ / ADPQ GST # R121408322	GST / HST # ACTRA R134385111 QST # 1006293090TQ000)1	PAYABLE TO	ACTRA	PAYABLE TO ACTRA I&R	۵۵۵ <u>می</u>		



ACTRA ACCOUNTS RECEIVABLE COPY

IPA <u>XXXXXX</u>

DATE 20	FOR PERIOD OF								
PRODUCTION TITLE		EPISODE TIT	`LE	EF	PISODE NUMBER				
ENGAGER				PHONE				FAX	
ADDRESS			ASSOCIATION MEMBER CFT	I PA #	APFTQ #	ŧ		NON MEMBER _	
PAYROLL SERVICE (IF APPLICABLE	E)			OF PRODUCTION			LOCAL AC	TRA OFFICE	CODE
FULL OR APPRENTICE ACTRA MEMBERSHIP NUMBER OR PERMIT NUMBER NUMBER	PERFORMER NAME	PERF. CAT.	PRODUCTION DAT	ES NET FEE (PER ARTICLE A427) FOR RESIDUAL FEE CALCULATIO	USE FEE (PER ARTICLE B501)	GROSS FEE	LESS 2.0% FULL ACTRA MEMBER DUES	LESS 3% DEDUCTION	FEE PAYABLE TO PERFORMER
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ADMINISTRATION FEE PAYABLE BY ENGAGER ACTRA PERFORMERS' RIGHTS SOCIETY (PRS ALL PRODUCERS PAY HALF OF ONE PEI PERFORMERS' RIGHTS SOCIETY (PRS) TO A	(ART. A37) RCENT OF GROSS FEES TO THE ACTRA MAXIMUM OF \$1,500.00 PER PRODUCTION			TOTAL NET FEE	S TOTAL USE FEES	TOTAL GROSS FEE	B TOTAL DUES	TOTAL 3% DED.	NOTE:
OR \$250.00 PER EPISODE IN A SERIES TO A M CFTPA / APFTQ / ADPQ - MEMBERS (ART. A37 ALL MEMBERS OF THE PRODUCERS' ASSOC TO A MAXIMUM OF \$1,500.00 AND 1% TO CF) IATION PAY 1% OF GROSS FEES TO ACTRA IPA TO A MAXIMUM OF \$3,000.00. MEMBERS	ADMIN. FEE PRS \$	ADMIN. FEE CFTPA/ APFTQ / ADPQ \$		BACKGROUND PERFORMER PERMIT			\$ 12% OF BOX A \$	NO DUES DEDUCTION FROM ACTRA APPRENTICE MEMBER PERMITTEES AND ACTRA PERMITTEES
OF APFTQ PAY A DIRECT PRODUCTION LEVY PERFORMERS' FEES IN RESPECT OF A PROD \$2,000,000.00 THE ABOVE NOTED MAXIMUM A CFTPA / APFTQ / ADPQ - NON-MEMBERS (ART	UCTION (EXCLUDING Á SERIES) EXCEEDS DMINISTRATION FEE SHALL BE \$5,000.00	G.S.T./H.S.T./Q.S.T. \$	G.S.T./H.S.T./Q.S.T. \$	G.S.T./H.S.T./Q.S.T. \$	# Permittees x \$=	TOTAL BOX B +	C + D	TOTAL (3% + 12%)	IN QUEBEC APPLY QST ON TOP OF GST TO ALL OF THE ADMINISTRATION
PRODUCERS WHO ARE NOT MEMBERS OF GROSS FEES TO ACTRA. PLEASE NOTE: GST/HST/QST IS PAYABLE C	EITHER ASSOCIATION PAY 4% OF TOTAL	TOTAL PRS \$	TOTAL CFTPA/ APFTQ / ADPQ \$	C TOTAL ACTRA \$	D TOTAL ACTRA \$	\$		\$	FEES.
INDIVIDUAL GROSS FEE PLUS 12% PRODUCI HAVE GST/HST/QST NUMBERS. BACKGROUND PERFORMER PERMITS (ART. C ALL PRODUCERS PAY PERMIT FEES FOR ALL AND ACTRA PERMITTEES.	ER CONTRIBUTION TO FULL MEMBERS WHO	PAYABLE TO PRS GST # PRS R136931821	PAYABLE TO CFTPA APFTQ / ADPQ GST # R121408322	GST / HST # ACTRA R134385111 QST # 1006293090TQ0001		PAYABLE TO	ACTRA	PAYABLE TO ACTRA I&R	0.00 to



PERFORMER INDEPENDENT PRODUCTION **REMITTANCE STATEMENT**

PRODUCER COPY

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DATE	20									
PRODUCTION TITI	_E		EPISODE TITL	E		EPISODE NUMBER	ł			
ENGAGER										
ADDRESS				ASSOCIATION MEMBER CFT	I PA #	APFTQ	Q #			
PAYROLL SERVIC	E (IF APPLICABLE)			LOCATION	OF PRODUCTION			LOCAL AG		CODE
FULL OR APPRENTICE ACTRA MEMBERSHIP NUMBER OR PERMIT NUMBER	SOCIAL INSURANCE NUMBER	PERFORMER NAME	PERF. CAT.	PRODUCTION DAT	ES NET FEE (P ARTICLE A4 FOR RESIDU FEE CALCULA	27) USE FEE JAL (PER ARTICLE B501)	GROSS FEE	LESS 2.0% FULL ACTRA MEMBER DUES	LESS 3% DEDUCTION	FEE PAYABLE TO PERFORMER
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ALL PRODUCERS PAY PERFORMERS' RIGHTS	IGHTS SOCIETY (PRS) (AR HALF OF ONE PERCEN SOCIETY (PRS) TO A MA	IT. A37) IT OF GROSS FEES TO THE ACTRA XIMUM OF \$1,500.00 PER PRODUCTION JUM OF \$1,500.00 PER SEASON.			TOTAL NET F	EES TOTAL USE FEES	A TOTAL GROSS FEE \$	B TOTAL DUES	TOTAL 3% DED.	NOTE: NO DUES DEDUCTION
CFTPA / APFTQ / ADPQ - ALL MEMBERS OF THE TO A MAXIMUM OF \$1,50	MEMBERS (ART. A37) PRODUCERS' ASSOCIATIO 00.00 AND 1% TO CFTPA	N PAY 1% OF GROSS FEES TO ACTRA TO A MAXIMUM OF \$3,000.00. MEMBERS PFTQ. HOWEVER, IF THE GROSS	ADMIN. FEE PRS \$	ADMIN. FEE CFTPA/ APFTQ / ADPQ \$	ADMIN. FEE ACTRA	BACKGROUND PERFORMER PERMI # Permittees	тѕ		12% OF BOX A	FROM ACTRA APPRENTICE MEMBER PERMITTEES AND ACTRA PERMITTEES
PERFORMERS' FEES IN F \$2,000,000.00 THE ABOVE CFTPA / APFTQ / ADPQ -	RESPECT OF A PRODUCTI E NOTED MAXIMUM ADMIN NON-MEMBERS (ART. A37	ON (EXCLUDING À SERIES) EXCEEDS IISTRATION FEE SHALL BE \$5,000.00 7)	G.S.T./H.S.T./Q.S.T. \$	G.S.T./H.S.T./Q.S.T. \$ TOTAL CFTPA/	G.S.T./H.S.T./Q.S.T. \$	x \$=	TOTAL BOX B	+ C + D	IUIAL (3% + 12%)	IN QUEBEC APPLY QST ON TOP OF GST TO ALL OF THE ADMINISTRATION FEES.
PRODUCERS WHO ARE GROSS FEES TO ACTRA	NOT MEMBERS OF EIT	HER ASSOCIATION PAY 4% OF TOTAL	TOTAL PRS \$	APFTQ / ADPQ \$	C TOTAL ACTRA \$	D TOTAL ACTRA \$	\$		\$	
INDIVIDUAL GROSS FEE HAVE GST/HST/QST NU	PLUS 12% PRODUCER C	ONTRIBUTION TO FULL MEMBERS WHO	PAYABLE TO PRS GST # PRS R136931821	PAYABLE TO CFTPA APFTQ / ADPQ GST # R121408322	GST / HST # ACTRA R134385111 QST # 1006293090TQ000	1	PAYABLE T	O ACTRA	PAYABLE TO ACTRA I&R	

BACKGROUND PERFORMER PERMITS (ART. C303/C502) ALL PRODUCERS PAY PERMIT FEES FOR ALL ACTRA APPRENTICE MEMBER PERMITTEES AND ACTRA PERMITTEES.



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PERFORMER INDEPENDENT PRODUCTION **REMITTANCE STATEMENT**

CFTPA COPY

IPA <u>XXXXXX</u>

DATE	20									
PRODUCTION TITLE			EPISODE TITLE	E		EPISODE NUMBER				
ENGAGER					PHONE				FAX	
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	A SERIES TO A M				\$	\$\$\$	FEE	DOES	\$ 12% OF BOX A	NOTE: NO DUES DEDUCTION FROM ACTRA APPRENTICE
TO A MAXIMUM OF \$1,500.0 OF APFTQ PAY A DIRECT P	DUCERS' ASSOCI 00 <u>AND</u> 1% TO CFT RODUCTION LEVY ⁻	LATION PAY 1% OF GROSS FEES TO ACTRA PA TO A MAXIMUM OF \$3,000.00. MEMBERS TO APFTQ. HOWEVER, IF THE GROSS JCTION (EXCLUDING A SERIES) EXCEEDS	ADMIN. FEE PRS \$ G.S.T./H.S.T./Q.S.T.	APFTQ / ADPQ \$ G.S.T./H.S.T./Q.S.T.	ADMIN. FEE ACTRA \$ G.S.T./H.S.T./Q.S.T.	BACKGROUND PERFORMER PERMIT # Permittees	S TOTAL BOX B + C		\$ TOTAL (3% + 12%)	MEMBER PERMITTEES AND ACTRA PERMITTEES IN QUEBEC APPLY QST
\$2,000,000.00 THE ABOVE N CFTPA / APFTQ / ADPQ - NO	oted Maximum AE DN-MEMBERS (ART	DMINISTRATION FEE SHALL BE \$5,000.00	\$ TOTAL PRS	TOTAL CFTPA/ APFTQ / ADPQ	C TOTAL ACTRA	x \$=	_			ON TOP OF GST TO ALL OF THE ADMINISTRATION FEES.
PLEASE NOTE: GST/HST/C	US 12% PRODUCE ERS.	N THE ADMINISTRATION FEES AND ON THE R CONTRIBUTION TO FULL MEMBERS WHO 303/C502)	PAYABLE TO PRS GST # PRS R136931821	\$ PAYABLE TO CFTPA APFTQ / ADPQ GST # R121408322	GST / HST # ACTRA R134385111 QST # 1006293090TQ0001	1	PAYABLE TO A		\$ PAYABLE TO ACTRA I&R	00000000000000000000000000000000000000

BACKGROUND PERFORMER PERMITS (ART. C303/C502) ALL PRODUCERS PAY PERMIT FEES FOR ALL ACTRA APPRENTICE MEMBER PERMITTEES AND ACTRA PERMITTEES.

OFFICE LOCATIONS

ACTRA

BRITISH COLUMBIA Union of B.C. Performers 400 - 856 Homer Street Vancouver, BC V6B 2W5 E-mail: <u>info@ubcp.com</u> (604) 689-0727 Fax: (604) 689-1145

CALGARY

Ste. 304, 1300-8th St. S.W. Calgary, AB T2R 1B2 E-mail: <u>jblaney@actra.ca</u> (403) 228-3123 Fax: (403) 228-3299

EDMONTON

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Ste. 200, 625 Church St. Toronto, ON M4Y 2G1 E-mail: <u>info@actratoronto.com</u> (416) 928-2278 Fax: (416) 928-2026

OTTAWA

Room 170, 2 Daly Avenue Ottawa, ON K1N 6E2 E-mail: <u>ottawa@actra.ca</u> (613) 565-2168 Fax: (613) 565-4367 MONTREAL Ste. 530, 1450 City Councillors St. Montreal, QC H3A 2E6 E-mail: montreal@actra.ca (514) 844-3318 Fax: (514) 844-2068

MARITIMES

Ste. 103, 1660 Hollis Street Halifax, NS B3J 1V7 E-mail: maritimes@actra.ca (902) 420-1404 Fax: (902) 422-0589

NEWFOUNDLAND & LABRADOR 685 Water Street P.O. Box 575 St. John's, NF A1C 5K8 E-mail: <u>newfoundland@actra.ca</u> (709) 722-0430 Fax: (709) 722-2113

AFBS

1000 Yonge St. Toronto, ON M4W 2K2 E-mail: <u>benefits@actrafrat.com</u> (416) 967-6600 Fax: (416) 967-4744

ACTRA PERFORMERS' RIGHTS SOCIETY (PRS)

Ste. 300, 625 Church St. Toronto, ON M4Y 2G1 E-mail: prs@actra.ca (416) 489-1311 Fax: (416) 489-1040

CFTPA

160 John St., 5th Floor Toronto, ON M5V 2E5 E-mail: <u>toronto@cftpa.ca</u> (416) 304-0280 Fax: (416) 304-0499

APFTQ

1450 City Councillors Bureau 1030 Montreal, QC H3A 2E6 E-mail: <u>info@apftq.qc.ca</u> (514) 397-8600 Fax: (514) 392-0232

ADPQ

640 St. Paul Ouest Bureau 600 Montreal, QC H3C 1L9 Fax: (514) 866-6147