

ELIGIBILITY QUESTIONNAIRE

Name of Applicant:	
Date:	

1. a) Are you a Canadian owned and controlled company? (i.e. 51% of the shares, on a fully diluted basis, must be owned by Canadians, and the operations must be under their effective control)
Please provide your incorporation documents.

b) List the current ownership structure of the company.

c) Any outstanding shareholder loans? If yes, provide details.

2. Companies must have a sufficient ongoing volume of business to ensure their financial viability. Does your company have at least 2 years of recognised active corporate experience and ongoing relevant expertise in distribution and foreign sales activities? Please elaborate and provide backup materials including audited financial statements for the current year and past 2 years (if applicable).

3. Do you have one or more senior officers with 5 years relevant experience in foreign sales companies of comparable size? Please detail the experience of these individuals.

4. Please list the dedicated sales personnel in your company and length of time they have been with your company. If under 2 years, please list previous sales experience.

5. Please list the annual markets you regularly attend and the last 3 you have attended or plan to attend in the current year. Also list the names of the individuals who attended/will attend each market.

6. Please list your company's main distribution focus (i.e. television drama, features, documentaries, etc.)

7. a) Does your company sell directly to foreign broadcasters? Please give examples, in the format provided below, of productions you have sold and to whom you have sold them.

	Title	Format	Type	Yr. of prod'n	Producer	Buyer
eg.	Mable May	13 x 1/2 hr.	Kids	1998-1999	ABC Co.	Ch. 4 U.K.

b) Do you use the services of foreign sub-distributors or sub-agents? If yes, please list whom you use and in what territories, and elaborate your financial relationship.

8. CATALOGUE:
a) Please list, as shown below, the Canadian productions for which you hold exclusive rights, which haven't been released or which have been completed during the past 2 years.

	Title	Format	Type	Yr. of prod'n	Producer	Did your Co. provide a distrib advance
eg.	Mable May	13 x 1/2 hr.	Kids	1998-1999	ABC Co.	Yes-\$10,000

b) Please list any foreign sales made by you during the 12 months preceding this application. Please list sales (title and buyer) &/or supply latest sales report.

9. OTHER INFORMATION

a) If you have a website, please list the address

b) Do you have your catalogue on DVD or CD Rom? If yes, please send us a copy.

c) If your company operates within a larger corporate group of affiliated or associated companies, are you incorporated separately and do you operate separately from the other entities of the corporate group? Please provide backup documentation.

If there is not enough room to answer any of the above questions in the space provided, please attach additional sheets as required.

Signature

Date

Title

LIST OF REQUIRED DOCUMENTS

	✓
1. Audited financial statements for current year and previous 2 years	
2. Incorporation documents	
3. Shareholders' agreement	
4. 3-5 year business plan	
5. Cash flow projections for the next 3-5 years	
6. Projected revenues for the next 5 years	
7. Projected distribution spending for the next 5 years	
8. Projected print, publicity, advertising and marketing spending for the next 5 years	
9. Current chartered banking information	
10. Annual budget for distribution department (i.e. including staff, support staff, travel, publicity and marketing expenses, etc.)	
11. Organizational chart of your company, along with a management breakdown	
12. Description of your company's operations	
13. Brief history of your company	

