



Exploitation and Gross Sales Reporting FAQ

1. When do I have to submit my Exploitation Report or Gross Sales Report?

As per your Agreement, the Exploitation and/or Gross Sales Report must be submitted twice a year on February 1 and August 1 for the preceding 6-month reporting periods ending December 31 and June 30 respectively. If the required reports are not submitted by February 15 or August 15, your company will automatically be placed in default.

2. When does my reporting obligation to the CMF terminate?

The obligation to report is semi-annual for the first three years and annual after that for the following four years for a total of seven years from the date of submission of the first exploitation report. However, you must continue to report if production revenues are generated or will be generated in the future under a syndication agreement.

3. How do I know whether I have to submit a Gross Sales Report, an Exploitation Report or both?

Projects which have received an Equity Investment from the CMF under any CMF Program and regardless of when the CMF agreement was signed are required to submit an Exploitation Report.

Your company must also submit a Gross Sales Reports for any project relating to an agreement signed under the Convergent Stream program April 1, 2012 or later.

4. The list of projects in my reminder email is incomplete. Do I submit reports for only the projects in that list?

The list included in the reminder email is a courtesy notice only and may not be complete. It is your responsibility to make sure you are in compliance with the reporting obligations found in your Agreement. If you have any questions regarding your reporting obligations, you may contact the Compliance and Collection Department at cc-cr@telefilm.ca.

5. I didn't receive a reminder email. What do I do?

Please contact cc-cr@telefilm.ca and include the name and/or number of the application, and the name and/or number of the participant/company.

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6. I get Error 401. Do I need an eTelefilm account to submit Exploitation and/or Gross Sales reports?

Error 401 means that your access information via either the Sign-in Partner or GC Key portal is not linked to an eTelefilm account. Even though you can only access your reports via the reminder email, your access information via the access portal (Sign-in partner or GCKey) must be linked to an eTelefilm account, any account. If it is not the case, the quick solution is to create yourself a temporary eTelefilm account via our website www.telefilm.ca: Click on “eTelefilm” then “Subscribe to eTelefilm services” and on “Create an eTelefilm temporary account” at the bottom left. You will then have to use your existing access information or create a new one via one of the access portals (GC Key or a Sign-In Partner) and then you’ll be transferred to our eTelefilm site where you’ll be able to complete the creation of your temporary account. Afterwards, go back to the reminder email and you’ll have access to the exploitation reports.

7. When can I use the online reporting form?

The reminder email is sent on January 2nd and July 2nd of each year.

8. Do I also have to submit a paper format report?

No, paper format reports have not been accepted since April 2013.

9. Do I have to provide backup documents in support of revenues and expenses being reported in my Exploitation Report?

You must attach all backup documents you have at the time of submission in support of revenues reported and expenses deducted in your Exploitation Report.

10. If I do not have the backup documents to complete the Gross Sales Report, what do I do?

Please note that the Gross Sales report is based on actual sales made and collected and not estimated or expected future sales. Therefore, if you do not have the backup documentation supporting actual sales made and collected, you should click the “No sales were made in this period” box. You only report sales in the period when you have documentation supporting those gross sales.

11. If I am in default and owe reports for more than one reporting period, can I submit all outstanding reports at once?

Yes, but please note that you have to submit a separate report for each reporting period.

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12. I owe revenues to the CMF and have submitted my reports in eTelefilm. Now what do I do?

Before you leave your eTelefilm session, print your remittance slip (It contains your confirmation number and will accompany your revenues remittance.)

Send your cheque along with the remittance slip to the following address:

Telefilm Canada
Compliance & Collection Department
360 St-Jacques Street, Suite 600
Montreal, Quebec
H2Y 1P5

Please make sure your cheque is payable to the **Canada Media Fund**.

Note that your cheque must be sent before the February or August due date to avoid late interest fees.

13. Do I have to pay taxes on reported revenues and, if so, which tax rate is applicable?

If you received an Equity investment, you must add applicable taxes to your remittance. The applicable tax rate to be used is the current rate at the time of the remittance.

If you received an Advance, there are no applicable taxes.

14. How do I calculate how much I have to submit to the CMF?

The amount owing to the CMF is the CMF recoupment percentage. The CMF recoupment percentage is unique to each project and can be found in your CMF Agreement.

15. How do I calculate the CMF's share of retransmission royalty revenues?

The CMF's share of retransmission royalty is calculated as the percentage of CMF's investment in the production and not according to the recoupment structure. Please refer to your Agreement.

16. Can I print the reports so that I may review them before submission?

Yes, you can print the reports by using the print function in your browser.

If you have any additional questions regarding your reporting obligations, please contact Telefilm's Compliance and Collection Department at 514-283-6363 or 1-800-567-0890 or cc-cr@telefilm.ca.