

ANNEX TO THE PROTOCOL

RULES OF PROCEDURE

1. The administrations responsible for the application of the Rules of Procedure of the present Protocol are:

For Canada:

The Minister of Canadian Heritage, represented by Telefilm Canada;

For the Russian Federation:

The Committee Of the Russian Federation for Cinematography represented by the Direction for Formation and Coordination of Programmes Production of the above Committee;

both being referred to hereinafter as the "administrations".

2. An application for benefits under this Protocol for any co-production must be made simultaneously (by the co-producers) to the administrations of both countries within the time-frame normally applied by each country. The administrations shall communicate their decision to one another within twenty (20) days of receipt of the complete documentation as described below.
3. Documentation submitted in support of an application shall consist of the following items, drafted in either English or French in the case of Canada and in Russian in the case of the Russian Federation.
 - I. The final script.
 - II. Documentation providing proof that the copyright for the co-production has been legally acquired.
 - III. A copy of the co-production contract signed by the two co-producers.

The contract shall include:

- 1) the title of the co-production;
- 2) the name of the author of the script, or that of the adaptor if it is drawn from a literary source;
- 3) the name of the director (a substitution clause is permitted to provide for his replacement if necessary);
- 4) the budget;
- 5) the financing plan;
- 6) the distribution of receipts or markets;
- 7) the respective shares of the co-producers in any over or underexpenditure, which shares shall in principle be proportional to their respective contributions, although the minority co-producer's share in any overexpenditure may be limited to a lower percentage or to a fixed amount providing that the minimum proportion permitted under Article VI of the Protocol is respected.