

**APPENDIX “M”**  
**DECLARATION OF PARENT IN THE ENGAGEMENT OF MINORS**  
(SEE ARTICLE 1604)

A Parent is obligated to read this form carefully, together with the section of the National Commercial Agreement (“NCA”) setting out the minimum terms and conditions for the engagement of Minors in commercials for television, digital media, and radio produced in Canada (except for under the jurisdiction of the Uda or AF of M). The [NCA](#) is available from the ACTRA office and will be provided to you upon request. In addition, if you have any questions, they should be directed to the Minor’s Business Representative at your local ACTRA office, who is there to assist you.

1. If your Minor is offered a role in a commercial or infomercial, you, as the Parent, are required to complete and sign this form and return it to the Engager prior to a contract being entered into engaging your Minor.
2. You have the ultimate responsibility for the health, education and welfare of your Minor in making decisions concerning your Minor with respect to their engagement in a role in a radio, digital media, or television commercial. The better informed you are, the better-informed decisions you will make.
3. First, you must be familiar with the requirements of the role your Minor is being considered for — this usually means reading the script. It may help to speak to the Engager or director to get a clear picture of what the role entails.
4. Having familiarized yourself with the requirements of the role, you are required to disclose hereunder any medical history or condition or any attitudinal or psychological condition that you are aware of that might foreseeably interfere with or have an impact on your Minor’s ability to do what may be required. If you think something might be important, but you are not sure, please include it.
5. If your Minor is less than 16 years of age, you must accompany them to and from the set or location and must be accessible while they are on the set. If your Minor is 16 years of age or older, it is your right to be accessible at all times when they are on set.
6. If you cannot attend, you shall appoint a Chaperon for your Minor. It is strongly recommended that this person have your confidence to act in your Minor’s best interests. The appointment shall be in the

form of Appendix N, and must be completed in triplicate: one copy to be delivered to the Engager, one to be delivered to ACTRA and one for you to keep.

7. As you may not be available at all times, please fill out and return the Emergency Medical Authorization Form attached (Appendix N), which allows the Engager to obtain emergency treatment for your Minor when you cannot be contacted at once.
8. You are also responsible to ensure that your Minor's education is taken care of when they are working. If your Minor is required to work more than three (3) regular school days on a radio, digital media, or television commercial, you should consult their teacher or school principal and ask what tutoring the Minor may need. The Engager will institute the tutoring plan proposed by the principal or teacher, but it is up to you to make sure this is taken care of.
9. Section 16 of the National Commercial Agreement provides that after a Minor's total lifetime remuneration reaches \$5,000.00, 25% percent of the Minor's gross remuneration shall be deducted from the total payment due to the Minor by the Engager, and shall be remitted to the ACTRA Performers' Rights Society, which shall hold such monies in trust for the Minor. Your Minor's engagement is subject to this provision.
10. The Minor
  - is a resident of Canada within the meaning of the Income Tax Act of Canada
  - is not a resident of Canada within the meaning of the Income Tax Act of Canada

If the residence of the Minor changes, I hereby undertake to promptly notify ACTRA PRS of the change.

Your signature on this form indicates that you agree to be bound by the terms of the National Commercial Agreement. Please sign and date this form and deliver it to the Engager as soon as possible.

Date: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature