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To CPA Ontario Showcase Video Competition entrant:

**RE: Copyright Letter**

Thank you for participating in the CPA Ontario Showcase Video Competition (the “Competition”) conducted by Chartered Professional Accountants of Ontario (“CPA Ontario”). Please read the Competition Rules and Regulations before submitting your video and this Copyright Letter.

The *Copyright Act* is the legislation in Canada that sets out what you can and cannot do with the materials of others that are protected by copyright. Copyright protects literary, artistic, dramatic and musical works, as well as sound recordings, performances and communication signals. This encompasses a wide range of media, from books, articles, posters, manuals and photographs, to CDs, DVDs, software, databases and websites.

If your video submission to the Competition includes copyrighted materials, you must obtain permission from the copyright owner for your submission to be eligible for consideration under the Competition Rules and Regulations.

The first step is to identify either (i) the copyright owner, or (ii) whether there is an organization that represents the copyright owner. If you can locate the copyright owner, simply email or write to them and explain how and why you want to use their work and request their permission. The permission from the copyright owner must be in writing (email will suffice). Please note that relying on permission by telephone is not acceptable. In addition, there are a number of copyright collectives that can give you permission (in the form of a license) on behalf of the copyright owner to use their work. For example, if you have used music in your video submission, you can go to copyright collectives such as SOCAN, CMRRA or NRCC that administer copyright in music.

Please note that copies of the authorization, license or permission from the copyright owner(s) must be received by CPA Ontario no later than May 23, 2022 at 11:59 p.m. by email (to: [getinvolved@cpaontario.ca](mailto:getinvolved@cpaontario.ca)) in order for your video submission to remain eligible in the Competition.

In order for your video submission to be considered further in this Competition, please sign, or have your parent/guardian sign and return the attached acknowledgement to our attention immediately.

Please contact [getinvolved@cpaontario.ca](mailto:getinvolved@cpaontario.ca) should you have any questions.

Best of luck,

CPA Ontario’s High School Student Recruitment Team  
[getinvolved@cpaontario.ca](mailto:getinvolved@cpaontario.ca)



I, the Author (or the Author's Guardian) indicated below, in accordance with the Rules and Regulations of the CPA Ontario Showcase Video Competition, warrant the following:

- there is no third party copyrighted material in the video submission; or
- there is third party copyrighted material in the video submission and, as such, please find attached copies of the authorization, license or permission from the copyright owner(s).

I understand that if there is material subject to a third party's copyright in the video submission and I have not submitted the authorization, license or permission from the copyright owner to CPA Ontario by May 23, 2022 at 11:59 p.m., the video submission to the CPA Ontario Showcase Video Competition will be disqualified.

Author (or Guardian):

Witness:

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_