



# CORPORATE INFORMATION USER GUIDE

**New in 2025-2026** The “*Declaration of the Corporation’s Canadian Status, and its Shareholders and Directors*” is now an electronic form that can be found in a new section in Dialogue under the “My Organizations Record” called “Corporate Information”. Please fill out this new section for the applicant company and if applicable, for the co-applicant, parent companies or any other shareholder that is a company. All Shareholders and Directors or Board Members that are individuals are encouraged to complete a PERSONA-ID form, and their PERSONA-ID number should be entered in the Corporate Information section.

This new feature replaces the need for the traditional PDF (Declaration of Canadian Status of the Organization and Corporate Information). This update offers a more efficient and seamless experience, allowing applicants to provide their information just once, instead of repeatedly for each application. Additionally, anyone with access to edit the Organization Profile can submit this information with ease. The CMF will accept the Declaration of Canadian Status of the Organization and Corporate Information PDF form (available on the CMF website) if a parent company that is a shareholder does not have a Dialogue account.

Once the Corporate Information form has been submitted, the Enrolment team will validate it. During this short validation period, further edits won’t be possible, but afterwards, clients can edit the form and edit as needed or confirm that no changes have occurred since the last submission.

Use this guide to learn the basic step-by-step instructions to help you fill out this electronic form. Pay attention to the **highlighted helpful tips**. Note that all sections in **red** are fields that must be filled out in order to submit your Corporate Information.

- For technical support or Enrolment questions please email [enr@telefilm.ca](mailto:enr@telefilm.ca).
- When you contact [enr@telefilm.ca](mailto:enr@telefilm.ca) for support, always provide your email, your full name and the full name of your organization. You can expect a response within 24 hours, however, **in order to avoid potential delays** or missed deadlines, please plan to **start the process a few days prior to submitting your application**.
- When you deal with Telefilm’s services regarding Enrolment support, always answer to the existing email you received from [enr@telefilm.ca](mailto:enr@telefilm.ca) rather than sending a new request. This ensures continuity of support on your issue or request.

To get started, go under RECORDS and then My Organizations.

News Tasks (1,651) **Records** Reports Actions

Search record types... SEARCH

**Legal Statements | Énoncés légaux**  
Legal Statements | Énoncés légaux

**My Broadcaster Agreement Forms | Mes formulaires d'...**  
All my Broadcaster Agreement Forms | Tous mes formulair...

**My CMF Applications | Mes demandes FMC**  
List of my CMF applications | Liste de mes demandes FMC

**My CMF Audience Success Reports | Mes rapports de Su...**  
List of My CMF Audience Success Report reports | Liste de t...

**My CMF Exploitation Reports | Mes rapports d'exploitat...**  
A List of My CMF Production and Distribution Exploitation r...

**My CMF Metric Report (Gross Sales) | Mes rapports de ...**  
A List of My CMF Gross Sales Metric reports | Liste de tous ...

**My CMF Pre-Application Consultations | Mes consultati...**  
List of my CMF pre application consultations | Liste de tout...

**My List of Milestones to Fulfill | Mes jalons à satisfaire**  
List of my milestones to be completed | Liste de mes jalons...

**My List of Payments Received | Ma liste de paiements r...**  
List of my payments received | Liste de mes paiements reçus

**My Organizations | Mes Organisations**  
A list of the Organizations I am a Member of | Une liste des ...

**My Products | Mes Produits**  
List of Telefilm Products for which my organizations have a ...

**My Telefilm Applications | Mes Demandes Téléfilm**  
List of my Telefilm applications | Liste de mes demandes Té...

**My Telefilm Exploitation Reports | Mes rapports d'expl...**  
A List of My Telefilm Production and Distribution Exploitatio...

**My Telefilm Metric Reports (Gross Sales) | Mes rapports...**  
A List of My Telefilm Gross Sales Metric reports | Liste de to...

**Users | Usagers**  
Directory of users | Répertoire des usagers

Then, click on the name of the Organization. Note that only certain members have the appropriate permissions to be able to modify the Corporate Information. See the screen shot below - members with a pencil icon have access to this feature, and members with a key icon key icon (generally the Administrator) have access to this feature and can grant other users' access to this feature.

## My Organizations | Mes Organisations

Search My Organizations | Mes Organisations SEARCH

Legal Name	ID	Type	Administrator	Resp?	Application	e-Sign	Organiz ation Profile	Exploit ation Reports	Broadc aster
<a href="#">Company1245</a>	50058	Company	<a href="#">Jim External Applicant</a>	No					×
<a href="#">Organisation 12345</a>	300193	Company		No					×

The Administrator can grant other Members the permission to submit or edit the Corporate Information by going in the Members section of the Organization and clicking on Edit Members Permissions.

Records / My Organizations | Mes Organisations

### Company1245

Summary Filmography News Related Actions

EDIT CORPORATE INFORMATION ADD MEMBER MANAGE DOCUMENTS **Edit Member Permissions**

Edit Organization

Details	Members	Documents	Corporate Information	Defaults
○	✓	○	○	○

#### Members

<input type="checkbox"/>	Role	Name	Application	e-Sign	Organization Profile	Exploitation Reports
<input type="checkbox"/>	Member	Enroll EN Non-Partner				
<input type="checkbox"/>	Member	Enroll EN Partner II				
<input type="checkbox"/>	Member	Enroll EN Partner III				
<input type="checkbox"/>	Member	Enroll EN Non-Partner II				
<input type="checkbox"/>	Member	Enroll EN Partner				
<input type="checkbox"/>	Member	Enroll FR Non-Partner				

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There are 2 ways to Submit your Corporate Information. Once on the landing page of the Organization, simply click on the **Submit Corporate Information** button at the top of the screen. Or you go to the Corporate Information section by clicking on the dot below that title, and then on **Submit Corporate Information**.

Records / My Organizations | Mes Organisations

Company1245

Summary

Filmography

News

Related Actions

Submit Corporate Information

Add Member

Manage Documents

Details	Members	Documents	Corporate Information	Defaults
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Organization Details

Legal Name

Company1245

Organization ID

50058

Validated

CMF Default

Dialogue

Telefilm Default

Dialogue

TFC Other Default

CMF Other Default

Location

Suite 666, 1196-A Bike Avenue est.  
Toronto, Ontario, Canada, X1Y 2W3

HST / GST

PST

As highlighted below, you will be able to see in the summary of your Corporate Information the dates at which the form was submitted, validated by Enrollment, which Member modified the form last and on what date.

Records / My Organizations | Mes Organisations

Company1245

Summary

Filmography

News

Related Actions

Submit Corporate Information

Add Member

Manage Documents

Details	Members	Documents	Corporate Information	Defaults
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Organization

Legal Name

Company1245

Organization Type

Company

Location

Suite 666, 1196-A Bike Avenue est.  
Toronto, Ontario, Canada, X1Y 2W3

Organization ID

50058

Corporate Information

Corporate Information Submission Date

Corporate Information Validation Date

Corporate Information - No changes as of

Draft modified by

Draft modified on

The Corporate Information form has not been submitted.

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To fill out the **Board of Director(s)** table, click on the "ADD" button below to add as many lines as there are members on the Board of Directors. Enter their PERSONA-ID number first (if available) and their names will automatically populate. If you don't have their PERSONA-ID number, enter their names (Last Name, First Name) and fill out all the mandatory fields highlighted in red. You can also remove lines by clicking of the X.

All corporate directors, shareholders, and/or types of members must be included below.

A copy of this User Guide can also be found here

Need help? Please review our Guide

### Board of Director(s)

Name (Last Name, First Name)	PERSONA-ID Number (if applicable) ⓘ	Title(s) ⓘ	Citizenship	Signing Authority	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

To fill out the **Shareholder(s)** table, click on the "ADD" button below to add as many lines as you need.

For the shareholders that are individuals, enter their PERSONA-ID number first (if available) and their names will automatically populate. If you don't have their PERSONA-ID number, enter their names (Last Name, First Name) and fill out all the mandatory fields highlighted in red.

For the shareholders that are companies, please enter their legal names as it appears on their Incorporation Certificate.

You can also remove lines by clicking of the X.

### Shareholder(s)

Please fill out this table if the Organization has issued share-capital and has shareholders.

The following shareholders are the sole holders of all of the currently issued shares of the capital of the Organization as indicated below:

For example:  
- Common Shares  
- Preferred Shares  
- Class A, B, C, etc.

Legal Name	PERSONA-ID Number (if applicable) ⓘ	Type	Percentage (%) of Shares Held	Class of Shares ⓘ	Voting/Non Voting	Citizenship (for individuals only)	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

Note: In the event where any of the shareholders are not individuals, please complete an additional Corporate Information form for each such shareholder (available in the application documents section of the program to which you wish to apply) and upload it under the "Documents" tab of this Organization.

Although not mandatory for the first year, we strongly encourage you to fill out the new Corporate Information section, not only for the Applicant company (and if applicable for the co-applicant) but also for the parent companies or any other Shareholder that is a company and that has a Dialogue account.

The **Member(s)** section is to be filled for the Organizations without a share capital or shareholders. If you have listed shareholders in the table above, this section will be deactivated.

## Member(s)

Please fill out this information if the Organization does not have share capital or shareholders but has members instead.

The membership of the Organization is composed of:

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Individuals

Corporations

Both individuals and corporations

Note: In the event where any of the members are not individuals, additional declarations or information on such members could be requested.

Click on “READ AND ACCEPT” in the **Statement(s)** section and the full text will appear.

## Statement(s)

READ AND ACCEPT

You must first click the 'Read and Accept' button in order to check the boxes.

Statement

☐ By checking this box you declare having read the [Corporate Information Statements](#) and acknowledge that these statements are accurate, true and complete.

CANCEL

SUBMIT

SAVE DRAFT

Once you have read the text, check the box at the bottom of the screen and the text will then disappear. You can also close the text box by clicking on the “CLOSE” button. Clicking the box is mandatory in order to submit the form.

## Statement(s)

### Corporate Information Statements

I confirm that I hold the necessary authorizations to declare the following:

- I made a complete due diligence of all the relevant facts for the drafting of this declaration and I have personal knowledge of said facts;
- There is no right, option of whatever nature which can affect, modify or change in any way the control of the Organization;
- I acknowledge that the Canada Media Fund (the "CMF") and Telefilm Canada ("Telefilm") are relying on this declaration to determine if the Organization is under Canadian control within the meaning of the *Investment Canada Act*, R.S.C., 1985, c. 28 (1st Supp.);
- I have read and understand sections 1 to 3 and 26 to 28 of the *Investment Canada Act*, R.S. 1985, c.28 (1st Supp.);
- The Organization is, in fact, a "Canadian-controlled" entity, within the meaning given to this expression in sections 3 and 26 to 28 of the *Investment Canada Act*
- No determination or declaration has been made in respect of the Organization under subsections 26(2.1) or (2.2) of the *Investment Canada Act* and that I am not aware of any fact or circumstance as a result of which such a determination or declaration could be made;
- There is no fact or event that could affect the Canadian control of the Organization and I certify that all the information provided is accurate.
- The Organization acknowledges and agrees that all of CMF Programs and all Telefilm Programs (except the Theatrical Exhibition Program), are reserved to Canadian controlled organizations within the meaning of the *Investment Canada Act*.
- I acknowledge that I must inform the CMF and Telefilm of any change in the Organization's structure that could have an impact on Canadian control of the Organization and that the loss of this status could result in the obligation to reimburse the amounts received from the CMF and/or Telefilm, as the case may be.

#### The following paragraph applies only to the organizations submitting applications to the CMF programs.

I hereby acknowledge that all shareholders and members of the board of directors (or CEO, if applicable), self-identification information is provided on a voluntary basis, and, if provided, consent to its use by the CMF to confirm eligibility for Programs, exclusive reserved portions of Program budgets, Broadcaster Envelope credit, Evaluation Grid points and/or for statistical and analytical purposes (as applicable).

Statement



By checking this box you declare having read the [Corporate Information Statements](#) and acknowledge that these statements are accurate, true and complete.

CLOSE

CANCEL

SUBMIT

SAVE DRAFT

To save and continue later, click **SAVE** at the bottom of the page and then **CANCEL**. Doing so will not delete any of the information previously entered and will allow any users with the appropriate permissions to retrieve a saved but not yet submitted form and complete it.

The Organization's Corporate Information needs to be confirmed or updated on a yearly basis (or as soon as there is a change in the ownership of the company). Simply follow the same steps of going into your Organizations Records, select a company from the list. This time the Submit Corporate Information box will appear as **Edit Corporate Information**. Click on it and you will be able to update the existing information previously entered. If there has been no change since the previous time the information has been submitted, simply click the box shown below.

## Edit Corporate Information

### Organization

**Legal Name** Company1245  
**Organization Type** Company  
**Location** Suite 666, 1196-A Bike Avenue est,  
Toronto, Ontario, Canada, X1Y 2W3

**Organization ID** 50058

### Corporate Information

**Corporate  
Information  
Submission Date**

**Draft modified by**

**Draft modified on**

**Corporate  
Information  
Validation Date**

**Corporate  
Information - No  
changes as of**



I certify that there have been no changes to the Corporate Information since the last submission.

Once the Corporate Information form has been submitted (or edited), the Telefilm Enrolment team will validate it. During this short validation period, further edits won't be possible, but afterwards, clients can edit the form and edit as needed or confirm that no changes have occurred since the last submission. Please note that Enrollment's validation is not meant to confirm eligibility to funding programs. It is the Business Analyst assigned to your eventual financing application that will review the information provided and reach out should additional information be required.

For technical support or Enrolment questions please email [enr@telefilm.ca](mailto:enr@telefilm.ca).