



Jeff Capel
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September 1, 2011

Dear Sir/Madam:

RE: Rule the Tube Video Competition – Copyright Act

Thank you for submitting a video for the Rule the Tube Competition (the “**Competition**”) conducted by The Institute of Chartered Accountants of Ontario (the “**Institute**”).

The *Copyright Act* is the legislation in Canada that sets out what you can and cannot do with other people’s copyright materials. 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 require permission from the copyright owner for your submission to be eligible for consideration under the Rules and Regulations to the Competition (published on the Institute’s website at www.guidetorulingtheworld.ca/RuleTheTube).

The first step is to either identify (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 who can give you permission (in the form of a licence) 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/licence/permission from the copyright owner must be received by the Institute no later than November 7, 2011 by email (rulethetube@icaoo.on.ca) in order for your video submission to remain eligible in the Competition.

So that your video submission may be considered further in this Competition, please sign and return the attached acknowledgement to my attention immediately.

Please feel free to contact me at 416.969.4255 should you have any questions. Thank you.

Yours truly,

Jeff Capel
Liaison Officer



I, _____, acknowledge receipt of this letter dated September 1, 2011 and I warrant the following:

- there is no copyrighted material in my video submission; or
- there is copyrighted material in my video submission and, as such, please find attached copies of the authorization/licence/permission from the copyright owner.

I understand that if there is copyrighted material in my video submission and I have not submitted the authorization/licence/permission from the copyright owner to The Institute of Chartered Accountants of Ontario by November 7, 2011, my video submission to the Rule the Tube Competition will be disqualified.

Name

Date

Witness

Date