

Potential Member Checklist

- 1** Advise CCSA of intent to pursue membership
 - Contact Dale Cook @ dcook@ccsa.cable.ca or 506-849-1334, ext. 201

CCSA will send the Membership Application listed in Step 2.

- 2** Complete and return to CCSA
 - Membership Application
 - Supporting documents (per Membership Application Form)
 - Non-Refundable Application Fee

CCSA Board of Directors will review completed application review. CCSA will endeavour to respond within 30 days or receipt of a fully completed application.

If membership application is approved by CCSA Board of Directors:

CCSA will notify new member of acceptance and send documentation for membership

- 3** Complete and return to CCSA
 - Signed Membership Agreement
 - Signed Website Consent Form
 - Contact Questionnaire
 - SPB Set-Up Fee Per CCSA Invoice
 - First Year Membership Dues Per CCSA Invoice

CCSA will authorize new member website password.

CCSA will send billing system and contract set-up information to new member.*

- 4** Signed contracts to CCSA
 - In "Members Only" protected area of CCSA website, review and decide which CCSA programming contracts the member wishes to adopt.
 - Electronically sign and submit Assumption Agreements to CCSA for the contracts the member wishes to adopt.
 - Submit launch forms to CCSA via email.
 - By mail, provide a cheque to CCSA for all required Liability Funds, as invoiced by CCSA

* Single Point Billing (SPB) - an internal database used by CCSA to process members' monthly subscriber data and generate payment to Signal Suppliers. SPB determines amounts owing to all applicable Signal Suppliers. This is remitted as one lump sum, per member, to CCSA who, in turn, remits one payment to each Signal Supplier on behalf of all of its member companies.

* Liability Funds - CCSA holds funds provided by the member company so if the member should default in payment, CCSA will have the funds available to pay the deficiency. We require one month's funds in trust (cheque or equivalent in an irrevocable letter of credit) for specific contracts prior to activation of CCSA contract rates.