

## Supplier's Declaration and Undertaking

Pursuant to the General Agreement, FACTOR has the right to inspect the books of account of every Recipient as well as those of key suppliers as they relate to costs claimed by the Recipient.

Please submit this completed and signed form for each

- Sound Recording Producer or Sound Recording Studio
- Video Producer or Video Production Company

---

This Declaration and Undertaking signed on: \_\_\_\_\_ (Date)

FACTOR Project #: \_\_\_\_\_

Artist Name: \_\_\_\_\_

The undersigned Supplier of services to \_\_\_\_\_ (the "Recipient") hereby confirms that, in connection with the production of a sound recording or video

- It has supplied the Services of (select one):  
☐ Sound Recording Producer or Sound Recording Studio  
☐ Video Producer or Video Production Company
- It has invoiced the Applicant an amount of \$ \_\_\_\_\_ in respect of the above Services;
- It has received from the Applicant an amount of \$ \_\_\_\_\_ in payment for the above Services.

The undersigned hereby undertakes to preserve and make available for audit and examination by FACTOR or an agent of FACTOR proper books, accounts and records of the financial assistance provided by FACTOR for the purpose of conducting independent audits and evaluations at the expense of FACTOR, as FACTOR may require, and further undertakes to preserve such documentation for a period of five (5) years following the date of the awarding of FACTOR's contribution to the Applicant.

Signature of Supplier: \_\_\_\_\_

Name of Supplier : \_\_\_\_\_

Address of Supplier: \_\_\_\_\_

Phone/email: \_\_\_\_\_