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INDUSTRY NOTIFICATION

July 16, 2007

To all BC general release motion picture and video distributors

Re: BPCPA classification and approval billing and payment alternatives

As a result of our assumption of responsibility for the BC *Motion Picture Act* (the Act) and Regulations on July 1, 2007, the BPCPA has been working to streamline and simplify the billing and payment alternatives to film and video distributors in BC. We acknowledge that this has caused some frustration for various businesses dealing with our office and we want to thank you for your patience as we undergo this transition.

The BPCPA is currently in the process of developing a new information system which will greatly assist in our ability to handle a variety of different billing and payment options. As this new system is developed, and in response to some of the issues we have experienced to date, we have elected to move to the following temporary billing and payment system:

- **Semi-Monthly Billing**

- The BPCPA will provide you with a semi-monthly invoice and statement of account showing all services provided for the period and a final balance owing;
- For those businesses which have provided credit card authorization forms to the BPCPA, your account will automatically be charged a lump sum payment for the period. You will be able to reconcile your BPCPA account statement with the amount billed to your credit card. Please note that the BPCPA now accepts VISA, MASTERCARD and AMERICAN EXPRESS. Should you wish to change your authorization information, please contact our office;
- For those businesses who have not provided credit card authorizations, payments may be made to the BPCPA either by cheque, money order or major credit card including VISA, MASTERCARD and AMERICAN EXPRESS. Please note that invoices must be paid within two calendar weeks to avoid suspension of services or possible licensing action.

Semi-monthly account statements and invoices will be sent on the 15th and 30th/31st of each month starting on July 31, 2007 for the period ending July 16, 2007 to July 31, 2007.

Classification fees are used to cover the costs of administering the Act and Regulations and fund the ongoing licensing, inspection, enforcement, classification and related activities performed by the BPCPA.

We will notify you of any further changes to the billing and payment processes as they occur.

Thank you for your continued understanding. Please don't hesitate to contact our office via phone 604 660-6821, fax at 604 660-1110 or email operations@bccpa.ca should you have any questions.

Thank you

**WOULD YOU PREFER TO DEAL WITH THE BPCPA USING EMAIL?
IF SO, SEND A NOTE TO OPERATIONS@BPCPA.CA AND WE WILL UPDATE OUR RECORDS**