

Dear Agency:

Thank you for your interest in becoming signatory to the Code of Conduct (“Code”) established by the Writers Guild of America, East, Inc. and Writers Guild of America, West, Inc. (collectively, “Guild” or “WGA”). Included in the attached packet are the following forms which need to be completed and returned to us for processing **prior** to your becoming a franchised agency of the WGA.

Please return originals of the following signatory documents:

- Signatory Agency Application
- Notice of Agent for Service of Process

Please submit as applicable:

- Corporation – Articles of Incorporation
- Limited Liability Company – Articles of Organization
- Joint Venture/Partnership – Fictitious Business Name Statement & Partnership Agreement

Please submit the following documents relating to your WGA-represented clients:

- Copies of all representation agreements between the Agency and any writer client
- Copies of any agreements between any writer client and a WGA-signatory company for WGA-covered employment or the option or sale of literary material.

We are pleased that you are interested in signing onto the Code of Conduct. If you have any questions about this application or the signatory process, please contact us at (212) 767-7837.

Sincerely,

Agency Department
Writers Guild of America, East, Inc.
250 Hudson Street, Suite 700
New York, NY 10013

LEGAL ENTITY NAME: _____

d/b/a: _____

***Address _____

NO P.O. BOXES OR EQUIVALENT

Contact _____ Phone # _____

Email _____ Website _____

Federal ID No. _____ State ID No. _____

Agency License No. _____

*****This will be the official agency address for WGA records, correspondence and notices.**

Is your Agency franchised or do you have an application pending with the following organizations?

☐ SAG-AFTRA ☐ DGA

LIST SUB-AGENTS CURRENTLY EMPLOYED BY AGENCY:

(Use another sheet of paper, if necessary)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

LIST PERSONS AUTHORIZED TO SIGN CONTRACTS FOR AGENCY:

(Provide complete list using a separate document, if necessary)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

LIST CURRENT WRITER CLIENTS REPRESENTED BY AGENCY:
(Provide complete list using a separate document, if necessary)

| | |
|-------|-------|
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Does the applicant currently hold a talent agency license issued by any state or other jurisdiction?
If so, list the state(s) and license number(s).

| |
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Has applicant ever had a signatory status from the WGA suspended, revoked, or denied or has any disciplinary action of any nature whatsoever been imposed in connection with the holding of such signatory status? If yes, please explain:

| |
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Has applicant (or any of its employees) ever been convicted of and/or charged with a crime involving embezzlement, theft, fraud, forgery or dishonest conduct? If yes, please explain:

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WRITERS
GUILD
of AMERICA
EAST



WRITERS GUILD
OF AMERICA WEST

COMPANY INFORMATION

Company Name: _____

Please complete Section A, B or C

A. ☐ CORPORATION ☐ LIMITED LIABILITY COMPANY

Incorporated/Formed in the State of: _____

Principal Place of Business in the State of: _____

Date of Incorporation/Formation: _____

Federal ID#: _____ Organizational ID#: _____

| OFFICERS / MANAGERS | PRINCIPAL SHAREHOLDERS / MEMBERS** | % OWNED |
|---------------------|------------------------------------|---------|
| Chairman: _____ | _____ | _____ |
| President: _____ | _____ | _____ |
| Vice Pres: _____ | _____ | _____ |
| Secretary: _____ | _____ | _____ |
| Treasurer: _____ | _____ | _____ |

Parent Corporation: _____

Subsidiaries: _____

****For each principal shareholder/member that is a company please complete another copy of this form for that entity. For each person who is a principal shareholder/member please complete an INDIVIDUAL INFORMATION form (Page 4).**

B. ☐ GENERAL PARTNERSHIP ☐ LIMITED PARTNERSHIP ☐ JOINT VENTURE

Organized in the State of: _____

Date Formed: _____

| General Partners/Joint Venturers** | | Limited Partners** |
|------------------------------------|--------|--------------------|
| _____ | _____% | _____ |
| _____ | _____% | _____ |
| _____ | _____% | _____ |
| _____ | _____% | _____ |

****For each partner or joint venturer that is a company please complete another copy of this form for that entity. For each person who is a partner or joint venturer please complete an INDIVIDUAL INFORMATION form (Page 4).**

C. ☐ INDIVIDUAL/SOLE PROPRIETORSHIP (Signatory documents must be filled out with the legal name of the individual, not the fictitious business name.)

Legal Name of Individual: _____

Fictitious Business Name (d/b/a—if applicable): _____



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EAST



WRITERS GUILD
OF AMERICA WEST

INDIVIDUAL INFORMATION

Please complete this form for each person who is a 10% or more owner or any individual signing these signatory documents. **If the principal shareholder/member is a company, please complete another Company Information form for that entity.**

Professional Name: _____
PLEASE PRINT CLEARLY OR TYPE

Full Legal Name: _____
PLEASE PRINT CLEARLY OR TYPE

Social Security #: _____

Home Address: _____
NO P.O. BOXES OR EQUIVALENT

Home Phone # _____ Cell #: _____

Email: _____

Primary Source of Income: _____

Occupation/Position: _____

Employer: _____

Employer Address: _____
NO P.O. BOXES OR EQUIVALENT

Work Phone # _____ Type of Business: _____

Name of Spouse: _____

If you are an officer, owner or partner of any other agency or production company, please indicate below:

| Company Name | Relationship to Company | WGA Signatory? |
|--------------|-------------------------|----------------|
| _____ | _____ | Yes__ No__ |
| _____ | _____ | Yes__ No__ |
| _____ | _____ | Yes__ No__ |
| _____ | _____ | Yes__ No__ |

LETTER OF ADHERENCE TO 2019 WGA CODE OF CONDUCT

The undersigned talent agency ("Agency") hereby subscribes to and agrees to be bound by the 2019 Code of Conduct ("Code") promulgated by Writers Guild of America, East, Inc. and Writers Guild of America, West, Inc. (collectively "WGA" or "Guild"). A copy of the Code (including Attachments 1 and 2) dated as of April 13, 2019, is attached hereto.

This Letter of Adherence is effective on the date countersigned on behalf of the WGA below. In the event that, after the effective date of this Letter of Adherence, the WGA enters into a Code of Conduct with any other agency containing terms or conditions more favorable to the agency than those contained in the attached Code, the Agency signatory hereto shall have the option of accepting any or all of the more favorable terms.

Photocopy, facsimile, electronic or other copies of this agreement shall have the same effect for all purposes as a signed original.

AGREED TO AND ACCEPTED

FULL LEGAL NAME OF COMPANY

By: _____
SIGNATURE

Name: _____
PLEASE PRINT CLEARLY OR TYPE

Title: _____
PLEASE PRINT CLEARLY OR TYPE

Date: _____

WRITERS GUILD OF AMERICA, EAST, INC.
on behalf of itself and its affiliate
WRITERS GUILD OF AMERICA, WEST, INC

By: _____
Sam Wheeler, Executive Director

Date: _____

Attachment: Code of Conduct (dated as of April 13, 2019)

NOTICE OF AGENT FOR SERVICE OF PROCESS

The undersigned Agency hereby appoints the following individual as the Agent for Service of Process ("AFSOP") in connection with any matters related to the Code of Conduct ("Code") as promulgated by the Writers Guild of America, East, Inc. and Writers Guild of America, West, Inc. (collectively "WGA" or "Guild").

Should this individual cease to act as AFSOP for any reason whatsoever, Agency agrees to appoint a new AFSOP without delay and immediately submit to the WGA a new Notice of Agent for Service of Process. Agency agrees that all written notices required under the Code which are sent by first class mail, postage prepaid, to Agency's last address, with a copy sent to the below-appointed AFSOP, shall constitute and be valid service under the Code. Agency further agrees that all notices under the Code which may be sent by email, and which are sent to the below-appointed AFSOP's email address, shall constitute and be valid service under the Code. Agency understands that the designated AFSOP will remain in effect until the WGA receives notification from Agency that the AFSOP has been replaced by another individual.

AFSOP must be a resident of the State of New York. Post Office Boxes or the equivalent are prohibited.

This agreement may be executed in multiple counterpart photocopy, facsimile, electronic or other copies, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument respectively.

PLEASE COMPLETE 1, 2 AND 3 BELOW.

1. NAME OF AGENCY: _____

By: _____
SIGNATURE

Name: _____
PLEASE PRINT CLEARLY OR TYPE

Title: _____
PLEASE PRINT CLEARLY OR TYPE

Date: _____

The undersigned hereby agrees to accept service of process in connection with any disputes or notices arising under the Writers Guild of America Code of Conduct:

2. NAME OF APPOINTED AGENT: _____
PLEASE PRINT CLEARLY OR TYPE

Company/Law Firm (if applicable): _____

Address: _____
NO P.O. BOXES OR EQUIVALENT

Phone: _____

Email: _____

3. APPOINTED AGENT FOR SERVICE OF PROCESS SIGNS HERE:

By: _____ Date: _____
SIGNATURE