

**APPLICATION FOR MEMBERSHIP IN THE PROFESSIONAL  
ASSOCIATION OF CANADIAN LITERARY AGENTS**

Name of Applicant:	
Name of Agency:	
Address:	
Telephone:	
E-mail Address:	
Type of Membership (Literary Agent or Associate Agent):	
Nominating Member Agent (for Literary Agent Application):	1)
Nominating Member Agent and Nominating Publishing Professional (for Associate Agents Application):	1)  2)

I declare that, as of the date of this application, my primary professional role is to represent authors and / or illustrators; that I have read and am bound by the PACLA Code of Practice; that I have conducted, and will continue to conduct, my business in compliance with my legal and fiduciary duties to my clients; that I will pay all membership dues and fees required by PACLA; that I maintain a place of business within Canada; and that I meet all criteria for membership in PACLA.

I herewith apply for membership in PACLA. Should my circumstances change so that I no longer fulfill the requirements of membership in PACLA, I shall so inform PACLA in writing.

**X**

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Signature of Applicant

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Date of Application

**Membership in PACLA shall commence upon PACLA's receipt of membership dues.**

***Letters of recommendation** The attached letter(s) of recommendation outline the nominator's professional experience with me and set the reasons the nominator believes that I have acted and will continue to act in accordance with the PACLA Code of Practice.*

### **Qualifications and Criteria for Membership Application**

**For Literary Agent Qualification** (must have at least two (2) years' experience working primarily as a Literary Agent):

- attach a list of at least ten (10) different literary properties sold during the past three (3) years for which you were the agent principally responsible for fully-executed agreements concerning the grant of publication, translation, or performance rights.

**For Associate Agent Qualification** (must have been employed for a minimum of one (1) year primarily at a Literary Agency):

- attach a list of five (5) or more different literary properties sold during the past two (2) years for which you were the co-agent or primary agent responsible for fully-executed agreements concerning the grant of publication, translation, or performance rights.

Include the following points of information:

- Title
- Name of Author
- Date of fully-executed contract
- Name of buyer or name of publisher plus the name of acquisitions editor

## **PACLA Code of Practice**

1. All members must conduct their business lawfully.
2. No member shall represent the client of another agency, or initiate contact with clients of another agency with the intention of seeking to represent their work without the consent of the other agent.
3. No member shall prevent a client from leaving an agency. If a client does leave a member agency, then that agency shall have a continuing right to full commission on contracts that the agency negotiated.
4. All member agents must pay clients' share of all earnings on clients' work within 30 days of receipt and clearance of funds from the bank.
5. Members shall not charge clients reading fees or editorial fees.
6. All members must provide in writing details of their terms and commission to a new client. If a publisher employs or contracts with a member agent to perform certain functions on its behalf, the member agent must disclose this function to potential new clients.
7. All members' clients' financial affairs are private and confidential.
8. No member may accept nondisclosed profit in connection with any transaction.
9. All members agree to respect the confidentiality of matters discussed at PACLA meetings.