

**Online Undertakings Registration Form – Form 158**

**Purpose of this form**

Either Form 158 or the Attestation must be completed by operators[[1]](#footnote-2), that is, persons carrying on online undertakings in whole or in part in Canada that are required to register their online undertaking(s) with the CRTC pursuant tothe Statutory Orders and Regulations (SOR) (to be published), the *Online Undertakings Registration Regulations* (Registration Regulations).

Exemption Order CRTC 2023-330 (Exemption order for classes of online undertakings in respect of the Online Undertakings Registration Regulations) sets out the four classes of online undertakings that are exempt from the Registration Regulations.

Accordingly, operators of online undertakings that alone or, as part of a broadcasting ownership group,[[2]](#footnote-3) after deducting any excluded revenue[[3]](#footnote-4), have annual Canadian gross revenues[[4]](#footnote-5) from broadcasting activities of $10 million or more, must register all of their online undertakings with the CRTC, regardless of how much revenue each individual undertaking earns.

Only ONE registration form or attestation needs to be completed for each operator carrying on online undertakings. If the operator carries on more than one online undertaking, an appendix is to be filed for each additional undertaking (one per undertaking).

**Form 158 or Attestation**

In Broadcasting Regulatory Policy CRTC [2022-47](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcrtc.gc.ca%2Feng%2Farchive%2F2022%2F2022-47.htm&data=05|01||41ba849de77240d6ab3e08dbb5f3f0fa|d3f2bb13cb104fa587ab35a6681e2a36|0|0|638303831537396480|Unknown|TWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D|3000|||&sdata=3efToaZbgI6rPKUXIaVDGkmuoBjkk5v1%2FRPALUs9GPg%3D&reserved=0) Annual Digital Media Survey, the Commission determined that a new digital media survey needed to be issued to Canadian and non-Canadian digital media broadcasting undertakings (DMBU). As a DMBU, you may have completed in 2022 the [Digital Media Survey registration form 157](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcrtc.gc.ca%2Feng%2Fforms%2Fefiles%2Ff157s.htm&data=05|01||41ba849de77240d6ab3e08dbb5f3f0fa|d3f2bb13cb104fa587ab35a6681e2a36|0|0|638303831537396480|Unknown|TWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D|3000|||&sdata=4G8kH3vV8lC4JTb%2FOY04n6x%2BTaaOnMZeGb7CuwKvMv0%3D&reserved=0). In order to simplify the registration process for operators of online undertakings you may not be required to complete the registration form 158.

If you have previously completed registration form 157 as part of the Annual Digital Media Survey in 2022, and **the information submitted for both the operator and the online undertakings, then remains the same**, you may complete a simplified registration and attestation in lieu of completing registration form 158.

To clarify other potential scenarios, if:

* Information has changed for the operator, but not for the online undertakings.
	+ Complete Form 158 for the operator and the simplified registration and attestation for the online undertakings.
* Information has changed for one undertaking.
	+ Complete Form 158 for that online undertaking and the simplified registration and attestation for the remaining undertakings.
* The operator did not complete form 157 as part of the Annual Digital Media Survey in 2022.
	+ Complete form 158 and its supporting annex, if the operator operates more than one online undertaking, an appendix for each other online undertaking.

**General Instructions**

## Filing

You can file the registration form electronically via [**My CRTC Account**](https://crtc.gc.ca/eng/forms/form_index.htm) by attaching the form and its appendices to the [Broadcasting Cover page](https://crtc.gc.ca/eng/INFO_SHT/g100.htm). **My CRTC Account** allows you to securely submit documents to the Commission with a user ID and password. Therefore, a signature is not required when using **My CRTC Account**. Registrants who file in this manner are not required to submit a hard copy of the form.

If you are not able to submit your registration form via **My CRTC Account**, contact the Commission at 1-877-249-CRTC (2782) or if you have any questions related to this form, contact the Commission at 1-866-781-1911.

## Instructions

The following form is in HTML format and may be [downloaded](https://crtc.gc.ca/eng/file/download.htm) to the word processing software of your choice. This enables you to complete the downloaded questionnaire by inserting your response in bold letters immediately following the question. You may add lines to the tables if necessary but do not alter or delete any text from the questionnaire.

The registration form must be divided into sections as set out in the form and include the numbered questions followed by the corresponding response. Responses must be provided, at a minimum, in a size 10 font.

**Important notice:** The Commission may return the registration form if it has not been correctly completed. The onus will be on the registrant to submit a complete form that provides all of the relevant information and addresses all regulatory issues raised in the registration form and provides supporting documentation.

As per section 4 of Registration Regulations, an operator must notify the Commission of any change to information previously filed by submitting the updated information within 30 days after the day on which the change occurs.

As per section 5(1) of the Registration Regulations, an operator must submit a request to deregister their online undertaking within 30 days after the day on which they cease to carry on the undertaking.

In addition, as per the Condition of exemption in Order CRTC 2023-330 (Exemption order for classes of online undertakings in respect of the Online Undertakings Registration Regulations) an operator that had previously registered their online undertaking, and whose online undertaking subsequently became exempt from the Regulations, must submit a request to deregister that online undertaking within 30 days after the previous broadcast year in which the undertaking became exempt.

Updates, including deregistration, are to be filed via **My CRTC Account** by attaching to the Broadcasting cover page a letter explaining changes of information. Operators are not required to update information that is optional and not marked by an **\*** within 30 days after the day on which the change occurs.

## 1. Registration

**All information with an \* is required. Information without an \* is optional.**

**Please select one of the following:**

**( )** Registration (Please complete all sections of the form)

**( )** Deregistration (Please provide the name of the online undertaking being deregistered and complete only sections 2.1 Legal name of the entity, and 4 of the form)

 Name of online undertaking being deregistered:

## 2. Operator information

**All information with an \* is required. Information without an \* is optional.**

### 2.1 Identification of the operator

Corporation ( ) Other ( ) Specify:

\* Legal name of the entity that carries on the online undertaking(s):

\* Place where the operator is incorporated, or otherwise formed:

\* Location of the head office of the operator:

\* Mailing Address:
\* City/Town:
\* Province/Territory/State:

\* Country:
\* Postal code (A1A 1A1) or Zip code:
\* Telephone (9-999-999-9999)[[5]](#footnote-6): Ext:
\* Email (yourname@yourdomain.com):

Website ([www.mycompany.com](http://www.mycompany.com/)):

### 2.2 Contact person for the operator, if different than the contact information filed above

\* Name:

\* Title:

\* Mailing Address:
\* City/Town:
\* Province/Territory/State:

\* Country:
\* Postal code (A1A 1A1) or Zip code:

\* Telephone (9-999-999-9999): Ext:

\* Email (yourname@yourdomain.com):

### 2.3 Broadcasting ownership group

If the operator is part of a broadcasting ownership group, as defined in Exemption Order CRTC 2023-330, identify the broadcasting ownership group of the operator:

### 2.4 Designated representative

Is there a designed representative? Yes ( ) No ( ) If yes, please fill out the rest of section 2.4.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the operator, hereby designate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as my designated representative to complete, sign and file a registration form with the Canadian Radio-television and Telecommunications Commission and to sign and file a response with respect thereto (if necessary) and I do hereby ratify, confirm and adopt as my own act, such registration form and all responses made thereto.

Date:
At: *Example: city, province / state / territory, country*
Signature:
Address of designated representative:
Title:
Telephone (9-999-999-9999): Ext:
Email (yourname@yourdomain.com):

**2.5 Declaration of the operator or its designated representative**

I, \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , solemnly declare that:

1. I am the operator or designated representative of the operator named in this registration form and as such have knowledge of all matters declared therein.
2. The statements made in this registration form or in any document filed pursuant to any request for further information by the Commission are (will be) to the best of my knowledge believed to be true in all respects.
3. The opinions and estimates given in this registration form or in any document filed pursuant to any request for further information by the Commission are (will be) based on facts as known to me.
4. I have examined the provisions of the broadcasting policy relevant to this registration form.

**And I have signed**

Signature (a signature is not required when submitting electronically):
\* Date (yyyy-mm-dd):

**Witnessed by**

Signature:
\* Name:
\* Date (yyyy-mm-dd):
\* At: *Example: city, province / state / territory, country*

## 3. Online undertaking information

**All information with an \* is required. Information without an \* is optional.**

### 3.1 Identification of the online undertaking

\* Name of the online undertaking:

 Launch date (in Canada) (year/month/day):

 Website(s) address(es):

### 3.2 Broadcasting services information

* \*Type of Services offered by the online undertaking (check all that apply):
	+ Audiovisual
		- Advertisement-based video ( )
		- Subscription-based video ( )
		- Transactional-based video( )
		- HVOD (Hybrid video on demand)[[6]](#footnote-7) ( )
		- Other (please specify):
	+ Audio
		- Advertisement-based audio ( )
		- Subscription-based audio ( )
		- Transactional-based audio ( )
		- Hybrid audio ( )
		- Over-the-air radio station broadcast live-streamed over the internet ( )
		- Podcast service – advertisement based ( )
		- Podcast service – subscription-based ( )
		- Other (please specify):
* \* Predominant language(s) of content:
	+ English ( )
	+ French ( )
	+ Indigenous ( )

Other – please specify

* \* Select all the languages in which you offer programming services:
	+ English (  )
	+ French (  )
	+ Indigenous (  )
	+ Other – please specify (multiple entries are possible):

## 4. Documents to be appended to the application and naming conventions of electronic documents

Documents should be submitted in an accessible format (Broadcasting and Telecom Information Bulletin CRTC [2015-242](https://crtc.gc.ca/eng/archive/2015/2015-242.htm), 8 June 2015).

The following documents may be submitted as separate electronic documents using the naming convention specified below. The document number (Doc#) indicates the ascending order in which the documents should appear on the public file.

|  |  |  |
| --- | --- | --- |
| **Document** | **Electronic file name** | **Appended****(Yes or No)** |
| Covering Letter (if any) | APP - Doc1 - Cover Letter |   |
| Appendix (if any) | APP – DocX – Name of online undertaking |   |
| Attestation (if Form 157 was completed in 2022) | APP – DocX – Name of online undertaking Simplified Form and Attestation  |  |

**IMPORTANT NOTE:** Once you have completed this Registration Form or the Attestation (if applicable) and Appendix submit them to the Commission with a [Broadcasting Cover Page.](https://crtc.gc.ca/eng/cover.htm)

1. The Online Undertakings Registration Regulations define “**operator”** as a person who carries on an online undertaking to which the *Broadcasting Act* applies. [↑](#footnote-ref-2)
2. The Exemption Order CRTC 2023-330 defines “**broadcasting ownership group**” as a group of all operators that are affiliates of one another and defines “operator” as a person that carries on a broadcasting undertaking to which the *Broadcasting Act* applies. [↑](#footnote-ref-3)
3. Details regarding classes of exempt online undertakings can be found in Appendix 2 to CRTC 2023-329. “**Excluded revenue**” means revenue that originates from providing video game services or audiobook services as well as revenue generated from broadcasting activities by broadcasting undertakings that are exempted from licensing requirements, or all regulations made under Part II of the *Broadcasting Act* unless, in either case, otherwise specified in the exemption order. [↑](#footnote-ref-4)
4. “**Annual Canadian gross revenues**” means total revenues attributable to the person or that person’s subsidiaries and/or associates, if any, derived from Canadian broadcasting activities across all services during the previous broadcast year (i.e., the broadcast year ending on 31 August of the year that precedes the broadcast year within which the revenue calculation is being made), whether the services consist of services offered by licensed broadcasting undertakings or by online undertakings. This includes online undertakings that operate in whole or in part in Canada and those that receive revenue from other online undertakings by offering bundled services on a subscription basis. The Commission may accommodate requests for alternative reporting periods and permit respondents to file data based on the closest quarter of their respective reporting years. [↑](#footnote-ref-5)
5. Another format can be used for operators incorporated or otherwise formed outside North America. [↑](#footnote-ref-6)
6. Refer to Broadcasting Regulatory Policy CRTC 2015-86 at paragraph 104 and 105 [↑](#footnote-ref-7)