

## **Dos**

1. Always be punctual at work.
2. Update your personal information (i.e. contact/email/address) with CINTAA, and pay subscription/fees on time without waiting for a reminder.
3. Update Association of any setbacks like irregular working hours/unhygienic conditions.
4. Maintain a written conversation with Producer or his/her representatives in the form of messages/whatsapp/email w.r.t remuneration, block dates, call time etc.
5. Maintain CINTAA diary, regularly.
6. Always carry your updated membership card.
7. Approach CINTAA before serial goes off-air/dubbing of movie, in case of any dispute.
8. Ensure that you receive 90% of the total remuneration before dubbing of the movie.
9. Write to your Association in case of any grievance instead of posting it on social platforms.
10. Forward your agreement to CINTAA within 15 days of signing the contract.
11. Take acknowledgement of authorized representative of Production house on a copy of your invoice.

## **Don'ts**

1. Don't leave the sets without finishing your work, contact your Zonal Head/ CINTAA in case of any emergency.
2. Don't sign agreement without reading, understanding each clause.
3. Don't sign the agreement leaving blank space between the last line of the agreement & your name.
4. Don't shoot on 26<sup>th</sup> January, 1<sup>st</sup> May and 15<sup>th</sup> August
5. Don't approach media or channel directly in case of any dispute.
6. Don't approach Producer directly after registering your complaint with CINTAA.
7. Don't dub any other artistes voice without obtaining their/CINTAA's consent.
8. Don't replace any other artiste without NOC from fellow artist/ CINTAA.
9. Don't sign blank/incomplete vouchers.