



# APPLICATION FOR A PROVISIONAL CO-PRODUCTION CERTIFICATE

Use this application form to apply for provisional approval of a production as an official co-production. Before submitting your application, please ensure that you have read and understood the [co-production guidelines](#).

This application form comprises eight sections:

- **Section 1** – Applicant & Co-producers Information
- **Section 2** – Production Information
- **Section 3** – Budget
- **Section 4** – Financing
- **Section 5** – Personnel
- **Section 6** – Co-Production Agreement
- **Section 7** – Statutory Declaration
- **Section 8** – List of Required Documents

## FILLING OUT AND SUBMITTING YOUR APPLICATION

If there are more elements to add than cells available in the form, you may supply the requested information as a separate document. Please send a **copy** of your application, including all relevant attachments, to: [co-productions@nzfilm.co.nz](mailto:co-productions@nzfilm.co.nz)

## CONFIDENTIALITY

Information that you supply to the NZFC may be provided to the staff and Board of the NZFC, the IRD, independent consultants and other co-production competent authorities where necessary during the approval process.

The NZFC will use reasonable efforts to maintain the confidentiality of the information provided by you. However, the NZFC is subject to various disclosure requirements, for example under the *Official Information Act 1982*, and shall not be liable for any disclosure it believes (acting reasonably) it is required to make.

Notwithstanding this, you acknowledge that the NZFC may publicly disclose the following information without reference to you: the name of the applicant and the production, the relevant co-production agreement or treaty, and the relevant co-production percentages.

## PRIVACY

By submitting this application, the applicant agrees that the terms of the [NZFC Privacy Policy](#) will apply to all personal information submitted as part of its application.



# Section 1: Applicant & Co-producers Information

| Application Details  |   |
|--|---|
| Date of application:   |   |
| Co-producing partner country(ies):                               |   |
| Is this a re-application or an update to a previous application? | YES <input type="checkbox"/> NO <input type="checkbox"/><br><br>If you ticked YES, please provide a brief description below of what changes have been made to your project since your last application: |

| New Zealand Producer Details                    |  |
|---|--|
| Name of applicant company:<br>(registered name) |  |
| Company registration number:                    |  |
| Registered office address:                      |  |
| Name of individual producer:                    |  |
| Contact phone number:                           |  |
| Contact email:                                  |  |

|                                  |  |
|----------------------------------|--|
| New Zealand producer experience: | Do you meet the experience requirements in the <a href="#">Co-Production Guidelines?</a><br>YES <input type="checkbox"/> NO <input type="checkbox"/> |
|----------------------------------|--|

| Applicant company directors | Nationality | Country of permanent residence |
|-----------------------------|-------------|--------------------------------|
|                             |             |                                |
|                             |             |                                |
|                             |             |                                |

| Applicant company shareholders | Nationality | Country of permanent residence |
|--------------------------------|-------------|--------------------------------|
|                                |             |                                |
|                                |             |                                |
|                                |             |                                |



**Foreign Country Co-producer Details**

|  |  |
|--|--|
| <b>Name of co-production company</b><br>(registered name): |  |
| <b>Name of individual producer:</b>                        |  |
| <b>Contact phone number:</b>                               |  |
| <b>Contact email:</b>                                      |  |

| <b>Co-production company directors</b> | <b>Nationality</b> | <b>Country of permanent residence</b> |
|--|--------------------|---------------------------------------|
|  |                    |                                       |
|  |                    |                                       |
|  |                    |                                       |

| <b>Co-production company shareholders</b> | <b>Nationality</b> | <b>Country of permanent residence</b> |
|---|--------------------|---------------------------------------|
|   |                    |                                       |
|   |                    |                                       |
|   |                    |                                       |

**Second Foreign Country Co-producer Details (if applicable)**

|  |  |
|--|--|
| <b>Name of co-production company</b><br>(registered name): |  |
| <b>Name of individual producer:</b>                        |  |
| <b>Contact phone number:</b>                               |  |
| <b>Contact email:</b>                                      |  |

| <b>Co-production company directors</b> | <b>Nationality</b> | <b>Country of permanent residence</b> |
|--|--------------------|---------------------------------------|
|  |                    |                                       |
|  |                    |                                       |
|  |                    |                                       |

| <b>Co-production company shareholders</b> | <b>Nationality</b> | <b>Country of permanent residence</b> |
|---|--------------------|---------------------------------------|
|   |                    |                                       |
|   |                    |                                       |
|   |                    |                                       |



### Involvement of other countries

Are there any other countries involved in this project that are not party to the producers' co-production arrangement that we should be aware of or that have been previously involved, or could potentially be involved in this project? If so, please provide details of their involvement below:

## Section 2: Production Information

### Project details

|  |   |
|--|---|
| <b>Title of production:</b>  |   |
| <b>AKA title/s – if applicable:</b>  |   |
| <b>Logline:</b>  |   |
| <b>Format of production:</b><br>Please check that your format is acceptable under the relevant co-production arrangement(s).   | Please select format: <ul style="list-style-type: none"> <li><input type="checkbox"/> Feature Film (Fiction)</li> <li><input type="checkbox"/> Feature Film (Documentary)</li> <li><input type="checkbox"/> Feature Film (Animation)</li> <li><input type="checkbox"/> Scripted Series (Television/Streaming)</li> <li><input type="checkbox"/> Unscripted/Factual Series (Television/Streaming)</li> <li><input type="checkbox"/> Animated Series (Television/Streaming)</li> <li><input type="checkbox"/> Telefeature (Fiction)</li> <li><input type="checkbox"/> Telefeature (Documentary)</li> <li><input type="checkbox"/> Telefeature (Animation)</li> <li><input type="checkbox"/> Other (Please describe):</li> </ul> |
| <b>Synopsis of production:</b><br>Provide a brief synopsis of the project, including the genre. If the production is a series, please supply a synopsis of each episode. Continue on a separate sheet and attach if necessary. |   |
| <b>If a TV/streaming series, no. of episodes:</b>  |   |
| <b>Total production running time (in mins):</b>  |   |
| <b>Platform of first release:</b>  |   |
| <b>Language(s) of release:</b>   |   |

**Specify the intended dates and locations of each stage of production**

| Note: The majority of the work should take place in the majority co-producer's country. | Intended Start Date | Intended Finish Date | Location country |
|---|---------------------|----------------------|------------------|
| <b>Pre-production</b>   |                     |                      |                  |
| <b>Principal photography/animation</b>  |                     |                      |                  |
| <b>Post-production</b>  |                     |                      |                  |
| <b>What is the scheduled completion date<sup>1</sup>?</b>                               |                     |                      |                  |

**Location shooting or post-production outside the co-production countries**

|   |  |
|---|--|
| <p>Will any filming or post-production take place outside the co-production countries? If so, please specify why:</p> |  |
|---|--|

**Stock footage**

|  |   |
|--|---|
| <p>Are you proposing to use more than the archival or stock footage allowed under the arrangement<sup>2</sup>?</p> | <p>YES <input type="checkbox"/>      NO <input type="checkbox"/></p> <p>If you ticked YES, please provide a justification for using this percentage of footage:</p> |
|--|---|

<sup>1</sup> This is the date the project will be ready to be shown to the general public.

<sup>2</sup> Generally, under the arrangements, at least 90% of the footage included in the project must be specifically shot for the project.



**Ownership/Chain of Title**

Please provide details of the actual or proposed chain of rights from the owner of the underlying rights through to the final owner/s of the copyright in the production:

| Name | Description | Nationality/Permanent residence | Document by which rights obtained |
|------|-------------|---------------------------------|-----------------------------------|
|      |             |                                 |                                   |
|      |             |                                 |                                   |
|      |             |                                 |                                   |
|      |             |                                 |                                   |
|      |             |                                 |                                   |

## Section 3: Budget

|   | Amount in NZD | % of budget |
|---|---------------|-------------|
| What is the total budget of the production?                                   | NZ\$          | 100%        |
| What is the budget for New Zealand elements?                                  | NZ\$          | %           |
| What is the budget for the co-production country's elements?                  | NZ\$          | %           |
| If relevant, what is the budget for the 2nd co-production country's elements? | NZ\$          | %           |
| What is the budget for any non-co-production country elements?                | NZ\$          | %           |

The percentage to be spent on New Zealand elements (defined below) must be reasonably similar to the percentage of financing raised by the New Zealand co-producer. The above values should match those in your supplied global production budget and sub-budgets for each of NZ-only spend, co-production country/countries'-only spend, and non-party spend.

Expenditure on New Zealand elements includes:

- New Zealand cast and crew fees and related expenses (per diems, travel and accommodation) whether they are in New Zealand or not;
- New Zealand facilities and equipment costs;
- A proportion of the insurance costs, completion guarantee fee and other general expenses; and
- Legal costs incurred by the New Zealand co-producer.

**Note:** Expenditure on New Zealand elements for the purposes of a co-production is unlikely to be the same as qualifying New Zealand production expenditure for the purposes of the New Zealand Screen Production Rebate. For example, costs relating to the services of New Zealanders performed overseas during pre-production do not count as New Zealand production expenditure for the purposes of the Rebate but do count as New Zealand expenditure for the purpose of co-production.

| Non-party <sup>3</sup> expenditure   |  |
|--|--|
| <p>If you are incurring any expenditure on non-co-production country elements, please describe these costs and detail how these costs will be shared between the co-producers:</p> |  |

<sup>3</sup> Non-party means a State or territory other than the co-producing parties.

## Section 4: Financing

| Co-production split                                      |  |
|--|--|
| Co-production percentages<br>These should add up to 100% | New Zealand financing percentage: %                                |
|  | Co-producer financing percentage: %                                |
|  | 2 <sup>nd</sup> co-producer financing percentage (if applicable) % |

| Financing provided or raised by the New Zealand co-producer:                           |                                   |   |        |
|--|-----------------------------------|---|--------|
| Name of financier  | Country of residence of financier | Type of finance (e.g. loan, equity, distribution advance) | Amount |
|  |                                   |   | NZ\$   |
|  |                                   |   | NZ\$   |
|  |                                   |   | NZ\$   |
|  |                                   |   | NZ\$   |
|  |                                   |   | NZ\$   |
| <b>Total:</b>  |                                   |   | NZ\$   |
| <b>New Zealand co-producer's contribution as a percentage of the total final cost:</b> |                                   |   | %      |

| Financing provided or raised by the foreign co-producer:                           |                                   |   |        |
|--|-----------------------------------|---|--------|
| Name of financier  | Country of residence of financier | Type of finance (e.g. loan, equity, distribution advance) | Amount |
|  |                                   |   | NZ\$   |
|  |                                   |   | NZ\$   |
|  |                                   |   | NZ\$   |
|  |                                   |   | NZ\$   |
|  |                                   |   | NZ\$   |
| <b>Total:</b>  |                                   |   | NZ\$   |
| <b>Foreign co-producer's contribution as a percentage of the total final cost:</b> |                                   |   | %      |

| Financing provided or raised by the second foreign co-producer (if applicable): |                                   |   |        |
|---|-----------------------------------|---|--------|
| Name of financier   | Country of residence of financier | Type of finance (e.g. loan, equity, distribution advance) | Amount |
|   |                                   |   | NZ\$   |
|   |                                   |   | NZ\$   |
|   |                                   |   | NZ\$   |
|   |                                   |   | NZ\$   |
|   |                                   |   | NZ\$   |
| <b>Total:</b>   |                                   |   | NZ\$   |
| <b>2nd Foreign co-producer's contribution as a % of the total final cost:</b>   |                                   |   | %      |

Note: The total financing must equal the total budget specified in section 3.



## Section 5: Personnel

**Attach** an intended cast and crew list, which specifies the nationality of each individual on the list.

All personnel hired to work on an official co-production must be citizens or permanent residents of New Zealand or the co-producing country (ies). For permitted exceptions to this rule, please consult the relevant co-production arrangement or contact the NZFC.

Where a name is not yet available for some key personnel, the NZFC may be prepared to accept only the nationality initially against the role. Complete details must be provided as soon as they are available and, in any event, before principal photography commences.

Note: An individual cannot be treated as two nationalities in one application. If an individual has multiple nationalities, they may only use one for the purposes of this application.

| Non-party Personnel  |   |
|--|---|
| <b>Do you have any non-party cast and crew involved in the production?</b> | YES <input type="checkbox"/> NO <input type="checkbox"/>  |
|  | If you ticked YES, please list the non-party nationals involved in the table below and provide a justification for their inclusion with reference to the allowable exception in the relevant co-production arrangement. |

| Credit/Role | Name | Nationality | Justification for Exemption |
|-------------|------|-------------|-----------------------------|
|             |      |             |                             |
|             |      |             |                             |
|             |      |             |                             |
|             |      |             |                             |
|             |      |             |                             |
|             |      |             |                             |
|             |      |             |                             |
|             |      |             |                             |
|             |      |             |                             |
|             |      |             |                             |

| Creative Contribution  |
|--|
| Please complete the relevant creative points test overleaf to help the NZFC assess the creative contribution of New Zealanders to the project. The percentage of creative contribution of New Zealanders to the project must be reasonably similar to the percentage of financing provided or raised by the New Zealand co-producer. Splitting of points may be approved by the NZFC on a case-by-case basis, but only in circumstances where each person is sharing the role equally. |



**For all Co-Productions (except those with Canada)**

Please complete the relevant points test below for feature films and TV series, Documentaries or Animation:

| <b>Feature films and TV series (fiction) (15 points)</b>   | <b>Name</b> | <b>NZ points</b> | <b>Co-producing country points</b> | <b>2<sup>nd</sup> co-producing country points (if applicable)</b> | <b>Non-party points</b> |
|--|-------------|------------------|------------------------------------|---|-------------------------|
| <b>Compulsory Points (10 points: must allocate all points)</b>   |             |                  |                                    |   |                         |
| Writer (2 points)  |             |                  |                                    |   |                         |
| Director (2 points)  |             |                  |                                    |   |                         |
| DOP (1 point)  |             |                  |                                    |   |                         |
| Editor (1 point)   |             |                  |                                    |   |                         |
| Cast - 4 principal roles (4 points)  |             |                  |                                    |   |                         |
| <b>Discretionary points (5 points: select 5 of the below)</b>  |             |                  |                                    |   |                         |
| Composer (1 point)   |             |                  |                                    |   |                         |
| Costume Designer (1 point)   |             |                  |                                    |   |                         |
| Production Designer (1 point)  |             |                  |                                    |   |                         |
| Script Editor (1 point)  |             |                  |                                    |   |                         |
| Sound Designer (1 point)   |             |                  |                                    |   |                         |
| Underlying work (1 point)  |             |                  |                                    |   |                         |
| VFX Supervisor (1 point)   |             |                  |                                    |   |                         |
| Other senior key role specific to the film such as choreographer, special make-up design etc. (1 point)<br>Name of role: |             |                  |                                    |   |                         |
| <b>Total: 15 points</b>  |             |                  |                                    |   |                         |
| <b>Percentage of each country's contribution</b>   |             | %                | %                                  | %   | %                       |

| Documentary (10 points)   | Name | NZ points | Co-producing country points | 2 <sup>nd</sup> co-producing country points (if applicable) | Non-party points |
|---|------|-----------|-----------------------------|---|------------------|
| <b>Compulsory Points (6 points: must allocate all points)</b>   |      |           |                             |   |                  |
| Writer (2 points)   |      |           |                             |   |                  |
| Director (2 points)   |      |           |                             |   |                  |
| DOP (1 point)   |      |           |                             |   |                  |
| Editor/Picture Editor (1 point)   |      |           |                             |   |                  |
| <b>Discretionary points (4 points: select 4 of the below)</b>   |      |           |                             |   |                  |
| Composer (1 point)  |      |           |                             |   |                  |
| Researcher (1 point)  |      |           |                             |   |                  |
| Narrator (1 point)  |      |           |                             |   |                  |
| Sound Designer, Recordist, Sound Editor or Mixer (1 point)  |      |           |                             |   |                  |
| Underlying work/subject matter (1 point)  |      |           |                             |   |                  |
| Other senior key role specific to the film such as underwater DOP, art director, VFX supervisor etc. (1 point)<br>Name of role: |      |           |                             |   |                  |
| <b>Total: 10 points</b>   |      |           |                             |   |                  |
| <b>Percentage of each country's contribution</b>  |      | %         | %                           | %   | %                |

| Animation (13 points)  | Name | NZ points | Co-producing country points | 2 <sup>nd</sup> co-producing country points (if applicable) | Non-party points |
|--|------|-----------|-----------------------------|---|------------------|
| <b>Compulsory Points (9 points: must allocate all points)</b>  |      |           |                             |   |                  |
| Writer (2 points)  |      |           |                             |   |                  |
| Director/Animation Director (2 points)   |      |           |                             |   |                  |
| Key Animator (1 point)   |      |           |                             |   |                  |
| Storyboard Artist (1 point)  |      |           |                             |   |                  |
| Voices - 3 principal roles (3 points)  |      |           |                             |   |                  |
| <b>Discretionary points (4 points: select 4 of the below)</b>  |      |           |                             |   |                  |
| Sound Design (1 point)   |      |           |                             |   |                  |
| Underlying Work (1 point)  |      |           |                             |   |                  |
| Key Model Designer (1 point)   |      |           |                             |   |                  |
| Voice/actors Director (1 point)  |      |           |                             |   |                  |
| Other key role specific to the film such as 3D modeller, digital composer, previs animator etc. (1 point)<br>Name of role: |      |           |                             |   |                  |
| <b>Total: 13 points</b>  |      |           |                             |   |                  |
| <b>Percentage of each country's contribution</b>   |      | %         | %                           | %   | %                |

**For Canadian Co-Productions only**

If your co-producing partner is Canadian, please complete the relevant points test below for either Animation, Documentary or Fiction:

| <b>Animation (feature film or TV series) (8 points)</b>  | <b>Name</b> | <b>NZ points</b> | <b>Canadian points</b> | <b>2nd co-producing country points (if applicable)</b> | <b>Non-party points</b> |
|--|-------------|------------------|------------------------|--|-------------------------|
| Director (1 point)                                       |             |                  |                        |  |                         |
| Screenwriter (1 point)                                   |             |                  |                        |  |                         |
| Music Composer or Sound Designer (1 point)               |             |                  |                        |  |                         |
| Lead Actor (Voice) or Second Lead (Voice) (1 point)      |             |                  |                        |  |                         |
| Animation Director (1 point)                             |             |                  |                        |  |                         |
| Storyboard Supervisor or Picture Editor (1 point)        |             |                  |                        |  |                         |
| Special Effects Editor or Stereoscopy Director (1 point) |             |                  |                        |  |                         |
| Layout Director (1 point)                                |             |                  |                        |  |                         |
| <b>Total: 8 points</b>                                   |             |                  |                        |  |                         |
| <b>Percentage of each country's contribution</b>         |             | %                | %                      | %  | %                       |

| <b>Documentary (feature film or TV series) (8 points)</b> | <b>Name</b> | <b>NZ points</b> | <b>Canadian points</b> | <b>2nd co-producing country points (if applicable)</b> | <b>Non-party points</b> |
|---|-------------|------------------|------------------------|--|-------------------------|
| Director (1 point)  |             |                  |                        |  |                         |
| Screenwriter or Researcher (1 point)                      |             |                  |                        |  |                         |
| Music Composer (1 point)                                  |             |                  |                        |  |                         |
| Lead Actor or Narrator (1 pt)                             |             |                  |                        |  |                         |
| Second Lead Actor or Narrator (1 point)                   |             |                  |                        |  |                         |
| Director of Photography (1 pt)                            |             |                  |                        |  |                         |
| Art Director or Production Designer (1 point)             |             |                  |                        |  |                         |
| Picture Editor (1 point)                                  |             |                  |                        |  |                         |
| <b>Total: 8 points</b>                                    |             |                  |                        |  |                         |
| <b>Percentage of each country's contribution</b>          |             | %                | %                      | %  | %                       |



| Fiction (feature film, TV series and digital series) (8 points) | Name | NZ points | Canadian points | 2nd co-producing country points (if applicable) | Non-party points |
|---|------|-----------|-----------------|---|------------------|
| Director (1 point)  |      |           |                 |   |                  |
| Screenwriter (1 point)  |      |           |                 |   |                  |
| Music Composer (1 point)  |      |           |                 |   |                  |
| Lead Actor (1 point)  |      |           |                 |   |                  |
| Second Lead Actor (1 point)                                     |      |           |                 |   |                  |
| Director of Photography (1 pt)                                  |      |           |                 |   |                  |
| Art Director or Production Designer (1 point)                   |      |           |                 |   |                  |
| Picture Editor (1 point)  |      |           |                 |   |                  |
| <b>Total: 8 points</b>  |      |           |                 |   |                  |
| <b>Percentage of each country's contribution</b>                |      | %         | %               | %   | %                |



## Section 6: Co-Production Agreement

Attach to your application a copy of the Co-production Agreement or Agreements (preferably signed by both/all co-producing parties, but not a firm requirement), including all provisions required by the relevant arrangement(s).

### Responsibilities

Please describe what the NZ co-producer will be responsible for in making the production as outlined in the Co-production Agreement:

Please describe what the foreign co-producer (s) will be responsible for in making the production:

### Distribution

Please describe your distribution arrangements in New Zealand (e.g. any deal memos, letters of intent, broadcaster letters or other commitments in writing):

Please describe your distribution arrangements in the foreign co-producing territory or territories:

Please describe your Rest of World distribution arrangements:

### Dispute Resolution

Please provide a brief overview of the dispute resolution mechanisms in the Co-production Agreement:

### Copyright

Please describe how copyright will be shared between the co-producers:

### Revenue

Please describe how revenue will be shared between the co-producers:



# Section 7: Statutory Declaration

The applicant company must complete the Statutory Declaration below to accompany this application certifying that the content of the application is true and correct. This should be completed by an officer of the applicant company, or a person authorised by the applicant company in writing to do so.

I,<sup>(1)</sup> \_\_\_\_\_, of<sup>(2)</sup> \_\_\_\_\_

do solemnly and sincerely declare on behalf of<sup>(3)</sup> \_\_\_\_\_

that the information contained in the application for a Provisional Co-production Certificate, and the documents attached to it, are correct and true in every particular and I make this solemn declaration conscientiously believing the same to be true and by virtue of the New Zealand Oaths and Declarations Act 1957.

<sup>(4)</sup>

Declared at \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_

Before me,

<sup>(5)</sup>

<sup>(6)</sup>

1. Here insert name of person making the declaration. This person should be authorised to make the declaration on behalf of the applicant company.
2. Here insert address and office held in the applicant company of person making the declaration.
3. Name of applicant company.
4. Signature of person making the declaration.
5. Signature of person before whom the declaration is made.
6. Here insert name and title of person whom the declaration is made. (This must be a 'prescribed person' - Barrister and Solicitor of the High Court of New Zealand, Justice of the Peace, Notary Public, Member of Parliament, Registrar of the District Court)



## Section 8: List of required documents

Please provide the required documents below as separate files. Do not combine into one PDF. Please note the requirement to send the budget and finance plan as **Excel** documents.

|     |   | Attached | N/A |
|-----|---|----------|-----|
| 1.  | Filled in completed application form, with signed statutory declaration   |          |     |
| 2.  | Certificate of Incorporation of (New Zealand) Applicant.  |          |     |
| 3.  | Co-Production Agreement (preferably signed by both/all co-producing parties, but not a firm requirement).   |          |     |
| 4.  | Copies of all chain title documentation (from the acquisition of the underlying rights to the co-production agreement).   |          |     |
| 5.  | Full list of cast and crew specifying citizenship and permanent residence.  |          |     |
| 6.  | Shooting script or treatment.   |          |     |
| 7.  | A detailed budget for the Production in <b>Excel</b> . You must also provide budgets for: <ul style="list-style-type: none"> <li>a) Expenditure in New Zealand.</li> <li>b) Expenditure in the co-production country/countries.</li> <li>c) Any expenditure in a country other than one of the co-producing countries, if relevant (i.e. non-party expenditure).</li> </ul> |          |     |
| 8.  | A detailed finance plan in <b>Excel</b> , supported by letters of offer or deal memos from confirmed market partners.   |          |     |
| 9.  | If applying for certification as an official co-production with Canada, agreements, firm offer letters or deal memos from recognised distributors or broadcasters for distribution or broadcast of the production in New Zealand and Canada.  |          |     |
| 10. | A detailed production schedule.   |          |     |

