**New Zealand Screen Production Rebate for New Zealand Productions**

**Application for Final Certificate**

**(incorporating the Significant New Zealand Content Test)**

**31 August 2023 Criteria**

This application form should be read in conjunction with the [NZSPR Criteria for New Zealand Productions dated 31 August 2023](https://www.nzfilm.co.nz/resources/nzspr-criteria-new-zealand-productions). Capitalised terms used in this application form have the definitions set out in Appendix 1 of the criteria.

By submitting this application, the applicant agrees:

* to be bound by the terms of the criteria;
* to comply with the [NZFC’s Code of Conduct](https://www.nzfilm.co.nz/resources/nzfc-code-conduct); and
* that the terms of the [NZFC Privacy Policy](https://www.nzfilm.co.nz/privacy-policy#:~:text=The%20NZFC%20and%20our%20third,unauthorised%20access%2C%20modification%20and%20disclosure.) will apply to all personal information submitted as part of this application.

Applicants for an **Interim Rebate** should also use this form.

Applicants for the **Additional Rebate** should use the [Final application form for the Additional Rebate](https://www.nzfilm.co.nz/resources/additional-rebate-final-application-form-nzspr-new-zealand-productions) **not** this application form.

This application form has six sections:

* Section 1 – Applicant Information
* Section 2 – Production Information
* Section 3 – Qualifying New Zealand Production Expenditure (QNZPE)
* Section 4 – Significant New Zealand Content
* Section 5 – Statutory Declaration
* Section 6 – List of Supporting Documents

If you have any questions about this form, please contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz).

**Submitting your application:**

* Send via email/file sharing link to [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz); or
* Send via USB drive to:

Co-Production and Incentives Team

New Zealand Film Commission

PO Box 11546, Wellington 6142 / Level 3, 119 Ghuznee Street, Wellington 6011

Once the NZFC has received all applicable documentation and has confirmed the application is complete, a dated acknowledgement letter will be sent to confirm the start of the assessment process.

**Confidentiality**

Information that you supply to the NZFC or independent consultants may be provided to, the New Zealand Screen Production Rebate Panel (Rebate Panel), the Inland Revenue Department (IRD), Ministry of Business Innovation and Employment (MBIE), Ministry for Culture and Heritage (MCH) and independent consultants where reasonably necessary during the application and approval process. Once the New Zealand Rebate has been approved and paid, the NZFC or MCH can publish or announce the following information:

* the names of successful applicants;
* the amount of the QNZPE incurred by each applicant; and
* the Rebate amount paid to each applicant.

The NZFC will use reasonable efforts to maintain the confidentiality of the information p­­­rovided by you. The NZFC notes however that the NZFC, Rebate Panel, IRD, MBIE and MCH are government entities, which are subject to various disclosure requirements, for example under the *Official Information Act 1982*. None of them will be liable for any disclosure it believes (acting reasonably) it is required to make.

You should clearly indicate those parts of your application that you regard as commercially sensitive and confidential. In processing a request under the *Official Information Act 1982*, the NZFC or relevant New Zealand Government department or agency will use best efforts consult with you prior to a decision on release of the documents, but you should be aware that your designation of the information as being commercially sensitive or confidential will not automatically result in that information being withheld by the NZFC or other government department or agency.

Statistical information provided in this application may be used by New Zealand Government ministries, departments and agencies. These ministries, departments and agencies will usually comprise: the NZFC, MCH, IRD, MBIE and Statistics New Zealand.

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| Section 1 | Applicant Information | |
| Date of application:  Full name of applicant entity (Registered name):  Registration number:  Registered address:  Business/mailing address:  GST Number: | | |
| Contact person:  Role of contact person: | | Business phone:  Mobile phone:  Email: |
| The applicant may be required to complete an online exit survey about their experience of making a screen production in New Zealand. This information will be used for research and marketing purposes and, unless the applicant agrees otherwise, it will be treated confidentially, and only non-identifying or aggregated information will be made public.  Please provide details of the person to whom the survey should be sent:  Name:  Role:  Email Address: | | |

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| **1.1 Registration or Application for Provisional Certificate** |
| Did the applicant register with the NZFC before the start of Principal Photography, or apply for a Provisional Certificate?  **YES  NO**  If NO, the production is not eligible for a New Zealand Rebate. |

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| **1.2 Interim Application** |
| Is this application for an Interim Rebate?  **YES  NO**  **Note:** Interim applications can only be submitted after the production has incurred at least 50% of the relevant expenditure threshold for the production’s format, as per clause 8.2 or 9.2 of the criteria. You may be asked to provide evidence that the production will be Completed. Refer to clause 29 of the criteria for full details.  [Official Co-productions must also complete this declaration](https://www.nzfilm.co.nz/resources/official-co-proproduction-declaration-nzspr-interim-applications) and include it with an Interim application. |

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| **1.3 Special Purpose Vehicle** |
| Is the applicant a special purpose vehicle established principally in relation to making the production?  **YES**  **NO**  If NO, please select which exception under clause 10.2 of the criteria applies:  10.2(a) Series  10.2(b) Repurposing  An applicant must have its own GST and payroll registration numbers and its own bank account. The applicant’s GST and payroll returns must not be grouped with any other entity for tax purposes. |

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| **1.4 Residency Status** | | | |
| 1. Complete the following in relation to the **Special Purpose Vehicle** (SPV) | | | |
| **Names of directors or partners** | **Citizenship of directors or partners** | **Country of permanent residence** | **Address of directors or partners** |
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| **Names of shareholders or general partners** | **Citizenship of shareholders or country of incorporation (if a company)** | **Country of permanent residence** | **% beneficial interest in the company or partnership** |
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| 1. Complete the following in relation to the **SPV’s parent company** (or companies) | | | |
| **Names of directors or partners** | **Citizenship of directors or partners** | **Country of permanent residence** | **Address of directors or partners** |
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| **Names of shareholders or general partners** | **Citizenship of shareholders or country of incorporation (if a company)** | **Country of permanent residence** | **% beneficial interest in the company or partnership** |
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| You must supply Company Extracts (from the [New Zealand Companies Register](https://companies-register.companiesoffice.govt.nz/)) with your application. | | | |
| Does the applicant, or its majority or sole shareholder or sole partner (if applicable), carry on business in New Zealand? | | | **YES**  **NO** |
| Does the applicant, or its majority or sole shareholder or sole partner (if applicable), have their central management and control in New Zealand OR their voting power controlled by shareholders who are residents or citizens of New Zealand?  **Note**: You may be asked to provide further evidence of this. | | | **YES  NO** |
| Has the applicant (or, if the applicant is an SPV, the company/individual that fully or majority owns that SPV) been actively engaged in the business of film or television production in New Zealand to a significant extent, for a period of at least 18 months prior to the date on which Principal Photography is scheduled to start?  **Please provide details:**  **Note**: You may be asked to provide further evidence of this. | | | **YES  NO** |

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| **1.5 Responsible Entity** | |
| Was the applicant the entity responsible for making the production in its entirety?  If NO, please describe what the applicant was responsible for: | **YES**  **NO** |

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| **1.6 Previous Entity** |
| Has the applicant taken over responsibility for making the screen production from another production entity?  **YES**  **NO**  If YES, please specify the previous entity (or entities) below. The relevant legal agreement confirming the transfer of responsibility must also be included as an **attachment.** |
| Registered name:  Registered address:  Registration number:  **Note**: the audited expenditure statement must indicate which amounts relate to expenditure of a previous company (or companies). |

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| Section 2 | Production Information |
| **Title of Production:**  *Working Title(s), if applicable:* | |
| **Synopsis**  Provide a brief synopsis of the production: | |

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| **2.1 Production Overview** |
| **Format**  **Feature film (theatrical release)**  **Television or other non-feature film (please specify below)**  Single episode - scripted (including feature-length content not intended for theatrical release)  Single episode - unscripted (including feature-length content not intended for theatrical release)  Series - scripted  Series - unscripted  Short form animation (single episode or series)  On what platform will it be first released? |
| **Language**  Has the production been recorded, subtitled or dubbed in one of New Zealand’s official languages? (Select all that apply.)  Te Reo Māori  English  New Zealand Sign Language |
| **Length of Production**  What is the total running length of the completed production (in minutes)?  If a series: What is the total number of episodes?  What is the duration of each episode (in minutes)? |
| **Excluded Formats**  Does the production fit into one of the following categories?   * an advertising programme or commercial * a discussion programme, current affairs programme, news programme, a panel programme or a programme of a like nature * pornography * a training programme * an interactive digital game (other than transmedia content as per clause 17.2(b)(iv) of the criteria) * a production of a public event, including a sports event * for television or other non-feature film productions only, a programme based on a format (as that term is commonly known in the screen industry) other than formats developed in New Zealand for initial distribution in New Zealand   **YES**  **NO**  If YES, the production is not eligible for the New Zealand Screen Production Rebate. |
| **Production Dates**  Date of first day of official pre-production:  Date of commencement of Principal Photography:  Date of completion of Principal Photography:  Date of Completion of production:  *(this is not the final transaction date.)*  **Note:**   * if the production is not yet completed, use an estimated date. * Principal Photography for different formats is defined in Appendix 1 of the Criteria. * Final applications must be submitted within **six-months** after the date of Completion. Late Final applications may not be accepted. * Completion means when a production is **first** in a state where it could reasonably be regarded as ready to be distributed, broadcast or exhibited to the general public in any form or format. Refer to the definitions in Appendix 1 of the Criteria for more details. |
| **Production outside New Zealand**  Was any part of the production undertaken outside New Zealand?  **YES**  **NO**  If YES, please supply details: |
| **Official Co-production**  Is the production an Official Co-production?  **YES**  **NO**  Please list the other co-production country/countries:  If YES, please supply a copy of the final co-production application submitted to the NZFC and, if available, a copy of the final certificates issued by the NZFC and the competent authority/authorities of the other co-production country/countries.  If this is an Interim application, please complete and attach the [Official Co-production Declaration](https://www.nzfilm.co.nz/resources/official-co-production-declaration-nzspr-interim-applications). |

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| **2.2 New Zealand Distribution** |
| You must provide with this application:   * a current audience engagement plan setting out how production will be seen by audiences in New Zealand.; and * a fully-executed, bone fide, legally binding long form agreement from a recognised distributor (as applicable and as determined by the NZFC in its sole discretion), with strong commitment for a New Zealand release, within 2 years of Completion, that demonstrates that the audience reach will be commensurate with the expected amount of the New Zealand Rebate.   If you have applied for a Provisional Certificate, the audience engagement plan provided with that application must be updated for the Final application. [A template with guidance can be dowloaded here](https://www.nzfilm.co.nz/resources/nzspr-info-sheet-audience-engagement-plan) or contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) to request a copy. |

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| **2.3 Finance and Recoupment** | | | | |
| You must set out below the final finance structure for the production. Please ensure the NZSPR is listed as **equity**, even if the rebate is being cashflowed by another financier.  You will need to provide evidence in accordance with clause 8.5 or 9.5 of the criteria that you have satisfied the non-New Zealand government funding threshold and, for television or other non-feature film productions, evidence that you have satisfied the market attachment threshold per clause 9.6. | | | | |
| **Name of financier** | **Country of residence of financier** | **Type of finance (e.g., loan, equity, advance on royalties)** | **Amount (NZ$)** | **% of total budget** |
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|  |  | Total: | *(this should be equal to the total budget)* | 100% |

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| **Recoupment**  You must supply with your application, the final recoupment schedule which includes the applicant’s NZSPR equity position and entitlement to a share of net receipts, as agreed between the applicant, the investors in the production and/or the distributors of the production. |

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| **Market attachments – television and other non-feature film productions only (do not complete for feature films)**  Please specify below which of the above types of finance are market attachments. You must also supply supporting documentation in respect of these market attachments.  ‘Market attachments’ are limited to sales advances, distribution advances and licence fees, for the screening or broadcast of the production itself and where there is no entitlement to share in the net receipts from the production in respect of that sales advance, distribution advance or licence fee. Equity and loans cannot qualify as market attachments. Any market attachments must be from parties operating independently of the applicant and from bona fide screen production sales agents, distributors or broadcasters.  **Note:** you may be asked to provide evidence that market attachment parties are operating independently. At a minimum, this should include: a company structure diagram, details on management and control and/or reporting lines. |
| **Names of market attachment financiers** |
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| **2.4 Other New Zealand Government Funding and rebates** | |
| Has the production received or applied for a Large Budget Screen Production Grant, a Post, Digital and Visual Effects Rebate or an International Rebate?  If YES, the production is not eligible for a New Zealand Rebate. | **YES  NO** |
| Has the production received or applied for funding from a New Zealand Government agency since 1 July 2008?  If YES, then please specify how much funding has been received or applied for and from which Government agency: | **YES**  **NO** |

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| **2.5 Cast and Crew** |
| You must provide with your application a list of cast and crew that worked on the production that includes the role, permanent residency and citizenship of each person.  **Note:**   * “Permanent Resident” differs from “Resident” – please ensure this data is captured correctly. * Excel is the preferred format for this list. * contact details for cast and crew are not required. * the collection and provision of any personal information must comply with [NZFC's Privacy Policy](https://www.nzfilm.co.nz/privacy-policy#:~:text=The%20NZFC%20and%20our%20third,unauthorised%20access%2C%20modification%20and%20disclosure.).   For all personnel travelling to New Zealand to work on the production: a travel schedule showing arrival and departure dates and the nationality of each passenger is also required. |
| Has the applicant, to the best of its knowledge, complied with all applicable New Zealand immigration laws relating to the employment of non-resident cast and crew who worked on the screen production?  **YES  NO**  If NO, please provide details: |

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| **2.6 Credit and Promotional Materials** |
| Please note that the completed production must include an on-screen end credit and NZFC logo.  The current NZFC logo can be obtained by contacting [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz). Please note, unless otherwise agreed with the NZFC, the logo should only be used in conjunction with the end credit text:  ***The filmmakers acknowledge the assistance of the New Zealand Government’s Screen Production Rebate***  **Note:** proof of compliance with the credit and logo requirements is required – this can be met by attaching a screenshot that shows the credit and logo, or by supplying a copy of the production.  The applicant must also provide promotional materials to the NZFC in accordance with the [Promotional Materials Schedule](https://www.nzfilm.co.nz/resources/promotional-materials-schedule) on the NZFC website.  The NZFC may wish to use promotional material from the production on the [NZFC website](https://www.nzfilm.co.nz/international/made-new-zealand). Please ensure any restrictions on the use of supplied materials, contact details for permissions, image credits, embargoes and other considerations are included with your application.  In exceptional circumstances, the NZFC may waive one, or both, of these requirements. If you wish to apply for a waiver of the credit and/or promotional materials requirements, please include a letter with your application outlining why you are unable to provide a credit and/or promotional materials.  **Note:** promotional materials are not required with Interim applications. |

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| Section 3 | Qualifying New Zealand Production Expenditure (QNZPE) |
| GST: the New Zealand Rebate is calculated in relation to amounts that are net of Goods and Services Tax (GST). Therefore, all figures in this application should be quoted net of GST.Non-accrual basis of expenditure: unless one of the exceptions in clause 21 of the criteria applies, a cost included in QNZPE must have actually been incurred and paid by the applicant on the making of the production before the date the final application is submitted. | |

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| **3.1 Expenditure Threshold** |
| Feature film - $2.5 million or more  Single episode programme (scripted) - $1 million total & no less than $800,000 per hour  Single episode programme (unscripted) - $250,000 total  Series (scripted) - $1 million total & no less than $500,000 per hour / $10 million total per season  Series (unscripted) - no less than $250,000 per hour  Short form animation - $250,000 total & no less than $400,000 per hour |

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| **3.2 Budget and QNZPE/TPE Overview** | |
| Total Budget | NZ$ |
| Total Production Expenditure (TPE)  *(Official Co-productions only)* | NZ$ |
| Total QNZPE | NZ$ |
| Total Above The Line Costs claimed as QNZPE | NZ$ |
| QNZPE per hour (total minutes/60)  *(formats under clause 9.2 only)* | NZ$ |
| TPE per hour (total minutes/60)  *(Official Co-productions under clause 9.2 only)* | NZ$ |
| Date of first transaction  *(this is the not the date of any prior development expenditure incurred by another entity)* |  |
| Date of final transaction |  |

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| **3.3 General Ledger** |
| The general ledger for the production must be provided and must, at a minimum, include the following details in relation to each cost:   * date * description * amount of expenditure * details of each service provider/vendor * whether such expenditure is QNZPE or non-QNZPE * for an Official Co-production, whether such expenditure is an exclusion from TPE * when the good or service or land was used in the making of the production * whether the expenditure is payroll, petty cash, accounts payable or a journal * date when, or period of time over which, the item was used on the production   The general ledger provided with the application must match the one supplied to the auditor.  Expenditure incurred and paid in a foreign currency must be converted into New Zealand dollars on a monthly basis at the [mid-month exchange rate published on the IRD website](https://www.ird.govt.nz/managing-my-tax/overseas-currency-conversion-to-nz-dollars) for the month in which the payment was made.  A final production cost report and a balance sheet (a trial balance is acceptable if a final is not available) must also be included with your Final (and/or Interim application. These documents must match the GL and audited expenditure statement. |

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| **3.4 Audited Expenditure Statement** |
| All costs claimed as QNZPE must be presented in an audited expenditure statement. [An Expenditure Statement template is available here](https://www.nzfilm.co.nz/resources/nzspr-template-expenditure-statement-new-zealand-productions) or contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) to request a copy. The expenditure statement must include details of:   * total expenditure * QNZPE * Non-QNZPE * TPE (for Official Co-productions) * exclusions from TPE (for Official Co-productions) * foreign currency expenditure   All expenditure must be identified in New Zealand dollars. |
| If exclusions are made to the claimed QNZPE during either an Interim or Final assessment, your auditor needs to be made aware of this. If you would like the NZFC to send a copy of an Interim and/or Final Certificate on your behalf, please check the box below.  **I authorise the NZFC to send a copy of any approved Interim or Final Certificates issued as a result of this application directly to the production’s auditor as specified below.** |
| Name of auditor: |
| Company name: |
| Email: |
| Phone: |

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| **3.5 Above The Line Costs** |
| To ensure you meet the requirements of clause 16.4(r) of the Criteria, you must provide a breakdown of your calculation of Above The Line (ATL) Costs. This breakdown must include a short description of each of the goods and services included in your calculation of Above The Line Costs.  **Note:**   * Above The Line Costs are capped at 25% of the Production Budget, except in exceptional circumstances as determined by the Rebate Panel, in its sole discretion and on a case-by-case basis. * Above The Line Costs are defined in Appendix 1 of the Criteria. * contracts for Above The Line cast and crew are required with all Final (and/or Interim) applications.   Sample calculation of claimable Above The Line Costs:   |  |  |  | | --- | --- | --- | | Production Budget | 4,000,000 |  | | Claimed ATL Costs | 900,000 |  | |  |  |  | | Adjusted amount | 3,100,000 | *Production Budget-claimed ATL Costs* | | Claimable ATL Costs | 1,033,333 | *adjusted amount/75\*25* |   In the above example, claimed ATL Costs do not exceed the cap.  If you wish to apply for the Rebate Panel’s discretion in respect of the Above The Line cap, please request this in writing with your application. |

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| **3.6 Goods sourced from overseas** | | |
| Please identify all goods sourced from overseas that you intend to claim as QNZPE **and** explain why the goods meet the requirements of clause 16.2(b) of the Criteria.  **Note:** you must attach to this application, evidence supporting your explanation for each good/category of goods. | | |
| **Name or category of good(s)** | **Explanation** | **Name of New Zealand Supplier(s)** |
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| **3.7 Non-Arm’s Length Expenditure** |
| [Please download and complete the non-arm's length expenditure template](https://www.nzfilm.co.nz/resources/nzspg-template-non-arms-length-expenditure) or contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) to request a copy.  Non-arm’s length expenditure means all costs paid to entities or persons who provided goods, services or land in making the production and who are associated with the applicant, or any of its associated entities. You must also include with your application, supporting documentation such as contracts, contract variations, timesheets, invoices and/or other agreements for all non-arm’s length expenditure claimed as QNZPE.  Refer to clause 20 of the criteria for more information about the Rebate Panel’s assessment of non-arm’s length expenditure. |

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| **3.8 Assets** |
| Did the applicant acquire any assets for use on the production in New Zealand?  **YES**  **NO**  If YES, please either:   1. attach a schedule of depreciation in relation to those assets; or 2. if no assets have been retained at the date of this application, please attach a schedule providing information on the disposal of those assets, including date of sale and sale price. |

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| **3.9 Financing Expenditure** |
| Are you claiming any New Zealand interest and/or financing fees or non-New Zealand NZSPR loan interest and/or financing fees in this application?  **YES**  **NO**  If YES you will need to attach a copy of the loan agreement(s), a schedule of the actual loan drawdown dates and a schedule showing your calculation of the amounts claimed. |

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| **3.10 Accrued expenditure** | | |
| Are you claiming any accrued costs as QNZPE pursuant to the exceptions in clause 21.1 or 21.2 of the criteria?  **YES**  **NO**  If YES, please provide details of these costs below and attach any relevant supporting documents.  **Note:** accrued expenditure cannot be claimed in an Interim application. | | |
| **Nature of costs accrued** | **Reason for accrual** | **Amount** |
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| **3.11 Historical Costs** | |
| Has the production incurred any costs prior to 1 July 2008?  If YES, then please specify what costs:  **Note**: costs incurred prior to 1 July 2008 cannot be included in QNZPE. | **YES  NO** |
| Has the production incurred any costs which were paid more than ten years prior to the start of Principal Photography of the production (historical costs)?  If YES, then please specify what costs:  **Note**: Historical costs cannot be claimed as QNZPE unless the Rebate Panel approves such costs. | **YES  NO** |

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| **3.12 Inland Revenue Requirements** |
| A copy of your application will be provided to the Inland Revenue Department (IRD) to check the quantum of the claimed QNZPE against their records. Refer to the checklist in Section 6 of this form for required documents.  The IRD may contact you directly if they require any additional information. |

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| Section 4 | Significant New Zealand Content | | |
| **Official Co-productions do not need to complete this test.**  Before completing this section, you should read the Significant New Zealand Content Guidelines in Appendix 3 of the criteria. Some sections include different options for productions that are documentaries/reality/factual, or animation.  **Note:**   * you must provide full details in the application form to support your claim, otherwise points may not be awarded. * where the citizenship or permanent residency status of a person is in question, the NZFC may ask for evidence such as a copy of a passport or certificate of residency. | | | |
| **Significant New Zealand Content Test** | | **Points Available** | **Points Claimed** |
| **A – New Zealand Subject Matter** | |  |  |
| A1 – Setting | | 3 (0 - 3) |  |
| A2 – Lead Characters | | 3 (0 - 3) |  |
| A3 – Creative Material | | 3 (0 - 3) |  |
| A4 – Contribution to New Zealand Culture/History | | 2 (0 - 2) |  |
| **Total Section A (minimum of 3 points required)** | | **11** |  |
| **B – New Zealand Production Activity** | |  |  |
| B1 – Shooting – Location/Studio | | 2 (0 - 2) |  |
| B2 – Picture Post-Production, Digital or Visual Effects | | 2 (0 - 2) |  |
| B3 – Music Recording, Voice Recording, Sound Post-Production | | 1 |  |
| B4 – If applicable, Concept Design and Physical Effects (Period/Genre) | | 1 |  |
| **Total Section B** | | **6** |  |
| **C – New Zealand Personnel** | |  |  |
| C1 – Director | | 2 (0 - 2) |  |
| C2 – Producer | | 2 (0 or 2) |  |
| C3 – Scriptwriter | | 2 (0 - 2) |  |
| C4 – Music Composer/Source Music | | 1 |  |
| C5 – Lead Actors | | 2 (0 - 2) |  |
| C6 – Majority of Cast | | 1 |  |
| C7 – Key Production Roles – DOP, Editor, Designer, Visual Effects Supervisor | | 2 (0 - 2) |  |
| C8 – Majority of Crew | | 1 |  |
| **Total Section C (minimum of 3 points from C1-C3 required)** | | **13** |  |
| **D – New Zealand Businesses** | |  |  |
| D1 – Ownership of Intellectual Property | | 1 |  |
| D2 – Business Development Outcomes | | 1 |  |
| **Total Section D** | | **2** |  |
| **TOTAL (minimum of 20 points required)** | | **\_\_ (out of 32)** |  |
| **A - New Zealand Subject Matter** | | | |
| **A1 – Setting**  How much of the story takes place in New Zealand? Show as a proportion of the total production (in terms of number of minutes of on-screen content). For example, 100% is when the entire story takes place in New Zealand. | | | |
| **A2 – Lead Characters**  Who are the lead characters in the production? State whether the character is a New Zealand character (identifiable in the story as a New Zealand citizen or a New Zealand resident) and why they are a **lead** character.    **Note**: there are different options for documentaries, reality and lifestyle programmes – please read the Assessment of Significant New Zealand Content Guidelines in **Appendix 3** of the criteria.  An individual can have points attributed to them for one role only in this section. For example, where an individual is a presenter and is also a subject, the applicant can only claim points for one of the individual’s roles. | | | |
| **A3 – Creative Material**   1. What underlying creative material is the production based on? For example, original screenplay or concept, book, play, short story.   Underlying material:  Title:   1. Who wrote or created the underlying creative material?   Name:  Residential address:  Citizenship:  Country or countries of residence for past two years:   1. If the production is an adaptation of a work that is **not** by a New Zealand citizen or permanent resident: 2. Describe the involvement by New Zealand citizens or permanent residents in the development of the production: 3. Provide the following details about the writer/s of the adapted screenplay:   Name:  Residential address:  Citizenship:  Country or countries of residence for past two years:   1. Where there is more than one writer or creator, please provide the same details for all writers/creators and state what proportion of the underlying material was written by each writer/creator: | | | |
| **A4 – Subject Matter and Contribution to New Zealand Culture and History**  ***We recommend you only claim points in this section if the production is close to the minimum points threshold(s).***  *One point can be awarded under* ***each*** *of the following. The Panel will receive your comments in full.*   1. **Historical Content:** please provide specific examples of how the production incorporates portrayals of historical events, issues or personalities that are of particular relevance to New Zealand.      1. **Subject Matter:** please provide specific examples of how the production features an investigation or thematic portrayal of issues, information or other subject matter considered to be of particular interest to New Zealand citizens or residents. | | | |

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| **B - New Zealand Production Activity** |
| **B1 – Shooting – Location/Studio**   1. What was the total number of shooting days (principal photography)? 2. How many days was the shoot carried out in New Zealand (whether in a NZ studio or on location)? |
| **B2 – Picture Post-Production, Digital or Visual Effects**   1. What was the total amount of expenditure incurred on picture post-production and digital/visual effects? 2. Of that expenditure, how much is QNZPE? |
| **B3 – Music Recording, Voice Recording, Sound Post-Production**   1. What was the total amount of expenditure incurred on music (including composing, scoring, performing, recording, but excluding source music), voice recording and/or sound post-production? 2. Of that expenditure, how much is QNZPE? |
| **B4 – If applicable, Concept Design and Physical Effects (Period/Genre)**  This point can only be claimed for productions where concept design and physical effects are a significant part of the production (e.g., period or genre). This includes creature design, special effects, mechanical effects, specialist prosthetics, models, special props and costumes supplied by specialist companies rather than by the crew working on the production e.g., art department crew. It does **not** include fees for the production designer or for personnel in art department, wardrobe or hair and make-up.   1. What was the total amount of expenditure on concept design and physical effects? 2. Of this expenditure, how much is expected to be QNZPE? 3. Please list the company/companies supplying concept design and physical effects and the associated GL code(s):  |  |  |  | | --- | --- | --- | | **Company** | **Description of Services** | **GL Code(s)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **C - New Zealand Personnel** | | | | | |
| Complete the sections below, including all relevant New Zealand and non-New Zealand personnel. | | | | | |
|  |  | **Name** | **Citizenship** | **Country of permanent residence** | **Note** |
| **C1** | Director/s |  |  |  | If more than one director, indicate the % or number of episodes directed by each director after their name. |
| **C2** | Producer/s |  |  |  | Indicate who the lead producers are after their name. |
| **C3** | Scriptwriter/s |  |  |  | If more than one scriptwriter, indicate the % or number of scripts written by each scriptwriter after their name. |
| **C4** | Music Composer/ Source Music |  |  |  |  |
| **C5** | Lead Actor 1  Lead Actor 2  Lead Actor 3  **Options for documentary, reality or factual**:  Recreations Actor 1  Recreations Actor 2  Recreations Actor 3  **Options for animation:**  Lead Voice 1  Lead Voice 2  Lead Voice 3 |  |  |  | **Note:** In this section a maximum of 1 point can be claimed per individual. |

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| **C6** | What is the total number of cast (including lead cast referred to above)?  How many cast are New Zealand citizens or New Zealand permanent residents?  **Note:** An individual can qualify in only one capacity or role when counting cast for the purposes of this section. |

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|  |  | **Name** | **Citizenship** | **Country of permanent residence** |
| **C7** | Director of Photography  Editor  Production Designer  Digital/Visual/Special Effects Supervisor  **Options for documentary, reality or factual:**  Lead Camera person  Lead Researcher  Lead Editor  Sound Recordist  Sound Designer  Sound Mixer  Sound Editor  **Options for animation:**  Animation Director  Lead Layout Supervisor  Lead Character Designer  Lead Sound Designer  Lead Modelling Supervisor |  |  |  |

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| **C8** | What is the total number of crew (including key positions referred to above)?  How many crew are New Zealand citizens or New Zealand permanent residents? |

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| **D - New Zealand Businesses** | | | |
| **D1 – Ownership of Intellectual Property**  Who owns the intellectual property in the final production? | | | |
| **Owners of copyright in the production (at date of this application)** | **Citizenship of copyright owners** | **Country of permanent residence** | **% copyright in the production** |
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| **D2 – Business Development Outcomes**  ***We recommend you only claim this point if the production is close to the minimum points threshold.***  *1 additional point may be awarded, at the sole discretion of the Rebate Panel, for business development outcomes. The Panel will receive your comments in full.*  To what extent do New Zealand citizens or permanent residents have management and control of the lead production company?    To what extent do New Zealand equity investors, including producers with ‘NZSPR equity’ have a recoupment position equivalent to other equity investors?    Please describe the potential for the New Zealand producer to achieve significant business growth out of the production: | | | |

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| Section 5 | Statutory Declaration |

**The applicant 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 or a person authorised by the applicant in writing to do so.**

I,(1)  ,of (2)

do solemnly and sincerely declare on behalf of (3)

that the information contained in this application for the New Zealand Screen Production Rebate, 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.

(4)

Declared at

This  day of

Before me,   
(5)

(6)

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 of person making the declaration.
3. Name of applicant.
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 before 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. If the declaration is made outside New Zealand please refer to [section 11 of the *Oaths and Declarations Act 1957*](https://www.legislation.govt.nz/act/public/1957/0088/latest/DLM316109.html).

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| Section 6 | List of Supporting Documents |

**PREPARING YOUR APPLICATION:**

* Attachments should be named and numbered, as per this checklist.
* Please send attachments as separate files (do not combine into one document).
* Use the “N/A” column for items not applicable to the production – contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) if unsure.
* All documents must be provided in English.
* Once the NZFC has received **all** applicable documentation, a dated acknowledgement letter will be sent to confirm the start of the assessment process.

\*All these documents should be as at the same date.

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|  |  | **Attached** | **N/A** |
| **Section 1 - Applicant Information** | | | |
| 1 | Completed application form including **signed statutory declaration**. |  |  |
| 2 | Company Extracts (from the [New Zealand Companies Register](https://companies-register.companiesoffice.govt.nz/)), for the SPV, and SPV’s majority owner where applicable. |  |  |
| 3 | **Fully executed** Production Services Agreement (or other document verifying the level of responsibility of the applicant for the making of the production in New Zealand, such as a co-production agreement). *This is only required if the applicant does not own 100% of the production.* |  |  |
| 4 | Any agreement relating to the transfer of the production from a previous production entity or entities. |  |  |
| 5 | ***Interim applications for Official Co-productions only:*** Completed [Official Co-production Declaration](https://www.nzfilm.co.nz/resources/official-co-production-declaration-nzspr-interim-applications) (contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) to request a copy if unavailable online). |  |  |
| **Section 2 - Production Information** | | | |
| 6 | Production schedule/calendar including pre-production, principal photography and post-production. *Daily Progress Reports (DPRs) and call sheets to be provided upon request.* |  |  |
| 7 | Final one-line shooting schedule. |  |  |
| 8 | Final Official Co-production application. *Not required if production is not Complete.* |  |  |
| 9 | Final certificates of approval as an Official Co-production. *Not required if production is not Complete but will be required before approval of a Final NZSPR application.* |  |  |
| 10 | A current audience engagement plan ([template and guidance available here](https://www.nzfilm.co.nz/resources/audience-engagement-plan-info-sheet-nzspg-nz-1-july-2017) or contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) to request a copy). |  |  |
| 11 | **Fully executed** legally binding long form distribution or broadcast agreement showing evidence of distribution or broadcast in New Zealand. |  |  |
| 12 | Copies of **fully executed** funding agreements in respect of all funding received and applied towards the production budget. |  |  |
| 13 | Where not provided under item 11 or 12, copies of all **fully executed** agreements on which you are relying to meet the minimum market attachment threshold (for TV and other non-feature film productions only). |  |  |
| 14 | Recoupment schedule showing the applicant’s NZSPR equity recoupment position and entitlement to net receipts. |  |  |
| 15 | Final list of production credits. *Not required for Interim applications.* |  |  |
| 16 | List of cast and crew showing role, **permanent** residency and citizenship of each person. *Excel preferred – contact details not required.* |  |  |
| 17 | Cast and crew travel schedule showing all arrival and departure dates from New Zealand ([template available here](https://www.nzfilm.co.nz/resources/template-travel-schedule) or contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) to request a copy). |  |  |
| 18 | Shooting script. |  |  |
| 19 | Copy of underlying work (where production is not based on an original screenplay). |  |  |
| 20 | Documents evidencing copyright ownership of the production. *E.g., Chain of Title documents.* |  |  |
| 21 | Proof of the required on-screen end credit text and NZFC logo, as per clause 29.3 of the criteria. *Screenshot preferred.* |  |  |
| **Promotional Material** - See the [Promotional Materials Schedule](https://www.nzfilm.co.nz/resources/promotional-materials-schedule) on the NZFC website for full details. *Projects with NZFC discretionary funding should provide delivery materials via the normal channels, as contracted****.*** *Promotional materials are not required with Interim applications.* | | | |
| 22 | Publicity Stills: At least 12 high resolution publicity stills with captions and any required image credits (JPEG, TIFF or PNG preferred). *Half to include behind-the-scenes production activity emphasising New Zealand’s role in the production, and the other half featuring scenes from the completed film.* |  |  |
| 23 | One sheet artwork/posters (JPEG, TIFF or PNG preferred). |  |  |
| 24 | Trailer(s). |  |  |
| 25 | Press Kit/Production Notes. |  |  |
| 26 | Electronic Press Kit (EPK), if one is produced. *Note: Items not cleared for New Zealand promotional use may be removed.* |  |  |
| 27 | Schedule of any restrictions on the use of supplied promotional materials, including contact details for permissions, image credits, embargoes and other considerations. |  |  |
| **Section 3 - QNZPE** | | | |
| 28 | Expenditure statement in **Excel** ([template available here](https://www.nzfilm.co.nz/resources/expenditure-statement-template-nzspg-nz) or contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) to request a copy).\* |  |  |
| 29 | General ledger of **audited** production expenditure in Excel (this must match the GL provided to the auditor).\* |  |  |
| 30 | Balance Sheet (a trial balance sheet is acceptable if the final is not available).\* |  |  |
| 31 | Final production cost report. |  |  |
| 32 | Final production budget (full). |  |  |
| 33 | Schedule of foreign currency expenditure claimed as QNZPE converted at appropriate exchange rate. |  |  |
| 34 | Schedule of all payments made to non-resident cast and crew showing portion claimed as QNZPE. |  |  |
| 35 | Schedule of any non-recoverable advances paid to any cast or crew member (where all or part of that person’s fee is claimed as QNZPE). |  |  |
| 36 | Auditor’s report (from an NZFC approved auditor) with a copy of the audited expenditure statement signed or stamped by the auditor. |  |  |
| 37 | Breakdown of calculation of Above The Line Costs. |  |  |
| 38 | **Fully executed** above-the-line cast contracts. *Generally understood in the industry as ‘star(s)’/core cast members within an ensemble cast.* |  |  |
| 39 | **Fully executed** above-the-line crew contracts. *Generally understood in the industry as Executive Producer(s), Producer(s), Director(s) and Writer(s).* |  |  |
| 40 | Supporting evidence for inclusion of overseas-sourced goods claimed as QNZPE. |  |  |
| 41 | Schedule of non-arm’s length expenditure with relevant supporting documentation ([template available here](https://www.nzfilm.co.nz/resources/nzspg-template-non-arms-length-expenditure) or contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) to request a copy). |  |  |
| 42 | Asset register. |  |  |
| 43 | Agreement in relation to any loan or other financing in respect of which interest and/or financing fees are claimed as QNZPE. |  |  |
| 44 | Drawdown schedule of any loan or other financing in respect of which interest and/or financing fees are claimed as QNZPE. |  |  |
| 45 | Schedule showing calculation of interest and financing fees claimed as QNZPE (can be a draft loan statement from the lender). |  |  |
| **IRD Requirements** | | | |
| 46 | Schedule of payments to non-resident contractors where non-resident contractors withholding tax has not been deducted because a certificate of exemption was issued, or they qualified under the 92-day *de minimus* rule. |  |  |
| 47 | Schedule of GST exempt or zero-rated expenditure which has been claimed as QNZPE (e.g., air travel into New Zealand). |  |  |
| 48 | Schedule of GST expenditure which is NOT claimed as QNZPE. |  |  |