



# APPLICATION FOR FINAL CERTIFICATE: CO-PRODUCTION OR CERTIFICATION

This application form can be used for either final approval of a production as an official co-production or provisional certification of a production as a New Zealand film for tax purposes. If you are applying for certification as a New Zealand film, then you do not need to complete the parts of this application form which relate to the foreign co-producer.

This application form comprises seven sections:

- **Section 1** – Applicant/Co-Producers Information
- **Section 2** – Production Information
- **Section 3** – Final Cost
- **Section 4** – Financing
- **Section 5** – Personnel
- **Section 6** – Statutory Declaration
- **Section 7** – List of Required Documents

## SUBMITTING YOUR APPLICATION

Please send **one electronic 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, and independent consultants 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.



## Section 1: Applicant/Co-producers Information

For co-productions, the applicant must be the New Zealand producer.

|  |                   |
|--|-------------------|
| <b>Full name of applicant company:</b> | (registered name) |
| <b>Company registration number:</b>    |                   |
| <b>Registered office address:</b>      |                   |

|                                     |  |
|-------------------------------------|--|
| <b>Name of Individual Producer:</b> |  |
| <b>Contact details:</b>             |  |

| <b>Names of applicant company directors</b>    | <b>Nationality</b> | <b>Country of permanent residence</b> |
|--|--------------------|---------------------------------------|
|  |                    |                                       |
|  |                    |                                       |
|  |                    |                                       |
|  |                    |                                       |
| <b>Names of applicant company shareholders</b> | <b>Nationality</b> | <b>Country of permanent residence</b> |
|  |                    |                                       |
|  |                    |                                       |
|  |                    |                                       |
|  |                    |                                       |

For co-productions, please provide details of the foreign country co-producer:

|  |                   |
|--|-------------------|
| <b>Full name of co-production company:</b> | (registered name) |
| <b>Name of Individual Producer:</b>        |                   |
| <b>Contact details:</b>                    |                   |

| <b>Names of co-production company directors</b>    | <b>Nationality</b> | <b>Country of permanent residence</b> |
|--|--------------------|---------------------------------------|
|  |                    |                                       |
|  |                    |                                       |
|  |                    |                                       |
|  |                    |                                       |
| <b>Names of co-production company shareholders</b> | <b>Nationality</b> | <b>Country of permanent residence</b> |
|  |                    |                                       |
|  |                    |                                       |
|  |                    |                                       |
|  |                    |                                       |

## Section 2: Production Information

|   |                                   |                    |                         |
|---|-----------------------------------|--------------------|-------------------------|
| <b>Title of production:</b>   |                                   |                    |                         |
| <b>Format of production:</b>  |                                   |                    |                         |
| <b>Co-production Percentages</b>  | New Zealand financing percentage: |                    | %                       |
|   | Co-Producer financing percentage: |                    | %                       |
| <b>Synopsis of Production:</b><br>If the production is a series, please supply a synopsis of each episode. Continue on a separate sheet if necessary. |                                   |                    |                         |
| <b>Duration of Production:</b>  |                                   |                    |                         |
| <b>Total running time (in minutes):</b>   |                                   |                    |                         |
|   | <b>Start date</b>                 | <b>Finish date</b> | <b>Location country</b> |
| <b>Pre-production</b>   |                                   |                    |                         |
| <b>Principal photography/production animation</b>   |                                   |                    |                         |
| <b>Post-production</b>  |                                   |                    |                         |

|   |  |  |  |
|---|--|--|--|
| <b>Was any location outside the co-production countries (or New Zealand, if this application is for certification as a New Zealand film)? If so, specify why:</b> |  |  |  |
| <b>What date was the production completed (being the date it was first ready to be shown to the general public)?</b>  |  |  |  |

### Ownership/Chain of Title

Please provide details of the actual 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: Final Cost

|   | Amount in NZD | Percentage of total budget |
|---|---------------|----------------------------|
| What was the total final cost of the production?                                | NZ\$          | 100%                       |
| What is the amount spent on New Zealand elements?                               | NZ\$          | %                          |
| What is the amount spent on the co-production country's elements?               | NZ\$          | %                          |
| What is the amount spent on third country (non-co-production country) elements? | NZ\$          | %                          |

The percentage spent on New Zealand elements (defined below) must be reasonably similar to the percentage of financing raised by the New Zealand co-producer.

Expenditures 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;
- Legal costs incurred by the New Zealand co-producer; and
- The cost of any third country goods or services 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 SPG. 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 SPG but do count as New Zealand expenditure for the purpose of co-production.

## Section 4: Financing

| 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> |                                   |   | %      |

| For Co-Productions - 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> |                                   |   | %      |

Note: The sum of both totals should equal the total final cost specified in section 3.

## Section 5: Personnel

**Attach** a complete cast and crew list, specify nationality.

All personnel involved in the production must be citizens or permanent residents of New Zealand or the co-producing country. For permitted exceptions to this rule please contact the NZFC.

An individual cannot be treated as two nationalities in one application.

You may not score half-points without the approval of the NZFC.

The percentage of creative contribution of New Zealanders must be reasonably similar to the percentage of financing provided or raised by the New Zealander co-producer.

### Non-Canadian Co-Productions

Please complete the relevant points test below (Feature films and TV dramas, Documentaries or Animation):

| Feature films and TV drama<br>(15 points)  | Name | New Zealand points | Foreign<br>co-producing<br>country points | Third party<br>country points |
|--|------|--------------------|---|-------------------------------|
| <b>Compulsory Points (10 points)</b>   |      |                    |   |                               |
| Writer (2 points)  |      |                    |   |                               |
| Director (2 points)  |      |                    |   |                               |
| DOP (1 point)  |      |                    |   |                               |
| Editor/Picture Editor (1 point)  |      |                    |   |                               |
| Cast - 4 principal roles<br>(4 points)   |      |                    |   |                               |
| <b>Discretionary points (select 5 of the below)</b>  |      |                    |   |                               |
| Composer (1 point)   |      |                    |   |                               |
| Costume Designer (1 point)   |      |                    |   |                               |
| Production Designer<br>(1 point)   |      |                    |   |                               |
| Script Editor (1 point)  |      |                    |   |                               |
| Sound Designer (1 point)   |      |                    |   |                               |
| Underlying work (1 point)  |      |                    |   |                               |
| VFX Supervisor (1 point)   |      |                    |   |                               |
| Other senior key role<br>specific to the film such<br>as choreographer, special<br>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 | New Zealand points | Foreign co-producing country points | Third party country points |
|---|------|--------------------|-------------------------------------|----------------------------|
| <b>Compulsory Points (6 points)</b>   |      |                    |                                     |                            |
| Writer (2 points)   |      |                    |                                     |                            |
| Director (2 points)   |      |                    |                                     |                            |
| DOP (1 point)   |      |                    |                                     |                            |
| Editor/Picture Editor (1 point)   |      |                    |                                     |                            |
| <b>Discretionary 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 | New Zealand points | Foreign co-producing country points | Third party country points |
|---|------|--------------------|-------------------------------------|----------------------------|
| <b>Compulsory Points (9 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 (select 4 of the below)</b>   |      |                    |                                     |                            |
| Editor/Picture Editor (1 point)   |      |                    |                                     |                            |
| Key Background Artist (1 point)   |      |                    |                                     |                            |
| Composer (1 point)  |      |                    |                                     |                            |
| Sound Designer (1 point)  |      |                    |                                     |                            |
| Underlying Work (1 point)   |      |                    |                                     |                            |
| Key Model Designer (1 point)  |      |                    |                                     |                            |
| Voice/Actors Director (1 point)   |      |                    |                                     |                            |
| Other senior key role specific to the film such as 3D modeller, digital compositor, previs animator etc. (1 point)<br>Name of role: |      |                    |                                     |                            |
| <b>Total: 13 points</b>   |      |                    |                                     |                            |
| <b>Percentage of each country's contribution</b>  |      | %                  | %                                   | %                          |

**Canadian Co-Productions**

| <b>Animation (8 points)</b>                              | <b>Name</b> | <b>New Zealand points</b> | <b>Canadian points</b> | <b>Third party country 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 (8 points)</b>                    | <b>Name</b> | <b>New Zealand points</b> | <b>Canadian points</b> | <b>Third party country points</b> |
|--|-------------|---------------------------|------------------------|-----------------------------------|
| Director (1 point)                               |             |                           |                        |                                   |
| Screenwriter or Researcher (1 point)             |             |                           |                        |                                   |
| Music Composer (1 point)                         |             |                           |                        |                                   |
| Lead Actor or Narrator (1 point)                 |             |                           |                        |                                   |
| Second Lead Actor or Narrator (1 point)          |             |                           |                        |                                   |
| Director of Photography (1 point)                |             |                           |                        |                                   |
| Art Director or Production Designer (1 point)    |             |                           |                        |                                   |
| Picture Editor (1 point)                         |             |                           |                        |                                   |
| <b>Total: 8 points</b>                           |             |                           |                        |                                   |
| <b>Percentage of each country's contribution</b> |             | %                         | %                      | %                                 |



| <b>Fiction (8 points)</b>                        | <b>Name</b> | <b>New Zealand points</b> | <b>Canadian points</b> | <b>Third party country points</b> |
|--|-------------|---------------------------|------------------------|-----------------------------------|
| Director (1 point)                               |             |                           |                        |                                   |
| Screenwriter (1 point)                           |             |                           |                        |                                   |
| Music Composer (1 point)                         |             |                           |                        |                                   |
| Lead Actor (1 point)                             |             |                           |                        |                                   |
| Second Lead Actor (1 point)                      |             |                           |                        |                                   |
| Director of Photography (1 point)                |             |                           |                        |                                   |
| 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: Statutory Declaration

This 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,<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 Final Co-production Certificate [or a Final Certification], 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.
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 7: List of required documents

|    |  | Attached | N/A |
|----|--|----------|-----|
| 1. | Certificate of Incorporation of (New Zealand) Applicant  |          |     |
| 2. | Co-Production Agreement (signed)   |          |     |
| 3. | Copies of all chain title documentation (from the acquisition of the underlying rights to the co-production agreement)   |          |     |
| 4. | Full list of cast and crew specifying citizenship and permanent residence  |          |     |
| 5. | Post-production script   |          |     |
| 6. | Final Cost reports – for Co-Productions, please clearly detail the expenditure in each of New Zealand and the co-production country/countries, and any third country expenditure if relevant |          |     |
| 7. | If the production has not yet been released to the public in New Zealand, a DVD/Blu-ray or digital video file of the final production  |          |     |