



# APPLICATION FOR PROVISIONAL CERTIFICATE: CO-PRODUCTION OR CERTIFICATION

This application form can be used for either provisional 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** – Budget
- **Section 4** – Financing
- **Section 5** – Personnel
- **Section 6** – 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> If the production is a series, please supply a synopsis of each episode. Continue on a separate sheet if necessary.	
<b>Intended Duration of Production:</b>	
<b>Intended Total running time (in minutes):</b>	

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

	Intended Start Date	Intended Finish Date	Location country
Pre-production			
Principal photography/production animation			
Post-production			

<b>Will any filming or post-production take place 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 is the scheduled completion date (being the date it will be ready to be shown to the general public)?</b>	

### 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	Percentage of total 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\$	%
What is the budget for the third country (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.

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 must equal the total budget specified in section 3.

## Section 5: Personnel

**Attach** an intended 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 (15 points)	Name	New Zealand points	Foreign co-producing country points	Third party country points
<b>Compulsory Points (10 points)</b>				
Writer (2 points)				
Director (2 points)				
DOP (1 point)				
Editor (1 point)				
Cast - 4 principal roles (4 points)				
<b>Discretionary 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) 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) Name of role:				
<b>Total: 10 points</b>				
<b>Percentage of each country's contribution</b>		%	%	%

Animation (13 points)	Name	New Zealand	Foreign co-producing country	Third party country
<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>				
Sound Design (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 composer, previs animator etc. (1 point) 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: List of required documents

		Attached	N/A
1.	Certificate of Incorporation of (New Zealand) Applicant		
2.	Co-Production Agreement (preferably signed by both/all co-producing parties, but not a firm requirement)		
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.	Shooting script/treatment		
6.	Detailed budget – for Co-Productions, individual budgets clearly detailing the expenditure in New Zealand and the co-production country/countries, and any third country expenditure if relevant		
7.	Detailed finance plan, supported by letters of offer from confirmed market partners		
8.	Detailed production schedule		

