



New Zealand  
FILM COMMISSION



Te Tumu Whakaata Taonga

# APPLICATION FOR A FINAL CO-PRODUCTION CERTIFICATE

Use this application form to apply for final 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** – Final Cost
- **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, 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.

## 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.







**Foreign Country Co-producer Details**

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

Co-production company directors	Nationality	Country of permanent residence

Co-production company shareholders	Nationality	Country of permanent residence

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

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

Co-production company directors	Nationality	Country of permanent residence

Co-production company shareholders	Nationality	Country of permanent residence



## Section 2: Production Information

Project details	
Title of production:	
AKA title/s – if applicable:	
Logline:	
<p><b>Format of production</b> Please check that your format is acceptable under the relevant co-production arrangement(s).</p>	<p>Please select format:</p> <p><input type="checkbox"/> Feature Film (Fiction)</p> <p><input type="checkbox"/> Feature Film (Documentary)</p> <p><input type="checkbox"/> Feature Film (Animation)</p> <p><input type="checkbox"/> Scripted series (Television/Streaming)</p> <p><input type="checkbox"/> Unscripted/Factual Series (Television/Streaming)</p> <p><input type="checkbox"/> Animated Series (Television/Streaming)</p> <p><input type="checkbox"/> Telefeature (Fiction)</p> <p><input type="checkbox"/> Telefeature (Documentary)</p> <p><input type="checkbox"/> Telefeature (Animation)</p> <p><input type="checkbox"/> Other (Please describe):</p>
<p><b>Synopsis of Production:</b> 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.</p>	
If a TV/streaming series, no. of episodes:	
Total production running time (in mins):	
Platform and date of first release:	
Language (s) of release:	

Specify the dates and locations of each stage of production			
Note: The majority of the work should take place in the majority co-producer's country.	Start Date	Finish Date	Location country
Pre-production			
Principal photography/animation			
Post-production			
What date was the production completed (ready to be shown to the general public)?			

Stock footage	
<p>Have you used more than the archival or stock footage allowed under the arrangement<sup>1</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>

Location shooting or post-production outside the co-production countries	
<p>Did any of the filming or post-production activity take place outside the co-production countries? If so, specify why.</p>	

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

<sup>1</sup> Generally, under the arrangements, at least 90% of the footage included in the project must be specifically shot for the project.



## Section 3: Final Cost

	Amount in NZD	% of total budget
What was the total final cost of the production?	NZ\$	100%
What was the amount spent on New Zealand elements?	NZ\$	%
What was the amount spent on the co-production country's elements?	NZ\$	%
If relevant, how much was spent on the 2 <sup>nd</sup> co-production country's elements?	NZ\$	%
What was the amount spent on any 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.

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 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>2</sup> expenditure

If you incurred any expenditure on non-co-production country elements, please briefly describe these costs, why they were necessary and how these costs were shared between the co-producers:

<sup>2</sup> Non-party means a State or territory other than the co-producing parties.

## Section 4: Financing

Co-production split	
<b>Co-production percentages</b> 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 final cost specified in section 3.

# Section 5: Personnel

**Attach** a 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.

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.

You may not score half-points without the prior 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-party personnel	
<b>Did you have any non-party cast and crew involved in the production?</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <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. Please include both those approved by the competent authorities at provisional and any new personnel.

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 Zealander 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 applicable points test below for feature films and TV series, Documentaries or Animation:

Feature films and TV series (fiction) (15 points)	Name	NZ points	Co-producing country points	2 <sup>nd</sup> Co-producing country points	Non-party points
<b>Compulsory Points (10 points: must allocate all points)</b>					
Writer (2 pts)					
Director (2 pts)					
DOP (1 pt)					
Editor (1 pt)					
Cast - 4 principal roles (4 pts)					
<b>Discretionary points (5 points: select 5 of the below)</b>					
Composer (1 pt)					
Costume Designer (1 pt)					
Production Designer (1 pt)					
Script Editor (1 pt)					
Sound Designer (1 pt)					
Underlying work (1 pt)					
VFX Supervisor (1 pt)					
Other Senior Key Role <sup>3</sup> (1 pt)					
<b>Total: 15 points</b>					
<b>Percentage of each country's contribution</b>		%	%	%	%

<sup>3</sup>Specific to the film such as choreographer, special make-up design etc, please note down what role you are nominating.



Documentary (10 points)	Name	NZ points	Co-producing country points	2 <sup>nd</sup> co-producing country points	Non-party points
<b>Compulsory Points (6 points: must allocate all points)</b>					
Writer (2 pts)					
Director (2 pts)					
DOP (1 pt)					
Editor/Picture Editor (1 pt)					
<b>Discretionary points (4 points: select 4 of the below)</b>					
Composer (1 pt)					
Researcher (1 pt)					
Narrator (1 pt)					
Sound <sup>4</sup> (1 pt)					
Underlying work/subject matter (1pt)					
Other Senior Key Role <sup>5</sup> (1 pt)					
<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	Non-party points
<b>Compulsory Points (9 points: must allocate all points)</b>					
Writer (2 pts)					
Director/Animation Director (2 pts)					
Key Animator (1 pt)					
Storyboard Artist (1 pt)					
Voices - 3 Principal Roles (3 pts)					
<b>Discretionary points (4 points: select 4 of the below)</b>					
Sound (1 pt)					
Underlying Work (1 pt)					
Key Model Designer (1 pt)					
Voice/actors Director (1 pt)					
Other Senior Key Role <sup>6</sup> (1 pt)					
<b>Total: 13 points</b>					
<b>Percentage of each country's contribution</b>		%	%	%	%

<sup>4</sup> E.g. Sound Designer, Recordist, Sound Editor or Mixer

<sup>5</sup> Specific to the film such as underwater DOP, art director, VFX supervisor etc. Please note down the role you are nominating

<sup>6</sup> Specific to the film such as 3D modeller, digital composer, previs animator etc. Please note down the role you are nominating





**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</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</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>		%	%	%	%



<b>Fiction (feature film, TV series and digital series) (8 points)</b>	<b>Name</b>	<b>NZ points</b>	<b>Canadian points</b>	<b>2nd co-producing country points</b>	<b>Non-party 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 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 signed Co-production Agreement, including all provisions required by the relevant arrangement(s).

Responsibilities	
Please describe what the NZ co-producer was responsible for in making the production as outlined in the Co-production Agreement:	
Please describe what the foreign co-producer (s) was responsible for in making the production:	

Distribution	
Please describe your distribution arrangements in New Zealand:	
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 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 Final 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.
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 final cost reports 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 (signed).		
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.	Post-production script.		
7.	Final Cost reports <b>in Excel</b> detailing: <ul style="list-style-type: none"> <li>a) Expenditure in New Zealand;</li> <li>b) Expenditure in the co-production country/countries; and</li> <li>c) Any non-party expenditure, if relevant.</li> </ul>		
8.	If applying for final certification as an official co-production with Canada, a fully executed distribution agreement(s) related to the distribution of the project in the co-producing territories and the rest of the world, as available.		
9.	If the production has not yet been released to the public in New Zealand, a DVD/Blu-ray, digital video file or streaming link for the final production.		