

# NEW ZEALAND FILM CERTIFICATION APPLICATION FORM

Use this application form to apply for provisional or final approval of your film as a "New Zealand film" for tax purposes. Before submitting your application, please ensure that you have read and understood the application <u>guidelines</u>. If you are applying for a provisional certificate, where details about your production are not yet confirmed, please fill in this form based on what is contemplated. Complete details should be provided to the NZFC as soon as they are available, and in any event, before principal photography commences.

This application form comprises eight sections:

- Section 1 Applicant Information
- Section 2 Production Information
- Section 3 Budget
- Section 4 Financing
- Section 5 Personnel
- Section 6 Copyright
- Section 7 Statutory Declaration
- Section 8 List of Required Documents

Please fill out each section and send one electronic copy of your filled in application, including all supporting documents to <a href="mailto:certifications@nzfilm.co.nz">certifications@nzfilm.co.nz</a>. By applying you agree to comply with the <a href="mailto:NZFC's Code of Conduct">NZFC's Code of Conduct</a>.

#### CONFIDENTIALITY

Information that you supply to the NZFC with your application (including personal information) may be provided to relevant NZFC staff and Board members, including the NZFC's Certification Committee, and to industry representatives during the approval process. Copies of all certificates issued by the NZFC are shared with the IRD as required under section EJ 6 of the Income Tax Act 2007.

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 the Official Information Act 1982 (OIA), and shall not be liable for any disclosure it believes (acting reasonably) it is required to make. In processing a request under the OIA, the NZFC may consult with the relevant applicant prior to issuing a response to the request.

#### **PRIVACY**

By submitting this application, the applicant agrees that the terms of the <u>NZFC Privacy Policy</u> will apply to all personal information submitted as part of its application and the applicant has complied with the notification requirements that apply to any personal information the applicant submits about another individual.

August 2025

# **Section 1: Applicant Information**

| Application Details                                                               |                    |                                |
|-----------------------------------------------------------------------------------|--------------------|--------------------------------|
| Date of application:                                                              |                    |                                |
| Is this a provisional or final application?                                       | Please select one: |                                |
| <b>арр</b> иошион.                                                                | Provisional        |                                |
|                                                                                   | Final              |                                |
|                                                                                   |                    |                                |
| Producer & Applicant Production Com                                               | pany Details       |                                |
| Full name of individual producer:                                                 |                    |                                |
| Citizenship:                                                                      |                    |                                |
| Country of permanent residence:                                                   |                    |                                |
| Name of production company/SPV responsible for making the film: (registered name) |                    |                                |
| Company registration number:                                                      |                    |                                |
| Registered office address:                                                        |                    |                                |
| Contact phone number:                                                             |                    |                                |
| Contact email:                                                                    |                    |                                |
|                                                                                   |                    |                                |
| Applicant company directors                                                       | Nationality        | Country of permanent residence |
|                                                                                   |                    |                                |
|                                                                                   |                    |                                |
|                                                                                   |                    |                                |
|                                                                                   |                    |                                |
| Applicant company shareholders                                                    | Nationality        | Country of permanent residence |
| Applicant company shareholders                                                    | Nationality        | Country of permanent residence |
|                                                                                   |                    |                                |
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### **Section 2: Production Information**

| Project details                                                                                                                                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Title of film:                                                                                                                                                                                                                                       |  |
| AKA title/s – if applicable:                                                                                                                                                                                                                         |  |
| Logline:                                                                                                                                                                                                                                             |  |
| Synopsis of production:  Provide a brief synopsis of the film. Continue on a separate sheet and attach if necessary.                                                                                                                                 |  |
| 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. |  |
| Total running time (in mins):                                                                                                                                                                                                                        |  |
| Platform of first release:                                                                                                                                                                                                                           |  |
| Date or anticipated date of release in NZ:                                                                                                                                                                                                           |  |
| Language(s) of release:                                                                                                                                                                                                                              |  |
|                                                                                                                                                                                                                                                      |  |

| Specify the dates and locations of each stage of production |            |             |                  |
|-------------------------------------------------------------|------------|-------------|------------------|
|                                                             | Start Date | Finish Date | Location country |
| Pre-production                                              |            |             |                  |
| Principal photography/animation                             |            |             |                  |
| Post-production                                             |            |             |                  |
| What is the completion date <sup>1</sup> ?                  |            |             |                  |

<sup>&</sup>lt;sup>1</sup> This is the date the film is first in a state where it could be regarded as ready to be shown to the general public.



| Shooting in New Zealand                                                                                                                                                                                          |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| What was the total number of shooting days?                                                                                                                                                                      |                |
| How many days were carried out in<br>New Zealand (whether in a New Zealand<br>studio or on location)?                                                                                                            |                |
|                                                                                                                                                                                                                  |                |
| Location shooting or post-production outsi                                                                                                                                                                       | de New Zealand |
| Did any filming or post-production take place, or will take place, outside of New Zealand?                                                                                                                       |                |
| If so, please note the locations and specify why.                                                                                                                                                                |                |
|                                                                                                                                                                                                                  |                |
|                                                                                                                                                                                                                  |                |
| Technical facilities used in the making of th                                                                                                                                                                    | e production   |
| Please describe what technical facilities or<br>studio facilities in New Zealand were used<br>or will be used in the making of the film.<br>Are these facilities New Zealand-owned?                              |                |
|                                                                                                                                                                                                                  |                |
| Underlying Creative Material                                                                                                                                                                                     |                |
| What underlying creative material is the film based on?                                                                                                                                                          |                |
| For example, original screenplay, or concept, book, play, short story etc.                                                                                                                                       |                |
| Who wrote or created the underlying material?                                                                                                                                                                    |                |
| Please provide their name(s), citizenship and country of residence for the past two years (if known).                                                                                                            |                |
| If the film is an adaptation of a work that is not by a New Zealand citizen or permanent resident, describe the involvement by New Zealand citizens or permanent residents in the development of the production. |                |
| Where there is more than one writer or creator, please provide what proportion of the underlying material was written by each writer/creator.                                                                    |                |



#### 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 |
|------|-------------|---------------------------------|-----------------------------------|
|      |             |                                 |                                   |
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## **Section 3: Budget**

|                                                      | Amount in NZD | % of budget |
|------------------------------------------------------|---------------|-------------|
| What is the budget for New Zealand elements?         | NZ\$          | %           |
| What is the budget for any non-New Zealand elements? | NZ\$          | %           |
| What is the total budget for the production?         | NZ\$          | 100%        |

Expenditure on New Zealand elements includes:

- New Zealand cast and crew fees and related expenses (e.g. per diems, travel and accommodation);
- New Zealand facilities and equipment costs;
- Insurance costs, completion guarantee fee and other general expenses; and
- Any legal and financing costs incurred by the New Zealand producer.

| Expenditure on non-New Zealand elem                                                                                                             | hents |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| If you are incurring or incurred any expenditure on non-New Zealand elements (e.g. non-New Zealand cast and crew), please describe these costs. |       |
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## **Section 4: Financing**

You must set out below your finance plan for the film. **Attach** signed letters of offer, deal memos or funding agreements confirming each element of your finance plan.

Total finance must equal the total budget for the production specified in section 3.

| Financing                     |                                               |                      |               |                   |
|-------------------------------|-----------------------------------------------|----------------------|---------------|-------------------|
| Name of financier or investor | Country of residence of financier or investor | Type of finance      | Amount (NZ\$) | % of total budget |
|                               |                                               |                      |               |                   |
|                               |                                               |                      |               |                   |
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|                               |                                               |                      |               |                   |
|                               |                                               | Total <sup>2</sup> : |               | 100%              |

 $<sup>^{\</sup>rm 2}$  This total should be equal to the total budget for the film.



#### **Section 5: Personnel**

**Attach** a full cast and crew list, which includes the role, permanent residency and citizenship of each person on the list. The collection and provision of any personal information must comply with the <u>NZFC Privacy Policy</u>, including the notification requirements that apply to any personal information the applicant submits about another individual.

Please complete the table below for key cast and crew, listing: Director(s), Producers(s), Scriptwriter(s), Music Composer, Lead Actor(s), Editor, Director of Photography, Production Designer, Digital/Visual/Special Effects Supervisor, Costume Designer.

Options for documentary feature films: Director(s), Producer(s), Scriptwriter(s), Music Composer, Narrator, Lead Camera Person, Lead Researcher, Lead Editor, Sound Recordist, Sound Designer, Sound Mixer, Sound Editor.

Options for animated feature films: Director(s), Producer(s), Scriptwriter(s), Music Composer, Lead Voice Actors, Animation Director, Lead Layout Supervisor, Lead Character Designer, Lead Sound Designer, Lead Modelling Supervisor.

| Name | Citizenship | Country of permanent residence |
|------|-------------|--------------------------------|
|      |             |                                |
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|      |             |                                |
|      | Name        | Name Citizenship               |

| Cast                                                                       |  |
|----------------------------------------------------------------------------|--|
| What is the total number of cast?                                          |  |
| How many cast are New Zealand citizens or New Zealand permanent residents? |  |

| Crew                                                                       |  |
|----------------------------------------------------------------------------|--|
| What is the total number of crew?                                          |  |
| How many crew are New Zealand citizens or New Zealand permanent residents? |  |



# **Section 6: Copyright**

| Copyright                                                           |                                 |                                |                                        |
|---------------------------------------------------------------------|---------------------------------|--------------------------------|----------------------------------------|
| Who will own 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 | %<br>copyright<br>in the<br>production |
|                                                                     |                                 |                                |                                        |
|                                                                     |                                 |                                |                                        |

August 2025

#### **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.

| <b> </b> ,(1)           | ,of $^{(2)}$                                                                                                                                                                                                                                                                  |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| that the information of | cerely declare on behalf of <sup>(3)</sup> contained in the application for certification as a New Zealand film, and the documents attached to it, are correcticular and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Ne |
| • •                     | Declarations Act 1957.                                                                                                                                                                                                                                                        |
| (4)                     |                                                                                                                                                                                                                                                                               |
| Declared at             |                                                                                                                                                                                                                                                                               |
| This                    | day of                                                                                                                                                                                                                                                                        |
| Before me,              |                                                                                                                                                                                                                                                                               |

- 1. Here insert name of person making the declaration. This person should be authorised to make the declaration on behalf of the applicant company.
- 2. Here insert address and office held in the applicant company of person making the declaration.
- 3. Name of applicant company.

(6)

- 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)

August 2025

### **Section 8: List of required documents**

- Attachments should be named and numbered, as per this checklist.
- Please send attachments as separate files (do not combine into one PDF).
- All documents must be provided in English (or an English translation provided).
- During the assessment process, applicants may be asked to submit any other information required by staff or the Certification Committee to complete the assessment.
- Once the NZFC has received **all** applicable documentation listed below and has checked the application, you will be sent a dated acknowledgement letter.

|    |                                                                                                                                                                                  | Attached | N/A |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|
| 1. | A completed application form, with signed statutory declaration.                                                                                                                 |          |     |
| 2. | Certificate of Incorporation of the New Zealand applicant company.                                                                                                               |          |     |
| 3. | Copies of all chain title documentation.                                                                                                                                         |          |     |
| 4. | Full list of cast and crew specifying citizenship and permanent residence.                                                                                                       |          |     |
| 5. | Shooting script or post-production script.                                                                                                                                       |          |     |
| 6. | A detailed budget for the film or, in the case of a final application, a final cost report, which clearly identifies:                                                            |          |     |
|    | a. Expenditure in New Zealand;                                                                                                                                                   |          |     |
|    | b. Any expenditure on non-New Zealand elements (if relevant).                                                                                                                    |          |     |
| 7. | A detailed finance plan (preferably in an excel spreadsheet), supported by signed letters of offer, deal memos or agreements from financiers and market partners.                |          |     |
| 8. | A detailed production schedule.                                                                                                                                                  |          |     |
| 9. | For a final application, 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. |          |     |