**APPLICATION FORM FOR ADVANCE RULING OF A CO-PRODUCTION PROJECT**

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| 87 Central Street  Houghton  2198 | Tel: +27 11 483 0880  Fax: +27 11 483 0881  Web: [www.nfvf.co.za](http://www.nfvf.co.za/) | Private Bag X04  Northlands  2116 |

# PLEASE DO NOT FILL IN THIS SECTION

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| **FOR OFFI** | **CE USE ONLY** |  |
| **REFERENCE NUMBER** |  | **DATE OF RECEIPT** |
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| **A.** | **APPLICANT AND PRODUCTION DETAILS** |

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|  | **A1. TITLE OF PROJECT** |  |

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|  | **A2. CONTACT PERSON FOR THIS FILE**  (please sign last page of this application form) |  |

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|  | **A3. DETAILS OF SOUTH AFRICAN COMPANY** | |  | | |
|  |  TITLE OF PROJECT / PREVIOUS TITLE OF PROJECT  (if any) | |  | | |
|  |  NAME OF SOUTH AFRICAN COMPANY/IES  (if more than one, please annex details of others) | |  | | |
|  |  TYPE OF CORPORATE ENTITY  (eg PTY LTD, Partnership, Special Purpose Vehicle (SPV ETC)  (if more than one, please annex details of others) | |  | | |
|  |  DATE OF INCORPORATION OF THE PRODUCTION COMPANY | |  | | |
|  |  REGISTRATION NUMBER | |  | | |
|  |  BUSINESS ADDRESS | | Physical Address |  | |
|  |  | | City |  | |
| Code |  | |
| Country |  | |
| Tel |  | |
| Fax |  | |
| E-mail |  | |
| Postal Address |  | |
| City |  | |
| Code |  | |
|  | **A4. NAME OF HOLDING COMPANY** | |  | | |
|  | Name of Holding Company (if applicable) | | Name of Foreign Holding Company (if applicable) | | |
|  |  | |  | | |
|  | Company Registration Number | | Company Registration Number | | |
|  |  | |  | | |
|  | Date of Incorporation | | Date of Incorporation | | |
|  |  | |  | | |
|  | Business Address |  | Business Address | |  |
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|  | **A5. FOREIGN PRODUCTION COMPANY** | |  | |
|  |  NAME OF FOREIGN PRODUCTION COMPANY / IES  (if more than one, please annex details of others) | |  | |
|  |  TYPE OF CORPORATE ENTITY  (eg PTY LTD, Partnership, Special Purpose Vehicle (SPV ETC)  (if more than one, please annex details of others) | |  | |
|  |  DATE OF INCORPORATION OF THE PRODUCTION COMPANY | |  | |
|  |  REGISTRATION NUMBER | |  | |
|  |  BUSINESS ADDRESS | | Physical Address |  |
| City |  |
| Code |  |
| Country |  |
| Tel |  |
| Fax |  |
| E-mail |  |
|  |  |  | Postal Address |  |
| City |  |
| Code |  |
|  |  | FOREIGN PRODUCER |  | |

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| HAS THIS PROJECT ALREADY BEEN SUBMITTED TO THE NATIONAL FILM AND VIDEO FOUNDATION OR ANY OTHER GOVERNMENT DEPARTMENT FOR FUNDING? | | | |
| No |  |  | |
| Yes |  |  | |
| If Yes, please specify | | |  |
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| **PERMANENT EMPLOYEES IN THE PRODUCTION COMPANY (IES) (FOR STATISTICAL PURPOSE)** | | | |  |  |  |
| **Position held** | **Number** | **Black** | |  | **White** |  |
|  |  | **Male** | **Female** | **Male** |  | **Female** |
| **Executive Management** |  |  |  |  |  |  |
| **Senior Management** |  |  |  |  |  |  |
| **Creative Staff** |  |  |  |  |  |  |
| **Technical Staff** |  |  |  |  |  |  |
| **Administrative Staff** |  |  |  |  |  |  |

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| **CATEGORY**  Feature Film  Documentary  Short  Pilot  One-off  Mini Series  Series  MOW |  | **GENRE**  Sci-Fi  Family  Children  Drama  Other  Please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **ORIGINAL LANGUAGE**  English  French  German  Italian  Other  Please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **DUBBED VERSION**  English  French  German  Italian  Other  Please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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**SHOOTING FORMAT**

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| **VIDEO**  Beta cam  Digital Beta cam  High Definition  DVD cam  Other  Please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | **FILM**  16 mm  Super 16 mm  35 mm  Super 35 mm  Other  Please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | **MULTIMEDIA**  DC - ROM  DVD  Online  Other  Please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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| **B.** | **LOCATION AND POST PRODUCTION DETAILS** |

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| **Location, Dates and Duration of Shooting / Key Animation** | | |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |
| **COUNTRY** |  |  |  | **DATE** |  |  |  |  | **DURATION (in days)** |
|  |  | **FROM** |  |  |  | **TO** |  |  |  |
|  | Year | Month | Day |  | Year | Month | Day |  | Total Duration |
|  |  |  |  |  |  |  |  |  |  |

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|  | **NAME OF**  **FACILITY** | **GEOGRAPHICAL LOCATION** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **DATE** |  |  |  |  | **DURATION (in days)** |
| **POST**  **PRODUCTION SOUND** |  |  |  | **FROM** |  |  |  | **TO** |  |  |  |
|  |  |  | Year | Month | Day |  | Year | Month | Day |  | Total Duration |
|  |  |  |  |  |  |  |  |  |  |  |  |

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|  | **NAME OF**  **FACILITY** | **GEOGRAPHICAL LOCATION** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **DATE** |  |  |  |  | **DURATION (in days)** |
| **POST**  **PRODUCTION VIDEO** |  |  |  | **FROM** |  |  |  | **TO** |  |  |  |
|  |  |  | Year | Month | Day |  | Year | Month | Day |  | Total Duration |
|  |  |  |  |  |  |  |  |  |  |  |  |

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|  | **NAME OF**  **FACILITY** | **GEOGRAPHICAL LOCATION** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **DATE** |  |  |  |  | **DURATION (in days)** |
| **POST**  **PRODUCTION**  **SFX** |  |  |  | **FROM** |  |  |  | **TO** |  |  |  |
|  |  |  | Year | Month | Day |  | Year | Month | Day |  | Total Duration |
|  |  |  |  |  |  |  |  |  |  |  |  |

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| **C.** | **RIGHTS AND CHAIN OF TITLE** |

The Applicant must be the originator of the script, treatment or outline concerned, or be the holder of copyright or have an option to the rights in any and all works on which the project is to be based. Please include Chain of Title documentation and proof of copyright.

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| **If the screenplay is based on an original work** | |  |  |
| Title of Original Work | Author | Nationality | Original Language |
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| **D.** | **PARTICIPATION – FICTION AND DOCUMENTARIES** |

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| --- | --- | --- | --- | --- | --- | --- |
| **Participants**  **Fiction / Documentary** | **Surname** | **First Name (s)** | **Gender** | **Race** | **Nationality**  **(please state citizen / permanent resident)** | **Passport / Identity Number** |
|  |  |  |  |  |  |  |
| South African Producer(s) |  |  |  |  |  |  |
| Co-Producer(s) |  |  |  |  |  |  |
| Line Producer |  |  |  |  |  |  |
| Scriptwriter |  |  |  |  |  |  |
| Script Supervisor |  |  |  |  |  |  |
| Director |  |  |  |  |  |  |
| 1st AD |  |  |  |  |  |  |
| Cinematographer |  |  |  |  |  |  |
| [Key Grip](http://en.wikipedia.org/wiki/Dolly_grip) |  |  |  |  |  |  |
| [Gaffer](http://en.wikipedia.org/wiki/Gaffer_(filmmaking)) |  |  |  |  |  |  |
| [Camera operator](http://en.wikipedia.org/wiki/Camera_operator) |  |  |  |  |  |  |
| [Best Boy Electric](http://en.wikipedia.org/wiki/Best_boy) |  |  |  |  |  |  |
| [Best Boy Grip](http://en.wikipedia.org/wiki/Best_boy) |  |  |  |  |  |  |
| [Boom Operator](http://en.wikipedia.org/wiki/Boom_operator_(media)) |  |  |  |  |  |  |
| [Sound Engineer](http://en.wikipedia.org/wiki/Sound_Engineer) |  |  |  |  |  |  |
| Production Designer |  |  |  |  |  |  |
| Art Director |  |  |  |  |  |  |
| Picture Editor |  |  |  |  |  |  |
| Special Effects |  |  |  |  |  |  |
| Visual Effects |  |  |  |  |  |  |
| Music Composer |  |  |  |  |  |  |
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| **E.** | **PARTICIPATION – ANIMATION** |

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| **Participants**  **Animation** | **Surname** | **First Name (s)** | **Gender** | **Race** | **Nationality**  **(please state citizen / permanent resident)** | **Passport / Identity Number** |
| Producer(s) |  |  |  |  |  |  |
| Co-Producer(s) |  |  |  |  |  |  |
| Writer |  |  |  |  |  |  |
| Director |  |  |  |  |  |  |
| Storyboard Supervisor |  |  |  |  |  |  |
| Art Director |  |  |  |  |  |  |
| Design Supervisor |  |  |  |  |  |  |
| Character Model Supervisor (3D) |  |  |  |  |  |  |
| Motion Capture Supervisor |  |  |  |  |  |  |
| Animation Director |  |  |  |  |  |  |
| Music Composer |  |  |  |  |  |  |
| Picture Editor |  |  |  |  |  |  |
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| **F.** | **PARTICIPATION – PERFORMERS** |

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| **LEAD PERFORMERS (based on screen time)** | |  |  |  |  |
| **Surname** | **First Name (s)** | **Gender** | **Race** | **Nationality**  **(please state citizen / permanent resident)** | **Passport / Identity Number** |
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| **2nd LEAD PERFORMERS** **(based on screen time)** | |  |  |  |  |
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| **SUPPORTING PERFORMERS (based on screen time)** | |  |  |  |  |
| **Surname** | **First Name (s)** | **Gender** | **Race** | **Nationality**  **(please state citizen / permanent resident)** | **Passport / Identity Number** |
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| **G.** | **FINANCE PLAN** |  |  |  |
|  | |  |  |  |
| **Sources of Financing (Local and Foreign)** | |  |  |  |
|  | | **Specify name of company or organisation** | **Amount in South African currency** | **Amount in Foreign Currency** |
| **Funding :** | |  |  |  |
| Equity Investment | |  |  |  |
|  | |  |  |  |
| Private Funds | |  |  |  |
|  | |  |  |  |
| Public Funds | |  |  |  |
|  | |  |  |  |
| Distributor (s) | |  |  |  |
|  | |  |  |  |
| Broadcaster (s) | |  |  |  |
|  | |  |  |  |
| Film/Tax Incentive | |  |  |  |
|  | |  |  |  |
| Loan | |  |  |  |
|  | |  |  |  |
| Other (s) Please specify | |  |  |  |
|  | |  |  |  |
| **Total Local Finance** | |  | **% R** | **% R** |
|  | |  |  |  |
| **Total Foreign Finance** | |  | **% R** | **% R** |
|  | |  |  |  |
| **Total Estimated Production Funding** | |  | **100% R** | **100% R** |

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| **H.** | **BUDGET** |  |  |  |
|  |  | **SOUTH AFRICA** | **CO-PRODUCER** | **NON-TREATY** |

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| **ABOVE THE LINE COSTS** |  |  |  |
|  |  |  |  |
| Story |  |  |  |
| Producer |  |  |  |
| Director |  |  |  |
| Cast |  |  |  |
| Travel & Living |  |  |  |
|  |  |  |  |
| **TOTAL ABOVE THE LINE COSTS** |  |  |  |
|  |  |  |  |
| **BELOW THE LINE COSTS** |  |  |  |
|  |  |  |  |
| **PRODUCTION COSTS** |  |  |  |
|  |  |  |  |
| Production Staff |  |  |  |
| Camera |  |  |  |
| Set Design |  |  |  |
| Set Construction |  |  |  |
| Set Operations |  |  |  |
| Lighting |  |  |  |
| Special Effects |  |  |  |
| Set Dressing |  |  |  |
| Properties |  |  |  |
| Extra Talent |  |  |  |
| Wardrobe |  |  |  |
| Make Up & Hairstylists |  |  |  |
| Production Sound |  |  |  |
| Transportation |  |  |  |
| Location Expense |  |  |  |
| Laboratory |  |  |  |
| Video Post Production |  |  |  |
| Tests |  |  |  |
| **TOTAL PRODUCTION COSTS** |  |  |  |
|  |  |  |  |
| **POST PRODUCTION COSTS** |  |  |  |
| Editing |  |  |  |
| Music |  |  |  |
| Post Production Sound POST |  |  |  |
| Titles |  |  |  |
| Laboratory Processing |  |  |  |
|  |  |  |  |
| **TOTAL POST PRODUCTION COSTS** |  |  |  |
| Administrative Expenses |  |  |  |
| Publicity |  |  |  |
| Completion Bond |  |  |  |
| Insurance |  |  |  |
| Contingency |  |  |  |
| **OTHER COSTS** |  |  |  |
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| **TOTAL ABOVE & BELOW THE LINE** |  |  |  |
| **TOTAL BUDGET** |  |  |  |

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| **I.** | **DETAILS ON THE SOUTH AFRICAN COMPANY (IES)** |

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| --- | --- | --- | --- | --- | --- |
| **SHAREHOLDERS OF THE SOUTH AFRICAN PRODUCTION COMPANY (IES)** | | |  |  |  |
| **Legal name (individual, corporation, partnership or sole**  **proprietorship)** | **% of shares held** | **Gender** | **Race** | **Nationality** | **South African ID or Passport number** |
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| **DIRECTORS AND OFFICERS OF THE SOUTH AFRICAN PRODUCTION COMPANY (I** | | | **ES)** |  |  |
| **Last Name** | **First Name** | **Designation** | **Gender** | **Race** | **South Africa ID or Passport Number** |
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| **AUDITORS FOR SOUTH AFRICAN PRODUCTION COMPANY (IES)** | | |  |  |
| **Name** | **Address** | **City** | **Postal Code** | **Telephone** |
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| **LEGAL COUNCEL FOR SOUTH AFRICAN PRODUCTION COMPANY (IES)** | | |  |  |
| **Name** | **Address** | **City** | **Postal Code** | **Telephone** |
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| **FINANCIAL INSTITUTION WHERE SOUTH AFRICAN PRODUCTION COMPANY (IES) BANK** | | |  |  |
| **Name** | **Branch** | **Account Number** | **Telephone** | **Contact Person** |
|  |  |  |  |  |
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**IN ADDITION TO THIS APPLICATION FORM, THE NFVF REQUIRES OTHER DOCUMENTS TO COMPLETE ITS ASSESSMENT OF YOUR APPLICATION. PLEASE TICK THE LEFT HAND COLUMN BELOW TO CONFIRM THAT THE RELEVANT DOCUMENT HAS BEEN SUBMITTED.**

|  |  |  |
| --- | --- | --- |
|  | **Application Form** |  |
|  | Signed copy of the Co-production agreement\* | A draft agreement may suffice at this stage, but before completion of the film, we must have a fully signed copy. |
|  | Signed copy of an Assignment of Title and full Chain of Title or full Chain of Title Report\* |  |
|  | One copy of the full script | A synopsis and/or treatment may suffice at this stage, but before completion of the film we must have the full script. |
|  | Shooting Schedule | A shooting schedule for the entire shoot is required, regardless of the countries where filming is taking place. |
|  | Full Budget (not just top-sheet) | This is also required in addition to the tops sheet budget |
|  | Contracts with primary cast and crew |  |
|  | Incorporation documents or registration certificate of the South African production company (ies)\* |  |
|  | Company’s organisational chart, list of the main shareholders, shareholders agreement, company’s financial statement for all directly connected companies (documents required once per calendar year) |  |
|  | Resumes of scriptwriter(s), director(s) and producer(s) |  |
|  | Legible photocopy of passports or other identification documents providing proof of citizenship for all key personnel |  |

**The Co-production department may ask for other documents, which are deemed necessary to assess the application.**

The NFVF reserves the right to request any document that is directly or indirectly pertinent to the assessment necessary to determine the eligibility of the South African producer(s) and the project. Please be advised that during the review of your project, the Applicant may be required to provide additional documentation.

NFVF retains the right to keep on file all written material submitted by the applicant in support of an application.

NFVF is subject to the Promotion of Access to Information Act, No.2 of 2000 but all confidential company information will remain confident.

# SOUTH AFRICAN PRODUCER STATEMENTS

The undersigned authorised representative of the Applicant

* authorises the NFVF to discuss the application with the NFVF auditor(s), legal counsel, actual or proposed financier(s) and financier(s), representative(s) of foreign authorities and any other person(s) or entity(ies) connected with the application or project
* authorises the NFVF or its authorised representative(s) to perform audits of the project,

 declares that the South African producer has not entered into any oral or written agreement or side deal that conflicts with any of the



* provisions of this application
* has made and shall make full disclosure to the NFVF of any potential litigation that is likely to jeopardise the project or be detrimental to the project, declares that the information provided herein and attached is accurate and complete, and that the project complies and will continue to comply with South African laws.
* Confirms that all the information submitted in the application is correct and accurate and any false declaration on their will result in the advance ruling being revoked by the NFVF where it has been issued.

**SOUTH AFRICAN APPLICANT**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Last Name** | **First Name** | **Signature** | **Date** |

COMPANY STAMP (if available)