



FILM FIJI, Ground Floor, Civic House, New Town Hall Road
 GPO Box 18080, Suva, Fiji.
 P: (679) 330 6662
 F: (679) 331 4662
www.film-fiji.com

Application for Final Certificate

(Paras 26 and 27, Div 3 Part III of the Sixth Schedule of the Fiji Islands Income Tax Act as amended)

Application for Final Certification as an F1 or an F2 Film Production

1. (a) Title of film:	(b) Final total production expenditure? \$
(c) Date of commercial release (please attach independent verification):	
(d) MPA rating:	
(e) Have you attached an independently audited report of total production expenditure? If not, this application can not be processed any further.	
(f) Have you attached all agreements relating, in any way whatsoever, to the financing of this production? If not, this application can not be processed any further.	

2. Name of production entity	Telephone no.	Fax no.
	Email address:	
Business address of production entity		
Postal address (if different)		
Contact officer	Telephone no.	Fax no.
	Email address:	

ELIGIBLE FILM

F1 and F2 QUALIFICATIONS

3. Was 100% of the production budget deposited in an audio-visual account prior to the commencement of the production? (para 35(a))

NO YES

4. Has a Collection Agent or FAVC approved alternative been appointed to collect gross international and domestic revenues? (para 35(b)) Please attach a copy of the Collection Account Agreement.

NO YES

5. Has the audio visual production levy been paid? If so, please attach a receipt para 35(c))

NO YES

6. Are there any scenes or characters in the film that may be deemed by the FAVC to be culturally derogative in its portrayal of the Fiji Islands or the people of the Fiji Islands? (para 35(d))

NO YES

If YES, please outline briefly below the scene/character and your justification for its inclusion in the film

Scene / Character	Justification

7. Was the film produced by the production entity? (para 35(e))

NO YES

8. Have you submitted a completion bond from a company at arm's length to the production company and approved by the FAVC as an acceptable completion bond company? (para 35(f)) If not, this application can not be processed any further.

NO YES

9. Please write 'Yes' or 'No' as appropriate after the question, below. If you answer in the negative to any of the following questions, this application can not be processed any further.

(a) Did the budget contain fees or costs which are not commercial?

(b) Did the production entity in its best endeavours used suitably qualified Fiji Islands employees and facilities and locations?

(c) Did producer fees and overheads paid to the production entity for services of production exceed 12½% of the total budget?

(d) Were expenses paid to the production entity or non-arm's length parties associated with the production genuine and reasonable reimbursement of costs?

(e) Were approved financing charges and approved marketing materials costs spent in accordance with Part III of the Sixth Schedule of the Fiji Islands Income Tax Act (as amended)?

(f) Were all expenses, allowances, wages and fees for service in the budget commercial and paid for services rendered on the audio-visual production?

10. Have you provided to the FAVC a completion bond certificate confirming compliance with subparagraphs 35(g)(i), (ii), (iii), (iv), (v), (vi) and (vii) of the Sixth Schedule? (para 35(g)) If not, this application can not be processed any further.

NO YES

11. Was this production completed within 24 months from the granting of the Provisional Certificate? (para 35(g)(vii))

NO YES

12. Was commercial distribution established in Fiji? (para 36(1)(b)(i)).

NO YES

Please indicate how many international markets were established for commercial distribution? and please provide supporting documentation

Was the film broadcast by way of:

Commercial Cinema Broadcast Television Internet Broadcast Direct to Video

Attach supporting agreements and/or documentation from exhibitions/distributors.

13. Was the principal purpose of the completed film or any part of thereof the PROMOTION in any way of a product or service or the image and reputation of a business, institution, organisation or group?

NO

YES - if YES, outline promotional aspect:.

14. Was the completed film or any part thereof SPONSORED OR COMMISSIONED by any business, institution, organisation or group?

NO

YES - if YES, outline details including name of organisation etc:

15. Does the completed film contain any RECORD OF A PUBLIC EVENT, in whole or in part, including sporting activity, theatrical performance, artistic performance or any other activity, performance or event?

NO

YES - if YES, describe the public event(s) and indicate the percentage of principal photography represented by the event(s) in the box below:

	%
--	---

FIJIAN FILM

16. Briefly describe the subject matter of the completed film:

17. List the nationality of PRINCIPAL CHARACTERS portrayed in the completed film (this does not refer to the cast).

Character Portrayed	Nationality	Character Portrayed	Nationality

18. Are there any NON-FIJIAN SETTINGS in the completed film (this does not refer to the location for shooting)?

NO YES - if YES, what percentage of the film will be set outside Fiji? Describe the settings.

--

19. Who were the SCRIPTWRITER(S)?

Name	Nationality	Country of Residency for last two years (from date of application) if not Fiji	Periods and dates of residency

20. Was the script/treatment based on source material eg novel, short-story, play, existing script or research material OTHER THAN THE WORK OF THE SCRIPTWRITER(S) NAMED IN 19 above?

NO YES - if YES, attach copy of the material and state:

Title of existing source material	Author's name	Nationality

Place of residence for last two years (from date of application) if **NOT** Fiji.

Country	Periods and Dates of Residency

21. Did any NON-FIJIAN PERSON contribute directly to the development of the script or treatment for the completed film?

NO

YES - if YES, state contributor's:

Name	Nationality	Country of Residency for last two years (from date of application) if not Fiji	Periods and dates of residency

Nature of contribution

--

22. Is any non-Fijian person/entity and/or non-Fijian resident or their agent or associate entitled to receive, or has received, any PAYMENT IN CONNECTION WITH THE ACQUISITION, DEVELOPMENT OR EXPLOITATION OF THE CONCEPT FOR THE COMPLETED FILM OR ITS SCRIPT/TREATMENT?

NO

YES - if YES, state:

Name	Nationality	Country of Residency for last two years (from date of application) if not Fiji	Periods and dates of residency

AMOUNT of payment made or to be made and PURPOSE of payment. Please attach a copy of any relevant agreement

\$	
Purpose	

23. If any, what percentage of the PRODUCTION was completed outside Fiji?

Production stage	% outside Fiji	Weeks outside Fiji	Location outside Fiji
Research and development			
Pre-production			
Principal photography			
Post production			
Rushes Processing			
TOTAL			

24. Refer to Q.23, above - give reasons for PRODUCTION outside Fiji

25. Complete the CAST LIST attached at **SCHEDULE '1'**.

26. Complete the CREW LIST attached at **SCHEDULE '2'**.

27. Type of Production entity.

- Person
 Company
 Partnership
 Other - (describe below)

28. Where the production entity is a COMPANY complete **SCHEDULE '3'**.

29. Where the production entity is a PARTNERSHIP complete **SCHEDULE '4'**.

30. Who are, or will be, THE BENEFICIAL OWNERS OF THE COPYRIGHT in the completed film

Copyright owners	Nationality	Place of residence

31. Are any of the beneficial copyright owners of the completed film NON-FIJIAN?

NO

YES - if YES, give relevant details:

INVESTORS

32. Give all sources of funds, both Fijian and non-Fijian, used in making the completed film, INCLUDING GRANTS, INVESTMENTS, LOANS AND GUARANTEES (please complete **SCHEDULE '5'**):

Source of funds	Type of support	Amount \$
	TOTAL BUDGET	

33. Did any non-Fijian person or entity contribute to the funding of the completed film?

NO

YES - if YES, give details.

34. Were there be any NON-CASH CONTRIBUTIONS to the making of the completed film e.g. use of studios, air tickets, use of facilities, deferred payments etc.

NO

YES - if YES, list and describe in the box below contributions by non-Fijian persons/entities and also Fijian persons/entities.

NAME of Fijian Person or Entity	Nature of Non-cash Contributions
NAME of Non-Fijian Person or Entity	Nature of Non-cash Contributions

35. Will any non-Fijian person/entity and/or non-Fijian resident or their agent or associate (including script writers, cast or crew) share in the profit of the completed film or its related rights?

NO

YES - if YES, complete the table.

Name of person/entity	Nationality and place of residence/incorporation	Details of profit share

36. Will any non-Fijian person/entity and/or non-Fijian resident or their agent or associate other than persons listed as Crew Members, in Schedule 2 HAVE ANY RIGHTS, including the right to be consulted, to veto, or to give approval with respect to the copyright in the completed film or its exploitation? This includes any such rights under distribution agreements.

NO

YES - If YES, give details in the box below of such rights and attach copies of all executed agreements:

37. Where RIGHTS ARE OR WILL BE GIVEN under Q 36, provide details:

Name	Nationality	Country of Residency for last two years (from date of application) if not Fiji	Periods and dates of residency

38. Have you enclosed the following?
This application will only be processed once the items (listed below) are provided to the FAVC.

ATTACHMENTS CHECKLIST If attached

- Detailed Expenditure
- Independent Audit Report
- Documents showing compliance with the requirements of the Provisional Certificate
- Shooting Script
- VHS tapes and/or DVDs of the completed production with final end credits
- Broadcast Masters
- Copy of press kit
- Samples of the spin-off merchandising
- Full cast & crew list and addresses
- Application fee
- Documentation at questions 12, 20, 22
- Agreement at question 36
- Schedules 1, 2, 3, 4 and 5

* PLEASE NOTE: An Applicant should attach any further document or information which it considers relevant to this application.

APPLICANT'S SIGNATURE (para 27(b))

I HEREBY apply to the Fiji Audio Visual Commission for a Final Certificate for the purposes of Division 3 of Part III of the Sixth Schedule to the <i>Income Tax Act (as amended)</i> .	
Production Entity's signature and seal	Date

Please mail to: **Film Fiji**
Ground Floor Civic House
Victoria Parade
GPO Box 18080
Suva Fiji

SCHEDULE 1—DETAILS OF CAST MEMBERS (Q 25 refers)

(Identify principal cast by letter 'P' after the name) - **Note: In case of animated films cast includes voices.**

Name	Nationality	Place(s) of residence for last two years (from date of application) if NOT Fiji	Character portrayed

For a cast member who is NOT an Fijian citizen AND whose habitual place of residence and work for the last two years (from date of application) has NOT been Fiji, give reasons for the choice of that person. Attach copies of agreements, if available.

SCHEDULE 2—DETAILS OF CREW MEMBERS (Q 26 refers)

Position	Name	Nationality
Producer(s)* Associate Producer Executive Producer Director* Director of Photography Composer Musical Director Art Director Production Designer Editor Sound Mixer Narrator* Presenter* Cameramen* Sound Recordist SCRIPT EDITOR Other		

* NOTE Identification essential for documentary films to be shot outside Fiji.

For a crew member who is NOT an Fijian citizen AND whose habitual place of residence and work for the last two years (from date of application) has NOT been Fiji, give reasons for the choice of that person. Attach copies of agreements, if available.

SCHEDULE 3—THE PRODUCTION ENTITY, IF A COMPANY (Q 28 refers)

Beneficial owners of shares in the company	Nationality	Place(s) of residence for last two years (from date of application) if not Fiji	% beneficial interest in the company (specify voting power of any non-Fijian interest)

SCHEDULE 4 - THE PRODUCTION ENTITY IS A PARTNERSHIP (Q 29 refers)

Name of partners	Nationality	Place(s) of residence for last two years (from date of application) if not Fiji	Number of shares/units in partnership and % profit to which entitled

SCHEDULE 5 – SCHEDULE OF F1/F2 INVESTORS (Q 32 refers)

Name of investor	Date capital invested	Receipt No.	Amount F\$ invested	Amount F\$ claimed as tax deduction
TOTAL:				