



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

LOCATION FILM & TELEVISION PRODUCTION INCENTIVE

APPLICATION FOR PAYMENT

FORM D

FOR INFORMATION:

- Please study the Location Film & TV Production Incentive guidelines before completing the application form
- **All** sections of this form must be completed by an authorised official of the applying project
- Ensure that all the required information indicated in Section 9 is enclosed
- **Do not staple or bind (ring bind, heat bind etc) this document or any attachments**

Submit an original, signed and certified application by registered mail, courier or hand deliver to:

Physical Address // the dti Campus, Utangamiri (block A), 77 Meintjies street , Sunnyside, Pretoria, 0002

Postal Address // The Manager: Film & Television Production Rebate Programme,
The Enterprise Organisation, Private Bag X86, Pretoria, 0001

Website: www.thedti.gov.za // **Call Centre:** 0861 843 384



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

FOR DTI USE ONLY

REF NUMBER: 10/2/20/3 / __

APPLICATION LOCATION FILM & TELEVISION PRODUCTION INCENTIVE PAYMENT FORM D

Notes:

- 1 The entity (SPCV) and all contractors and employees must abide by South African laws in all matters connected with filming in South Africa
- 2 Complete all fields and indicate "not applicable" when necessary
- 3 *Applicants must be in possession of a valid provisional approval*
- 4 *Provide proof of the submitted form B (within 6 months of receipt of the provisional approval) indicating the commencement of Principal photography*
- 5 Provide proof if applicable of the submitted form C regarding a revised completion date
- 6 *Submit the application for payment within three months of the completion date advised in form B or C*

1 APPLICANT DETAILS

a	Production company	<input type="text"/>		
b	Company Registration	<input type="text"/>		
c	Registered address (Courier address)	<input type="text"/>	Postal address	<input type="text"/>
d	Tel	<input type="text"/>	Fax	<input type="text"/>
	Cell	<input type="text"/>	e-mail	<input type="text"/>
e	Contact person	<input type="text"/>		
f	Designation: (i.e. Director)	<input type="text"/>		



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

g Name, address and nationality of company directors

Name; Address: Nationality:	Name: Address: Nationality:	Name: Address: Nationality:
Name: Address: Nationality:	Name: Address: Nationality:	Name: Address: Nationality:

2 Details of the special purpose company used exclusively for the production of the production.

a Name of special purpose company

b Registered address

c Name, address and nationality of company directors

Name: Address:.	Name: Address:	Name: Address:
Nationality:	Nationality	Nationality:
Name: Address:	Name: Address:	Name: Address:
Nationality:	Nationality:	Nationality:



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

d Name of at least one South African resident company director with an active role in the production

e Credit of the company director included in the credit list of the production
Yes No

f Bank account of special purpose company

Bank	
Branch	
Branch number	
Account name	
Account number	

g Attach original cancelled cheque Yes No

h Attach original credit order instruction Yes No

3 FILM & TELEVISION PRODUCTION DETAILS

a Title of the production
Copyright holder

b Synopsis
(in one paragraph)

4 FORMAT AND SCHEDULE

Feature film	Mini/TV Series	Telemovie	Animation	Documentary
--------------	----------------	-----------	-----------	-------------

Total running length: minutes

Total shooting weeks for the production Total shooting weeks in SA

Detail South African shooting schedule

Weeks	Active shooting days	Location
Week 1		
Week 2		
Week 3		
Week 4		



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

Actual start date of Principal photography

Actual completion date

Is the film ready for distribution Yes No

If TV series or mini series – Number of episodes Duration of each episode

5 CONNECTED EXPENDITURE

Provide details of all companies (as identified in the budget) who will provide goods/services in making the film that are connected with the production company or any of its associate companies. Add a separate attachment if the space in the table is insufficient

If production has not commenced and the information is not known, indicate it as not applicable.

Name of connected company	Type of service and/or goods	Rand value

Has the production company taken over responsibility for making the film from another production company?

Yes No

If yes, list the previous company or companies and attach the relevant legal agreement confirming the transfer of responsibility

Registered Company:	Registered Company:	Registered Company:
Registered address:	Registered address:	Registered address:
Company number:	Company number:	Company number:

Legal agreement attached Yes No



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

6 PRODUCTION EXPENDITURE

The audited expenditure statements must indicate the level of production expenditure, identifying the level of Qualifying South African production expenditure, clearly and separately showing which expenditure was incurred in South Africa and which Qualifying South African expenditure was incurred outside South Africa.

Production expenditure

Budget item	Total Production Expenditure	QSAPE in SA	QSAPE outside SA	Non QSAPE	Value of sales of goods	Prior company expenses	Connected party
Story/Script Dev							
Producers							
Direction							
Cast & Casting							
Total Above the Line							
Bit Players							
Extras							
Production Staff							
Asst D's & Continuity							
Camera Crew							
Camera Equip							
Grip Crew							
Grip Equip							
Lighting Crew							
Lighting Equip							
Sound Crew & Equip							
Art Dept Crew							
Art Dept equipment & consumables							
Construction							
Animals							
Armourers & weapons							
Stunts							
SFX Crew & Equip							
Costumes							
Makeup & hair							
Prosthetics							
Second unit							
Stock							
Transport & Flights							
Location Facilities							
Hotel & Living							
Film & Lab							
Total Below the line							
Editing							
Sound Editing							
Post Production – Digital							
Post Production – Labs							
Post Production - Sound							
Music							
Prod Office & Facilities							
SA Prod Fee							
Legal, Auditing & Banking							
Publicity							
Total Post production							
Insurances							
Contingency							

Estimated Rebate - 15% for foreign production

R



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

Are the amounts charged between the SPCV entity and the connected party commercially reasonable

Yes

No

7 SOUTH AFRICAN PRODUCTION EMPLOYMENT

	Black	White	Disabled	Total
Special purpose Vehicle Company				
Creative personnel				
Crew				
Cast				
Extras				
Total				

8 B-BBEE

- B-BBEE scorecard issued by an accredited verification agency

Attached: Yes

No

- Provide breakdown of scorecard.
- SPCV and the holding, parent company(ies) are obligated to comply with this section.

ELEMENTS	ADDITIONAL DOCUMENTS	Tick
Ownership	Shareholder certificate	
Management Control	EE plan as submitted to Department of Labour	
Employment equity	EE plan as submitted to Department of Labour	
Skills Development	Skills development plan as submitted to Department of Labour or relevant SETA	
Preferential procurement	Breakdown of BBE spend	
Enterprise Development	Any Initiatives undertaken and list applicable beneficiary	
Social economic Development	Any Initiatives undertaken and list applicable beneficiary	

9 OTHER REBATES AND INCENTIVES

Indicate if the entity/production receive any other rebates, incentives, training and internship funding in South Africa.

Details	Rand amount



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

10 ADDITIONAL DOCUMENTS ATTACHED

Description of document	Attached	Not attached
Audited summary and detailed expenditure report (please use 2 sided printing)		
Auditors statement		
Complete general ledger in electronic format		
Certificate of incorporation (CK1)		
Full final cast and crew list showing the following information: <ul style="list-style-type: none">- Nationality/residency- ID number or passport number- Total fee/salary paid to all SA nationals/residents (please use 2 sided printing for the above documents)		
Distribution agreement or letter confirming distribution.		
A DVD copy of the production to evidence its completion to a standard suitable for exhibition and verification of the dti credit		
An original valid Tax Clearance Certificate issued by SARS		
Original credit order instruction form		
Original cancelled cheque		

11 CONFIDENTIALITY

All information provided by the applicant will be held by the Department on a strictly commercial-in-confidence basis. The information may be provided to the South African Revenue Service (SARS) and members of the Adjudication Committee. The Government confidentiality provisions will bind these parties.



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

12 DECLARATION BY APPLICANT

I, in my capacity as on behalf of.....hereby declare that the information in this application for payment is a fair and true reflection of the project and that all relevant information has been disclosed. I am aware of the fact that the information which I have submitted above will have a material bearing on the adjudication of the application and if it, therefore, subsequently transpires that any information in the application and addenda is not correct, or that certain information was omitted, the Adjudication Committee shall render the application invalid and be entitled to withdraw or amend its approval, without prejudice to its rights.

This application (with any addenda), if successful, will form part of your contract with the Department of Trade and Industry.

Signature.....

Signed at on the.....of.....200_ .

Justice of the Peace/Magistrate/Commissioner of Oaths.....
Designation (Rank)Ex officio Republic
Date Place
Full names and surname
Address



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

13 AUDITORS REPORT

Republic of South Africa (RSA) Film and TV Production Incentive Auditor’s Report

The Programme Manager
RSA Film and TV Rebate
Department Trade and Industry,
Private Bag X86
Pretoria 0001
South Africa

We have examined the schedule of production expenditure referred to in the application dated / / 200 in so far as they relate to the making of the film entitled

We confirm that the auditor responsible for the preparation of this report is registered with SAICA or PAAB and is not an officer, partner, employer or employee of the applicant company or an associate of the applicant company.

The applicant is responsible for the preparation of the expenditure statements. It is our responsibility to form an independent opinion, based on our examination, of those expenditure statements referred to below and to report our opinion to you.

Basis of opinion: We conducted our audit in accordance with the South African Auditing Standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial information is free of material misstatement.

We have received all the information and documents necessary to enable us to ascertain the amount of Production expenditure and qualifying South African production expenditure (as defined in the guidelines).

Our work included examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, and the presentation of those statements as they relate to the stated criteria in the guidelines.

On the basis of such examination, we report that in our opinion:

The total of the company’s qualifying South African production expenditure is R.....

In our opinion, this schedule presents fairly, in all material respects, the production costs of the production entitledfor the period ended / / in accordance with generally accepted accounting Principals.

Our examination indicates that the schedule criteria was met.

(Signed)
(for Auditor)
(dated)