



the dti

Department:  
Trade and Industry  
REPUBLIC OF SOUTH AFRICA

# THE SOUTH AFRICAN FILM & TELEVISION PRODUCTION AND CO-PRODUCTIONS INCENTIVE

## APPLICATION FOR PROVISIONAL APPROVAL FORM A

Please note the following before completing the form:

**NB: Principal photography should not commence until approval has been received from the dti.**

1. Ensure you have read this form fully and understood it.
2. The application form must be submitted before any activities applied for commenced.
3. Applications must be signed by the authorised representative of the company and dated.
4. Before submitting your application, ensure you have attached all required documents.
5. It is mandatory to read through the document: The South African Film & Television Production and Co-Productions Incentive Programme Guidelines and Application Form, and understand the requirements (the documents are obtainable from the website).
6. **Do not staple or bind (ring bind, heat bind etc) this document or any attachments**

**How did you find out about the South African Film and TV Production and Co-Production Incentive Programme?**

**(Select the applicable block below and mark it with a "X").**

- |  |  |
|--|--|
| <input type="radio"/> Media Interview                        | <input type="radio"/> IDAD Private Business Consultation |
| <input type="radio"/> IDAD Regional Office                   | <input type="radio"/> <b>the dti</b> Group               |
| <input type="radio"/> Advertisement: TV, Radio, Print        | <input type="radio"/> Word of Mouth                      |
| <input type="radio"/> Private Sector Consultant              | <input type="radio"/> <b>the dti</b> Website             |
| <input type="radio"/> <b>the dti</b> Customer Contact Centre | <input type="radio"/> Other Specify _____                |

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

The Manager: Film & Television Production Unit  
Industrial Development Administration Division  
Department of Trade and Industry  
Private Bag X 86  
Pretoria  
0001

**the dti** Campus: 77 Mentjies Street,  
Sunnyside,  
Pretoria 0002  
Republic of South Africa

Website: [www.thedti.gov.za](http://www.thedti.gov.za)

Customer contact centre: 0861 843 384



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FOR DTI USE ONLY

REF NUMBER: 10/2/19/3 / \_\_

# APPLICATION THE SOUTH AFRICAN FILM & TELEVISION PRODUCTION AND CO-PRODUCTIONS INCENTIVE FORM A

**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 The provisional approval is subject to the availability of funds

**1 APPLICANT DETAILS (SPCV)**

a Production company

b Company Registration

c Registered address (Courier address)  Postal address

d Tel  Fax   
Cell  e-mail

e Contact person

f Designation: (i.e. Director)

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

h Credit of the company director to be included in the credit list of the production  
Yes  No



i. Name, address and nationality of company directors

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

2 If the special purpose company has not been established at the time of this application, provide the following details

a Intended name of special purpose company

b Intended registered address

c Intended name, address and nationality of company directors

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



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

e Credit of the company director to be included in the credit list of the production

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	Video Gaming	Animation	Documentary
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Estimated total running length:  minutes

Total shooting weeks for the production  Total shooting weeks in SA

Detail South African shooting schedule

\* A minimum of 2 weeks and 50% PP to be in SA

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

Scheduled date for start of Principal photography

Scheduled completion date  (Within 2 years from date of application)



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

Does the film qualify as a South African film? Yes  No

If yes, is its qualification as a South African film under an official co-operation treaty.

Yes  No

Documentation verifying the RSA ownership of all rights in the film or a copy of co-production advanced ruling from the NFVF should be supplied with this application.

- RSA ownership documentation attached Yes  No
- Copy of co-production agreement attached Yes  No

**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

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

Legal agreement attached Yes  No



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## 6 PROJECTED BUDGET

The projected budget must indicate the proposed level of production expenditure, identifying the projected level of Qualifying South African Production Expenditure (QSAPE). Projected South African expenditure and expenditure incurred outside South Africa should be shown separately.

### Provisional Budget

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							
<b>Total Above the Line</b>							
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							
<b>Total Below the line</b>							
Editing							
Sound Editing							
Post Production – Digital							
Post Production – Labs							
Post Production - Sound							
Music							
Prod Office & Facilities							
SA Prod Fee							
Legal, Auditing & Banking							
Publicity							
<b>Total Post production</b>							
Insurances							
Contingency							
Completion Bond							
<b>Total</b>							





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- 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	

### 10 OTHER REBATES AND INCENTIVES

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

Details	Rand amount

### 11 REQUIRED ADDITIONAL DOCUMENTS ATTACHED

Description of document	Attached	Not attached
Summary and detailed budget in SA rand		
Financial plan including letters of intent from investors		
Advance Ruling from NFVF in the case of a co-production		
Distribution Agreement		
Provisional shooting Schedule		
Certificate of incorporation SPCV (CK1)		
Appointment of directors SPCV (CM29)		
Written confirmation that <b>the dti</b> will be <b>credited in the front</b> of the production		
Valid BBBEE Certificate of SPCV and Service Company ( <b>Level 4</b> )		

### 12 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 and when considered necessary, an independent industry expert. The Government confidentiality provisions will bind these parties.





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**13 DECLARATION BY APPLICANT**

I ....., in my capacity as ..... on behalf of.....hereby declare that the information in this application is a fair and true reflection of the intended 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.....20.....

Justice of the Peace/Magistrate/Commissioner of Oaths.....

Designation (Rank) .....Ex officio Republic

Date ..... Place .....

Full names and surname .....

Address .....



Creative personnel										
Crew										
Extras										

**Employees as per Service Company**

Individual Name	Main Role in the Production	Other roles in the Production	Salary { (daily rate) at application stage, salary at claims (stage)}	Gender	Race	Youth (i.e. 18yrs to 35yrs, indicate with a yes or no)	Disability Status (i.e. indicate with a yes or no)	Citizenship

<b>Skills Development</b>	<i>(Please provide the information with regards to skills development taking place in this production as per the table below):</i>								
	Individual Name	Gender	Race	Entry Level (i.e. matriculant, graduate, production assistant, etc)	Training/skill Provided (e.g. camera operation, directing, acting etc.)	Duration of Training (days, weeks, months etc.)	Training Skills level (e.g. NQF level, accreditation )	Name of Coach/Mentor	Previous productions (involved in as per specified training, indicate at claim

