



the dti

Department:  
Trade and Industry  
REPUBLIC OF SOUTH AFRICA

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

## APPLICATION FOR PAYMENT

### FORM D

#### FOR INFORMATION:

- Please study the South African Film & TV Production and Co-productions incentive programme 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:**

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 Meintjies 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 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 3 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 (SPCV)**

a	Production company	<input style="width: 100%;" type="text"/>		
b	Company Registration	<input style="width: 100%;" type="text"/>		
c	Registered address (Courier address)	<input style="width: 100%;" type="text"/>	Postal address	<input style="width: 100%;" type="text"/>
d	Tel	<input style="width: 100%;" type="text"/>	Fax	<input style="width: 100%;" type="text"/>
	Cell	<input style="width: 100%;" type="text"/>	e-mail	<input style="width: 100%;" type="text"/>
e	Contact person	<input style="width: 100%;" type="text"/>		
f	Designation: (i.e. Director)	<input style="width: 100%;" type="text"/>		



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**g 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 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:	Name:	Name:
Address:	Address:	Address:
Nationality:	Nationality:	Nationality:
Name:	Name:	Name:
Address:	Address:	Address:
Nationality:	Nationality:	Nationality:



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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	Video Gaming	Animation	Documentary
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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		



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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

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 final 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

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

Legal agreement attached Yes  No



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**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**

Expense 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							
<b>Total</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>



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Estimated Rebate - 35% for SA and Co-production for the first R6 million  
and/or

R

Estimated Rebate - 25% for expenditure above R6 million

R

Total

R

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

Yes

No

**7 SOUTH AFRICAN PRODUCTION EMPLOYMENT**

	Nr Employed				Total Hours			
	Black	White	Disabled	Total	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 received any other rebates, incentives, training and internship funding in South Africa

Details	Rand amount



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### 10 ADDITIONAL DOCUMENTS ATTACHED

Description of document	Attached	Not attached
Audited summary and detailed expenditure report (please use 2 sided printing)		
Auditor's statement		
Complete general ledger in electronic format		
Final ruling from the Department of Arts and Culture in Case of co-production (Received from NFVF)		
Certificate of incorporation of the SPCV (CK1)		
Full final cast and crew list showing the following information: <ul style="list-style-type: none"><li>o Nationality/residency</li><li>o ID number or passport number</li><li>o Total fee/salary paid to all SA nationals/residents</li><li>o Contract Duration</li><li>o Role in the production</li></ul> (please use 2 sided printing for the above documents)		
A DVD copy of the production to evidence its completion to a standard suitable for exhibition and verification of <b>the dti front</b> 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 and when considered necessary, an independent industry expert. The Government confidentiality provisions will bind these parties.





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**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.....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

