

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Introduction

* indicates a required field

When to submit

Applications for Final Producer Offset Certification can be made at any time.

The application will not be considered complete until we receive a copy of the film and all supporting documents.

You are required to supply a **physical copy of the film**. As per the current National Archives requirements, a DVD or USB should be sent to the below address:

Screen Australia, Producer Offset and Co-production Unit (POCU)

Level 7, 45 Jones Street, Ultimo NSW 2007 or: GPO 3984, Sydney NSW 2001

Before you begin

The Producer Offset operates under Division 376 of the Income Tax Assessment Act 1997 (**ITAA**, as amended).

The ITAA uses the term '**film**' to refer to all formats of production. To avoid confusion, throughout this application form, the term '**project**' is used to include feature films, telemovies, television drama series, documentaries and animation.

Resources and Documentation Required

Refer to [Producer Offset Document Library](#) for:

- Producer Offset Guidelines 2022
- Final QAPE spreadsheet including all worksheets: it is mandatory that you download and use the most recent version.

This application form has been prepared in order to provide Screen Australia with sufficient information to determine whether the above criteria will or will likely be met. Further information may be sought as required.

PLEASE NOTE Criminal and civil penalties apply to persons who make false or misleading statements to Screen Australia or the Australian Taxation Office.

Did the project commence principal photography on or after 1 July 2021?

- Yes No

Has a Producer Offset provisional certificate been issued for this project? *

- Yes No

Please provide the Provisional Certificate number *

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview



Eligibility

* indicates a required field

An Applicant Company must meet the following eligibility criteria. Please confirm:

- The applicant company is an Australian company, or a foreign company with an Australian permanent residency and an Australian Business Number (ABN); AND
- The applicant company must carry out, or make arrangements for carrying out, all the activities necessary for making the project; AND
- The applicant company is not acting in the capacity of a trustee of a trust.

Formats

The project must be an eligible format. If the answer is 'Yes' to any of the following questions, the project is not an eligible format and you will not be able to continue with your application.

Is the project:

an advertising program *

Yes No

a variety program *

Yes No

a commercial *

Yes No

a film of a public event (other than a documentary) *

Yes No

a discussion program *

Yes No

a training film *

Yes No

a quiz program *

Yes No

a computer game *

Yes No

a panel program *

Yes No

news or current affair program *

Yes No

a game show *

Yes No

a reality program (other than a documentary) *

Yes No

Previous Certification

Previous certification or support for the project can make it ineligible for the Producer Offset. If the answer is 'Yes' to any of the following questions, the project will be ineligible and you will not be able to continue with your application.

Has the applicant company, or any investor in the project, claimed a deduction in relation to copyright in the project under Division 10B of Part III of the Income Tax Assessment Act 1936? *

Yes No

Has a Final Certificate for the project been issued at any time under Division 10BA of Part III of the Income Tax Assessment Act 1936? *

Yes No

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Has a Final Certificate been issued for the project for the Location Offset or the PDV Offset? *

- Yes No

Has the applicant company or anyone else received investment in the project from a Film Licensed Investment Company (FLIC)? *

- Yes No

Has the applicant company received equity funding for the project from the Film Finance Corporation, the Australian Film Commission, Film Australia or the Australian Film Television and Radio School, prior to July 2007 (ie was the first drawdown pre-July 2007)? *

- Yes No

Has the applicant company received any payments from the Producer Equity Program (PEP) for the project? *

- Yes No

Applications for other incentives

The following questions may impact your application, however they do not mean the project will necessarily be ineligible for the Producer Offset.

If you answer '**Yes**' to any of the following questions, it is strongly recommended that you call Screen Australia's Producer Offset department before proceeding further with your application.

Please confirm the following:

Has the applicant company applied for any payments from the Producer Equity Program (PEP) for this project? *

- Yes No

Has a Provisional Certificate for the project been issued at any time under Division 10BA of Part III of the Income Tax Assessment Act 1936? *

- Yes No

Has an application been made for a Provisional or Final certificate for the Location Offset or PDV Offset? *

- Yes No

Application Summary

* indicates a required field

Please note: the information in this section will help the POCU gain a quick understanding of the project and the application. It is aimed less at assessing the eligibility of the project and more at streamlining the assessment process.

Some questions may also be asked elsewhere in subsequent sections of the application form.

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Person who prepared the expenditure statements *

Company of person who prepared the expenditure statements *

Auditor *

Auditor Company *

Film production lawyer *

Lawyer company *

Film production accountant *

Applicant Company's tax accountant *

Post-production house *

Letter of Representation - Post Production/VFX/Animation services

A Letter of Representation from all companies that provided Post Production (including Sound), VFX and Animation services on the film must be provided with the application. Please use Screen Australia's Letter of Representation [Template](#).

Did the film receive production investment from Screen Australia? *

Yes No

Did the film receive production investment from a state agency? *

Yes No

Was the entire project made in Australia? *

Yes No

Is the claimed offset rebate under \$3M? *

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Yes

No

Was a production audit carried out? *

Yes

No

Percentage of the Total Film Expenditure paid to 'interested parties': *

Must be a number.

Refer to Worksheet (e) of the QAPE spreadsheet.

Applicant Information

* indicates a required field

Screen Australia may not be able to discuss this application with people unless they are nominated as a contact in this form.

Please ensure all relevant contacts are included.

Applicant Contact *

First Name

Last Name

Role *

Business phone *

Must be an Australian phone number.

Include area code e.g. 02 9654 1234

Mobile *

Must be an Australian phone number.

Email *

Must be an email address.

Additional applicant contact

First Name

Last Name

Role

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Phone

Must be an Australian phone number.

Email

Must be an email address.

Additional contacts if required

Email

First Name	Last Name	Email
		Must be an email address.

Applicant Company details

Applicant Company *

Organisation Name

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN and at least 11 characters.

Registered address *

Address

Suburb State Postcode

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Business/Mailing address *

Address

Suburb State Postcode

Must be an Australian postcode.

**Name of Company
Directors**

Nationality

Permanent Residence

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Is the applicant company a member of a Tax Consolidated Group of companies? *

No

Yes

Name of head entity of the Tax Consolidated Group *

Organisation Name

ABN of head entity of the Tax Consolidated Group *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Does the applicant company operate under a Substituted Accounting Period (SAP) i.e. not ending 30 June? *

No

Yes

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Please state the financial year for which you are claiming the Producer Offset.

Financial year ending: *

For a standard financial year enter as financial year ending 30/06/2017 (for example). If operating under a substituted accounting period, enter as financial year ending 31/12/2017 (for example).

Was the applicant company set up as a Special Purpose Vehicle (SPV) to make the project? *

Yes No

Parent Company details

Parent Company *

Organisation Name

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN and at least 11 characters.

Registered address *

Address

Suburb State Postcode

Must be an Australian postcode.

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Business/Mailing address *

Address

Suburb State Postcode

Must be an Australian postcode.

Name of Parent Company Directors	Nationality	Permanent Residence
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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Project Information

* indicates a required field

Project Title *

AKA Title/s

Proposed Format and Duration

Short form animation means an animated drama or documentary program of one episode or a collection of episodes, of not less than one commercial quarter hour in **total** duration.

Please select format. *

- Feature Film
- Feature Film Animation
- Feature Film Documentary
- Single-episode program (animation)
- Single-episode program (documentary)
- Single-episode program (other - includes drama, comedy)
- Short-form animation
- Season of a series (animation)
- Season of a series (documentary)
- Season of a series (other - includes drama, comedy)

Choose only one format.

Was the film produced, or is the film being produced, for commercial exhibition to the public in cinemas? *

- Yes No

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Is the film large format (e.g. IMAX)? *

- Yes No

Running time (in minutes) *

For the season that you are applying for:

Season number *

Must be a number.

First episode number *

Must be a number.

Episode length in mins *

Must be a number.

Number of episodes *

Must be a number.

Last episode number *

Must be a number.

Episode length in commercial hours *

For the series:

Total commercial hours to date (including the season that you are applying for) *

Must be a number.

Total episodes to date (including the season that you are applying for) *

Must be a number.

Synopsis/Subject Matter

Please provide a one paragraph synopsis *

Word count:

Must be between 40 and 200 words.

Genre *

- | | | |
|--|---------------------------------------|-------------------------------|
| <input type="radio"/> Action adventure | <input type="radio"/> Musical | <input type="radio"/> Crime |
| <input type="radio"/> Comedy | <input type="radio"/> Romantic comedy | <input type="radio"/> Mystery |
| <input type="radio"/> Drama | <input type="radio"/> Thriller | <input type="radio"/> Sci-fi |
| <input type="radio"/> Horror | <input type="radio"/> Western | <input type="radio"/> Family |

Genre *

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

- History and national identity
- Science
- Natural history and environment
- Social contemporary
- Art and culture
- Religion and ethics

Primary target audience age *

- <14 years 14-17 years 18-24 years 25-34 years 35-49 years 50+ years

Primary target audience gender *

- Male skew Female skew Gender neutral

Is the film a children's program? *

- Yes No

Documentary Format

Documentary seasons of a series or single-episode programs are the only formats eligible for the Producer Offset at the lower per hour QAPE threshold of \$250,000 per hour. As a result it is important to establish how the project meets the definition of documentary in the ITAA. The elements of the definition are set out below.

Address how the project is a 'creative treatment of actuality'. *

Word count:

Address the extent and purpose of any contrived situations featured in the project. *

Word count:

Address the extent to which the project explores an idea or a theme. *

Word count:

Address the extent to which the project has an overall narrative structure. *

Word count:

Please provide any other matters you consider relevant.

Word count:

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

A project is not a documentary if it is an infotainment or lifestyle program (a program the sole or dominant purpose of which is to present factual information in an entertaining way, where there is a heavy emphasis on entertainment value) or a magazine program (a factual program with two or more discrete parts, each dealing with a different subject or a different aspect of the same subject, without an over-arching narrative structure or thesis). Address how the project is not an infotainment, lifestyle or magazine program. *

Word count:

QAPE and Audited Expenditure Statements

* indicates a required field

Final QAPE spreadsheet

You are required to complete a final QAPE spreadsheet. The template for the final QAPE spreadsheet is available at the [Producer Offset document library](#) on the Screen Australia website.

Where relevant, you are also required to complete the individual worksheets attached to the QAPE spreadsheet:

- (a) Covering page
- (b) (i) QAPE spreadsheet, followed by:
 - (b) (ii) Subset of the General Ledger (see below)
- (c) Season of a series
- (d) Expenditure in a foreign currency (if applicable)
- (e) Interested party transactions
- (f) Development expenditure breakdown
- (g) Expenditure as a foreign resident company
- (h) Expenditure on flights to and from Australia
- (i) Expenditure incurred on travel costs in other countries (for guidance only)
- (j) Expenditure on a 'non-Australian' resident working both in Australia and overseas
- (k) Expenditure on an Australian resident working both in Australia and overseas.

Budget Summary

Please complete the questions below - this information can be taken from the QAPE calculation summary box on your QAPE spreadsheet.

Total Film Expenditure (total budget) *

\$
Must be a dollar amount.

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Audited QAPE *

\$
Must be a dollar amount.

Total QAPE per hour

\$
This number/amount is calculated.

For single-episode documentaries:

Total QAPE per hour

\$
This number/amount is calculated.

Key Creatives, Production Personnel and Cast

* indicates a required field

List the name, nationality and residency of the following **key creatives**. If no one is carrying out the role on the project, please enter 'N/A' in all the columns. You are required to provide copies of fully executed contracts for all ATL personnel.

Name(s) of the credited Producers	Nationality	Permanent Residence
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name(s) of the credited Director(s)	Nationality	Permanent Residence
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name(s) of the credited Screenwriter(s)	Nationality	Permanent Residence
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name(s) of the credited Executive Producer(s)	Nationality	Permanent Residence
<input type="text"/>	<input type="text"/>	<input type="text"/>

Key production personnel

Please provide a list of **key production personnel** with name, nationality and residency. If no one is carrying out the role on the project, please enter 'N/A' in all the columns. This may be the case for some documentaries.

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

DOP/cinematographer

Name	Nationality	Permanent Residence

Editor

Name	Nationality	Permanent Residence

Production Designer

Name	Nationality	Permanent Residence

Composer

Name	Nationality	Permanent Residence

Costume Designer

Name	Nationality	Permanent Residence

CGI/VFX Producer/Supervisor

Name	Nationality	Permanent Residence

Sound Recordist

Name	Nationality	Permanent Residence

Researcher

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Name	Nationality	Permanent Residence

Animation Director

Name	Nationality	Permanent Residence

Storyboard Artist

Name	Nationality	Permanent Residence

Characters and Cast

Please list the nationality of the **principal characters to be portrayed** and of the **principal cast** with name, nationality and permanent residency. If no one is carrying out the role on the project, please enter 'N/A' in all the columns.

Complete the questions for all your principal cast. For **animation**, please list the lead voices/characters to be portrayed.

Character and Cast 1

Character in project *	Performer Name *
<input type="text"/>	<input type="text"/>
Character Nationality *	Performer Nationality *
<input type="text"/>	<input type="text"/>
	Performer Residency *
	<input type="text"/>

Character and Cast 2

Character in project *	Performer Name *
<input type="text"/>	<input type="text"/>
Character Nationality *	Performer Nationality *
<input type="text"/>	<input type="text"/>
	Performer Residency *
	<input type="text"/>

Character and Cast 3

Character in project

Performer Name

Character Nationality

Performer Nationality

Performer Residency

Character and Cast 4

Character in project

Performer Name

Character Nationality

Performer Nationality

Performer Residency

Please provide a list of proposed **narrator**, on-screen **presenter** and all **key participants**.

Narrator

Name *

Nationality *

Permanent Residence *

On-screen presenter

Name *

Nationality *

Permanent Residence *

Key Participants (e.g. interviewees)

Name

Nationality

Permanent Residence

Name	Nationality	Permanent Residence
<input type="text"/>	<input type="text"/>	<input type="text"/>

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Does the total QAPE include any cast residuals which were not actually paid out at the time the film was completed? *

- Yes No

Does the total QAPE include any payments dependent on earnings, receipts or commercial performance of the film (or advances against any such payments)? *

- Yes No

Production Key Dates

* indicates a required field

Research and Development

If the production stage doesn't apply to your project put a '0' in the 'Total weeks for this stage' field and the 'Weeks outside Australia' field.

Total weeks for this stage *

Must be a number.

Start Date

Must be a date.

End Date

Must be a date.

Weeks outside Australia *

If applicable

Offshore location (country)

If applicable

Pre-production

If the production stage doesn't apply to your project put a '0' in the 'Total weeks for this stage' field and the 'Weeks outside Australia' field.

Total weeks for this stage *

Must be a number.

Start Date

Must be a date.

End Date

Must be a date.

Weeks outside Australia *

Must be a number.

Offshore location (country)

Principal Photography

If the production stage doesn't apply to your project put a '0' in the 'Total weeks for this stage' field and the 'Weeks outside Australia' field.

Total weeks for this stage *

Must be a number.

Start Date

Must be a date.

End Date

Must be a date.

Weeks outside Australia *

Offshore location (country)

Producer Offset: Final Certificate Application - from 1 July 2021 Form Preview

Must be a number.

Post-production: Edit

If the production stage doesn't apply to your project put a '0' in the 'Total weeks for this stage' field and the 'Weeks outside Australia' field.

Total weeks for this stage * <input type="text"/> Must be a number.	Start Date <input type="text"/> Must be a date.	End Date <input type="text"/> Must be a date.
	Weeks outside Australia * <input type="text"/> Must be a number.	Offshore location (country) <input type="text"/>

Post-production: Sound

If the production stage doesn't apply to your project put a '0' in the 'Total weeks for this stage' field and the 'Weeks outside Australia' field.

Total weeks for this stage * <input type="text"/> Must be a number.	Start Date <input type="text"/> Must be a date.	End Date <input type="text"/> Must be a date.
	Weeks outside Australia * <input type="text"/> Must be a number.	Offshore location (country) <input type="text"/>

Post-production: CGI

If the production stage doesn't apply to your project put a '0' in the 'Total weeks for this stage' field and the 'Weeks outside Australia' field.

Total weeks for this stage * <input type="text"/> Must be a number.	Start Date <input type="text"/> Must be a date.	End Date <input type="text"/> Must be a date.
	Weeks outside Australia * <input type="text"/> Must be a number.	Offshore location (country) <input type="text"/>

Post-production: Music

If the production stage doesn't apply to your project put a '0' in the 'Total weeks for this stage' field and the 'Weeks outside Australia' field.

Total weeks for this stage * <input type="text"/> Must be a number.	Start Date <input type="text"/> Must be a date.	End Date <input type="text"/> Must be a date.
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Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Weeks outside Australia *

Must be a number.

Offshore location (country)

Post-production: Mix

If the production stage doesn't apply to your project put a '0' in the 'Total weeks for this stage' field and the 'Weeks outside Australia' field.

Total weeks for this stage *

Must be a number.

Start Date

Must be a date.

End Date

Must be a date.

Weeks outside Australia *

Must be a number.

Offshore location (country)

Total Post-production

This may not be a cumulative total of the above as some tasks may be undertaken at the same time.

Total Post-production weeks *

Must be a number.

Start Date

Must be a date.

End Date

Must be a date.

Weeks outside Australia *

Must be a number.

Offshore location (country)

Total Production Weeks

Total number of production weeks (do not include R&D) *

Must be a number.

Date of completion of the film *

Must be a date.

Development

* indicates a required field

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Please provide a detailed development timeline for the project, highlighting any work undertaken outside Australia and/or by non-Australians. *

Word count:

Please confirm the applicant company holds the appropriate rights necessary to make the project. This includes, for example, the copyright in a screenplay and the right in any underlying work on which the screenplay is based (ie a book, unpublished manuscript, etc). *

The applicant company holds the rights

Is there a script for the project? *

Yes

No

Script title *

Has the script had previous titles other than the current title on the completed version of the project? *

Yes

No

State previous title/s *

Is the script based on an original idea by the screenwriter (as opposed to being based on existing source material)? *

Yes

No

Note: You may be asked to supply a copy of source material.

Format of source material (eg newspaper, article, book, short story, play) *

Title of source material *

Author of source material *

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Country of nationality of author of source material *

Is the work rewritten from a script from another scriptwriter?

Yes

No

You may be asked to supply a copy of the previous script

Title of original script *

Date of last draft of previous script *

Must be a date.

Scriptwriter(s) of previous script *

Nationality(ies) of scriptwriter(s) of previous script *

Additional Information

* indicates a required field

Setting

For drama, indicate the on screen settings in the script portrayed (not filming locations), including fictional settings. For documentary, please indicate the filming locations. *

100% set in Australia

Partially or wholly set outside Australia

Description of non-Australian setting

Proportion set in this location

Actual location: local or foreign

Description of non-Australian setting	Proportion set in this location	Actual location: local or foreign
(including unspecified/fantasy)	Enter percentage, e.g. 25	(if local indicate state/territory)

Spend on Australians and within Australia

Producer Offset: Final Certificate Application - from 1 July 2021 Form Preview

Please provide the percentage of the budget spent on Australians, including Australian companies and facilities - this is regardless of where the work takes place and excludes non-Australian cast and crew, facilities and companies: *

Must be a number.
E.g. if 90% enter 90

Please provide the percentage of the budget incurred in Australia i.e. is for work undertaken in Australia, regardless of the goods or service provider's nationality:

*

Must be a number.
E.g. if 70% enter 70

Archival Footage

Has the Applicant Company claimed any archival footage as QAPE? *

Yes No

Footage must be under copyright for expenditure to be claimed as QAPE. Footage that is in the public domain is non - QAPE.

Does the Applicant Company, to the best of its knowledge, consider the archive footage claimed as QAPE to be protected by copyright in Australia? *

Yes No

The applicant company may be requested by Screen Australia to demonstrate the basis for making this representation, including providing the underlying agreements from the archive provider.

The 'Gallipoli Clause'

Have you claimed expenditure on Australian residents overseas during principal photography (using legislative provision ITAA 376-170(2) Item 4 - commonly referred to as the 'Gallipoli clause')? *

Yes No

In order to claim overseas expenditure as QAPE the following elements must all be met:

- The expenditure is remuneration of Australian residents or the purchase of goods or services from companies or permanent establishments that have an ABN, and
- It is during principal photography for the project, and where
- The subject matter of the project reasonably requires the use of the overseas location.

Please provide the total costs claimed as QAPE under the Gallipoli clause: *

\$

Must be a dollar amount.

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Address how the subject matter of the project reasonably requires the use of the overseas location/s. *

Word count:

Copyright Interest, Creative Control and Returns

* indicates a required field

Do any non-Australian companies or individuals have a proposed beneficial interest in the copyright of the project? *

Yes No

Please list Australian or non-Australian companies or individuals with a **beneficial interest in the copyright of the project** and provide details below as per your finance plan.

Beneficial owners of Nationality copyright	Permanent Residence	% beneficial copyright
		E.g. if 70% enter 70 Must be a number.

% beneficial copyright total - must equal 100%

Did any non-Australian companies or individuals have creative control over the project? *

Yes No

Please list any non-Australian company or individual who had **creative control over the project**, including the right to be consulted, to veto, or to give approval with respect to the script, cast, crew, music, sound mix, budget items and final cut and provide details below.

Name	Role	Nationality	Permanent Residence	Details of creative control

Do any non-Australian companies or individuals share in the income or profit of the project? *

Yes No

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Please describe the details of the non-Australians who benefit from income and profit share, including the relevant percentage shares. *

Word count:

Finance Sources

For type of finance please indicate: equity investment, distribution advance/guarantee, licence fee/presales, loans, etc

Offset Cashflow

Please indicate method of cashflowing the Producer Offset

Name of Source	Location	Type of Finance	Amount
			\$
			Must be a dollar amount.

Direct Government

Include Screen Australia, state agencies, etc

Name of Source	Location	Type of Finance	Amount
			\$
			Must be a dollar amount.

Broadcaster

Include any presales, equity, licence fees, from national, commercial and subscription broadcasters

Name of Source	Location	Type of Finance	Amount
			\$
			Must be a dollar amount.

Film/TV production company

Name of Source	Location	Type of Finance	Amount
			\$
			Must be a dollar amount.

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Distribution company/sales agent

Name of Source	Location	Type of Finance	Amount
			\$
			Must be a dollar amount.

Producer/Director/Writer Own Funds

Include reinvestments

Name of Source	Location	Type of Finance	Amount
			\$
			Must be a dollar amount.

Private Investor or Other

E.g. film festivals, etc

Name of Source	Location	Type of Finance	Amount
			\$
			Must be a dollar amount.

Total Budget

Total Finance is the sum of all the above Finance Source amounts and cannot be edited.

This amount should match the '**Total Film Expenditure (total budget)**' you provided on page 6. If the totals are not equal, please amend the finance sources or Total Film Expenditure accordingly.

Total Finance

\$

This number/amount is calculated.

Total Film Expenditure you provided on page 6.

This number/amount is calculated.

Pathway to Audience - Feature Films

* indicates a required field

Feature Film projects (40% offset)

A feature film is the only format which receives the 40% Producer Offset. A feature film is a film produced for exhibition to the public in cinemas.

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

For further information, refer to the [Producer Offset guidelines](#).

Does the Distribution section of the schedule to the provisional certificate indicate that Screen Australia is satisfied that the project is being produced for exhibition to the public in cinemas and is a feature film? *

- Yes No

In support of your application for a provisional certificate as a feature film, you provided information on the making of the film and specific commercial details for its proposed release. Have these elements remained the same since the issue of the provisional certificate? *

- Yes No

Do you have an executed distribution agreement from an Australian distributor for the theatrical release of the film? *

- Yes No

1. The theatrical sales and marketing plan prepared by the distributor with a realistic strategy to release the film for commercial exhibition to the public in Australian cinemas.

You will be asked to upload the plan on page 15 (Supporting Documentation).

Key terms to be considered within this document include:

- (i) *BOX OFFICE*: gross box office projections;
- (ii) *MARKETING/P&A SPEND*: an estimated P&A budget (the costs of marketing the film) commensurate with the box office projections.
- (iii) *AUDIENCE*: the anticipated cinema audience and how it will be reached;
- (iv) *LOCATION COUNT*: the draft sales strategy including expected/projected location count;
- (v) *EXHIBITION STRATEGY*: how the film will be positioned to exhibition as an indication of its availability for audiences to watch the film;
- (vi) *THEATRICAL WINDOW*: the theatrical window for the film and how it relates to windows for other exploitation;
- (vii) *COMPARATIVE TITLES*: comparative titles used to set the projected box office and P&A estimate; and
- (viii) *ADDITIONAL INFORMATION*: any other information the distributor considers relevant.

2. The track record of the distributor in distributing Australian feature films for commercial exhibition to the public in cinemas?

You will be asked to upload a document outlining the track records of the distributor on page 15 (Supporting Documentation).

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

We will consider, for example:

(ix) **THEATRICALY RELEASED TITLES:** information which shows the distributor's experience in the exploitation of theatrical rights across a slate of films, including but not limited to the following details of the distributor's previous releases:

- titles,
- reported box office (see (ii) below),
- screen count and
- release dates.

(x) **BOX OFFICE DATA:** The track record of the distributor which should ideally be from independently verified box office data. Box office data which is independently verified (for example, data from an industry accepted third party box office reporting service) will generally be more persuasive than data which is not.

(xi) **MEETING PAST REPRESENTATIONS:** Whether the distributor has a track record of delivering on the past theatrical plans for Australian films it has proposed to Screen Australia.

Example: It may be detrimental to the assessment of the distributor's track record in releasing Australian feature films for commercial exhibition to the public in cinemas if the distributor has not delivered on its past theatrical plans for Australian films by instead directly releasing them on other platforms such as subscription video-on-demand (SVOD) or where the distributor has significantly reduced the release, or not released the film at all in cinemas.

3. The distribution agreement with terms that support the commercial exhibition of the film to the public in Australian cinemas.

You will be asked to upload the Distribution Agreement or Deal memo on page 15 (Supporting Documentation).

Name of distributor *

Distribution advance *

Must be a dollar amount.

Term of agreement in years *

Rights *

Is the distributor a related party to the applicant? *

Yes

No

Please provide details of recent Australian films theatrically released by the distributor

Film

Year

Film	Year
<input type="text"/>	<input type="text"/>

4. The Finance Plan for the film.

You will be asked to upload the Finance Plan on page 15 (Supporting Documentation). We may consider, for example, the extent to which the project has third party market support.

5. On what terms has the cast been engaged?

You will be asked to upload any cast contracts available on page 15 (Supporting Documentation).

Were all cast members engaged under performer's contracts with buy-outs of residual rights consistent with a feature film? *

Yes No

6. What is the theatrical experience of the key production personnel working on the film?

Having key personnel (including Heads of Department) on the project with a track record of producing films for commercial exhibition to the public in Australian cinemas may assist your application.

You will be asked to upload a document outlining the track records of the key production personnel on page 15 (Supporting Documentation). Please note this document should include information on the track record of producing films for commercial exhibition to the public in cinemas only. You will also be asked to upload any crew agreements available.

7. Any other relevant factors?

Please upload any additional information you consider relevant on page 15 (Supporting Documentation).

8. Statement addressing the relevant criteria. Applicants must provide a statement using the [template](#) provided by Screen Australia, which persuasively addresses each of the factors listed in point 3.1.4. (c) - (h) of the Guidelines.

Please upload the Statement on page 15 (Supporting Documentation).

Please insert any arm's length investors who made a committed financial contribution to the project as a feature film (including commitments from Commonwealth and State agencies or a film festival). Reinvestments are not arm's length contributions.

Investor	Financial Contribution
	\$
	\$
	Must be a dollar amount.

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

How many Digital Cinema Packages (DCPs) were created from the production budget? *

Must be a number.

A creative team with a track record of theatrical releases will assist a claim that the project is a feature film.

Please outline the theatrical track record of the project's principals.

Role	Name	List feature films in the role
Producer		
Director		
Writer		

Screen Australia can access the release and Australian box office of most theatrical films through online box office databases. If you have referred to films above that are unlikely to have been captured through those databases, it will help your application if you provide additional information as to the release including date of release, number of screens, number of sessions, names of cinemas and box office returns.

Word count:

Is a Rest of World Sales Agent attached to the project? *

Yes

No

Name of sales agent *

Advance *

Must be a dollar amount.

Does the film have any international theatrical presales? *

Yes

No

Please provide details of all international theatrical presales including distributor, territory and advance.

Name of distributor	Territory	Advance
		\$

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

		Must be a dollar format Must be a dollar amount.
--	--	---

Has the project already been released in Australian commercial cinemas? *

- Yes No

Release date *

Must be a date.

Actual Print and Advertising spend supporting the release *

\$

Must be a dollar amount.

Please provide a summary of the commercial theatrical release below. Please provide information on gross box office, no. of screens, locations, session policy for each location, P&A budget, actual P&A spend and length of run. *

Proposed release date *

Must be a date.

You will be asked to upload an updated sales and marketing plan on page 15 (Supporting Documentation).

Your updated sales and marketing plan must include the dates of the anticipated release and the following information:

- BOX OFFICE: gross box office projections;
- MARKETING/P&A SPEND: the P&A budget for the film;
- AUDIENCE: the anticipated cinema audience and how it will be reached;
- LOCATION COUNT: the sales strategy including expected/projected location count;
- EXHIBITION STRATEGY: how the film will be positioned to exhibition as an indication of its availability for audiences to watch the film;
- THEATRICAL WINDOW: the theatrical window for the film and how it relates to windows for other exploitation;
- COMPARATIVE TITLES: comparative titles used to set the projected box office and P&A estimate; and
- ADDITIONAL INFORMATION: any other information the distributor considers relevant.

Has the distributor committed to a Print and Advertising spend on the release? *

- Yes
 No P & A

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

P & A yet to be determined

P & A commitment *

\$

Must be a dollar amount.

Pathway to Audience

* indicates a required field

Does the film have a binding licence agreement for the release of the film in Australia on television or on a commercial online platform? *

Yes No

For example, an agreement with a free-to-air or subscription channel, an AVOD, SVOD or VOD platform.

Name of broadcaster/ platform *

Term of agreement *

Licence fee/ advance *

\$

Must be a whole dollar amount (no cents).

Does the film have an agreement with a distributor for the release of the film in Australia? *

Yes No

For example, an agreement with a home entertainment distributor.

Name of Australian distributor *

Term of agreement *

Distribution Advance *

\$

Must be a dollar amount.

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Has the project already been released in Australia? *

Yes

No

Release date *

Must be a date.

Proposed release date *

Must be a date.

Supporting Documentation

* indicates a required field

Files can be added using the 'Choose Files' button. Before uploading name your document according to the filename instructions.

Please ensure every attachment uploaded is named according to the filename instructions given. If you are uploading multiple files for one question, please number them to indicate sequence.

Please only upload information that relates to the question being asked; do not combine materials into one document. **ZIP files are not accepted.** Maximum file size 25MB.

A DVD copy of the film

You must supply a physical copy of the film as required by the National Archives. A DVD should be sent to the below address:

Screen Australia, Producer Offset and Co-production Unit (POCU)

Level 7, 45 Jones Street, Ultimo NSW 2007 or: GPO 3984, Sydney NSW 2001

*

I will be sending the DVD copy of the film.

Applicant Information

Current Applicant Company ASIC Extract (no older than 3 months). *

Attach a file:

Filename: ASIC Company Statement-Applicant Company-[Company Name]-[Project Title].doc, .docx or .pdf

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Current Parent Company ASIC Extract (no older than 3 months). *

Attach a file:

Filename: ASIC Company Statement-Parent Company-[Company Name]-[Project Title].doc, .docx or .pdf

Please use Screen Australia's [Statutory Declaration form](#). The form must be printed, signed, scanned and uploaded to this question.

Statutory declaration. *

Attach a file:

Filename: Statutory Declaration-[Project Title].pdf

Project Information

One page synopsis. *

Attach a file:

Filename: Synopsis-One Page-[Project Title].doc or .docx

Outline of episodes. *

Attach a file:

Filename: Outline of Episodes-[Project Title].doc, .docx or .pdf

Solicitor's opinion letter on chain of title - if available.

Attach a file:

Filename: Solicitor's Opinion Letter-[Project Title].doc, .docx or .pdf

All agreements to substantiate the finance plan, including the PIA, other investment agreements (including any reinvestments) and the producer offset loan agreement. *

Attach a file:

Filename: Finance Agreement-[Document name]-[Project Title].pdf. If uploading multiple files, please number each.

Key Creatives, Production Personnel and Cast

Contracts for all above-the-line production personnel (fully executed). *

Attach a file:

Producer Offset: Final Certificate Application - from 1 July 2021 Form Preview

Filename: Producer Contract-[Producer name]-[Project Title].pdf, Writer Contract-[Writer name]-[Project Title].pdf, Director Contract-[Director name]-[Project Title].pdf, Executive Producer Contract-[Executive Producer name]-[Project Title].pdf

Contracts for all above-the-line cast (fully executed). *

Attach a file:

Filename: Cast Contract-[Cast member name]-[Project Title].pdf

Contracts for narrators and/or presenters (fully executed)

Attach a file:

Filename: Contract-[Cast member name]-[Project Title].pdf

A listing of all production personnel and cast with name, role, nationality and residency. For documentaries, please include a narrator or on-screen presenters as applicable, and for animated projects include voice actors. *

Attach a file:

Filename: Credit List with Nationality and Residency-[Project Title].doc, .docx or .pdf

Copy of the front and end credits. *

Attach a file:

Filename: Front and End credits-[Project Title].doc, .docx or .pdf

Other chain of title documents (including development agreements, transfer of production agreements, agreements which set out beneficial interest, copyright, creative rights or rights to recoupment). *

Attach a file:

Filename: COT-[Document Name]-[Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

Production Key Dates

Production schedule, including pre, shoot and post production. *

Attach a file:

Filename: Production Schedule-[Project Title].doc, .docx or .pdf

Post Production Information

Please use [Screen Australia's Letter of Representation Template](#).

Producer Offset: Final Certificate Application - from 1 July 2021 Form Preview

Letter of Representation - Applicants are required to provide a Letter of Representation from all companies that provided Post Production, VFX or Animation services on the film. *

Attach a file:

Filename: Letter of Representation-[Company Name]-[Project Title].doc, .docx or .pdf

Evidence of completion date of the film. This could be a tech check, printing log or letter from post production house. *

Attach a file:

Filename: Evidence of Completion Date-[Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

Pathway to Audience

Updated sales and marketing plan from your distributor confirming the details of the release, including the date of anticipated release, and any additional documentation which confirms the details of the release. *

Attach a file:

Filename: Updated Marketing Plan-[Project Title].doc, .docx or .pdf

Australian television/ online licence agreement (fully executed). *

Attach a file:

Filename: Distribution Agreement-[Project Title].pdf. If uploading multiple files, please number each.

Australian theatrical distribution agreement (fully executed long form distribution agreement). *

Attach a file:

Filename: Theatrical Distribution Agreement-[Project Title].pdf. If uploading multiple files, please number each.

Theatrical sales and marketing plan prepared by the Distributor *

Attach a file:

Filename: Theatrical Sales and Marketing Plan-[Licensor]-[Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

Producer Offset: Final Certificate Application - from 1 July 2021 Form Preview

Document outlining the track record of the distributor in distributing Australian feature films. *

Attach a file:

Filename: Track record of Distributor-[Project Title].doc, .docx or .pdf

Distribution Agreement or Deal Memo for theatrical distribution in Australia. *

Attach a file:

Filename: Distribution Agreement or Deal Memo-[Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

Finance plan for the project. *

Attach a file:

Filename: Finance Plan-[Project Title].xls or .xlsx

Cast and Crew Contracts (if available) *

Attach a file:

Filename: Cast and Crew Contracts-[Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

Document outlining the track record of the key personnel in the production of the feature films. *

Attach a file:

Filename: Track record of Key Personnel-[Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

Any other relevant factors you would like POCU to consider

Attach a file:

Filename: Document Name-[Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

Statement addressing the relevant criteria using the [template](#) provided by Screen Australia, which persuasively addresses each of the factors listed in point 3.1.4. (c) - (h) of the Guidelines.

Statement addressing the criteria

Attach a file:

Filename: Statement-[Project Title].doc, .docx or .pdf

Evidence of theatrical release - cinema bookings, box office taken, other information regarding the cinematic release. *

Attach a file:

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Filename: Evidence of Distribution-[Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

Marketing plan. *

Attach a file:

Filename: Marketing Plan-[Project Title].doc, .docx or .pdf

Rest of World sales agent agreement. *

Attach a file:

Filename: ROW Agreement-[Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

Itemised breakdown of contracted deliverables claimed as QAPE. *

Attach a file:

Filename: Deliverables Breakdown - [Project Title].xls or .xlsx

Other Information

Music copyright - Contracts and invoices for all music copyright licensed and claimed as QAPE (please note if using a music supervisor/ company all underlying contracts must also be provided).

Attach a file:

Filename: Music Invoice-[provider]-[Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

Itemised breakdown of all music claimed as QAPE.

Attach a file:

Filename: Music Breakdown-[Project Title].xls or .xlsx

Composer's agreement.

Attach a file:

Filename: Composer Agreement-[Project Title].pdf

Archival Footage - Contracts and invoices for all archival footage licensed and claimed as QAPE. *

Attach a file:

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Filename: Archival footage Invoice-[provider]-[Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

Itemised breakdown of all archival footage claimed as QAPE. *

Attach a file:

Filename: Archive breakdown-[Project Title].xls or .xlsx

Financing and Expenditure Documentation

* indicates a required field

If you require further information regarding the following expenditure documents please see our [Expenditure Documents Guide](#).

The estimated QAPE on the Auditor's Statement must match the Total QAPE on the final QAPE spreadsheet. The application will not be accepted if the amounts do not match.

Do the total costs in the General Ledger, the total costs in the Cost Report and the Total Film Expenditure (TFE) in the QAPE spreadsheet all match? *

Yes No

Please provide a reconciliation describing the difference. *

Attach a file:

Filename: Reconciliation-[Project Title].xls or .xlsx or .pdf

Full General Ledger for the project in PDF *

Attach a file:

Filename: General Ledger-[Project Title].pdf

General Ledger in excel format. *

Attach a file:

Filename: General Ledger-[Project Title].xls or .xlsx

Subset of the General Ledger - this subset should total all of the production expenditure.

Attach a file:

Filename: General Ledger-Subset-Production Expenditure-[Project Title].xls or .xlsx

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Final Cost Report. *

Attach a file:

Filename: Final Cost Report-[Project Title]. xls or .xlsx or .pdf

Does the cost report contain any expenditure in either the 'estimate to complete' or 'purchase orders/accruals' columns? *

Yes No

List of any Estimates to Complete included in the Final Cost Report. *

Attach a file:

Filename: Estimate to Complete Statement-[Project Title].doc or .docx or .pdf

Estimate to Complete - Please provide Invoices and Contracts to substantiate these amounts. *

Attach a file:

Filename: ETC Invoice-[Item/ service description]-[Project Title].doc, .docx or .pdf. If uploading multiple files, please number each.

Final QAPE spreadsheet, including all completed worksheets. Make sure development, interested party, travel and all relevant worksheets in the QAPE spreadsheet are all completed. *

Attach a file:

Filename: Final QAPE Spreadsheet-[Project Title].xls or .xlsx

Non-QAPE report. Please provide a detailed report listing the breakdown of non-QAPE expenditure if this information is not included in the subset of the General Ledger.

Attach a file:

Filename: Non-QAPE Report-[Project Title].xls or .xlsx

Auditor's Statement (the Auditor must be a registered Company Auditor independent of the applicant company and the producer). *

Attach a file:

Filename: Auditor's Statement-[Project Title].pdf

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Invoice from the company auditor for the QAPE audit. *

Attach a file:

Filename: Auditor invoice-[provider]-[Project Title].doc, .docx or .pdf

Production audit if available

Attach a file:

Filename: Production Audit-[Project Title].pdf

Statement of Investor Funds or Balance Sheet if available

Attach a file:

Filename: Statement of Investor Funds-[Project Title].xls or .xlsx or .pdf or .doc or .docx

A breakdown of overseas expenditure claimed as QAPE under the Gallipoli clause, clearly outlining each category *

Attach a file:

Filename: Gallipoli breakdown-[Project Title].xls or .xlsx

Additional applicant information

* indicates a required field

Crediting the Producer Offset

Do the credits include an acknowledgment of the support of the Australian Government through the Producer Offset? *

Yes

No

By including an acknowledgement, Screen Australia may publicise that the film was made with the support of the Producer Offset and may contact you to request permission to use marketing materials or stills from the film. However Screen Australia cannot disclose any other details about the film or application details.

Additional information

Please outline any additional information, clarifications or matters that you wish to highlight or which may require special consideration. Noting these matters can assist with the timely processing of the application.

Producer Offset: Final Certificate Application - from 1 July 2021

Form Preview

Word count:

Please tick to confirm: *

- every file uploaded is named according to the filename instructions given.
- if multiple files have been uploaded for one question, they are numbered to indicate sequence.
- uploaded files are the specified format and no ZIP files are included.