

Co-Productions: Final Approval Application

Form Preview

Introduction

* indicates a required field

Before you begin

A co-production is a project which has been made under an **Arrangement** (ie a Treaty or Memorandum of Understanding) with a partner country, and has been approved as an official co-production by the Competent Authority (Authority) nominated in each country.

For more information, please refer to the [Co-Production program guidelines](#).

The Producer Offset and Co-Production Unit (POCU) anticipates you will have spoken to them about your project prior to beginning this on-line application process. We recommend this to ensure your project can meet the requirements of the program and that you have the necessary information to complete your application.

You will need to attach your [Eligibility tool](#) to your application. This tool allows you to monitor your project's balance of Australian spend, points and Australian financial contribution, and whether they meet the necessary minimum contribution.

Please note that:

- The approval of an official co-production does not guarantee financing from Screen Australia. A separate application should be made to Screen Australia in line with its existing funding guidelines and procedures.
- Screen Australia reserves the right to provide details of a project's co-production arrangements to government organisations which require this information in order to consider an application for finance.

Screen Australia aims to assess Final Co-Production Applications within twelve weeks of receipt of a complete application. However, it is important to remember that Screen Australia will consult with the other Authority during the assessment process and that Co-Production approval can only be granted once each Authority has approved the project. You should ensure your co-producer is lodging a complete application to its Authority at the same time. Delays with your co-producer's final application assessment will cause delays with Screen Australia's assessment.

Please tick to confirm that you have: *

- ☐ Read Screen Australia's International Co-production Program Guidelines
- ☐ Read the relevant Arrangement/s
- ☐ Completed the eligibility tool
- ☐ Talked to POCU about the project

Please provide your Co-Production Provisional Approval reference number *

Have there been any changes that have occurred to the project since the approval of the provisional application? If there have been changes, you will need to supply a statement of changes in the Supporting Documents section. *

- ☐ No ☐ Yes

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Producer Offset Final Certificate

If you are also submitting an Producer Offset Final Certificate Application, you can [lodge it here](#).

Are you also submitting a Producer Offset Final Certificate Application? *

☐ Yes ☐ No

Australian Producer

* indicates a required field

Australian Producer details

This is the company for the Australian producer that will be a party to the co-producers' agreement. We note that the applicant company for the Producer Offset application may be a different company.

Australian Producer *

Australian Executive Producer *

Australian Production Company name *

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	

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Must be an ABN and at least 11 characters.

Registered address *

Address

Suburb State Postcode

Business/Mailing address *

Address

Suburb State Postcode

Applicant Contact *

First Name Last Name

Role *

Business phone *

Include area code e.g. 02 9654 1234

Mobile *

Email *

Must be an email address.

Australian production company directors

Name	Nationality	Permanent Residence
	Other:	Other:

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Beneficial owners of shares in the Australian production company

Name	Nationality	Permanent Residence
	<div>Other:</div>	<div>Other:</div>

Co-Producer/s

* indicates a required field

Co-Producer details

Individual producer *

Executive Producer *

Company name *

Organisation Name

Partner Country

Co-production arrangement utilised *

Minimum financial and creative contribution required

Registered address *

Address

Suburb/Town State/Province Postcode Country

Email *

Must be an email address.

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Name of company directors

Nationality

	Other:	

Is there a third co-producer? *

☐ No

☐ Yes

Third co-producer details

Individual producer *

Executive Producer

Company name *

Organisation Name

Partner Country

Other:

Co-production arrangement utilised *

Minimum financial and creative contribution required

Registered address *

Address

Suburb/Town State/Province Postcode Country

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Enter the street address in Address line 1 e.g. '45 Jones St' and the specifics in Address line 2 e.g. 'Level 7'.

Email *

Must be an email address.

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Name of company directors

Nationality

	Other:	

Project Information

* indicates a required field

Project Title *

AKA Title/s

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

If you are also applying for Producer Offset final certification, be aware that there are eligibility requirements relating to format and duration.

Running time (in minutes) *

If you are also applying for Producer Offset final certification, be aware that there are eligibility requirements relating to format and duration.

Number of episodes *

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Must be a number.

Episode length in mins *

Must be a number.

Total running time

This number/amount is calculated.

One-paragraph Synopsis

Provide a brief synopsis of the project *

Word count:

Must be between 40 and 200 words.

Language

Language(s) in which the film was recorded and released *

Stock footage

Generally under the Arrangements, at least 90% of the footage included in the project must be specifically shot for the project.

Did you use more than the archival or stock footage allowed under the Arrangement? *

☐ Yes

☐ No

Please state the estimated playing time (mins) *

Must be a number.

Please provide a justification for using this percentage of footage *

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Finance contributions

* indicates a required field

Australian Finance Contributions

Please enter the Australian contributions as per your Eligibility tool. Click on the 'Add More' button to add more rows.

Australian Contributions - Finance Type Source

Amount A\$

		\$
E.g. Producer Offset, Name of Australian distributor, Screen Australia, Name of Sales agent	E.g. MG/DA, Equity, Rebate, Licence fee	Must be a dollar amount.

Please provide the name of your cashflow provider for the Producer Offset *

This information is sought for the purposes of preparing anonymous statistics on the Producer Offset's operation.

Co-producer Finance Contributions

Please enter the International contributions as per your Eligibility tool. Click on the 'Add More' button to add more rows.

Co-producer Contributions - Source

Country

Finance Type

Amount A\$

			\$
			Must be a dollar amount.

Third Co-producer Finance Contributions

Please enter the International contributions as per your Eligibility tool. Click on the 'Add More' button to add more rows.

Co-producer Contributions - Source

Country

Finance Type

Amount A\$

	Other:		\$
			Must be a dollar amount.

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In all cases, all co-producers' financial contributions must not be less than the minimum required by the relevant Arrangement (typically 20 per cent or 30 per cent).

These totals and percentages calculate automatically.

Australian co-producer's financial contribution (B) *

\$

% of budget (B)

Co-producer's financial contribution - partner 1 (C) *

\$

% of budget (C)

Third co-producer's financial contribution - partner 2 (D) *

\$

% of budget (D) *

The total budget (A) should be the sum of B, C and D.

Total budget (A) *

\$

Creative contributions

* indicates a required field

Screen Australia assesses the creative contribution of the Australian co-producer in two ways:

1. Australian creative points – measuring the proportion of Australian nationals in key roles through a points test, and
2. Australian spend – measuring the proportion of expenditure on Australians and Australian service providers relative to the entire budget.

The Arrangements require that each co-producer contribute a minimum percentage of finance and creative elements to the project and additionally, that these percentages be reasonably in proportion.

Screen Australia allows some leeway in meeting this requirement: the proportion of expenditure on Australian creative contributions (**field E below**) can be up to **5 per cent less** than the financial contribution of the Australian co-producer (**field B on the previous page**). This means, for example, that if the Australian financial contribution is 60 per cent, the Australian creative contributions must be at least 55 per cent of the total budget.

Creative Points Test

You should be aware that:

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- producers do not attract points because there must be, by definition, one producer from each of the co-producing countries;
- an individual cannot be treated as two nationalities in one application;
- full points are given on the basis that the person involved is the only person undertaking that role and is present in that role for the entire project (in accordance with the requirements of that role);
- splitting of points may be approved on a case-by-case basis but only in circumstances where each person is sharing the role equally (for example, where each co-producing country has one writer each engaged on a television series), or, where you can show a percentage has been determined based on the number of directors or writers over a series;
- re-voicing or narrating in the language of each co-production country will result in the points being split, ie for an animation, voice cast is allocated 3 points, so if one voice track is undertaken in Australia and one track in the co-producing country, then the project scores 1.5 in the points test;
- for feature films and television drama, if the film is a majority Australian co-production (ie Australian financial contribution is greater than 50 per cent), at least one of the four lead roles must be filled by an Australian national or permanent resident (ie there must be at least one point for key cast).

If you wish to include the 'other point', you must demonstrate that the role in question is particularly important for the project and is a senior key creative role. For example, if your project is a martial arts feature, it may be possible for you to allocate a point to the fight choreographer; or for a musical, to the musical director or choreographer. If you do claim an 'other point' - please attach a brief statement justifying its use.

Point totals

Please enter the Total Australian Points as per your Eligibility tool.

Total Australian Points *

These fields calculate automatically.

Maximum points

% of Australian Points

% Difference

These fields calculate automatically.

Maximum points

% of Australian points

% Difference

These fields calculate automatically.

Maximum points

% Australian points

% Difference

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Australian Spend

Australian spend refers to the proportion of the budget which is spent on Australians and Australian service providers. It will not necessarily equal the Qualifying Australian Production Expenditure (QAPE) amount as understood in the context of the Producer Offset. For more information, please refer to the [Co-Production guidelines](#).

Please enter the Total Australian Spend as per your Eligibility tool.

Total amount spent on Australian elements of the project - whether in Australia or overseas (E) *

\$

a dollar amount

% of budget (E)

Australian spend difference

Non-party Personnel

* indicates a required field

Personnel must be nationals* of Australia or the co-producing country/ies. There are very few exceptions to this rule. For permitted exceptions, see the [International Co-production Program Guidelines](#), under 'Personnel: General Rule and Exceptions'.

Please list any personnel who are not nationals or residents of the co-producing countries - this includes cast and any other person engaged on the project, including Executive Producers.

You must list the country of which the person is a citizen or permanent resident and state whether they were approved at the time of the provisional application.

Do you have any non-party personnel? *

☐ No

☐ Yes

Credit/Role

Name

Nationality

**Approved at
Provisional**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please provide a justification with reference to the allowable exception in the Arrangement. *

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Production Schedule

* indicates a required field

Pre-production

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

Total weeks for this stage *

a number

Weeks in Australia *

a number

Weeks in non-party country *

Must be a number.

Start Date

Must be a date.

Weeks in partner country *

Must be a number.

Name of non-party country

End Date

Must be a date.

Principal Photography

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

For an animation, the start date is the date the production of the animated image commenced.

Total weeks for this stage *

a number

Weeks in Australia *

a number

Weeks in non-party country *

a number

Start Date

Must be a date.

Weeks in partner country *

a number

Name of non-party country

End Date

Must be a date.

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 other weeks fields.

Total weeks for this stage *

Must be a number.

Weeks in Australia *

Must be a number.

Weeks in non-party country *

Must be a number.

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Start Date

Must be a date.

Weeks in partner country *

Must be a number.

Name of non-party country

End Date

Must be a date.

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 other weeks fields.

Total weeks for this stage *

Must be a number.

Weeks in Australia *

Must be a number.

Weeks in non-party country *

Must be a number.

Start Date

Must be a date.

Weeks in partner country *

Must be a number.

Name of non-party country

End Date

Must be a date.

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 other weeks fields.

Total weeks for this stage *

Must be a number.

Weeks in Australia *

Must be a number.

Weeks in non-party country *

Must be a number.

Start Date

Must be a date.

Weeks in partner country *

Must be a number.

Name of non-party country

End Date

Must be a date.

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 other weeks fields.

Total weeks for this stage *

Weeks in Australia *

Weeks in non-party country *

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Must be a number.

Must be a number.

Must be a number.

Start Date

Weeks in partner country *

Name of non-party country

Must be a date.

Must be a number.

End Date

Must be a date.

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 other weeks fields.

Total weeks for this stage *

Weeks in Australia *

Weeks in non-party country *

Must be a number.

Must be a number.

Must be a number.

Start Date

Weeks in partner country *

Name of non-party country

Must be a date.

Must be a number.

End Date

Must be a date.

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 *

Weeks in Australia *

Weeks in non-party country *

a number

a number

a number

Start Date

Weeks in partner country *

Name of non-party country

Must be a date.

a number

End Date

Must be a date.

Total Production Weeks

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

This number/amount is calculated.

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Date of completion of the film *

Must be a date.

Supporting Documentation

* indicates a required field

Files can be added using the 'Choose Files' button.

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. 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.

Project Information

A statement outlining any changes that have occurred to the project since the approval of the provisional application. *

Attach a file:

Filename: Statement of Changes-[Project Title].doc or .docx

Chain of title documents

These should include, if applicable:

- Supporting documents which outline all parties who have a beneficial interest in the copyright of the project including agreements relating to the transfer of production responsibility from a previous production company or companies.
- Supporting documents which set out creative rights and recoupment for any non-Australians.

Copy of all chain of titles documents (including PIA, writer, script editor and director agreements). *

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Attach a file:

Filename: COT-[Number]-[Document Name]-[Project Title].pdf

Copy of a solicitor's opinion letter on chain of title (if available).

Attach a file:

Filename: Solicitor's Opinion Letter-[Project Title].pdf

Co-Producers

Current Applicant Company ASIC Extract (no older than 3 months) for the Australian production company. *

Attach a file:

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

A copy of the final signed Co-producers' Agreement. *

Attach a file:

Filename: Co-Producers Agreement-[Project Title].doc, .docx or .pdf

Finance and Creative contributions

The budget needs to have the Australian and foreign co-producer elements and their costs clearly identified. Expenditure on third country elements (e.g. location filming) must also be clearly identified.

Screen Australia needs to verify what you have categorised as Australian Spend for co-production purposes so please ensure this is also clearly identified in the budget.

Please use the [Screen Australia Eligibility tool](#).

Completed Co-production Eligibility tool *

Attach a file:

Filename: Eligibility tool-[Project Title].xls or .xlsx

The final cost report (in Australian dollars) with the Australian elements and their costs clearly identified. Expenditure on third country elements (for example, costs relating to location filming) should also be clearly identified. *

Attach a file:

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

Production audit for the Australian producer - this is the audit of the Australian applicant company's production costs on the film in accordance with the film's budget categories and in a form satisfactory to Screen Australia. The Auditor

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must be a registered Company Auditor independent of the applicant company and the producer. *

Attach a file:

Filename: Production Audit-[Project Title].pdf

Production audit for the co-producers - this will be the production audit the co-producer submits to its relevant Competent Authority if applicable.

Attach a file:

Filename: Production Audit-[Project Title].pdf

Copies of fully executed financing agreements . *

Attach a file:

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

A complete list of front and end credits. For television series, the credits for the first and last episodes should be provided as well as a list of any credits that differ in other episodes. *

Attach a file:

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

Full credit listing of all cast and crew with name, nationality and residency. For documentaries this must include a narrator or on-screen presenters (if applicable), and for animated projects this must include lead voices. *

Attach a file:

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

Production Schedule

A full production schedule, including pre and post production. *

Attach a file:

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

Any documents requested in Screen Australia's provisional co-production approval letter.

Attach a file:

Filename: Document-[Name of document]-[Project Title].doc, .docx or .pdf

Please tick to confirm: *

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- ☐ 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.

Additional applicant information

* indicates a required field

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.

Word count:

Declaration

I declare, to the best of my knowledge and belief after taking all reasonable steps to determine the accuracy, that: *

- ☐ I am authorised to give these declarations and undertakings; and
- ☐ The Australian producer and the Australian production company is not linked by common management, ownership or control (except to the extent that is inherent in the production) to the co-producer or co-producer's entity; and
- ☐ The personnel listed as Australian are Australian nationals or have Australian residency status and there will be no non-party personnel involved in the making of the project other than confirmed in this application and subsequently approved by Screen Australia.
- ☐ I will ensure continuing compliance of the project and get Screen Australia's approval before changing any of the details on which official co-production status was approved.

For more information please refer to the [Screen Australia Privacy Policy](#) and the [Privacy Act 1988](#).

*

- ☐ I also acknowledge that this application form contains personal information and that Screen Australia will manage this information in accordance with the Screen Australia Privacy Policy and the Privacy Act 1988. I have read and understand Screen Australia's Privacy Policy. I have obtained the consent of all individuals named in this form to provide Screen Australia with the personal information about them in the form, and confirm that I have made them aware that this information will be managed in accordance with Screen Australia's Privacy Policy and the Privacy Act 1988.