

Draft

Application Form for Preliminary / Final Approval
Incentives for Audio–Visual Co-Production with Foreign Countries
Ministry of Information & Broadcasting, Government of India
(To be submitted within 90 days of completion of project completion)

For Film Facilitation Office (FFO) Use Only

Date Received

Application Reference No.

Section A – Claim Type

Select Claim Type -

- Preliminary Approval – To be submitted as an optional preliminary claim, maximum up to 50% of eligibility, post commencement of principle photography
- Final Approval – To be submitted on completion of the project and ready for distribution

Section B – Production Details

1. Interim Approval No.....
2. Project Name.....
3. Foreign Co-Production Name.....
4. Indian Co-Producer/Delegate Co-producer Details

India Company Name.....
Registered Address
- Telephone.....
- Email
- Website.....
- Contact Person name.....
- Mobile.....
- PAN Number.....
- Aadhaar No. (In case of individual).....
- Co-producer’s Responsibilities.....
- Percentage share in Co-Production.....
5. Percentage of filming completed in India.....
6. Percentage of expenditure incurred in India.....
7. Details of preliminary approval (if any)
Date of application
- Amount Claimed
8. Final approval
Project Completion Date
- Amount Claimed

Section C - FINANCIAL DETAILS

1. Bank Details of the Indian Co-Producer/Delegate Co-producer
(This shall be the bank account to which the refunds shall be transferred)

Account Name

Account Number.....

Bank Name

Branch

Bank Address

Draft

Swift Code.....
IBAN.....

2. Applicant's Auditor details in India

Company Name
Contact Person
Registered Address
Telephone.....
Email
Website.....

Section D - Attachments Checklist

Applicants are requested to go through the guidelines carefully regarding the documentation required for, to ensure that all correct documents are submitted. All required documents must be submitted in totality for FFO to accept the application.

S.No.	Document attached	Tick (if attached)
1.	Bank Documentation - Bank Letter with account information certified by bank, to which the refunds shall be transferred	
2.	Interim Approval	
3.	Registration details of the Auditor appointed by the applicant to audit the production expenditure incurred in India	
4.	Certificate of the Auditor i.e., an item wise audited statement, certifying the Production expenses incurred by the Applicant in the Republic of India	
5.	Bank/ card statement from which payouts are made for production in India	
6.	Expenditure which are covered under Goods and Services Tax Act, 2017 (GST) should be presented with GST compliant invoices and information	
7.	Self-Declaration form stating no harm/ negative impact done on the environment and/or to natural resources	
8.	Undertaking from the applicant with regard to the successful completion of the project as per the permission letter given by MoI&B AND/ OR MoEA	
9.	Statutory declaration as to the truth of the particulars given in the application and that the production has been carried out in accordance with the clauses given in the Official Co-production Agreement between India and specific partner country(ies)	
10.	The Feedback Form of the FFO duly filled in by the Indian LP/ LPSC i.e., the Applicant	
11.	LO report, in cases where SEO/ GoI/ State Government assigns an LO to the production team	
12.	No Objection certificate (NOC) from the concerned officer/ Mission, for all Documentaries or those films where SEO recommends the film be shown to a representative of the Government of India, in India or an Indian Mission abroad	

Note: Only #1 through 6 are required for preliminary Approval

*Documents to be notarized by relevant Government Agency or Indian Embassy or Consulate. All documents must be translated in English and notarized along with documents in local Languages.

Section E - Terms and Conditions

I/We Accept the Terms and Conditions of the Incentive scheme of the Ministry of Information & Broadcasting, Government of India.

DECLARATION BY APPLICANT

Draft

I....., in my capacity as.....on behalf ofhereby 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 (excluding estimated provided) is missing in the application and addenda is not accurate or that certain information was omitted, the FFO, Ministry of Information & Broadcasting can render the application invalid and be entitled to withdraw or amend its approval, without prejudice to its rights.

I also declare that,

- *'Filmed in India'* credit and FFO logo shall appear in the final production rolling credits of the project at a prominent place and stating that it would be visible.
- The Trailer and Hi-res Poster image of the film shall be submitted to the FFO for display in the FFO Web Portal and other Marketing Collaterals that the FFO may create to promote filming in India, after the release of the said project.

This application (with any addenda), if successful, will form part of your contract with the FFO, Ministry of Information & Broadcasting.

Signature

Name

Signed at(Place) on (Date)