



## PRODUCTION EXPENDITURE REBATE PROGRAMME

### T&T PRODUCTION CHECKLIST

REF. NO :

T&T PRODUCTION COMPANY:

PRODUCTION TITLE:

#### APPLICATION FOR A PROVISIONAL CERTIFICATE

*From the applicant:*

- COMPLETED APPLICATION FORM
- SCRIPT/SYNOPSIS
- PROJECTED BUDGET
- LETTER OF INTENT TO FILM ON LOCATION
- TENTATIVE SHOOTING SCHEDULE
- LIST OF SCENES TO BE SHOT ON LOCATION
- LETTER CONFIRMING FILMTT WILL BE CREDITED
- CERTIFICATE OF INCORPORATION (original must be seen by FILMTT Officers)
- SOURCES OF FUNDING (please list funding received from Ministries/State Agencies)



## **APPLICATION FOR FINAL CERTIFICATE OF ELIGIBILITY**

*From the applicant:*

- COMPLETED FINAL APPLICATION FORM
- AUDITOR'S REPORT
- AUDITED STATEMENTS
- AUDITED DETAILED EXPENDITURE
- FINAL SHOOTING SCHEDULE
- FIRST -DAY CALL SHEET/PRODUCTION REPORTS
- TAX CLEARANCE CERTIFICATE (original must be seen by FILMTT Officers)
- BANK STATEMENTS RE FUNDS FOR THE PRODUCTION
- PRODUCERS AGREEMENT
- EVIDENCE OF APPLICANT'S RIGHTS IN THE PRODUCTION
- FULL AND FINAL LIST OF CAST AND CREW SHOWING NATIONALITY/RESIDENCY, ID NUMBER AND TOTAL FEE/SALARY PAID TO NATIONALS/RESIDENTS
- LETTER STATING THAT ALL LOCAL LABOUR/SUPPLIERS HAVE BEEN PAID
- DISTRIBUTION AGREEMENT/LETTER CONFIRMING DISTRIBUTION
- TIME CODED DVD COPY OF FILM OR EXTRACTS TO EVIDENCE COMPLETION TO A STANDARD SUITABLE FOR EXHIBITION