

Last Revision: August 28, 2021

PLEASE READ CAREFULLY AS THE APPLICATION CHANGED AND ADDITIONAL INFORMATION MAY BE REQUIRED.

Case No. _____

Instructions: Please type or print clearly. If the appropriate response is “not applicable”, please use “N/A”. If the information is not yet available, please use “TBD”. Capitalized items shall have the meaning ascribed to them in the Puerto Rico Film Industry Economic Incentives in the Incentive’s Code Act 60-2019.

Part 1: Project

1. Project Title: _____
2. Project Type (please check one):

<input type="checkbox"/> Feature Film <input type="checkbox"/> Short Film <input type="checkbox"/> Documentary <input type="checkbox"/> Music video <input type="checkbox"/> Videogame <input type="checkbox"/> Television program	<input type="checkbox"/> Series in episodes or mini-series, and pilots <input type="checkbox"/> National or international commercial (no regional or local) <input type="checkbox"/> Film Festival <input type="checkbox"/> Aggregates stand-alone post-production
---	---

Note: Project CANNOT be (1) A production that includes pornographic material; (2) A production that primarily consists of a religious or political advertising; (3) A radio program; (4) A production that serves to market a product or service that is not a commercial as stated in the Act; (5) A production with the primary purpose of fundraising; OR (6) A production that primarily is for employee training or in-house corporate advertising or other similar production.

Part 2: Applicant

1. Company Name: _____
2. Type of Entity (please check one):

<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership	<input type="checkbox"/> Trust <input type="checkbox"/> Other: _____
--	---
3. Complying individual: _____
4. Title (in relationship to the applicant company): _____
5. Place and Date of Birth: _____
6. Citizenship: _____
7. Telephone: _____
8. Email address: _____
9. Commercial address: _____

10. Residential address: _____

11. Puerto Rico production office address (if applicable): _____

12. Federal Employment I.D.: _____

13. State in which incorporated or registered: _____

14. Date of registration in Puerto Rico: _____

15. Detail your occupations, commercial, and financial experiences for the ten years immediately prior to the date of this form (employer, address, position, type of business, and date of employment). If necessary, use additional sheet. _____

16. Detail your formal education, university name, school or college, year of graduation, degrees obtained, and experience related to this industry. _____

17. At the time, have you been:
- a. Official, director, or promoter of a company that has been declared insolvent? Yes No
 - b. Convicted for any misdemeanor, felony or a fraudulent act? Yes No
 - c. Declared in bankruptcy or have you made a conveyance for the benefit of creditors? Yes No
 - d. Barred permanently or temporarily from any practice to any business by any court or federal, state, or local agency? Yes No

If the answer to any part of this Section 10 is "Yes," explain on a separate sheet. If during the period of association with the Applicant company an event causes an affirmative answer to any of the Section 10 questions, write and notify the Puerto Rico Film Commission of all facts related to such event.

18. Have you or the company been at any time object of any order issued by any regulatory, administrative, federal, state or local agency? yes no

19. Principal contact (responsible for this application): _____

20. Title (in relationship to the Applicant company): _____

21. Telephone: _____ Fax: _____

22. Email Address: _____

23. Permanent or physical address: _____

24. Postal address: _____

Part 3: Project Financing

- 1. Official, director, or promoter of a company that has been declared insolvent? Yes No
- 2. Has financing been authorized ("green lit")? Yes No

3. Describe sources of financing to account for a 100% of the production budget (entity/individual name, type of financing, amount, percentage of budget).

4. List any financing sources from the Government of Puerto Rico (tax credits, grants, equity, loans or other, including a description of the applicable Puerto Rico statute or program).

- 5. Will you be requesting an advance of the tax credit? Yes No

- 6. If "Yes", please specify if by posting a Bond to the Secretary of Economic Development & Commerce or submitting evidence of disbursement of 50% of the Puerto Rico Production Expenses.
 Bond Evidence of disbursement

Part 4: Distribution

For a television series, television program, music video, commercial and videogame, the Film Project is required to be intended for commercial distribution and or exhibition outside of Puerto Rico.

- 1. Is the Film Project intended for airing, commercial or exhibition outside of Puerto Rico? Yes No
- 2. Is a distributor under contract? Yes No

3. If "Yes", provide the name of the distributor: _____

4. Postal address: _____

5. Principal contact and title: _____

6. Telephone: _____

7. Email Address: _____

NOTE: For television series, television program, music video, commercial and video game, please provide a distribution plan (**Exhibit 1**) and a letter from distributor (**Exhibit 2**).

Part 5: Auditor

A. Certified Public Accountant (proposed auditor)

1. Name: _____
2. Address: _____

3. Telephone: _____
4. Fax: _____
5. Email Address: _____
6. Liability insurance policy number: _____
7. Certification number: _____

NOTE: Please provide Curriculum Vitae of CPA (**Exhibit 3**), Film Project Application Protocols and Validation of Production Expenses document signed by the CPA (provided when available) (**Exhibit 4**), and a copy of procedural contract between the CPA and the production (provided when available) (**Exhibit 5**).

Part 6: Internal Accounting

B. Chief Internal Accountant

1. Name: _____
2. Address: _____

3. Telephone: _____
4. Fax: _____
5. Email address: _____

Part 7: Bond Company

C. Bond Company

1. Name of bond company (if applicable): _____
2. Principal contact: _____
3. Title: _____
4. Telephone: _____
5. Fax: _____
6. Email address: _____
7. Address: _____

Part 8: Production Accounting

D. Key Production Accountant

8. Name: _____
9. Address: _____

- _____
- _____
10. Telephone: _____
11. Fax: _____
12. Email address: _____

Part 9: Production

1. Commencement date of Puerto Rico Production Expenses: _____
2. Please specify the production phases that apply to your Film Project:
- Development – please provide evidence that 50% or more of principal photography will be shot in Puerto Rico (**Exhibit 6**)
 - Pre-Production
 - Production
 - Post-Production

Part 10: Total Project Budget

(please provide the total for each item)

1. Development: _____ \$ _____
2. Pre-Production: _____ \$ _____
3. Production: _____ \$ _____
4. Post-Production: _____ \$ _____
5. Total Production Budget: _____ \$ _____

Part 11: Puerto Rico Production Expenses Budget

(includes Puerto Rico Resident and Qualified Nonresident spending)

1. Development: _____ \$ _____
2. Pre-Production: _____ \$ _____
3. Production: _____ \$ _____
4. Post-Production: _____ \$ _____
5. Total estimated PR Production Expenses: _____ \$ _____

Part 12: Puerto Rico Resident and Qualified Nonresident Budget

1. Total Projected Puerto Rico Resident: _____ \$ _____
2. Total Nonresident Below the Line budget: _____ \$ _____
3. Total Nonresident Above the Line budget: _____ \$ _____

Part 13: Schedule

1. Total Prep Days: _____
2. Total Prep Days in PR: _____
3. Total Principal Photography Days: _____
4. Total Principal Photography Days in PR: _____
5. Total Wrap days: _____
6. Total Wrap Days in PR: _____
7. Estimated date to begin Prep in PR: _____

8. Dates of Principal Photography days in PR _____
9. Estimated date of Wrap in PR _____

Part 13(a) Post

10. If post is to take place in PR please provide that total amount of days/weeks and dates:

11. Provide the Post House name & contact Information:

Part 14: Locations

1. List of locations in Puerto Rico: _____

2. List of countries, states/provinces, cities, and towns project will shoot outside of Puerto Rico:

Part 15: Employment in Puerto Rico

1. Total Resident Above the Line to be employed: _____
2. Total Resident Below the Line personnel to be employed: _____
3. Total Nonresident Above the Line to be employed: _____
4. Total Nonresident Below the Line personnel to be employed: _____

Part 16: Story/Script

1. Story depicts Puerto Rico as Puerto Rico:
 Full script If only parts of the script, please provide estimated percentage: _____
2. Puerto Rico is depicting another country(ies) or city(ies), please explain:

3. If a combination of both, please explain and provide estimated percentages:

Part 17: Key Staff on Project

A. Director

1. Name: _____
2. Residency: _____

B. Screenwriter(s)

1. Name: _____

2. Residency: _____

C. Executive Producer(s)

1. Name: _____

2. Residency: _____

D. Line Producer

1. Name: _____

2. Residency: _____

E. Production Manager

1. Name: _____

2. Residency: _____

F. Director of Photography

1. Name: _____

2. Residency: _____

G. Production Designer

1. Name: _____

2. Residency: _____

H. Wardrobe Designer

1. Name: _____

2. Residency: _____

I. First Assistant Director

1. Name: _____

2. Residency: _____

J. Sound Mixer

1. Name: _____

2. Residency: _____

Part 18: Additional Tax Credit Information-Puerto Rico Producer

1. Will you be requesting the additional 15% in tax credits in relation to the Puerto Rico Resident producer?

Yes

No

NOTE: If "Yes", please provide (1) Curriculum Vitae of CPA (**Exhibit 7**) of the Puerto Rico Resident Producer, (2) evidence that the producer filed Income Tax Returns for the past 3 years (**Exhibit 8**), and (3) evidence of the contractual agreement that states that the Resident Producer will receive 30% of the projects net profits (**Exhibit 9**).

Part 19: Cast

Lead Cast & Supporting Roles (Provide the names and residency of the 5 main cast members)

1. Leads and Supporting roles:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. Total PR resident actors (in other roles besides the above) are estimated to be part of the Cast:

3. Total Extras/Background Actors: _____

4. Stunt Coordinator Name & Residency: _____

5. Total PR resident stunt players/doubles/riggers: _____

Part 20: Puerto Rico Resident Expenses

(please provide the total estimated budget for each item)

Lodging/hotel expenses: _____

Number of hotel room nights: _____

Payroll (including fringes & benefits contributions): _____

Production office rental: _____

Food/Catering/Craft service expenses (not labor): _____

Equipment rental/purchase: _____

Materials rental/purchase: _____

Perdiems: _____

Location fees: _____

Airfares costs(Provide name of local travel agency): _____

Part 21: Source Information

Please tell us how did you hear about the incentive?

Select one:

- Attorney/Tax Advisor
- Business Contact
- Business Journal
- Conference/Expo
- Invest Puerto Rico
- Discover Puerto Rico (DMO)
- Newspaper or Magazine
- Social Media
- Website
- Association of Film Commissions International (AFCI)
- Other: _____

Part 22: Agreement

The Applicant certifies to the following (please check the boxes)

- The Grantee is required to release on-set production photos to the Puerto Rico Film Commission that could be used to promote Puerto Rico and/or the Film Incentives Program.
- Excluding commercials and music videos, the Grantee is required to include a screen credit in connection with Puerto Rico’s Film Incentives Program as set forth in applicable regulations, circulars and other administrative determinations.
- The person signing this application is duly authorized on behalf of the Applicant.
- Except as otherwise described in this application, the Applicant has not applied for any other economic incentives in the form of tax credits, grants, equity, loans or similar subsidies from the Government of PR.
- The Applicant understands and is in agreement with the requirements set forth in this application, Act 60-2019 and any regulations, circulars or other administrative determinations promulgated thereunder, including Circular Letter No.12-08 - Film Project Application Protocols and Validation of Production Expenses. The Applicant further understands and is in agreement that any misrepresentation in this application or failure to abide by the requirements set forth in this application, Act 60-2019 and any regulations, circulars or other administrative determinations promulgated thereunder, including Circular Letter No. 12-08 - Film Project Application Protocols and Validation of Production Expenses, may result in forfeiture or modification of the benefits granted under Act 60-2019.

I, _____, declare that all the responses and declarations herein
(Full Name)
submitted, including the exhibits, if any, are complete and true according to the best of my knowledge.

Given under my signature in _____ / _____ / _____
(City) (State) (Country)

On _____ of _____ of _____.
(Day) (Month) (Year)

Authorized Applicant Signature

Exhibits

- Exhibits 1 & 2: Distribution plan and Distributor's Letter: ONLY for TV applicable projects, Music videos, Commercials and Video Games
- Exhibits 3, 4 & 5: Curriculum Vitae of CPA, Film Project Application Protocols and Validation of Production Expenses document signed by the CPA (provided when available), and procedural contract between the CPA and the production.
- Exhibit 6: Evidence that 50% or more of principal photography will be shot in Puerto Rico.
- Exhibits 7, 8 & 9: Curriculum Vitae of the Puerto Rico Resident Producer, evidence that the producer filed Income Tax Returns for the past 3 years, and evidence of the contractual agreement that states that the Resident Producer will receive 30% of the projects net profits.

Company Documents

Please provide the following company documents:

Puerto Rico Entities:

1. Certificate and Articles of Organization
2. Certificate of no-debt from the Department of Treasury for income taxes and sales and use taxes
3. Certificate of the Compliance of Filing Income Taxes for the past 5 years (if Applicant has existed for less than 5 years or if during this period it did not have the obligation to file income taxes, it must supplement the difference with certifications from its partners, members or shareholders)
4. Debt Certificate from the Municipal Revenue Collection Center (CRIM)
5. Copy of Municipal License or Certification or Notice of Commencement of Operations
6. Merchant’s Registration Certificate

Foreign Entities:

1. Certificate and Articles of Organization
2. Certification of registration to do business in Puerto Rico

If the entity is engaged in trade or business in Puerto Rico:

1. Certificate of no-debt from the Department of Treasury for income taxes and sales and use taxes
2. Certificate of the Compliance of Filing Income Taxes for the past 5 years (if applicant has existed for less than 5 years or if during this period it did not have the obligation to file income taxes, it must supplement the difference with certifications from its partners, members or shareholders)
3. Debt Certificate from the Municipal Revenue Collection Center (CRIM)

Per Project Documents

Please provide the following documents that apply to your Film Project. Aggregated stand-alone post-production projects will require the documents set forth below for each qualifying media (with regard to the post-production phase only):

Feature Films, Short Films, Series in Episodes, Mini-Series, Television Programs & Pilots:

- | | |
|--|---|
| 1. Synopsis | between ATL and BTL) (Moviemagic |
| 2. Script (Final Draft) | Budgeting) |
| 3. Short bio main talent | 7. 'Cast Days out of days' reflecting Non- |
| 4. Total itemized budget
(Moviemagic Budgeting) | Resident Qualified workflow (Moviemagic
Scheduling) |
| 5. Total itemized budget Puerto Rico
Production Expenses | 8. Shooting schedule (Moviemagic
Scheduling)Plan and post-production |
| 6. (Moviemagic Budgeting)Total itemized
budget Qualified Nonresident (broken down | schedule (if applicable) |

Documentaries:

- | | |
|---|---|
| 1. Synopsis | 7. 'Days out of days' or similar document |
| 2. Director's treatment or script | reflecting Nonresident Qualified Nonresident |
| 3. Short bios main talent | workflow |
| 4. Total itemized budget | 8. Production schedule |
| 5. Total itemized budget Puerto Rico
Production Expenses | 9. Plan and post-production schedule (if
applicable) |
| 6. Total itemized budget Qualified Nonresident
(broken down between ATL and BTL) | |

Music Videos:

- | | |
|---|---|
| 1. Endorsement letter from artist | 8. Total itemized budget Qualified Nonresident
(broken down between ATL and BTL) |
| 2. Synopsis | 9. 'Days out of days' or similar document |
| 3. Director's treatment or script | reflecting Qualified Nonresident workflow |
| 4. Lyrics | 10. Production schedule |
| 5. Short bio artist | 11. Plan and post-production schedule (if
applicable) |
| 6. Total itemized budget | |
| 7. Total itemized budget Puerto Rico
Production Expenses | |

Commercials:

1. Endorsement letter from client
2. Copy(s)
3. Storyboard(s)
4. Director's treatment
5. Total itemized budget
6. Total itemized budget Puerto Rico
Production Expenses
7. Total itemized budget Qualified Nonresident
(broken down between ATL and BTL)
8. 'Days out of days' or similar document
reflecting Qualified Nonresident workflow
9. Production schedule
10. Plan and post-production schedule (if
applicable)

Videogames:

1. Videogame concept
2. Company bio
3. Visual layout
4. Total itemized budget
5. Total itemized budget Puerto Rico
Production Expenses
6. Total itemized budget Qualified Nonresident
(broken down between ATL and BTL)
7. 'Days out of days' or similar document
reflecting Qualified Nonresident workflow
8. Production schedule

Film Festivals:

1. Endorsement letter from artist
2. Event rundown including details of the
technical film recording setup
3. Short bio artist
4. Total itemized budget
5. Total itemized budget Puerto Rico
Production Expenses
6. Total itemized budget Qualified Nonresident
(broken down between ATL and BTL)
7. 'Days out of days' documents or similar
reflecting Qualified Nonresident workflow
8. Production schedule
9. Plan and post-production schedule (if
applicable)

Post-Production:

1. Lyrics or compositions
2. Recording session rundowns
3. Short bio composer
4. Total itemized budget
5. Total itemized budget Puerto Rico
Production Expenses
6. Plan and post-production schedule (if
applicable)
7. Endorsement letter from client
8. Copy(s) or script
9. Recording session breakdown
10. Production schedule