



Film Entity License Application Form (EF-001)

Note: To avoid delays, please type or print clearly. If the appropriate response is “not applicable” please use “N/A.” If the information is not available yet please use “TBD”.

PROJECT		
Project Title:		
Logline:		
Type of Project: <i>(Please Check One)</i>	Format: <i>(Please check one)</i>	Genre: <i>(Please check one)</i>
<input type="checkbox"/> Feature-Length Film (60 minutes or more)	<input type="checkbox"/> 35 MM	<input type="checkbox"/> Action
<input type="checkbox"/> Short Subject (Less than 60 minutes/with a total budget of more than \$100,000, and to be distributed outside Puerto Rico)	<input type="checkbox"/> 16MM/Super 16MM	<input type="checkbox"/> Comedy
<input type="checkbox"/> TV Series (with a total budget of more than \$1,000,000, and to be distributed outside Puerto Rico)	<input type="checkbox"/> HD/Digital	<input type="checkbox"/> Documentary
<input type="checkbox"/> TV Program (only 25% tax credit)	<input type="checkbox"/> Animation	<input type="checkbox"/> Drama
<input type="checkbox"/> Soundtrack	<input type="checkbox"/> Other (Explain): _____ _____ _____ _____	<input type="checkbox"/> Horror
<input type="checkbox"/> Catalog		<input type="checkbox"/> Reality
<input type="checkbox"/> Other (Explain): _____ _____ _____ _____		<input type="checkbox"/> Sci-Fiction
<input type="checkbox"/> Other (Explain): _____ _____ _____ _____		<input type="checkbox"/> Other (Explain): _____ _____ _____ _____
Distribution:	For projects over \$4MM or TV Programs, evidence of a distribution contract is required. Please identify and describe the distribution contract and provide due diligence corroboration information.	

APPLICANT		
Company Name:		
Principal Contact:		
Title:		
Telephone:		Fax:
Permanent Physical Address:		
City, State, Country		Zip:
Postal Address:		
Puerto Rico Production Office Address:		
Principal Contact:		
Title:		
Telephone:		Fax:
Address:		
City, State, Country		Zip:
Federal Employment I.D. (FEIN-9 Characters):		
State in which incorporated or registered:		
Date of registration in Puerto Rico:		
Type of Entity		
	<input type="checkbox"/>	Corporation
	<input type="checkbox"/>	LLC
	<input type="checkbox"/>	Partnership
	<input type="checkbox"/>	Trust
	<input type="checkbox"/>	Other (<i>please describe</i>)

FILM ENTITY ADMINISTRATORS		
List the persons responsible for compliance with the dispositions of the Puerto Rico Film Industry Development Act.		
Name	Position	Residency
Note: All of the persons listed above must fill out form EF-002		

PRODUCTION BREAKDOWN	
A. Schedule	
First day Puerto Rico production expenses (dd/mm/yy)	
Last day Puerto Rico production expenses (dd/mm/yy)	
Number of principal photography days in Puerto Rico	
Number of total principal photography days:	
B. Total Budget	
Above the line total budget:	
Below the line total budget:	
Total budget:	
C. Puerto Rico Budget	
Preproduction payments to Puerto Rico residents	
Production payments to Puerto Rico residents	
Postproduction payments to Puerto Rico residents	
Total Puerto Rico expenditure:	
D. Economic Impact Indicators	
Hotel Room nights:	
Number of Puerto Rico technical personnel to be hired:	
Number of Puerto Rico creative personnel to be hired:	
Number of Puerto Rico extras to be hired:	
Number of Puerto Rico actors to be hired:	

PRODUCTION TALENT		
<i>(Please indicate the key Production staff working in the project.)</i>		
Name	Residency (Fill only if Puerto Rico resident)	
Director:		
Screenwriter(s):		
Executive Producer(s):		
Producer(s):		
Line Producer:		
Director of Photography:		
Art Director:		
Editor(s):		
Sound:		
Music:		
Choreographer:		
Hair and Makeup:		
Wardrobe:		
Set Design:		
Location Manager:		
Production Coordinator:		
Production Manager:		
Casting Director:		
PROJECT FINANCING		
Describe financing sources of the project at their origin and at the Film Entity's level. The Film Commission reserves the right to request copies of financing or investment agreements.		
List sources of financing at the Film Entity's level. The total amount should match or exceed the total budget amount.		
Name of Entity or Individual	Type of Financing (i.e., Equity/Loan/Subsidy/ Distribution Advance/Product Placement, etc.)	Amount & Percentage of Total Budget
TOTAL		100%

CERTIFICATIONS

(Please check only those which apply)

The undersigned, _____, in my capacity as _____ of applicant _____ (EIN: _____), hereby declares under oath that all the information submitted is true, including its annexes, and that the following marked items are also true:

- That applicant is a _____ duly organized and existing under the laws of _____ since _____.
- That I am duly authorized to sign on behalf of applicant this Film Entity License Application.
- That applicant will cause its payroll company to comply with the rules of retention of origin established by Art. 1143 of the Puerto Rico tax Code of 1994 as amended.
- That applicant has not applied and will not apply for other Puerto Rico economic incentives in the form of tax credits or other Puerto Rico government loans or subsidies, and if so, any such amounts will not be considered towards the capitalization of applicant.
- That, as of the date hereof, applicant does not have an obligation to file income tax returns, pay income taxes or file income tax returns in the Commonwealth of Puerto Rico.

Date:
Name:
Title:

Signature

AFFIDAVIT NO.

Sworn and subscribed before me by _____, of legal age, _____ (married/single) and resident of _____, who is personally known to me.

In _____, _____, this ____ day of _____, 20____.

Notary Public

INSTRUCTIONS:

Submit two (2) binders with project name in shoulder and front. Create an index and divide the binder into the following sections and include in each section the following material in this order:

1. The Film Entity License Application Form (EF-001)
2. Synopsis
3. Screenplay
4. Short biographies of the project's main talent
5. Detailed total budget (In Movie Magic or equivalent format)
6. Detailed Puerto Rico budget. (In Movie Magic or equivalent format)
7. Production Schedule
8. Form EF-002 for each of the individuals responsible for compliance with the dispositions of the Puerto Rico Film Industry Development Act.
9. Only Puerto Rico entities:
 - Certificate and Articles of Organization.
 - Certificate of no-debt from the Department of Treasury for the past 4 years (if applicant has existed for less than 4 years or if during this period it did not have the obligation of filing income taxes, it must supplement the difference with certifications from its partners, members or shareholders).
 - Certificate of the Compliance of Filing Income Taxes for the past 4 years (if applicant has existed for less than 4 years or if during this period it did not have the obligation filing income taxes, it must supplement the difference with certifications from its partners, members or shareholders).
 - Debt Certificate from CRIM for the past 4 years (if applicant has existed for less than 4 years or if during this period it did not have the obligation filing income taxes, it must supplement the difference with certifications from its partners, members or shareholders).

Only foreign entities:

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

If the entity has been engaged in trade or business in Puerto Rico:

- Certificate of no-debt from the Department of Treasury for the past 4 years (if applicant has existed for less than 4 years or if during this period it did not have the obligation of filing income taxes, it must supplement the difference with certifications from its partners, members or shareholders).
- Certificate of the Compliance of Filing Income Taxes for the past 4 years (if applicant has existed for less than 4 years or if during this period it did not have the obligation filing income taxes, it must supplement the difference with certifications from its partners, members or shareholders).
- Debt Certificate from CRIM for the past 4 years (if applicant has existed for less than 4 years or if during this period it did not have the obligation filing income taxes, it must supplement the difference with certifications from its partners, members or shareholders).

REQUIREMENTS

1. The Film Entity is required to release on-set production photos to the Film Commission that could be used to promote Puerto Rico and the Puerto Rico Film Commission Incentives Program.
2. The Film Entity is required to include a screen credit placed at the producer's discretion. It should read as follows:

“Filmed in Puerto Rico thanks to the Puerto Rico Film Commission and its Incentives Program”.

Signature

Date : _____