

**APPROVAL CERTIFICATE APPLICATION**

**1. COPYRIGHT OWNER(S)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

If space provided is insufficient, please provide a separate list.

**OFFICIAL DESIGNEE (if applicable)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**2. DESCRIPTION OF PRODUCTION**

- **Title of production:** \_\_\_\_\_  
Previous title (if applicable): \_\_\_\_\_
- **Running time** (if series, per episode): \_\_\_\_\_ minutes  
Number of episodes (if series): \_\_\_\_\_

- **Category**
  - Fiction
  - Documentary films of at least 30 minutes of programming, or, in the case of a series, 30 minutes of programming per episode, with the exception of films intended for children under 13 years of age
  
- **Production format** (35mm, HD, Video, etc.): \_\_\_\_\_
  
- **Language of original version:** \_\_\_\_\_
  
- **Screenplay: film based on:**
  - Original screenplay
  - Screenplay adaptation
  - Original title: \_\_\_\_\_
  - Other (specify): \_\_\_\_\_
  
- **Will there be any special effects and computer animation work, including shooting activities in front of a chromatic screen in Québec during the course of this production?**
  - Yes       No
  - If so, please specify the nature of these works: \_\_\_\_\_
  - \_\_\_\_\_
  
- **Has the production already received a refundable tax credit for Québec film or television productions?**
  - Yes       No
  
- **Has the production already received a refundable tax credit for film dubbing?**
  - Yes       No

**Production schedule in Québec: indicate both dates and number of days.**

<i><b>Stages</b></i>	<i><b>Dates</b></i>	<i><b>Number of days</b></i>	<i><b>Location(s)</b></i>
<i><b>Preparation</b></i>	From                      to	days	
<i><b>Shooting</b></i>	From                      to	days	
<i><b>Post-production</b></i>	From                      to	days	
<i><b>Answer print</b></i>			

### 3. FINANCIAL INFORMATION (in Canadian dollars)

- Total cost of production: \_\_\_\_\_ \$
- Per episode cost of series: \_\_\_\_\_ \$
- Total cost of production spent in Québec: \_\_\_\_\_ \$

### 4. REQUIRED DOCUMENTATION

The following documentation must be submitted to SODEC:

- Application form duly signed (original)
- Synopsis
- Chain-of-title documentation or legal opinion concerning copyright ownership<sup>1</sup>
- Notarized official Designee Affidavit, if applicable (original)
- Total production budget (summary)
- Quebec production budget
- Administrative fees

SODEC reserves the right to require any further information for the assessment of the file. All information provided is confidential, although may be forwarded to Revenu Québec for audit purposes, pursuant to article 71 of the Act Respecting the Department of Revenue (L.R.Q., c M-31).

<sup>1</sup> Québec Special visual effects companies whose services contract bears a maximum value of \$1.5M CAD, may submit, instead of the chain-of-title documentation, a sworn statement from the owner(s) of the copyright concerning the copyright ownership status.

## 5. ADMINISTRATIVE FEES

The following fees are payable upon submission of application and cheque is to be made payable to SODEC.

- Flat fee: 500\$

In addition to the base fee:

- a non-refundable \$50 fee is payable for each eligibility assessment application;
- a \$25 fee is payable for each additional copy of an issued attestation.

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Please, send your application to:

Strategic planning and Tax credits Department  
SODEC

215, Saint-Jacques street, suite 800

Montréal (Québec) H2Y 1M6

Phone: (514) 841-2200 Toll free in Québec: 1 800 363-0401

Fax: (514) 864-6600

**6. DECLARATION OF THE COPYRIGHT OWNER OR OF HIS OFFICIAL DESIGNEE (if applicable)**

The undersigned, owner of the copyright or his official representative (if applicable) hereby makes oath and declares:

- to have read and have respected the provisions relating to the refundable Québec Film Production Services Tax Credit announced at the time of the Speech on the budget of March 31, 1998, as well as modifications since then announced by the Minister of Finance by way of Information Bulletins 1998-3, 1999-2, 2004-12, 2006-01, 2007-10 and 2009-3 and Speeches on the budget of March 29, 2001, March 11, 2003, June 12, 2003, March 30, 2004, April 21, 2005, March 23, 2006, February 20, 2007, May 24, 2007 and March 19, 2009.
- the copyright owner or his official designee, if applicable, authorizes SODEC and his agents to use the information within this file for the purposes of studies, research or statistics on cultural industries, and to transmit this information or part of it in the form of incorporated data to other people and public or private organizations such as the Statistical institute of Quebec;
- to commit in mentioning the Québec Film Production Services Tax Credit in the film end credits in accordance with SODEC guidelines relating to the program;
- to authorize SODEC to demand and use any information necessary to the analysis and the treatment of its file, like discussing and revealing the aforementioned information to any governmental entity including Revenu Québec, and the film financial investors confirmed or considered, with which SODEC considers necessary to transmit information within the framework of the analysis and treatment of the file. These people and entities are authorized to discuss and disclose to SODEC any information referring to the copyright owner and his official representative, if applicable;
- to authorize SODEC to be made public (via its website or other media), if considered to be relevant by SODEC and subject to the *Act respecting access to documents held by public bodies and the protection of personal information* (L.R.Q., c. A-2.1), any information relating to the supported productions;
- to commit to inform SODEC without delay of any change brought to the filed documents and to provide a written detail of it.

I declare and guarantee by the present that all the information and documents presented within the framework of this application are exact, veracious and complete.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(name of the duly authorized company officer)

\_\_\_\_\_  
(title)

**7. OFFICIAL DESIGNEE AFFIDAVIT (if application filed by an authorised representative)**

Note: to be filled by the copyright owner when the latter appoints an official representative to file an application with SODEC; if there is more than one copyright owner, each one of them must fill out and sign this document.

I, undersigned, administrator or officer of \_\_\_\_\_,  
(name of the copyright owner) (hereafter the "Copyright owner"), **DECLARE AND CONFIRM WHAT FOLLOWS:**

- The Copyright owner appoints officially by the presents, \_\_\_\_\_  
(name of the official designee), in order to file on its behalf with the Société de développement des entreprises culturelles (SODEC) an Approval Certificate for the purpose of the *Québec Refundable Film Production Services Tax Credit (QPSTC)*.
- At the moment of the signature of the present document, the Copyright owner is the owner of \_\_\_\_\_% of the copyright of the production (or the series) entitled:  
\_\_\_\_\_.
- The production budget meets the minimal required amount of an eligible production.
- The Copyright owner commits to provide to its official designee any additional documents required by SODEC for the purposes of the Approval Certificate or any information, that Revenu Québec could require for its audit within the framework of the QPSTC.
- The Copyright owner agrees to inform his official designee, when an eligible corporation has rendered services in Québec within the framework of the production.
- The Copyright owner agrees to deliver a copy of the Approval Certificate to any Québec production services corporation who has provided services in the course of the production.
- The Copyright owner will commit to declare and provide additional documentation to SODEC, in the case of any transfer or sale, total or partial, of the copyright of the production taking place before the completion of the production in Québec.

SWORN BEFORE ME, on the \_\_\_\_\_ day of the month of \_\_\_\_\_, 20\_\_\_\_, in the city of \_\_\_\_\_ in the province or the state of \_\_\_\_\_.

\_\_\_\_\_  
Name of the duly authorized Notary Public or  
Commissioner of Oaths

\_\_\_\_\_  
Name of the Copyright owner officer

\_\_\_\_\_  
Signature of Notary Public or Commissioner of Oaths  
(Please affix your seal)

\_\_\_\_\_  
Signature of the Copyright owner officer