#### Filming reimbursement form

|  |  |  |  |
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| № | Талбарын нэр  | Тайлбар  | Validation |
| 1. Project finance
 |
| 1 | Total budget in USD  |
|  |  | In number |  |
|  |  | In words  |  |
| 2 | Detailed budget of filming in Mongolia |
| 3 | Download provisional budget form  |  | Attach file |
| 4 | Financial plan |
|  |  |  |  |
|  | Name | Secured/ Anticipated | Incentive type | Amount | Percentage |
|  |  | Select-Secured -Anticipated | Select-Development Finance Institution-Private Investor-Pre Sales-Gap financing | Type | Select1-100 |
|  | Proof of secured finance /at least 60% of the total budget |  | AttachLetter of intent or copy of investment agreement or MOU |
| 5 | Distribution Agreement |  | Attach file |
| 1. Cast & crew
 |
| 1 | Foreign cast and crew for shooting in Mongolia  |
|  | Country |  | Add or delete |
|  | Surname name |  |
|  | Middle name |  |
|  | First name |  |
|  | Role  |  |
|  | Birthday  |  |
|  | Sex |  |
|  | International Passport id |  |
|  | Phone |  |
|  | Email |  |
|  | Number days to film in Mongolia | Insert number |
|  | Call sheet  |  |
|  | Attach file |  |  |
| 2 |  |  |  |
|  | Attach file |  |  |

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| CONFIDENTIALITY |
|  |
| All information provided by the applicant will be held by **the Film Council** on a strictly commercial-in-confidence basis. The information may be provided to the Tax Authority and members of the the Film Council and when considered necessary, an independent industry expert. The Government confidentially provisions will bind these parties. |  |
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| DECLARATION BY APPLICANT |  |
|  |
| I hereby declare that the information in this application is a fair and true reflection of my intended 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 and if it, therefore, subsequently transpires that any information in the application and addenda was not correct, or that certain information was omitted, the Film Council shall be entitled to withdraw or amend its approval and without prejudice to its rights, to recover any amounts already paid or to withhold any further payments due. |  |
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| This application (with any addenda), if successful, will form part of your contract with the Film Council. |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| If at a later stage it transpires that information is not correct, the applicant will be held solely responsible for misrepresentation and legal action may be instituted. |  |
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| SIGNED |   |  |
|  |
|  |
|  |
| CAPACITY |   |  |
|  |
| NAME IN PRINT |   |  |
|  |
| DATE |   |  |
|  |

The eligible cost of film shooting shall include the salary of the director, cameraman, art director, film producer, and the art and production crew, service, rent, and other expenses as below:

* Salaries paid to direction and production staff (wages) including the related tax
* Salaries paid to executive producer, producer and line producer;
* Commissioning local musicians, music and dance ensembles, composers and orchestras;
* Camera team (camera operators, dolly grips, assistants etc.), lighting and sound team;
* Set design team expenses which have not been attributed as creative expenses and include: the set designer, decorators, florists, decoration assistant, set decorator, prop manager, carpenters etc. This also includes any equipment necessary for set design (construction materials and building cost carpentry, paint, fabric etc.);
* Costume and characterization expenses: tailors, hair stylists, make-up artists etc;
* Special effects equipment not available in the territory of Mongolia;
* Technical telecommunications team, maintenance and image control team and any expenses derived from local mobile phone connections, internet, and satellite connections;
* Second team of artists: extras-particular consideration for hiring Mongolian military personnel for extras, action doubles from local studios, performing arts organizations including the National Opera and Ballet Theater, Drama Theater, Philharmonic, National Orchestra, Military Orchestra and regional performing arts organizations;
* Complimentary staff: choreographers, weapon handlers, military advisers, dialogue coaches, animal trainers, drivers, cleaning professionals, security professionals, medical and ambulance professionals, safety in the workplace supervisor on set, workmen for unloading trucks and moving technical equipment and props;
* Room and board for the technical team during the production in Mongolia.
* Room and board for the technical team working in a different location to the shoot in territory of Mongolia: staff in charge of advance scouting for props, locations, production and drivers for transit;
* Transport and/or transfer of people, within the territory of Mongolia: locations and casting.
* Rent of furniture and machinery directly related to the production: marquees, sunshades, portable tables, fences, generators etc;
* Shop and location rental for the shoot and production.
* Expenses incurred through renting animals, weapons or ambulances for the shoot;
* Renting locations and constructing sets;
* Expenditures for renting specialized technical equipment including camera, sound, light and grip equipment and, services, office space available in the territory of Mongolia;
* Accommodation, catering, travel for all cast and crew, and transport within the territory of Mongolia.
* Insurance for local cast and crew and film-related services
* Any other necessary expenses and services

The following expenses are not included in the eligible expenses:

* Expenses for the purchase of cinema pavilion, studio infrastructure, and real estate
* Expenses for legal services, financial and other advice;
* Fines, penalties, bank guarantees, loans, interests, and fees;
* Expenses related to court and arbitration proceedings;
* Certain assets transferred to mutual ownership;
* Value-added tax;
* Expenses funded from state and local budgets;
* Donation;
* Expenses for concluding financial leasing agreement and interest;
* Expenses for purchase and development of software not related to film production;
* Other expenses.

#### Incentive program certificate cancelation form

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| № | Талбарын нэр  | Тайлбар  | Validation |
| 1 | Project title | Type |  |
| 2 | Provisional certificate number  | Select calendar |  |
| 3 | Cancelation request |  | Attach file |

#### Rebate extension request form

A certificate holder can request extension on the issued certificate by submitting a request form with a letter stating the reason for extension.

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| --- | --- | --- | --- |
| . № | Талбарын нэр  | Тайлбар  | Validation |
| 1 | Project title | Type |  |
| 2 | Certificate valid date | Select calendar |  |
| 3 | Status of filming in Mongolia | Type | Add or delete |
|  | Status of project  |
|  | Production manager |
|  | Completed date |
| 4 | Extension request  |  | Attach file |

* + - 1. *Final provisional request form*

|  |  |  |  |
| --- | --- | --- | --- |
| № | Талбарын нэр  | Тайлбар  | Validation |
|  |
| 1 | Project title | Type |  |
| 2 | Certificate number | Type |  |
| 3 | Summary of audited financial report of eligible cost |  |  |
|  | Attach file |  |  |
| 4 | Financial and audit report |  |  |
|  | Attach file  |  |  |
| 5 | Eligible cost |
|  | Item | Type |  |
|  | Cost | Insert  |  |
|  | Receipt |  | Attach file |
|  | Bank statement |  | Attach file |
|  | Other documents |  | Attach file |
| 6 | Financial report |  | Attach file |
| 7 | Foreign cast and crew for shooting in Mongolia  |
|  | Name | Type | Нэмэх, устгах засах боломжтой |
|  | Role |
|  | Contract  |  | Attach file |
| 8 | Distribution contract |  | Attach file |
| 9 | High quality poster and trailers along with permission letter  |  |  |
|  | Attach file |  |  |
| 10 | Postproduction |
|  | Yes/No  | Yes |  |
|  | Name | Type | Нэмэх, устгах засах боломжтой |
|  | Role |
|  | Contract  |  | Attach file |
|  | Payment receipt |  |
|  | Receipt of paid tax |  |
| 11 | Letter of request |  | Letter contains the permission to check submitted financial documents |
|  | Attach file |  |  |

1. *Culture test form*

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| --- | --- | --- | --- |
| № | Талбарын нэр  | Тайлбар  | Validation |
| 1. Culture test
 |
| 1 | Project title | Type |  |
| 2 | Certificate number | Type |  |
| 3 | Culture test completed |  | Attach file |
| 4 | Mongolian cast and crew |
|  | Surname | Type | Нэмэх, устгах засах боломжтой |
|  | Name |
|  | Registration number |
|  | Email |
|  | Address |
| 5 | Contract  |  | Attach file |

1. *Postproduction reimbursement form*

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| --- | --- | --- | --- |
| 5 | Is the 50% of the postproduction crew is Mongolian? | Yes / No |  |
|  | If yes |  |  |
|  | Assigned task | Insert | Add or delete |
|  | Start date |
|  | End date |
|  | Cost |
|  | Total number of postproduction crew |
|  | Mongolian postproduction crew |
|  | Name |
|  | Registration number |
|  | Email |
|  | Attach file |  |  |