

Appendix I – Application procedure

In order to benefit from the provisions of this Convention, the co-producers established in the Parties must, in due time before principal photography or principal animation commences, submit an application for provisional co production status and attach the documents listed below. These documents must reach the competent authorities in sufficient number for them to be communicated to the authorities of the other Parties at the latest one month before shooting commences:

- a declaration of the situation of the authors' rights;
- a synopsis of the film;
- a provisional list of the technical and artistic contributions from each of the countries involved;
- a budget and a provisional financing plan;
- a provisional production schedule;
- the co-production contract or a short-form agreement ("deal memo") made between the co-producers. This document must include clauses providing for the distribution of receipts or territories between the co-producers.

Final co-production status is granted on completion of the film and after examination of the following definitive production documents by the national authorities:

- a complete chain of title;
- a final script;
- a definitive list of the technical and artistic contributions from each of the countries involved;
- a final cost report;
- a definitive financing plan;
- the co-production contract made between the co-producers. This contract must include clauses providing for the distribution of receipts or territories between the co-producers.

National authorities can request any other document necessary for the evaluation of the application in accordance with national legislation.

The application and other documents shall be presented, if possible, in the language of the competent authorities to which they are submitted.

The competent national authorities shall send each other the application and attached documentation once they have been received. The competent authority of the Party with the minority financial participation shall not give its approval until the opinion of the Party with the majority financial participation has been received.