

## Application Submission Checklist

All required documents listed below must be provided before the application is considered complete. You will be requested to upload these documents during the online application process.

Please note: Some of the documents requested can be quite large. The maximum (total) allowable attachment size is 15MB for Nova Scotia's online service for business. If the documents listed below exceed 15MB as attachments, please submit the remaining documents by email to: [filmapplication@nsbi.ca](mailto:filmapplication@nsbi.ca)

| No. | Item/Description   |
|-----|--|
| 1.  | Copy of the <b>Certification of Incorporation</b> of the Applicant Company.  |
| 2.  | Copy of the <b>Corporate Register of Directors and Officers</b> .  |
| 3.  | Information regarding the <b>ownership structure</b> of the Applicant Company, including contact information of all shareholders (e.g., corporate register of shareholders).                                       |
| 4.  | Fully executed <b>Co-production Agreement</b> , if applicable. Documentation must reference back-end revenue participation as well as creative and financial control, dispute resolution and ownership percentage. |
| 5.  | Complete <b>Chain of Title Documentation</b> evidencing the rights to produce, distribute and exploit the production as outlined in the eligibility requirements for Stream I and Stream II in the guidelines.     |
| 6.  | Fully executed viable <b>Commercial Licence Agreement</b> .  |
| 7.  | Copy of <b>financial structure</b> for the project.  |
| 8.  | Detailed <b>Production Budget</b> in industry standard (i.e., Standard Telefilm Canada budget format).   |
| 9.  | Eligible Nova Scotia <b>Costs Worksheet</b> .  |
| 10. | <b>Recoupment Structure</b> for co-productions projects.   |
| 11. | Evidence of <b>confirmed financing</b> .   |
| 12. | <b>Production Schedule</b> including locations, start and end dates, and duration of each of the following phases: development, pre-production, production, and post-production.                                   |