**Taipei Culture Foundation - Taipei Film Commission**

**International Audiovisual Production Investment Project**

Appendix 1

 **Documentation Self-assessment Form**

(This form shall be completed by the proposer, and one copy shall be submitted with the proposal application form for review)

|  |  |
| --- | --- |
| No.(To be filled by TFC) | Document No.(To be filled by TFC) |
| The proposer shall fill out the following. |
| Name of proposal |  |
| Name of company |  |
| Address |  |
| Contact |  | Telephone |  |
| Email |  |
| **Item** | **Confirmed by proposer (checkmark)** | **TFC review column (Not to be filled by proposer)** |
| **Confirmed** | **Remarks** |
| **Proposal Qualifications** |
| The proposal is one of the following:1. Film |  |  |  |
| 2. Television series |  |  |  |
| The proposal has one of the following attributes:1. Taipei City is included as a filming location. The Film/Television Series shall not be filmed entirely outside Taiwan. |  |  |  |
| 2. Based on people, events, history, places or things of Taipei City or at least 25% of all scenes of the Film/Television Series are shot in Taipei City  |  |  |  |
| Conforms to Article 4 Paragraph 1 of the International Audiovisual Production Investment Project Guidelines |  |  |  |
| The proposer’s positive net worth in the balance sheet in the most recent year. |  |  |  |
| Balance sheet |  |  |  |
| Condensed income statement  |  |  |  |
| No Bounce Cheqe record in the most recent year |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Item** | **Confirmed by proposer (checkmark for not having the following)** | **TFC review column (Not to be filled by proposer)** |
| **Confirmed** | **Remarks** |
| **Proposal Restrictions** |
| Existing overdue project invested by the TFC |  |  |  |
| This proposal has received another subsidy from the Department of Cultural Affairs, Taipei City Government. |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Item** | **Confirmed by proposer** | **TFC review column (Not to be filled by proposer)** |
| **Confirmed** | **Remarks** |
| **Documentation for Submission (in the following order)** |
| **Self-assessment Form** (This form) |  |  |  |
| **Application Form** (Appendix 2, with company seal and authorized representative’s seal) |  |  |  |
| **Photocopy of documentation of legal registration of the proposer** (Appendix 2-1) |  |  |  |
| **Photocopy of documentation of co-financing or co-production agreement** (Appendix 2-2) |  |  |  |
| **Achievements of the proposer in the past three years** (Appendix 2-3)(Including awards, domestic box office, overseas copyright transaction income, and peripheral product sales income of previous Film/Television series works) |  |  |  |
| **Proposer’s balance sheet and income statement of the past three years** (Appendix 2-4) |  |  |  |
| **Production proposal**1. Title, genre, estimated length, producer’s statement, attributes of the proposed work (main artistic concept, cinematography/composition, sound/score), production format, estimated filming locations in Taipei City, and estimated production schedule |  |  |  |
| 2. Synopsis |  |  |  |
| 3. Production team (including producers, director, scriptwriters, main casts, art and technical staff and their previous achievements) |  |  |  |
| 4. Production budget sheet, including pre-production, post-production, and personnel costs (Appendix 3) |  |  |  |
| 5. Submit the following documentation:(1) Photocopy of the scriptwriters‘ authorized agreement (required) |  |  |  |
| (2) If the script is adapted from another author's work, the author of the copyright owner's consent to adapt the script should be attached(required). |  |  |  |
| (3) Main crew’s contracts or letter of intent  |  |  |  |
| 6. Releasing and distribution plan(1) Domestic and overseas release and distribution plan |  |  |  |
| (2) International film festivals participation plan, estimated release date, domestic and international box office, or number of views on video platforms, and estimated copyright transaction income |  |  |  |
| (3) Marketing and promotional plan  |  |  |  |
| (4) DocumentationI. Photocopy of distribution contract or letter of intent with domestic distributors |  |  |  |
| II. Photocopy of distribution contract or letter of intent with international distributors |  |  |  |
| III. Photocopy of distribution contract or letter of intent with domestic theatrical distributor or video platforms |  |  |  |
| IV. Photocopy of copyright transaction contract or letter of intent |  |  |  |
| 7. Benefit assessment and contribution plan for promoting the image of Taipei |  |  |  |
| **Business plan** (Appendix 4) |  |  |  |
| **Declaration** (Appendix 5) |  |  |  |
| **Script** (Bounded separately) |  |  |  |

**Taipei Culture Foundation - Taipei Film Commission**

**International Audiovisual Production Investment Project**

**Application Form**

Date of Proposal:

|  |  |
| --- | --- |
| **Name ofProject**  |  |
| Company information |  Name of company  | (Stamp with company seal.) |
| VAT number |  |
| Address |  |
| Authorized representative | (Stamp with authorized signatory’s seal.) |
| Main contact  |  |
| E-mail |  |
| Telephone | (Day)(Night) | Fax |  |
| Type of project | □ Film□ Television series |
| □ Drama □ Documentary□ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Estimated total production budget | TWD | Applying for investment of |  TWD |
| Estimated total distribution budget | TWD |
| Estimated length |  minutes |
| Production format |  |
| Estimated production schedule | \_\_\_\_\_\_\_\_\_\_\_\_ (YYYY/MM) to \_\_\_\_\_\_\_\_\_\_\_\_ (YYYY/MM) |
| Names of director, scriptwriter, and producer | Director:Scriptwriter:Producer: |
| Main casts |  |
| Locations in Taipei City |  |
| Post-production company(if applicable) | Item: Company:Item: Company:Item: Company:Item: Company: |
| Distribution company (if applicable) | Domestic:International:Attach agreements |
| Nationality ratio of main casts and crews | Taiwanese : Foreign = :  |
| Co-production | Co-production companies:1.2.3. |
| Sources of funding | 1. Government grant □ Bureau of Audiovisual and Music Industry Development, Ministry of Culture (□ Approved □ Pending grant of \_\_\_\_\_\_\_\_ TWD) □ Other city/county government(□ Approved □ Pending grant of \_\_\_\_\_\_\_\_ TWD)(□ Approved □ Pending grant of \_\_\_\_\_\_\_\_ TWD)(□ Approved □ Pending grant of \_\_\_\_\_\_\_\_ TWD)□ Other2. Non-government funding1. \_\_\_\_\_\_\_\_ TWD2. \_\_\_\_\_\_\_\_ TWD3. \_\_\_\_\_\_\_\_ TWD |

**Other required documentation:**

1. Photocopy of documentation of legal registration of the proposer
2. Photocopy of documentation of co-financing or co-production agreement
3. Achievements of the proposer in the past three years
4. Proposer’s balance sheet and income statement of the past three years
5. No Bounce Cheqe record in the most recent year
6. Production proposal (including production budget sheet)
7. Business plan
8. Declaration
9. Script

The documentation above shall be printed on A4 paper in vertical layout with horizontal writing, in 15 copies, bound on the left side, mailed to TFC (10695 2F, No.630, Guangfu S. Rd., Da’an Dist., Taipei City) by the submission deadline. (“Investment proposal” shall be noted on the cover.)

Appendix 2-1

|  |
| --- |
| **Photocopy of Documentation of****Legal Registration of the Proposer** |

Appendix 2-2

|  |
| --- |
| **Photocopy of Documentation of Co-financing or****Co-production Agreement** |

**Past Three Years Achievements**

Appendix 2-3

|  |  |
| --- | --- |
| Name of Project  |  |
| Chinese title |  | Total domestic box office income | \_\_\_\_\_\_\_\_ TWD |
| English title |  | Total income from sales of domestic copyright (DVD, television channel, video platform, etc.) | \_\_\_\_\_\_\_\_ TWD |
| Director |  |
| Producer |  |
| Scriptwriter |  | Income from overseas distribution and copyright sales |  |
| Leading actor |  |
| Leading actress |  |
| Nomination or awards in Taiwan or overseas film festivals |  |
| Chinese title |  | Total domestic box office income | \_\_\_\_\_\_\_\_ TWD |
| English title |  | Total income from sales of domestic copyright (DVD, television channel, video platform, etc.) | \_\_\_\_\_\_\_\_ TWD |
| Director |  |
| Producer |  |
| Scriptwriter |  | Income from overseas distribution and copyright sales |  |
| Leading actor |  |
| Leading actress |  |
| Nomination or awards in Taiwan or overseas film festivals |  |
| Chinese title |  | Total domestic box office income | \_\_\_\_\_\_\_\_ TWD |
| English title |  | Total income from sales of domestic copyright (DVD, television channel, video platform, etc.) | \_\_\_\_\_\_\_\_ TWD |
| Director |  |
| Producer |  |
| Scriptwriter |  | Income from overseas distribution and copyright sales |  |
| Leading actor |  |
| Leading actress |  |
| Nomination or awards in Taiwan or overseas film festivals |  |

* Complete this form with valid information and submit documentation for proof.

Appendix 2-4

|  |
| --- |
| **Balance Sheet and Income Statement of the** **Past Three Years** |

**Production Budget Sheet**

Appendix 3

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Detail | Amount | Remarks |
|  |  |  |  |
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|  |  |  |  |
| Total |  |  |  |

* Add spaces as needed.

Appendix 4

**Taipei Film Commission - Taipei Culture Foundation**

**International Audiovisual Production Investment Project**

**Business Plan**

Name of company:

Date:

**There is no specified format for this business plan. The plan may contain and not be limited to the following recommended key points. Key points may be adapted as necessary, and not all points are required to be disclosed.**

1. Information on the proposed company
	1. Basic information of the company
	2. Organizational structure and personnel distribution
	3. Names of directors and supervisors and shareholder structure
	4. Shareholding structure analysis (Shareholders with more than 5% of shares shall be disclosed.)
	5. Information of the operation team
	6. Dedicated investment staff
2. Industry overview for the proposed company
	1. Product analysis
	2. Market analysis
	3. Technical analysis
	4. Marketing strategies, etc.
3. Operation overview of the proposed company
	1. Current operation overview and outlook
	2. Main product or work
	3. Awards or relevant achievements in the industry
	4. Results of past investments
4. Financial analysis of the proposed company
	1. Current main source of income
	2. Analysis of estimated profitability
	3. Balance sheet and income statement for the previous three years
	4. Past financial performance
	5. Cost analysis
	6. Financial forecast for the next three years
	7. Break-even point and earnings distribution, etc.
5. Funding plan
	1. Reason and purpose for investment
	2. Funding application
	3. Investment conditions (e.g. number of issued shares, value per share, total number of shares and amount funded, etc.)
	4. Shareholding structure of pre- and post-investment (e.g. increase/decrease in number of shareholders, variation in number of shares, variation in shareholding percentages, etc. Public shares invested, regardless of shareholding percentage, must be completely disclosed.)
6. Investment risk analysis

Recommended content: Potential risks and corresponding measures, based on SWOT or five forces analysis

1. Recommended investment reason and conditions

Recommended perspectives: Market potential, competitive advantages, cost control, and return on investment

1. Investment performance indicator evaluation form (See Appendix.)
2. Other supplementary description or proof

**Taipei Culture Foundation - Taipei Film Commission International Audiovisual** **Production Investment Project Information Form for Investment Company**

(Add a new form as needed if there is more than one)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Name of company (Taiwan) | Chinese |  |
| English |  |
| Company information | President |  | General manager |  |
| Main contact | Name |  | Title |  |
| Telephone |  | Fax |  |
| Email |  |
| Company address |  |
| Company website |  |
| Current paid-in capital |  TWD | VAT number |   |
| Time of establishment | \_\_\_\_\_\_\_\_ (YYYY/MM/DD) | Location of establishment |  |
| Number of employees | \_\_\_\_\_\_\_\_ | Number of patents |   |
| Developmental stage | □ Seed □ Start-up □ Expansion □ Maturity □ Restructuring |
| Plan for public offering |  | Certified public accountant |  |
| Company description |  |

**Resume Form of Main Operation/Investment Team**

(Only one investment manager is allowed on each form)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Title |  |
| Address |  |
| 1. Education (Specify academic degrees of bachelor and above, department, name of institution, and period of study.) |
| Period (YYYY/MM) | Name of institution | Department | Degree | Remarks |
|  |  |  |  |  |
| 2. Experiences (Specify name of company, title, responsibilities, and period of employment for previous employments.) |
| Period (YYYY/MM) | Name of company | Title | Responsibilities |
|  |  |  |  |
| 3. Specialties (Describe area of expertise and professional skills.) |
|  |
| 4. Experiences in investment management |
| 1. \_\_\_\_ cases and a combined \_\_\_\_\_\_\_\_ hundred million TWD in investing companies or managing venture capital
2. Specific examples of investment management and performance thereof
 |

**Taipei Culture Foundation - Taipei Film Commission International Audiovisual** **Production Investment Project Investment Performance Indicator Evaluation Form**

|  |  |  |
| --- | --- | --- |
| **Performance indicator** | **Evaluated number or value** | **Description of goals** |
| **Common indicators (Add spaces as needed)** |
| Return on investment rate |  |   |
| Jobs created |  |   |
| Number of Self-developed intellectual property rights |  |   |
| Value created |  |   |
| Market share or expansion rate |  |   |
| Effectiveness of city marketing |  |  |
|  |  |  |
| **Case-specific indicators (Add spaces as needed)** |
|  |  |   |
|  |  |  |
|  |  |  |

Instructions:

1. The proposed company shall establish investment performance indicators for the proposed project. After official investment, TFC shall review the progress of the invested project based on the evaluation indicators in the fourth quarter of each year. The proposed company shall establish the indicators based on careful examination of the operation of the invested business.
2. There shall be at least three investment performance evaluation indicators for each invested projects. One of the indicators must be a common indicator.

**Taipei Culture Foundation - Taipei Film Commission International Audiovisual** **Production Investment Project Declaration**

Appendix 5

The undersigned hereby declares the following regarding the proposal submitted to the International Audiovisual Production Investment, Taipei Film Commission, Taipei Culture Foundation.

1. The undersigned has no outstanding tax.
2. The undersigned is not currently suspended as penalty arising from involvement in a government program in the past three years.
3. The undersigned has not been in violation of regulations for labor protection, environmental protection, or the People with Disabilities Rights Protection Act.
4. Credit anomaly

□ No.

□ Yes, as described in the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The proposed company has received funding from a legal person shareholder.

□ No.

□ Yes. Name of legal person shareholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Amount of investment: \_\_\_\_\_\_\_\_\_\_\_ TWD

1. The proposed company has a parent company.

□ No.

□ Yes. Name of parent company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The proposed company is currently profitable.

□ No.

□ Yes.

1. The proposer is the owner of another firm

□ No.

□ Yes. Name of business:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned agrees that before the proposal is approved, if the declaration above ceases to reflect the truth, the undersigned shall notify Taipei Film Commission in written form. Untruthful declaration or description or failure to notify as agreed may result in Taipei Film Commission’s rejection of proposal or termination of contract, while the issued investment funding shall be returned, and the undersigned shall be responsible for legal proceedings arising from such an event without objection.

**Seal**

**Signature and seal of representative:**

**Seal**

**Company seal:**

Date:

Appendix 6

**Taipei Film Commission - Taipei Culture Foundation**

**International Audiovisual Production Investment Project**

**Investment Performance Report**

Name of company:

Name of project:

Date of reception by TFC:

**Taipei Culture Foundation - Taipei Film Commission International Audiovisual** **Production Investment Project**

**Project Conclusion Self-assessment Form for Investee**

(To Be Completed by Investee)

|  |  |  |
| --- | --- | --- |
| Self-assessment item | Status (checkmark) | Remarks |
| (Skip to the next item if the invested funding has no designated project.)Project-specific funding is used exclusively for the designated project. | □ Yes□ No |  |
| For an investment project with funding from other government agencies, the conclusion report discloses in detail the funding from the other government agencies. | □ Yes□ No (Offer explanation.) |  |
| The proposal is properly completed.  | □ Yes□ No (Offer explanation.) |  |
| Tax withholding and declaration are conducted as per the Income Tax Act. | □ Yes□ No (Offer explanation.) |  |
| The designations and logos of the following are placed in prominent locations on relevant promotional materials: Taipei City Government, Department of Cultural Affairs, Taipei City Government, Taipei Culture Foundation, and Taipei Film Commission | □ Yes□ No |  |
| All required appendices are present. | □ Yes□ No |  |

(Stamp investee seal and registration seal of owner representative.)

**Taipei Culture Foundation - Taipei Film Commission International Audiovisual** **Production Investment Project Investment Performance Indicator Evaluation Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance indicator**  | **Evaluated number or value**  | **Description of goals**  | **Description of achieved goals**  |
| **Common indicators (Add spaces as needed)** |
| Return on investment rate |  |   |  |
| Jobs created |  |   |  |
| Number of self-developed intellectual property rights |  |   |  |
| Value created |  |   |  |
| Market share or expansion rate |  |   |  |
| Effectiveness of city marketing |  |  |  |
|  |  |  |  |
| **Case-specific indicators (Add spaces as needed)** |
|  |  |   |  |
|  |  |  |  |
|  |  |  |  |

Instructions:

1. The proposed company shall establish investment performance indicators for the proposed project. After official investment, TFC shall review the progress of the invested project based on the evaluation indicators in the fourth quarter of each year. The proposed company shall establish the indicators based on careful examination of the operation of the invested business.
2. There shall be at least three investment performance evaluation indicators for each invested projects. One of the indicators must be a common indicator.

|  |
| --- |
| **International Audiovisual** **Production Investment Project****Performance Report** |
| Name of project |  |
| Name of company |  | Owner |  |
| Address |  |
| Main contact |  | Telephone | Fax |
| Mobile phone |
| E-mail |  |
| Film/Television Series Length |  \_\_\_\_\_\_\_\_ minutes | Genre | □ Drama □ Documentary□ Animation □ Other |
| Names of cast and crew | Director: Scriptwriter: Producer:Leading Actor: Leading Actress: |
| Co-productioncompany |  |
| Date of approval |  |
| 1. Total capital |  | Paid-in capital(Sources of funding) | Amount | Percentage in paid-in capital |
| 2. Paid-in capital |  | □ Investment from Taipei Film Commission |  | % |
| 3. Budgeted expenses |  | □ Grant from other government agencies (Specify name of agency and grant program.) |  | % |
| 4. Actual expenses |  | □ Other grants (Specify name of entity and grant program.) |  | % |
| Balance of this project (=2-4) |  | □ Other investor (Specify name of company/individual and amount invested.) |  | % |
| Difference between budgeted expenses and actual expenses (=3-4) |  |  |  |  |
|  |  | **Total (actual income)** |  | **100 %** |

Appendix 7

**Taipei Film Commission - Taipei Culture Foundation**

**International Audiovisual Production Investment Project**

**Distribution Performance Report**

Name of company:

Name of project:

Date of reception by TFC:

|  |
| --- |
| **International Audiovisual** **Production Investment Project****Distribution Performance Report** |
| Name of project |  |
| Name of company |  | Owner |  |
| Address |  |
| Contact |  | Telephone | Fax |
| Mobile phone |
| E-mail |  |
| Film/Television Series Length | \_\_\_\_\_\_\_\_ minutes | Genre | □ Drama □ Documentary□ Animation □ Other |
| Names of cast and crew | Director: Scriptwriter: Producer:Leading Actor: Leading Actress: |
| Co-productioncompany |  |
| Date of conclusion of the project  | \_\_\_\_\_\_\_\_(YYYY/MM/DD) |
| Total cost of marketing and promotion |  |
| Total domestic box office | \_\_\_\_\_\_\_\_ ten thousand TWD |
| Total income from domestic copyright sales | \_\_\_\_\_\_\_\_ ten thousand TWD |
| Total overseas box office |  |
| Total income from overseas copyright sales |  |
| Domestic distribution and copyright sales | Number of theaters: Theatrical releasing days: Area of copyright sales:* DVD:
* Cable TV:
* Internet:
* Other:
 |
| Overseas distribution and copyright sales | Countries covered in overseas distribution:Area of copyright sales:* DVD:

 * Cable TV:

* Internet:

* Other:

 |
| Nominations and awards from domestic and overseas film festivals |  |
| Effectiveness in promoting the image of Taipei and the execution of the contribution plan | Describe the execution of the contribution plan on a point-by-point basis based on the original proposal.Attach briefing material regarding the effectiveness in promoting the image of Taipei, if available.  |
| **★** **Attachments:** Photocopy briefing material and proof of distribution on A4 papers and bind them on the left side in the back. |