**Annex 8a**

**REQUEST FOR ADVANCE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| The undersigned |  | | | Tax Code | | |  |
| Born in |  | | | | on | |  |
| As the legal representative for | | |  | | | | |
| With registered office in | |  | | address | |  | |
| With operating headquarters in | | *(do not fill in if the same as registered office)* | | address | | *(do not fill in if the same as registered office)* | |
| Tax Code | |  | | VAT number | |  | |
| CEM | |  | |

* whose company is the beneficiary of aid related to the audiovisual project allocated with the Resolution of the Director General Prot. No. \_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_ for a total of € \_\_\_\_\_\_\_\_, as part of the “**Apulia Film Fund**” Public Notice
* whose company, not having a registered office in Apulia, has opened an operational Headquarters at the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_

**R E Q U E S T S**

The disbursement of the advance provided for by art. 10 of the Public Notice equal to 40% of the subsidy granted, i.e. € \_\_\_\_\_\_\_\_\_ to the following bank account dedicated to the subsidized project:

|  |  |
| --- | --- |
| **IBAN:** |  |

For this purpose, it transmits:

* 1. Self-certification of the cumulation of aid according to Annex 2c of the Notice.
  2. *(check the box that applies)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Bank guarantee** | Irrevocable, unconditional and enforceable on first demand, complies with the scheme published with DGR No. 1000 of 07/07/2016 of the Regione Puglia | *(indicate guarantor)* |
|  | **Insurance policy** |
|  | **Policy issued by a financial intermediary registered in the special list referred to in Article 107 of Legislative Decree No. 385/1993** |

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Digital document digitally signed in accordance with the consolidated Presidential Decree of December 28th 2000, No. 445 of Legislative Decree No. 82 and its related rules, which replaces paper text and handwritten signature*

**Annex 8b**

**REQUEST FOR 30% SHARE AS ADVANCE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| The undersigned |  | | | Tax Code | | |  |
| Born in |  | | | | on | |  |
| As the legal representative for | | |  | | | | |
| With registered office in | |  | | address | |  | |
| With operating headquarters in | | *(do not fill in if the same as registered office)* | | address | | *(do not fill in if the same as registered office)* | |
| Tax Code | |  | | VAT number | |  | |
| CEM | |  | |

* whose company is the beneficiary of aid related to the audiovisual project allocated with the Resolution of the Director General Prot. No. \_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_ for a total of € \_\_\_\_\_\_\_\_, as part of the “**Apulia Film Fund**” Public Notice
* whose company, not having a registered office in Apulia, has opened an operational Headquarters at the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_

**R E Q U E S T S**

The disbursement of a 30% share, as an advance, of the eligible expenses (as per the project sent in the application and approved at the time of granting the aid) as required by art. 10 the Public Notice, i.e. EUR \_\_\_\_\_\_\_\_\_ to the following bank account dedicated to the subsidized project:

|  |  |
| --- | --- |
| **IBAN:** |  |

To this end submits:

1. Legitimate expense documentation, equal to 30% of eligible expenses as per the project sent in the application and approved at the time of granting the subsidy, consisting of copies of the originals of:
   * 1. Invoices from suppliers with tax residence in Apulia, with the relative payment slips (copy of the bank transfer, proof of charges to debit account, etc.)
     2. Payroll of the workers registered with the Production Guide or invoices of professionals registered with the Production Guide, legally contracted, with the relative payment slip (copy of the bank transfer, proof of charges to debit account, etc.)
     3. Any other supporting documentation for expenses with the relative payment slip (copy of the bank transfer, proof of charges to debit account, etc.)
     4. Where provided, legally binding acts (contracts, agreements, letters of appointment, etc.), which clearly show the object of the service or supply, its amount, delivery terms, and payment methods.
2. b. Intermediate Technical Report.

Furthermore (fill in only if the company has opted for the advance share of 40% of the subsidy granted), the undersigned declares:

* to have signed the bank guarantee / insurance policy / policy issued by a financial intermediary registered in the special list referred to in Article 107 of Legislative Decree 385/1993 with company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ no.\_\_\_\_\_\_\_\_\_\_ of\_\_\_\_\_\_\_\_\_\_\_\_ for the amount of EUR\_\_\_\_\_\_\_\_\_\_\_\_\_
* to maintain the surety (mentioned above) in progress.

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Annex 8c**

**REQUEST FOR BALANCE PAYMENT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| The undersigned |  | | | Tax Code | | |  |
| Born in |  | | | | on | |  |
| As the legal representative for | | |  | | | | |
| With registered office in | |  | | address | |  | |
| With operating headquarters in | | *(do not fill in if the same as registered office)* | | address | | *(do not fill in if the same as registered office)* | |
| Tax Code | |  | | VAT number | |  | |
| CEM | |  | |

* whose company is the beneficiary of aid related to the audiovisual project allocated with the Resolution of the Director General Prot. No. \_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_ for a total of € \_\_\_\_\_\_\_\_, as part of the “**Apulia Film Fund**” Public Notice
* whose company, not having a registered office in Apulia, has opened an operational Headquarters at the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_

**REQUESTS**

Payment of the balance, net of any advance provided for by Article 10 of the Notice, to the following bank account dedicated to the subsidized project:

|  |  |
| --- | --- |
| **IBAN:** |  |

The undersigned also declares to have transmitted, pursuant to Article 16 of the Notice:

a. Certificate issued by the legal representative of the beneficiary company, according to Annex 4, resulting that:

* All regional and national legal requirements have been fulfilled, in particular those concerning fiscal matters
* All applicable EU community regulations and rules have been complied with, including, but not limited to, those concerning the traceability of financial flows, information and advertising, those relating to work contracts and workplace safety, environmental impact, equal opportunities and inclusion of disabled social categories
* The expenses incurred are eligible, relevant and congruous, and have been carried out within the eligibility terms set by the tender or Notice
  + - No reductions and / or VAT deductions have been obtained on the expenses incurred (or if they were obtained, for what expenses and to what extent)
    - No further reimbursements, contributions and additions were made to other subjects, public or private, national, regional, provincial and / or EU community (or if they were obtained or requested, which and to what extent)

b. Self-certification updated according to Annex 2

* 1. The documentation relating to the reporting of the project, through the use of the MIRWEB electronic information monitoring system (mirweb.regione.puglia.it)
  2. Final project plan, clearly highlighting of the working days in Apulia
  3. Definitive list of cast and crew, clearly highlighting personnel registered with the Production Guide (excluding extras and trainees)
  4. List of suppliers with tax residence in Apulia
  5. Analytical report of reimbursable expenses drawn up in accordance with Annex 9 accompanied by: copies of the single workbook and production plans; specific *rooming lists* prepared by accommodation facilities located in Apulia. The cast may be included in the rooming lists, in line with the provisions of the production plan
  6. Asseveration by an accountant, or statutory auditor or auditing firm registered in the register pursuant to Legislative Decree No. 39/2010 and subsequent amendments, drawn up on the model set out in Annex 10 that certifies:
* Analytical report of the reimbursable expenses drawn up according to Annex 9
* Production cost, which details the total costs, gross of any tax or other charges, in an analytical framework according to the model provided by DG Cinema - MiBACT (where available)

i. Copies of the originals of:

* + - Invoices from suppliers with tax residence in Apulia, with the relative payment slips (copy of the bank transfer, proof of charges to debit account, etc.)
    - Payroll of the workers registered with the Production Guide or invoices of professionals registered with the Production Guide, legally contracted, with the relative payment slip (copy of the bank transfer, proof of charges to debit account, etc.)
    - Any other supporting documentation for expenses with the relative payment slip (copy of the bank transfer, proof of charges to debit account, etc.)
    - Where provided, legally binding acts (contracts, agreements, letters of appointment, etc.), which clearly show the object of the service or supply, its amount, delivery terms, and payment methods.

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Digital document digitally signed in accordance with the consolidated Presidential Decree of December 28th 2000, No. 445 of Legislative Decree No. 82 and its related rules, which replaces paper text and handwritten*