**Attachment 8a**

**REQUEST FOR ADVANCE PAYMENT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| The undersigned |  | | | Tax Code | | |  |
| born |  | | | | on | |  |
| as legal representative of | | |  | | | | |
| with legal office in | |  | | address | |  | |
| with registered office in | | *(do not fill out if the same as legal office)* | | address | | *(do not fill out if the same as legal office)* | |
| Tax Code | |  | | VAT No. | |  | |
| Certified email | |  | |

- whose company is the applicant for a subsidy related to the audiovisual work assigned by the Determination of the Director General of the Apulia Film Commission Foundation Prot. no. \_\_\_ of\_\_\_\_\_\_\_\_\_\_\_\_ for a total of EUR **\_\_\_\_\_\_\_\_\_** under the public notice “**Apulia Film Fund;**”

a company, not having a registered office in Puglia, has opened an operating office at the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_

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

the disbursement for the advance payment provided for in Article 10 of the Public Notice equal to 40% of the subsidized grant, namely, EUR \_\_\_\_\_\_\_\_\_ transferredto the following bank account assigned to the subsidized project:

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

To this end, it transmits:

* 1. Declaration in lieu of certification on cumulation of aid according to Annex 2c of the Notice.
  2. *(tick the relevant checkbox)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **bank guarantee** | irrevocable, unconditional and enforceable on first demand, in accordance with the scheme published by Regional Council Resolution No. 1000 of 7 July 2016 by the Puglia Region | *(indicate the guarantor)* |
|  | **insurance policy** |
|  | **policy issued by a financial intermediary registered in the special list referred to in article 107 of Legislative Decree 385/1993** |

Place / date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Digitally signed document pursuant to the Consolidated Text of Presidential Decree No.445 of 28 December 2000,*

*Legislative Decree No. 82 of 7 March 2005, and related regulations, which replaces the paper document and handwritten signature.*

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**Attachment 8c**

**BALANCE REQUEST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| The undersigned |  | | | Tax Code | | |  |
| born |  | | | | on | |  |
| as legal representative of | | |  | | | | |
| with legal office in | |  | | address | |  | |
| with registered office in | | *(do not fill out if the same as legal office)* | | address | | *(do not fill out if the same as legal office)* | |
| Tax Code | |  | | VAT No. | |  | |
| Certified email | |  | |

- whose company is the applicant for a subsidy related to the audiovisual work assigned by the Determination of the Director General of the Apulia Film Commission Foundation Prot. no. \_\_\_ of\_\_\_\_\_\_\_\_\_\_\_\_ for a total of EURO **\_\_\_\_\_\_\_\_\_** under the public notice “**Apulia Film Fund**;”

a company, not having a registered office in Puglia, has opened an operating office at the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_

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

the disbursement of the balance, net of any advance payment provided for in article 10 of the Notice, transferredto the following bank account assigned to the subsidized project:

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

The undersigned also declares to have submitted, in accordance with article 16 of the Notice:

1. Certification issued by the legal representative of the beneficiary company, as per Annex 4, stating that:
   * + all regional and national legal requirements have been fulfilled, particularly those related to fiscal matters;
     + all applicable EU regulations and standards have been adhered to, including but not limited to those related to traceability of financial flows, information and publicity, those related to labor contracts and workplace safety, environmental impact, equal opportunities and inclusion of disabled social groups;
     + expenses incurred are eligible, relevant and appropriate, and were made within the eligibility terms set by this Notice;
     + no reductions and/or VAT deductions were obtained on incurred expenses (or if they were obtained, for what expenses and to what extent);
     + no additional reimbursements, subsidies and contributions were obtained or requested from other entities, whether public or private, national, regional, provincial and/or EU community (or if they were obtained or requested, which ones and to what extent).
2. Statements in lieu of certification updated according to Annex 2.
3. Documentation related to project reporting, through the use of the MIRWEB electronic information tracking system (mirweb.regione.puglia.it)
4. Final production plan, clearly highlighting the number of working days in Puglia.
5. Final list of cast and crew, clearly highlighting personnel registered with the Production Guide (excluding crew members hired on a daily basis, extras and trainees).
6. List of suppliers with tax residence in Puglia.
7. Analytical report of reimbursable expenses drawn up in accordance with Annex 9 accompanied by: copies of the single labor logbook, production plans, specific rooming lists prepared by accommodation facilities located in Puglia.
8. Certification by an accountant, or statutory auditor or auditing firm registered with the registry referred to in Legislative Decree No. 39/2010 and subsequent amendments, according to the model set out in Annex 6 certifying:
   * + analytical report of reimbursable expenses drawn up in accordance with Annex 9
     + the cost of production, detailing the total gross costs before any taxes or other charges in an analytical outline according to the template Attachment 1C submitted at the application stage or the final MIC Production Costs template
9. Original copies of:
   * + invoices from suppliers with tax residence in Puglia, with relative payment slips (copy of bank transfers, evidence of charges to bank account, etc.);
     + payroll of workers registered with the Production Guide or invoices of professionals registered with the Production Guide, duly contracted, with relevant payment details (copy of bank transfers, evidence of charges to bank account, etc.);
     + any other supporting documentation for expenses with a relative payment slip (copy of bank transfers, evidence of charges to bank account, etc., to be attached to the receipt to which it refers to);
     + where applicable, legally binding documents (contracts, agreements, letters of assignment, etc.), clearly showing the nature of the service or supply, its amount, terms of delivery, payment methods, etc.

Place / date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Digitally signed document pursuant to the Consolidated Text of Presidential Decree No.445 of 28 December 2000,*

*Legislative Decree No. 82 of 7 March 2005, and related regulations, which replaces the paper document and handwritten signature.*

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