**REQUEST FOR ADVANCE PAYMENT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| The Undersigned |  | | | Tax Code | | |  |
| Born on |  | | | | | Date |  |
| Acting as the legal representative on behalf of | | |  | | | | |
| Registered Office in | |  | | | Address | |  |
| Operating office in | | *(leave blank if it is the same as the registered office)* | | | Address | | *(leave blank if it is the same as the registered office)* |
| Tax Code | |  | | | VAT Code | |  |
| CEM | |  | | |

as a beneficiary company, according to the Public Notice “**Apulia Film Fund 2017**”, of the subsidy allocated with Executive Determination n. \_\_\_ of\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and communicated with prot. n. \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_, totalling €**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** , in support of the audiovisual work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby

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

the disbursement of the advance payment pursuant to Art. 11 of the Notice, equal to 35% of the granted subsidy, that is €**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** to the bank account designated for the subsidized project.

|  |  |
| --- | --- |
| **IBAN N.:** |  |

To this purpose, it is hereby attached:

* 1. Substitute statement on cumulation of aid according to Annex 7 of the Notice.
  2. *(select the correct box)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **bank guarantee** | irrevocable, unconditional and enforceable upon first request, according to the Approval Notice with Decision of Regional Council n. 1000 from 07/07/2016 | *(state the guarantor)* |
|  | **insurance policy** |
|  | **policy issued by a financial intermediary registered with the special list according to Art. 107 of Legislative Decree N. 385/1993** |

Place and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely

*(Certified digital signature of the legal representative)*

*Electronic document digitally signed, pursuant to Presidential Decree No. 445 of 28 December 2000, to Legislative Decree No. 82, dated March 2005, and related regulations, which replaces the printed text and handwritten signature.*

**REQUEST FOR BALANCE PAYMENT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| The undersigned |  | | | Tax Code | | |  |
| Born on |  | | | | | Date |  |
| Acting as the legal representative on behalf of | | |  | | | | |
| Registered office in | |  | | | Address | |  |
| Operating office in | | *(leave blank if it is the same as the registered office)* | | | Address | | *(leave blank if it is the same as the registered office)* |
| Tax Code | |  | | | VAT Code | |  |
| CEM | |  | | |

as a beneficiary company, according to the Public Notice “**Apulia Film Fund 2017**”, of the subsidy allocated with Executive Determination n. \_\_\_ of\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and communicated with prot. n. \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_, totalling €**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** , in support of the audiovisual work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby

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

the balance disbursement, excluding any advance payment pursuant to Art. 11 of the Notice, to the bank account designated for the subsidized project.

|  |  |
| --- | --- |
| **IBAN N.:** |  |

According to Art. 13 of the Notice, it is hereby attached:

1. certificate issued by the legal representative of the Beneficiary, according to Annex 12 of the Notice;
2. self-certification on the cumulation of aid pursuant to Annex 7.
3. the complete list of crew members and suppliers, clearly highlighting those from Puglia.
4. the complete list of the post-production crew, clearly highlighting those registered with the Production Guide (excluding walk-ons, special appearances and trainees);
5. the complete list of suppliers, clearly highlighting those with tax residence in Puglia;
6. the complete list of locations, clearly highlighting locations in Puglia;
7. final screenplay, clearly highlighting the scenes set in Puglia [*only for projects pertaining to the categories SHORT and FICTION (except for short musical films)]*.
8. detailed expenditure report pursuant to Annex 8, transmitted by CEM in excel format;
9. affidavit of an accountant or statutory auditor / auditing firm, enrolled in the Register, pursuant to Legislative

Decree N. 39/2010 and subsequent amendments, certifying that the detailed report has been prepared according to Annex 8 of the Notice.

1. copies of:
   * + invoices of suppliers with tax residence in Puglia along with relative payment statement (copy of the bank transfer, debit featured in the bank account, etc.);
     + payrolls or invoices of professional workers registered with the Production Guide and regularly under contract, along with relative payment statement (copy of the bank transfer, debit featured in the bank account, etc.);
     + every other supporting documentation along with relative payment statement (copy of the bank transfer, debit featured in bank account, etc.);
     + where applicable, legally binding acts (contracts, agreements, letters of appointment, etc.), clearly highlighting the subject of the service or supply, its amount, the terms of delivery as well as the method of payment.

Place and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely

*(Certified digital signature of the legal representative)*

*Electronic document digitally signed, pursuant to Presidential Decree No. 445 of 28 December 2000, to Legislative Decree No. 82, dated March 2005, and related regulations, which replaces the printed text and handwritten signature.*