

MANITOBA FILM AND VIDEO PRODUCTION TAX CREDIT
COST-OF-SALARIES CREDIT

CHECKLIST FOR PART A – Registration Certificate (to be submitted to MFM)

1. Completed, signed (by an authorized person), and dated application;
2. Script (series bible is acceptable in the case of series; project outline is acceptable in the case of documentaries);
3. Cast and crew list with screen credits (include residency);
4. Articles of Incorporation of the applicant corporation;
5. Detailed locked budget (acceptable industry format) signed and dated by the producer;
6. Detailed List of Projected Eligible Manitoba Labour Expenditures following same format as above noted budget. Please indicate which amounts relate to eligible non-resident individuals;
7. Projected Breakdown of Total Manitoba Expenditures (Form B (2));
8. If applicable, Request for Deeming (Form C) and Proposed List of Deemed Labour (Form D) signed by unions/guild/FTM (should already be on file with Manitoba Film & Music; please notify MFM if this is not the case);
9. Copy of the Federal Canadian Film or Video Production Tax Credit (CPTC) or Federal Film or Video Production Services Tax Credit (PSTC) – Registration Part A, if applicable (or copy of the application form);

If applying for the Frequent Filming Bonus:

10. Frequent Filming Bonus Eligibility Form;
11. Official verification of the share ownership of the applicant corporation and of the applicant corporations for the 2 prior films being referenced;
12. Declaration of Principal Owner identifying the Principal Owner for the applicant film and for the 2 prior films, according to requirements as defined in the legislation and guidelines.

Manitoba Film & Music reserves the right to request any additional information that is deemed necessary in order to process the Part A - Tax Credit Registration Application.

It is the applicant corporation's responsibility to ensure that all required information and documentation is provided and complies with the legislation and guidelines for the program. Manitoba Film & Music will not accept applications and documentation that do not conform to the legislation and guidelines.

The above information is collected in accordance with section 7.5 (1) to 7.9 of *The Income Tax Act* (Manitoba). Pursuant to *The Freedom of Information and Protection of Privacy Act*, the information will only be used and disclosed as necessary for the purpose of administering the Manitoba Film and Video Production Tax Credit and in addition the information may be provided to the Canada Revenue Agency under applicable statutory authority for the purpose of the administration and enforcement of *The Income Tax Act* (Canada) or *The Income Tax Act* (Manitoba).