



INTERNATIONAL CO-PRODUCTION FUND (ICOF)

FOR SELECTED APPLICANTS (REQUIREMENTS FOR FIRST TRANCHE RELEASE) CHECKLIST

CHECK	DOCUMENT
<input type="checkbox"/>	Notarized copy of the signed Memorandum of Agreement
<input type="checkbox"/>	Certificate of attendance of the FilmPhilippines Incentives Orientation for Grantees
<input type="checkbox"/>	Cover letter (You may use this template: https://tinyurl.com/FPCLetter)
<input type="checkbox"/>	Production Schedule - For live action, please include confirmed locations of shoots
<input type="checkbox"/>	Updated production budget indicating the budget items for QPPE
<input type="checkbox"/>	Copy of all of the documents relating to the “Chain of Title” and underlying rights
<input type="checkbox"/>	Insurance coverage of the applicant’s responsibilities for all the activities required to make the project in the Philippines
<input type="checkbox"/>	Signed contracts with the above-the-line crew (director, producer, cinematographer, editor, production designer) and principal cast
<input type="checkbox"/>	Agreement letters for the already confirmed key cast and crew (first cameraman, head stereographer, cinematographer, art director, sound engineer, wardrobe director, hair stylist director, stunt coordinator, head sound mixer, film editor, first assistant director, production director, post-production manager, stage manager, visual effects supervisor)
<input type="checkbox"/>	Quotes from the projected main Filipino suppliers corresponding to the QPPE
<input type="checkbox"/>	List of crew and cast
<input type="checkbox"/>	Proof of financing other than FilmPhilippines Incentives (Guarantee Letter from financier or bank)
<input type="checkbox"/>	Safe Filming registration