



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau
文化局
Instituto Cultural

Department for Promoting Cultural and Creative Industries
2018 Support Programme for the Production of Feature Films
Closure Report

Part I: Information of the Film

Name of beneficiary (Chinese / Portuguese and other language)

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Title of film (Chinese / Portuguese and other language)

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Co-producer (if applicable)

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Number of crew members involved in the film production

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Pre-production

Pre-production duration (days)

From	(dd/mm/yyyy) to	(dd/mm/yyyy)	
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Filming

Filming duration (days)

From	(dd/mm/yyyy) to	(dd/mm/yyyy)	
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Post-production

Post-production duration (days)

From	(dd/mm/yyyy) to	(dd/mm/yyyy)	
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Film format (35mm / HD / 4K or above)

Film length (minutes)

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Film language (Cantonese/Mandarin/Portuguese/English/Others) Subtitles (Chinese/Portuguese/English)

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Name of post-production unit

Post-production location (e.g. Macao / Hong Kong / Mainland China, etc.)

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Date of press conference

Location of press conference

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Date of premier

Location of premier

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Part II: Screening Information

(Please complete both local and foreign screening information; please attach extra sheets if space is not enough.)

1. Local Screenings

Location (cinema or other venue)	Region	No. of session	Audience size	Ticket price	No. of complimentary tickets
1.1					
1.2					
1.3					
1.4					

2. Foreign Screenings

Location (cinema or other venue)	Region	No. of session	Audience size	Ticket price	No. of complimentary tickets
2.1					
2.2					
2.3					
2.4					

Part III: Film Festival Information

(Please attach extra sheets if necessary)

1. Festival Information^{Note 1} (Please complete this section in accordance with the content provided in item 2 of Part IV of the Second Review Application Form)

Film Festival (1)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Participation status	<input type="checkbox"/> Did not register (Please provide a reason: _____ _____) <input type="checkbox"/> Registered, but was not nominated / did not receive an award <input type="checkbox"/> Nominated / received an award (Nomination category or name of award: _____)

Note: 1. If the beneficiary participates in a film festival with the selected film, a photocopy of proof of registration must be provided; successful nomination receivers or award-winners must provide a photocopy of the proof of nomination or award-winning status.



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Film Festival (2)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Participation status	<input type="checkbox"/> Did not register (Please provide a reason: _____ _____)) <input type="checkbox"/> Registered, but was not nominated / did not receive an award <input type="checkbox"/> Nominated / received an award (Nomination category or name of award: _____)
Film Festival (3)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Participation status	<input type="checkbox"/> Did not register (Please provide a reason: _____ _____)) <input type="checkbox"/> Registered, but was not nominated / did not receive an award <input type="checkbox"/> Nominated / received an award (Nomination category or name of award: _____)
Film Festival (4)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Participation status	<input type="checkbox"/> Did not register (Please provide a reason: _____ _____)) <input type="checkbox"/> Registered, but was not nominated / did not receive an award <input type="checkbox"/> Nominated / received an award (Nomination category or name of award: _____)



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Film Festival (5)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Participation status	<input type="checkbox"/> Did not register (Please provide a reason: _____ _____)) <input type="checkbox"/> Registered, but was not nominated / did not receive an award <input type="checkbox"/> Nominated / received an award (Nomination category or name of award: _____)

2. Other Film Festival ^{Note 2} (please fill in other festivals which has been nominated or received an award)

Film Festival (1)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Title of nomination or award	
Film Festival (2)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Title of nomination or award	
Film Festival (3)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Title of nomination or award	

Note: 2. Beneficiary participates in other film festival with the selected film and got the nomination or an award, a photocopy for the proof of nomination or award-winning must be provided.



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Film Festival (4)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Title of nomination or award	
Film Festival (5)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Title of nomination or award	
Film Festival (6)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Title of nomination or award	
Film Festival (7)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Title of nomination or award	
Film Festival (8)	Name of film festival	
	Host city	
	Festival dates	
	Section	
	Title of nomination or award	



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Part IV: Film Production Plan Execution and Performance Report

(Please provide at least 1,500 words; please attach extra sheets if necessary.)

1. Please describe in detail the execution for the production of the film, including the description of the execution process of pre-production, filming and post-production phases and a list of all crew members by name and position, along with all relevant supporting information (e.g. photographs, videos, etc.);
2. If the beneficiary does not execute the film according to the original plan and budget, please provide a detailed description of the modified content and reasons for said changes;
3. Other comments.



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Part V: Film Promotion and Marketing Plan Execution and Performance Report

(Please provide at least 1,000 words; please attach extra sheets if necessary.)

1. Please describe in detail the execution of the promotion and marketing plan for the film, including a review of the promotional strategies, complete box office records of the film supported by the “2018 Support Programme for the Production of Feature Films” by region, screening dates, local and foreign copyright trading and information related to merchandising, along with all relevant supporting information (e.g. photographs, videos, etc.);
2. If the beneficiary does not execute the film according to the original promotion and marketing plan and budget, please provide a detailed description of the modified content and reasons for said changes;
3. Other comments.



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Part VI: Analysis Report of the Benefit of the Film Brings to Macao's Film Industry

(Please provide at least 1,000 words; please attach extra sheets if necessary.)

1. Please describe in detail an analysis of the benefit of the film brings to Macao's film industry along with all relevant supporting information (e.g. photographs, videos, etc.);
2. Please describe the positive effect and outcome of the film brings to you in the film industry;
3. Other comments.



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Part VII: Statement of Revenue and Expenditure for the Items Supported by the Programme ^{Note 3}

[The amount of the statement should be indicated in patacas (MOP) ^{Note 4}. Please attach extra sheets if space is not enough. Moreover, please state the date, details, currency, exchange rate, amount and sequence number of each item in the specification. The specification should be verified, signed and sealed by the Macao registered auditor.]

1. Expenditure of the items supported by the Programme

Item		Estimated expenditure ^{Note 7}	Actual expenditure	Percentage of actual total expenditure	Receipt no.	Verified expenditure (for IC use only)
Production costs ^{Note 5}	Personnel fee					
	Production fee 1 ^{Note 8}					
	Production fee 2 ^{Note 9}					
	Transportation fee					
	Accommodation fee					
	Catering fee					
Promotion and marketing costs ^{Note 6}	Promotional materials					
	Exhibition preparation and materials					
	Premiere					
	Advertising					
	Outdoor promotion					
	Promotional planning					
Total expenditure of the item supported by the Programme: (Production costs + Promotion and marketing costs)						

Notes: 3. IC only accepts expenditure from when after the Support Programme is announced. Beneficiaries should keep original copies of all the expenditure invoices for five years in case of review. If not keeping the original copies, the beneficiaries should bear full responsibility in case of review;

4. If expense involves foreign currency, it shall be denominated in patacas. The exchange rate will take the average of the exchange rates provided by Banco Nacional Ultramarino (BNU) and Bank of China (BOC) Macau branches on the date of signing the agreement; if the result shows decimals, it should be rounded up to one decimal place;

5. "Production costs" refer to the amount indicated in item 1 of Part III of the Second Review Application Form;

6. "Promotion and marketing costs" refer to the amount indicated in item 3 of Part IV of the Second Review Application Form;

7. "Estimated expenditure" refers to the total amount indicated in item 1 of Part III and item 3 of Part IV of the Second Review Application Form;

8. "Production fee 1" refers to the amount indicated in item 1.2 of Part III of the Second Review Application Form;

9. "Production fee 2" refers to the amount indicated in item 1.3 of Part III of the Second Review Application Form.



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2. Revenue: grant and subsidy by local public institutions					
Item	Name of the unit	Estimated revenue	Actual revenue	Percentage of actual total revenue for the grant and subsidy by the local public institutions	Remarks (for IC use only)
IC Subsidy					
Grant and subsidy by other local public institution (for production, promotion and marketing)					
Total revenue: grant and subsidy by local public institutions: [IC Subsidy + Grant and subsidy by other local public institution (for production, promotion and marketing)]					

Signature of beneficiary

 (As in ID Card)

Part VIII: Statement of Revenue and Expenditure for the Items not Supported by the Programme

[Amount of the statement of revenue and expenditure should be indicated in patacas (MOP) ^{Note 10}; please attach extra sheets if necessary.]

1. Expenditure of the items not supported by the Programme

Item	Actual expenditure	Qty.	Remarks (for IC use only)
Distribution costs			
Festival participation costs			
Total expenditure of the items not supported by the Programme: (Distribution costs + Festival participation costs)			



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2. Revenue of the items not supported by the Programme					
2.1 Capital added					
Item	Name of the unit	Actual revenue	Percentage of total revenue of the items not supported by the Programme		Remarks (for IC use only)
Investments					
Financing					
Donations from individuals, private companies or firms					
Other					
2.2 Proceeds from sales					
Item	Name of the unit	Actual revenue	Percentage of total revenue of the items not supported by the Programme	Receipt no.	Remarks (for IC use only)
Box office revenue in Macao					
Box office revenue in other regions					
Revenue from copyright trading					
Merchandising					
Other					
Total revenue of the items not supported by the Programme: (Capital added + Proceeds from sales)					

Note: 10. If expense involves foreign currency, it shall be denominated in patacas. The exchange rate will take the average of the exchange rates provided by Banco Nacional Ultramarino (BNU) and Bank of China (BOC) Macau branches on the date of signing the agreement; if the result shows decimals, it should be rounded up to one decimal place.

Signature of beneficiary

(As in ID Card)



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Part IX: Photos, Audio-visual Recording and Other Information Note 11

Item	Qty.	Remarks
1.		
2.		
3.		
4.		
5.		
6.		

Note: 11. Except for the hard copies, soft copy of the information can be submitted in a disc, *if any*.

Declaration

I hereby declare that:

1. All expenditure and revenue related to Support Programme has been disclosed, with no hidden expenditure or revenue;
2. I agree to authorise IC to use information I have submitted for promotion, display, research of cultural and creative industries, and to publish in publications, newsletters, websites or other promotional materials. In special circumstances;
3. I promise to submit an "Authorisation statement of information use" if necessary and per IC's requirement;
4. All information given above and attached is correct and true.

Contact no. of beneficiary: _____

Signature of beneficiary (as in ID card): _____

Date (dd/mm/yyyy): _____



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For IC use only

File no.		Date of receipt	
Settlement			
A	Support amount granted by the Programme as stated in the Agreement		
B	Item 1.2 “Estimated total costs” of Part I of the Second Review Application Form		
C	Part VII “Total expenditure of the items supported by the Programme” of the Closure Report		
D	Part VII “Total revenue: grant and subsidy by local public institutions” of the Closure Report		
E	Surplus / Deficit		
F	Final support amount granted by the Programme		
G	First payment		
H	Second payment		
I	Estimated third payment		
J	Verified third payment		
K	Refund		
Formulae: 1. $A = B \times 70\%$. If $B \times 70\% > 2,000,000.00$, then $A = 2,000,000.00$ 2. When $C < B$, then $F = C \times (A / B)$ 3. When $C \geq B$, then $F = A$ 4. $G = A \times 40\%$ 5. $H = A \times 40\%$ 6. $I = A \times 20\%$ 7. $E = D - C$ 8. After verification, if $E \leq 0$, then $J = F - G - H$; If $F - G - H < 0$, then $J = 0$ and $K = -(F - G - H)$ 9. After verification, if $F > E > 0$, then $J = F - G - H - E$; If $F - G - H - E < 0$, then $J = 0$ and $K = -(F - G - H - E)$ 10. After verification, if $E > 0$ and $F \leq E$, then $J = 0$ and $K = G + H$			
Remarks			