

Film Incentive BC (FIBC)

Completion Checklist

As part of the FIBC program, an eligible production corporation (the “applicant corporation”) must first obtain an eligibility and completion certificates for an eligible production to file with the Canada Revenue Agency (CRA). Creative BC evaluates the production’s eligibility under the FIBC program and submits a recommendation for certification to the Certifying Authority. Once approved, eligible productions will receive the certificate from Creative BC.

Creative BC’s service standard for processing applications to the Film Incentive BC program is 120 days from the date a complete application is received, 90% of the time.

Note the following deadlines:

1. The production must be completed no later than 24 months after the end of the taxation year in which principal photography (or key animation, for animated productions) began;
2. The applicant corporation must apply for and receive a completion certificate within 30 months after the end of the corporation’s taxation year in which principal photography (or key animation, for animated productions) began; or
3. If the production was completed in the same taxation year in which principal photography (or key animation) began, the applicant corporation must apply for and receive a completion certificate within 18 months after the end of that taxation year. This supersedes the 30-month deadline described above.
4. An applicant corporation is entitled to a tax credit in respect of a taxation year if the corporation files with the CRA all information and records required for the tax credit within 18 months after the end of that taxation year including the eligibility certificate and, if the tax credit is claimed in respect of the taxation year in which the production is completed, the completion certificate.

**UNLESS AMENDED, DO NOT RESUBMIT DOCUMENTATION
PREVIOUSLY SUBMITTED FOR THE ELIGIBILITY REVIEW**

A. Application

- Transmit a complete FIBC application through our online [application portal](#);
- Submit the application fee. Please refer to the [FIBC Fee Schedule](#) and the [Creative BC Payment Options](#) instructions in the tax credit portal for more information;

B. Eligible Production Corporation

- If applicable, any documentation confirming a change of control of the applicant corporation or of its corporate structure which has occurred since the eligibility review, including an updated [Schedule B: Certificate of an Officer](#) of the applicant corporation and all parent corporations;
- Confirmation of the applicant corporation’s fiscal year end, if different from date provided at Eligibility;

C. Eligible Production

- (URL) link and password to the final production that is active for 12 months and shows full screen credits;
- For a series, final credit lists for all episodes;
- [Schedule A: Declaration of B.C. Residency](#) for B.C.-based Canadian individuals receiving producer or producer-related credits **if not already submitted at Eligibility**;
- CAVCO Affidavit - Exemption for Non-Canadian Courtesy Credit for non-Canadians receiving a producer-related credit **not identified at Eligibility**;
- If the production features any non-Canadian performers, please submit a list of the final remuneration paid to each of the top four highest paid performers (including Canadians) as well as their billing. Please also submit the performer agreements for these individuals **if not already submitted at Eligibility**;
- Telefilm final recommendation and CAVCO Part B for international treaty co-productions;
- For all productions:** Detailed final cost report on which the financial statements are based. For co-productions, a separate breakdown of costs between the co-producing jurisdictions is required;
- For productions with total cost that exceeds \$500,000 only:** audited production cost statements prepared by a licensed public accountant that confirm B.C. expenditure and non-B.C. costs. The audit should also detail all unpaid costs at the time of the audit; Please review [Audit requirements at Completion](#) on Creative BC's website;
- Detailed breakdown of B.C. labour expenditure which reconciles with the final cost report (see template of B.C./Non-B.C. Costs available on Creative BC's website);
- Detailed breakdown of all non-B.C. expenditures (labour and non-labour) which reconciles with the final cost report. Note that B.C. expenditure only includes production costs payable to B.C.-based individuals or corporations for goods or services **provided in B.C.** or, in the case of a documentary, B.C. expenditure only includes production costs payable to B.C.-based individuals or corporations;
- Completed Creative BC [live action production schedule](#) or [animation production schedule](#);
- For Live Action productions applying for the Regional Tax Credit or for the Regional and Distant Location Tax Credits, provide:
 - a breakdown of locations (with postal codes) for each B.C. principal photography day (template form available on Creative BC's website); **if not already submitted at Eligibility**;
 - final daily production reports verifying the locations of each principal photography day or, in the case of a documentary, the final production schedule detailing dates and locations of each principal photography day; **if not already submitted at Eligibility**;
- For Animated productions with a key animation start date prior to June 1, 2024 applying for the Regional Tax Credit or for the Regional and Distant Location Tax Credits:
 - provide a detailed breakdown of the B.C. labour expenditure in respect of services rendered in the regional and distant location(s);

Productions with a key animation start date on or after June 1, 2024 and before January 1, 2025 are not eligible for the Regional and Distant Location Tax Credits;
- For Animated productions with a key animation start date after December 31, 2024 applying for the Regional Tax Credit or for the Regional and Distant Location Tax Credits, provide:
 - a detailed breakdown of the B.C. labour expenditure in respect of services rendered in the regional and distant location(s);

- proof of a physical office at the specified location used to produce the animation production, owned or leased through the entire production or for 12 consecutive months, whichever is longer;
 - proof of services rendered by B.C.-based individuals in a physical office at least 50% of their time on the production;
 - [Regional and Distant Location Declaration form](#);
- If applying for the Digital Animation, Visual Effects and Post-Production (DAVE) Tax Credit, provide:
- a detailed breakdown of B.C. labour expenditure directly attributable to eligible digital animation, visual effects and post-production activities which reconciles with the final cost report;
 - a description of the methodology used to determine on-set DAVE labour (if there is on-set work done in B.C. directly attributable to creating visual effects). The methodology should include a calculation that shows the visual effects for the production are created primarily (i.e. greater than 50%) with digital technology;
- If applying for the Training Tax Credit, provide evidence of training commitments (letter or agreement with the institution or organization offering the approved training program) for all trainees **if not already submitted at Eligibility**;
- If applying for the Scriptwriting Tax Credit (STC), and **if not already submitted at Eligibility**, provide:
- a breakdown of B.C. scriptwriting labour directly attributable to the development of script material for the production (template form available on Creative BC's website). Note that the cost of purchasing a script is not an eligible scriptwriting expense;
 - writer agreement(s) with B.C. writers only (note that story editors, story consultants, researchers etc. are not eligible under the STC);
 - proof of payment to the writer(s);
- Please include an acknowledgment and logo in the on-screen credits. See Creative BC Brand Assets for [FIBC Tax Credit Recipients](#) for wording and downloadable logos.

D. Financing and Distribution

- Signed distribution, licensing, sales agency and exploitation agreements and amendments, **if not already submitted at Eligibility**;
- Confirmation from broadcaster or distributor of telecast or release date in Canada (whether scheduled or having already occurred);
- Updated financial structure, **if different than what was submitted at Eligibility**;
- Financing agreements from all sources detailed in the financing plan and amendments, **if not already submitted at Eligibility**.

The Ministry of Tourism, Arts, Culture and Sport ("Certifying Authority") and Creative BC reserve the right to request additional documentation, including but not limited to CAVCO certificates and proofs of Canadian citizenship or permanent residency, to be submitted in a timely manner to assess the application. All documentation and information received with respect to an application to Film Incentive BC ("FIBC") is subject to the confidentiality provisions of the Freedom of Information and Protection of Privacy Act and the Income Tax Act (British Columbia) and will be maintained in strictest of confidence by the Certifying Authority and Creative BC.

The FIBC is administered by Creative BC. Inquiries and applications should be directed to Creative BC.

WARNING: False or misleading information will result in automatic denial of the tax credits and may lead to prosecution under the Income Tax Act (British Columbia).