Process Steps & Responsibilities
Step 1 – Submit Application – Sub Steps

Description In order to apply for a Letter of Approval the applicant shall follow the sub steps shown in the diagram below.

Actors Applicant
Step 1 – Submit Application > 1.1 Select Permit and Apply

**Description:** The Applicant shall search and select the Permit to apply. Below are the steps required to search and apply for a Film Rebate Scheme.

**Actors:** Applicant

**Actions:**

1. Log into Business Portal.
2. Click the Licensing option on the menu.
3. Search for Scheme > Film Rebate Scheme.
4. Click the button Apply next to Film Rebate Scheme label.
Step 1 – Submit Application > 1.2 Fill the Form

**Description:** In order to submit his application for a Film Rebate Scheme, the Applicant must fill the application form. To help him filling the form he can access the Guidelines which are available to him throughout the application submission process.

**Actors:** Applicant

**Actions:**

1. To see Legislation and useful information regarding Film Rebate Scheme click the link “guidelines” this will open a new window/tab with all relevant information related with Film Rebate Scheme (purpose, timings, estimated costs, required documents, etc..).

2. At any time, you can save the application as draft. In order to do that click the “Save for Later” button and the information entered until that moment will be saved.

3. Fill the Application Form (general behavior):
   1. The fields in the application form are organized into groups of information that can be collapsed(^) or expanded(▼) by clicking in the name of the information group;
   2. All fields are required unless they are marked as “optional”;

4. Fill the Application Form (specific behavior):
   1. When you enter the Business Registration Number, the system pulls the company details and CBRD details from CBRD system and fills automatically some fields related with the company details and CBRD details;
Step 1 – Submit Application > 1.2 Fill the Form (cont.)

**Description:** In order to submit his application for a Film Rebate Scheme, the Applicant must fill the application form. To help him filling the form he can access the Guidelines which are available to him throughout the application submission process.

**Actors:** Applicant

**Actions:**

1. Scroll down in the application form to fill all the required fields;

2. After filling in all the required fields click the option “Upload Documents” in the navigation bar, and this will lead you to the upload documents form;
Step 1 – Submit Application > 1.3 Upload Documents

**Description:** In order to submit his application for a Film Rebate Scheme, the Applicant must upload all the required documents according to the documents checklist specified for each permit category.

**Actors:** Applicant

**Actions:**

1. **Navigation bar and step completion color codes:**
   1. To navigate between the application form and the upload documents form use the actions "Fill the Form" and "Upload documents" that are available in the navigation bar;
   2. The navigation bar has the following color codes:
      1. Blue – current selected form;
      2. Yellow – form incomplete;
      3. Green – form complete;

2. **Upload documents:**
   1. All documents are required unless they are marked as “optional”;
   2. To upload a file select either the option to browse files or drag the file and drop it in the correspondent document box;
   3. You can upload one or more files for each document;
   4. Copies of Passport as many as foreign stakeholders, directors and producers.
Step 1 – Submit Application > 1.4 Place Request

**Description:** Once the application form is complete and all documents uploaded, the Applicant submits the application.

**Actors:** Applicant

**Actions:**

1. Once all required fields are filled in the application form, and all required documents are uploaded, the two "Fill in the Form" and "Upload Documents" actions will be green;
2. Click the “Place Request” button to submit the application;
3. After submission you will receive the Acknowledgement Receipt notification.