

## 4th 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 digital video or higher)**

**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 space is not enough)

**1. Festival Information**<sup>Note 1</sup> (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. 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** <sup>Note 2</sup> (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	

## **Part IV: Film Production Plan Execution and Performance Report**

(Please provide maximum of 2,000 words; please attach extra sheets if space is not enough.)

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.

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

(Please provide maximum of 2,000 words; please attach extra sheets if space is not enough.)

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 “4th 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.

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

(Please provide maximum of 2,000 words; please attach extra sheets if space is not enough.)

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**<sup>Note 3</sup>

[The amount of the statement should be indicated in patacas (MOP)<sup>Note 4</sup>. Please attach extra sheets if space is not enough. In addition, please submit a specification verified, signed and sealed by Certified public accountant(s) of Professional Committee of Accountants; please state the date, details, currency, exchange rate, amount and sequence number of each item in the specification.]

**1. Expenditure of the items supported by the programme**

Item		Estimated expenditure <sup>Note 5</sup>	Actual expenditure	Percentage of actual total expenditure	Receipt no.	Verified expenditure (for FDC use only)
Production costs	Personnel fee					
	Production fee 1					
	Production fee 2					
	Transportation fee					
	Accommodation fee					
	Catering fee					
Promotion and marketing costs	Promotional materials					
	Exhibition preparation and materials					
	Premiere					
	Advertising					
	Outdoor promotion					
	Promotional planning					
<b>Total actual expenditure of the item supported by the programme: (Production costs + Promotion and marketing costs)</b>						

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

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. "Estimated expenditure" refers to the total amount of "Latest Estimated Production Costs" indicated in item 1 of Part III of the Second Review Application Form and "Estimated Promotion and Marketing Costs" indicated in item 3 of Part IV 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 (fo FDC use only)
FDC Subsidy					
Grant and subsidy by other local public institution (for production, promotion and marketing)					
<b>Total actual revenue: grant and subsidy by local public institutions: [FDC Subsidy + Grant and subsidy by other local public institution (for production, promotion and marketing)]</b>					

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) <sup>Note 6</sup>; please attach extra sheets if space is not enough.]

1. Expenditure of the items not supported by the programme			
Item	Actual expenditure	Quantity	Remarks (for FDC use)
Distribution costs			
Festival participation costs			
<b>Total expenditure of the items not supported by the programme: (Distribution costs + Festival participation costs)</b>			

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

Note: 6. 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**<sup>Note 7</sup>

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

Note: 7. Please fill in if applicable; submit the soft copies in the form of CD, 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 FDC 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;
3. I promise to submit an "Authorisation statement of information use" if necessary and per FDC'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 FDC use only			
File no.		Date of receipt	
Settlement			
A	Support amount granted by the Programme as stated in the Agreement		
B	“Estimated total costs” indicated in item 1.2 of Part I of the Second Review Application Form		
C	“Total revenue: grant and subsidy by local public institutions” indicated in Part VII of the Closure Report		
D	“Total actual expenditure of the items supported by the programme” indicated in Part VII of the Closure Report		
E	Surplus / Deficit		
F	First payment		
G	Second payment		
H	Estimated third payment		
I	Final support amount granted by the Programme		
J	Verified third payment / Refund		
Formulae: 1. $E = C - D$ 2. $F = A \times 40\%$ 3. $G = A \times 40\%$ 4. $H = A \times 20\%$ 5. If $D \geq B$ , then $I = A$ , and when: 5.1 $E > 0$ , then $J = H - E$ 5.2 $E \leq 0$ , then $J = H$ 6. If $D < B$ , then $I = D \times (A / B)$ , and when: 6.1 $E > 0$ , then $J = H - E - (A - I)$ 6.2 $E \leq 0$ , then $J = H - (A - I)$			
Remarks			