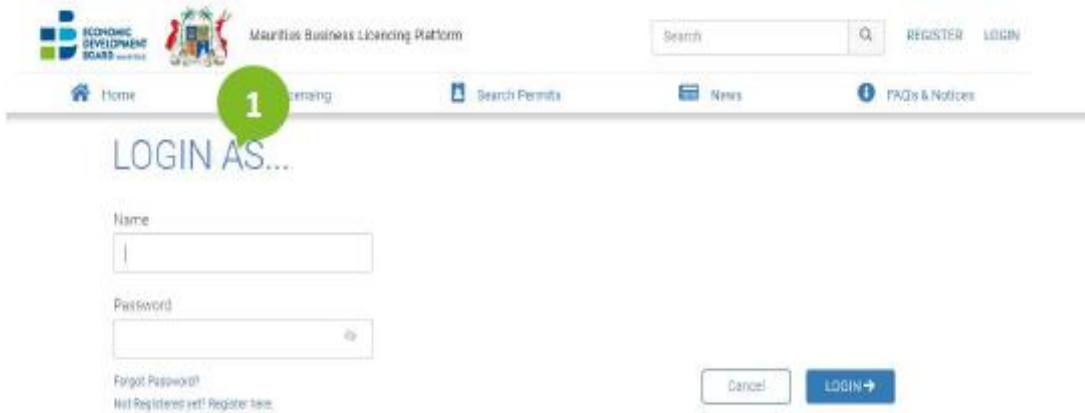


Step 1: Submit Application > 1.1 Select Permit and Apply

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 2 – Submit Application > 1.2 Fill the Form

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):
4. The fields in the application form are organized into groups of information that can be collapsed (^) or expanded(v) by clicking in the name of the information group;
5. All fields are required unless they are marked as “optional”;
6. Fill the Application Form (specific behavior):
7. 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;

The screenshot shows the 'Film Rebate Application' form. At the top, there is a title 'Film Rebate Application' with an 'Info' link and a note: '(Please read the guidelines carefully BEFORE filling this form)'. Below the title, there are two progress indicators: '1 Fill the Form' and '2 Upload Documents'. To the right, there are two buttons: 'Save for Later' and 'Place Request'. A red note states 'All fields required unless marked'. The form is divided into two main sections: 'Applicant Details' and 'Company Details'. The 'Applicant Details' section includes fields for Title (a dropdown menu), Surname, Forename, Designation (a dropdown menu), In Capacity Of (a text field), Postal Address, Mobile N° (with a country code dropdown and a text field), Office Phone N° (Optional) (with a country code dropdown and a text field), Fax Number (Optional) (with a country code dropdown and a text field), and E-mail Address. The 'Company Details' section includes fields for Business Registration Number (with a search icon), Incorporation Date (with a date picker), Company Name, Postal Address, Office Phone N° (Optional) (with a country code dropdown and a text field), Fax Number (Optional) (with a country code dropdown and a text field), and E-mail Address. Green callout boxes with numbers 1, 2, 3.1, 3.2, and 4.1 point to the 'Info' link, the 'Save for Later' button, the 'Applicant Details' section header, the 'In Capacity Of' field, and the 'Business Registration Number' field, respectively.

Step 3 – Submit Application > 1.3 Upload Documents

Actions:

1. Navigation bar and step completion color codes:
2. To navigate between the application form and the upload documents form uses the actions "Fill the Form" and "Upload documents" that are available in the navigation bar;
3. The navigation bar has the following color codes:
4. Blue – current selected form;
5. Yellow – form incomplete;
6. Green – form complete;
7. Upload documents:
8. All documents are required unless they are marked as “optional”;
9. To upload a file select either the option to browse files or drag the file and drop it in the correspondent document box;
10. You can upload one or more files for each document;
11. Copies of Passport as many as foreign stakeholders, directors and producers.

The screenshot shows the 'Film Release Application' interface. At the top, there's a navigation bar with 'Fill the Form' (green) and 'Upload Documents' (blue). Below this, the 'Upload Required Files' section lists 11 items, each with a 'Drag files here or browse files' button. A file explorer window is open over this section, showing a 'Desktop' folder with various files, including PDFs and folders. Green callout boxes with numbers 1.2, 2.1, 2.2, 2.3, and 2.4 point to specific elements: 1.2 points to the 'Fill the Form' button, 2.1 to the 'Upload Documents' button, 2.2 to a 'Missing required documents' label, 2.3 to a PDF file in the explorer, and 2.4 to the 'Browse files' button for item 11.

Then **Place Request** to Submit the application.