Film Incentive BC (FIBC)

Completion Application Checklist

As part of the FIBC program, an eligible production corporation (the "applicant corporation") must obtain eligibility and completion certificates for an eligible production. 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 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 began;
2. Applicants must apply promptly after the completion of the production and receive a completion certificate within 30 months after the end of the corporation's taxation year in which principal photography or key animation began;
3. As of April 16, 2026 approved legislature, 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, including the eligibility certificate, within:
    a. 18 months after the end of the taxation year for taxation years beginning on or after February 19, 2020 and ending before August 17, 2024, including the completion certificate if the tax credit is claimed in respect of the taxation year in which the production is completed, and ends before August 17, 2024; or
    b. 36 months after the end of the taxation year for taxation years beginning on or after August 17, 2024. Corporations with a taxation year on or after August 17, 2024 are no longer required to submit their completion certificate to the CRA with their FIBC claim; however, they are still required to obtain a completion certificate within the 30-month deadline to meet the program requirements.

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 Creative BC payment options in the tax credit portal and the FIBC Fee Schedule for details;

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, the 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 submitted at Eligibility**;
- ☐ Completed CAVCO Declaration - Exemption for Non-Canadian Producer-related Personnel document for non-Canadians receiving a producer-related courtesy credit **not identified at Eligibility**. This form is available on the CAVCO website;
- ☐ 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 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 FIBC Live Action Production Schedule or FIBC 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 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 submitted at Eligibility**;
- ☐ 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", that is not a dwelling unit, 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;
  - FIBC Regional and Distant Location Tax Credits Declaration for Animated Productions;
- ☐ 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;

- the methodology used to determine on-set/mechanical labour, directly attributable to creating visual effects during filming. 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 submitted at Eligibility**;

☐ If applying for the Scriptwriting Tax Credit (STC), and **if not 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) by the applicant corporation;

☐ Please include an acknowledgment and logo in the on-screen credits. See Creative BC Brand Assets for wording and downloadable logos.

D. Financing and Distribution

☐ Signed distribution, licensing, sales agency and exploitation agreements and amendments, **if not submitted at Eligibility**;

☐ Confirmation from broadcaster or distributor of 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 submitted at Eligibility**.

Note: This document is intended as a general overview. It is not exhaustive and should not be relied upon to determine eligibility or the final amount of an anticipated tax credit. In case of any discrepancies between this document and the B.C. Income Tax Act and Regulations (collectively the "Act"), the provisions of the Act prevail.

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).