



Latvijas Investīciju un attīstības aģentūra

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Internal Regulations No. 1.1-29.1/2025/9

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INTERNAL PROVISIONS

Rīga

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No. 1.1-29.1/2025/9

Open Tender for the Selection of Project Applications for the Filming of Foreign Films in Latvia REGULATIONS

Issued in accordance with Paragraph 9 of Cabinet
Regulation No. 99 of 11 February 2025 Procedure for
Granting State Budget Co-financing for Large Significant
Public Events and Foreign Films in Latvia

I. General Issues

1. The Regulations of the Open Tender for the Selection of Project Applications for the Filming of Foreign Films in Latvia (hereinafter – Regulations) define the procedure of the Open Tender for the Selection of Project Applications for the Filming of Foreign Films in Latvia (hereinafter – Tender) organised by the Investment and Development Agency of Latvia (hereinafter – Agency) and the procedure for granting state budget funding. The Tender is organised in compliance with the Film Law, European Commission Regulation (EU) No. 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in the application of Articles 107 and 108 of the Treaty (hereinafter – Commission Regulation No. 651/2014), European Commission Regulation (EU) No. 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (hereinafter – Commission Regulation No. 2023/2831), and Cabinet Regulation No. 99 of 11 February 2025 Procedure for Granting State Budget Co-financing for Large Significant Public Events and Foreign Films in Latvia (hereinafter – Regulations).
2. **According to Sub-paragraph 2.5 of the Regulations, a foreign film is a completed audiovisual or cinematographic work (including a film, film series, part or season,**

consisting of a series of interconnected and motion pictures with or without a soundtrack) intended for public release, and the costs of which are borne by a trader registered abroad.

3. The purpose of the Tender is to allocate state budget funds for the production of foreign films (feature film, animation and documentary) in Latvia.
4. The total cost of the foreign film project is at least EUR 711 436 for feature films and animation films and at least EUR 142 287 for documentaries.
5. The Agency organises an open tender for the selection of project applications for the organisation of large, significant public events-(hereinafter – Major Event) and for the filming of foreign films in Latvia (hereinafter collectively – Events). The conditions for the selection of project applications for the filming of foreign films in Latvia are laid down in these Regulations and the conditions for the selection of project applications for the Major Events are laid down in the Open Tender for the Selection of Project Applications for the Organisation of Major Public Events.
6. The total funding of the Tender consists of the funding indicated in the annotation to the Regulations for the calendar year, taking into account the obligations of the contracts concluded, including the State Budget funding for foreign films foreseen in the programme 28.00.00 Implementation of external economic policy of the Ministry of the Economics in the amount of EUR 858 013.
7. The amount of co-financing that may be granted for a single film project does not exceed the amount of aid set out in Paragraph 15 of the Regulations, which is 30% of the total eligible costs of the foreign film project in Latvia and the total funding available for the tender as set out in Clause 6 of the Regulations.
8. The Regulations are published on the website of the Agency www.liaa.gov.lv and on the national platform for business development www.business.gov.lv.
9. The Agency grants aid for the filming of foreign films in Latvia in accordance with Commission Regulation No. 651/2014. If, pursuant to Article 27 of the Regulations, support for the filming of foreign films in Latvia cannot be granted in accordance with Commission Regulation No. 651/2014, it will be granted in accordance with Commission Regulation No. 2023/2831.
- 9.¹ Where the Agency grants aid to the project implementer under Commission Regulation No. 651/2014, this commercial aid may be combined with funding granted under another aid programme or ad-hoc aid project, including for the same eligible costs and with de minimis aid, provided that the funding granted together with funding granted under another aid programme or ad-hoc aid project does not exceed the maximum allowable aid intensity laid down in Article 54(6) or (7)(a) of Commission Regulation No. 651/2014
- 9.² Where the Agency grants aid under Commission Regulation No. 2023/2831, this aid for commercial activities may be combined with other de minimis aid, including for the same eligible costs, up to the relevant ceiling laid down in Article 3(2) of Commission Regulation No. 2023/2831, and may be cumulated with other aid for commercial activities, including for the same eligible costs, or other State aid for the same risk financing measure, provided that the relevant maximum aid intensity or aid amount laid down in the commercial aid scheme, ad-hoc decision or European Commission decision is not exceeded. De minimis aid may be cumulated with other de minimis aid for the same costs provided that, after cumulating the aid, the maximum aid intensity does not exceed 100% per unit or cost item.

II. Conditions for Granting of Co-Financing

10. The co-financing under Paragraph 12.2 of the Regulations is open to a trader in accordance with Article 2(24) of Commission Regulation No. 651/2014 and Annex 1 who is registered in the Latvian Commercial Register and has been registered in the Register of Film Producers in Latvia for at least 24 months prior to the submission of the project, and who has concluded a contract or letter of intent with a foreign film producer registered abroad as a film producer for the intention to film a film in Latvia.
11. Subject to Sub-paragraphs 12.3, 12.4, 12.5, 12.6, 12.7, 12.8 and Paragraph 21 of the Regulations, the following are not eligible for co-financing:
 - 11.1 if the aid is to be granted under Commission Regulation (EC) No. 651/2014, the project applicant (including at the level of a group of linked enterprises) fulfils the characteristics of a trader in difficulty in accordance with Article 2(18) of Commission Regulation No. 651/2014, as evaluated on the date of co-financing in accordance with Paragraph 36 of the Regulations;
 - 11.2 the project applicant has, on the date of submission of the project application, tax (fee) debts administered by the State Revenue Service, which in total exceed *EUR* 1000, except for tax payments, the due date for the payment of which has been extended, divided into time periods, postponed or repeatedly divided into time periods in accordance with Section 24, Paragraph one, 13 and 17 of the Law On Taxes and Fees;
 - 11.3 the project applicant is not a payer of value-added tax (hereinafter – VAT);
 - 11.4 more than 25% of the share capital or voting rights of the project applicant are held by the state, a local government or state or local government capital companies;
 - 11.5 the project applicant, including the owner, members of the board, beneficial owners, representative persons and parent or subsidiary undertakings, or the foreign producer, including according to the available information on its owners, representative persons, etc. indicated in the project application, is subject to international or national sanctions or sanctions imposed by a Member State of the European Union or the North Atlantic Treaty Organisation affecting significant financial and capital market interests;
 - 11.6 if the aid is to be granted under Commission Regulation (EC) No. 651/2014, the filming of the film in question has started in Latvia before the date of submission of the project application, in accordance with Paragraph 12 of the Regulations;
 - 11.7 the foreign funding for the implementation of the foreign film project in Latvia is less than the amount of the part of the eligible costs of the film project for which no aid for commercial activities will be granted under the Regulations;
 - 11.8 the project applicant cooperates with the Russian Federation or the Republic of Belarus;
 - 11.9 if the aid is to be granted under Commission Regulation No. 651/2014, the project applicant (including at the level of the group of linked enterprises) is subject to an outstanding recovery order under a prior decision of the European Commission referred to in Article 1(4)(a) of Commission Regulation No. 651/2014;
 - 11.10 if the aid is to be granted under Commission Regulation No. 2023/2831 and where the Project Applicant is simultaneously active in one of the sectors referred to in Article 1(1)(a), (b), (c) or (d) of Commission Regulation No. 2023/2831 and in one or more other sectors falling within the scope of this Regulation, it does not ensure the separation of activities or costs between these sectors in accordance with Article 1(2) of Commission Regulation No. 2023/2831 without ensuring that activities in sectors excluded from the

scope of this Regulation do not benefit from de minimis aid granted in accordance with Commission Regulation No. 2023/2831.

12. If the aid is to be granted under Commission Regulation No. 651/2014, in accordance with Article 6(2) of Commission Regulation No. 651/2014, the incentive effect of the aid is examined. If the implementation of the project has started before the submission of the project application to the Agency, the total project costs are ineligible.
13. The co-financing is not granted:
 - 13.1 for pornographic film projects;
 - 13.2 for such film projects which advocate religious, racial, national or ethnic hatred, unduly depict violence or contain propaganda degrading to human dignity;
 - 13.3 for projects whose content directly or indirectly promotes, justifies or glorifies the current politics of the Russian Federation or the Republic of Belarus, or portrays the communist or current political elite of the respective countries in a manner that clearly excludes critical evaluation and could be interpreted as glorifying these regimes or serving as an instrument of their soft power, thus generally promoting the propaganda of these regimes.
14. At the date of submission of the project application, the foreign funding available for the implementation of the foreign film project according to the financing plan must represent at least 50% of the total film production costs.
15. According to the budget plan for the film, VAT contributions to the national budget are foreseen in the amount of at least 50% of the co-financing.

III. Preparation and Submission of the Project Application

16. Method for submitting the project application:
 - 16.1. the project application must be submitted in Latvian on the national platform for business development www.business.gov.lv in accordance with the form set out in Annex 1;
 - 16.2. the screenplay of the film may be submitted in Latvian or English.
17. Format of the project application:
 - 17.1. if any of the documents in the project application is in a foreign language, it must be accompanied by a translation into Latvian attested by the signatory of the project applicant (stating "Translation is accurate", date, signature and transcription of signature) or a written summary – an overview of the content of the document. This condition does not apply to a screenplay of the film in accordance with Clause 16.2 of the Regulations;
 - 17.2. the documents in the project application must be clearly legible, without alterations to avoid any doubt or misunderstanding as to words and figures, and without insertions, deletions or mathematical errors.
18. The additional documents for the submission of the project application must be submitted in accordance with Annexes 2, 5, 6, 7, 8, and 9 to these Regulations.
19. Within the framework of the tender, the number of project applications submitted by a single applicant is not limited.
20. The project application, once submitted to the Agency, cannot be updated, except for information provided in the project application if it is not up to date (e.g., contact details, details, representatives, etc.), which does not change the substance of the project application. The conditions set out in this Clause do not apply to cases set out in the Regulations where the project application and its documents are updated or supplemented at the request of the Agency.

21. The project applicant has the right to withdraw the submitted project application until the conclusion of the contract on the granting of aid. In this case, the Agency adopts a decision to close the administrative case or to revoke the decision to grant aid and/or to grant aid with conditions and to close the administrative case.

IV. Evaluation of Project Applications

22. The project applications submitted are evaluated by the responsible unit designated by the Agency (hereinafter – responsible unit). The responsible unit has the right to invite experts with advisory capacity, who have knowledge or experience in the film sector and who do not represent the interests of the applicants, to evaluate project applications.
23. The responsible unit evaluates the submitted project applications and applicants in accordance with the administrative eligibility criteria set out in Annex 3 to the Regulations to verify whether the applicant and the project application meet the requirements and are suitable for further evaluation:
 - 23.1. If the project application or the project applicant does not meet the eligibility criteria for the project applicant referred to in Sub-paragraph 1.1 of Annex 3 to the Regulations (except as provided in Sub-paragraph 12.4 of the Regulations) or one of the eligibility criteria for the project application referred to in Sub-paragraph 2.1, 2.4 (regarding the method of submission), 2.5, 2.6, and 2.7 of Annex 3 to the Regulations, the Agency adopts a decision to refuse to conclude the contract for the granting of aid;
 - 23.2. If the project application does not comply with the requirements set out in Sub-clause 1.1 of Annex 3 to the Regulations in respect of Sub-paragraph 12.4 or the eligibility criteria for the project applicant set out in Sub-clause 1.2 or with the eligibility criteria for the project application set out in Sub-clauses 2.2, 2.3 or 2.4 (in respect of format) of Annex 3 to the Regulations, the Agency requests the applicant to specify the project application or to submit additional information in writing. The request is sent to the e-mail address provided by the project applicant.
24. After receiving the information requested in Clause 23.2 of the Regulations on the national platform for business development www.business.gov.lv, the responsible unit re-evaluates the project application according to the administrative eligibility criteria. If, after re-evaluation, the project application does not meet the requirements set out in Sub-clause 1.1 of Annex 3 to the Regulations in respect of Sub-paragraph 12.4 of the Regulations, or the eligibility criteria for the project applicant set out in Sub-clause 1.2 of Annex 3 to the Regulations, or the eligibility criteria for the project application set out in Sub-clauses 2.2, 2.3 or 2.4 of Annex 3 to the Regulations (in respect of format) or the project applicant fails to submit the necessary additional information within 10 working days of the request from the responsible unit, a decision will be taken to refuse to conclude a contract for the granting of aid.
25. If the project applicant and the project application meet all the administrative eligibility criteria, the project application will be further evaluated in accordance with the project application quality assessment criteria set out in Annex 4 to the Regulations to evaluate the quality of the project application in relation to the objective of the tender.
- 25.¹ If the Project Application does not receive the minimum number of points in the Project Application quality assessment criteria set out in Annex 4 to the Regulations, the Agency adopts a decision on refusal to conclude a contract for the granting of aid.

26. After the evaluation of the project applications and the awarding of points in accordance with Annex 4 to the Regulations, the project applications are ranked according to the points awarded, starting with the highest number of points.
27. If, after ranking the project applications according to the number of points awarded, the project applications have the same number of points, they are ranked with priority being given to the project application with the highest VAT revenue to co-financing ratio.
28. The Agency adopts the decision to grant the aid or the decision to grant the aid with a condition¹, with a clause stipulating its revocation, or the decision to refuse to conclude the contract for the granting of aid within 20 working days of the date of closure of the selection procedure. The right to make a decision on granting the aid with a condition is given on the basis of a tender procedure to those project applications which comply with the conditions of these Regulations, including the criteria set out in Annexes 3 and 4 to the Regulations.
29. After ranking the project applications in accordance with Clause 28 of these Regulations, the Agency takes a decision on:
 - 29.1 granting of aid if the project application meets all the conditions of the Regulations, including the criteria set out in Annexes 3 and 4, and there is sufficient funding available in the budget of the Agency for the co-financing of the film project²;
 - 29.2 granting of aid with a condition³ if the project application meets the provisions of all Regulations, including the criteria set out in Annexes 3 and 4 to the Regulations, subject to the ranking procedure, the amount of co-financing for eligible costs does not exceed the amount and conditions set out in Section 6 of the Budget Law, subject to the ranking procedure;
 - 29.3 refusal to conclude the contract for the granting of aid if the co-financing foreseen for the project exceeds the amount and conditions set out in Paragraph 6 of the Regulations, or in the cases provided for in Paragraph 25 of the Regulations.
30. If, taking into account the procedure for ranking project applications, the financing provided for in Sections 60 and 62 of the Budget Law is sufficient for only part of the co-financing provided for the project application, the Agency has the right to offer the applicant partial co-financing for the implementation of the project, assessing the amount of the balance of the financing in accordance with the Paragraph 6 of the Regulations. In the case that the project applicant refuses to implement the project with partial co-financing, the Agency may offer partial co-financing within the balance of the funding announced in the selection round to successive project applicants in the order of ranking of project applications.
31. The Agency, having received the written consent of the project applicant to the partial co-financing of the project application, adopts a decision on the granting of aid with a condition, i.e., on the partial co-financing of the project application, subject to Paragraph 6 of the Regulations.
32. If, after having evaluated all the payment requests submitted within a calendar year or for any other reason, funding becomes available for the co-financing of project applications for films, the Agency offers to grant the remaining part of the co-financing foreseen for the project

¹ The condition is deemed to be fulfilled at the moment when the Ministry of Economics notifies the Agency that its budget includes the funds to co-finance the project application.

² For the Ministry of Economics, in the framework budget programme 28.00.00 Implementation of external economic policy.

³ The condition is deemed to be fulfilled at the moment when the Ministry of Economics notifies the Agency that its budget includes the funds to co-finance the project application.

application within the available funding to the project applicant whose project has been the subject of the decision set out in Clause 31 of the Regulations.

33. Upon the receipt of the written agreement of the project applicant to the offer set out in Clause 32 of the Regulations, the Agency decides on the granting of aid, i.e., on the allocation of the remaining co-financing for the project application within the limits of the available co-financing.
34. If a decision to grant aid with a condition has been taken, the Agency, upon the receipt of information from the Ministry of Economics on the decision of the Budget and Finance (Taxation) Committee of the Saeima on the allocation of state budget funds, takes a decision within five working days on the granting of aid.
35. Before taking a decision on granting the aid, the Agency re-evaluates the project applicant's compliance with Sub-clauses 11.1, 11.2 and 11.5 of the Regulations. To evaluate the project applicant's compliance with these conditions, the Agency has the right to request the project applicant to submit additional necessary information. If the project applicant does not meet the above conditions or fails to submit the additional information requested within the deadline set, the Agency will not grant the aid and will take a decision on refusal to conclude the contract for the granting of aid.
36. The date on which the co-financing is granted is the date on which the decision to grant the aid is taken.
37. The Agency publishes information on the project applications approved under the tender on the website of the Agency www.liaa.gov.lv and on the national platform for business development www.business.gov.lv.

V. Conclusion of the Aid Contract

38. Within one month of the decision to grant the aid, the contract for the granting of aid is concluded.
39. If the project applicant fails to conclude the contract for the granting of aid within the deadline set out in Clause 38 of the Regulations, or if the circumstances set out in Clause 11.5 of the Regulations occur, the Agency revokes the decision to grant aid and/or the decision to grant aid with conditions. In this case, the project applicant loses the right to receive co-financing for the film specified in the project application under this tender.

VI. Eligible and Ineligible Costs

40. Eligible costs for the production of audiovisual works meet the following criteria:
 - 40.1 have been incurred from the date of submission of the project application to the Agency, if the aid is to be granted in accordance with Commission Regulation No. 651/2014;
 - 40.2 have been incurred as from 1 January of the year of selection of the project applications, if the aid is to be granted in accordance with Commission Regulation No. 2023/2831;
 - 40.3 they have been incurred in Latvia;
 - 40.4. they are directly linked to the process of the implementation of the project.
41. The eligible costs are defined as the costs of implementation of the project as set out in Paragraph 25 of the Regulations and Annex 5 to the Regulations.
42. Service providers providing services related to the costs referred to in Clause 41 of the Regulations must be registered in Latvia and their business activities within the framework of the film project must be carried out in the Republic of Latvia.

43. Ineligible costs are costs that:
- 43.1 do not comply with the conditions set out in Clause 41 of the Regulations;
 - 43.2 are not specified in the contract for the granting of aid concluded between the Agency and the co-financing beneficiary or are not necessary for the implementation of filming of the film;
 - 43.3 comply with Article 54(9) of Commission Regulation No. 651/2014;
 - 43.4 the co-financing beneficiary cannot provide evidence with the documents referred to in Sub-paragraph 45.2 of the Regulations;
 - 43.5 have been carried out in breach of the requirements of laws and regulations, including with regard to the payment of taxes;
 - 43.6 are not recorded in the accounting records, not identifiable and not provable;
 - 43.7 made in the form of cash transactions.
44. Ineligible costs may be costs transferred to persons related to the co-financing beneficiary within the meaning of Section 1, Clause 18 of the Law On Taxes and Fees.

VII. Recognition of Eligible Costs and Payment of Co-financing

45. The co-financing may be paid in several instalments if the film takes more than one calendar year to film and if this is provided for in the contract for the granting of aid.
46. The request for payment must be submitted to the national platform for business development www.business.gov.lv within three months of the end of filming in Latvia (project completion), but no later than by 15 November of the year concerned.
47. If the project is to be implemented over several calendar years but no later than by 15 November 2027, the payment claim for each calendar year is submitted to the Agency within three months of the implementation of the project during the calendar year, but no later than by 15 November of each calendar year.
48. The Agency may make advance payments amounting to 30% of the co-financing planned for the following year under the project, provided that the duration of the project is more than one year and that the obligations laid down in the contract for the granting of aid for the calendar year have been fulfilled. An advance may be paid if the sum of the co-financing amounts indicated in the payment requests during the calendar year results in a balance of funding not exceeding the conditions laid down in Sections 60 and 62 of the Budget Law. If the remaining funds available for the advance within a calendar year are not sufficient to cover the full amount of the advance requested by all project applicants, advance payments are granted on the basis of the results of the ranking of project applications.
49. To request an advance, a co-financing beneficiary implementing a project for more than one year submits, together with the payment request, an advance payment request to the national platform for business development www.business.gov.lv in accordance with the template available on the website of the Agency www.liaa.gov.lv and on the national platform for business development www.business.gov.lv, which includes a justification of the need for the advance, indicates the amount of the advance payment required and is accompanied by documents justifying the need for the advance.
50. If the foreign film project is cancelled or is not implemented in accordance with the conditions laid down in the Regulations, the project implementer must reimburse the Agency for the full amount of the aid received in advance.

51. The co-financing beneficiary must submit the Agency the following supporting documents for the payment request submitted to the national platform for business development www.business.gov.lv for the project concerned:
- 51.1 a payment request in accordance with the template available on the website of the Agency www.liaa.gov.lv and on the national platform for business development www.business.gov.lv, indicating the payments made in Latvia, the beneficiaries, the amounts of the payments (in euros, excluding VAT) and the dates;
 - 51.2 supporting documents for the expenditure, if the Agency deems it necessary;
 - 51.3 a certificate from a certified auditor or a commercial company of certified auditors on payments made in Latvia during the implementation of the film project;
 - 51.4 a report on the amount of value-added tax paid as a result of the project;
 - 51.5 a report on the investments made under the project, including investments in local infrastructure, in accordance with the template available on the website of the Agency www.liaa.gov.lv and on the national platform for business development www.business.gov.lv;
 - 51.6 other documents specified in accordance with the concluded contract for the granting of aid.
52. The responsible unit evaluates the documents referred to in Clause 51 of the Regulations, verifies whether the co-financing costs correspond to the eligible costs referred to in Section VI of the Regulations, and disburses the co-financing in accordance with the concluded contract for the granting of aid.

VIII. Personal Data Processing

53. The processing of personal data is based on Article 6(1)(b) and (c) of Regulation (EU) No. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and the purpose of the processing of personal data is the processing of data for the purpose of granting public funding and monitoring its use.
54. The processing of data of natural persons included in the project application is performed by the responsible employee designated by the Agency (hereinafter – responsible employee) to ensure the evaluation of project applications, allocation of funding and monitoring of its use in accordance with the laws and regulations governing the area.

Approved by the Ministry of Economics by letter No. 3.3-4/2025/1317N of 25 February 2025

Director

Ieva Jāgere

THIS DOCUMENT HAS BEEN SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND
CONTAINS A TIMESTAMP

**OPEN TENDER FOR THE SELECTION OF PROJECT APPLICATIONS FOR THE
FILMING OF FOREIGN FILMS IN LATVIA**

PROJECT APPLICATION

PROJECT APPLICANT (legal entity)

NAME OF THE TRADER	
Registration number	
Registered office	
Actual address	
Website	
Telephone	
E-mail address for official communication	
Registration number of the film producer's certificate	
Representative:	
Name	
Surname	
Position	

PROJECT FOREIGN FILM PRODUCER (legal entity)

NAME OF THE TRADER	
Registration number	
Registered office	
Actual address	
Website	
Telephone number	
E-mail	
Registration number of the film producer's certificate (if applicable)	
Representative:	
Name	
Surname	
Position	

PROJECT TITLE (in Latvian)

PROJECT TITLE (in original language)

PROJECT MANAGER

Name	
Surname	

Telephone	
E-mail	

PROJECT TYPE

☐ FEATURE FILM ☐ ANIMATION FILM ☐ DOCUMENTARY

Indicate compliance with one of the eligibility criteria for support:	<input type="checkbox"/> Business support is granted in accordance with Commission Regulation No. 651/2014
	<input type="checkbox"/> Business support is granted in accordance with Commission Regulation No 2023/2381 (if support under the foreign film aid scheme cannot be granted in accordance with Commission Regulation No. 651/2014) * Identification number of the form created and approved in the <i>de minimis</i> aid accounting system for the project implementer:

* If the costs were incurred before the submission of the project application to the Agency, but not earlier than 1 January of the year in which the project applications are being selected, business support may be requested in accordance with the conditions set out in Commission Regulation (EU) No 2023/2381.

Deadlines for the implementation of the project in Latvia			
Total cost of the project, EUR			
Total eligible project costs in Latvia, EUR			
Project implementation year	2025*	2026**	2027***
Eligible project costs in Latvia by period, EUR			
Amount of VAT on eligible costs by period, EUR			
Amount of co-financing (up to 30%) of eligible costs by period, EUR			

* the request for payment for the 2025 eligible costs of the implementation of the project must be submitted to the Agency within three months after the end of the filming (project implementation) in Latvia, but no later than by 15 November 2025.

** if the implementation of the project continues in 2026, a second payment request for the period from 16 November 2025 must be submitted to the Agency within three months after the end of the filming (project implementation) in Latvia, but no later than by 15 November 2026.

*** if the implementation of the project continues in 2027, a third payment request for the period from 16 November 2026 must be submitted to the Agency within three months after the end of the filming in Latvia, but no later than by 15 November 2027.

PROJECT IMPLEMENTERS	
A contract for the filming of the film will be concluded with one of the above-mentioned specialists who is a Latvian citizen or permanent resident (mark with an "X"):	
Director	
Lead actor	
Screenwriter	
Lead camera operator	
Production Designer	
Composer	

Lead Camera Operator of the Second Unit	
Second designer/ art director or set designer	
Make-up artist	
Costume designer	
First assistant to the director	
First assistant to the camera operator (focus puller)	
Lighting technician	
Production Sound Mixer / Location Sound Recordist	
Set Designer	
Key Grip	
Supervising Sound Editor	
Assistant Sound Editor	
Dialogue Editor	
Re-recording Mixer	
Foley Artist	
Foley Mixer / Foley Recordist	
Sound Effects Editor	
Sound Designer	
Music Mixer	
Mixing Engineer	
Music Supervisor	
Quality Control Engineer	
Post-Production Supervisor	
Film Editor / Picture Editor	
Assistant Editor	
Colorist	
VFX Supervisor	
Motion Graphics Designer	
Digital Imaging Technician (DIT)	
Visual Effects Artist	
Post-Production Technician	
During the filming or post-production phase, a contract will be concluded with an undertaking registered in Latvia for (mark with an “X”):	
Rental or use of filming or image processing equipment	
Rental or use of lighting equipment	
Rental or use of sound equipment	
Sound or music recording in Latvia	
Post-production of sound or music recording in Latvia	
Rental or use of grip equipment (camera dolly and track systems)	
Rental or use of filming location equipment	
Execution of film special effects in Latvia	

CERTIFICATION

The project applicant certifies that **he/she agrees to all the requirements set out in the project tender regulations and certifies with his/her signature that:**

- 1) the information given in the project application and the documents attached to it is true**
- 2) the requirements of the laws and regulations of the Republic of Latvia have been complied with;**
- 3) more than 25% of the share capital or voting rights of the project applicant are held by the state, local government or state, or local government capital companies;**

- 4) the filming of the film in question has started in Latvia before the date of submission of the project application, if the support is granted under Commission Regulation (EU) No 651/2014;
- 5) the project applicant has, on the date of submission of the project application, no tax (fee) debts exceeding EUR 1 000 in total, except for tax payments, the due date of payment of which has been extended, divided into periods, postponed or repeatedly divided into periods in accordance with Section 24, Paragraph one, 1³ and 1⁷ of the Law On Taxes and Fees;
- 6) when combining the commercial aid provided by the Agency with funding granted under another aid scheme or ad-hoc aid project, including for the same eligible costs, it is ensured that the funding granted together with the funding granted under another aid scheme or ad-hoc aid project does not exceed the maximum allowable aid intensity set out in Article 54(6) or point (a) of paragraph 7 of Commission Regulation (EU) No 651/2014 (if the support is granted under Commission Regulation (EU) No 651/2014);
- 7) When combining business support provided by the Agency with other *de minimis* aid — including for the same eligible costs — the requirements of Article 3(2) of Commission Regulation (EU) No 2023/2831 have been observed. Furthermore, when combining with other business support — including for the same eligible costs — or with other State aid for the same risk finance measure, the applicable maximum aid intensity or aid amount as defined in the relevant business support programme, *ad-hoc* decision, or European Commission decision is not exceeded. When combining *de minimis* aid with other *de minimis* aid for the same costs, it is ensured that the aid intensity for the aid unit or cost item does not exceed 100% after the combination (if the support is granted under Commission Regulation (EU) No 2023/2831).
- 8) the project applicant does not qualify as an undertaking in difficulty (including at the level of a group of linked enterprises) in accordance with the condition laid down in with point (c) Article 2(18) of Commission Regulation No. 651/2014 (if the support is granted under Commission Regulation (EU) No 651/2014);
- 9) the project applicant, including the owner, members of the board, beneficial owners, representative persons and parent or subsidiary undertakings, is not subject to international or national sanctions or sanctions imposed by a Member State of the European Union or the North Atlantic Treaty Organization affecting significant financial and capital market interests;
- 10) the project applicant does not cooperate with the Russian Federation or the Republic of Belarus;
- 11) if the financing is granted in accordance with Commission Regulation No. 651/2014, the project implementer (including at the level of a group of linked enterprises) is not subject to an outstanding recovery order pursuant to a prior decision of the European Commission referred to in Article 1(4)(a) of Commission Regulation No. 651/2014.

Name	
Surname	
Position	

Content of the Project Application (documents to be submitted in the order indicated)

	Contents	Remarks
1	Table of Contents of the Project	
2	The original of the signed co-production contract or letter of intent, or a copy certified in accordance with the procedure laid down by laws and regulations, confirming the intention of the parties to film in Latvia, in whole or in part, and setting out the rights and obligations of the parties, the amount and payment schedule of foreign funds, the division of labour and important provisions and conditions.	Original or certified copy of the contract or letter of intent
3	Certificate certifying that the foreign film producer is registered as a film producer in the country concerned.	Original or certified copy
4	Certification by the foreign film producer that co-financing will be provided for the implementation of the film in Latvia in the amount corresponding to the share of eligible costs for which business support will not be granted under these Regulations.	
5	A plot outline (up to five pages) in Latvian and a screenplay in Latvian or English.	Screenplay in PDF format
6	A distribution plan for the film, certified by at least one foreign broadcaster or distributor (if applicable).	Signed original or certified copy
7	A detailed description of the planned activities for the filming of the film in Latvia and a schedule, signed by the foreign producer and the foreign film project applicant.	
8	A detailed description by the foreign film project applicant of the Latvian film professionals (Latvian citizens or permanent residents) and service providers registered in Latvia involved in the filming or implementation of the film. <u>Written statements from service providers and specialists on their planned involvement in the project (applicable to specialists and service providers listed in Annex 4 of the Regulations).</u>	
9	Certification by the foreign producer of the participation of the creative personnel and actors of the film (director, scriptwriter, camera operators, artist, composer, editor, lead actors, etc.).	Signed original or certified copy
10	An extract from registers or a publicly available link to information on who the owners, members of the board, beneficial owners, persons entitled to represent, affiliated undertakings, etc. of the foreign producer are and whether they are free from international or national sanctions or sanctions imposed by a Member State of the European Union or the North Atlantic Treaty	

	Organisation affecting significant financial and capital market interests.	
11	A total budget (estimate) for the foreign film project, signed by both the applicant and the respective foreign producer, clearly separating the total filming costs planned in the territory of Latvia, along with a financing plan for the film. The submission must be accompanied by copies of supporting financial documents confirming that at least 50% of the total film production costs are covered by foreign funding available for the implementation of the international film project, as well as documents verifying the origin of the funding.	Signed original or certified copy
12	Estimate of eligible costs of the foreign film project (in euro) under the eligible cost headings referred to in Clause 45 of the Regulations.	The form in Annex 5 to the Regulations must be used
13	A certification signed by the project applicant of other commercial aid granted and planned for the foreign film project, including for the same eligible costs, indicating the date of granting (including the planned date of granting), the aid provider, the aid measure, the amount of aid and the aid intensity.	Signed original; the form in Annex 6 to the Regulations must be used
14	Details of the foreign film project applicant (including at the level of its group of affiliated undertakings) for the purpose of assessing the characteristics of an undertaking in difficulty as defined in Article 2(18) of Commission Regulation (EC) No. 651/2014.	Signed original; the form in Annex 7 to the Regulations must be used
15	Declaration of the eligibility of the commercial company as a small (micro), medium-sized or large commercial company.	The form in Annex 8 to the Regulations must be used
16	Report on the planned payment of value-added tax from the total amount of co-financing planned in the project application as a result of the implementation of the foreign film project.	The form in Annex 9 to the Regulations must be used

Administrative Eligibility Criteria**1 Eligibility Criteria of the Project Applicant**

No.	Criteria	Yes	No
1.1	The project applicant complies with the conditions set out in Paragraph 12 of Cabinet Regulation No. 99 of 11 February 2025 Procedure for Granting State Budget Co-financing for Large Significant Public Events and Foreign Films in Latvia (hereinafter – Regulations)		
1.2	The project proposal applicant complies with all the criteria referred to in Paragraph 20, Sub-paragraphs 21.1 and 21.3 of the Regulations		

2 Eligibility Criteria of the Project Application

No.	Criteria	Yes	No
2.1	The project application is submitted within the deadline		
2.2	The project application form is fully completed and signed by an official or an authorized representative of the project proposal applicant		
2.3	All required documents are attached to the project application		
2.4	The requirements laid down concerning the format of the project application and the manner of submission have been complied with		
2.5	The project does not meet the conditions set out in Paragraph 22 of the Regulations, if applicable.		
2.6	If the aid is granted under Commission Regulation No. 651/2014, the project application meets all the criteria of that Regulation as set out in these Regulations		
2.7	If the support is granted in accordance with Commission Regulation No. 2023/2831, the project proposal complies with all the criteria of the said Regulation as set out in the Regulations		

Project Application Quality Assessment Criteria*

No.	Criteria	Number of points
Filming of Foreign Films in Latvia (maximum number of points – 60, minimum number of points to be obtained – 20)		
1	Amounts of value-added tax revenue of the provisionally planned eligible costs in relation to the co-financing requested (%)	The minimum number of points to be awarded under this criteria is 10
1.1	60.00% and above	30
1.2	from 55.00% but less than 60.00%	20
1.3	from 50.00% but less than 55.00%	10
1.4	less than 50.00%	0
2	Use of Latvian film industry services and specialists	The minimum number of points to be awarded under this criteria is 10
2.1	A citizen or permanent resident of Latvia is one of the following specialists: - film director; - lead actor; - screenwriter - Lead camera operator - Production Designer - Composer	2 points (for each specialist) The total number of points in the criteria does not exceed 4
2.2	A citizen or permanent resident of Latvia is one of the following specialists: - lead camera operator of the second unit; - second designer/ art director or set designer; - make-up artist; - costume designer; - first assistant to the director; - first assistant to the camera operator (focus puller); - lighting technician; - production sound mixer / Location Sound Recordist - Set Designer - Key Grip - Supervising Sound Editor - Assistant Sound Editor - Dialogue Editor - Re-recording Mixer - Foley Artist; - Foley Mixer / Foley Recordist; - Sound Effects Editor; - Sound Designer; - Music Mixer - Mixing Engineer - Music Supervisor - Quality Control Engineer	2 points (for each specialist) The total number of points in the criteria does not exceed 8

	<ul style="list-style-type: none"> - Post-Production Supervisor - Film Editor / Picture Editor - Assistant Editor - Colorist - VFX Supervisor - Motion Graphics Designer - Digital Imaging Technician (DIT) - Visual Effects Artist - Post-Production Technician 	
2.4	<p>During the filming or post-production phase, contracts are concluded with an undertaking registered in Latvia for:</p> <ul style="list-style-type: none"> - rental or use of filming or image processing equipment; - rental or use of lighting equipment; - rental or use of sound equipment; - sound or music recording in Latvia - post-production of sound or music recording in Latvia - rental or use of grip equipment (camera dolly and track systems) - rental or use of filming location equipment - execution of film special effects in Latvia 	<p>2 points (for each specialist) The total number of points in the criteria does not exceed 8</p>
3	Potential for distribution of the project	
3.1	the distribution plan of the film is confirmed with written confirmations from the streaming platform or from several foreign broadcasters or distributors	10
3.2	the distribution plan of the film is confirmed with written confirmation from at least one foreign broadcaster or distributor	5
3.3	the distribution plan of the film has not been approved or there are grounds for believing that it has not been approved	0

* If the number of points obtained is equal, priority will be given to the project applicant which has indicated the highest ratio of value-added tax revenue to co-financing.

Eligible project costs in Latvia for the foreseeable contractual period

No.	Estimated eligible cost headings	Eligible costs, EUR	Aid intensity (up to 30%)	The amount of co-financing, EUR
1.	Administrative and professional personnel costs necessary for the implementation of a foreign film project			
2.	Rental of equipment and services			
3.	Transport services and fuel costs			
4.	Construction services related to the implementation of a foreign film project			
5.	Catering services			
6.	Security services			
7.	Hotel and other accommodation services			
8.	Telecommunications services			
9.	Utilities and public services			
10.	Purchase of goods and materials necessary for the filming process			
11.	Sound processing, visual, musical, and other artistic and technological services directly related to the production or post-production of a foreign film			
12.	Cost of rental or lease of movable and immovable property necessary for the implementation of a foreign film project			
13.	Administrative services – legal, accounting, translation, personnel recruitment			
14.	Royalties for actors and extras who have participated in the production of the film, in accordance with the Film Law			
15.	Fee paid by the applicant for a foreign film project, up to a max. of 7% of the total eligible costs in Latvia			
Total:			X	

Certification of the commercial aid granted and planned for the foreign film project

Name of the project applicant _____

Registration number _____

Address _____

Phone _____ E-mail _____

Project (film) _____

Information on other commercial aid received or planned by the foreign film project applicant.

Grantor of the commercial aid	Amount of commercial aid granted or planned, EUR	Indicate – planned or approved	Name of the aid measure	Date of adoption or planned adoption of the decision (or other document) on the granting of commercial aid	Aid intensity

I certify that the information provided is complete and true

Responsible person

(name, surname)

(signature)

(position)

(date)

L.s.

**Details of the project applicant (including at the level of its group of affiliated undertakings)
for the purpose of assessing the characteristics of an undertaking in difficulty as defined in
Article 2(18) of Commission Regulation (EC) No. 651/2014**

Section I
(To be completed by all)

1 Information on the project applicant:	
1.1 Name:	
1.2 Taxpayer's registration number:	
1.3 The project applicant qualifies as a micro, small, medium-sized or large enterprise in accordance with Article 2(24) and Annex 1 of Commission Regulation No. 651/2014 ⁴ :	<p>As of the date of submission of the project application, the project applicant is eligible* within the meaning of Article 3(3) of Annex 1 to Commission Regulation No. 651/2014:</p> <p><input type="checkbox"/> for micro or small enterprise status;</p> <p><input type="checkbox"/> for medium-sized enterprise status (in addition, complete Section II of Annex 7);</p> <p><input type="checkbox"/> for large enterprise status (in addition, complete Section III of Annex 7).</p>

*the total data of the project applicant's partner enterprises (between 25% and 50% (not included) of the capital shares) and linked enterprises (50% and more of the capital shares) according to the following indicators must be taken into account when determining the status of the project applicant:

	Number of employees		Turnover		Balance Sheet
Micro (small)	<10		<= 2 million EUR		<= 2 million EUR
Small	<50	and	<= 10 million EUR	or	<= 10 million EUR
Medium	<250		<= 50 million EUR		<= 43 million EUR

For the purpose of determining the status of the project applicant, a proportion of the number of employees and financial information of the partner company is added to the data of the project applicant. In turn, the data of the linked enterprise is added to the data of the project applicant to the extent of 100% of the number of employees and financial information.

⁴ Commission Regulation (EU) No. 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in the application of Articles 107 and 108 of the Treaty (hereinafter – Commission Regulation No. 651/2014).

Section II

(To be completed by those project applicants who qualify as micro, small or medium-sized enterprises)

1. Information on the linked enterprises of the project applicant within the meaning of Article 3(3) of Annex 1 to Commission Regulation No. 651/2014 (partner company information is not included):

No.	Linked enterprises	Reg. No.	Type of affiliation*

**Indicate the type of affiliation:*

- Majority of voting rights of shareholders or members;
- Contract of dominant influence;
- Right to appoint or dismiss management;
- Agreement on majority voting rights.

2. Data for the determination of an undertaking in difficulty:

Indicate the data for the last completed financial year (according to the finalised annual report or annual operating report). Data must also be provided separately for each linked enterprise⁵. If the consolidated annual report for the last financial year (including all linked enterprises as well as the project applicant) is available for the group of linked enterprises, only the data of the project applicant and the data of the consolidated annual report must be provided separately.

<i>Project Applicant</i>		
No.	Indicator	____ (year), EUR
1	Retained earnings or uncovered losses from previous years (balance sheet equity capital item)	
2	Profit or loss of the current reporting year (balance sheet equity capital item)	
3	Reserves (revaluation reserve for long-term investments, fair value reserve for financial instruments and reserves (balance sheet equity capital item))	
4	Stock or share capital and stock issue premium (balance sheet equity capital item)	

<i>Linked enterprise/consolidated annual report of a group of linked persons</i>		
<i>The project applicant indicates the name of the linked enterprise</i>		
No.	Indicator	____ (year), EUR
1	Retained earnings or uncovered losses from previous years (balance sheet equity capital item)	
2	Profit or loss of the current reporting year (balance sheet equity capital item)	
3	Reserves (revaluation reserve for long-term investments, fair value reserve for financial instruments and reserves (balance sheet equity capital item))	
4	Stock or share capital and stock issue premium (balance sheet equity capital item)	

⁵ The table on linked enterprises is to be reproduced as many times as necessary.

Section III

(To be completed by those who qualify as large enterprises)

1 The enterprise is autonomous (please mark the appropriate field):

- ☐ Yes
☐ No

2 Information on the linked enterprises of the project applicant within the meaning of Article 3(3) of Annex 1 to Commission Regulation No. 651/2014 (partner company information is not included):

No.	Linked enterprises	Reg. No.	Type of affiliation*

*Indicate the type of affiliation:

- Majority of voting rights of shareholders or members;
- Contract of dominant influence;
- Right to appoint or dismiss management;
- Agreement on majority voting rights.

3 Data for undertaking in difficulties identification:

Indicate the data for the last two financial years separately (according to the finalised annual report or annual operating report). Data must also be provided separately for each linked enterprise⁶. If the consolidated annual report for the last financial year (including all linked enterprises mentioned in Clause 2 of this Annex as well as the project applicant) is available for the group of linked enterprises, only the data of the project applicant and the data of the consolidated annual report must be provided.

Project Applicant			
No.	Indicator	(year)*, EUR	(year)**, EUR
1	Retained earnings or uncovered losses from previous years (balance sheet equity capital item)		
2	Profit or loss of the current reporting year (balance sheet equity capital item)		
3	Reserves (revaluation reserve for long-term investments, fair value reserve for financial instruments and reserves (balance sheet equity capital item))		
4	Stock or share capital and stock issue premium (balance sheet equity capital item)		
5	Total creditors (Balance sheet liability item)		
6	Total equity capital (Balance sheet liability item)		
7	Interest and similar charges (item 12 or 13 of the profit and loss account (hereinafter – P&L), depending on the type of P&L calculation scheme)		
8	EBITDA (if an indicator is not available, complete in the following indicators depending on the type of P&L calculation scheme)		

⁶ The table on linked enterprises is to be reproduced as many times as necessary.

If the P&L calculation scheme is classified according to the expense function , the following indicators must be provided:			
9	Gross profit or loss (item 3 of the P&L)		
10	Cost of sales (item 4 of the P&L)		
11	Administrative costs (item 5 of the P&L)		
12	Other economic activity income (item 6 of the P&L)		
13	Other economic activity costs (item 7 of the P&L)		
14	Depreciation ⁷ (from the annexes to the annual report or item 1(a) and (b) of the ⁸ NPP)		
If the P&L calculation scheme is classified according to the expense types , the following indicators must be provided:			
15	Net turnover (item 1 of the P&L)		
16	Change in stocks of finished products and work in progress (item 2 of the P&L)		
17	Other economic activity income (item 4 of the P&L)		
18	Cost of materials (item 5 of the P&L)		
19	Cost of personnel (item 6 of the P&L)		
20	Adjustments to the reduction in value (item 7 of the P&L)		
21	Other economic activity costs (item 8 of the P&L)		

* last but one financial year closed;

**last financial year closed

<i>Linked enterprise/consolidated annual report of a group of linked persons</i>			
<i>The project applicant indicates the name of the linked enterprise</i>			
No.	Indicator	(year)*, EUR	(year)**, EUR
1	Retained earnings or uncovered losses from previous years (balance sheet equity capital item)		
2	Profit or loss of the current reporting year (balance sheet equity capital item)		
3	Reserves (revaluation reserve for long-term investments, fair value reserve for financial instruments and reserves (balance sheet equity capital item))		
4	Stock or share capital and stock issue premium (balance sheet equity capital item)		
5	Total creditors (Balance sheet liability item)		
6	Total equity capital (Balance sheet liability item)		
7	Interest and similar charges (item 12 or 13 of the profit and loss account (P&L), depending on the type of P&L calculation scheme)		

⁷ Including the depreciation of intangible investments, depreciation of cost of production of products sold, depreciation of cost of sales and depreciation of administrative costs.

⁸ NPP – cash flow prepared using the indirect method.

8	EBITDA (if an indicator is not available, complete in the following indicators depending on the type of P&L calculation scheme)		
If the P&L calculation scheme is classified according to the expense function , the following indicators must be provided:			
9	Gross profit or loss (item 3 of the P&L)		
10	Cost of sales (item 4 of the P&L)		
11	Administrative costs (item 5 of the P&L)		
12	Other economic activity income (item 6 of the P&L)		
13	Other economic activity costs (item 7 of the P&L)		
14	Depreciation ⁹ (from the annexes to the annual report or item 1(a) and (b) of the NPP)		
If the P&L calculation scheme is classified according to the expense types , the following indicators must be provided:			
15	Net turnover (item 1 of the P&L)		
16	Change in stocks of finished products and work in progress (item 2 of the P&L)		
17	Other economic activity income (item 4 of the P&L)		
18	Cost of materials (item 5 of the P&L)		
19	Cost of personnel (item 6 of the P&L)		
20	Adjustments to the reduction in value (item 7 of the P&L)		
21	Other economic activity costs (item 8 of the P&L)		

* last but one financial year closed;

**last financial year closed

<p>I certify that the information provided is complete and true</p>	
<p>Responsible person</p>	
<p>_____</p> <p>(name, surname)</p>	<p>_____</p> <p>(signature)</p>
<p>_____</p> <p>(position)</p>	<p>_____</p> <p>(date)</p>

⁹ Including the depreciation of intangible investments, depreciation of cost of production of products sold, depreciation of cost of sales and depreciation of administrative costs.

Declaration of the eligibility of the commercial company as a small (micro), or medium-sized commercial company

1 Commercial Company Identification

Name, surname or name	
Registered office	
Registration number	
Person with representation rights	
	(position, name and surname)

2 Type of commercial company (mark with an “X”)

<input type="checkbox"/> Autonomous commercial company	
<input type="checkbox"/> Partner company	Complete Annex ¹ (additional pages if necessary), and then complete the declaration, showing the results of the calculations in a table
<input type="checkbox"/> Linked commercial company	

Remark. ¹ In accordance with Annex 2 to Cabinet Regulation No. 776 of 16 December 2014 “Procedure for declaring compliance with the small (micro) and medium-sized commercial company status”.

3 Data to be used to determine the category of commercial company

Last reporting year ² (<i>insert year</i>)		
Average number of employees (per year)	Annual turnover (EUR)	Annual balance sheet total (EUR)

Remark. ² All data must relate to the last approved reporting period and must be calculated on a full-year basis. Obtained using data at the closing date of the report. The turnover amount is calculated excluding value-added tax (VAT) and other indirect taxes. For newly established commercial companies which do not yet have approved reports, the data to be submitted are calculated on the basis of reliable figures based on the data for the current financial year.

4 Explanations on Special Cases for Completing the Declaration³

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Remark. ³ To be completed in the case of commercial companies referred to in Article 3(2) and (5) of Annex I to European Commission Regulation (EU) No. 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (hereinafter – Commission Regulation No. 651/2014), and in other cases where applicable.

5 Category of commercial company (mark with an “X”)

<input type="checkbox"/> Micro	Pursuant to Article 2 of Annex I to Commission Regulation No. 651/2014
<input type="checkbox"/> Small	
<input type="checkbox"/> Medium	
<input type="checkbox"/> Large	Does not comply with any of the above options

Important!

Have there been any changes in the data compared to the previous reporting period which have led to a change in the category of the commercial company?

- ☐ No
☐ Yes (in this case, complete and attach the declaration for the previous reporting period)

**Person with
representation
rights**

(position, name and surname)

I certify the accuracy of the information given in the declaration and its annexes.

(signature⁴)

(date and time of signing⁴)

Remark. ⁴ The details “Signature” and “Date and time of signing” are not to be filled in if the declaration is made in accordance with the laws and regulations on the execution of electronic documents.

Annex to the declaration of the eligibility of the commercial company as a small (micro), or medium-sized commercial company

1 Sections to be added:

1.1 Section A (and additional pages) if the applicant company has at least one partner company;

1.2 Section B (and additional pages) if the applicant company has at least one linked commercial company.

2 Calculations for partner companies or linked commercial companies

Last reporting year ¹			
	Average number of employees (per year)	Annual turnover (EUR)	Annual balance sheet total (EUR)
2.1 Data of the applicant or consolidated annual report ¹ (data of Table B(1) of Section B ²)			
2.2 Proportionally aggregated data from all partner companies (if any) (data of Table A of Section A)			
2.3 Aggregated data of all linked commercial companies (if any) if not included in row 2.1 upon consolidation (data of Table B(2) of Section B)			
Total ³			

Remarks.

¹ All data refer to the latest approved annual report and are calculated on a full-year basis. Obtained using data at the closing date of the report. The turnover amount is calculated excluding value-added tax (VAT) and other indirect taxes. For newly established commercial companies which do not yet have approved reports, the data to be submitted are calculated on the basis of reliable figures based on the data for the current financial year.

² All data (including the number of employees) are determined on the basis of the annual reports or consolidated annual reports (if any) of the commercial company or the consolidated annual reports in which the commercial company is included upon consolidation.

³ The data from the table row "Total" are included in the table of the declaration Data to be used to determine the category of the commercial company.

Section A I. Partner Companies

For each commercial company for which a partnership page has been completed (one page for each partner company of the applicant company and for such partner companies of linked commercial companies whose data are not yet included in the consolidated reports of the relevant linked commercial company), the data from the relevant partnership table is included in Table A of the summary.

Table A⁴

Partner company (name, identification)	Average number of employees (per year)	Annual turnover (EUR)	Annual balance sheet total (EUR)
--	--	-----------------------	----------------------------------

1			
2			
3			
4			
5			
6			
7			
Total ⁵			

Remarks.

⁴ If necessary, add additional pages or extend the table.

⁵ The data from the table row “Total” are included in row 2.2 of the table Calculations for partner companies or linked commercial companies.

Important!

These data are obtained in the proportional calculations in the partnership table separately for each direct or indirect partner company.

II. Partner Company Page

1 Partner Company Identification

Name, surname or name _____
Registered office _____
Registration number _____
Official authorised to sign _____
(position, name and surname)

2 Details of the particular partner company

Last reporting year of the partner company (insert year)			
	Average number of employees (per year)	Annual turnover (EUR)	Annual balance sheet total (EUR)
Data			

Important!

The data for the specific partner company are taken from the annual reports (or consolidated reports, if any). To this data are added the data of the linked commercial companies of the partner company (if the data of the linked commercial companies are not already included in the consolidation of the reports of the specific partner company). If necessary, add pages for linked commercial companies not already included in the consolidation.

3 Proportion calculations

3.1 Specify the interest⁶ of the applicant company (or of the linked commercial company through which the relationship with the partner company has been established) in the partner company to which this page relates.

Remark.

⁶ Taking capital shares or voting rights into account, the higher of these indicators is used. The shares owned by the relevant commercial company in the same commercial company must be added to this share.

3.2 The interest of the partner company to which this page relates in the commercial company or linked commercial company must also be indicated.

3.3 The higher of these two interests applies to the data contained in the table Details of the particular partner company of the partner company sheet. The results of the calculation of the proportions are indicated in the partnership table.

Partnership table⁷

Percentage share	Average number of employees (per year)	Annual turnover (EUR)	Annual balance sheet total (EUR)
Results of proportion calculations			

Remark.

⁷ This data is to be included in Table A of Section A.

Section B

I. Linked commercial companies

1 Determination of the type of linked commercial company

Mark as appropriate with an "X"

<input type="checkbox"/> Type 1	The applicant company prepares consolidated reports whether or not such is included in the consolidated reports of another company (Table B(1))
<input type="checkbox"/> Type 2	The applicant company or one or more linked commercial companies do not prepare consolidated reports whether or not those commercial companies are included in the consolidated reports (Table B(2))

Important!

Data on commercial companies linked to other commercial companies are obtained from the annual reports (or consolidated annual reports, if any). To these are added, on a proportional basis, data on the potential partner companies of the linked commercial company immediately preceding or following it if this data is not already included after consolidation.

2 Calculation methods

2.1 Type 1 linked commercial companies

2.1.1 The consolidated annual reports are used for the calculation and Table B(1) is completed

Table B(1)

	Average number of employees (per year) ⁸	Annual turnover (EUR)	Annual balance sheet total (EUR)
Total ⁹			

Remarks.

⁸ If the consolidated annual reports do not contain data on the number of employees, this is calculated by adding the relevant data on the linked commercial companies of the company concerned.

⁹ The data from the table row “Total” are included in row 2.1 of the table Calculations for partner companies or linked commercial companies.

2.1.2 Identification of the commercial companies included in the consolidation

Linked commercial company (name and identification)	Registered office	Registration number	Official authorised to sign (position, name and surname)
A			
B			
C			
D			
E			

Important!

Data on partner companies of such linked commercial company which are not yet included in the consolidation are treated in a similar way as for direct partners of the applicant company. Therefore, their data and the partner company page should be attached in Section A.

2.2 Type 2 linked commercial companies

For each linked commercial company (including affiliations through another linked commercial company) complete the linked commercial company page and, by completing Table B(2), combine the reporting data of all linked commercial companies.

Table B(2)

Company number ¹⁰	Average number of employees (per year)	Annual turnover (EUR)	Annual balance sheet total (EUR)
1			
2			
3			
Total ¹¹			

Remarks.

¹⁰ A separate linked commercial company page is attached for each commercial company.

¹¹ The data from the table row “Total” are included in row 2.3 of the table Calculations for partner companies or linked commercial companies.

II. Linked Commercial Company Page

(only for linked commercial companies not included in Table B on consolidation)

1 Linked Commercial Company Identification

Name, surname or name _____
Registered office _____
Registration number _____
Official authorised to sign _____
(position, name and surname)

2 Details of the commercial company

Last reporting year of the linked commercial company (insert year)			
	Average number of employees (per year)	Annual turnover (EUR)	Annual balance sheet total (EUR)
Total ¹²			

Remark.

¹² This data is to be included in Table B(2) of Section B.

Important!

Data on commercial companies linked to other commercial companies are obtained from the annual reports (or consolidated annual reports, if any). To these are added, on a proportional basis, data on the potential partner companies of the linked commercial company immediately preceding or following it if this data is not already included after consolidation. Data on such partner companies are treated in a similar way to data on the direct partners of the commercial company, so their data and the partner company page should be attached in Section A.

Report on the planned payment of value-added tax from the total amount of eligible costs indicated in the project application as a result of the implementation of the foreign film project

No.	Estimated eligible cost headings	Eligible costs, EUR	Estimated amount of value-added tax paid, EUR		Estimated amount of personal income tax, mandatory state social insurance contributions and other taxes paid*, EUR
			21% rate	reduced % rate	
1	Administrative and professional personnel costs necessary for the implementation of a foreign film project				
2	Rental of equipment and services				
3	Transport services and fuel costs				
4	Construction services related to the implementation of a foreign film project				
5	Catering services				
6	Security services				
7	Hotel and other accommodation services				
8	Telecommunications services				
9	Utilities and public services				
10	Purchase of goods and materials necessary for the filming process				

11	Sound processing, visual, musical, and other artistic and technological services directly related to the production or post-production of a foreign film				
12	Cost of rental or lease of movable and immovable property necessary for the implementation of a foreign film project				
13	Administrative services – legal, accounting, translation, personnel recruitment				
14	Royalties for actors and extras who have participated in the production of the film, in accordance with the Film Law				
15	Fee paid by the applicant for a foreign film project, up to a max. of 7% of the total eligible costs in Latvia				
Total:		(A)	(B)	(C)	(F)
			(D) = (B) + (C)		
Total amount of co-financing foreseen in the project application, EUR:		(E)			
Percentage of the planned total amount of value-added tax of the total amount of co-financing foreseen in the project application (D/E x 100%):					

*Information on the planned payment of personal income tax (PIT), mandatory state social insurance contributions (SSOIs) and other taxes as a result of project implementation (indicating the type of tax) should be provided if the foreign film project implementer has such information available at the moment of submitting the project application to the Agency.