

Process Steps & Responsibilities

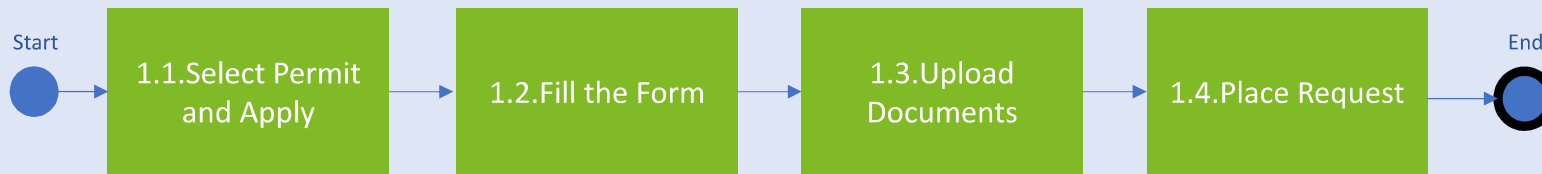
Step 1 – Submit Application – Sub Steps



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

Actors Applicant

Step 1 - Submit Application



Step 1 – Submit Application > 1.1 Select Permit and Apply



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

Actors: Applicant

Actions:

1. Log into Business Portal.
2. Click the Licensing option on the menu.
3. Search for Scheme > Film Rebate Scheme.
4. Click the button Apply next to Film Rebate Scheme label.

The screenshot displays the Mauritius Business Licensing Platform interface. The top navigation bar includes the Economic Development Board logo, the text 'Mauritius Business Licensing Platform', a search bar, and links for 'REGISTER' and 'LOGIN'. Below the navigation bar, the 'Licensing' menu item is highlighted with a green circle containing the number '1'. The main content area shows a 'LOGIN AS...' form with fields for 'Name' and 'Password', and buttons for 'Cancel' and 'LOGIN'. Below the login form, the 'Permits' section is visible, with the 'Licensing' menu item highlighted with a green circle containing the number '2'. The 'Permits' section has tabs for 'Category' and 'Agency', with 'Category' selected. Under the 'Schemes' category, the 'Film Rebate Scheme - Mauritius' is listed with a sub-link 'Legislation and useful information'. A green circle with the number '3' points to the 'Category' tab, and a green circle with the number '4' points to the 'APPLY' button next to the 'Film Rebate Scheme - Mauritius' entry.

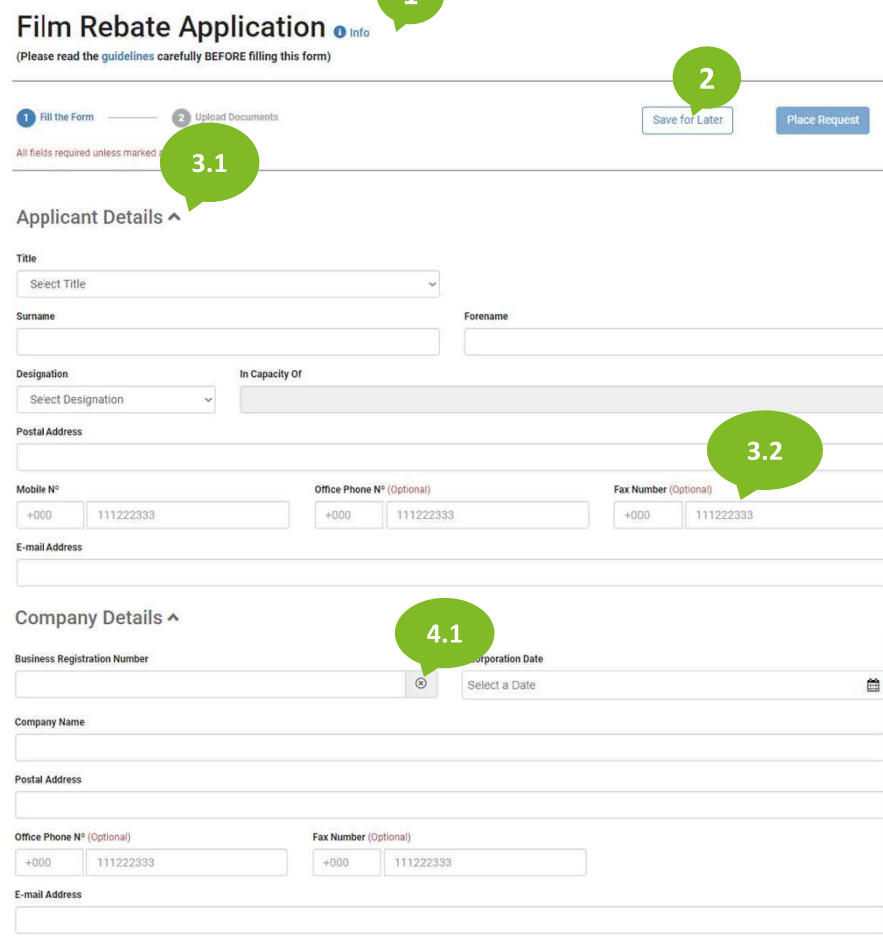
Step 1 – Submit Application > 1.2 Fill the Form

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

Actors: Applicant

Actions:

1. To see Legislation and useful information regarding Film Rebate Scheme click the link “guidelines” this will open a new window/tab with all relevant information related with Film Rebate Scheme (purpose, timings, estimated costs, required documents, etc..).
2. At any time, you can save the application as draft. In order to do that click the “Save for Later” button and the information entered until that moment will be saved.
3. Fill the Application Form (general behavior):
 1. The fields in the application form are organized into groups of information that can be collapsed(^) or expanded(v) by clicking in the name of the information group;
 2. All fields are required unless they are marked as “optional”;
4. Fill the Application Form (specific behavior):
 1. When you enter the Business Registration Number, the system pulls the company details and CBRD details from CBRD system and fills automatically some fields related with the company details and CBRD details;



The screenshot shows the 'Film Rebate Application' form. At the top, there is a title 'Film Rebate Application' with an 'Info' icon (callout 1) and a subtitle '(Please read the guidelines carefully BEFORE filling this form)'. Below the title are two progress indicators: '1 Fill the Form' and '2 Upload Documents'. A 'Save for Later' button (callout 2) and a 'Place Request' button are visible. A note states 'All fields required unless marked as optional'. The form is divided into sections: 'Applicant Details' and 'Company Details'. The 'Applicant Details' section includes fields for Title (dropdown), Surname, Forename, Designation (dropdown), In Capacity Of, Postal Address, Mobile N° (+000 111222333), Office Phone N° (Optional) (+000 111222333), Fax Number (Optional) (+000 111222333), and E-mail Address. The 'Company Details' section includes Business Registration Number (callout 3.1), Incorporation Date (dropdown, callout 4.1), Company Name, Postal Address, Office Phone N° (Optional) (+000 111222333), Fax Number (Optional) (+000 111222333), and E-mail Address. Callout 3.2 points to the Fax Number field.

Step 1 – Submit Application > 1.2 Fill the Form (cont.)



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

Actors: Applicant

Actions:

1. Scroll down in the application form to fill all the required fields;
2. After filling in all the required fields click the option “Upload Documents” in the navigation bar, and this will lead you to the upload documents form;



CBRD Details ^

Director Name	Address	Country	Passport/NID
<input type="text"/>	<input type="text"/>	Select Country	<input type="text"/>

+ Add Director

Shareholder Name

+ Add Shareholder

Producer Details 1 ^

Title

Select Title

Surname

Forename

Country

Select Country

Passport/NID

Postal Address (Optional)

Office Phone No. (Optional)

Residence Phone No. (Optional)

Mobile No.

Fax Number (Optional)

E-mail Address

Production Details ^

Production Title

Production Category

Select Category

	Local	Foreign
Number of Crew	<input type="text"/>	<input type="text"/>
Number of Cast	<input type="text"/>	<input type="text"/>

Synopsis (Maximum 300 Words)

Describe your synopsis here...

Estimated Total Running Time (in minutes)

Languages

+ Add Language

Parent Production Company

Country of Origin

Select Country

Shooting Details ^

Expected Project Duration in Mauritius

Pre-Production

Start Date

Select a Date

End Date

Select a Date

Duration of Pre-Production

No. of days

Start Date is required.

End Date is required.

Production

Start Date

Select a Date

End Date

Select a Date

Duration of Production

No. of days

Post-Production

Start Date (Optional)

Select a Date

End Date (Optional)

Select a Date

Duration of Post-Production

No. of days

Release Date of Film

Proposed Date of Release of Film

Select a Date

Proposed Date of Release of Film is required.

Estimated Production Expenditures ^

Total amount to be spent in Mauritius (in MUR)

Total amount to be spent in Mauritius is required.

Total qualifying production expenditures (in MUR)

Total qualifying production expenditures is required.

Total film budget (in MUR)

Remuneration to Above-The-Line foreign cast and crew (in MUR)

Cast

Crew

Remuneration to Below-The-Line foreign cast and crew (in MUR)

Cast

Crew

Remuneration to local cast and crew (in MUR)

Cast

Crew

Sales Agreements & Distributions ^

Estimated revenue from Pre-Sales Agreement (in MUR) (Optional)

Company Name

Country Of Distribution

Select Country

+ Add Distribution Agreement

Key Members ^

Role

Name

+ Add Role

Exposure To Mauritius ^

% of principal photography shot in Mauritius, after editing

Film Rebate Application info

(Please read the guidelines carefully before filling the form)

Fill the Form

Upload Documents

Save for Later

Place Request

All fields required unless marked as "optional".



Step 1 – Submit Application > 1.3 Upload Documents

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

Actors: Applicant

Actions:

1. Navigation bar and step completion color codes:

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

2. Upload documents:

1. All documents are required unless they are marked as "optional";
2. To upload a file select either the option to browse files or drag the file and drop it in the correspondent document box;
3. You can upload one or more files for each document;
4. Copies of Passport as many as foreign stakeholders, directors and producers.

The screenshot displays the Mauritius Business Licensing Platform interface. At the top, the navigation bar includes 'Home', 'Your Area', 'Licensing' (highlighted in blue), 'Search Permits', 'News', and 'FAQ's & Notices'. The main content area shows the 'Film Rebate Application' form, which is currently on the 'Upload Documents' step (indicated by a yellow circle with '2'). The 'Fill the Form' step is marked as complete (green circle with '1'). Below the navigation bar, the 'Upload Required Files' section lists various documents with 'Drag files here or browse files' buttons. A file explorer window is open, showing a list of PDF files being uploaded to the 'Upload Documents' step. The file explorer shows a list of files including 'feup tese', 'FR', 'jiracli', 'master template folder', '2019-04-24_0719.pdf', 'Book1_The Art of Software Testing.pdf', 'Clearance Certificate from Principal Agent.pdf', 'JoaoGouveia_Fin al.pdf', and 'Pedido reembolso.pdf'. The file explorer also shows a list of folders including 'CSW', 'cv', 'Elicatmu-BA', 'OneDrive', 'This PC', '3D Objects', 'Desktop', 'Documents', 'Downloads', 'Music', 'Pictures', 'Videos', and 'Windows (C:)'. The file name field is empty, and the file type is set to 'Adobe Acrobat Document (*.pdf)'. The 'Open' and 'Cancel' buttons are visible at the bottom of the file explorer.

Step 1 – Submit Application > 1.4 Place Request



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

Actors: Applicant

Actions:

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

Mauritius Business Licensing Platform

Search [] []

Gonçalves ▾

Home Your Area Licensing Search Permits News FAQ's & Notices

Film Rebate Application Info

(Please read the [guidelines](#) carefully BEFORE filling this form)

✓ Fill the Form ✓ Upload Documents Save for Later Place Request

All fields required unless marked as "optional"

Upload Required Files (Please refer to the guidelines above)

(Only PDF files)

1. Synopsis of project
Drag files here or browse files
Pedido reembolso
2. Filmography of producer
Drag files here or browse files
Clearance Certificate from Principal Agent
3. Viable financial plan (Optional)
Drag files here or browse files
4. Detailed budget in Mauritius (in MUR)
Drag files here or browse files
Pedido reembolso

NE National e-Licensing System <no-reply@edbmauritius.org>
seg 15/07/2019 15:53

To: Adéla Gonçalves

Economic Development Board - Acknowledgement of Application - Reference: EDB_FRA_2019_B6 - Applicant: Adéla Gonçalves

Economic Development Board
Acknowledgement of Application
Reference: EDB_FRA_2019_B6
Applicant: Adéla Gonçalves

Dear Applicant,

Your Application for Film Rebate Application has been received and send to respective department for processing.

Kind Regards,
Film Rebate Team
Economic Development Board, Mauritius

National Electronic Licensing System