**LETTER OF REPRESENTATION - Template**

***Applicants: please have your post production, VFX, animation company copy the below text and fill in the blanks. This should be provided on company letterhead, signed and dated.***

This letter of representation is provided in relation to services provided to the film [INSERT FILM TITLE].

[INSERT NAME OF POST PRODUCTION/VFX/ANIMATION COMPANY] provided post production/sound/visual effects shots and/or sequences/animation work to [INSERT PRODUCTION COMPANY NAME, [the ‘Production Company’] for the Film in accordance with the agreement between the Production Company and the [POST PRODUCTION/VFX/ANIMATION COMPANY] dated [INSERT DATE OF AGREEMENT].

I hereby make the following representations as a Managing Director of [POST PRODUCTION/VFX/ANIMATION COMPANY], which are true to the best of my knowledge:

* The total value of bid/work provided by the Post House to the Production Company for the film: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I can confirm that all crew members engaged by us, **who entered Australia to work on the film**, worked on the film for no less than two consecutive calendar weeks.

This applies to Australian resident and non-resident crew.

**See attached** a list of all crew who worked on the production and their residency and nationality.

* The expenditure incurred by the Production Company under the Agreement with [POST PRODUCTION/VFX/ANIMATION COMPANY] is all attributable to goods and services provided in Australia; and

No work or portion of work was undertaken overseas or outsourced to an overseas facility;

OR

* I can confirm that a portion of the PDV work took place outside of Australia.   
  The value of the offshore work is $[\_\_\_\_\_\_] which is [insert percentage] of the total work performed. [PLEASE PROVIDE DETAILS OF WORK THAT TOOK PLACE OUTSIDE OF AUSTRALIA WITH A BREAKDOWN OF COSTS ATTRIBUTABLE TO THIS WORK]\*\*

Signed by the Managing Director of the company.

[DATE]

*\*\*note Screen Australia may request underlying agreements for work that takes place outside of Australia*