

**HOW TO APPLY**  
**Distribution Selective Scheme**

**STEP 1 – REGISTER / UPDATE YOUR COMPANY IN THE PARTICIPANT PORTAL**

In order to submit an application, applicants must have registered their company in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal (Participant Portal: <https://ec.europa.eu/education/participants/portal>) and have obtained a valid Participant Identification Code (PIC CODE).

Applicants that, at the time of submission of applications, do not have a valid PIC Code for their company, must first register their company in the Participant Portal:

The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

Applicants whose company is already registered in the Participant Portal at the time of submission of applications are requested to verify that all documents listed here below are duly uploaded on the Participant Portal and that the information declared in these documents is still accurate. In case of changes, recent relevant documents must be uploaded.

**Applicants must ensure that the following documents are uploaded on the Portal and are up to date:**

1. The **legal identification form** duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant (download: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm))
2. For private companies: extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).  
For public entities: legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.
3. A copy of the organisation's legal statutes permitting to establish the European shareholding (owned directly or by majority participation by nationals from countries participating in the MEDIA Sub-programme.) Should the organisation's legal statutes provide insufficient information, please upload additional official documents establishing the shareholding.
4. The **Bank Identification Form**  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)
5. The curriculum vitae of the legal representative of the company and of the Head of Distribution (if they are not the same person).

When the request exceeds 60.000€:

6. The **financial capacity form** (filled in with the relevant statutory accounting figures)  
[https://eacea.ec.europa.eu/creative-europe/funding/distribution-selective-scheme-support-for-transnational-distribution-european-films-2018\\_en](https://eacea.ec.europa.eu/creative-europe/funding/distribution-selective-scheme-support-for-transnational-distribution-european-films-2018_en)
7. For commercial companies: **Complete and certified annual accounts** (balance sheet, profit and loss account and the annexes) for the 2 most recent years available  
For non-profit companies: **Complete and certified annual accounts** (balance sheet, profit and loss account and the annexes) for the most recent year available

At the end of the registration process applicants will receive the Participant Identification Code (PIC CODE). This code is unique for each company and will be requested in the application form.

If after the company's registration any information related to the company changes, the company's details must be updated accordingly in the portal and the relevant new documents must be uploaded.

## STEP 2 – ONLINE SUBMISSION

Applications must be submitted through an eForm (<https://eacea.ec.europa.eu/PPMT/>).

Ensure that Adobe Reader 8.1.5 or higher is installed on your computer. On this webpage you will also find how to test the eForm and useful advice on the Adobe security settings. The eForm must be saved on your computer (or local network drive) before you can start filling it in.

The following annexes are mandatory and must be attached to the e-form (they cannot exceed 5MB):

### 1. Coordinators

- Declaration on the applicant's honour:
- Financial plan of the film signed by the delegated producer of the film (no template required)

Template for the declaration on the applicant's honour can be found at: [https://eacea.ec.europa.eu/creative-europe/funding/distribution-selective-scheme-support-for-transnational-distribution-european-films-2018\\_en](https://eacea.ec.europa.eu/creative-europe/funding/distribution-selective-scheme-support-for-transnational-distribution-european-films-2018_en)

in the section "Annexes"

### 2. Distributors:

- Declaration on the applicant's honour

Template can be found at: [https://eacea.ec.europa.eu/creative-europe/funding/distribution-selective-scheme-support-for-transnational-distribution-european-films-2018\\_en](https://eacea.ec.europa.eu/creative-europe/funding/distribution-selective-scheme-support-for-transnational-distribution-european-films-2018_en)

in the section "Annexes"

- The distribution agreement for the territory applied for (complete copy, with annexes and without any deletion) with hand written statement "Copy certified as conforming to the original" signed by the statutory legal representative of the company

The applicants need to fill in and submit **the e-Form by 12:00 on the relevant deadline (Midday, Brussels time)**. Please note that the system will shut down at 12:00 (noon, Brussels time) and that it will be impossible to submit an E-Form after that time. It is strongly recommended not to wait until the last minute. In case of technical problem, please see "Further Assistance" (Contact details of the HelpDesk service can be found at: [https://eacea.ec.europa.eu/creative-europe/funding/distribution-selective-scheme-support-for-transnational-distribution-european-films-2018\\_en](https://eacea.ec.europa.eu/creative-europe/funding/distribution-selective-scheme-support-for-transnational-distribution-european-films-2018_en))

Any technical problems must be reported before the deadline time.

Before submitting the application ensure that the e-mail address of the contact person is correct as the submission confirmation will be sent to this address immediately after a successful electronic submission.

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| <b>STEP 3 – APPLICATION PACKAGE</b> |
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Compulsory annexes that cannot be submitted online by the coordinator have to be sent to the Agency by post:

- a copy of the film (DVD or any other format) for which support is sought
- for live-action children's' films: any material that can support the qualification of the film

The application package must be sent by registered mail or private courier no later than the submission deadline to the following address:

**Education, Audiovisual & Culture Executive Agency**

Creative Europe Programme (2014-2020)  
MEDIA Sub-programme – SELECTIVE SCHEME  
Avenue du Bourget 1  
J-59 03/052  
BE – 1049 Brussels  
Belgium

A cover letter must indicate:

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| the name of the company: |
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| the title of the film: |
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| the E-form confirmation number: |
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