

FILM IN INDIA



फिल्म सुविधाकरण कार्यालय
FILM FACILITATION OFFICE

**Shooting of Feature Films, TV/Web shows and series & Reality TV/Web shows and series
by Foreign and Domestic Film makers in India**

A STEP-BY-STEP GUIDE

Film Producers and production companies from across the world are welcome to shoot their Feature Films, TV/Web shows and series & Reality TV/Web shows and series in India - a country with locations of untold beauty.

Film Facilitation Office (FFO) **set up by the Ministry of Information & Broadcasting, Government of India**, acts as a single window clearance and facilitation point for producers and production companies with a view to assist them in getting requisite filming permissions. The FFO also disseminates information on shooting locations and the facilities available with the Indian film Industry for production/post production and works closely with State Governments in assisting them to set up similar facilities. The FFO is housed in and operated by National Film Development Corporation (NFDC), a central Public Sector Enterprise under the Ministry of Information & Broadcasting (I&B). Filmmakers desirous of shooting their **Feature Films, TV/Web shows and series & Reality TV/Web shows and series** in India, may apply online at the FFO website, www.ffo.gov.in.

A. STEPS FOR FILLING AN ONLINE APPLICATION ((International Filmmakers seeking a National Permit to film in India)

The Foreign filmmaker must seek permission from Ministry of I&B, to be able to apply for **Film Visa**. Thereafter, specific location permissions may be applied for at the portal. Below are the steps to apply for permission from Ministry of I&B.

- 1) **Register** – Register yourself with the FFO website to start your application process.
- 2) **Fill Application Form** - Fill out the application Form for seeking permission for film shooting in India.
- 3) **Upload Documents** – The application form will ask for the following information/documents.

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| <ul style="list-style-type: none">• Detailed script and synopsis in case of a Feature Film, TV/Web show and series and detailed concept in case of TV/Web Reality shows and series. |
| <ul style="list-style-type: none">• Passport details of the crew in tabular format along with copy of the passport |
| <ul style="list-style-type: none">• Details of shooting locations in India and the period of shooting |
| <ul style="list-style-type: none">• A list of equipment to be temporarily imported for filming in India |
| <ul style="list-style-type: none">• No Objection Letter - In case any living personality is portrayed in the film as a Character, we suggest that you share the script with that personality or his/her legal heirs, before applying for permission, and obtain a 'No Objection Letter'. This letter will expedite the clearance of your application, and also guard against the possibility of any defamation or libel suits. |
| <ul style="list-style-type: none">• Co-Production - If you propose to shoot your film as an international co-production under the official treaty, a copy of the agreement between the foreign producer/production company and the Indian producer/production company indicating the role of each party, financial commitments, responsibilities and liabilities etc., in accordance with the respective co-production agreement, must be uploaded. |

- 4) **Pay Fees** – An application **along with** processing fee of INR equivalent to USD 225 is required to be made online, to enable submission of your application. **Please note that application-processing fee is non-refundable, and will not be returned under any circumstance.** Kindly ensure that your production is a **Feature Film, TV/Web show and series & Reality TV/Web show and series**. FFO does not accept application for Documentary films, AV commercials and music videos.
- 5) **Undertaking** - At the time of receiving permission for shooting in India from the FFO, you have to submit an undertaking to the **Ministry of I&B** as per the format available online, on the letterhead

of the company who has applied for the filming permission. *(Please note that the Undertaking format is just a sample copy and the points may need to be modified in accordance with the permission letter as issued by the Ministry of I&B.)*

A2. APPLYING FOR VISA

WHAT THE INDIAN MISSION IN YOUR COUNTRY WILL DO FOR YOU?

Do submit the detailed particulars of all the members of the shooting team, along with the Permission Letter issued by the Ministry of I&B, to the Indian Mission in the country from which they would be departing for India at the time, indicating your intention to shoot in India. Indian Missions/Posts abroad will grant Film Visa '(F) Visa' to such applicants who are coming to shoot **Feature Films, TV/Web show and series & Reality TV/Web show and series** in India provided **that** Ministry of I&B has approved the proposal.

A3. IMPORTANT POINTS TO REMEMBER

- i) **On submission of all requisite documents**, your permission to shoot will normally *not take more than three weeks* to process. **In cases where consultation from Ministry of Home Affairs and Ministry of External Affairs is required, you would need to allow more time to process your application.** The permission letter issued by the Ministry of I&B, Government of India will facilitate your permission from other local authorities, which may, in some cases, need to be obtained directly from these authorities.
- ii) As part of the application processing, your script will be evaluated by an expert from a panel constituted by the Ministry. If considered necessary, a *liaison officer may be attached to a film shooting team*. Where a liaison officer is so attached to the shooting team, the Government of India will bear his expenses. In exceptional cases, you may need to show the completed film to a representative of the Government of India, in India or in an Indian Mission abroad, before its release anywhere in the world with a view to ensure that the film has been shot in accordance with the evaluated script and that the film has nothing objectionable from the point of view of presentation of a correct and balanced perspective on the topic covered.
- iii) During the shooting of the film, if it is felt that any material changes or deviation from the approved script is necessary; permission **must** be taken from the Ministry of I&B through FFO before shooting these scenes.
- iv) Subsequent to the completion of the shoot in India, the FFO shall seek and collect feedback from the applicants with regards to their experience of filming in India, including a request for information pertaining to shooting related data. The producer/line producer is required to compulsorily submit the feedback form.
- v) The FFO shall also seek trailer and Hi-res poster images of the film for display in the FFO Web portal and other marketing collaterals that the FFO may create to promote filming in India, after the release of the said project.

- vi) The production must agree to have a '*Filmed in India*' credit and the Film Facilitation Office logo in the final production rolling credits of the project. The official FFO logo can be acquired from the Film Facilitation Office, New Delhi.
- vii) Post receipt of the National permission issued by the Ministry of Information & Broadcasting, you may follow the same procedure that is applicable to domestic filmmakers, for applying for specific State/local permissions.

B. STEPS TO FILLING AN ONLINE APPLICATION (Domestic and International filmmakers seeking State level and local permissions)

The FFO portal accepts online applications from Domestic filmmakers who wish to film in various locations in different States of India. However, it is not mandatory to apply through the FFO and applicants may apply to the States directly too.

Below are the steps to apply for permission on the FFO portal.

- 1) **Register** – Register yourself with the FFO website to start your application process. (International projects applying for State permissions need **not** register again)
- 2) **Fill Application Form** - Fill out the application form for seeking permission for film shooting across various States.
- 3) **Upload Documents** – The application form will ask for the following information/documents.

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| <ul style="list-style-type: none"> • Synopsis |
| <ul style="list-style-type: none"> • Details of shooting locations in India and the period of shooting |
| <ul style="list-style-type: none"> • Location wise cast /crew details and equipment list, if any |
| <ul style="list-style-type: none"> • Location wise additional shooting requirements, such as use of animals, arms and ammunition, crowd, set structure, Unit vehicles, SFX etc., if any |

- 4) **Submit Application** – The application will be sent to the respective State Nodal officer/s, whose details will also be sent to you. The State Nodal officer/s will get in touch with you regarding processing of application and payment of fees depending on your location. In case there is no response from the State/s, you may contact the FFO office for follow up.
- 5) **Permission Letter** – Once the permission has been granted for any State/UT, the Nodal Officer will

upload the Permission letter on the FFO web portal.

B2. NOTE

- i) Co-Production - If you propose to shoot your film with an international co-producer under the official treaty, permission for the same must be applied for as an International project.
- ii) Subsequent to the completion of the shoot, the FFO shall seek and collect feedback from the applicants with regards to their experience of filming, including a request for information pertaining to shooting related data. The applicant is required to compulsorily submit the feedback form.
- iii) The FFO shall also seek trailer and Hi-res Poster images of the film for display in the FFO Web portal and other marketing collaterals that the FFO may create to promote filming in India, after the release of the said project.
- iv) The production must agree to have the Film Facilitation Office logo in the final production rolling credits of the project. The official FFO logo can be acquired from the Film Facilitation Office, New Delhi.

C. MODIFICATIONS in Application

- i) **International Projects** – In case of modifications in cast/crew, list of equipment, location etc., the same may be modified online through the ‘Modify Application’ link on your dashboard. However, certain sections in the application such as Title, Script, synopsis and whether the film is based on a deceased personality cannot be modified without approval of the FFO. Through the ‘Modify Application’ link, you may click on the section that needs to be modified and a request for modification to FFO will be made. Post FFO’s approval, changes may be made.
- ii) **NOTE** - In case of an international Co-production under the official treaty, if there is a change in the co-production company/organization, you will have to notify FFO and apply afresh. The same will be treated as a completely new application. The previous application will be considered null and void.
- iii) **Indian Projects** – Once the application has been sent to the respective State, no modifications can be made. They may be communicated directly to the State Nodal officer, whose details are available on the portal in your dashboard and is also shared with you on email.

D. ECOSYSTEM OF NODAL OFFICERS

- An ecosystem of Nodal Officers has been created across various State Governments and Union Territories and within key stakeholder Central Government Ministries/Departments (viz. Animal Welfare Board of India, Archaeological Survey of India, Directorate General of Civil Aviation, Airports Authority of India, Ministry of Environment, Forest and Climate Change, Ministry of Railways, Central Board of Indirect Taxes and Customs etc.) with a view to enable effective governmental collaborations including faster processing of all shooting permissions and the establishment of a film friendly environment across the country. The portal provides information on the assigned Nodal Officer for respective State/Union Territory along with its filming policies/guidelines, shooting locations and various filmic and non-filmic information of the respective region.

The FFO can be contacted at:

Film Facilitation Office

National Film Development Corporation

4th Floor, Soचना Bhavan, Phase -1

C.G.O. Complex, Lodhi Road

New Delhi – 110 003

Tel.: +91 11 2436 7338 **Email:** ffo@nfdcindia.com