


सूचना और प्रसारण विभाग
Ministry of Information and Broadcasting
Government of India


NFDC
cinemas of india


FILM IN INDIA
New Scheme under
FILM FACILITATION OFFICE

**Empanelment of
Line Producers /
Production Service
Companies**

The Film Facilitation Office (FFO) of the Ministry of I&B and NFDC wishes to empanel reputed Line Producers and / or Production Service Companies (PSCs) for a period of 2 years. For details please visit www.nfdcindia.com.

Contact -
ffo@nfdcindia.com

Film Facilitation Office
Ministry of Information and Broadcasting, Government of India
National Film Development Corporation (NFDC)

Empanelment of Line Producers and / or Production Service Companies (PSCs)

The FFO wishes to empanel reputed Line Producers and / or Production Service Companies (PSCs) for a period of 2 years. The detailed information regarding the empanelment criteria is available on our website and can be downloaded (www.nfdcindia.com).

The physical print of applications along with all the Enclosures are to be submitted within 15 days of uploading of advertisement at the following address

Film Facilitation Office

National Film Development Corporation Ltd.
4th Floor Soochna Bhawan, Phase 1
CGO Complex, Lodhi Road
New Delhi 110003

Please note that the empanelment would not tantamount to right of any work or making a recommendation of a particular company / individual, but shall simply be of informational value. Interested Line Producers and / or Production Service Companies within and across India, meeting the prescribed criteria, may apply for the same.



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FILM IN INDIA



फिल्म सुविधाकरण कार्यालय
FILM FACILITATION OFFICE

**Empanelment Criteria for
Production Services Companies / Line Producers
for Film Facilitation Office (FFO)**

Please Note: The Empanelment is currently an offline process.

The schedule of key activities for the purpose of Empanelment:

S. No.	Key Activities	Date
1.	Issuance of Request For Empanelment	22nd October 2018
2.	Last date of receiving queries	31st October 2018, 1700 Hrs
3.	Last date and time for submission of proposals	5th November 2018, 1700 Hrs
4.	Announcement of Empanelment	12th November 2018, 1700 Hrs

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6. EXAMINATION OF PORTFOLIO OF ENLISTED AGENCIES

GLOSSARY

- i) **FFO** in the empanelment criteria document is **“Film Facilitation Office”**
- ii) **“Production Services Company (PSC)”** in the empanelment criteria document include:
 1. An individual Line Producer
 2. A company providing production services for filmmaking.
- iii) **Audio-Visuals**

“Audio-visuals” in the empanelment criteria document include Feature Films / TV and Web Series & Shows / TV and Web Reality Series & Shows.
- iv) **Empanelment**

“Empanelment” in the empanelment criteria document refers to the listing of Production Services Company (PSC) considered suitable to provide adequate Line Production Services to International / Domestic Film makers. While Empanelment with FFO is mandatory for enlistment on the FFO Web Portal, it does not award work by or through FFO.

1. BACKGROUND

India is potentially a favored destination for filmmakers and has witnessed a significant increase in request for filming in India from international producers over the last few years, including International productions such as *A Million Dollar Arm*, *Mission Impossible 4*, *Zero Dark Thirty*, *Life of Pi*, *Homeland Season 4*, *Kung Fu Yoga*, *Victoria & Abdul* amongst others have been shot in India in the recent past. In order to optimize this potential, there is a need to simplify the existing procedures to facilitate shooting of films across various locations in

the country, thereby enabling filmmakers to take advantage of the domestic film industry's vast talent pool of resources, production facilities and low production costs.

It is against this backdrop that the Ministry of Information & Broadcasting, Government of India, has taken the lead with a long term objective of positioning and promoting India as a preferred destination for filmmakers across the world, by setting up a Film Facilitation Office (FFO).

In this regard, an MoU was signed between the Ministry of I&B and NFDC on 11 December 2015, for setting up the FFO with a view to facilitate according permissions for shooting in India so as to tap the vast talent/resources available in the Indian film industry as well as promote Indian locales. The Film Facilitation Office will also enable Indian filmmakers to navigate the various challenges that they face while shooting across the country.

2. THE KEY FUNCTIONS OF THE FFO INCLUDE

- i. Acting as a single window clearance mechanism for according permissions for filming across India
- ii. Promoting India as a filming destination, leveraging the diverse locales and vast resources available within the film industry
- iii. Working closely with Central Ministries/Departments and State Governments in setting up single window clearance facilities
- iv. Establishing a dedicated Web portal, to enable single window clearance system
- v. Identify and recommend policy changes (at the central & state levels) that would make India a more film-friendly destination

3. PROCEDURE FOR EMPANELMENT OF PRODUCTION SERVICES COMPANY (PSC)

3.1 APPLICATION PROCESS

The process of Empanelment of Production Services Company (PSC) will be carried out as an online / offline process. Applicants will be required to submit the required documents to FFO, online / offline. The objective of the online procedure is to make the Empanelment process accessible to a wider pool of talented individuals and groups. However, it is to be noted that having been enlisted does not signify an automatic entitlement to assignment of work.

3.2 GUIDELINES FOR APPLICATION

This application will be in three parts-

Part-A will consist of the mandatory requirements.

Part-B will be a declaration of the authenticity of facts given in Part-A and Part-B.

3.3 PART-A

The format of mandatory information sought for the Service Providers in this part is as under:

3.3.1 For Line Producers (Annexure 1)

- i. Name of the Line Producer
- ii. Address
- iii. Phone
- iv. Contact Email
- v. Contact Mobile
- vi. Website
- vii. PAN
- viii. GST Number, if applicable
- ix. Income Tax Return of Previous 3 Financial Years
- x. Detailed CV
- xi. Specific Region of operation (if any)
- xii. List of recent and other remarkable assignments
- xiii. Scale of productions and budgets handled
- xiv. Show reel (if any)
- xv. Number of International productions serviced (with details) / Filmography (with links)
- xvi. Recommendation/Credibility Letters from two International Producers/Production Companies who have filmed in India or their Representative who has supervised the production in India/Director (on their letter head) with their contact details
- xvii. Credibility Letter from two Indian Producers/Production Companies/Directors (on their letter head) with their contact details, in case the person has not worked in an international production

3.3.2 For Production Services Company (PSC) (Annexure 2)

- i. Name
- ii. Type (Proprietorship, Partnership, etc.)
- iii. Date of Constitution (Upload Certificate of Incorporation / Certificate of Registration of partnership firm (if applicable))
- iv. Name of Producer
- v. Address
- vi. Phone
- vii. Contact Email
- viii. Contact Mobile
- ix. Website
- x. PAN
- xi. GST Number, if applicable

- xii. Income Tax Return of Previous 3 Financial Years
- xiii. Detailed Company Profile
- xiv. Specific Region of operation (if any)
- xv. List of recent and other remarkable assignments
- xvi. Scale of productions and budgets handled
- xvii. Show reel (if any)
- xviii. Number of International productions serviced (with details) / Filmography (with links)
- xix. Recommendation/Credibility Letters from two International Producers/Production Companies who have filmed in India or their Representative who has supervised the production in India/Director (on their letter head) with their contact details
- xx. Credibility Letter from two Indian Producers/Production Companies/Directors (on their letter head) with their contact details, in case the company has not worked in an international production

Applicants who duly submit Part-A will qualify for the next level, failing which the application will be deemed to be incomplete and therefore, not be qualified to be accepted.

3.5 PART-B

Since the mandatory requirements are key to the application process, a declaration / undertaking that information submitted are true and correct, will be an important part of the application. The declaration will include a provision that if any of the facts are found to be incorrect and / or falsified, the applicant is liable to be barred from enlistment on the FFO website. Falsification will also lead to criminal action and / or any action as it deems fit under any law. FFO reserves its right to call for any information wherever required. **(Format enclosed as Annexure 3)**

4. PERIOD OF EMPANELMENT

PSCs / Individual Companies will be enlisted for a period of two years. When the online submission of application is initiated, an **Empanelment Reference Number** will be generated along with a Login ID and password.

5. RE-APPLICATION ON EXPIRY OF PERIOD OF EMPANELMENT

On the expiry of period of Empanelment, the enlisted PSC/individual Line Producers will get an email notification to reapply with updated details. The notification of re-application will not apply to agencies found to have falsified the information submitted.

The applicant PSC/Individual Line Producers, at all levels of re-application, will make the declaration with regard to submission of correct facts. **(Format enclosed as Annexure 3).**

If the re-application is not completed within a period of 60 days from the date of expiry, an email reminder will be sent awarding another 30 days as grace period. Re-applications not

made even at the expiry of the grace period will attract automatic deletion from the Empanelment directory of FFO and FFO shall not be responsible for this deed of act.

The online application format, as and when initiated, will be reviewed from time to time by FFO depending upon feedback received/software requirements.

6. EXAMINATION OF PORTFOLIO OF ENLISTED AGENCIES BY FFO

The team of FFO will familiarize itself with the work of the agencies enlisted in the Web Portal on a regular basis. The team will examine and study the portfolio of the enlisted agencies by both Internet research as well as one-on-one interactions/presentations wherever considered necessary.

Note: The above is only illustrative and FFO reserve its right to change/amend any of the above guidelines without giving any notice in advance.

(Annexure 1)

Application form for Line Producers

- i. Name of the Line Producer
- ii. Address
- iii. Phone
- iv. Contact Email
- v. Contact Mobile
- vi. Website
- vii. PAN
- viii. GST Number, if applicable
- ix. Income Tax Return of Previous 3 Financial Years
- x. Detailed CV
- xi. Specific Region of operation (if any)
- xii. List of recent and other remarkable assignments
- xiii. Scale of productions and budgets handled
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- xvii. Credibility Letter from two Indian Producers/Production Companies/ Directors (on their letter head) with their contact details, in case the person has not worked in an international production.

(Annexure 2)

Application For Production Services Company (PSC)

- i. Name
- ii. Type (Proprietorship, Partnership, etc.)
- iii. Date of Constitution (Upload Certificate of Incorporation / Certificate of Registration of partnership firm (if applicable))
- iv. Name of Producer
- v. Address
- vi. Phone
- vii. Contact Email
- viii. Contact Mobile
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(Annexure 3)

UNDERTAKING

On Company Letter Head

I, Mr/ Ms/ Mrs _____ of (company name) _____

address _____ do hereby declare that all the information and documents

submitted by me / us are true and correct.

If, any of the facts are found to be incorrect and / or falsified, I / We will be liable to be barred

from enlistment on the FFO website. I / we are aware that falsification will also lead to criminal

action and / or any action as deemed fit under any law.

Mr/ Ms / Mrs: _____

For and on behalf of M/s _____ (company name) _____

(Signature and seal)

Place:

Date: