



# FILM LOCATION ENGAGEMENT DESK (FLEX) GUIDELINES

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AS PER APRIL 30, 2021



**FILMPHILIPPINES**  
**INCENTIVES**  
FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES



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# ACRONYMS

<b>FDCP</b>	Film Development Council of Philippines, the national film agency responsible for film policies and programs to ensure the economic, cultural and educational development of the Philippine film industry
<b>FPO</b>	FilmPhilippines Office, the office of the brand developed by the FDCP to facilitate the location promotions program of the country and provide a one-stop-shop assistance program for foreign film and television production in the Philippines
<b>FPI</b>	FilmPhilippines Incentive schemes is composed of the FLIP, ICOF and ACOF financial support for international production
<b>FLIP</b>	Film Location Incentive Program, a selective cash rebate for international production companies filming in the Philippines
<b>ICOF</b>	International Co-production Fund, a selective fund for international co-productions with a Filipino co-producer
<b>ACOF</b>	ASEAN Co-production Fund, a selective fund for ASEAN co-productions with a Filipino co-producer
<b>FLEX</b>	Film Location Engagement Desk, a one-stop-shop service provided by the FilmPhilippines Office, for government permits including visas, special working permits (SWP), conditionally-free importation and exportation of qualified production-related equipment and goods, location permits and other available production and logistical support
<b>MOA</b>	Memorandum of Agreement
<b>NR</b>	FDCP National Registry
<b>SF</b>	FDCP Safe Filming Program
<b>PHP</b>	Philippine Pesos, local currency



# DISCLAIMER

1. FilmPhilippines (FP) may decline or accept an application if it does not follow and/or comply with these Guidelines and if the services asked are out of the FPO scope. These Guidelines are designed to be read in conjunction with the relevant application form. **As the guidelines and application form are subject to changes and updates, the applicant should ensure that he/she has the most current version of these documents** by checking at [www.filmphilippines.com/film-now](http://www.filmphilippines.com/film-now) prior to submitting his application.
2. All the information provided by the applicant producer will be held by the FPO on a strictly commercial-in-confidence basis. Information will only be provided to the Philippine government and an independent film production consultant, if necessary.
3. Applicant producers should also contact FPO early, before production commences, to discuss their project and to explore details surrounding FLEX. Contact details for FP are listed further.
4. The Film Location Engagement Desk is a non-financial assistance program. All applications are made at the applicant's own risk. The FDCP is not liable for any loss, damage, or costs arising directly or indirectly from the application process, the FDCP's decision to refuse the project, or from dealing with the application in any manner.



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+63 2 7087920

**filmphilippines@fdcp.ph**

**www.filmphilippines.com**



The Film Development Council of the Philippines (FDCP) through its FilmPhilippines Office (FPO) introduced the Film Location Engagement Desk (FLEX) – the automatic one-stop-shop services to assist all local and international cinema and audiovisual production within the Philippines.

FLEX can assist with:

- **Finding your partner:**

Connecting with local film companies: production (line production, co-production), post-production, animation studio, distributors...

- **Location scouting:**

Connecting with local location managers or local government units to facilitate location scouting.

- **Sourcing of skilled cast & crew**

Assistance in sourcing Casting Directors and Filipino seasoned actors and performers as well as film crew through the FDCP National Registry

- **Sourcing of equipment and technical facilities**

Assistance with securing better rates for accommodations, transportation, suppliers, production equipment and technical facilities

- **Securing visas, special working permits, and passports**

Coordinating with the Philippine foreign affairs and immigration offices to obtain visas and special working permits for foreign crew, expedite passport applications and renewal for Filipino crew, and secure other permits and approvals related to travelling and filming in the Philippines

- **Obtaining location permits:**

Issuance of various government permits expedited by way of our agency's endorsement.

- **Production logistics**

Coordinating with local government units regarding production logistics (traffic re-routing, security detail, and other on-ground logistic aspects)

- **Special government production assets**

Coordinating with government agencies regarding special production requirements (i.e. military vehicles, armory and weapons)

- **Conditionally free importation and exportation:**

Importing and/or exporting equipment necessary for the production of your project.

- **Implementing health and safety protocols**

Assisting and orienting in the implementation of Safety and Health protocols with FDCP Safe Filming registration

The FPO will only endorse, coordinate, and put the project in contact with the government agencies and institutions involved in the services the production requires. The availability and effectiveness of the assistance offered by FLEX are all subject to the decisions, regulations, and recommendations of the concerned government agencies / units / institutions.

While two (2) months is the standard amount of time it can take for the FPO to complete a FLEX assistance, there are some cases wherein partner government agencies/units might require a longer processing time (e.g. use of special government production assets). We recommend submitting your application **as early as possible**.



# ELIGIBILITY

## **1. ELIGIBLE FORMAT**

Domestic and foreign production: Cinema and audiovisual content (live events and news coverage are not included.)

## **2. ELIGIBLE CONTENTS**

- The project can be of any genre.
- The project must not contain issues insulting, offensive and/or portraying the Philippines in a negative light as well as threaten the national security.
- The project must not be pornographic in nature or promote violence.

## **3. ELIGIBLE ACTIVITIES**

Project wholly or partly made in the Philippines for development, pre-production, production (studio, on set shootings) and/or post-production (animation, visual effect, 3D conversion, editing, music and scoring, sound design, editing and mixing, voice overs, color grading...).

## **4. ELIGIBLE APPLICANT**

A local or foreign production company organized and registered as a business can ask for the FLEX, and said corporation must have a project to produce in the Philippines. If a Filipino company applies, it should be accredited by the FDCP National Registry.

The list of the Filipino production/post-production services companies accredited by the FDCP National Registry are listed: **[www.filmphilippines.com/directory](http://www.filmphilippines.com/directory)**





# APPLICATION PROCESS

1. Applicant company may contact the FPO early to discuss their project and to explore details surrounding FLEX or the other FPI.
2. **At least two (2) months\*** before any Filipino production activity, the applicant company should fill out and submit the FLEX Application Form and all supporting documents [www.filmphilippines.com/film-now/film-location-engagement-desk-flex](http://www.filmphilippines.com/film-now/film-location-engagement-desk-flex)
3. The FPO will verify the documents and the feasibility of the request and may ask for any further information. FPO may decline or accept an application if it does not follow and/or comply with these Guidelines and/or if the services asked are out of the FPO scope.
4. Upon approval, the applicant company will receive the notification letter as well as the corresponding MOA for signature **within ten (10) days after the date of submission of the FLEX form and complete attachments**. For the local production companies applying, the hard copy of the signed MOA shall be sent to the FDCP Office. While for the foreign production companies, a soft copy of the signed MOA shall be sent through email.
5. Upon receipt of the signed MOA, the FPO will send to the applicant company the corresponding FLEX services forms within six(6) days. The applicant should fill out and submit the FLEX services forms to FPO.
6. Upon receipt of the complete services forms, the FPO can start coordinating with other governmental agencies on the agreed services. It can take up to forty(40) days\* before any production activity in the Philippines can begin.
7. The applicant company can start shooting.

\*NOTE: While two (2) months is the standard amount of time it can take for the FPO to complete a FLEX assistance, there are some cases wherein partner government agencies/units might require a longer processing time (e.g. use of special government production assets). We recommend submitting your application as early as possible.

# PROCESS

PRODUCER

Contact FPO to talk about your project

Submit your FLEX Application form and supporting documents

Up to 10 days

Receive your notification and the Memorandum of Agreement

Up to 6 days

Submit your FLEX Services forms and supporting documents

\* Up to 40 days

Shoot your film



FILM PHILIPPINES OFFICE



After completion of the project, the applicant must provide:

- Credits to the FDCP
- Promotional material
- A Brief report...

FPO will coordinate with other governmental agencies on your services

FPO will revert back the signed MOA and corresponding services forms

FPO will verify your application

\*NOTE: While this is the standard amount of time it can take for the FPO to complete a FLEX assistance, there are some cases wherein partner government agencies/units might require a longer processing time (e.g. use of special government production assets).



# TECHNICAL REQUIREMENTS

1. Submit the soft copy of the full application to [filmphilippines@fdcp.ph](mailto:filmphilippines@fdcp.ph) with the subject field labeled "FLEX APPLICATION <name of project>". We recommend to use Microsoft Excel in opening and filling out the application form, the format may change when using a different software.
2. Submit your excel sheet application form and either a single PDF file with all annexes grouped and labelled with the name of the project in all capital letters (compress the file size to around 10MB if possible) or a file-sharing link well organized with all the annexes properly named as per the requirement checklist and the name of your project.
3. DO NOT send any element or item from your application individually or in separate emails. The FDCP will disregard these and consider your application incomplete.
4. Ensure all the requirements on the checklist are supplied in English.
5. The official date of submission will be the date the FPO confirms that your application is complete.
6. Once the application is verified complete, please send the hard copy of your signed MOA and Notice of Assistance letter to:

FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES  
855 Kalaw Avenue, Ermita, Manila, 1000, Metro Manila, Philippines.



# REQUIREMENTS CHECKLIST

CHECK	DOCUMENT
<input type="checkbox"/>	Complete each page of the FLEX Application Form as much as possible depending on the type of project and its production stage
<input type="checkbox"/>	Submit a Letter of Request addressed to FDCP's Chairperson Liza Dino Seguerra: stating the intent and detailing the type of assistance the production requires
<input type="checkbox"/>	Attach the detailed Project Dossier (depending on the type of project): long synopsis, working script, treatment, mood board (in pptx, docx, pdf)
<input type="checkbox"/>	Provide the filmography of the main production company and Filmmaker
<b>If Applicable:</b>	
<input type="checkbox"/>	If you are asking for the Visa and exemption service, please provide a Safety and Health protocol
<input type="checkbox"/>	If you are asking for the Visa and exemption service, please provide a risk assessment plan



## APPLICATION PERIOD

1. The application period for FLEX is all year long.
2. The services can be provided within two (2) months, depending on the requirements of partner government agencies and the current quarantine status of the Philippines. In some cases, specific services (e.g. use of special government production assets) might require longer processing times with partner government agencies/units.



# IMPERATIVES

## **Any production that receives the FLEX must:**

1. Register the production under the Safe Filming program: [www.safefilming.ph](http://www.safefilming.ph)
2. Abide by all the laws and regulations of the Republic of the Philippines during their conduct of work in the country;
3. Allow the FPO team to visit the shooting or post-production work and to take pictures, videos (interviews, testimony) of the production set, cast and crew.
4. Incorporate the FPI logo and mention as follows in the beginning or ending credits, either in English or original language of the production:
  - “This film benefited from the Film Location Engagement Desk from the FilmPhilippines Office of the Film Development Council of Philippines”
  - “Part of the film has been shot in the Philippines , in the Province of XXX...”
5. If the applicant producer has rights or authority over the marketing, promotion, and distribution of the project, add the logo of FPI in all prominent places on promotion materials, posters, DVD, commercials, promotional clips and all versions of the project screened/ broadcasted internationally.
6. Provide to the FPO for documentation and promotion purposes, the promotional material of the project with non commercial communication rights, to the extent allowable by agreements concerning confidentiality and the timing of release or broadcast: trailer(s), poster(s), flyer(s), behind the scene videos, photos and interviews, making of videos...
7. Submit a brief report, after your production to state your project challenges and successes and overall experience in the Philippines



# FILMPHILIPPINES INCENTIVES

1. The project can also apply to the other financial incentives of the FPO : FLIP, ICOF and ACOF.
2. To do so, the applicant producer must read the corresponding guidelines and fill out and submit the forms <http://www.filmphilippines.com/>.
3. A FLEX application does not entitle the project to the other FP incentives: FLIP, ICOF or ACOF. However the FLEX services are automatically included if you apply and are selected for those incentives.

# NATIONAL REGISTRY AND SAFE FILMING PROGRAMS



Founded in 2017, the National Registry is a program under the Film Development Council of the Philippines (FDCP) aims to organize a veritable database of all active film, television, and press workers, audiovisual companies, organizations, and film festivals all over the country, and open avenues for opportunities and activities that will promote the growth and development of the local audio-visual industry and promote its participation in both domestic and world markets.

NR also seeks to consolidate efforts as an empowered community of stakeholders so that film and audiovisual workers' voices may be heard and real action may be realized through the development of legislation and policy, education, social welfare, training, protection of intellectual property (IP), and freedom of expression, with active participation from all the sectors and stakeholders in the audiovisual industry.

<https://nationalregistry.fdcph.ph/>

Contact for NR inquiries: [nationalregistry@fdcp.ph](mailto:nationalregistry@fdcp.ph) or [fb.me/FDCPNationalRegistry](https://fb.me/FDCPNationalRegistry)



The Safe Filming is a program by the Film Development Council of the Philippines (FDCP) that implement the strategies of existing labor related policies that concerns the audiovisual industry and provides a global resource website that outlines the principles of safe production and provides information about systems, resources, forms, and all related documents and issuances to ensure working safely in the Philippines for both local and international film and audiovisual productions.

Safe Filming is also a platform that allows for active collaboration with support to stakeholders with their audiovisual activities and projects, which FDCP coordinates with government agencies such as DOLE, DOH, DILG, and LGUs for the monitoring of compliance to the existing safety and health protocols and other Occupation Safety and Health (OSH) related concerns including work-related injuries, illnesses, and any unsafe working conditions, may also be coursed through the Safe Filming for proper action.

[www.safefilming.ph](http://www.safefilming.ph)

Contact for SF inquiries: [safefilming@fdcp.ph](mailto:safefilming@fdcp.ph)