**FILMPHILIPPINES APPLICATION FOR ONE-STOP SHOP ASSISTANCE (OSSA)**

**GENERAL GUIDELINES**

An Endorsement Letter from the FDCP through the FilmPhilippines office will be issued to facilitate expedited and guided assistance with government agency services, after Applicant has satisfactorily complied with the following:

1. Foreign Production Company **(FPC)** must hire a Local Production Partner or a Philippine Production Service Company **(PPSC)**. The PPSC must send a Letter of Request specifying the type of assistance the Foreign Production needs. The letter should be addressed in the following format:

**MARY LIZA B. DIÑO**

Chairperson/ CEO

Film Development Council of the Philippines

**Attention: FRANK DAVID D. FABROS**

Executive Director I

FilmPhilippines / FDCP

1. Foreign Production Company (FPC) must submit a fully–accomplished FilmPhilippines Application Form with the following complete requested attachments:
2. Script or Sequence Treatment of the Project in English language
3. PPSC Certificate of Registration from the FDCP National Registry
4. PPSC Certificate of Accreditation from FilmPhilippines Office
5. Proof of insurance coverage for production activities to be carried out in the Philippines
6. FPC’s business registration documents
7. FPC’s filmography and client profile (portfolio, CV, screener links, etc.)
8. FPC’s producer’s passport bio page
9. Project Dossier (visual mood board, inspirations from other films, etc.)
10. Copies of any production or post-production service agreements, including the one between FPC and PPSC
11. The Project’s theme and content must not be detrimental to the image of the Philippines or it’s people.
12. All requirements must be submitted to and received by FilmPhilippines Office at least one (1) month prior to any production activity pertaining to the project.

**SECTION I – APPLICANT INFORMATION (FOREIGN PRODUCTION COMPANY)**

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| **APPLICANT COMPANY**  |
| Registered Company Name: |  |
| Company Contact Number: |  |
| Registered Company Address: |  |
| Mobile Number: |  |
| Website: |  |

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| **OWNER OR CHIEF EXECUTIVE OF COMPANY (FPC) :** |
| Name: | Passport Number: |
| Designation: | Nationality: |
| Registered address: |  |
| Mobile Phone: | Business phone:  |
| Email: | Fax: |

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| **PHILIPPINE PRODUCTION/ POST-PRODUCTION SERVICES COMPANY (PPSC) / LOCAL PRODUCTION PARTNER** |
| Registered Company Name: | Other Trade Names: |
| Business Address in the Philippines:  |  |
| Owner or Chief Executive of PPSC:  | Nationality: |
| Authorized Representative of PPSC: | Nationality: |
| Mobile Phone: | Business Phone Number:  |
| Email: | Fax: |
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| **TYPE OF ASSISTANCE REQUIRED FROM FILMPHILIPPINES OFFICE** |
| [ ] SECURE A PPSC [ ]  LOCATION PERMITS [ ]  VISAS/ WORK PERMITS[ ] LOCATION SCOUTING [ ]  CATERING SOURCING [ ]  IMPORT/EXPORT OF EQUIPMENT & ASSETS [ ] TECHNICAL FACILITIES SOURCING [ ]  TRANSPORT SERVICES [ ]  MILITARY ASSETS/VEHICLES [ ] SPECIAL PROPS SOURCING [ ]  ACCOMMODATIONS [ ]  SECURITY SERVICES[ ]  OTHERS (Please specify) |
| **GENRE OF PROJECT:** |
|  Drama Comedy Horror Action Reality Series Travelogue |
| **LANGUAGE OF THE PROJECT:** |
|  |
| **TYPE OF PRODUCTION:** |
| [ ] Live Broadcast [ ]  Live Streaming [ ] TV Reality Series [ ]  Others, please specify:[ ] Feature Film [ ]  TV Commercial [ ] TV Drama [ ] Short Film [ ] Music Video [ ] Web Content [ ] Student Film [ ] Documentary [ ]  Animation |

**SECTION II – PRODUCTION DETAILS**

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| **PROJECT TITLE:** |
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| **NATIONALITY OF PRODUCTION:**  |
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| **GENRE OF PROJECT:** |
|  Drama Comedy Horror Action Reality Series Travelogue |
| **LANGUAGE OF THE PROJECT:** |
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| **TYPE OF PRODUCTION:** |
| [ ]  Feature Film [ ]  Live Streaming [ ] TV Reality Series [ ]  Documentary Film [ ]  Live Broadcast [ ] TV Drama [ ]  Short Film [ ] Music Video [ ] Web Content [ ]  Student Film [ ]  TV Commercial [ ] Other/s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **RUNNING TIME OF THE PROJECT:**  |
| **FOR FILMS**  |
| Running Time (in minutes): |
| **FOR TV SERIES** |
| Number of Episodes:  |  |
| Running Time of Each Episode:  |  |
| Total Running Time of All Episodes (season): |  |
| Commercial Spots Allotted Per Hour of Broadcast (in minutes): |
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| **SYNOPSIS (English) - 700 words max** |
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| **LOGLINE (English) – 50 words max** |
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| **FOR ADAPTED WORK / IP / CHAIN OF TITLE** |
| *Please provide a photocopy of the scriptwriters’ authorized agreement for adapted works, authorization letter for the adaptation issued by the copyright holder. Please provide a copy of all of the documents relating to the “Chain of Title” and underlying rights* |
| Is the work an original work by the Scriptwriter? YES NO |
| If no please state, the original format of the source material: |
| The original title: |
| The Original author: |
| The nationality of the source material author: |
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| Is the work rewritten from a previous script (not a previous draft)? |
| If yes please state, the original script title: |
| The date of original script: |
| Scriptwriter of the original script: |
| Nationality of the original scriptwriter: |
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| **Owners of the option on the material** | **Nationality** | **Registered address** |
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| **Owner(s) of copyright** | **Percentage (%) of ownership** | **Nationality** | **Address** |
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| **TRAVEL ITINERARY** |
| **Arrival Date In The Philippines:** | Coming From: (Country) |
| Port of Entry (City): | Connecting Travels: |
| Main Location/s in the Philippines: | Other country locations: |
| Prior Contacts in the Philippines:Name:Contact Numbers: Email:  | Location Manager:Contact Numbers:Email: |
| **Departure Date from the Philippines:** | Going To: (Country) |

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| **PRODUCTION SCHEDULE** |
| **Production Phase** | **Number of weeks** | **Locations in the Philippines (please indicate territory or province)** | **Projected Dates in the Philippines****(DD/MM/YYYY)** | **Locations outside the Philippines (please state country)** | **Projected Dates outside the Philippines****(DD/MM/YYYY)** |
| PRE-PRODUCTION |  |  |  |  |  |
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| PRINCIPALPHOTOGRAPHY |  |  |  |  |  |
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| POST  |  |  |  |  |  |
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|  |  |  | **ANIMATION** |
|  | **Number of Weeks** | **Studio Location In The Philippines** | **Projected Dates of Work In The Philippines (DD/MM/YY)** |
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| **TOTAL NUMBER OF WORK DAYS IN THE PHILIPPINES:** |  |
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**SECTION III – PRODUCTION CAST & CREW**

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| *Please attach agreement letters for key personnel, cast and crew detailing work to be conducted in the Philippines* |
| **PRODUCER(s)** |
| **Credited PRODUCER(s)** | **Nationality** | **Valid/ Current Passport Number** |
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| **DIRECTOR(S)** |
| **Credited DIRECTOR(s)** | **Nationality** | **Valid/ Current Passport Number** |
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| **FILMOGRAPHY (2-5 Notable Projects):** |  Producer: |  Year/ Country of Release: |
| Is it a first feature film? YES NO |
| **SCRIPTWRITER(S)** |
| **Credited Scriptwriter(s)** | **Nationality** | **Valid/ Current Passport Number** |
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| **FILMOGRAPHY (2-5 Notable Projects):** |  Producer: |  Year/ Country of Release: |

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| **CREW** |
| **Personnel** | **Name** | **Nationality** | **Valid / Current Passport Number** |
| DOP |  |  |  |
| Editor |  |  |  |
| Production Designer |  |  |  |
| Composer |  |  |  |
| CGI/VFX Producer/Supervisor |  |  |  |
| Costume Designer |  |  |  |
| Sound Recordist |  |  |  |
| Other: |  |  |  |
| **Additional personnel for documentaries:** |
| Special Photography |  |  |  |
| Researcher |  |  |  |
| Other: |  |  |  |
| **Additional personnel for animation:** |
| Animation Director |  |  |  |
| Storyboard Artist |  |  |  |
| Other: |  |  |  |
| **CAST** |
| *Please list the nationality of the Principal Characters and Key Support Characters portrayed in the script (not actual actor). If the Project is a documentary, commercial, game show or reality show, please indicate nationality of on-screen presenters or voice characters.* |
| **Principal Character** | **ACTOR’S NAME** | **Screen Nationality**  | **Valid / Current Passport Number** |
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| **Support Character** | **ACTOR’S NAME** | **Screen Nationality** | **Valid / Current Passport Number** |
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| **Additional cast for documentaries:** |
| Narrator |  |  |  |
| On-Screen presenter |  |  |  |
| **Additional cast for animation:** |
| Lead Voice |  |  |  |
| Lead Voice |  |  |  |
| Lead Voice |  |  |  |
| Lead Voice |  |  |  |
| Lead Voice |  |  |  |

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|  **EQUIPMENT** |
| *Attach list of ALL equipment for conditional;y-free importation of. List should include quantity, description, serial numbers and assessed dollar value. If equipment will be coming in on separate flights or shipments, please send separate lists for each airline flight or cargo entry. Please add more lines as necessary.* |
| **Equipment** | **Quantity** | **Serial Number** | **Value** |
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| **Port of Entry:** |  |
| **Method of Importation:** | [ ] Excess Baggage | [ ] Ground | [ ] Air Cargo | [ ] Sea Cargo |

 **SECTION IV – PROJECT ESTIMATED BUDGET**

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|  | **PRODUCTION COST** |
| **PROJECTED COST ITEMS** | **RATE IN PHILIPPINE PESOS (PHP)**  |
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| Accommodations (Hotels/ Property Rentals) |  |
| Rentals (Equipment) |  |
| Transportation (Vehicle Rentals/Taxis/Local flights/fuel) |  |
| Telecommunications (Phone & Internet Services) |  |
| Meals (Restaurant/ Craft Services) |  |
| Film Permits (Locations) |  |
| Local Employment (crew and actors) |  |

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| **Total Project Expenditure for Entire Project:** |  | **Estimated Qualifying Philippines Production Expenditure (QPPE):** |  |
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| **ABOVE THE LINE EXPENDITURE** | **TOTAL EXPENDITURE (PHP)** | **NON-PHILIPPINES EXPENDITURE (PHP)** | **PHILIPPINES EXPENDITURE (PHP)** |
| Story & Script |  |  |  |
| Development |  |  |  |
| Producers |  |  |  |
| Directors |  |  |  |
| Principal Cast |  |  |  |
| **TOTAL ATL** |  |  |  |
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| **UNIT FEES AND SALARIES** | **TOTAL** | **NON PH** | **PH** |
| Casting Fees |  |  |  |
| Supporting Cast |  |  |  |
| Stand-ins and Doubles |  |  |  |
| Stunts |  |  |  |
| Extras (Crowd) |  |  |  |
| Costumes |  |  |  |
| Makeup & Hair |  |  |  |
| Locations |  |  |  |
| Stage Rental |  |  |  |
| Props & Sets |  |  |  |
| Action Vehicles |  |  |  |
| Livestock |  |  |  |
| **UNIT FEES AND SALARIES** | **TOTAL** | **NON PH** | **PH** |
| VFX(Physical) |  |  |  |
| Animation and Puppetry |  |  |  |
| Film & Lab - Shoot |  |  |  |
| Stock Footage & Archive |  |  |  |
| Camera Equipment |  |  |  |
| Sound Equipment |  |  |  |
| Lighting Equipment |  |  |  |
| Grip Equipment |  |  |  |
| **UNIT FEES AND SALARIES** | **TOTAL** | **NON PH** | **PH** |
| Unit Facilities |  |  |  |
| Safety |  |  |  |
| Rentals & Stores |  |  |  |
| Travel & Transport |  |  |  |
| Hotel, Living, Catering |  |  |  |
| Insurances |  |  |  |
| Office Expenses |  |  |  |
| Offshore Shoot |  |  |  |
| Second Unit Expenses |  |  |  |
| **TOTAL PRODUCTION COSTS** |  |  |  |
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| **POST PRODUCTION COSTS** | **TOTAL** | **NON PH** | **PH** |
| Editing |  |  |  |
| Visual effect (CGI/VFX) |  |  |  |
| 3D conversion |  |  |  |
| Voice over |  |  |  |
| Sound design, editing & mixing |  |  |  |
| Subtitles |  |  |  |
| Colour correction |  |  |  |
| Music & scoring |  |  |  |
| Publicity & Stills |  |  |  |
| Delivery |  |  |  |
| **TOTAL POST PRODUCTION** |  |  |  |
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| **BELOW THE LINE** | **TOTAL** | **NON PH** | **PH** |
| Legal |  |  |  |
| Completion Bond |  |  |  |
| Bank Charges |  |  |  |
| **TOTAL BELOW THE LINE BELOW**  |  |  |  |
| **OVERALL TOTAL** |  |  |  |

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| **FEES FOR PROPOSED SERVICES TO BE CONTRACTED IN THE PHILIPPINESCONTRACTS WITH PHILIPPINES PRODUCTION OR POST-PRODUCTION COMPANIES** |
| *Please provide price quotations from the main Philippines suppliers corresponding to the QPPE* |
| **Services/Assets** | **Date/s Needed** | **Company Hired** | **Project Cost** |
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| **FINANCING PLAN - FINANCIAL RESOURCES** |
| *Please attach Letters of Agreement of the Principal’s Financial Resources. Type of Financing may include equity investment, distribution advance guarantee, pre sales, government grants, rebates or refund, broadcaster/film/TV investments, co-production grant, own funds, etc.* |
| **Parties** | **Country of origin** | **Type of Financial Resource** | **Amount in****(USD /PHP)** | **Percentage of Total Budget** | **Status of Financing** |
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| **TOTAL AMOUNT**  |  |

 **SECTION V – DISTRIBUTION / SALES / FESTIVAL**

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| Will the Project be exhibited in theaters? YES NO |
| **DISTRIBUTION** |
| *If available, please provide evidence of distribution/transmission/broadcast agreement or deal memorandum* |
| **Company** | **Discussion Rate** | **Distribution Region** | **Anticipated Release Date** |
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| Is a sales agent currently attached to the project? YES NO |
| *If the answer is YES, please provide evidence of an international sales agent.* |
| **Agency Employed** | **Distribution Region** |
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| **ANTICIPATED PARTICIPATION IN FILM FESTIVALS / RELEVANT EXHIBITS** |
| Are there plans to showcase /promote / market the project in any film festival or relevant exhibit? |   YES NO |
| **Name of festival / exhibition** | **Projected Date** |
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| **CONFIDENTIALITY NOTICE** – *This form is intended only for the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited, and you are requested to please notify us immediately by return email, and delete this message forthwith. Thank you for your cooperation.* |

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| --- | --- | --- |
| Filed By:  | Filed By: |  Prepared by: |
| Signature over printed name**Representative of Philippine Production Service Company (PPSC)** | Signature over printed name**Representative of Foreign Production Company (FPC)** | Signature over printed name**Receiving** **FilmPhilippines Officer** |
| Date: | Date: | Date: |