



FILM LOCATION ENGAGEMENT DESK (FLEX) GUIDELINES



AS PER MARCH 11, 2021



FILM
DEVELOPMENT
COUNCIL OF THE
PHILIPPINES



FILM
PHILIPPINES



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ACRONYMS

| | |
|-------------|--|
| FDCP | 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 |
| FPO | 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 |
| FPI | FilmPhilippines Incentive schemes is composed of the FLIP, ICOF and ACOF financial support for international production |
| FLIP | Film Location Incentive Program, a selective cash rebate for international production companies filming in the Philippines |
| ICOF | International Co-production Fund, a selective fund for international co-productions with a Filipino co-producer |
| ACOF | ASEAN Co-production Fund, a selective fund for ASEAN co-productions with a Filipino co-producer |
| FLEX | 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 |
| MOA | Memorandum of Agreement |
| NR | FDCP National Registry |
| SF | FDCP Safe Filming Program |
| PHP | 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 has the most current version of these documents** by checking at **www.filmphilippines.com/incentives** 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 Committee, the Philippines 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.



Address

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855 Kalaw Avenue, Ermita, Manila
1000 Metro Manila, Philippines

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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 technical facilities**

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

- **Securing Visas and Special working permits**

Coordinating with the Philippine foreign affairs and immigration offices to obtain visas and special working permits for foreign crew

- **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 Protocol**

Assisting and orienting in the implementation of the Covid 19 Safety and Health guidelines with FDCP Safe Filming registration



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: <http://www.filmphilippines.com/services>.



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 **<http://www.filmphilippines.com/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**. 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.

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



FPO
will verify your
application



FPO will revert
back the signed
MOA and
corresponding
services forms



FPO
will coordinate with
other governmental
agencies on your
services



After completion of
the project the
applicant must provide:
- Credits to the FDCP
- Promotional material
- A Brief report...



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 Segueria: 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 |
| If Applicable: | |
| <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 current quarantine status of the Philippines.



IMPERATIVES

Any production that receives the FLEX must:

1. Register the production under the safe filming program: 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. 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. Add the logo of FP, FDCP 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) that aims to organize a veritable database of all active film and television workers, audio-visual companies, audio-visual 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@fdcph.ph

SAFE FILMING

The Safe Filming Program is a program by the Film Development Council of the Philippines in partnership with the Department of Health and the Department of Labor and Employment, which implements the strategies and guidelines of the FDCP-DOLE-DOH JOINT ADMINISTRATIVE ORDER NO. 2020-001. It 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 stakeholders through the project registration process, which FDCP coordinates with government agencies such as DOLE, DOH, DILG, and LGUs for the monitoring of compliance to the guidelines of the FDCP-DOLE-DOH JOINT ADMINISTRATIVE ORDER NO. 2020-001. Other OSH-related concerns from the OSH Officers or workers, including work-related injuries, illnesses, and any unsafe working conditions, may also be coursed through the Safe Filming for proper inspection.

www.safefilming.ph

Contact for SF inquiries: safefilming@fdcph.ph