

## **FLEX APPLICATION FORM**

### **GENERAL GUIDELINES**

Thank you for filing an application for **Film Location Engagement Desk (FLEX)**. Please read this thoroughly before filling in any of the blanks in the form. Any data entered in this form and attachments collected herewith are protected under the Data Privacy Act and will be used solely for industry documentation and official contact purposes of the Film Development Council of the Philippines. Consent is not required for processing where the data subject is party to a contractual agreement, for purposes of fulfilling that contract.

The **Film Development Council of the Philippines (FDCP)** through the **FilmPhilippines Office** or FPO shall issue a Letter of Endorsement to the applicant after evaluation of the application and upon accomplishment of the following conditions:

- A. The Foreign Production Company must contract a duly-registered Philippines Local Line-Production Partner (LLPP) for the Project (film, television series, TVC, web content, animated feature, documentary or music video) who shall act as its official representative and deal directly with the FDCP, FPO and other concerned government offices. The LLPP shall e-mail the completed application along with pertinent documents such as certificates, contracts and letters to [filmphilippines@fdcp.com](mailto:filmphilippines@fdcp.com) , duly addressed as follows:

(For:)                    **MARY LIZA B. DIÑO-SEGUERRA**  
Chairperson/ CEO  
Film Development Council of the Philippines

(Attention:)        **FRANK DAVID D. FABROS**  
Executive Director 1, FilmPhilippines Office  
FILM PHILIPPINES OFFICE  
FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES  
855 T.M. Kalaw St., Ermita, Manila, 1000  
Republic of the Philippines

- B. The Local Line Production Partner (LLPP) must submit this FLEX application form with the following document requirements:
  1. Cover Letter of Request stating the intent and detailing the type of assistance that the production requires
  2. Detailed Project Dossier, long synopsis and working script (in pptx, docx, pdf)
  3. Complete and detailed production schedule/itinerary and travelling cast/crew (in docx, pdf, xls)
  4. The Project must not be derogatory to the country of the Philippines, its image, its people and its local film and audiovisual industry as determined by the FPO.
  5. Applications must be submitted at least one (1) month prior to commencement of any production activity.

**SECTION I – APPLICANT INFORMATION**

<b>Foreign Production Company:</b>	<b>Local Line-Production Company:</b>
Address:	Address:
Website:	Website:
Contact Person and Position:	Contact Person and Position:
Telephone:	Telephone:
Mobile:	Mobile:
Email:	Email:
Company Proprietor:	Company Proprietor:
Affiliate Companies:	Affiliate Companies:
Investor/s:	Investor/s:
Notable Past Projects:	Notable Past Projects:
Co-Producers and Share % in this project:	Co-Producers and Share % in this project:

**SECTION II – PROJECT & PRODUCTION INFORMATION**

Project Title:	Director:
Alt. Title (if any):	Producer:
Type of Production: <input type="checkbox"/> Film / Video Shoot <input type="checkbox"/> Still Photo Shoot <input type="checkbox"/> Live Broadcast <input type="checkbox"/> Animation <input type="checkbox"/> Online Stream Run Time: _____	Project Description:
<input type="checkbox"/> Feature Film <input type="checkbox"/> Short Film <input type="checkbox"/> Documentary <input type="checkbox"/> Drama Series <input type="checkbox"/> Reality Series <input type="checkbox"/> Travel Show <input type="checkbox"/> Nature Series <input type="checkbox"/> Event Coverage <input type="checkbox"/> News <input type="checkbox"/> TV Commercial <input type="checkbox"/> Student Film <input type="checkbox"/> Web Vlog <input type="checkbox"/> Music Video <input type="checkbox"/> Print Ad <input type="checkbox"/> Magazine <input type="checkbox"/> Other _____  Genre/s: _____ Country of Origin: _____ Language: _____	Synopsis:

**SECTION III – PRODUCTION LOCATIONS (Please attach a separate sheet if more space is needed)**

Production Dates	Activity	Locations	Remarks

**LOCATION SCOUTING TARGETS**

Dates	Target Location	Contact	Desired Effect

**SECTION IV – FOREIGN CAST & CREW** (Please attach a separate sheet if more space is needed)

	Full Passport Name	Position	Nationality	Passport No.	Arrival Date / Port	Departure Date/ Port
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>TOTAL NUMBER OF FOREIGN CAST AND CREW:</b>						

**ACCOMODATION DETAILS OF CAST & CREW**

Hotel / Lodging Place	Complete Address	Contact Numbers
<b>PRODUCTION AND PERSONNEL INSURANCE COVERAGE:</b>		
<b>SAFETY TEAM/ PERSONNEL:</b>		

**SECTION V – EQUIPMENT/TEMPORARY IMPORTATION** (Please attach a separate sheet if necessary)

Equipment	Qty.	Serial No.	Value (USD)	Port of Entry	Import Method	Arrival Date/ Flight No.

**SECTION VI - BUDGET** (Please attach a separate sheet if necessary)=

Total Production Budget:	
Obtained 100% of funding? Y/N:	
Projected Expenditure in the Philippines:	
% of Financial Resources completed:	
Non-Philippine Expenditure:	

**PROJECTED BUDGET BREAKDOWN**

Above The Line Expenditure:	
Unit Fees and Salaries:	
Post-Production Expenditure:	
Below The Line expenditure:	
Local Employment (crew and actors):	

**LOCAL SUPPLIERS / QUOTATIONS (Please attach a separate sheet if necessary)**

Company	Services	Contact Person/ Info	Quote (approximate)

**SECTION VII – DISTRIBUTION**

Distribution Company	Territory	Platform	Release Dates

**Participation in Film Festivals / Markets:**

Special requests/required assistance for this project:

IMPORTANT: Please note that all information provided by the applicant will be held by FPO, the Committee and FDCP on a strictly commercial-in-confidence basis. Some information may be provided to the Philippine Government, or an external auditor in order to assess the application. These parties will be bound to treat all such information as commercial-in-confidence. All information submitted herewith and attached to this application are true and verifiable as attested to by the undersigned LLPP.

\_\_\_\_\_  
 Local Line-Production Company Representative  
 Signature Over Printed Name

**DO NOT WRITE BELOW THIS LINE**

FPO Program Officer	FPO / FLEX Lead Officer	Executive Director 1 / PFESO
Date signed:	Date signed:	Date signed: