



# FILM LOCATION INCENTIVE PROGRAM (FLIP) GUIDELINES

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**AS OF DECEMBER 6, 2021**

You are encouraged to read these guidelines carefully, as they are intended to help you deliver the strongest application possible. Please also read the relevant information on our website.



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# ACRONYMS

<b>Committee</b>	The FilmPhilippines Committee assesses and evaluates the FilmPhilippines Incentive schemes applications for either FLIP, ICOF or ACOF
<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>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>FLIP</b>	Film Location Incentive Program, a selective cash rebate for international production companies filming in the Philippines
<b>ACOF</b>	ASEAN Co-Production Fund, a selective fund for ASEAN co-productions with a Filipino co-producer
<b>ICOF</b>	International Co-Production Fund, a selective fund for international co-productions with a Filipino co-producer
<b>QPPE</b>	Qualifying Philippine Production Expenditures, the allowable expenditure incurred in the Philippines for the purposes of producing and making the project, pursuant to FPI guidelines
<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



## OVERVIEW OF FLIP

The Film Development Council of the Philippines (FDCP), through its FilmPhilippines Office (FPO), introduced the Film Location Incentive Program (FLIP) to promote the Philippines as a filming destination by providing financial incentives for international production companies in the production and post-production of creative content in the Philippines.

FLIP is a selective twenty percent (20%) cash rebate based on Qualifying Philippine Production Expenditures (QPPE) and will support each selected project with up to PHP ten (10) million in financial rebates.



# QUALIFYING PHILIPPINE PRODUCTION EXPENDITURES (QPPE)

Qualifying Philippine Production Expenditures, the allowable expenditure incurred in the Philippines for the purposes of producing and making the project, pursuant to FPI guidelines.

The expenses will include eligible costs from pre-production to post-production of the project and covers the period from the date the FPO confirms the reception of the complete Provisional Application and ends at the date of confirmation of the complete Final Verification by the FPO. Spending must be in local currency and with Filipino registered businesses and/or Filipino individuals. These must be reported to FDCP during the Final Verification process, along with original documentary requirements like official receipts. For more information about eligible costs, see [QPPE Guidelines and Supporting Documents](#)).

## **Allowed Expenses under QPPE**

- Rights Acquisition
- Salaries, Wages, and Social Contribution
- Technical Goods and Services
- Project Related Overheads and Other Goods and Services
- Post-Production and Animation
- Accommodation
- Meals
- Transportation and Travel Expenses
- Promotion Expenditures in the Philippines
- Legal Costs
- Line Producer's Fee



# INCENTIVE CALCULATION GUIDELINES

1. Successful applicants of FLIP can receive a twenty percent (20%) cash rebate of the their QPPE capped at PHP ten (10) Million (approx. USD 200,000).
2. FDCP Accounting shall deduct the following from the total cash rebate:
  - A fixed amount of PHP ten thousand (10,000) PHP (approx. USD 200) to cover the administration processing cost of the FDCP
  - An additional amount of PHP ten thousand (10,000) (approx. 200 USD) for external audit fees. Rates may vary depending on the latest rate
3. The payment shall be made within thirty (30) days after the approval of the Final Verification application.



# ELIGIBILITY

## ELIGIBLE PROJECTS

- Feature and short films (regardless of length): live action, IMAX, documentary, animation
- TV and VOD contents: reality shows, series or unit
- TV and VOD contents: reality shows, series or unit
- Web content: series or unit
- Music videos
- Virtual reality contents
- The project is not eligible if it has already received another grant from the other FDCP FPI (ICOF or ACOF) or CreatePHFilms Small or Large Production Funds. However, if the project was rejected for FLIP, it can apply to one of the other Funds if it meets the requirements.
- The project cannot apply to several funds at the same time.
- The project must begin principal photography/animation production/post-production within 6 months from the approval of the project.

## ELIGIBLE CONTENTS

- Any genre, except for pornography
- 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 promote violence

## ELIGIBLE ACTIVITIES

- Project wholly or partly made in the Philippines for 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, etc.)
- The project **must spend at least PHP eight (8) Million** (approx. USD 157,000) on QPPE (refer to [QPPE Guidelines and Supporting Documents](#) for more information)

## ELIGIBLE APPLICANTS

Only Filipino companies organized and registered as a business in the country and accredited by the FDCP National Registry can be eligible to apply for FLIP. The following are examples:

- Line production companies specializing in providing production services, such as location scouting, logistics, and onsite production
- Post-production companies
- Animation companies
- Other companies providing specialized services, such as visual effects, audio post-production, and the like

Applicants will be considered ineligible for funding if they have overdue and outstanding imperatives with a project that received any of the Funds from FPI.





# REQUIREMENTS

## **For Provisional Application**

1. Completed FLIP Provisional Application Form
2. Applicant's bank certificate
3. Evidence proving that the foreign company is eligible to conduct business: business or working permit/clearance
4. Production or post-production services agreement between the applicant and the foreign producer
5. Copy of the script (except for documentary or reality shows) OR previous script if it is a rewritten work with source material for adaptation OR the treatment of the project (8-10 pages). All materials must be in English.
6. Artistic portfolio of the project (e.g. mood board, storyboard, URL to teaser or inspired short film)
7. Vision statements from the producer and filmmaker
8. Original detailed PH service company quote for the project signed by the foreign production company
9. Worldwide distribution plan (e.g. theatrical release, broadcast, VOD platform)
10. Statutory Declaration signed by the applicant company and notarized

### **If applicable:**

1. For original work, copy of the scriptwriters' authorized agreement OR for adapted works, authorization letter for the adaptation issued by the copyright holder
2. For applicants for post-production expenses only: a screening link to a 30 min rough cut

## **For Approved Projects**

1. For onsite production shoots, insurance coverage of the applicant's responsibilities for all the activities required to make the project in the Philippines
2. Final list of confirmed key cast and crew (first cameraman, head stereographer, cinematographer, art director, sound engineer, wardrobe director, hair stylist director, stunt coordinator, head sound mixer, film editor, first assistant director, production director, post-production manager, stage manager, visual effects supervisor)
3. Copy of all of the documents relating to the "Chain of Title" and underlying rights

### **If applicable:**

1. Evidence of distribution/transmission/broadcast agreement or deal memorandum in the Philippines and/or abroad
2. Evidence of an international sales agent attached to the project

### **For Final Verification Application**

1. Completed FLIP Final Verification Form
2. Updated documents submitted from the Provisional Application:
  - Fully executed contract between the applicant and the foreign producer for production or post-production services
  - If applicable, a copy of the script in English
3. Final production schedule AND the final travel spreadsheet
4. Shooting bible AND/OR the daily production reports
5. Copies of all filming permits secured from the Local Government Units (LGUs)
6. List of the full personnel, cast and crew with nationalities detailing the ones under a Filipino contract
7. PH service company fully accomplished Official Receipt for the project signed by the foreign Philippine company
8. All official receipts and invoices corresponding to the declared QPPE (see [\*QPPE Guidelines and Supporting Documents\*](#))
9. Certification of True Copy (see template) for all submitted receipts signed by the applicant company and notarized
10. All existing communication materials (poster(s), flyer(s), press release kit, etc.)
11. Updated worldwide distribution plan (theatrical release, broadcast, VOD platform, etc.)

### **FDCP National Registry**

The National Registry is a program under the FDCP that maintains a database of all active film, television, and press workers, audiovisual companies, organizations, and film festivals in the Philippines.

All applicants of the FLIP must be duly registered under the NR. Specifically for FLIP, in addition to the applicant production company, if the director of the project is Filipino, he/she must be registered under FDCP NRAW. Please see link to sign-up: <https://nationalregistry.fdcph.ph/registry-groups/nraw>.

The list of the Filipino line production/ post-production services company/ animation studios accredited by the FDCP NR may be viewed at <https://nationalregistry.fdcph.ph/database>.

# IMPERATIVES

**Before applying, it is important that applicants keep in mind that all projects selected under FLIP must comply to the following conditions. These will be specified in a Memorandum of Agreement to be signed between FDCP and the applicant company upon selection:**

1. Must allow the FPO to conduct meetings to discuss plans, progress, and expectations for deliverables
2. Must register the production under the Safe Filming program: [www.safefilming.ph](http://www.safefilming.ph).
3. Must notify the FPO of the following:
  - Any creative or financial change of the project from the Provisional Application (change of production schedule, budget and financial plan, QPPE, cast and crew, synopsis or title, etc.)
  - When the project will start and end the principal photography, start post-production, completion of the project and date of release
  - The project's distribution plans and executions, such as selection in festivals/labs, premieres, awards, etc.
4. Must allow the FPO to visit the production during pre-production, principal and additional photography and/or post-production to shoot promotional behind the scenes material: photos, videos, interviews, etc.
5. Must mention as follows in the beginning or ending credits, either in English or original language of the production:

*Beginning Credits:*

With the support of  
Film Development Council of the Philippines  
and  
FilmPhilippines

*Ending Credits:*



FILM  
DEVELOPMENT  
COUNCIL OF THE  
PHILIPPINES



FILM  
PHILIPPINES  
FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES

Recipient of the FilmPhilippines Film Location Incentive Program

Filmed on location in *[list of LGUs]*

6. If allowed by the foreign production, add the logo of FDCP and FPO on promotion materials, posters, DVD, commercials, promotional clips and all versions of the project screened/broadcasted internationally

7. Must provide to the FPO for documentation and promotion purpose, 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

8. Upon completion of the project, must provide an offline DVD copy of the project

9. Must give back to the community by rendering return service through participation in various FDCP programs and activities by either being a guest, mentor, or speaker in FDCP initiated training and workshops in at least four (4) events within two (2) consecutive years after the approval of the Final Report



# PROVISIONAL APPLICATION PROCESS

1. Applicant producers should contact the FPO early to discuss their project and to explore details surrounding FLIP. As part of the FLIP application, the project can also avail of the Film Location Engagement Desk (FLEX), a one-stop-shop services desk for foreign and local audiovisual productions aiming to film in the Philippines. For more details on FLEX, please visit: <http://filmphilippines.com/film-now/film-location-incentive-program-flip>.

2. During the submission period of an application cycle, applicants must fill out and submit the completed FLIP Provisional Application Form and all required documents to [filmphilippines@fdcp.ph](mailto:filmphilippines@fdcp.ph) with the subject field labeled “FLIP PROVISIONAL APPLICATION”. Technical requirements on the application files may be found here: <http://www.filmphilippines.com/filmnow/film-location-incentive-program-flip/apply-now-to-flip>.

*IMPORTANT NOTE: Please submit accurate information as the declaration made in the Provisional Application are used as basis for the Selection Committee's decision. The QPPE declared in the Provisional Application will be compared to the final receipts submitted at the Final Verification stage.*

3. The FPO will verify all the documents and may ask the applicant to provide further supporting documents. After confirmation, the applicant will receive a certificate informing them of the submission of completed application. After which, applicants may already begin spending for their QPPE.

4. After confirming the completion of the application, the FPO will then submit the project to the Selection Committee for deliberation and final selection of grantees for that particular cycle. Submitted projects for provisional application will be evaluated on the following:

- Degree to which the work promotes the Philippine culture & territory
- Degree to which the work contributes to the Philippine film industry
- The global quality of the project

5. The applicant will be notified of the Committee's decision within two (2) weeks after the conclusion of the deliberation process.

6. If selected, the applicant must sign the Notification of Selection and the FLIP Memorandum of Agreement. A meeting may be held to discuss the terms of the Agreement and to clarify any questions the projects may have.

7. After the signing of the MOA by both parties, an orientation meeting will be held with the FPO and FDCP Accounting to assist the project on the documentary requirements needed to comply with the QPPE requirements of the Program.

8. The applicant must provide the documentary requirements for selected projects (refer to [Requirements](#)).

9. As stated in the Eligibility section, projects must begin principal photography/animation production/post-production within 6 months from its selection to receive the FLIP rebate. Should there be a delay, the applicant must notify the FPO and give clear and reasonable explanations for the delay, subject to the approval of FPO.

10. The applicant must open a Land Bank of the Philippines account in any Land Bank of the Philippines branches to carry out deposit transactions of the cash rebate.



# FINAL VERIFICATION PROCESS

1. Each project has a maximum period of two (2) years after its selection date to complete the Final Verification Process. Within this period, the applicant may already activate the Verification as soon as the declared production activity has finished by filling out and submitting the FLIP Final Verification Form and submit all required documents to [filmphilippines@fdcp.ph](mailto:filmphilippines@fdcp.ph). Technical requirements on the final verification files may be found here: <http://www.filmphilippines.com/film-now/film-location-incentive-program-flip/apply-now-to-flip>

*Note: Prior to the final submission, the projects may request for a meeting with the FPO to consult about the documentary requirements and supporting details needed for the Final Verification.*

2. The FPO will verify all the documents and submit it to FDCP Accounting for verification. The FDCP Accounting Unit reserves the right to exclude any incorrect and ineligible receipts and additional supporting documents may be required during this process as needed.

3. Once the Final Verification Application is approved, the cash rebate will be processed and deposited to the Land Bank of the Philippines account of the applicant within thirty (30) days. Any fund transfer fees will be charged to the applicant.

4. The FPO will notify the applicant via email once the fund transaction is complete. The applicant must issue a valid company Official Receipt and deliver the hard copy to the FDCP office at 855 T.M. Kalaw St. Ermita, Manila.

Should the applicant have plans to distribute their project in the Philippines, the applicant may coordinate with the FDCP's UniPhilippines and may consider among its own exclusive platforms, such as the FDCP Channel and Cinematheques. To learn more, see UniPhilippines below.



# CANCELLATION AND WITHHOLDING PROCESS

1. The incentive measure shall be nullified with immediate effect, and the FDCP can ask for the cash rebate reimbursement under the following conditions:

- a. The actual QPPE is less than the minimum required spend amounting to PHP eight (8) Million
- b. The applicant failed to produce any documents or details asked for in the Final Verification
- c. Failed to submit the Final Verification requirements within the two (2) year validity period
- d. The applicant submitted false information and documents that were obtained by fraud, material inaccuracies or misrepresentation
- e. The final version of the project is not suitable and not compliant with eligible contents as provided in the guidelines
- f. The project caused a negative impact on the natural resources and environment. Violation of any of these laws shall constitute a negative impact on the natural resources and environment: Ecological Solid Waste Management Act of 2000 (R.A. No. 9003) In coordination with the Local Government Unit concerned, under the Philippine Clean Air Act of 1999 (R.A. No. 8749); The Indigenous Peoples Rights Act of 1997 (R.A. No. 8371); Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990 (R.A. No. 6969); The Pollution Control Law (P.D. No. 984); Marine Pollution Decree of 1976 (P.D. No. 979).

Provided, the applicant may appeal the nullification within sixty (60) days from receipt of the notice of nullity, and provide an explanation as to why the rebate should be reconsidered. FDCP has thirty (30) days to resolve the same. No further questions may be entertained afterward. The nullity shall become final and irrevocable after the lapse of sixty (60) days to appeal.

Further, FDCP will prohibit the applicant, its principals, and any parent or subsidiary companies from applying or accessing further funding from FPI for a period of two (2) consecutive years upon written notice.

2. The FDCP shall impose a ten to twenty percent (10-20%) penalty on the final rebate amount under the following circumstances:

- a. The applicant failed to communicate to FDCP the significant creative and financial changes that were reflected in the Final Verification as compared to the Provisional Application. Failure to send a letter informing FDCP of the above-mentioned changes prior to the FDCP's receipt of the Final Verification is deemed failure to communicate.



- b. The QPPE incurred in the Final Verification is less than thirty percent (30%) of the approved production costs indicated in the Provisional Application and was not coordinated with and approved by FPO (See No. 1). Penalties shall be applied by FDCP at its discretion and by way of deducting from the fund amount granted to the project.

Further, FDCP will prohibit the applicant, its principals, and any parent or subsidiary companies from applying or accessing further funding from FPI for a period of one (1) year upon written notice.

3. The FDCP reserves the right to withhold the approved financial rebate, in the event of any legal dispute, arbitration, or court proceedings, until the matter is settled or the FDCP decides, after assessment of the dispute, that it is satisfied to release the payment. Provided, that the settlement must be within the two (2) year period upon selection of the project.



# DISCLAIMER

1. FilmPhilippines may decline to accept and/or reject an application if it does not follow and/or comply with these Guidelines. 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 <http://www.filmphilippines.com/film-now/filmlocation-incentive-program-flip> prior to submitting his/her application.
2. FDCP reserves the right to create, revoke, and modify at any time, in any way its entry requirements, and guidelines at its absolute discretion without prior notice. Finalists and submitted entries shall be bound by any amendments or addition to the entry requirements and guidelines herewith.
3. 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, Philippine government and an independent film production consultant, if necessary.
4. Applicant producers should also contact FPO early, before production commences, to discuss their project and to explore details surrounding FPI. Contact details for FPO are listed further.
5. The FLIP is a selective (NOT ASSURED or AUTOMATIC) awarded rebate that is subject to strict evaluation and audit of qualified expenses.
6. 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.
7. The decision of the Committee is final and irrevocable. The FPO is not obliged to give any further explanation on the results.
8. While receiving the FLIP recognizes the potential of your project, it does not imply an ongoing commitment to future FDCP financing. Each application is considered on its own merits.



# IMPORTANT ADDITIONAL REFERENCES

- QPPE Guidelines and Supporting Documents
- Technical Requirements for Application
- Visual Process
- Provisional Application Checklist
- Final Verification Checklist
- Forms and Templates



# APPLICATION PERIOD

The application periods for submission for FPI are as follows:

1<sup>st</sup> Application period

**JANUARY TO MARCH**

Selection Committee in April

2<sup>nd</sup> Application period

**MAY TO JULY**

Selection Committee in August

3<sup>rd</sup> Application period

**SEPTEMBER TO NOVEMBER**

Selection Committee in December

In the event that the FPI budget for the year has already been spent, the application period of that year will be closed.



# FILM LOCATION ENGAGEMENT DESK

1. FLIP application automatically entitles the applicant to avail of the FLEX.

2. To help audiovisual projects, foreign and local, aiming to work in the Philippines, FLEX taps into FDCP's interagency government support network, and may assist your project with:

- **Finding your partner:**

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

- **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

Contact for your FLEX concerns: [filmphilippines@fdcp.ph](mailto:filmphilippines@fdcp.ph)

## FDCP 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)



In line with FDCP's efforts to promote Philippine Cinema internationally, UniPhilippines implements several programs and assistance mechanisms to support Filipino films and filmmakers, as well as partner with international institutions and participate in international film festivals and films markets to continuously expose Filipino films to the global arena both culturally and commercially.

<https://fdcp.ph/programs/distribution/international-unipilippines>