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# FILM LOCATION ENGAGEMENT DESK (FLEX) GUIDELINES

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**AS PER DECEMBER 20,2021**

You are encouraged to read these guidelines carefully. Please also read the relevant information on our website.

Please get in touch well before making a formal application, as we can offer helpful advice and guidance



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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



## OVERVIEW OF FLEX

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 studios, 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.

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, etc.)

## 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 for company.

The list of the Filipino production/post-production services companies/ animation studios accredited by the FDCP National Registry for company are listed: <https://nationalregistry.fdcph.ph/database>



# 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
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
<input type="checkbox"/>	If the main applicant is a foreign production company, attach evidence proving that the foreign company is eligible to conduct business: business or working permit/clearance

# IMPERATIVES

## Any production that receives the FLEX must:

1. Allow the FPO team to conduct meetings to discuss plans, progress, and expectations for deliverables.
2. Register the production under the Safe Filming program: [www.safefilming.ph](http://www.safefilming.ph).
3. Notify the FPO of the following :
  - Any creative or financial change of the project (Change of production schedule, budget and financial plan, 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 for festivals/labs, premieres, awards..."
4. Allow the FPO team to visit the production during development, pre-production, principal and additional photography and/or post-production to shoot promotional behind the scenes material: photos, videos, interviews, etc.
5. Incorporate the FDCP & FPO logo and mention as follows in the beginning or ending credits, either in English or original language of the production:



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PHILIPPINES



- "This film benefited from the Film Location Engagement Desk of 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..."

6. If the applicant producer has rights or authority over the marketing, promotion, and distribution of the project, add the logo of FDCP and FPO in all prominent places on promotion materials, posters, DVD, commercials, promotional clips and all versions of the project screened/broadcasted internationally.
7. 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...
8. Submit a brief report, after your production to state your project challenges and successes and overall experience in the Philippines
9. 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 submission of the final report.

Outstanding imperatives will be considered as a breach of the MOA and the applicant will be ineligible to any FDCP programs for a period of two (2) consecutive years upon written notice.



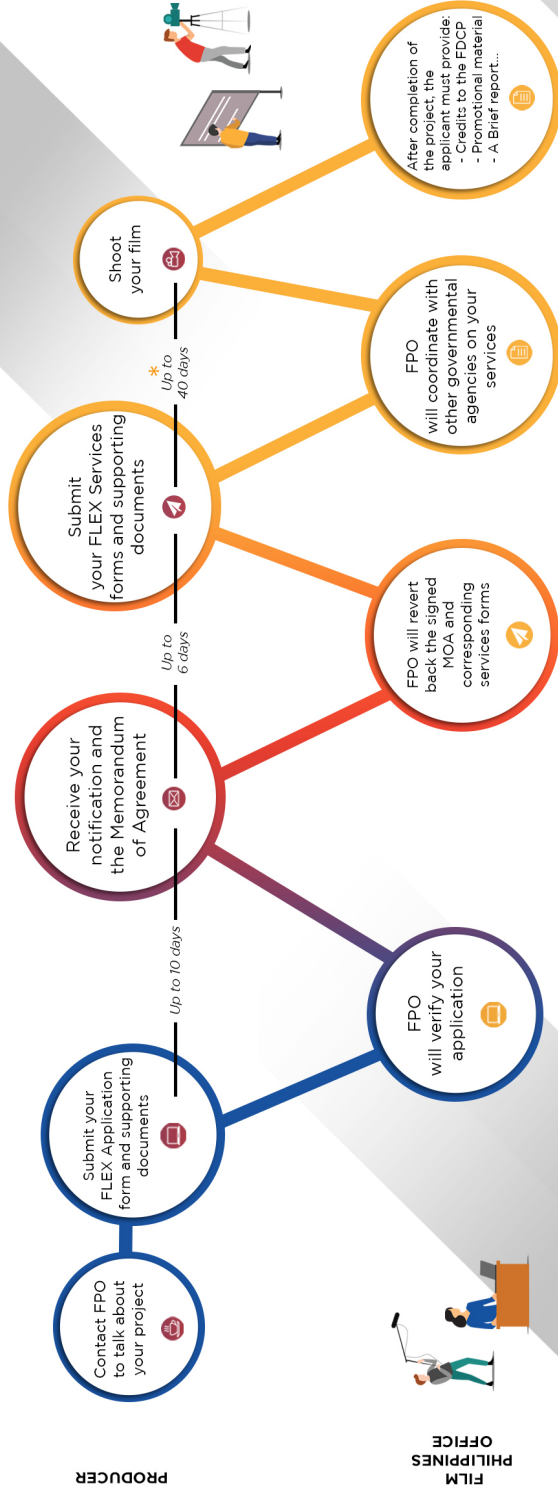


# APPLICATION PROCESS

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 found and listed in <http://www.filmphilippines.com/film-now/film-location-engagement-desk-flex/apply-now-to-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**. If a local production company applies, it should send the hard copy of the signed MOA to the FDCP office. If a foreign production company applies, it should send the soft copy of the signed MOA by email to [filmphilippines@fdcp.ph](mailto:filmphilippines@fdcp.ph)
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



\*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).

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# DISCLAIMER

1. FilmPhilippines 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 <http://www.filmphilippines.com/film-now/film-location-engagement-desk-flex> 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 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 FLEX. Contact details for FPO are listed further.
5. 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.



# TECHNICAL REQUIREMENTS

Some advice before you start:

1. It's important you provide as much information as you can to help us assist your project in the best manner possible.
2. The application form is applicable to all types of format. Some of the fields are not relevant depending on your project (animation, documentary, etc.). Fill up the sections of the form as much as possible, and provide within the form a brief explanation when you can not provide a certain information/document.
3. Keep in mind that our small team receives many applications each cycle. Your application needs to make the best case for your project.
4. As the guidelines and application forms are subject to changes and updates, please make sure before filling your application that you are using the latest version of these documents by checking: <http://www.filmphilippines.com/>
5. Getting a fresh pair of eyes to review and proofread your application is also recommended.

Technicalities:

1. Applications must be submitted at least two (2) months prior to any production activity. While two (2) months is the standard amount of time it can take for 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 as early as possible.
2. 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>".
3. Submit your application during working hours (9am to 6 pm Manila Time) from Monday to Friday, with the exception of Philippine holidays.

4. We recommend using Microsoft Excel in opening and filling out the application form as the format may change when using a different software. Submit this AND either

- a) a single PDF file with all annexes (except for the script which you should submit as a separate attachment) grouped and labelled with the name of the project in all capital letters (compress the file size to around 10MB if possible) OR
- b) a well organized file-sharing link with all the annexes properly named as per the requirement checklist and the name of your project

5. 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.

6. Ensure all the requirements on the checklist are supplied in English.

7. The official date of submission will be the date the FPO confirms that your application is complete.

8. 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. This will only apply to local applicants.



## 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.



# 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 located in <http://www.filmphilippines.com/>.
3. A FLEX application does not entitle the project to the other FPI: FLIP, ICOF or ACOF. However the FLEX services are automatically included if you apply and are selected for those incentives.

## 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



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-uniphilippines>