

## FILM / ADVERTISEMENT SHOOTS

### Documents to be verified:-

1. Original and valid passport
2. Confirmed air ticket or CRS printout.
3. Application on the Company's letterhead for release of foreign exchange in corporatism details as per RBI guidelines (See format given below)
4. Synopsis of the Film (story/theme)
5. Detailed break-up of the cost for shooting of the film (see format below)
6. List of artistes and technicians traveling for the shoot (see format below)
7. Undertaking on Stamp Paper that proper accounts duly supported with original bills/ vouchers pertaining to the foreign exchange drawn and utilized will be submitted within 15 days from the date of return of the Unit (see format below)
8. In case of Ad films a letter from the concerned company confirming that the Agency has been appointed by them for shooting their Ad.
9. A2 Form – Application cum Declaration

## **Documents to be kept on record:-**

It is mandatory to keep all documents on record. In addition, the Film Company / Ad agency will have to submit the Statement of Expenses supported by invoices / vouchers / bills in connection with the expenditure incurred for the shooting. A Chartered Accountant's certificate confirming that the Statement of accounts is in order has also to be submitted.

## **Quantum of Exchange:-**

As per the request from the Production House and their estimates.

## **Follow up procedures:-**

1. The statement of expenses supported by invoices / vouchers / bills should be submitted to you within 15 days from the date of return of the unit.
2. If documents have not been received, please communicate to the concerned company in writing (see format below) requesting for submission of the same in keeping with the RBI guidelines under registered post acknowledgement due.
3. If the needful is not done within 30 days from the date of return of the unit, send another communication (see format below) under registered post ack due and mark a copy of the same to the Regional RBI office.

## Formats for Film shooting

### 1. On the letterhead of the Company.

Date :

The Manager

M/s India Cements Capital Ltd.

Forex Dept.

Dear Sir,

Release of foreign exchange for \_\_\_\_\_(Amount)  
for our Film titled \_\_\_\_\_ to be shot  
abroad in \_\_\_\_\_ .

We are producing a film titled  
\_\_\_\_\_starring \_\_\_\_\_, which is being  
produced by \_\_\_\_\_and directed  
by\_\_\_\_\_.

We intend to shoot some very important scenes of our  
film at various locations which are most ideal and picturesque in  
\_\_\_\_\_. The duration of the  
shooting will be from \_\_\_\_\_ to \_\_\_\_\_.

We are attaching herewith a synopsis of the story of the  
above film. Enclosed also please find relevant documents for your  
perusal so as to enable you to release the foreign exchange  
requested by us.

Our total requirement of forex is \_\_\_\_\_. At present  
out of the entire requirement we wish to draw only \_\_\_\_\_.  
The forex should be released in the name of \_\_\_\_\_who  
is the \_\_\_\_\_(designation) and is accompanying the unit.

We certify that the expenses for the above trip are being borne by us and we undertake that the same will be utilized for the purpose stated above.

We hereby declare that the transaction the details of which are specifically mentioned above & attached does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of Section 10 (5), Chapter III of the FEMA Act, 1999 or of any rule, regulation, notification, direction or order made there under.

We also hereby agree and undertake to give such information / documents as will reasonably satisfy you about this transaction in terms of the above declaration.

We also undertake that if we refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the Authorized Person shall refuse in writing to undertake the transaction and shall if it has reason to believe that any contravention / evasion is contemplated by us report the matter to Reserve Bank of India.

We further declare that the undersigned has the authority to give this declaration and undertaking on behalf of the firm / company.

We enclose Demand Draft / Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ towards the cost of the exchange.

Thanking you,  
Yours sincerely,

(Signature)

Name:-

Designation:-

2. Synopsis (Story / Theme) of the Film ( In about 1 page)

3. On the Letterhead of the company

Film Title \_\_\_\_\_

The approximate cost of shooting in \_\_\_\_\_

S.No	Item	Forex Amount	Remarks
1	Hotel accommodation		
2	Food & Beverage		
3	Transportation		
4	Equipment hire		
5	Vehicle hire		
6	Costumes		
7	-		
8	Misc.		
9	Total		

4. On the letterhead of the company

Title of the film \_\_\_\_\_

List of **only** the Artistes and Technicians traveling to \_\_\_\_\_.

S.No.	Name of the Artiste / Technician	Designation
1		
2		
3		
4		
5		
6		
7		
8		
9		

5. On Rs 20 stamp paper

Date:

The Manager  
M/s India Cements Capital Ltd.  
Forex Dept.

### UNDERTAKING

We hereby undertake that we shall submit proper accounts duly supported by Original Bills and Vouchers pertaining to release of foreign exchange amount of \_\_\_\_\_ (figures) and \_\_\_\_\_ (words) granted to us by you. For shooting of our film \_\_\_\_\_ in \_\_\_\_\_, within 15 days of the return of the Unit.

For M/s \_\_\_\_\_

Name:-

Designation:-

Date:-

Place:-

6. By Registered post ack. due (to be sent when the company does not submit statement of accounts with vouchers & bills within 15 days of return of the Unit).

To:

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Dear Sirs,

FEMA 1999, Release of foreign exchange for the purpose of shooting your film titled \_\_\_\_\_

1. We refer to your application dated \_\_\_\_\_ for release of forex amounting to \_\_\_\_\_ for the purpose of shooting your film titled “ \_\_\_\_\_ ” abroad. We had, as requested by you, released forex as per details given below:

Date of release \_\_\_\_\_

Amount of forex released \_\_\_\_\_

Forex released in the name of \_\_\_\_\_

2. We draw your specific attention to the undertaking given by you, on stamp paper, at the time of release of exchange, that you shall submit all proper documents supported by original bills and vouchers pertaining to the utilization of foreign exchange released, within 15 days of the return of the unit. This is a mandatory requirement of Reserve Bank of India.

3. We, however, regret to note that even after a lapse of \_\_\_\_\_ days and in spite of repeated requests you have not

submitted the necessary documents and supportings, in accordance with the undertaking given by you.

4. We, therefore, request you to submit all the documents and supportings relating to the utilization of the forex released and surrender the unutilized balance to us within 10 days of the receipt of this letter.

5. We shall be constrained to report the matter to Reserve Bank of India if the required particulars are not submitted to us within 10 days.

6. In the meanwhile, please acknowledge receipt of this letter.

Thanking you,

Yours faithfully,  
For M/s India Cements Capital Ltd.,

Manager – Foreign Exchange



7. Letter to be sent to the Company if they fail to respond within 10 days. (To be sent by Registered post ack.due)

To:

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Dear Sirs,

FEMA 1999, Release of foreign exchange for the purpose of shooting your film titled \_\_\_\_\_

1. We draw your attention to our letter dated \_\_\_\_\_ sent to you under registered post ack. due requesting you to furnish proper documents duly supported by original bills and vouchers pertaining to the utilization of forex released as under :

i) Date of release \_\_\_\_\_

ii) Amount of forex released \_\_\_\_\_

iii) Exchange released in the name of \_\_\_\_\_

2. We however, regret to note that we have not received any response from you so far. This is a breach of the undertaking given by you at the time of release of exchange. As stated in para 5 of our letter cited above, by marking a copy of this letter, we are reporting the matter to reserve Bank of India.

3. Please acknowledge receipt of this letter.

Thanking you,

Yours faithfully,

For M/s India Cements Capital Ltd.

Manager – Foreign Exchange.

Cc:

The General Manager  
Foreign Exchange Dept.  
Reserve Bank of India.

Along with a copy of our letter cited in para 1 above.