

Guidelines to Seek Permission for Shooting of Films in Uttar Pradesh

Name of Application: Film Shooting Permission

Process of Application: Online through Nivesh Mitra Portal <https://niveshmitra.up.nic.in/>

Fees for Application: No Fees

Application Process: As mentioned below

- A. Nivesh Mitra Portal:
 - a. Go to Nivesh Mitra Portal <https://niveshmitra.up.nic.in/>
 - b. login through your credentials (or Register with Nivesh Mitra for login and password)
 - c. Go to “Apply for permissions / NOC/ Licences”
 - d. Select “Film Bandhu” as department and “Film Shooting Permission” as service
 - e. Click on “Fill/ View” form after proceeding with selection

- B. Application filing process

Step 1 – Create Film Profile

Click on **Create Film Profile** from side menu/dashboard after which form will appear on the screen. The form has been divided into 04 parts in which following details are required:

A. Details of Film

- Applicant will have to fill following details:
 - Name/Title of Film
 - Name of Banner
 - Language of Film
 - Film Type
 - Certificate of Film Name/Title issued by
 - Screen Writers Association Certificate No.
- Along with, upload **Certificate Issued by IMPPA/WIFP/Other for Film Name/Title, Synopsis of Film (not more than 3 pages), Script of the Film (with Dialogues) and Certificate issued by Screen Writers Association** in PDF/JPEG format whose file size should not exceed the specified size.

B. Staff Details

- Applicant will have to fill following details:
 - Name, Experience & Birthplace of Crew Members
 - Name & Address of Actors & Actresses who belong to Uttar Pradesh or any other state

Entry of every crew member, actor & actress has to be done separately by clicking on Add (+) button.
- Along with, upload following documents in specific fields in JPEG/PDF format whose file size should not exceed the specified size:
 - Bio data of all crew members
 - Self-Attested Proof that Applicant is a National/International Film Award Winning Producer/Director (if any)
 - Address Proof of Actors & Actresses who belong to UP (if any)

- PAN Card of Film Maker
- GSTIN Certificate
- ITR of Last Three Years

C. Production Details

- Applicant will have to fill following details:
 - Estimated/Total Duration of Film (in HH:MM)
 - Duration of Film Shooting (in Days, Hours & Minutes)
 - Number of Shooting Shifts in UP (including Indoor & Outdoor)
 - Total No. of Shifts in a Months
 - Dates of First Shoot, Last Shoot & Screening
 - Number of Unit Members
 - Number of Technical Staff
 - Is Promotion Done During Production (Yes/No)
 - Medium of Promotion (if Yes)

D. Budget Details

- Applicant will have to fill following details:
 - Estimated Budget of Producer, Director, Actors, Actresses, Crew Members etc. (in INR)
 - Estimated Budget on Producing Film in Digital Format (in INR)
 - Estimated Cost of Film Production (in INR)
Entry of budget for particular head has to be done separately by clicking on Add (+) button.
 - Along with, upload CA Certificate for Estimated Budget in JPEG/PDF format whose file size should not exceed the specified size.

After filling all the details, applicant will be redirected to Preview the details. Applicant can edit the required details (if any). After editing the details, if any, click on **Final Submit** button.

No changes will be allowed in form after final submission.

Step 2 – Apply to Seek Permission for Shooting of Film

After creating the film profile, applicant can apply for Film Shooting Permission. Click on **Apply to Seek Permission for Shooting of Film** from side menu/dashboard, select the film name and click on **Apply to Seek Permission** button. Thereafter, Application Form will appear on the screen. Submit following details in the form:

- District where Shooting is Scheduled
- Proposed Site(s) for Shooting
- Shooting Date
- Shooting Time (in 24 hrs)

Entry of different shooting sites/shooting date/time has to be done separately by clicking on Add (+) button.

If shooting must be carried out in multiple districts, then entrepreneur will have to apply for Film Shooting Permission for every district separately.

After submission, application will be forwarded to concerned District Magistrate

(DM)/Commissionerate for further processing.

Once the Application is forwarded to concerned DM/Commissionerate, applicant can track its status.

If concerned DM/Commissionerate raises any query regarding application, then applicant will have to answer/resolve it at the earliest through his/her login. Once the query is answered/resolved, concerned DM/Commissionerate will proceed with the application.

After acceptance/rejection of application by concerned DM/Commissionerate, applicant can view status of application and download the Shooting Permission Letter from the Nivesh Mitra Portal.