



OPERATIONAL GUIDELINES FOR DELHI FILM POLICY 2022

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Operational Guidelines under the Delhi Film Policy 2022

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Operational Guidelines for e- Film Clearance and Incentives under the Delhi Film Policy 2022

1. Introduction

1.1 Delhi Tourism and Transportation Development Corporation Ltd. (DTTDC), a Government undertaking of Delhi Government, has been designated as the Nodal Agency for easing the approval processes for film Production agencies by coordinating with various stakeholders in Delhi.

1.2. For this purpose, DTTDC developed an e-Film Clearance mechanism (www.delhitourism.gov.in) under the Delhi Film Policy 2022, for coordination with the agencies concerned and all other stakeholders to facilitate film Production agencies/film makers in obtaining necessary approvals for film shootings.

1.3 The provisions of Policy including registration for e- Film Clearance shall commence from 13th May 2022. The Policy provisions, however, may be amended from time to time to cater to the changing needs and requirements of the film Production agencies.

2. Objective

2.1. The Delhi Film Policy 2022 intends to brand the national and international profile of Delhi through films. It also intends to build large, enthusiastic audiences for films shot in Delhi and to promote Delhi as a vibrant film shooting destination by easing approval processes for film shooting.

3. Eligible Productions

3.1 Feature Films intended for theatrical release in cinemas

3.2 TV Series

3.3 Web Series

3.4 OTT projects

3.5 Documentaries

NOTE: Detailed Eligibility Criteria for incentives for each category of Eligible Productions for incentives are mentioned in Section 10 of this document.

4. Eligibility Criteria

4.1 **Domestic:** Any Production Agency whether Proprietary Firm / Partnership Firm / Pvt. Ltd. / Trust / Institution is eligible to apply.

4.2 **Foreign:** Sister firms of a foreign Production Agency registered in Delhi are also eligible to apply.

4.3 The Production Agency (whether domestic/foreign) responsible for all activities involved in the making of the production in Delhi may also apply via a Line Producer.

5. Conditions for Ineligibility

5.1 Films/Scripts that portray Delhi, its culture/ heritage/ people/ places, etc. in a negative light.

5.2 Any content that is unlawful, obscene, glorifies violence or projects religious sentiments in an inappropriate way.

5.3 Any Applicant/producer/co-producer currently a target of any economic sanctions administered by Government of India, the United Nations (the UN), or any similar organization.

5.4 Joint applications or application from more than one agency per production.

6. Compliance to Laws

6.1 Eligible applicants must ensure during the production that they comply with all applicable laws and compliances, including, but not limited to India, and Delhi Labor laws relating to working conditions and minimum wage of skilled, semi-skilled and unskilled workers.

7. Promotion of the Production

7.1 If any Film, TV series, Web series or Documentary glorifies the culture and heritage of Delhi and promotes its tourist places, DTTDC shall be free to display promotional material of that Film, TV Series, Web Series and Documentary at its tourist locations.

8. Credit to Delhi Government

8.1 All the Applicants must provide prominent credit to DTTDC, Government of NCT of Delhi and locations/ respective Stakeholder agencies, in the opening credits and during promotion activities of the film. The form for Delhi Government credit is provided in **Annexure I**.

9. Online Single Window Clearance Mechanism – e- Film Clearance

9.1 All applications for film shooting in Delhi shall be received only on e – Film Clearance module developed by DTTDC (www.delhitourism.gov.in). The steps and process for filing the online application form and the documents to be submitted are mentioned in **Annexure II and III** respectively.

9.2 No registration fee shall be levied for registration on e-Film Clearance.

9.3 Applicants must submit a copy of the script/screenplay which will be screened by the Film Shooting Promotion Cell before the permits are issued.

9.4 The entire process of approval shall be cleared within 15 calendar days of filing the complete online application form.

9.5 If approval is not granted in the stipulated time, the concerned departments shall communicate to the Applicant and DTTDC, providing clear reasons for the delay within 15 calendar days of receipt of online application.

9.6 In case the approval is not granted within the stipulated time period and no communication about reasons for delay is given by the department to DTTDC, deemed approval will be granted by DTTDC,

unless the agency informs Applicant and DTTDC for not being able to grant the approval in time. This information must reach DTTDC prior to 15 calendar days of receipt of online application.

9.7 If the Applicant wants to get the approvals in lesser time (like 10 days or 5 days before shoot or lesser number of days) because of any actor's dates issue or any other reason, the approval can be considered (provided all norms are followed). However, a premium amount as decided by the concerned authorities would be charged for such cases.

9.8 Once approval is given to the Applicant, film shootings cannot be stopped for any reason whatsoever, except under extenuating circumstances with timely information to the Applicant and DTTDC.

9.9 And, in that case, the Applicant must inform DTTDC before the commencement of the principal photography.

9.10 Once the approvals are given, the Film Shooting Promotion Cell (FSPC) from DTTDC shall address any query related to film shooting.

9.11 Film shooting permission for private locations can be taken by signing a location agreement with the respective location owner, under intimation to DTTDC.

9.12 In view of security concerns in the High Security Zones, i.e, Rashtrapati Bhawan, North Block & South Block, Raj Path, Parliament House, India Gate etc. permission for film shooting in such areas would be granted by the Ministry of Home Affairs, Government of India, as per the existing practice. These high security zones would not be under the purview of this Policy, and as such this Policy will not be applicable to such high security zones.

9.13 The permissions granted through e-Film Clearance would be further subject to guidelines/ instructions of Ministries/ Institutions under Government of India from time to time.

9.14 For all International Filmmakers and Production Companies, it would be the responsibility of their Line producer/sister agency to get all the requisite clearances from the Ministry of External Affairs (MEA) and Ministry of Information and Broadcasting (MIB) of Government of India etc.

9.15 The following shall be provided by the film makers/producers to DTTDC with all rights for future use at any platforms:

- a. A short audio and video trailer of the entire Film
- b. A short clip documentary showcasing use of Delhi locations
- c. A behind the scene clips of directors'/ film crew mentioning Delhi
- d. Film poster for Delhi Tourism usage and archives
- e. Social Media Publicity for Delhi Tourism and Locations
- f. High resolution poster images of film/project
- g. 'Filmed in Delhi' in the final production rolling credits along with logos of Delhi Tourism, GNCTD, DTTDC and Location Stakeholders

10. Allocation of Points and Subsidies

10.1 The Film Development Cell (FDC), co-chaired by MD & CEO, DTTDC, shall act as the Nodal Agency for providing incentives for Feature films/TV Series/Web series/OTT projects and Documentaries as per the Policy.

10.2 Only applications from Production agencies applied for film shooting via the e-Film Clearance shall be eligible to apply for incentives under the Policy.

10.3 A production must shoot for a minimum of 5 days in Delhi to qualify for incentives.

10.4 An Applicant shall apply for incentive within 6 months from the date of theatrical release of the film.

10.5 DTTDC shall release the incentive amount within 90 days, after the submission and examination of the application form along with necessary documents.

10.6 A processing fee of Rs. 17,700 / - (including 18% GST) with each application shall have to be paid through non-transferable demand draft / online mode in the name of Delhi Tourism and Transport Development Corporation.

10.7 An Applicant/production agency will be entitled to apply for only 1 incentive per calendar year.

10.8 Eligibility criteria for productions for incentive under Delhi Film Policy, 2022:-

Feature Films

- a. Certified U or U/A by Central Board of Film Certification (CBFC) and minimum 75 minutes in length
- b. Cinema hall release certificate

TV Series

- a. Certificate of telecast schedule must be submitted from General Entertainment Channels as defined by Ministry of Information and Broadcasting.
- b. If only the pilot episode is being shot in Delhi the Applicant shall not be eligible.
- b. A TV Series shall be eligible for incentive only once across all seasons.
- c. Incentive for TV Series will be eligible only after the release of minimum 5 episodes (each episode spanning at least 30 minutes).

Web Series and OTT projects

- a. Telecast schedule from the OTT/ Web platform must be submitted. As there is no certification criteria from OTT/Web platforms, DTTDC shall be fully authorized to determine the script, content and incentive approval, on a case to case basis.
- b. The Web Series/OTT project must not be rated as "for adults only" by any platform.
- c. Incentive for this category will be eligible only after the release of minimum 5 episodes (each episode spanning at least 30 minutes).
- d. An OTT/Web series shall be eligible only once across all seasons.

- e. For OTT release, the project must be released on any of the following OTT platforms such as Netflix, Amazon Prime, Zee 5, Sony liv, Disney hotstar, Voot, MX Player and ALT Balaji. Now there are many more channels this list would be revised from time to time in the operational guidelines.

Documentary

- a. Duration of a documentary must be minimum 30 minutes and less than 75 minutes.
- b. They must be released in theaters or on any of the General Entertainment channels/OTT/Web platforms.

10.9 Ineligible Productions for incentives: -

- a. News or current affairs
- b. Coverage of live events including sports/theatr/music/artistic performance or any other Production
- c. Ad films and TV Commercials
- d. Corporate films
- e. Productions that are obscene in nature rated as 'for Adults only'/banned by MIB/Delhi Govt.
- f. Animation, Reality TV and Game Shows

10.10 Conditions of ineligibility for incentives under Delhi Film Policy, 2022: -

- a. A Production agency receiving funding for their Production under any scheme of Central/State Govt./ institution/undertaking.
- b. A Production agency that has applied for/received monetary assistance under Film Policy of any other State in any year for the same production.

10.11 Feature films/Documentaries representing Delhi and selected for international film festivals (like Cannes, Toronto, Venice, Berlin etc.) but not released theatrically shall be treated as special case considerations for incentives under the DFP, 2022.

10.12 For Over the Top (OTT) projects, Web Series, Television Serials / Shows, Documentary etc. the decision for providing benefits under this Policy, shall be taken by the "Film Development Cell", as mentioned in the Policy, along with the Rules and Guidelines of Ministry of Electronics and Information

Technology, Government of India, dated 25th February, 2022, called as the Information Technology (Intermediary Guidelines and Digital Media Ethics Code), Rules 2022.

10.13 All Applicants/Producers shall submit a incentive Application Form (**Annexure IV**) along with all the necessary documents essential to verify claims made to avail the incentives.

10.14 It shall be mandatory to present the expenditure of the completed project duly verified by a Chartered Accountant (**Annexure V**).

10.15 If complete documents are not provided according to the incentive Application Form, the Applicant shall be notified and it shall be mandatory to submit all documents within 15 days from the date of receipt of the notification.

10.16 In case the information is not received within the scheduled timeline, the application can be rejected.

10.17 It must be ensured by the Applicant/Producer to submit a certificate (**Annexure VI**) duly signed by the concerned District Magistrate to act as proof of 'No of shooting days'.

10.18 Where the Applicant and Producer is a different entity, a copy of agreement between the Applicant and the Producer must be submitted.

10.19 For all shoots, 'only qualified below the line' budget will be entertained for the incentive. Qualified Below the Line Production Cost (QBTLPC) includes expenditure related to pre-production, production incurred for and during filming/shooting and post-production, borne in Delhi by the Production Agency. The list of items is mentioned in Section 12 of this document.

10.20 If desired by FDC, the Applicant shall arrange a preview of the Production for the committee to check the content.

11. Allocation of Points and Scoring system

11. 1 Subsidies to Indian films, regional films and foreign films will be based on points scored as per the scoring system. The maximum achievable points are 40/44 (depending on Indian/foreign film Production) and minimum eligible points are 20.

11. 2 The maximum cap on the overall subsidy is Rs. 3 cr.

A. Points Allocation for Indian/Foreign Productions

S.No	Category	Criteria	Points	Max Achievable Points
1.	Films set in the context of Delhi	Screen time of Delhi locations (coverage of Delhi): >75% 51%- 75% 26%-50% 5%- 25% <5%	10 8 6 4 2	10
2.	No of Shoot days in Delhi	Minimum 5 days 5 – 20 days above 20 days	1 5 10	10
3.	Delhi based skill crew and support resources Requirement: Voter card of Delhi	No. of local crew employed >75% 51%- 75%	10 8	

S.No	Category	Criteria	Points	Max Achievable Points
		26%-50%	6	10
		5%- 25%	4	
		<5 %	2	
4.	Qualified Below the Line Production cost borne in Delhi	>100 cr	10	10
		51- 100 cr	8	
		21-50 cr	6	
		11-20 cr	4	
		5-10 cr	2	
	Less Than	5cr	1	

B. Additional Point Allocation for Foreign Productions

S No.	Category	Max. Achievable Points
1.	Production Agencies registered in sister cities of Delhi	2
2.	Partnership with a Line producer / Production service company based in Delhi	2

C. Score Range

No.	Criteria	Score Range (40-36) (44-36)*	Score Range (35-31) (35-31)*	Score Range (30-26) (30-26)*	Score Range (25-21) (25-21)*
1	1 st film of production house shot in Delhi	25% subsidy	20% subsidy	15% subsidy	10% subsidy
2	Incentives for returning producers	25% subsidy	20% subsidy	15% subsidy	10% subsidy
3	Debut film of production house	15 % subsidy	10% subsidy	8% subsidy	5% subsidy

***score range for international production**

12. Qualified Below the Line Production Cost

12.1 It is the expenditure incurred by the Applicant/producer in respect of production filmed in Delhi.

12.2 It is to be ensured by the Applicant/producer that fee/expenses paid to qualifying individuals engaged on the production (crew, extras etc.) must have a valid Voter ID of Delhi.

12.3 For any activity where services of a supplier are required, it must be ensured by the Applicant/producer that the supplier is registered in Delhi and holds a license for the relevant service.

12.4 All claims made by the Applicant will be subject to proof and verification. If DTTDC suspects a fraud/willful negligence/dishonesty or misconduct on behalf of any Applicant/producer, it may reject/cancel (in whole or in part) the application.

A. DQPE Inclusions

1. Production
2. Extras (Non speaking on cameras)
3. Set Decoration
4. Camera
5. Set Lighting
6. Special Effects
7. Costumes
8. Transportation
9. Art Department
10. Set Construction
11. Set Operations
12. Sound
13. Makeup and Hair
14. Locations
15. Editorial
16. Equipment Rental
17. Location Rental
18. General Business Overheads (office rental and utilities utilized only for the purpose of the production and procured from Delhi based suppliers)
19. International Travel/Domestic Travel (only if booked by a Delhi based agency).
20. Accommodation

The list shall be updated from time to time by DTTDC.

B. DQPE Exclusions

1. Fee paid to lead cast members

2. Fee paid to above the line personnel (including, but not limited to, executive producers, producers, directors, casting directors, talent agencies, consultants, professional advisors, stunt performers and screenwriters)
3. Gifts and entertainment expenses
4. Publicity and marketing costs
5. Purchase of capital goods (rental of capital goods is not excluded)

13. Dispute Mechanism

13.1 Where any doubt/dispute arises regarding the implementation of these rules, the same shall be referred to the DTTDC whose decision shall be final and binding on all the parties.

14. Contact Information

14.1 In case of any queries/concerns, the Applicant may reach out to DTTDC on 011-24618026 or through email at – tourism@delhitourism.gov.in. These guidelines may be downloaded from the DTTDC website www.delhitourism.gov.in.

Annexure I

Form of Delhi Government Credit in the opening credits of the film

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI **राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार**

This production was made possible by the support of Delhi Tourism under Delhi Film Policy

Delhi Tourism

Location Stakeholders agencies where the film shooting was done

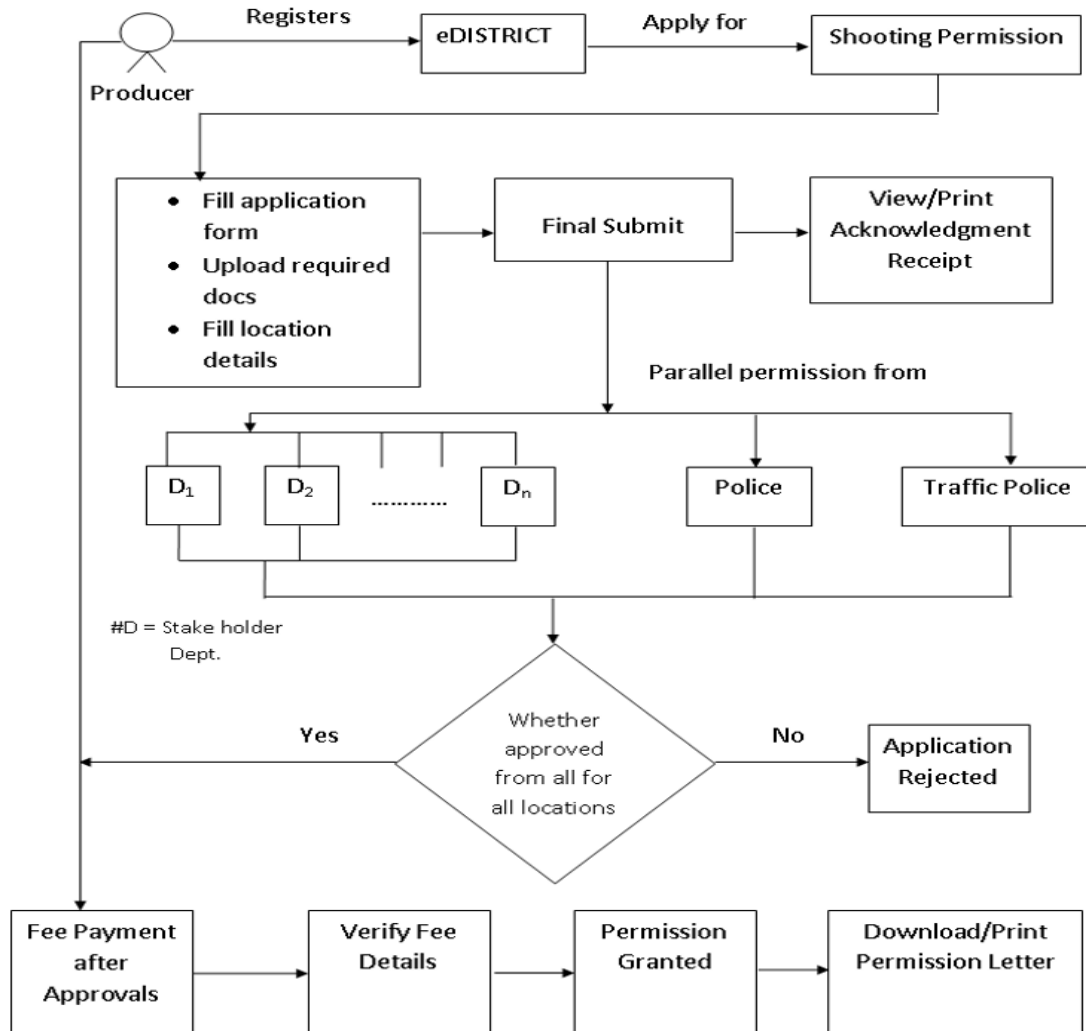
Annexure II

Steps for filing the online application for film shooting permission

1. **Register** – Register yourself with the Government of NCT of Delhi Tourism e-film clearance website <https://edistrictdttdc.delhigovt.nic.in> to start your application process
2. **Fill application form** - Fill out the application form for seeking permission for film shooting in Delhi
3. **Upload Documents** - The application form will ask the following information/documents: -
 - i. Detailed script/synopsis in case of feature film, TV/Web/OTT show and series and a detailed concept in case of TV/Web reality show and series.
 - ii. Details of shooting locations in Government of NCT of Delhi and the period of shooting
 - iii. Submit your Aadhar Card and PAN card of the production house (line producers/representatives to upload their documents for all international filmmakers and production houses)

Annexure III

Process for filing the online application for film shooting permission



Annexure IV

**Subsidy Application for Shooting (Feature Film/TV Series/Web Series/OTT/
Documentary)/ Delhi based Crew/ Location Fee Reimbursement**

To,
The Film Development Cell (FDC),
Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC)
18-A, D.D.A. SCO Complex,
Defence Colony,
New Delhi-110024,
India

Sir/Madam,

I request you to sanction subsidy for my Project titled.....released on dated as per Delhi Film Policy - 2022. The Project has been shot for total.....days in Delhi out of total..... shooting days, that is.....percent of total shooting days in Delhi. The Total Cost of Production (in Delhi) is Rs..... (in words)as per of Delhi Film Policy - 2022. The details of the Project are as follows: -

Part A: Basic Information

1. Name of Applicant/Producer/s.....
2. Name of Production Company/ Agency
.....
3. Details of PAN/TAN /GSTIN
.....
4. Address.....
Mobile NoLandline No.....
Email ID:

Website:

.....

5. e-Film Clearance registration number.....

6. Name/Title of Project.....

7. Details of project (Select) –

a) Category:

- Indian
- International

b) Type of Project:

- Feature Film
- Web Series
- TV Series
- Documentary
- OTT Project

c) Language of the project:

- Hindi
- English
- Any Other (Specify)

d) Certification (enclose):

- Censor Board Certificate for Feature Films
- Cinema Hall Release Certificate for Feature Films
- General Entertainment Channel Certificate along with the telecast schedule for TV Series/Documentaries
- Telecast Schedule for OTT projects/Documentaries on OTT platforms.
- Telecast Schedule for Web Series/Documentaries on Web platforms.

e) Length of the ProjectMinutes (Episode wise in case of TV series/Web series/OTT Project)

8. Power of attorney of the film production agency for authorization.

9. Total Number of shooting days..... (Enclose proof like Permission copies).

10. Total Shooting days in Delhi..... (Enclose Certificate signed by District Magistrate).

11. CA Certificate of Cost of Production (in INR) as per Annexure V..

12. Copy of the Script/screen play of the Project. (enclose)

Processing Fee:

The processing fee of Rs. 15,000/- + 2,700/- (GST@ 18%) = Rs. 17,700/- have been deposited to DTTDC, Delhi through NEFT/DD ref. no.....dated(Enclose document)

Bank Details of DDTDC:

Name: Delhi Tourism & Transportation Development Corporation Ltd.

Bank: State Bank of India (SBI)

A/c type: Current Account

Account No. 4054067297

IFSC: SBIN0001709

MICR: 110002025

Branch: SBI, Defence Colony Branch, New Delhi

Seal & sign of Applicant/Production House

Place:

Date:

Seal:

Part B: Project Specific Information

Application for Feature Film

- 1) Series of Film in Delhi (Please select) –
 - 1st film of production house shot in Delhi
 - Returning producer
 - Debut Film of Production House
- 2) Please enclose proofs/ relevant documents, if the Feature Film/ project have won any National / International award from any reputed body (if any).
- 3) Please enclose the -
 - Script in Hindi/English language of the Feature Film.
 - Description in 200 words with screen time log, about how Delhi is showing in the Feature Film project.
 - A final digital copy of Feature Film for proof.

Application for Web Series/OTT Project

- 4) Release platform for OTT Project (select) –
 - Netflix
 - Amazon Prime
 - Disney Hotstar
 - Zee5
 - Sony Liv
 - Voot
 - MX Player
 - ALT Balaji

- 5) Does the Web Series/ OTT project has minimum 5 episodes of minimum 30 minutes each –Yes/No (enclose proof).

- 6) Age Rating of Web Series given by OTT platform –
 - 7+
 - 13+
 - 16+
 - 18+

- 7) Please enclose the -
 - Script in Hindi/English language of the web series/project.
 - Description in 200 words with screen time log, about how Delhi is showing in the Web series/OTT project.
 - A final digital copy of Web series/OTT project for proof.

- 8) Please enclose proofs/ relevant documents, if the Web series/ OTT have won any National / International award from any reputed body (if any).

Application for Documentary

1) Please specify Release Channel:

- Name of TV Channel -
- or
- Name of OTT / Web Platform -

2) Please enclose the -

- Description in 200 words about how Delhi is showing in the documentary, in terms of tourism, culture, heritage etc. of the UT.
- Proofs/ relevant documents, if the Documentary film have won any National / International award from any reputed body (if any).
- A final digital copy for proof.

Application for Subsidy for Delhi skill-based crew

- 1) Total number of artists:
- 2) Details of the Artists (Please enclose the details as per format given below)-

Category	Name of Artists	Name of Character he/she has played	Document (please select & enclose)	Fee Paid	Enclose Proof of fees payment (Artist Wise)	Enclose Agreement/ contract copy (Artist Wise)
			Voter ID/ Aadhar Card/ Domicile certificate/ Birth Certificate/ Education Certificate (minimum 5 Years)/ Driving license			

Place
Date
House)
Seal

(Seal & sign of Applicant/Production

Application for Govt. Location Permission fee Reimbursement

If applying for subsidy for government location permission fee Reimbursement (Please enclose the details as per format given below) -

Sr.	Name of Locations	Name of Department	Indoor/outdoor (describe)	Date & Time	Fee Payment (in rupees)	Enclose receipts with permission letters	Screen time log (proof of shooting location)
-----	-------------------	--------------------	---------------------------	-------------	-------------------------	------------------------------------------	----------------------------------------------

Place
Date
Seal

(Seal & sign of Applicant/Production House)

Instructions:

- 1- All the documents are enclosed with the form are to be self-attested.
- 2- All the names should be filled in capital letters.
- 3- All the columns should be filled. Name of Applicant (along with the signature of the applicant)
- 4- The Script & Screenplay (including dialogues) should be enclosed in one copy and it should be clear and readable.
- 5- Script synopsis and language should be either in Hindi/English.
- 6- Total Cost of Production (COP) must be certified by a chartered accountant as per prescribed format (Annexure V).
- 7- It is necessary to attach the certificate/permission issued by the concerning department/authority regarding the shooting done in Delhi.
- 8- It is necessary to attach the DM Certificate for establishing total number of days of shooting done in Delhi. (Annexure VI)

Declaration (On Letter Head)

1. I/we.....of M/s..... hereby undertake that all the facts and details/documents mentioned in the application are true to the best of my knowledge and belief. If any fact or detail is found incorrect/false, Film Shooting Promotion Cell (FSPC), will be free to recover all the amount sanctioned as subsidy with interest from me and also initiate legal proceedings as per the laws and regulations.
2. I declare that this project (film/web series/TV Series/ OTT Project/Documentary) has been shot in Delhi according to the Delhi Film Policy – 2022 and it has not been produced by dubbing.
3. I declare that we have mentioned the logo of Delhi Tourism and Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC) at the starting of the Film/TV Series/ OTT Project/Web series/ Documentary with the statement of credit.
4. I declare that I have full knowledge that the subsidy will be admissible to the limit of the first print only.
5. I declare that the project does not contain any strictly mature subject which may be inappropriate for below 18 years audience for the reason of violence, obscene content or language, hurting religious sentiments, false claim or showing Delhi in negative light etc.
6. I also declare and fully aware that the Film Shooting Promotion Cell (FSPC) will examine the matter of subsidy payable on my project and decide regarding granting/non-granting of subsidy on the basis whether the rules, directives and objectives as mentioned in the Delhi Film Policy 2022 and rules-regulations of the policy. I will have no objection on the decision taken by Film Shooting Promotion Cell (FSPC) and the decision taken by Film Shooting Promotion Cell will be final and acceptable to me, on which I will not file any dispute in this regard on any other forum.
7. I declare that I have full knowledge that the subsidy is given on the expenditure heads as given in Delhi Film Policy -2022 and the heads allowed by the FSPC.
8. I declare that I have not taken any subsidy from any other UT government for the applied subsidy as per given information in the form.

9. I declare that no dues are pending from any vendor of Delhi against any services taken.

Place:

Name of the Applicant

Date:

Official Seal & Signature of the Applicant

List of Required Documents with respect to the Subsidy Application Form

Part “A”

- 1) Certificate of Incorporation of the Production House.
- 2) Power of Attorney for Authorization
- 3) Censor Certificate/Release Certificate/GEC Certificate/OTT Certificate/Telecast Schedule
- 4) Proof/certificate of Number of screens/Episodes
- 5) Affidavit for total no. of shooting days of the project along with the relevant document (i.e. shootpermission copies, payment receipts, Daily Production Report etc.)
- 6) DM Certificate for total shooting days in Delhi.
- 7) Copies of all shoot permission at government locations with payment fee receipt. Details of the shooting permission and shooting charges paid on government owned locations.
- 8) CA Certificate along with the total COP as per Delhi Film Policy -2022 (As per prescribed Format)
- 9) Copy of the Script/Screen Play of the Project in Hindi/English in one copy
- 10) Final digital copy of the project along with Screen log of Delhi locations
- 11) Processing fee payment online receipt or non-refundable demand draft amounting INR 17,700/- (including 18% GST) in favor of “Delhi Tourism & Transportation Development Corporation Ltd.” will have to be submitted to Film facilitation Cell (FFC) as processing fee.
- 12) Copy of GSTIN registration certificate & PAN.
- 13) Details of Credit to GNCTD and stakeholder agencies shown in the projects in digital format.

Part “B”

- 1) Description of 200 words, as required in Part B of the form.
- 2) Supporting documents of Delhi specific film
- 3) Local Artists fee payment Receipt and agreement.
- 4) Proof of Local Artist Hiring (Voter ID/ Aadhar Card/Domicile Certificate/Birth Certificate/Driving License).
- 5) Shoot permission copy & Payment receipts of shooting permissions at government locations of Delhi.
- 6) Any other document required in the subsidy application form.

Annexure V

Certificate by Chartered Accountant for Cost of Production (COP) Eligible for subsidy for Feature Film/T. V. Serial/ Web Series/OTT Project/ Documentary

Certified that the applicantfrom production house has completed the shooting project of(project type- Feature Film/T. V. Series/ OTT Project/ Web Series/ Documentary).....titled is eligible for subsidy under clause no 15 of the Delhi Film Policy 2022.

The expenditure incurred on the project (COP) which are not a part of QPC are as under: -

Sr.	Heads of the Expenditure (Incurred in Delhi)	Amount in INR
A		
1	PRODUCTION	
1.1	Production/Unit Manager	
1.2	Assistant Director	
1.3	Script Supervisor	
1.4	Production Coordinator	
1.5	Asst. Production Coordinator	
1.6	Production Secretary	
1.7	Production Accountant	
1.8	Assistant Accountants	
1.9	Production Assistants	
1.10	Aerial/Marine Coordinators	
1.11	Line Producers	
1.12	Others (Please specify)	
2	Extras (Non-Speaking On-Camera)	
2.1	Extras Casting Coordinator	
2.2	Stand-ins	
2.3	Photo Double	
2.4	Special Ability Extras	
2.5	General Extras	
2.6	Others (please specify)	
3	Set Decoration	
3.1	Set decorator	
3.2	Lead Person	
3.3	Swing Crew/Set Dresses	
3.4	Greensman	

Sr.	Heads of the Expenditure (Incurred in Delhi)	Amount in INR
3.5	Others (please specify)	
4	Camera	
4.1	Dir. Of Photography	
4.2	Camera Operators	
4.3	Camera Assistants	
4.4	DIT/Data Wranglers	
4.5	Still Photographer	
4.6	Video Assist Operator	
5	Set Lighting	
5.1	Chief Lighting Technician/Gaffer	
5.2	Best Boy Electric	
5.3	Lamp Operators/Set Lighting Technicians	
5.4	Lightning Director	
6	Special Effects	
6.1	Special Effects Coordinator	
6.2	Special Effects Foreman	
6.3	Special Effects Technicians	
7	Costumes	
7.1	Costume Designer	
7.2	Costume Supervisor	
7.3	Costumers	
7.4	Tailor/Seamstress	
7.5	Others (please specify)	
8	Transportation	
8.1	Transportation Coordinator	
8.2	Drivers	
8.3	Others (please specify)	
9	Art Department	
9.1	Production Designer	
9.2	Art Director	
9.3	Assistant Art Director	
9.4	Art Department Coordinator	
9.5	Set Designer	
9.6	Storyboard Artists/Illustrators	
9.7	Graphic Artists	
9.8	Others (please specify)	
10	Set Construction	
10.1	Construction Coordinator	
10.2	Construction Foreman	
10.3	Paint Foreman	
10.4	Labor Foreman	

Sr.	Heads of the Expenditure (Incurred in Delhi)	Amount in INR
10.5	Carpenters/Painters	
10.6	Laborers	
10.7	Others (please specify)	
11	Set Operators	
11.1	Key Grip	
11.2	Best Boy Grip	
11.3	Dolly Grip	
11.4	Crane Grips	
11.5	Grips/Riggers	
11.6	Standby Carpenters/Painters	
11.7	First Aid	
11.8	Others (please specify)	
12	Sound	
12.1	Sound Mixer	
12.2	Boom Operator	
12.3	Cableman/Sound Utility	
12.4	Playback	
12.5	Sound Engineer	
12.6	Others (please specify)	
13	Makeup and Hair	
13.1	Makeup Artists	
13.2	Hairstylists	
13.3	Special Effects Makeup	
13.4	Others (please specify)	
14	Locations	
14.1	Location Manager	
14.2	Asst. Location Mgr.	
14.3	Security Guards	
14.4	Site Representative	
14.5	Others (please specify)	
15	Editorial	
15.1	Editor	
15.2	Asst. Editor	
15.3	Visual Effects Supervisor	
15.4	Others (please specify)	
16	Equipment Rental	
17	International/Domestic Travel	
18	Accommodation	
19	General Business Overheads	
20	Location Rental	
Total Expenditure		

The total COP is Rs..... (in words)
..... certified that the expenditure given in this certificate have been verified from the ledgers, book of accounts and bank accounts of the production house. Separate lists of head-wise expenditures are appended with the certificate.

This is also certified that this project carried by (No.) production houses. Agreement for the same is attached. (If applicable)

Date of issue of certificate:

Place:

Signature

Name

Registration No.

Membership No.

Address,

Seal & UDIN No.

Annexure VI

Certificate for No. of Shooting Days

Office District Magistrate(Delhi)

Reference Number: /Movie/ District (Delhi)...../2022

Date.....

“Shooting Duration Proof Certificate”

As per the provisions of Delhi Film Policy 2022, the following Film/ Web Series/ /OTT Project/Documentary named “.....” of the Production House / Line Producer company namewith concerned person in charge, Namewith e-Film Clearance registration no.has been shot in.....district of Delhi for a period ofdays from to date The shooting was also done at the other places at/...../...../.....

Name

Signature.....

Authority official (Film).....

Signature.....

District Magistrate

Copy to:-

1. Managing Director and CEO, DTTDC

