

# Guidelines to Seek Permission for Shooting of Films in Uttar Pradesh

## Step 1 – Register on Nivesh Mitra Portal

- To register as an Entrepreneur (Producer/Director) on Nivesh Mitra Portal ([www.niveshmitra.up.nic.in](http://www.niveshmitra.up.nic.in)), fill Company/Enterprise Name, first & last name of Entrepreneur, Email ID, Mobile No. & Captcha in the respective fields of Registration Form.
- Thereafter, Login ID & Password will be sent on the entered Email ID. Along with, an Email verification link will also be sent. Verify entered Email ID through that link after which entered Mobile No. will be verified through One Time Password (OTP).
- After verification of Email ID & Mobile No. your registration will be completed.

## Step 2 – Login through Nivesh Mitral Portal

- Fill your Login ID or registered Email ID, Password & Captcha in the respective fields and click on **Login** button.

## Step 3 – Fill Common Application Form (CAF) Details

- After Login, click on **Fill Common Application Form** side menu and fill Personal Details (including PAN), Communication Address & Permanent Address details in the respective fields.
- Thereafter, submit Enterprise/Unit Details by filling following details in respective forms:

### A. Add Unit

- Name of Unit
- Nature of Activity
- No. of Employees
- Estimated Project Cost (in INR)
- Organization Type
- Industry Type
- Project Status
- Expected/Actual Date of Start of Manufacturing/Services/Trading/Business
- Unit Category (Investment on Plant/Machinery/Equipment)
- Estimated Annual Turnover (in INR)

### B. Location of Unit

- Availability of Land/Leased Space for Unit?
- District
- Tehsil
- Full Address
- Pin Code

### C. Authorized Person Details

- Name
  - Address
  - Email ID
  - Mobile No.
- After submitting above details, Authorized Person's Email ID & Mobile No. will be verified through OTP.

*Entrepreneur is not allowed to apply for NOC unless he/she submits CAF. Details of CAF can be updated anytime.*

## Step 4– Create Film Profile

After submitting CAF, click on **Apply for Permissions/NOCs/License** side menu. Thereafter, select **Enterprise/Unit for which Department's Permissions/NOCs/Licenses/Certificates etc. are needed, Department Name & Service Name** from the respective fields and click on **New Application** button.

Entrepreneur will be redirected to dashboard. Click on **Create Film Profile** side menu 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

- Producer will have to fill following details:
  - Name/Title of Film
  - Name of Banner
  - Language of Film
  - Film Type
  - Name of Authority who has issued Certificate for Film Name/Title
  - Screen Writers Association Certificate No.
- Along with, upload following documents in PDF/JPEG/JPG format whose size should not exceed 2 MB each:
  - Certificate Issued by Authority for Film Name/Title
  - Script of the Film (with Dialogues)
  - Synopsis of the Film (Not more than three pages)
  - Certificate issued by Screen Writers Association

### B. Staff Details

- Producer will have to fill following details:
  - Name, Experience & Birth Place of Crew Members
  - Name & Address of Actors & Actresses who belong to Uttar Pradesh or any other state
  - PAN Card No.
  - GSTIN No.  
*Entry of every crew member, actor & actress has to be done separately by clicking on Add (+) button.*
- Along with, upload following documents in PDF/JPEG/JPG format whose size should not exceed 2 MB each:
  - Bio data of all crew members
  - Self-Attested Proof that Entrepreneur is a National/International Film Award Winning Producer/Director (if applicable)
  - Address Proof of Actors & Actresses who belong to UP
  - PAN of Film Maker
  - GSTIN Certificate
  - ITR of Last Three Years

### C. Production Details

- Producer will have to fill following details:
  - Estimated/Total Duration of Film (in HH:MM)
  - Duration of Film Shooting in Uttar Pradesh (in Days, Hours & Minutes)
  - Number of Shooting Shifts in UP (including Indoor & Outdoor)
  - Total No. of Shooting Shifts in month
  - Dates of First Shoot, Last Shoot & Screening
  - Number of Unit Members
  - Number of Technical Staff
  - Medium of Promotion, if any promotion is done during production

#### **D. Budget Details**

- Producer 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)
  - Along with, upload CA Certificate for Estimated Budget in PDF/JPEG/JPG format whose size should not exceed 2 MB.  
*Entry of budget for particular head has to be done separately by clicking on Add (+) button.*

After filling all the details, producer will be redirected to preview the Filled Application Form. Producer can edit the required details (if any). After editing the details, if any, check the declaration checkbox and click on **Final Submit** button. No changes will be allowed in application form after final submission.

#### **Step 5 – Apply to Seek Permission for Shooting of Film**

After creating the film profile, entrepreneur can apply for Film Shooting Permission. Click on **Apply to Seek Permission for Shooting of Film** side menu, 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 has to 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) for further processing.

Once the Application is forwarded to concerned DM, entrepreneur can track its status.

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

After acceptance/rejection of application by concerned DM, entrepreneur can view its status by clicking on **View Status** button of particular application.