

Guidelines to Apply for Subsidy for Films Shot/to be Shot in Uttar Pradesh

Step 1 – Register on Single Window Clearance System

- To Register as a Producer, fill Full Name, Mobile No., Email ID, Permanent Address, Organization Type and other details in the respective fields and click on **Register** button.
- Thereafter, entered Mobile Number & Email ID will be verified through One Time Passwords (OTP).
- After verification, registration will be completed and Login Credentials will be sent on the registered Mobile No. & Email ID.

Step 2 – Login

- Fill your User ID, Password & Captcha in the respective fields and click on **Login** button. Thereafter, you will be redirected to your dashboard.
-OR-
- To login through OTP verification, click on respective link, submit your registered Email ID/Mobile No. and click on **Get OTP** link. Thereafter, you will receive an OTP on your registered Email ID & Mobile No. Fill that OTP in the respective field & verify it.

Note: You will have to change your auto generated password on first login for security reasons.

Step 3– Create Film Profile

After Login, producer will be redirected to dashboard. Click on **Create Film Profile** side menu, read & accept the Terms & Conditions and proceed, after which Film Profile 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 4 – Apply for Subsidy and Submit Processing Fee Online

After creating Film Profile, click on **Submit Shooting & Budget Details** side menu and select the Film for which you have to apply for subsidy. Thereafter, fill following details:

- Site(s) for Shooting
- District for which permission is required
- Shooting Date
- Shooting Time

Entry of every Shooting Site has to be done separately by clicking on Add (+) button.

Once all the above details are submitted, fill following Bank related details:

- Name of Bank
- Name of Account Holder
- Bank Account Number
- IFSC Code

After submission of Bank Details, producer will have to pay Processing Fee of Rs.25,000 online through Debit Card/Credit Card/Net Banking. The paid fee amount will be non-refundable & non-transferable.

Producer can download the Fee Receipt after fee payment.

After payment, application will be forwarded to Film Bandhu for further actions. Producer can track the status of application through **Application(s) Submitted for Subsidy** section.

Film Bandhu will scrutiny the application and Accept/Reject the Script of Film. If Script gets approved Film Bandhu will issue Film Script Approval Letter which can be downloaded by producer from his/her login.

*If Film Bandhu raises any query regarding application then producer will have to answer/resolve it at the earliest through **Application(s) Submitted for Subsidy** section. Once the query is answered/resolved, Film Bandhu will proceed with the application.*

Step 5 – Submit Film Budget related details and upload Bill Vouchers

- If Film Bandhu approves the Film Script then already submitted application will re-open for submission of Actual Budget related details and uploading of Bill Vouchers.
- Producer will have to submit following details:
 - Film Shot at Destination(s)
 - District
 - Shooting Date
 - Shooting Time (24 Hrs)
 - Actual Budget of Producer, Director, Actors, Actresses, Crew Members etc. (in INR)

- Actual Budget on Producing Film in Digital Format (in INR)
 - Actual Cost of Film Production (in INR)
- Along with upload following documents in PDF/JPEG/JPG format whose size should not exceed 2 MB each:
 - District-wise Film Shooting Certificate
 - Censor Board Certificate
 - Film Release Certificate
 - All documents related to Actual Budget

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.

Once the above details are submitted, application will be forwarded to Film Bandhu for further actions.

After scrutiny of application, Film Bandhu will upload Finance Approval Letter for the Film if application is eligible for subsidy. Producers can download the letter from their login.

*If Film Bandhu raises any query regarding application then producer will have to answer/resolve it at the earliest through **Application(s) Submitted for Subsidy** section. Once the query is answered/resolved, Film Bandhu will proceed with the application.*