

Postal Stamp
(Rs. 50/-)

To,
THE SECRETARY,
Ministry of Information and Communications
Government of Nepal

I hereby apply for the permission to produce the following film in Nepal in accordance with the Motion Picture (Production, Exhibition and Distribution) Act, 2026 B.S. and the Rules framed under it.

1.	Applicant's name:	
	permanent home address:	
	temporary address in nepal:	
2.	Passport no. (issuing office & date):	
3.	If the applicant is organization or company, registration no., date and office address:	
4.	Proposed film's name:	
	Language:	Technology:
	Type: <input type="checkbox"/> Advertorial <input type="checkbox"/> Documentary <input type="checkbox"/> Feature Film <input type="checkbox"/> Other:	
5.	Name of the storywriter:	
6.	If the story was published, publisher's name:	
7.	song writer's name: (if any)	
8.	Whether the name of the film coincides with the film already produced or proposed :	
9.	Number of artists:	Nepali: Foreigners:
10.	Number of technicians:	Nepali: Foreigners:
11.	Estimated cost of the film:	
12.	Aim of film production:	
13.	Other matters, if any:	
14.	Location (filming areas):	
15.	Start date of filming: daily program (itinerary):	
16.	Synopsis / Script / Storyboard	Attached with this application
17.	Authorized Local Coordinator :	
17.	Address:	
17.	Contact Name and number:	
18.	Consent letter from storywriter of his/her heir (to be attached):	

SIGNATURE OF THE APPLICANT:

Date:

Office Seal:

Shooting Permit Additional Details:
(To be filled up by local coordinator)

1. Local Coordinator:

Name: _____

Address: _____ Email: _____

Contact Person: _____ Contact Number: _____

2. Proposed film's:

Name: _____

Type: Commercial Documentary Feature Film Other: _____

Language: _____ Technology: _____

Estimated Cost: _____ Aim of film production: _____

3. **Number of Artists:** _____ Nepali: _____ Foreigners: _____

4. **Number of technicians:** _____ Nepali: _____ Foreigners: _____

5. **Shooting locations:** Kathmandu (including heritage area) Kathmandu (excluding heritage area)

Everest Region: Lukla, Namche, Khumjung, Phortse, Pheriche, Lobuche, Everest Base Camp

Other: _____

6. **Shooting Duration:** _____ days, Starting from: _____ Ending: _____

Documents Required:

1. **Letter from Local Coordinator:** A letter made by the assigned local coordinator, informing the Secretary of Ministry of Information and Communications about the purpose of applying for shooting permit.
2. **Authorization Letter:** An assignment letter made by the foreign filmmaker, showing they have chosen and hired a local coordinator.
3. **Application Form:** An Application Form as prescribed by the rules affixing Nepali postal stamp amounting NPR 50.
4. **Documents:** Supporting documents needed for permit consideration:
 - a. Script of the filming story; Story board for TV Commercials; Synopsis for documentaries.
 - b. Theme (concept) and Lyrics for music videos.
 - c. Details of content and objectives of programme presentation for TV programs.
5. **Crew Member Details:** Name-list, passport numbers, positions and arrival date of foreign film crew with bio-data.
6. **Itinerary:** A schedule of filming in Nepal specifying exact dates and locations (for all types of productions)
7. **Equipment List:** Equipment list with values for custom clearance.

Once the application is submitted, MoIC may seek for following consent letters:

8. Consent letters of concerned organisations:
 - Consent Letter of Department of Archaeology if filming in archaeological places like Kathmandu, Patan, Bhaktapur, Changunarayan, Durbar Squares, Boudhanath, Lumbini, Swayambhunath etc.
 - Consent Letter of Pashupati Development Fund Office, Gaushala, Kathmandu if filming in the Pashupatinath temple area.
 - Consent letter of Sanctuary Fund if filming in Annapurna Conservation Areas.
 - Consent letter of Ministry of Culture, Tourism & Civil Aviation if filming is to be done in **upper Mustang and upper Dolpa**. The fees is **US \$5000.00** per each place.
 - Consent letter of Department of Wildlife Conservation, Babarmahal, Kathmandu if filming in conservation areas.
 - Consent letter of Lumbini Development Fund if filming in Kapilvastu (Lumbini), birth place of Lord Gautam Buddha.

Note: LOCATION CHARGES may apply depending upon the location where the filmmaker is going to shoot.

EXTRACT FROM MOTION PICTURE (PRODUCTION, EXHIBITION AND DISTRIBUTION) RULES, 2057 B.S. (with AMENDMENT)

1. License to produce feature films shall remain valid for three years. As regards to other films, the license shall remain valid for only a year.
2. Ministry of Information and Communications can depute a **Liaison officer (Monitoring Officer)** for the permit duration, and the producer should bear the cost of the Liaison Officer's ground or air transport, accommodation and daily allowance according to the rules. While shooting in the mountain region, necessary clothes, tools and medical facilities should also be provided which are non-refundable.
3. The film producer shall make an arrangement for NPR 750,000.00 worth of life insurance for the Liaison officer covering the entire tenure of outdoor shooting.
4. In case of accidents during the shooting period where the Liaison officer succumbs to injuries, the film producer must bear the cost of his/her medical expenses and a lump sum amount decided by the Compensation Decision Committee formed according to law which will not exceed NPR 200,000.00
5. In case the film producer is a foreign national, s/he must apply for permission at the nearest Nepali Embassy of Consulate General's Office before making a public show. NPR 15,000.00 or equivalent of that amount should be deposited as royalty fees in A/C 1-1-5-99 and NPR 500.00 as censor fees in the concerned office.
6. The film producer, in case a foreign national, must submit a copy of the film free of cost to the Ministry of Information and Communications.
7. During the shooting of the film, the presence of **Liaison Officer** is mandatory.

Note: The filmmaker is required to pay the daily allowances, insurance, travel and accommodation expenses to the Liaison officer (Monitoring Officer). Likewise, payment for the services of the local coordinator is based on agreement between the coordinator and the filmmaker. Ministry of Information and Communications as well as Film Development Board, Nepal have no involvement in this agreement, including the setting of rates for any of the services provided.