

No.STK/TRNS/ / 2 /SL
APPLICATION FORM FOR SUPPLY OF FILM FOOTAGE

Separate application / requisition to be used for each Production for which footages are required

FROM: -

DATED THE :-

GST NO.....

Office :-TELEPHONE NO./MOBILE NO./FAX NO._____

Office :- Email id_____

**To: - THE DIRECTOR GENERAL,
FILMS DIVISION, MINISTRY OF INFORMATION & BROADCASTING
GOVERNMENT OF INDIA, 24-DR. G. DESHMUKH MARG,
MUMBAI – 400 026.**

Sir,

The undersigned would like to procure the following footage in
format from the Films Division, Ministry of Information & Broadcasting.

+

+

PARTICULARS OF THE +
FOOTAGE

(Pl. attaché T.C. With +

Description of F.D. Films) +

+

+

The footages mentioned above are required for use in title
_____ (enclose Brief of your Film) which is a Documentary/Short
film/Feature Film/Television Serial/Tele Film/Ad-Film/Corporate Film/Television News Programme
others..... (Please specify) being produced in India/Abroad.

We agree not to use the footages in any other production except the one mentioned above.

We have read and understood the conditions laid down, as in the attached Form 'A' regarding
the supply and use of the footage and we agree to abide by these conditions. The royalty price quoted
in the attached form 'B' is acceptable to us and the acceptance of the said conditions is signified by the
signature below.

We will give due acknowledgement to Films Division in the credit titles in support of supply
of required footage to complete the production.

SIGNATURE
NAME OF THE APPLICANT (IN BLOCK LETTER)

**CONDITIONS FOR SUPPLY OF ARCHIVAL FILM FOOTAGE BY THE FILMS DIVISION,
GOVERNMENT OF INDIA**

The archival footage will be supplied by the President of India (hereinafter called the Films Division) only on receipt of a signed application (in duplicate) prescribed for the purpose.

2. (a) Minimum order for footage shall be 20 seconds.
(b) After viewing the films, the time code duly signed by the Librarian (Films) should be submitted to Sales Section.
(c) Blank Hard disk should be brought by the applicant for transfer of footage.
(d) Lab charges for transfer will be borne by the applicant.
(e) After the transfer of footage, the applicant should give in writing (on Letter Head) that, the footage purchased by them is _____ sec. (with/without sound) and it will be for one time use only.
(f) If after selection of footage due to some reasons the applicant wish to cancel the order, a letter should be given on their letter head with a valid reason.
3. Archival footage will be transferred to the applicant only on receipt of full payment in advance by NEFT/RTGS or DD in favour of “Accounts Officer, Films Division, Mumbai”.
4. Director General, Films Division reserves the right to refuse any footage required by an applicant without assigning any reasons whatsoever.
5. The Copyright of the footage shall remain vested in the Films Division. The footage supplied shall be used by applicant only in the film/ programme mentioned in the application. The footages are not to be re-sold / loaned / transferred / disposed off or used for any other film/programme or in any manner what so ever.
6. The footage once supplied will not be taken back by the Films Division for any reason what-so-ever, nor will the cost be refunded. No refund will be given in cases where the footage have been ordered but not taken delivery of by the applicant.
7. The footage will be supplied at the rates prescribed from time to time.
8. The Films Division reserves the rights to change, modify or alter any of the condition(s) at its discretion without assigning any reason thereof.
9. The Films Division shall be at liberty to supply identical footage to any other person(s) and the supply of footage to applicant does not confer any exclusive rights to them in respect of the use of the footage such supplied.
10. The Films Division reserves the right to view the film/programme in which the footages have been used prior to its non-theatrical/theatrical/television/on-line/digital exhibition to ensure the proper use of footage. In case footages are to be used in production abroad the same will be supplied only after getting NOC from the Ministry of External Affairs.
11. In addition to cost of footage, 18% GST will be charged extra(or at the rates prescribed by the Government from time to time). Rs.3000/- transfer charges.

PROCEDURE FOR SUPPLY OF ARCHIVAL FOOTAGE

1. Apply to the Sales section on prescribed format (available on www.filmsdivision.org). For enquiry, mail to sales@filmsdivision.org
2. After confirmation about availability of footage, visit Archival Research Centre, (10th floor, 1st phase bldg, Films Division, 24-Dr.G.Deshmukh Marg,Mumbai-400 026) for selection and time-coding.
3. Submission of time-code to Sales section.
4. Royalty payment and transfer charges to be made online (RTGS/NEFT) bank details enclosed.
5. On the basis of Sales order generated, approach Lab. Section (Films Division, 24-Dr.G.Deshmukh Marg, Mumbai-40 026) with blank Hard Disk for transfer of footage.

I/We agree to the above conditions.

SIGNATURE OF THE APPLICANT(s)

**OFFICER IN CHARGE OF DISTRIBUTION
For Director General, Films Division**

(Format)

(On Applicant's Letter Head)

STOCK FOOTAGE UTILISATION CERTIFICATE

This is to certify that we M/s.....

.....
(Address) have used Films Division footage as per details given below:

Name of FD INR/ Film/Films

Footage.....Sec.

Sound.....Sec.

Payment made to Films Division Rs.....

Dt

*Category: Documentary /Short film /Feature Film /T.V. Serial /Tele Film /
Ad-Film /Corporate Film /News programme /any other (specify.....)*

Title of the Production:.....

The usage is specific to the above title and for one time only.

NOTE:- Kindly enclose synopsis of the film

(Signature)

Place:_____

Date:_____