



Annexure 4

Subsidy Application for

Feature Film/TV Serial/OTT Web Series/Original show/Documentary/Short films Additional Incentive Categories/ MP based Casting/Location Fee Reimbursement

(Under Madhya Pradesh Film Tourism Policy – 2025)

To,

The Chairman,
Film Facilitation Cell (FFC),
Madhya Pradesh Tourism Board (MPTB),
6th Floor, Lily Trade Wing, Jahangirabad Bhopal -462008

Sir/Madam,

I request you to sanction subsidy for my Project titled..... released on..... (Theater /name of OTT platforms) as per Madhya Pradesh Film Tourism Policy - 2025. The Project has been shot for total.....days in Madhya Pradesh out of total..... shooting days, that is percent of total Shooting days in Madhya Pradesh. The Total Cost of Production of complete project is Rs..... (In words)..... As per Annexure "A" of Madhya Pradesh Film Tourism Policy – 2020/ 2025. The details of the Project are as follows: -

Part - A (Basic Information)

1. Name of Applicant/ Producer.....
2. Name of Production house.....
3. Details of PAN/TAN /GSTIN
4. Address.....
- Mobile. No..... Landline No.....
- Email ID:
- Website:.....
5. Name/Title of Project

6. Details of project (Select) –

a) Category:

- Indian
- International

b) Special Category – (any one of them)

- Children's Film
- Women Oriented Film
- Women Crew Led Crew Film
- Local & tribal language film
- Film on the achievements of renowned historical, cultural & religious figure from state .

c) Type of Project:

- Feature Film
- Web Series/ Original show
- TV Serial/Show
- Documentary
- Short Film

d) Language of the project:

- Hindi
- English
- Tamil
- Telugu
- Kannad
- Malyalam
- Bengali
- Marathi
- MP local language (Bagheli, Bundelkhendi, Malvi, Bhili, Gondi, etc.)
- Any Other (Specify)

e) Certification (enclose):

- Censor Board Certificate
- Cinema Release Certificate
- GEC Certificate along with the telecast schedule
- OTT Platform Release Certificate (OTT specified by FFC)

f) Number of screens (for theatrical release) (Enclose proof like distributor certificate, agreement, and theatre list)

g) Number of Episodes (for OTT series/TV serial) (Enclose proof like OTT certificate, screen shot, any other relevant document)

h) Total Length of the Project (in minutes with credit list)

Film Web series TV series Documentary Short Film.....

i) Award details (if any) as per list

7. Name & Details of Director, Writer/s, DOPs and Lead Actors of the project (details like Experience, Awards received and other, enclose details)
8. Registration certificate of Story/Script (please enclose)
9. Format of applied project (35 MM/16 MM/HD/3D/others)
10. Power of attorney for authorization (if required - enclose)
11. Total Number of shooting days (Enclose proof like Permission copies, payment receipts, bills etc.) (As per Annexure – 5)
12. Total Shooting days in Madhya Pradesh (Enclose Annexure 5)
13. Screen log sheet for MP Shooting places (enclose)
14. Details of Publicity & Marketing done during the shoot of project, that give extra advantage/visibility to the State :(Mandatory to enclose the details as per format given below)

Sr.	Medium of Publicity (Print, Audio/Visual, OOH, Digital, Social media etc.)	Description	Enclose Supporting Docs& Digital Links
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15. CA Certificate of COP (in INR) as per prescribed format of (Annexure 6).

16. Copy of the Script/screen play of the Project. (Hindi/English) (Enclose)

17. Screen log

Processing Fee:

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

Bank Detail :

Name: Madhya Pradesh Tourism Board

Bank: HDFC

A/c type: Govt. Saving Account

Account No. 50100158647595

IFSC: HDFC0003662

MICR: 462240009,

Branch: New Market, TT Nagar, Bhopal.

Seal & Sign Applicant/Production House

Place :

Date :

Seal :

Part B: Project Specific Information

Application for Feature Film

1) Series of Film in MP (Please select) –

- First
- Second
- Third
- Forth & above

(Please mention permission Film Name and duration shooting in MP)

2) Eligibility & claim for subsidy under clause 10.1.4 (f) for regional Language Films-

- Yes
- no

If Yes,

- Please enclose the script in Hindi/English language of the film.
- Description in 200 words with screen time log, about how Madhya Pradesh is showing in the Film.
- Screen time log for proof that more than 25% of total screen time given to MP locations.

3) Eligibility & claim for subsidy as per Special clause 10.1.4(a) (for additional subsidy of Rs. 50 Lakh) of MP Film Policy 2025- Film in which Madhya Pradesh is prominently featured with more than 75 percent shooting days in the state through which tourism of the state gets direct benefit:

- Yes
- no

If Yes,

- Description of 200 words stating that How Tourism of the state will get direct benefit along with proof (in script/digital form along with the screen time log)

Application for Web Series/OTT

- 1) Release platform (select) –
 - Netflix
 - Amazon Prime
 - Jio Hotstar
 - Zee5
 - Sony Liv
- 2) Does the Web Series has Minimum 06 Episodes of minimum 20 minute each or total 120 minutes. –
Yes/No (enclose proof)
- 3) Age Rating of Web Series given by OTT platform –
 - 7+
 - 13+
 - 16+ UA
 - 18+
- 4) Please enclose the -
 - Script in Hindi/English language of the web series/project.
 - Description in 200 words with screen time log, about how Madhya Pradesh is showing in the web series/project.
 - A final digital copy of web series/project for proof.

Application for Subsidy on Documentary

- 1) Category/Type of documentary: (Please select)
 - Tourism of the State
 - wildlife of the State
 - culture of the State
 - Tribe/ Local People of the State
 - heritage/ history of the State
 - Others (Please Specify)
- 2) Please specify Release Channel (as per approved list of FFC):
 - Name of TV Channel -
 - Name of OTT Platform -
 - Release date-
- 3) Level of Release (enclose details/documents)–
 - National
 - International

4) Awarded at Film Festival (as listed by FFC)

5) Please enclose the -

- Description in 200 words about how Madhya Pradesh is showing in the documentary, in terms of tourism, culture, heritage etc. of the state.
- Detailed biodata, experience & recognitions of the documentary filmmaker.
- Enclosed Award Document- (Picture / Links).

Application for Subsidy on Short Film

1. Category/Type of Short Film: (Please select)

- Tourism of the State
- wildlife of the State
- culture of the State
- Food and handicraft of the State
- Religious Festival / Festival's of State
- Lifestyle Textile of the State
- Distinguished Individual of the State
- Tribe/ People of the State
- heritage/ history of the State
- Stories and Positive Social theme of the State
- Others (Please Specify)

2. Awarded at Film Festival (as listed by FFC)

3. Please enclose the -

- Description in 200 words about how Madhya Pradesh is showing in the short films, in terms of tourism, culture, heritage etc. of the state.
- Detailed biodata, experience & recognitions of the short filmmaker.
- Enclosed Award Document- (Picture / Links).

Application for subsidy Local/MP based Artist hiring

- 1) Name & Details of Artists: (Enclose details)
- 2) Total number of artists in the project:
 - a) Primary -
 - b) Secondary -
 - c) Directors -
 - d) Choreographers-.....
 - e) Cinematographars-
 - f) Art Directors-
 - g) Costume Designer -
 - h) Sound Designer-
 - i) Musician, etc-
- 3) Details of the Artists (Please enclose the details as per format given below)-

Category	Name of Artists	Name of Character he/she playing	Document (please select & enclose)	Enclose Proof of fees payment (Artist wise)	Enclose Agreement/ contract copy (Artist wise)
1. Primary Artist 2. Secondary Artist 3. Directors 4. Choreographers 5. Cinematographars 6. Art Directors 7. Costume Designer 8. Sound Designer 9. Musician, etc			Domicile certificate/Birth Certificate/ Education Certificate (minimum 5 Years)/Aadhar Card/ Driving license		

- 4) Name and Detail of other Dept Personel. Line producer / Director / Editor / Writer)

Declaration (On Letter Head)

- i. I/we.....of M/shereby 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 Facilitation Cell (FFC) 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.
- ii. I declare that this project (film/web series/TV Serial/Documentary) has been shot in Madhya Pradesh according to the Madhya Pradesh Film Policy - 2025 and it has not been produced by dubbing.
- iii. I declare that we have mentioned the logo of MP Government and Madhya Pradesh Tourism Board at the starting of the Film/TV Serial/Web series/ Documentary with the statement of credit.
- iv. I declare that I have full knowledge that the subsidy will be admissible to the limit of the first print only.
- v. **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, nudity, sex, explicit language, defamation of the state, false claim etc.**
- vi. I also declare and fully aware that the Film Facilitation Cell (FFC) 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 Madhya Pradesh Film Tourism Policy 2025 and rules- regulations of the policy. I will have no objection on the decision taken by Film Facilitation Cell and the decision taken by Film Facilitation Cell will be final and acceptable to me, on which I will not file any dispute in this regard on any other forum.
- vii. I declare that I have full knowledge that the subsidy is given on the expenditure heads as given in Annexure A of Madhya Pradesh Film tourism Policy -2025 and the heads allowed by the FFC.
- viii. I declare that I have not taken any subsidy from any other state government for the applied subsidy as per given information in the form.
- ix. I declare that no dues are pending from any vendor of Madhya Pradesh against any services taken.

Place:

Name of 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) Detailed Biodata of Director, Writer/s, and Artist/s of the project.
- 6) Registration certificate of Story/Script.
- 7) Affidavit for total no. of shooting days of the project along with the relevant document (i.e. shoot permission copies, payment receipts, Daily Production Report, Shoot Call log Sheet etc.)
- 8) 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.
- 9) CA Certificate along with the total COP as per Annexure “A” of M.P. Film Tourism Policy - 2025 (As per prescribed Annexure-5) and Statement of Expenditure.
- 10) Copy of the Script/Screen Play of the Project in Hindi/English in one copy
- 11) Final digital copy of the project, along with the screen log of Madhya Pradesh locations, behind-the-scenes photographs, and video bytes of the lead actors.
- 12) Processing fee payment online receipt or non-refundable demand draft amounting INR 17,700/- (including 18% GST) in favour of “Madhya Pradesh Tourism Board” will have to be submitted to Film facilitation Cell (FFC) as processing fee.
- 13) Copy of GSTIN registration certificate & PAN
- 14) Vendor Registration Form (to be filled in Capital letters as per prescribed format)
- 15) Details of Credit to the State/ Tourism department and locations 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 MP specific film
- 3) Local Manpower fee payment Receipt and agreement as per the format.
- 4) Proof of Local Manpower Hiring (Domicile Certificate/Birth Certificate/ Education Certificate of minimum 5 Years/Aadhar Card/Driving License)
- 5) Shoot permission copy & Payment receipts of shooting permissions at government locations of MP as per the format.
- 6) Any other document required in the subsidy application form.

Note:- Make sure to provide copies of above mentioned documents with Seal & Sign by the Production House

"Self-Declaration for Shooting Period"

For the Film/Web series/TV show/documentary/short film, the production house/line Producer Company....., the responsible person..... Has carried out a total of shooting days at..... Locations. Out of the total shooting days, Days of shooting were conducted in Madhya Pradesh. The details are as follows:

Shooting Date	Shooting Location	District	Main Artists Included on the Shooting Day	Permission Authority	Shooting Permission Letter	GEO Location Photos

Enclosure: Shooting Call Log and all other related documents. For the project of production company titled, necessary government/non-government permissions has been obtained for all the locations of shooting. The above information is completely true and the full responsibility lies with the undersigned and the production company..... In case the information is found to be unverified or false, the undersigned/production company will be fully liable, and appropriate action will be taken in accordance with the policy/rules.

Date:

Place:

(Signature)

Producer/Applicant

Production Company

(Please note that the above information must be notarized on a 100/- rupees stamp paper before submission.)

Certificate by Chartered Accountant for Cost of Production (COP)
Eligible for subsidy for Feature Film/T. V. Serial/ Web Series/ Documentary (Under
Madhya Pradesh Film Tourism Policy – 2025)

Certified that the applicantfromproduction house has completed the shooting project of(project type- Feature Film/T. V. Serial/ Web Series/ Documentary).....titledis eligible for subsidy under clause no 10 of the Madhya Pradesh Film Tourism Policy 2025. The.....(project type) is released on.....instates/OTT on totalscreens / Global Release.

The expenditure incurred on the project (COP) is as under:-

Sr.	Heads of the Expenditure	Amount in INR
A		
1	Manpower Hiring Cost	
1.1	Lead Actors fees (other than MP Residents)	
1.2	Producer fees	
1.3	Director & Writer fees	
1.4	Supporting Cast Charges (other than MP Residents)	
1.5	Dialogue/Story Writer fees	
1.6	Extras & Features Charges	
1.7	Direction Department Fees	
1.8	Production Department Including Line Producer Fees	
1.9	Art Department Fees Including Wages	
1.10	Choreographer & Photographer Fees	
2	Equipment & Production Cost	
2.1	Camera & Equipment Hire Charges	
2.2	Sound Equipment Hire Charges	
2.3	Light & Grip Hire Charges	
2.4	Generator Hire Charges	
2.5	Vanity Van , Walkies & Picture Vehicles Hire Charges	
2.6	Costume Purchase & Hire Charges	
2.7	Art, Set & Props expenditure	
2.8	Camera, Grip & Light Fees	
2.9	Sync Sound & Sync Security	
2.10	Costume Department Fees	
2.11	Make-up & Make-up Material	
2.12	Production Office Cost	
2.13	Post Production, Legal & Auditor fees/ Charges	
3	Lodging Boarding & Transport	
3.1	Entourage Charges	
3.2	Transport Charges	
3.3	Flights & Hotel Accommodation expenditure	

Sr.	Heads of the Expenditure	Amount in INR
A		
3.4	Food & Beverage expenditure	
4	Location Cost	
4.1	Location Charges (except govt. locations charges of MP state)	
Total A		
B		
5	Primary Artists (MP Resident only)	
6	Secondary Artists (MP Resident only)	
Total B		
C		
7	Location Charges (govt. Location charges in MP state only)	
Total C		
D		
8	Other particulars (If Any)	
8.1		
8.2		
8.3		
Total D		
Total Expenditure (A+B+C+D)		
9	Arrangement of Fund	
9.1	Loan : if any: Name of the bank / financial institution and amount of loan	
9.2	Contribution from other Sources	
9.2.1		
9.2.2		
9.2.3		
9.2.4		
Total		

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

Details of STATEMENT OF EXPENDITURE

STATEMENT OF EXPENDITURE (IN MADHYA PRADESH)

(Production House Name)

S.No.	Expenditure Head	Invoice number	Date of invoice	Name of supplier/Service provider	Invoice Value (in INR)			Date of Payment	Payment Mode	Remark
					Basic Amount	GST Amount	Total			

STATEMENT OF EXPENDITURE (IN Other State)

(Production House Name)

S.No.	Expenditure Head	Invoice number	Date of invoice	Name of supplier/Service provider	Invoice Value (in INR)			Date of Payment	Payment Mode	Remark
					Basic Amount	GST Amount	Total			

Summary of Expenses

Production house name		Expenses in MP			Expenses in other state			Total Expenses		
s.no.	Expenditure Head	Basic Amount	GST	Total	Basic Amount	GST	Total	Basic Amount	GST	Total
A										
1	Manpower Hiring Cost									
1.1	Lead Actors fees (other than MP Residents)									
1.2	Producer fees									
1.3	Director & Writer fees									
1.4	Supporting Cast Charges (other than MP Residents)									
1.5	Dialogue/Story Writer fees									
1.6	Extras & Features Charges									
1.7	Direction Department Fees									
1.8	Production Department Including Line Producer Fees									
1.9	Art Department Fees Including Wages									
1.1	Choreographer & Photographer Fees									
2	Equipment & Production Cost									
2.1	Camera & Equipment Hire Charges									
2.2	Sound Equipment Hire Charges									
2.3	Light & Grip Hire Charges									
2.4	Generator Hire Charges									
2.5	Vanity Van , Walkies & Picture Vehicles Hire Charges									
2.6	Costume Purchase & Hire Charges									
2.7	Art, Set & Props expenditure									
2.8	Camera, Grip & Light Fees									
2.9	Sync Sound & Sync Security									
2.1	Costume Department Fees									
2.11	Make-up & Make-up Material									
2.12	Production Office Cost									
2.13	Post Production, Legal & Auditor fees/ Charges									
3	Lodging Boarding & Transport									
3.1	Entourage Charges									
3.2	Transport Charges									

3.3	Flights & Hotel Accommodation expenditure									
Sr.	Heads of the Expenditure									
A										
3.4	Food & Beverage expenditure									
4	Location Cost									
	Location Charges (except govt. locations charges of MP									
4.1	state)									
Total A										
B										
5	Primary Artists (MP Resident only)									
6	Secondary Artists (MP Resident only)									
Total B										
C										
7	Location Charges (govt. Location charges in MP state only)									
Total C										
D										
8	Other particulars (If Any)									
8.1										
8.2										
8.3										
Total D										
Total Expenditure (A+B+C+D)										
9	Arrangement of Fund									
	Loan : if any: Name of the bank / financial									
9.1	institution and amount of loan									
9.2	Contribution from other Sources									
9.2.1										
9.2.2										
9.2.3										
9.2.4										
Total										