

LOCATION FILMING IN SINGAPORE

Overview

The Location and Media Services desk provides information and assistance on location filming.

For location usage, it is necessary to seek clearance for most locations from the relevant authorities or property owners. Location charges are dependent on the property owner. Filming general shots along public streets or walkways is allowed if the filming does not cause obstruction to vehicular or pedestrian traffic. In most cases, hiring a local production manager eases the location shooting process. Please also inform nearby businesses or neighbours of your filming activities at least 3 working days in advance. While filming permits are not required for television or film productions, non-Singaporean filmmakers seeking to film in Singapore are required to submit relevant documents to the Singapore Ministry of Manpower (MOM) and the Immigration & Checkpoints Authority (ICA).

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About the Location and Media Services Desk

The Location and Media Services Desk was set up to support local and foreign filmmakers filming in Singapore with the information and contacts they would need to have a successful shoot.

We aim to create a production-friendly environment in Singapore by:

- Serving as a one-stop information centre for local and foreign filmmakers providing recommendation of potential locations, production and post-production facilities and services, skilled technical and creative talents, grant schemes (where applicable) and other support functions and services
- Promoting Singapore as a filming location and post-production hub
- Providing facilitation letters to help ease the location permit clearance process

We also strive to assist where possible by acting as an informed, neutral third party.

For more information

Please refer to the facilitation form in this guide (Appendix 1). The completed form together with other relevant documents should be sent to the Location and Media Services desk at SFC@imda.gov.sg.

Please note that an MDA officer will contact you regarding your application within 3 working days.

ENTRY INFORMATION FOR FOREIGN CAST AND CREW

The info in this section is accurate at the time of publishing. For the latest information, please refer to the websites of Ministry of Manpower (MOM) at www.mom.gov.sg and Immigrations Checkpoint Authority (ICA) at www.ica.gov.sg

Visas & Professional Visit Pass

Foreigners who do not require visas for entry and are visiting Singapore as tourists are given a 14-day or 30-day social visit pass upon arrival in Singapore.

Visitors would need to satisfy the following basic requirements before they are able to enter Singapore:

- Passport valid for at least 6 months;
- Confirmed onward/return tickets;
- Sufficient funds for their stay in Singapore;
- Entry facilities, including visas, to their next destination; and
- Visa, if applicable. (Countries that require visas to enter: http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252)

Women who are 6 months or more than 6 months pregnant and intend to enter Singapore for social visit should make prior application through the nearest Singapore overseas mission (http://www.mfa.gov.sg/content/mfa/missions/singapore_mission/mission_locator.html).

Work Pass Exempt Activities

Eligibility

Foreigners can enter Singapore and perform certain activities for short durations (less than 60 days) without a Work Pass. Foreigners who are exempted from Work Pass requirements would include those performing activities currently exempted under the Professional Visit Pass (PVP) Scheme administered by the ICA. The list of Work Pass Exempt Activities can be viewed at <https://services.mom.gov.sg/enot/frontend/viewfaq.aspx>.

e-Notification for Work Pass Exempt Activities

Foreigners performing Work Pass Exempt Activities are required to submit an [e-Notification](#) to inform MOM before engaging in these activities. They can perform these activities for the duration of their short term visit passes subject to a maximum of 60 days. Beyond that, they will need to obtain a [Work Pass](#). Those carrying out Work Pass Exempt Activities without notifying the MOM can be prosecuted under the [Employment of Foreign Manpower Act](#).

In addition, the waiver of Work Pass requirement does not exempt foreigners from having to comply with other specific legal requirements (<http://www.mom.gov.sg/passes-and-permits>) in Singapore.

Making an e-Notification

Foreigners performing any Work Pass Exempt Activities are allowed to submit an e-notification only after they have arrived in Singapore and obtained a short term visit pass. The e-notification has to be made before they start to perform the Work Pass Exempt Activities. The information required for making an e-notification is as follows:

- Personal Particulars (i.e. Name, Date of Birth, Sex, Nationality, Travel Document Number, Travel Document Expiry Date);
- Disembarkation/Embarkation card number;
- Short term visit pass expiry date;
- Type of activity that will be performed; and
- Period of activity (start-date and end-date)

CUSTOMS CLEARANCE

Film & Video Equipment

Film & video equipment for on-location filming may be brought into Singapore:

- If you are working with a local company, you can use the [Temporary Import Scheme](#). If you are not working with a local company, you can use an [ATA Carnet](#).
- Please produce your ATA Carnet upon entry/exit for endorsement of the documentation.

For more information about using the ATA Carnet and the countries that recognise it, please visit the International Chamber of Commerce [website](#).

Exposed Films & Used Tapes

If you are bringing in rushes / exposed film, please write in to the Location and Media Services desk at SFC@imda.gov.sg, for a letter to facilitate clearance at Customs.

Please have the following details ready:

- Name of Person carrying the footage
- Passport Number
- Flight Number
- Date of Arrival
- Purpose of Film/Tapes
- Number of Reels/Tapes

USE OF ARMS AND EXPLOSIVES FOR FILMING IN SINGAPORE

1. Filming with Deactivated or Blank Firing Weapons

(a) The production company may work with a [local licensed company](#) to provide deactivated or blank firing weapons for filming.

(b) If the production company intends to import the deactivated or blank firing weapons, they may write in to the Police Licensing and Regulatory Department (PLRD) to request for approval to import. The request should include the type of the weapons to be imported, quantity, duration of use in Singapore, how it will be stored and how it will be brought into Singapore. An enquiry can be sent to spf_licensing@spf.gov.sg or the letter addressed to the following:

OC Licensing (General Licensing)
Police Licensing & Regulatory Department
Police Cantonment Complex
391 New Bridge Road #02-701
Police Cantonment Complex
Singapore 088762

(c) The production company will be required to engage a forwarding company to import or export the deactivated or blank firing weapons. The forwarding company will do the necessary inward and outward declaration.

(d) During the importation of the deactivated weapons, the forwarding companies are required to bring the weapons to PLRD for an inspection. Once the deactivated or blank firing weapons had been inspected and approved, the forwarding companies will then be allowed to transport the weapons to the designated storage location.

(e) Licenses will be required for the import, export and possession of deactivated or blank firing weapons. Licenses to import, export and store explosives will also be required for the blank cartridges for blank firing weapons. The storage of the weapons and blank cartridges has to be in an approved armoury (Auxiliary Police Forces like [Certis CISCO](#), [AETOS Security](#)). For licenses to possess these deactivated or blank firing weapons and blank cartridges, the licensee will also have to be a Singapore Citizen.

(f) MDA's letter of facilitation (refer to Appendix 1) for filming must be produced to PLRD during application.

(g) Approval from the owner of the property where filming is to be carried out must be obtained.

(h) Approval from PLRD must be obtained for each filming session where the licensed deactivated or blank firing weapons are to be used. The production company shall write in to OC Licensing (General Licensing) at least 7 working days before the filming session for approval. Brief information on the storyline, location of filming, intended period of filming and details of deactivated or blank firing weapons to be used, are to be provided.

(i) During filming, applicant must put up visible signage or notices at strategic locations to warn members of the public of on-going filming activities involving the use of deactivated or blank firing weapons. The weapons in transit must be kept out of sight in the vehicle from public view. When parked, the conveying vehicle carrying the weapons should not be left unattended and there should be unobstructed line of sight to ensure that the weapons are secure.

(j) The licensee must be present on-site to guide the use of the weapons, and to ensure that only authorised personnel have access to the weapons. If more than 4 weapons are used, armed escorts will be required for the duration when the weapons are out of the armoury. If 4 or less weapons are used, no armed escorts are required but the licensee must engage sufficient manpower (minimum 1 staff to 2 weapons) to oversee the security of the weapons on-site.

(k) Police must be informed immediately (dial 999 or head to the nearest police station to file a report) in the event of loss of weapons.

2. Filming with Dummy Weapons (i.e. Imitation or Toy Weapons)

(a) The production company may work with local prop supplying companies or purchase the dummy weapons from local retail shops for filming.

(b) If the production company intends to import the dummy weapons, they may write in to the Police Licensing and Regulatory Department (PLRD) to request for approval to import. The request should include the type of the dummy weapons to be imported, quantity, duration of use in Singapore, how it will be stored and how it will be brought into Singapore. An enquiry can be sent to spf_licensing@spf.gov.sg or the letter addressed to the following:

OC Licensing (General Licensing)
Police Licensing & Regulatory Department
Police Cantonment Complex
391 New Bridge Road #02-701
Police Cantonment Complex
Singapore 088762

(c) The production company may engage a forwarding company to import or export the dummy weapons. The forwarding company will do the necessary inward and outward declaration.

(d) During the importation of the dummy weapons, the forwarding companies are required to bring the weapons to PLRD for an inspection. Once the dummy weapons had been inspected and approved, the forwarding companies will then be allowed to transport the weapons to the designated storage location.

(e) Approval from the owner of the property where filming is to be carried out must be obtained.

(f) A representative of the filming crew or the production company to inform PLRD (in writing or email) at least 7 working days before the filming session. Brief information on the storyline, location of filming, intended period of filming and type of dummy weapons to be used, are to be provided.

(g) During the filming, it is a good practice to put up visible signage or notices at strategic locations to inform members of public on the filming.

3. Processing Time

The normal processing time for an application for Arms and Explosives licence for deactivated or blank firing weapons is 7 working days from the receipt of the application and the necessary supporting documents. Please visit http://www.spf.gov.sg/licence/frameset_AE.html for details on the Arms and Explosives licence. Should there be any clarifications, please contact the PLRD at +65 6835 0000 or email them at spf_licensing@spf.gov.sg.

FILMING AT CHANGI AIRPORT

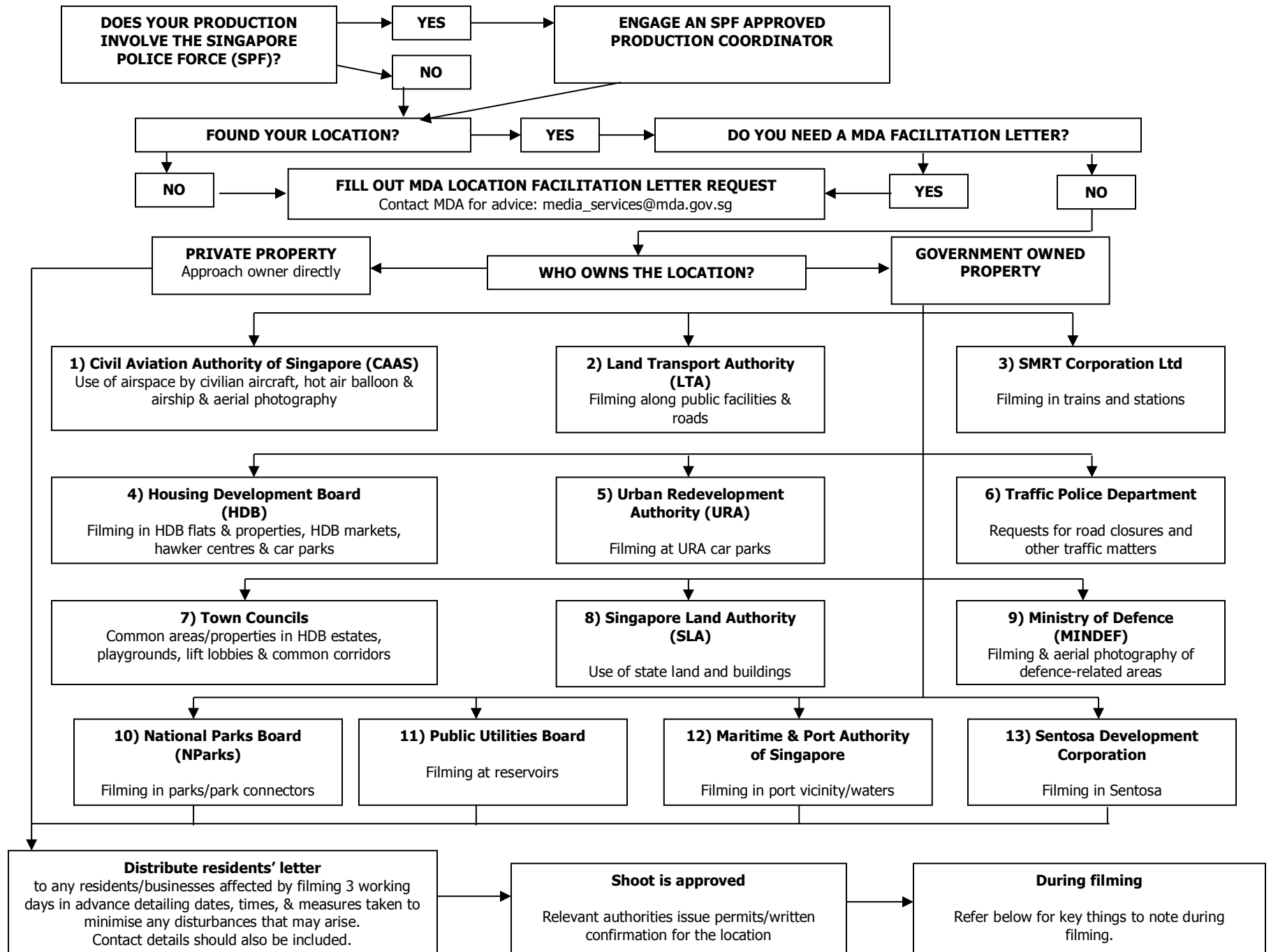
As operator of Changi Airport, the Changi Airport Group (CAG) provides a one-stop service centre for all applicants who wish to apply for a permit to carry out filming/photography at Changi Airport. CAG will make the following required arrangements on behalf of the applicant:

1. Security escort and supervision for restricted areas of the airport
2. Security pass application and processing for restricted areas
3. Basic technical support (electrical only)
4. Permit application and processing

The application form is available at <http://www.changiairportgroup.com/cag/html/e-services/filming-and-photography2.html>. All applications should be sent to filmphoto@changiairport.com.

For fees, terms and conditions and other information, please refer to CAG's Filming & Photography Application Centre website at <http://www.changiairportgroup.com/cag/html/e-services/filming-and-photography.html>

LOCATION FILMING – THE APPLICATION PROCESS



IMPORTANT THINGS TO NOTE:

1. AGRICULTURAL FOOD & VETERINARY

Custom formalities concerning import, export and transshipment of fish, animals, birds and their by-product, plants with soil, fruits, vegetables and endangered species of fauna and flora and its derivatives are handled by the [Agri-Food Veterinary Authority of Singapore \(AVA\)](#).

2. CHARGES

Location charges are dependent on the respective property owner. Filmmakers may also like to explore the Short-Term Rental of State Properties for Filming (SRF) Program for suitable state properties such as former police stations, camp sites, hospitals, schools etc. for use as a set or a production office. This is a joint effort by the MDA and the SLA to help filmmakers rent vacant State Properties on a short-term basis at preferential rates. Please see the SLA [website](#) for available properties (subject to changes).

Short-Term Rental Of State Properties For Filming (SRF) Program

The following documents must be submitted together with the application via email to sla_pty_enquiry@sla.gov.sg:

- a. One-page story outline/synopsis of project;
- b. Location breakdown (including number of days per location);
- c. Relevant scene descriptions;
- d. Production budget;
- e. Production schedule (indicating pre-production, production, post production dates);
- f. Brief profiles of production company and producer;
- g. Copy of Insurance Policy covering public liability (or quotation); and
- h. Other relevant supporting documents.

The program is available all year round and processing time for the application is between 3-5 weeks.

3. CLEANLINESS

The production shall ensure that all litter is removed immediately at the end of the filming and that the location and environment is kept in the same condition in which they were found.

4. COMMUNICATIONS

All matters concerning telecommunication and radio communication equipment such as 1) Wireless microphones, 2) Walkie-talkie sets, and 3) Wireless video transmitters should be referred to the [Infocomm Media Development Authority of Singapore \(IMDA\)](#).

5. IMPORT PERMITS

All enquiries regarding temporary import permits, trade documentation and procedures should be referred to the [Singapore Customs Strategic Goods Control \(STGC\)](#).

6. INSURANCE & RESPONSIBILITIES

All production companies filming in the streets must have a public liability insurance policy for themselves and for third parties in case of accidents and for damages to goods or equipment.

Precautions must be taken not to damage public property otherwise the production shall be liable for the cost of repairs on works and surfaces that might have been damaged during filming.

The production shall obtain and produce a copy of the relevant insurance needed before shooting commences and should be kept with the production at all times.

7. NOISE & NUISANCE

The production must ensure that noise be kept to a minimum, especially when setting up early in the morning or taking down in the hours past midnight. Generators should not be switched on before 0700hrs unless they are silent or if prior notification has been given to [Land Transport Authority \(LTA\)](#) and residents/public in the affected area.

All members of the filming or shooting crew must behave in a respectful and responsible manner and use only places specifically mentioned in the permit. Night shoots and filming are subject to prior notification to residents/businesses in the letter to residents.

8. PARKING & TRAFFIC

The production shall make every effort to find off-street parking for all facility vehicles. If it is not possible, please note the following:

Parking at car parks:

- a. URA Car Parks – Contact [Urban Redevelopment Authority](#) for permission to use car parks

- b. HDB Car Parks – Contact [Housing Development Board](#) for permission to use car parks

Parking along a lane/street:

Applications must be made to the LTA for application to close off a lane/street or reservation of parking spaces. Only the technical vehicles used for filming are allowed to park. Private vehicles are not on the list of authorised vehicles.

Filming vehicles are not authorised to park if they block or disrupt the passage of pedestrians or motor vehicles as well as emergency services.

The production must ensure that filming does not cause any permanent inconvenience to pedestrians. The production must also ensure that it does not impede the movements of disabled people and should seek to create diversions accessible to them.

9. TECHNICAL INSTALLATIONS

PROPS

The production must ensure that the relevant authorities, i.e. the [Singapore Police Force \(SPF\)](#), [Singapore Civil Defence Force \(SCDF\)](#), etc. be informed if specific emergency service uniforms or vehicles are to be used during filming.

During filming, any uniforms or vehicles resembling those used by emergency services must be covered whenever possible and especially between takes.

STUNTS, SPECIAL EFFECTS & PYROTECHNICS

All stunts, special effects (including weather effects and wet downs) and pyrotechnics must be under the direct control of a named qualified stunt coordinator or special effects operative.

Approval should be sought by the building owner if stunts involve their building in concern. For stunts along public streets or roads, the [SPF](#) and the [LTA](#) must be informed.

CABLING

The production must ensure that all cables are safely laid. Cables should always be taped down in order to avoid any risk of stumbling. If cables need to be laid across a footway, they must be covered by a taped rubber mat that is visible to the public with proper lighting and markings.

CRANES/CAMERA CRANES

The production must ensure that the [LTA](#) is informed should cranes/camera cranes be required for filming on public roads. Details should include the specific weight and positioning of cranes/camera cranes and the need to maintain access. Signaling lights must be placed around the aerial platform or crane in times of bad visibility or when filming at night.

AERIAL PLATFORMS

The production must ensure that aerial platforms or similar equipments should not be left unattended.

The [LTA](#) should be informed when lighting, lighting towers, scaffolding and demountable structures are to be installed on roads and footways. The production must ensure that

- a. All the lights above ground level and lighting stands are properly secured
- b. Lighting stands placed along a footway are attended at all times
- c. Lighting must not dazzle motor drivers
- d. Lighting must not be shone directly towards residential properties

STREET SIGNS/STREET FURNITURE/STREET LIGHTING/ROAD MARKINGS

The production must seek approval from the [LTA](#) before any removal of street furniture, street signs, and adjustment of street lighting is carried out. Minor work by the production may be carried out but any damage or reinstatement costs will have to be met by the production company.

OTHERS:

1. Hiring a locations manager is strongly encouraged as it helps ease the location shooting process.
2. Non-Singaporean filmmakers seeking to film in Singapore must obtain relevant documents from [MOM](#) and [ICA](#).
3. For filming at JTC properties, fill in the form under Appendix 3 and send completed form to [JTC](#).
4. All queries should be directed to the Location & Media Services Desk at SFC@mda.gov.sg.

CONTACT DETAILS:

Contact details of various government agencies are provided below and are accurate at the time of publishing. For the latest information, please check against the Singapore Government Directory at <http://app.sgdi.gov.sg/>

AGRI-FOOD & VETERINARY AUTHORITY OF SINGAPORE (AVA)

Headquarters
Agri-Food & Veterinary Authority of Singapore
JEM Office Tower, 52 Jurong Gateway Road #14-01
Singapore 608550
Tel : +65 6805 2992
Fax : +65 6334 1831
Email : ava_email@ava.gov.sg
Website: www.ava.gov.sg

CIVIL AVIATION AUTHORITY OF SINGAPORE (CAAS)

60 Airport Boulevard
4th Storey, Terminal 2
Singapore Changi Airport
Singapore 819643
Tel : +65 6542 1122
Fax : +65 6542 1231
Website: www.caas.gov.sg

ECONOMIC DEVELOPMENT BOARD (EDB)

Head Office
250 North Bridge Road, #28-00
Raffles City Tower
Singapore 179101
Tel : +65 6832 6832
Fax : +65 6832 6565
Email : clientservices@edb.gov.sg
Website: www.edb.gov.sg

HOUSING & DEVELOPMENT BOARD (HDB)

Public Affairs Section HDB Hub
480 Lorong 6, Toa Payoh
Atrium 1st Storey
Singapore 310480
Tel : +65 6490 1111
Fax : +65 6490 1033
Website: www.hdb.gov.sg

IMMIGRATION & CHECKPOINTS AUTHORITY (ICA)

10 Kallang Road
ICA Building
Singapore 208718
Tel : +65 6391 6100
Fax : +65 6298 0837/ 6298 0843
Website: www.ica.gov.sg

INFOCOMM MEDIA DEVELOPMENT AUTHORITY OF SINGAPORE (IMDA)

3 Fusionopolis Way
#16-22 Symbiosis
Singapore 138633
Tel : +65 6377 3800

10 Pasir Panjang Road
#10-01 Mapletree Business City
Singapore 117438
Tel : +65 6211 0888
Fax : +65 6211 2222
Email : info@imda.gov.sg
Website: www.imda.gov.sg

INTERNATIONAL ENTERPRISE SINGAPORE (IES)

Singapore Office
230 Victoria Street
Level 10
Bugis Junction Office Tower
Singapore 188024
Tel : +65 1800 437 7673
Email : enquiry@iesingapore.gov.sg
Website: www.iesingapore.gov.sg

JURONG TOWN CORPORATION (JTC)

The JTC Summit
8 Jurong Town Hall Road
Singapore 609434
Tel : +65 1800 568 7000
Fax : +65 6565 5301
Email : askjtc@jtc.gov.sg
Website: <http://www.jtc.gov.sg>

LAND TRANSPORT AUTHORITY (LTA)

Media Relations Unit
No. 1 Hampshire Road
Singapore 219428
Tel : +65 6225 5582 / +65 1800 - CALL LTA (1800 - 2255 582)
Email: feedback@lta.gov.sg
Website: <https://www.lta.gov.sg/feedback/>

MARITIME & PORT AUTHORITY OF SINGAPORE (MPA)

Corporate Communications Department
460 Alexandra Road, #19-00
PSA Building
Singapore 119963
Tel : +65 6375 1643
Fax : +65 6276 8927
Email : media_enquiries@mpa.gov.sg
Website: www.mpa.gov.sg

SINGAPORE FILM COMMISSION (SFC) (under IMDA)

Email : SFC@imda.gov.sg

Website: www.imda.gov.sg

MINISTRY OF DEFENCE (MINDEF)

Media Relations Branch

303 Gombak Drive off Upper Bukit Timah Road

MINDEF Building

Singapore 669645

Tel : +65 1800-3676767

Website: www.mindef.gov.sg

MINISTRY OF COMMUNICATIONS AND INFORMATION (MCI)

140 Hill Street #01-01A,

Old Hill Street Police Station

Singapore 179369

Tel : +65 1800 837 9655 / +65 6837 9655

Fax : +65 6837 9480

Email: MCI_Connects@mci.gov.sg

MINISTRY OF MANPOWER (MOM)

18 Havelock Road, #07-01

Singapore 059764

Tel : +65 6438 5122

Fax : +65 6534 4840

Online enquiry form: <https://services.mom.gov.sg/efeedback/Forms/eFeedback.aspx>

Website: www.mom.gov.sg

NATIONAL PARKS BOARD (NParks)

Headquarters National Parks Board, Singapore Botanic Gardens

1 Cluny Road

Singapore 259569

Tel : +65 6471 7808

Fax : +65 6472 3033

Email : nparks_mailbox@nparks.gov.sg

Website: www.nparks.gov.sg

PUBLIC UTILITIES BOARD (PUB)

40 Scotts Road, #22-01

Environment Building

Singapore 228231

Tel : +65 6235 8888

Fax : +65 6725 8015

Email : PUB_One@pub.gov.sg

Website: www.pub.gov.sg

SENTOSA DEVELOPMENT CORPORATION

Sentosa Office

39 Artillery Avenue, Sentosa

Singapore 099958

Tel : +65 6275 0388
Fax : +65 6274 7749
Email : guest_services@sentosa.com.sg
Website: www.sentosa.com.sg

SINGAPORE CUSTOMS

55 Newton Road, #10-01
Revenue House
Singapore 307987
Tel : +65 6355 2000
Fax : +65 6250 8663
Email : customs_documentation@customs.gov.sg
Website: www.customs.gov.sg

SINGAPORE LAND AUTHORITY (SLA)

Corporate Communications Department
55 Newton Road, #12-01
Revenue House
Singapore 307987
Tel : +65 6323 9829
Email : sla_enquiry@sla.gov.sg
Website: www.sla.gov.sg

SMRT CORPORATION LTD (SMRT)

Corporate Communications Department
251 North Bridge Road
Singapore 179102
Tel : +65 1800 336 8900
Fax : +65 6339 4229
Online Enquiry: <http://www.smrt.com.sg/feedback>
Website: www.smrt.com.sg

SINGAPORE POLICE FORCE (SPF)

Police Headquarters
New Phoenix Park
28 Irrawaddy Road
Singapore 329560
Tel : +65 1800 - 358 0000
Fax : +65 6226 2254 (General Licensing Unit)
+65 6223 4704 (Arms & Explosive Unit)
Online Enquiry: <https://app.police.gov.sg/Feedback/SPFfeedback.aspx>
Website: www.police.gov.sg

TOWN COUNCILS

Ministry of National Development
5 Maxwell Road, #21/22-00
Tower Block, MND Complex
Singapore 069110
Contact: <http://www.towncouncils.sg/links/usefullinks.html#towncouncil>
Website: <http://www.towncouncils.sg/>

TRAFFIC POLICE DEPARTMENT (TP)

Traffic Police Department

10 Ubi Avenue 3

Singapore 408865

Tel : +65 6547 0000

Fax : +65 6547 4900

Email : spf_feedback_tp@spf.gov.sg

Website: <http://driving-in-singapore.spf.gov.sg/>

URBAN REDEVELOPMENT AUTHORITY (URA)

Car Parks Division, Urban Redevelopment Authority

45 Maxwell Road, The URA Centre

Singapore 069118

Tel : +65 6329 3434

Email : ura_email@ura.gov.sg

Website: www.ura.gov.sg

APPENDIX 1



Location & Media Services Desk

3 Fusionopolis Way
 #16-22 Symbiosis
 Singapore 138633
 Tel: +65 6377 3800

Email: SFC@imda.gov.sg

LOCATION & MEDIA SERVICES FACILITATION LETTER REQUEST FORM

Please ensure that all relevant categories of information have been filled in. If inapplicable, please insert 'N.A.'

This form is submitted by the applicant to request a facilitation letter and subsequent approval to film or televise on streets or property subject to the jurisdiction of the sovereign nation, constituencies, islands and municipalities of Singapore at the times and locations designated below.

Upon subsequent approval and receipt, the facilitation letter must be with the applicant at all times while on location.

| 1. PARTICULARS OF APPLICANT | | | |
|--|----------------------|--|---------|
| Status of Applicant | Individual Applicant | | Company |
| Name of Applicant | | | |
| NRIC No. / Passport No. | | | |
| Company | | | |
| Business Registration No. (if applicable) | | | |
| Designation | | | |
| Mailing Address | | | |
| Contact Telephone No. | Office: | | |
| | Mobile: | | |
| Email Address | | | |
| 2. PARTICULARS OF PROJECT | | | |
| Title of Project (indicate if working title) | | | |
| Type of Project (i.e. Feature, TV Series, Documentary, etc.) | | | |

| | | | | | | | |
|---|----------|---|-------|-------|----|--|---------------|
| Brief Synopsis | | | | | | | |
| Start/End Date of Production | | | | | | | |
| Dates | Shooting | - | Date: | From: | | | |
| | | | | To: | | | |
| | Scouting | - | Date: | From: | | | |
| | | | | To: | | | |
| | Rigging | - | Date: | From: | | | |
| | | | | To: | | | |
| 3. FILMING SPECIFICATIONS | | | | | | | |
| Equipment Format | 35mm | | 16mm | | HD | | Digital Video |
| Location Requirements | | | | | | | |
| Crew Requirements | | | | | | | |
| Animals, Weapons, Special effects, Unusual scenes | | | | | | | |

| | |
|---|--|
| | |
| Child Performers (16yrs of age & under) | |
| Total Number of Cast & Crew | |
| Number of Trucks (7metres long & above) | |
| Number of Autos incl. Picture Vehicles (list all production vehicle license plate numbers) | |
| 4. OTHER DETAILS | |
| Director | |
| Producer | |
| Production Manager | |
| Production Manager's Contact | |
| Name of Academic Institution (if applicable) | |
| Address of Academic Institution (if applicable) | |
| Budget of Project | |
| Amount of Budget spent in Singapore | |
| Insurance Company | |
| Policy Number | |
| Amount | |
| Expiry Date | |
| 5. CONTACT PERSON (if different from applicant) | |

| | |
|---|--|
| Name / Designation | |
| Contact Telephone No. | |
| Email Address | |
| <i>The Locations & Media Services Secretariat will acknowledge all applications received via email. Please note that an MDA officer will contact you regarding your application within 3 working days</i> | |

The applicant agrees to indemnify the sovereign nation, constituencies, islands and municipalities of Singapore and to be solely and absolutely liable upon any and all claims, suits and judgments against Singapore and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Singapore laws, rules and regulations. This application and/or the facilitation letter may be revoked at any time.

| | |
|-------|------------|
| Date: | Signature: |
| | |

SCHEDULE "A" - MOTION PICTURE / VIDEO LOCATIONS

NAME OF PROJECT: _____

| LOCATION | DATE OF SHOOT | TIME | DESCRIBE SCENE IN DETAIL |
|----------|---------------|------|--------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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APPENDIX 2

REQUEST TO FILM DURING EXTENDED HOURS

Dear Resident:

This is to inform you that _____ will be shooting a project entitled _____ in your neighborhood at the following address: _____. Filming activities in residential areas are normally allowed only between the hours of ____ and _____. In order to extend the hours before and/or after these times, your Town Council and the Singapore Police Force recommend that we obtain a signature of approval from the neighbours. The following information pertains to the dates and times of our scheduled shoot and any specific information you may need to know regarding our filming activities.

We have obtained or applied for all necessary permits and will maintain all legally required liability insurance.

FILMING DAYS/HOURS REQUESTED: on _____
From ____ to ____
and on
from ____ to ____

THE FOLLOWING ACTIVITIES ARE PLANNED FOR THE EXTENDED HOURS:

We appreciate your hospitality and cooperation. We wish to make filming on your street a pleasant experience for both you and us. If you have any questions or concerns before or during filming, please feel free to call our Production Office and ask for me or the Production Manager.

Sincerely yours,

<Name and Designation> (Location Manager etc)
<Production Company / School / Company>
<Contact Details>

APPENDIX 3



FILMING REQUEST FORM

Please ensure that all relevant categories of information have been filled in. If inapplicable, please insert 'N.A.' Please send completed form to JTC_COMMS_DIV@jtc.gov.sg

This form is submitted by the applicant for approval to film or televise on streets or property subject to the jurisdiction of the sovereign nation, constituencies, islands and municipalities of Singapore at the times and locations designated below.

Upon subsequent approval and receipt, the filming request form must be with the applicant at all times while on location.

1. PARTICULARS OF APPLICANT

| | | | |
|--|---------|---------|------|
| Name of Applicant | | | |
| Designation | | | |
| NRIC No. / Passport No. | | | |
| Company | | | |
| Business Registration No. (if applicable) | | | |
| Mailing Address | | | |
| Contact Telephones/Fax | Mobile: | Office: | Fax: |
| Email Address | | | |

2. PARTICULARS OF PROJECT

| | |
|---|--|
| Title of Project (indicate if working title) | |
| Type of Project (i.e. Feature, TV Series, Documentary, etc.) | |
| Synopsis (Please indicate if there are any special/unusual scenes.) | |

| | | |
|---|-------|-----|
| Requested Location (Please indicate exact locations with map and state location within a building, if applicable.) | | |
| Start/ End Date of Production | Start | End |

3. FILMING SPECIFICATIONS

| | |
|--|--|
| Total Number of Cast & Crew | |
| Special Scenes (Please indicate if there are any special scenes, including but not limited to, use of pyrotechnics, special effects, stunts, road closures, etc.) | |

The applicant confirms that:

- Storyline does not contain controversial scenes or portray the property in a negative light, e.g. horror, sex, violence, explosion, murder, racial or religious scenes etc.
- Filming does not disturb the tenants' and/or customers' operations.
- Filming does not pose a security threat to the property.
- Filming does not cause potential safety issues to anyone.
- Filming does not involve any road closures.

Please note that a JTC officer will contact you regarding your application within 3 working days.

The applicant agrees to indemnify the sovereign nation, constituencies, islands and municipalities of Singapore and to be solely and absolutely liable upon any and all claims, suits and judgments against Singapore and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Singapore laws, rules and regulations.

| | |
|-------|------------|
| Date: | Signature: |
|-------|------------|