

Maharashtra Film Cell

Frequently Asked Question





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Maharashtra Film Cell - Frequently Asked Questions

1. Registration Related

1.1. For Individuals

a) How do I register myself for filming permission?

To register yourself with Maharashtra Film Cell (MFC), click on “Login” tab on Home Page go to Sign Up -> Select User Type as Individual-> Fill in the details -> Verify Email & Contact Number -> Submit

b) Can I register as an Individual?

Yes, you can register as an Individual to apply for filming permission

c) Can foreign nationals register on MFC portal?

Yes, foreign individual can also register on MFC portal and apply for filming permission

d) Is there any registration fee to be paid?

No, there is no registration fee to be paid

e) Can I register multiple times?

MFC accepts one-time registration for all types of users. Multiple registrations from a single user type are bound to get rejected by the system.

f) What are the mandatory document required at the time of registration?

- Indian: Individual users need to furnish the following:
 - Proof of Identity (any one of these): Aadhaar Card, Voter ID, Passport, Driving License, Pan Card
 - Proof of Address (Any one of these): Aadhaar Card, Voter ID, Passport, Driving License, National Bank Pass Book),
 - PAN Card
- International: Individual users need to furnish the following:
 - Passport
 - Visa

g) How do I change my User Name & Password?

Your username is your email ID and cannot be changed.

To change your password, Login to your MFC account -> Go to “Manage My Profile” -> “Change Password” -> Enter Old and New Password -> Save

In case you forgot your password, go to login page, Click on Forgot Password -> Enter Email ID -> Enter OTP -> Select Security Question -> Submit

h) What is the next step after registration?

Once you have successfully registered, you can proceed to add Project Profiles.



1.2. For Production Houses

a) Can I register my production house?

Yes, you can register your production house and can directly apply for film shooting permission.

To register your production house with MFC click on “Login” tab on Home Page, go to Sign Up -> Select User Type as Production House-> Fill in the details -> Verify Email & Contact Number -> Submit

b) Is it mandatory to register production houses on MFC portal?

Yes, it is necessary to register production houses on MFC portal. Without registering respective production houses, the system would not accept any projects (the only exception is for non-commercial individual projects) where the production houses are not mapped to it.

The applicant can be individual also; however, he/she would need to map their projects to the respective production house producing the film/serial/web series/advertisement/music video/ etc.

c) Can international production houses register on MFC portal?

Yes, international production houses can also register on MFC portal and apply for filming permission

d) Is there any registration fee to be paid for registering production house?

No, there is no registration fee to be paid

e) Can I register multiple times?

MFC accepts one-time registration for all types of users. Multiple registrations from a single user type are bound to get rejected by the system.

f) What are the mandatory document required at the time of registration?

► **Indian:** To register production house you'll need the following:

- Company registration certificate
- Company PAN
- Company GST

► **International:** To register production house you'll need the following:

- Company registration certificate

g) How do I change my User Name & Password?

Your username is your email ID and cannot be changed.

To change your password, Login to your MFC account” -> Go to “Manage My Profile” -> “Change Password” -> Enter Old and New Password -> Save

In case you forgot your password, go to login page, Click on Forgot Password -> Enter Email ID -> Enter OTP -> Select Security Question -> Submit

h) What is the next step after registration?

Once you have successfully registered, you can proceed to add Project Profiles.



2. Project Profile

2.1. For Individuals

a) What is a project profile?

Project profile gives the details of the project for which the permissions are being sought from the authorities. A project profile would incorporate all the important information about the project and would help the authorities in ascertaining whether permissions can be given or not.

- Project profiles can be created by individual or production houses.
- In case of commercial projects, it is mandatory that the project profiles are mapped with respective production houses.
- Project Profile is a prerequisite to fill a Common Application Form application form.

b) How many project profiles can I create?

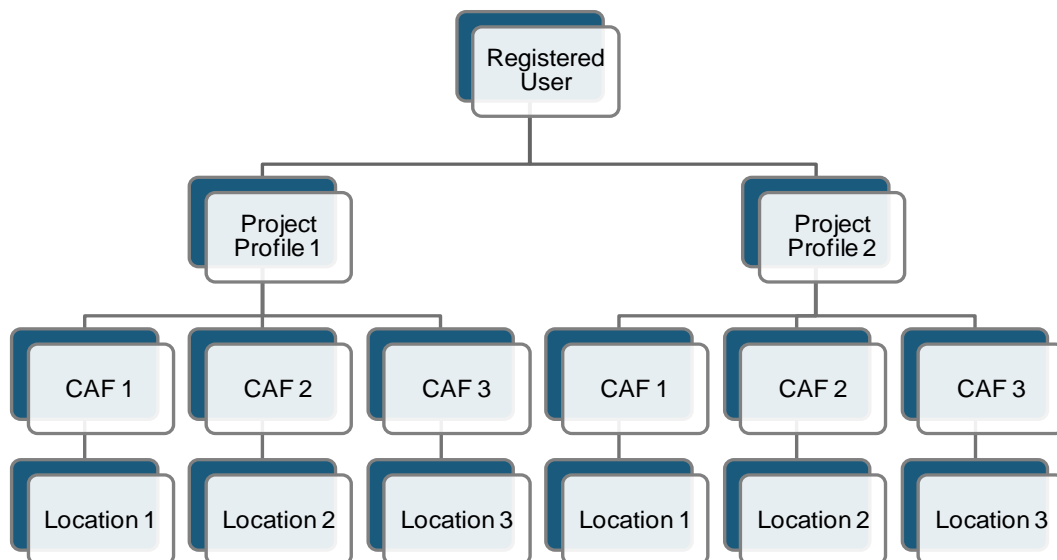
Multiple project profiles for multiple projects can be created by a user. However, only 1 profile for one project is allowed.

c) What are the relevant details required to create project profile?

You may need film script or gist of the script, details of crew members, project name, director name and MEA/MIB certificate (for foreign films).

d) Do I need to create project profile for each location?

No, one project profile can have multiple CAFs with one location tagged to each CAF. For Ease of understanding please refer the below diagram:



e) Can I edit or delete my project profile?

No, once created, project profile cannot be changed. However, your project profile can be marked "Inactive" once the project is over. Once the project profile is marked inactive it will not be available for CAF.



f) Being an Individual, how do I map my production house?

- Individual users need to select the production house and then select the project mapped under the production house from the dropdown list.
- In case the project is not listed under the production house, the user need to create a new project profile under the selected production house.
- An email informing the same would go to the respective production house.
- In case the production house is not listed, production house needs to register on MFC before you can map or create project profiles.

g) What is the next step after project profile?

After completing project profile, you can apply for filming permission by selecting the location and filling the common application form (CAF)

2.2. For Production Houses

a) What is a project profile?

Project profile gives the details about the project for which the permissions are being sought from the authorities. A project profile would incorporate all the important information about the project and would help the authorities in ascertaining whether permissions can be given or not.

- Project profiles can be created by individual or production houses.
- In case of commercial projects, it is mandatory that the project profiles are mapped with respective production houses.
- Project Profile is a prerequisite to fill an application form.
- In case of Production house, the user can create a project profile and proceed to apply for permission

b) How many project profiles can a production house create?

Multiple project profiles for multiple projects can be created by a user. However, only 1 profile for one project is allowed

c) What are the relevant details required to create project profile?

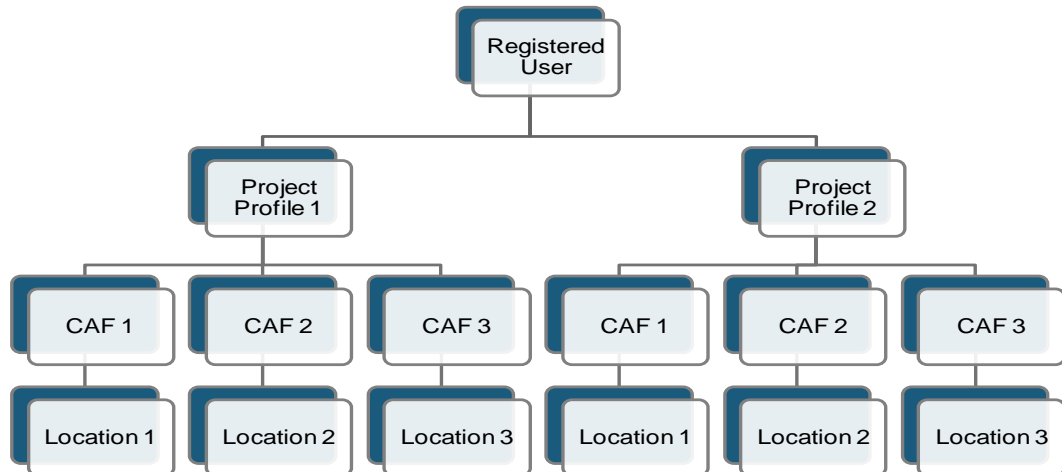
You may need film script or gist of the script, details of crew members, project name, director name and MEA/MIB certificate, if required.

d) Do I need to create project profile for each location?

No, multiple applications for multiple locations can be mapped with a single project profile.



For Ease of understanding please refer the below diagram:



e) Can I edit or delete my project profile?

No, once created, project profile cannot be changed. Your project profile can be marked “Inactive” once the project is over. Once the project profile is marked inactive it will not be available for CAF.

f) What is the next step after project profile?

After completing project profile, you can apply for filming permission by selecting the location and filling the common application form (CAF)

g) What if a wrong Project profile has been added by an individual user to my account?

Whenever a project profile is added to a production house profile, an email is sent to the registered email id informing about the same. In case an incorrect project profile is added to your profile please write to us at contact.filmcell@maharashtra.gov.in immediately from your registered email id.

3. Common Application Form

a) Can I fill multiple CAFs from one single profile?

Yes, one project profiles can have multiple CAFs.

b) What are the mandatory documents required to fill CAF?

You need the following documents to fill CAF:

- In case a temporary structure is being created, you are required to upload structure map along with the dimensions (in square feet).
- Certificate from Animal Welfare Board is mandatory in case of an animal is involved in filming.
- Permission certificate from the Director General for Civil Aviation and local authorities is required in case of aerial shooting

c) Can I apply for multiple location in single CAF?

No, one CAF can be used to apply for one location only

d) Can I save my CAF?



Yes, CAF can be saved as draft, and can be submitted anytime later

e) How do I check location availability?

You can search for location on “View Location Availability” under “Locations” tab and filter the location based on keyword, city or category.

f) How do I know my application is submitted?

Once you make the payment and click submit you'll will receive an email and text message stating your application number.

g) Can I edit the submitted application?

No, once application is submitted you cannot edit the application.

h) Can I track my application?

Yes, you can track your application status by login and checking the “Track Application”. You'll also receive the SMS at each stage of application processing.

i) Do I need the exact location details for application?

You do not need exact location details if you select an existing location. In case you want a location to be added, you would need the exact location details.

j) Do I need to select the department to apply for permission?

No, you only need to select the location, concerned departments are automatically tagged to the locations.

k) Can I apply for permission for filming in Protected/Restricted areas?

MFC enlist only state government properties which allow filming. Protected/Restricted Areas are not listed on the portal and permission cannot be issued by MFC.

l) Can I apply for Aerial Shooting/Drone filming permission?

Yes, you may need to seek separate permission from Directorate General of Civil Aviation in case filming involve any aerial shooting with UMAV or Drones. For more information please visit <http://www.dgcnic.in/rpas/RPAS-ind.htm> or check <https://digitalsky.dgcv.gov.in/>

m) How many days in advance should I apply?

You can apply up to 90 calendar days prior to the date of shoot and at least 15 working days prior to date of shoot.

n) What if my location is not listed?

If your location is not listed, you can request to add the location by going to “Request for Location” on shooting permission tab. You need to fill in the location details and submit the form. Once submitted, your request would be processed in 15 working days depending on the type of location.

4. Payment & Refund

a) Do I need to pay in advance?

Yes, you need to pay application fee in advance. The fee paid at the time of application is tentative and might change as per the rules and regulations of respective department. The user might need to pay additional fees before final approval is granted.

b) Would I get an invoice for payment made?



Yes, all financial transactions on the portal would be supported with invoices and GST details.

c) Do I get a GST credit for the GST paid on the portal?

Yes, the details of the GST paid along with the GST number of MFSCDC will be provided on the invoice.

d) How do I make the payment for my application?

All the payment can be done online through net banking, debit or credit card payment.

e) Can I pay offline?

No, all payments are online. Offline payment is not accepted by MFC or any other stakeholder departments.

f) Can I cancel my application?

- Yes, you can cancel the application before it has been approved and can get full refund.
- If the application is approved you can still cancel the application but fee paid at the time of application will not be refunded.

g) In case of rejection/cancellation by the approving authorities, what happens to fees and security deposit paid at the time of application?

If the application is rejected or cancelled by any approving authority, the fee and security deposit would be refunded to the bank account mentioned in the registration form.

h) How long does it take to get refund in my account?

It takes up to 15 working days to get the refund in your account. The timeline may vary as per banking guidelines

i) Where is the refund amount credited?

- The refund amount is credited to bank account shared by the user at the time of registration on the MFC portal.
- In the case of International Payment, the refund can only be transferred to an Indian bank account.

5. Queries & Grievances

a) Who should I contact in case of any query?

You can write to Maharashtra Film Cell at contact.filmcell@maharashtra.gov.in or call MFC on 022 2849 7550/ 28401532, from Monday to Friday between 9 am to 6 pm.

b) How can I raise the concern or grievance?

To raise any grievance, go to “Grievance Tab” and fill in the required details, select the stakeholder department attach relevant files and submit the grievance.

c) Can I directly contact the concerned department?

No, you cannot contact the department directly. Your query and grievance are routed through MFC only.

d) How many days does it take to resolve my query?

In case of query or grievance, you may get the response within 3 working days.



6. Resources and Data

a) **Where can I find the list of major production houses?**

You can go to Download Tab and click on Database for downloadable list of major production houses.
(The data is collected via secondary resources and is for reference purpose only)

b) **Where can I find the film industry association information?**

You can go to Download Tab and click on Database for downloadable list of major industry association.
(The data is collected via secondary resources and is for reference purpose only)

c) **Where can I find stakeholder department terms & condition?**

You can go to Download Tab and click on Stakeholder Departments Terms & Conditions for accessing terms & condition of each department.

d) **Where can I find the latest industry information and reports?**

You can go to Download Tab and click on Knowledge Resources section for accessing latest industry information and reports.

e) **Where can I get information on stakeholder departments?**

You can go to "Stakeholder Department" under Contact Us Tab. All the major stakeholder departments are listed here.

7. Miscellaneous

a) **Do I need to apply to multiple departments for filming permission in Maharashtra?**

If your targeted location falls under a state government department, you can apply online on Maharashtra Film Cell, which will coordinate with other stakeholder departments and issue permission. **Do I need Visa to shoot in Maharashtra?**

If you are not an Indian citizen or permanent resident you will need a temporary visa to shoot in Maharashtra. International Applicant need to apply with Ministry of External Affairs for J/F Visa first to get shooting permit in India, followed by approval from local governing bodies.

b) **Do I need to apply send a copy of application to MFC Office for filming permission?**

No, the process is completely online and you do not need to send application to MFC office.

c) **How many days will it take to get filming permission in Maharashtra?**

It can take up to 15 working days for filming permission.

d) **Can I apply for filming permission on private properties?**

As of now, you can only apply for location owned and maintained by state government departments.

e) **Do I need a visa to work on a production in India? What type of Visa will I get?**

If you are not an Indian citizen or permanent resident, all staff in the Indian entertainment industry will need a temporary visa to stay or work in India. Foreign nationals coming to India to shoot/film a feature Film / commercial TV serials / TV series / reality TV show / web



series may be given 'F' visa, provided the Ministry of I&B has approved the project / proposal. To shoot/film ad films / AV commercials / documentary films foreign national may be given 'J' visa.

f) Do I need a location manager to shoot in Maharashtra?

It is solely the discretion of production houses to appoint a location manager. MFC is only responsible for facilitating filming permissions and do not officially list or endorse any location managers.

g) Do I need filming permission for a small crew?

Yes, you need permission to film irrespective of the crew size

h) Do I need special permission to involve animals during filming?

Yes, you may need to seek permission from Animal Welfare Board in case filming involve any animal. For more information please visit <http://awbi.org/final/section/3/flims/2>

i) I have multiple email IDs, which one do I use to register?

It is recommended to use your official email ID at the time of registration, as all the important information regarding your application, change of password and financial transactions would be sent to the registered email ID. Email ID once registered cannot be changed.