

PART

About Taipei Film Commission (TFC)

- Origin **03**
- Organization and Specialization
 - (1) Location and Production Section **04**
 - (2) International Section **06**
 - (3) Event Section **07**
 - (4) Website and Publication Section **08**
 - (5) Administrative Section **09**

PART

Taipei Filming Privileges for Foreign Production Teams

- Central Government Subsidies **11**
- US\$1 Million in Subsidies per Year Provided by Taipei City Government **12**
- Support from TFC **13**

PART

Forms and Procedures

- Taipei City Department of Cultural Affairs Application Guidelines for Audiovisual Production Assistance **14**
- Taipei City Audiovisual Production Assistance Request Form **19**
- Taipei City Department of Cultural Affairs Application Guidelines for Audiovisual Production Marketing Assistance **25**
- Taipei City Audiovisual Production Collaborative Marketing Request Form **26**
- Application of Short-term Exchange Visitor Visa for Mainland Chinese Film and Television Professionals Employment **29**
- Employment Application of Foreign Professional Audiovisual Workers **30**
- Working Visa Application for Foreign Workers (Hong Kong, Macau passport holders included) **31**

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PART

About Taipei Film Commission (TFC)



2008 → 2016 / 10

3,529

productions made
with TFC's assistance



Location scouting for European,
American and Asian crews +
international co-productions

496 titles (14%)

Advertisements

Short
films

Documentaries

MV

Films

TV

Others

2011 - *Life of Pi* by Ang Lee

2012 - *Shield of Straw* by Takashi Miike

2013 - *Lucy* by Luc Besson

2014 - *The Crossing* by John Woo

2015 - *Silence* by Martin Scorsese

02

Origin

TFC was established in January 2008 as the sole contact window for all filming activities (whether by local or foreign production team) in Taipei City. TFC possesses the right professional talents as well as connections with private and public sectors to provide local and foreign production teams with the most convenient and efficient services and support.

The role of TFC's chairperson is assumed by the Commissioner of the Department of Cultural Affairs, Taipei City Government (DOCA), with 8 industry professionals as Members of the Film Committee. Funded by DOCA, TFC operates under Taipei Culture Foundation and has adapted to the needs of the audiovisual industry over the years, offering filming assistance to local and international crews, facilitating international co-productions, cultivating talents, and promoting Taiwanese films. By supporting the development of audiovisual industry in all aspects, TFC further boosts Taipei City's international exposure.

TFC's functions



Promote images of Taipei City by assisting in international audiovisual co-productions



Facilitate exchange of knowledge and ongoing trends with international counterparts



Strengthen the foundation of the audiovisual industry through talent development



Organize audiovisual forums and create a filming-friendly environment

Organization and Specialization

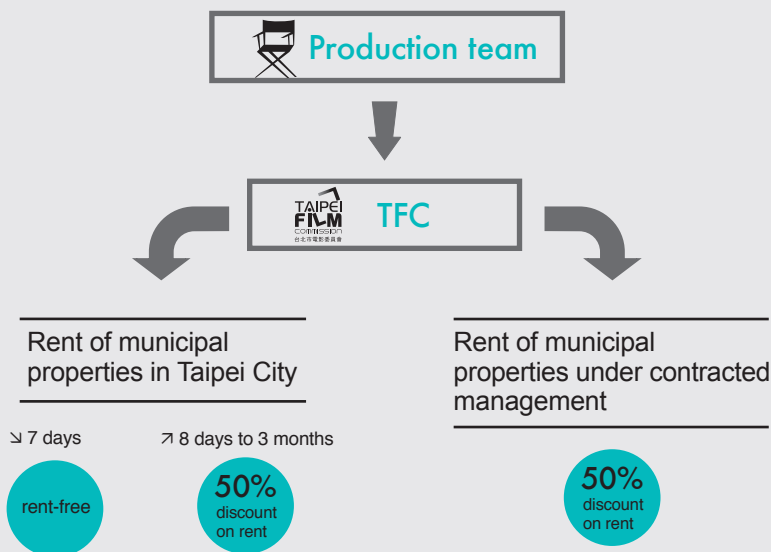
The Taipei Culture Foundation has assigned a Director to TFC to lead its 5 specialized sections: Location and Production, International, Event, Website and Publication, and Administrative.

(1) Location and Production Section

Provides consultation and location scouting services, and arranges isolated/closed street filming at municipal properties within Taipei City. Applicants may access the Location Gallery available at TFC's website for a list of viable filming sites within Taipei City; alternatively, applicants may choose to obtain a printed scouting guidebook or DVD from TFC. Applicants may then request for scouting assistance or have TFC negotiate with government agencies on their behalf.



Rental arrangements through TFC may be entitled to discounts



For detailed application rules and forms, please see P.14-24 or visit TFC's website at www.filmcommission.taipei/en/Service/ShootForm or dial +886-2-27093880 to inquire.



Production assistance application procedures

STEP

- Clarify needs
- Call in to inquire

STEP

2

- Complete the proper application form
(a copy of Taipei City Department of Cultural Affairs Application Guidelines for Audiovisual Production Assistance, as shown in P.14-24, can be downloaded from TFC website)
- Furnish relevant attachments such as scripts and proposals
- Deliver the above documents to TFC via E-mail, courier or fax

STEP

3

- Once the application is approved, the applicant may be required to undergo different procedures depending on the requests they make
- Always keep in touch with TFC Location and Production Coordinators



Turnaround time for Location and Production applications

General applications

- Apply 7 to 15 working days in advance
- Actual processing time may differ depending on the nature of the applicant's requests

Application for closed street filming

- Apply 10 to 21 working days in advance (depending on road classification)

Application for public facilities or special assistance

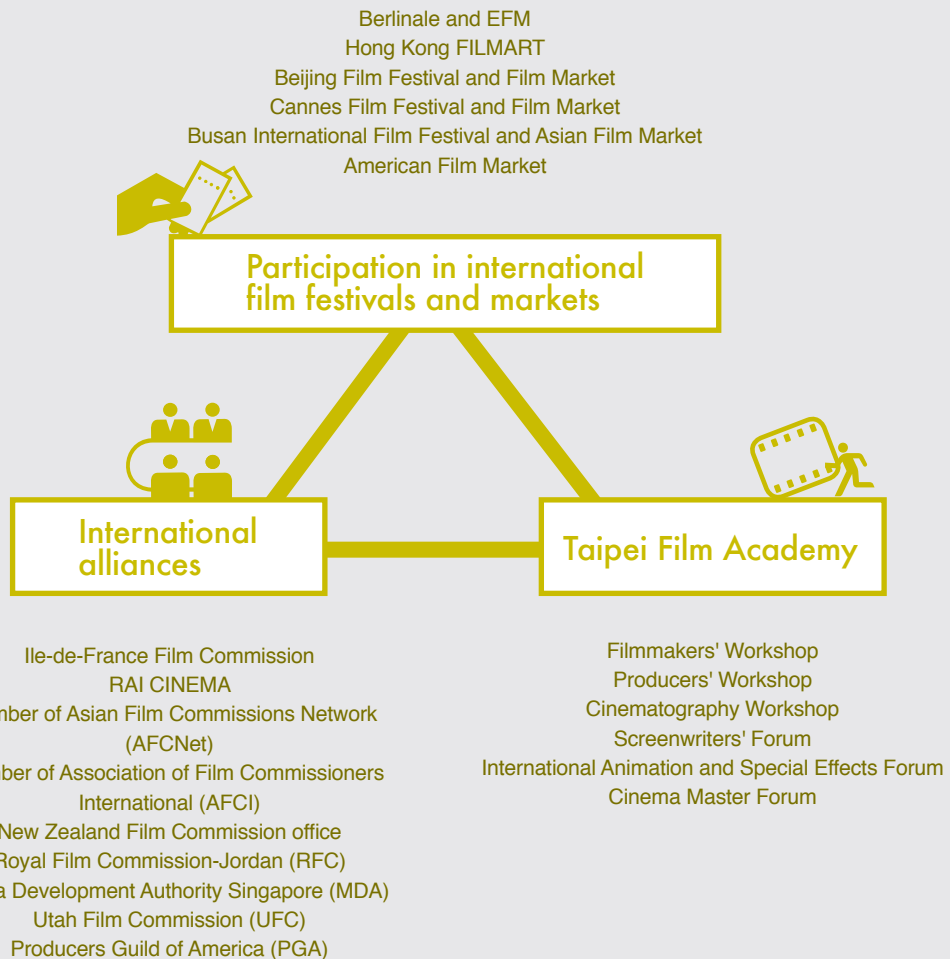
e.g. use of police vehicles, fire engines etc

- Apply 10 to 15 working days in advance

05

(2) International Section

Assists filmmakers in the participation of major film festivals and film market exhibitions worldwide. By forming alliance and promoting joint production with counterparts around the world, TFC helps bring Taiwan's filming creativity and energy to the world stage, and improves visibility of Taipei as a world-class city. The International Section is also responsible for organizing annual "Taipei Film Academy" as a means of developing filmmaking, screenplay, and animation talents.



(3) Event Section

Responsible for coordinating resources between the private and public sectors to assist in the marketing of local productions in various forms such as premiere ceremonies, special screening sessions, and advertisements. The Event Section also organizes audiovisual conferences and bridges communication between the film industry and the government for more appropriate support.

Productions that satisfy any of the following criteria are eligible to apply for marketing assistance from the Event Section.

Event Section provides resources



Films that have been completed with subsidies received from the Department of Cultural Affairs and are due for immediate release



Films that have won major awards at Taipei Film Festival



Films that have been shot in Taipei City, with discernible parts of the city appearing for more than one-quarter of the film



Films that have been completed based on specific partnership agreement or MOU between TFC and the international organization

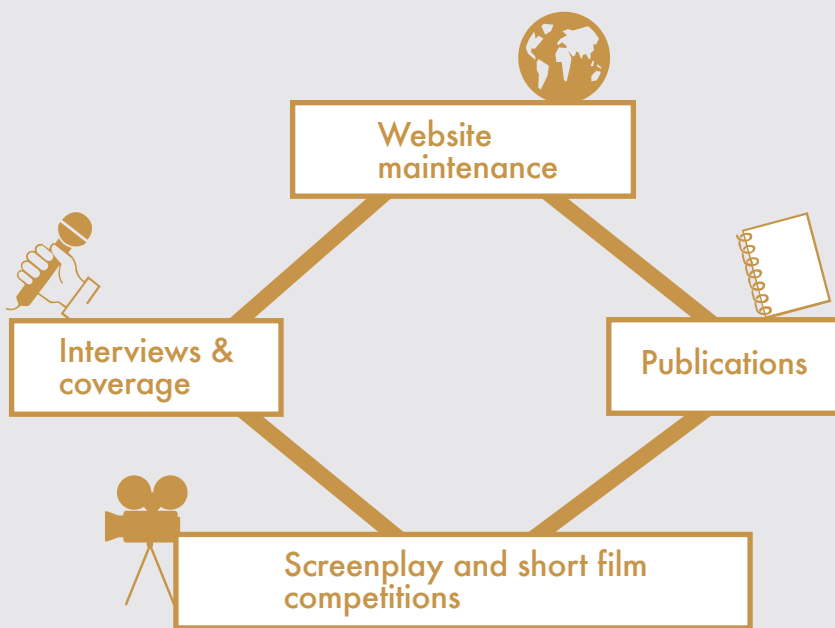
07



For the marketing application form, please see P.25-28 or visit TFC website at www.filmcommission.taipei/en/Service/SellForm or dial +886-2-27093880 to inquire.

(4) Website and Publication Section

Responsible for maintaining the TFC website in four different languages (Chinese, English, French, and Japanese). It promotes filming opportunities by advertising TFC's services locally and abroad, making annual Chinese-English bilingual publications, such as *Taipei Cinema Location Guide*, *Taipei Filmmakers*, *Taipei Cinema - Film Actors×96 from 2008~*, *Filming Taipei: What We Offer*, and maintaining comprehensive database on Taipei City's filming locations and Taiwanese talents. The Website and Publication Section is also responsible for organizing the annual "Filming Taipei" screenplay competition and a short film contest, which aims to train, inspire and discover filmmaking talents in Taiwan.



(5) Administrative Section

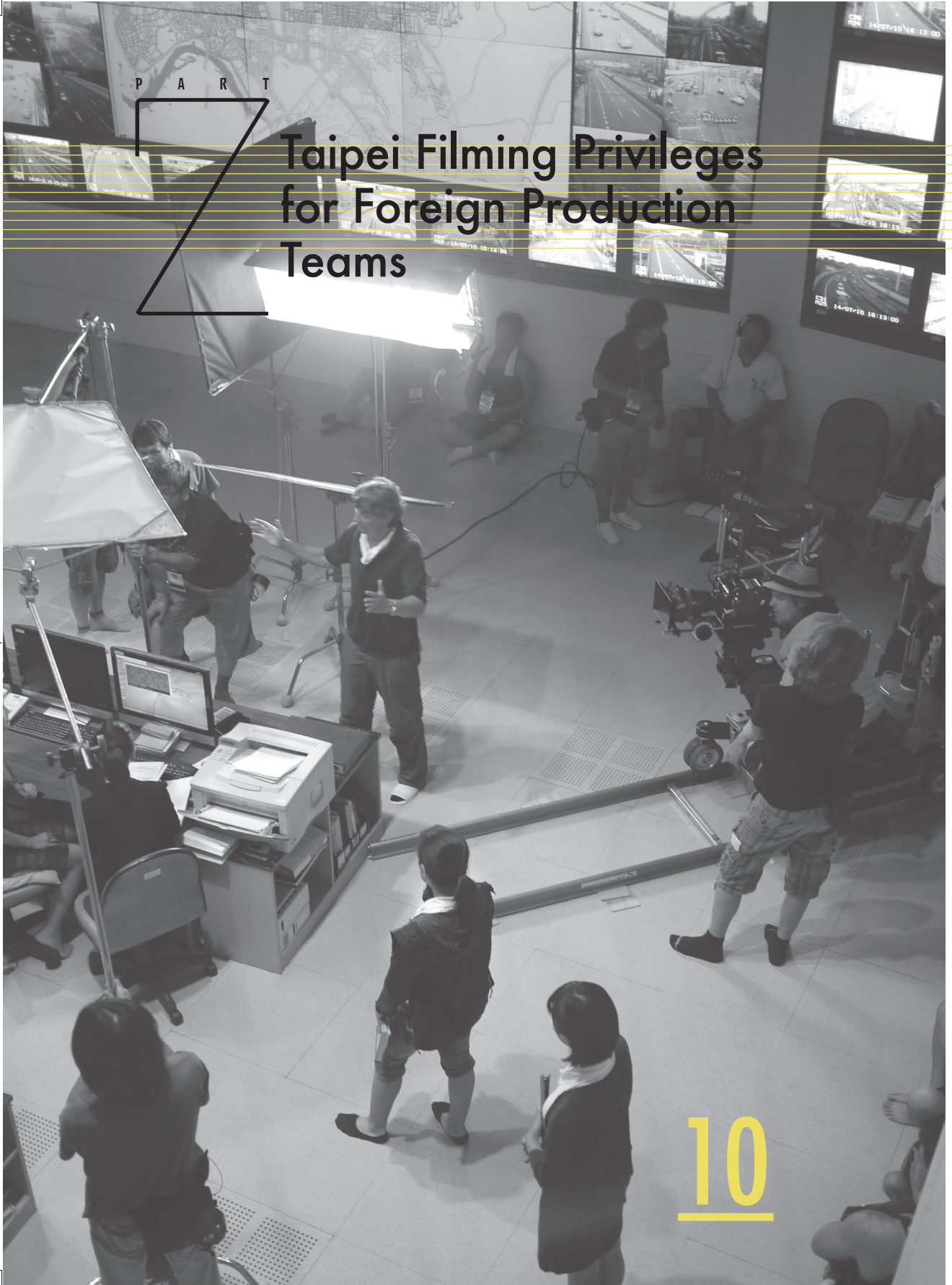
Provides efficient back-end support to the activities of other four sections.



P A R T

Taipei Filming Privileges for Foreign Production Teams

10



There are abundant privileges for foreign production teams when filming in Taipei! In addition to various subsidies made available by the central government (the Ministry of Culture), Taipei City Government also has its own production subsidies to offer, while TFC is available to provide various types of assistance from filming, marketing to international campaign.

Central Government Subsidies

In an attempt to enlighten the local film industry, the Ministry of Culture has made available abundant subsidies (up to NT\$30 million, approximately US\$1 million per production) to invite film production activities into Taiwan.

The Ministry of Culture subsidizes foreign productions in three different categories: personnel, production, and insurance.

The Ministry subsidizes **30%** of costs incurred on locally hired performers and staff

Personnel



The Ministry subsidizes **15%** of costs incurred on liability insurance and accidental insurance premiums while producing in Taiwan.

Insurance



Production

The Ministry subsidizes **25%** of costs incurred on pre-production (planning, R&D, fund raising, advanced ticket sales etc), post-production (sound recording, editing, special effects, sound effects, light adjustments, printing etc) and computer animation

11



For details, please refer to *Directions for Funding the Production of Motion Pictures in the Republic of China by Foreign Motion Picture Production Enterprises* published by Bureau of Audiovisual and Music Industry Development, Ministry of Culture at <http://goo.gl/k09HiY>

US\$1 Million in Subsidies per Year Provided by Taipei City Government

For the purpose of developing Taipei City's image and audiovisual industry, Taipei City Government has offered up to US\$1 million in subsidies per year for foreign production teams that choose to film in Taipei City (applicable only to co-productions).

International co-productions that satisfy the following criteria are entitled to apply for subsidies from Taipei City Government



Directed by award-winning **director** of a world-renowned film festival; or produced by winning **producer** of Best Picture award; or featuring the director/producer of any film that **grossed more than US\$200 million** in sales worldwide in the last 10 years



The theme features certain **people, event, history, location or object of interest** associated with "Taipei City"



The filming takes place in **Taipei City** for at least 30 working days



The production hires talents locally from Taipei City during filming/production



The production is released and showcased in cinemas in **at least 50 regions worldwide**, including Taiwan



Please see Department of Cultural Affairs, Taipei City Government Foreign Film Production Subsidy Guidelines for more details at <http://goo.gl/FXsvdf>

Support from TFC

Between 2008 and October 2016, TFC provided assistance to 496 foreign productions from 32 countries including China, Hong Kong, USA, UK, France, Germany, Japan, Korea, Philippines, Belgium, Australia, Malaysia, Thailand, Singapore, Indonesia, Israel, and the Netherlands.

TFC will provide the following support for foreign productions that plan to film in Taipei. (Please refer to P.12)



Complimentary location scouting

Maximum three day's scouting transportation within Taipei and airport pickup



Complimentary accommodation

Accommodation for two key members of the production team, up to two nights per visit



Professional consultation

Gathering of information on filming sites, planning of scouting tour, and coordination on the use of filming sites during pre-production and filming stages



Taiwan audiovisual production match-making

Helps find the right financiers and the right filming, performing, technical, and post-production talents



International campaigning

Supports global promotional efforts such as local screening, marketing subsidies, film festival entries, press conferences (local and abroad), advertisements, and media relations

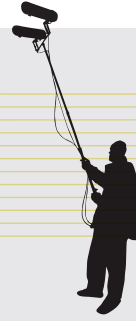


13



For details, please visit TFC's website at www.filmcommission.taipei or dial +886-2-27093880

Forms and Procedures



■Taipei City Department of Cultural Affairs Application Guidelines for Audiovisual Production Assistance

Implemented on June 8, 2012

Amended on August 20, 2014

Amended on November 8, 2016

1.The guidelines herein (Guidelines) have been created by Taipei City Department of Cultural Affairs (DOCA) in accordance with Article 7 of Taipei City Assistance and Subsidy Policy for Audiovisual Productions to facilitate submission and review of production assistance requests in Taipei City.

2.All local and foreign producers and tertiary education institutions of audiovisual-related profession may apply for assistance under the Guidelines for production activities that serve purposes of charity, education, enhancing the City's image, facilitating industrial development, or creating city marketing opportunities. To apply, applicants are required to submit proposals on production, public distribution, and public screening processes for review and approval by Taipei Film Commission (TFC).

3.To apply for production assistance, submit the following documents to TFC (Attachment 1). TFC reserve the right to reject applications that contain incomplete documents.

- (1) Taipei City Audiovisual Production Assistance Request Form (Attachment).
- (2) Production proposal, including screenplay.
- (3) Public distribution plan.
- (4) Schema of set arrangements.
- (5) Plans for traffic control and alternative routes.
- (6) Camera position diagrams.
- (7) Other documents required by laws and regulations.

4.Filming assistance requests must be submitted according to the following timeline. Workdays exclude Saturdays, Sundays, and public holidays.

- (1) Application to film at central government-owned or special interest venues: 15 workdays in advance.
- (2) Application for special assistance such as use of police vehicles, fire engines, etc.: 10 workdays in advance.

(3) Application to film at Taipei municipal venues: 7 workdays in advance.

5.For closed street filming: Applications for exclusive road access for audiovisual production or similar activities shall be submitted to and approved by Taipei City Police Department, as per Article 142 of the Regulations Governing Road Traffic Safety. File the application to Taipei City Police Department as per Police Department rules.

Applicants may request for TFC's assistance if a precinct of the Police Department is unable to approve such requests at its discretion. Applications shall be submitted according to the following timelines, as per the type of road to be closed for filming. (Refer to Attachment 2 for details on road classification, and consult TFC for any clarification.)

(1) Class A roads: 21 workdays in advance.

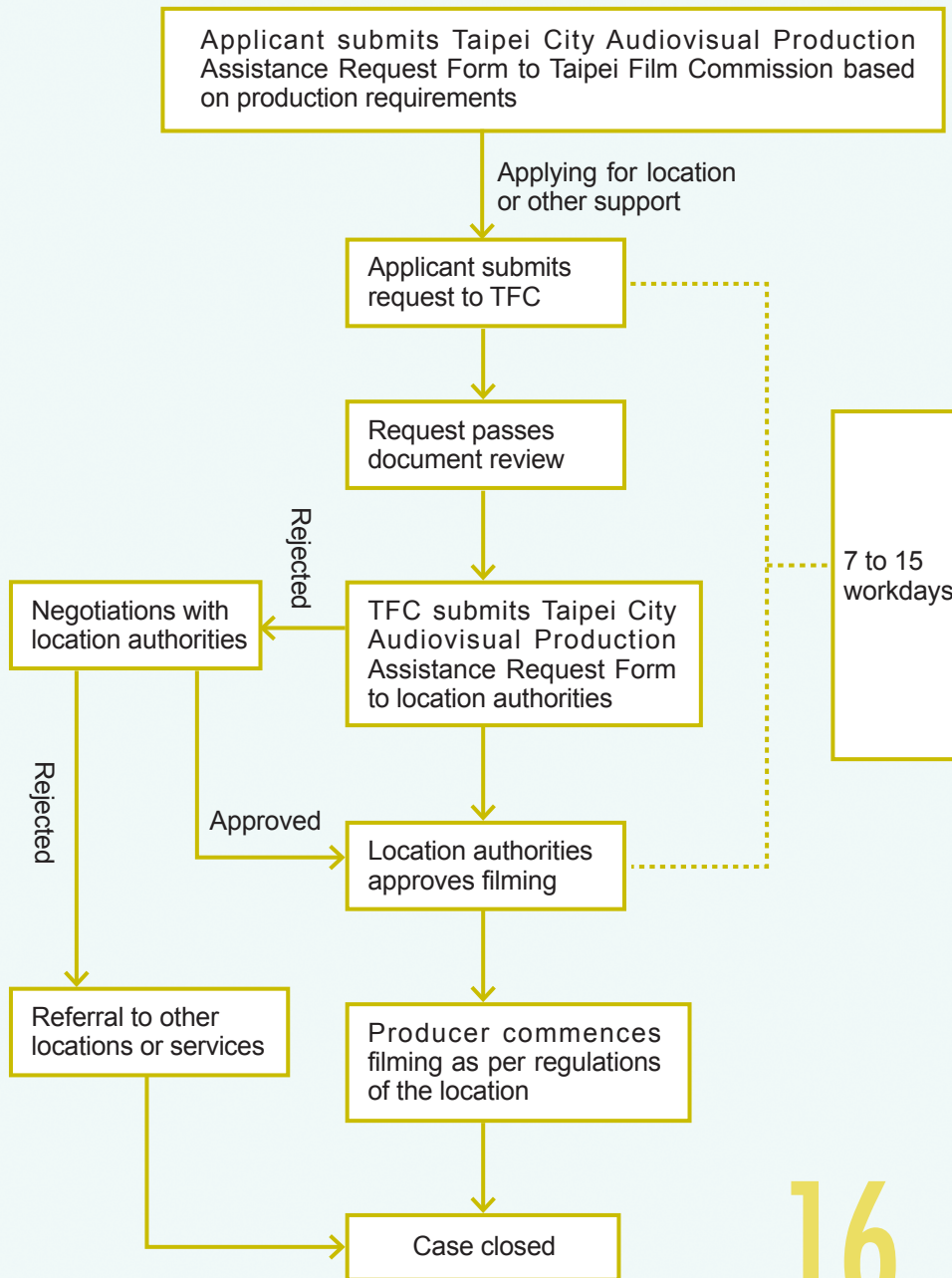
(2) Class B roads: 10 workdays in advance

6.All video productions with TFC's assistance must have the message "Filmed with the assistance of Taipei City Government and Taipei Film Commission" and appropriate logos printed on promotional materials and shown in opening credits in an exclusive section.

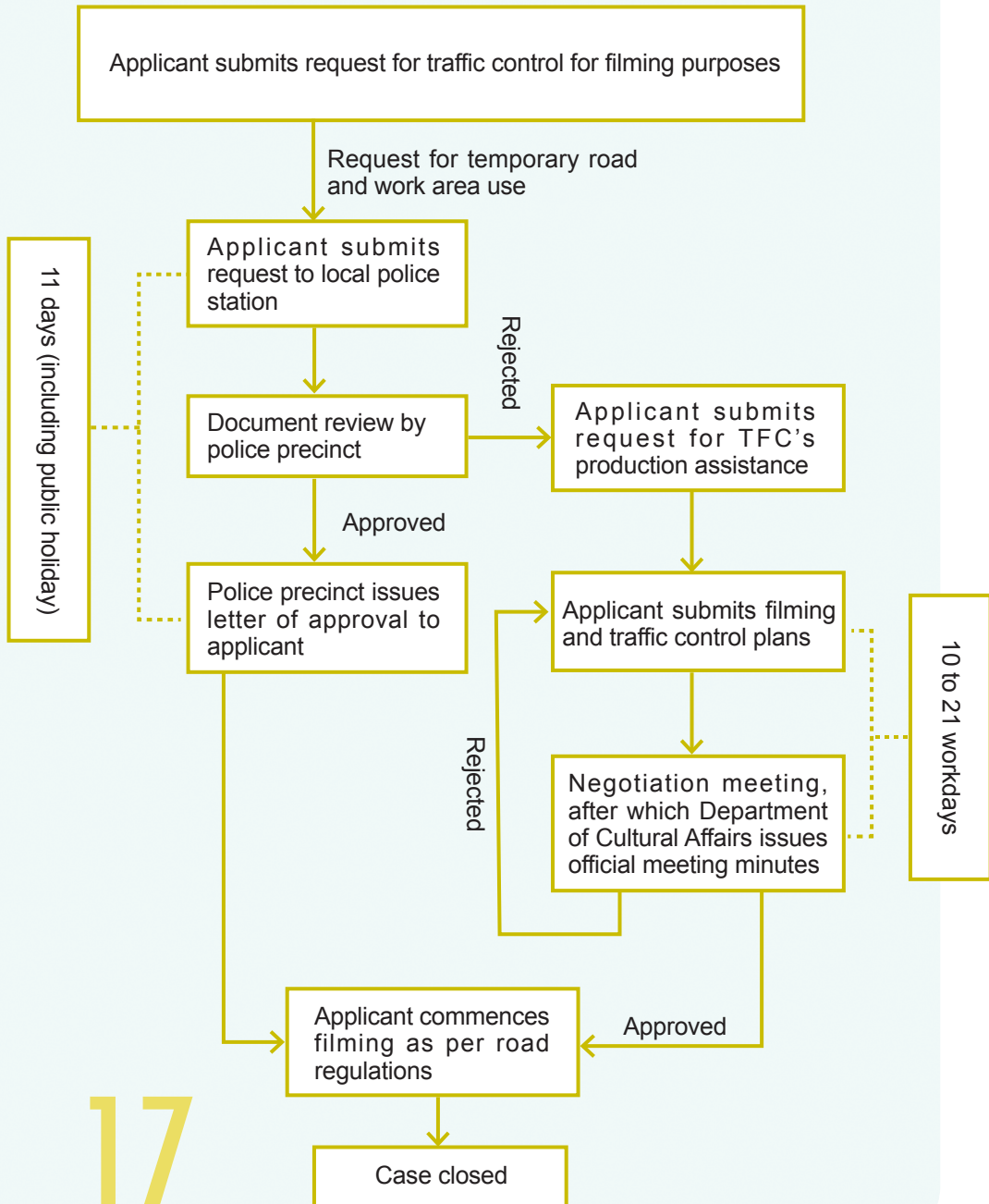


Will You Still Love Me Tomorrow?, behind the scenes

■ Taipei City Audiovisual Production Assistance Application and Review Process (Attachment 1)



■ Taipei City Audiovisual Production Assistance
Application and Review Process
(Road Filming) (Attachment 1) (Cont.)



Traffic Control Classification Sheet (Attachment 2)

Nearby facilities Road use (available road access remaining)	Bus stop	MRT station	General hospital (with ER) entrance/exit	Carpark and garage entrance/exit	Streets/traditional markets/night markets	School entrance/exit	Other notable conditions	Remarks
Special purpose roads (Note 1)	A	A	A	A	A	A	A	
Less than 1 lane remaining of bi-directional road (in addition to bus lanes)	B	B	B	B	B	B	B	

Notes:

- 1.Special purpose roads include expressways, tunnels, bridges, vehicle overpasses, vehicle underpasses, access roads, bus lanes, and roundabouts.
- 2.All traffic control requests are subject to on-site inspection. Applicants must comply with TFC's instructions and arrange for key crew members, including the director, producer, or executive producer, art director, and cinematographer to be present at the inspection.



When a Wolf Falls in Love with a Sheep, behind the scenes

Taipei City Audiovisual Production Assistance Request Form
- Sheet 1 (Applicant's information) (Attachment)

Date:
 Document No.:

Please take time to complete this application for location shooting and relevant services. Provide applicant's information in Sheet 1, which only has to be completed once; specify your requested location in Sheet 2 (e.g. museum, carpark, theater, etc.), using a separate sheet for each location; and specify your requested service in Sheet 3 (e.g. road closure, traffic control, public lighting control, security, etc.) using a separate sheet for each service. You are welcomed to contact Taipei Film Commission for any clarification.

To be completed by the applicant	
Contact:	Designation:
E-mail:	Mobile:
Name of production:	Type of production: <input type="checkbox"/> Feature film <input type="checkbox"/> Documentary <input type="checkbox"/> Short film (including student production) <input type="checkbox"/> TV series, _____ episodes <input type="checkbox"/> TV film <input type="checkbox"/> TV show <input type="checkbox"/> MV <input type="checkbox"/> Commercial <input type="checkbox"/> Other Filming equipment: <input type="checkbox"/> Film stock <input type="checkbox"/> Digital _____ <input type="checkbox"/> Tracks <input type="checkbox"/> Platform, _____ set(s) <input type="checkbox"/> Crane, _____ feet <input type="checkbox"/> Other: _____
Description of production:	
Director(s):	
Producer(s):	
Coordinator(s):	
Scheduled filming date:	Production budget:
Distribution platform: (Attach public distribution plan.)	Release date: (Attach public screening plan.)
Requested location (Specify interior and/or exterior filming.):	
Circle if the production involves the following: A. Platform B. Animals C. Child actor D. Road closure/ traffic control E. Filming inside MRT system F. Change of street appearance or traffic sign G. Depiction of crime or disaster H. Smoke effects I. Use of explosives or weapons J. Use of crane/special vehicle K. Performer posing as military/law enforcement/fire department personnel L. Public lighting control M. Open fire N. Sprinkler for rain effect O. Power generator P. Stunt performance Q. Nudity R. Chroma key/green screen S. Props T. Other (please specify): _____ (Provide detailed descriptions of the above in Sheet 3.)	
Applicant: (Use company seal.)	Person-in-charge: (Use private seal.)
<input type="checkbox"/> The applicant has read and agreed to all terms of Taipei City Audiovisual Production Assistance Request Form.	
Applicant's contact No.:	Applicant's FAX No.:
(Co-producing company):	Applicant's address:
Description of applicant:	

**Taipei City Audiovisual Production Assistance
Request Form - Sheet 2 (Requested Location)**

Date:

Document No.:

Please use separate sheets for different locations, to be reviewed by different authorities. If multiple spaces or scenes are to be filmed within the same venue, please label them "Scene 1," "Scene 2," etc. and specify the plans and needs involved in each scene.

On-site contact:	Tel:	Mobile:
Requested venue/location:		
Scheduled filming date and time:		
From (date)	(time)	, to (date) (time)
Scene and area description (Attach relevant scripts.):		
Number of scenes to be filmed at the requested location: _____; number of workers present: _____; number of actors (including extras): _____		
Description: (e.g. in front of the police precinct, S.19)		
To be completed by site management		
Name of management:		
Case officer:	Tel:	
E-mail:	Mobile:	
Fax:	Address of management:	
Feedback from management (suggested time of filming and special notes):		
		Sign and return.
To be completed by Taipei Film Commission (TFC)		
Case officer:	E-mail: tfc@taipeifilmcommission.org	
Tel:	Fax: +886-(0)2-2709-3909	
Mobile:		
Decision by TFC:		
<input type="checkbox"/> Application approved (Reason: _____) <input type="checkbox"/> Application rejected (Reason: _____) <input type="checkbox"/> Additional terms; Proceed according to conclusions of the coordination meeting dated _____		
		Seal of TFC Director

**Taipei City Audiovisual Production Assistance
Request Form - Sheet 3 (Other Requests)**

Date:

Document No.:

Please provide more details to any special assistance that may be required for filming processes specified in Sheet 1 (e.g. use of police vehicle, power-generating vehicle, extended public service hours, etc.).

On-site contact:	Tel:	Mobile:
Requested services:		
Scheduled filming date and time: From (date) _____ (time) _____, to (date) _____ (time) _____		
Special assistance for scenes (Attach scripts for each scene in question; either use letter codes from Sheet 1 or provide more detailed descriptions of the assistance required.): Number of scenes requiring such service: _____; number of workers present: _____; number of actors (including extras): _____ Required support and scene number: (e.g. 1 police vehicle in S.20)		
To be completed by site management		
Name of management:		
Case officer:	Tel:	
E-mail :	Mobile:	
Fax:	Address of management:	
Feedback from management (suggested time of filming and special notes):		
		Sign and return.
To be completed by Taipei Film Commission (TFC)		
Case officer:	E-mail: tfc@taipeifilmcommission.org	
Tel:	Fax: +886-(0)2-2709-3909	
Mobile:		
Decision by TFC:		
<input type="checkbox"/> Application approved (Reason: _____) <input type="checkbox"/> Application rejected (Reason: _____) <input type="checkbox"/> Additional terms; Proceed according to conclusions of the coordination meeting dated _____ .		
		Seal of TFC Director



Additional terms:

1.The applicant shall be issued one warning ticket for any filming activities that do not conform to the terms of the application, the site management's instructions or the decisions of TFC's Location and Production section. If no correction is made within the given time, TFC's Location and Production section shall be authorized to issue a second warning ticket and cease all filming activities and the services requested immediately on site. In which case, TFC may suspend production assistance to the applicant for a period of one year to three years, depending on the severity of the violation.

2.To cancel or postpone a scouting appointment, TFC must be informed at least 2 hours in advance by phone, SMS, or e-mail to coordinate with the site management. TFC may suspend production assistance for six months if the applicant fails to comply with the above period of notice on two occasions.

3.To cancel a filming appointment, TFC must be informed at least 2 workdays in advance by phone and mail unless the cancellation is caused by weather condition or other force majeure event. To change the time of filming within the day, TFC must be notified at least 1 hour before the filming is scheduled to begin, so that arrangements can be made with the site management. TFC may suspend production assistance for six months if the applicant fails to comply with the above period of notice on two occasions.

4.The applicant may not relocate, remodel, or alter any equipment on site without the consent from both TFC and site management. Modifications to the filming location can only be made with consent from the site management after all three parties (the applicant, TFC, and site management) have assessed the proposed change. In which case, photographs shall be taken of the site before modifications as reference for the modifications made, and the applicant is prohibited from using irremovable props or anything that has the potential to damage the location. TFC may suspend production assistance for a period from six months to three years, depending on the severity, if the applicant fails to comply with the above rules.

5.For any use of public equipment that requires assistance from civil servants, the applicant is advised to begin and finish filming activities in a prompt manner to avoid disrupting civil servants' duties. TFC may terminate the requested service if filming does not commence within 30 minutes after the supporting civil servants arrive on site, and suspend further assistance to the applicant for one year if a second incident of such violation occurs.

6.Applicants are responsible for cleaning up the location after filming has completed. Failure to clean up the filming location will result in consequences depending on the site management's policy; in which case, TFC may suspend further assistance to the applicant for six months.

7.The applicant shall repair, restore, or compensate in full for any damages caused to the site or equipment thereof within one week. Failure to restore or compensate within the given time may result in the suspension of further assistance from one year to three years, depending on the severity.

8.Before commencing filming in Taipei City, the applicant shall meet with the neighborhood magistrate, businesses, offices, residents, etc. in the vicinity of the filming to announce and communicate information regarding the filming.

9.The applicant shall conduct the following when applying for use of the roads of Taipei City for filming via TFC:

(1) Street closure notice (in format specified by TFC) and bus re-routing notice (in format specified by the Public Transportation Office) shall be posted 7 days before filming is scheduled to begin. The location shall be restored and the notices shall be removed immediately after filming is completed.

(2) In addition to requesting support from traffic auxiliary police and traffic cones, the applicant shall assign personnel to directing traffic.

10.TFC may cease its assistance to applicants and associated directors, producers, and location coordinators, based on the approval of Taipei City Department of Cultural Affairs, when applicants exceed their tolerated number of violations against Articles 1 to 9 above. In which case, TFC will publish records of the misconducts on TFC's website.

11.Video productions filmed with TFC's assistance should agree to on-site press coverage led by TFC. Alternatively, production teams may agree to have TFC record behind-the-scenes footages for documentation and non-profit publicity purposes.

12.The applicant shall provide TFC with 10 production photos in which the filming location is easily discernible (using uncompressed JPEG or RAW files with resolution at 8 million pixels or above); these photos shall be used for promoting TFC's services.

13.The director, producer, lead actor, lead actress, and other key members of the production team shall agree to complete or have TFC personnel complete 30-second videos, in which to express suggestions or opinions with regards to TFC's services. In addition, representatives from the production team shall be assigned to participate in TFC's special screening session once the production is released.

14.Once the production has been released, the applicant shall provide TFC with a full copy of the completed audiovisual work, from which TFC may edit a 30-second clip for non-profit purposes, including documentation, promotion, etc., free of compensation.

15.For films and TV dramas, both the lead actor and lead actress shall agree to appear in TFC's promotional clip if assistance is requested for 3 or more locations in the same production, or if the same location is occupied or filmed for two weeks or longer.

16.Uses of cultural heritage, historical building, precious artifacts, or special facilities must proceed according to the terms of the Cultural Heritage Preservation Act and instructions from both the site management and TFC's Location and Production staff.

17.Applicants are required to procure necessary insurance coverage and assume responsibility for any injuries (including third-party injuries) or loss of property that arise as a result of their activities on site. Site management shall not be held responsible for compensation in any cases.

18.Applicants are advised to ensure proper custody of their own equipment and personal belongings, as site management shall not be held responsible in any cases.



■The Global “Green” Awareness and Guide for an Environmentally Healthy Method of Working on Film Productions. WE CARE!

As the world is coming together for global “Green” awareness, filmmaking is no exception for taking participation in this global act. Here are several key areas in film production and examples of how to make each green:

■ **Energy** ■ For remote electrical power to sets and trailers local power plants for fixed structures, the usage of diesel generators is vitally important.

Use alternative fuels such as solar, natural gas and biodiesel; use the correct sized generators; and make the best use of local green utility programs.

■ **Materials** ■ The raw materials necessary for creating set designs, props, costume, hair and makeup. Always use recycled materials when readily available, avoid anything toxic or vinyl, source products locally and always prefer renting to purchasing if allowed.

■ **Waste** ■ The process of the management and removal of waste, from big piece furniture to left-over food to water bottles and aluminum cans.

Always recycle, donate and deconstruct before anything is decided to become waste. Also, make sure purchased equipments can be easily disassembled to save space.

■ **Transportation** ■ Traveling to and from sets and various locations for scouting purposes, meetings and other related production needs.

Replace traveling with webcam/video devices or conference calls. Use eco-friendly/hybrid vehicles and services, and hiring locally will directly save on travel and accommodation needs.

■ **Operations** ■ Managing location and production offices during production.

Reduce paper consumption, use energy-efficient electronic devices and available forms of electronic communication, and take advantage of natural sunlight whenever obtainable.

■ **Food** ■ On and off set catering and craft services.

In addition to trash cans, must provide plenty of recycling bins; switch to reusable utensils, plates and travel mugs; compost unfinished foods and drinks; and choose to use local and organic products.

■Taipei City Department of Cultural Affairs Application Guidelines for Audiovisual Production Marketing Assistance

Established on May 23, 2012

Amended on September 5, 2014

Re-amended on March 8, 2016

1.This guideline has been created by Department of Cultural Affairs, Taipei City Government (DOCA) in accordance with Article 7 of "Taipei City Assistance and Subsidy Policy for Audiovisual Productions" to facilitate promotion of urban images through film production assistance.

2.Filmmakers or distributors may apply for marketing assistance from Taipei Film Commission (TFC) for productions that satisfy any of the following criteria:

- (1) Films that have been completed with subsidies received from DOCA and are due for immediate release.
- (2) Films that have won major awards at Taipei Film Festival.
- (3) Films that have been shot in Taipei City, with discernible parts of the city appearing for more than one-quarters of the films.
- (4) Films that have been completed based on specific partnership agreement or MOU between TFC and the international organization.

3.To apply for marketing assistance, filmmakers or distributors are required to submit the following documents to TFC at least 30 days before the release date:

- (1) A completed "Taipei City Audiovisual Production Collaborative Marketing Request Form".
- (2) A photocopy of film production permit or film distribution permit issued by Ministry of Culture.
- (3) A photocopy of film rating certificate issued by Ministry of Culture (3 days prior to release).
- (4) A photocopy of contract signed between the production company and the distributor, and photocopies of contracts signed between the production company and cinemas in Taipei City where the film is intended to be screened (photocopies of contracts with cinemas can be submitted 3 days before release).
- (5) A marketing proposal for the film release.

4.Applications that are not submitted within the required time will not be accepted. Applications that are submitted within the required time but with incomplete documents will be notified to make one secondary submission of missing documents. Failure to submit remaining documents within the required time will result in the rejection of application.

5.Applications approved by TFC may be entitled to marketing resources listed below, depending on the overall cost of production and the number of cinemas where the film is intended to be screened:

- (1) Promotional resources and channels available to the city government.
- (2) Private promotional channels.
- (3) Joint press conference or premiere ceremony.

Date :
Classification No. :

Taipei City Audiovisual Production Collaborative Marketing Request Form

To apply for collaborative marketing, please read "Taipei City Department of Cultural Affairs Application Guidelines for Audiovisual Production Marketing Assistance" and take time to complete this form. You are welcomed to contact Taipei Film Commission for any queries.

Background of production team	
Contact person:	Title:
TEL:	Mobile:
E-mail:	FAX:
Name of production:	Marketing budget (TWD):
Production genre: <input type="checkbox"/> Feature film <input type="checkbox"/> Documentary <input type="checkbox"/> Short film <input type="checkbox"/> Student films <input type="checkbox"/> Others	Requested collaborative marketing activities : <input type="checkbox"/> 1. Advertisement or news time slot <input type="checkbox"/> 2. Joint press conference or premiere ceremony
Expected release date in Taipei City (DD/MM/YYYY):	
No. of cinemas and halls to be screened in Taipei City (must be screened simultaneously in at least 3 halls):	
Satisfied collaborative film marketing criteria (multiple selection): <input type="checkbox"/> 1. The film has been completed with subsidies received from DOCA and is due for immediate release. <input type="checkbox"/> 2. The film has won major award(s) at Taipei Film Festival. <input type="checkbox"/> 3. The film has been shot in Taipei City, with discernible parts of the city appearing for more than one-quarter of the film. <input type="checkbox"/> 4. The film has been completed based on specific partnership agreement or MOU between TFC and the international organization.	
The films' current subsidization/funding status (multiple selection): <input type="checkbox"/> 1. Application in progress. Source 1. _____. Source 2. _____. Source 3. _____. <input type="checkbox"/> 2. Already subsidized. Source 1. _____ Amount _____. Source 2. _____ Amount _____. Source 3. _____ Amount _____.	

3. Already funded.

Source 1. _____ Amount _____.

Source 2. _____ Amount _____.

Source 3. _____ Amount _____.

4. None.

Document checklist (please submit only with complete documents):

1. The original copy of film production permit or film distribution permit issued by Ministry of Culture.

2. A photocopy of film screening license.

3. The original copy of contract signed between the production company and the distributor, and the original copies of contracts signed between the production company and cinemas in Taipei City where the film is intended to be screened.

4. A marketing proposal for the film release.

5. Other documents requested by Taipei Film Commission.

Applicant (production company):
(Seal)

Company person-in-charge:
(Seal)

The applicant has read and agreed with the reminders of "Taipei City Audiovisual Production Collaborative Marketing Request Form."

(Co-producing company):

Company address:

Company profile:

To be completed by Taipei Film Commission (TFC)

Handling officer:

E-mail:

TEL: +886-2-2709-3880

FAX: +886-2-2709-3905

Mobile:

TFC's opinions:

Seal of TFC Director

Reminders:

I. All films marketed in joint effort with TFC must comply with the following requirements:

(1) Exposure of TFC logo

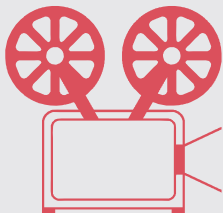
1. Films must show "name of Taipei City Government," "Logo of Department of Cultural Affairs," "name of Taipei Culture Foundation, "TFC Logo," and the words "Sponsored by Taipei Film Commission" in a separate screen and in prior order.

2. Any marketing materials produced in joint effort with TFC (printed publications, models, digital publications, videos, etc.) must show logos of Taipei City Government, Taipei City Department of Cultural Affairs, Taipei Culture Foundation, and Taipei Film Commission.

(2) Outcome and closure

1. The applicant is required to provide 2 copies of film posters with signatures of the production team for TFC's archive.

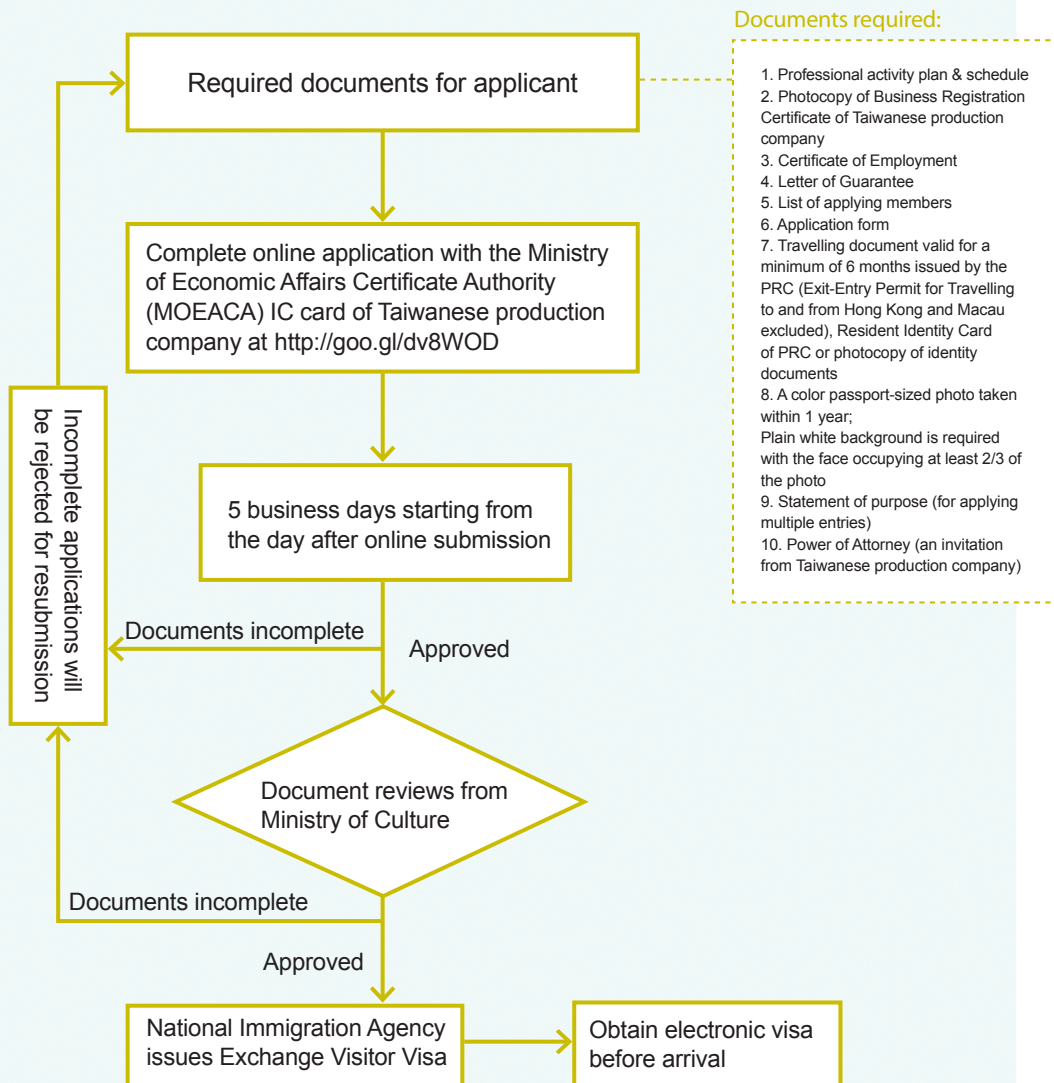
II. Failure to submit completed documents within required time as stated in Article 3 and 4 of "Taipei City Department of Cultural Affairs Application Guidelines for Audiovisual Production Marketing Assistance," or failure to show logos and to submit the required closure materials will result in the denial of all collaborative marketing assistance to the applicant in the next 2 years.



■ Application of Short-term Exchange Visitor Visa for Mainland Chinese Film and Television Professionals Employment

► Application Reminders:

1. Taipei Film Commission (TFC) offers only the information of the application process. We are not responsible for the application, nor are we the responsible agency concerned.
2. Qualified Applicants: film and television related professionals, e.g. actor/actress (can be accompanied by 5 assistants), director, cinematographer, producer, and gaffer.
3. The authority concerned: National Immigration Agency.
4. Time of application and review takes approximately 1 month to process (including resubmission for incomplete application).



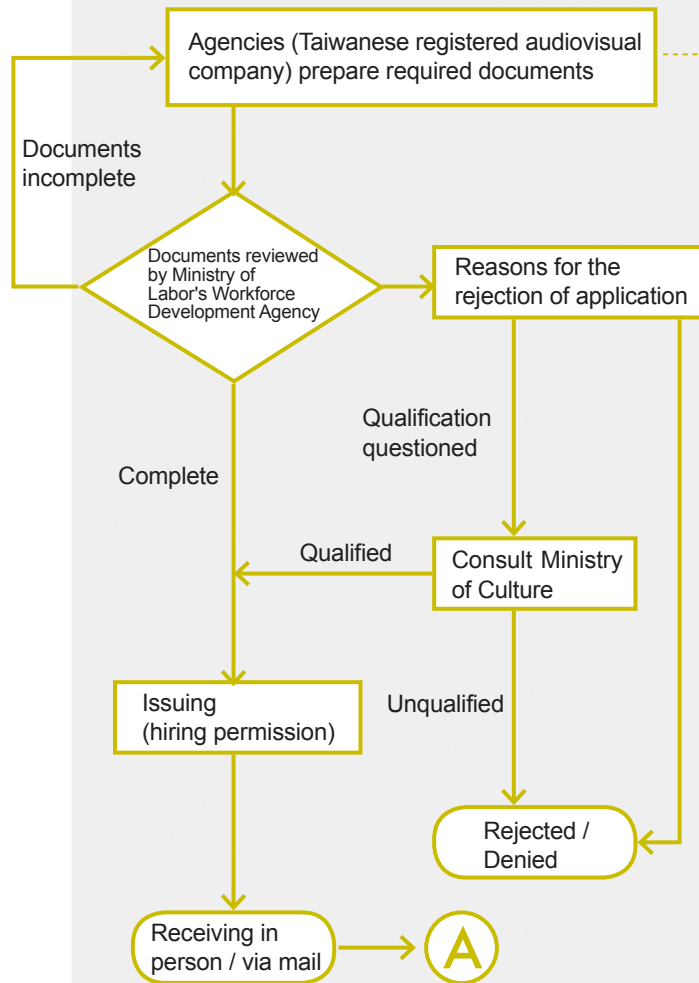
■ Employment Application of Foreign Professional Audiovisual Workers

► Application Reminders:

1. Taipei Film Commission (TFC) offers only the information of the application process. We are not responsible for the application, nor are we the responsible agency concerned.
2. Qualified Applicants: registered Taiwanese audiovisual companies.
3. The authority concerned: Ministry of Labor's Workforce Development Agency (WDA).
4. Time of application and review takes approximately 7 to 10 business days to process.

Documents required:

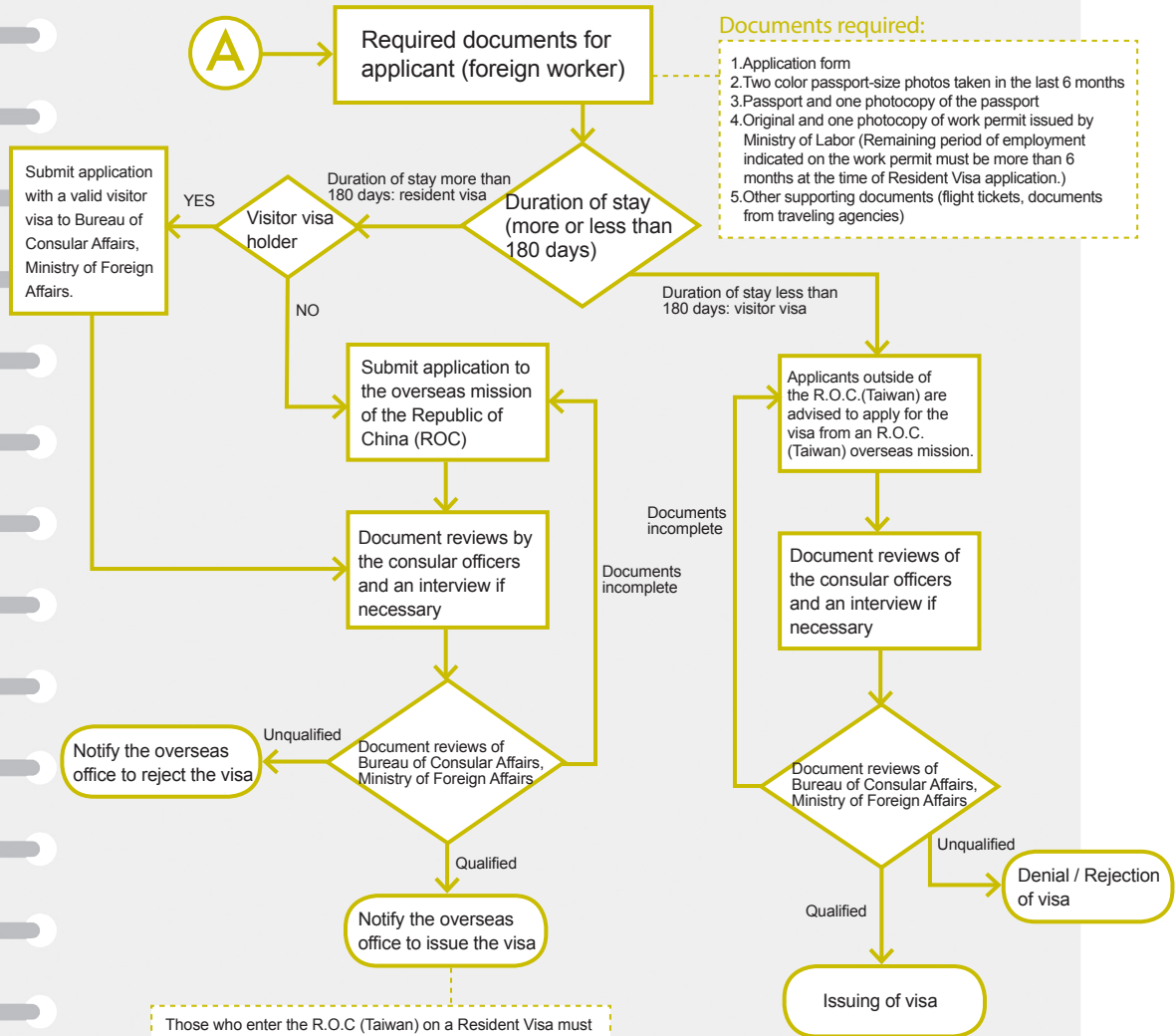
1. Foreign professional employment work permit application
2. Photocopy of applicant entity's company owner ID card or foreign passport
3. Photocopy of applicant entity's company registration or business registration or license for specially permitted business
4. Copy or photocopy of the employment contract
5. Name List of the employed foreign workers
6. Passport photocopy of the employed foreign worker
7. Project Treatment during foreign worker employment period:
Show Business – must include work itinerary, specific work content, time, location, etc.
8. Employed foreign worker's certification of performance or art to be undertaken during the employment period or specific work performance
(1) Home government or R.O.C. agency issued recommendation or certification document, portfolio, media reports, or video of public performance (with audience images included in the video)
9. Original receipt for examination fee (postal receipt only)
10. Foreign workers under the age of 20 must be presented with legal representative employment consent documents and passport photocopy of legal guardian.
11. A photocopy of previous or the same year's (if the employed worker has been permitted to work in Taiwan in the previous year) individual income tax statement for aliens (or tax withholding at source) issued by the National Taxation Bureau, Ministry of Finance. (Those legally exempt from income tax are not required to provide this item.) (If at the time of application, the company has not completed filing due to timing issues, please attach payroll withholding statement or "Individual Income Tax Agent Appointment and Acceptance Form" verified by the National Taxation Bureau.)
 Attachments for foreign extras: (1) Photocopy of alien resident certificate (2) Scripts or relevant explanation In order to speed up the evaluating process, please send in the application in accordance with the applying group or time period of the employment.



■ Working Visa Application for Foreign Workers (Hong Kong, Macau passport holders included)

►Application Reminders:

1. Taipei Film Commission (TFC) offers only the information of the application process. We are not responsible for the application, nor are we the responsible agency concerned.
2. Qualified Applicants: foreign workers employed in Taiwan (Hong Kong, Macau passport holders included);
3. The authority concerned: Bureau of Consular Affairs, Ministry of Foreign Affairs.
4. An Employment of Foreign Worker document issued by the Ministry of Labor's Workforce Development Agency must be obtained before the application of visa. (document A)
5. Time of application and review takes approximately 3 to 5 business days to process.



Those who enter the R.O.C (Taiwan) on a Resident Visa must apply for an Alien Resident Certificate and Re-entry Permit at local service centers of National Immigration Agency. Request at local service centers of the National Immigration Agency to extend the validity of Alien Resident Certificate and re-entry permit before they expire.

Visa holders who are permitted to stay in Taiwan for at least sixty days and whose visas bear no such remark as "no extension will be granted" may apply at local service centers of the National Immigration Agency for a maximum extension of 180 days.

NONON



TAIPEI FILM COMMISSION

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Fax | 886-2-27092339

Website | www.filmcommission.taipei

TAIPEI



台北市文化局
Department of Cultural Affairs

台北市文化基金會
Taipei Culture Foundation



2017 臺北世界大學運動會
29th SUMMER UNIVERSIADE
2017.8.19-8.30



2016 臺北世界設計之都
設計響應活動

台北市電影委員會

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