

For more information please contact:



Thailand Film Office

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ONE STOP SERVICE CENTER
FOR FILMING IN THAILAND

Introduction

This introductory document is prepared to help local co-ordinators and foreign film producers use the One-Stop-Service Center for filming in Thailand. The objective is to describe the step by step procedure for obtaining approval for filming in Thailand. By following the procedures in this guide book, it will be easy to obtain permission at the One-Stop-Service Center.

Types of film productions in Thailand which can apply for permission at the One-Stop-Service Center as follows:

1. TV Commercials
2. Documentaries
3. Music Videos
4. TV Programmes



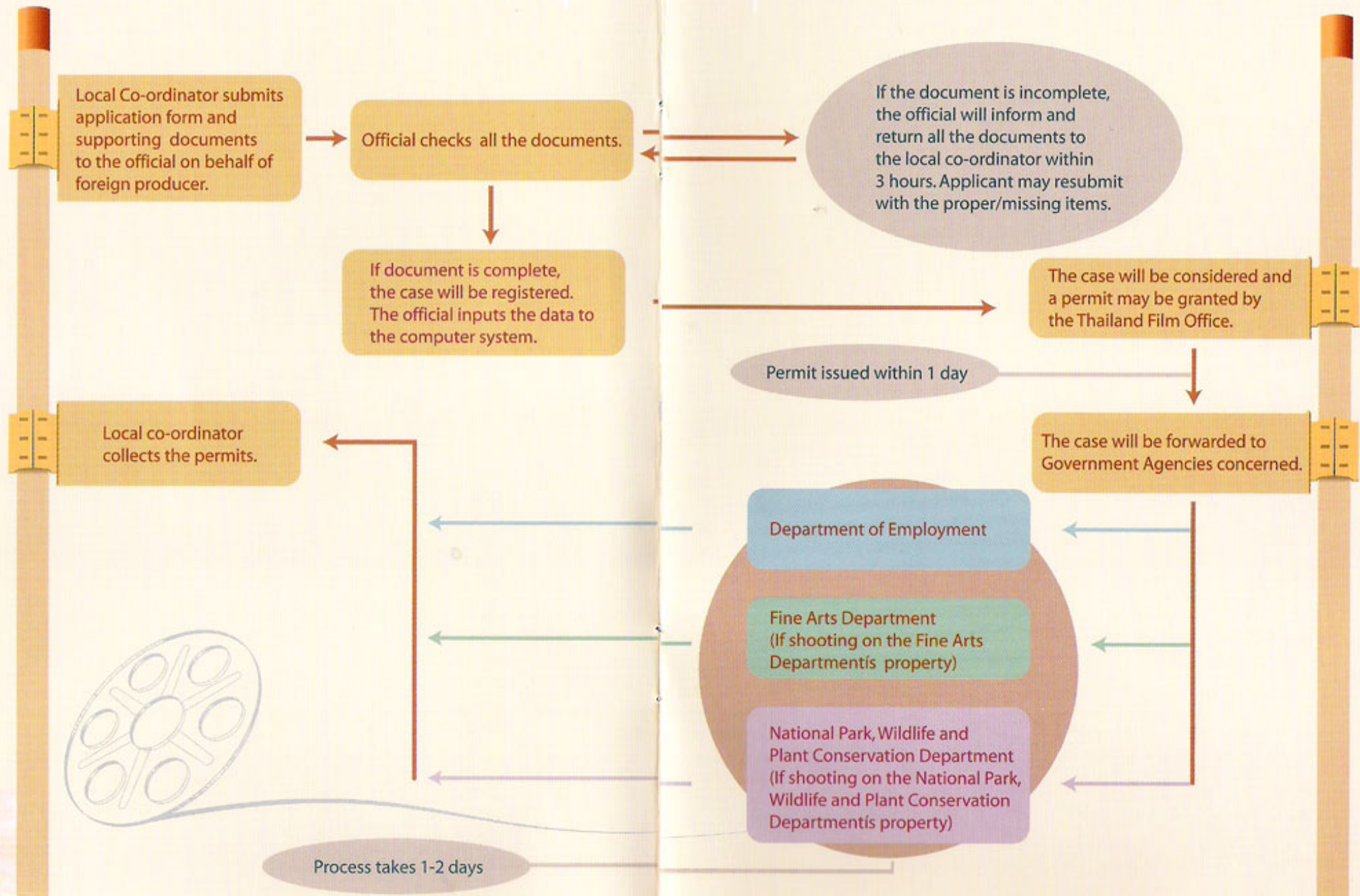
One Stop Service Center
For Filming In Thailand

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Other types of productions, should apply for a shooting permit at the Thailand Film Office, 4th floor, building 2, Office of Tourism Development. Applications must be submitted to the Thailand Film Office at least 14 days in advance as it has to seek the approval of the script from the Film Board.

The projects submitted for approval, and their actual productions, should not contain any negative content or adverse actions towards the Kingdom of Thailand.





Process for applying at the One-Stop-Service Center to seek approval for filming in Thailand

Application Process

Foreign filmmakers are required to hire a local co-ordinator (company or individual) who is officially registered with The Thailand Film Office, Office of Tourism Development. Each co-ordinator must represent the foreign filmmaker for obtaining any necessary permits. They are also responsible for representing the film company in any matter arising both during and after the completion of shooting in Thailand. Please note that the One-Stop-Service application only applies to shoots less than 15 calendar days.

A list of both individual and company co-ordinators can be found at www.thailandfilmoffice.org.

If you need more information please contact the Thailand Film Office at film@thailandfilmoffice.org thaifilmboard@hotmail.com,
Tel : (662) 215 7430 -1, (662) 216 6907 Fax: (662) 215 7432, (662) 216 6656.

Once you have chosen and hired a local co-ordinator, they will help you compile the following necessary documents to present to the Thailand Film Office on your behalf.

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Documents required (Original and 6 copies of each)

1. A letter made by the assigned local co-ordinator, informing the Director-General of the Office of Tourism Development of the purpose of applying for a shooting permit.
2. An assignment letter made by the foreign filmmaker, showing they have chosen and hired a local co-ordinator.
3. An application form.
4. Supporting documents needed for permit consideration :
 - Storyboard for TV commercials
 - Treatment for documentaries
 - Theme (concept) and Lyrics for music videos
 - Details of content and objectives of programme presentation for TV programmes.
5. A schedule of filming in Thailand specifying exact dates and locations. (for all types of productions)
6. Namelist, passport numbers, positions and arrival dates of foreign film crews.

The process

Complete general application form (SOP. 1) regarding :

- A shooting permit.
- Work permits. **(see attachment A for details)**
- A permit from the National Park, Wildlife and Plant Conservation Department, if shooting on the National Park, Wildlife and Plant Conservation Department's property. **(see attachment B for details)**
- A permit from the Fine Arts Department, if shooting on the Fine Arts Department's property. **(see attachment C for details)**

Complete additional forms from the National Park, Wildlife and Plant Conservation Department or the Fine Arts Department (where applicable).

The official then checks all documents and may ask for more details. If documents are incomplete, the official will return them to the local co-ordinator and they can be resubmitted after corrections have been made. Once the document is complete, the case will be registered and the process of consideration is started.

In cases of changes made, complete form SOP 2 for extension or reduction of schedule and cancellation or change of location. This form must be submitted at the One-Stop-Service Center at least 1 day before the shooting commences.



There is no permit fee, service charge or cash guarantee (bond) necessary to complete the application process.

When a permit is granted, a Monitoring Officer will be appointed by the Thailand Film Office who is sent from the concerned government agencies to monitor and give advice at the shooting locations. He/She will apply a signed sticker to all film/tape used, confirming its content has been officially monitored.

Filming is not allowed, under any circumstances, without acknowledgement of the Monitoring Officer.

The filmmaker is required to pay for a per diem to the Monitoring Officer of 2,000 Baht per day/person. If shooting takes place in Bangkok, the payment should be made at the One-Stop-Service Center for filming in Thailand. If shooting takes place in other provinces, the payment should be made on the set directly to the Monitoring Officer. Please ask for a receipt for the payment.

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Important Notes

1. Thailand Film Office is under the Office of Tourism Development, where a shooting permit is granted, not to be confused with the Tourism Authority of Thailand (TAT).
2. Payment for the services of local co-ordinator is as agreed between the said co-ordinator and the filmmaker. The Thailand Film Office has no involvement in this arrangement, including the setting of rates for services provided.

Documents Required

1. Tor thor 11 form (Work permit Form).
2. One photograph (5x6 cms) taken within the last 6 months.
3. A Copy of the applicant's passport.
4. A Copy of the company registration certificate.
5. Letter of Permission for filming issued by the Thailand Film Office.
6. Power of attorney granted by the applicant with affixed 10 Baht duty stamp and copy of the grantee's I.D. card ("In cases where the applicant is not able to submit their application in person).

There is no permit fee, service charge or cash guarantee (bond) necessary to complete the application process.

Note :

Permission to Work in Thailand must be granted by the Director-General of the Department of Employment.



Attachment B

Documents Required

1. Application forms under the regulation of the National Park, Wildlife and Plant Conservation Department must include
 - Schedule of filming
 - Name and province of the national park
2. Synopsis
3. Story board/Final Script
4. Letter of Permission for filming issued by the Thailand Film Office.



Filming fee

Approximately 1000 baht/day.

Entrance Fee

Entrance fee for each person/vehicle depending on the regulations of each national park. These fees are only collected once during the period of filming.

There is no cash guarantee (bond) required.

Method of payment

The foreign producer or coordinator should pay filming fee and service fee at the national park to be used for filming.

Regulations regarding filming

1. Foreign production teams which already have been approved must inform the head of the National Park at least 1 day before filming commences.
2. In case when the location has to be changed, shooting is postponed or duration of shooting needs to be extended, application must be made to National Park for further consideration.



Documents Required

1. A copy of I.D. card and a copy of house registration of the co-ordinator.
2. Final Script translated in Thai.
3. Details of background and actors' costumes (for filming at historical sites).
4. Total number of actors and film crews both Thai and foreign (for filming at historical sites).
5. Letter of Permission for filming issued by the Thailand Film Office.

Filming fee

1. 5,000 Baht per day.
2. 2,500 Baht when filming for less than five hours in a single day.

There is no service charge or cash guarantee (bond) required.

Method of payment

1. When Filming in Bangkok and the surrounding area, payment should be made at the Office of Archaeology, Fine Arts department.
2. When Filming in other provinces, payment should be made at the Fine Arts Department or the historical site to be used.

