



## APPLICATION FOR A LICENCE TO MAKE A FILM

### NOTES:

**i) This form should be completed and returned to the Film Licensing Officer:**

Kenya Film Classification Board  
 P.O. Box 44226-00100, NAIROBI  
 Tel: +254 0711222204/ 2250600  
 Fax: +254 20 – 2251258

**Email:** [licensing@kfcb.go.ke](mailto:licensing@kfcb.go.ke) together with the following documents:

- (a) **Cover Letter, Synopsis, Screenplay, Shooting Schedule & List of Equipment should be attached to applications for Short Film, TV Series, TV Series Episode and Feature Film.**
- (b) **Cover Letter, Shooting Schedule, List of Equipment and either Synopsis, Screenplay, Treatment, Script Outline, Running Order or Storyboard should be attached to applications for Documentary, Feature, Infomercial, Corporate Video, Music Video, TV Commercial (TVC) etc.**

**ii) The form should be completed in BLOCK LETTERS**

1. Name, address and telephone number of Local Film Agent in Kenya.....  
 .....
2. Name, address and telephone number of Production Company.....  
 .....
3. Title of film and subject material
  - a) Title.....
  - b) Subject material (e.g. advertisement, documentary, feature, etc.) .....
  - c) Format (video, 8mm, 16mm,35mm) .....
  - d) Running Time.....
4. Intended audience (State/country/Countries) .....
5. Shooting schedule (*Attach schedule*):
  - a) Number of days.....
6. (a) Estimated total budget on film (KShs.) .....
- (b) Estimated budget to be spent in Kenya.....
7. Number of expatriate artists (actors, actresses, stuntmen, makeup. etc.) ..... (*Attach list and Copies of passports*)
8. Number of expatriate film crew (directors, producers, cameramen, etc.) ..... (*Attach list and Copies of Passports*)

- 9. Number of local artistes .....
- 10. Number of local film crew .....
- 11. Type of construction/improvisations on locations .....
- 12. Equipment:
  - (a) To be imported (*give list*) ..... (b) To be hired locally (*give list*) .....
- 13. Type of accommodation: (a) Hotel ..... (b) Camping .....
- 14. Approximate time for depositing the final copy of the film .....
- \* Special request if any.....

15. Undertaking/Declaration

- (A) (i) I undertake on behalf of Production Company to acknowledge Kenya as the location or part of location for the film in the credits.
- (ii) I have read the rules and regulations attached and undertake to abide by the provisions laid down. I understand that before a license is issued, payment for the license and filming must be met.
- (B) (i) I declare that the information I have given in this application is true and correct;
- (ii) I have not been convicted of an offence under the Films and Stage plays Acts Cap.222 of the Laws of Kenya.

Name of Applicant: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

- A. (i) Licence fees ..... Kshs
- (ii) Filming fees ..... Kshs
- B. (i) Approved  Not Approved
- Name of Officer.....
- Signature: .....
- Date: .....