



CITIZENS' SERVICE CHARTER



VISION

An Informed and Empowered Consumer

MISSION

To create a conducive and facilitative environment to spur industry growth through efficient and effective regulation of film content

CORE VALUES

• Professionalism

• Innovation

• Integrity

SERVICE		CUSTOMER OBLIGATION	CHARGES (KES)	TIMELINE
Issuance of filming licenses	Full-length feature film	1. Duly filled application form 2. Detailed synopsis 3. Screenplay 4. Shooting schedule 5. List of equipment	License fees 15,000 per film Filming Fees – 1,000 per filming day	Within 48 hours
	TV Series, Web Series and Docuseries (per season)	1. Detailed synopsis 2. Screenplay 3. Shooting schedule 4. List of equipment	License fees 15,000 per film Filming Fees – 1,000 per filming day	Within 48 hours
	Documentary/Short film/feature/ advertisement/ corporate videos/ music videos	1. Duly filled application form 2. Either detailed synopsis, Script, treatment or storyboard 3. Shooting schedule 4. List of equipment	License fees 5,000 per film Filming Fees – 1,000 per filming day	10-25 minutes
Registration of film agents		1. Duly filled application form 2. Company certificate of incorporation or registration 3. VAT Certificate 4. Professional certificate 5. List of equipment	12,000 p.a.	15 minutes
Issuance of film stickers			10 per sticker	
Classification & Rating of films	Posters and Trailers	1. Film in prescribed format. 2. Duly filled application form.	1,000	1 working day
	Commercials		1,000	
	Features/ Documentaries		100 per minute	
Issuance of classification catalogues				
Issuance of exhibitor's licence	Video Show	Duly filled application form	2,000	15 minutes
	Play Station		2,000	
	Theatre		10,000 (per screen)	
Issuance of distributor's licence		Duly filled application form	3,000	15 minutes
Inspection of exhibitors and distributors' premises		Compliance	FREE	
Monitoring of free-to-air TV and Radio		Compliance	FREE	



Kenya Film Classification Board, Uchumi House, 15th Floor

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Commission on Administrative Justice/Office of the Ombudsman

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MKATABA WA HUDUMA KWA UMMA



MAONO

DHAMIRA

Mteja mwenye uelewa na kuwezesha

Kuunda mazingira yanayofaa na wezeshi ili kukuza ukuaji wa tasnia kupitia uhabiti bora na mzuri wa yaliyomo kwenye filamu

KANUNI ZA MADILI

• Utaalamu

• Ubunifu

• Uadilifu

HUDUMA	MATAKWA YA MHUDUMIWA	GHARAMA (KSH)	MUDA	
Kutoa leseni za kurekodi filamu.	Filamu kamili	1. Fomu ya maombi 2. Tahariri ya kina 3. Tamthilia 4. Ratiba ya kurekodi filamu 5. Orodha ya vifaa	15,000 kwa leseni ya kila filamu	Saa 48
	Mfululizo wa kipindi cha runinga (kila msimu)	1. Fomu ya maombi 2. Tahariri ya kina 3. Tamthilia 4. Ratiba ya kurekodi filamu 5. Orodha ya vifaa	1,000 kila siku ya kurekodi filamu	Saa 48
	Simulizi la video/ Filamu fupi/ Sinema/ Matangazo ya biashara/ Upigaji picha	1. Fomu ya maombi 2. Tahariri ya kina, muswada wa filamu, mwambaa wa hadithi 3. Ratiba ya kurekodi filamu 4. Orodha ya vifaa	5,000 kila filamu	Dakika 10-25
Usajili wa mawakala wa filamu.	1. Fomu ya maombi. 2. Hati ya usajili wa kampuni 3. Cheti cha kodi ya VAT 4. Cheti cha utaalamu 5. Orodha ya vifaa	12,000 kwa mwaka	Dakika 15	
Uainishaji na ukaguzi wa filamu.	Mabango ya filamu	1. Fomu ya maombi 2. Filamu katika umbizo lililoagizwa	1,000	Siku moja
	Vidokezo		1,000	
	Matangazo ya kibiashara		1,000	
	Filamu / Simulizi la video		100 kila dakika	
Kutoa leseni kwa wanaoonyesha filamu.	Maduka ya video	Fomu ya maombi	2,000	Dakika 15
	PlayStation		2,000	
	Kumbi za sinema		10,000 kwa ukumbi	
Kutoa leseni kwa wasambazaji filamu.	Fomu ya maombi	3,000	Dakika 15	
Kutoa vibandiko vinavyoashiria makataa ya umri kwenye filamu zilizoainishwa.	Fomu ya maombi	10 kwa bandiko	Dakika 15	
Ukaguzi wa maeneo/makumbi ya kuonyesha filamu na maktaba za video.	Kutia sahihi kwenye fomu ya ukaguzi wa ghafla	Hakuna malipo		
Kufuatilia matangazo na vipindi vinavyopeperushwa kadri ya Kipengee cha Cap 222 cha sheria za Kenya.	Vyombo vya habari kuzingatia sheria husika	Hakuna malipo		

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