|  |  |  |  |
| --- | --- | --- | --- |
| № | Талбарын нэр  | Тайлбар | Validation |
| Create account |
| 1 | Country\* | Select  |  |
| 2 | Organization/production/company name \* | Fill  |  |
| 3 | Type of production\* |  |  |
| 4 | International | Select  |  |
| 5 | Domestic | Select  |  |
| 6 | Are you a foreign national or local representative ?\* |  |  |
| 7 | Foreign National |  |  |
| 8 | Local Representatives |  |  |
| 9 | Position\* | Fill  |  |
| 10 | Company address\* |  |  |
| 11 | First name\* |  | Cyrillic  |
| 12 | Middle name |  | Cyrillic  |
| 13 | Last name \* |  | Cyrillic |
| 14 | Phone \* |  | 8 number |
| 15 | International Passport id\* |  | 8 digit= 2 crylic,6 number |
| 16 | Email\* |  | Email validation шалгах |
| 17 | Login name \* |  | Cyrillic |
| 18 | Password \* |  | Greater than or equal to 6, may contain character upper and lower case and numeric values  |
| 19 | Repeat password\* |  | Эхний оруулсантай ижил эсэхийг шалгах |
| 20 | Create account |  |  |
|  |
| 21 | Email verification link \* |  |  |

Бүртгэл үүсгэх товч дарах үед дараах шалгалтыг хийх

1. Имэйл хаяг бүртгэлтэй эсэхийг шалгах;
2. Гадаад паспортын дугаар бүртгэлтэй эсэхийг шалгах

Хэрэглэгчийн бүртгүүлсэн имэйл хаяг руу 6 оронтой код илгээх. Уг код 5 өдөр хүчинтэй байх. Имэйл баталгаажуулалт хийгдээгүй бол digital hub нэвтрэхэд имэйл баталгаажуулалт хийхийг шаардах. Дахин код илгээх боломжтой байх. Дахин код авах хүсэлт илгээхэд хуучин код хүчингүй болох.

#### Filming request form

|  |  |  |  |
| --- | --- | --- | --- |
| № | Талбарын нэр  | Тайлбар  | Validation |
| 1. Film permit requester
 |
| 1 | Surname | Auto fill |  |
|  | First name | Auto fill |  |
|  | International Passport id | Auto fill |  |
|   | Email | Auto fill |  |
|  | Phone | Auto fill |  |
|  | Address |
|  |  | Suite/Building |  |
|  |  | Street/avenue |  |
|  |  | City/Town |  |
|  |  | State/Province |  |
|  |  | ZIP/Postal Code |  |
|  |  | Country |   |
| 1. Company
 |
|  | Company name\* | Auto fill |  |
|  | Suite/Building |  |  |
|  | Street/avenue | Select |  |
|  | City/Town | Select |  |
|  | State/Province | Type |  |
|  | Office landline | Type |  |
|  | company certification/ liability \* | Attach file |  |
| 1. Local film office in Mongolia
 |
|  | Company name\* | Auto fill |  |
|  | Suite/Building |  |  |
|  | Street/avenue | Select |  |
|  | City/Town | Select |  |
|  | State/Province | Type |  |
|  | Office landline | Type |  |
| 1. Local line producer, production manager or location manager
 |
|  | Surname | Auto fill | Type |
|  | First name | Auto fill |
|  | Registration number | Auto fill |
|  | Email | Auto fill |
|  | Phone | Auto fill |
|  | Address |  |
|  |  | Suite/Building |
|  |  | Street/avenue |
|  |  | City/Town |
|  |  | State/Province |
|  |  | ZIP/Postal Code |
|  | Role  |  | Type |
|  | Service contract copy |  |  |
|  | Attach file |  |  |
| 1. Project profile
 |
| 1 | Project title | Type  |  |
| 2 | Project type  | Insert  |  |
|  | International  |  |  |
|  | Domestic |  |  |
| 3 | Project category | Select |  |
|  | Feature |  |  |
|  | Short  |  |  |
|  | Documentary |  |  |
|  | Television  |  |  |
|  | Student project |  |  |
|  | Music video |  |  |
|  | Commercial |  |  |
|  | Other | Please describe |  |
|  |  |  |  |
| 8 | Film information |
|  | Title of film | Type | Add or delete |
|  | Director | Type |
|  | Producer | Type |
|  | Synopsis | Type |
|  | Number scenes to film in Mongolia | Type |
| 1. Filming
 |
| 1 | Filming location /хүснэгтээр/ |
|  | Location | Type | Add or delete |
|  | Start date |  |
|  | End date |  |
|  | Location manager |  |
| 2 | Are one or more of your filming locations takes place at UNESCO World heritage list site?  |
|  | Yes/No | If yes, please provide the location information |  |
|  | Location info |  | Add or delete |
|  | Location manager |  |  |
| 3 | Production information  |
|  | A list of Cast and crew  | Attach file |  |
|  | Copies of cast and crew passports | Attach file |  |
|  | A list of equipment to be temporarily imported for filming in Mongolia | Attach file |  |
|  | A list of equipment to be rented in Mongolia | Attach file |  |
| 4 | Do you plan to cast minor on set of your film in Mongolia?  |
|  | Yes/No  | Select | If yes, please provide minor’s legal guardian permission letter  |
|  | Letter of permission by minor’s legal guardian | Attach file |  |
| 5 | Do you plan to use animal on set of your film in Mongolia?  |
|  | Yes/No  | Select |  |
|  | Letter of permission by legal entity or individual responsible for the animal | Attach file |  |
| 6 | Are planning to useexplosives or pyrotechnics on set of your film?  |
|  | Yes/No  | Select | It requires permit by the local authority. The Production Company will be responsible for acquiring thepermit.  |
|  | A list of explosives or pyrotechnics to be used in the filming in Mongolia  | Attach file |  |
| 7 | Are you intending to film on public land? public land, public buildings, roads, and parking. |
|  | Yes/No  | Select | If yes, you are responsible to require permission from the appropriate local authority.  |
| 8 | Copy of liability insurance\* |
|  | Attach file |  |  |
|  9 | Proof of payment of a state registration fee; |
|  | Attach file |  | proof of payment of a fee; |
| 10 | Copyright |
|  | Copyright certificate if any  |  |  |
|  |  | Name of the project or film |  |
|  |  | Type |  |
|  |  | Date  |  |
|  |  | Issuing authority  |  |
|  | If the project based on existing work or individual, please provide relevant proof of document | Attach file |  |
|  | Copy of copyright contract or license  | Attach file |  |
| 11 | Other required documents | Description оруулах | Attach file |
|  | signed copy of the Location Code of Conduct  |  |  |
| 12 | Are you going to apply for any of the incentives offered by MNFC? \* | Yes/No  | If yes, please press here |

### Permit extension request form

If you need extension for your filming duration in Mongolia, please submit the following form to request filming permit extension.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Project title  | Type |  |
| 2 | Issued permit number |  | Select |
| 2 | Expire date  | Select |  |
|  | Extension request  | Day/Month/Year | Select |
|  | Days | Insert |  |
| 3 | Status of filming | Please select  | 1-100%  |
|  | Add location  | Yes/No | If yes, please provide the location info |
| 4 | Filming location |  |  |
|  | Start date  |  |  |
|  | End date |  |  |
|  | Location manager |  |  |
| 5 | Extension request- stating the reason |  | Attach file |