



## Rules of Procedure for film crews and Journalist

The rules of procedure have been established by BOS F and BOS Intl to streamline communication, clarify procedures to obtain permits by filming teams, take workload off the projects and supply BOS Intl and NMOs with needed information for dealing with filming requests, and for fundraising.

**All parties shall follow the rules of procedure for optimal outcome.**

1. All film crews shall **contact the Communication bureau** of BOS Foundation

Paulina Laurensia Ela  
Communication Assistant Manager  
The Borneo Orangutan Survival Foundation  
Kompleks Perkantoran CICO  
Jl. Tumenggung Wiradiredja No. 216  
Cimahpar - Bogor  
Phone : +62 251 8661 023 / 8661 128  
Fax : +62 251 8660 919  
Email : [pauline@orangutan.or.id](mailto:pauline@orangutan.or.id)

The **communication will supply** the film crew with the following **documents**

- An application form
- Codes and conducts
- Visitor Guidelines
- Information about the filming fee
- Details on how to obtain needed permissions, which are for

- Film crews for documentaries: visa (foreign film crew only), SIMAKSI (permission to enter a conservation area) from Ministry of Forestry, filming permit from Ministry of culture and tourism and travelling permit
- Film crews for news: visa (foreign fillm crew only), SIMAKSI, press card and travelling permit.

2. The film crew shall **fill in the application form** and send it back to the **communication**, together with

- Copies of passports of each crew member
- CVs of each crew member
- Health certificate (TBC neg, Hepatitis neg, HIV/Aids neg) of all crew members (Laboratory test)
- Synopsis/Story Board

3. The **communication** will **inform** the fundraising and communication coordinators ([pernilla@bos-international.org](mailto:pernilla@bos-international.org) and [rita@bos-international.org](mailto:rita@bos-international.org)) of **BOS International** about the schedule and plans of the film team, and send the application form and CVs to BOS Intl to obtain a **letter of recommendation** for the film team from BOS Intl, which is needed to obtain a SIMAKSI from the Ministry of Forestry.

**BOS Intl might contact BOS NMOs** or other BOS affiliates of the home country of the filming team to obtain advice or a letter of recommendation.

4. **The communication will cross-check with the agenda of the BOS Foundation project.** If needed, the filming schedule will be asked to be changed accordingly.
5. **The film team will be supplied with the Recommendation Letter from BOS Intl and a Supporting Letter** from BOS F to apply for a SIMAKSI.
6. The film crew has to contact BOS F communication once it has obtained a SIMAKSI, and has to **sign the payment agreement.**
7. The communication will send the film crew an **Invitation Letter** which is signed by the Executive Director of BOSF, and is needed to be able to apply for visa.
8. Foreign companies intending to produce films in Indonesia is obligated to do the following

The relevant foreign company must submit an application to the Department of Culture and Tourism, c.q. the Directorate of Film, through any Indonesian Representative Office in its respective country. The application shall have the following attachments:

- a. Data of the corporation, the crews, and their positions
- b. Copies of passports of the foreign personnel involved
- c. Synopsis of the project to be filmed
- d. Schedule and locations of shooting
- e. List of equipments to be brought in to Indonesia, accompanied with statements of intention to re-export the equipments upon completion of the film production.

Each application is subject to administrative examination by Department of Culture and Tourism, based on which the application shall be granted or refused. The evaluation team will be comprised of officers representing the Department of Foreign Affairs, the Department of Laws and Human Rights, the Department of Culture and Tourism, and other related authorities.

The Directorate of Film of the Department of Culture and Tourism is the authority that issues shooting permit in Indonesia. With the issuance of such permit, you can then secure any local permit that you need to shoot in a particular location. There area usually additional expense required to facilitate shooting on location. The Directorate of Film of the Department of Culture and Tourism can help film crew/foreign company secure these location permits and any permits you might need, and in obtaining visas, working permits, and other procedures should film crew decide to filming in Indonesia, address as below :

The Directorate of Film  
 Department of Culture and Tourism  
 Jl. M.T. Haryono Kav. 47 – 48, 4th Floor  
 Jakarta, Indonesia 21212

**Borneo Orangutan Survival  
 BOS INTERNATIONAL**

Noerre Farimagsgade 37, 1. – 1364 Copenhagen K – Denmark  
 Reg. # (CVR) 2990 9857  
[info@savetheorangutan.org](mailto:info@savetheorangutan.org) – TEL: +45 3694 6611

Phone : (62-21) 7991186, 7993629  
Fax : (62 – 21) 7990230

For Filming in Conservation area, Culture and Tourism Department will issue a recommendation letter to arrange SIMAKSI (permit to enter conservation area) then after SIMAKSI had issued, SIMAKSI will send back to Culture and Tourism Department, in this regards, the Department of Culture and Tourism, c.q. the Directorate of Film will be the issuer of permits for filming in Indonesia, and will provide assistance during the production of the film in Indonesia. Then Filming permit and SIMAKSI letter will be sending to The Department of Foreign Affairs for obtaining Indonesia visa application (Filming/Journalist visa).

Approval or refusal of such application shall be decided at the latest 14 working days after the completion of all requirements.

For filming in certain area, the directorate of Film may require the foreign company to be accompanied by an appointed supporting team, to ensure the smoothness of the film production. These areas are to be determined by the Directorate of Film.

9. The filming team has to **send a copy of visa, SIMAKSI and filming permit to the communication of BOS F.**
10. Communication will issue and send a memo of visitor to the BOS F project and BOS Intl to inform and confirm the film crew visit.  
BOS Intl will inform BOS NMOs about films, which will be broadcasted in their country.
11. **After filming, the film team has to inform BOS F, if there are changes in the broadcasting time. Also, the film team has to send a copy of the final film to the nearest BOS organisation, BOS Foundation Headquarter, Minister of Forestry and The Department of Cultural and Tourism, to be used for non commercial purposes only. BOS International and local BOS organisations are supporting BOS Foundation in retrieving copies.**

If there are questions concerning these procedures, please contact [pauline@orangutan.or.id](mailto:pauline@orangutan.or.id) and [rita@bos-international.org](mailto:rita@bos-international.org)

BOS F & BOS Intl, Ocotber 2008

Details about applying for a filming permit, press card, SIMAKSI and travelling permit will be supplied by the communication of BOS F. These are useful addresses:

Address for applying for SIMAKSI  
Departemen Kehutanan  
Direktorat Jenderal Perlindungan Hutan dan Konservasi Alam  
Gedung Manggala Wanabakti, Blok I Lantai 8  
Jl. Gatot Subroto – Jakarta  
Indonesia  
Phone : +62 21 57303715, 5730315  
Fax : +62 21 573818, 5733437