

CERTIFICATION PROTOCOL FOR COURTESY VISITOR VISAS (TYPE “V”)

The following protocol is for proceeding to request the certification of foreign audiovisual works before the National Film Commission of Proimágenes Colombia:

A request for certification in writing issued by Proimágenes, signed by the producer responsible for the audiovisual project or the person with the power of attorney required to act on the producer’s behalf, must specify the following:

1. Title and synopsis of the audiovisual project related to the request.
2. Summary of the experience of the producer(s).
3. Technical datasheet of the audiovisual project.
4. List of the foreign persons entering the country for the purpose of developing the audiovisual project, including position or activity of each one in the respective project, passport number, date of entry and exit and certificate of medical service policy for a minimum term equal to the period of stay in the national territory.
5. Estimate of economic resources to be invested in the audiovisual project to be developed in the national territory.
6. Expected places and dates for filming.
7. Personal Data Processing:
____ AUTHORIZE Proimágenes to process my personal data in conformity with the privacy notice attached to this form.
8. Bank deposit in the amount of one (1) Monthly Minimum Legal Wage in Force (SMMLV in Spanish) with the Banco Bancolombia to the current account No. 031-165942-73 to the name of Fondo Mixto de Promocion Cinematografica Proimágenes Colombia, NIT. 830.046.582-4.
9. Copy of the Tax Identification Number (RUT in Spanish) of the entity.
10. For Colombian natural persons or legal entities, copy of the RUT of the requestor. For foreign natural persons or legal entities, the following information: full name, ID number, e-mail, address, telephone number, city and country.

The authorization, approval or decision made by Proimágenes or, in any other case, the denial thereof will be notified to the requestor within a maximum term of ten (10) days as of the receipt of the request in duly form.

The amount provided for in paragraph 8 above covers the administrative costs incurred by Proimágenes in developing the activity requested. This amount is not reimbursable, even if the producer drops the project or the continuation of the relevant procedures before the pertinent Colombian public instances, nor in case that, after reviewing the project, Proimágenes decides to not grant the authorization or approval, or its decision, as applicable, is negative. If the same project applies for expansion or extension of

requests previously made, the producer must deposit the same amount per each request.

PRODUCER'S RESPONSIBILITY

The producer responsible for the project will be in charge of executing the project, and continuing the public procedures with respect to tax, customs, State, immigration and any other matters.

The producer accepts and states to know the following, upon merely submitting the request:

1. That Proimágenes Colombia has not made any review of the migratory situation of the foreign artistic, technical and production staff entering the country. Proimágenes' communication is limited to express the project it has reviewed seems pertinent for the purpose of promotion within the national territory for the development of audiovisual works.
2. Proimágenes has no interest, property right or any other rights over the work developed, nor it has any civil, commercial or other relationship with the producer that submitted the request.
3. Proimágenes strictly bases on the provisions of the regulations that grant it powers to issue authorizations, approvals or decisions. Therefore, the producer must fully comply with any regulations from the State entities to which the procedure addresses, if any.
4. Upon issuing the authorization, approval or decision, Proimágenes does not guarantee any success in the procedures undertaken by the producer before the relevant State entities. These procedures, which may include additional procedures of application, registration, provision of documents, among others, are totally independent from Proimágenes.
5. Proimágenes' decision is not subject to appeal or contestation. Nevertheless, the producer responsible for the project may request for a review of such decision in case Proimágenes decides to not issue the authorization or approval, or if its decision is negative, with respect to the project. It is the duty of the producer responsible for the project to initiate before the relevant State entities the procedures corresponding to its own request.
6. It is the responsibility of the producer to request Proimágenes to authorize, approve or decide with sufficient time in advance considering the calculations of

its own development and production periods. Proimágenes will take a period not exceeding ten (10) working calendar days to review the documents and state its decision on this respect, as applicable.

INFORMATION AND DATABASES

Project Information

Upon submitting the request, the producer responsible for the project authorizes Proimágenes to store the information provided, add it to its databases and publish it, on an aggregate or disaggregate basis, taking into account the purposes of the pertinent information system for the promotion of the national territory as filming setting. Likewise, Proimágenes may submit this information to any Colombian entity that requests for it.

Privacy Notice

The civil corporation Fondo Mixto de Promoción Cinematográfica “Proimágenes Colombia” (hereinafter referred to as ‘Proimágenes’), in its capacity as manager and/or responsible for personal data processing, requests to those submitting requests to state their authorization for the processing of their personal data in conformity with the Data Processing Policy of Proimágenes Colombia, which may be consulted through www.proimagenescolombia.com (hereinafter referred to as the ‘policy’). Personal data provided to Proimágenes by means of this request will be used for the purposes provided for in the policy, particularly in conformity with to the provisions of section 4.17 thereof, in order to initiate the process of evaluation and analysis leading to the issuance of authorizations, approvals or other types of certifications required by State entities in procedures applicable to the audiovisual industry.

Likewise, you are entitled to revoke the authorization granted for data processing. In case you consider it necessary, you may submit any request with respect to personal data through the e-mail datospersonales@proimagenescolombia.com.