

	<b>PROCESO FOMENTO CINEMATOGRAFICO-PRODUCCIÓN</b>	<b>Código</b>	FC-IN-2
	<b>INSTRUCTIONS FOR APPLYING FOR CUSTOMS PROCEDURE CERTIFICATION</b>	<b>Versión</b>	3
		<b>Fecha</b>	23/04/2025
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Colombian law establishes that visitors may temporarily bring items into Colombia, free of taxes, for professional use during their stay in the country. The items are brought in under the name of the visitor who declared them at the beginning of the trip, and it is their personal responsibility to re-export them from the country. The entry of such items will be recorded in the visitor's passport, and failure to re-export them constitutes a customs offense before the DIAN.

## **RECOMMENDATIONS FOR BRINGING EQUIPMENT ON COMMERCIAL FLIGHTS:**

Bring a detailed list of the equipment that will be entering the country, including serial numbers, weight, and customs value.

When the customs officer asks if you have anything to declare upon entering Colombia, you must say yes. This will start the baggage declaration process.

Please note that the baggage declaration process can take several hours, especially if you have a connecting flight upon arrival in or departure from Colombia.

- Before starting the process, confirm with your customs agent the permitted dwell times according to the type of import operation to be carried out.

Please keep in mind that if the application is for cinematographic works (feature films or short films), the equivalent document must be requested through the Directorate of Audiovisuals, Film, and Interactive Media (DACMI) of the Ministry of Culture. It is free of charge.

For other types of audiovisual projects (series, video games, music videos, etc.), applications must be submitted through the Proimágenes Colombia Film Commission for a fee of **1 SMMLV** per application.

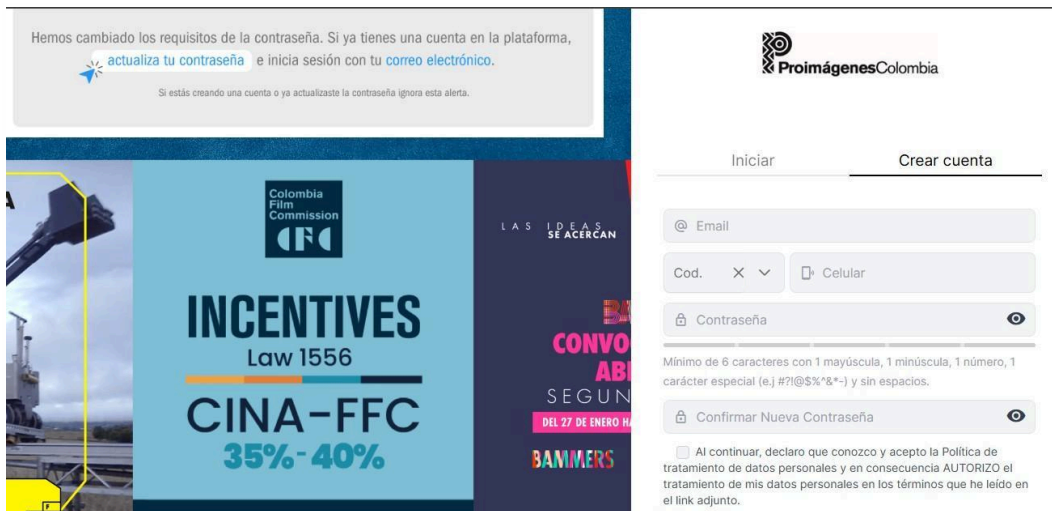
To begin the application process for Customs Procedures Certification by the Proimágenes Colombia Film Commission, you must have the following documents available::

1. **Application for Customs Procedures Certification**, signed and addressed to the Proimágenes Film Commission, signed by the producer responsible for the audiovisual project or a person who can prove they have the necessary authority to do so (**download the form from the application platform**).
2. **List of equipment or goods** to be used with their respective estimated dates of arrival and departure of materials. This document must be in **PDF** format..
3. **Copy of the applicant's Tax Identification Number** (for Colombian individuals or legal entities) or the following information about the applicant (for foreign individuals or legal entities): full name, identification number, email address, address, telephone number, city, and country.
4. **Proof of payment of one (1) SMMLV** in the Bancolombia Bank current account **No. 031-165942-73** in the name of the Proimágenes Colombia Film Promotion Fund, **NIT. 830.046.582-4**.

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Once you have prepared the documents, submit your application via the following [link](#).

1. Create an account: enter your email address, cell phone number, and password.



Hemos cambiado los requisitos de la contraseña. Si ya tienes una cuenta en la plataforma, [actualiza tu contraseña](#) e inicia sesión con tu [correo electrónico](#).

Si estás creando una cuenta o ya actualizaste la contraseña ignora esta alerta.

Colombia Film Commission  
**INCENTIVES**  
Law 1556  
**CINA-FFC**  
35% - 40%

CONVO AB...  
SEGUN...  
DEL 27 DE ENERO H...  
BANIMERS

Proimágenes Colombia

Iniciar      Crear cuenta

@ Email

Cod. X v      Celular

Contraseña

Minimo de 6 caracteres con 1 mayúscula, 1 minúscula, 1 número, 1 carácter especial (e.j #!@%\*~) y sin espacios.

Confirmar Nueva Contraseña

Al continuar, declaro que conozco y acepto la Política de tratamiento de datos personales y en consecuencia AUTORIZO el tratamiento de mis datos personales en los términos que he leído en el link adjunto.

2. Once your account has been created, log in to the platform with your username and password..
3. Accept the privacy notice.
4. Fill in the name of the project.
5. Select the requirement to request, in this case **Certificación de trámite aduanero** (Customs procedure certification).



Convocatorias

Abiertas      Cerradas

Editar registro inicial

Buscar...

Requerimientos - Carta de Invitación - 2025

Requerimientos - Trámite de visa tipo "V" de cortesía - 2025

Requerimientos - Certificación de obra audiovisual extranjera - 2025

**Requerimientos - Trámites aduaneros - 2025**

Requerimientos - Concepto Proimágenes - 2025

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6. When you have finished filling out the application form, select **save**.
7. The platform directs you to the “Documents” tab, where you must attach each of the requested files in **PDF** format.

### Documentos|Documents

Por favor, asegúrese de que los documentos personales que adjunte estén correctamente nombrados para facilitar su identificación. El sistema le permitirá cargar documentos con un peso máximo de **20MB**.

Enviado	Documento	Formato
17 ene 2025	* <a href="#">Solicitud firmada / Signed Request</a>	
17 ene 2025	* <a href="#">Listado de equipos</a>	
17 ene 2025	* <a href="#">RUT / If you are a foreign company please add the company's information for the receipt</a>	
17 ene 2025	* <a href="#">Comprobante de consignación / Bank deposit</a>	

8. After uploading all documents to the platform, you can **submit your application**.

The authorization, approval, Proimágenes concept, or, where applicable, denial of the application will be communicated to the applicant within a maximum period of ten (10) business days from the fulfillment of the requirements.