

ANNEX 1: INSTRUCTIONS FOR THE APPLICATION FOR CERTIFICATION OF FOREIGN AUDIOVISUAL WORKS

Please note that if the application is for **film works**, the equivalent document must be requested through the Office of Audiovisual Works, Cinema, and Interactive Media, DACMI, of the Ministry of Culture. This procedure is for free.

For other types of audiovisual projects (series, video games, music videos, animations, etc.) it must be carried out through Proimágenes Comisión Fílmica. The value will be **1 SMMLV per request** (there is no limit of people per request).

To initiate the procedure for the **Application for Certification of Foreign Audiovisual Works** by Proimágenes Comisión Fílmica, you must have the following documents available. Please title each of the files including the project name as follows:

Request_COAE_name of the project:

1. Application for **Certification of foreign audiovisual works** signed and addressed to Proimágenes Comisión Fílmica, signed by the producer responsible for the audiovisual project or person who accredits the power necessary to do so, specifying the following:

→ All information must be included in a **single PDF**

- a. Title of the required procedure: **Certification of foreign audiovisual works**.
- b. Title and synopsis of the audiovisual project linked to the request.
- c. Name of the foreign production company.
- d. Name of the film service company (if applicable).
- e. Summary of the trajectory of the producer(s).
- f. Technical sheet of the audiovisual project (download the format [here](#)).
- g. Estimate economic resources to be invested in the audiovisual project in the national territory.
- h. Locations and expected dates of filming.
- i. Billing information:
 - Company:
 - TIN:
 - Email:
 - Address:
 - Telephone:
 - City/Country:

2. Excel list of foreigners who will enter the country for the purpose of the audiovisual project (download the format [here](#) and add the number of rows required):

→ **The full names entered in the Excel format must match those in the passport.** If more than 5 erroneous certifications are created, a new request must be made with its respective payment. Copies of passports will not be received by Proimágenes Comisión Fílmica.

→ **The dates of entry and exit from the country indicated in the document will be the effective dates of the courtesy type V visa.** Please note that if the filming dates are changed, affecting the dates of entry and/or departure from the country, the visa cannot be modified. In that case, you will need to apply for a new visa with the updated dates and therefore a new certification issued by the Ministry of Culture or Proimágenes Comisión Fílmica.

- To avoid immigration issues, be sure to have a valid visa for the entirety of your stay in the country.
3. Medical insurance attesting medical coverage, at least during the time spent in the country **for each of the foreigners** entering the national territory.
 - Please note that if the medical policy is valid less than the dates of entry and departure listed in the Excel list, the Chancellery will take into account the dates of the medical policy to issue the visa. (Resolution 6045 of 2017, Article 42, Numerals 1 and 3).
 4. Copy of the applicant's RUT (for Colombian natural or legal persons) or the following information of the applicant (for foreign natural or legal persons): full name, identification number, email, address, telephone number, city, and country.
 5. Bank transfer for the value of one (1) SMMLV in the current account of the Bank Bancolombia No. **031-165942-73** in the name of the **Fondo Mixto de Promoción Cinematográfica Proimágenes Colombia, NIT. 830.046.582-4.**

Once the documents are prepared, attach them on the following [link](#).

In order to file the request, take a screenshot of the final page of the form, confirming the submission of the application, and send it with the subject "Request_COAE_Project Name" to the emails: comisionfilmica@proimagenescolombia.com with a copy to contratistamg@proimagenescolombia.com and tatianaucros@proimagenescolombia.com

The authorization, the approval, the issued concept by Proimágenes or, where appropriate, the rejection of the same, will be communicated to the applicant within a maximum term of ten **(10) business days** from the fulfillment of the requirements.