

**Application for Location Filming  
at Sites Controlled by  
Information Services Department**

To : Director of Information Services  
(Attn : ADS(AdmS/HQ))

Fax No. 2530 2426

Page(s) : \_\_\_\_\_ (including this sheet)

**Details of applicant**

Name of Company :

Business Address :

Name of Contact Person :

Post of Contact Person :

Telephone/Pager Number :

Fax Number :

**Details of filming operation**

1. Date(s)

2. Duration

\_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs

\_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs

3. Details of location (please attach a detailed location plan and specify address and exact location where filming operation will take place, e.g. ground floor lift lobby, etc.) :

---

---

---

4. Number of filming crew members (including production staff and actors actresses) :

---

---

5. Use of Government power supply or any other utilities required (please provide full details, e.g. type and number of equipment requiring power supply) :

---

---

6. Details of the use of any explosives and/or inflammable materials for filming operations :

---

---

7. Alteration and reinstatement works to property required (please give full details) :

---

---

Notes

- (a) A synopsis of the film has to be submitted together with this application form. Please describe the scenes where the location filming is proposed to take place on the premises of Information Services Department.
- (b) If this application is approved, a fee of \$6,870 will be charged for the first four hours and \$1,935 for each subsequent four-hour block or part thereof. If Government personnel are required to take part in the filming, the actual cost plus overheads will be charged. A refundable deposit equal to the amount of the fee is also required.

Signature

---

Name and position

---

Date

---

Official Chop

---