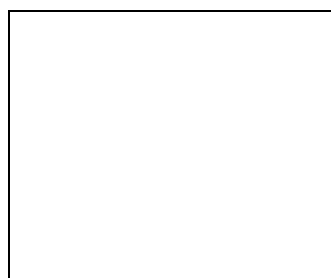


入境事务处
申请借用入境处管辖范围作实景拍摄

公司/机构名称		商业登记/公司注册处号码 (如适用):
公司地址		电话: 传真:
制作性质 (商业、公共事务、新闻)及筹拍的影片级别 (即级别 I, IIA, IIB 及 III)		
节目/电影名称		
场面及活动的描述		
拍摄地点		
拍摄日期/时间 (由 / 至)		
演员及工作人员总人数		
有否需要任何 入境处工具/装备/人员 (如有需要, 请注明)		
有否需要任何政府 电力供应 (如有需要, 请注明)		
有否需要将入境处管辖范 围作改动 (如有需要, 请注明)		



(公司印章)

签署 : _____

姓名 (以正楷填写): _____

职位 : _____

日期 : _____

备注

1. 任何拍摄申请须在**拟定拍摄日期十个工作天前**送交新界将军澳宝邑路 61 号入境事务处总部行政大楼入境事务处传讯及公共事务组 (电话：2829 3003 / 图文传真：2824 0598)。
2. 有关该剧的剧本及故事大纲须随申请表格一并附上。
3. 若有关的拍摄为商业用途，申请人须参阅「申请使用入境处管辖范围作商业用途之实景拍摄指引」。

透过本申请表格提供的个人资料，将用作处理上述申请。该资料可能会送交有关部门/机构/当局及由其任命处理该申请的人员。

IMMIGRATION DEPARTMENT

Guidelines on Application for Use of Immigration Premises for Location Filming for Commercial Purpose

I. Conditions of Approval

1. Applicants for the Use of Immigration Premises for Location Filming for Commercial Purpose to be approved are required to observe the following conditions:-
 - (a) No damage shall be caused to any property at the Immigration premises.
 - (b) No nuisance, disturbance or inconvenience shall be permitted to be caused by onlookers.
 - (c) The nature of the film shall not be a cause of embarrassment to the Government of the Hong Kong Special Administrative Region and the Department, nor shall it offend the Laws of Hong Kong or be of immoral, defamatory or political flavour.
 - (d) The applicant shall be liable for and shall fully indemnify the Government of the Hong Kong Special Administrative Region against any expense, liability, loss, claim or proceedings in respect of any damage whatsoever to any property real or personal insofar as such damage arises out of or in the course of or by reason of the carrying out of the filming operations or activities in or about the property and is due to any negligence, omission, recklessness, unauthorized act or default of the applicant or any person for whom the applicant is responsible.
 - (e) The applicant shall be liable for and shall fully indemnify the Government of the Hong Kong Special Administrative Region against any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury or death of any person whomsoever arising out of or in the course of or caused by the carrying out of the filming operations or activities in or about the property.
 - (f) The applicant shall pay a fee for the company use of the Immigration premises for location filming.

- (g) The applicant shall follow the directions and instructions of the staff of the Immigration Department.
 - (h) The applicant shall not, without the prior written approval of the Immigration Department, erect any fixtures or fittings at the venue.
 - (i) The applicant shall upon its leaving the venue or upon the expiry of the permitted period of use as the case may be:
 - remove at the applicant's own cost all of its equipment, fittings and fixture from the venue; and
 - deliver up the venue in a clean, hygienic and tidy condition to the satisfaction of the Immigration Department.
 - (j) No eating, drinking or smoking shall be allowed inside the Immigration premises.
 - (k) Lighting of fire or the use of fireworks, explosives, inflammable materials and any pyrotechnic materials are strictly prohibited.
2. An application will only be approved at the acceptance of the above conditions by the applicant. The applicant is required to acknowledge such acceptance on the Letter of Approval issued by the Department.
 3. For the purpose of implementing the above conditions, any act, default, neglect or omission committed by any servants, agents, contractors, or associates of the applicant shall be deemed to be the applicant's act, default, neglect or omission.
 4. For the avoidance of doubt, it is clearly stated that the permitting of the use of the Immigration premises is personal to the applicant and there is no intention on the part of the Immigration Department to create a tenancy of whatsoever nature in the applicant's favour. The Immigration Department shall have unimpeded access to the Immigration premises at all times during the permitted period of use.
 5. If, in the course of the filming operations, the applicant fails to observe any of the above conditions, or if any unforeseen reasons arise, or if the Immigration Department should require to take over the Immigration premises or facilities for its own use during the permitted period of use, the Immigration Department shall be entitled to withdraw the permission for the use of the Immigration premises or facilities without giving any prior notice and without incurring any liability to pay the applicant any direct or indirect charges. The hiring charges, if already paid, would be refunded on a pro-rata basis in such circumstances.

6. The applicant shall not, without prior approval of the Immigration Department in writing, use any of the film shots in any film other than that stated in the application.

II. Fee Chargeable

1. The Department (or the Government department under which the Immigration premises is managed) will levy a fee for the use of the Immigration premises for location filming for commercial purpose. The fee rate as promulgated by the Government Property Agency will be followed.
2. In addition to the standard fee, the applicant is also required to pay a deposit, which is refundable, at an amount equal to the amount of fee to be paid.
3. Where an extra service is required from the Department to facilitate the filming, any expenses incurred in the use of such service will be charged to the applicant.
4. A Demand Note will be sent to the applicant by the Department (or the Government department mentioned in 1. above) indicating the amount of fee and deposit to be paid, and such amount shall be settled in accordance with the date as specified on the Demand Note.

III. Additional Note

1. Applicants shall make their own arrangements to obtain any necessary licence/permit from the appropriate authorities in carrying out the location filming.
2. Any subsequent re-scheduling of the appointment will be treated as a fresh application.
3. The provision of the service is subject to the exigency of the Immigration Services.
4. Any enquiries about the above information can be made to the Communications and Public Affairs Section at tel. 2829 3003 or by fax to 2824 0598.