

The terms 'filming'/'film' used in this document cover all forms of audio-visual recordings for broadcast or screening, including those for new media transmission/outlets and for a pilot/trailer to an intended documentary.

**Filming in Auroville requires official authorisation for both Indian and non-Indian productions.** The Government of India, through its Ministry of External Affairs, prescribes a specific procedure to obtain permission for documentary filming in India.

You will find below the specific procedure for filming in Auroville. Auroville OutreachMedia acts as the liaison body between the applicant and the Auroville Foundation office and is the body that issues a 'Letter of Recommendation' which is crucial to starting the process towards obtaining the official authorisation.

## Procedure

**N.B. This procedure may take up to 12 weeks, so it is important to foresee adequate time!**

1. Preliminary investigations and dialogue between OutreachMedia and the applicant.
2. Compilation of necessary documents and OutreachMedia decision regarding the application.  
*N.B. Simply submitting the application doesn't amount to authorisation. OutreachMedia will exercise its discretion in approving the application.*  
If the application is approved:
3. OutreachMedia supplies the required documents to the Auroville Foundation.  
As soon as the Auroville Foundation gives the green light:
4. OutreachMedia assists the applicant and the crew with general logistics, such as co-selection of interviewees, scheduling of shooting, location selection, etc. Much can be organised beforehand via email or phone so that things are prepared when the crew arrives.
5. As per the provisions of the Government of India's 'Undertaking' document, a member of OutreachMedia will act as liaison and will escort the crew throughout the filming.

## Official requirements

### Indian applicants

Permission to film needs to be obtained from the Auroville Foundation, based on the recommendation of OutreachMedia.

Required documents for Steps 2 and 3 of *Procedure* are:

1. Request to film;
2. Filming terms;
3. Letter of Recommendation.

### Non-Indian applicants

Permission for filming needs to be obtained from the Indian Embassy/Consulate/High Commission in the applicant's home country as well as from the Indian Ministry of External Affairs through the Auroville Foundation.

Required documents for Steps 2 and 3 of *Procedure* are:

1. Request to film;
2. Filming terms;
3. Letter of Recommendation;
4. Authorisation from the Embassy/Consulate/High Commission of India;
5. The Government of India's 'Undertaking' document.

## Documents needed

### 1. Request to film

**This applies to both Indian and non-Indian applicants.**

The applicant must address a request to film in Auroville to OutreachMedia, including a detailed synopsis/letter of intent of your film including duration, target audience, composition of the filming crew, equipment to be used, hosting channel, dates of shooting, etc, along with as much information as possible regarding the intent and motivation of the applicant.

**N.B. Please be aware that the original synopsis given in the application needs to be adhered to as the permission given is only for what is submitted in the synopsis.**

### 2. Agreement to 'Filming terms'

**This applies to both Indian and non-Indian applicants.**

The applicant must sign an agreement to abide by the '**Filming terms**' laid out by the Auroville Foundation.

### 3. Letter of recommendation

**This applies to both Indian and non-Indian applicants.**

Issued by OutreachMedia and addressed to the Auroville Foundation, this document is crucial for your filming in Auroville and is based on data provided in *Point 1: Request to film*.

### 4. Authorisation from the Embassy/Consulate/High Commission of India

**This applies ONLY to non-Indian applicants.**

The applicant must obtain authorisation from the Embassy/Consulate/High Commission of India in his/her home country and send it to OutreachMedia.

### 5. Government of India's 'Undertaking' document

**This applies ONLY to non-Indian applicants.**

The Government of India's 'Undertaking' document (go to: <http://mea.gov.in/documentary-filming-in-india.htm>), needs to be duly signed as specified by India's Ministry of External Affairs and sent to OutreachMedia, along with a copy of the relevant page in the passport of the applicant as proof of the signature in the 'Undertaking' document.