

## **Procedure 35: Approving contents of imported movies works**

### **1. Implementation order:**

Local traders who have the function of film business and import, presenting and distributing films and request for approving contents of imported movies works shall submit 01 document set directly or by post to Hanoi Department of Cultural, Sports and Tourism for the following products:

+ Documentary films

+ Scientific films;

+ Cartoons.

- Hanoi Department of Culture, Sports and Tourism may grant license for disseminating feature films when in the previous year, local cinematographic establishments meet the following conditions:

+ Producing at least 10 celluloid feature films permitted for dissemination;

+ Importing at least 40 celluloid feature films permitted for dissemination.

If within a certain year, the locality fails to meet two conditions as mentioned in this article, in the following year, the Department of Culture, Sports and Tourism shall no longer has competence to give permission for film dissemination.

- Within 7 (seven) working days since the receipt of documents, if documents are not sufficient, eligible, the competent agency may send a writing notification to inform the trader and request him to supplement eligible documents.

- Within 15 (fifteen) working days since the receipt of eligible documents in a full set, the competent agency may issue a response document on approval results for contents of works. In case of o approval given to contents of works, the competent agency shall issue a document to give response and reasons therefore.

- License for film dissemination or approval document for contents of imported cinematographic works shall be the basis for traders to implement import procedures at customs authority

\* For imported movies works for broadcasting on television:

General Director of Vietnam Television, Director of provincial radio television shall be given self-control and self-responsibility rights in making decisions on broadcasting imported movies works on the television.

**2. Implementation way:** Directly or by post .

**3. Documents and papers to be submitted:**

- The following documents and papers shall be submitted:

(1) Request for approving contents of works (Form 03 as shown in Appendix II which was issued in attachment with the Circular No. 28/2014/TT-BVHTTDL dated 31 December 2014 of Ministry of Culture, Sports and Tourism stipulating on management of international goods selling and buying activities under the management scope in the field of culture of Ministry of Culture, Sport and Tourism;

(2) Documents proving the legal origin of works or products;

(3) Works which are requested for approving contents for import;

(4) Certified copy of Investment Certificate or Enterprise Registration Certificate or Business Registration Certificate.

- Number of documents: 01 (set);.....

**4. Duration for settlement:** 45 working days since the receipt of eligible documents in a full set.

**5. Applicable subjects of administrative procedures: Individuals and organizations.**

**6. Agencies in charge of administrative procedure implementation:**

- Agencies having competence to make decisions: Hanoi Department of Culture, Sports and Tourism.

- Agencies which directly implement administrative procedures: Hanoi Department of Culture, Sports and Tourism

**7. Implementation results of administrative procedures: administrative decision**

**8. Fees:**

<b>No.</b>	<b>Work contents</b>	<b>Fee collection rate (VND)</b>
1	Trading films:	
a	Feature films:	
a.1	Duration of 100 minutes (1 part):	3.600.000
a.2	Duration of 101 – 150 minutes (1,5 parts):	
a.3	Duration of 151 – 200 minutes (2 parts).	

No.	Work contents	Fee collection rate (VND)
b	Short films:	
b.1	Duration of 60 minutes:	2.200.000
b.2	Duration of 61 minutes upwards, collected as same as for feature films	

Notes: The collection rate as presented above is the appraisal rate for the 1<sup>st</sup> time. In case, film scripts and films have many complicated matters and correction shall be made for re-appraisal, the following fee collections shall make up 50% of the corresponding collection rate as shown above.

*(Circular No. 289/2016/TT-BTC dated 15 November 2016 of Ministry of Finance stipulating on the collection, payment, management and use regime of fees and charges in the field of movies).*

**9. Title of application, form of statement:**

Request for approving contents of works (Form 03 as shown in Appendix II which was issued in attachment with the Circular No. 28/2014/TT-BVHTTDL dated 31 December 2014 of Ministry of Culture, Sports and Tourism stipulating on management of international goods selling and buying activities under the management scope in the field of culture of Ministry of Culture, Sport and Tourism).

**10. Requirements, conditions for implementation of administrative procedures: None**

**11. Legal basis for administrative procedures:**

- Circular No. 28/2014/TT-BVHTTDL dated 31 December 2014 of Ministry of Culture, Sports and Tourism stipulating on management of international goods selling and buying activities under the management scope in the field of culture of Ministry of Culture, Sport and Tourism.

- Circular No. 289/2016/TT-BTC dated 15 November 2016 of Ministry of Finance stipulating on the collection, payment, management and use regime of

fees and charges in the field of movies.

**NAME OF TRADER**

**SOCIALIST REPUBLIC OF VIETNAM**

**Independence – Freedom – Happiness**

....., *date.....month..... year.....*

**REQUEST**

**Granting license for approving contents of imported movies works**

**To:** Hanoi Departments of Culture, Sports and Tourism

1. Name of trader (*clearly state full name and abbreviated name*):.....

- Telephone: ..... Fax:.....

- Email.....

2. Address:.....

3. Paper proving legal entity (Investment Certificate/ Investment License/Enterprise Registration Certificate/Business Registration Certificate/Certificate confirming the eligibility for business...) No. ....

4. Attached documents (*listing attached documents as stipulated at item d, clause 1, Article 8 of this Circular*)  
.....

5. Pursuant to Circular No. 28/2014/TT-BVHTTDL dated 31 December 2014 of Ministry of Culture, Sports and Tourism stipulating on management of international goods selling and buying activities under the management scope in the field of culture of Ministry of Culture, Sport and Tourism and as the legal basis for management and circulation of movies works;

Hanoi Department of Culture, Sports and Tourism are kindly requested to give appraisal and approval for contents of imported movies works as shown below:

- Cinematographic establishments (*name of establishments*) to be requested for appraisal

- Film:  
.....  
.....

- Kinds (*feature, documentary, scientific, cartoon...*):.....

- Producing or publishing firm : .....

- Producing country.....

- Importing films through partners.....

- Screenwriter:.....

- Director.....

- Cameraman/ Camerawoman:

- Materials of celluloid films (*plastic, tapes, discs....*):.....  
.....
  - Duration (*calculated in minutes*):.....  
.....
  - Colour (*colour or black - white*):.....
  - Copyright owner:.....
  - Brief contents: (including original name in foreign language of the film, year of production; origin language; summary of film contents and other information, if any).....
6. We would like to commit as following:
- Strictly comply with regulations of the Cinematography Law No. 62/2006/QH11 dated 29 June 2006, revised law on amendments and additions to some article of the Cinematography Law No. 31/2009/QH12 dated 18 June 2009 and relevant guiding documents;
  - Take responsibility for any legal violations on the copyright and other relevant rights.
  - Take responsibility for the accuracy and faithfulness of contents of the documents requesting for import./.

**LEGAL  
REPRESENTATIVE OF  
TRADER**

*(sign, seal, clearly state name  
for organization)*

*(sign, clearly state full name  
for individual)*

