

REQUIREMENT LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLICATION OF DISTRIBUTORS, EXHIBITORS & EXHIBITION PREMISES LICENSING

National Distributor/ Exhibitor

- a. Completed license application form
- b. 2 passport Photos
- c. A Certified copy of Certificate of incorporation
- d. Certified true copy of Memorandum of Understanding and Articles of Association
- e. A business plan.
- f. Signed Undertaking of the Distributors or Exhibitors as outlined in the Guidelines for Film distribution and exhibition;
- g. Cover Letter
- h. Evidence of payment

Regional Distributor/ City Exhibitor

- a. Completed license application form
- b. 2 passport Photos
- c. A Certified copy of Certificate of incorporation
- d. Certified true copy of Memorandum of Understanding and Articles of Association;
- e. A business plan (Not Applicable to City Exhibitor)
- f. Signed Undertaking of the Distributors or Exhibitors as outlined in the Guidelines for Film distribution and exhibition;
- g. Cover Letter
- h. Evidence of payment

District and Community Distributor/ Community Exhibitor

- a. Completed license application form
- b. 2 passport Photos
- c. Certified Proof of registration of business name
- d. Signed Undertaking of the Distributors or Exhibitors as outlined in the Guidelines for Film distribution and exhibition;
- e. Cover Letter
- f. Evidence of payment

Exhibition Premises License (Major/Medium, Viewing Centre, Open Air Mobile Cinema, Online Platform

- a. Completed license application form
- b. 2 passport Photos
- c. Certified Fire Service Certificate
- d. Health suitability certificate/letter from the local authorities in the area where the exhibition's premises/view hall are located.
- e. Proof of ownership of the premises or a copy of the agreement with the owner of the premises if rented;
- f. Cover Letter
- g. Evidence of payment