

# ASSAM FILM (FINANCE & DEVELOPMENT) CORPORATION LTD.

## GUWAHATI Application for Loan

- Note :—
- (i) The application is to be submitted in quadruplicate.
  - (ii) All names should be given in full, not in initials.
  - (iii) It will be in the applicant's own interest to give full and complete information in regard to the particulars required

To

The Managing Director,  
Assam Film (Finance and Development) Corporation Ltd.

Dear Sir,

I beg to apply for a loan of Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_ ) only.

The required particulars are given below :—

1. Full name of the applicant and his father and his address. If it is a partnership, names of the partners and their addresses. If it is a company the names of Managing Agents and Directors and their addresses. If it is a society names of the members of the Society and their addresses.
2. Applicant's previous experience as producer and/or director as per details in the form attached.
3. Applicant's total income and the sources of income during the past 5 years.
4. For the purpose of giving security to the Corporation for repayment of its loan, the applicant should give information as under :—
  - a) Details of the applicant's moveable and immovable assets including the films produced by him. If it is a partnership or a society, the details of the assets of all the partners or members of the society, should be furnish. Whether they are mortgaged or encumbered and if so, for how much and with whom ?
  - b) Whether the applicant agrees that if the loan is granted the Corporation shall have the first charge on all the assets of the producers as described in the Bye-laws and the draft loan agreement such as script, scenario songs, all negatives, positives and rush prints, costumes, furniture sets, publicity materials, 16 mm and 35 mm versions, copyright, dubbing and all other rights and assets including lands, buildings etc.

- c) Details of other assets which the applicant is in a position to offer as security.
- d) Names and addresses of two persons of substantial means who will stand as guarantors for the Corporation's loan.
5. The name of the proposed film for which it is to be produced, A synopsis of the story in English accompanied by a copy of the script or a detailed story in English divided in to scenes with names of Characters taking part in each scenes and further details as per form 'B' should be attached.
6. How much required and whether it is required in lumpsum, all at once or in instalments. If the latter, state the instalments, and the date on which the Payment of each instalment is requested.
7. What is the budgetted cost ?  
Give full details as par Form 'B.'
8. What is the period during which the applicant expects complete the picture ?
9. Work done on the film amount spent so far.
10. What arrangements for the distribution, when the film is produced, the applicant proposes to make ?
11. Expected coverage of the picture :
  - (a) Indian territory.
  - (b) Overseas.
12. How much money of his own the applicant is willing to spend in production and in what manner ( The amount should ordinarily be 25 P. C. of the budgetted cost ).
13. The instalments in which the applicant proposes to repay the loan.
14. What arrangements have you made for adequate supply of raw stock ?
15. Are you a member of any association connected with the film industry ?
16. Name and addresses of the applicant's bankers and the name (s) in which each bank account stands.
17. Whether the applicant is producing or proposes to produce any other picture (s) along with the one for which this application is made ? If so information with regard to the other picture (s) should be furnished about the date of starting budget, progress made in production, distribution

made, probable date of completion, cast, technicians, name of the picture, language and source of finance.

18. Any matter which the applicant specially wishes to mention.

Place \_\_\_\_\_

Date \_\_\_\_\_

*Yours faithfully*

Signature.

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FORM "A"

PREVIOUS EXPERIENCE

1. The names of the Films produces or directed.
2. Date of commencement and completion of each.
3. Distribution arrangement made for each and on what terms ?
4. The dates of release for exhibition of each.
5. ★ What was the cost of each film and was it a success in the commercial sense ? What were the total receipts and net profit in each to the :—
  - (1) Distributor
  - (2) Producer
6. ★ If the applicant was merely a paid Director, give the total emoluments received in each film.

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Note :— In the case of those who have produced more than five pictures it would be enough if they give particulars under columns 5 & 6 only in respect of the last five pictures.

FORM 'B'

BUDGET QUOTATION :

1. Name of film and the Language : \_\_\_\_\_
2. Approximate cost : \_\_\_\_\_
3. Name of Company : \_\_\_\_\_
4. Producer : \_\_\_\_\_
5. Director : \_\_\_\_\_
6. Cameraman : \_\_\_\_\_
7. Story Writer : \_\_\_\_\_
8. Screenplay Writer : \_\_\_\_\_
9. Lyrics Writer : \_\_\_\_\_
10. Music Director : \_\_\_\_\_
11. Dance Director : \_\_\_\_\_
12. Editor : \_\_\_\_\_
13. Studio : \_\_\_\_\_
14. Laboratory : \_\_\_\_\_
15. Cast : \_\_\_\_\_
16. Number of Songs : \_\_\_\_\_
17. Number of Dances : \_\_\_\_\_

BUDGET QUOTATIONStatement "B"

Sl. No.	Item	Amount
1.	Story, Screenplay and Dialogues	....
2.	Lyrics	...
3.	Producer and Director	...
4.	Artisted	...
5.	Music	...
6.	Dance	...
7.	Production Unit Salaries	....
8.	Film & Laboratory Charges, upto 1st Print.	...
9.	Studio Rentals	...
10.	Equipment Rented	....
11.	Power	...
12.	Travel and Transport	...
13.	Location expenses	...
14.	Sets, disigning, supervision, constuction, models & special property.	....
15.	Costumes, Make up materials and Jewellery,	....
16.	Editing	...
17.	Recording and re-recording	...
18.	Publicity materials & Newspaper publicity	....
19.	Insurance	...
20.	Legal Charges	...
21.	Miscellaneous	...
22.	Unforseen Expenses upto 10% of the above.	...
23.	Censoring Charges	...
		Cost _____
	Overheads not exceeding 10% of cost.	_____
	Total Production cost.	_____
24.	Cost of prints including Levy	_____

BUDGET DETAILS

Statement "B"

The Schedule :

1. Approximate Length \_\_\_\_\_ Metres

2. Name of Laboratory :

3. Shooting shifts comprising of:

Indoor \_\_\_\_\_ Shifts

Outdoor \_\_\_\_\_ Shifts

Total \_\_\_\_\_ Shifts

Spread over \_\_\_\_\_ Months

4. Studio

5. First shooting day \_\_\_\_\_

6. Last shooting day \_\_\_\_\_

7. Delivery date \_\_\_\_\_

8. Total cost \_\_\_\_\_

9. Details of payment \_\_\_\_\_

Ist month \_\_\_\_\_

2nd month \_\_\_\_\_

3rd month \_\_\_\_\_

4th \_\_\_\_\_

5th \_\_\_\_\_

6th \_\_\_\_\_

10. Number of copies required to be taken :

11. Details of distribution arrangements if any :

12. Details of publicity programme :

BUDGET DETAILS

Statement "C"

Item	Description	Item total
<b>1. Story, Screenplay &amp; Dialogues-</b>		
Story Writer : Name	...	Amount
Screenplay		
Writer , Name	...	Amount
Dialogue		
Writer . Name	...	Amount
Script typing duplicating & translation : Name	...	Amount
		total- amount _____

<b>2.</b>		
Lyrics Writer : Name	...	amount
Numbers of songs	...	
		total- amount _____

<b>3. Producer &amp; Director</b>		
Producer : Name	...	amount
Director : Name	...	amount
		Total amount _____

<b>4. Artistes</b>		
Main cost	Names	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Other artistes :</b>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Junior artistes ( Extra)</b>		
_____	_____	_____



BUDGET DETAILS

Statement "C"

Item	Description	Item total
<b>5. Music</b>		
	Number of songs _____	
Music Director :		
	Name : _____ Amount ... ..	
Asstt. Music Director		
	Name : _____ Amount .... ..	
Playback singers :		
	Name : _____ Amount .... ..	
Chorus singers :	amount .... ..	
Musicians :	amount ... ..	
Background Music :	amount ... ..	
	Total amount _____	
<b>6. Dances</b>		
	Number of Dances _____	
Dance Director. Name	... .. amount ... ..	
Asstt, Dance		
Director : Name	... .. amount .... ..	
Dance Artist : Name	... .. amount .... ..	
Number of Dancers :	.. .. amount ... ..	
	Total— amount _____	
<b>7. Production Unit Salaries</b>		
Production Manager		
	Names ... .. amount ... ..	
Art Director		
	Name ... .. amount ... ..	
Asstt. Directors :		
	Name ... .. amount ... ..	
	... .. amount ... ..	
Cameraman :		
	Name ... .. amount ... ..	
2nd Cameraman :		
	Name ... .. amount .... ..	
Asstt. Cameraman :		
	Name ... .. amount ... ..	
Make-up-man :		
	Name ... .. amount ... ..	

BUDGET DETAILS

Statement "C"

Item	Description	Item total
7. Production Units Salaries ( Cont. )		
Editor : Name	... .. amount	...
Asstt. Editor Name	... .. amount	...
Any other person : Name	... .. amount	...
total amount		_____

8. Film and Laboratory Charges :

	Metres	Rate	Amount
Raw film			
Picture Negative			
Picture Positive : ( for rushes )			
Master positive :			
Dupe Negative :			
Sound Negative :			
Developing picture negative :			
Developing Sound Negative :			
Printing picture :			
Magnatic Sound Strype.			
Developing & Printing Master positive and dupe negative .			
Opticals and special effects :			
Titles : Writing exposing developing and printing :			
Miscellaneous Laboratory charges numbering, spacing etc :			
Projection theatre :			
First print :			
Fine Grain Master Positive :			
Total	_____		

9. Studio Rentals :

No. of studio shifts	... .. amounts	...
Total amount		...

BUDGET DETAILS

Statement "C"

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Item	Description	Item total
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10. Equipment Rented :

Details	Amount
... ..	.. ... ..
... ..	... ..
... ..	... ..
... ..	... ..
... ..	... ..
Total	_____

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11. Power :

Details	Amount
Total	_____

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12. Travel and Transport :

Details	Amount
Total	_____

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13. Location Expenses :

Details	Amount
Total	_____

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14. Sets, Designing, Supervision, Constructions, Models and Special Property .

Details	Amount
Total	_____

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15. Costumes, Make-up Materials & Jewellery :

Details	Amount
Total	_____

BUDGET DETAILSStatement "C"

Item	Description	Item total
<b>16. Editing :</b>		
Number of shifts _____	Amount _____	
	Total _____	
<b>17. Recording and Re-recording :</b>		
Details	Amount	
a) Songs recording shifts _____		
b) Dubbing & effects shifts _____		
c) B.C. Music shift _____		
	Total _____	
<b>18. Publicity Material and Newspaper Publicity :</b>		
Details	Amount	
a) Stills		
b) Publicity materials		
c) Newspaper publicity		
	Total _____	
<b>19. Insurance :</b>		
	Total amount _____	
<b>20. Legal charges :</b>		
Details	Amount	
Solicitors's fee		
Stamp duty		
	Total _____	
<b>21. Miscellaneous Expenses :</b>		
Including establishment, entertainment and conveyance.		
	Total _____	
<b>22. Unforeseen Expenses .</b>		
Upto 10% of the total expenses amount _____		
<b>23. Censoring Charges :</b>		
Censor fees Amount _____		
Projection Charges Amount _____		
Script and Translation Amount,		
	Total amount _____	
<b>24. Cost of Prints Including Levy :</b>		
Details	amount	
Number of prints		
Levy	Total amount	