



INSTRUCTIONS TO OBTAIN WORKING PERMISSION FOR FOREIGNER PROFESSIONALS OF THE AUDIOVISUAL SECTOR PRODUCING IN BRAZIL

The following instructions are necessary to obtain temporary work permission for audiovideo professionals and/or companies in Brazil. Isla Media Productions is a Brazilian producing company registered with Ancine (national movie agency) and therefore legally qualified to intermediate the necessary formalities to obtain working permission. Such permissions must be presented to the Brazilian diplomatic headquarters in foreign countries (consulate or embassy) to obtain entry visa for the foreign team involved on the production in Brazilian territory.

We emphasize that, according to local laws, for every three foreigner professionals involved on an audiovisual production in Brazil, two Brazilian professionals must be hired from a producing company registered with Ancine. If the foreign producing team is formed with up to two persons, at least one Brazilian professional must be hired.

The documentation presented below shall be delivered to Isla Media Productions by the company requiring the Professional visas as soon as possible with at least 10 working days beforehand the expected trip date.

After the documents are received, Isla Media Productions will make arrangements for eventual translations to Portuguese and will send it immediately to Rio de Janeiro's Ancine. Ancine will send the working permission directly to the Brazilian foreign ministry. After, the ministry will contact the diplomatic agency determined by the contracting company (consulate or embassy in the country in question) and in charge of granting the entrance visas.

It is necessary about 10 working days to complete the process (5-6 in case of emergency) from the date Isla Media Productions receive the documentation.

After the Ancine documentation is received and the ministry's approval, the diplomatic agency determined by the hiring foreigner company will make arrangements for the granting of the professional visa. We suggest that right after Ancine grants the permit, you verify with the consulate or embassy the necessary time for the visa granting.

Isla Media Productions does not take responsibility for inaccuracy of the present information due to: sudden norm changes, inaccurate information eventually given, delays on visa granting by the consulate or embassy.

Document list to be sent to Isla Media Productions via e-mail at the address
info@islaproductions.com with cc copy to agenciaisla@uol.com.br

1) contract signed between the foreign company and ISLA MEDIA PRODUCTIONS – Rio de Janeiro, Av. Nossa Senhora de Copacabana 583/607 must consist amongst others:

- a) object between the hiered and the company hiered;
- b) period the contract is valid;
- c) value and payment form;
- d) order description;
- e) list of professionals and equipament rented.

The contract in portuguese will be sent to you by e-mail and shall be returned – preferably scanned in Pdf - signed and stamped to Isla Media Productions.

2) List of equipaments with model, type, quality, brand, serial number indication including eventual films/tapes and battery (for example: "Nº1 Sony Videoplayer-recorder, model DSR11, Serial N° 123456789");

3) Production plan (daily preliminary cronogram of tasks to be accomplished with the reccording or shooting location information) in letterheaded and with a brief description of t he production;

4) Scanned copies of the passports (photo and data page) of the foreigner professionals that will be going to Brazil for the production.

All this documentation shall be sent via e-mail and will be translated to portuguese, if in another language, by Isla Media Productions before being delivered to Ancine.

Write the following letter and send it via e-mail to Isla Media Productions (it is NOT necessary to scan it) at the following address with cc copy to agenziaisla@uol.com.br

To

ANCINE – National Cinema Agency
REGISTRATION SUPERINTENDENCY – SRE

TO Coordination of foreigner company registration and shooting authorization

In attendance to the requirements of article 23 of the provisory measure nº 2.228-1/01, as legal representative of ISLA FOTOVIDEO PRODUÇÕES LTDA, located at Av. Nossa Senhora de Copacabana, 583/607 Copacabana, I communicate that, in agreement with the contract instrument in attachment, the foreigner company [NAME AND ADDRESS OF THE FOREIGNER COMPANY], hiered our services as a brazilian company in charge of the foreign audiovisual production in Brazil of:(choose one of the options below and eliminate the others)

- Captation of images;
- publicitary audiovisual work:
 - client:
 - agency:
 - product (name e type):
 - diretor:
- documental audiovisual work;
- audiovisual work of feature film, médium legth film and short film
- institutional audiovisual work
- other option: (describe the works)

The Works will be accomplished under the provisory title: **[NAME OF PROVISORY TITLE]**

And will be accomplished in the period of: **[TOTAL PRODUCTION PERÍOD]**, at the following places: **[CITIES AND STATES]**.

Work abstract: **[PRODUCTION DESCRIPTION]**

Foreign technicians and artists relation:

Foreign technicians and artists relation:

Name:.....

Function or character :.....

Passport N° :.....

Country emitted passport:.....

Indication of the diplomatic representation – city and nation- where the visas will be requested, if possible with indication of telephones/fax and name of the Consul or Ambassador

Brazilian technicians and actors hiered in agreement with what indicates in the contract with Isla Media Productions and/or as anticipated by e-mail:

Name:.....

Function or character :.....

DRT*:.....

(indicate if you are a Isla Media Productions associate)*

Date.....

Place.....

Signature.....

Send this document by fax to 0055-21-2548.1800