



Sabah Tourism Board
MINISTRY OF TOURISM, CULTURE AND ENVIRONMENT
STATE GOVERNMENT OF SABAH, MALAYSIA

APPLICATION FOR FILMING PERMITS IN SABAH (FOR FOREIGN PRODUCTION COMPANY)

DOCUMENTS REQUIRED

1. Company Background
2. Synopsis of program to be filmed
3. Complete program / itinerary – location and date of filming
4. Crew Particulars
 - 4.1 Passport copy
 - 4.2 Passport size photos (2 copies)
 - 4.3 Name list of filming crew members including their designation and date of birth.

Eg:

No.	Full Name as Per Passport	Designation	Gender	Nationality	Passport No.	Issue Date	Expiry Date	Date of Birth	Issuing Authority
1									

5. List of equipment.
6. Supporting letter from broadcasting company / publishing house.

PROCEDURES

1. Foreign filming company who wish to film in Malaysia must have a **local sponsor**, which is registered with FINAS (Perbadanan Kemajuan Filem Nasional Malaysia) or Malaysian National Filming Board. Local sponsor can be any of Malaysian filming company or production house who is registered with FINAS or government agency. This local sponsor is responsible for applying filming permit from all the relevant departments and agencies.
2. To apply for the filming permit, the Local Sponsor has to write a letter of application to the Sabah Chief Minister Department (Internal Affairs & Research Division) submit online application to **JK-PUSPAL** with all the above documents attached.

JK-PUSPAL : *Jawatankuasa Agensi Pusat Permohonan Penggambaran Filem dan Persembahan Artis Luar Negara is a one-stop application centre for foreign film crew and performing artist to Malaysia.*

3. All applications has to be submitted at least **2.5 MONTHS** prior to the arrival date of crew. Generally it is advisable to submit **THREE MONTHS** ahead of the filming schedule to avoid any delays.
4. If any of the filming locations involve areas that are under the management of Sabah Parks and Wildlife department, the Chief Minister Department will contact and inform them about the filming and would seek comments and feedback from the relevant agencies.
5. Once the Chief Minister Department received the approval letter from PUSPAL, they will issue the state-filming permit for the film crew providing other Agencies like Sabah Parks and Wildlife Dept. has given their permission. In some cases, Wildlife Dept. & Sabah Park will not approve the application because some locations are strictly prohibited for filming.

6. To do filming in Malaysia, all members of the filming crew must have a Professional Visit Pass (PVP). If they do not have PVP, the local sponsor has to apply for them through the Immigration Department of Malaysia. **Three** forms have to be filled for each crew member. The forms are:
 - **Application For A Visit Pass (Imm. 12)**
 - **Personal Bond (F.M. 12)**
 - **Immigration Reference Form (Im. 63)**
 - **Visa Application Form (IM 47)** [*Only when VISA is required*]
7. After completing all the forms, the F.M. 12 form has to be stamped for duty at Lembaga Hasil Dalam Negeri (Inland Revenue Dept.).
6. The local sponsor has to write an application for the Professional Visit Pass and send it together with all the documents (as mention above) to the Immigration Department of Malaysia.
7. **Please be informed that some nationalities (i.e. NON-COMMONWEALTH COUNTRIES) need Visa (Visa with reference) to enter Malaysia if they wish to do a professional visit (i.e. working or studying). Visa must be obtained from the Malaysian Embassy in their country. The Visa with reference will only be issued after receiving a letter of reference from the Malaysia Immigration Department of the states they are entering.**
8. **The Immigration Department of Malaysia will only process the application and issue the letter of reference after the state filming permit is approved. Therefore it is advisable for those nationalities that need Visa with reference to send their application 3 MONTHS in advance to avoid any delay.**
9. Please be informed that some of the parks, wildlife sanctuaries and forest reserves have imposed filming fees ranging from RM10,000 to RM25,000 depending on the location. More information on the fees, please contact Sabah Parks (sparkshq@tm.net.my), Sabah Wildlife Department (jhlsabah@tm.net.my), Sabah Forest Department (htan@sabah.gov.my) and Conservation & Environmental Management Division Yayasan Sabah Group (dvca_kk@icsb-sabah.com.my).
10. To apply for aerial filming permit in Sabah i.e. drone, the production company is required to obtain permission from the Civil Aviation Authority of Malaysia. Thereafter, an approval from the Land & Survey Department Sabah (JTU). The approval process will take 14 working days.
11. To apply for aerial filming permit in Sabah i.e. helicopter, the production company is required to obtain permission from Jabatan Ukur dan Pemetaan Malaysia (JUPEM). The approval process will take 14 working days.
12. The state-filming permit will be submitted together with the aerial filming permit application to JTU/JUPEM.
13. For all foreign film company who wish to film in Malaysia, part of the requirement of the filming permit is that 30% of the crew must be Malaysian. Therefore, foreign filming companies are encouraged to hire Malaysian crews as a local fixer from any production house in Malaysia before sending their application so that their name can be included in the filming permit application.

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