

Procedures for the Registration of Film Producers

*Issued pursuant to
Section 7, Paragraph one of the
Film Law*

I. General Provisions

1. This Regulation prescribes:
 - 1.1. the procedures for registration of film producers in the Register of Film Producers (hereinafter – Register) and exclusion therefrom; and
 - 1.2. the content of the Register data.
2. Film producers, which are merchants, associations or foundations registered in Latvia, shall be registered in the Register.
3. Film producers shall be registered, excluded from the Register and information included in the Register shall be updated by the National Film Centre.

II. Information and Documents to be Submitted for Registration

4. In order to register in the Register, a film producer shall submit a submission to the National Film Centre in which the following shall be indicated:
 - 4.1. general information regarding the merchant, association or foundation – the type, name (firm name), registration date and number, legal address, contact information and officials; and
 - 4.2. information regarding each film produced independently by the film producer:
 - 4.2.1. the name of the film in the official language and the translation thereof in English or in another language, if the film is dubbed or subtitled in the relevant language or if a voice-over translation thereof is provided;
 - 4.2.2. the co-producer of the film, if any;
 - 4.2.3. the year of completion, the type and genre of the film, as well as technical data of the film;
 - 4.2.4. the film producer, scriptwriter, camera operator, author of the music, artists, as well as other authors of the film;
 - 4.2.5. the persons acting in the main roles of the film, if any;
 - 4.2.6. the film classification index in accordance with the film classification criteria, specified in the regulatory enactments regarding film classification;
 - 4.2.7. a short summary of the story of the film;
 - 4.3. information regarding the distribution indicators of each film produced independently by the film producer and completed within the last five years:
 - 4.3.1. the number of viewers at film showings in Latvia and abroad;
 - 4.3.2. the participation of the film in film festivals in Latvia and abroad;

4.3.3. the states in which film distribution rights have been granted to distributors (indicating the extent of these rights); and

4.3.4. other distribution results of the film in Latvia and abroad (television, Internet, video releases), indicating the number of film viewers and consumers, information regarding sales, downloading, viewings (number of units or times).

5. Upon submitting the submission referred to in Paragraph 4 of this Regulation to the National Film Centre, the film producer shall append thereto a copy of the receipt (presenting the original), confirming payment of the State fee in accordance with the regulatory enactments regarding the State fee for the registration of film producers.

III. Taking of Decisions and Making of Entries in the Register

6. A decision on the registration or suspension of registration of a film producer or a refusal to register a film producer shall be taken by the responsible official of the National Film Centre within 15 days after receipt of a submission.

7. If a decision is taken to register a film producer, the responsible official shall assign a registration number to the film producer, make an entry in the Register and issue a film producer registration certificate. The annual deadline by which the film producer has to submit information to the National Film Centre regarding the films independently produced by the film producer and the film distribution indicators shall be determined in the decision on the registration of the film producer.

8. The information indicated in the submission by the film producer, as well as the registration date and the date of the last update of information shall be entered in the Register.

9. The deficiencies detected shall be indicated in the decision on the suspension of registration of a film producer and a deadline of 15 days for the elimination of the deficiencies shall be determined.

10. A decision shall be taken by the responsible official of the National Film Centre on the refusal to register a film producer in the following cases:

10.1. if the deficiencies referred to in the decision on the suspension of registration of the film producer have not been eliminated within the time period specified; or

10.2. if the submitter does not conform with the requirements of this Regulation.

11. A submitter has the right to contest the decision of the official of the National Film Centre in accordance with the procedures specified in the Administrative Procedure Law.

IV. Registration Certificate

12. The registration date and number of the film producer, the information referred to in Sub-paragraph 4.1 of this Regulation, as well as the date of annual update of the information of the Register shall be indicated in the registration certificate.

13. The registration certificate shall be signed by and certified with a stamp by an official of the National Film Centre.

14. Samples of the registration certificate and film producer submission forms, as well as sample forms for the submission of other information referred to in this Regulation shall be approved by the National Film Centre.

V. Updating of the Register Information

15. Once a year (in accordance with the decision on the registration of the film producer) the film producer shall submit to the National Film Centre the information referred to in Sub-paragraphs 4.2 and 4.3 of this Regulation regarding the previous calendar year.

16. Information regarding changes in the information referred to in Sub-paragraph 4.1 of this Regulation shall be submitted by the film producer to the National Film Centre within 15 days after making of the relevant changes.

17. If information has come at the disposal of the National Film Centre that incorrect information has been indicated in the Register, the National Film Centre shall check the information and, if necessary, request that the film producer provides updated information within 14 days.

VI. Exclusion from the Register

18. A film producer shall be excluded from the Register within 15 days after determination of a fact, if:

18.1. it has been established in the public registers that the film producer has been liquidated;

18.2. it has been specified in a judgment of a court;

18.3. a submission has been received from the film producer for the exclusion from the Register;

18.4. the film producer, within 15 days after expiry of the deadline, has not provided the information referred to in Paragraphs 15 and 16 of this Regulation to the National Film Centre; or

18.5. the film producer has provided false information to the National Film Centre.

19. A film producer shall be excluded from the Register on the basis of the decision of an official of the National Film Centre.

20. If the registration certificate of a film producer is lost, the responsible official of the National Film Centre, after receipt of the relevant submission from the film producer, shall issue a copy of the registration certificate.

VII. Closing Provisions

21. Cabinet Regulation No. 487 of 20 November 2001, *Regulations Regarding the Distribution of Films* (Latvijas Vēstnesis, 2001, No. 171; 2002, No. 114; 2005, No. 172; 2008, No. 98), is repealed.

22. A film producer registration certificate, issued in accordance with Cabinet Regulation No. 487 of 20 November 2001, *Regulations Regarding the Distribution of Films*, shall be valid until the expiry date indicated therein.

23. When registering a film producer who until the day of the coming into force of this Regulation is registered with the National Film Centre as a film producer (manufacturer) in accordance with the procedures specified in Cabinet Regulation No. 487 of 20 November 2001, *Regulations Regarding the Distribution of Films*, the film producer need not provide information which is already registered with the National Film Centre.

Prime Minister

V. Dombrovskis

Minister for Culture

I. Dālderis