

STANDARD OPERATING PROCEDURE
CINEFIL PRODUCERS PERFORMANCE LIMITED

DATA MANAGEMENT

1. DATA COLLECTION PLAN

- A TIMELINE FOR COLLECTING THE DATA
- A BUDGET FOR THE DATA COLLECTION (FROM DATA COMPANIES)
- A LIST OF THE INFRASTRUCTURE (SYSTEMS, STAFF ETC.)
- A PLAN FOR PROTECTING THE PRIVACY OF DATA (SERVER)
- BIFURCATION OF DATA

2. MAKING A LIST OF CLIENTS

- NAME OF ESTABLISHMENT (i.e. HOTEL, MALL, HOSPITAL etc.)
- TYPE OF ESTABLISHMENT (i.e. HOTEL, MALL, HOSPITAL etc.)
- CATEGORIES OF CITY (i.e. A,B,C.)
- TARIFF CODE
- ADDRESS
- EMAIL ID
- CONTACT PERSON NAME
- CONTACT NUMBERS
- DATE OF SENDING INTRO LETTER
- DATE OF SENDING FOLLOW UP LETTER

S.N.	NAME OF ESTABLISHMENT (i.e. HOTEL, MALL, HOSPITAL etc.)	TYPE OF ESTABLISHMENT (i.e. HOTEL, MALL, HOSPITAL etc.)	CATEGORIES OF CITY (i.e. A,B,C.)	TARIFF CODE	ADDRESS	EMAIL ID	CONTACT PERSON	CONTACT NUMBERS	DATE OF SENDING INTRO LETTER	DATE OF SENDING FOLLOW UP LETTER	DATE OF SERVING LEGAL NOTICE
1											
2											
3											

OPERATIONS

- **DAY 1**

INTRODUCTION LETTER TO CLIENTS

E-mail

WhatsApp
Postal

E- mail Subject : MANDATORY LICENCE TO COMMUNICATE THE CINEMATOGRAPHIC FILM WORKS TO THE PUBLIC

• **DAY 15**

FOLLOW-UP/ REMINDER LETTER TO CLIENTS

E-mail
WhatsApp
Postal

• **DAY 30**

LEGAL NOTICE TO CLIENTS

E-mail
Via registered post (Mostly by Cinefil Legal Head)

(Call mails to ceo@cinefilindia.com and licensing@cinefilindia.com)

PROCEDURE

- Fill License application form
- Send estimate/proforma invoice to the client
- Receive payment in favor of Cinefil
- Raise tax invoice
- Issue a license

Fill License application form
Send estimate/proforma invoice to the client
Receive payment in favor of Cinefil

CINEFIL PRODUCERS PERFORMANCE LTD.
Registered Copyright Society under Section 33 sub-section (3) of the Copyright Act 1957 in Ministry of Commerce & Industry, Govt. of India
GSTIN : 27AAHCC7967Q1ZM CIN : U74999MH2018PLC15350
702, Gazdar Enclave, Opposite Yashraj Studios, Veera Desai Road, Andheri (West), Mumbai, 400053 MAHARASHTRA Phone: +91 70210 23867, +91 98217 04490

REF: CINEFIL/23-24 August-2023

Kind Attn: To whomsoever it may concern

SUBJECT: License for Performing in Public and Communication to the Public Cinematographic Film works.

Dear Sir,

This letter is to introduce CINEFIL Producers Performance Limited (CINEFIL)

CINEFIL PRODUCERS PERFORMANCE LTD. (CINEFIL) is a Copyright Society registered by the Central Government under Section 33(3) of the Copyright Act 1957 for Cinematographic Film Works and it's formed by the Film producers and Other Owners (collectively referred as "Members") having the object of collecting royalties from India and Overseas by issuing and granting Cinematographic Performance License (CPL) strictly in accordance to the prevailing Copyright laws. Copy of the Registration certificate Dt. 19 April 2023 is attached with mail.

CINEFIL is a Non-Profit Making Body formed to protect, monitor and enforce the rights of our members comprising of Film Producers. At present we have around 7500 Feature Films with more than 700 members. The details of our members are easily and transparently available at our website www.cinefilindia.com.

First Introspection:
The interpretation given u/s 2(d)(v) of Copyright Act 1957 confirms that the "Author" of the Cinematograph Film (VIDEO) and of the Sound recording (AUDIO) is the Producer and Cinematograph Film is a distinct and separate Work as defined under Section 2(y)(i) read with Section 13(1)(b) of Copyright Act 1957.

Second Introspection:
More pertinently, "Communication to the public" as defined under Section 2(f) of Copyright Act 1957 explicitly cover Cinematograph Film Work or performance made available for being seen or otherwise enjoys the work or performance so made available covering simultaneous communication including residential rooms of any hotel/hostel shall be deemed to be communication to the Public.

Thus, perhaps there would be no commercial establishments (Airlines, Hotels, Hostels, Restaurants and Bars, Commercial Retail shops, shopping malls and EVENTS etc.) which do use television or LCD or any Digital diffusion / display for communicating the Cinematograph performance which includes Video also.

For quick reference, interpretation of "Communication to the Public" with Explanation and definition

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FORM:

APPLICATION FORM FOR OBTAINING A "CINEMATOGRAPHIC FILM WORKS" LICENSE WITHIN THE PREMISES.

1. NAME OF THE PREMISES:
2. TYPE OF THE PREMISES:
3. TOTAL SQ. FT. AREA OF THE PREMISES:
4. TOTAL ROOM (IF HOTEL/HOSTEL/HOSPITAL /OTHERS):
5. TOTAL NUMBER OF SITTING (IF RESTAURANT /BAR/OTHERS):
6. TARIFF CODE / CATEGORIES:
7. FULL ADDRESS:
8. CONTACT PERSON:
9. TELEPHONE NO. / MOBILE NO.:
10. EMAIL ID:
11. NO. OF S.C. SECS:
12. IF ANY OTHER MEANS OF DISPLAY, SPECIFY:
13. GST NO:
14. TAN NO:
15. PAN NO:
16. EFFECTIVE DATE:

I / We the applicant/s through this undertaking confirm and undertake that I / we have read and understood the tariff, the general terms and conditions of the license issued by CINEFIL and undertake to abide by the same. If there is any discrepancy found in the declaration at the time of inspection at your premises the difference in license fees will be collected.

I Agree: Please state the fee payable for the license in accordance with the aforesaid particulars given on the form which I / we declare are correct to the best of my / our knowledge and belief.


Signature of Party with Stamp Tariff Code

Bank Details to obtain a License
CINEFIL PRODUCERS PERFORMANCE LIMITED
A/c: bank Baroda, A/C Number: 519000028447187
Branch: Oshiwara, IFSC: UTBO002776

E-mail: ceo@cinefilindia.com Website: www.cinefilindia.com

**Raise tax invoice
Issue a license**

SOP (Standard Operating Procedure) No :1 - First and foremost , to submit the proposed list of Clients (category-wise) to CINEFIL that u intends to send the INTRODUCTION LETTER. No:2 The said datas are uploaded on CINEFIL's system and then written confirmation is given to DSA / Employee by CINEFIL to forward the introduction letter with FORM as enclosure. No:3 After sending Intro letter with FORM, follow up is done daily by DSA/ employee to get the FORMS Completed. Reminder to be sent or not, it's the prerogative of DSA / Employee considering the business relationship , market reality etc. No :4 On the basis of the FORMS received, then only PI will be prepared accordingly and the copy of the PI is will be sent to the clients(s) (and not before - V.V.V Important) . Further, copies of all the said PI(s) should be marked to CINEFIL's CEO, Chairman , Admin & Media-Lexicon. * Therefore at the stage of Point No : 3 and 4 only, payments are received by the establishments for CINEFIL. No: 5 on receiving the payments , we have an Internal Audit Committee (IAC) which does the due diligence of FORM, PI & Payments received to check the variances, checking etc, if any and who gives the green-lit to issue the TAX INVOICE and CPL (CINEFIL Performance License) ASAP. * Meanwhile , during this interim period of Point 2 to 5 , if any Legal reply or notice to be sent, you have the liberty to send the mail to us anytime with a copy to CEO , Chairman & Admin but it should be listed very clearly with 5 (FIVE) critical Fields and (i.e) - A) how many introduction letter u have sent with FORM which should match with your Data that you have submitted to CINEFIL as per Point 1 above. B) How many PI(s) have issued , C) how many clients have paid D) how many are under process and E) the most important field, how many have not responded which is more important for the Law Firm to send the Legal notice. No :6 On the basis of report of Internal Audit Committee, TAX INVOCES are made and immediately CPL (CINEFIL Performance License) are issued.



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Registered Copyright Society under Section 33 and section 33 of the Copyright Act 1957 by Ministry of Commerce & Industry, Govt. Of India
GSTIN : 27AAHCC797212M CIN : U74999MH2018PLC181350
702, Gachar Enclave, Opposite Yashraj Studios, Veera Dadas Road, Andheri (West),
Mumbai, 400053 MAHARASHTRA Phone: +91 70213 23867, +91 98217 04490

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3. TOTAL SQ. FT. AREA OF THE PREMISES: _____
4. TOTAL ROOM (IF HOTEL/HOSTEL/HOSPITAL / OTHERS): _____
5. TOTAL NUMBER OF SEATING (IF RESTAURANT/ BAR/ OTHERS): _____
6. TAARIF CODE / CATEGORIES: _____
7. FULL ADDRESS: _____
8. CONTACT PERSON: _____
9. TELEPHONE NO. / MOBILE NO.: _____
10. EMAIL ID: _____
11. NO. OF T. V. SETS _____
12. IF ANY OTHER MEANS OF DISPLAY, SPECIFY _____
13. GST NO. _____
14. TAN NO. _____
15. PAN NO. _____
16. EFFECTIVE DATE _____

I / We the applicant/s through this undertaking confirm and undertake that I / we have read and understood the tariff, the general terms and conditions of the license issued by CINEFIL and undertake to abide by the same. If there is any discrepancy found in the declaration at the time of inspection at your premises the difference in license fees will be collected.
I Agree
Please state the fee payable for the license in accordance with the aforesaid particulars given on the form which I / we declare are correct to the best of my / our knowledge and belief.

Signature of Party with Stamp _____ Tariff Code:

Bank Details to obtain a License
CINEFIL PRODUCERS PERFORMANCE LIMITED
Axis bank Gachar, A/C Number: 613020020447187
Branch: Gachar, PIN: 400053

E-mail: ceo@cinefilindia.com Website: www.cinefilindia.com