



Animal Welfare Board of India

USER MANUAL

For

Production House

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1. Introduction

- ▶ The Animal Welfare Board of India (AWBI) is a statutory body set up in 1962 in accordance with Section 4 of the Prevention of Cruelty to Animals Act, 1960 **to promote animal welfare generally, and to protect animals from being subjected to unnecessary pain or suffering, in particular.**
- ▶ The Central Government has enacted the Performing Animal (Registration) Rules, 2001 vide gazette notification dated 26.03.2001 which was amended vide gazette notification dated 08.01.2002 under the Prevention of Cruelty to Animals Act, 1960 to ensure that the animals which are used as performing animals are not subjected to pain and suffering. Accordingly, the AWBI is the Prescribed Authority for registration of performing animal(s), which are being used for training, or exhibiting under Performing Animals (Registration) Rules, 2001.
- ▶ The Bombay High Court had directed vide order dated 22.08.2005 that the Board shall process all applications for the grant of Certificates for certifying compliance with the Performing Animal (Registration) Rules, 2001. This shall be done expeditiously within a period of 2 weeks of the submission of an application containing all the necessary particulars or information as required by the Board, as the case may be.
- ▶ The Hon'ble Supreme Court vide order dated 20.03.2009 had agreed that Animal Welfare Board of India are issuing No Objection Certificate since 2001. Therefore, they do not find any reason to interfere with the impugned order.
- ▶ As per rule 7 of the Performing Animal (Registration) Rules 2001, prior permission is mandatory for use of any performing animal. Accordingly, the producer would be able to submit the application of Pre-shoot permission (PSP) prior the animal (s) is/are being performed in film /Ad-film/TV-Serial/ Events/ Photo-shoot/ Web-series etc.
- ▶ The Central Government, hereby specifies that the following animals shall not be exhibited or trained as performing animals, with effect from the date of publication of this **notification dated 14.10.1998**, namely:-
 - 1. Bears
 - 2. Monkeys
 - 3. Tigers
 - 4. Panthers
 - 5. Lions
 - 6. Bulls (**Notification dated 11.07.2011**)
- ▶ The Central Government has enacted the Transportation of Animals Rules, 1978 under PCA Act, 1960. As per rule 96 of the said rule, a valid health certificate issued by an Veterinary Officer not below the rank of Assistant Commissioner/ Director/ Deputy Director/ Chief Veterinary Officer of Animal Husbandry Department shall be procured by any person making transport of any animal before transportation of such animal verifying that all the relevant Central and State Acts, rules and orders pertaining to the said animals including the rules relating to transport of such animals have been duly complied with and that the animal is not being transported for any purpose contrary to the provision of any law.

2. Objective of Online System

- The Online system will ease the procedure of obtaining the pre-shoot permission and Post-shoot Certificate from the Board within the stipulated time.
- The information of the registered Animal Owner will also be easily accessible to everyone on the system.
- The online system will enable the random inspection of the animals or wherever the inspection required at the time of shooting and also to monitor that the provisions of the animal welfare laws are followed.

3. Requirements for Pre-shoot permission of Performing Animals

- The Producer can visit the web portal viz. www.awbi.gov.in and click on signup for creating ID. The applicant has to update the profile after login in the system. After completing profile, the applicant can able to view the dashboard and can apply for pre-shoot permission for use of performing animals in film /Ad-film/TV-Serial/ Events/ Photo-shoot/ Web-series etc. or can apply for direct Post-shoot Certificate (NOC) for the animal scene having computer graphics/dummy/animation of animals or foreign shoot or stock shoot or Natural / Background shoot where the live animals neither touch by any artist nor the animals were hired from any animal owner.
- The applicant has to obtain the fitness certificate of the animals to be used/performed, from a Veterinary doctor, registered with the Veterinary Council of India and the details of the owner of the animals in *Part A Fitness Certificate and ownership certificate*.
- If any of the animals to be used is a wild animal (provided it is not banned) then ownership certificate/permission of the Wildlife Department is required. The animals banned from being used as a performing animal are Lion, Tiger, Bear, Monkeys, Panther and bulls.
- The applicant shall intimate about use of computer graphics/dummy/animation of animals' performance with details of such scenes at the time of seeking pre-shoot permission itself.
- For filming the animals housed in the recognised Zoo/Snake Park, prior permission from the Chief Wildlife Warden of the respective State and the Zoo Operator should obtained.
- As per Transportation of Animals Rules, 1978, transportation details are required to transport the animals from the owner's place to the shooting place at the time of Pre-shoot permission.
- The synopsis of animal performances (what the animals are going to do in the film, their roles) is required at time of pre-shoot permission. Kindly ensure that the animal performances that are going to be used in the final film are submitted to the Board.

- If the animals are to be shown in the background, the details of animals' to be shown in the background along with the synopsis is required at the time of Pre-shoot permission.
- If any scenes with animals are going to be shot in a foreign country, please inform the Board and provide documentary evidence of proof of shooting in the foreign country.
- If Dog and Cat are being used as performing animals, then it is mandatory to submit the Vaccination record of each Dog/Cat duly signed by Veterinary doctor having sticker of each vaccine, which is valid during shooting period.
- If the Board has intimated that an observer will be there at the time of shooting of performing animals then the applicant has to intimate the shooting details to the inspection team also and allow them to observe the shooting of animals.

4. Requirements for Post-shoot Certificate (NOC) of Performing Animals

- They shall also furnish letter-head about the specific scenes of animals shown in computer graphics/dummy/animation while applying for NOC. Letter head of the Company making the computer graphics/dummy/animation shall also be furnished for the specific scenes of animals in computer graphics/dummy/animation.
- Ensure that the instructions provided in the Performing Animals (Registration) Rules 2001 are followed. The Rules are available in our website www.awbi.gov.in. If the animals are transported by walk, by road, by rail then please ensure that the relevant rules and necessary guidelines are followed as well as transport certificates are obtained.
- Proceed with the shooting with animals and kindly ensure that the animals being used are given adequate rest, food, water etc to ensure their well being. Don't make or force the animals do anything which is completely against their nature. Ensure that there is absolutely no cruelty involved during the shooting. Please also ensure that there is Veterinary doctor at the shooting spot for providing emergency treatment to the animals if so required.
- Download the Part A Pre Shoot Fitness Certificate form, and get the animal's health certified by the Veterinary Doctor which are performing in the shooting.
- ▶ **Note: In cases of Background / Natural Scene, Computer Graphics shots, Stock shots and Foreign shots, the producer can apply for direct Post-shoot permission with the application fee of Rs. 30,000/-. Where the animals are performing, direct post shoot certificate will not be considered.**

5. Process flow of Pre-shoot Permission

- ▶ STEP 1 - [Signup](#) by Producer.
- ▶ STEP 2 – Producer will receive a email from system containing User credentials for the Portal.
- ▶ STEP 3 – Producer will [Login](#) to the Portal and fill-up the Pre-shot Application Form.
- ▶ STEP 4 - Producer will pay the [Online Payment](#) of Rs. 25000/- for each pre-shot application.
- ▶ Step 5 - [Approval of Pre-shoot Application](#) by Performing Animal Committee of AWBI.
- ▶ Step 6 – Producer will be able to Download and [Print Pre-shoot permission Letter](#).

6. Timeline for Submission of Application of Pre-Shoot Permission

1	Film	15 days
2	Ad-Film	7 days
3	TV-Serial	7 days
4	Documentary	15 days
5	Web-series	15 days
6	Events	7 days
7	Photo Shoot	7 days

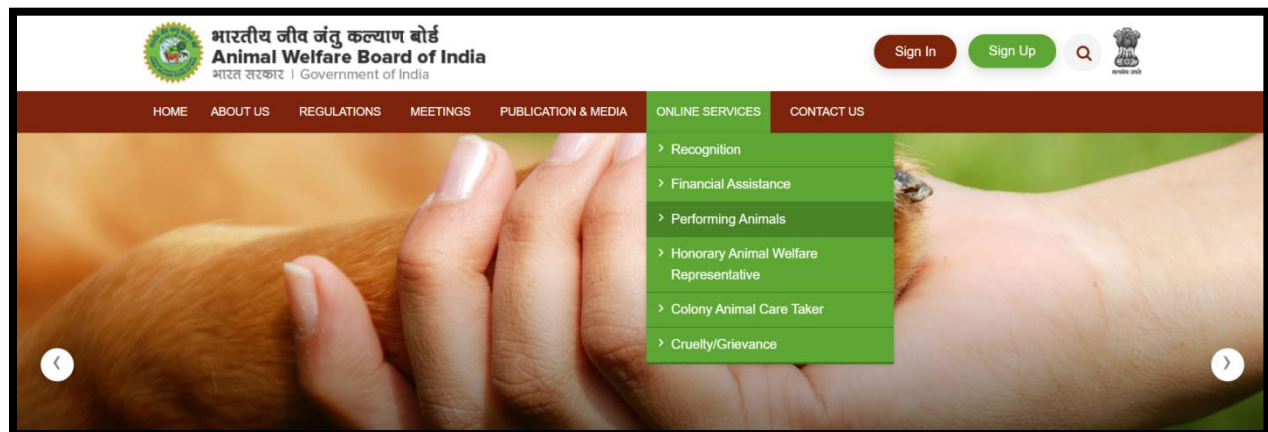
7. SIGN UP FORM OF PRODUCTION COMPANY/PRODUCER

(a)	Name	
(b)	Name of the Producer/Proprietor	
(c)	Name of the Production Company	
(d)	Address of the Production Company	
(e)	CIN No.	Number & Attachment
(f)	PAN No.	Number & Attachment
(g)	Mobile No.	
(h)	Email Id	

8. Production House Signup

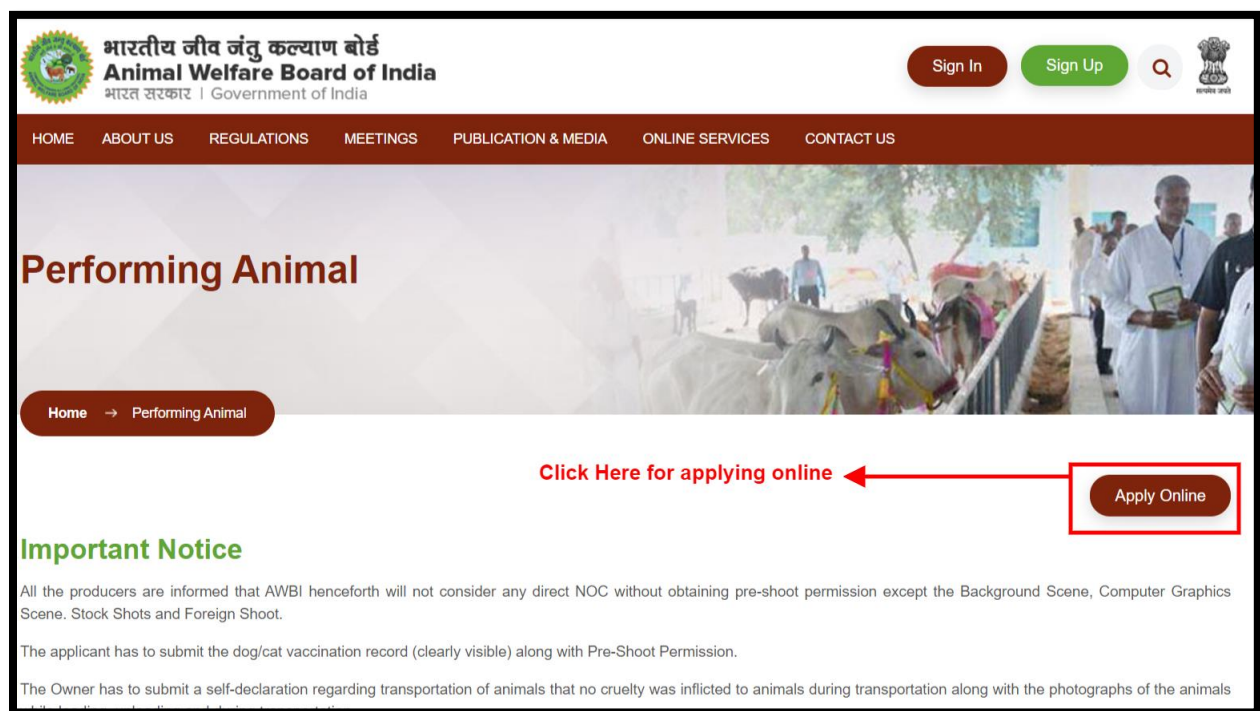
Step 1: Visit the URL: <http://awbi.gov.in>

Step 2: Go to Home → Online Services → Performing Animals



Step 3: Click “Apply Online” Link as shown below. It will redirect to the Signup page.
(Alternatively, Go to Signup Button available on the top of the home page):

Home → Online Services → Performing Animals → Apply Online



STEP 4: Select the Type of Association as “Production Company/House”.

The below shown page will be displayed wherein the user has to fill the required information and click on submit button to sign up.

Sign up

Production Company/House ▼

Select the Association Type as "Production Company/House"

Name of the Production Company*

Name of the Producer/Proprietor*

Address of the Production Company*

CIN Number*

PAN Number of the Production Company*

Pincode*

Select State*

Select District*

Mobile*

Email*

Password*

Confirm Password*

Verification Code

Captcha ZU29T

Sign Up

Already have an account? [Sign In](#)

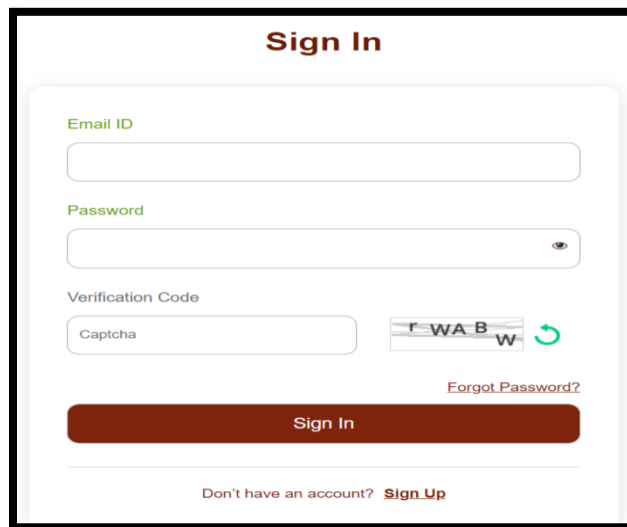
After submission of the signup form, the system would automatically generate the Login details and send the information to the registered email ID & mobile no. filled in the above form.

9. User Login

STEP 1: Click the Sign in Button



STEP 2: Sign in with using the login details received on registered email ID, enter the verification code and submit.

A screenshot of a 'Sign In' form. The title 'Sign In' is at the top in a bold, dark blue font. Below it, there are three input fields: 'Email ID', 'Password', and 'Verification Code'. The 'Email ID' field is a simple text box. The 'Password' field has a toggle icon (an eye) on the right. The 'Verification Code' field is a text box with a 'Captcha' label below it. To the right of the 'Verification Code' field is a CAPTCHA image showing the letters 'r WA B W' and a green circular refresh icon. Below the input fields is a large, dark blue button with the text 'Sign In' in white. To the right of the button is a link that says 'Forgot Password?'. At the bottom of the form, there is a link that says 'Don't have an account? Sign Up'.

On successful authentication of login credentials, the user would be redirected to Production House account. Here, the user has to update his profile details first. The profile form will be as shown below:

10. **Update Profile**

STEP 1: Fill the required details and click the Update Button.

Profile

Personal Details

First Name*

Sanjay

Middle Name

Last Name

Mathur

Father Name

Vinod Mathur

Gender*

Male

Designation

Designation

Email*

aks@gmail.com

Mobile*

7878788787

WhatsApp Number*

9999999999

Production House Details

Name of the Producer/Proprietor*

Aniket Vats

Name of the Production Company*

AKS Production

CIN Number*

L27100MH1907PLC000288

PAN Number of the Production Company*

BMPPA5446H

Permanent Address*

87, AKS House, Andheri West, Mumbai

Latitude*

19.1364016

Longitude*

72.8296252

Google Address

Andheri West, Mumbai, Maharashtra 400047, India

Select State*

MAHARASHTRA

Select District*

THANE

Select Taluka

Thane

Pin Code*

400008

Document Upload

Profile Picture*

Choose File No file chosen

Allowed jpg,jpeg formats.
Optimal Size : 2MB

Type Of Id Proof

Type Of Id Proof

Document Number

Id Proof*

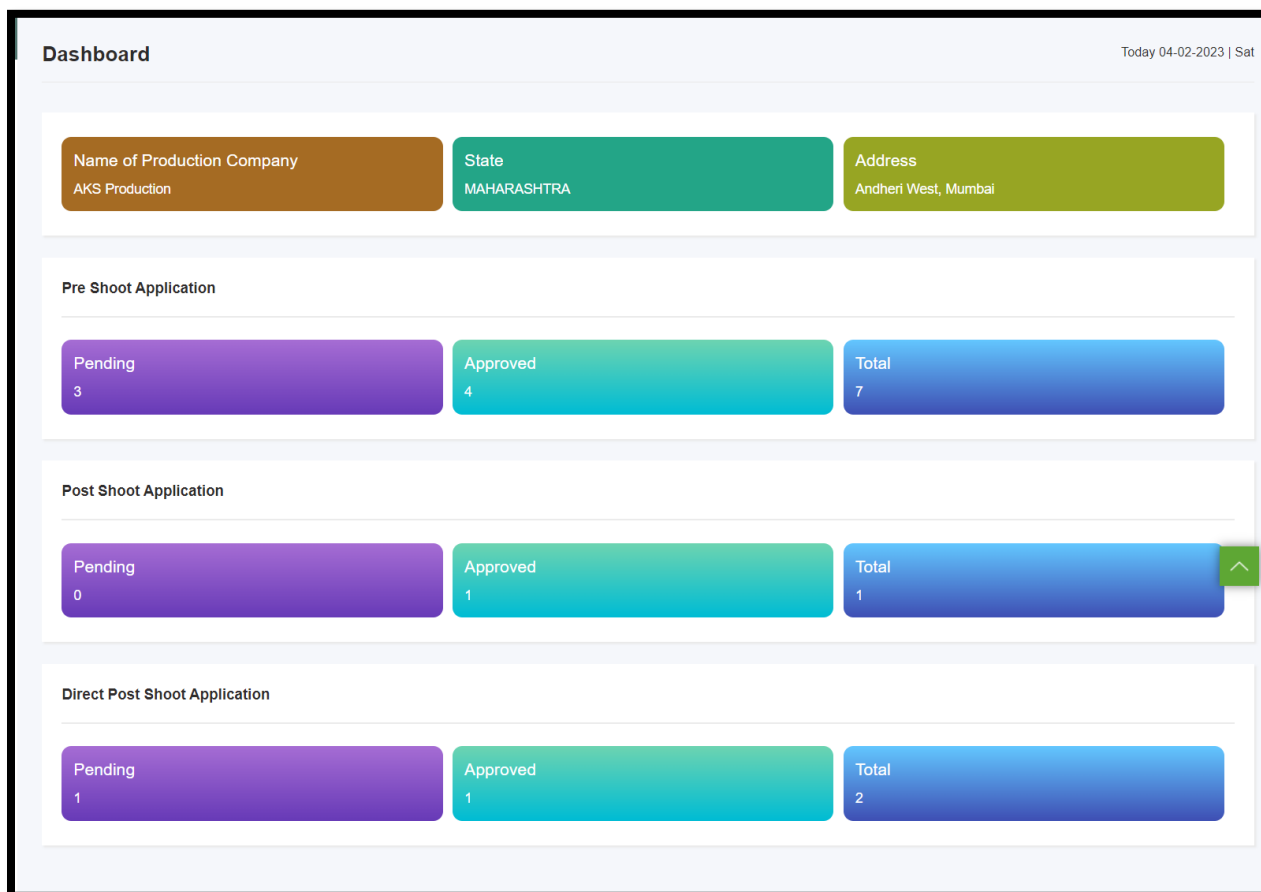
Choose File No file chosen

Allowed pdf,jpg,jpeg,doc,docx formats.
Optimal Size : 2MB

Update

Clicking here will fetch the Latitude & Longitude details using google map API functionality


11. Production House Dashboard View
 After updating the profile, the user will be redirected to the dashboard as shown below:



12. Pre Shoot Permission

➔ The step by step process to submit the PSP application is as below: -

STEP 1: Click the “Pre Shoot” link available at the left which will be redirected to “Pre Shoot Permission” page as shown below:



भारतीय जीव जंतु कल्याण बोर्ड
Animal Welfare Board of India
भारत सरकार | Government of India

Click here to apply Pre Shoot Permission

Sanjay Mathur (AKS Production)

Dashboard

Pre shoot

Post Shoot

Direct Post Shoot

Cruelty

Grievance

Show Cause Notice

Pre-Shoot Permission

Payment Details

Name/Title/Production House Change

Shooting Date/Time/Location Change

Pre-Shoot Permission

The Details of the submitted Applications will be shown here

S.No	File No	Date of submission	Application Type	Type of Cinematography	Name/Title	Production Company/House	Payment Status	Status	Action
1	15-347/2022-23/PSD	07-12-2022 02:03:48 PM	Subsequent	Web Series		AKS Production	Success	In-Progress	View Form

Apply For Pre-Shoot Permission

STEP 2: The Form is divided in 6 steps. In Step 1, If applying first time for the title, select Yes otherwise select No. In case of Yes, the Title is to be provided or in case of No, the Title will be selected from the previously approved Pre shoots.

Pre Shoot

1

2

3

4

5

6

Cinematography and Production House details

Applying 1st time for the title ?*

No

Type of Cinematography*

Film

Approved Pre-shoots*

AKS Production 1

Language of the film/Ad-film/TV Serial etc.*

Gujarati

Dogri

Hindi

Malayalam

Name of the Producer/Director/Proprietor*

Name of the Production House / Company for which the film/ ad-film/TV Serial etc. is made*

AKS Production

Address of the Production House / Company for which the film/ ad-film/TV Serial etc. is made*

Andheri West, Mumbai

ID Proof of the Producer/Director/Proprietor

Type Of Id Proof*

Type Of Id Proof

Document Number*

Upload*

Choose File

No file chosen

Allowed pdf,jpg,jpeg,doc,docx formats.

Optimal Size : 2MB

Save and Next

more than one language can be selected

STEP 3: Fill all the other required fields and click “Save and Next” to go to the next step.

STEP 4: In the step 2, Select the State and District and desired animal owner and animals.

STEP 5: Fill all the other required fields and Go to Next step.

12 | Page

1
2
3
4
5
6

Particulars of performing animals proposed to be used.

Add more rows using this Plus sign (+) link

Whether performing animals proposed to be used?

Yes

Select State*

DELHI

District

CENTRAL

Select Animal Owner*

Ankit Sahu

Species*

Dog

Duration of performance (hh:mm:ss)*

Duration of

Duration of training (hh:mm:ss)*

Duration of

Number of animals to be used*

Number of animals to be used

Place / Location of Shooting*

Place / Location of Shooting

Latitude

Latitude

Longitude

Longitude

Distance to the place of Shooting(KM)*

Distance to the place

Details of transport of Animals*

Details of transport o

Details of transport of Animals (Attachment)*

Choose File

Allowed pdf,jpg,jpeg formats.
Optimal Size : 2MB

Nature of Performance (Nature of performance of the animals (story sequences) & relevance/context of using animals (detailed nature of animal performance is to be attached in your letter head)*)

Nature of Performance (Nature of performance of the animals (story sequences) & relevance/context of using animals (detailed nature of animal performance is to be attached in your letter head)*)

Nature of Performance(Attachment)*

Choose File No file chosen

Allowed pdf,jpg,jpeg formats.
Optimal Size : 2MB

Start Date of Shooting*

Start Date of Shooting

Start Time of Shooting (Hours)*

Start Time of Shooting (Hours)

Start Time of Shooting (Minutes)*

Start Time of Shooting (Minutes)

End Date of Shooting *

End Date of Shooting

End Time of Shooting (Hours)*

End Time of Shooting (Hours)

End Time of Shooting (Minutes)*

End Time of Shooting (Minutes)

Previous

Save and Next

STEP 6: Similarly, fill all the required fields in rest of the steps.

STEP 7: Take the signed consent letter from Animal Owner and upload.

STEP 8: In Step 6, Download the sample format for Self-Declaration and upload the filled and signed copy.

STEP 9: Click "Save Draft" for saving the form in draft mode or click "Save and Send" for submitting the application.

Pre Shoot

1 — 2 — 3 — 4 — 5 — 6

Final Submission

Consent Letter from Animal Owner*

Choose File No file chosen

Allowed pdf,jpg,jpeg formats.
Optimal Size : 2MB

Upload the consent letter received from the animal owner

Self-declaration of producer in the prescribed proforma (Sample)

Choose File No file chosen

Allowed pdf,jpg,jpeg formats.
Optimal Size : 2MB

Download the sample format and upload the filled and signed copy

Additional Information, if any document

Choose File No file chosen

Allowed pdf,jpg,jpeg,doc,docx formats.
Optimal Size : 2MB

Additional Information, if any

Previous Save Draft Save and Send

13. Online Payment

STEP 1: After submission of Application form, it will navigate payment page. To complete the Application process, the user needs to pay the Online fee by clicking the “Make Payment” button.

14. Dashboard View – Pre shoot Permission Details

After submission of Application Form, the user would be able to view the status of pre shoot application on the dashboard as shown below:

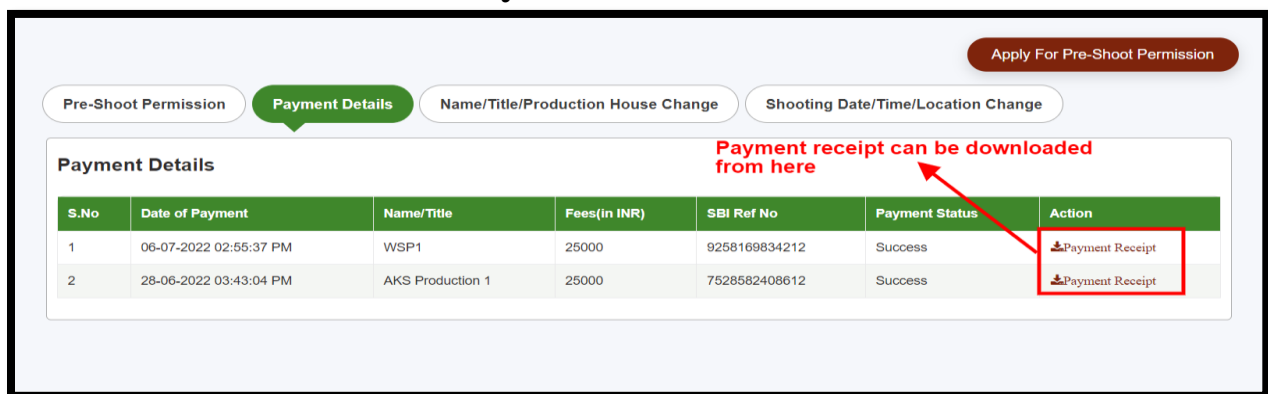


S.No	File No	Date of submission	Application Type	Type of Cinematography	Name/Title	Production Company/House	Payment Status	Status	Action
1	15-347/2022-23/PSD	07-12-2022 02:03:48 PM	Subsequent	Web Series		AKS Production	Success	In-Progress	View Form
2	15-346/2022-23/PSD	07-12-2022 02:01:20 PM	First	Film	HAMMER	AKS Production	Pending	Pending	View Form Make Payment

The status would be as under:

1. Pending: No action has been taken on your Application till date.
2. In Progress: The application is in process.
3. Query Raised: A query can be raised by the AWBI in case of any clarification required regarding the information provided in the application form. The applicant will submit the reply online.
4. Inspection Ordered: This indicates that the Inspection has been initiated for the Inspection.
5. Approved: This indicates that your Application is approved and now you can download the approval Letter.

15. Dashboard View - Payment Details



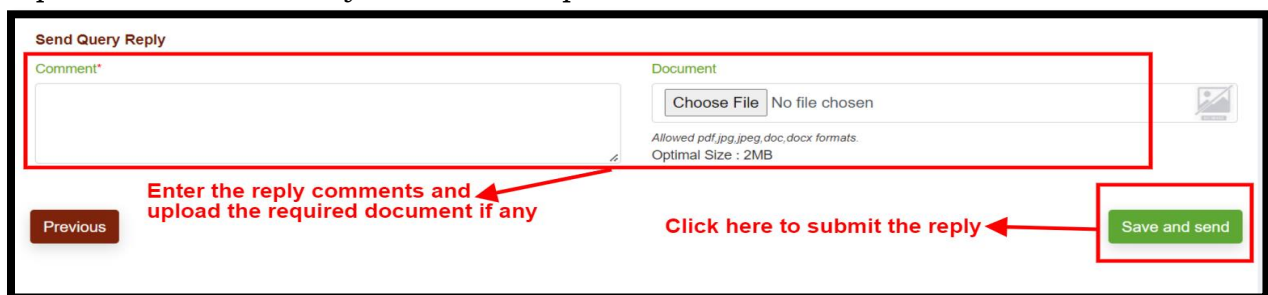
S.No	Date of Payment	Name/Title	Fees(in INR)	SBI Ref No	Payment Status	Action
1	06-07-2022 02:55:37 PM	WSP1	25000	9258169834212	Success	Payment Receipt
2	28-06-2022 03:43:04 PM	AKS Production 1	25000	7528582408612	Success	Payment Receipt

16. Query Raised/Replied

In case of clarification raised by AWBI. The user can view it from the depicted table at the dashboard viz. Query Trail (Communication Details).

STEP 1: To reply on the raised Query, the user has to click on Reply button and update the required information in the Form.

STEP 2: Go to Step 6 of the form and enter the Reply comments and upload the required document if any under the step 6 of the form as shown below and submit:



Send Query Reply

Comment*

Document

Choose File No file chosen

Allowed pdf, jpg, jpeg, doc, docx formats.
Optimal Size : 2MB

Previous

Enter the reply comments and upload the required document if any

Click here to submit the reply

Save and send

After submission of Reply the information will be accessed by AWBI and would further be approve / reject as per their decision.

17. Download Approval Letter

- ➔ In case the application is approved by AWBI, The User would be able to view the status of his application as Approved on their Dashboard. By clicking on User would be able to download/View the Approval Letter.

Approval Letter can be viewed/downloaded from here

S.No	File No	Date of submission	Application Type	Type of Cinematography	Name/Title	Production Company/House	Payment Status	Status	Action
1		06-07-2022 02:55:37 PM	First	Web Series	WSP1	AKS Production	Success	Approved	Approval Letter View Form Payment Receipt Change Production Company Request Change Shooting Date & Time/Location

18. Post Shoot Permission/NOC

- ➔ Download the Part B Pre Shoot Fitness Certificate form, and get the animal's health certified by the Veterinary Doctor which are performing in the shooting.
- ➔ Foreign shoot - Approval from the concerned Government, permit obtained, travel documents and other documents viz. Veterinary doctor's certificate, fitness certificate, letter, video of the Animals scenes.;
- ➔ Computer Graphics – Letter of the applicant and of CG making company along with video of the CG Graphics;
- ➔ Stock Shots – Letter of the applicant; relevant documents of purchase and its source of purchase along with video of animals scenes;

STEP 1: Click the “Post Shoot” link available at the left which will be redirected to “Post Shoot Permission” page as shown below:

Click here to Apply for Post shoot Permission

Apply For Post-Shoot Permission

S.No	Date of submission	file No	Cinematography	Name/Title	Status	Action
1	06-07-2022 14:23:40 PM		Film	Sholay 2	Approved	View Form Approval Letter Change Name Request Change Production Company Request

STEP 2: The Form is divided in 6 steps. In Step 1, If application type is selected as “Online Application” then:

- ➔ Select Type of Cinematography
- ➔ Select the Title of Pre-Shoot Permission form which NOC is to be applied.
- ➔ Click “Fetch Pre Shoot Details link.

- ➔ The Finalized Title and Language fields will auto filled. Even all the Details of selected Pre shoot will get auto filled into the form steps 2 to 5
- ➔ Update these fields accordingly and click “Save & Next”.

Or, if the Application Type is selected as “Offline Application” then:

- ➔ Fill all the required fields along with the details of Pre shoot Permission taken offline.
- ➔ Click “Save & Next” button to go to next step.

STEP 3: Fill/Update all the required fields of all the steps till step 5 and click “Save and Next” to Final Step 6.

STEP 4: In Step 6, Download the sample format for Self-Declaration and upload the filled and signed copy.

STEP 5: Click “Save Draft” for saving the form in draft mode or click “Save and Send” for submitting the application.

19. Dashboard View – Post shoot Permission Details

After submission of Application Form, the user would be able to view the status of pre shoot application on the dashboard as shown below:

The status of the submitted application will be shown here

Apply For Post-Shoot Permission

Post-Shoot Permission Name/Title/Production House Change

Post Shoot

S.No	Date of submission	file No	Cinematography	Name/Title	Status	Action
1	06-07-2022 14:23:40 PM		Film	Sholay 2	Approved	View Form Approval Letter Change Name Request Change Production Company Request

View/Download the approval Letter from here

The status would be as under:

- 1. Pending:** No action has been taken on your Application till date.
- 2. In Progress:** The application is in process.
- 3. Query Raised:** A query can be raised by the AWBI in case of any clarification required regarding the information provided in the application form. The applicant will submit the reply online.
- 4. Approved:** This indicates that your Application is approved and now you can download the approval Letter.

20. Query Raised/Replied

In case of clarification raised by AWBI. The user can view it from the depicted table at the dashboard viz. Query Trail (Communication Details).

STEP 1: To reply on the raised Query, the user has to click on Reply button and update the required information in the Form.

STEP 2: Go to Step 6 of the form and enter the Reply comments and upload the required document if any under the step 6 of the form as shown below and submit:

Send Query Reply

Comment*

Document

Choose File No file chosen

Allowed pdf,jpg,jpeg,doc,docx formats.
Optimal Size : 2MB

Previous

Enter the reply comments and upload the required document if any

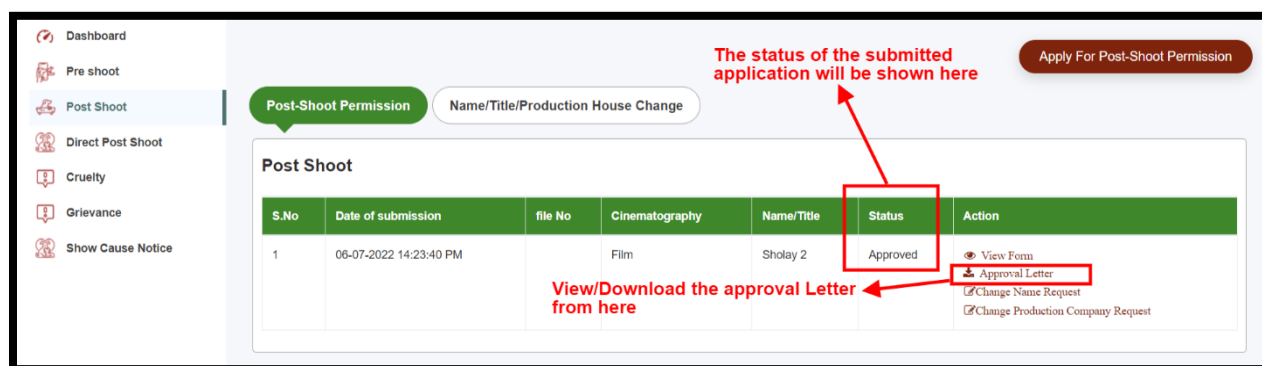
Click here to submit the reply

Save and send

After submission of Reply the information will be accessed by AWBI and would further be approve / reject as per their decision.

21. Download Approval Letter

In case the application is approved by AWBI, The User would be able to view the status of his application as Approved on their Dashboard. By clicking on User would be able to download/View the Approval Letter.

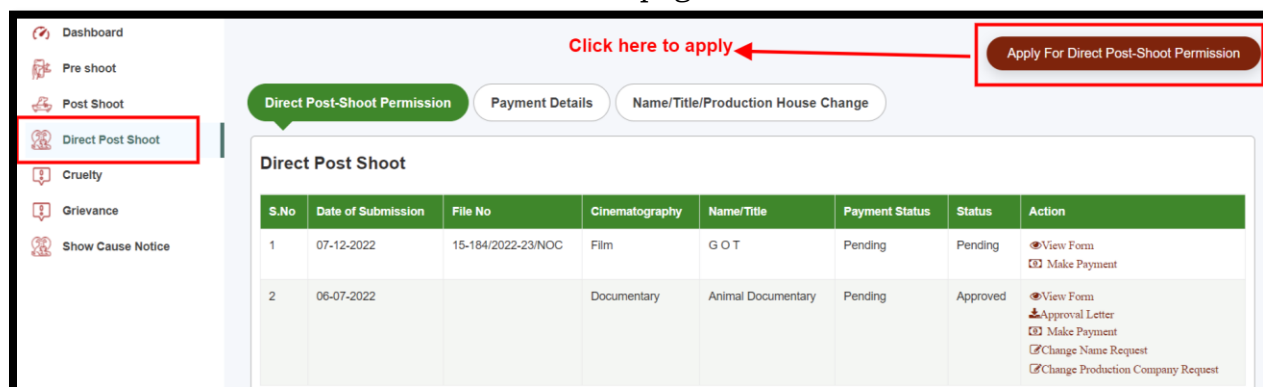


22. Direct Post Shoot/Direct NOC

In cases of Background / Natural Scene, Computer Graphics shots, Stock shots and Foreign shots, the producer can apply for direct Post-shoot permission

- ➔ Foreign shoot - Approval from the concerned Government, permit obtained, travel documents and other documents viz. Veterinary doctor's certificate, fitness certificate, letter, video of the Animals scenes.;
- ➔ Computer Graphics – Letter of the applicant and of CG making company along with video of the CG Graphics;
- ➔ Stock Shots – Letter of the applicant; relevant documents of purchase and its source of purchase along with video of animals scenes;

STEP 1: Click the “Direct Post Shoot” link available at the left which will be redirected to “Direct Post Shoot Permission” page as shown below:



STEP 2: The Form is divided in 6 steps.

➔ Fill all the required fields and click “Save and Next” to go to next step.


→ Fill the required fields as shown below and Click “Save and Next”

Direct Post Shoot


1 2 3 4 5 6

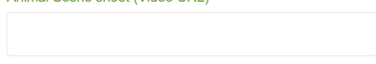
Particulars of performing animals proposed to be used.

Whether performing animals are used?

Click here to add new row → 

State State	Duration of performance (hh:mm:ss)* Duration of performance (hh:mm:ss)	End Date of Shooting * End Date of Shooting	Distance to the place of Shooting(KM)* Distance to the place of Shooting(KM)
District District	Duration of training (hh:mm:ss)* Duration of training (hh:mm:ss)	End Time of Shooting(hh)* End Time of Shooting(hh)	Details of transport of Animals* Details of transport of Animals
Animal Owner Animal Owner	Start Date of Shooting* Start Date of Shooting	End Time of Shooting(mm)* End Time of Shooting(mm)	Transportation Certificate under Rule 96 of the Transport of Animals Rules 2011 <input type="button" value="Choose File"/> No file chosen
Species Species	Start Time of Shooting(hh)* Start Time of Shooting(hh)		Part-B Fitness Certificate (Certified by a registered Veterinarian) (Download sample format) <input type="button" value="Choose File"/> No file chosen
Number of animals used* Number of animals used	Start Time of Shooting(mm)* Start Time of Shooting(mm)		Nature of Performance* Nature of Performance
Place / Location of Shooting* Place / Location of Shooti			Nature of performance Attachment* <input type="button" value="Choose File"/> No file chosen
Latitude Latitude			
Longitude Longitude			

Download the prescribed format of Part B Fitness Certificate, fill it and upload the certified copy → 

Enter the downloadable URL of Animal Scene shoot → 

Animal Scene shoot (Video URL)*

Total Scene Duration (Hours)*
Total Scene Duration (Hours)

Total Scene Duration (Min)*
Total Scene Duration (Min)

Total Scene Duration (Sec)*
Total Scene Duration (Sec)

→ Similarly fill the required fields of all the steps up to step 5

→ In Step 6 – Fill the required fields and click “Save Draft” button to save the form in draft mode or submit it by clicking “Save and Send” button.

Direct Post Shoot

1 2 3 4 5 6

Final Submission

Consent Letter from the Animal Owner(s)

Choose File No file chosen

Allowed pdf, jpg, jpeg, doc, docx formats.
Optimal Size : 2MB

**Self-declaration of producer in the prescribed proforma
(Download sample format)***

Choose File No file chosen

Allowed pdf, jpg, jpeg, doc, docx formats.
Optimal Size : 2MB

Additional Information, if any

Choose File No file chosen

Allowed pdf, jpg, jpeg, doc, docx formats.
Optimal Size : 2MB

Additional Information, if any

Previous Save Draft Save and send

Upload the signed consent letter received from Animal Owner(s)

Download the sample format of Self-declaration, fill and upload the signed copy

23. Online Payment – Direct Post Shoot Permission

STEP 1: After submission of Application form, it will navigate payment page. To complete the Application process, the user needs to pay the Online fee by clicking the “Make Payment” button.

24. Dashboard View – Direct Post Shoot Permission Details

After submission of Application Form, the user would be able to view the status of Direct Post shoot application on the dashboard as shown below:

Direct Post-Shoot Permission Payment Details Name/Title/Production House Change Apply For Direct Post-Shoot Permission

Direct Post Shoot

S.No	Date of Submission	File No	Cinematography	Name/Title	Payment Status	Status	Action
1	07-12-2022	15-184/2022-23/NOC	Film	G O T	Pending	Pending	View Form Make Payment
2	06-07-2022		Documentary	Animal Documentary	Pending	Approved	View Form Approval Letter Make Payment Change Name Request Change Production Company Request

The status would be as under:

- Pending:** No action has been taken on your Application till date.
- In Progress:** The application is in process.
- Query Raised:** A query can be raised by the AWBI in case of any clarification required regarding the information provided in the application form. The applicant will submit the reply online.
- the Inspection.**
- Approved:** This indicates that your Application is approved and now you can download the approval Letter.

25. Dashboard View - Payment Details

Apply For Direct Post-Shoot Permission

Direct Post-Shoot Permission **Payment Details** Name/Title/Production House Change

Payment Details

S.No	Date of Payment	Name/Title	Fees(In INR)	SBI Ref No	Payment Status	Action
No record available						

26. Query Raised/Replied

In case of clarification raised by AWBI. The user can view it from the depicted table at the dashboard viz. Query Trail (Communication Details).

STEP 1: To reply on the raised Query, the user has to click on Reply button and update the required information in the Form.

STEP 2: Go to Step 6 of the form and enter the Reply comments and upload the required document if any under the step 6 of the form as shown below and submit:

Send Query Reply

Comment*

Document

Choose File No file chosen

Allowed pdf,jpg,jpeg,doc,docx formats.
Optimal Size : 2MB

Previous

Enter the reply comments and upload the required document if any

Click here to submit the reply

Save and send

After submission of Reply the information will be accessed by AWBI and would further be approve / reject as per their decision.

27. Download Approval Letter

In case the application is approved by AWBI, The User would be able to view the status of his application as Approved on their Dashboard. By clicking on User would be able to download/View the Approval Letter.

[Apply For Direct Post-Shoot Permission](#)

Direct Post-Shoot Permission
Payment Details
Name/Title/Production House Change

Direct Post Shoot

S.No	Date of Submission	File No	Cinematography	Name/Title	Payment Status	Status	Action
1	07-12-2022	15-184/2022-23/NOC	Film	G O T	Pending	Pending	View Form Make Payment
2	06-07-2022		Documentary	Animal Documentary	Pending	Approved	View Form Approval Letter Make Payment Change Name Request Change Production Company Request

28. Shooting Date/Time/Location Change

In case of change in Date/Time/Location of the shooting after taking the Pre Shoot Permission, the applicant has to update in the online system about the revised date and location of the shooting.

STEP 1: In Pre Shoot Permission Page, click on the link “Change Shooting Date & Time/Location available in the Action column as shown below:

[Apply For Pre-Shoot Permission](#)

Pre-Shoot Permission
Payment Details
Name/Title/Production House Change
Shooting Date/Time/Location Change

Pre-Shoot Permission

S.No	File No	Date of submission	Application Type	Type of Cinematography	Name/Title	Production Company/House	Payment Status	Status	Action
1		06-07-2022 02:55:37 PM	First	Web Series	WSP1	AKS Production	Success	Approved	Approval Letter View Form Payment Receipt Change Production Company Request Change Shooting Date & Time/Location

STEP 2: Enter the New Shooting details and submit the form.

Change Shooting Date & Time/Location

1 2

Fill the updated details and submit the form

Particulars of performing animals proposed to be used.

Species*	Place / Location of Shooting*	New Place / Location of Shooting*
Dog	Patel Nagar Delhi	New Place / Location of Shooting
Latitude	28.6554182	Latitude
Longitude	77.16462	Longitude
Start Date of Shooting*	07-07-2022	New Start Date of Shooting
Start Time of Shooting (Hours)*	04	New Start Time of Shooting (Hours)*
Start Time of Shooting (Minutes)*	01	New Start Time of Shooting (Minutes)*
End Date of Shooting *	07-07-2022	New End Date of Shooting *
End Time of Shooting (Hours)*	03	New End Time of Shooting (Hours)*
End Time of Shooting (Minutes)*	02	New End Time of Shooting (Minutes)*

Save and Next

29. Dashboard View – Shooting Date & Time/Location Change Request details

The Changed details can be seen on the dashboard as depicted below:

Apply For Pre-Shoot Permission

Pre-Shoot Permission Payment Details Name/Title/Production House Change Shooting Date/Time/Location Change

Details of Change of Shooting Date Or Change of Time/Location

S.No	Date of submission	Name/Title	Production Company/House	Action
No record available				

30. Title/Name Change

In case of Change of Title of Film/Ad-film/TV-serial etc., the producer has to update the title in the online system.

STEP 1: In Post Shoot Permission Page, click on the link “Change Name Request” link in the Action column of the entity whose Title is to be changed as shown below:

[Apply For Post-Shoot Permission](#)

Post-Shoot Permission
Name/Title/Production House Change

Post Shoot

S.No	Date of submission	file No	Cinematography	Name/Title	Status	Action
1	06-07-2022 14:23:40 PM		Film	Sholay 2	Approved	View Form Approval Letter <div style="border: 2px solid red; padding: 2px; display: inline-block;"> Change Name Request </div> Change Production Company Request

click this link to submit the Name change request →

STEP 2: The change request form will be opened.

STEP 3: Enter the updated Name/Title.

STEP 4: Upload the related document proof and submit the form.

Change Request

Current Films Name/Title*

Sholay 2

Changed Films Name/Title*

Upload Related Document*

[Choose File](#)

No file chosen

Allowed doc, docx, pdf formats.

[Submit Change Request](#)

Dashboard View – Name/Title Change Details

[Apply For Post-Shoot Permission](#)

Post-Shoot Permission
Name/Title/Production House Change

Details of Change of Name/Title or Change of Production Company/House

S.No	Date of Submission	Name/Title	Change Request Type	Current Name/Title Or Production Company/House	Changed Name/Title Or Production Company/House	Status	Download
1	10-10-2022 13:06:07 PM	Sholay 2	Name/Title	New Sholay	Sholay 2	Approved	Supporting Document Approval Letter
2	06-07-2022 16:20:07 PM	Sholay 2	Name/Title	Final Title of the Film	New Sholay	Approved	Supporting Document Approval Letter

Change of the Production Company

In case of change of the Production Company of a Film etc. is changed after taking Pre-shoot/Post-Shoot/Direct Post-Shoot Permission before the date of release, the same should be updated in the online system by the registered Production Company.

STEP 1: At Post Shoot / Pre Shoot/ Direct Post Shoot dashboard, click “Change Production Company Request” link in the Action column of a Post Shoot / Pre shoot /Direct Post Shoot permission record whose production company needs to be changed.

Post-Shoot Permission

Name/Title/Production House Change

Post Shoot

S.No	Date of submission	file No	Cinematography	Name/Title	Status	Action
1	06-07-2022 14:23:40 PM		Film	Sholay 2	Approved	View Form Approval Letter Change Name Request Change Production Company Request

Click here to submit the Production House Change request

STEP 2: Enter the name of the new Production Company.

STEP 3: Upload related document proof and submit the change request.

Change Request

Current Production Company/House*

AKS Production

Changed Production Company/House*

Upload Related Document*

Choose File No file chosen

Allowed doc, docx, pdf formats.

Submit Change Request

Dashboard View – Production Company Change Details

At Dashboard, The Change details of the production house will be available and the Approval Letter can be downloaded.

Dashboard

Pre shoot

Post Shoot

Direct Post Shoot

Cruelty

Grievance

Show Cause Notice

Pre-Shoot Permission

Payment Details

Name/Title/Production House Change

Shooting Date/Time/Location Change

Details of Change of Name/Title or Change of Production Company/House

S.No	Date of Submission	Name/Title	Change Request Type	Current Name/Title Or Production Company/House	Changed Name/Title Or Production Company/House	Status	Download
1	01-07-2022 01:23:24 PM	AKS Production 1	Production Company/House	AKS Production	AKS Production main	Approved	Supporting Document Approval Letter
2	01-07-2022 12:27:22 PM	AKS Production 1	Production Company/House	AKS Production	DMS Production House	In-Progress	Supporting Document