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PUBLIC ADMINISTRATION OF MEXICO CITY
OFFICE OF THE MAJOR
REGULATIONS OF THE FILMING ACT OF MEXICO CITY

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(At the upper margin a seal reading: **Mexico City**. - City on the move)

MARCELO LUIS EBRARD CASAUBON, Major for Mexico City, based on Articles 122, Section C, Second Base, Fraction II, paragraph b) of the Political Constitution of the United Mexican States; 67, Fraction II and 90 of the Statue of Government of Mexico City; 5°, 12, 14, and 15 of the Organic Law of the Public Administration of Mexico City; and 4 Transitory of the Filming Act of Mexico City, had decided to issue the following:

REGULATIONS OF THE FILMING ACT OF MEXICO CITY

TITLE I

SOLE CHAPTER

GENERAL PROVISIONS

Article 1. - Provisions contained herein this regulations shall be of public order and social interest, and they aim to regulate the Filming Act of Mexico City.

Article 2. - Besides the concepts defined in the 3rd Article of the Act, for the purposes of these Regulations, the following shall bear the following meaning:

- I. Circuit: Route used by the vehicles during the production;
- II. Code: the Fiscal Code in force in Mexico City;
- III. General Director: the General Director of the Commission;
- IV. Act: the Filming Act of Mexico City;
- V. Administrative Procedure Act: the Administrative Procedure Act of Mexico City;
- VI. Regulations: the Regulations of the Filming Act of Mexico City.

Article 3: The enforcement of these Regulations shall be responsibility of the Ministry, Public Security, the Commission and the Boroughs, within their powers.

Article 4. - The Commission shall notice Public Security and the corresponding Borough of the Filming works in Mexico City which have an Authorization or Notice.

The aforementioned notification shall detail the validity and location of the filming works in order to be addressed within their powers.



Article 5. - The Commission shall have an updated register of all Producers, Locations, and Services, and must ensure it is available for consultation in their web page.

Article 6. - Business hours for formalities under the responsibility of the Commission at the counter shall be from 9:00 to 18:00 hours, Monday to Friday.

Article 7. - In order to film common use goods in Mexico City or on the public roads, it is necessary the issuance to the Commission of the Filming Notification or the Filming Authorization, as well as to be temporarily or definitively recorded in the Producers Registry.

During the corresponding procedures and formalities, the Commission shall not demand other formalities and requirements than the ones set in the Act, these Regulations herein, and the Manual.

Whenever the Notices and Authorizations are required by the authority, they shall be shown in original counterparts either by the producer or by the responsible of the concerned filming works. Filming responsible shall be bound to have in all production vehicles a copy of the Notification or Authorization Format for further identification.

Filming works Notice or Authorization shall be provided to the applicant in as many original counterparts as there are locations.

TITLE II

ON THE INTEGRATION, ORGANIZATION, AND FUNCTION OF THE REGISTRY

CHAPTER ONE

ON THE INTEGRATION OF REGISTRIES

SECTION ONE

ON THE PRODUCERS REGISTRY

Article 8. - The Producers Registry shall be integrated by a register of individuals and companies, domestic or foreign, dedicated or linked to audiovisual industry activities and interested in executing filming works in Mexico City.

Article 9. - In order to be registered in the Producers Registry, the interested parties shall comply with the following requirements:

I. Individuals:

- a) Application for entry to the Producers Registry, duly filled and signed by the interested party or its legal representative, in two original counterparts;
- b) Valid official identification;
- c) Foreigners shall prove their legal entry in the country with valid migratory document;
- d) Federal Taxpayers' Registry Code;
- e) Proof of domicile. Foreigners must include affidavit proving their place of residency.

II. Companies:

- a) Application for entry to the Producers Registry, duly filled and signed by the interested party or its legal representative, in two original counterparts;
- b) Articles of incorporation or foundation documents of the company;
- c) Valid official identification, with photography, of the legal representative;
- d) Power of attorney of the legal representative;
- e) Proof of domicile of the company;
- f) Federal Taxpayers' Registry Code;

III. Schools, educational institutions, colleges, or universities:

- a) Application of entry to the Producers Registry, duly filled out and signed by the filming works responsible appointed by the University, College, or Educational Institution;
- b) Document that proves that the applicant was appointed as responsible by the institution; and
- c) Official identification of the responsible, issued by the institution conducting the formalities before the Commission.



SECTION TWO
ON THE SERVICES REGISTRY

Article 10. - The Services Registry holds the list of producing, post-producing, cooperatives companies, filming and sound studios, and any other creative and professional companies offered by Mexico City on matters regarding audiovisual production.

Article 11. - Parties interested in being recorded in the Services Registry must provide the following documents:

I. Individuals:

- a) Description of the services rendered;
- b) Curriculum;
- c) Name(s) of the contact person(s); and
- d) Contact information: address, telephone, e-mail address, web page address, or any other electronic means.

II. Companies:

- a) Articles of incorporation or foundation documents of the company;
- b) Description of the services rendered;
- c) Curriculum or history;
- d) Name(s) of the contact person(s); and
- e) Contact information: address, telephone, e-mail address, web page address, or any other electronic means

Register mentioned herein these regulations can be obtained directly in the offices of the Commission or at its web page.

Article 12.-Individuals or companies recorded in the Services Registry may provide written and audiovisual information under the terms set in the formats provided by the Commission so as to be included in the Web page of the Commission.

SECTION III
ON THE LOCATIONS REGISTRY

Article 13.- The Locations Registry includes a catalog elaborated and widespread by the Commission, which contains the common use goods, events, festivals, traditions and other cultural manifestations that could be filmed in an audiovisual work;

Article 14.- For the duly integration of the Locations Registry, the Boroughs shall provide the Commission with the inventory referred to in Article 11 of the Act, with information regarding the common use goods within their boundaries and which can be used for filming works.

CHAPTER TWO
ON THE ORGANIZATION OF THE REGISTRIES

Article 15.- Documents required to be registered in the Producers, Locations, and Services Registry shall include the corresponding request, in original and simple copy for duly comparison.

The formalities may be carried out either by the interested party, by means of their representative or attorney in fact.

Article 16.- Representation of companies must be proven through public document. Whenever there is an individual, the representation can be proven by proxy duly signed by two witnesses.

Whenever it is a school, educational institution, colleague, or university, the document must prove that the requester was appointed as responsible by the institution.

Article 17.- Notwithstanding what is set in the previous article, interested parties or their legal representative can authorize the person(s) to carry out all required transactions and formalities for the entry in the Registry.

Article 18. Once the request is received and the requirements are met, an individual file shall be opened and the



General Director shall issue the record identification within a term under fifteen calendar days.

Should the matter not be solved within the aforementioned term, then it shall be understood as a negative decision.

Article 19.- Registry identification shall include the following information:

- I. Name or company name of the holder;
- II. Register number;
- III. Validity;
- IV. Place and date of issuance;
- V. Signature of the General Director.

CHAPTER III

ON THE REGISTRY OPERATION

Article 20.- Registration in the Producers Registry shall be valid either temporarily or definitely.

The temporary validity shall be good for one year, and can be renewed for an equal period by issuing a written request stating the intent of the interested party, under oath of stating the truth provided that the conditions when then the registration was obtained did not change.

Individuals must provide written notification to the Commission of any change or modification that impacts the data used for the issuance of the Registry credential. Any omission shall result in the removal of the Registry.

Article 21.- In order to keep the information of the Producers Registry updated, the General Director may request the individuals to validate the data provided for their admission.

Article 22.- The General Director shall be responsible for the installation, operation, and updating of the Registry and the records shall have all necessary information to contribute to due compliance with the Act objectives, without prejudice to what is set in the Transparency and Public Information Access Act, as well as in the Personal Data Protection Act, both of Mexico City.

Article 23.- Whenever the request does not have all the requirements or the documents set in the Regulations herein, the General Director shall request in written and on a sole occasion to the interested party or its legal representative so as to provide remedy to the omission within two working days after said notification. Should the interested party not provide remedy to the omission, then the request shall be deemed as not filled.

Article 24.- Denial of registration in the Registry shall be recorded in the decision provided to the applicant, along with the rationale for such decision, which might be appealed before the hierarchical superior, under the terms set in the Administrative Procedure Act.

TITLE III

ON NOTICES AND AUTHORIZATIONS

CHAPTER I

ON THE AUTHORIZATION AND MODIFICATION OF NOTICES

Article 25.- The Filming Notice issued by the parties to the Commission shall be free and shall allow the producer to carry out all activities related to the audiovisual industry that, under the terms of Article 26, do not require Authorization.

Article 26.- The Notice must be issued to the Commission with the Sole Notification Format provided by the Commission, at least with 12 hours before the date and time when the filming works will be carried out. Such format shall include the following information, under oath of stating the truth:

- I. Company name and domicile;
- II. Contact information of the legal representative or authorized person to carry out all formalities;
- III. Record number;
- IV. Project information (documentary, fiction, series, soap opera, short film, film, advertisement, etc.)
- V. Filming work duration;
- VI. Day and time when the filming work will be carried out;



- VII. Name and data of the responsible for the film;
- VIII. Map with the exact place of the location where the film is going to take place; and
- IX. Number of production vehicles and location of the parking spots.

The petitioner must attach to the Sole Notification Format the insurance policy or letter of the valid civil responsibility or third party damages insurance, in original and copy, for its comparison.

The responsible of students productions with educational aims which require Notification shall comply with the requirements set in Fractions I, II, III, and IV of this Article and attach to the Sole Notification Format a letter of endorsement issued by the corresponding educational institution.

Once the requirements of the Commission requirements are complied with, the Notification shall be sealed.

Article 27.- Modifications to the conditions set in the Notification may be requested through the Sole Notice Modification Format issued to the Commission, provided that the interested party shows there was a force majeure or act of God that justifies the request.

In order to determine the admissibility of the request, the Commission shall analyze the following:

- I. That a Sole Notification Format was previously received for the same location and date;
- II. Should there be filming works nearby or in the same location, check if the filming works requested are feasible;
- III. That the request does not limit the vehicle traffic in the area or disturbs public order;
- IV. That the reasons for requesting the modification are duly justified.

In view of the aforementioned, the Commissions shall determine if the receipt and seal of the corresponding format is admissible or not.

Article 28.- Whenever the interested party cannot prove that the modification is the result of force majeure or acts of God, the request shall be denied by decision issued by the General Director, stating the rationale for the denial.

The previous decision can be appealed under the terms of the Administrative Procedure Act.

CHAPTER II SECTION ONE

ON THE REQUIREMENTS AND FORMALITIES FOR OBTAINING THE AUTHORIZATIONS

Article 29.- An Authorization must be obtained for executing the activities related to the audiovisual industry under Article 31 of the Act.

For journalistic and coverage activities different from the national or international media activities, the authorization referred to in this chapter must be obtained.

Article 30.- The Authorization must be obtained with the Commission, using the Sole Authorization Format provided for such purposes, in a term not greater than three working days prior to the filming works, so the interested party states, under oath of saying the truth, the following data:

- I. Company name and domicile;
- II. Record number;
- III. Duration of the filming works;
- IV. Project information (documentary, fiction, series, soap opera, short film, film, advertisement, etc.)
- V. Map with the exact place of the location where the film is going to take place; and
- VI. Number of production vehicles and location of the parking spots.
- VII. List of the public roads, primary or secondary, to be used, as well as the number of production vehicles to be used;
- VIII. Date and time when the filming works shall be carried out; and
- IX. Name and contact information of the responsible for the filming works.

Should the filming works imply the use or design of traffic circuits for one or more Boroughs, the interested party shall determine the route to follow, which must be attached to the Sole Authorization Format.

The petitioner must attach to the Sole Notification Format the insurance policy or letter of the valid civil responsibility or third party damages insurance, in original and copy, for its comparison.



The responsible of students productions with educational aims which require Notification shall comply with the requirements set in Fractions I, II, III, and IV of this Article and attach to the Sole Notification Format a letter of endorsement issued by the corresponding educational institution.

Article 31.- Once the request is received, a copy of the Sole Authorization Format must be issued to Public Security so as to decide on the possible disturbances to public order and security due to the execution of filming works. The copy of the Sole Authorization Format may be issued through electronic means.

The opinion issued by Public Security shall help the Commission to determine the coordination measures that facilitate filming on public roads and help to improve vehicle traffic, as well as to ensure the safety of third parties.

The Commission will coordinate with Public Security so as to issue a decision in a term not greater than 36 hours after the receipt to the request, so as to provide any and all requirements necessary within the term for the provision of the Authorization.

Article 32.- In order to decide on the admissibility of the request, the Commission shall analyze the following:

- I. The decision issued by Public Security;
- II. That a Sole Notification Format was previously received for the same location and date;
- III. Should there be filming works nearby or in the same location, check if the filming works requested are feasible.

Article 33.- The Commissions shall analyze the request and, if admissible, the Authorization shall be granted once the payment of the rights is done, as set in the Tax Code in force.

Rights must be paid per 24 hours day, notwithstanding the number of locations to be used and boroughs covered during the filming works.

The Commission shall have two working days so as to determine the admissibility or not of the Authorization request. Once the term is elapsed without a decision, then the request shall be deemed as granted.

Article 34.- The Commission shall let Public Security and the corresponding Boroughs know about the information regarding the Authorizations granted or denied so as to carry out all actions that, within their powers, are set by Law. The communication shall be done through electronic means.

Article 35.- Whenever the request does not include all requirements or documents foreseen in this Regulations, the General Director, in a term not greater than two working days from the receipt of the request, shall request in written and on a sole occasion the interested party or the legal representative to, within 24 hours after the preventive measure, mend the lack of information. Should the irregularity not be corrected, then the request shall be deemed as not issued.

Article 36.- The requested Authorization shall not be granted whenever any or all the events set in Article 33 of the Act take place.

Besides the aforementioned events, the Commission may deny the requested Authorization whenever the requesting producer breaches repeatedly the obligations set in paragraph one of Article 39 of this Regulations herein. A repeated breach shall be that carried out in three consecutive occasions. Should this be the case, then the Authorization shall be denied one time.

The interested party shall be notified of the denial through a decision issued by the General Director, within two working days after the receipt of the Sole Authorization Format.

Article 37.- Interested parties shall appeal the decision of the denial under the terms of the Administrative Procedure Act.

Article 38.- The Producers' request to the General Director of Public Security, firefighting, garbage collection, and any other services under the responsibility of the Public Administration of Mexico City shall be paid as set in the Tax Code, according to type of service required.

Article 39.- Producers are obliged to implement all necessary security measures so as to carry out the audiovisual works and keep the order and cleanliness of all locations, notwithstanding the type of filming works executed.

Catering services can only be placed on squares, median strips, parks, walkways, plazas, and sidewalks that, due to their dimensions, allow pedestrian use.



SECTION TWO
ON THE MODIFICATIONS TO THE FILMING WORKS AUTHORIZATION

Article 40.- Modification of the conditions set in the Authorization can be requested through the use of the Sole Authorization Modification Format issued to the Commission, provided that the interested party proves there is force majeure or acts of God that justify the request.

In order to determine the admissibility of the request, the Commission shall analyze, if applicable, what is set in article 27 of the Regulations herein.

The Commission shall have 24 hours to decide on the prevention, admissibility or denial of the Authorization Modification.

Article 41.- The modification shall be granted through a Filming Authorization which will contain all changes requested by the interested party.

The new Filming Authorization shall be sealed by the Commission.

Article 42.- Whenever the interested party cannot prove that the modification is the result of force majeure or acts of God, the request shall be denied by decision issued by the General Director, stating the rationale for the denial.

The previous decision can be appealed under the terms of the Administrative Procedure Act.

SECTION THREE
ON THE URGENT AUTHORIZATION

Article 43.- The interested parties shall request the Commission the authorization of Urgent Authorizations so as to carry out filming works in vehicle traffic roads found in the jurisdiction of the Mexico City authorities, within a term not greater than 24 hours prior to the filming works.

The request shall be presented before the Commission through Sole Urgent Authorization Format, which shall comply with all requirements set in Article 30 of these Regulations.

Article 44.- Once the request is issued, the Commission must seal the Format and issue the corresponding Authorization or denial of authorization in a term not greater than 24 hours from the receipt at the counter of the appropriate office.

The Commission shall immediately communicate to Public Security and the corresponding Borough offices the execution of the activities that, if authorized, are enlisted in the authorization, their validity and location, so the institutions ensure that the agencies learn about the filming works before they take place.

Should the request be granted, the Authorization shall be issued once the payment for the Urgent Filming rights in vehicle roads are covered as set in the Tax Code. The authorization shall detail the terms and conditions under which it is granted.

The decision on the request shall be notified to the corresponding borough and to Public Security.

Article 45.- The Sole Urgent Authorization Format shall be granted per filming day for the producer. All subsequent days shall be covered by the authorization extension, provided that the filming days are consecutive.

The Authorization Extension shall be requested before the Commission with the corresponding Format; and it cannot be used in a term greater than three consecutive days. For such cases, the formalities for requesting authorization as set in Article 30 of these Regulations must be followed. The Extension Authorization can only be obtained for the Authorization mentioned in the Article herein above.

Article 46.- Should the Urgent Filming Works Authorization not be granted, the Commission shall issue the denial decision, duly grounded, and the interested party shall be notified thereof.



CHAPTER III

ON THE FILMING WORKS IN THE HISTORIC CENTER

Article 47.- Compliance with terms and procedures for the issuance of Notifications and granting of Authorizations, Extensions and Authorization Modifications shall depend upon the traffic hours set for the Historic Center and upon the formalities that the Commission must carry out before the appropriate federal and local authorities so as to carry out all filming works within the area.

Article 48.- The Commission, prior decision of Public Security, shall determine in which streets the production vehicles can park, taking into account the location and the number of audiovisual production vehicles; although, preferably, they shall be parked nearby to the location.

Article 49.- The production shall be responsible for parking the vehicles on just one side of the streets, excepting for the cases where the use of both sides is authorized by the Commission.

TITLE IV

ON THE ANNULMENT OF NOTICES AND REVOCATION OF AUTHORIZATIONS

Article 50.- The Commission shall deem all Notices invalid and revoke all Authorizations in the following cases:

- I. When the data provided by the requesting party is false;
- II. When the Holder does not comply with the terms and conditions set in the Notification, Authorization, Extension, Authorization Modification, or
- III. When the conditions of the Authorization or Notification Extension are different from the ones of the corresponding Authorization or Notification, excepting when the changes are due to force majeure or acts of God.

The aforesaid shall be executed notwithstanding the applicable sanctions under other provisions.

CHAPTER ONE

ON THE ANNULMENT OF NOTICES

Article 51.- The cases stated in the Article hereinabove shall give rise to the nullity and subsequent cancellation of the Notice, according to the following procedure:

Whenever there is one of the causes referred to in Article 50 of the Regulations, the Commission shall notify in written to the holder of the Notification so as to, in a term of 24 hours after the notification, provide the proofs he considers appropriate.

Once the aforementioned term is elapsed, the Commission shall analyze the proofs, decide the nullity of the Notice and, if appropriate, its cancellation.

The decision shall be let know to the interested party, who may appeal it under the terms and conditions set in the Administrative Procedure Act.

Notification of nullity decision shall oblige the holders thereof to suspend all related filming works. Incompliance shall result in the Commission requesting Public Security to suspend all filming works.



CHAPTER TWO

ON THE REVOCATION OF THE AUTHORIZATIONS

Article 52.- The procedure for revoking authorizations shall start whenever the Commission detects or learns about any of the causes for revoking ex officio, as set herein this Act, by summoning through personal notice stating the causes the caused the procedure and requesting his appearance to enforce his right to assert whatever may be in his best interest and provide all relevant proofs, within two working days after the notification.

Article 53.- Once concluded the aforementioned term, the Commission shall immediately proceed to issue the corresponding decision, duly grounded, and shall notify the interested party.

Article 54.- Holders shall be obliged to suspend all filming works after they are notified of the decision revoking the authorization. Incompliance shall cause the Commission to ask Public Security to suspend all filming works.

Article 55.- The interested party may appeal the decision to revoke the authorization, as set in the Administrative Procedure Act.

TRANSITORY

ONE. Let it be published in the Official Gazette of Mexico City.

TWO. The Regulations herein shall come into force the day after their publication.

THREE. The Operation Rules of the Board of Directors of the Commission shall be issued in 60 calendar days after the entry into force of these Regulations.

FOUR. The Formats for the Notices, Authorizations, Modification, and Extension formalities under these Regulations shall be issued in a term of thirty work days after its publication. The Commission may use provisional formats until the new formats are issued.

Issued in the Official Residence of the Major of Mexico City, on the twenty second day of September, two thousand and eleven.- **THE MAJOR OF MEXICO CITY, MARCELO LUIS EBRARD CASAUBON.- SIGNATURE.- THE SECRETARY OF GOVERNMENT, JOSE ANGEL AVILA PEREZ.- SIGNATURE.- THE SECRETARY OF CULTURE, ELENA CEPEDA DE LEON.- SIGNATURE.- THE SECRETARY OF PUBLIC SECURITY, MANUEL MONDRAGON Y KALB.- SIGNATURE.**