USER GUIDE FOR SUBMISSION OF NEW TITLES FOR DISTRIBUTION ('A')



New Title Submission under Standard Service

Definition

• 'A' submissions are for classification of a new title meant for commercial distribution.

Fees and Service Standards

- The classification fee is \$10 per half an hour or part thereof.
- 'A' submissions will be classified within 40 working days.
- Applicants must ensure that their applications and submitted materials meet the requirements of the Submission Guidelines.
- The guidelines can be found on the IMDA website and the IMDA Online e-Services webpage.

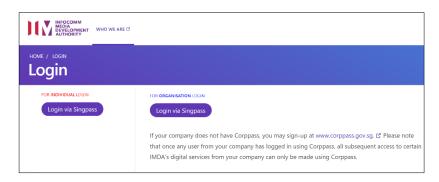


Select the e-service



Step 1:

At the Online Services page, under the Film Classification for Distribution, select Submission of New Titles (A)



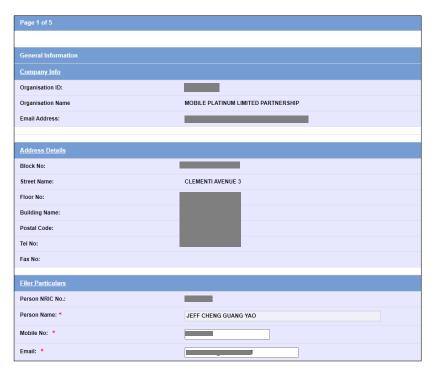
Step 2:

- Select either 'For Individual Login' or 'For Organisation Login'
- Enter your security credentials to complete the sign-in



Step 3:

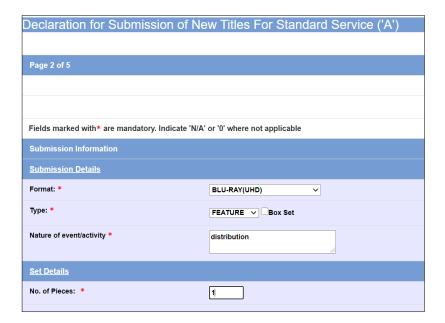
- You may read the guidelines or;
- Proceed with the submission



Step 4:

- Verify your details and input contact number and email address
- Select 'Next'





Step 5:

- Select media format type
- Select submission type
- Indicate the number of pieces (eg. Disc A and Disc B – 2 pieces)



Step 6:

- Input the Title & Director's Name
- Select the Language, Sub Language (if any) and Ownership type
- Input the running time in minutes
- Select 'Next'



Step 7:

- If you have another title to submit, please select 'Continue Another Submission'
- If you are done, select 'Submit'



A Submission Receipt Page 5 of 5 A/2011/I000078Y In-Receipt No. No. of Pieces **SOLDIER'S TRAVEL Print**



Last Step:

- Each title submitted will be issued with an In-Receipt Number.
- Click on [Print] to print or save the PDF copy

