

**USER GUIDE FOR
SUBMISSION OF NEW TITLES
FOR DISTRIBUTION
(‘A’)**

New Title Submission under Standard Service

Definition

- 'A' submissions are for classification of the first or master copy of a film meant for commercial distribution.
- The 'A' submission must first be approved by the IMDA. The distributor can then use the approved 'A' submission for certification of subsequent duplicate copies for distribution.

Fees and Service Standards

- The classification fee is \$10 per half an hour or part thereof and the classification label is \$0.80 per copy.
- '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



Film Classification for Distribution **IMDA Submissions Guidelines for Films**

Submission Of New Titles (A)
Submission of the first or master copy of a film that the applicant will be using for certification of subsequent duplicate copies

Submission Of Repeat Titles With Identical Content (RT)
Submission for titles where the main feature and any included extra features are identical to a version that has been previously classified by IMDA

Step 1:

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

SingPass / CorpPass Login



Login Using:

SingPass (Singapore Personal Access)

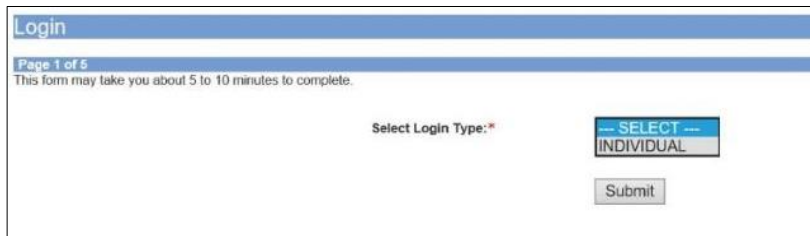
CorpPass (For Companies)

If your company does not have CorpPass, you may sign-up at www.corppass.gov.sg. Please note that once any user from your company has logged in using CorpPass, all subsequent access to certain IMDA's digital services from your company can only be made using CorpPass.

Step 2:

- Select either SingPass (3A) or CorpPass (3B) login
- Enter your security credentials to complete the sign-in

Login Type for SingPass or;



Login

Page 1 of 5
This form may take you about 5 to 10 minutes to complete.

Select Login Type:*

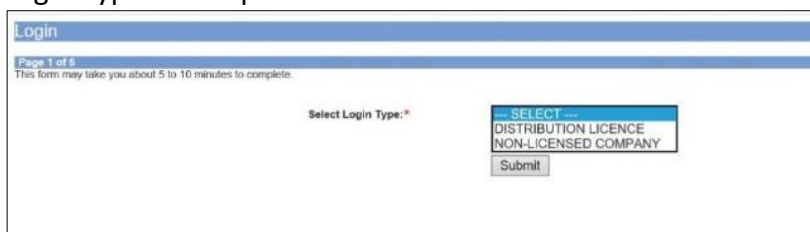
SELECT
INDIVIDUAL

Submit

Step 3A:

- SingPass logins are only meant for submissions under an individual
- Select 'Submit'

Login Type for CorpPass



Login

Page 1 of 5
This form may take you about 5 to 10 minutes to complete.

Select Login Type:*

SELECT
DISTRIBUTION LICENCE
NON-LICENSED COMPANY

Submit

Step 3B:

- CorpPass logins are meant for companies with a distribution licence or non-licensed companies
- Select 'Submit'

View Guidelines

Before you continue with the declaration, you are advised to go through and familiarize yourself with the Guidelines.

Please turn off the pop-up blocker in Internet Explorer or Mozilla Firefox before you click the 'View Guidelines' button. [Click here for a quick guide.](#)

Step 4:

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

Page 2 of 5

General Information

Customer Info

Licence No: DG170008Y
 Organisation ID: 3733800W
 Organisation Name: LICENCEONE 360 TEST
 Email Address: SASA@AS.COM

Address Details

Block No: [REDACTED]
 Street Name: YISHUN RING ROAD
 Floor No: [REDACTED]
 Building Name: [REDACTED]
 Postal Code: 760414
 Tel No: +65 [REDACTED]
 Fax No: +65 [REDACTED]

Filer Particulars

Person NRIC No: S60050441
 Person Name: PETER MICHAEL
 Mobile No: +65 [REDACTED]
 Email: * PETER@EMAIL.COM

The Email indicated is only applicable to this submission. If you wish to update your company's contact details permanently, please update IMDA via [Online Feedback](#) or in writing.

Step 5:

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

Declaration for Submission of New Titles For Standard Service ('A')

Page 3 of 5

Fields marked with * are mandatory. Indicate 'N/A' or '0' where not applicable

Submission Information

Submission Details

Format: * [REDACTED]
 Type: * --SELECT--

Set Details

No of Pieces: * [REDACTED]

Step 6:

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

Page 4 of 5

Fields marked with * are mandatory. Indicate 'N/A' or '0' where not applicable

Title Details 1 of 1

Title *	부산행 (2016)
Romanised Title	TRAIN TO BUSAN
"Also Known as" title	尸杀列车
Director *	연상호 (YEON SANG-HO)
Language *	Korean
Sub Language	[REDACTED]
Ownership Type *	TITLES IMPORTED WITH CONSENT OF COPYRIGHT HOLDERS
Main Feature Running Time (in minutes) *	118
Bonus Feature Running Time (in minutes)	20
Comment/Remarks	Following special characters are not allowed : "<" ">" "&" "({ ")" "}" "and" "% "
Attachments	

Step 7:

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

Declaration for Submission of New Titles for Standard Service ('A')

Page 5 of 5

Confirm Submission

List of Submissions

Type	Titles	No of PCs	No of Episodes	Delete
Feature	부산행 (2016)	2	N/A	Delete

I, FEE REVISION TEST1, undertake to pay the prescribed fees related to the application as set out in the Films (Fees) Regulations.

I declare that:

(a) all the information given in this application form is true and correct and I am aware that legal action may be taken against me if I had knowingly provided false information; and

(b) any film to be submitted to the IMDA is complete and complies with the Submission Guide-lines.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced from IMDA Online.

Continue Another Submission Submit

Step 8:

- 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

In-Receipt No. A/1807/1000036U


No. of Pieces 2

Title 부산행 (2016)

Print

Last Step:

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

 **INFOCOMM
MEDIA
DEVELOPMENT
AUTHORITY**

DECLARATION FOR 'A' SUBMISSION

SUBMISSION SUCCESSFUL

Submission Date: 04/07/2018
Submission Time: 03:35:16 PM

Thank you for your online submission.

*Please bring the following items for verification when submitting the physical media to the Infocommunications Media Development Authority (IMDA) by the next working day after this online submission:

- Original NRIC
- A copy of the Submission Receipt

If we do not receive the physical media by the next working day from the date of your online submission, your submission shall be invalid.

APPLICANT INFORMATION

Name: FEE REVISION TEST1 NRIC No.: [REDACTED]
Licence No./Organisation ID: DC1 [REDACTED]
Company Name: LICENCEONE 360 TEST

'A' SUBMISSION DETAILS

I, FEE REVISION TEST1, holder of ID No. [REDACTED] am authorised by LICENCEONE 360 TEST, declare that the film(s) (described below) is/are titles imported with consent of copyright holders.

In-Receipt No.: A/1807/1000036U	LICENCEONE 360 TEST
No. Of Pieces: 2	Format: Blue Ray DVD Feature/Serial: Feature
Title: 부산행 (2016) Romanised Title: TRAIN TO BUSAN Language Description: Korean	

I undertake to pay the related prescribed fees.

I declare that:

(a) all the information given in this application form is true and correct and I am aware that legal action may be taken against me if I had knowingly provided false information; and

(b) any film to be submitted to the IMDA is complete and complies with the Submission Guidelines.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced from IMDA Online.

All physical media not claimed after one month from the date of notification of classification decision will be disposed by the IMDA and all outstanding payment must be made good to the IMDA.