

**USER GUIDE FOR  
SUBMISSION OF CLASSIFIED TITLES  
WITH NEW EXTRA FEATURES  
FOR DISTRIBUTION  
(‘EF’)**

## **Submission of Classified Titles with New Extra Features under Standard Service**

### **Definition**

- 'EF' submissions are for titles meant for distribution which comprise a main feature identical to a version already classified by IMDA, and extra features that have not been classified before.
- IMDA will only classify the extra features.
- The 'EF' submission must first be approved by the IMDA. The distributor can then use the approved 'EF' 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.
- 'EF' submissions will be classified within 10 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

ARTS ENTERTAINMENT CLASSIFICATION FOR CAT 1 OR AD-HOC PUBLIC ENTERTAINMENT LICENCE	<a href="#">Submission Of Repeat Titles With Identical Content (RT)</a> Submission for titles where the main feature and any included extra features are identical to a version that has been previously classified by IMDA
FILM CLASSIFICATION FOR PUBLIC EXHIBITION	
FILM CLASSIFICATION FOR DISTRIBUTION	
FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*	
FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*	<b><a href="#">Submission Of Classified Titles With New Extra Features (EF)</a></b> Submission for titles which comprise a main feature identical to a version already classified by IMDA, and extra features that have not been classified before. IMDA will only classify the extra features
REGISTERED CONTENT ASSESSOR (RCA) SUBMISSIONS	
VIDEO GAME CLASSIFICATION	
PUBLICATION SUBMISSION	<a href="#">Application Of Classification Labels For Duplicate Copies (SD)</a> Application for classification labels for duplicate copies of films which the applicant has already made a master copy application that has been approved by IMDA

### Step 1:

At the Online Services page, under the **Film Classification for Distribution**, select **Submission of Classified Titles with New Extra Features ('EF')**

## SingPass / CorpPass Login

**Login Using:**



Singapore Personal Access



Singapore Corporate Access

(For Companies)

If your company does not have CorpPass, you may sign-up at [www.corppass.gov.sg](http://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

### Step 3A:

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

## Login Type for CorpPass

**Login**

Page 1 of 7  
This form may take you about 5 to 10 minutes to complete.

Select Login Type:\*

SELECT  
DISTRIBUTION LICENCE  
APPROVED COMPANY

### Step 3B:

- CorpPass logins are meant for companies with a distribution licence or approved 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

**Declaration for Submission of Classified Titles with New Extra Features ('EF')**

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**GENERAL INFORMATION**

Customer Info  Use MyInfo Details

Person NRIC: S [redacted]  
 Person Name: JEFF CHENG GUANG YAO  
 Email Address: test.test@gmail.com

**Address Details**

Block No: [redacted]  
 Street Name: BRADDELL HILL  
 Floor No: [redacted]  
 Building Name: BRADDELL VIEW  
 Postal Code: [redacted]  
 Tel No: 88888888  
 Fax No: [redacted]

**Other Particulars**

Mobile No: \* 88888888  
 Email: \* TEST.TEST@GMAIL.COM

**Step 5:**

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

**Declaration for Submission of Classified Titles with New Extra Features ('EF')**

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

**SUBMISSION INFORMATION**

**Submission Details**

Format: \* BLU-RAY  
 Type: \* FEATURE  Box Set  
 Nature of event/activity \* DISTRIBUTION

**Set Details**

No. Of Pieces: \* 1

**Step 6:**

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

**Declaration for Submission of Classified Titles with New Extra Features ('EF')**

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**Title/Episode Information**

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

**Title Details 1 of 1**

Title *	THE POLICE STORY
Reinforced Title	THE POLICE STORY
"Also Known as" title	
Director *	JACKIE CHAN
Cast (at least 2 names) *	JACKIE CHAN MAGGIE CHEUNG
Language *	Mandarin
Sub Language	
Ownership Type *	PARALLEL IMPORT TITLES
Rating *	Parental Guidance
Consumer Advice *	N/A
Main Feature Running Time (in minutes) *	125
Bonus Feature Running Time (in minutes) *	24
Remarks	<small>Following special characters are not allowed: "&lt;" "&gt;" "&amp;" ":" ";" "&amp;#" and "%"</small>
Attachments	<small>Following special characters are not allowed: "&lt;" "&gt;" "&amp;" ":" ";" "&amp;#" and "%"</small>

**Step 7:**

- Input film details such as, Title, Director's Name, 2 x Cast Names, and Running Time
- Select the details such as Language, Ownership Type, Content Type and Rating
- Input the Consumer Advice if any

Declaration for Submission of Classified Titles with New Extra Features ('EF')

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**CONFIRM SUBMISSION**  
List of Submissions

Type	Main Title	Titles	No. of Pieces	Episode No.	Delete	View
Feature	N.A	THE POLICE STORY	1	N.A	Delete	Edit the submission

interface 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;

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

(c) the content of the main feature title in this submission is identical to that previously approved by the IMDA.

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 the declaration checkbox and select 'Submit'

**EF Submission Receipt**


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<b>In-Receipt No.</b>	EF/1904/I000005A
<b>No. of Pieces</b>	1
<b>Title</b>	THE POLICE STORY

Print

### Last Step:

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



**DECLARATION FOR SUBMISSION OF CLASSIFIED TITLES WITH NEW EXTRA FEATURES**

**SUBMISSION SUCCESSFUL**  
Submission Date: 09/04/2019  
Submission Time: 05:12:28 PM

Thank you for your online submission.

\*Please bring the following items for verification when submitting the physical media to the Info-communications 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: JEFF CHENG GUANG YAO NRIC No.: S [REDACTED]

**'EF' SUBMISSION DETAILS**

I, JEFF CHENG GUANG YAO, holder of ID No. S [REDACTED], declare that the film(s) (described below) is/are parallel import titles.

In-Receipt No.: EF/1904/I000005A	JEFF CHENG GUANG YAO
No. Of Pieces: 1	Format: Blu-Ray Feature/Serial: Feature
 *EF/1904/I000005A*	
Title: THE POLICE STORY Romanised Title: THE POLICE STORY Language Description: Mandarin	