USER GUIDE FOR SUBMISSION OF FILMS WITH PARTY POLITICAL CONTENT FOR PUBLIC EXHIBITION ('FP')



<u>Submission of Films with Party Political Content under Standard</u> Service

Definition

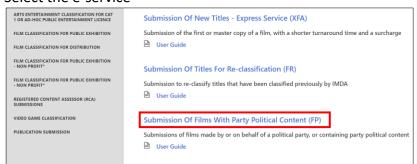
- 'FP' submissions are for classification of films made by or on behalf of a political party, or containing any party political content meant for public exhibition.
- The 'FP' submission must first be approved by the IMDA before exhibiting.
- An exhibitor will be using the approved 'FP' submission for certification of subsequent duplicate copies for exhibition.

Fees and Service Standards

- The classification fee is \$82 per half an hour or part thereof and the classification label is \$0.80 per copy.
- 'FP' submissions will be classified within 30 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.



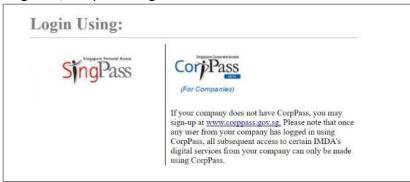
Select the e-service



Step 1:

At the Online Services page, under the Film Classification for Public Exhibition, select Submission of Films with Party Political Content ('FP')

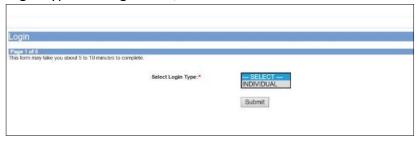
SingPass / CorpPass Login



Step 2:

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

Login Type for SingPass or;



Step 3A:

 SingPass logins are only meant for submissions under an individual

Login Type for CorpPass



Step 3B:

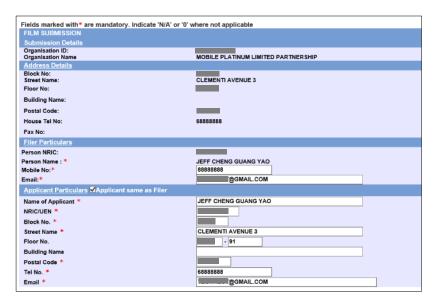
- CorpPass logins are meant for companies with a distribution licence or non-licensed companies
- Select 'Submit'





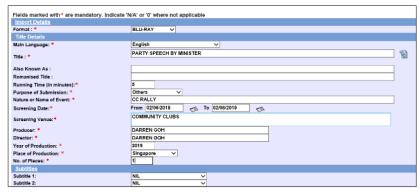
Step 4:

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



Step 5:

- Verify your details and input the filer's contact number and email address
- If the applicant is different from the filer, input all required particulars in the fields provided
- Select 'Next'

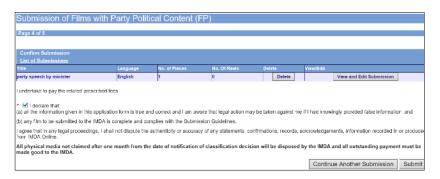


Step 6:

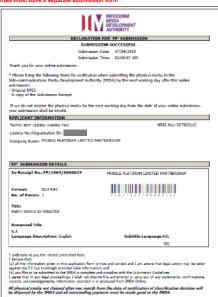
- Select media format type
- Input film details such as, Title, Language, Producer's & Director's Name, Running Time, Year and Place of Production
- Input film screening details such as Purpose, Screening Date & Venue
- Answer the questions under 'Information on Film'
- Once completed, select 'View Definition of Party Political Film' or 'Next'

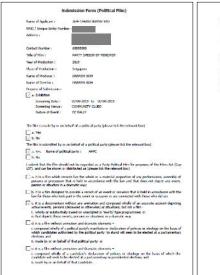
Information on Film	
The film is made by or on behalf on a poi	olitical party (please tick the relevant box): Oyes®No
The film is submitted by or on behalf of a	f a political party (please tick the relevant box): ®Yes⊂No
Name of political party:*	APC
a) it is a him which records live the is depict any event, person and situated by it is a film designed to provide at ready and the second of	record of an event or occasion that is held in ecoordence with the law for those who took part in the event or occasion or are commoted with those animation and composed wholly of an accurate account depicting actual events, persons (deceased or otherwise) or situations, but not a fairn uncompleted or reality type programmes; or as or situations in a dramatic way; distance is a dramatic element, and advantage way; distance is a dramatic element, and are situations in a dramatic element of the properties of the
Following special characters are not allo	lowed:"<",">","&","(",")","(",")"and"%"













Step 7:

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

Last Step:

- Each title submitted will be issued with an In-Receipt Number.
- Click on [Print Receipt and Submission Form] to print or save the PDF copy
- 2 separate tabs will open for (a) Submission Receipt (b) Submission Form
- Submission Form (2 pages) must be printed and signed by the applicant and attach with the physical media to IMDA counter.