USER GUIDE FOR SUBMISSION OF TITLES FOR RE-CLASSIFICATION (PUBLIC EXHIBITION) ('FR')



Submission of Titles for Re-classification under Standard Service

Definition

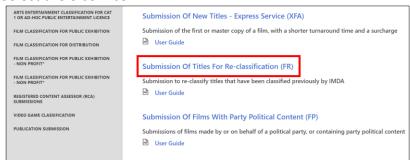
- 'FR' refers to re-classification of titles that have been classified previously by the IMDA, and meant for commercial public exhibition.
- The 'FR' submission must first be approved by the IMDA before exhibiting.
- An exhibitor will be using the approved 'FR' submission for certification of subsequent duplicate copies for public 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.
- 'FR' 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 <u>Submission of Titles for Re-</u> <u>classification ('FR')</u>

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
- Select 'Submit'

Login Type for CorpPass



Step 3B:

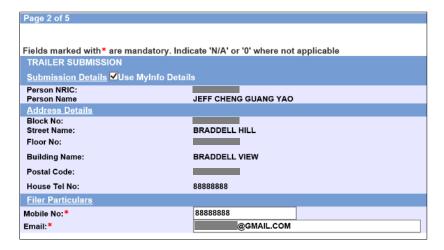
- CorpPass logins are meant for companies with a distribution licence or non-licensed companies
- Select 'Submit'





Step 4:

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



Step 5:

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

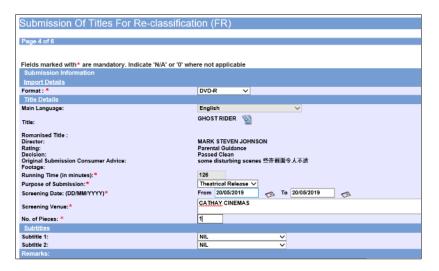




Step 6:

- Do a search to check if the title has a classification decision; if no records are found, the title has not been classified. Please submit as 'FA' (Submission of New Titles) instead
- If the title can be found, select the correct match and click 'Submit Using the Selected Title'





Step 7:

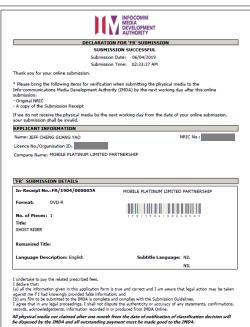
- Select media format type
- Input film screening details such as Purpose, Screening Date and Screening Venue
- Select 'Next'



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'





Last Step:

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