

**USER GUIDE FOR  
APPLICATION OF CLASSIFICATION  
LABELS FOR DUPLICATE COPIES  
- PUBLIC EXHIBITION  
(‘FSD’)**

## **Application of Classification Labels for Duplicate Copies**

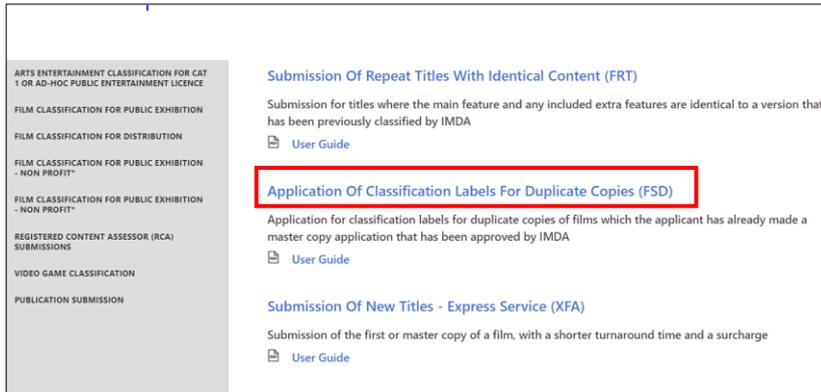
### **Definition**

- ‘FSD’ refers to the application of classification labels for duplicate copies of films which the applicant has already made a master copy application that has been approved by IMDA and made payment for.
- An exhibitor will be using the classification labels applied under ‘FSD’ application for the subsequent duplicate copies for exhibition.
- Only in-receipt numbers with the following prefixes can be used to apply for FSD.
  - ‘FA’, ‘TA’, ‘FRT’, ‘XFA’, ‘FR’, ‘FP’, ‘NFA’, ‘NTA’, ‘NFR’, ‘NFP’, ‘FCA’, ‘TCA’ and ‘PCA’.
- Classification labels under the ‘FSD’ applications are solely for films meant for public exhibition purposes.

### **Fees and Service Standards**

- The classification label is \$0.80 per copy.
- For titles co-classified by the Registered Content Assessor, the classification label is \$0.40 per copy.
- ‘FSD’ classification labels are issued immediately upon application.
- 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

FILM CLASSIFICATION FOR PUBLIC EXHIBITION

FILM CLASSIFICATION FOR DISTRIBUTION

FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON-PROFIT\*

FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON-PROFIT\*

REGISTERED CONTENT ASSESSOR (RCA) SUBMISSIONS

VIDEO GAME CLASSIFICATION

PUBLICATION SUBMISSION

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

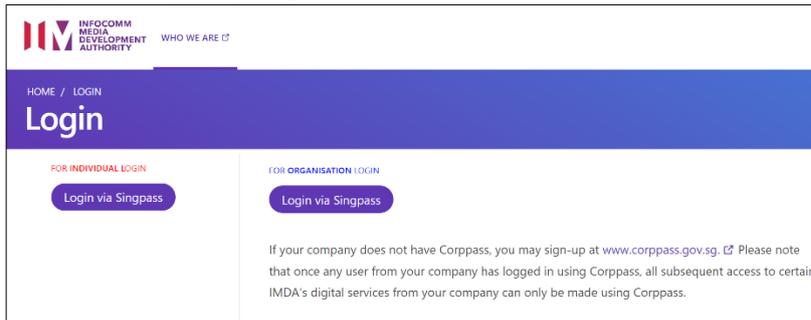
**Application Of Classification Labels For Duplicate Copies (FSD)**  
Application for classification labels for duplicate copies of films which the applicant has already made a master copy application that has been approved by IMDA  
[User Guide](#)

**Submission Of New Titles - Express Service (XFA)**  
Submission of the first or master copy of a film, with a shorter turnaround time and a surcharge  
[User Guide](#)

### Step 1:

- At the Online Services page, under the **Film Classification for Public Exhibition**, select Application of Classification Labels for Duplicate Copies ('FSD') or;
- Under the **Film Classification for Public Exhibition - Non-Profit**, select Application of Classification Labels for Duplicate Copies ('FSD')

## Singpass/Corppass Login



HOME / LOGIN

# Login

FOR INDIVIDUAL LOGIN

FOR ORGANISATION LOGIN

Login via Singpass

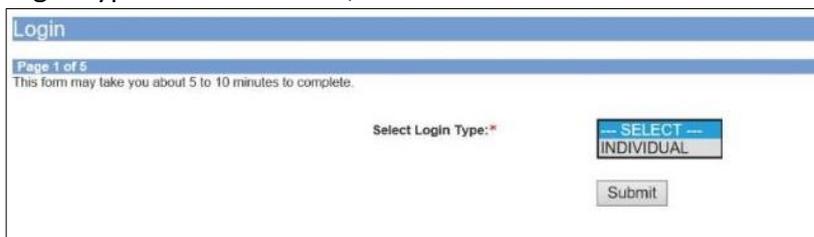
Login via Singpass

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 'For Individual Login' (3A) or 'For Organisation Login' (3B)
- Enter your security credentials to complete the sign-in

## Login Type for Individual or;



Login

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

Select Login Type:\*

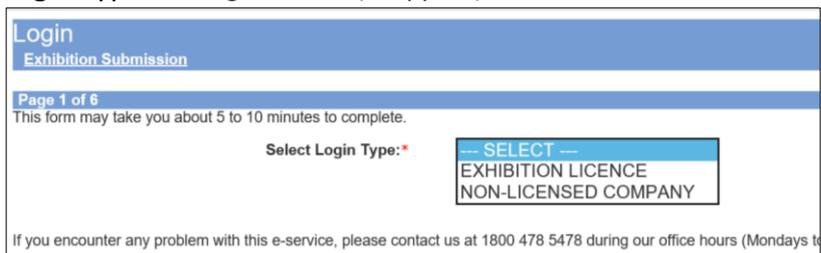
--- SELECT ---  
INDIVIDUAL

Submit

### Step 3A:

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

## Login Type for Organisation (Corppass)



Login

Exhibition Submission

Page 1 of 6  
This form may take you about 5 to 10 minutes to complete.

Select Login Type:\*

--- SELECT ---  
EXHIBITION LICENCE  
NON-LICENSED COMPANY

If you encounter any problem with this e-service, please contact us at 1800 478 5478 during our office hours (Mondays to Fridays, 9am to 5pm)

### Step 3B:

- Organisation logins are meant for Corppass user
- Select 'Submit'

**View Guidelines**

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

**Step 4:**

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

Page 2 of 5

**General Information**

**Customer Info**

Licence No: [REDACTED]  
 Organisation ID: [REDACTED]  
 Organisation Name: LICENCEONE 360 TEST  
 Email Address: [REDACTED]

**Address Details**

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

**Filer Particulars**

Person NRIC No.: [REDACTED]  
 Person Name: PETER MICHAEL  
 Mobile No: +65 [REDACTED]  
 Email: [REDACTED]

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'

**Application of classification labels for duplicate copies (FSD)**

FILM SUBMISSION

Page 3 of 5

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

**Original Receipt No.**

Original Receipt No.: FA/190100009K

**Import Details**

Format: \* Thumb Drive

**Title Details**

Main Language: \* English

Title: \* GLORY (TRAILER)

Romansed Title: [REDACTED]

Director: [REDACTED]

Footage: [REDACTED]

Running Time: \* 10

Rating: Mature 19

Decision: Passed Clean

Purpose of Submission: \* Theatrical Release

Screening Date: (DD/MM/YYYY) \* From 01/02/2019 To 07/02/2019

Screening Venue: \* SHAW

No. of Labels for Duplicate Copies: \* 15

**Subtitles**

Subtitle 1: \* NIL

Subtitle 2: \* NIL

Remarks: [REDACTED]

**Step 6:**

- Input the original In-Receipt Number and system will auto-refresh to pre-load film details
- Select the Format, Purpose of Submission and Screening Date Venue
- Input the number of labels needed for your duplicate copies

**Application of classification labels for duplicate copies (FSD)**

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**Confirm Submission**

Title	Language	No. of Labels for Duplicate Copies	Delete	View/Edit
GLORY (TRAILER)	English	15	Delete	View and Edit Submission

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) the content of the duplicate copy/copies is identical to the original copy/copies indicated above.

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.

**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'

