

**USER GUIDE FOR
SUBMISSION OF NEW TITLES
FOR DISTRIBUTION**

**For Non-Profit Use
(‘NA’)**

New Title Submission for Non-Profit Use

Definition

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

Fees and Service Standards

- The classification fee is \$2.50 per half an hour or part thereof and the classification label is \$0.80 per copy.
- 'NA' 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

ARTS ENTERTAINMENT CLASSIFICATION FOR CAT 1 OR AD-HOC PUBLIC ENTERTAINMENT LICENCE	Submission Of New Titles (NA)
FILM CLASSIFICATION FOR PUBLIC EXHIBITION	Submission of the first or master copy of a film that the applicant will be using for certification of subsequent duplicate copies. For non-profit use only.
FILM CLASSIFICATION FOR DISTRIBUTION	
FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*	
FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*	Submission Of Classified Titles With New Extra Features (NEF)
REGISTERED CONTENT ASSESSOR (RCA) SUBMISSIONS	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. For non-profit use only.
VIDEO GAME CLASSIFICATION	
PUBLICATION SUBMISSION	

Step 1:

At the Online Services page, under the **Film Classification for Distribution - Non-profit**, select Submission of New Titles (NA)

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



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

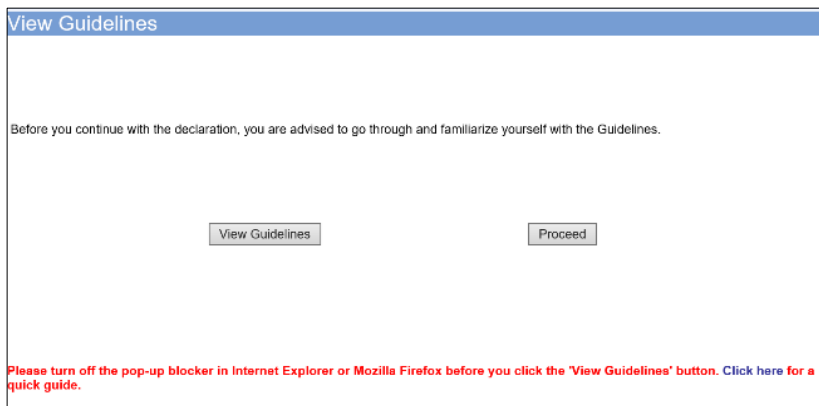
Submit

If you encounter any problem with this e-service, please contact us at 1800 478 5478 during our office hours (Mondays to Fridays 8.30am to 5.30pm) or send a feedback

Rate this e-service

Step 3B:

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



View Guidelines

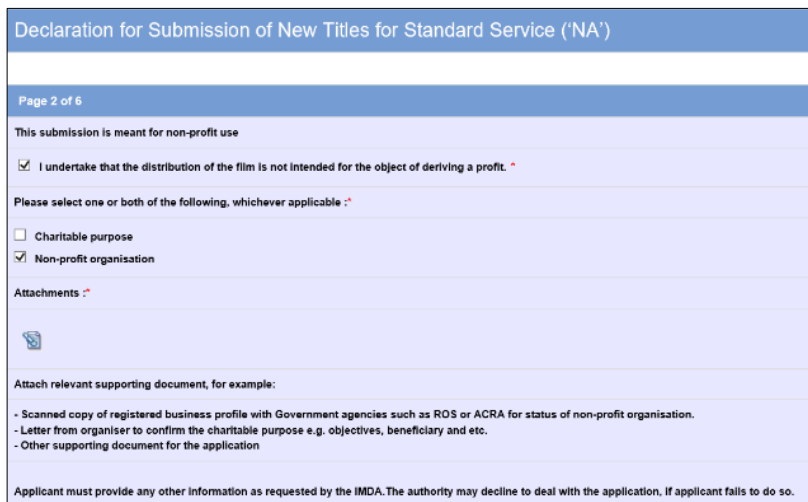
Before you continue with the declaration, you are advised to go through and familiarize yourself with the Guidelines.

View Guidelines Proceed

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 New Titles for Standard Service ('NA')

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This submission is meant for non-profit use

I undertake that the distribution of the film is not intended for the object of deriving a profit. *

Please select one or both of the following, whichever applicable: *

Charitable purpose

Non-profit organisation

Attachments +

Attach relevant supporting document, for example:

- Scanned copy of registered business profile with Government agencies such as ROS or ACRA for status of non-profit organisation.
- Letter from organiser to confirm the charitable purpose e.g. objectives, beneficiary and etc.
- Other supporting document for the application

Applicant must provide any other information as requested by the IMDA. The authority may decline to deal with the application, if applicant fails to do so.

Step 5:

- Declare to undertake and select the purpose of submission
- Attached the required supporting documents
- Select 'Next'

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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:

Fiber Particulars

Mobile No: *

Email: *

Step 6:

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

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

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

Submission Information

Submission Details

Format: *

Type: * Box Set

Nature of event/activity *

Set Details

No. of Pieces: *

Step 7:


- Select media format type and submission type
- Input the 'Nature of Event/Activity' such as purpose of submission
- Indicate the number of pieces (eg. Disc A and Disc B = 2 pieces)
- Select 'Next'

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

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

Title Details 1 of 1

Title *	WHO AM I?
Romanised Title	
"Also Known as" title	
Director *	JACKIE CHAN
Language *	English
Sub Language	
Ownership Type *	TITLES IMPORTED WITH CONSENT OF COPYRIGHT HOLDERS
Main Feature Running Time (in minutes) *	103
Bonus Feature Running Time (in minutes)	0
Remarks	
Attachments	

Following special characters are not allowed: "<" ">" "&" "{" "}" "(" ")" "." ":" ";" "

Step 8:

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

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

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Confirm Submission
List of Submissions

Type	Main Title	TITLES	No. of Pieces	Episode No.	Delete
Feature	NA	WHO AM I?	1	N.A	Delete Edit the Submission

I undertake to pay the prescribed fees relative 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 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.

Continue Another Submission Submit

Step 9:

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

NA Submission Receipt


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In-Receipt No.	NA/1902/1000001Y
No. of Pieces	1
Title	WHO AM I?

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 'NA' SUBMISSION

SUBMISSION SUCCESSFUL
Submission Date: 22/02/2019
Submission Time: 11:13:25 AM

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]

'NA' SUBMISSION DETAILS

I, JEFF CHENG GUANG YAO, holder of ID No. [REDACTED] declare that the film(s) (described below) is/are titles imported with consent of copyright holders.

I undertake that the distribution of the film is not intended for the object of deriving a profit.

In-Receipt No.: NA/1902/1000001Y	JEFF CHENG GUANG YAO
 <small>NA/1902/1000001Y</small>	
No. Of Pieces: 1	Format: DVD Feature/Serial: Feature

Title: WHO AM I?
Romanised Title:
Language Description: English

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.