

**USER GUIDE FOR  
SUBMISSION OF NEW TITLES  
FOR PUBLIC EXHIBITION**

**For Non-Profit Use  
(‘NFA’)**

## **New Title Submission for Non-Profit Use**

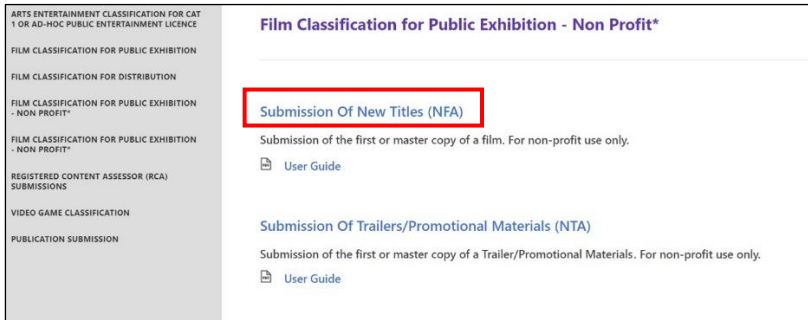
### **Definition**

- 'NFA' submissions are for classification of a new title meant for non-profit public exhibition.

### **Fees and Service Standards**

- The classification fee is \$20.50 per half an hour or part thereof.
- 'NFA' 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



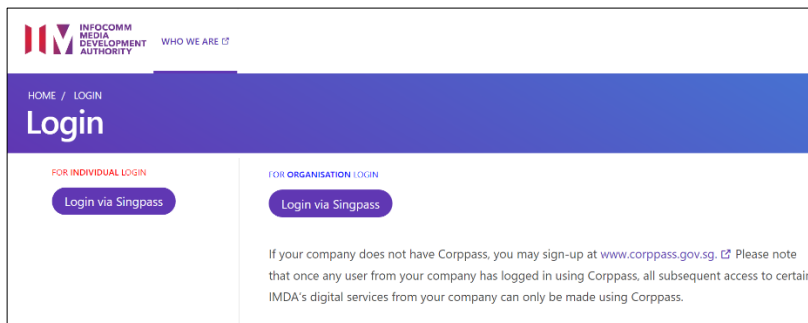
**Film Classification for Public Exhibition - Non Profit\***

**Submission Of New Titles (NFA)**  
Submission of the first or master copy of a film. For non-profit use only.  
[User Guide](#)

**Submission Of Trailers/Promotional Materials (NTA)**  
Submission of the first or master copy of a Trailer/Promotional Materials. For non-profit use only.  
[User Guide](#)

### Step 1:

At the Online Services page, under the **Film Classification for Public Exhibition – Non-profit**, select Submission of New Titles ('NFA')



**Infocomm Media Development Authority** WHO WE ARE [CT](#)

HOME / LOGIN

# Login

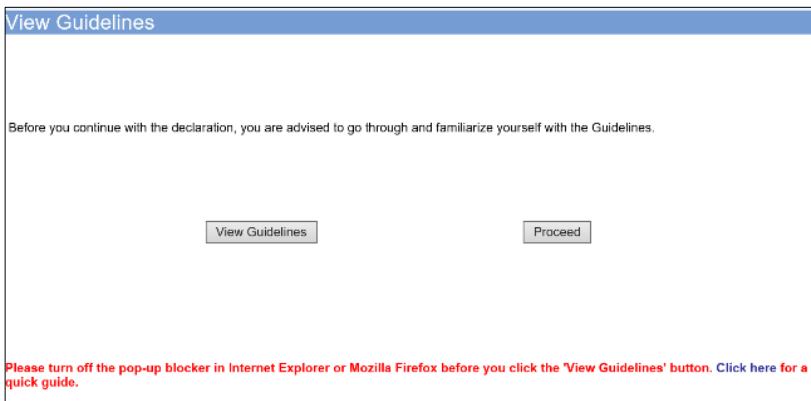
**FOR INDIVIDUAL LOGIN** [Login via Singpass](#)

**FOR ORGANISATION LOGIN** [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' or 'For Organisation Login'
- Enter your security credentials to complete the sign-in



## View Guidelines

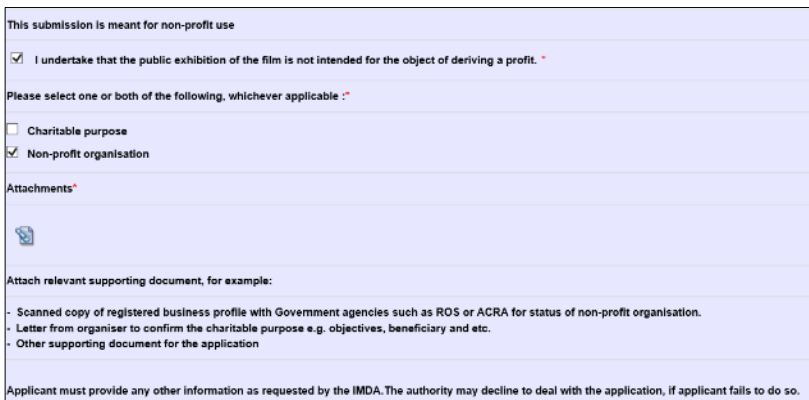
Before you continue with the declaration, you are advised to go through and familiarize yourself with the Guidelines.

[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 3:

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



This submission is meant for non-profit use

I undertake that the public exhibition 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 4:

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

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

**FILM SUBMISSION**

**Submission Details**

Organisation ID: [REDACTED]  
 Organisation Name: MOBILE PLATINUM LIMITED PARTNERSHIP

**Address Details**

Block No: [REDACTED]  
 Street Name: CLEMENTI AVENUE 3  
 Floor No: [REDACTED]  
 Building Name: [REDACTED]  
 Postal Code: [REDACTED]  
 House Tel No: [REDACTED]  
 Fax No: [REDACTED]

**Filer Particulars**

Person NRIC: [REDACTED]  
 Person Name: \* JEFF CHENG GUANG YAO  
 Mobile No.: \* [REDACTED]  
 Email: \* [REDACTED]

**Step 5:**

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

**Submission Of New Titles For Standard Service (NFA)**

Page 3 of 5

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

**Submission Information**

**Import Details**

Format: \* DCP

**Title Details**

Main Language: \* English  
 Title: \* THE STRANGE  
 Romanised Title: [REDACTED]  
 Director: \* MARK RIES  
 Running Time (in minutes): \* 115  
 Purpose of Submission: \* Film Festival  
 Name of Film Festival \* STREET FILM FESTIVAL  
 Screening Date: (DD/MM/YYYY) \* From 20/12/2021 To 20/12/2021  
 Screening Venue: \* CINEMAS  
 No. of Pieces: \* 1

**Subtitles**

Subtitle 1: NIL  
 Subtitle 2: NIL

Remarks:

**Step 6:**

- Select media format type
- Input film details such as, Title, Language, Director's Name and Running Time
- Input film screening details such as Purpose, Screening Date and Screening Venue

**Submission Of New Titles For Standard Service (NFA)**

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**Confirm Submission**

Title	Language	No. of Pieces	No. Of Reels	Delete	View/Edit
the strange	English	1	0	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) 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](#)


**Step7:**

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

Film Submission Receipt		
Page 5 of 5		
<b>In-Receipt No.</b>	NFA/2011/000028G	
<b>Title</b>	THE STRANGE	
<b>Romanised Title</b>		
<b>Language</b>	ENGLISH	
<b>Format</b>	DCP	
<b>No. of Pieces</b>	1	<b>No. of Reels</b> 0
<a href="#">Print</a>		

**Last Step:**

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



**INFOCOMM  
MEDIA  
DEVELOPMENT  
AUTHORITY**

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**DECLARATION FOR 'NFA' SUBMISSION**

**SUBMISSION SUCCESSFUL**  
Submission Date: 19/11/2020  
Submission Time: 04:33:13 PM

Thank you for your online submission.

Please email to Customer\_Service@imda.gov.sg with your In-Receipt number to make an appointment to submit the physical media to the IMDA within 2 working days from the date of this online submission.

This submission will be deleted if no media is received by the IMDA within 2 working days


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**APPLICANT INFORMATION**

Name: TEST APP  
Licence No./Organisation ID: [REDACTED]  
Company Name: MOBILE PLATINUM LIMITED PARTNERSHIP  
I, TEST APP, am authorised by MOBILE PLATINUM LIMITED PARTNERSHIP, and undertake that the public exhibition of the film is not intended for the object of deriving a profit.

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**'NFA' SUBMISSION DETAILS**

<b>In-Receipt No.:</b> NFA/2011/000028G	MOBILE PLATINUM LIMITED PARTNERSHIP
<b>Format:</b> DCP	 * N F A / 2 0 1 1 / 0 0 0 0 2 8 G *
<b>No. Of Pieces:</b> 1	
<b>Title:</b> THE STRANGE	
<b>Romanised Title:</b>	
<b>Language Description:</b> English	<b>Subtitle Language:</b> NIL
	NIL

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.*