# USER GUIDE FOR SUBMISSION OF FILMS WITH PARTY POLITICAL CONTENT FOR DISTRIBUTION

For Non-Profit Use
('NP')



## Submission of Films with Party Political Content for Non-Profit Use

### **Definition**

• 'NP' submissions are for classification of films made by or on behalf of a political party, or containing any party political content meant for non-profit distribution.

### **Fees and Service Standards**

- The classification fee is \$2.50 per half an hour or part thereof.
- 'NP' 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.

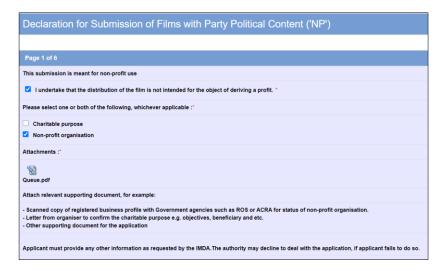


### Select the e-service



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### Step 1:

At the Online Services page, under the Film Classification for Distribution – Non-Profit, select <u>Submission of Films</u> with Party Political Content (NP)

### Step 2:

- Select either 'For Individual Login' or 'For Organisation Login'
- Enter your security credentials to complete the sign-in

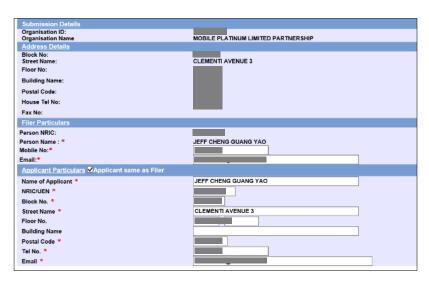
### Step 3:

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

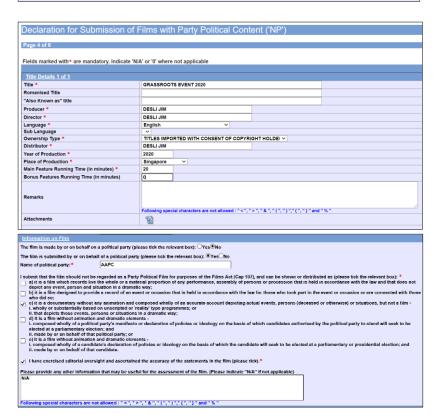
### Step 4:

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









### Step 5:

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

### Step 6:

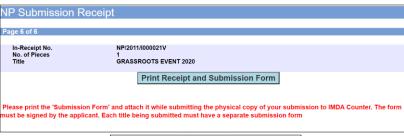
- Select media format type
- Input the Nature of event/Activity
- Indicate the number of pieces (eg. Disc A and Disc B – 2 pieces)

### Step 7:

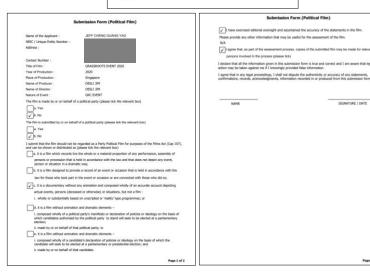
- Input film details such as, Title, Producer's Name, Director's Name, Running Time and Year of Production
- Select the Language, Ownership Type and Place of Production
- Answer the questions under 'Information on Film'
- Once completed, select 'View Definition of Party Political Film' or 'Next'







DEVELOPMENT	
DECLARATION FOR 'NP' SUBMISSION	
SUBMISSION	N SUCCESSFUL
Submission Da	ate: 23/11/2000
Submission Til	me: 05:57:18 PM
Thank you for your online submission.	
Please email to Customer_Service@imda.gov.sg wit the physical media to the IMDA within 2 working da	h your In-Receipt number to make an appointment to subm ys from the date of this online submission.
This submission will be deleted if no media is receiv	ed by the IMDA within 2 working days
APPLICANT INFORMATION	
Name: JEFF CHENG GUANG YAO	
Licence No./Organisation ID:	
Company Name: NATIONAL ARTS COUNCIL AND DE	EVELOPMENT AUTHORITY LIMITED
'NP' SUBMISSION DETAILS	
I undertake that the distribution of the film is not in  In-Receipt No.: NP/2011/I/000021V	tended for the object of denking a profit.  NATIONAL ARTS COUNCIL AND DEVELOPMENT.
	AUTHORETY LIMETED
No. Of Pieces:1	Format: DVD
	Feature Serial: Feature
Tibles GRASSRIXITS EVENT 2020	7,1
Romanised title:	
Language Description: English	
Language Description: English  I undertake to pay the related prescribed fees.	
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 reformation; and
I undertake to pay the related prescribed fees. I declare that:	information; and
I undertake to pay the related prescribed fees.  I declare that:  (a) all the information given in this application form taken against me if I had knowingly provided false is (b) any film to be submitted to the IMDA is complete.	e and compiles with the Submission Guidelines. pute the authenticity or accuracy of any statements.



### 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 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.