

**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.
- The ‘NP’ submission must first be approved by the IMDA. The distributor can then use the approved ‘NP’ 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.
- ‘NP’ 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

<p>ARTS ENTERTAINMENT CLASSIFICATION FOR CAT 1 OR AD-HOC PUBLIC ENTERTAINMENT LICENCE</p> <p>FILM CLASSIFICATION FOR PUBLIC EXHIBITION</p> <p>FILM CLASSIFICATION FOR DISTRIBUTION</p> <p>FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*</p> <p>FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT**</p> <p>REGISTERED CONTENT ASSESSOR (RCA) SUBMISSIONS</p> <p>VIDEO GAME CLASSIFICATION</p> <p>PUBLICATION SUBMISSION</p>	<p><b>Submission Of Titles For Re-classification (NRA)</b></p> <p>Submission to re-classify titles that have been classified previously by IMDA. For non-profit use only.</p> <p></p> <p><b>Submission Of Films With Party Political Content (NP)</b></p> <p>Submissions of films made by or on behalf of a political party, or containing party political content. For non-profit use only.</p> <p></p> <p><b>Status Enquiry for Film Submission</b></p> <p>Enquiry on the status of an application that has been submitted to IMDA. Applicant may use the In-Receipt Number, Title or Submission Date for enquiry.</p> <p> <a href="#">User Guide</a></p>
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### Step 1:

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

## SingPass / CorpPass Login

**Login Using:**



Singapore Personal Access



Singapore Corporate Access

(For Companies)

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 SingPass (3A) or CorpPass (3B) login
- Enter your security credentials to complete the sign-in

## Login Type for SingPass or;

**Login**

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

Select Login Type:\*

SELECT  
INDIVIDUAL

If you encounter any problem with this e-service, please contact us at 1860 478 5478 during our office hours (Mondays to Fridays 8:30am to 5:30pm) or send a feedback

### Step 3A:

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

## Login Type for CorpPass

**Login**

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

Select Login Type:\*

SELECT  
DISTRIBUTION LICENCE  
NON-LICENSED COMPANY

### 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.

**Step 4:**

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

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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'

**Submission Details**

Organisation ID: T14LP0028E  
 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: 68888888  
 Fax No: [REDACTED]

**Filer Particulars**

Person NRIC: S [REDACTED]  
 Person Name: \* JEFF CHENG GUANG YAO  
 Mobile No.: \* 88888888  
 Email: \* TEST.TEST@GMAIL.COM

**Applicant Particulars**  Applicant same as Filer

Name of Applicant: \* JEFF CHENG GUANG YAO  
 NRIC/UEN: \* S [REDACTED]  
 Block No.: \* [REDACTED]  
 Street Name: \* CLEMENTI AVENUE 3  
 Floor No.: [REDACTED]  
 Building Name: [REDACTED]  
 Postal Code: \* [REDACTED]  
 Tel No.: \* 68888888  
 Email: \* TEST.TEST@GMAIL.COM

**Step 6:**

- 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'

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

**Submission Information**

**Submission Details**

Format: \*    
 Box Set

Nature of event/activity: \*

**Set Details**

No. of Pieces: \*

**Step 7:**

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

**Declaration for Submission of Films with Party Political Content ('P')**

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

Title Details 1 of 1	
Title *	PARTY AAPC CITIZEN CONFERENCE
Romanised Title	
*Also Known as* title	
Producer *	DAVE LIM
Director *	DAVE LIM
Language *	English
Sub Language	
Ownership Type *	TITLES MADE WITH CONSENT OF COPYRIGHT HOLDERS
Distributor *	AAPC
Year of Production *	2019
Place of Production *	Singapore
Main Feature Running Time (in minutes) *	25
Bonus Features Running Time (in minutes)	0
Remarks	
Attachments	

Following special characters are not allowed: "< > & # % ' " \* ( ) [ ] { } ~" and " % "

**Information on Film**

The film is made by or on behalf on a political party (please tick the relevant box):  Yes  No

The film is submitted by or on behalf of a political party (please tick the relevant box):  Yes  No

Name of political party: \* [AAPC]

I submit that the film should not be regarded as a Party Political Film for purposes of the Films Act (Cap 107), and can be shown or distributed as (please tick the relevant box): \*

a) it is a film which records live the whole or a material proportion of any performance, assembly of persons or procession that is held in accordance with the law and that does not depict any event, person and situation in a dramatic way;

b) it is a film designed to provide a record of an event or occasion that is held in accordance with the law for those who took part in the event or occasion or are connected with those who did so;

c) it is a documentary without any animation and composed wholly of an accurate account depicting actual events, persons (deceased or otherwise) or situations, but not a film -

i. wholly or substantially based on unscripted or 'reality' type programmes; or

ii. that depicts those events, persons or situations in a dramatic way;

d) it is a film without animation and dramatic elements -

i. composed wholly of a political party's manifesto or declaration of policies or ideology on the basis of which candidates authorised by the political party to stand will seek to be elected at a parliamentary election; and

ii. made by or on behalf of that political party; or

e) it is a film without animation and dramatic elements -

i. composed wholly of a candidate's declaration of policies or ideology on the basis of which the candidate will seek to be elected at a parliamentary or presidential election; and

ii. made by or on behalf of that candidate.

I have exercised editorial oversight and ascertained the accuracy of the statements in the film (please tick).

Please provide any other information that may be useful for the assessment of the film. (Please indicate "N/A" if not applicable)

N/A

Following special characters are not allowed: "< > & # % ' " \* ( ) [ ] { } ~" and " % "

### Step 8:

- 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'

**Declaration for Submission of Films with Party Political Content ('NP')**

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**Confirm Submission**

Main Title	Titles	No. of Pieces	Delete	View
N/A	CONFERENCE 2020	1	Delete	Edit the Submission

I understand to pay the relevant submission fees.

I declare that:

I will file the information on the application form, a true and correct and I understand the legal action may be taken against me if I fail to comply with the requirements, and

I agree this to be accessible to the IMDA, its agents and comply with the Submission Guidelines

I agree that in any legal proceedings, I will not dispute the authenticity, correctness, accuracy, records, submissions, records, or other information recorded as or produced from the 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.

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'

NP Submission Receipt	
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In-Receipt No. No. of Pieces Title	NP/1904/1000001Y 1 CONFERENCE 2020
<input type="button" value="Print Receipt and Submission Form"/>	
<p>Please print the 'Submission Form' and attach it while submitting the physical copy of your submission to IMDA Counter. The form must be signed by the applicant. Each title being submitted must have a separate submission form</p>	

**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.

DECLARATION FOR 'NP' SUBMISSION	
<b>SUBMISSION SUCCESSFUL</b>	
Submission Date: 09/04/2019 Submission Time: 11:34:22 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.: [REDACTED]
NP' SUBMISSION DETAILS	
I, JEFF CHENG GUANG YAO, holder of ID No. [REDACTED] declare that the film(s) (described below) is/are titles for which we hold copyrights.	
I undertake that the distribution of the film is not intended for the object of deriving a profit.	
In-Receipt No.: NP/1904/1000001Y	JEFF CHENG GUANG YAO
	
No. Of Pieces: 1	Format: DVD Feature/Serial: Feature
Title: CONFERENCE 2020 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.	
<i>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.</i>	
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Submission Form (Political Film)	
Name of Applicant: JEFF CHENG GUANG YAO	<input type="checkbox"/> I have exercised editorial oversight and ascertained the accuracy of the statements in the film.
MDC / Unique Entry Number: 00703010C	Please provide any other information that may be useful for the assessment of the film. N/A
Address: [REDACTED]	<input type="checkbox"/> I agree that, as part of the assessment process, copies of the submitted film may be made for relevant purposes, insofar as the person (person/s) [REDACTED]
Contact Number: 65880866	I declare that all the information given in this submission form is true and correct and I am aware that legal action may be taken against me if I knowingly provided false information.
Title of Film: PARTY SCHEDULED BY MINISTERS	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 the submission form.
Year of Production: 2019	____ Name _____ (SIGNATURE) / DATE _____
Place of Production: Singapore	
Name of Producer: DANSENG GON	
Name of Director: DANSENG GON	
Purpose of Submission: <input checked="" type="checkbox"/> a. Political	
Screening Date: 02-06-2019 to 02-06-2019	
Screening Venue: CONVENTION CLUBE	
Nature of Asset: CC-RALLY	
The film is made by or on behalf of a political party (please tick the relevant box)	
<input type="checkbox"/> a. Yes	
<input checked="" type="checkbox"/> b. No	
The film is submitted by or on behalf of a political party (please tick the relevant box)	
<input type="checkbox"/> a. Yes Name of political party: AAPC	
<input checked="" type="checkbox"/> b. No	
I submit that the film should not be regarded as a Party Political Film for purposes of the Films Act (Cap 287) and can be shown or distributed as (please tick the relevant box)	
<input type="checkbox"/> a. It is a film which records the whole or a material portion of any performances, records of persons or processes that is held in accordance with the law and that does not depict any event, person or situation in a dramatic way	
<input type="checkbox"/> b. It is a film designed to provide a record of an event or occasion that is held in accordance with the law for those who had part in the event or occasion or are connected with those who did so	
<input checked="" type="checkbox"/> c. It is a documentary without any selection and composed wholly of or an accurate account depicting actual events, persons (deceased or otherwise) or situations, but not a film - i. wholly or substantially based on recorded or 'real' time programmes or ii. that depicts those events, persons or situations in a dramatic way	
<input type="checkbox"/> d. It is a film without animation and dramatic elements i. composed wholly of a political party's manifesto or declaration of policies or ideology on the basis of which candidates endorsed by the political party to stand for election at a parliamentary election; and ii. made by or on behalf of that political party; or	
<input type="checkbox"/> e. It is a film without animation and dramatic elements i. composed wholly of a candidate's declaration of policies or ideology on the basis of which the candidate will seek to be elected at a parliamentary or presidential election; and ii. made by or on behalf of that candidate.	
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