

**USER GUIDE FOR
SUBMISSION OF TITLES FOR
RE-CLASSIFICATION
(DISTRIBUTION)**

**For Non-Profit Use
(‘NRA’)**

Submission of Titles for Re-classification for Non-Profit Use

Definition

- 'NRA' refers to re-classification of titles that have been classified previously by the IMDA, and meant for non-profit distribution.
- The 'NRA' submission must first be approved by the IMDA before distributing.
- A distributor will be using the approved 'NRA' 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.
- 'NRA' 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 Titles For Re-classification (NRA)
FILM CLASSIFICATION FOR PUBLIC EXHIBITION	Submission to re-classify titles that have been classified previously by IMDA. 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 Films With Party Political Content (NP)
REGISTERED CONTENT ASSESSOR (RCA) SUBMISSIONS	Submissions of films made by or on behalf of a political party, or containing party political content. For non-profit use only.
VIDEO GAME CLASSIFICATION	
PUBLICATION SUBMISSION	Status Enquiry for Film Submission
	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.
	User Guide

Step 1:

At the Online Services page, under the **Film Classification for Distribution – Non Profit**, select Submission of Titles for Re-classification (NRA)

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

Select Login Type:*

-- SELECT --
INDIVIDUAL

Step 3A:

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

Login Type for CorpPass

Login

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

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.

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

Page 2 of 6

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'

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:

Filer Particulars

Mobile No: *

Email: *

Step 6:

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

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

Please do a search to check if this title has a classification decision. You may obtain better search results by using less keywords in your title search. Eg. Type 'Dynasty' if you are submitting 'Dynasty Warriors 6'.

Fields marked with * are mandatory

Title Search

Please search using either Title or In-Receipt No

Title:

Original In-Receipt No:

Title List - Total Number of Records: 0

No record(s) found.

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

Step 7:

- Do a search to check if the title has a classification decision; if no records are found, the title has not been classified. Please submit as 'NA' (Submission of New Titles) instead
- If the title can be found, select the correct match and click 'Submit'

Declaration for Submission of Titles for Re-classification ('NRA')

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

Please do a search to check if this title has a classification decision. You may obtain better search results by using less keywords in your title search. Eg. Type 'Dynasty' if you are submitting 'Dynasty Warriors 6'.

Fields marked with * are mandatory

Title Search

Please search using either Title or In-Receipt No

Title:

Original In-Receipt No:

Title List - Total Number of Records: 24

Select	Index No.	Title	Title Details														
<input type="radio"/>	F164601	POLICE STORY=DAY OF TERROR, NIGHT OF FEAR	<table border="1"> <tr><td>Romanised Title</td><td></td></tr> <tr><td>Also Known As</td><td></td></tr> <tr><td>Language</td><td>English</td></tr> <tr><td>Rating</td><td>PG - Parental Guidance</td></tr> <tr><td>Decision</td><td>Passed Clean</td></tr> <tr><td>Consumer Advice</td><td></td></tr> <tr><td>Type</td><td>Feature</td></tr> </table>	Romanised Title		Also Known As		Language	English	Rating	PG - Parental Guidance	Decision	Passed Clean	Consumer Advice		Type	Feature
Romanised Title																	
Also Known As																	
Language	English																
Rating	PG - Parental Guidance																
Decision	Passed Clean																
Consumer Advice																	
Type	Feature																
<input checked="" type="radio"/>	F161621	POLICE STORY	<table border="1"> <tr><td>Romanised Title</td><td></td></tr> <tr><td>Also Known As</td><td></td></tr> <tr><td>Language</td><td>English</td></tr> <tr><td>Rating</td><td>PG - Parental Guidance</td></tr> <tr><td>Decision</td><td>Passed Clean</td></tr> <tr><td>Consumer Advice</td><td></td></tr> <tr><td>Type</td><td>Feature</td></tr> </table>	Romanised Title		Also Known As		Language	English	Rating	PG - Parental Guidance	Decision	Passed Clean	Consumer Advice		Type	Feature
Romanised Title																	
Also Known As																	
Language	English																
Rating	PG - Parental Guidance																
Decision	Passed Clean																
Consumer Advice																	
Type	Feature																

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

Submission Information

Submission Details

Format: *

Type: Box Set

No. of Titles For This Submission: *

Nature of event/activity *

Set Details

No. of Pieces: *

Step 8:

- Select media format type
- Input details of distribution such as Nature of Event/Activity
- Select 'Next'

Declaration for Submission of Titles for Re-classification ('NRA')

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

Title Details 1 of 1

Title*	POLICE STORY
Romanised Title	
"Also Known as" title	
Director	
Language	English
Sub Language	
Ownership Type*	TITLES FOR WHICH WE HOLD COPYRIGHTS
Main Feature Running Time (in minutes)*	90
Rating*	Parental Guidance
Decision*	Passed Clean
Consumer Advice	
Remarks	

Following special characters are not allowed : " < " > " ' " & " " (") " { " } " " and " % "

Step 9:

- Check through the pre-populated details
- Select the Ownership Type
- Select 'Next'

Declaration for Submission of Titles for Re-classification ('NRA')

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Confirms Submission
List of Submissions

Type	Main Title	Titles	No. of Pieces	Episode No.	Delete
Feature	N.A	POLICE STORY	1	N.A	Delete

[Edit the 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](#)

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'

NRA Submission Receipt


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In-Receipt No.	NRA/1904/1000006G
No. of Pieces	1
Title	POLICE STORY

[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 'NRA' SUBMISSION

SUBMISSION SUCCESSFUL
Submission Date: 08/04/2019
Submission Time: 06:30:33 PM

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]

'NRA' SUBMISSION DETAILS

I, JEFF CHENG GUANG YAO, holder of ID [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.: NRA/1904/1000006G	JEFF CHENG GUANG YAO
No. Of Pieces: 1	Format: DVD
	Feature/Serial: Feature

Title: POLICE STORY
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.