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.



At the Online Services page, under the Film Classification for Distribution – Non Profit, select <u>Submission of</u> <u>Titles for Re-classification</u>

Select the e-service

ARTS ENTERTAINMENT CLASSIFICATION FOR CAT 1 OR AD-HOC PUBLIC ENTERTAINMENT LICENCE	
FILM CLASSIFICATION FOR PUBLIC EXHIBITION	Submission Of Titles For Re-classification (NRA)
FILM CLASSIFICATION FOR DISTRIBUTION	Submission to re-classify titles that have been classified previously by IMDA. For non-profit use only.
FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*	
FILM CLASSIFICATION FOR PUBLIC EXHIBITION	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	B
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

SingPass / CorpPass Login

Login Using:	
SingPass	(For Companies)
	If your company does not have CorpPass, you may sign-up at <u>www.corppass.gov.sg</u> . 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.

Login Type for SingPass or;

Login		
Page 1 of 5 This form may take you about 5 to 10 minutes to complete.		
This form may take you about 5 to 10 minutes to complete.		
	Select Login Type:*	SELECT
		INDIVIDUAL
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Login Type for CorpPass

Login Page 1 of 6 This form may take you about 5 to 10 minutes to complete.		
	Select Login Type:*	USTRIBUTION LICENCE NON-LICENSED COMPANY Submit

Step 2:

(NRA)

Step 1:

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

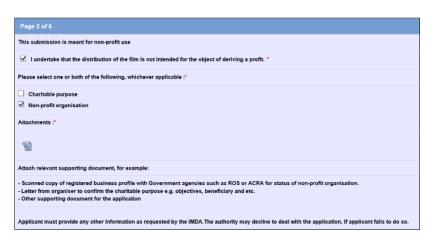
Step 3A:

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

Step 3B:

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

/iew Guidelines			
Before you continue with the decla	ration, you are advised to go throug	gh and familiarize yourself with the Guideline	5.
	View Guidelines	Proceed	
lease turn off the pop-up block uick guide.	er in Internet Explorer or Mozilla I	Firefox before you click the 'View Guidelir	es' button. Click here for a



General Information	
Customer Info ⊠Use MyInfo Details	
Person NRIC:	S
Person Name	JEFF CHENG GUANG YAO
Email Address:	test.test@gmail.com
Address Details	
Block No:	
Street Name:	BRADDELL HILL
Floor No:	
Building Name:	BRADDELL VIEW
Postal Code:	
Tel No:	8888888
Fax No:	
Files Destinutes	
Filer Particulars	
Mobile No: *	8888888
Email: *	TEST.TEST@GMAIL.COM



Step 4:

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

Step 5:

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

Step 6:

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



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This form may take you about 5 to 10 minutes to compl

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'

Fields marked with* are mandatory. Indicate 'N/A' or '0' w	here not applicable
Submission Information	
Submission Details	
Format: *	DVD V
Туре:	FEATURE V Box Set
No. of Titles For This Submission: *	1
Nature of event/activity *	DISTRIBUTION AT CC
<u>Set Details</u>	
No. of Pieces: *	1

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')
Page 6 of 7	
Fields marked with* are mandatory. Indicate '	N/A' or '0' where not applicable
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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 V
Decision*	Passed Clean V
Consumer Advice	
Remarks	Following special characters are not allowed : " < ", " > "," & ", " (", ") "," { (", ") " and " %."

Step 9:

- Check through the prepopulated details
- Select the Ownership Type
- Select 'Next'



NRA Submission Rece	eipt	
Page 7 of 7		
In-Receipt No. No. of Pieces Title	NRA/1904/I000006G 1 POLICE STORY	
		Print

	INFOCOMM MEDIA DEVELOPMENT AUTHORITY
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	SUBMISSION SUCCESSFUL
	Submission Date: 08/04/2019
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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'

Last Step:

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