

**USER GUIDE FOR
SUBMISSION OF TITLES TO OBTAIN AN
INDICATIVE RATING**

**For Non-Profit Use
(‘NSA’)**

Submission of Titles to Obtain An Indicative Rating for Non-Profit Use

Definition

- ‘NSA’ submissions are for distributors or exhibitors to obtain an indicative rating for unfinished product prior to their non-profit distribution or public exhibition, such as Screeners.
- The indicative rating issued is not for the purpose of distribution or public exhibition.
- The final version of the film must be submitted for classification if it is meant for distribution or public exhibition.

Fees and Service Standards

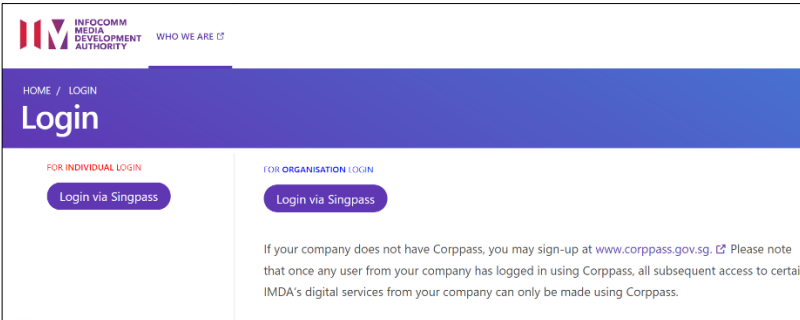
- The classification fee is \$2.50 per half an hour or part thereof.
- ‘NSA’ submissions will be classified within 40 working days.
- Applicants must ensure that their applications and submitted materials meet the requirements of the Submission Guidelines.
- The guidelines can be found on the IMDA website and the IMDA Online e-Services webpage.

Select the e-service

ARTS ENTERTAINMENT CLASSIFICATION FOR CAT 1 OR AD-HOC PUBLIC ENTERTAINMENT LICENCE FILM CLASSIFICATION FOR PUBLIC EXHIBITION FILM CLASSIFICATION FOR DISTRIBUTION FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT* FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT** REGISTERED CONTENT ASSESSOR (RCA) SUBMISSIONS VIDEO GAME CLASSIFICATION PUBLICATION SUBMISSION	<p>Status Enquiry for Film Submission</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>User Guide</p> <p>Submission Of Titles To Obtain An Indicative Rating (NSA)</p> <p>Submission to obtain an indicative rating for distribution or public exhibition, such as Screeners.</p>
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Step 1:

At the Online Services page, under the **Film Classification for Distribution – Non-Profit or Film Classification for Public Exhibition – Non-Profit**, select Submission of Titles to Obtain an Indicative Rating ('NSA')



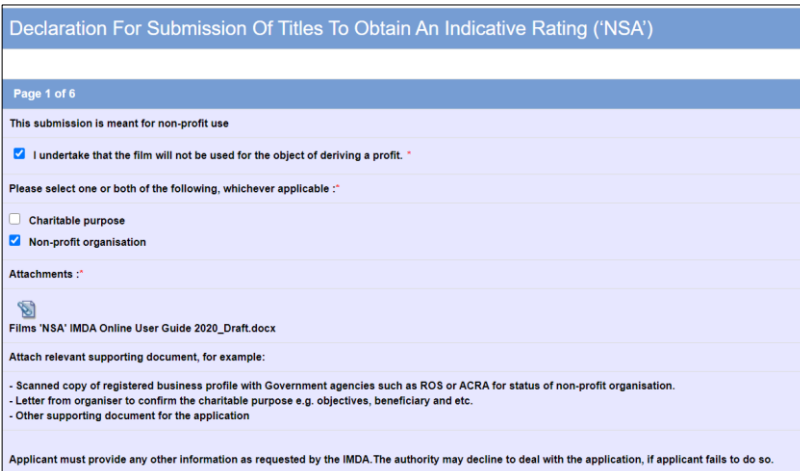
Step 2:

- 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:

- Tick the relevant checkboxes to undertake the purpose of submission
- Attach the required supporting documents
- Select 'Next'

Declaration For Submission Of Titles To Obtain An Indicative Rating ('NSA')

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General Information

Company Info

Organisation ID: [Redacted]

Organisation Name: ABCD COMPANY

Email Address: [Redacted]

Address Details

Block No: [Redacted]

Street Name: [Redacted]

Floor No: [Redacted]

Building Name: [Redacted]

Postal Code: [Redacted]

Tel No: [Redacted]

Fax No: [Redacted]

Filer Particulars

Person NRIC No.: [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'

Declaration For Submission Of Titles To Obtain An Indicative Rating ('NSA')

Page 3 of 6

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

Submission Information

Submission Details

Format: * DVD

Type: * FEATURE Box Set

Nature of event/activity * Non-profit event - indicative rating only

Set Details

No. of Pieces: * 1

Step 6:

- Select media format type
- Select submission type
- Input purpose of submission
- Indicate the number of pieces (eg. Disc A and Disc B – 2 pieces)

Declaration For Submission Of Titles To Obtain An Indicative Rating ('NSA')

Page 4 of 6

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

Title Details 1 of 1

Title * GLOW-UP

Romanised Title [Redacted]

"Also Known as" title [Redacted]

Director * RAMON TODD

Language * English

Sub Language * [Redacted]

Ownership Type * TITLES FOR WHICH WE HOLD COPYRIGHTS

Main Feature Running Time (in minutes) * 115

Bonus Feature Running Time (in minutes) 08

Remarks [Redacted]

Attachments [Redacted]

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

Back Next

Step 7:

- Input the Title & Director's Name
- Select the Language, Sub Language (if any) and Ownership type
- Input the running time in minutes
- Select 'Next'

Declaration For Submission Of Titles To Obtain An Indicative Rating ('NSA')

Page 5 of 6

Confirm Submission
List of Submissions

Type	Main Title	Titles	No. of Pieces	Episode No.	Delete	
Feature	N.A	GLOW-UP	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 8:

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

NSA Submission Receipt


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In-Receipt No.	NSA/2011/I000023Y
No. of Pieces	1
Title	GLOW-UP

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 'NSA' SUBMISSION

SUBMISSION SUCCESSFUL
 Submission Date: 20/11/2020
 Submission Time: 04:35:16 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


APPLICANT INFORMATION

Name: JEFF CHENG GUANG YAO
 Licence No./Organisation ID: T08GB0056A
 Company Name: ABCD COMPANY

'NSA' SUBMISSION DETAILS

I, JEFF CHENG GUANG YAO, am authorised by ABCD COMPANY, declare that the film(s) (described below) is/are Titles For Which We Hold Copyrights.

I undertake that the film will not be used for the object of deriving a profit.

In-Receipt No.: NSA/2011/I000023Y	ABCD COMPANY
No. Of Pieces: 1	 *NSA/2011/I000023Y*
Title: GLOW-UP	Format: DVD
Romanised title:	Feature Serial: Feature
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.