

**USER GUIDE FOR
SUBMISSION OF TITLES FOR
TRAILERS/PROMOTIONAL MATERIALS
- PUBLIC EXHIBITION**

**For Non-Profit Use
(‘NTA’)**

Trailer/Promotional Materials Submission for Non-Profit Use

Definition

- 'NTA' submissions are for classification of a new Trailer/Promotional Materials meant for non-profit public exhibition.

Fees and Service Standards

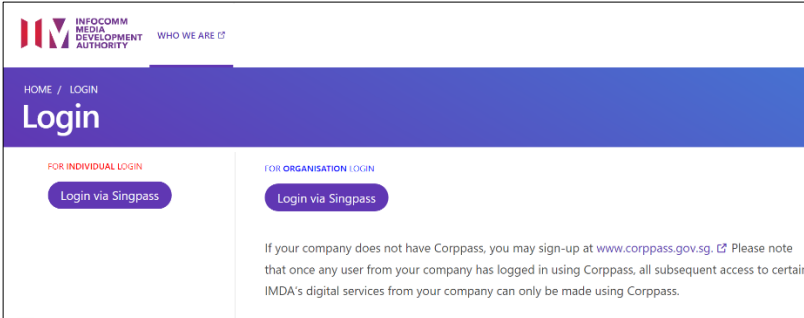
- The classification fee is \$20.50 per half an hour or part thereof.
- 'NTA' submissions will be classified within 5 working days.
- Applicants must ensure that their applications and submitted materials meet the requirements of the Submission Guidelines.
- The guidelines can be found on the IMDA website 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	<h3>Film Classification for Public Exhibition - Non Profit*</h3> <p>Submission Of New Titles (NFA)</p> <p>Submission of the first or master copy of a film. For non-profit use only.</p> <p>User Guide</p> <p>Submission Of Trailers/Promotional Materials (NTA)</p> <p>Submission of the first or master copy of a Trailer/Promotional Materials. For non-profit use only.</p> <p>User Guide</p>
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Step 1:

At the Online Services page, under the **Film Classification for Public Exhibition - Non-profit**, select Submission of Trailer/Promotional Materials ('NTA')



HOME / LOGIN

Login

FOR INDIVIDUAL LOGIN [Login via Singpass](#)

FOR ORGANISATION LOGIN [Login via Singpass](#)

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

View Guidelines

Before you continue with the declaration, you are advised to go through and familiarize yourself with the Guidelines.

[View Guidelines](#)
[Proceed](#)

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 3:

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

Submission of Trailers/Promotional Materials (NTA)

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This submission is meant for non-profit use


I undertake that the public exhibition 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*

 [IMDA online page.pdf](#)

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 4:

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

Page 2 of 5

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

TRAILER SUBMISSION

Submission Details Use MyInfo Details

Person NRIC: [REDACTED]
Person Name: JEFF CHENG GUANG YAO

Address Details

Block No: [REDACTED]
Street Name: BRADDELL HILL
Floor No: [REDACTED]
Building Name: [REDACTED]
Postal Code: [REDACTED]
House Tel No: [REDACTED]

Filer Particulars

Mobile No:* [REDACTED]
Email:* [REDACTED]

Step 5:

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

Submission of Trailers/Promotional Materials (NTA)

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

Submission Information

Movie Trailer:* Yes No

Import Details

Format:* DVD

Title Details

Main Language:* English

Title:* EVENT PROMOTIONAL CLIP

Also Known As: [REDACTED]
Romanised Title: [REDACTED]
Running Time (in minutes):* 2
Purpose of Submission:* Film Festival
 ADVERTISEMENT

Name of Film Festival:* [REDACTED]

Screening Date: (DD/MM/YYYY)* From 20/12/2021 To 20/12/2021

Screening Venue:* LIFT LOBBIES

No. of Pieces:* 1

Subtitles

Subtitle 1: NIL
Subtitle 2: NIL

Remarks:

Step 6:

- For Movie/Film Trailers select 'Yes', for others such as Promotional Materials select 'No'
- Select media format type
- Input details such as, Title, Language and Running Time
- Input screening details such as Purpose, Date and Venue

Submission of Trailers/Promotional Materials (NTA)

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Confirm Submission

List of Submissions

Title	Language	No. of Pieces	No. Of Reels	Delete	View/Edit
event promotional clip	English	1	0	Delete	View and Edit 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.


Step 7:

- If you have another title to submit, please select 'Continue Another Submission'
- If you are done, select the declaration checkbox and select 'Submit'

Film Submission Receipt			
Page 5 of 5			
In-Receipt No.	NTA/2011/000023Y		
Title	EVENT PROMOTIONAL CLIP		
Romanised Title			
Language	ENGLISH		
Format	DVD		
No. of Pieces	1	No. of Reels	0
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 'NTA' SUBMISSION
SUBMISSION SUCCESSFUL

Submission Date: 20/11/2020
Submission Time: 03:40:10 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: TEST APP
Licence No./Organisation ID: XXXXXXXXXX
Company Name: MOBILE PLATINUM LIMITED PARTNERSHIP
I, TEST APP, am authorised by MOBILE PLATINUM LIMITED PARTNERSHIP, and undertake that the public exhibition of the film is not intended for the object of deriving a profit.

'NTA' SUBMISSION DETAILS

In-Receipt No.: NTA/2011/000023Y	MOBILE PLATINUM LIMITED PARTNERSHIP
Format: DVD	 <small>* N T A / 2 0 1 1 / 0 0 0 0 2 3 Y *</small>
No. Of Pieces: 1	
Title: EVENT PROMOTIONAL CLIP	
Romanised Title:	Subtitle Language: NIL
Language Description: English	NIL

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.

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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.