

**USER GUIDE FOR
SUBMISSION OF FILMS WITH
PARTY POLITICAL CONTENT
FOR DISTRIBUTION
(‘P’)**

Submission of Films with Party Political Content under Standard Service

Definition

- 'P' submissions are for classification of films made by or on behalf of a political party, or containing any party political content meant for distribution.
- The 'P' submission must first be approved by the IMDA. The distributor can then use the approved 'P' submission for certification of subsequent duplicate copies for distribution.

Fees and Service Standards

- The classification fee is \$10 per half an hour or part thereof and the classification label is \$0.80 per copy.
- 'P' 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 Films With Party Political Content (P)
FILM CLASSIFICATION FOR PUBLIC EXHIBITION	Submissions of films made by or on behalf of a political party, or containing party political content.
FILM CLASSIFICATION FOR DISTRIBUTION	Request for title Monitoring
FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*	This service is available for use by Licensed companies only
FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*	Status Enquiry for Film Submission
REGISTERED CONTENT ASSESSOR (RCA) SUBMISSIONS	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.
VIDEO GAME CLASSIFICATION	
PUBLICATION SUBMISSION	

Step 1:

At the Online Services page, under the **Film Classification for Distribution**, select **Submission of Films with Party Political Content (P)**

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

Submit

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

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

Submit

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

Submission Details

Organisation ID: [REDACTED]
 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/IEN: 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 5:

- 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’

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

Submission Information

Submission Details

Format: * DVD
 Box Set

Nature of event/activity: * DISTRIBUTION AT CC (Ex. Party Conventions, Film Festival)

Set Details

No. of Pieces: * 1

Step 6:

- 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 "%"

Step 7:

- 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

Information on Film
The film is made by or on behalf of 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:

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)

Following special characters are not allowed: " " < > ^ ~ * & # % ! { } [] = and ~ %

- 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 (P)
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Main Title	Titles	No. of Pieces	Delete	View
N/A	PARTY AAPC CITIZEN CONFERENCE	1	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.
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 8:

- If you have another title to submit, please select 'Continue Another Submission'

- If you are done, select the declaration checkbox and select 'Submit'

P Submission Receipt
Page 5 of 5

In-Receipt No.
No. of Pieces
Title

[Print Receipt and Submission Form](#)

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

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.

Submission Form (Political Film)

 <p>Infocomm Media Development Authority Registration No. 100071904 Subsidiary Reg. No. 100000010 130, Market Street, Singapore 048928</p> <p>THANK YOU FOR YOUR SUBMISSION.</p> <p>Please bring the following items to the counter when submitting the physical media to the Submission Counter, Development Solutions (DES) by the end of the day after the submission date: <input type="checkbox"/> Original UICP <input type="checkbox"/> Copy of the Submission Receipt <input type="checkbox"/> If you do not receive the physical media by the next working day from the date of your submission, your submission shall be forfeit.</p> <p>DELIVERY INFORMATION: Name: DES (DES) (4480) (70) 100071904 Contact No: 65438983 Company Name: PTEGEE PANGSIPON LITTELE PAKTRISIDIP</p> <p>FOR SUBMISSION DETAILS: UICP No: P/1904/000004L Title: PARTY AAPC CITIZEN CONFERENCE</p> <p>Remarks: Party No. of Pieces: 1 Title: PARTY AAPC CITIZEN CONFERENCE Language: English Subsidiary Language: N/A</p> <p>I undertake to pay the related prescribed fees. 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): *</p> <p><input type="checkbox"/> 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;</p> <p><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 took part in the event or occasion or are connected with those who did so;</p> <p><input checked="" type="checkbox"/> 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;</p> <p><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 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</p> <p><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.</p> <p><input checked="" type="checkbox"/> I have exercised editorial oversight and ascertained the accuracy of the statements in the film (please tick) *</p> <p>Please provide any other information that may be useful for the assessment of the film. (Please indicate "N/A" if not applicable) <input type="text" value="N/A"/></p> <p>Following special characters are not allowed: " " < > ^ ~ * & # % ! { } [] = and ~ %</p> <p>Page 1 of 2</p>	<p>Submission Form (Political Film)</p> <p>Name of Applicant: <input type="text" value="PTEGEE PANGSIPON LITTELE PAKTRISIDIP"/> UICP (Unique Receipt Number): <input type="text" value="P/1904/000004L"/> Number of Pieces: <input type="text" value="1"/> Title: <input type="text" value="PARTY AAPC CITIZEN CONFERENCE"/> Language: <input type="text" value="English"/> Subsidiary Language: <input type="text" value="N/A"/> Name of Party: <input type="text" value="AAPC"/> Date of Submission: <input type="text" value="04/09/2019"/> Time of Submission: <input type="text" value="10:50:00"/> Power of Submission: <input type="text" value="SUBMISSION"/></p> <p><input type="checkbox"/> I am a candidate or on behalf of a political party (please tick the relevant box): <input type="checkbox"/> I am <input type="checkbox"/> I am not <input checked="" type="checkbox"/> I am not Name of political party: <input type="text" value="AAPC"/></p> <p><input checked="" type="checkbox"/> 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): *</p> <p><input type="checkbox"/> 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 or situation in a dramatic way;</p> <p><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 took part in the event or occasion or are connected with those who did so;</p> <p><input checked="" type="checkbox"/> 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;</p> <p><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 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</p> <p><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.</p> <p><input checked="" type="checkbox"/> I have exercised editorial oversight and ascertained the accuracy of the statements in the film (please tick) *</p> <p>Please provide any other information that may be useful for the assessment of the film. (Please indicate "N/A" if not applicable) <input type="text" value="N/A"/></p> <p>Following special characters are not allowed: " " < > ^ ~ * & # % ! { } [] = and ~ %</p> <p>Page 2 of 2</p>
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