

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

Submission of Titles for Re-classification under Standard Service

Definition

- 'RA' refers to re-classification of titles that have been classified previously by the IMDA, and meant for commercial distribution.
- The 'RA' submission must first be approved by the IMDA before distributing.
- A distributor will be using the approved 'RA' 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.
- 'RA' 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 New Titles - Express Service (XA) |
| FILM CLASSIFICATION FOR PUBLIC EXHIBITION | Submission of the first or master copy of a film, with a shorter turnaround time and a surcharge |
| FILM CLASSIFICATION FOR DISTRIBUTION | |
| FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT* | Submission Of Titles For Re-classification (RA) |
| FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT* | Submission to re-classify titles that have been classified previously by IMDA |
| REGISTERED CONTENT ASSESSOR (RCA) SUBMISSIONS | |
| VIDEO GAME CLASSIFICATION | Submission Of Films With Party Political Content (P) |
| PUBLICATION SUBMISSION | Submissions of films made by or on behalf of a political party, or containing party political content. |

Step 1:

At the Online Services page, under the **Film Classification for Distribution**, select **Submission of Titles for Re-classification ('RA')**

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

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.

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

Submission Details Use MyInfo Details

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

Address Details

Block No: [REDACTED]
Street Name: BRADDELL HILL
Floor No: [REDACTED]
Building Name: BRADDELL VIEW
Postal Code: [REDACTED]
House Tel No: 88888888

Filer Particulars

Mobile No:* 88888888
Email:* TEST.TEST@GMAIL.COM

Step 5:

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

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

Page 3 of 6
 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: THE RESISTANCE
Original In-Receipt No: [REDACTED]

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 6:

- 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 'A' (Submission of New Titles) instead

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

Page 3 of 6
 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 if you are submitting 'Dynasty Warriors 6'.

Fields marked with * are mandatory

Title Search

Please search using either Title or In-Receipt No

Title: RESISTANCE
Original In-Receipt No: [REDACTED]

Title List - Total Number of Records: 4

| Select | Index No. | Title | Title Details |
|----------------------------------|-----------|------------|--|
| <input type="radio"/> | F172061 | RESISTANCE | Romanised Title Also Known As Language: English Rating: PG - Parental Guidance Decision: Passed Clean Consumer Advice Type: Feature |
| <input checked="" type="radio"/> | F502661 | RESISTANCE | Romanised Title Also Known As Language: English Rating: M18 - Mature 18 Decision: Passed Clean Consumer Advice: INTIMATE SCENE Type: Feature |

- If the title can be found, select the correct match and click 'Submit'

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 7:

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

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

Page 4 of 5

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

Title Details 1 of 1

Title*

Romanised Title

Also Known as* Title

Director

Language

Sub Language

Ownership Type*

Main Feature Running Time (in minutes)*

Rating*

Decision*

Consumer Advice

Remarks

Attachments

Following special characters are not allowed: " < > ' & * () [] ^ _ ` ~ & # \$ % & # \$ % & # \$ %

Step 8:

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

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

Page 6 of 8

Confirm Submission

List of Submissions

| Type | Main Title | Titles | No. of Pieces | Episode No. | Delete |
|---------|------------|------------|---------------|-------------|----------------------------|
| Feature | N.A | RESISTANCE | 1 | N.A | Delete Edit the Submission |

I undertake to pay the (where 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 Sub-Station Checklist.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, advice/acknowledgements, information recorded in or produced from IMDA Online.

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'

