

**USER GUIDE FOR  
SUBMISSION OF TITLES TO OBTAIN AN  
INDICATIVE RATING  
(‘SA’)**

## **Submission of Titles to Obtain An Indicative Rating**

### **Definition**

- ‘SA’ submissions are for commercial distributors or exhibitors to obtain an indicative rating for films prior to distribution or public exhibition, such as for Screeners.
- The ‘SA’ submission is not issued with a classification label, and 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 \$10 per half an hour or part thereof.
- ‘SA’ 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

<p>ARTS ENTERTAINMENT CLASSIFICATION FOR CAT 1 OR AD-HOC PUBLIC ENTERTAINMENT LICENCE</p> <p>FILM CLASSIFICATION FOR PUBLIC EXHIBITION</p> <p>FILM CLASSIFICATION FOR DISTRIBUTION</p> <p>FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*</p> <p>FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*</p> <p>REGISTERED CONTENT ASSESSOR (RCA) SUBMISSIONS</p> <p>VIDEO GAME CLASSIFICATION</p> <p>PUBLICATION SUBMISSION</p>	<p><a href="#">Status Enquiry for Film Submission</a></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><a href="#">Submission Of Titles To Obtain An Indicative Rating (SA)</a></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** or **Film Classification for Public Exhibition**, select Submission of Titles to Obtain an Indicative Rating ('SA')

## 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](http://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

LICENSED COMPANY

NON-LICENSED COMPANY

Submit

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 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

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**General Information**

**Customer Info**

License No:   
 Organisation ID:   
 Organisation Name: LICENCEONE 360 TEST  
 Email Address: SASA@AS.COM

**Address Details**

Block No:   
 Street Name: YISHUN RING ROAD  
 Floor No:   
 Building Name:   
 Postal Code:   
 Tel No: +65-  
 Fax No: +65-

**Filer Particulars**

Person NRIC No: s  
 Person Name: PETER MICHAEL  
 Mobile No: \* +65-  
 Email: \* PETER@EMAIL.COM

The Email indicated is only applicable to this submission. If you wish to update your company's contact details permanently, please update IMDA via [Online Feedback](#) or in writing.

**Step 5:**

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

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

**Submission Information**

**Submission Details**

Format: \*   
 Type: \* --SELECT--

**Set Details**

No of Pieces: \*

**Step 6:**

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

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

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

**Title Details 1 of 1**

Title *	THE UNICORN STORE
Romanised Title	<input type="text"/>
"Also Known as" title	<input type="text"/>
Director *	BRIE LARSON
Language *	English
Sub Language	<input type="text"/>
Ownership Type *	TITLES FOR WHICH WE HOLD COPYRIGHTS
Main Feature Running Time (in minutes) *	110
Bonus Feature Running Time (in minutes)	0
Remarks	<input type="text"/>
Attachments	<input type="text"/>

Following special characters are not allowed: " < > \* & " { " } ( " ) " and " % "

**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'

