# 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 <u>not</u> 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



### 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



### Step 2:

- Select either SingPass (3A) or CorpPass (3B) login
- Enter your security credentials to complete the sign-in

### Login Type for SingPass or;



### Step 3A:

- SingPass logins are only meant for submissions under an individual
- Select 'Submit'

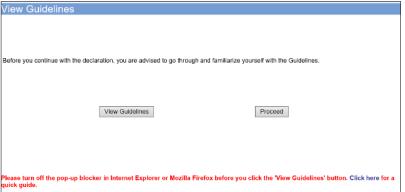
### Login Type for CorpPass

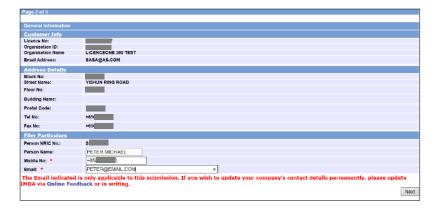


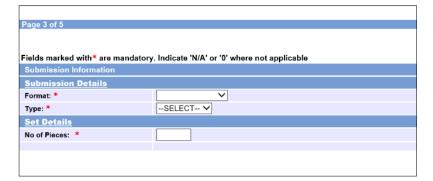
### Step 3B:

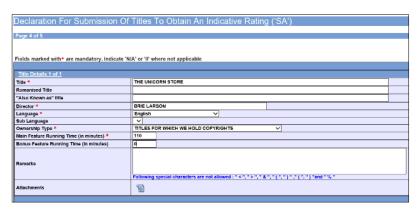
- CorpPass logins are meant for companies with a distribution licence or non-licensed companies
- Select 'Submit'













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

### Step 5:

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

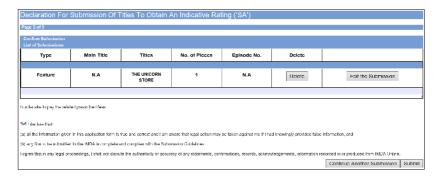
### Step 6:

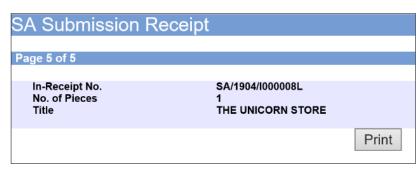
- Select media format type
- Select submission type
- Indicate the number of pieces (eg. Disc A and Disc B - 2 pieces)

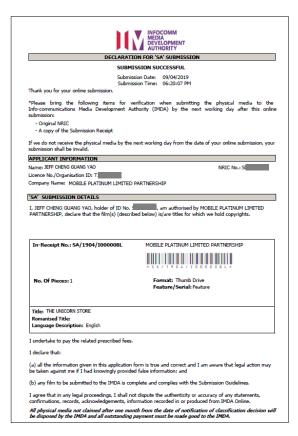
### Step 7:

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









### Step 8:

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

### Last Step:

- Each title submitted will be issued with an In-Receipt Number.
- Click on [Print] to print or save the PDF copy