

**USER GUIDE FOR  
SUBMISSION OF  
TRAILERS/PROMOTIONAL MATERIALS  
FOR PUBLIC EXHIBITION  
(‘TA’)**

## **Trailer/Promotional Materials Submission under Standard Service**

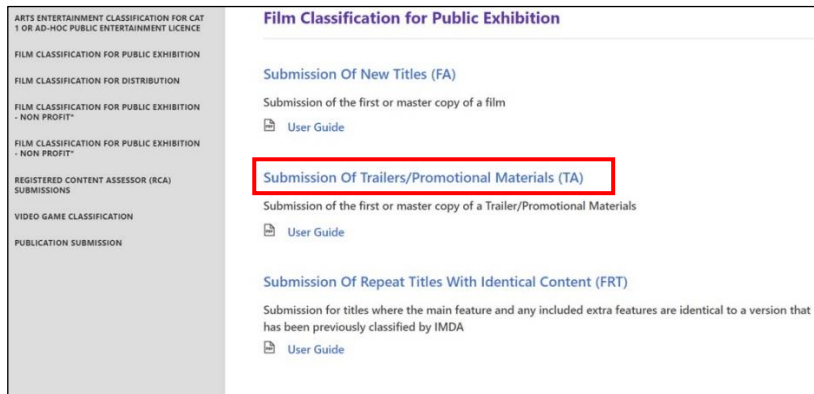
### **Definition**

- 'TA' submissions are for classification of a new Trailer/Promotional Materials meant for commercial public exhibition.

### **Fee and Service Standards**

- The classification fee is \$82 per half an hour or part thereof.
- 'TA' 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



**Film Classification for Public Exhibition**

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

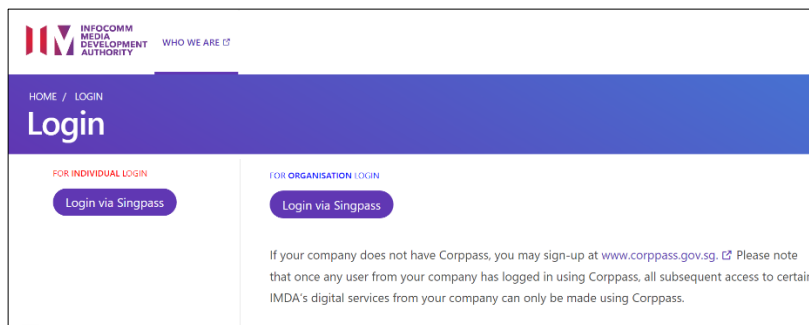
**Submission Of New Titles (FA)**  
Submission of the first or master copy of a film  
[User Guide](#)


**Submission Of Trailers/Promotional Materials (TA)**  
Submission of the first or master copy of a Trailer/Promotional Materials  
[User Guide](#)

**Submission Of Repeat Titles With Identical Content (FRT)**  
Submission for titles where the main feature and any included extra features are identical to a version that has been previously classified by IMDA  
[User Guide](#)

### Step 1:

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



**INFOCOMM  
MEDIA  
DEVELOPMENT  
AUTHORITY** WHO WE ARE 

HOME / LOGIN

# Login

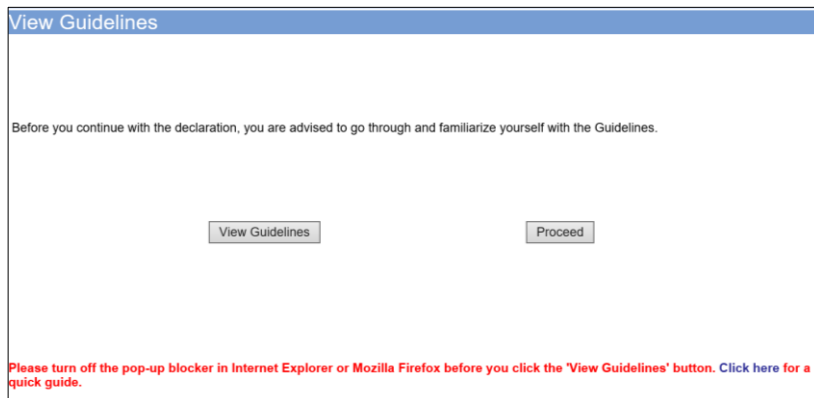
**FOR INDIVIDUAL LOGIN**  
[Login via Singpass](#)

**FOR ORGANISATION LOGIN**  
[Login via Singpass](#)

If your company does not have Corppass, you may sign-up at [www.corppass.gov.sg](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 'For Individual Login' or 'For Organisation Login'
- Enter your security credentials to complete the sign-in



**View Guidelines**

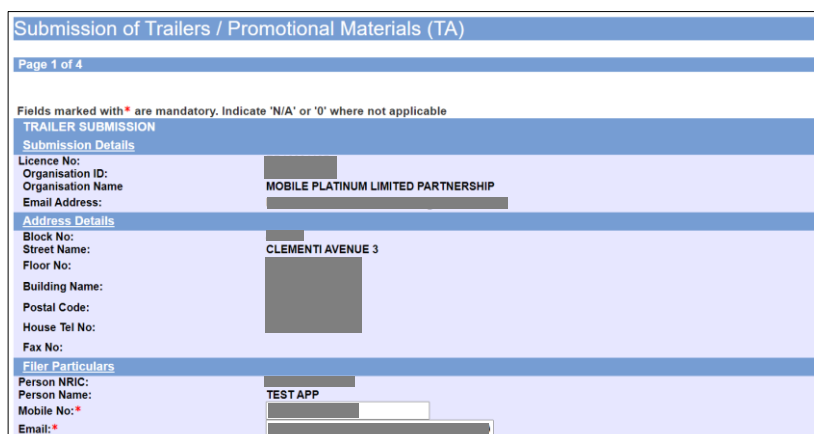
Before you continue with the declaration, you are advised to go through and familiarize yourself with the Guidelines.

[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 (TA)**

Page 1 of 4

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

**TRAILER SUBMISSION**

**Submission Details**

Licence No: [REDACTED]

Organisation ID: [REDACTED]

Organisation Name: MOBILE PLATINUM LIMITED PARTNERSHIP

Email Address: [REDACTED]

**Address Details**

Block No: [REDACTED]

Street Name: CLEMENT AVENUE 3

Floor No: [REDACTED]

Building Name: [REDACTED]

Postal Code: [REDACTED]

House Tel No: [REDACTED]

Fax No: [REDACTED]

**Filer Particulars**

Person NRIC: [REDACTED]

Person Name: TEST APP

Mobile No: \* [REDACTED]

Email: \* [REDACTED]

### Step 4:

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

Submission of Trailers/Promotional Materials (TA)

Page 2 of 4

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: \* MOBILE ADVERTISEMENT

Also Known As :

Romanised Title :

Running Time (in minutes):\* 3

Purpose of Submission:\* Theatrical Release

Screening Date: (DD/MM/YYYY)\* From 20/12/2020 To 20/12/2020

Screening Venue:\* CINEMAS

No. of Pieces: \* 1

**Subtitles**

Subtitle 1: NIL

Subtitle 2: NIL

Remarks:

#### Step 5:

- 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 (TA)

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**Confirm Submission**

Title	Language	No. of Pieces	No. Of Reels	Delete	View/Edit
mobile advertisement	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 6:

- 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 4 of 4			
<b>In-Receipt No.</b>	TA/2011/000027A		
<b>Title</b>	MOBILE ADVERTISEMENT		
<b>Romanised Title</b>	ENGLISH		
<b>Language</b>	DVD		
<b>Format</b>	1		
<b>No. of Pieces</b>	<b>No. of Reels</b>		0
<a href="#">Print</a>			

**Last Step:**

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



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**DECLARATION FOR 'TA' SUBMISSION**

**SUBMISSION SUCCESSFUL**  
 Submission Date: 16/11/2020  
 Submission Time: 04:36:10 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

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**APPLICANT INFORMATION**

Name: TEST APP  
 Licence No./Organisation ID: XXXXXXXXXX  
 Company Name: MOBILE PLATINUM LIMITED PARTNERSHIP

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**'TA' SUBMISSION DETAILS**

<b>In-Receipt No.:</b> TA/2011/000027A	MOBILE PLATINUM LIMITED PARTNERSHIP
<b>Format:</b> DVD	 <small>* TA / 2011 / 000027A *</small>
<b>No. Of Pieces:</b> 1	
<b>Title:</b> MOBILE ADVERTISEMENT	
<b>Romanised Title:</b> English	<b>Subtitle Language:</b> NIL
<b>Language Description:</b> 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.

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.*