



IMDA ONLINE USER GUIDE

VIDEO GAMES DECLARATION

Updated 29 Apr 2019

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1.0 Introduction

This document serves as a guide for a video game distributor or publisher to use the IMDA Online system to:

- Declare Master Copy 'A' video games for classification (GA)
- Search for and verify the rating of video games
- Perform status enquiry for submissions; and

1.1 Video Games Classification

The Classification System covers:

- All games that are to be distributed in Singapore in physical media or any form of physical storage. These include but are not limited to games for the following platforms:
 - Windows PC
 - Macintosh
 - Playstation 4 / Playstation 4 Pro / Playstation 5
 - PlayStation Vita
 - Xbox One / Xbox One X / Xbox Series X/S
 - Nintendo Switch
 - Nintendo 3DS / New Nintendo 3DS
 - Others
- Installation discs of Massively Multiplayer Online (MMOs) games that are for distribution.

The Classification System does not cover:

- Games that are only available via Internet download
- Arcade video game machines¹
- Software used primarily for business, scientific, educational or accounting purposes

¹ Arcade centre operators and importers should use the 'Declaration for Interactive Software' e-service on the IMDA Online e-services page to declare their arcade machines.

The Video Games Classification framework adopts a co-regulatory approach:

- Distributors declare games using IMDA Online and answer a questionnaire to highlight the content of a game. IMDA will selectively request for rating materials when required.
- Once IMDA verifies and approves the submission, you can proceed to distribute the game.
- Video games that contain classifiable elements will be rated Advisory 16 or Mature 18, and will need to be affixed with the corresponding rating labels and consumer advisory.
- Exempt video games need not be affixed with any labels, upon furnishing the required information to the Authority. These are 'General' games that do not contain depictions of content elements that fall within Advisory 16 or Mature 18 ratings.
- Video games with materials that exceed the content standards of the M18 rating will be refused classification.
- The detailed content standards can be found in the Video Game Classification Guidelines, which is made available on the IMDA website.

Classification Ratings

Video Games Classification comprises of two ratings:

Mature 18 (M18)



Rating Marking

Advisory 16 (ADV16)



Rating Marking



Sample of M18 Rating and Consumer Advice Label



Sample of ADV16 Rating-cum-advisory Label

Mature 18 (M18) rating:

- Games that contain mature themes, realistic depictions of violence, drug use, nudity, sex and frequent use of strong coarse language, will be classified M18.
- M18 is a restricted rating. Such games are only suitable for those aged 18 years and above, and distributors must ensure that they are not distributed to those below the age of 18.
- The exterior packaging of M18 games must be affixed with a self-printed **M18 rating label² and consumer advice label**. The M18 rating marking can be in original specified colour or black-&-white. *(see page 6 for example)*
- The consumer advice highlights the contentious element(s) for which the rating was given. The label should be clear and legible. You may download a sample of the M18 rating label from the IMDA website.

Advisory 16 rating:

- Advisory 16 games may contain moderate depictions of violence, implied sexual activity, nudity without details, coarse language, horror elements and incidental depictions of illegal drug use that is unrealistic.
- ADV16 is an advisory rating. Such games are only suitable for those aged 16 and above.
- The exterior packaging of ADV16 games must be affixed with the self-printed **ADV16 rating-cum-advisory label³, which comprises the rating marking and the consumer advisory “Suitable for 16 & Above”**. *(see page 6 for example)*
- The affixed label should be clear and legible. You may download a sample of the ADV16 rating label from the IMDA website.

For box-sets, compilations, collections

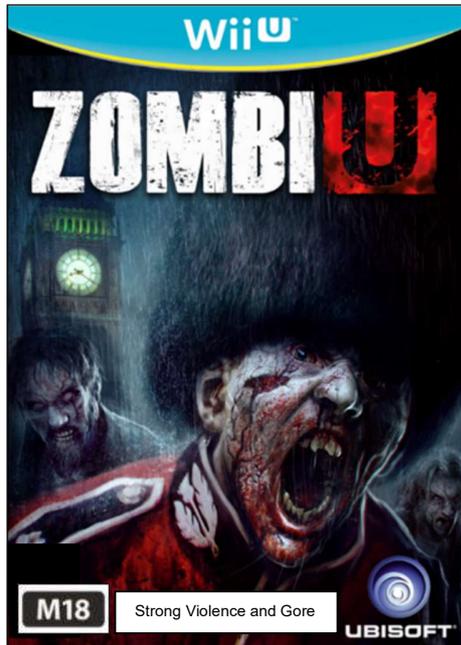
- Box-sets, compilations or collections that contain more than 1 game title bundled together in a single packaging will only carry a single rating label that bears the highest rating amongst the packaged games.
- Consumer advice need to be indicated clearly for each M18 and ADV16 title included in the box-set *(see page 7 to 9 for examples)*

² Serialised M18 rating labels issued by IMDA prior to implementation of self-printing may still be used on games in circulation and already affixed with such labels.

³ Age Advisory games (i.e. those approved before 29-Apr-2019) can continue to use the Age Advisory label or the ADV16 rating label.

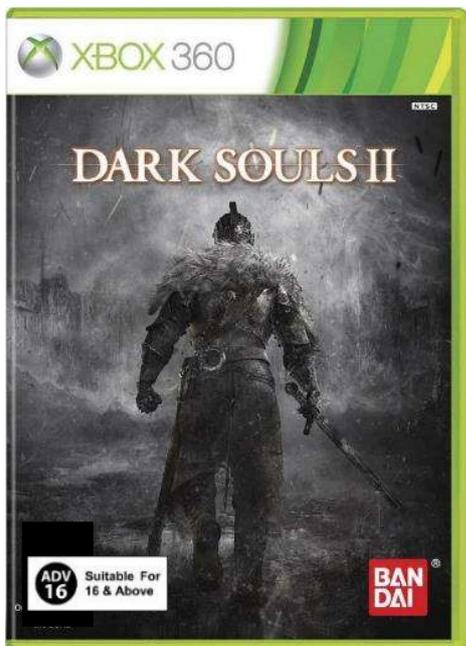
Example of an M18 rating label with consumer advice

** for illustrative purpose only*



Example of an Advisory 16 rating-cum-advisory label

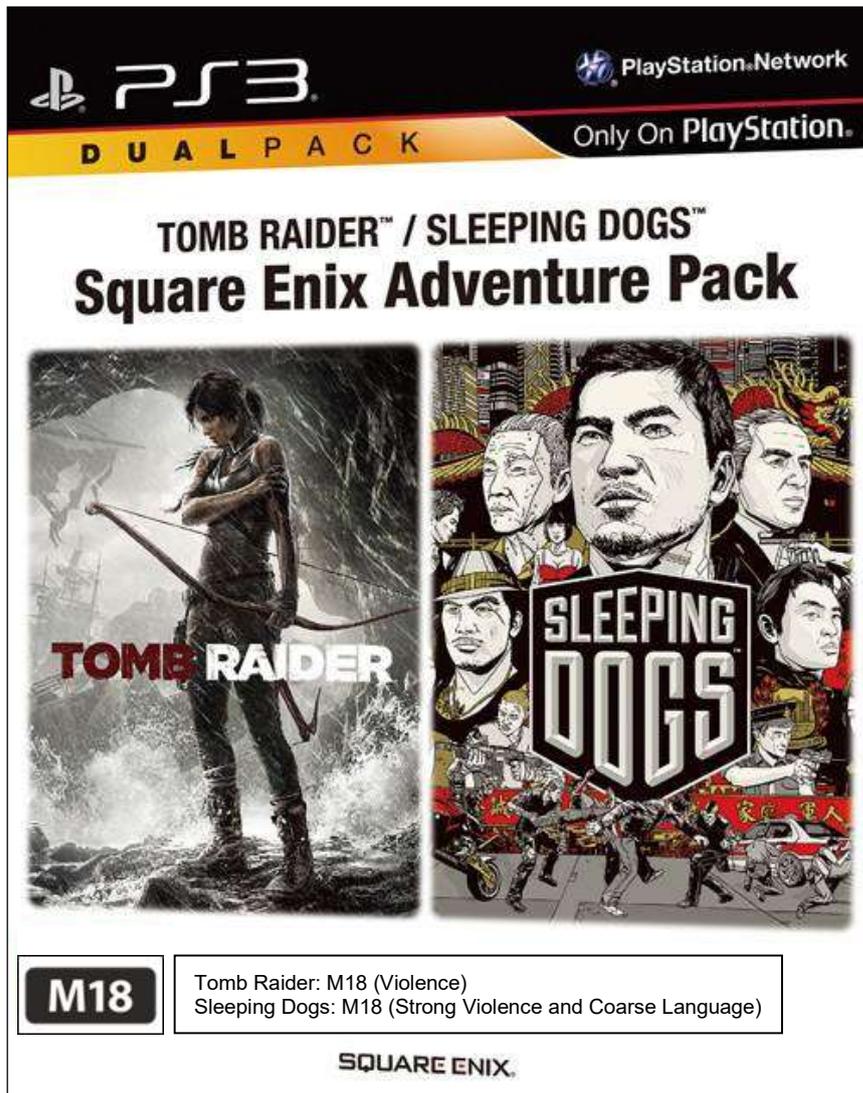
** for illustrative purpose only*



Examples of a box-set with single highest rating label and consumer advice for each title

** for illustrative purpose only*

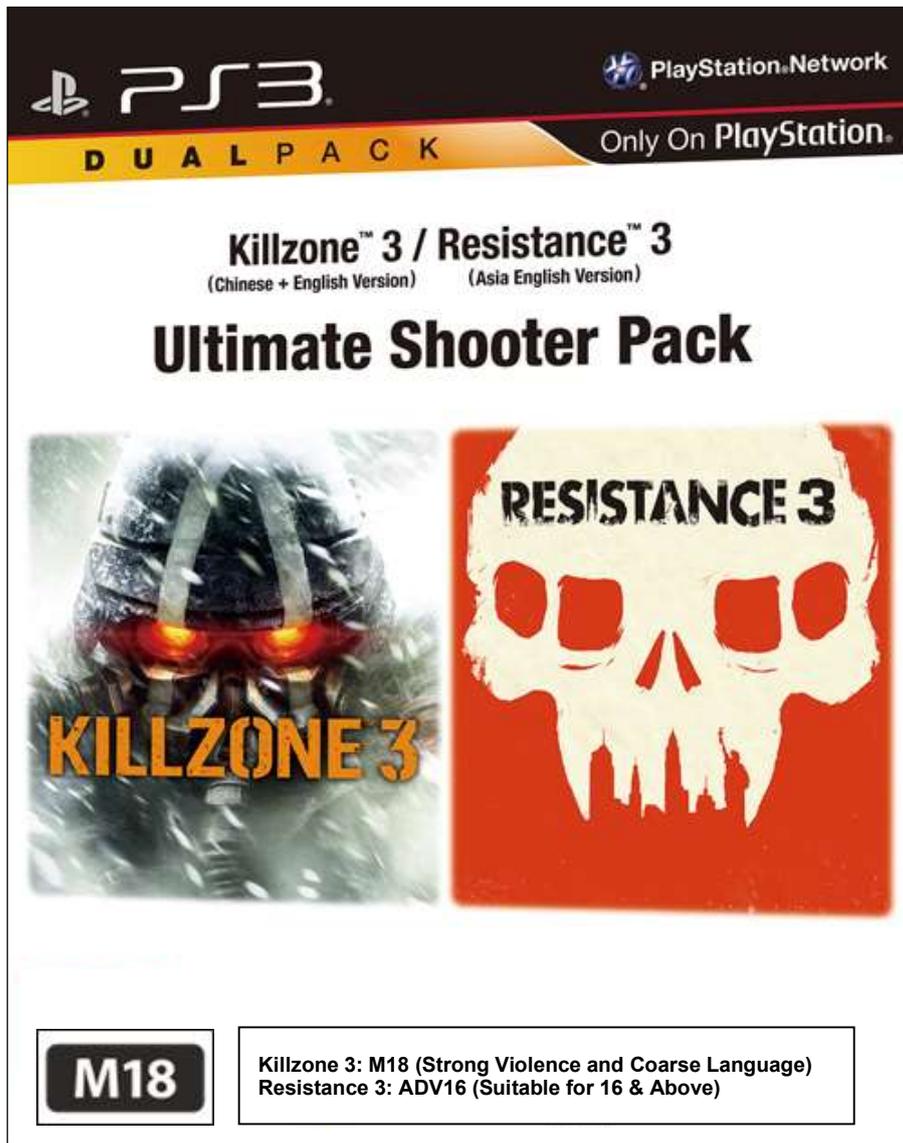
Example 1: Multiple M18 games



Examples of a box-set with single highest rating label and consumer advice for each title

** for illustrative purpose only*

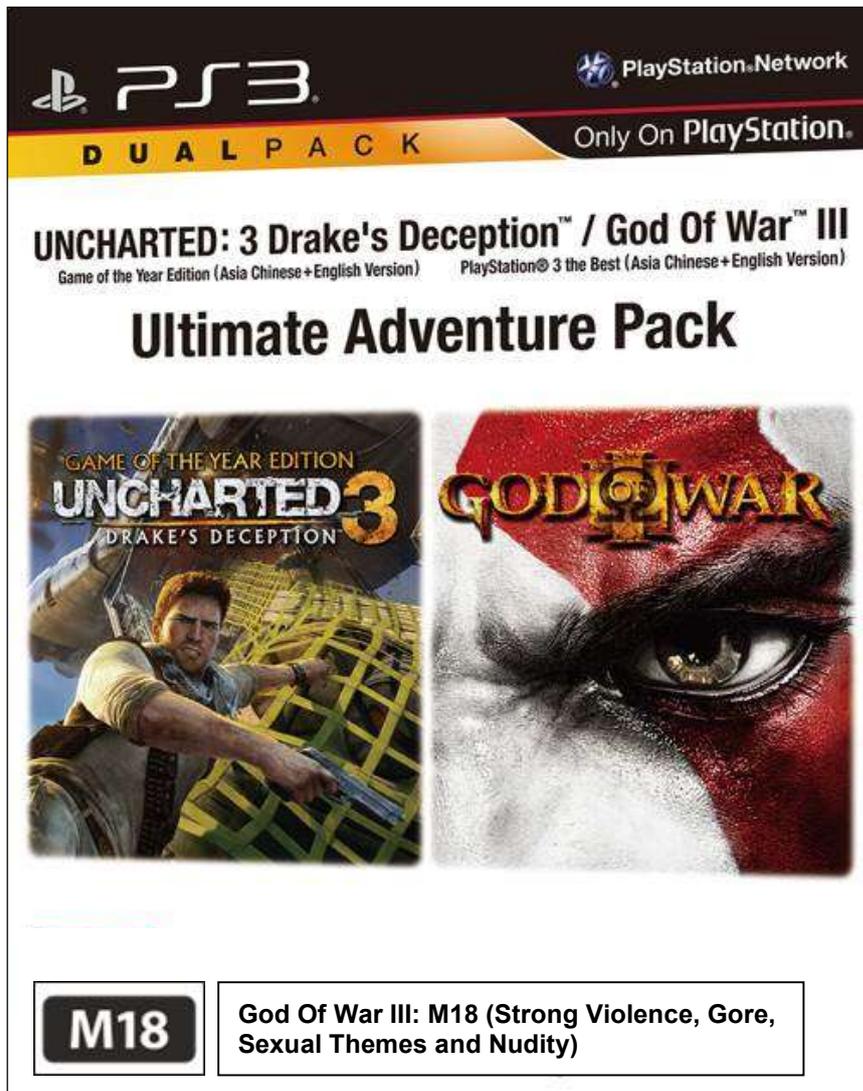
Example 2: M18 game + ADV16 game



Examples of a box-set with single highest rating label and consumer advice for each title

** for illustrative purpose only*

Example 3: M18 game + General game



For box-sets where the highest rating is Advisory16, only the ADV16 label needs to be affixed on the front cover of the game.

1.2 Service Standards & Fees

Processing Time

Declarations for exempted video games, which IMDA does not require any submission of rating materials, will be verified within 2 working days.

For games with mature elements, or which IMDA requests materials for content assessment, the submission will be approved within 10 working days, from when all required materials have been provided.

For games submitted under priority request (i.e. Premium Service), the submission will be approved within 5 working days, from when all required materials have been provided. Premium Service submissions will only be accepted when detailed rating materials (i.e. documents, scripts and gameplay video) are provided.

The Video Games Submission Guidelines lay out the requirements regarding rating materials typically requested by IMDA for assessment (refer to Annex A).

Fees

Fees are applicable to games that are classified as M18, refused classification or prohibited:

- Standard Service
 - Classification fee - \$50
 - Processing time - Up to 10 working days
- Premium Service
 - Classification fee - \$200
 - Processing time – Up to 5 working days

1.3 New Users on IMDA Online

Users must be authorised under their company's Corppass in order to sign in and access IMDA Online for video game declarations and related functions.

Once authorised, you may first login with your Singpass, which then automatically validates with Corppass to sign you in to IMDA Online.

2.0 Master Copy Video Game ('A' submission)

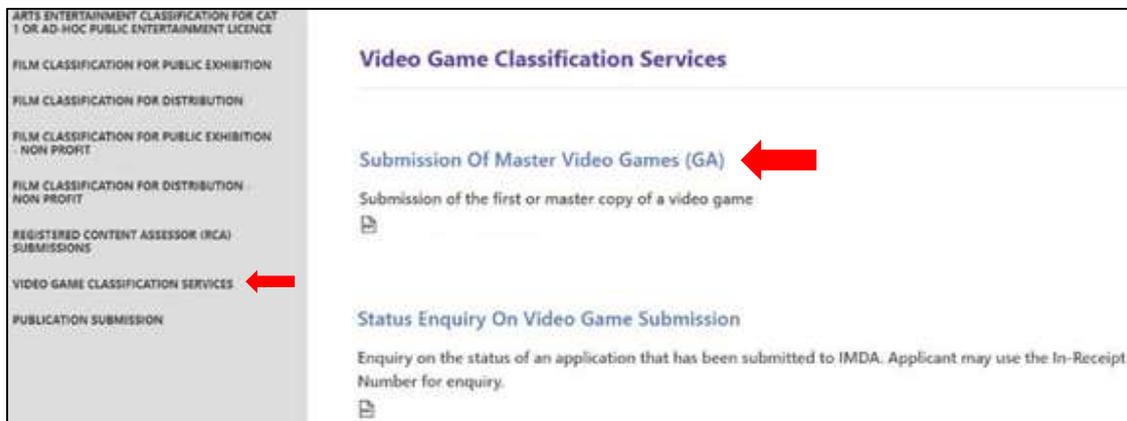
'A' refers to the first or master copy of a game that the company submits to IMDA for approval.

2.1 Log in with your company's particulars

Step 1:

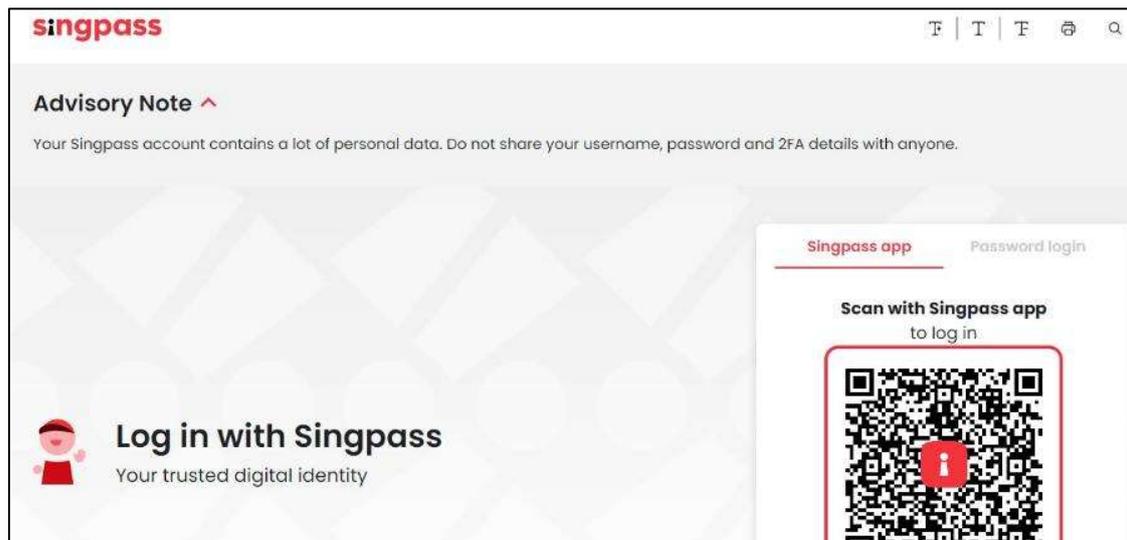
Log on to the IMDA website at

<http://imdaonline.imda.gov.sg/OnlineServices/indexInet1.aspx>, scroll down to the 'Video Game Classification Services' section and click on '**Submission of Master Video Games ('GA')**'



Step 2:

Log in using Singpass, which automatically validates with Corppass to sign in.



Step 3:

Confirm your business particulars and click on **'Confirm and Submit'** to proceed. At this point you can update the email address field to permanently change the list of authorised personnel to receive the classification decision email alert.

The screenshot shows a 'Registration Form' on 'Page 2 of 12'. The form contains the following fields and values:

Company ID/Organisation ID : *	MDA001	(Please Enter ACRA or BR No.)
Company Name :	MDA - MEDIA DEVELOPMENT AUTHORITY TEST ADD	
Block No. : *	45	
Street Name : *	KADAYANALLUR STREET	
Floor No. :	007	
Unit No. :	11	
Long Unit No. :		
Building Name :	URA CENTRE EAST WING	
Postal Code : *	069118	
Telephone No. : *	12345678	
Fax No. :	12345678	
Email : *	ABC@DISTRIBUTOR.COM.SG;CDE@DISTRIBUTOR.COM.SG <small>Multiple emails must be separated by semicolon(;) </small>	

Below the form, there is a red alert message: **ALERT - Any changes to the email field will be saved permanently. If you wish to update other details, please submit your request to IMDA via Online Feedback or in writing.**

At the bottom of the form, there are two buttons: **Confirm and Submit** and **Reset**.

Two callout boxes with arrows point to the form:

- The first callout box points to the email field and contains the text: "Update mailing list of authorised personnel to receive notification of the classification decision".
- The second callout box points to the 'Confirm and Submit' button and contains the text: "Click on 'Confirm and Submit' to proceed".

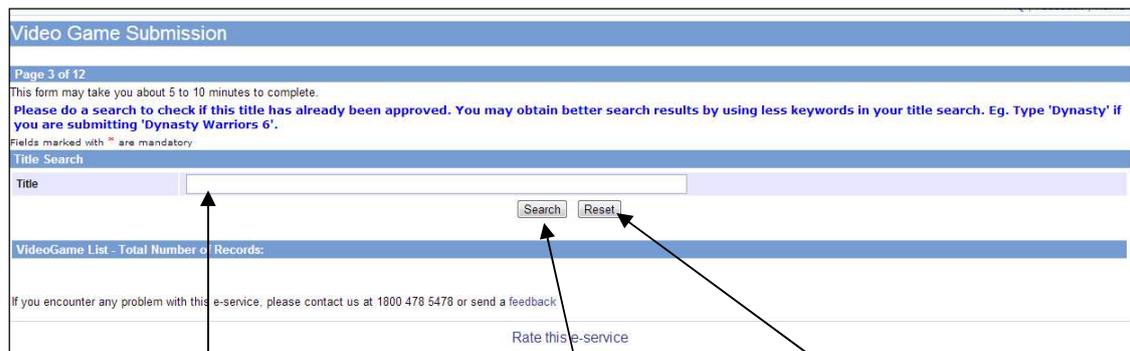
2.2 Search for a title to check if your game has been classified

Step 1:

Before you can make a declaration for your game, you need to perform a search to check if the game that you are submitting has already been classified. If the game has not been classified, you are required to make an 'A' submission.

Enter the name of the game in the '**Title**' field. Next, click on the '**Search**' button to commence the search. You may use the '**Reset**' button to clear the search field to begin a new search.

Romanised title – the title in romanised characters for a game of non-English origin (e.g. a game with a Chinese or Japanese title).



The screenshot shows a web form titled "Video Game Submission". It includes a page number "Page 3 of 12" and a note: "This form may take you about 5 to 10 minutes to complete. Please do a search to check if this title has already been approved. You may obtain better search results by using less keywords in your title search. Eg. Type 'Dynasty' if you are submitting 'Dynasty Warriors 6'." Below this is a section for "Title Search" with a text input field labeled "Title". To the right of the input field are two buttons: "Search" and "Reset". Below the search section is a "VideoGame List - Total Number of Records:" section and a "Rate this e-service" link. Three arrows point from the input field and the two buttons to the numbered instructions below.

1. Enter the title of the game in the original language or romanised title

2. Click on '**Search**' to proceed

Use '**Reset**' to modify your search criteria or search for another title

2.3 Making a Master Copy 'GA' submission (game was not found in the search)

Step 1:

After searching for your game title and no record has been found in the database (your game has not been classified), click on '**This is a New title...**' to proceed.

If the game title that you wish to declare can be found in the database, proceed to section 2.4 'Making a submission when the game has already been classified / found in the search database'.

Video Game Submission

Page 3 of 12

This form may take you about 5 to 10 minutes to complete.

Please do a search to check if this title has already been approved. 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

Title

VideoGame 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 or send a feedback

Click 'This is a NEW title....'

Step 2:

Next, confirm if your software can be exempted. Software that is used for business, scientific, educational or accounting purposes do not require a declaration. Check 'Yes' or 'No' accordingly and click on the 'Continue Submission' button to proceed.

Video Game Submission

Page 4 of 12

Please answer the following question

Is your title or software intended for any of the following purposes? Yes No

- Business (eg. Word processing, presentation, graphics design)
- Scientific usage (eg. software used for research purpose)
- Education (e.g. training instructions, lessons or encyclopedia)
- Accounting

1. Check 'Yes' or 'No'

2. Click on 'Continue Submission'

If your answer is 'Yes' to the above question, then you need not submit your software for classification and this screen will appear:

Singapore Government
Integrity • Service • Excellence
Last Updated On : 26 Dec 2013
FAQ | Feedback | Home |



System Messages
system messages

No submission is required for this title. Thank you for using the system.

Step 3 (Entering game info, Part 1 – General Details):

If you answered 'No' to the question in Step 2, the below screen appears. Fill in the required game information and click 'Continue Submission' to proceed to the next step. You can upload documents as attachments here for IMDA's review.

Page 5 of 12

Fields marked with * are mandatory

Title Details

Title *

Romanised Title * (eg. Game title in English alphabets)

Publisher /Developer*

Region*

Year of Release*

Import Make

Have you played the game? Yes No

Have you viewed the gameplay/graphics of the strongest content/element that is in the game? Yes No

Platform: (Please select the platform(s) you are submitting)

Platform * Macintosh Nintendo 3DS New Nintendo 3DS Nintendo Switch Nintendo Wii U PC Sony Playstation 3 Sony Playstation 4 Sony PS Vita Xbox 360 Xbox One Xbox One X Others, please specify

Attachments

1. Fill in the required game information

Step 4 (Entering game info, Part 2 – Game Genre and Sub-Genre):

Select the game genre (a maximum of two is possible) and sub-genres and click 'Continue Submission' to continue.

Page 6 of 12

Fields marked with * are mandatory

Genre: * (Select Maximum 2)

<input type="checkbox"/> Action	<input type="radio"/> Espionage/Stealth <input type="radio"/> First Person Shooters <input type="radio"/> Other <input type="radio"/> Platform <input type="radio"/> Shooter <input type="radio"/> Survival Horror	<input type="checkbox"/> Adventure	<input type="radio"/> Fantasy <input type="radio"/> Futuristic <input type="radio"/> Historic <input type="radio"/> Modern <input type="radio"/> Other
<input type="checkbox"/> Fighting	<input type="radio"/> Beat-Em-Up <input type="radio"/> Hack & Slash <input type="radio"/> Other	<input type="checkbox"/> Puzzle	
<input type="checkbox"/> Racing	<input type="radio"/> Arcade Racing <input type="radio"/> Futuristic Racing <input type="radio"/> Kart Racing <input type="radio"/> Motorcycle <input type="radio"/> Other <input type="radio"/> Rally Racing <input type="radio"/> Simulation Racing	<input type="checkbox"/> Role Playing Games (RPG)	<input type="radio"/> Fantasy <input type="radio"/> Futuristic <input type="radio"/> Historic <input type="radio"/> Modern
<input type="checkbox"/> Simulation	<input type="radio"/> Flight Simulation <input type="radio"/> Life Simulation <input type="radio"/> Other <input type="radio"/> Virtual Pet	<input type="checkbox"/> Sports	
<input type="checkbox"/> Strategy	<input type="radio"/> Real-Time Strategy <input type="radio"/> Turn-Based Strategy	<input type="checkbox"/> Other	<input type="radio"/> Arcade Game <input type="radio"/> Board Game <input type="radio"/> Card Game <input type="radio"/> Casino Game <input type="radio"/> Game Compilation <input type="radio"/> Mini Game Collection <input type="radio"/> Music/Rhythm Game <input type="radio"/> Other

Continue Submission

Select the game genre, then click on 'Continue Submission' to proceed

Step 5a (Entering game info, Part 3 – Ratings by Other Ratings Board):

Please enter the ratings by other ratings board (if available) accordingly and click **'Continue Submission'** to proceed to the next step.

*Note: if you had previously submitted a copy of the game in a different language/region, click **'Yes'** and provide the in-receipt number (IR) – see screenshot in Step 5b. Otherwise, select **'No'** and proceed.*

2. Click **'Continue Submission'** to proceed

1. Select **'Yes'** or **'No'** to a previous submission in another language/version

Step 5b: Note - if you have previously submitted a copy of the game in a different language/region, click **'Yes'** and provide the **in-receipt number (IR)**

1. Fill in the in-receipt number

2. Click **'Continue Submission'** to proceed

Step 6 (Answer Content Questionnaire):

After you have clicked on 'Yes' or 'No' in the previous screen, you will be required to answer a series of 4 questions. The number of questions you have to answer depends on the game's content. Incorrect or false declaration of the content may lead to delays in the classification process, as IMDA will then request for full rating materials to verify the declaration when in doubt.

Click on 'Continue Submission' to proceed each time you answer a question. You may click on 'Read More' for more info on the terms that are used in the questions.

Q1

Page 8 of 12
Fields marked with * are mandatory

Description of the game:*

Q1. Does the game contain any of the following materials? * Yes No

- Gambling (Read More)
- Religious content / elements (Read More)
- Terrorism (Read More)
- Politics (Read More)

Continue Submission

Q2

Page 9 of 12
Fields marked with * are mandatory

Rating Related Questions (Cont.):

Q2. Does the game contain any of the following materials? Yes No

- Material which may undermine national interest(Read More)
- Material which is likely to offend a race or religion in Singapore (Read More)
- Material that deals with alternative lifestyle, depict sexual violence, explicit sexual activity, or deviant sexual activity (Read More)
- Material that depicts criminal activities with clear instructional details (Read More)
- Material which depict sadistic and cruel violence to human-like characters (Read More)
- Exploitative nudity(Read More)
- Instructive details of consumption of illegal drugs or content that encourages drug use (Read More)

Continue Submission

Q3

Page 10 of 12
Fields marked with * are mandatory
Rating Related Questions (Cont):

Q3. Does the game contain any of the following materials? Yes No

- Content that requires the player to engage in illegal activities or play the role of a criminal, but does not have instructional details (Read More)
- Depictions of realistic violence such as killing or causing serious injury to human-like characters (Read More)
- Materials which depicts sexual activity (Read More)
- Non-exploitative nudity or materials which could be sexually titillating (Read More)
- Strong and frequent coarse language (Read More)
- Realistic depiction of frequent illegal drug use (Read More)

Continue Submission

Q4

Page 11 of 12
Fields marked with * are mandatory
Rating Related Questions (Cont):*

Q4. Does the game contain any of the following materials ? Yes No

- Depictions of moderate violence such as killing or causing injury to human-like characters (Read More)
- Images or words that imply sexual activity (Read More)
- Nudity in a non-sexual context (Read More)
- Depictions of materials which could be mildly suggestive (Read More)
- Some coarse language (Read More)
- Depiction of drug use (Read More)

Continue Submission

Depending on your answers to the questions, you will encounter either Scenario 1 or 2.

Step 7-1A (Scenario 1):

After you have answered the questions and your game **does not** contain mature content, you will be led to this screen. Tick the **declaration box** and then click on the **submit button** to proceed.

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Title	Title Details
ZERO HERO	Romanized Title: ZERO HERO
	Also Known As: ZERO HERO
	Publisher/Developer: ZERO
	Year of Release: 2008
	Region Code: ASIA
	Platform: Xbox 360

1. Check the **declaration box**

2. Click on **'Submit'** to proceed

I declare that 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.

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

Submit

Step 7-1B (Scenario 1):

Next, you will see the summary page which you can print for your records. You should save an electronic copy or print a hard copy for reference. IMDA may selectively notify you to submit rating materials for assessment. Otherwise, the submission will be processed and the rating decision will be emailed to you within 2 working days.

Receipt Details

In-Receipt No.	GA.0004.0000.157U	Title	ZERO HERO
Year of Release	2008	Publisher/Developer	ZERO

IMDA will process your submission within 2 working days. If submission of the physical video game(s) is requested by IMDA, please bring the following items for verification within the next working day at the IMDA counter:

- Original NRIC
- A printout copy of "Submission Successful" page
- TradeNet Permit (if any)

Print **Continue Another Submission**

Rate this e-service

Click on **'Print'** for record purposes or **'Continue Another Submission'** to make a declaration for another title

Step 7-2A (Scenario 2):

If your game contains mature content, you will be asked to submit rating materials or a copy of the game for evaluation (see screenshots below).

If you wish to use the Premium Service*, select the **'Yes'** button and then click **'Continue Submission'** else click **'No'** and click **'Continue Submission'**.

* Premium Service will be rejected if applicants are unable to provide full rating materials (pertinent content video, detailed submission documents and/or script)

The screenshot shows a web form titled "Video Game Submission". At the top, it says "Fields marked with * are mandatory". The main heading is "Please submit a copy of the game to IMDA for evaluation". Below this is a question: "Do you need Premium Service ?" with radio buttons for "Yes" and "No". The "No" button is selected. Below the question, there are two lines of text explaining the service options and their associated fees. At the bottom of the form is a "Continue Submission" button.

2. Click on **'Continue Submission'** to proceed

1. Select **'Yes'** or **'No'** to premium service

Step 7-2B (Scenario 2):

Next, **check the box** to make your declaration and then click on **'Submit'**.

The screenshot shows "Page 12 of 12" of the form. It features a table with "Title" and "Title Details". The "Title" is "MATURE GAMES". The "Title Details" table lists: Romanized Title (MATURE GAMES), Also Known As (MATURE GAMES), Publisher/Developer (ADULT INC), Year of Release (2007), Region Code (ASIA), and Platform (Xbox 360). Below the table is a declaration checkbox that is checked, with the text: "I declare that 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." Below the declaration is a line of text: "I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgments, information recorded in or produced from IMDA Online." At the bottom is a "Submit" button.

1. Check the **declaration box**

2. Click on **'Submit'** to proceed

Step 7-2C (Scenario 2):

Finally, print this page for submission to IMDA. Your declaration has been successful and you are required to submit rating materials to IMDA for evaluation.

Video Game Submission

Receipt Details

In-Receipt No.	GA0004000159L	Title	MATURE GAMES
Year of Release	2007	Publisher/Developer	ADULT BIC

You are required to submit the following to IMDA:

- Physical copy of the video game
- Video recording of game play (optional)
- Any other materials which will help IMDA to assess the video game, e.g. synopsis/description of video game (optional)

Please bring the following items for verification when submitting the physical video game(s) at the IMDA counter within the next working day after this online declaration:

- Original NRIC
- A printout copy of 'Submission Successful' page
- TradeNet Permit (if any)

Click on 'Print' for record purposes

Print Continue Another Submission

2.4 Making a submission when the game has already been classified / found in the search

There are 3 scenarios if a game you are submitting is already classified:

1. Game classified M18 – refer to steps 1A to 1B
2. Game classified Advisory 16 (or Age Advisory) – refer to steps 2A to 2B
3. Game is generally suitable for all – refer to steps 3A to 3B

Step 1A (Scenario 1 – if the game has already been rated M18):

Check on the radio button and click on 'The title selected above is same as mine. Click to proceed.'

Video Game Submission

Page 3 of 12

This form may take you about 5 to 10 minutes to complete.

Please do a search to check if this title has already been approved. 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

Title: grand theft auto iv

Search Reset

VideoGame List - Total Number of Records: 1

Select	Index No.	Title	Title Details
<input checked="" type="radio"/>	IDW0804000002	GRAND THEFT AUTO IV	Romanised Title: GRAND THEFT AUTO IV Also Known As: Publisher/Developer: TAKE 2 INTERACTIVE Year of Release: 2008 Region: Europe Platform: Xbox 360, Xbox One, Xbox One X, Rating: Mature 18 Consumer Advice: MATURE THEMES, NUDDY AND COARSE LANGUAGE

The title selected above is same as mine. Click to proceed.

This is a NEW title and is not listed above. Click to declare the NEW title.

If you encounter any problem with this e-service, please contact us at 1600 478 5478 during our office hours (Mondays to Fridays 8.30am to 5.30pm) or send a feedback.

1. Check on radio button

2. Click 'The title selected above is same as mine. Click to proceed.'

Step 1B (Scenario 1 – if the game has already been rated M18):

For a game which has been rated M18, you will see the message below. Please follow the instructions to affix the corresponding label on every copy of the game. You can download a sample of the M18 label from IMDA's website. A copy is included in Annex B1 for reference.



System Messages

s y s t e m m e s s a g e s

Submission is not required for this title. Affix the M18 label with the relevant consumer advice before distribution.

Please click here to download the M18 label

Step 2A (Scenario 2 – game has already been rated ADV16 / Age Advisory:
 Check on the **radio button** and click on ‘The title selected above is same as mine. Click to proceed.’

Video Game Submission
 Page 3 of 12
 This form may take you about 5 to 10 minutes to complete.

Please do a search to check if this title has already been approved. 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

Title:

VideoGame List - Total Number of Records: 1

Select	Index No.	Title	Title Details																
<input checked="" type="radio"/>	IDX/1902/000021	TEST6	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Romanised Title</td><td>DFDF</td></tr> <tr><td>Also Known As</td><td></td></tr> <tr><td>Publisher/Developer</td><td>SAM</td></tr> <tr><td>Year of Release</td><td>2019</td></tr> <tr><td>Region</td><td>Asia</td></tr> <tr><td>Platform</td><td>Macintosh</td></tr> <tr><td>Rating</td><td>Advisory 16</td></tr> <tr><td>Consumer Advice</td><td>Suitable for 16 & Above</td></tr> </table>	Romanised Title	DFDF	Also Known As		Publisher/Developer	SAM	Year of Release	2019	Region	Asia	Platform	Macintosh	Rating	Advisory 16	Consumer Advice	Suitable for 16 & Above
Romanised Title	DFDF																		
Also Known As																			
Publisher/Developer	SAM																		
Year of Release	2019																		
Region	Asia																		
Platform	Macintosh																		
Rating	Advisory 16																		
Consumer Advice	Suitable for 16 & Above																		

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.

1. Check on **radio button**

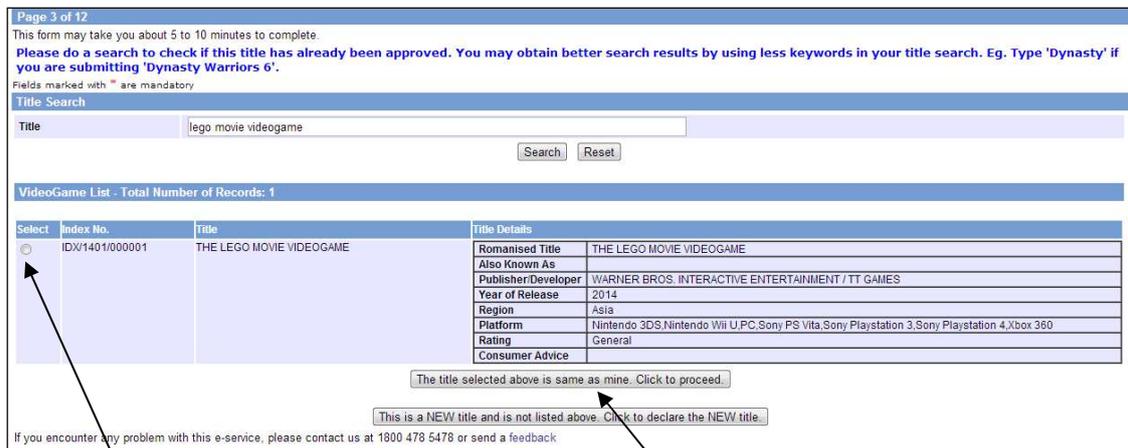
2. Click on ‘**The title selected above is same as mine. Click to proceed.**’

Step 2B (Scenario 2 – game has already been rated ADV16 / Age Advisory):
 For a game which has been given the Advisory 16 rating (or Age Advisory), you will see the message below. Please follow the instructions to affix the corresponding label on every copy of the game. You can download a sample of the ADV16 label from IMDA’s website. A copy is included in Annex B2 for reference.



Click here to download specifications for Advisory 16 rating label sample

Step 3A (Scenario 3 – game is General):
 Check on the **radio button** and click on ‘The title selected above is same as mine. Click to proceed.’



1. Check on **radio button**

2. Click on ‘The title selected above is same as mine. Click to proceed.’

Step 3B (Scenario 3 – game is General):

For a game which has not been given any rating but is approved by IMDA, you will see the message:



3.0 Status Enquiry on Video Game Submission

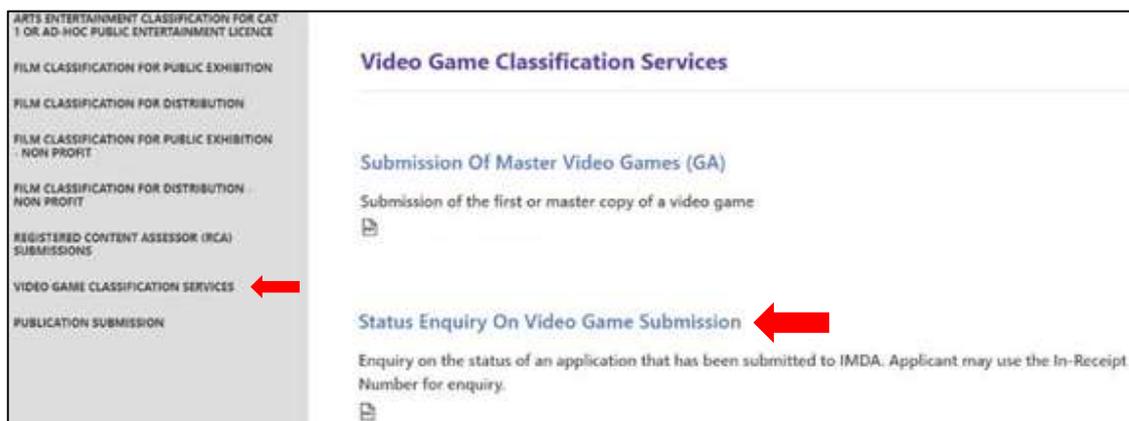
Use this option to find out the status of your video game submission.

3.1 Log in with your company's particulars and enter your in-receipt number provided

Step 1:

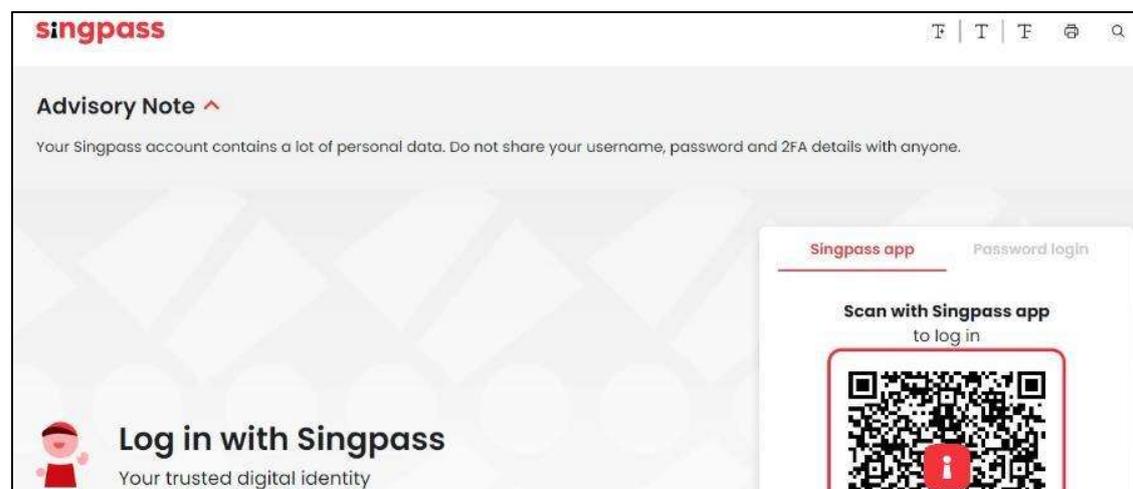
Log on to the IMDA website at

<http://imdaonline.imda.gov.sg/OnlineServices/indexInet1.aspx>, scroll down to the 'Video Game Classification Services' section and click on '**Status Enquiry on Video Game Submission**'



Step 2:

Log in using Singpass, which automatically validates with Corppass to sign in



Step 3:

Enter your particulars (Registered Login ID) and the in-receipt number that was generated when you submitted your declaration for the game.

If you have not made an 'A' submission for the game, refer to section 2.0 'How to use IMDA Online to submit a Master Copy Video Game' for the step-by-step process.

Submission Enquiry Search Pending Payments

Status Enquiry on Video Game Submission

Fields marked with * are mandatory

Search

Select Login Type * Organisation (dropdown)

Login ID * (Enter Registered Login ID/ACRA Number)

In-Receipt No. * [Text Input]

Search

Video Game Submission List - Total Number of Records:

1. Key in Registered Login ID

2. Key in the In-Receipt (IR) number generated for the submission

3. Click on the 'Search' to proceed

Step 4:

The screen will display the title and the status information. Click on the **in-receipt number** highlighted in blue for more details.

Status Enquiry on Video Game Submission

Fields marked with * are mandatory

Search

Select Login Type * Organisation (dropdown)

Login ID * MDA001 (Enter Registered Login ID/ACRA Number)

In-Receipt No. * GA/1901/C000003U

Search

Video Game Submission List - Total Number of Records: 1

In-receipt No.	Company	Video Game Submission Details	
GA/1901/C000003U	ID: MDA001 Name: MDA - MEDIA DEVELOPMENT AUTHORITY TEST ADD	Customer ID: Name:	Prev Receipt No: GA/1901/C000003U
		Subm. Date: 10/01/2019	Request Date:
		Subm. Status: Allocated	
		Title: VIDEOGAME TEST REVERT SUBMISSION	
		Romanised Title: ROMISED TITLE VIDEOGAME TEST REVERT SUBMISSION	

Click on **in-receipt** number for more details

Step 5:

Click on the '**Expand All**' to view all details of the submission.

Video Game Submission Details	
Expand All Close All	
Customer	
Customer Details	
Customer ID	MDA001
Customer Name	MDA - MEDIA DEVELOPMENT AUTHORITY TEST ADD
Address Details	
Address	45 KADAYANALLUR STREET #007-11 URA CENTRE EAST WING SINGAPORE 069118
Others	
Tel. No.	12345678
Fax No.	12345678
Created By	AMUSER
Created Date	15/06/2007
Submission	
Company Details	
Company ID	MDA001
Company Name	MDA - MEDIA DEVELOPMENT AUTHORITY TEST ADD
Licence No.	
In-Receipt No.	GA/1901/C000003U
Import Make	Import
Import Ref Type	
Import Ref No	
Person Details	
Person NRIC No.	
Person Name	
Sets	
No. of Labels for Duplicate Copies	0
Fee Details	
Censorship Fee	0
Cert Fee	0
For A2/SD Submissions	
Prev Receipt No.	
Media Details	
Media Request Date	10/01/2019
Type A Received	Yes
Type A Received Date	10/01/2019
Type A Issued Date	
Type B Received	
Type B Received Date	
Type B Issued Date	
Due Date	24/01/2019
Other Details	
Game Played?	No
Game Viewed?	No
Submission Type	A Submission

Click on '**Expand All**' to display all details of the submission

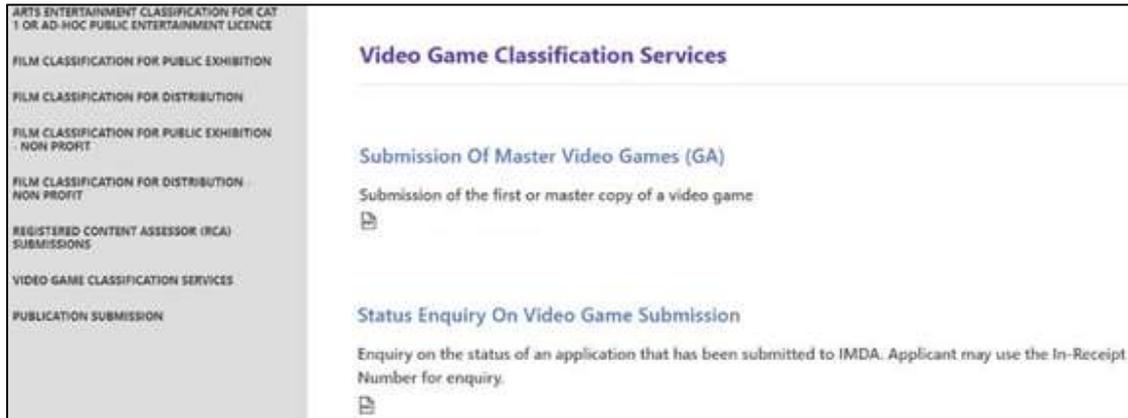
3.2 Online payment using eNETS

Step 1:

Log on to the IMDA website at

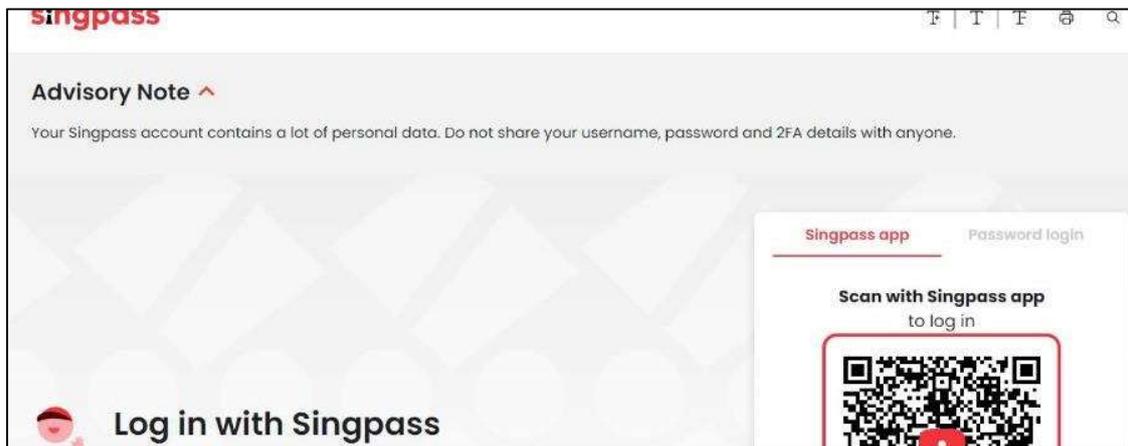
<http://imdaonline.imda.gov.sg/OnlineServices/indexInet1.aspx>, scroll down to the

'Video Game Classification Services' section and click on '**Status Enquiry on Video Game Submission**'



Step 2:

Log in using Singpass, which automatically validates with Corppass to sign in



Step 3:

There are 2 tabs on top of the enquiry page. The first tab is for 'Submission Enquiry Search' and the other tab is for 'Pending Payment'.



Click on the 'Pending Payment' tab

Step 4:

Enter the in-receipt number that was generated when you submitted your declaration for the game or simply click on the 'Search' button.

Video Game Submission List - Total Number of Records: 1	
Select All	In-receipt No.
<input type="checkbox"/>	GA/2105/000028G
ID	Company
	FUN SHIPPING @?MPINY LIMIT#&

Video Game Submission Details	
Customer ID.	XXXXX311C
Name	
Subm. Date	28/05/2021
Subm. Status	Notified - Pending Payment
Title	UAT 28052021 UAT 1-2
Romanised Title	UAT 28052021 UAT 1-2
Certified Date	28/05/2021
Classification Fee	50
Total Fee	50

Search with specific in-receipt number or do a blank search. The list of applications pending payment will be shown.

Select checkboxes of applications that you wish to make payment, and click on 'Make Payment' button to make payment via eNETS service.

Step 5:

Once payment has been completed, you can print or save a PDF copy of the payment receipt, or return to the Status Enquiry screen to check on the rating of the game.

Payment Receipt Details	
Transaction ID	VGSP20210625142237
Payment Timestamp	2021-06-25 14:22:49
Amount Paid	50.00
Receipt No	JNX20210625142249
Status	Success

Step 6:

Go to 'Submission Enquiry Search' and enter the in-receipt number to check the details and print the certificate for the approved game.



Click here to print the certificate for the approved game.

4.0 Search for title on the video games database

Step 1:

Go to the IMDA website at

<http://imdaonline.imda.gov.sg/OnlineServices/indexInet1.aspx>, scroll down to the 'Video Game Classification Services' section and click on '**Search for Game Ratings**'



Step 2:

Type in the search keyword, optional platform filters, and click 'Search'.

The screenshot shows the 'Search for Game Ratings' form. The title search field contains 'Grand Theft'. The platform selection area includes checkboxes for various platforms: Game Boy Advance, GameCube, Macintosh, Nintendo DS, Nintendo 3DS, New Nintendo 3DS, Nintendo Wii, Nintendo Wii U, PC, Sony Playstation 1, Sony Playstation 2, Sony Playstation 3, Sony Playstation 4, Sony Playstation Portable (PSP), Sony PS Vita, Xbox, Xbox 360, Xbox One, and Others, please specify. The rating field is currently empty. The 'Search' and 'Reset' buttons are located at the bottom of the form.

Step 3:
Review the search results.

Platform	<input type="checkbox"/> PC <input type="checkbox"/> Sony Playstation 1 <input type="checkbox"/> Sony Playstation 2 <input type="checkbox"/> Sony Playstation 3 <input type="checkbox"/> Sony Playstation 4 <input type="checkbox"/> Sony Playstation Portable (PSP) <input type="checkbox"/> Sony PS Vita <input type="checkbox"/> Xbox <input type="checkbox"/> Xbox 360 <input type="checkbox"/> Xbox One <input type="checkbox"/> Others, please specify																			
Rating	<input type="text" value=""/>																			
<input type="button" value="Search"/> <input type="button" value="Reset"/>																				
VideoGame List - Total Number of Records: 1																				
Index No.	Title	Title Details																		
IDX/1308/000163	GRAND THEFT AUTO V	<table border="0"> <tr><td>Romanised Title</td><td>GRAND THEFT AUTO V</td></tr> <tr><td>Also Known As</td><td>GRAND THEFT AUTO 5 / GTA V / GTA 5</td></tr> <tr><td>Publisher/Developer</td><td>TAKE 2/ROCKSTAR GAMES/ROCKSTAR NORTH</td></tr> <tr><td>Year of Release</td><td>2013</td></tr> <tr><td>Region</td><td>Asia,USA</td></tr> <tr><td>Decision</td><td>Approved</td></tr> <tr><td>Platform</td><td>PC,Sony Playstation 3,Sony Playstation 4,Xbox 360,Xbox One</td></tr> <tr><td>Rating</td><td>Mature 18</td></tr> <tr><td>Consumer Advice</td><td>MATURE THEMES, VIOLENCE AND COARSE LANGUAGE</td></tr> </table>	Romanised Title	GRAND THEFT AUTO V	Also Known As	GRAND THEFT AUTO 5 / GTA V / GTA 5	Publisher/Developer	TAKE 2/ROCKSTAR GAMES/ROCKSTAR NORTH	Year of Release	2013	Region	Asia,USA	Decision	Approved	Platform	PC,Sony Playstation 3,Sony Playstation 4,Xbox 360,Xbox One	Rating	Mature 18	Consumer Advice	MATURE THEMES, VIOLENCE AND COARSE LANGUAGE
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Decision	Approved																			
Platform	PC,Sony Playstation 3,Sony Playstation 4,Xbox 360,Xbox One																			
Rating	Mature 18																			
Consumer Advice	MATURE THEMES, VIOLENCE AND COARSE LANGUAGE																			
Rate this e-service																				

... end ...

SUBMISSION GUIDELINES FOR VIDEO GAMES

IMDA has drawn up basic guidelines (which may be revised from time to time) to facilitate the submission process for video games. For proper assessment and classification of the video game, applicants are advised to submit complete applications with all the necessary and correct information required.

Submission Timeframe

1 Depending on the nature of the content in a video game, the applicant may be prompted by the system or via email to submit rating materials for evaluation. The service standards will commence from the next working day after all requested rating materials are submitted completely and in full.

(a) Submissions where rating materials are NOT required:

- For video games that are deemed generally innocuous, and/or do not contain mature content, IMDA will not request the submission of rating materials.
- IMDA will process the declaration of the video game within 2 working days.

(b) Submissions where rating materials are required:

- For video games that are deemed to contain mature content, or where there is insufficient information available to ascertain the rating, IMDA will request rating materials to be submitted for assessment.
- IMDA will process the submission and approve the video game within 10 working days.
- For submissions under Premium Service priority request, IMDA will process and approve the video game within 5 working days. Premium service submissions will only be accepted if full evaluation materials can be provided for assessment (i.e. documents, scripts and gameplay video declaring and showing all pertinent content in the game).

2 Applicants should submit their applications 30 days before the intended date of distribution. This will allow sufficient time for classification ratings and advisories to be included in publicity materials and advertisements.

3 Please also note that if the content of the video game is controversial and requires further consultation, including with the Films Consultative Panel (FCP), more time will be required for assessment. The above service standards will not apply to such submissions.

Basic Guidelines for Rating Materials

4 Rating materials typically consist of videos and documents declaring all pertinent content that can be found in the game. These include, and are not limited to:

- Gameplay video recording;
- Detailed submission documents describing the synopsis of the game and all classifiable elements within the game;
- Dialogue scripts;
- Audio clips;
- Screenshots;
- Final copy of the video game, playable on a retail version console (i.e non-debug console).

5 To avoid any delay and submission rejection, applicants are advised to check their rating materials on the following aspects before submitting to IMDA.

(a) Online Submission

- No submission of rating materials will be accepted for classification unless accompanied by a fully-completed Submission Form made through IMDA Online.
- The online submission form must be correctly filled with the required information such as *Title, Region, Format and Developer/Publisher*.
- The title declared in the submission system must be the correct and original title⁴ as found in the video game.
- The romanised title (in English alphabet) should be provided in the '*Romanised Title*' field, if the original title is in a foreign script.

(b) Technical Quality

- The applicant must ensure that all discs and files submitted are readable and free of errors.
- The picture and sound quality of video footage must be clear and good. The audio and visuals must be in sync.
- The video must not be obscured by any watermarks. Watermarks should not be splashed across the centre of the screen.

(c) Content of Submission

- The rating materials submitted should contain and highlight all scenes with mature or strong content that can be found in the game.
- The content submitted, ie. video footage, audio clips, screenshots, dialogue scripts and any other content documents – should be representative of the final content, and should not contain any raw or pre-production footage or content.
- If rating materials are not available, a final copy of the game would have to be submitted for evaluation.

⁴ Original Title = Original wordings/punctuations/notations in the original language.

Rating Label for MATURE 18 (M18) Video Games

The classification label comprises the **rating marking**, and must be affixed to 'M18' video games meant for distribution.

M18 Marking (downloadable as image files at the IMDA website)



Colour:
Pantone 1655C

Colour Values:
RGB – R255 G90 B0
CMYK - 79M 100Y

Font:
Myriad Pro Bold



Colour:
Pantone Black C

Colour Values:
RGB - R45 G41 B38
CMYK - 63C 62M 59Y 94K

Font:
Myriad Pro Bold

SELF-PRINT RATING LABEL SAMPLE

Under 'Print' > 'Printer Properties' > 'Basic' settings, set 'Zoom' to 'Manual' & '100%' instead of 'Auto', to ensure your printout is close to actual size.

Label Dimensions

Width – 2.00 cm

Height – 1.30 cm



For details on the affixing of classification labels, you may refer to the 'Films (Classification And Licensing) (Amended) Regulations 2021' on the IMDA website.

Rating Label for ADVISORY 16 Video Games

The classification label comprises the **rating marking** and **consumer advice**, and must be affixed to Advisory 16 video games meant for distribution.

ADV16 Marking (downloadable as an image file at the IMDA website)



Colour:
Pantone Black C

Colour Values:
RGB - R45 G41 B38
CMYK - 63C 62M 59Y 94K

Font:
Myriad Pro Bold

Consumer Advice

Suitable For 16 & Above

SELF-PRINT RATING LABEL SAMPLE

Under 'Print' > 'Printer Properties' > 'Basic' settings, set 'Zoom' to 'Manual' & '100%' instead of 'Auto', to ensure your printout is close to actual size.

Consumer Advice – 'Suitable For 16 & Above'

Font: ARIAL

Font Style: Bold

Font Size: 9

Label Dimensions

Width – 3.20 cm

Height – 1.30 cm



For details on the affixing of classification labels, you may refer to the 'Films (Classification And Licensing) (Amended) Regulations 2021' on the IMDA website.

The following sections are excerpts from the ‘Films (Classification and Licensing) (Amendment) Regulations 2021’

Affixing classification label

8. For the purposes of section 18(5)(b) of the Act, before a copy of a classified film is distributed, a classification label in respect of the film must be affixed to every copy of that film as follows:

- (a) the classification label must be affixed on any exterior part of —
 - (i) the storage device in which a film is stored;
 - (ii) the container in which a film or the storage device in sub-paragraph (i) is contained inside; or
 - (iii) where a container mentioned in sub-paragraph (ii) is contained in one or more larger containers, the largest container in addition to sub-paragraph (ii);
- (b) the classification label must be so displayed that —
 - (i) the classification marking or alternative classification marking (whichever is applicable) on it is clearly legible; and
 - (i) the typeface and colours are prominent and easily distinguishable from any other information, diagram or image with which the classification marking or alternative classification marking (whichever is applicable) is displayed;
- (c) the classification label must not be obscured by other material displayed on the storage device or container for the film.

Display of consumer advice

9. For the purposes of section 21(6) of the Act, any consumer advice relating to a classified film which is distributed must be displayed as follows:

- (a) the consumer advice must be affixed on any exterior part of —
 - (i) the storage device in which a film is stored;
 - (ii) the container in which a film or the storage device in sub-paragraph (i) is contained inside; or
 - (iii) where a container mentioned in sub-paragraph (ii) is contained in one or more larger containers, the largest container in addition to sub-paragraph (ii);
- (b) the consumer advice must be so displayed that its contents are clearly legible, prominent and easily distinguishable from any other information, diagram or image with which the consumer advice is displayed;
- (c) the consumer advice must not be obscured by other material displayed on the storage device or container for the film.