

INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY (IMDA) VIDEO GAMES SUBMISSION GUIDELINES

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 title¹ 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.
- For provision of online links to download gameplay recordings and documents (i.e. non-physical media), you are required to email Customer_Services@imda.gov.sg to notify IMDA to register the materials, quoting the in-receipt number of the submission.

(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.

¹ Original Title = Original wordings/punctuations/notations in the original language.