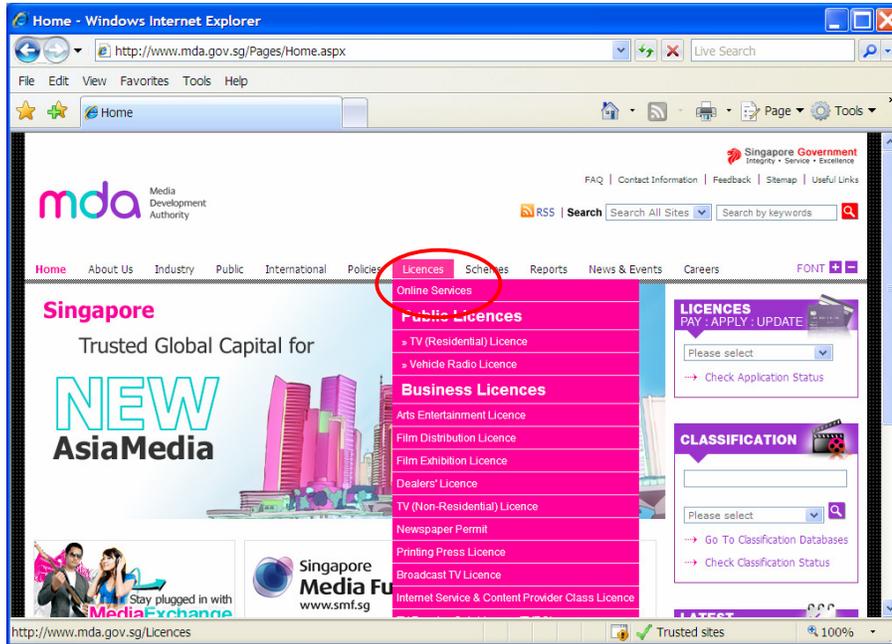


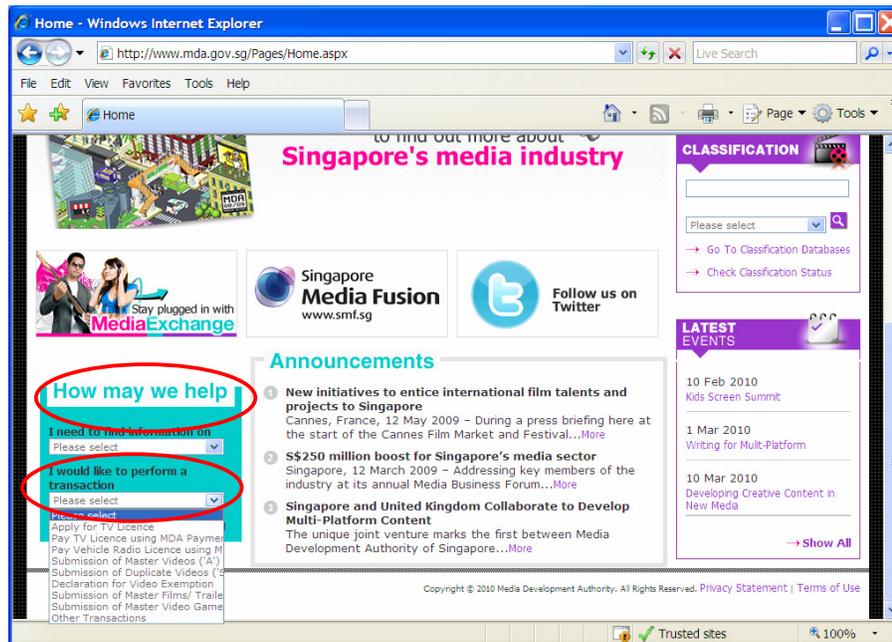
Online Help on Film Submission

Submission of Master Films ('FA')

Step 1: Log on to MDA website at www.mda.gov.sg and click on Licences → Online Services

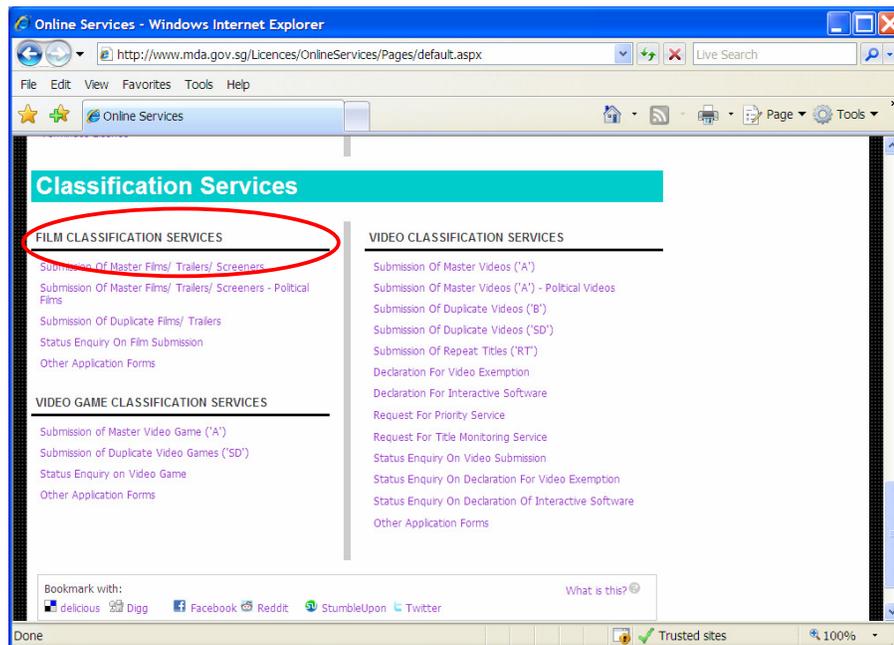
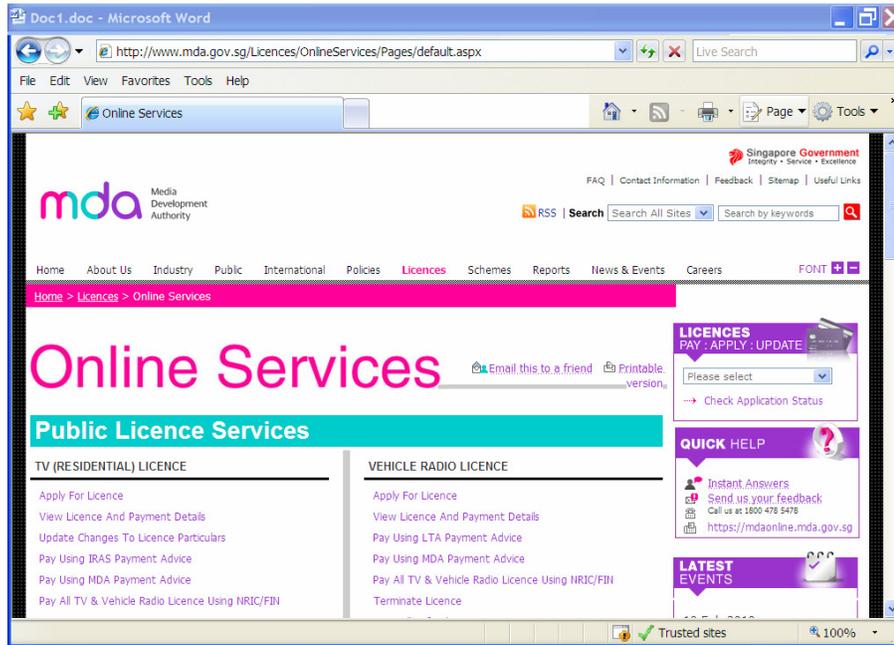


Alternatively, you may scroll down and click on "How may we help"



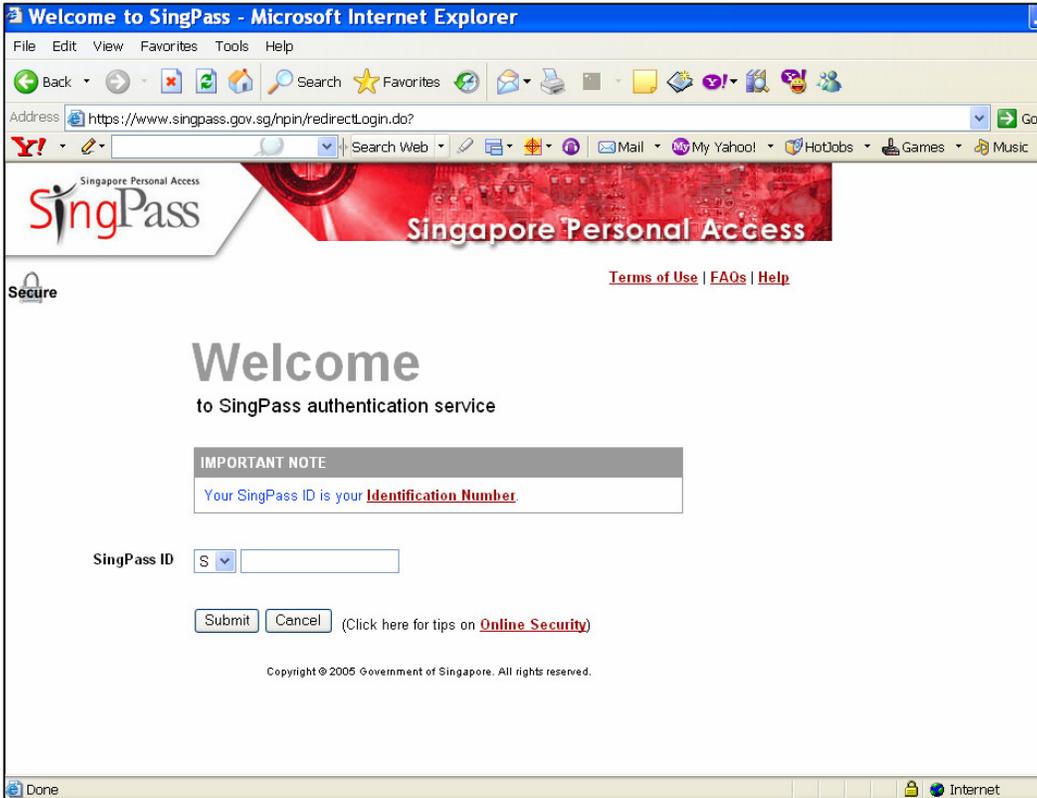
Online Help on Film Submission

Step 2: Scroll down to Film Classification Services and Click on Submission of Master Films / Trailers / Screeners



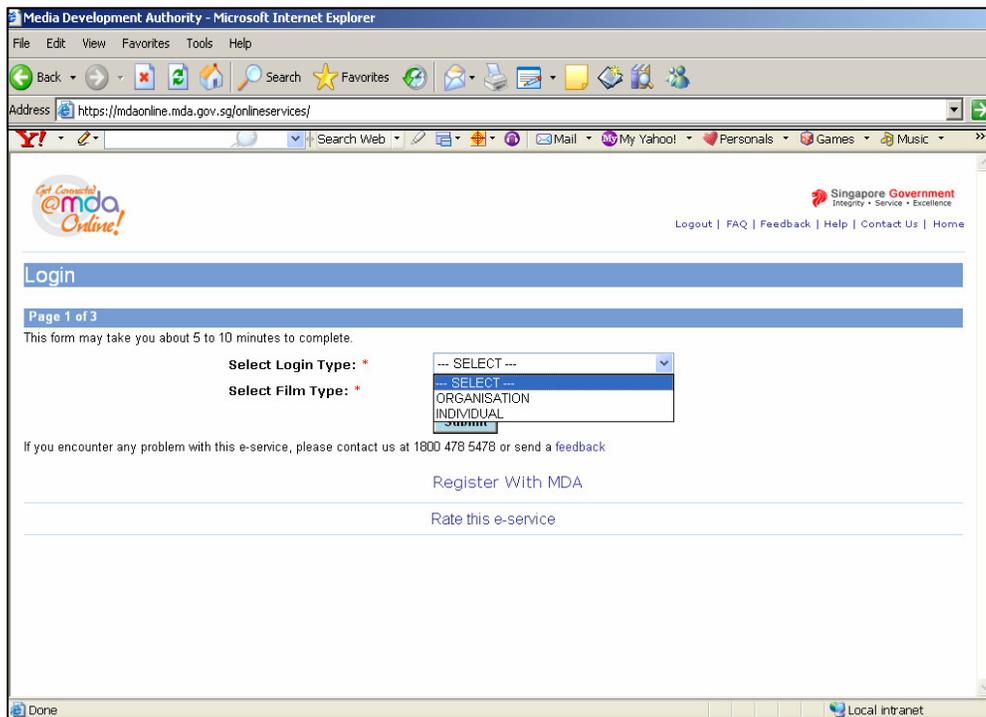
Online Help on Film Submission

Step 3: Enter your NRIC and SingPass.



The screenshot shows the SingPass authentication service login page. The browser title is "Welcome to SingPass - Microsoft Internet Explorer". The address bar shows "https://www.singpass.gov.sg/npin/redirectLogin.do?". The page features the SingPass logo and a banner for "Singapore Personal Access". A "Secure" lock icon is visible in the top left. The main heading is "Welcome to SingPass authentication service". Below this, there is an "IMPORTANT NOTE" box stating "Your SingPass ID is your **Identification Number**". The login form includes a "SingPass ID" dropdown menu with "S" selected and an adjacent text input field. There are "Submit" and "Cancel" buttons, along with a link for "Online Security" tips. The footer contains the copyright notice: "Copyright © 2005 Government of Singapore. All rights reserved."

Step 5: Select the appropriate login type. For non-licensed company or organisation, a one time registration is required before you can proceed with your online submission. Please follow the steps below for registration. If you have registered with the MDA, you may proceed to login using your ACRA number, ROS number, etc.



The screenshot shows the MDA online services login page. The browser title is "Media Development Authority - Microsoft Internet Explorer". The address bar shows "https://mdaonline.mda.gov.sg/online/services/". The page features the "Get Connected @moo Online!" logo and the Singapore Government logo. The main heading is "Login". Below this, there is a "Page 1 of 3" indicator and a note: "This form may take you about 5 to 10 minutes to complete." The login form includes two dropdown menus: "Select Login Type:" and "Select Film Type:". The "Select Login Type:" dropdown is currently open, showing options: "--- SELECT ---", "--- SELECT ---", "ORGANISATION", and "INDIVIDUAL". There are links for "Register With MDA" and "Rate this e-service". The footer contains the contact information: "If you encounter any problem with this e-service, please contact us at 1800 478 5478 or send a feedback."

Online Help on Film Submission

- Click on 'Register with MDA' and select 'Organisation'.

The screenshot shows the Microsoft Internet Explorer browser window displaying the Media Development Authority (MDA) Online Services page. The address bar shows the URL: <https://mdaonline.mda.gov.sg/online/services/>. The page features the MDA logo and the Singapore Government logo. The main content area is titled "Login" and includes a "Page 1 of 3" indicator. Below this, there is a message: "This form may take you about 5 to 10 minutes to complete." The form contains the following fields and options:

- Select Login Type:** A dropdown menu with "ORGANISATION" selected.
- Login ID:** A text input field with a note: "(Please register with MDA if you do not have Registered Login ID.)"
- Select Film Type:** A dropdown menu with "-- SELECT --" selected.

Below the form, there is a "Submit" button. At the bottom of the page, there are links for "Register With MDA" and "Rate this e-service". A footer message states: "If you encounter any problem with this e-service, please contact us at 1800 478 5478 or send a feedback".

- Complete the online form.

The screenshot shows the Microsoft Internet Explorer browser window displaying the MDA Online Services Registration Form. The address bar shows the URL: <https://mdaonline.mda.gov.sg/online/services/>. The page features the MDA logo and the Singapore Government logo. The main content area is titled "Registration Form" and includes a "Sample" heading. Below this, there is a message: "Please Select Registration Type: Individual Organisation". The form contains the following fields and options:

- Organisation Information:** A section header.
- Organisation ID:** A text input field with the value "2007111149" and a note: "(Enter your ACRA number or ROS number, etc)".
- Organisation Name:** A text input field with the value "HAPPY FILMS".
- Block No.:** A text input field with the value "1".
- Street Name:** A text input field with the value "ABC STREET".
- Floor No.:** A text input field.
- Unit No.:** A text input field.
- Long Unit No.:** A text input field.
- Building Name:** A text input field.
- Postal Code:** A text input field with the value "209887".
- Telephone No.:** A text input field with the value "67892223".
- Fax No.:** A text input field.
- Email:** A text input field with the value "HAPPYFILMS@EMAIL.COM".

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

Online Help on Film Submission

- Click on 'Confirm and Submit'. You will receive a message indicating that the registration is successful.

The screenshot shows a Microsoft Internet Explorer browser window displaying the MDA Online Registration Form. The browser address bar shows <https://mdaonline.mda.gov.sg/online/services/>. The page features the MDA logo and the Singapore Government logo. The main heading is "Sample". Below it, the "Registration Form" is displayed. The form is titled "Please Select Registration Type: Individual Organisation". Under "Organisation Information", the following fields are filled: Organisation ID: 2007111149 (with a note: "(Enter your ACRA number or ROS number, etc)"); Organisation Name: HAPPY FILMS; Block No.: 1; Street Name: ABC STREET; Floor No., Unit No., and Long Unit No. are empty; Building Name is empty; Postal Code: 209887; Telephone No.: 67892223; Fax No. is empty; Email: HAPPYFILMS@EMAIL.COM. A green message states: "Your registration has been successfully approved. Your registered Login ID is 2007111149. Please use this Login ID and login to our system". At the bottom of the form, there are two buttons: "Confirm and Submit" and "Reset".

- After registration, you may select 'Organisation' to proceed with the online submission. Enter your Login ID and select 'Film' as the film type. (Note: Screener Submissions are only meant for bona fide film companies/ film societies.)

The screenshot shows the MDA Online Login page in a Microsoft Internet Explorer browser window. The browser address bar shows <https://mdaonline.mda.gov.sg/online/services/>. The page features the MDA logo and the Singapore Government logo. The main heading is "Login". Below it, the page is titled "Page 1 of 3". A note states: "This form may take you about 5 to 10 minutes to complete." The form has two main sections: "Select Login Type:" with a dropdown menu set to "ORGANISATION"; and "Login ID:" with a text input field containing "2007111149" and a note: "(Please register with MDA if you do not have Registered Login ID.)". Below this, there is a "Select Film Type:" dropdown menu with options: "-- SELECT --", "FILM", "TRAILER", and "SCREENER". A "back" link is visible next to the dropdown. At the bottom of the form, there are two links: "Register With MDA" and "Rate this e-service".

Online Help on Film Submission

- Click on 'Submit'

The screenshot shows the login page of the Media Development Authority (MDA) Online Services. The browser is Microsoft Internet Explorer, and the address bar shows <https://mdaonline.mda.gov.sg/online-services/>. The page features the MDA logo and the Singapore Government logo. The main heading is "Login". Below the heading, it indicates "Page 1 of 3" and states "This form may take you about 5 to 10 minutes to complete." The form includes the following fields and options:

- Select Login Type:** A dropdown menu with "ORGANISATION" selected.
- Login ID:** A text input field containing "2007111149". A note below the field says "(Please register with MDA if you do not have Registered Login ID.)".
- Select Film Type:** A dropdown menu with "FILM" selected.
- Submit:** A button to submit the form.

Below the form, there is a link to "Register With MDA" and a link to "Rate this e-service". At the bottom of the page, there is a status bar showing "Opening page http://veritas:81/OnlineServices/VFS/Transaction/FormFATA/LoginCompanyIDFormFATA.?" and "Local Intranet".

Step 6: Complete the online form.

The screenshot shows the "Declaration for Submission of Master Films ('FA')" page in Microsoft Internet Explorer. The browser is Microsoft Internet Explorer, and the address bar shows <https://mdaonline.mda.gov.sg/online-services/>. The page features the MDA logo and the Singapore Government logo. The main heading is "Declaration for Submission of Master Films ('FA')". Below the heading, it indicates "Page 2 of 3". The form is titled "FILM SUBMISSION" and is divided into several sections:

- Submission Details:**
 - Organisation ID:** 2007111149
 - Organisation Name:** HAPPY FILMS
 - Person NRIC:** S07502988
 - Person Name:** [Empty text input field]
 - Contact No.:** 67892223
 - Fax No.:** [Empty text input field]
 - Email Address:** [Empty text input field]
- Import Details:**
 - Film Gauge:** 8mm (dropdown menu)
 - Import Ref Type:** CUSTOMS No (dropdown menu)
 - Import Ref No.:** [Empty text input field]
- Title Details:**
 - Language Type:** Chinese (dropdown menu)
 - Title:** [Empty text input field]

At the bottom of the page, there is a status bar showing "Done" and "Local Intranet".

Online Help on Film Submission

- Enter name

Media Development Authority - Microsoft Internet Explorer
Address: https://mdaonline.mda.gov.sg/online-services/

Declaration for Submission of Master Films ('FA')

Page 2 of 3

FILM SUBMISSION

Submission Details

Organisation ID :	2007111149
Organisation Name :	HAPPY FILMS
Person NRIC :	S0750298B
Person Name :	RAYMOND TAN
Contact No. :	67892223
Fax No. :	
Email Address :	

Import Details

Film Gauge :	8mm
Import Ref Type :	CUSTOMS No
Import Ref No. :	

Title Details

Language Type :	Chinese
Title :	
Romanised Title :	
Country Code :	ASEAN

Spools and Certificates

No. of Spools :	
-----------------	--

- Select the film gauge.

MDA Internet - Windows Internet Explorer
Address: http://10.205.3.13/online-services2/VFS/Transaction/FormFATA/CreateSubmissionFATA.aspx

Fax No: 12345678

Import Details

Film Gauge :	8mm
Import Ref Type :	8mm No
Import Ref No :	35mm

Title Details

Country Code :	70mm
Main Language :	Mandarin
Title :	
Romanised Title :	
Running Time :	
Name of Film :	
Festival/Exhibition :	
Screening Date :	From [] To []

Spools and Certificates

No. of Spools :	
No. of Certs :	1

Sub Title

Sub Title 1 :	NIL
Sub Title 2 :	NIL

Online Help on Film Submission

- Select 'import' or 'make'. If your film is imported via TradeNet, select 'TradeNet Permit Number' in the Import Reference Type and then enter the TradeNet Permit Number in the 'Import Reference Number'. If your film is hand carried through Customs, select 'Not Applicable'. You are not required to enter the 'Import Reference Type' and 'Import Reference Number'.

MDA Internet - Microsoft Internet Explorer
Address: http://veritas:81/OnlineServices/VFS/Transaction/FormFATA/CreateSubmissionFATA.aspx

Declaration for Submission of Master Films ('FA')

Page 2 of 3

FILM SUBMISSION

Submission Details

Organisation ID: * 2007111149
Organisation Name: * HAPPY FILMS
Person NRIC: * S0750298B
Person Name: RAYMOND TAN
Contact No.: 67892223
Fax No:
Email Address:

Import Details

Film Gauge: * 8mm
Import Ref Type: * 8mm
Import Ref No: * 8mm
Title Details
Language Type: * Chinese
Title: *
Romanised Title:
Country Code: * ASEAN

Spools and Certificates

No. of Spools: *

Media Development Authority - Microsoft Internet Explorer
Address: https://mdaonline.mda.gov.sg/online/services/

Declaration for Submission of Master Films ('FA')

Page 2 of 3

FILM SUBMISSION

Submission Details

Organisation ID: * 2007111149
Organisation Name: * HAPPY FILMS
Person NRIC: * S0750298B
Person Name: RAYMOND TAN
Contact No.: 67892223
Fax No:
Email Address:

Import Details

Film Gauge: * 8mm
Import Ref Type: * CUSTOMS No
Import Ref No: * CUSTOMS No
Title Details
Language Type: * TRADENET PERMIT No
Title: *
Romanised Title:
Country Code: * ASEAN

Spools and Certificates

No. of Spools: *

Online Help on Film Submission

Media Development Authority - Microsoft Internet Explorer
Address: https://mdaonline.mda.gov.sg/onlineservices/

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Logout | FAQ | Feedback | Help | Contact Us | Home

Declaration for Submission of Master Films ('FA')

Page 2 of 3

FILM SUBMISSION

Submission Details

Organisation ID: *	2007111149
Organisation Name: *	HAPPY FILMS
Person NRIC:	S0750298B
Person Name:	RAYMOND TAN
Contact No.:	67892223
Fax No:	
Email Address:	

Import Details

Film Gauge: *	35mm
Import Ref Type: *	TRADENET PERMIT
Import Ref No: *	IF7G02458

Title Details

Language Type: *	Chinese
Title: *	

- Select Language Type.

Media Development Authority - Microsoft Internet Explorer
Address: https://mdaonline.mda.gov.sg/onlineservices/

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Logout | FAQ | Feedback | Help | Contact Us | Home

Declaration for Submission of Master Films ('FA')

Page 2 of 3

FILM SUBMISSION

Submission Details

Organisation ID: *	2007111149
Organisation Name: *	HAPPY FILMS
Person NRIC:	S0750298B
Person Name:	RAYMOND TAN
Contact No.:	67892223
Fax No:	
Email Address:	

Import Details

Film Gauge: *	
Import Ref Type: *	
Import Ref No: *	

Title Details

Language Type: *	Chinese
Title: *	

Online Help on Film Submission

- Enter the title. For non English title, please enter the romanised title.

Media Development Authority - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://mdaonline.mda.gov.sg/onlineervices/>

Import Ref Type: * TRADENET PERMIT

Import Ref No: * IF7G02458

Title Details

Language Type: * English

Title: * DREAMGIRLS

Romanised Title:

Country Code: * ASEAN

Spools and Certificates

No. of Spools: *

No. of Certs: * 1

Sub Title

Sub Title 1: NIL

Sub Title 2: NIL

Sub Title 3: NIL

With Trailer: * No

SUBMIT

- Select the country code

Media Development Authority - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://mdaonline.mda.gov.sg/onlineervices/>

Import Ref Type: * TRADENET PERMIT

Import Ref No: * IF7G02458

Title Details

Language Type: * English

Title: * DREAMGIRLS

Romanised Title:

Country Code: * UNITED STATES

Spools and Certificates

No. of Spools: * 5

No. of Certs: * 1

Sub Title

Sub Title 1: NIL

Sub Title 2: NIL

Sub Title 3: NIL

With Trailer: * No

SUBMIT

Online Help on Film Submission

- Enter the Name of Festival / Exhibition and Screening Date

The screenshot shows a web browser window with the address bar displaying <http://10.205.3.13/online/services21/VFS/Transaction/FormFATA/CreateSubmissionFATA.aspx>. The form is titled 'MDA Internet' and contains the following fields:

- Fax No:** 12345678
- Import Details:**
 - Film Gauge: * 8mm
 - Import Ref Type: * 8mm
 - Import Ref No: 16mm
- Title Details:**
 - Country Code: * 70mm
 - Main Language: * Mandarin
 - Title: *
 - Romanised Title:
 - Running Time: *
 - Name of Film:
 - Festival/Exhibition: *
 - Screening Date: * From To
- Spools and Certificates:**
 - No. of Spools: *
 - No. of Certs: * 1
- Sub Title:**
 - Sub Title 1: NIL
 - Sub Title 2: NIL

- Enter the number of spools. The number of film certificates would be 1 for submission of master film, trailer or screener.

The screenshot shows a web browser window with the address bar displaying <https://mdaonline.mda.gov.sg/online/services/>. The form is titled 'Media Development Authority - Microsoft Internet Explorer' and contains the following fields:

- Import Details:**
 - Import Ref Type: * TRADENET PERMIT
 - Import Ref No: * IF7 G02458
- Title Details:**
 - Language Type: * English
 - Title: * DREAMGIRLS
 - Romanised Title:
 - Country Code: * ASEAN
- Spools and Certificates:**
 - No. of Spools: *
 - No. of Certs: *
- Sub Title:**
 - Sub Title 1: ASEAN
 - Sub Title 2: CHINA
 - Sub Title 3: HONGKONG
 - Sub Title 4: INDIA
 - Sub Title 5: JAPAN
 - Sub Title 6: TAIWAN
 - Sub Title 7: UNITED KINGDOM
 - Sub Title 8: UNITED STATES
 - Sub Title 9: OTHERS
- With Trailer: *** No

Online Help on Film Submission

- If there is sub title, select the sub title language. If there is no sub title, select 'Nil'.

The screenshot shows the 'Media Development Authority - Microsoft Internet Explorer' browser window. The address bar displays 'https://mdaonline.mda.gov.sg/onlineservices/'. The form contains the following fields:

- Import Ref Type: * TRADENET PERMIT
- Import Ref No: * IF7G02458
- Title Details**
- Language Type: * English
- Title: * DREAMGIRLS
- Romanised Title: *
- Country Code: * UNITED STATES
- Spools and Certificates**
- No. of Spools: * 5
- No. of Certs: * 1
- Sub Title**
- Sub Title 1: * NIL
- Sub Title 2: * ENGLISH
- Sub Title 3: * CHINESE
- With Trailer: * MALAY

A dropdown menu is open for 'Sub Title 1', showing options: NIL, ENGLISH, CHINESE, MALAY, JAPANESE, KOREAN, TAMIL, OTHER INDIAN LANGUAGES, NIL, OTHERS.

At the bottom right, there is a 'SUBMIT' button.

- Indicate if the title comes with a trailer or not. Click on 'Submit'.

The screenshot shows the same 'Media Development Authority - Microsoft Internet Explorer' browser window. The form contains the following fields:

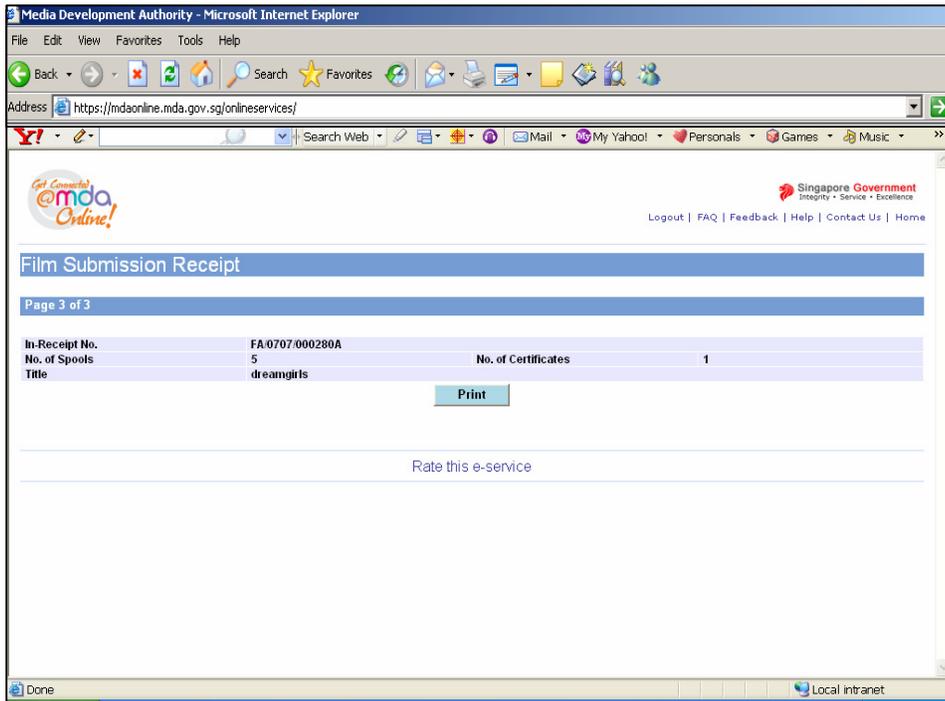
- Import Ref Type: * TRADENET PERMIT
- Import Ref No: * IF7G02458
- Title Details**
- Language Type: * English
- Title: * DREAMGIRLS
- Romanised Title: *
- Country Code: * UNITED STATES
- Spools and Certificates**
- No. of Spools: * 5
- No. of Certs: * 1
- Sub Title**
- Sub Title 1: * CHINESE
- Sub Title 2: * NIL
- Sub Title 3: * NIL
- With Trailer: * No

A dropdown menu is open for 'With Trailer', showing options: No, Yes.

At the bottom right, there is a 'SUBMIT' button.

Online Help on Film Submission

- Click on 'Print' to print out the PDF document. Please bring along this printout when submitting your film for classification & certification within the next working day after the online submission.



- Click on 'Print' on the top navigation bar.

