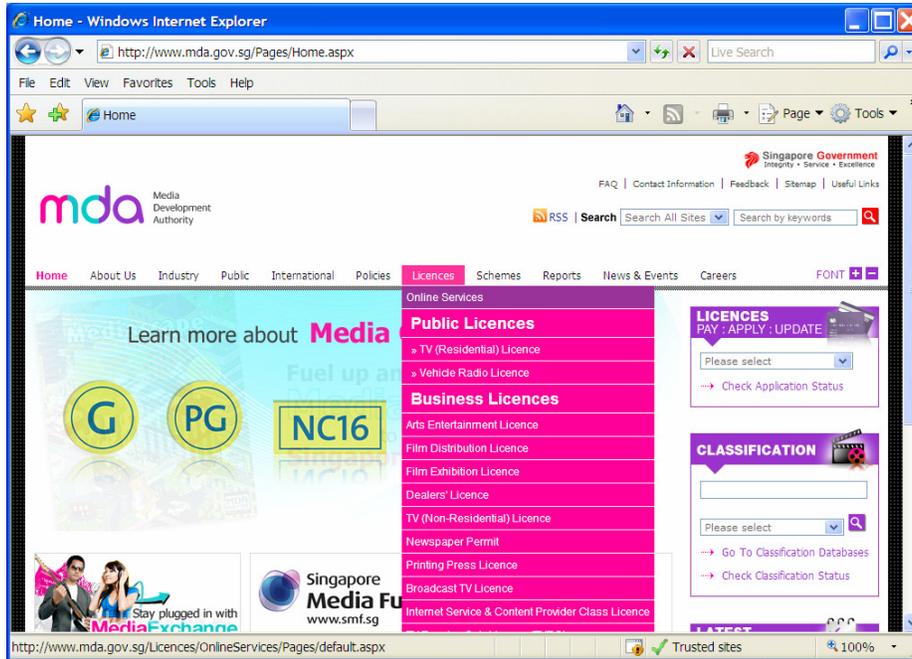


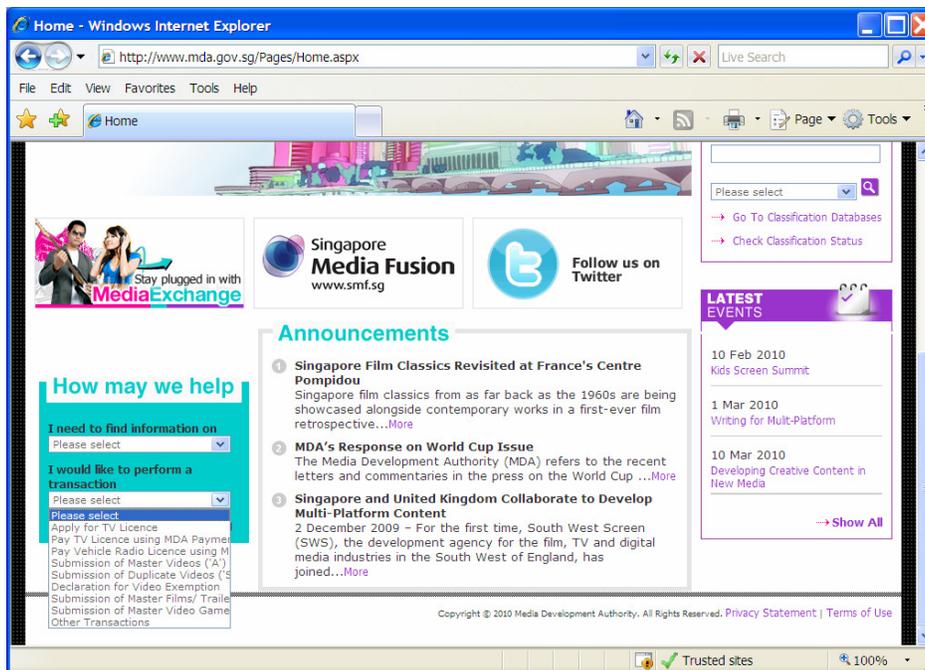
## Online Help on Film Submission

### Submission of Master Screeners ('FSA')

**Step 1:** Log on to MDA website at [www.mda.gov.sg](http://www.mda.gov.sg) and click on Licences → Online Services

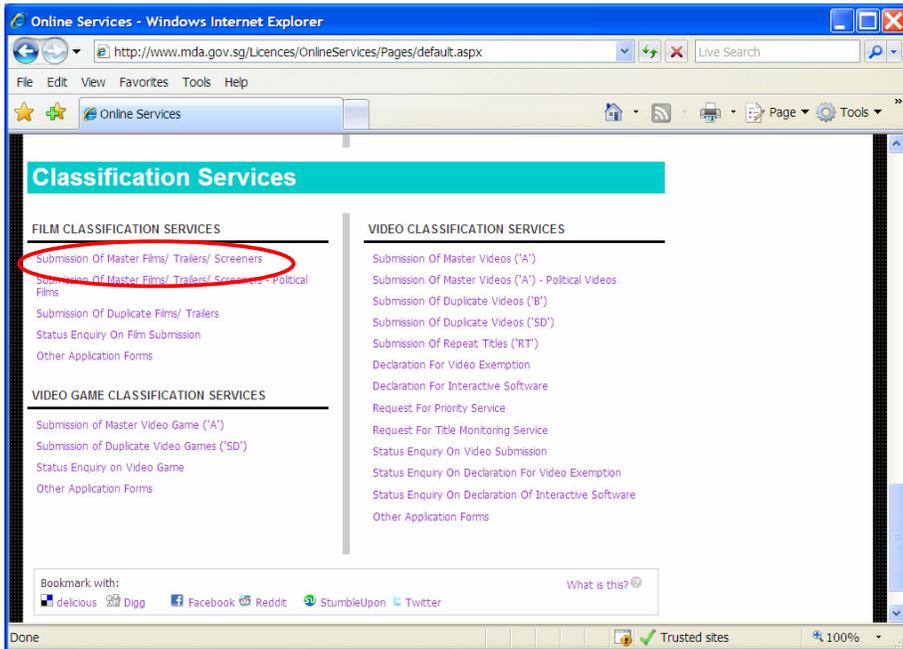
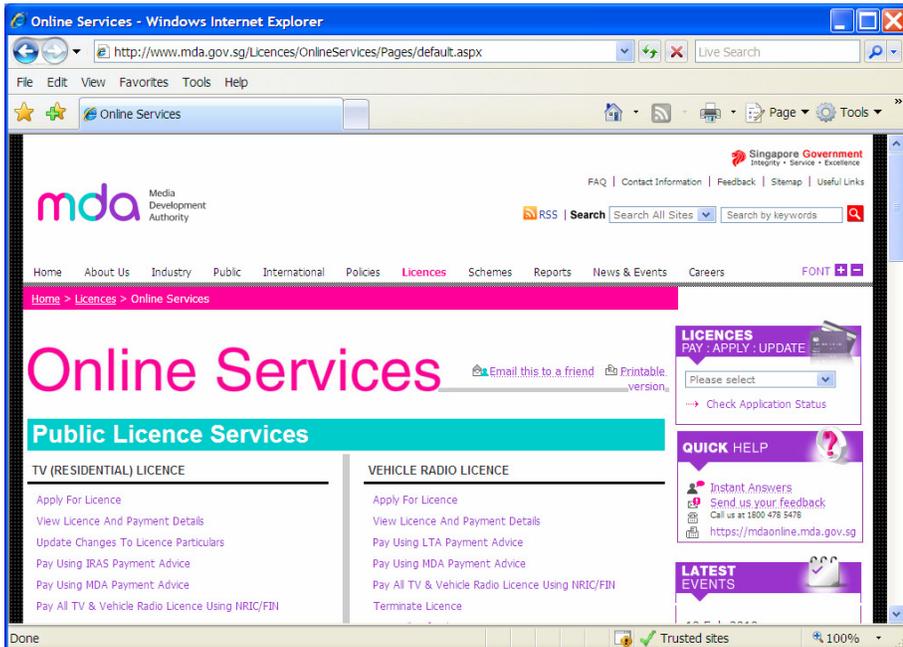


Alternatively you may click on "How may we help"



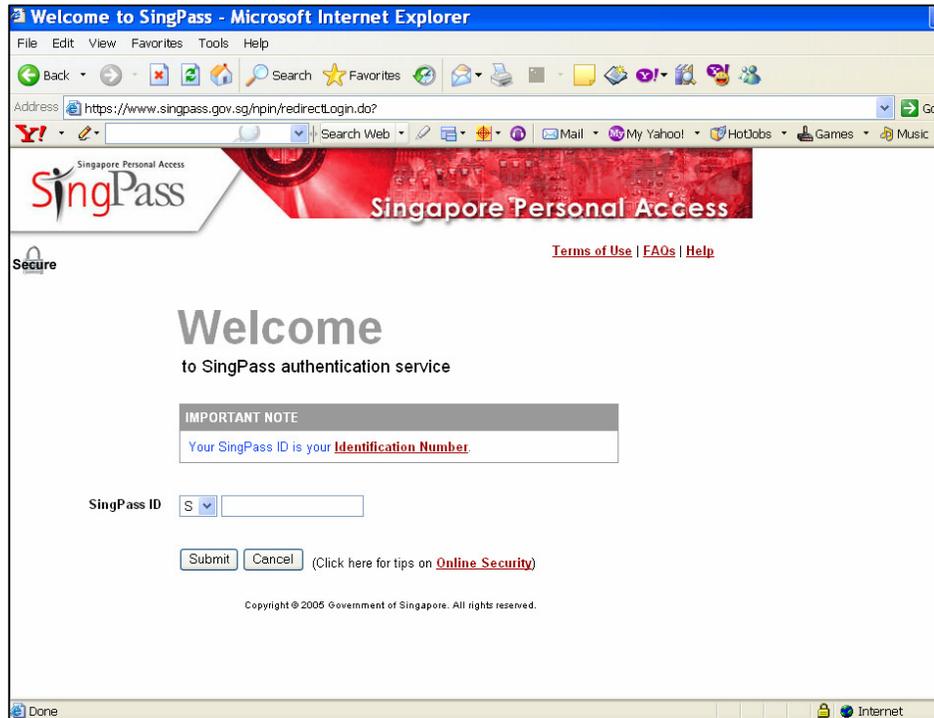
# Online Help on Film Submission

**Step 2:** Scroll down to Classification Services and click on Submission of Master Film/Trailer/Screener



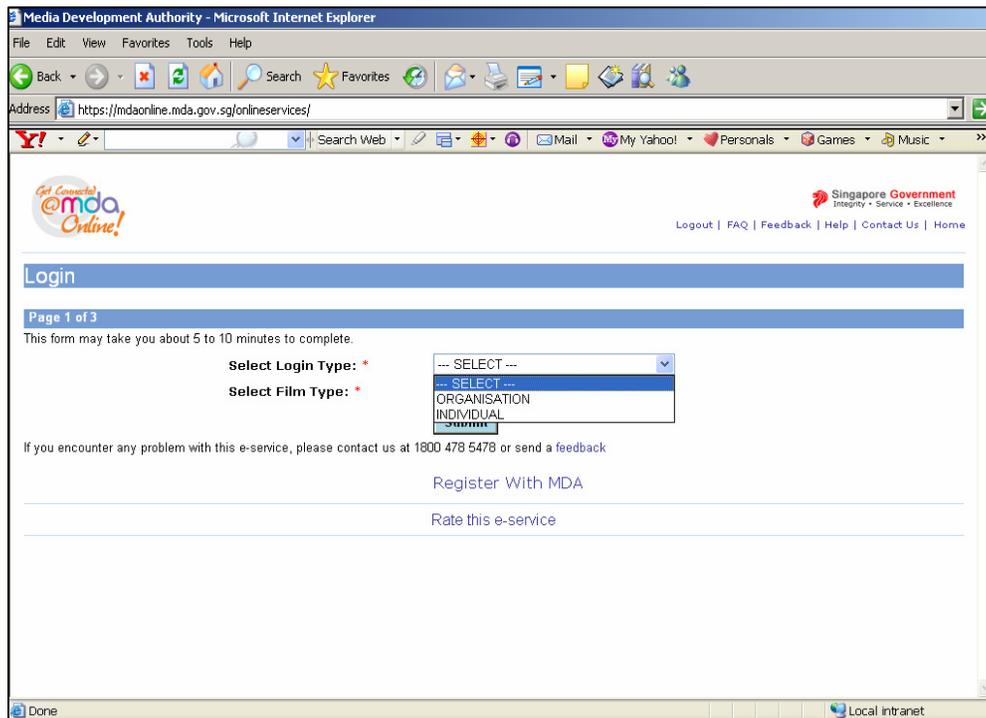
## Online Help on Video Submission

**Step 3:** Enter your NRIC and SingPass.



**Step 4:** 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.

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



# Online Help on Video Submission

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 says "Page 1 of 3" and "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 with a note: "(Please register with MDA if you do not have Registered Login ID.)"
- Select Film Type:** A dropdown menu with "--- SELECT ---" selected.

There is a "Submit" button below the form. Below the form, there is a link to "Register With MDA" and a link to "Rate this e-service".

- Complete the online form.

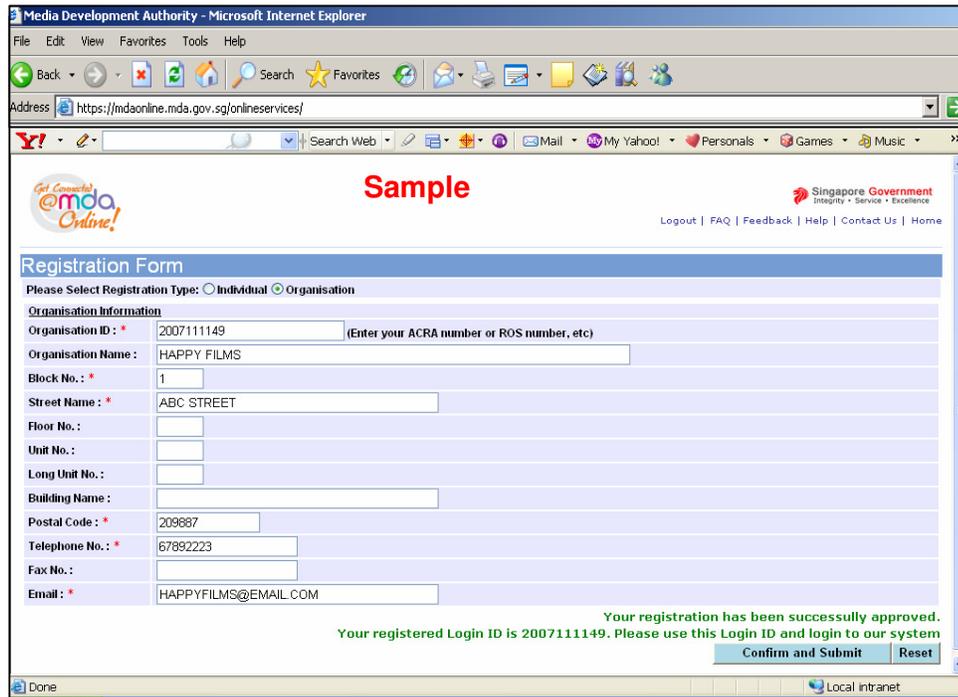
The screenshot shows the registration form of the Media Development Authority (MDA) online services. The browser is Microsoft Internet Explorer, and the address bar shows <https://mdaonline.mda.gov.sg/online-services/>. The page features the MDA logo and the Singapore Government logo. The main heading is "Registration Form". Below the heading, it says "Please Select Registration Type:  Individual  Organisation". The form includes the following fields and options:

- Organisation Information:**
  - Organisation ID:** 2007111149 (Enter your ACRA number or ROS number, etc)
  - Organisation Name:** HAPPY FILMS
  - Block No.:** 1
  - Street Name:** ABC STREET
  - Floor No.:** [Empty]
  - Unit No.:** [Empty]
  - Long Unit No.:** [Empty]
  - Building Name:** [Empty]
  - Postal Code:** 209887
  - Telephone No.:** 67892223
  - Fax No.:** [Empty]
  - Email:** HAPPYFILMS@EMAIL.COM

There are "Confirm and Submit" and "Reset" buttons at the bottom right of the form.

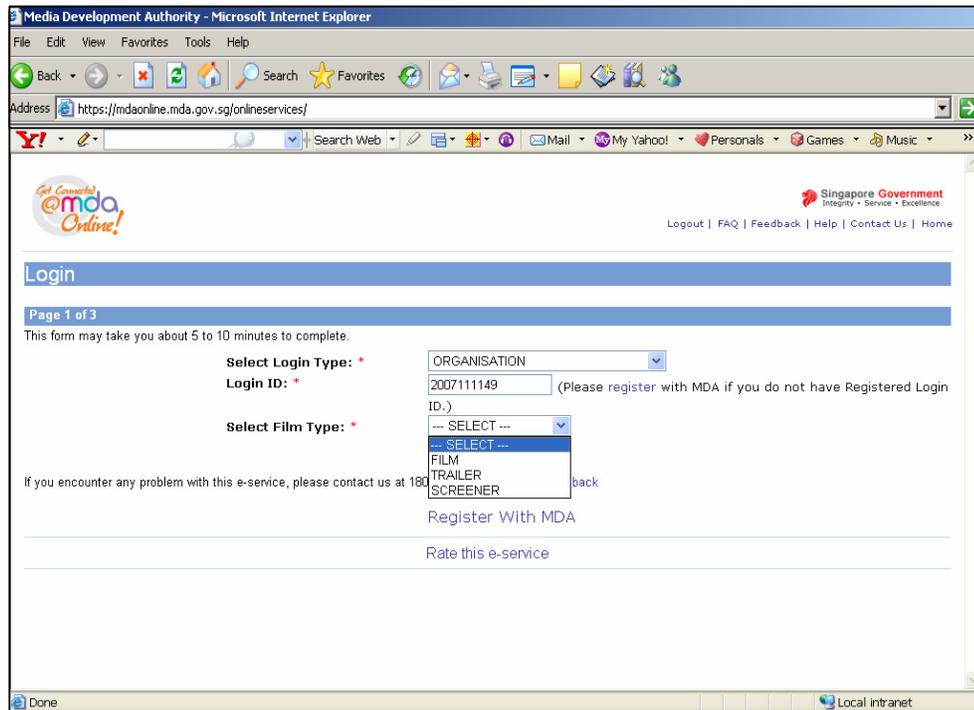
## Online Help on Video Submission

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



The screenshot shows the 'Registration Form' page in a Microsoft Internet Explorer browser. The page title is 'Media Development Authority - Microsoft Internet Explorer'. 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 'Sample'. Below the heading, there is a 'Registration Form' section with a sub-heading 'Please Select Registration Type: Individual Organisation'. The 'Organisation Information' section is filled out with the following details: Organisation ID: 2007111149, Organisation Name: HAPPY FILMS, Block No.: 1, Street Name: ABC STREET, Floor No.: , Unit No.: , Long Unit No.: , Building Name: , Postal Code: 209887, Telephone No.: 67892223, Fax No.: , and Email: HAPPYFILMS@EMAIL.COM. A green message at the bottom of the form states: 'Your registration has been successfully approved. Your registered Login ID is 2007111149. Please use this Login ID and login to our system'. There are two buttons at the bottom: 'Confirm and Submit' and 'Reset'.

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



The screenshot shows the 'Login' page in a Microsoft Internet Explorer browser. The page title is 'Media Development Authority - Microsoft Internet Explorer'. 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, there is a 'Page 1 of 3' section. The text below the heading says: 'This form may take you about 5 to 10 minutes to complete.' The 'Select Login Type:' dropdown menu is set to 'ORGANISATION'. The 'Login ID:' field contains '2007111149'. The 'Select Film Type:' dropdown menu is open, showing options: '--- SELECT ---', 'FILM', 'TRAILER', and 'SCREENER'. There is a 'back' link next to the 'SCREENER' option. Below the dropdown menu, there is a 'Register With MDA' link and a 'Rate this e-service' link.

## Online Help on Video Submission

- Click on 'Submit'.

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. A message states: "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 set to "ORGANISATION".
- Login ID:** A text input field containing "2007111149" with a note: "(Please register with MDA if you do not have Registered Login ID.)".
- Select Film Type:** A dropdown menu set to "SCREENER".
- Submit:** A blue button.

Below the form, there is a message: "If you encounter any problem with this e-service, please contact us at 1800 478 5478 or send a feedback". There are also links for "Register With MDA" and "Rate this e-service".

**Step 5:** Complete the online form.

The screenshot shows the Microsoft Internet Explorer browser window displaying the MDA online services page for the "Declaration for Submission of Master Screeners ('FSA')". 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 "Declaration for Submission of Master Screeners ('FSA')". The page includes a "Page 2 of 3" indicator and a section titled "FILM SCREENER SUBMISSION". The form is divided into three sections:

- Submission Details:**
  - Organisation ID:** 2007111149
  - Organisation Name:** HAPPY FILMS
  - Person NRIC:** S0750298B
  - 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:** Others (dropdown menu)
  - Format:** Video CD (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]

# Online Help on Video Submission

- Enter name

The screenshot shows a web browser window titled "Media Development Authority - Microsoft Internet Explorer". The address bar shows "https://mdaonline.mda.gov.sg/online/services/". The page is titled "Declaration for Submission of Master Screeners ('FSA')". Below the title, it says "Page 2 of 3". The main section is "FILM SCREENER SUBMISSION". Under "Submission Details", the following information is visible: Organisation ID: 2007111149, Organisation Name: HAPPY FILMS, Person NRIC: S0750298B, Person Name: RAYMOND TAN (with a text input field), Contact No.: 67892223, Fax No.: (empty), and Email Address: (empty). Under "Import Details", Film Gauge is set to "Others", Format is "Video CD", and Import Ref Type is "CUSTOMS No". Under "Title Details", Language Type is "Chinese".

- Select format.

The screenshot shows the same web browser window as above, but with a dropdown menu open for the "Format" field. The dropdown menu lists the following options: Video CD, DVD, DVD-R, VHS, Laser Disc, Beta, CD ROM, CD Recordable, Enhanced CD, AVCD, 1 Inch, U-Matic, Video 8, DV CAM, MPEG, UMD, and Others. The "Format" field in the form is currently set to "Video CD".

## Online Help on Video Submission

- Select 'import' or 'make'. If your screener 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 screener is hand carried through Customs, select 'Not Applicable'. You are not required to enter the 'Import Reference Type' and 'Import Reference Number'.

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

Page 2 of 3

**FILM SCREENER 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: \* Others  
Format: \* DVD  
Import Ref Type: \* CUSTOMS No  
Import Ref No: \* CUSTOMS No  
Title Details  
Language Type: \*  
Title: \*  
Romanised Title:  
Country Code: \* ASEAN

**Spools and Certificates**

No. of Spools: \* 1  
No. of Certs: \* 1

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

Page 2 of 3

**FILM SCREENER 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: \* Others  
Format: \* DVD  
Import Ref Type: \* TRADENET PERMIT  
Import Ref No: \* IF7G02458  
Title Details  
Language Type: \* Chinese  
Title: \*  
Romanised Title:  
Country Code: \* ASEAN

**Spools and Certificates**

No. of Spools: \* 1  
No. of Certs: \* 1

## Online Help on Video Submission

- Select Language Type.

The screenshot shows the 'FILM SCREENER SUBMISSION' form in Microsoft Internet Explorer. The form is divided into several sections: Submission Details, Import Details, Title Details, and Spools and Certificates. In the 'Title Details' section, the 'Language Type' dropdown menu is open, showing options: Chinese, English, Malay, Others, Other Indian Languages, Tamil, Japanese, Korean, and Other Chinese Languages. The 'Organisation ID' is 2007111149, 'Organisation Name' is HAPPY FILMS, 'Person NRIC' is S0750298B, 'Person Name' is RAYMOND TAN, and 'Contact No.' is 67892223. The 'Format' is DVD, 'Import Ref Type' is TRADENET PERMIT, and 'Import Ref No.' is IF7G02458. The 'No. of Spools' and 'No. of Certs' are both set to 1.

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 *	Others
Format *	DVD
Import Ref Type *	TRADENET PERMIT
Import Ref No. *	IF7G02458

Title Details	
Language Type *	Chinese
Title *	
Romanised Title *	
Country Code *	

Spools and Certificates	
No. of Spools *	1
No. of Certs *	1

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

The screenshot shows the same 'FILM SCREENER SUBMISSION' form, but now the 'Language Type' is set to 'English' and the 'Title' field contains 'SINGAPORE DREAMING'. The 'Romanised Title' field is empty. The 'Country Code' dropdown is set to 'ASEAN'. All other fields remain the same as in the previous screenshot.

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 *	Others
Format *	DVD
Import Ref Type *	TRADENET PERMIT
Import Ref No. *	IF7G02458

Title Details	
Language Type *	English
Title *	SINGAPORE DREAMING
Romanised Title *	
Country Code *	ASEAN

Spools and Certificates	
No. of Spools *	1
No. of Certs *	1

## Online Help on Video Submission

- Select the country code

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

Page 2 of 3

### FILM SCREENER 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: \* Others  
Format: \* DVD  
Import Ref Type: \* TRADENET PERMIT  
Import Ref No: \*  
**Title Details**

Language Type: \*  
Title: \*  
Romanised Title:  
Country Code: \* ASEAN

**Spools and Certificates**

No. of Spools: \* 1  
No. of Certs: \* 1

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

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

Film Gauge: \* Others  
Format: \* DVD  
Import Ref Type: \* TRADENET PERMIT  
Import Ref No: \* IF7G02458

**Title Details**

Language Type: \* English  
Title: \* SINGAPORE DREAMING  
Romanised Title:  
Country Code: \* OTHERS SINGAPORE

**Spools and Certificates**

No. of Spools: \* 1  
No. of Certs: \* 1

**Sub Title**

Sub Title 1: \* NIL  
Sub Title 2: \* ENGLISH  
Sub Title 3: \* CHINESE  
With Trailer: \* MALAY  
JAPANESE  
KOREAN  
TAMIL  
OTHER INDIAN LANGUAGES  
NIL  
OTHERS

## Online Help on Video Submission

- Indicate if the title comes with a trailer or not. For screener, the number of spool is equivalent to number of set and it is defaulted to 1. Likewise, the number of film certificate is also defaulted to 1.

Media Development Authority - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

Search Web

**Film Gauge :** \* Others

**Format :** \* DVD

**Import Ref Type :** \* TRADENET PERMIT

**Import Ref No :** \* IF7G02458

**Title Details**

**Language Type :** \* English

**Title :** \* SINGAPORE DREAMING

**Romanised Title :**

**Country Code :** \* OTHERS SINGAPORE

**Spools and Certificates**

**No. of Spools :** \* 1

**No. of Certs :** \* 1

**Sub Title**

**Sub Title 1 :** CHINESE

**Sub Title 2 :** NIL

**Sub Title 3 :** NIL

**With Trailer :** \* No

Done Local intranet

- Click on 'Submit'.

Media Development Authority - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

Search Web

**Title :** \* SINGAPORE DREAMING

**Romanised Title :**

**Country Code :** \* OTHERS SINGAPORE

**Spools and Certificates**

**No. of Spools :** \* 1

**No. of Certs :** \* 1

**Sub Title**

**Sub Title 1 :** CHINESE

**Sub Title 2 :** NIL

**Sub Title 3 :** NIL

**With Trailer :** \* No

Done Local intranet

**SUBMIT**

Rate this e-service

