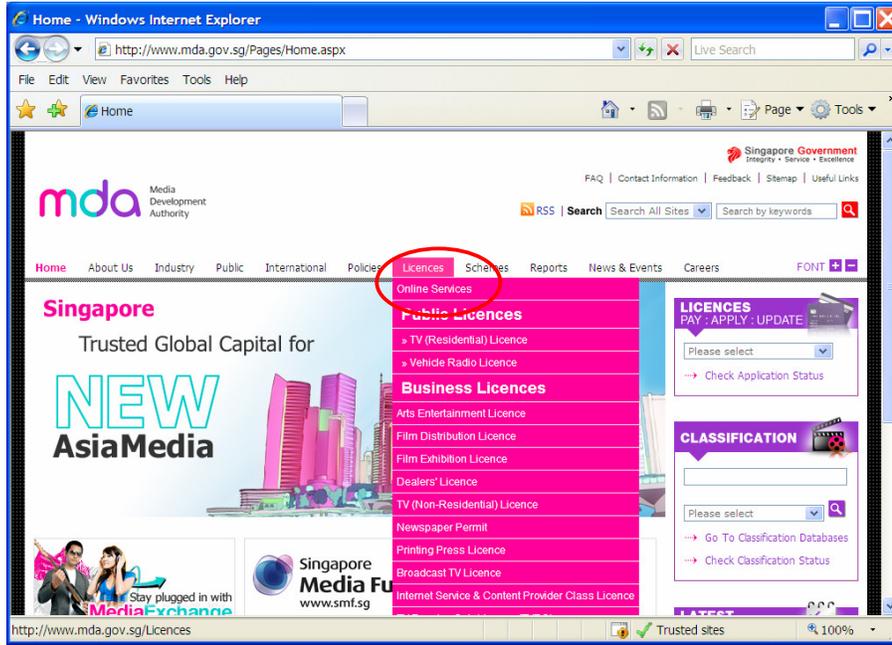


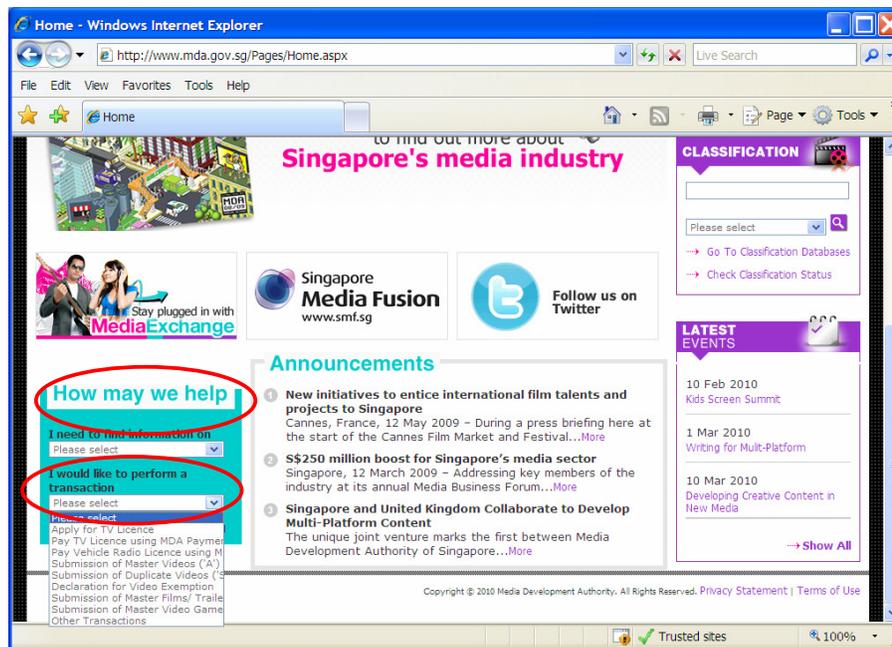
Online Help on Film Submission

Submission of Master Trailers ('TA')

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

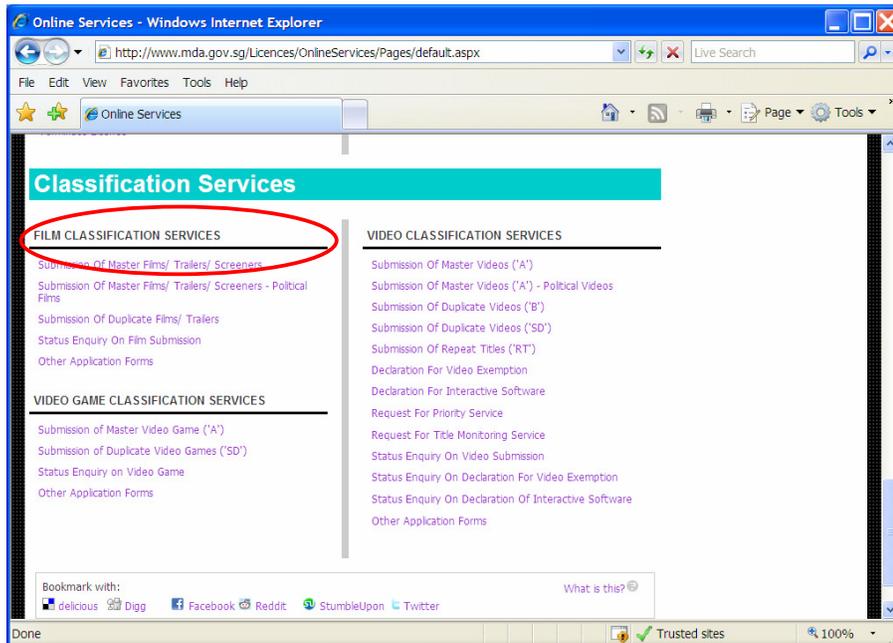
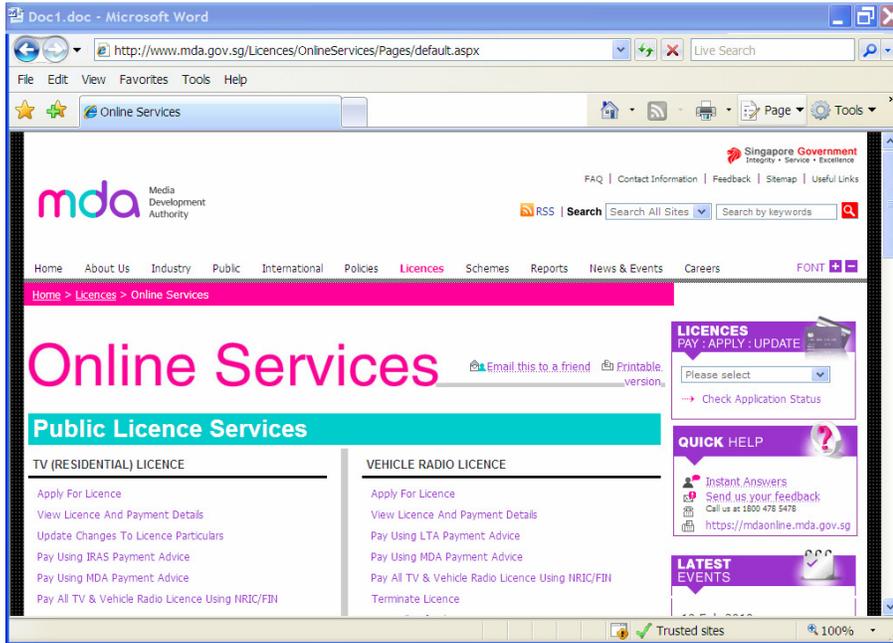


Alternatively, you may scroll down and click on "How may we help"



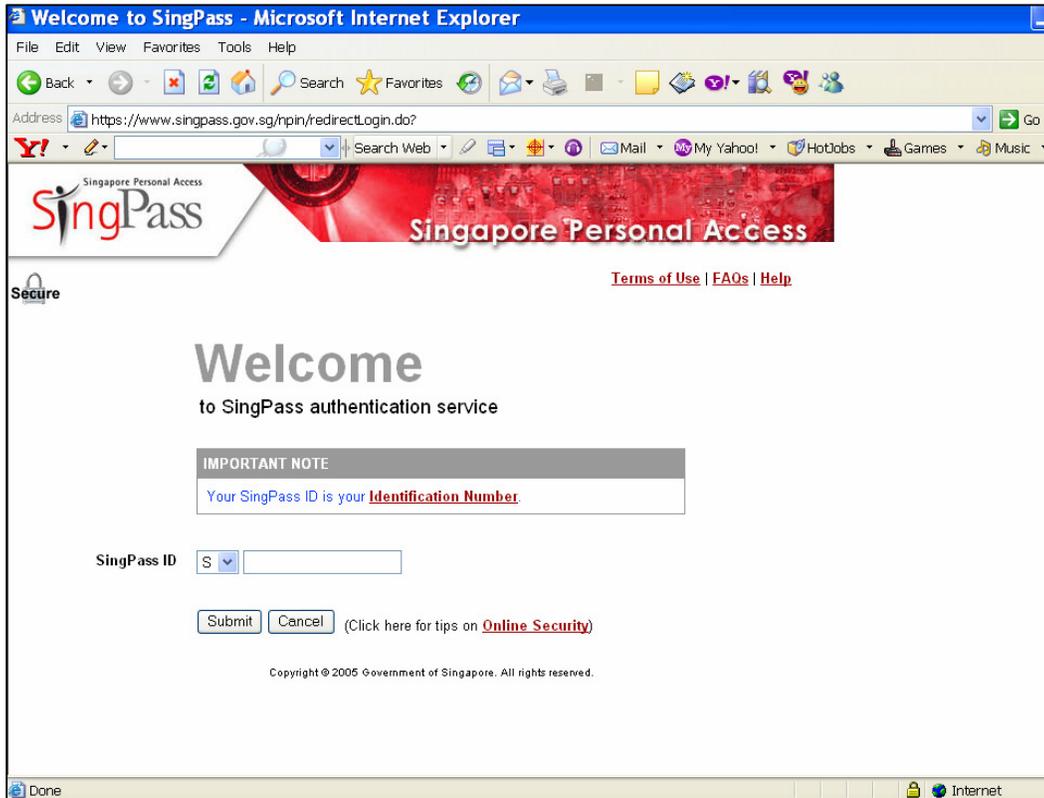
Online Help on Film Submission

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



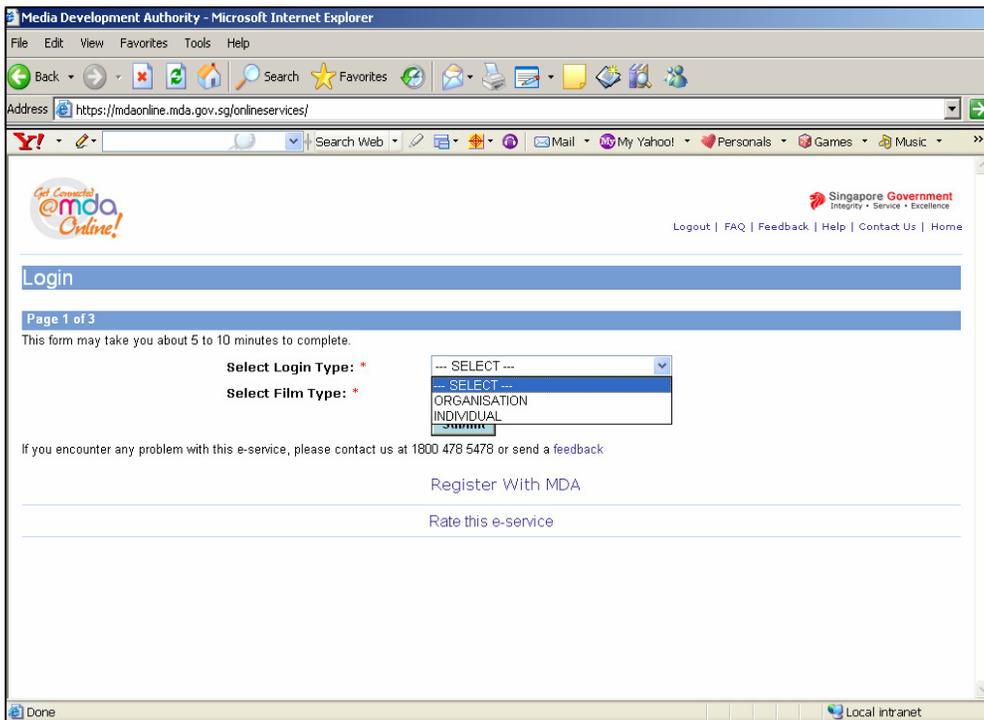
Online Help on Film Submission

Step 3: Enter your NRIC and SingPass.



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 Film Submission

The screenshot shows the login page of the Media Development Authority (MDA) online services. 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 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 fields for "Select Login Type:" (with a dropdown menu set to "ORGANISATION"), "Login ID:" (with a text input field and a note "(Please register with MDA if you do not have Registered Login ID.)"), and "Select Film Type:" (with a dropdown menu set to "... SELECT ..."). A "Submit" button is located below these fields. At the bottom of the form, there are links for "Register With MDA" and "Rate this e-service".

- Complete the online form.

The screenshot shows the registration form of the Media Development Authority (MDA) online services. 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 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 is titled "Organisation Information" and includes the following fields: "Organisation ID:" (with value "2007111149" and a note "(Enter your ACRA number or ROS number, etc)"), "Organisation Name:" (with value "HAPPY FILMS"), "Block No.:" (with value "1"), "Street Name:" (with value "ABC STREET"), "Floor No.:", "Unit No.:", "Long Unit No.:", "Building Name:", "Postal Code:" (with value "209867"), "Telephone No.:" (with value "67892223"), "Fax No.:", and "Email:" (with value "HAPPYFILMS@EMAIL.COM"). At the bottom right of the form, there are buttons for "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 web browser window titled "Media Development Authority - Microsoft Internet Explorer". The address bar shows "https://mdaonline.mda.gov.sg/onlineservices/". The page header includes the "Get Connected @mda Online!" logo, the word "Sample" in red, and the Singapore Government logo with the tagline "Integrity • Service • Excellence". Navigation links for "Logout | FAQ | Feedback | Help | Contact Us | Home" are present.

The main content is a "Registration Form" with the following fields and values:

- Registration Type:** Individual Organisation
- Organisation Information:**
 - Organisation ID:** 2007111149 (Note: 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.:** 67882223
 - Fax No.:** [Empty]
 - Email:** HAPPYFILMS@EMAIL.COM

A green message at the bottom states: "Your registration has been successfully approved. Your registered Login ID is 2007111149. Please use this Login ID and login to our system". Below this message 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 'Trailer' as the film type. (Note: Screener Submissions are only meant for bona fide film companies/ film societies.)

The screenshot shows the "Login" page in the same browser window. The page title is "Login" and it is "Page 1 of 3". A note 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 with "ORGANISATION" selected.
- Login ID:** 2007111149 (Note: Please register with MDA if you do not have Registered Login ID.)
- Select Film Type:** A dropdown menu with "TRAILER" selected. The menu also shows "FILM" and "SCREENER".

At the bottom of the form, there is a "back" link, a "Register With MDA" link, and a "Rate this e-service" link.

Online Help on Film Submission

- Click on 'Submit'.

The screenshot shows the 'Login' page of the Media Development Authority (MDA) online services. The browser window 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 login form includes the following fields and options:

- Select Login Type:** A dropdown menu set to 'ORGANISATION'.
- Login ID:** A text input field containing '2007111149'. A note next to it says '(Please register with MDA if you do not have Registered Login ID.)'.
- Select Film Type:** A dropdown menu set to 'TRAILER'.
- Submit:** A blue button.

Below the form, there is a link to 'Register With MDA' and a link to 'Rate this e-service'. A note at the bottom of the form states: 'If you encounter any problem with this e-service, please contact us at 1800 478 5478 or send a feedback'.

Step 5: Complete the online form.

The screenshot shows the 'Declaration for Submission of Master Trailers (TA)' page of the MDA online services. The browser window 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 form is titled 'Declaration for Submission of Master Trailers (TA)' and is on 'Page 2 of 3'. 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:** 8mm
 - Import Ref Type:** CUSTOMS No
 - Import Ref No:** [Empty text input field]
- Title Details:**
 - Language Type:** Chinese
 - Title:** [Empty text input field]

Online Help on Film Submission

- Enter name

The screenshot shows a web browser window titled "Media Development Authority - Microsoft Internet Explorer". The address bar displays "https://mdaonline.mda.gov.sg/onlineservices/". The page content includes the MDA logo and navigation links. The main heading is "Declaration for Submission of Master Trailers ('TA')", with "Page 2 of 3" below it. The form is titled "TRAILER SUBMISSION" and contains the following fields:

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: *	

- Select the film gauge.

This screenshot is identical to the previous one, but the "Film Gauge" dropdown menu is open, showing a list of options: 8mm, 16mm, 35mm, 70mm, and Others. The "8mm" option is currently selected.

Online Help on Film Submission

- Select 'import' or 'make'. If your trailer 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 trailer 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

File Edit View Favorites Tools Help

Address <https://mdaonline.mda.gov.sg/online-services/>

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Declaration for Submission of Master Trailers ('TA')

Page 2 of 3

TRAILER SUBMISSION

Submission Details

Organisation ID: *	200711149
Organisation Name: *	HAPPY FILMS
Person NRIC:	S0750298B
Person Name:	RAYMOND TAN
Contact No.:	67892223
Fax No.:	
Email Address:	

Import Details

Film Gauge: *	16mm
Import Ref Type: *	CUSTOMS No
Import Ref No: *	

Title Details

Language Type: *	Chinese
Title: *	

Done Local intranet

Online Help on Film Submission

- 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 Trailers ('TA')

Page 2 of 3

TRAILER SUBMISSION

Submission Details

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

Import Details

Film Gauge: *	English
Import Ref Type: *	Malay
Import Ref No: *	Others
Language Type: *	Other Indian Languages
	Tamil
	Japanese
	Korean
	Other Chinese Languages

Title Details

Title: *	Chinese
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- Enter the title. For non English title, please enter the romanised title.

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

Declaration for Submission of Master Trailers ('TA')

Page 2 of 3

TRAILER SUBMISSION

Submission Details

Fax No.:	
Email Address: *	

Import Details

Film Gauge: *	16mm
Import Ref Type: *	TRADENET PERMIT
Import Ref No: *	IF7G02458

Title Details

Language Type: *	English
Title: *	DREAMGIRLS
Romanised Title:	
Country Code: *	ASEAN

Spools and Certificates

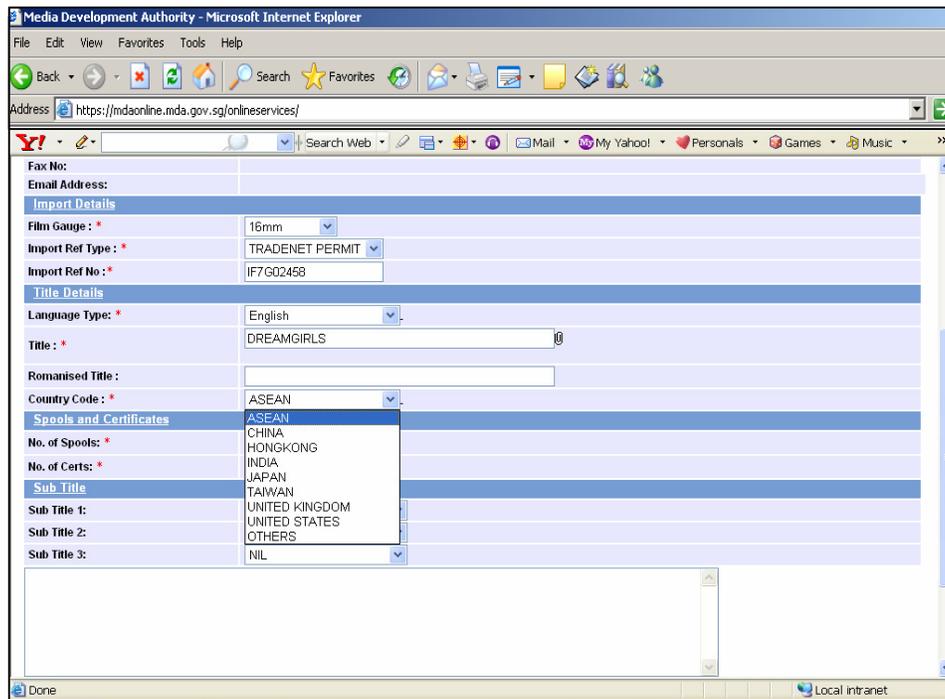
No. of Spools: *	
No. of Certs: *	1

Sub Title

Sub Title 1:	NIL
Sub Title 2:	NIL
Sub Title 3:	NIL

Online Help on Film Submission

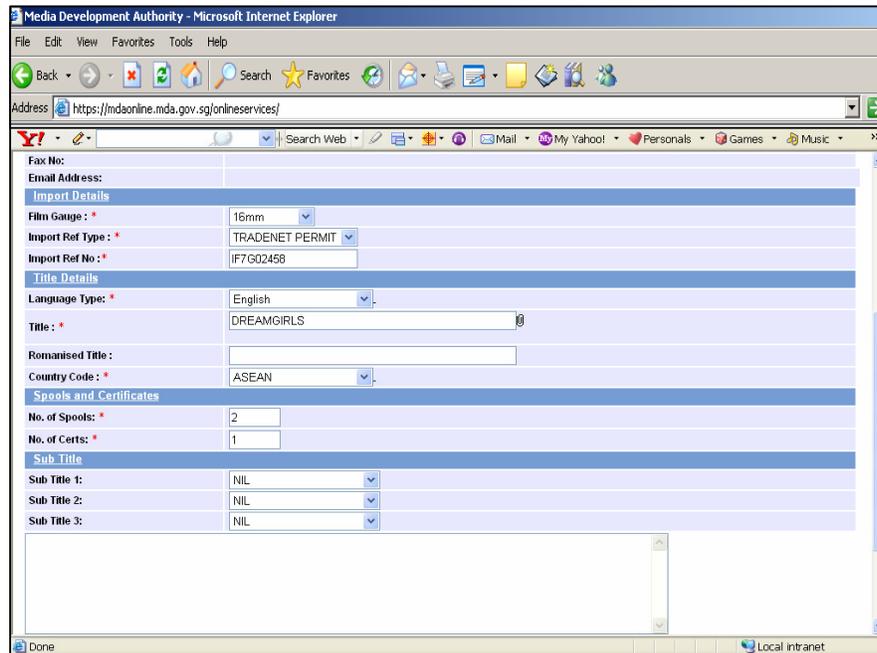
- Select the country code



The screenshot shows the 'Media Development Authority - Microsoft Internet Explorer' browser window. The address bar displays 'https://mdaonline.mda.gov.sg/online-services/'. The form is titled 'Import Details' and includes the following fields:

- Film Gauge: 16mm
- Import Ref Type: TRADENET PERMIT
- Import Ref No: IF7G02458
- Title Details: Language Type: English, Title: DREAMGIRLS
- Country Code: ASEAN (dropdown menu is open showing options: ASEAN, CHINA, HONGKONG, INDIA, JAPAN, TAIWAN, UNITED KINGDOM, UNITED STATES, OTHERS)
- Spools and Certificates: No. of Spools: (empty), No. of Certs: (empty)
- Sub Title: Sub Title 1: (empty), Sub Title 2: (empty), Sub Title 3: (empty)

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



The screenshot shows the same 'Media Development Authority - Microsoft Internet Explorer' browser window. The form is now filled out with the following values:

- Film Gauge: 16mm
- Import Ref Type: TRADENET PERMIT
- Import Ref No: IF7G02458
- Title Details: Language Type: English, Title: DREAMGIRLS
- Country Code: ASEAN
- Spools and Certificates: No. of Spools: 2, No. of Certs: 1
- Sub Title: Sub Title 1: NIL, Sub Title 2: NIL, Sub Title 3: NIL

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 a web browser window with the URL <https://mdaonline.mda.gov.sg/onlineervices/>. The form is titled "Media Development Authority - Microsoft Internet Explorer". The form fields are as follows:

Import Details	
Film Gauge *	16mm
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 *	2
No. of Certs *	1

Sub Title	
Sub Title 1:	NIL
Sub Title 2:	ENGLISH
Sub Title 3:	

The dropdown menu for Sub Title 2 is open, showing the following options: ENGLISH, CHINESE, MALAY, JAPANESE, KOREAN, TAMIL, OTHER INDIAN LANGUAGES, NIL, and OTHERS.

- Click on 'Submit'.

The screenshot shows the same web browser window as the previous one, but the dropdown menu is closed. The form fields are as follows:

Title Details	
Language Type *	English
Title *	DREAMGIRLS
Romanised Title	
Country Code *	ASEAN

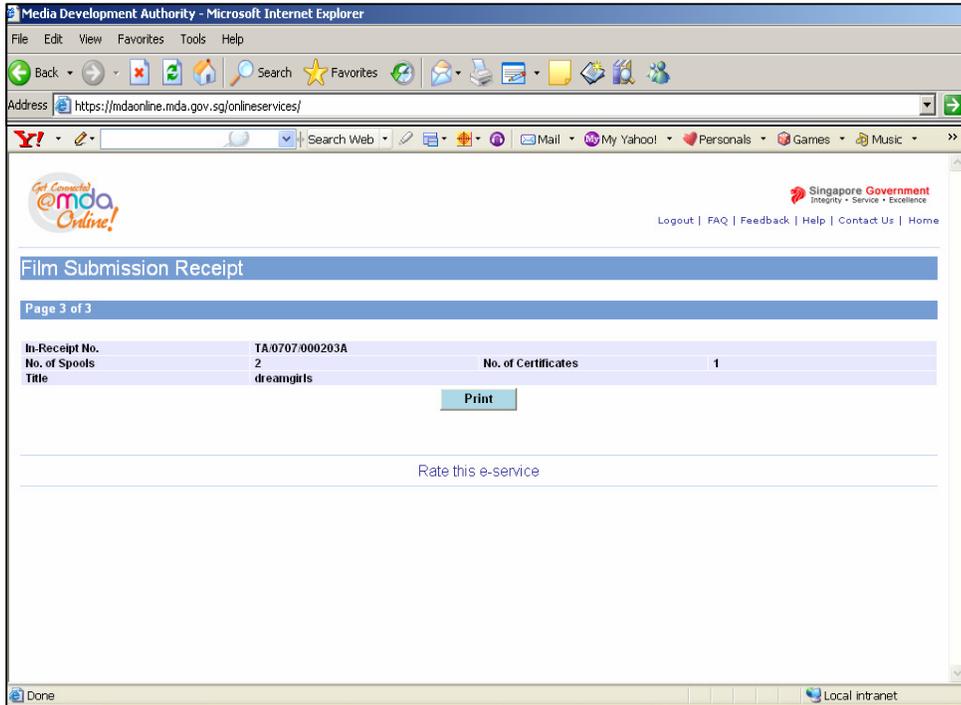
Spools and Certificates	
No. of Spools *	2
No. of Certs *	1

Sub Title	
Sub Title 1:	NIL
Sub Title 2:	NIL
Sub Title 3:	NIL

At the bottom right of the form, there is a blue button labeled "SUBMIT". Below the button, there is a link "Rate this e-service".

Online Help on Film Submission

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



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

