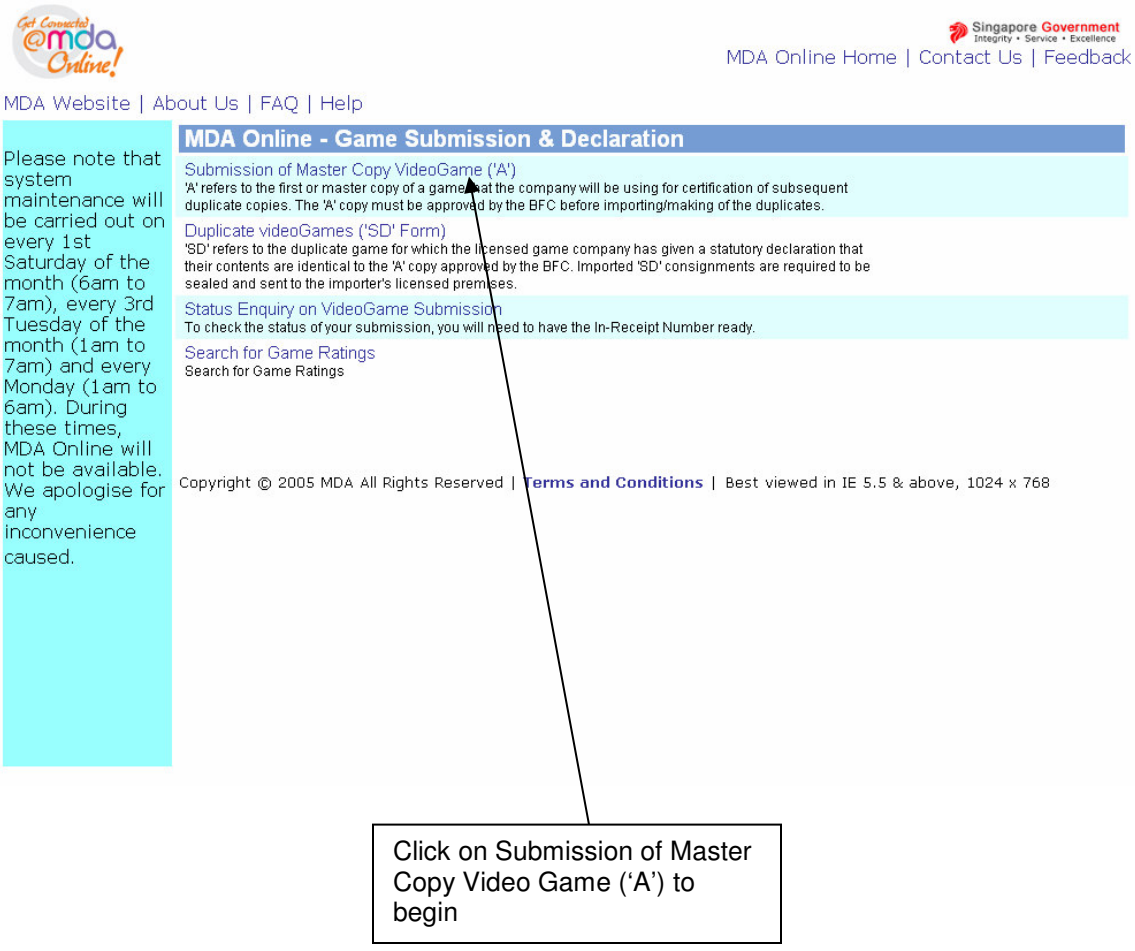
2.0 How to use MDA online to submit a Master Copy Video Game ('A' submission - title is new and unclassified)

**'A' refers to the first or master copy of a game that the company will be using for certification of subsequent duplicate copies. The 'A' copy must be approved by the BFC before importing/making of the duplicates.*

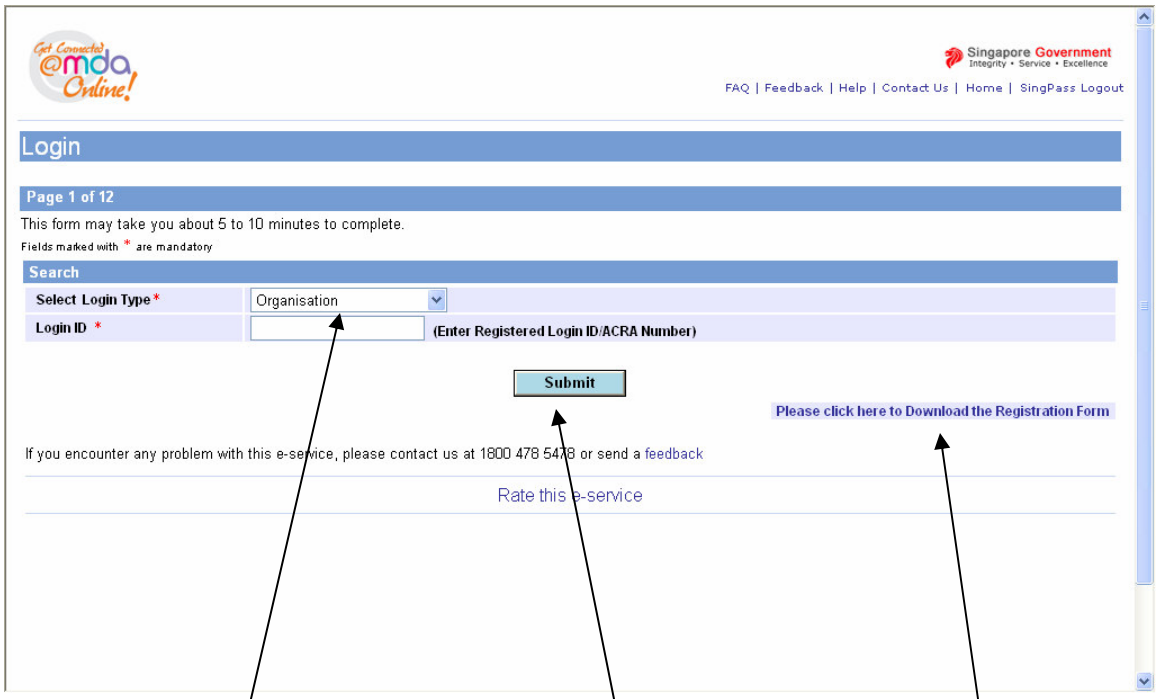
2.1 Log in with your company's particulars

Step 1:
Click on '**Submission of Master Copy Video Game ('A')**'.



Step 2:
Login in using your SingPass

Step 3:
Login as '**Organisation'**, key in your Registered Login ID, i.e. ACRA Number, and click '**Submit'**. Please note that the system will only grant access if you are already a registered user. If you have not registered, click on '**Please click here to Download the Registration Form**' to do it.

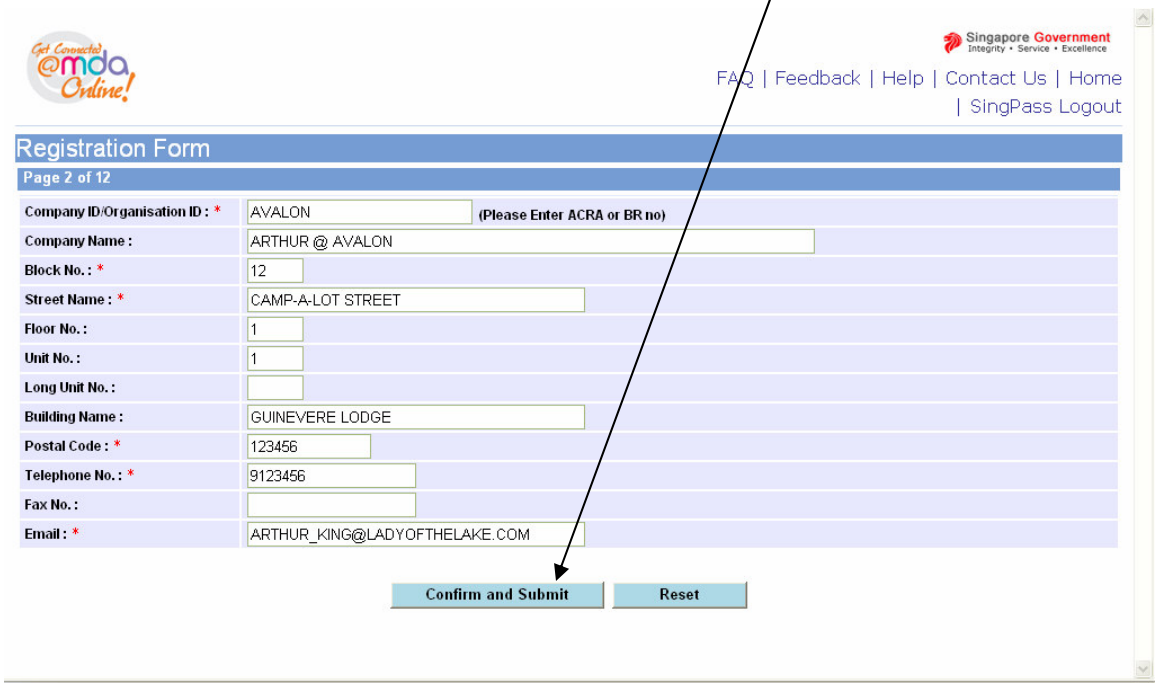


1. Select '**Organisation',** key in Registered Login ID

2. Click on the **Submit** button

Please click here to download the Registration Form (if you have not registered)

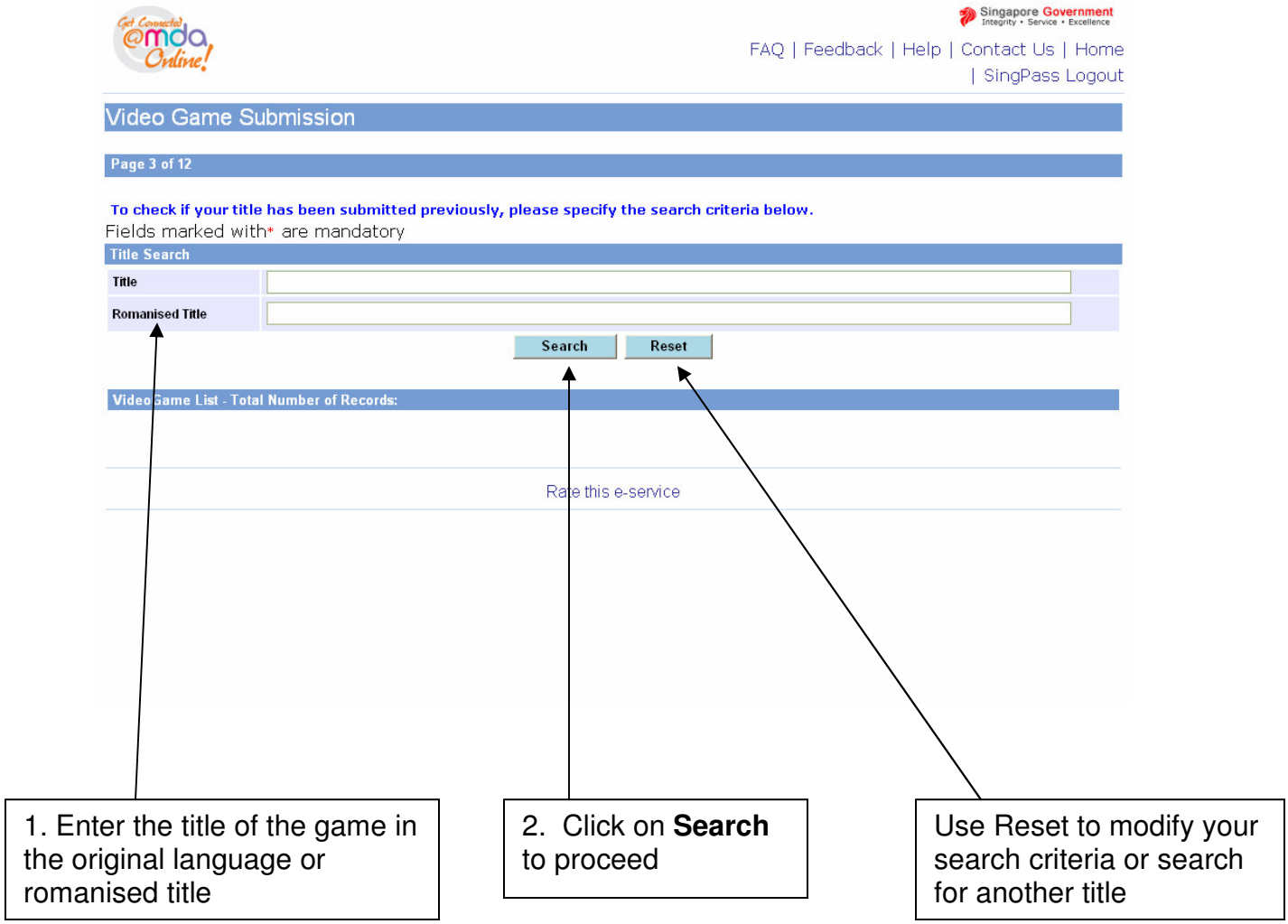
Step 4:
Confirm your business particulars and click '**Confirm and Submit**' to proceed. At this point you may edit/update your particulars if incorrect or have changed.



2.2 Conducting a search to see if your game has already 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 yet been classified, you will be required to make an 'A' submission. Enter the name of the game in the respective fields. Next, click on the **search button** to commence. You may use the **'Reset'** button to clear the search fields to begin a new search.
***Romanised title** – the English name given to a game of non-English origin. E.g. a game originally in Chinese but given an English title.*

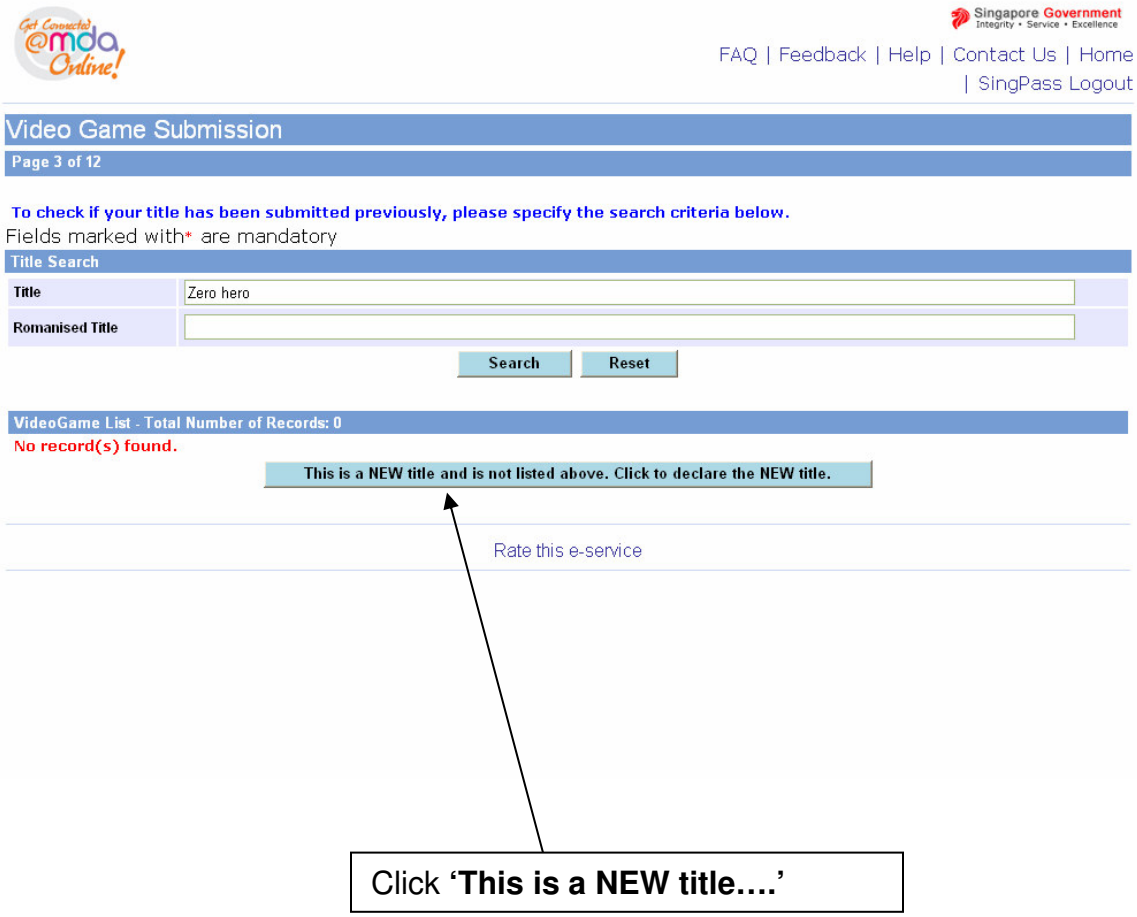
If the game has already received a decision/classification, skip to ***2.4 'Making a submission when the game has already been classified / found in the search database'***.



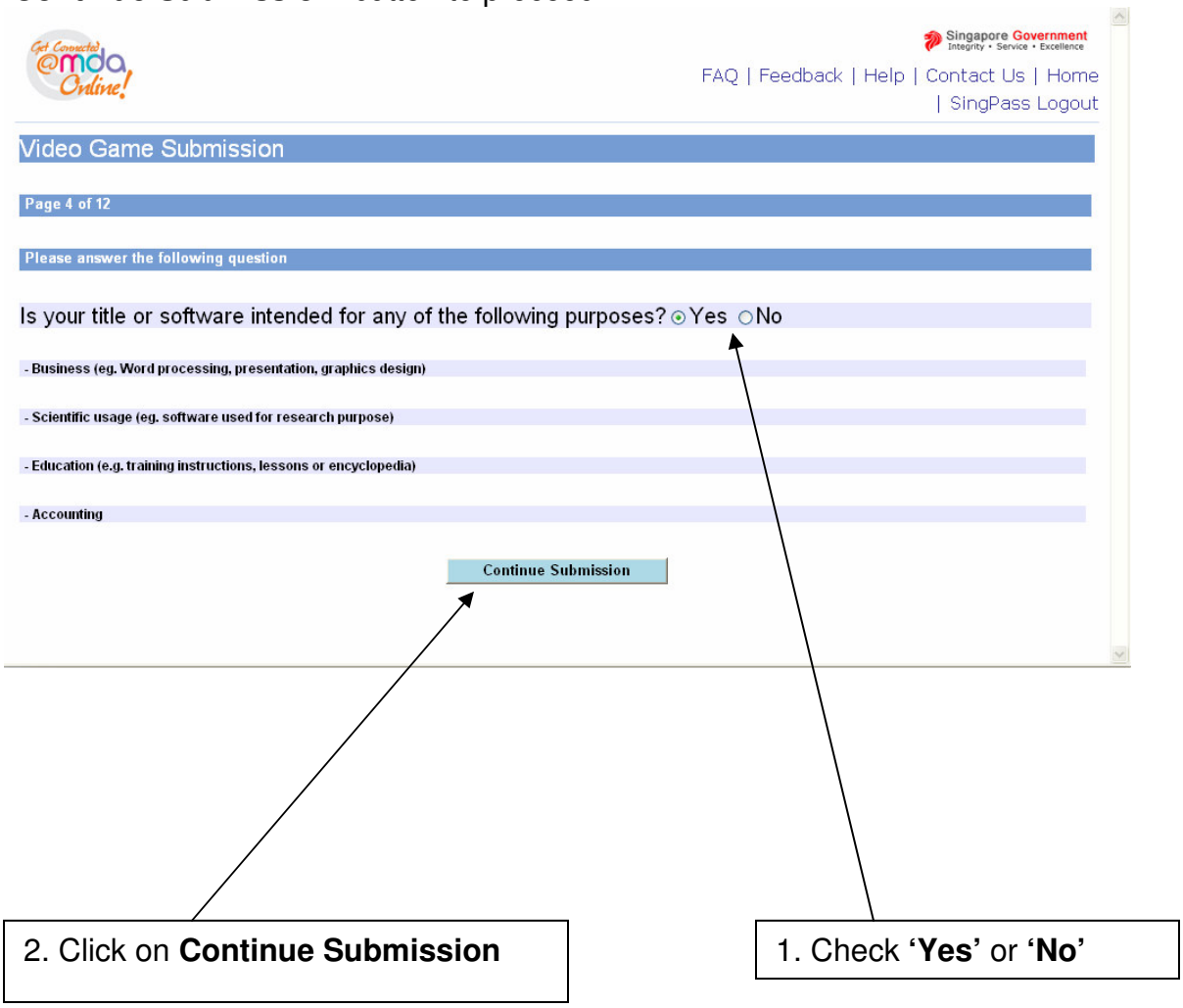
2.3 Making an 'A' submission (game has not been found in the search)

Step 1:

After searching for your game title and no records have been found in the database (your game has not been classified), click on '**This is a New title…**' to proceed. ***If however, the title you wish to declare is found in the database, see 2.4 'Making a submission when the game has already been classified / found in the search database'***.

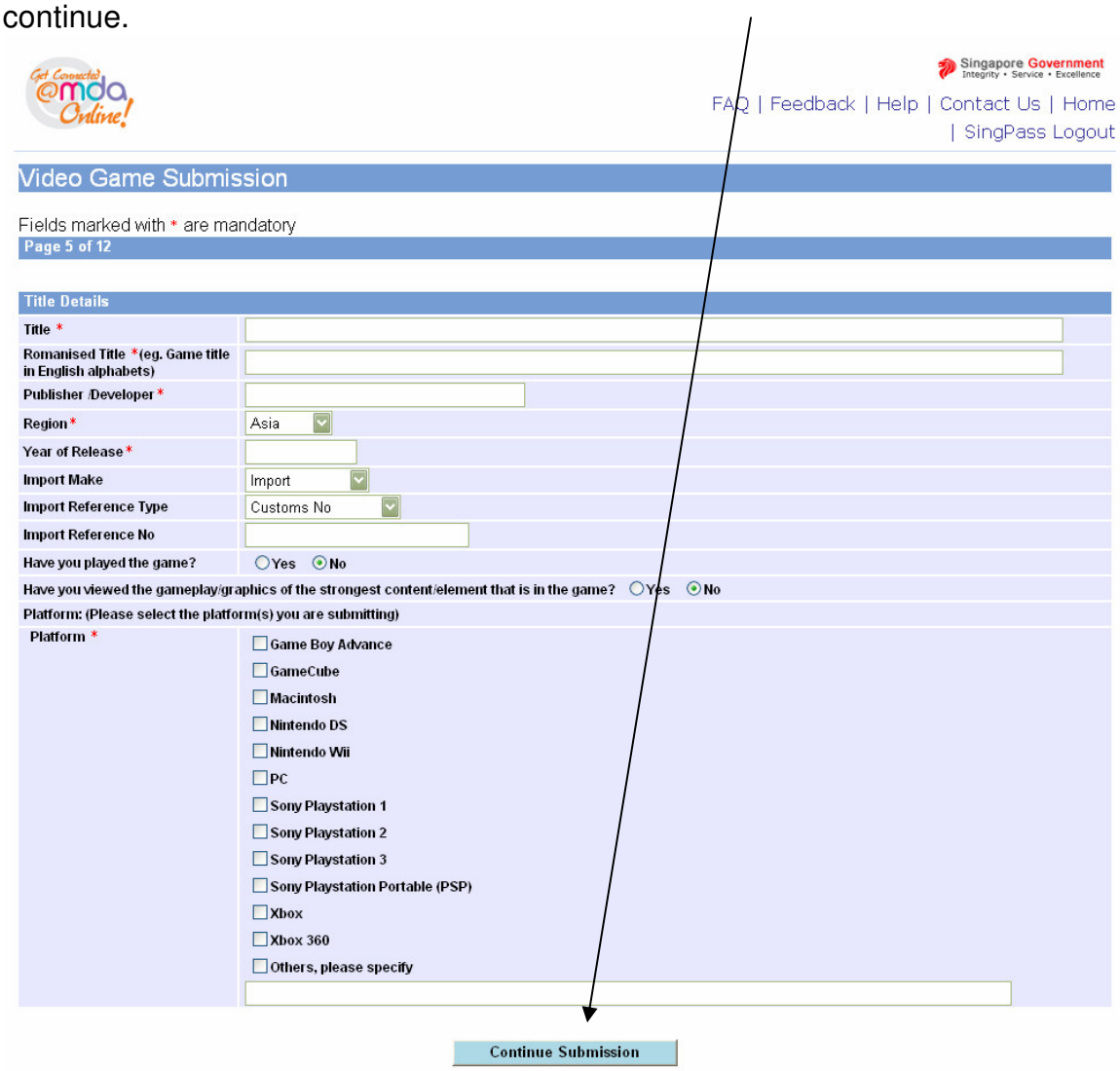


Step 2:
Next, check if your software requires a declaration. Software whereby declaration is not required includes those used for business, accounting, scientific and educational purposes. Check '**Yes**' or '**No**' accordingly and click on the '**Continue Submission**' button to proceed.

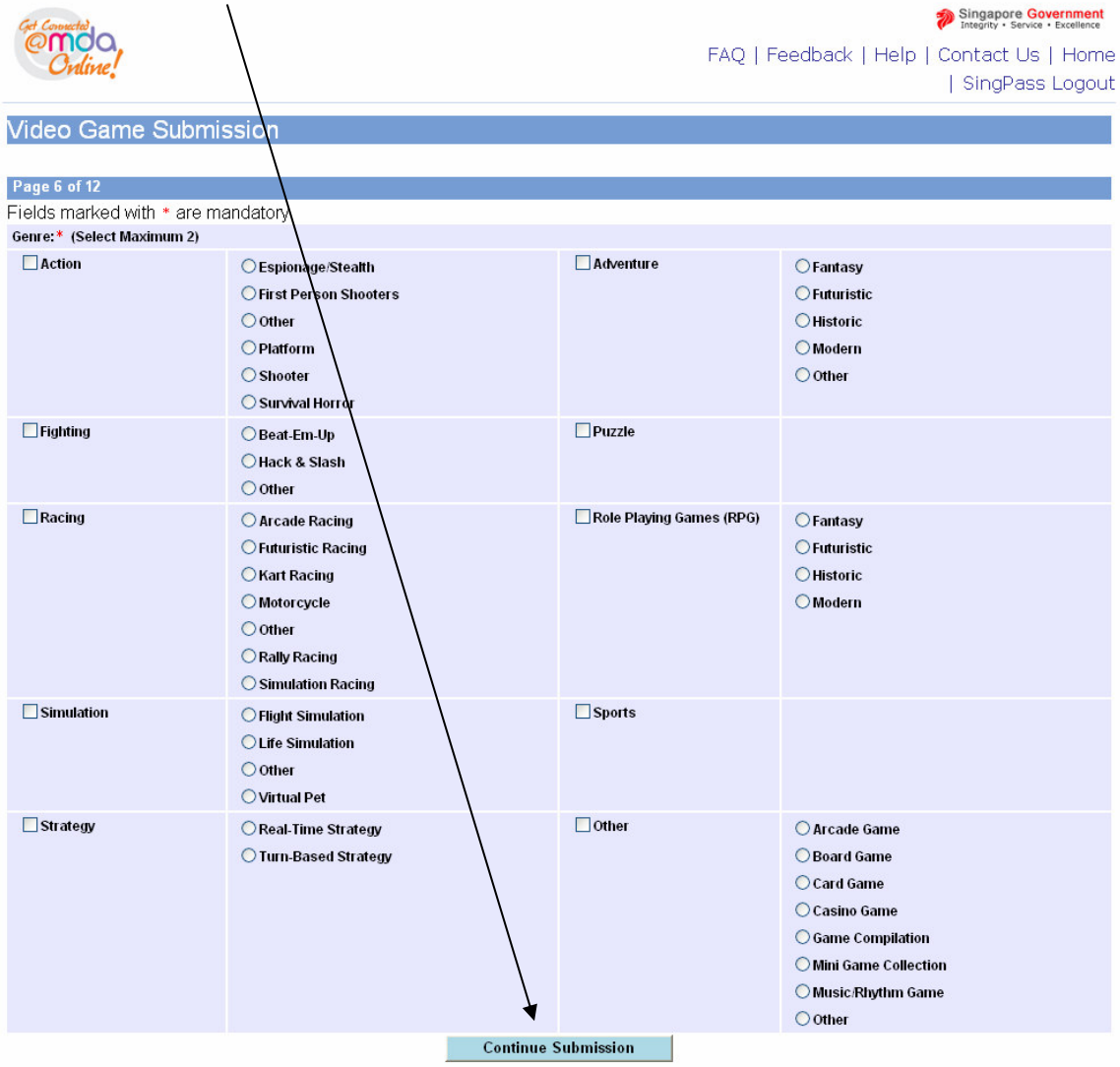


If your answer is '**Yes**' to the above question, then you need not submit your software for classification and this screen will appear:

Step 3 (Entering game info, Part 1 – general details):
If you had answered **'No'** to the question in Step 2, you will be shown the screen below. Fill in the required game information and click **'Continue Submission'** to continue.

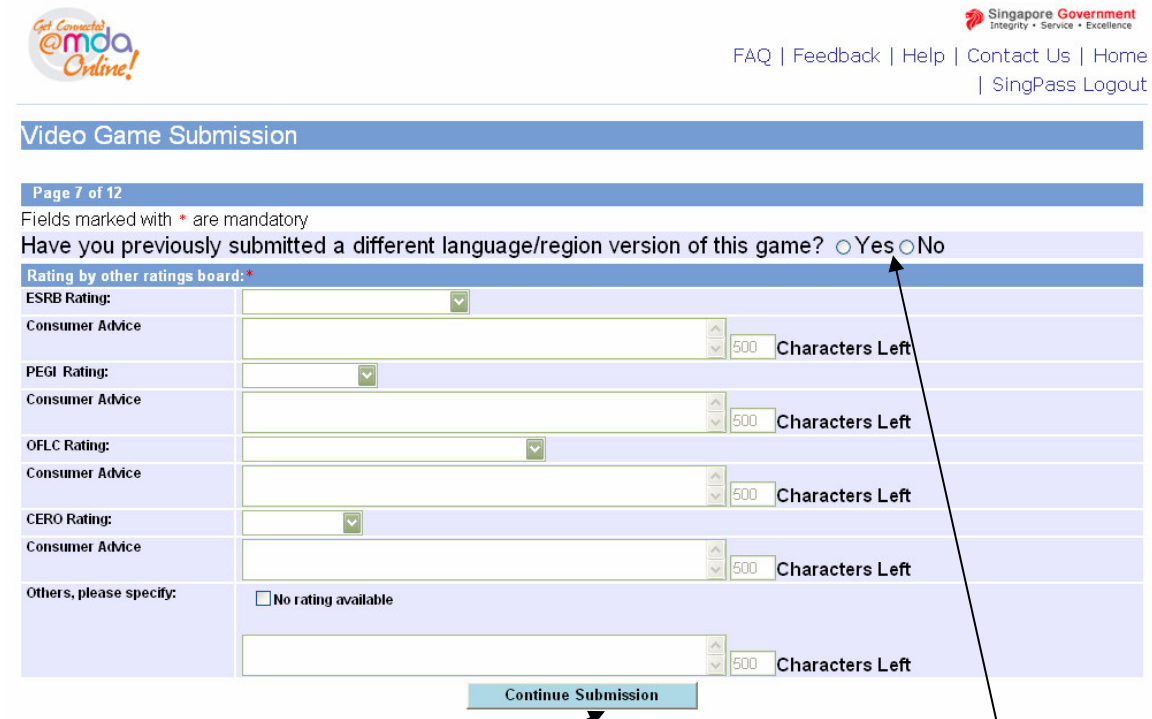


Step 4 (Entering game info, Part 2 – game genre and sub-genre):
Select the game genre (a maximum of two is possible) and sub-genres and click '**Continue Submission**' to continue.



Step 5a (Entering game info, Part 3 – ratings/classification given by other organisations):

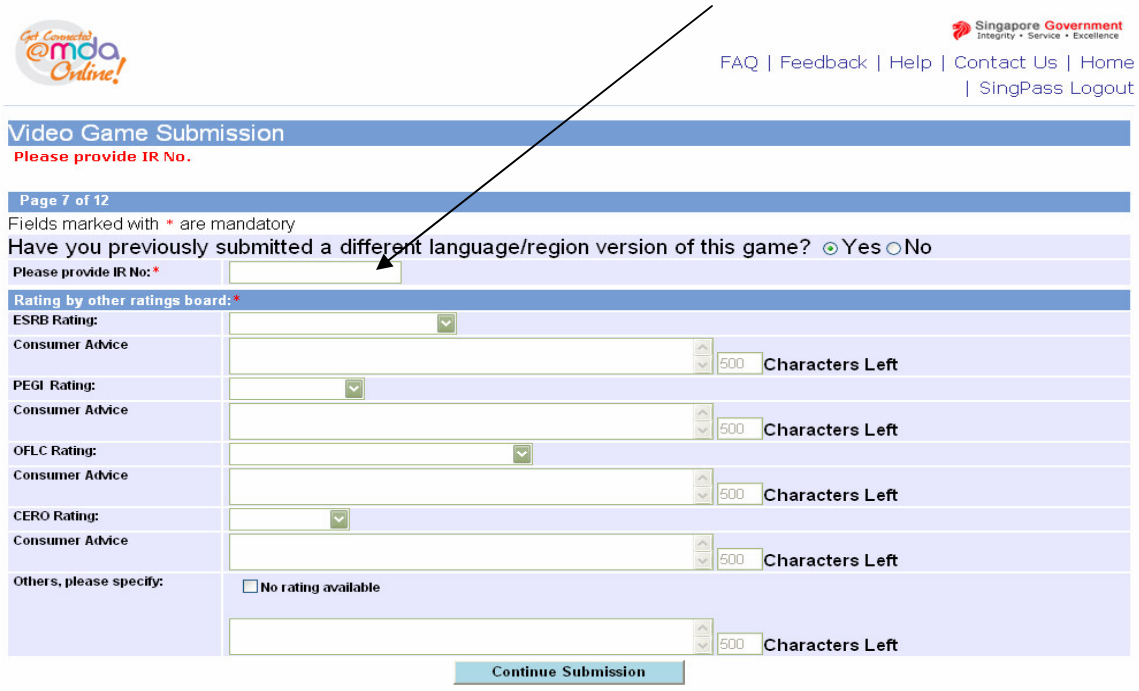
Please enter the ratings by other organisations (if available) accordingly and click '**Continue Submission**' to continue. **Note: if you have previously submitted a copy of the game in a different language/region, click **'Yes'** and provide the in-receipt number (IR) – see screen in Step 5b. Otherwise, select **'No'** and proceed.*



2. Click **Continue Submission**

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)**



Step 6 (answering the 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 actual number of questions you have to answer depends on the content of the game. Answer the question(s) and click **'Continue Submission'** to proceed each time. You may click on **Read More'** for more info on the terms that are used in the questions.
You may download a sample copy of the questionnaire from:
http://www.mda.gov.sg/wms.ftp/videoGames/Sample_of_online_questionnaire.pdf

Q1

Q2

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Video Game Submission
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Fields marked with * are mandatory
Rating Related Questions: *
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

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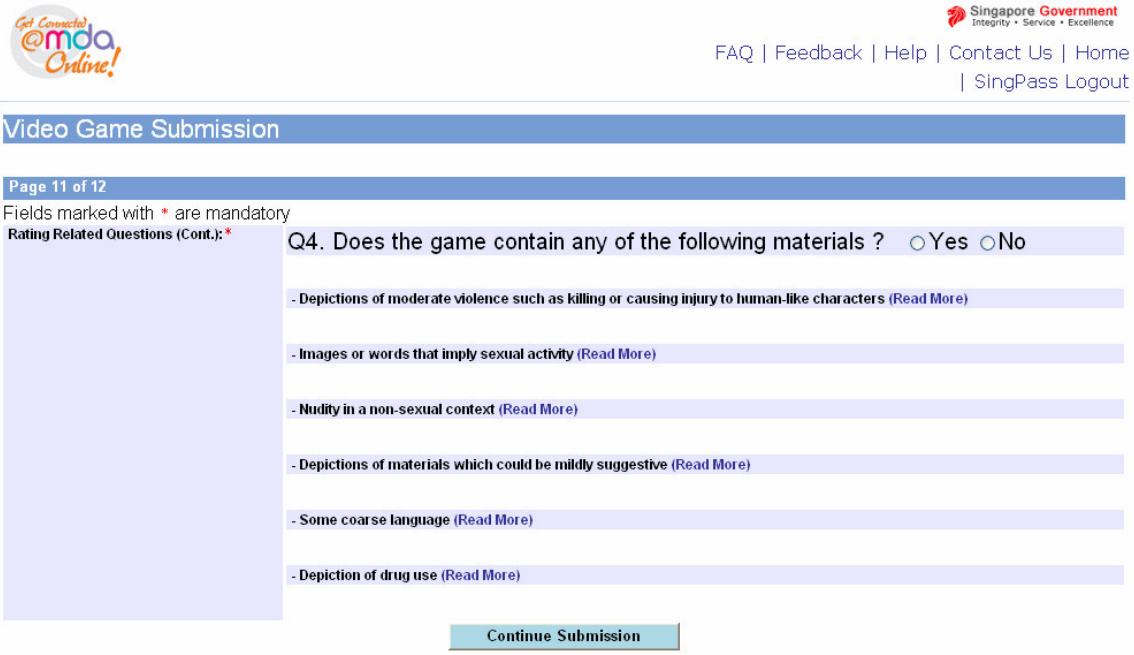
Video Game Submission
Page 10 of 12
Fields marked with * are mandatory
Rating Related Questions (Cont.):
Q3. Does the game contain any of the following materials? Yes No
- Content that requires the player to engage in illegal activities or play the role of a criminal, but does not have instructional 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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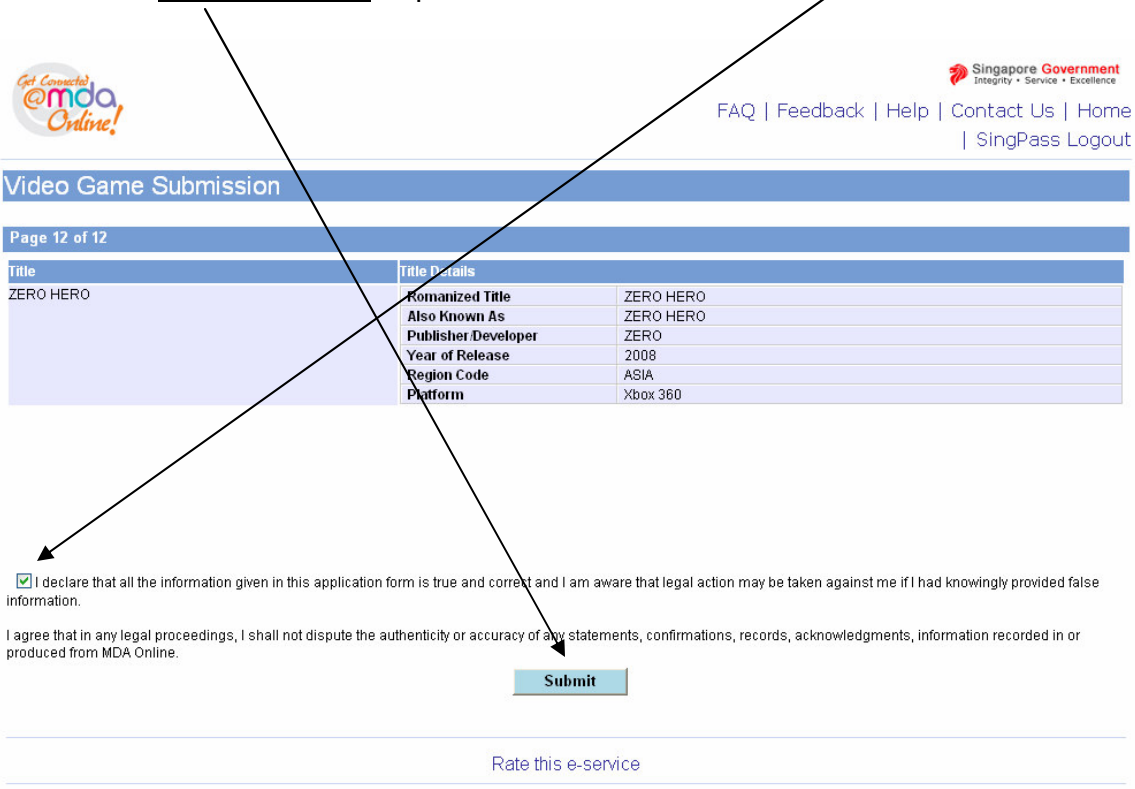
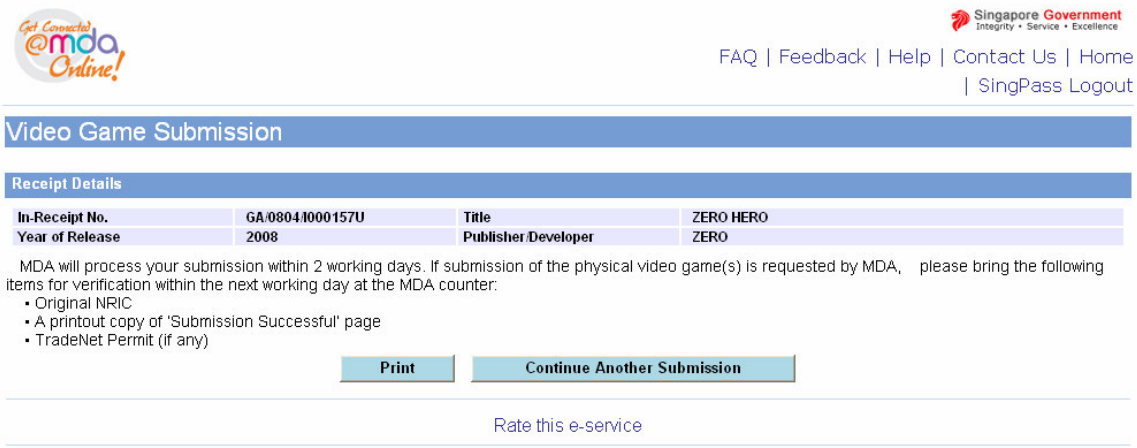
Video Game Submission
Page 11 of 12
Fields marked with * are mandatory
Rating Related Questions (Cont.):*
Q4. Does the game contain any of the following materials ? Yes No
- Depictions of moderate violence such as killing or causing injury to human-like characters (Read More)
- Images or words that imply 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 2 scenarios, A or B.

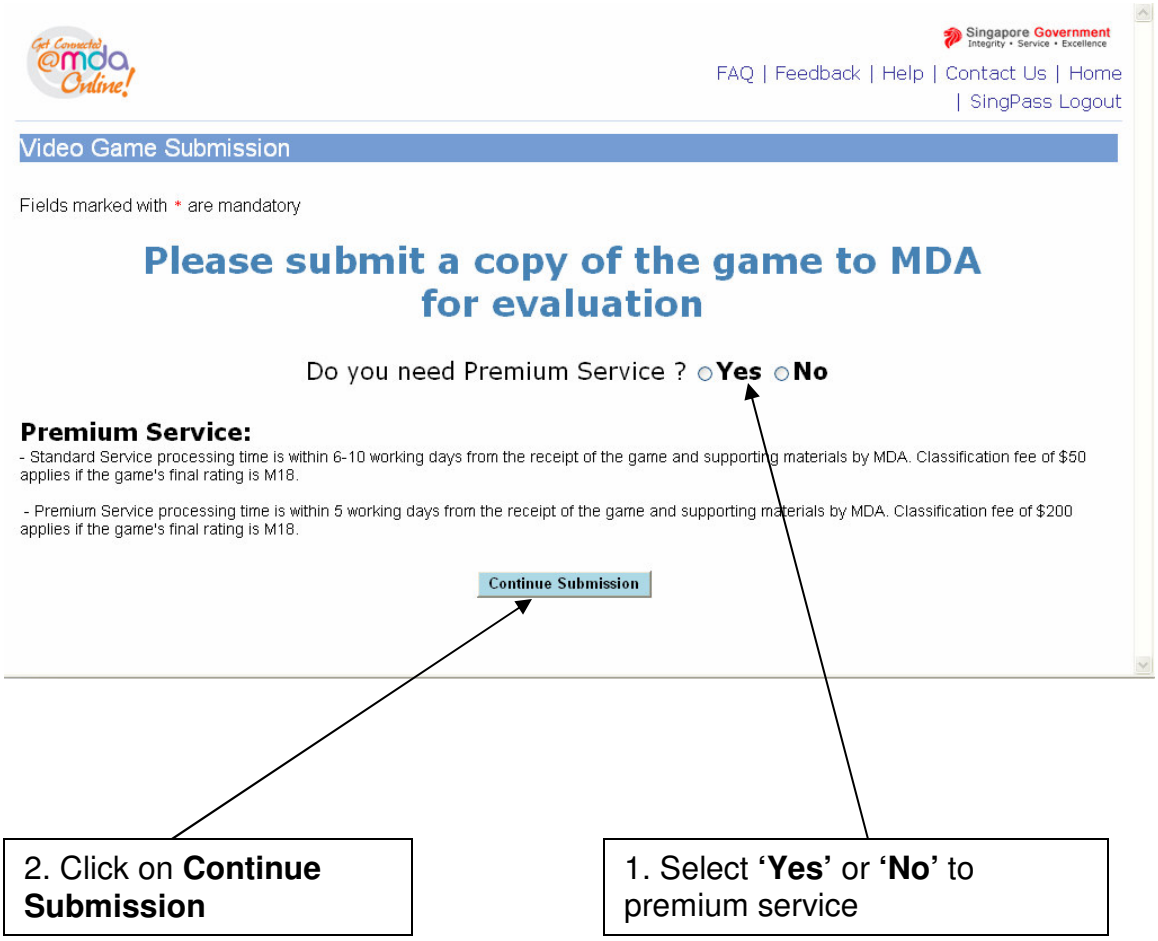
Step 7a1 (Scenario A):
After you have answered the questions and your game is **not** deemed to contain mature content, you will be led to this screen. Tick the **declaration box** and then click on the **submit button** to proceed.



Step 7a2 (Scenario A):
Next, you will see the summary page which you can print for your records. You should save an electronic or hard copy for reference in case MDA requires that you submit the game for a random check. MDA will process the submission and inform you of the decision given to the game via email within 2 working days.



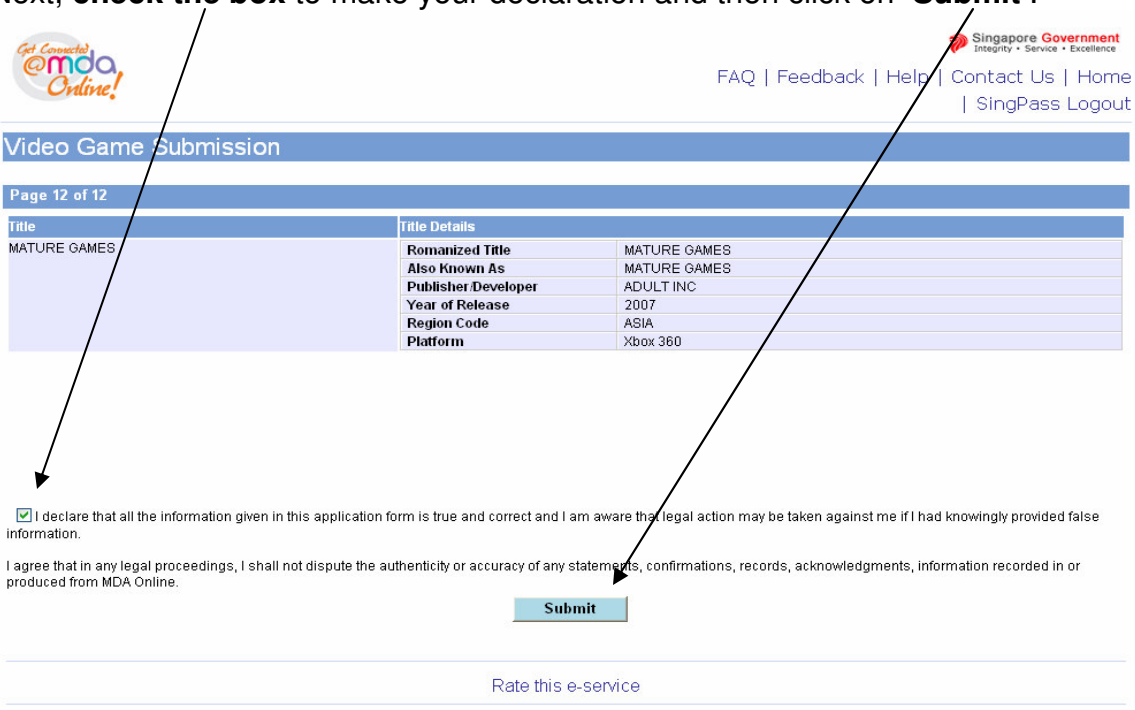
Step 7b1(Scenario B):
If you have answered the questions and your game is deemed to contain mature content, you will be asked to submit a copy of the game for evaluation (see screen below). If you wish to use the Premium Service, select the '**Yes**' button and then click '**Continue Submission**' else click '**No**' and click '**Continue Submission**'.



2. Click on **Continue Submission**

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

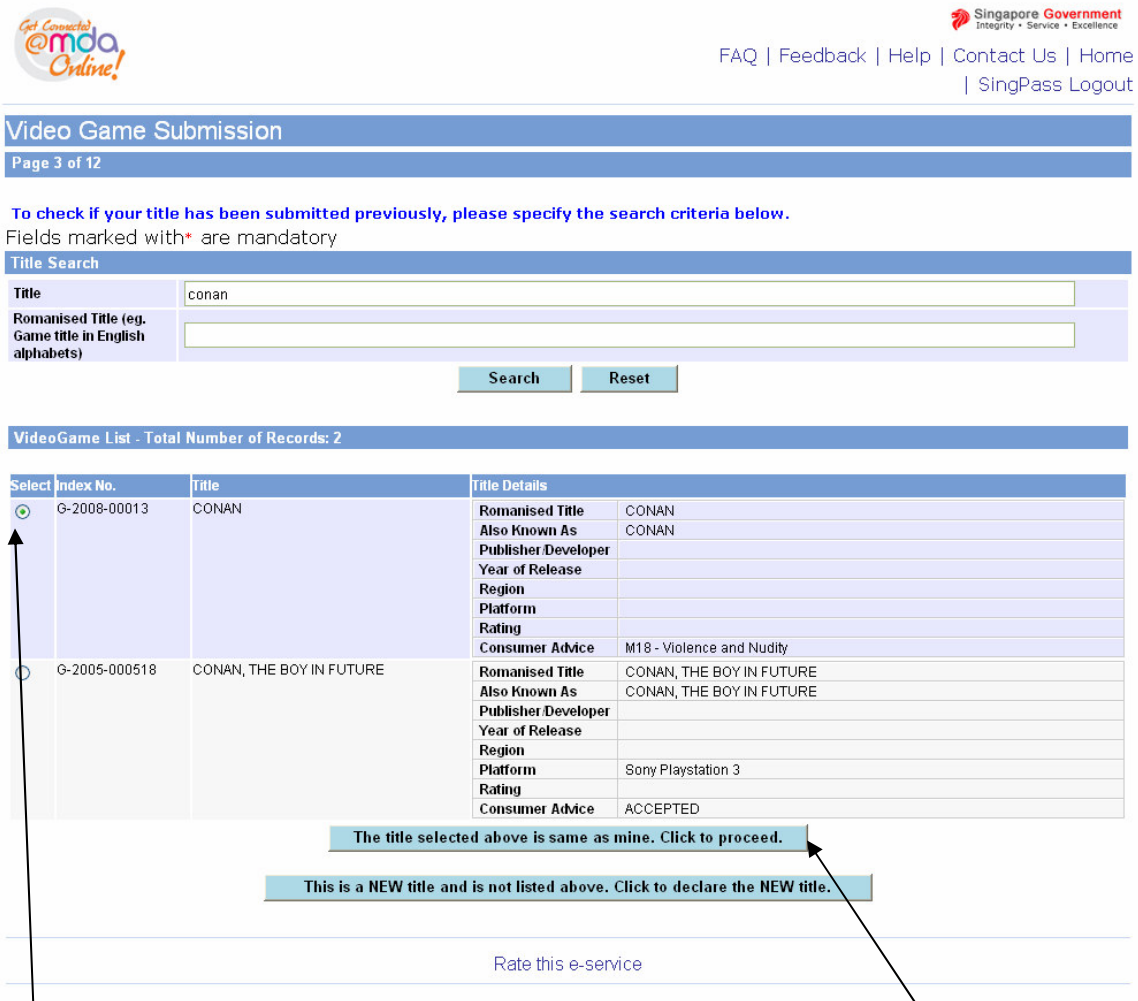
Step 7b2 (Scenario B):
Next, **check the box** to make your declaration and then click on **'Submit'**.



Step 7b3 (Scenario B):
Finally, print this page for submission to MDA. Your declaration has been successful and you are required to submit a copy of the game to MDA for evaluation.

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

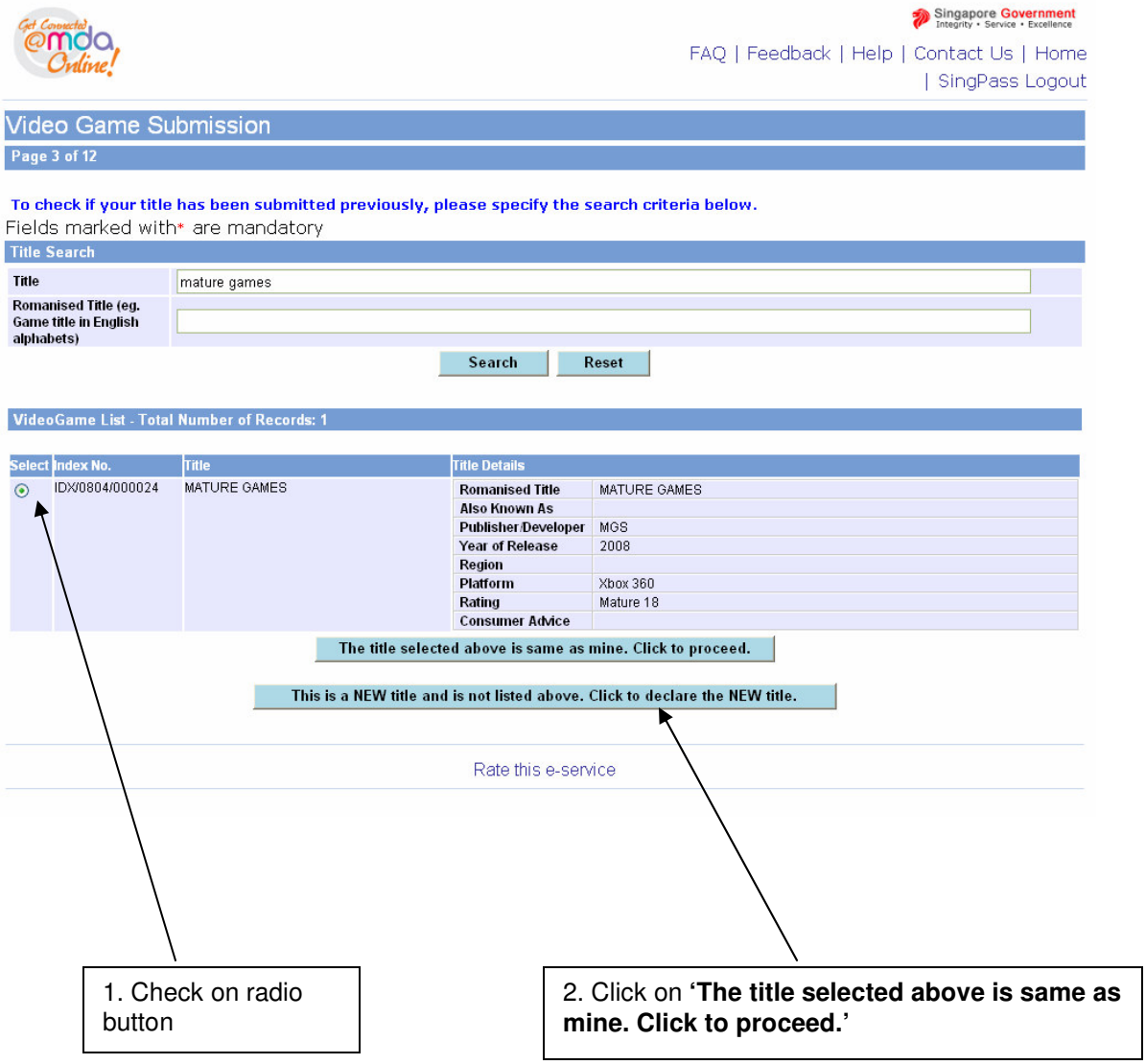
Step 1:
If the game that you wish to declare has been found in the search database (a classification/decision has been given to the game), select the title, and click on **'The title selected above is same as mine. Click to proceed.'** **Note – there are 3 scenarios: **A** (game has been given the M18 rating), **B** (game has been given the Age Advisory rating) and **C** (game is generally suitable for all and so not given any rating) – please see below for more details.*



1. Check the intended title

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

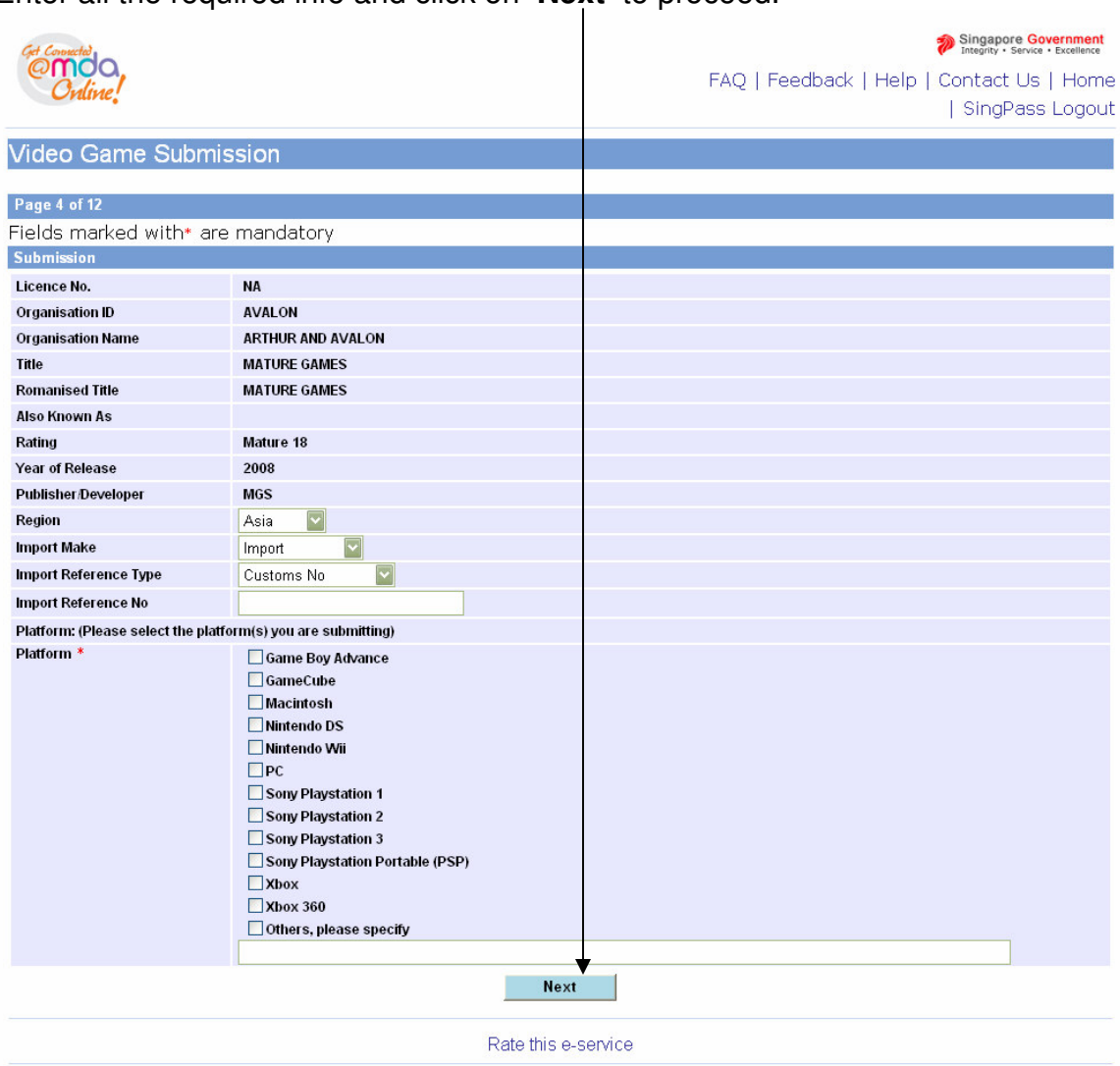
Step 2a1 (Scenario A – if the game has been given an M18 rating):
Check on the **radio button** and click on '**The title selected above is same as mine. Click to proceed.**'



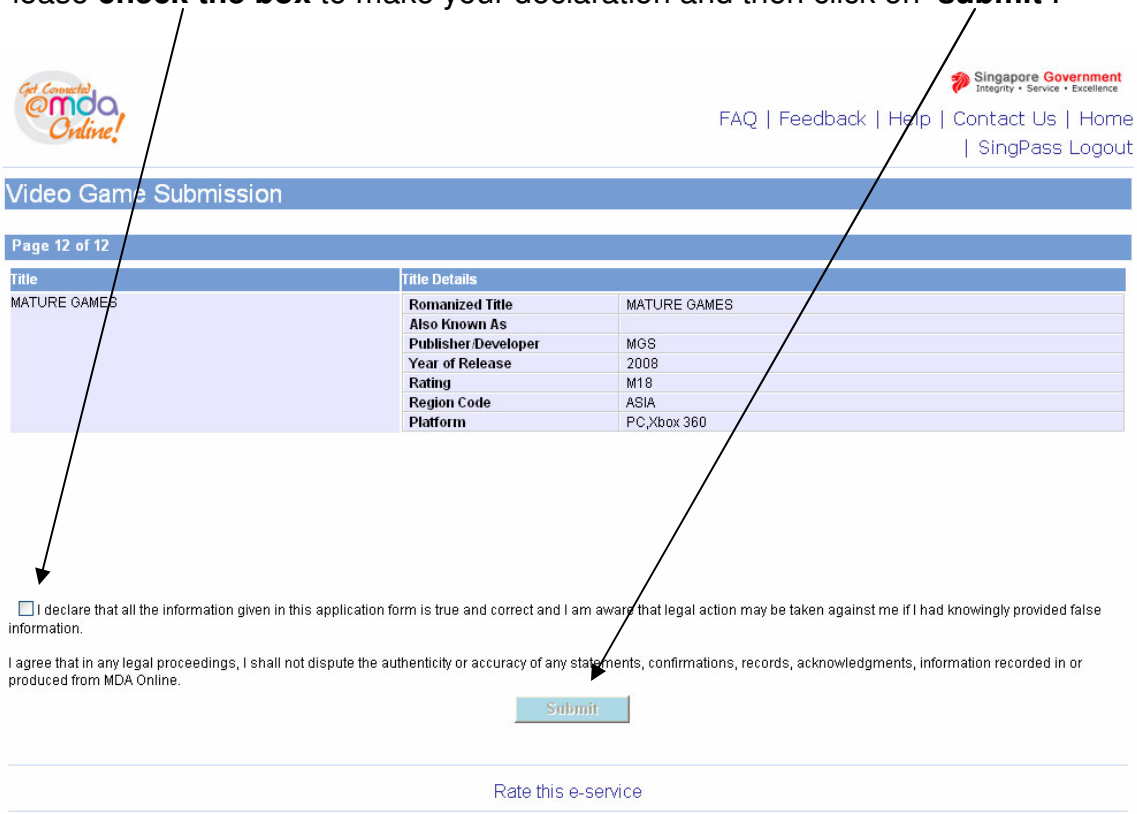
1. Check on radio button

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

Step 2a2 (Scenario A – if the game has already been given an M18 rating):
Enter all the required info and click on **'Next'** to proceed.



Step 2a3 (Scenario A – if the game has already been given an M18 rating):
Please **check the box** to make your declaration and then click on '**submit**'.



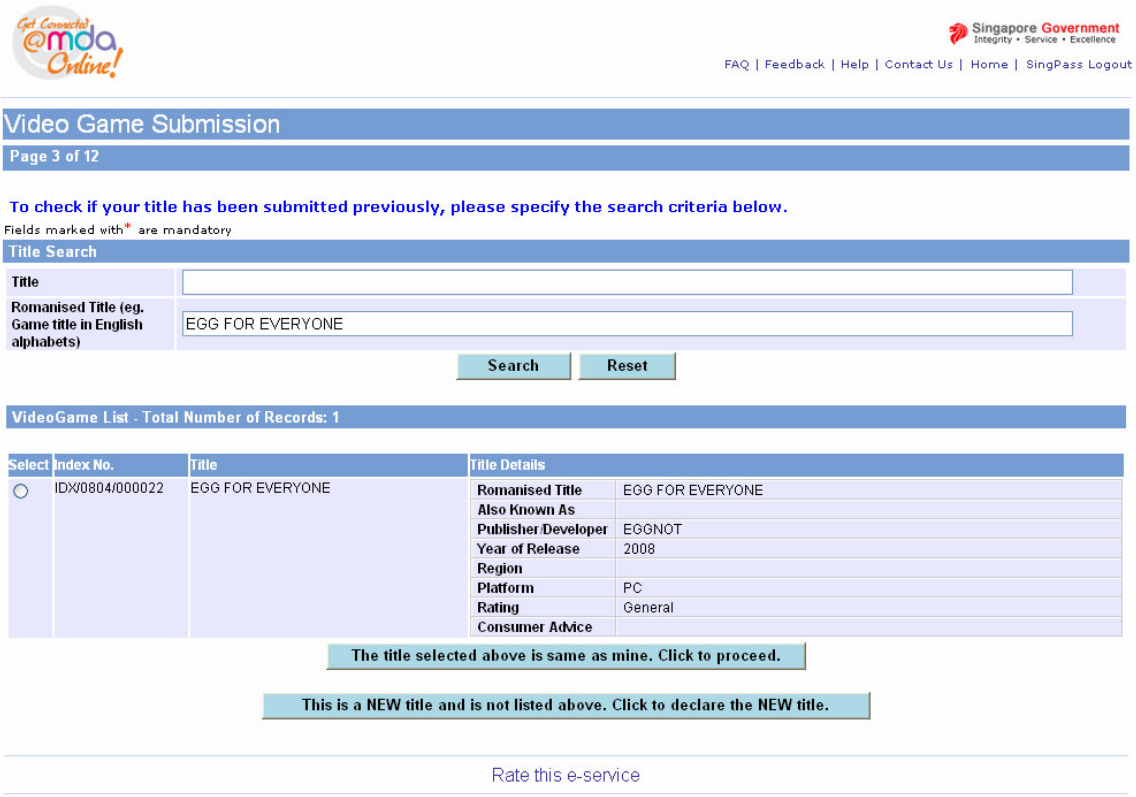
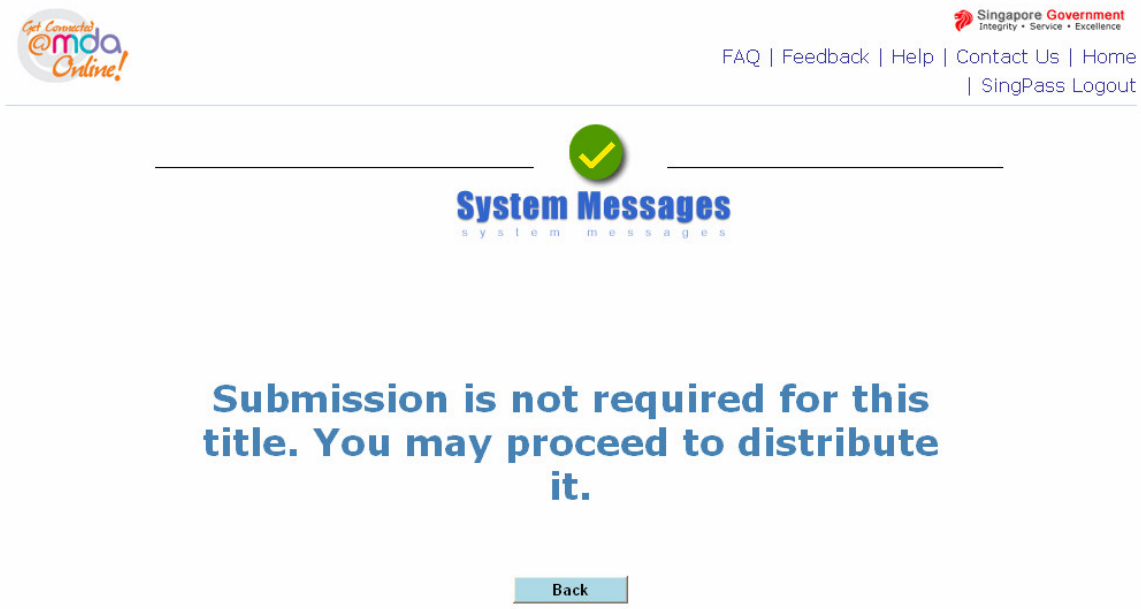
Step 2a4 (Scenario A – if the game has already been given an M18 rating): Print out this page for your records and for submission of the game to MDA. Your declaration has been successful. You are required to submit a copy of the game to MDA for certification.

Step 2b1 (Scenario B – the game has already been given an Age Advisory Rating):
Check on the **radio button** and click on '**The title selected above is same as mine. Click to proceed.**'

Step 2b2 (Scenario B – the game has already been given an Age Advisory Rating):

For a game which has been given the Age Advisory rating, you will see the message below. Please follow the instructions to affix the necessary labels. You may download a sample of the label to self-print by **clicking here**.

Step 2c1 (Scenario C – the game has not been given any rating, i.e. General):
Check on the **radio button** and click on '**The title selected above is same as mine. Click to proceed.**'



Step 2c2 (Scenario C – the game has not been given any rating, i.e. General) :
For a game which has not been given any rating, after you have checked on the **radio button** and clicked on **'The title selected above is same as mine. Click to proceed.'**, you will see the message: