USER GUIDE FOR

SUBMISSION OF ARTS ENTERTAINMENT

CLASSIFICATION APPLICATION FOR

PUBLIC ENTERTAINMENT LICENSEES

CONTENT	Page
1. Arts Entertainment Classification Application	3 - 5
2. Submission of Arts Entertainment Classification Application	6 - 20
3. Retrieving Arts Entertainment Classification Application for Online Payment of Outstanding Fee	21 - 24

ARTS ENTERTAINMENT CLASSIFICATION APPLICATION

Classification of Arts Entertainment Provided Under Public Entertainment Licences

Arts Entertainment (AE) includes performances of music, singing or dancing, pop/rock concerts, plays, musicals, stand-up comedies, dance performances, play and poetry-readings and art exhibitions including photography exhibitions and installations.

Public Entertainment (PE) licensees **must** ensure that any AE held within their premises or at ad-hoc public entertainment events is classified by IMDA, unless exempted (please click the AEC Submission Guidelines link on the "Classification Services" page for details on the exemptions from classification).

Arts Entertainment Classification Application Requirements

- **Only PE licensees who provide AE within their premises or ad-hoc events are required to apply for Arts Entertainment Classification (AEC). The PE licensee must be the applicant for the AEC application and ensure that a PE Licence from the Singapore Police Force has been obtained or applied for before submitting an AEC application.**
- **The AEC application must be submitted personally by the PE Licensee, or through a filer vide the personal particulars of the PE licensee.**

- The AEC application should be submitted **at least 2 months** before the date of the event to allow sufficient time for processing. Applicants can refer to the Submission Guidelines to facilitate the submission of an AEC application.

- Event organisers do not need to apply for AEC if they have obtained an Arts Entertainment Licence (AEL) from IMDA. The table below is a guide on the licensing requirements based on the type of entertainment provided during an event:

Event Type	Licensing Requirement(s)	Application Website
PE events with AE elements	PEL and AEC	PEL: https://www.gobusiness.gov.sg AEC: https://imdaonline.imda.gov.sg
PE events with only PE elements	PEL	https://www.gobusiness.gov.sg
AE events	AEL	https://www.gobusiness.gov.sg
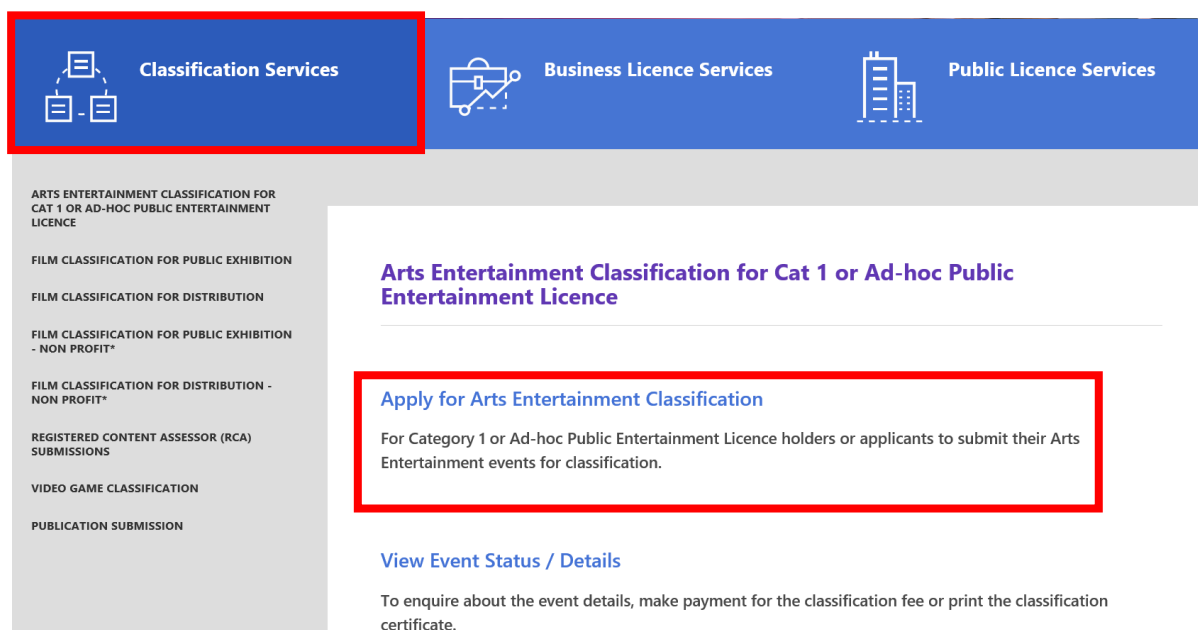
Arts Entertainment Classification Fee and Service Standards

- The classification fee payable is S$30 and is to be made upon submission of an application.
- IMDA will process applications within 20 working days from receipt of complete information. Each application will be issued with a classification certificate. The certificate is valid for the event period applied for.

SUBMISSION OF ARTS ENTERTAINMENT CLASSIFICATION APPLICATION

Step 1. Select the e-service

(i)   Access the website https://imdaonline.imda.gov.sg for submission of an AEC application.

(ii)   Under the "**Classification Services**" tab, click on "**Apply for Arts Entertainment Classification**".

Step 2. SingPass / CorpPass Login

Step 3. Create new submission

Click on "Create New Submission".

Step 4. Select Applicant Type

- If you are a filer, select "as a filer authorized to submit on behalf of my client/organization" and click on "Proceed".
- If you are the PE licensee, select "for my business/company/organization" and click on "Proceed".

Arts Entertainment Classification Submission - Tell us about yourself (Page 2 of 8)

Fields marked with * are mandatory

I am applying :

⦿ as a filer authorized to submit on behalf of my client/organization

◯ for my business/company/organization

[Proceed]　[Back]　[Clear]

Step 5a. Complete Filer Information (only if you had selected "as a filer authorized to submit on behalf of my client/organization")

    (i)   The mandatory fields are marked with an asterisk (*) i.e. gender, salutation, name, designation, mobile number and email address.

    (ii)   Complete the rest of the fields where applicable. Click on "Next".

Arts Entertainment Classification Submission - Filer Information (Page 3 of 8)

(Particulars of the staff/member of a professional firm or a representative authorized by the applicant to make the application)
Fields marked with * are mandatory

Filer Information ☐ **Use MyInfo Details**

ID Type	NRIC No ∨
ID No.	
Gender *	Male ∨
Salutation *	Mr. ∨
Name *	
Designation *	

Contact Details

Home No.	
Mobile No. *	
Office No.	
Fax No.	
Email Address *	

Back   Next

Step 5b. Complete Applicant Information (continue from page 2 if you had selected "for my business/company/organization")

(i)   The mandatory fields are marked with an asterisk (*) i.e. ID number, gender, salutation, name, mobile number, email address, block number, street name and postal code.

(ii)   Complete the rest of the fields where applicable. Click on "Next".

Arts Entertainment Classification Submission - Applicant Information (Page 4 of 8)

(Particulars of the applicant should be filled in this page)
Fields marked with * are mandatory

Applicant Details

ID Type	NRIC No ▾
ID No *	
Gender *	Male ▾
Salutation *	Mr. ▾
Name *	
Date of Birth	
Nationality	SINGAPORE CITIZEN ▾
Name of Company	

Contact Details

Home No.	
Mobile No. *	88889999
Office No.	
Fax No.	
Email Address *	

(Fill in the mailing address of the applicant for IMDA to send letters, if required)

Mailing Address

Address Type	Formatted ▾
Block No. *	
Street Name *	
Floor No./Unit No.	- E.g: #05-01, Key in 05 in Floor No, 01 in Unit No.
Building Name	
Postal Code *	

Back   Next   Save   Clear   Go to Drafts

Step 6. Complete Public Entertainment Licence Information

PE Licence Details
- PE Licence Type is auto-populated as "Adhoc" if login was via SingPass.
- PE Licence Type has dropdown with 2 options – "Adhoc" & "Category 1 Establishment" if login was via CorpPass.

Address of Establishment or Event Venue
- (i)   The mandatory fields are marked with an asterisk (*) i.e. block number, street name and postal code based on the event venue as in the Public Entertainment Licence.
- (ii)   Complete the rest of the fields where applicable. Click on "Next".

Arts Entertainment Classification Submission - PE Licence Information (Page 5 of 8)

(Particulars of the Public Entertainment Licence pending issuance or issued by SPF should be filled in this page)

Fields marked with * are mandatory

PE Licence Details

Field	Value	Note
PE Licence No		
PE Licence Type *	Adhoc	
UEN No. under which PE Licence is registered		*Mandatory if PE Licence Type is "Category 1 Establishment"*
Name of the Category 1 Public Entertainment Licensed Establishment		*Mandatory if PE Licence Type is "Category 1 Establishment"*
PE Licence Start Date		
PE Licence End Date		

Contact Details

Field	Value
Office No.	
Fax No.	

(Fill in the address under which Public Entertainment Licence has been applied/registered)

Address of Establishment or Event Venue (as in the Public Entertainment Licence)

Field	Value	Note
Address Type	Formatted	
Block No. *		
Street Name *		
Floor No./Unit No.	-	*E.g: #05-01, Key in 05 in Floor No, 01 in Unit No.*
Building Name		
Postal Code *		

Back | Next | Save | Clear | Go to Drafts

Step 7. Complete Event Details

(i) The mandatory fields are marked with an asterisk (*) i.e. event type, event sub type, language code, event title and event description. Complete the rest of the fields where applicable.

(ii) Click on the "Event Date and Time" tab to proceed to next page.

Arts Entertainment Classification Submission - Add Event (Page 6 of 8)

Fields marked with * are mandatory
Click 'Add Events' button below to add the events to the list.Events added will be saved as a draft. You can also save the partially keyed in details using 'Save' option. If required, applicant / filer can update the added event, before application submission. Click 'Go to Drafts' button to visit the 'Draft' page.

| Back | Add Events | Go To Event List | Save | Go to Draft |

| EVENT DETAILS | EVENT DATE AND TIME | VENUE | PERFORMER DETAILS | SUPPORTING DOCUMENTS |

(Fill in the events conducted under the Public Entertainment Licence.)

EVENT DETAILS

Event Type*	Variety Show
Event Sub Type*	V1 - LIVE MUSIC & SINGING / DANCING
Event Sub-Type Description	*Event Sub-Type Description is mandatory if Event Sub Type is 'Others'*
Language Code*	English
Language Description	English *'Language Description' is mandatory if Language Code is 'Others'*
Event Title*	
Event Description*	1932 Characters Left

Following special characters are not allowed : " < ", " > ", " & ", " (", ") ", " { ", " } ", " # ", " % " and " ; "

Step 8. Complete Event Date and Time

    (i)   Select event start date and end date by clicking on the calendar icon.

    (ii)   Enter start time and end time using 12-hr format, with ":" (colon) as the separator (e.g. 11:00pm instead of 2300). Select "AM" or "PM" accordingly.

    (iii)   Click on "Add More Event Timings" to add more timings.

    (iv)   Click on the "Venue" tab to proceed to the next page.

Arts Entertainment Classification Submission - Add Event (Page 6 of 8)

Fields marked with * are mandatory
Click 'Add Events' button below to add the events to the list.Events added will be saved as a draft. You can also save the partially keyed in details using 'Save' option. If required, applicant / filer can update the added event, before application submission. Click 'Go to Drafts' button to visit the 'Draft' page.

Back | Add Events | Go To Event List | Save | Go to Draft

EVENT DETAILS	EVENT DATE AND TIME	VENUE	PERFORMER DETAILS	SUPPORTING DOCUMENTS

(Atleast one event date and time should be provided for the event. Click 'Add More Event Timings' button to add more than 1 event timings)
Please enter Event Timing as HH:MM (eg: Time From 07:00AM, Time To 10:30PM).

Event Date and Time

Date From*	28/02/2020	Time From (HH:MM)*	09:00	AM ∨
Date To*	28/02/2020	Time To (HH:MM)*	11:00	PM ∨

Add More Event Timings | Clear

Step 9. Complete Venue details

(i) The mandatory fields are marked with an asterisk (*) i.e. block number, street name, postal code, expected crowd size and admission fee/seat price. Complete the rest of the fields where applicable.

(ii) Click on the "Performer Details" tab to proceed to the next page.

Arts Entertainment Classification Submission - Add Event (Page 6 of 8)

Fields marked with * are mandatory
Click 'Add Events' button below to add the events to the list.Events added will be saved as a draft. You can also save the partially keyed in details using 'Save' option. If required, applicant / filer can update the added event, before application submission. Click 'Go to Drafts' button to visit the 'Draft' page.

| Back | Add Events | Go To Event List | Save | Go to Draft |

| EVENT DETAILS | EVENT DATE AND TIME | VENUE | PERFORMER DETAILS | SUPPORTING DOCUMENTS |

(Fill in the Venue Details below. If the venue address is not an formatted address, choose Address Type as 'Unformatted')

VENUE ADDRESS

Address Type	Formatted ▾
Block No.*	
Street Name*	
Floor No./Unit No.	- E.g: #05-01, Key in 05 in Floor No, 01 in Unit No.
Building Name	
Postal Code*	

Capacity

Indoor or Outdoor	Indoor Event ▾
Expected Crowd Size*	
No of Seats	
Admission Fee/Seat Price*	
	☐ If it is in a commercial complex, shoping center or Hotel

Step 10a. Complete Performer Details - Option 1: Complete Form

Select "Complete Form" to fill in performer details in this application form.

Arts Entertainment Classification Submission - Add Event (Page 6 of 8)

Fields marked with * are mandatory
Click 'Add Events' button below to add the events to the list.Events added will be saved as a draft. You can also save the partially keyed in details using 'Save' option. If required, applicant / filer can update the added event, before application submission. Click 'Go to Drafts' button to visit the 'Draft' page.

| | | | Back | Add Events | Go To Event List | Save | Go to Draft |

EVENT DETAILS	EVENT DATE AND TIME	VENUE	PERFORMER DETAILS	SUPPORTING DOCUMENTS

(Fill in the Performers Information for the above event, if available. Click 'Add Performer' to add more than 1 performer. You can also proceed to attach the performers list by selecting attachment option)

PERFORMER INFO

Mode of providing performer details*	○Complete Form ○Attach Performer's list

(i)   The mandatory fields are marked with an asterisk (*) i.e. ID number and name. Complete the rest of the fields where applicable.
(ii)   Click on "Add More Performers" if there is more than 1 performer.
(iii)   Click on the "Supporting Documents" tab to proceed to the next page.

Arts Entertainment Classification Submission - Add Event (Page 6 of 8)

Fields marked with * are mandatory
Click 'Add Events' button below to add the events to the list.Events added will be saved as a draft. You can also save the partially keyed in details using 'Save' option. If required, applicant / filer can update the added event, before application submission. Click 'Go to Drafts' button to visit the 'Draft' page.

| | | | Back | Add Events | Go To Event List | Save | Go to Draft |

EVENT DETAILS	EVENT DATE AND TIME	VENUE	PERFORMER DETAILS	SUPPORTING DOCUMENTS

(Fill in the Performers Information for the above event, if available. Click 'Add Performer' to add more than 1 performer. You can also proceed to attach the performers list by selecting attachment option)

PERFORMER INFO

Mode of providing performer details*	⦿Complete Form ○Attach Performer's list
ID Type*	NRIC No ∨
ID No*	
Name*	
Gender	Male ∨
Nationality	Singapore ∨
Nationality Description	
Birth Date	
Performing Group	

| **Add More Performers** | **Clear** |

Step 10b. Complete Performer Details – Option 2: Attach Performer's list

(i)   Select "Attach Performer's list" to upload document of performers' details.

(ii)   Click on "Browse…", select document to upload, click on "Upload". Please note that the system allows only **.pdf, gif, jpg, jpeg, pjpeg and bmp** file formats, with a maximum of **3MB per file size**.

(iii)   Click on the "Supporting Documents" tab to proceed to the next page.

Step 11a. Submit Supporting Documents – Option 1: Upload Supporting documents

(i)   Click on "Browse…", select document to upload, click on "Upload". Please note that the system allows only **.pdf, gif, jpg, jpeg, pjpeg and bmp** file formats, with a maximum of **3MB per file size**.

(ii)   Examples of supporting documents to be submitted include programme details, set list, lyrics, scripts, layout plan etc.

(iii)   Click on "Add Events" to proceed to the next page.

Arts Entertainment Classification Submission - Add Event (Page 6 of 8)

Fields marked with * are mandatory
Click 'Add Events' button below to add the events to the list.Events added will be saved as a draft. You can also save the partially keyed in details using 'Save' option. If required, applicant / filer can update the added event, before application submission. Click 'Go to Drafts' button to visit the 'Draft' page.

| | | | Back | Add Events | Go To Event List | Save | Go to Draft |

EVENT DETAILS	EVENT DATE AND TIME	VENUE	PERFORMER DETAILS	SUPPORTING DOCUMENTS

(Provide Support Document for the above given event. For Ex: Scripts, Synopsis, Photographs of Exhibits, Layout Plan, Song Lyrics etc...)

ATTACHMENTS

Attach Support Documents:

[   ]   Browse...

Upload

Attachments   Delete

Do you choose to submit documents offline? ☐

*Maximum file size: 3MB
The system allows only .pdf, gif, jpg, jpeg, pjpeg and bmp file formats.

Step 11b. Submit Supporting Documents – Option 2: Submit documents offline

- (i)   Check the box "Do you want to submit documents offline?" if you wish to submit supporting documents to IMDA offline i.e. via email.
- (ii)   Click on "Add Events" to proceed to the next page.

Arts Entertainment Classification Submission - Add Event (Page 6 of 8)

Fields marked with * are mandatory
Click 'Add Events' button below to add the events to the list.Events added will be saved as a draft. You can also save the partially keyed in details using 'Save' option. If required, applicant / filer can update the added event, before application submission. Click 'Go to Drafts' button to visit the 'Draft' page.

| Back | Add Events | Go To Event List | Save | Go to Draft |

| EVENT DETAILS | EVENT DATE AND TIME | VENUE | PERFORMER DETAILS | SUPPORTING DOCUMENTS |

(Provide Support Document for the above given event. For Ex: Scripts, Synopsis, Photographs of Exhibits, Layout Plan, Song Lyrics etc...)

ATTACHMENTS

Attach Support Documents:

[Browse...]

[Upload]

Attachments — Delete

Do you choose to submit documents offline? ☑

*Maximum file size: 3MB
The system allows only .pdf, gif, jpg, jpeg, pjpeg and bmp file formats.

Step 12. Verify AEC application

- (i)   If event details are correct, click on "Proceed to Submit".
- (ii)   To make amendments to the application details, click on "Edit". After making the amendments, click on "Update Events".

Arts Entertainment Classification Submission - Summary of Events (Page 7 of 8)

Event List

SNo.	Event Title	Event Type	Event Start Date	Event End Date	Event Draft Status	Edit	Delete
1		Variety Show	28/02/2020	28/02/2020	Complete	Edit	Delete

Please click on the 'Add More Events' button if you would like to submit more than one event. You will only be able to 'Proceed to Submit' once all event drafts are 'Complete'.

| Back | Add More Event | Proceed to Submit |

Step 13. Submit AEC application

Read the declaration statement and check in the box, then click on "Submit".

	Declaration for Arts Entertainment Classification Submission (Page 8 of 8)				
SNo.	**Event Title**		**Event Type**	**Event Start Date**	**Event End Date**
1	�e���e		Variety Show	28/02/2020	28/02/2020

☑ I declare that all the information given in this application form is true and correct and I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced from IMDA Online.

Back   Submit

Step 14. Online payment

(i)   Click on "Pay Online" to proceed with online payment of $30. If the payment is not made, IMDA will not be able to process the AEC application.

(ii)   Click on "Print Submission Details" to generate a copy of the AEC application.

Arts Entertainment Classification Submission - Submission of Events has been Successful					
SNo.	**Event Id**	**Event Title**	**Event Type**	**Event Start Date**	**Event End Date**
1			Variety Show	28/02/2020	28/02/2020
Payment Details:					
No of Events Submitted: 1					
Fee per Event: $30.00					
Total Amount Payable: $30.00					
				Pay Online	Print Submission Details

Copy of AEC Submission Details

INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY Page 1 of 1

ARTS ENTERTAINMENT CLASSIFICATION - SUBMISSION DETAILS Date 21/02/2020

Application No

PE Licence Details

PE Licence No		PE Licence Type	Adhoc
UEN No.		Name of PE Establishment	
PE Licence Start Date		PE Licence End Date	
Office No		Fax No	
Address			

Applicant Details

Applicant ID			
Applicant Name			
Gender	Male	Company Name	
Nationality	SG	Date Of Birth	
Office No.		Fax No.	
Home No.		Mobile No.	
Email Address			
Address			

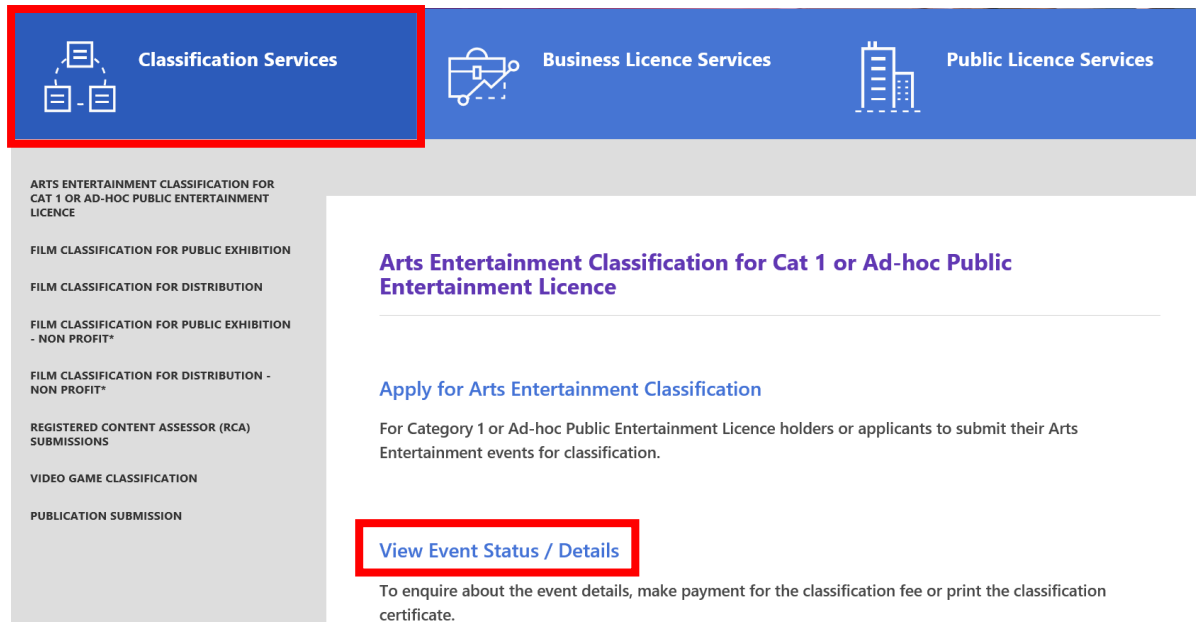|			
Event ID			
Event Title			
Event Type	Variety Show	Event Sub Type	V1 - LIVE MUSIC & SINGING / DANCING
Event Language	English	Event Sub-Type Description	
Event Description			

Event Timings

Event Start Date	28/02/2020	Event Start Time	09:00 AM
Event End Date	28/02/2020	Event End Time	10:00 PM

RETRIEVING ARTS ENTERTAINMENT CLASSIFICATION APPLICATION FOR ONLINE PAYMENT OF OUTSTANDING FEE

Step 1. Select the e-service

(i)   Access the website https://imdaonline.imda.gov.sg to retrieve an AEC application for online payment.

(ii)   Under the "**Classification Services**" tab, click on "**View Event Status / Details**".

Step 2. SingPass / CorpPass Login

Step 3. Enter Event ID

Enter the AEC application Event ID (eg. D/022020/XXX) and click on "Search".

Step 4. Click on the hyperlinked Event ID

Click on the hyperlinked Event ID (circled in red below) in the record shown.

Arts Entertainment Classification Submission - Event Search

To search for a specific event, please key in the Event ID and click on "Search". To generate the list of events submitted, please proceed to click on "Search".

Search

Event ID

[Search]

PEL - Event List - Total Number of Records: 1

Event id	Event Title	Event Start Date	Event End Date	Event Status
		16/01/2020	16/01/2020	Submitted with Pending Payment

Step 5. Click on "Proceed with Online Payment"

Arts Entertainment Classification Submission - Event Details

Expand All | Close All

⊞ **PE Licence**
⊞ **Applicant**
⊞ **Filer Details**
⊞ **Event Details**
⊞ **Payment**
⊞ **Clarification Email History**

[Back] [Proceed with Online Payment] [Print Submission Details]

Step 6. Click on "Pay Online" to proceed with the online payment.

Arts Entertainment Classification Submission - Payment Collection

All ☑	Event Id.	Event Title	Event Type	Event Start Date	Event End Date	Event Submitted Date
☑			Dance	16/01/2020	16/01/2020	10/01/2020

Payment Details:

Fee per Event: $30.00

Total Amount Payable: $30.00

Cancel   Pay Online   Print Submission Details