

**USER GUIDE FOR
SUBMISSION OF CLASSIFIED TITLES
WITH NEW EXTRA FEATURES
FOR DISTRIBUTION**

**For Non-Profit Use
(‘NEF’)**

Submission of Classified Titles with New Extra Features for Non-Profit Use

Definition

- ‘NEF’ submissions are for titles meant for non-profit distribution which comprise a main feature identical to a version already classified by IMDA, and extra features that have not been classified before.
- IMDA will only classify the extra features.
- The ‘NEF’ submission must first be approved by the IMDA. The distributor can then use the approved ‘NEF’ submission for certification of subsequent duplicate copies for distribution.

Fees and Service Standards

- The classification fee is \$2.50 per half an hour or part thereof and the classification label is \$0.80 per copy.
- ‘NEF’ submissions will be classified within 40 working days.
- Applicants must ensure that their applications and submitted materials meet the requirements of the Submission Guidelines.
- The guidelines can be found on the IMDA website and the IMDA Online e-Services webpage.

Select the e-service

<p>ARTS ENTERTAINMENT CLASSIFICATION FOR CAT 1 OR AD-HOC PUBLIC ENTERTAINMENT LICENCE</p> <p>FILM CLASSIFICATION FOR PUBLIC EXHIBITION</p> <p>FILM CLASSIFICATION FOR DISTRIBUTION</p> <p>FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON-PROFIT*</p> <p>FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON-PROFIT*</p> <p>REGISTERED CONTENT ASSESSOR (RCA) SUBMISSIONS</p> <p>VIDEO GAME CLASSIFICATION</p> <p>PUBLICATION SUBMISSION</p>	<p>Submission Of New Titles (NA)</p> <p>Submission of the first or master copy of a film that the applicant will be using for certification of subsequent duplicate copies. For non-profit use only.</p> <p>Submission Of Classified Titles With New Extra Features (NEF)</p> <p>Submission for titles which comprise a main feature identical to a version already classified by IMDA, and extra features that have not been classified before. IMDA will only classify the extra features. For non-profit use only.</p>
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Step 1:

At the Online Services page, under the **Film Classification for Distribution – Non-Profit**, select Submission of Classified Titles with New Extra Features (NEF)

SingPass / CorpPass Login

Login Using:



Singapore Personal Access



Singapore Corporate Access

(For Companies)

If your company does not have CorpPass, you may sign-up at www.corppass.gov.sg. Please note that once any user from your company has logged in using CorpPass, all subsequent access to certain IMDA's digital services from your company can only be made using CorpPass.

Step 2:

- Select either SingPass (3A) or CorpPass (3B) login
- Enter your security credentials to complete the sign-in

Login Type for SingPass or;

Login

Page 1 of 5

This form may take you about 5 to 10 minutes to complete.

Select Login Type:*

--- SELECT ---

INDIVIDUAL

Submit

Step 3A:

- SingPass logins are only meant for submissions under an individual
- Select 'Submit'

Login Type for CorpPass

Login

Page 1 of 7

This form may take you about 5 to 10 minutes to complete.

Select Login Type:*

SELECT

DISTRIBUTION LICENCE

APPROVED COMPANY

Submit

Step 3B:

- CorpPass logins are meant for companies with a distribution licence or approved companies
- Select 'Submit'

View Guidelines

Before you continue with the declaration, you are advised to go through and familiarize yourself with the Guidelines.

Please turn off the pop-up blocker in Internet Explorer or Mozilla Firefox before you click the 'View Guidelines' button. Click here for a quick guide.

Step 4:

- You may read the guidelines or;
- Proceed with the submission

Declaration for Submission of Classified Titles with New Extra Features ('NEF')

Page 2 of 6

This submission is meant for non-profit use

I undertake that the distribution of the film is not intended for the object of deriving a profit. *

Please select one or both of the following, whichever applicable :*

Charitable purpose
 Non-profit organisation

Attachments :*

 IMDA online svcs page.pdf

Attach relevant supporting document, for example:

- Scanned copy of registered business profile with Government agencies such as ROS or ACRA for status of non-profit organisation.
- Letter from organiser to confirm the charitable purpose e.g. objectives, beneficiary and etc.
- Other supporting document for the application

Applicant must provide any other information as requested by the IMDA. The authority may decline to deal with the application, if applicant fails to do so.

Step 5:

- Declare to undertake and select the purpose of submission
- Attached the required supporting documents
- Select 'Next'

Declaration for Submission of Classified Titles with New Extra Features ('NEF')

Page 3 of 6

GENERAL INFORMATION

Customer Info Use MyInfo Details

Person NRIC: S-
 Person Name: JEFF CHENG GUANG YAO
 Email Address: test.test@gmail.com

Address Details

Block No:
 Street Name: BRADDELL HILL
 Floor No:
 Building Name: BRADDELL VIEW
 Postal Code:
 Tel No: 88888888
 Fax No:
Filer Particulars

Mobile No: * 88888888
 Email: * TEST.TEST@GMAIL.COM

Step 6:

- Verify your details and input contact number and email address
- Select 'Next'

Declaration for Submission of Classified Titles with New Extra Features ('NEF')

Page 4 of 6

Fields marked with * are mandatory. Indicate 'N/A' or '0' where not applicable

SUBMISSION INFORMATION

Submission Details

Format: * BLU-RAY
 Type: * FEATURE Box Set
 Nature of event/activity * SHOP DISTRIBUTION

Set Details

No. Of Pieces: * 2

Step 7:

- Select media format and content type
- Indicate the number of pieces (eg. Disc A and Disc B – 2 pieces)

Declaration for Submission of Classified Titles with New Extra Features ("NEF")

Page 6 of 6
Title/Episode Information

Fields marked with * are mandatory. Indicate 'N/A' or '0' where not applicable

Title Details 1 of 1

Title *	THE POLICE STORY
Romanised Title	
"Also Known as" title	
Director *	JACKIE CHAN
Cast (at least 2 names) *	JACKIE CHAN MAGGIE CHEUNG
Language *	English
Sub Language	
Ownership Type *	PARALLEL IMPORT TITLES
Rating *	Parental Guidance
Consumer Advice *	N/A
Main Feature Running Time (in minutes) *	123
Bonus Feature Running Time (in minutes) *	22
Remarks	
Attachments	

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

Step 8:

- Input film details such as, Title, Director's Name, 2 x Cast Names, and Running Time
- Select the details such as Language, Ownership Type, Content Type and Rating
- Input the Consumer Advice if any

Declaration for Submission of Classified Titles with New Extra Features ("NEF")

Page 6 of 6

CONFIRM SUBMISSION
List of Submissions

Type	Main Title	Titles	No. of Pieces	Episode No.	Delete	View
Feature	N/A	THE POLICE STORY	2	N/A	Delete	Edit the submission

I undertake to pay the related prescribed fees.

I declare that:

(a) 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 not knowingly provided false information;

(b) any film to be submitted to the IMDA is complete and complies with the Submission Guidelines; and

(c) the content of the main feature title in this submission is identical to that previously approved by the IMDA.

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.

[Continue Another Submission](#) | [Submit](#)

Step 9:

- If you have another title to submit, please select 'Continue Another Submission'
- If you are done, select the declaration checkbox and select 'Submit'

NEF Submission Receipt

Page 6 of 6

In-Receipt No.	NEF/1904/1000007T
No. of Pieces	2
Title	THE POLICE STORY

[Print](#)

Last Step:

- Each title submitted will be issued with an In-Receipt Number.
- Click on [Print] to print or save the PDF copy

**INFOCOMM
MEDIA
DEVELOPMENT
AUTHORITY**

DECLARATION FOR SUBMISSION OF CLASSIFIED TITLES WITH NEW EXTRA FEATURES

SUBMISSION SUCCESSFUL
Submission Date: 05/04/2019
Submission Time: 05:40:50 PM

Thank you for your online submission.

*Please bring the following items for verification when submitting the physical media to the Infocomm Media Development Authority (IMDA) by the next working day after the online submission:

- Original NRIC
- A copy of the Submission Receipt

If we do not receive the physical media by the next working day from the date of your online submission, your submission shall be invalid.

APPLICANT INFORMATION
Name: JEFF CHENG GUANG YAO NRIC No. [REDACTED]

NEF SUBMISSION DETAILS

1. JEFF CHENG GUANG YAO, holder of ID No. [REDACTED] declare that the film(s) (described below) are parallel import titles.

I undertake that the distribution of the film is not intended for the object of deriving a profit.

In-Receipt No.: NEF/1904/1000007T JEFF CHENG GUANG YAO

No. Of Pieces: 2 Format: Blu-Ray
Feature/Serial Feature

Title: THE POLICE STORY
Romanised Title:
Language Description: English