USER GUIDE FOR SUBMISSION OF TITLES FOR RE-CLASSIFICATION (PUBLIC EXHIBITION)

For Non-Profit Use ('NFR')



Submission of Titles for Re-classification for Non-Profit Use

Definition

• 'NFR' refers to re-classification of titles meant for non-profit public exhibition that have been classified previously by the IMDA.

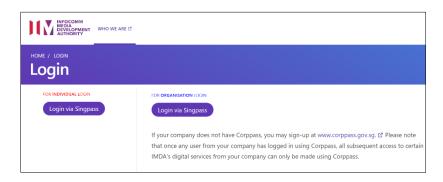
Fees and Service Standards

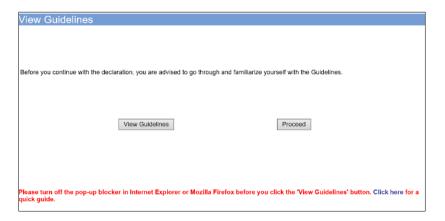
- The classification fee is \$20.50 per half an hour or part thereof.
- 'NFR' submissions will be classified within 30 working days.
- Applicants must ensure that their applications and submitted materials meet the requirements of the Submission Guidelines.
- The guidelines can be found on the IMDA website and the IMDA Online e-Services webpage.



Select the e-service









Step 1:

At the Online Services page, under the Film Classification for Public Exhibition - Non-Profit, select Submission of Titles for Reclassification ('NFR')

Step 2:

- Select either 'For Individual Login' or 'For Organisation Login'
- Enter your security credentials to complete the sign-in

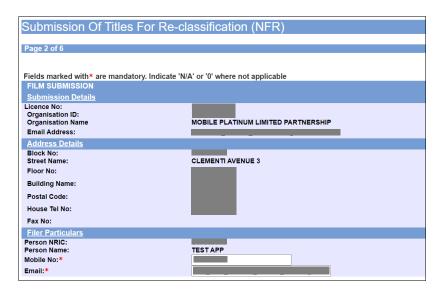
Step 3:

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

Step 4:

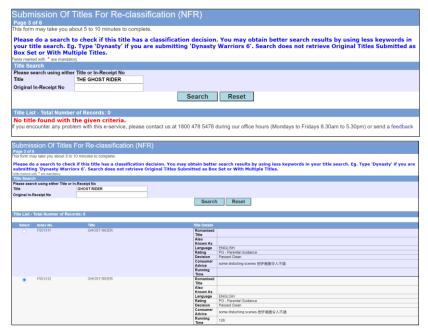
- Declare to undertake and select the purpose of submission
- Attached the required supporting documents
- Select 'Next'





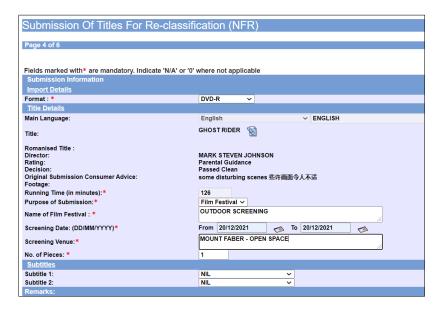
Step 5:

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



Step 6:

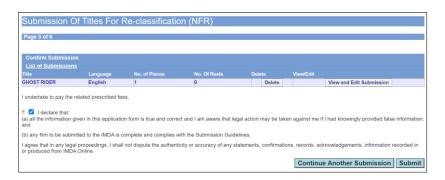
- Do a search to check if the title has a classification decision; if no records are found, please exit the form and submit as 'FA'
- If the title can be found, select the correct match and click 'Submit Using the Selected Title'



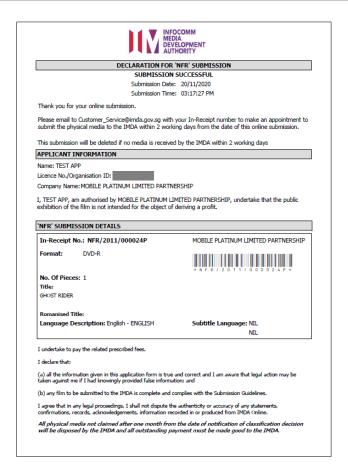
Step 7:

- Select media format type
- Input film screening details such as Purpose, Screening Date and Screening Venue
- Select 'Next'





Film Submission Receipt Page 6 of 6 In-Receipt No. NFR/2011/000024P Title GHOST RIDER Romanised Title Language ENGLISH Format DVD-R No. of Pieces 1 No. of Reels 0 Print



Step 8:

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

Last Step:

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