

**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
- The 'NFR' submission must first be approved by the IMDA before exhibiting.
- An exhibitor will be using the approved 'NFR' submission for certification of subsequent duplicate copies for non-profit public exhibition.

### **Fees and Service Standards**

- The classification fee is \$20.50 per half an hour or part thereof and the classification label is \$0.80 per copy.
- '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

ARTS ENTERTAINMENT CLASSIFICATION FOR CAT 1 OR AD-HOC PUBLIC ENTERTAINMENT LICENCE	<a href="#">Application Of Classification Labels For Duplicate Copies (FSD)</a> Application for classification labels for duplicate copies of films which the applicant has already made a master copy application that has been approved by IMDA. <a href="#">User Guide</a>
FILM CLASSIFICATION FOR PUBLIC EXHIBITION	
FILM CLASSIFICATION FOR DISTRIBUTION	
FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*	<b><a href="#">Submission Of Titles For Re-classification (NFR)</a></b> Submission to re-classify titles that have been classified previously by IMDA. For non-profit use only. <a href="#">User Guide</a>
FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*	
REGISTERED CONTENT ASSESSOR (RCA) SUBMISSIONS	
VIDEO GAME CLASSIFICATION	
PUBLICATION SUBMISSION	<a href="#">Submission Of Films With Party Political Content (NFP)</a> Submissions of films made by or on behalf of a political party, or containing party political content. For non-profit use only. <a href="#">User Guide</a>

### Step 1:


At the Online Services page, under the **Film Classification for Public Exhibition - Non-Profit**, select [Submission of Titles for Re-classification \('NFR'\)](#)

## SingPass / CorpPass Login

**Login Using:**



Singapore Personal Access



Singapore Corporate Access  
**CorpPass**  
(For Companies)

If your company does not have CorpPass, you may sign-up at [www.corppass.gov.sg](http://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:\*

INDIVIDUAL

### Step 3A:

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

## Login Type for CorpPass

**Login**

**Exhibition Submission**

Page 1 of 6  
This form may take you about 5 to 10 minutes to complete.

Select Login Type:\*

EXHIBITION LICENCE  
NON-LICENSED COMPANY

If you encounter any problem with this e-service, please contact us at 1800 478 5478 during our office hours (Mondays to Fridays, 9am to 5pm)

### Step 3B:

- CorpPass logins are meant for companies with a distribution licence or non-licensed 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

**Submission Of Titles For Re-classification (NFR)**

Page 2 of 7

This submission is meant for non-profit use


I undertake that the public exhibition 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\*



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'

**Submission Of Titles For Re-classification (NFR)**

Page 3 of 7

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

**FILM SUBMISSION**

**Submission Details**

Organisation ID: [REDACTED]

Organisation Name: MOBILE PLATINUM LIMITED PARTNERSHIP

**Address Details**

Block No: [REDACTED]

Street Name: CLEMENTI AVENUE 3

Floor No: [REDACTED]

Building Name: [REDACTED]

Postal Code: [REDACTED]

House Tel No: 68888888

Fax No: [REDACTED]

**Filer Particulars**

Person NRIC: [REDACTED]

Person Name: JEFF CHENG GUANG YAO

Mobile No: \* 88888888

Email: \* [REDACTED]@GMAIL.COM

**Step 6:**

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

**Submission Of Titles For Re-classification (NFR)**  
Page 4 of 7  
This form may take you about 5 to 10 minutes to complete.

**Please do a search to check if this title has a classification decision. You may obtain better search results by using less keywords in your title search. Eg. Type 'Dynasty' if you are submitting 'Dynasty Warriors 6'. Search does not retrieve Original Titles Submitted as Box Set or With Multiple Titles.**

Fields marked with \* are mandatory.

**Title Search**  
Please search using either Title or In-Receipt No

Title:

Original In-Receipt No:

**Title List - Total Number of Records: 0**  
**No title found with the given criteria.**  
If you encounter any problem with this e-service, please contact us at 1800 478 5478 during our office hours (Mondays to Fridays 8.30am to 5.30pm) or send a feedback.

### Step 7:

- 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'

**Submission Of Titles For Re-classification (NFR)**  
Page 4 of 7  
This form may take you about 5 to 10 minutes to complete.

**Please do a search to check if this title has a classification decision. You may obtain better search results by using less keywords in Warriors 6'. Search does not retrieve Original Titles Submitted as Box Set or With Multiple Titles.**

Fields marked with \* are mandatory.

**Title Search**  
Please search using either Title or In-Receipt No

Title:

Original In-Receipt No:

**Title List - Total Number of Records: 8**

Select	Index No.	Title	Title Details														
<input type="radio"/>	F551311	GHOST RIDER	<table border="1"> <tr><td>Romanised Title</td><td></td></tr> <tr><td>Also Known As</td><td></td></tr> <tr><td>Language</td><td>ENGLISH</td></tr> <tr><td>Rating</td><td>PG - Parental Guidance</td></tr> <tr><td>Decision</td><td>Passed Clean</td></tr> <tr><td>Consumer Advice</td><td>some disturbing scenes 某些画面令人不适</td></tr> <tr><td>Running Time</td><td></td></tr> </table>	Romanised Title		Also Known As		Language	ENGLISH	Rating	PG - Parental Guidance	Decision	Passed Clean	Consumer Advice	some disturbing scenes 某些画面令人不适	Running Time	
Romanised Title																	
Also Known As																	
Language	ENGLISH																
Rating	PG - Parental Guidance																
Decision	Passed Clean																
Consumer Advice	some disturbing scenes 某些画面令人不适																
Running Time																	
<input checked="" type="radio"/>	F551312	GHOST RIDER	<table border="1"> <tr><td>Romanised Title</td><td></td></tr> <tr><td>Also Known As</td><td></td></tr> <tr><td>Language</td><td>ENGLISH</td></tr> <tr><td>Rating</td><td>PG - Parental Guidance</td></tr> <tr><td>Decision</td><td>Passed Clean</td></tr> <tr><td>Consumer Advice</td><td>some disturbing scenes 某些画面令人不适</td></tr> <tr><td>Running Time</td><td>126</td></tr> </table>	Romanised Title		Also Known As		Language	ENGLISH	Rating	PG - Parental Guidance	Decision	Passed Clean	Consumer Advice	some disturbing scenes 某些画面令人不适	Running Time	126
Romanised Title																	
Also Known As																	
Language	ENGLISH																
Rating	PG - Parental Guidance																
Decision	Passed Clean																
Consumer Advice	some disturbing scenes 某些画面令人不适																
Running Time	126																

**Submission Of Titles For Re-classification (NFR)**  
Page 5 of 7

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

**Submission Information**  
**Import Details**

Format: \*

**Title Details**  
Main Language:

Title:

Romanised Title:

Director:

Rating:

Decision:

Original Submission Consumer Advice:

Footage:

Running Time (in minutes): \*

Purpose of Submission: \*

Name of Film Festival: \*

Screening Date: (DD/MM/YYYY) \* From:  To:

Screening Venue: \*

No. of Pieces: \*

**Subtitles**  
Subtitle 1:

Subtitle 2:

### Step 8:

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

**Submission Of Titles For Re-classification (NFR)**  
Page 6 of 7

**Confirm Submission**  
**List of Submissions**

Title	Language	No. of Pieces	No. Of Reels	Delete	View/Edit
GHOST RIDER	English	1	0	<input type="button" value="Delete"/>	<input type="button" value="View and Edit 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 had knowingly provided false information, and  
(b) any film to be submitted to the IMDA is complete and complies with the Submission Guidelines.

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.

### 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'

