

**USER GUIDE FOR
SUBMISSION OF TITLES TO OBTAIN AN
INDICATIVE RATING**

**For Non-Profit Use
(‘NSA’)**

Submission of Titles to Obtain An Indicative Rating for Non-Profit Use

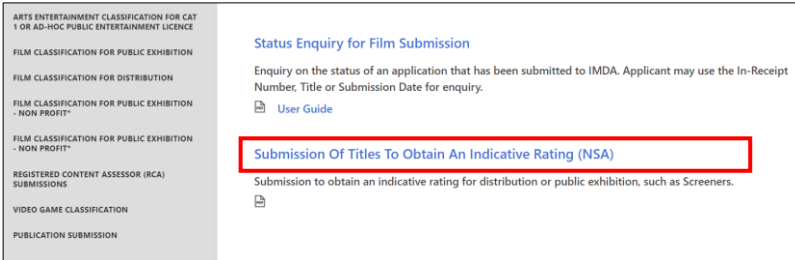
Definition

- ‘NSA’ submissions are for distributors or exhibitors to obtain an indicative rating for films prior to their non-profit distribution or public exhibition, such as for Screeners.
- The ‘NSA’ submission is not issued with a classification label and the indicative rating issued is not for the purpose of distribution or public exhibition.
- The final version of the film must be submitted for classification if it is meant for distribution or public exhibition.

Fees and Service Standards

- The classification fee is \$2.50 per half an hour or part thereof.
- ‘NSA’ 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



ARTS ENTERTAINMENT CLASSIFICATION FOR CAT 1 OR AD-HOC PUBLIC ENTERTAINMENT LICENCE

FILM CLASSIFICATION FOR PUBLIC EXHIBITION

FILM CLASSIFICATION FOR DISTRIBUTION

FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*

FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT*

REGISTERED CONTENT ASSESSOR (RCA) SUBMISSIONS

VIDEO GAME CLASSIFICATION

PUBLICATION SUBMISSION

Status Enquiry for Film Submission

Enquiry on the status of an application that has been submitted to IMDA. Applicant may use the In-Receipt Number, Title or Submission Date for enquiry.

[User Guide](#)

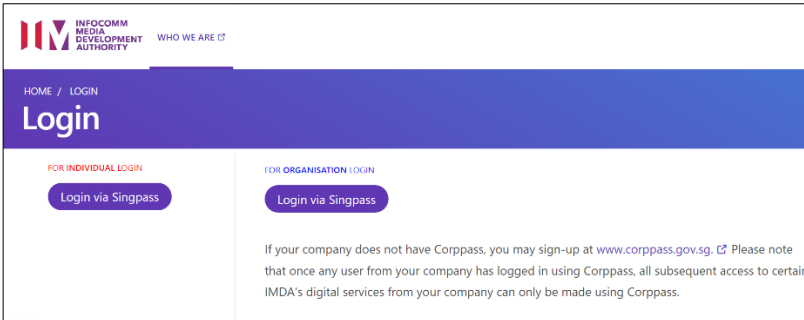
Submission Of Titles To Obtain An Indicative Rating (NSA)

Submission to obtain an indicative rating for distribution or public exhibition, such as Screeners.

Step 1:

At the Online Services page, under the **Film Classification for Distribution – Non-Profit or Film Classification for Public Exhibition – Non-Profit**, select Submission of Titles to Obtain an Indicative Rating ('NSA')

Singpass/Corppass Login



**INFOCOMM
MEDIA
DEVELOPMENT
AUTHORITY** WHO WE ARE [?](#)

HOME / LOGIN

Login

FOR INDIVIDUAL LOGIN

Login via Singpass

FOR ORGANISATION LOGIN

Login via Singpass

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 'For Individual Login' (3A) or 'For Organisation Login' (3B)
- Enter your security credentials to complete the sign-in

Login Type for Individual or;



Login

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

Select Login Type:*

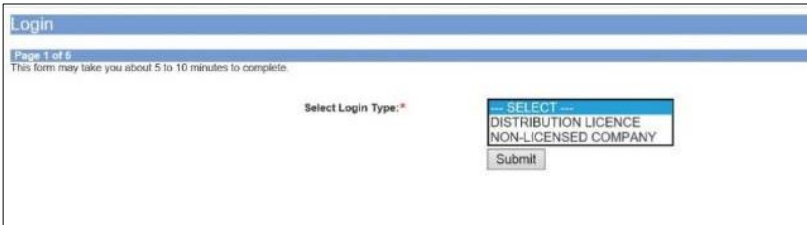
--- SELECT ---
INDIVIDUAL

Submit

Step 3A:

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

Login Type for Organisation (Corppass)



Login

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

Select Login Type:*

--- SELECT ---
DISTRIBUTION LICENCE
NON-LICENSED COMPANY

Submit

Step 3B:

- Organisation logins are meant for Corppass user
- Select 'Submit'

View Guidelines

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

Step 4:

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

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 :



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:

- Tick the relevant checkboxes to undertake the purpose of submission
- Attach the required supporting documents
- Select 'Next'

General Information

Customer Info

Licence No: [Redacted]
Organisation ID: [Redacted]
Organisation Name: LICENCEONE 360 TEST
Email Address: [Redacted]

Address Details

Block No: [Redacted]
Street Name: YISHUN RING ROAD
Floor No: [Redacted]
Building Name: [Redacted]
Postal Code: [Redacted]
Tel No: +65 [Redacted]
Fax No: +65 [Redacted]

Filer Particulars

Person NRIC No: [Redacted]
Person Name: PETER MICHAEL
Mobile No: +852 [Redacted]
Email: [Redacted]

The Email Indicated is only applicable to this submission. If you wish to update your company's contact details permanently, please update IMDA via [Online Feedback](#) or in writing.

Step 6:

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

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

Submission Information

Submission Details

Format: *

Type: * Box Set

Nature of event/activity *

Set Details

No. of Pieces: *

Step 7:

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

Declaration For Submission Of Titles To Obtain An Indicative Rating ('NSA')

Page 4 of 5

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

Title Details 1 of 1	
Title *	THE SHAWSHANK REDEMPTION (1994)
Romanised Title	
"Also Known as" title	
Director *	FRANK DARABONT
Language *	English
Sub Language	
Ownership Type *	TITLES MADE WITH CONSENT OF COPYRIGHT HOLDERS
Main Feature Running Time (in minutes) *	142
Bonus Feature Running Time (in minutes)	0
Remarks	Following special characters are not allowed : " < * > % & ' () , : ; { } [] ^ _ ` ~ " and " % "
Attachments	

Back Next

Step 8:

- Input the Title & Director's Name
- Select the Language, Sub Language (if any) and Ownership type
- Input the running time in minutes
- Select 'Next'

Declaration For Submission Of Titles To Obtain An Indicative Rating ('NSA')

Page 5 of 5

Continue Submission

Type	Main Title	Titles	No. of Pieces	Episode No.	Delete
Feature	N.A	THE SHAWSHANK REDEMPTION (1994)	1	N.A	Delete

Edit the Submission

Continue Another Submission Submit

Step 9:

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

NSA Submission Receipt

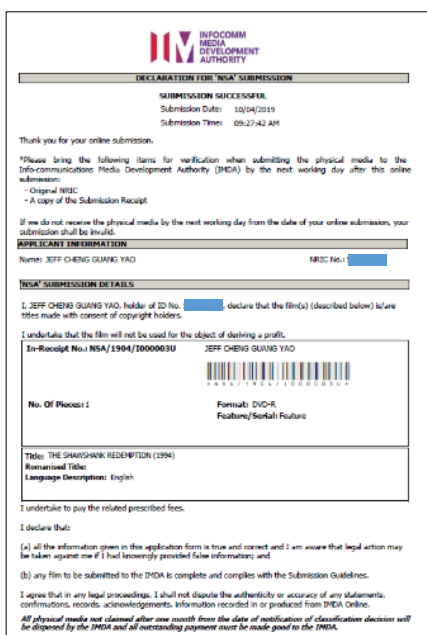
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In-Receipt No.	NSA/1904/000003U
No. of Pieces	1
Title	THE SHAWSHANK REDEMPTION (1994)

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 NSA SUBMISSION

SUBMISSION SUCCESSFUL
Submission Date: 10/04/2019
Submission Time: 09:27:42 AM

Thank you for your online submission.

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

- Original NSRC
- 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 MRIC No: [REDACTED]

NSA SUBMISSION DETAILS

I, JEFF CHENG GUANG YAO, holder of ID No. [REDACTED] declare that the film(s) (described below) is/are titles made with consent of copyright holders.

I undertake that the film will not be used for the object of deriving a profit.

In-Receipt No.: NSA/1904/000003U JEFF CHENG GUANG YAO

No. Of Pieces: 1 Format: DVD-R
Features/Special Features

Title: THE SHAWSHANK REDEMPTION (1994)
Romanised Title:
Language Description: English

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.

All physical media not claimed after one month from the date of notification of classification decision will be disposed by the IMDA and all outstanding payment must be made good to the IMDA.