

**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

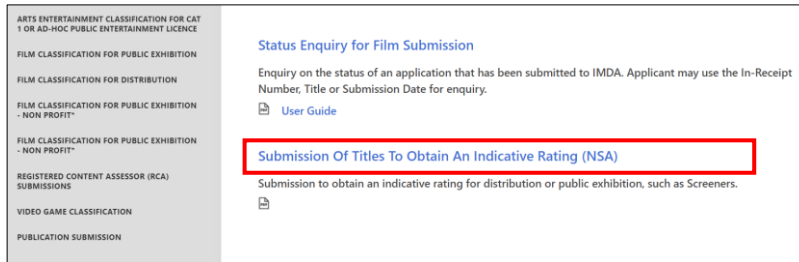
Definition

- ‘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



Login Using:

SingPass Singapore Personal Access

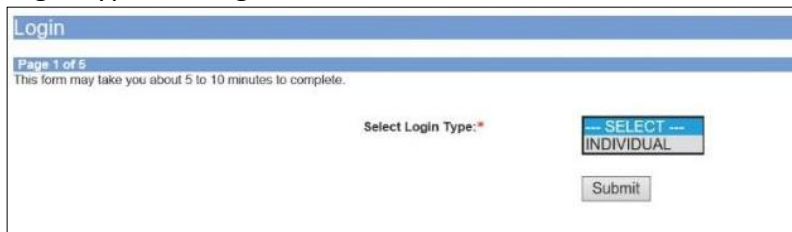
CorpPass Singapore Corporate Access
(For Companies)

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:*

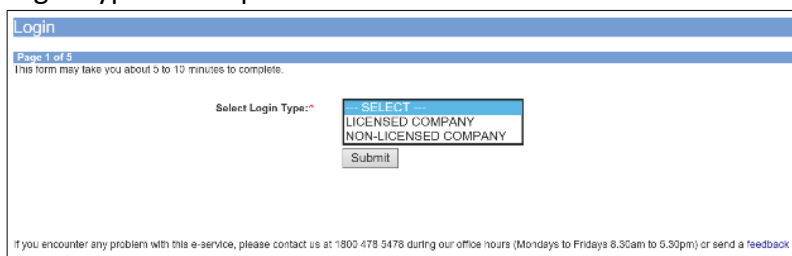
SELECT
INDIVIDUAL

Submit

Step 3A:

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

Login Type for CorpPass



Login

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

Select Login Type:*

SELECT
LICENSED COMPANY
NON-LICENSED COMPANY

Submit

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 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.

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: DG1700089Y
 Organisation ID: 31839800W
 Organisation Name: LICENCEONE 360 TEST
 Email Address: SASA@AS.COM

Address Details

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

Filer Particulars

Person NRIC No: S6065044
 Person Name: PETER MICHAEL
 Mobile No: * +65
 Email: * PETER@EMAIL.COM

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: * DVD-R
 Type: * FEATURE Box Set
 Nature of event/activity * GRAD SHOW

Set Details

No. of Pieces: * 1

Step 7:

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

