

**USER GUIDE FOR
SUBMISSION OF TITLES FOR
TRAILERS/PROMOTIONAL MATERIALS
- PUBLIC EXHIBITION**

**For Non-Profit Use
(‘NTA’)**

Trailer/Promotional Materials Submission for Non-Profit Use

Definition

- 'NTA' submissions are for classification of the first or master copy of Trailer/Promotional Materials meant for non-profit public exhibition.
- The 'NTA' submission must first be approved by the IMDA before exhibiting.
- An exhibitor will be using the approved 'NTA' submission for certification of subsequent duplicate copies for non-profit 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.
- 'NTA' submissions will be classified within 5 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



Film Classification for Public Exhibition - Non Profit*
IMDA Submissions Guidelines for Films

Submission Of New Titles (NFA)
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.
[User Guide](#)

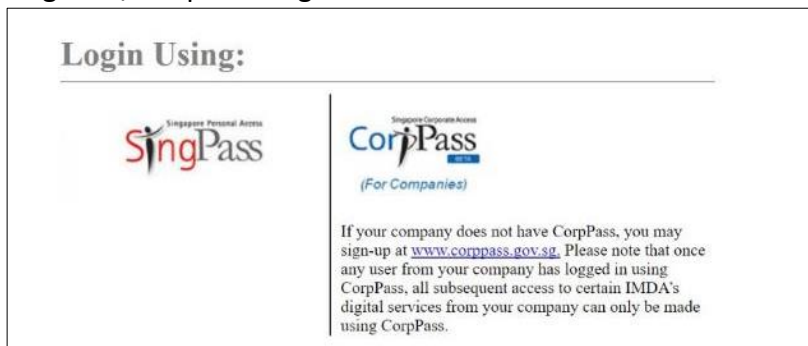
Submission Of Trailers/Promotional Materials (NTA)
Submission of the first or master copy of a Trailer/Promotional Materials that the applicant will be using for certification of subsequent duplicate copies. For non-profit use only.
[User Guide](#)

Application Of Classification Labels For Duplicate Copies (FSD)
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
[User Guide](#)

Step 1:

At the Online Services page, under the **Film Classification for Public Exhibition - Non-profit**, select Submission of Trailer/Promotional Materials ('NTA')

SingPass / CorpPass Login



Login Using:

SingPass (Singapore Personal Access)

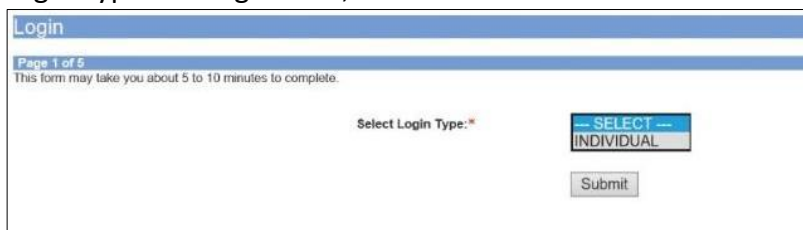
CorpPass (Singapore Corporate Access) (For Companies)

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

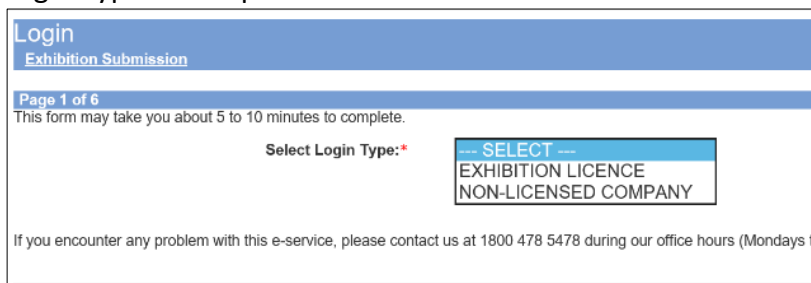
Page 1 of 5
This form may take you about 5 to 10 minutes to complete.

Select Login Type:* **--- SELECT ---
INDIVIDUAL**

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:* **--- SELECT ---
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...)

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

Page 2 of 6

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'

Page 2 of 5

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

TRAILER SUBMISSION

[Submission Details](#) Use MyInfo Details

Person NRIC: [REDACTED]
 Person Name: JEFF CHENG GUANG YAO

Address Details

Block No: [REDACTED]
 Street Name: BRADDELL HILL
 Floor No: [REDACTED]
 Building Name: BRADDELL VIEW
 Postal Code: [REDACTED]
 House Tel No: 88888888

Filer Particulars

Mobile No: * 88888888
 Email: * [REDACTED]@GMAIL.COM

Step 6:

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

Submission of Trailers/Promotional Materials (NTA)

Page 4 of 6

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

Submission Information

Movie Trailer: * Yes No

Import Details

Format: * DCP

Title Details

Main Language: * English

Title: * COMMUNITY INVOLVEMENT PROGRAMME TRAILER

Also Known As:

Romanised Title:

Running Time (in minutes): * 3

Purpose of Submission: * Film Festival

Name of Film Festival: * CIP EVENT

Screening Date: (DD/MM/YYYY) * From: 01/09/2019 To: 01/10/2019

Screening Venue: * COMMUNITY CLUB

No. of Pieces: * 1

Subtitles

Subtitle 1: NIL

Subtitle 2: NIL

Remarks:

Step 7:

- For Movie/Film Trailers select 'Yes', for others such as Promotional Materials select 'No'
- Select media format type
- Input details such as, Title, Language and Running Time
- Input screening details such as Purpose, Date and Venue

Submission of Trailers/Promotional Materials (NTA)

Page 5 of 6

Confirm Submission

List of Submissions

Title	Language	No. of Pieces	No. of Reels	Delete	View/Edit
community involvement programme trailer	English	1	0	Delete	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 8:

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

Film Submission Receipt

Page 6 of 6

In-Receipt No.	NTA/1904/00002P
Title	COMMUNITY INVOLVEMENT PROGRAMME TRAILER
Romanised Title	
Language	ENGLISH
Format	DCP
No. of Pieces	1
No. of Reels	0

Last Step:

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

IMDA INFOCOMM MEDIA DEVELOPMENT AUTHORITY

DECLARATION FOR 'NTA' SUBMISSION

SUBMISSION SUCCESSFUL

Submission Date: 06/04/2019
Submission Time: 02:01:01 AM

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.

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

'NTA' SUBMISSION DETAILS

In-Receipt No.: NTA/1904/00002P	JEFF CHENG GUANG YAO
Format: DCP	
No. of Pieces: 1	
Title: COMMUNITY INVOLVEMENT PROGRAMME TRAILER	
Romanised Title: <input type="text"/>	Subtitle Language: NIL
Language Descriptions: English	NIL

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.