

**USER GUIDE FOR  
SUBMISSION OF TITLES TO OBTAIN AN  
INDICATIVE RATING  
(‘SA’)**

## **Submission of Titles to Obtain An Indicative Rating**

### **Definition**

- ‘SA’ submissions are for commercial distributors or exhibitors to obtain an indicative rating for films prior to distribution or public exhibition, such as for Screeners.
- The ‘SA’ 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 \$10 per half an hour or part thereof.
- ‘SA’ 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.

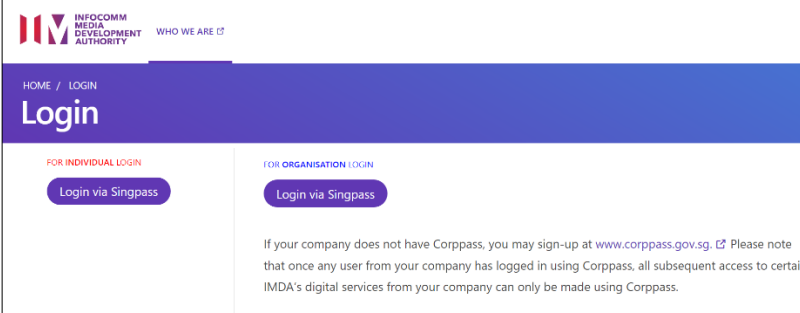
## Select the e-service

ARTS ENTERTAINMENT CLASSIFICATION FOR CAT 1 OR AD-HOC PUBLIC ENTERTAINMENT LICENCE	<a href="#">Status Enquiry for Film Submission</a> 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.
FILM CLASSIFICATION FOR PUBLIC EXHIBITION	<a href="#">Submission Of Titles To Obtain An Indicative Rating (SA)</a> Submission to obtain an indicative rating for distribution or public exhibition, such as Screeners.
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	

### Step 1:

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

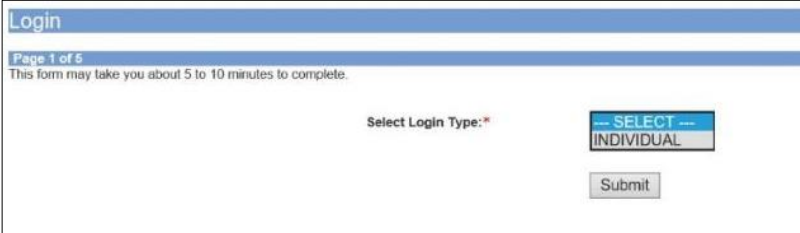
## Singpass/Corppass Login



### 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**;



### Step 3A:

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

## Login Type for Organisation (Corppass)



### 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.

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 5

**General Information**

**Customer Info**

License No:   
 Organisation ID:   
 Organisation Name: LICENCEONE 360 TEST  
 Email Address:

**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: s  
 Person Name: PETER MICHAEL  
 Mobile No: \* +65-  
 Email: \*

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 5:**

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

Page 3 of 5

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

**Submission Information**

**Submission Details**

Format: \*   
 Type: \* --SELECT--

**Set Details**

No of Pieces: \*

**Step 6:**

- 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 ('SA')**

Page 4 of 5

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

**Title Details 1 of 1**

Title *	THE UNICORN STORE
Romanised Title	<input type="text"/>
"Also Known as" title	<input type="text"/>
Director *	BRIE LARSON
Language *	English
Sub Language	<input type="text"/>
Ownership Type *	TITLES FOR WHICH WE HOLD COPYRIGHTS
Main Feature Running Time (in minutes) *	110
Bonus Feature Running Time (in minutes)	0
Remarks	<input type="text"/>
Attachments	<input type="button" value="Add Attachment"/>

Following special characters are not allowed: " < > \* & " { " } ( " ) " and " % "

**Step 7:**

- 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 ('SA')**

Page 5 of 5

Confirm Submission  
List of Submissions

Type	Main Title	Titles	No. of Pieces	Episode No.	Delete	
Feature	N.A	THE UNICORN STORE	1	N.A	Delete	Edit the 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 'Submit'


**SA Submission Receipt**

Page 5 of 5

<b>In-Receipt No.</b>	<b>SA/1904/1000008L</b>
<b>No. of Pieces</b>	<b>1</b>
<b>Title</b>	<b>THE UNICORN STORE</b>

### Last Step:

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


  
**DECLARATION FOR 'SA' SUBMISSION**

**SUBMISSION SUCCESSFUL**

Submission Date: 09/04/2019  
 Submission Time: 06:20:07 PM

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 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.: S-██████████  
 Licence No./Organisation ID: T-██████████  
 Company Name: MOBILE PLATINUM LIMITED PARTNERSHIP

**'SA' SUBMISSION DETAILS**

I, JEFF CHENG GUANG YAO, holder of ID No. ██████████, am authorised by MOBILE PLATINUM LIMITED PARTNERSHIP, declare that the film(s) (described below) is/are titles for which we hold copyrights.

<b>In-Receipt No.:</b> SA/1904/1000008L	MOBILE PLATINUM LIMITED PARTNERSHIP  *SA/1904/1000008L*
<b>No. Of Pieces:</b> 1	<b>Format:</b> Thumb Drive <b>Feature/Serial:</b> Feature
<b>Title:</b> THE UNICORN STORE <b>Romanised Title:</b> <b>Language Description:</b> 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.*