

**USER GUIDE FOR
APPLICATION OF CLASSIFICATION
LABELS FOR DUPLICATE COPIES
- DISTRIBUTION
(‘SD’)**

Application of Classification Labels for Duplicate Copies

Definition

- ‘SD’ refers to the application of classification labels for duplicate copies of films which the applicant has already made a master copy application that has been approved by IMDA and payment is made.
- A distributor will be using the classification labels applied under ‘SD’ application for the subsequent duplicate copies for distribution.
- Only in-receipt numbers with the following prefixes can be used to apply for ‘SD’.
 - ‘A’, ‘RT’, ‘EF’, ‘XA’, ‘RA’, ‘P’, ‘NA’, ‘NEF’, ‘NRA’, ‘NP’ and ‘CA’.
- Classification labels under the ‘SD’ applications are solely for films meant for distribution purposes.

Fees and Service Standards

- The classification label is \$0.80 per copy.
- For titles co-classified by the Registered Content Assessor, the classification label is \$0.40 per copy.
- ‘SD’ classification labels are issued immediately upon application.
- 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	<p>Submission Of Classified Titles With New Extra Features (EF)</p> <p>Submission for titles which comprise a main feature identical to a version already classified by IMDA, and extra features that have not been classified before. IMDA will only classify the extra features</p> <p>Application Of Classification Labels For Duplicate Copies (SD)</p> <p>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</p> <p>Submission Of New Titles - Express Service (XA)</p> <p>Submission of the first or master copy of a film, with a shorter turnaround time and a surcharge</p>
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Step 1:


- At the Online Services page, under the **Film Classification for Distribution**, select [Application of Classification Labels for Duplicate Copies \('SD'\)](#) or;
- Under the **Film Classification for Distribution - Non-Profit**, select [Application of Classification Labels for Duplicate Copies \('SD'\)](#)

SingPass / CorpPass Login

Login Using:



Singapore Personal Access



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 or CorpPass login
- Enter your security credentials to complete the sign-in

Declaration for Application of classification labels for duplicate copies ('SD')

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

Fields marked with * are mandatory

Search

Login Type *

Licence Number *

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 3:

- Select your login type and input your company's UEN or Licence Number
- 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

General Information

Customer Info

Licence No: DG
 Organisation ID:
 Organisation Name: LICENCEONE 360 TEST
 Email Address:

Address Details

Block No:
 Street Name: YISHUN KUNG 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.

Next

Step 5:

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

Declaration for Application of classification labels for duplicate copies ('SD')

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Search - Receipt No

No. of Titles Submitted

Organisation ID

Organisation Name: LICENCEONE 360 TEST

In-Receipt No. of Original Copy* RT/1901/000004L

Next

Step 6:

- Input the In-Receipt Number of the original copy
- Ensure payment is made prior to applying for duplicate labels
- Select 'Next'

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Fields marked with * are mandatory

Submission

Licence No: DG
 Organisation ID: 37839800W
 Organisation Name: LICENCEONE 360 TEST
 Receipt No. of original copy: RT/1901/000004L
 Feature Serial: Serial
 Classification Code: Entertainment
 Format*: Blu-Ray
 No. of Labels for duplicate copies*: 15
 Ownership Type*: Titles For Which We Hold Copyrights
 Remarks: Following special characters are not allowed: "<",">","*","&","(",")","'","\" and \"%\"

Title	Romanised Title	Language Desc	Rating	Running Time
INTERNET SERIALS		Englis	PG	145

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Step 7:

- Select the Format and Ownership Type
- Input the number of labels needed for your duplicate copies

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Type	Main Title	Title	Number of Labels for duplicate copies	Delete	Edit
Serial	N.A.	INTERNET SERIALS	15	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 have knowingly provided false information; and

(b) the content of the duplicate copy/copies is identical to the original copy/copies indicated above.

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 Data.

Continue Another Submission Submit

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'

