

**USER GUIDE FOR  
SUBMISSION OF  
TRAILERS/PROMOTIONAL MATERIALS  
FOR PUBLIC EXHIBITION  
(‘TA’)**

## **Trailer/Promotional Materials Submission under Standard Service**

### **Definition**

- ‘TA’ submissions are for classification of the first or master copy of a Trailer/Promotional Materials meant for commercial public exhibition.
- The ‘TA’ submission must first be approved by the IMDA before exhibiting.
- An exhibitor will be using the approved ‘TA’ submission for certification of subsequent duplicate copies for exhibition.

### **Fee and Service Standards**

- The classification fee is \$82 per half an hour or part thereof and the classification label is \$0.80 per copy.
- ‘TA’ 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**

**Submission Of New Titles (FA)**  
Submission of the first or master copy of a film that the applicant will be using for certification of subsequent duplicate copies  
[User Guide](#)

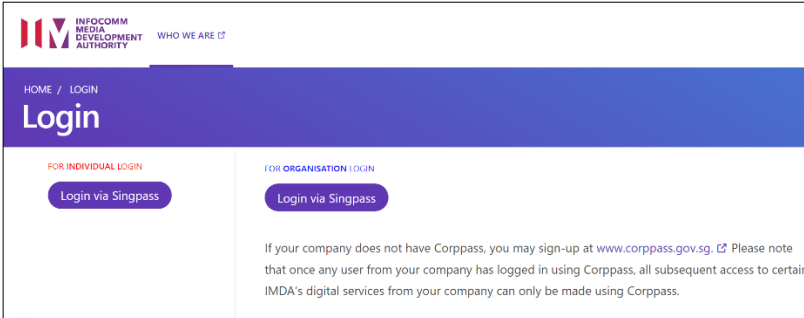
**Submission Of Trailers/Promotional Materials (TA)**  
Submission of the first or master copy of a Trailer/Promotional Materials that the applicant will be using for certification of subsequent duplicate copies  
[User Guide](#)

**Submission Of Repeat Titles With Identical Content (FRT)**  
Submission for titles where the main feature and any included extra features are identical to a version that has been previously classified by IMDA  
[User Guide](#)

### Step 1:

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

## 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](http://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**

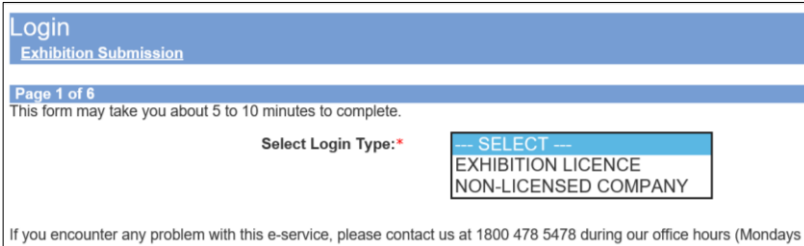
Page 1 of 5  
This form may take you about 5 to 10 minutes to complete.

Select Login Type: \*

### Step 3A:

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

## Login Type for Organisation (Corppass)



**Login**  
Exhibition Submission

Page 1 of 6  
This form may take you about 5 to 10 minutes to complete.

Select Login Type: \*

If you encounter any problem with this e-service, please contact us at 1800 478 5478 during our office hours (Mondays to Fridays, 9am to 5pm)

### 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

**Submission of Trailers / Promotional Materials (TA)**

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]

**Step 5:**

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

**Submission of Trailers/Promotional Materials (TA)**

Page 3 of 5

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: \*** DOCTOR STRANGE 2 - TRAILER A

**Also Known As:** [REDACTED]  
**Romanised Title:** [REDACTED]

**Running Time (in minutes):\*** 2

**Purpose of Submission:\*** Theatrical Release

**Screening Date: (DD/MM/YYYY) \*** From 01/08/2019 To 01/09/2019

**Screening Venue: \*** GOLDEN VILLAGE CINEMA LOBBY

**No. of Pieces: \*** 1

**Subtitles**

**Subtitle 1:** NIL  
**Subtitle 2:** NIL

**Remarks:**

**Step 6:**

- 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 (TA)**

Page 4 of 5

**Confirm Submission**

List of Submissions

Title	Language	No. of Pieces	No. of Reels	Delete	View/Edit
Doctor strange 2 - trailer a	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 7:

- 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 5 of 5

<b>In-Receipt No.</b>	TA/1904/000005A
<b>Title</b>	DOCTOR STRANGE 2 - TRAILER A
<b>Romanised Title</b>	
<b>Language</b>	ENGLISH
<b>Format</b>	DCP
<b>No. of Pieces</b>	1
<b>No. of Reels</b>	0

### 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 TA SUBMISSION**  
**SUBMISSION SUCCESSFUL**  
 Submission Date: 06/04/2019  
 Submission Time: 01:30:07 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 submission:  
 - Original NRC  
 - 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      NRC No.: S0750311C

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**TA SUBMISSION DETAILS**

In-Receipt No.:	TA/1904/000005A	JEFF CHENG GUANG YAO
Format:	DCP	
No. of Pieces:	1	
		
Title:	DOCTOR STRANGE 2 - TRAILER A	
Romanised Title:		
Language Description:	English	Subtitle Languages: 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.*