

**USER GUIDE FOR
STATUS ENQUIRY FOR FILM
SUBMISSION**

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A. To find out the status of your film submission

Step 1:

At the Online Services page, under the Film Classification for Distribution or Public Exhibition, select **'Status Enquiry for Film Submission'**

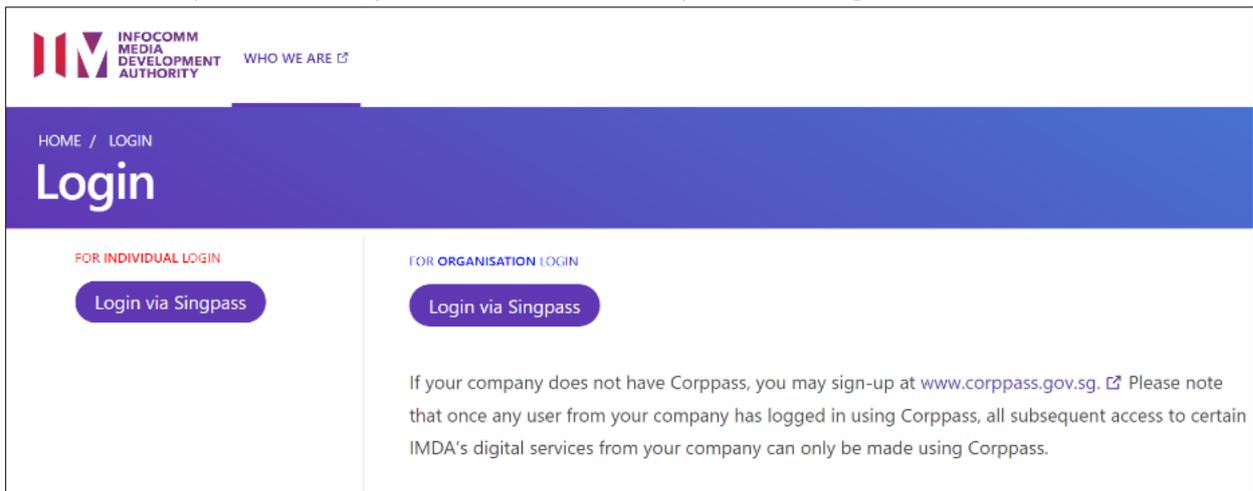
[Status Enquiry for Film Submission](#) 

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 and payment.

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Step 2:

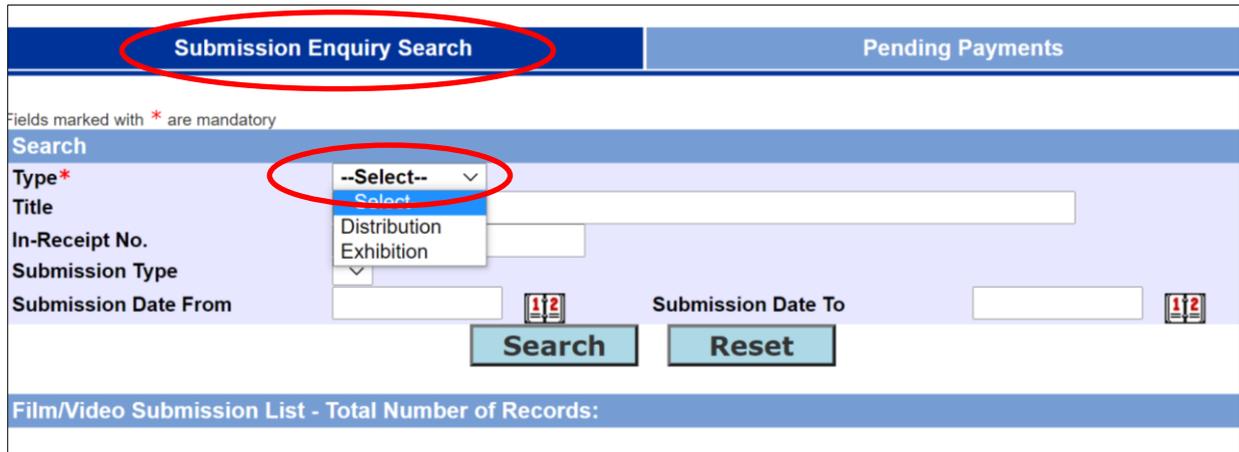
- Select either 'For Individual Login' or 'For Organisation Login'
- Enter your security credentials to complete the sign-in



The screenshot shows the top of the IMDA website. At the top left is the IMDA logo and the text 'INFOCOMM MEDIA DEVELOPMENT AUTHORITY' and 'WHO WE ARE'. Below this is a blue navigation bar with 'HOME / LOGIN' and a large 'Login' heading. The main content area is split into two columns. The left column is titled 'FOR INDIVIDUAL LOGIN' and contains a 'Login via Singpass' button. The right column is titled 'FOR ORGANISATION LOGIN' and contains a 'Login via Singpass' button. Below the right button is a paragraph of text: '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 3:

- Select the 'Submission Enquiry Search' tab
- Select the type from the dropdown box i.e Distribution/Exhibition
- Key-in the In-Receipt Number and/or Submission Date
- (Optional) Select the 'Submission Type'
- Click on the 'Search' button to proceed



Fields marked with * are mandatory

Submission Enquiry Search Pending Payments

Search

Type* **--Select--**

Title

In-Receipt No.

Submission Type

Submission Date From Submission Date To

Search **Reset**

Film/Video Submission List - Total Number of Records:

Step 4:

- The screen will display the title and the status information
- Click on the In-Receipt Number highlighted in blue for more details



Fields marked with * are mandatory

Submission Enquiry Search Pending Payments

Search

Type* **Exhibition**

Title

In-Receipt No. **FA/2106/000033Z**

Submission Type

Submission Date From Submission Date To

Search **Reset**

Film/Video Submission List - Total Number of Records: 1

In-Receipt No.	Company	Film Exhibition Submission Details	
FA/2106/000033Z	ID XXXXX311C Name JEFF CHENG GUANG YAO	Title	FANRIC TEST
		Romanised Title	
		Subm. Status	Submitted
		Subm. Date	25/06/2021

Step 5:

Click on the **'Expand All'** to view all the details of the submission.

Exhibition Submission Details	
Expand All Close All	
<input type="checkbox"/> Applicant Submission	
Company Details	
For Licensed Company	
Licence No.	
Organisation ID	
Organisation Name	
Organisation Email	
For Non-Licensed Company	
Organisation ID	
Organisation Name	
Organisation Email	
For Individual	
Person NRIC No.	XXXXX311C
Person Name	JEFF CHENG GUANG YAO

B. Online Payment using eNETS

Step 1:

At the Online Services page, under the Film Classification for Distribution or Public Exhibition, select '**Status Enquiry for Film Submission**'

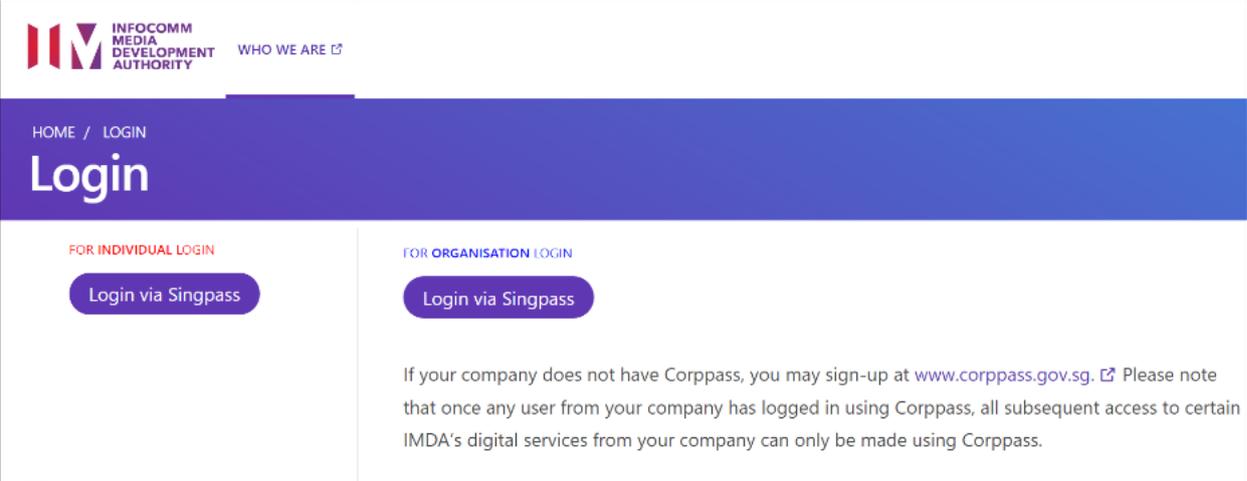
[Status Enquiry for Film Submission](#) 

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 and payment.

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Step 2:

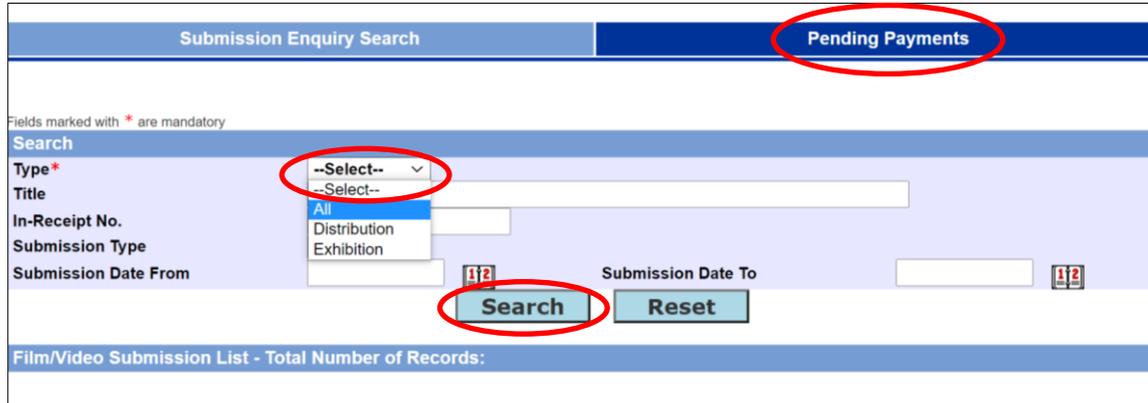
- Select either 'For Individual Login' or 'For Organisation Login'
- Enter your security credentials to complete the sign-in



The screenshot shows the IMDA website's login page. At the top left is the IMDA logo and the text 'INFOCOMM MEDIA DEVELOPMENT AUTHORITY' with a link 'WHO WE ARE'. Below this is a navigation bar with 'HOME / LOGIN' and a large 'Login' heading. The main content area is split into two columns: 'FOR INDIVIDUAL LOGIN' and 'FOR ORGANISATION LOGIN'. Each column has a 'Login via Singpass' button. Below the buttons, there is a note: '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 3:

- Select the **'Pending Payment'** tab
- Select the type from the dropdown box i.e All/Distribution/Exhibition
- (Optional) Key-in the In-Receipt No./ Submission Date/Submission Type
- Click on the **'Search'** button to proceed



Submission Enquiry Search Pending Payments

Fields marked with * are mandatory

Search

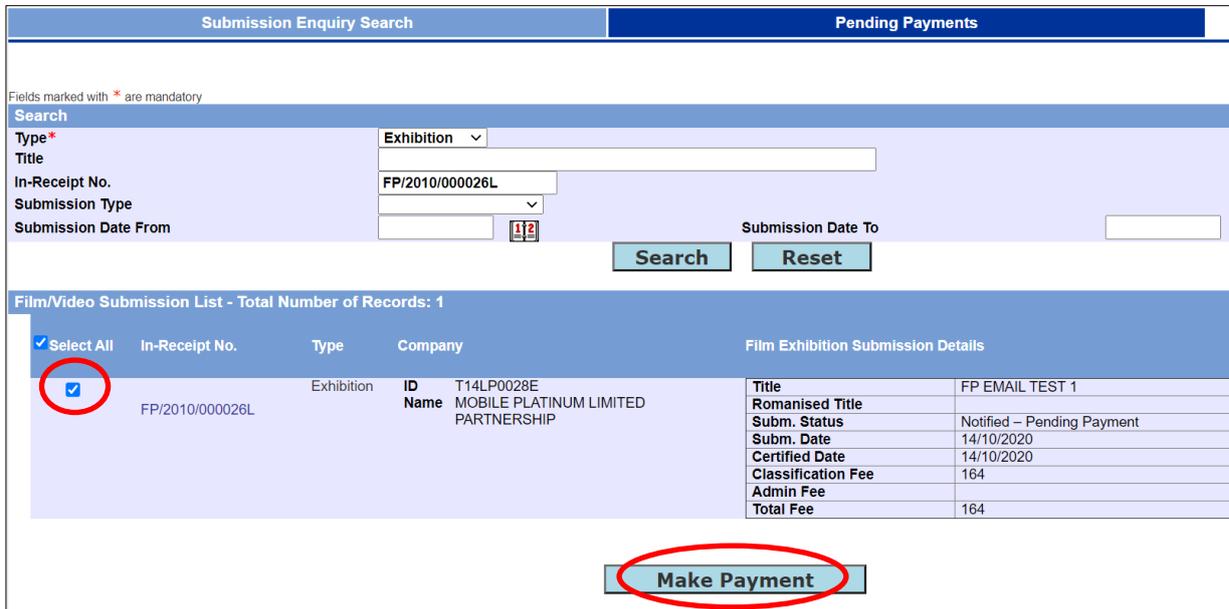
Type* --Select--
 Title --Select--
 In-Receipt No. All
 Submission Type Distribution
 Submission Date From Exhibition i? Submission Date To i?

Search Reset

Film/Video Submission List - Total Number of Records:

Step 4:

- Select checkboxes of applications that you wish to make payment
- Click on the **'Make Payment'** button



Submission Enquiry Search Pending Payments

Fields marked with * are mandatory

Search

Type* Exhibition
 Title --Select--
 In-Receipt No. FP/2010/000026L
 Submission Type --Select--
 Submission Date From i? Submission Date To i?

Search Reset

Film/Video Submission List - Total Number of Records: 1

<input checked="" type="checkbox"/>	In-Receipt No.	Type	Company	Film Exhibition Submission Details	
☑	FP/2010/000026L	Exhibition	ID T14LP0028E Name MOBILE PLATINUM LIMITED PARTNERSHIP	Title	FP EMAIL TEST 1
				Romanised Title	
				Subm. Status	Notified - Pending Payment
				Subm. Date	14/10/2020
				Certified Date	14/10/2020
				Classification Fee	164
				Admin Fee	
				Total Fee	164

Make Payment

Step 5:

- Confirm the payment fee details
- Click on 'Pay Online' button and follow the payment instructions on screen for payment via eNETS

Payment Confirmation Page					
Payment List					
S/N	In-Receipt No	Title	Submission Date	Certified Date	Total Fee
1	FP/2010/000026L	FP EMAIL TEST 1	14/10/2020	14/10/2020	164
Payment Details					
Number of Submissions	1				
Total Amount Payable	164.00				
<input type="button" value="Pay Online"/> <input type="button" value="Back"/>					

Step 6:

- Once payment has been completed, you can print or save a PDF copy of the payment receipt or;
- Return to the Status Enquiry page to check on the rating of the film

Film Submission Payment	
<p>Payment is successful. You may click the 'Go to enquiry' button and enter the In Receipt Number to check the decision and print the certificate/notification.</p>	
Payment Receipt Details	
Transaction ID	FVSP20210630101642
Payment Timestamp	2021-06-30 10:17:50
Amount Paid	164.00
Receipt No	JNX20210630101750
Status	Success
<input type="button" value="Go to Enquiry"/> <input type="button" value="Print Payment Receipt"/>	

C. To Print/Re-Print Documents

Step 1:

At the Online Services page, under the Film Classification for Distribution or Public Exhibition, select **'Status Enquiry for Film Submission'**

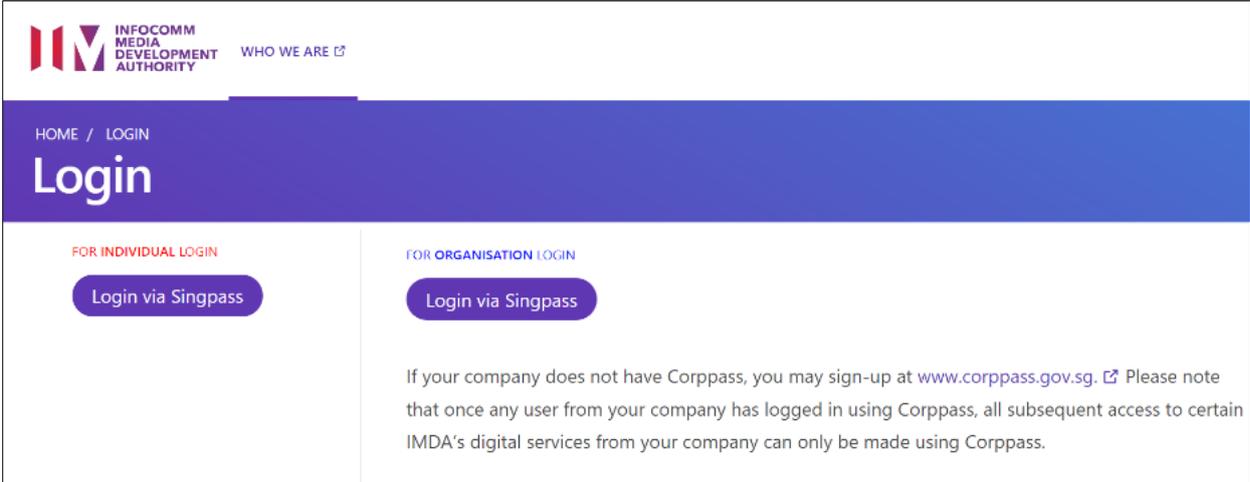
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Step 3:

- Enter the In-Receipt Number on the Search Enquiry page
- Click on the In-Receipt Number highlighted in blue for more details

Submission Enquiry Search		Pending Payments	
fields marked with * are mandatory			
Search			
Type*	Exhibition		
Title			
In-Receipt No.	XFA/2106/000022Z		
Submission Type			
Submission Date From		Submission Date To	
		<input type="button" value="Search"/> <input type="button" value="Reset"/>	
Film/Video Submission List - Total Number of Records: 1			
In-Receipt No.	Company	Film Exhibition Submission Details	
XFA/2106/000022Z	ID T14LP0028E Name MOBILE PLATINUM LIMITED PARTNERSHIP	Title	TLC TEST EMAIL XFA
		Romanised Title	
		Subm. Status	Certified
		Subm. Date	24/06/2021

Step 4:

- Click on the 'Print Certificate/Notification Listing' to print the certificate or notification for the selected title
- You may re-print the Submission Receipt and Payment Receipt

Exhibition Submission Details			
Expand All Close All			
<input checked="" type="checkbox"/> Applicant Submission <input checked="" type="checkbox"/> IMDA Submission Details	<input type="button" value="Print Certificate Listing"/>		
<input type="button" value="Print Submission Receipt"/> <input type="button" value="Print Payment Receipt"/> <input type="button" value="Back"/>			