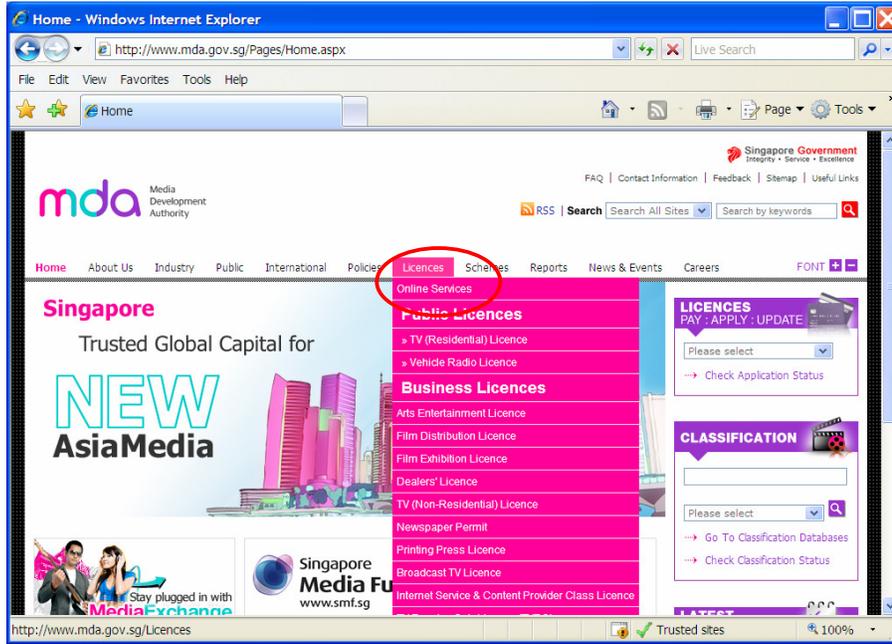


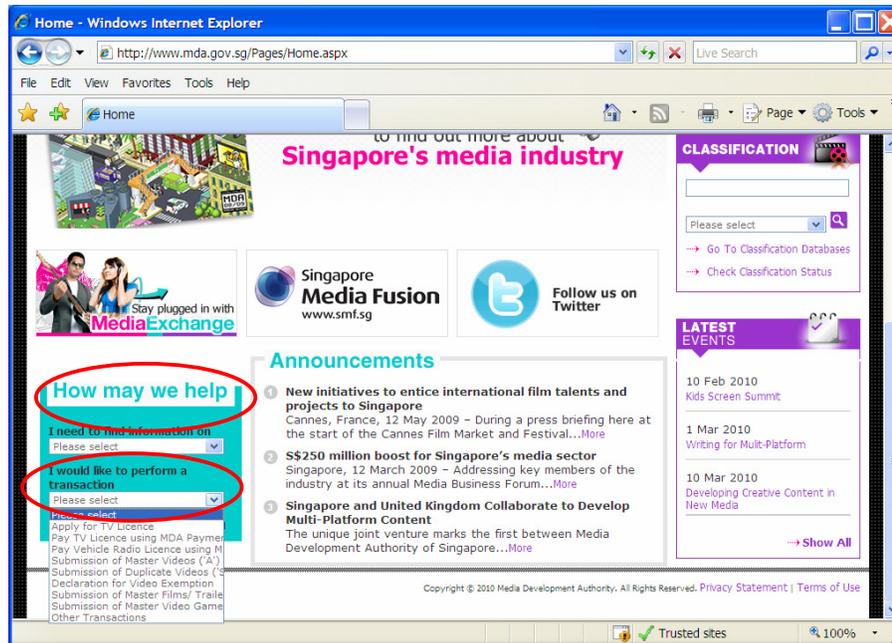
Online Help on Film Submission

Submission of Duplicate Trailers ('TB')

Step 1: Log on to MDA website at www.mda.gov.sg and click on Licences → Online Services

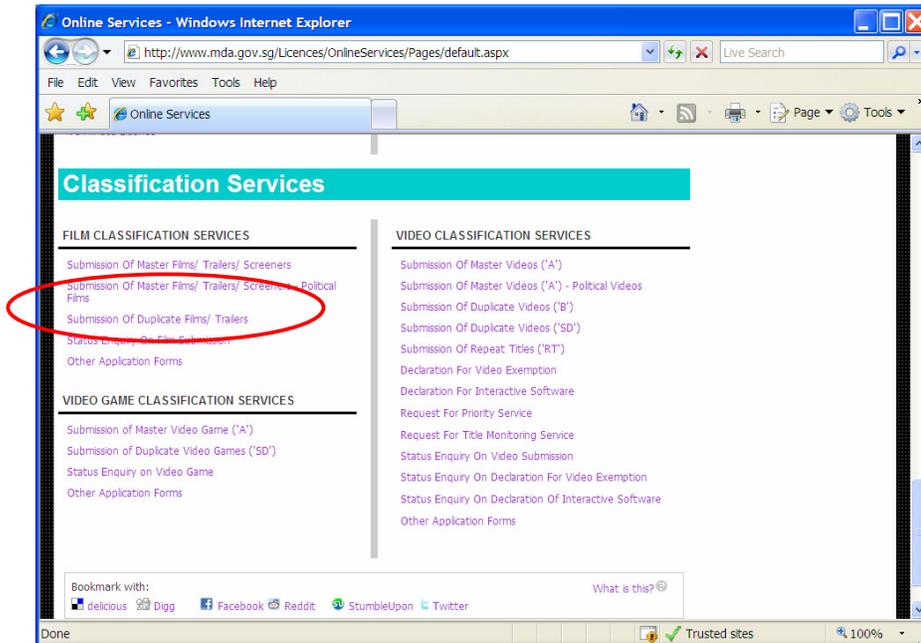
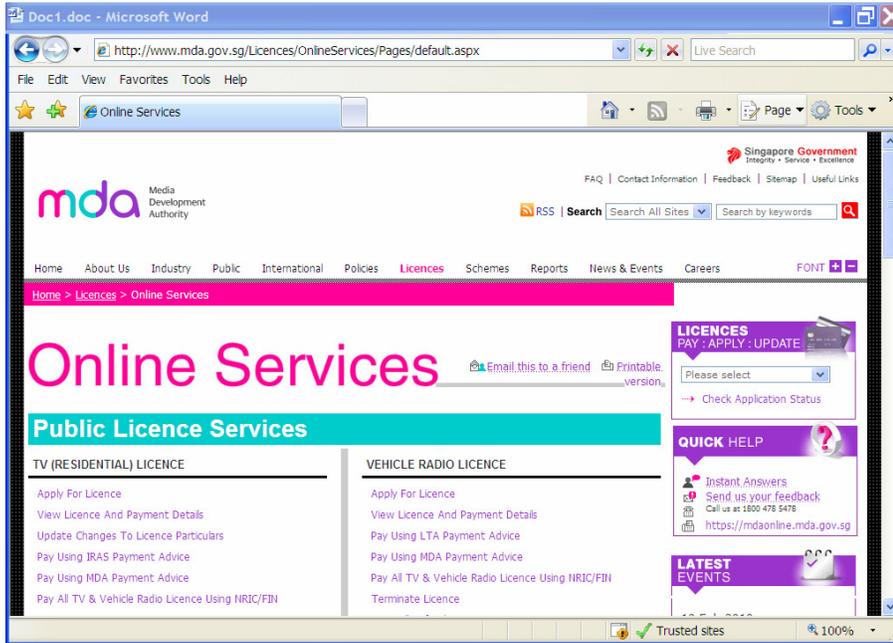


Alternatively, you may scroll down and click on "How may we help



Online Help on Film Submission

Step 2: Scroll down to Film Classification Services and Click on Submission of Master Films / Trailers / Screeners



Online Help on Film Submission

Step 3: Enter your NRIC and SingPass.

The screenshot shows the SingPass authentication service login page. The browser title is "Welcome to SingPass - Microsoft Internet Explorer". The address bar shows "https://www.singpass.gov.sg/npin/redirect_login.do?". The page features the SingPass logo and a banner for "Singapore Personal Access". A "Secure" lock icon is visible in the top left. The main heading is "Welcome to SingPass authentication service". Below this is an "IMPORTANT NOTE" box stating "Your SingPass ID is your Identification Number." There is a "SingPass ID" field with a dropdown menu set to "S" and an empty input box. Below the field are "Submit" and "Cancel" buttons. A link for "Online Security" tips is provided. The footer contains the copyright notice: "Copyright © 2005 Government of Singapore. All rights reserved."

Step 4: Select the appropriate login type. For non-licensed company or organisation, a one time registration is required before you can proceed with your online submission. Please follow the steps below for registration. If you have registered with the MDA, you may proceed to login using your ACRA number, ROS number, etc.

- Click on 'Register with MDA' and select 'Organisation'.

The screenshot shows the MDA online services login page in Microsoft Internet Explorer. The browser title is "Media Development Authority - Microsoft Internet Explorer". The address bar shows "https://mdaonline.mda.gov.sg/onlineservices/". The page features the MDA logo and the Singapore Government logo. The main heading is "Login". Below this is a "Page 1 of 3" indicator. A message states "This form may take you about 5 to 10 minutes to complete." There is a "Select Login Type:" field with a dropdown menu set to "-- SELECT ---". The dropdown menu is open, showing options: "-- SELECT ---", "SELECT", "ORGANISATION", "INDIVIDUAL", and "Submit". Below the dropdown is a "Select Film/Trailer:" field. At the bottom of the page, there are links for "Register With MDA" and "Rate this e-service". The footer contains the contact information: "If you encounter any problem with this e-service, please contact us at 1800 478 5478 or send a feedback".

Online Help on Film Submission

The screenshot shows the login page of the Media Development Authority (MDA) online services. The browser window title is "Media Development Authority - Microsoft Internet Explorer". The address bar shows "https://mdaonline.mda.gov.sg/online-services/". The page features the MDA logo and the Singapore Government logo. The main heading is "Login". Below the heading, it says "Page 1 of 3" and "This form may take you about 5 to 10 minutes to complete." The form includes a "Select Login Type:" dropdown menu set to "ORGANISATION", a "Login ID:" text input field with a note "(Please register with MDA if you do not have Registered Login ID.)", and a "Select Film/Trailer:" dropdown menu set to "... SELECT ...". A "Submit" button is located below the form. At the bottom of the form, there are links for "Register With MDA" and "Rate this e-service".

- Complete the online form.

The screenshot shows the registration form of the Media Development Authority (MDA) online services. The browser window title is "Media Development Authority - Microsoft Internet Explorer". The address bar shows "https://mdaonline.mda.gov.sg/online-services/". The page features the MDA logo and the Singapore Government logo. The main heading is "Registration Form". Below the heading, it says "Please Select Registration Type: Individual Organisation". The form is titled "Organisation Information" and includes the following fields: "Organisation ID: *" (2007111149), "Organisation Name: *" (HAPPY FILMS), "Block No.: *" (1), "Street Name: *" (ABC STREET), "Floor No.:", "Unit No.:", "Long Unit No.:", "Building Name:", "Postal Code: *" (209887), "Telephone No.: *" (67892223), "Fax No.:", and "Email: *" (HAPPYFILMS@EMAIL.COM). A "Confirm and Submit" button and a "Reset" button are located at the bottom right of the form.

Online Help on Film Submission

- Click on 'Confirm and Submit'. You will receive a message indicating that the registration is successful.

The screenshot shows the 'Registration Form' in a Microsoft Internet Explorer browser. The page title is 'Media Development Authority - Microsoft Internet Explorer'. The address bar shows 'https://mdaonline.mda.gov.sg/online-services/'. The page features the 'Get Connected @mda Online!' logo and the Singapore Government logo. The form is titled 'Registration Form' and has a sub-header 'Please Select Registration Type: Individual Organisation'. The 'Organisation Information' section is filled out with the following details:

| | | |
|--------------------|----------------------|---|
| Organisation ID: * | 2007111149 | (Enter your ACRA number or ROS number, etc) |
| Organisation Name: | HAPPY FILMS | |
| Block No.: | 1 | |
| Street Name: * | ABC STREET | |
| Floor No.: | | |
| Unit No.: | | |
| Long Unit No.: | | |
| Building Name: | | |
| Postal Code: * | 209887 | |
| Telephone No.: | 67892223 | |
| Fax No.: | | |
| Email: * | HAPPYFILMS@EMAIL.COM | |

Below the form, a green message states: 'Your registration has been successfully approved. Your registered Login ID is 2007111149. Please use this Login ID and login to our system'. There are 'Confirm and Submit' and 'Reset' buttons at the bottom right of the form area.

- After registration, you may select 'Organisation' to proceed with the online submission. Enter your Login ID and select 'Trailer'.

The screenshot shows the 'Login' page in a Microsoft Internet Explorer browser. The page title is 'Media Development Authority - Microsoft Internet Explorer'. The address bar shows 'https://mdaonline.mda.gov.sg/online-services/'. The page features the 'Get Connected @mda Online!' logo and the Singapore Government logo. The page is titled 'Login' and has a sub-header 'Page 1 of 3'. Below the header, it says 'This form may take you about 5 to 10 minutes to complete.' The form has the following fields:

- Select Login Type: *** A dropdown menu with 'ORGANISATION' selected.
- Login ID: *** A text input field containing '2007111149' with a note '(Please register with MDA if you do not have Registered Login ID.)'
- Select Film/Trailer: *** A dropdown menu with 'TRAILER' selected from a list that also includes 'FILM'.

Below the form, there is a link 'Register With MDA' and a link 'Rate this e-service'. At the bottom of the page, there is a footer with the text 'If you encounter any problem with this e-service, please contact us at 1800 476 5476 or send a feedback'.

Online Help on Film Submission

- Click on 'Submit'

The screenshot shows the Microsoft Internet Explorer browser window displaying the Media Development Authority (MDA) online services page. The address bar shows the URL: <https://mdaonline.mda.gov.sg/online-services/>. The page features the MDA logo and the Singapore Government logo. The main heading is "Login". Below the heading, it indicates "Page 1 of 3" and states "This form may take you about 5 to 10 minutes to complete." The form includes the following fields and options:

- Select Login Type:** A dropdown menu set to "ORGANISATION".
- Login ID:** A text input field containing "2007111149". A note next to it says "(Please register with MDA if you do not have Registered Login ID.)".
- Select Film/Trailer:** A dropdown menu set to "TRAILER".

A "Submit" button is located below the form fields. Below the form, there is a link to "Register With MDA" and a "Rate this e-service" link. The browser's status bar at the bottom indicates "Local Intranet".

Step 5: Complete the online form.

The screenshot shows the Microsoft Internet Explorer browser window displaying the MDA online services page. The address bar shows the URL: <https://mdaonline.mda.gov.sg/online-services/>. The page features the MDA logo and the Singapore Government logo. The main heading is "Declaration for Submission of Duplicate Trailers ('TB')". Below the heading, it indicates "Page 2 of 3". The form is divided into three sections:

- Submission Details:**
 - Organisation ID: 2007111149
 - Organisation Name: HAPPY FILMS
 - Person NRIC No.: S0750298B
 - Person Name: [Text Input Field]
 - Contact No.: 67892223
 - Fax No.: [Text Input Field]
 - Email Address: HAPPYFILMS@EMAIL.COM
 - Previous Receipt No.: [Text Input Field]
- Import Details:**
 - Film Gauge: 8mm (dropdown menu)
 - Import Ref. Type: CUSTOMS No (dropdown menu)
 - Import Ref. No.: [Text Input Field]
- Title Details:**
 - Language Type: Chinese (dropdown menu)

The browser's status bar at the bottom indicates "Done" and "Local Intranet".

Online Help on Film Submission

- Enter name

Media Development Authority - Microsoft Internet Explorer

Address: <https://mdaonline.mda.gov.sg/onlineservices/>

Singapore Government
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Declaration for Submission of Duplicate Trailers ('TB')

TRAILER SUBMISSION

Page 2 of 3

Submission Details

| | |
|-----------------------|----------------------|
| Organisation ID: | 2007111149 |
| Organisation Name: | HAPPY FILMS |
| Person NRIC No.: | S0750298B |
| Person Name: | RAYMOND TAN |
| Contact No.: | 67892223 |
| Fax No.: | |
| Email Address: | HAPPYFILMS@EMAIL.COM |
| Previous Receipt No.: | |

Import Details

| | |
|---------------------|------------|
| Film Gauge: * | 8mm |
| Import Ref. Type: * | CUSTOMS No |
| Import Ref. No.: | |

Title Details

| | |
|------------------|---------|
| Language Type: * | Chinese |
|------------------|---------|

- Enter the previous In-Receipt number of the master trailer that has been approved by the Board.

Media Development Authority - Microsoft Internet Explorer

Address: <https://mdaonline.mda.gov.sg/onlineservices/>

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Declaration for Submission of Duplicate Trailers ('TB')

TRAILER SUBMISSION

Page 2 of 3

Submission Details

| | |
|-----------------------|----------------------|
| Organisation ID: | 2007111149 |
| Organisation Name: | HAPPY FILMS |
| Person NRIC No.: | S0750298B |
| Person Name: | RAYMOND TAN |
| Contact No.: | 67892223 |
| Fax No.: | |
| Email Address: | HAPPYFILMS@EMAIL.COM |
| Previous Receipt No.: | TA0707/000203A |

Import Details

| | |
|---------------------|------------|
| Film Gauge: * | 8mm |
| Import Ref. Type: * | CUSTOMS No |
| Import Ref. No.: | |

Title Details

| | |
|------------------|---------|
| Language Type: * | Chinese |
|------------------|---------|

Online Help on Film Submission

- Once the Previous In-Receipt is entered, the rest of the information pertaining to the title information (circled in red below) will be auto generated by the system. Please verify the information and amend accordingly if necessary. If not, proceed to enter the number of duplicate copies and film certificates. The number of film certificates would be equivalent to the number of duplicate copies.

Media Development Authority - Microsoft Internet Explorer

Address: <https://mdaonline.mda.gov.sg/online-services/>

200711149

Organisation Name: HAPPY FILMS

Person NRIC No.: S0750298B

Person Name: RAYMOND TAN

Contact No.: 67892223

Fax No.:

Email Address: HAPPYFILMS@EMAIL.COM

Previous Receipt No.: TA0707/000203A

Import Details

Film Gauge: * 16mm

Import Ref. Type: * TRADENET PERM1

Import Ref. No.: * IF7G02458

Title Details

Language Type: * English

Title: * DREAMGIRLS

Romanised Title:

Country Code: * ASEAN

Spoils and Certificates

No. of Duplicate Copies: * 0

No. of Certs: * 1

No. of Spools: * 2

Sub Title

Sub Title 1: NIL

Sub Title 2: NIL

Enter the number of duplicates and film certificates.

- Click on 'Submit'.

Media Development Authority - Microsoft Internet Explorer

Address: <https://mdaonline.mda.gov.sg/online-services/>

Language Type: * English

Title: * DREAMGIRLS

Romanised Title:

Country Code: * ASEAN

Spoils and Certificates

No. of Duplicate Copies: * 2

No. of Certs: * 2

No. of Spools: * 2

Sub Title

Sub Title 1: NIL

Sub Title 2: NIL

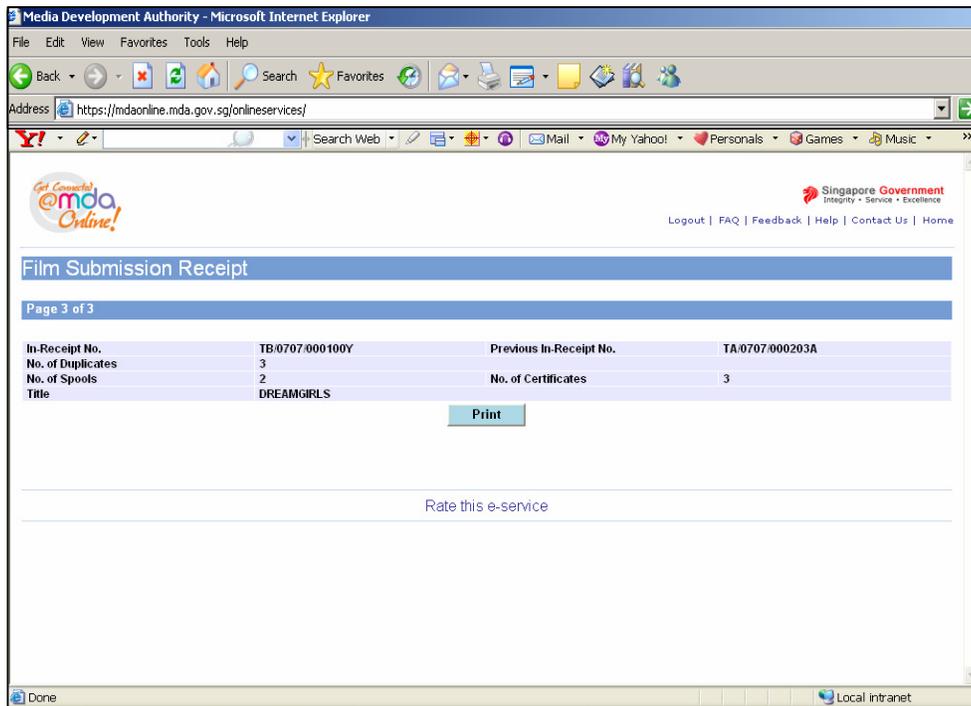
Sub Title 3: NIL

SUBMIT

Rate this e-service

Online Help on Film Submission

- Click on 'Print' to print out the PDF document. Please bring along this printout when purchasing the film certificates at the MDA counter within the next working day after the online submission.



- Click on 'Print' on the top navigation bar.

