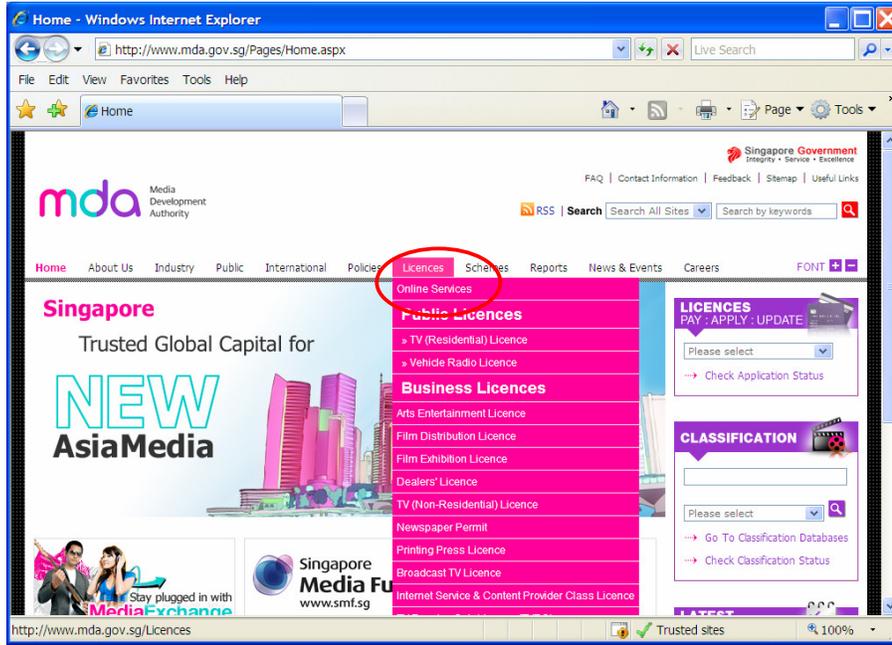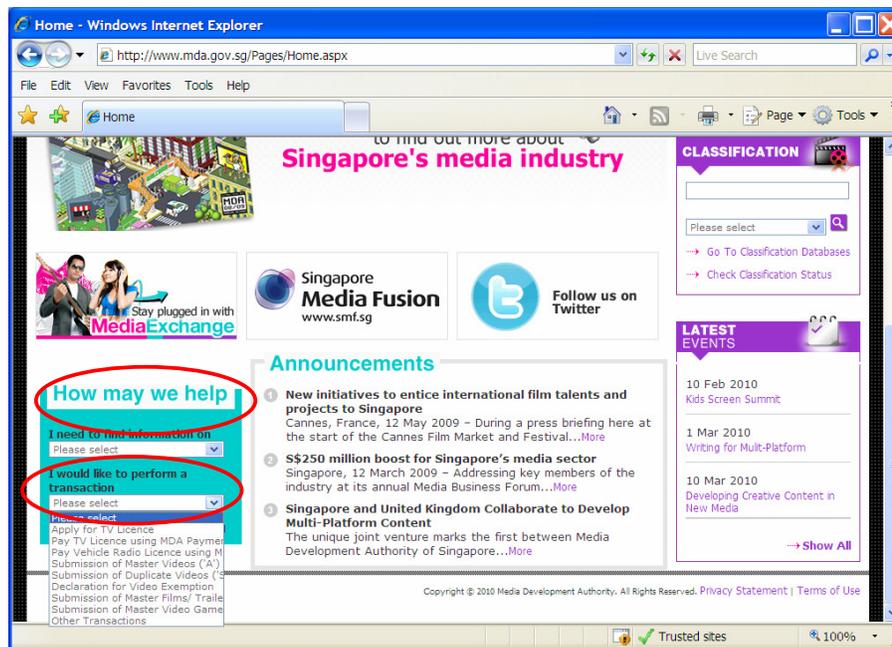# Submission of Master Trailers ('TA')

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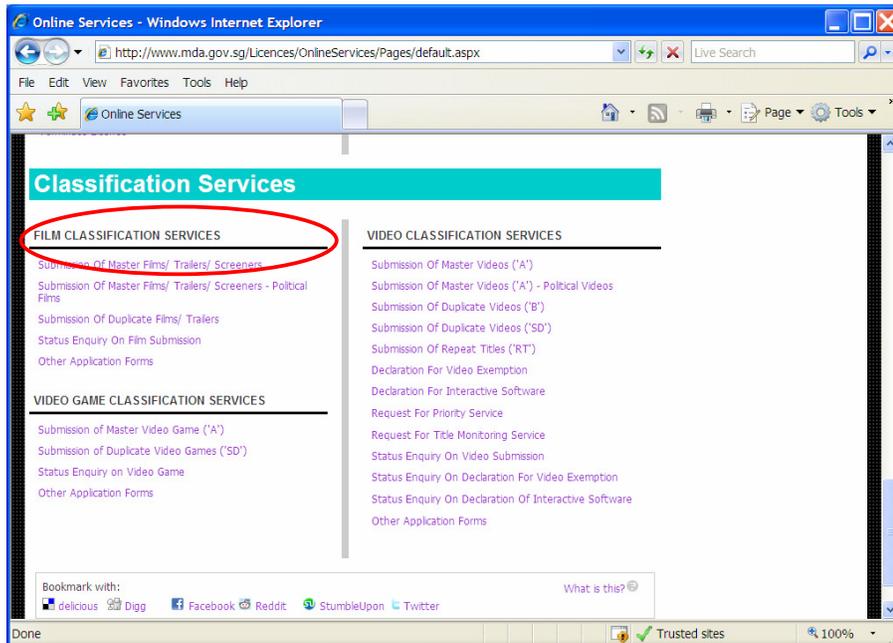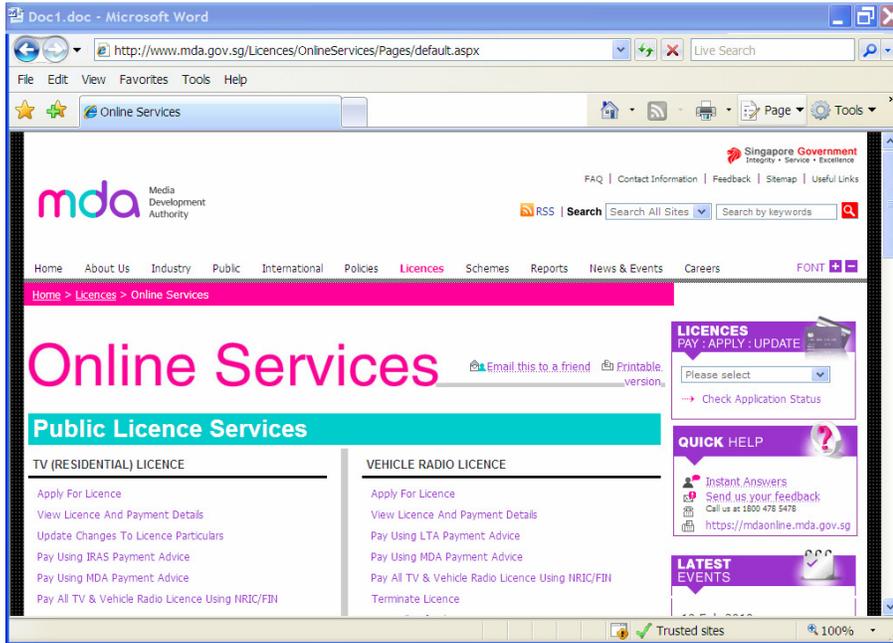Licences ➔ Online Services

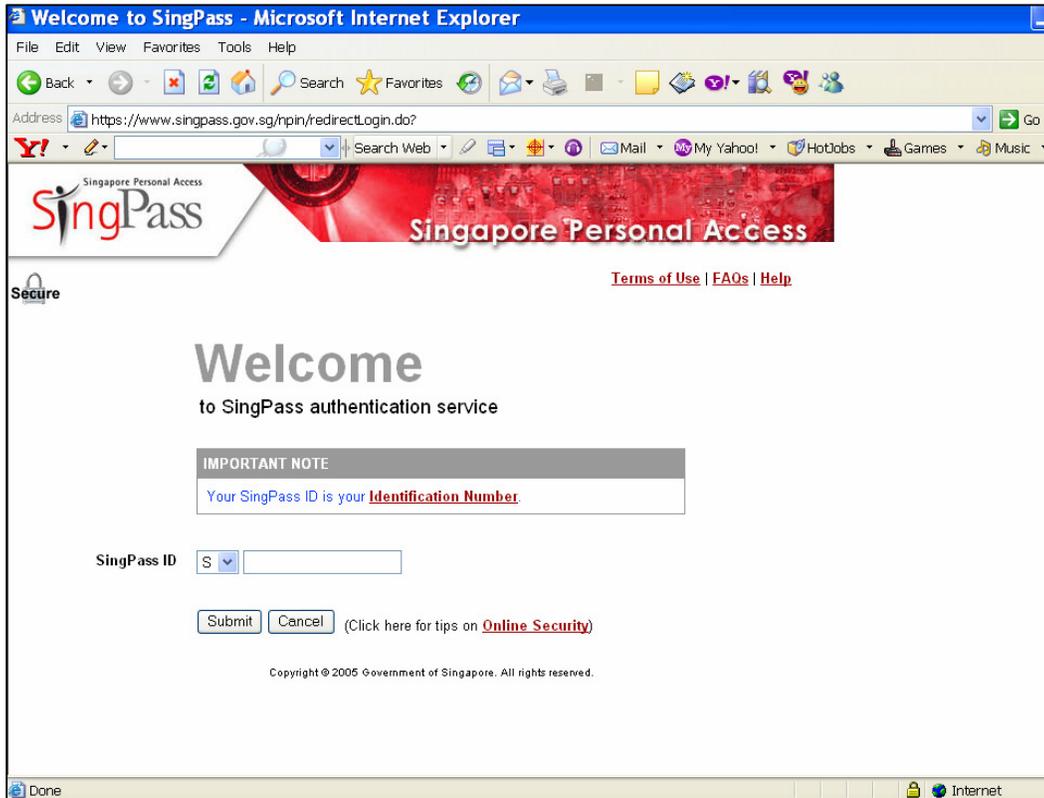Alternatively, you may scroll down and click on "How may we help

Online Help on Film Submission

Step 2: Scroll down to Film Classification Services and Click on Submission of Master Films / Trailers / Screeners
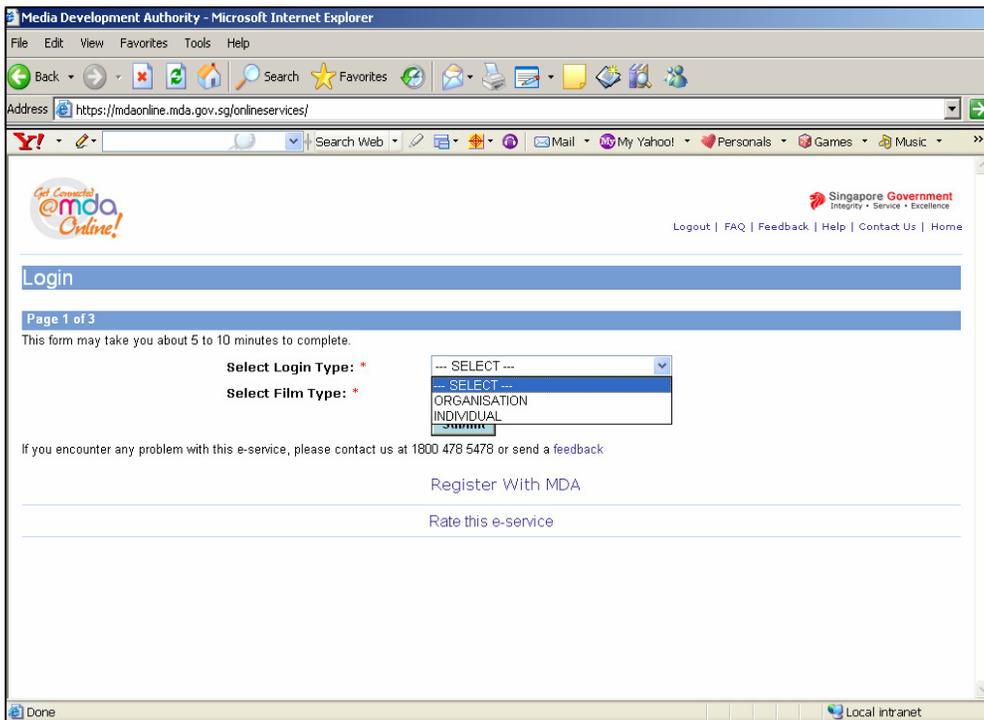
Step 3: Enter your NRIC and SingPass.

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'.

- Complete the online form.

Online Help on Film Submission

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

- After registration, you may select 'Organisation' to proceed with the online submission. Enter your Login ID and select 'Trailer' as the film type. (Note: Screener Submissions are only meant for bona fide film companies/ film societies.)

- Click on 'Submit'.

Step 5: Complete the online form.

Online Help on Film Submission

- Enter name

- Select the film gauge.

Online Help on Film Submission

- Select 'import' or 'make'. If your trailer is imported via TradeNet, select 'TradeNet Permit Number' in the Import Reference Type and then enter the TradeNet Permit Number in the 'Import Reference Number'. If your trailer is hand carried through Customs, select 'Not Applicable'. You are not required to enter the 'Import Reference Type' and 'Import Reference Number'.

- Select Language Type.

- Enter the title. For non English title, please enter the romanised title.

- Select the country code

- Enter the number of spools. The number of film certificates would be 1 for submission of master film, trailer or screener.
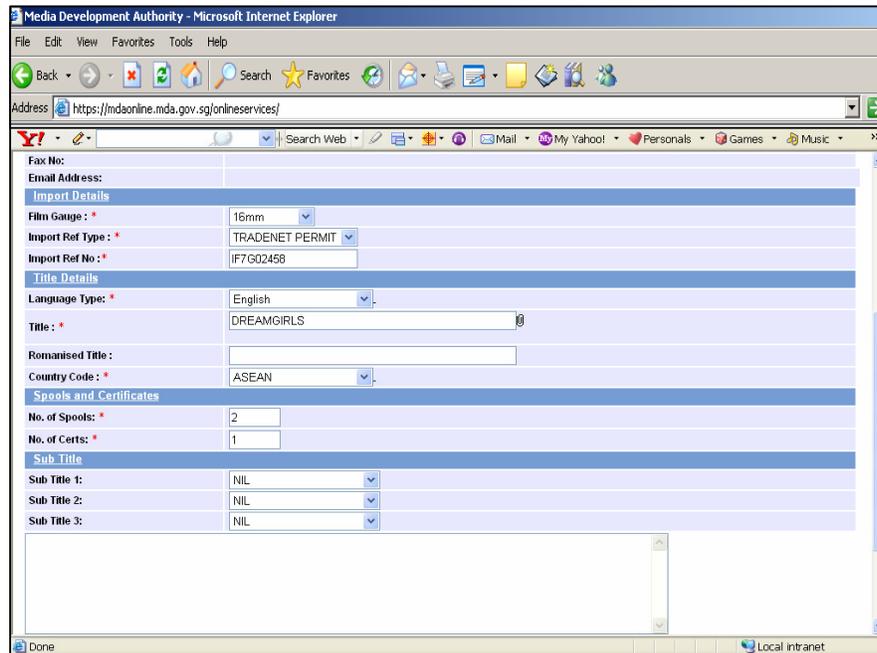
- If there is sub title, select the sub title language. If there is no sub title, select 'Nil'.

- Click on 'Submit'.

- Click on 'Print' to print out the PDF document. Please bring along this printout when submitting your trailer for classification & certification within the next working day after the online submission.
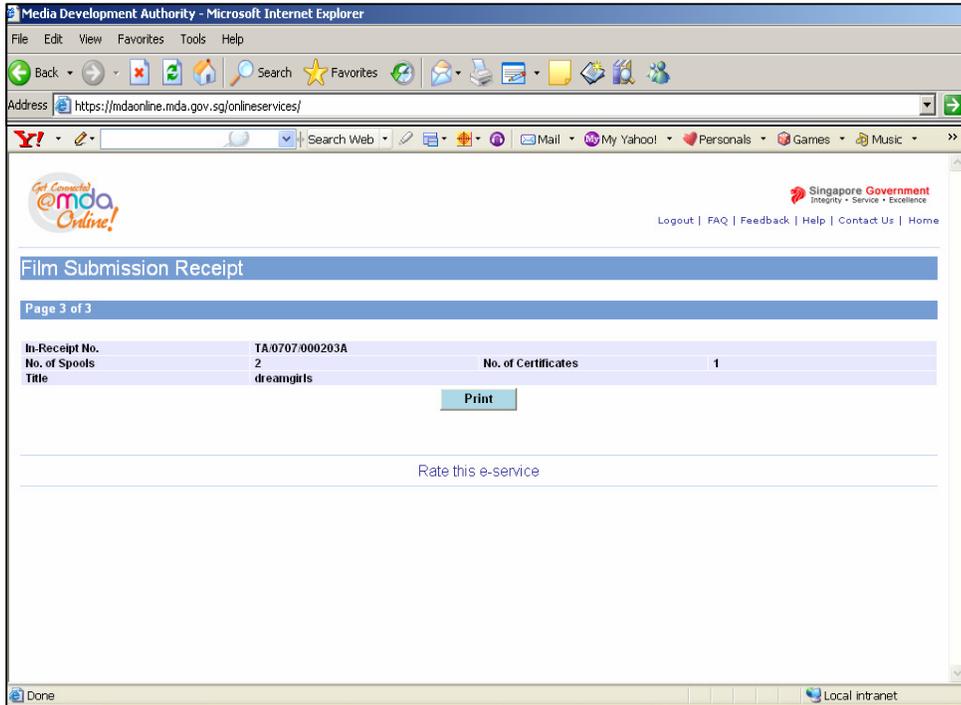
- Click on 'Print' on the top navigation bar.