Submission of Repeat Titles
(w.e.f. 15 August 2008)

This step-by-step user guide that takes you through the process of completing a Submission of Repeat Title(s).
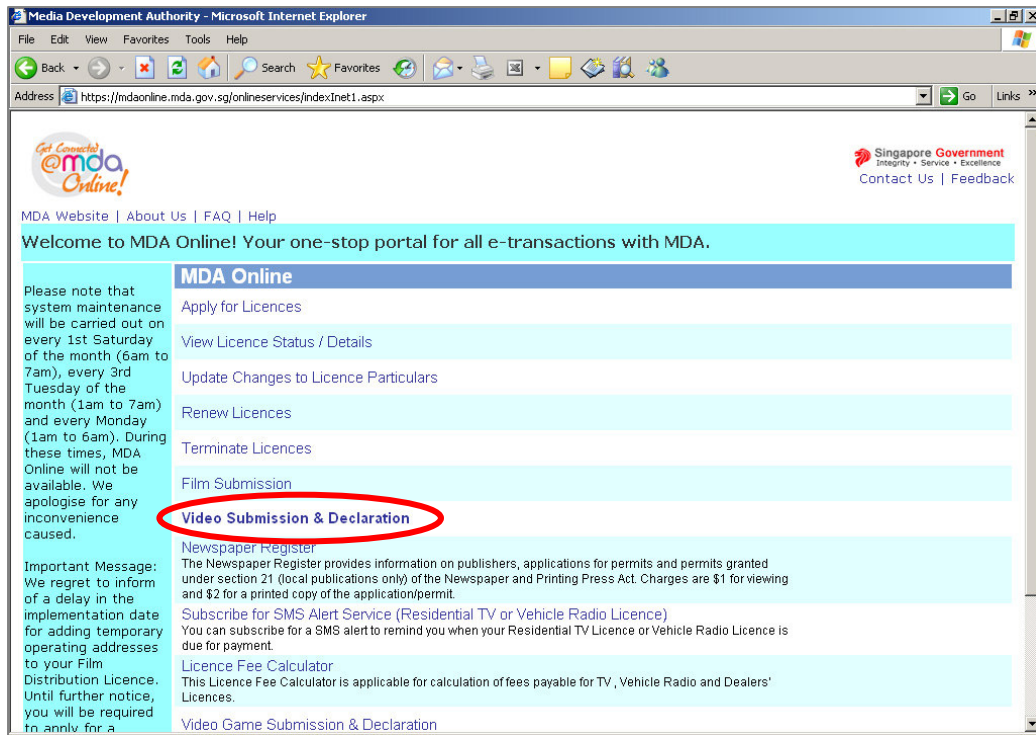
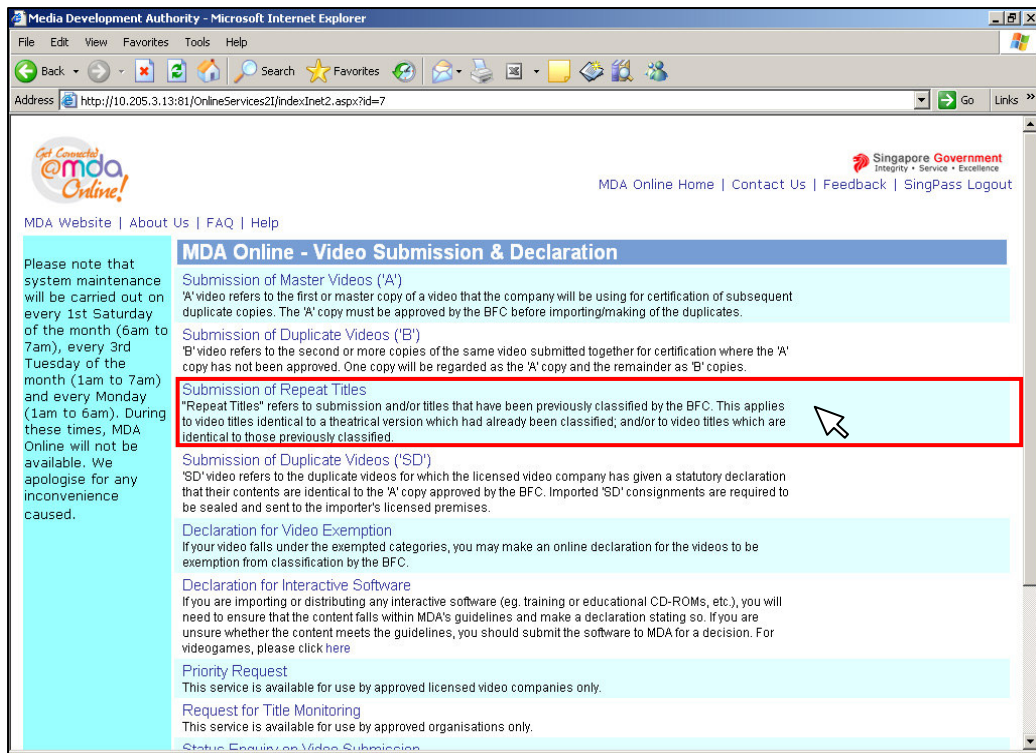**Step 1:** Log on to MDA website at www.mda.gov.sg and click on the

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Step 2: Click on Video Submission and Declaration.
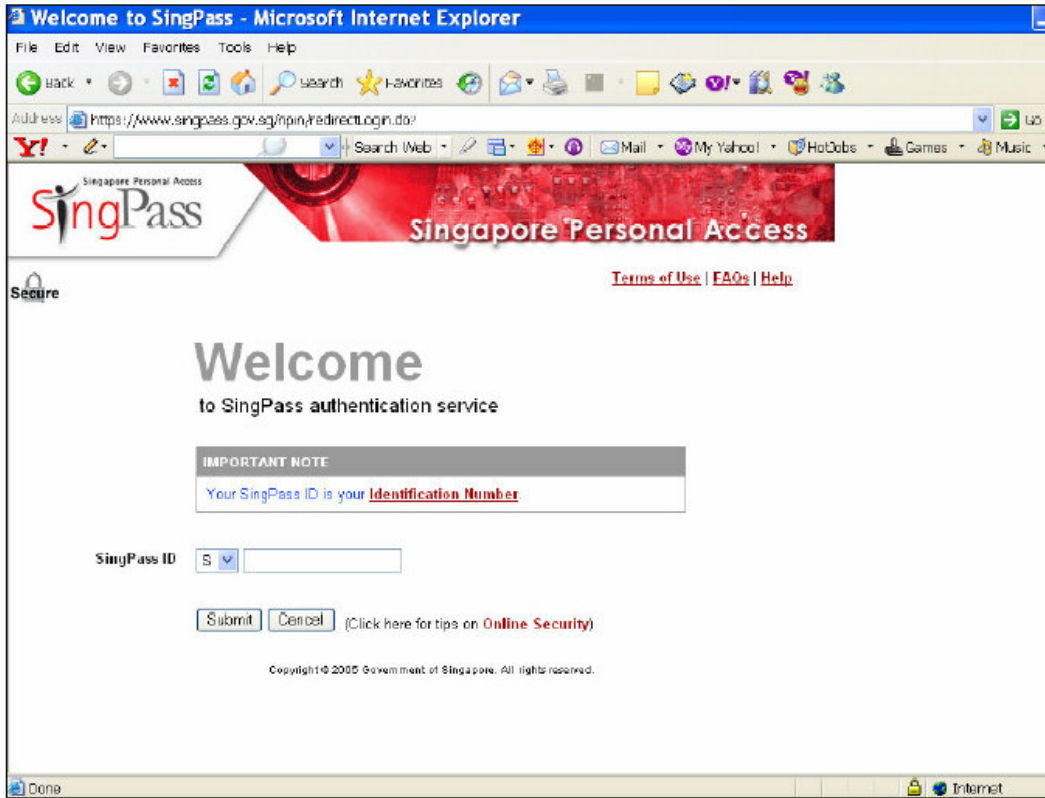

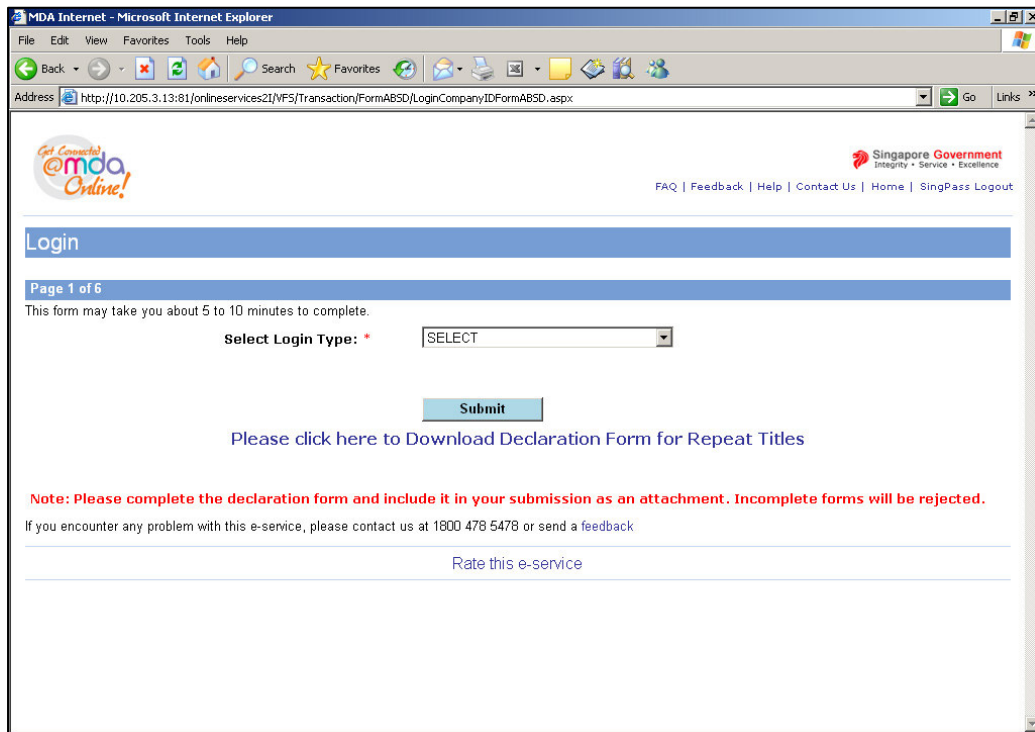**Step 3:** Click on Submission of Repeat Titles.

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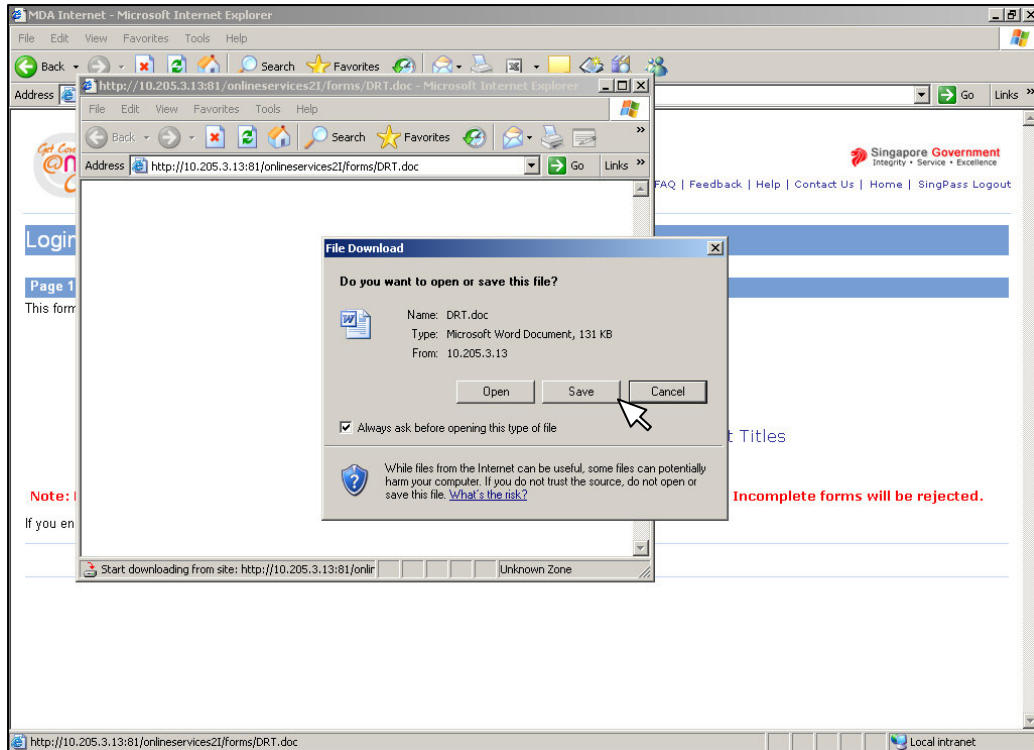**Step 4:** Enter NRIC and Singpass.

Step 5: Click on the link to download the **Declaration Form for Repeat Titles.**
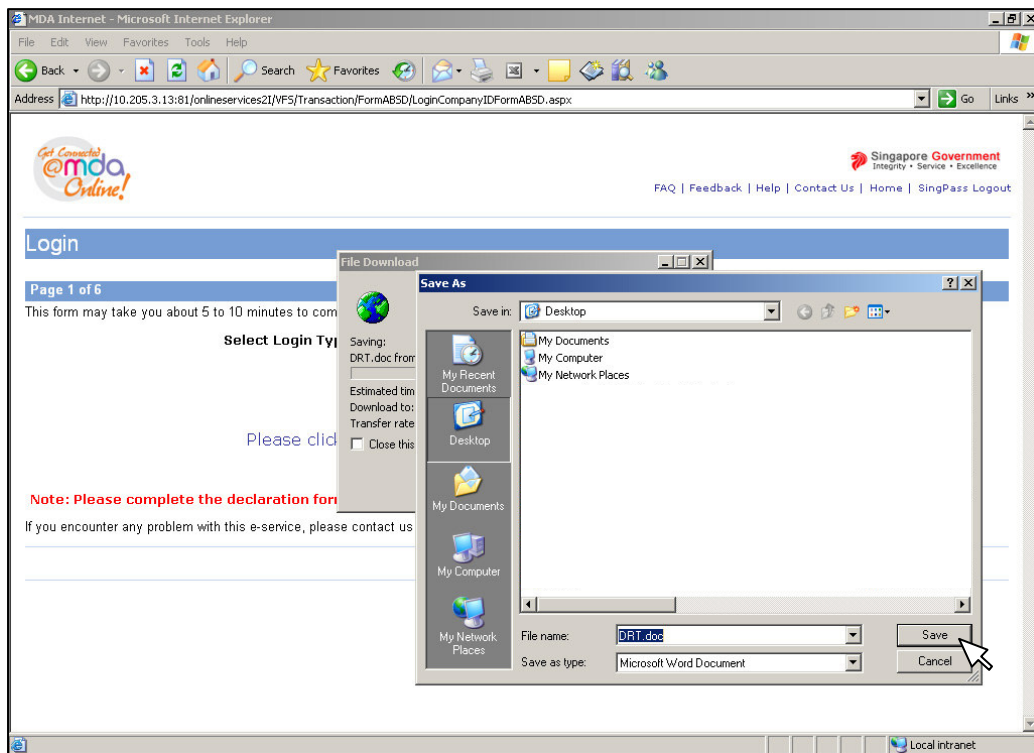
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- When you click on the download link, you will be prompted to SAVE the declaration form.
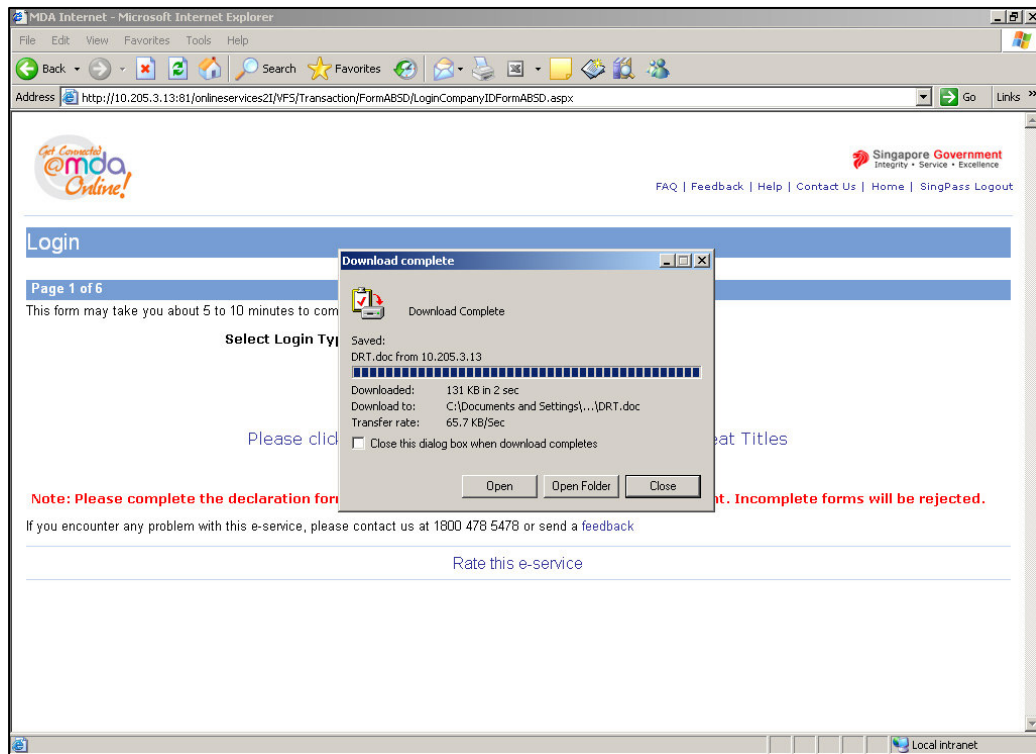

- Save the Declaration Form to your preferred location (example: desktop).

- You have successfully downloaded the Declaration Form. Click "OPEN" to view and/or edit the form. **You are advised to fill out the Declaration Form prior to continuing with the submission process. All incomplete forms will be rejected.**

Step 6: Select 'Licensed Video Company', enter your Video Licence number and click on 'Submit'. Please ensure that the Video Licence number is valid and has not expired.
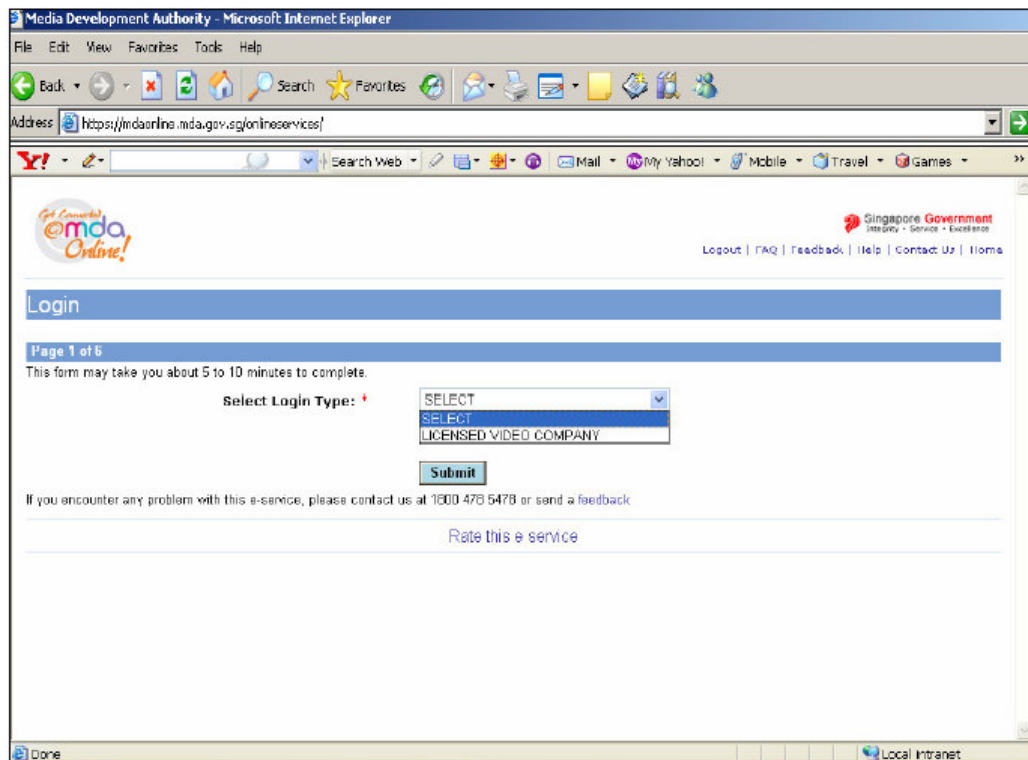
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Step 7: Verify the details after you have logged in successfully and click on 'Next'.

Step 8: Fill in all the fields with asterisks (*).

- Select the correct format.

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- Indicate 'Feature' or 'Serial'

- Indicate the number of titles in the video. If you have 2 titles in the video, enter 2.

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- Select 'import' or 'make'. If your videos are 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 videos are made, select 'Make'. You are not required to enter the 'Import Reference Type' and 'Import Reference Number'.

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- Enter the number of pieces for 'A' video and number of sets and pieces for 'SD' videos. Click on 'Next'.

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- Enter the title and select the language type. For non English title, you are required to enter the romanised title field. If you have selected 2 titles in the previous page, please enter the 2 titles accordingly.

- **You are required to attach the Declaration Form for respective Repeat Title at this stage of the submission.** Click on the attachment function (paper clip icon).

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NOTE: You will be prompted to attach the Declaration Form if you proceed without attaching the form. The form is **mandatory attachment** and you will not be able to continue with the process unless you have attached the Declaration form for the respective Repeat Title.

- Click 'Upload' to attach the Declaration Form/ any other documents (such as letter from producer or director) to the submission. You are allowed to upload a maximum of 3 files. Click on 'Back to Title Page' once you have uploaded all documents.

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- Once you have successfully uploaded the declaration form, you will see the file names in the attachment function as illustrated below. Click 'Next' to proceed to following page.

Step 9: Verify the details. If you have more titles to submit, click on 'Continue with Submission'. If not, click on 'Submit'.

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Step 10: Click on 'Print' to print out the PDF document. Please bring along this printout when submitting your master video for classification & certification within the next working day after the online submission.
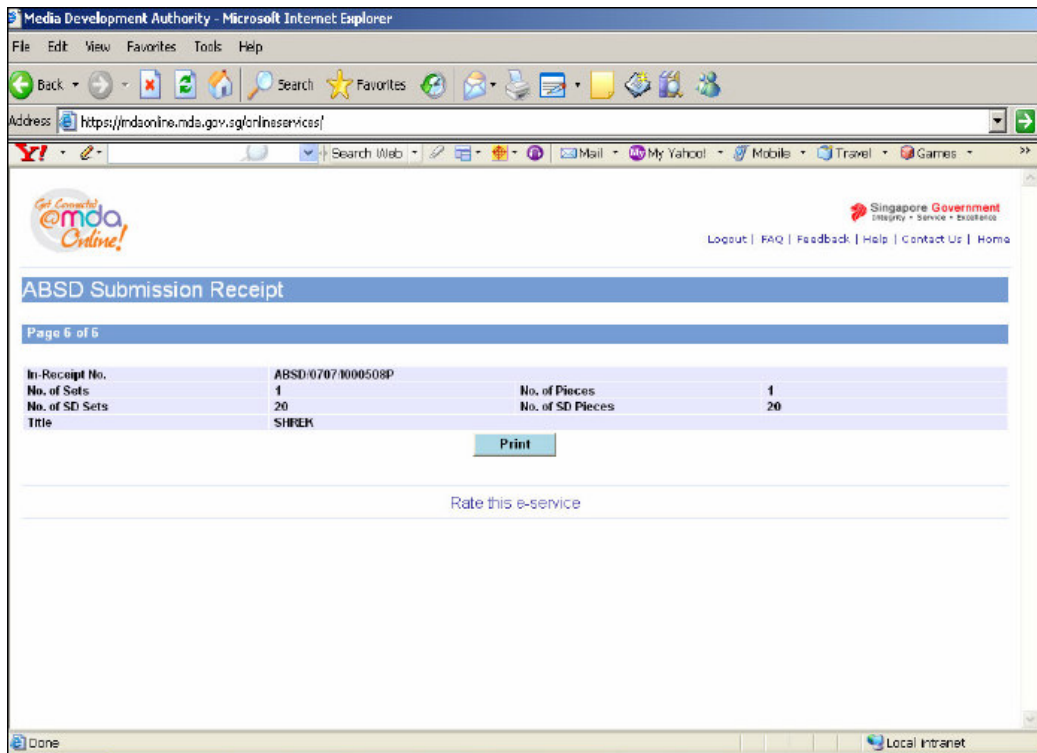
Step 11: Click on 'Print' on the top navigation bar.