

Submission of Repeat Titles

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).

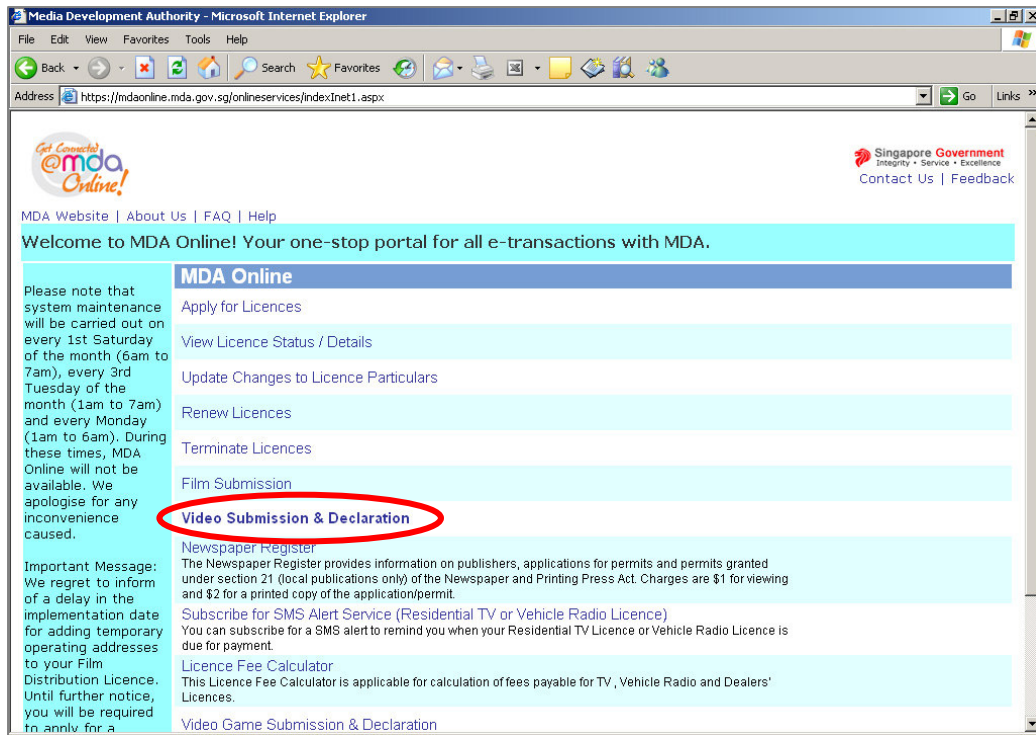
Step 1: Log on to MDA website at www.mda.gov.sg and click on the



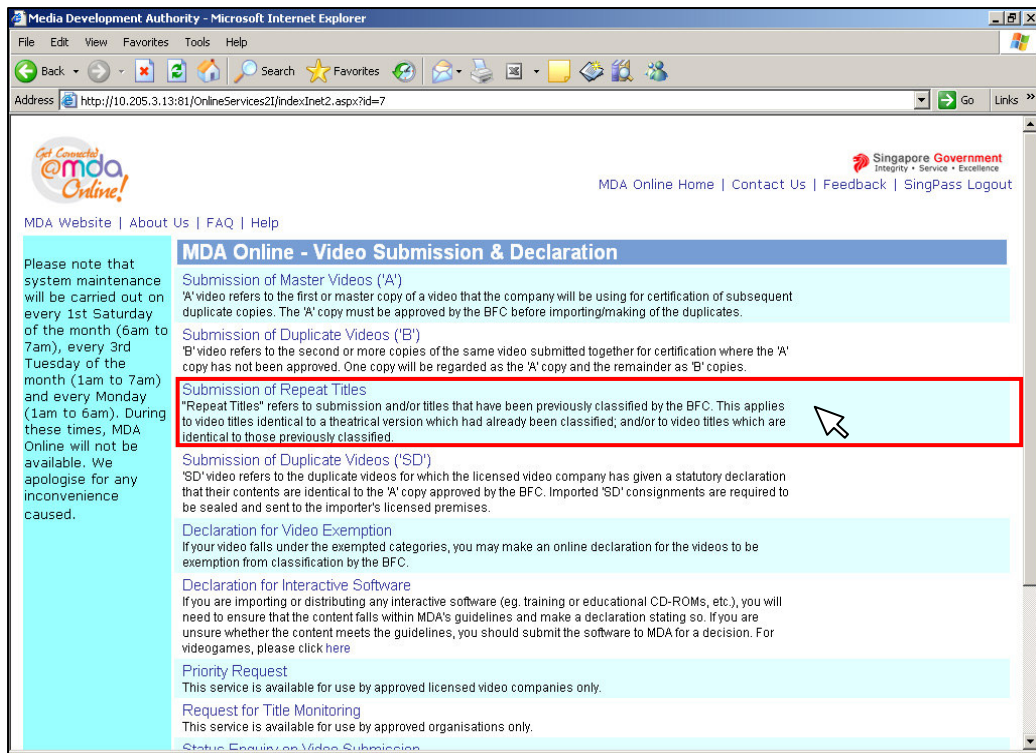
A screenshot of the Media Development Authority (MDA) website homepage as seen in a Microsoft Internet Explorer browser window. The browser's address bar shows the URL "http://www.mda.gov.sg/wms.www/index_flash.aspx". The website header includes the Singapore Government logo and a notice about the consolidation of MDA officers effective from 8 September 2008. Below this is the MDA logo and a search bar. A navigation menu lists various sections like "Development and Policies", "Singapore Media Spotlight", and "Media Business". A large banner features a woman smiling and the text "welcome to the Singapore Media Industry". Below the banner are several promotional tiles for "Singapore Spotlight", "HDTV", "Singapore Media Fusion", "Media Fusion", and "Get Connected @mda Online!". The main content area is divided into "media buzz" and "top stories" sections, each containing several news items with expandable icons.

Submission of Repeat Titles

Step 2: Click on Video Submission and Declaration.

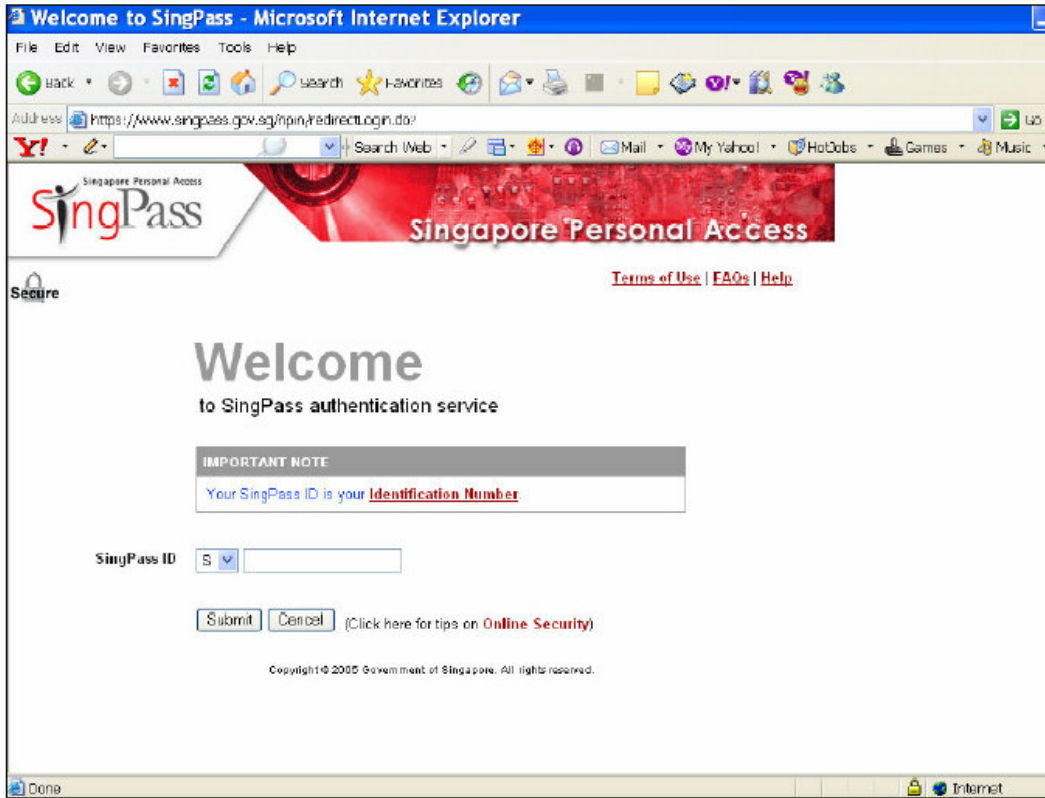


Step 3: Click on Submission of Repeat Titles.

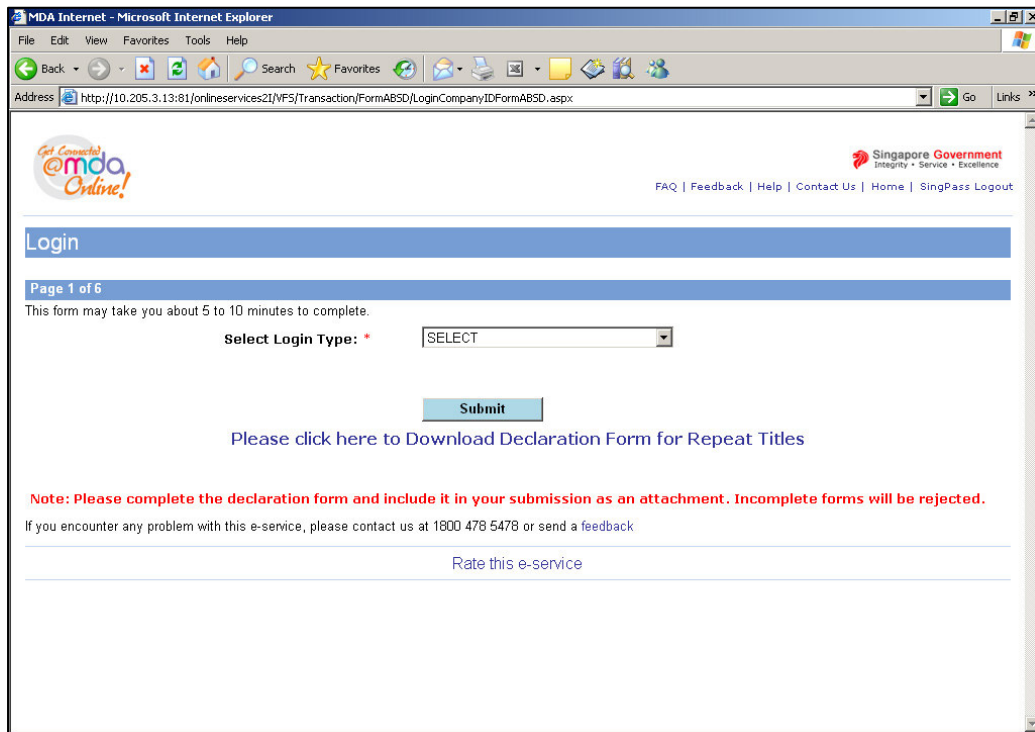


Submission of Repeat Titles

Step 4: Enter NRIC and Singpass.

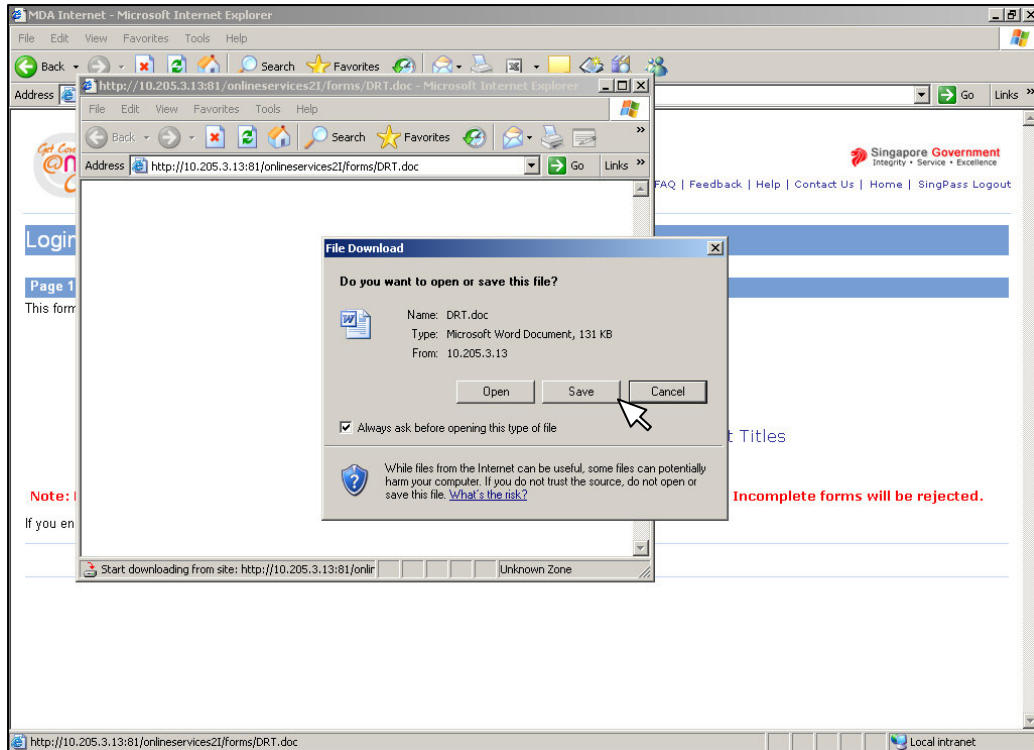


Step 5: Click on the link to download the **Declaration Form for Repeat Titles**.

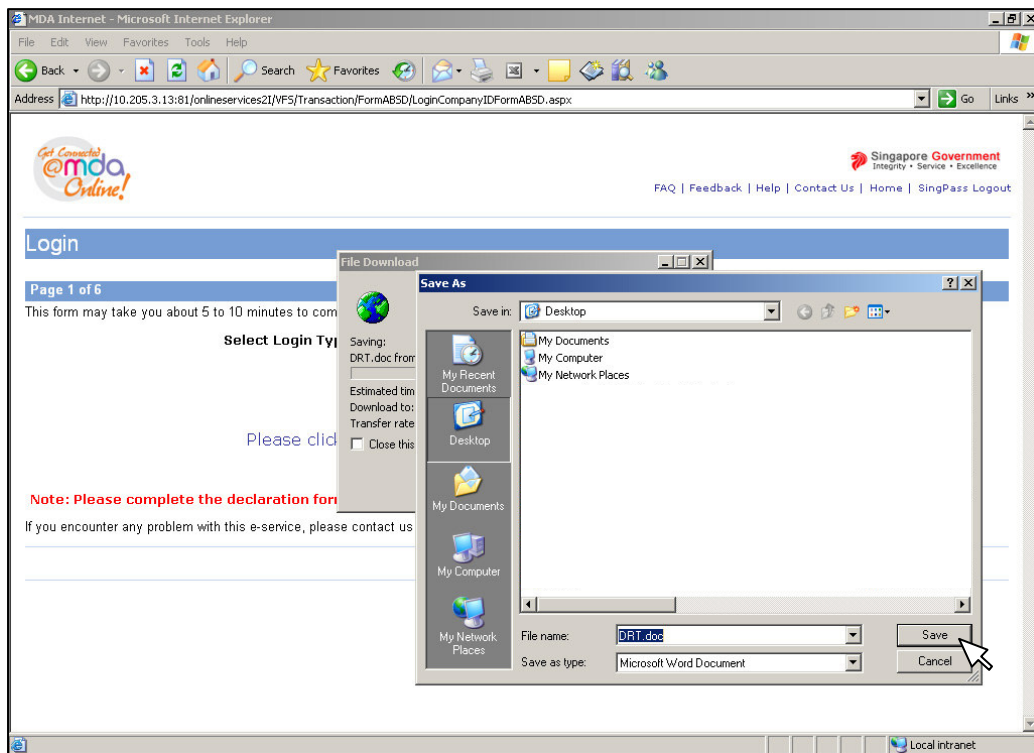


Submission of Repeat Titles

- When you click on the download link, you will be prompted to SAVE the declaration form.

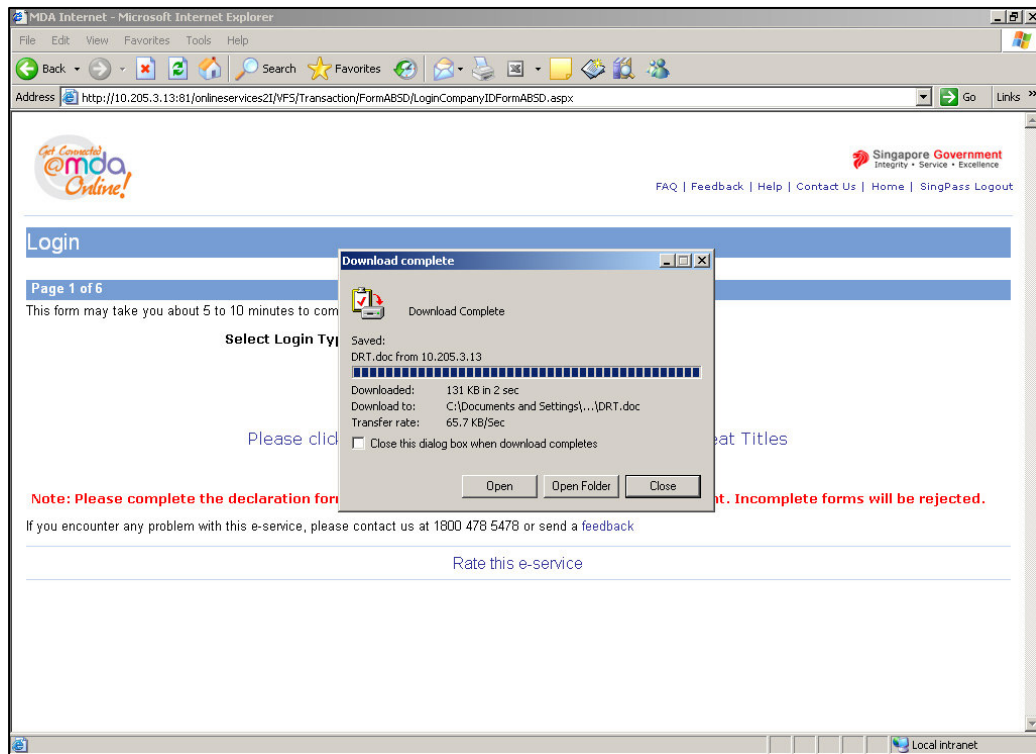


- Save the Declaration Form to your preferred location (example: desktop).

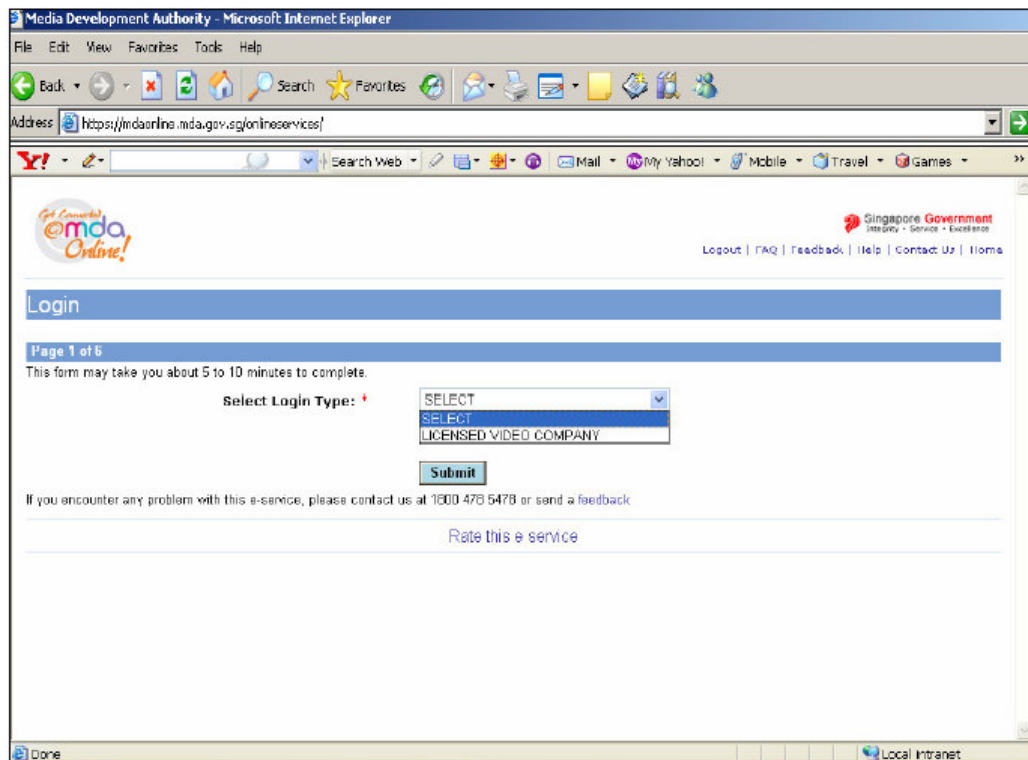


Submission of Repeat Titles

- 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.



Submission of Repeat Titles

Step 7: Verify the details after you have logged in successfully and click on 'Next'.

MDA Internet - Microsoft Internet Explorer
Address: http://10.205.3.13:81/OnlineServices21/VF5/Transaction/FormABSD/FormABSDGeneral.aspx?LoginType=ABSD&Index=First

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Declaration for Submission of Repeat Titles

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GENERAL INFORMATION

Customer Info

Licence No:	VC0700323L
Company ID:	MDA001
Company Name:	MDA - MEDIA DEVELOPMENT AUTHORITY
Email Address:	-

Address Details

Block No:	45
Street Name:	KADAYANALLUR STREET
Floor No:	007- 11
Building Name :	URA CENTRE EAST WING
Postal Code :	069118
Tel No :	12345678
Fax No :	12345678
Collection Point :	MDA Counter

Filer Particulars

NRIC No :	S0750298B
Person Name :	MDA TEST USER

Next

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

- Select the correct format.

MDA Internet - Microsoft Internet Explorer
Address: http://10.205.3.13:81/OnlineServices21/VF5/Transaction/FormABSD/FormABSDSubmission.aspx?Index=First

Declaration for Submission of Repeat Titles

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SUBMISSION INFORMATION

Submission Details

Format: *	VIDEO CD	
Ownership Type: *	VIDEO CD	HOLD COPYRIGHTS
Type: *	DVD	
No Of Titles For this Submission: *	DVD-R	
	VHS	
	LASER DISC	
	BETA	Festival/Film Society
	CD ROM	
	CD RECORDABLE	
	ENHANCED CD	
	AVCD	
	I INCH	
	U- MATIC	
	VIDEO 8	
	DV CAM	
	MPEG	
	UMD	
	OTHERS	

Import Information

Import Make: *	
Import Ref. Type: *	
Import Ref. No: *	

Set Details

No. Of Sets: *	
No. Of Pieces: *	
No. Of SD Sets: *	
No. Of SD Pieces: *	1

Remarks - Optional

Back Next

Submission of Repeat Titles

- Indicate 'Feature' or 'Serial'

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Address: http://10.205.3.13:81/OnlineServices21/VF5/Transaction/FormABSD/FormABSDSubmission.aspx?Index=First

Declaration for Submission of Repeat Titles

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SUBMISSION INFORMATION

Submission Details

Format: * VIDEO CD
Ownership Type: * TITLES FOR WHICH WE HOLD COPYRIGHTS
Type: * --SELECT--
No Of Titles For this Submission: * 1
FEATURE
SERIAL Festival/Film Society

Import Information

Import Make: * NULL
Import Ref. Type: * CUSTOMS NO
Import Ref. No: *

Set Details

No. Of Sets: * 1
No. Of Pieces: * 1
No. Of SD Sets: * 1
No. Of SD Pieces: * 1

Remarks - Optional

Back Next

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

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Declaration for Submission of Repeat Titles

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SUBMISSION INFORMATION

Submission Details

Format: * VIDEO CD
Ownership Type: * TITLES FOR WHICH WE HOLD COPYRIGHTS
Type: * FEATURE
No Of Titles For this Submission: * 1
 Trailer Exhibition Festival/Film Society

Import Information

Import Make: * NULL
Import Ref. Type: * CUSTOMS NO
Import Ref. No: *

Set Details

No. Of Sets: * 1
No. Of Pieces: * 1
No. Of SD Sets: * 1
No. Of SD Pieces: * 1

Remarks - Optional

Back Next

Submission of Repeat Titles

- 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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Declaration for Submission of Repeat Titles

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SUBMISSION INFORMATION

Submission Details

Format: * VIDEO CD
Ownership Type: * TITLES FOR WHICH WE HOLD COPYRIGHTS
Type: * FEATURE
No Of Titles For this Submission: * 1
 Trailer Exhibition Festival/Film Society

Import Information

Import Make: * NULL
Import Ref. Type: * NULL
Import Ref. No: *

Set Details

No. Of Sets: * 1
No. Of Pieces: * 1
No. Of SD Sets: * 1
No. Of SD Pieces: * 1

Remarks - Optional

Back Next

MDA Internet - Microsoft Internet Explorer
Address: http://10.205.3.13:81/OnlineServices21/VFS/Transaction/FormABSD/FormABSDSubmission.aspx?Index=First

Declaration for Submission of Repeat Titles

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SUBMISSION INFORMATION

Submission Details

Format: * VIDEO CD
Ownership Type: * TITLES FOR WHICH WE HOLD COPYRIGHTS
Type: * FEATURE
No Of Titles For this Submission: * 1
 Trailer Exhibition Festival/Film Society

Import Information

Import Make: * NULL
Import Ref. Type: * CUSTOMS NO
Import Ref. No: *

Set Details

No. Of Sets: * 1
No. Of Pieces: * 1
No. Of SD Sets: * 1
No. Of SD Pieces: * 1

Remarks - Optional

Back Next

Submission of Repeat Titles

MDA Internet - Microsoft Internet Explorer

Address: http://10.205.3.13:81/OnlineServices21/VFS/Transaction/FormABSD/FormABSDSubmission.aspx?Index=First

Declaration for Submission of Repeat Titles

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SUBMISSION INFORMATION

Submission Details

Format: * VIDEO CD
Ownership Type: * TITLES FOR WHICH WE HOLD COPYRIGHTS
Type: * FEATURE
No Of Titles For this Submission: * 1
 Trailer Exhibition Festival/Film Society

Import Information

Import Make: * NULL
Import Ref. Type: * CUSTOMS NO
Import Ref. No: * IF7G002458

Set Details

No. Of Sets: * 1
No. Of Pieces: * 1
No. Of SD Sets: * 1
No. Of SD Pieces: * 1

Remarks - Optional

Back Next

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

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Address: http://10.205.3.13:81/OnlineServices21/VFS/Transaction/FormABSD/FormABSDSubmission.aspx?Index=First

Declaration for Submission of Repeat Titles

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SUBMISSION INFORMATION

Submission Details

Format: * VIDEO CD
Ownership Type: * TITLES FOR WHICH WE HOLD COPYRIGHTS
Type: * FEATURE
No Of Titles For this Submission: * 1
 Trailer Exhibition Festival/Film Society

Import Information

Import Make: * NULL
Import Ref. Type: * CUSTOMS NO
Import Ref. No: * IF7G002458

Set Details

No. Of Sets: * 1
No. Of Pieces: * 1
No. Of SD Sets: * 20
No. Of SD Pieces: * 20

Remarks - Optional

Back Next

Submission of Repeat Titles

- 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.

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Declaration for Submission of Repeat Titles

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TITLE/EPISODE INFORMATION

Title Details

Note: Please select your Title Language Type before entering Title/Romanised Title

Title Name	Romanised Title	Language Type	
TEST TITLE		English	 Attachment Function*

Please attach the "Declaration Form for Repeat Title" using the attachment function above. Incomplete forms will be rejected.

Continue Another Submission Next

Rate this e-service

- 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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Declaration for Submission of Repeat Titles

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TITLE/EPISODE INFORMATION

Title Details

Note: Please select your Title Language Type before entering Title/Romanised Title

Title Name	Romanised Title	Language Type	
TEST TITLE		English	 Attachment Function*

Please attach the "Declaration Form for Repeat Title" using the attachment function above. Incomplete forms will be rejected.

Continue Another Submission Next

Rate this e-service

Submission of Repeat Titles

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.

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Declaration for Submission of Repeat Titles

Declaration Form is Missing for this Submission.

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TITLE/EPISODE INFORMATION

Title Details

Note: Please select your Title Language Type before entering Title/Romanised Title

Title Name	Romanised Title	Language Type	
TEST TITLE *		English	Attachment Function*

Please attach the "Declaration Form for Repeat Title" using the attachment function above. Incomplete forms will be rejected.

Continue Another Submission Next

Rate this e-service

- 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.

MDA Internet - Microsoft Internet Explorer

Address: http://10.205.3.13:81/OnlineServices21/VFS/Transaction/FormABSD/FormABSDTitle.aspx?Index=First

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Declaration for Submission of

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TITLE/EPISODE INFORMATION

Title Details

Note: Please select your Title Language Type

Title Name	Romanised Title	
TEST TITLE *		

Please attach the "Declaration Form for

Repeat forms will be rejected.

Continue Another Submission Next

Rate this e-service

File Upload

Upload Attachment: Browse...

Attachments	Delete
Repeat Titles- GOLDEN COMPASS.doc	

Back To Title Page Upload

Maximum file size: 3

Submission of Repeat Titles

- 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.

MDA Internet - Microsoft Internet Explorer

Address: http://10.205.3.13:81/onlineServices21/VFS/Transaction/FormABSD/FormABSDTitle.aspx?Index=First

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TITLE/EPISODE INFORMATION

Title Details

Note: Please select your Title Language Type before entering Title/Romanised Title

Title Name	Romanised Title	Language Type
TEST TITLE	IF7G002458	English

Repeat Title Form- Golden Compass.doc
Letter from Director- Repeat Title.doc

Please attach the "Declaration Form for Repeat Title" using the attachment function above. Incomplete forms will be rejected.

Continue Another Submission Next

Rate this e-service

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

MDA Internet - Microsoft Internet Explorer

Address: http://10.205.3.13:81/OnlineServices21/VFS/Transaction/FormABSD/FormABSDSubmissionList.aspx?Index=First

Declaration for Submission of Repeat Titles

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CONFIRM SUBMISSION

List of Submissions

Type	No of Sets	No of PCs	No of Episodes	Delete	View
Feature	1	1	N.A	Delete	View
1 TEST TITLE				Delete	View

We undertake to pay the the classification and certification fees.

I declare that 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.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgments, information recorded in or produced from MDA Online.

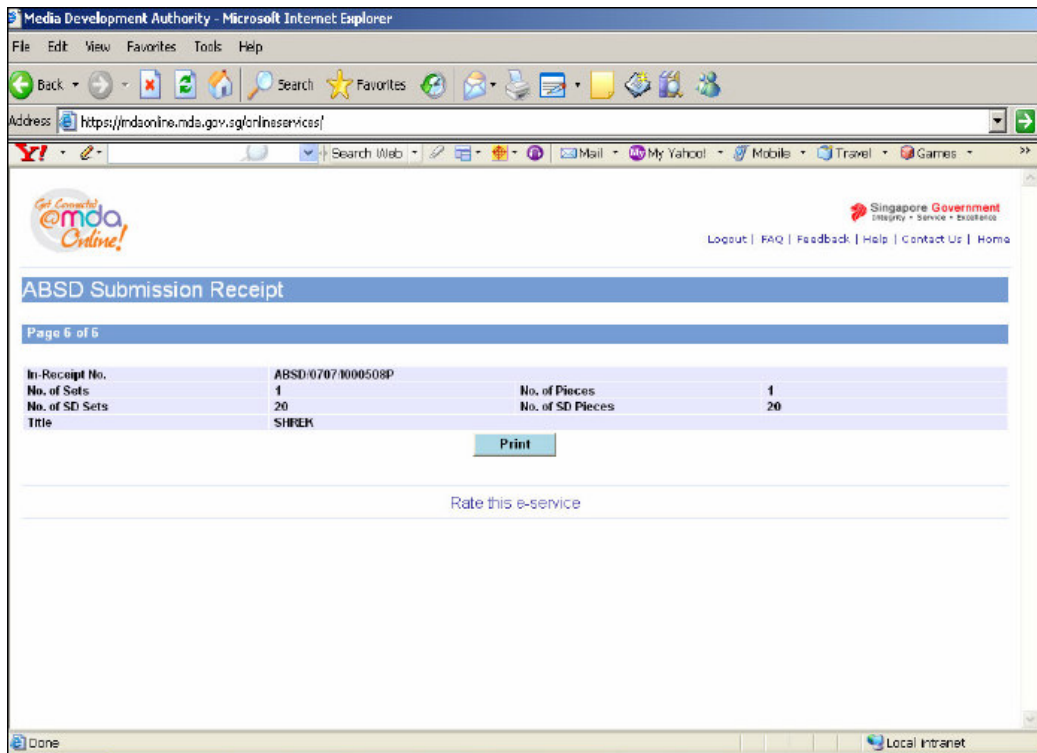
NB: All videos not claimed after one month from the date of certification will be disposed of by the Board and all outstanding payment must be made good to the Board.

Continue Another Submission Submit

Rate this e-service

Submission of Repeat Titles

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.

