2.0 How to use MDA online to submit a Master Copy Video Game ('A' submission title is new and unclassified)

*'A' refers to the first or master copy of a game that the company will be using for certification of subsequent duplicate copies. The 'A' copy must be approved by the BFC before importing/making of the duplicates.

2.1 Log in with your company's particulars

Step 1: Click on 'Submission of Master Copy Video Game ('A')'.



Step 2: Login in using your SingPass

Secure	Terms of Use FAQs Help About
This is a new SingF	ass Screen
Welcome to SingPass Authentication	Service
SingPass ID	(Enter your Identification Humber) e.g. S1234567G, G1234567G
SingPass	(8-24 characters, CASE-SENSITIVE)
	Submit Cancel (Click here for tips on Online Security)
	Do not have a SingPass? Apply here.
	Forgot your Password? Reset here.

Step 3:

Login as '**Organisation**', key in your Registered Login ID, i.e. ACRA Number, and click '**Submit**'. Please note that the system will only grant access if you are already a registered user. If you have not registered, click on '**Please click here to Download the Registration Form**' to do it.

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Page 1 of 12			
his form may take you abou ields marked with * are mandator		plete.	
Search	<u>,</u>		
Select Login Type*	Organisation	~	
Login ID *	+	(Enter Registered Login ID/ACRA Number)	
	/	Submit	
	/	▶	Please click here to Download the Registration Form
f vou encounter anv problen	n with this e-service, plea:	se contact us at 1800 478 5478 or send a feedback	A
	/		
	/	Rate this e-service	
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		2. Click on the Submit butto	on l
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Select 'Organia	sation', kev		Please click here to downloa
Registered Log	in ID		
- 3	_		the Registration Form (if you
			have not registered)

Step 4:

Confirm your business particulars and click '**Confirm and Submit**' to proceed. At this point you may edit/update your particulars if incorrect or have changed.

Control Control	FAQ Feedback Help Contact Us Home SingPass Logout
Registration Form	
Company ID/Organisation ID : *	AVALON (Please Enter ACRA or BR no)
Company Name :	ARTHUR @ AVALON
Block No. : *	12
Street Name : *	CAMP-A-LOT STREET
Floor No. :	1
Unit No. :	1
Long Unit No. :	
Building Name :	
Postal Code : *	123456
Telephone No. : *	9123456
Fax No. :	
Email : *	ARTHUR_KING@LADYOFTHELAKE.COM
	Confirm and Submit Reset

2.2 Conducting a search to see if your game has already been classified

Step 1:

Before you can make a declaration for your game, you need to perform a search to check if the game that you are submitting has already been classified. If the game has not yet been classified, you will be required to make an 'A' submission. Enter the name of the game in the respective fields. Next, click on the **search button** to commence. You may use the '**Reset**' button to clear the search fields to begin a new search.

***Romanised title** – the English name given to a game of non-English origin. E.g. a game originally in Chinese but given an English title.

If the game has already received a decision/classification, skip to 2.4 'Making a submission when the game has already been classified / found in the search database'.

Video Game Submission	Logout
Page 3 of 12	
To check if your title has been submitted previously, please specify the search criteria below. Fields marked with* are mandatory Title Search	
Title	
Romanised Title	
Search Reset	
Video Same List - Total Number of Records:	
Rate this e-service	
	to modify your

2.3 Making an 'A' submission (game has not been found in the search)

Step 1:

After searching for your game title and no records have been found in the database (your game has not been classified), click on '**This is a New title**...' to proceed. **If however, the title you wish to declare is found in the database, see 2.4 'Making a submission when the game has already been classified / found in the search database*'.

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Video Game S	Submission	
Page 3 of 12		
Fields marked w	tle has been submitted previously, please specify the search cri ith* are mandatory	teria below.
Title Search		
Title	Zero hero	
Romanised Title		
VideoGame List - To No record(s) foun	otal Number of Records: 0 Ind. This is a NEW title and is not listed above. Click to de Rate this e-service	clare the NEW title.
	Click 'This is a NEW t	itle'

Step 2:

Next, check if your software requires a declaration. Software whereby declaration is not required includes those used for business, accounting, scientific and educational purposes. Check '**Yes**' or '**No**' accordingly and click on the '**Continue Submission**' button to proceed.

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	SingPass Logout
Video Game Submission	
Page 4 of 12	
Please answer the following question	
Is your title or software intended for any of the following	purposes?⊛Yes ONo
- Business (eg. Word processing, presentation, graphics design)	^
- Exempts (og. Hera processing, prosentation, graphies assign)	
- Scientific usage (eg. software used for research purpose)	
- Education (e.g. training instructions, lessons or encyclopedia)	
- Accounting	
Continue St	ubmission
*	
/	<u>v</u>
2. Click on Continue Submission	1. Check ' Yes ' or ' No '

If your answer is '**Yes**' to the above question, then you need not submit your software for classification and this screen will appear:



Step 3 (Entering game info, Part 1 – general details): If you had answered 'No' to the question in Step 2, you will be shown the screen below. Fill in the required game information and click 'Continue Submission' to continue. 1

Online!	FAQ Feedback Help Contact Us Ho Singerity - Service - Excell SingPass Log	ome
Video Game Submis	sion	
Fields marked with * are ma Page 5 of 12	datory	
Title Details		
Title *		
Romanised Title *(eg. Game title in English alphabets)		
Publisher /Developer *		
Region*	Asia 🔽	
Year of Release*		
Import Make	Import	
Import Reference Type	Customs No	
Import Reference No		
Have you played the game?	⊖Yes ⊙No	
	hics of the strongest content/element that is in the game? Oyes ③ No	
Platform: (Please select the platfo Platform *		
	Game Boy Advance GameCube Macintosh Nintendo DS Nintendo Wii PC	
	Sony Playstation 1 Sony Playstation 2 Sony Playstation 3 Sony Playstation Portable (PSP) Xbox	
	Xbox 360 Others, please specify	
	Continue Submission	

Step 4 (Entering game info, Part 2 – game genre and sub-genre): Select the game genre (a maximum of two is possible) and sub-genres and click 'Continue Submission' to continue.

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Video Game Submi	ssion		
Page 6 of 12 Fields marked with * are m Genre:* (Select Maximum 2)	andatory		
☐ Action	Cespionage/Stealth First Person Shooters Other Platform Shooter Survival Horror	☐ Adventure	 Fantasy Futuristic Historic Modern Other
Fighting	◯ Beat-Em-Up ◯ Hack & Slash ◯ Other	Puzzle	
Racing	 Arcade Racing Futuristic Racing Kart Racing Motorcycle Other Rally Racing Simulation Racing 	☐Role Playing Games (RPG)	 Fantasy Futuristic Historic Modern
☐ Simulation	 Flight Simulation Life Simulation Other Virtual Pet 	□ Sports	
□ Strategy	 ○ Real-Time Strategy ○ Turn-Based Strategy 	☐ Other	Arcade Game Board Game Card Game Casino Game Game Compilation Mini Game Collection Music/Rhythm Game Other
	Continue S	Submission	

Step 5a (Entering game info, Part 3 – ratings/classification given by other organisations):

Please enter the ratings by other organisations (if available) accordingly and click **'Continue Submission'** to continue. **Note: if you have previously submitted a copy of the game in a different language/region, click 'Yes' and provide the in-receipt number (IR) – see screen in Step 5b. Otherwise, select 'No' and proceed.*

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Online!	SingPass Logo	
Video Game Subr	mission	
		_
Page 7 of 12		
Fields marked with * are		
Have you previously	y submitted a different language/region version of this game? ○YesౖONo	
Rating by other ratings boa	ard:*	
ESRB Rating:		
Consumer Advice		
DEGL Dations	500 Characters Left	
PEGI Rating:		
Consumer Advice	500 Characters Left	
OFLC Rating:		
Consumer Advice		
	500 Characters Left	
CERO Rating:		
Consumer Advice		
	500 Characters Left	
Others, please specify:	No rating available	
	500 Characters Left	
	Continue Submission	
2. Click Conti	inue Submission 1. Select 'Yes' or 'N	l o ' to a
	previous submission	in
	another language/ve	ISION

Step 5b: Note - if you have previously submitted a copy of the game in a different language/region, click **'Yes'** and provide the **in-receipt number (IR)**

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Video Game Subm	lission
Please provide IR No.	
Page 7 of 12	
Fields marked with * are r	mandatory
Have you previously	submitted a different language/region version of this game? ⊙Yes ⊜No
Please provide IR No:*	
Rating by other ratings boar	rd:*
ESRB Rating:	
Consumer Advice	500 Characters Left
PEGI Rating:	
Consumer Advice	500 Characters Left
OFLC Rating:	
Consumer Advice	500 Characters Left
CERO Rating:	
Consumer Advice	500 Characters Left
Others, please specify:	No rating available
	500 Characters Left
	Continue Submission
	Continue Submission

Step 6 (answering the questionnaire):

After you have clicked on '**Yes**' or '**No**' in the previous screen, you will be required to answer a series of 4 questions. The actual number of questions you have to answer depends on the content of the game. Answer the question(s) and click '**Continue Submission**' to proceed each time. You may click on **Read More**' for more info on the terms that are used in the questions. You may download a sample copy of the questionnaire from:

http://www.mda.gov.sg/wms.ftp/videoGames/Sample_of_online_questionnaire.pd

Q1		
Contraction of Contraction	FAQ Feedback Help Contact Us Home SingPass Logout	~
Video Game Submi		
Page 8 of 12 Fields marked with * are ma Description of the game:*		
2000 profil of the game.	Q1. Does the game contain any of the following materials? * OYes ONo	
	- Religious content / elements (Read More)	
	- Terrorism (Read More) - Politics (Read More)	
	Continue Submission	
		Y

Q2

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Video Game Submi	ssion	
Page 9 of 12		
Fields marked with * are ma Rating Related Questions:	andatory	
Q2 - Ма - Ма - Ма - Ма - Ма - Ма - Ма - Ма		
Q3	Continue Submission	
Ordine!	FAQ Feedback Help	 Singapore Government Integrity + Service + Excellence Contact Us Home SingPass Logout
Video Game Submi	ssion	
Page 10 of 12 Fields marked with * are m Rating Related Questions (Cont.):	andatory Q3. Does the game contain any of the following materials? \bigcirc Yes \bigcirc N	0
	- Content that requires the player to engage in illegal activities or play the role of a criminal, but does not have More)	e instructional details (Read
	- Depictions of realistic violence such as killing or causing serious injury to human-like characters (Read Mo	re)
	- Materials which depicts sexual activity (Read More)	
	- Non-exploitative nudity or materials which could be sexually titillating (Read More)	
	- Strong and frequent coarse language (Read More)	
	- Realistic depiction of frequent illegal drug use (Read More)	
	Continue Submission	

Orline!

Q4

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Video Game Submissio	n
Page 11 of 12	
Fields marked with * are mandat	tory
Rating Related Questions (Cont.):*	Q4. Does the game contain any of the following materials ? OYes ONo
	- Depictions of moderate violence such as killing or causing injury to human-like characters (Read More)
	- Images or words that imply sexual activity (Read More)
	- Nudity in a non-sexual context (Read More)
	- Depictions of materials which could be mildly suggestive (Read More)
	- Some coarse language (Read More)
	- Depiction of drug use (Read More)
	Continue Submission

Depending on your answers to the questions, you will encounter 2 scenarios, A or B.

Step 7a1 (Scenario A):

After you have answered the questions and your game is **not** deemed to contain mature content, you will be led to this screen. Tick the <u>declaration box</u> and then click on the <u>submit button</u> to proceed.



Step 7a2 (Scenario A):

Next, you will see the summary page which you can print for your records. You should save an electronic or hard copy for reference in case MDA requires that you submit the game for a random check. MDA will process the submission and inform you of the decision given to the game via email within 2 working days.

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Video Game Su	ıbmission			
Receipt Details				
In-Receipt No.	GA/0804/1000157U	Title	ZERO HERO	
Year of Release	2008	Publisher/Developer	ZERO	
 Original NRIC 				
	Print	Continue Anothe	er Submission	
		Rate this e-service		

Step 7b1(Scenario B):

If you have answered the questions and your game is deemed to contain mature content, you will be asked to submit a copy of the game for evaluation (see screen below). If you wish to use the Premium Service, select the **'Yes'** button and then click **'Continue Submission'** else click **'No'** and click **'Continue Submission'**.



Step 7b2 (Scenario B):

Next, check the box to make your declaration and then click on 'Submit'.

Video Game Submission		FAQ Feedback Help Contact Us Home SingPass Logout
Page 12 of 12		
Title	Title Details	
MATURE GAMES	Romanized Title Also Known As Publisher/Developer Year of Release Region Code Platform	MATURE GAMES ADULT INC 2007 ASIA Xbox 360 ware tha legal action may be taken against me if I had knowingly provided faise
information. I agree that in any legal proceedings, I shall not dispute the a produced from MDA Online.	uthenticity or accuracy of any staten Submit	nerts, confirmations, records, acknowledgments, information recorded in or
	Rate this e-sei	rvice

Step 7b3 (Scenario B):

Finally, print this page for submission to MDA. Your declaration has been successful and you are required to submit a copy of the game to MDA for evaluation.

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Receipt Details			
In-Receipt No. Year of Release	GA/0804/1000158L 2007	Title Publisher/Developer	MATURE GAMES ADULT INC
nline declaration: • Original NRIC	ubmission Successful' page	iomitting the physical video gar	me(s) at the MDA counter within the next working day after this
- Hadeneer ennie (ir e	Print	Continue Anoth	ner Submission
		Rate this e-service	9

2.4 Making a submission when the game has already been classified / found in the search database

Step 1:

1. Check

If the game that you wish to declare has been found in the search database (a classification/decision has been given to the game), select the title, and click on **'The title selected above is same as mine. Click to proceed.'** **Note – there are 3 scenarios:* **A** (game has been given the M18 rating), **B** (game has been given the Age Advisory rating) and **C** (game is generally suitable for all and so not given any rating) – please see below for more details.

ielo	ds marked wit	e has been submitted previous h* are mandatory	y, please specify the s	earch criteria below.
	Search			
Gam	anised Title (eg. e title in English abets)	conan		
		al Number of Records: 2	Search F	eset
Seler	t Index No.	Títle	Title Details	
•	G-2008-00013	CONAN	Romanised Title Also Known As Publisher.Developer Year of Release Region Platform Rating	CONAN CONAN
0	G-2005-000518	CONAN, THE BOY IN FUTURE	Consumer Advice Romanised Title	M18 - Violence and Nudity CONAN, THE BOY IN FUTURE
			Also Known As Publisher/Developer Year of Release Region	CONAN, THE BOY IN FUTURE
			Platform	Sony Playstation 3
			Rating Consumer Advice	ACCEPTED
		The title se	lected above is same as	nine. Click to proceed.
		This is a NEW title	and is not listed above.	Click to declare the NEW title.
			Rate this e-serv	ice

Step 2a1 (Scenario A – if the game has been given an M18 rating): Check on the radio button and click on 'The title selected above is same as mine. Click to proceed.'

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Video G	Same Su	bmission		
Page 3 of 1	12			
To check i	if vour title	has been submitted pr	eviously, please specify	, the search criteria below.
		* are mandatory		
Title Searc	h			
Title		mature games		
Romanised Game title in				
alphabets)			Search	Reset
			Journ	NG301
VideoGam	e List - Total	Number of Records: 1		
	1000 M	9 800		
Select Index	(No. 804/000024	Title MATURE GAMES	Title Details Romanised Ti	tie MATURE GAMES
•	004/000024	MATORIC ONMED	Also Known A	
			Publisher/Dev	
			Year of Relea Region	se 2008
\			Platform	Xbox 360
			Rating Consumer Ad	Mature 18
		Th		me as mine. Click to proceed.
1	\			· · · · · · · · · · · · · · · · · · ·
	\backslash	This is a M	IEW title and is not listed a	bove. Click to declare the NEW title.
			Rate this	e-service
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[1 Che	ck on radio		2. Click on 'The title selected above is same as
	button			mine. Click to proceed.'
	Sutton			

Step 2a2 (Scenario A – if the game has already been given an M18 rating): Enter all the required info and click on 'Next' to proceed.

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Video Game Submi	ssion	
Page 4 of 12		
Fields marked with* are	e mandatony	
Submission		
Licence No.	NA	
Organisation ID	AVALON	
Organisation Name	ARTHUR AND AVALON	
Title	MATURE GAMES	
Romanised Title	MATURE GAMES	
Also Known As		
Rating	Mature 18	
Year of Release	2008	
Publisher/Developer	MGS	
Region	Asia 🔽	
Import Make	Import 🔽	
Import Reference Type	Customs No	
Import Reference No		
Platform: (Please select the plat	form(s) you are submitting)	
Platform *	Game Boy Advance	
	GameCube	
	Macintosh	
	Nintendo DS	
	Sony Playstation 1	
	Sony Playstation 2	
	Sony Playstation 3	
	Sony Playstation Portable (PSP)	
	Xbox	
	Xbox 360	
	Others, please specify	
	Ne>	xt
	Rate this e	e-service

Step 2a3 (Scenario A – if the game has already been given an M18 rating): Please check the box to make your declaration and then click on 'submit'.

Video Game Submission		Singapore Government Integrity - Service + Excellence FAQ Feedback Hs/p Contact Us Home SingPass Logout
Title	Title Details	
MATURE GAMES	Romanized Title Also Known As Publisher Developer Year of Release Rating Region Code Platform	MATURE GAMES MGS 2008 M18 ASIA PC,Xbox 360
information.	henticity or accuracy of any stateme	rr that legal action may be taken against me if I had knowingly provided false ents, confirmations, records, acknowledgments, information recorded in or
	Submit	
	Rate this e-serv	ice

Step 2a4 (Scenario A – if the game has already been given an M18 rating): Print out this page for your records and for submission of the game to MDA. Your declaration has been successful. You are required to submit a copy of the game to MDA for certification.

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Online!			FAQ Feedback Help Cor ! !	ntact Us Home SingPass Logout
Video Game Si	ubmission			
Receipt Details				
In-Receipt No. Year of Release	GA/0804/1000158L 2007	Title Publisher/Developer	MATURE GAMES ADULT INC	
Please bring the follo online declaration: • Original NRIC	jame play (optional) which will help MDA to assess the wing items for verification when si submission Successful' page	ubmitting the physical video gar	ne(s) at the MDA counter within the next working	g day after this
	Print	t Continue Anoth	er Submission	
		Rate this e-service		

Step 2b1 (Scenario B – the game has already been given an Age Advisory Rating):

Check on the radio button and click on 'The title selected above is same as mine. Click to proceed.'

Cet Connected			Singapore Government Integraty - Service - Excellence FAQ Feedback Help Contact Us Home
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Video Game S	ubmission		
Page 3 of 12			
	e has been submitte th* are mandatory	d previously, please specify the s	search criteria below.
	Lange base		
Title Romanised Title (eg.	zero hero		
Game title in English			
alphabets)			leset
VideoGame List - Tot	al Number of Records: 1		
Select Index No.	Title	Title Details	
DX/0804/000028	ZERO HERO	Romanised Title	ZERO HERO
		Also Known As	
		Publisher/Developer Year of Release	ZERO INC. 2008
		Region	2006
		Platform	Sony Playstation 3,Xbox 360
		Rating	Age Advisory
		Consumer Advice	
	This	The title selected above is same as is a NEW title and is not listed above.	
		Rate this e-serv	rice

Step 2b2 (Scenario B – the game has already been given an Age Advisory Rating):

For a game which has been given the Age Advisory rating, you will see the message below. Please follow the instructions to affix the necessary labels. You may download a sample of the label to self-print by **clicking here**.



Step 2c1 (Scenario C – the game has not been given any rating, i.e. General):

Check on the radio button and click on 'The title selected above is same as mine. Click to proceed.'

1000 C			Singapore Government Integrity - Service - Excellence FAQ Feedback Help Contact Us Home SingPass Logout
Video Game S	ubmission		
Page 3 of 12			
To check if your titl Fields marked with [*] are r Title Search	e has been submitted previo nandatory	ously, please specify the s	search criteria below.
Title			
Romanised Title (eg. Game title in English alphabets)	EGG FOR EVERYONE		
VideoGame List - Tot	al Number of Records: 1		
Calant Inday Na	T-11-	Title Detaile	
Select Index No.	Title EGG FOR EVERYONE	Title Details Romanised Title Also Known As Publisher Developer Year of Release Region Platform Rating Consumer Advice	EGG FOR EVERYONE EGGNOT 2008 PC General

Step 2c2 (Scenario C – the game has not been given any rating, i.e. General) :

For a game which has not been given any rating, after you have checked on the **radio button** and clicked on **'The title selected above is same as mine. Click to proceed.'**, you will see the message:

