

USER GUIDE FOR USING IMDA ONLINE FOR VIDEO GAMES DECLARATION

Updated 21 Sep 2016

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1.0 Introduction

This guide serves as an aid to familiarise with the IMDA Online system to:

- Conduct searches for video games titles
- Declare your video games as 'A' submissions
- Declare your games as 'SD' submissions
- Check your submission status; and
- Conduct searches on the Video Games Classification Database

1.1 Video Games Classification

Video Games Classification covers:

- All games that are to be distributed physically, including but not limited to:
 - Windows PC
 - Macintosh
 - PlayStation 3
 - PlayStation 4
 - PlayStation Vita
 - Xbox 360
 - Xbox One
 - Nintendo Wii
 - Nintendo Wii U
 - Nintendo 3DS
 - Others
- Installation discs of Massively Multiplayer Online (MMOs) Games that are for distribution

The Classification does not cover:

- Games that are only available via Internet download
- Software used primarily for business, scientific, educational or accounting purposes

Video Games Classification adopts a co-regulatory approach:

- Companies declare games using IMDA Online and answer a questionnaire to highlight the content of a game. IMDA will selectively request for rating materials when required.
- Once IMDA verifies and approves the game, you can proceed to distribute the game

Types of Rating

Video Games Classification currently comprises of two ratings:

Mature 18 (M18)

Age Advisory:



Suitable For 16 & Above

 Games that do not fall into the above two ratings need not carry any indicative labels

Mature 18 (M18) rating:

- Restricted rating, only suitable for those aged 18 years and above
- Game msut carry an M18 rating label and consumer advice highlighting the contentious area(s) for which the rating was given
- To ensure definition and legibility, the minimum font size for the consumer advice is 10
- For consistency, use the non-italic Arial Bold typeface for the consumer advice
- The minimum font size and typeface applies to both stick-on (sticker) labels and advisory that is printed on the in-lay of the game cover
- The consumer advice must be either black text against a white / lightcolour background OR white text against a black / dark-colour background
- Age restriction must be enforced by businesses at the point of sale, as per the conditions stipulated in the certificate listing
- Games that contain mature themes, realistic depictions of violence, drug use, nudity and frequent use of strong coarse language, will be classified M18

Age Advisory rating:

- Advisory rating, not recommended for the young
- Games classified with this rating must carry an Age Advisory label, according to IMDA's specifications

- Retailers are encouraged to exercise responsibility and not sell these titles to those below the age of 16 years old
- Age Advisory games may contain moderate level of violence, implied sexual activity, nudity without details, coarse language and incidental depiction of unrealistic illegal drug use

Rating Labels

For M18 titles:



- The rating label should be affixed on the front of the game box, together with the given consumer advice (see page 6 for example)
- The M18 rating label will be issued by IMDA

For Age Advisory titles"

Suitable For 16 & Above

- The Age Advisory label is <u>self-printed by the industry</u>, based on specifications provided by IMDA (see page 7 for example)
- These specifications are available for downloaded at IMDA's website.

For box-sets, compilations, collections

- Box-sets, compilations or collections that contain more than 1 game title bundled together in a single packaging will only carry a single rating label that bears the highest rating
- Consumer advice need to indicate clearly for each M18 title included in the box-set (see page 8 to 10 for examples)



Example of an M18 rating label with consumer advice

M18 Consumer Advice Specifications

Font typeface: non-italic Arial Bold Font minimum size: 10 Recommended form: Black text against white / light-colour background OR white text against black / dark-colour background

Example of an Age Advisory rating label



Age Advisory Label Specifications

Font typeface: **non-italic Arial Bold** Font size: **12**

Label dimensions: Width - **3.20cm** Height - **1.25cm**

Examples of a box-set with single highest rating label and consumer advice for each title

Example 1: Multiple M18 titles



Examples of a box-set with single highest rating label and consumer advice for each title

PlayStation Network Only On PlayStation. ACK P D U Α Killzone[™] 3 / Resistance[™] 3 (Asia English Version) (Chinese + English Version) **Ultimate Shooter Pack** RESISTANCE 3 Killzone 3: M18 (Strong Violence and **M18** Coarse Language) / Mature 18 Resistance 3: Age Advisory (Suitable GM00000001 For 16 & Above) INS MNIAC

Example 2: M18 with Age Advisory titles

*This example is for illustrative purposes only

Examples of a box-set with single highest rating label and consumer advice for each title

Example 3: M18 with General titles



For box-sets where the highest rating is Age Advisory, only the Age Advisory label needs to be affixed on the front cover of the game.

1.2 Service Standards & Fees

For games without contentious elements and mature content, which IMDA does not require any submission of rating materials, the submission will be approved within 2 working days.

For games with mature elements, or which IMDA requires to assess the content, rating materials will be required, and the submission will be approved within 10 working days <u>from when all required materials have been provided</u>.

Classification fees are only applicable to games that are classified as M18 or NAR:

- Standard Service
 - Classification fee \$50
 - Processing time Up to 10 working days
- Premium Service
 - Classification fee \$200
 - Processing time Within 5 working days

The M18 rating label, each \$0.80, must be purchased from IMDA and affixed on every copy of an M18 game before distributing in Singapore.

1.3 Registering with IMDA to use IMDA Online

Please note that you have to register your company with IMDA before you can access IMDA Online to carry out your game declarations and perform other submission functions.

The registration form can be downloaded from the IMDA corporate website or from the IMDA Online website. Please fax your completed form to **6577 3602**.

2.0 How to use IMDA online to submit a Master Copy Video Game ('A' submission – Game title is new and not yet classified)

'A' refers to the first or master copy of a game that the company submits to IMDA for approval, and which will be subsequently used for certification of duplicate copies (where applicable). The 'A' copy must be approved by IMDA before application for duplicates (where applicable).

2.1 Log in with your company's particulars

Step 1:

Log on to the IMDA website at

http://imdaonline.imda.gov.sg/OnlineServices/indexInet1.aspx, scroll down to the 'Video Game Classification Services' section and click on 'Submission of Master Video Game ('A')'

Home > Licences > Online Services Online Services Classification Services		LICENCES PAY : APPLY : UPDATE Please select Check Application Status LATEST EVENTS
FILM CLASSIFICATION SERVICES	VIDEO CLASSIFICATION SERVICES	
Submission Of Master Films/ Trailers/ Screeners Submission Of Master Films/ Trailers/ Screeners - Political Films Submission Of Duplicate Films/ Trailers Status Enquiry On Film Submission Other Application Forms VIEO GAME CLASSIFICATION SERVICES Submission of Master Video Game ('A') Submission of Master Video Game ('A') Submission of Duplicate Video Game Submission Search for Game Ratings Other Application Forms	Submission Of Master Videos ('A') Submission Of Master Videos ('A') - Political Videos Submission Of Duplicate Videos ('B') Submission Of Duplicate Videos ('SD') Submission Of Repeat Titles ('RT') Submission Of Classified Titles With New Extra Features('EF') Declaration For Video Exemption Declaration For Interactive Software Request For Priority Service Request For Priority Service Status Enquiry On Video Submission Status Enquiry On Declaration For Video Exemption	.→ Show All
CONTENT ASSESSOR (CA) SUBMISSIONS Submission of Master Videos (CA) - Content Assessor Submission Search Content Assessor Profile Edit/Update View List of Active Content Assessors	Status Enquiry On Declaration Of Interactive Software Other Application Forms	

Step 2: Log in using your SingPass.

Singapore Personal Access	Singapore Personal Access			
Secure	Terms of Use FAQs Help About Us			
Welcome to SingPass Authentication S	ervice			
	Security Advisory			
SingPass is a common passwo	SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.			
Please click <u>here</u> for tips on on othe	Please click <u>here</u> for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at <u>www.gosafeonline.sg</u> .			
Click <u>her</u>	e to view more details about New SingPass Security Enhancements.			
SingPass ID	(Enter your <u>Identification Number</u>) e.g. S1234567G, G1234567G			
SingPass	(8-24 characters, CASE-SENSITIVE)			
	Submit Cancel Change SingPass			
	By clicking on the Submit button, you agree to be bound by the terms specified in the <u>Terms of Use</u> and Important Notes below.			

Step 3:

Log in as 'Organisation', key in your Registered Login ID (i.e. UEN Number) and click 'Submit'.

Please note that you can only access the submission system after registering as a user. If you have not registered, click on '**Please click here to Download the Registration Form**' and register your company with IMDA. The registration process will be completed within 2 working days.

Mola Development Annoray			
Login			
Page 1 of 12			
This form may take you about 5 to 10 minu	tes to complete.		
Fields marked with * are mandatory			
Search			
Select Login Type*	Organisation	•	
Login ID *		(Enter Registered Login ID/ACRA Number)	
If you encounter any problem with this e-se	ervice, please contac	sus at 1800 478 5478 or send a feedback	Please click here to Download the Registration Form
		Rate this e-service	Please click here to
		$\langle \rangle$	download the
1. Key in Regis Login ID	tered	2. Click on the 'Submit' button to proceed	Registration Form (if you have not registered)

Step 4:

Confirm your business particulars and click on '**Confirm and Submit**' to proceed. At this point you can update the email address field to change the list of authorised personnel to receive the classification decision email alert.

Registration Form Page 2 of 12 Company ID/Organisation ID : * MDA Block No. : * 00 Update mailing list of authorised personnel to receive notification of the classification decision Hunt No. : 00 0 Building Name : 999999 0 Postal Code : * 999999 0 Telephone No. : * 999999 0	Media Development Autoday				Singapore Government Integrity - Service - Excellence Last Updated On : 26 Dec 2013 FAQ Feedback Home
Company IDIOrganisation ID : * MDA001 (Please Enter ACRA or BR No.) Company Name : MDA Block No.: * 00 Street Name : * TEST STREET Floor No.: 00 Unit No.: 00 Building Name : 00 Postal Code : * 999999 Telephone No.: * 9999999	Registration Form				
Company Name : MDA Block No.:* 00 Street Name :* TEST STREET Floor No.: 00 Unit No.: 00 Do guint No.: 00 Building Name : 00 Postal Code :* 999999 Telephone No.:* 9999999	Company ID/Organisation ID : *	MDA001	(Please Enter ACRA or BR No.)		
Block No.:* 00 Street Name:* TEST STREET Floor No.: 00 Unit No.: 00 Long Unit No.: 00 Building Name: 999999 Postal Code :* 9999999 Telephone No.:* 9999999	Company Name :	MDA			1
Street Name : TEST STREET Floor No.: 00 Unit No.: 00 Long Unit No.: 00 Building Name : 0 Postal Code : * 999999 Telephone No.: * 9999999 Fax No.: 0	Block No. : *	00		Update mailing list of	
Floor No.: 00 Unit No.: 00 Long Unit No.: 00 Building Name : 00 Postal Code : * 999999 Telephone No.: * 9999999 Fax No.: 00	Street Name : *	TEST STREET		authorized personnel	
Unit No.: 00 Long Unit No.: Image: Construction of the classification of the classification decision Building Name: Image: Construction of the classification decision Postal Code: * 9999999 Telephone No.: * 99999999 Fax No.: Image: Construction of the classification decision	Floor No. :	00		autionseu personnei	
Long Unit No.:	Unit No. :	00	/	to receive notification	
Building Name: Postal Code : * 9999999 Telephone No. : * 99999999 Fax No. :	Long Unit No. :			of the classification	
Postal Code : * 999999 Decision Telephone No. : * 99999999 Fax No. :	Building Name :				
Telephone No. : * 9999999999	Postal Code : *	999999		decision	
Fax No. :	Telephone No. : *	99999999			
	Fax No. :				
Email: * MDA001@MDA.GOV.SG	Email : *	MDA001@MDA.GOV.SG	Paratod by comicolon/1		
ALERT - The Email indicated is only applicable to this submission. If you wish to update your company's contact details permanently, please update MDA via Online F Click on 'Confirm and Confirm and Submit Reset					

2.2 Search for a title to check if your game has 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 been classified, you are required to make an 'A' submission.

Enter the name of the game in the '**Title**' field. Next, click on the '**Search**' button to commence the search. You may use the '**Reset**' button to clear the search field to begin a new search.

Romanised title – the English name given to a game of non-English origin (e.g. a game that is originally in Chinese and comes with an English title).



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

Step 1:

After searching for your game title and no record has been found in the database (your game has not been classified), click on **'This is a New title...'** to proceed.

If the game title that you wish to declare can be found in the database, proceed to section 2.4 'Making a submission when the game has already been classified / found in the search database'.

mda	Media Development Authority		Singapore Government Integrity - Service - Excellence Last Updated On : 26 Dec 2013 FAQ Feedback Home
Video Gam	e Submission		
Page 3 of 12			
This form may take	e you about 5 to 10 minutes to complete.		
Please do a se you are submi	arch to check if this title has alread tting 'Dynasty Warriors 6'.	ly been approved. You may obtain better search results by using less k	eywords in your title search. Eg. Type 'Dynasty' if
Fields marked with	* are mandatory		
Title Search			
Title	Zero Hero		
		Search Reset	
VideoGame List	t - Total Number of Records: 0		
No record(s) f	found.		
		This is a NEW title and is not listed above. Click to declare the NEW title.	
If you encounter ar	ny problem with this e-service, please conta	ct us at 1800 478 5478 or send a feedback	
		Rate this e-service	
L			
		Click 'This is a NEW title	,

Step 2:

Next, confirm if your software can be exempted. Software that is used for business, scientific, educational or accounting purposes do not require a declaration. Check '**Yes**' or '**No**' accordingly and click on the '**Continue Submission**' button to proceed.

Mola Media Deregonere	Singapore Covernment Printegriv Service Toculator Last Updated On 1:2 Dec 2012 FAQ Feedback Home		
Video Game Submission			
Page 4 of 12			
Please answer the following question			
Is your title or software intended for any of the following purposes? Ye	es ©No		
- Business (eg. Word processing, presentation, graphics design)			
- Scientific usage (eg. software used for research purpose)			
- Education (e.g. training instructions, lessons or encyclopedia)			
- Accounting Continue S	Submission		
1. Check 'Yes' or 'No '	2. Click on 'Continue Submission'		

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

	Singapore Government Integrity • Service • Excellence
	Last Updated On : 26 Dec 2013 FAQ Feedback Home
System Messages	
system messages	
No submission is required for this title. Thank you for	or using the system.

[intentional pagebreak]

Step 3 (Entering game info, Part 1 – General Details):

If you answered '**No**' to the question in Step 2, the below screen appears. Fill in the required game information and click '**Continue Submission**' to proceed to the next step. You can upload documents as attachments here for IMDA's review.

Media Development Authority			
Video Game Submission			
Fields marked with ^{**} are mandatory Page 5 of 12 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?	O Yes 🔍 No		
1. Fill in the required game information	Game Boy Advance GameCube Macintosh Nintendo DS Nintendo 3DS Nintendo Wii Nintendo Wii PC Sony Playstation 1 Sony Playstation 2 Sony Playstation 3 Sony Playstation 4 Sony Playstation 4 Sony Playstation Portable Sony PS Vita Xbox	(PSP) 2. Click on 'Continue	
	 Xbox 360 Xbox One Others, please specify 	Submission' to proceed	
Attachments	S)		

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.

Moda Moda Development AudioRy			
Video Game Submission			
Page 6 of 12			
Fields marked with * are mandatory			
Genre:* (Select Maximum 2)			
Ction	 Espionage/Stealth First Person Shooters Other Platform Shooter Shooter 	L 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 	C Other	 Arcade Game Board Game Card Game Casino Game Game Compilation Mini Game Collection Music/Rhythm Game Other
		Continue Su	bmission
	Select the game genr 'Continue Submissi	e, then click on on' to proceed	

Step 5a (Entering game info, Part 3 – Ratings/Classification Given by Other Classification Organisations):

Please enter the ratings by other organisations (if available) accordingly and click **'Continue Submission'** to proceed to the next step.

Note: if you had previously submitted a copy of the game in a different language/region, click '**Yes'** and provide the in-receipt number (IR) – see screenshot in Step 5b. Otherwise, select '**No**' and proceed.

Mode Mode Development Autoorby			ing Manager Last Updat FAQ	y · Service · Excellence ed On : 26 Dec 2013 Feedback Home
Video Game Submissi	on			
D 7 -640				
Page 7 of 12				2
Have you previously subr	nitted a different language/region version	of this game? ⊚Ye	s 🔿 No	
Rating by other ratings board:*		<u> </u>		
ESRB Rating:				
Consumer Advice				
		500	Characters Left	
PEGI Rating:				
Consumer Advice				
		500	Characters Left	
ACB Rating:	•			
Consumer Advice				
		500	Characters Left	
CERO Rating:				
Consumer Advice				
		500	Characters Left	
Others, please specify:	Ma sating qualitable	000	Ghardeers Een	
		500	Characters Left	
Note : Follo	wing special characters are not allowed in C	consumer Advice: " <	", " > ", " & ", " (", ") " ," { ", " } "and " % "	
		1.5	Select ' Yes' or ' No ' to a	
2 Click C	ontinuo Submission'			
2. UIUN U		pre	vious sudmission in	
to proceed		and	other language/version	

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)**

Mda Media Development Authority		Singapore Gover Interity: Singapore Gover Last Updated On : 26 L
		FAQ Feedback
video Game Submis	sion	
Page 7 of 12		
Fields marked with * are mandatory		
Have you previously su	ibmitted a different language/region version	on of this game? ● Yes ○ No
Please provide IR No:*		
Rating by other ratings board: ESBB Rating:	•	
Consumer Advice		
		600 Characters Left
PEGI Rating:		Citatacters Lett
Consumer Advice		
		500 Characters Left
ACB Rating:		
Consumer Advice		
		500 Characters Left
CERO Rating:		
Consumer Advice		
		500 Characters Left
Others, please specify:	No rating available	
		500 Characters Left
Note : Fo	llowing special characters are not allowed i	n Consumer Advice: " < ", " > ", " & ", " (", ") " ," { ", " } "and " % " Continue Submission
		2. Click 'Continue Submission'
1 Fill in the	in-receipt number	to proceed

Step 6 (Answer Content 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 number of questions you have to answer depends on the game's content. Incorrect or false declaration of the content may lead to delays in the classification process, as IMDA will then request for full rating materials to verify the declaration when in doubt.

Click on '**Continue Submission**' to proceed each time you answer a question. You may click on '**Read More**' for more info on the terms that are used in the questions.

A sample copy of the questionnaire can be downloaded from IMDA's corporate website under the Video Games section.

Q1	
Modia Development Authority	
Video Game Submission	
Page 8 of 12	
Fields marked with * are mandatory	
Description of the game:*	Q1. Does the game contain any of the following materials? - OYes ONo
	Gambling (Read More)
	Religious content / elements (Read More)
	- Terrorism (Read More)
	Politics (Read More)
	Continue Submission
Media Development Autocity	
Video Game Submission	
Page 9 of 12	
Fields marked with * are mandatory Rating Related Questions (Cont.):	Q2. Does the game contain any of the following materials? $\odot {\rm Yes} {\color{black} {\rm o}} {\rm No}$
	- Material which may undermine national interest(Read More)
	- Material which is likely to offend a race or religion in Singapore (Read More)
	- Material that deals with alternative lifestyle, depict sexual violence, explicit sexual activity, or deviant sexual activity (Read More)
	Material that denicts criminal activities with clear instructional details (Poad Mora)
	- material mat depicts chininal activities with clear instructional details (read more)
	- Material which depict sadistic and cruel violence to human-like characters (Read More)
	- Exploitative nudity(Read More)
	- Instructive details of consumption of illegal drugs or content that encourages drug use (Read More)
	Continue Submission

Q3					
Media Development Authority					
Video Game Submission					
Page 10 of 12					
Fields marked with * are mandatory					
Rating Related Questions (Cont.):	Q3. Does the game contain any of the following materials? ${\scriptstyle \textcircled{\sc only}}$ Yes ${\scriptstyle \bigcirc}$ No				
	- Content that requires the player to engage in illegal activities or play the role of a criminal, but does not have instructional details (Read More)				
	- Depictions of realistic violence such as killing or causing serious injury to human-like characters (Read More)				
	- 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)				
	Peolistic denistics of frequent illegal drug upo (Deed Illers)				
	- Realistic depiction of nequent negationage (Read More)				
	Continue Submission				

Q4

A ·	
Media Development Authority	
Video Game Submission	
Page 11 of 12	
Fields marked with * are mandatory	
Rating Related Questions (Cont.):*	Q4. Does the game contain any of the following materials ? \odot Yes \odot No
	- 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 **does not** 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.

Video Game Submission		
Page 12 of 12		
Title	Title Details	
ZERO HERO	Romanized Title	ZERO HERO
	Also Known As	ZERO HERO
	Publisher/Developer	ZERO
	Year of Release	2008
	Region Code	ASIA
	Platform	Xbox 360
 I declare that all the information given in this applinformation. I agree that in any legal proceedings, I shall not dispuproduced from MDA Online. 	lication form is true and correct and I a Ite the authenticity or accuracy of any st	m aware that legal action may be taken against me if I had knowingly provided false atements, confirmations, records, acknowledgments, information recorded in or
 ✓ I declare that all the information given in this appl information. I agree that in any legal proceedings, I shall not dispu produced from MDA Online. 	lication form is true and correct and I a Ite the authenticity or accuracy of any st	m aware that legal action may be taken against me if I had knowingly provided false atements, confirmations, records, acknowledgments, information recorded in or nit
■ I declare that all the information given in this appl information. I agree that in any legal proceedings, I shall not dispu produced from MDA Online.	lication form is true and correct and I a ite the authenticity or accuracy of any st Subr	m aware that legal action may be taken against me if I had knowingly provided false atements, confirmations, records, acknowledgments, information recorded in or nit -service

[intentional pagebreak]

Step 7a2 (Scenario A):

Next, you will see the summary page which you can print for your records. You should save an electronic or print a hard copy for reference. IMDA may selectively notify you to submit rating materials for assessment. Otherwise, the submission will be processed and the rating decision will be emailed to you within 2 working days.

Video Game Submission					
In-Receipt No. Year of Release	GA/0804/000157U 2008	Title Publisher/Developer	ZERO HERO ZERO		
MDA will process your submission within 2 working days. If submission of the physical video game(s) is requested by MDA, please bring the following items for verification within the next working day at the MDA counter: • Original NRIC • A printout copy of 'Submission Successful' page • TradeNet Permit (if any)					
	Print	Continue Another Su	bmission		
Click on 'Prin record purpos	t' for ses	Rate this e-service			

Step 7b1 (Scenario B):

If your game contains mature content, you will be asked to submit rating materials or a copy of the game for evaluation (see screenshots 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'**.

* Premium Service will be rejected if applicants are unable to provide full rating materials (pertinent content video, detailed submission documents and/or script)

Node P Singapore Govern Nativer Sinvaster Last Undeted 0 1:25 L FAQ Feedback				
Video Game Submission				
Fields marked with * are mandatory				
Please submit a copy of the game to	MDA for evaluation			
Do you need Premium Service ? 💿 🏾	es 🛯 No			
- Standard Service processing time is within 6-10 working days from the receipt of the game and supporting materials to - Premium Service processing time is within 5 working days from the receipt of the game and supporting materials by N	by MDA Classification fee of \$50 applies if the game's final rating is M18.			
Continue Submission.				
2. Click on 'Continue Submission' to proceed	1. Select ' Yes ' or ' No ' to premium service			

Step 7b2 (Scenario B):

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

Page 12 of 12		
Title	Title Details	
MATURE GAMES	Romanized Title	MATURE GAMES
	Also Known As	MATURE GAMES
	Publisher/Developer	ADULT INC
	Year of Release	2007
	Region Code	ASIA
	Platform	Xbox 360
I declare that all the information given in this application	ion form is true and correct and La	m sware that legal action may be taken against me if I had knowingly provided fails
✓ I declare that all the information given in this applicat nformation. agree that in any legal proceedings, I shall not dispute the roduced from MDA Online.	ion form is true and correct and I a ne authenticity or accuracy of any s Subr	m aware that legal action may be taken against me if I had knowingly provided fals tatements, confirmations, records, acknowledgments, information recorded in or nit
✓ I declare that all the information given in this applicat nformation. agree that in any legal proceedings, I shall not dispute th produced from MDA Online.	ion form is true and correct and I a ne authenticity or accuracy of any s Subu Rate this e	m aware that legal action may be taken against me if I had knowingly provided fals tatements, confirmations, records, acknowledgments, information recorded in or nit

Step 7b3 (Scenario B):

Finally, print this page for submission to IMDA. Your declaration has been successful and you are required to submit rating materials to IMDA for evaluation.

Video Game Submission					
Receipt Details					
In-Receipt No. Year of Release	GA/0804/1000158L 2007	Title Publisher/Developer	MATURE GAMES Adult inc		
You are required to submit the following to MDA: Physical copy of the video game • Video recording of game play (optional) • Any other materials which will help MDA to assess the video game, e.g. synopsis/description of video game (optional) Please bring the following items for verification when submitting the physical video game(s) at the MDA counter within the next working day after this					
online declaration: Original NRIC A printout copy of 'Submission Successful' page TradeNet Permit (if any)					
Rate this e-service					
	Click on ' Print ' record purpose	for s			

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

There are 3 scenarios if a game you are submitting is already classified:

- A. Game has been given the M18 rating (refer to 2.4 step 1A)
- B. Game has been given the Age Advisory rating (refer to 2.4 step 1B)
- C. Game is generally suitable for all (refer to 2.4 step 1C)

Step 1A (Scenario A – if the game has already been given M18 rating): Check on the radio button and click on 'The title selected above is same as mine. Click to proceed.'

mda	dia kekonnent hority		Singapore Government Singapore Service - Excellence Last Updated On : 26 Dec 2013 FAQ Feedback Home FAQ Feedback Home	
Video Game	Submission			
Page 3 of 12				
This form may take y Please do a sea you are submitt Fields marked with *	you about 5 to 10 minutes to complete. rch to check if this title has already been appr ing 'Dynasty Warriors 6'. are mandatory	oved. You may obtain be	ter search results by using less keywords in your title search. Eg. Type 'Dynasty' if	
The Search				
VideoGame List -	Total Number of Records: 1	Search	Reset	
videoGame List -				
Select Index No.	Title	Title Details		
IDX/1312/00	00312 DRAG-ON DRAGOON 3	Romanised Title Also Known As Publisher/Developer Year of Release Region Platform Rating Consumer Advice	DRAGON DRAGOON 3 ドラッグ オンドラグーン3 / DRAKENGARD 3 SOLARE ENIX CO LTD 2013 Asia Sony Playstation 3 Mature 18 VIOLENCE AND GORE	
If you encounter any	[This is problem with this e-service, please contact us at 1800 4	The title selected above is same a NEW title and is not listed ab 78 5478 or send a feedback	as mine. Click to proceed.	
	ock on radio button		Click 'The title selected above is	
I. One	same as mine. Click to proceed.			

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

Video Game Submission				
Page 4 of 12				
Submission				
 Licence No.	NA			
Organisation ID	MDA001			
Organisation Name	MDA			
Title	DRAG-ON DRAGOON 3			
Romanised Title	DRAG-ON DRAGOON 3			
Also Known As	ドラッグ オンドラグーン3 / DRAKENGARD 3			
Rating	Mature 18			
Year of Release	2013			
Publisher/Developer	SQUARE ENIX CO LTD			
Region	Asia 💌			
Import Make	Import 💌			
Import Reference Type	Customs No			
Import Reference No	NA			
Platform: (Please select the platform	n(s) you are submitting)			
Platform * 1. Fill in the required game information	 Game Boy Advance GameCube Macintosh Nintendo DS Nintendo 3DS Nintendo Wii Nintendo Wii Nintendo Wii U PC Sony Playstation 1 Sony Playstation 2 Sony Playstation 3 Sony Playstation 4 Sony Playstation Portable (PSP) Sony PS Vita Xbox Xbox 360 Xbox One Others, please specify 			
2. Click on 'Next' to proceed	Next IDX/1312/000312			

Rate this e-service

Step 3A (Scenario A – if the game has already been given M18 rating): Please check the declaration box to make your declaration and then click on 'Submit'.

Video Game Submission		
Page 12 of 12		
Title	Title Details	
DRAG-ON DRAGOON 3	Romanized Title	DRAG-ON DRAGOON 3
	Also Known As	ドラッグ オンドラグーン3 / DRAKENGARD 3
	Publisher/Developer	SQUARE ENIX CO LTD
	Year of Release	2013
	Rating	M18
	Region Code	ASIA
	Platform	Sony Playstation 3
I declare that all the information given in this application form is agree that in any legal proceedings, I shall not dispute the authent Online.	true and correct and I am aware icity or accuracy of any statement Subm	that legal action may be taken against me if I had knowingly provided false information. s, confirmations, records, acknowledgments, information recorded in or produced from ME
	Rate this e-	service
1 Chook the dealaration		

Step 4A (Scenario A – if the game has already been given M18 rating):

Print out this page for your records and bring it along with a copy of the game for verification.

Video Game Submission						
Receipt Details						
In-Receipt No. Year of Release	GA/0804/1000158L 2007	Title Publisher/Develor	MATURE G	AMES		
You are required to submit Physical copy of the video Video recording of game Any other materials which Please bring the following it online declaration: Original NRIC A printout copy of 'Submis TradeNet Permit (if any)	Year of Release 2007 Publisher/Developer ADULT INC You are required to submit the following to MDA: Physical copy of the video game • Physical copy of the video game intervideo game • Video recording of game play (optional) • Any other materials which will help MDA to assess the video game, e.g. synopsis/description of video game (optional) Please bring the following items for verification when submitting the physical video game(s) at the MDA counter within the next working day after this online declaration: • Original NRIC • A printout copy of 'Submission Successful' page					
Print Continue Another Submission						
Rate this e-service						
	Click on 'Pri record purpo	nt' for				

Step 1B (Scenario B – game has already been given Age Advisory rating): Check on the radio button and click on 'The title selected above is same as mine. Click to proceed.'

Media Development Authority				Singapore Government Integrity - Service - Excellence Last Updated On : 26 Dec 2013 FAQ Feedback Home
Video Game Submi	ssion			
Page 3 of 12				
This form may take you about 5 t Please do a search to che you are submitting 'Dynas Fields marked with * are mandato Title Search	to 10 minutes to complete. ck if this title has alrea sty Warriors 6'. ory	ady been approved. You may obtain be	tter search resul	ts by using less keywords in your title search. Eg. Type 'Dynasty' if
Title	titanfall			
		Search	Reset	
VideoGame List - Total Numb	per of Records: 1			
Select Index No	Title	Title Details		
DX/1312/000313	TITANFALL	Romanised Title	TITANEALI	
		Aiso Known As Publisher/Developer Year of Release Region Platform Rating Consumer Advice	r ELECTRONIC ART 2014 Asia PC,Xbox 360,Xbox (Age Advisory	S One
\setminus		The title selected above is same	e as mine. Click to p	roceed.
If you encounter any problem wit	h this e-service, please con	This is a NEW title and is not listed ab tact us at 1800 478 5478 or send a feedback Rate this e	ove. Click to declare -service	the NEW title
1. Check radio but	on ton	2. (sar	Click on ne as n	'The title selected above is nine. Click to proceed.'

Step 2B (Scenario B – game has already been given 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 advisory label on every copy of the game. You can download the label specifications from IMDA's website.



Step 1C (Scenario C – 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.'

m	Media Development Authority			Singapore Government Integrity - Service - Excellence Last Urdated On 1: 26 Dec 2013 E. Do 1. Exercited - Morrea				
Vide	o Game Submis	sion		Ind Leaguer Light				
Page 1	0 of 12							
This form Please you an Fields m	m may take you about 5 to e do a search to chec re submitting 'Dynast arked with * are mandator	10 minutes to complete. k if this title has already been approve ty Warriors 6'. y	ed. You may obtain bet	ter search results by using less keywords in your title search. Eg. Type 'Dynasty' if				
The S	earch							
Video	Game List - Total Numbe	ego movie videogame er of Records: 1	Search	Reset				
Calant	leden Ne	724-	THE D-4-8-					
Select	IDX/1401/000001		The Details					
	12.0 140 100000 1		Also Known As Publisher/Developer Year of Release Region Platform Rating Consumer Advice	WARNER BROS. INTERACTIVE ENTERTAINMENT / TT GAMES 2014 Asia Nintendo 3DS.Nintendo Wii U.P.C.Sony PS Vita,Sony Playstation 3,Sony Playstation 4,Xbox 360 General				
		The	title selected above is same	as mine. Click to proceed.				
lf you er	This is a NEW title and is not listed above. Click to declare the NEW title If you encounter any problem with this e-service, please contact us at 1800 476 5478 or send a feedback							
			Rate this e-	service				
	1. Check c r adio butt	on i on	2. C sam	lick on ' The title selected above is ne as mine. Click to proceed.'				

Step 2C (Scenario C – game has not been given any rating, i.e. General): For a game which has not been given any rating but is approved by IMDA, you will see the message:

_	System Messages
Submissio	n is not required for this title. You may proceed to distribute it.

3.0 Using IMDA Online to make an (SD) submission for an M18 title

Subsequent Duplicates (SD) or Duplicate Copies are those submitted for classification after approval of the Master Copy ('A' submission) upon the importer's undertaking that they are the same as the original. Businesses can use this function to purchase additional M18 rating labels.

3.1 Log in with your company's particulars

Step 1:

Log on to the IMDA website at

http://imdaonline.imda.gov.sg/OnlineServices/indexInet1.aspx, scroll down to the 'Video Game Classification Services' section and click on 'Submission of Duplicate Video Games ('SD')'.



Step 2: Log on to the system using your SingPass.

Singapore Personal Access	Singapore Personal Access
Secure	Terms of Use FAQs Help About Us
Welcome to SingPass Authentication S	ervice
	Security Advisory
SingPass is a common passwo	ord that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.
Please click <u>here</u> for tips on on othe	line security. You may also find useful guides on how to safeguard your online security and or cyber security related information at <u>www.gosafeonline.sg</u> .
Click <u>her</u>	<u>e</u> to view more details about New SingPass Security Enhancements.
SingPass ID	(Enter your <u>Identification Number</u>) e.g. S1234567G, G1234567G
SingPass	(8-24 characters, CASE-SENSITIVE)
	Submit Cancel Change SingPass
	By clicking on the Submit button, you agree to be bound by the terms specified in the <u>Terms of Use</u> and Important Notes below.

Step 3: Enter your login ID.

Video G	/ideo Game Submission - SD							
Page 1 of 5	Page 1 of 5							
Fields marked	Fields marked with [#] are mandatory							
Search								
Login ID *		(Enter Org	anisation ID/ A	ACRA Number)				
			I	Submit Rate this e-service				
	1. Key ir Login ID	Registered		2. Click on the 'Submit' button to proceed				

3.2 How to enter your previous in-receipt number and indicate number of SD sets

Step 1:

Enter the in-receipt number of the master copy ('A' submission) of the game that you previously submitted to IMDA for classification and had received an M18 rating.

If you have not made an 'A' submission for the game, refer to section **2.0** 'How to use IMDA Online to submit a Master Copy Video Game' for the step-bystep process.

Video Game Submission - SD							
D 266							
Page 2 of 5							
Search - Receipt No							
Organisation ID	MDA001						
Organisation Name	MDA	MDA					
Prev In-Receipt No *	GA/0804/1000	064K					
	Next						
		Rate this	e-service				
					_		
1. Enter Previous (IR) which was giv	n-Rece en to th	ipt number e 'A' copy		2. Click ' Next' to proceed			

[intentional pagebreak]

Step 2:

Enter the number of SD sets that you wish to purchase, together with all the required relevant information, then click '**Next**' to proceed.

Video Game Submission - SD							
Page 3 of 5							
Fields marked with* are	mandatory						
Submission							
Licence No.							
Organisation ID	MDA001						
Organisation Name	MDA - MEDIA DEVELOPMENT AUTHORITY						
Prev Receipt No.	GA/0804/1000064K						
Title	EURO2008						
Romanised Title	EURO2008						
Also Known As	EURO2008						
Rating	M18						
Year of Release	2008						
Publisher/Developer	UEFA						
Region	EURO						
Import Make	Import Sector						
Import Reference Type	Customs No	1 Enter the					
Import Reference No		T. Enter the					
No of SD Sets *	1						
Platform: (Please select the platfo	rm(s) you are submitting)	labels to purchase					
Platform	Game Boy Advance						
	GameCube						
	Macintosh						
	Nintendo DS	2 Click 'Next' to proceed					
		2. Click Next to proceed					
	Sony Playstation 1						
	Sony Playstation 2						
	Sony Playstation 3						
	Sony Playstation Portable (PSP)						
	Xbox						
	Others, please specify						
	Nevt						
	нел						
Rate this e-service							

Step 3:

Verify that the details are correct and then check on the <u>declaration box</u> before clicking on the '**Submit**' button.

20R02008	Romanized Title	EURO2008	
	Also Known As	EUR02008	
	Publisher/Developer	UEFA	
	Year of Release	2008 M18	
	Rating		
	Region Code	EURO	
	Platform	Sony Playstation 3,Xbox 360	
1. Check the decl	aration box		
1. Check the decl	aration box this application form is true and correct and I a	m aware that legal action may be taken against me if I had knowingly provided f	

Step 4:

You will see confirmation of your submission. Print and save the page for your records. Bring the print-out along with you to IMDA to collect the certificates.

Video Game Su	Video Game Submission								
Receipt Details									
In-Receipt No.	GSD/0804/1000026L	Title	EUR02008						
Year of Release	2008	Publisher/Developer	UEFA						
Please bring the follow online declaration: • Original NRIC • A printout copy of 'S • TradeNet Permit (if a	ving items for verification when p ubmission Successful' page any)	urchasing the video game certi	ficates at the MDA counter within the next	: working day after this					
		Rate this e-service)						
	Click on ' Print ' f record purposes	or							

4.0 Status Enquiry on Video Game Submission

Use this option to find out the status of your video game submission.

4.1 Log in with your company's particulars and enter your in-receipt number provided

Step 1:

Log on to the IMDA website at

http://imdaonline.imda.gov.sg/OnlineServices/indexInet1.aspx, scroll down to the 'Video Game Classification Services' section and click on '**Status Enquiry on** Video Game Submission'

		Singapore Government Integrity • Service • Excellence
Media	FAQ Contact Information	on Feedback Sitemap Useful Links
Development Authority	RSS Search All :	Sites 💌 Search by keywords 🔍
Home About Us Industry Public International	Policies Licences Schemes Research & Consultation	News & Events Careers
Home > Licences > Online Services		
Online Serv	Ces Ces Carta this to a friend Printable version	LICENCES PAY : APPLY : UPDATE Please select → Check Application Status
Classification Services		
FILM CLASSIFICATION SERVICES	VIDEO CLASSIFICATION SERVICES	EVENTS
Submission Of Master Films/ Trailers/ Screeners	Submission Of Master Videos ('A')	> Show All
Submission Of Master Films/ Trailers/ Screeners - Political	Submission Of Master Videos ('A') - Political Videos	
Films	Submission Of Duplicate Videos ('B')	
Submission Of Duplicate Films/ Trailers	Submission Of Duplicate Videos ('SD')	
Status Enquiry On Film Submission	Submission Of Repeat Titles ('RT')	
Other Application Forms	Submission Of Classified Titles With New Extra Features('EF')	
VIDEO GAME CLASSIFICATION SERVICES	Declaration For Video Exemption	
Submission of Master Video Game ('A')	Declaration For Interactive Software	
Submission of Duplicate Video Games ('SD')	Request For Priority Service	
Status Enquiry on Video Game Submission	Request For Title Monitoring Service	
Search for Game Racings	Status Enquiry On Video Submission	
Other Application Forms	Status Enquiry On Declaration For Video Exemption	
	Status Enquiry On Declaration Of Interactive Software	

Step 2: Log in using your SingPass

Singapore Personal Access	Singapore Personal Access							
Secure	Terms of Use FAQs Help About Us							
Welcome to SingPass Authentication S	ervice							
	Security Advisory							
SingPass is a common passwo	SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.							
Please click <u>here</u> for tips on on othe	line security. You may also find useful guides on how to safeguard your online security and r cyber security related information at <u>www.gosafeonline.sg</u> .							
Click <u>her</u>	e to view more details about New SingPass Security Enhancements.							
SingPass ID	(Enter your <u>Identification Number</u>) e.g. S1234567G, G1234567G							
SingPass	(8-24 characters, CASE-SENSITIVE)							
	Submit Cancel Change SingPass							
	By clicking on the Submit button, you agree to be bound by the terms specified in the <u>Terms of Use</u> and Important Notes below.							

[intentional pagebreak]

Step 3:

Enter your particulars (Registered Login ID) and the in-receipt number that was generated when you submitted your declaration for the game.

If you have not made an 'A' submission for the game, refer to section **2.0** 'How to use IMDA Online to submit a Master Copy Video Game' for the step-bystep process.



Step 4:

The screen will display the title and the status information. Click on the **in-receipt number** highlighted in blue for more details.

mo	la	Media Development Authority					FAQ Feedba	Singapore Government Integrity - Service - Excellence Last Updated On : 26 Dec 2013 ack Help Contact Us Home SingPass Logout
Status	Eng	uiry on Video	Game	e Submissio	n			
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						Search		
Video Gan	ne Su	bmission List - Total M	lumber	of Records: 1				
In-receipt No) .	Company		Video Game Submis	sion Details			Î.
GA/0804/100	0070L	ID AVALON		Customer ID.	80750307E	Prev Receipt No	GA/0804/1000070L	
	7	Name ARTHUR AND A	WALON	Name	TEST 1			
				Subm. Date	16/04/2008	Request Date	16/04/2008 3:18:45 PM	
				Subm. Status	Submitted			
				Title	ZERO HERO			
				Romanised Title	ZER0 HER0			
					Rate this e-service			
					-			

Click on **in-receipt** number for more details

Step 5: Click on the '<u>Expand All</u>' to view all details of the submission.

	<form>ConstructionUnit of the second second</form>	ndeo Grme Submission	h Details
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5.0 Search for title on the video games database

Step 1:

Go to the IMDA website at

<u>http://imdaonline.imda.gov.sg/OnlineServices/indexInet1.aspx</u>, scroll down to the 'Video Game Classification Services' section and click on '**Search for Game Ratings'**

	VIDEO CLASSIFICATION SER
HOC PUBLIC ENTERTAINMENT LICENCE	Submission of Master Videos ('A')
Apply for Arts Entertainment Classification	Submission of Master Videos ('A')
View Event Status / Details	Submission of Duplicate Videos ('
Withdraw PEL events	Submission of Duplicate Videos ('S
Update Contact	Submission of Repeat Titles ('RT')
Update on Content Changes For Certified Events	Submission of Classified Titles wit
	Declaration for Video Exemption f
FILM CLASSIFICATION SERVICES	Declaration for Interactive Softwa
Submission of Master Films/ Trailers/ Screeners	Request for Priority Service
Submission of Master Films/Trailers/Screeners - Political Films	Request for Title Monitoring
Submission of Duplicate Films/ Trailers	Status Enquiry on Video Submissi
Status Enquiry on Film Submission	Status Enquiry on Declaration for
Other Application Forms	Status Enquiry on Declaration of I
VIDEO GAME CLASSIFICATION SERVICES	Other Application Forms
Submission of Master Video Game ('A')	
Submission of Duplicate Video Games ('SD')	
Status Enguiny on Video Game Submission	

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Step 2:

Type in the search keyword, optional platform filters, and click 'Search'.

Search for Game	Ratings					
Page 1 of 1						
Fage FOIT						
Please specify the sear	ch criteria below					
Title Search	criciteria below.					
Title	Grand Theft					
	Game Boy Advance					
	GameCube					
	Macintosh					
	Nintendo DS					
	Nintendo 3DS					
	New Nintendo 3DS					
	Nintendo Wii					
	Nintendo Wii U					
	□ PC					
Platform	Sony Playstation 1					
	Sony Playstation 2					
	Sony Playstation 3					
	Sony Playstation 4					
	Sony Playstation Portable (PSP)					
	Sony PS Vita					
	Xbox					
	□ Xbox 360					
	Xbox One					
	Others, please specify					
Rating						
	Search Reset					

Step 3: Review the search results.

	PC			
Platform	Sony Playstation 1			
	Sony Playstation 2			
	Sony Playstation 3			
	Sony Playstation 4			
	Sony Playstation Portable (PS	201		
		, ,		
	Xbox			
	C Xbox 360			
	Xbox One			
	Others, please specify			
Rating		~		
		Search	Reset	
VideoGame List - Tot	al Number of Records: 1			
Index No.	Title	Title Details		
IDX/1308/000163	GRAND THEFT AUTO V	Romanised Title	GRAND THEFT AUTO V	
		Also Known As	GRAND THEFT AUTO 5 / GTA V / GTA 5	
		Publisher/Developer	TAKE 2/ROCKSTAR GAMES/ROCKSTAR NORTH	
		Year of Release	2013	
		Region	Asia,USA	
		Decision	Approved	
		Platform	PC,Sony Playstation 3,Sony Playstation 4,Xbox 360,Xbox One	
		Rating	Mature 18	
		Consumer Advice	MATURE THEMES, VIOLENCE AND COARSE LANGUAGE	
		Rate th	is e-service	

6.0 Frequently Asked Questions (FAQ)

1. I cannot find the title during my search.

You may obtain better search results by using less keywords in your search. (e.g. Type 'Dynasty' if you are searching for 'Dynasty Warriors'.

2. One of our authorised personnel has left the company and I wish to remove his email from our company profile.

You will be able to change the emailing list after logging in to IMDA Online. Kindly refer to Step 5 of section **2.1 Log in with your company's particulars**. This change is permanent and will be reflected in future submissions. You also need to notify IMDA to remove the SingPass access of the resigned personnel, by visiting IMDA's website and clicking on the 'Feedback' link to submit your request.

3. I want to change my company details (e.g. company name, office address, office numbers, etc), what should I do?

Visit IMDA's website and click on the 'Feedback' link to submit your request.

4. I have submitted additional materials (e.g. video footage, dialogue scripts, game play discs, etc) to IMDA for evaluation. How long will the classification process take?

IMDA will take up to 10 working days to evaluate the game content. The first working day starts from the day after all required materials have been submitted.

5. I am unable to log-in to IMDA Online after entering my SingPass. Why is this so?

Your company may not have included you as one of the authorised personnel to log in to IMDA Online to make video game submissions on their behalf. Please download a copy of the videogame company registration form from IMDA's website, and fax in a completed **Part B: Appointment of Authorised Representative**, along with an authorization letter with company stamp to **6577 3602** for processing.