

## **GUIDE FOR EXHIBITION PLAN – FOR FILM EXHIBITION LICENCE NEW APPLICATION**

A proposed plan is required when you are applying for a new licence. This is not required when renewal an existing licence.

Please provide your plan with a cover letter on your organisation’s official letterhead, to be undersigned by the applicant of the licence, with signature, name and designation indicated.

Address the letter to:

Info-communications Media Development Authority  
Licensing Division  
10 Pasir Panjang Road  
#03-01 Mapletress Business City  
Singapore 1174438

Email the plan in PDF format to [info@imda.gov.sg](mailto:info@imda.gov.sg) .

### **Guidelines for Exhibition Plan – For Application of Film Exhibition (Restricted) Licence**

#### **(1) About the Organisation and the Proposed Film Exhibition Service**

- (a) The purpose/objective of applying for a Film Exhibition licence to screen age-restricted films, i.e. films rated NC16, M18 and R21.
- (b) The nature of the organisation’s business, e.g. whether for profit or otherwise, its key business(es), including the organisation’s Unique Entity Number ([UEN](#)).
- (c) If other agencies and companies are involved in organising/supporting the film screening event, please specify the nature and role of their involvement.
- (d) The genre(s) of films to be exhibited (e.g. movies, documentaries, educational, music videos, etc.)
- (e) The language(s) of films to be exhibited.
- (f) The highest film classification rating you intend to screen.
- (g) State if the film screenings would be free, registered, or ticketed.

- (h) State target group(s) for the film screening.
- (i) State if you are applying for a 1-year or 3 -year licence.

## **(2) Age-Check Mechanisms**

What measures would be taken to ensure the age-restricted film screenings are attended by the age-appropriate audience(s)? E.g.

- (a) Event marketing info – please note that the ratings and consumer advisory per film, for all films, are to be clearly integrated on the publicity materials. These pertain to all publicity materials, whether they are online versions, or on posters.
- (b) At point of sale (registration, walk-ins, etc.).
- (c) How would staff check for to ensure the person entering the screening is of age?
- (d) Any other considerations and measures you would take e.g. transferability of tickets, etc.

## **(3) Film Screening Location and Layout**

- (a) State the address of the screening location.
- (b) What is the screening venue’s seating capacity?
- (c) Submit an outline of the location layout, clearly indicating the position of the screen, seating area, checkpoints (entry/exit/any other access points).
- (d) Should any other prevailing requirements e.g. COVID-19 Safe Management Measures (“SMMs”) apply for the screening, please indicate clearly as well.

## **(4) Content Classification**

State your acknowledgement that you are aware that all films you intend to exhibit are to be classified and certified by IMDA prior to their exhibition to the public.

*[Please note: Films and videos that are intended for public screening have to be submitted to IMDA for classification, unless exempted. Films and videos that fall into the exemption categories and do not contain impermissible content may be exempted from classification. For IMDA’s **Film Exemption Guidelines** please refer [here](#).*

*If the applicant is unsure if the film or trailer/promotional materials can be exempted from classification, applicant may submit to the IMDA for classification and the standard fee and processing time applies. Please refer to our **IMDA Online Services Portal** [here](#) for more details.*

*To submit the films for classification, the applicant may contact [Customer\\_Services@imda.gov.sg](mailto:Customer_Services@imda.gov.sg) for guidance on the submission process. ]*

#### **(5) Security Deposits (“SDs”)**

- (a) Indicate the mode of payment for the licence fees and SDs. SDs can be lodged in the form of a performance bond or banker’s guarantee (by any MAS-listed financial institutions at <https://eservices.mas.gov.sg/fid>), or via bank transfer.
  
- (b) Indicate your vendor details if you have already a vendor record for IMDA to credit the SD refund (6 weeks upon receiving your vendor bank details) to your organisation’s designated bank account in Singapore. Otherwise, please create a vendor record in [Vendors at Gov](#), using your organisation’s UEN.