

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

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

Please provide your proposed 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 Distribution Plan – For Application of Film Distribution (Restricted) Licence**

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

- (a) The purpose/objective in applying for a Film Distribution Licence to screen age-restricted films, i.e. films rated NC16 and M18\*.
- (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) The genre(s) of films to be distributed (e.g. movies, documentaries, educational, music videos, etc.).
- (d) The language(s) of films to be distributed.
- (e) The highest film classification rating you intend to distribute.
- (f) The physical storage media format of films to be distributed e.g. VCDs, DVDs, Blurays, hard-drives, thumb-drives, etc., but excluding cinematograph films
- (g) Whether the films/videos are imported or produced in Singapore.

(h) State if you are applying for a 1-year or 3 -year licence.

*[\*Note: The distribution of films and videos rated R21 is not allowed.]*

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

What measures would be taken to ensure the age-restricted films are distributed to age-appropriate patrons? E.g.

- (a) 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
- (c) How would staff check for to ensure the person purchasing the video is of age?
- (d) Any other considerations and measures you would take?

**(3) Distribution Points** - State the address(es) of the location(s).

## **(4) Content Classification**

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

*[Please note: Films and videos that are intended for distribution are 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. ]*