

**INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY (IMDA)/
BOARD OF FILM CENSORS (BFC)
A USER'S GUIDE TO VIDEO SUBMISSIONS**

The BFC has drawn up the following basic guidelines (which may be revised from time to time) to facilitate applicants when submitting titles/videos for classification. To avoid any delay and rejection/prohibition, applicants are advised to check their videos before submitting them for classification.

1. Technical Quality

- (a) Picture and sound quality must be good. Audio and visual must be in sync.
- (b) All features (including extra/bonus features) in the video disc/tape(s) must play from start to end without glitches and/or drop in audio-visual playback quality.
- (c) All video selectable options (Special Features) must play without glitches from start to end when selected.
- (d) Watermarks (e.g. "For Preview") must not cover or block the screen and impede the viewing and/or assessment of a film for classification.
- (e) Submitted discs of different formats must be compliant with the different format specifications. For example, a DVD disc must be able to play in a DVD player or in the case of Blu-ray, a Blu-ray player or Sony Playstation 3.
- (f) Submissions are accepted on DVD-R, DVD+R (single or dual layer), BD-R or replicated (factory pressed) check discs.
- (g) To ensure videos are easy to examine, functions must not be "user disabled". A disc may be rejected if it contains any significant portions which will not allow the user to pause, fast forward and rewind or chapter search. This can make the work extremely difficult to examine, should any possibly contentious material need to be checked.

2. Submission Titles (Features, Series, Compilations)

- (a) The title declared for submission must be the original title¹ as found in the video content² (and not the title found on the cover inlay).
- (b) The AKA (Also Known As) title is to be used if the original title is in a foreign script and cannot be romanised.
- (c) Title declared must be complete with sequel and volume titles if available. E.g. Harry Potter and The Sorcerer's Stone, Harry Potter and The Order Of The Phoenix, Speed, Speed 2: Cruise Control.

3. Cover Inlay

- (a) Pictorials on the packaging/inlay must meet the standards of the BFC print publicity guidelines. Inlay that breaches the Publicity Materials Guidelines will be rejected. A replacement inlay will need to be submitted for the approval.
- (b) Pictorials on the packaging/inlay must correspond to the content in the main feature. It should not mislead and/or misinform the consumer.
- (c) The title on the inlay or packaging must correspond to that in the main feature.
- (d) Where necessary, the BFC may request for the inlay to be submitted for approval.

¹ Original Title = Original wordings/punctuations/notations in the original language.

² Video Content = The main feature content. It does not include the 'copyright' page and the 'menu' page.

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4. Declarations for Submission Types

- (a) Submissions that have not been rated before are to be submitted as Master (A) copies.
- (b) Submissions containing bonus features that are different from previous rated submissions must be submitted as Master (A) copies (not "**Repeat title**").

5. Content of Submissions

- (a) Applicants shall ensure that their submissions are complete – if there are missing or blank disc(s), the BFC will not approve/classify the title/film for exhibition.
- (b) It is the applicant's responsibility to alert the BFC to the presence of any "hidden" DVD elements such as "easter eggs" or similar features.
- (c) Videos submitted must not contain any raw or pre-production footage. The BFC shall be within its powers to prohibit the exhibition of incomplete films.
- (d) Where the BFC requires alterations/excisions to be made to any film submitted, applicants shall ensure that such alterations/excisions shall be carried out as required. Any alterations/excisions or additions to the film in any form that is not required by the BFC will be rejected (Films Act, Section 17).
- (e) Each episode must have **ONE** or **BOTH** of the following:
 - The corresponding episode title labelled in the content and/or menu page and/or
 - The corresponding episode number labelled in the video content and/or menu page.
- (f) All submissions must contain opening and closing credits (and must appear within the frame of the screen, and not cut off by the edges). For TV series, as long as there are opening and ending credits found anywhere within the series, it is acceptable, but please indicate it in your submission. Cast information must be found within the video content.
- (g) Videos must not contain any advertisements on medical products that have not been approved by the Health Sciences Authority (HSA).
- (h) Films recorded off cinema screens should not be submitted for classification.
- (i) Films in foreign languages must be accompanied with subtitles to aid the classification of the film. Any exception must be with the approval in writing of the Board.

6. Online Submission

- (a) No submissions or resubmissions will be accepted for classification unless accompanied by a fully completed Submission Form made through IMDA Online.
- (b) All online forms must be correctly filled with the required information such as title, content type, language type, cast, director, region code, distributor and running time. Incomplete/ incorrectly filled submissions forms will be rejected.
- (c) Where a submission is to be screened/ exhibited at a festival, the name of the festival and exhibition dates must be indicated.
- (d) All company and customer details provided must be updated and valid.

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Under Section 22 of the Films Act, no person shall advertise or cause to be advertised the exhibition or distribution of any film unless the advertisement has been approved by the Board. (1) Any person who advertises or causes to be advertised any film where the advertisement in respect of the film has not been approved by the Board under subsection (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$5,000.

To allow sufficient time for any classification ratings or advisories to be included in publicity materials and advertisements, applicants should submit their films at least two months before date of exhibition or distribution. This is in view of the large volume of films and videos submitted for classification.

Please also note that if the content of the video is controversial and requires consultation with the Films Consultative Panel, more time will be needed.

The BFC reserves the right not to process videos that are submitted late or close to the date of exhibition or distribution, or which does not fulfill the above guidelines.

These guidelines shall take effect from December 2009.

This document is last updated on 4 Feb 2013.