

GUIDE FOR EXHIBITION PLAN – FOR APPLICATION OF FILM EXHIBITION LICENCE (TEMPORARY)

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

- (a) The purpose/objective to apply for a temporary 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 of the films to be exhibited.
- (g) State if the film screenings would be free-of-charge, registered or ticketed.
- (h) State the target audience for the film screening and expected turn out of the screening.
- (i) State the period of the temporary licence that you are applying for: from [DD/MM/YYYY] to [DD/MM/YYYY].

(2) Age-Check Mechanisms

Measures that would be taken to ensure 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 for each film are to be clearly indicated on all publicity materials - whether they are online versions, or on printed posters.
- (b) At point of sale (registration, walk-ins, etc.).
- (c) What does staff check for to ensure the person entering the screening is of appropriate 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) Is the screening to be held indoors or outdoors?
- (c) What is the screening venue’s seating capacity?
- (d) Submit an outline of the location layout, clearly indicating the position of the screen, seating area, checkpoints (entry/exit/any other access points).

(4) Films to be Screened

Please provide details of the age-restricted film(s) that will be screened at the event in the table format as shown below, and confirm that this is the finalised list of films for the screening:

No.	Title	Rating	Consumer Advice	IMDA Certificate/Label Number (if any)	Screening Date and Times	Screening Location

Please Note:

- (a) 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 to [here](#). If the applicant is unsure whether the film or trailer/promotional materials can be exempted from classification, the applicant may submit to the IMDA for classification. Standard fee and processing time apply.

Please refer to **IMDA’s Online Services Portal** [here](#) for more details. To submit films for classification, the applicant may contact Customer_Services@imda.gov.sg for guidance on the submission process.

- (b) **Avoid changing your confirmed list of films.** However, should you need to subsequently add/replace any film title, you are required to submit the above information about the additional/replacement film. Please note that this will impact the time taken to review the plan and application.
- (c) **IMDA Licensing's approval** would be required before the screening of age-restricted films.

(5) Security Deposits (“SDs”)

- (a) Indicate the mode of payment for the SDs. SDs can be lodged in the form of a performance bond or banker's guarantee (by any Monetary Authority of Singapore (MAS)-listed financial institutions at <https://eservices.mas.gov.sg/fid>), or via bank transfer.
- (b) Provide your details if you already have a vendor record for IMDA to credit the SD refund (estimated 6 weeks upon receiving complete vendor bank details) to your organisation's designated bank account in Singapore. If you do not have a vendor record, please create one at [Vendors @ Gov](#), using your organisation's UEN.