

USER GUIDE FOR SUBMISSION OF CO-CLASSIFIED FILMS FOR DISTRIBUTION ('CA')



New Title Submission

Definition

- 'CA' submissions are films that are co-classified by the authorised Registered Content Assessor (RCA) on behalf of a licensed video company, meant for distribution.
- 'CA' submissions are solely for commercial distribution purposes.

Workflow

- 'CA' submissions are considered classified once the RCA lodges the title online. (Refer to Scenario 1)
- If a different rating is found for a similar title, IMDA will be alerted by the system. The title will be flagged as "Pending IMDA Review". (Refer to Scenario 2)
- Applicants must ensure that their applications and submitted materials meet the Submission Guidelines.
- The guidelines can be found on the IMDA website and the IMDA Online e-Services webpage.



Scenario 1 – New Title Submission

Select the e-Service



Step 1:

 At the Online Services page, under the Registered Content Assessor Submissions, select <u>'Submission of Coclassified Films for</u> Distribution (CA)'.

Singpass / Corppass Login

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HOME / LOGIN	
FOR INDIVIDUAL LOGIN Login via Singpass	FOR ORGANISATION LOGIN
	If your company does not have Corppass, you may sign-up at www.corppass.gov.sg. & Please note that once any user from your company has logged in using Corppass, all subsequent access to certain IMDA's digital services from your company can only be made using Corppass.

Step 2:

- Select either 'For Individual Login' (3A) or 'For Organisation Login' (3B)
- Enter your security credentials to complete the sign-in

Login Type for Individual or;

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Page 1 of 5 his form may take you about 5 to 10 minutes to complete		
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Page 1 of 5 his form may take you about 5 to 10 minutes to complete		
Select L	ogin Type;*SEL DISTRI	ECT BUTION LICENCE

Submit

Step 3A:

- Individual logins are only meant for submissions under an individual
- Select 'Submit'

Step 3B:

- Organisation logins are meant for Corppass user
- Select 'Submit'



View Guidelines page

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Person Name:	FEE REVISION TEST 2		
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Email:			
The Email indicated is only Feedback or in writing.	applicable to this submission. If you wish to update your company's contact details permanently, please update IMDA via Online		
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Step 4:

- You may read the guidelines or;
- Proceed with the submission

Step 5:

- Check your contact number and email address to ensure they are updated.
- Click "Next".

Title Search Page

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Step 6:

- Search using the film title to ensure that the film has yet to be classified by IMDA. (E.g. Toy Story 4)
- If no record is found for "Toy Story 4", click on "This is a new title..." to proceed.



Enter submission details

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Step 7:

- Key in the required fields such as Format, Ownership Type, Type of submission and number of pieces. (Note: 1 disc means 1 piece).
- Click "Next" to proceed.

Enter title details and attach classification report

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Page 4 of 6				
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Romanised Title				
"Also Known as" title				
Director *	XYZ			
Cast (at least 4 names) *	AA			
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Language *	English ~			
Sub Language	~			
Content Type *	Feature only ~			
Region Code *	Region 1 V			
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Step 8:

- Input film details such as, Title, Language, Director's Name, Cast info, Content Type, Region Code and Running Time.
- Select the rating, key in consumer advice (if any) and attach the classification report. Click "Next".

Declaration Page

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Page 5 of 6					
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Step 9:

- Read through the declaration.
- If you have another title to submit, please select "Continue another submission".
- If you are done, click "Submit".



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Page 6 of 6						
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Last Step:

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- Each title submitted will be issued with an In-Receipt Number.
- Click on [Print] to print or save the PDF copy.

Sample Receipt for CA submission

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- Title is considered classified.
- Company rep. to submit the physical media to IMDA for random check.



Scenario 2 – Same Title Different Rating Submission

Title has been classified by 1st content assessor for Company A. 2nd content assessor logs in to submit the same title for Company B but at a different rating.

Select the e-Service

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FILM CLASSIFICATION FOR PUBLIC EXHIBITION - NON PROFIT	Submission Of Co-classified Films For Distribution (CA)				
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FOR INDIVIDUAL LOGIN	FOR ORGANISATION LOGIN
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Login Type for Individual or;

Login		
Page 1 of 5 This form may take you about 5 to 10 minutes to com	nplete.	
	Select Login Type:*	SELECT INDIVIDUAL
		Submit

Login Type for Organisation (Corppass)

ngin Type;*	DISTRIBUTION LICENCE NON-LICENSED COMPANY Submit		
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Step 1:

 At the Online Services page, under the Registered Content Assessor Submissions, select <u>'Submission of Coclassified Films for</u> <u>Distribution (CA)'.</u>

Step 2:

- Select either 'For Individual Login' (3A) or 'For Organisation Login' (3B)
- Enter your security credentials to complete the sign-in

Step 3A:

- Individual logins are only meant for submissions under an individual
- Select 'Submit'

Step 3B:

- Organisation logins are meant for Corppass user
- Select 'Submit'



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Step 4:

- You may read the guidelines or;
- Proceed with the submission

Verify contact details

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Step 5:

- Check your contact number and email address to ensure they are updated.
- Click "Next".

Title Search Page

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Step 6:

- Search using the film title to ensure that the film has yet to be classified by IMDA. (E.g. The King and The Clown)
- One record is found, <u>classified by the industry</u> (by 1st content assessor). <u>Everything matches but</u> 2nd content assessor <u>disagrees with the rating.</u> Proceed to submit by clicking on "This is a new title...".



Enter Submission details

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Title details page

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Romanised Title	THE KING AND THE CLOWN	
"Also Known as" title		
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Cast (at least 4 names) *	AA	
	88	
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Language *	Korean	
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Region Code *	Region 3 V	
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Feature (mins) *	115	
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CA Rating *	Parental Guidance V	
CA Decision *	Passed Clean V	
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Step 7:

- Key in the required fields such as Format, Ownership type, Type of submission and number of pieces.
- Click "Next" to proceed.

Step 8:

- Key in the required fields such as Title, Director and Cast info, Language, Content Type, Region Code and Running Time.
- Select the rating and key in the consumer advice (if any). Attach the classification report and click "Next".

System prompt

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Page 4 of 6				
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Director *	XYZ			11
Cast (at least 4 names) *	AA			11
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Step 9

- System will prompt that there is an existing title.
- Applicant to tick the box at the top left before clicking "Next".

Declaration Page

Receipt Page

CA Submission Receipt Page 6 of 6 In-Receipt No. No. of Sets Title

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No. of Piece

Print

Rate this e-service



Step 10:

- Read through the declaration.
- If you have another title to submit, please select "Continue another submission".
- If you are done, click "Submit".

Last Step:

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Singapore Government Integrity - Service - Excellence Last Updated On : 20 Nov 2020

Enter Keyword Here Q

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- Each title submitted will be issued with an In-Receipt Number.
- Click on [Print] to print or save the PDF copy.

Sample Receipt for CA submission

CA/2011//000117T 1 THE KING AND THE CLOWN



- Title is flagged as "Pending IMDA Review".
- Company rep. to submit the physical media to IMDA for IMDA's verification on the rating.

[End]