

**USER GUIDE FOR
SUBMISSION OF CO-CLASSIFIED FILMS
FOR EXHIBITION
(‘FCA’)**

New Title Submission

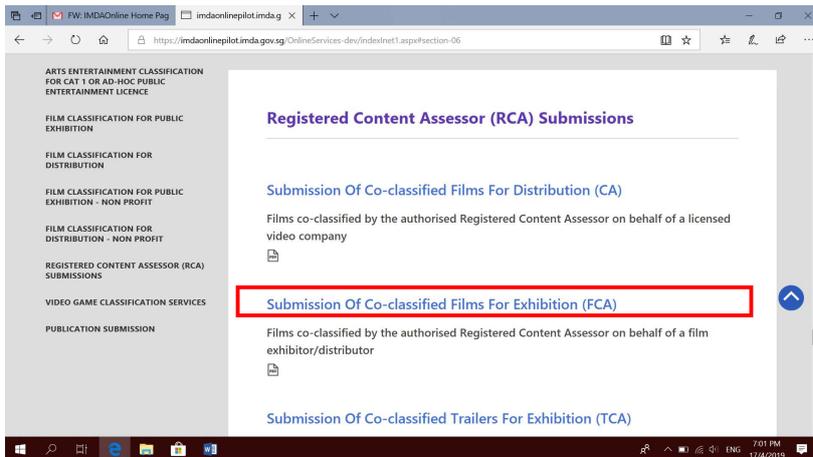
Definition

- 'FCA' submissions are films that are co-classified by the authorised Registered Content Assessor (RCA) on behalf of a film exhibitor/distributor, meant for exhibition.
- 'FCA' submissions are solely for commercial exhibition purposes.

Service Standards

- 'FCA' submissions will be processed within 5 working days.
- 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.

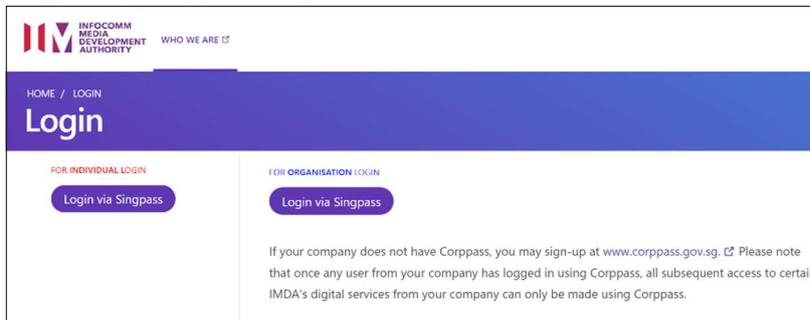
Select the e-Service



Step 1:

- At the Online Services page, under the **Registered Content Assessor Submissions**, select **'Submission of Co-classified Films for Exhibition (FCA)'**.

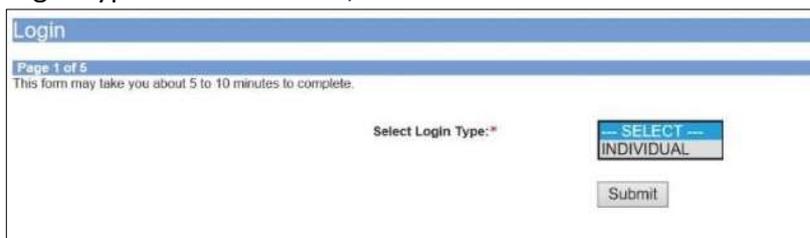
Singpass / Corppass Login



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;



Step 3A:

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

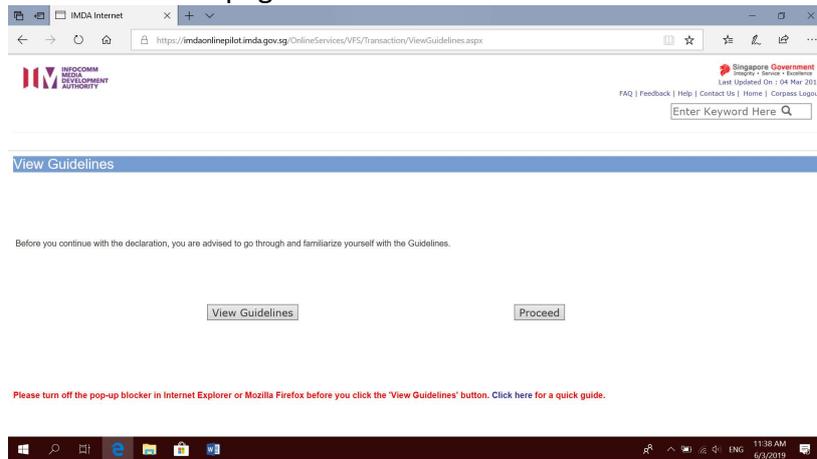
Login Type for Organisation (Corppass)



Step 3B:

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

View Guidelines page



Before you continue with the declaration, you are advised to go through and familiarize yourself with the Guidelines.

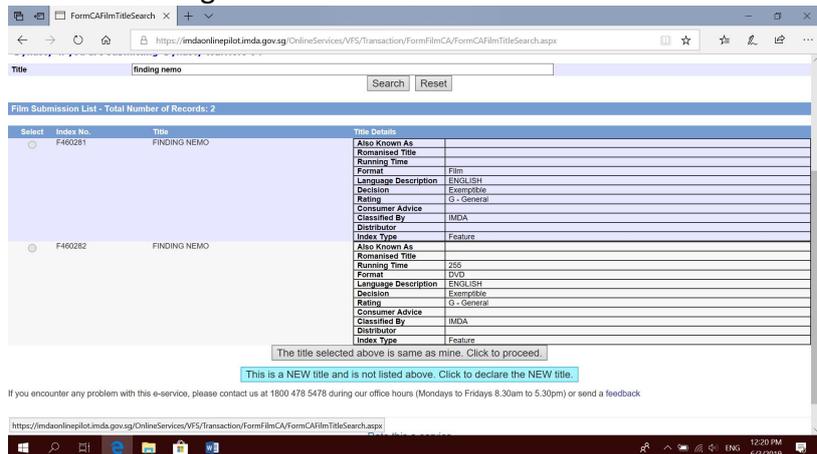
[View Guidelines](#) [Proceed](#)

Please turn off the pop-up blocker in Internet Explorer or Mozilla Firefox before you click the 'View Guidelines' button. [Click here for a quick guide.](#)

Step 4:

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

Title Search Page



Search results for 'finding nemo':

Select	Index No.	Title	Also Known As	Romanised Title	Running Time	Format	Language Description	Decision	Rating	Consumer Advice	Classified By	Distributor	Index Type
<input checked="" type="radio"/>	F460281	FINDING NEMO				Film	ENGLISH	Exemptible	G - General		IMDA		Feature
<input type="radio"/>	F460282	FINDING NEMO			265	DVD	ENGLISH	Exemptible	G - General		IMDA		Feature

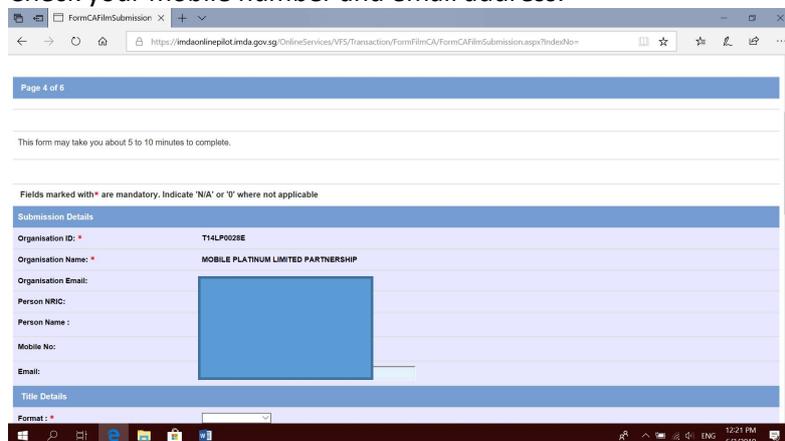
The title selected above is same as mine. [Click to proceed.](#)

This is a NEW title and is not listed above. [Click to declare the NEW title.](#)

Step 5:

- Search using the film title to ensure that the film has yet to be classified by IMDA. (E.g. Finding Nemo 4)
- Click on "This is a new title..." to proceed.

Check your mobile number and email address.



Page 4 of 6

This form may take you about 5 to 10 minutes to complete.

Fields marked with * are mandatory. Indicate 'N/A' or '0' where not applicable

Submission Details

Organisation ID: * T14LP0028E

Organisation Name: * MOBILE PLATINUM LIMITED PARTNERSHIP

Organisation Email: [Redacted]

Person NRIC: [Redacted]

Person Name: [Redacted]

Mobile No: [Redacted]

Email: [Redacted]

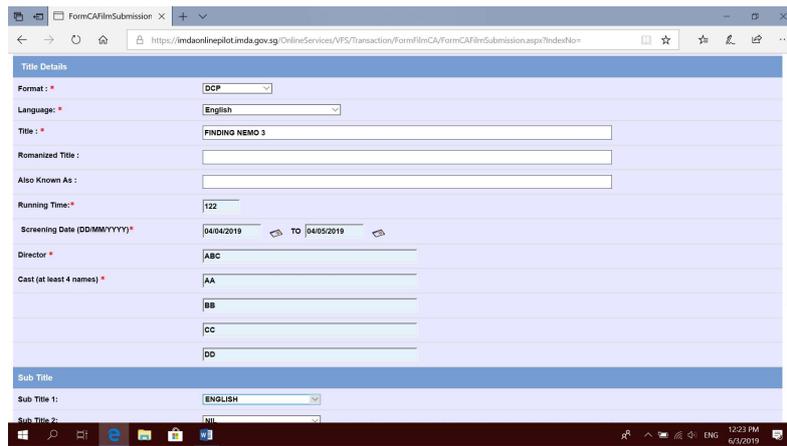
Title Details

Format: *

Step 6A:

- Check your contact details to ensure they are updated.

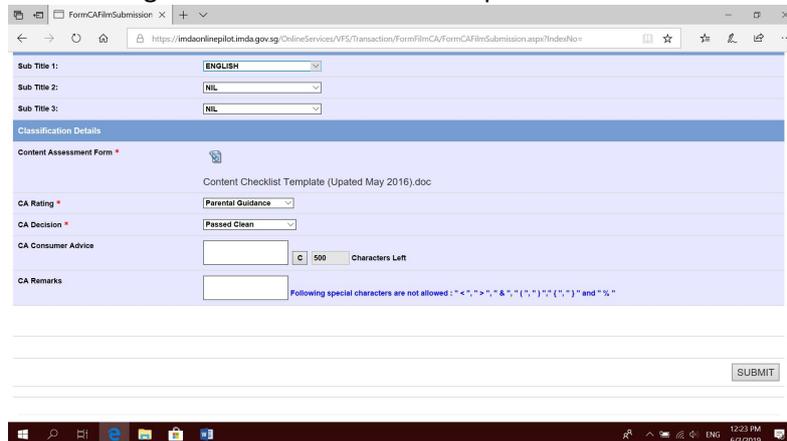
Enter title details



Step 6B:

- Input film details such as, Title, Language, Director's Name, Cast info and Running Time
- Input film screening details such as Screening Date

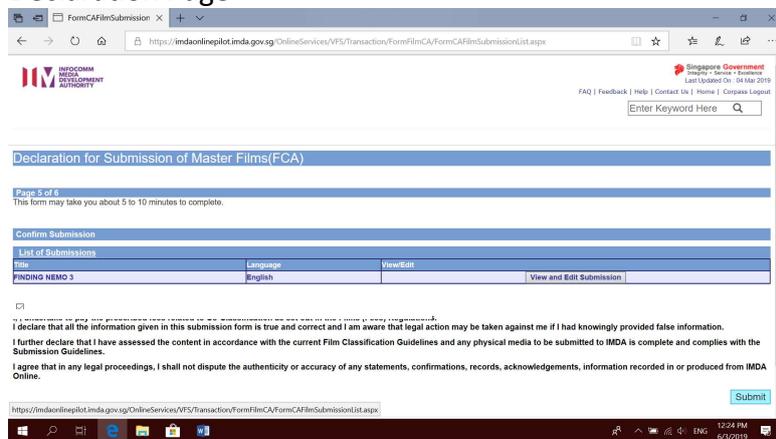
Select rating and attach classification report.



Step 6C:

- Input subtitle, select rating, key in consumer advice (if any) and attach the classification report.
- Click "Submit" to proceed.

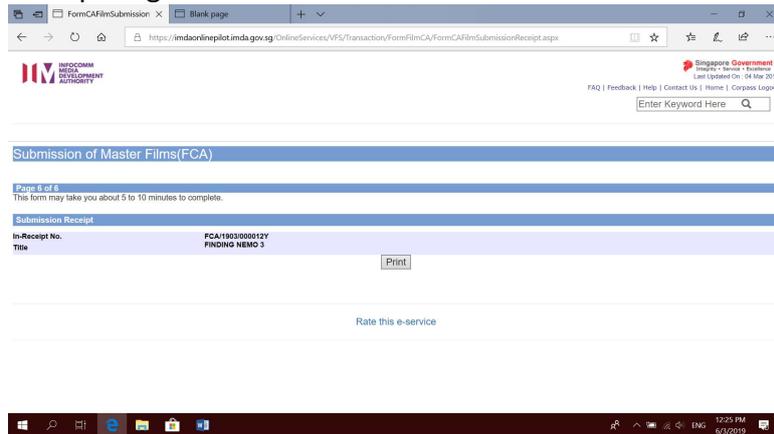
Declaration Page



Step 7:

- Read through the declaration and tick the small box.
- Click "Submit".

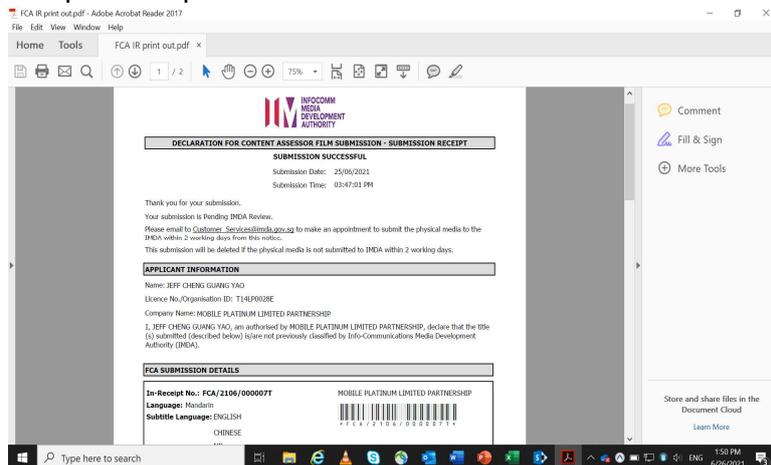
Receipt Page



Last Step:

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

Sample Receipt for FCA submission



- Follow instructions stated in the in-receipt.
- Company rep. to submit the physical media to IMDA.