

USER GUIDE FOR SUBMISSION OF CO-CLASSIFIED TRAILERS FOR EXHIBITION ('TCA')



New Title Submission

Definition

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

Service Standards

- 'TCA' 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

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Singpass / Corppass Login

INFOCOMM MEDIA DEVELOPMENT AUTHORITY WHO WE ARE L ³	
HOME / LOGIN Login	
FOR INDIVIDUAL LOGIN	FOR ORGANISATION LOGIN Login via Singpass
	If your company does not have Corppass, you may sign-up at www.corppass.gov.sg. C ² 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 1:

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

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;

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

Login Type for Organisation (Corppass)



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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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.	.A. ^.	10 6 40	EMG 1	38 AM	E

Step 4:

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

Check your mobile number and email address.

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Step 5A:

 Check your contact details to ensure they are updated.

Enter title details

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Step 5B:

- Input trailer 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.

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Step 5C:

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

Declaration Page

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Step 6:

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

Receipt Page

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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 TCA submission



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