

**USER GUIDE FOR
SUBMISSION OF CO-CLASSIFIED FILMS
FOR DISTRIBUTION
(‘CA’)**

New Title Submission

Definition

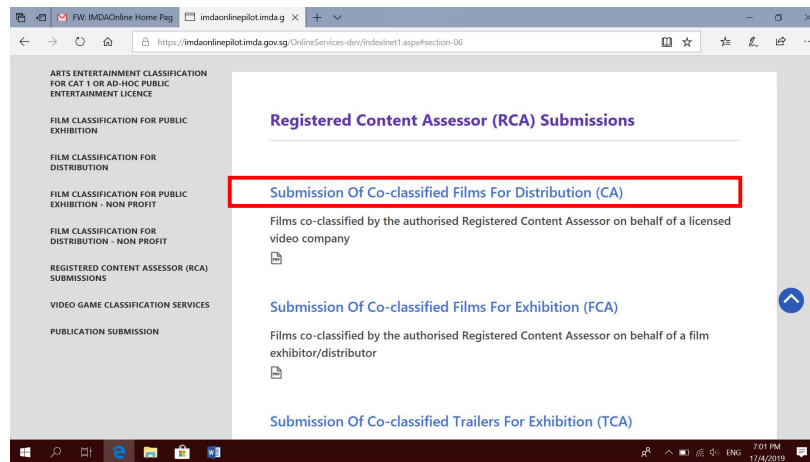
- ‘CA’ submissions are films that are co-classified by the authorised Registered Content Assessor (RCA) on behalf of a licensed video company, meant for distribution.
- ‘CA’ submissions are solely for commercial distribution purposes.

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

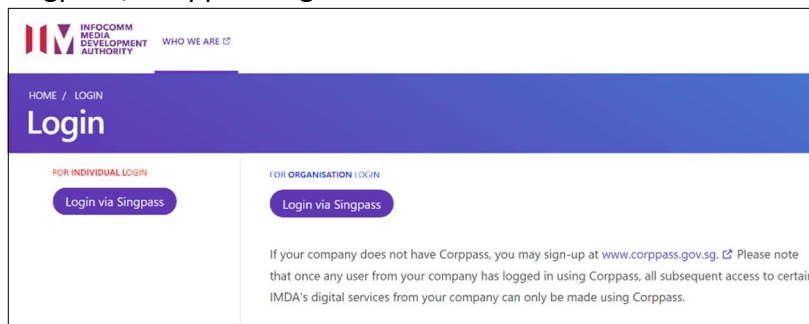
Select the e-Service



Step 1:

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

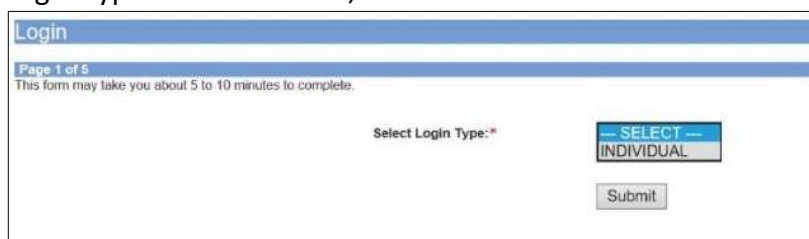
Singpass / Corppass Login



Step 2:

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

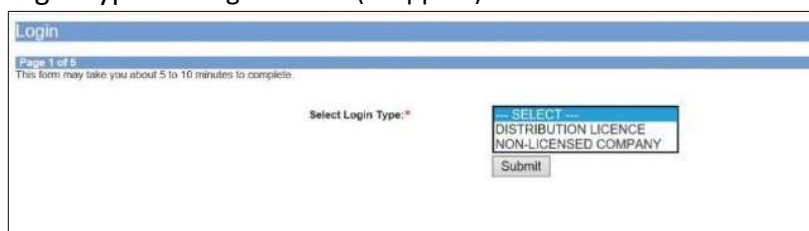
Login Type for Individual or;



Step 3A:

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

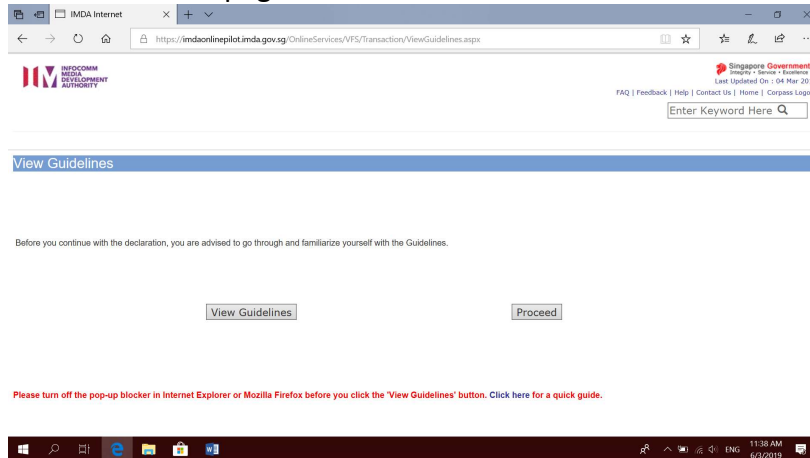
Login Type for Organisation (Corppass)



Step 3B:

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

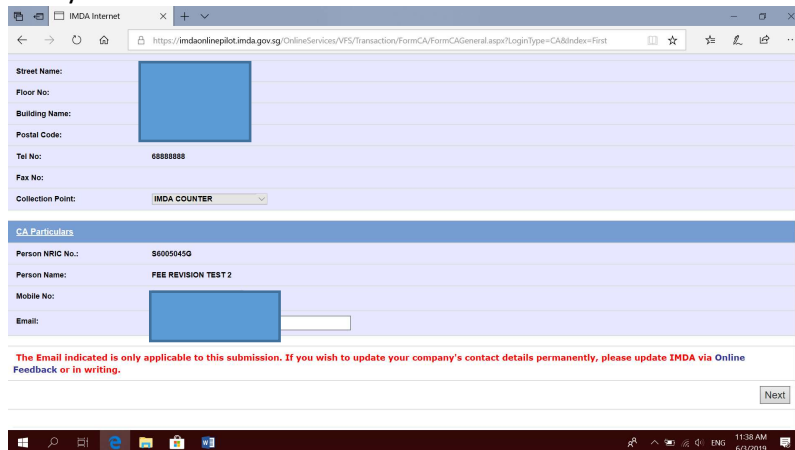
View Guidelines page



Step 4:

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

Verify contact details



Step 5:

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

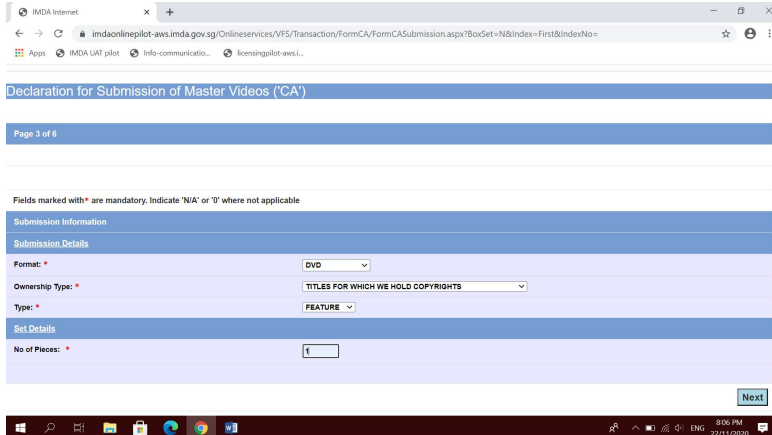
Title Search Page



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



Declaration for Submission of Master Videos (CA)

Page 3 of 6

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

Submission Information

Submission Details

Format *

Ownership Type *

Type *

Set Details

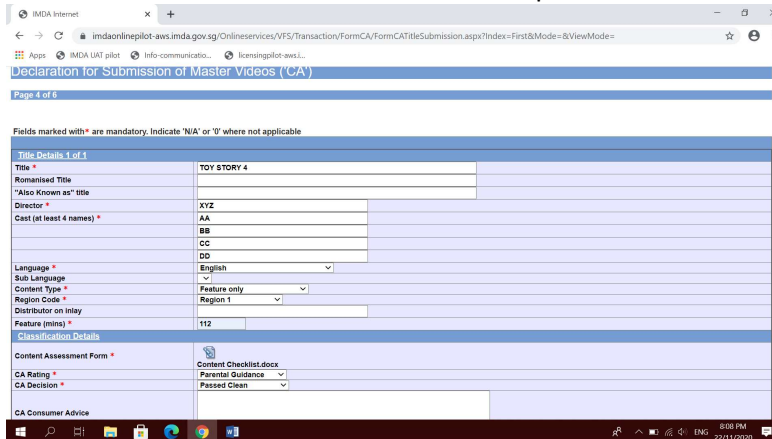
No of Pieces *

[Next](#)

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



Declaration for Submission of Master Videos (CA)

Page 4 of 6

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

Title Details 1 of 1

Title *

Romanised Title

Also Known as title

Director *

Cast (at least 4 names) *

Language *

Sub Language

Content Type *

Region Code *

Distributor on Inlay

Feature (mins) *

Classification Details

Content Assessment Form *

CA Rating *

CA Decision *

CA Consumer Advice

☒ I declare that all the information given in this submission form is true and correct and I am aware that legal action may be taken against me if I had knowingly provided false information.

I further declare that I have assessed the content in accordance with the current Film Classification Guidelines and any physical media to be submitted to IMDA is complete and complies with the Submission Guidelines.

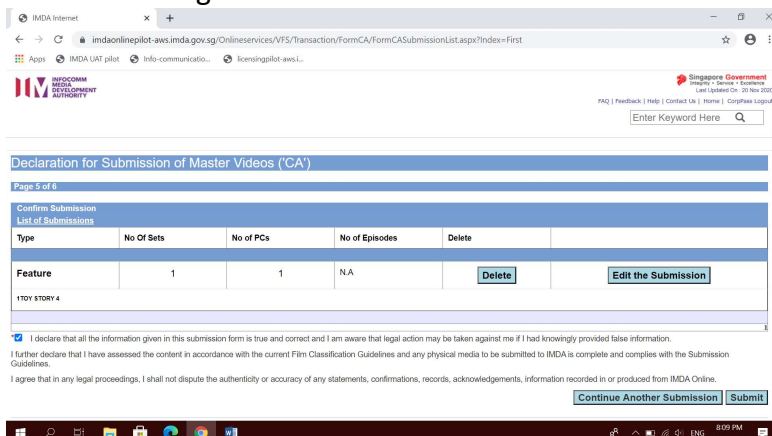
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced from IMDA Online.

[Continue Another Submission](#) [Submit](#)

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



Declaration for Submission of Master Videos (CA)

Page 5 of 6

Confirm Submission List of Submissions

Type	No Of Sets	No of PCs	No of Episodes	Delete	
Feature	1	1	N.A	Delete	Edit the Submission
1TOY STORY 4					

☒ I declare that all the information given in this submission form is true and correct and I am aware that legal action may be taken against me if I had knowingly provided false information.

I further declare that I have assessed the content in accordance with the current Film Classification Guidelines and any physical media to be submitted to IMDA is complete and complies with the Submission Guidelines.

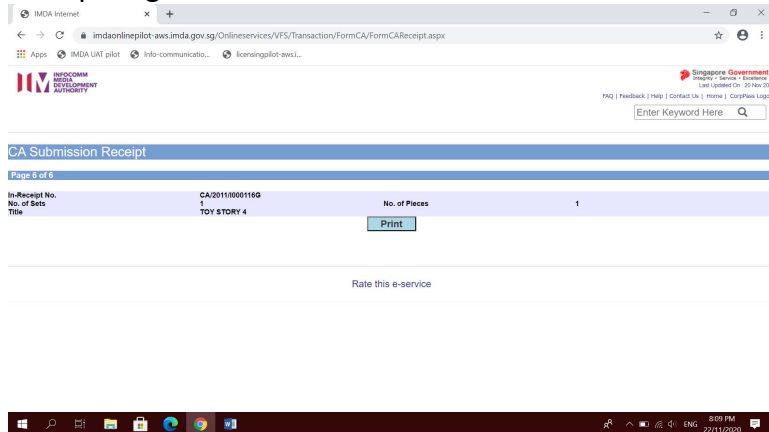
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced from IMDA Online.

[Continue Another Submission](#) [Submit](#)

Step 9:

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

Receipt Page



IMDA Internet x +
imdaonlineplot-aws.imda.gov.sg/Onlineservices/VFS/Transaction/FormCA/FormCARceipt.aspx

Apps IMDA UAT pilot Info-communicat... Licensingplot-aws...

Singapore Government
Copyright - Service - Document
Last Updated On: 20 Nov 2020
FAQ | Feedback | Help | Contact Us | Home | Copyrights Logoff

Enter Keyword Here

CA Submission Receipt

Page 6 of 6

In-Receipt No. No. of Sets	CA/2011/000116G 1	No. of Pieces	1
Title	TOY STORY 4		

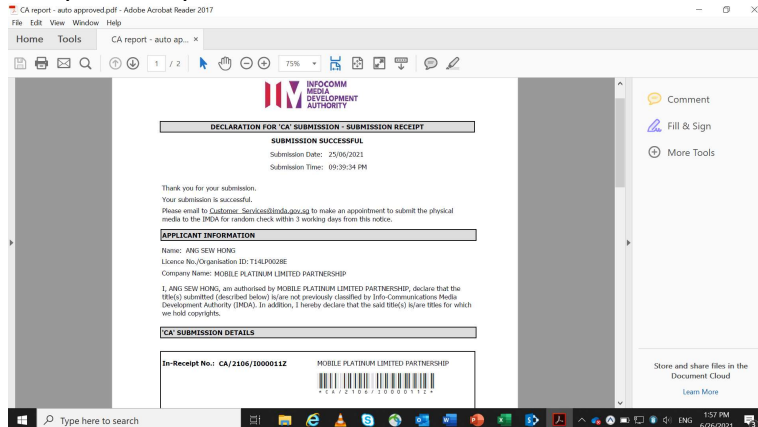
Print

Rate this e-service

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 CA submission



CA report - auto approved.pdf - Adobe Acrobat Reader 2017

Home Tools CA report - auto ap... x

75%

DECLARATION FOR 'CA' SUBMISSION - SUBMISSION RECEIPT

SUBMISSION SUCCESSFUL
Submission Date: 25/06/2021
Submission Time: 09:39:34 PM

Thank you for your submission.
Your submission is successful.
Please email to Customer-Services@mda.gov.sg to make an appointment to submit the physical media to the IMDA for random check within 3 working days from this notice.

APPLICANT INFORMATION
Name: ANG SEW HONG
Licence No./Organisation ID: T14LP0028E
Company Name: MOBILE PLATINUM LIMITED PARTNERSHIP

I, ANG SEW HONG, am authorised by MOBILE PLATINUM LIMITED PARTNERSHIP, declare that the title(s) submitted (displayed below) is/are not previously classified by Info-Communications Media Development Authority (IMDA). In addition, I hereby declare that the said title(s) is/are titles for which we hold copyrights.

'CA' SUBMISSION DETAILS

In-Receipt No.: CA/2106/1000011Z	MOBILE PLATINUM LIMITED PARTNERSHIP
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Store and share files in the Document Cloud
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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.

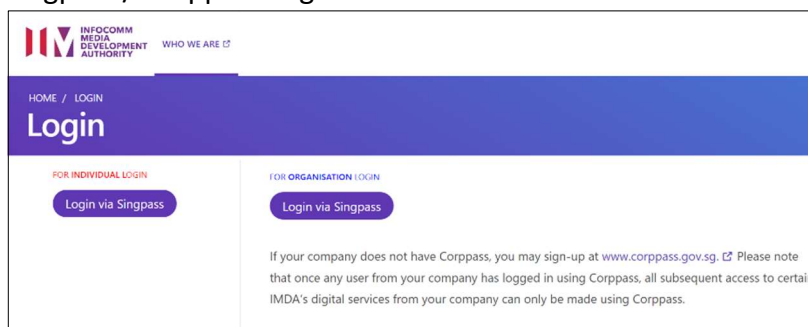
Select the e-Service



Step 1:

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

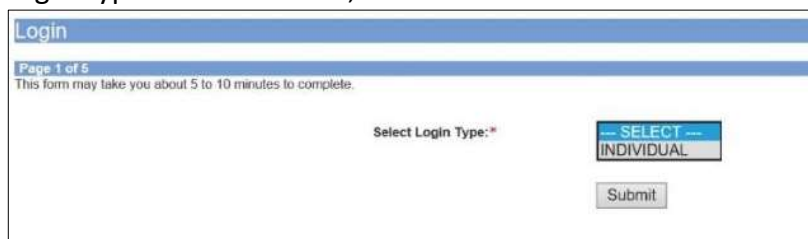
Singpass / Corppass Login



Step 2:

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

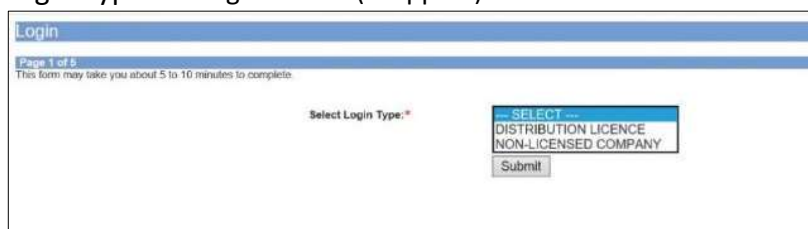
Login Type for Individual or;



Step 3A:

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

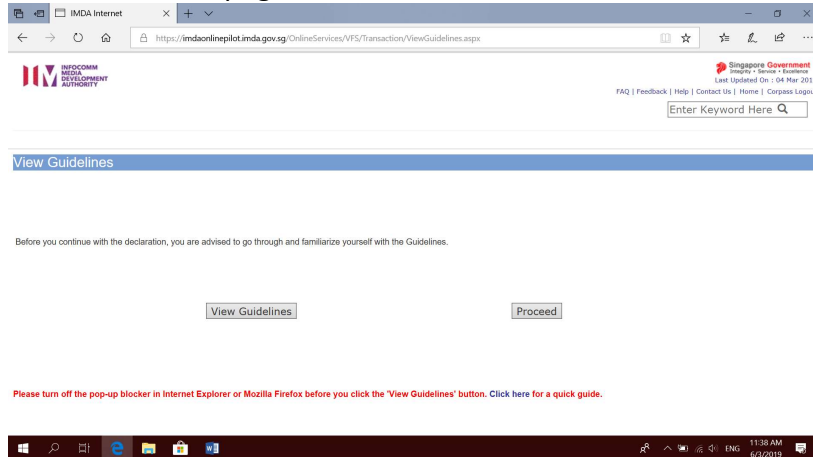
Login Type for Organisation (Corppass)



Step 3B:

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

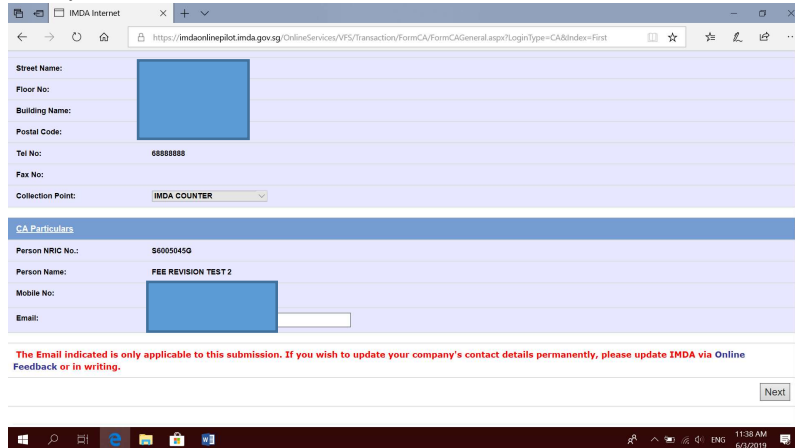
View Guidelines page



Step 4:

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

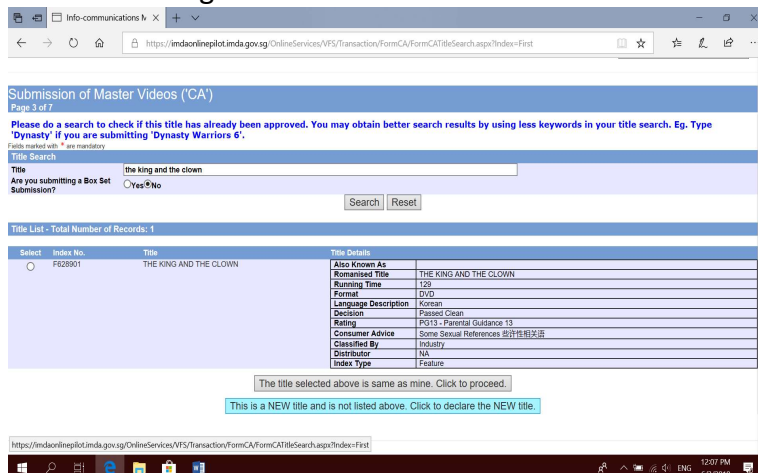
Verify contact details



Step 5:

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

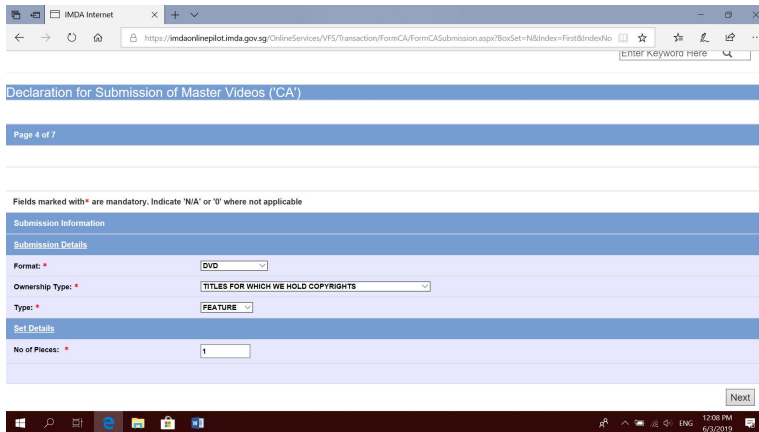
Title Search Page



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, classified by the industry (by 1st content assessor). Everything matches but 2nd content assessor disagrees with the rating. Proceed to submit by clicking on “This is a new title...”.

Enter Submission details



Declaration for Submission of Master Videos (CA')

Page 4 of 7

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

Submission Information

Submission Details

Format: * DVD

Ownership Type: * TITLES FOR WHICH WE HOLD COPYRIGHTS

Type: * FEATURE

Art Details

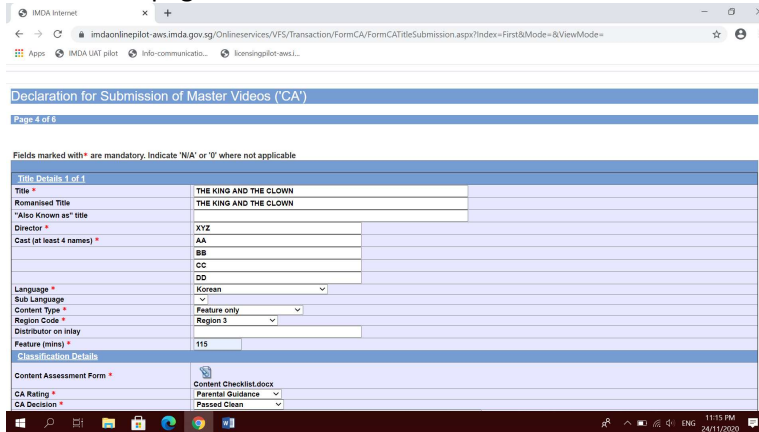
No of Pieces: * 1

Next

Step 7:

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

Title details page



Declaration for Submission of Master Videos (CA')

Page 4 of 8

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

Title Details 1 of 1

Title * THE KING AND THE CLOWN

Romanised Title THE KING AND THE CLOWN

Also Known as title

Director * XYZ

Cast (at least 4 names) * AA, BB, CC, DD

Language * Korean

Sub Language

Content Type * Feature only

Region Code * Region 3

Distributor on inlay

Feature (mins) * 115

Classification Details

Content Assessment Form * Content Checklist.docx

CA Rating * Parental Guidance

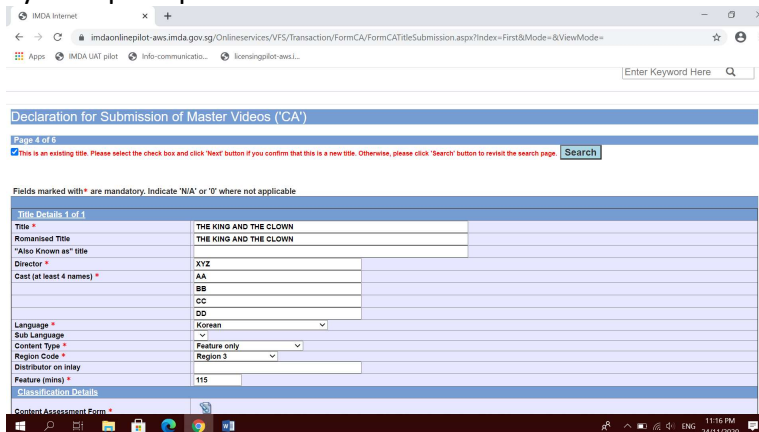
CA Decision * Passed Clean

Next

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



Declaration for Submission of Master Videos (CA')

Page 4 of 8

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

Title Details 1 of 1

Title * THE KING AND THE CLOWN

Romanised Title THE KING AND THE CLOWN

Also Known as title

Director * XYZ

Cast (at least 4 names) * AA, BB, CC, DD

Language * Korean

Sub Language

Content Type * Feature only

Region Code * Region 3

Distributor on inlay

Feature (mins) * 115

Classification Details

Content Assessment Form * Content Checklist.docx

CA Rating * Parental Guidance

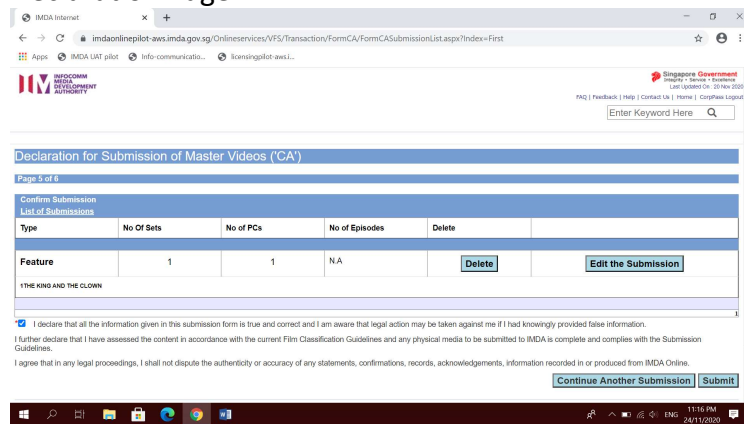
CA Decision * Passed Clean

Next

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



IMDA Internet

imdaonlineplot-aws.imda.gov.sg/Onlineservices/VFS/Transaction/FormCA/FormCASubmissionList.aspx?Index=First

IMDA UAT pilot Info-communication... komsingplot-aws...

Infocomm Media Development Authority

Singapore Government

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Enter Keyword Here

Declaration for Submission of Master Videos (CA)

Page 5 of 6

Confirm Submission

List of Submissions

Type	No Of Sets	No of PCs	No of Episodes	Delete
Feature	1	1	N.A	Delete

1THE KING AND THE CLOWN

☒ I declare that all the information given in this submission form is true and correct and I am aware that legal action may be taken against me if I had knowingly provided false information.

I further declare that I have assessed the content in accordance with the current Film Classification Guidelines and any physical media to be submitted to IMDA is complete and complies with the Submission Guidelines.

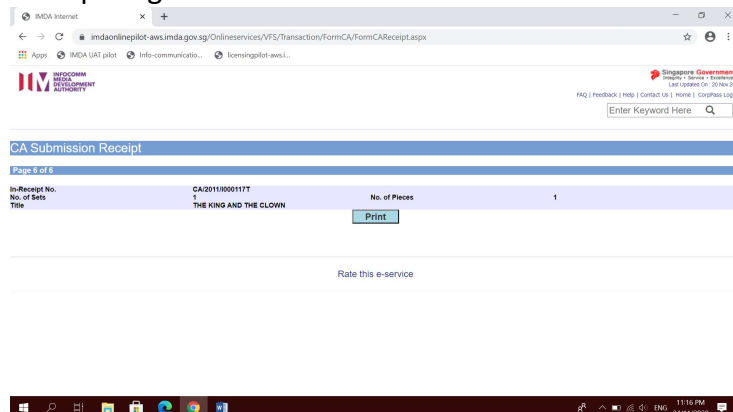
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced from IMDA Online.

Continue Another Submission Submit

Step 10:

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

Receipt Page



IMDA Internet

imdaonlineplot-aws.imda.gov.sg/Onlineservices/VFS/Transaction/FormCA/FormCAReceipt.aspx

IMDA UAT pilot Info-communication... komsingplot-aws...

Infocomm Media Development Authority

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Enter Keyword Here

CA Submission Receipt

Page 6 of 6

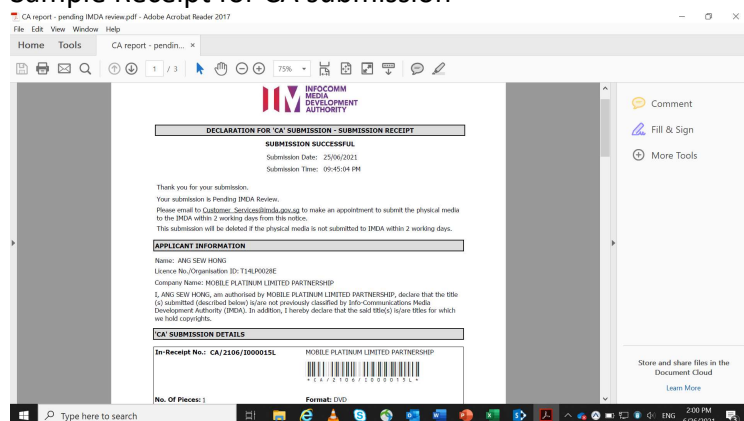
In-Receipt No. No. of Sets Title	CA2011/000117T 1 THE KING AND THE CLOWN	No. of Pieces	1
Print			

Rate this e-service

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 CA submission



CA report - pending IMDA review.pdf - Adobe Acrobat Reader 2017

File Edit View Window Help

Home Tools CA report - pendin...

75%

Infocomm Media Development Authority

DECLARATION FOR 'CA' SUBMISSION - SUBMISSION RECEIPT

SUBMISSION SUCCESSFUL

Submission Date: 25/06/2021

Submission Time: 09:45:04 PM

Thank you for your submission.

Your submission is Pending IMDA Review.

Please email to Customer_Services@mda.gov.sg to make an appointment to submit the physical media to the IMDA within 2 working days from this notice.

This submission will be deleted if the physical media is not submitted to IMDA within 2 working days.

APPLICANT INFORMATION

Name: ANG SEW HONG

License No./Organisation ID: TYALP0000E

Company Name: MOBILE PLATINUM LIMITED PARTNERSHIP

I, ANG SEW HONG, am authorised by MOBILE PLATINUM LIMITED PARTNERSHIP, declare that the title (s) submitted (also listed below) is/are not previously classified by Info-Communications Media Development Authority (IMDA). In addition, I hereby declare that the said title(s) is/are titles for which we hold copyright.

'CA' SUBMISSION DETAILS

In-Receipt No.:	CA/2106/1000015L
MOBILE PLATINUM LIMITED PARTNERSHIP	

No. Of Pieces: 1

Format: DVD

Comment

Fill & Sign

More Tools

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

[End]