

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

New Title Submission

Definition

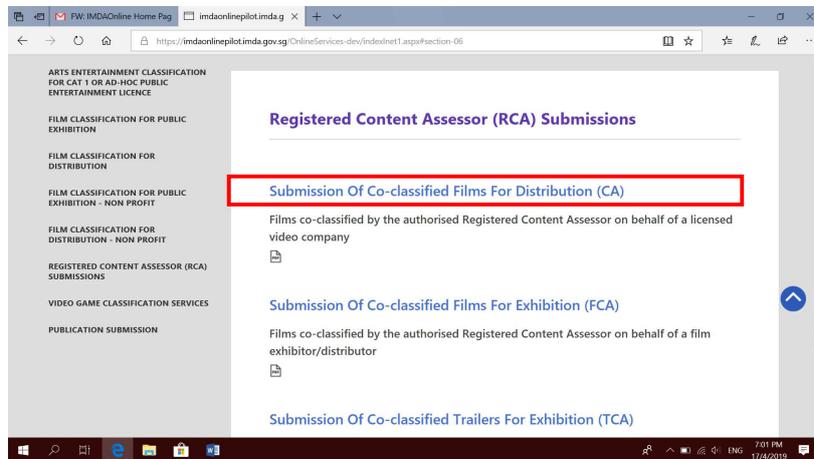
- ‘CA’ submissions are films that are co-classified by the authorised Registered Content Assessor (RCA) on behalf of a licensed video company, meant for distribution.
- ‘CA’ submissions are solely for commercial distribution purposes.

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

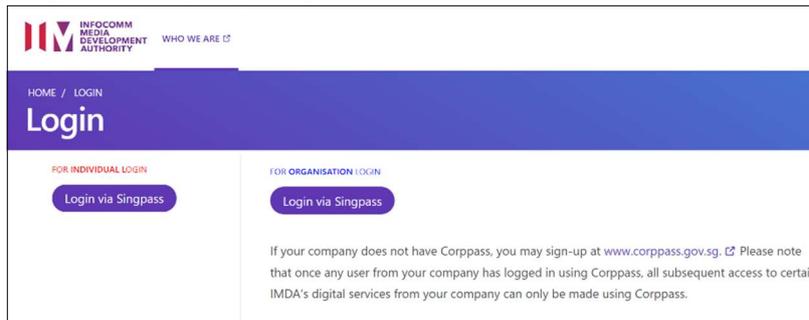
Select the e-Service



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'

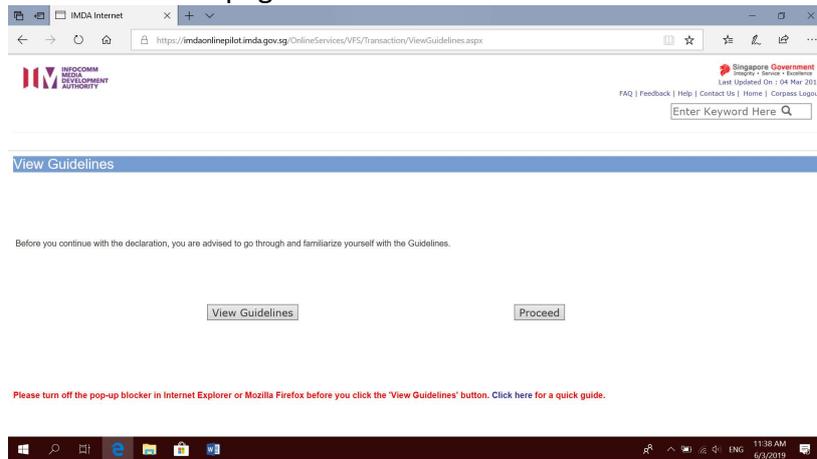
Login Type for Organisation (Corppass)



Step 3B:

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

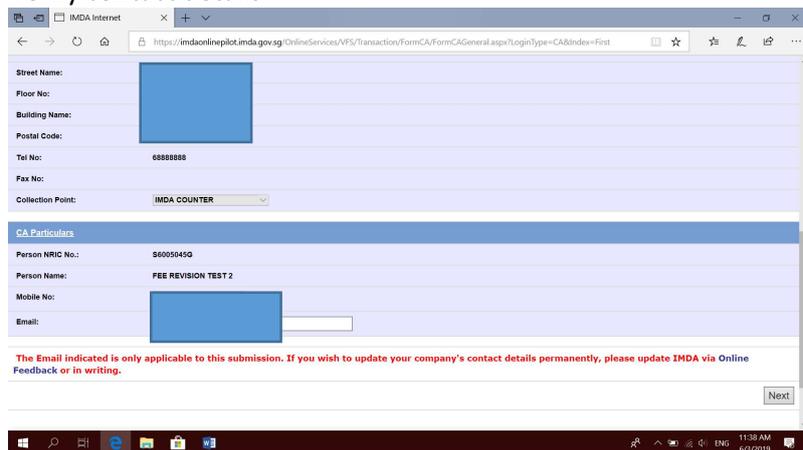
View Guidelines page



Step 4:

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

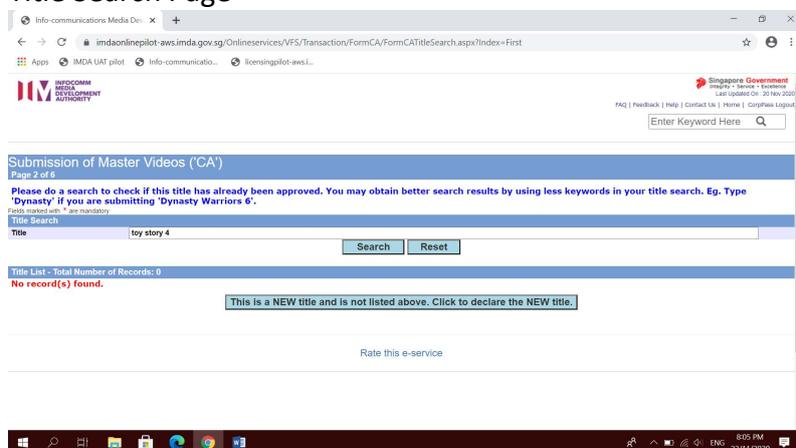
Verify contact details



Step 5:

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

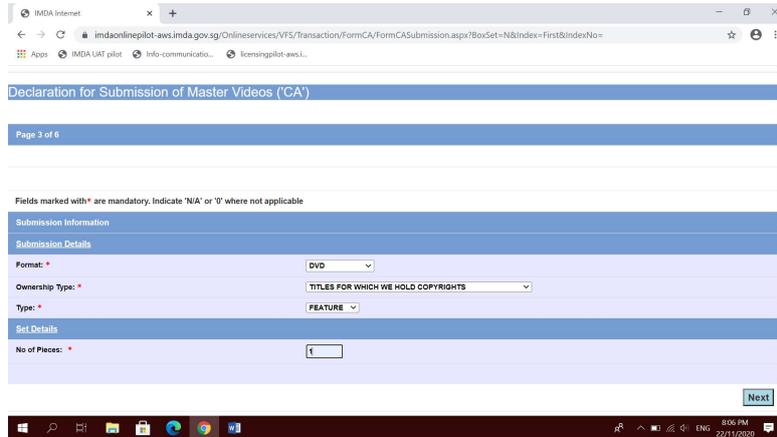
Title Search Page



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

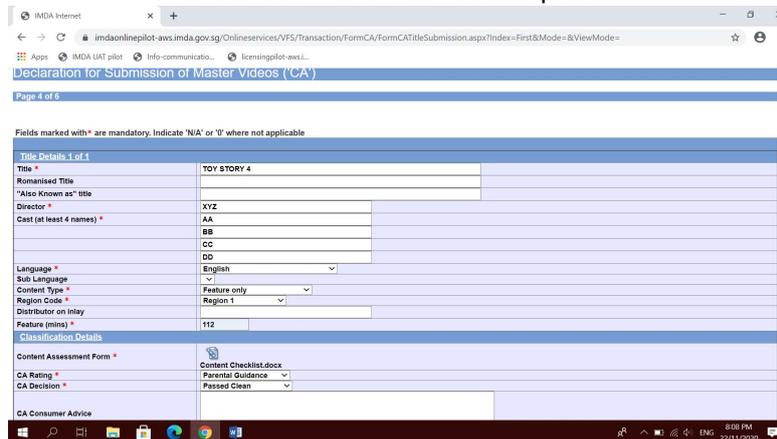
No of Pieces *

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 *

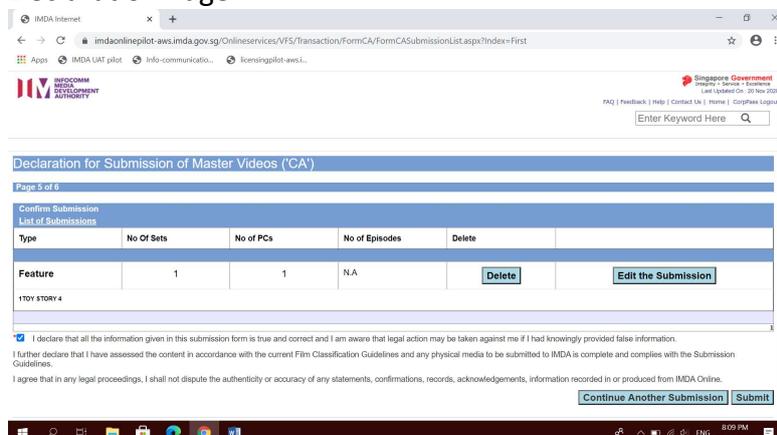
CA Decision *

CA Consumer Advice

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

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

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.

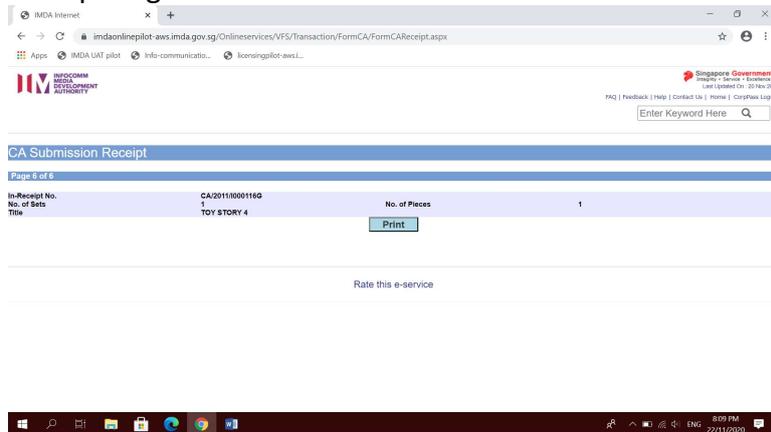
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced from IMDA Online.

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 | imdaonlinepilot-aws.imda.gov.sg/Onlineservices/VFS/Transaction/FormCA/FormCARceipt.aspx

Page 5 of 6

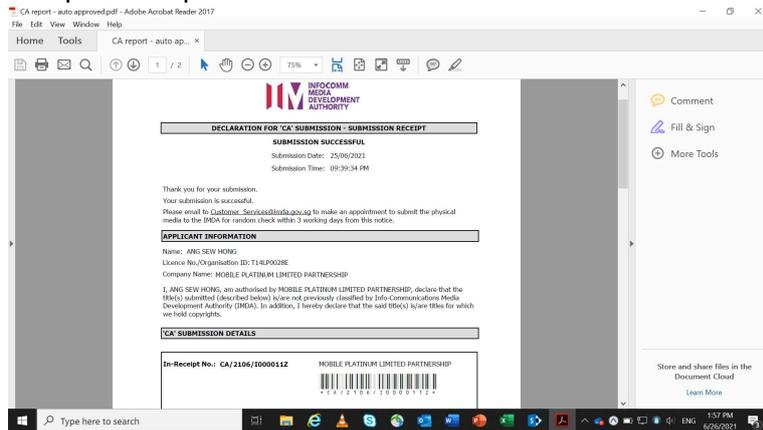
In-Receipt No. No. of Sets Title	CA/2011/000116G 1 TOY STORY 4	No. of Pieces	1
<input type="button" value="Print"/>			

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

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 Support@imda.gov.sg to make an appointment to submit the physical media to the IMCA for random check within 3 working days from this notice.

APPLICANT INFORMATION
Name: ANG SEW HONG
Licence No./Organisation ID: T14LP0029E
Company Name: MOBILE PLATINUM LIMITED PARTNERSHIP

I, ANG SEW HONG, am authorised by MOBILE PLATINUM LIMITED PARTNERSHIP, declare that the title(s) submitted (described 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
[Learn More](#)

- 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.

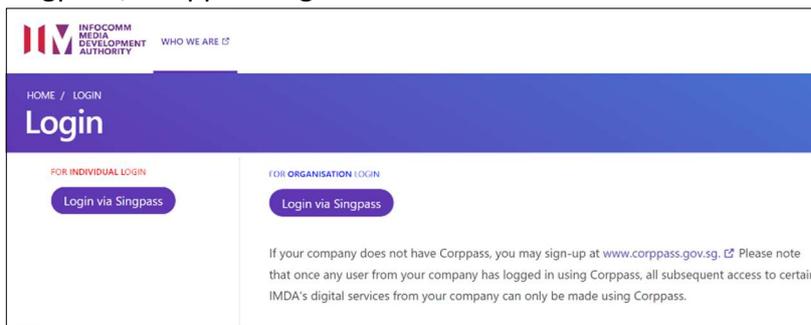
Select the e-Service



Step 1:

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

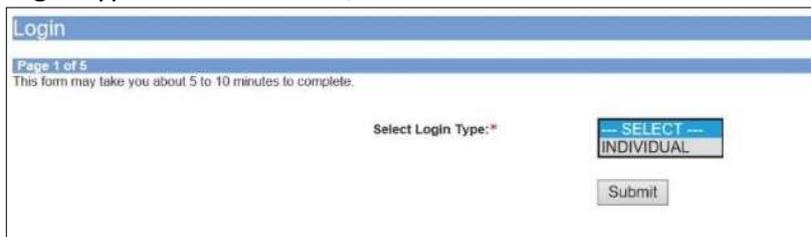
Singpass / Corppass Login



Step 2:

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

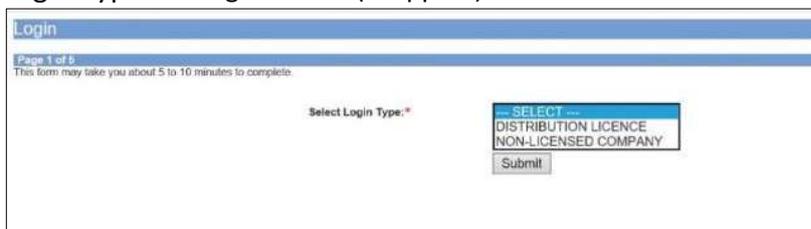
Login Type for Individual or;



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

View Guidelines

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

Verify contact details

Street Name: [Redacted]
 Floor No: [Redacted]
 Building Name: [Redacted]
 Postal Code: [Redacted]
 Tel No: 08888888
 Fax No: [Redacted]
 Collection Point: **IMDA COUNTER**

CA Particulars
 Person NRIC No.: S6059420
 Person Name: FEE REVISION TEST 2
 Mobile No: [Redacted]
 Email: [Redacted]

The Email indicated is only applicable to this submission. If you wish to update your company's contact details permanently, please update IMDA via IMDA Feedback or in writing.

[Next](#)

Step 5:

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

Title Search Page

Submission of Master Videos ("CA")
 Page 3 of 7

Please do a search to check if this title has already been approved. You may obtain better search results by using less keywords in your title search. Eg. Type 'Dynasty' if you are submitting 'Dynasty Warriors 6'.

Title Search: the king and the clown

Are you submitting a Box Set Submission? Yes No

[Search](#) [Reset](#)

Title List - Total Number of Records: 1

Select	Index No.	Title	Title Details
<input type="radio"/>	F02901	THE KING AND THE CLOWN	Also Known As: THE KING AND THE CLOWN Romanised Title: THE KING AND THE CLOWN Running Time: 120 Format: DVD Language Description: Korean Declassification: Parent Clean Rating: PG13 - Parental Guidance 13 Consumer Advice: Some Sexual References 些许性暗示 Classified By: Industry Distributor: NA Index Type: Feature

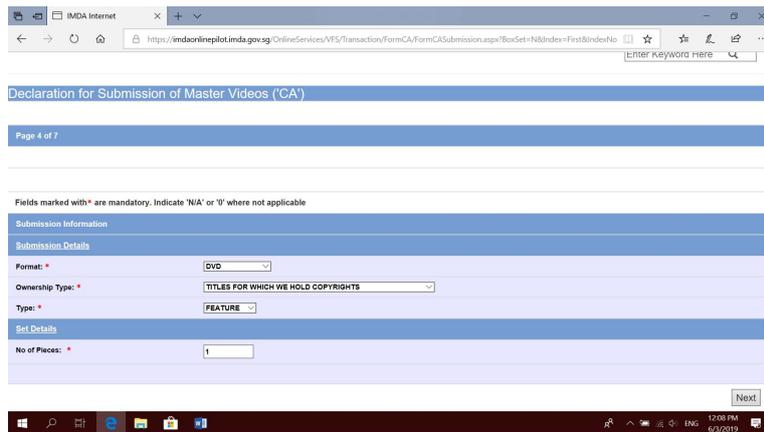
The title selected above is same as mine. Click to proceed.

This is a NEW title and is not listed above. Click to declare the NEW title.

Step 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

Set Details

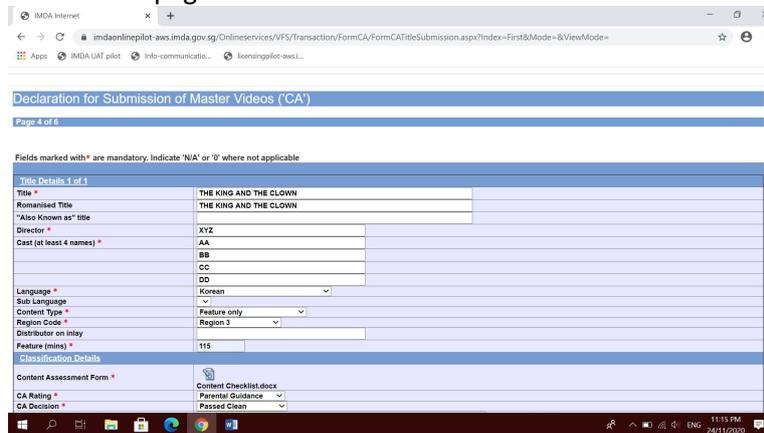
No of Pieces: * 1

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 0

Content Type * Feature only

Region Code * Region 3

Distributor on inlay

Feature (mins) * 115

Classification Details

Content Assessment Form *

CA Rating * Parental Guidance

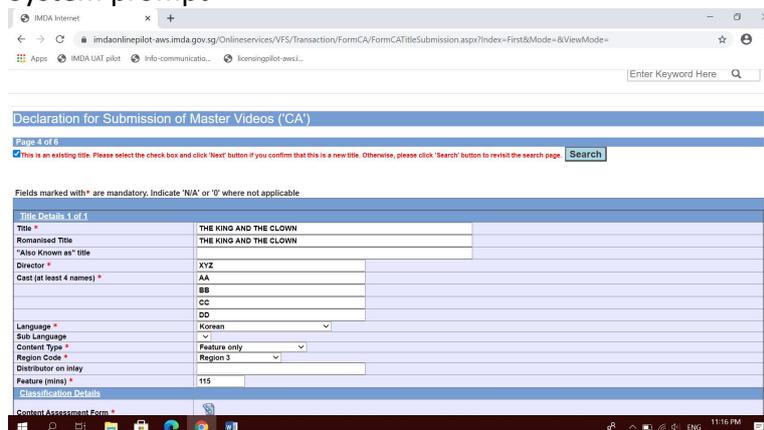
CA Decision * Passed Clean

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

This is an existing title. Please select the check box and click "Next" button if you confirm that this is a new title. Otherwise, please click "Search" button to revisit the search page. Search

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 0

Content Type * Feature only

Region Code * Region 3

Distributor on inlay

Feature (mins) * 115

Classification Details

Content Assessment Form *

CA Rating * Parental Guidance

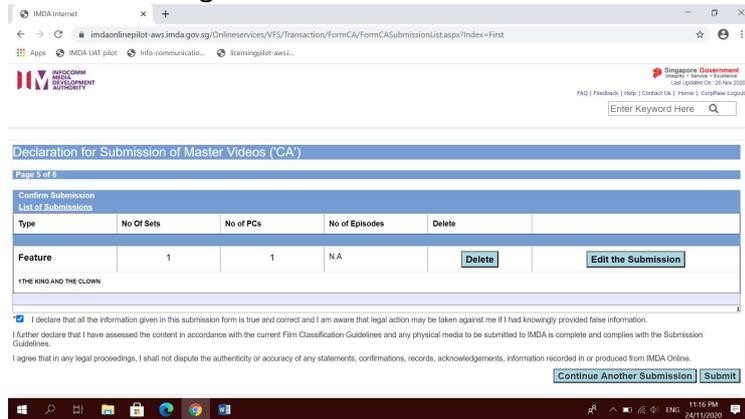
CA Decision * Passed Clean

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



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
1 THE KING AND THE CLOWN				

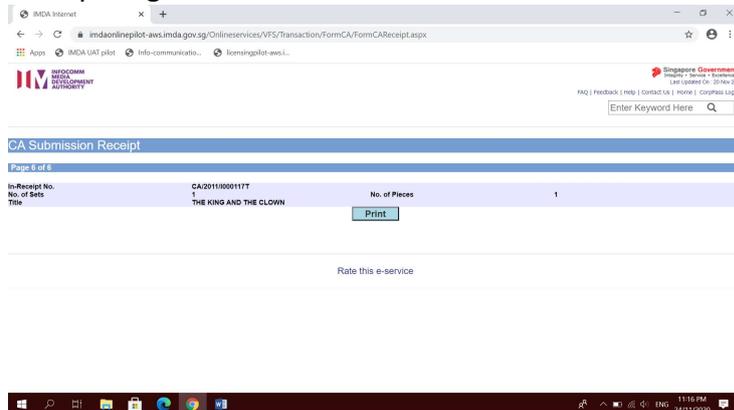
I declare that all the information given in this submission form is true and correct and I am aware that legal action may be taken against me if I had knowingly provided false information.
I further declare that I have assessed the content in accordance with the current Film Classification Guidelines 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



CA Submission Receipt

Page 6 of 6

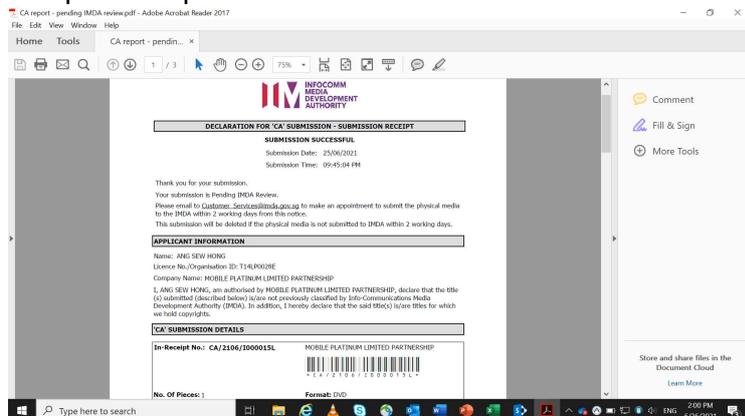
In-Receipt No. No. of Sets Title	CA/2011/000117T 1 THE KING AND THE CLOWN	No. of Pieces	1
Print			

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



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
Licence No./Organisation ID: T14LP002E
Company Name: MOBILE PLATINUM LIMITED PARTNERSHIP

I, ANG SEW HONG, an authorised by MOBILE PLATINUM LIMITED PARTNERSHIP, declare that the title(s) submitted (listed below) below 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.:	MOBILE PLATINUM LIMITED PARTNERSHIP
CA/2106/1000015L	

No. Of Pieces: 1

Formsh: DVD

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

[End]