

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

New Title Submission

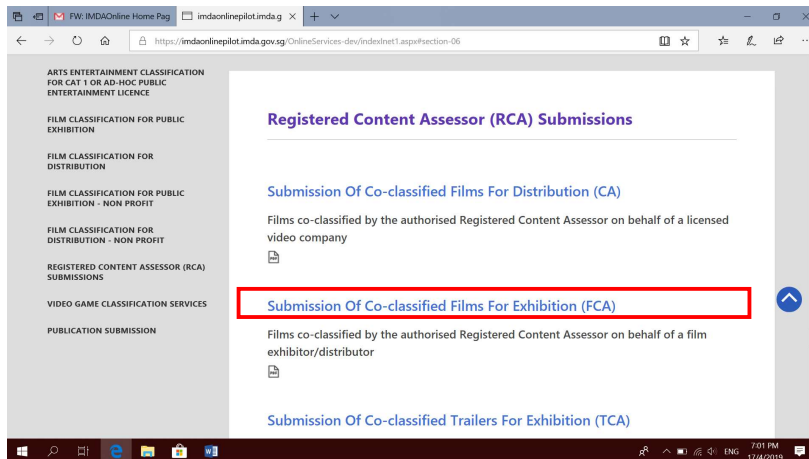
Definition

- '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.

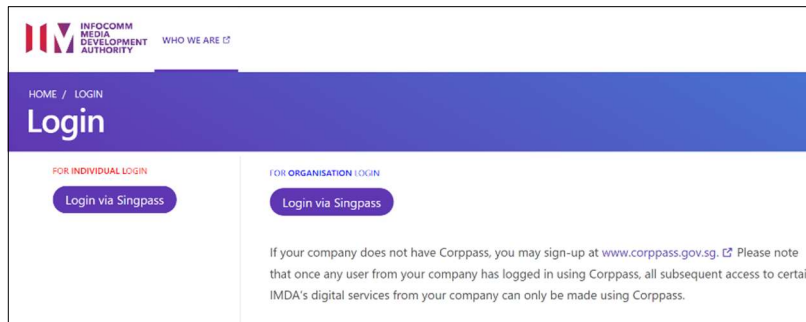
Select the e-Service



Step 1:

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

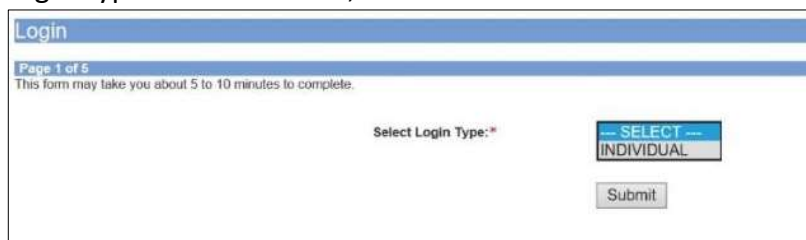
Singpass / Corppass Login



Step 2:

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

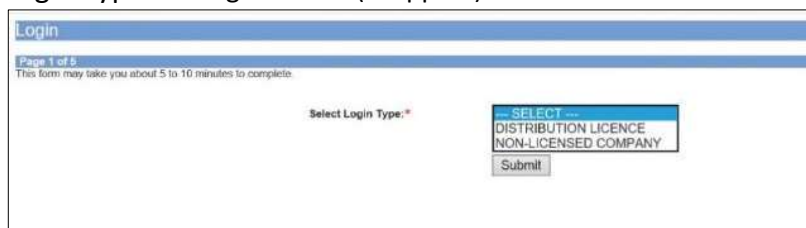
Login Type for Individual or;



Step 3A:

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

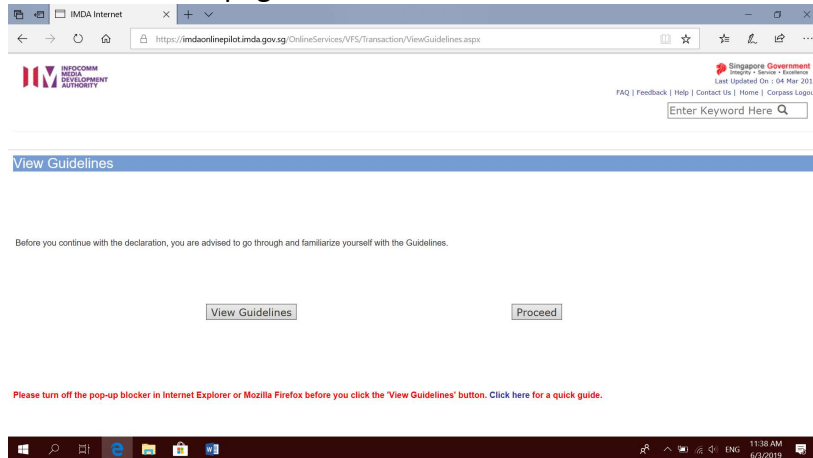
Login Type for Organisation (Corppass)



Step 3B:

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

View Guidelines page



View Guidelines

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

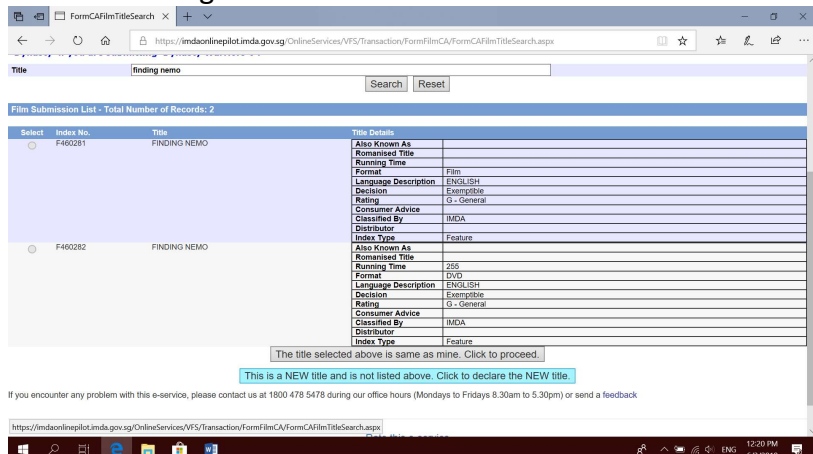
View Guidelines Proceed

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

Title Search Page



Title Search

finding nemo Search Reset

Film Submission List - Total Number of Records: 2

Select	Index No.	Title	Film Details
<input type="radio"/>	F460231	FINDING NEMO	Also Known As Romanised Title Running Time Format Language Description Decision Rating Consumer Advice Classified By Distributor Index Type Feature
<input type="radio"/>	F460282	FINDING NEMO	Also Known As Romanised Title Running Time Format Language Description Decision Rating Consumer Advice Classified By Distributor Index Type Feature

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

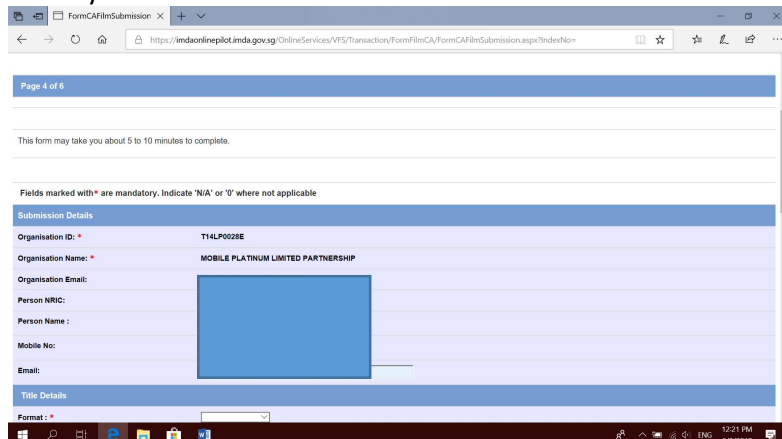
This is a NEW title and is not listed above. Click to declare the NEW title.

If you encounter any problem with this e-service, please contact us at 1800 478 5478 during our office hours (Mondays to Fridays 8.30am to 5.30pm) or send a feedback

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.



Check your mobile number and email address

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: *

Person NRIC: *

Person Name: *

Mobile No: *

Email: *

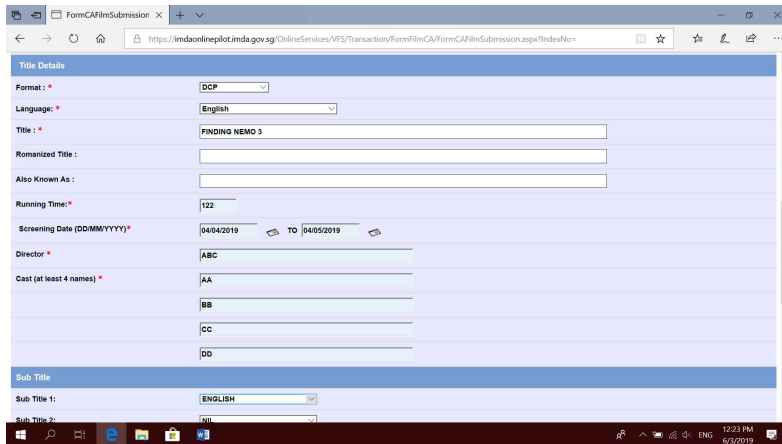
Format: *

Proceed

Step 6A:

- Check your contact details to ensure they are updated.

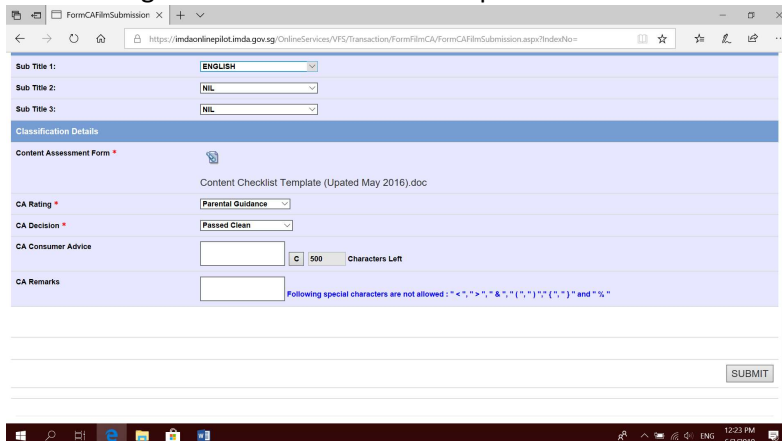
Enter title details



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

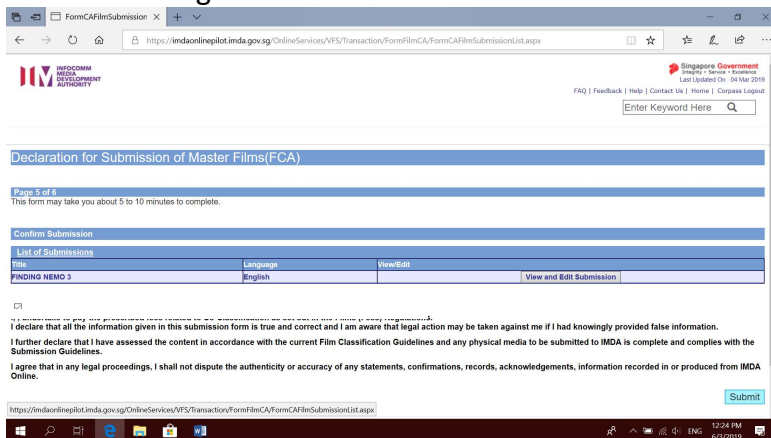
Select rating and attach classification report.



Step 6C:

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

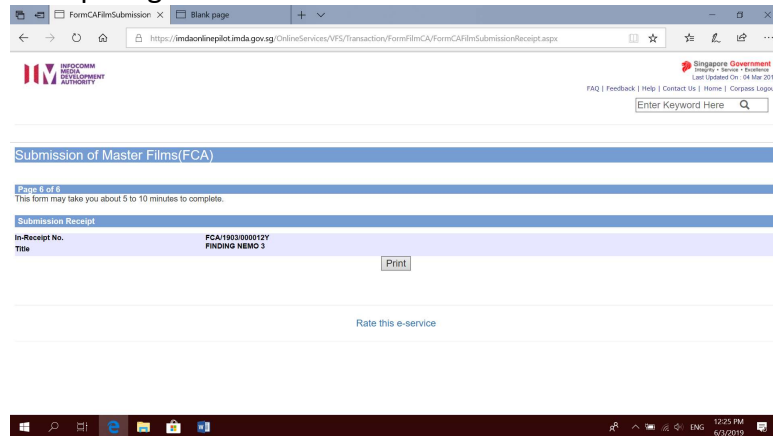
Declaration Page



Step 7:

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

Receipt Page



Submission of Master Films(FCA)

Page 6 of 6
This form may take you about 5 to 10 minutes to complete.

Submission Receipt

In-Receipt No.	FCA/1903/000012Y
Title	FINDING NEMO 3

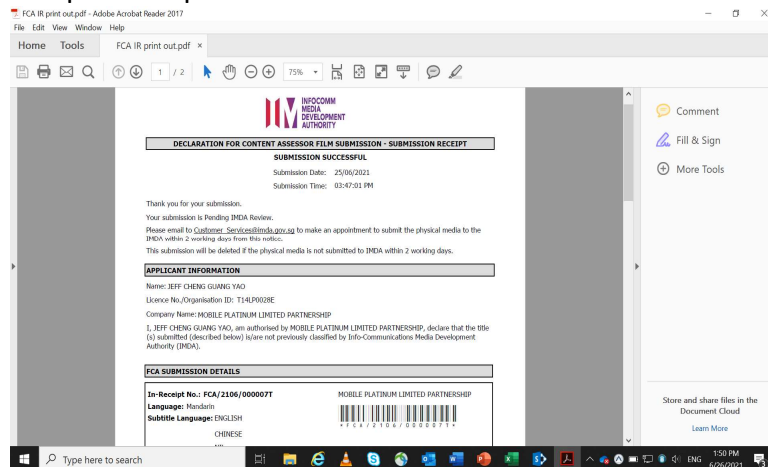
[Print](#)

[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 FCA submission



DECLARATION FOR CONTENT ASSESSOR FILM SUBMISSION - SUBMISSION RECEIPT

SUBMISSION SUCCESSFUL

Submission Date: 25/06/2021
Submission Time: 03:47:35 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: JEFF CHENG GUANG YAO
Licence No./Organisation ID: T14LPW09E
Company Name: MOBILE PLATINUM LIMITED PARTNERSHIP
I, JEFF CHENG GUANG YAO, 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).

FCA SUBMISSION DETAILS

In-Receipt No.: FCA/2106/000007T
Language: Mandarin
Subtitle Language: ENGLISH
CHINESE

MOBILE PLATINUM LIMITED PARTNERSHIP

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