

**USER GUIDE FOR  
SUBMISSION OF CO-CLASSIFIED  
PRODUCT ADVERTISEMENTS  
FOR EXHIBITION  
(‘PCA’)**

## **New Title Submission**

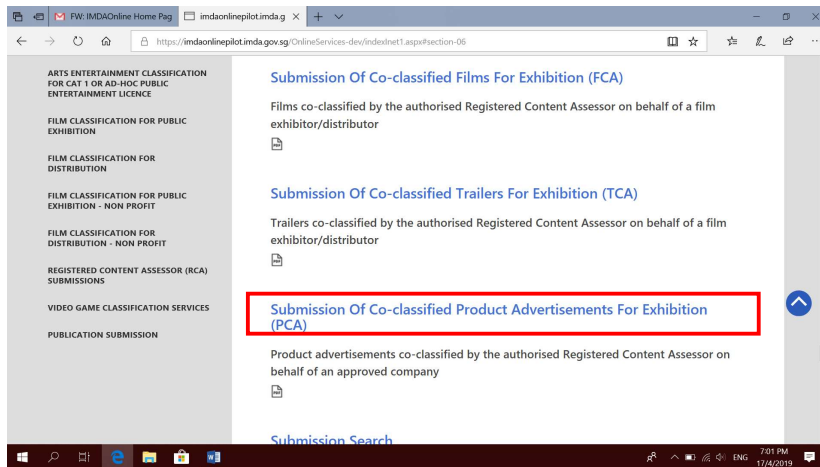
### **Definition**

- 'PCA' submissions are product advertisements that are co-classified by the authorised Registered Content Assessor (RCA) on behalf of an approved company, meant for exhibition.
- 'PCA' submissions are solely for commercial exhibition purposes.

### **Service Standards**

- 'PCA' 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.

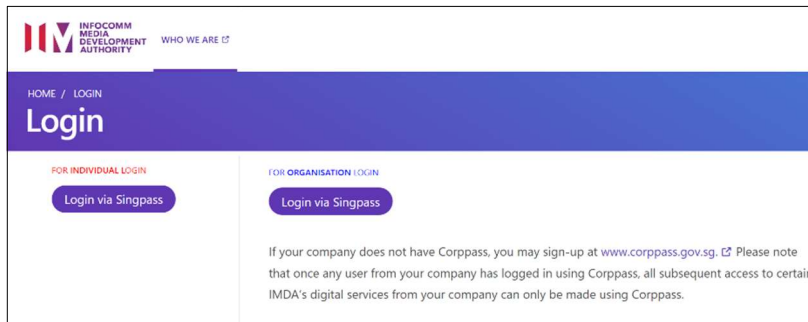
## Select the e-Service



### Step 1:

- At the Online Services page, under the **Registered Content Assessor Submissions**, select 'Submission Of Co-classified Product Advertisements for Exhibition (PCA)'.

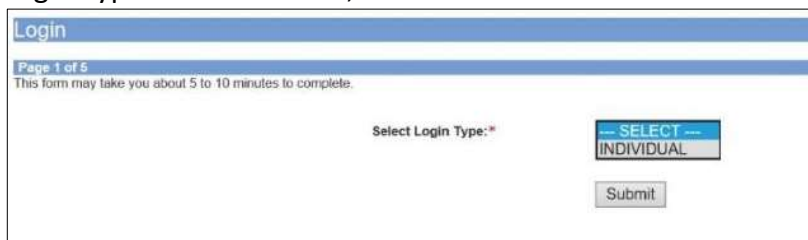
## Singpass / Corppass Login



### Step 2:

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

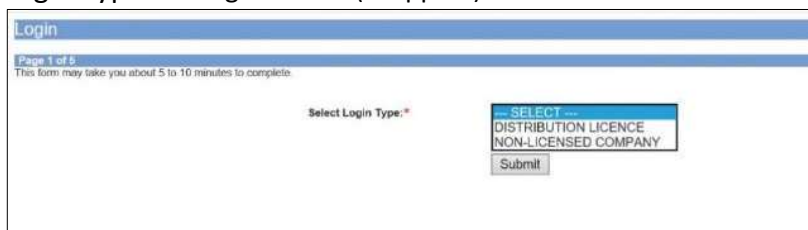
## Login Type for Individual or;



### Step 3A:

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

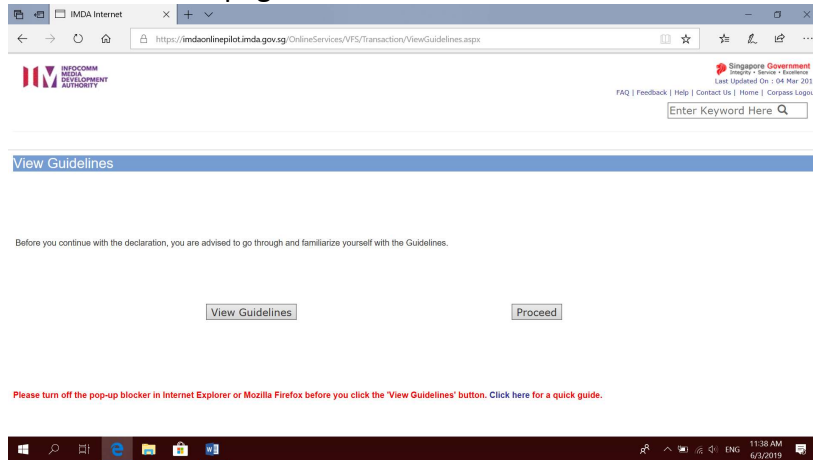
## Login Type for Organisation (Corppass)



### Step 3B:

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

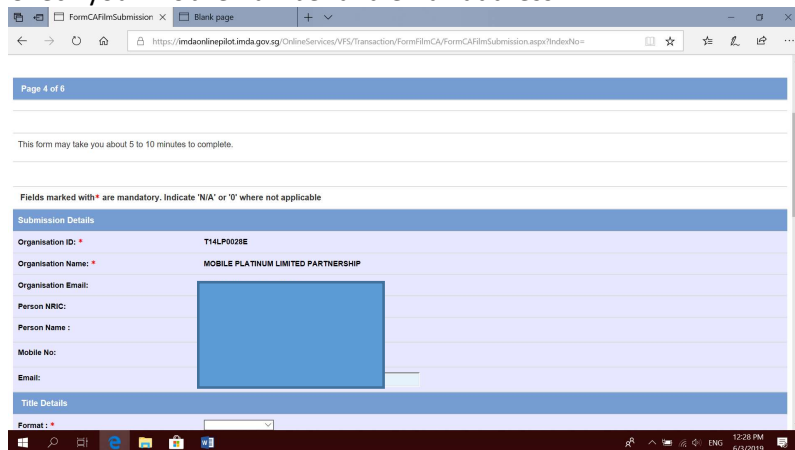
## View Guidelines page



### Step 4:

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

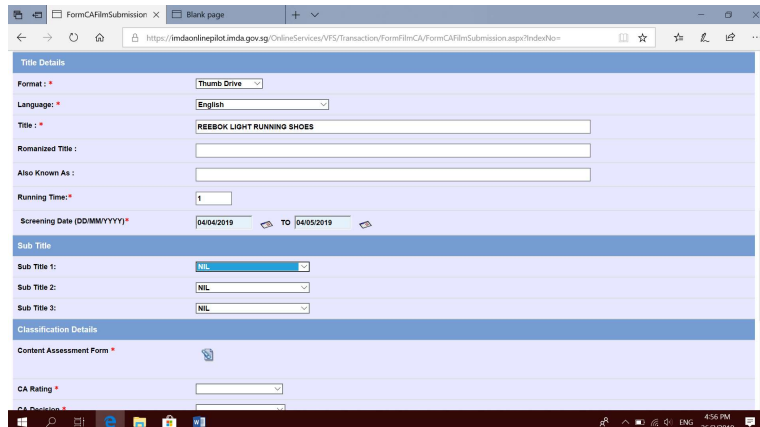
## Check your mobile number and email address.



### Step 5A:

- Check your contact details to ensure they are updated.

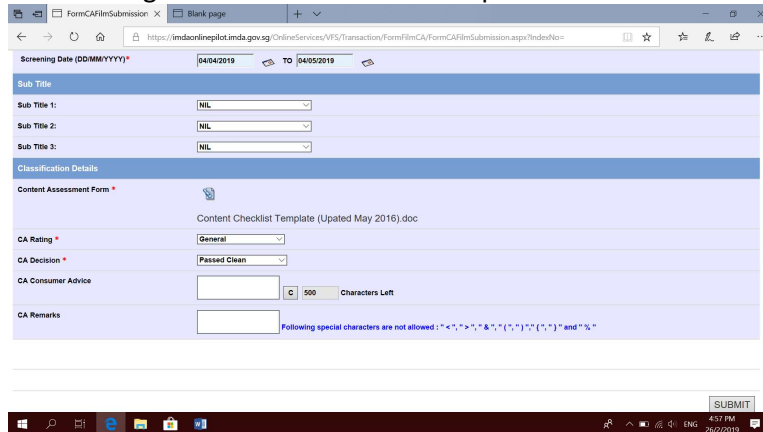
## Enter title details



### Step 5B:

- Input product advertisement details such as, Title, Format, Language and Running Time
- Input film screening details such as Screening Date

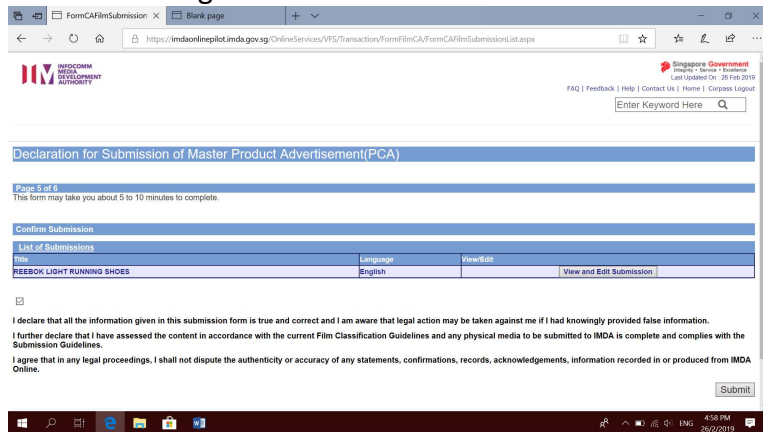
### Select rating and attach classification report.



#### Step 5C:

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

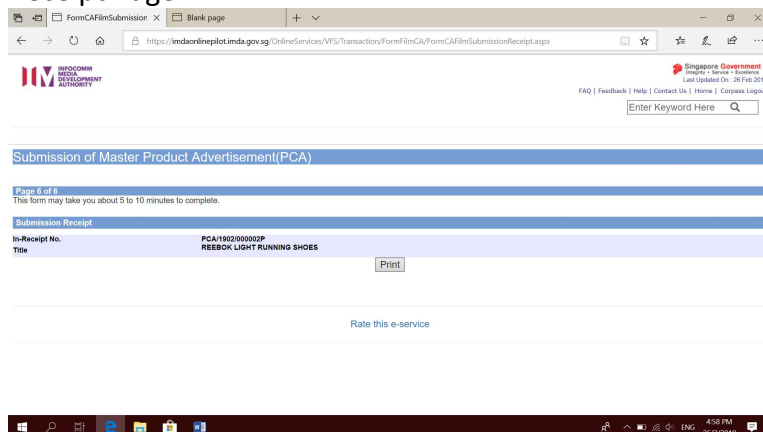
### Declaration Page



#### Step 6:

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

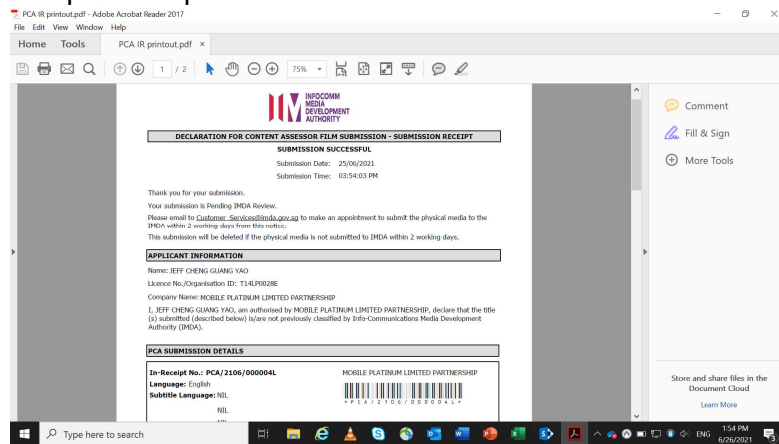
### Receipt Page



#### 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 PCA submission



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