

**USER GUIDE FOR  
SUBMISSION OF CO-CLASSIFIED  
TRAILERS  
FOR EXHIBITION  
(‘TCA’)**

## **New Title Submission**

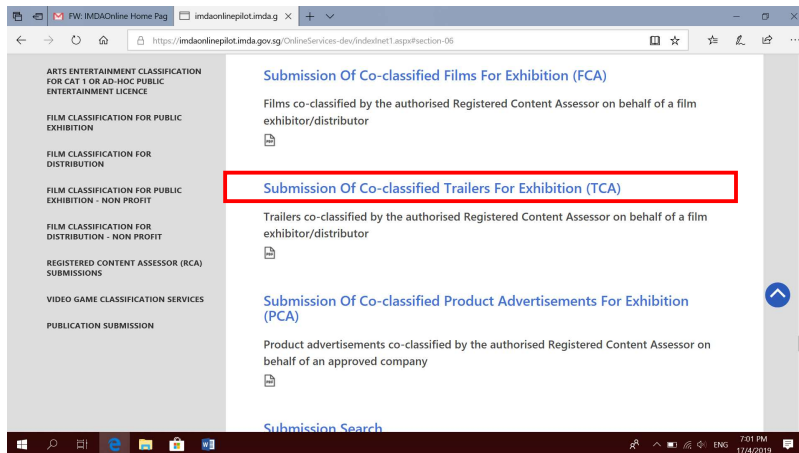
### **Definition**

- '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.

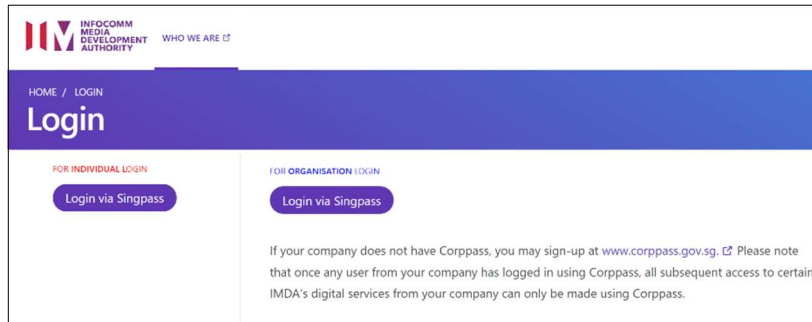
## Select the e-Service



### Step 1:

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

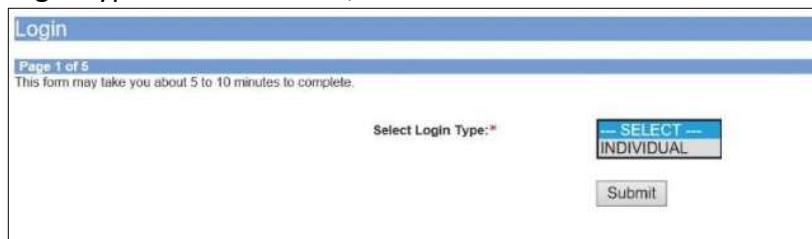
## Singpass / Corppass Login



### Step 2:

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

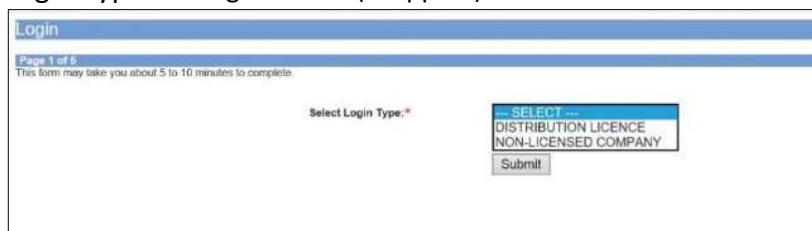
## Login Type for Individual or;



### Step 3A:

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

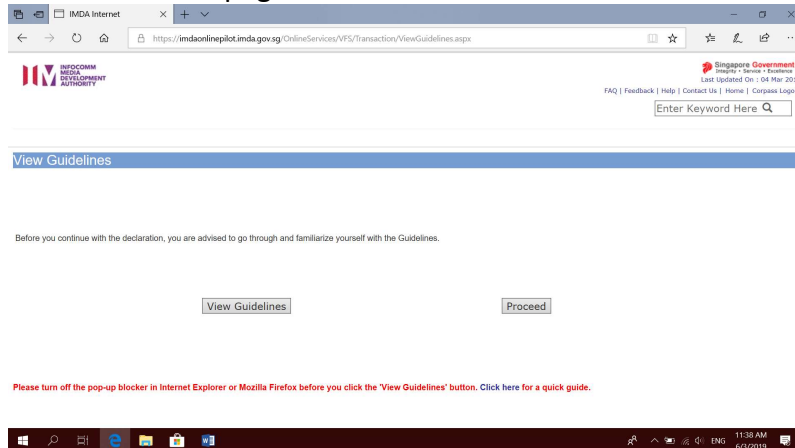
## Login Type for Organisation (Corppass)



### 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.

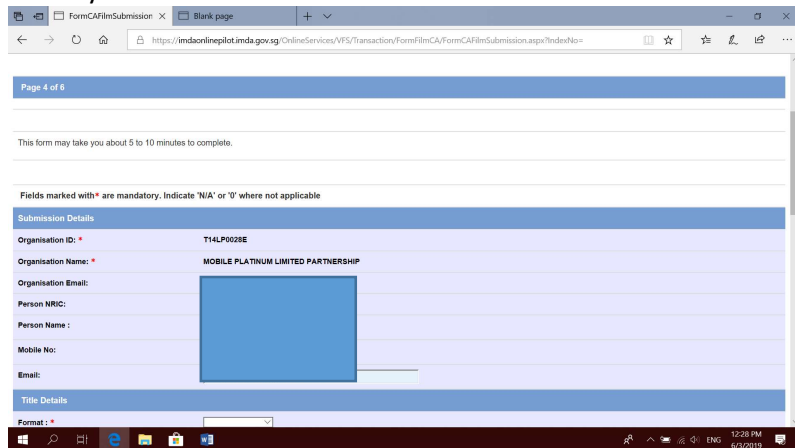
View Guidelines Proceed

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

## Check your mobile number and email address.



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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: \*

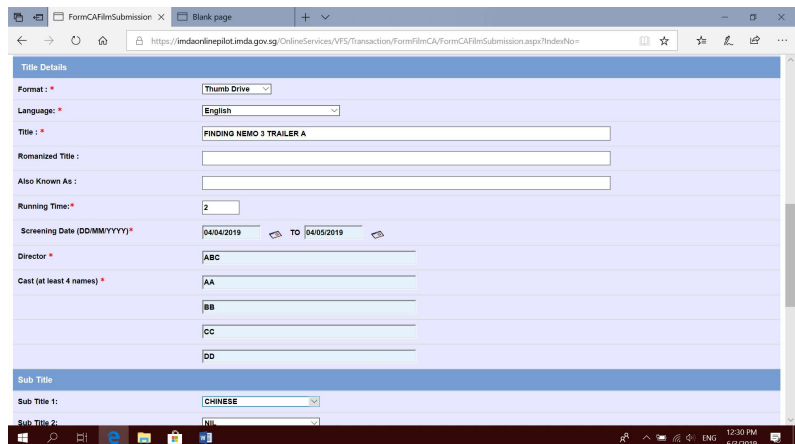
Title Details

Format: \*

### Step 5A:

- Check your contact details to ensure they are updated.

## Enter title details



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Title Details

Format: \* Thumb Drive

Language: \* English

Title: \* FINDING NEMO 3 TRAILER A

Romanized Title: \*

Also Known As: \*

Running Time: \* 2

Screening Date (DD/MM/YYYY) \* 04/04/2019 TO 04/05/2019

Director \* ABC

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

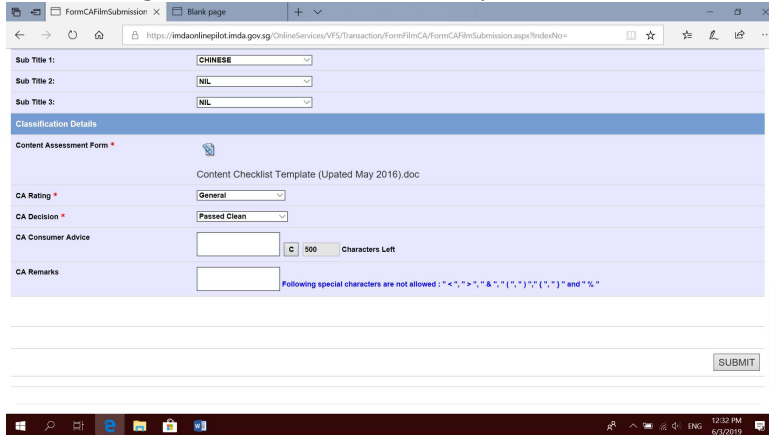
Sub Title

Sub Title 1: CHINESE

### 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.



Sub Title 1: CHINESE  
Sub Title 2: NIL  
Sub Title 3: NIL

**Classification Details**

Content Assessment Form \*  
Content Checklist Template (Updated May 2016).doc

CA Rating \*  
General

CA Decision \*  
Passed Clean

CA Consumer Advice  
500 Characters Left

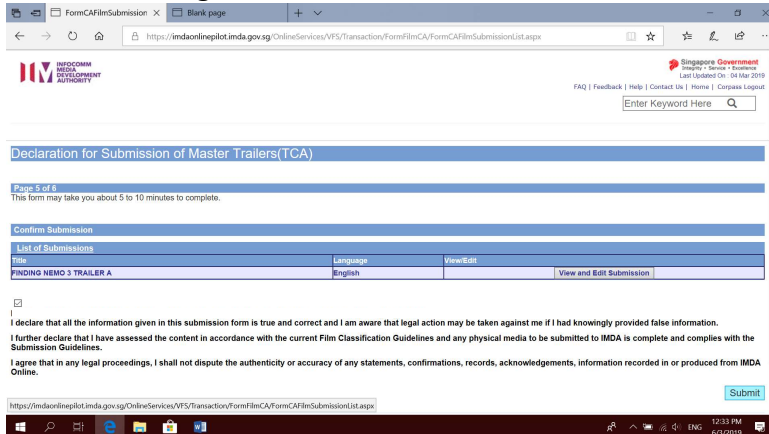
CA Remarks  
Following special characters are not allowed: "<",">","&","{","}" and "%"

**SUBMIT**

## Step 5C:

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

## Declaration Page



**Declaration for Submission of Master Trailers(TCA)**

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

**Confirm Submission**

Title	Language	View/Edit
FINDING NEMO 3 TRAILER A	English	View and Edit Submission

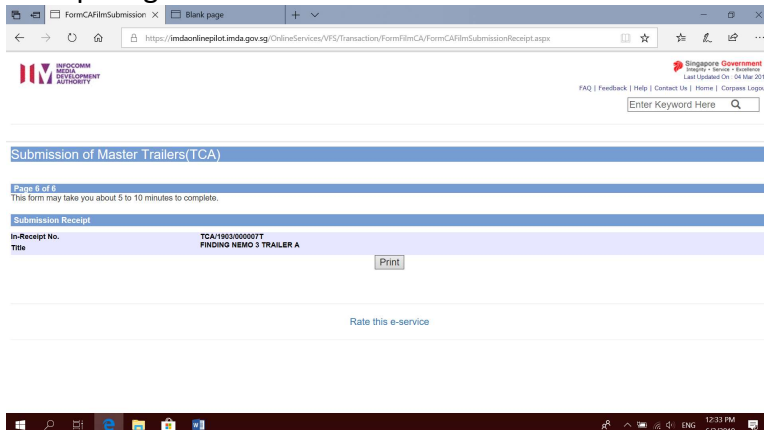
I declare that all the information given in this submission form is true and correct and I am aware that legal action may be taken against me if I had knowingly provided false information.  
I further declare that I have assessed the content in accordance with the current Film Classification Guidelines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

**Submit**

## Step 6:

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

## Receipt Page



**Submission of Master Trailers(TCA)**

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

**Submission Receipt**

In-Receipt No.	Title
TCA/1903/000007T	FINDING NEMO 3 TRAILER A

**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 TCA submission

TCA IR print out.pdf - Adobe Acrobat Reader 2017

File Edit View Window Help

Home Tools TCA IR print out.pdf

75%

**DECLARATION FOR CONTENT ASSESSOR FILM SUBMISSION - SUBMISSION RECEIPT**

**SUBMISSION SUCCESSFUL**

Submission Date: 25/06/2021  
Submission Time: 03:51:00 PM

Thank you for your submission.  
Your submission is Pending IMDA Review.  
Please email to [Customer\\_Services@mda.gov.sg](mailto: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: T14LP0008E  
Company Name: MOBILE PLATINUM LIMITED PARTNERSHIP  
I, JEFF CHENG GUANG YAO, an authorised by MOBILE PLATINUM LIMITED PARTNERSHIP, declare that the title (s) submitted (described below) have not previously classified by Info-Communications Media Development Authority (IMDA).

**TCA SUBMISSION DETAILS**

In-Receipt No.: TCA/2106/000005A  
Language: Mandarin  
Subtitle Language: ENGLISH  
CHINESE

MOBILE PLATINUM LIMITED PARTNERSHIP

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