

# RLS Licensing Application Information for Film Classification Exemption

A user guide to assist with submitting a film classification exemption application.

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# SPECIAL NOTE

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Film Classification Exemption applications must be submitted to the Director, [The Film and Video Classification Act 2016](#) via the on-line Financial and Consumer Affairs Authority (FCAA) Registration and Licensing System (RLS).

Continue to next pages to read the On-line Application Instructions. You will find additional information via these links:

- A General RLS User Guide can also be found by going to our website ([www.fcaa.gov.sk.ca](http://www.fcaa.gov.sk.ca)) and navigating to [Film and/or Video Theatre, Distributor or Retailer](#), selecting Registration and Licensing System, then General RLS User Guide.
- For your convenience, the following link provides direct access to the portal - [RLS portal](#)

# Before You Begin

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Welcome to FCAA's Registration and Licensing System (RLS). This system has been designed to facilitate the process of applying for an exemption for film screenings at festival or community events. Please take a moment to familiarize yourself with the requirements and the information you will need to request an exemption. For more information about the registration, classification, exemption, or other administration processes, click [here](#).

If you have any questions about the requirements, we encourage you to contact us at [306-787-5550](tel:306-787-5550) or toll-free at [1-877-880-5550](tel:1-877-880-5550) before you begin your submission.

Exemptions from classification requests are suitable for certain non-profit festival, cultural or a community event, otherwise films displayed at such events must be classified in Saskatchewan.

Exemption requests should be made at least 30 days in advance of the intended screening date to ensure that the application can be processed in time for the event. There is no fee for the application.

The film classification office may deny an exemption or may grant an exemption subject to restrictions that it considers appropriate. Examples of such restrictions include minimum age requirements, content warnings, and advertising limitations.

If required, the organization must make any exempted films available for viewing by the film classification office for up to one year following the exhibition.

## Contact information

Director, *The Film and Video Classification Act, 2016*

Financial and Consumer Affairs Authority

Saskatchewan Film Classification

500 - 1919 Saskatchewan Drive

REGINA, SK S4P 4H2

Telephone: [306-787-5550](tel:306-787-5550) [1-877-880-5550](tel:1-877-880-5550) (toll-free) Fax: [306-787-9779](tel:306-787-9779)

Email: [skfilmclass@gov.sk.ca](mailto:skfilmclass@gov.sk.ca)

Web address: [Film and/or Video Theatre, Distributor or Retailer](#)

## General Remarks

Every applicant for a licence should become familiar with the Act and Regulations. A complete copy of [The Film and Video Classification Act, 2016](#) and [Regulations 2018](#) is available free of charge online at [pq.gov.sk.ca](http://pq.gov.sk.ca) or by purchasing a print copy from Publications Saskatchewan at Telephone: [1-800-226-7302](tel:1-800-226-7302) (Sask. residents only) [306-787-6894](tel:306-787-6894) Fax: [306-798-0835](tel:306-798-0835) Email: [publications@gov.sk.ca](mailto:publications@gov.sk.ca)

## After you submit:

Once you have completed your submission, it will be reviewed by FCAA. You may be contacted to provide additional information in order to complete the review process. Your timely response to these requests will ensure the review of your submission is not delayed. You will be advised of the progress of your submission electronically by e-mail.

Unless otherwise directed, any correspondence you receive from FCAA will direct you to return to the online Registration and Licensing System (RLS) portal to ensure the security of your information.

## Application for Film Classification Exemption

### **Security Controls:**

For security purposes, remember that we will never ask you for your user name or password.

### **Terms of Use:**

The Financial and Consumer Affairs Authority of Saskatchewan (“FCAA”) is a regulatory body comprised of different divisions (“Regulatory Divisions”) that administer a number of regulatory programs pursuant to various legislation and regulations (“Regulatory Laws”). By accessing this system, including providing or submitting any information (“Information”), I acknowledge, recognize and understand that any and all Information I provide to FCAA and/or any of its Regulatory Divisions may be used, disclosed or shared by FCAA or any of its Regulatory Divisions as authorized by Regulatory Laws or other applicable laws, including the sharing of the Information amongst the different Regulatory Divisions.

# Application for Film Classification Exemption

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The narrative below describes the details required on the pages or steps of the online RLS application.

## **Login Page**

Log in using your username and password if you have already registered, otherwise please register.

## **Once logged-in**

1. select "Apply for a Licence/Registration/Endorsement/or Film Classification", then
2. select the Consumer Protection "button", then
3. click on the drop down window labelled "Please select to reveal list...", then
4. within the dropdown window, select Film Classification by Exemption

## **Before You Begin page**

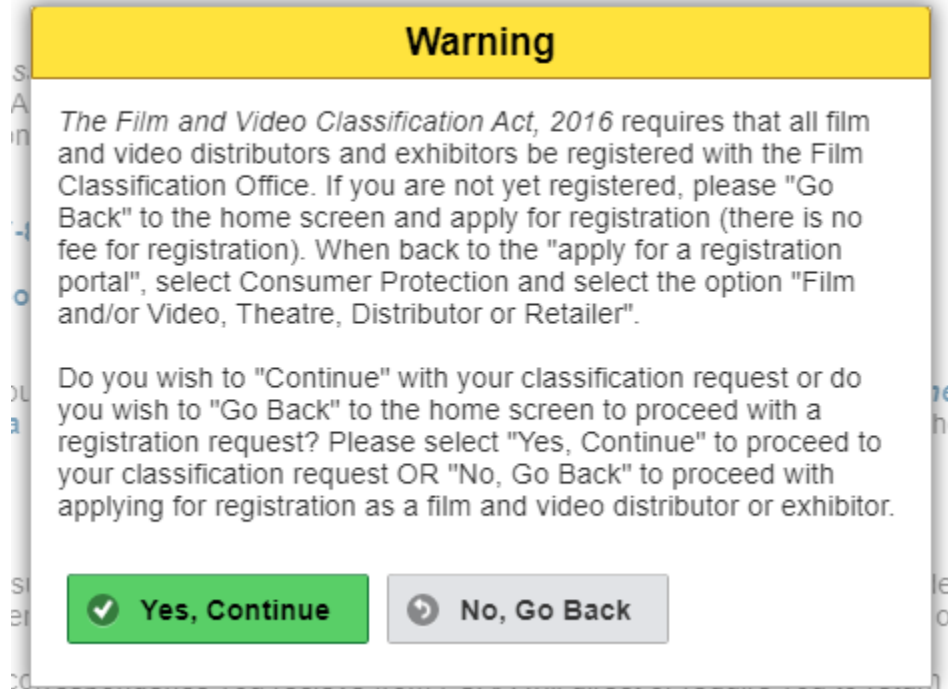
The "Before You Begin" page outlines basic information about requesting a Film Classification by Documentation, legal definitions, contact information, security controls and terms of use.

After reading the information contained on this page, select the "I acknowledge" button.

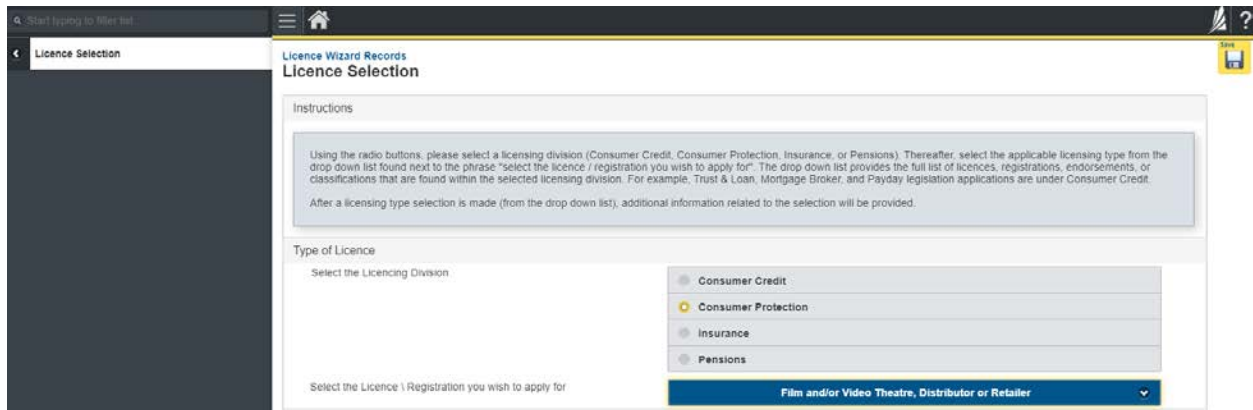
Since you will not be able to return to this "Before You Begin" page once you select the "I acknowledge" button, it was reproduced at the start of this document for your reference.

Note: When you select "I acknowledge" button a warning message will appear. This message basically says that If you are not already registered with Consumer Protection Division as a film and video distributor or exhibitor, then you need to go back and do this first. There is no charge for Registration.

## Application for Film Classification Exemption



When you go back you would select, "Consumer Protection" and then select "Film and/or Theatre, Distributor or Retailer" as seen in the screen print below.



## Application for Film Classification Exemption

### Step 1 – Film Classification Exemption Request

At this step, provide primary contact information for the person who should receive communication and information from the FCAA regarding this request.

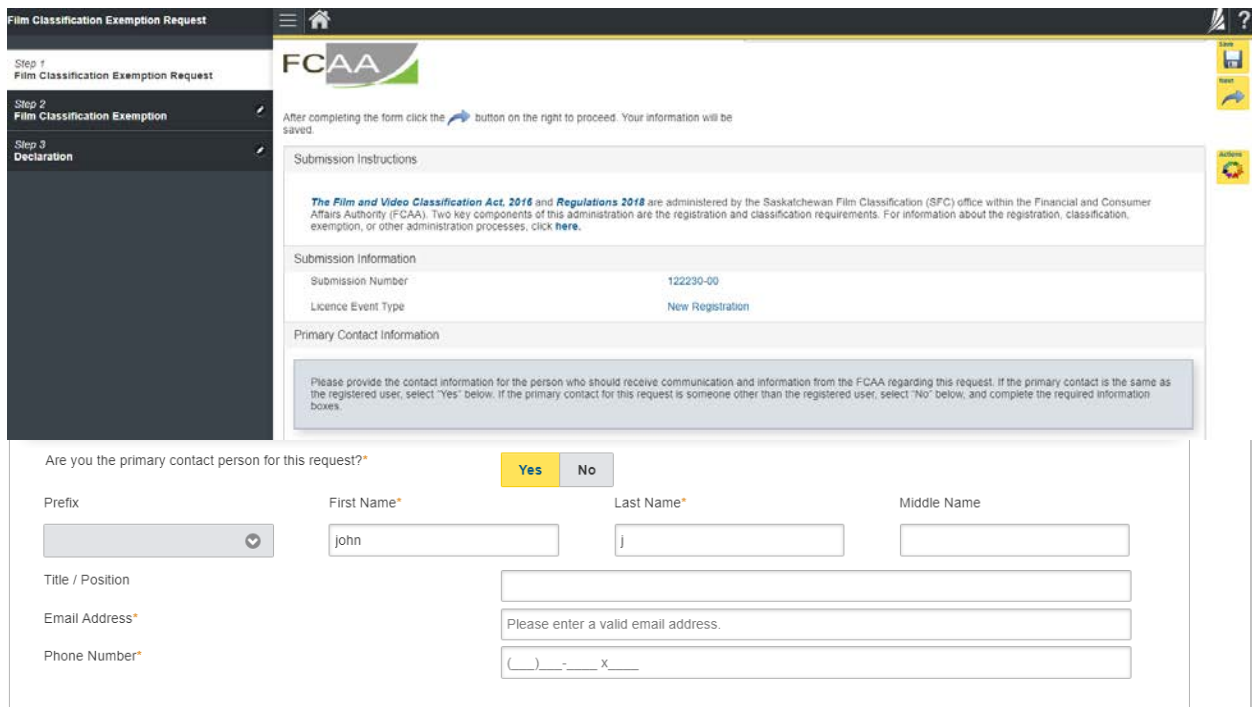
If the primary contact is to be the same as the registered user (that is the person who registered the username and password) then, select “Yes” below.

If the primary contact for this request is someone other than the registered user, select “No” below and completed the required information fields/boxes. This is recommended if the primary contact is an employee or designate of the organization. Such an employee/designate of the organization should be authorized to act on behalf of the organization and the organization is bound and held responsible for the information and declaration made by such an individual.

The following information is required:

- Name of primary contact
- Title/Position with the organization
- Email Address of the primary contact
- Phone Number of the primary contact

Once you have completed this step, select  next icon to the right of your page.



The screenshot shows the FCAA website interface for a Film Classification Exemption Request. The page title is "Film Classification Exemption Request". The left sidebar shows the navigation menu with "Step 1 Film Classification Exemption Request" selected. The main content area includes a "Submission Instructions" section with a link to "here" for more information. Below this is a "Submission Information" table with the following data:

Submission Information	
Submission Number	122230-00
Licence Event Type	New Registration

Below the table is a "Primary Contact Information" section with a text box containing instructions: "Please provide the contact information for the person who should receive communication and information from the FCAA regarding this request. If the primary contact is the same as the registered user, select 'Yes' below. If the primary contact for this request is someone other than the registered user, select 'No' below, and complete the required information boxes."

Below the instructions is a form with the following fields:

- Are you the primary contact person for this request?\* (Yes/No buttons)
- Prefix (dropdown menu)
- First Name\* (text input: john)
- Last Name\* (text input: j)
- Middle Name (text input)
- Title / Position (text input)
- Email Address\* (text input: Please enter a valid email address.)
- Phone Number\* (text input: ( ) - - x )



## Application for Film Classification Exemption

### Step 2 – Film Classification Exemption

#### Organization Information:

-Enter the organization name

-Enter information about the organization/Event (Describe the target audience that will be invited to the viewing (e.g. students, ski enthusiasts, adults, young children, historians, etc.). Include any age restriction that you will impose, if any.

-Are you a SMPPIA member?

Film Classification Board exemption decision was issued to The Saskatchewan Motion Picture Industry Association (SMPPIA) in 2001. That decision essentially provides a film classification exemption for non-commercial screening of film. The exemption is subject to the condition that if the association or any of its members exhibit films or videos containing explicit imagery of a sexual or violent nature, the association or its members will utilize reasonable age restrictions and content warnings at the exhibition, appropriate to the type of imagery involved in the screening.

The exemption applies only to SMPPIA and its members. The exemption only applies if the screening is a non-commercial event and the content warning condition is met.

#### Organization Address Details:

Provide mailing address information where you would like to receive any print correspondence related to this application.

To assist SFC (Saskatchewan Film Classification), please provide responses to:

- Whether the general public or only a specific group is invited to attend the viewing of the films.
- Whether people invited are otherwise warned about the content of the films being shown.
- Whether, given the group involved and the nature of the film(s) being shown, approval by the film classification office and/or classification information and restrictions are necessary.
- Name of location and address where the film is to be distributed or exhibited.
- If the film is being exhibited, when is the film playing? (You can choose a date range or individual dates. If you select individual dates, add another date by selecting the green button.
- You will need to include a reason for the exemption request.

#### Under the Film Summary:

Provide the following details for each film that will be shown at the event:

- Film title
- Alternate film title (if any)
- Is this film classified in another jurisdiction? If Yes, please specify.

## Application for Film Classification Exemption

- Date of film release
- Country of origin
- Length of film (minutes)
- Intended Audience
- Summary/storyline of film

To add another title, select “Add another film” in the green portal at the top of the page.


Film Classification Exemption Request  
Film Details-

Save

Add Another Film  
Remove Film  
Return to Classification

Film Details

Film title\*  
Alternate film title (if any)  
Is this film classified in another jurisdiction?  
Yes No  
Date of film release (original)\*  
DD-Mon-YYYY  
Example (DD-Mon-YYYY)  
Country of origin  
Length of film (minutes)\*  
Intended Audience\*  
Summary/storyline of film\*

Otherwise select “Save”  and “Return to Classification” in the green portal.

Film Classification Exemption Request  
Film Details-

Save

Add Another Film  
Remove Film  
Return to Classification

Film Details

Film title\*  
Alternate film title (if any)  
Is this film classified in another jurisdiction?  
Yes No  
Date of film release (original)\*  
DD-Mon-YYYY  
Example (DD-Mon-YYYY)  
Country of origin  
Length of film (minutes)\*  
Intended Audience\*  
Summary/storyline of film\*

# Application for Film Classification Exemption



Once you have completed this step, select  next icon to the right of your page.


**Film Classification Exemption Request**

Step 1  
**Film Classification Exemption Request**

Step 2  
Film Classification Exemption

Step 3  
Declaration

Step 2  
**Film Classification Exemption Request**

After completing the form click the  button on the right to proceed. Your information will be saved.

122230-00 - John Doe

**Organization Information**

Organization Name\*

About Organization / Event

Are you a SMPPIA member?

**Organization Address Details**

Address Lookup

[Having trouble finding your address? Enable Manual Entry](#)

Street/P.O. Box\*

City\*

Canadian Postal Code

Province\*

**To assist SFC, please provide responses as to:**

Whether the general public or only a specific group is invited to attend the viewing of the films;\*

Whether people invited are otherwise warned about the content of the films being shown;\*

Whether, given the group involved and the nature of the film(s) being shown, approval by the film classification office and/or classification information and restrictions are necessary\*

Name of location and address where film is to be distributed or exhibited\*

If the film is being exhibited, when is the film playing?\*

Request for classification must be submitted to Saskatchewan Film Classification at least 30 days prior to date of showing.

Reason for exemption request:\*


**Film Summary**

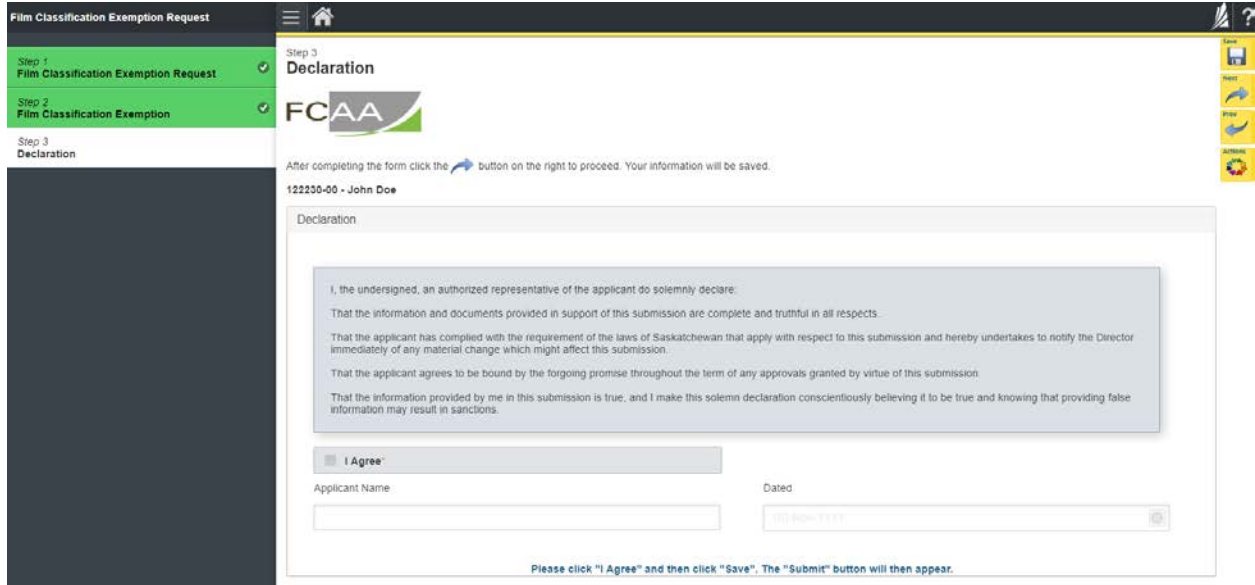
To complete your request, you must provide details for each film you would like to have classified by screening. You may submit multiple films using this form. To add a film, please click the "Add Film Details" button below:

Please add details for each film:

# Application for Film Classification Exemption

## Step 3 – Declaration

Read the declaration and if in agreement click “I Agree” and then select “save” . The “submit” button will then appear. Select “Submit Application”.




Film Classification Exemption Request

Step 1  
Film Classification Exemption Request ✓

Step 2  
Film Classification Exemption ✓

Step 3  
Declaration

Step 3  
Declaration

After completing the form click the  button on the right to proceed. Your information will be saved.

122230-00 - John Doe

Declaration

I, the undersigned, an authorized representative of the applicant do solemnly declare:

- That the information and documents provided in support of this submission are complete and truthful in all respects.
- That the applicant has complied with the requirement of the laws of Saskatchewan that apply with respect to this submission and hereby undertakes to notify the Director immediately of any material change which might affect this submission.
- That the applicant agrees to be bound by the forgoing promise throughout the term of any approvals granted by virtue of this submission.
- That the information provided by me in this submission is true, and I make this solemn declaration conscientiously believing it to be true and knowing that providing false information may result in sanctions.

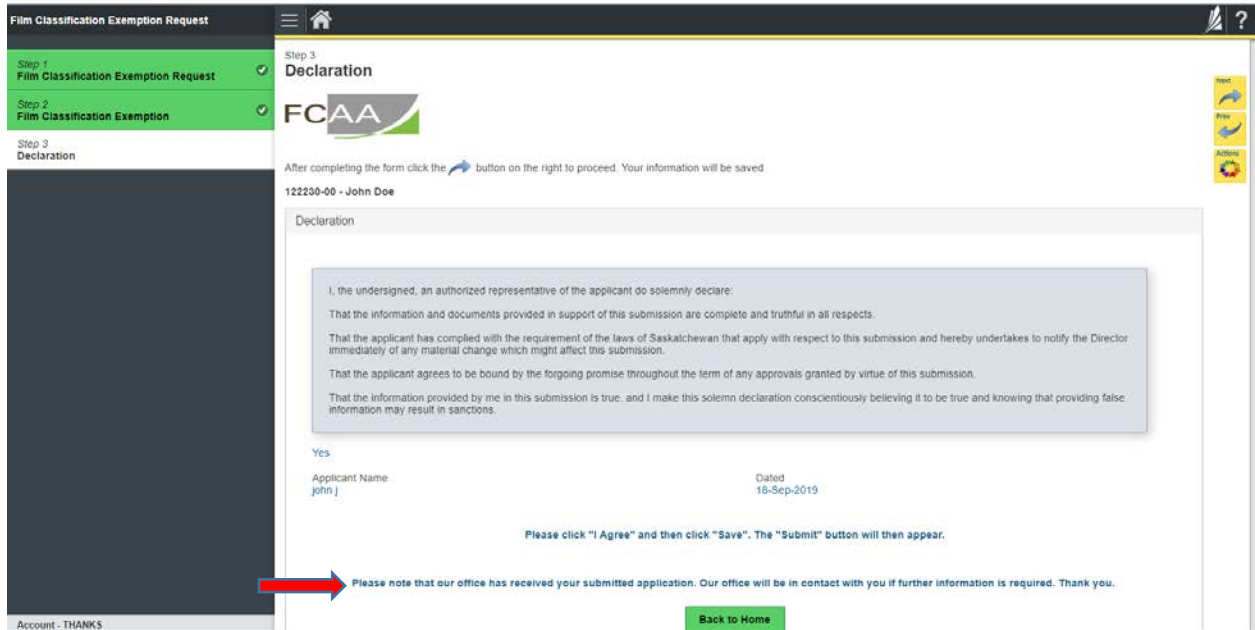
I Agree

Applicant Name

Dated

Please click "I Agree" and then click "Save". The "Submit" button will then appear.

Your application has now been submitted to FCAA and the “Status” of your application will change to “In Review”.




Film Classification Exemption Request

Step 1  
Film Classification Exemption Request ✓

Step 2  
Film Classification Exemption ✓

Step 3  
Declaration

Step 3  
Declaration

After completing the form click the  button on the right to proceed. Your information will be saved.

122230-00 - John Doe

Declaration

I, the undersigned, an authorized representative of the applicant do solemnly declare:

- That the information and documents provided in support of this submission are complete and truthful in all respects.
- That the applicant has complied with the requirement of the laws of Saskatchewan that apply with respect to this submission and hereby undertakes to notify the Director immediately of any material change which might affect this submission.
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- That the information provided by me in this submission is true, and I make this solemn declaration conscientiously believing it to be true and knowing that providing false information may result in sanctions.

Yes

Applicant Name

Dated

Please click "I Agree" and then click "Save". The "Submit" button will then appear.

Please note that our office has received your submitted application. Our office will be in contact with you if further information is required. Thank you.

Account - THANKS

Back to Home

## APPLICATION STATUS

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Once submitted, you will receive a notification email and the status of the application changes from “pending submission” to “in review”. Thereafter you will receive further emails as follows:

1. More Information Requested.
2. Licence Approval
3. Licence Rejection

**More Information Requested Email** – If you receive such an email

1. Login to the RLS site
2. Select the ‘My Pending Submissions’ portal
3. Select the relevant licence/registration, and respond to the information request (the event steps requiring an update are shown in yellow on the left hand side of the screen – if necessary, you will need to toggle the 3 horizontal bars to view the event pages).
4. Re-submit on the declaration page.

**Registration Approval Email** – if you receive such an email

5. Login to the RLS site go to the “My Active Licences/Registration” portal, select your licence and then “View Classification Certificate” to view your approved film Certificate.

**Licence Rejection Email** - If you receive such an email, your application has not been approved. You will thereafter be provided with further correspondence with reasons and be given an opportunity to be heard/appeal.

## APPLICATION PORTALS

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**My Pending Submissions** – this portal contains your unfinished applications

**My Submissions in Review** – this portal contains your applications under review with the FCAA

**My Active Licences/Registration** – from this portal you can view your active licences