

RLS Licensing Application Information for Film Classification by Screening

A user guide to assist with submitting a
classification by screening application.

fcaa.gov.sk

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SPECIAL NOTE

Film Classification by documentation 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:

Continue to next pages to read the On-line Application Instructions. You will also find information on these webpages:

- A General RLS User Guide can also be found by going to our website (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

Welcome to FCAA's Registration and Licensing System (RLS). This system has been designed to facilitate the process of getting your film classified where a screening is required. Please take a moment to familiarize yourself with the requirements and information you will need to request a screening classification. For more information about the registration, classification, exemption, or other administration processes, click [here](#).

In order to support the development of new entrants to the film-making community, small independent film makers, and repertory theatres, the Saskatchewan Film Classification will view and classify non box office type releases (as a reminder, regular box office type releases and all adult film must be rated through the Film Classification Office of Consumer Protection BC.

What we will need to process your non-box office screening request:

- An online application
- The \$50 classification fee
- A copy of the DVD or the secure e-link with password
- Dates and time for screening film in Regina (contact us by phone or email to make arrangements)

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

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 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

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 or require you to return to the online Registration and Licensing System (RLS) portal to ensure the security of your information.

Application for Film Classification by Screening

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 by Screening

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 Screening"

Before You Begin page

The "Before You Begin" page outlines basic information about requesting a Film Classification by Screening, 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 by Screening

Warning

The Film and Video Classification Act, 2016 requires that all film and video distributors and exhibitors be registered with the Film Classification Office. If you are not yet registered, please "Go Back" to the home screen and apply for registration (there is no fee for registration). When back to the "apply for a registration portal", select Consumer Protection and select the option "Film and/or Video, Theatre, Distributor or Retailer".

Do you wish to "Continue" with your classification request or do you wish to "Go Back" to the home screen to proceed with a registration request? Please select "Yes, Continue" to proceed to your classification request OR "No, Go Back" to proceed with applying for registration as a film and video distributor or exhibitor.

Yes, Continue **No, Go Back**

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.

Start typing to filter list

Home ?

← Licence Selection

Licence Wizard Records
Licence Selection

Instructions

Using the radio buttons, please select a licensing division (Consumer Credit, Consumer Protection, Insurance, or Pensions). Thereafter, select the applicable licensing type from the drop down list found next to the phrase "select the licence / registration you wish to apply for". The drop down list provides the full list of licences, registrations, endorsements, or classifications that are found within the selected licensing division. For example, Trust & Loan, Mortgage Broker, and Payday legislation applications are under Consumer Credit.

After a licensing type selection is made (from the drop down list), additional information related to the selection will be provided.

Type of Licence

Select the Licencing Division

Consumer Credit
 Consumer Protection
 Insurance
 Pensions

Select the Licence / Registration you wish to apply for

Film and/or Video Theatre, Distributor or Retailer

Application for Film Classification by Screening

Step 1 – Application for Film Classification by Screening

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 complete 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.


Film Classification by Screening Request

Step 1
Film Classification by Screening Request

Step 2
Film Classification by Screening

Step 3
Declaration

FCAA

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

Submission Instructions

The Film and Video Classification Act, 2016 and Regulations 2016 are administered by the Saskatchewan Film Classification (SFC) office within the Financial and Consumer Affairs Authority (FCAA). Two key components of this administration are the registration and classification requirements. For information about the registration, classification, exemption, or other administration processes, click [here](#).

Submission Information

Submission Number: 122585-00

Licence Event Type: Film Classification by Screening New Licence

Primary Contact Information

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.

Are you the primary contact person for this request? Yes No

Prefix:

First Name*:

Last Name*:

Middle Name:

Title / Position:

Email Address*:

Phone Number*:

Application for Film Classification by Screening

Step 2 – Film Classification by Screening

Provide the distributor/organization Name

Provide any additional comments or special instructions with respect to your submission (optional)

Provide distributor/organization address

Under the Film Summary:

-select the green button that says “add a film.” The film details are required for each film title.

Film Classification by Screening Request

Step 1
Film Classification by Screening Request

Step 2
Film Classification by Screening

Step 3
Declaration

Step 2
Classification by Screening Request

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

122586-00 - John Doe

Distributor/Organization Information

Distributor/Organization Name*

Please provide any additional comments or special instructions with respect to your submission (optional)

Distributor/Organization Address Details

Address Lookup

Street/P.O. Box*

City*

Canadian Postal Code

Province*

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. Please note that the fee for each film is \$50.00. To add a film, please click the "Add Film Details" button below:

Please add details for each film:

Add a Film


From this screen you can add another film, remove the film and return to classification.

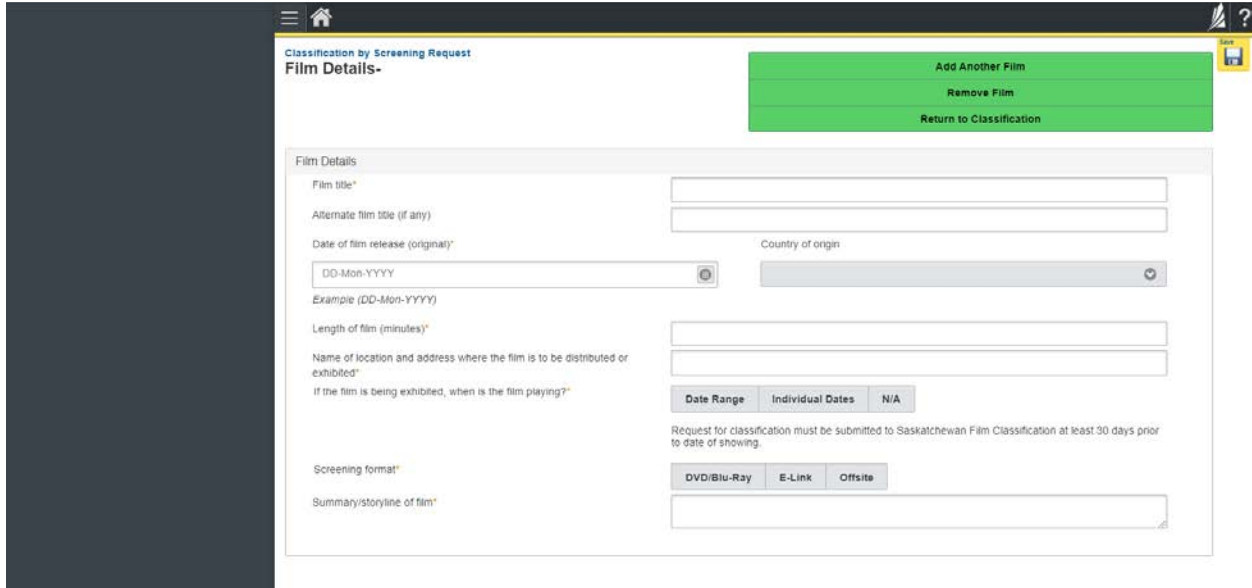
The film details are as follows:

- Film title
- Alternate film title (if any)
- Date of film release
- Country of origin
- Length of film (minutes)
- 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 (Note: Request for classification must be submitted to Saskatchewan Film Classification office 30 days prior to date of showing.)

Application for Film Classification by Screening

If you have more films, select the green button at the top “add another film”.

Once you are finished adding the film details, select the “Save”  button. Then select the green button “Return to Classification”



The screenshot shows a web application interface for "Classification by Screening Request". The main heading is "Film Details-". In the top right corner, there are three green buttons: "Add Another Film", "Remove Film", and "Return to Classification". A yellow "Save" button with a floppy disk icon is also visible. The form contains several input fields and dropdown menus:


- Film title***: Text input field.
- Alternate film title (if any)**: Text input field.
- Date of film release (original)***: Date picker with format "DD-Mon-YYYY" and an example "(DD-Mon-YYYY)".
- Country of origin**: Dropdown menu.
- Length of film (minutes)***: Text input field.
- Name of location and address where the film is to be distributed or exhibited***: Text input field.
- If the film is being exhibited, when is the film playing?***: Three buttons: "Date Range", "Individual Dates", and "N/A".
- Screening format***: Three buttons: "DVD/Blu-Ray", "E-Link", and "Offsite".
- Summary/storyline of film***: Text area.

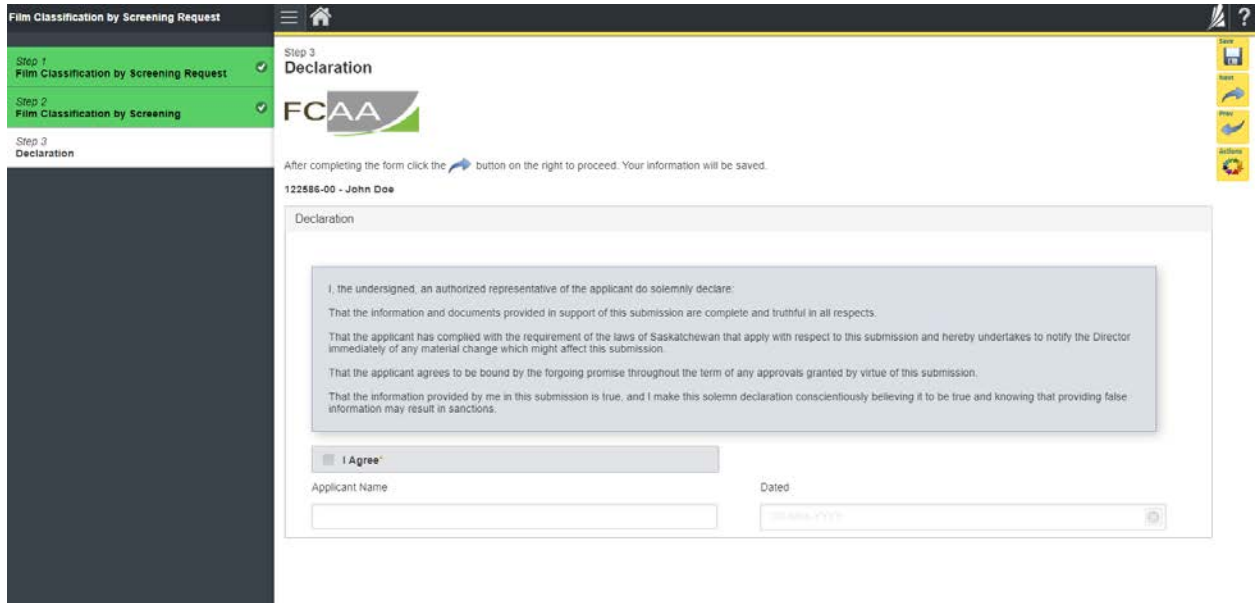
Below the "If the film is being exhibited..." section, there is a note: "Request for classification must be submitted to Saskatchewan Film Classification at least 30 days prior to date of showing."

Application for Film Classification by Screening

Step 3 – Declaration

Read the declaration and if in agreement click “I Agree”.

Select “next”  icon to the right of the screen. The application will advance to the payment page.



Film Classification by Screening Request


Step 1
Film Classification by Screening Request ✓

Step 2
Film Classification by Screening ✓

Step 3
Declaration

Step 3
Declaration

FCAA

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

122586-00 - 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

Application for Film Classification by Screening

Step 4 – Payment

Review and then select “Proceed to Payment”

Step 4 Invoice - 001989 Status: Pending

Print Invoice

FCAA

Order Details

Order Description: 122586-00 - Film Classification by Screening New LicenceDistributor Test
Merchant Name: FCAA
Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details:

Description	Product Code	Quantity	Price	Subtotal
Film Classification - Every Dog is a Hero	1	1	\$50.00	\$50.00
Film Classification -	1	1	\$50.00	\$50.00

GST: \$0.00
PST: \$0.00
HST: \$0.00
Shipping Cost: \$0.00
Charge Total: \$100.00 (CAD)

Payable Information

If the required payment of licensing fees by a credit card is not supported or accepted, you will need to make alternate arrangements by contacting us at:

These alternate payment arrangements may delay a review and/or the approval of your submission to allow for manual processing of the payment.

When you contact us please have your "submission number" (it can be found on your RLS screen). Afterwards, we will set your Registration and Licensing system (RLS) filing status to "Invoice Payment Pending" which will allow you to continue with your submission. If you do not contact us, the RLS system will not permit you to continue with your submission.

Thereafter, you will need to make arrangements to submit payment of the fees through the mail using a money order or a cheque drawn on a financial institution. Note, the associated licensing invoice, generated from the RLS must be attached with the cheques or money orders so that we can associate your payment with the correct submission. If the invoice is not attached, your payment and submission cannot be processed.

The money order or cheque should be made out to the Minister of Finance (Saskatchewan) and sent with the RLS invoice to:

Financial and Consumer Affairs Authority
Consumer Protection Division
500-1919 Saskatchewan Drive
Regina SK S4P 4H2
CANADA



Proceed to Payment

Application for Film Classification by Screening

Fill out the Customer details section, Payment method and payment details. Select “Process transaction”

QA Merchant 3

Mandatory fields marked by *

Item Details

Description	Product Code	Quantity	Price
Film Classification - Every Dog is a Hero	1	1	\$550.00
Film Classification -	1	1	\$550.00

Shipping:	\$0.00
GST:	\$0.00
PST:	\$0.00
HST:	\$0.00
Total (CAD):	\$100.00

Customer Details

Customer ID: -

Email Address:

Note:

Billing Address

First Name:

Last Name:

Company:

Address:

City:

Prov/State:

Country:



Postal Code:


Phone:

Fax:



Payment Method

Please choose a payment method.




Select ‘Back to Invoice’ at the top of the page.

[Back to Invoice - 001989](#) [Print](#)

Payment for Invoice - 001989
Invoice - 001989

 NOV 28, 2019 09:09:56
Order ID: CP-1989-002

Moneris Details:

Amount: \$100.00 (CAD)	Transaction Type: PURCHASE Cardholder: Test Card Number: *****0007	Response: 01/027 - APPROVED * = Reference Number: 660109300012131680 Authorization Code: 795273
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Order Details

Order Description: 122586-00 - Film Classification by Screening New LicenceDistributor Test	Merchant Name: FCAA Merchant URL: https://fcaa-uat.saskatchewan.ca/
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Item Details:

Description	Product Code	Quantity	Price	Subtotal
Film Classification - Every Dog is a Hero	1	1	\$50.00	\$50.00
Film Classification -	1	1	\$50.00	\$50.00

GST:	\$0.00
PST:	\$0.00
HST:	\$0.00
Shipping Cost:	\$0.00
Charge Total:	\$100.00 (CAD)

Application for Film Classification by Screening

At this point, select 'print invoice' if you require a paper copy.

The screenshot displays the 'Film Classification by Screening Request' application interface. The top navigation bar shows the current status as 'Payment Received' and includes a 'Print Invoice' button. The left sidebar lists four steps: Step 1 (Film Classification by Screening Request), Step 2 (Film Classification by Screening), Step 3 (Declaration), and Step 4 (Payment). The main content area is titled 'Invoice - 001989' and contains the following details:

Order Details

Order Description: 122585-00 - Film Classification by Screening New LicenceDistributor Test
Merchant Name: FCAA
Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details:


Description	Product Code	Quantity	Price	Subtotal
Film Classification - Every Dog is a Hero	1	1	\$50.00	\$50.00
Film Classification -	1	1	\$50.00	\$50.00

GST: \$0.00
PST: \$0.00
HST: \$0.00
Shipping Cost: \$0.00
Charge Total: \$100.00 (CAD)

Payment Details:

Line Number	Date of Payment	Source of Payment	Reference #	Payment Amount
1	28-Nov-2019	Moneris	CP-1999-002	\$100.00

Amount Paid: \$100.00 (CAD)
Amount Owning: \$0.00 (CAD)

Payable Information  Your payment is confirmed and application has been submitted for Review.

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

APPLICATION STATUS

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

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