



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

fcaa.gov.sk

May 2, 2023

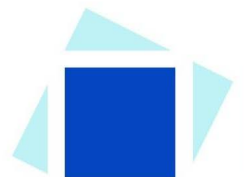




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SPECIAL NOTE

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 \$440 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

400 – 2365 Albert Street

REGINA, SK S4P 4K1

Telephone: [306-787-5550](tel:306-787-5550) [1-877-880-5550](tel:1-877-880-5550) (toll-free) Fax: [306-787-5899](tel:306-787-5899)

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.



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.



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.

The screenshot shows the 'Licence Selection' page. At the top, there is a search bar and navigation icons. The main content area is titled 'Licence Wizard Records' and 'Licence Selection'. It contains an 'Instructions' box with text about selecting a licensing division and type. Below this, there is a 'Type of Licence' section with radio buttons for 'Consumer Credit', 'Consumer Protection' (which is selected), 'Insurance', and 'Pensions'. At the bottom, there is a dropdown menu for 'Select the Licence \ Registration you wish to apply for', with 'Film and/or Video Theatre, Distributor or Retailer' selected.



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



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 2018 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: 122586-00

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 |
| <input type="text"/> | <input type="text" value="john"/> | <input type="text" value="j"/> | <input type="text"/> |
| Title / Position | <input type="text"/> | | |
| Email Address* | <input type="text" value="Please enter a valid email address."/> | | |
| Phone Number* | <input type="text" value="() - - x"/> | | |



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

Please enter address to search..
[Having trouble finding your address? Enable Manual Entry](#)

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:

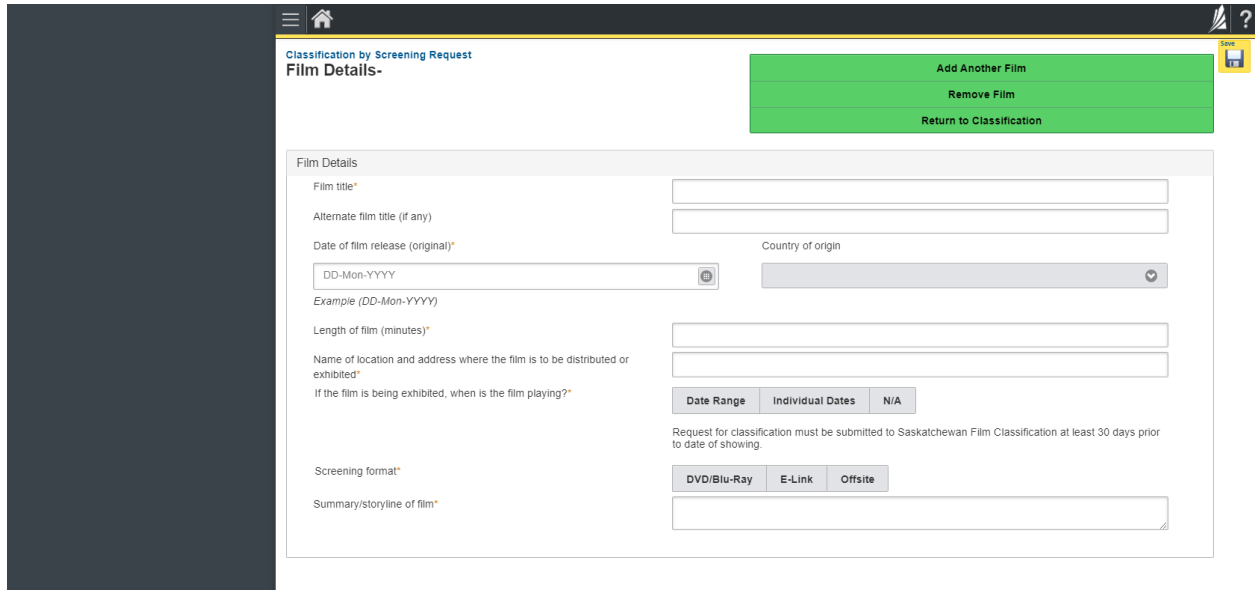
- Film title
- Alternate film title (if any)
- Date of film release
- Country of origin
- Length of film (minutes)
- Name of location and address where the film is to be distributed or exhibited
- If the film is being exhibited, when is the film playing (Note: Request for classification must be submitted 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 displays the 'Classification by Screening Request' application interface. At the top, there is a navigation bar with a home icon, a search icon, and a help icon. Below the navigation bar, the page title is 'Classification by Screening Request' and the main heading is 'Film Details-'. On the right side, there is a green button labeled 'Add Another Film', a smaller green button labeled 'Remove Film', and a green button labeled 'Return to Classification'. The main form area is titled 'Film Details' and contains several input fields and buttons:

- Film title***: A text input field.
- Alternate film title (if any)**: A text input field.
- Date of film release (original)***: A date input field with a calendar icon. Below it, the format 'DD-Mon-YYYY' is shown, along with an example '(DD-Mon-YYYY)'. A small 'i' icon is present next to the date field.
- Country of origin**: A dropdown menu.
- Length of film (minutes)***: A text input field.
- Name of location and address where the film is to be distributed or exhibited***: A text input field.
- If the film is being exhibited, when is the film playing?***: A section with three buttons: 'Date Range', 'Individual Dates', and 'N/A'.
- Screening format***: A section with three buttons: 'DVD/Blu-Ray', 'E-Link', and 'Offsite'.
- Summary/storyline of film***: A text input field with a small icon in the bottom right corner.


Below the 'Date Range' and 'Individual Dates' buttons, there is a note: 'Request for classification must be submitted to Saskatchewan Film Classification at least 30 days prior to date of showing.'

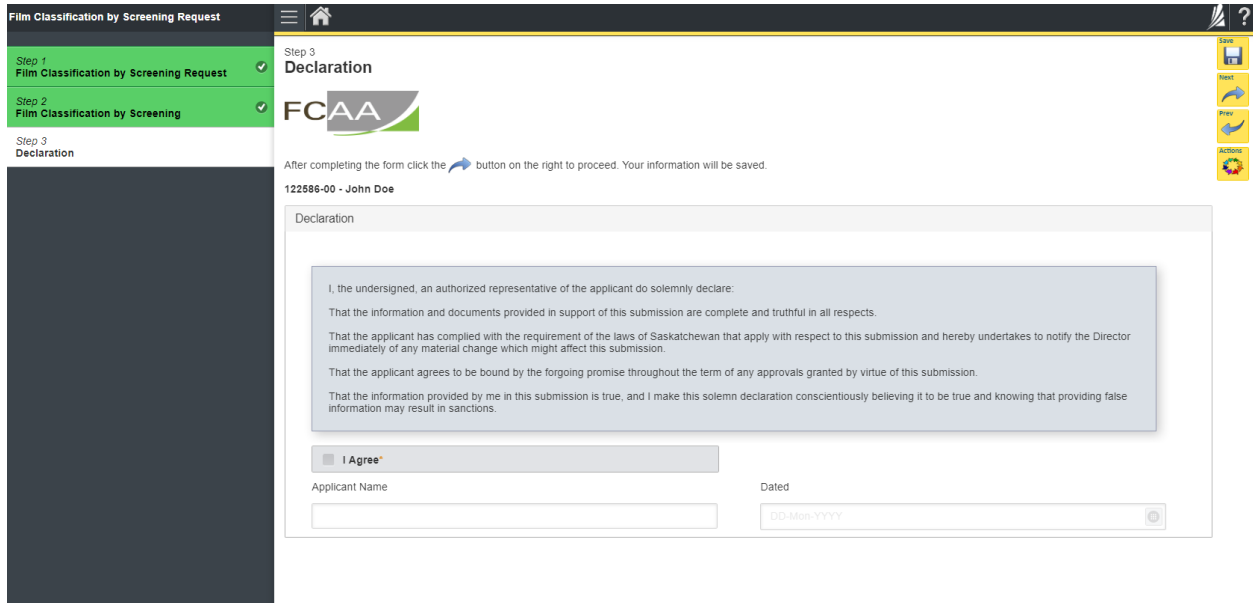


Application for Film Classification by Screening

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

Save
Next
Previous
Home



Application for Film Classification by Screening

Step 4 – Payment

Review and then select “Proceed to Payment”

Film Classification by Screening Request
User Acceptance Testing Mode

Step 1
Film Classification by Screening Request ✓

Step 2
Film Classification by Screening ✓

Step 3
Declaration ✓

Step 4
Payment

Declaration

Step 4
Invoice - 002724

Status
Pending

Print Invoice

Order Details

Order Description: Film Classification by Screening New Licence - Submission #123683-00
Merchant Name: FCAA
Merchant URL: https://fcaa-uat.saskatchewan.ca/

| Item Details | | | | |
|--------------------------------|-------------|----------|----------|----------------|
| Description | Date | Quantity | Price | Subtotal |
| Film Classification - Film One | 02-May-2023 | 1 | \$440.00 | \$440.00 |
| GST: | | | | \$0.00 |
| PST: | | | | \$0.00 |
| HST: | | | | \$0.00 |
| Shipping Cost: | | | | \$0.00 |
| Charge Total: | | | | \$440.00 (CAD) |

Payable Information

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:

Financial and Consumer Affairs Authority
 Consumer Protection Division
 400-2365 Albert Street
 Regina SK S4P 4K1
 Telephone: 306-787-5550 1-877-880-5550 (toll-free) Fax: 306-787-5899
 Email: cpdlicensing@gov.sk.ca
 Web address: www.fcaa.gov.sk.ca/CPD

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
 400-2365 Albert Street
 Regina SK S4P 4K1
 CANADA



[Proceed to Payment](#)

By pressing “Proceed to Payment” you will be transferred to an external site powered by Moneris in order to process your payment. The processing of your payment will be subject to the terms, conditions and privacy policies of the payment processor. By choosing to use make a payment using this service, you agree to pay us, through the payment processor, the listed “Charge Total”. You must provide current, complete and accurate billing information. The billing address and transaction result will be collected by FCAA RLS. Please note that no full credit card numbers will be collected by FCAA RLS.



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 - Film One | 1 | 1 | \$ |
| Shipping: | | | \$ 0.00 |
| GST: | | | \$ 0.00 |
| PST: | | | \$ 0.00 |
| HST: | | | \$ 0.00 |
| Total (CAD): | | | \$ 440.00 |

Customer Details

Customer ID: THANKS

Email Address:

Note:

Billing Address

First Name:

Last Name:

Company:

Address:

City:

Provi 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 - 002724](#) [Print](#)

Payment for Invoice - 002724
Invoice - 002724



MAY 02, 2023 12:54:30
Order ID: CP-2724-001

Moneris Details

Amount: \$440.00 (CAD) Transaction Type: PURCHASE Response: 01/027 - APPROVED * =
 Cardholder: Test Card Number: *****0007 Reference Number: 660144980012180050
 Authorization Code: KN9288

Order Details

Order Description: Film Classification by Screening New Licence - Submission #123683-00 Merchant Name: FCAA
 Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details

| Description | Date | Quantity | Price | Subtotal |
|--------------------------------|-------------|----------|----------|----------------|
| Film Classification - Film One | 02-May-2023 | 1 | \$440.00 | \$440.00 |
| GST: | | | | \$0.00 |
| PST: | | | | \$0.00 |
| HST: | | | | \$0.00 |
| Shipping Cost: | | | | \$0.00 |
| Charge Total: | | | | \$440.00 (CAD) |



Application for Film Classification by Screening

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

Film Classification by Screening Request User Acceptance Testing Mode

Declaration

Step 1: Film Classification by Screening Request ✓
 Step 2: Film Classification by Screening ✓
 Step 3: Declaration ✓
 Step 4: Payment

Step 4 Invoice - 002724 Status: Payment Received

Print Invoice

FCAA MAY 02, 2023 12:54:30
Order ID: CP-2724-001

Moneris Details

Amount: \$440.00 (CAD) Transaction Type: PURCHASE
 Cardholder: Test Card Number: *****0007 Response: 01/027 - APPROVED * =
 Reference Number: 660144980012180050
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 Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details

| Description | Date | Quantity | Price | Subtotal |
|--------------------------------|-------------|----------|----------|----------|
| Film Classification - Film One | 02-May-2023 | 1 | \$440.00 | \$440.00 |

GST: \$0.00
 PST: \$0.00
 HST: \$0.00
 Shipping Cost: \$0.00
Charge Total: \$440.00 (CAD)

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

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:

Financial and Consumer Affairs Authority
 Consumer Protection Division
 400-2365 Albert Street
 Regina SK S4P 4K1
 Telephone: 306-787-5550 1-877-880-5550 (toll-free) Fax: 306-787-5899
 Email: cpdlicensing@gov.sk.ca
 Web address: www.fcaa.gov.sk.ca/CPD

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