



A user guide to assist Film and/or
Video Theatre, Distributor, or Retailer
users with using FCAA's Registration
and Licensing System.

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SPECIAL NOTE

Film and/or Video Theatre, Distributor or Retailer applications, renewals and registration information 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, or access directly the:

- Go to our website (www.fcaa.gov.sk.ca) and navigate to [Film and/or Video Theatre, Distributor or Retailer](#) and webpage to find the link to the General RLS User Guide.
- [RLS portal \(https://fcaa.saskatchewan.ca\)](https://fcaa.saskatchewan.ca).



Before You Begin

Welcome to FCAA's Registration and Licensing System (RLS). This system has been designed to facilitate the process of applying for film and/or video, distributor or retailer registration. 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.

[***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, classification, exemption, or other administration processes, click [here](#).

Pursuant to *The Film and Video Classification Act 2016* registration with SFC is required if you intend to distribute, sell, rent, or publicly exhibit a film or video in Saskatchewan on a continual and successive basis. Classification is required (unless otherwise exempted) before a film is exhibited, distributed, rented, or sold in Saskatchewan. This includes film exhibition, retail sales of DVD's, or lending. It applies to both commercial and non-commercial locations.

To initiate the registration process you will need:

- a. To file an application and obtain a registration using this RLS procedure
- b. To obtain and maintain a registered business name,
- c. To hold a valid email address,
- d. To provide relevant information when requested
- e. To provide updates of any change to information provided

Name Registration

All corporations and operating (business) names must be registered with the [Corporate Registry of the Information Services Corporation \(ISC\)](#). Phone [1-866-275-4721](tel:1-866-275-4721) for information on this procedure. If you are a sole proprietor, you will need to register an operating/business name with ISC.

Contact Information

Director, *The Film and Video Classification Act, 2016*
Financial and Consumer Affairs Authority
Saskatchewan Film Classification
4th Floor, 2365 Albert Street
REGINA SK S4P 4K1
Telephone: [306-787-5550](tel:306-787-5550) [1-877-880-5550 \(toll-free\)](tel:1-877-880-5550) 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 registration 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.



The Film and/or Video Theatre, Distributor or Retailer Application

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 and/or Video theatre, Distributor or Retailer

Before You Begin page

The “Before You Begin” page outlines basic information about Film and/or Video theatre, Distributor or Retailer registration, legal definitions, name registration, 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.



Step 1 – Primary Contact

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 registration interface. On the left is a navigation menu with steps 1 through 6. Step 1, 'Film and/or Video Theatre, Distributor, Retailer or Wholesaler Registration', is currently active. The main content area includes submission instructions, submission information (Submission Number: 122148-00, Registration Event Type: New Registration), and a section for Primary Contact Information. Below this section is a form with the following fields:

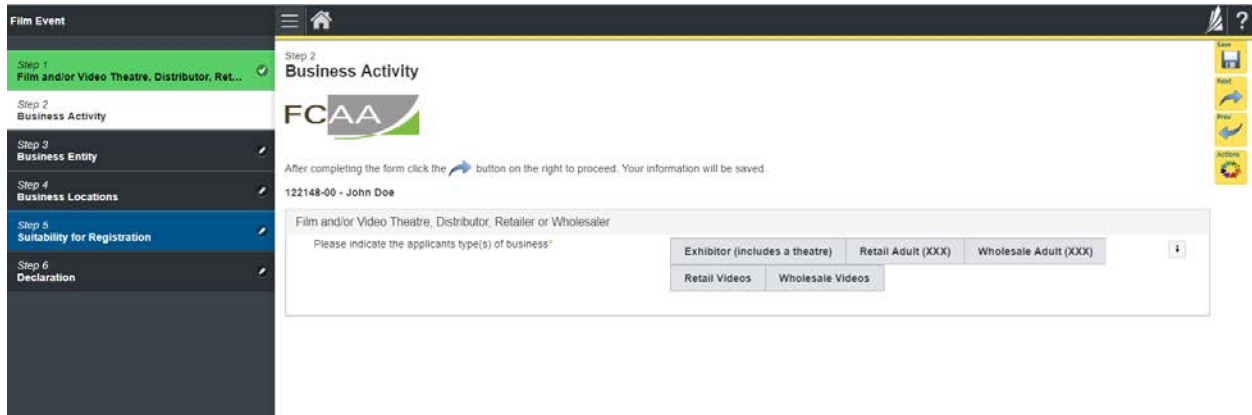
- Question: "Are you the primary contact person for this request?*" with "Yes" and "No" radio buttons.
- Prefix: A dropdown menu.
- First Name*: Input field containing "john".
- Last Name*: Input field containing "j".
- Middle Name: Empty input field.
- Title / Position: Empty input field.
- Email Address*: Input field with placeholder text "Please enter a valid email address."
- Phone Number*: Input field with placeholder text "() - - x".




Step 2 – Business Activity

Please indicated the applicant type(s) of business by selecting the box(s) that apply to your business. If you select a box in error, just click it again and it will deselect it. Depending on your selection(s), more questions may appear below that will require answers.

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



The screenshot shows a web interface for the FCAA registration process. On the left is a vertical sidebar with a list of steps: Step 1 (Film and/or Video Theatre, Distributor, Ret...), Step 2 (Business Activity), Step 3 (Business Entity), Step 4 (Business Locations), Step 5 (Suitability for Registration), and Step 6 (Declaration). Step 2 is currently active. The main content area is titled 'Step 2 Business Activity' and features the FCAA logo. Below the logo, there is a message: 'After completing the form click the  button on the right to proceed. Your information will be saved.' The user's name and ID are shown as '122148-00 - John Doe'. The main form area is titled 'Film and/or Video Theatre, Distributor, Retailer or Wholesaler' and contains the instruction 'Please indicate the applicants type(s) of business*'. There are five buttons for selection: 'Exhibitor (includes a theatre)', 'Retail Adult (XXX)', 'Wholesale Adult (XXX)', 'Retail Videos', and 'Wholesale Videos'. On the right side of the page, there is a vertical toolbar with icons for 'Save', 'Next', 'Prev', and 'Actions'.



Step 3 – Business Entity

Select the type of business entity (i.e. Corporation, Partnership, Sole Proprietor).

If a corporation, provide the following:

- Corporation name (Entity name) as listed with the Information Services Corporation
- Information Services Corporation (ISC) Registration Number (called the entity number)
- An uploaded ISC Corporate Registry Profile Report
- The names of all corporate officers/director's responsible for the Saskatchewan operation

If a partnership, provide this information:

- Partnership name (Entity name)
- ISC Registration Number (Entity number)
- Upload the ISC Corporate Registry Profile Report
- Provide the names of each member of the partnership (if applicable, this includes the ISC number for partner of the partnership that are corporations). The information you provide about the members of your partnership should correspond to the information registered with ISC.

If a sole proprietor, provide this information

- Information Services Corporation (ISC) registered business name (Entity name) and Registration Number (Entity number)
- Upload the ISC Corporate Registry Profile Report
- Provide the legal (i.e. birth) name of the sole proprietor


Once the type of business entity has been selected:

Indicate whether you conduct business as a Film and/or Video theatre, Distributor or Retailer under any other business/operating name(s), select “Yes” and provide the required information or select “No”.

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

Indicate if the mailing address you have provided is appropriate for the service of legal documents, select “Yes” provide the address or select “No”.



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

Film Event

Step 1
Film and/or Video Theatre, Distributor, Ret... ✓

Step 2
Business Activity ✓

Step 3
Business Entity

Step 4
Business Locations


Step 5
Suitability for Registration

Step 6
Declaration

Step 3
Business Entity

FCAA

122148-00 - John Doe

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

Business Entity Information

Please select the type of business entity as registered with ISC*

Corporation Partnership Sole Proprietor

Corporation

Please provide the following information about your corporation:

Corporation name (Entity name)* Films Inc.

ISC registration number (Entity number) 134567

Do you have an ISC Corporate Profile Report to upload? Yes No

Please upload the ISC Corporate Profile Report

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Download File Remove File

[Click here to view an example of an ISC Corporate Profile Report for Corporation.](#)

If you do not have your ISC Corporate Profile Report please go to <https://www.isc.ca> to obtain it.

Please provide the names of all corporate officers responsible for Saskatchewan:

Name of Officer or Director*

Add another Officer or Director Record +

Does your corporation have additional officers, other than those listed above? Yes No

Do you operate under any different business/operating names? Yes No

Mailing Address Information

Please provide the mailing address where you would like to receive any print correspondence related to this registration:

Address Lookup

Please enter address to search...

Having trouble finding your address? Enable Manual Entry

Street/P.O. Box*

City*

Canadian Postal Code A9A 9A9

Province* SASKATCHEWAN

Is the mailing address you have provided appropriate for the service of legal documents?* Yes No

Please provide an address for legal service:

Name of Company

Street/P.O. Box*

City* Province* Postal Code*



Step 4 – Location of Business


Please add all business location(s)

- Manager's Name
- Manager's email
- Street, city, postal code and Province

Select the green button on the bottom to add another business location.



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

The screenshot shows a web application interface for 'Film Event'. The main content area is titled 'Step 4 Location of Business'. Below the title, there is a message: 'After completing the form click the  button on the right to proceed. Your information will be saved.' The user's name '122148-00 - John Doe' is displayed. The form is titled 'Business Location Details' and contains the instruction 'Please add all business locations:'. The form fields are: 'Manager Name*' (text input), 'Manger Email Address*' (text input), 'Address Lookup' (text input with a search icon and a link 'Having trouble finding your address? Enable Manual Entry'), 'Street*' (text input), 'City*' (text input), 'Postal Code*' (text input), and 'Province*' (dropdown menu showing 'SASKATCHEWAN'). At the bottom of the form, there is a green button labeled 'Add another Business Location' with a plus icon. On the right side of the page, there is a vertical toolbar with icons for 'Next', 'Previous', and 'Home'. The left sidebar shows a list of steps: Step 1 (checked), Step 2 (checked), Step 3 (checked), Step 4 (current), Step 5, and Step 6.



Step 5 – Suitability for Licensing

The Regulations require that applicants submit evidence of their suitability for licensing. If your registration application is approved, you may be required to update this evidence periodically to ensure continued compliance.

Indicate if during the past ten years has the sole proprietor, partners or corporation had a business licence refused, suspended or cancelled under the laws of any province territory, state or count, if “Yes” please provide details.

Indicate if any of the sole proprietor, partners or corporate directors (with responsibility for Saskatchewan) have been convicted of a criminal offence within the previous 10 years. If “yes” provide details.


Provide Criminal Record Checks (CRC) for the following individuals, a list of people will appear. You will need to provide the following.

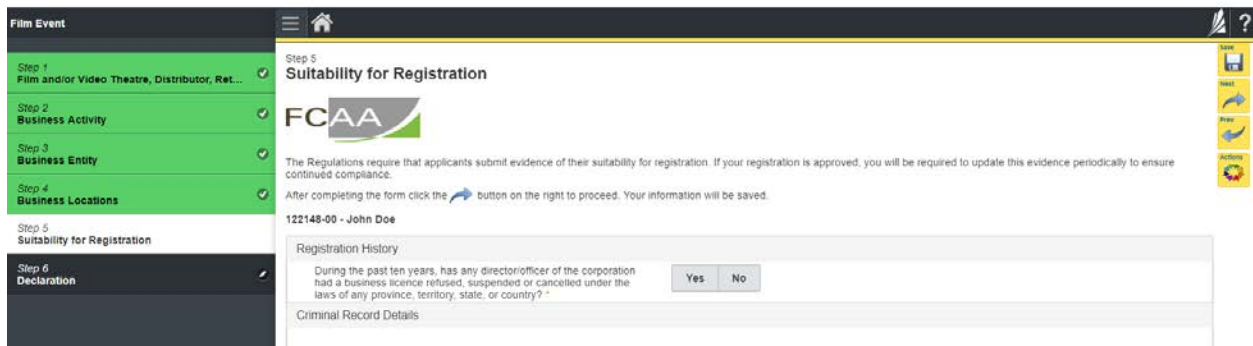
- First Name and Last Name
- Indicate whether you have a criminal record check to upload. If yes, upload the document. If no, you must provide a reason why.


Note that unless otherwise requested, a CRC is required for new applications only or if a one of the individuals listed has been convicted of a criminal activity since licensing. For clarity, the CRC is required for the directors/officers who have responsibility for the Saskatchewan operation.

If a criminal record check (CRC) is required, you may request one from an online CRC provider as long as they are licensed to provide credit reports in Saskatchewan. You may determine if they are licensed in Saskatchewan at [FCAA411](#), by selecting "credit reporting agencies" under the "licensing type" tab and clicking the search tab (note only CRC's from licensed on-line providers are accepted).

There is a listing at the bottom of the [Credit Reporting web page](#) that is updated periodically, or contact your local police station, request a CRC and upload with your application when requested.

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



The screenshot shows the FCAA registration interface. On the left is a sidebar with steps: Step 1 (Film and/or Video Theatre, Distributor, Retailer), Step 2 (Business Activity), Step 3 (Business Entity), Step 4 (Business Locations), Step 5 (Suitability for Registration), and Step 6 (Declaration). The main content area is titled 'Step 5 Suitability for Registration' and features the FCAA logo. Below the logo, it states: 'The Regulations require that applicants submit evidence of their suitability for registration. If your registration is approved, you will be required to update this evidence periodically to ensure continued compliance.' It then instructs: 'After completing the form click the  button on the right to proceed. Your information will be saved.' A yellow 'Next' button with a right-pointing arrow is visible. Below this, the user information '122148-00 - John Doe' is shown. A 'Registration History' table is partially visible, with a row containing the question: 'During the past ten years, has any director/officer of the corporation had a business licence refused, suspended or cancelled under the laws of any province, territory, state, or country?' and two buttons labeled 'Yes' and 'No'. At the bottom, there is a section for 'Criminal Record Details'.



RLS User Guide: Film, Theatre, Distributor, Retailer

Criminal Record Details

If a criminal record check (CRC) is required, you may request one from an online CRC provider as long as they are licensed to provide credit reports in Saskatchewan. You may determine if they are licensed in Saskatchewan at [FCAA411](#), by selecting "credit reporting agencies" under the "licensing type" tab and clicking the search tab (note only CRC's from licensed on-line providers are accepted). For your convenience, there is a listing at [the Credit Reporting](#) web page that is updated periodically.

You may also contact your local police station, request a CRC and upload with your application when requested.

A CRC must be uploaded if you have been convicted of a criminal offense. You will not be allowed to continue this registration process if you, the partners, or the directors responsible for Saskatchewan, intend to sell, distribute or exhibit [adult film](#) and do not upload a CRC. CRC responses and uploads may be independently validated by our office. Inaccurate responses are subject to sanctions.

Has any director or officer of the corporation with responsibility for the Saskatchewan operation been convicted of a criminal offence?*



Please provide Criminal Record Checks (CRC) for the following individuals:
John D Doe

First Name*

Last Name*

Do you have a Criminal Record Check to upload?*

Effective date*

DD-Mon-YYYY



Upload Criminal Record Check*



Step 6 – Declaration



Read the declaration and if in agreement click “I Agree”. Select “save” icon to the right of your page and the “submit application” will appear. Select the “submit Application” button.

Film Event

Step 1
Film and/or Video Theatre, Distributor, Ret... ✓

Step 2
Business Activity ✓

Step 3
Business Entity ✓

Step 4
Business Locations ✓

Step 5
Suitability for Registration ✓

Step 6
Declaration

Step 6 Declaration

FCAA

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

122148-00 - 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 application are complete and truthful in all respects.

That the applicant has complied with the requirement of the laws of Saskatchewan to which it has applied for a registration and hereby undertakes to notify the Director immediately of any material change which might affect this application. I understand that this includes changes to name, address, ownership, directors, and authorized officials.

That the applicant agrees to be bound by the forgoing promise throughout the term of any registration granted by virtue of this Application.

That the information provided by me in this application 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: john j

Dated: 28-Aug-2019

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

Submit Application

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. License/Registration Approval
3. License/Registration 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 Licenses/Registration” portal, select your license and then “View License” to view your approved licence. Note any conditions that apply to the registration.

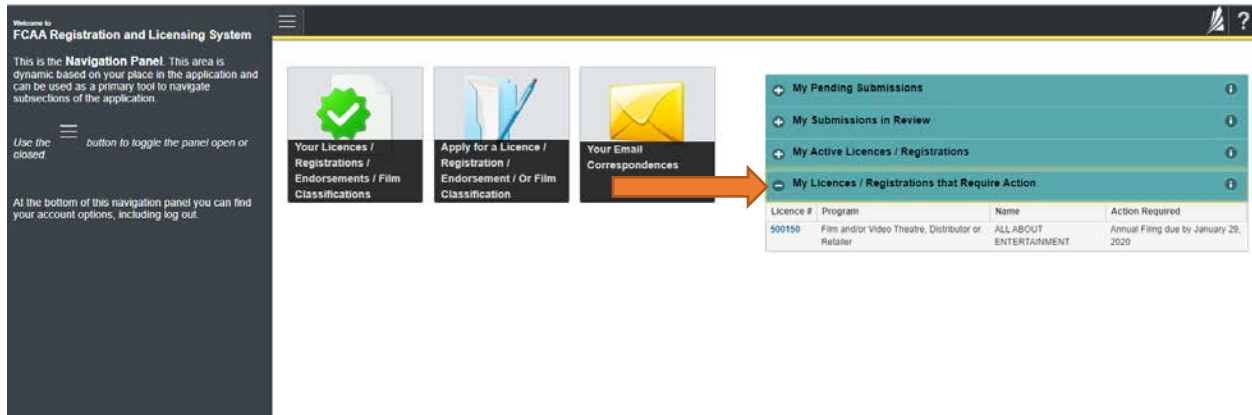
License Rejection Email - If you receive such an email, your application has not been approved. You will thereafter be provided with further correspondence with reasons and be given an opportunity to be heard/appeal.



ANNUAL FILINGS/RENEWALS

You are required to file a renewal annually. You will receive a reminder about 30 days prior to this required filing. You will need to login to your account, and click on “ My Licenses/Registration that Require Action” (see screen shot below with orange arrow). Then select your licence in blue to begin the “Renewal/annual Filing”.

- Go through each step and update any changes to your information if necessary
- Declare the accuracy of the submission



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 Licenses/Registration – from this portal you can view your active licenses

My Licenses/Registration that Require Action – this portal contains your licenses or registrations that require annual filing.