



## Box Platform — information for applicants

The Classification Branch has introduced the ability to upload film and computer game content instead of having to provide it on physical media.

The upload function is hosted by Box ([www.box.com](http://www.box.com)). The Box platform provides a secure and easy option for submitting content.

Some important information about how to title the content you upload, and hints and tips about the Box platform, is below.

### Preferred file naming conventions

Please clearly name any files you upload with a meaningful title, to ensure efficient processing of your application.

#### Films with one file

This is where your film or content for an application is contained in a single file. The preferred naming convention is as follows:

[APPLICANT NAME] — [TITLE OF FILM]

e.g.: HAPPY FILM COMPANY — OSCAR FILM

#### Films with multiple files (including TV series)

This is where your film or content for an application is contained in two or more files, including a series of episodes for a TV series. The preferred naming convention is to give each file a meaningful name to describe the content, as follows:

[APPLICANT NAME] — [TITLE OF FILM] — [DESCRIPTION OF CONTENT / EPISODE NUMBER / NAME]

e.g.:

HAPPY FILM COMPANY — OSCAR FILM — DIRECTOR'S COMMENTARY

HAPPY FILM COMPANY — OSCAR FILM — DELETED SCENES

HAPPY FILM COMPANY — THE CARTOON SHOW SEASON 1 — EPISODE 1 HAPPY LAND

HAPPY FILM COMPANY — THE CARTOON SHOW SEASON 1 — EPISODE 6 SCARY VOLCANO



## Computer games

Computer games generally need multiple files for classification. These files will generally be a mix of video files and game builds. The preferred naming convention is to give each file a meaningful name to describe the content, as follows:

[APPLICANT NAME] — [TITLE OF COMPUTER GAME] — [CHAPTER/EPISODE TITLE (if applicable)] — [DESCRIPTION OF UPLOAD]

e.g.:

BIG GAME CO — PEW PEW III — GAME BUILD FOR PS4

BIG GAME CO — PEW PEW III — CONTENTIOUS MATERIAL GAMEPLAY

BIG GAME CO — PEW PEW III — STANDARD GAMEPLAY WALKTHROUGH

NOISY GAMES — THE COWS — CHAPTER 3: IT'S CUD TIME — XBOX BUILD

NOISY GAMES — THE COWS — CHAPTER 3: IT'S CUD TIME — GAMEPLAY FOOTAGE

## Maximum file sizes

There is an individual maximum file size of 15GB.

You are able to upload multiple files, provided that no individual file is greater than 15GB. Please keep the number of files you upload for a single application to a manageable number.

## Preferred file formats

We prefer that any video footage is provided in .mp4 format.

Game builds can be uploaded in any [acceptable format](#) described on our website. If you wish to provide Nintendo Switch builds, please contact us by emailing [applications@classification.gov.au](mailto:applications@classification.gov.au).

Please do not provide application forms or other documentation via Box — please use the upload options on the application form within the [application portal](#).

## Editing and deleting uploaded files

You will not be able to edit or delete files that you upload. If you upload a file in error and wish to change it, please contact the applications team by emailing [applications@classification.gov.au](mailto:applications@classification.gov.au).

## Portal timeouts

You will have approximately one (1) hour to upload files via the [application portal](#). If you experience a portal timeout while you are uploading, or you have trouble using the upload facility, please contact the applications team by emailing [applications@classification.gov.au](mailto:applications@classification.gov.au) and we can provide you with alternative arrangements.