STEP-BY-STEP GUIDE ON AMENDMENT OF APPLICANT'S DETAILS

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Introduction

This e-Service allows a Registrant to make an amendment to the applicant's details (under Amend Licence – amend@prism) of their notifications.

The company CRIS Administrator has to grant the Submitter role to its employee first before that employee can access this e-Service to update the applicant information.

Using this e-Service, the fields under Applicant's Details section that can be updated are:

- 1) Name
- 2) NRIC/FIN No
- 3) Contact Telephone Number
- 4) Contact Fax Number
- 5) Contact E-mail

Login access

The applicant should already be authorized by the company in the Client Registration & Identification Service (cris@hsa) for the submission. Information on CRIS may be obtained from:

http://www.hsa.gov.sg/content/hsa/en/Health Products Regulation/CRIS.html

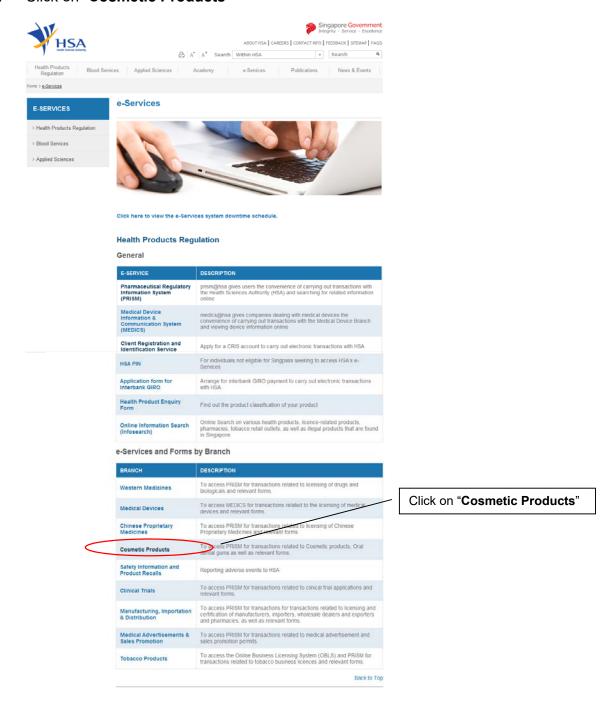
CorpPass is required for authentication and authorization.

How can my company submit an amendment of applicant's details?

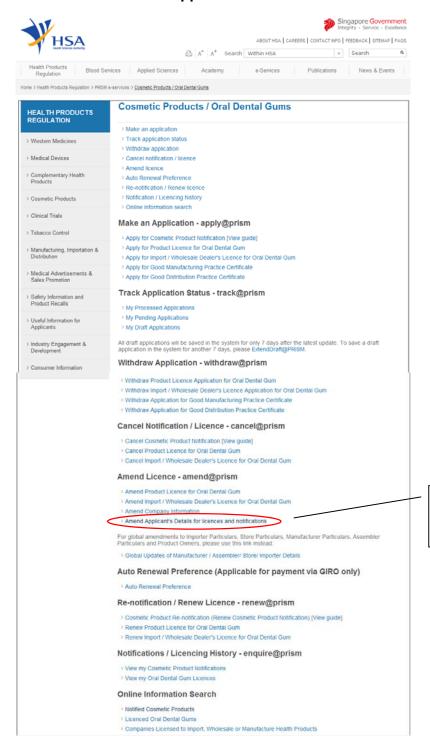
1. To submit an amendment of applicant's details, please go to the following website:

http://www.hsa.gov.sg/content/hsa/en/e-Services.html#HPRG

2. Click on "Cosmetic Products"



3. Click on "Amend Applicant's Details for licences and notification"

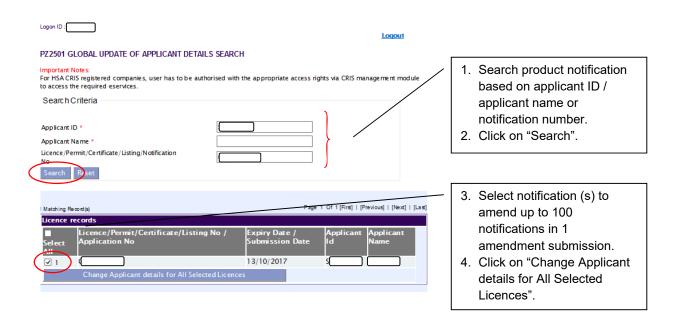


Click on "Amend Applicant's Details for licences and notification".

- 4. Thereafter, you will be directed to the following page:
 - Login using CorpPass



5. Upon successful authentication, a welcome page will be shown. Click "Accept/Continue" to proceed with the eService. You will be directed to the online application form.



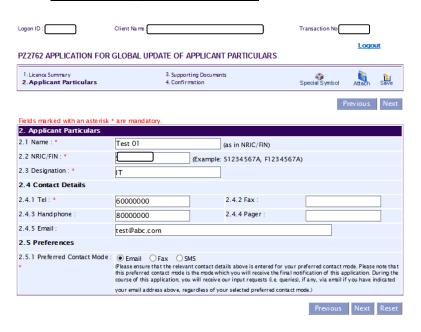
PLEASE FILL IN ALL SECTIONS IN ENGLISH

6. Section 1: Licence Summary



- Search result shown selected notification (s) to amend.
- 2. Click on "Next".

7. Section 2: Applicant Particulars



- 1. Ensure that the details are accurate.
- 2. Click "**Next**" to proceed to the next section.

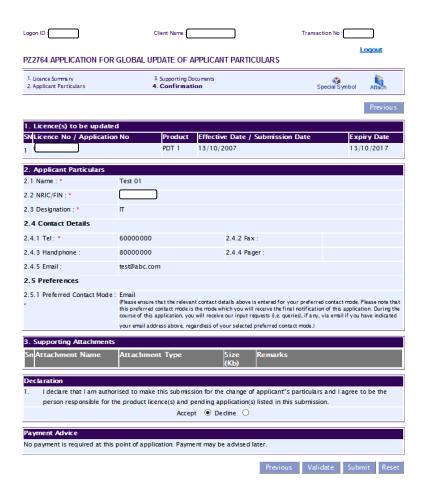
*Please ensure that the relevant contact details above are entered for your preferred contact mode. Please note that this preferred contact mode is the mode which you will receive the final notification of this application. During the course of this application, you will receive our input request (i.e. queries), if any, via email if you have indicated your email address above, regardless of your selected preferred contact mode.

8. Section 3: Supporting Documents



- Attach supporting document(s) by clicking on "Browse" to select the file, if required.
- 2. Click on "**Next**" to proceed to the next section.

9. Section 4: Confirmation



- Read through the "Declaration" section and select "Accept".
- 2. Proceed to "Validate" the submission.
- The pop up box will indicate that the validation of the Global update is successful.
- 4. Click on "Submit".

Logon ID : Client Name	Application No:
PZ276NULL APPLICATION FOR GLOBAL UPDATE OF APPLICANT PART PZ276PZ4855 APPLICATION FOR GLOBAL UPDATE OF APPLICANT PART	Date of Submission: 08/04/2014
Acknowledgement	
Your application have been successfully submitted	
Please note that your application number is	
Client Code :	
	Show Printer–Friendly version

- Upon successful submission of the amendment of applicant's details, you will receive an Acknowledgement.
- Print a copy of the Acknowledgement via "Show Printer Friendly Version".

Helpdesk

1) If you require any technical assistance regarding PRISM and cosmetic product notification, please contact the Helpdesk at:

Tel: 67760168

Email: <u>helpdesk@hsahelp.gov.sg</u>

2) Cosmetics Control Unit Tel: 65 6866 1111

Email: HSA Cosmetics Control@hsa.gov.sg

The information in this Guideline shall be updated or revised from time-to-time. For any new, addition, amendments or deletion made to this Guideline, please refer to the latest version in our website www.hsa.gov.sg.