

PREPARATION NOTES ON APPLICATION FOR ADVERTISEMENT & SALES PROMOTION PERMIT

1. This online form may take you 15 minutes to complete.
2. You may need the following information/item(s) to fill the form:
 - 1) For company who first apply license with HSA, you are required to register with cris@hsa.
 - 2) You will require a [Corppass](#) or [HSA Pin](#) to login the system for authentication and authorization.
3. Mode of payment
 - GIRO
 - Credit Card / Debit Card

GIRO requires pre-registration. The registration process will take around 3 to 4 weeks after the submission of the application form.

For GIRO registration, applicant will need to submit the GIRO application form to HSA Finance department, please download the form [here](#).

Application Form

Part One - Company's particular

This section requires

- 1) Company Name
- 2) Company Address (ARCA registered address)
- 3) Company Telephone / Fax number
- 4) Unique Entity Number (UEN)

As the company has already registered with CRIS, the above information will be pre-populated. Applicant could also fill the billing address if it is different from the Company address.

Part Two – Applicant Particulars

This section requires

- 1) Applicant Name
 - 2) Applicant NRIC/Fin
 - 3) Designation
 - 4) Contact Details like Telephone / Fax / Handphone number and E-mail address
 - 5) Preferred Contact mode
- (The preferred contact mode is the mode which you will receive the final notification of the application. During the course of the application, you will receive our input requests (i.e. queries), if any, via email. If no email is provided, fax will be used instead.)

Part Three – Types of Application

This section requires

- 1) Application Type (Advertisement or Sales Promotion)
- 2) Advertisement Method (Still, Sound, Light & Sound),
- 3) Sub-method and Language (This field is applicable for Application Type-Advertisement only)

Part Four – Product

This section requires

- 1) Product Type (Chinese Proprietary Medicine / Others / Oral Dental Gum)
- 2) Product Licence No/Reference No / Listing No
- 3) Product name, ingredients, manufacturer and recommended use
(These fields are applicable for Product Type-Others only)

Part Five – Supporting Document (as Attachments)

This section requires attachment of soft copy of

- 1) Advertisement
- 2) Sales Promotion Mechanics (if chosen Application Type is Sales Promotion)

Please use this standard template for Sales Promotion Mechanics:

1. Name of product(s) (maximum 5).
2. Sales promotion activity (multiple activities may be submitted) - To provide details, e.g. price discount and its discount quantum.
3. Sales promotion announcement or messages - To provide details on how the above activities will be communicated, e.g. 'Special discount'.
4. Promotion venue - Venue(s) where the above activities will be carried out, e.g. retail pharmacy, shopping centre.