

PREPARATION NOTES ON AMENDMENT APPLICATION FOR ADVERTISEMENT & SALES PROMOTION PERMIT

1. This online form may take you 10 minutes to complete.

The time taken varies depending on the number and sizes of the file attachments, configurations of your computer and network system, internet performance etc. The recommended computer and network configurations can be found [here](#).

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 – Licence/Permit/Certificate/Listing Summary

This section requires the applicant to provide a short description of the amendments made.

Example:

- Minor changes to the advertisement content, such as inclusion or omission of some words
- Minor changes to the sales promotion mechanics, such as addition of sales promotion wobbler

Part Two – Company Particulars

The company details will be retrieved and displayed by the system.

Part Three – 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 Four – Types of Application

The type of application will be retrieved and displayed by the system.

Part Five – Products

The product(s) will be retrieved and displayed by the system.

Part Six – Supporting Documents (as Attachments)

This section requires attachment of soft copy of

- 1) Amended copy of the complete set of advertisement
(If the Application Type is Advertisement)
- 2) Amended copy of the complete set of sales promotion mechanics
(If the Application Type is Sales Promotion)