AMEND CHINESE PROPRIETARY MEDICINES PRODUCT LISTING APPLICATION

The online form to apply for Amendment Application for Chinese Proprietary Medicines Listing may take an average of 30 to 40 minutes to fill in.

The time taken varies depending on the type of amendment involved, number and sizes of the file attachments, configurations of applicant's computer and network system, internet performance etc. The recommended computer and network configurations are at http://www.hsa.gov.sg/content/hsa/en/Health_Products_Regulation/PRISM_e-services/system-requirements-for-prism.html.
Please note that the time stated above excludes time taken for preparatory work in relation to filling the online form (e.g. scanning documents for file attachments).

Please note the following before filling up the form:

1. For a company which is using PRISM for the first time, CRIS registration is required beforehand.

2. A CorpPass (from 2 May 2017) or HSA PIN (which is applicable for foreigners residing overseas only) is required for applicant to login the system for authentication and authorization.
   For more information on CorpPass, please visit https://www.corppass.gov.sg/.
   For more information on HSA Pin, please visit
   http://www.hsa.gov.sg/content/hsa/en/Health_Products_Regulation/HSA_PIN.html.

3. At the start of the application, applicant is required to key in the CorpPass ID followed by CorpPass password. Next the applicant needs to key in the applicant ID i.e. the NRIC of the person from the company which is registered with CRIS.

4. After accepting the Terms and Conditions of Use of the online form, applicant then proceeds to the main part of the form.

Application Form

Please read the instructions on the application form carefully. A Chinese software may be necessary to be installed in applicant's computer to key specific fields in Chinese.

Under the Search Criteria, applicant will need to select the Licence/Permit/Certificate/Listing Type as "Chinese Proprietary Medicine - Product Listing". Next, applicant can either key in the Licence/Permit/Certificate/Listing Number or Product Name to perform a search and select the relevant product listing(s) to amend.

Following that, under the Licence/Permit/Certificate/Listing Summary, applicant is required to furnish the amendment details (i.e. which are the portions to be amended).

Kindly note that the approval of the amendment is subject to the evaluation by the Licensing Authority.

Part One – Company Particulars

In this section, applicant will verify the following pre-populated information:
1) Company Name
2) Company Address, Postal Code, Level and Unit number (based on ACRA registered address)
3) Company Telephone / Fax number
4) Unique Entity No. (UEN)

If there is a change in company particulars, please apply (through CRIS) to update the particulars at Amend Company Information

Part Two – Applicant Particulars

In this section, applicant will verify the following information:
1) Applicant Name (applicant must be CRIS registered)
2) Applicant NRIC/Fin (applicant must be CRIS registered)
3) Designation
4) Contact Details like Telephone/Fax/Handphone/Pager number and E-mail address
5) Preferred Contact mode

If there is a change in applicant particulars, please apply (through CRIS) to update the particulars at Amend Applicant's Details for licences and applications

Part Three – General Product Details

In this section, applicant can choose to amend any of the following:
1) Product Name & Brand Name in English
2) Product Name & Brand Name in Chinese, if any
3) Shelf Life
4) Pack Sizes
5) Batch numbering system
6) Product name in country of origin (for imported products)

Part Four – Ingredient Details

In this section, applicant can choose to amend any of the following:
1) Weight or volume per unit measure of product
2) Inactive ingredient Name in English & Chinese
3) Quantity of inactive ingredient per unit measure of product

Part Five – Manufacturer Particulars

(Note: This section is only applicable to changing or adding manufacturing site of the existing overseas manufacturer)

In this section, applicant can amend the following:
1) Manufacturer name in English & Chinese(only applicable to amending an existing entry, not for changing to another manufacturer)
2) Manufacturer's address (only applicable to amending/adding to an existing entry)

Part Six – Overseas Assembler(s) Particulars

(Note: This section is only applicable to products that have undergone overseas secondary assembly by another factory)

In this section, applicant can re-choose the following:
1) Assembler name in English & Chinese, if any

Part Seven – Details of Starting Material(s) For Locally Manufactured Product

(Note: This section is only applicable to locally manufactured products)

In this section, applicant can choose to amend any of the following:
1) Source(s) of starting materials for the locally manufactured product.
2) Supplier's Name

Part Eight – Supporting Attachments

Depending on the product listing type selected and the type of amendment involved, applicant would have to scan and attach the relevant documents. The Licensing Authority may also request for further documents or information while processing the amendment application.

Part Nine – Confirmation

In this section, applicant should check whether the information keyed and the documents attached are correct. After checking, applicant must then accept the declarations required for this application. Next is to validate and then submit the application.

Other Useful Information

For more details on the guidelines and requirements on the application of Chinese Proprietary Medicines product listing and dealer's licences, please visit the following website : http://www.hsa.gov.sg/content/hsa/en/Health_Products_Regulation/Complementary_Health_Products/Chinese_Proprietary_Medicines.html