

## **WITHDRAWAL APPLICATION FOR LICENCE TO KEEP AND SELL CONTROLLED DRUGS BY WHOLESALE**

Please note that companies must register with Client and Registration and Identification Service (CRIS) and applicants must have valid CRIS user rights in order to be able to submit applications on behalf of the company via [withdraw@prism](mailto:withdraw@prism). For more information on CRIS, please refer to [http://www.hsa.gov.sg/content/hsa/en/Health\\_Products\\_Regulation/CRIS.html](http://www.hsa.gov.sg/content/hsa/en/Health_Products_Regulation/CRIS.html)

1. The online form may take an average of 5 minutes to fill in.

The time taken varies depending on the number and sizes of the file attachments, configurations of your computer and network, internet performance, etc. 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).

The recommended computer and network configurations can be found at

[http://www.hsa.gov.sg/content/hsa/en/Health\\_Products\\_Regulation/PRISM\\_e-services/system-requirements-for-prism.html](http://www.hsa.gov.sg/content/hsa/en/Health_Products_Regulation/PRISM_e-services/system-requirements-for-prism.html)

2. With effect from 1 September 2018, the applicant will require a CorpPass before he/she can login to PRISM to retrieve the application form. A person who drafts an application on behalf of his/her company and is not a Singaporean Citizen, Permanent Resident or Employment Pass holder can apply for a HSA PIN to login to PRISM. The CorpPass or HSA PIN is necessary for authentication and authorization purposes.

For more information on CorpPass, please refer to <http://www.corppass.gov.sg/>

For more information on HSA PIN, please refer to

[http://www.hsa.gov.sg/content/hsa/en/Health\\_Products\\_Regulation/HSA\\_PIN.html](http://www.hsa.gov.sg/content/hsa/en/Health_Products_Regulation/HSA_PIN.html)

3. Mode of payment- **Not applicable**. No payment fee is required for submitting withdrawal applications.

## Application Form

This section allows the search for the application for the licence to be withdrawn.

- (1) Select the **Licence Type** (Controlled Drugs - Wholesale Licence).
- (2) Enter the **Application Number** to be withdrawn.

**PZ2001 WITHDRAW@PRISM**

**Important Notes:**  
For HSA CRIS registered companies, user has to be authorised with the appropriate access rights via CRIS management module to access the required eservices.

Search Criteria

Licence/Permit/Certificate/Listing/Registration Type\*

Application no.

Product Name

Please do not create withdrawal application using the new window via right mouse click.

41 Matching Record(s) Page 1 Of 5 [First] | [Previous] | [Next] | [Last]

S/No	Application No	Action
1		<a href="#">Withdraw</a>

### Part 1. Application Summary

The applicable Licence No., the original application date and application status of the pending licence will be pre-populated.

This section requires the applicant to verify the information.

- (1) Click '**Next**' button to proceed to **Part 2. Applicant Particulars** section.

1. Application Summary	
1.1 Application No.:	<input type="text"/>
1.2 Original Application Date:	<input type="text"/>
1.3 Application Status:	Pending Approval

### Part 2. Applicant Particulars

This section requires the applicant to fill in the name of applicant.

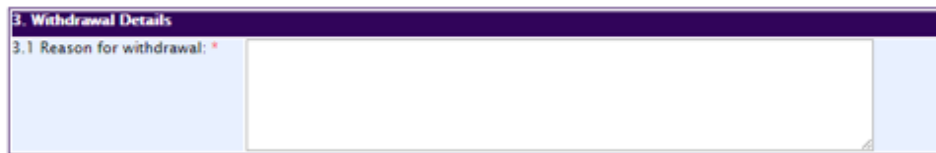
2. Applicant Particulars	
2.1 Name: *	<input type="text"/>

Click '**Next**' button to proceed to **Part 3. Withdrawal Details** section.

### Part 3. Withdrawal Details

This section requires the applicant to fill in the reason for withdrawal.

- (1) Specify the reason for withdrawal.
- (2) Click '**Next**' button to proceed to **Part 4. Confirmation and Declaration** section.



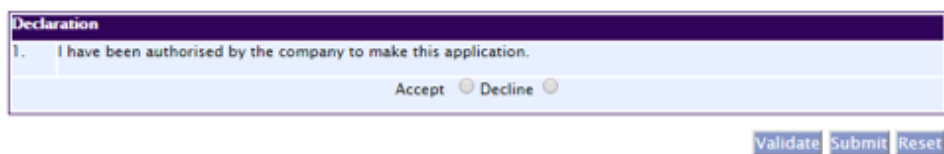
#### **Part 4. Confirmation and Declaration**

This section shows the information provided in all sections of the Withdrawal Application for Licence to Keep and Sell Controlled Drugs by Wholesale.

- (1) Applicant is required to confirm the information provided in all sections are correct and click the **'Validate'** button.

*(Note: Applicant may click the **'Save'** button to save a copy of the draft application if he/she wishes to complete the application at a later time.)*

- (2) Once validation is successful, applicant is advised to read through the declaration carefully before accepting to undertake the conditions.
- (3) Click the **'Submit'** button to submit the Withdrawal Application.



#### **Acknowledgement**

This section acknowledges that the application has been submitted to HSA for processing. An application number will be generated for the successful application submitted.

Applicant may wish to print a copy of this acknowledgement page or take note of the **Application Number** for ease of reference. Applicant may provide the application number if he/she wishes to communicate with HSA.



*Note: The show Printer Friendly version allows applicant to print or view the application.*

## **Other Useful Information**

1. You may check on the status of your application upon submission at [track@prism](mailto:track@prism).
2. Kindly contact the HSA Helpdesk if you encounter any technical issues (IT problems) during the application submission.

HSA HelpDesk

Tel : 6776 0168 (from 7:00 am to midnight daily)

Fax : 6872 3054

Email : [helpdesk@hsahelp.gov.sg](mailto:helpdesk@hsahelp.gov.sg)

3. For general enquiries or questions related to licences and certificates of manufacturers, importers and wholesalers, please contact the Audit and Licensing Division at Tel: 6866 1111 or write to <https://crm.hsa.gov.sg/event/feedback.aspx>