

GUIDE TO SETTING PREFERENCE FOR AUTORENEWAL OF MEDICAL DEVICE DEALER'S LICENCE (IMPORTER, WHOLESALE AND MANUFACTURER)

This e-Application at MEDICS@HSA (Medical Device Information & Communication System) allows a dealer to set preference to opt in or out of the auto-renewal scheme for Medical Device Dealer's Licences.

The online [Autorenewal Preference for Dealers' Licences](#) in MEDICS may take an average of 5 - 10 minutes to fill in.

The time taken varies depending on the number and sizes of the file attachments, configurations of your computer and network system, Internet performance, etc. For more information, please refer to <https://www.hsa.gov.sg/e-services/medics>.

Please note that the time stated above excludes time taken for preparatory work in relation to filing the online form (e.g. scanning documents for file attachments.)

INSTRUCTIONS

In order to use this e-Service in MEDICS, you must have all of the following:

- 1. Personal Access Authentication to log on**
 - [Corppass](#) (Singapore Corporate Access), a corporate digital identity for business and other entities to transact with Government online services, OR
 - [HSA PIN](#) (HSA Personal Identification Number), password for overseas individual, supplied by HSA
- 2. A CRIS Company Account for MEDICS** (Client Registration & Identification Services), an account to enable a local company to gain access to MEDICS. See details at cris@hsa.
- 3. An active Importer, Wholesaler or Manufacturer Licence.**
- 4. Interbank GIRO arrangement with HSA**

PAYMENT

No fees are applicable to set preference for auto-renewal.

SEARCH SCREEN

This search screen allows the applicant to update / view the auto-renewal preference for dealer's licence under the company. Eligible dealer's licence will be listed on the screen.

Eligible dealer's licence refers to:

1. Active licence; and
2. Licence is not blocked from renewal; and
3. *Current system date is between 60 days before the expiry date and 31 days before the expiry date (inclusive of both days)

*Note

Licence cannot be renewed earlier than 60 days to its expiry date.

Licence is auto-renewed 30 days before its expiry date, if the auto-renewal preference is indicated as "Yes" and there is sufficient balance in GIRO account.



S/No.	Licence / Registration No.	Dealer's Type	Registration Date	Expiry Date	To Renew
1.		Manufacturer			<input checked="" type="radio"/> Yes <input type="radio"/> No

Select <Yes> or <No> to update the auto-renewal preference for individual licence. Click <Save> to confirm the changes.



S/No.	Licence / Registration No.	Dealer's Type	Registration Date	Expiry Date	To Renew
1.		Manufacturer			<input type="radio"/> Yes <input checked="" type="radio"/> No

Once the updates are saved, the system will indicate "License record updated successfully".

Note

Please ensure that the "Auto-Renewal Scheme" option under CRIS Management Module is checked for auto-renewal preference for individual licences to be effective.



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