

GUIDE TO APPLICATION FOR PRODUCT REGISTRATION OF HIGHER RISK MEDICAL DEVICE(S) – CLASS C AND D

This e-Application at MEDICS@HSA (Medical Device Information & Communication System) allows a Registrant to apply for the registration of higher risk medical devices with the Authority for local commerce.

The online <u>Application (Product Registration for Higher risk medical device)</u> 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. The recommended computer and network configurations are at the following URL:

http://www.hsa.gov.sg/content/hsa/en/Health_Products_Regulation/MEDICS_e-Services/Accessing_MEDICS/System_Requirement_for_accessing_MEDICS.html

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
 - <u>CorpPass</u> (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.** A Registrant Account that is held by a local company who registers medical devices on behalf of a Product Owner.

In the application, you need to provide the following information:

- 1) Each application is for registration of only one SINGLE medical device, or medical device FAMILY, or medical device SYSTEM or GROUP, or TEST KIT for IVD. Please refer to the following guidance documents for more information:
 - GN-12 Guidance on Grouping of Medical Devices for Product Registration
- 2) The softcopy of the supporting documents must be prepared in the ASEAN CSDT format. Please refer to the following <u>quidance documents</u> for more information:
 - GN-15-R1 Guidance on Medical Device Product Registration
 - GN-17 Guidance on Preparation of a Product Registration Submission for General Medical Devices using the ASEAN CSDT
 - GN-18 Guidance on Preparation of a Product Registration Submission for In Vitro Diagnostics (IVD) Medical Devices using the ASEAN CSDT



REFERENCES

The information in the following guidance documents is useful for the application.

•	GN-12	Guidance on Grouping of Medical Devices for Product Registration	
•	GN-15-R1	Guidance on Medical Device Product Registration	
•	GN-17	Guidance on Preparation of a Product Registration Submission for General	
		Medical Devices using the ASEAN CSDT	
•	GN-18	Guidance on Preparation of a Product Registration Submission for In Vitro	
		Diagnostics (IVD) Medical Devices using the ASEAN CSDT	
•	GN-13-R1	Guidance on the Risk Classification of General Medical Devices	

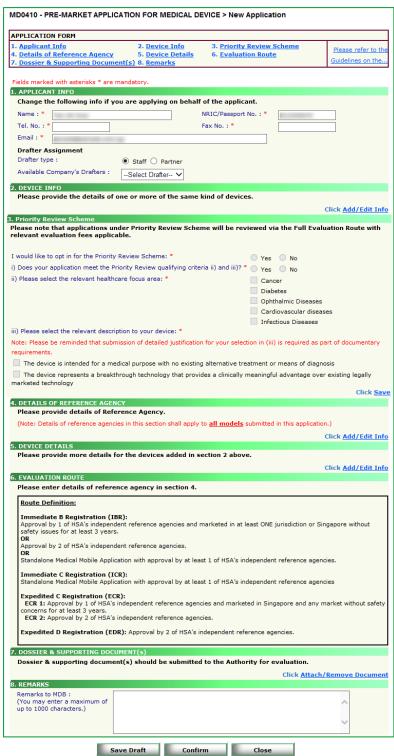
PAYMENT

Please click <u>here</u> for the Tables of Fees for Certification, Licence and Product Registration for Medical Devices.



ONLINE APPLICATION FORM

This online Application Form consists of 8 parts (via Applicant Info; Device Info; Priority Review Scheme; Details of Reference Agency; Device Details; Evaluation Route; Dossier & Supporting Documents; and Remarks).



For Part 2, 4, 5 and 6, click on "Add/Edit Info" to access that section of the on-line form.

For Part 3, make relevant selections and click "Save" to proceed.

For Part 7, click on "Attach/Remove Document" to attach relevant supporting documents.

At the end of the application form, there are 3 button options:

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Button - Save Draft

Allows the applicant to save the Application Form for retrieval and submission at a later time. A transaction number will be assigned.

The saved Application Form can be retrieved from "My Drafts" in the Workbench@MEDICS.

Button – Confirm

Allows the applicant to confirm the completed Application Form and the company's declaration on the form before submitting it to MDB. To amend any mistake, click on the "<< Previous" Button to return to the Application Form. Before the application is submitted, the applicant may print a copy the application for his record.

Button - Close

Closes the application form without saving any changes made.

PART 1 - Applicant Info



The applicant refers to the individual designated by the company as contact point for any correspondence regarding this application. This section requires the applicant to fill in the following:

- 1) Name
- 2) NRIC/Passport No
- 3) Contact Telephone Number
- 4) Contact Fax Number
- 5) Contact E-mail

Items 1 to 3 are pre-populated from CRIS Company Account database and can be updated or replaced.

Drafter Assignment

This is to allow designated staff or external partner to prepare the application form as a drafter. Note that the completed application will then need to be submitted by someone authorised as a submitter.

A Submitter is allowed to prepare drafts and submit applications without the help of an intermediary drafter. The role of the current login user is displayed at the top of the screen under the Logon ID.

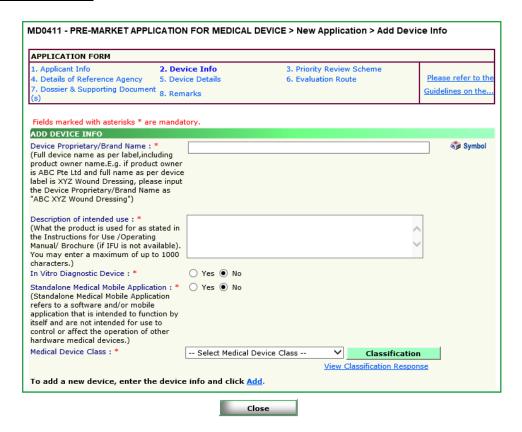
- 1) Drafter type: The applicant can select either a "Staff" or "Partner"
- 2) Available Company's Drafters: Once the above is selected, the corresponding list of drafters will then be selectable from the drop down list.

The list of available drafter depends on the user setting in the <u>CRIS Management Module</u>. The CRIS Administrator is able to set up company users or service providers/partners to be drafter for this e-Service.

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PART 2 - Device Info



Item 1: Device Proprietary/Brand Name

The applicant is required to provide the name of the device as it appears on the product label.

Item 2: Description of intended use

The applicant is required to provide the intended purpose of the device according to the specifications of the product owner as stated on the product label, instruction of use or promotional materials.

Item 3: In vitro Diagnostic Device

The applicant is required to select whether the device is an in-vitro diagnostic device or not.

Item 4: Standalone Medical Mobile Application

The applicant is required to select whether the device is a Standalone Medical Mobile Application.

Standalone Medical Mobile Application refers to a software and/or mobile application that is intended to function by itself and are not intended for use to control or affect the operation of other hardware medical devices.

Item 5: Selection from a list of classification

The applicant is required to select the device class of the product. Please refer to the following guidance documents for more information:

GN-13-R1 Guidance on the Risk Classification of General Medical Devices

Click on "Add" to add the device after completing all the fields.

To remove a device from the "list of device(s) added", select the corresponding checkbox and click "Remove".

To edit the device info after adding the device to the list, select the corresponding checkbox and click "[Edit]"

Click the "Update Form" Button when all devices are added.

Note:

Only devices of the same class can be added.

Risk Class as added here will determine the fields required to be filled in in part 3 below.



PART 3 - Priority Review Scheme

3. Priority Review Scheme	
Please note that applications under Priority Review Scheme wirelevant evaluation fees applicable.	II be reviewed via the Full Evaluation Route with
I would like to opt in for the Priority Review Scheme: *	Yes No
i) Does your application meet the Priority Review qualifying criteria ii)	and iii)? * 🗇 Yes 💢 No
ii) Please select the relevant healthcare focus area: *	Cancer Diabetes Ophthalmic Diseases Cardiovascular diseases Infectious Diseases
iii) Please select the relevant description to your device: *	
Note: Please be reminded that submission of detailed justification for y requirements. The device is intended for a medical purpose with no existing altern	
The device represents a breakthrough technology that provides a cl marketed technology	linically meaningful advantage over existing legally
	Click Save

This section is not applicable for Class D devices containing therapeutic product or medicinal products; this section will be disabled if Class D (contains therapeutic product or medicinal product) Device was selected in prior sections.

Click the "Save" Button when the changes are completed.

Note: If "Yes" was selected to opt in for Priority Review Scheme,

- PART 4 Details of Reference Agency will not be required
- PART 6 Evaluation Route: only "FULL" evaluation route option will be available

PART 4 - Details of Reference Agency

This section requires the applicant to fill in the **Other Criteria** and **Details of Reference Agency** and answer the following questions where applicable:

- 1) Are TGA and EU approvals based on the Mutual Recognition Agreement (MRA)?
- 2) Marketed in at least ONE jurisdiction or Singapore with no safety issues globally.



Note:

- The 2 questions will only appear when they are required to be answered.
- o Only applicable checkboxes under Other Criteria will be enabled for selection.
- This section is not applicable for Class D (contains medicinal products) devices.



PART 5 - Device Details

This section requires the applicant to fill in the Device Details. Select the device you wish to fill in from the Devices drop-down list



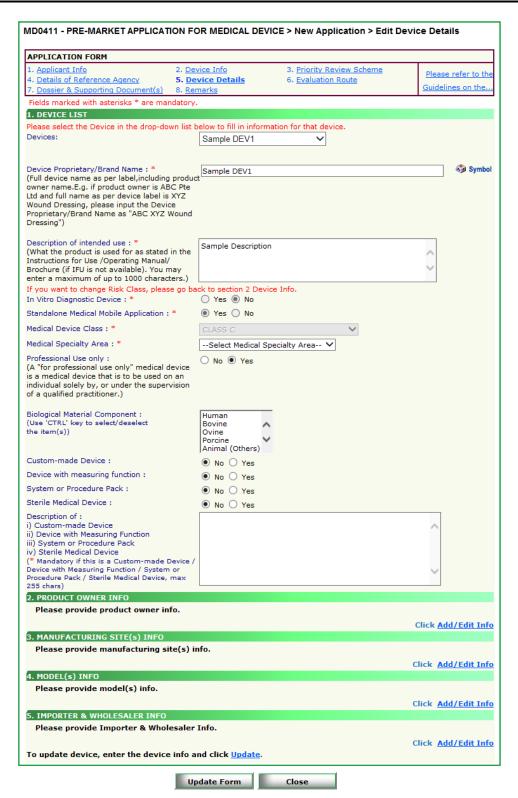
After selecting the devices, the following fields and sub-sections will be displayed:

- 1) Device Proprietary/Brand Name
 - Description of intended use
 - Medical Specialty Area
 - HS Code
 - HSA Product Code
 - Professional Use Only
 - Biological Material Component
 - Custom-made Device
 - Device with measuring function
 - System or Procedure Pack
 - Sterile Medical Device
 - Description
- 2) Product Owner Info
- 3) Manufacturing Site(s) Info
- 4) Model(s) Info
- 5) Importer & Wholesaler Info

For sections 2, 3 4 and 5, click on "Add/Edit Info" to access the sub-section and fill in the details accordingly.

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Product Owner Info:



- Select a Product Owner from the drop-down list
- Click "Populate" to select it



- Modify the contact details if necessary

Note: if your product owner is not in the drop-down list, click on "Add New" to manually add and select the newly added product owner.

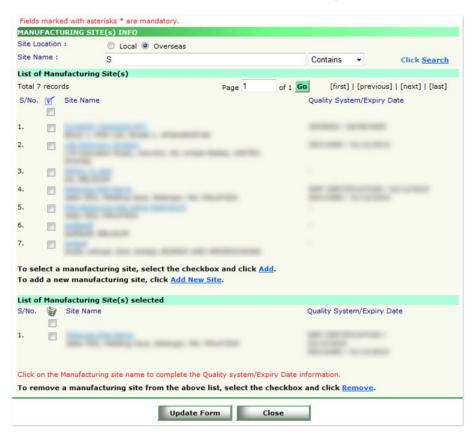
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Manufacturing Site(s) Info:



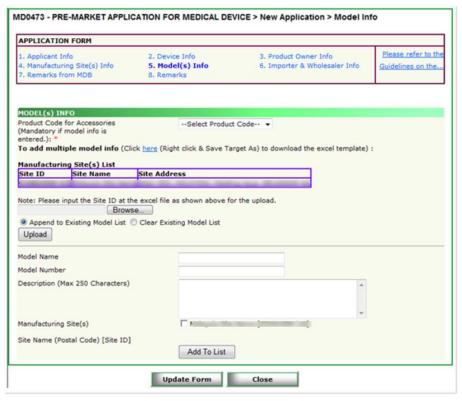
- Use the search function to search for existing manufacturing site(s)
- Select the manufacturing site(s) from the result list
- Click "Add" to add the selected site(s)
- To remove, select the site(s) from the List of Manufacturing Site(s) selected, then click "Remove"



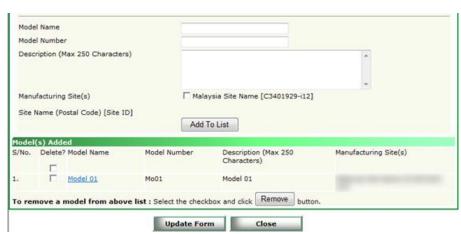
Note: if your manufacturing site does not exist, click on "Add New Site" to manually add and select the newly added manufacturing site.



Model(s) Info:



- Select a Product Code for Accessories
- You can either download and fill in the Excel template to upload the Model list via the "Upload" function OR
- Manually fill in the following fields and "Add to List" the Model one by one
 - o Model Name
 - o Model Number
 - o Description
 - Manufacturing Site(s)
- To remove, select the model(s) from the Model(s) Added list, then click "Remove"

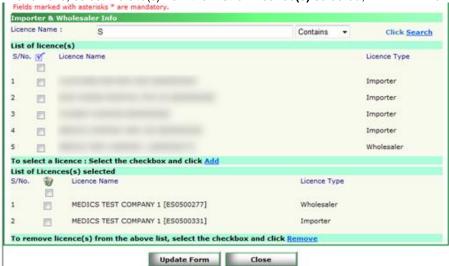




Importer & Wholesaler Info:



- Use the search function to search for existing Importer(s) and Wholesaler(s)
- Select the Importer(s) and/or Wholesaler(s) from the result list
- Click "Add" to add the selected site(s)
- To remove, select the site(s) from the List of Licence(s) selected, then click "Remove"



After filling all mandatory fields and sub-sections, click "Update Form" to save the Device Details.

Note:

- If there are multiple devices under the same draft, use the drop-down list at the top to switch between devices.
- After filling in the first device, switching to a new device will trigger the auto-copy function where all fields except the Model(s) Info are copied over for your convenience.

PART 6 – Evaluation Route

This section requires the applicant to select the Evaluation Route from the available options according to inputs in the previous completed sections.



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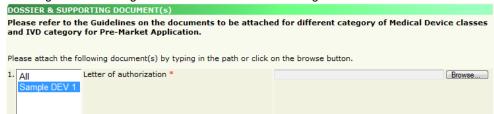
PART 7 - Dossier & Supporting Document(s)

This section requires the applicant to upload supporting documents for each device.

The supporting document in ASEAN CSDT format can be attached under "Other document" in this section of the application.

The supporting documents are attached by:

- selecting the device(s) from the selection box
- browsing the local storage devices for the documents using the "Browse" button



attaching these documents by clicking on the "Add Attachment" after all documents have been selected

6. All Sample DEV 1	Manufacturing Information (site's name and address) *	Browse							
To attach, click Add Attachment.									

To remove documents from the "list of documents attached", select the corresponding checkbox and click "Remove Attachment".



Click the "Update Form" Button when all required documents are attached.

Note:

- If a document is applicable for more than one device, you can select multiple devices from the selection box before browsing to the document and uploading it.
- If a document is applicable for ALL devices, you can select All from the selection box before browsing to the document and uploading it.
- If the device name is too long and you cannot distinguish them due to the limit of the section box, move the mouse over to the device name, the full name will be displayed below the mouse cursor.

PART 8 - Remarks

This section is for the applicant to insert any remarks to MDB regarding the application.

8. REMARKS		
Remarks to MDB : (You may enter a maximum of up to 1000 characters.)	^	
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END OF DOCUMENT

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