

GUIDE TO APPLICATION FOR AMENDMENT OF REGISTRANT

This e-Application at MEDICS@HSA (Medical Device Information & Communication System) allows a Registrant to make amendments to the Registrant Account.

The online [Amendment application](#) 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. A Registrant Account** that is held by a local company who registers medical devices on behalf of a Product Owner.

Please note that this Amendment of Registrant application is not applicable for changes in UEN number.

PAYMENT

No fees are applicable for this application

SEARCH SCREEN

This search screen allows you to search for dealer’s licence under your company. Eligible dealer’s licence will be listed under the search result.

Select “**Dealer’s Licence**” from the Licence/Registration Type drop-down list and click “**Search**” to retrieve the dealer’s licence accordingly.

After retrieving the dealer’s licence - Registrant, click on the licence no. for amendment.

MD1410 - AMENDMENT/Submission of update of Class A medical device exemption list/REGISTRATION/NOTIFICATION

AMENDMENT/Submission of update of Class A medical device exemption list/REGISTRATION/NOTIFICATION

Search Work Items

Licence/Registration/Notification :

Licence/Registration/Notification No. :

Device Proprietary/Brand Name : Starts With [Click Search](#)

Search Results

Total 3 matching record(s) Page 1 of 1 [Go](#) [[first](#)] | [[previous](#)] | [[next](#)] | [[last](#)]

S/No.	Licence/Registration/Notification No.	Licence/Registration/Notification	Device Proprietary/Brand Name/Estab Type	Expiry Date
1.	ES	Dealer's Licence	Registrant	
2.	ES	Dealer's Licence	Importer	
3.	ES	Dealer's Licence	Manufacturer	

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:

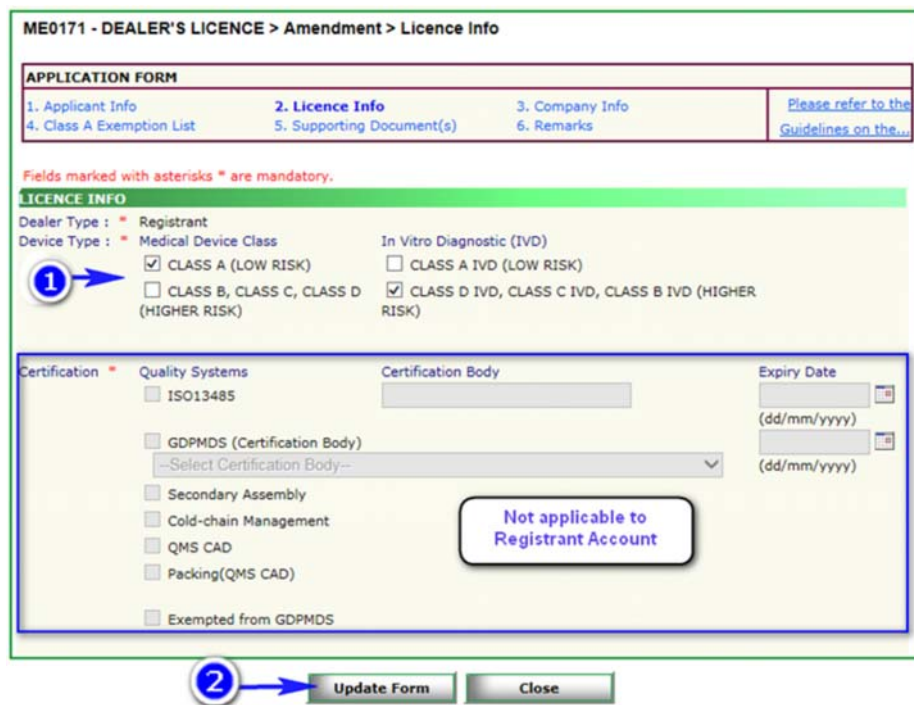
- 1) Name
- 2) NRIC/Passport No
- 3) Contact Telephone Number
- 4) Contact Fax Number
- 5) Contact E-mail

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

PART 2 – Licence Info

This section requires the applicant to update the Licence information.

Click the “**Update Form**” Button when the changes are completed.



PART 3 – Company Info

This section allows the applicant to update the following fields with no change in the UEN number:

- 1) Company Name
- 2) Postal code and Address
- 3) Main Tel Number
- 4) Fax number
- 5) Contact person
- 6) Contact Tel Number
- 7) Contact email address

Click the “**Update Form**” Button when the changes are completed.

PART 4 – Class A Exemption List

This section is not applicable for Amendment to Registrant.

PART 5 – Supporting Documents

The supporting documents are attached by browsing the local storage devices for the documents using the “**Browse**” button. Then click the “**Add Attachment**” button to attach these documents.

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

ME0173 - DEALER'S LICENCE > Amendment > Supporting Document(s)

APPLICATION FORM

1. Applicant Info	2. Licence Info	3. Company Info	Please refer to the Guidelines on the...
4. Class A Exemption List	5. Supporting Document(s)	6. Remarks	

SUPPORTING DOCUMENT(S)

Please attach the following document(s) by typing in the path or click on the browse button.

1. RCB Certificate	<input type="text"/>	Browse...
2. Assessment form for Class A Medical Device Dealer (form 31 A)	<input type="text"/>	Browse...
3. Factory Licence	<input type="text"/>	Browse...
4. Quality System Certificate	<input type="text"/>	Browse...
5. Distribution Records Procedure	<input type="text"/>	Browse...
6. Complaint Handling Procedure	<input type="text"/>	Browse...
7. Adverse Incident Reporting Procedure	<input type="text"/>	Browse...
8. Recall Reporting Procedure	<input type="text"/>	Browse...
9. Other document, please specify <input style="width: 150px;" type="text"/>	<input type="text"/>	Browse...

To attach, click [Add Attachment](#).

PART 6 – Remarks

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

END OF DOCUMENT