GUITO APPLICATION FOR ASSIGNMENT OF IMPORTER & WHOLESALER SHIP AND MANAGEMENT OF VIEW ACCESS TO IMPORTER & WHOLESALER

This e-Application at MEDICS@HSA (Medical Device Information & Communication System) allows a Registrant manage the distribution rights for the devices they have registered. The Registrant can grant new distribution rights to new importer(s) / wholesaler(s) or remove distribution rights from existing importer(s) / wholesaler(s)

The online Assignment of Importer and Wholesaler Ship and Management of View Access to Importer and Wholesaler in MEDICS may take an average of 10-15 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**
   - 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.

4. **Medical Device with market clearance** and listed in Singapore Medical Device Register (SMDR).

PAYMENT

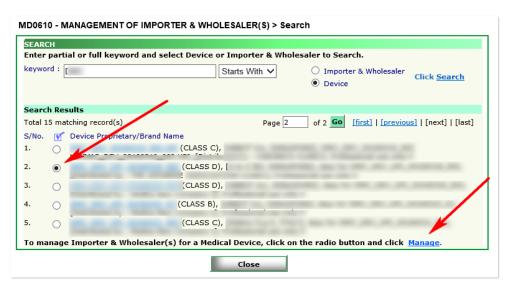There are no fees applicable for this application.

UPDATING (ADD / REMOVE) IMPORTER AND WHOLESALER INFORMATION

This function allows you to add new importer and wholesaler to a registered device listing on SMDR, or to remove an existing importer and wholesaler of a registered device listed on SMDR.

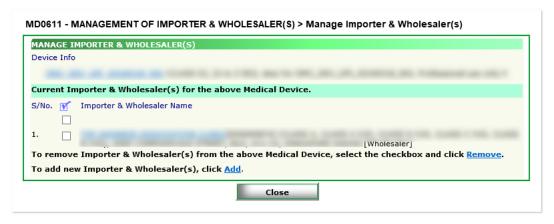### STEP 1: Search for Device Listing

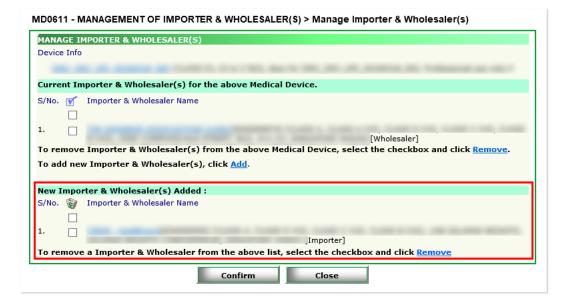### STEP 2: Select Relevant Device and click "Manage"

STEP 3: Add or remove importer(s) and wholesaler(s)

To remove, please select the relevant entry and click "Remove"

To add, please click "Add" and select relevant importer(s) and/or wholesalers. Newly added importer(s) and wholesaler(s) will be populated in a separate table below:

MD0611 - MANAGEMENT OF IMPORTER & WHOLESALER(S) > Manage Importer & Wholesaler(s)

MANAGE IMPORTER & WHOLESALER(S)
Device Info

Current Importer & Wholesaler(s) for the above Medical Device.

S/No. ☑ Importer & Wholesaler Name

　　☐

1.　☐　　　　　　　　　　　　　　　　　　　　　　　　　　[Wholesaler]

To remove Importer & Wholesaler(s) from the above Medical Device, select the checkbox and click **Remove**.

To add new Importer & Wholesaler(s), click **Add**.

New Importer & Wholesaler(s) Added :

S/No. 🗑 Importer & Wholesaler Name

　　☐

1.　☐　　　　　　　　　　　　　　　　　　　　　　　　[Importer]

To remove a Importer & Wholesaler from the above list, select the checkbox and click **Remove**

[Confirm]　　[Close]

STEP 4: Confirm and save changes

TRANSFER OF IMPORTER- AND WHOLESALER- SHIP

This function allows you to mass transfer existing list of registered devices on SMDR from one importer/wholesaler to another importer/wholesaler.
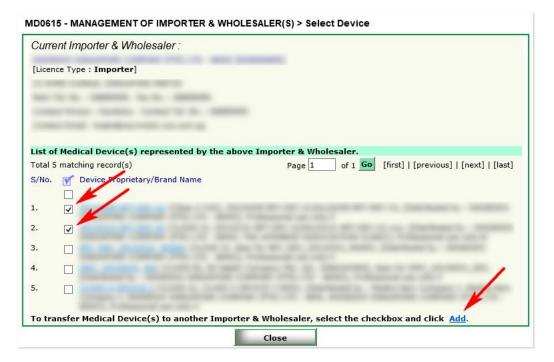
STEP 1: Search for Importer / Wholesaler

MD0611 - MANAGEMENT OF IMPORTER & WHOLESALER(S) > Manage Importer & Wholesaler(s)

SEARCH
Enter partial or full keyword and select Device or Importer & Wholesaler to Search.

keyword :　[＿＿＿＿＿＿＿]　[Starts With ▾]　　⦿ Importer & Wholesaler　**Click Search**
　　　　　　　　　　　　　　　　　○ Device

[Close]

STEP 2: Select the relevant importer or wholesaler and click "Select"

MD0610 - MANAGEMENT OF IMPORTER & WHOLESALER(S) > Search

SEARCH
Enter partial or full keyword and select Device or Importer & Wholesaler to Search.

keyword :　[＿＿＿＿＿＿＿]　[Starts With ▾]　　⦿ Importer & Wholesaler　**Click Search**
　　　　　　　　　　　　　　　　　○ Device

Search Results

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

S/No. ☑ Importer & Wholesaler Name

1.　○　　　　　　　　　　　　　　　　　　　　　　　[Importer]

2.　⦿　　　　　　　　　　　　　　　　　　　　　　　[Importer]

3.　○　　　　　　　　　　　　　　　　　　　　　　　[Importer]

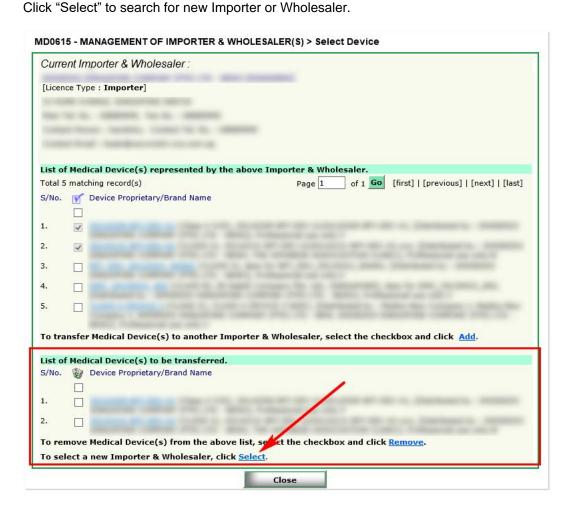To choose a Importer & Wholesaler, click on the radio button and click **Select**.

[Close]

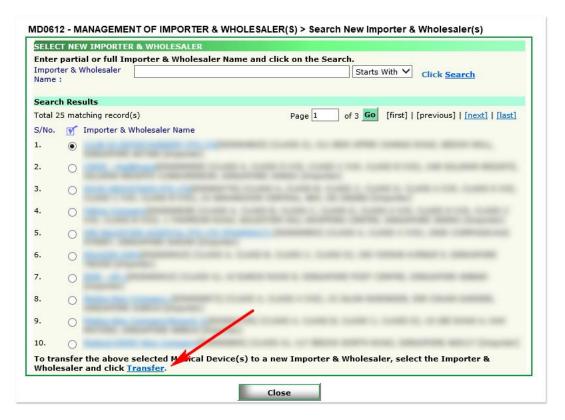### STEP 3: Select all relevant devices to be transferred and click "Add"

STEP 4: Select new Importer or Wholesaler

Selected listings will be populated in a separate "List of Medical Device(s) to be transferred" below.

Click "Select" to search for new Importer or Wholesaler.

Select the relevant importer or wholesaler and click "Transfer"

STEP 5: Verify and Confirm Changes

Upon confirmation, click "Save"

An acknowledgement page summarising the transfer will be displayed.

END OF DOCUMENT