

## **GUIDE TO 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. 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](mailto: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 WHOLESALE 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

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

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

keyword :  Starts With

Importer & Wholesaler  Device [Click Search](#)

[Close](#)

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

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

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

keyword :  Starts With

Importer & Wholesaler  Device [Click Search](#)

**Search Results**  
Total 15 matching record(s) Page 2 of 2 [Go](#) [\[first\]](#) | [\[previous\]](#) | [\[next\]](#) | [\[last\]](#)

S/No.	<input checked="" type="checkbox"/>	Device Proprietary/Brand Name
1.	<input type="radio"/>	(CLASS C),
2.	<input checked="" type="radio"/>	(CLASS D), [
3.	<input type="radio"/>	(CLASS D),
4.	<input type="radio"/>	(CLASS B),
5.	<input type="radio"/>	(CLASS C),

To manage Importer & Wholesaler(s) for a Medical Device, click on the radio button and click [Manage](#).

[Close](#)

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

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

**MANAGE IMPORTER & WHOLESALE(S)**  
Device Info

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

S/No.	<input checked="" type="checkbox"/>	Importer & Wholesaler Name
1.	<input type="checkbox"/>	[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](#).

[Close](#)

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.	<input checked="" type="checkbox"/>	Importer & Wholesaler Name
1.	<input type="checkbox"/>	[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.	<input type="checkbox"/>	Importer & Wholesaler Name
1.	<input type="checkbox"/>	[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  
 Device [Click Search](#)

[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.	<input checked="" type="checkbox"/>	Importer & Wholesaler Name
1.	<input type="radio"/>	[Importer]
2.	<input checked="" type="radio"/>	[Importer]
3.	<input type="radio"/>	[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"**

MD0615 - MANAGEMENT OF IMPORTER & WHOLESALER(S) > Select Device

*Current Importer & Wholesaler :*

[Licence Type : **Importer**]

**List of Medical Device(s) represented by the above Importer & Wholesaler.**

Total 5 matching record(s) Page 1 of 1 **Go** [first] | [previous] | [next] | [last]

S/No.	<input checked="" type="checkbox"/> Device Proprietary/Brand Name
1.	<input checked="" type="checkbox"/>
2.	<input checked="" type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>
5.	<input type="checkbox"/>

To transfer Medical Device(s) to another Importer & Wholesaler, select the checkbox 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.

MD0615 - MANAGEMENT OF IMPORTER & WHOLESALER(S) > Select Device

*Current Importer & Wholesaler :*

[Licence Type : **Importer**]

**List of Medical Device(s) represented by the above Importer & Wholesaler.**

Total 5 matching record(s) Page 1 of 1 **Go** [first] | [previous] | [next] | [last]

S/No.	<input checked="" type="checkbox"/> Device Proprietary/Brand Name
1.	<input checked="" type="checkbox"/>
2.	<input checked="" type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>
5.	<input type="checkbox"/>

To transfer Medical Device(s) to another Importer & Wholesaler, select the checkbox and click [Add](#).

**List of Medical Device(s) to be transferred.**

S/No.	<input type="checkbox"/> Device Proprietary/Brand Name
1.	<input type="checkbox"/>
2.	<input type="checkbox"/>

To remove Medical Device(s) from the above list, select the checkbox and click [Remove](#).

To select a new Importer & Wholesaler, click [Select](#).

Select the relevant importer or wholesaler and click “Transfer”

MD0612 - MANAGEMENT OF IMPORTER & WHOLESALE(S) > Search New Importer & Wholesaler(s)

**SELECT NEW IMPORTER & WHOLESALE**

Enter partial or full Importer & Wholesaler Name and click on the Search.

Importer & Wholesaler Name :  Starts With  [Click Search](#)

**Search Results**

Total 25 matching record(s) Page 1 of 3 [Go](#) [first] | [previous] | [next] | [last]

S/No.	<input checked="" type="checkbox"/>	Importer & Wholesaler Name
1.	<input checked="" type="radio"/>	[blurred]
2.	<input type="radio"/>	[blurred]
3.	<input type="radio"/>	[blurred]
4.	<input type="radio"/>	[blurred]
5.	<input type="radio"/>	[blurred]
6.	<input type="radio"/>	[blurred]
7.	<input type="radio"/>	[blurred]
8.	<input type="radio"/>	[blurred]
9.	<input type="radio"/>	[blurred]
10.	<input type="radio"/>	[blurred]

To transfer the above selected Medical Device(s) to a new Importer & Wholesaler, select the Importer & Wholesaler and click [Transfer](#).

[Close](#)

**STEP 5: Verify and Confirm Changes**

MD0613 - MANAGEMENT OF IMPORTER & WHOLESALE(S) > Confirm Changes

**CONFIRM TRANSFER**

Current Importer & Wholesaler :  
[blurred]

Device(s) to be transferred :  
[blurred]

New Importer & Wholesaler :  
[blurred]

[Previous](#) [Save](#) [Close](#)

Upon confirmation, click “Save”

An acknowledgement page summarising the transfer will be displayed.

**END OF DOCUMENT**