

## **PREPARATION NOTES ON APPLICATION FOR ADVERTISEMENT & SALES PROMOTION PERMIT**

1. This online form may take you 15 minutes to complete.

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 and network configurations can be found [here](#).

2. You may need the following information/item(s) to fill the form:

- 1) For company who first apply license with HSA, you are required to register with [cris@hsa](mailto:cris@hsa).
- 2) You will require a [CorpPass](#) or [HSA Pin](#) to login the system for authentication and authorization.

3. Mode of payment

- GIRO
- Credit Card / Debit Card

GIRO requires pre-registration. The registration process will take around 3 to 4 weeks after the submission of the application form.

For GIRO registration, applicant will need to submit the GIRO application form to HSA Finance department, please download the form [here](#).

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## **Application Form**

### **Part One - Company's particular**

This section requires

- 1) Company Name
- 2) Company Address (ARCA registered address)
- 3) Company Telephone / Fax number
- 4) Unique Entity Number (UEN)

As the company has already registered with CRIS, the above information will be pre-populated. Applicant could also fill the billing address if it is different from the Company address.

### **Part Two – Applicant Particulars**

This section requires

- 1) Applicant Name
- 2) Applicant NRIC/Fin
- 3) Designation
- 4) Contact Details like Telephone / Fax / Handphone number and E-mail address
- 5) Preferred Contact mode

(The preferred contact mode is the mode which you will receive the final notification of the application. During the course of the application, you will receive our input requests (i.e. queries), if any, via email. If no email is provided, fax will be used instead.)

### **Part Three – Types of Application**

This section requires

- 1) Application Type (Advertisement or Sales Promotion)
- 2) Advertisement Method (Still, Sound, Light & Sound),
- 3) Sub-method and Language (This field is applicable for Application Type-Advertisement only)

### **Part Four – Product**

This section requires

- 1) Product Type (Chinese Proprietary Medicine / Others / Oral Dental Gum)
- 2) Product Licence No/Reference No / Listing No
- 3) Product name, ingredients, manufacturer and recommended use  
(These fields are applicable for Product Type-Others only)

### **Part Five – Supporting Document (as Attachments)**

This section requires attachment of soft copy of

- 1) Advertisement
- 2) Sales Promotion Mechanics (if chosen Application Type is Sales Promotion)

Please use this standard template for Sales Promotion Mechanics:

1. Name of Product (maximum 5 only)
2. Promotion Method (description of method e.g. price discount)
3. Press Advertisement, if any (to provide a draft artwork as a separate attachment)
4. Promotion Materials, if any (e.g. shelf-talker, wobblers. To provide a draft artwork)
5. Promotion Venue (e.g. retail pharmacy, shopping centre)
6. Promotion Period (e.g. any specific period within validity of permit)