

## Payment of Retention Fee for Therapeutic Product Registration

### Information to note

1. The online Payment of Retention Fee for Therapeutic Product Registration may take about 5 – 10 minutes to complete.
2. The time taken varies depending on the number and size of attachments, applicant PC and network configurations, the Internet performance, etc. 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).
3. User registration with [HSA CRIS](#) is required for a company who is intending to submit an application with HSA for the first time.
4. Users will require either a [Corppass](#) or a [HSA Pin](#) to login the system for authentication and authorization.
5. The modes of payment available are as follows
  - GIRO (preferred option)
  - Credit Card / Debit Card
6. GIRO payment will require pre-registration with HSA. The registration process will take around 3 to 4 weeks after the submission of the application form. The applicant will need to submit the [GIRO application form](#) to HSA Finance Department. The address can be found in the application form.

### Common Icons and Navigation Links

The following are the common icons and links in all sections:

- Attach icon. This will allow user to go to the **Supporting Attachments** page to attach relevant documents.



- Save icon. This will allow the user to save the form information at any desired point of time.



- Application form links. This will allow the user to toggle to different sections of the application form.



- This will allow the user to proceed to the next section of the application form.



- Previous button. This will allow the user to proceed to the previous section of the application form.



- Reset button. This will clear the information the user has input in the page.



- Fields with a red asterix \* are mandatory input fields. Unless it is entered, the system validation will highlight error and application submission will be disabled.

### Search Product Registration for Payment of Retention Fee

- 1) Select Licence/Permit/Certificate/Listing/Registration Type as 'Therapeutic Product – Product Registration'. This field is mandatory that needs to be entered before a Search can be performed.
- 2) Optionally, you can also enter the Licence/Permit/Certificate/Listing/Registration **No** and/or **Product Name** to narrow down the search.
- 3) Select “searches registration(s) in show cause period” if you have received noticed



from HSA that you need to provide justification for retention of your product registration and to make payment for the retention fee.

**PZ2501 RENEW@PRISM**

**Important Notes:**

For HSA CRIS registered companies, user has to be authorised with the appropriate access rights via CRIS management module to access the required eservices.

Search Criteria

Licence/Permit/Certificate/Listing/Notification/Registration Type \* Therapeutic Products - Product Registration

searches registration(s) in show cause period.

Licence/Permit/Certificate/Listing/Notification/Registration No

Product Name

Brand Name

Expiry/Retention Date (dd/mm/yyyy) [ ] to [ ]

Search Reset

4) If the Search is successful, the results will be listed as shown below.

**PZ2501 RENEW@PRISM**

**Important Notes:**

For HSA CRIS registered companies, user has to be authorised with the appropriate access rights via CRIS management module to access the required eservices.

Search Criteria

Licence/Permit/Certificate/Listing/Notification/Registration Type \* Therapeutic Products - Product Registration

searches registration(s) in show cause period.

Licence/Permit/Certificate/Listing/Notification/Registration No

Product Name

Brand Name

Expiry/Retention Date (dd/mm/yyyy) [ ] to [ ]

Search Reset

61 Matching Record(s) Page 1 Of 3 [First] | [Previous] | [Next] | [Last]

Retainable for Therapeutic Products – Product Registration					
S/No	Registration	Product Name	Start Date	Retention Date	To Retain <input type="radio"/> All Yes <input type="radio"/> All No
1	SIN00002P	MAGNESIUM TRISILICATE MIXTURE	12/07/2001	20/04/2013	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	SIN00015P	LIGNOCAINE HYDROCHLORIDE INJECTION BP 1% w/v	21/12/1987	20/04/2013	<input checked="" type="radio"/> Yes <input type="radio"/> No

- 5) To make payment to retain a product registration, select “Yes” for the respective product registration under **To Retain** Column and click “Retain” to proceed.

### Registration Form

#### Section 1 – Registration Summary

Enter the justification for retention of your product registration under “Show Cause”.

#### Section 2 – Applicant Particulars

In this section, applicant is required to fill in the following information:

- 1) Applicant name
- 2) Applicant NRIC/Fin No.
- 3) Designation
- 4) Contact details like telephone/handphone number and e-mail address
- 5) Preference contact mode

(Please note that this preferred contact mode is the mode which you will receive the final notification of this application. During the course of this application, you will receive our input requests (i.e. queries), if any, via email if you have indicated your email address above, regardless of your selected preferred contact mode.)

#### Section 3 – Registration Duration

The duration of product registration is default to 1 year, until the due date for the next payment of product retention.