

## Withdraw Application for Therapeutic Product Registration

### Information to note

1. The online Withdraw Application Form 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. The recommended PC and network configurations can be found [here](#). 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.

### 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.

Fill in the application form			<a href="#">Guideline</a>	<a href="#">Help</a>	
1. Company Particulars	4. Product Details	7. Supporting Attachments	 Special Symbol	 Attach	 Save
2. Applicant Particulars	5. Manufacturer Particulars	8. Confirmation			
3. Application Details	6. Batch Release Details				

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

Next

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

Previous

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

Reset

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

### Search Product Application for Withdrawal

- 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.



**PZ2001 WITHDRAW@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/Registration Type\* Therapeutic Products - Product Registration

Application Type \* New

Application no.

Product Name

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

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Search Criteria

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

Application Type \* New

Application no.

Product Name

Please do not create withdrawal application using the new window via right mouse click.

131 Matching Record(s)

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Pending Approval Therapeutic Products – Product Registration Application(s)		
S/No	Application No	Action
1	0306186F	<a href="#">Withdraw</a>
2	08003003D	<a href="#">Withdraw</a>
3	08003006J	<a href="#">Withdraw</a>
4	08003015G	<a href="#">Withdraw</a>
5	08003024F	<a href="#">Withdraw</a>
6	08003031M	<a href="#">Withdraw</a>
7	0802979D	<a href="#">Withdraw</a>
8	0903147W	<a href="#">Withdraw</a>
9	0903148E	<a href="#">Withdraw</a>
10	0903149J	<a href="#">Withdraw</a>

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4) To withdraw a product application, click on its respective **Withdraw** link under **Action** Column to proceed.

## Application Form

### Section 1 – Application Summary

The applicant need not have to amend any details at this section. The relevant application number, application first submission date and application status of the selected application will be displayed for information.

### 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/fax/hand-phone/pager 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 – Withdrawal Details

This section requires applicant to furnish reasons for the withdrawal of the selected application.