

Withdraw Application for Therapeutic Product Registration

Information to note

- 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. 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 <u>HSA CRIS</u> is required for a company who is intending to submit an application with HSA for the first time.
- 4. Users will require either a <u>Corppass</u> or a <u>HSA Pin</u> 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.



• 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.

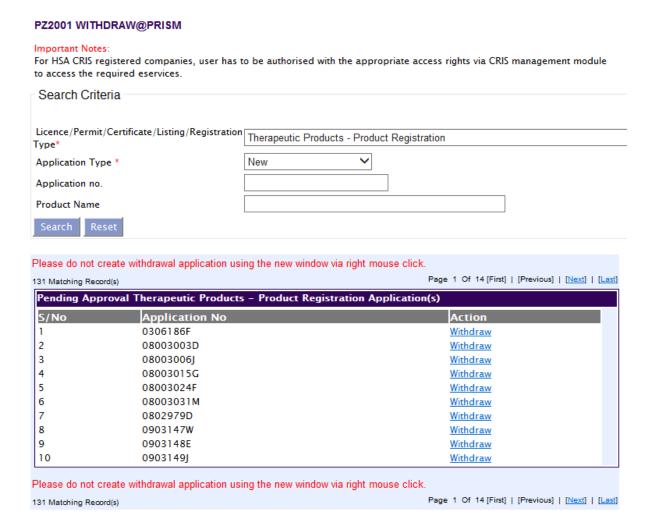
Search Product Application for Withdrawal

- 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.



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 Therapeutic Products - Product Registration Type* Application Type * Application no. Product Name Search Reset

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



 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/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 – Withdrawal Details

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