

Application to Import Therapeutic Products (On Consignment Basis)

Information to note

1. The online Application to Import Therapeutic Products (On Consignment Basis) Form may take about 30 – 60 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.
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:

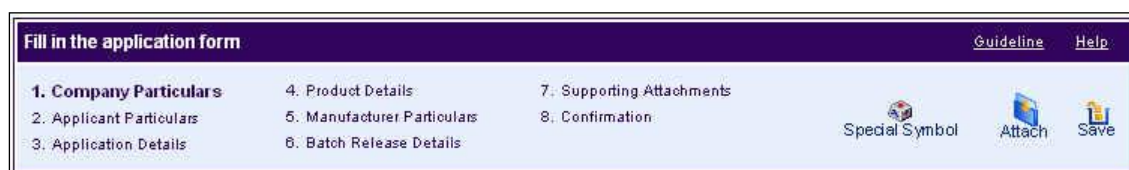
- Attach icon. This will allow user to go to the **Supporting Attachments** page to attach relevant documents.



- 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.

Application Form

Section 1 - Company's Particulars

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

- 1) Company name
- 2) Company address
- 3) Company telephone/fax number

4) Company UEN

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

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) Preferred 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 – Product Particulars

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

- 1) Singapore product licence number
- 2) Name of product
- 3) Dosage form
- 4) Name and country of the manufacturer
- 5) Country from which the product(s) are to be imported
- 6) Name and strength of active ingredient(s)
- 7) Packaging – unit quantity, pack size and quantity/container

Section 4 – Supporting Attachments

Please refer to the Application Guide for list of supporting documents

Section 5 – Declaration

This section requires the applicant to make a declaration on the information given in the application.