# STEP-BY-STEP GUIDE ON UPDATE OF MANUFACTURER'S DETAILS

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#### Introduction

Companies can update the changes to the manufacturer details using the "Update of Manufacturer's Details"

- \* Note: A <u>NEW</u> product notification is required if there is a change made to any of the following:
- 1) Brand Name
- 2) Product Name
- 3) Product Type
- 4) Formulation
- 5) Company change due to change of distribution rights
- 6) Company name change with a new UEN number given by ACRA

### Login access

The applicant should already be authorized by the company in the Client Registration & Identification Service (cris@hsa) for the submission. Information on CRIS may be obtained from:

http://www.hsa.gov.sg/content/hsa/en/Health Products Regulation/CRIS.html

CorpPass, Singpass (ends on 31 Dec 2017) or HSA Pin login is required for authentication and authorization.

# How can my company submit an update?

1. To submit a cosmetic product notification, please go to the following website: <a href="http://www.hsa.gov.sg/content/hsa/en/e-Services.html#HPRG">http://www.hsa.gov.sg/content/hsa/en/e-Services.html#HPRG</a>

2. Click on "Cosmetic Products"

e-Services and Forms by Branch

BRANCH	DESCRIPTION	
Western Medicines	To access PRISM for transactions related to licensing of drugs and biologicals and relevant forms.	
Medical Devices	To access MEDICS for transactions related to the licensing of medical devices and relevant forms.	
Chinese Proprietary Medicines	To access PRISM for transactions related to licensing of Chinese Proprietary Medicines and relevant forms.	
Cosmetic Products	To access PRISM for transactions related to Cosmetic products, Oral dental gums as well as relevant forms.	
Safety Information and Product Recalls	Reporting adverse events to HSA	
Clinical Trials	To access PRISM for transactions related to clinical trial applications and relevant forms.	
Manufacturing, Importation & Distribution	To access PRISM for transactions for transactions related to licensing and certification of manufacturers, importers, wholesale dealers and exporters and pharmacies, as well as relevant forms.	
Medical Advertisements & Sales Promotion		
Tobacco Products	To access the Online Business Licensing System (OBLS) and PRISM for transactions related to tobacco business licences and relevant forms.	

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3. Click on "Updates of Manufacturer's Details"

Amend Licence / Registration - amend@prism

In general, estimated time to complete the form: 5-10 mins

- Amend Product Registration for Oral Dental Gum
- Amend Importer's Licence for Oral Dental Gum
- > Amend Wholesaler's Licence for Oral Dental Gum
- > Amend Company Information
- Amend Applicant's Details for licences, registration and notifications

For amendments to Manufacturer Particulars, please use this link instead:

- Update of Manufacturer's Details
- 4. Thereafter, you will be directed to the following page:
  - Login using CorpPass Login or SingPass (ends on 31 Dec 2017)



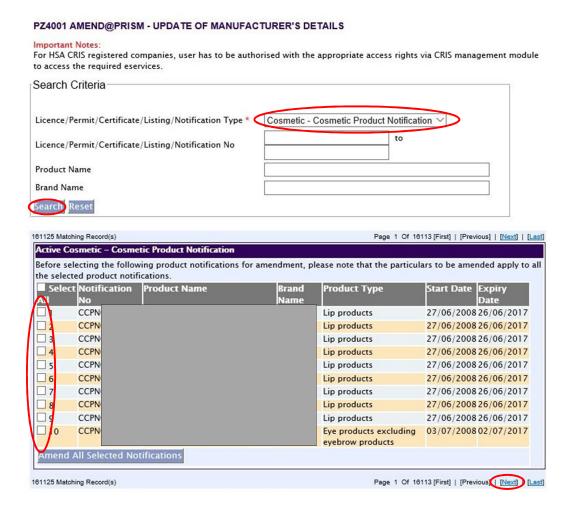


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CR0006 AUTHORIZATION > CHOOSE LOGIN TYPE
The eService selected requires login through CorpPass, SingPass or HSA PIN
Please select CorpPass Login , SingPass Login or HSA PIN to proceed

- CorpPass Login
- SingPass Login
  (Please take note that the grace period for SingPass login will end on 31st Dec 2017.)
- HSA PIN

5. Upon successful authentication, a welcome page will be shown. Click "Accept/Continue" to proceed with the eService. You will be directed to the online application form.

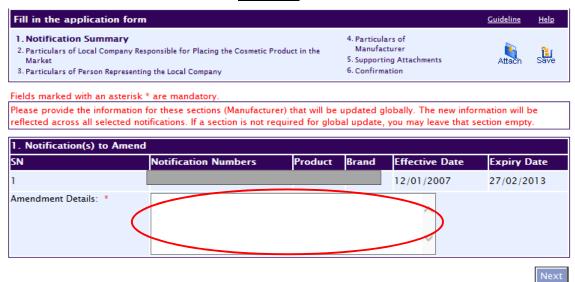


- a. Select "Cosmetic Cosmetic Product Notification" from the dropdown list
- b. Optional search criteria for the other fields
- c. Click "Search" for all notified cosmetic products
- 6. Search result shown all notified cosmetic products.
  - Select the Notification(s) to amend up to 20 notifications in 1 application submission.
  - b. Click on "Amend All Selected Notifications".
  - c. Click on "Next" button

#### 7. Section 1: Notification Summary

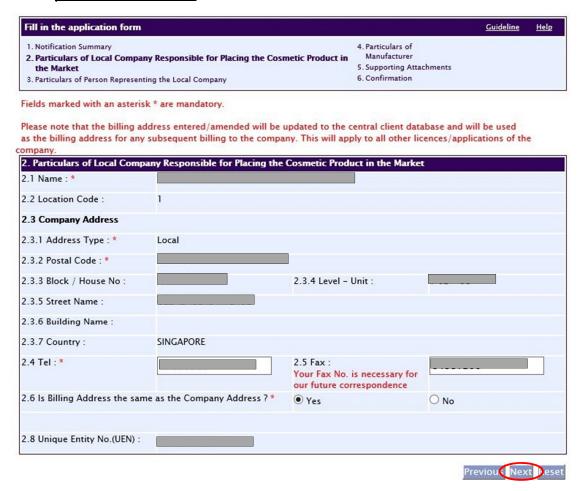
Please provide the information for the section (Manufacturer) that will be updated. The new information will be reflected across all selected notifications.

#### PLEASE FILL IN ALL SECTIONS IN ENGLISH



a. Fill in amendment details for the selected notification(s).

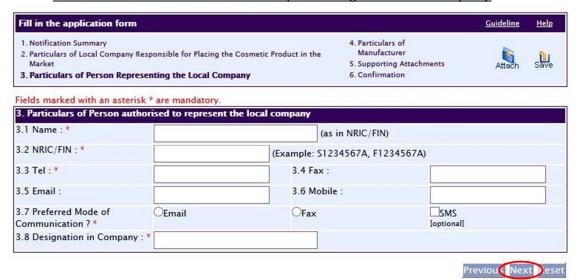
8. <u>Section 2: Particulars of local company responsible for placing the cosmetic product in the market</u>



- a. Ensure that the details are accurate and corresponds to your company details. Fill in the Billing Address if the answer is "No" to section 2.6.
- b. Click "Next" to proceed to the next section.

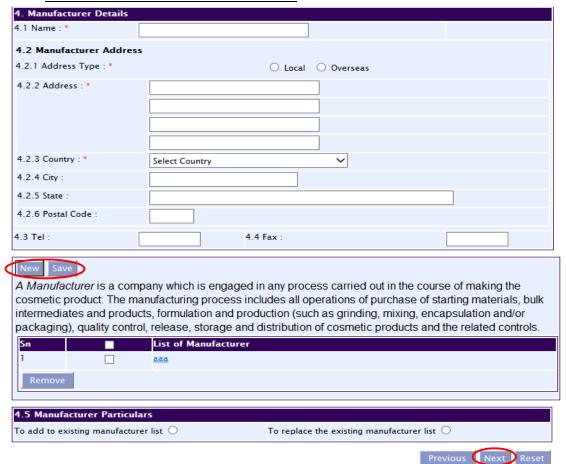
Please note that the billing address entered/amended will be updated to the central client database and will be used as the billing address for any subsequent billing to the company. This will apply to all other licenses/application of the company.

## 9. Section 3: Particulars of Person Representing the Local Company



- a. Fill in the details for:
  - ✓ Applicant's name
  - ✓ NRIC/FIN
  - ✓ Telephone number
  - ✓ Indicate Preferred Mode of Communication
- b. Click on "Next" to proceed to the next section

#### 10. Section 4: Particulars of Manufacturer



- a. Manufacturer Name (there may be more than one manufacturer click on "New" to add after filling up details and saving the first record
- b. Fill in the details for: Manufacturer Address
- c. Click on "Save" and "Next" to proceed to the next section

Please provide the information for the section (Manufacturer) that will be updated. The new information will be reflected across all selected notifications.

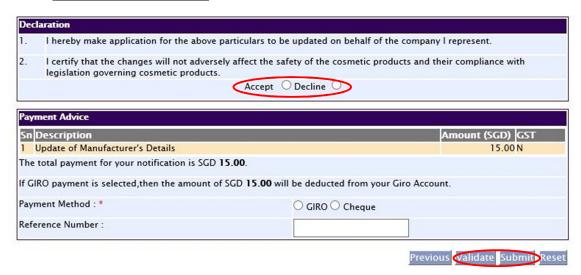
#### 11. Section 5: Supporting Attachments

PC1002 UPDATE FOR COSMETIC PRODUCTS NOTIFICATION



- a. No supporting attachment is required
- b. Click on "Next" to proceed to the next section

#### 12. Section 6: Confirmation



- a. Read through the "**Declaration**" section and select "**Accept**".
- b. Proceed to "Validate" the submission.
- c. The pop up box will indicate that the validation of the Global update is successful.
- d. Select "Submit" to make payment.

# **Helpdesk Contacts**

1) If you require any technical assistance regarding PRISM and cosmetic product notification, please contact the Helpdesk at:

Tel: 67760168

Email: helpdesk@hsahelp.gov.sg

2) Cosmetics Control Unit

Tel: 65 6866 1111

Email: HSA Cosmetics Control@hsa.gov.sg

The information in this Guideline shall be updated or revised from time-to-time. For any new, addition, amendments or deletion made to this Guideline, please refer to the latest version in our website www.hsa.gov.sg.