CANCELLATION APPLICATION FOR LICENCE TO KEEP AND SELL CONTROLLED DRUGS BY WHOLESALE

You are required to submit cancellation application for Licence to Keep and Sell Controlled Drugs by Wholesale if your company intends to cease the wholesale of controlled drugs, or if the licence holder is no longer with the company.

Companies and its applicants must register with Client, Registration, and Identification Service (CRIS) with valid CRIS user rights in order to be able to submit applications on behalf of the company via apply@prism.

The applicant will also require a Corppass before he/she can login to PRISM to retrieve the application form. A person who drafts an application on behalf of his/her company and is not a Singaporean Citizen, Permanent Resident or Employment Pass holder can apply for a HSA PIN to login to PRISM. The Corppass or HSA PIN is necessary for authentication and authorization purposes.

Note: *From 11 April 2021, the login process for Corppass has been changed to verify the user's identity via Singpass first before accessing and transacting with government digital services. While Singpass is used for logins, Corppass will continue to be the authorisation system for access to government digital services.*

For more information on CRIS, please refer to

https://www.hsa.gov.sg/e-services/cris

For more information on Corppass, please refer to

http://www.corppass.gov.sg/

For more information on HSA PIN, please refer to

https://www.hsa.gov.sg/e-services/hsa-pin

1. The online form may take an average of 5 minutes to fill in.

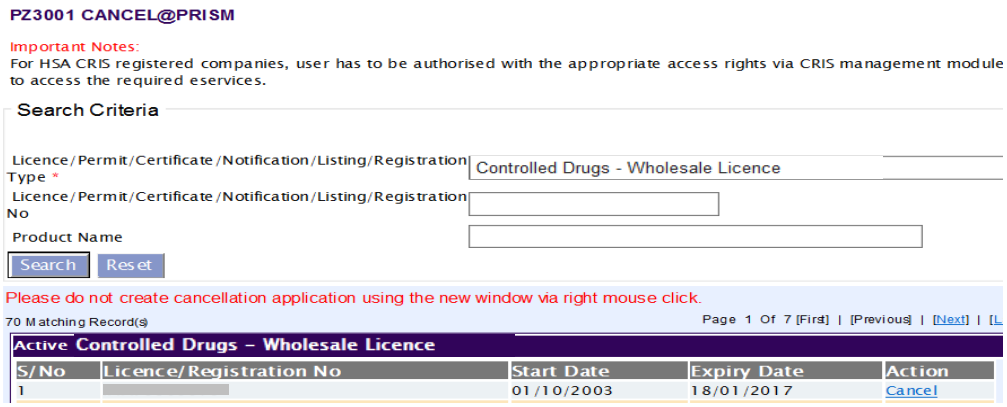
   The time taken varies depending on the number and sizes of the file attachments, configurations of your computer and network, internet performance, etc. Please note that the time stated above excludes time taken for preparatory work in relation to filling the online form (e.g. scanning documents for file attachments).

2. Mode of payment - **Not applicable**. No payment fee is required for submitting withdrawal applications.

Application Form

This section allows the search for the licence to be cancelled.

(1) Select the **Licence Type** (Controlled Drugs - Wholesale Licence).
(2) Enter the **Licence Number** to be cancelled.

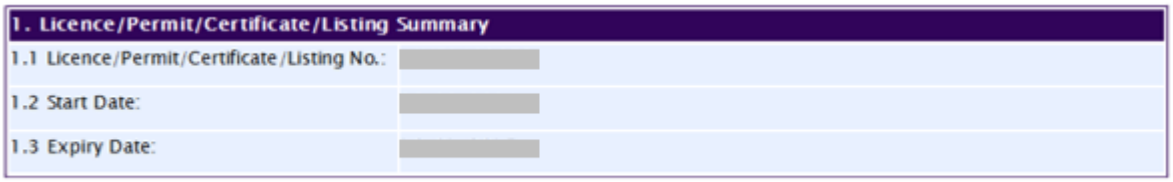


Part 1. Registration Summary

The applicable Licence No., effective and expiry dates of the existing licence will be pre-populated.

This section requires the applicant to verify the information.

(1) Click **'Next'** button to proceed to **Part 2. Applicant Particulars** section.



Part 2. Applicant Particulars

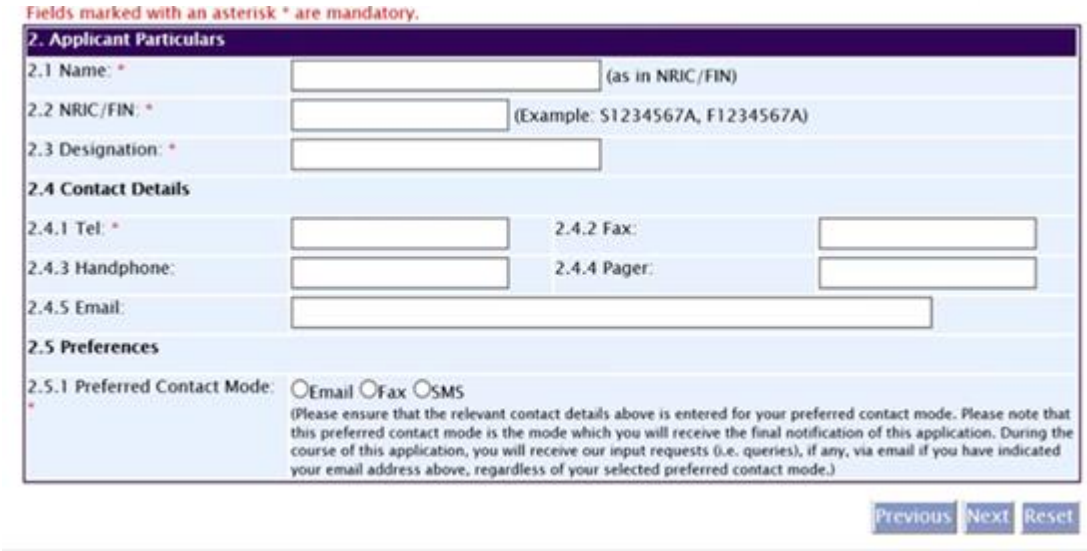
This section requires the applicant to enter any other relevant information relating to the applicant particulars.

(1) Applicant details such as name, NRIC / FIN, designation, Telephone/Fax/Handphone number and e-mail address.

(2) Select the type of **Preferred Contact Mode**.

(Note: Please ensure that the relevant contact details above are entered for your preferred contact mode. Please note that the preferred contact mode is the mode which you will receive the final notification of this application.)

(3) Click **'Next'** button to proceed to **Part 3. Cancellation Details** section.

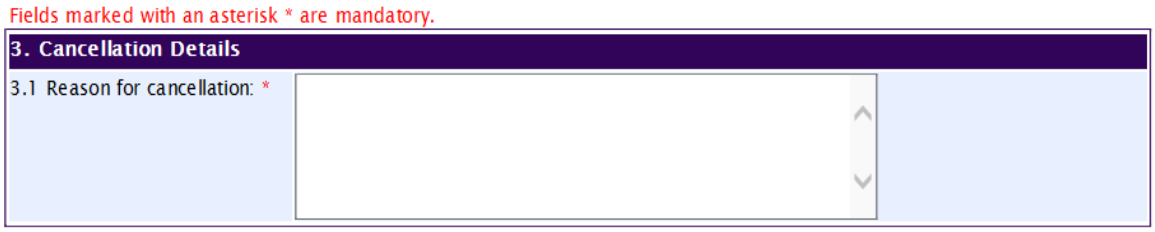


Part 3. Cancellation Details

This section requires the applicant to fill in the reason for cancellation.

(1) Click **'Next'** button to proceed to

(2) **Part 4.** Confirmation section.



Part 4. Confirmation

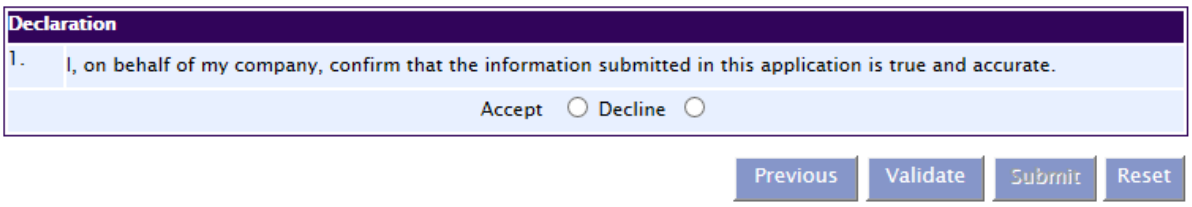
This section shows the information provided in all sections of the Cancellation Application for Licence to Keep and Sell Controlled Drugs by Wholesale.

(1) Applicant is required to confirm the information provided in all sections are correct and click the **'Validate'** button.

*(Note: Applicant may click the **'Save'** button to save a copy of the draft application if he/she wishes to complete the application at a later time.)*

(2) Once validation is successful, applicant is advised to read through the declaration carefully before accepting to undertake the conditions.

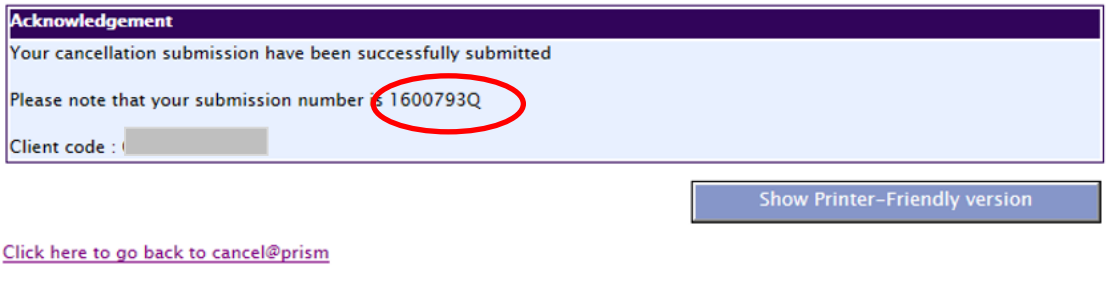
(3) Click the **'Submit'** button to submit the Cancellation Application.



Acknowledgement

This section acknowledges that the application has been submitted to HSA for processing. An application number will be generated for the successful application submitted.

Applicant may wish to print a copy of this acknowledgement page or take note of the **Submission Number** for ease of reference. Applicant may provide the submission number if he/she wishes to communicate with HSA.



Note: The show Printer Friendly version allows applicant to print or view the application.

Other Useful Information

1. You may check on the status of your application upon submission at track@prism.

2. Kindly contact the HSA Helpdesk if you encounter any technical issues (IT problems) during the application submission.

   HSA HelpDesk
   Tel : 6776 0168 (from 7:00 am to midnight daily)
   Email : helpdesk@hsahelp.gov.sg

3. For general enquiries or questions related to licences and certificates of manufacturers, importers and wholesalers, please contact the Audit and Licensing Division at Tel: 6866 1111 or write to https://crm.hsa.gov.sg/event/feedback.aspx