CONFIRMATION OF IMPORT & EXPORT OF CONTROLLED DRUGS & PSYCHOTROPIC SUBSTANCES

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 10 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 import and export clearances.

Application Form

Part 1. Company 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 business registration number (ACRA Number)

If the company is registered with CRIS, the above information will be pre-populated.

Part 2. Applicant Particulars

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

1) Applicant name (as in NRIC/FIN)
2) Applicant NRIC / FIN
3) Designation
4) Contact details like telephone / fax / handphone 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.)

Part 3. Substance(s) Import/Export Details

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

1) Overseas Import / Export Authorisation number
2) Date of issue of Overseas Import / Export Authorisation
3) Click onto the Substance Name under the list of substances in Section 3a, which will bring you to section 3b

In section 3b, click the respective active pharmaceutical ingredient. Applicant is required to fill in the following information:

1) Import / Export status (Select either Full Quantity Imported, Variation in Quantity Imported / Exported or No Import / Export Made)
2) For Variation in Quantity Imported / Exported, fill in information on “Actual number of units
3) Imported / exported” and “Date of import / export”.
4) Click the “Save” button. Verify that the information populated in the “List of Active Pharmaceutical Ingredients Added” is correct.
5) Click the “Back” button to return to Section 3a and proceed with the rest of the sections.

Part 4. Supporting attachments

In this section, applicant is required to attach supporting documents, if necessary.

For import of internationally controlled substances, please attach a copy of the export permit issued by the overseas authority.

For import / export of diagnostic test kits containing Controlled Drugs and Psychotropic Substances, please attach a file with tabulated information on the collective quantity of individual test kits imported / exported using the licence.

Part 5. Confirmation

In this section, applicant is required to check the accuracy of the information given in the application. Click "Accept" followed by the "Submit" button once all the information has been verified to be accurate.

No payment is required for this 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.

You may wish to print a copy of this acknowledgement page or take note of the application number for ease of reference. You may provide the application number if you wish to communicate with HSA.

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