



Healthier Choice Symbol (HCS) Online Application User Guide – Application Submission

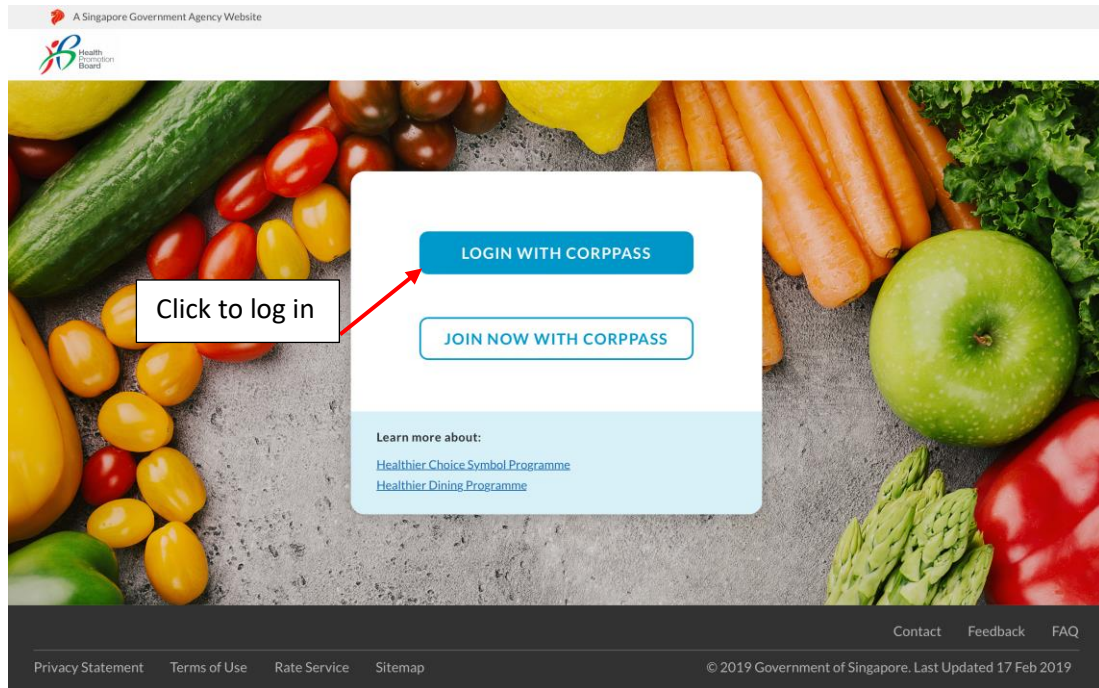
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Login using CorpPass

Please go to <https://healthier-choice.hpb.gov.sg> and login using CorpPass

- If you have already completed your first time login, you will be directed to the “Manage Applications” page. If you have not done your first time login, please refer to the **User Manual on Onboarding**.



A Singapore Government Agency Website

Health Promotion Board

Click to log in

LOGIN WITH CORPPASS

JOIN NOW WITH CORPPASS

Learn more about:
[Healthier Choice Symbol Programme](#)
[Healthier Dining Programme](#)

Contact Feedback FAQ

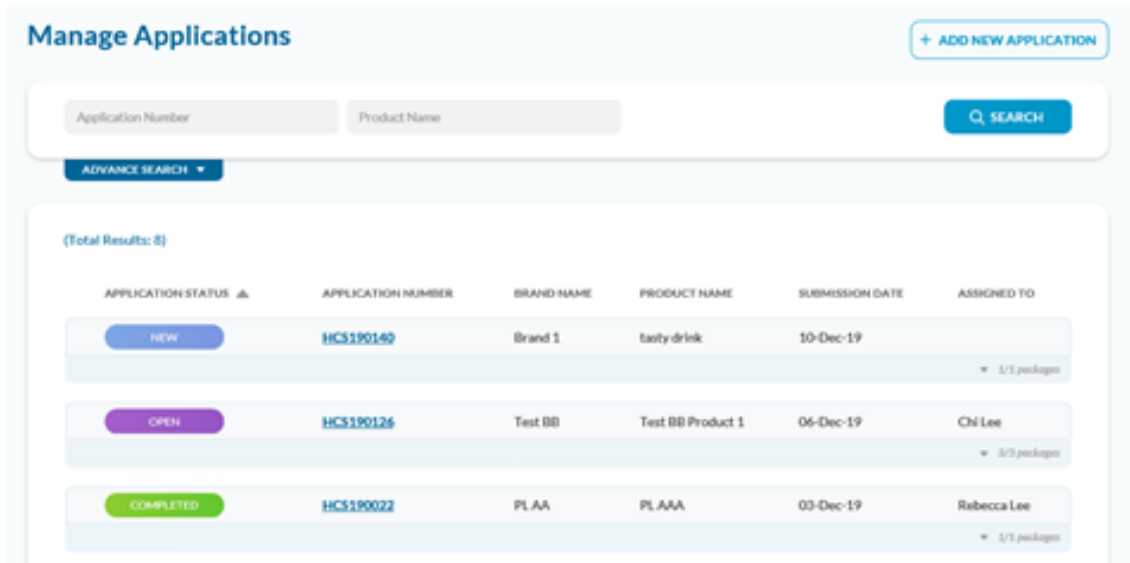
Privacy Statement Terms of Use Rate Service Sitemap

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The screenshot shows a website interface for the Healthier Choice Symbol Programme. At the top, it identifies itself as a Singapore Government Agency Website and features the Health Promotion Board logo. The main content area is set against a background of fresh vegetables. A white callout box with a red arrow points to a blue button labeled 'LOGIN WITH CORPPASS'. Below it is a white button with a blue border labeled 'JOIN NOW WITH CORPPASS'. Underneath these buttons, there is a section titled 'Learn more about:' with two blue links: 'Healthier Choice Symbol Programme' and 'Healthier Dining Programme'. At the bottom of the page, there is a dark grey footer containing navigation links for 'Contact', 'Feedback', and 'FAQ' on the right, and 'Privacy Statement', 'Terms of Use', 'Rate Service', and 'Sitemap' on the left. A copyright notice at the bottom right states '© 2019 Government of Singapore. Last Updated 17 Feb 2019'.

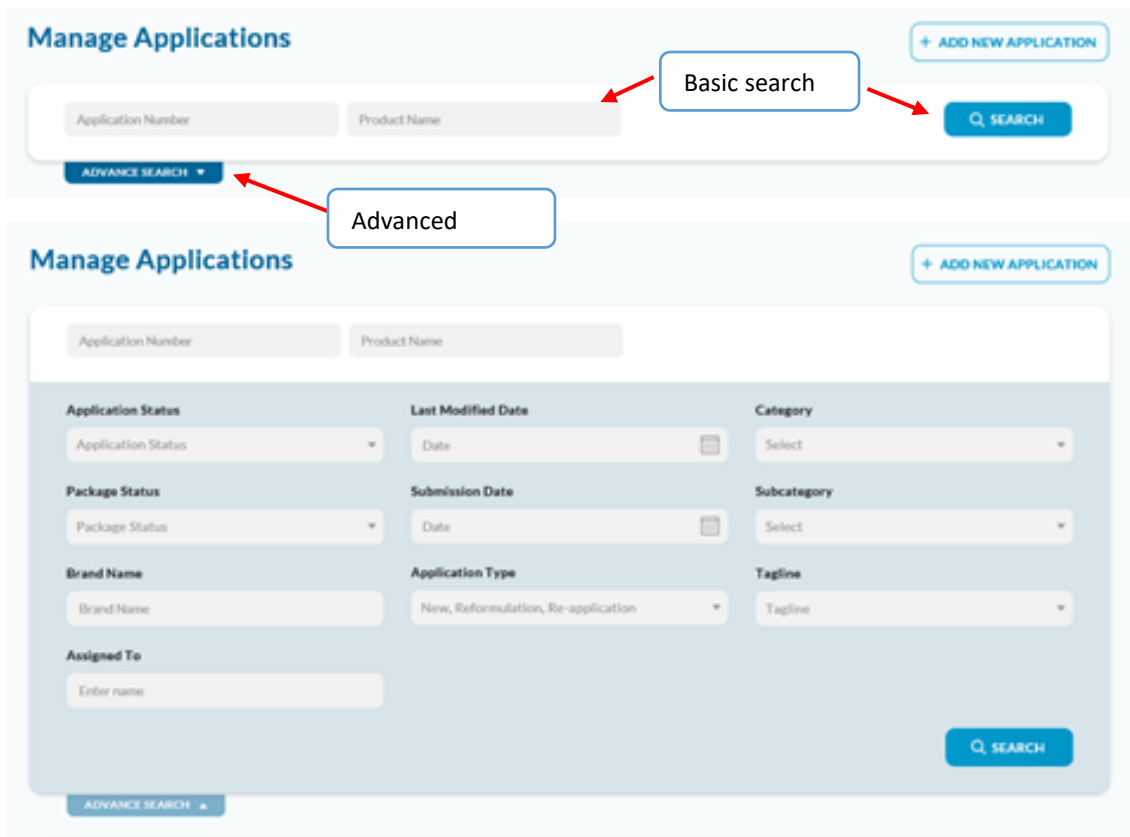
Manage Applications page

- Introducing some features in the “Manage Applications” page



Search function

- You can perform basic search
- You can also perform Advance Search by clicking on the Advance Search button to expand the Search section to reveal more fields.



Applications Submitted

- You will see all the submitted applications and their status. The applications are arranged in the order of applications that needs your attention most e.g. open, re-open, draft, new

(Total Results: 8)

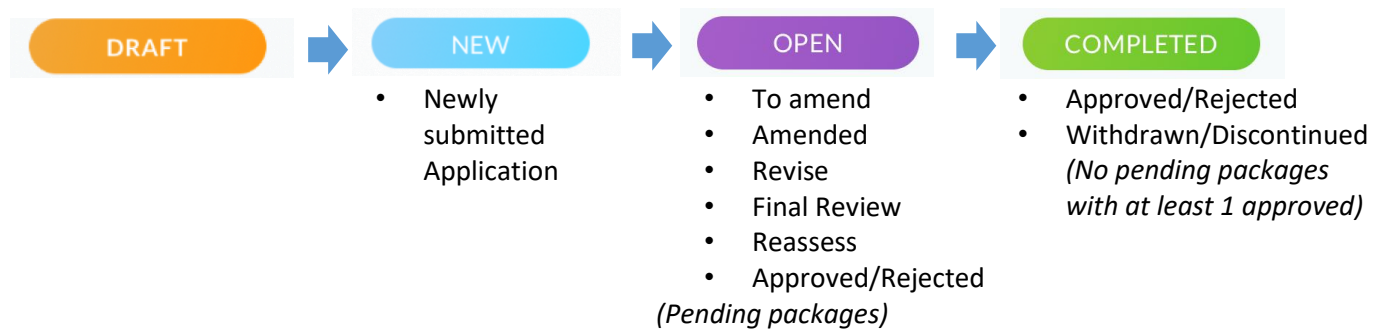
APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
NEW	HCS190140	Brand 1	tastydrink	10-Dec-19	
OPEN	HCS190126	Test BB	Test BB Product 1	06-Dec-19	Chi Lee
COMPLETED	HCS190022	PLAA	PLAAA	03-Dec-19	Rebecca Lee

Click on the arrow to expand the application to view package status

(Total Results: 8)

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
NEW	HCS190140	Brand 1	tastydrink	10-Dec-19	
PACKAGE STATUS	PACKAGE INFO	LAST MODIFIED			
New	20035g	10-Dec-19			
OPEN	HCS190126	Test BB	Test BB Product 1	06-Dec-19	Chi Lee
PACKAGE STATUS	PACKAGE INFO	LAST MODIFIED			
Rejected	500ml	06-Dec-19			
Final Review	300ml	06-Dec-19			
Approved	750ml	06-Dec-19			
COMPLETED	HCS190022	PLAA	PLAAA	03-Dec-19	Rebecca Lee

Application Status and Package Status



RE-OPEN

Status same as OPEN (*COMPLETED applications reopens when revised artwork or new package are submitted*)

REJECTED

Rejected (*All packages rejected/Application rejected*)

CLOSED

Withdraw/discontinued/rejected (*Negative end states*)

Assigned To

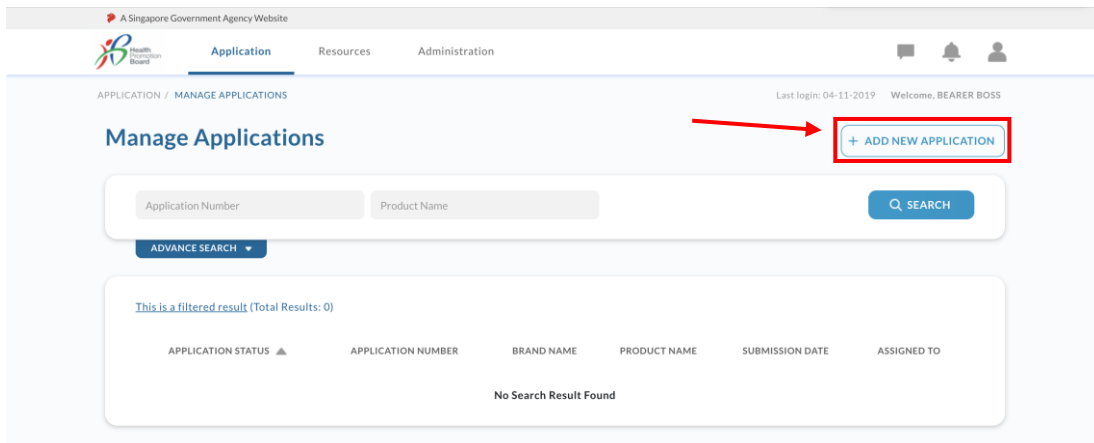
- You will be able to know who is the HCS admin staff assisting with your application from the "Assigned To" column.

(Total Results: 8)

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
NEW	HCS190149	Brand 1	tasty drink	10-Dec-19	1/1 packages
OPEN	HCS190126	Test BB	Test BB Product 1	06-Dec-19	Chi Lee 3/3 packages
COMPLETED	HCS190022	PLAA	PLAAA	03-Dec-19	Rebecca Lee 1/1 packages

Submit New Application

- To create a new application, please click on the “+ Add New Application” button



- You will be directed to the below page. If you have all the information ready, it would not take you more than 10 minutes to complete the form. All the 3 sections have to be filled in to submit the application.

Create a New HCS Application

APPLICATION STEPS

Before starting the application, please take a look at the latest HCS Nutrient Guidelines. [DOWNLOAD HCS NUTRIENT GUIDELINES](#)

There are 3 sections to fill in for each application submission. It will take you no more than 15 minutes (TBC) if you have all the information ready. Information needed are product details, lab report and packaging artwork of the product.

1 Product Information 2 Nutrient Values 3 Packaging Artwork

After Approval → List HCS Product

IMPORTANT INFORMATION TO NOTE

- You may download the HCS logo [here](#) for your product packaging artwork. Usage of HCS logo on product packaging and all materials not approved by HPB is a violation of the HCS TradeMark. HPB reserves the right to pursue legal action.
- If you have more than one product packaging artwork for a package size, e.g. front and back view, please combine into 1 PDF file or ZIP the PDF files. Only 1 file per package size is allowed for submission (size limit 10MB).
- Maximum of 10 draft applications and 10 open applications per company at any one time.
- Please complete any draft and open applications within 4 months. Beyond 4 months, all pending applications will be rejected as part of system database maintenance.

[CREATE NEW APPLICATION](#)

Please read the “Important Information To Note” before creating a new application.

Click “Create New Application” to proceed.

Below are the important information listed on the page.

1. You may download the HCS logo for your product packaging artwork. Usage of the HCS logo on product packaging and all materials not approved by HPB is a violation of the HCS Trademark. HPB reserves the rights to pursue legal action.
2. If you have more than one product packaging artwork for a package size, e.g. front and back view, please combine 1 PDF file or ZIP the PDF files. Only 1 file per package size is allowed for submission (size limit 10MB).
3. Maximum of 10 draft applications and 10 open applications per company at any one time.
4. Please complete any draft and open applications within 4 months. Beyond 4 months, all pending applications will be rejected by the system as part of system database maintenance.

Section 1: Product Information

- These are the information to key in regarding the product(s) you are applying HCS for.
- An asterisk '*' means mandatory fields to key in.

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Application Resources Administration

APPLICATION / MANAGE APPLICATIONS / NEW HCS APPLICATION Last login: 04-11-2019 Welcome, BEARER BOSS

New HCS Application - Draft

[Important information to note >](#)

PRODUCT INFORMATION NUTRIENT VALUES PACKAGING ARTWORK HCS PRODUCT LISTING

APPLICATION INFORMATION

Is this application a re-application or reformulation of existing application?

No Yes

Application type Re-application Reformulation

Please select the existing application*

PRODUCT INFORMATION

Brand name *

Product name *

Product category *

Product subcategory *

HCS Tagline *

Ingredients *
Enter the full ingredient list in descending order i.e. highest to lowest weight.

0/2000

Reconstituted Product *
Please check 'Yes' if the product has to be reconstituted before consumption. Examples: Milk powder, recipe mixes, etc.
 Yes No

Sweetened with non-nutritive sweetener(s) *
Please check 'Yes' if your product is sweetened with non-nutritive sweeteners. Examples: Aspartame, Stevia, Sucralose
 Yes No

Sweetened with sugar alcohol(s) *
Please check 'Yes' if your product is sweetened with sugar alcohol. Examples: Sorbitol, Xylitol etc.
 Yes No
Drinks containing non-nutritive sweeteners and/or sugar alcohols are not allowed for sale in mainstream schools and pre-schools.

Density of product (g/ml)

SAVE AND NEXT

Application Information

Please indicate if the application is a re-application or reformulation of an existing application.

Re-application or reformulation of an existing application happens when you need to re-apply an existing application due to change in ingredients and nutrient values or changes in application information with no change in ingredients and nutrient values.

- i. Re-application – No change in ingredients and nutrient values
- ii. Reformulation – Change in ingredients and nutrient values

Bringing your cursor to the ? will show you the definition of re-application and reformulation

If "Yes" is selected, please indicate the application type.

Please select the existing application number you are re-applying for from the dropdown list.

The product information of the existing application number will be auto populated.

Is this application a re-application or reformulation of existing application?

No Yes

Application type

Re-application Reformulation

Please select the existing application*

HCS190022
HCS190121
HCS190127
HCS190128
HCS190129
HCS190130

Brand name *
Enter or select brand name

Product category *

- If it is a new application and not a re-application/reformulation of an existing application, please select "No".
- If "No" is selected, you do not need to select "Application Type".

Is this application a re-application or reformulation of existing application?

No Yes

Application type

Re-application Reformulation

Please select the existing application*

Product Information

The information that you need to key in are the following:

- An asterisk '*' means mandatory fields to key in.

The screenshot shows a form titled 'PRODUCT INFORMATION' with the following fields and callouts:

- Brand name *** and **Product name ***: Callout: "It is important to key in the exact Brand name and Product name. If your application is approved, the Brand Name and Product Name keyed here will be displayed in the Licence Agreement."
- Product category *** and **Product subcategory ***: Callout: "You may refer to HCS Nutrient Guidelines for the Product category and Product Subcategory"
- HCS Tagline ***: Callout: "Please ensure that the HCS tagline tallies with the HCS logo used on the product packaging."
- Ingredients ***: Callout: "Please list the full ingredients from the highest to the lowest weight, separated by commas. You may copy and paste the ingredient listing into the box. Up to 2000 characters"
- Reconstituted Product ***: Callout: "You may click 'No' if:
 - Your product is not a reconstituted product
 - Your product is not sweetened with non-nutritive sweetener(s)
 - Your product is not sweetened with sugar alcohol(s)
- Sweetened with non-nutritive sweetener(s) ***: Callout: "This is non-mandatory. It is for some categories that needs density to calculate the nutrient values, e.g. ice cream, edible oils"
- Sweetened with sugar alcohol(s) ***: Callout: "This is non-mandatory. It is for some categories that needs density to calculate the nutrient values, e.g. ice cream, edible oils"
- Density of product (g/ml)**: Callout: "This is non-mandatory. It is for some categories that needs density to calculate the nutrient values, e.g. ice cream, edible oils"

At the bottom of the form are three buttons: **DELETE DRAFT** (red), **SAVE AS DRAFT** (light blue), and **SAVE AND NEXT** (dark blue).

If you would like to submit the application at a later time, please click "Save as Draft".

If you would like to continue, please click 'Save and Next' to proceed to next tab.

Please note if you leave this page before pressing any of the buttons, the information you keyed in will be gone.

For Reconstituted Product

- Please select “Yes” for Reconstituted product if your product requires reconstitution before consumption, e.g. Milk powder, 3-in-1 coffee, recipe mixes, etc.

Reconstituted product *

Please check 'Yes' if the product has to be reconstituted before consumption. Examples: Milk powder, recipe mixes, etc.

Yes No

Preparation method

Describe preparation method

0 / 2000

Up to 2000 characters

- The reconstituted button are pre-selected for some categories e.g. recipe mixes, milk powder as these are standards products that need reconstitution before consumption.
- If your product is a powder product but unable to select reconstitution, it could be that the category typically does not need reconstitution before consumption, e.g. fresh fruit. Please contact the HCS admin team for help when you are not able to select the reconstitution.

For Product Sweetened with Non-nutritive sweetener and/or Sugar Alcohol

- If your product is sweetened with non-nutritive sweetener and/or sugar alcohol, please select “Yes” and indicate the name of the non-nutritive sweetener and/or sugar alcohol using the auto-suggestive list.
- You may also key in free text.

Sweetened with non-nutritive sweetener(s) *

Please check 'Yes' if your product is sweetened with non-nutritive sweeteners. Examples: Aspartame, Stevia, Sucralose

Yes No

Sweetened with sugar alcohol(s) *

Please check 'Yes' if your product is sweetened with sugar alcohol. Examples: Sorbitol, Xylitol etc.

Yes No

Drinks containing non-nutritive sweeteners and/or sugar alcohols are not permitted in schools and pre-schools.

Density of product (g/ml)

e.g. 1.04

Name of non-nutritive sweetener(s) *

a

- Acesulfame-K
- Aspartame
- Mogroside (monkfruit extract)
- Neotame
- Saccharin
- Stevia
- Sucralose

Enter name of non-nutritive sweetener and/or sugar alcohol with auto-suggestive list.

If you cant find the sweetener/sugar alcohol in this list, you can add in free text.

Section 2: Nutrient Values

This is where you key in the nutrient values and submit the lab report for your product.

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APPLICATION / MANAGE APPLICATIONS / NEW HCS APPLICATION Last login: 05-11-2019 Welcome, QA BE 02

New HCS Application - Draft

[Important information to note >](#)

PRODUCT INFORMATION **NUTRIENT VALUES** PACKAGING ARTWORK HCS PRODUCT LISTING

Please choose one of the following options to submit the Nutrient Values.

Engage a laboratory to submit Nutrient Values and Laboratory Report
A registered laboratory in our system will help you to key in the nutrient values and upload the laboratory report. A notification will be sent to you once the laboratory has completed this. You may then proceed to upload the product packaging artwork and submit the application. Please refer to the list of laboratories on our [website](#) and liaise with the lab directly for the product analysis and analysis cost.

Submit own Nutrient Values and Laboratory Report
We accept laboratory reports from accredited laboratories under Singapore Accreditation Council.

[DOWNLOAD HCS NUTRIENT GUIDELINES](#)

NUTRIENT INFORMATION				
Nutrients	Per 100g	Per Serving	To comply with	HCS Guidelines
Energy (kcal)	<input type="text"/>	<input type="text"/>		≤ 250 ⓘ
Protein (g)	<input type="text"/>			
Total Fat (g)	<input type="text"/>			≤ 25 ⓘ
Saturated Fat (g)	<input type="text"/>			≤ 10 ⓘ
Trans Fat (g)	<input type="text"/>			< 0.5 ⓘ
Cholesterol (mg)	<input type="text"/>			
Carbohydrate (g)	<input type="text"/>			
Sugar (g)	<input type="text"/>			≤ 24 ⓘ
Dietary Fibre (g)	<input type="text"/>			
Sodium (mg)	<input type="text"/>			≤ 420 ⓘ
Wholegrains (%)			<input type="text"/>	≥ 30 ⓘ

[+ ADD NUTRIENTS](#)

Blue highlights indicate the nutrients might not meet the guidelines. Please download and refer to the HCS Nutrient Guidelines for the complete guidelines as some footnotes and labelling requirements are not listed here.

[DOWNLOAD HCS NUTRIENT GUIDELINES](#)

LAB REPORT(S)

Upload Lab report in PDF format * (max 15 files, 5MB each)

Drag files or click to select. PDF files only, Max 5MB per file.

[←](#) [DELETE DRAFT](#) [SAVE AS DRAFT](#) [SAVE AND NEXT](#)

Click the back arrow to go back to first tab

If you would like to submit the application at a later time, please click "Save as Draft".

If you would like to continue, please click 'Save and Next' to proceed to next tab.

Please note if you leave this page before pressing any of the buttons, the information you keyed in will be gone.

1. Please key in the nutrient values from the lab report into the boxes below.
2. Besides the 10 core nutrients, nutrients that are part of the guidelines for the category the product is applying under will appear. For example, if the product is a cereal product, Wholegrain, which is not one of the core nutrients, will appear as one of the qualifying nutrients.

The screenshot shows a 'NUTRIENT INFORMATION' form with the following structure:

Nutrients	Per 100g	Per Serving	To comply with	HCS Guidelines
Energy (kcal)	<input type="text"/>	<input type="text" value="180"/>		≤ 250
Protein (g)	<input type="text" value="10"/>			
Total Fat (g)	<input type="text" value="50"/>			≤ 25
Saturated Fat (g)	<input type="text" value="5"/>			≤ 10
Trans Fat (g)	<input type="text" value="A"/>			< 0.5
Cholesterol (mg)	<input type="text" value="10"/>			
Carbohydrate (g)	<input type="text" value="10"/>			
Sugar (g)	<input type="text" value="10"/>			≤ 24
Dietary Fibre (g)	<input type="text" value="10"/>			
Sodium (mg)	<input type="text" value="15"/>			≤ 420
Wholegrains (%)		<input type="text"/>		≥ 30

Callout boxes provide the following instructions:

- All boxes need to be filled.** (Points to the Energy input field)
- Blue highlights indicate the nutrients might not meet the guidelines. Please download and refer to the HCS Nutrient Guidelines for the complete guidelines as some footnotes and labelling requirements are not listed here.** (Points to the Energy, Total Fat, and Trans Fat rows)
- Please do not enter the units (e.g. g, kcal, mg, etc) into the boxes. Only numbers will be accepted.** (Points to the Trans Fat input field)
- Nutrients that are part of the guidelines for the category the product is applying under, will appear.** (Points to the Wholegrains row)
- The corresponding HCS guidelines for the category the product is applying under will appear** (Points to the HCS Guidelines column)
- Please download and refer to the HCS Nutrient Guidelines for the complete guidelines as some footnotes and labelling requirements are not listed here.** (Points to the bottom of the form)

Buttons: '+ ADD NUTRIENTS' and 'DOWNLOAD HCS NUTRIENT GUIDELINES'

Footnote: Blue highlights indicate the nutrients might not meet the guidelines. Please download and refer to the HCS Nutrient Guidelines for the complete guidelines as some footnotes and labelling requirements are not listed here.

Additional Nutrients

1. If the product contains nutrients that are not in the table, you can add in the nutrient by clicking on “Add Nutrients”.

The screenshot shows a table with one row for 'Wholegrains (%)' with a value of 50 and a guideline of ≥ 25 . A red box highlights the '+ ADD NUTRIENTS' button. Below the table, there is a note about blue highlights and a 'DOWNLOAD HCS NUTRIENT GUIDELINES' button.

2. You may select the nutrient that you wish to add from the dropdown list.

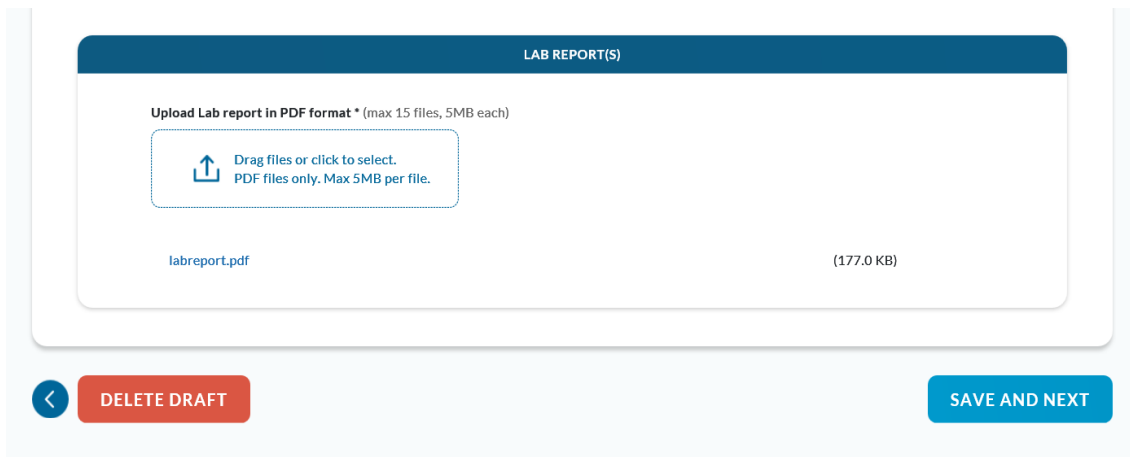
The screenshot shows the 'Add Nutrients' interface with a dropdown menu open. The dropdown lists various nutrients: Allulose (g), B-Carotene (mcg), Biotin (mcg), Carotenoids (mcg), Chloride (mg), and Choline (mg). A red box highlights the dropdown menu. The background shows the 'Sodium (mg)' row with a value of 15 and a guideline of ≤ 420 , and the 'Wholegrains (%)' row with a value of 30 and a guideline of ≥ 30 . A 'DOWNLOAD HCS NUTRIENT GUIDELINES' button is also visible.

3. Please fill in the box(es) accordingly. You can also delete the added nutrient if it is not required.

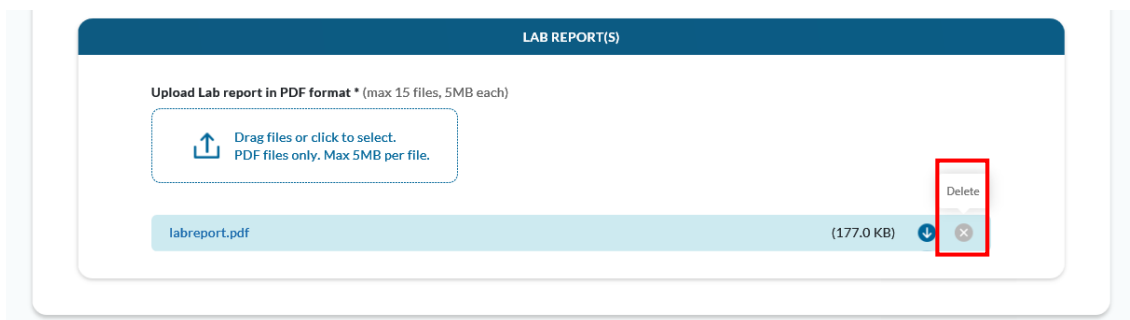
The screenshot shows the nutrient table with two rows: 'Sodium (mg)' with a value of 120 and a guideline of ≤ 120 , and 'Calcium (mg)' with an empty value box. A red box highlights the 'Delete' button (marked with an 'x') next to the 'Calcium (mg)' row. Below the table, there is a '+ ADD NUTRIENTS' button and a 'DOWNLOAD HCS NUTRIENT GUIDELINES' button.

Uploading Lab Report(s)

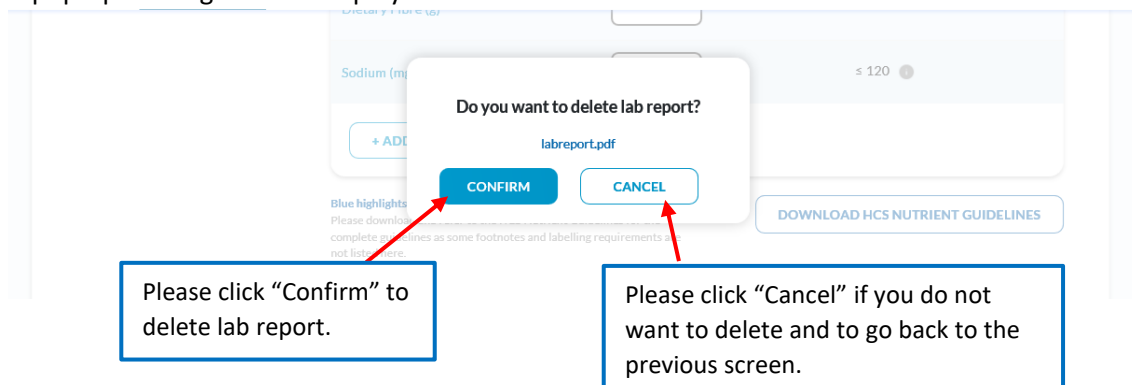
- Please upload the Lab report in PDF format (max 15 files, 5MB each).



- You are able to delete the Lab report by clicking on the “Delete” button.



- A pop-up message will be displayed.



Section 3: Packaging Artwork

This is the last section to fill in before submitting the application to HPB.

- This is where you upload the packaging artwork of your product. Only PDF format is accepted.
- If there is more than one artwork for each package size (e.g. front and back), please combine the artworks into one PDF or ZIP the PDF files before uploading.
- Only one file submission is allowed for each package size (file size limit 10MB)

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Application Resources Administration

APPLICATION / MANAGE APPLICATIONS / NEW HCS APPLICATION

Last login: 05-11-2019 Welcome, QA BE 02

New HCS Application - Draft

[Important information to note >](#)

PRODUCT INFORMATION NUTRIENT VALUES **PACKAGING ARTWORK** HCS PRODUCT LISTING

Upload Product Packaging Artwork

Please upload the product packaging artwork with the HCS logo.
If there is more than one artwork for each package size (e.g. front and back), please combine the artworks into one PDF or ZIP file before uploading.

Only one file submission is allowed for each package size (file size limit 10 MB)

+ ADD NEW PACKAGE SIZE

PRODUCT PACKAGING ARTWORK

You do not have any product packaging artworks at the moment.

DELETE DRAFT SUBMIT

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Health Promotion Board

Application Resources Administration

APPLICATION / MANAGE APPLICATIONS / NEW HCS APPLICATION

Last login: 05-11-2019 Welcome, QA BE 02

New HCS Application - Draft

[Important information to note >](#)

PRODUCT INFORMATION NUTRIENT VALUES **PACKAGING ARTWORK** HCS PRODUCT LISTING

Upload Product Packaging Artwork

Please upload the product packaging artwork with the HCS logo.
If there is more than one artwork for each package size (e.g. front and back), please combine the artworks into one PDF or ZIP file before uploading.

Only one file submission is allowed for each package size (file size limit 10 MB)

ADD NEW PACKAGE

Bulk Single

- i. Select bulk if package is meant for **B2B (food service)** e.g. 1 x 15kg Oil and/or if is a **bulk package**, e.g. 6 x 200ml

- ii. Select single if it is a **single package**, e.g. 200 ml

- Please upload the artwork file (max 1 file, 10MB in PDF or ZIP) and click 'Save'. If there is more than 1 artwork for 1 package size (e.g. front and back), please combine and submit in 1 PDF or ZIP file. Please note that if it is a ZIP file, all the files in the ZIP file should be in PDF format.

- The details of the product will be displayed with “Draft” status.

If there is more than one artwork for each package size (e.g. front and back), please combine the artworks into one PDF or ZIP file before uploading.
Only one file submission is allowed for each package size.

+ ADD NEW PACKAGE SIZE

If you wish to add more package size, please click “Add New Package Size” and repeat the steps

Single/bulk	Package size	Packaging description	Status	Submission Date	Approval Date	Last Modified Date	Listed date	Actions
Single	100g	Package 1	Draft	-	-	07-Nov-19	-	Select Edit Delete

Artwork Files

File Name	Date	Size
artwork1.pdf	07-Nov-19	(177.0 KB)

DELETED DRAFT

PLEASE click ‘Submit’ when you are ready to submit the application.

SUBMIT

Click on the arrow to expand the row to view the attached artwork.

If you need to make any amendments before submission, you may select delete or edit.

- A pop-up message will be displayed. Click “Confirm” to submit the application to HPB.

APPLICATION / MANAGE APPLICATIONS / NEW HCS APPLICATION

Last login: 10-Dec-19 Welcome, Kim Kim

New HCS Application - Draft

[Important information to note >](#)

PRODUCT INFORMATION

Upload Product Packaging Artwork

Please upload the product packaging artwork with the HCS logo.
If there is more than one artwork for each package size (e.g. front and back), please combine the artworks into one PDF or ZIP file before uploading.

HCS PRODUCT LISTING

Are you sure you want to submit this application to HPB?

CONFIRM CANCEL

- A message “Application has been submitted to HPB” will be displayed at the top of the screen.

Application has been submitted to HPB

Health Promotion Board

Application Resources Administration

APPLICATION / MANAGE APPLICATIONS

Manage Applications

Application Number Product Name

ADVANCE SEARCH

- An Application Number will be generated with Application Status - "New" and a submission date will be displayed in the "Manage Applications" page

APPLICATION / MANAGE APPLICATIONS Last login: 10-Dec-19 Welcome, Kim Kim

Manage Applications + ADD NEW APPLICATION

Application Number Product Name SEARCH

ADVANCE SEARCH ▾

(Total Results: 1)

APPLICATION STATUS ▲	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
NEW	HCS190144	Test1	Test1 Product	10-Dec-19	

▾ 2/2 packages

Click on the arrow to expand the row to view the details of the packages

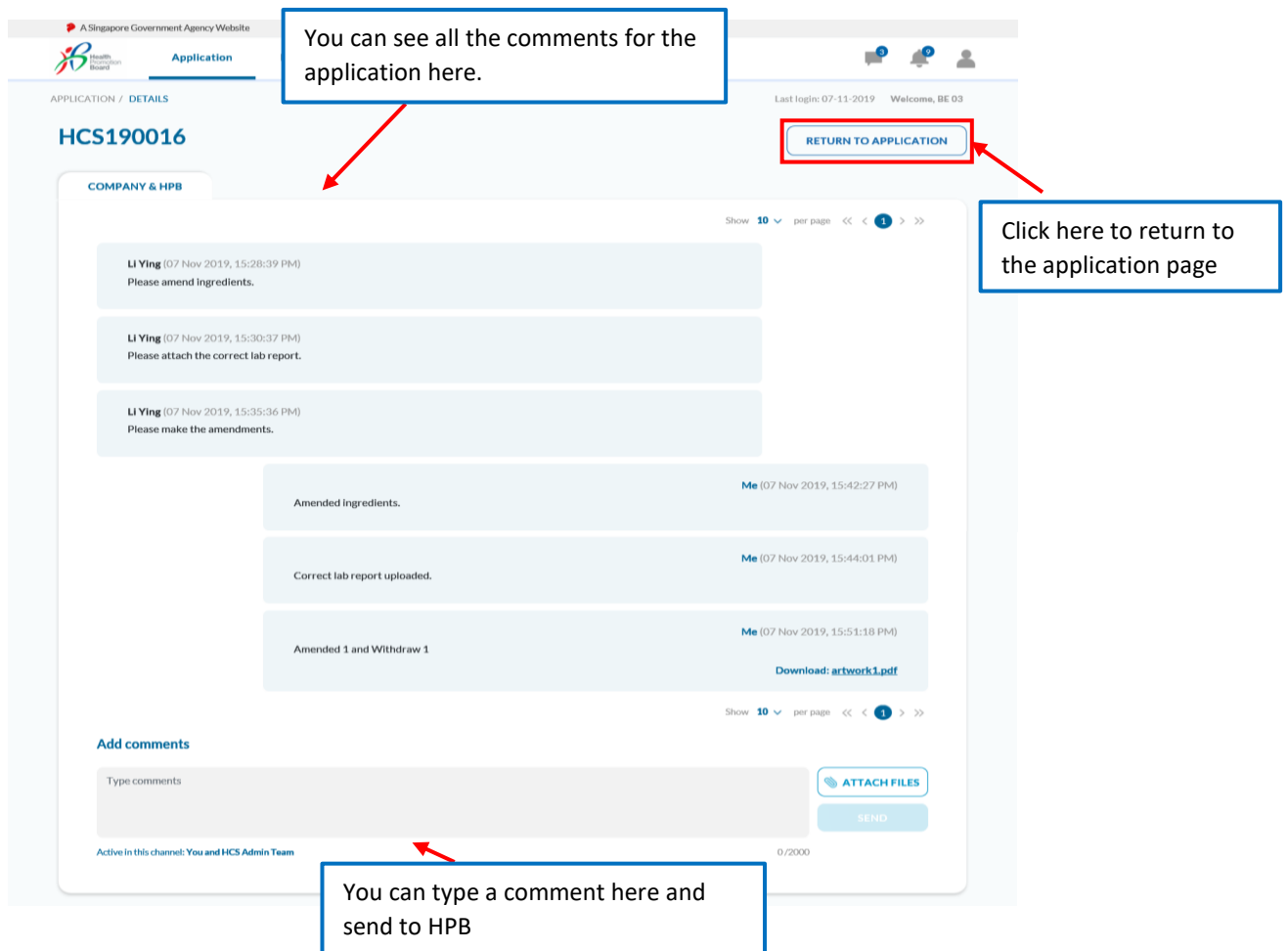
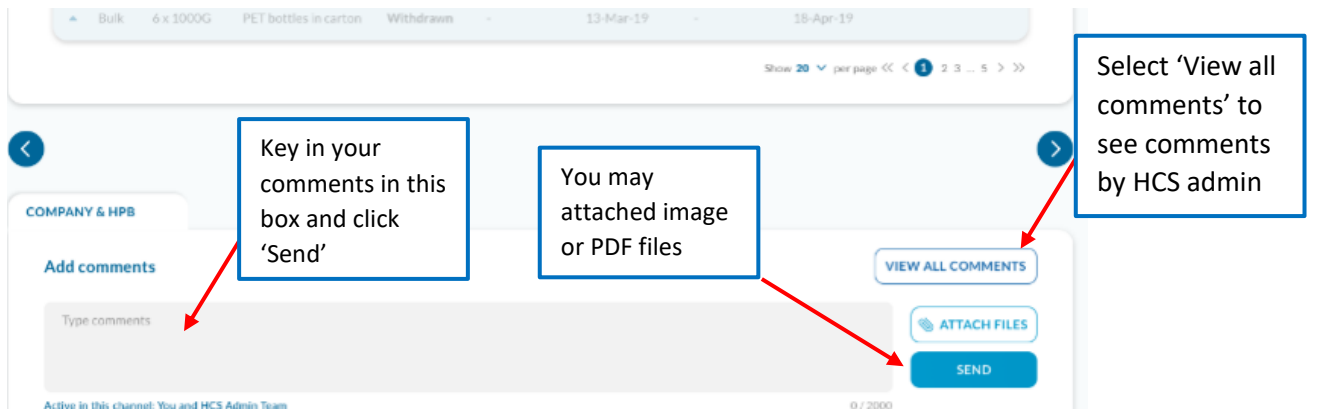
(Total Results: 1)

APPLICATION STATUS ▲	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
NEW	HCS190144	Test1	Test1 Product	10-Dec-19	

PACKAGE STATUS ▾	PACKAGE INFO	LAST MODIFIED	▲ 2/2 packages
New	100g	10-Dec-19	
New	6X100g	10-Dec-19	

Commenting

- You can communicate with HCS admin team using the commenting box.
- The comment box is available at the bottom of all the 3 sections.
- To view the reply from HCS admin team and/or to see all the comments, please click on “View All Comments”.



Notifications

- You will receive email and system notifications when the applications have been approved, rejected, require amendment(s) or any other notifications that require your attention.
- You will also receive email and comment notification when HCS admin staff leaves a new comment for the application.
- There is a separate icon for system notification and comment notification. The increase in the numbers indicated new system notifications and comments coming in.

This is the icon for comments notification

This is the icon for system notification

The screenshot shows the 'Manage Applications' page. At the top right, there are two notification icons: a speech bubble with the number '3' and a bell with the number '1'. A red box highlights these icons, with arrows pointing to callout boxes. The main content area shows a table with one application entry: 'HCS190144' with status 'OPEN', brand 'Test1', product 'Test1 Product', and submission date '10-Dec-19'.

Please click on the speech bubble icon to view comment notifications, and then click on "View Comments".

The screenshot shows the 'Manage Applications' page with a dropdown menu open over the speech bubble notification icon. The dropdown is titled 'COMMENT' and contains three entries: 'HCS190144 has a new comment. VIEW COMMENTS 9 minutes ago'. At the bottom of the dropdown are two buttons: 'MARK ALL AS READ' and 'VIEW ALL'.

- To view all comments and system notifications, please click on "View All".

The screenshot shows the 'Manage Applications' page with the 'VIEW ALL' button in the comment notification dropdown menu highlighted with a red box.

- You will be able to view both the system and comments notifications, and able to toggle between system notifications and comments.

NOTIFICATIONS Last login: 11-Dec-19 Welcome, Kim Kim

Notifications

VIEW ALL SYSTEM COMMENTS

(Total Results: 4)

HCS190144 requires amendment. Please view all comments for more information.. VIEW APPLICATION	11-Dec-19
HCS190144 has a new comment. VIEW COMMENTS	11-Dec-19
HCS190144 has a new comment. VIEW COMMENTS	11-Dec-19
HCS190144 has a new comment. VIEW COMMENTS	11-Dec-19

Mask All as Read

NOTIFICATIONS Last login: 11-Dec-19 Welcome, Kim Kim

Notifications

VIEW ALL **SYSTEM** COMMENTS

(Total Results: 1)

HCS190144 requires amendment. Please view all comments for more information.. VIEW APPLICATION	11-Dec-19
---	-----------

Mask All as Read

NOTIFICATIONS Last login: 11-Dec-19 Welcome, Kim Kim

Notifications

VIEW ALL SYSTEM **COMMENTS**

(Total Results: 3)

HCS190144 has a new comment. VIEW COMMENTS	11-Dec-19
HCS190144 has a new comment. VIEW COMMENTS	11-Dec-19
HCS190144 has a new comment. VIEW COMMENTS	11-Dec-19

Mask All as Read

- To clear all comment notifications, click “Mark All As Read”. You can also do the same for system notifications.

APPLICATION / MANAGE APPLICATIONS Welcome, Kim Kim

Manage Applications

Application Number Product Name

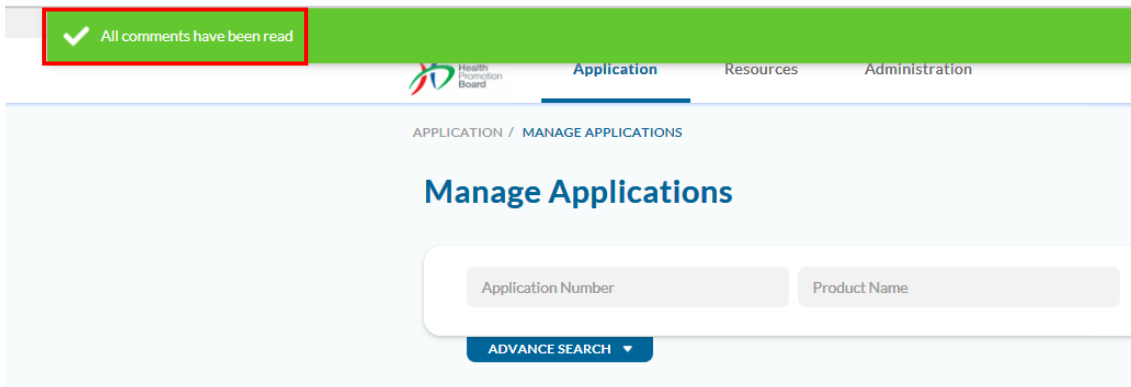
[ADVANCE SEARCH](#) [SEARCH](#)

COMMENT

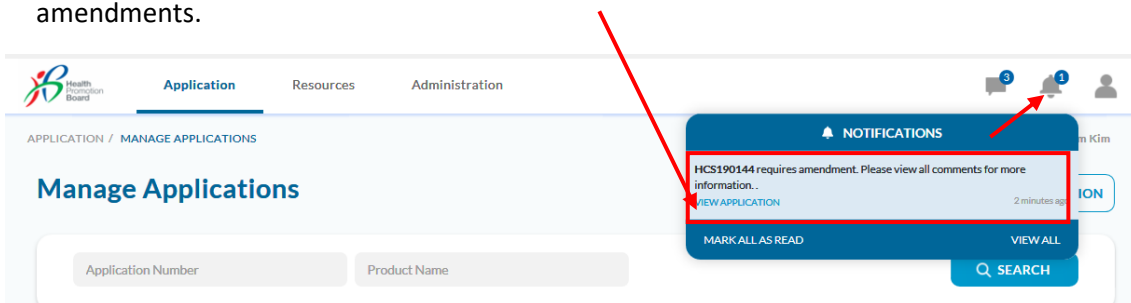
HCS190144 has a new comment. VIEW COMMENTS	9 minutes ago
HCS190144 has a new comment. VIEW COMMENTS	9 minutes ago
HCS190144 has a new comment. VIEW COMMENTS	10 minutes ago

MARK ALL AS READ [VIEW ALL](#)

- A message “All comments have been read” will be displayed.

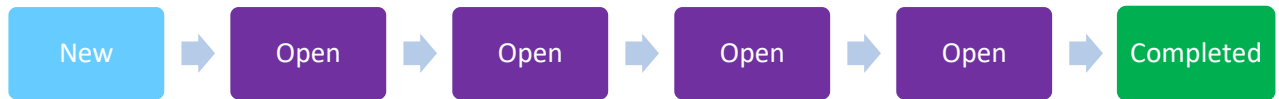


- To view system notifications, please click on the bell icon.
- You may click on “View Application” to open the application directly and work on the amendments.

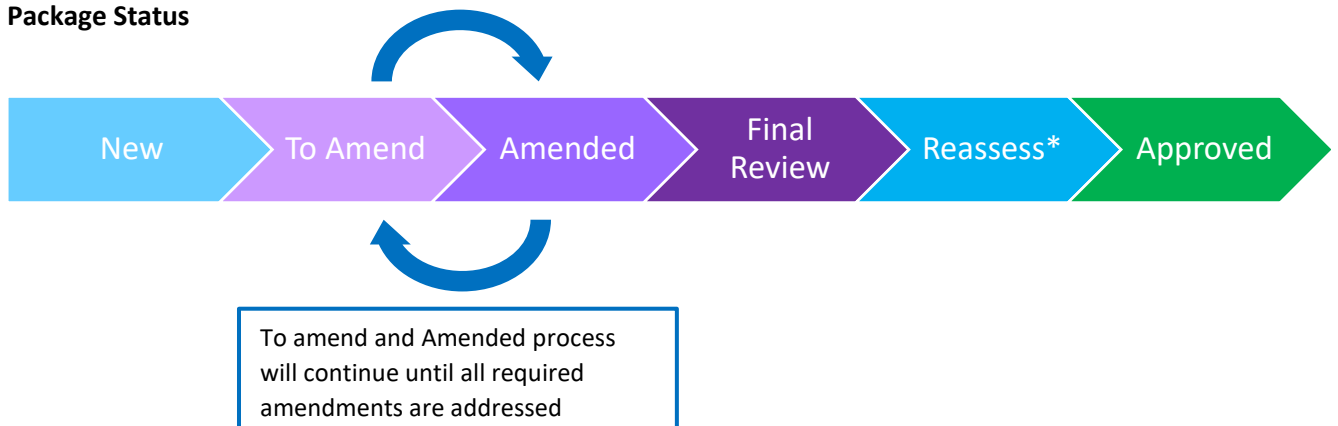


Summary Of A General Application Process Flow

Application Status



Package Status



*Not every application will have the Reassess package status

To Amend Application

- Application sent back by HCS admin for amendment will have the package status **'To amend'**
- Click on the Application number to go into the application

The screenshot shows a table with columns: APPLICATION STATUS, APPLICATION NUMBER, BRAND NAME, PRODUCT NAME, SUBMISSION DATE, and ASSIGNED TO. The first row has an 'OPEN' button, application number 'HCS190003', brand 'ABC', product 'ABC', date '05-Nov-19', and assigned to 'Chi Lee'. Below the table, a callout box shows the application details for 'HCS190003', including an 'APPLICATION STATUS' dropdown set to 'OPEN', a 'PACKAGE STATUS' of 'To amend', and a 'LAST MODIFIED' date of '05-Nov-19'. A red arrow points from the application number in the table to the callout box, and another red arrow points from the 'To amend' status in the callout box to the right.

- Inside the application, go to the comment box and click on **'View all comments'**.

The screenshot shows the application comment box. It includes a header with 'COMPANY & HPB', a 'Add comments' section with a text input field and a 'SEND' button, and a 'VIEW ALL COMMENTS' button. A callout box with a blue border contains the text: 'The amendment required for the application might be for all 3 tabs (PI, NV, artwork). Please click 'View all comments' to see all comments by HCS admin for your application'. A red arrow points from the callout box to the 'VIEW ALL COMMENTS' button.

Health Promotion Board
Application Resources Administration

APPLICATION / MANAGE APPLICATION / HCS190144 - TEST1 / VIEW ALL COMMENTS
Last login: 11-Dec-19 Welcome, Kim K...

HCS190144 - Test1 - Test1 Product

COMPANY & HPB

Chi Lee (11 Dec 2019, 09:16:07 AM)
Please amend ingredients.

Chi Lee (11 Dec 2019, 09:17:02 AM)
Please check whether the nutrients values tally with lab report.

RETURN TO APPLICATION

The comments for amendments required for "Product Information" and "Nutrient Values" will be displayed here.

You may type your clarification here and send to HCS admin. You may also attached screenshot on the area you want to seek clarification

Add comments

Type comments

ATTACH FILES

SEND

Active in this channel: You and HCS Admin Team 0/2000

After you click "Returned to the Application", you may start working on the amendments.

PRODUCT INFORMATION

Brand name * Test1 **Product name *** Test1 Product

Product category * Beverages **Product subcategory *** Malted or chocolate drink

HCS Tagline * Lower in Sugar

Ingredients *
Enter the full ingredient list in descending order i.e. highest to lowest weight.
Test
4/2000

Reconstituted Product *
Please check 'Yes' if the product has to be reconstituted before consumption. Examples: Milk powder, recipe mixes, etc.
 Yes No

Sweetened with non-nutritive sweetener(s) *
Please check 'Yes' if your product is sweetened with non-nutritive sweeteners. Examples: Aspartame, Stevia, Sucralose
 Yes No

Sweetened with sugar alcohol(s) *
Please check 'Yes' if your product is sweetened with sugar alcohol. Examples: Sorbitol, Xylitol etc.
 Yes No
Drinks containing non-nutritive sweeteners and/or sugar alcohols are not allowed for sale in mainstream schools and pre-schools.

SAVE AND NEXT

Please click "Save and Next" to proceed to Nutrient Values to make amendments

If you have any clarifications or comments, you may type your comments in the comment box and click "Send". The comments will be captured in the "View All Comments" section.

COMPANY & HPB

Add comments

Amended Ingredients.

VIEW ALL COMMENTS

ATTACH FILES

SEND

Active in this channel: You and HCS Admin Team 20/2000
Comments - PI.pdf 11-Dec-19 (177.0 KB)

- Please make the necessary amendments in the Nutrient Values section.

Sugar (g) 10 ≤ 24

Dietary Fibre (g) 10

Sodium (mg) 15 ≤ 420

Wholegrains (%) [] ≥ 30

+ ADD NUTRIENTS

Blue highlights indicate the nutrients might not meet the guidelines. Please download and refer to the HCS Nutrient Guidelines for the complete guidelines as some footnotes and labelling requirements are not listed here.

DOWNLOAD HCS NUTRIENT GUIDELINES

- You may update the lab reports, if necessary
- If you need to delete the lab report, please leave a comment to HCS admin for help to delete the lab report.

LAB REPORT(S)

Upload Lab report in PDF format * (max 15 files, 5MB each)

Drag files or click to select.
PDF files only. Max 5MB per file.

labreport.pdf 07-Nov-19 (177.0 KB)

Please click "Save and Next" to proceed to Artwork to make amendments

You may type your comments in the comment box and click "Send". The comments will be captured in the "View All Comments" section.

COMPANY & HPB

Add comments

Correct lab report uploaded.

VIEW ALL COMMENTS

ATTACH FILES

SEND

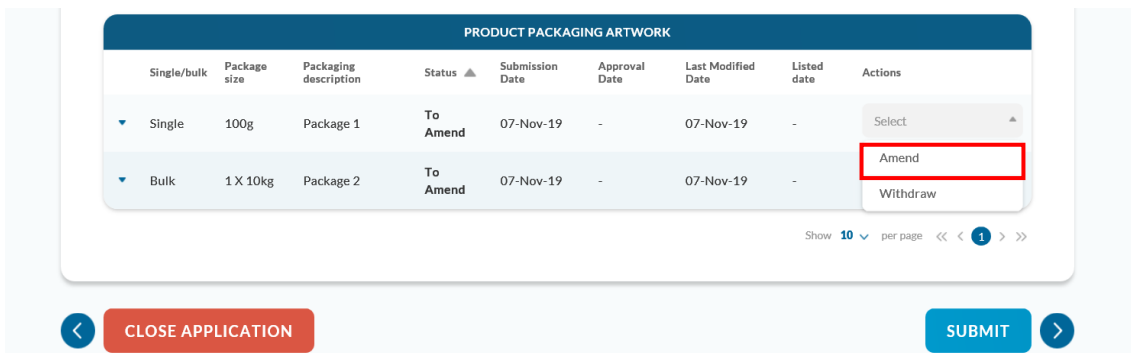
Active in this channel: You and HCS Admin Team 28/2000

- In the Packaging Artwork section, the status of the package will be updated with “To Amend” for those packages that require amendments.

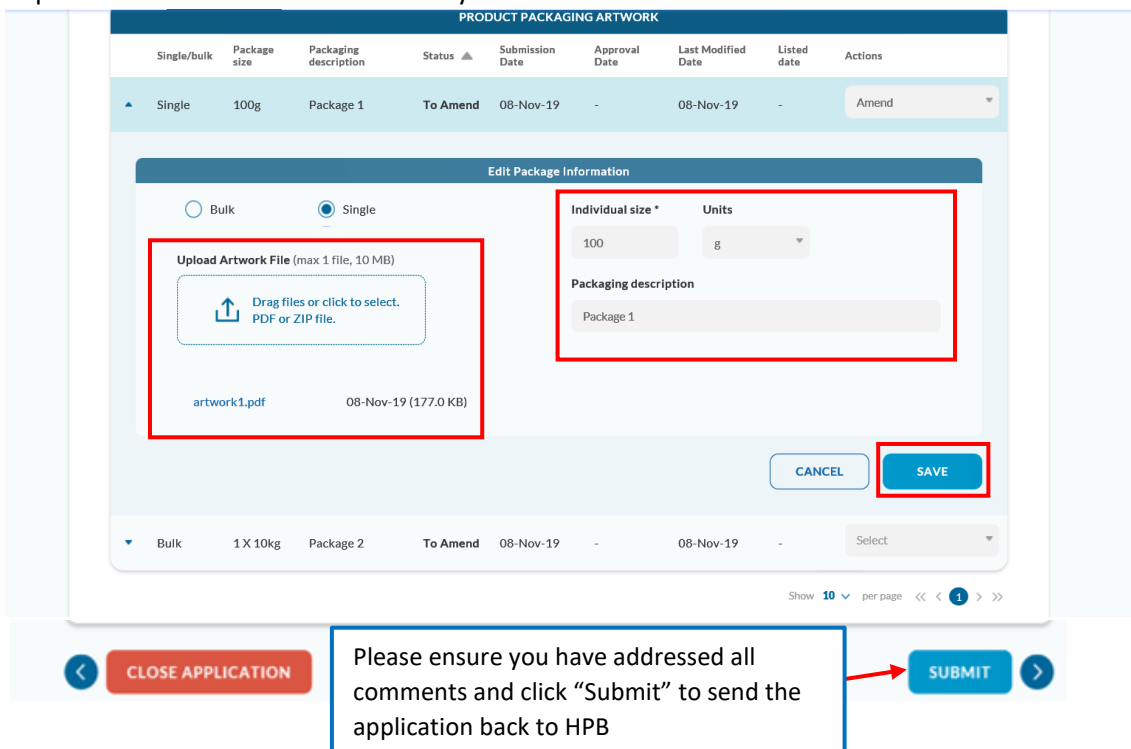
The screenshot displays the 'PRODUCT PACKAGING ARTWORK' interface. At the top, a table lists packages with columns for 'Single/bulk', 'Package size', 'Packaging description', 'Status', 'Submission Date', 'Approval Date', 'Last Modified Date', 'Listed date', and 'Actions'. Two packages are shown: 'Single' (100g, Package 1) and 'Bulk' (1 X 10kg, Package 2), both with a status of 'To Amend'. A red box highlights the 'Status' column for the first package, and a red arrow points to a downward arrow in the 'Actions' column. A callout box says: 'Click the arrow to expand to see more'. Below the table, the first package is expanded, showing 'Artwork Files' (artwork1.pdf, 177.0 KB) and 'HPB Comments' (artwork1_HPB comments..., 177.0 KB). A red arrow points to the download icon in the HPB Comments section. A callout box says: 'To view the comments made by HPB on the amendments required for the packaging artwork, please click and download the file under “HPB Comments”'. At the bottom, there are 'CLOSE APPLICATION' and 'SUBMIT' buttons.

- If there isn't any file uploaded under “HPB Comments” for your amendments, please go to “View All Comments” to see the comments from HCS admin or you may leave a comment to seek clarification from HCS admin.

- To amend the packaging artwork, select “Amend” from the dropdown list.

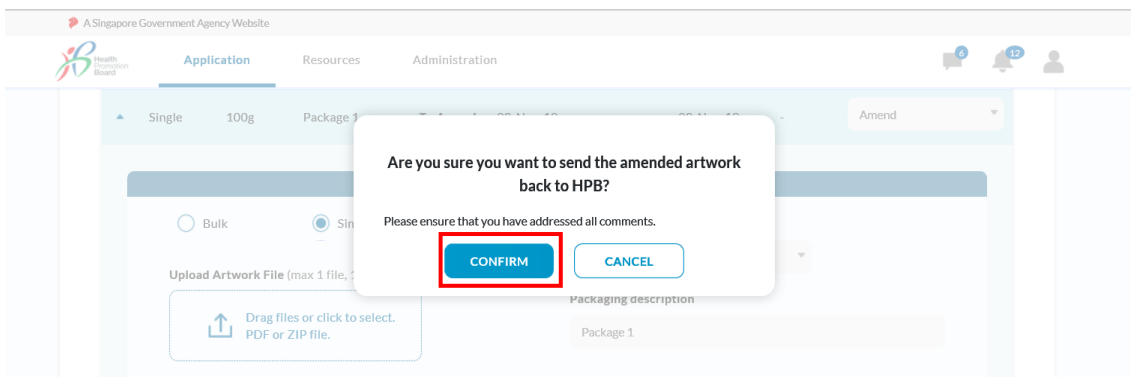


- Upload the amended artwork and any other amendments and click ‘Save’



Please ensure you have addressed all comments and click “Submit” to send the application back to HPB

- A pop-up message will be displayed. Please click “Confirm” to proceed.



- The status will be changed to “Amended”.

PRODUCT PACKAGING ARTWORK									
Single/bulk	Package size	Packaging description	Status ▲	Submission Date	Approval Date	Last Modified Date	Listed date	Actions	
Single	100g	Package 1	Amended	08-Nov-19	-	08-Nov-19	-	Select ▼	

- A message “Amended application HCSxxx has been sent to HPB” will be displayed.

✓ Amended application HCS190144 has been sent to HPB

Application
Resources
Administration

Upload Product Packaging Artwork

Please upload the product packaging artwork with the HCS logo.
If there is more than one artwork for each package size (e.g. front and back), please co

Only one file submission is allowed for each package size (file size limit 10 MB)

+ ADD NEW PACKAGE SIZE

PRODUCT INFORMATION

NUTRIENT VALUES

- The application status will be “Open” and package status becomes Amended

Health
Board
Application
Resources
Administration

APPLICATION / MANAGE APPLICATIONS
Last login: 11-Dec-19 Welcome, Kim Kim

Manage Applications

+ ADD NEW APPLICATION

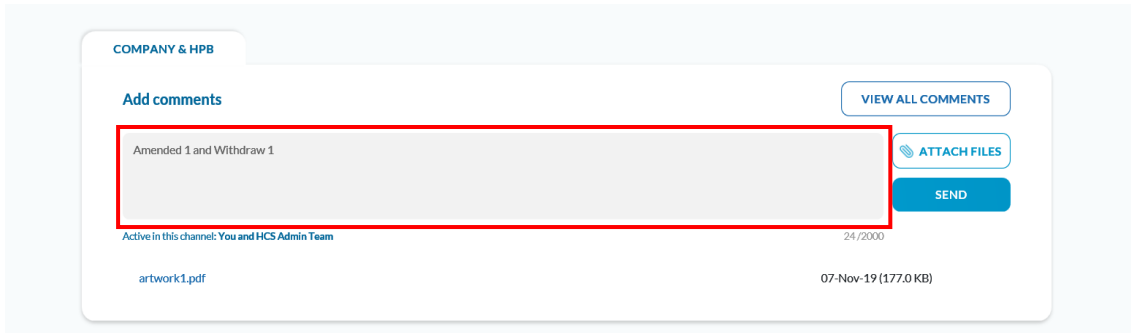
SEARCH

ADVANCE SEARCH ▼

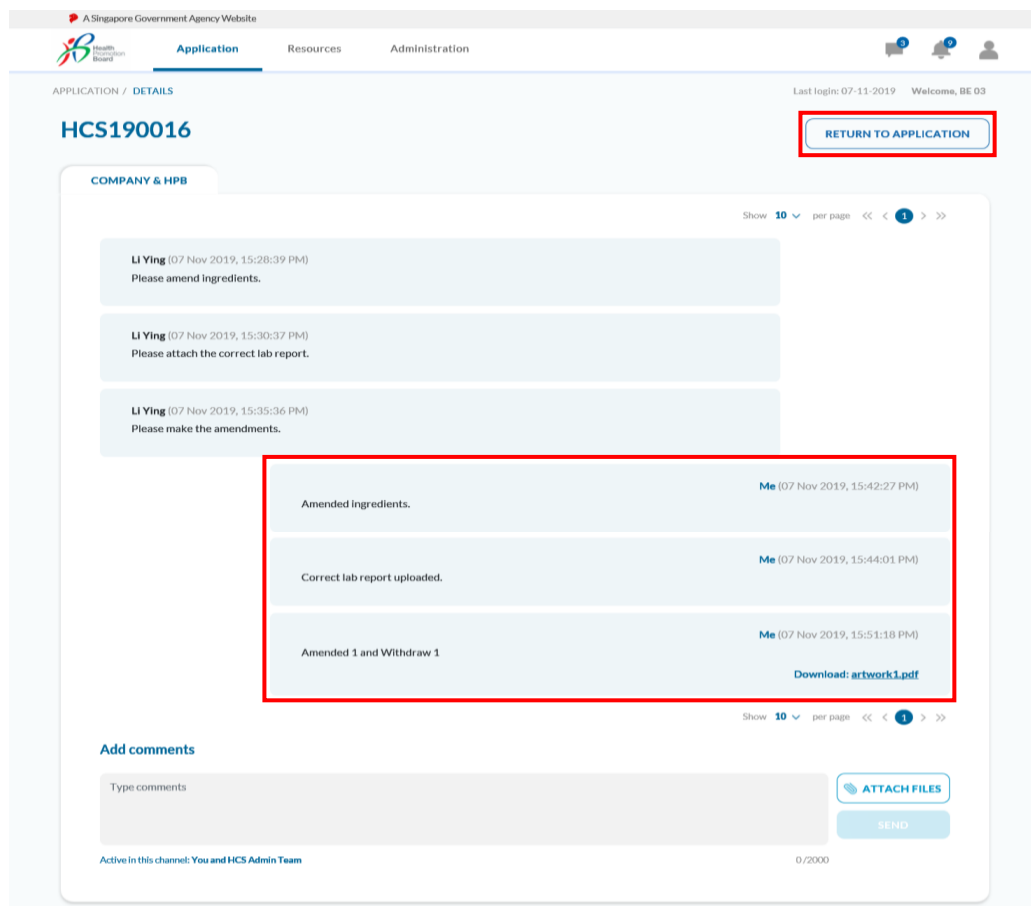
(Total Results: 1)

APPLICATION STATUS ▲	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
OPEN	HCS190144	Test1	Test1 Product	10-Dec-19	Chi Lee
PACKAGE STATUS ▼		PACKAGE INFO		LAST MODIFIED ▲ 2/2 packages	
Withdrawn	6X100g			10-Dec-19	
Amended	100g			11-Dec-19	

- If you have any clarifications or comments after submitting the amendments, you may still send a comment in the comment box. You can type in your comments and attach screenshot for clarification in the “Attach Files” and click “Send”
- You can view all the comments at “View All Comments”.



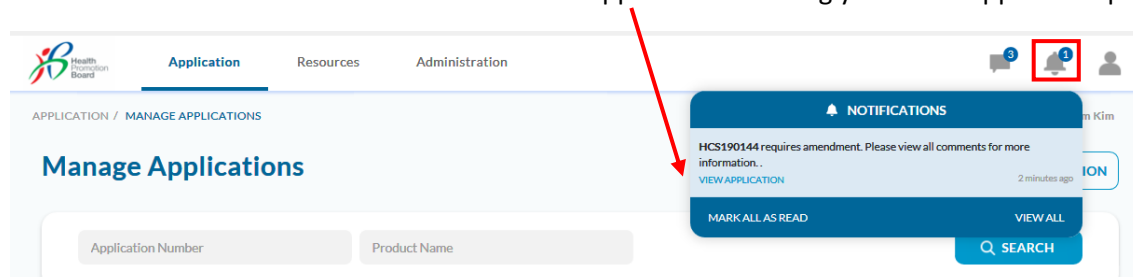
- The comments and file attachments that you have added in will be captured here. Click “Return To Application” to go back to the application page.



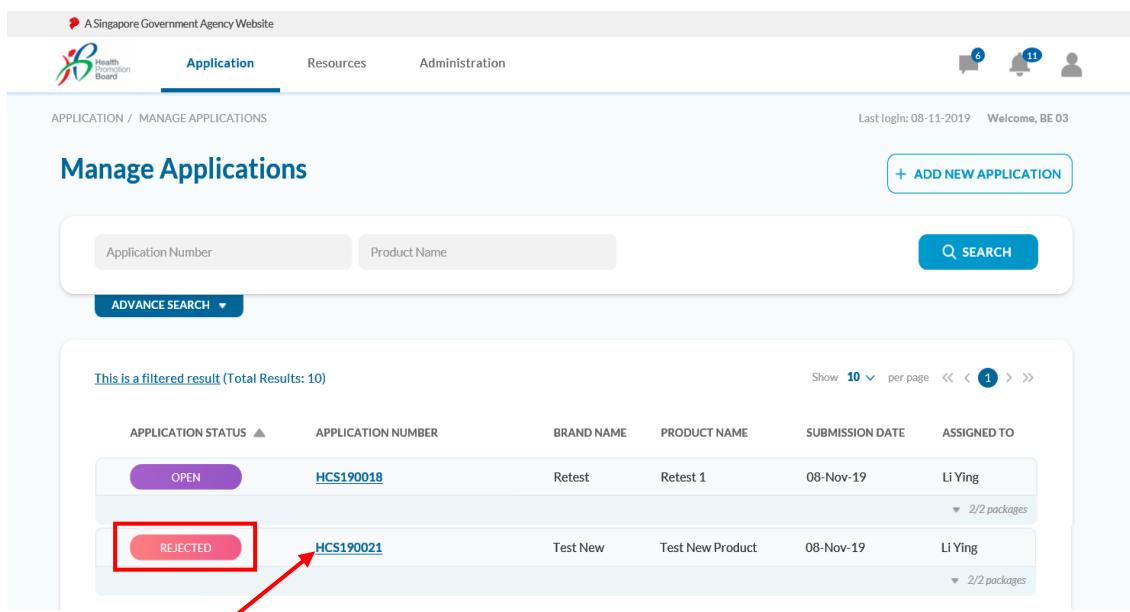
Rejection of an Application/Package

Rejection of an application may occur on package level or application level. A Reject reason will be provided by HPB. To go to the application to see the reason, there are 2 ways.

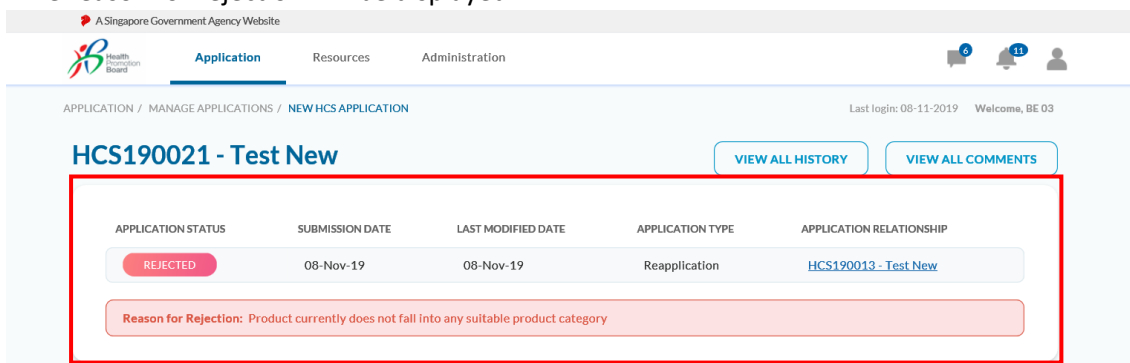
1. When you receive the email notification, please log in to HCS Online.
 - Click on the notification bell and click “View Application” to bring you to the application page



2. Please log in to HCS Online and Go to “Manage Applications” page
 - You will see the list of applications that you have submitted. Please click on the rejected HCS application number to view the application.



- The reason for rejection will be displayed.



- If a package is rejected, you can view the rejection reason under “Packaging Artwork” section.
Step 1: Click on the application number to go to the application page.

(Total Results: 3)

APPLICATION STATUS ▲	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
OPEN	HCS190179	Test2	Test2 Product 2	11-Dec-19	Chi Lee
PACKAGE STATUS ▼		PACKAGE INFO		LAST MODIFIED ▲ 2/2 packages	
Rejected		6X100ml		11-Dec-19	
Final Review		100ml		11-Dec-19	
RE-OPEN	HCS190144	Test1	Test1 Product	10-Dec-19	▼ 2/2 packages
CLOSED	HCS190176	Test2	Test2 Product	11-Dec-19	▼ 1/1 packages

Step 2: Click on “Packaging Artwork” tab

Step 3: Look for the package size that is rejected and click on the arrow to expand the row to view the reason for rejection.

PRODUCT INFORMATION
 NUTRIENT VALUES
 PACKAGING ARTWORK
 HCS PRODUCT LISTING

Upload Product Packaging Artwork

Please upload the product packaging artwork with the HCS logo.
If there is more than one artwork for each package size (e.g. front and back), please combine the artworks into one PDF or ZIP file before uploading.

Only one file submission is allowed for each package size (file size limit 10 MB)

[+ ADD NEW PACKAGE SIZE](#)

PRODUCT PACKAGING ARTWORK									
Single/bulk	Package size	Packaging description	Status ▲	Submission Date	Approval Date	Last Modified Date	Listed date	Actions	
▼ Single	100ml	P1	Final Review	11-Dec-19	-	11-Dec-19	-	Select ▼	
▼ Bulk	6X100ml	P2	Rejected	11-Dec-19	-	11-Dec-19	-	Select ▼	

Artwork Files		HPB Comments	
artwork2.pdf	11-Dec-19 (177.0 KB)	artwork2_HPBP comments...	11-Dec-19 (177.0 KB)
Rejection Reason: Product contains unapproved ingredients as regulated by Singapore Food Agency			

Approved Package

1. When a package size is approved, you will received email and system notification.
2. If there is no more pending package size in the application, the application status will change to

COMPLETED

3. If there is pending package size in the application, the application status will remain as

OPEN

4. The approved packge size is now eligible for product listing.
5. If this is the first approved product for your company, your company's Authorised Representative will be prompted to accept the Licence Agreement (LA). Please note the LA has to be accepted before you can continue to do any application submission.
6. If your company already have a valid LA, the approved product Brand and Product Name will be auto added to the LA

Licence Agreement

- For new companies with no valid Licence Agreement (LA), the LA will be created when the first HCS product is approved.
- The company's Authorised Representative will need to log in to HCS Online to acknowledge and accept the LA within 2 weeks. If the LA was not accepted within 2 weeks, the approved product(s) in the LA will be auto rejected by the system and company would need to re-apply if they still want HCS on the product.
- Please also note the company would not be able to proceed with any application submission if the LA is not accepted.
- Staff when they log in or when they are in the midst of application submission will be prompted with the below LA page when the first product is approved. Please get the company's Authorised Representative to log in to HCS Online and accept the LA.

RESOURCES / LICENSE AGREEMENT (LA) / VIEW LICENSE AGREEMENT

Last login: 11-Dec-19 Welcome, Kim Kim

Please Acknowledge the License Agreement

Please get the Authorised Representative of the company to accept the Licence Agreement before continuing with your applications.

THIS AGREEMENT is made on 11-Dec-19 between:-

(3) **HEALTH PROMOTION BOARD**, corporation constituted under the Health Promotion Board Act (Cap. 122B) and having its main office at 3 Second Hospital Avenue, Singapore 168937 (hereinafter referred to as the "Licensor"); and

(4) **YIXHHFHI ZHXHZ PIIVZTH XTU**. (UEN No. 201600159C), a company incorporated and having its registered address at 30 PASIR PANJANG HILL Singapore 118850 (hereinafter referred to as the "Licensee").
(each a "Party" and collectively, the "Parties")

WHEREAS:-

(A) The Licensee is engaged in the business of manufacturing/distributing the Product(s) (defined below).

(B) The Licensor was established with a mission to (i) empower Singaporeans to achieve optimal health throughout life; (ii) ensure accessibility to health information and preventive health services; (iii) collaborate with public, private and community organisations in health promotion; (iv) create a conducive environment for leading a healthy lifestyle; and (v) be a centre of excellence for health promotion. The Licensor is also the owner of all widely recognised rights, title and interest in and to the Trademark.

(C) The Licensee desires to obtain a non-exclusive and non-transferable right to use the Trademark on the Product(s), and avail itself of the benefits associated with having the Product(s) acknowledged by the Licensor as being part of the Licensor's Healthier Choice Symbol Programme (more details of the Licensor's Healthier Choice Symbol Programme is located on the Licensor's website at <http://www.hpb.gov.sg>).

(D) The Licensor is willing to grant the Licensee such non-exclusive and non-transferable right to use the Trademark on the Product(s) on the terms and conditions hereinafter provided.

NOW, THEREFORE, the Parties agree as follows:-

1 **DEFINITION**

Minimum size for Corporate Collaterals application

To maintain legibility, the Trademark should never be smaller than 8mm wide, unless otherwise approved by the Licensor in writing. The minimum size should only be used when layout space is extremely limited.

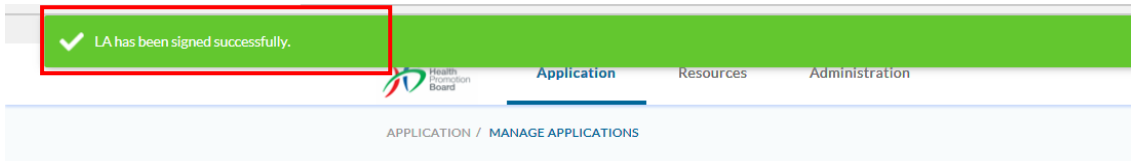


By clicking the <<"I agree">> button below, I hereby agree to the terms of the Licence Agreement

Authorised Representative to scroll and read the LA, before they check the box and click "I Agree" to accept the LA.

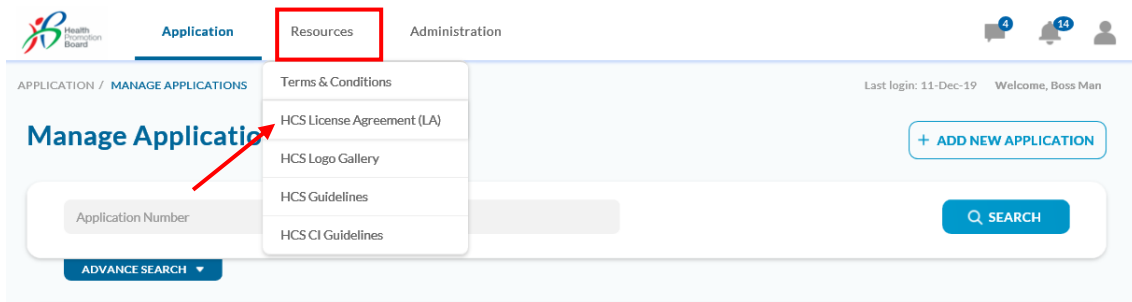
I AGREE

- A message "LA has been signed successfully" will be displayed.



2. For companies with existing LA, the approved product will be automatically added to the LA.

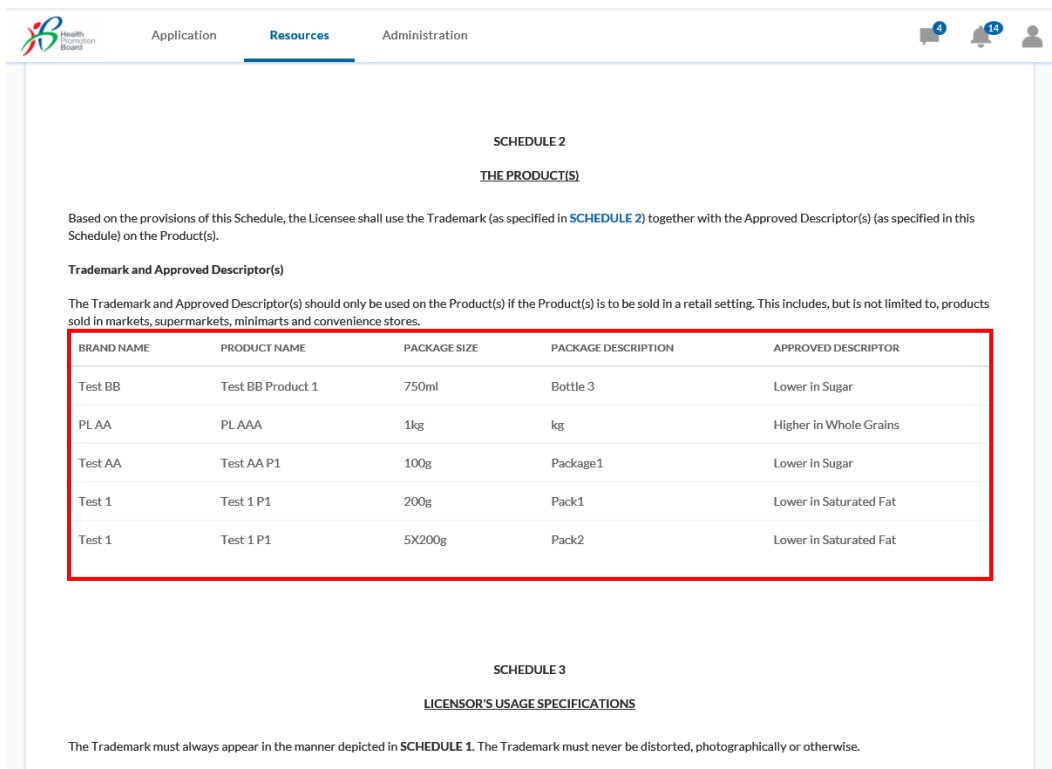
- Companies can go to Resources > HCS Licence Agreement (LA) to view the LA.



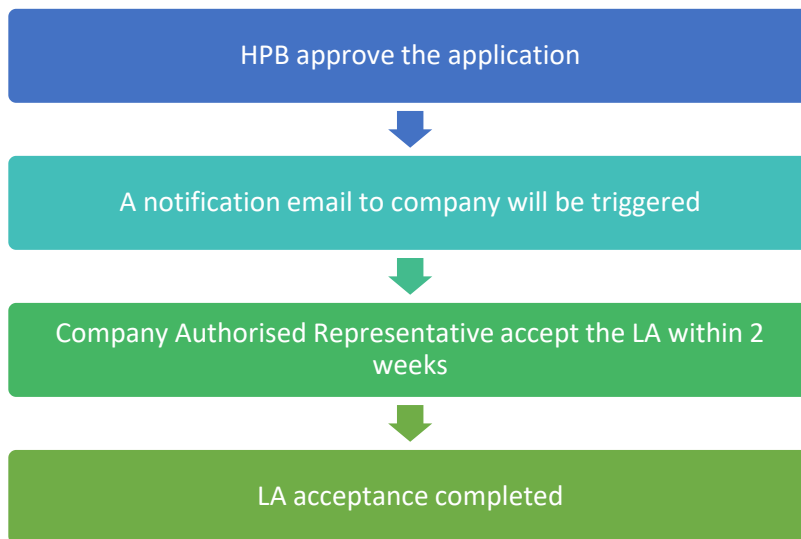
- Click on “View Licence Agreement” to view the LA.



- The details of the approved applications will be added in the LA.



- Summary of the LA acceptance process will look like this.



HCS Product Listing

When a product package size is approved, it is eligible for HCS Product Listing

- When your approved product starts to carry HCS logo on the packaging in the market, you may go to HCS Product Listing tab and add it to the list of approved HCS products on HCS webpage. It will also be added to the School Beverage list (if your product is a beverage with no sweeteners/sugar alcohols).
- You may also be able to select the product for Advertising Materials submission.

The screenshot shows the 'HCS PRODUCT LISTING' tab selected in a navigation bar. Below the navigation bar, there is a section for 'LISTING INFORMATION' with a table containing two rows of product data. A red box highlights the 'HCS PRODUCT LISTING' tab. A blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. Another blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A third blue box with a red arrow points to the 'CLOSE APPLICATION' button. A fourth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A fifth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A sixth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A seventh blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A eighth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A ninth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A tenth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A eleventh blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A twelfth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A thirteenth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A fourteenth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A fifteenth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A sixteenth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A seventeenth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. An eighteenth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A nineteenth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A twentieth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A twenty-first blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A twenty-second blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A twenty-third blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A twenty-fourth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A twenty-fifth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A twenty-sixth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A twenty-seventh blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A twenty-eighth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A twenty-ninth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A thirtieth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A thirty-first blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A thirty-second blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A thirty-third blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A thirty-fourth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A thirty-fifth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A thirty-sixth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A thirty-seventh blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A thirty-eighth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A thirty-ninth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A fortieth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A forty-first blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A forty-second blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A forty-third blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A forty-fourth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A forty-fifth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A forty-sixth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A forty-seventh blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A forty-eighth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A forty-ninth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A fiftieth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A fifty-first blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A fifty-second blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A fifty-third blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A fifty-fourth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A fifty-fifth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A fifty-sixth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A fifty-seventh blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A fifty-eighth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A fifty-ninth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A sixtieth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A sixty-first blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A sixty-second blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A sixty-third blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A sixty-fourth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A sixty-fifth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A sixty-sixth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A sixty-seventh blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A sixty-eighth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A sixty-ninth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A seventieth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A seventy-first blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A seventy-second blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A seventy-third blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A seventy-fourth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A seventy-fifth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A seventy-sixth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A seventy-seventh blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A seventy-eighth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A seventy-ninth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. An eightieth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. An eighty-first blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. An eighty-second blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. An eighty-third blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. An eighty-fourth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. An eighty-fifth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. An eighty-sixth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. An eighty-seventh blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. An eighty-eighth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. An eighty-ninth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A ninetieth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A ninety-first blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A ninety-second blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A ninety-third blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A ninety-fourth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A ninety-fifth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A ninety-sixth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A ninety-seventh blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A ninety-eighth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row. A ninety-ninth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the second row. A hundredth blue box with a red arrow points to the 'LIST HCS PRODUCT' button for the first row.

Step 1: Please click "List HCS Product" for the product that you want to add to the list of approved HCS products on HCS webpage.

When a product package size is approved, it will be added to the Listing Information table in the HCS Product Listing tab, so that companies can proceed to list the product

Package Size	Description	Barcode	Listed Date	Delisted Date	Actions
100 g	Package 1				LIST HCS PRODUCT
1 X 10 kg	Package2				LIST HCS PRODUCT

COMPANY & HPB

Add comments

Type comments

Active in this channel: You and HCS Admin Team

0/2000

COMMENTS

ATTACH FILES

SEND

CLOSE APPLICATION

- All fields are mandatory in this section.

LISTING INFORMATION

Package Size	Description	Barcode	Listed Date	Delisted Date	Actions
100 g	Package 1				LIST HCS PRODUCT

Product Shot*
The product shot uploaded will be used in the School Beverage list (if your product is a beverage and does not contain non-nutritive sweeteners and/or sugar alcohols) and possibly in other HPB campaigns/events.

Upload Product Shot
Upload product shot (recommended in white background) in JPEG or PNG format ONLY (max 1 file, 10MB)

Product barcode
Please check the box if barcode is not applicable for this product.
Enter barcode (number only)

Barcode is not applicable

Halal Certified?*
Halal logo displayed on packaging
 Yes No

Date of HCS Usage
This is the date the product started carrying the HCS logo in the market.
Select one

Location of product sales* Price of Product (\$\$)

<input type="checkbox"/>	NTUC Fairprice	<input type="text"/>
<input type="checkbox"/>	Cold Storage	<input type="text"/>
<input type="checkbox"/>	Giant	<input type="text"/>
<input type="checkbox"/>	Sheng Siong	<input type="text"/>

[+ ADD ONLINE LOCATIONS](#) [+ ADD OTHER LOCATIONS](#)

[CANCEL](#) [ADD TO LIST](#)

Callouts:

- Please upload the product shot (max 1 file, 10MB).
- Please enter the barcode. Check the box if it is not applicable.
- Please select if Halal logo is displayed on packaging.
- Please indicate when the product started carrying the HCS logo in the market.
- Please check the box of the location where the products are sold and indicate the price. If the location is not listed here, click "Add Other Locations" to add in the location. If the product is sold online, click "Add Online Locations".

- Please enter the location and price accordingly. You can remove the location by clicking on the delete button.

Location of product sales* Price of Product (\$\$)

<input checked="" type="checkbox"/>	NTUC Fairprice	1.50	
<input type="checkbox"/>	Cold Storage	<input type="text"/>	
<input type="checkbox"/>	Giant	<input type="text"/>	
<input checked="" type="checkbox"/>	Sheng Siong	1.50	
<input checked="" type="checkbox"/>	Lazada Redmart	1.50	Delete
<input checked="" type="checkbox"/>	Other	<input type="text"/>	Delete


[+ ADD ONLINE LOCATIONS](#) [+ ADD OTHER LOCATIONS](#)

LISTING INFORMATION

Package Size	Description	Barcode	Listed Date	Delisted Date	Actions
▲ 100 g	Package 1				LIST HCS PRODUCT

Product Shot*
 The product shot uploaded will be used in the School Beverage list (if your product is a beverage and does not contain non-nutritive sweeteners and/or sugar alcohols) and possibly in other HPB campaigns/events.

Upload Product Shot
 Upload product shot (recommended in white background) in JPEG or PNG format ONLY (max 1 file, 10MB)



Product barcode
 Please check the box if barcode is not applicable for this product.

1234567 Barcode is not applicable

Halal Certified? *
 Halal logo displayed on packaging

Yes No

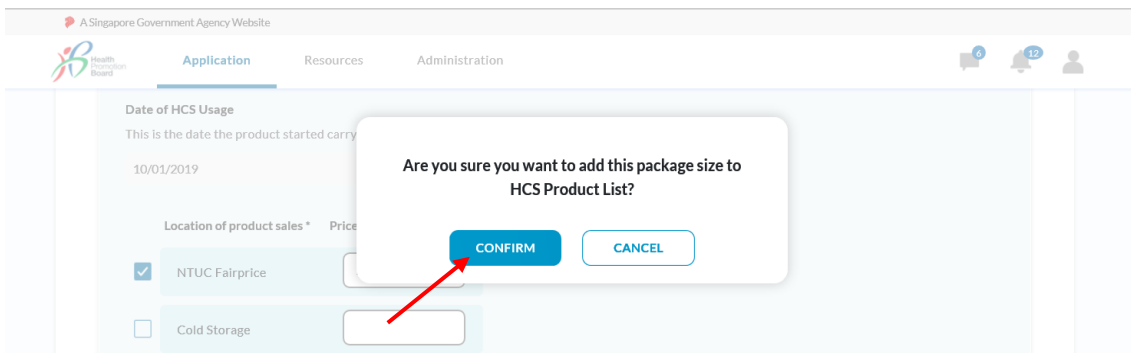
Date of HCS Usage
 This is the date the product started carrying the HCS logo in the market.

10/01/2019

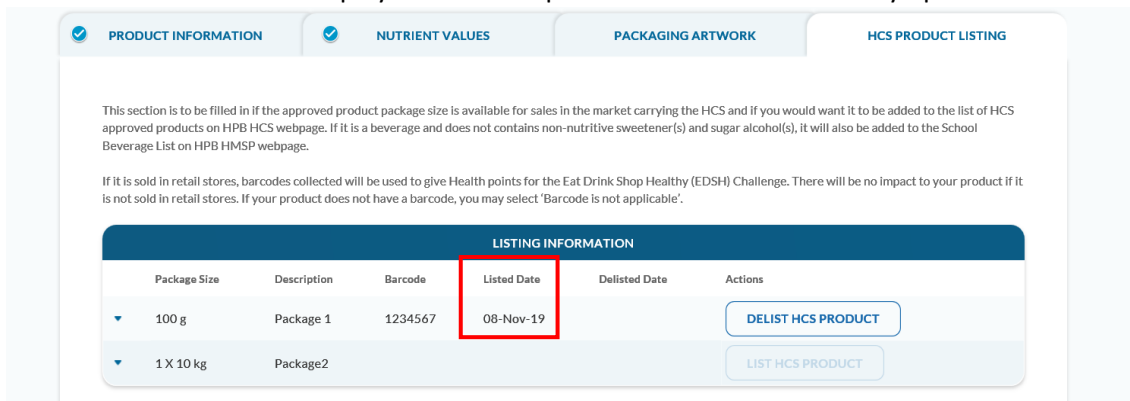
Location of product sales *	Price of Product (S\$)
<input checked="" type="checkbox"/> NTUC Fairprice	<input type="text" value="1.50"/>
<input type="checkbox"/> Cold Storage	<input type="text"/>
<input type="checkbox"/> Giant	<input type="text"/>
<input checked="" type="checkbox"/> Sheng Siong	<input type="text" value="1.50"/>
<input checked="" type="checkbox"/> Lazada Redmart	<input type="text" value="1.50"/> <input type="button" value="✕"/>

Please click "Add to List" when all information are keyed

- A pop-up message will be displayed. Please click “Confirm” to add the package size to HCS Product List.



- The “Listed Date” will be displayed when the product has been successfully updated.



Edit HCS Product Listing information


After listing the product, you may edit or delist the product

- To edit the details of the listed product, click on "Edit"

The screenshot shows the 'LISTING INFORMATION' page for a product. The product details are as follows:

Package Size	Description	Barcode	Listed Date	Delisted Date	Actions
100 g	Package 1	1234567	08-Nov-19		DELIST HCS PRODUCT

Product Shot*



Product barcode
1234567

Date of HCS Usage*
01-Oct-19

Halal Certified*
Yes

Location of product sales

Location of product sales	Price of Product (\$\$)
NTUC Fairprice	1.50
Lazada Redmart(Online)	1.50
Sheng Siong	1.50

At the bottom right, there are two buttons: 'EDIT' and 'DELIST'. The 'EDIT' button is highlighted with a red box, and a callout box with the text 'Click here to edit' has an arrow pointing to it.

Update the fields that you wish to edit, and click "Save"

The screenshot shows the 'Edit' form for the product listing. The 'Location of product sales' section is highlighted with a red box and contains the following information:

Halal Certified? *
Halal logo displayed on packaging
 Yes No

Date of HCS Usage
This is the date the product started carrying the HCS logo in the market.
01/12/2019

Location of product sales * Price of Product (\$\$)

<input checked="" type="checkbox"/>	NTUC Fairprice	2.50
<input type="checkbox"/>	Cold Storage	
<input type="checkbox"/>	Giant	
<input checked="" type="checkbox"/>	Sheng Siong	2.50

Below the table are two buttons: '+ ADD ONLINE LOCATIONS' and '+ ADD OTHER LOCATIONS'.

At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is highlighted with a callout box with the text 'Click here to save' and an arrow pointing to it.

- A message “Edit success” will be displayed. You will be able to view the changes that have been captured by expanding the row.

Health Promotion Board

Application Resources Administration

approved products on HPB HCS webpage. If it is a beverage and does not contains non-nutritive sweetener(s) and sugar alcohol(s), it will also be added to the Beverage List on HPB HMSP webpage.


If it is sold in retail stores, barcodes collected will be used to give Health points for the Eat Drink Shop Healthy (EDSH) Challenge. There will be no impact to products is not sold in retail stores. If your product does not have a barcode, you may select 'Barcode is not applicable'.

LISTING INFORMATION					
Package Size	Description	Barcode ▲	Listed Date	Delisted Date	Actions
100g	Package1		06-Dec-19	--	DELIST HCS PRODUCT

Note: A red arrow points to the dropdown arrow in the Barcode column of the first row.

LISTING INFORMATION					
Package Size	Description	Barcode ▲	Listed Date	Delisted Date	Actions
▲ 100g	Package1		06-Dec-19	--	DELIST HCS PRODUCT

Product Shot*



Product barcode*
Not Applicable

Date of HCS Usage*
01-Dec-19

Halal Certified*
Yes

Location of product sales	Price of Product (S\$)
NTUC Fairprice	2.50
Sheng Siong	2.50

EDIT DELIST

Delist HCS Product

- Please note that when the product is no longer in the market, companies need to delist the product. To delist the product, please click on “Delist HCS Product”, click on “Delist”.

The screenshot shows the 'LISTING INFORMATION' page for a product. The table below lists the product details:

Package Size	Description	Barcode	Listed Date	Delisted Date	Actions
100 g	Package 1	1234567	08-Nov-19		DELIST HCS PRODUCT

Product Shot*

Product barcode: 1234567
Date of HCS Usage*: 01-Oct-19

Halal Certified*: Yes

Location of product sales | Price of Product (S\$)

NTUC Fairprice	1.50
Lazada Redmart(Online)	1.50
Sheng Siong	1.50

Buttons: EDIT, DELIST, LIST HCS PRODUCT

- A pop-up message will be displayed. Please click “Confirm” to delist the product.

The screenshot shows the same product listing page as above, but with a confirmation pop-up message displayed. The message reads:

Are you sure you want to delist this package size?

There is an advertising material associated to this package size. Once confirmed, this package size will be removed from HCS product list on HPB website and the advertising material will be rejected.

Buttons: CONFIRM, CANCEL

- The “Delisted Date” will be displayed when the product has been successfully delisted.

The screenshot shows a web interface with four tabs: PRODUCT INFORMATION, NUTRIENT VALUES, PACKAGING ARTWORK, and HCS PRODUCT LISTING. Below the tabs, there are two paragraphs of text. The first paragraph explains that this section is for approved product package sizes available for sales in the market carrying the HCS, and it will be added to the list of HCS approved products on the HPB HCS webpage. The second paragraph states that if sold in retail stores, barcodes collected will be used to give Health points for the Eat Drink Shop Healthy (EDSH) Challenge. Below the text is a table titled 'LISTING INFORMATION' with columns: Package Size, Description, Barcode, Listed Date, Delisted Date, and Actions. The 'Delisted Date' column is highlighted with a red box, showing '08-Nov-19'. There are two rows of data, each with a 'LIST HCS PRODUCT' button.

Package Size	Description	Barcode	Listed Date	Delisted Date	Actions
100 g	Package 1	1234567	08-Nov-19	08-Nov-19	LIST HCS PRODUCT
1 X 10 kg	Package2				LIST HCS PRODUCT

Relist HCS Product

- Please note that you can relist the product. To relist the product, please click on “List HCS Product”, and do the same steps above.

Revise Artwork Submission

Companies can submit a revised package artwork for packages with “Approved” status. You do not need to create a new application in this case.

- Open the application whose package has been approved and navigate to “Packaging Artwork” tab.

Health Promotion Board

Application Resources Administration

APPLICATION / MANAGE APPLICATIONS Last login: 11-Dec-19 Welcome, Kim Kim

Manage Applications

+ ADD NEW APPLICATION

Application Number Product Name SEARCH

ADVANCE SEARCH

(Total Results: 1)

APPLICATION STATUS ▲	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
COMPLETED	HCS190144	Test1	Test1 Product	10-Dec-19	Chi Lee
PACKAGE STATUS ▼ PACKAGE INFO LAST MODIFIED ▲ 2/2 packages					
Withdrawn	6X100g		10-Dec-19		
Approved	100g		11-Dec-19		

- Select “Revise” from the dropdown list.

PRODUCT PACKAGING ARTWORK

Single/bulk	Package size	Packaging description	Status ▲	Submission Date	Approval Date	Last Modified Date	Listed date	Actions
Single	100g	Package 1	Approved	10-Dec-19	11-Dec-19	11-Dec-19	-	Revise

Artwork Files

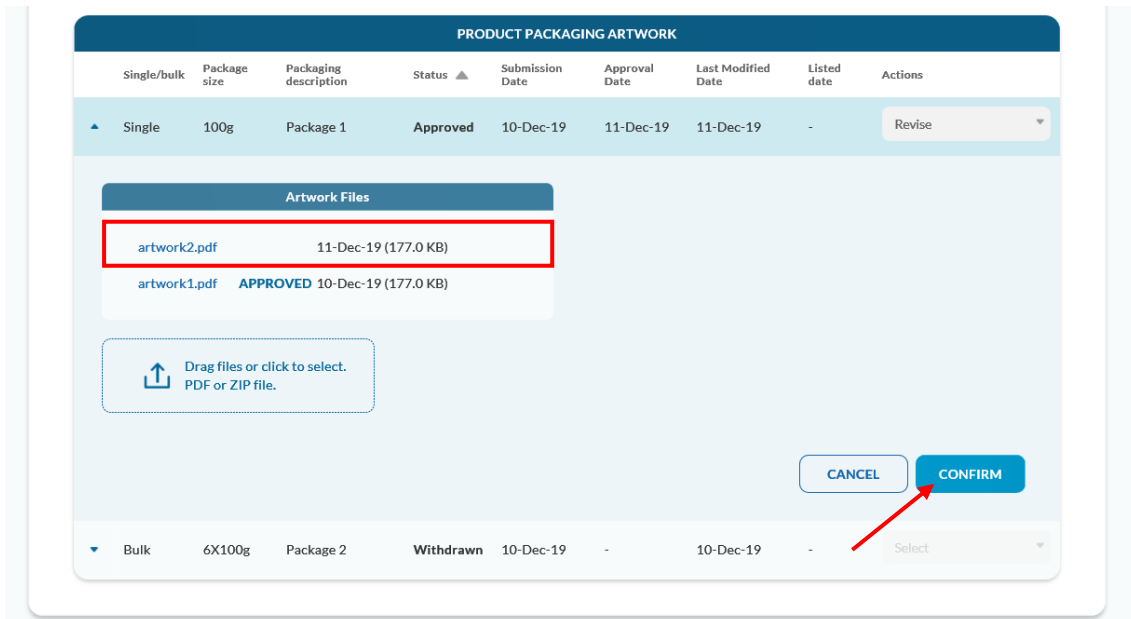
artwork1.pdf APPROVED 10-Dec-19 (177.0 KB)

Drag files or click to select. PDF or ZIP file.

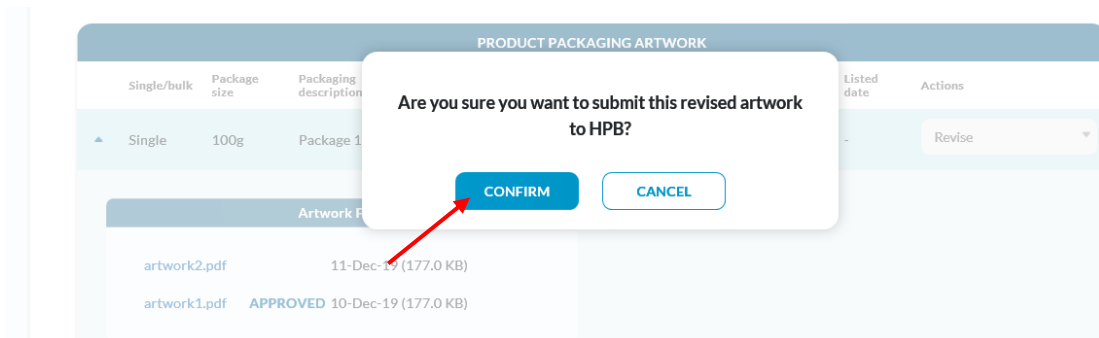
CANCEL CONFIRM

Bulk	6X100g	Package 2	Withdrawn	10-Dec-19	-	10-Dec-19	-	Select
------	--------	-----------	-----------	-----------	---	-----------	---	--------

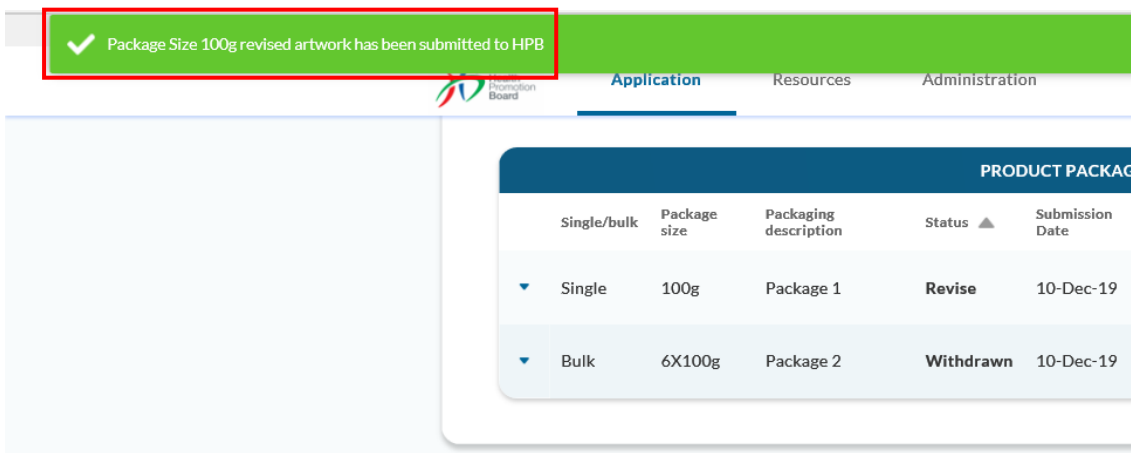
- Please upload the revised packaging artwork file (max 1 file, 10MB in PDF or ZIP) and click “Confirm”.



- A pop-up message will be displayed. Please click “Confirm” to submit the revised artwork to HPB.



- The message “Package size xxx revised artwork has been submitted to HPB” will be displayed.



- The application status will be changed to “Re-Open” and package status will be changed to “Revise”.

The screenshot shows the 'Manage Applications' interface. At the top, there are navigation tabs for 'Application', 'Resources', and 'Administration'. The user is logged in as 'Kim Kim' on '11-Dec-19'. The main heading is 'Manage Applications' with a '+ ADD NEW APPLICATION' button. Below this is a search bar with fields for 'Application Number' and 'Product Name', and a 'SEARCH' button. An 'ADVANCE SEARCH' dropdown is also present. The results section shows '(Total Results: 1)'. A table lists the application details:

APPLICATION STATUS ▲	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
RE-OPEN	HCS190144	Test1	Test1 Product	10-Dec-19	
PACKAGE STATUS ▼		PACKAGE INFO		LAST MODIFIED ▲ 2/2 packages	
Withdrawn		6X100g		10-Dec-19	
Revise		100g		11-Dec-19	

New Package Size Submission

Companies can submit a new package size artwork for application with “Completed” status. You do not need to create a new application in this case.

- Open the application and navigate to “Packaging Artwork” tab.

The screenshot shows the 'Manage Applications' interface. At the top, there are navigation tabs for 'Application', 'Resources', and 'Administration'. The user is logged in as 'Kim Kim' on '11-Dec-19'. The main heading is 'Manage Applications' with a '+ ADD NEW APPLICATION' button. Below this is a search bar with fields for 'Application Number' and 'Product Name', and a 'SEARCH' button. An 'ADVANCE SEARCH' dropdown is also present. The results section shows '(Total Results: 1)'. A table lists the application details:

APPLICATION STATUS ▲	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
COMPLETED	HCS190144	Test1	Test1 Product	10-Dec-19	Chi Lee
PACKAGE STATUS ▼		PACKAGE INFO		LAST MODIFIED ▲ 2/2 packages	
Withdrawn		6X100g		10-Dec-19	
Approved		100g		11-Dec-19	

- Click Add New Package Size.

Step 1: Please click 'Add New Package Size'

[Important information to note >](#)

PRODUCT INFORMATION NUTRIENT VALUES **PACKAGING ARTWORK** HCS PRODUCT LISTING

Upload Product Packaging Artwork

Please upload the product packaging artwork with the HCS logo.
If there is more than one artwork for each package size (e.g. front and back), please combine the artworks into one PDF or ZIP file before uploading.

Only one file submission is allowed for each package size (file size limit 10 MB)

+ ADD NEW PACKAGE SIZE

PRODUCT PACKAGING ARTWORK

You do not have any product packaging artworks at the moment.

< DELETE DRAFT **SUBMIT >**

Step 2: Please select if the product is in bulk package or single package.

[Important information to note >](#)

PRODUCT INFORMATION NUTRIENT VALUES **PACKAGING ARTWORK** HCS PRODUCT LISTING

Product Packaging Artwork

Please upload the product packaging artwork with the HCS logo.
If there is more than one artwork for each package size (e.g. front and back), please combine the artworks into one PDF or ZIP file before uploading.

Only one file submission is allowed for each package size (file size limit 10 MB)

ADD NEW PACKAGE

Bulk Single

- i. Select bulk if package is meant for **B2B (food service)** e.g. 1 x 15kg Oil and/or if is a **bulk package**, e.g. 6 x 200ml

- ii. Select single if it is a **single package**, e.g. 200 ml

- Please upload the artwork file (max 1 file, 10MB in PDF or ZIP) and click ‘Save’. If there is more than 1 artwork for 1 package size (e.g. front and back), please combine and submit in 1 PDF or ZIP file. Please note that if it is a ZIP file, all the files in the ZIP file should be in PDF format.

Step 3: Please upload the artwork file. Only PDF format is accepted. Max 1 file, 10 MB

If there is more than one artwork for each package size (e.g. front and back), please combine the artworks into one PDF or ZIP file before uploading.

Only one file submission is allowed for each package size.

+ ADD NEW PACKAGE SIZE

If you wish to add more package size, please click "Add New Package Size" and repeat the steps

PRODUCT PACKAGING ARTWORK

Single/bulk	Package size	Packaging description	Status	Submission Date	Approval Date	Last Modified Date	Listed date	Actions
Single	100g	Package 1	Draft	-	-	07-Nov-19	-	Select Edit Delete

Artwork Files

artwork1.pdf	07-Nov-19	(177.0 KB)
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Click on the arrow to expand the row to view the attached artwork.

Please click 'Submit' when you are ready to submit the application.

DELETE DRAFT

SUBMIT

- A pop-up message will be displayed. Click "Confirm" to submit the application to HPB.

APPLICATION / MANAGE APPLICATIONS / NEW HCS APPLICATION

Last login: 10-Dec-19 Welcome, Kim Kim

New HCS Application - Draft

[Important information to note >](#)

PRODUCT INFORMATION

Upload Product Packaging Artwork

Please upload the product packaging artwork with the HCS logo.
If there is more than one artwork for each package size (e.g. front and back), please combine the artworks into one PDF or ZIP file before uploading.

HCS PRODUCT LISTING

Are you sure you want to submit this application to HPB?

CONFIRM CANCEL

- A message "Application has been submitted to HPB" will be displayed at the top of the screen.

✓ Application has been submitted to HPB

Health Promotion Board

Application Resources Administration

APPLICATION / MANAGE APPLICATIONS

Manage Applications

Application Number Product Name

ADVANCE SEARCH

- The application status will be changed to “Re-Open” and package status will be changed to “New”.

Health Promotion Board

Application Resources Administration

APPLICATION / MANAGE APPLICATIONS Last login: 11-Dec-19 Welcome, Kim Kim

Manage Applications

+ ADD NEW APPLICATION

Application Number Product Name SEARCH

ADVANCE SEARCH

(Total Results: 1)

APPLICATION STATUS ▲	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
RE-OPEN	HCS190144	Test1	Test1 Product	10-Dec-19	
PACKAGE STATUS ▼		PACKAGE INFO		LAST MODIFIED ▲ 2/2 packages	
Withdrawn		6X100g		10-Dec-19	
New		100g		11-Dec-19	

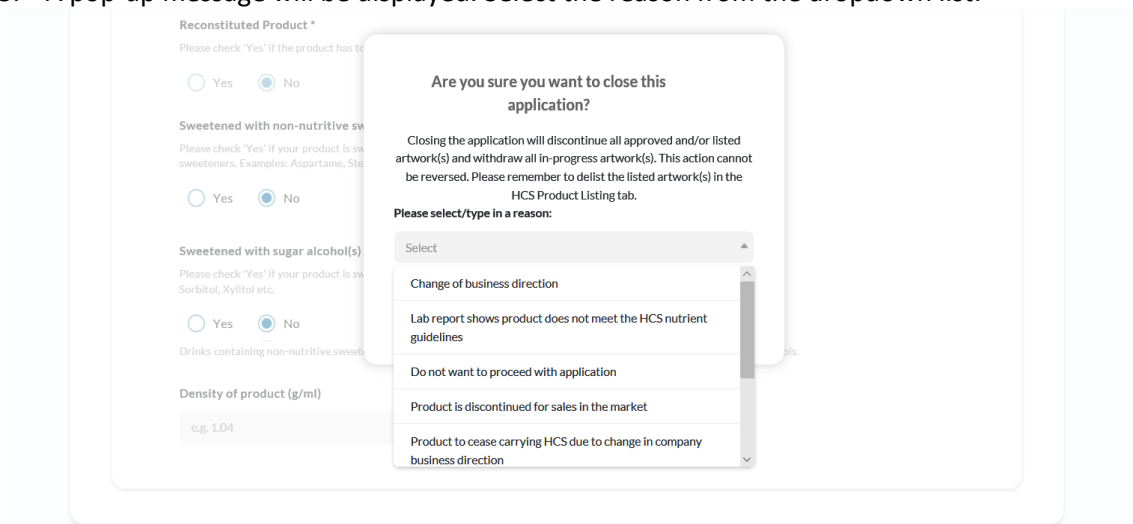
Close Application

1. You can close the entire application if you no longer wish to continue with the application. Application status will be changed to **CLOSED**
2. Please note that once application is closed, it cannot be re-opened. Companies will have to re-apply for the product again if you wish to continue with this application again in the future.

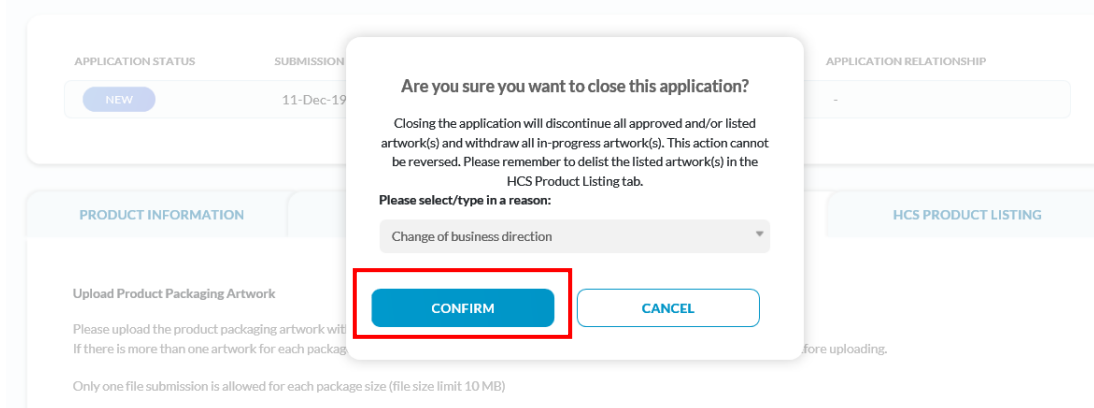


To close the entire application, please click 'Close Application'.

3. A pop-up message will be displayed. Select the reason from the dropdown list.



4. Once you have selected the reason, click 'Confirm' to close the application.



5. Please note for approved package size, it will change to "Discontinued". Approved Advertising Materials featuring these products will be auto-rejected by the system. Please remember to delist any listed artwork(s) in the HCS Product Listing tab".
6. For non-approved package size, it will change to "Withdrawn".

7. The message “Application HCSxxx has been closed will be displayed. The application status will be updated as “Closed” and the reason will be captured.

The screenshot shows a web application interface for the Health Promotion Board. At the top, there is a green notification bar with a checkmark icon and the text: "Application HCS190176 has been closed. Please remember to delist the listed artwork(s) in the HCS Product Listing tab." Below this, the navigation menu includes "Application", "Resources", and "Administration". The main content area displays a table with the following data:

APPLICATION STATUS	SUBMISSION DATE	LAST MODIFIED DATE
CLOSED	11-Dec-19	11-Dec-19

Below the table, a red box highlights the "Reason for Closure: Change of business direction".

Withdraw Package Size

For packages which have not been approved (e.g. To Amend, Amend, New), you can withdraw the packages individually if you no longer wish to continue with the application.

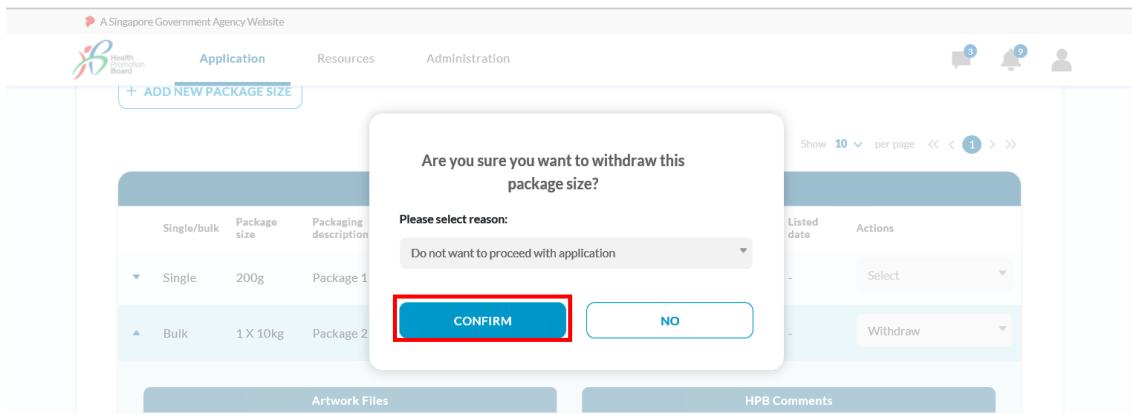
1. To withdraw the packaging artwork, select “Withdraw” from the dropdown list and click “Confirm”.

The screenshot shows a table titled "PRODUCT PACKAGING ARTWORK" with the following columns: Single/bulk, Package size, Packaging description, Status, Submission Date, Approval Date, Last Modified Date, Listed date, and Actions. The table contains two rows: one for "Package 1" (Single, 100g, Amended) and one for "Package 2" (Bulk, 1 X 10kg, To Amend). The "Withdraw" button in the Actions column for Package 2 is highlighted with a red box. Below the table are sections for "Artwork Files" and "HPB Comments", each containing a file named "artwork2.pdf" and "artwork2_HP comments..." respectively. At the bottom right, there are "CANCEL" and "CONFIRM" buttons, with a red arrow pointing to the "CONFIRM" button. Navigation arrows and a "CLOSE APPLICATION" button are on the left, and a "SUBMIT" button is on the right.

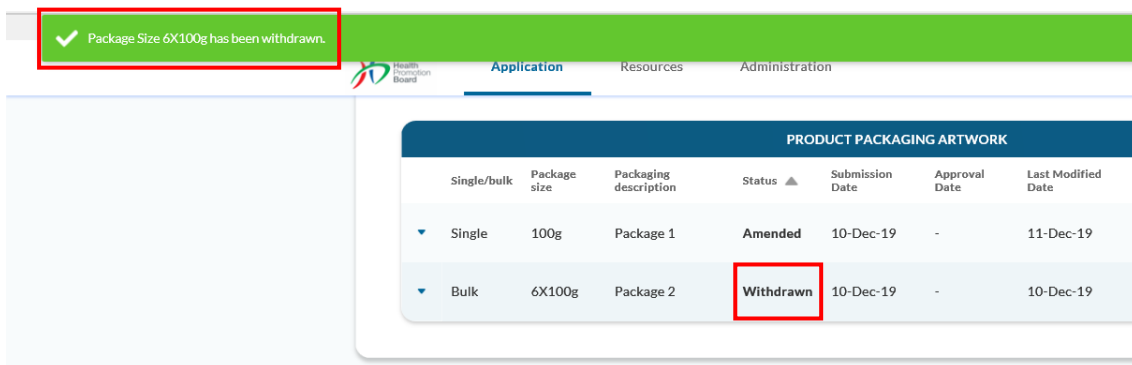
2. A pop-up message will be displayed for you to indicate the reason. Please select the reason from the dropdown list.
3. If “Others (please specify)” is selected, you will need to enter the reasons in the box provided.

The screenshot shows a pop-up dialog box titled "Are you sure you want to withdraw this package size?". Below the title, it says "Please select reason:". There is a dropdown menu with "Others (please specify)" selected, and a text input field labeled "Enter reason". At the bottom of the dialog are "CONFIRM" and "NO" buttons. The background shows the same "PRODUCT PACKAGING ARTWORK" table as in the previous screenshot, with the "Withdraw" button for Package 2 highlighted in red.

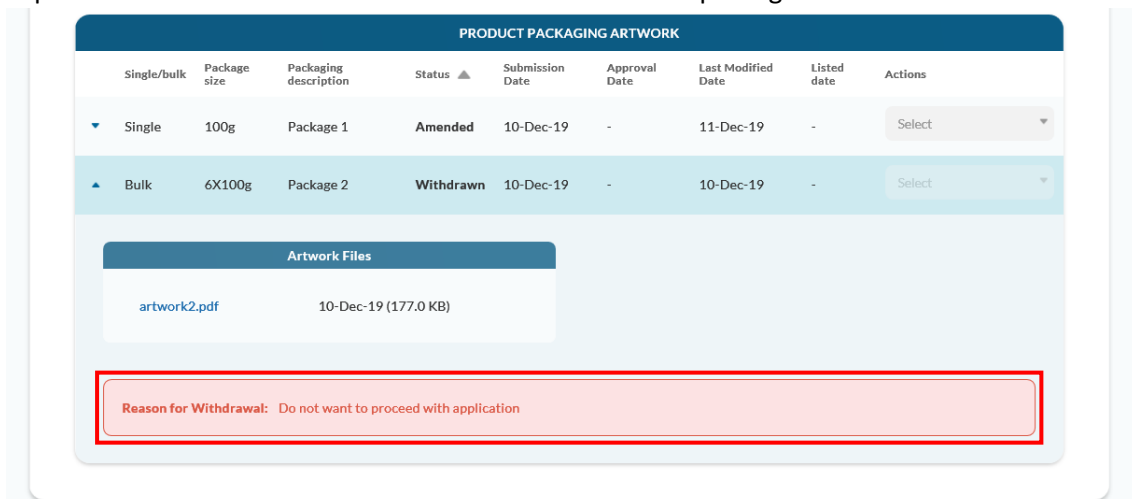
4. Once you have selected the reason, click “Confirm”.



5. A message “Package has been withdrawn” will be displayed. The status of the package will be updated to “Withdrawn”.



6. Expand the row to view the reason for withdrawal for the package.



Discontinue Package Size

You can discontinue approved packages if the product has been discontinued or the product no longer carries the HCS logo.

1. To discontinue the packaging artwork, select “Discontinue” from the dropdown list under the Actions header.

Upload Product Packaging Artwork

Please upload the product packaging artwork with the HCS logo.
If there is more than one artwork for each package size (e.g. front and back), please combine the artworks into one PDF or ZIP file before uploading.
Only one file submission is allowed for each package size (file size limit 10 MB)

[+ ADD NEW PACKAGE SIZE](#)

Show 10 per page << < 1 > >>

PRODUCT PACKAGING ARTWORK								
Single/bulk	Package size	Packaging description	Status ▲	Submission Date	Approval Date	Last Modified Date	Listed date	Actions
▼ Single	100g	Package 1	Approved	07-Nov-19	07-Nov-19	08-Nov-19	08-Nov-19	Select Discontinue Revise
▼ Bulk	1 X 10kg	Package2	Withdrawn	07-Nov-19	-	07-Nov-19	-	

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2. Please click “Confirm”.

PRODUCT PACKAGING ARTWORK

Single/bulk	Package size	Packaging description	Status ▲	Submission Date	Approval Date	Last Modified Date	Listed date	Actions
▲ Single	100g	Package 1	Approved	07-Nov-19	07-Nov-19	08-Nov-19	08-Nov-19	Discontinue ▼

Artwork Files

artwork1.pdf	07-Nov-19	(177.0 KB)
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Previous files (1) ▼

HPB Comments

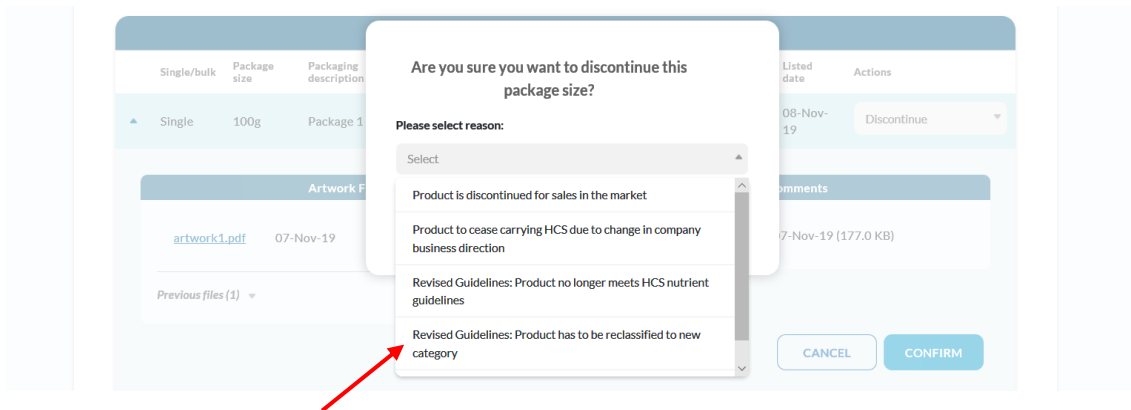
artwork1.pdf	07-Nov-19 (177.0 KB)
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[CANCEL](#) [CONFIRM](#)

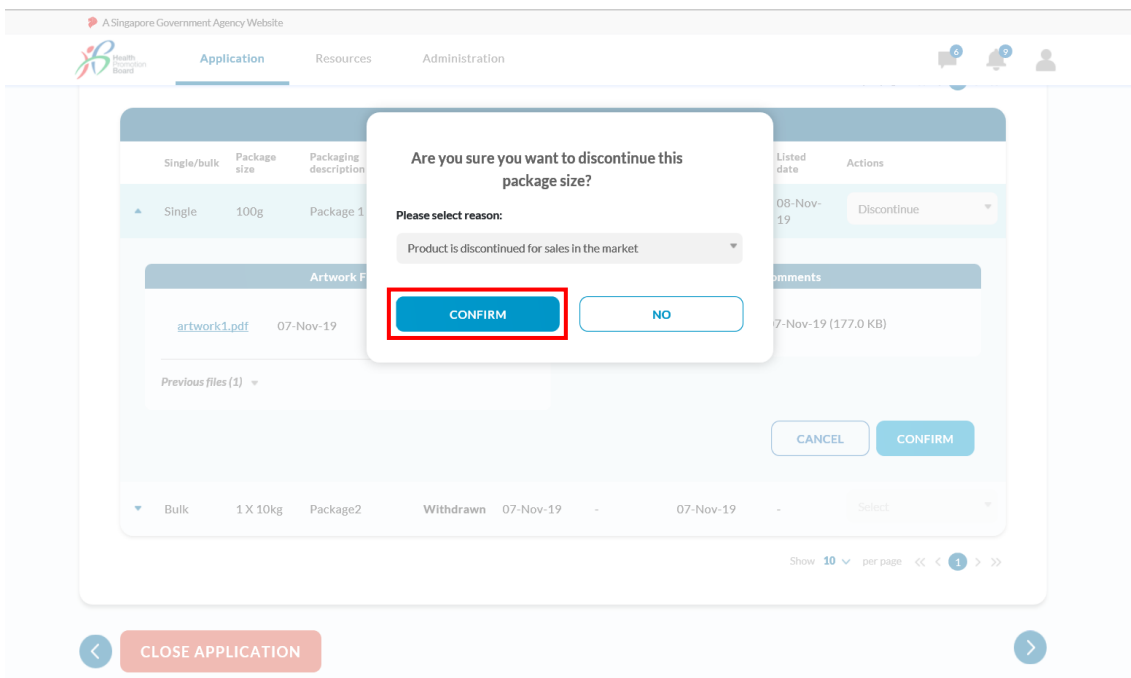
▼ Bulk	1 X 10kg	Package2	Withdrawn	07-Nov-19	-	07-Nov-19	-	Select ▼
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Show 10 per page << < 1 > >>

3. A pop-up message will be displayed for you to indicate the reason. Please select the reason from the dropdown list. You may also select Others and key in free text.



4. Once you have selected the reason, click 'Confirm' to discontinue the package size.



5. The status of the package will be updated to “Discontinued” and the reason will be captured.

The screenshot displays the 'PRODUCT PACKAGING ARTWORK' interface. At the top, there is a table with columns: Single/bulk, Package size, Packaging description, Status, Submission Date, Approval Date, Last Modified Date, Listed date, and Actions. The first row shows 'Single', '100g', 'Package 1', 'Discontinued', '07-Nov-19', '07-Nov-19', '08-Nov-19', '08-Nov-19', and a 'Select' dropdown. The 'Discontinued' status is highlighted with a red box. Below the table, there are two panels: 'Artwork Files' and 'HPB Comments'. The 'Artwork Files' panel shows a file named 'artwork1.pdf' with a date of '07-Nov-19' and a size of '(177.0 KB)'. The 'HPB Comments' panel shows a comment for 'artwork1.pdf' dated '07-Nov-19 (177.0 KB)'. Below these panels, a red box highlights a text field containing the text: 'Reason for Discontinuation: Product is discontinued for sales in the market'. At the bottom of the interface, there is a table with columns: Bulk, 1 X 10kg, Package2, Withdrawn, 07-Nov-19, -, 07-Nov-19, -, and a 'Select' dropdown. The 'Withdrawn' status is highlighted with a red box. At the bottom right, there is a pagination control showing 'Show 10 per page' and a page number '1'.

If you come across any error messages while accessing the HCS Online, please report the IT issues via the [Contact Us form](#) with the screenshot and details of the issue.