Healthier Choice Symbol (HCS) Online Application User Guide – Product Review

Contents

Introduction to Product Review

What is Product Review?

Instead of renewing the Licence Agreement every 2 years, companies would now need to complete the Product Review exercise. It is a yearly exercise where companies will review their HCS product(s) listed in the Licence Agreement with Health Promotion Board and determine if they wish to keep the HCS or discontinue HCS on the product(s). Once product review is submitted, the package status of the product(s) you have selected to discontinue will be changed to *Discontinued* in the system.

In the product review exercise, companies would also need to declare the following.

We have conducted the Product Review and hereby declare that:
   a) there has been no change in the contents of the Product.
   b) the Product comply with the Healthier Choice Symbol Nutrient Guidelines.

The Licence Agreement will be terminated if the Product Review is not completed on time.

Who needs to do Product Review?

- Only companies with valid licence agreement and at least one approved application are required to do product review.
- Both Authorised Representative and Staff for HCS can complete the product review.

When is the Product Review?

Product Review Exercise occurs yearly, starting from 1 Jul.

- The regular Product Review period is from 1 Jul – 31 Aug.
- The Suspension/Appeal period is from 1 Sep – 31 Oct.
   - The Suspension/Appeal period is applicable to companies which did not complete the Product Review during the regular period. This is a second chance to complete the Product Review before the Licence Agreement is terminated on 1 Nov due to the Product Review not being completed.

What are the repercussions for failing to complete product review?

If company fails to complete product review between 1 Jul – 31 Aug:

- It will result in suspension of the company's HCS programme account.
- During suspension, company will not be able to create, submit HCS application(s) or amend application(s). Company is also not able to use any HCS modules, including HCS Application, Product Review and Advertising Materials modules.

- The suspended company can self-appeal to complete the Product Review during the suspension period by logging into the system and following the instructions on the screen by 31 October.

If the suspended company fails to complete product review by 31 Oct:

- On 1 Nov, the following will occur:
    - o   Their approved applications will be rejected, and their License Agreement will terminate. Their HCS programme status will also change from *Active* to *Enrolled*.
    - o   Their suspension will be lifted, the company will regain access to HCS modules and can submit new HCS application(s) for their product(s). Essentially, the company will have to restart the application process if they want to continue participating in the Healthier Choice Symbol (HCS) Programme and keep HCS on their product(s).

Which application(s) will show on Product Review Module?
Only approved application(s) will be populated in the HCS list for product review. Approved application(s) includes revised artwork (packaging already approved but resubmitted for approval due to change in artwork (e.g. design)).

Summary of Product Review Flow
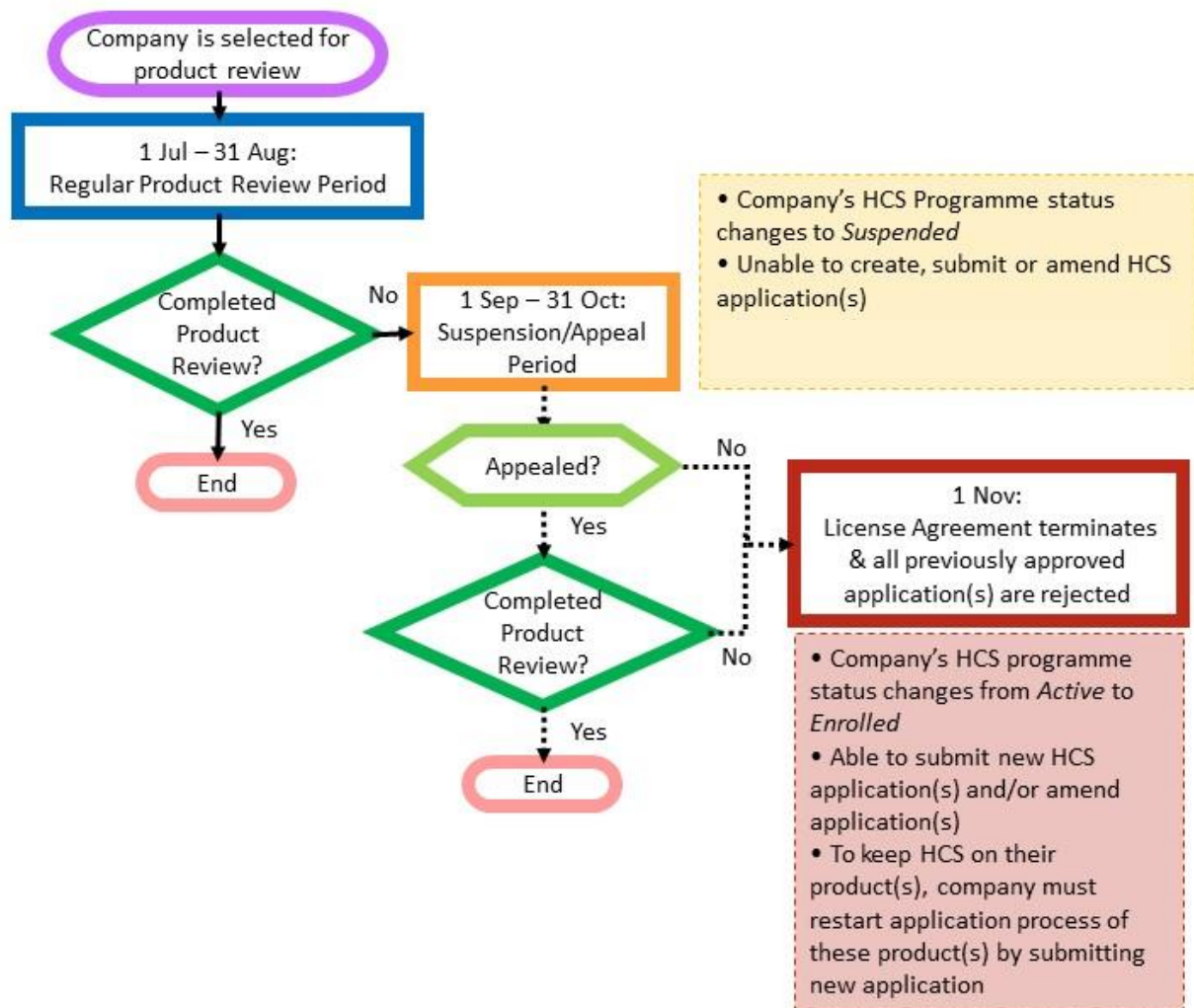
Product Review Exercise

## 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 (Onboarding).
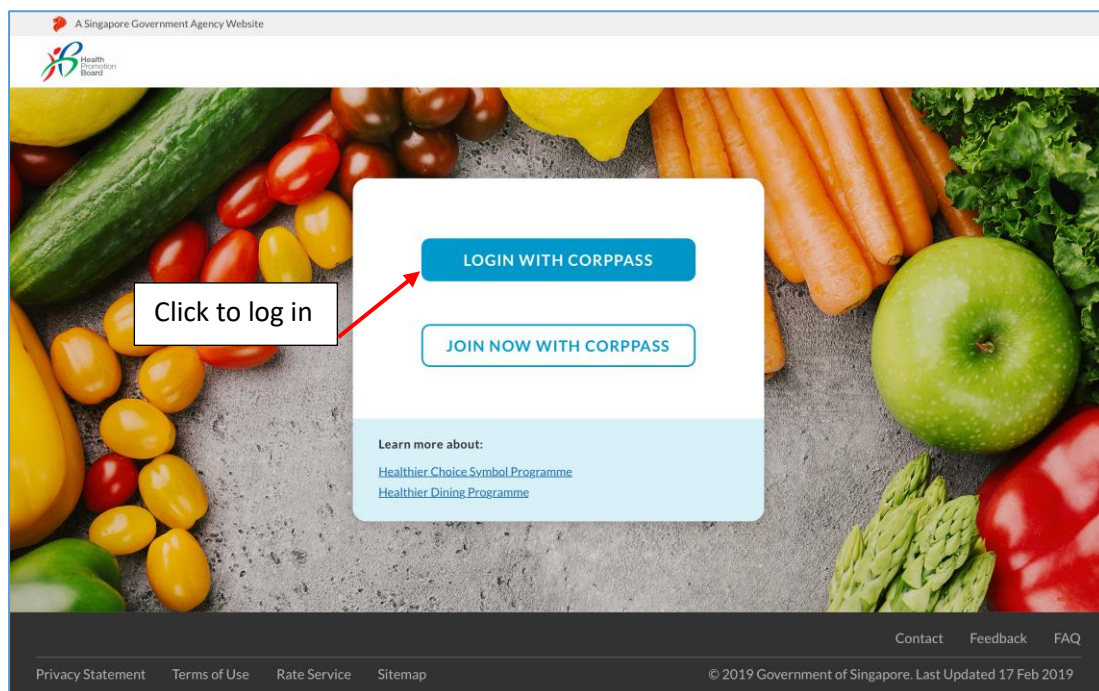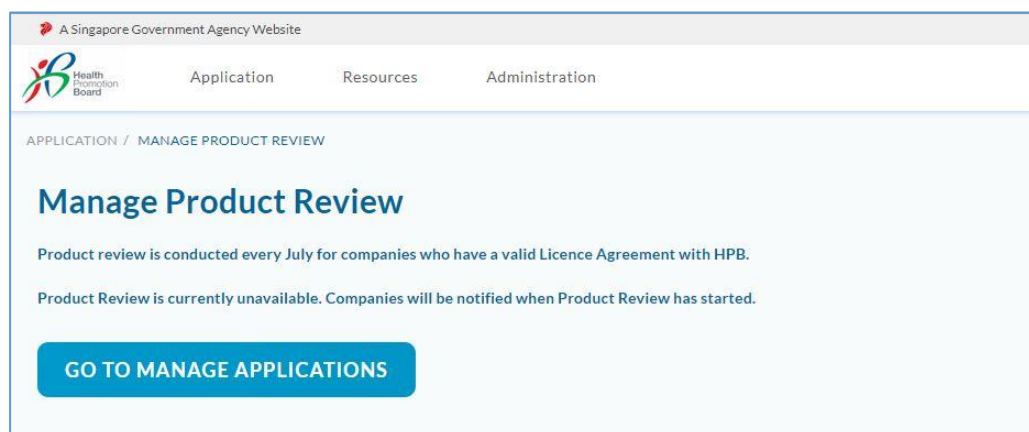
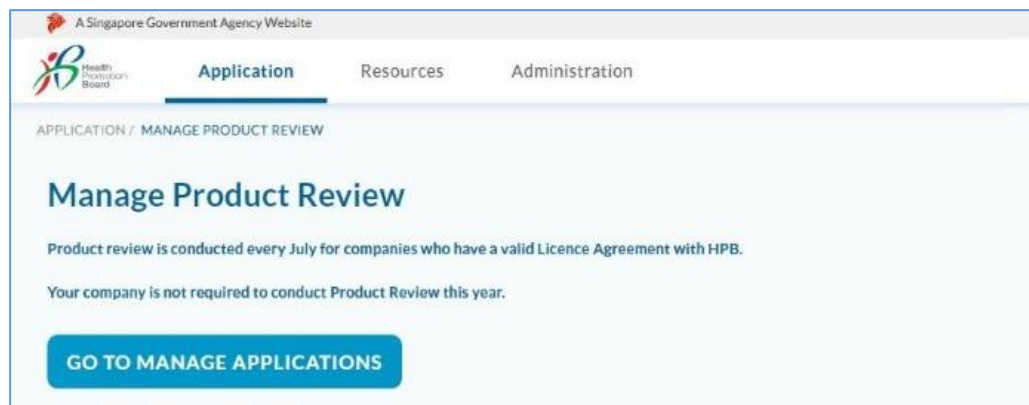## Locating the Product Review Module

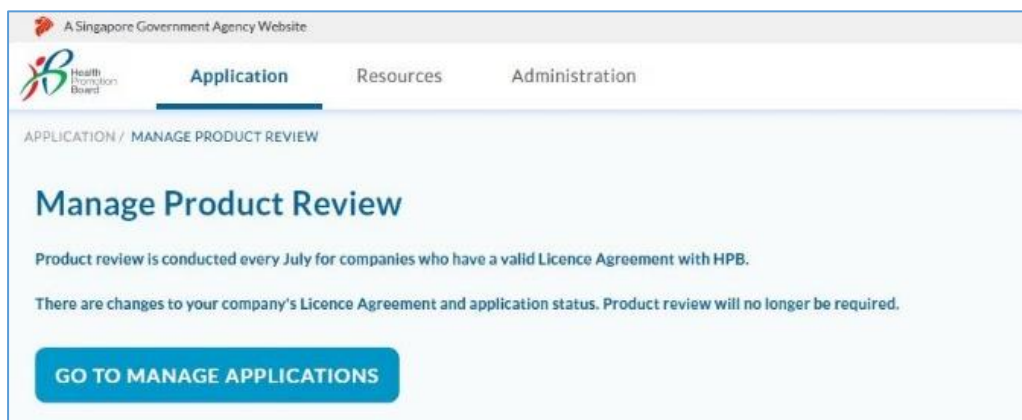1. Please click on *Application*, then *Manage Product Review*.
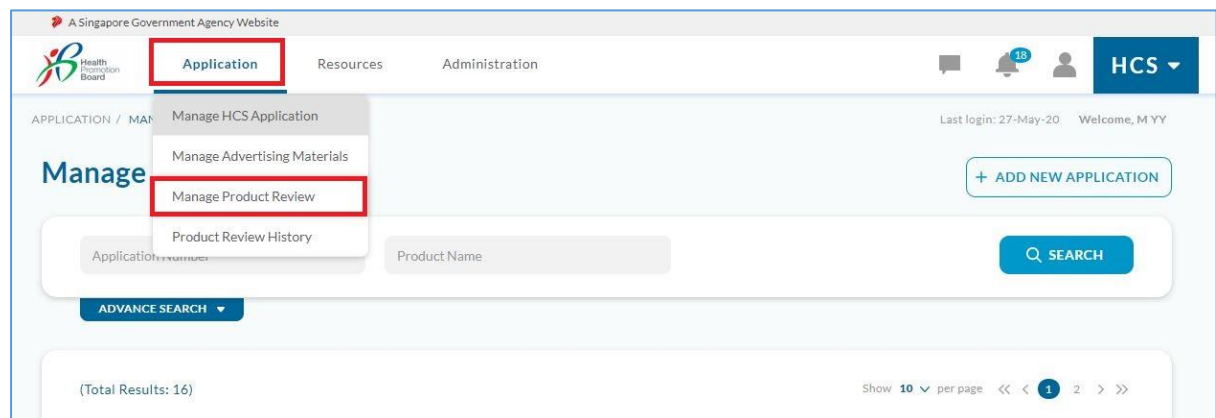
2. You will arrive at one of the following landing pages:
    a. When product review is **not** in season, you will see the following. You will be notified via email when Product Review starts.

    b. When company is not selected for product review this year, you will see the following.

c. When product review no longer required due to changes in company's license agreement and/or application status, you will see the following. The company is no longer required to do product review this year.
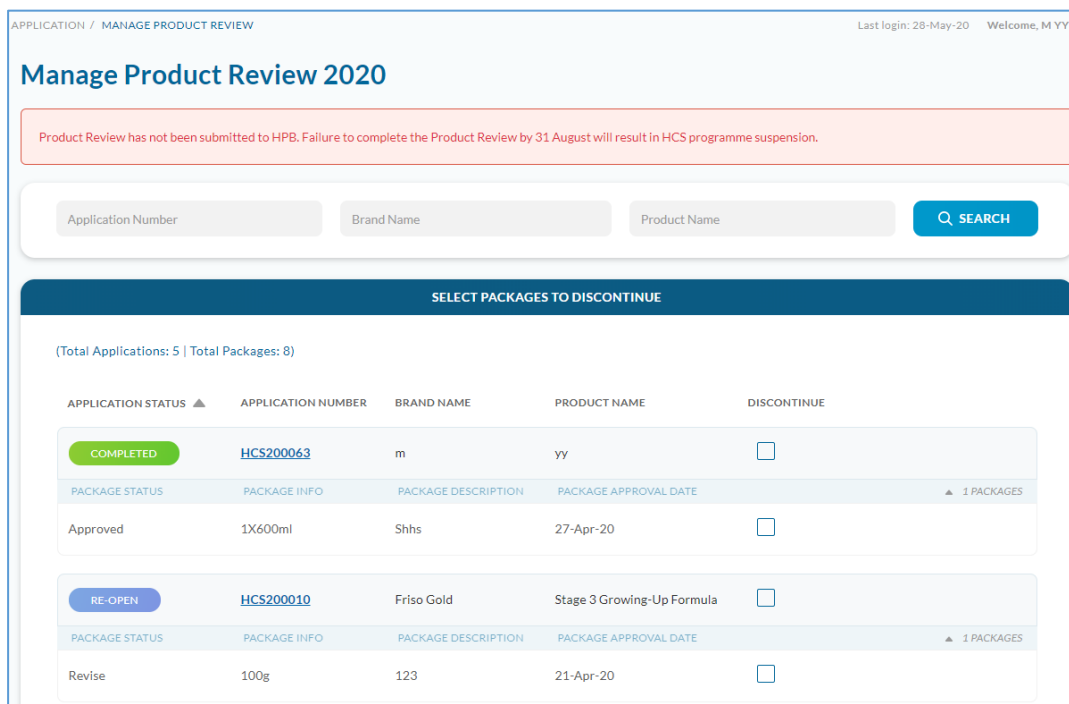
d. When the company is selected for product review and product review starts, you will see the following. Please proceed with the product review by referring to the steps in **Product Review Period: 1 Jul – 31 Aug**. **Please complete product review by 31 Aug.**

Product Review Period: 1 Jul – 31 Aug

Please complete the product review by 31 Aug. Companies that did not complete the product review by **31 Aug** will result in the company's HCS programme status changed from *Active* to *Suspended* on **1 Sep**.

To complete the product review, please remember to select product(s) that you **DO NOT** want to continue with HCS, to do the declaration and to click "Confirm" at the end.

Here are the steps to complete the product review. When product review starts, you will see the landing page below when you enter Product Review Module.

1. You arrive at the Selection page of the Product Review module. At this page, please determine which product(s) within the populated HCS product review list you wish to keep HCS or discontinue HCS. Please select the product(s) that you **DO NOT** want.
   a. You may use the search function or sort by column heading to find application/package(s).

b. Select only the application/package(s) you intend to discontinue HCS.

c. For every item you select to discontinue, a dropdown box to select reason for discontinue appears. Select the reason for each item. If you select "Others", please specify the reason.

d. What happens when application or package status changes during the product review exercise?

    i. <u>if application or package status changes (e.g. to rejected/discontinued/closed due to various reasons), leading to a total of zero approved applications under the company's License Agreement, the License Agreement will terminate.</u> Therefore, the company will see the following message on the *Manage Product Review* page - Product review is no longer required. The company will also be notified by email that the company no longer needs to do product review.

    ii. <u>if application or package status changes (e.g. to rejected/discontinued/closed) but company still has at least one approved packaged under the Lice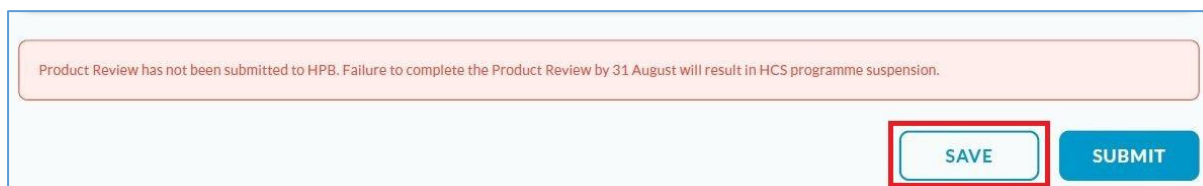nse Agreement, the License Agreement will remain valid.</u> The status of the affected application/package(s) will be updated accordingly in the Selection page of Product Review Module.

- You do not need to select these application/package(s) for discontinuation as it is already rejected/discontinued/closed.
- But if you do select these rejected/discontinued/closed package(s) for discontinuation, note that the status will not change but you are able to select the reason for discontinuation.
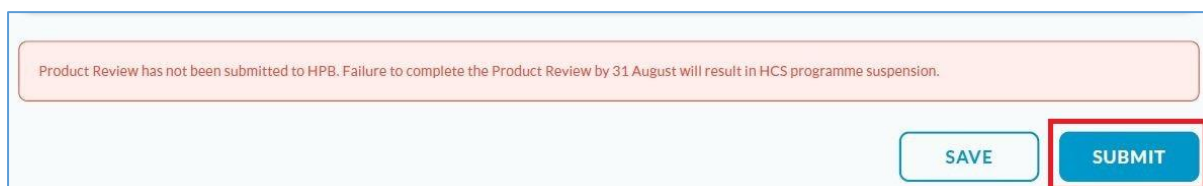
e. To save and continue with Product Review another time, click "Save" at the bottom of the page.

Product Review has not been submitted to HPB. Failure to complete the Product Review by 31 August will result in HCS programme suspension.

SAVE   SUBMIT

f. To proceed and submit, click "Submit" at the bottom of the page.

Product Review has not been submitted to HPB. Failure to complete the Product Review by 31 August will result in HCS programme suspension.

SAVE   SUBMIT

The following pop-up will appear. To confirm to proceed, click "Confirm".

Are you sure you want to submit product review? Please proceed to next page to complete the declaration.

CONFIRM   CANCEL

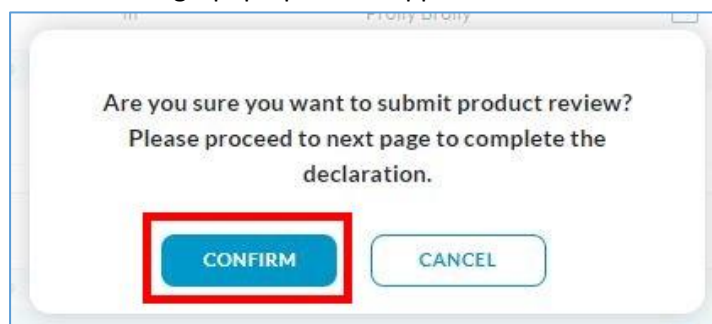2. You will arrive at the Product Review Summary Page, where you need to do the declaration for the Product Review module. Product review is not complete until the declaration boxes are checked and the "Confirm" button is clicked at the end.

Last login: 28-May-20   Welcome, M YY

Manage Product Review 2020

Product Review has not been submitted to HPB. Please check the declaration boxes and select 'Confirm' below to complete the Product Review.

PRODUCT REVIEW SUMMARY

UEN	COMPANY NAME	PROGRAMME STATUS	PRODUCT REVIEW STATUS	REVIEW COMPLETED DATE
198102460H	UPUZTHSSSZUSZSUUSZ YZXH	ACTIVE	INCOMPLETE	--

No. of packages selected for PR
8

No. of packages selected to be discontinued
3

No. of packages selected not to be discontinued
5

No. of applications selected for PR
5

PRODUCT REVIEW SUMMARY - PACKAGE DETAILS

PRODUCT REVIEW DECLARATION

We have conducted the Product Review and hereby declare that:

☐ (a) there has been no change in the contents of the Product.

☐ (b) the Product comply with the Healthier Choice Symbol Nutrient Guidelines.

Product Review has not been submitted to HPB. Please check the declaration boxes and select 'Submit' below to complete the Product Review.

CANCEL   CONFIRM

a. Check that the package(s) selected to be discontinued and not to be discontinued in the *Product Review Summary - Package Details* are correct.

PRODUCT REVIEW SUMMARY - PACKAGE DETAILS

Packages selected to be discontinued

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	DISCONTINUATION REASON
COMPLETED	HCS200063	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Approved	1X600ml	Shhs	27-Apr-20	PR: Product is discontinued for sales in the market

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	DISCONTINUATION REASON
RE-OPEN	HCS200067	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 2 PACKAGES
Amended	70g		27-Apr-20	PR: Product to cease carrying HCS due to change in company business direction
Final Review	7g		27-Apr-20	PR: Revised Guidelines: Product no longer meets HCS nutrient guidelines

Packages not selected to be discontinued

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME
RE-OPEN	HCS200010	Friso Gold	Stage 3 Growing-Up Formula
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE ▲ 1 PACKAGES
Revise	100g	123	21-Apr-20

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME
COMPLETED	HCS200068	m	Prolly Brolly
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE ▲ 1 PACKAGES
Approved	9g		27-Apr-20

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME
RE-OPEN	HCS200067	m	yy
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE ▲ 2 PACKAGES
Reassess	1kg		27-Apr-20
To Amend	1g	abc	27-Apr-20

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME
COMPLETED	HCS200065	Brandy Bundy	Friso Frisa
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE ▲ 1 PACKAGES
Approved	100g		27-Apr-20

b. If you need to make changes to the list of packages selected (or not selected) to be discontinued, click on "Cancel" at the bottom of the page to return to the Selection page of the Product Review module.

The following pop-up will appear. To cancel and edit the selection for discontinue, please click "Confirm".

Subsequently, you will return to the Selection page of the Product Review module. Please amend the selection for package(s) to discontinue.

c. If the package(s) selected to be discontinued in the product review are correct, please go to the bottom of the Product Review Summary and check the two declaration boxes in the Product Review Declaration section. Then, click "Confirm" to complete the Product Review.

The following pop-up will appear. To complete product review, please click "Confirm".

3. Product Review is completed and submitted. You will arrive at the following page which will show the submitted summary of the packages selected for discontinuation (invalid packages) and packages not selected for discontinuation (valid packages) and the declaration you have made. This page will be available for viewing in *Manage Product Review* until the end of the product review exercise (31 Oct), after which you can find it in *Product Review History* from 1 Nov.

Product Review Summary 2020

PRODUCT REVIEW SUMMARY

UEN	COMPANY NAME	PROGRAMME STATUS	PRODUCT REVIEW STATUS	REVIEW COMPLETED DATE
198102460H	UPUZTHSSSZUSZSUUSZ YZXH	ACTIVE	COMPLETED	28-May-20

No. of applications selected for PR   5   **No. of invalid packages**   3

No. of packages selected for PR   8   **No. of valid packages**   5

Valid Packages

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	
RE-OPEN	HCS200010	Friso Gold	Stage 3 Growing-Up Formula	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Revise	100g	123	21-Apr-20	
COMPLETED	HCS200068	m	Prolly Brolly	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Approved	9g		27-Apr-20	
RE-OPEN	HCS200067	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 2 PACKAGES
Reassess	1kg		27-Apr-20	
To Amend	1g	abc	27-Apr-20	
COMPLETED	HCS200065	Brandy Bundy	Friso Frisa	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Approved	100g		27-Apr-20	

Invalid Packages

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	DISCONTINUATION REASON
CLOSED	HCS200063	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Discontinued	1X600ml	Shhs	27-Apr-20	PR: Product is discontinued for sales in the market
RE-OPEN	HCS200067	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 2 PACKAGES
Discontinued	70g		27-Apr-20	PR: Product to cease carrying HCS due to change in company business direction
Discontinued	7g		27-Apr-20	PR: Revised Guidelines: Product no longer meets HCS nutrient guidelines

PRODUCT REVIEW DECLARATION

We have conducted the Product Review and hereby declare that:

☑ (a) there has been no change in the contents of the Product.

☑ (b) the Product comply with the   Healthier Choice Symbol Nutrient Guidelines.

Product Review has been completed & submitted:

28-May-20, 13:38:32 PM by M YY (Authorised Representative)

a. Note that the company programme status, product review status and application/package status shown on the page were captured when product review was submitted.

b. The discontinued packages and the respective discontinuation reason(s) submitted in the product review can be viewed in the *Product Review Summary* page, under Invalid Packages.

Invalid Packages

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	DISCONTINUATION REASON
CLOSED	HCS200063	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Discontinued	1X600ml	Shhs	27-Apr-20	PR: Product is discontinued for sales in the market
RE-OPEN	HCS200067	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 2 PACKAGES
Discontinued	70g		27-Apr-20	PR: Product to cease carrying HCS due to change in company business direction
Discontinued	7g		27-Apr-20	PR: Revised Guidelines: Product no longer meets HCS nutrient guidelines

c. Information on the date and time the product review was submitted and who it was submitted by can be located at the bottom left corner of the page.

PRODUCT REVIEW DECLARATION

We have conducted the Product Review and hereby declare that:

☑ (a) there has been no change in the contents of the Product.

☑ (b) the Product comply with the Healthier Choice Symbol Nutrient Guidelines.

Product Review has been completed & submitted:
28-May-20, 13:38:32 PM by M YY (Authorised Representative)

Contact   Feedback   FA(

eport Vulnerability   Privacy Statement   Terms of Use   Rate Service   Sitemap   © 2019 Government of Singapore. Last Updated 17 Feb 2019

4. The package(s) discontinued in product review exercise will be reflected in the system. You can find the discontinuation reason(s) for the package(s) that was/were discontinued due to product review via *Product Packaging Artwork* section in the respective application page(s).

    a. At the Manage Applications page, click on the application number of the application with discontinued package(s).

    b. You will arrive at the following application page. Click on the "Packaging Artwork" tab.

c. In the *Product Packaging Artwork* section, look for the discontinued package size and click on the arrow to expand the row.

d. The reason for discontinuation will be shown. PR indicates that the product was discontinued by the company in the Manage Product Review page.

Suspension/Appeal Period: 1 Sep - 31 Oct

1. On 1 Sep, companies that did not complete product review by 31 Aug will have their HCS programme status changed to *Suspended*. The suspended company will not be able to submit or amend HCS application(s). The suspended company will also not be able to use any HCS modules including HCS Application, Product Review and Advertising Materials modules. You will see the following after you log into HCS programme account:
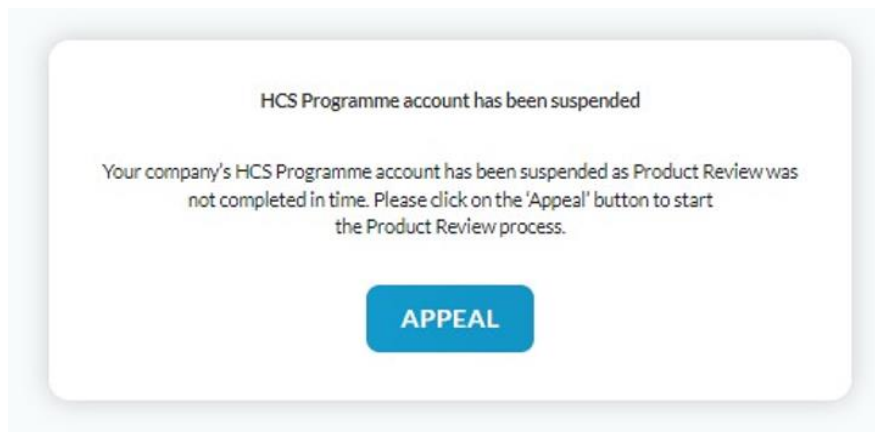
2. Email notifications will be sent to the suspended companies to inform them of the suspension and to remind them to self-appeal within the Appeal Period (1 Sep – 31 Oct) for a second chance to complete product review.

3. Self-appeal for Product Review during Suspension period
   a. During suspension period, when a company logs in, this page will be shown (see image below). Company can click on the 'Appeal' button to start the Product Review process.
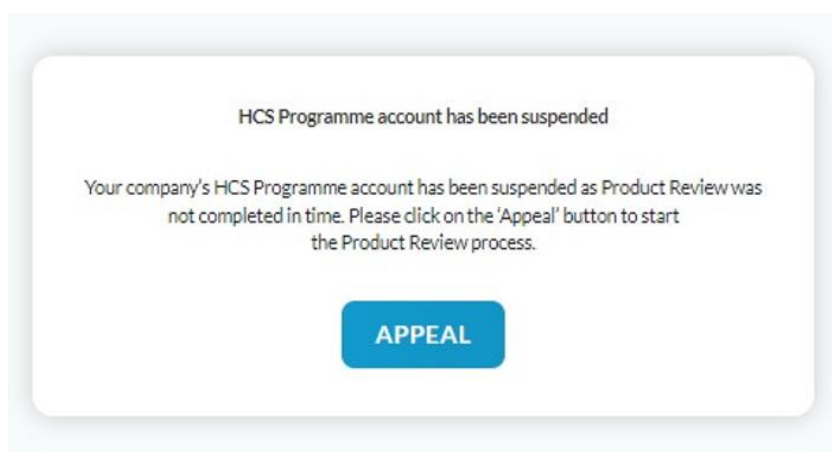

   b. There will be a pop-up box to confirm the action. After confirming, the system will bring company to the Product Review page to complete the Product Review. If company does not complete the Product Review and logs out of the system, the system will continue to send email reminders for company to complete the appeal. Company will not be able to use other functions in the system (i.e. submit applications) during suspension and appeal period.

Are you sure you want to start the Product Review process

CONFIRM   CANCEL

not completed in time. Please click on the 'Appeal' button to start the Product Review process.
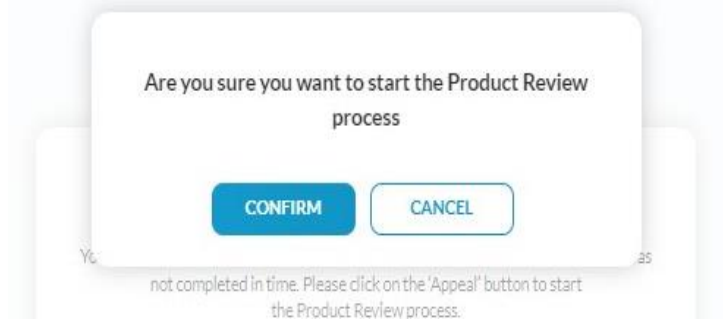
4. Please complete product review by 31 Oct.

5. To complete the product review, please refer to the following steps:

   a. To locate the product review module, click on *Application*, then *Manage Product Review*.
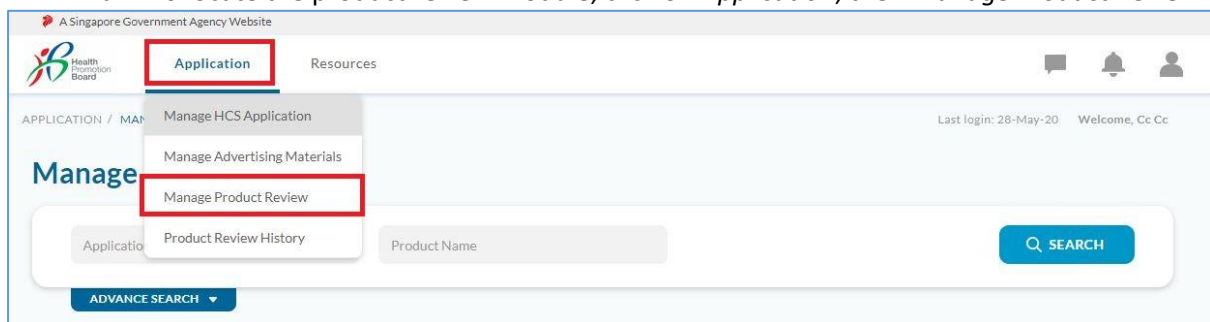
   b. You arrive at the Selection page of the Product Review module. At this page, please determine which product(s) within the populated HCS product review list you wish to keep HCS or discontinue HCS. Please select the product(s) that you **DO NOT** want.

      i. You may use the search function or sort by column heading to find application/package(s).
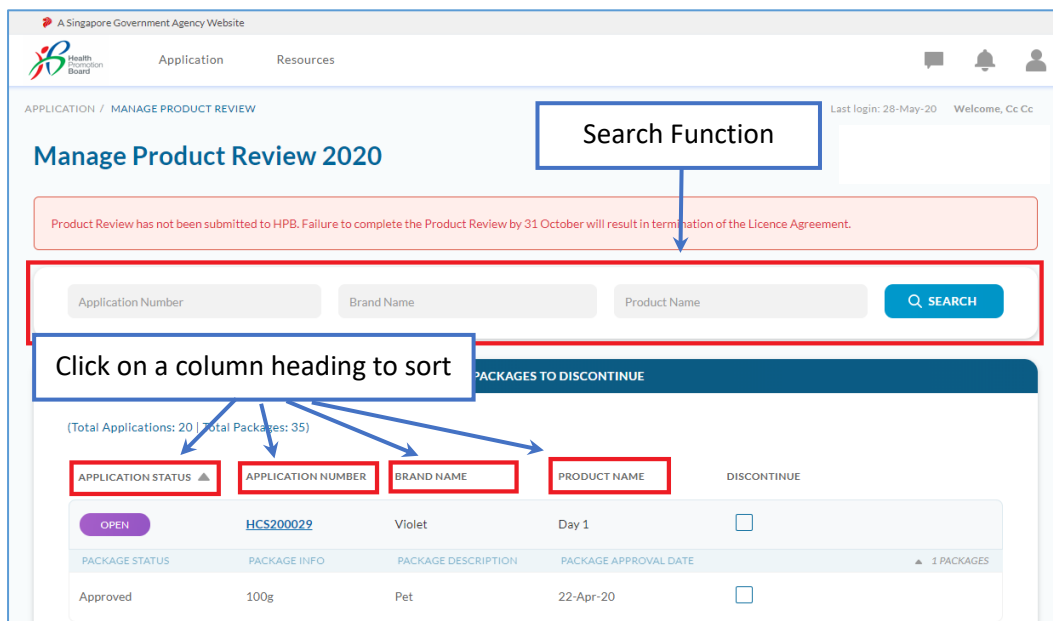
      ii. Select only the application/package(s) you intend to discontinue HCS.

SELECT PACKAGES TO DISCONTINUE

(Total Applications: 20 | Total Packages: 35)

APPLICATION STATUS ▲	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	DISCONTINUE	
OPEN	HCS200029	Violet	Day 1	☑	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE		▲ 1 PACKAGES
Approved	100g	Pet	22-Apr-20	☑ Reason:	Select reason ▼
RE-OPEN	HCS200091	Violet	P004	☑	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE		▲ 2 PACKAGES
Approved	20kg	pett	11-May-20	☑ Reason:	Select reason ▼
Revise	10g	pett	11-May-20	☑ Reason:	Select reason ▼
OPEN	HCS200042	Green	Chich Choe	☐	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE		▲ 4 PACKAGES

 iii. For every item you select to discontinue, a dropdown box to select reason for discontinue appears. Select the reason for each item. If you select "Others", please specify the reason.

Reason: Select reason ▼

PR: Product is discontinued for sales in the market

PR: Product to cease carrying HCS due to change in company business direction

PR: Revised Guidelines: Product no longer meets HCS nutrient guidelines

PR: Revised Guidelines: Product has to be reclassified to new category

PR: Others (please specify)

iv. What happens when application or package status changes during the product review exercise?

- if application or package status changes (e.g. to rejected), leading to a total of zero approved applications under the company's License Agreement, the License Agreement will terminate. Therefore, the company will see the following message on the *Manage Product Review* page - Product review is no longer required. The company will also be notified by email that the company no longer needs to do product review.
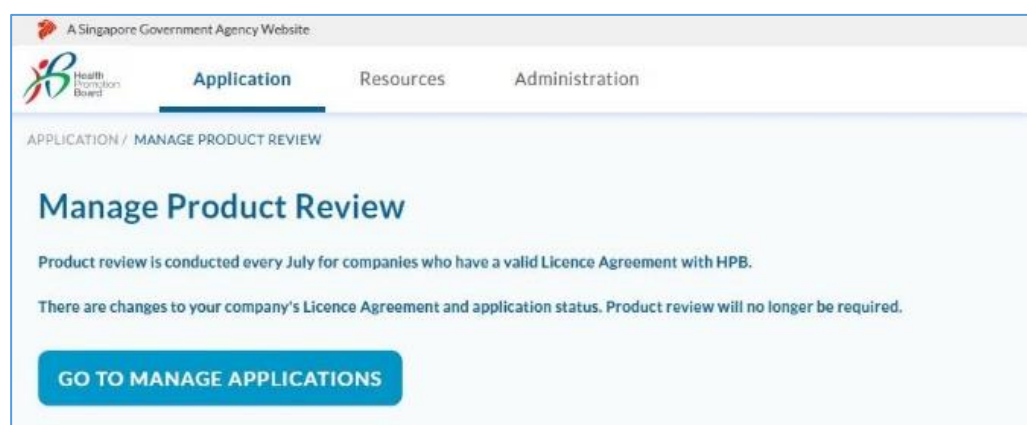
- if application or package status changes (e.g. to rejected) but company still has at least one approved packaged under the License Agreement, the License Agreement will remain valid. The status of the affected application/package(s) will be updated accordingly in the Selection page of Product Review module.
  - o You do not need to select these application/package(s) for discontinuation as it is already rejected.
  - o Note that if you do select these rejected package(s) for discontinuation, the status will not change but you are able to select the reason for discontinuation.

v. To save and continue with Product Review another time, click "Save" at the bottom of the page.
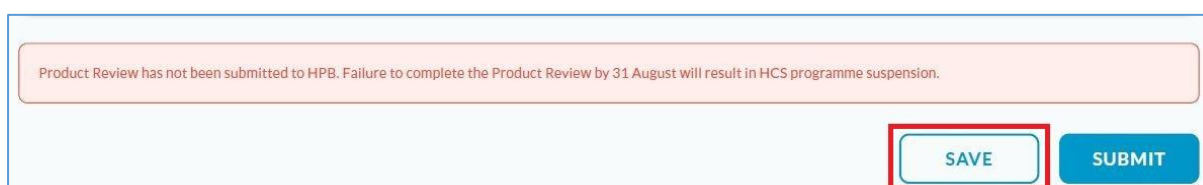
vi. To proceed and submit, click "Submit" at the bottom of the page.
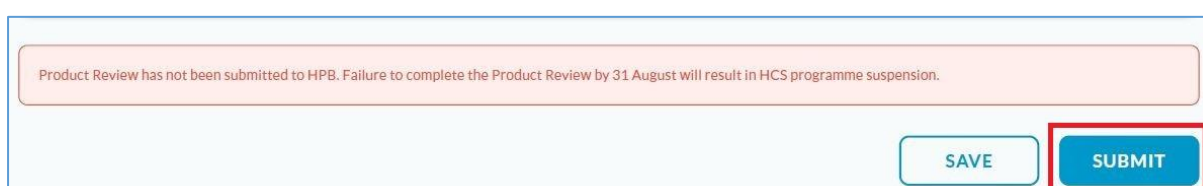
The following pop-up will appear. To confirm to proceed, click "Confirm".

c. You will arrive at the Product Review Summary page of the Product Review module. Product review is not complete until the declaration boxes are checked and "confirm" button is clicked.

i.   Check that the package(s) selected to be discontinued and not to be discontinued in the *Product Review Summary - Package Details* are correct.

Example of Product Review Summary - Package Details:

PRODUCT REVIEW SUMMARY - PACKAGE DETAILS

Packages selected to be discontinued

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	DISCONTINUATION REASON
COMPLETED	HCS200063	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Approved	1X600ml	Shhs	27-Apr-20	PR: Product is discontinued for sales in the market

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	
RE-OPEN	HCS200067	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 2 PACKAGES
Amended	70g		27-Apr-20	PR: Product to cease carrying HCS due to change in company business direction
Final Review	7g		27-Apr-20	PR: Revised Guidelines: Product no longer meets HCS nutrient guidelines

Packages not selected to be discontinued

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	
RE-OPEN	HCS200010	Friso Gold	Stage 3 Growing-Up Formula	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Revise	100g	123	21-Apr-20	

COMPLETED	HCS200068	m	Prolly Brolly	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Approved	9g		27-Apr-20	

RE-OPEN	HCS200067	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 2 PACKAGES
Reassess	1kg		27-Apr-20	
To Amend	1g	abc	27-Apr-20	

COMPLETED	HCS200065	Brandy Bundy	Friso Frisa	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Approved	100g		27-Apr-20	

ii.   If you need to make changes to the list of packages selected (or not selected) to be discontinued, click on "Cancel" at the bottom of the page to return to the Selection page of the Product Review module.

The following pop-up will appear. To cancel and edit the selection for discontinue, please click "Confirm".

Subsequently, you will return to the Selection page of the Product Review module. Please amend the selection for package(s) to discontinue.

iii. If the packages selected to be discontinued in the product review are correct, please go to the bottom of the Product Review Summary and check the two declaration boxes in the Product Review Declaration section. Then, click "Confirm" to complete the Product Review.

The following pop-up will appear. To complete product review, please click "Confirm".

6. Product Review is completed and submitted. You will arrive at the following page which will show the submitted summary of the packages selected for discontinuation (invalid packages) and packages not selected for discontinuation (valid packages) and the declaration you have made. This page will be available for viewing in *Manage Product Review* until the end of the product review exercise (31 Oct), after which you can find it in *Product Review History* from 1 Nov.

Last login: 28-May-20   Welcome, Cc Cc

Product Review Summary 2020

PRODUCT REVIEW SUMMARY					
UEN	COMPANY NAME	PROGRAMME STATUS	PRODUCT REVIEW STATUS	REVIEW COMPLETED DATE	APPEAL EMAIL
11111111A	COLOR	ACTIVE	COMPLETED	28-May-20	Download

No. of applications selected for PR   20   No. of invalid packages   3

No. of packages selected for PR   35   No. of valid packages   32

Valid Packages

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	
OPEN	HCS200042	Green	Chich Choe	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 4 PACKAGES
Approved	250X100g	Ko dien	05-May-20	
To Amend	100g	peett	05-May-20	

Invalid Packages

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	DISCONTINUATION REASON
CLOSED	HCS200015	Violet	P002	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 2 PACKAGES
Discontinued	1X2g		06-Apr-20	PR: Product is discontinued for sales in the market
Discontinued	1kg		06-Apr-20	PR: Others: abc

a. Note that the company programme status, product review status and application/package status shown on the page were captured when product review was submitted.

b. The appeal email is available for download on this page if necessary.

c. Information on the date and time the product review was submitted and who it was submitted by can be located at the bottom left corner of the page

PRODUCT REVIEW DECLARATION

We have conducted the Product Review and hereby declare that:

☑ (a) there has been no change in the contents of the Product.

☑ (b) the Product comply with the Healthier Choice Symbol Nutrient Guidelines.

Product Review has been completed & submitted:
28-May-20, 16:23:32 PM by Cc Cc (Authorised Representative)

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d. The discontinued packages and the respective discontinuation reason(s) submitted in the product review can be viewed in the *Product Review Summary* page, under Invalid Packages.

Invalid Packages

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	DISCONTINUATION REASON
CLOSED	HCS200015	Violet	P002	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 2 PACKAGES
Discontinued	1X2g		06-Apr-20	PR: Product is discontinued for sales in the market
Discontinued	1kg		06-Apr-20	PR: Others: abc

7. When product review is completed, the Company can resume submitting applications and regain access to other modules (e.g. Application module and Advertising Materials module).

8. The package(s) discontinued in product review exercise will be reflected in the system. You can find the discontinuation reason(s) for the package(s) that was/were discontinued due to product review via *Product Packaging Artwork* section in the respective application page(s).

    a. At the Manage Applications page, click on the application number of the application with discontinued package(s).

    b. You will arrive at the following application page. Click on the "Packaging Artwork" tab.

    c. In the *Product Packaging Artwork* section, look for the discontinued package size and click on the arrow to expand the row.

d. The reason for discontinuation will be shown. PR indicates that the product was discontinued by the company in the Manage Product Review page.

If Product Review is not completed by end of Suspension/Appeal Period (31 Oct)

For companies that did not complete product review by the end of Suspension/Appeal Period (31 Oct), the following will occur on 1 Nov:

1. **The License Agreement (LA) will be terminated, thus all approved HCS application(s) will be automatically rejected by the system.** Email notifications will be sent out to inform companies of LA termination.

    a. At the *Manage Applications* page, you will see that all approved HCS application(s) and package(s) have been rejected. Click on the arrow to expand the row to view packages status.

b. To view the reason for package rejection:
Go to *Manage Applications* page and click on the application number of the *Rejected* application with rejected package(s).
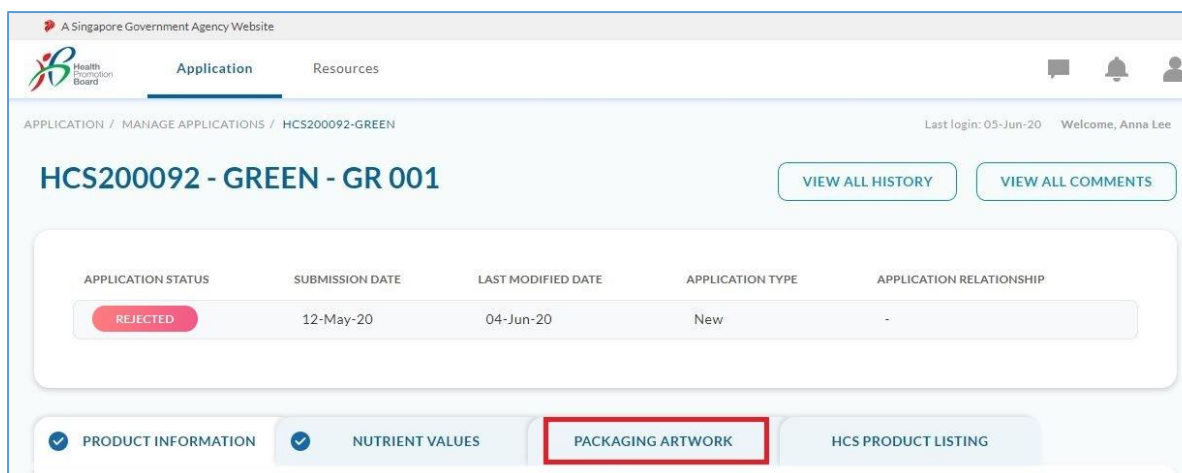
From this point, there are 2 ways to view reason for package rejection:
i. View rejection reason in *Product Packaging Artwork*. Click on "Packaging Artwork" tab.

- In the *Product Packaging Artwork* section, look for the rejected package size and click on the arrow to expand the row to view the reason for rejection.

- The reject reason appears: LA terminated due to Product Review not completed.

ii. View rejection reason in *Application History Listing*. Click on "View All History".

- The *Application History Listing* section will show that the package(s) has been rejected by the system. Click on "Action Details" to expand action details.

- The reject reason appears: LA terminated due to Product Review not completed.

c. You may check the validity of your License Agreement at *Resources > HCS License Agreement (LA)*.

You will see the following when LA has been terminated.
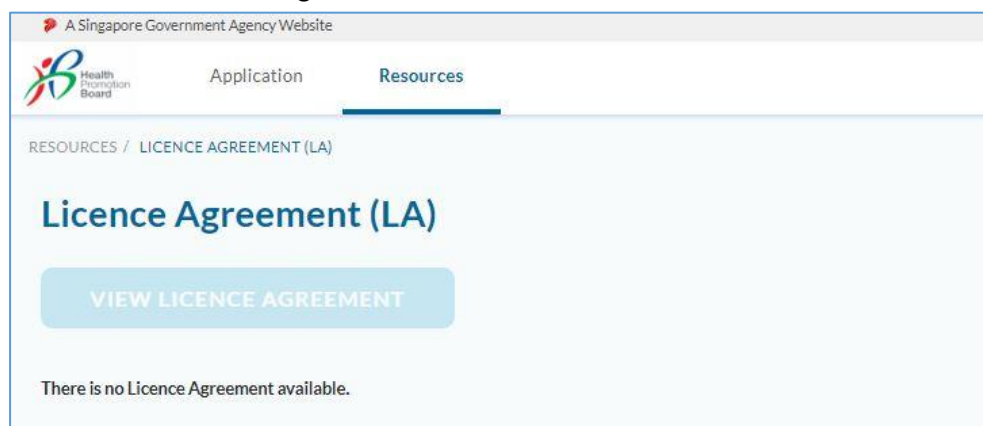
To contrast, this is what you will see if your LA is valid.
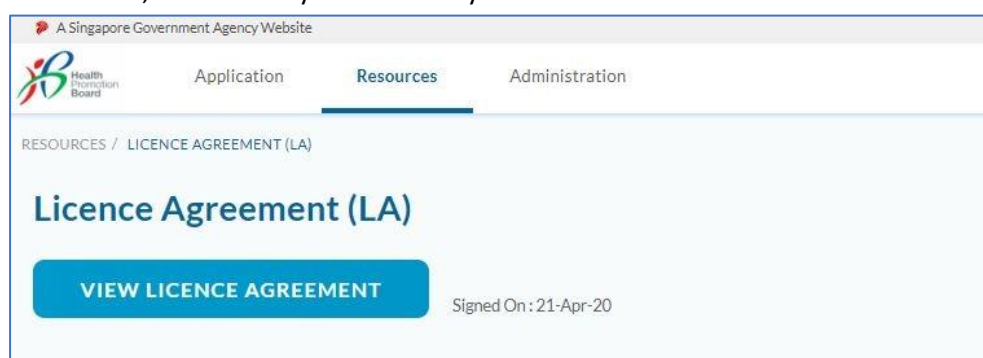
2. Company's HCS programme status will change from *Active* to *Enrolled*.
3. The suspension will be lifted, and the company can access HCS modules to submit new HCS application(s) and continue with pending application(s). Essentially, the company will have to restart the application process to keep HCS on their product(s).

Product Review History

In Product Review History, company can view their product review history from previous years. After the product review exercise has ended on 31 Oct, that year's product review summary will be moved to *Product Review History* on 1 Nov.

1. To go to Product Review History, click on *Application*, then *Product Review History*.
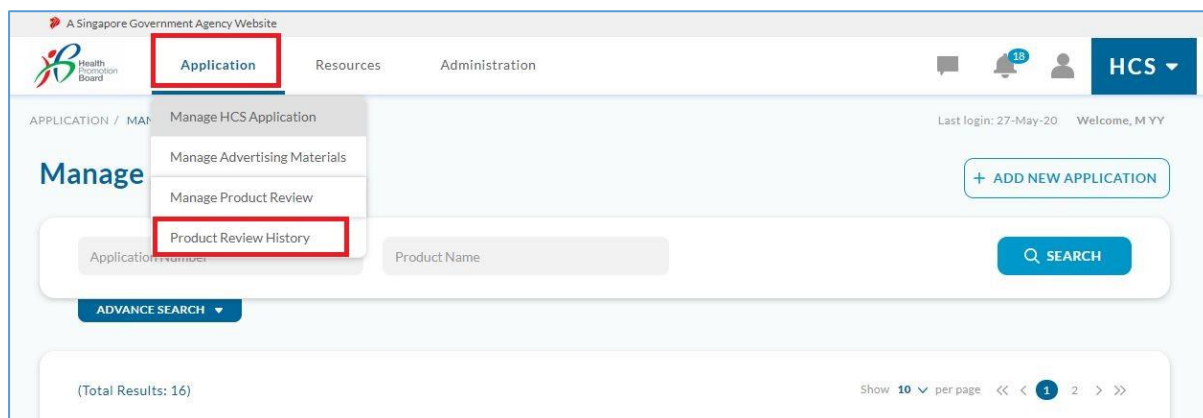
2. To view the product review summary history for a particular year, select the year from the dropdown box.
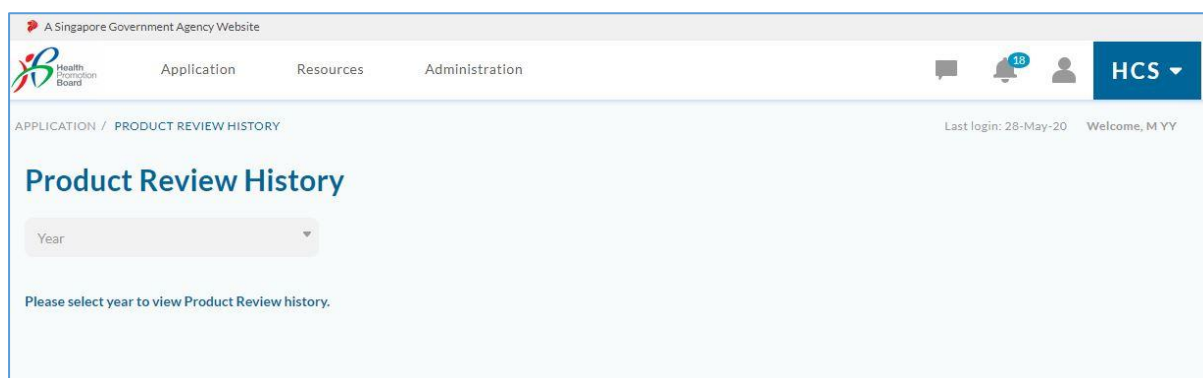
3. If company selects a year from the dropdown box in which they did not participate in product review, the following message will appear – No Product Review was required for that year.
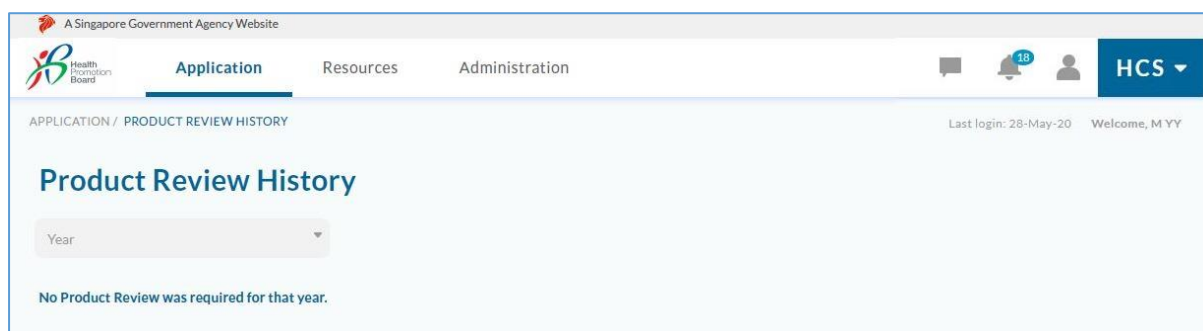
4. If there is product review history for the selected year, you will see a similar looking page:

Example of a product review history page for company that completed product review between 1 Jul – 31 Aug (i.e. without going through appeal).

Product Review History

Year 2020 ▾

PRODUCT REVIEW SUMMARY				
UEN	**COMPANY NAME**	**PROGRAMME STATUS**	**PRODUCT REVIEW STATUS**	**REVIEW COMPLETED DATE**
198102460H	UPUZTHSSSZUSZSUUSZ YZXH	ACTIVE	COMPLETED	28-May-20

No. of applications selected for PR 5   **No. of invalid packages** 3

No. of packages selected for PR 8   **No. of valid packages** 5

Valid Packages

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	
RE-OPEN	HCS200010	Friso Gold	Stage 3 Growing-Up Formula	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Revise	100g	123	21-Apr-20	
COMPLETED	HCS200068	m	Prolly Brolly	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Approved	9g		27-Apr-20	
RE-OPEN	HCS200067	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 2 PACKAGES
Reassess	1kg		27-Apr-20	
To Amend	1g	abc	27-Apr-20	
COMPLETED	HCS200065	Brandy Bundy	Friso Frisa	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Approved	100g		27-Apr-20	

Invalid Packages

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	DISCONTINUATION REASON
CLOSED	HCS200063	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Discontinued	1X600ml	Shhs	27-Apr-20	PR: Product is discontinued for sales in the market
RE-OPEN	HCS200067	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 2 PACKAGES
Discontinued	70g		27-Apr-20	PR: Product to cease carrying HCS due to change in company business direction
Discontinued	7g		27-Apr-20	PR: Revised Guidelines: Product no longer meets HCS nutrient guidelines

PRODUCT REVIEW DECLARATION

We have conducted the Product Review and hereby declare that:

☑ (a) there has been no change in the contents of the Product.

☑ (b) the Product comply with the Healthier Choice Symbol Nutrient Guidelines.

Product Review has been completed & submitted:

28-May-20, 13:38:32 PM by M YY (Authorised Representative)

a. Note that the company programme status, product review status and application/package status shown on the History page was captured when it was submitted for Product Review.

b. The discontinued packages and the respective discontinuation reason(s) submitted in the product review can be viewed here, under Invalid Packages.

Invalid Packages

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	DISCONTINUATION REASON
CLOSED	HCS200063	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 1 PACKAGES
Discontinued	1X600ml	Shhs	27-Apr-20	PR: Product is discontinued for sales in the market
RE-OPEN	HCS200067	m	yy	
PACKAGE STATUS	PACKAGE INFO	PACKAGE DESCRIPTION	PACKAGE APPROVAL DATE	▲ 2 PACKAGES
Discontinued	70g		27-Apr-20	PR: Product to cease carrying HCS due to change in company business direction
Discontinued	7g		27-Apr-20	PR: Revised Guidelines: Product no longer meets HCS nutrient guidelines

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5. If the company failed to complete product review for the selected year, you will see the following history page.

Example of a product review history page for company that appealed but did not complete product review by Oct 31.