


WHOLE-OF-GOVERNMENT HEALTHIER DRINKS POLICY

1. Types of Drinks Affected and Requirements

Drinks affected by the Healthier Drinks Policy may be found in Table A1.

Table A1. Definition and requirements of affected drinks

S/N	Drink type	Definition	Requirements
1	Pre-packaged drinks	<p>a. Drinks that are ready-to-drink without further preparation (e.g. in a bottle, can, carton, bag-in-box or other similar container, including fountain drinks and drink dispensers); OR</p> <p>b. Products in powder form that require reconstitution according to dilution instructions on the packaging (e.g. 3-in-1, 2-in-1 premixes).</p>	<p>All drinks must be either water or compliant with the Healthier Choice Symbol (HCS) sugar guidelines (See <u>Table A2</u>). They may or may not be endorsed with HCS logo.</p> 
2	Freshly prepared hot coffee/ tea/ malted drinks only	<p>a. Hot coffee/ tea/ malted drinks that are prepared onsite before serving (e.g. addition of sugar or milk at point of sale).</p>	<ul style="list-style-type: none"> • Drinks must be prepared and served with no added sugar (i.e. ‘ko-song’). • Sugar may be provided at the side for consumers to take/ add on their own. • Operators may continue to add condensed milk and evaporated milk. However, they are strongly encouraged to reduce the amount of condensed milk to ‘siu dai’ level. • For hot coffee/tea/malted drinks that are prepared using sugar-added premixes, the premixes should be compliant with HCS guidelines and they should be prepared in accordance with manufacturers’ instructions on the packaging.

Drinks that are not within scope of the Healthier Drinks Policy are:

- a. Milk powders
- b. Drinks recommended to be taken under medical supervision (e.g. Glucerna, Optisource, meal replacements)
- c. Alcoholic beverages

- d. Ingredients used in the preparation of other food or drinks (e.g. honey, condensed milk, evaporated milk);
- e. SSBs from the following categories:
 - a. Cordials, concentrates and syrups that require reconstitution according to dilution instructions on the packaging, whether in packaged or reconstituted form; and
 - b. Other freshly brewed drinks (e.g. Asian drinks like barley), freshly squeezed juices, and freshly blended drinks (e.g. bubble tea, smoothies and other drinks containing flavoured milk/ soymilk).

These SSBs are strongly encouraged to follow HCS sugar guidelines.

The Healthier Choice Symbol (HCS) sugar guidelines may be found in Table A2.

Table A2. HCS sugar guidelines¹ (Last updated: Apr 2017)

Type of drink	Sugar level (as per 100ml prepared or ready to drink. If product is in powder form, the product is to be reconstituted according to manufacturer's direction as stated on the label)
Malted or chocolate drink	≤6% added sugar ²
3-in-1 or 2-in-1 coffee/tea beverage	≤5% total sugar
Soluble Coffee/Tea*	No added sugar
Sweetened drink – non-carbonated drink/ Asian drink/ Isotonic drink/ Juice drink	≤6% total sugar
Sweetened drink – carbonated drink	≤7% total sugar
Water	0%
Cereal mix (includes ready-to-drink and dry mix)	≤8% total sugar
Liquid milk (plain)	NA
Liquid milk (flavoured)	≤6% added sugar ³
Cultured milk drink/ yoghurt drink	≤7% added sugar ³
Smoothies	≤5% total sugar ⁴
Vegetable juice, fruit juice or fruit and vegetable juice ⁴	≤12.5% total sugar (no added sugar)
Soy milk/ beverage	≤6% added sugar ³

*For tea bags, tea leaves or other forms of tea which require to be added into water (e.g. ginger grains), there is no relevant HCS category. However, they are allowed to be brought into WOG premises as long as they do not contain added sugar. If they contain pre-added sugar, please refer to the “3-in-1 or 2-in-1 coffee/tea beverage” category.

Affected pre-packaged drinks that do not belong in any HCS categories would have to comply with the sugar guidelines for “Sweetened drinks – non-carbonated drinks” (≤6% total sugar).


¹ These guidelines may also be found here: [https://www.hpb.gov.sg/docs/default-source/default-document-library/hcs-guidelines-\(april-2017\)-edited.pdf?sfvrsn=1797eb72_0](https://www.hpb.gov.sg/docs/default-source/default-document-library/hcs-guidelines-(april-2017)-edited.pdf?sfvrsn=1797eb72_0). Pre-packaged drinks that do not belong in any HCS categories will have to comply with the sugar guidelines for “Sweetened drinks – non-carbonated drinks” (≤6% total sugar).

² Based on amount of added sugar, such as sucrose, glucose, maltose and fructose. It does not include naturally occurring sugar such as lactose.

³ Sugar from all sources, excluding lactose, both naturally present and added.

⁴ Not applicable to juice drinks, cordial and concentrates.

2. Summary of affected drinks and settings

Setting	Pre-packaged drinks (ready-to-drink, or powders that require dilution, includes fountain drinks, drink dispensers)	Freshly prepared hot coffee/tea/malted drinks
A) Vending Machines	<p>All drinks must be either water or compliant with Healthier Choice Symbol (HCS) sugar guidelines. They may or may not be endorsed with HCS logo.</p> 	NIL
B) Meeting rooms or drinks procured by agency for staff pantries		
C) Retail		<ul style="list-style-type: none"> No added sugar (i.e. 'ko-song'). Sugar may be provided at the side. If premixes are used, they need to comply with HCS sugar guidelines and be prepared according to manufacturers' instructions on packaging.
D) All F&B establishments in premises used for government offices or government business transactions ⁵		
<p><u>Government premises that promote health & wellness or education among children and youth</u>⁵ (Parks/ nature reserves/ reservoirs, sport facilities, community clubs/centres and resident committees, polytechnics & ITE, public libraries, Science Centre)</p>		
E) F&B establishments licensed by NEA as "takeaway" or "bakery"	<p>All drinks must be either water or compliant with Healthier Choice Symbol (HCS) sugar guidelines. They may or may not be endorsed with HCS logo.</p>	<ul style="list-style-type: none"> No added sugar (i.e. 'ko-song'). Sugar may be provided at the side. If premixes are used, they need to comply with HCS sugar guidelines and be prepared according to manufacturers' instructions on packaging.
F) All other F&B establishments including "Restaurants", "Cafés", "Snack Bars", "Eating Houses/ Food Courts/ Canteens"	<p>Required to fulfil either one of the following <u>by lease renewal</u>:</p> <ol style="list-style-type: none"> Become Healthier Dining Programme partner OR Comply with the policy 	

⁵ Please refer to the Government circular for the full list of affected premises.

PRE-PACKAGED DRINKS

3. Which pre-packaged drinks can be sold/provided?

Pre-packaged drinks are allowed to be sold/provided at government premises if they fulfil any of the following criteria:

- Water;
- Carry the HCS logo on the product packaging; or



- Comply with the HCS sugar guidelines⁵.

Healthier Choice Symbol

4. What is the Healthier Choice Symbol?

The Healthier Choice Symbol on packaged food and drink products indicates that they are healthier options, and is an easy way for consumers to tell which food products are better for their diet than others. This empowers the individual to make informed food choices.

To carry the Healthier Choice Symbol, products must meet the Healthier Choice Symbol Nutrition Guidelines⁶.

The HCS application process comprises registering your company on the HCS Online system (<https://focos.hpb.gov.sg/acm/>), submitting your product's information, nutrient analysis report and artwork online and finally, the generation of the License Agreement (valid for 2 years).

Do refer to the HCS website for more information (<https://www.hpb.gov.sg/food-beverage/healthier-choice-symbol>), including:

- A User Guide to Online Application for HCS⁷; and
- A Handbook on Nutrition Labelling⁸ with more comprehensive information on nutrition labelling and HCS application and license renewal procedures.

5. How long is the application process for HCS?

The processing time of an application depends largely on the accuracy of the information submitted online, including the nutrient analysis report. On average, an application takes about 1 to 2 months to be approved.

⁶ The guidelines may be found at [https://www.hpb.gov.sg/docs/default-source/default-document-library/hcs-guidelines-\(april-2017\)-edited.pdf?sfvrsn=1797eb72_0](https://www.hpb.gov.sg/docs/default-source/default-document-library/hcs-guidelines-(april-2017)-edited.pdf?sfvrsn=1797eb72_0)

⁷ https://www.hpb.gov.sg/docs/default-source/pdf/user-guide-to-online-application-for-hcs.pdf?sfvrsn=82c5eb72_0

⁸ https://www.hpb.gov.sg/docs/default-source/default-document-library/a-handbook-on-nutrition-labelling-ver1-2017.pdf?sfvrsn=6ac9eb72_0

6. How recent must the nutrient analysis report be for HCS application?

For all new applications, the nutrient analysis should have been done within the past 12 months.

7. Where can I get more information on HCS?

Please refer to HPB's website for more information on Healthier Choice Symbol (<https://www.hpb.gov.sg/food-beverage/healthier-choice-symbol>).

For more enquiries, please contact the HCS Helpdesk at 6435 3715/ 6435 3905 or email hpb_hcsadmin@hpb.gov.sg.

For non-HCS drinks: Complying with HCS sugar guidelines

8. What does “comply with the HCS sugar guidelines” mean?

It is not necessary for all drinks at government premises to carry the Healthier Choice Symbol. As long as the sugar content of the pre-packaged drink falls within the sugar guidelines, the drink may be sold/provided in government premises.

To comply with the HCS sugar guidelines, please refer to the full list of guidelines⁵. **Only the sugar guidelines are required to be met** (i.e. ‘Total sugar’ or ‘Added sugar’ columns).

9. What is the sugar guideline for a particular product? Which category does it fall under?

Please refer to the full set of Healthier Choice Symbol Nutrient Guidelines⁹ for detailed information on the criteria for each category, paying attention to the footnotes.

For avoidance of doubt:

- For coffee/tea products,
 - If it is a 3-in-1 or 2-in-1 pre-mix with sugar/milk pre-added (e.g. powder form), please refer to the “3-in-1 or 2-in-1 coffee/tea beverage” category ($\leq 5\%$ total sugar).
 - If it is soluble coffee or a coffee bag with no pre-added sugar or milk and needs to be added into water, please refer to the “Soluble Coffee/tea” category (no added sugar).
 - If it is ready-to-drink (e.g. in a bottle, can), please refer to the “Sweetened drinks – Non-carbonated/ Asian drinks” category ($\leq 6\%$ total sugar).
 - For tea bags, tea leaves or other forms of tea which require to be added into water (e.g. ginger grains), there is no relevant HCS category. They may be sold/provided in WOG premises as long as there is no sugar added.
- For soft drinks, please refer to the “Sweetened drinks – Carbonated drinks” category ($\leq 7\%$ sugar).

⁹ The guidelines may be found at [https://www.hpb.gov.sg/docs/default-source/default-document-library/hcs-guidelines-\(april-2017\)-edited.pdf?sfvrsn=1797eb72_0](https://www.hpb.gov.sg/docs/default-source/default-document-library/hcs-guidelines-(april-2017)-edited.pdf?sfvrsn=1797eb72_0)

- For fruit juices/ juice drinks,
 - If it contains at least 10% (but less than 60%) fruit juice, please refer to “Sweetened drinks – Juice drinks” ($\leq 6\%$ total sugar).
 - If it contains at least 60% fruit juice, please refer to “Fruit and Vegetables category – Juice – Fruit” category ($\leq 12.5\%$ total sugar, no added sugar allowed).
 - You may wish to clarify with the supplier if the percentage of fruit juice content is not disclosed on the packaging.
- Cereal drinks (ready-to-drink or dry mix) should refer to “Cereals category – Cereal Mix” ($\leq 8\%$ total sugar).
- Pre-packaged drinks that do not belong in any HCS categories (e.g. energy drinks, protein shakes) will have to comply with the sugar guidelines for “Sweetened drinks – non-carbonated drinks” ($\leq 6\%$ total sugar).

10. How do I determine if a product meets the sugar guidelines? How can I understand the Nutrient Information Panel on packaging?

To determine the sugar content of drinks, refer to the Nutrition Information Panel (NIP) on the drink packaging.

HPB’s recommended NIP should include the core list of nutrients namely energy, protein, total fat, saturated fat, trans fat, cholesterol, carbohydrate, sugar, dietary fibre and sodium. The energy and nutrient values can be stated in per 100g / 100ml and per serving of the food. The NIP can include the number of servings per package and the serving size.

Examples of the NIP are shown below, with the sugar content highlighted.

NUTRITION INFORMATION		
Servings per package: (insert number of servings)		
Serving size: x g (or ml) (insert household measurement)		
	Per serving	Per 100 g (100 ml)
Energy	x kcal (x kJ)	x kcal (x kJ)
Protein	x g	x g
Total Fat	x g	x g
- Saturated Fat	x g	x g
- Trans Fat	x g	x g
Cholesterol	x mg	x mg
Carbohydrate	x g	x g
- Total Sugar	x g	x g
Dietary Fibre	x g	x g
Sodium	x mg	x mg

Nutrition Facts	
8 servings per container	
Serving size	2/3 cup (55g)
Amount per serving	
Calories	230
% Daily Value*	
Total Carbohydrate 37g	13%
Dietary Fiber 4g	14%
Total Sugars Xg	
Includes Xg Added Sugars	X%

NUTRITION INFORMATION			
Servings per package: 10 Serving Size: 30 g (1 sachet)			
	Per serving	Per 100 g	Per 100 ml**
Energy	198 kcal*	660 kcal*	96 kcal*
Protein	1.5 g	5.0 g	0.7 g
Total Fat	10.9 g	36.3 g	1.92 g
- Saturated Fat	4.0 g	13.3 g	1.9 g
Monounsaturated fat	2.9 g	9.6 g	1.4 g
Polyunsaturated fat	4.0 g	13.3 g	1.9 g
Omega 3	0.5 g	1.7 g	0.2 g
Omega 6	0.7 g	2.3 g	0.3 g
- Trans Fat	0.1 g	0.3 g	0.0 g
Cholesterol	0 mg	0 mg	0 mg
Carbohydrate	23.5 g	78.3 g	11.3 g
- Total Sugar	18.0 g	60.0 g	8.7 g
- Fructose	2.0 g	6.7 g	1.0 g
Dietary Fibre	1.5 g	5.0 g	0.7 g
Sodium	270 mg	900 mg	130 mg
Other nutrients claimed (e.g. Calcium, Vitamin A, Vitamin C)			

*1kcal = 4.2kJ

** As reconstituted according to label directions

The HCS sugar guidelines are as per 100ml ready-to-drink form. If the product is in powder form, the product is to be reconstituted according to manufacturer's direction as stated on the label. For example,

Preparation Instruction: Add 200ml of hot water to 1 sachet and stir well.

NUTRITION INFORMATION		
Servings per package: 10 Serving size: 30g (1 sachet)		
	Per serving	Per 100g
Energy	180 kcal	600 kcal
Protein	2 g	6.6 g
Total fat	10 g	33.3 g
- Saturated fat	4 g	13.3 g
- Trans fat	0.1 g	0.3 g
Cholesterol	0 mg	0 mg
Carbohydrate	25 g	83.3 g
- Sugar	17.2 g	57.3 g
Dietary Fibre	1 g	3.3 g
Sodium	300 mg	1 g

Calculation of sugar content per 100ml

Amount of sugar in 1 sachet (1 serving) = 17.2 g

Amount of sugar in 1 reconstituted drink (200ml) = 17.2 g

Amount of sugar in 100 ml reconstituted form = $(17.2 / 200\text{ml}) \times 100\text{ml} = \mathbf{8.6\text{ g}}$

11. What if the amount of sugar (total/ added) is not stated in the Nutrition Information Panel? How can I determine if the drink meets the HCS sugar guidelines?

You may conduct a nutrient analysis on the drink to determine the sugar content. Direct chemical analysis using official methods of the Association of Official Analytical Chemists (AOAC) and/or alternative methods shown to be equivalent to AOAC official methods is recommended. A list of Singapore Accreditation Council-Singapore Laboratory Accreditation Scheme (SAC-SINGLAS) accredited laboratories can be found at the following link: <http://www.sac-accreditation.gov.sg>. You may also refer to this guide to navigate through the SAC website: <https://www.hpb.gov.sg/docs/default-source/default-document-library/guide-to-accredited-food-lab-sg.pdf?sfvrsn=0>

Such nutrient analyses would be able to determine the level of “added sugar” (excluding lactose).

12. Will HPB provide a full list of accepted drinks?

No, HPB will not be able to provide the full list of drinks which meet these guidelines as the list is constantly growing.

As a guiding principle, all water, sugar-free products and products carrying the Healthier Choice Symbol are acceptable. You may refer to the list of HCS products here https://www.hpb.gov.sg/docs/default-source/pdf/hcs-product-list---by-company-name.pdf?sfvrsn=66a7f172_4 (by company name) or https://www.hpb.gov.sg/docs/default-source/pdf/hcs-product-list--by-brand-name.pdf?sfvrsn=78a7f172_4 (by brand name).

We encourage all to utilise the Nutrition Information Panel to source for other lower-sugar drinks, even if it does not carry the HCS logo.

FRESHLY-PREPARED DRINKS

13. What is a freshly prepared drink?

A freshly prepared drink is one that is prepared onsite before serving. This includes drinks that require final preparations like addition of sugar/ water/ milk on the spot upon ordering by customers, as well as drinks which are prepared in bulk on that day and dispensed into smaller containers (e.g. bottles) before serving to customers.

Examples of freshly prepared drinks are kopi/teh made on the spot, specialty drinks (e.g. bubble tea), freshly squeezed juices, freshly blended smoothies, drinks from kiosks which customise the drink upon ordering and herbal teas made at the store on that day.

Under the Healthier Drinks Policy, only freshly prepared hot coffee/tea/malted drinks are required to be served with no added sugar.

14. What are malted drinks?

These are drinks that are made with malted barley/ rice/ other cereal grains or the extract of these malts. Examples of malted drinks are Horlicks, Ovaltine and Milo.

15. Does the policy apply to iced/ cold coffee/tea/malted drinks?

No, only hot coffee/tea/malted drinks are required to be served with no added sugar. Condensed milk/ evaporated milk/ other milks may continue to be added by the operator.

16. Can F&B operators still use 3-in-1 or 2-in-1 premixes that have sugar pre-added to prepare freshly-prepared coffee/tea/malted drinks?

Yes, you may. The 3-in-1/ 2-in-1 coffee/tea/malted drink needs to comply with Healthier Choice Symbol sugar guidelines, and prepared according to the manufacturer's instructions on the label.

17. What does "sugar at the side" mean?

Sugar may be provided separately for consumers to take or add on their own. This could be in the form of sugar sachets with stirrers or a sugar dispenser. Operators are encouraged to find the most efficient location for these items, for example they could be placed away from the counter in order to prevent delays at the payment counter.

Collaterals will be provided by HPB to inform consumers of the policy and that their drinks will be served with no added sugar, and that they will have to take/add it themselves if they wish.

18. For normal ‘kopi’ or ‘teh’, there is no sugar added to the drink, only condensed milk. What is the treatment then?

Operators may continue to serve ‘kopi’ or ‘teh’ with condensed milk. We encourage operators to reduce the amount of condensed milk added, to ‘siu dai’ level (as defined by the operator himself/herself).

COMPLIANCE

19. How do I know if a premise is required to comply with the WOG Healthier Drinks Policy?

The following premises are required to comply:

- Government premises used for government offices, including army camps, fire stations, police posts/centres.
- Government premises used for government service centres
- Government premises used for the promotion of health and wellness*
 - Parks and nature reserves
 - Reservoirs
 - Sport facilities
 - Community clubs/centres and Residents’ Committees
- Government premises used for education for children and youth*
 - Polytechnics
 - ITE
 - Public libraries
 - The Science Centre

All other government premises not included in above list are encouraged to comply with the policy. For further enquiries, please email WOG_Healthier_Drinks@hpb.gov.sg

*F&B establishments in these premises licensed under National Environment Agency as “Restaurant”, “Café”, “Snack Bar”, “Eating House/ Food Court/ Canteen” are required to either become a Healthier Dining Programme partner or comply with the Healthier Drinks Policy upon lease renewal. More information is provided in the next section.

20. Does this mean that by 1 May 2018, all drinks on the shelves/ counters or in meeting rooms/ pantries must comply with the policy requirements?

Yes. 6 months is provided for implementation, including any variations to existing contracts and any necessary changes to the retail shelves/ F&B menus/ meeting rooms/ pantries/ vending machine offerings.

21. I run a restaurant/café/snack bar/food court/canteen within a government premise used for health and wellness or education. I am an existing Healthier Dining Programme partner. What is required of me?

The policy requirements are already met. We encourage you to increase the healthier options offered in your menu by meeting the drink requirements of the Healthier Drinks Policy (please see FAQ No. 1).

22. I run a takeaway/bakery within a government premise used for health and wellness or education. I am an existing Healthier Dining Programme partner. What is required of me?

In addition to the Healthier Dining Programme requirements, the WOG Healthier Drinks policy requirements (see FAQ No. 1) are required to be met by 1 May 2018.

23. I run a F&B establishment (all types) within a government office. I am an existing Healthier Dining Programme partner. What is required of me?

In addition to the Healthier Dining Programme requirements, the WOG Healthier Drinks policy requirements (see FAQ No. 1) are required to be met by 1 May 2018.

HEALTHIER DINING PROGRAMME

24. Under the Healthier Drinks Policy, food and beverage (F&B) establishments licensed by NEA as ‘restaurant’, ‘café’, ‘snack bar’ or eating house/ food court/ canteen’ within

- (a) government premises used to promote health and wellness, or**
- (b) used for education among children and youth;**

are required to be either Healthier Dining Programme partners or comply with the Healthier Drinks Policy upon lease renewal.

Does this mean such F&B establishments (as specified above) are allowed to choose which to implement – the Healthier Dining Programme or Healthier Drinks Policy?

Yes. These F&B businesses which are tenants in government premises are able to opt for either one of the two options for compliance upon lease renewal, in discussion with the government agency landlord.

Government agencies are required to notify HPB of the details of these F&B leases within 1 month of renewal at <https://www.hpb.gov.sg/healthy-living/food-beverage/healthier-drinks-policy-notification-form>

Please note that the following F&B businesses are not allowed to choose from the above options, but are required to comply with the WOG Healthier Drinks Policy by 1 May 2018:

- Those licensed by NEA as ‘takeaway’ or ‘bakery’ in abovementioned premises (health and wellness; or education); and
- All F&B businesses in premises used for government offices or government service centres.

For avoidance of doubt, please refer to the summary of affected drinks and premises under FAQ No. 2.

25. What is the Healthier Dining Programme (HDP)?

The Healthier Dining Programme encourages F&B businesses to provide healthier food and drink options. There are specific nutrition (food and drink) and publicity guidelines for each F&B setting (e.g. restaurant, quick service restaurant, bakery, café, food kiosk, brand chains, food court etc.).

The application process for new partners comprises registering for an account, submission of nutrient information (including conducting nutrient or lab analyses), submission of publicity plans, issuance of Letter of Agreement and submission of artwork and publicity materials.

Do refer to the HDP website for more information (<https://www.hpb.gov.sg/healthy-living/food-beverage/healthier-dining-programme>) including:

- Application forms for each F&B setting;
- Specific guidelines for each F&B setting;
- Healthier Dining Programme Nutrition Guidelines¹⁰;
- Recipe Analysis Tool.

26. How long is the application process for HDP?

On average, a new application takes about 3 months to be approved.

27. Where can I get more information on HDP?

Please refer to HPB’s website for more information on Healthier Dining Programme (<https://www.hpb.gov.sg/healthy-living/food-beverage/healthier-dining-programme>).

For more enquiries, please email HPB_Healthy_Eating@hpb.gov.sg or call 1800 223 1313.

¹⁰ https://www.hpb.gov.sg/docs/default-source/default-document-library/healthier-dining-programme-nutrition-guidelines95bc93f6468366dea7adff00000d8c5a.pdf?sfvrsn=363ff572_0