



Healthier Choice Symbol (HCS) Online Application User Guide – Applying for HCS

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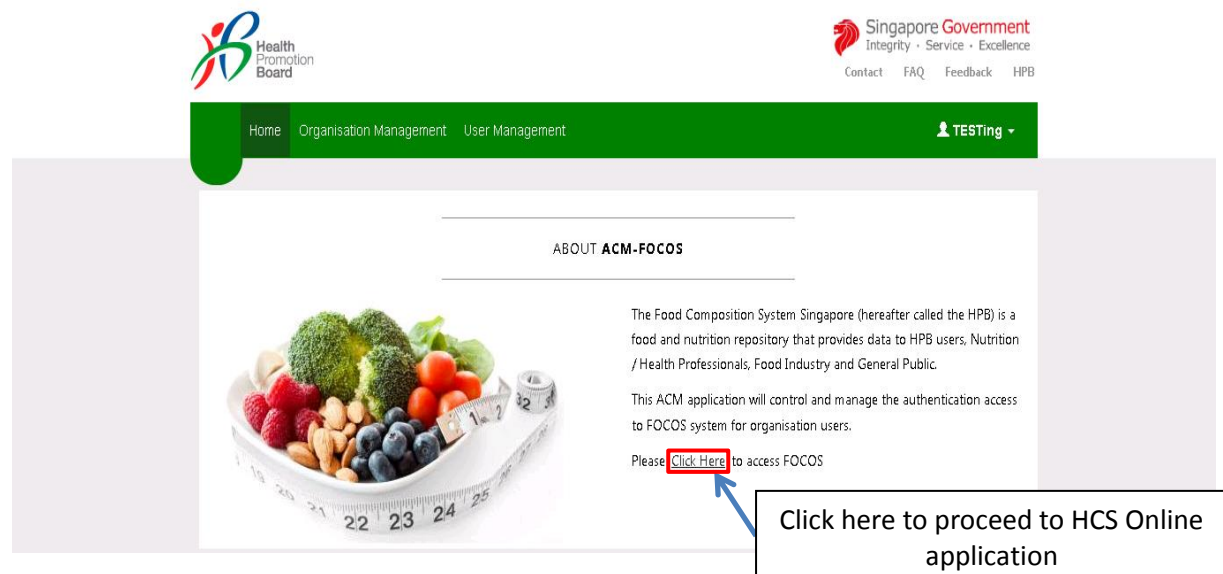
Logging into HCS Online

1. For step by step guide on creating an account and logging in to the HCS Online, please refer to the [User Guide to HCS online Log in Page](https://www.hpb.gov.sg/docs/default-source/default-document-library/user-guide-to-hcs-online-log-in-page.pdf?sfvrsn=cbb6ea72_0) found at the link below.

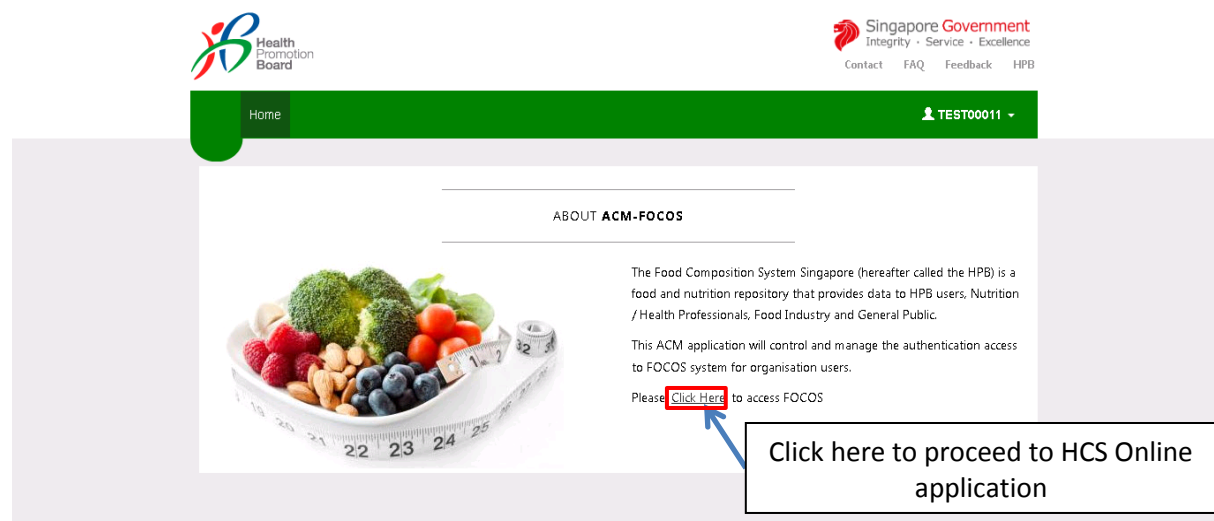
https://www.hpb.gov.sg/docs/default-source/default-document-library/user-guide-to-hcs-online-log-in-page.pdf?sfvrsn=cbb6ea72_0

2. After logging in, depending on your role, you will see either of the screens below.
Proceed to HCS Online application by clicking 'Click Here'

Landing page after Organisation Administrator (OA) has successfully logged into the system.



Landing page after non OA user has successfully logged into the system.



3. You will be directed to the page as screenshot here, where you would be able to create a new application, submit an amendment or artwork.

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Welcome, tan tan [Logout]

Home » Application Management

Application Management

Search (Click to expand/collapse)

Brand Name:

Product Name:

Application No:

Application Type:

Display records per page

Application No	Brand	Product ▲	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172653	testck	Mangola	New	●	●	●	●		23 Mar 2017
HCS172654	testck	fruty	New	●	●	●	●		23 Mar 2017

Food Composition System Singapore (FOCOS)
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To Submit A New Application

1. Under the “**Apply HCS**” tab, there are 5 stages for a HCS product application and a History Profile tab.



Stage 1: Product Category

This is where you indicate the Brand name and Product name for the product you are applying HCS for and the product category and sub-category it falls under.

Please ensure the Brand and Product name is as exact as possible.

Stage 2: Nutrient Values/Lab Report

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

Stage 3: Product Label Artwork

This is where you upload the packaging artwork of your product for HPB’s approval. You may upload the product packaging after your product has been approved at Stage 2.

Stage 4: Licence Agreement

This is where you will accept the Licence Agreement, if your product is approved to carry the HCS. The Brand name and Product name that you entered in Stage 1 will be displayed here.

Please make sure you have a Bearer and Witness assigned.

Stage 5: Advertising Material

This is where you upload the poster, TVC and any other publicity materials of your HCS product for HPB’s approval.




History Profile:











This is where you view the details of the application process.

Note:









- For new applications, companies are required to complete and submit Stage 1 (Product Category) and Stage 2 (Nutrient Values/Lab Report).
- For companies with artworks ready for approval may choose to complete and submit Stage 1 to Stage 3 (Product Label Artwork).

2. The status of each of the stages are represented by colour buttons

-  - Approved
-  - Pending action or amendment
-  - Rejected. You have to resubmit a new application


Stage				
1	2	3	4	5
				
				
				
				

For example, the screen shot below shows all the Stages are pending action or amendment.

Application No	Brand	Product ▲	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172653	testck	Mangola	New						23 Mar 2017
HCS172654	testck	fruty	New						23 Mar 2017

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3. To create a new application, click on "Create New Application".


Welcome, tan tan [Logout]

[APPLY HCS](#)
[LA Renewal](#)
[Company Profile](#)

Home » Application Management









Application Management

Search (Click to expand/collapse)

Brand Name:
Product Name:
Application No:
Application Type:



Click here to create new application

Display records per page

Application No	Brand	Product ▲	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172653	testck	Mangola	New						23 Mar 2017
HCS172654	testck	fruty	New						23 Mar 2017

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4. You will be directed to the page below. This is Stage 1, Product Category.



Welcome, tan tan
[Logout]

APPLY HCS LA Renewal Company Profile

Home » Application Management » Submit New Application

Submit New Application

[* denotes mandatory field]

Product Category

* Brand Name:

* Product Name:

* Place of Manufacture:

Singapore

* Product Type:

HCS

HCS-Healthier Choice Symbol

* Product Category:

--Select Category--

* Product SubCategory:

--Select SubCategory--

☐ Reconstituted product

Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc.
For example, Milk powder, bouillon, 3-in-1 coffee.

* Product Description:

(For example, Product name:
ABC biscuits.
Product Description: Whole meal
oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice
content:

1) Fruit juice
2) Vegetable juice
3) Juice drinks

Ingredients Listing

* Ingredient Name:

Enter the full ingredient list in descending order i.e. highest to lowest weight. If the
ingredient is a whole-grain, please check the Whole-grain Ingredient box.

Whole-grains Ingredient:

☐

Amount/Composition/Percentage:

%

Add

Delete

Cancel

Go to next step

Submission - Stage 1: Product Category

1. 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 as submitted in the Licence Agreement.

Health Promotion Board

APPLY HCS | LA Renewal | Company Profile

Home » Application Management » Submit New Application

Welcome, tan tan [Logout]

Submit New Application

[* denotes mandatory field]

Product Category

* Brand Name:

* Product Name:

* Place of Manufacture:

* Product Type: HCS-Healthier Choice Symbol

* Product Category:

* Product SubCategory:

☐ Reconstituted product

* Product Description:
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc.
For example, Milk powder, bouillon, 3-in-1 coffee.

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Ingredients Listing

* Ingredient Name: Enter the full ingredient list in descending order i.e. highest to lowest weight. If the ingredient is a whole-grain, please check the Whole-grain Ingredient box.

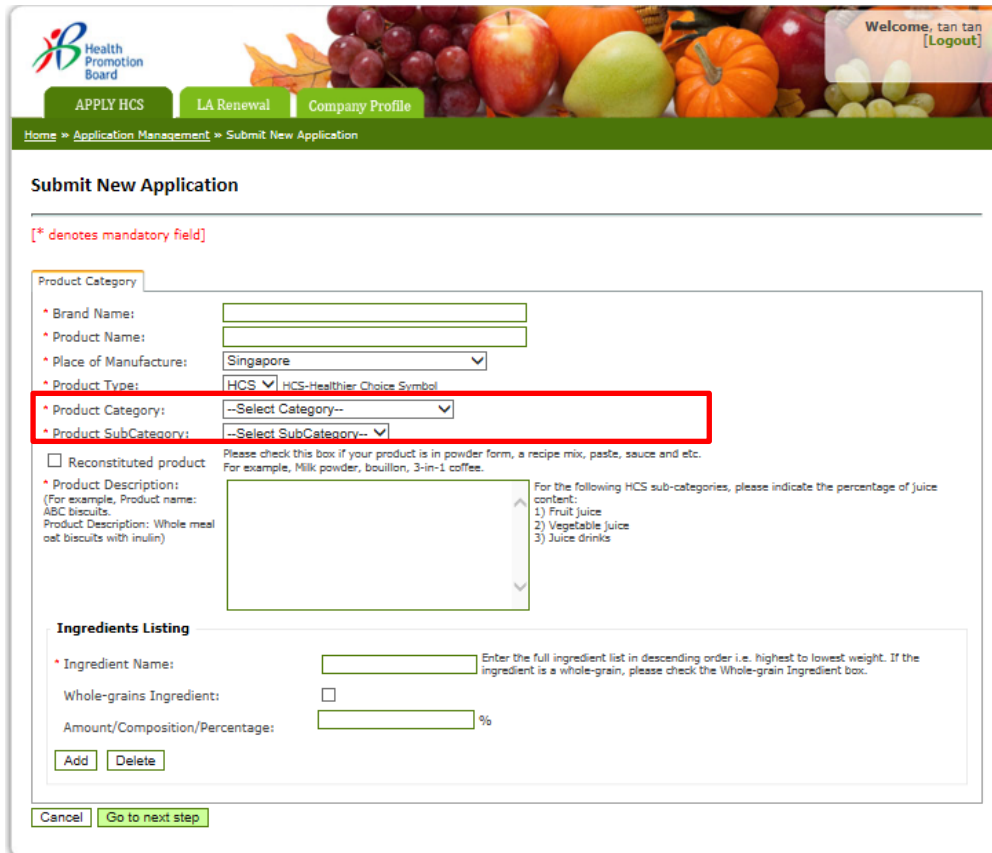
Whole-grains Ingredient: ☐

Amount/Composition/Percentage: %

Tips: Please note that once this Stage has been approved, all information keyed in, including Brand Name and Product Name **cannot** be changed.

2. Please determine and select the relevant Product and Product Sub Category.

- You may refer to the Healthier Choice Symbol Nutrient Guidelines available online for examples of products under each category



Health Promotion Board

APPLY HCS | LA Renewal | Company Profile

Welcome, tan tan [Logout]

Home » Application Management » Submit New Application

Submit New Application

[* denotes mandatory field]

Product Category

* Brand Name:

* Product Name:

* Place of Manufacture:

* Product Type: HCS-Healthier Choice Symbol

* Product Category:

* Product SubCategory:

☐ Reconstituted product
Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc.
For example, Milk powder, bouillon, 3-in-1 coffee.

* Product Description:
(For example, Product name:
ABC biscuits.
Product Description: Whole meal
oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Ingredients Listing

* Ingredient Name: Enter the full ingredient list in descending order i.e. highest to lowest weight. If the ingredient is a whole-grain, please check the Whole-grain Ingredient box.

Whole-grains Ingredient: ☐

Amount/Composition/Percentage: %

3. For some of the product categories, e.g. Beverages category, you will be required to indicate if your product is sweetened with non-nutritive sweeteners and the sweetener name.

- After selecting categories that required these information, the checkbox “Sweetened with non-nutritive sweeteners” and the Sweetener Name box will appear

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Welcome, tan tan [Logout]

Home » Application Management » Submit New Application

Submit New Application

[* denotes mandatory field]

Product Category

* Brand Name:

* Product Name:

* Place of Manufacture:

* Product Type: HCS-Healthier Choice Symbol

* Product Category:

* Product SubCategory:

☒ Sweetened with non-nutritive sweeteners

* Sweetener Name:
Drinks containing non-nutritive sweeteners are not allowed for sale in mainstream schools.

☐ Reconstituted product

Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc.
For example, Milk powder, bouillon, 3-in-1 coffee.

* Product Description:
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

4. Please check the checkbox for “Reconstituted product” if your product is in powder form, a recipe mix, paste, or sauce. E.g. milk powder, bouillon, 3-in-1 coffee

- The “Preparation Method” box will appear. This is a required field only for reconstituted products.

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Home » Application Management » Submit New Application

Submit New Application

[* denotes mandatory field]

Product Category

* Brand Name:

* Product Name:

* Place of Manufacture:

* Product Type: HCS-Healthier Choice Symbol

* Product Category:

* Product SubCategory:

☒ Reconstituted product
Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc. For example, Milk powder, bouillon, 3-in-1 coffee.

* Preparation Method:

Check on the Reconstituted product checkbox if your product is one. Otherwise, leave it uncheck.

Preparation Method box will appear. Please fill in the preparation method.

5. Please fill in the product description, with no more than 250 characters.

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Home » Application Management » Submit New Application

Submit New Application

[* denotes mandatory field]

Product Category

* Brand Name:

* Product Name:

* Place of Manufacture:

* Product Type: HCS-Healthier Choice Symbol

* Product Category:

* Product SubCategory:

☐ Reconstituted product
Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc. For example, Milk powder, bouillon, 3-in-1 coffee.

* Product Description:
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Ingredients Listing

* Ingredient Name: Enter the full ingredient list in descending order i.e. highest to lowest weight. If the ingredient is a whole-grain, please check the Whole-grain Ingredient box.

Whole-grains Ingredient: ☐

Amount/Composition/Percentage: %

Add Delete

Cancel Go to next step

Limit Product Description to no more than 250 characters

6. To add ingredients (Please add the ingredient into the “Ingredients Listing” one by one, starting with the ingredient of the highest composition/weight):

- a. Key in the ingredient in the “Ingredient Name” box.
- b. If the ingredient is wholegrain, please check the “Whole-grains Ingredient” box and enter the percentage of wholegrains used in the “Amount/Composition/Percentage” box.
- c. If the ingredient is not wholegrain, please leave it unchecked.
- d. “Amount/Composition/Percentage box” is not a required field for non-wholegrain ingredients
- e. Click “Add” to insert the ingredient.

Ingredients Listing

* Ingredient Name: Enter the full ingredient list in descending order i.e. highest to lowest weight. If the ingredient is a whole-grain, please check the Whole-grain Ingredient box.

Whole-grains Ingredient: ☐ 1. Check on this checkbox if the ingredient is a wholegrain ingredient. Otherwise, please leave it unchecked.

Amount/Composition/Percentage: % 2. Enter the percentage of wholegrain if it is a wholegrain ingredient. Otherwise, you may leave it blank.

3. Click **Add** to insert the ingredient

	Ingredient Name	Weight (%)	Whole Grain
<input type="checkbox"/>	flour		No
<input type="checkbox"/>	wholemeal flour	20	Yes
	Total	20	

7. To remove added ingredients:

- a. Check the box against the ingredient that you want to remove
- b. Click “Delete”.

Ingredients Listing

* Ingredient Name: Enter the full ingredient list in descending order i.e. highest to lowest weight. If the ingredient is a whole-grain, please check the Whole-grain Ingredient box.

Whole-grains Ingredient: ☐

Amount/Composition/Percentage: %

1. Check the box beside the ingredient that you want to remove

	Ingredient Name	Weight (%)	Whole Grain
<input type="checkbox"/>	flour		No
<input type="checkbox"/>	wholemeal flour	20	Yes
	Total	20	

2. Click “Delete” to remove the ingredient

8. After all the ingredients are keyed in and added. Please click on “Go to next step” to go to the next Stage.

Ingredients Listing

* Ingredient Name: Enter the full ingredient list in descending order i.e. highest to lowest weight. If the ingredient is a whole-grain, please check the Whole-grain Ingredient box.

Whole-grains Ingredient: ☐

Amount/Composition/Percentage: %

<input type="checkbox"/>	Ingredient Name	Weight (%)	Whole Grain
<input type="checkbox"/>	flour		No
<input type="checkbox"/>	wholemeal flour	20	Yes
	Total	20	

Click here to go to the Next Stage

Submission - Stage 2: Nutrient Values/Lab Report

1. To upload lab report at Stage 2,

a) Click “Browse” to select the lab report.

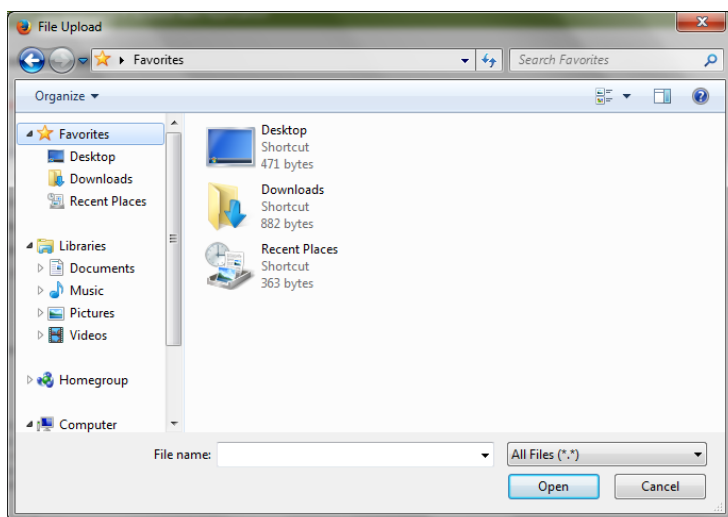
The screenshot shows the 'Submit New Application' page for the Health Promotion Board. The 'Product Category' is set to 'Nutrient Values/Lab Report'. The form contains the following details:

Application No:	HCS172657	Application Date:	27 Apr 17
Brand Name:	ABC	Place of Manufacture:	Singapore
Product Name:	Low Fat Milk	Product SubCategory:	Liquid milk (plain)
Product Category:	Dairy Products		
Product Type:	HCS		
Product Description:	Low Fat plain Milk		

Below the form, there is a section for 'Lab Report and Calculations'. It includes a 'Browse...' button (highlighted with a red box) and an 'Upload' button. A text box next to the 'Upload' button specifies 'File Type: .pdf (up to 5 PDFs)'. A callout box with an arrow pointing to the 'Browse...' button contains the text: 'Click on Browse to select files to upload'.

b) A dialogue box will pop up. Please select the lab report that you want to upload.

- The lab report should be submitted in PDF Format only
- You can only upload up to a maximum of 5 PDF files, no limit of file size



c) Click on "Upload" to upload your file.

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Home » Application Management » Submit New Application

Submit New Application

[* denotes mandatory field]

Product Category: Nutrient Values/Lab Report

Application No: HCS172657 Application Date: 27 Apr 17

Brand Name: ABC

Product Name: Low Fat Milk Place of Manufacture: Singapore

Product Category: Dairy Products Product SubCategory: Liquid milk (plain)

Product Type: HCS

Product Description: Low Fat plain Milk

* Lab Report and Calculations :
(For Recipe mixes, please attached the recipes together with your lab reports)

Browse... Upload File Type: .pdf (up to 5 PDFs)

After selecting your file, click on Upload

Nutrient Values

Product Category: Nutrient Values/Lab Report History Profile

Application No: HCS172657 Application Date: 27 Apr 2017

Brand Name: ABC

Product Name: Low Fat Milk

Place of Manufacture: Singapore Product Category: Dairy Products

Product SubCategory: Liquid milk (plain) Product Type: HCS

Product Description: Low Fat plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Lab Report and Calculations:
(For Recipe mixes, please attached the recipes together with your lab reports)

Browse... Upload File Type: .pdf (up to 5 PDFs)

1) Lab Report of ABC Milk.pdf Remove

Uploaded lab report is displayed here

Nutrient Values

d) If you want to remove an uploaded file, click "Remove".

Health Promotion Board

APPLY HCS | LA Renewal | Company Profile

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category: Nutrient Values/Lab Report | History Profile

Application No:	HCS172657	Application Date:	27 Apr 2017
Brand Name:	ABC		
Product Name:	Low Fat Milk		
Place of Manufacture:	Singapore	Product Category:	Dairy Products
Product SubCategory:	Liquid milk (plain)	Product Type:	HCS

Product Description:
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

Low Fat plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Lab Report and Calculations:
(For Recipe mixes, please attached the recipes together with your lab reports)

Browse... Upload File Type: .pdf (up to 5 PDFs)

1) Lab Report of ABC Milk.pdf Remove

Click Remove to remove an uploaded file

Nutrient Values

2. Please key in the nutrient values from the lab report into the box(es) below.

- The corresponding nutrient guidelines for the category the product is applying under will appear.
- Besides the 9 core nutrients, nutrients that are part of the guidelines for the category the product is applying under will appear.
- For example, the product used in this user guide is a milk product. Thus Calcium (not one of the core nutrients) as one of the qualifying nutrients, will appear.

9 core nutrients

Nutrient Values

Nutrients	(per 100g)	Nutrient Guideline
Energy		kcal
Protein		g
Total fat		<= 1.5 g
Saturated fat		g
Trans fat		g
Cholesterol		mg
Carbohydrate		g
Dietary fibre		g
Sodium		mg
Calcium		>= 130 mg

Note:

- For products applying under the Snacks category and Biscuits and Crackers sub-category, please enter energy values in per serving.
- For products applying under the Table Salt Category, please enter sodium and potassium value in per gram.

The RDA for Calcium is taken at 800mg.
[Guidelines under review]

Add other nutrient

Nutrient Name:

Amount (per 100g):

Amount (100ml as reconstituted):

Unit:

Nutrient guidelines for the category the product is applying under

Qualifying nutrients not part of the core 9 nutrients will appear for the category the product is applying under

- If your product is a reconstituted product and have check the checkbox for “Reconstituted product”, the (100ml as reconstituted) column will appear. Please key in the reconstituted values in this box.

Nutrient Values

Nutrients	(per 100g)	(100ml as reconstituted)	Nutrient Guideline	Note:
Energy	200	100	kcal	- For products applying under the Snacks category and
Protein	8 *	5	g	
Total fat	6	2.4	<= 2 g	- For products applying under the Table Salt Category, please enter sodium and potassium value in per gram.
Saturated fat	4	1	<= 0.1 g	
Trans fat	1	0.2	<= 0.1 g	
Cholesterol	1	0.5	<= 120 mg	
Carbohydrate	20	10	<= 8 g	
Dietary fibre	3	1		
Sodium	80	40		
Sugar	12	7		

No intense sweeteners are allowed in products

Please key in the reconstituted values in this box

- a. Please do not enter the units (e.g. g, kcal, mg, etc) into the boxes. Just numbers will do.

Nutrient Values

Nutrients	(per 100g)	Nutrient Guideline
Energy	41	kcal
Protein	3.2	g
Total fat	1.0	<= 1.5 g
Saturated fat	0.9	g
Trans fat	0.1	g
Cholesterol	4	mg
Carbohydrate	13.8	g
Dietary fibre	0	g
Sodium	66	mg
Calcium	374	>= 130 mg

Note:

- For products applying under the Snacks category and Biscuits and Crackers sub-category, please enter energy values in per serving.
- For products applying under the Table Salt Category, please enter sodium and potassium value in per gram.

The RDA for Calcium is taken at 800mg.
[Guidelines under review]

Add other nutrient

Nutrient Name:

Amount (per 100g):

Amount (100ml as reconstituted):

Unit:

- b. If you would like to make claims (e.g. Low in Sugar, High in Vitamin C and etc) on the product packaging, please add these nutrients to the Nutrient Values.

To add nutrient,

- Select the nutrient from the dropdown list in the "Nutrient Name" box.
- Enter the values in the "Amount (per 100g)" box.
- If your product is a reconstituted product, please enter the values in the "Amount (100ml as reconstituted)". Otherwise, please leave it blank.
- Click "Add"

Add other nutrient

Nutrient Name:

Amount (per 100g):

Amount (100ml as reconstituted):

Unit:

Click on the arrow to select the nutrient from the dropdown list to add

This milk product is not a reconstituted product, thus to leave it blank

Click "Add" to add the nutrient to the Nutrient Value table

- v. The added nutrient will appear in a table below.

Add other nutrient

Nutrient Name:

Amount (per 100g):

Amount (100ml as reconstituted):

Unit:

<input type="checkbox"/>	Nutrient Name	Amount (per 100g)	Unit
<input type="checkbox"/>	Sugar	13.8	g

The added nutrient will appear in the table shown here

- vi. If you want to remove the added nutrient, check the checkbox beside the nutrient and click "Delete".

Add other nutrient

Nutrient Name:

Amount (per 100g):

Amount (100ml as reconstituted):

Unit:

<input type="checkbox"/>	Nutrient Name	Amount (per 100g)	Unit
<input type="checkbox"/>	Sugar	13.8	g
<input checked="" type="checkbox"/>	Lactose	13.8	g

2. Click "Delete"

1. Check the checkbox beside the nutrient you want to remove

- c. Click "Submit" if you have finished keying in nutrients and ready to submit the application.

Add other nutrient

Nutrient Name:

Amount (per 100g):

Amount (100ml as reconstituted):

Unit:

<input type="checkbox"/>	Nutrient Name	Amount (per 100g)	Unit
<input type="checkbox"/>	Sugar	13.8	g

Click "Submit" to submit the application

- d. The status will be changed to "Submitted" to indicate successful submission. The added nutrient appears as one of the nutrients in the Nutrient Values table.

reports/

Nutrient Status: **Submitted** ← Status changed to "Submitted" to show successful submission

Nutrient Values

Nutrients	(per 100g)	Nutrient Guideline	
Energy	41		kcal
Protein	3.2		g
Total fat	1.0	<= 1.5	g
Saturated fat	0.9		g
Trans fat	0.1		g
Cholesterol	4		mg
Carbohydrate	13.8		g
Dietary fibre	0		g
Sodium	66		mg
Calcium	374	>= 130	mg
Sugar	13.8		g

Note:

- For products applying under the Snacks category and Biscuits and Crackers sub-category, please enter energy values in per serving.
- For products applying under the Table Salt Category, please enter sodium and potassium value in per gram.

The RDA for Calcium is taken at 800mg.
[Guidelines under review]

Nutrient Name	Amount (per 100g)	Unit
Sugar	13.8	g

Added nutrient(s) will appear here after submitting the application

The summary page will reflect Stage 1 and Stage 2 as pending for Action/Amendment (yellow button).

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Welcome, tan tan [Logout]

Home » Application Management

Application Management

Search (Click to expand/collapse)

Brand Name:

Product Name:

Application No:

Application Type: All

Search Reset Search Criteria Create New Application

Display 10 records per page

Application No	Brand	Product	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172657	ABC	Low Fat Milk	New						27 Apr 2017

Status shows as pending action/amendment

- e. If you are not ready to submit the application and would like to complete it at a later time, please click “Save as Draft”.

Add other nutrient

Nutrient Name:

Amount (per 100g):

Amount (100ml as reconstituted):

Unit:

<input type="checkbox"/>	Nutrient Name	Amount (per 100g)	Unit
<input type="checkbox"/>	Sugar	13.8	g

Click “Save as Draft” if you would like to continue at a later time

In the summary page, the application type will be shown as Draft.

- Please click on the “Application no.” to continue your application. You may make any amendments for Stage 1 and 2.
- Click ‘Submit’ when ready to make submission.
- After submission, no other amendments can be done.

Application Management

(Click to expand/collapse)

Product Name:

Application No:

Application Type:

Display records per page

Application No	Product	Application Type		
HCS130109	AB cereal bar	New	<input type="radio"/>	24 Sep 2013
HCS130108	Eas's Honey Cornflakes	New	<input type="radio"/>	24 Sep 2013
HCS130117	Milk	Draft	<input type="radio"/>	10 Oct 2013
HIS130113	Saltess	New	<input type="radio"/>	24 Sep 2013
		New	<input type="radio"/>	24 Sep 2013
		New	<input type="radio"/>	23 Sep 2013

Application Type will be shown as “Draft”

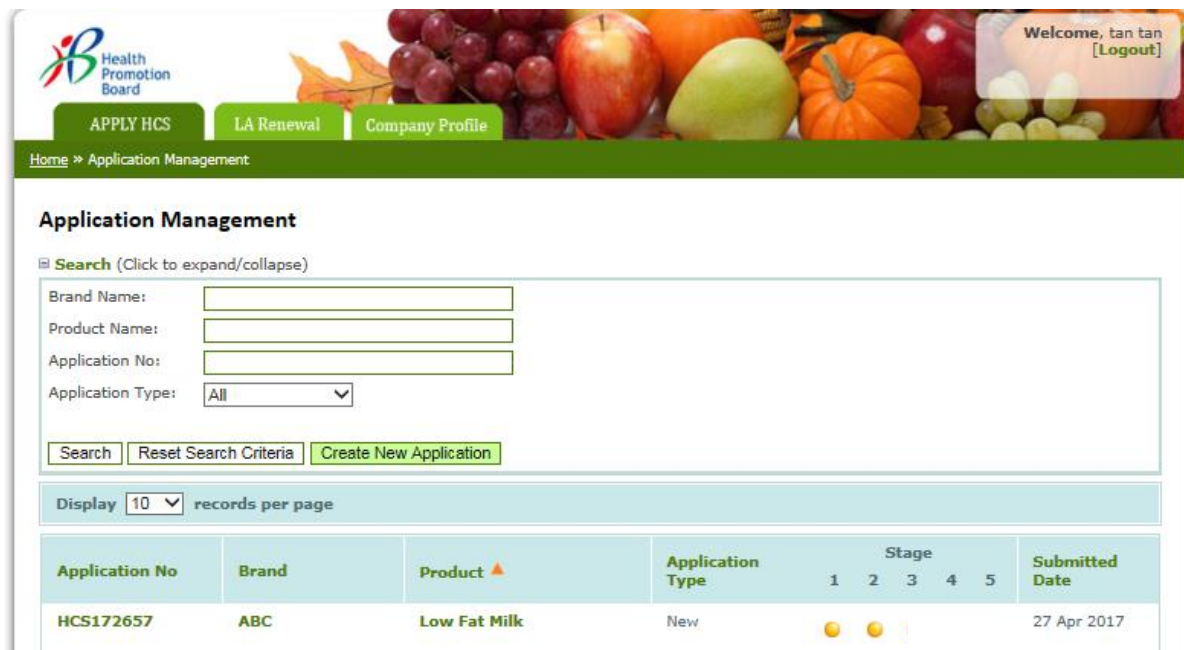
Click on the Application no. to continue your application

Submission - Stage 3: Product Label Artwork

If you have product packaging artwork with the HCS logo ready for approval, you may submit after submitting Stage 1 and 2.

If you do not have the product packaging artwork ready, you may submit after Stage 1 and Stage 2 is approved.

1. To go to the Product Label Artwork Stage, you can either
 - a) Click on the yellow button under Stage 1 or Stage 2.
 - b) Click on the Application No. (in this case click on HCS172657)



Health Promotion Board

APPLY HCS LA Renewal Company Profile

Home » Application Management

Application Management

Search (Click to expand/collapse)

Brand Name:

Product Name:

Application No:

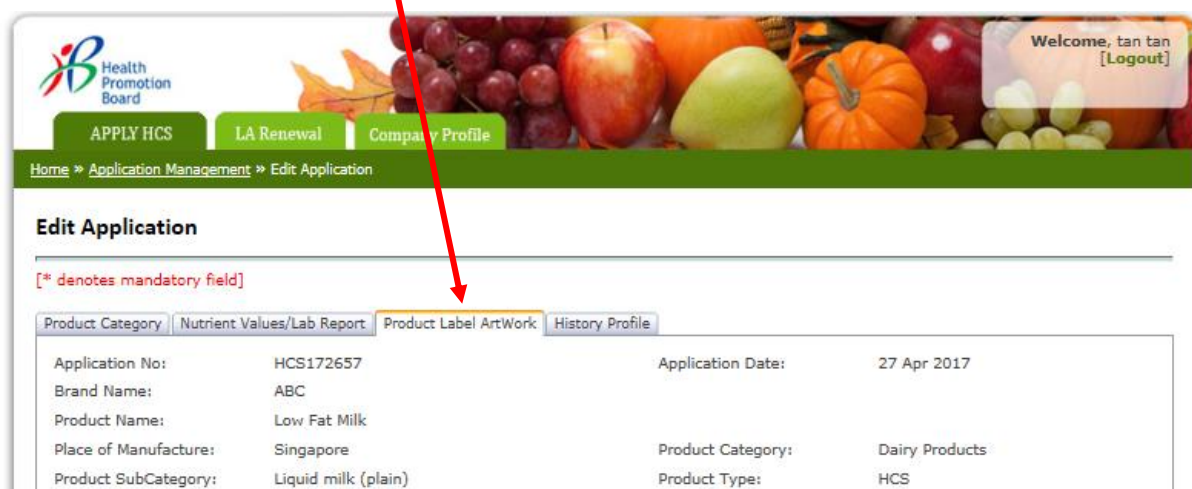
Application Type:

Search Reset Search Criteria Create New Application

Display 10 records per page

Application No	Brand	Product	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172657	ABC	Low Fat Milk	New						27 Apr 2017

- c) Click on the Product Label Artwork tab



Health Promotion Board

APPLY HCS LA Renewal Company Profile

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category Nutrient Values/Lab Report **Product Label ArtWork** History Profile

Application No: HCS172657 Application Date: 27 Apr 2017

Brand Name: ABC

Product Name: Low Fat Milk

Place of Manufacture: Singapore Product Category: Dairy Products

Product SubCategory: Liquid milk (plain) Product Type: HCS

2. Key in the package size you want to upload in the “Package sizes” box.

- Please do not key the units. Just the number, 250 will do.
- Select the units (ml, g and etc) from the dropdown list

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category Nutrient Values/Lab Report Product Label ArtWork History Profile

Application No: HCS172657 Application Date: 27 Apr 2017

Brand Name: ABC

Product Name: Low Fat Milk

Place of Manufacture: Singapore Product Category: Dairy Products

Product SubCategory: Liquid milk (plain) Product Type: HCS

Product Description: Low Fat plain Milk
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Label ArtWorks

Please upload one artwork per package size

* Package sizes: 250 ml ('4 x 125g' or '125g')

* Attach Image: Browse... Add

File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

Delete Selected Package(s)

Submit Cancel

Key the package size. Numbers only. Please do not key the units (ml, g, L and etc)

Click the arrow and select the Units (ml, g, L and etc) from the dropdown list

3. Click “Browse” to select the artwork. Please only select Image files (e.g. JPEG). Maximum size is 5MB

4. Click “Add” to upload the artwork.

Health Promotion Board

APPLY HCS | LA Renewal | Company Profile

Welcome, tan tan [Logout]

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category | Nutrient Values/Lab Report | **Product Label ArtWork** | History Profile

Application No:	HCS172657	Application Date:	27 Apr 2017
Brand Name:	ABC		
Product Name:	Low Fat Milk		
Place of Manufacture:	Singapore	Product Category:	Dairy Products
Product SubCategory:	Liquid milk (plain)	Product Type:	HCS
Product Description: (For example, Product name: ABC biscuits. Product Description: Whole meal oat biscuits with inulin)	Low Fat plain Milk		

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit Juice
2) Vegetable Juice
3) Juice drinks

Label ArtWorks

Please upload one artwork per package size

* Package sizes: 250 ml ('4 x 125g' or '125g')

* Attach Image:

File Type Supported: asp;:jpg;25;png;jpeg; (Max Size: 5000 KB)

1. Click “Browse” to select the artwork. Please select only image files (e.g. JPEG). The maximum size is 5MB.

2. Click “Add” to upload the artwork


5. The uploaded artwork will appear in the below table.

Label ArtWorks

Please upload one artwork per package size

* Package sizes: ml ('4 x 125g' or '125g')

* Attach Image:
 File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

<input type="checkbox"/>	Package(s)		Status	Remark
<input type="checkbox"/>	250 ml	View History		Download

The uploaded artwork will appear in this table


6. You may upload different package sizes.

Label ArtWorks

Please upload one artwork per package size

* Package sizes: L ('4 x 125g' or '125g')

* Attach Image:
 File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)



<input type="checkbox"/>	Package(s)		Status	Remark
<input type="checkbox"/>	250 ml	View History		Download

Label ArtWorks

Please upload one artwork per package size

* Package sizes: L ('4 x 125g' or '125g')

* Attach Image:
 File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

<input type="checkbox"/>	Package(s)		Status	Remark
<input type="checkbox"/>	1 L	View History		Download
<input type="checkbox"/>	250 ml	View History		Download

You may upload different package sizes

7. If you would like to remove the uploaded artwork,
 - a. Check the checkbox beside the package size you want to remove
 - b. Click "Delete Selected Package(S)"



Label ArtWorks

Please upload one artwork per package size

* Package sizes: L ('4 x 125g' or '125g')

* Attach Image: Browse... Add
File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

Delete Selected Package(s)

<input type="checkbox"/>	Package(s)	
<input type="checkbox"/>	1 L	View History  Download
		View History  Download

Submit Cancel

1. Check the checkbox of the package size to remove

2. Click "Delete Selected Package(s) to remove

8. When ready to submit, Click "Submit" to submit uploaded artwork(s) to HPB for approval.



Label ArtWorks

Please upload one artwork per package size

* Package sizes: L ('4 x 125g' or '125g')

* Attach Image: Browse... Add
File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

Delete Selected Package(s)

<input type="checkbox"/>	Package(s)		Status	Remark
<input type="checkbox"/>	1 L	View History  Download		
<input type="checkbox"/>	250 ml	View History  Download		

Submit Cancel

Click "Submit" to submit uploaded artwork for HPB approval.

8. The Status will show "Submitted" for successful submission.

Edit Application

[* denotes mandatory field]

Product Category
Nutrient Values/Lab Report
Product Label ArtWork
License Agreement
Advertising Material
History Profile

Application No: HCS172657
Application Date: 27 Apr 2017
Brand Name: ABC
Product Name: Low Fat Milk
Place of Manufacture: Singapore
Product SubCategory: Liquid milk (plain)
Product Category: Dairy Products
Product Type: HCS

Product Description:
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

Low Fat plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Label ArtWorks
Please upload one artwork per package size
* Package sizes: g ('4 x 125g' or '125g')
* Attach Image:
File Type Supported: aspx;jpg;25/png;jpeg; (Max Size: 5000 KB)

<input type="checkbox"/>	Package(s)		Status	Remark
<input type="checkbox"/>	1 L	View History	Submitted	
<input type="checkbox"/>	250 ml	View History	Submitted	

Status will show "Submitted" for successful submission

Welcome, tan tan [Logout]

APPLY HCS
LA Renewal
Company Profile

Home » Application Management

Application Management

Search (Click to expand/collapse)
Brand Name:
Product Name:
Application No:
Application Type: All

Display 10 records per page

Application No	Brand	Product	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172657	ABC	Low Fat Milk	New	●	●	●	●		27 Apr 2017

Button for Stage 3 will appear. Yellow as it is pending for action/amendment

Amendment - Stage 1: Product Category

An email notification will be sent out to inform the applicant if the stages have been approved, rejected, or require amendment(s).

1. After receiving the notification email on amendments to be made to Stage 1, log into the system and click on the "Application No." or button for the Stage.

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Welcome, tan tan [Logout]

Home » Application Management

Application Management

Search (Click to expand/collapse)

Brand Name:

Product Name:

Application No:

Application Type:

Create New Application

Application No	Brand	Product	Application Type	Stage	Submitted Date
				1 2 3 4 5	
HCS172657	ABC	Low Fat Milk	New	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	27 Apr 2017

2. The Product Category Status will show as “For Amendment” and the “Remark” box will reflect the amendment needed to be made.

Product Category | Nutrient Values/Lab Report | Product Label ArtWork | History Profile

Application No: HCS172658

* Brand Name: ABC

* Product Name: Milk (Plain)

* Place of Manufacture: Singapore

* Product Type: HCS HCS-Healthier Choice Symbol

* Product Category: Dairy Products

* Product SubCategory: Liquid milk (plain)

☐ Reconstituted product Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc. For example, Milk powder, bouillon, 3-in-1 coffee.

* Product Description: Plain Milk
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Product Category Status: **For Amendment**

Remark: Please update ingredient list

Ingredients (Enter the full ingredient list in descending order i.e. highest to lowest)

Whole-grains Ingredient: ☐

* Ingredient Name:

Amount/Composition/Percentage: %

<input type="checkbox"/>	Ingredient Name	Amount/Composition/Percentage	Whole Grain	
<input type="checkbox"/>	Milk		No	Edit
Total		0		

Please refer to the “Remark” box on the amendments to be made

3. Check the checkbox of the ingredient that you want to make changes and click “Edit”

Product Category | Nutrient Values/Lab Report | Product Label ArtWork | History Profile

Application No: HCS172658

* Brand Name: ABC

* Product Name: Milk (Plain)

* Place of Manufacture: Singapore

* Product Type: HCS HCS-Healthier Choice Symbol

* Product Category: Dairy Products

* Product SubCategory: Liquid milk (plain)

☐ Reconstituted product Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc. For example, Milk powder, bouillon, 3-in-1 coffee.

* Product Description: Plain Milk
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Product Category Status: For Amendment

Remark: Please update ingredient list

Ingredients (Enter the full ingredient list in descending order i.e. highest to lowest)

Whole-grains Ingredient: ☐

* Ingredient Name:

Amount/Composition/Percentage: %

Add Delete

<input checked="" type="checkbox"/>	Ingredient Name	Amount/Composition/Percentage	Whole Grain	
<input checked="" type="checkbox"/>	Milk		No	Edit
	Total	0		

Update Cancel

1. Check the checkbox of the ingredient that you want to amend

2. Click “Edit”

4. The ingredient will then appear on the “Ingredient Name” box.

Product Category | Nutrient Values/Lab Report | Product Label ArtWork | History Profile

Application No: HCS172658

* Brand Name: ABC

* Product Name: Milk (Plain)

* Place of Manufacture: Singapore

* Product Type: HCS HCS-Healthier Choice Symbol

* Product Category: Dairy Products

* Product SubCategory: Liquid milk (plain)

☐ Reconstituted product Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc. For example, Milk powder, bouillon, 3-in-1 coffee.

* Product Description: Plain Milk
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Product Category Status: For Amendment

Remark: Please update ingredient list

Ingredients (Enter the full ingredient list in descending order i.e. highest to lowest)

Whole-grains Ingredient: ☐

* Ingredient Name: Milk

Amount/Composition/Percentage: %

Update Cancel

<input type="checkbox"/>	Ingredient Name	Amount/Composition/Percentage	Whole Grain	
<input checked="" type="checkbox"/>	Milk		No	Edit
	Total	0		

Update Cancel

1. The ingredient will appear in this box.
2. You may now make the necessary amendments.
3. You may also add in values to the “Amount/Composition/Percentage” box.

5. Please make the necessary amendments and click “Update” to update the changes.

Product Category: **Nutrient Values/Lab Report** | Product Label ArtWork | History Profile

Application No: HCS172658

* Brand Name: ABC

* Product Name: Milk (Plain)

* Place of Manufacture: Singapore

* Product Type: HCS HCS-Healthier Choice Symbol

* Product Category: Dairy Products

* Product SubCategory: Liquid milk (plain)

☐ Reconstituted product Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc. For example, Milk powder, bouillon, 3-in-1 coffee.

* Product Description: Plain Milk
(For example, Product name: ABC biscuits. Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Product Category Status: **For Amendment**

Remark: **Please update ingredient list**

Ingredients (Enter the full ingredient list in descending order i.e. highest to lowest)

Whole-grains Ingredient: ☐

* Ingredient Name: Low Fat Milk

Amount/Composition/Percentage: %

Update **Cancel**

<input type="checkbox"/>	Ingredient Name	Amount/Composition/Percentage	Whole Grain	
<input checked="" type="checkbox"/>	Milk		No	Edit
Total		0		

Update **Cancel**

1. Please make the necessary amendment.

You may also add in values to the “Amount/Composition/Percentage” box.

2. Click “Update” to update the changes.

The changes will then be reflected in the table below.

Product Category Status: **For Amendment**

Remark: **Please update ingredient list**

Ingredients (Enter the full ingredient list in descending order i.e. highest to lowest)

Whole-grains Ingredient: ☐

* Ingredient Name:

Amount/Composition/Percentage: %

Add **Delete**

<input type="checkbox"/>	Ingredient Name	Amount/Composition/Percentage	Whole Grain	
<input type="checkbox"/>	Low Fat Milk		No	Edit
Total		0		

Update **Cancel**

The changes are reflected in this table.

6. If you need to add ingredient(s), key in the ingredient in the “Ingredient Name” box and click “Add”

Product Category | Nutrient Values/Lab Report | Product Label ArtWork | History Profile

Application No: HCS172658

* Brand Name: ABC

* Product Name: Milk (Plain)

* Place of Manufacture: Singapore

* Product Type: HCS HCS-Healthier Choice Symbol

* Product Category: Dairy Products

* Product SubCategory: Liquid milk (plain)

☐ Reconstituted product Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc. For example, Milk powder, bouillon, 3-in-1 coffee.

* Product Description: Plain Milk
(For example, Product name: ABC biscuits. Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Product Category Status: **For Amendment**

Remark: **Please update ingredient list**

Ingredients (Enter the full ingredient list in descending order i.e. highest to lowest)

Whole-grains Ingredient: ☐

* Ingredient Name: Calcium

Amount/Composition/Percentage: %

☐ Low Fat Milk

Total 0

1. Add in the ingredient in this box.

You may also key in the composition here

2. Click “Add” to add the ingredient.

The added ingredients will reflect in the table.

Add

Delete

<input type="checkbox"/>	Ingredient Name	Amount/Composition/Percentage	Whole Grain	
<input type="checkbox"/>	Low Fat Milk		No	Edit
<input type="checkbox"/>	Calcium		No	
	Total	0		

Update

Cancel

7. Click “Update” to send the amendments for Stage 1 to HPB for approval.

Product Category | Nutrient Values/Lab Report | Product Label ArtWork | History Profile

Application No: HCS172658

* Brand Name: ABC

* Product Name: Milk (Plain)

* Place of Manufacture: Singapore

* Product Type: HCS HCS-Healthier Choice Symbol

* Product Category: Dairy Products

* Product SubCategory: Liquid milk (plain)

☐ Reconstituted product Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc. For example, Milk powder, bouillon, 3-in-1 coffee.

* Product Description: Plain Milk
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Product Category Status: For Amendment

Remark: Please update ingredient list

Ingredients (Enter the full ingredient list in descending order i.e. highest to lowest)

Whole-grains Ingredient: ☐

* Ingredient Name:

Amount/Composition/Percentage: %

<input type="checkbox"/>	Ingredient Name	Amount/Composition/Percentage	Whole Grain	
<input type="checkbox"/>	Low Fat Milk		No	Edit
<input type="checkbox"/>	Calcium		No	
Total		0		

Click “Update” to submit to HPB for approval

A dialogue box will appear to seek confirmation. Click “OK” to submit to HPB.

* Product Description: Plain Milk
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

Product Category Status: For Amendment

Remark: Please update ingredient list

Ingredients (Enter the full ingredient list in descending order i.e. highest to lowest)

Whole-grains Ingredient: ☐

* Ingredient Name:

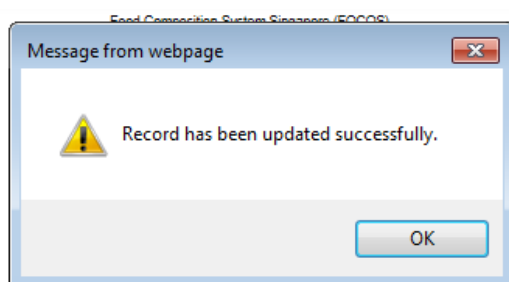
Amount/Composition/Percentage: %

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice

Message from webpage

Are you sure to submit the application to HPB?

A dialogue box will appear to confirm submission. Click “Ok”.



8. The Product Category Status will change to “Re-Submission”.

Edit Application

[* denotes mandatory field]

Product Category
Nutrient Values/Lab Report
Product Label ArtWork
History Profile

Application No: HCS172658

* Brand Name:

* Product Name:

* Place of Manufacture:

* Product Type: HCS-Healthier Choice Symbol

* Product Category:

* Product SubCategory:

☐ Reconstituted product Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc. For example, Milk powder, bouillon, 3-in-1 coffee.

* Product Description:
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Product Category Status: **Re-Submission**

Remark: **Please update ingredient list**

Ingredients (Enter the full ingredient list in descending order i.e. highest to lowest)

Ingredient Name	Amount/Composition/Percentage	Whole Grain
Calcium		No
Low Fat Milk		No
Total	0	

Amendment - Stage 2: Nutrient Values/Lab Report

An email notification will be sent out to inform the applicant if the stages have been approved, rejected, or require amendment(s).

Stage 1 has to be approved before HPB can send back Stage 2 for amendments.

1. After receiving the notification email on amendments to be made to Stage 2, log into the system and click on the “Application No.” or button for the Stage.

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Welcome, tan tan [Logout]

Home » Application Management

Application Management

Search (Click to expand/collapse)

Brand Name:

Product Name:

Application No:

Application Type:

Create New Application

Application No	Brand	Product	Application Type	Stage	Submitted Date
				1 2 3 4 5	
HCS172657	ABC	Low Fat Milk	New	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	27 Apr 2017

2. The Nutrient Status will show as “For Amendment” and the “Remark” box will reflect the amendment needed to be made.

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Welcome, tan tan [Logout]

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category Nutrient Values/Lab Report Product Label ArtWork License Agreement Advertising Material History Profile

Application No: HCS172657 Application Date: 27 Apr 2017

Brand Name: ABC

Product Name: Low Fat Milk

Place of Manufacture: Singapore Product Category: Dairy Products

Product SubCategory: Liquid milk (plain) Product Type: HCS

Product Description:
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

Low Fat plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Lab Report and Calculations:
(For Recipe mixes, please attached the recipes together with your lab reports)

Browse... Upload File Type: .pdf (up to 5 PDFs)

1) Lab Report of ABC Milk.pdf Remove

Nutrient Status: **For Amendment**

Remark: **Please amend**

Nutrient Values

Please refer to the “Remark” box on the amendments to be made

3. If the amendment needed is to amend the values in the Nutrient Values tables, you may amend the values directly in the Nutrient Values table. After making the amendments, click “Update”.

Nutrient Values

Nutrients	(per 100g)	Nutrient Guideline
Energy	41	kcal
Protein	3.2	g
Total fat	1.0	<= 1.5 g
Saturated fat	0.9	g
Trans fat	0.1	g
Cholesterol	4	mg
Carbohydrate	13.9	g
Dietary fibre	0	g
Sodium	66	mg
Calcium	374	>= 130 mg
Sugar	13.8	g

Note:

- For products applying under the Snacks category and Biscuits and Crackers sub-category, please enter energy values in per serving.
- For products applying under the Table Salt Category, please enter sodium and potassium value in per gram.

The RDA for Calcium is taken at 800mg.
[Guidelines under review]

Add other nutrient

Nutrient Name:

Amount (per 100g):

Amount (100ml as reconstituted):

Unit:

<input type="checkbox"/>	Nutrient Name	Amount (per 100g)	Unit	
<input type="checkbox"/>	Sugar	13.8	g	<input type="button" value="Edit"/>

Click “Update” to submit to HPB for approval

A dialogue box will appear to seek confirmation. Click “Ok” to confirm submission to HPB.

Carbohydrate	13.9	g
Dietary fibre	0	g
Sodium	66	mg
Calcium	374	mg
Sugar	13.8	g

The RDA for Calcium is taken at 800mg.
[Guidelines under review]

Add other nutrient

Nutrient Name:

Amount (per 100g):

Amount (100ml as reconstituted):

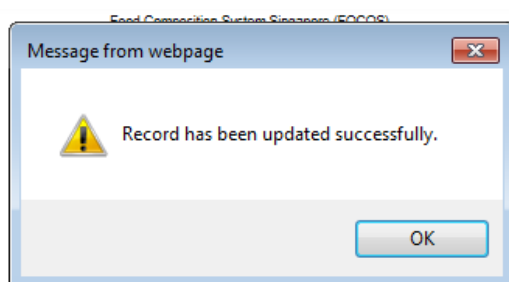
Unit:

<input type="checkbox"/>	Nutrient Name	Amount (per 100g)	Unit	
<input type="checkbox"/>	Sugar	13.8	g	<input type="button" value="Edit"/>

Message from webpage

Are you sure to submit the application to HPB?

A dialogue box will appear to confirm submission. Click “Ok”.



The Nutrient Status will change to “Re-Submission”.

Lab Report and Calculations: File Type: .pdf (up to 5 PDFs)

(For Recipe mixes, please attached the recipes together with your lab reports)

1) Lab Report of ABC Milk.pdf

Nutrient Status: **Re-Submission**

Remark: **Please amend**

Nutrient Values

Nutrients	(per 100g)	Nutrient Guideline	
Energy	41		kcal
Protein	3.2		g
Total fat	1.0	<= 1.5	g
Saturated fat	0.9		g
Trans fat	0.1		g
Cholesterol	4		mg
Carbohydrate	13.9		g
Dietary fibre	0		g
Sodium	66		mg
Calcium	374	>= 130	mg
Sugar	13.8		g

Note:

- For products applying under the Snacks category and Biscuits and Crackers sub-category, please enter energy values in per serving.
- For products applying under the Table Salt Category, please enter sodium and potassium value in per gram.

The RDA for Calcium is taken at 800mg.
[Guidelines under review]

Other Nutrient(s)

Nutrient Name	Amount (per 100g)	Unit
Sugar	13.8	g

4. If the amendment is to upload additional lab report or upload an updated lab report, click “Browse” to select the lab report.

Product Category: Nutrient Values/Lab Report | Product Label ArtWork | History Profile

Application No: HCS172658 | Application Date: 01 May 2017

Brand Name: ABC

Product Name: Milk (Plain)

Place of Manufacture: Singapore | Product Category: Dairy Products

Product SubCategory: Liquid milk (plain) | Product Type: HCS

Product Description: Plain Milk
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Lab Report and Calculations:
(For Recipe mixes, please attached the recipes together with your lab reports)

Browse... | Upload | File Type: .pdf (up to 5 PDFs)

1) Lab Report of ABC Milk.pdf | Remove

Nutrient Status: For Amendment

Remark: Please submit the correct lab report

Nutrient Values

Click “Browse” to select the lab report and “Upload” to upload the file.

Product Category: Nutrient Values/Lab Report | Product Label ArtWork | History Profile

Application No: HCS172658 | Application Date: 01 May 2017

Brand Name: ABC

Product Name: Milk (Plain)

Place of Manufacture: Singapore | Product Category: Dairy Products

Product SubCategory: Liquid milk (plain) | Product Type: HCS

Product Description: Plain Milk
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Lab Report and Calculations:
(For Recipe mixes, please attached the recipes together with your lab reports)

part of ABC Milk - part 2.pdf | Browse... | Upload | File Type: .pdf (up to 5 PDFs)

1) Lab Report of ABC Milk.pdf | Remove

Nutrient Status: For Amendment

Remark: Please submit the correct lab report

Nutrient Values

1. Click “Browse” to select the lab report

2. Click “Upload” to upload the file

The successfully uploaded lab report will be reflected below.

APPLY HCS

LA Renewal

Company Profile

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category

Nutrient Values/Lab Report

Product Label ArtWork

History Profile

Application No:	HCS172658	Application Date:	01 May 2017		
Brand Name:	ABC				
Product Name:	Milk (Plain)				
Place of Manufacture:	Singapore	Product Category:	Dairy Products		
Product SubCategory:	Liquid milk (plain)	Product Type:	HCS		
Product Description: (For example, Product name: ABC biscuits. Product Description: Whole meal oat biscuits with inulin)	<div>Plain Milk</div>	For the following HCS sub-categories, please indicate the percentage of juice content: 1) Fruit juice 2) Vegetable juice 3) Juice drinks			
Lab Report and Calculations: (For Recipe mixes, please attached the recipes together with your lab reports)	<div>Browse...</div> <div>Upload</div> File Type: .pdf (up to 5 PDFs)	<div>1) Lab Report of ABC Milk - part 2.pdf Remove</div> <div>2) Lab Report of ABC Milk.pdf Remove</div>			
Nutrient Status:	For Amendment				
Remark:	Please submit the correct lab report				

Click “Update” to submit Stage 2 to HPB for approval.

Lab Report and Calculations:
(For Recipe mixes, please attached the recipes together with your lab reports)

Nutrient Status: **For Amendment**

Remark: **Please submit the correct lab report**

Nutrient Values

Nutrients	(per 100g)	Nutrient Guideline
Energy	41	kcal
Protein	3.2	g
Total fat	1.0	<= 1.5 g
Saturated fat	0.5	g
Trans fat	0.1	g
Cholesterol	4	mg
Carbohydrate	6.9	g
Dietary fibre	0	g
Sodium	33	mg
Calcium	187	>= 130 mg

Note:
- For products applying under the Snacks category and Biscuits and Crackers sub-category, please enter energy values in per serving.
- For products applying under the Table Salt Category, please enter sodium and potassium value in per gram.

The RDA for Calcium is taken at 800mg.
[Guidelines under review]

Add other nutrient

Nutrient Name:

Amount (per 100g):

Amount (100ml as reconstituted):

Unit:

Click “Update” to submit to HPB for approval

A dialogue box will appear to seek confirmation. Click “OK”.

Total fat 1.0 <= 1.5 g

Saturated fat 0.5

Trans fat 0.1

Cholesterol 4

Carbohydrate 6.9

Dietary fibre 0

Sodium 33

Calcium 187

The RDA for Calcium is taken at 800m
[Guidelines under review]

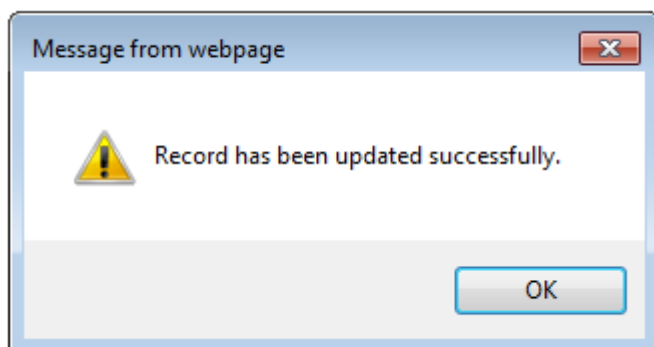
Add other nutrient

energy values in per serving.
- For products applying under the Table Salt Category, please enter sodium and potassium value in per gram.

Message from webpage

Are you sure to submit the application to HPB?

A dialogue box will appear to confirm submission. Click “Ok”.



The Nutrient Status will change to “Re-Submission”.

Product Category		Nutrient Values/Lab Report		Product Label ArtWork		History Profile																																	
Application No:	HCS172658	Application Date:	01 May 2017																																				
Brand Name:	ABC																																						
Product Name:	Milk (Plain)	Product Category:	Dairy Products																																				
Place of Manufacture:	Singapore	Product Type:	HCS																																				
Product SubCategory:	Liquid milk (plain)																																						
Product Description: (For example, Product name: ABC biscuits. Product Description: Whole meal oat biscuits with inulin)	<div>Plain Milk</div>		For the following HCS sub-categories, please indicate the percentage of juice content: 1) Fruit juice 2) Vegetable juice 3) Juice drinks																																				
Lab Report and Calculations: (For Recipe mixes, please attached the recipes together with your lab reports)	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>		File Type: .pdf (up to 5 PDFs)																																				
	1) Lab Report of ABC Milk - part 2.pdf 2) Lab Report of ABC Milk.pdf																																						
Nutrient Status:	Re-Submission																																						
Remark:	Please submit the correct lab report																																						
Nutrient Values <table border="1"> <thead> <tr> <th>Nutrients</th> <th>(per 100g)</th> <th>Nutrient Guideline</th> </tr> </thead> <tbody> <tr> <td>Energy</td> <td>41</td> <td>kcal</td> </tr> <tr> <td>Protein</td> <td>3.2</td> <td>g</td> </tr> <tr> <td>Total fat</td> <td>1.0</td> <td><= 1.5 g</td> </tr> <tr> <td>Saturated fat</td> <td>0.5</td> <td>g</td> </tr> <tr> <td>Trans fat</td> <td>0.1</td> <td>g</td> </tr> <tr> <td>Cholesterol</td> <td>4</td> <td>mg</td> </tr> <tr> <td>Carbohydrate</td> <td>6.9</td> <td>g</td> </tr> <tr> <td>Dietary fibre</td> <td>0</td> <td>g</td> </tr> <tr> <td>Sodium</td> <td>33</td> <td>mg</td> </tr> <tr> <td>Calcium</td> <td>187</td> <td>>= 130 mg</td> </tr> </tbody> </table> <div> Note: - For products applying under the Snacks category and Biscuits and Crackers sub-category, please enter energy values in per serving. - For products applying under the Table Salt Category, please enter sodium and potassium value in per gram. </div> <p>The RDA for Calcium is taken at 800mg. [Guidelines under review]</p>							Nutrients	(per 100g)	Nutrient Guideline	Energy	41	kcal	Protein	3.2	g	Total fat	1.0	<= 1.5 g	Saturated fat	0.5	g	Trans fat	0.1	g	Cholesterol	4	mg	Carbohydrate	6.9	g	Dietary fibre	0	g	Sodium	33	mg	Calcium	187	>= 130 mg
Nutrients	(per 100g)	Nutrient Guideline																																					
Energy	41	kcal																																					
Protein	3.2	g																																					
Total fat	1.0	<= 1.5 g																																					
Saturated fat	0.5	g																																					
Trans fat	0.1	g																																					
Cholesterol	4	mg																																					
Carbohydrate	6.9	g																																					
Dietary fibre	0	g																																					
Sodium	33	mg																																					
Calcium	187	>= 130 mg																																					

Amendment - Stage 3: Product Label Artwork

An email notification will be sent out to inform the applicant if the stages have been approved, rejected, or require amendment(s).

Stage 1 and 2 has to be approved before HPB can send back Stage 3 for amendments.

1. After receiving the notification email on amendments to be made to Stage 3, log into the system and click on the “Application No.” or button for the Stage.

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Welcome, tan tan [Logout]

Home » Application Management

Application Management

Search (Click to expand/collapse)

Brand Name:

Product Name:

Application No:

Create New Application

Display 10 records per page

Application No	Brand	Product	Application Type	Stage	Submitted Date
				1 2 3 4 5	
HCS172657	ABC	Low Fat Milk	New	<div><div></div><div></div><div></div><div></div><div></div></div>	27 Apr 2017

2. The Status will show as “For Amendment”. Click on the image to see the amendments to be made.

APPLY HCS

LA Renewal

Company Profile

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category

Nutrient Values/Lab Report

Product Label ArtWork

License Agreement

Advertising Material

History Profile

Application No:

HCS172657

Application Date:

27 Apr 2017

Brand Name:

ABC

Product Name:

Low Fat Milk

Place of Manufacture:

Singapore

Product Category:

Dairy Products

Product SubCategory:

Liquid milk (plain)

Product Type:

HCS

Product Description:
(For example, Product name:
ABC biscuits.
Product Description: Whole meal
oat biscuits with inulin)

Low Fat plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Label ArtWorks

Please upload one artwork per package size

* Package sizes:


('4 x 125g' or '125g')

* Attach Image:

Add

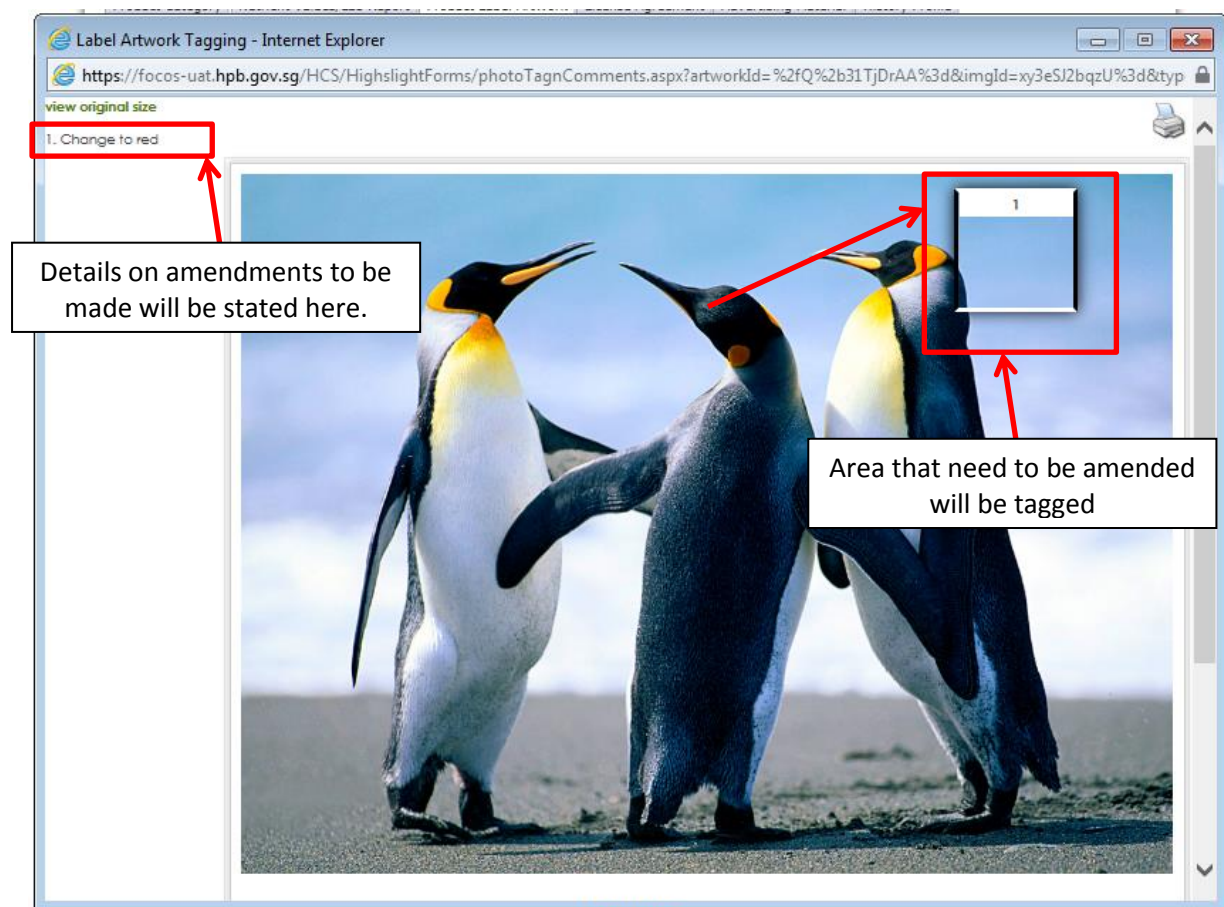
File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

Delete Selected Package(s)

<input type="checkbox"/>	Package(s)		Status	Remark	
<input type="checkbox"/>	1 L	View History	 Download	For Amendment	Please see the comments to make changes Edit

Click on the image to see the amendments to be made

3. Amendments to be made to the artwork will be tagged on the artwork image.



4. To upload the amended artwork, click “Edit”. A dialogue box will pop up. Click “Browse” to select the amended artwork to upload.

Product Category | Nutrient Values/Lab Report | **Product Label Artwork** | License Agreement | Reversing Material | History Profile



Application No: HCS172657 Application Date: 27 Apr 2017
Brand Name: ABC
Product Name: Low Fat Milk
Place of Manufacture: Singapore Product Category: Dairy Products
Product SubCategory: Liquid milk (plain) Product Type: HCS
Product Description: Low Fat plain Milk
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Label ArtWorks
Please upload one artwork per package

* Package sizes:
* Attach Image: File Type

Delete Selected Package(s)

<input type="checkbox"/>	Package(s)				
<input type="checkbox"/>	1 L	View History	 Download	For Amendment	Please see the comments to make changes
<input type="checkbox"/>	250 ml	View History	 Download	Submitted	

[Submit](#) [Cancel](#)

Message from webpage

⚠ Please resubmit the amended artwork.
Click Browse/Choose File to attach the image.

[OK](#)

[Edit](#)

5. Click “Browse” to select the amended artwork to upload. Then click “Update” to upload the artwork.

Product Category | Nutrient Values/Lab Report | Product Label ArtWork | License Agreement | Advertising Material | History Profile

Application No: HCS172657 Application Date: 27 Apr 2017

Brand Name: ABC

Product Name: Low Fat Milk

Place of Manufacture: Singapore Product Category: Dairy Products

Product SubCategory: Liquid milk (plain) Product Type: HCS

Product Description: Low Fat plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
 1) Fruit juice
 2) Vegetable juice
 3) Juice drinks



Label ArtWorks

Please upload one artwork per package size

* Package sizes: 1 L

* Attach Image: C:\Users\shareent2\Desktop Browse... Update Cancel

File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

<input type="checkbox"/>	Package(s)		Status	Remark	
<input type="checkbox"/>	1 L	View History	 Download	For Amendment	Please see the comments to make changes Edit
<input type="checkbox"/>	250 ml	View History	 Download	Submitted	

Submit Cancel

6. The uploaded amended artwork will replaced the initial artwork in the table.

<input type="checkbox"/>	Package(s)		Status	Remark	
<input type="checkbox"/>	1 L	View History	 Download	For Amendment	Please see the comments to make changes Edit
<input type="checkbox"/>	250 ml	View History	 Download	Submitted	

Submit Cancel

7. Click “Submit” to send the amended artwork to HPB for approval. A dialog box will pop up to confirm the submission. Click “OK” to confirm.

The screenshot shows the HPB application submission interface. At the top, application details are listed: Application No: HCS172657, Brand Name: ABC, Product Name: Low Fat Milk, Place of Manufacture: Singapore, Product SubCategory: Liquid milk (plain), Product Description: Low Fat plain Milk, Application Date: 27 Apr 2017, Product Category: Dairy Products, and Product Type: HCS. Below this, the 'Label ArtWorks' section prompts the user to upload artwork and select package sizes. A confirmation dialog box titled 'Message from webpage' is overlaid on the interface, asking 'Are you sure to submit the application to HPB?' with 'OK' and 'Cancel' buttons. A blue arrow points from a text box to the 'Submit' button at the bottom of the form.

Application No: HCS172657 Application Date: 27 Apr 2017

Brand Name: ABC

Product Name: Low Fat Milk

Place of Manufacture: Singapore

Product SubCategory: Liquid milk (plain)

Product Description: Low Fat plain Milk

Product Category: Dairy Products

Product Type: HCS

For the following HCS sub-categories, please indicate the percentage of juice content:

- 1) Fruit juice
- 2) Vegetable juice
- 3) Juice drinks

Label ArtWorks

Please upload one artwork per package

Package sizes: 1

Attach Image: File Type

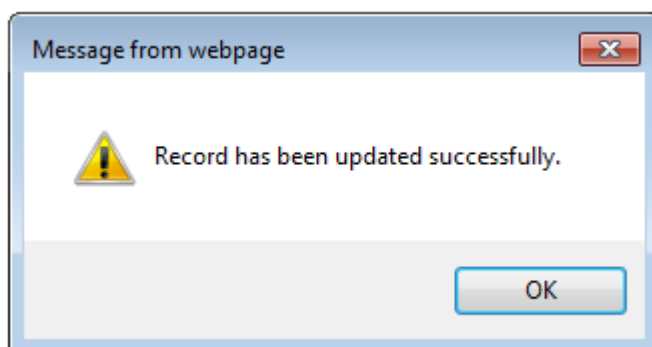
Please select at least 1 artwork to delete

Package(s)	View History	Download	For Amendment	Please see the comments to make changes	Edit
1 L	View History	Download			
250 ml	View History	Download	Submitted		

Submit Cancel

Click “Submit” to send the amended artwork to HPB

A dialog box will appear to confirm submission. Click “OK”.





8. Please note the change in status to re-submission when you have uploaded the amended artwork and click submit.

Product Category
Nutrient Values/Lab Report
Product Label ArtWork
License Agreement
Advertising Material
History Profile

Application No: HCS172657
Application Date: 27 Apr 2017
Brand Name: ABC
Product Name: Low Fat Milk
Place of Manufacture: Singapore
Product Category: Dairy Products
Product SubCategory: Liquid milk (plain)
Product Type: HCS
Product Description: Low Fat plain Milk
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)
For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks



Label ArtWorks
Please upload one artwork per package size
* Package sizes: 1 L
* Attach Image: Browse... Update Cancel
File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

Please select at least 1 artwork to delete

Package(s)		Status	Remark
1 L	View History  Download	Re-Submission	Please see the comments to make changes
250 ml	View History  Download	Submitted	

Submit
Cancel

9. You may click on “View History” to view past submitted artwork.

<input type="checkbox"/>	Package(s)		Status	Remark	
	1 L	View History	 Download	For Amendment	Please see the comments to make changes Edit
	250 ml	View History	 Download	Submitted	

[Submit](#) [Cancel](#)

Application No: HCS172657 Application Date: 27 Apr 2017

Brand Name: ABC

Product Name: Low Fat Milk

Place of Manufacture: Singapore Product Category: Dairy Products

Product SubCategory: Liquid milk (plain) Product Type: HCS

Product Description: Low Fat plain Milk

(For example, Product name: ABC biscuits. Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks



Label ArtWorks

Please upload one artwork for each package size.

* Package sizes:


* Attach Image:


Delete Selected Package(s)


Package(s)		Status
1 L		
250 ml	 Download	Submitted

[Submit](#) [Cancel](#)

View Artwork History

Version 1 

Version 2 

Version 3 

Approval - Stage 1: Product Category

An email notification will be sent out to inform the applicant if the stages have been approved, rejected, or require amendment(s).

1. The button will change from yellow to green for Stage 1. HPB will then approve Stage 2 or send back Stage 2 for amendment.

Health Promotion Board

Welcome, tan tan [Logout]

APPLY HCS LA Renewal Company Profile

Home » Application Management

Application Management

Search (Click to expand/collapse)

Brand Name:

Product Name:

Application No:

Application Type: All

Display 10 records per page

Application No	Brand	Product	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172657	ABC	Low Fat Milk	New						27 Apr 2017

2. Product Category Status in Stage 1 tab will show as "Approved".

Product Category Nutrient Values/Lab Report Product Label ArtWork License Agreement Advertising Material History Profile

Application No: HCS172657

* Brand Name: ABC

* Product Name: Low Fat Milk

* Place of Manufacture: Singapore

* Product Type: HCS HCS-Healthier Choice Symbol

* Product Category: Dairy Products

* Product SubCategory: Liquid milk (plain)

☐ Reconstituted product Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc. For example, Milk powder, bouillon, 3-in-1 coffee.

* Product Description: Low Fat plain Milk

(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Product Category Status: **Approved**

Ingredients (Enter the full ingredient list in descending order i.e. highest to lowest)

Ingredient Name	Amount/Composition/Percentage	Whole Grain
Milk		No
Total	0	

Approval - Stage 2: Nutrient Values/Lab Report

An email notification will be sent out to inform the applicant if the stages have been approved, rejected, or require amendment(s).

1. The button will change from yellow to green for Stage 2. HPB will then approve Stage 3 or send back Stage 3 for amendment.

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Welcome, tan tan [Logout]

Home » Application Management

Application Management

Search (Click to expand/collapse)

Brand Name:

Product Name:

Application No:

Application Type:

Search Reset Search Criteria Create New Application

Display 10 records per page

Application No	Brand	Product	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172657	ABC	Low Fat Milk	New						27 Apr 2017

2. Nutrient Status in Stage 2 tab will show as “Approved”. The applicable logo(s) eligible for the product will appear for downloading. This is to include the logo on the product packaging artwork.

Submit the product packaging artwork with HCS at Stage 3 when ready.

Health Promotion Board

APPLY HCS | LA Renewal | Company Profile

Welcome, tan tan [Logout]

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category | Nutrient Values/Lab Report | Product Label ArtWork | License Agreement | Advertising Material | History Profile

Application No: HCS172657 Application Date: 27 Apr 2017

Brand Name: ABC

Product Name: Low Fat Milk



Place of Manufacture: Singapore

Product SubCategory: Liquid milk (plain)

Product Category: Dairy Products

Product Type: HCS

Applicable logo (Click on logo to download) :

The applicable logo(s) eligible for the product will appear for downloading. Include the logo into the product packaging artwork and submit to HPB for approval.

Product Description:
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

Low Fat plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Lab Report and Calculations:
(For Recipe mixes, please attached the recipes together with your lab reports)

Browse... Upload File Type: .pdf (up to 5 PDFs)

1) Lab Report of ABC Milk.pdf

Nutrient Status: **Approved**

Nutrient Values

Approval - Stage 3: Product Label Artwork

An email notification will be sent out to inform the applicant if the stages have been approved, rejected, or require amendment(s).

1. If all the package size(s) has been approved, the button will change from yellow to green for Stage 3.

APPLY HCS

LA Renewal

Company Profile

Home » Application Management

Application Management

Search

(Click to expand/collapse)

Brand Name:

Product Name:

Application No:

Application Type: All

Search


Reset Search Criteria

Create New Application

Display 10 records per page

Application No	Brand	Product ▲	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172657	ABC	Low Fat Milk	New	●	●	●	●		27 Apr 2017
HCS172653	testck	Mangola	New	●	●	●	●		23 Mar 2017
HCS172658	ABC	Milk (Plain)	New	●	●	●	●		01 May 2017

The Status will show “Approved”.

Product Category		Nutrient Values/Lab Report		Product Label ArtWork		License Agreement		Advertising Material		History Profile	
Application No:	HCS172658			Application Date:	01 May 2017						
Brand Name:	ABC										
Product Name:	Milk (Plain)										
Place of Manufacture:	Singapore			Product Category:	Dairy Products						
Product SubCategory:	Liquid milk (plain)			Product Type:	HCS						
Product Description: (For example, Product name: ABC biscuits. Product Description: Whole meal oat biscuits with inulin)	<div>Plain Milk</div>			For the following HCS sub-categories, please indicate the percentage of juice content: 1) Fruit juice 2) Vegetable juice 3) Juice drinks							
Label ArtWorks Please upload one artwork per package size * Package sizes: <input type="text"/> g <input type="button" value="v"/> * Attach Image: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Add"/> File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)											
<input type="button" value="Delete Selected Package(s)"/>											
<input type="checkbox"/>	Package(s)			Status	Remark						
	250 ml	View History		 Download	Approved		see image for amendments		Edit		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>											

2. If there are package size(s) still pending for approval, the button will remain yellow for Stage 3.

Product Description:
(For example, Product name:
ABC biscuits.
Product Description: Whole meal
oat biscuits with inulin)

Low Fat plain Milk

For the following HLB sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks




Label ArtWorks


Please upload one artwork per package size

* Package sizes: g

* Attach Image:

File Type Supported: aspx;jpg;25/png;jpeg; (Max Size: 5000 KB)

<input type="checkbox"/>	Package(s)		Status	Remark		
<input type="checkbox"/>	1 L	View History		Approved	Please see the comments to make changes	Edit
<input type="checkbox"/>	2 L	View History		Submitted		
<input type="checkbox"/>	250 ml	View History		Submitted		



Health Promotion Board

Welcome, tan tan [Logout]

APPLY HCS LA Renewal Company Profile

Home » Application Management

Application Management

(Click to expand/collapse)





Brand Name:

Product Name:

Application No:

Application Type:

Display records per page

Application No	Brand	Product ▲	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172657	ABC	Low Fat Milk	New						27 Apr 2017

Licence Agreement - Stage 4

1. When Stage 3 is approved, a Licence Agreement (LA) will be created. The approved product(s) and package size(s) will be displayed in Stage 4 tab.

Welcome, tan tan [Logout]

APPLY HCS LA Renewal Company Profile

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category Nutrient Values/Lab Report Product Label ArtWork **License Agreement** Advertising Material History Profile

Company name: TEST BUILDING BLOCK

Bearer: Mr tan tan

Witness: Mdm test test - test

HPB Officer 1: -

HPB Officer 2: -

Product(s):

- 1. ABC Low Fat Milk, 1 L. Lower in Saturated Fat
- 2. ABC Milk (Plain), 250 ml Higher in Calcium Lower in Saturated Fat

LA Expiry Date: 30 Apr 2019

Status: **Pending HPB first endorsement**

[View Agreement in HTML format](#)

2. When HPB has endorsed on the LA, an email notification will be sent to the company Bearer.

3. After receiving the notification email, log into the system and click on the “Application No.” or button for the Stage.

APPLY HCS LA Renewal Company Profile

Home » Application Management

Application Management

Search (Click to expand/collapse)

Brand Name:

Product Name:

Application No:

Application Type: All

Search Reset Search Criteria Create New Application

Display 10 records per page

Application No.	Brand	Product	Application Type	Stage	Date
HCS172657	ABC	Low Fat Milk	New	● ● ● ● ●	27 Apr 2017
HCS172653	testck	Mangola	New	● ● ● ● ●	23 Mar 2017
HCS172658	ABC	Milk (Plain)	New	● ● ● ● ●	01 May 2017

Click on the Application No. to access the application

Click on the button for the Stage that you want to access

4. The Bearer will see the below screen. Click on “View Agreement in HTML format” to read and/or save the Licence Agreement.

Health Promotion Board

APPLY HCS | LA Renewal | Company Profile

Welcome, tan tan [Logout]

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category | Nutrient Values/Lab Report | Product Label ArtWork | **License Agreement** | Advertising Material | History Profile

Company name: TEST BUILDING BLOCK

Bearer: Mr tan tan

Witness: Mdm test test - test

HPB Officer 1: -

HPB Officer 2: -

Product(s):
 1. ABC Low Fat Milk, 1 L Lower in Saturated Fat
 2. ABC Milk (Plain), 250 ml Higher in Calcium Lower in Saturated Fat

☒ I, the above-named authorised signatory of the Licensee, am authorised to sign this Agreement for and on behalf of the Licensee.
☒ I have read and understood the terms of the **Trademark Licence Agreement**, and I hereby accept the **Trademark Licence Agreement** for and on behalf of the Licensee.

Please click ACCEPT to accept the Trademark Licence Agreement and proceed it.

[View License Agreement in HTML format](#)

ACCEPT Cancel

Click on the link to read and/or save the LA

Food Composition System Singapore (FOCOS)

a. The LA in HTML format will pop up to be viewed.

View Legal Agreement in HTML format - Internet Explorer

https://focos-uat.hpb.gov.sg/hcs/viewNewLA_HTML.aspx?CID=654RETQ&AID=2658&Agr

DATED 1ST DAY OF May 2017

Between

HEALTH PROMOTION BOARD
as Licensor

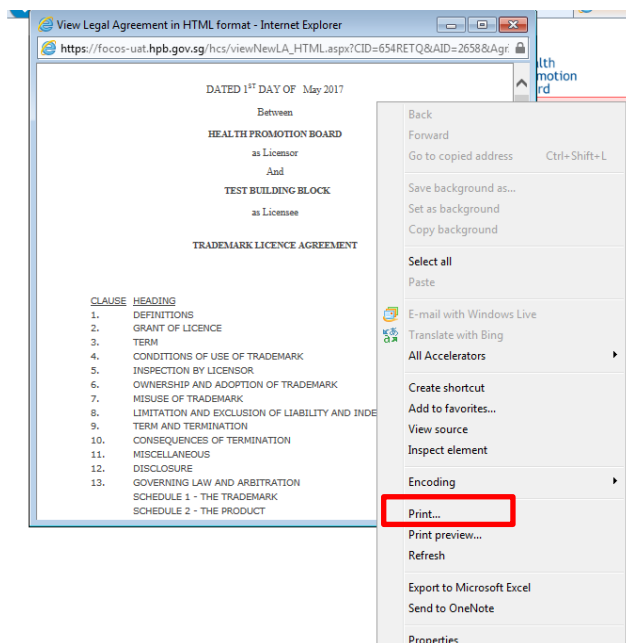
And

TEST BUILDING BLOCK
as Licensee

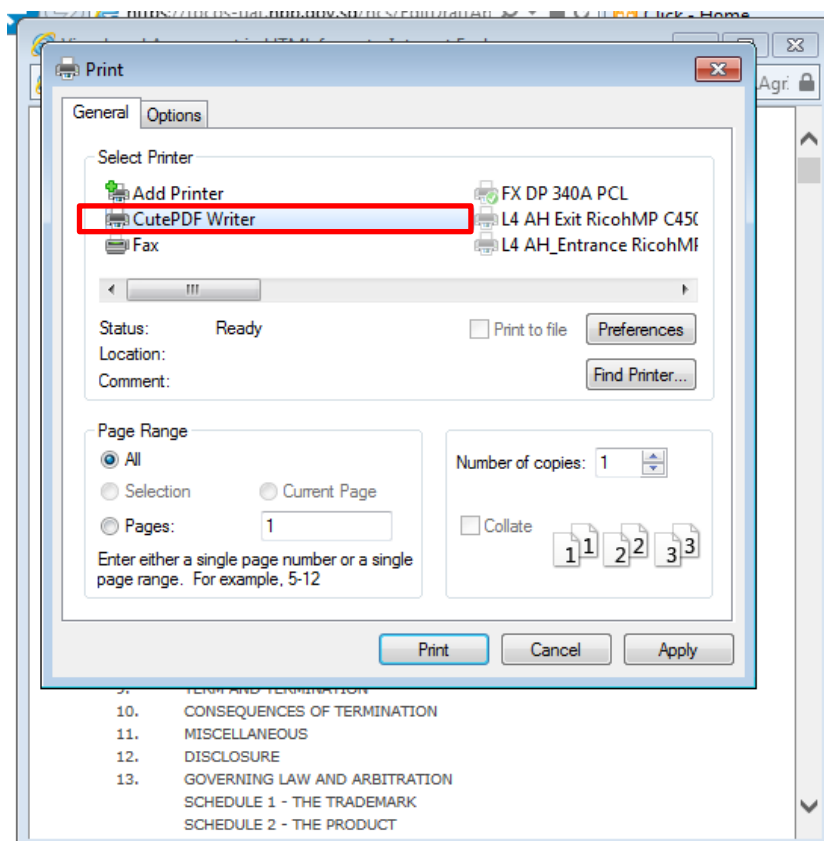
TRADEMARK LICENCE AGREEMENT

CLAUSE	HEADING
1.	DEFINITIONS
2.	GRANT OF LICENCE
3.	TERM
4.	CONDITIONS OF USE OF TRADEMARK
5.	INSPECTION BY LICENSOR

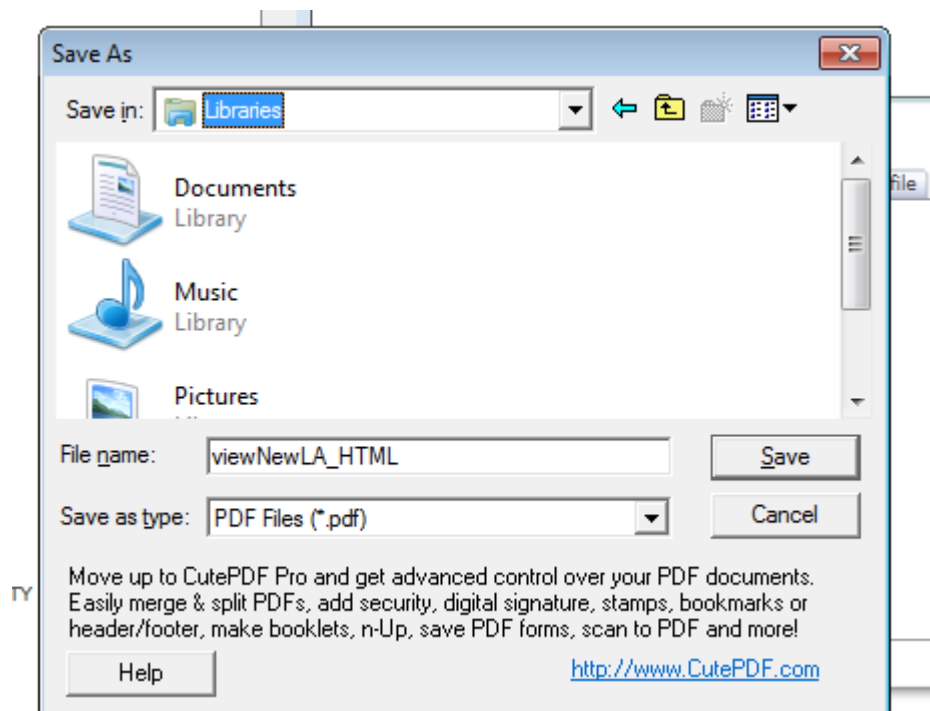
b. To save the LA, right click and select “Print”.



c. A dialogue box will pop up. Select “CutePDF Writer”.



d. A second dialogue box will pop up. Select the location to save the LA and click “Save”. You may change the filename in the “File name” box.



5. Click “ACCEPT” to accept the Trademark Licence Agreement to use the HCS.

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category Nutrient Values/Lab Report Product Label ArtWork **License Agreement** Advertising Material History Profile

Company name: TEST BUILDING BLOCK

Bearer: Mr tan tan

Witness: Mdm test test - test

HPB Officer 1: -

HPB Officer 2: -

Product(s):

- 1. ABC Low Fat Milk, 1 L Lower in Saturated Fat
- 2. ABC Milk (Plain), 250 ml Higher in Calcium Lower in Saturated Fat

☒ I, the above-named authorised signatory of the Licensee, am authorised to sign this Agreement for and on behalf of the Licensee.

☒ I have read and understood the terms of the **Trademark Licence Agreement**, and I hereby accept the **Trademark Licence Agreement** for and on behalf of the Licensee.

Please click ACCEPT to accept the Trademark Licence Agreement and proceed it.

[View License Agreement in HTML format](#)

ACCEPT Cancel

Food Composition System Singapore (FOCOS)

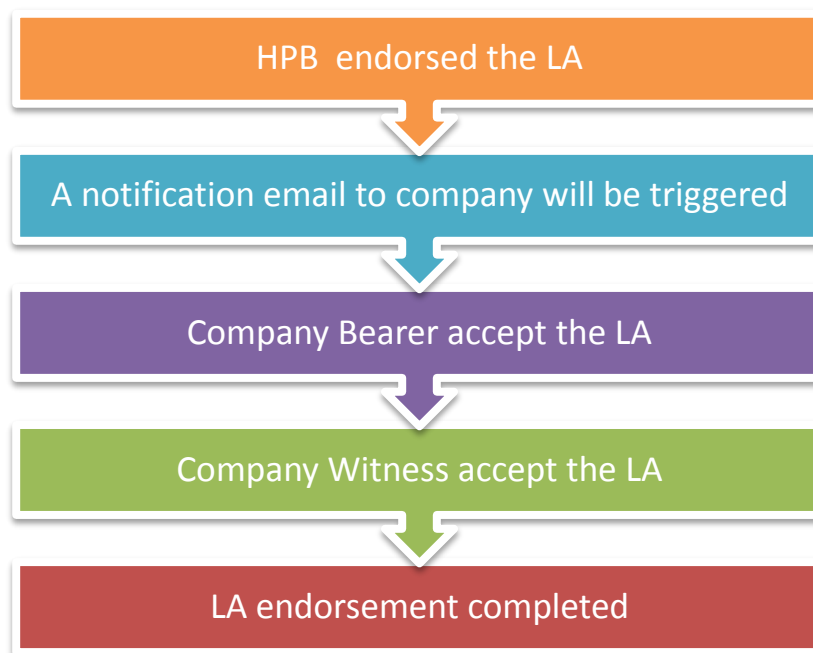
Approved product(s) and package size(s) shown here.

Click “ACCEPT” to accept the LA.

6. After the company Bearer accept the LA, the company Witness will receive an email notification to accept the LA. Company Witness to **repeat above Step 5** as Company Bearer.

7. After the Company Witness accept the LA, the procedure to endorse the LA will be completed. Company may now use the HCS on the approved product(s) and package size(s). The LA is valid for 2 years.

8. The LA endorsement process will look like this.



Renewal of Licence Agreement- Stage 4

90 days before the Licence Agreement expires, a notification email will be sent to all users in your company. Upon receiving this email, company may go to the Renewal tab to select the products for renewal.

45 days before the Licence Agreement expires, a **second and last** email notification will be sent to all users in your company. If company have not submit request for renewal, they may go to the Renewal tab to select the products for renewal.

Once a LA expires, if company would want to continue to use HCS on their products, they would need to make a new submission.

The Licence Agreement renewal process is shown below:



1. After receiving the notification email, log into the system and click on the “LA Renewal” tab.
 - For products that you want to renew with no change in product formulation, select the corresponding button.
 - For products that has a change in product formulation or you do not want to renew, select the “Change of product formulation”.
 - Please submit new application for product with a change in formulation.

Health Promotion Board

APPLY HCS LA Renewal Company Profile

Welcome, tan tan [Logout]

License Agreement Renewal

Particulars of Licensee

Company Name : TEST BUILDING BLOCK
Address : KJHJH KJHJKJH - 110016
Phone :
Fax :
LA expired date : 30 Apr 2019
Product(s) : 1. ABC Low Fat Milk, 1 L Lower in Saturated Fat
2. ABC Milk (Plain), 250 ml Higher in Calcium Lower in Saturated Fat

Bearer :
Witness :
HPB Officer 1 :
HPB Officer 2 :

Select buttons under this if product you want to renew has no change in formulation.

Select buttons under this if you do not want to renew or there is change in formulation

Particulars of product

Product(s)	Renew with no change in product formulation	Change of product formulation*
ABC Low Fat Milk, 1 L	<input type="radio"/>	<input checked="" type="radio"/>
ABC Milk (Plain), 250 ml	<input checked="" type="radio"/>	<input type="radio"/>

* Please submit a new application if there is formulation changes

[View License Agreement in HTML format](#)

Food Composition System Singapore (FOCOS)
All rights reserved.

2. After receiving the notification email that HPB has endorsed on the LA renewal, company Bearer to log into the system and click on the “Apply for HCS” tab. Company bearer should click “ACCEPT” to accept the LA.

The screenshot shows the 'Edit Application' page in the HPB system. The 'APPLY HCS' tab is highlighted in the top navigation bar. The 'License Agreement' sub-tab is selected. The form contains the following fields:

Company name:	TEST BUILDING BLOCK
Bearer:	Mr tan tan
Witness:	Mdm test test - test
HPB Officer 1:	-
HPB Officer 2:	-
Product(s):	1. ABC Low Fat Milk, 1 L Lower in Saturated Fat 2. ABC Milk (Plain), 250 ml Higher in Calcium Lower in Saturated Fat

Below the form, there are two checkboxes:

- ☒ I, the above-named authorised signatory of the Licensee, am authorised to sign this Agreement for and on behalf of the Licensee.
- ☒ I have read and understood the terms of the **Trademark Licence Agreement**, and I hereby accept the **Trademark Licence Agreement** for and on behalf of the Licensee.

Below the checkboxes, it says: "Please click ACCEPT to accept the Trademark Licence Agreement and proceed it."

There is a link: [View License Agreement in HTML format](#)

At the bottom, there are two buttons: **ACCEPT** and **Cancel**. The **ACCEPT** button is highlighted with a red box.

At the very bottom, it says: "Food Composition System Singapore (FOCOS)"

Annotations on the screenshot:

- A blue arrow points from the text box "Products for renewal will be shown here" to the 'Product(s)' field.
- A blue arrow points from the text box "Click 'ACCEPT' to accept the LA." to the **ACCEPT** button.

3. Company Witness will receive email notification to accept the LA. Company Witness to **repeat above Step 2** to accept the LA.

4. LA renewal is completed.

Stage 5: Advertising Materials

1. Please upload any publicity materials (e.g. poster) for approved HCS products at Stage 5.

- Key in the Image Name
- Click "Browse" to select the file and click "Add".

Health Promotion Board

APPLY HCS | LA Renewal | Company Profile

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category | Nutrient Values/Lab Report | Product Label ArtWork | License Agreement | **Advertising Material** | History Profile

Application No: HCS172658 | Application Date: 01 May 2017

Brand Name: ABC

Product Name: Milk (Plain)

Place of Manufacture: Singapore | Product Category: Dairy Products

Product SubCategory: Liquid milk (plain) | Product Type: HCS

Product Description: (For example, Product name: ABC biscuits. Product Description: Whole meal oat biscuits with inulin)

Plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit
2) Vegetable
3) Juice

Advertising Materials

* Image Name:

* Attach Image:

File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

For submission of videos, recordings, sound bites, hard copies, please email to HPB_Nutrition_Dept@hpb.gov.sg or mail to Nutrition Department, HPB, 3 Second Hospital Avenue Singapore 168937

The uploaded file will be shown in the table.


Advertising Materials

* Image Name:

* Attach Image:

File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

For submission of videos, recordings, sound bites, hard copies, please email to HPB_Nutrition_Dept@hpb.gov.sg or mail to Nutrition Department, HPB, 3 Second Hospital Avenue Singapore 168937

<input type="checkbox"/>	Image Name	Status	Remark
<input type="checkbox"/>	Poster View History		 Download

c. Click “Submit” to send to HPB for approval.

Product Category | Nutrient Values/Lab Report | Product Label ArtWork | License Agreement | **Advertising Material** | History Profile

Application No: HCS172658 Application Date: 01 May 2017

Brand Name: ABC

Product Name: Milk (Plain)

Place of Manufacture: Singapore Product Category: Dairy Products

Product SubCategory: Liquid milk (plain) Product Type: HCS

Product Description:
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

Plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks


Advertising Materials

* Image Name:

* Attach Image:

File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

For submission of videos, recordings, sound bites, hard copies, please email to HPB_Nutrition_Dept@hpb.gov.sg or mail to Nutrition Department, HPB, 3 Second Hospital Avenue Singapore 168937

<input type="checkbox"/>	Image Name	Status	Remark
<input type="checkbox"/>	Poster View History		
		Download	


Click “Submit” to send to HPB for approval

The Status will changed to “Submitted”.

Advertising Materials

File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

For submission of videos, recordings, sound bites, hard copies, please email to HPB_Nutrition_Dept@hpb.gov.sg or mail to Nutrition Department, HPB, 3 Second Hospital Avenue Singapore 168937

Image Name	Status	Remark
Poster View History	Submitted	
		
	Download	

- If amendments to the artwork are needed, HPB will send back to company for amendments. The amendment process will be the same as Stage 3. Please refer to [Amendment - Stage 3: Product Label Artwork](#).
- Company may use the publicity materials after getting approval from HPB.
- For submission of videos, recordings, sound bites, please email HPB_HCSadmin@hpb.gov.sg.
For submission of hard copy, please mail to Health Promotion Board, Level 4, Healthy Food & Dining, Obesity Prevention Management Division, 3 Second Hospital Avenue, Singapore 168937.

Submitting New Package Size for Approved HCS Product

1. If you would like to submit a new package size for approval, please log in to the system. Click on the “Application No.” of the product or the button under Stage 3 of the product to submit the product packaging artwork.

The screenshot shows the 'Application Management' page. At the top, there are tabs for 'APPLY HCS', 'LA Renewal', and 'Company Profile'. Below the tabs is a breadcrumb trail: 'Home » Application Management'. The main heading is 'Application Management'. Underneath, there is a search section with a 'Search' button and a link to 'Click to expand/collapse'. The search filters include 'Brand Name', 'Product Name', 'Application No.', and 'Application Type' (set to 'All'). There are buttons for 'Search', 'Reset Search Criteria', and 'Create New Application'. Below the search section, there is a 'Display' dropdown set to '10' and 'records per page'. The main content is a table with columns: 'Application No.', 'Brand', 'Product', 'Application Type', 'Stage' (with sub-columns 1, 2, 3, 4, 5), and 'Submitted Date'. The table contains three rows of data. The first row is for 'HCS172657' by 'ABC' for 'Low Fat Milk', with 'New' application type and progress in stages 1, 2, 3, and 4. The second row is for 'HCS172653' by 'testck' for 'Mangola', with 'New' application type and progress in stages 1, 2, 3, and 4. The third row is for 'HCS172658' by 'ABC' for 'Milk (Plain)', with 'New' application type and progress in stages 1, 2, 3, and 4. A blue arrow points from a text box to the 'Application No.' 'HCS172658'. Another blue arrow points from a text box to the 'Stage 3' progress indicator for the same application.

Application No	Brand	Product ▲	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172657	ABC	Low Fat Milk	New	●	●	●	●		27 Apr 2017
HCS172653	testck	Mangola	New	●	●	●	●		23 Mar 2017
HCS172658	ABC	Milk (Plain)	New	●	●	●	●		01 May 2017

Click on the Application No. to access the application

Click on the button under Stage 3 of the product that you want to access

2. Key in the new size in “Package sizes” box and click on the arrow to select the unit (g, L, ml).

Product Category Nutrient Values/Lab Report **Product Label ArtWork** License Agreement Advertising Material History Profile

Application No: HCS172658 Application Date: 01 May 2017

Brand Name: ABC

Product Name: Milk (Plain)

Place of Manufacture: Singapore Product Category: Dairy Products

Product SubCategory: Liquid milk (plain) Product Type: HCS

Product Description:
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

Plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks


Please upload one artwork per package size

* Package sizes: 1 L

* Attach Image: ABC Low Fat 1L ver1.jpg Browse... Add

File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

Delete Selected Package(s)

<input type="checkbox"/>	Package(s)	Status	Remark
<input type="checkbox"/>	250 ml View History  Download	Approved	see image for amendments Edit

Submit Cancel

Key the package size. Numbers only.
Please do not key the units (ml, g, L
and etc)

Click the arrow and select the Units
(ml, g, L and etc) from the
dropdown list

3. Click “Browse” to select the file and “Add” to upload the artwork.

Product Category | Nutrient Values/Lab Report | **Product Label ArtWork** | License Agreement | Advertising Material | History Profile

Application No: HCS172658 Application Date: 01 May 2017

Brand Name: ABC

Product Name: Milk (Plain)

Place of Manufacture: Singapore Product Category: Dairy Products

Product SubCategory: Liquid milk (plain) Product Type: HCS

Product Description:
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)

Plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks


Label ArtWorks
Please upload one artwork per package size

* Package sizes: 1 L

* Attach Image: ABC Low Fat 1L ver1.jpg **Browse...** **Add**

File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

Delete Selected Package(s)

<input type="checkbox"/>	Package(s)		Status	Remark	
<input type="checkbox"/>	250 ml	View History		Approved	see image for amendments
		Download			Edit



[Submit](#) [Cancel](#)

1. Click “Browse” to select the artwork.
Please select only image files (e.g. JPEG).
The maximum size is 5MB.

2. Click “Add” to upload the artwork

The artwork will be added to the table below.

Delete Selected Package(s)

<input type="checkbox"/>	Package(s)		Status	Remark	
<input type="checkbox"/>	1 L	View History			
		Download			
	250 ml	View History		Approved	see image for amendments
		Download			Edit

[Submit](#) [Cancel](#)

4. Click “Submit” to send to HPB for approval. A dialogue box will pop up to seek confirmation.

Click “Ok”.

The screenshot shows a web application interface for submitting product information. At the top, there are tabs: "Product Category", "Nutrient Values/Lab Report", "Product Label ArtWork" (which is active), "License Agreement", "Advertising Material", and "History Profile".

The main form contains the following fields:

- Application No: HCS172658
- Brand Name: ABC
- Product Name: Milk (Plain)
- Place of Manufacture: Singapore
- Product SubCategory: Liquid milk (plain)
- Product Description: Plain Milk (For example, Product name: ABC biscuits. Product Description: Whole meal oat biscuits with inulin)
- Application Date: 01 May 2017
- Product Category: Dairy Products
- Product Type: HCS

Below the form, there is a section titled "Label ArtWorks" with instructions: "Please upload one artwork per package". It includes fields for "Package sizes" and "Attach Image" (with a "File Type" dropdown). A "Delete Selected Package(s)" button is also present.

A table lists the uploaded artwork:

Package(s)	View History	Download	Status	Amendments	Edit
1 L					
250 ml			Approved	see image for amendments	

At the bottom of the table, there are "Submit" and "Cancel" buttons. A blue arrow points from a text box to the "Submit" button.

A "Message from webpage" dialog box is overlaid on the form. It contains a question mark icon and the text: "Are you sure to submit the application to HPB?". It has "OK" and "Cancel" buttons.

Click “Submit” to submit uploaded artwork to HPB for approval.

5. A dialogue box will appear to confirm submission. Click “Ok”.

A "Message from webpage" dialog box is shown. It contains a yellow warning triangle icon and the text: "Record has been updated successfully.". There is an "OK" button at the bottom.

6. The Status will be changed to “Submitted”

Product Category
Nutrient Values/Lab Report
Product Label ArtWork
License Agreement
Advertising Material
History Profile



Application No: HCS172658
Application Date: 01 May 2017
Brand Name: ABC
Product Name: Milk (Plain)
Place of Manufacture: Singapore
Product Category: Dairy Products
Product SubCategory: Liquid milk (plain)
Product Type: HCS

Product Description:
(For example, Product name:
ABC biscuits.
Product Description: Whole meal
oat biscuits with inulin)

Plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Label ArtWorks
Please upload one artwork per package size
* Package sizes: L
* Attach Image:
File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

Package(s)		Status	Remark
1 L	<input type="button" value="View History"/>  <input type="button" value="Download"/>	Submitted	
250 ml	<input type="button" value="View History"/>  <input type="button" value="Download"/>	Approved	see image for amendments

7. If amendments to the artwork are needed, HPB will send back to company for amendments. The amendment process will be the same as Stage 3. Please refer to [Amendment - Stage 3: Product Label Artwork](#).

8. If the artwork for the new package size is approved, it will be added to the product list in the LA.

Submitting Revised Artwork for an Approved Product

1. If you would like to submit a revised artwork for an approved product, please log in to the system. Click on the “Application No.” of the product or the button under Stage 3 of the product to submit the product packaging artwork.

The screenshot shows the 'Application Management' interface. At the top, there are tabs for 'APPLY HCS', 'LA Renewal', and 'Company Profile'. Below the tabs is a breadcrumb trail: 'Home » Application Management'. The main heading is 'Application Management'. Below this is a search section with a 'Search' button and a link to 'Click to expand/collapse'. The search form includes fields for 'Brand Name', 'Product Name', 'Application No.', and 'Application Type' (set to 'All'). There are buttons for 'Search', 'Reset Search Criteria', and 'Create New Application'. Below the search form is a 'Display' section showing '10 records per page'. The main content is a table with columns: 'Application No.', 'Brand', 'Product', 'Application Type', 'Stage' (with sub-columns 1, 2, 3, 4, 5), and 'Submitted Date'. The table contains three rows of data. The first row is for 'HCS172657' (Brand: ABC, Product: Low Fat Milk, Application Type: New, Submitted Date: 27 Apr 2017). The second row is for 'HCS172653' (Brand: testck, Product: Mangola, Application Type: New, Submitted Date: 23 Mar 2017). The third row is for 'HCS172658' (Brand: ABC, Product: Milk (Plain), Application Type: New, Submitted Date: 01 May 2017). The 'Stage' column shows progress indicators: green circles for completed stages and orange circles for pending stages. For 'HCS172657', stages 1 and 2 are green, 3 and 4 are orange, and 5 is missing. For 'HCS172653', all stages 1 through 5 are orange. For 'HCS172658', stages 1 and 2 are green, 3 is orange, and 4 and 5 are missing. Two blue arrows point to specific elements: one points to the 'Application No.' 'HCS172658' in the first row, and the other points to the orange circle in the 'Stage 3' column for the same row. Below each arrow is a text box with instructions.

Click on the Application No. to access the application

Click on the button under Stage 3 of the product that you want to access

Application No	Brand	Product ▲	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172657	ABC	Low Fat Milk	New	●	●	●	●		27 Apr 2017
HCS172653	testck	Mangola	New	●	●	●	●		23 Mar 2017
HCS172658	ABC	Milk (Plain)	New	●	●	●	●		01 May 2017

2. To upload the revised artwork, click “Edit”. A dialogue box will pop up. Click “Browse” to select the amended artwork to upload.

Product Category | Nutrient Values/Lab Report | **Product Label ArtWork** | License Agreement | Advertising Material | History Profile

Application No: HCS172658 Application Date: 01 May 2017
Brand Name: ABC
Product Name: Milk (Plain)
Place of Manufacture: Singapore Product Category: Dairy Products
Product SubCategory: Liquid milk (plain) Product Type: HCS

Product Description:
(For example, Product name:
ABC biscuits.
Product Description: Whole meal
oat biscuits with inulin)



Plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Label ArtWorks
Please upload one artwork per package


* Package sizes:
* Attach Image: File Type:

Delete Selected Package(s)

<input type="checkbox"/>	Package(s)				
<input type="checkbox"/>	1 L	View History		Submitted	
			Download		
<input type="checkbox"/>	250 ml	View History		Approved	see image for amendments
			Download		Edit

[Submit](#) [Cancel](#)

Message from webpage

 Please resubmit the amended artwork.
Click Browse/Choose File to attach the image.

[OK](#)

3. Click “Browse” to select the revised artwork to upload. Then click “Update” to upload the artwork.



Product Category | Nutrient Values/Lab Report | **Product Label ArtWork** | License Agreement | Advertising Material | History Profile

Application No: HCS172658 Application Date: 01 May 2017
 Brand Name: ABC
 Product Name: Milk (Plain)
 Place of Manufacture: Singapore Product Category: Dairy Products
 Product SubCategory: Liquid milk (plain) Product Type: HCS

Product Description: (For example, Product name: ABC biscuits. Product Description: Whole meal oat biscuits with inulin)
 Plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
 1) Fruit juice
 2) Vegetable
 3) Juice drink

Label ArtWorks
 Please upload one artwork per package size
 * Package sizes: 250 ml
 * Attach Image: k: 250 revised artwork.jpg Browse... Update Cancel
 File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

<input type="checkbox"/>	Package(s)		Status	Remark
<input type="checkbox"/>	1 L	View History  Download	Submitted	
<input type="checkbox"/>	250 ml	View History  Download	Approved	see image for amendments Edit



Submit Cancel

Click “Browse” to select revised artwork to upload.

Click “Update” to upload the artwork.

4. The uploaded revised artwork will replaced the initial artwork in the table.

Delete Selected Package(s)

<input type="checkbox"/>	Package(s)		Status	Remark
<input type="checkbox"/>	1 L	View History  Download	Submitted	
<input type="checkbox"/>	250 ml	View History  Download	Approved	see image for amendments Edit

Submit Cancel

5. Click “Submit” to send the amended artwork to HPB for approval. A dialog box will pop up to confirm the submission. Click “OK” to confirm.



Product Category | Nutrient Values/Lab Report | **Product Label ArtWork** | License Agreement | Advertising Material | History Profile

Application No: HCS172658 Application Date: 01 May 2017
 Brand Name: ABC
 Product Name: Milk (Plain)
 Place of Manufacture: Singapore Product Category: Dairy Products
 Product SubCategory: Liquid milk (plain) Product Type: HCS

Product Description: Plain Milk
 (For example, Product name: ABC biscuits.
 Product Description: Whole meal oat biscuits with inulin)

For the following HCS sub-categories, please indicate the percentage of juice content:
 1) Fruit juice
 2) Vegetable juice
 3) Juice drinks

Label ArtWorks
 Please upload one artwork per package
 • Package sizes:
 • Attach Image: File Type:


<input type="checkbox"/>	Package(s)		Status	Remark
<input type="checkbox"/>	1 L	View History	 Download	Submitted
<input type="checkbox"/>	250 ml	View History	 Download	Approved see image for amendments Edit

Message from webpage
 ? Are you sure to submit the application to HPB?

Click “Submit” to send the revised artwork to HPB

6. A dialog box will appear to confirm submission. Click “OK”.

Message from webpage

 Record has been updated successfully.

7. Please note the change in status to re-submission.

Product Category | Nutrient Values/Lab Report | **Product Label ArtWork** | License Agreement | Advertising Material | History Profile

Application No: HCS172658 Application Date: 01 May 2017
 Brand Name: ABC
 Product Name: Milk (Plain)
 Place of Manufacture: Singapore Product Category: Dairy Products
 Product SubCategory: Liquid milk (plain) Product Type: HCS

Product Description:
 (For example, Product name: ABC biscuits.
 Product Description: Whole meal oat biscuits with inulin)



Plain Milk

For the following HCS sub-categories, please indicate the percentage of juice content:
 1) Fruit juice
 2) Vegetable juice
 3) Juice drinks

Label ArtWorks
 Please upload one artwork per package size

* Package sizes: ml

















* Attach Image:
 File Type Supported: aspx;jpg;25;png;jpeg; (Max Size: 5000 KB)

Package(s)		Status	Remark
1 L	View History	 Download	Submitted
250 ml	View History	 Download	Re-Submission see image for amendments

8. Please also note the change from green to yellow for the button under Stage 3.

Application No:
 Application Type:

Display records per page

Application No	Brand	Product ▲	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172657	ABC	Low Fat Milk	New						27 Apr 2017
HCS172653	testck	Mangola	New						23 Mar 2017
HCS172658	ABC	Milk (Plain)	New						01 May 2017
HCS172654	testck	fruty	New						23 Mar 2017

9. If amendments to the artwork are needed, HPB will send back to company for amendments. The amendment process will be the same as Stage 3. Please refer to [Amendment - Stage 3: Product Label Artwork](#).

Rejection of an Application

Rejection of an application might occur in Stage 1 (Product Category) or Stage 2 (Nutrient Values/Lab Report) of an application.

A red button under the Stage will indicate rejection of an application.

1. Rejection at Stage 1

- You may click on the red button to access Stage 1 tab to see reasons for rejection

The screenshot shows the 'Application Management' interface. At the top, there are tabs for 'APPLY HCS', 'LA Renewal', and 'Company Profile'. Below these is a breadcrumb trail: 'Home » Application Management'. The main section is titled 'Application Management' and includes a search bar with fields for 'Brand Name', 'Product Name', 'Application No', and 'Application Type' (set to 'All'). There are buttons for 'Search', 'Reset Search Criteria', and 'Create New Application'. Below the search bar, it says 'Display 10 records per page'. The main part of the interface is a table with columns: 'Application No', 'Brand', 'Product', 'Application Type', 'Stage' (with sub-columns 1, 2, 3, 4, 5), and 'Submitted Date'. The table contains several rows of application data. The row for application 'HCS172660' is highlighted with a red box. In the 'Stage' column for this row, there is a red button under 'Stage 1'. A blue arrow points from a text box to this red button. The text box says: 'You may click on the red button to access Stage 1'.

Application No	Brand	Product	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172657	ABC	Low Fat Milk	New	Green	Green	Yellow	Yellow		27 Apr 2017
HCS172659	ABC	Malted Chocolate Drink	New	Green	Red				02 May 2017
HCS172653	testck	Mangola	New	Yellow	Yellow	Yellow	Yellow		23 Mar 2017
HCS172658	ABC	Milk (Plain)	New	Green	Green	Yellow	Yellow	Yellow	01 May 2017
HCS172660	ABC	Straws Strawberry flavour	New	Red	Yellow				02 May 2017
HCS172654	testck	fruty	New	Yellow	Yellow	Yellow	Yellow		23 Mar 2017

Edit Application

[* denotes mandatory field]

Product Category		Nutrient Values/Lab Report	Product Label ArtWork	History Profile
Application No:	HCS172660			
* Brand Name:	<input type="text" value="ABC"/>			
* Product Name:	<input type="text" value="Straws Strawberry flavour"/>			
* Place of Manufacture:	<input type="text" value="Singapore"/>			
* Product Type:	<input type="text" value="HCS"/> HCS-Healthier Choice Symbol			
* Product Category:	<input type="text" value="Dairy Products"/>			
* Product SubCategory:	<input type="text" value="Liquid milk (flavoured)"/>			
<input type="checkbox"/> Reconstituted product	Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc. For example, Milk powder, bouillon, 3-in-1 coffee.			
* Product Description: (For example, Product name: ABC biscuits. Product Description: Whole meal oat biscuits with inulin)	<input type="text" value="Straw that will melt when stir"/>		For the following HCS sub-categories, please indicate the percentage of juice content: 1) Fruit juice 2) Vegetable juice 3) Juice drinks	
Product Category Status:	Rejected			
Remark:	Not applicable - no suitable category			
Ingredients (Enter the full ingredient list in descending order i.e. highest to lowest)				

2. Rejection at Stage 2

- You may click on the red button to access Stage 2 tab to see reasons for rejection
- You may reformulate your product to meet the guidelines and submit a new application

APPLY HCS

LA Renewal

Company Profile

Home » Application Management

Application Management

Search (Click to expand/collapse)

Brand Name:

Product Name:

Application No:

Application Type: All

Search

Reset Search Criteria

Create New Application

Display 10 records per page

Application No	Brand	Product	Application Type	Stage					Submitted Date
				1	2	3	4	5	
HCS172657	ABC	Low Fat Milk	New						27 Apr 2017
HCS172659	ABC	Malted Chocolate Drink	New						02 May 2017
HCS172653	testck	Mangola	New						23 Mar 2017
HCS172658	ABC	Milk (Plain)	New						01 May 2017
HCS172654	testck	fruty	New						23 Mar 2017

You may click on the red button to access Stage 2

APPLY HCS

LA Renewal

Company Profile

Home » Application Management » Edit Application

Edit Application

[* denotes mandatory field]

Product Category

Nutrient Values/Lab Report

Product Label ArtWork

History Profile

Application No:

HCS172659

Application Date:

02 May 2017

Brand Name:

ABC

Product Name:

Malted Chocolate Drink

Place of Manufacture:

Singapore

Product Category:

Beverages

Product SubCategory:

Malted or chocolate drink

Product Type:

HCS

Preparation Method:

2 scoops in 250ml hot water

Product Description:

(For example, Product name: ABC biscuits. Product Description: Whole meal oat biscuits with inulin)

Malted beverages with chocolate bits

For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks

Lab Report and Calculations:

(For Recipe mixes, please attached the recipes together with your lab reports)

Browse...

Upload

File Type: .pdf (up to 5 PDFs)

1) Lab report for ABC Malted Chocolate Drink.pdf

Nutrient Status:

Rejected

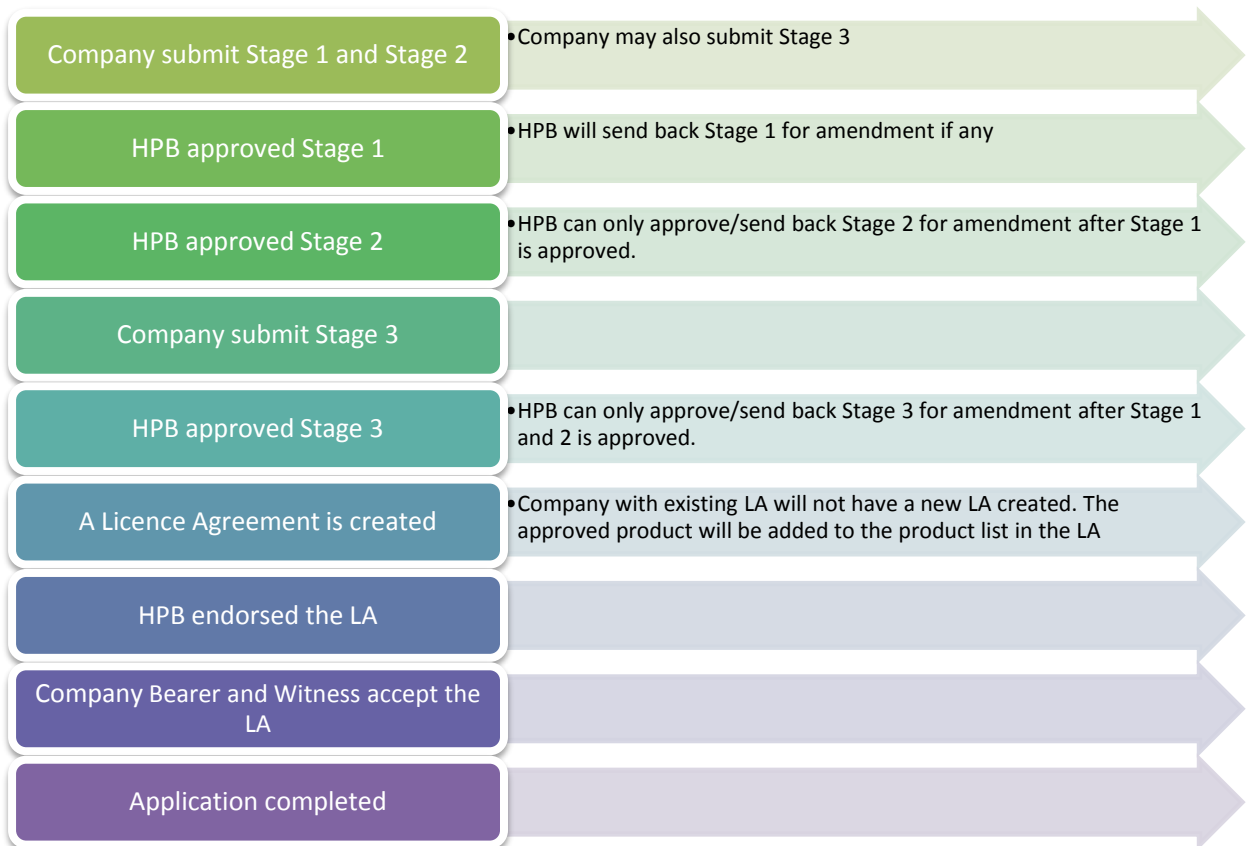
Remark:

Does not meet guidelines

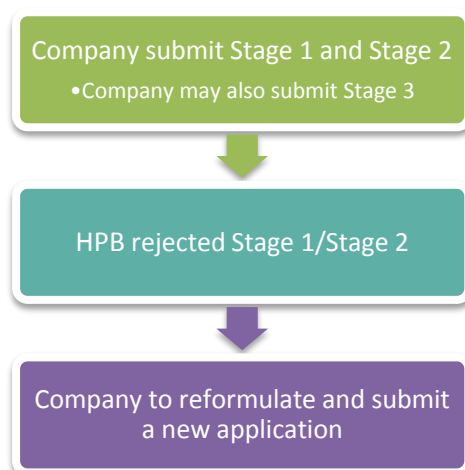
Nutrient Values

Summary of Process Flow

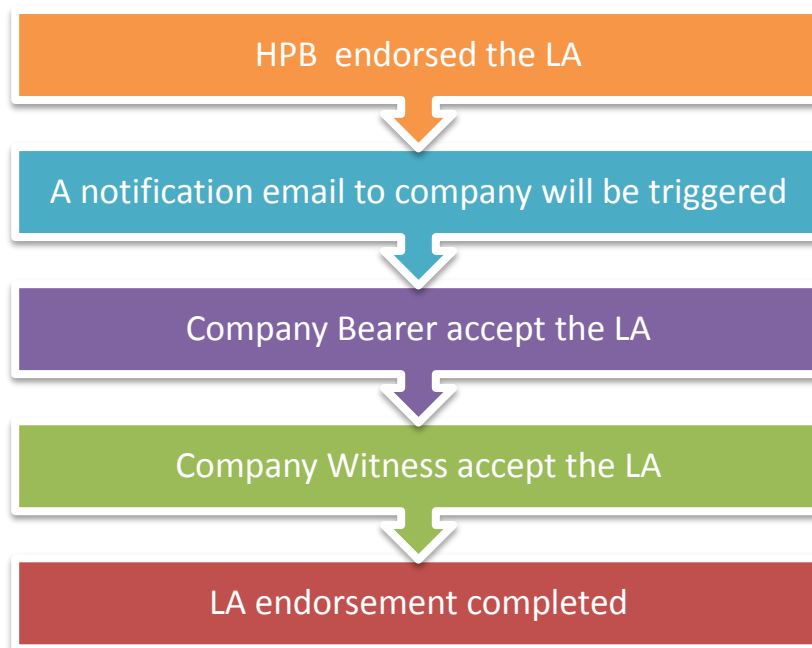
A Successful Application Process Will Look Like This.



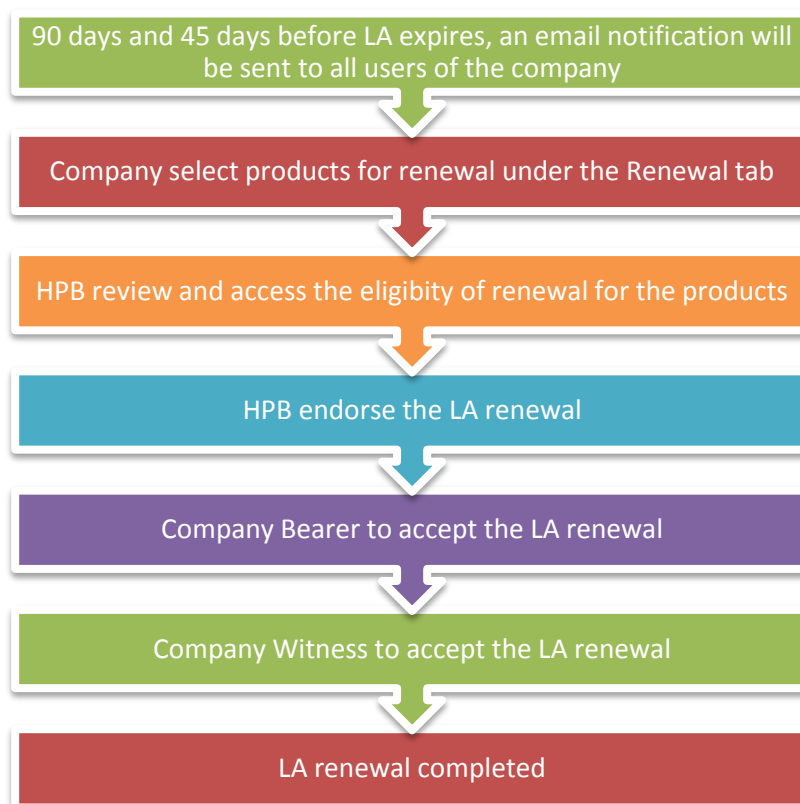
An Unsuccessful Application Process Will Look Like This.



The LA Endorsement Process Will Look Like This.



The Licence Agreement Renewal Process Will Look Like This:



If you come across any error messages while accessing the HCS Online Log In page, please do a screenshot and send it to HPB_HCSadmin@hpb.gov.sg with details of the issue.