



Ministry of Health

Registration of Pharmaceutical Product User Manual

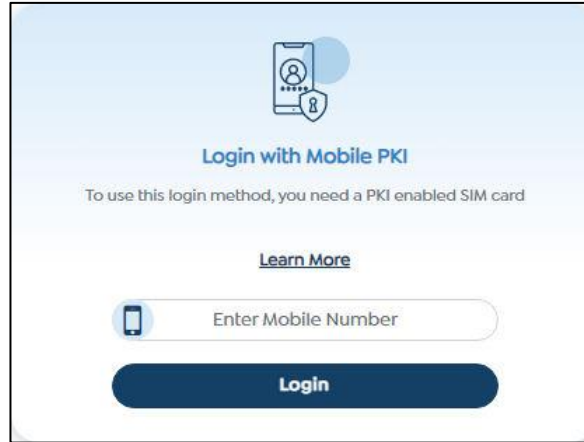
13/05/2024


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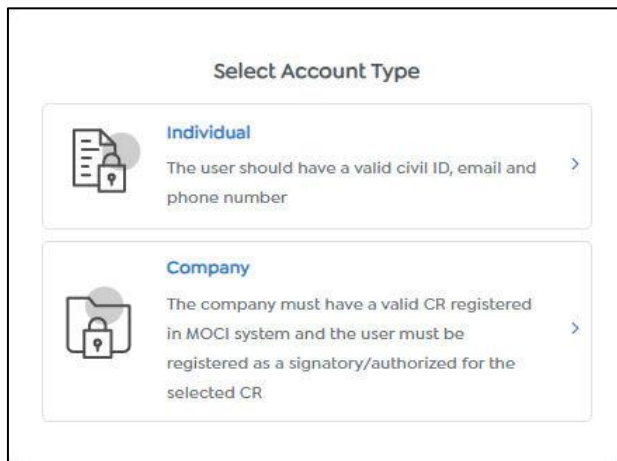
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1. Registration

You can create or a register a new account to use in the system using two different types: Individual and Company. You start from the **Login** page as shown below:



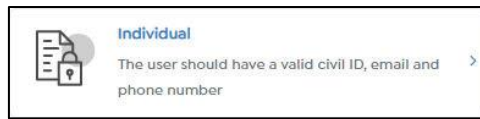
Click your mobile number and click , when the system recognizes that it is not registered in the system, it will navigate you to the following page:



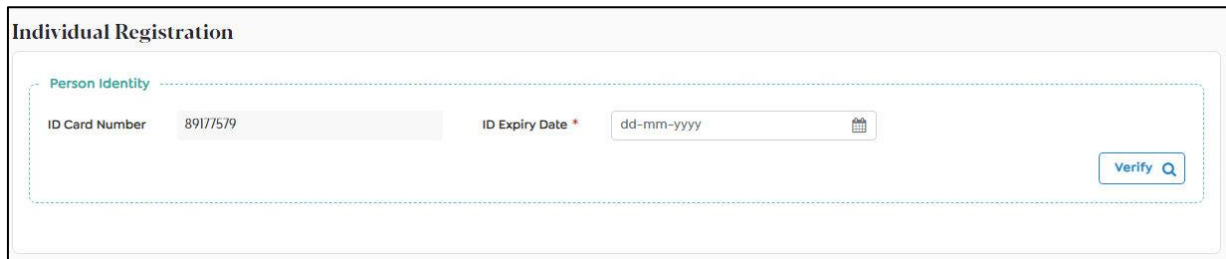
You can select an account type by simply clicking on any of them.

1.1 Register an Individual Account


To register an individual account, follow the steps below:

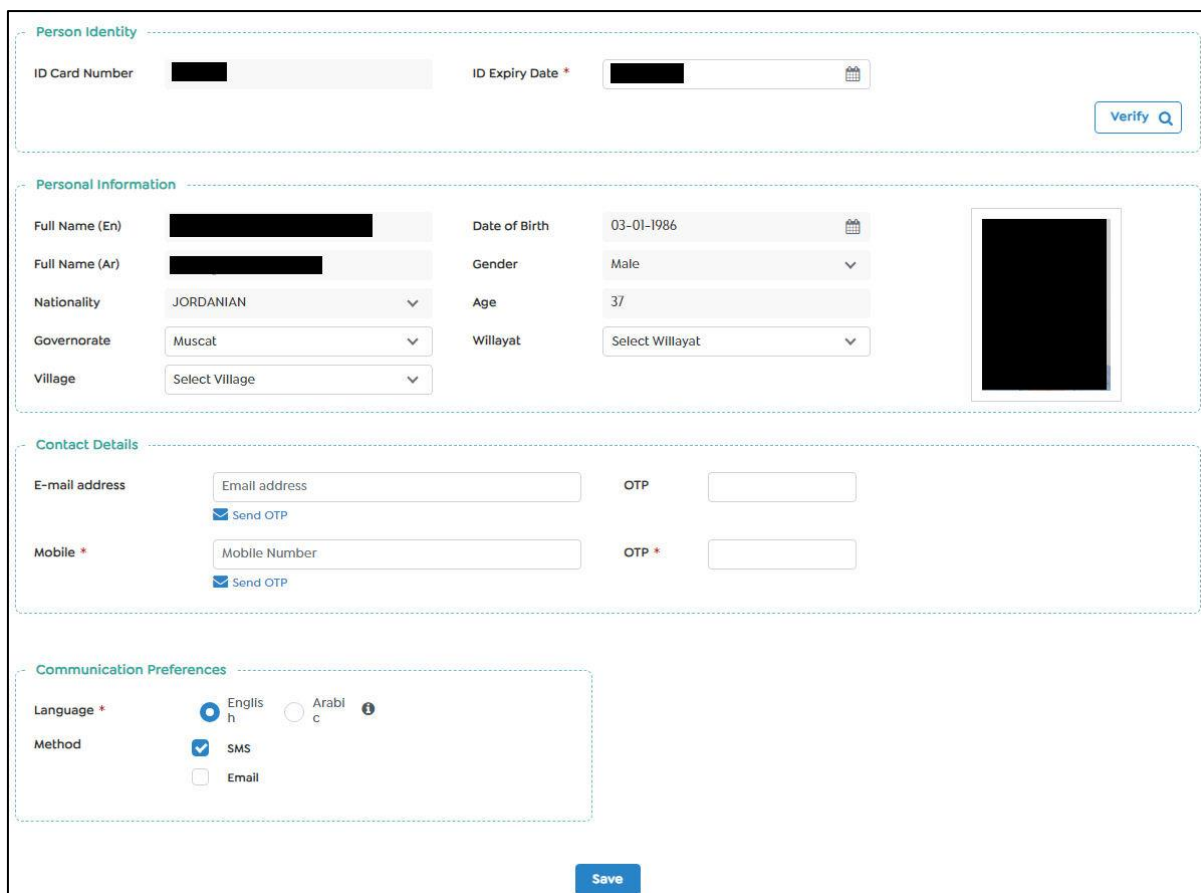


1. Click on , and following page appears:




2. Enter your resident card number and expiry date.


3. Click , and the system will retrieve your information automatically as shown below:



4. Enter the location which consists of Governorate, Wilaya, and village.

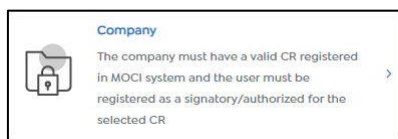
5. Enter email address and mobile number, then click  Send OTP for both platforms, and then enter the OTP which you have received on both platforms.


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6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click , and a message appears indicating that the account has been successfully registered.

1.2 Register a Company Account

To register a company account, follow the steps below:



1. Click on , and the following page appears:



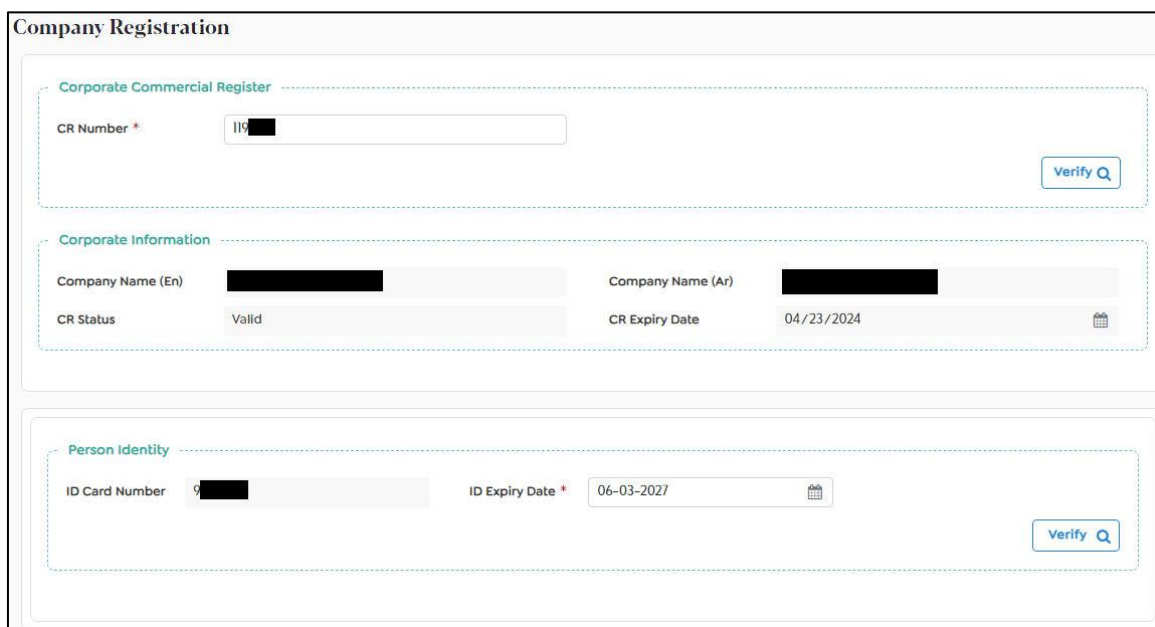
Company Registration

Corporate Commercial Register

CR Number *




2. Enter the CR number and then click the  button, and the system will retrieve your company's information as shown below:




Company Registration

Corporate Commercial Register

CR Number *





Corporate Information

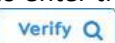
Company Name (En)	<input type="text" value=""/>	Company Name (Ar)	<input type="text" value=""/>
CR Status	Valid	CR Expiry Date	04/23/2024 

Person Identity

ID Card Number


ID Expiry Date * 




3. Then you need to enter the person's information by entering the resident card number and expiry date, then click  and the system will retrieve the person's information automatically as shown below:


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Person Identity


ID Card Number ID Expiry Date * 



[Verify](#) 


Personal Information

Full Name (En) Date of Birth 

Full Name (Ar) Gender 

Nationality  Age

Governorate  Willayat 

Village 

Contact Details


E-mail address

Send OTP

Mobile *

Send OTP

Communication Preferences

Language * English Arabic 

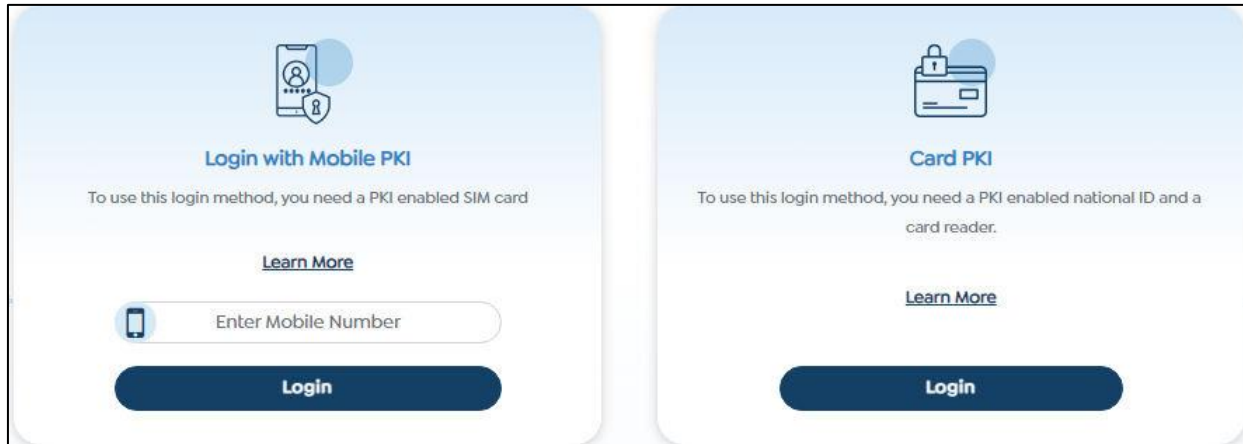
Method SMS Email

[Save](#)



4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click [Send OTP](#) for both platforms, and then enter the OTP which you have received on both platforms.
6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click [Save](#), and a message appears indicating that the account has been successfully registered.

2. Login

You can login to the system with your account using two different methods: Mobile PKI and Card PKI. The **Login** page appears as shown below:

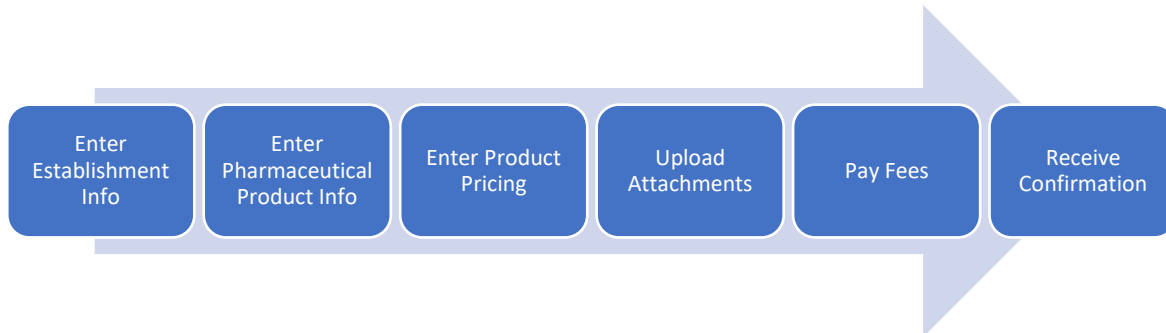


The screenshot shows two login panels side-by-side. The left panel is titled 'Login with Mobile PKI' and includes a mobile phone icon, a 'Learn More' link, a text input field labeled 'Enter Mobile Number', and a 'Login' button. The right panel is titled 'Card PKI' and includes a card reader icon, a 'Learn More' link, and a 'Login' button.

- For **Mobile PKI**, you enter your mobile number then you click  button on the left side, and if you enter your password on your phone.
- For **Card PKI**, you click  on the right side, then you use the ID card reader to read your card, and then you enter your password on the computer screen.


3. Registration of Pharmaceutical Product Service

Through this page you register a pharmaceutical product. The process is as follows:




The **Registration of Pharmaceutical Product Service** page appears as shown below:

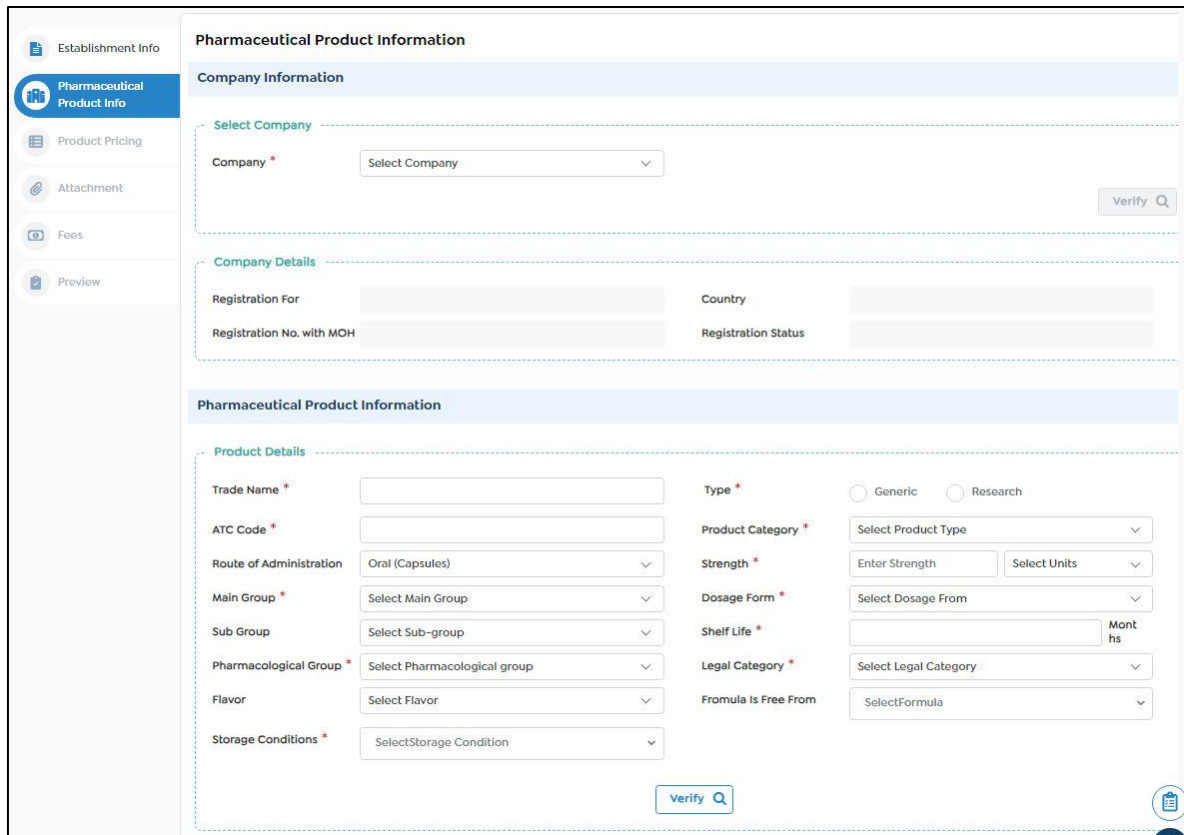
To apply for the service, follow the steps below:


1. Select the establishment from the dropdown list, and the details appear automatically.
2. Click  button, and you get a notification in green on top of the page if the establishment is valid and you can continue with the process. The notification appears as shown below:




3. Click  and the following page appears:

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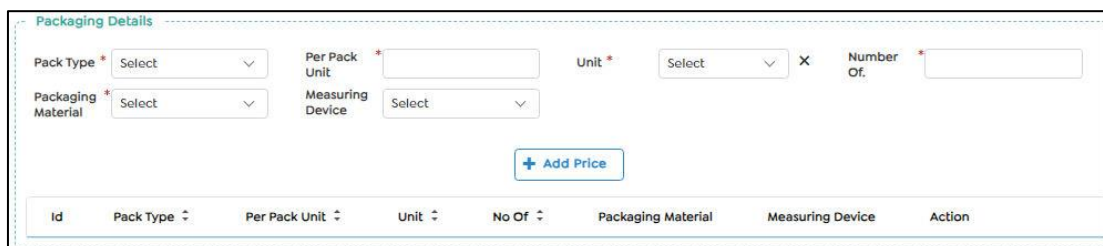
4. Select company from the dropdown list.
5. Click  button, and you get a notification in green on top of the page if the company is valid and you can continue with the process. The notification appears as shown below:




6. Enter product details which consists of trade name, type, ATC code, product category, etc.
7. Click  button, and you get the following message:



Then you move to the packing details section as shown below:



Id	Pack Type	Per Pack Unit	Unit	No Of	Packaging Material	Measuring Device	Action
----	-----------	---------------	------	-------	--------------------	------------------	--------

8. Enter the details which consist of pack type, per pack unit, unit, number of, packaging material, and measuring device.
9. Click , and the details are added as shown below:

Registration of Pharmaceutical Product User Manual

Packaging Details Packaging is Valid

Pack Type * Per Pack Unit * Unit * X Number Of. *

Packaging Material * Measuring Device

[+ Add Price](#)

Id	Pack Type	Per Pack Unit	Unit	No Of	Packaging Material	Measuring Device	Action
1	Mesure Device	3	MCG	3	Foil-Backed Bilster	BarcodePrinter	Delete Edit

Then you move to the Detailed Composition of the Product section as shown below:

Detailed Composition of the Product

API

Name of API * Quantity *

Function * Quality Standard *

[+ Add Composition](#)

Id	Name	Unit	Function	Quantity	Quality Standard	Action
----	------	------	----------	----------	------------------	--------

Excipients

Name of Excipient * Quantity *

Function * Quality Standard *

[+ Add Composition](#)

Id	Name	Unit	Function	Quantity	Quality Standard	Action
----	------	------	----------	----------	------------------	--------

10. Enter API and Excipients details in each section.

11. Click [+ Add Composition](#) in both sections and the details are added as shown below:

Registration of Pharmaceutical Product User Manual

API

✔ Name of API Composition is Valid

Name of API * Quantity * Enter Quantity Select Unit

Function * Select Quality Standard * Select

+ Add Composition

Id	Name	Unit	Function	Quantity	Quality Standard	Action
1	ZUCLOPENTHIXOL	IU/MG	func	2	stand	<input type="text"/> Delete <input type="text"/> Edit

Excipients

✔ Name of Excipient Composition is Valid

Name of Excipient * Quantity * Enter Quantity Select Unit

Function * Select Quality Standard * Select

+ Add Composition

Id	Name	Unit	Function	Quantity	Quality Standard	Action
1	ZUCLOPENTHIOL ACETATE DIHYDROCHLORIDE	MG/GM	other	21	other	<input type="text"/> Delete <input type="text"/> Edit

Then you move to the Sub Companies Details section as shown below:

Sub Companies Details

API

Company * Select Country *

Registration No With MOH Company Types * SelectCompany Type

Api * SelectAPI

+ Add Sub Company

Id	Name	Registration Number	Country	Company Types	API	Action

Bulk Manufacturer

Company * Select Country *

Registration No With MOH

+ Add Sub Company

Id	Name	Registration Number	Country	Action

Packager

Company * Select Country *

Registration No With MOH

+ Add Sub Company

Id	Name	Registration Number	Country	Action

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12. Enter API, Bulk Manufacturer, packager, batch releaser, and MAH details in each section.

13. Click [+ Add Sub Company](#) in all sections and the details are added as shown below:

Sub Companies Details

✓ API SubCompanies are Valid

Company *

Registration No With MOH

Api *

Country *

Company Types *

[+ Add Sub Company](#)

Id	Name ↕	Registration Number ↕	Country	Company Types	API	Action
1	1425638955566523355		ALBANIA	Batch Releaser	ZUCLOPENTHIXOL	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

✓ Bulk Manufacturer SubCompanies are Valid

Company *

Registration No With MOH

Country *

[+ Add Sub Company](#)

Id	Name ↕	Registration Number ↕	Country	Action
1	1425638955566523355		EGYPT	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Then you move to the Product Registration Status as shown below:

Product Registration Status

✓ Registration is Valid

In GCC

Worldwide

Authority ↕	Status ↕	Remarks	Registration Date	Is Analysed ↕
<input type="button" value="Q Verify"/>				

14. Select a country from GCC or from any country worldwide, and the details are added as shown below:

Registration of Pharmaceutical Product User Manual

Product Registration Status

In GCC: UNITED ARAB EMIRATES Worldwide: CHINA

Authority	Status	Remarks	Registration Date	Is Analysed
UNITED ARAB EMIRATES	Pending Registration		<input type="text"/>	<input type="checkbox"/>
CHINA	Pending Registration		<input type="text"/>	<input type="checkbox"/>

Registered Date is Required

- Select the status and enter registration date of each country.
- Click button, then you move to the Bioequivalence Center as shown below:

BioEquivalence Center

Clinical Site: Bio Analytical Sites:

- Select Clinical site and Bio Analytical sites.
- Click and the following page appears:

Registration of Pharmaceutical Product User Manual

- Establishment Info
- Pharmaceutical Product Info
- Product Pricing
- Attachment
- Fees
- Preview

Product Pricing

Price in Country of Origin

Strength

Strength * Unit *

Pack Size

Pack Type * Per Pack Unit * Unit * X No. of *

Ex-Factory Price

Currency *
Price *

Wholesale Price

Currency *
Price *

Public Price

Currency *
Price *

Comments

Proposed Oman CIF Price

Currency * Proposed Oman CIF Price *

Other Countries Prices

Prices

Select Country * Select Price Type *

Currency * Price *

Pack Type * Per Pack Unit * Unit * X No. of *

Other Countries Prices


Prices

Select Country * Select Price Type *

Currency * Price *

Pack Type * Per Pack Unit * Unit * X No. of *

[+ Add Price](#)

Country	Currency	Price Type	Price	Pack Size	Action
 <p>No items to show...</p>					

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[Next →](#)

19. Enter price details in country of origin which consists of strength, pack size, ex-factory price, wholesale price, and public price.

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20. Enter proposed Oman CIF price selecting currency and amount.

21. Enter other countries prices details then click [+ Add Price](#), and the details are added as shown below:

Country	Currency	Price Type	Price	Pack Size	Action
UNITED KINGDOM	Pound Sterling	CIF Price	120	Mesure Device-12-MG-1	Delete Edit

[← Back](#)
[Next →](#)

22. Click [Next](#) and the following page appears:

- Establishment Info
- Pharmaceutical Product Info
- Product Pricing
- Attachment
- Fees
- Preview

Attachment

Module 1

Requried Attachment	Description	File Name	Action
M1	• Allowed FileTypes (zip) & size must not exceed 2 MB		Upload file

Module 2

Requried Attachment	Description	File Name	Action
M2	• Allowed FileTypes (zip) & size must not exceed 2 MB		Upload file

Module 3

Requried Attachment	Description	File Name	Action
M3	• Allowed FileTypes (zip) & size must not exceed 2 MB		Upload file

Module 4

Requried Attachment	Description	File Name	Action
M4 *	• Allowed FileTypes (zip) & size must not exceed 2 MB		Upload file

23. Upload the required attachment using the [Upload file](#) button.

24. Click [Next](#) and the following page appears:

- Establishment Info
- Pharmaceutical Product Info
- Product Pricing
- Attachment
- Fees
- Preview

Fee Details

Paid Registration Fees Centrally? Yes No

Validity Months Service Fees RO

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25. Select whether the registration fees were paid centrally or not:

a. If you select "Yes", the following fields appear:

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Fee Details

Paid Registration Fees Centrally? Yes No

GCC Certificate Expiry Date:

Validity: Months

Service Fees: RO

Amount paid centrally: SAR

← Back
Next →

Enter GCC expiry date and amount paid centrally.

b. If you select “No”, you select the validity period and the service fees appear automatically.

26. Click Next > and the following page appears:

- Establishment Info
- Pharmaceutical Product Info
- Product Pricing
- Attachment
- Fees
- Preview

Applicant Details

Name (En): Establishment Owner User Name (Ar): gov

Civil ID: test_EstablishmentOwner Mobile Number: Mobile Number

Role: Owner

Establishment Details

Establishment Name: auto by variation CR Number: 1196822

CR Status: CR Status Phone Number: Phone Number

Email: tesst@gmail.com P.O Box: P.O Box

Company Details

Name: 1425638955566523355 Registration For: Herbal

Application Type: GHC Registered Company Registration No. with MOH: Registration No.

Declaration

I hereby declare that all the information provided in the application form is true and correct. I also understand that if I provided any misleading or incorrect information that may lead to the rejection of the application and the Directorate of Private Health Establishments will take the necessary actions.

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Submit

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Declaration

I hereby declare that all the information provided in the application form is true and correct. I also understand that if I provided any misleading or incorrect information that may lead to the rejection of the application and the Directorate of Private Health Establishments will take the necessary actions.

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Continue to Payment →

27. Review all the details. Once done, add a tick to the checkbox to declare that the entered information is true and correct:

- a. If the amount was paid centrally, you click Submit, and the following message appears:

Confirmation ×

Are you sure you want to proceed?

Confirm
Cancel

Click Confirm button, and the following page appears:

✔ Your application was submitted successfully and you can track the status of your application from 'My Applications' button below

any
contact Cent

📄
✔

Fill e-Form
Receive Confirmatio

Application Information

Application Number: RRPC0507492412901A

Application Issue Date: 01-05-2024 11:59:32

📁 My Applications

Your request is sent to DGPA for approval.

You can view your applications using the 📁 My Applications button.

- b. If the amount was NOT paid centrally, you click Continue to Payment → and the following message appears:

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Confirmation ✕

Are you sure you want to Confirm and Proceed for Payment?

Confirm
Cancel

Click Confirm button, and the following page appears:

Fill e-Form
 Pay Online
 Receive Confirmation

Payment Summary

Applicant Name	Establishment Owner
Application Reference Number	RRPC0511492431601T
Payment Reference Number	PORRPC300001/5001052401
Application Fees	250.000 OMR
Total Fees :	250.000 OMR

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Pay Now >

Click Pay Now >, you will be transferred to the payment page.

Once done, you will receive QR code as shown below:

Fill e-Form
 Pay Online
 Receive Confirmation

Payment Transaction Info

Application Number: NRC100923001024

Application Expiry Date: 10-10-2023

Payment Id 600202325312161403	Order Reference Number PONRC0000309910092301	Transaction Date Time 10-09-2023 09:42 AM
Transaction Ref 325305024684	Payment Status Description Success - CAPTURED	Transaction Amount 30 OMR
Card Number 411111*****1111	Track ID 3802	

Show this QR at a Private Medical Center

Download QR as an image

My Applications
Nearest Medical Center

You can view your applications using the My Applications button.