



Company Variation

User Manual



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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:

	8	
	Login with Mobile PKI	
To use this	login method, you need a PKI enabled	d SIM card
	Learn More	
	Enter Mobile Number	\supset
	Login	
	Login	
Click your mobile number and click	Login	, when the system recognizes that it

is not registered in the system, it will navigate you to the following page:

	Select Account Type	
	Individual The user should have a valid civil ID, email and phone number	>
ð	Company The company must have a valid CR registered in MOCI system and the user must be registered as a signatory/authorized for the selected CR	>

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



1.1 Register an Individual Account

The user should have a valid civil ID, email and

To register an individual account, follow the steps below:

Individual

phone number

1. Click on

, and following page appears:

Person Identity					
D Card Number	89177579	ID Expiry Date *	dd-mm-yyyy	m	
					Verify O

>

- 2. Enter your resident card number and expiry date.
- 3. Click verify Q, and the system will retrieve your information automatically as shown below:

ID Card Number		ID Supiry Date		00	
D Card Number	_	ID Expiry Date *			Verify
Personal Informa	tion				
Full Name (En)		Date of Birth	03-01-1986	m	
ull Name (Ar)		Gender	Male	~	
lationality	JORDANIAN	Age	37		
Governorate	Muscat 🗸	Willayat	Select Willayat	~	
Village	Select Village 🗸 🗸				
-mail address	Email address		OTP		
Mobile *	Mobile Number		OTP *		
Language *	Preferences Englis Arabi c Ø SMS Email				
Method	SMS				

- 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.

1.2 Register a Company Account

To register a company account, follow the steps below:

Click on	ð	Company The company must have a valid CR registered in MOCI system and the user must be registered as a signatory/authorized for the selected CR	>	, and the following page appears:	
Company		ation			
		rcial Register			

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

Corporate Commerci	al Register				
CR Number *	119				
					Verify Q
Corporate Informatio	n				
Company Name (En)			Company Name (Ar)		
CR Status	Valid		CR Expiry Date	04/23/2024	m
Person Identity					
ID Card Number 9		ID Expiry Date *	06-03-2027	<u> </u>	Verify Q

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

Personal Information Full Name (En) Date of Birth 03-01-1986 Full Name (Ar) Gender Male Nationality JORDANIAN Age 37 Sovernorate Muscat Villayat Select Willayat V	Verify Q	Person Identity						
Personal Information ull Name (En) Date of Birth 03-01-1986 ull Name (Ar) Gender Male Iationality JORDANIAN Age 37 iovernorate Muscat Villayat Select Willayat V	1986	D Card Number			ID Expiry Date *		#	
Gender Male Nationality JORDANIAN JORDANIAN Age Sovernorate Muscat Select Village	✓ Willayat ✓							Verify Q
Gender Male Nationality JORDANIAN JORDANIAN Age Sovernorate Muscat Select Village	✓ Willayat ✓	Personal Informa	tion					
Nationality JORDANIAN Age 37 Sovernorate Muscat Villayat Select Willayat Villayat		Full Name (En)			Date of Birth	03-01-1986		
Governorate Muscat Village Village Village Village Village		Full Name (Ar)			Gender	Male	*	
Village V		Nationality	JORDANIAN	~	Age	37		
Village Select Village Contact Details		Governorate	morate Muscat 🗸		Willayat Select Willayat	Select Willayat	~	
Contact Details		Village	Select Village	~				
		Contact Details						
E-mail address Email address OTP						OTP		
Send OTP			Send OTP					
Mobile * Mobile Number OTP *	*	Mobile *	Mobile Number			OTP *		
Send OTP	S		Send OTP					
		mmunication						
		anguage *	Englis Arabi Arabi C					
anguage * O h Arabi O c		Method	SMS					
anguage * O h Arabi O c			Email					

- 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:

Login with Mobile PKI	Card PKI
To use this login method, you need a PKI enabled SIM card	To use this login method, you need a PKI enabled national ID and card reader.
Learn More Enter Mobile Number	Learn More
Login	Login

on the left side, and it you enter your password on your phone.

For Card PKI, you click
 Login
 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. **Company Variation Request** Through this page you create company variation request. The process is as follows: Enter Enter Upload Receive Pay Fees Establishment **Company Info** Attachments Confirmation Info The Company Variation Request page appears as shown below: **Company Variation Request** - ~ Receive Confirmation Fill e-Form Establishment **Establishment Information** 🖹) Info Applicant Details Company Info Name (En) Establishment Owner Name Name (Ar) Attachments Civil ID EstablishmentOwner Mobile Number Mobile Number Preview Role Owner Select Establishment ~ Establishment * Select Establishment Verify Q Establishment Details CR Number CR Status CR Number **CR** Status Phone Number Phone Number Email Email P.O Box P.O Box Next >

To apply for the service, follow the steps below:

- 1. Select the establishment from the dropdown list, and the details appear automatically.
- 2. Click verify d 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:

SESTABLISHMENT IS Valid



Establishment Info	Company Informa	tion					
Company Info Attachments Preview	Company Registration						Search Q
- Heview	- Company Details						
	Company Registration For			Company Type			
	Application Type			Manufacturer Name			
	Manufacturer License No.	*.		Date of First Licensing *	yyyy-mm-dd		
	Company Shortcut			Producation Lines			
	GMP Issue Date *	yyyy-mm-dd	m	GMP Issued From			
	- Select Variation						
	Variation Type	Select	*				
	ID Fi	eld Name	Cuurent Value	New Value	.e	Action	

- 4. Enter company registration number.
- 5. Click Search Q, and the details appear as shown below:



	/

Company Registration Io.	RRPC0207092424414	IA			
					Search Q
Company Details					
Company Registration For	,Health,Pharma		Company Type	Parent	
Application Type	GHC Registered Con	npany	Manufacturer Name	Shabnam abc	
Manufacturer License No.	* 258963		Date of First Licensing *	2024-02-06	m
Company Shortcut	SABC		Producation Lines	, BATCH RELEASE	
GMP Issue Date *	2024-02-01	m	GMP Issued From	AUSTRALIA	
Select Variation					
Variation Type	Select	~			
ID F	ield Name	Cuurent Value	New Value	es Actic	'n

6. Select variation type from the dropdown list, and it appears as shown below:

ID	Field Name	Cuurent Value	New Values	Action
l.	Production line edit	BATCH RELEASE	Select 🗸	
			Please select one or more values from the list	

- 7. Enter value of the selected variation type.
- 8. Click and the following page appears:

Establishment Info	Attachments			
Company Info	Comapny Variation Documen	ts		
Attachments	Requried Attachment	Description	File Name	Action
Preview	Comparision table *	Allowed FileTypes (doc,docx,jpg,pdf,png) & size must not • exceed 5 MB		1 Upload file
	Cover letter *	Allowed FileTypes (doc,docx,jpg,pdf,png) & size must not • exceed 5 MB		1 Upload file
	Legalized Certificate *	Allowed FileTypes (doc,docx,jpg,pdf,png) & size must not • exceed 5 MB		1 Upload file
	Our registartion * certificate	Allowed FileTypes (doc,docx,jpg,pdf,png) & size must not • exceed 5 MB		1 Upload file

- Upload the required attachment using the Upload file button. Once done, it will activate the button.
- 10. Click and the following page appears:

	Applicant Details				
Company Info	Name (En)	Establishment Owner	Name (Ar)	Name	
Attachments	Civil ID	EstablishmentOwner	Mobile Number	Mobile Number	
Preview	Role	Owner			
	Establishment Detai	ls			ľ
	Establishment Name	Al Madina Development and Supply	CR Number	1197509	
	CR Status	CR Status	Phone Number	94898410	
	Email	Email	P.O Box	P.O Box	
	Company Details				C
	Company Registration No.	RRPC0207092424414A	Company Registration Status	Registered	
	Company Registration For	,Health,Pharma	Company Type	Parent	

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

سلطه

ان Sultanate of Oman

وزارة الصحـــــة Ministry of Health

Confirmation * Are you sure you want to proceed?		Continue to Payment > and th	e following mossage appear	s.
<complex-block></complex-block>				5:
<complex-block></complex-block>	Con	firmation	×	
<complex-block></complex-block>	Are yo	ou sure you want to proceed?		
<complex-block></complex-block>				
Payment Summary Applicant Name Applicant Name Applicant Reference Number CVRED4045224655300 Payment Reference Number CVRED4045224655300 Application Fees Solution Fees <th></th> <th>Confirm</th> <th>el</th> <th></th>		Confirm	el	
Payment Summary Applicant Name Applicant Name Applicant Reference Number CVRED4045224655300 Payment Reference Number CVRED4045224655300 Application Fees Solution Fees <th></th> <th>andira</th> <th></th> <th></th>		andira		
Payment Payment Establishment/Owner Applicant Name Establishment/Owner Applicant Name Establishment/Owner Applicant Name Establishment/Owner Application Fees S00.000 OMR Total Fees: S00.000 OMR Itel Fees: Poy Now > Optication Fees Poy Now > Itel Fees:	Click	button, and the follo	wing page appears:	
Image: Applicant Name Establishment/Owner Applicant Reference Number CVRE04045224655300 Payment Reference Number POCVRE100001/0730042401 Application Fees 500.000 OMR Total Fees: 500.000 OMR Citck Pay Now ? , you will be transferred to the payment page. ctick Pay Now ? , you will be transferred to the payment page. ctick Pay Now ? , you will receive QR code as shown below: ctick Pay Coline Payconine Transaction Info Application Rumber: NEC100023001024 Application Rumber: NEC100023001024 Application Rumber: NEC100023001024 Application Expiry Date: In-10-2023 Immed M Order Reference Number Mark Hd Order Reference Number)—			~
Applicant Name EstablishmentOwner Applicant Reference Number CVRED04045224655300 Payment Reference Number POCVRED0000170730042401 Application Fees 500.000 OMR Total Fees: 500.000 OMR Implication Press 500.000 OMR Implication Fees 500.000 OMR Implication Press 500.000 OMR Implication Press 500.000 OMR Implication Press 500.000 OMR Implication Press Forward Total Fees: Implication Press Forward Total Fees Implication Press Pay Now Total Fees Implication Number Neclower Total Fees Implication Number: NEClower2000024 Application Number: NEClower2000024 Implication Number: NEClower2000024 Implication Number: Neclower2000024 Implication Number: Neclower2000024 Implication Number: Neclower200024 I	Form		Pay Online	Receive Confirmation
Applicant Reference Number CVRE0404522465530U Payment Reference Number POCVRE1000017/0730042401 Application Fees 500.000 OMR Total Fees: 500.000 OMR Click Pay Now > Onder, you will be transferred to the payment page. e done, you will receive QR code as shown below: Immet Transaction Info Application Number: NC10923001024 Application Number: NC10923001024 Immet Id Order Reference Number Directorogrouppingezoli Transaction Date Time Directorogrouppingezoli Transaction Date Zime		Payment Summary		
Payment Reference Number POCVREID000170730042401 Application Fees 500.000 OMR Total Fees: 500.000 OMR Image: Back Poy Now > Click Poy Now > Poy Now > > Click Poy Now > Click Poy Now > Click Poy Now > Poy Now > > Poy Online Poy Online Poy Online Poy On		Applicant Name	EstablishmentOw	ner
Application Fees 500.000 OMR Total Fees: 500.000 OMR Image: Construction of the service		Applicant Reference Number	CVRE0404522465	530U
Total Fees: 500.000 OMR Image: Total Fees: Pay Now > Click Pay Now > pay Coline Pay Online renet Tensaction Info Pay Pay Now > rment Id Corder Reference Number rowner Cooppay Pay Pay Pay Pay Pay Pay Pay Pay Pay P		Payment Reference Number	POCVRE10000170	730042401
Image: Contraction Number: Necloov23001024 Application Spring Date: Image: Necloov23001024 Application Spring Date: Image: Necloov23001024 Application Spring Date: Image: Necloov23001024 Image: Necloov23001024 <th></th> <th>Application Fees</th> <th>500.000 OMR</th> <th></th>		Application Fees	500.000 OMR	
Click Pay Now , you will be transferred to the payment page. e done, you will receive QR code as shown below: I = form Pay Online Receive Confirmation rement Transaction Info Application Number: NRC100923001024 Application Expiry Date: 10-10-2023 I ment Id 202325312/6H03 Order Reference Number PowRc0000309910092301 Transaction Date Time 10-09-2023 09:42 AM		Total Fees :	500.000 OMR	
Click J, you will be transferred to the payment page. e done, you will receive QR code as shown below:		(с в	ack Pay Now >	
Click Application Number: Application Expiry Date: NRC100923001024 Application Expiry Date: NRC1009230010				
e done, you will receive QR code as shown below:		Pay Now >	forred to the neumant name	
Image: File -Form Image: Pay Online yment Transaction Info Application Number: Application Expiry Date: 10-10-2023 yment Id 202325312/61403 Order Reference Number PONRC00003099(10092301) Transaction Date Time 10-09-2023 09:42 AM				
File - Form Pay Online Receive Confirmation Application Number: NRC100923001024 Application Expiry Date: 10-10-2023 Imment Id Order Reference Number PONRC0000309910092301 Transaction Date Time 10-09-2023 09:42 AM		, you will receive QR code as	shown below:	
Application Number: NRC100923001024 Application Expiry Date: 10-10-2023 rment Id 202325312/6/403 Order Reference Number PONRC0000309910092301 Transaction Date Time 10-09-2023 09:42 AM			6	(Š)
Application Number: NRC100923001024 Application Expiry Date: 10-10-2023 Image: marked bit of the second se				Receive Confirmation
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rment Id 2202325312/6/403 Order Reference Number PONRC0000309910092301 Transaction Date Time 10-09-2023 09:42 AM	e done,	Fill e-Form	Pey Online	
222225312161403 PONRC0000309910092301 10-09-2023 09:42 AM	e done, yment Trar	nsaction Info Number: NRC100923001024	Pay Online	
	e done, yment Trar	nsaction Info Number: NRC100923001024	Pay Online	
	yment Trar Application I Application I	Fill e-Form nsaction Info Number: NRC100923001024 Expiry Date: 10-10-2023 Order Reference Number	Transaction Date Time	
	yment Trar Application I Application I	Fill e-Form Insaction Info Number: NRC100923001024 Expiry Date: 10-10-2023 I403 Order Reference Number PONRC0000309910092301 f Payment Status Description	Transaction Date Time 10-09-2023 09:42 AM	

You can view your applications using the My Applications button.



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