



Re-Registration of a Company

User Manual



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1. Registration

You can create or 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:

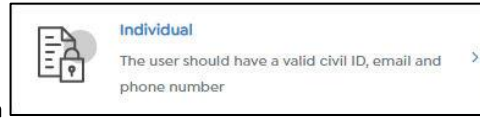
Click your mobile number and click **Login**, when the system recognizes that it is not registered in the system, it will navigate you to the following page:


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:

Individual Registration

Person Identity

ID Card Number ID Expiry Date *

[Verify](#)

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

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](#)

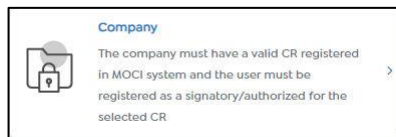
4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.



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.

1.2 Register a Company Account

To register a company account, follow the steps below:



1. Click on **Save**, and the following page appears:

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

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:



Person Identity

ID Card Number ID Expiry Date *

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

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 , 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:

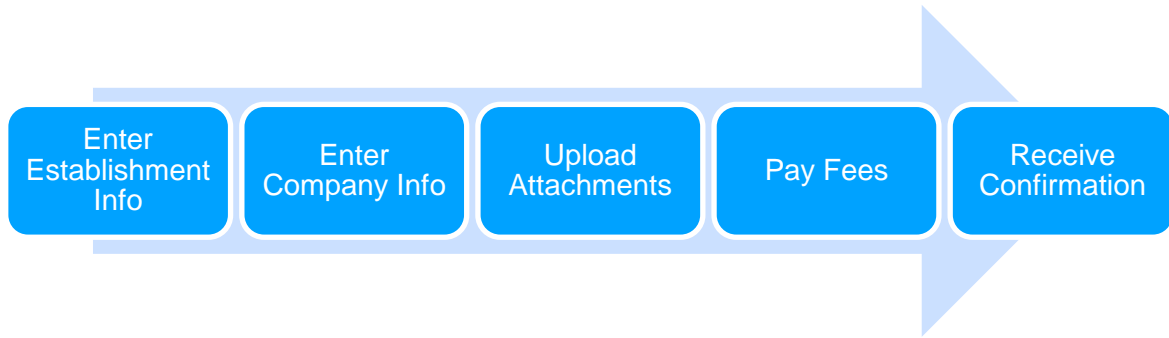
The screenshot shows two login options side-by-side. The left option is 'Login with Mobile PKI', which includes a mobile phone icon, a text box for 'Enter Mobile Number', and a 'Login' button. The right option is 'Card PKI', which includes a card icon and a 'Login' button. Both options have a 'Learn More' link above their respective 'Login' buttons.

- For **Mobile PKI**, you enter your mobile number then you click **Login** button on the left side, and if 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. Re-Registration of Company Service

Through this page you re-register a company. The process is as follows:



The Re-Registration of Company Service page appears as shown below:

Re-Registration Of Company

Fill e-Form

Pay Online

Receive Confirmation

- Establishment Info
- Company Info
- Attachment
- Fees
- Preview

Establishment Information

Applicant Details

Name (En)	Establishment Owner	Name (Ar)	Name
Civil ID	EstablishmentOwner	Mobile Number	Mobile Number
Role	Owner		

Select Establishment

Establishment *

Establishment Details

CR Number	CR Number	CR Status	CR Status
Phone Number	Phone Number	Email	Email
P.O Box	P.O Box		

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. Click  and the following page appears:

Required Attachment	Description	File Name	Action
Capital Assets Statement (Pharmaceutical Division)	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		
Company type: Parent/Subsidiary.	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		
Employee count & qualifications per department	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		
Health Authorities cGMP compliance certificate	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		
Legalized Manufacturer Registration Certificate.	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		
Manufacturers undertaking for product consistency from COO	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		
MOCI certificate: Sole Agency certificate copy.	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		
Name and Address Details.	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		
Pharm company confirms applicant as Local Agent in Sultanate.	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		

7. Upload the required attachment using the  button.
8. Click  and the following page appears:



- Establishment Info
- Company Info
- Attachment
- Fees
- Preview

Fee Details

Paid Registration Fees Centrally? Yes No

Validity Months Service Fees RO

← Back
Next →

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

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

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.

10. Click Next → and the following page appears:

- Establishment Info
- Company Info
- Attachment
- Fees
- Preview

Applicant Details

Name (En)	Establishment Owner	Name (Ar)	Name
Civil ID	EstablishmentOwner	Mobile Number	Mobile Number
Role	Owner		

Establishment Details

Establishment Name	Al Madina Development and Supply	CR Number	1197509
CR Status	Active	Phone Number	Phone Number
Email	Email	P.O Box	P.O Box

Company Details

Name	new Gcc com_01_May	Registration For	Health Herbal Pharma
Application Type	GHC Registered Company	Registration No. with MOH	P242557



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.

[← Back](#) [Submit](#)

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.

[← Back](#) [Continue to Payment >](#)

11. 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

Fill e-Form

Receive Confirmation

Application Information

Application Number:	RRPC05074924I2901A
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:

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	RRPC05I149243160IT
Payment Reference Number	PORRPC3000017500105240I
Application Fees	250.000 OMR
Total Fees :	250.000 OMR

[← Back](#) [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.



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