



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:

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](#)

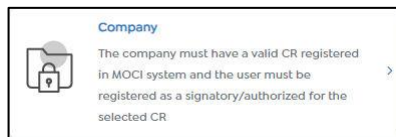
4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.




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 , and the following page appears:

Company Registration

Corporate Commercial Register

CR Number *

Verify Q

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


Company Registration

Corporate Commercial Register

CR Number *


Verify Q

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 * 

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:



Person Identity

ID Card Number ID Expiry Date *

Verify

Personal Information

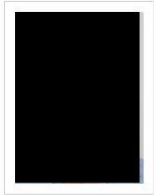
Full Name (En) Date of Birth

Full Name (Ar) Gender

Nationality Age

Governorate Willayat

Village



Contact Details

E-mail address OTP

Send OTP

Mobile * OTP *

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:

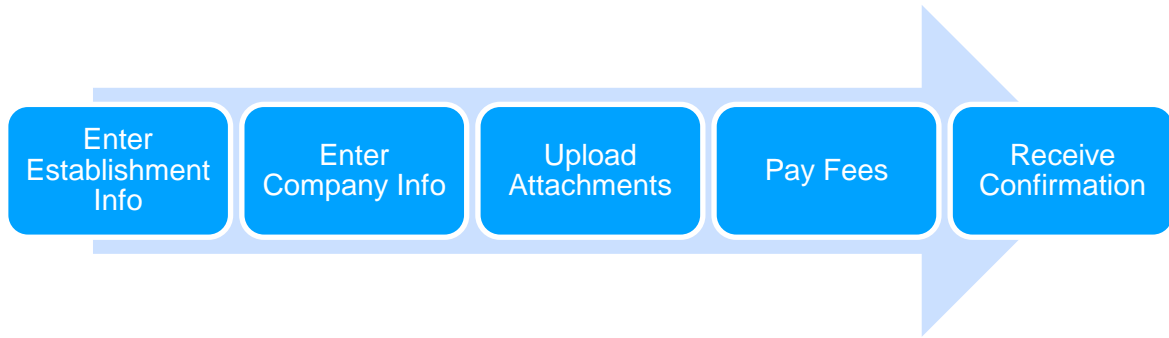
The screenshot shows two login options side-by-side. The left option is 'Login with Mobile PKI', which includes a mobile phone icon, a text box for 'Enter Mobile Number', and a 'Login' button. The right option is 'Card PKI', which includes a card icon and a 'Login' button. Both options have a 'Learn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

Through this page you create company variation request. The process is as follows:



The Company Variation Request page appears as shown below:

Company Variation Request

Fill e-Form

Receive Confirmation

- Establishment Info
- Company Info
- Attachments
- 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:

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3. Click **Next >** and the following page appears:

Company Information

Select Company

Company Registration No. Search Q

Company Details

Company Registration For Company Type

Application Type Manufacturer Name

Manufacturer License No. * Date of First Licensing * yyyy-mm-dd

Company Shortcut Production Lines

GMP Issue Date * yyyy-mm-dd GMP Issued From

Select Variation

Variation Type

ID	Field Name	Current Value	New Values	Action
----	------------	---------------	------------	--------

Back < Next >

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



Company Information

Select Company

Company Registration No. Search

Company Details

Company Registration For	<input type="text" value=",Health,Pharma"/>	Company Type	<input type="text" value="Parent"/>
Application Type	<input type="text" value="GHC Registered Company"/>	Manufacturer Name	<input type="text" value="Shabnam abc"/>
Manufacturer License No.	<input type="text" value="* 258963"/>	Date of First Licensing *	<input type="text" value="2024-02-06"/>
Company Shortcut	<input type="text" value="SABC"/>	Production Lines	<input type="text" value=", BATCH RELEASE"/>
GMP Issue Date *	<input type="text" value="2024-02-01"/>	GMP Issued From	<input type="text" value="AUSTRALIA"/>

Select Variation

Variation Type

ID	Field Name	Current Value	New Values	Action
----	------------	---------------	------------	--------

← Back
Next >

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

Variation Type

ID	Field Name	Current Value	New Values	Action
1	Production line edit	BATCH RELEASE	<input type="text" value="Select..."/>	

Please select one or more values from the list

← Back
Next >

7. Enter value of the selected variation type.

8. Click Next > and the following page appears:



- Establishment Info
- Company Info
- Attachments
- Preview

Attachments

Comapny Variation Documents

Required Attachment	Description	File Name	Action
Comparison table *	Allowed FileTypes (doc,docx,jpg,pdf,png) & size must not exceed 5 MB		Upload file
Cover letter *	Allowed FileTypes (doc,docx,jpg,pdf,png) & size must not exceed 5 MB		Upload file
Legalized Certificate *	Allowed FileTypes (doc,docx,jpg,pdf,png) & size must not exceed 5 MB		Upload file
Our registration certificate *	Allowed FileTypes (doc,docx,jpg,pdf,png) & size must not exceed 5 MB		Upload file

< Back
Next >

9. Upload the required attachment using the [Upload file](#) button. Once done, it will activate the [Next >](#) button.
10. Click [Next >](#) and the following page appears:

- Establishment Info
- Company Info
- Attachments
- 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	CR Status	Phone Number	94898410
Email	Email	P.O Box	P.O Box

Company Details

Company Registration No.	RRPC0207092424414A	Company Registration Status	Registered
Company Registration For	,Health,Pharma	Company Type	Parent

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.



12. click **Continue to Payment** , and the following message appears:

Confirmation ✕

Are you sure you want to proceed?

13. Click **Confirm** button, and the following page appears:

Fill e-Form
Pay Online
Receive Confirmation

Payment Summary

Applicant Name	EstablishmentOwner
Applicant Reference Number	CVRE0404522465530U
Payment Reference Number	POCVREI000017073004240I
Application Fees	500.000 OMR
Total Fees :	500.000 OMR

14. 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](#)

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



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