



Commercial Activities Initial Approval for Medical Device

User Manual



Table of Contents

1. Registration	3
1.1 Register an Individual Account.....	4
1.2 Register a Company Account.....	5
2. Login	7
3. Commercial Activities Initial Approval for Medical Device Service	8



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](#)

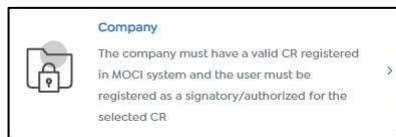
4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.




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 , 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 <input type="text" value="Valid"/>	CR Expiry Date <input type="text" value="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 *

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:

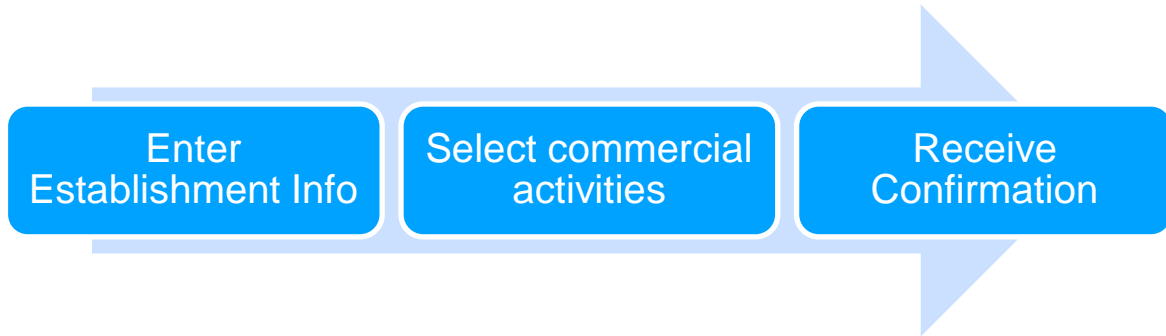
The screenshot shows two login options side-by-side. The left option is 'Login with Mobile PKI', which includes a mobile phone icon, a text box for 'Enter Mobile Number', and a 'Login' button. The right option is 'Card PKI', which includes a card reader icon and a 'Login' button. Both options have a '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. Commercial Activities Initial Approval for Medical Device Service

Through this page you apply for initial approval of commercial activities for medical device. The process is as follows:



The Registration of Company Service page appears as shown below:

Commerical Activities Initial Approval for Medical Devices

Fill e-Form

Receive Confirmation

Establishment Info

Activities Info

Preview

Establishment Information

Applicant Details

Name (En)	Establishment Owner	Name (Ar)	Name
Civil ID	EstablishmentOwner	Mobile Number	Mobile Number
Role	Owner	Email	rabnawaz@almadinagroup.net

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:

Activities Information

Activity Detail

Select Commercial Activities: Select Commercial Activity

Selected activities

< Back Next >

4. Select commercial activities from the dropdown list, and they appear as shown below:

Activity Detail

Select Commercial Activities: Repair and maintenance ... x

Selected activities

Repair and maintenance of irradiation, electromedical and electrotherapeutic equipment

< Back Next >

You can select more than one.

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



Establishment Details

Establishment Name *	Al Madina Development and Supply	Message	Eligible
CR Number *	1197509	CR Status	1197509
Phone Number	94898410	Email	
P.O Box	building No.106 ,way No. ,, PO.1181		

Activity Details

Repair and maintenance of irradiation, electromedical and electrotherapeutic equipment

Declaration

I hereby certify that all the information filled in this form, all submitted documents are true and accurate and changes will not be made until they are approved by MOH, Oman.

[← Back](#) [Submit >](#)

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

7. click [Submit >](#), and the following message appears:

Confirmation

Are you sure you want to proceed?

[Confirm](#) [Cancel](#)

8. Click [Confirm](#) button, and the following page appears:



Fill e-Form

Receive Confirmation

Application Information

Application Number:	CAIA0307182476818C
Application Issue Date:	18-03-2024 11:29:06

[My Applications](#)

Your request is sent to DGPA for approval.

You can view your applications using the [My Applications](#) button.



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