Registration of a Company

User Manual

رقـــــمنة الـــــصحة والإبتـــــكار لـــعناية راقـــــية وصـــــحة مـــــستدامة
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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.

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1.1   Register an Individual Account

To register an individual account, follow the steps below:

1.   Click on **Individual** — The user should have a valid civil ID, email and phone number, and following page appears:

Individual Registration

Person Identity

ID Card Number	89177579	ID Expiry Date *	dd-mm-yyyy

Verify 🔍

2.   Enter your resident card number and expiry date.

3.   Click **Verify 🔍**, 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	03-01-1986
Full Name (Ar)	▉▉▉	Gender	Male
Nationality	JORDANIAN	Age	37
Governorate	Muscat	Willayat	Select Willayat
Village	Select Village		

Contact Details

E-mail address	Email address	OTP	
	✉ Send OTP		
Mobile *	Mobile Number	OTP *	
	✉ Send OTP		

Communication Preferences

Language *	● English ○ Arabic ℹ
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.

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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 **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

> **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 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 *   119▮▮▮   Verify Q

Corporate Information

Company Name (En)   ▮▮▮▮▮   Company Name (Ar)   ▮▮▮▮▮

CR Status   Valid   CR Expiry Date   04/23/2024

Person Identity

ID Card Number   9▮▮▮▮   ID Expiry Date *   06-03-2027   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

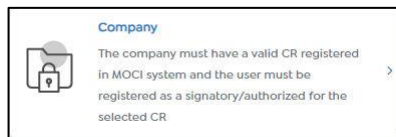|			
ID Card Number	▮	ID Expiry Date *	▮ 🗓

Verify 🔍

Personal Information

Full Name (En)	▮	Date of Birth	03-01-1986 🗓	
Full Name (Ar)	▮	Gender	Male ⌄	▮
Nationality	JORDANIAN ⌄	Age	37	
Governorate	Muscat ⌄	Willayat	Select Willayat ⌄	
Village	Select Village ⌄			

Contact Details

E-mail address	Email address	OTP	
	✉ Send OTP		
Mobile *	Mobile Number	OTP *	
	✉ Send OTP		

Communication Preferences

Language *	⦿ English	◯ Arabic ℹ	
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:

- For **Mobile PKI**, you enter your mobile number then you click [Login] button 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.

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3. Registration of Company Service

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

Enter Establishment Info	Enter Company Info	Upload Attachments	Pay Fees	Receive Confirmation
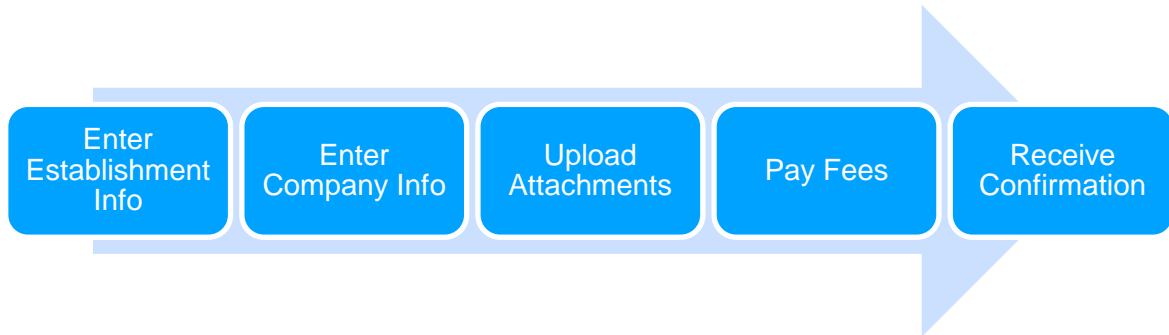
The **Registration of Company Service** page appears as shown below:

Registration of a 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 * | Select Establishment ⌄

Verify 🔍

Establishment Details

CR Number	CR Number	CR Status	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 🔍** 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:

   ✔ Establishment Is Valid

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

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Company Information

Company Details

Company Name *	Company Shortcut *
Company Registration For * — Select Registration For	Company ProductTypes * — Select Company Product Types
Company Type * ● Parent ○ Subsidiary	Select Subsidiary — Select Subsidiary Company
Application Type * — Select Application Type	Production Lines * — Select Production Lines
Company Licence No. *	Date Of First Licensing *
GMP Issue Date *	GMP Expiry Date *
GMP Issued From * — Select GMP Issued From	

Manufacturing Plant

Select Country * — Select Country
City *
Postal Code *
P.O.Box *
Street *
Tel No. * +
Fax No. * +
Email *

Administration Office

☐ Same As Manufacture Address

Select Country * — Select Country
City *
Postal Code *
P.O.Box *
Street *
Tel No. * +
Fax No. * +
Email *

Company Registration Status

In GCC — Select from GCC Countries   Worldwide — Select from WorldWide Organizations

Country Name	Registration Status	Status Information	Action

‹ Back   Next ›

4. Enter company name and shortcut name.

5. Select if the registration is for (Health, Herbal, or Pharma).

6. Select product types.

7. Select company type if it's a parent or subsidiary, if you select "Parent", select the subsidiary companies. But if you select "Subsidiary", select its parent company.

8. Select application type and production lines

9. Enter license number and date of first licensing.

10. Enter GMP issue date, expiry date, and country of issue.

11. Enter manufacturing plant address details which consist of: country, city, postal code, PO Box, street, telephone number, fax number, and email.

12. Enter administration office address details, if it is the same as the manufacturing lant address, click the checkbox and the fields are filled automatically.

13. Enter registration status in GCC country or worldwide, and the following appears:

14. Select status for each country, if you select either (rejected, cancelled, or withdrawn) you must enter the reason. And if you select "registered", you must enter the date of registration.

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

16. Upload the required attachment using the **Upload file** button. Once done, it will activate the **Next >** button.

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

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Fee Details

| Validity | Select Validity ⌄ | Months | Service Fees | 0 | RO |

‹ Back   Next ›

18. Select the validity in months and the services fees appears automatically.

19. Click **Next ›** and the following page appears:

Official Documents PHE License Renewal

Requried Attachment	Description	File Name
AuthorizationLetter *	• Authorization Letter for Government Entity • Allowed FileTypes (dcm,gif,jpg,pdf,xls,xlsx,png,bmp,doc,docx) & size must not exceed 2 MB	ملف.jpg
Passport	• First Page of the Passport • Allowed FileTypes (dcm,gif,jpg,pdf,xls,xlsx,png,bmp,doc,docx) & size must not exceed 2 MB	file - Copy.png

Fees ✎ ⌃

| Validity | 12 | Months | Service Fees | 0 | RO |

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

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

21. click **Submit**, and the following message appears:

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Confirmation ✕

Are you sure you want to proceed?

Confirm   Cancel

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

ces   ntact Center: 22702999

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

📄 ─────────────────────────────────── ✓
Fill e-Form   Receive Confirmation

Application Information

Application Number: RPCE0300232410218U

Application Issue Date: 18-03-2024 09:58:06

📁 My Applications

Your request is sent to DGPA for approval.

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

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