

# **HDP Business Entity User Guide**

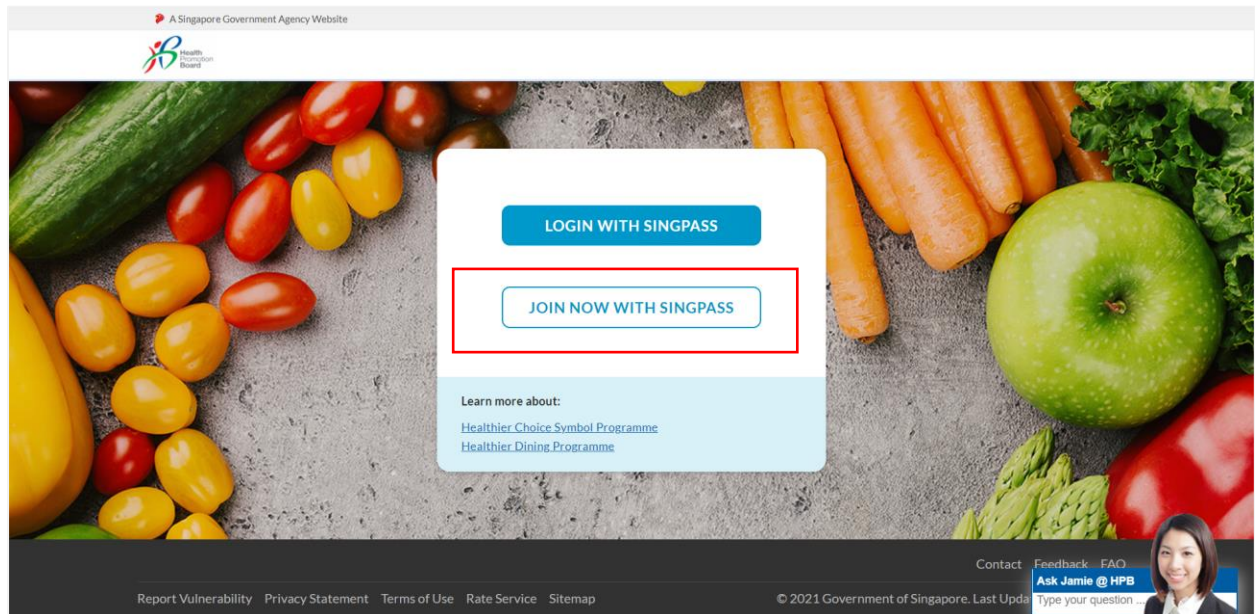
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## 1.0 Registration to CorpPass by Authorized Representative

To access the Healthier Dining Programme (HDP) in the Aurora system (<https://healthier-choice.hpb.gov.sg>), a CorpPass account is required. On the homepage of Aurora system, click on the 'JOIN NOW WITH SINGPASS' button for more details.




The below page will load with steps to create / setup the CorpPass account and also prepare the necessary items for enrolling to HDP.


## What do you need to enrol?


Thank you for your interest in enrolling your company in the Healthier Choice application portal.

For all Government-to-Businesses (G2B) transactions, you must first be authorized via Singapore Corporate Access (or CorpPass) before you can log in to Healthier Choice digital services. By segregating login IDs used for corporate and personal transactions, CorpPass enhances personal privacy and protects sensitive business information.

If you are representing a foreign entity without Unique Entity Number (UEN), please proceed to this [link](#) for a detailed guide to register CorpPass for your company.

-  **1** Please visit [www.corppass.gov.sg](https://www.corppass.gov.sg) for more user guides on how to register & setup CorpPass for your entity.

  - Ensure that you have a CorpPass Administrator to initiate CorpPass registration and managing your entity's CorpPass user accounts and Digital Service access.
  - If you are the Registered Officer, you can choose to be the CorpPass Admin. A maximum of 2 Admin Accounts are allowed per entity.
-  **2** Set Up and Assign Healthier Choice Digital Services Access to CorpPass Admin and/or User.

  - You will need to select the healthier choice digital services for your entity to transact with and assign it to your entity's CorpPass users.
  - Once you have selected your user(s), you will need to select the roles i.e:
    1. Authorised Representative
    2. Staff (HCS)
    3. Staff (HDP)
 from the dropdown option that are required by the Healthier Choice e-services.
-  **3** Role Description in the Healthier Choice e-services


**AUTHORIZED REPRESENTATIVE**

  - Authorised to accept the agreement for Healthier Choice Symbol (HCS) or Healthier Dining Programmes (HDP) on behalf of company.
  - Have the rights to enrol in the different programmes and submit HCS and/or HDP applications.
  - For HDP applications, have the rights to add different brand names under one holding company (if the Unique Entity Number (UEN) is the same).

**STAFF (HCS)**

  - View and submit HCS applications for the company.

**STAFF (HDP)**

  - View and submit HDP applications for the company.
-  **4** Brand Logo for HDP applicants

  - Please ensure that you have your brand's logo ready for upload upon creating the HDP application.

**PROCEED**

No CorpPass account?  
[Click here to register](#)

Generally, in the CorpPass system, the following setup will need to be created before business entity (BE) can onboard the Healthier Dining Programme (HDP) in Aurora system:

- a. A new CorpPass account if the business entity does not have an account.
- b. A new CorpPass eService such as "HDP e-Service".
- c. CorpPass User Roles:
  - i. **Authorized Representative**  
A BE user will have to subscribe to the above eService as well as be assigned the "BE (Authorized Rep)" user role in CorpPass system, in order to enrol the company into the HCS / HDP programme.

This role will create user accounts with the relevant user roles in CorpPass system for the BE's staff based on the relevant UEN, so that they can log into Aurora system to

manage the respective programme's applications for the same UEN. *Note that it is possible for a BE staff user to have both HCS & HDP user roles in CorpPass & Aurora system.*

**ii. Staff for HDP**

If a BE (Staff) user has joined a new company, then the new company's Authorized Rep user will have to update this BE (Staff) user's user account in CorpPass system with the new company's UEN. The next time he / she logs into Aurora system via CorpPass system, user authentication & authorisation will be based on the updated UEN and the user should not be able to see any existing HCS and / or HDP application data that belongs to the previous BE that he / she worked for.

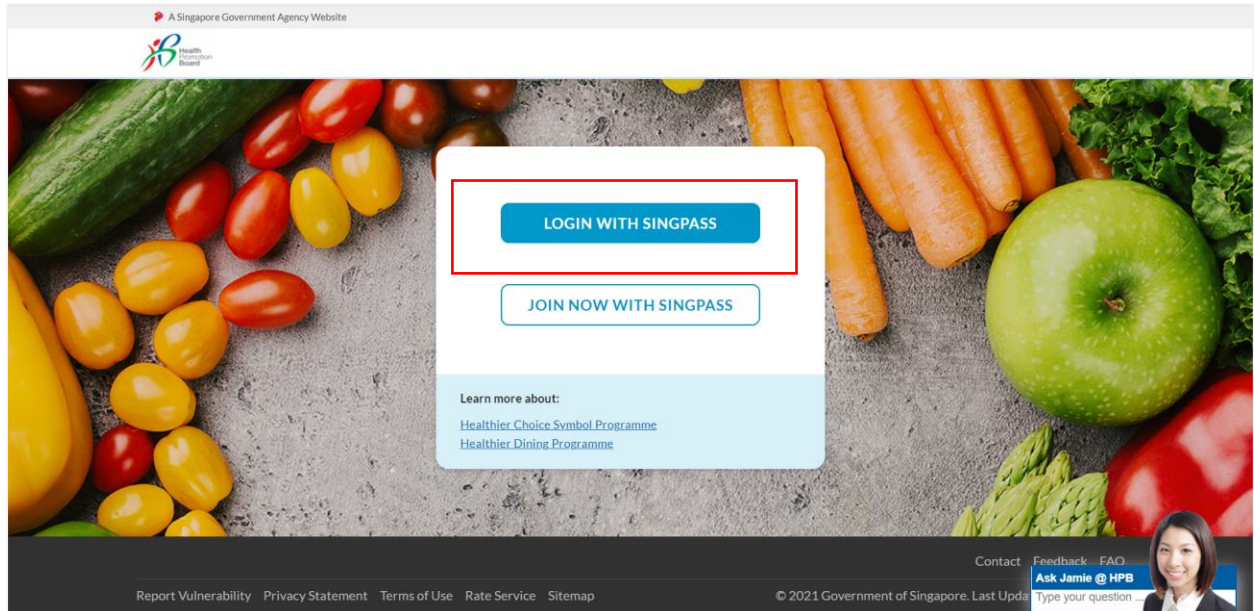
**Brands Assignment**

In order to cater for cases whereby a BE has more than 1 brand under its holding, the following additional parameter field, Brand Name(s) configuration will be required in CorpPass system, for HDP programme:

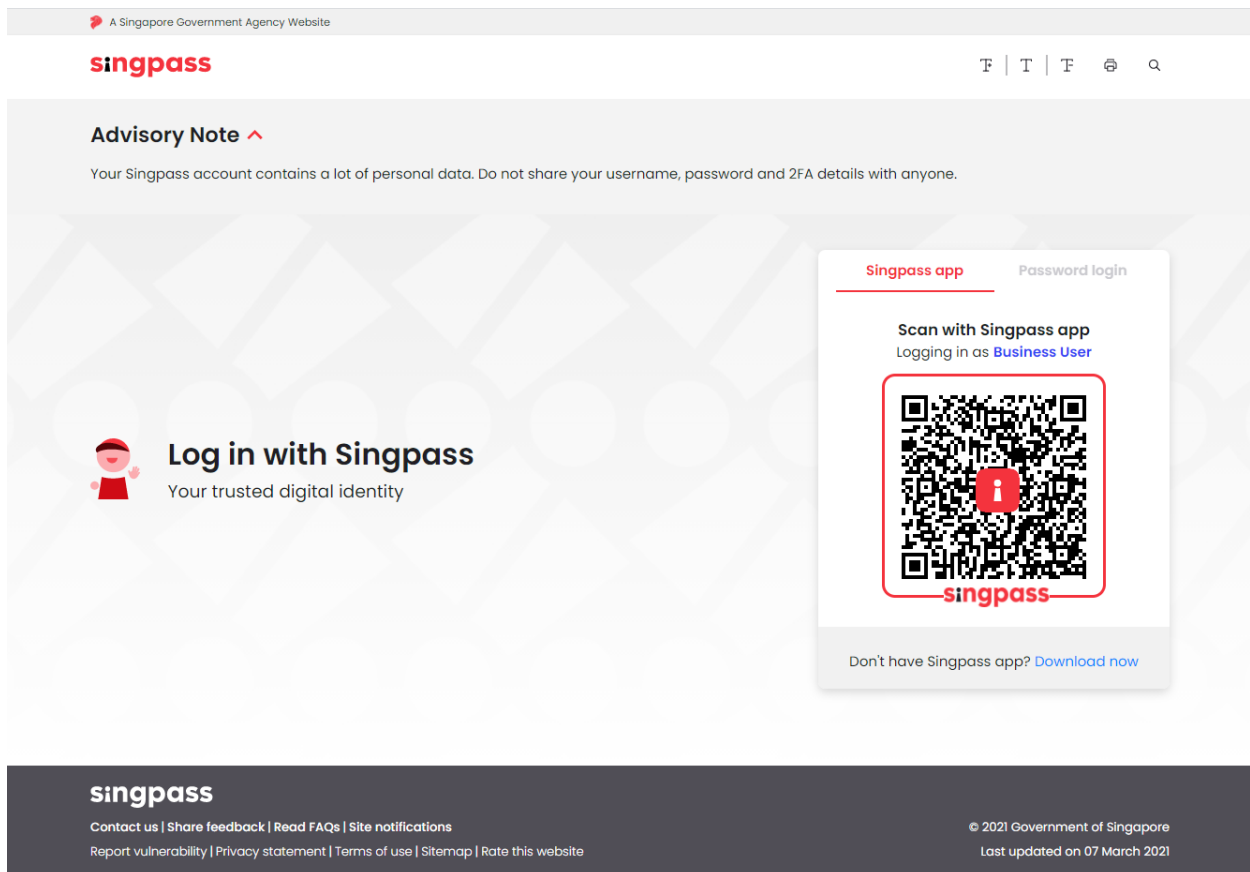
1. The BE (Authorized Rep) has to specify 1 or more brand names for each BE (Staff for HDP) user in the Brand Name(s) field, during user account creation in CorpPass.
2. The "Brand Name" values are free-text, comma-separated and must match exactly (but non-case sensitive) with the brand name that is created under the same BE / Brand UEN using the HDP Brand Management module in Aurora system (e.g. Swensen's, Curry Times).
3. During each staff user login via CorpPass, if the brands in the Brand Name(s) field returned by CorpPass system matches the brands created in Aurora system, that staff user will be granted access only to all HDP applications data pertaining to the corresponding matched brand(s).
4. The BE (Authorized Rep) will be granted access to all brands that are created under the UEN that he / she specified during user login, i.e. Aurora system will not check the Brand Name(s) field if the user logging in has a BE (Authorized Rep) user role in CorpPass system.

## 2.0 HDP Programme Enrolment

After the BE (Authorized Rep) has completed the setup in CorpPass system, he / she can log into Aurora system (<https://healthier-choice.hpb.gov.sg>) using CorpPass.



After clicking on the “LOGIN WITH SINGPASS’ button, the page will be redirected to the SingPass Login Page (see below screenshot) for user to login using either the SingPass app or Password login.



Once CorpPass system has successfully authenticated the user, Aurora system will allow user access based on the user role assigned in CorpPass system.

If the current user is not assigned the above user role (i.e. as BE legal representative), the system will display a message to inform the user that HCS / HDP Programme enrollment can only be done by a legally authorized person from the BE.

## 2.1 Enrolling for HDP Programme

Below are the business rules for the HCS / HDP programme enrolment:

- Only a BE (Authorized Rep) user can select the programme(s) to enrol for.
- BE (Authorized Rep) user is not able to enrol for both programmes at the same time. He / she has to complete enrolment of a programme before he / she can proceed to enrol for the other.
- BE (Authorized Rep) user needs to agree to the Terms & Conditions clause before he / she is able to proceed with the current programme enrolment.
- BE (Authorized Rep) user can download a copy of the Terms & Conditions by clicking on the respective link embedded in the T&Cs clause (see below sample screenshot).




A Singapore Government Agency Website


ADMINISTRATION / PROGRAMME ENROLLMENT

Last login: 16-Feb-21 Welcome, John Doe

### Choose a programme



Healthier Dining Programme



Healthier Choice Symbol

**HEALTHIER DINING PROGRAMME**

☐ I confirm by enrolling into Healthier Dining Programme (HDP), I have read and agree to the programmes' stated Terms & Conditions.

☐ In the event that, at any time during the Participating Period, the applicant fails to offer for sale the committed number of menu items endorsed by HPB, the applicant agrees that HPB shall have the right, at its discretion, to require the repayment by the applicant of all or part of the amounts paid by HPB to the Service Provider on the applicant's behalf under the Nutritional Service (the "Relevant Amounts").

**START APPLICATION**

4

Select all the checkboxes and click on 'START APPLICATION' to accept the T&C to proceed next.

- e) Upon successful programme enrolment, the BE (Authorized Rep) user should see the Enrolment Date for the respective enrolled programme(s) (see below sample screenshot).


A Singapore Government Agency Website

Application Resources **Administration** Audit


ADMINISTRATION / PROGRAMME ENROLLMENT

Last login: 10-May-21 Welcome, 21 21211

### Choose a programme



Healthier Dining Programme  
(Enrolled on 18-01-21)

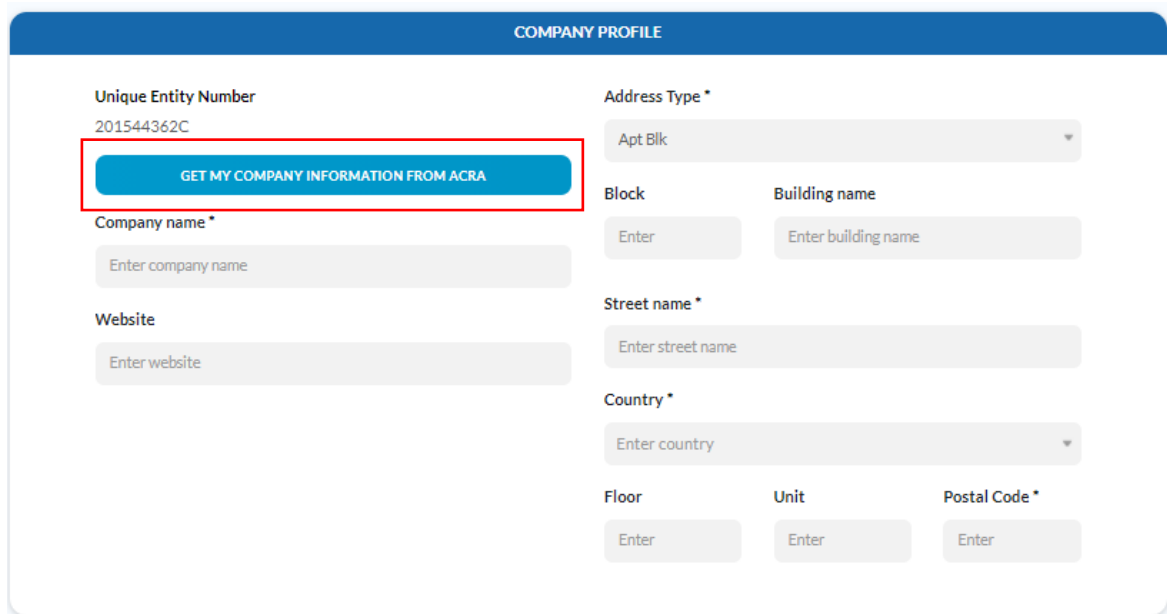


Healthier Choice Symbol  
(Enrolled on 20-01-20)

## 2.2 Company and User Profiles Setup

## 2.2.1 Authorized Representative

To enrol in the programme successfully, BE (Authorized Rep) is required to setup the Company Profile and User Profile in Aurora system.



**COMPANY PROFILE**

Unique Entity Number  
201544362C

**GET MY COMPANY INFORMATION FROM ACRA**

Address Type \*  
Apt Bldg

Block  
Enter

Building name  
Enter building name

Company name \*  
Enter company name

Street name \*  
Enter street name

Country \*  
Enter country

Website  
Enter website

Floor  
Enter

Unit  
Enter

Postal Code \*  
Enter

BE (Authorized Rep) user can either manually enter company details or get the company details from ACRA (if the BE is a local ACRA-registered company), to auto-populate the BE's information to the corresponding data fields under the Company Profile section. All data fields, except UEN is editable in Aurora system. *Note that any updated company details will only be saved in the Aurora system and will not be saved to / synchronised with ACRA / EDH.*

Only the BE (Authorized Rep) users can update Company Profile details from ACRA / EDH.

The system also caters for programme enrolment by foreign companies. These foreign companies are also required to register to CorpPass in order to access Aurora. These companies however may not be registered in ACRA with a UEN (i.e. it will not have an ACRA record in EDH). In such cases, an error response of "Could not find company info from ACRA system" will be returned when pressing on "GET MY COMPANY INFORMATION FROM ACRA" button.

For the User Profile section, the BE (Authorised Rep) user will have to fill in the following data fields:

**USER PROFILE**

**Title \***

**First Name \***

**Last Name \***

**Department \***

**Designation \***

**Country Co...**

**Office Number \***

**Office Ext**

**Country Code**

**Mobile Number**

**Email Address \***

**NRIC/FIN**  
 \*\*\*\*\*989J

**Role**  
 Authorised Representative

**Enter OTP \***

(Please enter the 6 digits alphanumeric OTP sent to your email)

**VERIFY EMAIL**

Once a valid email is entered, the 'VERIFY EMAIL' button will be enabled. Click on it and below prompt will pop out.

**Validate OTP (One Time Password)**

A One Time Password has been sent to your email. Please enter the OTP below to verify your email address. If you cannot view the email from your inbox, make sure to check your junk folder.

OK, GOT IT

The "VERIFY EMAIL" button will trigger an email with a One-Time Password (OTP). This OTP will be sent to the specified email address to validate that this email address is valid and correctly entered.

**Enter OTP \***

(Please enter the 6 digits alphanumeric OTP sent to your email)

CANCEL

ENROL

Enter the OTP and click "Enrol".

Upon receiving the OTP, the BE user must enter the OTP in the User Profile page to confirm his / her email address. A new OTP can be requested after 2 mins from the last OTP requested. Click on "ENROL" button to enrol in Aurora. The BE user is successfully enrolled only if all data fields have passed data input validation and the OTP is valid.

### 2.2.2 Staff for HDP

After the BE (Authorised Rep) has successfully enrolled, the BE (Staff) can then log in to Aurora system. Once successfully logged in, he/she will be redirected to the Company Profile and User Profile page (see below screen) which he/she needs to update his/her own user profile before proceeding further. (Refer to [previous section](#) on setting up user profile)

**COMPANY PROFILE**

**Unique Entity Number**  
198104639K

**Company Name**  
UPUZH YZXH

**Website**  
N/A

**Address Type**  
Overseas Address

**Address**  
01 STREET #01-01 ABC Singapore 243234

**USER PROFILE**

**Title \***  
Select one

**First Name \***  
Enter first name

**Department \***  
Enter department

**Country Co...**  
+65

**Office Number \***  
Enter Number

**Office Ext**  
Office Ext

**Country Code**  
+65

**Mobile Number**  
Enter number

**Email Address \***  
Enter email address

**NRIC/FIN**  
\*\*\*\*\*024B

**Role**  
HDP Staff

**Enter OTP \***  
Enter OTP

(Please enter the 6 digits alphanumeric OTP sent to your email)

**VERIFY EMAIL**

**CANCEL**

**SAVE**

### 2.2.3 Updating Profiles

After setting up the company and user profiles, BE user can update them via the 'My Account' function as shown below.

A Singapore Government Agency Website

Health Promotion Board

Application Resources Administration

APPLICATION / MANAGE APPLICATION

**Manage Applications**

Application Number Brand Name Status **SEARCH**

ADVANCE SEARCH

Last login: 17-Mar-20

**My Account**

Logout

+ ADD NEW REFERRAL

Click on the person icon then click on 'My Account'.

After clicking on 'My Account', the below screen will load with the profile details.

**View Company and User Profile**

**EDIT**

**COMPANY PROFILE**

<b>Unique Entity Number (UEN)</b> 198104639K	<b>Address Type</b> Overseas Address
<b>Company Name</b> UPUZTH YZXH	<b>Address</b> 01 STREET #01-01 ABC Singapore 243234
<b>Website</b> N/A	

Click this to update the profile.

**USER PROFILE**

<b>Title</b> Mr		
<b>First Name</b> 21	<b>Last Name</b> 21211	
<b>Department</b> rwerwer	<b>Designation</b> 2121	
<b>Office Number</b> (65) 212121	<b>Mobile Number</b> (65) 2121	
<b>Email address</b> <input type="text"/>	<b>NRIC/FIN</b> *****846F	<b>Role</b> Authorised Representative

## Edit Company and User Profile

### COMPANY PROFILE

Unique Entity Number

198104639K

GET MY COMPANY INFORMATION FROM ACRA

Company name \*

UPUZTHYZXH

Website

Enter website

Address Type \*

Overseas Address

Block

01

Building name

ABC

Street name \*

STREET

Country \*

Singapore

Floor

01

Unit

01

Postal Code \*

243234

As only BE (Authorised Rep) is allowed to update the company profile, only BE (Authorised Rep) will see the above form to allow them to update. BE (Staff) will only see the details displayed and is only allowed to update their own user profile as shown below.

### USER PROFILE

Title \*

Ms

First Name \*

Alice

Department \*

A

Country Co...

+65

Office Number \*

61234567

Office Ext

Office Ext

Country Code

+65

Mobile Number

Enter number

Email Address \*

NRIC/FIN

\*\*\*\*\*211E

Role

HDP Staff

Enter OTP \*

Enter OTP

VERIFY EMAIL

(Please enter the 6 digits alphanumeric OTP sent to your email)

CANCEL

SAVE

(Refer to [previous section](#) on updating user profile)

## 3.0 Onboarding Brands and Outlets

Brand Management is only applicable for HDP BE. HDP BE is able to add new brands under their holding company (UEN). This is to allow BE to apply for HDP certification for dishes that are under the specific brand.

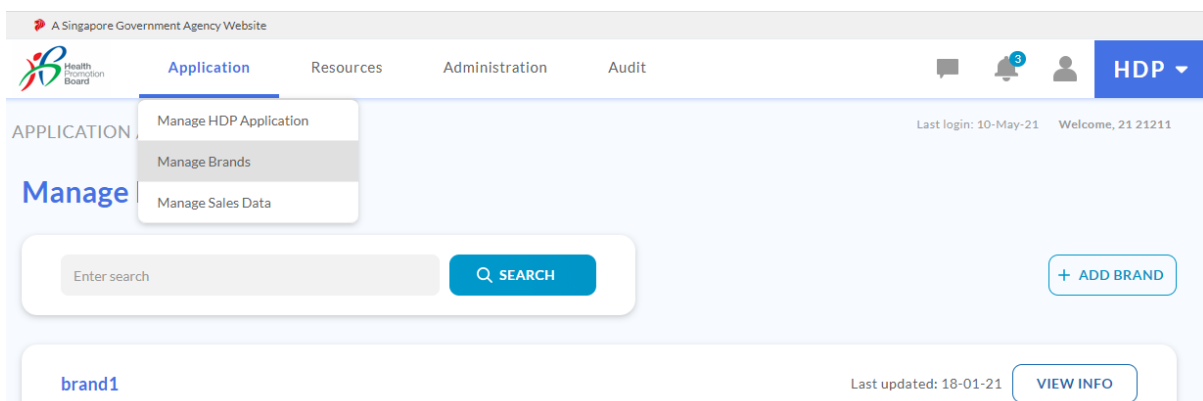
### 3.1 BE Staff Users

For HDP programme, if no or incorrect brands are assigned to a BE (Staff for HDP) user in CorpPass system, he / she can still log into Aurora system but will be shown an empty list in the 'Manage Brands' page, with a system message such as "No brand has been assigned to you, please contact your BE Authorised Rep". He / She will also have no access to any of the BE's HDP applications information under 'Manage HDP Application'.

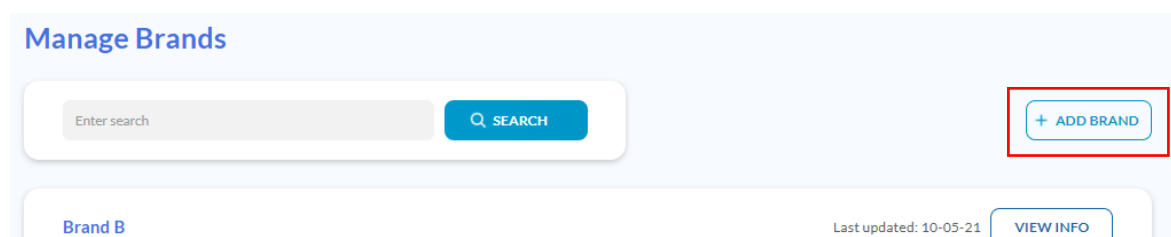
Refer to the above section for more details on [assigning brands in CorpPass](#).

### 3.2 Manage Brands

**Manage Brands** function is accessible under the **Application** tab. It provides functionality to add, view, edit & activate/deactivate the brands under a company in the Aurora system and also manage outlets tied to the specific brand.



#### 3.2.1 Add Brand



Only BE Authorised Rep can add brand once company profile is created. To add a new brand, click on the 'ADD BRAND' button as shown in the above screen. An empty form will be displayed as shown below.


## Add Brand

BRAND PROFILE

Brand \*

Enter brand

Brand Logo \*



Please upload the brand logo

(Max size 200 x 200px, 5MB)

Website

Enter website

Click in here to choose the logo to upload for this brand.

CONTACT DETAILS

Name \*

Enter name

Country Code \*

+65

Contact Number \*

Enter number

Designation \*

Enter designation

Email Address \*

Enter email address

HOW DID YOU COME TO KNOW HEALTHIER DINING PROGRAMME (HDP)

Enrolment Channel \*

Click on 'SAVE' button to add this brand and details will be reflected in the view page. Click on 'CANCEL' button to abort and return to the 'Manage Brands' page.

CANCEL

SAVE

After the Brands are added, BE Staff can also manage Brands assigned under their account.

### 3.2.2 View / Deactivate Brand

Brand B

ACTIVE

Unique Entity Number (UEN)

198104639K

Website

Contact person

David Tan

Designation

Last updated: 10-05-21

VIEW INFO

To view the brand details, click on this. The next screen with the selected brand details will be displayed as shown below.



**Brand Information**

(b) **Brand B**

Current status of this brand.

**ACTIVE**

**BRAND B**

Unique Entity Number (UEN)  
198104639K

Website  
N/A

Address  
01 STREET #01-01 ABC Singapore 243234

Enrolment Channel  
HPB Service Providers

Contact Name / Organization  
N/A

Last updated: 10-05-21

Contact person  
David Tan

Designation  
Manager

Contact Number  
(65) 98765432

Email  
david.tan@brandb.com

(a) **DEACTIVATE**

Click this to edit the details of this brand only when the status is 'ACTIVE'.

(c)

Enter search **SEARCH** **+ ADD OUTLET**

**Manage Outlet**

Outlet Name	Address	Address Type	Monthly Avg. Sales Vol. (Food)	Monthly Avg. Sales Vol. (Beverage)	Status
No outlet has been created yet.					

(a) When the brand status is 'ACTIVE', click on the 'DEACTIVATE' button to deactivate it. A prompt as shown below will pop out to ask for confirmation to proceed. Click 'DEACTIVATE' to proceed or 'CANCEL' to close the prompt.

A dialog box with a white background and rounded corners, featuring a red border. The text "Deactivate Brand 'Brand B'?" is centered in black. Below the text are two buttons: a red button with the text "DEACTIVATE" in white, and a white button with a blue border and the text "CANCEL" in blue.


After clicking 'DEACTIVATE', the followings will happen:

- The brand status will change to 'INACTIVE'
- There is no activate icon as brand cannot be re-activated
- The pencil icon will disappear
- BE users will not be able to submit HDP application for this brand
- All the outlets under this brand will be deactivated too

Brand Information

Brand B

INACTIVE



Unique Entity Number (UEN)  
198104639K

Website  
N/A

Address  
01 STREET #01-01 ABC Singapore 243234

Enrolment Channel  
HPB Service Providers

Contact Name / Organization  
N/A

Contact person  
David Tan

Designation  
Manager

Contact Number  
(65) 98765432

Email  
david.tan@brandb.com

Last updated: 10-05-21

### Manage Outlet

Outlet Name	Address	Address Type	Monthly Avg. Sales Vol. (Food)	Monthly Avg. Sales Vol. (Beverage)	Status
Outlet1	1 Adam Street #1-1 Singapore 111111	Apt Blk	100	100	INACTIVE
Outlet2	2 Adam Street #2-2 Singapore 222222	Without Apt Blk	200	200	INACTIVE

(b) Click on the back arrow icon to return to the 'Manage Brands' page.

(c) Refer to below section on [Manage Outlets](#) for more details.

### 3.2.3 Edit Brand


To edit the brand, click on the pencil icon as mentioned in the previous section. A form will be displayed with the details as shown below. All the fields are editable.

### Edit Brand

#### BRAND PROFILE

Brand \*

Brand Logo \*



(Max size 200 x 200px, 5MB)

Website

Click here to upload another logo to replace the existing logo.

#### CONTACT DETAILS

Name \*

Country Code \*

Contact Number \*

Designation \*

Email Address \*

#### HOW DID YOU COME TO KNOW HEALTHIER DINING PROGRAMME (HDP)

Enrolment Channel \*

Contact Name / Organization \*

Click on 'SAVE' button to save and changes will be reflected in the view page. Click on 'CANCEL' button to abort all the changes and return to the view page.


### 3.2.4 Search Brands

When there is no keyword provided in the search box, clicking the 'SEARCH' button will return all the brands created under the company as shown in the below screen.

#### Manage Brands

Brand B

ACTIVE



Unique Entity Number (UEN)  
198104639K

Website  
N/A

Address  
01 STREET #01-01 ABC Singapore 243234

Enrolment Channel  
HPB Service Providers

Contact Name / Organization  
N/A

Contact person  
David Tan

Designation  
Manager


Contact Number  
(65) 98765432

Email  
david.tan@brandb.com

Last updated: 10-05-21

brand1

ACTIVE



Unique Entity Number (UEN)  
198104639K

Website  
N/A

Address  
01 STREET #01-01 ABC Singapore 243234

Enrolment Channel  
HPB Website

Contact Name / Organization  
N/A

Contact person  
12

Designation  
22

Contact Number  
(65) 22

Email  
tran@gmail.com

Last updated: 18-01-21


When there is a keyword provided in the search box, clicking the 'SEARCH' button will return the brands with name containing the keyword as shown in the below screen.

## Manage Brands

SEARCH
+ ADD BRAND

**brand1**

ACTIVE



**Unique Entity Number (UEN)**  
198104639K

**Website**  
N/A

**Address**  
01 STREET #01-01 ABC Singapore 243234

**Enrolment Channel**  
HPB Website

**Contact Name / Organization**  
N/A

**Contact person**  
12

**Designation**  
22

**Contact Number**  
(65) 22

**Email**  
tran@gmail.com

Last updated: 18-01-21


VIEW INFO

### 3.3 Manage Outlets

After a brand is added, BE Staff / Authorised Rep is required to provide outlets information under that brand. **Manage Outlet** section is accessible under the **Brand Information**. It provides functionality to add, edit & deactivate the outlets under a brand.

Brand B

ACTIVE



Last updated: 10-05-21

DEACTIVATE

Unique Entity Number (UEN)  
198104639K

Website  
N/A

Address  
01 STREET #01-01 ABC Singapore 243234

Enrolment Channel  
HPB Service Providers

Contact Name / Organization  
N/A

Contact person  
David Tan

Designation  
Manager

Contact Number  
(65) 98765432

Email  
david.tan@brandb.com

Enter search

SEARCH

ADD OUTLET

Manage Outlet

Outlet Name	Address	Address Type	Monthly Avg. Sales Vol. (Food)	Monthly Avg. Sales Vol. (Beverage)	Status
Outlet1	1 Adam Street #1-1 Singapore 111111	Apt Blk	100	100	ACTIVE
Outlet2	2 Adam Street #2-2 Singapore 222222	Without Apt Blk	200	200	ACTIVE

#### 3.3.1 Add Outlet

Enter search

SEARCH

ADD OUTLET

Manage Outlet

Outlet Name	Address	Address Type	Monthly Avg. Sales Vol. (Food)	Monthly Avg. Sales Vol. (Beverage)	Status
-------------	---------	--------------	--------------------------------	------------------------------------	--------

To add a new outlet, click on the 'ADD OUTLET' button as shown in the above screen. An empty form will be displayed as shown below.

## Add Outlet

OUTLET DETAILS

**Name of outlet \***

**Address Type \***

Apt Blk

▼

**Monthly average sales volume (food) \***

**Block**

**Building Name**

**Monthly average sales volume (beverages) \***

**Street Name \***

**Floor**

**Unit**

**Postal Code \***

CANCEL

SAVE

Click on 'SAVE' button to add this outlet and details will be reflected under 'Manage Outlet'. Click on 'CANCEL' button to abort and return to the 'Brand Information' page.

### 3.3.2 View / Deactivate Outlet

**Manage Outlet**

Outlet Name	Address	Address Type	Monthly Avg. Sales Vol. (Food)	Monthly Avg. Sales Vol. (Beverage)	Status
Outlet1	1 Adam Street #1-1 Singapore 111111	Apt Blk	100	100	<div style="display: flex; align-items: center;"> <div style="background-color: #28a745; color: white; padding: 2px 5px; font-weight: bold; margin-right: 5px;">ACTIVE</div> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid #007bff; padding: 2px;">(a)</div> <div style="border: 1px solid #007bff; padding: 2px;">(b)</div> <div style="border: 1px solid #007bff; padding: 2px;">(c)</div> </div> </div>
Outlet2	2 Adam Street #2-2 Singapore 222222	Without Apt Blk	200	200	<div style="display: flex; align-items: center;"> <div style="background-color: #28a745; color: white; padding: 2px 5px; font-weight: bold; margin-right: 5px;">ACTIVE</div> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid #007bff; padding: 2px;">(a)</div> <div style="border: 1px solid #007bff; padding: 2px;">(b)</div> <div style="border: 1px solid #007bff; padding: 2px;">(c)</div> </div> </div>

(a) Current status of the outlet.

(b) Click on the pencil icon to edit the outlet details only when its status is 'ACTIVE'.

(c) When the outlet status is 'ACTIVE', click on the 'X' icon button to deactivate it. A prompt as shown here will pop out to ask for confirmation to proceed. Click 'DEACTIVATE' to proceed or 'CANCEL' to close the prompt.

**Deactivate "Outlet1"?**

Are you sure you want to deactivate this outlet?

DEACTIVATE

CANCEL

Outlet1	1 Adam Street #1-1 Singapore 111111	Apt Blk	100	100	<div style="border: 1px solid #007bff; padding: 2px 5px; background-color: #6c757d; color: white; font-weight: bold;">INACTIVE</div>
---------	-------------------------------------	---------	-----	-----	--

After clicking 'DEACTIVATE', the followings will happen:

- The outlet status will change to 'INACTIVE'
- There is no activate icon as outlet cannot be re-activated
- The pencil icon will disappear

- BE users will not be able to add this outlet to their HDP application under that brand

### 3.3.3 Edit Outlet

To edit the outlet, click on the pencil icon as mentioned in the previous section. A form will be displayed with the details as shown below. All the fields are editable.

#### Edit Outlet

OUTLET DETAILS

Name of outlet \*

Outlet2

Address Type \*

Without Apt Blk

Monthly average sales volume (food) \*

200

Block

2

Building Name

Enter building name

Monthly average sales volume (beverages) \*

200

Street Name \*

Adam Street

Floor

2

Unit

2

Postal Code \*

222222

Click on 'SAVE' button to save and changes will be reflected under 'Manage Outlet'.

Click on 'CANCEL' button to abort and return to the 'Brand Information' page.

CANCEL

SAVE

### 3.3.4 Search Outlets

When there is no keyword provided in the search box, clicking the 'SEARCH' button will return all the outlets created under the brand as shown in the below screen.

Enter search

SEARCH

ADD OUTLET

#### Manage Outlet

Outlet Name	Address	Address Type	Monthly Avg. Sales Vol. (Food)	Monthly Avg. Sales Vol. (Beverage)	Status
Outlet1	1 Adam Street #1-1 Singapore 111111	Apt Blk	100	100	ACTIVE
Outlet2	2 Adam Street #2-2 Singapore 222222	Without Apt Blk	200	200	ACTIVE

When there is a keyword provided in the search box, clicking the 'SEARCH' button will return the outlets with name/address/address type containing the keyword as shown in the below screen.

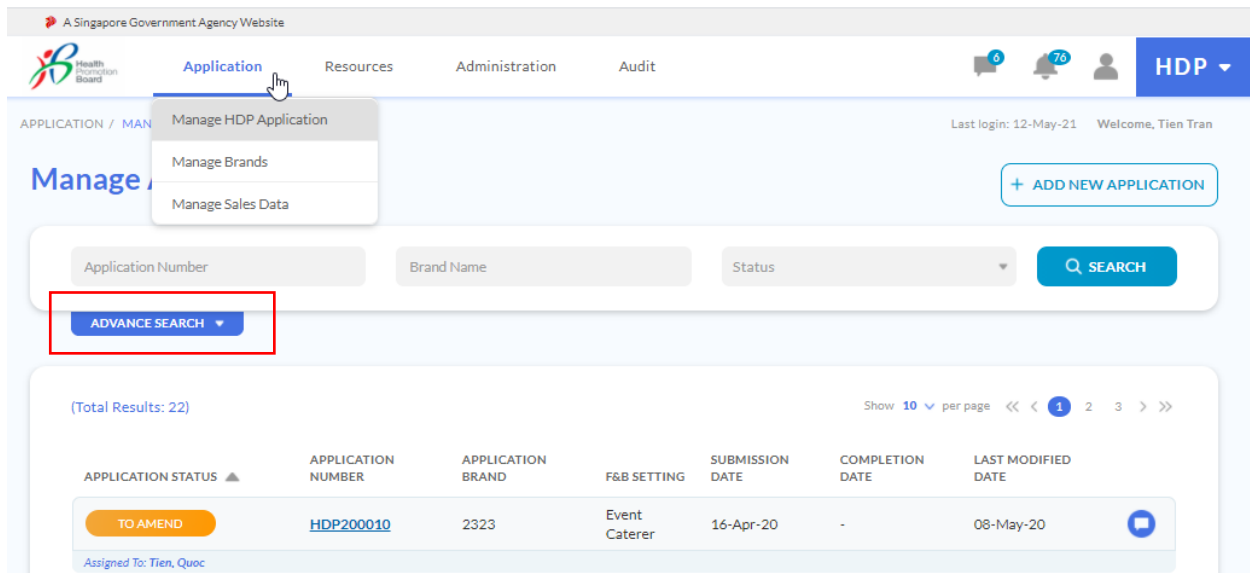
### Manage Outlet

Outlet Name	Address	Address Type	Monthly Avg. Sales Vol. (Food)	Monthly Avg. Sales Vol. (Beverage)	Status
Outlet2	2 Adam Street #2-2 Singapore 222222	Without Apt Bldg	200	200	<div>ACTIVE</div> <div></div> <div></div>



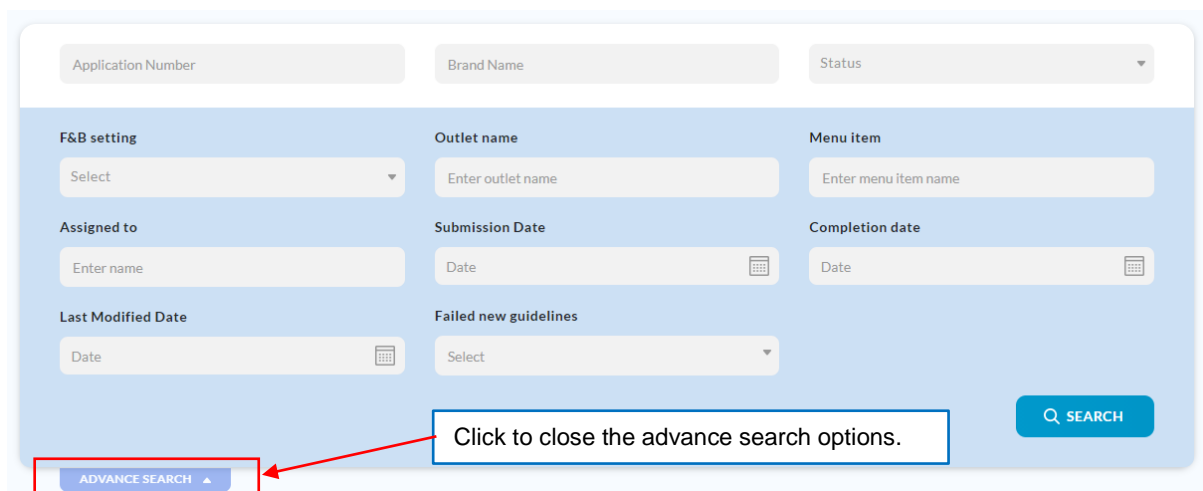
## 4.0 Manage Applications

**Manage Applications** function is accessible under the **Application** tab. It provides functionality to submit, search and amend HDP applications.

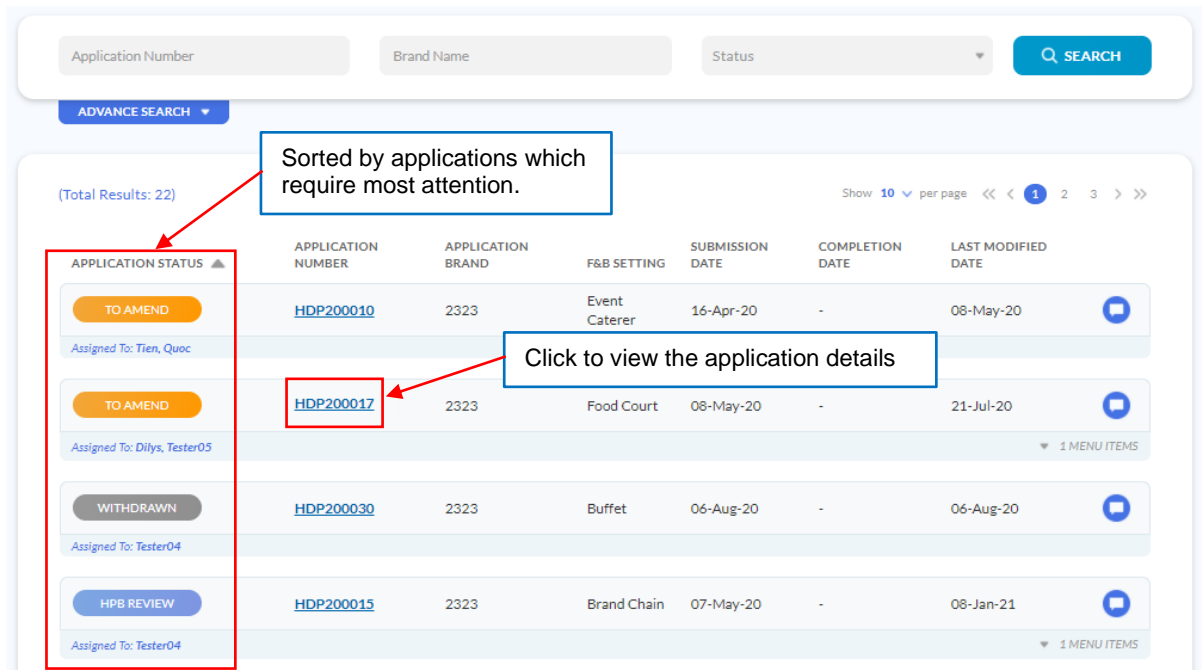


### 4.1 Search

There are 2 types of searches: Basic and Advance. For Advance Search, click on the 'ADVANCE SEARCH' as shown in the above screen and the additional search options will show like the below screen.



When there is no search option selected / specified, clicking the 'SEARCH' button will return all the applications created for the company as shown in the below screen. This is for BE Authorised Rep only. BE Staff will only be able to see applications created for the brands under them.




Application Number Brand Name Status **SEARCH**


**ADVANCE SEARCH**

(Total Results: 22) Show 10 per page << 1 2 3 >>


**APPLICATION STATUS**

**TO AMEND** [HDP200010](#) 2323 Event Caterer 16-Apr-20 - 08-May-20 


Assigned To: Tien, Quoc

**TO AMEND** [HDP200017](#) 2323 Food Court 08-May-20 - 21-Jul-20 

Assigned To: Dily, Tester05

**WITHDRAWN** [HDP200030](#) 2323 Buffet 06-Aug-20 - 06-Aug-20 

Assigned To: Tester04

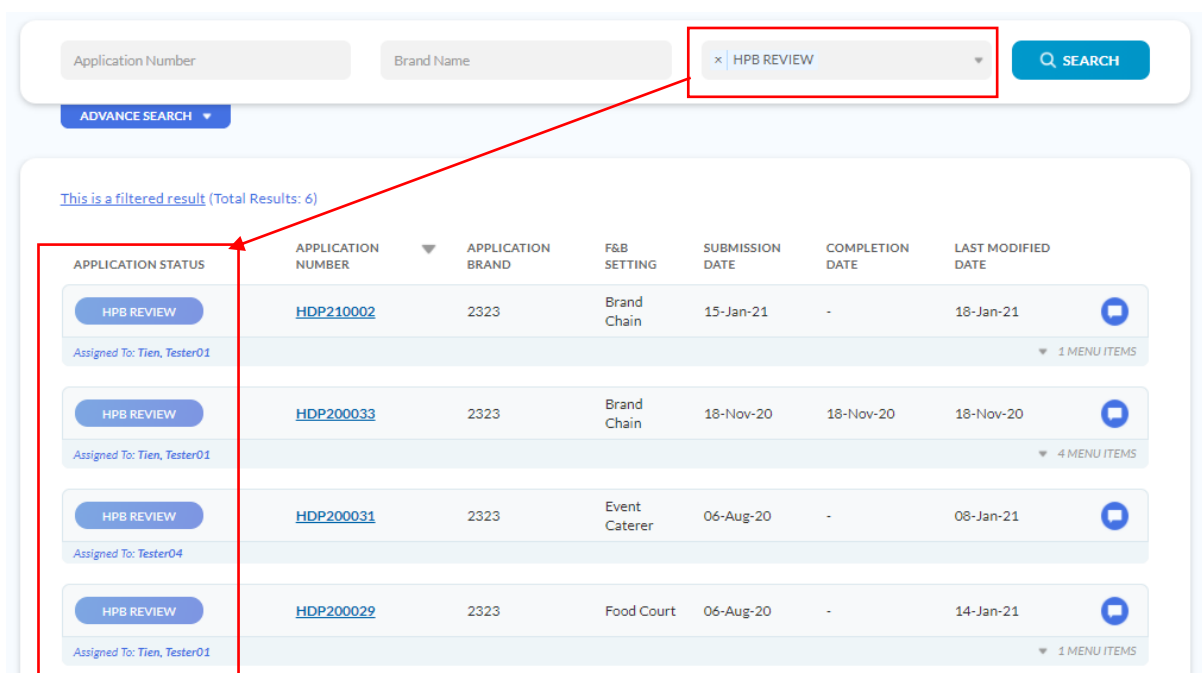
**HPB REVIEW** [HDP200015](#) 2323 Brand Chain 07-May-20 - 08-Jan-21 

Assigned To: Tester04

Sorted by applications which require most attention.

Click to view the application details

When there are search options selected / specified, clicking the 'SEARCH' button will return the applications with values matching the search options as shown in the below screen.




Application Number Brand Name **HPB REVIEW** **SEARCH**


**ADVANCE SEARCH**

This is a filtered result (Total Results: 6)


**APPLICATION STATUS**

**HPB REVIEW** [HDP210002](#) 2323 Brand Chain 15-Jan-21 - 18-Jan-21 


Assigned To: Tien, Tester01

**HPB REVIEW** [HDP200033](#) 2323 Brand Chain 18-Nov-20 18-Nov-20 18-Nov-20 

Assigned To: Tien, Tester01

**HPB REVIEW** [HDP200031](#) 2323 Event Caterer 06-Aug-20 - 08-Jan-21 

Assigned To: Tester04

**HPB REVIEW** [HDP200029](#) 2323 Food Court 06-Aug-20 - 14-Jan-21 

Assigned To: Tien, Tester01

The search results list all the applications summary, including the menu items under them, which HPB staff are being assigned to as shown in the below screen.

#### 4.1.1 Sort Applications

All the columns are sortable by clicking on the column heading. The sorting order will be ascending on first click (up arrow) and descending on second click (down arrow). E.g., the

below screen shows that the applications are sorted by the 'APPLICATION STATUS' column in ascending order.

(Total Results: 16) Show 10 per page << < 1 2 > >>

APPLICATION STATUS ▲	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
PENDING AGREEMENT	<a href="#">HDP210001</a>	2323	Brand Chain	13-Jan-21	-	15-Jan-21
MENU ITEM STATUS	MENU ITEM NAME	GRACE PERIOD END DATE	▲ 1 MENU ITEMS			
Approved	3242	-				
PENDING ARTWORK	<a href="#">HDP200013</a>	2323	Buffet	16-Apr-20	-	16-Apr-20
Assigned To: Tester04, Quoc						
FINAL REVIEW	<a href="#">HDP200011</a>	2323	Food Court	16-Apr-20	-	15-Jan-21
MENU ITEM STATUS	MENU ITEM NAME	GRACE PERIOD END DATE	▲ 1 MENU ITEMS			
Approved	12	-				
COMPLETED	<a href="#">HDP200009</a>	2323	Event Caterer	16-Apr-20	16-Apr-20	16-Apr-20
Assigned To: Tester04, Quoc						

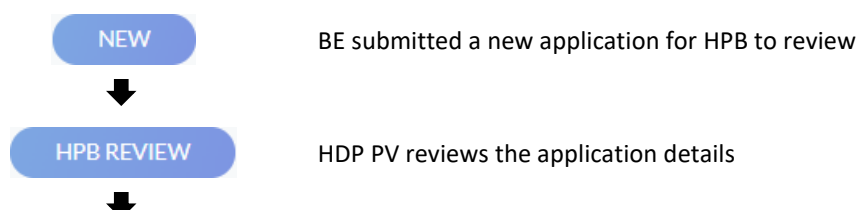
#### 4.1.2 Application Status

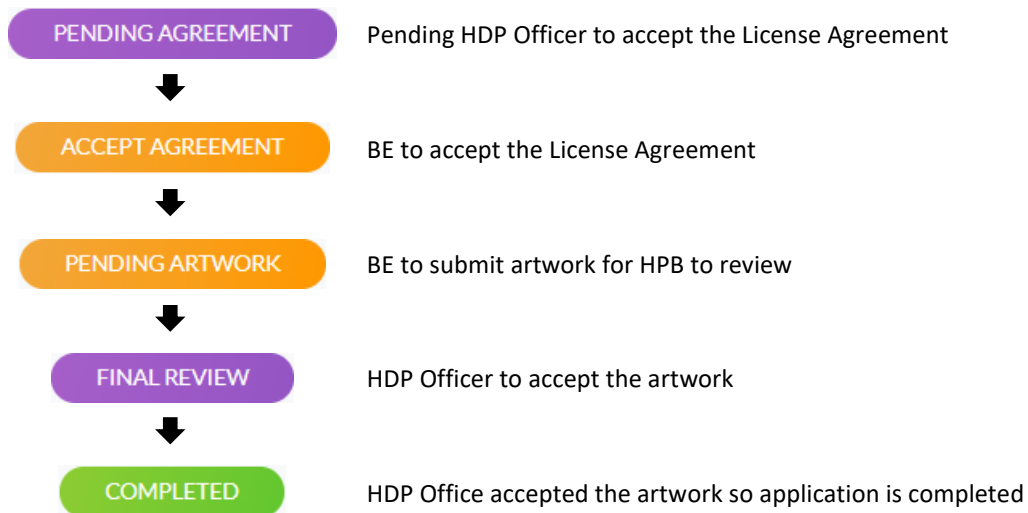
Throughout the application process, the application can go through different status. Application status column reflects the current status of the application.

(Total Results: 16) Show 10 per page << < 1 2 > >>

APPLICATION STATUS ▲	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
PENDING AGREEMENT	<a href="#">HDP210001</a>	2323	Brand Chain	13-Jan-21	-	15-Jan-21
MENU ITEM STATUS	MENU ITEM NAME	GRACE PERIOD END DATE	▲ 1 MENU ITEMS			
Approved	3242	-				
PENDING ARTWORK	<a href="#">HDP200013</a>	2323	Buffet	16-Apr-20	-	16-Apr-20
Assigned To: Tester04, Quoc						
FINAL REVIEW	<a href="#">HDP200011</a>	2323	Food Court	16-Apr-20	-	15-Jan-21
MENU ITEM STATUS	MENU ITEM NAME	GRACE PERIOD END DATE	▲ 1 MENU ITEMS			
Approved	12	-				
COMPLETED	<a href="#">HDP200009</a>	2323	Event Caterer	16-Apr-20	16-Apr-20	16-Apr-20
Assigned To: Tester04, Quoc						

Below is the general flow of the application status





### Other application status

TO AMEND	PV request BE to make amendments to application
NSP REVIEW	PV assigns NSP to do Nutrient Analysis
LAB REVIEW	PV assigns Lab to do Lab Analysis
WITHDRAWN	BE/PV withdraws the application
REJECTED	PV rejected the application
DISCONTINUE	BE discontinued all the menu items in the application

### 4.1.3 Assigned To

After the application has been assigned to a HDP Programme Vendor (PV), the name of the HDP PV will be listed in the 'Assigned To' label. After HDP Officer is assigned to the application, the name of the HDP Officer will be appended to the 'Assigned To' label as shown below. The format is "Assigned To: PV's name, HDP Officer's name".

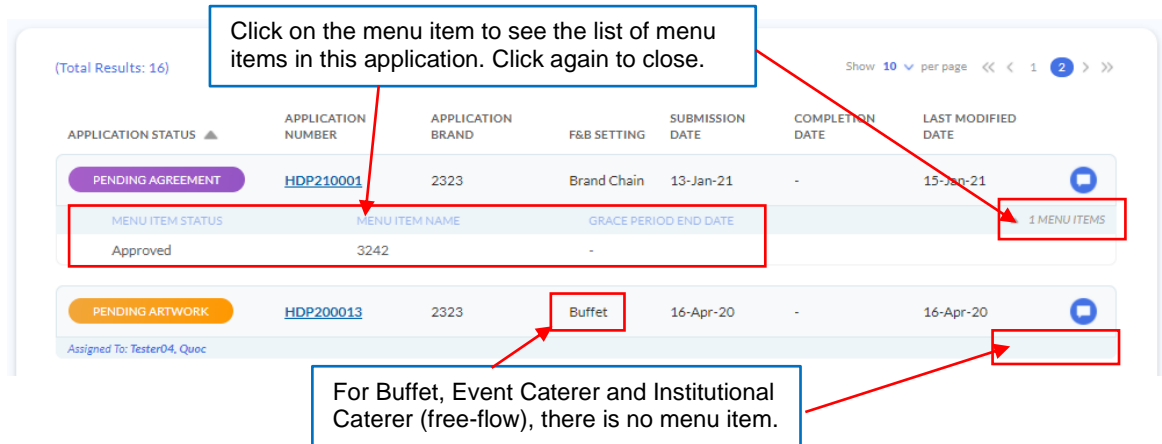
(Total Results: 16)

Show 10 per page << < 1 2 > >>

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
PENDING AGREEMENT	<a href="#">HDP210001</a>	2323	Brand Chain	13-Jan-21	-	15-Jan-21
<div> <div>MENU ITEM STATUS</div> <div>MENU ITEM NAME</div> <div>GRACE PERIOD END DATE</div> <div>1 MENU ITEMS</div> </div>						
Approved	3242	-				
PENDING ARTWORK	<a href="#">HDP200013</a>	2323	Buffet	16-Apr-20	-	16-Apr-20
Assigned To: Tester04, Quoc						

#### 4.1.4 Menu Items List

To view the list of menu items of the application, click on the down arrow as shown below.

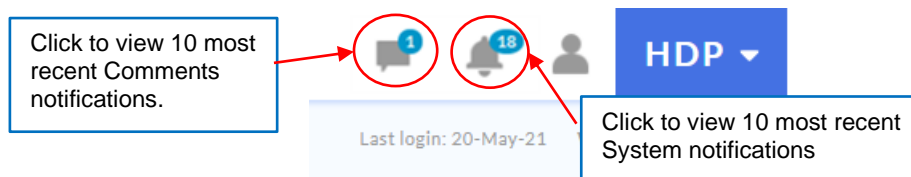


Click on the menu item to see the list of menu items in this application. Click again to close.

For Buffet, Event Caterer and Institutional Caterer (free-flow), there is no menu item.

## 4.2 Notifications

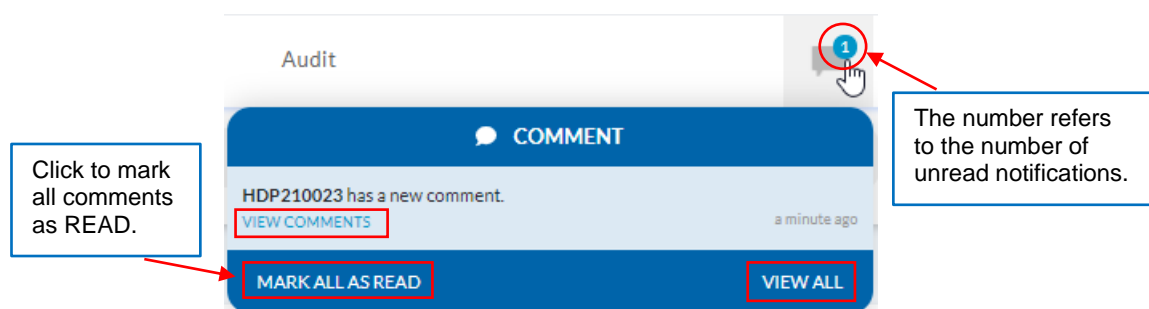
When applications are approved, rejected, required to amend & etc, email and system notifications will be sent to BE. There are 2 types of notification, namely the Comments notification and System notification.



Click to view 10 most recent Comments notifications.

Click to view 10 most recent System notifications

**Comments notification** is when there is a new comment to the application. E.g. HDP Programme Vendor (PV) added a comment to the application to request BE to make amendments.



Click to mark all comments as READ.

The number refers to the number of unread notifications.

Click on 'VIEW COMMENTS' to view the comments of that application as shown in the below screen. Click on 'VIEW ALL' to view all the notifications as shown below – [View all notifications](#).

## HDP210023 - All comments

[RETURN TO APPLICATION](#)

COMPANY & HPB

COMPANY, NSP & HPB

tester04 (20 May 2021, 01:03:41 AM)  
Please reupload the healthier file

Add comments

Type comments

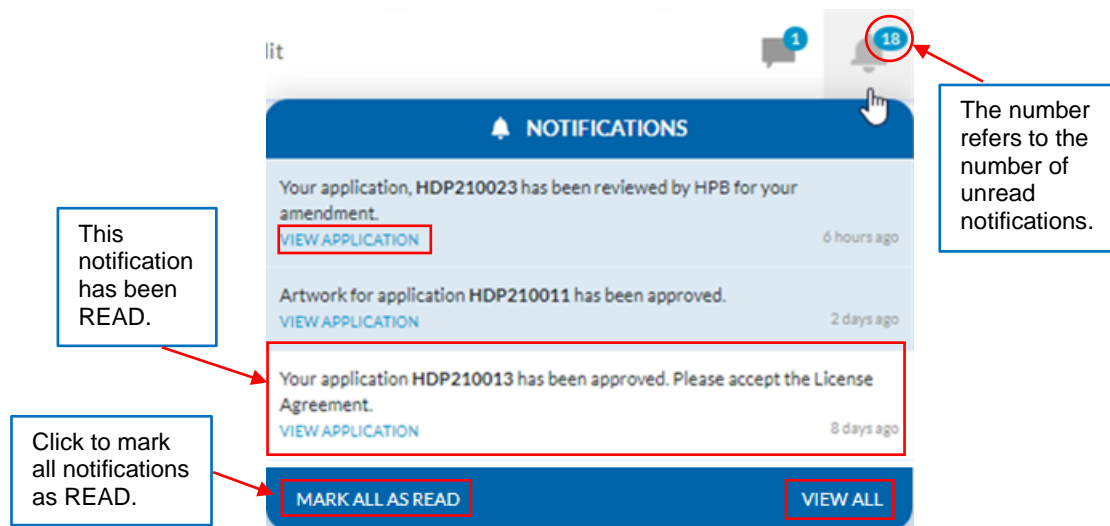
ATTACH FILES

SEND

Active in this channel: You and HDP Admin Team

0/2000

**System notification** is when application is approved, rejected or withdrawn by PV & etc.



The number refers to the number of unread notifications.

This notification has been READ.

Click to mark all notifications as READ.

VIEW APPLICATION

VIEW APPLICATION

VIEW APPLICATION

MARK ALL AS READ

VIEW ALL

Click on 'VIEW APPLICATIONS' to view the application as shown in the below screen. Click on 'VIEW ALL' to view all the notifications as shown below – [View all notifications](#).

## HDP210023 - BrandB

VIEW ALL HISTORY

VIEW ALL COMMENTS

APPLICATION  
STATUS

APPLICATION  
NUMBER

APPLICATION  
BRAND

F&B  
SETTING

SUBMISSION  
DATE

COMPLETION  
DATE

LAST MODIFIED  
DATE

TO AMEND

HDP210023

BrandB

Restaurant

18-May-21

-

19-May-21

0 MENU ITEMS

APPLICATION DETAILS

REPORTS

APPROVED MENU ITEM

AGREEMENT & PUBLICITY

HEALTHIER MENUS/ ARTWORK

### APPLICATION PROFILING

Type of food/ beverage setting  
Restaurant

Endorsement for  
Healthier Food (and beverage, if applicable)

**View all notifications**

This page will show all the notifications with tabs to view all, view only system notifications or view only comments notifications.

**Notifications**

[VIEW ALL](#) [SYSTEM](#) [COMMENTS](#)

(Total Results: 22) Show 20 per page << 1 2 >>

HDP210023 has a new comment.  
[VIEW COMMENTS](#) 20-May-21

Your application, HDP210023 has been reviewed by HPB for your amendment.  
[VIEW APPLICATION](#) 19-May-21

Artwork for application HDP210011 has been approved.  
[VIEW APPLICATION](#) 17-May-21


Your application HDP210013 has been approved. Please accept the License Agreement.  
[VIEW APPLICATION](#) 11-May-21

Our Nutrition Service Provider has been assigned for application HDP210012 and will contact you shortly.  
[VIEW APPLICATION](#) 11-May-21

Your application HDP210011 has been approved. Please accept the License Agreement. ...

### 4.3 Comments

Comments allows BE to communicate with HPB or Service Providers with regards to the application.

[TO AMEND](#) [HDP210023](#) BrandB Restaurant 18-May-21 - 19-May-21 

Assigned To: Tester

Click to view all comments for this application.

**HDP210023 - All comments** [RETURN TO APPLICATION](#)

[COMPANY & HPB](#) [COMPANY, NSP & HPB](#)

tester04 (20 May 2021, 01:03:41 AM)  
Please reupload the healthier file

Me (20 May 2021, 01:45:26 AM)  
Has reuploaded the file, please try again.

**Add comments**

Type comments [ATTACH FILES](#) [SEND](#)

Active in this channel: You and HDP Admin Team 0/2000

To reply or clarify on the comments from HPB, enter them under 'Add comments', upload any file if needs and click on 'SEND'. Alternatively, click on the application number to view the application details. The comments can also be accessed by clicking on 'VIEW ALL COMMENTS' as shown below.

HDP210023 - BrandB

VIEW ALL HISTORY

VIEW ALL COMMENTS

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
TO AMEND	HDP210023	BrandB	Restaurant	18-May-21	-	19-May-21

0 MENU ITEMS

APPLICATION DETAILS
REPORTS
APPROVED MENU ITEM
AGREEMENT & PUBLICITY
HEALTHIER MENUS/ ARTWORK

Scroll to the bottom of the application and comments can be added here too as shown below.

COMPANY & HPB
COMPANY, NSP & HPB

Add comments

VIEW ALL COMMENTS

Type comments

ATTACH FILES

SEND

Active in this channel: You and HDP Admin Team
0 / 2000

#### 4.4 View All History

To view all the history of an application, click on the application number at the 'Manage Applications' page to view its details.

TO AMEND
HDP210023
BrandB
Restaurant
18-May-21
-
19-May-21

Assigned To: Tester

Click on 'VIEW ALL HISTORY' button.

HDP210023 - BrandB

VIEW ALL HISTORY

VIEW ALL COMMENTS

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
TO AMEND	HDP210023	BrandB	Restaurant	18-May-21	-	19-May-21

0 MENU ITEMS

APPLICATION DETAILS
REPORTS
APPROVED MENU ITEM
AGREEMENT & PUBLICITY
HEALTHIER MENUS/ ARTWORK

Next screen will load with all the history of this application from when it was submitted till now. There is also a search function to filter the history based on an action / user role / a date range.



View All History

Action

User role

Q

SEARCH

Date

Enter date

ADVANCE SEARCH

APPLICATION HISTORY LISTING

(Total Results: 4)

DATE & TIME	ACTION	USER ROLE	FIRST/LAST NAME
19-May-21 18:40:22	Send To Amend	HDP Programme Vendor	tester
ACTION DETAILS			
19-May-21 18:37:32	Programme Vendor Pick Application	HDP Programme Vendor	tester
ACTION DETAILS			
18-May-21 19:01:14	Submit Application	Business Entity	John Doe
18-May-21 19:01:08	Create Draft	Business Entity	John Doe

## 4.5 Add New Application

The image shows the top section of a web application. On the left, the text 'Manage Applications' is displayed in a large, blue, sans-serif font. To the right of this text is a search bar. The search bar has a light gray background and contains three input fields: 'Application Number', 'Brand Name', and 'Status'. To the right of these fields is a blue button with a magnifying glass icon and the text 'SEARCH'. Below the search bar is a blue button with the text 'ADVANCE SEARCH' and a downward arrow. A red box highlights the 'ADD NEW APPLICATION' button, which is located to the right of the search bar. A red arrow points from a text box that says 'Click this to create new application' to the 'ADD NEW APPLICATION' button.

BE Authorised Rep can create application for all the brands in the company whilst BE Staff can only create application for brands assigned to them. After clicking 'ADD NEW APPLICATION', the below screen will load.

## New Application

Before filling in this application form, please ensure that you have read through the HDP guidelines [here](#).

### QUALIFYING CRITERIA

Please select your Type of food/beverage setting and endorsement in order to display your respective Qualifying Criteria.

### APPLICATION STAGES

Please select your Type of food/beverage setting in order to display your respective Application Stages.

### Type of food/beverage setting

Please select the F&B Setting that best describe your business: \*

If unsure, please refer to our [Healthy Dining Programme webpage](#)

Select one

Please read the HDP guidelines before proceeding further.

There are 13 types of F&B setting and depending on the type, the HDP application process can be either [3-stages](#) or [5-stages](#). And the endorsement options and the qualifying criteria might vary too.

Type of F&B settings	
<ol style="list-style-type: none"> <li>1. Buffet</li> <li>2. Event Caterer</li> <li>3. Institutional Caterer (Free-flow)</li> </ol>	<ol style="list-style-type: none"> <li>1. Bakery</li> <li>2. Brand Chain</li> <li>3. Café</li> <li>4. Dessert</li> <li>5. F&amp;B on Digital Platform(s)</li> <li>6. Food Court</li> <li>7. Institutional Caterer (Stall Concept)</li> <li>8. Kiosk</li> <li>9. Quick Service Restaurant/Fast Food</li> <li>10. Restaurant</li> </ol>
3-Stage Application Process	5-Stage Application Process
<ol style="list-style-type: none"> <li>1. Application details</li> <li>2. Agreement &amp; Publicity</li> <li>3. Healthier Menus / Artwork</li> </ol>	<ol style="list-style-type: none"> <li>1. Application details</li> <li>2. Reports</li> <li>3. Approved Menu Item</li> <li>4. Agreement &amp; Publicity</li> <li>5. Healthier Menus / Artwork</li> </ol>

## 5.0 Applying a 3-stages Application

There will be 3 stages of application process which the following F&B settings will need to go through.

1. Buffet
2. Event Caterer
3. Institutional Caterer (Free-flow)

Refer to previous section '[Add New Application](#)' on how to get to the below screen.

### New Application

Before filling in this application form, please ensure that you have read through the HDP guidelines [here](#).

**Type of food/beverage setting**

Please select the F&B Setting that best describe your business: \*

If unsure, please refer to our [Healthy Dining Programme webpage](#)

Institutional Caterer (Free Flow)

Selecting different F&B setting will have different qualifying criteria displayed.

#### QUALIFYING CRITERIA

1. Plain water is served as a default beverage item
2. Sugar/sugar syrup for coffee and/or tea is served on the side, not pre-added
3. Provide wholegrain option in every type of staple used
4. Must use healthier oil for all cooking and food preparation
5. Limit deep fried (DF) food items to no more than the following:
  - 0 DF allowed for orders with ≤ 3 items
  - 1 DF allowed for orders with 4-8 items (excluding beverages)
  - 2 DF allowed for orders with 9-15 items (excluding beverages)
  - 3 DF allowed for orders with 16-20 items (excluding beverages)
  - 4 DF allowed with ≥ 21 items (excluding beverages)

#### APPLICATION STAGES

There will be 3 stages in this application which requires HPB's review in each stage.

1
Business / Application Details

2
Publicity Plan / Declaration

3
Healthier Menus / Artwork

Click on this to continue

CREATE NEW APPLICATION

### 5.1 Application Details

Upon clicking 'CREATE NEW APPLICATION', the 'NEW APPLICATION' page will load with 'APPLICATION DETAILS' tab (Page 1 / 2) as shown in the below screen.

## New Application

APPLICATION DETAILS

AGREEMENT & PUBLICITY

HEALTHIER MENUS/ ARTWORK

PAGE 1 / 2

APPLICATION PROFILING

Type of food/ beverage setting  
Institutional Caterer (Free Flow)

Select the brand for this application. BE Authorised Rep will see all the brands while BE Staff will only see the brands assigned.

COMPANY PROFILE

Unique Entity Number (UEN)  
198104639K

Company Name  
UPUZH YZXH

Company website  
-

Brand name \*  
Select

Below screen shows the current user details retrieved from and can be updated at the User Profile page by clicking the link.

APPLICANT PROFILE

Contact details of person in charge can only be edited in the [User Profile](#) page

Salutation  
Mr

First name  
21

Department  
rwerwer

Email address

Office number  
(65) 212121

Last name  
21211

Designation  
2121

Mobile number  
(65) 2121

Specify if the DINNING CONCEPT is Halal or Non-Halal and also the type of Product Offering.

DINING CONCEPT

Halal / Non-Halal \*

☐ Halal
 ☐ Non-Halal

Product Offering (may select more than 1) \*

☐ Buffet menus (Mix and match)  
☐ Buffet menus (Standard menus)  
☐ Bento boxes  
☐ Others, please specify:  Enter product offering

If there is no Brand specified in the above COMPANY PROFILE section, LIST OF OUTLETS section will display the message as shown in the below screen. *Note that F&B setting, **Event Caterer** does not have this section.*

**LIST OF OUTLETS**

Please select your Brand above so that we can populate the list of outlets for you.

Once the Brand is specified, the list of outlets under that brand will be listed in the dropdown list as shown in the below screen. Choosing any outlet, the address of the outlet will be displayed accordingly.

**LIST OF OUTLETS**

**Name of outlet 1**

outlet 2

**Address**

123 is where #01-01 Here Singapore 342561

+ ADD OUTLET

Click on 'ADD OUTLET' button to add more outlets to this application. A new row of outlet selection will be displayed.

Click on the 'X' to remove this outlet.

**LIST OF OUTLETS**

**Name of outlet 1**

outlet 2

**Address**

123 is where #01-01 Here Singapore 342561

**Name of outlet 2**

×

Select

After adding new outlet, the 'ADD OUTLET' button will disappear if there is no more outlet under the brand can be added. Refer to the above ['Manage Outlets'](#) section for more details on how to add outlets to a brand.

**AVERAGE SALES VOLUME PER MONTH**

**Buffet by no. of pax \***

Enter

**Bento Boxes by no. of pax \***

Enter

Fill in the above section with numbers only.

For the Healthier Oils section, please list all the oils used and upload the image files of the Nutrition Information Panel (NIP) and/or HCS logo as shown in below screen.


LIST OF HEALTHIER OILS

List all cooking oils that you are using (separated by a comma) \*

e.g Oki Sunflower Oil, Naturel Canola Oil

Upload cooking oil files \* (max 5 files, 5MB each)

Please attach the images of Nutrition Information Panel (NIP) and/or HCS logo for each cooking oil used. Please see an example [here](#).

 Drag files or click to select.  
JPG or PDF files.

Click in the above box to upload the file.  
Once uploaded, it will appear as shown in the below screen.

SAVE AS DRAFT



SAVE AND NEXT PAGE

healthyoil1.pdf

14-May-21 (14.1 KB)

healthyoil2.pdf

14-May-21 (17.2 KB)

Do you want to delete cooking oil file?

healthyoil1.pdf

CONFIRM

CANCEL

Click on the down arrow, the uploaded file will be downloaded to the download folder.

Click on the 'X' icon, a prompt as shown here will pop out to ask for confirmation to delete the uploaded file.

Click 'CONFIRM' to proceed or 'CANCEL' to close the prompt.

Click this to save page 1 of the application and proceed to next page.

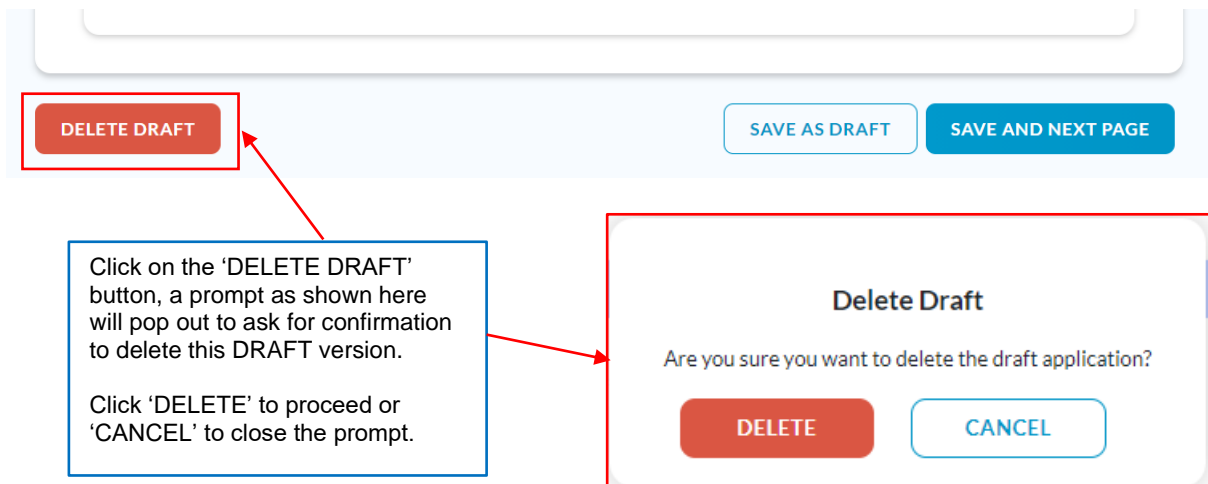
Click on 'SAVE AS DRAFT' to save the application as DRAFT version first and complete later on.

SAVE AS DRAFT

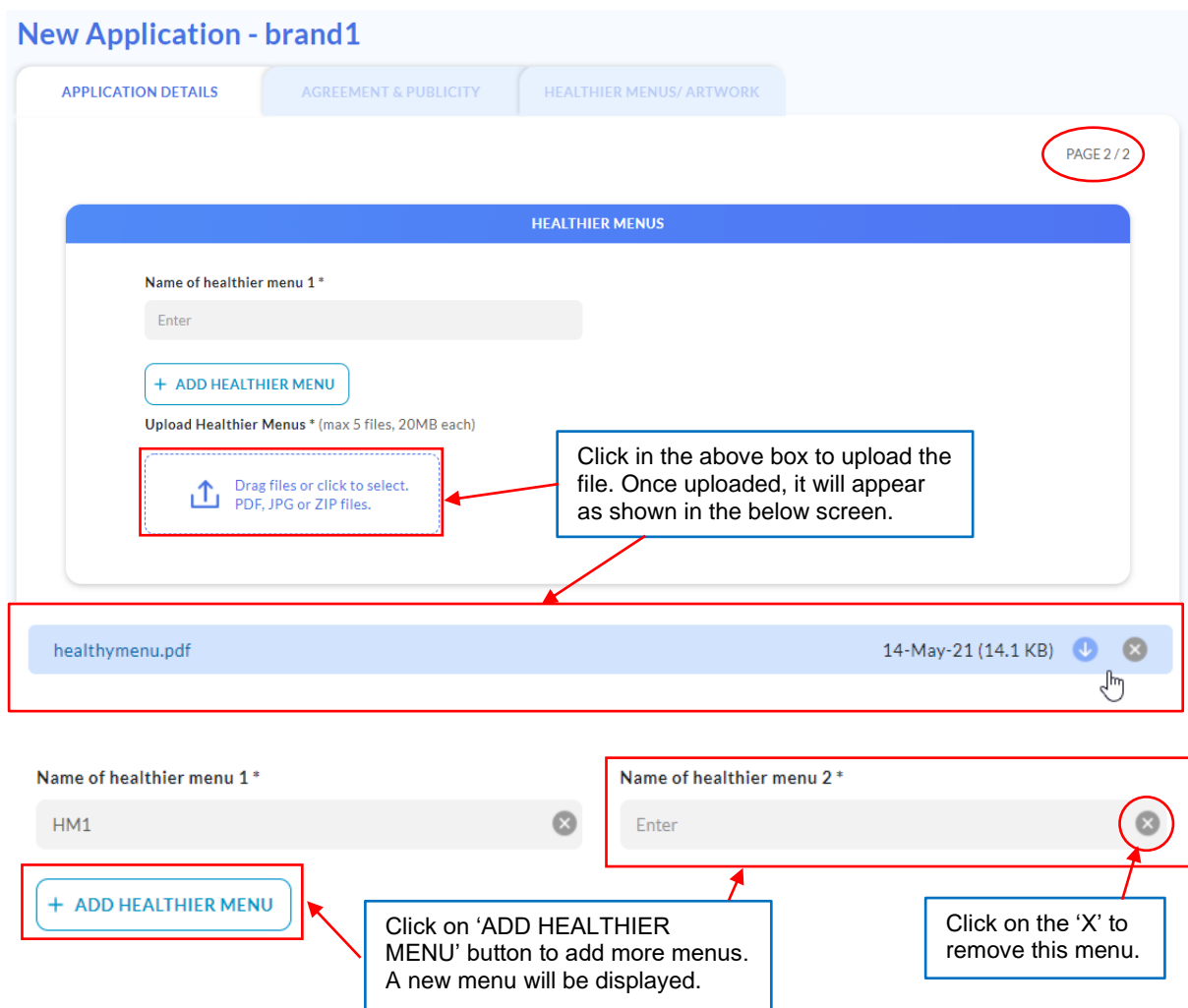
SAVE AND NEXT PAGE

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
DRAFT	HDP Draft	brand1	Institutional Caterer (Free Flow)	-	-	-

After saving as DRAFT, the application status will be reflected as 'DRAFT' under the 'Manage Applications' page. BE can continue filling up the application by clicking on the application number. A 'DELETE DRAFT' button will also appear to allow BE to delete this DRAFT version as shown in below screen.



After clicking on 'SAVE AND NEXT PAGE', page 2 of the Application Details is loaded as shown below.



**MEAT AND ALTERNATIVES**

List all meat cuts (separated by a comma, max 2000 characters) \*

e.g. skinless chicken thigh, chicken breast

2000

*Note that only F&B setting, **Buffet** has this above MEAT AND ALTERNATIVES section.*

**LOWER / NO SUGAR BEVERAGES**

Please verify that plain water is provided by default in all healthier menus where beverage is included. \*

☐ Verify

Please verify that sugar/sugar syrup for coffee and/or tea is served on the side in all healthier menus. \*

☐ Verify

Check the boxes in the above and also below 2 sections to verify that all of them are complied with the qualifying criteria accordingly.

**WHOLEGRAIN STAPLES**

Please verify that all staples listed within the "Rice and noodle" category are made of wholegrains and meet the HDP nutritional guidelines (wholegrain products). \*

☐ Verify

Please verify that when there is no "Rice and noodle" category available (e.g. refreshment menus), staples listed as "Snack and Pastry/Appetisers" are made of wholegrains and meet the HDP nutritional guidelines (wholegrain products). \*

☐ Verify

**STAPLE 1**

Premixed / Self Made? \*

☐ Premixed
 ☐ Self Made

Type of staple product \*

Enter

Upload front and back package of staple product \* (max 5 files, 5MB each)

Drag files or click to select. PDF, JPG or ZIP files.

+ ADD NEW STAPLE

stapleproduct.jpg
14-May-21 (13.0 KB)

↓
✕



<b>Premixed / Self Made? *</b> <input checked="" type="radio"/> Premixed <input type="radio"/> Self Made	<b>Type of staple product *</b> <input type="text" value="Enter"/>
<b>Brand / description *</b> <input type="text" value="Enter"/>	<b>Percentage of wholegrains (%) *</b> <small>(based on packaging or product specifications)</small> <input type="text" value="Enter"/>

If 'Premixed' is selected, the above form with **3** fields will show.

<b>Premixed / Self Made? *</b> <input type="radio"/> Premixed <input checked="" type="radio"/> Self Made	<b>Type of staple product *</b> <input type="text" value="Enter"/>
<b>Wholegrain ingredient *</b> <input type="text" value="Enter"/>	<b>Weight of wholegrains used (g) *</b> <input type="text" value="Enter"/>
<b>Total weight of product (g) *</b> <input type="text" value="Enter"/>	<b>Percentage of wholegrains (%) *</b> <input type="text" value="Enter"/>

If 'Self Made' is selected, the above form with **5** fields will show.

STAPLE 2

<b>Premixed / Self Made? *</b> <input type="radio"/> Premixed <input type="radio"/> Self Made	<b>Type of staple product *</b> <input type="text" value="Enter"/>
--	---

**Upload front and back package of staple product \* (max 5 files, 5MB each)**  

Drag files or click to select.  
PDF, JPG or ZIP files.

Click this to remove this staple.

REMOVE

+ ADD NEW STAPLE

Click on 'ADD NEW STAPLE' button to add more staple. A new staple will be displayed.

**DEEP FRIED FOODS**

Please verify that the number of deep fried items per healthier catering menu is:

- No deep fried food item allowed for orders with ≤3 items
- 1 deep fried food item allowed for orders with 4-8 items (excluding beverages)
- 2 deep fried food item allowed for orders with ≥9 items (excluding beverages)

All deep fried items must be clearly labelled (e.g DF) on the menu

\*Food items include desserts but exclude beverages

☐ Verify

**FRESH FRUITS**

Please verify that fresh fruit is included as an option for all healthier menus. \*

☐ Verify

Check the boxes in the above 2 sections to verify that all of them are complied with the qualifying criteria accordingly. *Note that only F&B setting, **Buffet** does not have these 2 sections.*

**LIST OF BEVERAGES**

**BEVERAGE 1**

**Name of Beverage \***

**Type of Beverage \***

Select one ▼

**Calories per beverage**

**Qualification methodology \***

Select one ▼

+ ADD NEW BEVERAGE

⬅

Click this to return to previous page.

Click this to save changes for this page.

SAVE AS DRAFT

Click this to save and proceed to next step.

SAVE AND PREVIEW

DELETE DRAFT

*Note that only F&B setting, **Event Caterer** does not have this section.*

BEVERAGE 2

**Name of Beverage \***

**Type of Beverage \***

Select one

**Calories per beverage**

**Qualification methodology \***

Select one

Click this to remove this beverage.

REMOVE

+ ADD NEW BEVERAGE

Click on 'ADD NEW BEVERAGE' button to add more beverage. A new beverage will be displayed.

After clicking on 'SAVE AND PREVIEW', the preview of page 1 of the application will load as shown in the below screen. Check to ensure all the details are correct before proceeding to next page.

**New Application - brand1**

APPLICATION DETAILS
AGREEMENT & PUBLICITY
HEALTHIER MENUS/ ARTWORK

APPLICATION PROFILING

Type of food/ beverage setting

Institutional Caterer (Free Flow)

COMPANY PROFILE

Unique Entity Number (UEN)	Company Name
198104639K	UPUZTH YZXH
Company website	Brand name
-	brand1

APPLICANT PROFILE

Contact details of person in charge can only be edited in the [User Profile](#) page

Salutation	
Mr	
First name	Last name
21	21211
Department	Designation
rwenwer	2121
Email address	
tran.tan.tien+be.198104639K.T0066846F@styl.solutions	
Office number	Mobile number
(65) 212121	(65) 2121

↺

PAGE 1/2

Click this to make amendment.

DINING CONCEPT

Halal / Non-Halal Non-Halal	Product Offering Buffet menus (Mix and match)
--------------------------------	--

LIST OF OUTLETS

Name of outlet 1 outlet 2	Address 123 is where #01-01 Here Singapore 342561
------------------------------	--

AVERAGE SALES VOLUME PER MONTH


Buffet by no. of pax 30	Bento Boxes by no. of pax 0
----------------------------	--------------------------------

LIST OF HEALTHIER OILS

List all cooking oils that you are using (separated by a comma)  
Olive Oil

Cooking oil files  
[healthyoil2.pdf](#) 14-May-21 (17.2 KB)

Click this to proceed to next page.



DELETE DRAFT


After clicking on the '>', preview of page 2 of the application will load as shown in the below screen. Check to ensure all the details are correct before submitting to HPB.

#### New Application - brand1

APPLICATION DETAILS

AGREEMENT & PUBLICITY

HEALTHIER MENU/ ARTWORK


PAGE 2 / 2

HEALTHIER MENU

Name of healthier menu 1  
HM1

Healthier Menu  
[healthymenu.pdf](#) 14-May-21 (14.1 KB)

Click this to make amendment.

LOWER / NO SUGAR BEVERAGES

Please verify that plain water is provided by default in all healthier menus where beverage is included.

☒ Verify

Please verify that sugar/sugar syrup for coffee and/or tea is served on the side in all healthier menus.

☒ Verify

WHOLEGRAIN STAPLES

Please verify that all staples listed within the "Rice and noodle" category are made of wholegrains and meet the HDP nutritional guidelines (wholegrain products). \*

☒ Verify

Please verify that when there is no "Rice and noodle" category available (e.g. refreshment menus), staples listed as "Snack and Pastry/Appetisers" are made of wholegrains and meet the HDP nutritional guidelines (wholegrain products). \*

☒ Verify

STAPLE 1

Premixed / Self Made? Premixed	Type of staple product type1
Brand / description Wholegrain Product	Percentage of wholegrains (%) (based on packaging or product specifications) 20
Upload front and back package of staple product <a href="#">stapleproduct.jpg</a>	14-May-21 (13.0 KB)

DEEP FRIED FOODS

Please verify that the number of deep fried items per healthier catering menu is:  
No deep fried food item allowed for orders with ≤3 items  
1 deep fried food item allowed for orders with 4-8 items (excluding beverages)  
2 deep fried food item allowed for orders with ≥9 items (excluding beverages)  
All deep fried items must be clearly labelled (e.g DF) on the menu  
\*Food items include desserts but exclude beverages  
☒ Verify

FRESH FRUITS

Please verify that fresh fruit is included as an option for all healthier menus. \*  
☒ Verify

LIST OF BEVERAGES

BEVERAGE 1

Name of beverage  
Orange Juice

Type of beverage  
Packaged

Calories per beverage  
50

Qualification methodology  
HCS endorsed

Are you sure you want to submit this application to HPB?

Click on the 'SUBMIT TO HPB' button, a prompt as shown here will pop out to ask for confirmation.

Click 'CONFIRM' to proceed or 'CANCEL' to close the prompt.

After submitted to HPB, the application status will change to 'NEW' as shown below. The new application number generated will also be displayed.

NEW	HDP210011	brand1	Institutional Caterer (Free Flow)	14-May-21	-	14-May-21	
-----	-----------	--------	-----------------------------------	-----------	---	-----------	--

HDP210011 - brand1

VIEW ALL HISTORY
VIEW ALL COMMENTS

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
NEW	HDP210011	brand1	Institutional Caterer (Free Flow)	14-May-21	-	14-May-21

APPLICATION DETAILS
AGREEMENT & PUBLICITY
HEALTHIER MENUS/ ARTWORK

APPLICATION PROFILING


Type of food/ beverage setting  
Institutional Caterer (Free Flow)

No pencil icon to make changes after submitted to HPB.

Doc Version 0.2

Page 45 of 81

When a HPB Staff assigned the application to himself, the application status will change to 'HPB REVIEW' as shown below. The user ID of the HPB Staff will also be displayed.


HPB REVIEW	<a href="#">HDP210011</a>	brand1	Institutional Caterer (Free Flow)	14-May-21	-	14-May-21	
Assigned To: Tester10							

Email notifications will be sent when the followings happen:

- HPB requests for [amendments](#) to the application.
- HPB [withdraws](#) the application.
- HPB accepted the license agreement and is pending for [BE acceptance](#).

### Amendments to application

When HPB reviewed the application details and requested BE to amend the details, the application status will change to 'TO AMEND'. BE Authorised Rep and Staff will be able to amend the application.

TO AMEND	<a href="#">HDP210011</a>	brand1	Institutional Caterer (Free Flow)	14-May-21	-	14-May-21	
Assigned To: Tester10							

Click to check if HPB left any comments for this application.

#### HDP210011 - All comments

[RETURN TO APPLICATION](#)

**COMPANY & HPB**

tester10 (14 May 2021, 17:13:47 PM)

Reupload healthier oil - unable to open after download, it said invalid file.

[Add comments](#)

Type comments

[ATTACH FILES](#)

[SEND](#)

Active in this channel: You and HDP Admin Team

0/2000

If there is a need to reply or clarify on the comments from HPB, enter them under 'Add comments', upload any file if needs and click on 'SEND'. Alternatively, click on the application number to view the application details. The comments can also be accessed by clicking on 'VIEW ALL COMMENTS' as shown below.

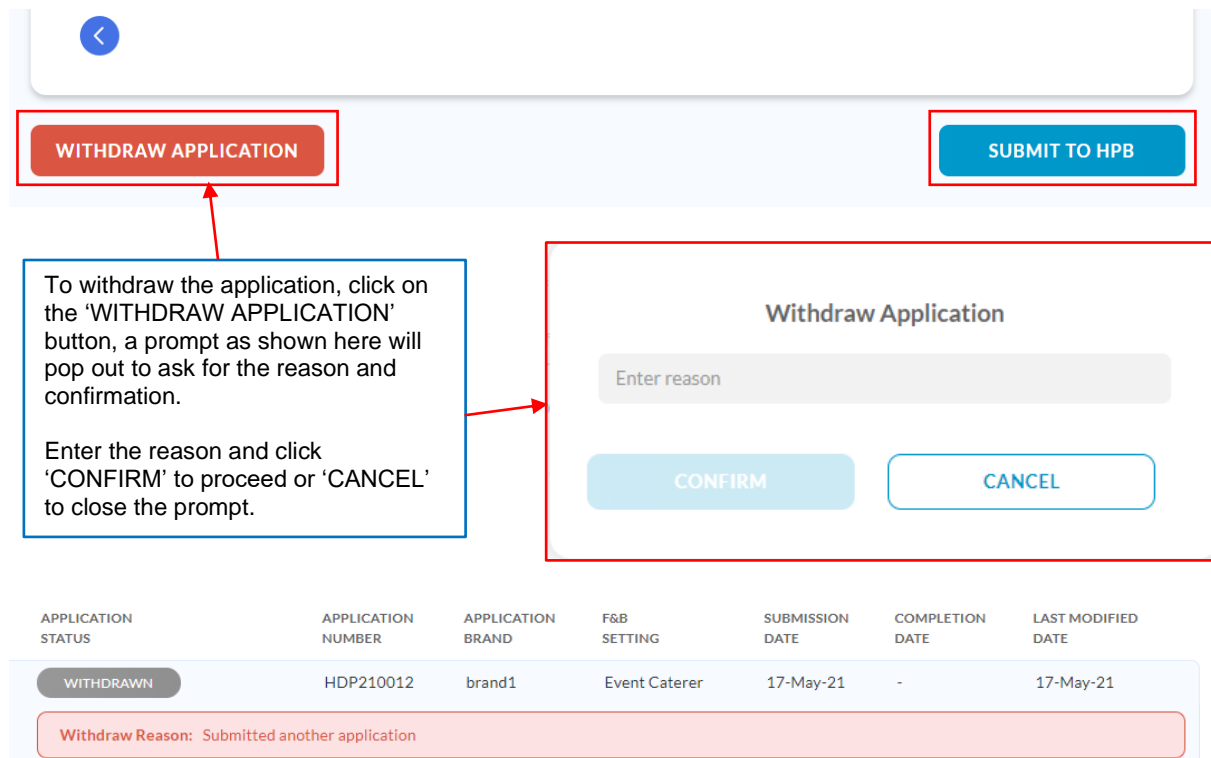
#### HDP210011 - brand1

[VIEW ALL HISTORY](#) [VIEW ALL COMMENTS](#)

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
TO AMEND	HDP210011	brand1	Institutional Caterer (Free Flow)	14-May-21	-	14-May-21

[APPLICATION DETAILS](#) [AGREEMENT & PUBLICITY](#) [HEALTHIER MENUS/ ARTWORK](#)

After making the amendments, click on 'SUBMIT TO HPB' again for HPB to review.



The screenshot shows the application interface with a 'WITHDRAW APPLICATION' button highlighted. A modal dialog titled 'Withdraw Application' is displayed, asking the user to 'Enter reason' and providing 'CONFIRM' and 'CANCEL' buttons. A text box explains the process: 'To withdraw the application, click on the 'WITHDRAW APPLICATION' button, a prompt as shown here will pop out to ask for the reason and confirmation. Enter the reason and click 'CONFIRM' to proceed or 'CANCEL' to close the prompt.'

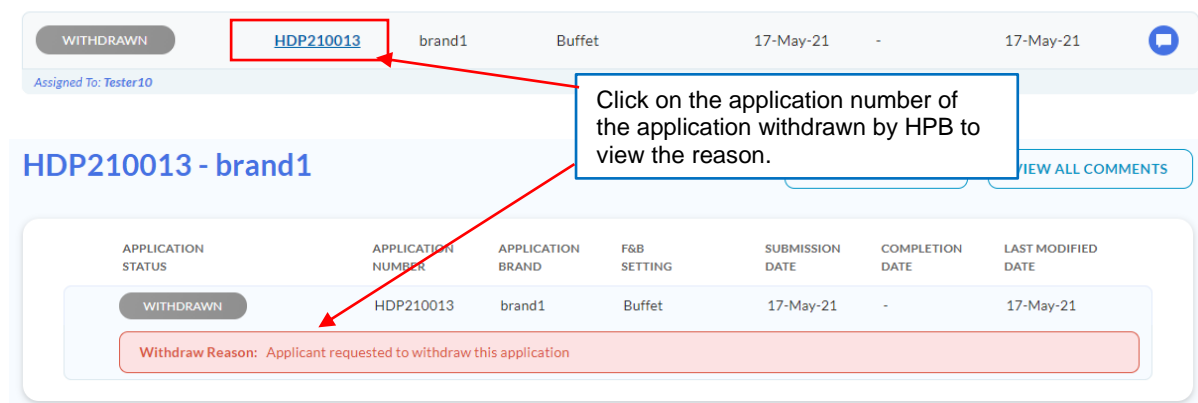
APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
WITHDRAWN	HDP210012	brand1	Event Caterer	17-May-21	-	17-May-21

Withdraw Reason: Submitted another application

The application status will change to 'WITHDRAWN' and the withdraw reason will be displayed in the application summary at the application information page.

### Withdrawn by PV

If you want to withdraw your application after you have submitted to HPB, please inform the assigned PV to your application. You can do so by using the [comments](#) channel. PV will withdraw the application at their end and also provide the reason for withdrawal.



The screenshot shows the application information page for application HDP210013. The status is 'WITHDRAWN'. A text box explains: 'Click on the application number of the application withdrawn by HPB to view the reason.' The application details are as follows:

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
WITHDRAWN	HDP210013	brand1	Buffet	17-May-21	-	17-May-21

Withdraw Reason: Applicant requested to withdraw this application

## 5.2 Agreement & Publicity

After HPB has accepted the License Agreement, email notification will be sent to inform BE to accept the agreement too. Either BE Authorised Rep or Staff can accept the agreement. The application status will change to 'ACCEPT AGREEMENT'.

HDP210011 - brand1

[VIEW ALL HISTORY](#)
[VIEW ALL COMMENTS](#)

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
ACCEPT AGREEMENT	HDP210011	brand1	Institutional Caterer (Free Flow)	14-May-21	-	14-May-21

APPLICATION DETAILS

AGREEMENT & PUBLICITY

HEALTHIER MENUS/ ARTWORK

AGREEMENT

PUBLICITY


LICENSE AGREEMENT


THIS AGREEMENT is made on 14-May-21 between:-


- HEALTH PROMOTION BOARD, corporation constituted under the Health Promotion Board Act (Cap. 122B) and having its main office at 3 Second Hospital Avenue, Singapore 168937 (hereinafter referred to as the "Licensor"); and
- BRAND1 (UEN No. 198104639K), a company incorporated in Singapore and having its registered address at 01 STREET #01-01 ABC SINGAPORE 243234 (hereinafter referred to as the "Licensee").


At the 'Manage Application' page, click on the application number to view the application. The page will load with the 'AGREEMENT & PUBLICITY' tab and 'AGREEMENT' subtab as shown in the above screen.


LICENSE AGREEMENT




















☐ I confirm that I have read and agree with the above stated conditions for Healthier Dining Programme.

⌚ Please read through all of the License Agreement and check the checkbox at the end of it.  
Click [here](#) for a downloadable copy of the License Agreement's conditions.

Under the LICENSE AGREEMENT section, read through the agreement all the way to the end and check on the checkbox, the 'ACCEPT AGREEMENT' button will enable. A copy of the License Agreement can be downloaded from the link as shown in the above screen.



**BOARD OF AUTHORITY**

Board of Authority  
Health Promotion Board

Name of Authorised Signatory  
tester09

Designation  
Programme Officer

Date  
14-May-21

**COMPANY**

Company Name  
UPUZH YZXH

Name of Authorised Signatory  
21 21211

Designation  
2121

Date  
14-May-21

[ACCEPT AGREEMENT](#)

**Accept License Agreement**

By clicking on the CONFIRM button, you will accept the License Agreement for this application. Are you sure you want to continue?

[CONFIRM](#)
[CANCEL](#)

To accept the agreement, click on 'ACCEPT AGREEMENT', a prompt as shown here will pop out to ask for confirmation.

Click 'CONFIRM' to accept or 'CANCEL' to close the prompt.

Once the agreement has been accepted, the 'PUBLICITY' subtab will load for BE to download the logos assigned by HPB to use for their artwork for this application and the application status will change to 'PENDING ARTWORK'.

### HDP210011 - brand1

[VIEW ALL HISTORY](#)
[VIEW ALL COMMENTS](#)


APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
PENDING ARTWORK	HDP210011	brand1	Institutional Caterer (Free Flow)	14-May-21	-	14-May-21

✓ APPLICATION DETAILS
AGREEMENT & PUBLICITY
HEALTHIER MENUS/ ARTWORK


AGREEMENT

PUBLICITY


ASSIGNED HDP LOGOS



☐ 350 Calories



☐ Higher in wholegrains



☐ We use healthier oil

☐ Select All

Check on 'Select All' to download all the logos together.

[DOWNLOAD](#)

Publicity Plan.' and a callout box pointing to it that says 'Download the Publicity Plan to read.' Below this is another text box: 'Please verify that you have adhered to all the requirements in the publicity plan. \*'. There are two radio buttons: 'Yes' and 'No'. The 'No' button is selected and highlighted with a red box. Below the radio buttons, there is a section for 'Implementation date \*' with a date picker and a 'Remarks \*' section with a text area. A red box highlights the 'Implementation date' and 'Remarks' sections. A callout box points to the 'No' button and says 'Additional fields will appear and are required to fill up before proceeding.' The bottom right corner shows '0/2000'." data-bbox="147 113 894 360"/>

As shown in the above screen if 'No' is selected, additional fields will appear and are required to fill up before proceeding.

Publicity Plan.' and a callout box pointing to it that says 'Click on 'SAVE' to save the changes first and continue later.' Below this is another text box: 'Please verify that you have adhered to all the requirements in the publicity plan. \*'. There are two radio buttons: 'Yes' and 'No'. Below the radio buttons, there are two buttons: 'SAVE' and 'PROCEED TO ARTWORK'. A red box highlights the 'SAVE' and 'PROCEED TO ARTWORK' buttons. A callout box points to the 'PROCEED TO ARTWORK' button and says 'Click on 'PROCEED TO ARTWORK', a prompt as shown here will pop out to ask for confirmation.' Below the buttons, there is a modal dialog box titled 'Proceed to Artwork' with the text 'By click on CONFIRM button, you will not able to modify the publicity plan anymore. Are you sure you want to save data and proceed to artwork?'. There are two buttons in the modal: 'CONFIRM' and 'CANCEL'. A red box highlights the modal dialog box. A callout box points to the 'CONFIRM' button and says 'Click 'CONFIRM' to proceed or 'CANCEL' to close the prompt.'" data-bbox="142 421 899 746"/>

For F&B setting, Event Caterer, there is an additional HDP CERTIFICATION section. BE will need to download the HDP certification file uploaded by PV and complete the Publicity Plan as shown in the below screen.

✓

APPLICATION DETAILS

AGREEMENT & PUBLICITY

HEALTHIER MENUS/ ARTWORK

AGREEMENT

PUBLICITY !

ASSIGNED HDP CERTIFICATION

HDP\_Cert.pdf

21-May-21 (14.1 KB)

↓

PUBLICITY PLAN

Please download and check against the [Publicity Plan](#).

Please verify that you have adhered to all the requirements in the publicity plan.\*

☒ Yes

☐ No

SAVE

SUBMIT TO HPB

If there is no assigned logo to download then there is no need to submit artwork for HPB to review. Click on 'SUBMIT TO HPB' to complete the application. Refer to next stage, [Exceptional Case](#).

### 5.3 Healthier Menus / Artwork

After confirming to 'PROCEED TO ARTWORK', the 'HEALTHIER MENUS / ARTWORK' tab will load as shown in the below screen.

## HDP210011 - brand1

[VIEW ALL HISTORY](#)[VIEW ALL COMMENTS](#)


APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
PENDING ARTWORK	HDP210011	brand1	Institutional Caterer (Free Flow)	14-May-21	-	14-May-21

[APPLICATION DETAILS](#)

[AGREEMENT & PUBLICITY](#)

[HEALTHIER MENUS/ ARTWORK](#)

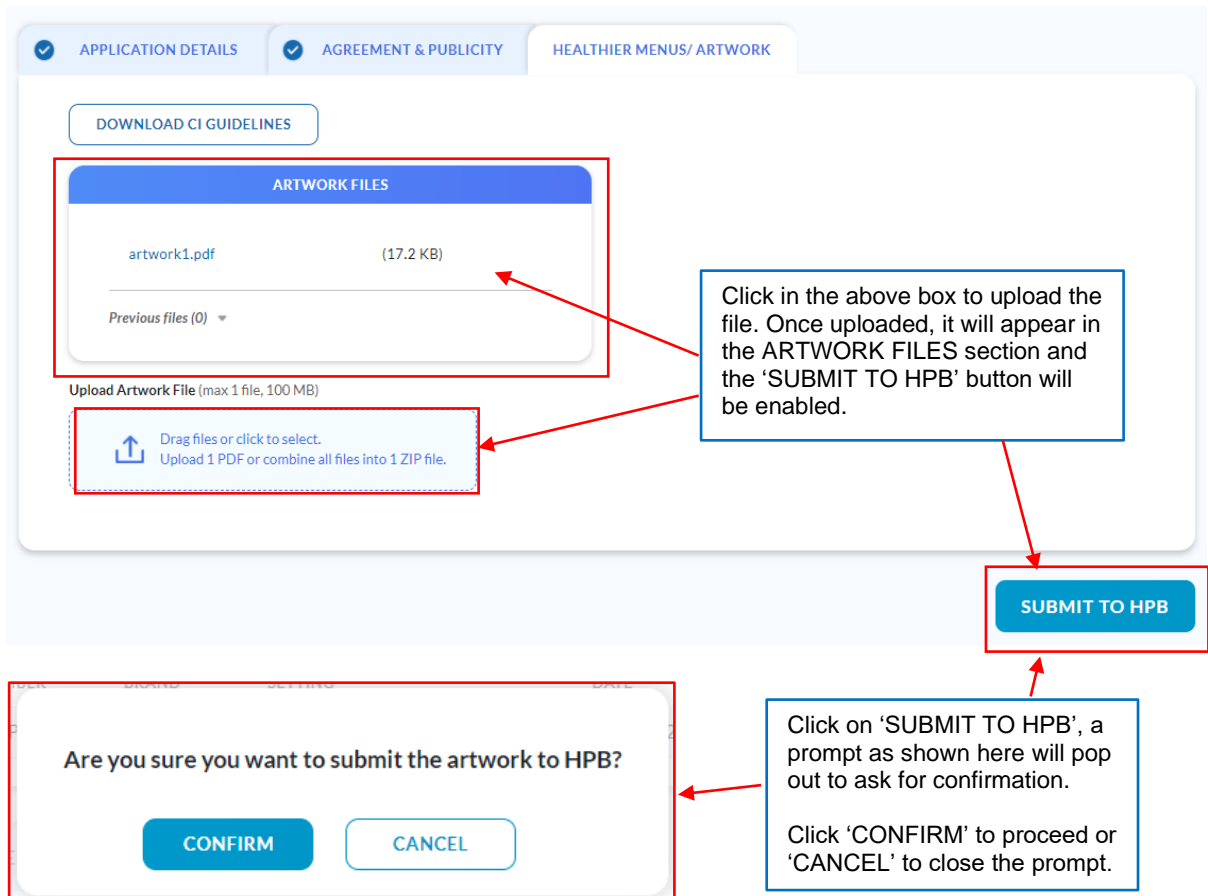
Please upload your artwork file below. If you have more than 1 file, please combine into a single ZIP file.

 Drag files or click to select.  
Upload 1 PDF or combine all files into 1 ZIP file.

Download the CI GUIDELINES for reference.

[DOWNLOAD CI GUIDELINES](#)

[SUBMIT TO HPB](#)



APPLICATION DETAILS AGREEMENT & PUBLICITY HEALTHIER MENUS/ ARTWORK

DOWNLOAD CI GUIDELINES

ARTWORK FILES

artwork1.pdf (17.2 KB)

Previous files (0)

Upload Artwork File (max 1 file, 100 MB)

Drag files or click to select.  
Upload 1 PDF or combine all files into 1 ZIP file.

Click in the above box to upload the file. Once uploaded, it will appear in the ARTWORK FILES section and the 'SUBMIT TO HPB' button will be enabled.

SUBMIT TO HPB

Are you sure you want to submit the artwork to HPB?

CONFIRM CANCEL

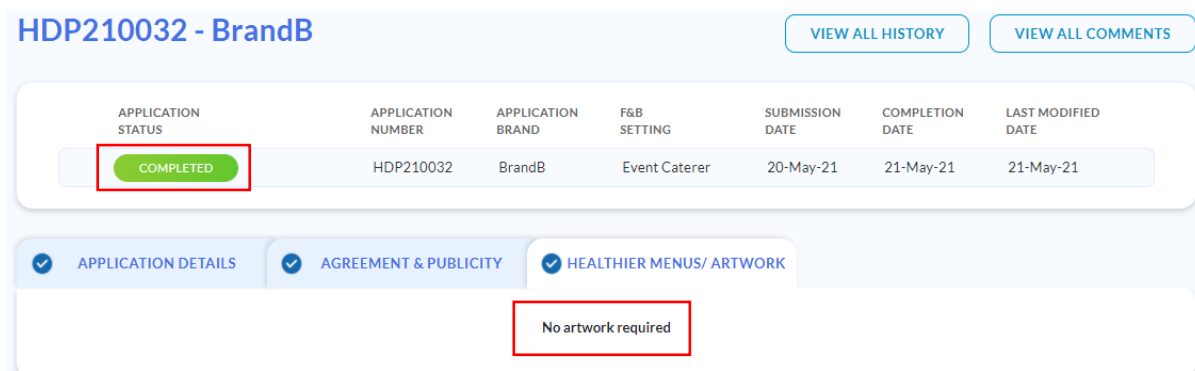
Click on 'SUBMIT TO HPB', a prompt as shown here will pop out to ask for confirmation.  
Click 'CONFIRM' to proceed or 'CANCEL' to close the prompt.

After submitting the artwork to HPB, the application status will change to 'HPB REVIEW'. Once HPB has reviewed, email notification will be sent when the following happens:

- HPB requests for [amendments](#) to the artwork.
- HPB [rejected](#) the artwork.
- HPB [accepted](#) the artwork.

### Exceptional Case

For F&B setting, **Event Caterer**, there is no need to submit artwork if there is no assigned logo. Hence, after clicking on 'SUBMIT TO HPB', the application is completed. The application status will change to 'COMPLETED'.



HDP210032 - BrandB

VIEW ALL HISTORY VIEW ALL COMMENTS

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
COMPLETED	HDP210032	BrandB	Event Caterer	20-May-21	21-May-21	21-May-21

APPLICATION DETAILS AGREEMENT & PUBLICITY HEALTHIER MENUS/ ARTWORK

No artwork required

## Amendments to Artwork

When HPB reviewed the artwork and requested BE to amend the details, the application status will change to 'TO AMEND'. BE Authorised Rep and Staff will be notified via email to amend and submit the artwork again.

HDP210011 - brand1

[VIEW ALL HISTORY](#)
[VIEW ALL COMMENTS](#)

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
TO AMEND	HDP210011	brand1	Institutional Caterer (Free Flow)	14-May-21	-	14-May-21

[APPLICATION DETAILS](#)

[AGREEMENT & PUBLICITY](#)

[HEALTHIER MENUS/ ARTWORK](#)

[DOWNLOAD CI GUIDELINES](#)

ARTWORK FILES

artwork1.pdf
14-May-21 (17.2 KB)

---

Previous files (0)
▼

Upload Artwork File (max 1 file, 100 MB)

Drag files or click to select.  
Upload 1 PDF or combine all files into 1 ZIP file.

HPB COMMENTS

comment1.pdf
14-May-21 (17.2 KB)
⬇

Mouse over the comment file and click on the down arrow to download the file.

SUBMIT TO HPB

ARTWORK FILES

artwork2.pdf
(14.1 KB)

⬇
✕

Previous files (1)
▲

artwork1.pdf
14-May-21 (17.2 KB)

Make the amendments based on the comment file and upload the artwork again. The previous artwork files can still be accessible under 'Previous files'. Once ready, click on 'SUBMIT TO HPB' again for HPB to review. The application status will change to 'HPB REVIEW' again.

## Rejected Artwork

HPB can also reject the artwork by rejecting the application. Once HPB has rejected the application, the application status will change to 'REJECTED'. BE Authorised Rep and Staff will be notified via email.

REJECTED

HDP210014

brand1

Buffet

17-May-21

-

17-May-21

Assigned To: Tester10, Tester09

HDP210014 - brand1

VIEW ALL HISTORY

VIEW ALL COMMENTS

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
REJECTED	HDP210014	brand1	Buffet	17-May-21	-	17-May-21

Rejection Reason: Application did not meet artwork guidelines.

### Accepted Artwork

Once HPB has reviewed and accepted the artwork, the application status will change to 'COMPLETED'. BE Authorised Rep and Staff will be notified via email and they can proceed to download the approved artwork for printing.

HDP210011 - brand1

VIEW ALL HISTORY

VIEW ALL COMMENTS

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
COMPLETED	HDP210011	brand1	Institutional Caterer (Free Flow)	14-May-21	14-May-21	14-May-21

APPLICATION DETAILS

AGREEMENT & PUBLICITY

HEALTHIER MENUS/ ARTWORK

DOWNLOAD CI GUIDELINES

ARTWORK FILES

artwork2.pdf

14-May-21 (14.1 KB)

Previous files (1) ▾

HPB COMMENTS

comment1.pdf

14-May-21 (17.2 KB)

Click to download the file.

## 6.0 Applying a 5-stages Application

There will be 5 stages of application process which the following F&B settings will need to go through.

1. Bakery
2. Brand Chain
3. Café
4. Dessert
5. F&B on Digital Platform(s)
6. Food Court
7. Institutional Caterer (Stall Concept)
8. Kiosk
9. Quick Service Restaurant/Fast Food
10. Restaurant

Refer to previous section '[Add New Application](#)' on how to get to the below screen.

### New Application

Before filling in this application form, please ensure that you have read through the HDP guidelines [here](#).

**Type of food/beverage setting**

Please select the F&B Setting that best describe your business: \*

If unsure, please refer to our [Healthy Dining Programme webpage](#)

Dessert

**Endorsement For**

Please select the endorsement that you want to apply for: \*

Healthier Food (and beverage, if applicable)

#### QUALIFYING CRITERIA

- ≥ 3 or 30% of the range of desserts on offer (whichever lower)
- Offer and promote ≥ 1 lower/no-sugar packaged drink (if applicable)
- Offer and promote ≥ 1 lower/no-sugar freshly prepared drink option (if applicable)

Selecting different F&B setting will have different qualifying criteria displayed.

#### APPLICATION STAGES

There will be 4 stages in this application which requires HPB's review in each stage.

1
Business / Application Details

2&3
Nutritional Reports & Labs (by Labs and NSPs)

4
Publicity Plan / Declaration

5
Healthier Menus / Artwork

Click on this to continue
CREATE NEW APPLICATION

### 6.1 Application details

Upon clicking 'CREATE NEW APPLICATION', the 'NEW APPLICATION' page will load with 'APPLICATION DETAILS' tab as shown in the below screen.

### New Application

**APPLICATION DETAILS**
REPORTS
APPROVED MENU ITEM
AGREEMENT & PUBLICITY
HEALTHIER MENUS/ ARTWORK

#### APPLICATION PROFILING

Type of food/ beverage setting  
Dessert
Endorsement for  
Healthier Food (and beverage, if applicable)

#### COMPANY PROFILE

Unique Entity Number (UEN)  
198104639K
Company Name  
2323

Company website  
-
Brand name \*  
Select

Select the brand for this application. BE Authorised Rep will see all the brands while BE Staff will only see the brands assigned.

Below screen shows the current user details retrieved from and can be updated at the User Profile page by clicking the link.

#### APPLICANT PROFILE

Contact details of person in charge can only be edited in the [User Profile](#) page

Salutation  
Mr

First name  
21
Last name  
21211

Department  
rwerwer
Designation  
2121

Email address

Office number  
(65) 212121
Mobile number  
(65) 2121

Specify if the DINNING CONCEPT is Halal or Non-Halal, the Target Segment, the Type of cuisine and also the Price Range as shown in the below screen.



**DINING CONCEPT**

**Halal / Non-Halal \***

☐ Halal
☐ Non-Halal

**Target segment (may select more than 1) \***

☐ Working adults
☐ Family
☐ Others, please specify:

**Type of cuisine \***

Select

**Price range \***

Select

If there is no Brand specified in the above COMPANY PROFILE section, LIST OF OUTLETS section will display the message as shown in the below screen. *Note that F&B setting, **F&B on Digital Platform(s)** does not have this section.*

**LIST OF OUTLETS**

Please select your Brand above so that we can populate the list of outlets for you.

Once the Brand is specified, the list of outlets under that brand will be listed in the dropdown list as shown in the below screen. Choosing any outlet, the address of the outlet will be displayed accordingly.

**LIST OF OUTLETS**

**Name of outlet 1**

outlet 2

**Address**

123 is where #01-01 Here Singapore 342561

+ ADD OUTLET

Click on 'ADD OUTLET' button to add more outlets to this application. A new row of outlet selection will be displayed.

Click on the 'X' to remove this outlet.

**LIST OF OUTLETS**

**Name of outlet 1**

outlet 2

**Address**

123 is where #01-01 Here Singapore 342561

**Name of outlet 2**

Select

✕

After adding new outlet, the 'ADD OUTLET' button will disappear if there is no more outlet under the brand can be added. Refer to the above ['Manage Outlets'](#) section for more details on how to add outlets to a brand.

**EXISTING LAB REPORTS**

Do you have existing lab reports for your menu items?

☐ Yes
 ☒ No


Specify if there are any existing lab reports done for the menu items. As shown in the below screen if 'Yes' is selected, please upload the lab reports before proceeding. *Note that only F&B settings, **Bakery** and **Dessert** have this section. And also **Brand Chain**, **Café**, **Food Court** and **Kiosk** with Healthier Beverage only endorsement.*

**EXISTING LAB REPORTS**

Do you have existing lab reports for your menu items?

☒ Yes
 ☐ No



Upload existing lab reports here \* (max 5 files, 5MB each)



Drag files or click to select.  
JPG, PDF or ZIP files.

Click in the above box to upload the file. Once uploaded, it will appear as shown in the below screen.

labreport1.pdf
18-May-21 (14.1 KB)

**Do you want to delete lab report file?**

labreport1.pdf

CONFIRM

CANCEL

Click on the down arrow, the uploaded file will be downloaded to the download folder.

Click on the 'X' icon, a prompt as shown here will pop out to ask for confirmation to delete the uploaded file.

Click 'CONFIRM' to proceed or 'CANCEL' to close the prompt.

For the Healthier Oils section, please list all the oils used and upload the image files of the Nutrition Information Panel (NIP) and/or HCS logo as shown in below screen. *Note that F&B settings, **Bakery** and **Food Court** do not have this section.*


**LIST OF HEALTHIER OILS**

List all cooking oils that you are using (separated by a comma) \*

e.g Oki Sunflower Oil, Naturel Canola Oil

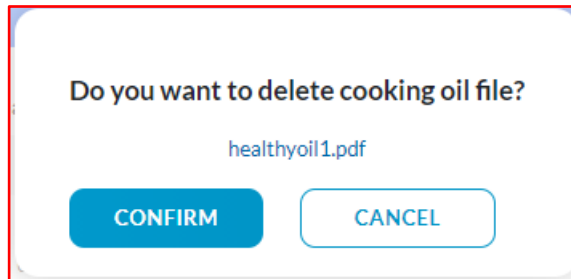
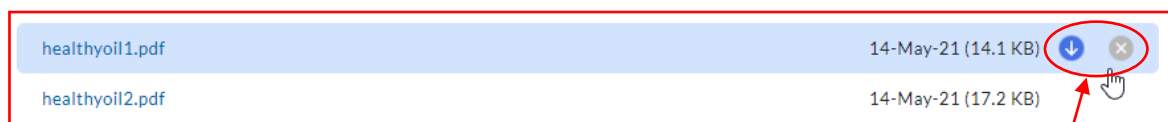
Upload cooking oil files \* (max 5 files, 5MB each)

Please attach the images of Nutrition Information Panel (NIP) and/or HCS logo for each cooking oil used. Please see an example [here](#).



Drag files or click to select.  
JPG or PDF files.

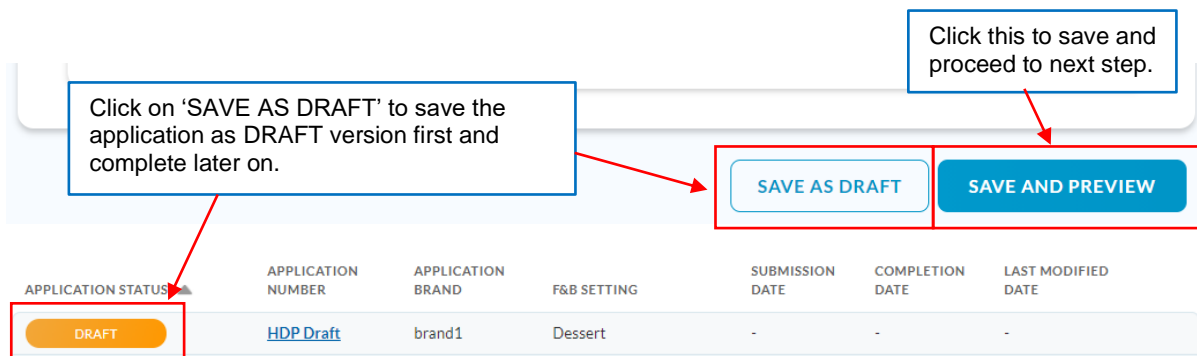
Click in the above box to upload the file. Once uploaded, it will appear as shown in the below screen.



Click on the down arrow, the uploaded file will be downloaded to the download folder.

Click on the 'X' icon, a prompt as shown here will pop out to ask for confirmation to delete the uploaded file.

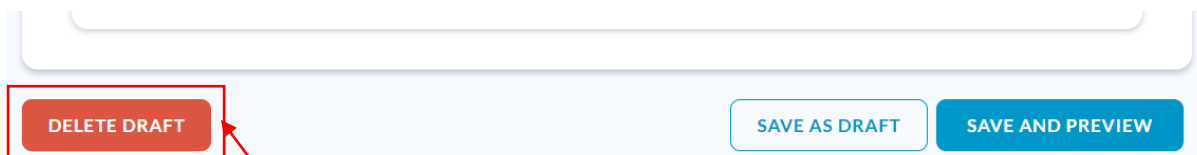
Click 'CONFIRM' to proceed or 'CANCEL' to close the prompt.



Click on 'SAVE AS DRAFT' to save the application as DRAFT version first and complete later on.

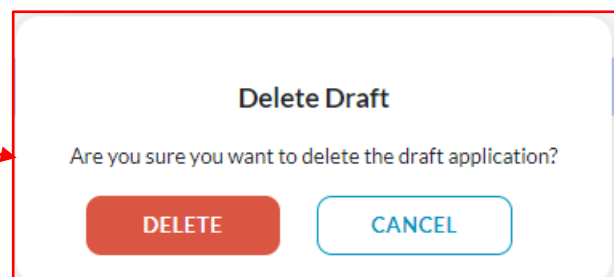
Click this to save and proceed to next step.

After saving as DRAFT, the application status will be reflected as 'DRAFT' under the 'Manage Applications' page. BE can continue filling up the application by clicking on the application number. A 'DELETE DRAFT' button will also appear to allow BE to delete this DRAFT version as shown in below screen.



Click on the 'DELETE DRAFT' button, a prompt as shown here will pop out to ask for confirmation to delete this DRAFT version.

Click 'DELETE' to proceed or 'CANCEL' to close the prompt.



After clicking on 'SAVE AND PREVIEW', the preview of the application will load as shown in the below screen. Check to ensure all the details are correct before proceeding to submit to HPB.

## New Application - brand1

APPLICATION DETAILS

REPORTS

APPROVED MENU ITEM

AGREEMENT & PUBLICITY

HEALTHIER MENUS/ ARTWORK

### APPLICATION PROFILING

Type of food/ beverage setting  
Dessert

Endorsement for  
Healthier Food (and beverage, if applicable)

### COMPANY PROFILE

Unique Entity Number (UEN)  
198104639K

Company Name  
UPUZH YZXH

Company website  
-

Brand name  
brand1

Click this to make amendment.

### APPLICANT PROFILE

Contact details of person in charge can only be edited in the [User Profile](#) page

#### Salutation

Mr

#### First name

21

#### Last name

21211

#### Department

rwerwer

#### Designation

2121

#### Email address

tran.tan.tien+be.198104639K.T0066846F@styl.solutions

#### Office number

(65) 212121

#### Mobile number

(65) 2121

DINING CONCEPT

Halal / Non-Halal  
Non-Halal

Target segment  
Working adults  
Family

Type of cuisine  
Chinese

Price range  
Medium (between \$5 to \$30/pax)

LIST OF OUTLETS

Name of outlet 1  
outlet 2

Address  
123 is where #01-01 Here Singapore 342561

EXISTING LAB REPORTS

Do you have existing lab reports for your menu items?  
No

LIST OF HEALTHIER OILS

List all cooking oils that you are using (separated by a comma)  
oil1

Cooking oil files  
healthyoil1.pdf

18-May-21 (14.1 KB)

DELETE DRAFT

SUBMIT TO HPB

Are you sure you want to submit this application to HPB?

CONFIRM

CANCEL

Click on the 'SUBMIT TO HPB' button, a prompt as shown here will pop out to ask for confirmation.

Click 'CONFIRM' to proceed or 'CANCEL' to close the prompt.

After submitted to HPB, the application status will change to 'NEW' as shown below. The new application number generated will also be displayed.

NEW

HDP210017

brand1

Dessert

18-May-21

-

18-May-21

## HDP210017 - brand1

[VIEW ALL HISTORY](#)
[VIEW ALL COMMENTS](#)

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
<b>NEW</b>	HDP210017	brand1	Dessert	18-May-21	-	18-May-21

0 MENU ITEMS

APPLICATION DETAILS

REPORTS

APPROVED MENU ITEM

LOGO/ ARTWORK

APPLICATION PROFILING

Type of food/ beverage setting

Dessert

Endorsement for

Healthier Food (and beverage, if applicable)

No pencil icon to make changes after submitted to HPB.

When a HPB Staff assigned the application to himself, the application status will change to 'HPB REVIEW' as shown below. The user ID of the HPB Staff will also be displayed.

HPB REVIEW

[HDP210017](#)

brand1

Dessert

18-May-21

-

18-May-21

Assigned To: Tester10

Email notifications will be sent when the followings happen:

- HPB requests for [amendments](#) to the application.
- HPB [withdraws](#) the application.
- HPB accepted the license agreement and is pending for [BE acceptance](#).

### Amendments to application

When HPB reviewed the application details and requested BE to amend the details, the application status will change to 'TO AMEND'. BE Authorised Rep and Staff will be able to amend the application.

TO AMEND

[HDP210017](#)

brand1

Dessert

18-May-21

-

18-May-21

Assigned To: Tester10

Click to check if HPB left any comments for this application.

## HDP210017 - All comments

[RETURN TO APPLICATION](#)

COMPANY & HPB

COMPANY, NSP & HPB

**tester10** (18 May 2021, 15:21:23 PM)

Reupload the healthier oil file - unable to open after download, it said invalid file.

Add comments

Type comments

ATTACH FILES

SEND

Active in this channel: You and HDP Admin Team 0/2000

If there is a need to reply or clarify on the comments from HPB, enter them under 'Add comments', upload any file if needs and click on 'SEND'. Alternatively, click on the application number to view the application details. The comments can also be accessed by clicking on 'VIEW ALL COMMENTS' as shown below.

HDP210017 - brand1

VIEW ALL HISTORY

VIEW ALL COMMENTS

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
TO AMEND	HDP210017	brand1	Dessert	18-May-21	-	18-May-21

0 MENU ITEMS

APPLICATION DETAILS
REPORTS
APPROVED MENU ITEM
AGREEMENT & PUBLICITY
HEALTHIER MENUS/ ARTWORK

After making the amendments, click on 'SUBMIT TO HPB' again for HPB to review.

WITHDRAW APPLICATION

SUBMIT TO HPB

To withdraw the application, click on the 'WITHDRAW APPLICATION' button, a prompt as shown here will pop out to ask for the reason and confirmation.

Enter the reason and click 'CONFIRM' to proceed or 'CANCEL' to close the prompt.

### Withdraw Application

CONFIRM
CANCEL

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
WITHDRAWN	HDP210019	brand1	Brand Chain	18-May-21	-	18-May-21

Withdraw Reason: Duplicated application

0 MENU ITEMS

The application status will change to 'WITHDRAWN' and the withdraw reason will be displayed in the application summary at the application information page.

### Withdrawn by PV

PV can also withdraw the application and they will also require to provide the reason for withdrawal.

WITHDRAWN

HDP210020

brand1

Bakery

18-May-21

-

18-May-21

Assigned To: Tester10

Click on the application number of the application withdrawn by HPB to view the reason.

**HDP210020 - brand1** VIEW ALL HISTORY VIEW ALL COMMENTS

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
WITHDRAWN	HDP210020	brand1	Bakery	18-May-21	-	18-May-21
Withdraw Reason: Applicant requested to withdraw this application						
0 MENU ITEMS						

## 6.2 Reports

After the nutrient analysis has been reviewed and HPB has accepted the License Agreement, email notification will be sent to inform BE to accept the agreement too. The application status will change to 'ACCEPT AGREEMENT'.

ACCEPT AGREEMENT	<a href="#">HDP210017</a>	brand1	Dessert	18-May-21	-	18-May-21	
MENU ITEM STATUS	MENU ITEM NAME	GRACE PERIOD END DATE					1 MENU ITEMS
Approved	Red Bean Soup						

At the 'Manage Application' page, click on the application number to view the application. The page will load with the 'REPORTS' tab first for BE to acknowledge as shown in the above screen.

**HDP210017 - brand1** VIEW ALL HISTORY VIEW ALL COMMENTS

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
ACCEPT AGREEMENT	HDP210017	brand1	Dessert	18-May-21	-	18-May-21
1 MENU ITEMS						

✓ APPLICATION DETAILS	✓ <b>REPORTS</b>	✓ APPROVED MENU ITEM	AGREEMENT & PUBLICITY	HEALTHIER MENUS/ ARTWORK
-----------------------	------------------	----------------------	-----------------------	--------------------------

<< RED BEAN SOUP >>

MENU ITEM INFORMATION	
	Created by
	Job ID

Under the 'Reports' tab, there may be one or more menu items added. Click on each menu item name to view its nutritional report before acknowledging as shown below.



APPLICATION DETAILS


REPORTS

APPROVED MENU ITEM

AGREEMENT & PUBLICITY

HEALTHIER MENUS/ARTWORK

RED BEAN SOUP



Created by

tester10

Menu item name

Red Bean Soup

Price range

Less than \$5

Sub-category

Local clear soup desserts

Job ID

001

Halal/ Non-Halal

Non-Halal

Type of menu item

Dessert

Endorsement criteria

Lower in sugar and source of dietary fibre

Click on the page numbers to view more columns of the ingredient list or mouse over the attachment (if any) to download the file as shown below.

INGREDIENT LIST					
	Weight (g)	Energy (kcal)	Sugar (g)	Source of database	Food description
1 Red Bean	100	100	0	FOCOS	Red Bean
2 Brown Sugar	5	100	5	Others	Brown Sugar

Click on the page number or '>' to view more columns.

<<

<

1

2

3

>

>>

Attachments

ingredient1.jpg

18-May-21 (13.0 KB)

The Nutrition Assessment section indicates if the menu item pass or fail the assessment. If the menu item has failed, please download and refer to the HDP Nutrient Guidelines for more details.

NUTRITION ASSESSMENT

Percentage of Wholegrains (%)

-

Menu item has Passed or Failed the assessment.

Assessment

Passed

Per Serving

Per 100g

Dietary Fibre (g)

10

9.5

Energy (kcal)

200

190.5

Sugar (g)

5

4.8

DOWNLOAD HDP NUTRIENT GUIDELINES

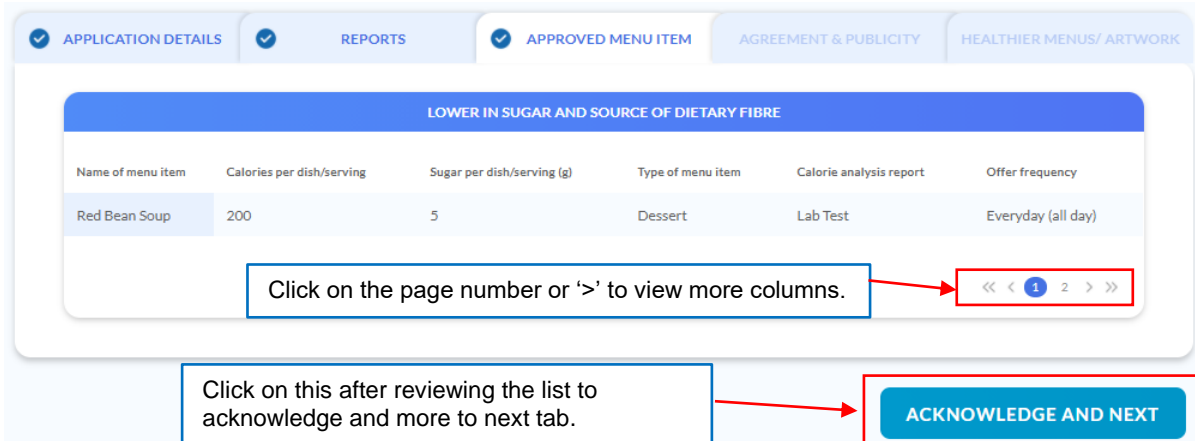
This menu item might not meet the guidelines. Please refer to the relevant footnotes in the HDP guidelines if necessary.

Click on this after viewing all the menu items report to acknowledge and more to next tab.

ACKNOWLEDGE AND NEXT

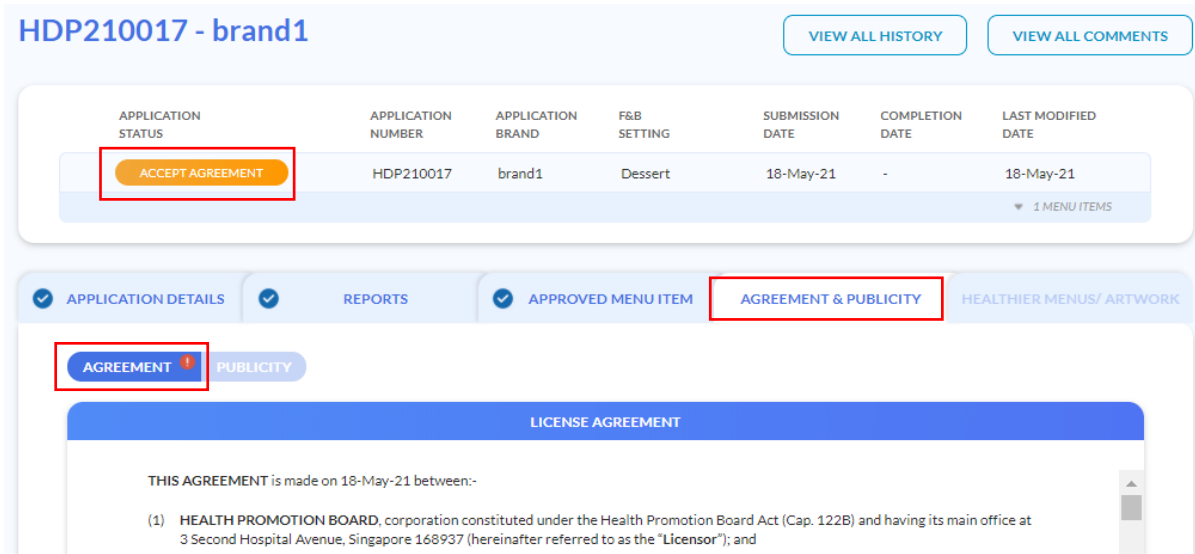
### 6.3 Approved Menu Item

After acknowledged the 'REPORTS' tab, the 'APPROVED MENU ITEM' tab will load next with a detailed categorisation of each menu item as shown below. Review the list before acknowledging and proceeding to next tab.



The screenshot shows the 'APPROVED MENU ITEM' tab selected in the top navigation bar. Below the navigation bar, there is a table titled 'LOWER IN SUGAR AND SOURCE OF DIETARY FIBRE'. The table has the following columns: Name of menu item, Calories per dish/serving, Sugar per dish/serving (g), Type of menu item, Calorie analysis report, and Offer frequency. The first row of data is 'Red Bean Soup', 200, 5, Dessert, Lab Test, and Everyday (all day). Below the table, there is a pagination control showing '1' and '2' with arrows. A red box highlights the pagination control, and a red arrow points to it from a text box that says 'Click on the page number or '>' to view more columns.' Below the table, there is a red box around the 'ACKNOWLEDGE AND NEXT' button. A red arrow points to it from a text box that says 'Click on this after reviewing the list to acknowledge and move to next tab.'


### 6.4 Agreement & Publicity




The screenshot shows the 'AGREEMENT & PUBLICITY' tab selected in the top navigation bar. Below the navigation bar, there is a table with columns: APPLICATION STATUS, APPLICATION NUMBER, APPLICATION BRAND, F&B SETTING, SUBMISSION DATE, COMPLETION DATE, and LAST MODIFIED DATE. The first row of data is 'ACCEPT AGREEMENT', HDP210017, brand1, Dessert, 18-May-21, -, and 18-May-21. Below the table, there is a red box around the 'ACCEPT AGREEMENT' button. Below the table, there is a red box around the 'AGREEMENT' subtab. Below the subtab, there is a red box around the 'LICENSE AGREEMENT' section. Below the section, there is a text box that says 'THIS AGREEMENT is made on 18-May-21 between:-' followed by a list of items. The first item is '(1) HEALTH PROMOTION BOARD, corporation constituted under the Health Promotion Board Act (Cap. 122B) and having its main office at 3 Second Hospital Avenue, Singapore 168937 (hereinafter referred to as the "Licensor"); and'.

After acknowledged the 'APPROVED MENU ITEM' tab, the 'AGREEMENT & PUBLICITY' tab and 'AGREEMENT' subtab will load next for BE to accept the agreement. Either BE Authorised Rep or Staff can accept the agreement.


**LICENSE AGREEMENT**




5



6



7



8

☐ I confirm that I have read and agree with the above stated conditions for Healthier Dining Programme.

ⓘ Please read through all of the License Agreement and check the checkbox at the end of it.  
Click [here](#) for a downloadable copy of the License Agreement's conditions.

Under the LICENSE AGREEMENT section, read through the agreement all the way to the end and check on the checkbox, the 'ACCEPT AGREEMENT' button will enable. A copy of the License Agreement can be downloaded from the link as shown in the above screen.

**BOARD OF AUTHORITY**

**COMPANY**

**Board of Authority**  
Health Promotion Board

**Name of Authorised Signatory**  
tester09

**Designation**  
Programme Officer

**Date**  
18-May-21

**Company Name**  
UPUZH YZXH

**Name of Authorised Signatory**  
21 21211

**Designation**  
2121

**Date**  
19-May-21

**ACCEPT AGREEMENT**

**Accept License Agreement**

By clicking on the CONFIRM button, you will accept the License Agreement for this application. Are you sure you want to continue?

CONFIRM

CANCEL

To accept the agreement, click on 'ACCEPT AGREEMENT', a prompt as shown here will pop out to ask for confirmation.

Click 'CONFIRM' to accept or 'CANCEL' to close the prompt.

Once the agreement has been accepted, the 'PUBLICITY' subtab will load for BE to download the logos assigned by HPB to use for their artwork for this application and the application status will change to 'PENDING ARTWORK'.

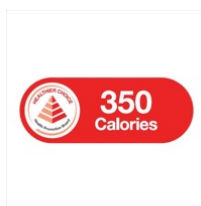
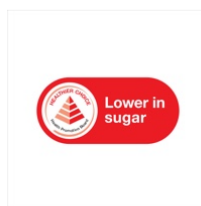
## HDP210017 - brand1

[VIEW ALL HISTORY](#)
[VIEW ALL COMMENTS](#)

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
PENDING ARTWORK	HDP210017	brand1	Dessert	18-May-21	-	19-May-21
▼ 1 MENU ITEMS						

[APPLICATION DETAILS](#)
[REPORTS](#)
[APPROVED MENU ITEM](#)
[AGREEMENT & PUBLICITY](#)
[HEALTHIER MENUS/ ARTWORK](#)
[AGREEMENT](#)
[PUBLICITY](#)

### ASSIGNED HDP LOGOS


☐ 350 Calories

☐ Lower in sugar

☐ Select All

Check on 'Select All' to download all the logos together.

[DOWNLOAD](#)

### PUBLICITY PLAN

Please download and check against the [Publicity Plan](#).

Download the Publicity Plan to read.

Please verify that you have adhered to all the requirements in the publicity plan. \*

☐ Yes

☒ No

Implementation date \*

 Date

Remarks \*

 Enter text

0/2000

As shown in the above screen if 'No' is selected, additional fields will appear and are required to fill up before proceeding.

PUBLICITY PLAN

Please download and check against the [Publicity Plan](#).

Please verify that you have adhered to all the requirements in the publicity plan.\*

☒ Yes
☐ No

Click on 'SAVE' to save the changes first and continue later.

SAVE

PROCEED TO ARTWORK

Proceed to Artwork

By click on CONFIRM button, you will not able to modify the publicity plan anymore. Are you sure you want to save data and proceed to artwork?

CONFIRM

CANCEL

Click on 'PROCEED TO ARTWORK', a prompt as shown here will pop out to ask for confirmation.  
  
Click 'CONFIRM' to proceed or 'CANCEL' to close the prompt.

## 6.5 Healthier Menus / Artwork

After confirming to 'PROCEED TO ARTWORK', the 'HEALTHIER MENUS / ARTWORK' tab will load as shown in the below screen.

HDP210017 - brand1

VIEW ALL HISTORY
VIEW ALL COMMENTS

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
PENDING ARTWORK	HDP210017	brand1	Dessert	18-May-21	-	19-May-21

1 MENU ITEMS

APPLICATION DETAILS

REPORTS

APPROVED MENU ITEM

AGREEMENT & PUBLICITY

HEALTHIER MENUS/ ARTWORK

Please upload your artwork file below. If you have more than 1 file, please combine into a single ZIP file.

Upload Artwork File (max 1 file, 100 MB)

Drag files or click to select.  
Upload 1 PDF or combine all files into 1 ZIP file.

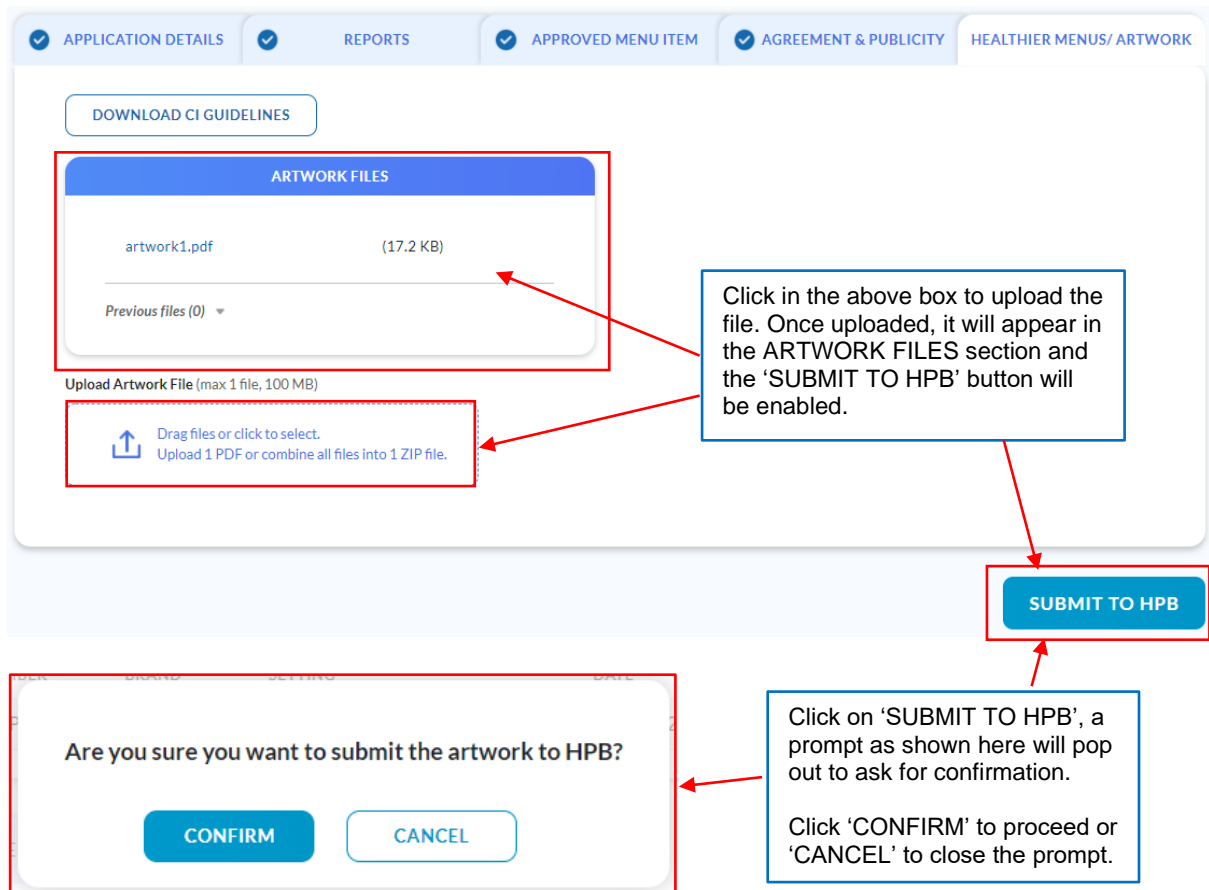
Download the CI GUIDELINES for reference.

DOWNLOAD CI GUIDELINES

SUBMIT TO HPB

Doc Version 0.2

Page 69 of 81



APPLICATION DETAILS REPORTS APPROVED MENU ITEM AGREEMENT & PUBLICITY HEALTHIER MENUS/ ARTWORK

DOWNLOAD CI GUIDELINES

ARTWORK FILES

artwork1.pdf (17.2 KB)

Previous files (0) ▾

Upload Artwork File (max 1 file, 100 MB)

Drag files or click to select.  
Upload 1 PDF or combine all files into 1 ZIP file.

Click in the above box to upload the file. Once uploaded, it will appear in the ARTWORK FILES section and the 'SUBMIT TO HPB' button will be enabled.

SUBMIT TO HPB

Are you sure you want to submit the artwork to HPB?

CONFIRM CANCEL

Click on 'SUBMIT TO HPB', a prompt as shown here will pop out to ask for confirmation.

Click 'CONFIRM' to proceed or 'CANCEL' to close the prompt.

After submitting the artwork to HPB, the application status will change to 'HPB REVIEW'. Once HPB has reviewed, email notification will be sent when the following happens:

- HPB requests for [amendments](#) to the artwork.
- HPB [rejected](#) the artwork.
- HPB [accepted](#) the artwork.

### Amendments to Artwork

When HPB reviewed the artwork and requested BE to amend the details, the application status will change to 'TO AMEND'. BE Authorised Rep and Staff will be notified via email to amend and submit the artwork again.

## HDP210017 - brand1

[VIEW ALL HISTORY](#)
[VIEW ALL COMMENTS](#)

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
TO AMEND	HDP210017	brand1	Dessert	18-May-21	-	19-May-21

▼ 1 MENU ITEMS

[APPLICATION DETAILS](#)
[REPORTS](#)
[APPROVED MENU ITEM](#)
[AGREEMENT & PUBLICITY](#)
[HEALTHIER MENUS/ ARTWORK](#)

[DOWNLOAD CI GUIDELINES](#)

### ARTWORK FILES

artwork1.pdf 19-May-21 (17.2 KB)

Previous files (0) ▼

Upload Artwork File (max 1 file, 100 MB)

Drag files or click to select.  
Upload 1 PDF or combine all files into 1 ZIP file.

### HPB COMMENTS

comment1.pdf 19-May-21 (17.2 KB) [Download](#)

Mouse over the comment file and click on the down arrow to download the file.

[SUBMIT TO HPB](#)

### ARTWORK FILES

artwork2.pdf (14.1 KB) [Download](#) [Close](#)

Previous files (1) ▲

artwork1.pdf 19-May-21 (17.2 KB)

Make the amendments based on the comment file and upload the artwork again. The previous artwork files can still be accessible under 'Previous files'. Once ready, click on 'SUBMIT TO HPB' again for HPB to review. The application status will change to 'HPB REVIEW' again.

### Rejected Artwork

HPB can also reject the artwork by rejecting the application. Once HPB has rejected the application, the application status will change to 'REJECTED'. BE Authorised Rep and Staff will be notified via email.

[REJECTED](#)
[HDP210005](#)
BrandA
 Restaurant
 05-Mar-21
 08-Mar-21
 07-Apr-21
 [Menu](#)

Assigned To: Hong Kiat, Mun-Thye

▼ 4 MENU ITEMS

Click on the application number of the application rejected by HPB to view the reason.

## HDP210005 - BrandA

[VIEW ALL HISTORY](#)
[VIEW ALL COMMENTS](#)

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
REJECTED	HDP210005	BrandA	Restaurant	05-Mar-21	08-Mar-21	07-Apr-21
Rejection Reason: Application did not meet artwork guidelines.						
4 MENU ITEMS						

### Accepted Artwork

Once HPB has reviewed and accepted the artwork, the application status will change to 'COMPLETED'. BE Authorised Rep and Staff will be notified via email and they can proceed to download the approved artwork for printing.

## HDP210017 - brand1

[VIEW ALL HISTORY](#)
[VIEW ALL COMMENTS](#)

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
COMPLETED	HDP210017	brand1	Dessert	18-May-21	19-May-21	19-May-21
1 MENU ITEMS						

[ADD NEW MENU ITEM](#)
[APPLICATION DETAILS](#)
[REPORTS](#)
[APPROVED MENU ITEM](#)
[AGREEMENT & PUBLICITY](#)
[HEALTHIER MENUS/ARTWORK](#)
[DOWNLOAD CI GUIDELINES](#)

ARTWORK FILES		HPB COMMENTS	
artwork2.pdf	19-May-21 (14.1 KB)	comment1.pdf	19-May-21 (17.2 KB)
Previous files (1)			

Click to download the file.

## 6.6 Add new menu item

At the 'Manage Applications' page, search for the application which needs to add new menu item and click on the application number to view the application. *Note that only applications with status 'COMPLETED' are allowed to add new menu items.*



## HDP210017 - brand1

[VIEW ALL HISTORY](#)
[VIEW ALL COMMENTS](#)

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
COMPLETED	HDP210017	brand1	Dessert	18-May-21	19-May-21	19-May-21
▼ 1 MENU ITEMS						
ADD NEW MENU ITEM						

### Add Menu Item Request

Application will be sent to HDP Programme Vendor to add new menu item. Are you sure you want to proceed?

SEND
CANCEL

Click on 'ADD NEW MENU ITEM', a prompt as shown here will pop out to ask for confirmation.

Click 'SEND' to proceed or 'CANCEL' to close the prompt.

Upon clicking 'SEND', the request will be sent to HDP Programme Vendor and the application status will change to 'HPB REVIEW'. HDP team will process accordingly.

## 6.7 Discontinue menu item

At the 'Manage Applications' page, search for the application which needs to discontinue menu item and click on the application number to view the application. *Note that only applications with status 'COMPLETED' and with 'Approved' menu items have the options to discontinue.*

## HDP210017 - brand1

[VIEW ALL HISTORY](#)
[VIEW ALL COMMENTS](#)

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
COMPLETED	HDP210017	brand1	Dessert	18-May-21	19-May-21	19-May-21
MENU ITEM STATUS	MENU ITEM NAME	GRACE PERIOD END DATE			▲ 2 MENU ITEMS	
Approved	Red Bean Soup	-			DISCONTINUE	
Approved	Apple Juice	-			DISCONTINUE	
ADD NEW MENU ITEM						

### Discontinue Menu Item

You may be required to update your artwork for HPB's review once you discontinue this menu item unless it is the last approved item which will result to the entire application to be discontinued. Are you sure you want to discontinue this menu item?

DISCONTINUE
CANCEL

Click on 'DISCONTINUE', a prompt as shown here will pop out to ask for confirmation.

**Please take note of the message in the prompt.**

Click 'DISCONTINUE' to proceed or 'CANCEL' to close the prompt.

Upon clicking 'DISCONTINUE', the menu item will be discontinued and the application status will change to 'PENDING ARTWORK'. The 'HEALTHIER MENU / ARTWORK' tab will load. As there is menu item discontinued, the artwork will need to be updated accordingly and submit for review and approval again.

HDP210017 - brand1

VIEW ALL HISTORYVIEW ALL COMMENTS

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
PENDING ARTWORK	HDP210017	brand1	Dessert	18-May-21	19-May-21	19-May-21

MENU ITEM STATUS	MENU ITEM NAME	GRACE PERIOD END DATE	2 MENU ITEMS
Approved	Red Bean Soup	-	DISCONTINUE
Discontinued	Apple Juice	-	

APPLICATION DETAILS

REPORTS

HEALTHIER MENUS/ ARTWORK

DOWNLOAD CI GUIDELINES

ARTWORK FILES

artwork2.pdf19-May-21 (14.1 KB)

Previous files (1)

HPB COMMENTS

comment1.pdf19-May-21 (17.2 KB)

Upload Artwork File (max 1 file, 100 MB)

Drag files or click to select.

Upload 1 PDF or combine all files into 1 ZIP file.

Upload the updated artwork and click on 'SUBMIT TO HPB'.

SUBMIT TO HPB

Upon submitting to HPB, the application status will change to 'HPB REVIEW'. HDP team will review the artwork accordingly.

HDP210001 - BrandA

VIEW ALL HISTORYVIEW ALL COMMENTS

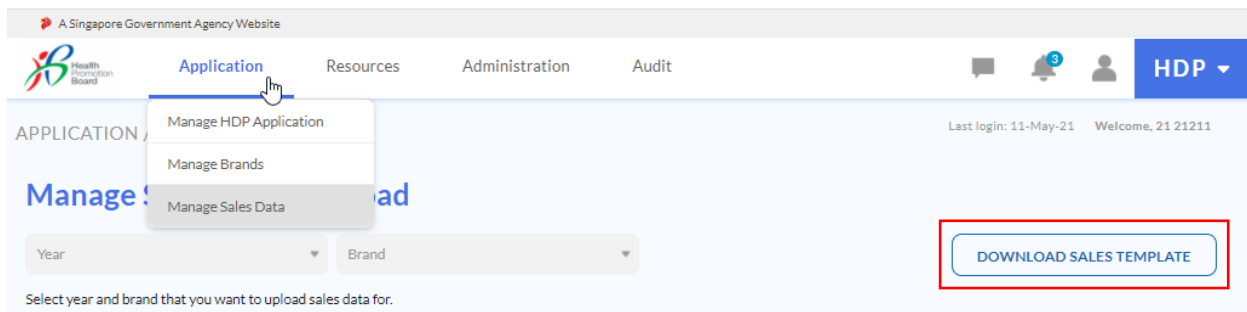
APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
DISCONTINUED	HDP210001	BrandA	Food Court	05-Mar-21	08-Mar-21	08-Mar-21

MENU ITEM STATUS	MENU ITEM NAME	GRACE PERIOD END DATE	2 MENU ITEMS
Discontinued	Teh Tarek	-	
Discontinued	Kopi Tarek	-	

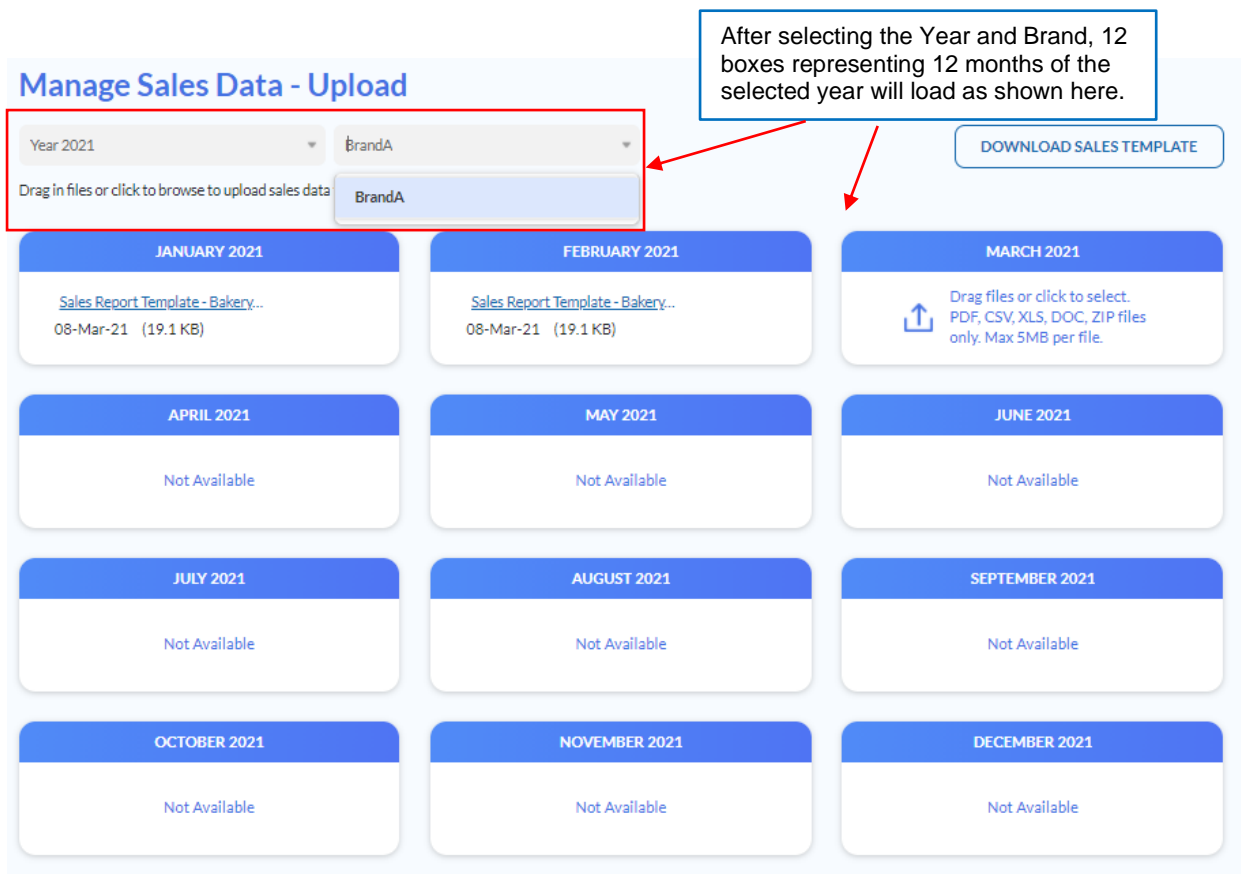
If you want to withdraw your application from the system, you will need to select the 'DISCONTINUE' button for all menu items. When all the menu items are discontinued, the application status will change to 'DISCONTINUED' and the application will no longer be active.

## 7.0 Sales Data

Business Entity (BE) are required to provide sales data monthly. An email reminder will be sent out each month to remind BE to submit their sales data. BE can submit their sales data using the **Manage Sales Data** function which is accessible under the **Application** tab. It provides functionality for BE to upload their sales reports monthly for their brands.

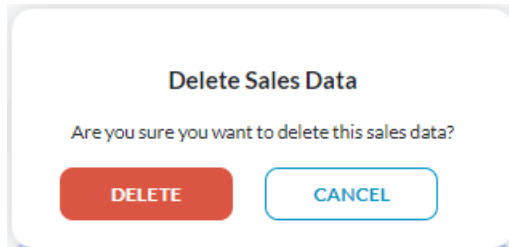
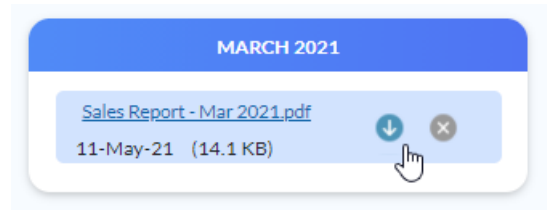


Sales Report templates with instructions for all the different F&B settings can be downloaded by clicking on **DOWNLOAD SALES TEMPLATE**. BE can fill this up according to the template and upload for the corresponding month and Brands.



Click in the specific month box to upload the sales report for that month. Once uploaded, mouse over the filename the download and delete icons will appear as shown here.

Click on the down arrow to download the file.



Click on the 'X' to delete the file. A prompt as shown here will pop out to ask for confirmation to proceed.

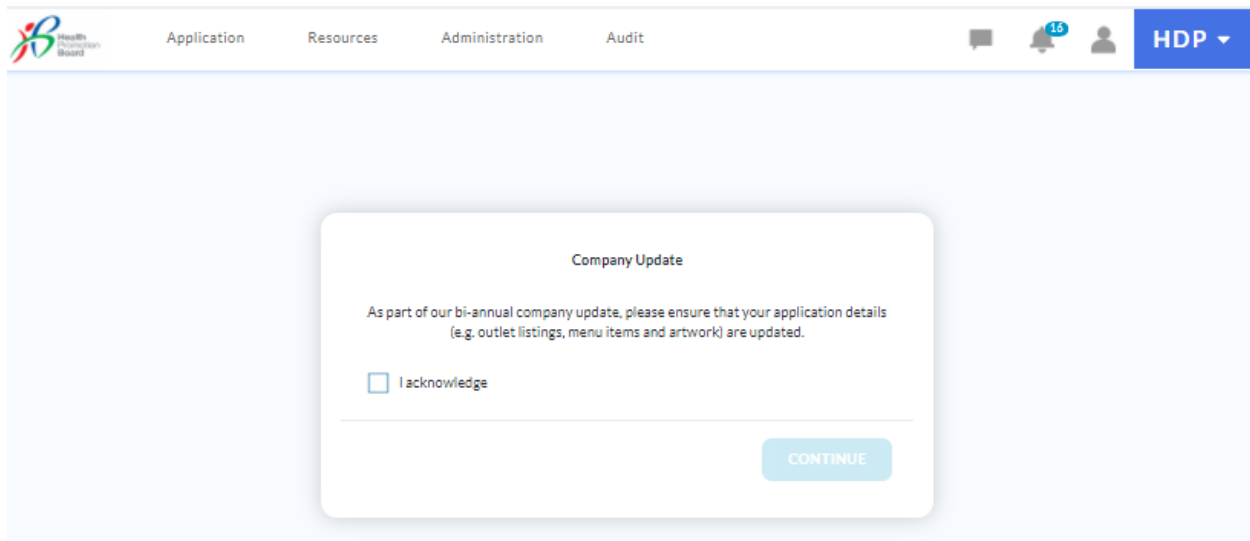
Click 'DELETE' to proceed or 'CANCEL' to close the prompt.

Once deleted, BE can upload another file again.

Programme Vendors and HPB Officers are able to download the uploaded sales data reports for review at their end.

## 8.0 Company Update

Company update is a bi-annual exercise that requires Business Entity to acknowledge that their application details are updated. A notice will pop up for the month of January and July for them to acknowledge. Failure to acknowledge this notice will result in Business Entity having their HDP Programme Status suspended and they cannot access any HDP functions in Aurora system. Business Entity can have their Programme Status reactivated by simply acknowledging the latest company update.

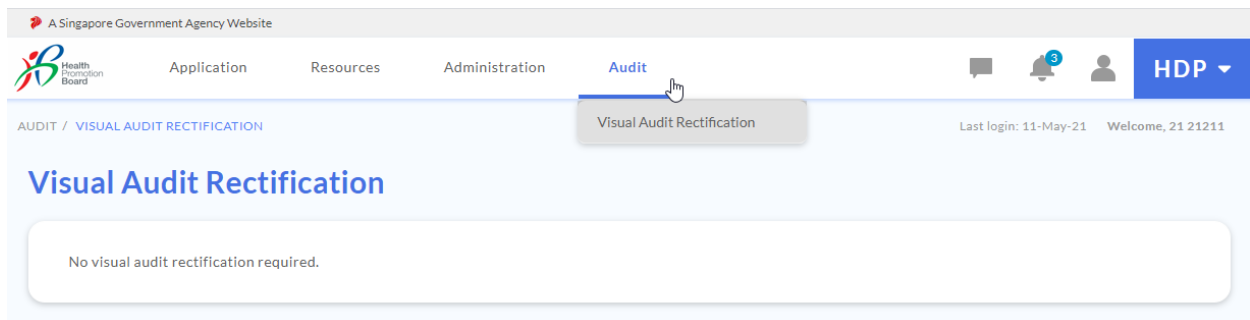


Email reminders will be sent to inform all the staff of Active/Suspended Business Entities about this Company Update at the start of January and July. Subsequent email reminders will only be sent to those which have not acknowledged throughout the month.

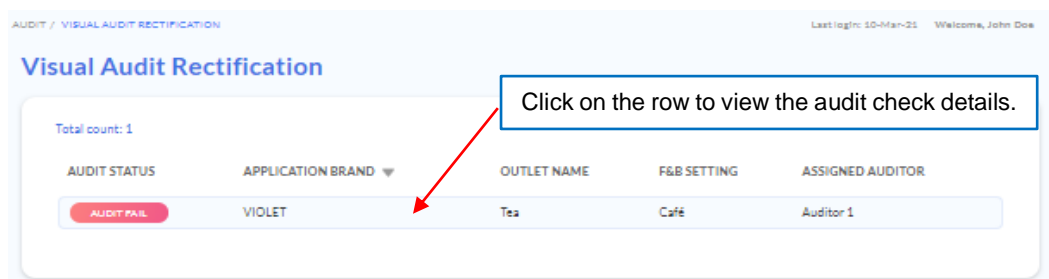
Email Notification	Dates	Who will receive?
Start of bi-annual company update	1 <sup>st</sup> Jan / Jul	All BE staff will receive.
1st email reminder (14 days later)	15 <sup>th</sup> Jan / Jul	Only BEs which have yet to acknowledge.
2nd email reminder (21 days later)	22 <sup>nd</sup> Jan / Jul	Only BEs which have yet to acknowledge.
Suspension of companies (1 month later)	1 <sup>st</sup> Feb / Aug	Only BEs which have yet to acknowledge to inform them that their programme status has been suspended.

## 9.0 Programme Audit (Visual Audit Rectification)

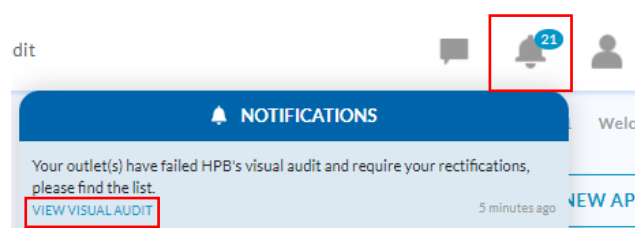
**Visual Audit Rectification** function is accessible under the **Audit** tab. It provides functionality for BE to upload or take photos to proof that they have done the rectification as requested by HPB.



If there is no rectification required from the BE, the above message will display. If there is rectification required, BE will see the list of rectifications as shown in the below screen. BE will see those failed Audit Checks with status as 'AUDIT FAIL'.



Email / System notifications will be sent to BEs which are required to rectify the failed audit checks. Email reminders will be sent every 2 months to BEs which have not completed the rectification to remind them.



After clicking on one of the audit checks, the audit result is displayed in the Visual Audit Results tab as shown in the below screen.

VISUAL AUDIT RECTIFICATION

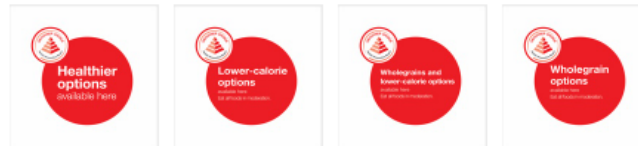
VISUAL AUDIT RESULTS

OUTLET DETAILS

Name of outlet	Address
Tea	Test Street 2 Singapore 766777
Auditor Company Name	Date of ground check
Auditor 1	02-Mar-21
Checked by	
Auditor 1	

QUESTION 1

1. Do you see any of these front-of-house (FOH) decal near outlet entrance?  
Instructions: Take photo of the FOH decal which is pasted on the outlet entrance



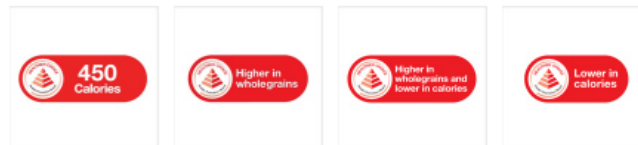
Answer  
No

Supporting images



QUESTION 2

2. Do you see any of these identifiers on the menu/menu board?  
Instructions: To take the photo of the whole menuboard or menubook



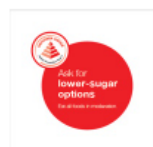
Answer  
Yes

Supporting images



QUESTION 3

3. Do you see this identifier on the beverage menu/menu board?



Answer  
Not Applicable

Remarks  
Not found

Supporting images



BE is required to provide proof of rectification in the Visual Audit Rectification tab as shown in the below screen. If BE is unable to do so, their HDP programme status might be deactivated.

VISUAL AUDIT RECTIFICATION

VISUAL AUDIT RESULTS

OUTLET DETAILS

Name of outlet

Address

Tea

Test Street 2 Singapore 766777

Date of rectification


Rectified by

-


-

STEP 1


1. Please put one of the following front-of-house (FOH) decals at your outlet entrance and upload photo proof.




Healthier options  
available here



Lower-calorie options  
available here




Wholegrains and  
lower-calorie options  
available here



Wholegrain  
options  
available here

Upload Supporting Image\*(max 5 files, 10MB each)



Click in here, 2 functions will show if using mobile device: Take Photo or Upload Photo. If not, only Upload Photo function will show.

Remark\*


Enter text

0/1000


Upload the supporting photos and input the remarks for all the 3 steps to complete the rectification.

STEP 2


2. Please ensure that the identifiers are tagged on your menu/menu board as reflected in your menu board artwork and upload photo proof.




450  
Calories



Higher in  
wholegrains




Higher in  
wholegrains and  
lower in calories



Lower in  
calories

Upload Supporting Image\*(max 5 files, 10MB each)



Remark\*


Enter text

0/1000




**STEP 3**

3. Please ensure that the beverage identifier is tagged on your menu/menu board as reflected in your menu board artwork and upload photo proof.



Upload Supporting Image\*(max 5 files, 10MB each)



Remark\*

Enter text

0/1000

Click on 'SAVE' to save the changes and come back later to continue.

Click on 'SUBMIT TO HPB' after completing all the steps and ready to let HPB to review.

Click 'BACK' to return to the 'VISUAL AUDIT RECTIFICATION' page.

**BACK** **SAVE** **SUBMIT TO HPB**

AUDIT STATUS ▼	APPLICATION BRAND ▼	OUTLET NAME ▼	F&B SETTING ▼	ASSIGNED AUDITOR ▼
<b>AMENDED</b>	Food Junction	Food Junction (One Raffles)	Brand Chain	ALS Auditor
<b>AUDIT FAIL</b>	Astons	Astons @ Nex	Brand Chain	ALS Auditor

Once clicked on 'SUBMIT TO HPB', the screen will return to the 'VISUAL AUDIT RECTIFICATION' page and the Audit Check status will change to 'AMENDED'. PV will be notified to review the proof submitted for the rectification.

AUDIT STATUS ▼	APPLICATION BRAND ▼	OUTLET NAME ▼	F&B SETTING ▼	ASSIGNED AUDITOR ▼
<b>AUDIT RECTIFIED</b>	Food Junction	Food Junction (One Raffles)	Brand Chain	ALS Auditor
<b>AUDIT FAIL</b>	Astons	Astons @ Bishan	Brand Chain	ALS Auditor

Once PV accepted the rectification, the Audit Check status will change to 'AUDIT RECTIFIED' and BE will be notified.

If PV still requires BE to make amendments, the Audit Check status will change back to 'AUDIT FAIL' and BE will be notified. BE will need to make the necessary amendments and submit again.