

HDP Business Entity User Guide

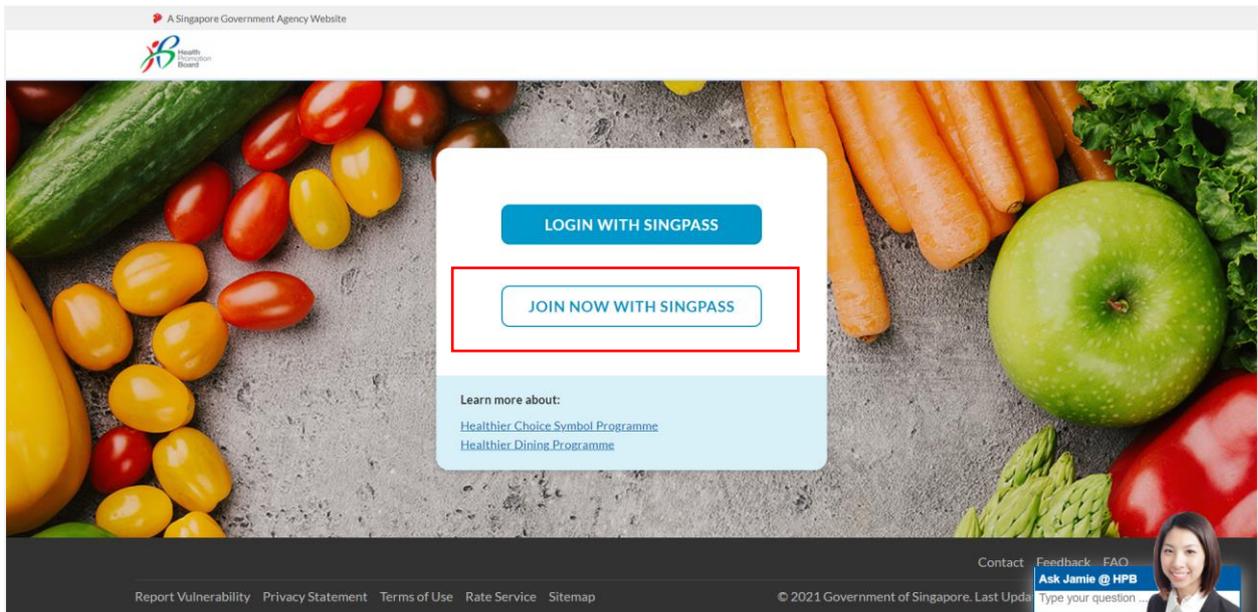
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1.0 Registration to CorpPass by Authorized Representative

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 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.

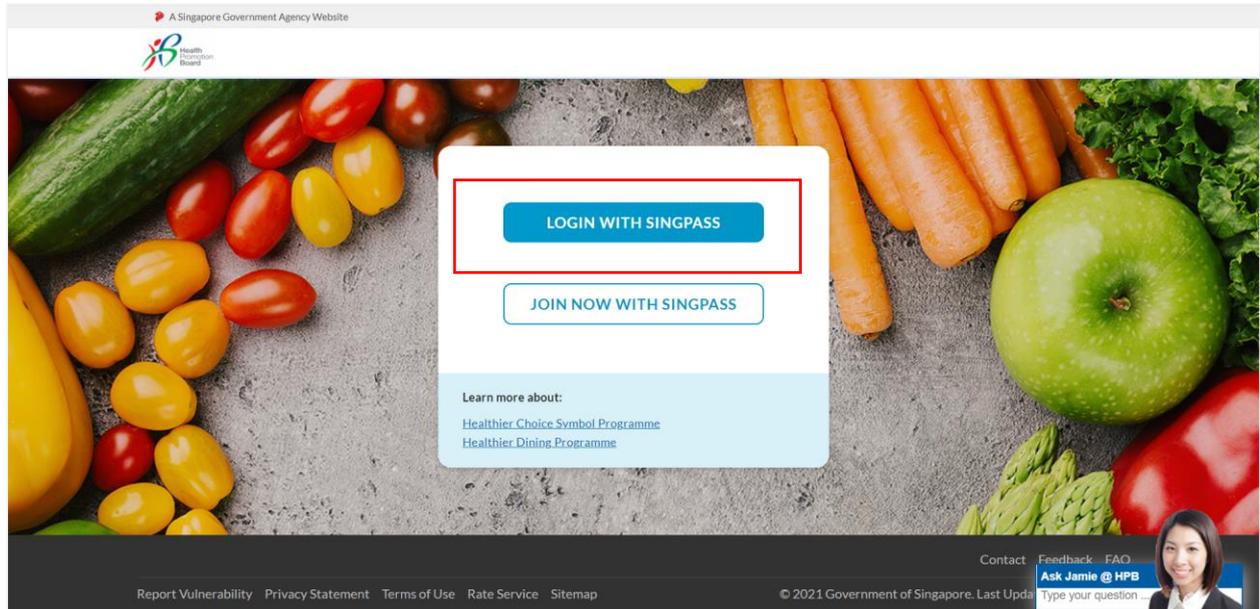
Brands Assignment

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.

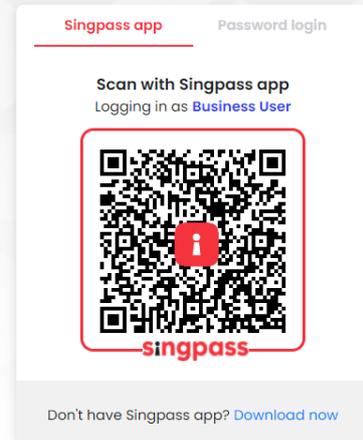
Advisory Note ^

Your Singpass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.



Log in with Singpass

Your trusted digital identity



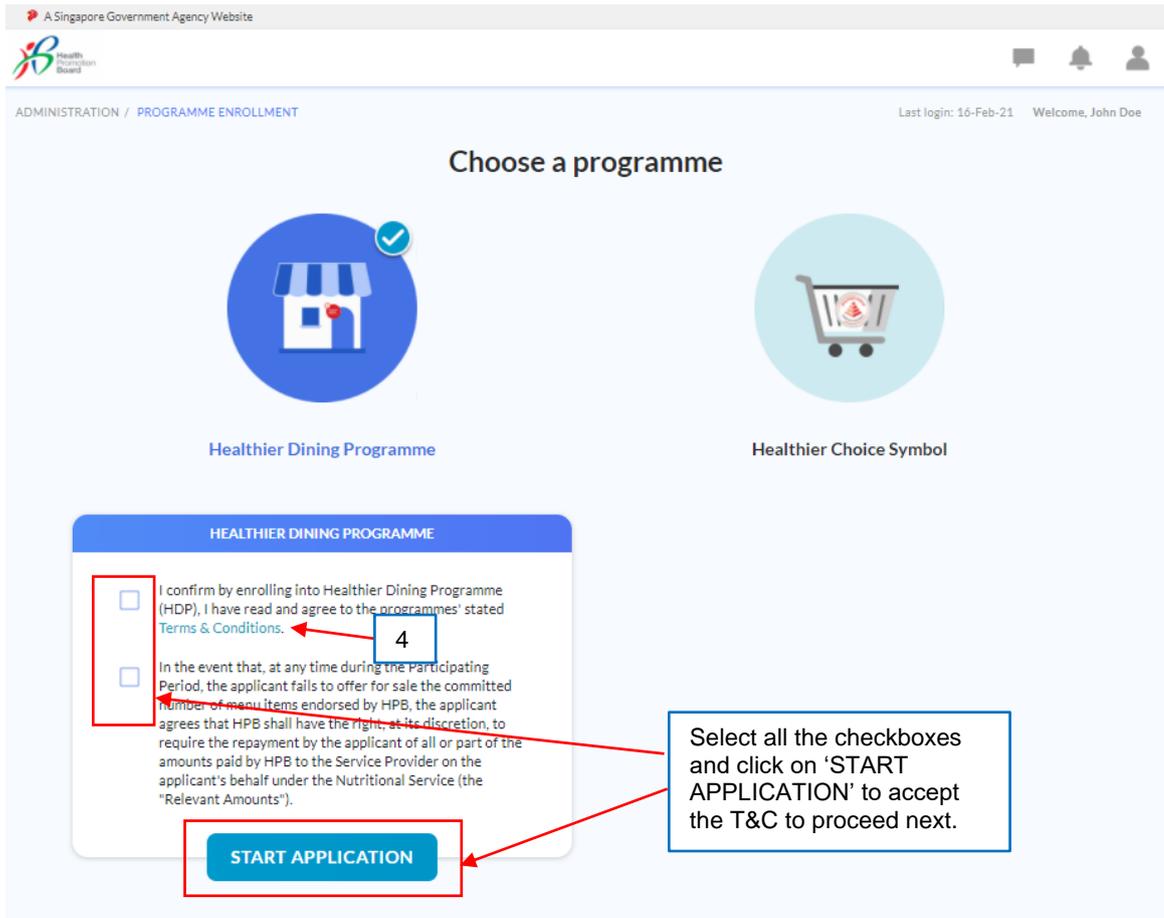
Once CorpPass system has successfully authenticated the user, Aurora system will allow user access based on the user role assigned in CorpPass system.

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 enrolment can only be done by a legally authorized person from the BE.

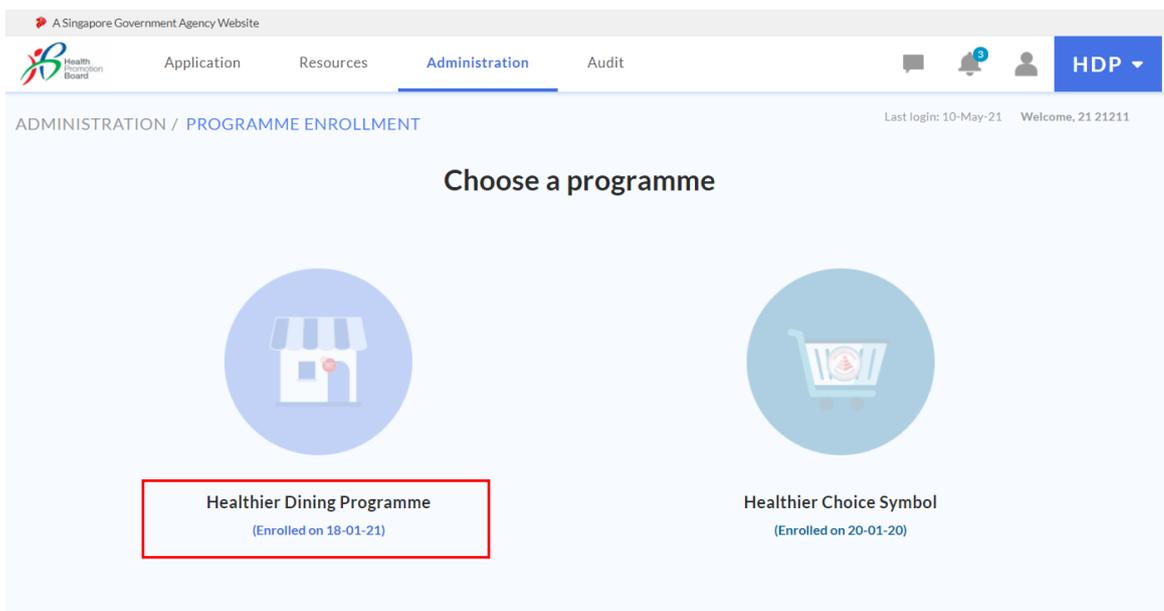
2.1 Enrolling for HDP Programme

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

- a) Only a BE (Authorized Rep) user can select the programme(s) to enrol for.
- b) 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.
- c) BE (Authorized Rep) user needs to agree to the Terms & Conditions clause before he / she is able to proceed with the current programme enrolment.
- d) 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).



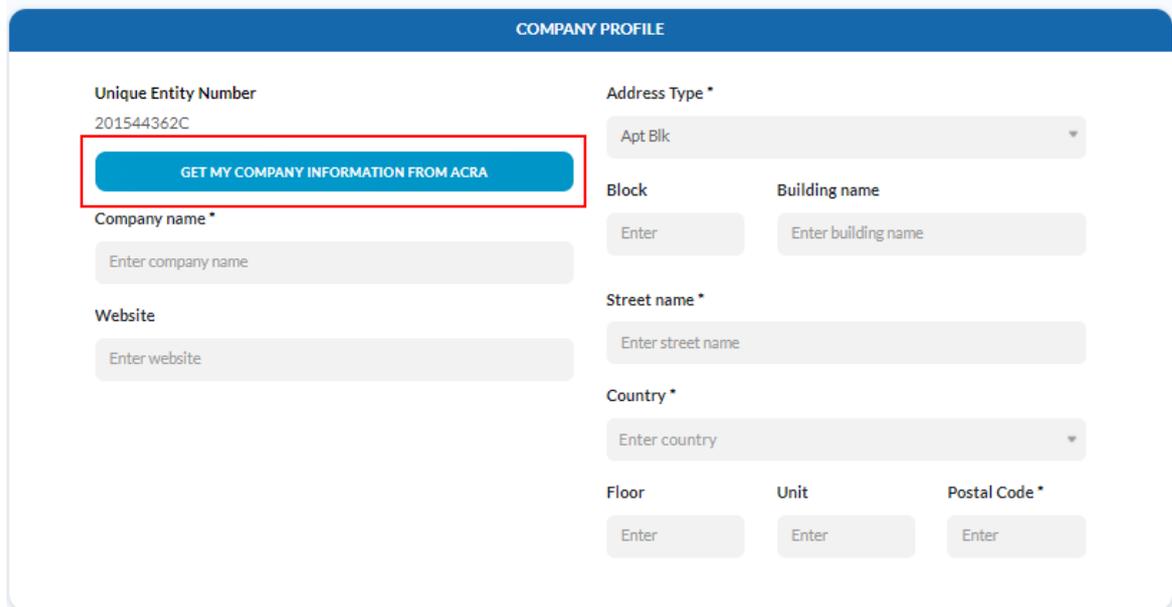
- e) Upon successful programme enrolment, the BE (Authorized Rep) user should see the Enrolment Date for the respective enrolled programme(s) (see below sample screenshot).



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.



The screenshot shows the 'COMPANY PROFILE' form with the following fields and values:

- Unique Entity Number: 201544362C
- Address Type *: Apt Blk
- Block: Enter
- Building name: Enter building name
- Street name *: Enter street name
- Country *: Enter country
- Floor: Enter
- Unit: Enter
- Postal Code *: Enter
- Company name *: Enter company name
- Website: Enter website

A blue button labeled 'GET MY COMPANY INFORMATION FROM ACRA' is highlighted with a red box.

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 *
Select one

First Name * **Last Name ***

Department * **Designation ***

Country Co... **Office Number *** **Office Ext** **Country Code** **Mobile Number**

Email Address * **VERIFY EMAIL** **NRIC/FIN** **Role**

Enter OTP *

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

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

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

USER PROFILE

Title *

First Name *

Last Name *

Department *

Designation *

Country Co...

Office Number *

Office Ext

Country Code

Mobile Number

Email Address *

NRIC/FIN
*****024B

Role
HDP Staff

Enter OTP *

(Please enter the 6 digits alphanumeric OTP sent to your 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 PROFESSIONIST

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

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

Click this to update the profile.

USER PROFILE

Title Mr		
First Name 21	Last Name 21211	
Department rwerwer	Designation 2121	
Office Number (65) 212121	Mobile Number (65) 2121	
Email address [Redacted]	NRIC/FIN *****846F	Role 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 **Building name**
01 ABC

Street name *
STREET

Country *
Singapore

Floor **Unit** **Postal Code ***
01 01 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 * **Last Name ***
Alice Lee

Department * **Designation ***
A Manager

Country Co... **Office Number *** **Office Ext** **Country Code** **Mobile Number**
+65 61234567 Office Ext +65 Enter number

Email Address * **NRIC/FIN** **Role**
[Redacted] *****211E HDP Staff

Enter OTP *
Enter OTP

(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.

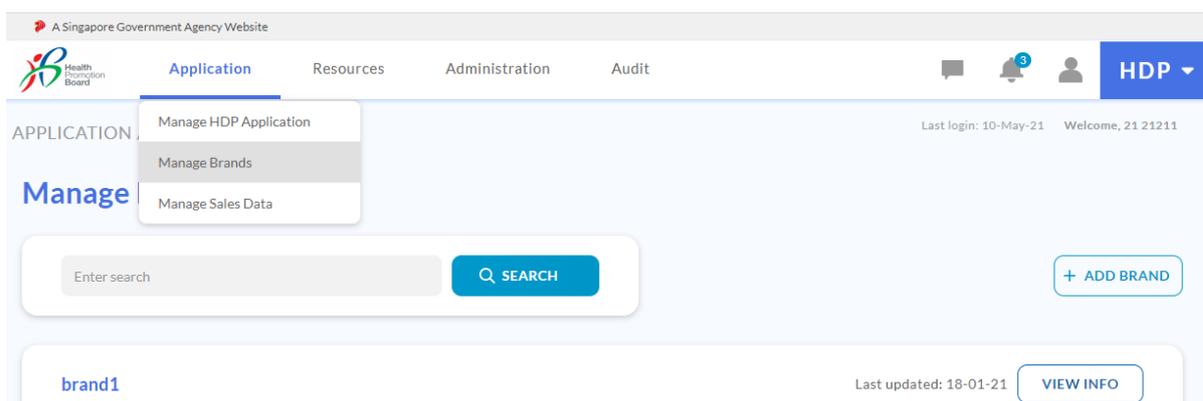
3.1 BE Staff Users

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](#).

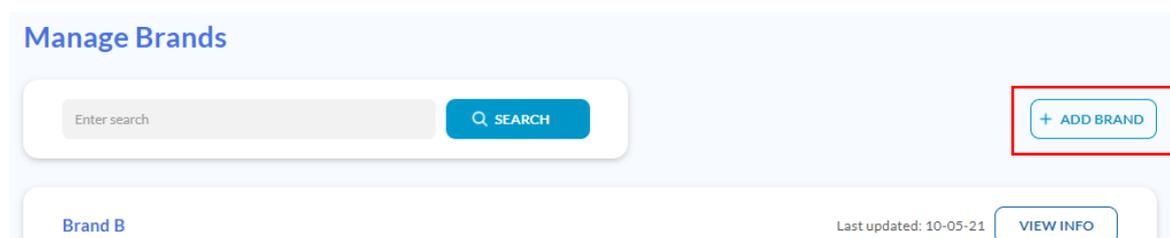
3.2 Manage Brands

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.



The screenshot shows the Aurora system interface. At the top, there's a navigation bar with 'Application', 'Resources', 'Administration', and 'Audit'. The 'Application' tab is active, and a dropdown menu is open showing 'Manage HDP Application', 'Manage Brands', and 'Manage Sales Data'. Below the navigation, there's a search bar with 'Enter search' and a 'SEARCH' button. To the right, there's a '+ ADD BRAND' button. Below the search bar, there's a list of brands. The first brand is 'brand1', with 'Last updated: 18-01-21' and a 'VIEW INFO' button. A red box highlights the '+ ADD BRAND' button.

3.2.1 Add Brand



The screenshot shows the 'Manage Brands' page. It features a search bar with 'Enter search' and a 'SEARCH' button. To the right, there's a '+ ADD BRAND' button, which is highlighted with a red box. Below the search bar, there's a list of brands. The first brand is 'Brand B', with 'Last updated: 10-05-21' and a 'VIEW INFO' button.

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 *

Brand Logo *



Please upload the brand logo

(Max size 200 x 200px, 5MB)

Website

CONTACT DETAILS

Name *

Country Code *

Contact Number *

Designation *

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.

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

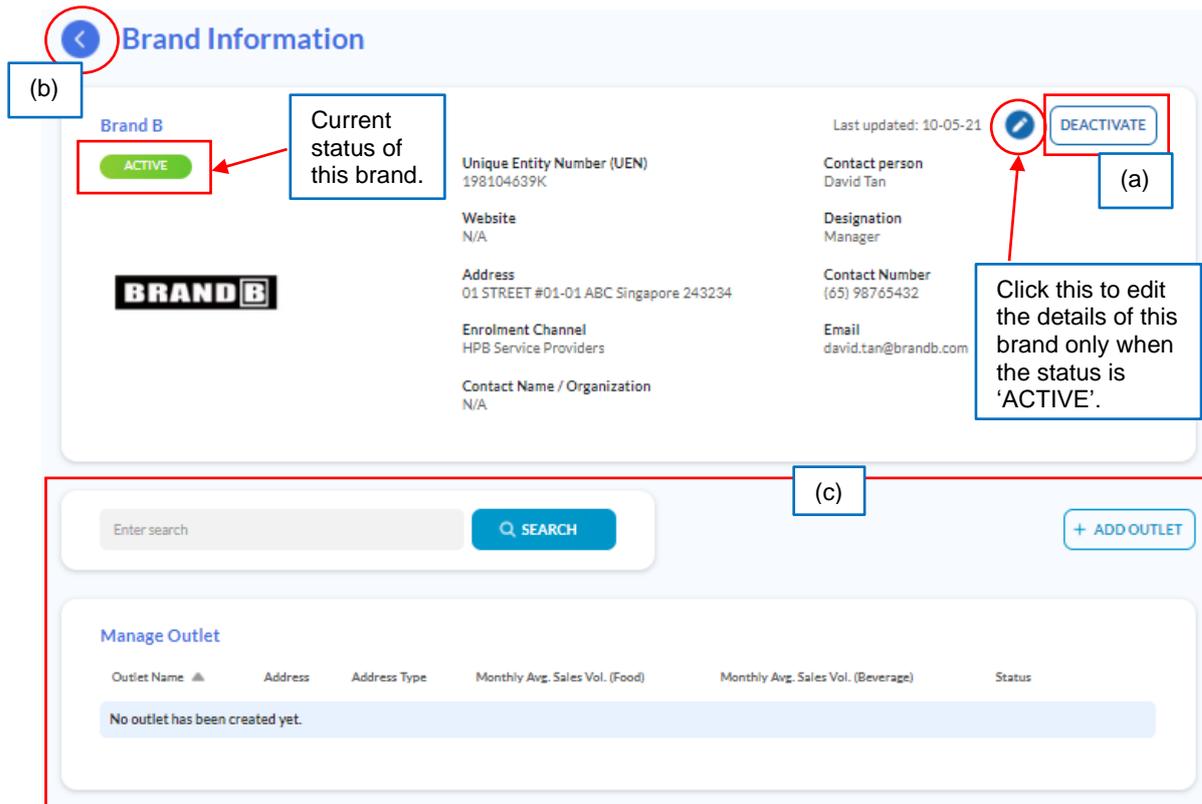
Website

Contact person
David Tan

Designation

Last updated: 10-05-21

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



Brand Information

Brand B

ACTIVE

Current status of this brand.

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

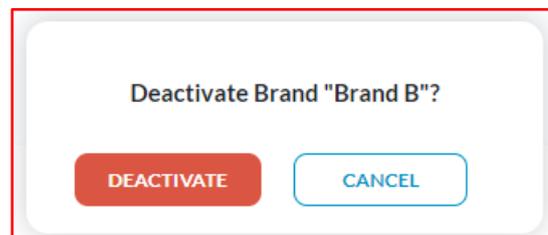
DEACTIVATE

Enter search

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.

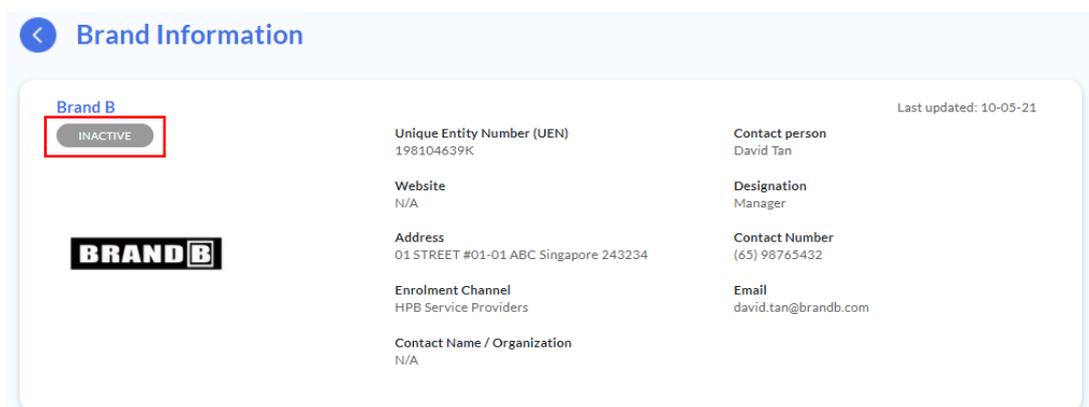


Deactivate Brand "Brand B"?

DEACTIVATE CANCEL

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

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	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 *



REUPLOAD

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

(Max size 200 x 200px, 5MB)

Website

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.

CANCEL

SAVE

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

SEARCH
+ ADD BRAND

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

VIEW INFO

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

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

Last updated: 18-01-21

[VIEW INFO](#)

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

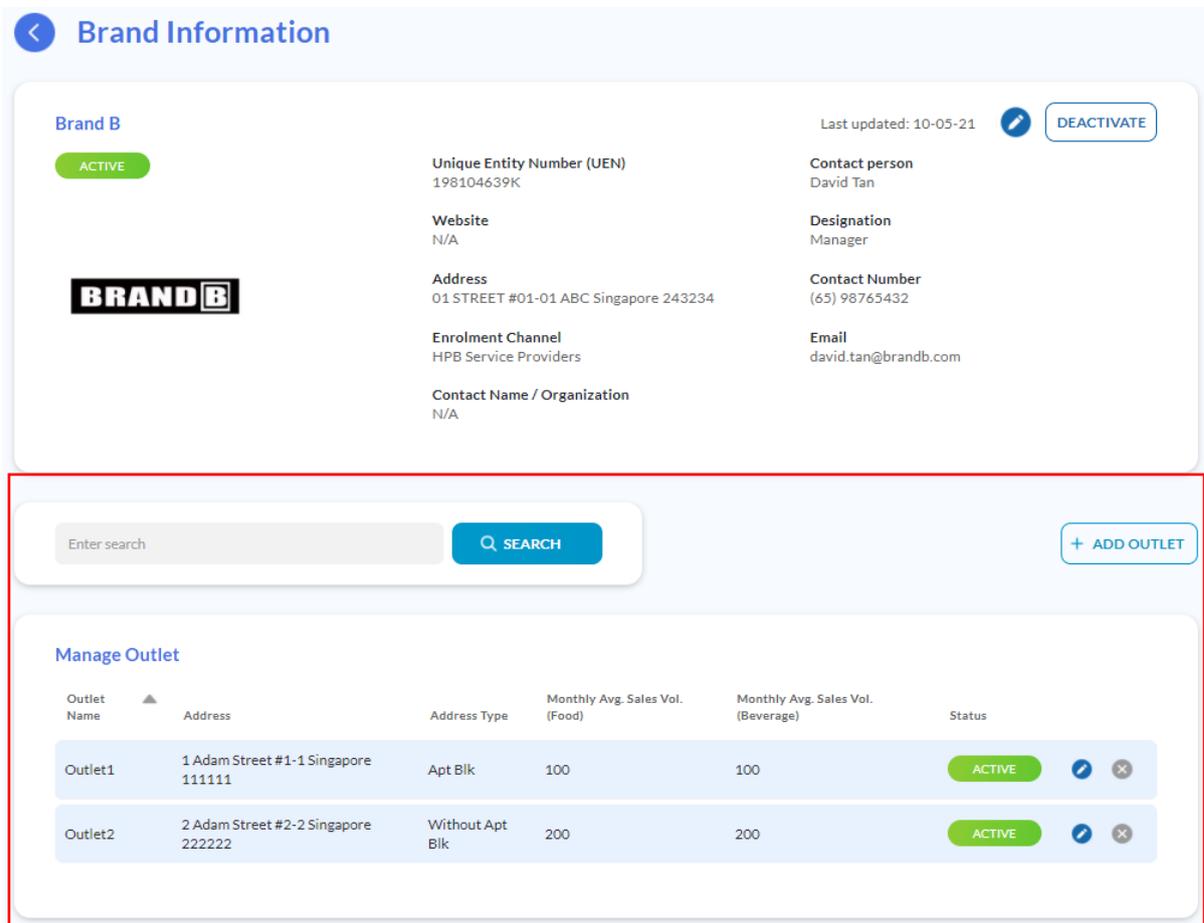
Designation
22

Contact Number
(65) 22

Email
tran@gmail.com

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 Information

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

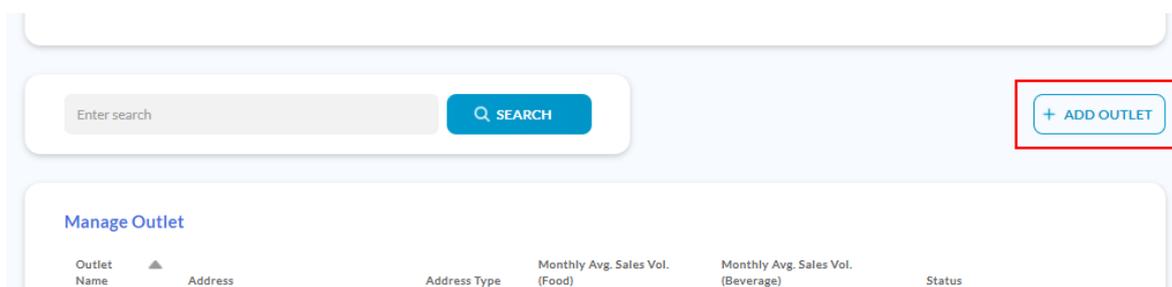
Contact Number
(65) 98765432

Email
david.tan@brandb.com

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



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	ACTIVE ✎ ✕
Outlet2	2 Adam Street #2-2 Singapore 222222	Without Apt Blk	200	200	ACTIVE ✎ ✕

- (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	INACTIVE
---------	-------------------------------------	---------	-----	-----	----------

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 *

Address Type *

Without Apt Blk

Monthly average sales volume (food) *

Block

Building Name

Monthly average sales volume (beverages) *

Street Name *

Floor

Unit

Postal Code *

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.

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.

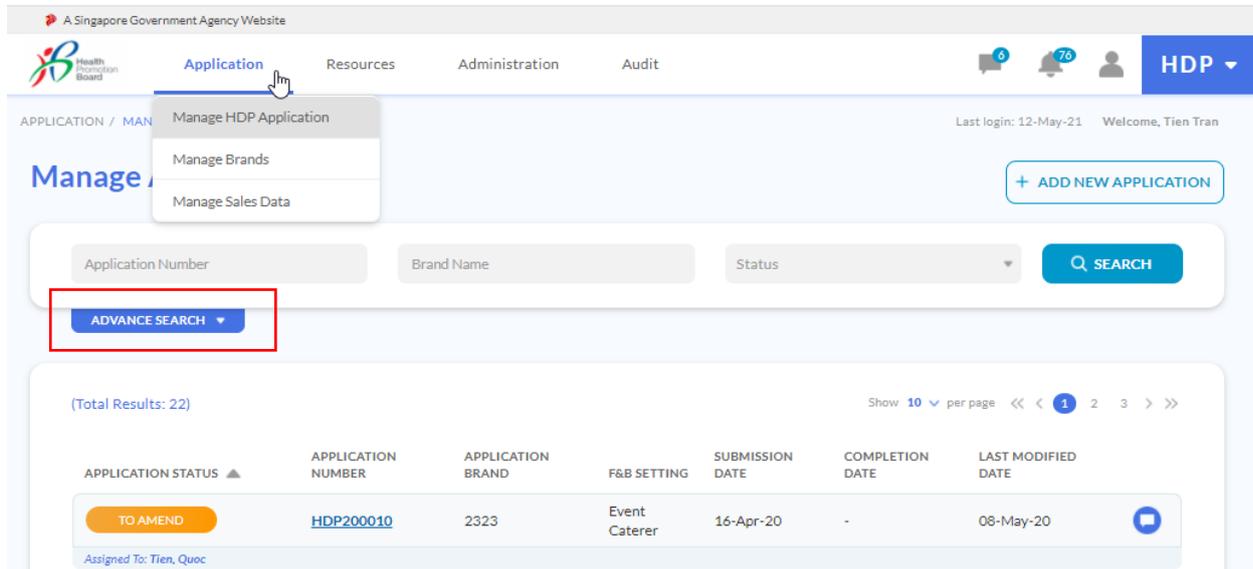
SEARCH + ADD OUTLET

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 Bik	200	200	ACTIVE ✎ ✕

4.0 Manage Applications

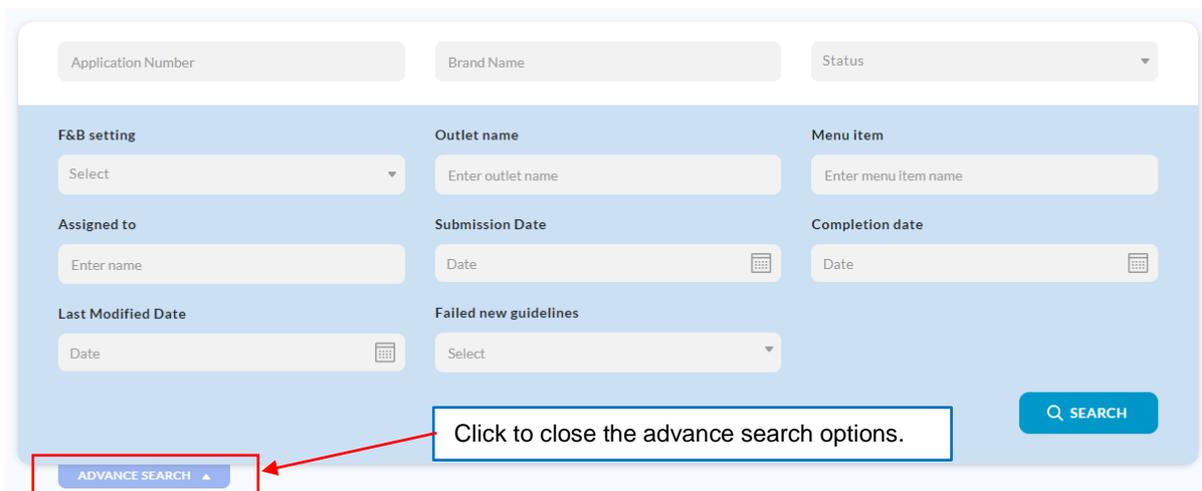
Manage Applications function is accessible under the **Application** tab. It provides functionality to submit, search and amend HDP applications.



The screenshot shows the 'Manage Applications' page. At the top, there is a navigation bar with 'Application', 'Resources', 'Administration', and 'Audit'. The 'Application' menu is open, showing options: 'Manage HDP Application', 'Manage Brands', and 'Manage Sales Data'. Below the navigation, there is a search bar with fields for 'Application Number', 'Brand Name', and 'Status', and a 'SEARCH' button. An 'ADVANCE SEARCH' button is highlighted with a red box. Below the search bar, there is a table of results with columns: APPLICATION STATUS, APPLICATION NUMBER, APPLICATION BRAND, F&B SETTING, SUBMISSION DATE, COMPLETION DATE, and LAST MODIFIED DATE. A table row is visible with application number HDP200010 and status 'TO AMEND'.

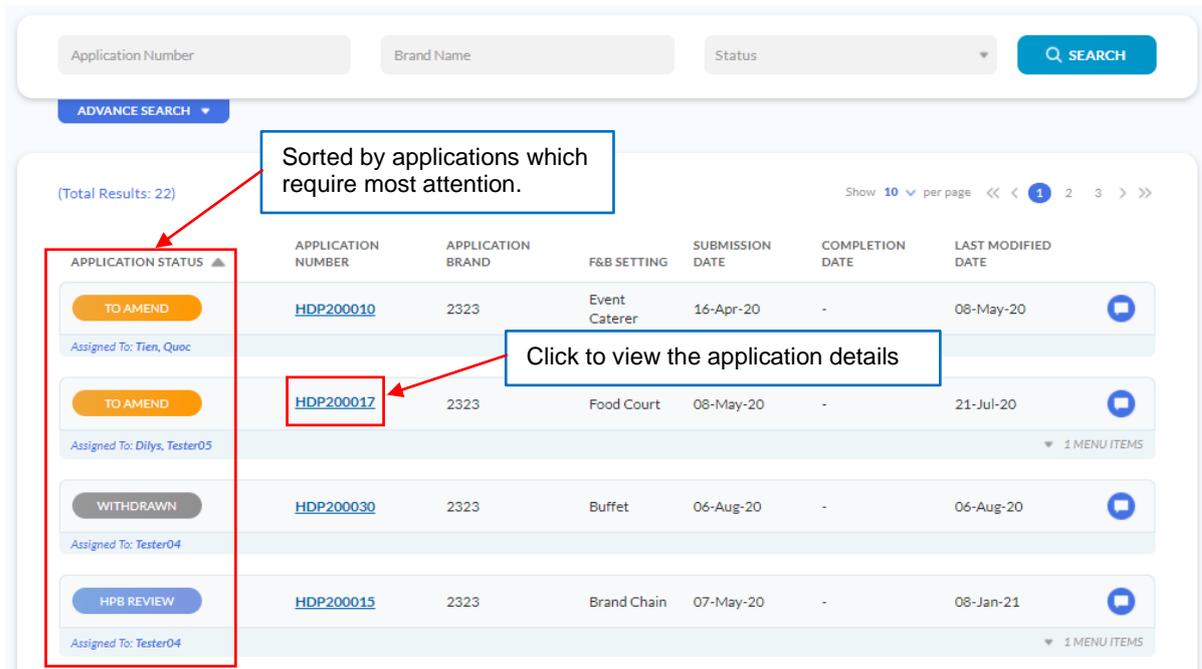
4.1 Search

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.



The screenshot shows the 'Advanced Search' form. It includes fields for 'Application Number', 'Brand Name', and 'Status'. Below these are several filter options: 'F&B setting' (dropdown), 'Outlet name' (text input), 'Menu item' (text input), 'Assigned to' (text input), 'Submission Date' (date picker), 'Completion date' (date picker), 'Last Modified Date' (date picker), and 'Failed new guidelines' (dropdown). A 'SEARCH' button is at the bottom right. A red box highlights the 'ADVANCE SEARCH' button, with an arrow pointing to it from a text box that says 'Click to close the advance search options.'

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.



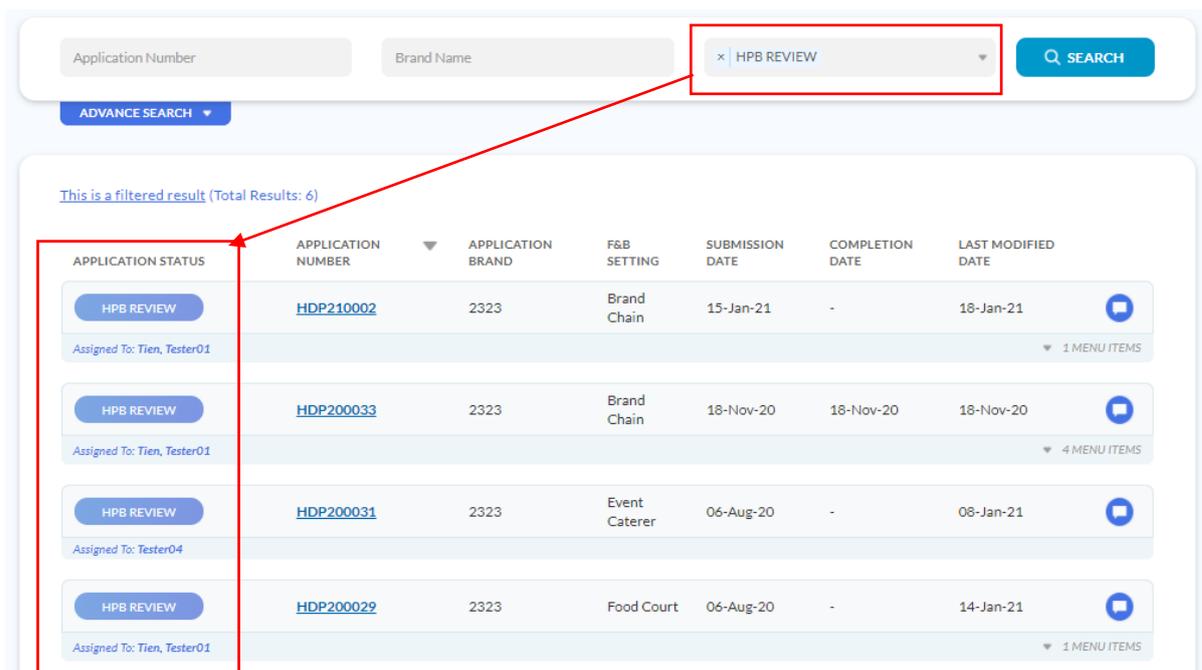
Application Number Brand Name Status **SEARCH**

ADVANCE SEARCH

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

APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
TO AMEND Assigned To: Tien, Quoc	HDP200010	2323	Event Caterer	16-Apr-20	-	08-May-20
TO AMEND Assigned To: Dilys, Tester05	HDP200017	2323	Food Court	08-May-20	-	21-Jul-20
WITHDRAWN Assigned To: Tester04	HDP200030	2323	Buffet	06-Aug-20	-	06-Aug-20
HPB REVIEW Assigned To: Tester04	HDP200015	2323	Brand Chain	07-May-20	-	08-Jan-21

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	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
HPB REVIEW Assigned To: Tien, Tester01	HDP210002	2323	Brand Chain	15-Jan-21	-	18-Jan-21
HPB REVIEW Assigned To: Tien, Tester01	HDP200033	2323	Brand Chain	18-Nov-20	18-Nov-20	18-Nov-20
HPB REVIEW Assigned To: Tester04	HDP200031	2323	Event Caterer	06-Aug-20	-	08-Jan-21
HPB REVIEW Assigned To: Tien, Tester01	HDP200029	2323	Food Court	06-Aug-20	-	14-Jan-21

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	HDP210001	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	HDP200013	2323	Buffet	16-Apr-20	-	16-Apr-20	
Assigned To: Tester04, Quoc							
FINAL REVIEW	HDP200011	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	HDP200009	2323	Event Caterer	16-Apr-20	16-Apr-20	16-Apr-20	
Assigned To: Tester04, Quoc							

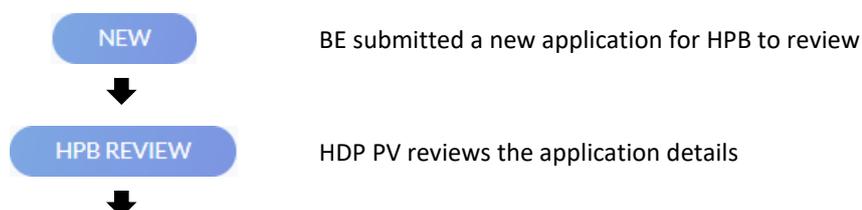
4.1.2 Application Status

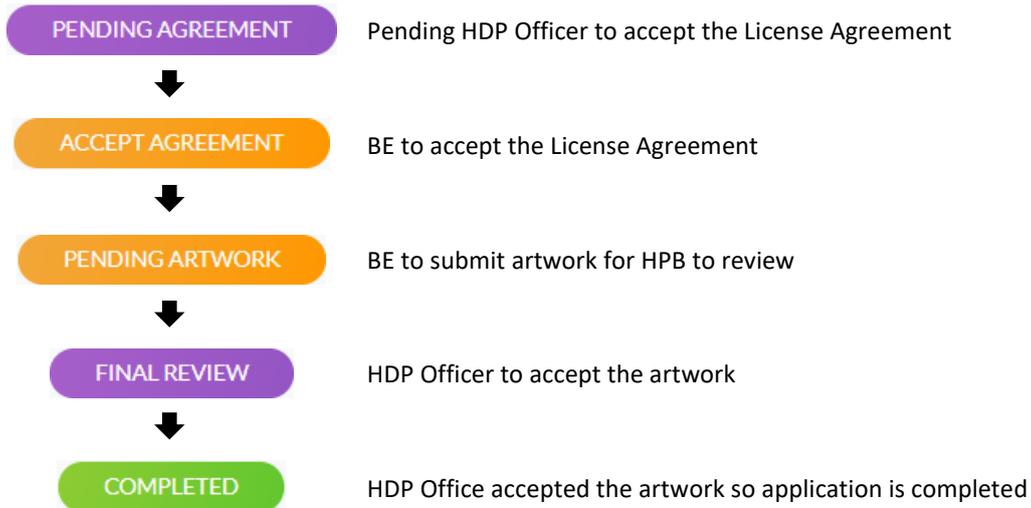
Throughout the application process, the application can go through different status. Application status column reflects the current status of the application.

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

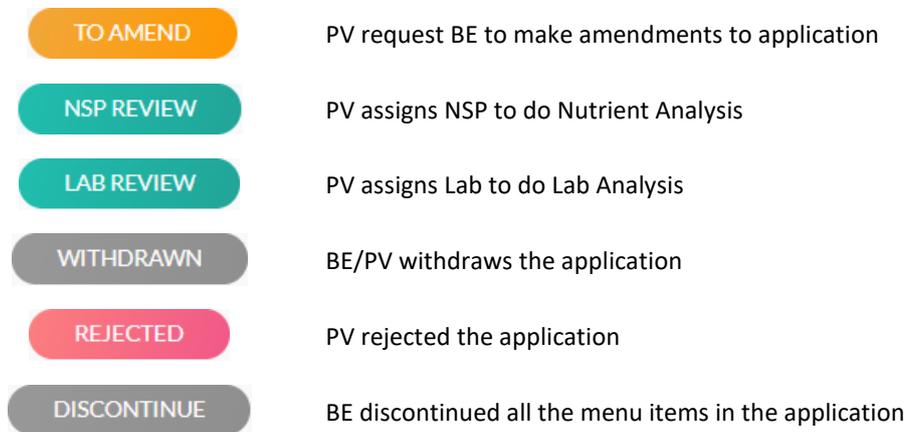
APPLICATION STATUS ▲	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE	
PENDING AGREEMENT	HDP210001	2323	Brand Chain	13-Jan-21	-	15-Jan-21	
MENU ITEM STATUS		MENU ITEM NAME		GRACE PERIOD END DATE			▲ 1 MENU ITEMS
Approved		3242		-			
PENDING ARTWORK	HDP200013	2323	Buffet	16-Apr-20	-	16-Apr-20	
Assigned To: Tester04, Quoc							
FINAL REVIEW	HDP200011	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	HDP200009	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



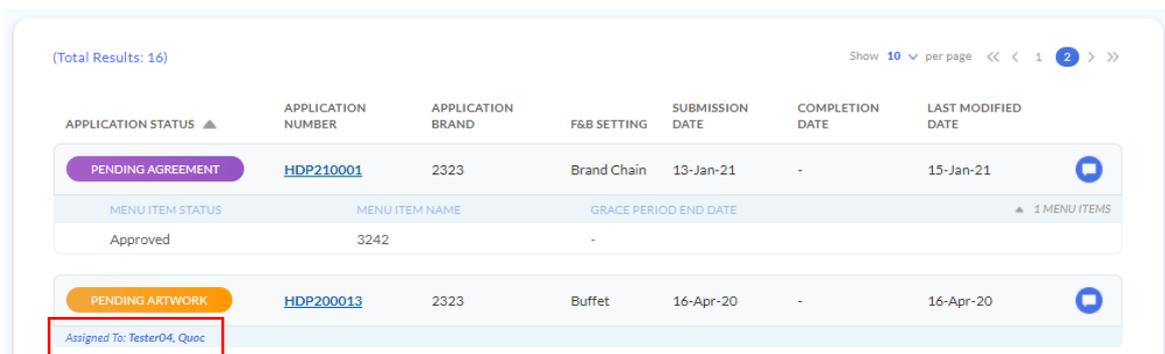


Other application status



4.1.3 Assigned To

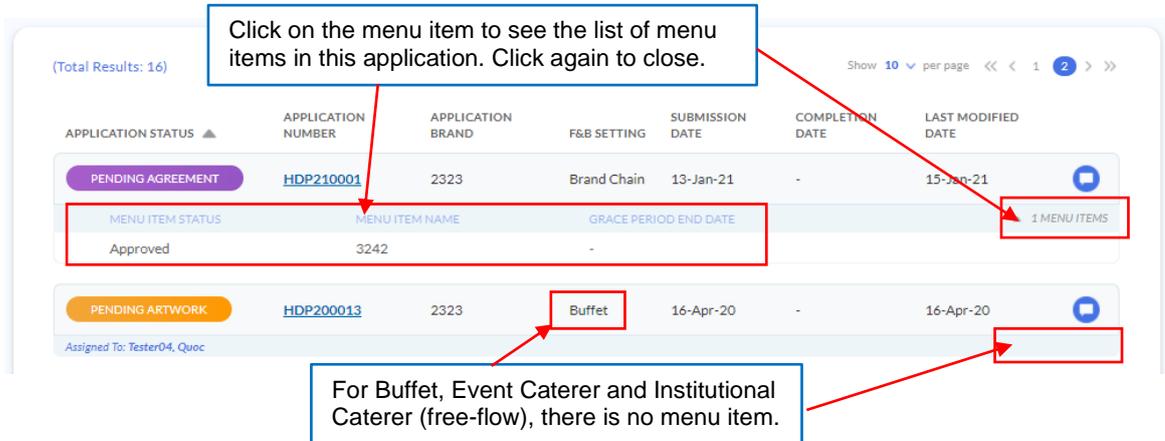
After the application has been assigned to a HDP Programme Vendor (PV), the name of the HDP PV will be listed in the 'Assigned To' label. After HDP Officer is assigned to the application, the name of the HDP Officer will be appended to the 'Assigned To' label as shown below. The format is "Assigned To: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



APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE						
PENDING AGREEMENT	HDP210001	2323	Brand Chain	13-Jan-21	-	15-Jan-21						
<table border="1"> <thead> <tr> <th>MENU ITEM STATUS</th> <th>MENU ITEM NAME</th> <th>GRACE PERIOD END DATE</th> </tr> </thead> <tbody> <tr> <td>Approved</td> <td>3242</td> <td>-</td> </tr> </tbody> </table>		MENU ITEM STATUS	MENU ITEM NAME	GRACE PERIOD END DATE	Approved	3242	-					
MENU ITEM STATUS	MENU ITEM NAME	GRACE PERIOD END DATE										
Approved	3242	-										
PENDING ARTWORK	HDP200013	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.

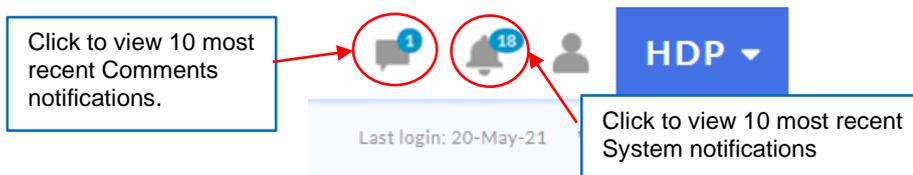
APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE							
PENDING AGREEMENT	HDP210001	2323	Brand Chain	13-Jan-21	-	15-Jan-21	1 MENU ITEMS						
		<table border="1"> <thead> <tr> <th>MENU ITEM STATUS</th> <th>MENU ITEM NAME</th> <th>GRACE PERIOD END DATE</th> </tr> </thead> <tbody> <tr> <td>Approved</td> <td>3242</td> <td>-</td> </tr> </tbody> </table>		MENU ITEM STATUS	MENU ITEM NAME	GRACE PERIOD END DATE	Approved	3242	-				
MENU ITEM STATUS	MENU ITEM NAME	GRACE PERIOD END DATE											
Approved	3242	-											
PENDING ARTWORK	HDP200013	2323	Buffet	16-Apr-20	-	16-Apr-20							

Assigned To: Tester04, Quoc

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.

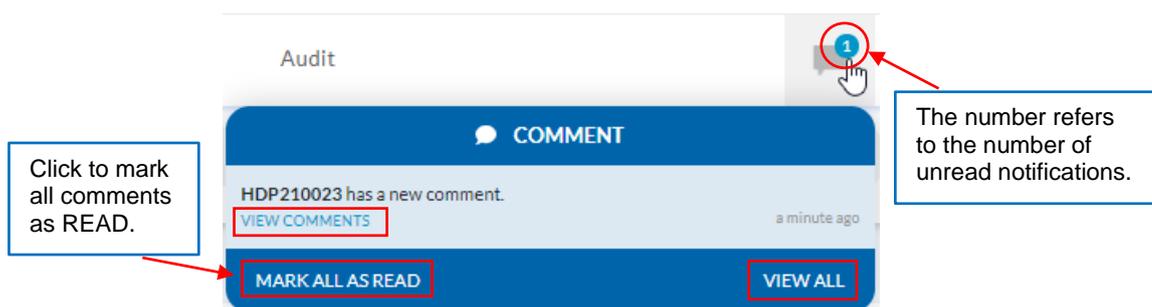


Click to view 10 most recent Comments notifications.

Click to view 10 most recent System notifications

Last login: 20-May-21

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.

COMMENT

HDP210023 has a new comment.

[VIEW COMMENTS](#)

a minute ago

[MARK ALL AS READ](#) [VIEW ALL](#)

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

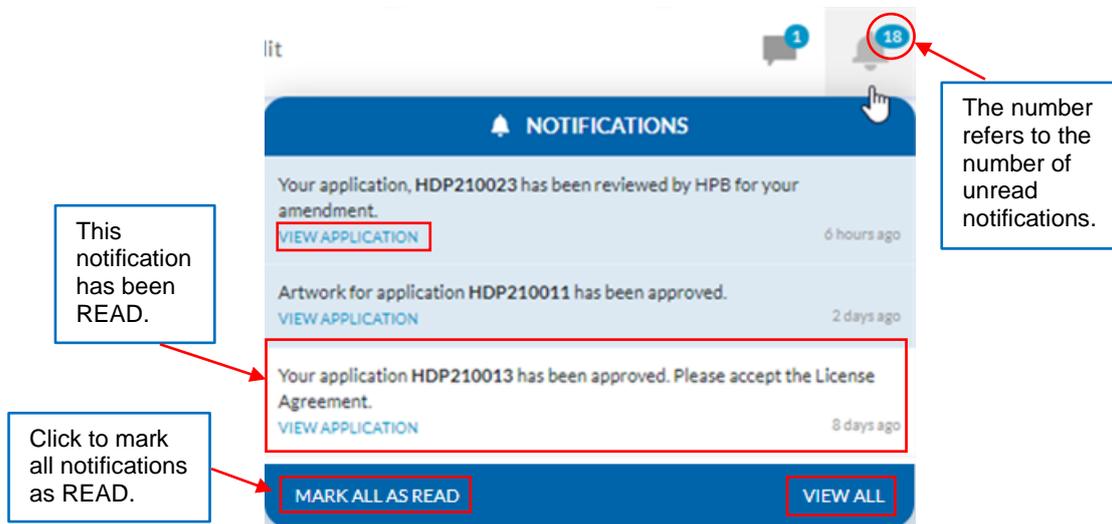
[ATTACH FILES](#)

[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 screenshot shows a notifications panel with a bell icon and a notification count of 18. The notifications list includes:

- Your application, HDP210023 has been reviewed by HPB for your amendment. (6 hours ago)
- Artwork for application HDP210011 has been approved. (2 days ago)
- Your application HDP210013 has been approved. Please accept the License Agreement. (8 days ago)

Callouts provide the following information:

- "This notification has been READ." points to the first notification.
- "Click to mark all notifications as READ." points to the "MARK ALL AS READ" button.
- "The number refers to the number of unread notifications." points to the notification count '18'.

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

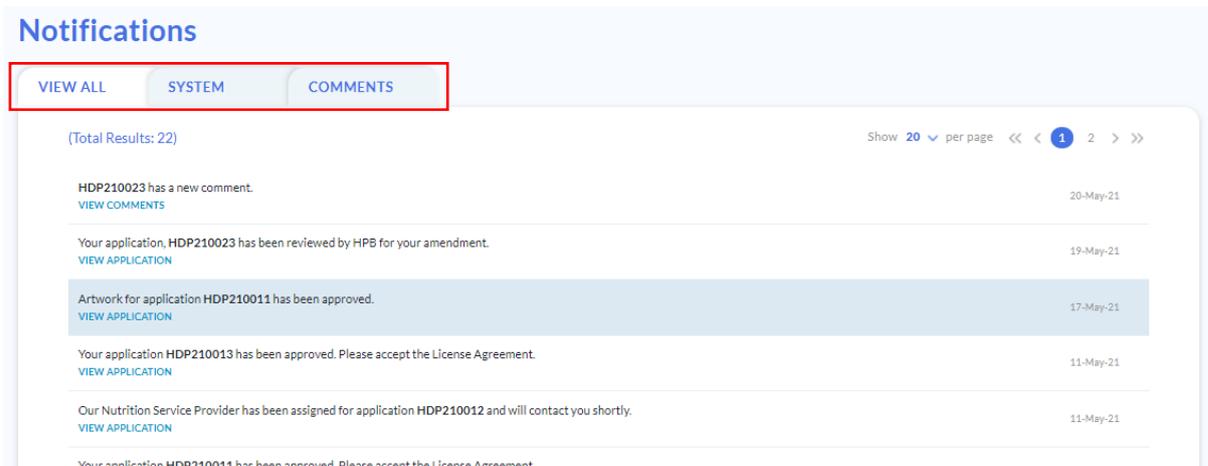
APPLICATION PROFILING

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

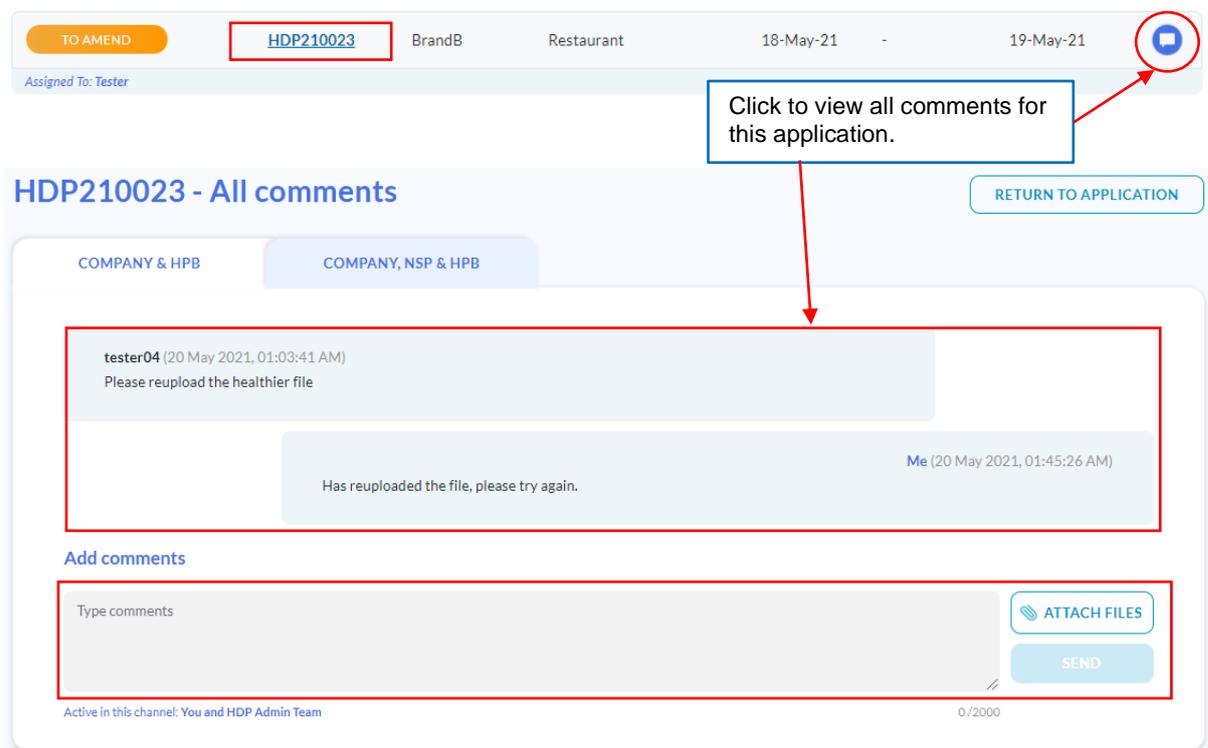
VIEW ALL SYSTEM COMMENTS

(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

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](#)

Date

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
19-May-21 18:37:32	Programme Vendor Pick Application	HDP Programme Vendor	tester
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

[Manage Applications](#)

Click this to create new application

→

+ ADD NEW APPLICATION

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](#).

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

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

Please read the HDP guidelines before proceeding further.

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

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.

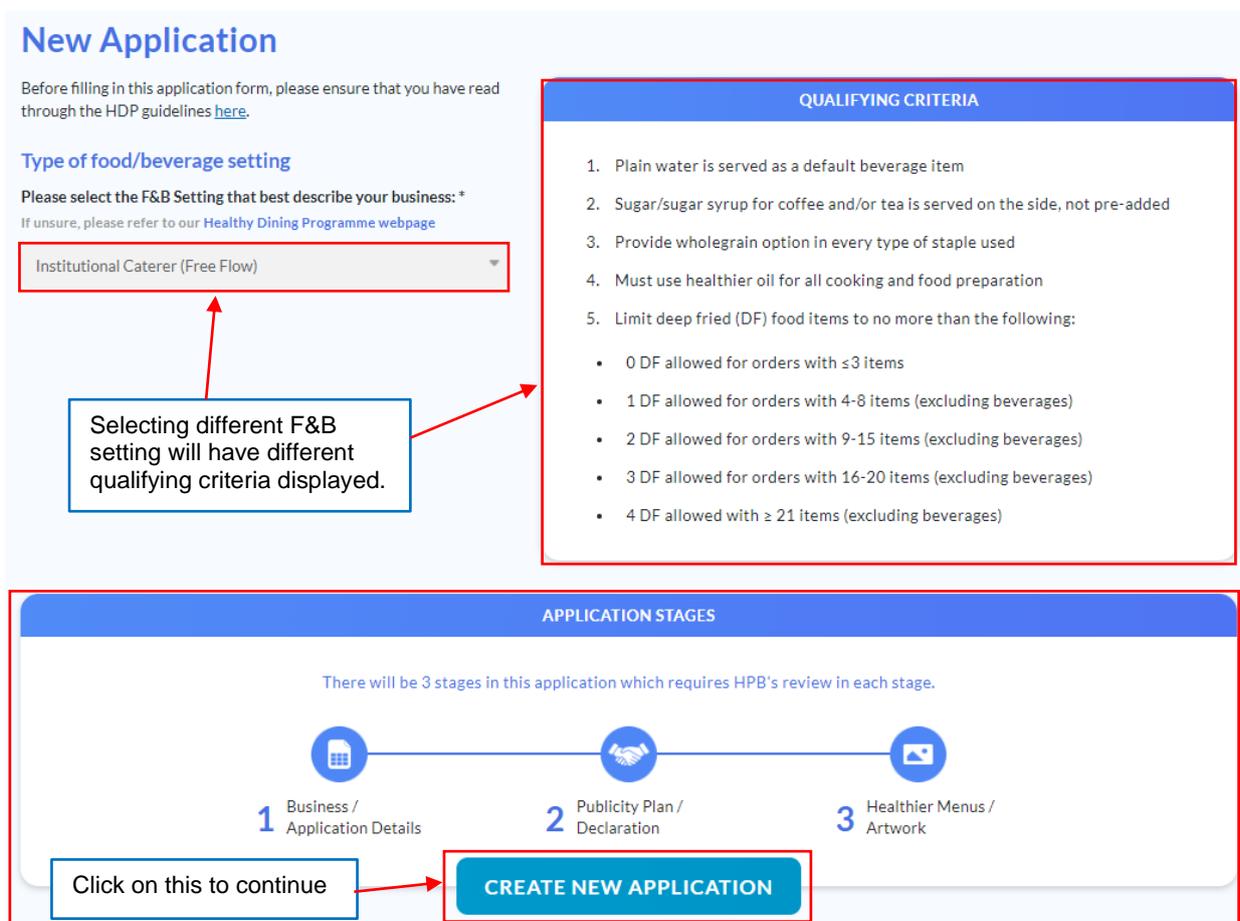
Type of F&B settings	
<ol style="list-style-type: none"> 1. Buffet 2. Event Caterer 3. Institutional Caterer (Free-flow) 	<ol style="list-style-type: none"> 1. Bakery 2. Brand Chain 3. Café 4. Dessert 5. F&B on Digital Platform(s) 6. Food Court 7. Institutional Caterer (Stall Concept) 8. Kiosk 9. Quick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

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 website
-

Company Name
UPUZTH YZXH

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	Last name 21211
Department rwerwer	Designation 2121
Email address <input style="width: 100%;" type="text"/>	
Office number (65) 212121	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:

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	Address
outlet 2	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	Address
outlet 2	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 *	Bento Boxes by no. of pax *
Enter	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)	↓ X
healthyoil2.pdf	14-May-21 (17.2 KB)	↓ X

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.

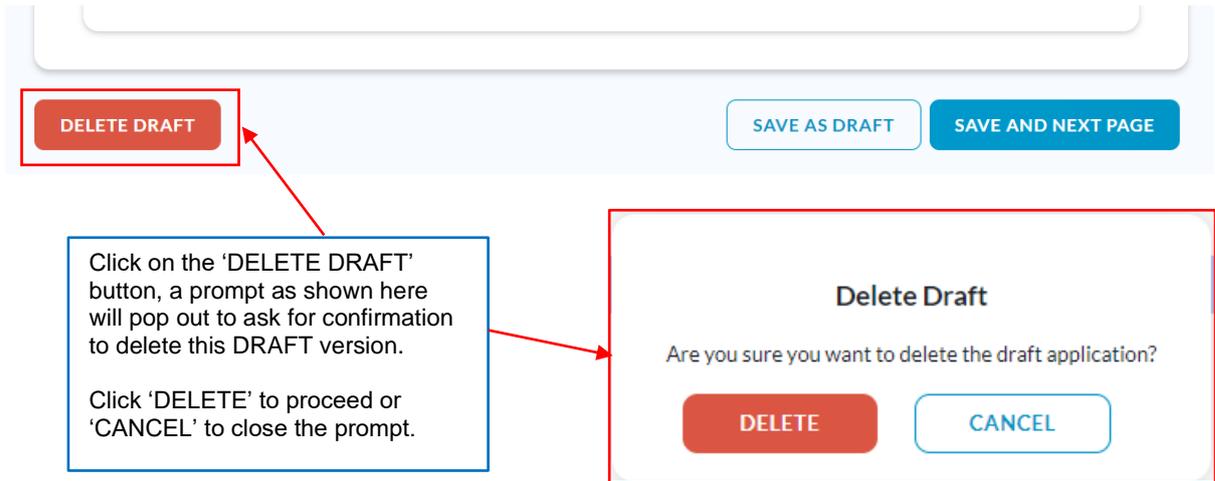
Click on 'SAVE AS DRAFT' to save the application as DRAFT version first and complete later on.

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

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.



DELETE DRAFT **SAVE AS DRAFT** **SAVE AND NEXT PAGE**

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.

Delete Draft

Are you sure you want to delete the draft application?

DELETE **CANCEL**

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

New Application - brand1

APPLICATION DETAILS AGREEMENT & PUBLICITY HEALTHIER MENUS/ ARTWORK

PAGE 2 / 2

HEALTHIER MENUS

Name of healthier menu 1 *

Enter

+ ADD HEALTHIER MENU

Upload Healthier Menus * (max 5 files, 20MB each)

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

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

healthymenu.pdf 14-May-21 (14.1 KB) ↓ ×

Name of healthier menu 1 *

HM1

+ ADD HEALTHIER MENU

Click on 'ADD HEALTHIER MENU' button to add more menus. A new menu will be displayed.

Name of healthier menu 2 *

Enter

Click on the 'X' to remove this menu.

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.

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

[+ ADD NEW STAPLE](#)



Premixed / Self Made? *

Premixed Self Made

Brand / description *

Enter

Type of staple product *

Enter

Percentage of wholegrains (%) *
(based on packaging or product specifications)

Enter

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

Premixed / Self Made? *

Premixed Self Made

Wholegrain ingredient *

Enter

Weight of wholegrains used (g) *

Enter

Total weight of product (g) *

Enter

Percentage of wholegrains (%) *

Enter

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

STAPLE 2

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.

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 *
<input type="text" value="Enter"/>	<input type="text" value="Select one"/>
Calories per beverage	Qualification methodology *
<input type="text" value="Enter"/>	<input type="text" value="Select one"/>

[+ ADD NEW BEVERAGE](#)



Click this to return to previous page.

Click this to save changes for this page.

Click this to save and proceed to next step.

DELETE DRAFT

SAVE AS DRAFT

SAVE AND PREVIEW

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

BEVERAGE 2

Name of Beverage *

Type of Beverage *

Calories per beverage

Qualification methodology *

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

↻ PAGE 1/2

APPLICATION PROFILING

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

COMPANY PROFILE

Unique Entity Number (UEN) 198104639K	Company Name UPUZH 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 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

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 342501
------------------------------	--

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 MENUS/ ARTWORK

> PAGE 2 / 2

HEALTHIER MENU

Name of healthier menu 1 HM1	<div style="border: 1px solid #007bff; padding: 5px; display: inline-block;"> Click this to make amendment. </div>
Healthier Menu healthymenu.pdf 14-May-21 (14.1 KB)	

LOWER / NO SUGAR BEVERAGES

Please verify that plain water is provided by default in all healthier menus where beverage is included. <input checked="" type="checkbox"/> Verify	Please verify that sugar/sugar syrup for coffee and/or tea is served on the side in all healthier menus. <input checked="" type="checkbox"/> 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). <input checked="" type="checkbox"/> 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). <input checked="" type="checkbox"/> 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 stapleproduct.jpg 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	Type of beverage
Orange Juice	Packaged
Calories per beverage	Qualification methodology
50	HCS endorsed

⏪

Click this to return to previous page.

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	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.

PAGE 1 / 2

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.



The screenshot shows an application card with the following details:

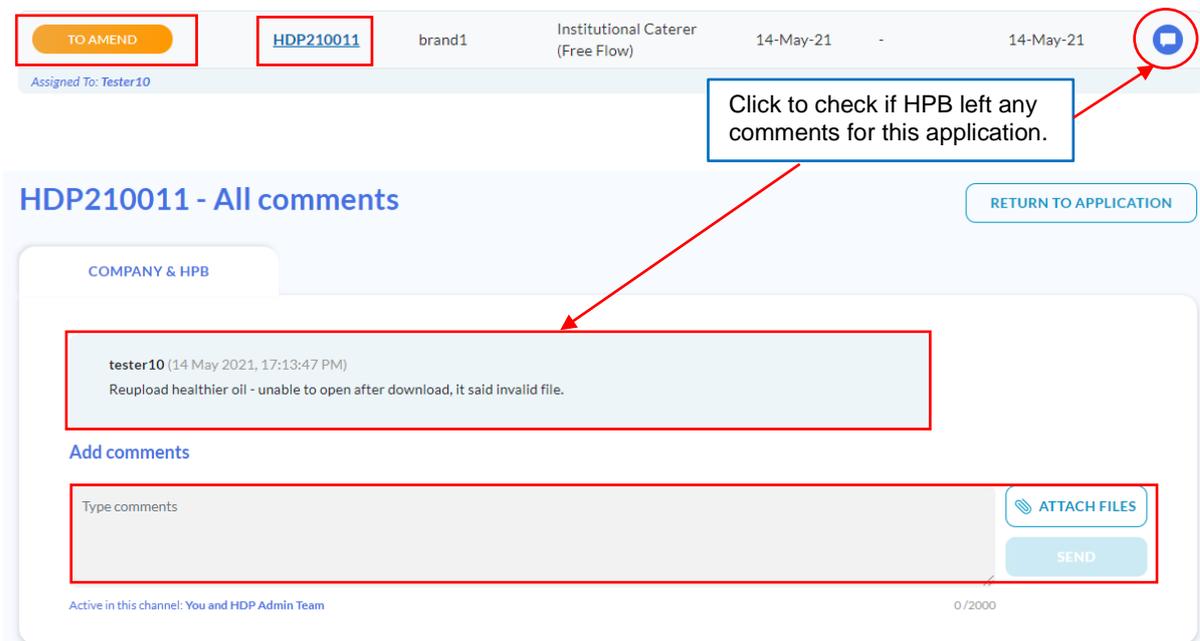
- Status: HPB REVIEW (highlighted with a red box)
- Application Number: HDP210011 (highlighted with a red box)
- Brand: brand1
- Category: Institutional Caterer (Free Flow)
- Submission Date: 14-May-21
- Completion Date: -
- Last Modified Date: 14-May-21
- Assigned To: Tester10

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](#).

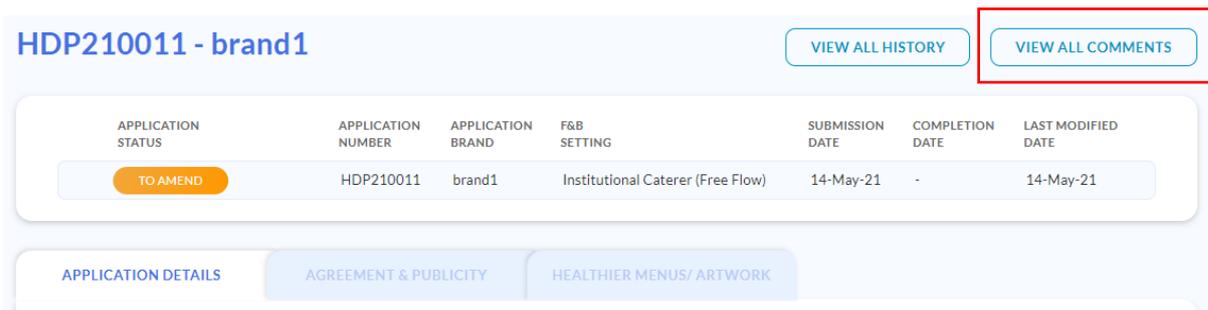
Amendments to application

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.



The screenshot shows the application card with 'TO AMEND' status (highlighted with a red box) and application number 'HDP210011' (highlighted with a red box). A red circle highlights a comment icon in the top right corner, with a callout box stating: "Click to check if HPB left any comments for this application." Below the card is the 'HDP210011 - All comments' section. A comment from 'tester10' (14 May 2021, 17:13:47 PM) is shown: "Reupload healthier oil - unable to open after download, it said invalid file." Below the comment is an 'Add comments' section with a text input field, an 'ATTACH FILES' button, and a 'SEND' button (all highlighted with red boxes). At the bottom of the comments section, it says "Active in this channel: You and HDP Admin Team" and "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.

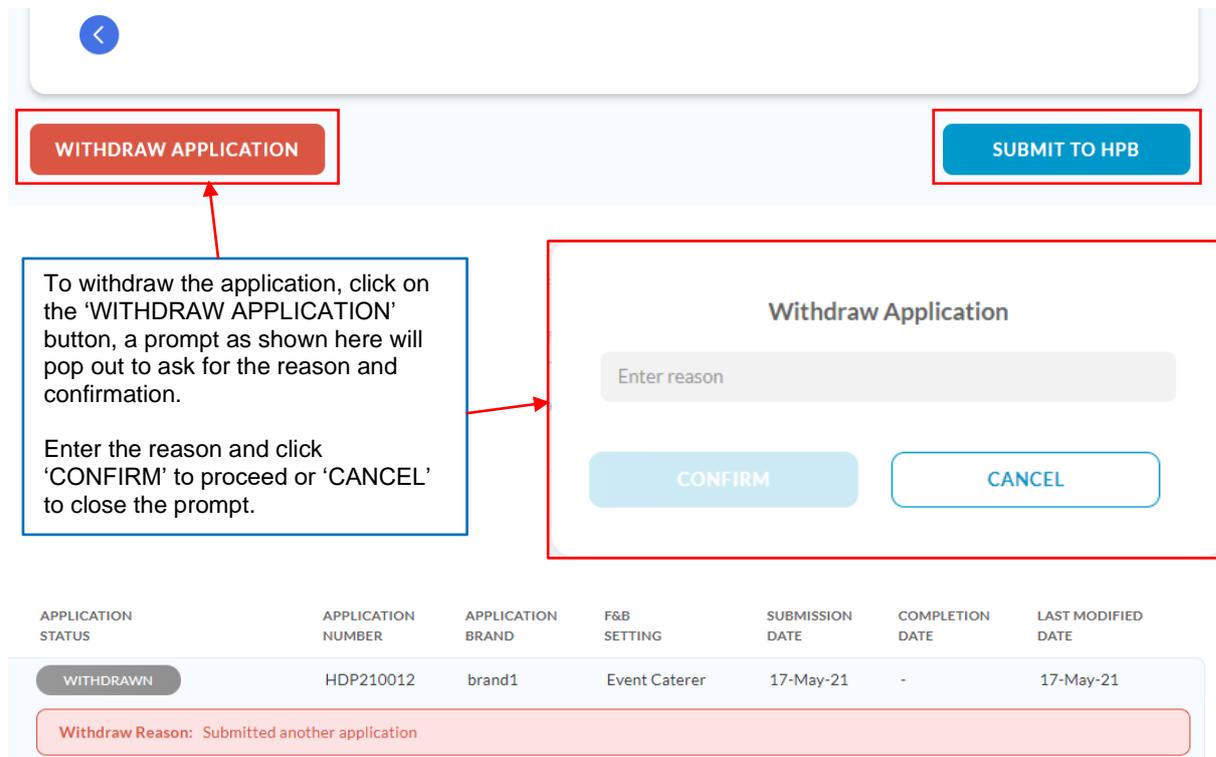


The screenshot shows the application details page for 'HDP210011 - brand1'. At the top right, there are two buttons: 'VIEW ALL HISTORY' and 'VIEW ALL COMMENTS' (highlighted with a red box). Below this is a table with the following columns: APPLICATION STATUS, APPLICATION NUMBER, APPLICATION BRAND, F&B SETTING, SUBMISSION DATE, COMPLETION DATE, and LAST MODIFIED DATE. The table contains one row with the following data:

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

 At the bottom of the page, there are three tabs: 'APPLICATION DETAILS', 'AGREEMENT & PUBLICITY', and 'HEALTHIER MENUS/ ARTWORK'.

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



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.

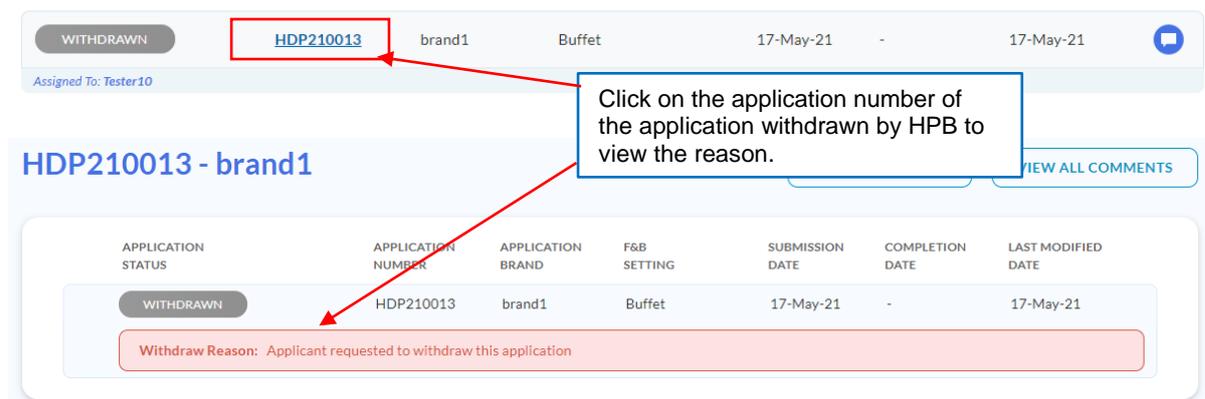
APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
WITHDRAWN	HDP210012	brand1	Event Caterer	17-May-21	-	17-May-21

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.



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

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	COMPANY
Board of Authority Health Promotion Board	Company Name UPUZTH YZXH
Name of Authorised Signatory tester09	Name of Authorised Signatory 21 21211
Designation Programme Officer	Designation 2121
Date 14-May-21	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?

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.



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

Implementation date *

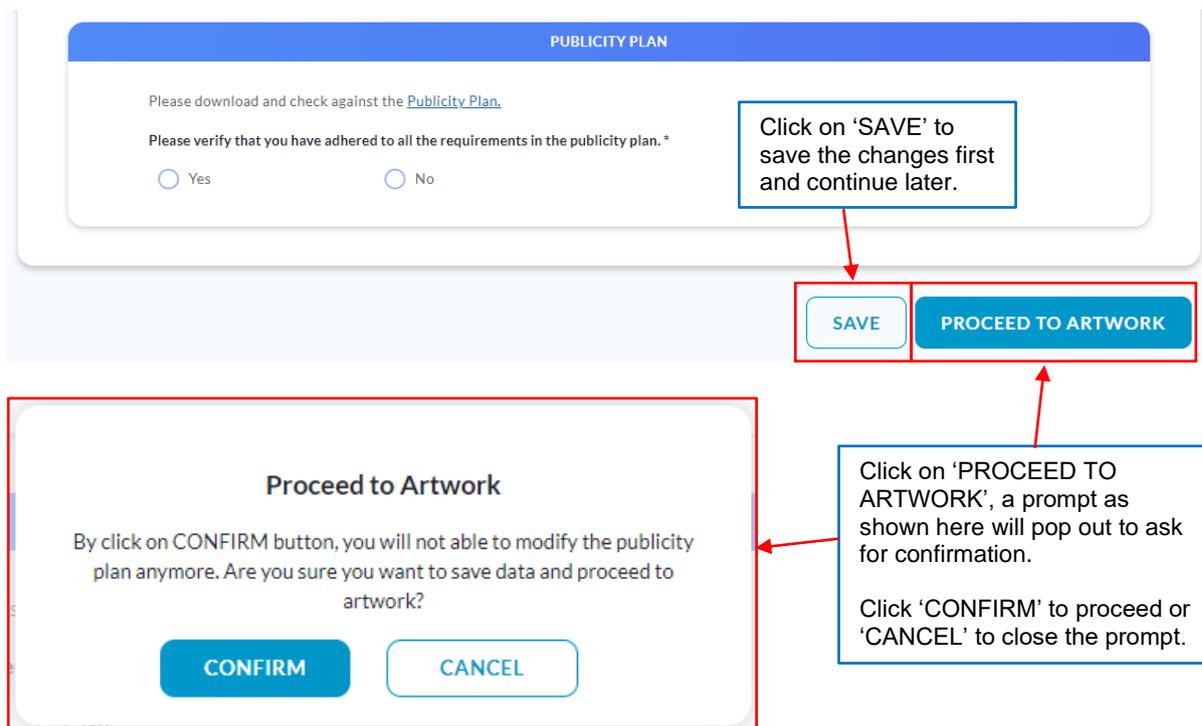
Date

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.

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)	
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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.

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](#)

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

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

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		HPB COMMENTS	
artwork2.pdf	14-May-21 (14.1 KB)	comment1.pdf	14-May-21 (17.2 KB)

Previous files (1) ▾

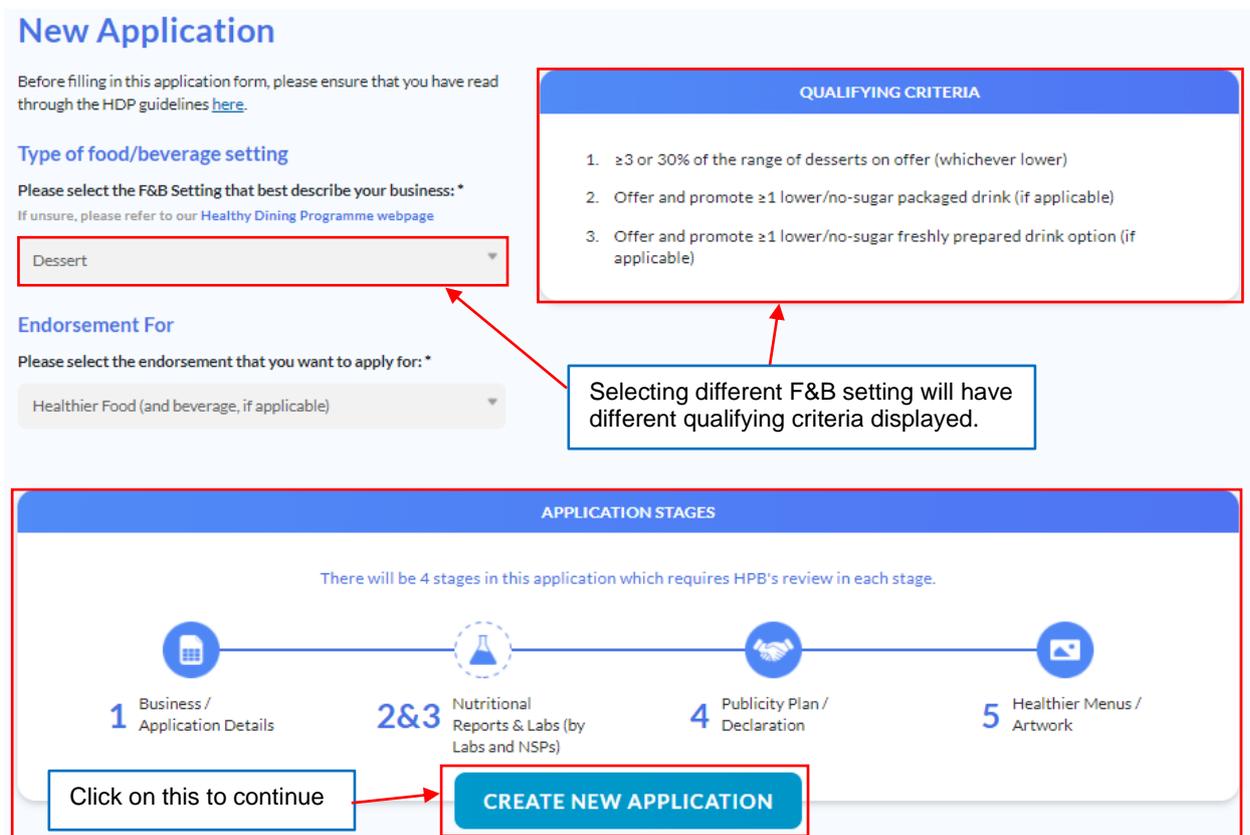
Click to download the file.

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

1. ≥ 3 or 30% of the range of desserts on offer (whichever lower)
2. Offer and promote ≥ 1 lower/no-sugar packaged drink (if applicable)
3. 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 -	<div style="border: 1px solid red; padding: 2px;"> <p>Brand name *</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> Select ▼ </div> </div>

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	Last name
21	21211
Department	Designation
rwerwer	2121
Email address	
Office number	Mobile number
(65) 212121	(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 *

Price range *

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

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.

Name of outlet 1

Address

123 is where #01-01 Here Singapore 342561

Name of outlet 2

Select

X

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

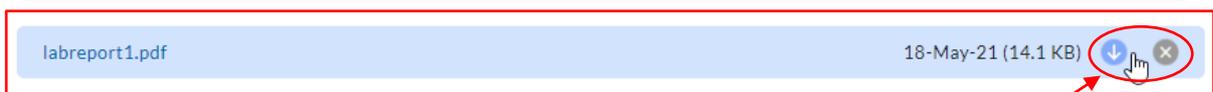
Do you have existing lab reports for your menu items?

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.



Do you want to delete lab report file?

labreport1.pdf

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) *

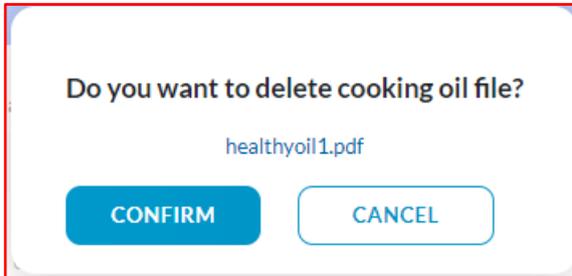
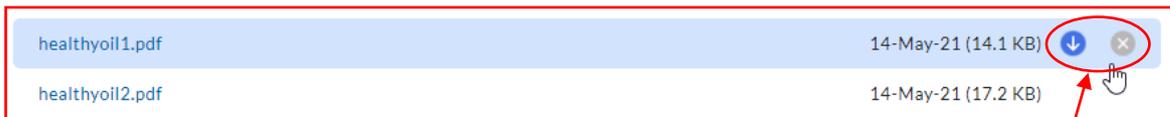
e.g Oki Sunflower Oil, Naturel Canola Oil

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.

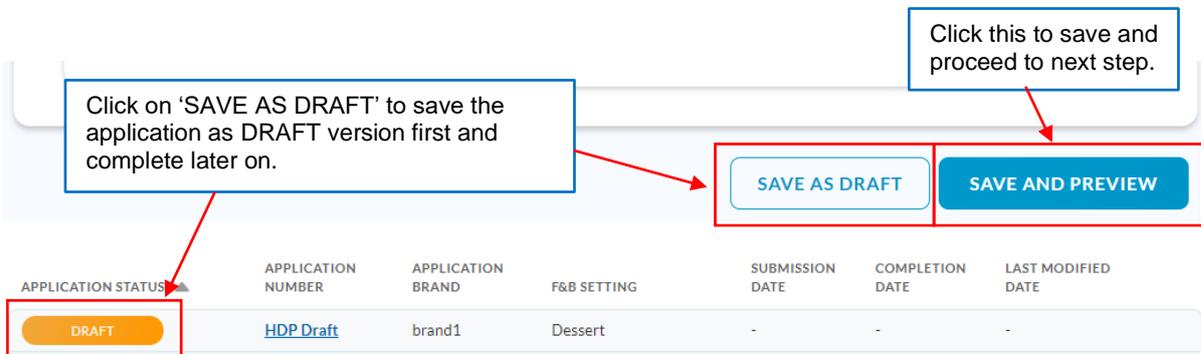
Click in the above box to upload the file. Once uploaded, it will appear as shown in the below screen.



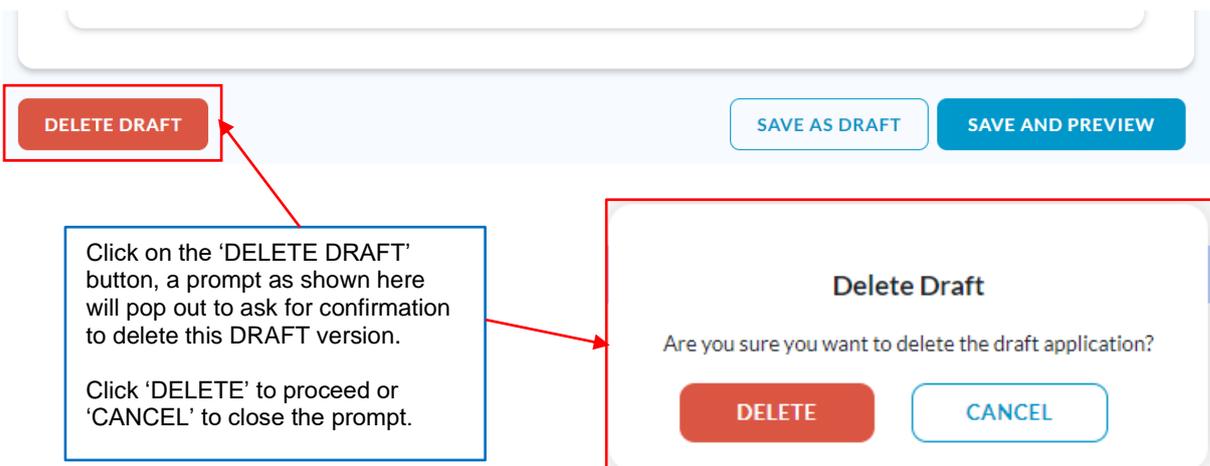
Click on the down arrow, the uploaded file will be downloaded to the download folder.

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.



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 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)



Click this to make amendment.

COMPANY PROFILE

Unique Entity Number (UEN)
198104639K

Company Name
UPUZTHYZXH

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
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
NEW	HDP210017	brand1	Dessert	18-May-21	-	18-May-21

0 MENU ITEMS

APPLICATION DETAILS | REPORTS | APPROVED MENU ITEMS | **APPLICATION PROFILING** | COMMENTS/ARTWORK

APPLICATION PROFILING

Type of food/ beverage setting: Dessert

Endorsement for: Healthier Food (and beverage, if applicable)

Note: A red circle highlights a pencil icon in the top right corner of the 'APPLICATION PROFILING' section, with a callout box stating: '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

Note: A red circle highlights a speech bubble icon in the top right corner, with a callout box stating: '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

Enter reason

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	HDP210017	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
 REPORTS
 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 >>

MENU ITEM INFORMATION



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.

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

	Per Serving	Per 100g
Dietary Fibre (g)	10	9.5
Energy (kcal)	200	190.5
Sugar (g)	5	4.8

Percentage of Wholegrains (%)
-

Assessment
Passed

Menu item has Passed or Failed the assessment.

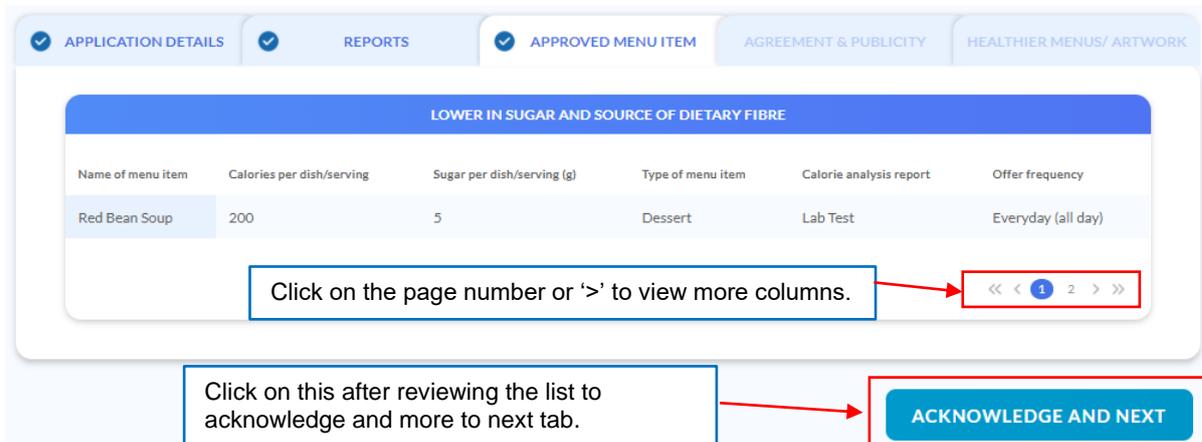
[DOWNLOAD HDP NUTRIENT GUIDELINES](#) This menu item might not meet the guidelines. Please refer to the relevant footnotes in the HDP guidelines if necessary.

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 with a table of menu items. A callout box points to the pagination controls, and another callout box points to the 'ACKNOWLEDGE AND NEXT' button.

LOWER IN SUGAR AND SOURCE OF DIETARY FIBRE					
Name of menu item	Calories per dish/serving	Sugar per dish/serving (g)	Type of menu item	Calorie analysis report	Offer frequency
Red Bean Soup	200	5	Dessert	Lab Test	Everyday (all day)

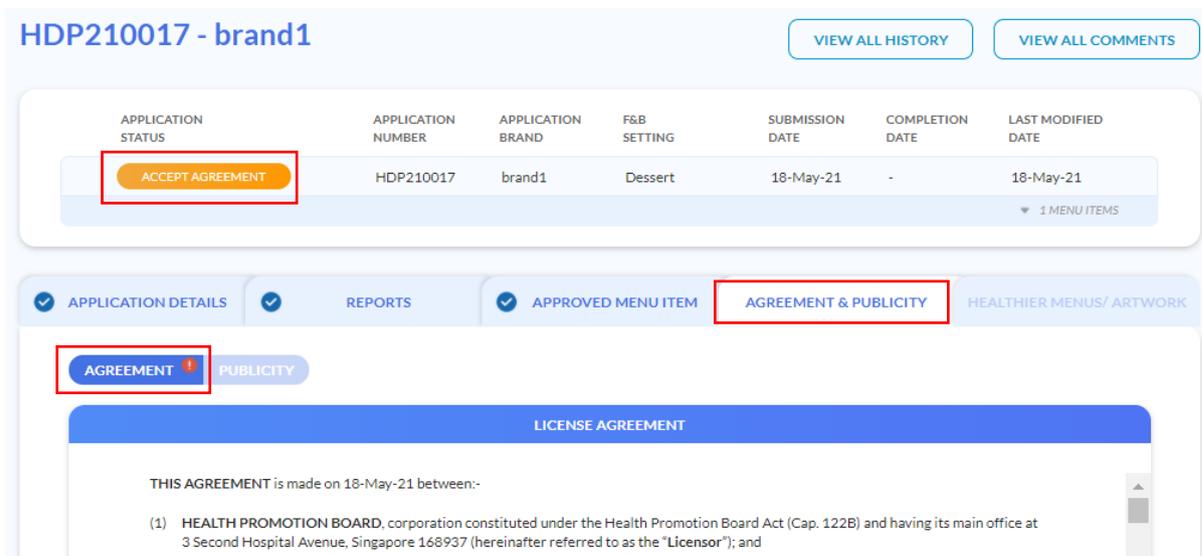
Navigation controls: << < 1 2 > >>

Callout 1: Click on the page number or '>' to view more columns.

Callout 2: Click on this after reviewing the list to acknowledge and more to next tab.

Button: ACKNOWLEDGE AND NEXT

6.4 Agreement & Publicity



The screenshot shows the 'AGREEMENT & PUBLICITY' tab. It displays application details for 'HDP210017 - brand1' and a 'LICENSE AGREEMENT' section.

Application Details Table:

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

Buttons: VIEW ALL HISTORY, VIEW ALL COMMENTS

Navigation tabs: APPLICATION DETAILS, REPORTS, APPROVED MENU ITEM, AGREEMENT & PUBLICITY, HEALTHIER MENUS/ ARTWORK

Sub-tabs: AGREEMENT, PUBLICITY

Section: LICENSE AGREEMENT

Text: THIS AGREEMENT is made on 18-May-21 between:-

(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

Higher in wholegrains and lower in calories

all weight loss strategies reduce the risk of heart disease

Higher in wholegrains and lower in calories

Higher in wholegrains and lower in calories

HEALTHIER CHOICE
UPUZH YZXH
Health Promotion Board

6 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
<p>Board of Authority Health Promotion Board</p> <p>Name of Authorised Signatory tester09</p> <p>Designation Programme Officer</p> <p>Date 18-May-21</p>	<p>Company Name UPUZH YZXH</p> <p>Name of Authorised Signatory 21 21211</p> <p>Designation 2121</p> <p>Date 19-May-21</p>

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

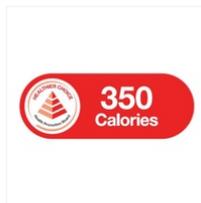
[VIEW ALL HISTORY](#)
[VIEW ALL COMMENTS](#)

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 *

Remarks *

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

✓ 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.

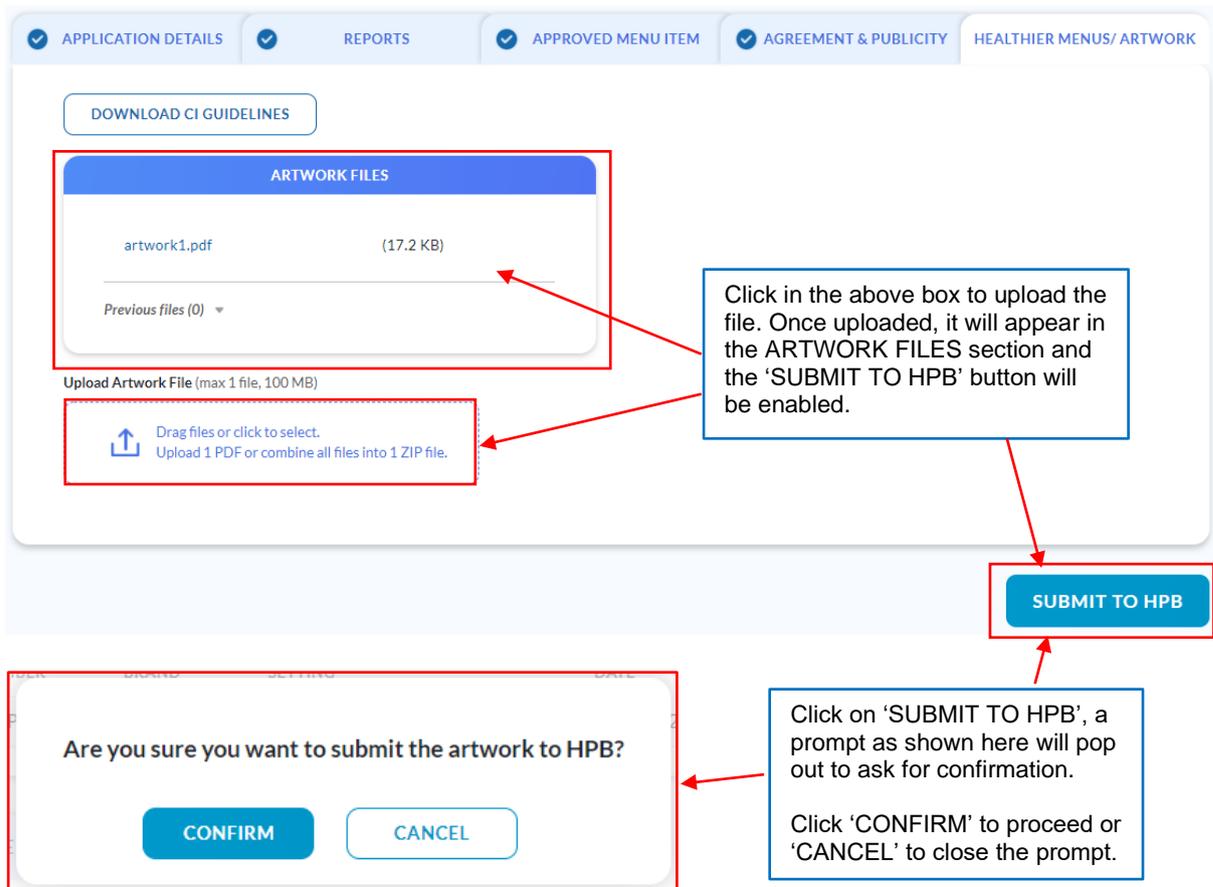
Upload Artwork File (max 1 file, 100 MB)

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



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.

SUBMIT TO HPB

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

CONFIRM CANCEL

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.

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) ▼

HPB COMMENTS

comment1.pdf	19-May-21 (17.2 KB)	↓
--------------	---------------------	---

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

[SUBMIT TO HPB](#)

ARTWORK FILES

artwork2.pdf	(14.1 KB)	↓	✕
--------------	-----------	---	---

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	4 MENU ITEMS
-----------	--------	------------	-----------	-----------	-----------	--------------

Assigned To: Hong Kiat, Mun-Thye

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	
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 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	19-May-21

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

Menu item discontinued. There is no 'DISCONTINUE' button.

APPLICATION DETAILS REPORTS ELEMENT & PUBLICITY HEALTHIER MENUS/ ARTWORK

DOWNLOAD CI GUIDELINES

ARTWORK FILES

artwork2.pdf 19-May-21 (14.1 KB)

Previous files (1)

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)

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 HISTORY VIEW ALL COMMENTS

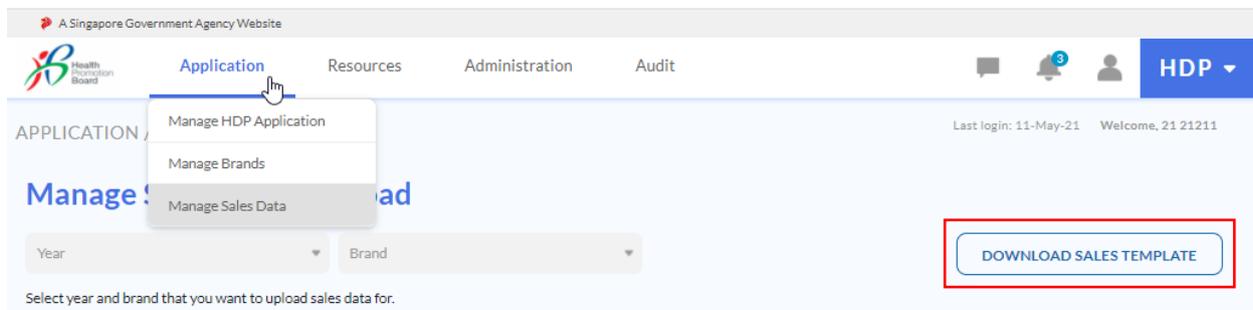
APPLICATION STATUS	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
DISCONTINUED	HDP210001	BrandA	Food Court	05-Mar-21	08-Mar-21	08-Mar-21

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

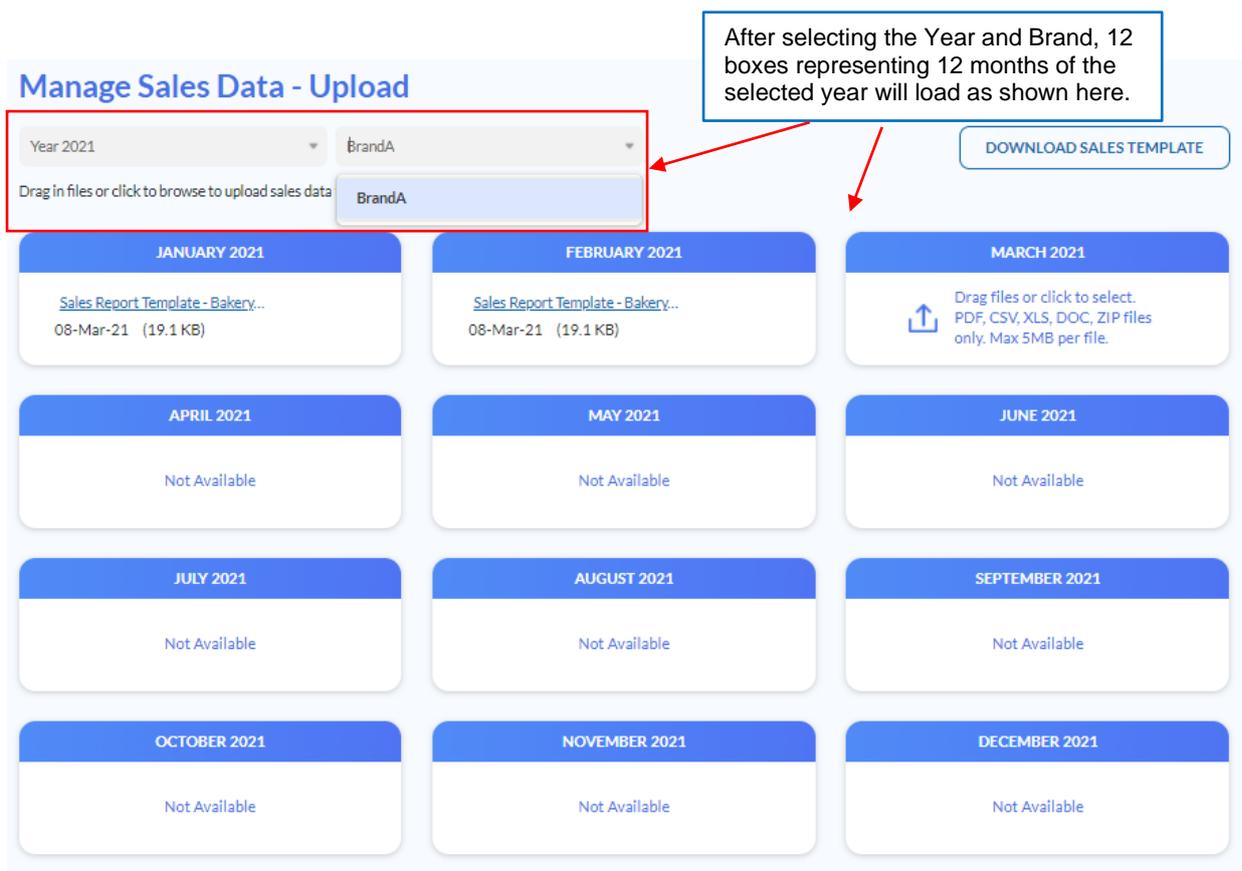
If you want to withdraw your application from the system, you will need to select the 'DISCONTINUE' button for all menu items. When all the menu items are discontinued, the application status will change to 'DISCONTINUED' and the application will no longer be active.

7.0 Sales Data

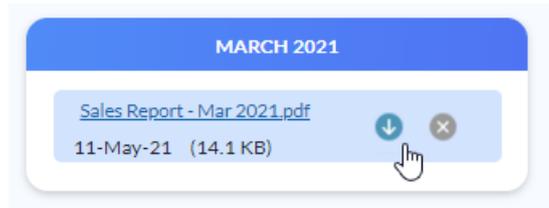
Business Entity (BE) are required to provide sales data monthly. An email reminder will be sent out each month to remind BE to submit their sales data. BE can submit their sales data using the **Manage Sales Data** function which is accessible under the **Application** tab. It provides functionality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



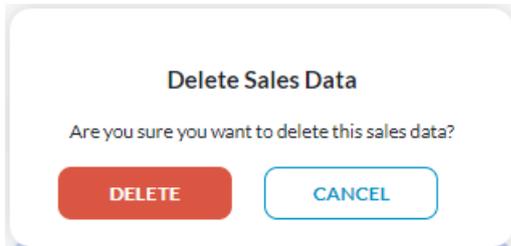
Sales Report templates with instructions for all the different F&B settings can be downloaded by clicking on **DOWNLOAD SALES TEMPLATE**. BE can fill this up according to the template and upload for the corresponding month and Brands.



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.

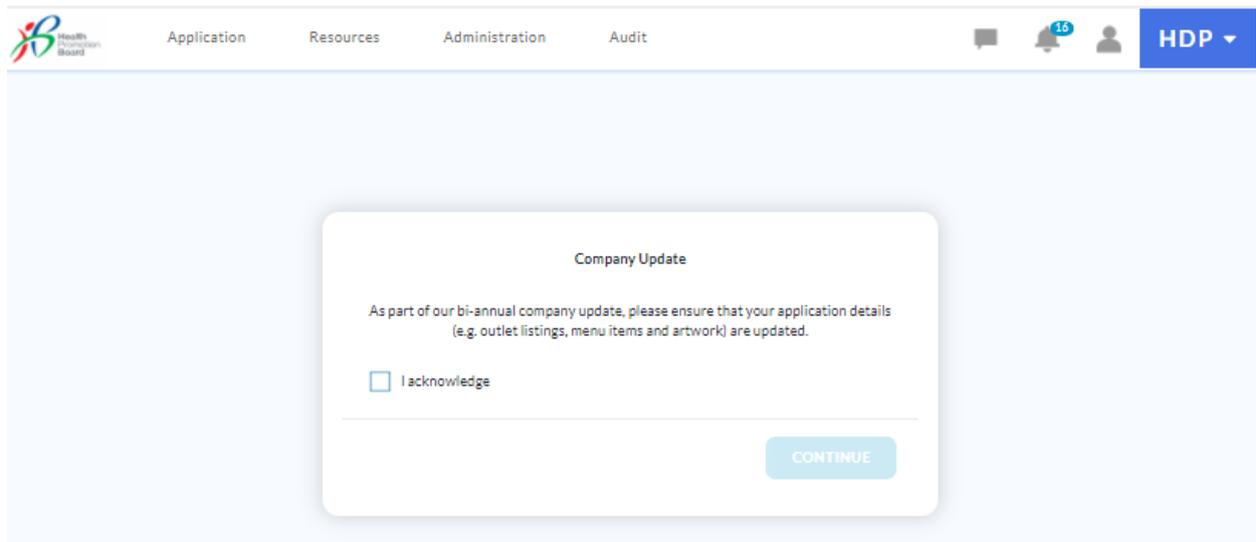
Click 'DELETE' to proceed or 'CANCEL' to close the prompt.

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.



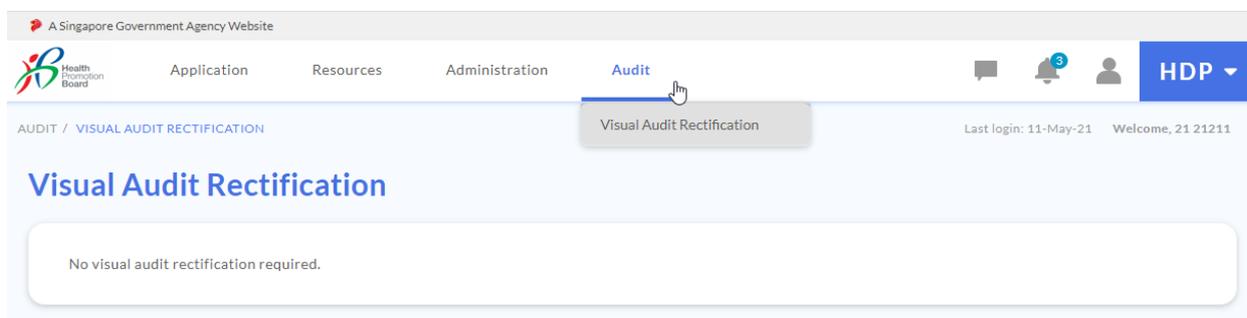
The screenshot shows the Aurora system interface with a 'Company Update' modal. The modal title is 'Company Update'. The text inside reads: 'As part of our bi-annual company update, please ensure that your application details (e.g. outlet listings, menu items and artwork) are updated.' Below this text is a checkbox labeled 'I acknowledge'. At the bottom right of the modal is a blue button labeled 'CONTINUE'. The background shows the Aurora system navigation bar with 'Application', 'Resources', 'Administration', and 'Audit' tabs, and a user profile icon with a notification badge showing '15'.

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.

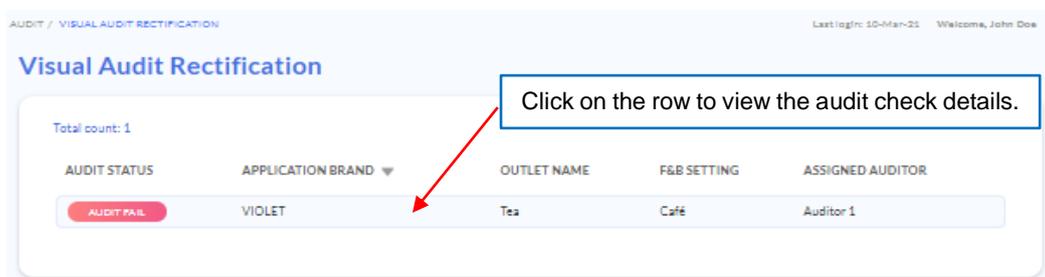
Email Notification	Dates	Who will receive?
Start of bi-annual company update	1 st Jan / Jul	All BE staff will receive.
1st email reminder (14 days later)	15 th Jan / Jul	Only BEs which have yet to acknowledge.
2nd email reminder (21 days later)	22 nd Jan / Jul	Only BEs which have yet to acknowledge.
Suspension of companies (1 month later)	1 st 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)

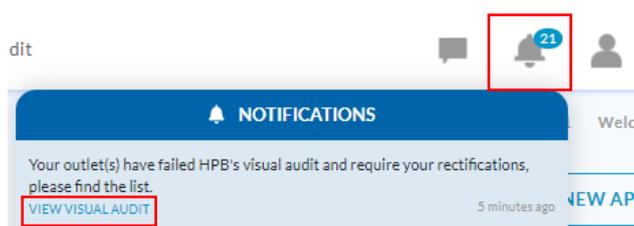
Visual Audit Rectification function is accessible under the **Audit** tab. It provides functionality for BE to upload or take photos to proof that they have done the rectification as requested by HPB.



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



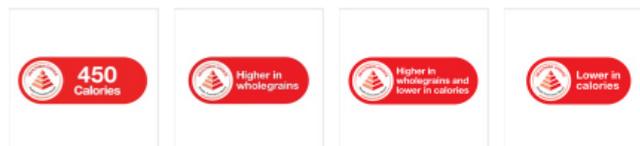
Answer
No

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*

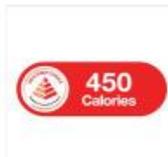
Enter text

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

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.

BACK

SAVE

SUBMIT TO HPB

AUDIT STATUS ▼	APPLICATION BRAND ▼	OUTLET NAME ▼	F&B SETTING ▼	ASSIGNED AUDITOR ▼
AMENDED	Food Junction	Food Junction (One Raffles)	Brand Chain	ALS Auditor
AUDIT FAIL	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 ▼
AUDIT RECTIFIED	Food Junction	Food Junction (One Raffles)	Brand Chain	ALS Auditor
AUDIT FAIL	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.