

Checklist for Healthier Choice Symbol (HCS) Application Submission

This checklist serves to provide a step-by-step guide to assist companies who are applying for HCS or preparing materials for submission to HCS Online to self-check and ensure that their materials comply with the requirements before submission.

Please note that HPB's approval was only on the use of HCS logo and Nutrition Information Panel. It is the responsibility of companies to ensure that the product and label fully comply with the [Singapore Food Regulations](#).

Please refer to the HPB's [A Handbook on Nutrition Labelling \(Singapore\)](#) for a detailed guide.

HCS Application Submission

Please get ready the following information before submission

- 1) Product Details
- 2) Lab Report
- 3) Product Packaging Artwork

Product Details

For each HCS application, the following product details have to be provided

- **Application Relationship:** If you are re-applying or reformulating a previous application, please indicate the previous application number.
 - o Re-application or reformulation of an existing application happens when you need to re-apply an existing application due to change in ingredients and nutrient values or changes in application information with no change in ingredients and nutrient values.
 - i. Re-application – No change in ingredients and nutrient values
 - ii. Reformulation – Change in ingredients and nutrient values
- **Brand Name:** Brand Name of your product
- **Product Name:** Please ensure that your product name reflect the true nature of the product and it meets the Singapore Food Regulations' definition and/or requirements
- **Product category and sub-category:** Please ensure that there is a suitable product category and sub-category for product of concern
- **HCS Tagline:** Please select corresponding HCS tagline used in the packaging
- **Ingredients:** All ingredients and additives used in the product, listed in descending order from highest to lowest weight (as per product label)
- **Reconstituted product & preparation method:** If product is to be reconstituted before consumption, please include preparation method
- **Use of non-nutritive sweeteners/sugar alcohol:** If product contains any non-nutritive sweeteners or sugar alcohols, please specify.
 - o Examples of Non-nutritive sweeteners are Stevia, aspartame and etc.
 - o Examples of Sugar alcohols are Maltitol, Xylitol and etc.

- **Density of product (g/ml):** Optional. Density of product is required for certain product categories such as oil, ice cream and sauces.

Lab Report

- All HCS applications requires an accredited lab report using Association of Official Analytical Chemists (AOAC) or equivalent methods testing for 10 core nutrients.
 - 10 core nutrients include: Energy, Protein, Total Fat, Saturated Fat, Trans Fat, Cholesterol, Carbohydrate, Total Sugar, Dietary Fibre and Sodium
- Any additional nutrients which falls under the categories listed below also require an accredited lab report
 - Nutrients as part of HCS criteria
 - Nutrient/health claims as part of product packaging
- A list of Singapore Accreditation Council- Singapore Laboratory Accreditation scheme (SAC-SINGLAS) accredited labs can be found at [SAC's website](#). A [guide](#) on how to search for accredited labs can be found at HPB's website.
- Nutrient analysis report from overseas will be accepted if it is from an independent accredited laboratory in Food testing listed in SAC Mutual Recognition Arrangement (MRA), using Association of Official Analytical Chemists (AOAC) methods or equivalent. The list of overseas accredited laboratories can be obtained from [SAC-MRA website](#).
- Do take note of the following requirements for the lab report
 - Please submit the most recent lab report in PDF format
 - Lab report contains product name which correspond with the product submitted for HCS or product packaging
 - Lab report is in English or has English translation

Product Packaging Artwork

For each HCS application,

- Please submit the product's packaging artwork with the Nutrition Information Panel (NIP) and HCS logo.
- Please submit the packaging artwork in PDF format, with maximum file size at 10MB.
- Please ensure the artwork are clear before submission. The HCS admin team would need to zoom in to see the details e.g. nutrient values in the NIP. HCS admin team will send back the artwork if the artwork is blur and this might cause a delay in getting your artwork processed.
- If you have more than one product packaging artwork for a package size, e.g. front and back view, please combine 1 PDF file or ZIP the PDF files. Only 1 file per package size is allowed for submission.
- The HCS logo can be downloaded under 'Resources' at HCS Online under Logo Gallery. Usage of the HCS logo on product packaging and all materials not approved by HPB is a violation of the HCS Trademark. HPB reserves the rights to pursue legal action.
- You may use the '**Checklist for HCS Product Packaging artwork**' for your product's packaging artwork submission.

Before submission to [HCS Online](#), you may use the checklist below to ensure that you have all the information ready.

Checklist for HCS Application Submission

You may use this checklist to ensure that all the information is ready before submission to [HCS Online](#). For items marked “no” in this section, please revise and prepare your application accordingly before submission to [HCS Online](#).

Please note that this checklist does not constitute a certification or an approval from the HPB. Approval from HPB is required before printing of product packaging with the HCS logo.

No.	Item	Yes	No
1	Do you have a CorpPass account and have completed the HCS Online Onboarding? <i>You may refer to the Handbook on Nutrition Labelling (Singapore) for the HCS application procedure</i>		
2	Do you have a copy of the latest HCS Nutrient Guidelines? <i>You may download it from HCS Webpage or “Resources” in the HCS Online system</i>		
3	Do you have a copy of the Handbook on Nutrition Labelling (Singapore)? <i>You may download it from HCS webpage</i>		
4	Do you have a copy of the Singapore Food Agency’s A Guide to Food Labelling and Advertisements ?		
5	Do you have a copy of the Singapore Food Regulations ?		
6	Do you have a copy of the CI guide on HCS logo usage? <i>You may download it from HCS webpage or “Resources” in the HCS Online System</i>		
7	Did you refer to the Singapore Food Regulations and/or SFA’s A Guide to Food Labelling and Advertisement to determine your product name and ensure it meets the definition and/or requirements?		
8	Did you ensure that the ingredients used in the product(s) you intend to apply for HCS comply with the Singapore Food Regulations? For example, food additives, traditional Chinese medicinal materials etc. <i>You may refer to SFA webpage</i>		
9	Did you refer to the Singapore Food Regulations and HCS Nutrient Guidelines to determine the HCS category and sub category for your product?		
10	Did you refer to the Singapore Food Regulations/SFA’s A Guide to Food Labelling and Advertisement and A Handbook on Nutrition Labelling (Singapore) for the claims made on the product packaging artwork and ensure they comply?		
11	If your product is a reapplication or a reformulation of an existing product, did you indicate Yes for the question ‘Is this application a re-application or reformulation of existing application?’ <i>Re-application or reformulation of an existing application happens when you need to re-apply an existing application due to change in ingredients and nutrient values or changes in application information with no change in ingredients and nutrient values.</i> <i>i. Re-application – No change in ingredients and nutrient values</i>		

No.	Item	Yes	No
	<i>ii. Reformulation – Change in ingredients and nutrient values</i>		
12	For reformulation, did you check if you have sent your reformulated product for a retest?		
13	For reapplication, did you check if the lab report is a recent lab report? <i>You may check with the HCS admin team if the lab report can still be used.</i>		
14	Did you select an eligible HCS tagline under the sub-category for your product packaging artwork?		
15	Have you got ready a list of your product's ingredients, from highest to lowest weight?		
16	Is the ingredients list entered into the system same as the ingredient list on the packaging artwork?		
17	If your product is to be reconstituted before consumption, did you have the preparation method ready? <i>You may skip this question if your product is not a reconstituted product (e.g. need to prepare with water before consumption)</i>		
18	If your product contains non-nutritive sweeteners or sugar alcohols, did you indicate yes and the sweetener name or sugar alcohol name in the application? Examples of Non-nutritive sweeteners are Stevia, aspartame etc. Examples of Sugar alcohols are Maltitol, Xylitol etc. <i>You may skip this question if your product does not contain non-nutritive sweeteners or sugar alcohols</i>		
19	If your product falls into the following categories: oil, ice cream and sauces, do you have the density of the product? <i>You may skip this question if your product does not fall under these categories</i>		
20	Did you have a lab report from an accredited lab listed in Singapore Accreditation Council (SAC) or SAC-Mutual Recognition Arrangement (MRA) website using AOAC methods or equivalent? <i>You may refer to the guide in HCS webpage to find an accredited lab in Singapore Accreditation Council webpage.</i>		
21	Is the accreditation for the accredited lab in food testing?		
22	Did you test for your product's nutrient values of the 10 core nutrients: Energy, Protein, Total Fat, Saturated Fat, Trans Fat, Cholesterol, Carbohydrate, Total Sugar, Dietary Fibre and Sodium at an accredited lab using AOAC or equivalent methods.		
23	Is the product name clearly stated in the lab report?		
24	Does the product name on the lab report matches the product name submitted in the system or on the packaging artwork?		

No.	Item	Yes	No
25	Is the lab report in English or contains English translation?		
26	Did you key in the nutrient values in the Nutrient Values table according to the lab report?		
27	If your product contains nutrient claims like High in Vitamin C, did you test for these nutrients at an accredited lab using AOAC or equivalent methods? <i>You may skip Question 25 and 26 if your product does not contain nutrient claims</i>		
28	Did you upload the lab report and key in the nutrient values for these nutrient claims in the system?		
29	If your product falls under Fruit Juices, did you indicate the juice percentage in a declaration letter? <i>You may skip this question if your product does not fall under Fruit Juices</i>		
30	If your product is a wholegrain product and needs calculation for the wholegrain percentage, did you upload the calculation onto the system? <i>You may skip this question if your product does not need to calculate wholegrain percentage</i>		
31	Did you indicate bulk package If your product packaging is for business to business only? For example, foodservice oil to hawker stalls		
32	Did you indicate bulk package if your product packaging comes in a multi-pack? For example, a beverage product in 6 x 200ml pack for supermarkets		
33	Did you save the product packaging artwork in PDF format, file size less than 10MB?		
34	Did you check the artwork is clear and, able to see numbers, texts and HCS logo clearly when zoom in, before uploading and submitting online?		
35	Did you check against the 'Checklist for HCS Product Packaging artwork' when doing the product packaging artwork?		