

## PROCEDURE FOR IMPORT PERMIT EXHIBITION

Kindly follow the following steps to apply for Batch release certificate – Biological Product

I) Login to the following system with your username and password

<https://smartforms.moh.gov.ae/dei>

II) If initial registration is not done, Please fill up the details on the Initial Registration screen


(<https://smartforms.moh.gov.ae/DEI/AppPages/InitialRegistration>) for first time and click

Save button:

**DRUG IMPORT EXPORT**  
**Initial Registration**

**Agent Details (click to minimize/expand)**

MOH License No	Importer	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	PO Box	Address	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Email	District	IsFreezone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Trade License Issuing Authority	Trade License Number	Trade License Issue Date	Trade License Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trade License Issue Place		Nature Of Business	
<input type="text"/>		<input type="text"/>	
Website			
<input type="text"/>			



- III) Please go to Customer Dashboard (<https://smartforms.moh.gov.ae/DEI/AppPages/CustomerNewDashBoard>) as shown in the image below and You can create new import permit exhibition request:

Customer Dashboard

Agent Details (click to minimize/expand)

MOH License No 3223	Agent sded	Country ARGENTINA
City sdd	PO Box 322	Address sd
Fax	Email sdes@sdd.com	District
Trade License Issuing Authority	Trade License Number	Trade License Issue Date
Trade License Issue Place		Nature Of Business
Website		

Import Permit for Chemical Precursor Section

[Click here to Create New Import Chemical Precursor Request](#) [Click here to View your Import Chemical Precursor Request](#)

Import Permit for Exhibition Section

[Click here to Create New Import Permit Exhibition Request](#) [Click here to View your Import Permit Exhibition Request](#)

## 1) Procedure for Import Permit Exhibition – Medical Device

1. Fill the request information and save.

DRUG IMPORT EXPORT  
Import Permit Exhibition Application

Event Detail | Product & Invoice | Invoice Discrepancy | Shipment

Company Information

Company Al Mufid Trading Co. L.L.C p c change (end user)	Emirate Dubai	Address Dubai oU ONLY	Phone 043383393
Fax 043393838	Email pcalmufid@ccqkdk.com	Trade License No. 2332232323	Trade License Expiry Date 02/07/2020
Trade license File 2332232323 <a href="#">Select</a>			

Save Cancel

Request Information

Product Type Medical Device	Permit Purpose Demo
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Save

- After saving request information, then add event information (atleast one required).

Request Information

**Product Type**

**Permit Purpose**

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Event Information

No Event Records

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Event Information

**Event Name\***

**Emirate\***

**Address\***

**Event Start Date \***

**Event End Date \***

**Event Invitation**

- Select Manufacturer is the exporter/Invoice Issuer (yes/no), if no, you need select One Manufacturer for all Imported products (yes/no) And after that, Please click “Add Invoice” to add importing invoice.

Event Detail
Product & Invoice
Invoice Discrepancy
Shipment

Manufacturer is the exporter / invoice issuer  Yes  No
One manufacturer for all imported products  Yes  No

Invoice

No record Found

Enter invoice information and exporter information as shown in the image.

Manufacturer is the exporter / invoice issuer  Yes  No
One manufacturer for all imported products  Yes  No

Invoice

**Exporting Country \***

**Invoice No.**

**Invoice Date**

**Invoice Currency**

**Invoice Amount**

**Invoice**

**Invoiced By**

**Exporter Name**

**City**

**P.O.Box**

**Address**

**Telephone**

**Fax**

**Email**

**Website**

**Registration Expiry Date**

Product (Inv#)

- Now, after saving invoice. You need to add product against the invoice by selecting the invoice as shown in the image below.

Manufacturer is the exporter / invoice issuer  Yes  No

One manufacturer for all imported products  Yes  No

Invoice

[Add Invoice](#)

S No	Inv. No.	Inv. Dt.	View	Delete
1	P00001	15/10/2020		

Product (Inv# )

[+ Add Product](#)

After selecting invoice, You need to add product information against it

Manufacturer is the exporter / invoice issuer  Yes  No

One manufacturer for all imported products  Yes  No

Invoice

<b>Exporting Country *</b> United States of America	<b>Invoice No.</b> P00001	<b>Invoice Date</b> 15/10/2020	<b>Invoice Currency</b> Sterling Pound
<b>Invoice Amount</b> 4443.00	<b>Invoice Screenshot</b> ??????.jpg <a href="#">Select</a>	<b>Invoiced By</b> Registered Manufacture	<b>Exporter Name</b> 3M COMPANY, United States of America, Cordova
<b>City</b> Cordova	<b>P.O.Box</b> N/A	<b>Address</b> Cordova Plant, 22614 Route 84 North, Cordova, Illin	<b>Telephone</b> 00-1-651-736-2025
<b>Fax</b> 00-1-651-737-5320	<b>Email</b> ssardeson@mmm.com	<b>Website</b> www.mmm.com	<b>Registration Expiry Date</b> 02/06/2022

[Save](#) [Cancel](#)

Product (Inv# P00001)

[+ Add Product](#)

- Enter product information, by selecting product. An invoice can have multiple products (Registered Medical Device)

Product (Inv# P00001)



Product Information

<b>Product</b> APEX iCH Auto CPAP System (9S-007201) - 1 De	<b>Storage Condition</b> N/A	<b>Registration Status</b>
<b>Registration Expiry Date</b> 29/08/2025	<b>Pack Container Type</b> Device	<b>Pricing Pack Size</b> 1
<b>Pricing Pack Size Description</b>	<b>CIF Price Currency</b> N/A	<b>Approved CIF Price</b> .00
<b>Quantity</b> 25	<b>Invoice Price</b> 451.23	

[Save Product](#) [Cancel](#)

To further add product detailed information like manufacturer, batch, Classified by Mohap. Please click view image as shown below.

Product (Inv# P00001) + Add Product

S No	Product	Product Type	Quantity	Price	View	Delete
1	APEX ICH Auto CPAP System (9S-007201) - 1 Device Unit (9S-007201)	Medical Device	25	451.23		


6. Update Manufacture information (In case of non-registered medical device product, you need to enter manufacturer name (other manufacturer) and select country of origin

Save Product Cancel

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**Manufacturer**

Country of Origin: Taiwan, Republic of China | Manufacturer: APEX MEDICAL CORP | Other Manufacturer:

 Save Manufacturer


**Manufacturing Stage**

S No	Manufacture Stage	Name	Country	City
1	All processes	APEX MEDICAL CORP	Taiwan, Republic of China	New Taipei City

7. Enter Classified by MOHAP (If yes, please furnish information as shown in the image and save it or else (for no), select No and save it.


**Classified By MOHAP**

Yes  No

Classification No.:  


Classification File: Wafi - Industrial License valid to 02-01-2021\_Compressed.pdf Remove

Classified Manufacture: Smiths Medical Asd, Inc - United States of America - Plymouth | Classified Date: 07/05/2019 | Classification Result: Clearance Mid Professional

 Save Classification Info

8. Enter Batch information, multiple batch lines can be entered against a product.

**Batch**

 + Add Batch

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No record Found

## Enter Batch details

Batch

Batch/Lot Number	Batch Manufacturing Date	Quantity	Is Certificate Analysis Issuer is manufacturer <input checked="" type="checkbox"/>
<input type="text" value="B0001"/>	<input type="text" value="07/10/2020"/>	<input type="text" value="25"/>	
Certificate Analysis Issue Date	Certificate Analysis Expiry Date	Certificate Analysis File	
<input type="text"/>	<input type="text"/>	<input type="button" value="Select"/>	

9. If Exporter and Manufacturer are different or medical device product which manufacturer is not recognized

Manufacturer Document

S No	Manufacturer	View
1	APEX MEDICAL CORP	

## Registered manufacturer

Manufacturer Document

Manufacture Name

Relation Doc. between Exporter and Manufacturer

a) For **(non-registered Medical Device)**, Selecting Other Product and Enter Product Name and other fields

Product (Inv# P00001)

**Product Information**

Product: Others  
 Nr medical devices  
 Storage Condition: Store below 25°C  
 Registration Status:

Registration Expiry Date:   
 Pack Container Type: Amber Plastic Bottle  
 Pricing Pack Size: 3  
 Pricing Pack Size Unit: Bucket

Pricing Pack Size Description: pack size description  
 CIF Price Currency:   
 Approved CIF Price:   
 Invoice Price: 45

Quantity: 15

Product Information Catalog: permit\_by\_jpc Remove  
 EC Certificate or Equivalent/ Free Sale Certificate or / 510K / FDA or PMA Approval: ARABIA/moh.pdf Remove

Save Product

To enter further detail product information, click view icon

Product (Inv# P00001)

S No	Product	Product Type	Quantity	Price	View
1	APEX ICH Auto CPAP System (9S-007201) - 1 Device Unit (9S-007201)	Medical Device	25	451.23	
2	Nr medical devices	Medical Device	15	45.00	

b) Enter Non-registered Manufacture

**Manufacturer**

Country of Origin: Anguilla  
 Manufacturer: Others  
 Other Manufacturer: Manufacturer dummy

Save Manufacturer

c) Save Classified by MOHAP (yes/No)

**Classified By MOHAP**

Classified By MOHAP  
 Yes  No

Save Classification Info

d) Enter Batch

**Batch**

Batch/Lot Number: 2323  
 Batch Manufacturing Date: 08/10/2020  
 Quantity: 15  
 Is Certificate Analysis Issuer is manufacturer:

Certificate Analysis Issue Date:   
 Certificate Analysis Expiry Date:   
 Certificate Analysis File: Select

Save Batch Cancel

e) Enter Manufacturer Document For non-registered manufacturer

**Manufacturer Document**

Manufacture Name

Relation Doc. between Exporter and Manufacturer  
 Remove

ISO 13485 Certificate or Equivalent / GMP/ Other - Medical Device (Non-registered Manufacturer)  
 Remove

**Save Manufacturer Doc.**

**Invoice Discrepancy** (if the invoice amount and product amount are different, this section will be visible) - optional

Event Detail Product & Invoice Invoice Discrepancy Shipment

**Invoice Discrepancy**

S No	Invoice No.	Invoice Date	Invoice Value	Actual Inv. Amt.	View
1	ssdsd	29/07/2020	943.00	33232.00	

**Enter reason**

Event Detail Product & Invoice Invoice Discrepancy Shipment

**Invoice Discrepancy**

Invoice No.  Invoice Date  Actual Invoice Amount  Calculated Invoice Amount

Invoice Amount Discrepancy Reason

**Save Invoice Discrepancy**

**Enter Shipment details**

Event Detail Product & Invoice Invoice Discrepancy Shipment

**Shipment**

Emirate Of Entry  Port of Entry  Port of Export  Shipment Gross Weight as per Invoice/Packing

Weight Unit  Shipment Storage Condition  Means of Transport  Packing List  Remove

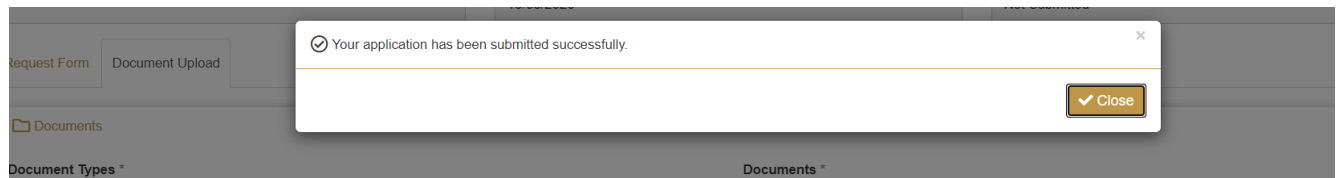
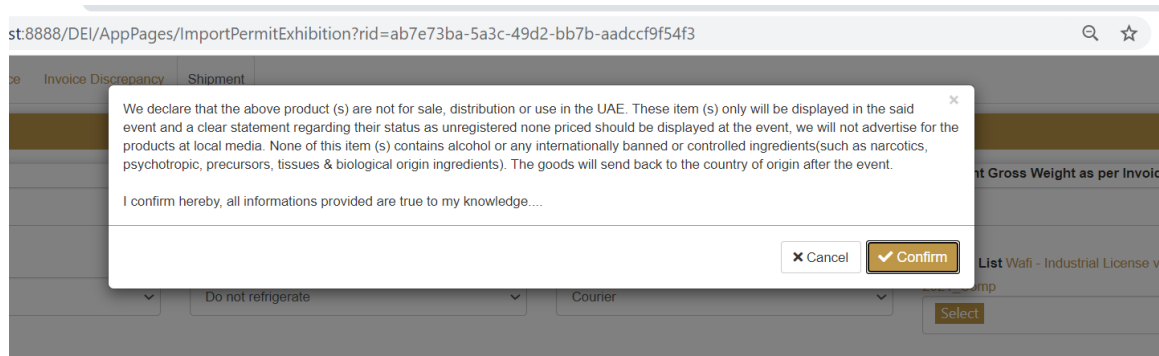
**Courier Shipment**

Company Name  Other Company Name  Tracking No.

**Save** **Cancel**



After completing mandatory requirement, user can submit and user will get confirmation popup as shown below. User has to click confirm and it will proceed for submission and payment of 100 aed (application fee) also.



## 2) Procedure for **Import Permit Exhibition – Medicine**

### 1) Enter Request Information

Request Information

Product Type: Medicine

Permit Purpose: Exhibition

Save

### 2) Enter Event Information

Event Information

Event Name\*: Medicine Event

Emirate\*: Sharjah

Address\*: medicine address

Event Start Date\*: 06/10/2020

Event End Date\*: 29/10/2020

Event Invitation: viruss1.png

Select

Save

### 3) Enter Invoice

Event Detail | Product & Invoice | Invoice Discrepancy | Shipment

Manufacturer is the exporter / invoice issuer  Yes  No      One manufacturer for all imported products  Yes  No

Invoice

Exporting Country *	Invoice No.	Invoice Date	Invoice Currency
United States of America	ss	07/10/2020	Chinese Yuan
Invoice Amount	Invoice <i>virus1.png</i>	Invoiced By	Exporter Name
33.00	Select	Registered Manufacture	3M DRUG DELIVERY SYSTEMS, United
City	P.O.Box	Address	Telephone
St. Paul, Minnesota	N/A	42 West Water Street, St. Paul, Minnesota (MN) 551	6517784281
Fax	Email	Website	Registration Expiry Date
651 778 4348	N/A	N/A	28/12/2021

Save

### 4) Enter Product Information

Product (Inv# ss)

Product Information

Product	Product Class	Dosage Form	Dispensing Mode
Medicine product	Conventional Medicines	30 Tablets, 15 X 2 Blisters Are Packaed In A Pri	Health Care Professional's only
Strength	Storage Condition	Shelf Life In Month	Pack Container Type
strengt	Keep frozen	3	1 Main Platform + Unipolar,Unilarge,Bi
Pricing Pack Size	Pricing Pack Size Unit	Pricing Pack Size Description	Invoice Price
33	Bolus	pack size desc	33.00
Quantity			
12			

Save Product

### 5) Enter Manufacturer information

Manufacturer

Country of Origin	Manufacturer
American Samoa	test <i>msv</i>

Save Manufacturer

## 6) Enter Active Ingredient(User can enter multiple ingredient)

Active Ingredients

Ingredient Name	Quantity	Quantity Unit
<input type="text" value="5-aminolevulinic acid"/>	<input type="text" value="3"/>	<input type="text" value="0"/>
Ref. Quantity	Ref. Quantity Unit	
<input type="text" value="3.3"/>	<input type="text" value="Aerosol"/>	

Save Ingredient

## 7) Save Classified by MOHAP (yes/No)

Classified By MOHAP

Classified By MOHAP

Yes  No

Save Classification Info

## 8) Enter Batch

Batch

Batch/Lot Number	Batch Manufacturing Date	Batch Expiry Date	Quantity
<input type="text" value="33223"/>	<input type="text" value="23/09/2020"/>	<input type="text" value="23/12/2020"/>	<input type="text" value="12"/>
Is Certificate Analysis Issuer is manufacturer <input type="checkbox"/>	Certificate Analysis Issue Date	Certificate Analysis Expiry Date	Certificate Analysis File
	<input type="text" value="14/10/2020"/>	<input type="text" value="30/10/2020"/>	<input type="text" value="Select"/>

Save Batch Cancel

## 9) Manufacture Document

Manufacturer Document

Manufacture Name

Relation Doc. between Exporter and Manufacturer

Remove

Save Manufacturer Doc.

## 10) Invoice Discrepancy (optional)

Event Detail Product & Invoice Invoice Discrepancy Shipment

Invoice Discrepancy

Invoice No.	Invoice Date	Actual Invoice Amount	Calculated Invoice Amount
<input type="text" value="ss"/>	<input type="text" value="07/10/2020"/>	<input type="text" value="33.00"/>	<input type="text" value="396.00"/>
Invoice Amount Discrepancy Reason			
<input type="text"/>			

Save Invoice Discrepancy Cancel

## 11) Shipment Details

Event Detail Product & Invoice Invoice Discrepancy Shipment

Shipment

Emirate Of Entry Abu Dhabi	Port of Entry test por	Port of Export expo	Shipment Gross Weight as per Invoice/P 6
Weight Unit Tonne	Shipment Storage Condition Keep frozen	Means of Transport Air	Packing List ARABIANmoh.pdf Remove

Air Shipment

Airway Bill No. 323223	Airway Bill Date 14/10/2020	Airway Bill Issuer Name dsdds	Country BULGARIA
City sdds	Address dds	Airway Bill virrus1.png Remove	Delivery Order Select

Save

After completing mandatory requirement, user can submit and user will get confirmation popup as shown below. User has to click confirm and it will proceed for submission and payment of 100 aed (application fee) also.

st:8888/DEI/AppPages/ImportPermitExhibition?rid=ab7e73ba-5a3c-49d2-bb7b-aadcc9f54f3

Invoice Discrepancy Shipment

We declare that the above product (s) are not for sale, distribution or use in the UAE. These item (s) only will be displayed in the said event and a clear statement regarding their status as unregistered none priced should be displayed at the event, we will not advertise for the products at local media. None of this item (s) contains alcohol or any internationally banned or controlled ingredients(such as narcotics, psychotropic, precursors, tissues & biological origin ingredients). The goods will send back to the country of origin after the event.

I confirm hereby, all informations provided are true to my knowledge....

Cancel Confirm

Request Form Document Upload

✔ Your application has been submitted successfully.

Close

Documents

Document Types Documents