



MINISTRY OF HEALTH
SINGAPORE

Tissue and Research Application System (TIARAS) Screenshots for tissue banks – notification of operation

Version Date: July 2021

Outline

1. Getting Started

- Logging in to TIARAS
- Setting up your profile in TIARAS
- Setting up tissue bank's profile in TIARAS
- Creating other users in TIARAS

2. Notification of Operation

- Submitting notification

3. Other Functions

- Changing payment mode to credit/debit card
- Amending profile of tissue bank
- Amending notification
- Adding new user/Editing user profile/Changing user roles
- Deactivating TIARAS users who left institution
- Submitting notification of cessation of operation

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Logging in to TIARAS

Go to <https://elis.moh.gov.sg/tiaras>

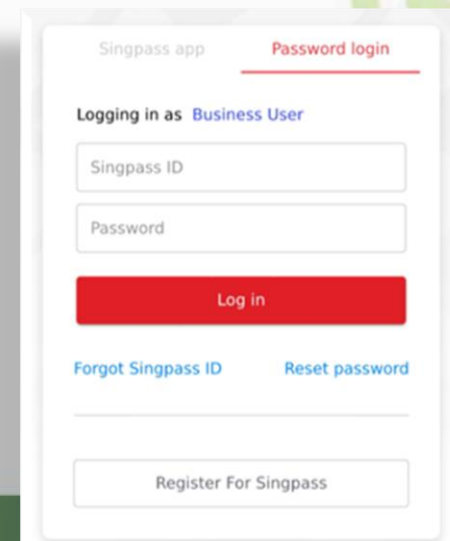
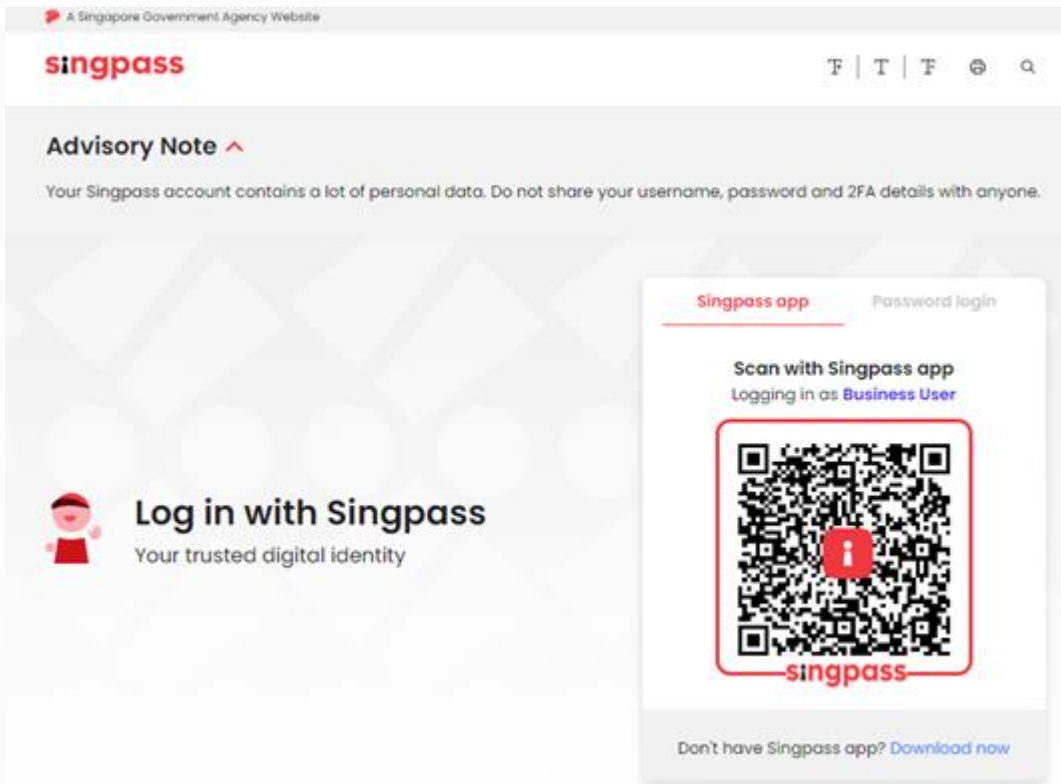
The screenshot shows the TIARAS (Tissue & Research Application System) website. At the top left is the Ministry of Health Singapore logo. To its right is the TIARAS logo. Further right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. Below these are navigation links: 'A+ A- | About Us | Contact Us | Feedback | FAQ'. A search bar contains the text 'Within This Website' and a search icon. The main content area has a blue background with the text 'Login via Singpass'. Below this are two buttons: 'FOR BUSINESS USERS' and 'FOR INDIVIDUAL USERS', separated by the word 'or'. A paragraph of text explains: 'If your research institution/tissue bank is a corporate organisation, please login using as a business user. If your research institution/tissue bank is unincorporated, please login as an individual user.' Below this is a small disclaimer: 'For authorised use only. Unauthorised use is strictly prohibited.' At the bottom of the page, there are four logos: 'Resources / Other Links' with a link icon, 'BIOETHICS Advisory Committee Singapore', 'centres' (An initiative of the NCC Centre for Biomedical Ethics & the Ministry of Health, Singapore), and 'www.gov.sg'. The footer contains: 'Report Vulnerability | Privacy Statement | Terms of Use | Rate this Website', 'Last updated on 20 Feb 2019', '© 2017, Government of Singapore', and 'This site is best viewed using IE10 & above, screen resolution 1024x768.'

If your tissue bank is a corporate organisation, please select “FOR BUSINESS USERS”.

Logging in to TIARAS


From 11 April 2021, you will be required to verify your identify using Singpass.


While Singpass is used for logins, Corppass will continue to be the authorisation system for corporate transactions. You would need a Corppass User account in order to log in to TIARAS. The Corppass User account would be created by the organisation's Corppass Administrator or Sub-Administrator. In addition, the Corppass User account would need to be assigned to access the e-service Tissue and Research Application System (TIARAS), e-service ID **MOH-TIARASCP** by the Corppass Administrator or Sub-Administrator.

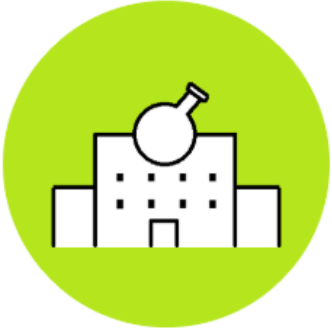


Logging in to TIARAS


Select Tissue Bank

Hello [REDACTED] 17/10/2019 18:36 

Select Institution Type 



Research Institution



Tissue Bank

Setting up your profile in TIARAS

Step 1: Create New User Particulars

- Enter your particulars (salutation, name, contact number, email address)

1 — 2 — 3 — 4 — 5

Create New User Particulars Select Organisation Type Create Institution Profile Create Institution User Profile Create Notification of Operation

WELCOME TO TISSUE AND RESEARCH APPLICATION SYSTEM

Please enter your user profile to proceed.

You will be assigned with the role of Organisation Administrator and added to the list of institution users in Step 4

Create New User Particulars

* ID No: NRIC SXXXX717H

* Name: ----- select ----

* Contact No:

* Email Address:

Next

Setting up tissue bank's profile in TIARAS

Step 2: Select Organisation Type

New Tissue Bank:

- This refers to a tissue bank that is commencing its first tissue banking activity after 1 November 2019
- Must submit the notification no later than 30 days before the commencement of its first tissue banking activity

The screenshot shows a five-step process flow for setting up a tissue bank's profile in TIARAS. The steps are: 1. Create New User Particulars, 2. Select Organisation Type (current step), 3. Create Institution Profile, 4. Create Institution User Profile, and 5. Create Notification of Operation. The 'Select Organisation Type' step is highlighted with a blue circle and a dark blue header. Below the header, there is a radio button selection for 'New Tissue Bank', which is currently selected. A red asterisk indicates a required field. Below the radio button, there is a descriptive text: 'This refers to a tissue bank that is commencing its first tissue banking activity after 01/11/2019.' At the bottom of the form, there are two buttons: 'Previous' (green) and 'Next' (blue).

1 — 2 — 3 — 4 — 5

Create New User Particulars Select Organisation Type Create Institution Profile Create Institution User Profile Create Notification of Operation

Select Organisation Type

* Your organisation is: New Tissue Bank

This refers to a tissue bank that is commencing its first tissue banking activity after 01/11/2019.

Previous Next

Setting up tissue bank's profile in TIARAS

Step 3: Create Institution Profile

- Overview



Previous Clear Save & Next

Create Institution Profile	Expand All
Tissue Bank Profile	+
Nature of Tissue Banking Activities	+
Other Relevant Information	+

Previous Clear Save & Next



Setting up tissue bank's profile in TIARAS

Step 3: Create Institution Profile

- Enter the institution name, contact number and email address of tissue bank.
- The information will be published in a public list of tissue banks.

1 — 2 — 3 — 4 — 5
Create New User Particulars Select Organisation Type Create Institution Profile Create Institution User Profile Create Notification of Operation

Previous Clear Save & Next

Create Institution Profile Collapse All

Tissue Bank Profile —

The tissue bank shall have a point of contact for members of the public, including existing and potential tissue donors of the tissue bank. This point of contact may be the principal person in charge of the tissue bank designated in accordance with the Human Biomedical Research Act.

The information below will be published by the Ministry of Health in a public list of tissue banks. Please ensure that all information on the public list is accurate, factually correct and complies with all Singapore laws. The Ministry of Health will not be liable for any information on the public list which is inaccurate, factually incorrect or is in breach of any Singapore laws.

UEN: * Institution Name:

Public Contact Information

* Contact No: * Email Address:

Setting up tissue bank's profile in TIARAS

Step 3: Create Institution Profile

Tissue bank site:

- Location where tissue banking activities are conducted
- If tissue banking activities will be conducted at more than one location within the same building → this is a single site (down to unique postal code).

Address of Tissue Bank Site(s)

* Postal Code:	<input type="text"/>	* Country:	<input type="text" value="Singapore"/>
City:	<input type="text"/>	State:	<input type="text"/>
* Block No:	<input type="text"/>	* Street Name:	<input type="text"/>
Level:	<input type="text"/>	Building:	<input type="text"/>
Unit:	<input type="text"/>	Department:	<input type="text"/>
Contact No:	<input type="text"/>	Email Address:	<input type="text"/>

Add Tissue Bank Site

S/N	Country	Address	Department	Contact No	Email Address	Action
-----	---------	---------	------------	------------	---------------	--------

Setting up tissue bank's profile in TIARAS

Step 3: Create Institution Profile

- Enter the postal code
- Block number, street name and building (if applicable) will be populated
- Complete the rest of the address of tissue bank site

Address of Tissue Bank Site(s)

* Postal Code:	<input type="text" value="169854"/>	* Country:	<input type="text" value="Singapore"/>
City:	<input type="text"/>	State:	<input type="text"/>
* Block No:	<input type="text" value="16"/>	* Street Name:	<input type="text" value="COLLEGE ROAD"/>
Level:	<input type="text"/>	Building:	<input type="text" value="COLLEGE OF MEDICINE BUILDING"/>
Unit:	<input type="text"/>	Department:	<input type="text"/>
Contact No:	<input type="text"/>	Email Address:	<input type="text"/>

[Add Tissue Bank Site](#)

S/N	Country	Address	Department	Contact No	Email Address	Action
-----	---------	---------	------------	------------	---------------	--------

Setting up tissue bank's profile in TIARAS

Step 3: Create Institution Profile

- Click "Add Tissue Bank Site"
- Address of tissue bank site will be populated in the table
- Continue to add the tissue bank sites in the tissue bank

Note: This page can be managed and revised as and when tissue bank sites change.

Address of Tissue Bank Site(s)

* Postal Code:

* Country:

City:

State:

* Block No:

* Street Name:

Level: Unit:



Building:

Department:

Contact No:

Email Address:

Add Tissue Bank Site

S/N	Country	Address	Department	Contact No	Email Address	Action
1	Singapore	Blk 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING Singapore 169854				 

Setting up tissue bank's profile in TIARAS

Step 3: Create Institution Profile

- Select the radio buttons that describe your tissue bank

Note: This page can be managed and revised as and when the nature of tissue banking activities that the tissue bank is conducting changes.

Nature of Tissue Banking Activities		
<i>My tissue bank is conducting tissue banking activities to facilitate:</i>	Yes	No
* 1. Research involving human tissue transplantation	<input type="radio"/>	<input type="radio"/>
* 2. Restricted human biomedical research (as defined in the Fourth Schedule of the Human Biomedical Research Act)	<input type="radio"/>	<input type="radio"/>
* 3. Removal of tissue from tissue donors for use in research	<input type="radio"/>	<input type="radio"/>

Setting up tissue bank's profile in TIARAS

Profile of my tissue donors:

* 1. Adults who lack mental capacity (as defined in the Mental Capacity Act)

* 2. Pregnant women

* 3. People highly dependent on medical care who may be unable to give consent

* 4. Persons whose autonomy might be prejudiced by being under the influence of, or obligated to, third parties (e.g. prisoners, uniformed personnel especially junior ranks, patients especially if the researcher is their attending physician, employees/junior collaborators or students)

* 5. Minors (below 21 years of age and who have never been married)

* 6. Deceased persons

* 7. Other classes of tissue donors, please specify

Setting up tissue bank's profile in TIARAS

Step 3: Create Institution Profile

- Select the range in the dropdown list
- Files (e.g. organisation chart) may be uploaded to as supplementary information.

Note: This page can be managed and revised as and when the nature of tissue banking activities that the tissue bank is conducting changes.

- Click "Save & Next"

Other Relevant Information

How many individuals are there in the tissue bank?

How many years has the tissue bank carried on any tissue banking activity on or before the appointed day?

Describe the governance framework to ensure the safety of tissue donors and the ethical conduct of tissue banking activity.

-- select --

-- select --

2 to 10

11 to 50

51 to 200

201 to 500

501 to 1000

More than 1000

-- select --

-- select --

0 (Organisation has not done any tissue banking activity)

1 to 5

6 to 10

More than 10

Creating other users in TIARAS

Step 4: Create Institution User Profile

- Overview

Home Manage Other Institution

1 — 2 — 3 — 4 — 5

Create New User Particulars Select Organisation Type Create Institution Profile **Create Institution User Profile** Create Notification of Operation

Cancel Previous Clear Delete & Exit Save & Next

Institution User Profile

Expand All

General Information +

Create Institution User Profiles +

Cancel Previous Clear Delete & Exit Save & Next

Creating other users in TIARAS

Step 4: Create Institution User Profile

- Enter the particulars of the other users under the same tissue bank

Create Institution User Profiles

* ID No:

Designation:

* Name:

Institution Role

* Role:



Contact Information

OE

User Role	User Rights in Submitting Notification		
	View	Draft	Endorse
Organisation Endorser (OE) (e.g. Principal Person in Charge, Head of Tissue Bank)	√	√	√
Organisation Administrator (OA) (e.g. Administrator in Tissue Bank)	√	√	-
Organisation Viewer (OV)	√	-	-

Creating other users in TIARAS

User Roles

Organisation Administrator (OA)

e.g. Administrator in Tissue Bank

- Add users in the TB
- Create and amend notification
- Route notification to OE
- Full access to all submissions by TB

Organisation Endorser (OE)

e.g. Principal Person in Charge (PIC), Head of Tissue Bank

- Endorse notification
- Make payment when endorsing notification
- All functions of OA
- ❖ Primary OE
- ❖ Covering OE

Organisation Viewer (OV)

- Only view all submissions by TB

Note: There must be one Primary OE in the tissue bank.
There can be multiple Covering OEs in the tissue bank.

Creating other users in TIARAS

Step 4: Create Institution User Profile

- Enter the particulars of the other users under the same tissue bank
- Click “Add User Profile”
- The users’ details will be populated in the table
- Click “Save & Next”

Note: There must be a Primary Organisation Endorser (Primary OE) in the tissue bank.

Create Institution User Profiles

* ID No: Designation:

* Name:

Institution Role

* Role: OE Type:

Contact Information

* Contact No: * Email Address:

S/N	ID No	Name	Designation	Role	OE Type	Contact No	Email Address	Action
1	SXXXX717H	Cheryl Tan Bee Bee		Organisation Administrator (OA)		91111111	cheryltan@moh.gov.sg	
2	sXXXX653b	Lee Ah Boon	Administrative Officer	Organisation Endorser (OE)	Primary	91111113	leeahboon@moh.gov.sg	

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- Submitting notification of cessation of operation

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Overview

Home Manage Other Institution

1 2 3 4 5

Create New User Particulars Select Organisation Type Create Institution Profile Create Institution User Profile Create Notification of Operation

Cancel Previous Clear Delete & Exit Save & Next

Notification of Operation Expand All

General Information +

Details of Tissue Bank +

Details of Principal Person In Charge +

Action Remarks

Add

Cancel Previous Clear Delete & Exit Save & Next

Submitting Notification of Operation

Step 5: Create Notification of Operation

- The first section shows the general information of the page

1 — 2 — 3 — 4 — 5

Create New User Particulars Select Organisation Type Create Institution Profile Create Institution User Profile **Create Notification of Operation**

Cancel Previous Clear Delete & Exit Save & Next

Notification of Operation

Collapse All

Note

This notification will take approximately 10 minutes to complete.

Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.

Any changes to the information provided in the Notification of Operation must be notified by the tissue bank to MOH no later than 30 days after the change.

Consent

By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information

Reference ID:	TB-20191017-0293	Initial Drafter/Date:	Cheryl Tan Bee Bee , 17/10/2019 19:12
Status:	Draft	Initial Endorser/Date:	
		Last Modified By/Date:	Cheryl Tan Bee Bee , 17/10/2019 19:12

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Enter the name of the tissue bank and the address, telephone number and email address at which that tissue bank may be contacted

Note: After entering the postal code, the block number, street name and building (if applicable) will be populated

Details of Tissue Bank

UEN:

* Institution Name:

Ministry of Health

Contact Information

Place of Business

* Postal Code:

* Country:

Singapore

* Block No:

* Street Name:

Level:

Unit:

Building:

Department:

* Contact No:

* Email Address:

Submitting Notification of Operation

Step 5: Create Notification of Operation

As a new tissue bank (selected in Step 2)

- Enter the date of commencement of the tissue bank's first tissue banking activity
- If the tissue bank is late in its notification, reasons must be provided

Commencement Date of the First Tissue Banking Activity

* Commencement
Date:

A tissue bank, that has not commenced any tissue banking activity before 01/11/2019, must submit the notification no later than 30 days before the commencement of its first tissue banking activity.

Please provide reasons for the late notification.

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Enter the ID number, name and designation of the principal person in charge, the address, telephone number and email address at which he/she may be contacted
- Tick “Same as tissue bank” if the principal person in charge has the same contact address
- User can enter “Action Remarks” as, for e.g. a note to the next user
- Click “Save & Next” to continue

Details of Principal Person In Charge

* ID No:

* Name:

* Designation:

MCR No:
(mandatory for tissue banks
facilitating research involving
human tissue transplantation)
Example: M12345Z

Contact Information

Same as Tissue Bank

* Postal Code:

* Block No:

Level: Unit:

* Contact No:

* Country:

* Street Name:

Building:

Department:

* Email Address:

Action Remarks

Add

Cancel Previous Clear Delete & Exit Save & Next

Submitting Notification of Operation

Step 5: Create Notification of Operation

For tissue bank conducting tissue banking activities to facilitate research involving human tissue transplantation (selected in Step 3)

- The principal person in charge must be a medical practitioner under the Medical Registration Act in Singapore
- Enter the MCR number of the principal person in charge

Nature of Tissue Banking Activities

My tissue bank is conducting tissue banking activities to facilitate:

Yes

No

* 1. Research involving human tissue transplantation

Details of Principal Person In Charge

* ID No:

- Select -

* Designation:

* Name:

- Select -

* MCR No:

(mandatory for tissue banks facilitating research involving human tissue transplantation)
Example: M12345Z

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Preview the notification
- Click “Proceed to Submit”
- The notification will be submitted to the Primary OE
- An email will be sent to inform the all OEs (Primary and Covering), and all OAs

The screenshot shows the 'Create Notification of Operation' web form, Step 5: Preview Notification of Operation. The form is titled 'Preview Notification of Operation' and includes a 'Note' section with a red border. The 'Note' text reads: 'This notification will take approximately 10 minutes to complete. Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as all other Singapore laws. Any changes to the information provided in the Notification of Operation must be notified by the Tissue Bank to MCH no later than 30 days after the change. Consent: By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.'

The form includes several sections:

- General Information:** Reference ID: TB-20191017-0204, Initial Drafted Date: Cheryl Tan Bae Bae, 17/10/2019 19:35, Status: Draft, Initial Endorsed Date: Cheryl Tan Bae Bae, 17/10/2019 19:35, Last Modified By Date: Cheryl Tan Bae Bae, 17/10/2019 19:35.
- Details of Tissue Bank:** IEN: [Redacted], Institution Name: Ministry of Health.
- Contact Information:** Place of Business: Postal Code: [Redacted], Country: Singapore, Block No: [Redacted], Street Name: [Redacted], Level: [Redacted], Unit: [Redacted], Building: [Redacted], Department: [Redacted], Contact No: [Redacted], Email Address: [Redacted].
- Commencement Date of the First Tissue Banking Activity:** Commencement Date: [Redacted]. A note states: 'A tissue bank that has not commenced any tissue banking activity before 01/11/2019, must submit the notification no later than 30 days before the commencement of its first tissue banking activity. *Please provide reasons for the late notification.'
- Details of Principal Person in Charge:** ID No: [Redacted], Designation: [Redacted], Name: [Redacted], MCH No: [Redacted]. A note states: 'Applicable for tissue banks that are facilitating translational research. Example: M12345Z.'
- Contact Information (Principal Person in Charge):** Same as Tissue Bank: [Checked], Postal Code: [Redacted], Country: Singapore, Block No: [Redacted], Street Name: [Redacted], Level: [Redacted], Unit: [Redacted], Building: [Redacted], Department: [Redacted], Contact No: [Redacted], Email Address: [Redacted].

The form includes navigation buttons: 'Prev', 'Cancel', 'Previous', and 'Proceed to Submit'. The 'Proceed to Submit' button is highlighted in blue.

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Primary OE logs in to TIARAS
- The notification with status “Pending Review by OE” can be viewed in his dashboard
- Click “Pending Review by OE” to access the notification

Note: Primary OE and Covering OE are able to review the notification

The screenshot displays the TIARAS (Tissue & Research Application System) website interface. At the top, there are logos for the Ministry of Health Singapore and Singapore Government. Navigation links include 'Home' and 'Manage Other Institution'. A 'NOTIFICATION OF OPERATION' card is highlighted, showing details for a specific notification.

Reference ID:	TB-20191017-0294	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Pending Review by OE	
Last Modified By/Date:	[REDACTED]	17/10/2019

Submitting Notification of Operation

Step 5: Create Notification of Operation

- Primary OE is brought to Step 5
- Review the notification
- Click “Save & Next”

Note: Primary OE can click other buttons, for e.g.:

- Return to OA: To route the notification back to the OA

Note
This notification will take approximately 10 minutes to complete.
Please ensure that all information provided herein is accurate, truthful, correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.
Any changes to the information provided in the Notification of Operation must be notified by the Issue Bank to ICDH no later than 30 days after the change.
Caution
By submitting this notification, and acknowledging any other terms in this website, I allow the Government of the Republic of Singapore to collect, store and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information
Reference ID: TS-20191017-0204 Initial Drafted/Date: Cheryl Tan (See Doc: 17102019 19 36)
Status: Pending Review by OE Initial Endorses/Date:
Last Modified By/Date: Cheryl Tan (See Doc: 17102019 19 43)

Details of Tissue Bank
SEIN: [REDACTED] *Institution Name: Ministry of Health

Contact Information
Place of Business
*Postal Code: [REDACTED] *Country: Singapore
*Block No: [REDACTED] *Street Name: [REDACTED]
Level: [REDACTED] Unit: [REDACTED] Building: [REDACTED]
*Contact No: [REDACTED] *Email Address: [REDACTED]

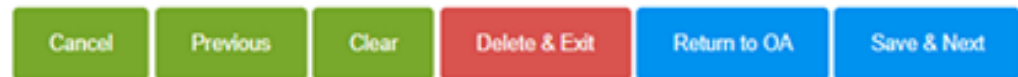
Commencement Date of the First Tissue Banking Activity
*Commencement Date: [REDACTED]
A tissue bank, that has not commenced any tissue banking activity before 01/10/2019, must submit the notification no later than 30 days before the commencement of its first tissue banking activity.
Please provide reasons for the late notification.

Details of Principal Person in Charge
*ID No: [REDACTED] *Designation: [REDACTED]
*Name: [REDACTED] *MCRN No: [REDACTED]
*MCRN No: [REDACTED] (Example: M2234567)
*MCRN No: [REDACTED] (Example: M2234567)

Contact Information
Same as Tissue Bank:
*Postal Code: [REDACTED] *Country: Singapore
*Block No: [REDACTED] *Street Name: [REDACTED]
Level: [REDACTED] Unit: [REDACTED] Building: [REDACTED]
*Contact No: [REDACTED] *Email Address: [REDACTED]

Action Remarks
[REDACTED]

Buttons: Cancel, Previous, Clear, Delete & Exit, Return to OA, Save & Next



Submitting Notification of Operation

Step 5: Create Notification of Operation

- Primary OE previews the notification
- Click “Proceed to Submit”

The screenshot shows a web form titled "Create Notification of Operation" with a progress bar at the top indicating five steps. Step 5, "Create Notification of Operation", is the current step. The form has buttons for "Print", "Cancel", "Previous", and "Proceed to Submit".

Preview Notification of Operation

Note
This notification will take approximately 10 minutes to complete.
Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.
Any changes to the information provided in the Notification of Operation must be notified by the tissue bank to MOH no later than 30 days after the change.

Consent
By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information

Reference ID: TB-20191017-0294 Initial Drafter/Date: Cheryl Tan Dee Dee - 17/10/2019 19:36
Status: Pending Review by OE Initial Endorser/Date:
Last Modified By/Date: Cheryl Tan Dee Dee - 17/10/2019 19:43

Details of Tissue Bank

VEN: [Redacted] * Institution Name: Ministry of Health

Contact Information

Place of Business

* Postal Code: [Redacted] * Country: Singapore
* Block No: [Redacted] * Street Name: [Redacted]
Level: [Redacted] Unit: [Redacted] Building: [Redacted]
Department: [Redacted]
* Contact No: [Redacted] * Email Address: [Redacted]

Commencement Date of the First Tissue Banking Activity

* Commencement Date: [Redacted] [Redacted]
A tissue bank that has not commenced any tissue banking activity before 01/10/2019, must submit the notification no later than 30 days before the commencement of its first tissue banking activity.
* Please provide reasons for the late notification

Details of Principal Person in Charge

* ID No: [Redacted] * Designation: [Redacted]
* Name: [Redacted] * MCI No: [Redacted]
(Applicable for tissue banks that are facilitating translational research)
Example: MCI23452

Contact Information

Same as Tissue Bank

* Postal Code: [Redacted] * Country: Singapore
* Block No: [Redacted] * Street Name: [Redacted]
Level: [Redacted] Unit: [Redacted] Building: [Redacted]
Department: [Redacted]
* Contact No: [Redacted] * Email Address: [Redacted]

Action Remarks

Buttons: Print, Cancel, Previous, Proceed to Submit

Submitting Notification of Operation

Payment Selection

- Primary OE selects the preferred mode of payment
- Click “Confirm Payment”


Notification of Operation

General Information

Reference ID: TB-20191017-0294
Fee Type: Notification of Operation - Submission
Fee Payable Amount: \$0

Payment Selection

Please select your preferred payment mode.
If you are mailing GIRO form or Cheque, please note that it has to reach MOH within 30 days after this submission.

Payment Mode	Payment Description																
<input type="radio"/> VISA/MasterCard Powered by stripe	For major international credit cards																
<input checked="" type="radio"/> GIRO	Download the GIRO Application form here Complete and return the form by mailing it to: Biomedical Research Regulation Branch, Ministry of Health, College of Medicine Building, 16 College Road, Singapore 169854.																
<input type="radio"/> CHEQUE	Please make the cheque payable to Ministry of Health, and send the crossed cheque to: Biomedical Research Regulation Branch, Ministry of Health, College of Medicine Building, 16 College Road, Singapore 169854. On the reverse side of the cheque, please write your institution name, institution reference ID, bill reference number and contact number.																
<input type="radio"/> Interbank Transfer	Please indicate RCE-<Your institution reference ID> as the transaction reference/remark, for example, RCE-TB-20170101-0001, and make the payment to: <table border="1"><tr><td>Account Number</td><td>001-052109-5</td></tr><tr><td>Account Name</td><td>Ministry of Health (HQ)/Accountant-General</td></tr><tr><td>Bank</td><td>DBS Bank Ltd</td></tr><tr><td>Bank Code</td><td>7171</td></tr><tr><td>Branch Code</td><td>001</td></tr><tr><td>Bank Branch</td><td>Marina Bay Financial Centre</td></tr><tr><td>Address</td><td>12 Marina Boulevard DBS Asia Central @ Marina Bay Financial Centre Tower 3 Singapore 018982</td></tr><tr><td>Swift Address (For foreign banks)</td><td>DBSSGSG</td></tr></table>	Account Number	001-052109-5	Account Name	Ministry of Health (HQ)/Accountant-General	Bank	DBS Bank Ltd	Bank Code	7171	Branch Code	001	Bank Branch	Marina Bay Financial Centre	Address	12 Marina Boulevard DBS Asia Central @ Marina Bay Financial Centre Tower 3 Singapore 018982	Swift Address (For foreign banks)	DBSSGSG
Account Number	001-052109-5																
Account Name	Ministry of Health (HQ)/Accountant-General																
Bank	DBS Bank Ltd																
Bank Code	7171																
Branch Code	001																
Bank Branch	Marina Bay Financial Centre																
Address	12 Marina Boulevard DBS Asia Central @ Marina Bay Financial Centre Tower 3 Singapore 018982																
Swift Address (For foreign banks)	DBSSGSG																
<input type="radio"/> PayNow Corporate	Please indicate RCE-<Your institution reference ID> as the transaction reference/remark, for example, RCE-TB-20170101-0001, and make the payment to: (a) Ministry of Health's UEN: T08GA0015H; or 																

For payment by GIRO:

- Download the GIRO Application Form
- Complete and return the form to MOH
- Note: If the form was submitted previously for a research institution and the tissue bank would like to use the same bank account, please email hbr_enquiries@moh.gov.sg.

For payment by cheque:

- Make the cheque payable to **Ministry of Health**
- On the reverse side of the cheque, please write your institution name, institution reference ID, bill reference number and contact number.
- Send the crossed cheque to MOH

Address:

Biomedical Research Regulation Branch,
Ministry of Health,
College of Medicine Building,
16 College Road,
Singapore 169854.

*Note: MOH **will not** be accepting cheque payment from 1 September 2021.*

For payment by Interbank Transfer and PayNow Corporate:

- Indicate **RCE-<Your institution reference ID>** as the transaction reference/remark, for e.g., *RCE-TB-20170101-0001*
- Follow the crediting details on the screen

Submitting Notification of Operation


Payment Page

- Primary OE enters payment details
- Click "Pay"

The screenshot displays a payment interface for the Ministry of Health - TIARAS. On the left, the header includes a back arrow, a mobile icon, and the text 'Ministry of Health - TIARAS'. Below this, it says 'TIARAS PAYMENT', 'SGD' followed by a blacked-out amount, and 'TIARAS STRIPE PAYMENT'. At the bottom left, it is 'Powered by stripe' with links for 'Terms' and 'Privacy'. The main form area is titled 'Pay with card' and contains the following fields: an 'Email' input field; 'Card information' section with a card number '1234 1234 1234 1234', expiration date 'MM / YY', CVC, and logos for VISA, Mastercard, and American Express; a 'Name on card' input field; and a 'Country or region' dropdown menu currently set to 'Singapore'. A large blue button at the bottom right says 'Pay SGD' followed by a blacked-out amount.

Submitting Notification of Operation

Payment Acknowledgement

- Primary OE is brought to the payment acknowledgement page
- Notification of Operation has been submitted to MOH
- Note: This page may be printed for reference
- An email acknowledgement will be sent to the principal person in charge, all OEs, and all OAs
- The status of the tissue bank is now “Active”
- The icon  serves to remind tissue banks that selected GIRO, Cheque, Interbank Transfer or PayNow Corporate to submit payment. The icon will be removed after MOH receives the payment.
- Note: The GIRO form, Cheque or Interbank Transfer, or PayNow payment has to reach MOH within 30 days after this submission
- Note: Please check the fee payable before making payment. For refund of fees paid in excess, please email hbr_enquiries@moh.gov.sg with the institution name, institution reference ID and reasons for refund.

Selected Credit/Debit Card

Notification of Operation

Thank you.
You have successfully submitted the notification to MOH. An email acknowledgement will be sent to your email address.
Please remember to print this page for your reference.
If you are mailing GIRO form or Cheque, please note that it has to reach MOH within 30 days after this submission.
If you are making the payment by Interbank Transfer or PayNow Corporate, please note that the payment has to reach MOH within 30 days after this submission.

General Information

Reference ID:	TB-20191017-0293	Initial Drafter/Date:	Cheryl Tan Bee Bee, 17/10/2019 19:12
Institution Name:	Ministry of Health	Initial Endorser/Date:	Lee Ah Boon, 17/10/2019 20:06
Status:	Active	Last Modified By/Date:	Lee Ah Boon, 17/10/2019 20:06

Payment Summary

Bill Reference No:	NB-191017200550-0083
Fee Type:	Notification of Operation - Submission
Payment Mode:	VISA
Transaction Number:	5713139839186196003002
Transaction Date:	17/10/2019 20:06
Credit Card Number:	xxxxxxxxxxxx1111
Total Amount Paid:	SGD [REDACTED]


Print

Selected GIRO/Cheque/Interbank Transfer/PayNow Corporate

Notification of Operation

Thank you.
You have successfully submitted the notification to MOH. An email acknowledgement will be sent to your email address.
Please remember to print this page for your reference.
If you are mailing GIRO form or Cheque, please note that it has to reach MOH within 30 days after this submission.
If you are making the payment by Interbank Transfer or PayNow Corporate, please note that the payment has to reach MOH within 30 days after this submission.

General Information

Reference ID:	TB-20191017-0294	Initial Drafter/Date:	Cheryl Tan Bee Bee, 17/10/2019 19:36
Institution Name:	Ministry of Health	Initial Endorser/Date:	Lee Ah Boon, 17/10/2019 19:55
Status:	Active 	Last Modified By/Date:	Lee Ah Boon, 17/10/2019 19:55

Payment Summary

Bill Reference No:	NB-191017195552-0081
Fee Type:	Notification of Operation - Submission
Payment Mode:	GIRO
Transaction Date:	17/10/2019 19:55
Total Amount Paid:	SGD [REDACTED]

Print


Submitting Notification of Operation


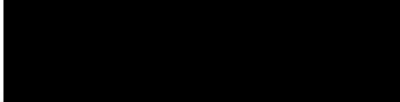


Dashboard

- Primary OE may click “Home” to access his dashboard
- The status of the tissue bank is now “Active”

Selected Credit/Debit Card


Home Manage Profile ▾ Notifications ▾ Manage Other Institution


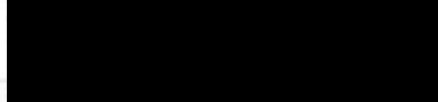


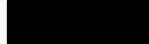
 NOTIFICATION OF OPERATION

Reference ID:	TB-20191017-0293	View
Institution Name:	Ministry of Health	
Contact No:		
Address:		
PIC Name:		
Status:	Active	
Last Modified By/Date:	 17/10/2019	

Selected GIRO/Cheque/Interbank Transfer/PayNow Corporate

Home Manage Profile ▾ Notifications ▾ Manage Other Institution

 NOTIFICATION OF OPERATION

Reference ID:	TB-20191017-0294	View
Institution Name:	Ministry of Health	
Contact No:		
Address:		
PIC Name:		
Status:	Active 	Change Payment Mode
Last Modified By/Date:	 17/10/2019	

Outline

1. Getting Started

- Logging in to TIARAS
- Setting up your profile in TIARAS
- Setting up tissue bank's profile in TIARAS
- Creating other users in TIARAS

2. Notification of Operation

- Submitting notification

3. Other Functions


- Changing payment mode to credit/debit card
- Amending profile of tissue bank
- Amending notification
- Adding new user/Editing user profile/Changing user roles
- Deactivating TIARAS users who left institution
- Submitting notification of cessation of operation


Changing payment mode

For tissue banks which selected GIRO/Cheque/Interbank Transfer/PayNow Corporate but wishes to pay by credit/debit card

- Click “Change Payment Mode”

Home Manage Profile ▾ Notifications ▾ Manage Other Institution

 **NOTIFICATION OF OPERATION**

Reference ID:	TB-20191017-0294	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Active 	Change Payment Mode
Last Modified By/Date:	[REDACTED]	17/10/2019

Changing payment mode

For tissue banks which selected GIRO/Cheque/Interbank Transfer/PayNow Corporate but wishes to pay by credit/debit card

- Select the credit/debit card option
- Click “Confirm Payment”

Cancel Confirm Payment


Notification of Operation Collapse All

General Information -

Reference ID: TB-20191017-0294
Fee Type: Notification of Operation - Submission
Fee Payable Amount: S\$ [REDACTED]

Payment Selection -

Please select your preferred payment mode.

Payment Mode	Payment Description
<input type="radio"/>  Powered by stripe	For major international credit cards

Cancel Confirm Payment

Changing payment mode

Payment Page

- Enter payment details
- Click "Pay"


The screenshot displays a payment interface for 'Ministry of Health - TIARAS'. On the left, the payment details are summarized: 'TIARAS PAYMENT SGD [REDACTED]' and 'TIARAS STRIPE PAYMENT'. The main section is titled 'Pay with card' and contains the following fields:

- Email:** An empty text input field.
- Card information:** A form containing:
 - Card number: 1234 1234 1234 1234
 - Expiration date: MM / YY
 - CVC: CVC
 - Card logos: VISA, Mastercard, and American Express.
- Name on card:** An empty text input field.
- Country or region:** A dropdown menu currently showing 'Singapore'.

At the bottom right, there is a prominent blue button labeled 'Pay SGD [REDACTED]'. The footer includes 'Powered by stripe' and links for 'Terms' and 'Privacy'.

Changing payment mode

Payment Acknowledgement

- User is brought to the payment acknowledgement page
- Payment has been made
- Note: This page may be printed as proof of payment.
- The icon  has disappeared

Print Collapse All

Notification of Operation

Thank you.
You have successfully made the payment.
Please remember to print this page for your reference.

General Information

Reference ID:	TB-20191017-0294	Initial Drafter/Date:	[REDACTED]
Institution Name:	Ministry of Health	Initial Endorser/Date:	[REDACTED]
Status:	Active	Last Modified By/Date:	[REDACTED]

Payment Summary

Bill Reference No:	[REDACTED]
Fee Type:	Notification of Operation - Submission
Payment Mode:	VISA
Transaction Number:	[REDACTED]
Transaction Date:	[REDACTED]
Credit Card Number:	xxxxxxxxxxxx1111
Total Amount Paid:	SGD [REDACTED]

Print

Amending profile of tissue bank

Amend profile

- Login to TIARAS
- Under “Manage Profile”, select “Manage Institution Profile”

The screenshot displays the TIARAS web application interface. At the top, there are navigation tabs: Home, Manage Profile (selected), Notifications, and Manage Other Institution. A dropdown menu is open under 'Manage Profile', showing 'Manage Institution Profile' (highlighted in blue) and 'Manage Institution User Profile'. Below the dropdown, a green arrow points to a 'NOTIFICATION OF OPERATION' section. This section contains a table with the following details:

Reference ID:	TB-20191017-0293	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Active	
Last Modified By/Date:	[REDACTED]	17/10/2019

Amending profile of tissue bank

Amend profile

- The information previously entered will be displayed.
- Make changes where necessary
- Click “Save”, “Yes”

Cancel Save

Edit Institution Profile Collapse All

General Information

Reference ID: TB-20191017-0293 Initial Drafter/Date: Cheryl Tan Bee Bee , 17/10/2019 19:12
Initial Endorser/Date: Lee Ah Boon , 17/10/2019 20:06
Last Modified By/Date: Cheryl Tan Bee Bee , 17/10/2019 19:34

Tissue Bank Profile

The tissue bank shall have a point of contact for members of the public, including existing and potential tissue donors of the tissue bank. This point of contact may be the principal person in charge of the tissue bank designated in accordance with the Human Biomedical Research Act.

The information below will be published by the Ministry of Health in a public list of tissue banks. Please ensure that all information on the public list is accurate, factually correct and complies with all Singapore laws. The Ministry of Health will not be liable for any information on the public list which is inaccurate, factually incorrect or is in breach of any Singapore laws.

UEN: [Redacted] * Institution Name: Ministry of Health

Public Contact Information

* Contact No: [Redacted] * Email Address: [Redacted]

Address of Tissue Bank Site(s)

* Postal Code: [Redacted] * Country: Singapore
City: [Redacted] State: [Redacted]
* Block No: [Redacted] * Street Name: [Redacted]
Level: [Redacted] Unit: [Redacted] Building: [Redacted]
Department: [Redacted]
Contact No: [Redacted] Email Address: [Redacted]

Add Tissue Bank Site

S/N	Country	Address	Department	Contact No	Email Address	Action
1	Singapore	Bk 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING Singapore 1698 54				

Save

Are you sure you want to save the institution profile changes?

Yes No

Amending profile of tissue bank

Amend profile

- If the tissue bank is now conducting tissue banking activities to facilitate research involving human tissue transplantation, you will be prompted to amend the notification to include the MCR number of the principal person in charge
- You will be redirected to submit an amendment
- No action required if the MCR number of the principal person in charge has already been indicated in the notification

Nature of Tissue Banking Activities

<i>My tissue bank is conducting tissue banking activities to facilitate:</i>	Yes	No
* 1. Research involving human tissue transplantation	<input checked="" type="radio"/>	<input type="radio"/>

Save

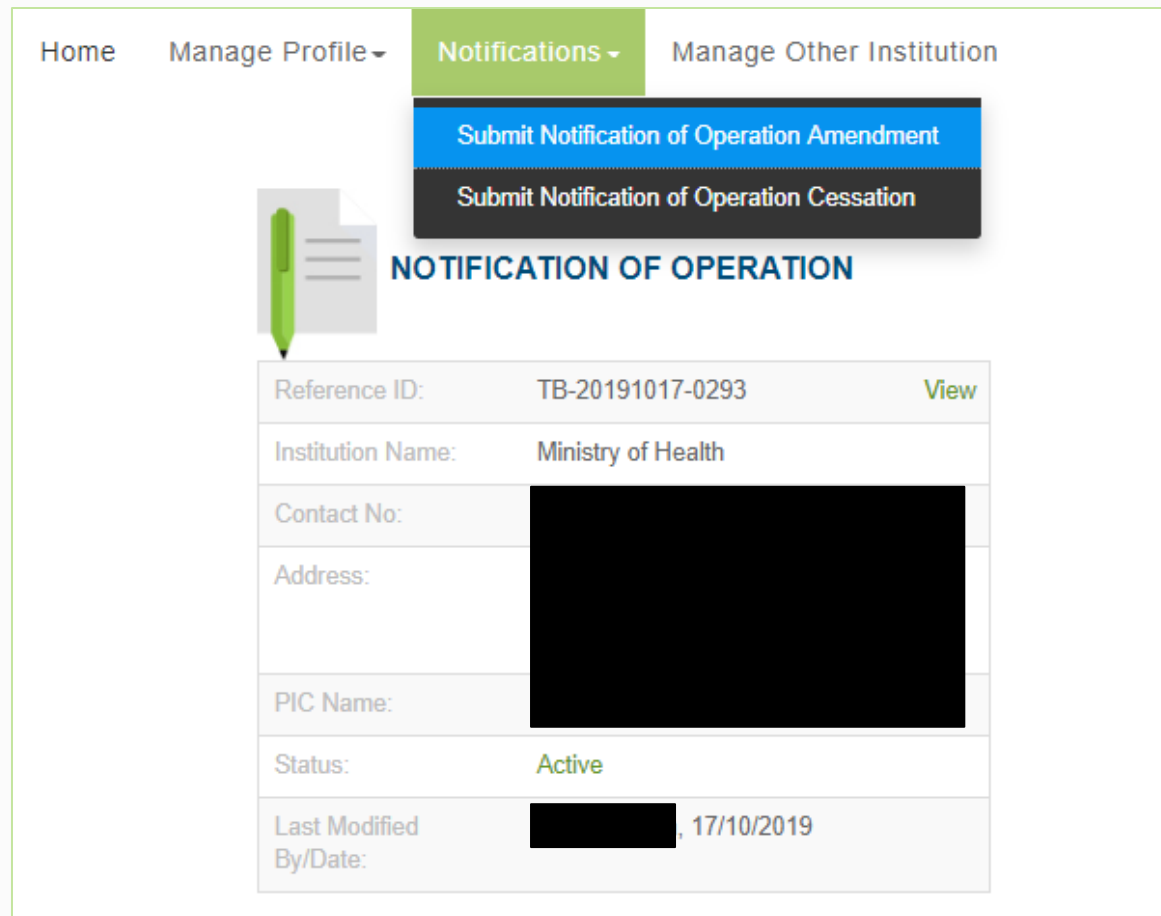
You have successfully amended the tissue bank profile. As the tissue bank is facilitating research involving human tissue transplantation, you are required to submit an amendment to the notification of operation indicating the MCR number of the principal person in charge. You will be redirected to submit an amendment. You may ignore this message if the MCR number of the principal person in charge has already been indicated in the notification of operation.

Ok

Amending notification

Amend notification

- Login to TIARAS
- Under “Notifications”, select “Submit Notification of Operation Amendment”



The screenshot shows the TIARAS interface. At the top, there are navigation tabs: Home, Manage Profile, Notifications (selected), and Manage Other Institution. A dropdown menu is open under Notifications, showing two options: "Submit Notification of Operation Amendment" (highlighted in blue) and "Submit Notification of Operation Cessation". Below the menu is a green pencil icon and a document icon, with the text "NOTIFICATION OF OPERATION" in blue. A table below displays the details of a notification record.

Reference ID:	TB-20191017-0293	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Active	
Last Modified By/Date:	[REDACTED]	17/10/2019

Amending notification

Amend notification

- The information previously entered will be displayed.
- Make changes where necessary
- Click “Preview”
- Preview the amendment
- Click “Proceed to Submit”
- The amendment will be submitted to the Primary OE
- An email will be sent to inform the all OEs (Primary and Covering), and all OAs

Print Cancel Preview

Notification of Operation Amendment Collapse All

Note

This notification will take approximately 10 minutes to complete.

Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.

Any changes to the information provided in the Notification of Operation must be notified by the tissue bank to MOH no later than 30 days after the change.

Consent

By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information

Reference ID:	TB-20191017-0293	Initial Drafter/Date:	Cheryl Tan Bee Bee , 17/10/2019 19:12
Status:	Active	Initial Endorser/Date:	Lee Ah Boon , 17/10/2019 20:06
		Last Modified By/Date:	Lee Ah Boon , 17/10/2019 20:06

Details of Tissue Bank

UEN:	r53uf0700g	* Institution Name:	Ministry of Health
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Contact Information

Place of Business

Amending notification


Amend notification

- Primary OE logs in to TIARAS
- Click “Amendment Pending Review by OE” to access the amendment
- Review the amendment
- Click “Preview”
- Preview the amendment
- Click “Proceed to Submit”
- The amendment will be submitted to MOH
- An email acknowledgement will be sent to the principal person in charge, all OEs, and all OAs
- The status of the tissue bank is now “Active”

Note: Primary OE and Covering OE are able to review the amendment


Note: The amendment must be submitted to MOH no later than 30 days after the change

Home Manage Other Institution

 NOTIFICATION OF OPERATION

Reference ID:	TB-20191017-0294	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Amendment Pending Review by OE	
Last Modified By/Date:	[REDACTED]	17/10/2019

Home Manage Other Institution

 NOTIFICATION OF OPERATION

Reference ID:	TB-20191017-0294	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Active	
Last Modified By/Date:	[REDACTED]	17/10/2019

Adding new user/Editing user profile/Changing user roles

Add new user

- Login to TIARAS
- Under “Manage Profile”, select “Add User Profile”

The screenshot shows the 'Manage Profile' dropdown menu with the following options:

- Manage Institution Profile
- Manage Institution User Profile ▶
- Add User Profile** (highlighted in blue)
- Search / Edit User Profile

Below the menu is a user profile card with the following details:

Reference ID:	TB-20191017-0293	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Amendment Pending Review by OE	
Last Modified By/Date:	[REDACTED]	17/10/2019

Adding new user/Editing user profile/Changing user roles

Add new user

- Enter the details of the new user. Note that the ID number has to be the number used when creating his/her Corppass account.
- Click “Save”
- An email will be sent to the new user. The new user would be able to access the tissue bank’s TIARAS account after entering his/her Corppass credentials.

Add User Profile

User Particulars

* ID No: NRIC Designation:

This refers to the number used when creating the Corppass account.

* Name: Ms

Institution Role

* Role: Organisation Endorser (OE) OE Type: Covering

Contact Information

* Contact No: Email Address:

Cancel Save

Adding new user/Editing user profile/Changing user roles

Edit user profile

- Login to TIARAS
- Under “Manage Profile”, select “Search/Edit User Profile”

The screenshot shows the 'Manage Profile' dropdown menu with the following options:

- Manage Institution Profile
- Manage Institution User Profile (selected, with a sub-menu):
 - Add User Profile
 - Search / Edit User Profile (highlighted in blue)

Below the menu, a user profile card is displayed with the following details:

Reference ID:	TB-20191017-0293	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Amendment Pending Review by OE	
Last Modified By/Date:	[REDACTED]	17/10/2019

Adding new user/Editing user profile/Changing user roles

Edit user profile

- Click on the user's name

Search User Profile

Name:

Institution Status: Active Deactivated

User Role:
-- Select --
Organisation Endorser (OE)
Organisation Administrator (OA)
Organisation Viewer (OV)

Showing 1 to 2 of 2 results

List of Users

S/N	ID No	Name	Role	Role Type	Designation	Email Address	Institution Status
1	SXXXX653B	Lee Ah Boon	OE	Primary	Administrative Officer	leeahboon@moh.gov.sg	ACTIVE
2	SXXXX717H	Cheryl Tan Bee Bee	OA			cheryltan@moh.gov.sg	ACTIVE

Adding new user/Editing user profile/Changing user roles

Edit user profile

- Make changes where necessary
- Click “Save”, “Yes”
- An email will be sent to the user

Edit User Profile

Update

Are you sure you want to save the user profile changes?

Yes

No

Name:

MR

Lee An Boon

Institution Status:

Active Deactivated ⓘ

Institution Role

* Role:

Organisation Endorser (OE) ⓘ

OE Type:

Primary

Contact Information

* Contact No:

[REDACTED]

* Email Address:

[REDACTED]

Cancel

Save

Adding new user/Editing user profile/Changing user roles

Change user role

- Select the new user role
- If the user is the new Primary OE, the current Primary OE will be changed to a Covering OE

Edit User Profile

User Particulars

* ID No: NRIC [REDACTED] Designation: []

* Name: Ms Tan Mu Lan * Institution Status: Active Deactivated ⓘ

Institution Role

* Role: Organisation Endorser (OE) ⓘ OE Type: Primary

Contact Information

* Contact No: There is an existing Primary OE. Do you want to change the current Primary OE to be a Covering OE?

Yes

No

Deactivating TIARAS users who left institution

Search and edit user profile

- Enter the user's profile page

Search User Profile

Name: **Institution Status:** Active Deactivated

User Role:
Organisation Endorser (OE)
Organisation Administrator (OA)
Organisation Viewer (OV)

Showing 1 to 1 of 1 results

List of Users

S/N	ID No	Name	Role	Role Type	Designation	Email Address	Institution Status
1	SXXXX587C	Tan Mu Lan	OE	Covering		tanmulan@moh.gov.sg	ACTIVE

Deactivating TIARAS users who left institution

Search and edit user profile

- Click “Deactivated”, “Save”, “Yes”
- Deactivated users would stop receiving automated emails from TIARAS

Edit User Profile

User Particulars

* ID No: NRIC [REDACTED] Designation: [REDACTED]
* Name: Ms Tan Mu Lan * Institution Status: Active Deactivated ⓘ

Institution Role

* Role: [REDACTED] This refers to the account status of the user in the institution. Institution Status should be changed to Deactivated if the user has left the institution.
* Name: Ms Tan Mu Lan * Institution Status: Active Deactivated ⓘ

* Contact

Institution Role

* Role: Organ

Contact Information

* Contact No: 911111

Cancel

Save

Update

Are you sure you want to save the user profile changes?

Yes

No

List of Users

S/N	ID No	Name	Role	Role Type	Designation	Email Address	Institution Status
1	SXXXX587C	Tan Mu Lan	OE	Covering		tanmulan@moh.gov.sg	DEACTIVATED

Submitting notification of cessation of operation

Submitting notification of cessation

- Login to TIARAS
- Under “Notifications”, select “Submit Notification of Operation Cessation”

The screenshot displays the TIARAS web application interface. At the top, there is a navigation menu with the following items: Home, Manage Profile, Notifications, Declaration, and Manage Other Institution. The 'Notifications' menu is currently open, showing two options: 'Submit Notification of Operation Amendment' and 'Submit Notification of Operation Cessation'. Below the menu, there is a section titled 'NOTIFICATION OF OPERATION' with a green pencil icon and a document icon. This section contains a table with the following information:

Reference ID:	TB-20191017-0293	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Active	
Last Modified By/Date:	[REDACTED]	17/10/2019

Submitting notification of cessation of operation

Submitting notification of cessation

- Click “Preview”

Print Cancel Preview

Notification of Operation Cessation

Collapse All

Note

This notification will take approximately 10 minutes to complete.

Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.

Any changes to the information provided in the Notification of Operation must be notified by the tissue bank to MOH no later than 30 days after the change.

Consent

By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

General Information

Reference ID:	TB-20191017-0293	Initial Drafter/Date:	Cheryl Tan Bee Bee , 17/10/2019 19:12
Status:	Active	Initial Endorser/Date:	Lee Ah Boon , 17/10/2019 20:06
		Last Modified By/Date:	Lee Ah Boon , 17/10/2019 20:06

Details of Tissue Bank

UEN: [REDACTED] * Institution Name: Ministry of Health

Contact Information

Place of Business

Confirm Cessation

The Human Biomedical Research Act requires a tissue bank to submit a notification of its intention to cease operating as a tissue bank not less than 30 days before the cessation of operation.

* Cessation Reasons:

* Date of Cessation:

Upload Files

* What is the plan for the:

- Manner of disposal of the human tissue held or in the possession of the tissue bank;
- Health information related to such tissue?

Transfer to another tissue bank

Address and Contact Information of Receiving Bank

* Name of the Receiving Bank:

* Postal Code: * Country: Singapore

City: State:

* Block No: * Street Name:

Level: Building:

Unit: Department:

Contact No: Email Address:

Add Receiving Bank

S/N	Receiving Bank	Country	Address	Department	Contact No	Email Address	Action
-----	----------------	---------	---------	------------	------------	---------------	--------

You are required to upload documentary evidence provided by the receiving bank, such as but not limited to a letter of undertaking, to the effect that the receiving bank will ensure that the intended use of the tissue is in accordance with any conditions or restrictions specified as part of the appropriate consent of the donor.

Upload Files

Others, please specify (e.g. human tissue and health information related to the tissue will be destroyed)

Close Submit

Submitting notification of cessation of operation


Submitting notification of cessation

- Enter the reason(s) for ceasing the operation of the tissue bank and the date of cessation.
- Note: The notification of cessation must be submitted to MOH at least 30 days before the date of cessation.

Confirm Cessation

The Human Biomedical Research Act requires a tissue bank to submit a notification of its intention to cease operating as a tissue bank not less than 30 days before the cessation of operation.

* Cessation Reasons:

* Date of Cessation: 

[Upload Files](#)

Submitting notification of cessation of operation

Entering plan of cessation of the tissue bank

- Plan for the manner of disposal of the human tissue held by or in the possession of the tissue bank and information related to such tissue

* What is the plan for the:

- Manner of disposal of the human tissue held or in the possession of the tissue bank;
- Health information related to such tissue?

Transfer to another tissue bank

Address and Contact Information of Receiving Bank

* Name of the Receiving Bank:

* Postal Code: * Country: Singapore

City: State:

* Block No: * Street Name:

Level: Building:

Unit: Department:

Contact No: Email Address:

S/N	Receiving Bank	Country	Address	Department	Contact No	Email Address	Action
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You are required to upload documentary evidence provided by the receiving bank, such as but not limited to a letter of undertaking, to the effect that the receiving bank will ensure that the intended use of the tissue is in accordance with any conditions or restrictions specified as part of the appropriate consent of the donor.

*

Others, please specify (e.g. human tissue and health information related to the tissue will be destroyed)

Submitting notification of cessation of operation

Entering plan of cessation of the tissue bank

- If there is transfer of any human tissue or information related to such tissue to another tissue bank, enter the name, address and contact particulars of the receiving bank.
- Enter the postal code
- Block number, street name and building (if applicable) will be populated

Transfer to another tissue bank

Address and Contact Information of Receiving Bank

* Name of the Receiving Bank:

* Postal Code: * Country:

City:

State:

* Block No: * Street Name:

Level: Building:

Unit: Department:

Contact No: Email Address:

Receiving S/N	Bank	Country	Address	Department	Contact No	Email Address	Action
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Submitting notification of cessation of operation

Entering plan of cessation of the tissue bank

- Click “Add Receiving Bank”
- Address of receiving bank will be populated in the table
- Continue to add the receiving banks

Transfer to another tissue bank

Address and Contact Information of Receiving Bank

* Name of the Receiving Bank:

* Postal Code: * Country: Singapore



City: State:

* Block No: * Street Name:

Level: Building:

Unit: Department:

Contact No: Email Address:

S/N	Receiving Bank	Country	Address	Department	Contact No	Email Address	Action
1	Ministry of Health	Singapore	Blk 16 COLLEGE ROAD , COLLEGE OF MEDICINE BUILDING #01 -01 Singapore 169854		61234567	tb@moh.gov.sg	 

Submitting notification of cessation of operation

Entering plan of cessation of the tissue bank

- Upload the documentary evidence provided by the receiving bank, e.g. a letter of undertaking, that it will ensure that the intended use of the tissue is in accordance with any conditions or restrictions specified by the donor

You are required to upload documentary evidence provided by the receiving bank, such as but not limited to a letter of undertaking, to the effect that the receiving bank will ensure that the intended use of the tissue is in accordance with any conditions or restrictions specified as part of the appropriate consent of the donor.

Upload Files

Uploaded Files

Letter of Undertaking from Receiving Bank.pdf



Submitting notification of cessation of operation

Entering plan of cessation of the tissue bank

- Select “Others” if any human tissue or information related to such tissue is not transferred
- Click “Submit”

Others, please specify (e.g. human tissue and health information related to the tissue will be destroyed)

Half of the tissue stored will be destroyed in accordance to the SOP on disposal.

Close

Submit

Submitting notification of cessation of operation

Submitting notification of cessation

- The details of cessation will be populated in the table
- Click “Proceed to Submit”

ACTION REMARKS

S/N	Remarks	Date of Cessation	Late Cessation Reason	Uploaded Files	Last Action By	Last Action Date
1	Cessation Reasons: Due to changes in operating situation globally, management decided to stop import, storage and supply of human tissue for research from 1 August 2021.	01/08/2021		Cessation information.pdf Letter of Undertaking from Receiving Bank.pdf		

Print

Cancel

Previous

Proceed to Submit

Submitting notification of cessation of operation

Submitting notification of cessation

- You will be prompted if you wish to proceed with the cessation notification
- After selecting to proceed, the cessation notification will be submitted to the Primary OE
- An email will be sent to inform all OEs (Primary and Covering), and all OAs

Proceed to Submit

Your tissue bank may continue to operate even when there is no tissue banking activity under its supervision and control.

Please note that upon cessation, a new notification would need to be submitted to MOH no later than 30 days before the commencement of its first tissue banking activity under your tissue bank's supervision and control in the future.

The cessation notification will be routed to OE for review. Please confirm if you wish to proceed.

Yes, I wish to proceed with the cessation notification

No, I do not wish to proceed with the cessation notification

Home Manage Profile - Notifications - Declaration Manage Other Institution

✓ You have successfully submitted the Notification of Operation Cessation

Print

Cancel Cessation

Print

Cancel

Previous

Proceed to Submit

Notification of Operation Cessation

Collapse All

General Information

Reference ID: TB- [REDACTED]

Initial Drafter/Date: [REDACTED]

Status: [REDACTED]

Initial Endorser/Date: [REDACTED]

Last Modified By/Date: [REDACTED]

Submitting notification of cessation of operation

Submitting notification of cessation

- Primary OE logs in to TIARAS
- The notification with status “Cessation Pending Review by OE” can be viewed in his dashboard
- Click “Cessation Pending Review by OE” to access the notification

Note: Primary OE and Covering OE are able to review the notification


The screenshot displays the TIARAS (Tissue & Research Application System) website interface. At the top, there are logos for the Ministry of Health Singapore and Singapore Government, along with navigation links like 'About Us', 'Contact Us', 'Feedback', and 'FAQ'. A search bar is present with the text 'Within This Website' and a search icon. Below the header, there is a navigation menu with options: 'Home', 'Manage Profile', 'Notifications', 'Declaration', and 'Manage Other Institution'. The main content area features a 'NOTIFICATION OF OPERATION' section with a green pencil icon. This section contains a table with the following details:

Reference ID:	TB- [REDACTED]	View
Institution Name:	Ministry of Health	
Contact No:	[REDACTED]	
Address:	[REDACTED]	
PIC Name:	[REDACTED]	
Status:	Cessation Pending Review by OE	
Last Modified By/Date:	[REDACTED] 07/06/2021	

Additional elements on the page include a 'FOR BUSINESS USERS' banner, a 'Resources / Other Links' section, and logos for the Bioethics Advisory Committee and Centres. The footer contains links for 'Report Vulnerability', 'Privacy Statement', 'Terms of Use', and 'Rate this Website', along with a copyright notice and a note about browser compatibility.

Submitting notification of cessation of operation

Submitting notification of cessation

- Click the  icon to review the notification
- Click “Preview”

Note: Primary OE can click other buttons, for e.g.:

- Return to OA: To route the notification back to the OA

Navigation: [Home](#) [Cancel Cessation](#) [Return to OA](#) [Preview](#)

Notification of Operation Cessation

Title

This notification will take approximately 10 minutes to complete.

Please ensure that all information provided remains accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.

Any changes to the information provided in the Notification of Operation and the Notification of Institutional Review Board must be notified to the research institution to MCR no later than 30 days after the change.

Consent

By submitting this notification, and notwithstandiing any other forms in this website, I affirm the Government of the Republic of Singapore to collect, store and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

Details of Tissue Bank

SEIN: [REDACTED] *Institution Name: Ministry of Health

Contact Information

Place of Business

*Postal Code: 105554 *Country: Singapore

*Block No: 16 *Street Name: COLLEGE ROAD

Level: [REDACTED] Unit: [REDACTED] Building: COLLEGE OF MEDICINE BUILDING

Department: [REDACTED]

*Contact No: [REDACTED] *Email Address: [REDACTED]

Commencement Date of the First Tissue Banking Activity

*Commencement Date: [REDACTED]

A tissue bank that has not commenced any tissue banking activity before 01/01/2019, must submit the notification no later than 30 days before the commencement of its first tissue banking activity.

Please provide reasons for the late notification.

Details of Principal Person in Charge

*ID No: [REDACTED] *Designation: [REDACTED]

*Name: [REDACTED] MCR No: [REDACTED]

Principal Person in Charge (responsible for tissue banks handling research involving human tissue transplantation) Example: MCR242

Contact Information

Name as on Tissue Bank

*Postal Code: 105554 *Country: Singapore


*Block No: 16 *Street Name: COLLEGE ROAD

Level: [REDACTED] Unit: [REDACTED] Building: COLLEGE OF MEDICINE BUILDING


Department: [REDACTED]

*Contact No: [REDACTED] *Email Address: [REDACTED]

ACTION REMARKS

S/N	Remarks	Date of Cessation	Late Cessation Reason	Uploaded Files	Last Action By	Last Action Date	Action
1	Cessation Reasons: Due to changes in operating situation globally, management decided to stop import, storage and supply of human tissue for research from 1 August 2021.	01/08/2021		Cessation information.pdf Letter of Undertaking from Receiving Bank.pdf	[REDACTED]	[REDACTED]	

Navigation: [Home](#) [Cancel Cessation](#) [Return to OA](#) [Preview](#)

S/N	Remarks	Date of Cessation	Late Cessation Reason	Uploaded Files	Last Action By	Last Action Date	Action
1	Cessation Reasons: Due to changes in operating situation globally, management decided to stop import, storage and supply of human tissue for research from 1 August 2021.	01/08/2021		Cessation information.pdf Letter of Undertaking from Receiving Bank.pdf	[REDACTED]	[REDACTED]	

Confirm Cessation

The Human Biomedical Research Act requires a tissue bank to submit a notification of its intention to cease operating as a tissue bank not less than 30 days before the cessation of operation.

* Cessation Reasons:

Due to changes in operating situation globally, management decided to stop import, storage and supply of human tissue for research from 1 August 2021.

* Date of Cessation: 01/08/2021

Uploaded File: Cessation information.pdf

*What is the plan for the:

- Storage of disposal of the human tissue held or in the possession of the tissue bank.
- Health information related to such tissue?

Transfer to another tissue bank

Address and Contact Information of Receiving Bank

* Name of the Receiving Bank: [REDACTED]

* Postal Code: [REDACTED] * Country: Singapore


City: [REDACTED] State: [REDACTED]

* Block No: [REDACTED] * Street Name: [REDACTED]

Level: [REDACTED] Building: [REDACTED]

Unit: [REDACTED] Department: [REDACTED]

Contact No: [REDACTED] Email Address: [REDACTED]

Receiving Bank	Country	Address	Department	Contact No	Email Address	Action
1	Ministry of Health	Singapore	ROAD, COLLEGE OF MEDICINE BUILDING #1 1 Singapore 105554	61234567	td@mh.gov.sg	

You are required to upload documentary evidence provided by the receiving bank, such as but not limited to a letter of undertaking to the effect that the receiving bank will ensure that the intended use of the tissue is in accordance with any conditions or restrictions specified as part of the appropriate consent of the donor.

Others, please specify (e.g. human tissue and health information related to the tissue will be destroyed)

Half of the tissue stored will be destroyed in accordance to the SCGP on disposal.

Submitting notification of cessation of operation

Submitting notification of cessation

- Primary OE previews the notification
- Click “Proceed to Submit”

Print Cancel Previous **Proceed to Submit**

Preview Notification of Operation Cessation Collapse All

Note
This notification will take approximately 10 minutes to complete.
Please ensure that all information provided herein is accurate, factually correct and complies with the Human Biomedical Research Act and its Regulations, as well as with all Singapore laws.
Any changes to the information provided in the Notification of Operation and the Notification of Institutional Review Board must be notified by the research institution to MCR no later than 30 days after the change.
Consent
By submitting this notification, and notwithstanding any other terms in this website, I allow the Government of the Republic of Singapore to collect, share and use the information contained herein for the purposes of data analysis, evaluation and policy formulation and review. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

Details of Tissue Bank

UEN: [REDACTED] * Institution Name: Ministry of Health

Contact Information

Place of Business

* Postal Code: 10054 * Country: Singapore
* Block No: 16 * Street Name: COLLEGE ROAD
Level: [REDACTED] Unit: [REDACTED] Building: COLLEGE OF MEDICINE BUILDING
Department: [REDACTED]
* Contact No: [REDACTED] * Email Address: [REDACTED]

Commencement Date of the First Tissue Banking Activity

* Commencement Date: [REDACTED]
A tissue bank that has not commenced any tissue banking activity before 01/10/2019, must submit the notification no later than 30 days before the commencement of its first tissue banking activity.
Please provide reasons for the late notification.

Details of Principal Person in Charge

* ID No: FIN [REDACTED] * Designation: [REDACTED]
Name: Mrs [REDACTED] MCR No: [REDACTED]
(Mandatory for tissue banks facilitating research involving human tissue transplantation)
Example: MRCOAGE

Contact Information

Same as Tissue Bank

* Postal Code: 10054 * Country: Singapore
* Block No: 16 * Street Name: COLLEGE ROAD
Level: [REDACTED] Unit: [REDACTED] Building: COLLEGE OF MEDICINE BUILDING
Department: [REDACTED]
* Contact No: [REDACTED] * Email Address: [REDACTED]

ACTION REMARKS

S/N	Remarks	Date of Cessation	Latest Cessation Reason	Uploaded Files	Last Action By	Last Action Date
1	Cessation Reason: Due to changes in operating situation globally, management decided to stop import, storage and supply of human tissue for research from 1 August 2021.	01/08/2021	Cessation	Information.pdf Letter of Undertaking from Receiving Bank.pdf	[REDACTED]	[REDACTED]

Print Cancel Previous **Proceed to Submit**

Submitting notification of cessation of operation

Submitting notification of cessation

- You will be prompted if you wish to proceed with the cessation notification
- After selecting to proceed, the cessation notification will be submitted to MOH
- Note: This page may be printed as reference.
- An email acknowledgement will be sent to the principal person in charge, all OEs, and all OAs

Proceed to Submit

Your tissue bank may continue to operate even when there is no tissue banking activity under its supervision and control.

Please note that upon cessation, a new notification would need to be submitted to MOH no later than 30 days before the commencement of its first tissue banking activity under your tissue bank's supervision and control in the future.

The cessation notification will be submitted to MOH. Please confirm if you wish to proceed.

Yes, I wish to proceed with the cessation notification

No, I do not wish to proceed with the cessation notification

Print

✓ You have successfully submitted your Notification of Operation Cessation to MOH. An email notification has been sent to your principal person in charge.

Notification of Operation Cessation

Thank you.

You have successfully submitted the notification to MOH. An email acknowledgement will be sent to your email address.

Please remember to print this page for your reference.

If you are mailing GIRO form or Cheque, please note that it has to reach MOH within 30 days after this submission.

If you are making the payment by Interbank Transfer or PayNow Corporate, please note that the payment has to reach MOH within 30 days after this submission.

General Information

Reference ID:	TB: [REDACTED]	Initial Drafter/Date:	[REDACTED]
Status:	Active	Initial Endorser/Date:	[REDACTED]
		Last Modified By/Date:	[REDACTED]





MINISTRY OF HEALTH
SINGAPORE

For further enquiries, you may email hbr_enquiries@moh.gov.sg