1. Login to OSG Portal.

2. Click on Applications. Click on the Application returned for edit (check corresponding OSG Reference ID) – the Status should be "Update Application".
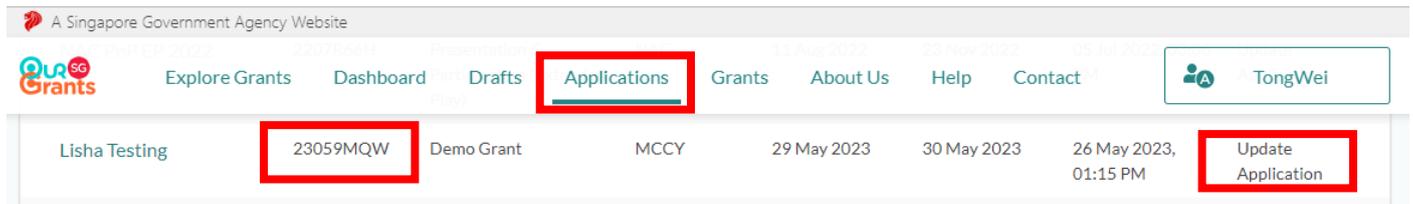
3. You will be directed to the Application dashboard. From here, click on "View Details" to update the Application.
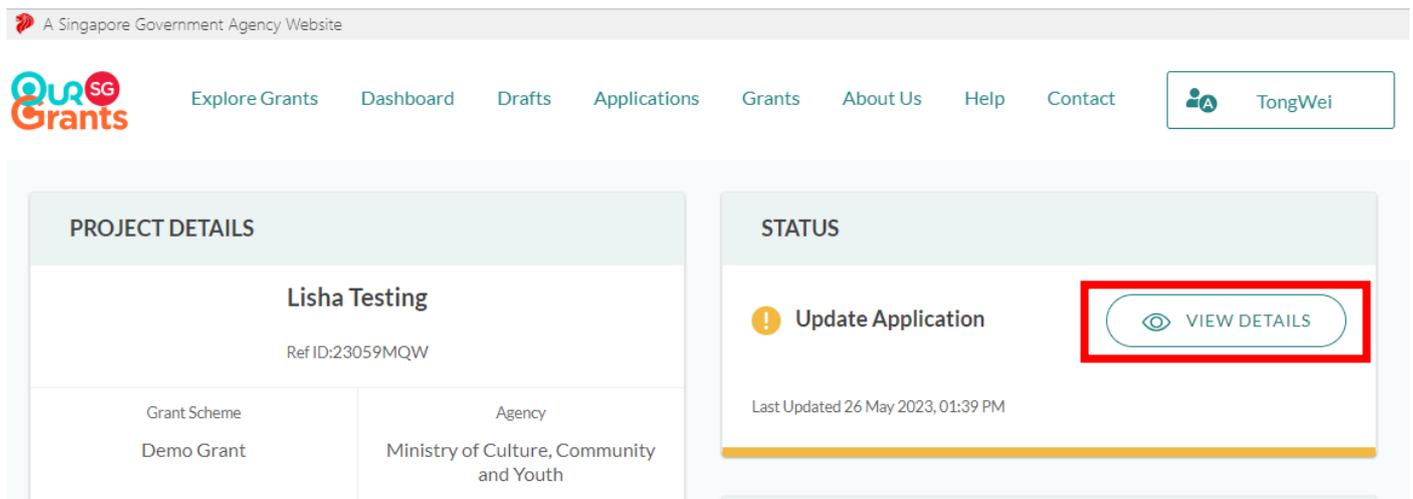
4. Click on "Update Application" to proceed. Please follow the provided instructions from the Grant Officer to update your application accordingly.

5. Under the Proposal section, you may edit the following Project Details:
   a. **Application Title** (should be **Registered Clinic Name** in eLIS/HALP)
   b. **HCI Code** (7 characters)
   c. **Start Date**
      i. Must be the first day of the first monitoring month, e.g. 01 Feb 2024
   d. **End Date**
      i. To indicate as 31 Mar 2025

6. Under the Contact section, you may edit the Organisation Information.
Please click on "Retrieve Profile" or update the Organisation Name manually. Do note the **Organisation Name** should be the **UEN name** registered with ACRA or MOH.

ORGANISATION INFORMATION

You may be able to use details registered with your UEN to complete your profile.   RETRIEVE PROFILE

Organisation Name   TEST ORGANISATION PTE. LTD.

UEN   T12LL1368D

7. Also under the Contact section, you may scroll further down and edit the LOA Addressee name. Do note this should be the same NRIC name of the HSG LOA Addressee or of the Licensee name in the Clinic License.

LETTER OF AWARD ADDRESSEE

We will address the Letter of Award to your organisation's highest authority (e.g., Chief Executive Officer, Director, Chairman, Organising Chairman or President) stated below, if the application is successful.

Name (as in NRIC/FIN)   Dr ⌄   ABC TAN

Designation   CEO

Email Address   ABC@GMAIL.COM

8. Review the changes and submit your application when done.