Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION

FDA MEMORANDUM CIRCULAR
No. 2015-010

16 JUL 2015

Subject: **Guidelines on Issuance of Center for Cosmetics Regulation and Research (CCRR) User Account to Access E-Portal**

I. BACKGROUND

Selected applications filed with the Center for Cosmetics Regulation and Research (CCRR) are submitted through the FDA E-Portal. These include notification of cosmetic products, selected household/urban hazardous substances, and toys and childcare articles. Accessing the FDA E-Portal to file such applications requires the use of an authorized account provided by CCRR. The implementation of a standardized process in the issuance of CCRR User Accounts was deemed optimal to provide clarity and convenience to stakeholders seeking guidance on the electronic application processes through the FDA E-Portal.

II. OBJECTIVE

To provide a harmonized guideline in the issuance of CCRR User Account to access the FDA E-Portal. This Memorandum Circular hereby updates FDA Memoranda Circular Nos. 2014-008 and 2014-008-A and FDA Circular 2015-002.

III. SCOPE AND COVERAGE

This Memorandum Circular shall cover establishments and representatives of establishments that shall place cosmetic products, household/urban hazardous substances, and toys and childcare articles in the market.

IV. GUIDELINES IN THE ISSUANCE OF A CCRR USER ACCOUNT

1. Account validity

Account Holder	Validity
Account Holder with QPIRA credentials	Two (2) years
Account Holder without QPIRA credentials	One (1) year

2. Accounts, including the username and password, are company-specific. A representative handling multiple companies shall secure separate accounts for each respective company.

3. Only one username and password will be issued per account per company per product classification.

4. A CCRR User Account granted with a change in credentials following the procedure outlined in Section V.5., shall bear the same validity as the replaced user account.

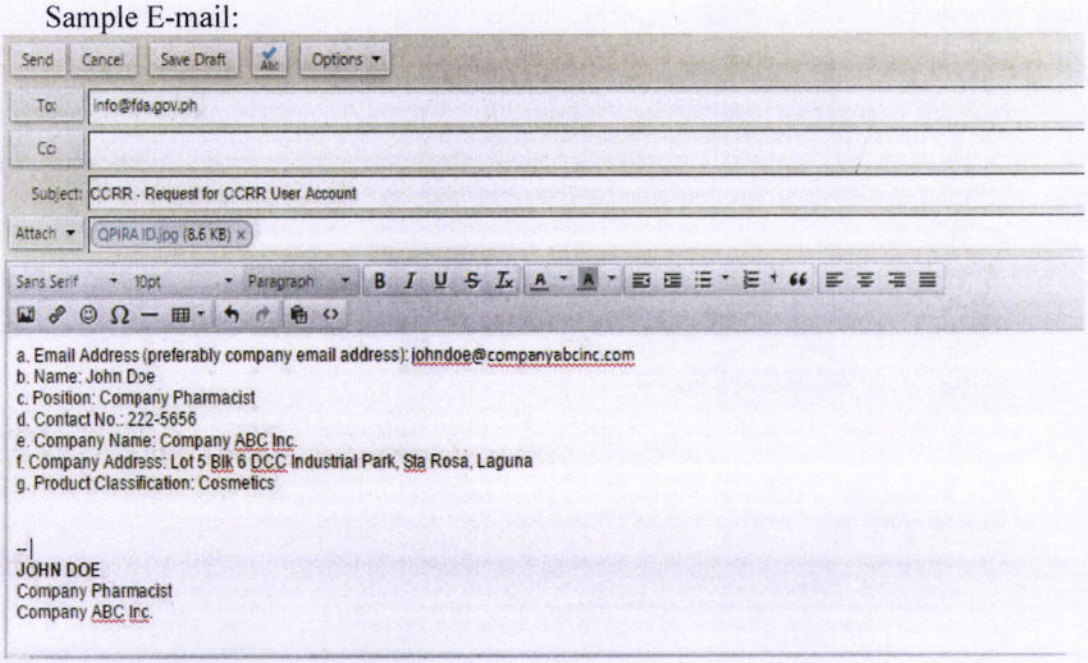
V. APPLICATION PROCEDURE

1. Prior to issuance of FDA-CCRR User Account, the representative of the applicant company shall present any proof of attendance to relevant Qualified Person in Industry Regulatory Affairs (QPIRA) seminar. This shall be sent to info@fda.gov.ph, following the format below:

   (Subject of the e-mail) "**CCRR – Request for CCRR User Account**"
   (Body of e-mail)
   a. Email Address: (preferably company email address)
   b. Name:
   c. Position:
   d. Contact No:
   e. Company Name:
   f. Company Address:
   g. Product Classification(COSMETICS/HUHS/TCCA):

   (Attachment/s) QPIRA ID or Notarized Authorization Letter (whichever is applicable). QPIRA ID will be validated against FDA records.

   Sample E-mail:



2. Any applicant who has not yet attended the relevant QPIRA seminars shall present a notarized authorization letter (Annex A) to request for the CCRR User Account.

3. The issued CCRR User Account will be sent to the e-mail provided in the request. (Annex B)

4. One (1) month prior the expiration of the account, the representative of the applicant company may request for account renewal by sending an e-mail to info@fda.gov.ph following the format below:

   4.1 For applicants who have submitted their QPIRA credentials during the previous request for user account:

   (Subject of the e-mail) "**CCRR – Request for Renewal of CCRR User Account**"
   (Body of e-mail)
   a. Email Address:
   (Attachment/s) Request Letter (Annex C)

   4.2 For applicants who have submitted notarized authorization letter during the previous request for user account:

   (Subject of the e-mail) "**CCRR – Request for Renewal of CCRR User Account**"
   (Body of e-mail)
   a. Email Address:
   (Attachment/s) Certificate of Attendance and/or QPIRA ID

5. When there is a change of the representative of the applicant company, the applicant shall request for a change in credentials of the CCRR User Account by sending an e-mail to info@fda.gov.ph following the format below. The following must be submitted as attachments to the request: (1) A cover letter stating the change in information of the User Account; and, (2) QPIRA ID or a notarized authorization letter (Annex A) for applicants with no QPIRA requirements must be provided as attachment/s.

   (Subject of the e-mail) "**CCRR – Request for Change in Credentials of CCRR User Account**"
   (Body of e-mail)
   a. Name of Old Representative:
   b. Issued Username:
   c. Name of New Representative:
   d. Position:
   e. Email Address:
   f. Contact No:
   g. Company Name:
   h. Company Address:
   i. Product Classification(COSMETICS/HUHS/TCCA):
   (Attachment/s) (1) Cover Letter, (2) Notarized Authorization Letter or QPIRA ID

VI. PROCESSING TIME

Timeline for the processing of CCRR User Account from the time the client has sent the request together with the notarized authorization letter is within one (1) week. Requests shall be processed from 8:00am to 5:00pm.

VII. EFFECTIVITY

This circular shall take effect on 01 August 2015.

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Acting Director General[1]

DTN: 20150713123631

[1] Pursuant to DPO 2015-1845