

**CENTER FOR FOOD REGULATION AND RESEARCH
CHECKLIST OF REQUIREMENTS FOR RENEWAL APPLICATION
FOR A LICENSE TO OPERATE FOOD ESTABLISHMENT**

A. REGULAR RENEWAL

- a. Accomplished and notarized Integrated Application Form
- b. Proof of Payment of Fees
- c. Copy of LTO including attachments
- d. Requirements in support of amendments, if applicable, included in the renewal of application, including scanned application letter stating the intended changes (indicate changes/amendments to be made)

** Establishment will be subject to FDA inspection prior to renewal of LTO*

B. AUTOMATIC RENEWAL

- a. Accomplished and notarized Integrated Application Form
 - b. Proof of Payment of Fees
 - c. Copy of LTO including attachments
- * There shall be automatic renewal of LTO without outright inspection when the following conditions are met:*
- i. Submission of an affidavit of undertaking for automatic renewal with a sworn statement indicating no change or variation or, as applicable, no violation of FDA rules and regulations or non-compliance to the requirements of GMP have been committed
 - ii. The application for renewal was filed before the expiration date of the license
 - iii. The prescribed renewal fee was paid before the expiration date of the license

*** Companies with renewed LTO through automatic renewal are subject to FDA inspection anytime within the validity of the issued LTO*