

CENTER FOR COSMETICS REGULATION AND RESEARCH

CHECKLIST of REQUIREMENTS AUTOMATIC RENEWAL APPLICATION FOR CERTIFICATE OF PRODUCT REGISTRATION (CPR) HOUSEHOLD / URBAN PESTICIDES (HUP)

1. Documentary Requirements

1.1 Forms to be accomplished correctly and completely:

- Revised Assessment Slip (Ref: BC 20 s. 2005 Subject: Revised Assessment Slips)
- Notarized Application Form and Declaration
- BFAD Worksheet: PART I ONLY

1.2 Attachments

- Copy of Valid License To Operate
 - For Manufacturers – List of Trader/s and Product Lines must be reflected
 - For Traders – List of Toll Manufacturer and List of Product Lines must be reflected
 - For Importer/Distributor – List of Product Source for Imported Products as well as the Actual Manufacturer must be reflected
 - For Wholesaler/Distributor – List of Product Source must be reflected
- Original copy of Certificate of Product Registration
- Certificate of Analysis of the Finished Product
- Qualitative and Quantitative composition of the finished product expressed in percent
- Unattached legible, comprehensible and indelible specimen of all labeling materials per pack size (e.g. outer, immediate, package insert (if applicable) (A.O. 311 s. 1977).

2. Specimen of the finished commercial product (one specimen to represent the different pack sizes)

3. E-Copy (FDA Memorandum Circular Nos. 2013-001 and 2013-001-A)