

## **CHECKLIST OF REQUIREMENTS FOR RENEWAL OF CERTIFICATE OF PRODUCT REGISTRATION OF A MEDICAL DEVICE**

1. Table of Contents (with page number)
2. Notarized Application Form
3. Copy of Valid License to Operate
4. Copy of Certificate of Product Registration
5. Copy of valid Authenticated Foreign Agency Agreement
6. Copy of Valid Authenticated GMP/ISO Certification
7. Clear and readable commercial product label specimen of all labeling materials per pack size/code (outer, immediate, package insert, if applicable)
8. Clear and colored photo of the actual commercial product sample without its packaging
9. Payment Assessment Slip
10. Fee

**NOTE:**

- Submit clear and readable electronic/scanned copy (in PDF Searchable Format of at least 150dpi)