



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



FDA ADVISORY
No. **2020-1655**

14 SEP 2020

TO : **FDA-REGULATED FOOD ESTABLISHMENTS WITHIN NCR AND THE GENERAL PUBLIC**

SUBJECT : **Pilot Implementation of the Food and Drug Administration (FDA) Food Product Registration Portal V. 2 for Certificate of Product Registration (CPR) Application of Food Products**

The FDA, with its aim to streamline submissions of all market authorization applications and to provide efficient public service, is currently enhancing the Electronic Portal for FDA food product registration. This revised online platform shall be used in securing Certificate of Product Registration (CPR) and amended thereof. The Food Product Registration Portal v.2 for CPR application is accessible to stakeholders for pilot testing (dry run) on **15 September 2020**. Pilot testing or dry run is important to address glitches, loopholes, technical concerns or problems that may be encountered.

In this regard, all stakeholders within the National Capital Region (NCR) who intend to apply for CPR of food products are encouraged to use the new FDA Food Product Registration Portal v. 2 through this link <https://portal.fda.gov.ph/>.

FDA Food Product Registration Portal v. 2	
Establishment Activities	Manufacturer, Distributor (Importer, Exporter, and Wholesaler), and Trader of Food Products
Type of CPR Application	Initial, Amendment, Renewal, and Re-Application
Fees to be Paid	Based on Current Issuance on Fees and Charges (DOH Administrative Order No.50 s. 2001)
Validity of CPR	Based on Current Issuance on Fees and Charges (DOH Administrative Order No.50 s. 2001)

Please follow Annex A & B of this Advisory for the Step-by-Step Guide in applying in the FDA Food Product Registration Portal V.2. and Checklist of Requirements.

The regulatory requirements for CPR application of food products shall still follow the provisions of DOH Administrative Order No. 2014-0029 entitled "Rules and Regulations on the Licensing of Food Establishments and Registration of Processed Food, and other Food Products, and for Other Purposes" and FDA Circular 2016-014.

For compliance.


ROLANDO ENRIQUE D. DOMINGO, MD
Director General



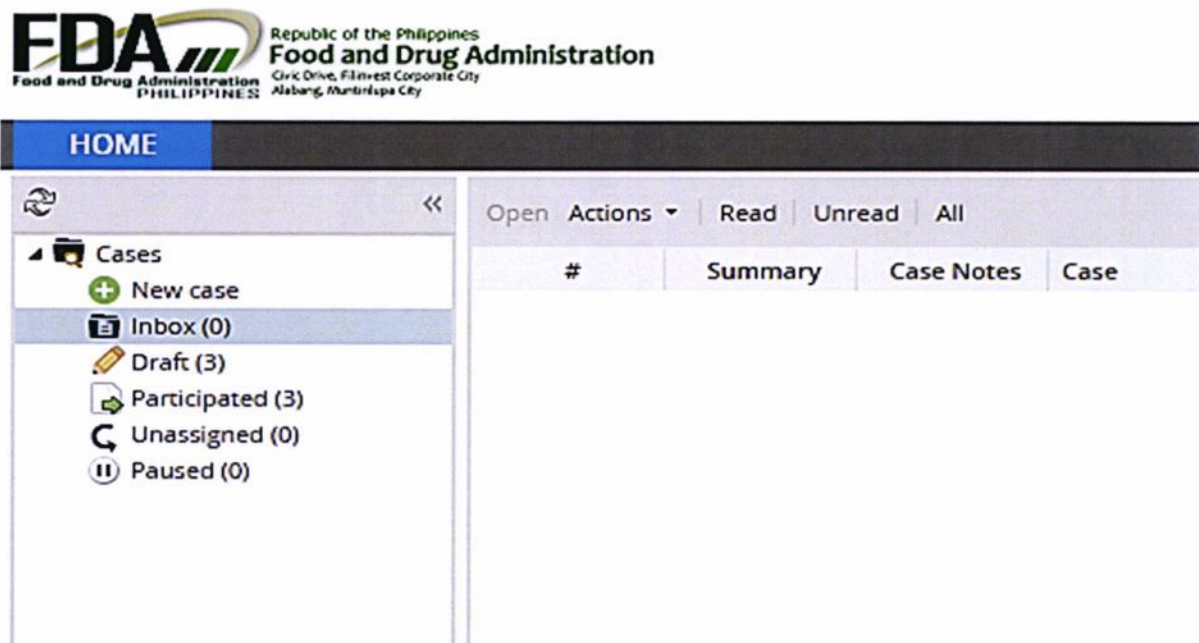
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Annex A

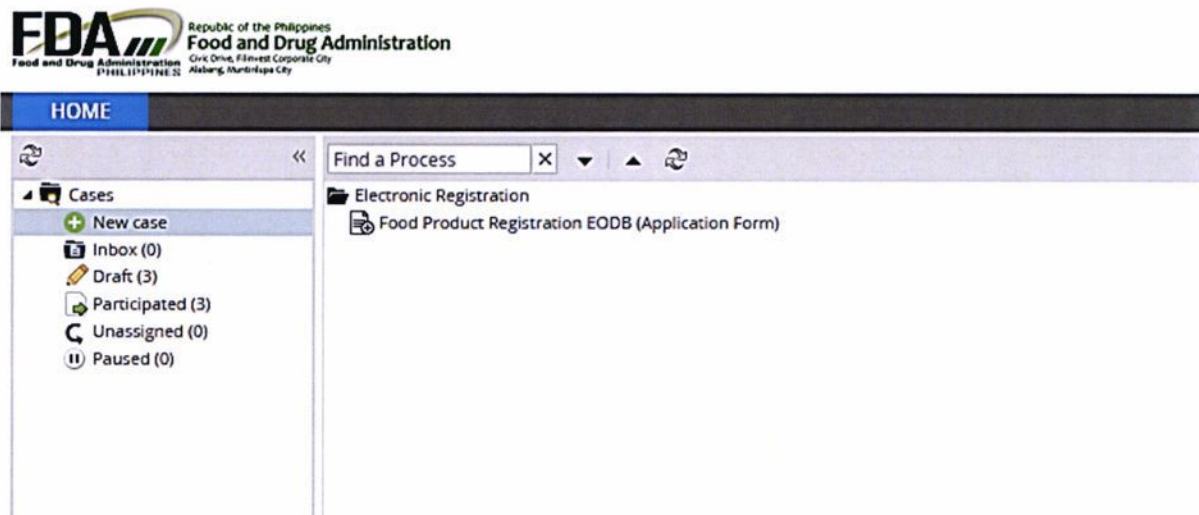
**Procedure for the Use of Food Product Registration Portal v. 2
for Certificate of Product Registration Application**

A. Application for Initial CPR

1. To start the application, access the online portal through <https://eportal.fda.gov.ph/> with the CFRR issued User Account e-mailed to the applicant's registered email address.
2. Click on the “New Case” located on the upper left corner of the system.



3. Select the “Food Product Registration EODB (Application Form).”



4. Read carefully the “**DECLARATION**” before proceeding with the application process. The “**DECLARATION**” conveys the binding agreement between the applicant and the FDA to provide complete and accurate information, assuming full responsibility for the safety of the product being registered; with an undertaking to comply will all the applicable rules and regulations. Clicking the “**YES, I AGREE**” button shall continue the registration process. If the user fails to do so, access to proceed to e-Registration shall be denied.

DECLARATION

I undertake to respond to and cooperate fully with Food and Drug Administration (hereafter referred to as "THE AUTHORITY") with regard to any subsequent post-marketing activity initiated by the authority.

I undertake to ensure that the product's technical and safety information are made readily available to the authority concerned and to keep records of the distribution of the products for product recall purposes, and other purposes as provided in existing laws, rules and regulations.

I undertake to notify the Authority of any adverse event, fatal or life threatening serious adverse event as soon as possible by telephone, facsimile transmission, email or in writing, and in any case, no later than 48 hours after first knowledge.

I undertake to act immediately on potential food safety concerns should my product source or origin declare/announce/notify a product recall order or any actions taken involving safety issues, and I am responsible to stop distribution or remove product from the outlets or take appropriate actions and inform the Authority on risk management actions undertaken and/or to be undertaken.

I declare that the particulars given in this product registration are true, all data, and information of relevance in relation to the registration have been supplied and that the documents enclosed are authentic or true copies.

I understand that I shall be responsible for ensuring that each consignment of my product continues to meet all the legal requirements, and conforms to all the standards and specifications of the product that I have declared to the Authority.

I understand that I cannot place reliance on the acceptance of my product registration by the authority in any legal proceedings concerning my product, in the event that my product has failed to conform to any of the standards or specifications that I had previously declared to the Authority.

I understand that I will need to comply with all the labeling requirements as stipulated by Administrative Order No. 2014-0030 and other pertinent laws and regulations associated with labeling.

I undertake to declare truthful product information and shall not cause the dissemination of any false, deceptive or misleading advertisement by print, radio, television, outdoor advertisement or other medium for the purpose of inducing or which is likely to induce directly or indirectly the purchase of the product.

I understand that any change or variation in the formulation of registered product will require new registration to the Authority and the subject shall be treated as new product.

I hereby agree and affirm full responsibility for the safety of my product/s and agree to indemnify and/or hold FDA free and harmless against any issues that may arise in the manufacture, import, export, distribute, transfer, promote, advertise, sponsor, sell, offer for sale, and where appropriate the use and testing, and marketing of my food product/s

I hereby understand that the registration of the product herein granted shall not be interpreted or construed as an endorsement or representation by FDA that I have the right or privilege to the use of the name or brand so registered. I hereby agree and affirm to indemnify and/or hold FDA free and harmless against any and all third-party claims on infringement of patent, trademark or intellectual property rights from the registration of the product listed on the first page thereof.

* Yes, I Agree ▾

Continue

5. Select the type of application (Initial) under the General Information and click on “Next”.

◀ Previous Step

Next Step ▶

General Information

* Application Type Initial ▾

Next

* Required Field

- Fill-out the Food Product Application Form in **ALL CAPS**, except for Trademark, Corporate De Facto (e.g. GmbH) and e-mail address. The applicant shall make sure that the LTO Number is valid before proceeding to the next step. A **minimum** of three (3) contact information in the form of e-mail, telephone and mobile number must be declared.

All items mark with asterisk (*) are required fields.

Food Product Application Form

Fill out all necessary information in ALL CAPS, except for Trademark, Corporate De Facto (e.g. GmbH) and email address

* Type of Food Product

* Food Categorization

Name appropriated by the manufacturer, repacker, distributors, trader, or importer to distinguish its product in the market as per AO No. 2005-0016. Strictly for Raw Materials without brand name, please indicate a dash (-) symbol

* Brand Name

Must be specific and not generic, shall indicate the true nature of the product, and must be consistent with the declaration on the label (eg. -Barbecue Flavored Corn Snack, Coarse Ground Black Pepper, Grapeseed Extract with Vitamin E Plus Minerals Food Supplement Capsule). For Raw Material using code as product name (e.g. TPX001), declare true nature of the product being registered (e.g. TPX001 MALTODEXTRIN)

* Product Name

* Company Name (As listed in LTO)

* Address (As listed in LTO)

* Region

* LTO No.

* LTO Validity

* Number of Years applied for Product Registration

Contact Information. Please provide at least three (3) contact information. Must be in the form of:

- Telephone
- Mobile

▶ New

Type * Detail

- Select the corresponding company activity/ies in the drop-down button.

◀ Previous Step
▶ Next Step

Establishment Information

* Please select the corresponding company activity/activities

* Required Field