

CHECKLIST OF REQUIREMENTS FOR SALES PROMO PERMIT APPLICATION/AMENDMENT

INITIAL

1. Letter of Intent for application of Promo Permit
2. Information sheet
3. Copy of the valid product notification/registration/exemption
4. Layout of Promo materials (if applicable)
5. Proof of payment

AMENDMENT

1. Letter of Intent specifying the type of amendment
2. Copy of previously issued valid promo permit
3. Supporting documents for the requested amendment
4. Proof of payment

Note:

- Applicant company to coordinate with the Central Releasing Unit for the procedure of releasing of promo permit via Courier Service (As per FDA Circular 2014-012 Requiring Proof of Courier Service Payment for Promotion and Advertisement Permit)