ANNEX

Procedure for the use of the FDA eServices Portal System for License to Operate Application

A. Application for Initial LTO of Food Distributor

1. Access the online portal through eservices.fda.gov.ph and click “Applications” found on the upper right corner of the eServices landing page.

2. Click the “License to Operate” for Food and the type of Business Establishment (Distributor). Choose the type of application (Initial) and proceed with the application process.
License to Operate

Bottled Water
For establishments that handle bottled water products

Drug
For establishments that handle drug products

Food
For establishments that handle food products

Medical Device
For establishments that handle medical device products

Food

Application Status
Check the current status of your application

Distributor
License authorization for distributor establishments

Trader
License authorization for trader establishments

Food Distributor

Initial
Apply for a new License to Operate

Renewal
Renew existing License to Operate

Variations
Apply for changes in the existing License to Operate
3. Read carefully the “Declaration and Undertaking” before proceeding with the application process. Make sure to check the box found below and click “Start Application”.

4. Fill-out the necessary information correctly based on establishment’s activity/ies (Importer, Exporter, and/or Wholesaler). Make sure to properly tick the corresponding activity/ies to proceed on to the next step.
5. Fill-out all the fields under the Establishment Information. Please make sure that the Business Name shall be the same name in the SEC/DTI/CDA permit/Original Charter. Also, please ensure correctness of the declared Business Name as this will be the same name to be reflected in the LTO.

The owner/authorized representative shall ensure that they have access to the declared e-mail address. The FDA shall not be held liable in any way for loss of access to the declared e-mail address.

Please take note that all fields marked with asterisk (*) are required to be filled-out.
6. Click the “Get GPS Coordinates” to determine the exact location of the Office Address. Pin accurately the location on the map.

7. The declared warehouse address shall be the same address indicated in the SEC/DTI/CDA permit. Otherwise, the declared address must be consistent with the one indicated in the business permit.

If there are two or more warehouses provided, the respective GPS coordinates shall be generated as well in the Geo-Coding Map.
8. The declared name of the authorized officer is understood to be the one transacting with FDA and shall only have the authority to transact on behalf of the establishment.

9. Fill-out the details of the Qualified Personnel.
10. Upload the necessary documents.

11. The applicant may review all the details under the “Self-assessment Review”.
12. After assessing the data entries, the applicant shall confirm the correctness of the data and uploaded documents and click on “Confirm” to submit the application.

B. Application for Initial LTO of Food Trader

Proceed as in Step No. 1 to Step No. 12 of Item A (Application for Initial LTO of Food Distributor). Make sure to click the appropriate type of establishment under Step No. 2.

C. Application for Renewal LTO of Food Distributor

1. Access the online portal through eservices.fda.gov.ph and click “Applications” found on the upper right corner of the eServices landing page.
2. Click the “License to Operate” for Food and the type of Business Establishment (Distributor). Choose the type of application (Renewal) and proceed with the application process.
3. Read carefully the “Declaration and Undertaking” before proceeding with the application process. Make sure to check the box found below and click “Start Application”.

4. Fill out the required fields. Security code is generated by scanning the QR code in the document. If everything is in order, tick the Captcha box and click Next to proceed to Contact Information.
5. Update contact numbers if necessary. Click Next to proceed to Self-Assessment Review.
6. User may review if all details are correct in the “Self-Assessment Review”.

D. Application for Renewal LTO of Food Trader

Proceed as in Step No. one (1) to Step No. six (6) of Item C (Application for Renewal LTO of Food Distributor). Make sure to click appropriate establishment under Step # 2.

E. Application for Variation in LTO of Food Distributor

1. Access the online portal through eservices.fda.gov.ph and click “Applications” found on the upper right corner of the eServices landing page.
2. Click the “License to Operate” for Food and the type of Business Establishment (Distributor). Choose the type of application (Variation) and proceed with the application process.
3. Read carefully the “Declaration and Undertaking” before proceeding with the application process. Make sure to check the box found below and click the “Start Application”.

4. Provide the existing LTO Number, Validity Date, and Security Code (by scanning the QR code from the given document). Please ensure the correctness of the data given to proceed with the change in licensing authorization.
5. Provide an updated contact information if applicable.
6. Key in the required fields. To upload documents, click the File Upload. Fill-out the necessary variations (ex. Transfer of Location of Offices, Change of Distributor Activity, additional warehouse, and expansion of office establishments, change of business name, qualified person, or authorized person).
7. User may review if all details are correct in the “Self-Assessment Review”.
8. Once reviewed, the User shall confirm the correctness of data given and click on “Confirm” to submit the application.

F. Application for Variation in LTO of Food Trader

Proceed as in Steps one (1) to eight (8) of Item E (Application for Variation in LTO for Food Distributor). Make sure to click the appropriate establishment on Step # 2.

G. Procedure for Checking of Application Status in the eServices Portal

1. To check the status of your application, click “Application Status.
2. Enter the Reference Number and click “submit”.
3. A verification code will be sent to applicant’s registered e-mail address.
4. Enter the verification code to view the progress of your application.