



CENTER FOR FOOD REGULATION AND RESEARCH
Requirements for Initial Application
(License to Operate for Food Establishments)

Reference: *Administrative Order 2020-017 “Revised Guidelines on the Unified Licensing Requirements and Procedures of the FDA Repealing AO no. 2016-003”*

Initial LTO Requirements:

1. Application Form

Among other information, the applicant shall provide the following information:

- a. Location Plan
- b. Global Positioning System (GPS) coordinates
- c. Name of the Qualified Person

2. Proof of Business Name Registration

Any one of the following shall be submitted as proof of business name registration (in pdf):

- a. For single proprietorship, the Certificate of Business Registration issued by the Department of Trade and Industry (DTI);
- b. For Corporation, Partnership and other Juridical Person, the Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation;
- c. For Cooperative, the Certificate of Registration issued by the Cooperative Authority and Articles of Cooperation; or
- d. For Government-Owned or Controlled Corporation, the law creating the establishment, if with original charter, or its Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation, if without original charter.

3. Business Permit- When the business or establishment address is different from the business name registration address, the applicant shall submit a copy of the Business Permit (e.g. Mayor’s Permit).

4. Proof of Income such as latest audited Financial Statement with Balance Sheet (in pdf) shall be submitted. This is to verify the capitalization of the establishment to their corresponding application fees.

- The following documents shall be presented to the FDA inspector for examination or review, when required:
 - a) Risk Management Plan (RMP), which shall be required for medium and large food manufacturers, traders, and distributors (importer, exporter and/or wholesaler)
 - b) Site Master File (SMF), which shall be required for applicants applying for LTO as manufacturers of large and medium food manufacturers (CFRR)
- Food Business Operators shall ensure that food satisfies the requirements of food law and that control systems are in place to prevent, eliminate or reduce risks to consumers (**IRR of RA 10611 “The Food Safety Act of 2013”**)