



Republic of the Philippines  
Department of Health  
**FOOD AND DRUG ADMINISTRATION**



21 July 2014

FDA Circular  
No. 2014-017

**SUBJECT: Procedure in the submission and issuance of the Food and Drug Administration Certification for Animal Feeds and Feed Products**

Pursuant to the provisions of Revenue Memorandum Circular No. 55-2014 of the Bureau of Internal Revenue (BIR) dated 17 June 2014, the Food and Drug Administration (FDA) hereby prescribes the procedure and requirements in filing and receiving of application for Certification for animal feeds and feed products.

1. Client applicant seeking Certification from the Food and Drug Administration in compliance with the aforesaid Bureau of Internal Revenue's directive must submit the following documentary requirements for every importation :
  - a. Notarized letter of intent incorporating a provision that the product (finished or ingredient) is intended solely for animal use and/or to be used in the manufacture of finished feeds and feed products, and that the same shall never used in the production of food and food products for human consumption signed by the owner with Tax Identification Number (TIN).
  - b. Proforma Invoice
  - c. Certificate of Feed Registration from the Bureau of Animal Industry
  - d. Payment of Php 510.00 (based on AO 50, s. 2001)
2. Submission shall be done at the Public Assistance, Information and Receiving (PAIR) Unit [Room 106] from 8 am to 5 pm, Mondays to Fridays without the need to send an e-mail request to [pair@fda.gov.ph](mailto:pair@fda.gov.ph).



Applications from the provinces maybe coursed through the respective Center for Health Development (CHD) Offices covering the area. The FDA Supervisor or delegated Officer from each regional offices are authorized to approve and sign the Certification.

3. An assessment slip must be accomplished by the client representative for payment at the FDA Cashier.
4. All documentary requirements together with the proof of payment must be submitted to the PAIR officer. A unique Document Tracking Number (DTN) will be provided to the submitted application for traceability.
5. The pre-formatted Certification will be prepared for approval of the Center Officer-In-Charge and shall be released the following day at the Central Releasing. Applications filed on a Friday or the day preceding a holiday will be released on the next working day.

This issuance shall take effect immediately.

  
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Acting Director General