REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH
BUREAU OF FOOD AND DRUGS
Civic Drive, Filinvest Corporate City
Alabang, Muntinlupa City
Website: www.bfad.gov.ph

MALAYA AT MALUSOG
NA PAMAYANAN

09 March 2010

FDA CIRCULAR
No. 2010-006

TO : ALL MANUFACTURERS AND REPACKERS OF FOOD INTENDED FOR DOMESTIC AND FOREIGN CONSUMPTION

SUBJECT : AUTOMATIC REVALIDATION OF LICENSE TO OPERATE (LTO)

In the exigency of service and to expedite the renewal of License to Operate of establishments covered in this Circular, please be informed that this Office shall implement an Automatic Revalidation to those licenses expiring only within the year 2010.

Application for Automatic Renewal shall be accepted not earlier than three (3) months before the date of validity as reflected on the License to Operate (LTO). A renewed LTO shall be issued provided that they should have met the following criteria:

1. **Be in operation** for a minimum of 1 year
2. Have **no violative products** relating to food safety
3. Have **latest issuance** of License to Operate not earlier than 2008
4. Have **valid Contract Agreements** of the following as required:
    4.1 Manufacturing Agreements with toll manufacturer
    4.2 Contract of Lease for plant site/office site
    4.3 Warehouse *(if located separately)*
5. Must have been inspected in 2009, have no previous major or critical deficiencies noted for the past year
6. Have existing Quality Manual and or/GMP Manual and/or Food Safety and/or HACCP Manual
7. Have valid Certificates of Product Registration, if applicable
8. Must have no changes in its updated Site Information File (SIF), if applicable.

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All qualified establishments are hereby advised to submit the following documents to Regulation Division II, this Office.

1. Letter of Intent and photocopy of Official Receipt for renewal payment.
2. An official declaration attesting that the company has no changes in its manufacturing operations from previous inspections.

For your information and guidance.

NAZARITA T. TACANDONG, RPh, MPA
Acting Director IV