




Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



FDA MEMORANDUM CIRCULAR
No. **2014-003**

DATE : 28 January 2014

TO : All Manufacturers, Traders and Distributors of Cosmetic Products and/or Household/Urban Hazardous Substances (HUHS) and Other Concerned Parties

FROM :  **MARIA THERESA M. GUTIERREZ**
Officer-in-Charge, Center for Cosmetics Regulation and Research

SUBJECT : **ISSUANCE OF LICENSE TO OPERATE (LTO) WITH NEW FORMAT FOR ALL COSMETIC AND HUHS ESTABLISHMENTS USING THE FDA SECURITY PAPER**

In line with the effort of FDA to enhance quality public service in the licensing of establishments, please be informed that a new format of the LTO of all concerned establishments shall be used by the Center which shall be issued and printed using FDA Security Paper effective **03 February 2014**.

The new LTO format shall reflect the statement that the LTO is subject to suspension or revocation anytime, should a violation of any of the provisions of R.A. 9711, and its Implementing Rules and Regulations, including but not limited to compliance to Current Good Manufacturing Practices and Good Distribution/Storage Practices, be committed. The LTO shall also include the clause pertaining to the notification and/or registration with the FDA of all products to be manufactured, distributed or sold prior to their introduction to market and that these products are subject for post evaluation and approval.

Furthermore, the activities of distributors as importer, exporter and/or wholesaler shall now be shown in the first page of the LTO and the category of HUHS will no longer be reflected in the new LTO format.

For your information and guidance.





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