



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



25 March 2014

FDA Memorandum Circular
No. **2014-006**

Subject : Optional Courier Service

In its commitment to continually improve the delivery of quality public service to its clients, the Food and Drug Administration (FDA) has opened a new facility at the Public Assistance, Information, and Releasing (PAIR) Unit located at Room 106, FDA Main Building, Alabang, Muntinlupa City. This new facility offers voluntary/optional courier service to all clients/applicants who are willing to avail themselves of the courier service for the release of their respective Certificate of Product Registration (CPR), License to Operate (LTO) and/or market authorization papers. This shall be on a pre-paid basis and at the expense of the clients/applicants.

With the daily influx of clients/applicants at the PAIR Unit, the introduction of the Optional Courier Service facility will improve the turn-around time and shorten the waiting time for the release of the documents when these FDA approvals can be sent to the respective offices of the applicants. Moreover, this will help companies minimize their opportunity costs.

This Memorandum Circular shall take effect on 1 April 2014.


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Director General



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and
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Regulation