



FDA MEMORANDUM CIRCULAR
No. **2018-001**

13 APR 2018

SUBJECT: PERIOD OF PAYMENT OF E- PORTAL APPLICATIONS

I. RATIONALE

Applications of clients filed through FDA E Portal are processed only after payment of the amount due has been made. Posting of payments is lodged in the Office of the Cashier after verification of such. It has been noticed that substantial number of applications has been left unpaid by the clients after filing.

II. OBJECTIVE

In order to ensure that only valid applications will be entered by clients in the system, this policy will be implemented.

III. COVERAGE

This shall cover all applications filed with the FDA through E-Portal.

IV. GUIDELINES

All applications filed in E Portal shall be paid by the clients within thirty (30) calendar days from the filing thereof. Failure to pay the amount within the specified time shall subject the application to automatic cancellation.

Applications currently filed with the FDA prior to the effectivity of this circular shall also be subject to the 30 days grace period.

V. EFFECTIVITY

This Circular shall take effect fifteen (15) days after its publication in the general newspaper.

Please be guided accordingly.



NELA CHARADE G. PUNO, R Ph
Director General

