

07 June 2013

FDA MEMORANDUM CIRCULAR
No. 2013-022

**SUBJECT: BATCH ASSESSMENT OF ELECTRONIC COSMETIC
PRODUCT NOTIFICATION (E-NOTIFICATION)**

To further improve services rendered for the Online Collection (OnColl) payment system made through Land Bank of the Philippines (LBP) for Cosmetic e-Notifications, FDA-CCRR shall be issuing batch assessment forms. This service shall allow the combination of multiple assessment forms into one (1) batch assessment form ergo one (1) OnColl transaction. This shall be made available by request of the applicant.

To request for a batch assessment form, follow the steps as outlined below:

- 1) Upon receipt of the applicant of the assessment forms for the notifications preferred to be combined, the applicant company shall send an e-mail to aseannotification@fda.gov.ph in the following format:

SUBJECT: Batch Assessment Form Request (Company Name)	
Body of e-mail:	
Company Name	
No. of Notifications*	
NN Numbers	
1	NN-XXXXXXXXXXXXX
2	NN-XXXXXXXXXXXXX
3	NN-XXXXXXXXXXXXX
4	NN-XXXXXXXXXXXXX
5	NN-XXXXXXXXXXXXX
*maximum of five (5) assessment forms per batch; one (1) batch assessment form request per e-mail	

Figure 1. Format of Batch Assessment Form Request

- 2) The applicant shall then receive a batch assessment form (See Figure 2). For applications submitted from Mondays thru Fridays (8AM-3PM), a batch assessment form shall be sent to the applicant on the same day, and on the next working day for applications submitted 3PM onwards.



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DEPARTMENT OF HEALTH
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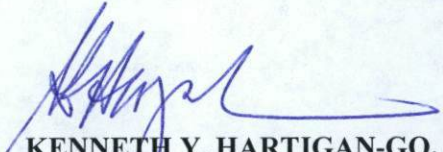
		Republic of the Philippines Department of Health Food and Drug Administration Alabang, Muntinlupa		
Batch No	 NN-B2013ABCDEFHJ	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Batch Assessment Number</div>		
NN Code	Product Name	No. of Variants	Years Valid	Amount*
NN-20130401123456	BRAND ABC PRODUCT A	1	1	510.00
NN-20130401123457	BRAND ABC PRODUCT B	2	1	610.00
NN-20130401123458	BRAND ABC PRODUCT C	4	1	810.00
NN-20130401123459	BRAND ABC PRODUCT D	3	1	710.00
NN-20130401123450	BRAND ABC PRODUCT E	2	1	610.00
			Total	3,250.00
* Including LRF				<div style="border: 1px solid red; padding: 2px; display: inline-block;">Total amount to be paid</div>

Figure 2. Batch Assessment Form Sample

- Follow the same procedure specified in FDA Memorandum Circular No. 2013-0015 when paying at any LBP branch in Metro Manila. In filling-up the details of the OnColl Payment Slip, the batch notification number issued shall be used in lieu of the notification numbers.

Please be guided accordingly.

This order shall take effect on 10 June 2013.


KENNETH Y. HARTIGAN-GO, MD
 Acting Director IV