

## **CHECKLIST OF REQUIREMENTS FOR REGISTRATION OF WATER PURIFICATION DEVICES/SYSTEM**

### **A. FOR INITIAL APPLICATION**

1. Dully accomplished application form
2. License to Operate
3. Copy of DTI Certificate of Registration/SEC Articles of Incorporation
4. Copy of Mayor's Permit
5. Copy of Operation Manual
6. Layout of devices (flowchart of the treatment process, brief narrative description of the treatment, colored photo for all sides)
7. List of raw materials used as components of the water purification device/system
8. Label/labelling/product insert
9. For special claims, data from scientific research and laboratory analysis supporting and proving the claims of the manufacturer of the product

### **B. FOR RENEWAL APPLICATION**

1. Duly accomplished application form
2. License to Operate
3. Affidavit of Continuous Compliance
4. Test reports from laboratories accredited by the DOH
5. Copy of old Certificate of Health Related Device Registration (all pages)

**NOTE:**

- *Submit an electronic/scanned copy (in PDF searchable format of at least 150 dpi)*
- *The soft copy should be arranged according to the checklist of requirements. The file name should consist of the name of the requirement. The electronic copy should be contained either in one single continuous file per requirement or single continuous file for all requirements.*
- *Bring hard copy of the assessment slip*