



## 6. Bureau of Custom (BOC) Clearance

Issued to licensed establishments that will import products that are not yet notified but will be used for testing, research and development, clinical trial, exhibition, and so forth.

<b>Center/Office/Division</b>	:	Center for Cosmetics (and Household/Urban Hazardous Substances) Regulation and Research
<b>Classification</b>	:	Complex
<b>Type of Transaction</b>	:	G2B – Government to Business Entity
<b>Who May Avail</b>	:	Licensed Cosmetic, HUHS, HUP, TCCA, *ENDS/ENNDS Establishments with activity as importer of finished products (Distributor, Trader, Manufacturer)
<b>Fees to be Paid</b>	:	Php 500.00 + 1% LRF not less than Php 10.00

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Letter of intent stating the purpose of importation	Applicant
2. Airway Bill or Bill of Lading	Designated courier
3. Packing List	Applicant
4. Proforma Invoice	Applicant
5. For Exhibition 5.1. Notarized affidavit of undertaking 5.2. Product Information (brochure, leaflet, label)	Applicant
6. For clinical trial/research 6.1. Copy of protocol	Applicant
7. For Donation 7.1. Letter of endorsement from DOH-BIHC 7.2. Deed of donation	DOH-BIHC Applicant
8. Copy of valid LTO	FDA- CCHUHSRR
9. Copy of official receipt	FDA cashier



CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the requirements to Letters Section in FDAC			Applicant
2. Pre assessment of documents	1. Checking of completeness of documents	30 Minutes	FDAC officer of the day
3. Applicant pays the fee		30 Minutes	FDA Cashier personnel
4. Applicant submits requirements (hard copy)	2. Receives complete requirements		FDAC officer of the day
	3. Application is forwarded to CCHUHSRR		FDAC personnel
	4. Data Controller receives the application and update the database	30 Minutes	Administrative Assistant VI CCHUHSRR
	5. Evaluator checks the correctness of documents	7 working days	Food Drug Regulation Officer CCHUHSRR
	6. Checks if the recommendation is appropriate	30 Minutes	
	7. CCHUHSRR Director signs the final authorization	30 Minutes	Director IV CCHUHSRR
	8. Data controller updates the database and forwards the authorization to records section	30 Minutes	Administrative Assistant VI CCHUHSRR
	9. Releasing		AFS-Releasing personnel
<b>TOTAL:</b>		<b>7 working days, 3 Hours<sup>12</sup></b>	

<sup>12</sup> CCHUHSRR reserves the right to avail of the extension of the prescribed timeline by the same number of working days provided in Republic Act (RA) No. 11032 on the condition that the Center adheres to the provisions given in the IRR of RA No. 11032.