



7. Certificate of Free Sale CFS (CFS)

Issued to licensed establishments that will export their products to other countries for distribution.

Center/Office/Division	:	Center for Cosmetics (and Household/Urban Hazardous Substances) Regulation and Research
Classification	:	Complex
Type of Transaction	:	G2B – Government to Business Entity
Who May Avail	:	Licensed Cosmetic, HUHS, HUP, TCCA, *ENDS/ENNDS Establishments with activity as exporter of finished products (Distributor, Trader, Manufacturer)
Fees to be Paid	:	Php 500.00 per product per country (except for U.S.A. or U.A.E. which is computed per state or emirate) + 1% LRF not less than Php 10.00

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Integrated application form	FDA website (https://ww2.fda.gov.ph/industry-corner/downloadables)
2. Letter of intent stating the country where the product will be exported	Applicant
3. Valid LTO with activity as exporter	FDA- CCHUHSRR
4. Copy of valid product registration/notification	FDA- CCHUHSRR
5. Copy of official receipt	FDA cashier

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant requests for a schedule of submission of requirements			FDAC personnel



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 (electronic 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	Food Drug Regulation Officer CCHUHSRR
	7. CCHUHSRR Director signs the final authorization	30 Minutes	Director IV CCHUHSRR
	8. Data Controller updates the database and forwards the final authorization to records section	30 Minutes	Administrative Assistant VI CCHUHSRR
	9. Releasing		AFS-Releasing personnel
TOTAL:		7 working days, 3 Hours¹³	

¹³ 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.