



Certificate of Product Registration/Notification

1. Cosmetic and Toys and Childcare Articles (TCCA) Notification User Account and Password

Issued to licensed establishments that will apply for product notification.

Center/Office/Division	:	Center for Cosmetics (and Household/Urban Hazardous Substances) Regulation and Research
Classification	:	Simple
Type of Transaction	:	G2B – Government to Business Entity
Who May Avail	:	Licensed Cosmetic and TCCA establishments (Distributor, Trader, Manufacturer)
Fees to be Paid	:	None

A. INITIAL APPLICATION

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid LTO	FDA-CCHUHSRR
2. QPIRA ID (for Cosmetics or TCCA) or Notarized authorization letter (Annex A of FMC 2015-010)	FDA Academy or FDA Memo Circular 2015-010

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant emails the request following the format stated in FMC 2015-010 to cchuhsrraseannotation2@fda.gov.ph			Applicant
	1. Verification of information sent. Data Controller verifies the information if correct and complete	1 working day	Information Technology Officer CCHUHSRR



	2. Data Controller creates username and password	30 Minutes	
	3. Data Controller sends the username and password to applicant	30 Minutes	
TOTAL:		1 working day, 1 Hour	

B. RENEWAL APPLICATION

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid LTO	FDA- CCHUHSRR
2. Letter of Request (Annex C of FMC 2015-010)	FDA Memo Circular 2015-010
3. QPIRA ID (for Cosmetics or TCCA) or Notarized authorization letter (Annex A of FMC 2015-010)	FDA Academy or FDA Memo Circular 2015-010

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant emails the request following the format stated in FMC 2015-010 to cchuhsrraseannotation2@fda.gov.ph			Applicant
	1. Data Controller verifies the information if correct and complete	1 Day	Food Drug Regulation Officer CCHUHSRR
	2. Data Controller reactivates the username	30 Minutes	



	and password and send it to applicant		
TOTAL:		1 Day, 30 Minutes	

C. CHANGE IN CREDENTIALS APPLICATION

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request	Applicant
2. QPIRA ID (for Cosmetics or TCCA) or Notarized authorization letter (Annex A of FMC 2015-010)	FDA Academy or FDA Memo Circular 2015-010

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant emails the request following the format stated in FMC 2015-010 to cchuhsrraseannotation2@fda.gov.ph			Applicant
	1. Data Controller verifies the information if correct and complete	1 working day	Food Drug Regulation Officer
	2. Data Controller sends the username and password to applicant	30 Minutes	CCHUHSRR
TOTAL:		1 working day, 30 Minutes	