



8. Good Manufacturing Practice (GMP) Certificate

Issued to a licensed manufacturer that is at least one year operational.

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 Manufacturer
Fees to be Paid	:	Php 1,000.00 + 1% LRF (validity of 2 years)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of intent	Applicant
2. Copy of Valid LTO as Cosmetic Manufacturer	FDA- CCHUHSRR
3. 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 through a Landbank Branch or FDA Cashier		30 Minutes	FDA Cashier personnel or Landbank 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. <i>*Proceed to no.9 if inspection is not required</i>	6 working days	Food Drug Regulation Officer CCHUHSRR
	6. Data Controller updates the database and forwards the application to FROO		Administrative Assistant VI CCHUHSRR
	7. Data Controller receives the report and update the database then forwards to CCHUHSRR Evaluator		
	8. Evaluator checks the correctness of documents.	7 working days	Food Drug Regulation Officer CCHUHSRR
	9. Checks if the recommendation is appropriate	30 Minutes	Food Drug Regulation Officer CCHUHSRR
	10. CCHUHSRR Director signs the final authorization (may be approved or disapproved)	30 Minutes	Director IV CCHUHSRR
	11. Data Controller updates the database and forwards the final authorization to records section	30 Minutes	Administrative Assistant VI CCHUHSRR
	12. Releasing		AFS-Releasing personnel
TOTAL:		7 working days, 3 Hours¹⁴	

¹⁴ 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.