



1. Issuance of Appointment Schedule and Document Tracking Number

Center/Office/Division	: FDAC Account Section		
Classification	: Simple		
Type of Transaction	: G2B - Government to Business		
Who may Avail	: Manufacturer, Traders, Distributors, Importers, Exporters, Wholesalers, Drug Outlets, and other Establishment and Facilities of health products, as determined by Food and Drug Administration		
Fees to be paid	: No required payment		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Accomplished Integrated Application Form (IAF) (pdf format) 2. Signed and Notarized Petition (pdf format)		Food and Drug Administration Philippines Website FDA Circular No. 2014-003 “Filing and Receiving of Registration, Licensing and Other Application using the Integrated Application Form”	
CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Send application e-mail to fdac@fda.gov.ph	1. Checks the received e-mail as to completeness and appropriateness of the request	15 Minutes	FDAC Staff Information Officer II
2. Receives Document Tracking Log and Appointment Schedule	2. Issues appointment schedule and Document Tracking Log (DTL) to the client's e-mail	Next Working Day	FDAC Staff Information Officer II
TOTAL:		3 Working Days	