



## Issuance of Appointment Schedule and Document Tracking Number

<b>Center/Office/Division</b>	: FDAC Account Section
<b>Classification</b>	: Simple
<b>Type of Transaction</b>	: G2B - Government to Business
<b>Who may Avail</b>	: Manufacturer, Traders, Distributors, Importers, Exporters, Wholesalers, Drug Outlets, and other Establishment and Facilities of health products, as determined by the Food and Drug Administration
<b>Fees to be paid</b>	: No required payment

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Accomplished Integrated Application Form (IAF) (pdf format) 2. Signed and Notarized Petition (pdf format)	<b>Food and Drug Administration Philippines Website</b> <b>FDA Circular No. 2014-003</b> “Filing and Receiving of Registration, Licensing and Other Application using the Integrated Application Form”

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send application through e-mail to <a href="mailto:fdac@fda.gov.ph">fdac@fda.gov.ph</a>	1. Check the received e-mail as to completeness and appropriateness of the request	15 Minutes	FDAC Staff Information Officer II
2. Receive Document Tracking Log and Appointment Schedule	2. Issue appointment schedule and Document Tracking Log (DTL) to the client's e-mail	Next Working Day	FDAC Staff Information Officer II
<b>TOTAL:</b>		<b>1 Working Day and 15 minutes</b>	