III. **TITLE OF CERTIFICATION/PERMIT: CERTIFICATE OF PRODUCT REGISTRATION (CPR)** – AUTOMATIC RENEWAL APPLICATION (INITIAL APPLICATION APPROVED FROM MODIFIED E-REGISTRATION (VERSION 2))

Center/Office/Division	**:**	Center for Food Regulation and Research (CFRR)
Classification	**:**	Government to Business
Type of Transaction	**:**	Highly Technical
Who May Avail	**:**	All FOOD Manufacturers/Traders/Distributors (Importers/ Wholesalers/ Exporters)
Fees to be Paid	**:**	In accordance to Administrative Order 50 s. 2001 + Legal Research Fee (LRF). Conventional Food (Category 1): Php 1,000.00/5 years of validity + 1% LRF Conventional Food (Category 2): Php 1,250.00/5 year of validity + 1% LRF Food Supplement: Php 5,000.00/5 years of validity + 1% LRF Bottled Water: Php 5,000.00/5 years of validity + 1% LRF

GENERAL GUIDELINES
Please refer to:
1) A. General Guidelines, B. Specific Guidelines, and C. Procedural Guidelines, IV. GUIDELINES, pages 2-10 of FDA Circular No. 2020-033 || Procedure for the Use of the Modified Electronic Registration System for Raw Materials and Prepackaged Processed Food Products Repealing FDA Circular No. 2016-014 "Procedure for the Use of Electronic Registration System for Prepackaged Processed Food Products"; and

2) III. General Guidelines, and IV. Specific Guidelines of FDA Circular No. 2020-033-A || Addendum to FDA Circular No. 2020-033, "Procedure for the Use of the Modified Electronic Registration System for Raw Materials and Prepackaged Processed Food Products Repealing FDA Circular No. 2016-014 "Procedure for the Use of Electronic Registration System for Prepackaged Processed Food Products" to include Guidelines for Pre-assessment and Reiteration of Pre-Assessment Procedures in Applying for Certificate of Product Registration for Food

GENERAL REQUIREMENTS	BASIS/ISSUANCE	WHERE TO SECURE
☑ Accomplished Application Form as prescribed by FDA regulations. e.g. E-Registration System. Select "RENEWAL" as type of application using the same case number used in initial application.	FDA Circular No.2020-033 FDA Circular No.2020-033-A	FDA Website

☑ Proof of payment of fees as prescribed by current FDA regulations	Administrative Order 50 s. 2001	Systems/Means prescribed by FDA
☑ Valid and appropriate FDA License to Operate (required for all types of CPR application)	Administrative No. Order 2014-0029 Republic Act 9711	FDA Philippines
☑ A sworn statement indicating no change in or variation whatsoever in the product is attached to the application.	Implementing Rules and Regulations of Republic Act No. 9711	Applicant Company

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1)The authorized representative of the applicant company double clicks on the specific product/CASE NUMBER in the INBOX folder, accomplishes (including uploading of the COMPLETE documentary requirements) the E-Registration System through the E-Portal https://eportal.fda.gov.ph based on the desired type of application in accordance to current FDA regulation/s on the use of the E-Registration Portal/E-Services. The client shall forward the application to **PRE-ASSESSMENT**. A system generated E-mail notification from FDA will be received by the client upon submission of application for Pre-Assessment.	1) **PRE-ASSESSMENT** FDA Personnel will pre-assess ONLY the completeness of the submitted documents through E-Registration System/E-Portal https://eportal.fda.gov.ph. Result of Pre-assessment will be received by the account holder. If found **COMPLETE**, an Order of Payment will be automatically generated and will be sent to the email of the account holder/client. If found **INCOMPLETE**, a notification with result of Pre-Assessment from FDA will be received. The application will return to client's E-Registration System INBOX. The client may refile by proceeding as stated on **CLIENT STEPS: 1)**.	Day 0	Center for Food Regulation and Research (CFRR) PRE-ASSESSOR (e.g. Food-Drug Regulation Officer (FDRO))
(PRE-ASSESSMENT: COMPLETE) 2) The applicant company receives the Order of Payment		Day 0	

3) The applicant company pays the assessed fee through Systems/Means prescribed by FDA	2) **POSTING** of payment FDA Cashier receives the payment/Official Receipt (OR)/ proof of payment through Systems/Means prescribed by FDA, and then post the payment. The application will then be forwarded to CFRR, **once payment is posted**.	Day 0 ***Refer to FDA Cashier 's Citizen Charter***	Administrative and Finance Services (AFS) STAFF
4) The applicant company receives Acknowledgement Receipt with the application and pre-assessment details.		Day 0	
	3) **FINAL DECISION** The CFRR Approving Authority will then finalizes the application by issuing **Certificate of Product Registration (CPR) (for APPROVED application)** or **Letter of Denial (LOD) (for DISAPPROVED application)**, through the E-Registration System.	3 Working Days (Days 1-3)	CFRR APPROVING AUTHORITY (e.g. DIRECTOR IV)
5) If the application is **APPROVED**, an e-mail notification from FDA regarding the issaunce of Certificate of Product Registration (CPR) will be received. If **DISAPPROVED**, an e-mail notification from FDA regarding the issuance of Letter of Denial/Disapproval (LOD) will be received.	4) **GENERATION OF RESULT OF APPLICATION** The E-Registration System generates electronically signed CPR or LOD.		Information and Communication Technology Management Division (ICTMD) STAFF
		TOTAL: 3 Working Days	
Always refer to the current FDA regulation/s on the use of the E-Registration System/E-Services: FDA Website			
Please be advised that as per RA 11032 IRR, page 22 of 48, Section 3, b) ***The maximum time prescribed in Section 9 (b) (1) of the Act may be extended only once for the same number of days, which shall be indicated in the Citizen's Charter.***			