IV. **TITLE OF CERTIFICATION/PERMIT: CERTIFICATE OF PRODUCT REGISTRATION (CPR):** AUTOMATIC RENEWAL (DATA CAPTURE)

(DATA CAPTURE in the modified e-Registration System/Portal (Version 2) refers to applications processed in the old e-Registration Portal (Version 1) or thru manual registration system)

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

CHECKLIST OF REQUIREMENTS FOR ALL TYPES OF FOOD PRODUCTS/FOOD CATEGORIZATION: RAW MATERIALS, LOW RISK, MEDIUM RISK AND HIGH RISK FOOD PRODUCTS		
GENERAL REQUIREMENTS	**BASIS/ISSUANCE**	**WHERE TO SECURE**
☑ Accomplished Application Form as prescribed by FDA regulations. e.g. E-Registration System.	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 No. 9711	FDA
☑ 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
☑ Upload **ALL INITIAL** requirements.	Administrative No. Order 2014-0029 FDA Circular No. 2020-033	Applicant Company/ In reference to the previously filed and approved INITIAL application (The validity of the documents to be submitted must be in accordance to current FDA regulation/s).

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1)The authorized representative of the applicant company 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**.	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.	Day 0	Center for Food Regulation and Research (CFRR) PRE-ASSESSOR (e.g. Food-Drug Regulation Officer (FDRO))

A system generated E-mail notification from FDA will be received by the client upon submission of application for Pre-Assessment.	If found **INCOMPLETE**, a notification with result of Pre-Assessment from FDA will be received. To refile, the applicant must **start a NEW CASE** and upload initially submitted documentary requirements together with the documents for compliance to the deficiencies mentioned. *For Food Supplement application, the proof of submission of sample can be re-uploaded to the new application.*		
(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) **EVALUATION** The CFRR-Licensing and Registration Division (LRD) Technical Personnel will evaluate the application and ALL the submitted documentary requirements in accordance to existing FDA regulation/s and Quality Work/Standard Procedures. The CFRR-LRD Technical Personnel will then draft	3 Working Days (Days 1-3)	LRD EVALUATOR (e.g. FDRO)

	recommendation if the application is for Approval or Disapproval, then will forward the same to the CHECKER.		
	4) **CHECKING or Quality Assurance (QA)** The CFRR-LRD Technical Personnel will review the evaluated application, ALL the submitted documentary requirements, and the drafted recommendation of the EVALUATOR, in accordance to existing FDA regulation/s and Quality Work/Standard Procedures. The CFRR-LRD Technical Personnel will then draft recommendation if the application is for Approval or Disapproval, then will forward the same to the APPROVING AUTHORITY.	2 Working Days (Days 4-5)	LRD CHECKER (e.g. SENIOR FDRO or SUPERVISOR or DIVISION CHIEF)
	5) **FINAL DECISION** The CFRR Approving Authority will review the checked application, ALL the submitted documentary requirements, and the drafted recommendation of the CHECKER, in accordance to existing FDA regulation/s and Quality Work/Standard Procedures. 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.	2 Working Days (Days 6-7)	CFRR APPROVING AUTHORITY (e.g. DIRECTOR IV)
5) If the application is **APPROVED**, an e-mail notification from FDA regarding the issuance of Certificate of Product Registration (CPR) will be received. If **DISAPPROVED**, an e-mail notification from	6) **GENERATION OF RESULT OF APPLICATION** The E-Registration System generates electronically signed CPR or LOD.		Information and Communication Technology Management Division (ICTMD) STAFF

FDA regarding the issuance of Letter of Denial/Disapproval (LOD) will be received. ***For Amendment:*** If the application is approved, the applicant company will receive an e-mail notification from FDA indicating that the application is approved (this includes those amendments with multiple applications with approved and disapproved results) and another e-mail notification containing the Amendment Decision Summary Table. If disapproved, a Letter of Denial/Disapproval (LOD) and another e-mail notification containing the Amendment Decision Summary Table will be received.			
		TOTAL: 7 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 No.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.***			