



A. E-REGISTRATION PORTAL USER ACCOUNT

Center/Office/Division	:	Center for Food Regulation and Research (CFRR)
Classification	:	Government to Business
Type of Transaction	:	Simple
Who May Avail	:	All FOOD Manufacturers/Traders/Distributors (Importers/ Wholesalers/ Exporters)
Fees to be Paid	:	NONE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>GENERAL GUIDELINES Please refer to: C. Procedural Guidelines, IV. GUIDELINES, pages 5-6 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”</p>	FDA Website
<p>ISSUANCE OF CFRR E-REGISTRATION USER ACCOUNT</p> <p><input checked="" type="checkbox"/> Send a request for a user account to cfr@fda.gov.ph</p> <p>SUBJECT: CFRR: E-Registration</p> <p>BODY:</p> <p>Email Address: Last Name: First Name: Middle Name: Company Name: LTO No.: LTO validity:</p>	<p>Applicant Company</p>
<p><input checked="" type="checkbox"/> The email must contain an attached scanned copy of notarized authorization letter (please see Annex B of FDA Circular No. 2020-033) from a company with a valid License-to-Operate (LTO).</p>	<p>Applicant Company</p>



CHANGE IN THE APPLICANT COMPANY'S REPRESENTATIVE	Applicant Company
<input checked="" type="checkbox"/> Send a request for change in credentials of the CFRR E-Registration User Account to cfr@fda.gov.ph SUBJECT: CFRR: E-Registration BODY: Email Address: Last Name: First Name: Middle Name: Company Name: LTO No.: LTO validity:	Applicant Company
<input checked="" type="checkbox"/> The email must contain an attached scanned copy of notarized Affidavit of Undertaking (please see Annex C of FDA Circular No. 2020-033) from a company with a valid License-to-Operate (LTO).	Applicant Company
RENEWAL OF USER ACCOUNT AT LEAST 90 DAYS PRIOR TO EXPIRATION	Applicant Company
<input checked="" type="checkbox"/> Send a request for renewal of user account to cfr@fda.gov.ph SUBJECT: CFRR: E-Registration BODY: Email Address: Last Name: First Name: Middle Name: Company Name: LTO No.: LTO validity:	Applicant Company
ISSUED USER ACCOUNT BY THE FDAC FOR E-LTO CAN BE REVALIDATED TO ACCESS E-REGISTRATION	Applicant Company
<input checked="" type="checkbox"/> Send a request for revalidation of user account to cfr@fda.gov.ph	Applicant Company



<p>SUBJECT: CFRR: E-Registration</p> <p>BODY:</p> <p>Email Address: Last Name: First Name: Middle Name: Company Name: LTO No.: LTO validity:</p>	
<p>RETRIEVAL OF USER NAME AND/OR PASSWORD OF E-REGISTRATION ACCOUNT (IN CASES OF PROBLEMS WITH USER NAME AND/OR PASSWORD)</p>	Applicant Company
<p><input checked="" type="checkbox"/> Send a request for retrieval of user name and/or password to cfr@fda.gov.ph</p> <p>SUBJECT: CFRR: E-Registration</p> <p>BODY:</p> <p>Email Address: Last Name: First Name: Middle Name: Company Name: LTO No.: LTO validity:</p>	Applicant Company



CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1) The applicant company/ authorized representative submits required documents/information to the above-mentioned e-mail address.	1) The FDA/CFRR Personnel checks the e-mail request. If compliant, user name and password will be issued to the client, via e-mail. Otherwise, the personnel will send an e-mail to the applicant company/authorized representative to request for lacking document(s) or clarify information.	3 Working Days	Food Drug Action Center (FDAC) or Center for Food Regulation and Research (CFRR) STAFF
Please be advised that as per RA 11032 IRR, page 22 of 48, Section 3, b) <i>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.</i>			