V. TITLE OF CERTIFICATION/PERMIT: IMPORT PERMIT

Center/Office/Division	:	Center for Food Regulation and Research (CFRR)
Classification	:	Government to Business
Type of Transaction	:	Simple Transaction
Who May Avail	:	All FOOD Manufacturers/Traders/Distributors (Importers/ Wholesalers/ Exporters) and Donee/Consignee
Fees to be Paid	:	In accordance to Administrative Order No. 50 s. 2001 Import Permit: Php 500.00/invoice + 1% LRF

CHECKLIST OF REQUIREMENTS Submit ONE (1) scanned copy of the required document.	**WHERE TO SECURE**
FOR RELEASE OF SAMPLES:	
☑ Application Letter	FDA Website
☑ Notarized Affidavit of Undertaking	FDA Website
☑ Certificate of Analysis/ Certificate of Free Sale	FDA Issued
☑ Pro Forma Invoice	Applicant Company
☑ Packing List	Product Source/company
☑ Bill of Lading/Airway Bill (if available)	Courier or Shipping company
☑ Valid License to Operate	FDA Issued
☑ Payment	FDA Cashier/Other FDA Authorized Payment Portals or Banks
FOR RELEASE OF DONATED FOOD:	
☑ BIHC Endorsement Letter	BIHC of DOH (The Director)
☑ Letter request from Donee	From Donee
☑ Certificate of Quality (should reflect the expiration or last recommended date of consumption) / Certificate of Free Sale	Product Source/Company
☑ Certificate of Donation	From Donor
☑ Deed of Acceptance	From Donee
☑ Invoice Packing List	From product source/company

☑ Bill of Lading/Airway Bill (if available)	Courier or shipping company
☑ Payment (Php 510.00/inclusive of 1% LRF)	FDA Cashier/Other FDA Authorized Payment Portals or Banks

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1) The applicant company submits documents through email to the Food and Drug Action Center (FDAC) for pre-assessment	1) **RECEIVING** FDA Personnel will pre-assess the completeness of the submitted documents. If complete, Order of Payment will be generated and will be given to the client. Otherwise, all the documents will not be received and will be returned to the client for compliance. The client may refile by proceeding as stated on CLIENT STEPS:	Day 0	Food Drug Action Center (FDAC) or Center for Food Regulation and Research (CFRR) STAFF
2) The applicant company receives the Order of Payment		Day 0	
3) The applicant company pays the assessed fee as per the system generated Order of Payment Form through any FDA Authorized means (e.g. Landbank LinkBiz).	2) FDA Personnel receives the complete documents and Official Receipt (OR)/ proof of payment through automated transaction.	Day 0	FDAC or CFRR STAFF
4) The applicant company receives Acknowledgement stating the completeness of the submitted documents & Official Receipt of payment.		Day 0	

	3) **POSTING OF PAYMENT** FDA Cashier will verify and post the payment through FDA FIS.	Day 0	Administrative and Finance Services (AFS) STAFF
	4) FDAC forwards the application to CFRR receiving. FDAC also updates the FIS indicating that the application is transmitted to CFRR.	4 Hours (Day 1)	FDAC STAFF
	5) CFRR Personnel receives application and updates the FIS indicating that the application is forwarded to assigned CFRR evaluators	4 Hours (Day 1)	CFRR STAFF
	6) **EVALUATION** The CFRR Technical Personnel evaluates the correctness of documents and updates the FIS indicating that the application is forwarded to checker for quality assurance.	4 Hours (Day 2)	CFRR EVALUATOR (e.g. Food-Drug Regulation Officer (FDRO)
	7) **CHECKING or Quality Assurance (QA)** The CFRR Technical Personnel checks if the recommendation is appropriate and updates the FIS indicating that the application is forwarded to the Center Director.	4 Hours (Day 2)	CFRR Technical Personnel (e.g. FDRO)
	8) **FINAL DECISION** The Center Director renders the final decision on the recommendation and updates the FIS.	4 Hours (Day 3)	CFRR APPROVING AUTHORITY (e.g. DIRECTOR IV)
5) The applicant company shall claim the IMPORT PERMIT	9) **RELEASING** The CFRR personnel forwards the Permit/Authorization to Records section for release and updates the FIS indicating the same.	4 Hours (Day 3)	CFRR STAFF
		TOTAL: 3 Working Days	
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.***			

ANNEX A

Affidavit of Undertaking

(Name of Applicant) of legal age, (Position in the Company) and/or duly authorized representative of (Name of Company and Address), after having been sworn in accordance with law, hereby declare that:

1. The aforementioned company has imported from (Country of Origin) the food products: see attached product list.

2. The said importation is covered by Proforma Invoice No. ____ dated _____ of (Source/Principal of the Importer), copy of which is cross-checked with the original.

3. The applicant company has a valid License to Operate as an importer, with LTO No. _____ covering the said shipment.

4. The products are not adulterated nor misbranded, and contain ingredients and additives that are permitted for use in human and in accordance with relevant regulations issued by FDA.

5. The said product is for use by (Company Name) for sampling purposes and product development only. Moreover, it will not find its way in the market for sale or for distribution.

6. The company understands and agrees that the products may be subjected to FDA Laboratory examination at any time to verify the food product safety and quality and that the cost of laboratory examination shall be charged to the importing company.

7. This Affidavit is executed to confirm the truth of the foregoing.

(Date) at (Place of Execution)

(Affiant)
Subscribed and sworn to before me this (date) day of (month), (year) at _____.

Notary Public