



ISSUANCE OF FOOD EXPORT CERTIFICATE AND FOOD COMMODITY CLEARANCE

Issuance of Food Export Certificate and Food Commodity Clearance to All FDA-Licensed Food Establishments

Center/Office/Division:	Common Services Laboratory (CSL) – Office of the Director, Receiving and Releasing Unit, Food Section FDA Records
Classification:	Simple Transaction
Type of Transaction:	G2B - Government to Business
Who May Avail:	All FDA-Licensed Food Establishments (Manufacturers, Traders, and Exporters)
Fees to be Paid:	None

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Scanned copy of the completely filled-out Application Form in two (2) copies	FDA website (https://www.fda.gov.ph/downloadables/)
2. Scanned copy of valid License to Operate (as manufacturer/trader/exporter, whichever is applicable)	Applicant
3. Scanned copy of a valid Certificate of Product Registration of the product for export	Applicant
4. Scanned copy of the signed Packing List or Sales Invoice (System generated/electronically signed is also accepted)	Applicant
5. Excel copy of the filled-out templates of the draft Certificates and database	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Downloads the Application Form, draft template of the Certificate, and database from	1.1. Checks email requests lodged at cslexport@fda.gov.ph .	None	1 Minute	<i>Food-Drug Regulation Officer / Laboratory Technician</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the FDA website and fill out the required information; submit an email request with attached soft copies of the forms to cslexport@fda.gov.ph .				CSL – Food Section
	1.2. Reviews application for completeness of requirements and correctness of Application Form.	None	5 Minutes	
	1.3. If found non-compliant, the application is returned to the Applicant stating the reason for rejection.	None	2 Minutes	
	1.4. If found compliant, a Reference Number is issued for each application received.	None	1 Minute	
	1.5. Edits draft Certificate submitted to reflect Reference Number (FE for Food Export and FCO for Food Commodity Clearance).	None	5 Minutes	
	1.6. Shares the prepared Certificate and/or Clearance at the network with the issued Reference Number as the label.	None	1 Minute	
	1.7. Reviews the prepared Certificate and/or Clearance.	None	3 Minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8. Prints the final copy of the Certificate and/or Clearance and submits to the CSL Director for signature.	None	1 Minute	
	1.9. Signs the Certificate and/or Clearance.	None	1 Minute	<i>Director II CSL</i>
	1.10. Seals the approved and signed Certificates and/or Clearances.	None	1 Minute	<i>Laboratory Technician CSL – Receiving and Releasing Unit</i>
	1.11. Updates the CSL Main Database.	None	1 Minute	
	1.12. Prints the transmittal slip in two (2) copies	None	1 Minute	
	1.13. Forwards Certificates and Clearances and transmittal slip to FDA Records for release.	None	2 Minutes	
	1.14. Releases the Certificates and/or Clearances to the Applicant.	None	Refer to FDA Records Citizen's Charter	<i>Records Staff FDA Records</i>
	TOTAL		25 Minutes	



NOTES:

1. Applications are accommodated online through cslexport@fda.gov.ph from 8:00 AM to 2:00 PM, Mondays to Fridays except holidays and suspension of work, when deemed necessary (e.g. acts of nature). Applications received after 2:00 PM shall be treated as submitted on the next working day.
2. Failure to submit the mandatory documentary requirements and submission of incorrect and misleading information shall be grounds for denial of the application. Once denied, another email request together with the required documents should be sent to cslexport@fda.gov.ph.