



15. INITIAL APPLICATION FOR SALES PROMO PERMIT

Center/Office/Division	: CDRRHR-LRD
Classification	: Complex
Type of Transaction	: G2B - Government-to-Businesses
Who May Avail	: Medical Device Manufacturers/Distributors (Importer/Exporter/Wholesaler)/Trader
Fees to be Paid	: NCR and other regions with prize ranging from Php1.00 to Php 300,000: Php1,000.00 + 1% LRF per certification; NCR and other regions with prize ranging from above Php300,000 to Php500,000: Php2,000.00 + 1% LRF per certification; NCR and other regions with prize ranging from Php500,000 to 1M: Php3,000.00 + 1% LRF per certification; NCR and other regions with prize ranging from above 1M: Php5,000.00 + 1% LRF per certification

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent for application of Promo Permit <ul style="list-style-type: none"> • Include in the letter if an FDA representative is needed during the raffle date 	Applicant/Advertising Agency
2. Accomplished Information Sheet and Mechanics of the Promotion <ul style="list-style-type: none"> • Detailed list of promo mechanics with date/venue of raffle, prizes, and number of winners if applicable • Detailed description on how the winner shall be chosen • Promo duration is a must, "while supplies last is unacceptable" 	Applicant/Advertising Agency
3. Copy of the valid product notification/registration/exemption <ul style="list-style-type: none"> • For CMDN's/CMDR's currently undergoing the Amendment/Variation process, a letter of approval must be secured by the company prior to promo application. 	Distributor/Importer/Manufacturer



4. Advertising/ Collateral Materials to be used in the Promotion <ul style="list-style-type: none"> The DOH-FDA promo permit number must be indicated. 	Applicant
5. Valid License to operate as distributor/importer/manufacturer	Distributor/Importer/ Manufacturer
6. Proof of payment	FDA Cashier
7. Self-Assessment Form	Applicant
8. Accomplished Integrated Application Form.	Applicant
9. List of participating products in Excel Format.	Applicant
<p>Submission schedule is as follows: > For companies with names beginning with numbers 0-9 and letters A-M: Every Thursday from 8:00 AM to 5:00 PM. > For companies with names beginning with letters N-Z: Every Friday from 8:00 AM to 5:00 PM. This schedule applies to working days only and excludes national and declared non-working days. In the event of a holiday/non-working day, then the regular schedule shall be followed on the next working and scheduled submission day.</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client sends an email containing the PDF of their application to fdac.pacd@fda.gov.ph following the correct schedule. Note: Refer to FDA Circular No. 2020-026	1. Receiving officer generates a Document Tracking Number (DTN) and sends an acknowledgment email / order of payment to the client	None	Timeline starts after posting of payment	FDAC Officer



2. The applicant company receives the Order of Payment and pays the assessed fee through FDAC Cashier or any other means prescribed by FDA. (e.g. BANCNET, LANDBANK ONCOLL)*The Order of Payment will only be valid for 24 hours.	2. The FDA Personnel receives the payment from the applicant company for posting	See above table Php1,010.00/ Php2,020.00/ Php3,030.00/ Php5,050.00		FDA Cashier
3. The applicant company receives the official receipt and sends the proof of payment to FDA Action Center (FDAC) through email	3. FDAC forwards the application to CDRRHR.	None		FDAC Officer
	4. CDRRHR assigns the application to evaluator	None	1 working day	CDRRHR Administrative Staff
	5. The technical evaluator reviews the application. Recommends approval or disapproval.	None	2 working days	Technical Evaluator
	6. Quality Assurance - Checking of recommendation of the Supervisor	None	2 working days	LRD Chief
	7. Final Approval/Disapproval and signature of the Director.	None	1 working day	CDRRHR Director
	8. Assigning number and Printing of permit. Scanning and transmittal of the permit to the Records Section.	None	1 working day	CDRRHR Administrative staff
4. Pick-up of Certificate	9. Queuing and endorsement to the FDA Releasing Section	None	1 working day	AFS Records Officer /



				Administrati ve Officer
	TOTAL	Php1,010.00/ Php2,020.00/ Php3,030.00/ Php5,050.00	7 working days	

**Day 1 commences upon the receipt of the proof of payment / posting of payment.*