16. AMENDMENT 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	:	**Php300.00 + Php10.00 LRF per certification**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent specifying the type of amendment	Applicant
2. Copy of previously issued valid promo permit	Applicant
3. Supporting documents for the requested amendment	Applicant
4. Proof of payment	FDA Cashier
5. Self-Assessment Form	Applicant
6. Accomplished Integrated Application Form	Applicant
7. List of participating products in Excel Format.	Applicant
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.	

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.letters@fda.gov.ph following the correct schedule.	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. FDA receives the payment from the applicant company for posting.	PHP310.00		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. The CDRRHR assigns the application to the evaluator.	None	1 working day	CDRRHR Administrative Staff
	5. The technical evaluator reviews the application. Recommends approval/ disapproval.	None	2 working days	Technical Evaluator
.	6. Quality Assurance - Checking of recommendation of the Supervisor	None	1 working day	LRD Chief

	7. Final Approval/Disapproval and signature of the Director.	None	1 working day	CDRRHR Director
.	8. Assigning of number and printing of permit. Scanning and transmitting 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 / Administrative Officer
	TOTAL	**PHP 310.00 per certification**	**7 working days**	

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