



## STEPS FOR RENEWAL APPLICATION OF LICENSE TO OPERATE (LTO), INITIAL/ RENEWAL APPLICATION OF CERTIFICATE OF FACILITY REGISTRATION (CFR)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Encode required fields in the on-line application and upload the documentary requirements.		-		Applicant
	1. Pre-assessment of the on-line applications and attached documents. *If complete, order of payment will be generated **If not, a system generated notification will be sent to the facility stating that the application is hereby denied.	-	-	CDRRHR-RRD Assessor
2. Download, print order of payment, pay the corresponding fee at the FDA recognized payment centers.	2. Validation and posting of payment.	Refer to Table of Fees Above	-	FDA Cashier
	3. Reviews/ recommends the LTO/CFR/LOD for final approval/ disapproval to the center director.	-	7 working days	CDRRHR-RRD Division Chief
	4. Approves/ disapproves the LTO/CFR/LOD.	-	3 working days	CDRRHR Director
3. Download and print the issued LTO/CFR/LOD.		-	-	Applicant
<b>TOTAL:</b>		<b>Refer to Table of Fees Above</b>	<b>10 working days</b>	
Please be advised that as per RA No.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> Note: **Day 1 commences upon posting of payment.				