



## ISSUANCE OF EXPORT CERTIFICATE FOR ACACIA WOODENWARES (VOLUNTARY APPLICATION)

Voluntary application for Issuance of Export Certificate for Acacia Woodenwares

<b>Center/Office/Division:</b>	Common Services Laboratory (CSL) – Receiving and Releasing Unit, Cosmetic-Toxicology Section Food and Drug Action Center (FDAC) FDA Cashier FDA Records
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who May Avail:</b>	Acacia Woodenwares' Exporting Companies
<b>Fees to be Paid:</b>	PHP 500.00 + Legal Research Fee (LRF)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter (Stating the intended use of the product)	Applicant
2. Product Information <ul style="list-style-type: none"><li>- Technical Specification</li><li>- Intended use (State if direct or indirect contact with food)</li><li>- Overview of the production process</li><li>- Packing List including Net and Gross Weight</li></ul>	Applicant
3. Certificate of Analysis (Batch/Lot No. and Production date indicated)	Applicant
4. Health and Safety Information / Safety Data Sheet (Finished product and raw materials)	Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Formulation/Composition - Specific Chemical Names and Corresponding CAS Numbers of all raw materials used (Including lacquers, colorants, and additives, if any)	Applicant
6. Report of Analysis (based on finished article/product being applied for evaluation) from an FDA-accredited laboratory (Batch/Lot No. must be indicated in the Test Report)	FDA-accredited Laboratory
7. Clear Photo of the product (All parts – i.e., inner and outer parts)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the scanned copy of the requirements to <a href="mailto:info@fda.gov.ph">info@fda.gov.ph</a> with the email subject:  <b>CSL Voluntary Application for Certification of Acacia Wooden Wares</b>	1.1. Receives application and forwards to CSL	None	Refer to FDAC Citizen's Charter	<i>Information Officer II</i> FDAC
	1.2. Pre-assesses the application as to the completeness of requirements and assigns Document Tracking Number (DTN).  • If found non-compliant, informs the Applicant via	None	–	<i>Food-Drug Regulation Officer / Health Program Officer / Laboratory Technician</i> CSL – Receiving and Releasing Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>email for submission of necessary documents.</p> <ul style="list-style-type: none"> <li>If found compliant, issues an assessment slip and advise the Applicant to make the necessary payment through acceptable payment channels</li> </ul>			
2. Proceeds to their preferred payment channel; submits a clear copy of the proof of payment to <a href="mailto:cashierposting@fda.gov.ph">cashierposting@fda.gov.ph</a> and copy furnish (cc:) to <a href="mailto:csi@fda.gov.ph">csi@fda.gov.ph</a> .	2.1. Posting of payment.	PHP 500/ application + LRF	Refer to FDA Cashier Citizen's Charter	<i>Cashier Staff</i> FDA Cashier
	2.2. Forwards the application to the Cosmetic-Toxicology Section upon receipt of payment confirmation from FDA Cashier.	None	5 Minutes	<i>Food-Drug Regulation Officer / Health Program Officer / Laboratory Technician</i> CSL – Receiving and Releasing Unit
	2.3. Receives and prints forwarded application/s, records in Section Database, and decks the application for evaluation.	None	30 Minutes	<i>Food-Drug Regulation Officer / Administrative Assistant</i> CSL – Cosmetic-Toxicology Section
	2.4. Conducts food suitability evaluation.	None	6 Days	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5. Forwards the result of evaluation and Export Certificate to the CSL-Receiving and Releasing Unit.	None	10 Minutes	<i>Administrative Assistant CSL – Cosmetic-Toxicology Section</i>
	2.6. Emails the scanned copy of the result of evaluation and Export Certificate to the Applicant.	None	2 Minutes	<i>Food-Drug Regulation Officer / Health Program Officer / Laboratory Technician CSL – Receiving and Releasing Unit</i>
	2.7. Forwards the result of evaluation and Export Certificate (original printed copy) to the FDA Records Section for release.	None	10 Minutes	<i>Laboratory Technician CSL – Receiving and Releasing Unit</i>
	2.8. Releases the result of evaluation and Export Certificate to Applicant.	None	Refer to FDA Records Citizen's Charter	<i>Records Staff FDA Records</i>
	<b>TOTAL</b>		<b>7 Working Days</b>	

**NOTES:**

1. Commencement of Day 1 processing is applicable only to applications with submitted verified and posted payment by the FDA Cashier.
2. Failure to submit the mandatory documentary requirements, and submission of documents that do not substantiate the suitability and safety of the product for its intended use shall be grounds for denial/disapproval of the application. Once denied/disapproved,



re-application may opt to be done considering the noted observations on the initial application. Re-application entails payment of the required fee.