

FOOD AND DRUG ADMINISTRATION ACTION CENTER (FDAC)

1. Issuance of Electronic Portal (E-Portal) User Account

Center/Office/Divisio	:	FDAC Account Section			
Classification	:	Simple			
Type of Transaction	:	G2B - Government to Business			
Who may Avail	:	Manufacturer, traders, distributors, importers, exporters, wholesalers, drug outlets, and other establishment and facilities of health products, as determined by Food and Drug Administration			
Fees to be paid	:	No required payment			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Signed and notarized Authorization Letter (Annex B – F DA Circular No. 2016-004) (pdf format)			<p align="center">Food and Drug Administration Philippines Website</p> <p align="center">FDA Circular No. 2016-004 “Procedure on the Use of the New Application Form for License to Operate (LTO) thru the Food and Drug Administration (FDA) Electronic Portal”</p>		
CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends an email request to fdac@fda.gov.ph	1. Checks the received email as to completeness and appropriateness of the request		None	15 Minutes	FDAC Staff Information Officer II
2. Received username and password	2. Issue user account (username and password) to the client		None	Next Working Day	FDAC Staff Information Officer II
TOTAL:			None	1 Working Day, 15 Minutes	