

**FOOD AND DRUG ADMINISTRATION ACTION CENTER (FDAC)**

**2. Issuance of Appointment Schedule and Document Tracking Number**

<b>Center/Office/Division</b>	:	FDAC Account Section		
<b>Classification</b>	:	Simple		
<b>Type of Transaction</b>	:	G2B - Government to Business		
<b>Who may Avail</b>	:	Manufacturer, Traders, Distributors, Importers, Exporters, Wholesalers, Drug Outlets, and other Establishment and Facilities of health products, as determined by Food and Drug Administration		
<b>Fees to be paid</b>	:	No required payment		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Integrated Application Form (IAF) (pdf format) 2. Signed and Notarized Petition (pdf format)		<b>Food and Drug Administration Philippines Website</b>  <b>FDA Circular No. 2014-003</b> “Filing and Receiving of Registration, Licensing and Other Application using the Integrated Application Form”		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>Fees to be Paid</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send application e-mail to <a href="mailto:fdac@fda.gov.ph">fdac@fda.gov.ph</a>	1.Checks the received e-mail as to completeness and appropriateness of the request	None	15 Minutes	FDAC Staff Information Officer II
2. Receives Document Tracking Log and Appointment Schedule	2.Issues appointment schedule and Document Tracking Log (DTL) to the client's e-mail	None	Next Working Day	FDAC Staff Information Officer II
<b>TOTAL:</b>		<b>None</b>	<b>1 Working Day, 15 Minutes</b>	