



## XI. LICENSE TO OPERATE – RENEWAL APPLICATION FOR FOOD TRADERS AND FOOD DISTRIBUTORS (IMPORTER, EXPORTER, WHOLESALER)

<b>Center/Office/Division</b>	: Center for Food Regulation and Research (CFRR)
<b>Classification</b>	: Complex
<b>Type of Transaction</b>	: G2B - Government to Business
<b>Who May Avail</b>	: All Food Traders and Food Distributors (Importer, Exporter, Wholesaler)
<b>Fees to be Paid</b>	<p><b>Food Traders:</b> <b>250K and below- Php 1,000 + 1% LRF</b> <b>Over 250K but not more than 500K- Php 1,500 + 1% LRF</b> <b>Over 500K but not more than 1 Million- Php 2,000 + 1% LRF</b> Over 1 Million but below 5 Million – <b>Php 4,000 + 1% LRF</b> 5 Million but below 10 Million - <b>Php 6,000 + 1% LRF</b> 10 Million but below 20 Million – <b>Php 10,000 + 1% LRF</b> 20 Million but below 50 Million – <b>Php 20,000 + 1% LRF</b> 50 Million and above - <b>Php 30,000 + 1% LRF</b></p> <p><b>Food Distributors:</b> Importer, Exporter, Wholesaler – Php 8,000 + 1% LRF Iodized Salt Importer – Php 1,000 + 1% LRF</p> <p><b>Administrative Order 50 s. 2001</b> <i>Revised 2001 Schedule of Fees and Charges for the Corresponding Services Rendered by the Bureau of Food and Drugs</i></p> <p><b>FDA Circular No. 2011-004</b> <i>Computation of Surcharge or Penalty Impossible in case of Submission of Renewal Applications Covering License of Establishments and Registration of Health Products After Their Date of Expiration Pursuant to Section 3, Paragraphs (A)(2) and (B)(2) of Article I of Book II of the RA 9711 Implementing</i></p>



*Rules and Regulations, and Other Purposes*

**FDA Circular No. 2011-003**

*Collection of Legal Research Fee (LRF) Imposed by Republic Act No. 3870, as amended by PD 200 and further Amended by PD 1856*

**CHECKLIST OF REQUIREMENTS**

**WHERE TO SECURE**

1) Basic Requirements based on the Administrative Order No. 2020-0017:	FDA Website (www.fda.gov.ph)
<ul style="list-style-type: none"> <li>● Accomplished e-Application Form as prescribed by FDA regulations.</li> <li>● Declaration and Undertaking</li> </ul>	
2) Payment of fees as prescribed by current FDA regulations (AO 50 s. 2001).	
3) Refer to FROO Inspection Agenda of this Citizen's Charter for the documents that will be presented to the FDA inspectors during inspection	

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access the online application portal through <a href="https://eservices.fda.gov.ph">https://eservices.fda.gov.ph</a> and click " <b>Applications</b> " found on the upper right corner of the system.		None	0	Qualified Person
2. Selects the product category (Drug) and the type of business establishment (Drug Trader, Drug Distributor, Drugstore, RONPD, CRO, Sponsor) before clicking " <b>Renewal</b> " application		None	0	Qualified Person
3. Reads the " <b>Declaration and Undertaking</b> " before proceeding with the application process. Check the box " <i>I agree to the</i>		See above table	0	Qualified Person



<p><i>Declaration and Undertaking</i>” and click on <b>“Start Application”</b>.</p>				
<p>4. Fills-out all necessary information. All fields mark with asterisk (8*) are required to be filled-out.</p>		None	0	Qualified Person
<p>5. Updates contact numbers if necessary. Click <b>“Next”</b> to proceed to Self – Assessment Review</p>		None	0	Qualified Person
<p>6. Reviews all details in the <b>“Self-Assessment Review”</b>. Once reviewed, click on <b>“Confirm”</b> to submit application.</p>	<p>1. System sends the Order of Payment after receipt of the application</p>	None	0	Qualified Person
<p>7. Prints the Order of Payment with Reference Number sent through the declared email address</p>		None	0	Qualified Person
<p>8. Pays the application fee through existing payment channels</p>	<p>2. Posts confirmed payments. This will prompt automatic routing of application to Center</p> <p><b>LBP OnColl Payment: 5 wd</b> <b>LBP Linkbiz: auto posting</b> <b>Other Payment Channels: 2 wd</b></p> <p><b>Note:</b> Acknowledgement Receipt will automatically be sent to the client once payment</p>	None		<p>Qualified Person</p> <p>FDA Cashier Administrative and Finance Service</p>



	is posted and will signify the start of processing time of the application.			
9. Receives Acknowledgement Receipt through email				
10. Receives notification and link of LTO for Printing		None		
<b>TOTAL:</b>	<b>The LTO shall be automatically generated by the system once the payment has been posted by the FDA Cashier</b>			