



XXIV. LICENSE TO OPERATE – MINOR VARIATION APPLICATION FOR COSMETICS, TOYS AND CHILD CARE ARTICLES (TCCAS) AND HOUSEHOLD URBAN PESTICIDES (HUPS)

Center/Office/Division	: Center for Cosmetic and Household/Urban Hazardous Substances Regulation and Research (CCHUHSRR)
Classification	: Highly Technical
Type of Transaction	: G2B - Government to Business
Who May Avail	: All Traders, Distributors (Importer, Exporter, Wholesaler of Cosmetics, Toys and Child Care Articles (TCCAs) and Household Urban Pesticides (HUPs)
Fees to be Paid	: Minor Variation: Php 500 +1% LRF Administrative Order 50 s. 2001* <i>Revised 2001 Schedule of Fees and Charges for the Corresponding Services Rendered by the Bureau of Food and Drugs</i> FDA Circular No. 2011-003 <i>Collection of Legal Research Fee Imposed by Republic Act No. 3870, as amended by PD 200 and further Amended by PD 1856</i>

CHECKLIST OF REQUIREMENTS (based on Administrative Order No. 2020-0017)	WHERE TO SECURE
Minor Variation	FDA website (www.fda.gov.ph)
A. Transfer of Location Offices <ul style="list-style-type: none"> - Accomplished e-Application Form - Business permit reflecting new location of office - Payment of fees 	Qualified Person
B. Change of Distributor Activity	



- Accomplished e-Application Form
- Contract Agreements showing change in activity
- Payment of fees

C. Transfer or Addition of Warehouse

- Accomplished e-Application Form
- Business Permit reflecting new warehouse location

- Payment of fees

D. Expansion of Office Establishment

- Accomplished e-Application Form
- Current floor plan and Expansion floor plan
- Payment of fees

E. Change of Ownership

- Accomplished e-Application Form
- Business name registration reflecting new ownership
- Any proof on the transfer of ownership
 - Deed of sale or assignment or transfer of rights/ownership;
 - Memorandum of Agreement; or
 - Notarized Affidavit of the owner, proprietor, Chairman or CEO of the establishment validating the transfer
- Payment of fees

F. Change of Business Name

- Accomplished e-Application Form
- Business permit reflecting the new name
- Payment of fees



<p>G. Zonal Change in Address</p> <ul style="list-style-type: none"> - Accomplished e-Application Form - Certificate of Zonal Address - Payment of Fees <p>H. Change of Qualified Person</p> <ul style="list-style-type: none"> - Accomplished e-Application Form - Name of new qualified person, with credentials when applicable - Applicable requirements as specified in ANNEX B of AO 2020-0017 - Payment of fees <p>I. Change of Authorized Person</p> <ul style="list-style-type: none"> - Accomplished e-Application Form - Name of new authorized person - Updated contact details - Payment of fees 	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logs in to the e-portal (http://eportal.fda.gov.ph) using the issued username and password, and uploads the required documentary requirements for e-LTO application		None	0	Qualified Person
2. Downloads and prints the generated Order of Payment through the ePortal and Email	1. Posts payment in ePortal for confirmed payments. This will	None	0	Qualified Person



notification.				
3. Pays the assessed fee as per the system generated Order of Payment Form through the existing payment channels	automatic decking of application to respective Center.	See above table	0	Qualified Person FDA Cashier Administrative and Finance Service (AFS)
	2. Evaluates completeness and correctness of submitted documentary requirements.	None	5 working days	FDA Evaluator (Center/Licensing and Registration Division)
	3. Checks evaluation and veracity of documents submitted.	None	4 working days	Technical Officer of Center
	4. Quality assurance of the evaluation.	None	3 working days	Technical Officer of Center
	5. Finalizes decision on the LTO application If application is disapproved, the applicant will be notified through email and will receive the Letter of Denial	None	2 working days	Center Director
4. Receives notification and link of LTO for printing		None		Qualified Person
TOTAL:			14 working days	