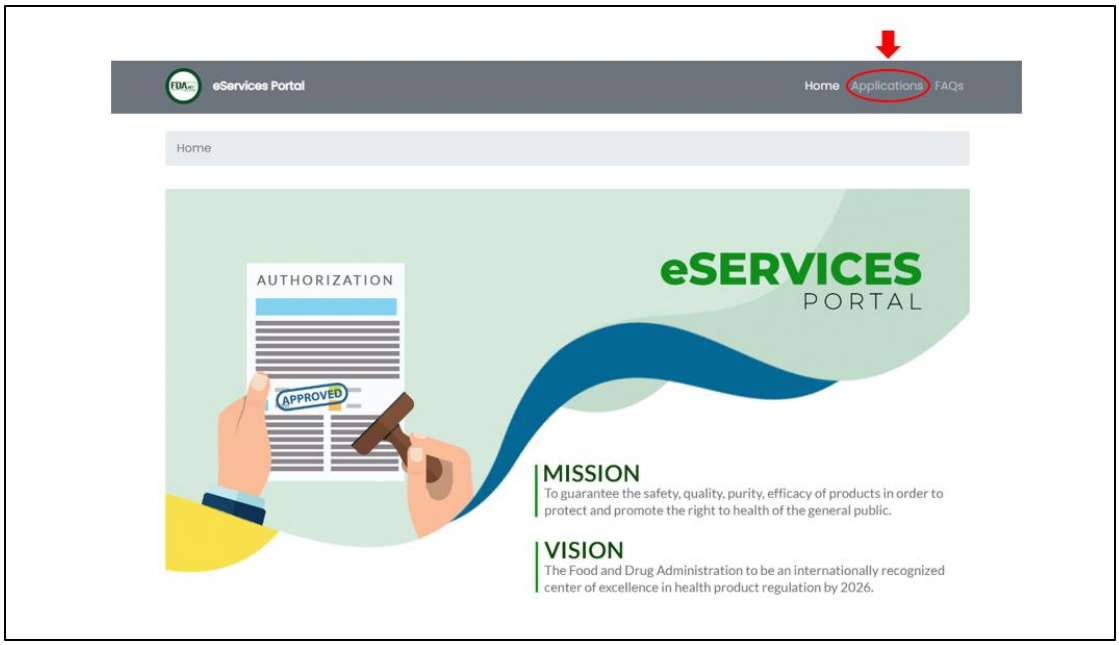
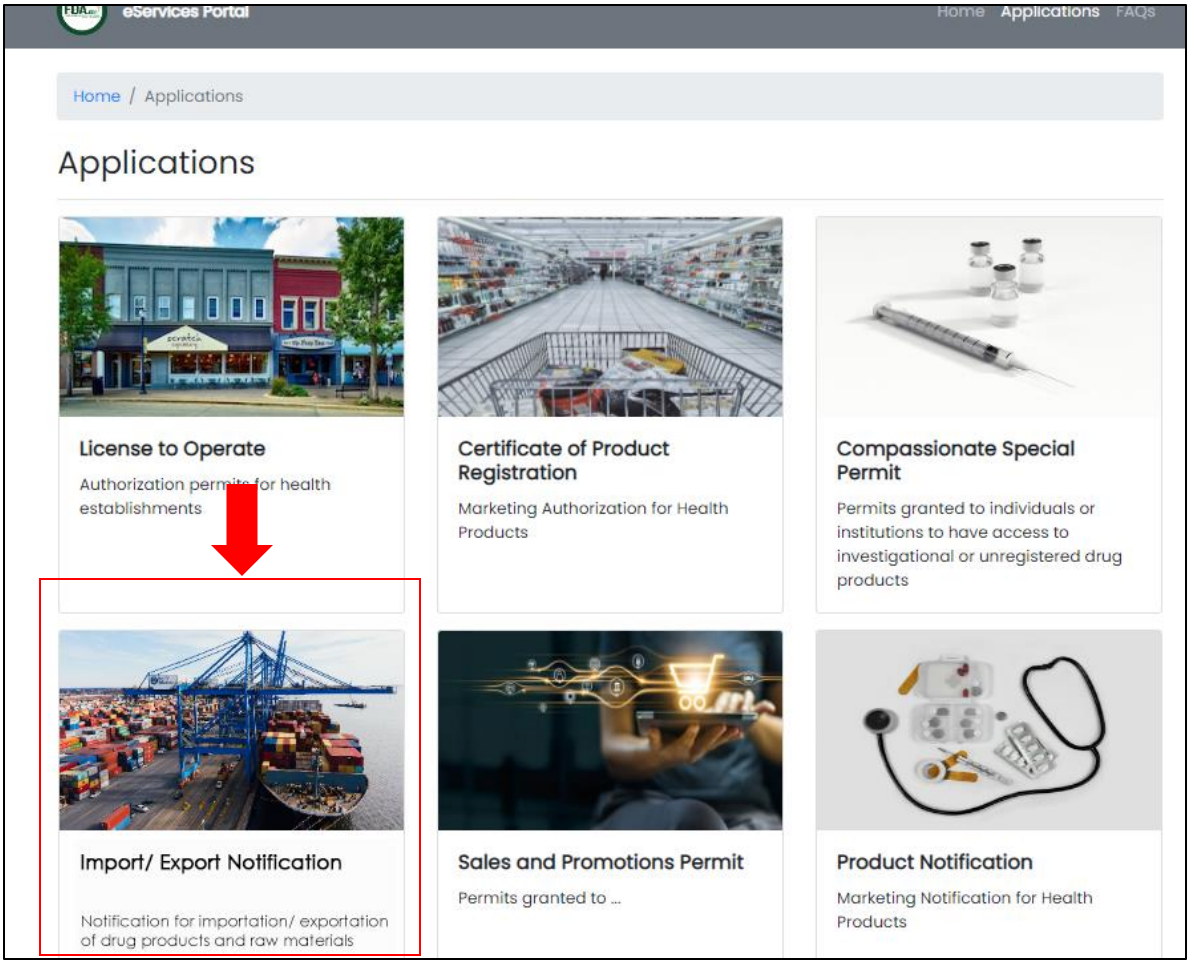
ANNEX C

Procedure on the Use of the FDA eServices Portal System for Import/ Export Notification

1. Access the online portal through https://eservices.fda.gov.ph and click **Applications** found at the upper right corner of the landing dashboard.

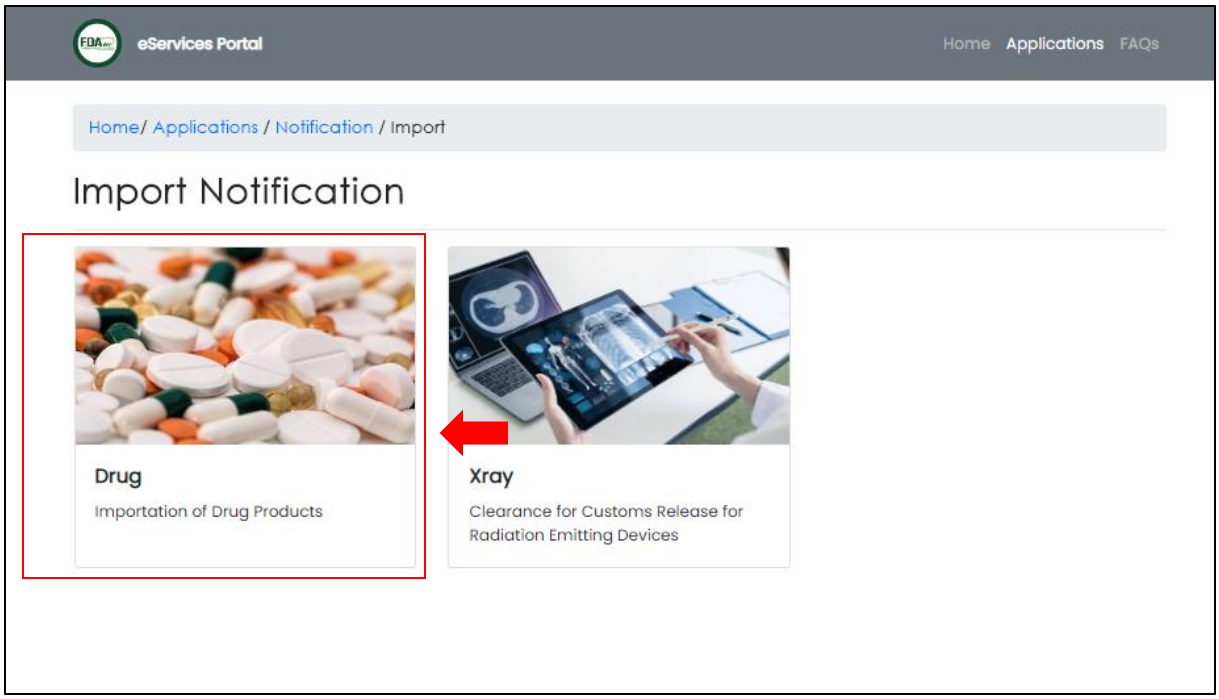


2. Click on the **Import/ Export Notification.**

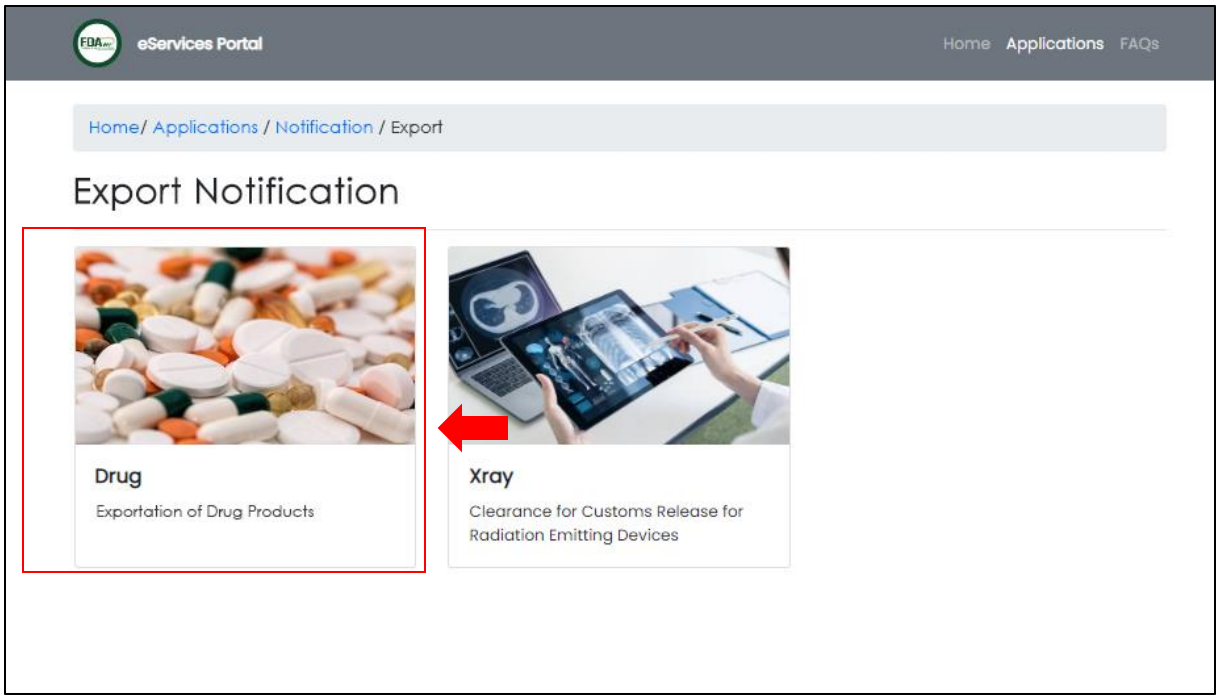


3. Click on the **Drug**.

A. Import Notification

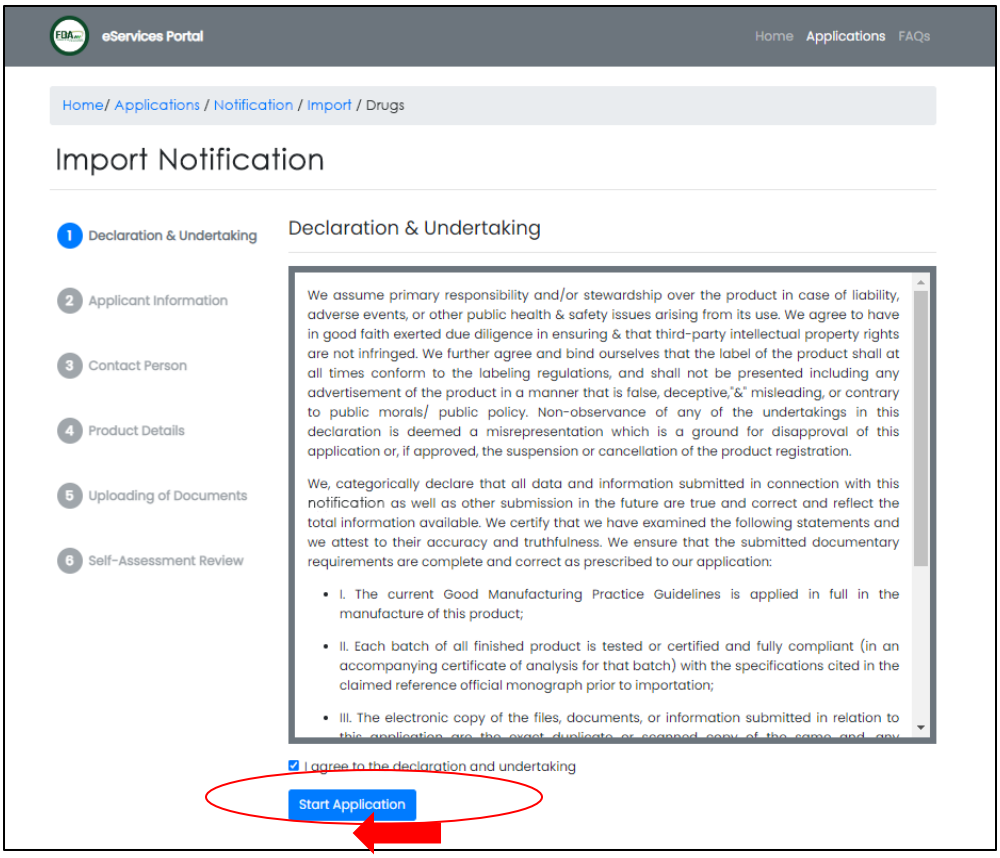


B. Export Notification

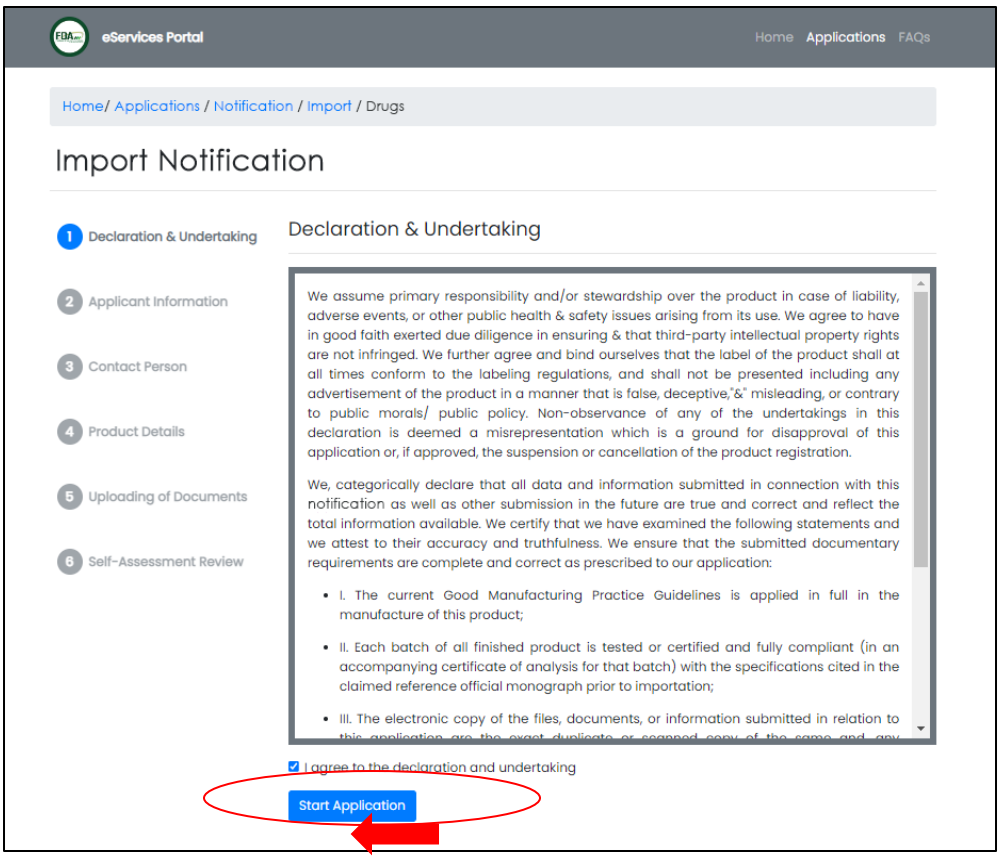


4. Read carefully the **Declaration & Undertaking.** Once done, check the box if you agree with all the conditions stated. Click on the **Start Application.**

A. Import Notification

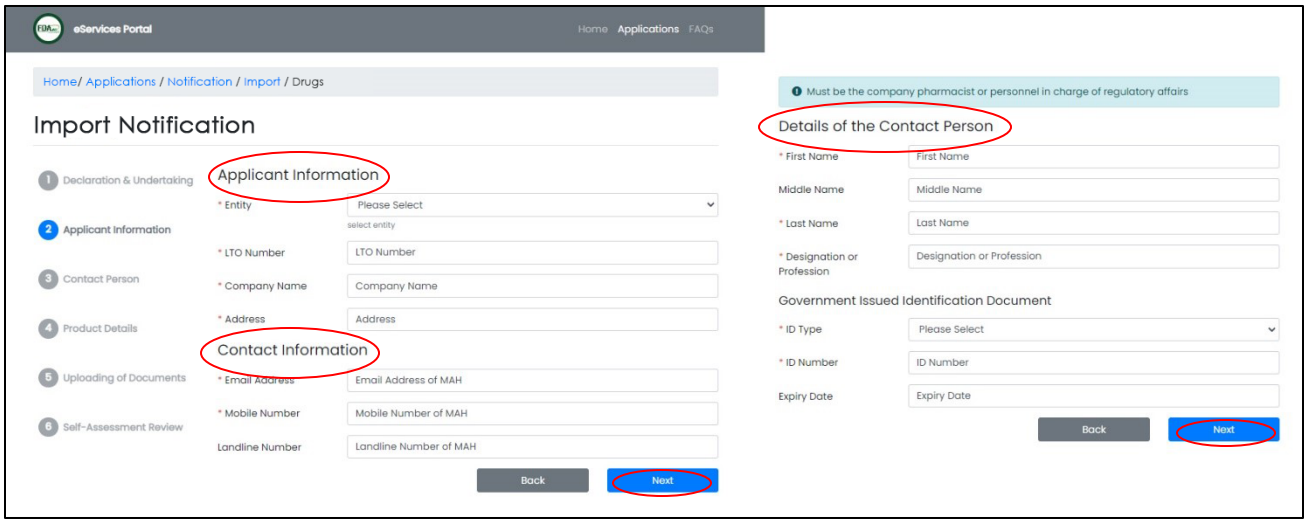


B. Export Notification

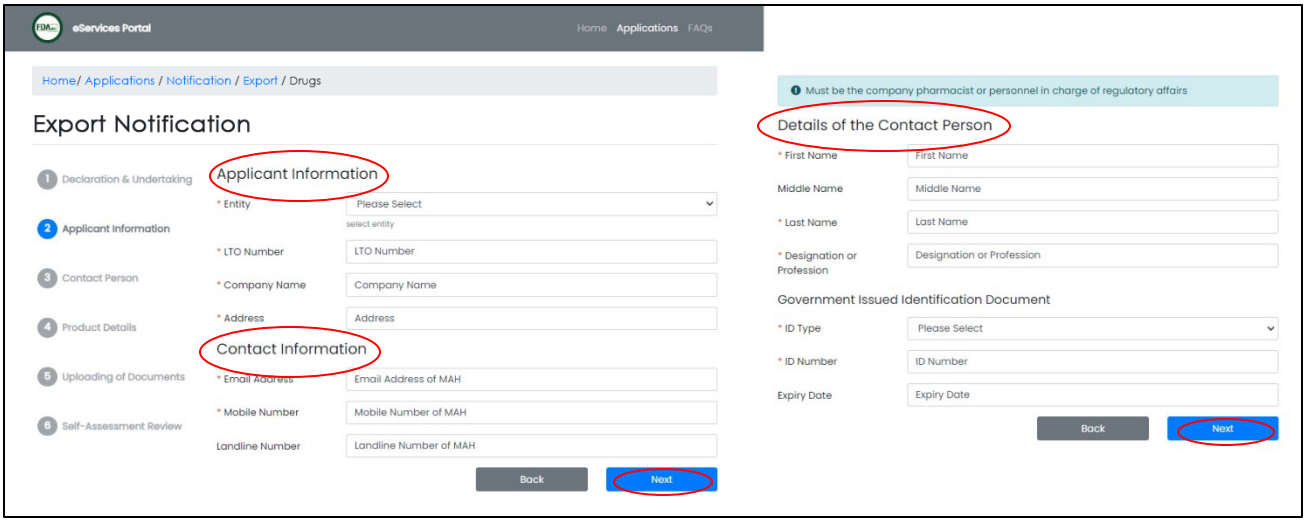


5. In the **Applicant Information** page, fill out all the required fields which are marked with asterisk (*). Provide a valid and working e-mail address and mobile number in the Contact Information, and the company pharmacist or the person in charge of the regulatory affairs in the Details of the Contact Person. Please take note that all fields marked with asterisk (*) in the succeeding steps are also required to be filled out. Click on **Next.**

A. Import Notification

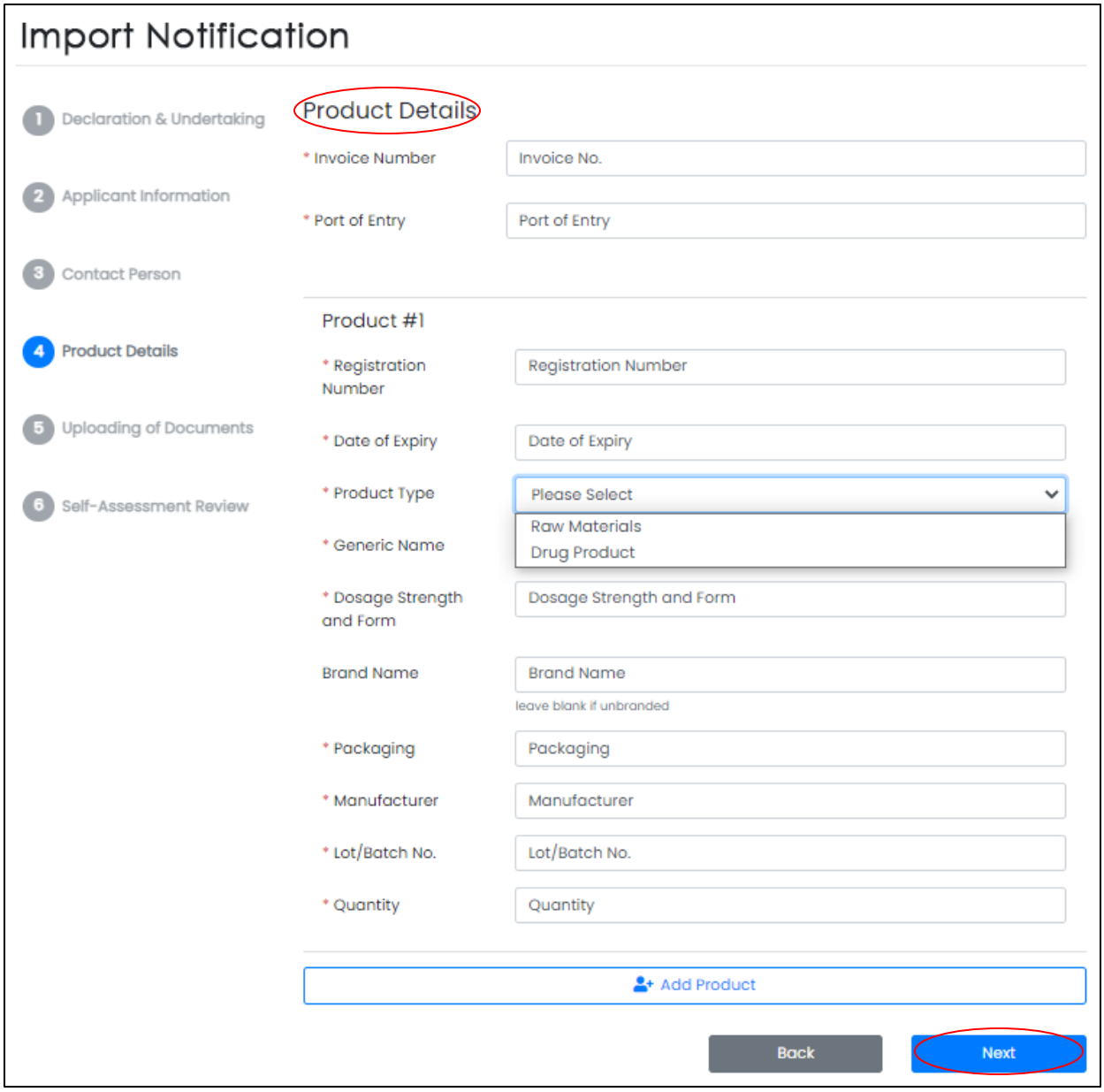


B. Export Notification

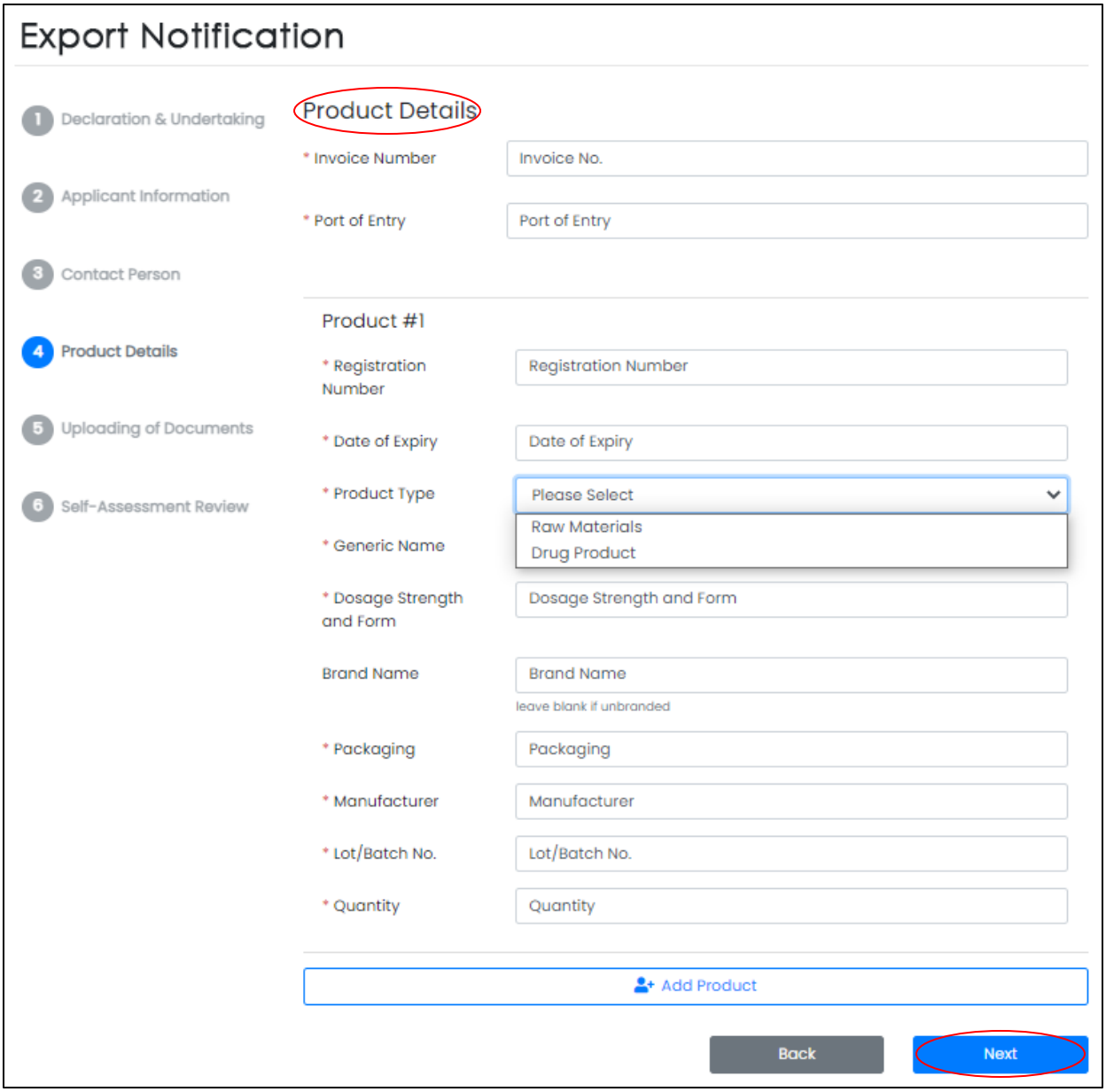


6. Fill out all the required fields in the **Product Details** page.

A. Import Notification



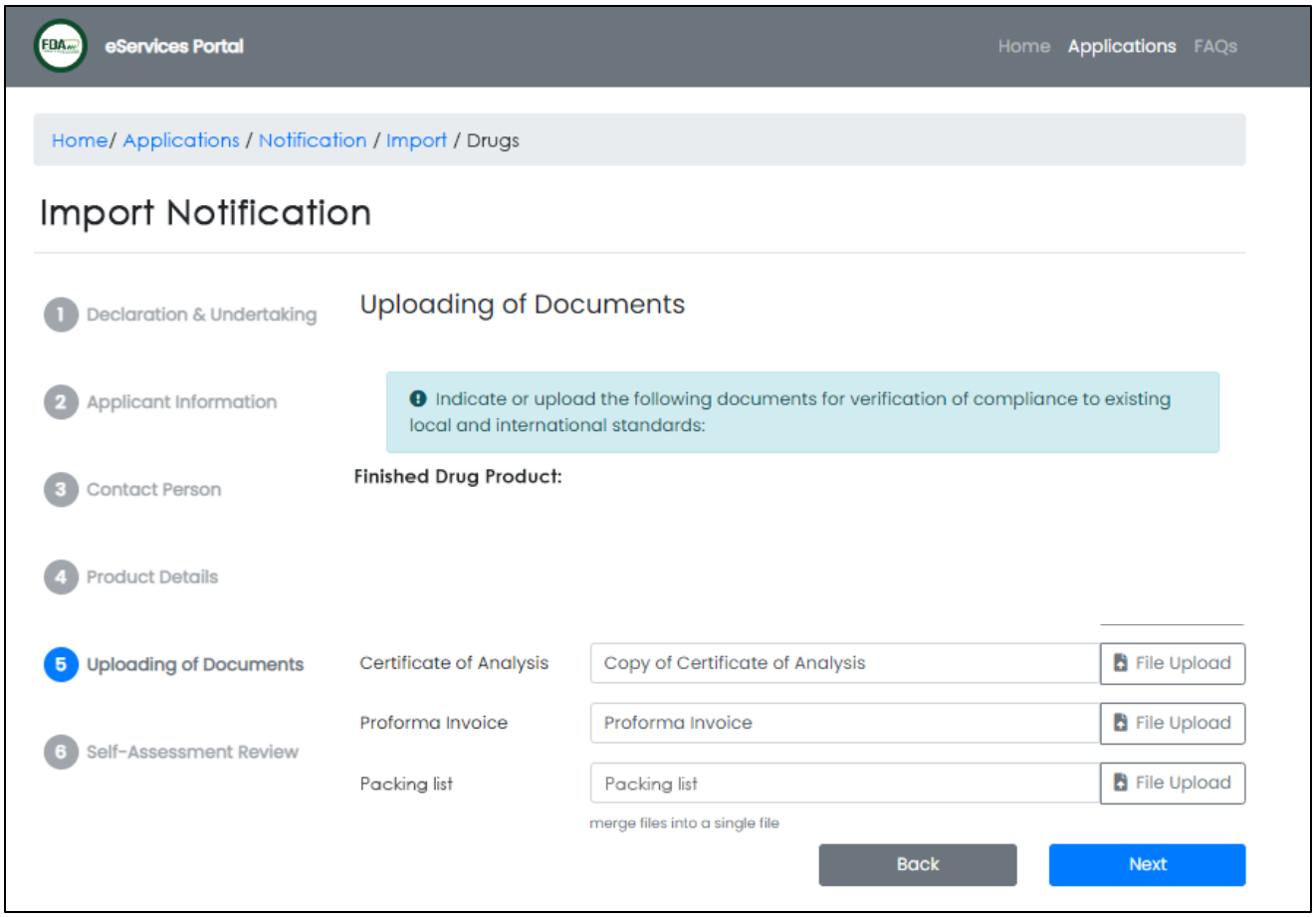
B. Export Notification



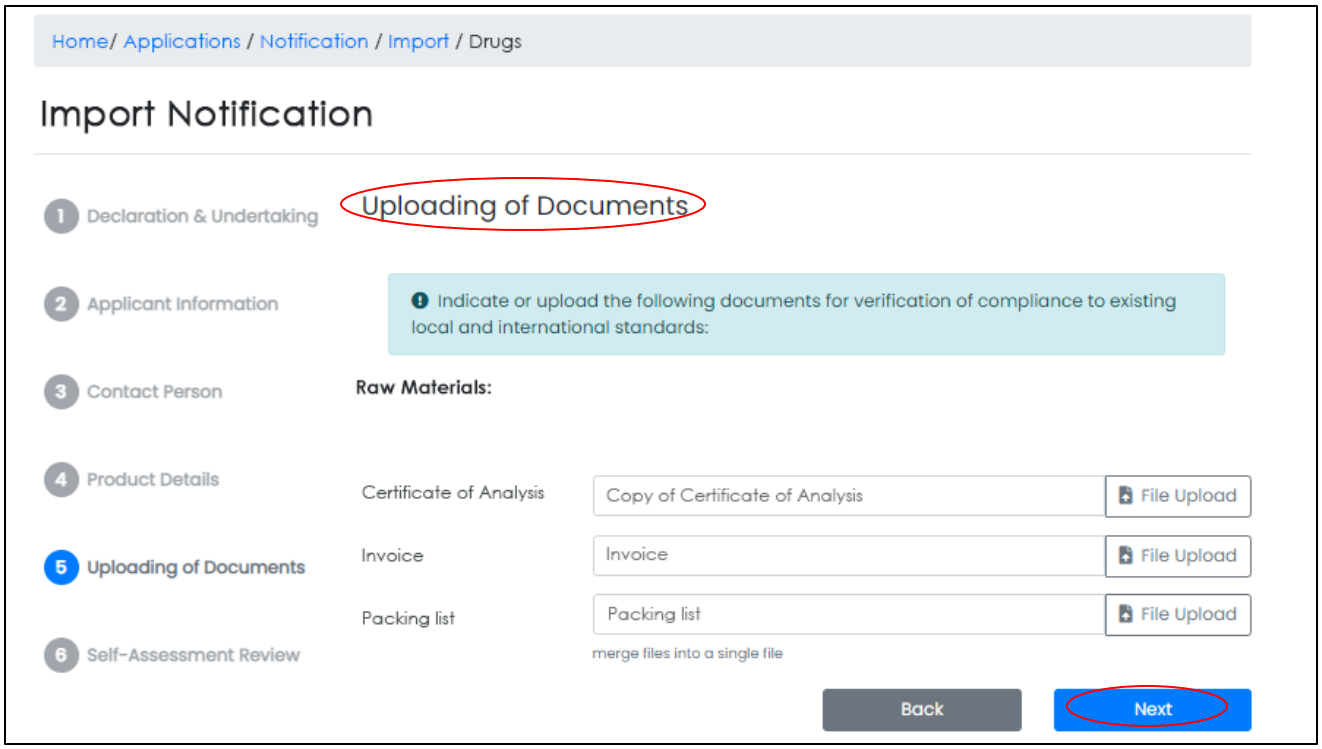
7. Upload all the necessary documents for verification purposes. Click on **Next**.

A. Import Notification

a. Finished Drug Product

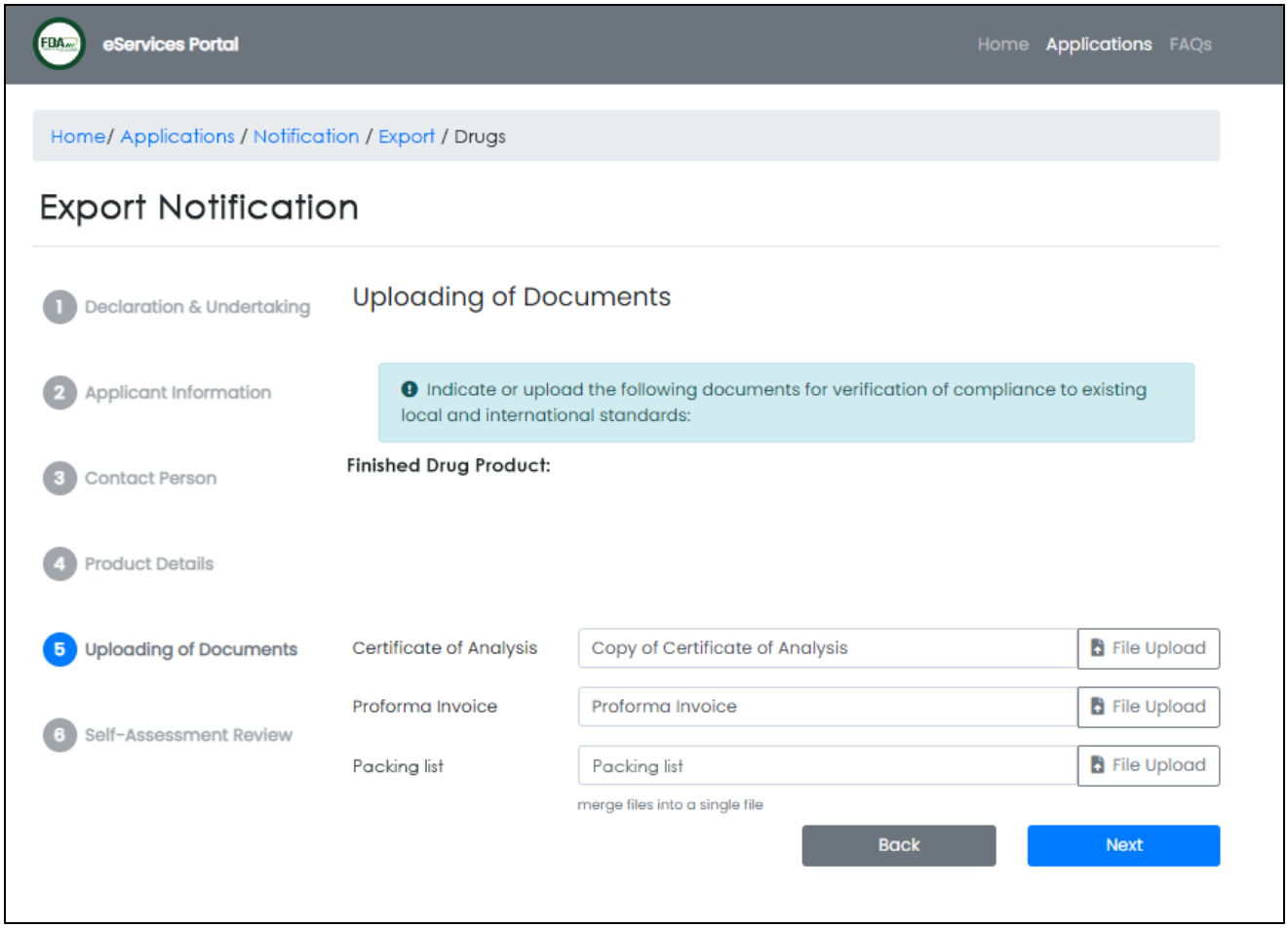


b. Raw Materials

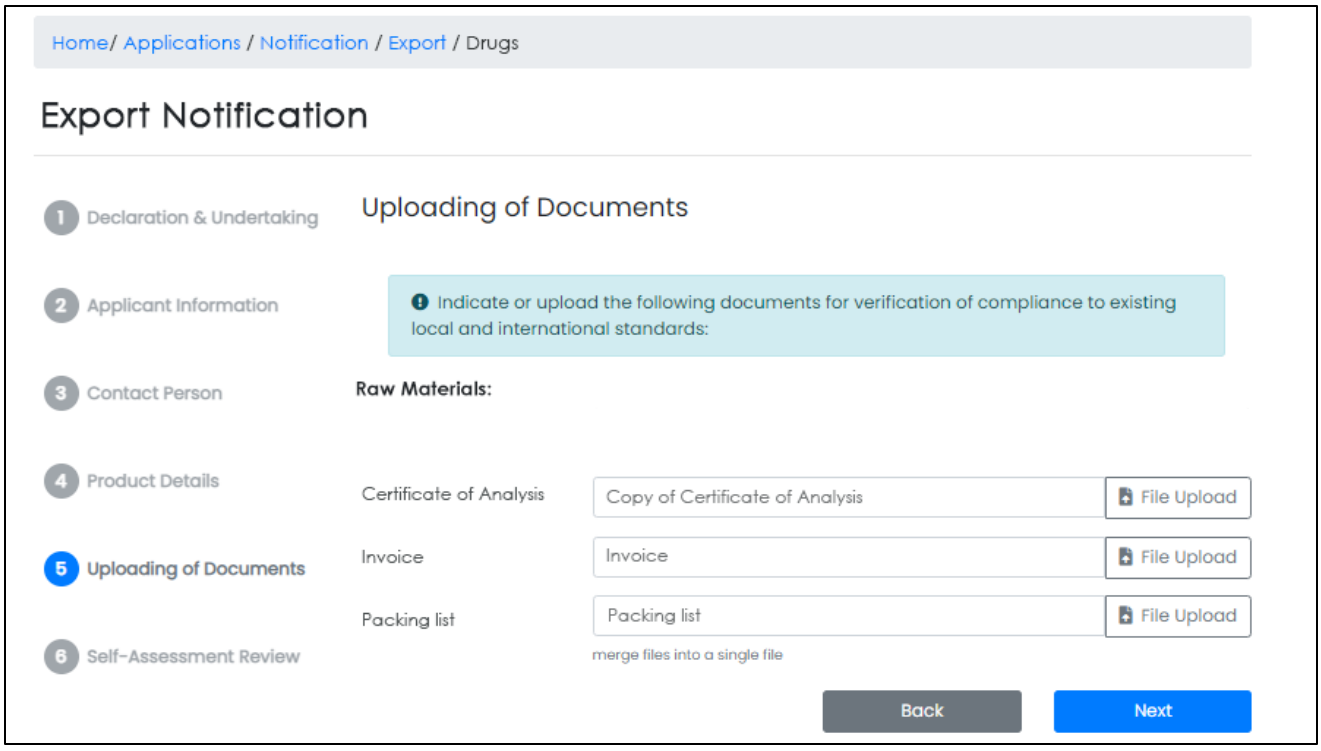


B. Export Notification

a. Finished Drug Product

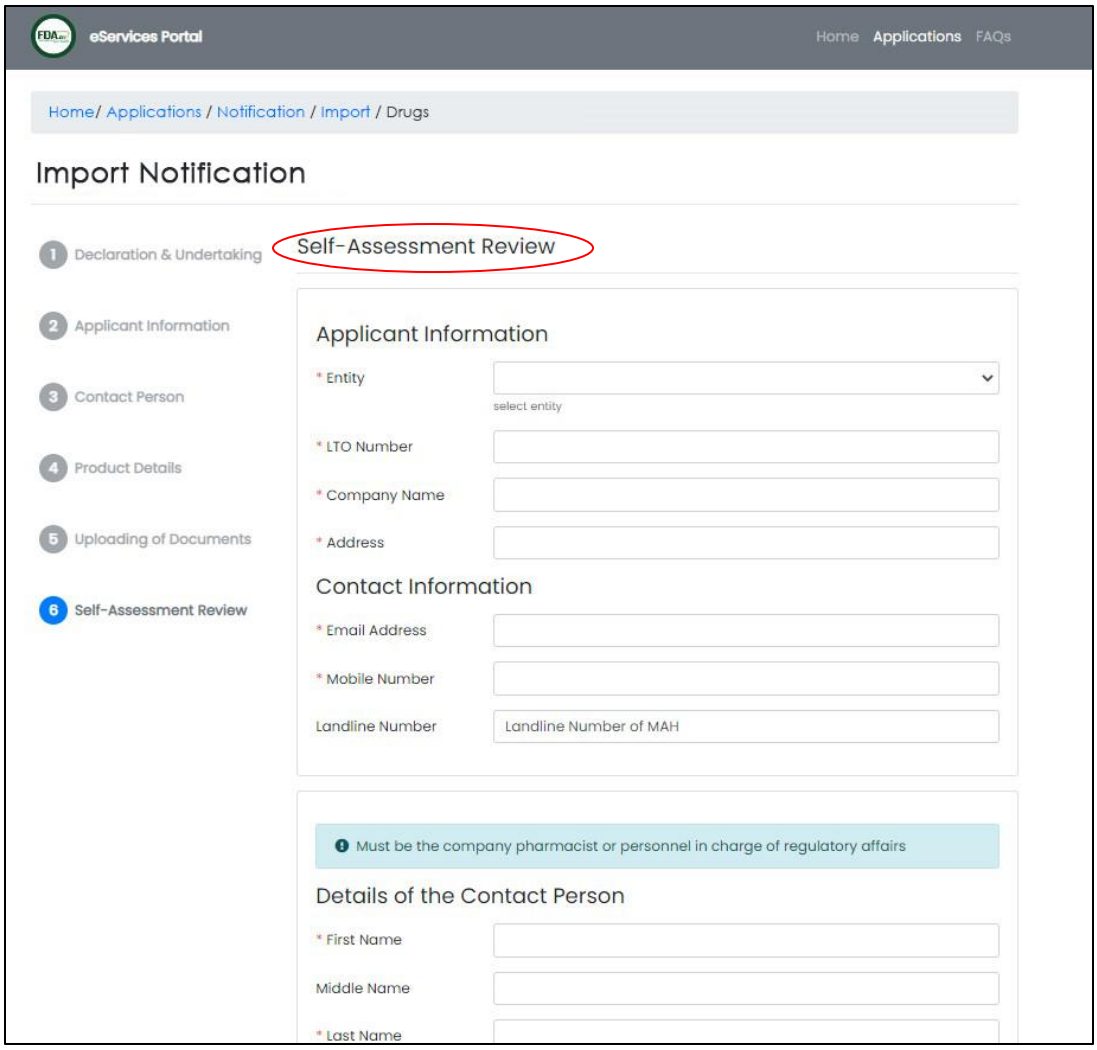


b. Raw Materials

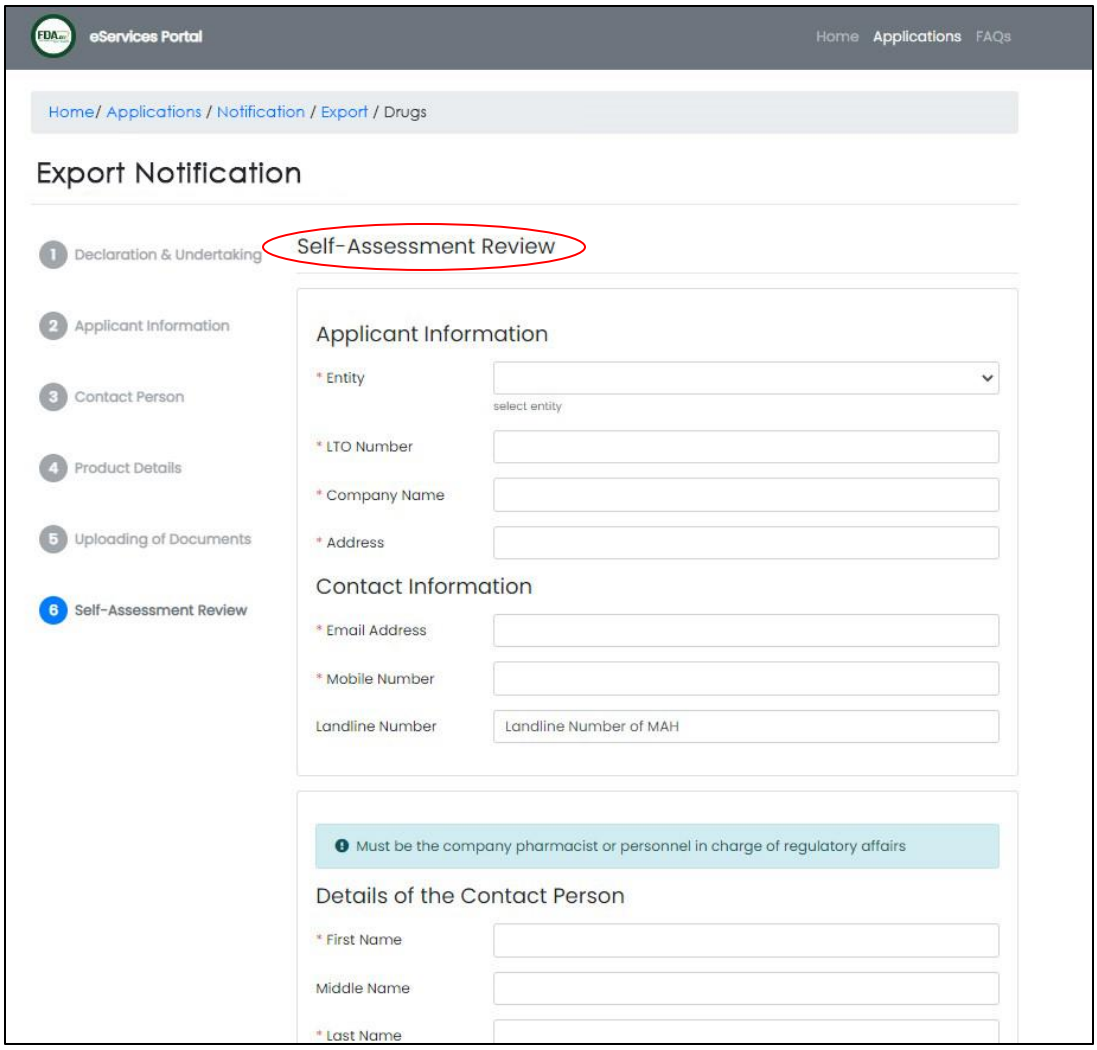


8. The Applicant shall review if all the details are correct in the **Self-Assessment Review.**

A. Import Notification



B. Import Notification



9. Once reviewed, the Applicant shall confirm the correctness of the data given and click on **Confirm** to submit the application.