

ANNEX B
Letter Request Template for HUHS LTO Renewal

Notarized Letter of Request and Declaration Statement

(Date)

For FDA use only	
DTN	
Date	

Food and Drug Administration
Civic Drive, Filinvest Corporate City
Alabang, Muntinlupa City

Attention : **Center for Cosmetics and
Household/Urban Hazardous
Substances Regulation and Research**

Purpose statement:

This letter serves as this company's request for the renewal of the License To Operate (LTO) with the following details:

LTO No.: _____
Name of Establishment: _____
Primary Activity: _____
Additional Activities (if applicable): _____
Complete Address: _____
Establishment Owner: _____

This signifies this company's intention and commitment to submit an application for the renewal of LTO of the establishment with the above provided details on or before the expiry of the extended validity through the FDA eServices Portal System; and to pay the renewal fee and other applicable charges once lodged in the updated system, pursuant to DOH Administrative Order No. 2020-0017, FDA Circular 2020-025 and their future amendments.

Declaration statement:

1. This company understands and agrees with the following conditions on the renewal of an HUHS LTO from FDA:
 - That if the company fails to fulfil the conditions, including failure to file an application through the FDA eServices Portal System within the extended validity and/or payment of applicable fees and charges, the LTO shall be rendered invalid and shall be treated as if its validity was not extended; unless an application be filed within one-hundred twenty days after the extended validity date which will be subject to applicable fees and surcharges in accordance with Republic Act (RA) No. 9711 and its Implementing Rules and Regulations (IRR);
 - That if the company was found during evaluation, inspection, or other regulatory activities to have committed violations against applicable laws, rules, and regulations, the LTO shall be rendered invalid and shall be treated as if its validity was not extended; and,

- 50 • That if the company applies for LTO renewal after one-hundred twenty (120) days from
 51 the expiry of the extended validity, the LTO shall be considered expired and the
 52 application shall be subject to a fee equivalent to the total surcharge or penalty plus the
 53 initial filing fee; and shall undergo the initial LTO application process, pursuant to RA
 54 9711 and its IRR.
 55
 56 2. The applicant hereby declares on behalf of the company that the information provided in this
 57 application are true and correct, and the documents supplied are authentic or true copies.
 58

59 **Contact information:**

60
 61 This submission is made on behalf of (**Name of establishment**) and any concerns/clarifications
 62 may be addressed to:

63
 64 **Name of Qualified Person:** _____
 65 **Designation:** _____
 66 **E-mail Address:** _____
 67 **Mobile Number:** _____
 68 **Telephone Number:** _____
 69

Qualified Person		Company Owner/Authorized Person	
Signature		Signature	
Name		Name	
Designation		Designation	
Date		Date	

70
 71 SUBSCRIBED AND SWORN TO BEFORE ME this _____ personally appeared at
 72 _____ the following:
 73

Name	ID	Date Issued	Place Issued

74
 75 Known to me and to me known to be the same persons who executed the foregoing instrument
 76 and they acknowledged to me that the same is their free and voluntary act and deed.
 77

78 WITNESS BY MY HAND AND SEAL on the date and place first above written.
 79
 80

Doc No. _____
 Page No. _____
 Book No. _____
 Series of _____

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