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ANNEX C Procedure in the Submission of Renewal LTO Application

A. Procedure outline

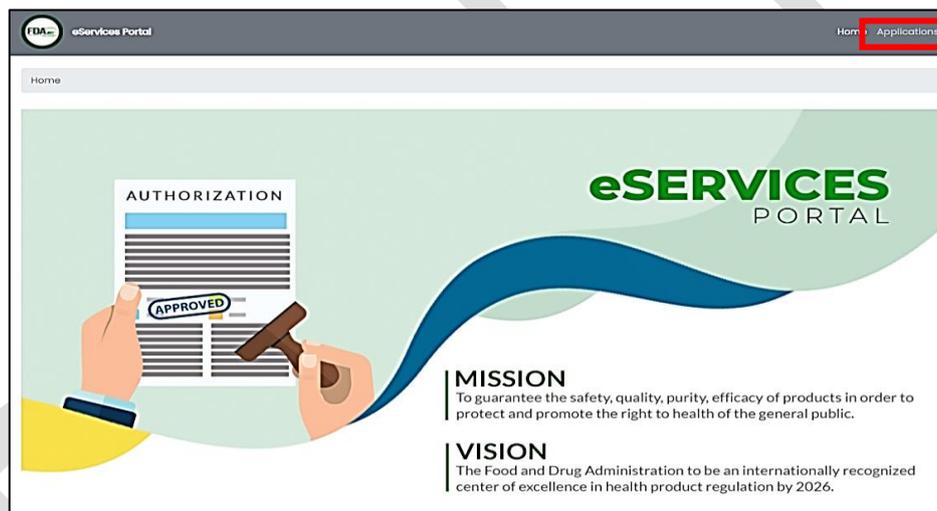
1. Accessing and navigating the FDA eServices Portal System
2. Filing an application
 - a. Page 1: Declaration & Undertaking
 - b. Page 2: License to Operate
 - c. Page 3: Contact Information
 - d. Page 4: Self-Assessment Review

B. Step-by-step procedure

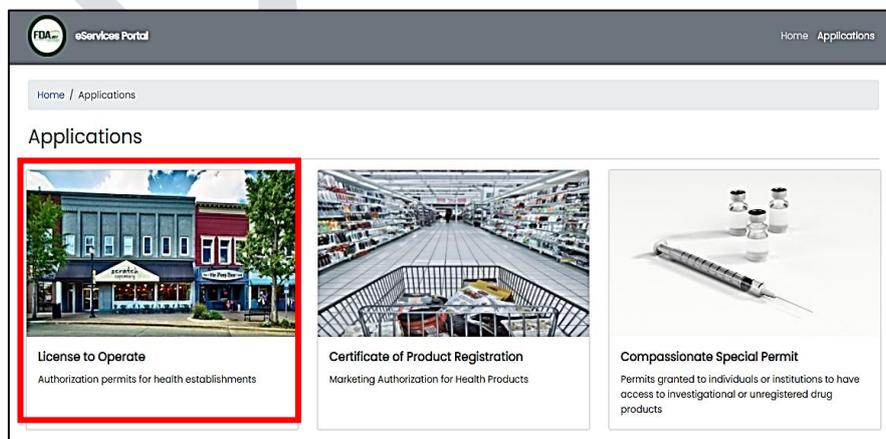
Follow the steps outlined below in order to submit a renewal cosmetic LTO application.

1. Accessing and navigating the FDA eServices Portal System

- a. Access the online portal through (<https://eservices.fda.gov.ph/>) and click “Applications” found on the upper right corner of the eServices landing page.



- b. Click the License to Operate for Cosmetic and Type of Establishment (Distributor, Trader, Manufacturer, Packer or Repacker)



License to Operate



Bottled Water

For establishments that handle bottled water products



Drug

For establishments that handle drug products



Food

For establishments that handle food products



Iodized Salt

For establishments that handle salt products



Device

For establishments that handle device products



Cosmetic

For establishments that handle cosmetic products



Household/Urban Pesticide

For establishments that handle Household/Urban pesticide products



Household/Urban Hazardous Substances

For establishments that handle Household/Urban Hazardous Substances products



Toy and Child Care Article

For establishments that handle Toy and Child Care Article products



Application Status

Check the current status of your application



Distributor

License authorization for distributor establishments



Trader

License authorization for trader establishments



Manufacturer

License authorization for manufacturer establishments



Packer

License authorization for packer establishments



Repacker

License authorization for repacker establishments

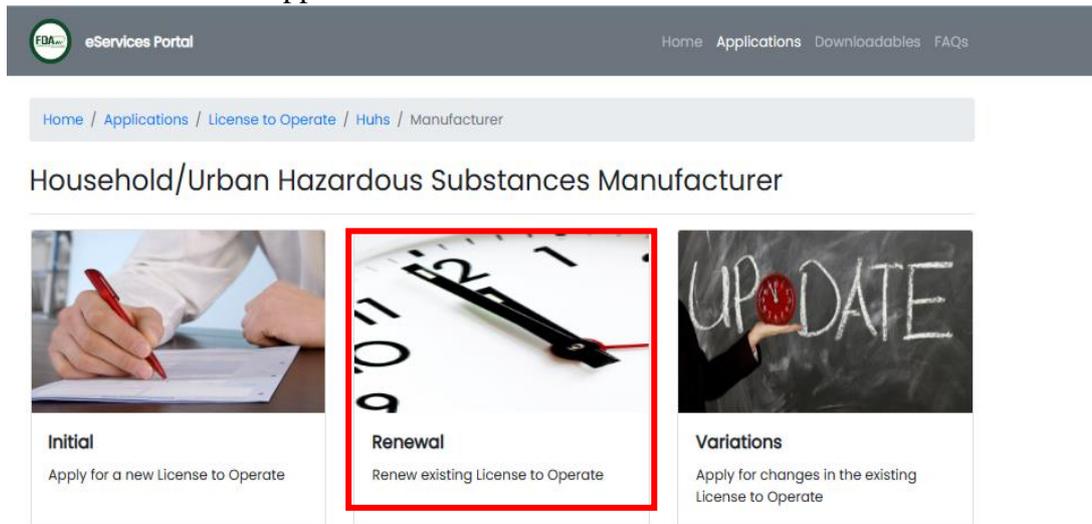
i. Select the primary activity the applicant intends to engage in which may be one of the following:

- Manufacturer-** An establishment that is engaged in any and all operations involved in the production of cosmetic products including preparation, processing, formulating, filling, packaging, repacking, altering, ornamenting, finishing and labeling with the end in view of its storage, sale or distribution.
- Packer-** An establishment that packages bulk cosmetic product into its immediate container with the end view of storage, distribution, or sale of the product.
- Repacker-** An establishment that repacks a finished product into smaller quantities in a separate container and/or into secondary packaging, including but not limited to relabeling, stickering, and bundling for promo packs with the end view of storage, distribution, or sale of the product.

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- **Trader-** An establishment which is a registered owner of a cosmetic product and procures the raw materials and packing components, and provides the production monographs, quality control standards and procedures, but subcontracts the manufacture of such product to a licensed manufacturer.
- **Distributor-** Any establishment that imports/exports raw materials, active ingredients and/or cosmetic products for its own use or for wholesale distribution to other establishments or outlets. If the distributor sell to the general public, it shall be considered a retailer.

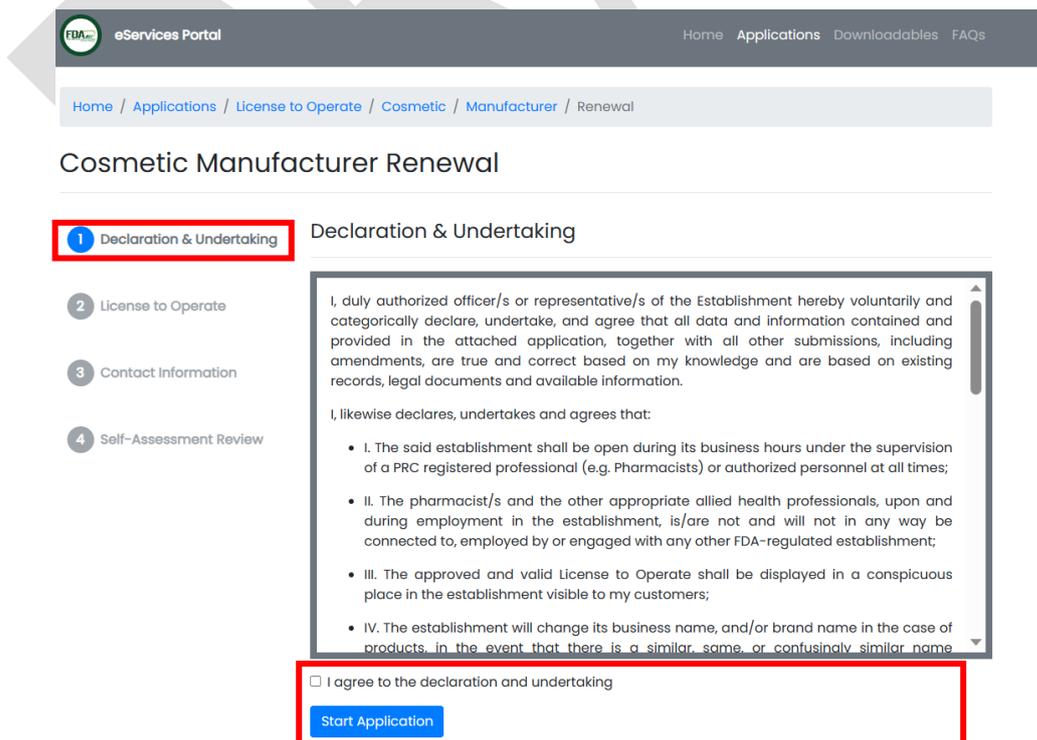
c. Click the Renewal Application.



2. Filing an application

a. Page 1: Declaration & Undertaking

To start the application, read carefully and agree to the declaration & undertaking form. Make sure to check the box found below and click on “Start Application”.



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b. Page 2: License to Operate

Provide the existing LTO Number, Validity Date, and Security Code (by scanning the QR Code from the given document). Please ensure the correctness of the data given to proceed with the change in licensing authorization. Tick **“I’m not a robot”** then click **“Next”** to proceed.

The screenshot shows the 'Cosmetic Manufacturer Renewal' page on the eServices Portal. The navigation bar includes 'Home Applications Downloadables FAQs'. The breadcrumb trail is 'Home / Applications / License to Operate / Cosmetic / Manufacturer / Renewal'. The main heading is 'Cosmetic Manufacturer Renewal'. A progress indicator shows four steps: 1. Declaration & Undertaking, 2. License to Operate (highlighted with a red box), 3. Contact Information, and 4. Self-Assessment Review. The 'License to Operate' form has three required fields: License Number, Date of Validity, and Security Code. Below the fields is a note: 'Please scan the QR Code in the document. For previously issued LTO, enter the sequence number located at the bottom right corner of the document (e.g. FDA-123456)'. A reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link is highlighted with a red box. At the bottom are 'Back' and 'Next' buttons.

c. Page 3: Contact Information

Provide an updated contact information if applicable. Click **“Next”** to proceed.

The screenshot shows the 'Cosmetic Trader Renewal' page on the eServices Portal. The navigation bar includes 'Home Applications Downloadables FAQs'. The breadcrumb trail is 'Home / Applications / License to Operate / Cosmetic / Trader / Renewal'. The main heading is 'Cosmetic Trader Renewal'. A progress indicator shows four steps: 1. Declaration & Undertaking, 2. License to Operate, 3. Contact Information (highlighted with a red box), and 4. Self-Assessment Review. The 'Contact Information' form has three required fields: Email Address, Mobile Number, and Landline Number. Below the Email Address field is a disclaimer: 'The owner/authorized representative shall ensure that they have access to the declared email address. The FDA shall not be held responsible or liable in any way for loss of access to the declared email address'. Below the Mobile Number field is the text 'Update mobile number if necessary'. Below the Landline Number field is the text 'Update landline number if necessary'. At the bottom are 'Back' and 'Next' buttons.

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d. **Page 4: Self-Assessment Review**

- i. A Self-Assessment Review summary will appear that reflects all the declared information.
- ii. After the self-assessment review, the applicant shall confirm the correctness of the data and uploaded documents. Tick **“I’m not a robot”**, **Data Privacy Act declaration** and click the **“Confirm”** submit the application.
- iii. Auto-generated electronic email will be sent containing the Application Summary

The screenshot shows the 'eServices Portal' interface for 'Cosmetic Trader Renewal'. The navigation bar includes 'Home', 'Applications', 'Downloadables', and 'FAQs'. The breadcrumb trail is 'Home / Applications / License to Operate / Cosmetic / Trader / Renewal'. The main heading is 'Cosmetic Trader Renewal'. A progress indicator on the left shows four steps: 1. Declaration & Undertaking, 2. License to Operate, 3. Contact Information, and 4. Self-Assessment Review (highlighted in blue). The 'Self-Assessment Review' section contains three main form areas:

- License to Operate:** Includes fields for License Number, Date of Validity, and Security Code. A note below states: 'Please scan the QR Code in the document. For previously issued LTO, enter the sequence number located at the bottom right corner of the document (e.g. FDA-123456)'.
- Contact Information:** Includes fields for Email Address, Mobile Number (with value 12345678900), and Landline Number. A note for email address states: 'The owner/authorized representative shall ensure that they have access to the declared email address. The FDA shall not be held responsible or liable in any way for loss of access to the declared email address'.
- General Information:** Includes fields for Type of Application (Renewal), Primary Activity (Trader), and Additional Activities (Exporter of Own Products, Importer of Raw Materials for Own Use, Wh).



Cosmetic Trader Renewal

- 1 Declaration & Undertaking
- 2 License to Operate
- 3 Contact Information
- 4 Self-Assessment Review

Self-Assessment Review

License to Operate

* License Number

* Date of Validity

* Security Code

Please scan the QR Code in the document. For previously issued LTO, enter the sequence number located at the bottom right corner of the document (e.g. FDA-123456).

Contact Information

* Email Address
The owner/authorized representative shall ensure that they have access to the declared email address. The FDA shall not be held responsible or liable in any way for loss of access to the declared email address

* Mobile Number
Update mobile number if necessary

Landline Number
Update landline number if necessary

General Information

* Type of Application

* Primary Activity

* Additional Activities

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Cosmetic Trader Renewal

1 Declaration & Undertaking

2 License to Operate

3 Contact Information

4 Self-Assessment Review

Self-Assessment Review

License to Operate

* License Number

* Date of Validity

* Security Code

Please scan the QR Code in the document. For previously issued LTO, enter the sequence number located at the bottom right corner of the document (e.g. FDA-123456).

Contact Information

* Email Address
The owner/authorized representative shall ensure that they have access to the declared email address. The FDA shall not be held responsible or liable in any way for loss of access to the declared email address.

* Mobile Number
Update mobile number if necessary

Landline Number
Update landline number if necessary

General Information

* Type of Application

* Primary Activity

* Additional Activities

I'm not a robot 

I hereby confirm that all information I have provided are true and correct to the best of my knowledge.

I understand that any errors that I have committed in this online form may be considered grounds for refusal or cancellation of my application.

In compliance to the Data Privacy Act 2012, I give consent to use any personal information provided herein for Government to conduct the necessary records check and verification of facts in connection with my application.

Back

Confirm

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