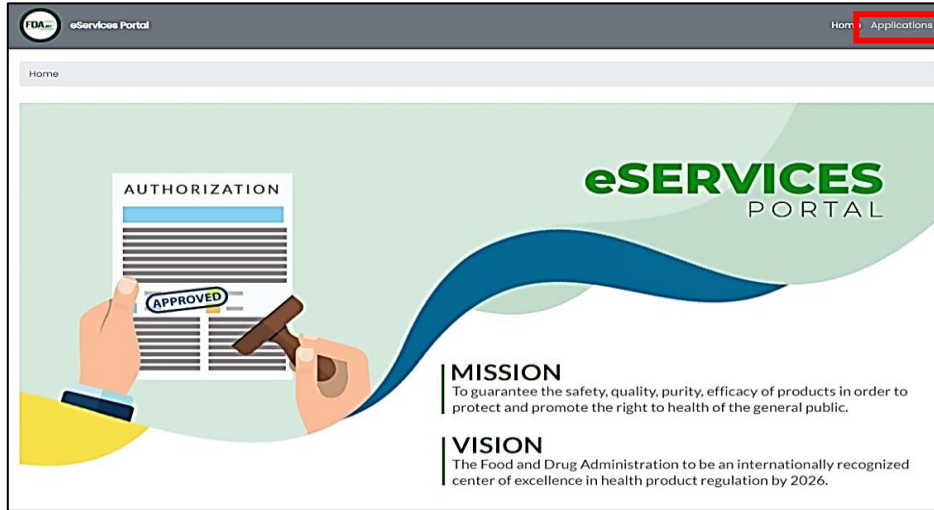


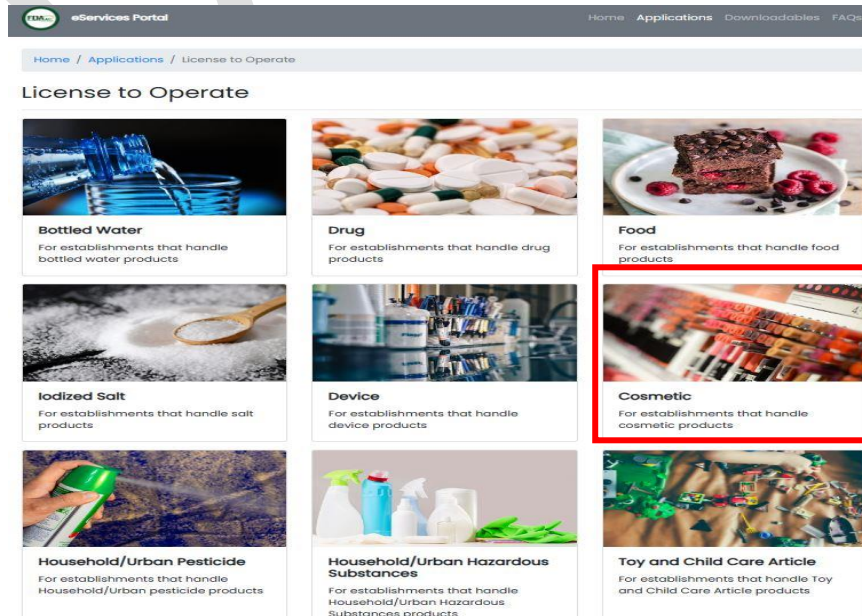
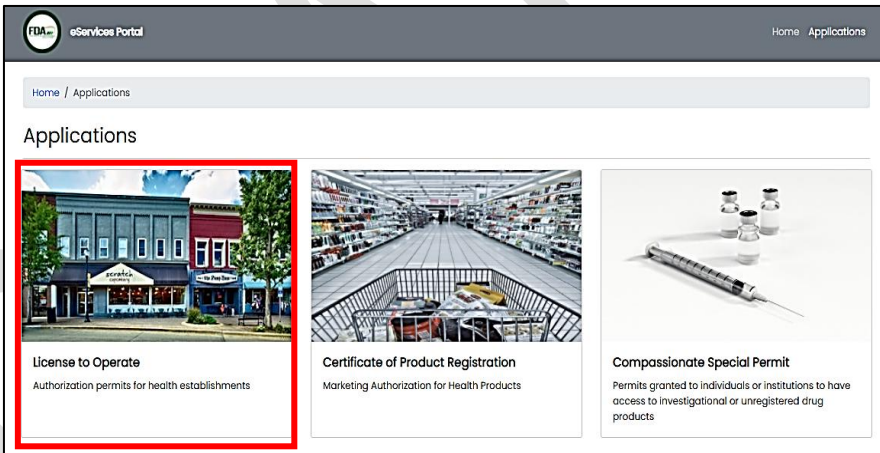
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## ANNEX F Procedure for Voluntary Cancellation of an Application

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



2. Click the License to Operate for Cosmetic



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3. To cancel the application, click “Cancel Application”.

The image shows a grid of six application status options, each with a representative image and a description:

- Application Status**: Check the current status of your application. Image: Magnifying glass over a document.
- Distributor**: License authorization for distributor establishments. Image: A white truck with a logo.
- Trader**: License authorization for trader establishments. Image: A large industrial facility with many buildings.
- Manufacturer**: License authorization for manufacturer establishments. Image: A row of red lipsticks in a tray.
- Packer**: License authorization for packer establishments. Image: A makeup palette and a compact.
- Repacker**: License authorization for repacker establishments. Image: Various makeup items like brushes and compacts.

A separate box highlights the **Cancel Application** button, which is a red button with the word "CANCEL" in white. Below it, the text reads "Cancel Application" and "Cancel active application".

4. Enter the Reference Number and click on “Submit”

The screenshot shows the eServices Portal interface for "Application Cancellation". The page has a navigation bar with "Home Applications Downloadables FAQs" and a breadcrumb trail: "Home / Applications / License to Operate / Cosmetic / Cancel".

The main heading is "Application Cancellation". Below it, there are three steps:

- 1 Reference Number**: A text input field with a red box around it. The placeholder text says "Enter the reference number to cancel." Below the field, there is a label "\* Reference Number" and an example "e.g. FDA-1000000001234". A blue "Submit" button is located below the field.
- 2 Verification Code**: A text input field.
- 3 Cancellation Reason**: A dropdown menu.

5. A verification code will be sent to applicant’s registered e-mail address.

6. Enter the verification code to state the reason for cancellation.