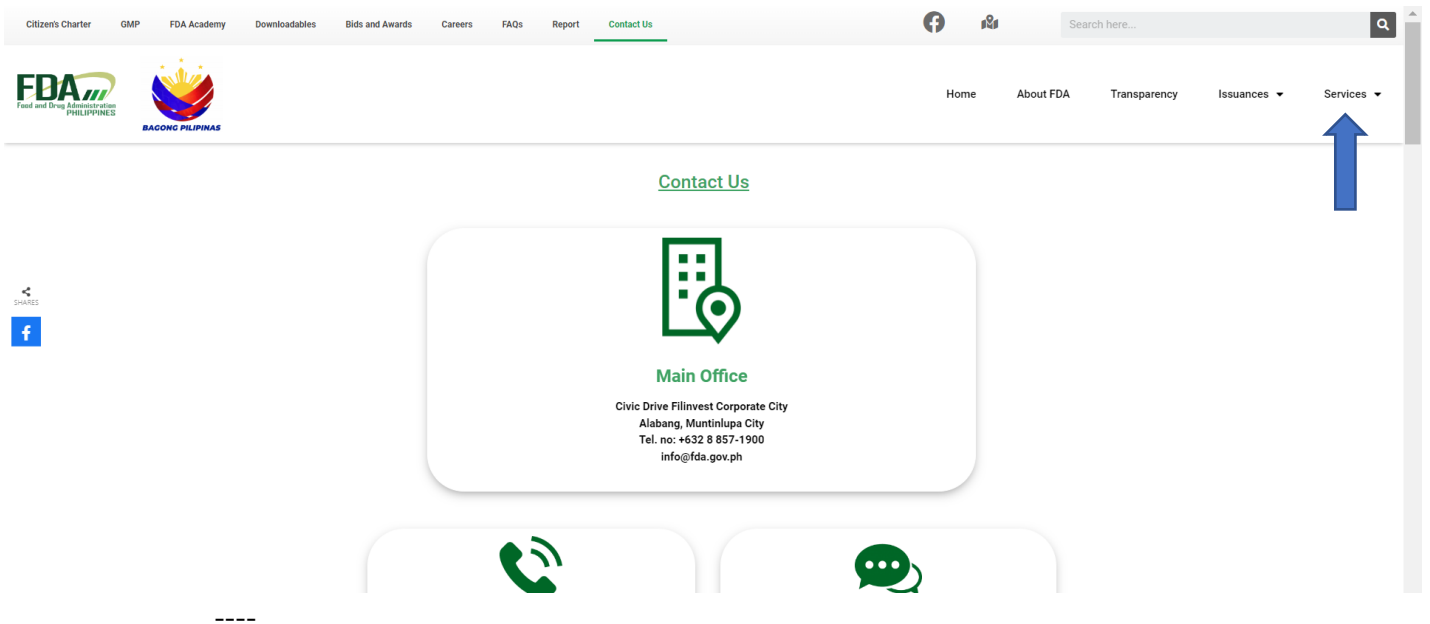


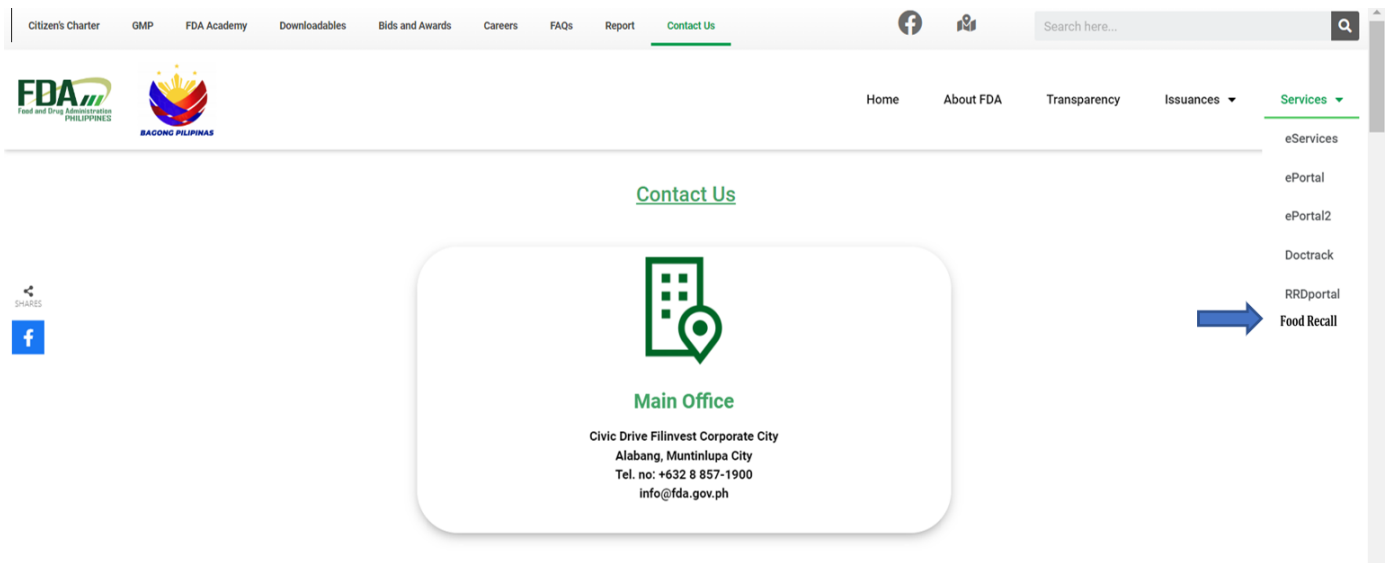
## ANNEX B

### Notification Procedure of the Food Product Recall

A. The MAH shall visit the FDA website at [www.fda.gov.ph](http://www.fda.gov.ph) and click **Services**



B. Click the Food Recall option



C. For actual recalls, click Actual Food Recall.

## Food Recall Notification



D. The Recalling Company/MAH shall be required to fill up the initial communication form on the website. Clear copies of product label, CPR, test results or certificate(s) of analysis showing the evidence for contamination or cause of the health risk(s), and other pertinent documents shall be emailed to [cfrproductrecall@fda.gov.ph](mailto:cfrproductrecall@fda.gov.ph).

### PRODUCT RECALL NOTIFICATION FOR FDA REGISTERED PROCESSED FOOD PRODUCTS

IMPORTANT:

**This form is used for alerting the FDA of ACTUAL recall of processed food.**

**This form is NOT for complaints/unregistered or expired food products.**

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Section 1 ...

1. Name of the Company (as reflected in the License to Operate) \*

2. Address \*

3. Full Name of Recall Coordinator \*

4. Email address \*

5. Contact No. \*

Enter your answer

6. Brand Name and Product Name of the Processed Food \*

Enter your answer

7. Manufacturer \*

Enter your answer

8. Reason for recall (Health risks, etc.) \*

Enter your answer

9. Lot no./Batch No. \*

Enter your answer

10. Manufacturing date \*

Enter your answer

11. Expiry date \*

Enter your answer

12. Has your company started the conduct of recall? \* ⋮

Yes

No

13. If Yes, indicate the date when Recall Started

Please input date (M/d/yyyy) 📅

14. Number/quantity of products for recall \*

Enter your answer

## REMINDER

Please send clear copies of product label, certificate of analysis, document(s) showing the evidence for contamination or cause of the health risk(s), and other pertinent documents to [cfrproductrecall@fda.gov.ph](mailto:cfrproductrecall@fda.gov.ph) with the subject: "Voluntary Recall of (Brand name & product name of the processed food)"

- E. This then will be received and evaluated by the FPRC Secretariat.
- F. An acknowledgment letter shall be emailed to the MAH, informing them if a meeting with the FPRC is scheduled or no longer needed.
- G. For mock recall notification, click the Mock Food Recall option

## Food Recall Notification



**Actual Food Recall**



**Mock Food Recall**

H. The MAH shall fill out the required details under the Mock Recall Notification Form on the website which will then be acknowledged and reviewed by FPRC Secretariat.

### MOCK RECALL NOTIFICATION FOR FDA REGISTERED PROCESSED FOOD PRODUCTS

**IMPORTANT:**

This form is used for informing the FDA of MOCK recalls.  
This form is NOT for complaints/unregistered or expired food products.

Section 1...

1. Name of the Company (as reflected in the License to Operate) \*

Enter your answer
2. Address \*

Enter your answer
3. Name of Recall Coordinator \*

Enter your answer
4. Email address \*

Enter your answer
5. Brand Name and Product Name \*

Enter your answer

6. **FR. NO.** \*

Enter your answer

7. Reason for recall \*

Enter your answer

8. Lot no./Batch No. \*

Enter your answer

9. Manufacturing date \*

Enter your answer

10. Expiry date \*

Enter your answer

11. Country of Origin (if imported)

Enter your answer

Section 2

...

## Reminder

Please send clear copies of your company's notification letter and other pertinent documents to [cfrproductrecall@fda.gov.ph](mailto:cfrproductrecall@fda.gov.ph) with the subject: "Mock Recall of *(Brand name & product name of the processed food)*".