

FDA ADVISORY
No. **20240320**

08 FEB 2024

TO : ALL CONCERNED FDA STAKEHOLDERS

SUBJECT : AD INTERIM AVAILABILITY OF OVER-THE-COUNTER (OTC) PAYMENT FOR SELECTED FDA APPLICATIONS/ TRANSACTIONS

In the interest of effective delivery of public service, the Food and Drug Administration (FDA) would like to inform all FDA stakeholders of the availability of **Over-the-Counter (OTC) Payment System** in the FDA Central Office for selected applications/transactions starting **12 February 2024, Monday**.

To ensure the security and convenience of all stakeholders availing OTC payment, it is advised that the following interim guidelines be observed:

1. Over-the-Counter payment at the FDA Central Office shall be available to selected applications/transactions. Refer to ANNEX A and B for the schedule of acceptance of over-the-counter payment at the FDA Cashier.
2. Only those applicants with schedule reflected thru email notification from the following Food and Drug Action Center (FDAC) and Common Services Laboratory (CSL) email addresses shall be allowed and accommodated at the FDA OTC payment site:
 - a. fdac.pacd@fda.gov.ph
 - b. fdac.pacd.cdrr@fda.gov.ph
 - c. fdac.letters@fda.gov.ph
 - d. fdac.letters.cdrr@fda.gov.ph
 - e. csln@fda.gov.ph
 - f. csrbu@fda.gov.ph
 - g. atqal.rfa@fda.gov.ph
3. Each applicant may pay for a maximum of five (5) applications/transactions on a given schedule.
4. Failure to appear on the scheduled appointment shall mean cancellation of schedule, and the applicant is advised to use other prescribed FDA payment channels.
5. The following documents shall be required upon entry to FDA Central Office premise:
 - a. FDAC/CSL email notification for OTC payment
 - b. Company ID or any proof of authorization (e.g. Special Power of Attorney [SPA])



6. Accepted payments are the following:
 - a. Exact cash amount; or
 - b. Manager's check payable to: Food and Drug Administration
7. Acceptance of scheduled OTC payment shall be scheduled on the following days and hours only, excluding weekends, holidays, and force majeure:

Mondays	9:00am to 3:00pm
Tuesdays to Fridays	8:00am to 3:00pm

8. For other FDA applications/ transactions, prescribed payment channels such as Landbank Link.BizPortal and BancNet Online shall be utilized. Refer to existing FDA Issuances for the details.

For information and strict compliance.



Digitally signed by Zacate
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DR. SAMUEL A. ZACATE
Director General 