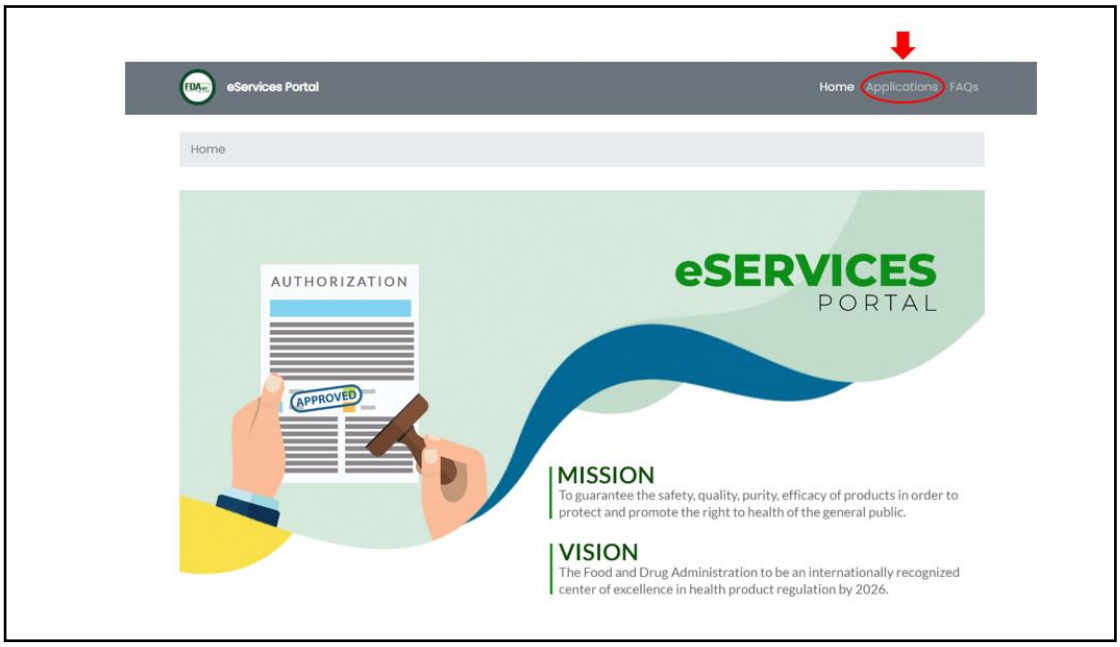
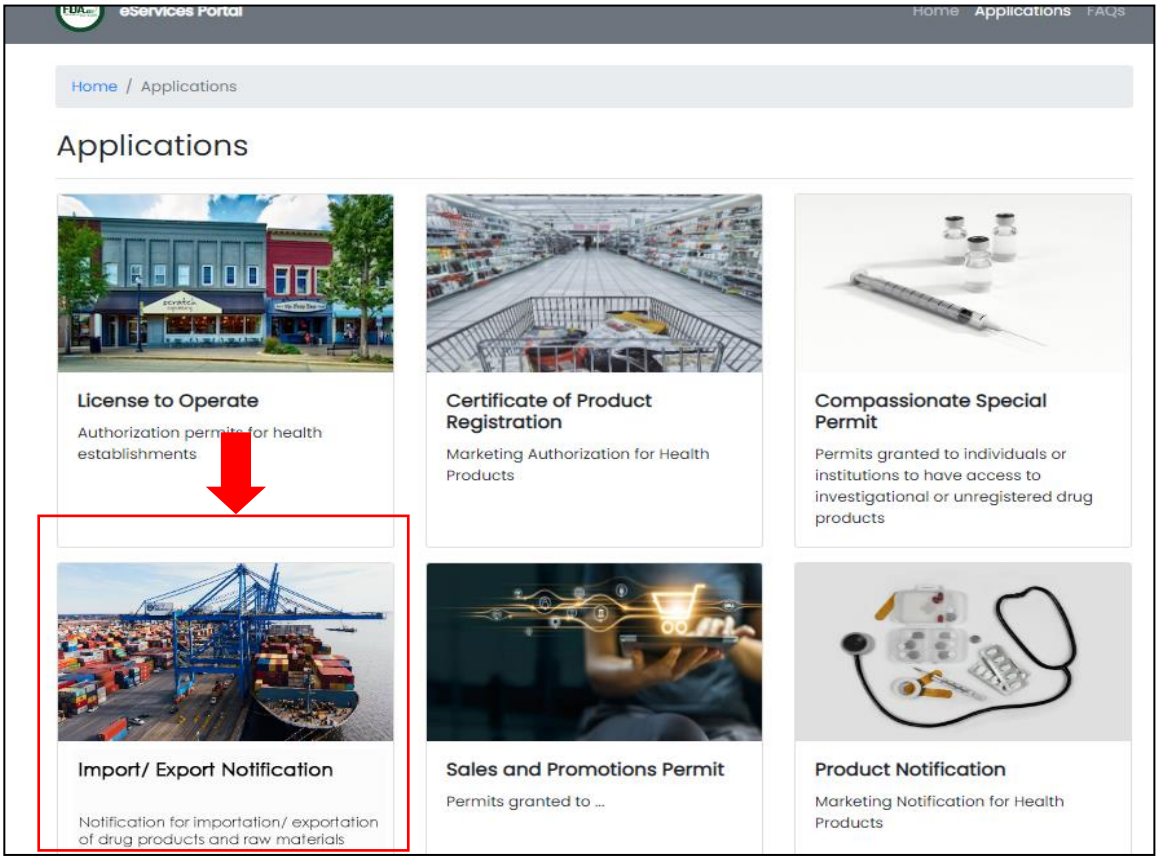
ANNEX C

Procedure on the Use of the FDA eServices Portal System for Import/ Export Notification

1. Access the online portal through https://eservices.fda.gov.ph and click **Applications** found at the upper right corner of the landing dashboard.

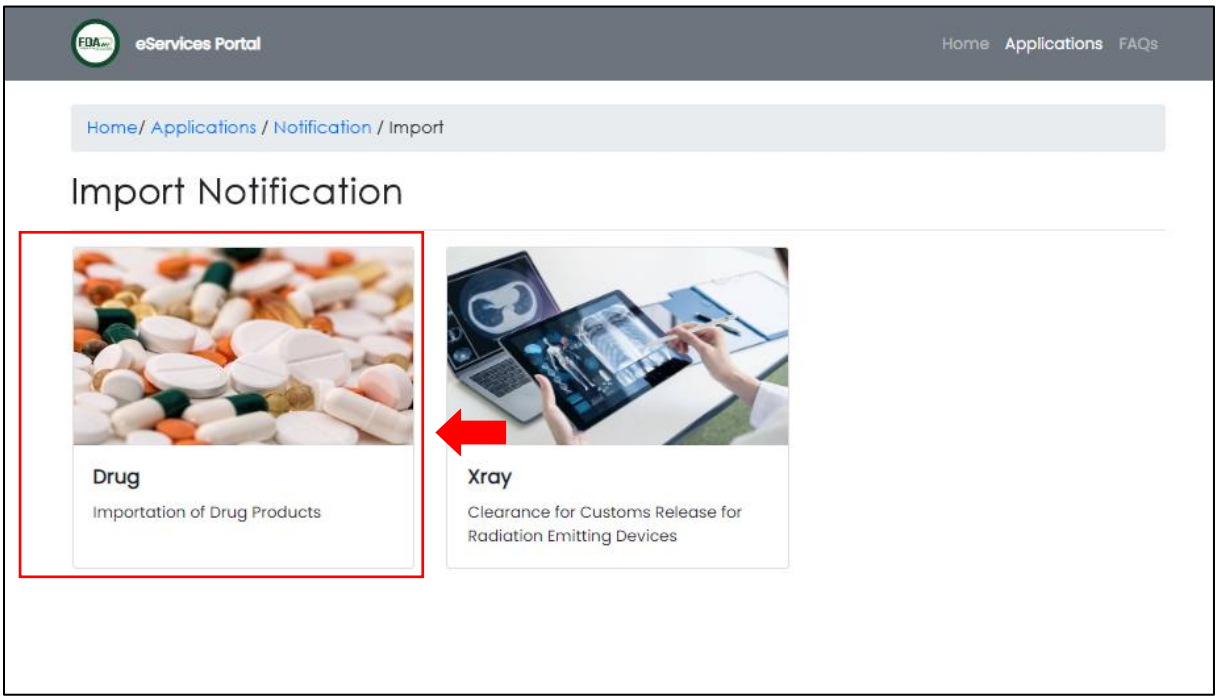


2. Click on the **Import/ Export Notification.**

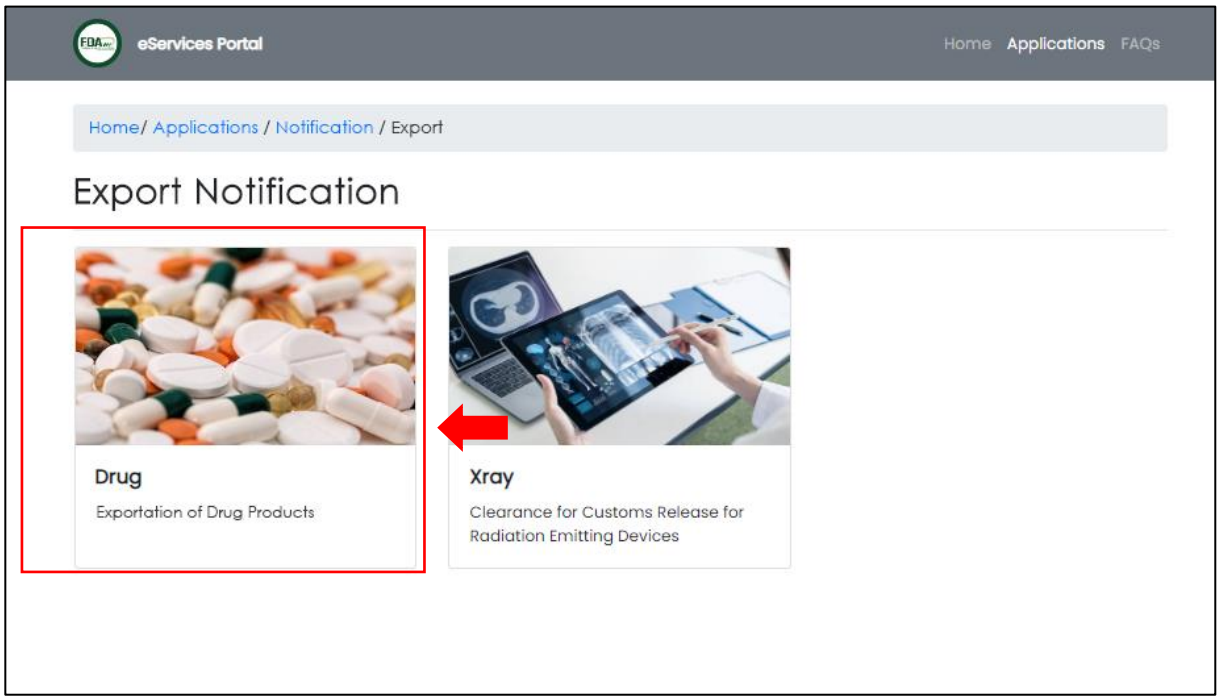


3. Click on the **Drug**.

A. Import Notification

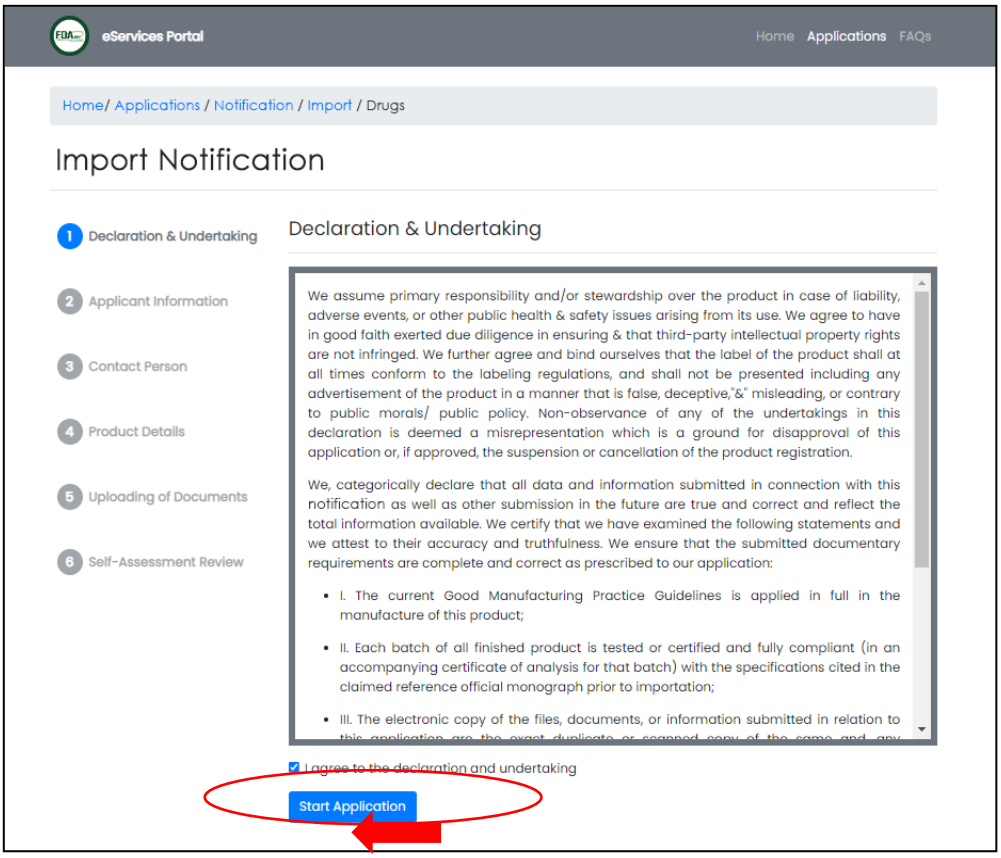


B. Export Notification

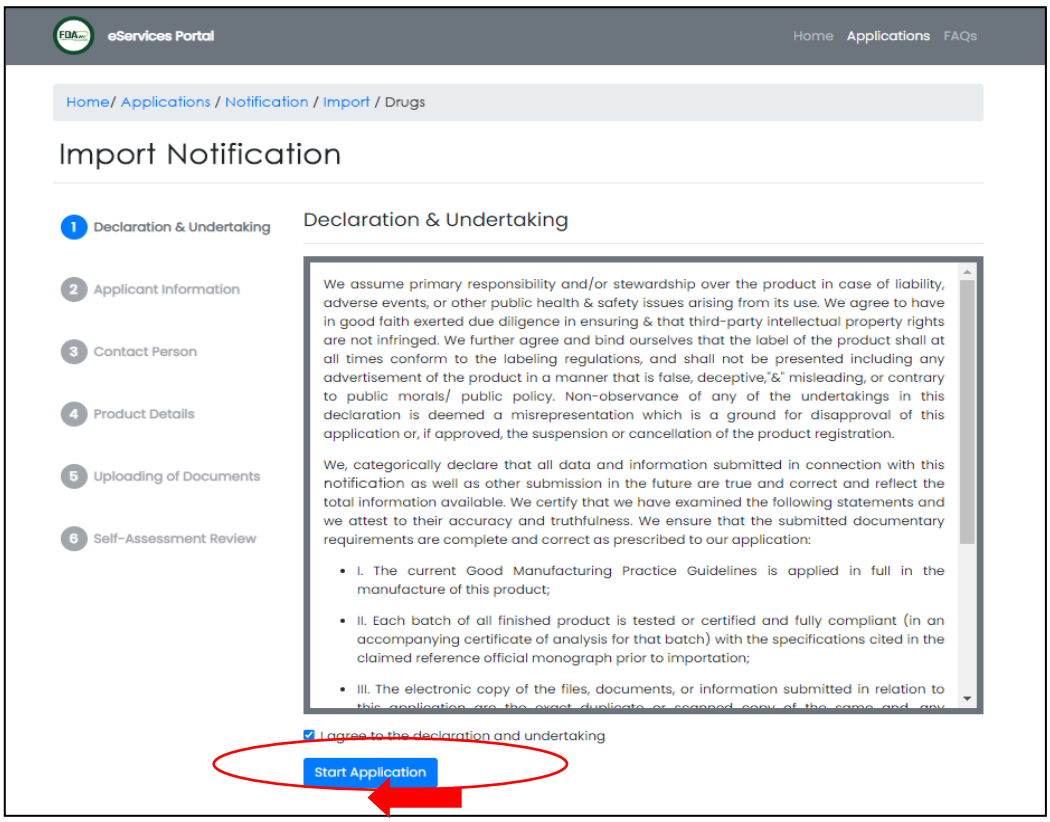


4. Read carefully the **Declaration & Undertaking.** Once done, check the box if you agree with all the conditions stated. Click on the **Start Application.**

A. Import Notification

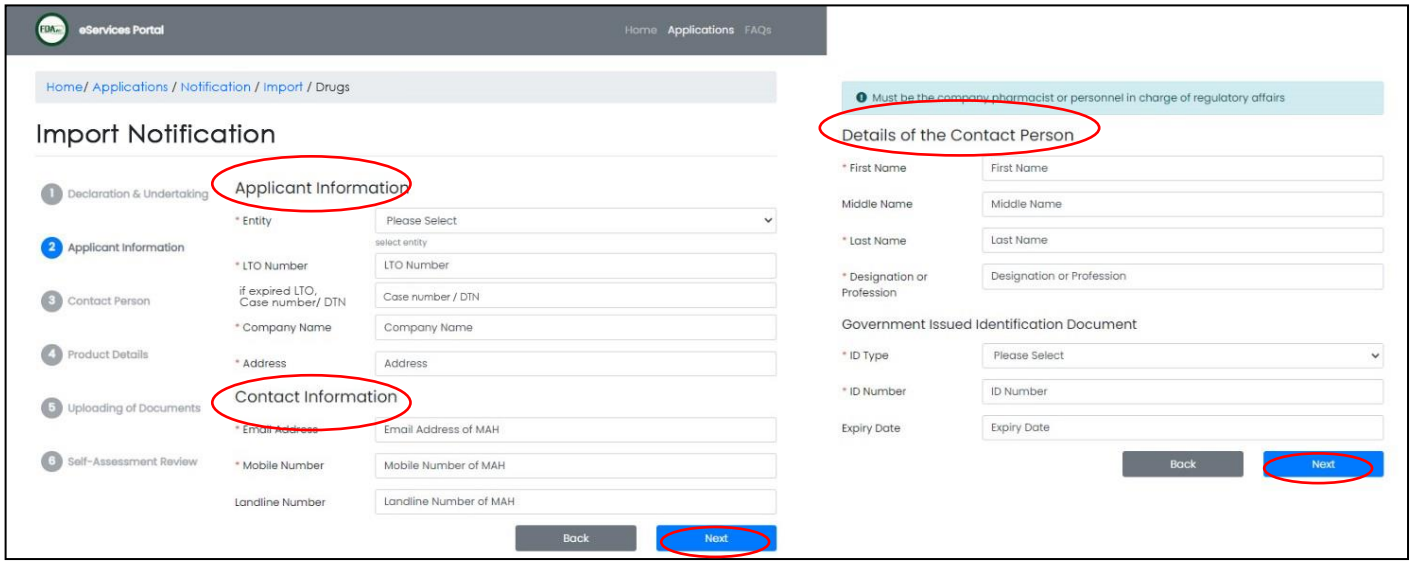


B. Export Notification

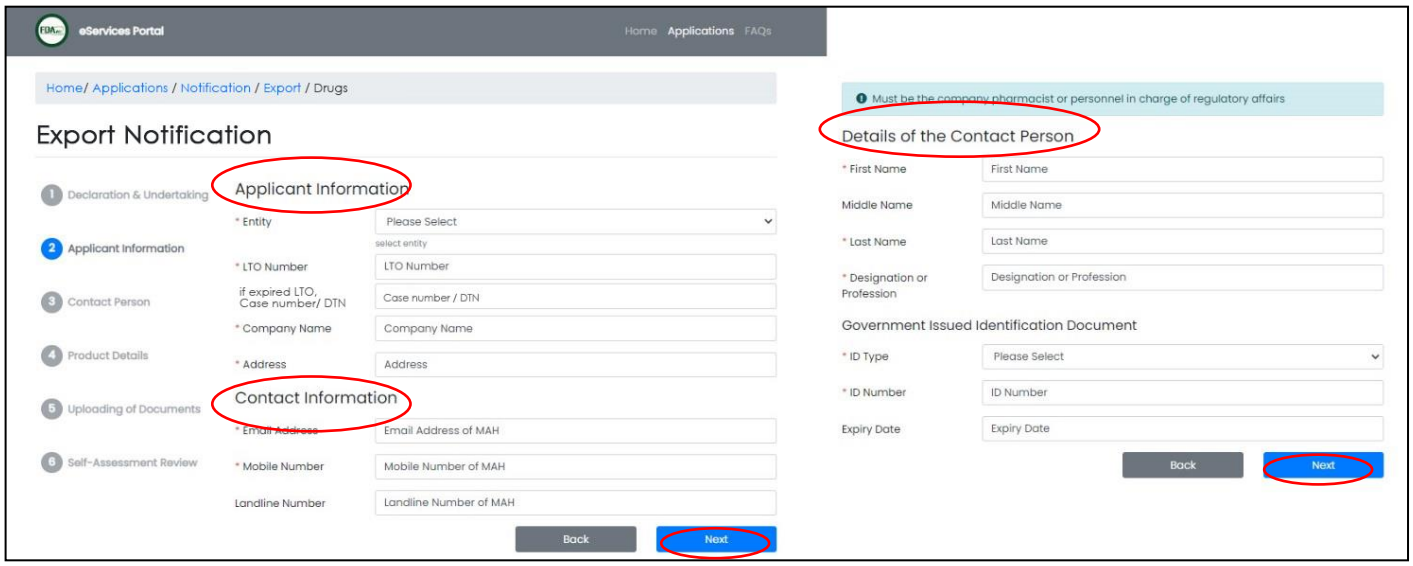


5. In the **Applicant Information** page, fill out all the required fields which are marked with asterisk (*). Provide a valid and working e-mail address and mobile number in the Contact Information, and the qualified person or authorized person in the Details of the Contact Person. Please take note that all fields marked with asterisk (*) in the succeeding steps are also required to be filled out. Click on **Next.**

A. Import Notification

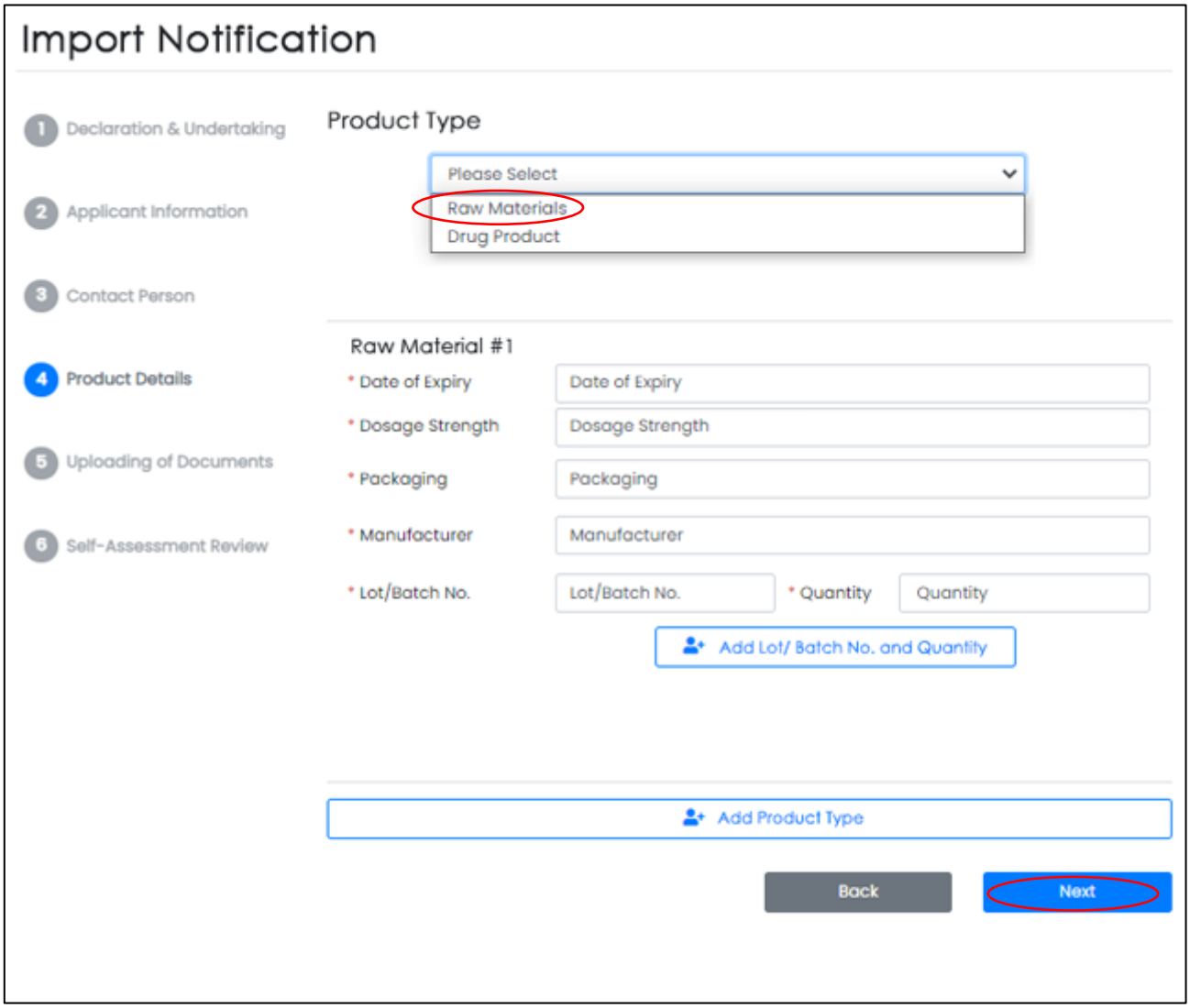


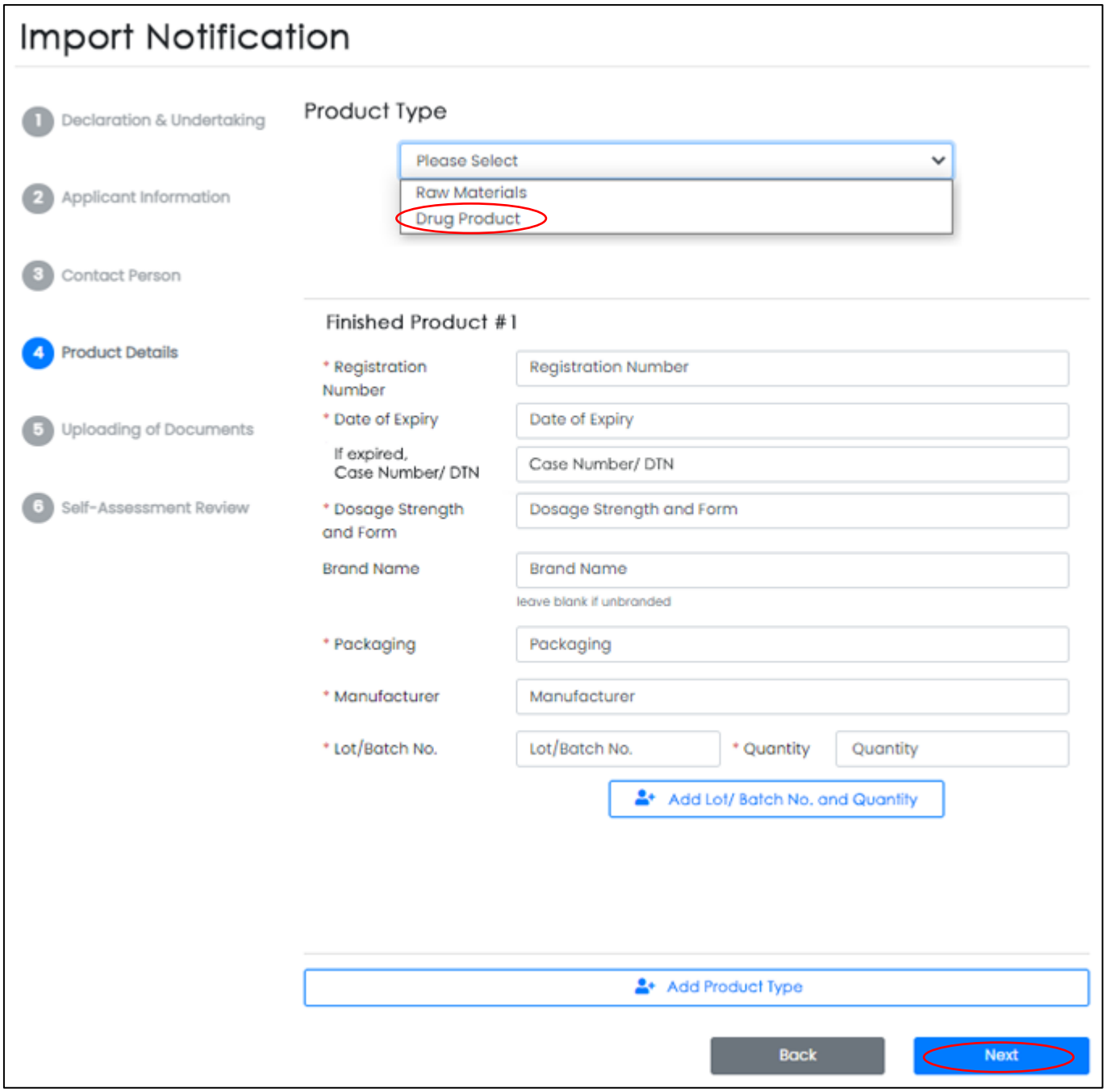
B. Export Notification



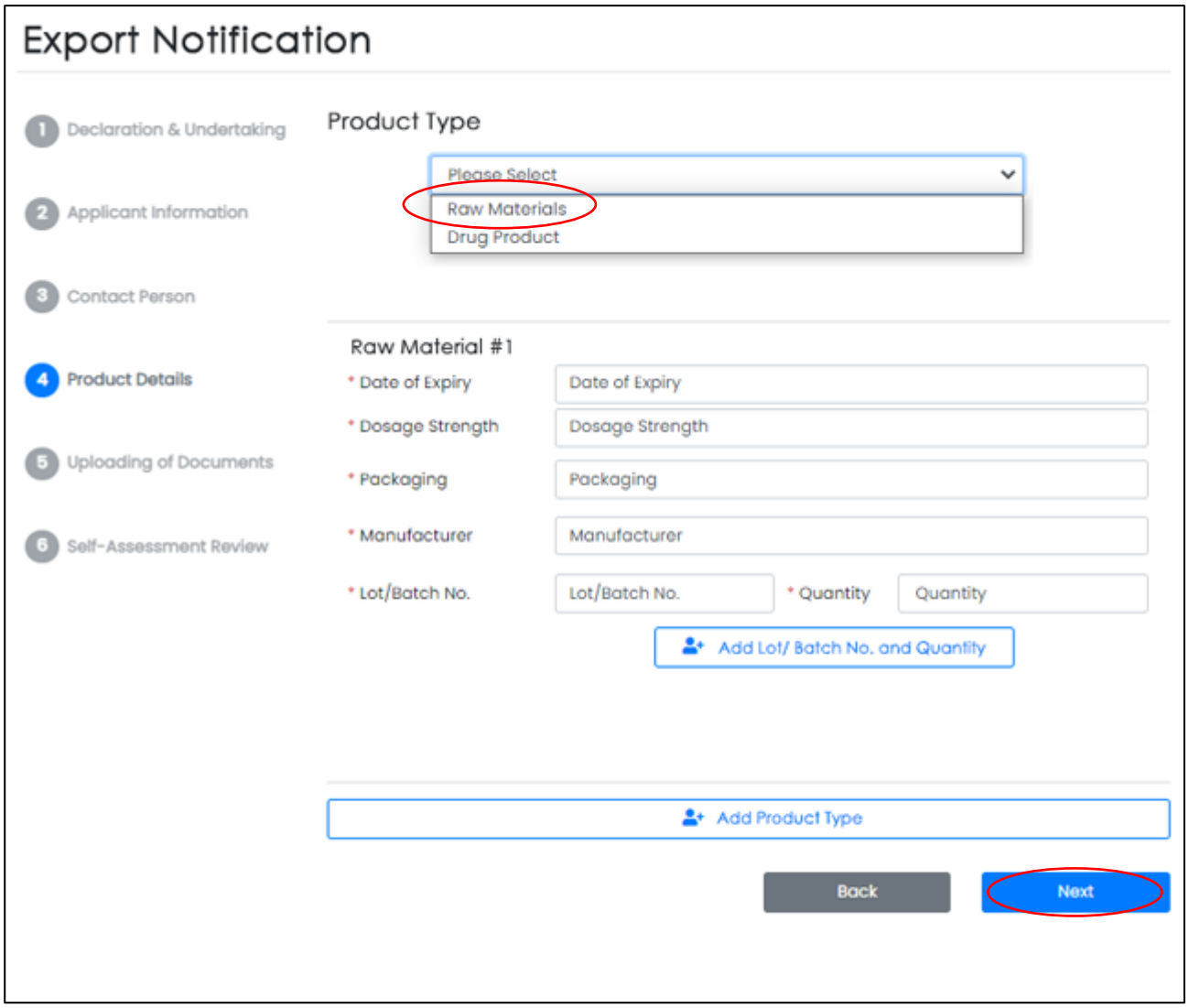
6. Fill out all the required fields in the **Product Details** page.

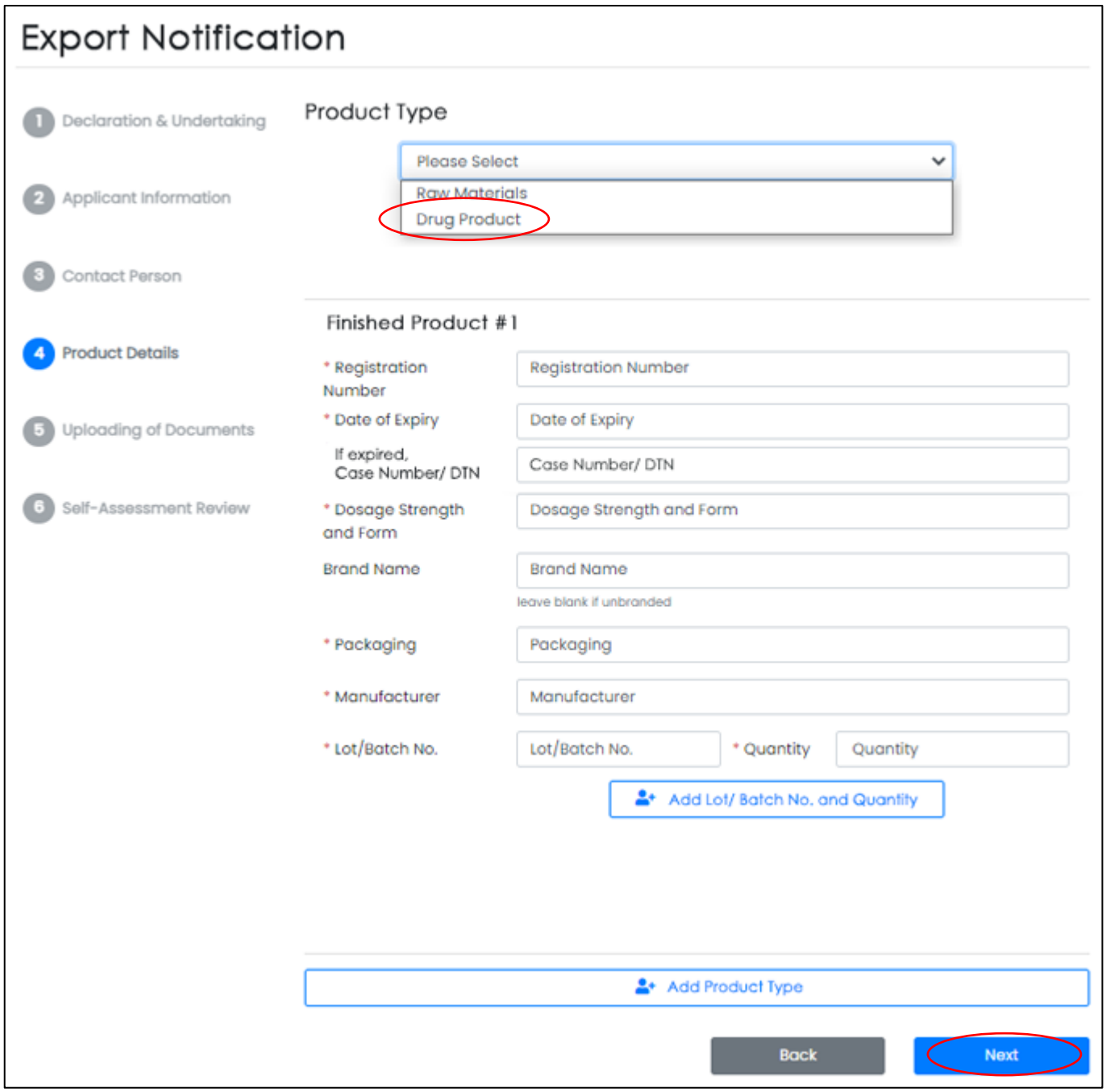
A. Import Notification




Import Notification
1 Declaration & Undertaking
2 Applicant Information
3 Contact Person
4 Product Details
5 Uploading of Documents
6 Self-Assessment Review
Product Type
Please Select
Raw Materials
Drug Product
Finished Product #1
* Registration Number
Registration Number
* Date of Expiry
Date of Expiry
If expired, Case Number/ DTN
Case Number/ DTN
* Dosage Strength and Form
Dosage Strength and Form
Brand Name
Brand Name
leave blank if unbranded
* Packaging
Packaging
* Manufacturer
Manufacturer
* Lot/Batch No.
Lot/Batch No.
* Quantity
Quantity
Add Lot/ Batch No. and Quantity
Add Product Type
Back
Next

B. Export Notification

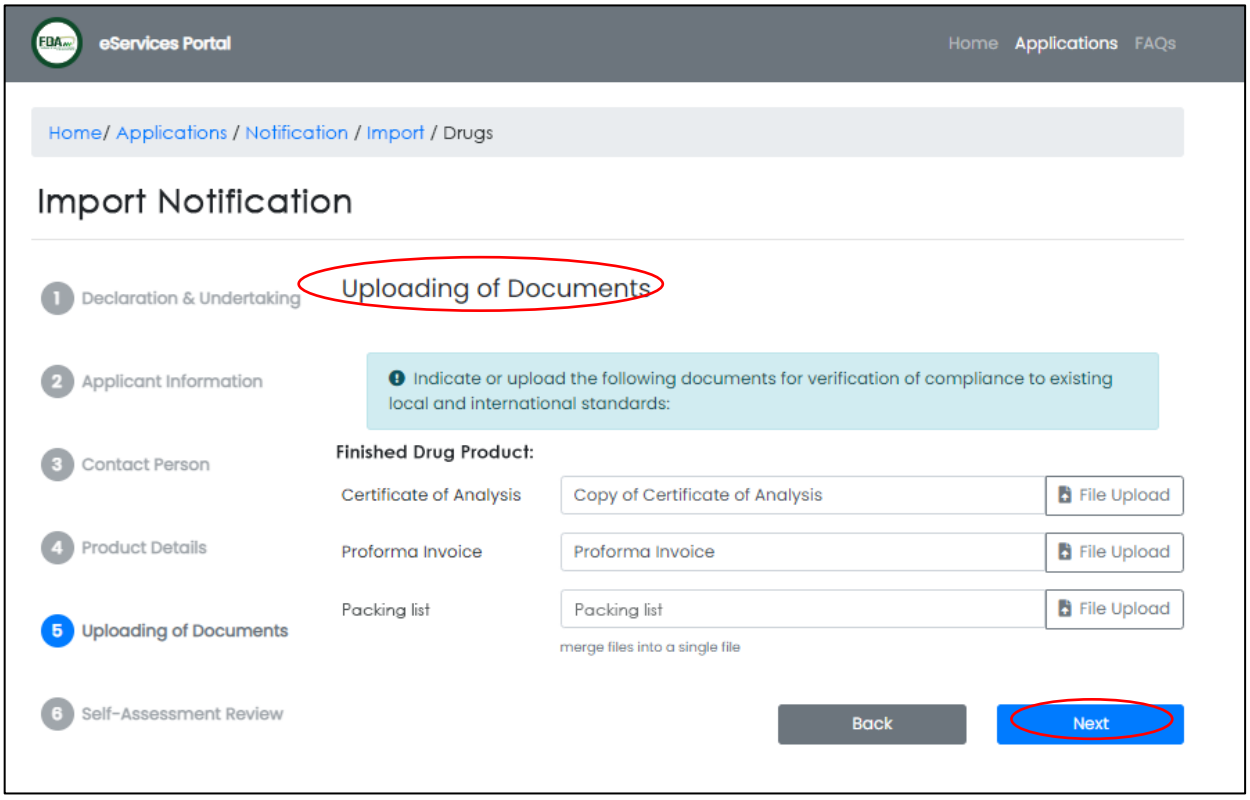



Export Notification
1 Declaration & Undertaking
2 Applicant Information
3 Contact Person
4 Product Details
5 Uploading of Documents
6 Self-Assessment Review
Product Type
Please Select
Raw Materials
Drug Product
Finished Product #1
* Registration Number
Registration Number
* Date of Expiry
Date of Expiry
If expired, Case Number/ DTN
Case Number/ DTN
* Dosage Strength and Form
Dosage Strength and Form
Brand Name
Brand Name
leave blank if unbranded
* Packaging
Packaging
* Manufacturer
Manufacturer
* Lot/Batch No.
Lot/Batch No.
* Quantity
Quantity
Add Lot/ Batch No. and Quantity
Add Product Type
Back
Next

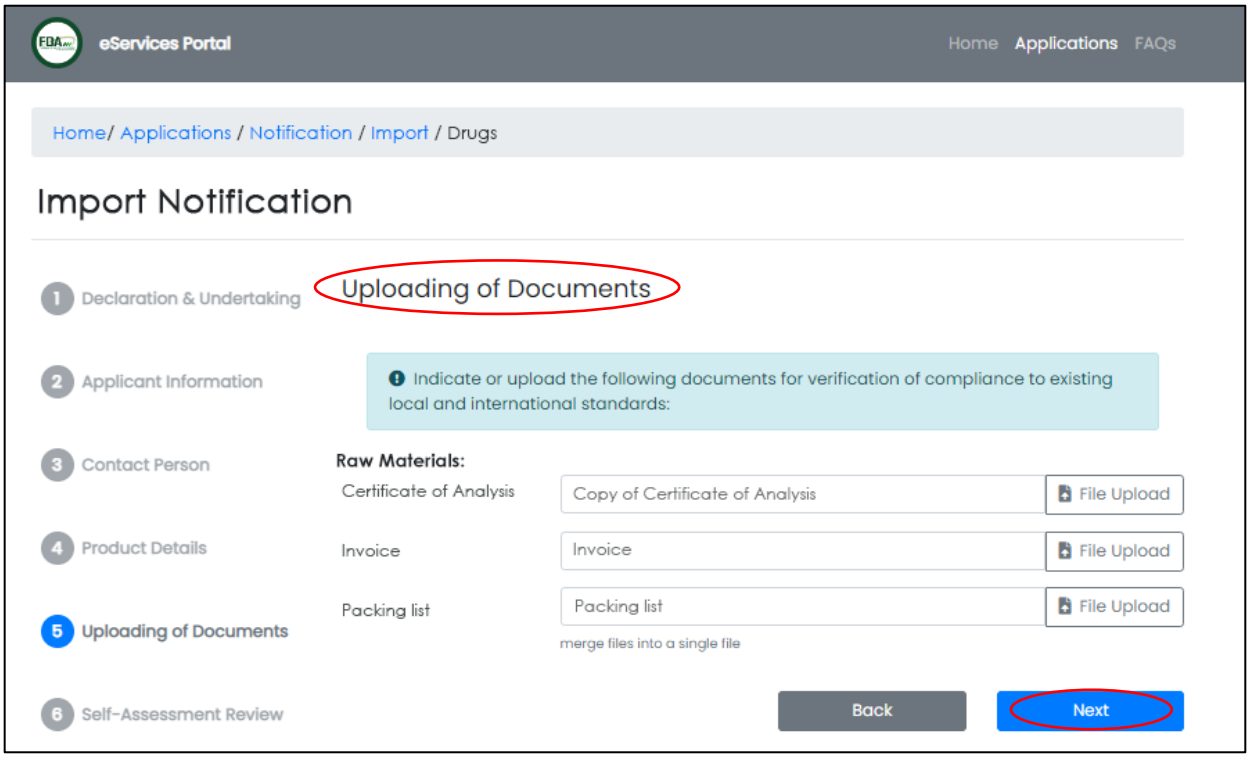
7. Upload all the necessary documents for verification purposes. Click on **Next**.

A. Import Notification

a. Finished Pharmaceutical Product

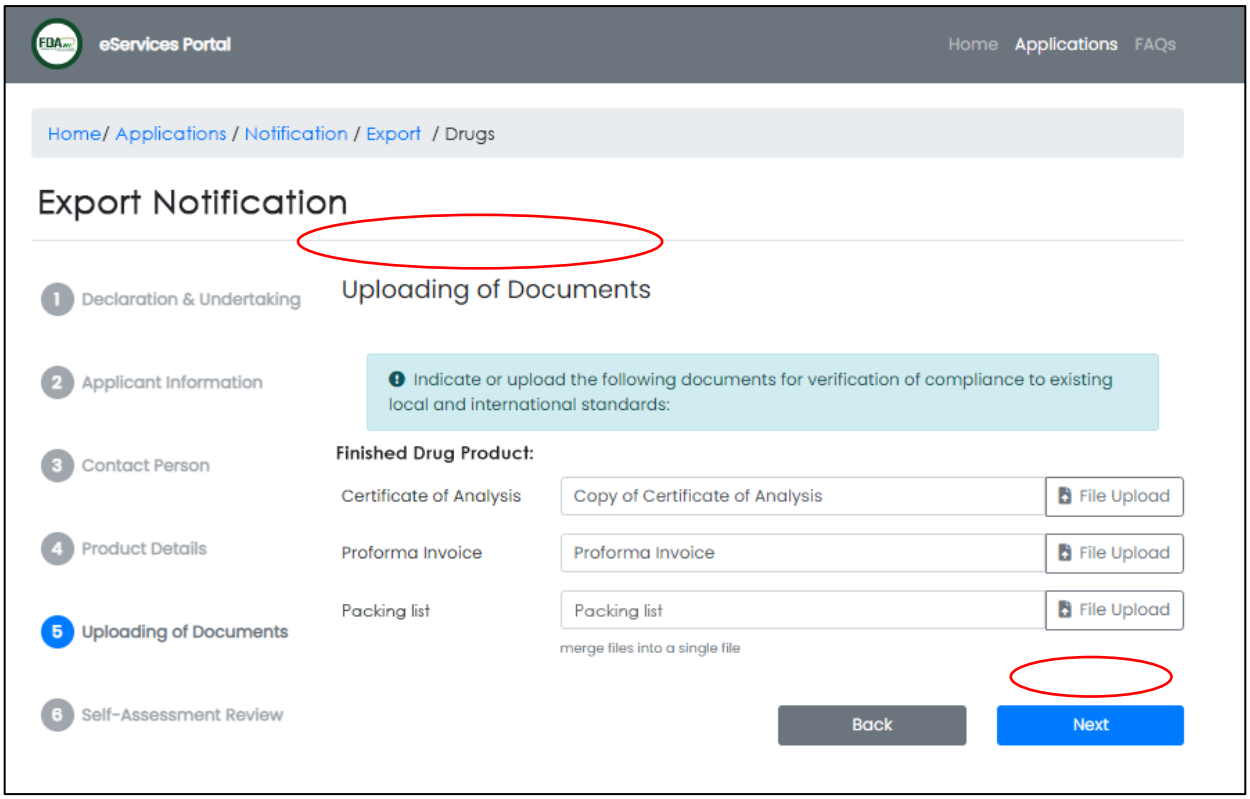


b. Raw Materials

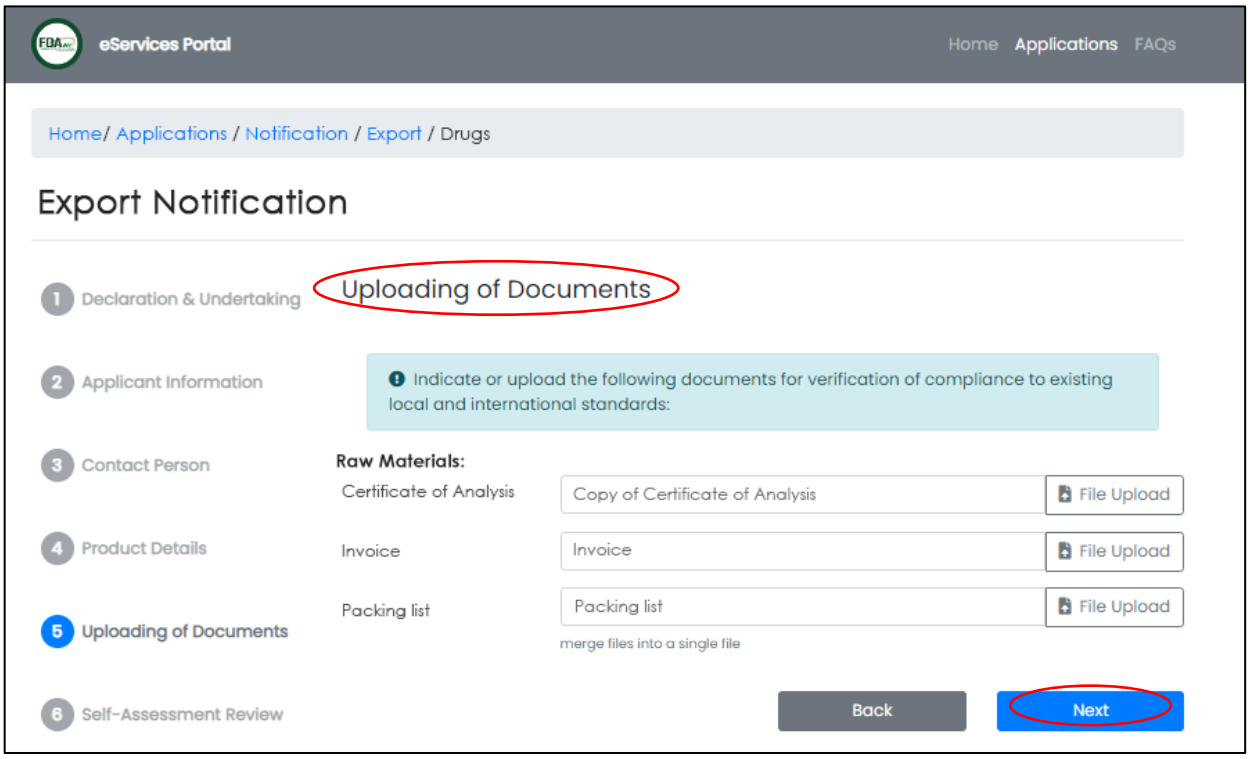


B. Export Notification

a. Finished Pharmaceutical Product

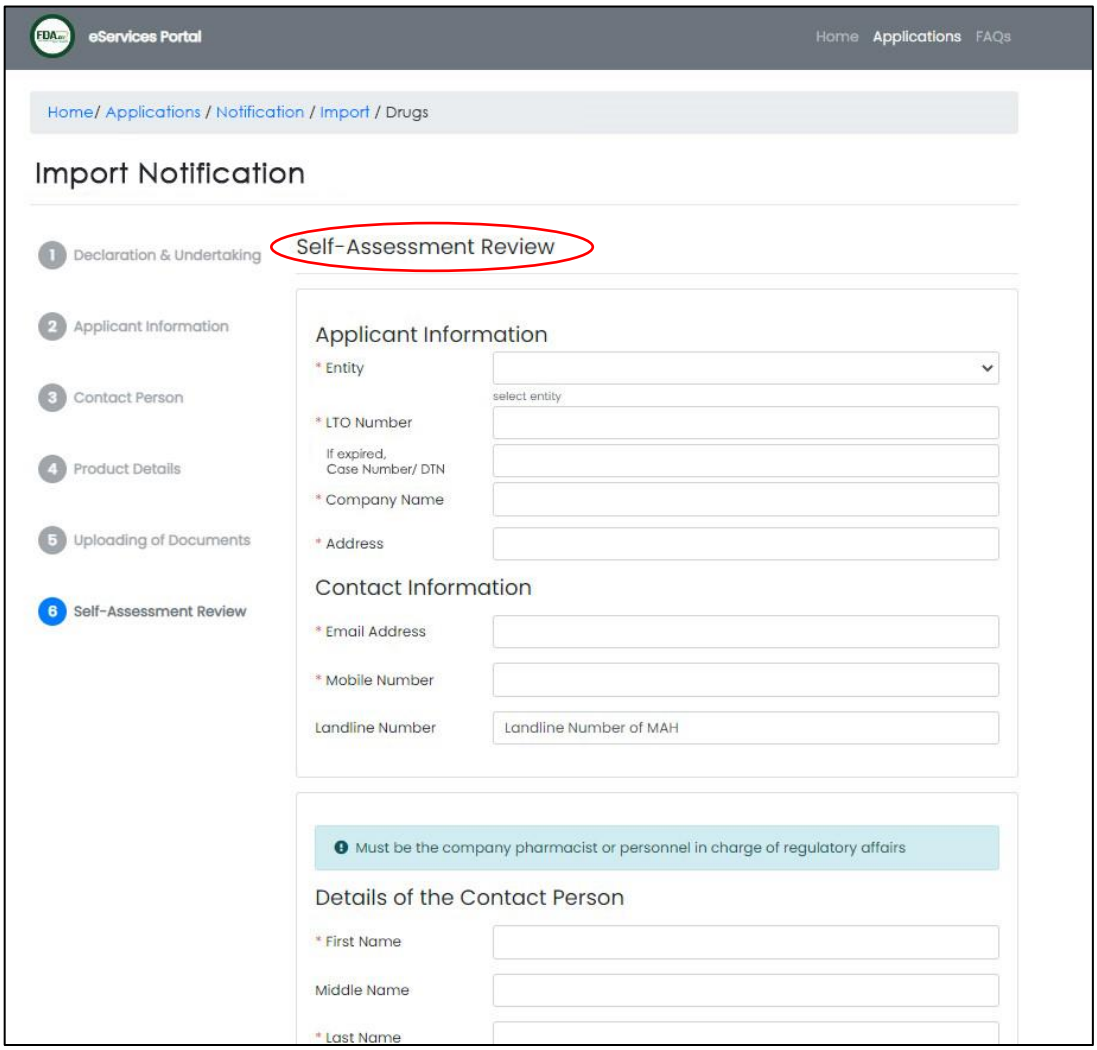


b. Raw Materials

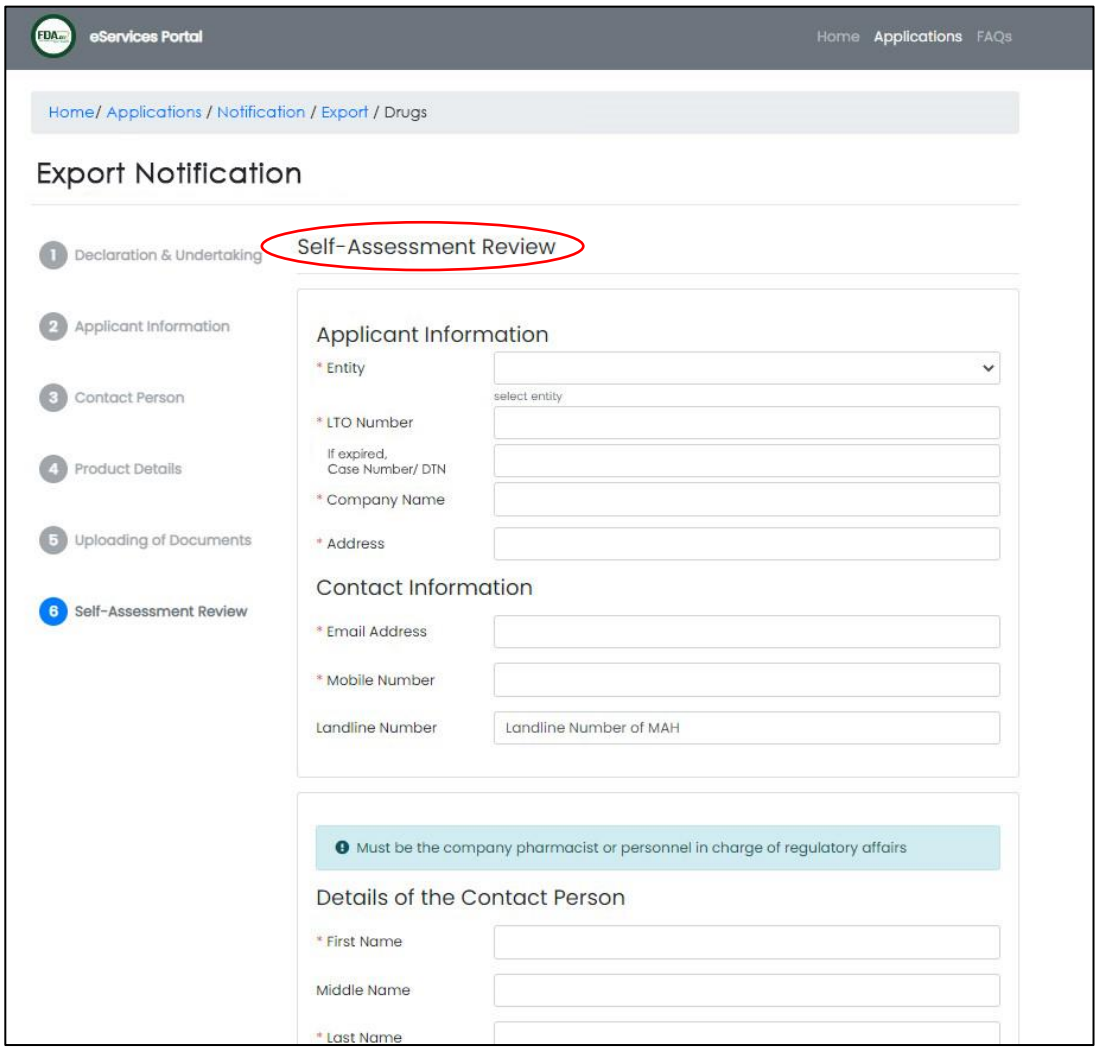


8. The Applicant shall review if all the details are correct in the **Self-Assessment Review.**

A. Import Notification



B. Import Notification



9. Once reviewed, the Applicant shall confirm the correctness of the data given and click on **Confirm** to submit the application.