INVESTORS' GUIDEBOOK 2021

THE PHILIPPINES MAKE IT HAPPEN

boi PHILIPPINES BOARD OF INVESTMENTS

INTRODUCTION

With the ASEAN Integration and aggressive campaign of the Philippine Government to attract investments by capitalizing on the ease of doing business in the country, more foreign investors are considering the Philippines as the most feasible site in the international arena to establish their businesses. The Board of Investments (BOI), as the lead industry promotion agency in the country, signifies its commitment to further encourage the entry of investments through proactive initiatives and collaboration with various stakeholders.

The Investors' Guidebook is a compilation of various government transactions in relation to establishing a business in the Philippines. It contains the general business requirements and procedures on business registration, business taxation, pertinent sectoral permits and licenses, as well as optional registration for incentives availment from National Government Agencies and Investment Promotion Agencies.

DISCLAIMER

All information contained herein are from the submissions of the government agencies/institutions covered in this work including those made available in their respective websites. While earnest efforts have been exerted to maintain the accuracy of the contents of this guidebook, the Board of Investments (BOI) shall not be liable for any inaccuracy nor for any un-intended result in the use of any information contained herein. Updates will be undertaken and reflected on an annual basis or as soon as the same are made known and available to the BOI.

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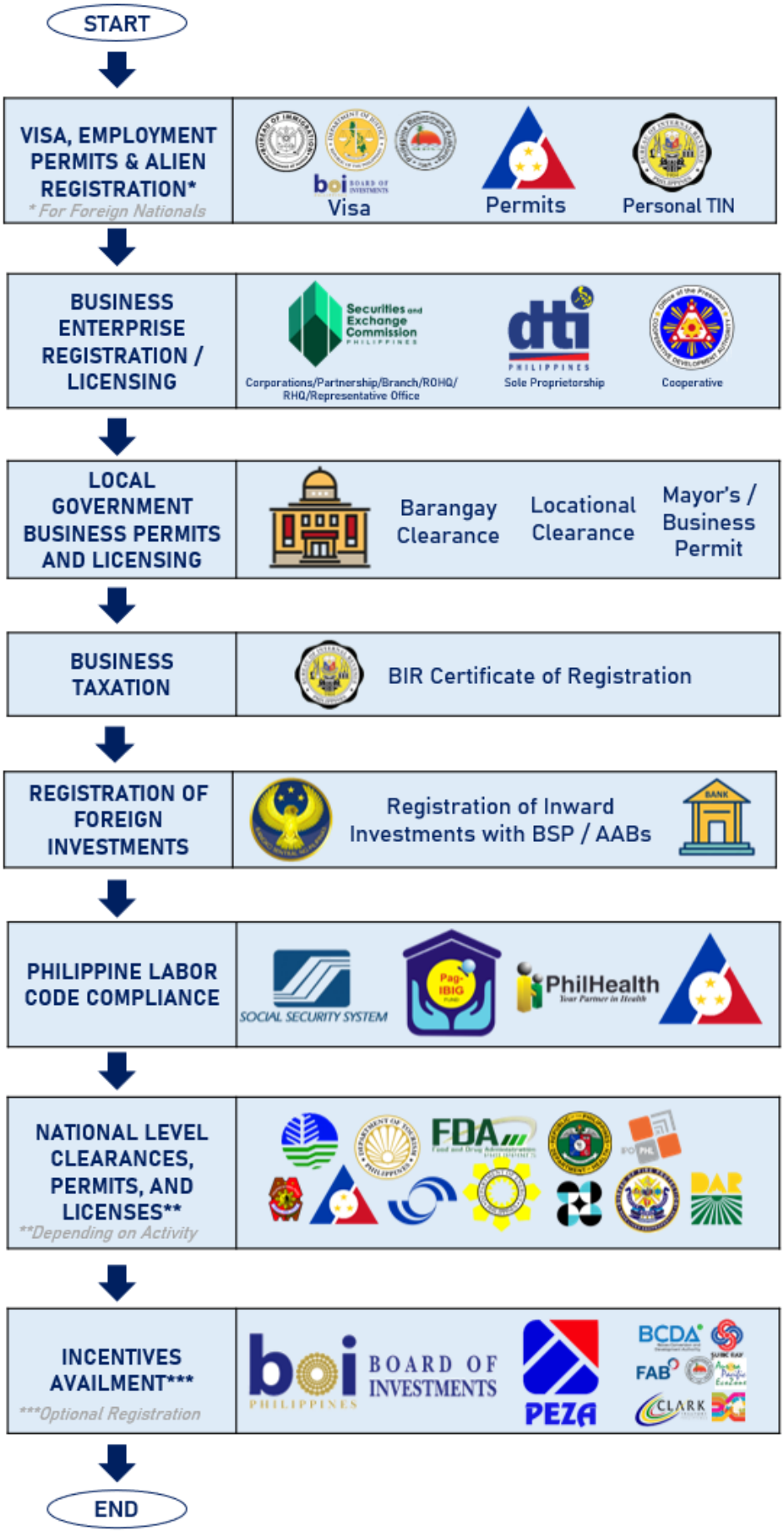
GENERAL BUSINESS PROCEDURE



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VISA, EMPLOYMENT PERMITS, AND ALIEN REGISTRATION

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ALIEN REGISTRATION AND PERMITS

Alien Certification Registration Identity Card (ACR I-card) - Voluntary

Source: *Bureau of Immigration 2019 Citizens Charter (accessed as of 16 February 2021)*

An ACR I-Card is a microchip based, credit card-sized, identification card issued to all registered aliens whose stay in the Philippines has exceeded fifty-nine (59) days. Foreigners granted visa that is exempted for registration under special laws such as 47(a)(2) exempt, SIRV, SRRV, BOI, ECOZONE and those admitted under the Balikbayan Program may avail.

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph
Magallanes Drive, Manila (HO)
(+632) 8465 2400 / 8524 3769
xinfo@immigration.gov.ph
http://www.immigration.gov.ph/contact-us/main-office

Requirements:

1. Duly filled-out BI FORM ARD-0102 (Not yet available online)
    a. Old BI Form for New Application: 2015-08-006
    b. Old BI Form for Renewal/Re-Issuance: 2015-08-002
2. Photocopy of passport biopage, visa implementation and latest admission with valid authorized stay
3. Letter request addressed to the Commissioner thru ARD Chief stating the purpose for the application
4. Photocopy of Birth Certificate and or Marriage Certificate (Balikbayan admission)
5. Photocopy of Identification (ID) card from the concerned agency (i.e. PRA, BOI, PEZA, CEZA)
6. Original paper based ACR, if applicable

Procedure:

STEP	PROCESS	CLIENT ACTION	SERVICE PROVIDER ACTION	TIME FRAME
1	OSAU Information	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general ACR I-Card information to the transacting public	5 mins
2	Derogatory Checking and assessment of fees	To submit filled-out application form and documentary requirements	To received completed application form and documentary requirements for evaluation of completeness and discrepancies ; To conduct derogatory checking and	15 mins

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			issuance of Order Payment Slip	
3	Payment	To submit Order Payment Slip to Cashier for payment of fees	Cashier to issue Official Receipt	5 mins
4	Encoding and generation of application number	To submit official receipts	To receive application for data encoding in the ACR ICard system and generation of application number	15 mins
5	Biometric capturing	To submit applications with O.R. to Fingerprint Section for biometric capturing .	Fingerprint Examiner will ask the applicant to proof read the encoded information then electronic signing , fingerprint and photo capturing. Issuance of claim stub.	5 mins
6	Review	None	Fingerprint Section will transmit the application to OSAU for review of OSAU Chief G/F	1 hour
7	Approval	None	Final review of the Deputy Chief and approval of ARD Chief	2 days
8	Printing of ACR I-Cards	None	A lists of approved applications is generated and transmitted to Datatrail Corp., with blank I -Card for printing	1-3 days
9	Transmittal of printed ACR I-Cards	None	Datatrail transmits the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit at G/F Windows 41- 42. ARD staff checks the list in the transmittal, receives the printed cards, and signs Datatrail's transmittal.	1 hour
10	Releasing	To present claim stub to claim ACR ICard	To release ACR I-Card to subject.	3 mins

Processing Time:

Regular – 5 days; Express – 3 days

Fees:

ACR I-Card Fee: $50.00 (BSP Forex Rate)
Express Lane Fee: PhP 500.00
Additional Fees for BB
ACR Fee: PhP1,000.00
LRF: PhP10.00

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Special Work Permit (SWP) - Commercial

Source: Bureau of Immigration Website (Accessed as of 16 February 2021)

A foreign national who shall engage in gainful employment for three to six months should have a SWP.

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph
Magallanes Drive, Manila (HO)
(+632) 8465 2400 / 8524 3769
xinfo@immigration.gov.ph
http://www.immigration.gov.ph/contact-us/main-office

Requirements:

PRINCIPAL

1. Letter request addressed to the Commissioner from the petitioning company;
2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3);
3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
4. Duly acknowledged Contract of Service, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of service, compensation and other benefits, and scope of duties;
5. Submit the following documents for the particular positions (if applicable):
    a. For Consultant or Specialist position, applicant must be at least twenty-five (25) years old and must submit the following:
        i. Certified True Copy of Diploma or Certificate of Completion as attested by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish educational attainment); and
        ii. Certificate of Training, Course Completion or resume as attested to by the Human Resource Manager or any officer of the company authorized by Board Resolution or Special Power of Attorney; (To prove or establish that applicant has at least 2 years of relevant work experience or training related to the proposed position, nature and primary purpose of the company's business).
    b. For regulated professions, applicant must submit Special Temporary Permit (STP) duly issued by the Professional Regulation Commission (PRC).
6. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN); and
7. BI Clearance Certificate

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PETITIONER/COMPANY

1. Submit the following:
    a. For Corporations or Partnerships, photocopies of the following:
        i. Securities and Exchange Commission (SEC) Certificate of Registration;
        ii. Articles of Incorporation;
        iii. General Information Sheet (GIS) for the current year stamped received by the SEC;
    b. For Single Proprietorships, photocopies of the following:
        a. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name;
        b. Mayor's Permit
2. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and contract of service are other than those appearing in the Articles of Incorporation and in the latest GIS;
3. Photocopy of Petitioner's Income Tax Return (ITR) with corresponding proof of payment (official receipt, bank teller's validation slip, BIR's eFPS payment details print-out or other similar evidence). For newly created company, submit photocopy of certificate of registration with BIR and Quarterly payment of taxes with corresponding proof of payment. For companies with no income or overpayment of taxes, in lieu of proof of payment, submit copy of ITR with proof of filing.
4. Submit the following for the particular positions (if applicable):
    a. For Treasure Hunter application, photocopy of Treasure Hunting/Survey/Salvage Permit duly issued by Department of Environment and Natural Resources (DENR) and appropriate permit from other concerned government agencies (e.g. National Museum) and instrumentalities
    b. For Religious Preacher application, submit endorsement from any of the following religious entities:
        i. CBCP,
        ii. PCEC,
        iii. INC,
        iv. JIL, or
        v. Other legitimate religious sects.
    c. For Commercial Model, Foreign Journalist or Trainee application, submit endorsement from the following:
        i. For Commercial Models: FAP.
        ii. For Foreign Journalists: Malacañang Press Corps.
        iii. For Trainees: GOCC or Sponsoring Private Entity
5. Mayor's Permit;
6. Certification under oath by the Petitioner, stating whether it is applicant's initial or final SWP, that all documents submitted are genuine and that the applicant shall exclusively work relative to the position applied for; and
7. A sworn declaration of the petitioning company operating in the Philippines:
    a. Undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) the taxes due on all income of the applicant; and
    b. Stating that the entire salary or any other form of compensation of the SWP applicant shall be paid entirely by his/her home office outside the country

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(for SWP applicants who are not paid by the petitioning companies within the Philippines where they intend to render short-term work/services).

Procedure:

1. Secure the CGAF from either at the Public Information and Assistance Unit (PIAU) at BI G/F Main Office or from the official BI Website.
2. Submit the documents for pre-screening to the Central Receiving Unit (CRU) or to the frontline officer or staff of other Immigration Offices able to process this transaction.
3. Get the Order of Payment Slip (OPS).
4. Pay the required fees.
5. Submit copy of Official Receipt.
6. Get the approved SWP (for SWP without ACR I-Card).
7. Please refer to the Official Receipt for the schedule and venue of the hearing and Image and Fingerprint Capturing. (if with ACR I-Card).
8. In case of renewal application, the biometric data previously captured during the visa conversion shall be used in the printing of the renewed ACR I-Card. However, applicants aged ten (10) years and below shall have their image and fingerprint captured every extension of visa. Applicants aged eleven (11) years and above shall have their image and fingerprint captured every after five (5) years.
9. Proceed to Image and Fingerprint Capturing Counter of the Alien Registration Division (ARD) and submit requirements for ACR I-Card application
10. If approved, claim the SWP and ACR I-Card.

Fees:

NO I-CARD	WITH I-CARD
PhP 6,440.00	PhP 6,440.00
**Fees are updated as of 06 March 2014 and may change without prior notice.*	Additional Fee for ACR I-Card 1 Year - + US $50 **Fees are updated as of 06 March 2014 and may change without prior notice.*

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Provisional Work Permit (PWP)

Source: Bureau of Immigration Website (Accessed as of 16 February 2021)

Issued to foreign nationals during the pendency of their employment visa application.

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph
Magallanes Drive, Manila (HO)
(+632) 8465 2400 / 8524 3769
xinfo@immigration.gov.ph
http://www.immigration.gov.ph/contact-us/main-office

Requirements:

PRINCIPAL - APPLICANT

1. Letter-request addressed to the Commissioner from the petitioning company with an undertaking to withhold and remit to the Bureau of Internal Revenue (BIR) taxes due on all income of the applicant;
2. Duly accomplished Consolidated General Application (CGAF) (BI Form CGAF-002-Rev 3);
3. Photocopy of applicant's passport bio-page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
4. Duly acknowledged Contract of Service, Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties;
5. For consultant or specialist positions, a justification that despite best efforts, no Filipino is able and willing to provide such consultancy or specialized service;
6. For Corporation or Partnership, Board Resolution if the signatories of the letter of application and employment contract are other than those appearing in the Articles of Incorporation and in the latest GIS;
7. Photocopy of the official receipt of AEP or 9g application;
8. Photocopy of applicant's Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN);
9. Special Temporary Permit for an applicant who intends to practise profession regulated by the Professional Regulation Commission (PRC); and
10. BI Clearance Certificate.

PETITIONER / COMPANY

11. Photocopy of Petitioner's Income Tax Return (ITR) with corresponding proof of payment (official receipt, bank teller's validation slip, BIR's eFPS payment details print-out or other similar evidence). For newly created company, submit photocopy

of certificate of registration with BIR and Quarterly payment of taxes with corresponding proof of payment. For companies with no income or overpayment of taxes, in lieu of proof of payment, submit copy of ITR with proof of filing;

8. Submit the following:
    a. For Corporations or Partnerships, photocopies of the following:
        i. Securities and Exchange Commission (SEC) Certificate of Registration;
        ii. Articles of Incorporation;
        iii. General Information Sheet (GIS) for the current year stamped received by the SEC;

    b. For Single Proprietorships, photocopies of the following:
        i. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name;
    c. Mayor's Permit

Procedure:

1. Secure the CGAF from either at the Public Information and Assistance Unit (PIAU) at BI G/F Main Office or from the official BI Website.
2. Submit the documents for pre-screening to the Central Receiving Unit (CRU) or to the frontline officer or staff of other Immigration Offices able to process this transaction.
3. Get the Order of Payment Slip (OPS).
4. Pay the required fees.
5. Submit copy of Official Receipt.
6. Get the approved PWP

Fees:

Application Fee	2,000.00
Certificate Fee	500.00
Legal Research Fee	20.00
Service Fee	100.00
PWP Fee	400.00
Legal Research Fee	20.00
Express Lane Fee (Certification)	500.00
Express Lane Fee (Filing)	500.00
Total	4,040.00

**Fees are updated as of 06 March 2014 and may change without prior notice.*

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Alien Employment Permit (AEP) – New/Renewal

Source: *DOLE Citizen's Charter 2019 Edition (Accessed as of 19 March 2021)*

Under Article 40 of the Labor Code of the Philippines, as amended, any alien seeking admission to the Philippines for employment purposes and any domestic or foreign employer who desires to engage an alien for employment in the Philippines shall obtain an employment permit from the Department of Labor and Employment. The Alien Employment Permit (AEP) is a permit issued to a non-resident alien or foreign national seeking admission to the Philippines for employment purposes after a determination of the non-availability of Filipino citizen who is competent, able and willing at the time of application to perform the services for which the alien is desired.

Agency Involved: Department of Labor and Employment

Contact Details:

www.dole.gov.ph
Muralla Wing cor. General Luna St.,
Intramuros, Manila
(+632) 1349 / 8527 3000
osec@dole.gov.ph

Documentary Requirements:

1. Application Form for AEP (1 original copy)
2. Passport with valid visa, except for temporary visitor's visa in case of renewal or Certificate of Recognition for Refugees or Stateless Persons (1 photocopy)
3. Notarized appointment or contract of employment enumerating their duties and responsibilities, annual salary, and other benefits of the foreign national (1 original copy)
4. Mayor's Permit to operate business (1 certified true copy). In case of locators in economic zones, Certification that the company is located and operating within the Ecozone, while in case of a construction company, one photocopy of license from the Philippine Contractors Accreditation Board (PCAB) or DO 174-17 Registration should be submitted in lieu of Mayor's Permit
5. Business Name Registration and Application Form or Securities and Exchange Commission (SEC) Registration and General Information Sheet (1 certified true copy)
6. Special Temporary Permit (STP), if the position title of the foreign national is included in the list of regulated professions (1 certified true copy)
7. If the employer is covered by the Anti-Dummy Law, an Authority to Employ Foreign National (1 photocopy)

Where to Apply:

DOLE Regional Offices

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Procedure:

CLIENT STEPS	AGENCY ACTION
Get application form and the list of requirements from the Action Officer or download from www.ble.dole.gov.ph or DOLE Regional Office website. Fill-out the form.	Provide Application Form and the list of requirements.
Submit to Action Officer the filled-out application form with complete documentary requirements.	Check the completeness of the Application Form and all the documentary requirements. For incomplete documents, return the application form and documents to the client indicating the lacking requirement/s and explain, as may be necessary. Application is deemed not filed
Get the Order of Payment.	For complete documents, issue order of payment
Bring the order of payment to the Designated Cashier, pay the required permit fees and receive Official Receipt (OR	Receive payment, issue OR and stamp date of release of AEP on the face of the OR.
	Publish new AEP application within 2 working days upon receipt of application in a newspaper of general circulation, DOLE RO website and PESO.
	Evaluate submitted documents and recommend for approval/disapproval. If warranted based on documentary evaluation, conduct verification inspection
	Approve/Disapprove AEP.
	Print AEP Card.
Present the OR to the Action Officer on the date and claim AEP/Letter of Denial/Disapproval. If the claimant is other than the one who filed the application, submit the letter of authorization together with photocopy of their ID (Filer/Applicant and Authorized Representative – to present original for verification purposes).	Release the AEP if approved or Letter of Denial/ Disapproval if denied on the scheduled release date.
END OF TRANSACTION	

Processing Period:

New Application - 6 days, 6 hours, 55 minutes
Renewal – 1 day, 15 minutes

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Fees:

Permit Fee	PhP9,000.00	For one year validity or a fraction thereof plus PhP4,000.00 for every additional year or fraction thereof
Renewal of Application	PhP4,000.00	For every year of validity or a fraction thereof
Card Replacement Penalty	PhP1,500.00	Request for replacement must be supported by Affidavit of Loss
Penalty	PhP10,000.00	For every year or a fraction thereof on each foreign national found working without valid AEP
	PhP10,000.00	For every year or fraction thereof for employer employing foreign nationals working without valid AEP

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Issuance of Certificate of Exclusion from Alien Employment Permit (AEP)

*Source: **Source:** DOLE Citizen's Charter 2019 Edition (Accessed as of 19 March 2021)*

Under DOLE DO No. 186 s. 2017, all foreign nationals excluded from securing AEP shall secure Certificate of Exclusion from DOLE Regional Offices.

The following categories of foreign nationals are excluded from securing an AEP:

1. Members of the governing board with voting rights only and do not intervene in the management of the corporation or in the day to day operation of the enterprise.
2. President and Treasurer, who are part-owner of the company.
3. Those providing consultancy services who do not have employers in the Philippines.
4. Intra corporate transferee who is a manager, executive, or specialist as defined under Section 3(D) of DO No. 186 in accordance with Trade Agreements and an employee of the foreign service supplier for ate lease one (1) year continuous employment prior to deployment to a branch, subsidiary, affiliate or representative office in the Philippines.
5. Contractual service supplier who is a manager, executive or specialist and an employee of a foreign service supplier which has no commercial presence in the Philippines:
    1. Who enters the Philippines temporarily to supply a service pursuant to a contract between his/her employer and a service consumer in the Philippines;
    2. Must possess the appropriate educational and professional qualifications; and
    3. Must be employed by the foreign service supplier for at least one year prior to the supply of service in the Philippines.
6. Representative of the Foreign Principal/Employer assigned in the Office of Licensed Manning Agency (OLMA) in accordance with the POEA law, rules and regulations

Agency Involved: Department of Labor and Employment – Regional Offices

Contact Details:

www.dole.gov.ph
Muralla Wing cor. General Luna St.,
Intramuros, Manila
(+632) 1349 / 8527 3000
osec@dole.gov.ph

Who May Avail: All foreign nationals who intend to engage in gainful employment in the Philippines and any domestic or foreign employer who desires to engage an alien for employment in the Philippines.

Requirements:

1. Letter request addressed to the DOLE Regional Director (1 original copy)
2. Valid business/Mayor's permit of the Philippine based company or enterprise (1 certified true copy)
3. Passport (bio page) with valid visa (1 photocopy)

Additional documents shall be required for specific categories, such as the following:

- For President, Treasurer, and Members of Governing Boards (excluding those listed in the Foreign Investment Negative List)
    - Updated General Information Sheet (GIS) showing the name and position of the foreign national (1 certified true copy for each foreign national)

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    - Certification that the requesting foreign national is a member of the governing board with voting rights only, will not in any manner intervene in the management and operation of enterprise and with no intention to obtain gainful employment (1 original copy for each foreign national)
    - Board Secretary's Certificate of Election
- For Intra-corporate Transferee
    - Contract of Employment from the Origin company including proof of Salary (1 original copy)
    - Secondment Agreement (1 original copy)
- For Contractual Service Supplier
    - Contract of Employment from the Origin company including proof of Salary (1 original copy)
    - Service contract between the Philippine based company and the foreign company (1 original copy)
- For Consultant
    - Service Contract between the Philippine based company and the consultant or foreign consulting company (1 original copy)
- For Representative of the Foreign Principal/Employer assigned in OLMA
    - Letter of Acknowledgment from the Philippine Overseas Employment Administration (POEA) [1 original copy]

Procedure:

CLIENT STEPS	AGENCY ACTION
Submit to Action Officer the letter with complete documentary requirements.	Check the completeness of all the documentary requirements. For incomplete documents, return the application form and documents to the client indicating the lacking requirement/s and explain, as may be necessary. Application is deemed not filed.
Get the order of payment.	For complete documents, issue order of payment.
Bring the order of payment to the Designated Cashier, pay the required permit fees and receive Official Receipt (OR).	Receive payment, issue OR and stamp date of release of AEP on the face of the OR
	Approve/Disapprove issuance of certificate of exclusion.
Present the OR to the Action Officer on the date and claim Certificate of Exclusion. If the claimant is other than the one who filed the letter, submit an authorization letter together with photocopy of their ID (Filer/Applicant and Authorized Representative – to present original for verification purposes)	Release the Certificate of Exclusion if approved or Letter of Denial/ Disapproval if denied on the scheduled release date.
END OF TRANSACTION	

Processing Period: 1 Day, 1 Hour

Processing Fee: PhP500.00 per application

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SPECIAL VISAS

Conversion to Special Non-Immigrant Visa Under Executive Order No. 758 or Special Visa for Employment Generation (SVEG)

Source: *Bureau of Immigration 2019 Citizens Charter (accessed as of 16 February 2021)*

A special visa issued to qualified non-immigrant foreigner who actually employs at least 10 Filipinos in a lawful and sustainable enterprise, trade, or industry.

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph
Magallanes Drive, Manila (HO)
(+632) 8465 2400 / 8524 3769
xinfo@immigration.gov.ph
http://www.immigration.gov.ph/contact-us/main-office

Documentary Requirements:

PRINCIPAL

1. Letter request addressed to the Commissioner from the applicant with statements that the applicant undertakes the generation of employment of at least ten (10) full time Filipino employees on a regular basis; and/or in case of rehabilitation, applicant's investment, intended for rehabilitation of a business activity or investment will enable the retention of at least ten (10) Filipino employees on a regular basis, and without said investment, existing employees would suffer loss of employment.
2. Duly accomplished Consolidated General Application Form (CGAF)
3. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
4. DOLE Certification that the applicant's business activity, investment, or enterprise has employed at least ten (10) Filipino employees on a regular basis
5. National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines
6. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014; and
7. Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)
8. BI Clearance Certificate

PETITIONER

1. DOLE Certification that the applicant's business activity, investment, or enterprise has employed at least ten (10) Filipino employees on a regular basis

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2. Sworn statement by the applicant certifying:
    a. The names and addresses of the Filipinos employed by him/her;
    b. That he/she undertakes to pay PhilHealth and SSS contributions;
    c. That no employee is receiving salary below the minimum wage;
3. For Corporations or Partnerships, photocopies of the following:
    a. Securities and Exchange Commission (SEC) Certificate of Registration
    b. Articles of Incorporation
    c. General Information Sheet for the current year, stamped received by SEC

    For Single Proprietorships, photocopies of the following:
    a. Department of Trade and Industry's Certificate Registration of Business Name
    b. Mayor's Permit

DEPENDENTS (one for each applicant-dependent)

1. Duly accomplished Consolidated General Application Form (CGAF)
2. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
3. Proof of relationship with the petitioner, such as marriage or birth certificate issued by the PSA
4. Valid National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines (for children 15 years or more)
5. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
6. BI Clearance Certificate

*FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID

ACR I-CARD APPLICATION (for each applicant)

1. Appropriate application form, duly accomplished
2. Photocopy of passport biographical page and latest admission with valid stay

Procedure:

STEP	PROCESS	CLIENT ACTION	SERVICE PROVIDER ACTION	TIME FRAME
1	Evaluation	To submit filled-out application form and documentary requirements To sign Checklist of Requirements.	To review completeness of application form and documentary requirements.	5-20 mins per application

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2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system. To assess and generate Order of Payment Slip.	5-20 mins per application
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing. Note: Only applicants 4 years and above will undergo biometrics information capturing	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph	
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport. To release passport with implemented visa and certified true copy of duly approved Order.	2-5 mins per application
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application
END OF TRANSACTION				

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Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.

Duration / Processing Time:

Regular – 20 days*
Express – 15 days*

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

Fees:

SVEG INDEFINITE (5 YEARS)		
ASSESSED ITEMS	PRINCIPAL	DEPENDENT – SPOUSE
Application Fee	10,000.00	10,000.00
Change/Status	600.00	600.00
Head Tax	250.00	250.00
Implementation Fee	10,000.00	10,000.00
Passport Visa Fee	200.00	200.00
Legal Research Fee	90.00	80.00
Service Fee	200.00	200.00
Alien Certificate of Registration (Adult)	1,000.00	1,000.00
Certificate Fee	1,000.00	1,000.00
ACR Form	50.00	50.00
ICR Form	50.00	50.00
Immigrant Certificate Of Residence	1,400.00	1,400.00
ACR I-Card Fee	12,947.00	12,947.00
TOTAL FEES (REGULAR)	37,787.50	37,777.50
EXPRESS	4,500.00	4,500.00
TOTAL FEES (EXPRESS)	42,287.50	42,277.50

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Special Non-Immigrant Visa Application under 47(a)(2) of the Philippine Immigration Act of 1940, as amended

Source: DOJ Website (accessed as of 16 February 2021)

Foreign nationals falling under the following categories may be issued 47(a)(2) visas:

(a) Those employed as executives, supervisors, specialists, consultants, contractors or personal staff at enterprises registered with Export/Special Economic Processing Zones, Philippine Economic Zone Authority (PEZA), Board of Investments (BOI), or Authority of the Freeport Area of Bataan (AFAB);

(b) Those employed in enterprises that have existing agreement/s with the government, or any subdivision, agency, or instrumentality thereof, including government-owned or controlled corporations or their subsidiaries, for the completion of a project;

(c) Exchange professors, scholars, trainees, participants, students, fellows and social workers under sponsorship of locally or internationally recognized educational, scientific, cultural, relief and charitable organizations, institutions, agencies or foundations, including representatives of non-recognized foreign governments to any of the aforementioned organizations, institutions, agencies or foundations;

(d) Volunteers who are registered with the Philippine National Volunteer Service Coordinating Agency (PNVSCA), including foreign personnel of international rescue/aid organizations providing assistance on occasion of natural disasters and major emergencies;

(e) Dependents of foreign nationals covered under any of the foregoing categories;

(f) Those who, upon application, were approved by the President or by this Department to be eligible to apply for 47(a)(2) visas, consistent with the provisions of CA No. 613, as amended.

Agency Involved: Department of Justice

Contact Details:

https://www.doj.gov.ph/
Padre Faura Street, Ermita, Manila
(+632) 8523 8481 to 98
osec@doj.gov.ph

Schedule of Availability of Service: Monday to Friday, 8:00 a.m. to 5:00 p.m. with no noon break

Documentary Requirements:

1. Valid passport/s of foreign nationals (and his/her dependents; if any) subject of the application, and when required by the Department of Justice, his/her/their re-entry permit/s to port of embarkation or country of origin. (Original and photocopies of the pertinent pages)
2. Marriage contract for dependent spouse.
3. Birth certificate/s for dependent children.
4. Affidavit of support and guaranty of return fare by the sponsor/applicant if spouse or dependent child is included in the application.

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Additional Requirements for Executives, Supervisors, Specialists, Consultants, Contractors, Personal Staff and Dependents:

1. Certificate of registration issued by appropriate agency, of the employer/sponsor, if engaged in business.
2. Certification from the applicant employer/sponsor that the prospective special non-immigrant is being admitted to the Philippines pursuant to a contract entered into by the former with a government office/agency or subdivision or private firm.
3. Confirmation of appropriate agency or private firm utilizing the foreign national's services.
4. Certification by employer on the number of personnel employed in the same category as that of the subject foreign national and their nationalities.
5. Copy of the contract/agreement entered into by the employer/sponsor of the prospective special non-immigrant with a government office, agency or subdivision or a private firm.

   For exchange professors, fellows, students, scholars, participants, volunteers, and social workers under sponsorship of locally or internationally recognized educational, scientific cultural, relief and charitable organizations institutions, agencies or foundations and representative of non-recognized foreign government to international organization and their dependents:
6. Contract or agreement between local sponsor and foreign national, if any.
7. Appointment of foreign national by the host or receiving organization, institution or foundation.
8. Acceptance signed by the subject foreign national.
9. Proof of guarantor's financial capacity to fulfil his/her undertaking, e.g., income tax return, bank accounts, etc.

Procedure:

STEP	APPLICANT/CLIENT	PROCEDURE / ACTION REQUIRED	FEES	DURATION
1	Submit duly accomplished Visa Application complete with documentary requirements in three (3) sets	Stamp the date received, affix initial, advise the applicant to proceed to specific room number and forward the documents to the assigned Authorized Verifier.	None	5 minutes
2	Proceed to the Authorized Verifier	Check completeness of information in the application form, verify the completeness of documentary requirements by accomplishing a checklist and indicate "Okay for payment."	None	10 minutes
3	Proceed to the Authorized Staff in Room 311	Issue Order of Payment (O.P.) and instruct the applicant to pay for the legal fee at the Cashier Section.	None	3 minutes

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4	Pay the legal fee of PhP2,525.00 at the Cashier Section	Receive the payment, issue Official Receipt (O.R.) and retrieve the O.P. for attachment to the Report of Collection	PhP2,525.00 per person	2 minutes
5	Return to the Authorized Staff, Legal Staff to submit the documents and furnish a Xerox copy of the O.R.	Receive the documents in 3 sets, return the 3rd set with stamp received to the applicant, and attach the Xerox copy of the O.R. to the original Visa Application.	None	5 minutes
6	Receive the 3rd set of the documents for reference and file	Assign the Visa Application (in two sets) to a State Counsel.	None	5 minutes
Note: Follow-up may be done only after ten (10) days at telephone numbers 524 9364 or at 523 8481 loc. 343				
END OF TRANSACTION				

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Special Investor's Resident Visa (SIRV)

The SIRV is a program of the government in attracting foreign investments into the Philippines. The program requires investors to remit at least US$75,000 into the country and invest subject capital in viable economic activities pursuant to Book V of the Omnibus Investments Code (Executive Order No. 226, as amended).

Agency Involved: Board of Investments

Contact Details:

https://boi.gov.ph/
Industry and Investments Building, 385 Senator Gil Puyat Avenue, Makati City, 1200 Metro Manila, Philippines
(+63) 961 680 5445 / (+ 63 02) 8897 6682
Philippines.Business@boi.gov.ph
https://www.facebook.com/boiphilippines

Legal Basis: Executive Order No. 226

Who can avail of the program?

Any alien who is at least twenty-one (21) years of age, who meets the following qualifications:

- He has not been convicted of a crime involving moral turpitude;
- He is not afflicted with any loathsome, dangerous or contagious disease;
- He has not been institutionalized for any mental disorder or disability;
- He is willing and able to invest the amount of at least US$75,000.00 in an eligible form of investment; and
- He is holder of a tourist (i.e. 9(a)) visa with at least one (1) month validity

Allowable Forms of Investment

For purposes of securing an SIRV, only investments/shares of stocks in existing, new or proposed corporations shall be allowed/ accepted as eligible forms of investment:

a. Publicly- listed companies;

b. Companies engaged in areas listed in the Investment Priorities Plan (IPP) of the Board of Investments. (The IPP is a list of priority areas of economic activities which the Government promotes for investments.);

c. Companies engaged in the manufacturing and services sectors; or

The companies whose activities fall in any of the following major sectoral classifications found under the services sectoral classification lists which are based on the UN Central Product Classification shall be deemed in the service sectors for purposes of evaluating the qualification of SIRV applicants:

1. Business services (such as BPO, consultancy, etc.);
2. Communication services;
3. Construction and related engineering services;
4. Distribution services;
5. Educational services;
6. Environmental services;
7. Financial services;

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8. Health related and social services;
9. Tourism and travel related services;
10. Recreational, cultural and sporting services;
11. Transport services, and
12. Other services not included elsewhere.

d. Government securities

Note: Ownership of shares of stock in corporations engaged in wholesale trading and investments in condominium units are no longer allowed.

Filing of Applications

The SIRV applicant may file his application with the Incentives Administration Service at the Board of Investments.

Documentary Requirements: *[in three (3) sets]*

1. Application form filled up and duly notarized, with recent ID pictures
2. Accomplished Personal History Statement Form (PHSF) from National Intelligence Coordinating Agency (NICA) (including dependents over 14 years old)
3. Police Clearance from the applicant's country or place of residence, competent to give information about the criminal record that applicant may have, duly authenticated by the Philippine Embassy; or Certification of no criminal liability by the INTERPOL Division of the National Bureau of Investigation (NBI)
4. Medical Certificate from any government hospital or health facility or any licensed and accredited hospital or health facility in the applicant's home country certifying that the applicant is physically fit. The Medical Certificate should be validated by the Bureau of Quarantine prior to the filing of SIRV application for those whose application are filed at the Board of Investments.
5. Certification from the Development Bank of the Philippines (DBP) as to the amount inwardly remitted by the applicant and its conversion to pesos.
6. Birth Certificate/Family Registry/Household Registry authenticated by the Philippine consulate or embassy located in the applicant's home country or the applicant's embassy in the Philippines. If the dependent child was born in the Philippines, original birth certificate issued by the National Statistics Office.
7. If applicable, marriage contract authenticated by the Philippine consulate/embassy located in the applicant's home country or the applicant's embassy in the Philippines.

Procedure

Application and Issuance of Visa

Endorsements of Applications Filed with the BOI to BI - An application and its attachments filed with the BOI, including the original passport shall be endorsed to the BI for the grant of a provisional multiple entry visa.

Grant of Visa - Upon compliance with the requirements of Book V of the Code and these rules:

1. The applicant, who filed an application with the BOI, and who has not made an actual investment at the time his application is endorsed by the BOI to the Bureau of

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Immigration shall be granted a probationary multiple entry SIRV valid for six (6) months;

2. Only upon submission by the applicant of all required documents to prove actual investments shall the BOI endorse to the BI his application for issuance of an indefinite multiple entry SIRV; For investments made in existing corporations, the indefinite multiple entry visa shall be granted only after validation of the same by the BI.

Release of Passports – The Bureau of Immigration shall release passports with the SIRV only to an authorized officer or representative of the BOI. The applicant shall personally claim his passport from the BOI.

Issuance of the Probationary SIRV - Upon issuance of the probationary SIRV, the SIRV holder is required to undergo a briefing to be conducted by the Incentives Administration Service. During the briefing, the SIRV holder is required to sign the Interview Form

Issuance of SIRV ID – Pursuant to Rule XXI Section 7 of the implementing rules and regulations of Book V of EO 226, as amended, the BOI shall issue Special Investor's Resident Visa Identification Card (SIRV ID) only to SIRV holders (including his dependents) with actual investments, valid for one (1) year, renewable yearly.

The applicants may secure SIRV ID Application Forms from the SIRV Center, 2nd Flr, Incentives Administration Service or downloaded from the BOI website and will be scheduled for appointment for the picture and signature taking and fingerprint scanning.

Validity - The SIRV ID shall be valid for three (3) years, renewable every three (3) years for SIRV holders whose investments are in any of the following:

1. Companies registered with the Board of Investments (BOI). Philippine Economic Zone Authority (PEZA), Subic Bay Metropolitan Authority (SBMA), Clark Development Authority (CDA) and other Economic zones; or
2. Condominiums (SIRV holders under the old rules) and shares of stocks in publicly- listed corporations with annotation of a lien on Condominium Certificate of Titles/Stock Certificates.

Processing Period:

For application for Probationary SIRV
BOI – 7 working days
BI – minimum of 10 working days

For conversion from Probationary to Indefinite SIRV
BOI – 7 working days
BI – minimum of 10 working days

It is recommended that the SIRV applicant and his dependents not leave the country until the SIRV is implemented in his passport. Otherwise, the SIRV may be subject to revalidation.

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Fees

Application Fee	US$300 per person
Conversion of Deposit to Investment	PhP1,000
Conversion of Probationary to Indefinite SIRV	PhP2,000
SIRV ID	PhP 2,000 per person
Annotation Fee	PhP 750.00
Certification Fee	PhP750
Penalty for non-submission of annual reports	PhP1,000 + PhP100 per day late

Conversion of Deposit to Investments

Prior Board Approval - The SIRV holder may not withdraw his deposit from the accredited bank unless authorized by the BOI. The Board may allow a partial conversion of deposit to investments, provided that the total deposit is converted to investments within the one hundred eighty (180) day period from date of issuance of probationary SIRV.

Application for Conversion of Deposit to Investments – Before a peso time deposit may be invested, an application in the prescribed form for conversion of time deposit to investments shall be filed with the Board of Investments.

Evaluation and Withdrawal of Time Deposit – Upon submission of all of the foregoing documents and evaluation thereof, the Board shall authorize the SIRV applicant to withdraw time deposit from the accredited bank and invest the same. After securing prior BOI approval, the depository bank shall issue a check payable to the corporation.

Submission of Proof of Investment – At least thirty (30) days prior to the expiration of the one hundred eighty (180) day period to make the investment, the probationary SIRV holder shall show proof of investment as follows:

For investment in new corporation –

a. Duplicate copies of articles of incorporation and by-laws;
b. Treasurer's affidavit;
c. Certified true copy of official receipt issued by the treasurer-in-trust;
d. Certified true copy of Securities and Exchange Commission (SEC) registration;
e. Certified true copy of stock certificate issued in favor of the applicant.

For investment in existing corporation not publicly listed –

a. Certified true copy of business/mayor's permit;
b. Certified true copies of articles of incorporation, by-laws and SEC registration;
c. BOI registration, if any;
d. Latest audited financial statement, list of officers and directors;
e. Secretary's certificate;
f. Waiver of pre-emptive rights of existing stockholders;

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g. Certified true copy of the resolution from SEC authorizing the issuance of shares from the unsubscribed portion and exempting said shares from registration;
h. BIR certificate of registration of official receipts;
i. Certified true copy of stock certificate issued in favor of applicant;
j. Certified true copy of SEC certificate of change of stockholders;
k. Lease contract or proof of ownership of office or factory/plant sites.

Additional documents for shares purchased from existing stockholders

a. Corporate Secretary's certificate;
b. Certified true copy of stock certificate issued to selling stockholder;
c. Deed of assignment between buyer and the seller of the stock;

For investment in shares in publicly listed corporations

a. Certified true copy of stock certificate to be submitted within three (3) months from date of investments;
b. Certified true copy of official receipts and buy invoice;
c. Sworn certification of stock broker.

The Board from time to time may require submission of other proofs of investment as it may deem necessary.

Annotation of SIRV Investment; BOI Approval – Stock Certificates issued to SIRV holders shall bear the annotation that the owner thereof is a holder of the Special Investors Resident Visa and that the same shall not be sold, transferred, or conveyed without prior BOI approval.

Ocular Inspection of Investment – The BI together with the BOI, shall conduct a one-time inspection of the companies of SIRV applicants or SIRV holders prior to the grant of indefinite SIRV. The inspection shall be done in accordance with the following:

a. For investments in existing corporations – inspection by BI together with BOI, within six (6) working days from submission of proof of investment. The BI shall process the conversion of the probationary to indefinite SIRV within fourteen (14) working days;
b. For investments in new corporations – one year from date of issuance of indefinite visa or before expiration of the holder's identification card.

In case of investments in publicly listed firms – verification thereof may be secured from the firm's Corporate Secretary.

In case of investment in IPP - listed project and investment is approved by the BOI, no inspection shall be necessary.

The BOI may assess the SIRV holder a nominal fee to cover the cost of inspection.

Registration of Investment with BSP – The SIRV applicant/holder shall register his investments with the Bangko Sentral ng Pilipinas (BSP) only if the foreign exchange needed to service the repatriation of capital and the outward remittance of dividends, profits and earnings which accrue thereon shall be sourced from the local banking system.

Registry of Investment – The BOI shall keep a registry of all SIRV investments and shall report any withdrawal or transfer thereof to the BI. The BOI shall likewise furnish the BSP a monthly report of SIRV investments registered by the BOI.

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Special Retiree's Resident Visa (SRRV)

Source: PRA Website, PRA Citizens Charter (accessed as of 16 February 2021)

The Special Resident Retiree's Visa (SRRV) is a special non-immigrant visa for foreign nationals who would like to make the Philippines their second home or investment destination

Agency Involved: Philippine Retirement Authority (PRA)

Contact Details:

https://pra.gov.ph/
29th Floor, Citibank Tower, 8741 Paseo De Roxas, Makati, Metro Manila
(+632) 8848 1412 to 16
clientrelations@pra.gov.ph

Benefits:

1. Indefinite stay with multiple-entry/exit privileges;
2. Exemption from:
    - Philippine Bureau of Immigration ACR-I Card (Annual Report)
    - Customs duties & taxes for one-time importation of household goods & personal effects worth up to US$7,000.00 Tax from pensions & annuities
    - Travel Tax, if retiree has not stayed in the Philippines for more than 1 year from last date of entry
    - Student Visa/Study Permit
3. Access to the Greet & Assist Program at selected Philippine airports;
4. Free subscription to the PRA Newsletter;
5. Discount privileges from PRA accredited Merchant Partners;
6. Free assistance in transacting with other government agencies;
7. Entitlement to PHILHEALTH benefits & privileges.

SRRV Options:

SRRV SMILE
For active/healthy retirees, who opt to maintain their SRR Visa deposit of US$20,000.00 in any of the PRA Accredited Banks.

SRRV CLASSIC
For active/healthy retirees, who opt to use their SRR Visa deposit into active investment such as the purchase of condominium unit* or long term lease of house & lot. The SRR Visa deposit is as follows:

- 50 years old & above: US$ 10,000.00 (with a pension)** US$ 20,000.00 (without pension)
- 35 to 49 years old: US$ 50,000.00 *The value of the property must at least be US$50,000.00 **Required pension of at least US$ 800 for single / US$1,000 for couple

SRRV HUMAN TOUCH
For ailing retirees, 35 years old & above, who need/require medical/clinical care. A monthly pension of at least US$1,500.00, a health insurance policy accepted in the Philippines, and an SRR Visa deposit of US$10,000.00 are required.

SRRV COURTESY

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For former Filipinos, 35 years old & above. For foreign nationals, 50 years old & above, who are retired officers of International Organizations recognized by the Department of Foreign Affairs (DFA). An SRR Visa deposit of US$1,500.00 is required.

SRRV EXPANDED COURTESY
For foreign nationals, 50 years old & above, who are retired Armed Force officers of foreign countries with existing military ties and/or agreement with the Philippine Government. A monthly pension of at least US$1,000.00 and an SRR Visa deposit of US$1,500.00 are required. The SRR Visa deposit includes the principal applicant and 2 dependents. Additional dependent, entails additional SRR Visa deposit of US$15,000 each (except for former Filipinos). CHILDREN must be legitimate or legally adopted by the Principal Retiree, unmarried and below 21 years old upon joining the program.

Agency Involved: Philippine Retirement Authority

Qualifications

- Principal Applicants must be foreign nationals or former Filipino citizens who are at least 35 years old
- Dependents Spouse must be legally married to the Principal Retiree.
- Children must be legitimate or legally adopted by the Principal Retiree, unmarried and below 21 years old upon joining the program.

Documentary Requirements:

I. For Principal Applicant
    a. Duly accomplished SRRV Application Form
    b. Original Passport with valid Entry Visa
    c. Medical Examination Clearance
    Note: Can be secured abroad (with English translation) duly authenticated by the Philippine Embassy/Consular Office, or at any clinic/hospital in the Philippines accredited by the Dept. of Health (DOH).
    d. Police Clearance (from Country of origin/Country of residency with English translation) and National Bureau of Investigation (NBI) Clearance
    Note: Police Clearance only for Applicant whose stay in the Philippines is 30 days or less from the date of last entry.
    e. Twelve (12) pieces of 2"x2" ID Picture
    f. Bank Certificate of time deposit inwardly remitted to any PRA accredited banks

II. For Spouse
    a. All requirements mentioned above, from I.a – I.e
    b. Marriage Certificate or in its absence, submit any of the following documents: For
    c. Koreans & Japanese – Family Register / Domicile
        - For Taiwanese – Household Register
        - For P.R.O.C. Chinese – Certificate of Relationship
        - For Japanese – Koseki Tohon

III. For Dependent/s (Child)
    a. All requirements mentioned above, from I.a – I.e (except I.d which is only for dependents aged 18 to 20 years of age)

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b. Birth Certificate or in its absence, submit any of the documents mentioned in II.b

Note: *All documents obtained / issued abroad must be duly authenticated by the Philippine Embassy / Consular Office / Department of Foreign Affairs, with corresponding English translation.*

The PRA reserves the right to request for additional documents in cases where additional proofs (documents re pension, visa deposits, entry status, etc.) are needed.

Procedure:

STEP	APPLICANT	SERVICE PROVIDER
1	Submit documentary requirements to the Front Desk Officer	Evaluate the documents submitted, brief/orient applicant if needed.
2	Pay the necessary fee at the Cashier booth	Accept the payment and issue PRA Official Receipt
3	Present Official Receipt to the Front Desk Officer	Provide the applicant with a Claim Stub which will indicate when and whom to follow up the Passport and SRRVisa and PRA ID Card
4	Wait for the call of PRA Personnel about the approved SRRVisa application	
5		Prepare all necessary documents / attachments, then forward to Processing Division Chief for document verification
6		Review all documents/attachments prepared, affix initial/sign documents
7		Approves Disbursement Voucher
8		Review documents, process check for payment of Bureau of Immigration Fees
9		Route check for signing
10		Submit documents to Bureau of Immigration
11		Approval of Order
12		Prepare SRRVisa sticker, affix to applicant's passport
13		Implement the SRRV
14		Prepare the Oath Taking Materials and SRRV ID Card
15		Inform retiree about the approved SRRVisa
16	Go to the PRA Office and claim passport with the approved SRRVisa / Oathtaking	Orient retiree member of his/her obligations as a member of the PRA Program
17		Affirm the retiree's membership to the program and take photo of the retiree with PRA Officer
END OF TRANSACTION		

Where the Temporary Visitor's Visa expires during the processing of the SRRVisa, the retiree-applicant needs to have the Temporary Visitor's Visa extended. Retiree-applicant may just give payment to PRA for the processing of the extension of the said Visa.

Where the processing must be discontinued (needs to return to his country or for any other emergency reasons), the documents including the passport may be pulled out from the Bureau of Immigration. The applicant may proceed with his application later on but needs to pay an additional revalidation fee of PhP 5,520.00 (Brueau of Immigration required fee).

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Processing Period:

1-3 Working Days **External processes not included such as VISA approval and implementation by the Bureau of Immigration*

Fees:

Processing/Service (one-time)

US$1,400.00 Principal applicant

US$ 300.00 Dependent applicant

Annual Fee of US$360.00 (for the Principal & 2 dependents)

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Endorsement for Special Investor's Resident Visa

Source: DOT Citizens Charter 2021 (2nd Edition) (accessed as of 04 May 2021)

Procedure for the endorsement of qualified foreign investors, who will engage in tourism activities, to the Bureau of Immigration for the availment of the Special Investor's Residents Visa under Executive Order 63.

Office: Department of Tourism - Project and Investment Evaluation Division

Contact Details:

www.tourism.gov.ph
351 Senator Gil Puyat Ave., Makati City
(+632) 8459 5200 to 8459 5230
tlgestopa@tourism.gov.ph

Who may avail: Qualified Foreign Nationals

Documentary Requirements

1. DOT OTSR Form 003 (1 original, 1 scanned copy)
2. Bank Certificate under oath signed by the Presidents or Senior/Executive Vice President or officer with a rank not lower than Assistant Vice President or officer of equivalent rank, and proof of inward Remittances converted into pesos (e.g. credit advice, copy of tele graphic transfer, etc.) (1 original copy, 3 certified true copies or 1 scanned copy)
3. Central Bank Certificate (1 original copy, 3 certified true copies or 1 scanned copy)
4. Police clearance duly authenticated by the Philippines Embassy or Consulate (1 original copy, 3 certified true copies or 1 scanned copy)
5. NBI Clearance (1 original copy, 3 certified true copies or 1 scanned copy)
6. CID Intelligence Clearance (1 original copy, 3 certified true copies or 1 scanned copy)
7. Medical Health Certificate from duly authorized physician (inclusive of AIDS Test Result) (1 original copy, 3 certified true copies or 1 scanned copy)
8. Medical Health Certificate on physical fitness to be issued by the National Quarantine Office upon presentation of an AIDS results from any of the following hospitals: (1 original copy, 3 certified true copies or 1 scanned copy)
    a) American Hospital
    b) Makati Center
    c) St. Luke's Hospital
    d) Manila Doctor's Hospital
9. Mental Health Certificate from a competent mental health institution issued by any of the following hospitals: (1 original copy, 3 certified true copies or 1 scanned copy)
    a) National Center for Mental Health
    b) Philippine General Hospital
    c) Jose Reyes Memorial Hospital
    d) Veterans Memorial Hospital
10. Applicant's Passport (4 photocopies or 1 scanned copy)

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11. Passport of the applicant's legal spouse and dependent/s, if any (4 photocopies or 1 scanned copy)
12. Marriage certificate of applicant and his spouse (4 photocopies or 1 scanned copy)
13. Birth certificate of the applicant, his spouse and dependent children joining him/her to the Philippines. (4 photocopies or 1 scanned copy)

Process

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Submit duly accomplished Application Form and complete documentary requirements	Receive complete application documents and forward to Division Chief for task delegation. Return incomplete application for completion	1 day
	Evaluate and prepare transmittal memorandum for the OIC-Undersecretary of TRCRG and the corresponding Endorsement Letter, and Letter Request for BSP Certification.	5 days
	Review and affix initials on the transmittal memorandum and forward to OTSR Director	2 days
	Review and endorse to the TRCRG Assistant Secretary for initials	2 days
	Review and affix initials on the Endorsement Letter and forward to the Office of the Undersecretary	1 day
	Review and sign BSP Endorsement Letter and remand to PIED for transmittal	4 days
Receive the soft copy of the signed endorsement as an advance copy	Affix seal and release to the proponent the soft copy of the signed endorsement.	30 minutes
END OF TRANSACTION		

Processing Period: 15 days, 30 minutes

Fee: None

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NON-IMMIGRANT VISAS

Conversion to Treaty Trader's/Treaty Investor's Visa – Section 9(D)

Source: *Bureau of Immigration 2019 Citizens Charter (accessed as of 16 February 2021)*

A non-immigrant visa granted to American, Japanese, and Deutsch businessman entitled to enter the Philippines under and in pursuance of the provisions of a treaty of commerce and navigation:

1. Solely to carry on substantial trade principally between the Philippines and the foreign state of which he is a national; or
2. Solely to develop and direct the operations of an enterprise in which, in accordance with the Constitution and the laws of the Philippines he has invested or of an enterprise in which he is actively in the process of investing, a substantial amount of capital; and his wife, and his unmarried children under twenty-one years of age, if accompanying or following to join him, subject to the condition that citizens of the Philippines are accorded like privileges in the foreign state of which such alien is a national.

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph
Magallanes Drive, Manila (HO)
(+632) 8465 2400 / 8524 3769
xinfo@immigration.gov.ph
http://www.immigration.gov.ph/contact-us/main-office

Documentary Requirements:

PRINCIPAL

1. Joint letter request addressed to the Commissioner from the applicant and the petitioner
2. Duly accomplished Consolidated General Application Form (CGAF)
3. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
4. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties
5. Board Resolution, if the signatories of the letter of application and employment contract are other than those appearing in the articles of incorporation and in the latest GIS
6. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014; and
7. Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)
8. BI Clearance Certificate

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PETITIONER

9. Photocopy of petitioner's Taxpayer's Identification Number (TIN) or any document with petitioner's TIN
10. For Corporations or Partnerships, photocopies of the following:
    d. Securities and Exchange Commission (SEC) Certificate of Registration
    e. Articles of Incorporation
    f. General Information Sheet for the current year, stamped received by SEC

    For Single Proprietorships, photocopies of the following:
    g. Department of Trade and Industry's Certificate Registration of Business Name
11. Mayor's Permit

DEPENDENTS (one for each applicant-dependent)

7. Duly accomplished Consolidated General Application Form (CGAF)
8. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
9. Proof of relationship with the petitioner, such as marriage or birth certificate issued by the PSA
10. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
11. BI Clearance Certificate

*FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID

ACR I-CARD APPLICATION (for each applicant)

3. Appropriate application form, duly accomplished
4. Photocopy of passport biographical page and latest admission with valid stay

Procedure:

STEP	PROCESS	CLIENT ACTION	SERVICE PROVIDER ACTION	TIME FRAME
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements. To sign Checklist of Requirements.	5-20 mins per application
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application

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			To assess and generate Order of Payment Slip.	
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing. Note: Only applicants 4 years and above will undergo biometrics information capturing	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph	
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport. To release passport with implemented visa and certified true copy of duly approved Order.	2-5 mins per application
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application
END OF TRANSACTION				

Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.

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Duration / Processing Time:

Regular – 20 days*
Express – 15 days*

Fees:

VALIDITY	PRINCIPAL	DEP-SPOUSE	DEP-B16	DEP-B14	ACR I-CARD
1 Year	PhP 9,620.00	PhP 8,120.00	PhP 7,870.00	PhP 7,370.00	$50.00
2 Years	PhP 13,650.00	PhP 11,950.00	PhP 11,700.00	PhP 11,200.00	$100.00

9(D) CONVERSION (1 YEAR)	
ASSESSED ITEMS	PRINCIPAL
Application Fee	2,000.00
Change/Status	600.00
Head Tax	250.00
Implementation Fee	1,000.00
Passport Visa Fee	200.00
Legal Research Fee	70.00
Alien Certification of Registration (Adult)	1,000.00
Certificate Fee	500.00
Form	100.00
CRTT	1,400.00
ACR I-Card Fee	2,597.50
TOTAL FEES (REGULAR)	9,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	12,217.50

9(D) CONVERSION (2 YEARS)	
ASSESSED ITEMS	PRINCIPAL
Application Fee	2,000.00
Change/Status	600.00
Head Tax	250.00
Implementation Fee	1,500.00
Passport Visa Fee	400.00
Legal Research Fee	100.00
Alien Certification of Registration (Adult)	1,000.00
Certificate Fee	500.00
Form	100.00
CRTT	1,400.00
ACR I-Card Fee	5,195.00
Extension Fee	1,800.00
TOTAL FEES (REGULAR)	14,485.00
EXPRESS	4,000.00
TOTAL FEES (EXPRESS)	18,845.0

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Conversion to Pre-arranged Employment (Commercial) Visa – Section 9(G)

Source: Bureau of Immigration 2019 Citizens Charter (accessed as of 16 February 2021)

A non-immigrant visa granted an alien (foreign national) coming to prearranged employment for whom the issuance of a visa has been authorized in accordance with section twenty of this Act, and his wife, and his unmarried children under twenty-one years of age, if accompanying him or if following to join him within a period of six months from the date of his admission into the Philippines as a nonimmigrant under this paragraph. An alien who is admitted as a nonimmigrant cannot remain in the Philippines permanently. To obtain permanent admission, a nonimmigrant alien must depart voluntarily to some foreign country and procure from the appropriate Philippine consul the proper visa and thereafter undergo examination by the officers of the Bureau of Immigration at a Philippine port of entry for determination of his admissibility in accordance with the requirements.

Agency Involved: Bureau of Immigration

Who May Avail: Foreign nationals who seek employment in commercial trade in the Philippines and their spouse and dependent children.

Documentary Requirements:

PRINCIPAL

1. Joint letter request addressed to the Commissioner from the applicant and the petitioner
2. Duly accomplished Consolidated General Application Form (CGAF)
3. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
4. Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties
5. Photocopy of Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) and actual/original publication of the applicant's approved AEP (attached the whole page of the publication) or in the absence thereof, certified true copy of the publication by the publisher or a certification issued by the publisher certifiying its publication
6. Notarized certification of number of foreign and Filipino employees from the petitioning company(preferred format can be downloaded at the website);
7. Special Temporary Permit for an applicant practicing a regulated profession under the Professional Regulation Commission (PRC)
8. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014; and
9. Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)
10. BI Clearance Certificate

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PETITIONER

11. Photocopy of petitioner's Taxpayer's Identification Number (TIN) or any document with petitioner's TIN
12. For Corporations or Partnerships, photocopies of the following:
    a. Securities and Exchange Commission (SEC) Certificate of Registration
    b. Articles of Incorporation
    c. General Information Sheet for the current year, stamped received by SEC

    For Single Proprietorships, photocopies of the following:
    d. Department of Trade and Industry's Certificate Registration of Business Name
13. Mayor's Permit

DEPENDENTS (one for each applicant-dependent)

12. Duly accomplished Consolidated General Application Form (CGAF)
13. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
14. Proof of relationship with the petitioner, such as marriage or birth certificate issued by the PSA
15. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
16. BI Clearance Certificate

*FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID

ACR I-CARD APPLICATION (for each applicant)

1. Appropriate application form, duly accomplished
2. Photocopy of passport biographical page and latest admission with valid stay
3. Photocopy of AEP

Procedure:

STEP	PROCESS	CLIENT ACTION	SERVICE PROVIDER ACTION	TIME FRAME
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements. To sign Checklist of Requirements.	5-20 mins per application
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application

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			To assess and generate Order of Payment Slip.	
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing. Note: Only applicants 4 years and above will undergo biometrics information capturing	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph	
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport. To release passport with implemented visa and certified true copy of duly approved Order.	2-5 mins per application
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application
END OF TRANSACTION				

Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.

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Duration / Processing Time:

Regular – 20 days*
Express – 15 days*

Fees:

Validity of Visa	Immigration Fees				
	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 16 years of age	ACR I-Card
TOP 1000 CORPORATIONS					
One (1) Year	₱10,130.00	8,120.00	7,870.00	7,370.00	$50.00
Two (2) Years	₱17,170.00	13,960.00	13,710.00	13,210.00	$100.00
Three (3) Years	₱24,210.00	19,800.00	19,550.00	19,050.00	$150.00

Validity of Visa	Immigration Fees				
	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 16 years of age	ACR I-Card
OTHER CORPORATIONS					
One (1) Year	₱10,630.00	8,620.00	8,370.00	7,870.00	$50.00
Two (2) Years	₱18,170.00	14,960.00	14,710.00	14,210.00	$100.00
Three (3) Years	₱25,710.00	21,300.00	21,050.00	20,550.00	$150.00

9G COMMERCIAL (1 YEAR)				
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
Application Fee	2,000.00	1,000.00	1,000.00	500.00
Change/Status	600.00	600.00	1,000.00	1,000.00
Head Tax	250.00	250.00	600.00	600.00
Implementation Fee	1,000.00	500.00	500.00	500.00
Passport Visa Fee	200.00	200.00	200.00	200.00
Legal Research Fee	80.00	70.00	70.00	70.00
Service Fee	500.00	-500.00	0.00	0.00
Alien Certificate of Registration (Adult)	1,000.00	1,000.00	0.00	0.00
Certificate Fee	500.00	500.00	500.00	500.00
Form	100.00	100.00	100.00	100.00
CRPE	1,400.00	1,400.00	1,400.00	1,400.00
ACR I-Card Fee	2,597.50	2,597.00	2,597.50	2,597.50
Extension Fee	0.00	0.00	0.00	0.00
Total Fees (Regular)	10,227.50	8,217.50	7,967.50	7,467.50
Express	3,000.00	3,000.00	3,000.00	3,000.00
Total Fees (Express)	13,227.50	11,217.50	10,967.50	10,467.50

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9G COMMERCIAL (2 YEARS)				
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
Application Fee	4,000.00	2,000.00	1,000.00	500.00
Change/Status	600.00	600.00	2,000.00	2,000.00
Head Tax	250.00	250.00	600.00	600.00
Implementation Fee	1,500.00	500.00	500.00	500.00
Passport Visa Fee	400.00	400.00	400.00	400.00
Legal Research Fee	120.00	110.00	110.00	110.00
Service Fee	1,000.00	500.00	500.00	500.00
Alien Certificate of Registration (Adult)	1,000.00	1,000.00	0.00	0.00
Certificate Fee	500.00	500.00	500.00	500.00
Form	100.00	100.00	100.00	100.00
CRPE	1,400.00	1,400.00	1,400.00	1,400.00
ACR I-Card Fee	0.00	300.00	300.00	300.00
Extension Fee	5,195.00	5,195.00	5,195.00	5,195.00
Total Fees (Regular)	1,800.00	1,800.00	1,800.00	1,800.00
Express	17,865.00	14,655.00	13,905.00	13,405.00
Total Fees (Express)	4,500.00	4,500.00	4,500.00	4,500.00

9G COMMERCIAL (3 YEARS)				
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
Application Fee	6,000.00	3,000.00	1,000.00	500.00
Change/Status	600.00	600.00	3,000.00	3,000.00
Head Tax	250.00	250.00	600.00	600.00
Implementation Fee	2,000.00	500.00	500.00	500.00
Passport Visa Fee	600.00	600.00	600.00	600.00
Legal Research Fee	160.00	150.00	150.00	150.00
Service Fee	1,500.00	1,000.00	1,000.00	1,000.00
Alien Certificate of Registration (Adult)	1,000.00	1,000.00	0.00	0.00
Certificate Fee	500.00	500.00	500.00	500.00
Form	100.00	100.00	100.00	100.00
CRPE	1,400.00	1,400.00	1,400.00	1,400.00
ACR I-Card Fee	0.00	600.00	600.00	600.00
Extension Fee	7,788.00	7,792.50	7,779.00	7,779.00
Total Fees (Regular)	3,600.00	3,600.00	3,600.00	3,600.00
Express	25,498.00	21,092.50	20,829.00	20,329.00
Total Fees (Express)	6,500.00	6,500.00	6,500.00	6,500.00

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Extension of Tourist Visa under Section 9(a) - 1 & 2 Months / Visa Waiver

Source: Bureau of Immigration 2019 Citizens Charter (accessed as of 16 February 2021)

Extension of tourist visa for one or two months/ visa waiver.

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph
Magallanes Drive, Manila (HO)
(+632) 8465 2400 / 8524 3769
xinfo@immigration.gov.ph
http://www.immigration.gov.ph/contact-us/main-office

Documentary Requirements:

1. Accomplished Tourist Visa Extension Form
2. Notarized affidavit of overstaying / explanation
3. Original passport of the applicant
4. Documentary requirements consist of photocopies of the bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable.
5. Marriage Certificate if applicant is married to a Filipino
6. Birth Certificate if applicant is a child (NATIVE BORN)

Additional Requirements if request is filed through a Representative:

1. Authorization Letter or Special Power of Attorney (SPA); and
2. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent

Process:

STEP	APPLICANT / CLIENT	ACTION OFFICER	PROCESSING TIME
1	To secure the Visa Application Form	To provide applicant with a checklist of requirements, application forms and general information to the transacting public.	2 mins
2	To submit the completely filled-out application form, original passport and other supporting documents	To review the application form for completeness and correct attachments	5 mins
		With derogatory hit: To advise applicant to proceed to the certification and clearance section for processing of appropriate derogatory clearance.	15 mins
		Without derogatory hit: To issue BI Clearance Certificate and Order of Payment Slip and advise applicant to pay fees.	10 mins
		Issue Order of Payment Slip	

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		Evaluation of the application and draft order of approval / disapproval	
		Issue conformity sheet and require the applicant to affix his name and signature thereon	3 mins
3	To submit Order of Payment Slip and pay corresponding fees.	Issue official receipt	5 mins
4	To wait for name to be called.	To issue Order of Payment Slip	5 mins
5	To present Official Receipts, BI clearance certificate and conformity sheet	To release the passport with visa implementation	3 mins
END OF TRANSACTION			

Fees:

DESCRIPTION	AMOUNT
Visa Waiver	500.00
Visa Waiver Application Fee	1,000.00
Certification Fee	500.00
Visa Sticker Fee	100.00
Legal Research Fee (LRF) for each immigration fee except Head Tax and Fines	30.00
Express Fee	1,000.00
Total	3,130.00

Note: Additional fees for overstaying tourists

- *Visa Waiver Fine (Additional P500) per month*
- *Motion for Reconsideration (Additional P500)*
- *Legal Research Fee (LRF) of Php10 for MR*

TOURIST VISA EXTENSION AFTER 59 DAYS

Non-Visa Required Nationals

ITEM DESCRIPTION	MINOR		14-15 YEARS OLD		ADULT (16 YEARS OLD AND ABOVE)	
	1 month	2 months	1 month	2 months	1 month	2 months
Every month of extension	500.00	1,000.00	500.00	1,000.00	500.00	1,000.00
Application Fee	300.00	300.00	300.00	300.00	300.00	300.00
Alien Certificate of Registration Fee (ACR)	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
Head Tax (16 years old - above)					250.00	250.00
Express Fee	500.00	500.00	500.00	500.00	500.00	500.00
Emigration Clearance Certificate(ECC)/ Certificate of Exemption Fee (CE)	200.00	200.00	700.00	700.00	700.00	700.00

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Legal Research Fee (LRF) for each immigration fee except for Head Tax and Fines	50.00	50.00	50.00	50.00	50.00	50.00
Visa Sticker Fee	100.00	100.00	100.00	100.00	100.00	100.00
Total (for Extension)	2,150.00	2,650.00	3,150.00	3,650.00	3,400.00	3,900.00
Certificate Fee	500.00	500.00	500.00	500.00	500.00	500.00
Express Fee (for Certificate)	500.00	500.00	500.00	500.00	500.00	500.00
Legal Research Fee (for certificate	10.00	10.00	10.00	10.00	10.00	10.00
Total (for Certificate)	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00
ACR I-Card for Tourist	US$50.00	US$50.00	US$50.00	US$50.00	US$50.00	US$50.00
Express Fee (for I-Card)	500.00	500.00	500.00	500.00	500.00	500.00
Grand Total	3,160.00	3,660.00	4,160.00	4,660.00	4,410.00	4,910.00

Note: Add $50 or the equivalent peso rate to the Grand Total for ACR I-Card
Additional fees for overstaying tourists:
• Monthly Extension Fine (Additional P500) per month
• Motion for Reconsideration (Additional P500)
• Legal Research Fee (LRF) of P 10 for MR
• Re-issuance of ACR is for the 2nd entry in the country thereafter collected every after 59 days of stay (P250)

Visa Required Nationals

ITEM DESCRIPTION	MINOR		14-15 YEARS OLD		ADULT (16 YEARS OLD AND ABOVE)	
	1 month	2 months	1 month	2 months	1 month	2 months
Every month of extension	500.00	1,000.00	500.00	1,000.00	500.00	1,000.00
Application Fee	300.00	600.00	300.00	600.00	300.00	600.00
Alien Certificate of Registration Fee (ACR)	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
Head Tax (16 years old - above)					250.00	250.00
Express Fee	500.00	1,000.00	500.00	1,000.00	500.00	1,000.00
Emigration Clearance Certificate(ECC)/ Certificate of Exemption Fee (CE)	200.00	200.00	700.00	700.00	700.00	700.00
Legal Research Fee (LRF) for each immigration fee except for Head Tax and Fines	40.00	40.00	40.00	40.00	40.00	40.00
Visa Sticker Fee	100.00	100.00	100.00	100.00	100.00	100.00
Total (for Extension)	2,140.00	3,440.00	3,140.00	4,440.00	3,390.00	4,690.00
Certificate Fee	500.00	500.00	500.00	500.00	500.00	500.00

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Express Fee (for Certificate)	500.00	500.00	500.00	500.00	500.00	500.00
Legal Research Fee (for certificate	10.00	10.00	10.00	10.00	10.00	10.00
Total (for Certificate)	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00
ACR I-Card for Tourist	US$50.00	US$50.00	US$50.00	US$50.00	US$50.00	US$50.00
Express Fee (for I-Card)	500.00	500.00	500.00	500.00	500.00	500.00
Grand Total	3,150.00	4,450.00	4,150.00	5,450.00	4,400.00	5,700.00

Note: Add $50 or the equivalent peso rate to the Grand Total for ACR I-Card Additional fees for overstaying tourists:

- *Monthly Extension Fine (Additional P500) per month*
- *Motion for Reconsideration (Additional P500)*
- *Legal Research Fee (LRF) of P 10 for MR*
- *Re-issuance of ACR is for the 2nd entry in the country thereafter collected every after 59 days of stay (P250)*

Macau-Portuguese/Hong Kong British National Overseas (BNO) Passports (7 days initial admission)

ITEM DESCRIPTION	AMOUNT
First Extension	500.00
Application Fee	300.00
Express Fee	500.00
Visa Sticker Fee	100.00
Legal Research Fee (LRF)	20.00
TOTAL	1,420.00
Certification Fee	500.00
Express Fee (for Certificate)	500.00
Legal Research Fee (for Certificate)	10.00
TOTAL	1,010.00
GRAND TOTAL	2,430.00

Note: After the first extension, apply for Visa Waiver

Hong Kong SAR Passport (14 days initial admission)

ITEM DESCRIPTION	AMOUNT
First Extension	500.00
Application Fee	300.00
Express Fee	500.00
Visa Sticker Fee	100.00
Legal Research Fee (LRF)	20.00
TOTAL	1,420.00
Certification Fee	500.00
Express Fee (for Certificate)	500.00
Legal Research Fee (for Certificate)	10.00
TOTAL	1,010.00
GRAND TOTAL	2,430.00

Note: After the first extension, apply for Visa Waiver

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Extension of Tourist Visa under Section 9(a) – More Than Six (6) Months

Source: Bureau of Immigration 2019 Citizens Charter (accessed as of 16 February 2021)

A foreign national whose stay will exceed fifty-nine (59) days should secure extensions of stay with the Bureau of Immigration

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph
Magallanes Drive, Manila (HO)
(+632) 8465 2400 / 8524 3769
xinfo@immigration.gov.ph
http://www.immigration.gov.ph/contact-us/main-office

Who May Avail:

Foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories:

a. *For holders of British National Overseas (BNO) passports:* FSC 122-11 9(a); 7 Days
b. *For holders of Portuguese-Macao passports:* Tourist Visa under Section 9(A); 7 Days
c. *For holders of PROC passports with AJACS Visa:* MCL-09-006; 7 Days
d. *For holders of Hong Kong SAR passports*: FSC 125-10; 14 Days
e. *For holders of Macau SAR passports:* FSC 122-11; 14 Days
f. *For holders of Indian passports with AJACSSUK Visa:* FSC 36-10; 14 days
g. *Executive Order No. 408 (EO408); 30 Days*
h. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP
i. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP
j. *For holders of Brazilian passports:* Tourist Visa under Section 9(A); 59 Days
k. *For holders of Gibraltarian or Israeli passports:* Tourist Visa under Section 9(A); 59 Days

Documentary Requirements:

7. Accomplished Tourist Visa Extension Form
8. Notarized affidavit of overstaying / explanation
9. Original passport of the applicant
10. Documentary requirements consist of photocopies of the bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable.
11. Marriage Certificate if applicant is married to a Filipino
12. Birth Certificate if applicant is a child (NATIVE BORN)

Additional Requirements if request is filed through a Representative:

3. Authorization Letter or Special Power of Attorney (SPA); and
4. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent

Process:

STEP	APPLICANT / CLIENT	ACTION OFFICER	PROCESSING TIME
1	To secure the Visa Application Form	To provide applicant with a checklist of requirements, application forms and	5 mins

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		general information to the transacting public.	
2	To submit the completely filled-out application form, original passport and other supporting documents	To review the application form for completeness and correct attachments	5 mins
		With derogatory hit: To advise applicant to proceed to the certification and clearance section for processing of appropriate derogatory clearance.	15 mins
		Without derogatory hit: To issue BI Clearance Certificate	
		To encode applicant's information in the Data Routing and Tracking System and release claim slip to the applicant	6 days, 20 mins
		Evaluation of the application and draft order of approval / disapproval	4 days
3		To forward recommendatory letter to the Legal Division Evaluation of the Application by the Legal Division	
4	To present receiving copy of tourist visa extension application and claim slip	To issue Order of Payment Slip	20 mins
5	To submit Order of Payment Slip and pay fees.		5 mins
6	To submit the Official Receipts for Miscellaneous Fees	To implement approved visa To review correctness of visa and order implementation To release passport with approved accomplished order	15 mins 15 mins
END OF TRANSACTION			

Processing Time: Express – 10 Working Days

Note: Pursuant to Memorandum Order No. ADD-02-038, all temporary visitors under Section 9(a) of the Philippine Immigration Act of 1940, as amended, who file their applications for extension after their respective authorized stays have expired and secured the requisite approval thereon shall be assessed all fees under the express lane.

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Fees:

Motion for Reconsideration	510.00
Monthly Extension Fine *For every month or fraction thereof	500.00
Administrative fine **For every year or a fraction thereof, an Administrative Fine of ₱ 5,000.00 is imposed; however, those admitted under RA 6768 or "Balikbayan" are exempted.*	5000.00
Immigration Arrears	As per order
Miscellaneous Fees	As per order

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Extension of Tourist Visa under Section 9(a) – More Than 12 Months or Maximum Allowable Extension

Source: Bureau of Immigration 2019 Citizens Charter (accessed as of 16 February 2021)

Extension of tourist visa for more than six months but not more than 12 months

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph
Magallanes Drive, Manila (HO)
(+632) 8465 2400 / 8524 3769
xinfo@immigration.gov.ph
http://www.immigration.gov.ph/contact-us/main-office

Who May Avail:

Foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories:

a. *For holders of British National Overseas (BNO) passports:* FSC 122-11 9(a); 7 Days
b. *For holders of Portuguese-Macao passports:* Tourist Visa under Section 9(A); 7 Days
c. *For holders of PROC passports with AJACS Visa:* MCL-09-006; 7 Days
d. *For holders of Hong Kong SAR passports*: FSC 125-10; 14 Days
e. *For holders of Macau SAR passports:* FSC 122-11; 14 Days
f. *For holders of Indian passports with AJACSSUK Visa:* FSC 36-10; 14 days
g. *Executive Order No. 408 (EO408); 30 Days*
h. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP
i. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP
j. *For holders of Brazilian passports:* Tourist Visa under Section 9(A); 59 Days
k. *For holders of Gibraltarian or Israeli passports:* Tourist Visa under Section 9(A); 59 Days

Documentary Requirements:

1. Accomplished Tourist Visa Extension Form
2. Notarized affidavit of overstaying / explanation
3. Original passport of the applicant
4. Documentary requirements consist of photocopies of the bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable.
5. Marriage Certificate if applicant is married to a Filipino
6. Birth Certificate if applicant is a child (NATIVE BORN)

Additional Requirements if request is filed through a Representative:

1. Authorization Letter or Special Power of Attorney (SPA); and
2. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent

Procedure:

STEP	APPLICANT / CLIENT	ACTION OFFICER	PROCESSING TIME
1	To secure the Visa Application Form	To provide applicant with a checklist of requirements, application forms and	5 mins

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		general information to the transacting public.	
2	To submit the completely filled-out application form, original passport and other supporting documents	To review the application form for completeness and correct attachments	5 mins
		With derogatory hit: To advise applicant to proceed to the certification and clearance section for processing of appropriate derogatory clearance.	15 mins
		Without derogatory hit: To issue BI Clearance Certificate	
		To encode applicant's information in the Data Routing and Tracking System and release claim slip to the applicant	10 mins
		Evaluation of the application and draft order of approval / disapproval	6 days, 20 mins
3		To forward recommendatory letter to the Legal Division Evaluation of the Application by the Legal Division To approve MR	5 mins 10 days 4 days
4	To present receiving copy of tourist visa extension application and claim slip	To issue Order of Payment Slip for immigration arrears	20 mins
5	To submit Order of Payment Slip and pay fees.	Issue official receipt	5 mins
	To submit OR for immigration arrears	To assess Miscellaneous fees	30 mins
	To submit Order of Payment Slip and pay fees.	Issue official receipt	5 mins
6	To submit the Official Receipts for Miscellaneous Fees	To implement approved visa To review correctness of visa and order implementation To release passport with approved accomplished order	15 mins 15 mins 15 mins
END OF TRANSACTION			

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Duration / Processing Time:

Express – 20 Working Days

Note: Pursuant to Memorandum Order No. ADD-02-038, all temporary visitors under Section 9(a) of the Philippine Immigration Act of 1940, as amended, who file their applications for extension after their respective authorized stays have expired and secured the requisite approval thereon shall be assessed all fees under the express lane.

Fees:

Motion for Reconsideration	510.00
Monthly Extension Fine *For every month or fraction thereof	500.00
Administrative fine **For every year or a fraction thereof, an Administrative Fine of ₱ 5,000.00 is imposed; however, those admitted under RA 6768 or "Balikbayan" are exempted.*	5000.00
Immigration Arrears	As per order
Miscellaneous Fees	As per order

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IMMIGRANT VISAS

Conversion to Section 13 Quota Immigrant Visa

Source: Bureau of Immigration 2019 Citizens Charter (accessed as of 16 February 2021)

Refers to "quota immigrant visa" that is granted to qualified foreign nationals for any one calendar year not in excess of fifty (50) of any one nationality or without nationality for any one calendar year

Agency Involved: Bureau of Immigration

Contact Details:

www.immigration.gov.ph
Magallanes Drive, Manila (HO)
(+632) 8465 2400 / 8524 3769
xinfo@immigration.gov.ph
http://www.immigration.gov.ph/contact-us/main-office

Documentary Requirements:

PRINCIPAL

1. Letter request addressed to the Commissioner from the applicant stating that he/she:
    a. Is in possession of a valid passport (or equivalent document) an visa at the time of filling the application;
    b. Does not belong to any class of excludable or deportable foreign nationals enumerated under Section 29 and 37 of the Philippine Immigration Act of 1940;
    c. Possesses the qualifications, skills, scientific, educational or technical knowledge which will advance and be beneficial to the national interest of the Philippine or has sufficient capital for a viable and sustainable investment in the Philippines.
2. Duly accomplished Consolidated General Application Form (CGAF)
3. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
4. Proof of applicant's special qualifications, skills or knowledge, or proof of financial capacity or investment, including but not limited to:
    a. Bank certification of inward remittance amounting to at least US $50,000.00 or equivalent in other foreign currency;
    b. Documents evidencing ownership / purchase of a condominium [condominium unit(s) acquired within four (4) years prior to filing the Quota Immigrant Visa may be considered] with a corresponding proof that the amount he/she invested came or was inwardly remitted from foreign sources;
    c. Documents showing ownership or investment in an existing corporation, enterprise or business concern [shares of stock or other equivalent proof of ownership in a corporation or business concern acquired within four (4)

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years prior of filing the application may be considered] with a corresponding proof that the amount he/she invested came or was inwardly remitted from foreign sources.

5. National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines
6. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
7. BI Clearance Certificate

DEPENDENTS (one for each applicant-dependent)

8. Duly accomplished Consolidated General Application Form (CGAF)
9. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
10. Proof of relationship with the petitioner, such as marriage or birth certificate issued by the PSA
11. National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines
12. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
13. BI Clearance Certificate

*FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID

ACR I-CARD APPLICATION (for each applicant)

1. Appropriate application form, duly accomplished
2. Photocopy of passport biographical page and latest admission with valid stay

Procedure

STEP	APPLICANT / CLIENT	ACTION OFFICER	PROCESSING TIME
1	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements. To sign Checklist of Requirements	5-20 mins per application
2	To submit duly evaluated application documents	To enter applicant's details in the system. To assess and generate Order of Payment Slip.	5-10 mins per application
3	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application
4	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal

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			to Legal Div for hearing
5	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application
6	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application
7	To proceed to the Alien Registration Division for capturing of biometric information after hearing. *Note: Only applicants 4 years and above will undergo biometrics information capturing*	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application
8	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph	
9	To submit passport for visa implementation	To implement duly approved visa on subject's passport. To release passport with implemented visa and certified true copy of duly approved Order.	2-5 mins per application
10	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application
END OF TRANSACTION			

Duration / Processing Time:

Express – 15 days* / Regular – 20 days*

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

Fees:

CATEGORY	IMMIGRATION FEES	
	VISA FEES	ACR-ICARD
1) Principal / Dependent Spouse	₱18,830.00	$50.00
2) Dependent (Below 16 years of age)	₱18,580.00	$50.00
3) Dependent (Below 14 years of age)	₱18,080.00	$50.00

ITEMS	PRINCIPAL
APPLICATION FEE	10,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	2,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	80.00
SERVICE FEE	200.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE FEE	500.00
FORM	100.00
IMMIGRANT CERTIFICATE OF RESIDENCE	1,400.00

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ACR I-CARD FEE	2,589.50
TOTAL FEES (REGULAR)	18,919.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	21,419.5

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PERSONAL TAX IDENTIFICATION NUMBER (TIN)

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TAXPAYER IDENTIFICATION NUMBER (TIN) OF LOCAL EMPLOYEE

Source: Bureau of Internal Revenue Citizen's Charter 2020 2nd Edition (accessed as of 16 February 2021)

Individuals who are registering with the Bureau of Internal Revenue for the first time by reason of employment are required to register within ten (10) days from the date of employment.

Contact Details:

www.bir.gov.ph
BIR National Office Bldg., BIR Road, Diliman, Quezon City
(+632) 8981 7000
contact_us@bir.gov.ph

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TIN of Local Employee (Online Application)

Agency Involved: Bureau of Internal Revenue (BIR)

Where to Avail: Online through the Employer using the BIR eRegistration (eREG) System. Submission of documents is before the 10th day of the following month.

Documentary Requirements

For Local Employees

1. BIR Form No. 1902 version January 2018; (2 originals)
2. Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence. (1 photocopy)
   Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
3. Marriage contract, for married female; (1 photocopy)

For Foreign Employees

1. BIR Form No. 1902 version January 2018; (2 originals)
2. Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)
3. Employment contract or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties. (1 certified true copy)

Procedure

1. Employee submits to the employer the duly accomplished application forms, together with the required complete documentary requirementsPay the Annual Registration Fee (P500.00) and/or payment for the BIR Printed Receipt/Invoice (if taxpayer opted to buy for use) at the New Business Registrant Counter in the BIR Office.
2. Employer secures TIN for their employees by accessing the eREG System.
3. Employer submits the printed eREG Confirmation Page and BIR Form No.1902 together with the required complete documentary requirements to the designated registration counter
4. BIR receives Form with the complete documentary requirements.

Processing Time: 30 minutes

Fees: None

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TIN of Local Employee (Manual Application)

Source: Bureau of Internal Revenue Citizen's Charter 2020 2nd Edition (accessed as of 16 February 2021)

Individuals who are registering with the Bureau of Internal Revenue for the first time by reason of employment are required to register within ten (10) days from the date of employment.

Agency Involved: Bureau of Internal Revenue (BIR)

Where to Avail: Revenue District Office having jurisdiction over the place of office of the principal employer where such employee is expected to report for work

Documentary Requirements

For Local Employees

1. BIR Form No. 1902 version January 2018; (2 originals)
2. Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence. (1 photocopy) *Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application*
3. Marriage contract, for married female; (1 photocopy)

For Foreign Employees

1. BIR Form No. 1902 version January 2018; (2 originals)
2. Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)
3. Employment contract or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties. (1 certified true copy)

Additional Documents, if applicable to the following cases:

1. If transacting through a Representative:
    a. Special Power of Attorney (SPA) executed by the taxpayer-applicant; (1 original)
    b. Any government-issued ID of the authorized representative; (1 photocopy). *Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application*.
2. Employer Securing TIN in behalf of its employees:
    a. Letter of Authority (LOA) with company letter head (if applicable) signed by the President or HR Head indicating the company name and its authorized representative; (1 original)
    b. Any government-issued ID of the signatory (for signature validation); (1 certified true copy)
    c. Any government-issued ID of authorized person of the employer; (1 photocopy) *Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application.*

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d. Transmittal List of Newly Hired Employees with place of assignment and certifying that the list is its newly hired employees; (1 original)
e. Letter of Authority from the employee/s; (1 original)
f. Printed copy of eREG System message that the employee has a similar record, if applicable. (1 original)

Procedure

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Get a queuing number in the office entrance and wait for your number to be called to submit the required complete documentary requirements to the Registration Officer Counter. Note: Secure one queuing number per application		2 Hours
	Call the next queuing number	2 mins
	Verify taxpayer's existence in the eREG TIN Query/ITS/IRIS	13 mins
	Validate the accuracy and completeness of documentary requirements submitted by the applicant. Check for completeness of documentary requirements:	1 hour, 30 mins
	If complete, stamp received on the application and sign the Checklist of Documentary Requirements (CDR).	
If with incomplete requirements, receive the submitted documents and CDR from the Registration Officer Counter, by acknowledging the identified lacking documentary requirements.	If incomplete, return the submitted documents and duly inform the applicant of the lacking requirements by signing the CDR.	
	Assign a Document Locator Number (DLN).	10 mins
	Encode and generate TIN. Indicate the TIN on the BIR Form No. 1904.	2 hours
Receive TIN and copy of BIR Form 1904 from the same Registration Officer Counter	Release TIN - indicate in taxpayer's receiving copy of BIR Form 1904.	5 mins
END OF TRANSACTION		

Processing Period: 6 hours

Fees: None

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APPLICATION FOR EXECUTIVE ORDER (E.O) NO. 98 / ONE-TIME TRANSACTION (ONETT) TAXPAYER (MANUAL PROCESSING)

Source: Bureau of Internal Revenue Citizen's Charter 2020 2nd Edition (accessed as of 16 February 2021)

Pursuant to EO 98, series of 1998, persons whether natural or juridical, dealing with all government agencies and instrumentalities, including Government-Owned and/ -or Controlled Corporations (GOCCs), and all Local Government Units (LGUs), are thereby required to incorporate their TIN in all forms, permits, licenses, clearances, official papers and documents which they secure from these government agencies, instrumentalities, including GOCCs and LGUs. Parties to ONETT transactions who, at the time of their transaction, have not yet been issued a TIN shall apply for issuance thereof at the time of payment of the tax due.

Contact Details:

www.bir.gov.ph
BIR National Office Bldg., BIR Road, Diliman, Quezon City
(+632) 8981 7000
contact_us@bir.gov.ph

Agency Involved: Bureau of Internal Revenue (BIR)

Who May Avail:

1. Persons (applicants under E.O. 98) whether natural or juridical, dealing with all government agencies and instrumentalities;
2. Parties to ONETT transactions who, at the time of their transaction, have not yet been issued a TIN;
3. Non-Resident Applicants.

TAXPAYER CLASSIFICATION	WHERE TO REGISTER
Applicants under E. O. 98	Any RDO provided the RDO shall use eREG System to generate the Taxpayer Identification Number (TIN); or at the RDO having jurisdiction over the residence address of the applicant
Non-Resident Applicants	Office of the Commissioner of Internal Revenue through RDO No. 39, South Quezon City
Foreign Nationals whose purpose of TIN application is for the application of Provisional Work Permit, Special Work Permit, Special Temporary Permit or other permits to be issued by government agencies requiring TIN	Office of the Commissioner of Internal Revenue through RDO No. 39, South Quezon City
Foreign Nationals whose purpose of TIN application is for employment	RDO having jurisdiction over the employer's place of business (Head Office or Branch)

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Taxpayer (TP) with ONETT (Donation)	RDO having jurisdiction over the residence of the donor;
TP with ONETT (ESTATE without proprietary activities)	RDO having jurisdiction over the residence of the decedent at the time of death;
TP with ONETT (Sale of Real Property)	RDO where the real property is located;
TP with ONETT (Sale of Shares of Stocks)	For shares of stock not traded in the Stock Exchange - RDO having jurisdiction over the address of the seller. In the case of listed shares, the venue shall be with the RDO having jurisdiction over the place where the particular Local Stock Exchange is located

Documentary Requirements

- For EO 98 – Individuals
  1) BIR Form No. 1904; (2 originals)
  2) Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence. (1 photocopy)
  Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
  3) Barangay Certification for First Time Job Seeker; (1 certified true copy)

- For Foreign Nationals
  1) BIR Form No. 1904; (2 originals)
  2) Passport (Bio page, including date of entry/arrival and exit/departure stamp, if applicable); (1 photocopy)

  Note: For employment purposes, refer to the Employee's Checklist of Documentary Requirements

- For EO 98 – Non-Individuals
  1) BIR Form No. 1904; (2 originals)
  2) Any Apostollized official documentation issued by an authorized government body (e.g. government agency (tax authority) thereof, or a municipality) that includes the name of the non-individual and the address of its principal office in the jurisdiction in which the non-individual was incorporated or organized (e.g. Articles of Incorporation, Certificate of Tax Residency); (1 certified true copy)

- For ONETT - Transfer of Properties by Succession (Estate with No Proprietary Activities)
  1) BIR Form No. 1904; (2 originals)
  2) Death Certificate of decedent; or Extrajudicial Settlement of the Estate/Affidavit of Self Adjudication; (1 photocopy)

- For ONETT - Transfer by Gratuitous Title (DONATION)
  1) BIR Form No. 1904; (2 originals)

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2) Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence. (1 photocopy)
Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
3) If transacting through a Representative:
    a. Special Power of Attorney (SPA) executed by taxpayer-applicant; (1 original) or
    In case of non-resident foreign nationals, Apostollized SPA; (1 certified true copy, original for presentation) or
    In case of non-resident foreign corporations, Apostollized Board Resolution/Secretary's Certificate (or equivalent); (1 certified true copy, original for presentation)
    b. Any government-issued ID of the authorized representative. (1 photocopy)
    Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application.
4) Marriage contract, for married female; (1 photocopy)

Procedure

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Get a queuing number in the office entrance and wait for your number to be called to submit the required complete documentary requirements to the Registration Officer Counter. Note: Secure one queuing number per application		2 Hours
	Call the next queuing number	2 mins
	Verify taxpayer's existence in the eREG TIN Query/ITS/IRIS	13 mins
	Validate the accuracy and completeness of documentary requirements submitted by the applicant. Check for completeness of documentary requirements:	1 hour, 30 mins
	If complete, stamp received on the application and sign the Checklist of Documentary Requirements (CDR).	
If with incomplete requirements, receive the submitted documents and CDR from the Registration Officer Counter, by acknowledging the identified lacking documentary requirements.	If incomplete, return the submitted documents and duly inform the applicant of the lacking requirements by signing the CDR.	
	Assign a Document Locator Number (DLN).	10 mins

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	Encode and generate TIN. Indicate the TIN on the BIR Form No. 1904.	2 hours
Receive TIN and copy of BIR Form 1904 from the same Registration Officer Counter	Release TIN - indicate in taxpayer's receiving copy of BIR Form 1904.	5 mins
END OF TRANSACTION		

Processing Period: 6 hours

Fees: None

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BUSINESS ENTERPRISE REGISTRATION AND LICENSING

To validly transact business in the Philippines, business entities should first be registered with the appropriate government agencies.

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SECURITIES AND EXCHANGE COMMISSION (SEC)

Source: *SEC Citizen's Charter 2020 2nd Edition (accessed as of 18 February 2021)*

CERTIFICATIONS ISSUED BY SEC UPON REGISTRATION	
Incorporation of Stock or Non-Stock Corporation	Certificate of Incorporation
Formation of Partnership	Certificate of Recording
Establishment of Foreign Branch or Representative Office, Regional Headquarters or Regional Operating Headquarters	License to Do Business in the Philippines

Schedule of Availability of Service:

- Online Application (24 hours a day, 7 days a week)
- Submission of Physical Documents
    - Monday 8:30 AM to 5:00 PM, no noon break
    - Tuesday to Friday 8:00 AM to 5:00 PM, no noon break

Requirements:

Three (3) sets of the following (at least 2 originals, in A4 size bond paper)

Forms: https://www.sec.gov.ph/forms-and-fees/primary-registration/

Contact Details:

www.sec.gov.ph
Secretariat Building, PICC Complex, Roxas Boulevard, Metro Manila Philippines
(+632) 8818-0923
imessagemo@sec.gov.ph

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Registration of Corporations through the Company Registration System (CRS) under Manual Processing

A corporation is a juridical person created by operation of law and registered with the Securities and Exchange Commission. A corporation can either be stock or non-stock company regardless of nationality. Such company, if 60% Filipino and 40% foreign-owned, is considered a Filipino corporation. If more than 40% foreign-owned, it is considered a domestic foreign-owned corporation.

Office or Division: Corporate and Partnership Registration Division (CPRD) of Company Registration and Monitoring Department (CRMD)

Documentary Requirements:

1. Cover Sheet
2. Articles of Partnership (for partnerships)
3. Articles of Incorporation (AI) for stock and non-stock corporations
4. Treasurer's Affidavit (for stock corporation only)
5. By-Laws (for stock and non-stock corporations) 5. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH and Foreign Investments Act Form 105 (for partnership with one or more foreign partner/s)
6. Joint Affidavit of Undertaking to Change Company Name (in case not incorporated in the Articles of Incorporation or Articles of Partnership)
7. Affidavit of Accuracy
8. Affidavit of Correctness
9. Additional Requirements (if applicable):
    a. Endorsement/Clearance from other SEC Departments, if applicable
    b. Endorsement from other government agencies, if applicable (1 original copy)
    c. Endorsement/Clearance (if an ecozone locator)
    d. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of any corporate subscriber
    e. Proof of Existence of foreign corporate subscriber
    f. For non-stock religious' aggregates - Affidavit of Affirmation/ Verification by the chief priest, rabbi, minister, or presiding elder *not required if already part of the Articles of Incorporation
    g. For Foundation - Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00; and Statement of Willingness to allow the Commission to conduct an audit
    h. For federation - List of Member Associations certified by the Corporate Secretary
    i. For confederation List of Member-Federations certified by the Corporate Secretary
    j. For condominium corporation/ association - Notarized Copy of the Master Deed with primary entry of the Register of Deeds; and Certification that there is no existing similar condominium association within the condominium project
    k. Affidavit of Relinquishment (in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity

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l. Authenticated/ Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction

Note: Please be informed to arranged in accordance with the order in the checklist in 1 original and 2 photocopies

Procedure:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME
1	Applicant/registrant creates an account in the CRS	System sends verification confirmation to allow applicant to sign-in into the facilities therein	10 mins (under normal circumstances, i.e. system is working)
1.1	Verifies the created account through e-mail then logs-in his/her account	*Email account created automatically expires within 90 calendar days if inactive	
2	Verifies, reserves, or appeals the proposed company name with or without trade name/s. *If denied, avails online appeal of rejected names by uploading appeal letter and/or supporting documents	System approves/denies the proposed company name in accordance with Memorandum Circular No. 13, series of 2019 *Reservation of proposed company name expires on the 4th day if in-forms are not filled up Approves or denies the appeal	10 mins 30 mins
3	Applicant/registrant starts filling out company information. Uploads and submit forms on-line.	Systems validates the company information encoded.	
4	Submits the hard copies of signed and notarized documents along with the Affidavits of Accuracy and Correctness and wait for the evaluation of the submitted documents	Receives the application documents and assigns to a processor. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations. *If compliant, processor issues a Payment Assessment Form (PAF). *If non-compliant, application will be returned to the party.	5 mins 20 mins 5 mins
5	Presents the PAF at the SEC Cashier and pays the filing fees.	Accepts payment and issues Official Receipt (O.R.) and machine-validated Payment Assessment Form.	5 mins

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6	Gets a queuing number in CRMD and proceeds to the CRMD Receiving Section. Submits three (3) sets of documentary requirements (1 original; 2 photocopies) at the CRMD Receiving Section.	Officially receives and stamps the hard copies of the registration application forwards to the Corporate Filing and Records Division (CFRD) for generation of the Certificate of Registration (COR). Enters company name in the CRMD Masterlist and prints Certificate. Reviews and evaluates the application with supporting documents. *If compliant, signing of the Certificate of Registration (COR). *If non-compliant, documents were returned to the processor, then to the party/client.	1 min 5 mins 5 mins 10 mins
	Gets a queuing number in CRMD and proceeds to the CRMD Releasing Counter. Presents Official Receipt to secure the Certificate of Incorporation and signs the e-tablet receiving portal as proof of receipt of the Certificate of Registration (COR).	Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt.	6 mins

Processing Period: One (1) hour and 53 minutes per application

Fees:

1. Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) but not less than PHP 20.00.
   Stock corp., without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than PHP 2,000.00 plus 1% LRF but not less than PHP 20.00;
2. By-Laws: PHP 1,020.00, inclusive of LRF;
3. Name reservation: PHP 100.00 for each corporate name and trade name, if applicable;
4. Registration of Stock and Transfer Book: PHP 150.00
5. Documentary Stamp – PHP 30.00
6. Application under the Foreign Investments Act (FIA) – PHP 3,000.00
7. Filing fee for Certificate of Authority to Operate as a Financing Company – 1/10 of 1% of the paid-up capital

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Registration of Corporations through the Company Registration System

A corporation is a juridical person created by operation of law and registered with the Securities and Exchange Commission. A corporation can either be stock or non-stock company regardless of nationality. Such company, if 60% Filipino and 40% foreign-owned, is considered a Filipino corporation. If more than 40% foreign-owned, it is considered a domestic foreign-owned corporation.

Office or Division: Corporate and Partnership Registration Division (CPRD) of Company Registration and Monitoring Department (CRMD)

Documentary Requirements:

1. Cover Sheet
2. Articles of Incorporation (AI) with Tax Identification Numbers (TIN) of Filipino incorporators, directors, stockholders including corporate subscribers (to be written in the Articles of Incorporation and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign incorporators, directors and stockholders (to be written in the Articles of Incorporation and applicable document/s)
3. Treasurer's Affidavit (in case not incorporated in the Articles of Incorporation)
4. By-Laws
5. Foreign Investments Act (FIA) Application Form (F-100),* if more than 40% foreign equity
6. Joint Affidavit of Undertaking to Change Name (in case not incorporated in the Articles of Incorporation)
7. Affidavit of Relinquishment (in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity
8. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction
9. Endorsement/Clearance from other government agencies, if applicable
10. Endorsement/Clearance from other departments of the SEC, if applicable
11. Endorsement/Clearance or Certificate of Authority from PEZA, SBMA, CDC, or CEZA if applicable
12. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s
13. Proof of existence of foreign corporate subscriber/s
14. Other requirements as may be required:
    a. For non-stock religious' aggregates - Affidavit of Affirmation/ Verification by the chief priest, rabbi, minister, or presiding elder *not required if already part of the Articles of Incorporation
    b. For Foundation - Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00; and Statement of Willingness to allow the Commission to conduct an audit
    c. For federation - List of Member Associations certified by the Corporate Secretary
    d. For confederation List of Member-Federations certified by the Corporate Secretary
    e. For condominium corporation/ association - Notarized Copy of the Master Deed with primary entry of the Register of Deeds; and Certification that there

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is no existing similar condominium association within the condominium project

Note: Please be informed to arranged in accordance with the order in the checklist in 1 original and 2 photocopies of the documents (in A4 size bond paper)

Procedure:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME
1	Creates an account in the Company Registration System (CRS) by logging in at www.crs.gov.ph	System sends verification confirmation to allow applicant to sign-in in the CBP	10 mins (under normal circumstances, i.e. system is working)
1.2	Verifies the created account through e-mail then logs-in his/her account	*Email account created automatically expires within 90 calendar days if inactive	
	Verifies, reserves, or appeals the proposed company name including trade or business names, if applicable. *If approved, proceeds with the encoding of company information *Reservation of proposed company name expires on the 4th day if in-forms are not filled up *If denied, avails online appeal of rejected names by uploading appeal letter and/or supporting documents	System approves/denies the proposed company name in accordance with Memorandum Circular No. 13, series of 2019	10 mins
1.3	Encodes company information	System approves the proposed name/s	
1.4	Uploads and submits CRS-generated or non-CRS generated documents	Approves or denies the appeal	
1.5		System acknowledges submission of documents	
2	Waits for the evaluation of submitted documents	Evaluates uploaded documents	30 mins per application
3	Receives notification through email and CRS account. *If for compliance, opens the compliance section in the CRS and complies the deficiencies and completes the requirements	System issues compliance e-mail alert if the documents are incomplete or with deficiencies System issues payment e-mail alert if the documents are complete and in order	

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	*If for payment, pays the filing fee online or on collection then uploads the documentary requirements *If online, pays through GCash or Landbank then uploads documentary requirements through CRS *If on collection, prints the Order of Payment		
4	Presents the Order of Payment	Issues and prints out the Payment Assessment Form (PAF)	
4.1	*If at SEC Head Office or Extension Office, presents the Order of Payment	Presents PAF to the assigned CRS processor for his/her initial/signature	5 mins
4.2	*Brings the documentary requirements	Signs the PAF	
4.3	*If at any SEC-accredited Landbank branches, presents the Order of Payment	Issues machine-validated Oncoll Payment Slip/s	1 min
5	Presents the PAF at the SEC Cashier and pays the filing fees	Accepts payment and issues Official Receipt (O.R.) and machine-validated Payment Assessment Form	5 mins
6	Upon payment, proceeds to SEC-CRMD for the uploading of proof of payment and documentary requirements Personally uploads the proof of payment and documentary requirements in CRS	Uploads the proof of payment and documentary requirements	2 mins
7	Gets a queuing number in CRMD and proceeds to the Receiving Section	Calls the number	1 min
7.1	Submits three (3) sets of documentary requirements (1 original; 2 photocopies) at the CRMD Receiving Section	Checks the completeness of the documents submitted to ensure that there is at least one original set of the application	5 mins
7.2		Stamps receives and put initials on the submitted documents and advises registrant to wait for 3 working days for the release of the Certificate of Registration	
8	Waits for the release of the signed Certificate	Checks the uploaded proof of payment and documentary requirements	5 mins

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		*If complete and compliant, tags the application in CRS as "For Receiving" *If incomplete and/or non-compliant, returns the application to the applicant through CRS	
8.1		Tags the application in CRS as "Received"	5 mins
8.2		Retrieves the hard copies of the application and forwards to the Data Analyst	5 mins
8.3		Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory	5 mins
8.4		Reviews the application *Signs the Certificate; or *Returns the application for compliance	10 mins
8.5		Generates the Unified Registration Records (URRs) of the partnership and forwards the Certificate with URR to the CRMS Releasing Unit	5 mins
9	Gets a queuing number in CRMD and proceeds to the Releasing Counter Presents original proof of payment to the CRMD Releasing Counter and claims the Certificate and URR	Calls the number Releases Certificate and URR to the applicant	1 min 5 mins
END OF TRANSACTION			

Processing Period: 2 hours and 21 minutes per application

Fees:

1. Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) but not less than PHP 20.00.
   Stock corp., without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than PHP 2,000.00 plus 1% LRF but not less than PHP 20.00;
2. By-Laws: PHP 1,020.00, inclusive of LRF;
3. Name reservation: PHP 100.00 for each corporate name and trade name, if applicable;
4. Registration of Stock and Transfer Book: PHP 150.00
5. Documentary Stamp – PHP 30.00
6. Application under the Foreign Investments Act (FIA) – PHP 3,000.00
7. Filing fee for Certificate of Authority to Operate as a Financing Company – 1/10 of 1% of the paid-up capital

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Registration of Corporations with Less than Five (5) Shareholders through Manual Processing

Corporations with less than five (5) shareholders, including One Person Corporations, must register with the SEC through manual registration at the Ground Floor, Secretariat Bldg., PICC Complex, Roxas Boulevard Pasay City.

Office or Division: Corporate and Partnership Registration Division (CPRD) of Company Registration and Monitoring Department (CRMD)

Documentary Requirements

1. Cover Sheet
2. Articles of Incorporation (AI) for stock and non-stock corporations
3. Treasurer's Affidavit (for stock corporation only, optional if Treasurer's Certificate in accordance with the RCC is incorporated in the Articles of Incorporation (AI))
4. By-Laws (for stock and non-stock corporations)
5. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH
6. Joint Affidavit of Undertaking to Change Name (in case not incorporated in the Articles of Incorporation)
7. Affidavit of Relinquishment (in case the treasurer is a foreigner and the business activity of the registrant is a partly
8. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction
9. Endorsement/Clearance from other government agencies, if applicable
10. Endorsement/Clearance from other departments of the SEC, if applicable
11. Endorsement/Clearance or Certificate of Authority
12. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s
13. Proof of existence of foreign corporate subscriber/s
14. Other Requiremen/s as may be required:
    a. For non-stock religious' aggregates
        i. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder *not required if already part of the Articles of Incorporation
    b. For foundation
        i. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00
        ii. Statement of Willingness to allow the Commission to conduct an audit
    c. For federation
        i. List of Member-Associations certified by the Corporate Secretary
    d. For confederation
        i. List of Member-Federations certified by the Corporate Secretary
    e. For condominium corporation/association
        i. Notarized Copy of the Master Deed with primary entry of the Register of Deeds
        ii. Certification that there is no existing similar condominium association within the condominium project

Note: Please arrange in accordance with the order in the checklist in 1 original and 2 photocopies (in A4 size bond paper)

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Process

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME
1	Fill-out Name Verification Slip for the proposed company name	Verifies and reserves the proposed company name with or without trade name/s in accordance with Memorandum Circular No. 13 series of 2019	10 mins
	If denied, submit an appeal letter and/or supporting documents for the rejected names	Reservation of proposed company name expires on the 30th day	
		Approves or denies the appeal	30 mins
2	Prepares necessary documents	None	
3	For pre-processing, gets queuing number at the CRMD and proceed to CPRD and submits the hard copies of registration documents and wait for the corporations' name to be called.	Receives the application documents and assigns to a processor	5 mins
		Processes the submitted application in accordance with the Corporation Code of the Philippines, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and SEC rules and regulations.	20 mins
		*If compliant, processor issues a Payment Assessment Form (PAF) *If non-compliant, application will be returned to the party	5 mins
4	Presents the PAF at the SEC Cashier and pays the filing fees	Accepts payment and issues Official Receipt (O.R.) and machine-validated Payment Assessment Form	
5	Gets a queuing number in CRMD and proceeds to the Receiving Section.	Officially receives and stamps the hard copies of the registration application and forwards to the Corporate Filing and Records Division (CFRD) for generation of the Certificate of Registration (COR)	1 min
	Submits the proof of payment and documents	Enters company name in the CRMD Masterlist and prints Certificate	5 mins
	Waits for the release of the signed Certificate	Reviews and evaluates the application with supporting documents	5 mins

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		*If compliant, signing of the Certificate *If non-compliant, documents returned to the processor, then to the party/client	10 mins
6	Gets a queuing number in CRMD and proceeds to the Releasing Counter Presents Official Receipt to secure the Certificate of Incorporation and signs the e-tablet receiving portal as proof of receipt of the Certificate of Registration (COR)	Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt	6 mins
END OF TRANSACTION			

Processing Time: One (1) hour and 42 minutes per application

Fees:

a) Articles of Incorporation, Stock Corp., with par value: 1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) but not less than PHP 20.00.
   Stock corp., without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than PHP 2,000.00 plus 1% LRF but not less than P20.00;
b) By-Laws: PHP 1,020.00, inclusive of LRF;
c) Name reservation: PHP 100.00 for each corporate name and trade name, if applicable;
d) Registration of Stock and Transfer Book: PHP 150.00
e) Documentary Stamp – PHP 30.00
f) Application under the Foreign Investments Act (FIA) – PHP 3,000.00

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Registration of One Person Corporation (OPC) through the Central Business Portal (CBP)

Registration of One Person Corporation (OPC) pursuant to Section 5, 115-132 of the Revised Corporation Code (R.A. No. 11232)

Office or Division: Corporate and Partnership Registration Division (CPRD) of Company Registration and Monitoring Department (CRMD)

Website: https://business.gov.ph

Documentary Requirements

1. Cover Sheet
2. Articles of Incorporation (AI)
3. Letter of Acceptance of the Nominee and Alternate Nominee
4. Additional Requirements:
    a. FIA FORM (F-100), if single stockholder is a foreigner
    b. Proof of Authority if single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties
    c. Surety Bond if Treasurer is self appointed (table of computation is available at http://www.sec.gov.ph/wpcontent/uploads/2020/01/2019MCNo07n.pdf)

Procedure

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME
1	Create and account by logging in at business.gov.ph Click the link provided in the registered mail to log-in his/her account	System sends verification confirmation to allow applicant to sign-in in the CBP	
2	Once logged in, encode the proposed company name	Approves or disapproves the proposed company name with or without its trade name/s in accordance with Memorandum Circular No. 13 series of 2019	5 mins
	If corporate name is approved, proceeds to Filling out of forms	*Reservation of proposed company name expires within 24 hours	
	If corporate name is disapproved, he/she has the option: Verify and reserve a new company name or Click the Appeal Button then upload Letter of Appeal		10 mins
3	Input required data in the Unified and Agency forms *Incomplete Unified and	None	

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	Agency forms expire within 4 calendar days		
4	Pay the registration fees *Unpaid registration fees expire within 10 working days	System generates the Order of Payment/Payment Assessment Form	5 mins
5	Submit the originally signed and notarized hard copies at the Receiving Section of the National Business One Stop Shop (NBOSS) Site	Officially receives and stamps the signed and notarized hard copies of the registration application together with the proof of payment for the generation of Certificate of Registration	5 mins
6	Present Official Receipt to the Releasing Section of the NBOSS to secure the Certificate of Registration (COR) then signs the etablet receiving portal as proof of receipt of the COR	Enters company name in the Masterlist, releases the COR with attached registration application; and stamps "released" on the official receipt	5 mins
END OF TRANSACTION			

Processing Time: 30 minutes per application

Fees:

Authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher

Without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher

Foreign Investments Act (FIA) Form 100: PHP 3,000.00

Company Name Reservation: PHP 100.00

Each additional trade name/s: PHP 100.00

Documentary Stamp Tax: PHP 30.00

Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)

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Registration of Partnerships through the Company Registration System

Article 1767 of the Civil Code defines a partnership as two or more persons bind themselves to contribute money or industry to a common fund, with the intention of dividing the profit among themselves.

Website: https://crs.sec.gov.ph

Documentary Requirements:

1. Cover Sheet*
    a. Signed & notarized Articles of Partnership with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)
    b. Minimum paid-up
    c. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country)
    d. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures
        i. If there are one (1) or more foreign partners, Signed & notarized F-105 (Foreign Investments Act Application Form)*
        ii. If documents were signed in a foreign jurisdiction, Authenticated/Apostilled Articles of Partnership and/or F-105 (1 original; 2 photocopies)
        iii. If applicable, Endorsement/Clearance from other SEC Departments, if applicable (1 original, 2 photocopies)
        iv. If applicable, Endorsement/Clearance from other government agencies, if applicable (1 original, 2 photocopies)
        v. If applicable, Endorsement/Clearance from locators (1 original, 2 photocopies) from PEZA, SBMA, CDC, CEZA

**System-generated at crs.gov.ph*

Note: Submit 1 original and 2 photocopies in A4 size bond paper

Procedure:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME
1	Creates an account in the Company Registration System (CRS) by logging in at www.crs.gov.ph	System sends verification confirmation to allow applicant to sign-in in the CBP	10 mins (under normal circumstances, i.e. system is working)
1.2	Verifies the created account through e-mail then logs-in his/her account	*Email account created automatically expires within 90 calendar days if inactive	

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	Verifies, reserves, or appeals the proposed company name including trade or business names, if applicable. *If approved, proceeds with the encoding of company information *Reservation of proposed company name expires on the 4th day if in-forms are not filled up *If denied, avails online appeal of rejected names by uploading appeal letter and/or supporting documents	System approves/denies the proposed company name in accordance with Memorandum Circular No. 13, series of 2019	10 mins
1.3	Encodes company information	System approves the proposed name/s	
1.4	Uploads and submits CRS-generated or non-CRS generated documents	Approves or denies the appeal	
1.5		System acknowledges submission of documents	
2	Waits for the evaluation of submitted documents	Evaluates uploaded documents	30 mins per application
3	Receives notification through email and CRS account. *If for compliance, opens the compliance section in the CRS and complies the deficiencies and completes the requirements *If for payment, pays the filing fee online or on collection then uploads the documentary requirements *If online, pays through GCash or Landbank then uploads documentary requirements through CRS *If on collection, prints the Order of Payment	System issues compliance e-mail alert if the documents are incomplete or with deficiencies System issues payment e-mail alert if the documents are complete and in order	
4	Presents the Order of Payment	Issues and prints out the Payment Assessment Form (PAF)	
4.1	*If at SEC Head Office or Extension Office, presents the Order of Payment	Presents PAF to the assigned CRS processor for his/her initial/signature	5 mins

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4.2	*Brings the documentary requirements	Signs the PAF	
4.3	*If at any SEC-accredited Landbank branches, presents the Order of Payment	Issues machine-validated Oncoll Payment Slip/s	1 min
5	Presents the PAF at the SEC Cashier and pays the filing fees	Accepts payment and issues Official Receipt (O.R.) and machine-validated Payment Assessment Form	5 mins
6	Upon payment, proceeds to SEC-CRMD for the uploading of proof of payment and documentary requirements Personally uploads the proof of payment and documentary requirements in CRS	Uploads the proof of payment and documentary requirements	2 mins
7	Gets a queuing number in CRMD and proceeds to the Receiving Section	Calls the number	1 min
7.1	Submits three (3) sets of documentary requirements (1 original; 2 photocopies) at the CRMD Receiving Section	Checks the completeness of the documents submitted to ensure that there is at least one original set of the application	5 mins
7.2		Stamps receives and put initials on the submitted documents and advises registrant to wait for 3 working days for the release of the Certificate of Registration	
8	Waits for the release of the signed Certificate	Checks the uploaded proof of payment and documentary requirements *If complete and compliant, tags the application in CRS as “For Receiving” *If incomplete and/or non-compliant, returns the application to the applicant through CRS	5 mins
8.2		Tags the application in CRS as “Received”	5 mins
8.3		Retrieves the hard copies of the application and forwards to the Data Analyst	5 mins
8.4		Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory	5 mins
8.5		Reviews the application *Signs the Certificate; or	10 mins

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		*Returns the application for compliance	
8.6		Generates the Unified Registration Records (URRs) of the partnership and forwards the Certificate with URR to the CRMS Releasing Unit	5 mins
9	Gets a queuing number in CRMD and proceeds to the Releasing Counter Presents original proof of payment to the CRMD Releasing Counter and claims the Certificate and URR	Calls the number Releases Certificate and URR to the applicant	1 min 5 mins
END OF TRANSACTION			

Processing Period: 2 hours and 21 minutes per application

Fees:

- Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00
- 1% Legal Research Fee (LRF) of not less than PHP 20.00.
- Name reservation: PHP 100.00 for each partnership name and trade name, if applicable;
- Documentary Stamp – PHP 30.00
- Application under the Foreign Investments Act (FIA) – PHP 3,000.00

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Licensing of Foreign Corporations through the Company Registration System (CRS)

A foreign corporation is formed, organized or existing under any laws other than those of the Philippines and whose laws allow Filipino citizens and corporations to do business in its own country or state. It shall have the right to transact business in this country in accordance with this Code and a certificate of authority from the appropriate government agency. (Section 123, CCP)

Office or Division: Corporate and Partnership Registration Division (CPRD) of Company Registration and Monitoring Department (CRMD)

For Foreign Branch and Representative Office

A Branch Office is a foreign company that carries out the business activities of the head office and derives income from the host country; (IRR of Republic Act No. 7042,Foreign Investment Act of 1991)

A Representative Office deals directly with the clients of the parent company but does not derive income from the host country and is fully subsidized by its head office. It undertakes activities such as but not limited to information dissemination and promotion of the company's product as well as quality control of products. (IRR of Republic Act No. 7042, Foreign Investment Act of 1991).

Documentary Requirements:

1. Cover Sheet*
2. Signed & notarized Application Form*
    a. F-103 for stock branch office;
    b. F-104 for stock representative office;
    c. F-108 for non-stock branch/representative office, including foundations
3. Authenticated copy of the Board Resolution
    a. Authorizing the establishment of Branch/Representative Office in the Philippines
    b. Designating the Resident Agent to whom summons and other legal processes may be served in behalf of the foreign corporation; and
    c. Stipulating that in the absence of such Agent or upon cessation of its business in the Philippines, any summons or legal processes may be served to SEC as if the same is made upon the corporation at its home office
4. Authenticated copy of the Articles of Incorporation/Partnership/Association with an English translation thereof if in foreign language other than English
5. Financial Statements (FS)
    a. For those whose home country REQUIRES Audited FS (AFS), the applicant shall submit financial statements compliant with the following:
    b. For the immediately preceding year at the time of filing of application
    c. Audited by an independent Certified Public Accountant of the home country
    d. Authenticated before the Philippine Consulate/Embassy
    e. If the date of the AFS exceeds the one-year requirement, the applicant shall submit
    f. Authenticated AFS that are available as of date of filing of the application; and

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g. Authenticated Unaudited FS (AUFS) as of date not exceeding one (1) year immediately prior to the filing of the application signed by an officer of the foreign corporation
h. For those whose home country does NOT REQUIRE AFS, the applicant shall submit financial statements:
i. Authenticated Unaudited FS as of the date not exceeding one (1) year immediately prior to the filing of the application; and
j. Authenticated Certification signed under oath by an officer of a responsible regulatory institution or by the applicant's legal counsel that the applicant is not required to prepare and submit AFS, with citation of the law for verification purposes

6. Compliance with Financial ratios
    a. Stock Branch Office

Ratio	Formula	Benchmark Value
Solvency	Total assets/total liabilities	1:1
Liquidity	Current assets/current liabilities	1:1
Debt to equity	Total liabilities/equity	3:1

    b. Stock Representative Office / Non-Stock Branch and Representative Office

Ratio	Formula	Benchmark Value
Solvency	Total assets/total liabilities	1:1

7. For stock branch/representative office, Notarized proof of Inward Remittance such as bank certificate of inward remittance or credit advances
8. If not stated in the Application Form, Affidavit of Undertaking to change corporate name
9. If Resident Agent is not the signatory in the Application Form, Resident's Agent Acceptance of Appointment
10. If applicable, Endorsement/Clearance from other SEC Departments
    a. Corporate Governance and Finance Department for Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation
    b. Markets and Securities Regulation Department for Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House
11. If applicable, Endorsement/Clearance from other government agencies
    a. Bangko Sentral ng Pilipinas for Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services
    b. Insurance Commission for Insurance/Mutual Benefit Association/ Health Maintenance Organization
12. If applicable, Endorsement/Clearance from locators from PEZA, SBMA, CDC, or CEZA
13. For non-stock branch/representative office foundation
    a. Notarized Certificate of Bank Deposit of the amount of not less than P1,000,000.00
    b. Statement of Willingness to allow the Commission to conduct an audit

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Procedure:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME
1	Creates an account in the Company Registration System (CRS) by logging in at www.crs.gov.ph	System sends verification confirmation to allow applicant to sign-in in the CBP	10 mins (under normal circumstances, i.e. system is working)
	Verifies the created account through e-mail then logs-in his/her account	*Email account created automatically expires within 90 calendar days if inactive	1 min
	Verifies, reserves, or appeals the proposed company name including trade or business names, if applicable *If approved, proceeds with the encoding of company information	System approves/denies the proposed company name in accordance with Memorandum Circular No. 13, series of 2019	10 mins
	*Reservation of proposed company name expires on the 4th day if in-forms are not filled up	System approves the proposed name/s	30 mins
	*If denied, avails online appeal of rejected names by uploading appeal letter and/or supporting documents	Approves/denies the appeal	
	Encodes company information	System acknowledges submission of documents	
	Uploads and submits CRS-generated or non-CRS generated documents		
2	Waits for the evaluation of submitted documents	Evaluates uploaded documents *If compliant, forwards a copy of the application with attached checklist of requirements to Financial Analysis and Audit Division (FAAD) and Corporate and Partnership Registration Division for review and further evaluation; or *If non-compliant, returns back to the applicant for compliance	1 hour per application
		Further evaluates the documents *If compliant, returns the checklist and inputs “For Payment”; or *If non-compliant returns back to the processor for compliance of the applicant	10 working days

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3	Receives notification through email and CRS account *If for compliance, opens the compliance section in the CRS and complies the deficiencies or completes the requirements *If for payment, pays the filing fee online or on collection then uploads the documentary requirements *If online, pays through GCash or Landbank then uploads documentary requirements through CRS If on collection, prints the Order of Payment	System issues compliance e-mail alert if the documents are incomplete or with deficiencies System issues payment e-mail alert if the documents are complete and in order	
4	Presents the Order of Payment *If at SEC Head Office or Extension Office, presents the Order of Payment and ready to bring the documentary requirements *If at any SEC-accredited Landbank branches, presents the Order of Payment	Issues and prints out the Payment Assessment Form (PAF) and presents PAF to the assigned CRS processor Signs the PAF Issues machine-validated Oncoll Payment Slip/s	5 mins 1 min
5	Presents the PAF at the SEC Cashier and pays the filing fees	Accepts payment and issues Official Receipt (O.R.) and machine-validated Payment Assessment Form	5 mins
6	Upon payment, proceeds to SEC-CRMD for the uploading of proof of payment and documentary requirements; or *Personally uploads the proof of payment and documentary requirements in CRS	Uploads the proof of payment and documentary requirements	2 mins
7	Gets a queuing number in CRMD and proceeds to the Receiving Section Submits three (3) sets of documentary requirements (1 original; 2 photocopies) at the CRMD Receiving Section	Calls the number Checks the completeness of the documents submitted to ensure that there is at least one original set of the application Stamps receives and affixes initials on the submitted documents and advises registrant to wait for 3 working days for the release of the Certificate of Registration	1 min 5 mins

Navigate to General Business Procedures

8	Waits for the release of the signed Certificate	Checks the uploaded proof of payment and documentary requirement *If complete and compliant, tags the application in CRS as "For Receiving" *If incomplete and/or non-compliant, return the application to the applicant through CRS	5 mins
		Tags the application in CRS as "Received"	5 mins
		Retrieves the hard copies of the application and forwards to the Data Analyst	5 mins
		Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory	5 mins
		Reviews the application	10 mins
		*Signs the Certificate; or *Returns the application for compliance	5 mins
		Generates the Unified Registration Records (URRs) of the corporation and forwards the Certificate with URR to the CRMS Releasing Unit	
	Gets a queuing number in CRMD and proceeds to the Releasing Counter	Calls the number	1 min
	Presents original proof of payment to the CRMD Releasing Counter and claims the Certificate and URR	Releases Certificate and URR to the applicant	5 mins

Processing Period: 10 days, 2 hours and 51 minutes per application

Fees:

a. Stock Branch Office – 1% of the actual inward remittance of the corporation converted into Philippine currency but not less than PHP 3,000.00
b. Stock Representative Office – 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency but not less than P 2,000.00
c. Non-Stock Branch/Representative Office – PHP 3,000.00
d. Application of Multinational Corporations for Regional Operating Headquarters – 1% of the actual inward remittance but not less than 1% of peso equivalent of $200,000.00 at the time of remittance
e. Application of Multinational Corporations for Regional/Area Headquarters – PHP 5,000.00
f. Name reservation: P100.00 for each corporate name and trade name, if applicable;
g. Documentary Stamp – PHP 30.00
h. Legal Research Fee – 1% of the Filing Fee but not less than PHP 10.00

Navigate to General Business Procedures

For Regional/Area Headquarters (RHQ)/ Regional Operating Headquarters (ROHQ)

A Regional Headquarters (RHQ) undertakes activities that shall be limited to acting as supervisory, communication and coordinating center for its subsidiaries, affiliates and branches in the Asia-Pacific region. It acts as an administrative branch of a multinational company engaged in international trade. It does not derive income from sources within the Philippines and does not participate in any manner in the management of any subsidiary or branch office it might have in the Philippines.

Incentives:

- Exemption from corporate income tax;
- Exemption from branch profits remittance tax;
- Exemption from value-added tax;
- Sale or lease of goods and property, and services to the RHQ are zero-rated;
- Exemption from all kinds of local taxes, fees or charges imposed by a local government unit, except real property tax on land improvements and equipment;
- Tax and duty free importation of equipment and materials for training and conferences needed and solely used for the RHQ functions, and which are not locally available, subject to prior BOI approval;
- Importation of brand new motor vehicle but subject to payment of taxes and duties.

A Regional Operating Headquarters (ROHQ) is a foreign business entity which is allowed to derive income in the Philippines by performing qualifying services to its affiliates, subsidiaries or branches in the Philippines, in the Asia-Pacific Region and other foreign markets (R.A. No. 8756, Nov. 23, 1999).

ROHQs may engage in the following activities:

- General administration and planning
- Business planning and coordination
- Sourcing/procurement of raw materials component
- Corporate finance advisory services
- Marketing control and sales promotion
- Training and personnel management
- Logistics services
- Research and development services and product development
- Technical support and maintenance
- Data Processing and communications
- Business development

Incentives:

- Subject to preferential income tax rate of 10% on taxable income;
- Exemption from all kinds of local taxes, fees or charges imposed by a local government unit, except real property on land improvements and equipment;
- Tax and duty free importation of equipment and materials for training and conferences needed and solely used for the ROHQ functions, and which are not locally available, subject to prior Board of Investments (BOI) approval;
- Importation of brand new motor vehicle but subject to payment of taxes and duties.
- ROHQ is allowed to offer qualifying services only to its affiliates, branches or subsidiaries as declared in its registration with the Securities and Exchange

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Commission (SEC). It is not allowed to directly and indirectly solicit or market goods and services whether on behalf of their mother company, branches, affiliates, subsidiaries or any other company.

- Incentives for Expatriates
    - Multiple Entry Visa:
        - Expatriates, including spouse and unmarried children below 21 years old will be issued this type of visa;
        - Non-immigrant visa will be processed within 72 hours from submission of documents to the Bureau of Immigration;
        - Validity period of 3 years extendible for another 3 years;
        - Exemption from payment of fees except reasonable administrative costs;
        - Exemption from securing Alien Certificate of Registration;
    - Withholding tax of 15% on compensation income applicable to both alien and Filipino executives holding managerial and technical positions;
    - Tax and duty free importation of used household goods and personal effects;
    - Travel tax exemption for personnel and their dependents.

Documentary Requirements

1. Cover Sheet*
2. Signed & notarized Application Form*
3. Certification from the Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI in the applicant's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries, or branch offices in the Asia Pacific Region and other foreign markets; in case the Certification is issued by the equivalent office of the DTI, the same shall be authenticated by the Philippine Consulate/Embassy
4. Authenticated Certification from principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its board of directors or governing body to establish its RHQ/ROHQ
5. If not stated in the Application Form, Affidavit of Undertaking to change corporate name
6. Endorsement from the Board of Investments
7. If applicable, Endorsement/Clearance from other SEC Departments
    a. Corporate Governance and Finance Department for Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation
    b. Markets and Securities Regulation Department for Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House
8. If applicable, Endorsement/Clearance from other government agencies
    a. Bangko Sentral ng Pilipinas for Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services
    b. Insurance Commission for Insurance/Mutual Benefit Association/ Health Maintenance Organization
9. If applicable, Endorsement/Clearance from locators from PEZA, SBMA, CDC, or CEZA

**CRS-generated*
Note: Submit 1 original and 2 photocopies in A4 size bond paper

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Procedure:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME
1	Creates an account in the Company Registration System (CRS) by logging in at www.crs.gov.ph	System sends verification confirmation to allow applicant to sign-in in the CBP	10 mins (under normal circumstances, i.e. system is working)
	Verifies the created account through e-mail then logs-in his/her account	*Email account created automatically expires within 90 calendar days if inactive	1 min
	Verifies, reserves, or appeals the proposed company name including trade or business names, if applicable *If approved, proceeds with the encoding of company information	System approves/denies the proposed company name in accordance with Memorandum Circular No. 13, series of 2019	10 mins
	*Reservation of proposed company name expires on the 4th day if in-forms are not filled up	System approves the proposed name/s	30 mins
	*If denied, avails online appeal of rejected names by uploading appeal letter and/or supporting documents	Approves/denies the appeal	
	Encodes company information	System acknowledges submission of documents	
	Uploads and submits CRS-generated or non-CRS generated documents		
2	Waits for the evaluation of submitted documents	Evaluates uploaded documents *If compliant, forwards a copy of the application with attached checklist of requirements to Financial Analysis and Audit Division (FAAD) and Corporate and Partnership Registration Division for review and further evaluation; or *If non-compliant, returns back to the applicant for compliance	1 hour per application
		Further evaluates the documents *If compliant, returns the checklist and inputs “For Payment”; or *If non-compliant returns back to the processor for compliance of the applicant	10 working days

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3	Receives notification through email and CRS account *If for compliance, opens the compliance section in the CRS and complies the deficiencies or completes the requirements *If for payment, pays the filing fee online or on collection then uploads the documentary requirements *If online, pays through GCash or Landbank then uploads documentary requirements through CRS If on collection, prints the Order of Payment	System issues compliance e-mail alert if the documents are incomplete or with deficiencies System issues payment e-mail alert if the documents are complete and in order	
4	Presents the Order of Payment *If at SEC Head Office or Extension Office, presents the Order of Payment and ready to bring the documentary requirements *If at any SEC-accredited Landbank branches, presents the Order of Payment	Issues and prints out the Payment Assessment Form (PAF) and presents PAF to the assigned CRS processor Signs the PAF Issues machine-validated Oncoll Payment Slip/s	5 mins 1 min
5	Presents the PAF at the SEC Cashier and pays the filing fees	Accepts payment and issues Official Receipt (O.R.) and machine-validated Payment Assessment Form	5 mins
6	Upon payment, proceeds to SEC-CRMD for the uploading of proof of payment and documentary requirements; or *Personally uploads the proof of payment and documentary requirements in CRS	Uploads the proof of payment and documentary requirements	2 mins
7	Gets a queuing number in CRMD and proceeds to the Receiving Section Submits three (3) sets of documentary requirements (1 original; 2 photocopies) at the CRMD Receiving Section	Calls the number Checks the completeness of the documents submitted to ensure that there is at least one original set of the application Stamps receives and affixes initials on the submitted documents and advises registrant to wait for 3 working days for the release of the Certificate of Registration	1 min 5 mins

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8	Waits for the release of the signed Certificate	Checks the uploaded proof of payment and documentary requirement *If complete and compliant, tags the application in CRS as "For Receiving" *If incomplete and/or non-compliant, return the application to the applicant through CRS	5 mins
		Tags the application in CRS as "Received"	5 mins
		Retrieves the hard copies of the application and forwards to the Data Analyst	5 mins
		Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory	5 mins
		Reviews the application	10 mins
		*Signs the Certificate; or *Returns the application for compliance	5 mins
		Generates the Unified Registration Records (URRs) of the corporation and forwards the Certificate with URR to the CRMS Releasing Unit	
	Gets a queuing number in CRMD and proceeds to the Releasing Counter	Calls the number	1 min
	Presents original proof of payment to the CRMD Releasing Counter and claims the Certificate and URR	Releases Certificate and URR to the applicant	5 mins

Processing Period: 10 days, 2 hours and 51 minutes per application

Fees:

a. Stock Branch Office – 1% of the actual inward remittance of the corporation converted into Philippine currency but not less than PHP 3,000.00
b. Stock Representative Office – 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency but not less than P 2,000.00
c. Non-Stock Branch/Representative Office – PHP 3,000.00
d. Application of Multinational Corporations for Regional Operating Headquarters – 1% of the actual inward remittance but not less than 1% of peso equivalent of $200,000.00 at the time of remittance
e. Application of Multinational Corporations for Regional/Area Headquarters – PHP 5,000.00
f. Name reservation: P100.00 for each corporate name and trade name, if applicable;
g. Documentary Stamp – PHP 30.00
h. Legal Research Fee – 1% of the Filing Fee but not less than PHP 10.00

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DEPARTMENT OF TRADE AND INDUSTRY (DTI)

Source: DTI Citizen's Charter 2020 2nd Edition (accessed as of 18 February 2021)

The DTI serves as the primary coordinative, promotive, facilitative, and regulatory arm of the government of the country's trade, industry, and investment activities. It acts as catalyst for intensified private sector activity to accelerate and sustain economic growth through a comprehensive industrial growth strategy, a progressive and socially responsible liberalization and deregulation program, and policies designed for the expansion and diversification of both domestic and foreign trade.

Contact Details:

https://www.dti.gov.ph/
Trade & Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City
(+632) 7791 3100 / 7751 0384 / 1384
ask@dti.gov.ph

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Business Name Registration (BNR) Certificate through Walk-in Application

BNR is mandated by Act 3883, otherwise known as the Business Name Law, which regulates the use in business transactions of names other than true names; wherein a person intending to engage in business is required to initially register a name, other than its true name with the DTI, before such name is used in any business transactions.

Office or Division: DTI Regional and Provincial Offices – Negosyo Centers

Documentary Requirements:

1. Applicant must be at least 18-years old
2. One (1) duly filled-out Application Form signed by the applicant of the BNR
3. One (1) valid government-issued ID
4. Additional requirements for non-Philippine national:
    a. Applicant must be at least 18 years old (where the laws of the home country of the authorized non-Philippine national provides for the legal or contract age lower than 18 years, said authorized non-Philippine national shall submit proof thereof)
    b. Clear certified copy of the Alien Certificate of Registration
    c. Certificate of Registration for Sole Proprietorship/Certificate of Authority to engage in business in the Philippines issued by the concerned DTI Office per Republic Act No. 7042 (Foreign Investment Act) as amended by Republic Act No. 8179, Republic Act No. 8762 (Retail Trade Liberalization Law) or such other applicable laws, as the case may be
5. Additional requirement for refugee/stateless persons:
    a. Clear certified copy of the Certificate of Recognition issued by the Department of Justice – Refugee and Stateless Person Protection Unit (DOJ-RSPPU) showing that the applicant is recognized as a refugee/stateless person or presentation of the original Certificate of Recognition and submission of a duplicate copy thereof
6. Additional requirements if filer is other than the owner
    a. Authorization letter from the owner
    b. Valid ID of the authorized representative

For Renewal of Registration: Same requirements as that for new application

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Procedure:

CLIENT STEPS	AGENCY ACTIONS	PERSON
Accomplish and submit application form	Receive, verify and process application form. (If incomplete, immediately return the application to applicant and point out deficiencies.)	BN Processor or Negosyo Center (NC) Business Counsellor, *if through NC*
Pay registration fee	Receive payment and issue official receipt	Cashier/Special Collecting Officer (SCO) If online application, through online payment
Claim Certificate of BNR	Print and issue Certificate of BNR	BN Processor/NC Business Counsellor, if through NC

Processing Period: 15 minutes

Fees:

- Registration fee per territorial scheme
  - Barangay P 200.00
  - City/Municipality P 500.00
  - Regional P 1,000.00
  - National P 2,000.00
- Documentary Stamp P 30.00 per application
- Surcharge for Renewal Additional 50% of registration fee if filed within ninety-one (91) days to one hundred eighty days (180) days after the expiration date

Validity of Business Name Registration: The BNR should be renewed every 5 years from the date of registration. The application for renewal of BNR may be filed one hundred eighty (180) calendar days prior to its expiration up to 180 calendar days after the expiration date.

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Business Name Registration (BNR) Certificate through Online Application

BNR Certificate Application may be done online through the Business Name Registration System (BNRS)

Documentary Requirements:

A signed application form is no longer required since the accomplished online application is equivalent to the duly-accomplished physical application form. The online application for BN registration is subject to the Terms and Conditions set forth under the Rules and by clicking the "I Agree" button, the applicant is deemed to have understood and accepted all such Terms and Conditions including the mandatory undertakings as posted on the web-enabled BN registration system.

Online applications filed by non-Philippine nationals, refugees and stateless persons shall be acted upon submission of the following supporting documentary requirements:

- For non-Philippine national:
    a. Applicant must be at least 18 years old (where the laws of the home country of the authorized non-Philippine national provides for the legal or contract age lower than 18 years, said authorized non-Philippine national shall submit proof thereof)
    b. Clear certified copy of the Alien Certificate of Registration
    c. Certificate of Registration for Sole Proprietorship/Certificate of Authority to engage in business in the Philippines issued by the concerned DTI Office per Republic Act No. 7042 (Foreign Investment Act) as amended by Republic Act No. 8179, Republic Act No. 8762 (Retail Trade Liberalization Law) or such other applicable laws, as the case may be
- For refugee/stateless persons:
    a. Clear certified copy of the Certificate of Recognition issued by the Department of Justice – Refugee and Stateless Person Protection Unit (DOJ-RSPPU) showing that the applicant is recognized as a refugee/stateless person or presentation of the original Certificate of Recognition and submission of a duplicate copy thereof

Procedure:

1. Access DTI's e-Business Name Registration System (e-BNRS) Portal through https://bnrs.dti.gov.ph/;
2. Go to New Registration shown under the Business Name Services of the website. Confirm your agreement to the Terms and Conditions of the registration by clicking "I Agree"
3. Fill-out the Owner's Information form then click "Next"
    a. A confirmation pop-up will appear and if correct, click "Proceed"
        i. Note: Applications filed by non-Philippine nationals, recognized refugees and stateless persons shall be processed only upon submission the applicable supporting documentary requirements at any DTI Office and payment of applicable fees.
4. Fill-out the required fields pertaining to your Business Scope and Business Name.

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   a. Select the Territorial Scope of your business (i.e., Barangay, City/Municipality, Regional, National)
   b. Enter the Dominant Name of your Business (Note, the Dominant Name refers to the main identifying words or numerals attached to your Business Name)
   c. Under Business Name Descriptor, type keywords that describe your business (Note: The Descriptor describes the nature of your business based on the Philippine Standard Industrial Classification)
   d. A proposed Business Name will appear on the bottom field. Click "Check Name Availability". If the BN submitted is available, the system will flash result (Note: the system will automatically verify if the proposed Business Name is available for use. If not, repeat step 4)
   e. A confirmation pop-up will appear and if correct, click "Proceed"
5. Applicant will be assigned a Reference Code. Take note of it as this will be used in all your transactions with BNRS. The reference code will appear in the screen.
6. Fill-out the remaining blank fields pertaining to the following sections:
   a. Business Address
   b. Personal Information
   c. Residence Address
   d. Other Details
7. Upon completion of Step 5, a series of accomplished forms will appear, please ensure that all data provided during the registration are correct and valid including the email address. Carefully review the accomplished form and confirm.
8. Signify conformity to the Undertaking by clicking "Proceed". You may download the Undertaking for your files.
9. The payment section will subsequently appear whereupon you should select the payment method prescribed by the system (e.g. DTI Teller, GCash, PayMaya, Landbank Link.Biz, Credit/Debit Card). Effect payment via the payment channel selected.
   a. Pay the registration fee within seven (7) calendar days from the date of application. Otherwise, the BN application will be deemed abandoned and subsequently nullified.
   b. Once payment transaction is successful, the Certificate of Business Name Registration will be sent to your email.
10. Upon confirmation of payment, click "Register New Business". Congratulations! You have successfully registered your Business Name.

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COOPERATIVE DEVELOPMENT AUTHORITY (CDA)

The Cooperative Development Authority (CDA) is a proactive and responsive lead government agency for the promotion of sustained growth and full development of the Philippines cooperatives for them to become broad - based instruments of social justice, equity and balanced national progress.

Contact Details:

www.cda.gov.ph
827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, Quezon City
(+632) 8725 3764
helpdesk@cda.gov.ph

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Registration of Selected Types of Cooperatives

***Source**: CDA Website (accessed as of 18 February 2021)*

Documentary Requirements

1. Articles of Cooperation
2. By-Laws

Procedure

Stage 1

1. Client submits accomplished registration forms and other documents;
2. CDA conducts on-site validation and verification

Stage 2

1. CDA evaluates submitted Registration Documents;
2. CDA prepares and issues Statement of Account (SOA) and Order of Payment (OP);
3. Client pays corresponding registration fee at the CDA Cashier;
4. Client submits duplicate copy of Order of Payment and presents Official Receipt to Senior CDS for issuance of Certificate of Registration; and
5. Client receives Certificate of Registration

Processing Period: Ten (10) days and four (4) Hours

Initial Registration Fee:

1/10 of 1% of the authorized share capital or the basic fee below whichever is higher:

Primary Cooperative	Regular Lane	PhP 500.00
	Express Lane	PhP 1,000.00
Secondary Cooperative		PhP2,000.00
Tertiary Cooperative		PhP3,000.00
Laboratory Cooperative		-

Reservation of Cooperative Name

***Source**: CDA Website (accessed as of 18 February 2021)*

Procedure

1. Client applies for cooperative name on-line through www.cda.gov.ph. Copy reservation number or print;
2. Client visits any CDA Office within 48 hours of reservation to pay corresponding fee;
3. CDA processes name application;
4. CDA prepares and issues Statement of Account (SOA) and Order of Payment (OP);
5. Client pays corresponding name reservation fee at CDA Cashier;
6. CDA issues Cooperative Name Reservation Notice (CNRN); and
7. Client receives the duly approved Cooperative Name Reservation Notice (CNRN) with CDA Seal

Processing Time: 40 minutes

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BUSINESS TAXATION

Source: Bureau of Internal Revenue Citizen's Charter 2020 2nd Edition (accessed as of 22 February 2021)

For taxation purposes, every business enterprise has to register with the Bureau of Internal Revenue (BIR) before the commencement of the business operation.

Contact Details:

www.bir.gov.ph
BIR National Office Bldg., BIR Road, Diliman, Quezon City
(+632) 8981 7000
contact_us@bir.gov.ph

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Issuance of BIR Certificate of Registration for Corporations/Partnerships

Corporations and their branches, if any shall register with the BIR on or before the commencement of business which shall be reckoned from the day when the first sale transaction occurred or within thirty (30) calendar days from the issuance of Mayor's Permit/Professional Tax Receipt by LGU, or Securities and Exchange Commission's Certificate of Registration, or the date of its first sales transaction prior to its registration. The Certificate of Registration (COR) shall be issued to juridical persons (whether taxable or exempt) upon compliance with the requirements for registration.

Office or Division: BIR Revenue District Office (RDO) – Client Support Section (CSS)

Documentary Requirements

- BIR Form No. 1903 version January 2018; (2 original copy)
- Photocopy of SEC Certificate of Incorporation; or Photocopy Certificate of Recording (in case of partnership); or Photocopy of License to Do Business in the Philippines (in case of foreign corporation);
- Articles of Incorporation; or Articles of Partnerships;
- BIR Printed Receipt/Invoice (For sale); or Final & clear sample of OWN Principal Receipts Invoices; (1 original) (*Note: In case taxpayer-applicant will opt to print its own receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices)*
- Proof of payment
- Other documents for submission only if applicable:
    1. If transacting through a Representative:
        (a) Board Resolution indicating purpose and the name of the authorized representative; (1 original) or Secretary's Certificate; (1 original)
        (b) Any government-issued ID of the authorized representative; (1 photocopy)
        Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
    2. Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
    3. Franchise Agreement; (1 photocopy)
    4. Memorandum of Agreement (for JOINT VENTURE); (1 photocopy)
    5. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
    6. Proof of Registration/Permit to Operate BOI/BOIARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy)

Procedure

STEP	CLIENT	AGENCY ACTIONS	PROCESSING TIME
1	Get a queuing number in the office entrance and wait for your number to be		2 hours

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	called to submit the required complete documentary requirements to the New Business Registrant Counter (NBRC). Note: Secure one queuing number per application	Call queuing number and receive the application. Verify existence in the eREG TIN QUERY/ITS/IRIS Validate the accuracy and completeness of documentary requirements submitted by the applicant. Interview TP to determine the applicable tax types, PSIC, ATC and compute penalty for late registration, if any. Check for completeness of documentary requirements: If complete, stamp received on the application and sign the Checklist of Documentary Requirements (CDR). If incomplete, return the submitted documents and duly inform the applicant of the lacking requirements by signing the CDR.	2 mins 10 mins 1 hour 33 mins
	If with incomplete requirements, receive the submitted documents and CDR from the New Business Registrant Counter, by acknowledging the identified lacking documentary requirements.	Assign a Document Locator Number (DLN). Encode and generate TIN. Indicate the TIN on the BIR Form No. 1903 for payment of RF, including other tax liabilities or penalties, if applicable. NOTE: Update records of TP if the registrants have been issued or have existing TIN.	5 mins 1 hour
2	Pay Registration Fee (RF) and BIR Printed Receipt/Invoice (BPR/BPI)	Receive payment of RF and BPR/BPI, including other liabilities and penalties, if applicable and	5 mins

	through New Business Registrant Counter (NBRC), including other liabilities and penalties, if applicable. Note: Pay at the NBRO in the NBRC. Do not pay at the Authorized Agent Bank.	forward to Revenue Collection Officer (RCO). Receive the payment from NBRO and encode the pertinent payment information using the MRCOS. Generate Certificate of Registration (COR) and process ATP* and forward it to CSS Chief for review and initial. Review and initial/sign COR and ATP*	1 hour 1 hour 1 hour
3	Receive BIR Form 1903, COR, Notice to Issue Receipt/Invoice (NIRI), BPR/BPI or ATP* (if applicable), together with the eReceipt as proof of payment of the RF and/or other tax liabilities or penalties by signing on the log sheet indicating the date of receipt of the COR and ATP* (if applicable), at the same New Business Registrant Counter	Release BIR Form 1903, COR, NIRI, BPR/BPI or ATP* (if applicable), together with the eReceipt as proof of payment of the RF and/or other tax liabilities or penalties.	5 mins
END OF TRANSACTION			

Processing Period: One (1) Day

Fees:

P500.00 Annual Registration Fee (RF);

P30.00 Loose DST to be affixed on the Certificate of Registration.

Note: If the Registration Fee of P500.00 was already paid, the proof of payment (1 photocopy) shall be submitted.

Procured printing cost of BPR/BPI

Note: Price of BPR/BPI varies depending per RDO, but should not be more than the procured printing cost of the Revenue Region

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Issuance of BIR Certificate of Registration for Self-Employed Individuals (Single Proprietors and those in the Practice of Profession)

Self-employed individual who may either be a single proprietor engaged in business or in practice of his/her profession shall register with the BIR on or before the commencement of business which shall be reckoned from the day when the first sale transaction occurred or within thirty (30) calendar days from the issuance of Mayor's Permit/Professional Tax Receipt by LGU. The Certificate of Registration (COR) shall be issued to individuals engaged in business or practice of profession upon compliance with the requirements for registration.

Office or Division: BIR Revenue District Office (RDO) – Client Support Section (CSS) having jurisdiction over the place where the Head Office is located

Documentary Requirements

- BIR Form No. 1901 version January 2018; (2 original copy)
- For Sole Proprietor/Professionals not regulated by the Professional Regulation Commission (PRC):
- Any government-issued ID (e.g. Birth Certificate, passport, driver's license, Community Tax Certificate) that shows the name, address, and birthdate of the applicant, in case the ID has no address, any proof of residence or business address; (1 photocopy) or
  In case of the practice of profession regulated by PRC: Valid PRC ID and government ID showing address or proof of residence or business address. (1 photocopy)
  Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
- BIR Printed Receipt/Invoice (For sale); or Final & clear sample of OWN Principal Receipts Invoices; (1 original) (*Note: In case taxpayer-applicant will opt to print its own receipts/invoices, taxpayer-applicant should choose an Accredited Printer who will print the receipts/invoices)*
- Proof of payment
- Other documents for submission only if applicable:
    1. If transacting through a Representative:
       (a) Board Resolution indicating purpose and the name of the authorized representative; (1 original) or Secretary's Certificate; (1 original)
       (b) Any government-issued ID of the authorized representative; (1 photocopy)
       Note: IDs shall be presented and should be readable, untampered and contains consistent information with the documents presented upon application
    2. DTI Certificate (if with business name); (1 photocopy)
    3. Work Visa (9g) for Foreign Nationals; (1 photocopy)
    4. Franchise Documents (e.g. Certificate of Public Convenience) (for Common Carrier); (1 photocopy)
    5. Trust Agreement (for Trusts); (1 photocopy)
    6. Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity; (1 photocopy)
    7. Proof of Registration/Permit to Operate BOI/BOIARMM, PEZA, BCDA, TIEZA/TEZA, SBMA, etc. (1 photocopy)

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Procedure

STEP	CLIENT	AGENCY ACTIONS	PROCESSING TIME
1	Get a queuing number in the office entrance and wait for your number to be called to submit the required complete documentary requirements to the New Business Registrant Counter (NBRC). Note: Secure one queuing number per application		2 hours
		Call queuing number and receive the application.	2 mins
		Verify existence in the eREG TIN QUERY/ITS/IRIS	10 mins
		Validate the accuracy and completeness of documentary requirements submitted by the applicant.	1 hour
		Interview TP to determine the applicable tax types, PSIC, ATC and compute penalty for late registration, if any. Check for completeness of documentary requirements: If complete, stamp received on the application and sign the Checklist of Documentary Requirements (CDR).	33 mins
	If with incomplete requirements, receive the submitted documents and CDR from the New Business Registrant Counter, by acknowledging the identified lacking documentary requirements.	If incomplete, return the submitted documents and duly inform the applicant of the lacking requirements by signing the CDR.	5 mins
		Assign a Document Locator Number (DLN). Encode and generate TIN. Indicate the TIN on the BIR Form No. 1903 for payment of RF, including other tax liabilities or penalties, if	1 hour

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		applicable. NOTE: Update records of TP if the registrants have been issued or have existing TIN.	
2	Pay Registration Fee (RF) and BIR Printed Receipt/Invoice (BPR/BPI) through New Business Registrant Counter (NBRC), including other liabilities and penalties, if applicable. Note: Pay at the NBRO in the NBRC. Do not pay at the Authorized Agent Bank.	Receive payment of RF and BPR/BPI, including other liabilities and penalties, if applicable and forward to Revenue Collection Officer (RCO). Receive the payment from NBRO and encode the pertinent payment information using the MRCOS. Generate Certificate of Registration (COR) and process ATP* and forward it to CSS Chief for review and initial. Review and initial/sign COR and ATP*	5 mins 1 hour 1 hour 1 hour
3	Receive BIR Form 1903, COR, Notice to Issue Receipt/Invoice (NIRI), BPR/BPI or ATP* (if applicable), together with the eReceipt as proof of payment of the RF and/or other tax liabilities or penalties by signing on the log sheet indicating the date of receipt of the COR and ATP* (if applicable), at the same New Business Registrant Counter	Release BIR Form 1903, COR, NIRI, BPR/BPI or ATP* (if applicable), together with the eReceipt as proof of payment of the RF and/or other tax liabilities or penalties.	5 mins
END OF TRANSACTION			

Processing Period: One (1) Day

Fees:

P500.00 Annual Registration Fee (RF);

P30.00 Loose DST to be affixed on the Certificate of Registration.

Note: If the Registration Fee of P500.00 was already paid, the proof of payment (1 photocopy) shall be submitted.

Procured printing cost of BPR/BPI

Note: Price of BPR/BPI varies depending per RDO, but should not be more than the procured printing cost of the Revenue Region

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REGISTRATION OF INWARD INVESTMENTS

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Registration of Inward Foreign Investments with Bangko Sentral Ng Pilipinas (BSP)

Source: Bangko Sentral Ng Pilipinas / BPS Citizen's Charter 2021, 1st Edition

The BSP's primary objective is to maintain price stability conducive to a balance and sustainable growth of the economy and employment. It shall also promote and maintain monetary stability, the international value of the Peso and its convertibility into other freely convertible currencies, among other things.

Registration of foreign investments with the BSP is only required if the repatriation of capital and/or remittance of related earnings will be funded with foreign exchange (FX) resources of authorized agent banks (AABs) or the subsidiary/affiliate foreign exchange corporations of AABs (AAB forex corps). Registration of foreign investments is done after funding/payment for the investments has been made and the investments are duly recorded in the books of the investee firm. A duly registered foreign investment is evidenced by a Bangko Sentral Registration Document (BSRD).

The BSP's policies on FX transactions (e.g., foreign investments) are contained in the Manual of Regulations on Foreign Exchange Transactions (FX Manual), as amended.

Office: International Operations Department

Contact Details:

https://www.bsp.gov.ph/
A. Mabini St. cor. P. Ocampo St.,Malate, Manila
(02) 8708-7107 / (02) 5306-3060
bspmail@bsp.gov.ph

Who May Avail: Non-resident investors (whether corporate or individual), and/or their authorized representatives (e.g., private sector entities and individuals) with existing foreign investments falling under Section 36 of the FX Manual

Inward Investments Registrable with the BSP:

1. Assigned capital/operational working fund – For onshore branches, regional headquarters, regional operating headquarters and offices, representative offices; Contributed capital – For onshore partnerships, joint ventures
2. Ownership or purchase of condominium unit
3. Capitalized expenses incurred by foreign firms pursuant to government-approved service contracts/similar contracts for oil, gas and geothermal energy exploration/development
4. Equity securities issued onshore by residents that are not listed an onshore exchange
5. Debt securities issued onshore by private sector residents that are not listed at an onshore exchange and not covered by the provisions of Part Three, Chapter I of the FX Manual (Loans and Guarantees)
6. Investment funds created onshore by residents (e.g., mutual funds, unit investment trust funds) whether listed or not listed at an onshore exchange

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Documentary Requirements:

1. Duly accomplished Annex W (Application for Registration of Foreign Investments) of the FX Manual [one (1) original document]
2. Proof of funding [one (1) original document or photocopy]
3. Proof of investment [one (1) original document]

PROOF OF FUNDING	
Form of Funding	Proof of Funding
A. In cash	
1. Inward remittance of FX	Certificate of Inward Remittance (CIR) of FX through an AAB in the prescribed format (Appendix 10.1 of the FX Manual), or equivalent document
2. Constructive[1] remittance of FX funding to a resident's deposit account	a. Telegraphic transfer/debit-credit arrangement, or equivalent document; or b. Certification issued by the receiving/depository bank attesting to the FX amount and date of its credit to resident's account, or equivalent document
3. FX payments made offshore between non-residents for transfer of onshore investments	Proof of funding of initial onshore investment and subsequent FX payment made offshore for transfer of said investment to another non-resident – a. Original BSRD (if transferred investment was BSP-registered); or document showing funding for transferred investment (if transferred investment was not registered); and b. Deed of Transfer/Deed of Assignment/Sale/covering agreement, or equivalent document; or Sworn certification executed by the authorized officer/representative of the investee firm attesting to the transfer/amount paid for the investment and that the payment was made offshore.
4. Peso balance of non-resident investor's onshore peso deposit account and interim peso deposit account	Bank certification issued to non-resident investor by the depository bank attesting that the: (a) funding of the peso deposit account of the non-resident is in accordance with Section 3.1 of the FX Manual; and (b) the intended remittance of peso funds for the onshore investment
5. Reinvestment of peso divestment/sales proceeds or related earnings of investment	Proof of funding for the previous investment and proof of divestment/sale or earnings (as applicable) –
a. For divestment/sales proceeds	a. Original BSRD (if previous investment was BSP-registered); or document showing funding of previous investment (if previous investment was not registered); and

[1] FX funding is credited to offshore account of resident investee firm/intended beneficiary/onshore bank without actual inward remittance of FX but the investment is accordingly booked onshore in the records of the investee firm.

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	b. Proof of divestment/sale, or equivalent document
b. For earnings	a. Original BSRD (if previous investment was registered); or document showing funding of previous investment (if previous investment was not registered); and b. Covering declaration (e.g., Board Resolution); or proof of interest/coupon payments for investments, or equivalent document
6. Conversion of liability (e.g., foreign loan/bonds/notes/ obligation) to investment (e.g., equity)	a. Original BSRD (if liability was BSP-registered); or document (e.g., CIR) showing funding of the loan (if liability was not registered); and b. Deed of Assignment of liability and conversion to investment/covering agreement or equivalent document on the conversion, or equivalent document; or Sworn certification executed by the authorized officer/representative of the investee firm attesting to the conversion of debt to investment.
7. Exercise of conversion rights to underlying shares [e.g., under Philippine Depository Receipts (PDRs)]	a. Original BSRD [if initial investment (e.g., PDR) was registered]; or document showing funding of the initial investment (if initial investment was not registered); and b. Proof of exercise of the conversion rights, or equivalent document; or certification executed by the authorized officer or the PDR issuer attesting to the following: (i) exercise by the non-resident PDR holder of his conversion rights; and (ii) the number of shares held by the non-resident investor arising from such exercise and that the same is within the ownership limit for non-resident investors under the Constitution of the Republic of the Philippines and existing laws of the Philippines in the case of PDRs.
B. In kind	
1. Heavy Equipment and Machinery/ Inventories/Raw Materials/Supplies/Spare Parts/Furniture/Personal Properties/Motor Vehicle/Sea Vessel/Aircraft including other tangible assets from abroad	a. Shipping documents (e.g., commercial invoice, airway bill/bill of lading), or equivalent document; and b. Bureau of Customs (BOC) import entry declaration or document indicating valuation of imports, or equivalent document
2. Intangible assets [e.g., intellectual property rights (IPR)]	a. System Purchase Agreement or document showing proof of ownership of intangible assets; or b. Certificate of Registration of IPR, mining permit for mining claims or rights, or equivalent document; or

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	c. Deed of Transfer/Assignment/Sale/covering agreement relative to intangible assets or equivalent document
3. Stock and/or property dividends accruing from onshore investments	Proof of funding for existing investment and proof of declaration – a. Original BSRD (if base/mother shares were registered); or document showing funding of existing investment (if base/mother/original shares were not registered); and b. Covering declaration (e.g., Stockholder's Resolution) or Regulatory clearance/approval or equivalent document
4. Shares (e.g., share swap)	Onshore shares: a. Original BSRD (if investment was previously registered); or document showing proof of investment in shares to be invested (if investment was not previously registered); and b. Deed of Transfer/Assignment/Sale or Share Swap Agreement relative to investment, or equivalent document Offshore shares: Deed of Transfer/Assignment/Sale or Share Swap Agreement relative to investment, or equivalent document
C. Others not falling under Items A and B (e.g., stock splits/reverse stocksplits, uplifted shares, investments made prior to 15 March 1973)	a. Original BSRD (if applicable); and b. Document evidencing funding of investment; or c. Document showing transfer of assets to the Philippines; or d. Document showing payment of the investment (either in cash or in kind); or e. Document effecting the change in registered investment; f. Stock Transfer Agent's Certificate for investments prior to 15 March 1973; or g. Document showing the underlying transaction of the investment and amount involved.

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PROOF OF INVESTMENT	
Type of Investment	Proof of Investment by Non-resident Investor
1. Assigned capital/operational working fund/contributed capital (Section 33.1.a)	a. For investee firms that are corporations: Certificate of Registration with the Philippine Securities and Exchange Commission (SEC)-Articles of Incorporation and amendments thereto (as applicable), latest General Information Sheet (GIS) stamped received by SEC and other regulatory/board clearances/approvals (as applicable); For investee firms that are partnerships: Certificate of Registration with the Philippine SEC – Articles of Partnership and amendments thereto (as applicable) and other regulatory/board clearances/ approvals (as applicable); For investee firms that are sole proprietorships: Registration certification from the Department of Trade and Industry (DTI); For joint ventures: Certificate of Registration with the Philippine SEC-Articles of Incorporation/Partnership and amendments thereto or joint venture agreement (as applicable); and b. Document showing investment by non-resident investor (as applicable)
2. Ownership or purchase of condominium unit (Section 33.1.b)	a. Condominium Certificate of Title in the name of the foreign investor; or b. Deed of Absolute Sale; or c. Contract to Sell with acknowledgment receipts/proof of payment for the property to be registered as investment, or equivalent document
3. Capitalized expenses incurred by foreign firms (Section 33.1.c)	Government-approved service contract/other contract and Department of Energy (DOE)/National Power Corporation (NPC) letter-validation of expenditures showing, among others, the distribution of validated expenditures among the partners under the service contract/other contract, or equivalent document
4. Equity securities issued onshore by residents that are not listed an onshore exchange [Section 33.3.a.(i)]	a. For investee firms that are corporations: Certificate of Registration with the Philippine SEC-Articles of Incorporation and amendments thereto (as applicable), latest GIS stamped received by SEC and other regulatory/board clearances/approvals (as applicable);

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	For investee firms that are partnerships: Certificate of Registration with the Philippine SEC – Articles of Partnership and amendments thereto (as applicable) and other regulatory/board clearances/approvals (as applicable); For investee firms that are sole proprietorships: Registration certification from the Department of Trade and Industry (DTI); For joint ventures: Certificate of Registration with the Philippine SEC-Articles of Incorporation/Partnership and amendments thereto or joint venture agreement (as applicable); and For investments prior to 15 March 1973 without Stock Transfer Agent's Certificate: Document evidencing existence and purchase/acquisition of onshore legitimate investments by non-residents, or equivalent document b. Document showing investment by non-resident investor (as applicable)
5. Debt securities issued onshore by private sector residents that are not listed at an onshore exchange and not covered by the provisions of Part Three, Chapter I of the FX Manual [Section 33.3.b.(i)]	Purchase invoice or subscription agreement, or equivalent document (e.g., promissory note)
6. Investment funds created onshore by residents, whether listed or not listed at an onshore exchange (Section 33.3.d)	Certificate of investment/proof of purchase/ acknowledgment receipt of payment issued by the issuer/seller, or equivalent document showing non-resident investor's investment in said funds
7. Philippine Depository Receipts (PDRs) that are not listed at an onshore exchange [Section 33.3.e.(i)]	PDR instrument/certificate/subscription agreement/ proof of sale or equivalent document showing non-resident investor's investment in PDRs
8. Debt securities issued onshore by non-residents that are not listed at an onshore exchange (Section 34.2.a)	Purchase invoice or subscription agreement, or equivalent document
9. Instruments issued by residents and non-residents which are not covered by Sections 33, 34 and the provisions of Part Three, Chapter I of the FX Manual	Document evidencing existence and purchase/acquisition of onshore legitimate investments by non-residents, or equivalent document

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	(Loans and Guarantees), and not contrary to applicable laws, rules and regulations (Section 35)	
10.	Instruments under Section 36.1(a-g) used as collateral involving transfer of legal/beneficial ownership of the collateral to the non-resident investor	

Procedure:

STEP	CLIENT	AGENCY ACTIONS	PROCESSING TIME
1	Submit application for registration of inward investments, together with proof of funding and proof of investment, to the BSP-IOD	BSP-IOD checks the compliance and completeness of the submitted documents, and acknowledges receipt of the application. Applications with incomplete requirements based on the application form and incorrect versions of forms used shall not be accepted.	
2	No action required from the client, unless an abeyance letter is received where the client shall submit additional documents/ information requested	Perform preassessment43 and issue: a) Letter advising commencement of processing of the request; or b) abeyance letter, as applicable. Processing of the application shall only commence upon receipt of complete and sufficient documents/ information	
3	During the processing of the application, the applicant may communicate for status update of the application	Evaluates application and prepares draft cover letter and BSRD45 for review. Otherwise, drafts abeyance letter to clarify issues, if any. Finalize BSRD and cover letter for signature.	20 working days
4	Client receives notice from BSP that the original BSRD49 is ready for pick-up The original BSRD shall be released, upon presentation of the notice from BSPIOD, with authorization for designated representative to claim the original BSRD,	BSP-IOD sends notification to client that the original BSRD is ready for pick-up	

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	proof of payment of processing fee (as applicable), and valid ID.		
END OF TRANSACTION			

Processing Period: 20 working days upon receipt of advice of the commencement of the processing of the request from BSP International Operations Department

Fees:

Applications filed within the one (1) year prescriptive period shall be free of charge. Applications filed beyond the one (1) year prescriptive period shall be assessed with the following:

Period of Filing	Fee
1st year of filing beyond the prescriptive period	PHP10,000 for every BSRD issued
2nd year of filing beyond the prescriptive period and onwards	An additional fee of PHP10,000 for each year for every BSRD issued

Payments shall be made through the BSP Cash Department in Manager's Check or Cashier's Check payable to the BSP, supported by an Order of Payment from the BSP International Operations Department.

FX Manual Attachments: : https://www.bsp.gov.ph/Regulations/MORFXT/MORFXT-faas.zip

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Registration of Foreign Investments with an Authorized Agent Bank (AAB)

Source: Bangko Sentral Ng Pilipinas

A registering AAB is a bank with authority to operate a foreign currency deposit unit (FCDU) that has been designated by the non-resident investor to register his investments. The registering AAB shall regularly report to the BSP International Operations Department all transactions on the registered investments under the Report on Investments Registered with AABs.

Investments/Instruments Registrable with an AAB:

1. Debt securities issued onshore by the National Government and other public sector entities
2. Equity securities issued onshore by residents that are listed at an onshore exchange (e.g., PSE)
3. Debt securities issued onshore by private sector residents that are listed at an onshore exchange and not covered by the provisions of Part Three, Chapter I (Loans and Guarantees) of the FX Manual
4. ETFs issued/created onshore by residents
5. PDRs that are listed at an onshore exchange
6. Peso time deposits with an AAB with a maturity of at least 90 days
7. Equity securities issued onshore or offshore by non-residents that are listed at an onshore exchange
8. Debt securities issued onshore by non-residents that are listed at an onshore exchange
9. Instruments under Section 37.2(a-h) used as collateral involving transfer of legal/beneficial ownership of the collateral to the non-resident investor

Documentary Requirements:

1. Proof of Funding
2. Proof of Investment

PROOF OF FUNDING	
Form of Funding	Proof of Funding
A. In cash	
1. Inward remittance of foreign exchange (FX)	Certificate of Inward Remittance (CIR) of FX through an AAB in the prescribed format (Appendix 10.1), or equivalent document
2. Constructive[2] remittance of FX funding to a resident's deposit account (i.e., FX funding is credited to offshore account of resident investee/intended beneficiary/ onshore bank without actual inward remittance of FX but	a. Telegraphic transfer/debit-credit arrangement, or equivalent document; or b. Certification issued by the receiving/depository bank attesting to the FX amount and date of its credit to resident's account, or equivalent document

[2] FX funding is credited to offshore account of resident investee firm/intended beneficiary/onshore bank without actual inward remittance of FX but the investment is accordingly booked onshore in the records of the investee firm.

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the investment is accordingly booked onshore in the records of the investee firm)	
3. FX payments made offshore between non-residents for transfer of onshore investments	Proof of funding of initial onshore investment and subsequent FX payment made offshore for transfer of said investment to another non-resident – c. Original BSRD (if transferred investment was registered); or document showing funding for transferred investment (if transferred investment was not registered); and d. Deed of Transfer/Deed of Assignment/Sale/covering agreement, or equivalent document; or Sworn certification executed by the authorized officer/representative of the investee firm attesting to the transfer/amount paid for the investment and that the payment was made offshore.
4. Peso balance of non-resident investor's onshore peso deposit account and interim peso deposit account	Bank certification issued to non-resident investor by the depository bank attesting that the: (a) funding of the peso deposit account of the non-resident is in accordance with Section 3.1 of the FX Manual; and (b) the intended remittance of peso funds for the onshore investment
5. Reinvestment of peso divestment/sales proceeds or related earnings of investment	Proof of funding for the previous investment and proof of divestment/sale or earnings (as applicable) –
a. For divestment/sales proceeds	a. Original BSRD or BSRDLA (if previous investment was registered); or document showing funding of previous investment (if previous investment was not registered); and b. Proof of divestment/sale; or matured certificate/contract; or Proof of redemption; or Broker's sales invoice, or equivalent document
b. For earnings	a. Original BSRD or BSRDLA (if previous investment was registered); or document showing funding of previous investment (if previous investment was not registered); and b. Covering declaration (e.g., Board Resolution); or proof of interest/coupon payments for investments; or PSE Notice or Corporate Disclosure announcing the issuance of cash dividend for PSE-listed securities, or equivalent document
6. Conversion of liability (e.g., foreign loan/bonds/notes/ obligation) to investment (e.g., equity)	a. Original BSRD (if liability was registered); or document (e.g., CIR) showing funding of the loan (if liability was not registered); and b. Deed of Assignment of liability and conversion to investment/covering agreement or equivalent document on the conversion, or equivalent

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	document; or Sworn certification executed by the authorized officer/representative of the investee firm attesting to the conversion of debt to investment.
7. Exercise of conversion rights to underlying shares [e.g., under Philippine Depository Receipts (PDRs)]	a. Original BSRD [if initial investment (e.g., PDR) was registered]; or document showing funding of the initial investment (if initial investment was not registered); and b. Proof of exercise of the conversion rights, or equivalent document; or certification executed by the authorized officer or the PDR issuer attesting to the following: (i) exercise by the non-resident PDR holder of his conversion rights; and (ii) the number of shares held by the non-resident investor arising from such exercise and that the same is within the ownership limit for non-resident investors under the Constitution of the Republic of the Philippines and existing laws of the Philippines in the case of PDRs.
B. In kind	
1. Heavy Equipment and Machinery/ Inventories/Raw Materials/Supplies/Spare Parts/ Furniture/Personal Properties/ Motor Vehicle/Sea Vessel/ Aircraft including other tangible assets from abroad	a. Shipping documents (e.g., commercial invoice, airway bill/bill of lading), or equivalent document; and b. Bureau of Customs (BOC) import entry declaration or document indicating valuation of imports, or equivalent document
2. Intangible assets [e.g., intellectual property rights (IPR)]	a. System Purchase Agreement or document showing proof of ownership of intangible assets; or b. Certificate of Registration of IPR, mining permit for mining claims or rights, or equivalent document; or c. Deed of Transfer/Assignment/Sale/covering agreement relative to intangible assets or equivalent document
3. Stock and/or property dividends accruing from onshore investments	Proof of funding for existing investment and proof of declaration – a. Original BSRD (if base/mother shares were registered); or document showing funding of existing investment (if base/mother/original shares was not registered); and b. Covering declaration (e.g., Stockholder's Resolution); or PSE Notice/Corporate Disclosure/Circular for Brokers announcing the stock splits/reverse stock splits; or Regulatory clearance/approval or equivalent document
4. Shares (e.g., share swap)	Onshore shares: a. Original BSRD or BSRDLA (if investment was previously registered); or document showing

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	proof of investment in shares to be invested (if investment was not previously registered); and b. Deed of Transfer/Assignment/Sale or Share Swap Agreement relative to investment, or equivalent document Offshore shares: Deed of Transfer/Assignment/Sale or Share Swap Agreement relative to investment, or equivalent document
C. Others not falling under Items A and B (e.g., stock splits/reverse stocksplits, uplifted shares, investments made prior to 15 March 1973)	a. Original BSRD (if applicable); and b. Document evidencing funding of investment; or c. Document showing transfer of assets to the Philippines; or d. Document showing payment of the investment (either in cash or in kind); or e. Document effecting the change in registered investment; f. Stock Transfer Agent's Certificate for investments prior to 15 March 1973; or g. Document showing the underlying transaction of the investment and amount involved.

PROOF OF INVESTMENT	
Type of Investment	Proof of Investment by Non-resident Investor
1. Debt securities issued onshore by the National Government and other public sector entities (Section 33.2)	Accredited dealer's Confirmation of Sale (COS), or equivalent document
2. Equity securities issued onshore by residents that are listed at an onshore exchange [Section 33.3.a.(ii)]	Purchase invoice or subscription agreement, or equivalent document For Investments prior to 15 March 1973: Stock Transfer Agent's Certification that the investment was made prior to 15 March 1973
3. Debt securities issued onshore by private sector residents that are listed at an onshore exchange and not covered by the provisions of Part Three, Chapter I of the FX Manual [Section 33.3.b.(ii)]	
4. Exchange Traded funds (ETFs) issued/created onshore by residents (Section 33.3.c)	
5. PDRs that are listed at an onshore exchange [Section 33.3.e.(ii)]	PDR instrument/certificate/subscription agreement/proof of sale or equivalent document showing non-resident investor's investment in PDRs
6. Peso time deposits with an AAB with a maturity of at least 90 days (Section 33.4)	Bank certificate of peso time deposit
7. Equity securities issued onshore or offshore by non-residents that are	Purchase invoice or subscription agreement, stock certificate or equivalent document

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	listed at an onshore exchange (Section 34.1)	
8.	Debt securities issued onshore by non-residents that are listed at an onshore exchange (Section 34.2.b)	
9.	Instruments under Section 37.2(a-h) used as collateral involving transfer of legal/beneficial ownership of the collateral to the non-resident investor	Document evidencing existence and purchase/acquisition of onshore legitimate investments by non-residents, or equivalent document

Processing Period and Fees:

For information on processing timeline and fee involved, inquire with a registering AAB.

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NATIONAL LEVEL CLEARANCES, PERMITS, AND LICENSES

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INTELLECTUAL PROPERTY OFFICE (IPO)

Source: Intellectual Property Office Citizen's Charter 2020 1st Edition (accessed on 22 February 2021)

IPOPHL is the government agency mandated to administer and implement State policies on intellectual property (IP) to strengthen the protection of IP rights in the country.

Schedule of Availability of Service: 8:00AM-4:30PM

Contact Details:

https://www.ipophil.gov.ph/
Intellectual Property Center #28 Upper McKinley Road, McKinley Hill Town Center, Fort Bonifacio, Taguig City
+632 7238 6300
customerservice@ipophil.gov.ph

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Patent Grants

The grant by the Government of a Patent which will give the inventor-patentee the exclusive right to restrain, prohibit and prevent any unauthorized person or entity from making, using, offering for sale, selling or importing that patented product or using that patented process.

The grant of patents involves the application of highly technical skills as well as a quasi-judicial function since the examiners determine if exclusive rights shall be granted in compliance with the provisions of the Republic Act 8293 (IP Code of the Philippines), RA 9502 (Quality Universal and Accessible Medicines Act), its Implementing Rules and Regulations, Manual on Patent Examination as well as international agreements/treaties such as the Patent Cooperation Treaty and Agreement on Trade-Related Aspects of Intellectual Property.

Office or Division: Bureau of Patents

Lodging of Application: Applications may also be filed online using the eInventionFile in the website. Responses/requests and other documents may be filed and payments can be made electronically using the eDocFile for Patents also in the website.

Documentary Requirements

1. Request Form for Grant of Patent - (Triplicate copies if manual; online also available)
2. Name, address and signature of applicant(s); for non-resident applicant, the name and address of his/her/their resident agent
3. Description of the invention
    a) The title
    b) A brief statement of its nature and purposes
    c) Complete and detailed enabling description
    d) Distinct and explicit claim or claims of the invention which the applicant seeks to be protected – omnibus claim is also accepted
    e) Abstract of the invention
4. Drawings necessary for the understanding of the invention, if any
    a) Size A4 = 29.7 cm x 21 cm (substance 20) – any paper size is considered
    b) Imaginary margins: Top = 5.5 cm Bottom = 1.0 cm
    c) Left = 2.5 cm Right = 1.5 cm – informal drawings are acceptable
5. If priority of an earlier filed application is being claimed, indicate the filing date and country of origin only.

Procedure:

STEP	CLIENT	AGENCY OUTPUT	FEES	PROCESSING TIME
1	Manual Filing of Request for Patent Grant	Acknowledgement receipt, SOA & Official receipt (issued on the same day as filing) 1st Formality Examination Report (FER) (quasi-judicial;	Filing Fee: Big Entity – ₱4,320.00 Small Entity– ₱2,000.00 For each sheet in excess of 30: Big Entity – ₱36.00	More than 20 days from the receipt of the application

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		issued more than 20 days from receipt of application)	Small Entity ₱18 For each claim in excess of 5: Big Entity ₱360 Small Entity ₱180 Other fees (if applicable): 1. Sequence Listings in excess of 4000 pages: I. Big Entity – ₱2.40 II. Small Entity - ₱0.60 2. Priority claim: I. Big Entity- ₱ 2,160 II. Small Entity- ₱1,000	
2	Response to 1st FER (filed within 2 months from the mailing date of the 1st FER)	Acknowledgement receipt, SOA & Official receipt (issued on the same day as filing of the Response to 1st FER)	1st Publication Fee Big Entity - ₱960 Small entity - ₱920	1 hour
3	Request for Early Publication of Patent Application (filed not earlier than 6 months from the filing date of the application and before the expiration of 18 months from filing date) [* For Regular publication if no Request for Early	Early Publication in IPOHL e-Gazette	Early Publication Fee: Big entity/small entity - ₱6,600 1st Publication Fee Big Entity - ₱960 Small entity - ₱920	More than 20 days from receipt of request for Early Publication More than 20 days from receipt of request for

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	Publication is filed: application is published upon the expiration of 18th month confidentiality period counted from filing date]	1st Publication in IPOHL e-Gazette together with prior art Search Report [* For Regular publication if no Request for Early Publication is filed]		Early Publication
4	Request for Substantive Examination (RSE) (filed within 6 months from the date of 1st Publication) [* If Third Party Observation (TPO) is filed by a third party after the publication of the application, Applicant *may* submit comments to Third Party Observation (TPO)]	First Action on the Merits (FAOM) Report Copy of TPO is provided to Applicant with invitation for Applicant to submit comments to TPO [* If (TPO) is filed]	Substantive Examination Fee: Big Entity – ₱4,200 Small Entity – ₱2,010	More than 20 days from the receipt of the Request for RSE to issue compact action More than 20 days from receipt of the TPO and the comments to the TPO
4	Response to FAOM and Subsequent Substantive Examination Reports (SERs) [* If amendments are accepted and the application is finally considered	Subsequent Substantive Examination Reports (SERs) Or Completion of Final Requirements Notice with Notice of Allowance, and Allowance Form [* Once amendments are accepted and the	2nd Publication fee Big Entity -₱960 Small Entity - ₱920 Issuance Fee Big Entity - ₱ 1,200 Small Entity - ₱ 600	More than 20 days from the receipt of the documents required for completion

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	allowable, the Applicant receives Notice of Allowance upon completion of all requirements for patent grant]	application is finally considered allowable]		
5	Request for Correction of Allowance form/ Bibliographic data (filed within 21 days from the mailing date of the Notice of Allowance)	Corrected allowance form/ bibliographic data		Within 7days from the receipt of Request for Correction)
6	Request for substantive examination under PPH and ASPEC Program	FAOM or Substantive Examination Report (SER)		More than 20 days from the receipt of the request is required to issue a compact action
7	Request for Extension of time to file a response (filed on or before the due date of the applicant's response to outstanding FOAM or SERs) [*If in Step 4 above, the applicant fails to timely submit a response to FAOM or SER and does not	Extension granted (if timely) or Notice of Withdrawn Application (if no response and no request for extension is filed or if extension is filed /requested beyond the due date)	1st extension fee: Big Entity - ₱ 720 Small Entity - ₱ 360 2nd Extension fee: Big entity - ₱780 Small entity - ₱390	Within 20 days from the due date & non-receipt of response to outstanding FAOM or SERs

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	request for extension of time to respond, he will receive a Notice of Withdrawn Application]			
8	Request for Revival of Withdrawn Application - with cost - w/o cost (filed within 4 months from the date of the Notice of Withdrawn Application)	Revival Order or Order Denying Request	Revival fee: Big entity - ₱1,200 Small entity - ₱570	More than 20 days from the receipt of the request
9	Filing of Voluntary Divisional Application (filed during the pendency of the parent application)	FER for divisional application	Fee for divisional application: Big entity - ₱4,320 Small entity - ₱2,000	More than 20 days from the receipt of the divisional application filing
10	Request for Conference and Interviews with the Examiner concerning an application	Interview conducted or reply to query in writing	Maybe applicable	Within 20 days from the date of the request
11	Request for Conversion from Invention to UM application (filed before the grant or refusal of the patent)	Director's Order for the conversion or Order Denying Conversion	Fee for conversion from Invention to UM Big entity - ₱ 660 Small entity - ₱ 330	More than 20 days from the receipt of the request
12	Filing of the Notice of Appeal (filed within 2 months from	Notice to submit Applicant / Appellant's Brief	Appeal fee: Big/Small entity – ₱ 3,300	Within 7days from receipt of Notice of Appeal

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	the mailing date of the Office action on Final Refusal)			
13	Filing of Petition or Appeal to the Director of Patents (filed within 2 months from the date of filing of the Notice of Appeal)	Director's decision on Petition or Appeal		More than 20 days from receipt of Petition/ Appeal)
END OF TRANSACTION				

Notes:

All manual filings and manual submission of responses & correspondence are filed at the Receiving Section, Ground Floor of the IP Center.

All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00

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Registration of Utility Model

The grant by the Government of a Utility Model Registration which will give the maker-registrant the exclusive right to restrain, prohibit and prevent any unauthorized person or entity from making, using, offering for sale, selling or importing that registered product or using that registered process.

The registration of a utility model application involves the application of highly technical skills as well as a quasi-judicial function since the examiners determine if exclusive rights shall be granted in compliance with the provisions of the Republic Act 8293 (IP Code of the Philippines), RA 9502 (Quality Universal and Accessible Medicines Act), its Implementing Rules and Regulations, as well as Paris Convention on Protection of Industrial Property.

Office or Division: Bureau of Patents

Lodging of Application: Applications may also be filed on-line using the eUMFile in the website. Responses/requests and other documents may be filed and payments can be made electronically using the eDocFile for Patents also in the website.

Documentary Requirements

1. Request Form for a Registration of Utility Model (Triplicate copies if manual; online also available)
2. Name, address and signature of applicant(s); for non-resident applicant, the name and address of his/her/their resident agent
3. Description of the utility model
    a) The title
    b) A brief statement of its nature and purposes
    c) Complete and detailed enabling description
    d) Distinct and explicit claim or claims of the utility model which the applicant seeks to be protected
    e) Abstract of the utility model
4. Drawings necessary for the understanding of the utility model, if any
    a) Size A4 = 29.7 cm x 21 cm (substance 20) – any paper size are considered
    b) Imaginary margins: Top = 5.5 cm Bottom = 1.0 cm

Procedure:

STEP	CLIENT	AGENCY OUTPUT	FEES	PROCESSING TIME
1	Manual Filing of Request for Registration of UM [* If the application is complete/no deficiencies upon filing, the Applicant receives FER & Notice of 1st Publication]	Acknowledgement receipt, SOA & Official receipt (issued on the same day as filing) 1st Formality Examination Report (FER) and Notice of 1st Publication [* If the application is complete/no deficiencies upon filing]	Filing fee: Big entity: ₱3600.00 Small entity ₱1720 For each claim in excess of 5 Big entity ₱240 Small ₱120 1st Publication Fee Big Entity ₱960 Small entity – ₱920	More than 20 days from the receipt of the application [highly technical, issued within 20 days from the date of receipt of the application]

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	Or [* If the application is incomplete/with deficiencies upon filing, the applicant receives FER but without Notice of 1st Publication]	Or 1st FER only, without and Notice of 1st Publication [* If the application is incomplete/with deficiencies upon filing]	For each sheet in excess of 30: Big Entity – ₱36 Small Entity–₱18 Other fees (if applicable): Priority claim: Big Entity – ₱1,800 Small Entity–₱860	More than 20 days from the receipt of the application is required to issue a compact action
2	Filing of response to 1st FER for applications with deficiencies upon filing (filed within 2 months from the mailing date of the 1st FER) [*If the response is incomplete, Applicant will receive a Subsequent FER]	Acknowledgement receipt, SOA & Official receipt (maybe applicable), issued on the same day as filing Subsequent FER [*If the response is incomplete]		More than 20 days from receipt of the response is required to examine new amendments)
4	Request for Extension of time to file a response (filed on or before the due date of the applicant's response to outstanding FER and Subsequent FER) [*If in Step 1 & 2 above, the applicant fails to timely submit a response to FER & Subsequent FER and does not request for extension of time to respond, he will receive a Notice of Withdrawn Application]	Extension granted (if timely) Notice of Withdrawn Application (if no response and no request for extension is filed or if extension is filed /requested beyond the due date)	1st extension fee: Big entity - ₱720 Small entity - ₱360 2nd Extension fee: Big entity - ₱780 Small entity - ₱390	Within 7 days from the receipt of the request Within 20 days from the due date & non-receipt of response to outstanding FERs or Subsequent FERs

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5	Request for Revival of Withdrawn Application - with cost - without cost (filed within 4 months from the mailing date of the Notice of Withdrawn Application)	Revival Order or Order Denying Request	Revival fee: Big entity - ₱1,200 Small entity - ₱570	More than 20 days from the receipt of the request
6	Filing of a Voluntary Divisional Application (filed during the pendency of the parent application)	FER for divisional application	Fee for divisional application: Big Entity - ₱3,600 Small Entity - ₱1,720	More than 20 days from the receipt of the application
7	Request for Conference and Interviews with the Examiner concerning an application	Interview conducted or reply to query in writing	Maybe applicable	Within 20 days from the date of the request
8	Filing of Complete Response to FER and Subsequent FER in items 1 & 2 above [*Applicant receives Certificate of Registration for application without Adverse Information and without Motu propio Registrability Report]	Notice of Publication and Certificate of Registration [for applications without Adverse Information and without motu propio Registrability Report]	2nd Publication Fee : Big Entity - ₱960 Small entity - ₱920 Issuance fee: Big Entity - ₱1,200 Small Entity - ₱600	Within 7 days from the receipt of the complete response Within 20 days from the expiration for the filing of adverse information or after 30 days from date of Publication
9	Request for Registrability Report	Registrability Report	Registrability Report Fee: Big Entity - ₱1,320 Small Entity - ₱630	More than 20 days from receipt of request
10	Filing of Comments to Adverse Information			

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	[* If a Third Party filed an Adverse Information after the Publication of the application in Step 10 above, the Applicant may submit comments on the Adverse Information] [* Applicant receives Director's Decision on Registrability]	Copy of Adverse Information is provided to Applicant with invitation for Applicant to submit comments Director's Decision [If an Adverse Information is submitted]		Within 7 days from the receipt of the comments More than 20 days from the receipt of the written Adverse Information
11	Request for Conversion of UM application to Invention Application (filed before the registration or refusal of the Utility Model	Director's Order for conversion Or Order Denying Conversion	Conversion fee: Big entity - ₱ 1440 Small entity - ₱690	More than 20 days from receipt of the request
END OF TRANSACTION				

Notes:

All manual filings and manual submission of responses & correspondence are filed at the Receiving Section, Ground Floor of the IP Center.

All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

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Registration of Industrial Design

The grant by the Government of an Industrial Design Registration which will give the designer-registrant the exclusive right to restrain, prohibit and prevent any unauthorized person or entity from making, using, offering for sale, selling or importing that registered design.

The registration of an Industrial Design involves the application of highly technical skills as well as a quasi-judicial function since the examiners determine if exclusive rights shall be granted in compliance with the provisions of the Republic Act 8293 (IP Code of the Philippines) and Its Implementing Rules , RA 9150 (Lay- Out Designs of Integrated Circuits), World Trade Organization Agreement on Trade Related Aspects of Intellectual Property and Paris Convention on Protection of Industrial Property.

Office or Division: Bureau of Patents

Lodging of Application: Applications may also be filed on-line using the eIDFile in the website. Responses/requests and other documents may be filed and payments can be made electronically using the eDocFile for Patents also in the website.

Documentary Requirements

1. Request Form for a Registration of Industrial Design (Triplicate copies if manual; online also available)
2. Name, address and signature of applicant(s); for non-resident applicant, the name and address of his/her/their resident agent
3. Description of the utility model
    a) The title
    b) Brief explanation of the drawings
    c) Characteristic features, if any
    d) An omnibus claim for industrial design
4. Drawings
    a) Size A4 = 29.7 cm x 21 cm (substance 20)
    b) Imaginary margins: Top = 5.5 cm Bottom = 1.0 cm
    c) Informal drawings are acceptable

Procedure:

STEP	CLIENT	AGENCY OUTPUT	FEES	PROCESSING TIME
1	Manual Filing of Request for Registration of Industrial Design (ID) [* If the application is complete/no deficiencies upon filing, the Applicant receives FER & Notice of 1st Publication]	Acknowledgement receipt, SOA & Official receipt (issued on the same day as filing) 1st Formality Examination Report (FER) and Notice of 1st Publication [* If the application is complete/no deficiencies upon filing]	Filing fee: Big entity: ₱3600.00 Small entity ₱1720 For each claim in excess of 5 Big entity ₱240 Small ₱120 1st Publication Fee Big Entity ₱960 Small entity – ₱920	More than 20 days from the receipt of the application Issued within 20 days from the date of receipt of the application]

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	Or [* If the application is incomplete/with deficiencies upon filing, the applicant receives FER but without Notice of 1st Publication]	Or 1st FER only, without and Notice of 1st Publication [* If the application is incomplete/with deficiencies upon filing]	For each sheet in excess of 30: Big Entity – ₱36 Small Entity–₱18 Other fees (if applicable): Priority claim: Big Entity – ₱1,800 Small Entity–₱860	More than 20 days from the receipt of the application is required to issue a compact action
2	Filing of response to 1st FER for applications with deficiencies upon filing (filed within 2 months from the mailing date of the 1st FER) [*If the response is incomplete, Applicant will receive a Subsequent FER]	Acknowledgement receipt, SOA & Official receipt (maybe applicable), issued on the same day as filing Subsequent FER [*If the response is incomplete]		More than 20 days from receipt of the response is required to examine new amendments) More than 20 days from receipt of the response to examine the new amendments
3	Request for Extension of time to file a response (filed on or before the due date of the applicant's response to outstanding FER and Subsequent FER) [*If in Step 1 & 2 above, the applicant fails to timely submit a response to FER & Subsequent FER and does not request for extension of time to respond, he will receive a Notice of Withdrawn Application]	Extension granted (if timely) Notice of Withdrawn Application (if no response and no request for extension is filed or if extension is filed /requested beyond the due date)	1st extension fee: Big entity - ₱720 Small entity - ₱360 2nd Extension fee: Big entity - ₱780 Small entity - ₱390	Within 7 days from the receipt of the request Within 20 days from the due date & non-receipt of response to outstanding FERs or Subsequent FERs

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4	Request for Revival of Withdrawn Application - with cost - without cost (filed within 4 months from the mailing date of the Notice of Withdrawn Application)	Revival Order or Order Denying Request	Revival fee: Big entity - ₱1,200 Small entity - ₱570	More than 20 days from the receipt of the request
5	Filing of a Voluntary Divisional Application (filed during the pendency of the parent application)	FER for divisional application	Fee for divisional application: Big Entity - ₱3,600 Small Entity - ₱1,720	More than 20 days from the receipt of the application
6	Request for Conference and Interviews with the Examiner concerning an application	Interview conducted or reply to query in writing	Maybe applicable	Within 20 days from the date of the request
7	Filing of Complete Response to FER and Subsequent FER in items 1 & 2 above [*Applicant receives Certificate of Registration for application without Adverse Information and without Motu propio Registrability Report]	Notice of Publication and Certificate of Registration [for applications without Adverse Information and without motu propio Registrability Report]	2nd Publication Fee : Big Entity - ₱960 Small entity - ₱920 Issuance fee: Big Entity - ₱1,200 Small Entity - ₱600	Within 7 days from the receipt of the complete response Within 20 days from the expiration for the filing of adverse information or after 30 days from date of Publication
8	Request for Registrability Report	Registrability Report	Registrability Report Fee: Big Entity - ₱1,320 Small Entity - ₱630	More than 20 days from receipt of request
9	Filing of Comments to Adverse Information			

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	[* If a Third Party filed an Adverse Information after the Publication of the application in Step 10 above, the Applicant may submit comments on the Adverse Information] [* Applicant receives Director's Decision on Registrability]	Copy of Adverse Information is provided to Applicant with invitation for Applicant to submit comments Director's Decision [If an Adverse Information is submitted]		Within 7 days from the receipt of the comments More than 20 days from the receipt of the written Adverse Information
10	Request for Deferment of Publication of Industrial Design	Acknowledgement letter	Big entity - ₱2,000 Small entity - ₱1,000	Within 3 days from receipt of request
END OF TRANSACTION				

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Express Registration of Utility Model and Industrial Design Application

In 2012, the Bureau of Patents launched the Express Registration of Utility Model and Industrial Design applications also known as "Utility Model in 2 Months" and "Industrial Design in 5 days". Applications that comply with the formality requirements and with full payment of the required fees upon filing will be processed in a direct allowance registration process.

Procedure:

APPLICATION REQUEST	AGENCY OUTPUT	FEES	PROCESSING TIME
Manual Filing of Utility Model Application [* If the application complied with all the Formality Requirements for Registration, the Applicant will receive the Notice of the issuance of Certificate of Registration within 2 months for the date of receipt of the Utility Model application]	Acknowledgement receipt , SOA, Official receipt Notice of Issuance of Certificate of Registration [* If the application complied with all the Formality Requirements for Registration, the Applicant will receive the Notice of the issuance of Certificate of Registration within 2 months for the date of receipt of the Utility Model application]	Filing fee: Big entity: ₱3600 Small entity ₱1720 For each claim in excess of 5 Big entity ₱240 Small ₱120 1st Pub. Fee Big Entity ₱960 Small entity ₱920 and other applicable fees	1 hour More than 20 days from the receipt of the application
Manual Filing of Industrial Design Application [* If the application complied with all the Formality Requirements for Registration, the Applicant will receive the Recommendation for Publication within 5 days from the date of receipt of the Industrial Design application]	Acknowledgement receipt , SOA, Official receipt Recommendation for Publication [* If the application complied with all the Formality Requirements for Registration, the Applicant will receive the Recommendation for Publication within 5 days from the date of receipt of the Industrial Design application]	Filing fee: Big entity: ₱3600 Small entity ₱1720	1 hour Within 5 days from the date of receipt of the application]

Note:
All manual filings and manual submission of responses & correspondence are filed at the Receiving Section, Ground Floor of the IP Center.
All fees and charges plus 1% Legal Research Fund (LRF) as required by R.A. 3870 as amended by P.D. Nos. 200 and 1856, except charges for domestic photocopy and sequence listings for invention patent applications in excess of 4,000 pages. For single filing where the fee is below Php 1,000.00, the LRF is automatically Php 10.00.

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Trademark Registration

Trademark is a strategic business tool and a valuable business asset. The IP Code provides that the rights to a mark are acquired by registration made in accordance with the law. The Bureau of Trademarks is mandated to conduct search and examination for the registration of marks. It also keeps and maintains the trademarks register.

Office or Division: Bureau of Trademarks

Lodging of Application: Applications may likewise be filed online using the eTMFile system in the website. Requests and other documents may be filed and payments can be made electronically using the eDocFile for Trademarks also in the website

Documentary Requirements

1. Request for Trademark Registration
2. Name and address of the applicant
3. Name of a State in which the applicant is a national or where he has domicile; and the name of a State in which the applicant has a real and effective industrial or commercial establishment, if any
4. Where the applicant is a juridical entity, the law under which it is organized and existing
5. The appointment of an agent or representative, if an applicant is not domiciled in the Philippines
6. Where the applicant claims the priority of an earlier application, an indication of:
    a) The name of the State with whose national office the earlier application was filed or if filed with an office other than a national office, the name of that office
    b) The date on which the earlier application was filed
    c) Where available, the application number of the earlier application
7. Where the applicant claims color as a distinctive feature of the mark, a statement to that effect as well as the name or names of the color or colors claimed and an indication, in respect of each color of the principal parts of the mark which are in that color
8. Where the mark is a three-dimensional mark, a statement to that effect
9. One or more reproductions of the mark, as prescribed in Regulations
10. A transliteration or translation of the marks or of some parts of the mark, as prescribed in Regulations
11. The names of the goods or services for which the registration is sought, grouped according to the classes of the Nice Classification together with the number of the class of said Classification to which each group of goods or services belong
12. A signature by, or other self-identification of, the applicant or his representative

Procedure:

CLIENT	AGENCY OUTPUT	FEES			PROCESSING TIME
			Small	Big	
Manual receiving of Request for	Acknowledgment receipt, Statement of Account (SOA)	Filing Fee	1,212	2,617.92	Maximum of 20 working days from
		Color Claim (per class)*	290	610	

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Registration / Trademark Application	Official receipt Issuance of: - Registrability Report - Notice of Allowance *If no response was filed within the prescribed period: - Notice of Abandonment *If no request for revival was filed within the prescribed period (3 months from the mailing date of Notice of Abandonment): - Notice of Final Abandonment	Claim of Distinctiveness (per class)*	290	610	filing of response
		Convention Priority (per class)*	870	1,818	
		Priority Examination	3,019	6,302.40	
Filing of Response to Registrability Report by Applicant (2 months from mailing date of Registrability Report + 2 months extension)	Acknowledgment Receipt, SOA Official Receipt Acknowledgment Receipt of documents not requiring payment as may be applicable Issuance of: - Subsequent Action - Notice of Allowance - Refusal *If no response was filed within the prescribed period: - Notice of Abandonment *If no request for revival was filed within the prescribed period (3 months from the mailing date of Notice of Abandonment):	Additional Class (per class)*	1,212	2,618.92	Maximum of 20 working days from filing of response
		Color Claim (per class)*	290	610	
		Extension of Time to File Response*	350	730	
		Extension of Time to Submit Home Registration*	580	1,212	
		Divisional Application*	290	610	
		Suspension of Examination by Examiner*	470	970	
		Amendment Fee*	410	850	
		Voluntary Abandonment*	290	610.	
		Recordal*	410	850	

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	- Notice of Final Abandonment				
[If refusal] Filing of request for extension to file an appeal to the Director (2 months from mailing date of refusal) Or Appeal by Applicant (2 months from mailing date of refusal + 2 months extension)	Acknowledgment Receipt, SOA Official Receipt Notice of Grant of Request for Extension	Extension to file an Appeal to the Director	1,818	1,818	Maximum of 3 working days from filing of request
		Appeal to the Bureau Director	3,333	3,333	More than 20 days from the receipt of the application
[If Allowance] Payment of 1stPublication Fee only (2 months from mailing date of the notice of allowance) Or	Acknowledgment Receipt, SOA Official Receipt Publication (eGazette) for purposes of opposition *If no payment was remitted within the prescribed period: -Notice of Abandonment *If no request for revival was	Publication Fee	910	970	Maximum of 3 working days from payment of publication fee
Payment of Publication and Issuance Fees by Applicant (2 months from mailing date of the notice of allowance)	Acknowledgment Receipt, SOA Official Receipt Publication (eGazette) for purposes of opposition Issuance of Certificate of Registration (COR)	Publication Fee and Issuance Fee	2,400	3,152	Maximum of 20 working days from the last day of publication if the issuance fee was paid in advance together with the first publication fee and there is no

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	Publication of Registration (Gazette) *If no payment was remitted within the prescribed period: - Notice of Abandonment *If no request for revival was filed within the prescribed period (3 months from the mailing date of Notice of Abandonment): - Notice of Final Abandonment				opposition from BLA
Payment of Issuance and Second Publication Fee (If paid separately)	Acknowledgment Receipt, SOA Official Receipt Issuance of Certificate of Registration Publication of Registration (Gazette) *If no payment was remitted within the prescribed period: - Notice of Abandonment *If no request for revival was filed within the prescribed period (3 months from the mailing date of Notice of Abandonment): - Notice of Final Abandonment	Issuance and 2nd Publication Fee	1,490	2,182	Maximum of 7 working days from the date of payment of the issuance fee if paid after first publication and there is no opposition from BLA
END OF TRANSACTION					

**as may be applicable*

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Copyright Registration and Deposit

Sec. 191 of the IP Code states that copyrighted works may be registered and deposited by the copyright owner with the National Library or, in case of works in the field of law, with the Supreme Court Library, for the purpose of completing their records.

Pursuant to a Memorandum of Agreement dated 25 January 2011 between the National Library and IPOPHL, the latter has been deputized as a receiving office for the registration and deposit of copyrighted works.

Office or Division: Bureau of Copyright and Related Rights

Documentary Requirements

1. Duly accomplished Registration and Deposit Form (RDF) filed in duplicate
2. Ownership documents –
    a. For heirs: Documents establishing the heir's right of succession, including:
        i. Death certificate of the author or creator;
        ii. Applicant's birth certificate, marriage certificate, or other documents establishing applicant's relationship to the deceased author or creator; and
        iii. Will or any document evidencing designation as heir, if applicable.
    b. For assignees: Documents establishing assignment of rights executed by the author or creator in favor of the assignee, including:
        i. Deed of Assignment;
        ii. Author or creator's waiver of ownership of copyright over the work;
        iii. Other documents evidencing transfer of ownership to the assignee.
    c. For representatives: Documents establishing the fact that applicant is authorized by the author, heir or assignee to file an application for copyright registration and deposit of the work, including:
        i. Special Power of Attorney (SPA) executed by the author or creator in favor of the applicant, if representing a natural person;
        ii. Board Resolution of Secretary's Certificate, if representing a juridical person.
3. Identification documents –
    a. For natural persons:
        i. One (1) valid ID with photograph and signature of applicant; or
        ii. Oath or affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual, or of two credible witnesses neither of whom is privy to the instrument, document or transaction who each personally knows the individual and shows to the notary public documentary identification.
    b. For juridical persons:
        i. Certificate of Registration issued by the Securities and Exchange Commission (SEC), in case of partnerships or corporations; or
        ii. Business name registration issued by the Department of Trade and Industry (DTI), in case of single proprietorships and only if the author is other than the owner of the single proprietorship.
4. Statement of Account
5. Official Receipt (OR) of payment of application fee
6. Two (2) original/electronic copies or photographs of the work, as the case may be

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Procedure:

STEP	CLIENT	AGENCY OUTPUT
1	Accomplish and submit application form	Notice of incomplete requirements OR Statement Of Account
2	Pay filing fee	Official Receipt
3	Submit official receipt for processing of application	Application form duly stamped "Received" and Certificate of Copyright Registration
4	Personally claim or receive by mail the Certificate of Copyright Registration	
END OF TRANSACTION		

Processing Period: 3 Working Days

Fees:

	NCR	REGIONS
Big Entity	450	550
Small Entity	625	750
Bulk	200 per certificate	
Plus 1% Legal Research Fund		

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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES – ENVIRONMENTAL MANAGEMENT BUREAU (DENR-EMB)

***Source:** DENR EMB Citizen's Charter 2019 (accessed as of 23 February 2021)*

Every proposed project or undertaking which is projected to have significant adverse impact to the quality of the environment is covered by the Philippine Environmental Impact Statement (EIS) system. This includes major expansion, rehabilitation, and/or modification of existing projects as well as resumption of projects that have stopped operations for a prolonged period.

To determine coverage, proposed projects or undertakings shall be screened according to the following categories:

Category A – project undertakings which are classified as Environmentally Critical Projects (ECPs) under Presidential Proclamation No. 2146 (s. 1981), Proclamation No. 803 (s. 1996), and any other projects that may later be declared as such by the President of the Philippines. Proponents of these projects implemented from 1982 onwards are likewise required to secure an ECC.

Category B – projects or undertakings which are not classified as ECP under Category A, but which are likewise deemed to significantly affect the quality of the environment by virtue of being located in an Environmentally Critical Area (ECA) as declared under Proclamation No. 2146 and according to the parameters set forth in the attached guidelines. Proponents of these projects implemented from 1982 onwards are likewise required to secure an ECC.

Category C – project or undertakings not falling under Category A or B which are intended to directly enhance the quality of the environment or directly address existing environmental problems.

Category D – projects or undertakings that are deemed unlikely to cause significant adverse impact on the quality of the environment according to the parameters set forth in the Screening Guidelins. These projects are not covered by the Philippine EIS system and are not required to secure an ECC. However, such non-coverage shall not be construed as an exemption from compliance with other environmental laws and government permiting requirements.

Contact Details:

http://denr.gov.ph
Visayas Avenue, Diliman, Quezon City
(+632) 8920 0689 / 8925 8275 / 8249 3367 / +63 917 868 3367
aksyonkalikasan@denr.gov.ph

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Environmental Compliance Certificate (ECC) for Category A Projects – Manual Processing

Pursuant to Section 4 of PD 1586 known as "Establishing an Environmental Impact Statement System Including Other Environmental Management Related Measures and for Other Purposes", Environmental Compliance Certificate (ECC) shall be secured for any such environmentally critical projects

Office or Division: Environmental Impact Assessment & Management Division – Central Office

Who May Avail: Proponent (s) whose project falls under Category A or Environmentally Critical Project (ECP) Types

Documentary Requirements:

1. Environmental Impact Assessment (EIA) Report
    a) Environmental Impact Statement (EIS) or
    b) Environmental Performance Report and Management Plan(EPRMP)
2. Proof of compatibility with the existing Land Use Plan, if necessary;
3. Ownership or proof of authority over the project area, such as:
    a) Transfer Certificate of Title/s (TCTs) or
    b) Lease Agreement/s or
    c) Deed of Sale
4. Accountability Statements of the proponent and the EIS preparers
5. Photographs or plates of the project site, impact areas, and affected areas and communities
6. Duly Accomplished Project Environmental Monitoring and Audit Prioritization Scheme (PEMAPS) Questionnaire
7. For Projects with jetty, pier or will utilize foreshore areas: Foreshore Lease Agreement (FLA) Miscellaneous Lease Agreement (MLA)
8. Projects within National Integrated Protected Area System (NIPAS) - Protected Area Management Board (PAMB) Clearance
9. For Energy Projects:
    a) Water Rights / Service Contract (For Dam Projects/Hydropower Projects)
    b) Geothermal Renewable Energy Service Contract (GRESC) (For Geothermal Projects)
    c) Coal Mining Projects - Coal Operating Contract (COC)
    d) For Mining & Quarry Projects: (Except Coal-Exploration)
        1. Final Exploration Report (FER) and Mining Project Feasibility
        2. Application for Mineral Production Sharing Agreement (MPSA)
    e) For Reclamation projects:
        1. Notice to Proceed with the EIA review MOA of LGU proponent with PRA Area Clearance
    f) For Forestry Projects:
        1. Integrated Forest Management Agreement (IFMA)
    g) For Dredging Projects:
        1. Approved Dredging Plan/Dredging Clearance

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Procedure:

STEP	CLIENT	AGENCY OUTPUT
1	SCOPING Public Scoping Technical Scoping	 Reviewed submitted Public Scoping Report Technical Scoping to identify the Terms of Reference (TOR) or coverage of the EIA Study
2	Submission of EIS / EPRMP to EMB by the Proponent	EMB Procedural Screening (1st , 2 nd, 3rd, until determined to be completed)
		Once accepted, provide the necessary number of copies
		Convene EIA Review meetings, preparation of schedules Distribution of EIS document
		EIS Document review of the EIS/EPRMP by the EIARC members and Resource Persons
3	Drafting of Decision Folder	REVIEW & EVALUATION PROCEDURE 1st EIARC Review Meeting Public Hearing and Site Visit Preparation of Hearing Officer Report 2nd EIARC Review Meeting (Final Meeting) Preparation of Decision document
4	Finalization of Decision Document - Review Process Report, CSW, etc.	Decision Folder reviewed for endorsement to the Office of the EMB Director
		Decision document for final review and for endorsement to DENR to secure the Authority to Sign Request for Authority to sign ECC forwarded to DENR thru the DENR USECs
		DENR provided EMB an Authority to Sign the ECC or Letter of Denial Authority
		Signed ECC for barcoding ECC for RELEASE
END OF TRANSACTION		

Processing Period: 40 days

Fees:

ECC Application - (PhP 10,000.00);
EPRMP Application - (PhP 5,000.00);

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Environmental Compliance Certificate (ECC) for Category B Projects - Online Processing

Office or Division: Clearance and Permitting Division

Documentary Requirements:

1. Government/ Company ID
2. Authorization Letter from the Proponent (if necessary)
3. SEC or DTI, as applicable
4. Project Description*
5. Project Components & Operation Information*
6. Environmental Impact and Management Plan*
7. Abandonment/ Decommissioning/ Rehabilitation Information*
8. Geo-tagged Photographs of Project Site (taken for last 30 days) with Geographic Coordinates
9. Topographic Map of Impact/ Affected Areas (at least 1 km from the Project Boundaries)
10. Certification from LGU on the Compatibility of Project with Existing Land Use Plan/Zoning
11. Site Development Plan and/or Vicinity Map by registered professionals
12. Project/ Plant Layout signed by registered professionals
13. Schematic Diagram of Wastewater Treatment Facility
14. Schematic Diagram of Air Pollution Control Facility
15. Organizational Chart of the Company or Establishment
16. Proof of Authority over the Project Site (Land Title, Lease Contract, Deed of Absolute Sale, etc.)
17. Duly Notarized Accountability Statement of Project Proponent*
18. Affidavit of No Complaint executed by the applicant, or Barangay Certification that there is No Complaint To be prepared by the Applicant
19. Project Environmental Monitoring and Audit Prioritization Scheme (PEMAPS)*
20. Bank Receipt for Payment/ Order of Payment Downloadable in the ECC online account (www.emb.gov.ph) upon substantive review of EMB Handler/ Reviewer
21. PAB Clearance, if applicable Secured from the Pollution Adjudication Board
22. Other documents which may be required, depending on the project. To be prepared by the Applicant

** Downloadable in the ECC online account (www.emb.gov.ph) upon online registration of the applicant/ proponent*

Procedure:

STEP	CLIENT	AGENCY OUTPUT
1	Online account registration (www.emb.gov.ph) The account is automatically logged in once the registration is finished. The client may download all the fillable forms	

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2	Submission/ uploading of all requirements in pdf format	If incomplete, application will be returned to the applicant's ECC online account If complete, the application will be accepted by the system and an order of payment for the application will be generated and send to the applicant's ECC online account
3	Order of payment can be paid at any Landbank branch nationwide	
	Applicant shall upload a copy of payment slip in their ECC online account	Generate evaluation report and endorsed to Chief, EIAMS for comments Chief, of EIAMS recommends for drafting of ECC or additional information Draft of ECC by CPD Staff will be forwarded to Chief, EIAMS for corrections Drafted ECC will then be forwarded to Chief, CPD for recommendation to the Regional Director Chief, CPD will forward the draft of ECC to the Regional Director for recommendation of approval/ denial of application Regional Director approves/denies ECC application
4	Applicant shall have the approved ECC signed and notarized Notarized ECC shall be uploaded in the applicant's ECC Online account	
END OF TRANSACTION		

Processing Period: 20 Working Days

Application Fee: PhP 5,055.00

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Certificate of Non-Coverage (CNC) for Category C Projects – Manual Processing

A certification issued by the DENR-EMB certifying that, based on the submitted project description, the project is not covered by the EIS System and is not required to secure an ECC.

Office or Division: Clearance and Permitting Division

Documentary Requirements:

1. Letter Request
2. Duly accomplished CNC form Form
3. Vicinity Map with panoramic photos of project site
4. Project Layout

Procedure:

STEP	CLIENT	AGENCY OUTPUT	FEES	PROCESSING TIME
1	Inquire for the CNC Application (For Category C/Environmental Enhancement)	Require the client to make a letter request and attach other requirements		3 days
2	Client will submit application to EMB	Evaluation of submitted application *If incomplete, return application to client *If complete, prepare the payment of corresponding Revenue Monitoring Form		
3	Pay for the appropriate amount to the EMB cashier		PhP 1,040	2 days
4	Client will present to CPD Staff the OR of payment	Copy the OR no. and date of payment to the attached checklist of requirements Let the client forward the application to Records Section		
5	Client will submit the application to Records Section	Receive and record application and forward to ORD receiving clerk ORD Staff will forward the application to the recei receiving clerk and forward to Chief, CPD Chief CPD will endorse to Chief, EIAMS for assessment		2 days

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		Chief, EIAMS will forward to EIAMS Staff for substantive review Initial substantive review of CNC application and preparation of CNC reply letter Final substantive review of Chief, EIAMS Chief, CPD recommends approval/ denial of CNC reply letter Regional Director approves/ denied CNC reply letter		
END OF TRANSACTION				

Certificate of Non-Coverage (CNC) for Category D Projects – Online Processing

Projects are outside the purview of the Philippine Environmental Impact Statement System (PEISS) and within the threshold for issuance of CNC

Office or Division: Clearance and Permitting Division

Documentary Requirements:

1. Site Development Plan or Project Layout duly signed/approved by registered professional
2. Government ID

Procedure:

STEP	CLIENT	AGENCY OUTPUT	FEES	PROCESSING TIME
1	Inquire for the CNC Application	Discuss how to apply online Applicant will log-on to www.emb.gov.ph		
2	Project description needs to be accomplished by the client together with a scanned copy of Site Development Plan/ Project Layout			
3	Upon submission online, an order of payment will be generated and the client will print the generated order of payment			
4	Payment of processing fee at any Land bank Branch Nationwide		PhP 1,140	
5	After seven (7) working days check the status of CNC application by using the Application Reference Number stated in the order of payment (If the CNC is approved, click the link to download and save then print)			7 working days
END OF TRANSACTION				

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DEPARTMENT OF AGRARIAN REFORM (DAR)

Source: *Department of Agrarian Reform Citizen's Charter 2019, 1st Edition (accessed as of 22 February 2021)*

DAR is the lead government agency that holds and implements comprehensive and genuine agrarian reform which actualizes equitable land distribution, ownership, agricultural productivity, and tenurial security for, of and with the tillers of the land towards the improvement of their quality of life.

Contact Details:

https://www.dar.gov.ph/
Elliptical Road, Diliman, Quezon City
(+632) 3453 7980
contact_us@dar.gov.ph

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Land-Use Conversion (above 5 hectares)

This serves as the procedure for application of land use conversion above 5 hectares, pursuant to Administrative Order 01, Series of 2002

Office or Division: Land Use Cases Division (LUCD)

Criteria for Conversion:

1. Conversion may be allowed if the land subject of application is not among those considered nonnegotiable for conversion.
2. When the land has ceased to be economically feasible and sound for agricultural purposes or the locality has become urbanized and the land will have a greater economic value for residential, commercial, industrial, or other non-agricultural purposes.
3. Conversions of land within SAFDZ shall take into account the following factors:
   3.1 Conversion of land use is consistent with the natural expansion of the municipality or locality as contained in the approved physical framework and land use plan.
   3.2 Area to be converted in use is not the only remaining food production area of the community
   3.3 The land use conversion shall not hamper the availability of irrigation to nearby farmlands.
   3.4 Areas with low productivity will be accorded priority for land use conversion.
   3.5 Sufficient disturbance compensation shall be given to farmers whose livelihoods are negatively affected by the land use conversion as provided for by the existing laws and regulations.
4. When the agricultural land which is subject of the application for conversion has been acquired under RA 6657, its conversion shall be allowed only if the applicant is the agrarian reform beneficiary thereof, and after he has fully paid his obligation as required under Section 65 of RA 6657.

Who May Apply for Conversion:

1. Owners of private agricultural lands or other persons duly authorized by the landowner;
2. Beneficiaries of the agrarian reform program after the lapse of five (5) years from award, reckoned from the date of the issuance of the Certificate of the Landownership Award (CLOA), and who have fully paid their obligations and are qualified under these Rules, or persons duly authorized by them; and
3. Government agencies, including government-owned or controlled corporations, and LGUs, which own agricultural lands as their patrimonial property

Documentary Requirements:

The applicant shall submit the following documents six (6) separate bound folders (one [1] original set and five [5[photocopy sets) with table of contents and page numbers of all documents including photographs, sequentially numbered, except for maps and development plans which shall likewise be in six copies but shall be submitted in six separate envelopes with contents properly labeled on each envelope.

1. Official receipt showing proof of payment of filing fee and inspection cost.

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2. Official receipt showing proof of posting bond or an original copy of the GSIS surety bond in accordance with the terms and conditions set forth in Section 24 of DAR AO No.1, Series of 2002.
3. Sworn application for Land Use Conversion. (Form No.1)
4. True copy of the Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT) of the subject land, certified by the Register of Deeds not earlier than thirty (30) days prior to application filing date. In case of untitled land, the following shall require in lieu of a title.
   (a) Certification from the Department of Environment and Natural Resources-Community Environment and Natural Resources Officer (DENR-CENRO) that the landholding has been classified as alienable and disposable; and
   (b) Certification from the DENR-CENRO (for administrative confirmation of imperfect title) or the Clerk of Court (for judicial confirmation of imperfect title) that the tilting process/proceedings has commenced and there are no adverse claimants
5. True copy of the Certificate of Title of the subject land as of 15 June 1988, and all successor Titles until the present. Title referred to in No. 4 hereof if applicable
6. True copy of the current Tax declaration covering the subject properly.
7. Project feasibility study.
8. Joint venture agreement or any other business arrangement on the use of land between landowner and the developer (if the developer is other than the landowner) or between the Emancipation Patent/Certification of Landownership Award (EP/CLOA) holders and the developer (if the land was awarded under the agrarian reform program).
9. Narrative description of the development plan describing in detail the activities, program components, phasing, schedule, work and financial plan, all duly certified by a licensed engineer, architect or land use planner.
10. Proof of financial and organizational capability of the developer to develop land, including the following information:
    (a) Statement of project cost and availability of potential funding source(s) for the development of the proposed project;
    (b) Profile of the developer;
    (c) Most recent financial statement, not later than the year before application, duly authenticated by a certified public accountant; and
    (d) If the developer is a corporation or partnership, a copy of its Certificate of Registration and the recent General Information Sheet (GIS) for the immediately preceding year, certified by the Securities and Exchange Commission (SEC), or in lieu of the latter, a duly accomplished GIS sworn to before a notary public, provided that if the land is to be used for socialized housing by the LGU under EO 124-1993, a Sanggunian Resolution appropriating funds for the project and authorizing the LGU to undertake the same shall be required. Provided further that if the socialized housing shall be undertaken by other government agencies such as the National Housing Authority and the like, a board resolution approving the project and appropriating funds therefore shall likewise be submitted.
11. Socio-Economic Benefit-Cost Study of the proposed project.
12. Photographs, size 5R (five [5] inches by seven [7] inches, using color film, and taken on the land holding under sunlight. The applicant shall attach the pictures to a paper background and the photographer who took said pictures shall sign on said paper background to certify the authenticity of the pictures. On each background paper shall be written a short description of each picture. The pictures shall consist of:

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(a) At least four (4) photographs taken from the center of the landholding: one (1) facing north, one (1) facing east, one (1) facing south, and one (1) facing west;
(b) At least one (1) photograph per corner, taken from each corner of the landholding's orders.
(c) At least two (2) photographs of each for all distinct man-made structure existing in on the land, taken from opposite angles.
(d) At least two (2) photographs each of the front view of the billboard(s) required in Section 11 of DAR A.O No. 1 Series of 2002. Second copy will be used for submission to
(e) Sufficient number of photographs of the most conspicuous landmarks from the nearest barangay center and leading to and from the ingress and egress routes at the subject landholding, for the purpose of assisting the ocular inspection team in the in the locating site.

13. Affidavit/Undertaking in a single document of the applicant (LUC Form No.2)
14. MARO Certification (LUC Form No.3) and Notice of Land Use Conversion in English language (LUC Form No.4) and in local dialect (LUC Form No. 4A).
15. Certification from the Housing and Land Use Regulatory Board (HLURB) Regional Officer on the actual zoning or classification of the land subject of the application based on the approved comprehensive land use citing:
    (a) the municipal or city zoning ordinance number, and
    (b) resolution number and date of approval by the HLURB or the Sangguniang Panlalawigan concerned, as the case may be. (LUC Form No.5).
16. Certification from the Department of Agriculture official stating, among others, the classification of the property under the Network of Protected Areas for Agricultural and Agro-Industrial Development (NPAAAD) and Strategic Agriculture and Fisheries Development Zones (SAFDZ) whether or not the subject property is within five (5) percent limit of the SAFDZ allowed for conversion, the status of irrigation coverage of the subject properly and whether the land has ceased to be economically feasible and sound for agricultural purposes.
17. Certification from the authorized DENR official stating among others whether or not the subject land is within the National Integrated Protected Area System (NIPAS), mossy and virgin forests, riverbanks, or swamped forests and marshlands; within an Environmentally Critical Area (ECA), or will involve the establishments of an Environmentally Critical Project (ECP). (LUC Form No.6)
18. Environmental Compliance Certificate (ECC) when the subject land is within an ECA or will involve the establishment of an ECP.
19. If applicable Special Power of Attorney (SPA) when the applicant is not the registered owner.
20. If applicable, notarized secretary's certificate of a corporate/cooperative board resolution authorizing the representative, when the applicant is a corporation or cooperative.
21. If applicable, concurrence letter of the mortgage or the individual or entity in whose favor the encumbrance was constituted when the property is encumbered.
22. If applicable, endorsement from the concerned government agency, when the application involves a priority development areas or project such as:
    (a) NEDA-NLUC endorsement if under EO 124-1993; or
    (b) HLURB endorsement if socialized housing (LUC Form No 7); or
    (c) PEZA Board Resolution approving the project for ecozone project

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23. If applicable, Land Bank of the Philippines (LBP) Certification attesting that the applicant-landowner has fully paid his obligations to the LBP, when the applicant-landowner is a beneficiary of the agrarian reform program. (LUC Form No. 8)
24. If applicable, Provincial Agrarian Reform Officer (PARO) Certification attesting that the applicant/landowner acquired the subject land from a landed-estate or under the Voluntary Land Transfer / Direct Payment Scheme (VLT/ DPS) and he has already fully paid his obligation there under, when the applicant-landowner is a beneficiary of the agrarian reform program (LUC Form No.9).
25. Vicinity map and a lot plan prepared by a duly-licensed geodetic engineer indicating the lots being applied for and their technical descriptions, name of owner/s, lot number and area. The map shall highlight the specific area applied for conversion if the application covers less than the total lot area.
26. Directional sketch map showing the orientation of the subject property in relation to adjoining lands and nearest provincial and/or national and/or feeder roads, to facilitate and determine the location of the property for the purpose of ocular inspection. Indicate in the map the existing infrastructure and/or improvements thereon including any house or tillage thereupon for any occupant therein, landmarks within a one (1) kilometer radius and owners of adjacent properties. No need to draw map in scale.
27. Map of the development plan. For socialized housing projects, the applicant shall submit the map of the development plan with marked "reviewed by the HLURB" (Housing and Land Use Regulatory Board).
28. Topographic Map if the subject properly is within upland, hilly or mountainous area.

Note: The applicant shall submit all the foregoing applicable requirements from Nos1 to 28 hereof at the time of filing of application to the CLUPPI/RCLUPPI. However, for applications involving housing projects under EO-45- 2001, requirements mentioned in Nos. 15 to 18 maybe submitted at a later time.

Application Forms: https://www.dar.gov.ph/downloads/forms/land-use-conversion-forms

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Procedure:

STEP	CLIENT	AGENCY OUTPUT	PROCESSING TIME
1	Secure Application Form		5 mins
2	Install Public Notice Billboards in the subject property		
3	Furnish the Municipal Agrarian Reform Program Officer (MARPO) 2 copies of Accomplished Application Form together with a photocopy of title and directional map		
4	Fills Application with necessary data. Submission of the documentary requirements defined under the Rules. Reproduce in three clear photocopies and place in three separate folders and submit the same. Attaching therein the MARPO Certificate	Evaluate and review completeness and relevancy of documents. If incomplete, return to applicant. If complete, receive the application and documents	2 hours
5		Compute assessment fees, application fee and inspection cost.	30 mins
6	Pays necessary fees	Issue Order of Payment. Receive OR.	5 mins
7		Raffles the Application folder or case to LUCSTWG	30 mins
8		Issues Notice of On-Site Inspection and Investigation (OSII)	Three (3) days from the date of filing of the application
9		Furnish PARPO and MARPO with the LUCF	Five (5) days from notice of OSII
10	Transmits Notice of OSII/Public Consultation to MARPO and indicate the inspection date on the billboard		
11	Participates during the OSII	Conducts OSII	Five (5) days from Notice
12		Submits OSII Report	Two (2) days from the completion of the OSII
13		Deliberate on the merits of the application/case	Five (5) days from receipt of the Field

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			Investigation Report
14		Issue Orders, Decisions or Resolutions	Thirty (30) working days from the date of filing and docketing
15	Posting of Performance Bond		
16	Request ROD to annotate land use		
17	Provide LUC with a copy of the Annotation by the ROD on land use		
18	Pay Disturbance Compensation		
19	Commence development		
END OF TRANSACTION			

Processing Period: 50 days, 1 hour and 30 minutes
** Unless there is a protest/opposition, then the remaining of the period is suspended until the protest/opposition is resolved.*

Fees:

Filing Fee - 2,000
Inspection Fee - Luzon: 10,000 Visayas: 15,000 Mindanao: 20,000
Cash Bond (Cash or MC) - 2.5% of the zonal value
Surety Bond -15% of the zonal value payable with GSIS

Bond:

1. The cash bond shall be computed at two and 5/10 percent (2.5%) of the zonal value of the land as per latest issuance of the Bureau of Internal Revenue in the form of cash or manager's/cashier check.
2. In lieu of a cash bond, the applicant may post a surety bond issued by the GSIS equivalent to fifteen percent (15%) of the total zonal value of the land per latest issuance of the BIR, indicating the following conditions at the minimum that:
    - the bond is callable on demand;
    - the DAR shall forfeit the bond in favor of the Agrarian Reform Fund when it finds the applicant carrying out any premature conversion activity; and
    - the validity of the bond shall be for a period of one (1) year but renewable on a year to year basis, if necessary.
3. The following projects shall be exempted from posting a "bond to guarantee against premature conversion".
    - Socialized housing projects as certified by the HLURB;
    - Resettlement projects for families displaced by development of government projects as certified as such by the National Housing Authority (NHA); and
    - Community Mortgage Program (CMP) projects as certified by the National Home Mortgage Finance Corporation (NHMFC).

    When the application involves a mixed use of socialized and non-socialized housing projects, the application shall not enjoy any bond exemption for socialized housing unless eighty (80%) percent of the land applied for conversion shall be used directly and exclusively for socialized housing

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Resolution of Land-Use Conversion Cases (involving 5 hectares and below)

Land use conversion is a regulatory measure designed to guide the applicant in securing necessary DAR conversion permit priority any development of the subject area. This will serve in ensuring compliance of existing policy regulations and laws for conversion of agricultural land to non-agricultural uses.

Office or Division: Legal Assistance Division

Who May Avail:

- Owners of private agricultural lands or other persons duly authorized by the landowner
- Beneficiaries of the agrarian reform program after the lapse of five (5) years from award and who have fully paid their obligations and are qualified under DAR A.O 1, 2002
- Government agencies, including GOCCs and LGUs which own agricultural lands as their patrimonial property

Documentary Requirements: *(in 6 copies)*

1. Sworn Application (LUC Form No. 1)
2. Certified / Electronic Copy of Title
3. Certification of DENR / Court for Untitled Property
4. Certified Copy of Tax Declaration
5. Project Feasibility Study
6. Business Agreement / Joint Venture
7. Agreement (if applicable) for titles covered by CLOA/EP
8. Narrative Job Description
9. Probable Cost Estimate
10. Job Description / Work Schedule
11. Statement of Justification as to Funding
12. Requirements / Source
13. Company Profile
14. Audited Financial Statement
15. Special Power of Attorney / Secretary
16. Certificate
17. Vicinity Map
18. Topographic Map (if applicable)
19. Direction Map
20. Site Development and Perspective
21. Socio Economic Study
22. Pictures / Photographs of the Property
23. Business Registration (if company GIS)
24. If Sole Proprietor Department of Trade and Industry
25. Affidavit of Undertaking (LUC Form No. 2)
26. Certification of Land Use Conversion (LUC Form No. 3)
27. Notice of Posting (LUC Form No. 4)
28. Zoning Certification
29. Certification (NIPAS)
30. Environment Compliance Certificate (ECC) for project within environmentally critical areas (ECA)
31. Certification Issued by PARO (if applicable for properties covered by CLOA / EP)
32. If applicable, Certification of Full Payment of Amortization for EP/CLOA

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Procedure:

STEP	CLIENT	AGENCY OUTPUT	PROCESSING TIME
1	Comply with the required documents and submits the same to the Legal Staff	Receive the Application Folder and checks the completeness of the requirements. If found complete, advises for its filing. Otherwise, return to applicant.	1 hour
2		If complete, receive the LUC Application and issues assessment fee, inspection cost and cash/surety bond	20 mins
3	Secure Order of Payment	Assign the appropriate code and sign the Order of Payment	15 mins
4	Pay to the Cashier the required fees	Receive payment and issue Official Receipt	15 mins
5	Submit the Official Receipt on the required fees to the RLUCC Secretariat as proof of payment	Docket the LUC Application and logbooks the same. Registers in the LCMS portal	15 mins
6		Transmit the application to the Chief Legal for assignment	5 mins
7		Assign the application to a Legal Officer	2 hours
8		Prepare Notice for the Conduct of OCI on the property subject of the application, and mails the same	1 day and 4 hours
9		Prepare the Travel Order	2 hours
10		Conduct of OCI by the RLUCC Inspection Team	3 days
11		Prepare and execute an Investigation Report for the deliberation of the RLUCC	2 days
12		Schedule the date of the deliberation and sends the notice of meeting indicating the schedule thereof	3 hours
13		Deliberate on the findings and recommendations of the investigating team, and make its own decision whether to adopt the recommendation or not. Said deliberation shall be recorded by the RLUCC Secretariat.	1 day

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14		Prepare the draft Order of Conversion for the signature of the Regional Director, with the necessary counter signatures from the members of the RLUCC	6 days
15		Review the draft Order. If in order, countersign the same and transmit to the Office of the ARD.	2 days
16		Review the Order. If in order, countersign and transmit the same to the Office of the RD	2 days
17		Review and sign the Order if in order	4 days
END OF TRANSACTION			

Processing Period: 21 days, 12 hours, 55 minutes

Fees:

Filing Fee - PhP 1,000
Inspection Cost – PhP 10,000, additional 5,000 if land is outside the island where the regional office is located
Bond - 2.5% of the zonal value if paid in cash. 15% of the zonal value if paid in surety bonds

Application Forms: https://www.dar.gov.ph/downloads/forms/land-use-conversion-forms

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DEPARTMENT OF ENERGY (DOE)

***Source**: DOE Citizen's Charter 2020, 1st Edition (accessed as of 23 February 2021)*

The Department is mandated by RA 7638 (Department of Energy Act of 1992) to prepare, integrate, coordinate, supervise and control all plans, programs, projects and activities of the Government relative to energy exploration, development, utilization, distribution and conservation.

Contact Details:

https://www.doe.gov.ph/
Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City
(632) 8479-2900
doe_ipo@yahoo.com

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Application for Award of Petroleum Service Contract under the Philippine Conventional Energy Contracting Program (PCECP)

Application for Petroleum Service Contract under P. D. 87 and DOE Department Circular DC2017-12-0017

DOE Bureau: Petroleum Resources Development Division (PRDD)

Who May Avail: Petroleum Service Contractors / Companies Engage in Petroleum Exploration

Documentary Requirement:

1. Application Letter addressed to the Undersecretary

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Submission of Requirements and Payment of Application Fee / Challenge Fee	1. Official receiving of documents at Records Management Division (RMD) and processing of payment 2. Opening of Proposals and Checking for Completeness of Applications by Technical Working Group (TWG): *Note: This happens on a set date as dictated by the published PCECP timeline, and not immediately after submission.* 3. Substantive Thorough Legal, Technical and Financial Evaluation of applications, inhouse review and endorsement to Undersecretary / Assistant Secretary 4. Preparation of endorsement of Undersecretary to the Secretary for award of contract to the winning applicants 5. Review of Recommendation & Endorsement of the Secretary to the Office of the President for approval 6. If approved, issuance of Notice for Contract Signing to the Energy Secretary 7. Notify winning applicant of the Notice for Contract Signing and Payment of Processing Fee
Payment of Processing Fee	Processing of payment of processing fee
Signing of Petroleum Service Contract	Preparation of Petroleum Service Contract (PSC), Signing, Notarization, Transmittal, Recording and Release of Service Contract
END OF TRANSACTION	

Processing Period: 33 Working Days (Excluding time at the Office of the President)

Fees:

Application Fee – Php 200,000.00
Challenge Fee – Php 1,000,000.00
Processing Fee - Php 0.48 / hectare

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Petroleum Sub-Contract Registration

Processing of Petroleum Subcontract Registration as per PD87 and DC2014-08-0013 amending OEA Circular No. 80-01-02

DOE Bureau: Petroleum Resources Development Division (PRDD)

Who May Avail: Existing Petroleum Service Contractors

Documentary Requirements:

1. Request Letter addressed to ERDB Director
2. Annex of Subcontracts

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Submission of subcontracts	1. Official receiving of documents 2. Transmit the application to ERDB 3. Office of the Director – Energy Resource Development Bureau (ODERDB) to endorse the request to the Petroleum Resources Development Division (PRDD) 4. Technical Evaluation 5. Evaluate subcontracts in accordance to the submitted Work Program and Budget for the Calendar Year for Petroleum Operations related subcontracts and/or Administrative subcontracts *Note: If submission is incomplete, a Deficiency Notice is issued to the contractor. Those that have passed will be referred to the Legal Services for further evaluation* 6. Prepare memorandum to the Legal Services for Legal Evaluation 7. Legal Services to check legality of the subcontracts for registration (i.e. compliance to DOE DC2014-08-0013) 8. If submission did not meet the deadline, the submission will be penalized. Failure to pay within 60 days from receipt of penalty notice will result in disallowance for cost–recovery. 9. Issue Order of Payment 10. Payment of penalty (The Official Receipt for the payment of penalty must be submitted to PRDD to resume registration of penalized subcontracts.) 11. Issue the Confirmation of Subcontract Registration 12. Recording and filing of Subcontract Registration 13. Registered Subcontract ready for release to the Client
END OF TRANSACTION	

Processing Period: 20 Working Days per sub-contract

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Tax-Exemption Certificate (TEC) Application under PD 87

Applying for the Tax-Exemption Certificate (TEC) under PD 87

DOE Bureau: Petroleum Resources Development Division (PRDD)

Who May Avail: Existing Petroleum Service Contractors

Documentary Requirements:

1. Application Letter addressed to ERDB Director
2. Application form duly signed by company representative, notarized and sealed by Notary Public (4 copies)
3. TEC application number & order of payment, official receipt of processing fee
4. Company purchase order or proforma/commercial invoice, use's, justification
5. Packing list, if applicable
6. Specification (for vessels, rigs, and helicopters)
7. Computation of taxes waived
8. Other applicable requirements as per DC2018-03-006
9. Additional Requirements
    a. For Exportation
        i. Picture of Items
        ii. Copy of TEC Qualification
    b. For Disposal, Donation, Sale or Transfer
        i. List of Items Cost Recovered Percentage, if applicable
        ii. DOE Approval Letter of Disposal, Sale or Transfer
        iii. Copy of TEC Qualification

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Submission of complete set of application requirements for issuance of Order of Payment	TEC Numbering & Issuance of Order of Payment
Payment of Processing Fee	
Official submission of TEC application	1. Receiving of complete set of application requirements and transmittal to Office of the Director, Energy Resource Development Bureau (ERDB-OD) 2. Transmittal to PRDD 3. Technical Evaluation 4. Prepare Endorsement Memorandum for Clearance from PRDD to ERDB 5. Prepare Endorsement Memorandum for Clearance from ERDB to OUSEC / OSEC *Note: If technical requirements are not satisfied, DOE informs or sends letter to Service Contractor giving reason for disapproval* 6. Approval of TEC & Endorsement for Clearance 7. Legal Evaluation *Note: If legal requirements are not satisfied: DOE informs or sends letter to Service Contractor giving reason for disapproval*

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	8. Endorsement for Clearance 9. Clearance for TEC; If cleared: TEC Approval *Note: If not cleared: DOE informs or sends letter to Service Contractor indicating the reason for disapproval* 10. Signing of TEC & Transmittal to the Records Section for Releasing 11. Authentication (DOE Dry Seal) TEC Ready for Release / Pick up by Client Retention of duplicate copy
END OF TRANSACTION	

Processing Period: 20 Working Days

Processing Fee: Php 750.00 / application or based on the DOE Schedule of Fees and Charges

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Application for Tax-Exemption Certificate (TEC) under PD 972

DOE Bureau: Coal and Nuclear Mineral Division (CNMD)

Who May Avail: Coal Operating Contract (COC) holders

Documentary Requirements:

1. Application Letter addressed to ERDB Director and signed by an Authorized Company Representative
2. Completely filled-out applicable DOE TEC form duly signed by company representative and notarized and sealed by a Notary Public (4 copies)
3. TEC Application Number, Order of Payment and Official Receipt
4. Company purchase order or proforma / commercial invoice and shipping documents
5. OIMB acknowledgement certificate (for fuel and lubricants)
6. Specifications and purpose (for vehicles and CAPEX)
7. Purchase requisition
8. Current inventory of items (for fuel and lubricants/CAPEX)
9. Photos (for vehicles and CAPEX)
10. Other applicable requirements as per DC2019-03-006
11. Additional Requirements
    a. For Exportation
        i. Status and specification of items
    b. For Disposal / Sale / Donation Transfer
        i. List of Items that were cost recovered with Percentages, if applicable
        ii. DOE Approval Letter for Disposal DOE – Energy Resource Management Bureau
        iii. Date of Acquisition and Property Number Client
        iv. Copy of TEC of Qualification

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Submission of Documents	Checking of Completeness of Documents by CNMD • If incomplete, Reject application • If complete, Issuance Order Payment by CNMD
Payment of Processing Fee	Receiving of Payment and Issuance of Official Receipt
Submission of Complete Documents with Official Receipt	1. Receiving and Transmittal of Documents from the Energy Application Monitoring System (EAMS) to Energy Resource Development Bureau (ERDB) 2. ERDB transmittal to CNMD 3. Technical Evaluation of Application and Financial Audit a. If technical requirement is not satisfied, reject application with letter signed by ERDB Director b. If technical requirement is satisfied, prepare signed Certificate of Qualification and Endorsement Memorandum for Clearance of TEC 4. Approval of ERDB Director a. If unapproved, reject application and send letter b. If approved, endorse to Legal Services

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	5. Legal Evaluation a. If Legal Requirements are not satisfied, reject application with letter b. If Legal Requirements are satisfied, endorse application to Undersecretary/Secretary 6. Approval of Undersecretary or Secretary a. If disapproved, reject application with letter signed by ERDB Director b. If approved, endorse to ERDB 7. Signing of Certificate and Transmittal to CNMD 8. Recording of Approved TEC and Transmittal to RMD. If a DOE sticker must be pasted, shall notify applicant and issuance of Payment Order for the DOE Sticker
Payment of DOE sticker (if applicable)	RMD recording Dry Sealed TEC/ready for release to client
END OF TRANSACTION	

Processing Period: 20 Working Days

Fees:

Processing Fee – Php 750.00
DOE Sticker – Php 300.00

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Application for Coal End-User Registration

DOE Bureau: Coal and Nuclear Mineral Division (CNMD)

Who May Avail: Entities involved in coal purchasing and utilization

Documentary Requirements:

1. Application Letter
2. Duly accomplished application form (ERDB Form No. 2011-2)
3. Certificate of Registration issued by proper government agencies
4. Technical specifications of coal fired equipment and location map
5. Environmental Compliance Certificate of coal storage facility
6. Current Business Permit
7. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Submission of Document	Checking of Completeness of Documents by CNMD • If incomplete, reject application • If complete, Issuance Order of Payment by CNMD
Payment of Processing Fee	Receiving of Payment and Issuance of Official Receipt
Submission of three (3) complete sets of documents Official Receipt	1. Receiving and Transmittal of Documents from Energy Application Monitoring System (EAMS) to Energy Resource Development Bureau (ERDB) 2. ERDB transmittal to CNMD 3. Technical Evaluation a. If not technically qualified, reject application with letter signed by ERDB Director b. If technically qualified, endorsement to UCELSD for review and evaluation 4. Legal Evaluation a. If not technically qualified, reject application with letter signed by ERDB Director b. If legally qualified, endorsement to ERDB for review and approval of CEUR 5. Review and approval of CEUR 6. OD-ERDB transmittal to CNMD 7. CNMD transmittal to RMD 8. RMD recording of approved CEUR/ready for release to client
END OF TRANSACTION	

Processing Period: 20 Working Days

Application Fee: Php 5,000.00

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Certificate of Endorsement to the Energy Regulatory Commission (COE-ERC)

The DOE Certificate of Endorsement is a requirement under the Amended Guidelines for the issuance of Certificate of Compliance (COC) by Energy Regulatory Commission (ERC) promulgated on March 7, 2003. No person may engage in the Generation of Electricity as a new Generation Company unless such person has received a COC from the ERC to operate facilities used in the Generation of Electricity.

DOE Bureau: Power Planning Development Division- Power Generation and Supply Development and Monitoring Section

Who May Avail: Generation Companies with power projects that are ready for commissioning

Documentary Requirements:

1. Letter of Request addressed to the EPIMB Director
2. Company Profile
3. Project Fact Sheet (Annex A)
4. Project Background / Description including the following information: Certification from the Bank
    a. Name of the Generating Facility
    b. Nameplate capacity, in three (3) decimal places
    c. Photograph of the nameplate/rating capacity attached in each generating unit
    d. Computation in converting the said generator rating per unit, from MVA to MW
    e. Summary of the nameplate/rating capacities per unit
    f. Exact Location
    g. Target Commercial Operation / Commencement of Operation
    h. Off-taker of the Electric Output with corresponding capacity
    i. EPC Contractor
    j. Jobs Generated (During Construction and During Operation)
5. Proof of Financial Closing, whichever is available
    a. Notarized Certificate of Availability of funds indicating to finance 100% of the project cost through Internally Generated Funds to be signed by the President or Treasurer of the Company
    b. Notarized Certification indicating the Loan-Equity Ratio of the total project cost
    c. Notarized Memorandum of Agreement/Loan Term Agreement between the company and financier on the amount of Financial Assistance/loan to be provided
6. SEC Registration
7. Articles of Incorporation and By-Laws of the Company
8. Historical Generation (Existing Facilities)
9. Certificate of Assumption of Accountability (applicable to the successor company that takes on the ownership and/or takes-over the operations of the generation company whether under a new name of using the same company name as the case may be)
10. Undergone Competitive Selection Process (if applicable)
11. Copy of the Power Supply Agreement (PSA) with Off-taker filed before the ERC Applicant
12. Should be included in the DOE List of Committed Power Projects
13. Additional for ERC COC Renewal Applicant
    a. Copy of the ERC Certificate of Compliance; and
    b. Certification of new rated capacity (if applicable).
14. Additional for RE Projects

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a. Copy of the Declaration of Commerciality (DoC)
b. Copy of the Certificate of
c. Confirmation of Commerciality (COCOC)
d. DOE approval on the transfer of assignment
e. DOE – REMB endorsement of the project (Notice to Proceed)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Submission of Request with complete documents	Online submission of request (3 working days for review for completeness and all documents)
Payment	Process Payment (online payment) Payment is 3 calendar days if not paid application is cancelled
Preparation of endorsement	1. If RE project, notifies REMB about the applicant ad evaluate if the applicant is qualified. 2. Preparation of COE to ERC 3. Chief to review and endorsement of COE-ERC 4. AD to Review and endorsement of COE-ERC 5. Final Review 6. Approve and sign EPIMB the COE-ERC
Claim signed endorsement	Release and claim of signed Endorsement
END OF TRANSACTION	

Processing Time: 12 Calendar days

Fees:

- Minimum of PhP500.00 (<1MW)
- PhP1,000.00 (1MW to <10MW)
- Maximum of P10,000.00 or P100.00 per MW of installed capacity whicheveris higher for 10MW and above

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Pre-Application Process for RE Contracts and Registration of RE Developers

An applicant shall secure a Renewable Energy Service / Operating Contracts and Certificate of Registration from the Department of Energy (DOE) prior to the exploration, development and utilization of renewable energy resources such as but not limited to, biomass, solar, wind, hydropower, geothermal and ocean energy resources, and including hybrid systems

DOE Bureau: Renewable Energy Management Bureau (REMB) – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division / Hydropower and Ocean Energy Management Division (HOEMD)Renewable Energy Management Bureau (REMB)

Who May Avail: Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2019-10-0013

Documentary Requirements: *Please refer to Annexes H and J of DC 2019-10-0013*

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Submission of Letter of Intent (LOI) with mapping requirements (Annex J)	1. Attach RFID tag and encode under EAMS 2. Endorse to concerned REMB Divisions 3. Issue acknowledgment letter with schedule of orientation on requirements and processes 4. Endorse of LOI and attachments 5. Verify the area 6. Verify the area for Solar and Biomass only 7. Notify Applicant of the verification result
END OF TRANSACTION	

Processing Period: 17 Working Days

Fees: None

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Endorsement to Other Concerned National Government Agencies and Local Government Units

DOE Bureau: Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division / Hydropower and Ocean Energy Management Division (HOEMD)Renewable Energy Management Bureau (REMB)

Documentary Requirements:

1. Letter Request from the Applicant
2. Copy of proof of Payment of Signature Bonus
3. Copy of proof of Performance Bond Posted

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Applicant chooses a Project from the List in EVOSS associated to the Company	
Applicant submits thru the EVOSS system the complete set of documentary requirements	REMB Concerned Division checks the completeness and consistency of the submission within three (3) working days If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (Day 1) If submission is incomplete, EVOSS notifies the Applicant
Applicant resubmits the updated the application	If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (Day 1) REMB Concerned Division prepares the Endorsement and endorses to the REMB Director If the REMB Director approved the application, REMB Concerned Division uploads a copy of the Endorsement Letter and notifies the Applicant of issuance of the Endorsement Letter If the REMB Director disapproved the application, REMB thru EVOSS notifies the Applicant of the disapproval
Received a notification from EVOSS for issuance of the Endorsement Letter	
END OF TRANSACTION	

Processing Period: 5 working days

Fees: None

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Certificate of Accreditation for the Construction of a Biofuel Producer/Manufacturer Facility

An Applicant shall secure a Certificate of Accreditation from the Department of Energy (DOE) to proceed with the construction of the facilities pursuant to Chapter III Section 2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

DOE Bureau: Biomass Energy Management Division (BEMD)

Who May Avail: Entities intending to establish a facility involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities

Documentary Requirements:

1. CME Manufacturer Accreditation Application Form
2. Letter of Intent to supply a volume of biofuel
3. Feasibility study demonstrating the technical, economic and ecological viability of biofuel production and Construction/Work Plan
4. Certified true copy of Registration with the Securities and Exchange Commission (SEC), Philippine Economic Zone Authority (PEZA), Cooperative Development Authority (CDA) and/or the DTI, as applicable
5. Certification of Precondition or Certificate of Non-Overlap from National Commission on Indigenous People (NCIP) for ancestral domains/lands, as applicable
6. Developer's Profile
7. Department of Agriculture (DA) Certification as specified in Chapter II of JAO 2008-1, Series of 2008, as applicable
8. Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable
9. Special Forest Land Use Agreement from Department of Environment and Natural Resources (DENR) if the site is within untenured forest lands, as per existing rules and regulations, as applicable
10. CARP Exemption based on HLURB certification that the land was classified prior to June 15, 1988 or Department of Agrarian Reform (DAR) Land Use Conversion, as applicable
11. Environmental Compliance Certificate (ECC) from DENR
12. Local Government Unit (LGU) Clearance and Locational Clearance to include current Business Permit
13. Proof of Payment of filing fees

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Applicant request for account thru REMB	
Applicant fills-out the application form and submits thru the EVOSS system the complete set of documentary requirements	BEMD checks the completeness and consistency of the submission within three (3) working days

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	If the submission is complete, the BEMD thru EVOSS notifies the Applicant to pay the processing fee within three (3) working days If submission is incomplete, the BEMD thru EVOSS notifies the Applicant to update the submission
Applicant resubmits the updated the application	If the submission is complete, the BEMD thru EVOSS notifies the Applicant to pay the processing fee within three (3) working days
Applicant pays thru the online payment facility or other modes of payment within three (3) working days Note: If failure to pay within three (3) working days, the Applicant will receive notification of disqualification	REMB-BEMD routes the application to LS for the simultaneous Technical and Legal Evaluation. If compliant with the Technical and Legal evaluation, REMB-BEMD informs the Applicant of the conduct to validate / inspect the Facility *Note: BEMD thru EVOSS notifies the Applicant of the schedule of the site inspection* If non-compliant with the Technical and Legal evaluation, REMB thru EVOSS notifies the Applicant to rectify the submission within five (5) working days
The Applicant rectified the submission within five (5) Working Days) *Note: Failure to rectify within 5 working days will result to disqualification of the application*	Concerned Division conducts re-evaluation of the submission If compliant with the Technical and Legal evaluation, REMB-BEMD informs the Applicant of the conduct to validate / inspect the Facility *Note: BEMD thru EVOSS notifies the Applicant of the schedule of the site inspection* If non-compliant, the BEMD thru EVOSS notifies the Applicant to rectify the submission within three (3) working days
The Applicant rectified the submission within three (3) Working Days) *Note: Failure to rectify within 5 working days will result to disqualification of the application*	Concerned Division conducts re-evaluation of the submission If compliant with the Technical and Legal evaluation, REMB-BEMD informs the Applicant of the conduct to validate / inspect the Facility *Note: BEMD thru EVOSS notifies the Applicant of the schedule of the site inspection* If non-compliant, the BEMD thru EVOSS notifies the Applicant thru a system generated e-mail on the disqualification

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Applicant agrees to the schedule of the facility inspection *Note: Failure to respond within 3 working will result to disqualification of the application*	The BEMD conducts facility inspection The BEMD prepares the recommendation / endorsement for the approval of the Certificate of Accreditation of the Facility thru the REMB Director If the REMB Director approved the Certificate of Accreditation of the Applicant, the Supervising Asst. Secretary acts on the Recommendation If the REMB Director disapproved the Certificate of Accreditation of the Applicant, BEMD thru EVOSS notifies the Applicant on the disqualification If the Supervising Asst. Secretary approved the Certificate of Accreditation of the Applicant, the Supervising Undersecretary acts on the Recommendation If the Supervising Asst. Secretary disapproved Certificate of Accreditation of the Applicant, the BEMD thru EVOSS notifies the Applicant on the Disqualification (End of Process) If the Supervising Undersecretary approved the Certificate of Accreditation of the Applicant, the DOE Secretary acts on the Recommendation If the Supervising Undersecretary disapproved the Recommendation / Endorsement of Certificate of Accreditation of the Applicant, the BEMD thru EVOSS notifies the Applicant on the Disqualification (End of Process) If the DOE Secretary approved the Certificate of Accreditation of the Applicant, REMB uploads a copy of the signed Certificate of Accreditation and notifies the Applicant on the Approved Accreditation If the DOE Secretary disapproved the Certificate of Accreditation of the Applicant, the BEMD thru EVOSS notifies the Applicant on the disqualification
Applicant picks-up the approved Certificate of Accreditation	
END OF TRANSACTION	

Processing Period: 36 Days

Application Fee: Php 9,200.00 or subject to the DOE Approved Schedule of Fees and Charges

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Issuance of Acknowledgement for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry

DOE-OIMB's issuance of Acknowledgment letter to prospective downstream oil players' notification of its engagement in any activity or business in the downstream oil industry and compliant to the submission of documentary requirements pursuant to Section 5 and 6 of the Implementing Rules and Regulations of RA 8479 or the Downstream Oil Industry Act.

DOE Bureau: Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Monitoring Division (OICMD)

Who May Avail: Entities intending to engage in any activity or business in the downstream oil industry

Documentary Requirements:

1. Application Form (OIMB/COR#002-NTEB Annex A)
2. Company Profile Form (OIMB/COR#002-NTEB Annex B)
3. Depot/Import Terminal Profile Form (OIMB/COR#002-NTEB Annex C)
4. Refinery Profile Form (OIMB/COR#002-NTEB Annex D)
5. Terminalling Profile Form (OIMB/COR#002-NTEB Annex E)
6. Supporting Documents
    a. Prior To Construction of the Facility/ies
        i. Building Permit
        ii. Zoning Clearance
        iii. Site Development Plan with sufficient description and supported by blue print copy with legend
        iv. Plant Layout Plan with sufficient description and supported by blue print copy with legend
        v. Environmental Compliance Certificate (ECC) of the site and the facilities
        vi. Prior to Engagement, Operation and Importation
    b. Prior to Engagement, Operation and Importation
        i. Business Registration from SEC/DTI
        ii. Business/Mayor's Permit (updated)
        iii. Fire Safety Inspection Certificate (FSIC)
        iv. Occupancy Permit
        v. Certificate of Accreditation as Importer
        vi. Bureau of Internal Revenue (BIR) Permits:
            1. BIR Registration
            2. Permit to Import Petroleum Products subject to Excise Tax
            3. Permit to Produce Biofuel Blended Gasoline and/or Diesel
            4. Permit to Operate Storage Facility/ies
        vii. Chemical Control Order (CCO) for importation of aviation gas
        viii. Land Transportation Office (LTO) OR and CR (1 copy per vehicle)
        ix. Bureau of Fire Protection (BFP) Conveyance Permit
        x. Department of Science and Technology (DOST) Calibration Certificate
        xi. Maritime Industry Authority (MARINA) Registry Number
        xii. Philippine Ports Authority (PPA) Certificate of Accreditation

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7. If the facilities are leased
    a. Lease Agreement/Contract with the owner of the facilities consistent with the applied activity/ies
        i. Storage
        ii. Blending
        iii. Distribution
        iv. Reailing
8. Prior to operation and importation – Accreditation as an Oil Industry Participant under the Fuel Bioethanol Program (for importers of gasoline only)
    a. Written Request for Accreditation
    b. Supporting Documents for Initial Issuance
    c. Permit to Import Denatured Alcohol and Produce Ethanol Blended Gasoline
    d. Permits to operate dedicated storage tanks and to import ethanol
    e. Permit to Operate to produce BiofuelBlended Gasoline (E-10)
    f. Location of tanks, Tank ID No., and Capacity (MB) duly approved by BIR
    g. Proof of technical and physical logistical capability to handle bioethanol products appropriate and commensurate to the scope of activity applied for DOE accreditation (provision of dedicated storage tanks and/or especially modified /retrofitted retail outlets where bioethanolblended products shall be marketed)
    h. Certificate of Compatibility of Equipment for alternative fuels issued by contractor
    i. Process Flowchart of Ethanol Importation and Ethanol blending facility
    j. Timetable of product launching or introduction of product into the market
    k. List, including addresses, of its retail outlets marketing E-gasoline, and the corresponding work, maintenance and/or retrofitting program to be undertaken to ensure compatibility of the retail outlet equipment/facility to handle and dispense E-gasoline products.
    l. Joint Venture Agreement/Supply Contract/Agreement (if the retail outlets selling bioethanol blended gasoline (E10) is not owned by the oil company applicant)

Notes:

Original copy of the above documents shall be presented to OIMB for authentication purposes Applicant

If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company

Procedure:

CLIENT STEPS	AGENCY ACTIONS
File application to Oil Industry Management Bureau	Review of completeness of documents against checklist of requirement If complete, issue Order of Payment for fees (Treasury) and Order of Submission (Records Management Division)

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	If incomplete, return to client.
Pay applicable fees	Process payment and issue Official Receipt
Submit of application to Records Management Division with copy of official receipt and order of submission	1. Official receipt of application 2. Endorse application to OIMB 3. Receive application and assign to respective division 4. Receive application and assign to respective section/ personnel 5. Evaluate/process application and prepare Acknowledgement letter as a registered entity 6. Require applicant to submit additional data/ information in support to the DOI Registration processing *Notes: (Waiting time for the additional requirement submission shall not be an added time to the processing days of the DOI Registration application)* *Notification (via mail or e-mail or phone call) is within three (3) days.* 7. Review and recommend approval of the evaluated application/Acknowledgment letter to applicant and recommend approval 8. Review and endorse to OBD for approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval 9. Review and endorse application for Director's approval 10. Review and approval of Acknowledgement letter to applicant as a registered entity 11. Release of signed Acknowledgement letter to OICMD
Receipt of signed Acknowledgement Letter	1. Release of application to client 2. File copy of the application and action for safekeeping 3. Provide copy to Records Management Division
END OF TRANSACTION	

Processing Period: Seven (7) Working Days

Application Fees:

Php. 1,000.00 - Notice to Engage in the business

Php 500.00 – Certificate of Accreditation under the Fuel Bioethanol Program

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Certificate of Accreditation as an Oil Industry Participant Under the Fuel Bioethanol Program

DOE - OIMB's issuance of Certificate of Accreditation to Oil Industry Participants who are compliant to the prescribed qualification criteria for the conduct of activities set forth in DC 2006-08- 0011 "Interim Guidelines for the Accreditation of the Oil Industry Participants in the Fuel Bioethanol Program" and the documentary requirements of the DOE under its Fuel Bioethanol Program

DOE Bureau: Oil Industry Management Bureau (OIMB)

Who May Avail: Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry engaged in the importation of gasoline

Documentary Requirements:

1. Written Request for Accreditation
2. Supporting Documents for Initial Issuance
    a. Permit to Import Denatured Alcohol and Produce Ethanol-Blended Gasoline issued by BIR*
    b. Permits to operate dedicated storage tanks and to import ethanol issued by BIR*;
    c. Permit to Operate to produce Biofuel Blended Gasoline (E-10) issued by BIR;
    d. Location of tanks, Tank ID No., and Capacity (MB) duly approved by BIR*;
    e. Proof of technical and physical logistical capability to handle bioethanol products appropriate and commensurate to the scope of activity applied for DOE accreditation (provision of dedicated storage tanks and/or especially modified /retrofitted retail outlets where bioethanol blended products shall be marketed);
    f. Certificate of Compatibility of Equipment for alternative fuels issued by contractor;
    g. Process Flowchart of Ethanol Importation and Ethanol Blending
    h. Timetable of product launching or introduction of product into the market
3. Joint Venture Agreement/Supply Contract/Agreement (if the retail outlets selling bioethanol blended gasoline (E10) is not owned by the oil company applicant)
4. Supporting Documents for Renewal
    a. Permit to Import Denatured Alcohol and Produce Ethanol-Blended Gasoline issued by BIR, if expired*
    b. Permits to operate dedicated storage tanks and to import ethanol issued by BIR, if expired*;

Notes:

Original copy of the above documents shall be presented to OIMB for authentication purposes

If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.

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Procedure:

CLIENT STEPS	AGENCY ACTIONS
File application to Oil Industry Management Bureau	Review of completeness of documents against checklist of requirement. If complete, issue Order of Payment for fees and Order of Submission If incomplete, return to client.
Pay Application fee	Process payment and issue Official Receipt
Submit of application to Records Management Division with copy of official receipt and order of submission	1. Official receipt of application 2. Endorse application to OIMB 3. Receive application and assign to respective division 4. Receive application and assign to respective section/ personnel 5. Evaluate/process application and prepare Acknowledgement letter as a registered entity 6. Require applicant to submit additional data/ information in support to the DOI Registration processing. *Notes: (Waiting time for the additional requirement submission shall not be an added time to the processing days of the DOI Registration application) Notification via mail or e-mail or phone call is within three (3) days.* 7. Supv. SRS to review and recommend approval of the evaluated application/ Acknowledgment letter to applicant 8. DC to review and endorse to OBD for approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval 9. AD to review and endorse application for Director's approval 10. Director to review and approval of Acknowledgement letter to applicant as a registered entity 11. Release of signed Acknowledgement letter to OICMD
Receipt of signed Acknowledgement Letter	1. Release of application to client 2. File copy of the application and action for safekeeping 3. Provide copy to Records Management Division
END OF TRANSACTION	

Processing Period: Seven (7) Working Days

Application Fee: PhP 500.00

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Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479

DOE-OIMB issuance of endorsement for Board of Investments (BOI) Registration to fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry pursuant to the requirements of Sections 1(b)(c) & 2b of the Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under Republic Act 8479

DOE Bureau: Oil Industry Competition and Monitoring Division (OICMD)

Who May Avail: Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry

Documentary Requirements:

1. Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry
2. Written Request for Endorsement
3. Detailed description of the project to be registered, indicating the timeframe, and target date of operation
4. Investment plan indicating the project cost and the list of facilities/ equipment for which incentives may be availed of

Notes:

Original copy of the above documents shall be presented to OIMB for authentication purposes

If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.

Procedure:

CLIENT STEPS	AGENCY ACTIONS
File application to Oil Industry Management Bureau	Review of completeness of documents against checklist of requirement • If complete, issue Order of Payment for fees (Treasury) and Order of Submission (Records Management Division) • If incomplete, return to client.
Pay Application fee	Process payment and issue Official Receipt
Submit of application to Records Management Division with copy of official receipt and order of submission	1. Official receipt of application 2. Endorse application to OIMB 3. Receive application and assign to respective division 4. Receive application and assign to respective section/ personnel 5. Evaluate / process the application and preparation of Memorandum of Approval (MOA), Endorsement Certificate (EC) to BOI and Acknowledgement letter to proponent/ applicant 6. Require applicant to submit additional data/ information in support to the DOE Endorsement for BOI Registration processing *Notes: (Waiting time for the additional requirement submission shall not be an added time to the processing days of the DOI*

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	Registration application) Notification via mail or e-mail or phone call) is within three (3) days 7. Supv. SRS to review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter 8. DC to review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter 9. AD to Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter 10. Director to approve the MOA, EC & Acknowledgement letter 11. Release the approved MOA, EC & Acknowledgement letter to OICMD
Receipt of signed Acknowledgement Letter	1. Release of application to client 2. File copy of the application and action for safekeeping 3. Provide copy to Records Management Division
END OF TRANSACTION	

Processing Period: 20 Working Days

Application Fee: PhP1,000.00

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Issuance of DOE Endorsement for BOI Incentives Availment of the Downstream Oil Industry under Republic Act 8479

DOE-OIMB issuance of endorsement for Board of Investments (BOI) Incentives Availment to fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry and the DOE Endorsement for BOI Registration pursuant to the requirements of Sections 1(b)(c) & 2b of the Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under Republic Act 8479

DOE Bureau: Oil Industry Competition and Monitoring Division (OICMD)

Who May Avail: Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry and the DOE Endorsement for BOI Registration

Documentary Requirements:

1. Written Request for Endorsement
2. Detailed description of the project that is subject for incentives availment
3. Description and details of equipment for importation (cost, supplier, loading date)
4. Commercial invoice/ Purchase order
5. Certificate of quality of equipment for importation
6. BOI Certificate of Registration of registered project prior to incentives availment

Notes:

Original copy of the above documents shall be presented to OIMB for authentication purposes

If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.

Procedure:

CLIENT STEPS	AGENCY ACTIONS
File application to Oil Industry Management Bureau	1. Review of completeness of documents against checklist of requirement 2. If complete, issue Order of Payment for fees (Treasury) and Order of Submission (Records Management Division) 3. If incomplete, return to client.
Pay Application fee	Process payment and issue Official Receipt
Submit of application to Records Management Division with copy of official receipt and order of submission	1. Official receipt of application 2. Endorse RMD application to OIMB 3. Receive application and assign to respective division 4. Receive application and assign to respective section/ personnel 5. Evaluation/ processing of application and preparation of the ff: 1) Complete Staff Work (CSW) Memo for Legal Services/ Certificate of CSW; 2) CSW Memo for Secretary, 3) Memorandum of Approval (MOA) and 4) Endorsement Certificate (EC) to BOI and 5) Letter of Acknowledgement to proponent/ applicant 6. Require applicant to submit additional data/ information in support to the DOE Endorsement for BOI Incentives Availment processing Notes: (Waiting time for the additional requirement

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	submission shall not be an added time to the processing days of the DOI Registration application) (Notification (via mail or e-mail or phone call) is within three (3) days 7. Review of CSW Memo, MOA, EC and Letter of Acknowledgement to proponent; Recommend approval for the issuance of MOA and EC 8. Review of CSW Memo, MOA, EC and Letter of Acknowledgement to proponent; Recommend approval for the issuance of MOA and EC 9. Review of CSW Memo, MOA, EC and Letter of Acknowledgement to proponent; Recommend approval for the issuance of MOA and EC 10. Endorsement for approval of the Secretary for the ff: CSW Memo, MOA, EC and Letter of Acknowledgement to proponent 11. Routing of OIMB's endorsement to OICMD for approval of MOA, EC and Letter of Acknowledgement to proponent 12. Release of endorsed evaluation (MOA, EC, CSW Memo and Letter of Acknowledgement to proponent) to Legal Services 13. Receipt of CSW Memo for Legal Services/ Certificate of CSW; Review and endorsement of the proposed approval (MOA and EC) to the Office of Secretary 14. Approval of MOA, EC and Letter of Acknowledgement to proponent 15. Release to OICMD of approved MOA, EC and Letter of Acknowledgement to proponent
Receipt of signed Acknowledgement Letter	1. Release of application to client 2. File copy of the application and action for safekeeping 3. Provide copy to Records Management Division
END OF TRANSACTION	

Processing Period: 20 Working Days

Application Fee: PhP1,200.00

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BUREAU OF FIRE PROTECTION (BFP)

Source: BFP Citizen's Charter 2020, 1st Edition (accessed as of 23 February 2021)

The Bureau of Fire Protection was created by virtue of RA 6975 primarily to perform the following functions:

1. Be responsible for the prevention and suppression of all destructive fires on building, houses and other structures; forest; land transportation vehicles and equipment; ships and vessels docked at piers or wharves anchored in major sea ports; petroleum industry installations; plane crashes; and other similar activities
2. Be responsible for the enforcement of the Fire Code of the Philippines (PD 1185) and other related laws;
3. Shall have the power to investigate all causes of fires and if necessary, file the proper complaint with the city or provincial prosecutor who has jurisdiction over the case;
4. In the time of national emergency, all elements of the BFP shall upon direction of the President, assist the AFP in meeting the national emergency; and
5. Shall establish at least one (1) fire station with adequate personnel, firefighting facilities and equipment in every provincial capital, city and municipality subject to standard rules and regulations as maybe promulgated by

Contact Details:

https://bfp.gov.ph/
Agham Road, Sitio San Roque, Brgy. Bagong Pag-Asa 1105 Quezon City
(02) 8426-0246 / (02) 8426-0219
ofc@bfp.gov.ph

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Fire Safety Evaluation Clearance (FSEC) Application - Regular (Simple)

A document issued by the BFP as a prerequisite for the grant of Building Permit by the Office of Building Official having jurisdiction upon determination that the evaluated plans are compliant with Republic Act 9514 and its Revised Implementing Rules and Regulations.

Office: Fire Station or Lone District Fire Office

Classification: Simple Transaction

Refers to applications for any of the following structures whose floor area does not exceed 1,500 square meters:

1. Single dwelling residential building of not more than three floors/storey
2. Commercial buildings of not more than two (2) floors/storey
3. Renovation within a mall with issued building permit
4. Warehouse storing non-hazardous substance.

Documentary Requirements:

1. Accomplished application form for Fire Safety Evaluation Clearance (FSEC)
2. Architectural documents (3 original copies)
3. Civil documents (3 original copies)
4. Electrical documents (3 original copies)
5. Mechanical documents (3 original copies)
6. Plumbing documents (3 original copies)
7. Electronics documents (3 original copies)
8. Sanitary documents (3 original copies)
9. Fire Protection documents (3 original copies)
10. Cost Estimate of the building including labor cost duly notarized
11. Fire Safety Compliance Report (FSCR), if required
12. Fire Safety Clearance for Welding, Cutting, and Other Hot Work Operations (if required)

Procedure:

CLIENT STEPS	AGENCY ACTION
Completely fill-out necessary information in the application form	Issue a queuing number and application form and instruct the applicant to complete the necessary information.
Submit the filled-out application form and the required documents in the checklist of requirements	Receive from the applicant all documents required in the checklist of requirements.
	Check the completeness of the submitted documents.
	Record to the Official Log Sheet the name of applicant, owner of the establishment, the time and date of application. (In case of lacking requirements, the CRO shall immediately return the application to the applicant together with the FSIC Application Disapproval Form for compliance).
	Endorse the application to the Fire Code Assessor (FCA) for assessment.
The applicant shall wait for the queuing number to be called by the Fire Code	Compute the fire code fees/ taxes

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Assessor (FCA) for the release of Order of Payment Slip (OPS)	
Receive the Order of Payment Slip (OPS)	Call the applicant's queuing number and issue the Order of Payment Slip (OPS)
The applicant shall pay the assessed amount indicated in the OPS to the Fire Code Collecting Agent (FCCA)	Call the applicant's queuing number.
Receive the Official Receipt (OR)	Receive payment from applicant and issue Official Receipt (OR), then compile copy of OR
Present the OR to the CRO	Require the applicant to present original copy of the OR
Receive the Claim Stub	Check copy of OR and record to the Official Log Sheet the amount paid, OR Number, and Date of Payment, then issue Claim Stub to applicant.
	Endorse the application documents together with the required sets of building plans as the case may be to Chief Fire Safety Enforcement Section/Unit (FSES/FSEU).
	Assign Building Plan Evaluator (BPE) who will review/ evaluate the plans and specifications.
	Review/ evaluate building plans and accomplish Fire Safety Checklist, FSEC or Notice of Disapproval (NOD) for FSEC as the case may be, and make appropriate recommendations/ findings.
	Review/ evaluate the recommendations/ findings of BPE and recommends to City/Municipal Fire Marshal (C/MFM) or District Fire Marshal (for lone District Fire Office) the issuance of FSEC or NOD for FSEC as the case may be.
	Make the final review/evaluation of the Chief FSES/ FSEU's recommendation for disposition.
	Approve/ disapprove, and sign three (3) copies of FSEC or NOD (for FSEC) as the case maybe.
	Endorse application documents to the CRO
	Record in the Official Log Sheet the FSEC or NOD as the case may be, number, date approved, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSEC or NOD to the designated Records Custodian.
Acknowledge in the logbook and claim the FSEC/ NOD.	Release FSEC or NOD as the case may be, and other pertinent documents to applicant or authorized representative upon presentation of Claim Stub. Endorse one (1) set of plan to the BO as well as duplicate copy of FSEC, FSC or NOD as the case may be.
END OF TRANSACTION	

Processing Period: Three (3) Working Days

Fees:

1. Application Fee: Php200
2. One-tenth of one per centum (0.1%) of the verified estimated value of the building but not more than Php50,000.00

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Fire Safety Evaluation Clearance (FSEC) Application - Regular (Complex)

A document issued by the BFP as a prerequisite for the grant of Building Permit by the Office of Building Official having jurisdiction upon determination that the evaluated plans are compliant with Republic Act 9514 and its Revised Implementing Rules and Regulations.

Office: Fire Station or Lone District Fire Office

Classification: Complex Transaction

Applicable to all types of occupancies (e.g. Assembly, Educational, Day Care, etc.) except for the following:

1. Simple structures/buildings whose floor area does not exceed 1,500 square meters:
    a. Single dwelling residential not more than three (3) storeys in height
    b. Commercial building not more than two (2) storeys in height
    c. Renovation to a mall with issued building permit; and
    d. Warehouse storing non-hazardous materials
2. Special structures (e.g. Aerodrome facilities, fixed guideway transit and passenger rail systems, wind turbine energy generating facilities, etc.)

Documentary Requirements:

1. Accomplished application form for Fire Safety Evaluation Clearance (FSEC)
2. Architectural documents (3 original copies)
3. Civil documents (3 original copies)
4. Electrical documents (3 original copies)
5. Mechanical documents (3 original copies)
6. Plumbing documents (3 original copies)
7. Electronics documents (3 original copies)
8. Sanitary documents (3 original copies)
9. Fire Protection documents (3 original copies)
10. Cost Estimate of the building including labor cost duly notarized
11. Fire Safety Compliance Report (FSCR), if required
12. Fire Safety Clearance for Welding, Cutting, and Other Hot Work Operations (if required)

Procedure:

CLIENT STEPS	AGENCY ACTION
Completely fill-out necessary information in the application form	Issue a queuing number and application form and instruct the applicant to complete the necessary information.
Submit the filled-out application form and the required documents in the checklist of requirements	Receive from the applicant all documents required in the checklist of requirements.
	Check the completeness of the submitted documents.
	Record to the Official Log Sheet the name of applicant, owner of the establishment, the time and date of application. (In case of lacking requirements, the CRO shall immediately return the application to the applicant together with the FSIC Application Disapproval Form for compliance).
	Endorse the application to the Fire Code Assessor (FCA) for assessment.

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The applicant shall wait for the queuing number to be called by the Fire Code Assessor (FCA) for the release of Order of Payment Slip (OPS)	Compute the fire code fees/ taxes
Receive the Order of Payment Slip (OPS)	Call the applicant's queuing number and issue the Order of Payment Slip (OPS)
The applicant shall present and pay the assessed amount indicated in the OPS to the Fire Code Collecting Agent (FCCA)	Call the applicant's queuing number.
Receive the Official Receipt (OR)	Receive payment from applicant and issue Official Receipt (OR), then compile copy of OR
Present the OR to the CRO	Require the applicant to present original copy of the OR
Receive the Claim Stub	Check copy of OR and record to the Official Log Sheet the amount paid, OR Number, and Date of Payment, then issue Claim Stub to applicant.
	Endorse the application documents together with the required sets of building plans as the case may be to Chief Fire Safety Enforcement Section/Unit (FSES/FSEU).
	Assign Building Plan Evaluator (BPE) who will review/ evaluate the plans and specifications.
	Review/ evaluate building plans and accomplish Fire Safety Checklist, FSEC or Notice of Disapproval (NOD) for FSEC as the case may be, and make appropriate recommendations/ findings.
	Review/ evaluate the recommendations/ findings of BPE and recommends to City/Municipal Fire Marshal (C/MFM) or District Fire Marshal (for lone District Fire Office) the issuance of FSEC or NOD for FSEC as the case may be.
	Make the final review/evaluation of the Chief FSES/ FSEU's recommendation for disposition.
	Approve/ disapprove, and sign three (3) copies of FSEC or NOD (for FSEC) as the case maybe.
	Endorse application documents to the CRO
	Record in the Official Log Sheet the FSEC or NOD as the case may be, number, date approved, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSEC or NOD to the designated Records Custodian.
Acknowledge in the logbook and claim the FSEC/ NOD.	Release FSEC or NOD as the case may be, and other pertinent documents to applicant or authorized representative upon presentation of Claim Stub. Endorse one (1) set of plan to the BO as well as duplicate copy of FSEC, FSC or NOD as the case may be.
END OF TRANSACTION	

Processing Period: Seven (7) Working Days

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Fees:

1. Application Fee: Php200
2. One-tenth of one per centum (0.1%) of the verified estimated value of the building but not more than Php50,000.00

   Formula: Verified estimated value x 0.001; Payment should be < Php50,000.00

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Fire Safety Evaluation Clearance (FSEC) Application - Process at OSCP

A document issued by the BFP as a pre-requisite for the issuance of Business or Mayor's A document issued by the BFP as a prerequisite for the grant of Building Permit by the Office of Building Official having jurisdiction upon determination that the evaluated plans are compliant with Republic Act 9514 and its Revised Implementing Rules and Regulations.

Classification: Simple Transaction

Applicable to the following structures whose floor area does not exceed 1,500 square meters:

1. Single dwelling residential building of not more than three floors/storey
2. Commercial buildings of not more than two (2) floors/storey
3. Renovation within a mall with issued building permit
4. Warehouse storing non-hazardous substance.

Documentary Requirements:

1. Accomplished Unified Application Form (UAF) or application form for Fire Safety Evaluation Clearance (FSEC)
2. Architectural documents (3 original copies)
3. Civil documents (3 original copies)
4. Electrical documents (3 original copies)
5. Mechanical documents (3 original copies)
6. Plumbing documents (3 original copies)
7. Electronics documents (3 original copies)
8. Sanitary documents (3 original copies)
9. Fire Protection documents (3 original copies)
10. Cost Estimate of the building including labor cost duly notarized
11. Fire Safety Compliance Report (FSCR), if required
12. Fire Safety Clearance for Welding, Cutting, and Other Hot Work Operations (if required)
13. Copy of valid professional licenses

Procedure:

CLIENT STEPS	AGENCY ACTION
Submit the filled-out Unified Application Form (UAF)/ BFP Application Form and complete 4 sets of documentary requirements at the receiving window of OSCP	Receive from the OBO Monitoring Officer and acknowledge in the routing slip the receipt of all the documents required in the checklist of requirement. Record the details of all the documents required in the checklist of requirement in the BFP logbook. Forward all the documents required in the checklist of requirement to the BFP Liaison Personnel (BLP) for transmittal to the Fire Station. Note: Plan evaluation can be done in the OSCP backroom depending on the availability of BFP personnel Transmit all the documents required in the checklist of requirements to the Chief, FSES for the designation of Building Plan Evaluator (BPE). Note: Transmittal of documents shall be done twice a day. Application filed on or

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	before 11:30 AM shall be transmitted to the Fire Station before noon, while those filed on or before 3:00 PM shall be transmitted to the Fire Station before 3:30 PM.
	Assign Building Plan Evaluator (BPE) who will review/ evaluate the submitted design plans, calculations and its specifications in the checklist of requirements.
	Evaluate the design plans, calculations & its specifications of the required documents and provide necessary findings & recommendations reflected in the Fire Safety Checklist (FSC) and prepare either FSEC or Notice of Disapproval (NOD).
	Review/evaluate the recommendations/ findings of BPE and recommend to City/Municipal Fire Marshal (C/MFM) or District Fire Marshal (for Lone District Fire Office) the issuance of FSEC or NOD as the case may be.
	Make the final review/evaluation of the Chief FSES/ FSEU's recommendation for appropriate disposition.
	Approve/ disapprove, and sign three (3) copies of FSC for FSEC or FSC for NOD as the case may be. Provide/assign the corresponding control number intended for the application. *Note: In both cases of approval or disapproval, all 3 sets of plans shall bear the name and signature of the Fire Marshal and shall be stamped either "APPROVED" or "DISAPPROVED". It shall also indicate the checklist number and date; FSEC number and date as the case may be.*
	Endorse back all the documents required in the checklist of requirements, including the 3 sets of FSC for FSEC or FSC for NOD as the case may be, to the BLP for transmittal to the CRO at the OSCP
	Transmit back all the documents required in the checklist of requirements, including the 3 sets of FSC for FSEC or FSC for NOD as the case may be, to the CRO at the OSCP
	Receive from BLP all the documents required in the checklist of requirements, including the FSC for FSEC or FSC for NOD as the case may be.
	Endorse to the OBO Monitoring Officer the 3 sets of plans only if it is approved for review and approval.
	Record in the logbook the details of the transmitted documents. For approved application, assess the Fire Code Construction Tax due to the owner/ applicant in coordination with the OBO and accomplish the Order of Payment Slip (OPS) and endorse to the OBO. Note: This is to be done through sharing of information for purposes of determining whichever the higher value between BFP or OBO; the higher value shall be the basis of assessment to be reflected in the OPS.
	In cases of disapproved application, all the documents required in the checklist of requirements, including the FSC for NOD shall immediately endorse to the OBO for the

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	speedy information to the client about the status of the application
Present the claim stub and receive the OPS.	Issue the Order of Payment Slip (OPS) together with OBO.
The applicant shall pay the assessed amount indicated in the OPS to the Fire Code Collecting Agent (FCCA)	Receive the amount due for the BFP through the Cashier, issue the corresponding OR to the applicant through the Cashier, keep a copy of the receipt and record in the OPS and logbook the details of the payment
	Endorse to the CRO/FCA the OPS for the details to be reflected in the FSC and FSEC.
	Receive and reflect the details of the payment in the FSC and FSEC.
	Record in the Official Log Sheet the FSEC or NOD as the case may be, number, date approved, name of applicant/owner and name of establishment, OR number and amount paid.
	Release the FSC and its FSEC or FSC and its NOD as the case may be to the OBO Releasing Officer and the 3 sets of required documents for proper distribution to Client, OBO and BFP
Claim and acknowledge the requirements mentioned in the FSC and the releasing logbook for FSEC or if not compliant, the FSC and its NOD together with the applied complete required documents as the case maybe.	Claim from the OBO Releasing Officer at the releasing window the released FSC and its FSEC for the archiving BFP copy, the one (1) set mentioned in the Checklist of requirements or the FSC and its NOD as the case may be.
	Transmit the documents back to the Fire Station for profiling the duplicate copy of the FSC and its FSEC together with the one (1) set mentioned in the Checklist of requirements or the FSC and its NOD by the designated Records Custodian.
END OF TRANSACTION	

Processing Period: Three (3) Working Days

Fees:

One-tenth of one per centum (0.1%) of the verified estimated value of the building but not more than Php50,000.00

Formula: Verified estimated value x 0.001; Payment should be < Php50,000.00

Navigate to General Business Procedures

Fire Safety Inspection Certificate (FSIC) Application for New Business with Valid FSIC Issued During Occupancy Permit Stage

A document issued by the BFP as a pre-requisite for the issuance of Business or Mayor's Permit, Accreditation for Hospitals, Permit to Operate, PHILHEALTH Accreditation for Hospitals, DOH License to Operate and other permits and licenses being issued by other government agencies valid for one (1) year from the date of issuance unless revoked/cancelled.

Office: Fire Station/Lone District or Business One Stop Shop (BOSS)

Documentary Requirements:

13. Accomplished application form for FSIC if applied at Fire Station/Lone District or Unified Application Form (UAF) if applied at BOSS
14. Certified True Copy of Valid Certificate of Occupancy
15. Assessment of Business Permit Fee/ Tax Assessment Bill from Business Processing and Licensing Office (BPLO)
16. Affidavit of Undertaking that there was no substantial changes made on building/ establishment
17. Fire Safety Maintenance Report (FSMR), if required
18. Copy of Fire Insurance, if necessary

Procedure:

CLIENT STEPS	AGENCY ACTION
Completely fill-out necessary information in the application form	Issue a queuing number and application form and instruct the applicant to complete the necessary information.
Submit the filled-out application form and the required documents in the checklist of requirements	Receive from the applicant all documents required in the checklist of requirements.
	Check the completeness of the submitted documents.
	Record to the Official Log Sheet the name of applicant, owner of the establishment, the time and date of application. (In case of lacking requirements, the CRO shall immediately return the application to the applicant together with the FSIC Application Disapproval Form for compliance).
The applicant shall wait for the queuing number to be called by the Fire Code Assessor (FCA) for the release of Order of Payment Slip (OPS)	Endorse the application to the Fire Code Assessor (FCA) for assessment.
	Compute the fire code fees/ taxes
Receive OPS	Call the applicant's queuing number and issue the Order of Payment Slip (OPS)
The applicant shall pay the assessed amount indicated in the OPS to the Fire Code Collecting Agent (FCCA)	Call the applicant's queuing number.
Receive the Official Receipt (OR)	Receive payment from applicant and issue Official Receipt (OR), then compile copy of OR

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Present the OR to the CRO	Require the applicant to present original copy of the OR
Receive the Claim Stub	Check copy of OR and record to the Official Log Sheet the amount paid, OR Number, and Date of Payment, then issue Claim Stub to applicant.
	Verify validity Certificate of Occupancy and refer the application documents to Chief Fire Safety Enforcement Section/Unit (FSES/FSEU) for issuance of FSIC for Business Operation
	Review/ evaluate the referral of CRO and forward his/ her recommendation to the City/ Municipal Fire Marshal (C/MFM) or District Fire Marshal (for Lone District Fire Office) for issuance of FSIC for Business Operation.
	Approve and sign three (3) copies of FSIC for Business Operation and forward the same to the CRO
	Record in the Official Log Sheet the FSIC Number, date approved and validity. Provide duplicate copy of FSIC to the designated BFP Records Custodian.
Present the Claim Stub, acknowledge in the logbook and claim the FSIC.	Release the FSIC to the applicant or Authorized Representative upon presentation of the Claim Stub. Endorse copy of the FSIC to the Business Processing and Licensing Office (BPLO).
END OF TRANSACTION	

Processing Period: One (1) day

Fees:

1. Fifteen percent (15%) of all fees charged by LGU but in no case shall be lower than Php500.00
2. If applicable, compute the appropriate fees in accordance to volume capacities provided in the following:
   a) Storage Fee
   b) Conveyance Fee

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Fire Safety Inspection Certificate (FSIC) Application for New Business without Valid FSIC for Occupancy Issued and with Occupancy Certificate Not Filed After Nine (9) Months from Issuance

A document issued by the BFP as a pre-requisite for the issuance of Business or Mayor's Permit, Accreditation for Hospitals, Permit to Operate, PHILHEALTH Accreditation for Hospitals, DOH License to Operate and other permits and licenses being issued by other government agencies valid for one (1) year from the date of issuance unless revoked/cancelled.

Office: Fire Station/Lone District or Business One Stop Shop (BOSS)

Documentary Requirements:

1. Accomplished application form for FSIC if applied at Fire Station/Lone District or Unified Application Form (UAF) if applied at BOSS
2. Assessment of Business Permit Fee/ Tax Assessment Bill from Business Processing and Licensing Office (BPLO)
3. Copy of Fire Insurance, if necessary

Procedure:

CLIENT STEPS	AGENCY ACTION
Completely fill-out necessary information in the application form	Issue a queuing number and application form and instruct the applicant to complete the necessary information.
Submit the filled-out application form and the required documents in the checklist of requirements	Receive from the applicant all documents required in the checklist of requirements.
	Check the completeness of the submitted documents.
	Record to the Official Log Sheet the name of applicant, owner of the establishment, the time and date of application. (In case of lacking requirements, the CRO shall immediately return the application to the applicant together with the FSIC Application Disapproval Form for compliance).
The applicant shall wait for the queuing number to be called by the Fire Code Assessor (FCA) for the release of Order of Payment Slip (OPS)	Endorse the application to the Fire Code Assessor (FCA) for assessment.
	Compute the fire code fees/ taxes
Receive OPS	Call the applicant's queuing number and issue the Order of Payment Slip (OPS)
The applicant shall pay the assessed amount indicated in the OPS to the Fire Code Collecting Agent (FCCA)	Call the applicant's queuing number.
Receive the Official Receipt (OR)	Receive payment from applicant and issue Official Receipt (OR), then compile copy of OR
Present the OR to the CRO	Require the applicant to present original copy of the OR

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Receive the Claim Stub	Check copy of OR and record to the Official Log Sheet the amount paid, OR Number, and Date of Payment, then issue Claim Stub to applicant.
	Schedule the fire safety inspection, assign Fire Safety Inspector (FSI), and issue an Inspection Order (IO)
Acknowledges the IO and AIR.	Proceed to the establishment and request acknowledgement of the IO from any responsible person in the building, structure or facility. Conduct validation of the tax bill for possible uncollected payment of fees/ taxes prescribed under RA 9514 and IRR and conduct fire safety inspection and immediately prepare an After-Inspection Report (AIR) and recommend for issuance of FSIC for business. Before leaving the premises, establishment/ building owner, occupant, or any duly authorized representative shall acknowledge the AfterInspection Report (AIR) and furnished with a copy
	Submit a copy of the AIR to the Chief, FSES/Chief, FSEU.
	Review/ evaluate the findings of FSI and recommend to the City/Municipal Fire Marshal (C/MFM) or District Fire Marshal (for Lone District Fire Office) the issuance of FSIC or NTC as the case maybe.
	Approve and sign three (3) copies of FSIC or NTC in case there is a violation of the Fire Code and forwards the same to the CRO or releasing clerk, for release.
	Record in the Official Log Sheet the FSIC Control number, date approved. Provide duplicate copy of FSIC/NTC in case there is a violation of the Fire Code to the designated Records Custodian
Present the Claim Stub, acknowledge in the logbook and claim the FSIC/NTC.	Release the FSIC to the applicant or Authorized Representative upon presentation of the Claim Stub. For NTC forward to FSI and shall be served to the applicant or Authorized Representative. Endorse copy of FSIC/NTC as the case maybe to the Business Processing and Licensing Office (BPLO).

Processing Period: Three (3) days

Fees:

1. Fifteen percent (15%) of all fees charged by LGU but in no case shall be lower than Php500.00
2. If applicable, compute the appropriate fees in accordance to volume capacities provided in the following:
   a) Storage Fee
   b) Conveyance Fee
   c) Hotworks Fee

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DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (DICT)

The Department of Information and Communications Technology (DICT) shall be the primary policy, planning, coordinating, implementing, and administrative entity of the Executive Branch of the government that will plan, develop, and promote the national ICT development agenda. (RA 10844)

Contact Details:

www.dict.gov.ph
C.P Garcia Avenue, Diliman, Quezon City
(+632) 8920 0101 (local 1004)
information@dict.gov.ph

Navigate to General Business Procedures

Independent Tower Company Registration

Source: https://commontower.gov.ph/ (accessed as of 23 February 2021)

All entities engaged in the business of constructing, managing, or operating one or more Passive Telecommunications Tower Infrastructures (PTTIs) in the Philippines shall apply for registration with the DICT,

Minimum Qualifications for ICT Registration:

Applicant ITCs should have at least the relevant construction experience, registration, license, and financial capacity of, or equivalent to, a contractor falling under Category A or higher of the Philippine Contractors Accreditation Board to qualify.

Documentary Requirements:

1. Duly accomplished and notarized Application Form
2. Cover Letter e-signed using PNPKI Digital Certificate as required under DC No. 011, s. 2020.
3. Board Resolution or notarized Secretary's Certificate designating an Authorized Representative to file the application
4. Securities and Exchange Commission (SEC) Certificate of Registration
5. SEC Articles of Incorporation
6. By-Laws
7. Latest General Information Sheet (GIS)
8. Latest Audited Financial Statements stamped received by the Bureau of Internal Revenue (BIR)
9. BIR Registration
10. Mayor's/Business Permit for the current year
11. Board Resolution or notarized Secretary's Certificate authorizing the filing of the application
12. Notarized Corporate Certification indicating that no MNO or "Related Party" thereto, as defined by the rules and regulations issued by the SEC, owns, directly or indirectly, any equity, whether in whole or in part, in the ITC
13. Acceptable documentary evidence indicating that the applicant, or any of its joint venture partners or affiliates, has the relevant construction experience, registration, license, and financial capacity of, or equivalent to, a contractor falling under Category A, or higher, of the PCAB

Procedure:

1. Fill-up Application Form accessible at: ITC Registration Page (https://commontower.gov.ph/registration/), and attach complete documentary requirements.
2. Verify contents and attachments, and confirm submission of online application.
3. Print-out and sign under oath the generated Application Form.
4. Submit the duly signed and executed Application Form complete with supporting documentary requirements to the DICT, either personally or by courier/mail, postage prepaid, in accordance with DC 011 (s. 2020).
5. The DICT authorized personnel shall checklist the documentary submissions. If incomplete, the Applicant shall be informed of any additional information/document required. If complete, the Order to Pay the initial Processing Fee for Phase I review

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shall be sent to the Applicant. The Applicant shall be contacted through the contact details provided in the Application Form.

6. The Applicant should pay the initial Processing Fee and send proof of payment to DICT via email reply to application.itc@dict.gov.ph.
7. After confirming payment of initial Processing Fee, DICT shall commence review of the application.
8. If application is denied, the Applicant will be notified of the reason for disapproval.
9. If application is approved, the Applicant will receive an Order to Pay the balance amount as Processing Fee for Phase II review.
10. After complete payment of Processing Fee for Phase II, the Applicant shall send proof of payment to DICT via email reply to application.itc@dict.gov.ph.
11. Within a reasonable time after confirming full payment of the Processing Fees, approved ITC Certificate of Registration will be mailed directly to the Applicant via courier, or may be picked up from the DICT Central Office, at the option of the Applicant.

Validity: Five (5) years and renewable for the same period.

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DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST)

Source: *DOST Administrative Circular No. 002 (s. 1992) on DOST Guidelines for Certification of Foreign Investments in Advanced Technology*

Executive Order No. 128 mandates the DOST to "provide central direction, leadership and coordination of scientific and technological efforts and ensure that the results therefrom are geared and utilized in areas of maximum economic and social benefits for the people".

Contact Detials:

www.dost.gov.ph
DOST Building, Gen. Santos Ave., Bicutan, Taguig City
(+632) 8837 2071 to 82 / (+632) 8837 2937
http://helpdesk.dost.gov.ph/alldirectory
pcieerd@pcieerd.dost.gov.ph

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Certification of Foreign Investments in Advanced Technology

Advanced technologies are high technologies or emerging technologies. These are based on modern scientific knowledge of biological and physical sciences, and require advanced knowledge of solid-state physics, chemistry, materials science and engineering, information technology.

Advanced technology shall also include a higher degree or form of technology than what is domestically available and needed for the development of certain industries, as shall hereinafter be prescribed.

Criteria for DOST Certification:

In addition to the definition of Advance Technology, all applications shall be evaluated in accordance with the following criteria in so far as are applicable:

1. Extent to which technological advances are applied and adapted to local conditions;
2. Impact on productivity and efficiency;
3. Innovativeness/novelty of the product/processes or equipment to be developed; and
4. Extent of technology transfer to local manpower

Preference for fifteen (15) Leading Edges and Job-Creating Industries

In areas involving advanced technology for which the DOST may give certification, the areas included in the fifteen (15) leading edges under the Science and Technology Master Plan (STMP) of which emerging technologies is one, as well as job-creating industries or enterprises shall be given preference.

15 Leading Edges as identified by DOST:

- Agriculture
- Marine Fisheries and Aquaculture
- Construction Industry
- Electronics, Instrumentation, and Controls
- Energy
- Food and Feed Industry
- Forestry and Natural Resources
- Information Technology
- Metals and Engineering
- Mining and Minerals
- New and Emerging Technologies
- Pharmaceutical Industry
- Processing
- Textiles
- Transportation

Documentary Requirements:

Pre Evaluation Requirements

Before the DOST shall act on any application for certification, the following must be complied with or satisfactorily shown:

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1. Duly accomplished application form as prescribed by the DOST (Annex A), together with the documents or exhibits in support of the requirements under Nos. 2 and 3 below, as follows:
    a. Securities and Exchange Commission (SEC) Certificate of Registration, and Articles of Incorporation/Partnership and By-Laws;
        i. For a new project, this may be submitted as part of pre-registration requirements.
        ii. For existing and expanding projects whose existing operating is not registered with the Board, this must be submitted.
        iii. For expanding project, whose existing operation is registered with the Board, this requirement is waived.
    b. Copy of the company's Audited Financial Statement (AFS) and Income Tax Return (ITR) for the past three (3) years or for the period the applicant has been in operation if less than three (3) years.
    c. Board Resolution authorizing an officer to sign in behalf of the applicant enterprise. For domestic existing and expanding projects whose existing operations are not registered with the Board, this must be submitted, otherwise this may be waived; and
    d. Project Report or Feasibility Study
        i. For the activities listed in the IPP (new)
        ii. For the activities listed in the IPP (Expansion, Different Product Line)
        iii. For the activities listed in the IPP (Expansion, same Product Line)
        iv. Existing Projects
2. Presentation by the applicant of any specific description of the line of activity, business, technology, or any such description that would indicate the areas in which the applicant is intending to invest, together with a project report or feasibility study;
3. That once approved, the applicant will and has the capability to invest in areas involving advanced technologies, which may be shown by appropriate documents. The applicant must also submit a foreign investor backgrounder or profile that must include the areas of technology, activity or business it has already ventured into, here or abroad.

Note: Proof of financial capacity (Sworn Statement of Assets and Liabilities and latest Income Tax Return) of Principal Stockholders may be required only for new products and on a case to case basis.

Environmental Assessment

If considered necessary by the DOST, an assessment of the impact on ecology and the environment may be required in accordance with existing laws.

Procedure:

1. Applicants must accomplish three (3) copies of the Application Form which can be obtained from the Office of the Undersecretary for Research and Development, DOST, the One Stop Action Center of the Board of Investments (BOI), the Department of Trade and Industry, and the Securities and Exchange Commission (SEC).
2. These shall be submitted, together with the requirements, to the Office of the Undersecretary for Research and Development, DOST. The Undersecretary for Research and Development, or his assigned representative, shall check the

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application for completeness, after which it shall be indicated that the application had been duly accepted.

3. The Undersecretary for R&D shall then proceed to evaluate the application according to the criteria enumerated under Section D hereof and shall render a decision within fifteen (15) working days from official receipt of the application. After the application had been approved, and a certification is issued, the Office of the Undersecretary for R&D shall cause to transmit one copy thereof to the applicant, and another copy to the SEC or the Bureau of Trade Regulation and Consumer Protection (BTRCP) as the case may be.

Note:

The Undersecretary for Research and Development of the DOST may, after evaluating any application according to the criteria herein provided, approve such application and issue a certification therefore under his signature. The Secretary, DOST, however, may in appropriate cases, review such approval and accordingly alter, modify or otherwise reverse such approval which will result in the cancellation of any certificate issued in connection therewith.

Any application disapproved by the Undersecretary for R&D may be appealed to the Secretary, DOST, within 60 days from receipt of such disapproval.

The certification issued in accordance with the guidelines set shall serve only as proof that the area in which the investment is to be made involves advanced technology, as determined herein, and does not give any other right whatsoever, to the recipient thereof. Such certification is being issued as a requirement for registration under Republic Act No. 7042 otherwise known as the Foreign Investments Act of 1992.

Filing Fee: PhP 500.00

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DEPARTMENT OF TOURISM (DOT)

Source: *DOT Citizen's Charter 2021, 2nd Edition (accessed as of 04 May 2021)*

The Department of Tourism (DOT) is the primary government agency charged with the responsibility to encourage, promote, and develop tourism as a major socio-economic activity to generate foreign currency and employment and to spread the benefits of tourism to both the private and public sector.

Contact Details:

www.tourism.gov.ph
351 Senator Gil Puyat Ave., Makati City
(+632) 8459 5200 to 8459 5230
http://tourism.gov.ph/diroffices.aspx

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Endorsement of Tourism Development Projects to the Board of Investment (BOI) and Philippine Economic Zone Authority (PEZA)

Procedure for agency endorsement of tourism development projects to appropriate government agencies for the availment of business incentives and grant of permits, clearances and franchises

Office: Project and Investment Evaluation Division

Who may avail: Qualified private tourism project developers/owners listed in IPP (Investment Priorities Plan) who want to avail business incentives, permits and clearances from government incentive giving agencies.

Documentary Requirements

General Requirements

1. DOT OTSR PIED Form 001
2. Municipal/City Government's certification or approval of development project/activity in favor of the proponent/owner/Building Permit/Environmental Compliance Certificate
3. Project Description Outline
4. Feasibility Study with statistical data that shows the need to construct an additional accommodation facility in the concerned location/region (Accommodation Establishments only)
5. Vicinity/Location Map & Site Development Plan
6. Typical floor plans & elevators of all structures & facilities preferably signed by a Licensed Architect. Exterior perspective or 5" x 7" reproduction of the same. Facilities for PWD to include room allocation. One PWD room for every 50 up to 150 rooms, and 1 for every 100 rooms thereof, for less than 50 rooms at least one PWD room
7. Copies of the Bureau of Lands Location (Survey) Plan and Certificate of Land Ownership or Lease Contract or Rights or any agreement entered into for the development of the land. In the absence of the title/s to the property/ies, submit Affidavit of Ownership

Specific Requirements

1. For Corporation/Partnership/Association and Other Entities:
   a) Certified true copy of the applicant's Articles of Incorporation/Partnership (amended copy, if applicable)
   b) Notarized Board Resolution authorizing the following:
      - Authority to sign the application
      - Authority to transact business with the Department
      - Authority to file the application
2. For Single/Sole Proprietorship:
   a) Notarized authorization letter from the owner authorizing the following:
      - Authority to transact business with the Department
      - Authority to file the application certified true copy of the applicant's Bureau of Trade and Consumer Protection
      - Certificate of Registration (BTCPCR) issued by DTI.

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Process

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Submit the DOT OTSR PIED Form 001 and all the Documentary Requirements thru email	Check the completeness of the application documents. Acknowledge receipt of complete documents for evaluation / appropriate action. Incomplete application documents will be returned to the proponent for completion.	1 day
	Evaluate documents and prepare transmittal memorandum to the Office of the OIC Undersecretary for TRCRG and Endorsement Letter to BOI / PEZA together with the letter to the proponent Application.	1 day
	Review transmittal Memorandum and Endorsement Letter to BOI / PEZA and affix initials and endorse to OTSR Director	2 days
	Endorse, Recommend approval to the TOCTSR OIC Assistant Secretary	2 days
	Review and affix initials and endorse to TRCRG OIC Undersecretary	1 day
	Sign the Endorsement Letter to BOI / PEZA and remands the same to PIED for release.	3 days
Receive the soft copy of the signed endorsement as advance copy	Affix seal on the soft copy of the signed endorsement and release to the proponent.	30 minutes
END OF TRANSACTION		

Processing Period: 10 days, 30 minutes

Fee: None

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Accreditation of Hotels, Resorts, and Apartment Hotels

DOT Accreditation is a certification issued by the Department as having complied with the minimum requirements set by the Department of Tourism.

In consideration to the economic impact of the COVID-19 outbreak to the tourism industry, all accreditation fees are waived until further notice.

Who may avail: Tourism Enterprises (Accommodation Establishments – Hotels, Resorts, Apartment Hotels

Documentary Requirements

1. Duly Accomplished Online Application Form
2. Valid Mayor's Permit/ Business Permit (Scanned Copy)
3. Additional Requirements for Regular Accreditation
   a) Valid Comprehensive General Liability Insurance Policy (minimum amount of coverage of P 500,000.00) (Scanned Copy)
   b) Valid Discharge Permit/Certificate of Interconnection (Scanned Copy)
   c) Valid Hazardous Waste ID and contract from collector with Collector's Permit from DENR (Scanned Copy)
   d) Valid Permit to Operate Air (for enterprises with Generator set) (Scanned Copy)
   e) Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage, whichever is applicable (Scanned Copy)
4. Additional requirements for Star Rating Accreditation
   a) Valid Comprehensive General Liability Insurance Policy (minimum amount of coverage of P 1,000,000.00) (Scanned Copy)
   b) Appropriate National Certification of Key Employees (e.g. Housekeeping, Front Office, Food & Beverage, Food Production) (Scanned Copy)
   c) Quality Recognition and/or Awards (Scanned Copy)
   d) Letter of Request of Assessment (Scanned Copy)

Process

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Create an account online via the DOT Accreditation Portal	None	Based on applicant's response time
Fill out Online Application Form and upload scanned copies of documentary requirements.	Submit the application as "FOR EVALUATION" Evaluate completeness and correctness of documents uploaded and the information provided in the online application form and submit the application as "FOR INSPECTION". Note: For incomplete documents, the Evaluator shall return the application with necessary remarks on the lacking requirements	30 minutes 1 hour

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	Schedule inspection and prepare inspection kits (inspection checklist, gadgets etc).	17 days
*Note 1: Inspection for Renewal shall only be conducted every second renewal period. *Note 2: Star Rating Applications shall be endorsed to the Office of Tourism Standards and Regulation.		
Prepare for inspection and wait for the inspection team	Conduct physical inspection of the tourism facilities and services and validate its compliance with statutory and regulatory requirements.	1 day
	Post-inspection de-briefing/ discussion of initial findings to the establishment's authorized representative	
	Prepare and upload finalized inspection report and submit "FOR APPROVAL". Forward inspection report to the Division Chief for review and approval. *Note: • When the enterprise involved in tourism is not accreditable with the DOT, or when there is no existing accreditation standards applicable to the enterprise, a Letter of Non-Coverage shall be issued. • When certain deficiency/ies are found during the inspection, a Letter of Non Compliance shall be issued to the Tourism Enterprise. *For minor deficiencies (e.g. maintenance issues), the property shall rectify the identified deficiency/ies within 3 months. *For major deficiencies (e.g. structural installations), the property shall rectify the identified deficiency/ies within 1 year.	1 day
	Review and approve inspection report, recommended classification, and application to the Regional Director. *Note: If not recommended for accreditation, the application shall be returned to the assigned Accreditation Officer for re-evaluation/reinspection.	1 hour / report
	Approve the issuance of accreditation and tag the application as "FOR PRINTING" *Note: A system generated email shall be sent to the applicant advising the approval of the application. If disapproved, a system-generated Disapproval Letter will be sent to the applicant.	1 hour

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	Print Accreditation Certificate Sign Accreditation Certificate Notify the applicant through the online system that the Accreditation Certificate, Sticker/s are ready for pickup. Tag the application as "CERTIFICATE RELEASED"	1 hour 30 minutes 30 minutes
END OF TRANSACTION		

*Note 1: An electronic copy of the certificate may be secured from the Online Accreditation System.

*Note 2 : The system will prompt the applicant to accomplish the Client Satisfaction and Feedback form through a notification.

*Note 3: Processing time shall only start upon receipt of complete and correct documents.

Processing Period: 19 days, 5 hourse and 30 minutes

Fee: None

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Accreditation of Mabuhay Accommodations

DOT Accreditation is a certification issued by the Department as having complied with the minimum requirements set by the Department of Tourism. In consideration to the economic impact of the COVID-19 outbreak to the tourism industry, all accreditation fees are waived until further notice.

Who may avail: Tourism Enterprises (Accommodation Establishment – Mabuhay Accommodation)

Documentary Requirements

1. Duly Accomplished Online Application Form
2. Basic Registration
   a) Valid Mayor's Permit/Business Permit (Scanned Copy)
3. Regular Accreditation
   a) Valid Mayor's Permit/Business Permit (Scanned Copy
   b) Valid Comprehensive General Liability Insurance Policy - minimum amount of coverage of P 200,000.00 (Scanned Copy)
   c) For Mabuhay Accommodation with at least ten (10) rooms
      - Valid Discharge Permit/Certificate of Interconnection (Scanned Copy)
      - Valid Hazardous Waste ID and contract from collector with Collector's Permit from DENR (Scanned Copy)
      - Valid Permit to Operate Air (for enterprises with Generator set) (Scanned Copy)
      - Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage, whichever is applicable (Scanned Copy)
4. Premium Accreditation
   a) Valid Mayor's Permit/Business Permit (Scanned Copy)
   b) Valid Comprehensive General Liability Insurance Policy - minimum amount of coverage of P 300,000.00 (Scanned Copy)
   c) Appropriate National Certification of Key Employees (e.g. Housekeeping, Front Office, Food & Beverage, Food Production) (Scanned Copy)
   d) Quality Recognition and/or Awards (Scanned Copy)

Process

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Create an account online via the DOT Accreditation Portal	None	Based on applicant's response time
Fill out Online Application Form and upload scanned copies of documentary requirements.	Submit the application as "FOR EVALUATION" Evaluate completeness and correctness of documents uploaded and the information provided in the online application form and submit the application as "FOR INSPECTION".	30 minutes 1 hour

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	Note: For incomplete documents, the Evaluator shall return the application with necessary remarks on the lacking requirements Schedule inspection and prepare inspection kits (inspection checklist, gadgets etc).	17 days
*Note 1: Inspection for Renewal shall only be conducted every second renewal period. *Note 2: Star Rating Applications shall be endorsed to the Office of Tourism Standards and Regulation.		
Prepare for inspection and wait for the inspection team	Conduct physical inspection of the tourism facilities and services and validate its compliance with statutory and regulatory requirements.	1 day
	Post-inspection de-briefing/ discussion of initial findings to the establishment's authorized representative	
	Prepare and upload finalized inspection report and submit "FOR APPROVAL". Forward inspection report to the Division Chief for review and approval. *Note: • When the enterprise involved in tourism is not accreditable with the DOT, or when there is no existing accreditation standards applicable to the enterprise, a Letter of Non-Coverage shall be issued. • When certain deficiency/ies are found during the inspection, a Letter of Non Compliance shall be issued to the Tourism Enterprise. *For minor deficiencies (e.g. maintenance issues), the property shall rectify the identified deficiency/ies within 3 months. *For major deficiencies (e.g. structural installations), the property shall rectify the identified deficiency/ies within 1 year.	1 day
	Review and approve inspection report, recommended classification, and application to the Regional Director. *Note: If not recommended for accreditation, the application shall be returned to the assigned Accreditation Officer for re-evaluation/reinspection.	1 hour / report
	Approve the issuance of accreditation and tag the application as "FOR PRINTING" *Note: A system generated email shall be sent to the applicant advising the approval of the	1 hour

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	application. If disapproved, a system-generated Disapproval Letter will be sent to the applicant.	
	Print Accreditation Certificate Sign Accreditation Certificate Notify the applicant through the online system that the Accreditation Certificate, Sticker/s are ready for pickup. Tag the application as "CERTIFICATE RELEASED"	1 hour 30 minutes 30 minutes
END OF TRANSACTION		

Processing Period: 19 days, 5 hours and 30 minutes

Fee: None

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Accreditation of Homestay

DOT Accreditation is a certification issued by the Department as having complied with the minimum requirements set by the Department of Tourism. In consideration to the economic impact of the COVID-19 outbreak to the tourism industry, all accreditation fees are waived until further notice.

Who may avail: Tourism Enterprises (Accommodation Establishment – Homestay)

Documentary Requirements

1. Duly Accomplished DOT Accreditation Application Form (Scanned copy)
2. Valid Mayor's Permit/Business Permit (Scanned copy
3. Proof of attendance to a Homestay Program Scanned copy)
4. Premium Accommodation
   a) Special Recognitions (e.g. ASEAN Homestay Award, etc) (Scanned Copy)

Process

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Create an account online via the DOT Accreditation Portal	None	Based on applicant's response time
Fill out Online Application Form and upload scanned copies of documentary requirements.	Submit the application as "FOR EVALUATION" Evaluate completeness and correctness of documents uploaded and the information provided in the online application form and submit the application as "FOR INSPECTION". Note: For incomplete documents, the Evaluator shall return the application with necessary remarks on the lacking requirements Schedule inspection and prepare inspection kits (inspection checklist, gadgets etc).	30 minutes 1 hour 17 days
*Note 1: Inspection for Renewal shall only be conducted every second renewal period. *Note 2: Star Rating Applications shall be endorsed to the Office of Tourism Standards and Regulation.		
Prepare for inspection and wait for the inspection team	Conduct physical inspection of the tourism facilities and services and validate its compliance with statutory and regulatory requirements.	1 day
	Post-inspection de-briefing/ discussion of initial findings to the establishment's authorized representative	
	Prepare and upload finalized inspection report and submit "FOR APPROVAL".	1 day

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	Forward inspection report to the Division Chief for review and approval. *Note: • When the enterprise involved in tourism is not accreditable with the DOT, or when there is no existing accreditation standards applicable to the enterprise, a Letter of Non-Coverage shall be issued. • When certain deficiency/ies are found during the inspection, a Letter of Non Compliance shall be issued to the Tourism Enterprise. *For minor deficiencies (e.g. maintenance issues), the property shall rectify the identified deficiency/ies within 3 months. *For major deficiencies (e.g. structural installations), the property shall rectify the identified deficiency/ies within 1 year.	
	Review and approve inspection report, recommended classification, and application to the Regional Director. *Note: If not recommended for accreditation, the application shall be returned to the assigned Accreditation Officer for re-evaluation/reinspection.	1 hour / report
	Approve the issuance of accreditation and tag the application as “FOR PRINTING” *Note: A system generated email shall be sent to the applicant advising the approval of the application. If disapproved, a system-generated Disapproval Letter will be sent to the applicant.	1 hour
	Print Accreditation Certificate Sign Accreditation Certificate Notify the applicant through the online system that the Accreditation Certificate, Sticker/s are ready for pickup. Tag the application as “CERTIFICATE RELEASED”	1 hour 30 minutes 30 minutes
END OF TRANSACTION		

Processing Period: 19 days, 5 hours and 30 minutes.

Fee: None

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Accreditation of Tourist Transport Operators and Motorized Bancas

DOT Accreditation is a certification issued by the Department as having complied with the minimum requirements set by the Department of Tourism. In consideration to the economic impact of the COVID-19 outbreak to the tourism industry, all accreditation fees are waived until further notice.

Who may avail: Tourist Land Transport Operators, Tourist Water Transport Operators, Tourist Air Transport Operators, Motorized Bancas

Documentary Requirements

1. Duly Accomplished Online Application Form
2. Valid Mayor's Permit/ Business Permit (Scanned Copy)
3. Additional Requirements for Tourist Land Transport (Regular and Premium)
   a) Valid Tourist Transport Service Franchise (Scanned Copy
   b) Valid LTO Certificate of Registration of Vehicles (Scanned Copy
   c) LTFRB Confirmation of Units of the current year (Scanned Copy)
   d) Proof of Attendance to DOT conducted Seminar for Tourist Drivers (Scanned Copy)
4. Additional Requirements for Tourist Water Transport
   a) Valid MARINA Certificate of Public Convenience (Scanned Copy
   b) Valid Certificate of Inspection by MARINA (Scanned Copy)
   c) Valid Certificate of Compliance with MC 65/65A of MARINA (Scanned Copy)
5. Additional Requirements for Tourist Air Transport
   a) Valid Certificate of Airworthiness (Scanned Copy)
   b) Valid Franchise to Operate the aircraft (Scanned Copy)
6. Additional Requirements for Motorized Banca
   a) Valid MARINA Certificate of Pub
   b) Valid MARINA Certificate of Inspection, which validity shall not be less than three (3) months from the date of filing application (Scanned Copy)
   c) Valid Certificate of Public Convenience (CPC) or Provisional Authority (PA) Special Permit with attached rider, containing trips and authorized rates and/or Certification that an application for CPC with MARINA (Scanned Copy) is under process indicating therein the case number and date of application.
   d) Valid copy of the Compulsory Passenger Insurance with appropriate coverage for each passenger (Scanned Copy)
   e) Copy of Rates and Routes to be served and schedules (Scanned Copy)

Process

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Create an account online via the DOT Accreditation Portal	None	Based on applicant's response time

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Fill out Online Application Form and upload scanned copies of documentary requirements.	Submit the application as "FOR EVALUATION" Evaluate completeness and correctness of documents uploaded and the information provided in the online application form and submit the application as "FOR INSPECTION". Note: For incomplete documents, the Evaluator shall return the application with necessary remarks on the lacking requirements	One (1) day per application with less than 50 units For less than 50 units- 1 day For 50 up to 200 units – 2days For above 200 units – 3days
	Schedule inspection and prepare inspection kits (inspection checklist, gadgets etc).	15 days
*Note: Inspection for Renewal shall only be conducted every second renewal period.		
Prepare for inspection and wait for the inspection team	Conduct physical inspection of the tourism facilities and services and validate its compliance with statutory and regulatory requirements. Post-inspection de-briefing/ discussion of initial findings to the establishment's authorized representative	8 hours
	Prepare and upload finalized inspection report and submit "FOR APPROVAL". Forward inspection report to the Division Chief for review and approval. *Note: • When the enterprise involved in tourism is not accreditable with the DOT, or when there is no existing accreditation standards applicable to the enterprise, a Letter of Non-Coverage shall be issued. • When certain deficiency/ies are found during the inspection, a Letter of Non Compliance shall be issued to the Tourism Enterprise. *For minor deficiencies (e.g. maintenance issues), the property shall rectify the identified deficiency/ies within 3 months. *For major deficiencies (e.g. structural installations), the property shall rectify the identified deficiency/ies within 1 year.	1 day

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	Review and approve inspection report, recommended classification, and application to the Regional Director. *Note: If not recommended for accreditation, the application shall be returned to the assigned Accreditation Officer for re-evaluation/reinspection.	1 hour / report
	Approve the issuance of accreditation and tag the application as "FOR PRINTING" *Note: A system generated email shall be sent to the applicant advising the approval of the application. If disapproved, a system-generated Disapproval Letter will be sent to the applicant. Print Accreditation Certificate	1 hour 1 hour
	Sign Accreditation Certificate and/or ID Notify the applicant through the online system that the Accreditation Certificate, Sticker/s are ready for pickup. Tag the application as "CERTIFICATE RELEASED"	30 minutes 30 minutes
END OF TRANSACTION		

Processing Period: 19 days and 12 hours

Fee: None

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Accreditation of Travel and Tour Services

DOT Accreditation is a certification issued by the Department as having complied with the minimum requirements set by the Department of Tourism. In consideration to the economic impact of the COVID-19 outbreak to the tourism industry, all accreditation fees are waived until further notice.

Who may avail: Travel and Tour Agencies, Travel Agencies, Tour Operators, Online Travel Agencies

Documentary Requirements

1. Duly Accomplished Online Application Form
2. Basic Registration
   a) Valid Mayor's Permit/ Business Permit (Scanned Copy)
3. Regular Accreditation
   a) Proof of working capital of P500,000.00
   b) For Corporation/Partnership/Cooperatives, paid-up /partners capital
   c) For Single Proprietorship, Original Copy of Bank Certification with Check Writer (Scanned Copy)
   d) For General Manager, proof of managerial experience in travel and tour operations (Scanned Copy) or Proof of passing a travel and tour operator course (Scanned Copy)
4. Premium Accreditation
   a) Valid Mayor's Permit/ Business Permit (Scanned Copy)
   b) Audited Financial Statements or any document to prove that the establishment has a minimum of P 1,500,000.00 working capital (Scanned Copy
   c) For General Manager, proof of managerial experience in travel and tour operations (Scanned Copy) or Proof of passing a travel and tour operator course (Scanned Copy)
   d) Proof of Membership of good standing from any duly recognized national or international associations (Scanned Copy)
   e) Recognition/Commendation or Awards received (Scanned Copy)
5. For Online Travel and Tour Agencies
   a) Valid Mayor's Permit/ Business Permit (Scanned Copy)
   b) Contract of Lease for occupied office or Certificate of Title for the Office (Scanned Copy)
   c) Barangay Clearance (Scanned Copy)

Process

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Create an account online via the DOT Accreditation Portal	None	Based on applicant's response time
Fill out Online Application Form and upload scanned copies	Submit the application as "FOR EVALUATION" Evaluate completeness and correctness of documents uploaded and the information	30 minutes 1 hour

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of documentary requirements.	provided in the online application form and submit the application as "FOR INSPECTION". Note: For incomplete documents, the Evaluator shall return the application with necessary remarks on the lacking requirements Schedule inspection and prepare inspection kits (inspection checklist, gadgets etc).	17 days
*Note 1: Inspection for Renewal shall only be conducted every second renewal period. *Note 2: Star Rating Applications shall be endorsed to the Office of Tourism Standards and Regulation.		
Prepare for inspection and wait for the inspection team	Conduct physical inspection of the tourism facilities and services and validate its compliance with statutory and regulatory requirements.	1 day
	Post-inspection de-briefing/ discussion of initial findings to the establishment's authorized representative	
	Prepare and upload finalized inspection report and submit "FOR APPROVAL". Forward inspection report to the Division Chief for review and approval. *Note: • When the enterprise involved in tourism is not accreditable with the DOT, or when there is no existing accreditation standards applicable to the enterprise, a Letter of Non-Coverage shall be issued. • When certain deficiency/ies are found during the inspection, a Letter of Non Compliance shall be issued to the Tourism Enterprise. *For minor deficiencies (e.g. maintenance issues), the property shall rectify the identified deficiency/ies within 3 months. *For major deficiencies (e.g. structural installations), the property shall rectify the identified deficiency/ies within 1 year.	1 day
	Review and approve inspection report, recommended classification, and application to the Regional Director. *Note: If not recommended for accreditation, the application shall be returned to the assigned	1 hour / report

	Accreditation Officer for re-evaluation/reinspection.	
	Approve the issuance of accreditation and tag the application as "FOR PRINTING" *Note: A system generated email shall be sent to the applicant advising the approval of the application. If disapproved, a system-generated Disapproval Letter will be sent to the applicant.	1 hour
	Print Accreditation Certificate Sign Accreditation Certificate	1 hour 30 minutes
	Notify the applicant through the online system that the Accreditation Certificate, Sticker/s are ready for pickup. Tag the application as "CERTIFICATE RELEASED"	30 minutes
END OF TRANSACTION		

*Note 1: An electronic copy of the certificate may be secured from the Online Accreditation System.

*Note 2 : The system will prompt the applicant to accomplish the Client Satisfaction and Feedback form through a notification.

*Note 3: Processing time shall only start upon receipt of complete and correct documents

Processing Period: 19 days, 5 hours, 30 minutes

Fee: None

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Accreditation of M.I.C.E. (Meetings, Incentives, Conferences & Exhibitions)

DOT Accreditation is a certification issued by the Department as having complied with the minimum requirements set by the Department of Tourism. In consideration to the economic impact of the COVID-19 outbreak to the tourism industry, all accreditation fees are waived until further notice

Who may avail: MICE Organizer, MICE Facility/Venue

Documentary Requirements

Documentary Requirements

1. Duly Accomplished Online Application Form
2. For MICE Organizer
   a) Basic Registration
      - Valid Mayor's Permit/ Business Permit (Scanned Copy)
   b) Regular Accreditation
      - Valid Mayor's Permit/Business Permit (Scanned Copy)
      - Company Portfolio (Scanned Copy)
      - Audited Financial Statement reflecting a minimum working capital of P500,000.00(Scanned Copy
      - For General Manager, documents to prove a minimum of three (3) years relevant experience in event organizing (Scanned Copy) or Proof of attendance to a PCO/Event Organizer's Training or its equivalent (Scanned Copy)
      - Notarized list of names of all officials and employees (with Office designation and nationality) (Scanned Copy)
   c) Premium Accreditation
      - Proof of successfully handling of at least five (5) domestic and international event organized and services with at least 1,000 participants per event or at least 100 exhibitors (Scanned Copy)
      - Audited Financial Statement reflecting a minimum working capital of P500,000.00 (Scanned Copy)
      - For General Manager, documents to prove a minimum of three (3) years relevant experience in event organizing (Scanned Copy) or Proof of attendance to a PCO/Event Organizer's Training or its equivalent (Scanned Copy)
      - Notarized list of names of all officials and employees (with Office designation and nationality) (Scanned Copy)
      - Proof of Membership of good standing from any duly recognized national or international associations (Scanned Copy)
      - Recognition/Commendation or Awards received (Scanned Copy)
3. For MICE Venue/Facility
   a) Basic Registration
      - Valid Mayor's Permit/ Business Permit (Scanned Copy)
   b) Regular Accreditation
      - Valid Mayor's Permit/Business Permit (Scanned Copy)
      - Valid Comprehensive General Liability Insurance Policy (minimum amount of coverage of P 500,000.00) (Scanned Copy)
      - Valid Discharge Permit/Certificate of Interconnection (Scanned Copy)

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- Valid Hazardous Waste ID and contract from collector with Collector's Permit from DENR (Scanned Copy)
- Valid Permit to Operate Air (for enterprises with Generator set) (Scanned Copy)
- Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage, whichever is applicable (Scanned Copy)

c) Premium Accreditation

- Valid Mayor's Permit/Business Permit (Scanned Copy)
- Valid Comprehensive General Liability Insurance Policy (minimum amount of coverage of P 1,000,000.00) (Scanned Copy)
- Quality Assurance Certification/ Award given by an international or national organization (Scanned Copy)

Process

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Create an account online via the DOT Accreditation Portal	None	Based on applicant's response time
Fill out Online Application Form and upload scanned copies of documentary requirements.	Submit the application as "FOR EVALUATION" Evaluate completeness and correctness of documents uploaded and the information provided in the online application form and submit the application as "FOR INSPECTION". Note: For incomplete documents, the Evaluator shall return the application with necessary remarks on the lacking requirements Schedule inspection and prepare inspection kits (inspection checklist, gadgets etc).	30 minutes 1 hour 17 days
*Note 1: Inspection for Renewal shall only be conducted every second renewal period. *Note 2: Star Rating Applications shall be endorsed to the Office of Tourism Standards and Regulation.		
Prepare for inspection and wait for the inspection team	Conduct physical inspection of the tourism facilities and services and validate its compliance with statutory and regulatory requirements.	1 day
	Post-inspection de-briefing/ discussion of initial findings to the establishment's authorized representative	
	Prepare and upload finalized inspection report and submit "FOR APPROVAL". Forward inspection report to the Division Chief for review and approval.	1 day

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	*Note: • When the enterprise involved in tourism is not accreditable with the DOT, or when there is no existing accreditation standards applicable to the enterprise, a Letter of Non-Coverage shall be issued. • When certain deficiency/ies are found during the inspection, a Letter of Non Compliance shall be issued to the Tourism Enterprise. *For minor deficiencies (e.g. maintenance issues), the property shall rectify the identified deficiency/ies within 3 months. *For major deficiencies (e.g. structural installations), the property shall rectify the identified deficiency/ies within 1 year.	
	Review and approve inspection report, recommended classification, and application to the Regional Director. *Note: If not recommended for accreditation, the application shall be returned to the assigned Accreditation Officer for re-evaluation/reinspection.	1 hour / report
	Approve the issuance of accreditation and tag the application as “FOR PRINTING” *Note: A system generated email shall be sent to the applicant advising the approval of the application. If disapproved, a system-generated Disapproval Letter will be sent to the applicant.	1 hour
	Print Accreditation Certificate Sign Accreditation Certificate	1 hour 30 minutes
	Notify the applicant through the online system that the Accreditation Certificate, Sticker/s are ready for pickup. Tag the application as “CERTIFICATE RELEASED”	30 minutes
END OF TRANSACTION		

Processing Period: 19 days, 5 hours and 30 minutes

Fee: None

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Accreditation of Tourism-Related Establishments

DOT Accreditation is a certification issued by the Department as having complied with the minimum requirements set by the Department of Tourism. In consideration to the economic impact of the COVID-19 outbreak to the tourism industry, all accreditation fees are waived until further notice.

Who may avail: Tourism Related Establishments (Adventure/ Eco-tourism Facilities, Museums and Galleries, Restaurants, Rest Areas, Tourist Shops / Department Stores, Tourism Training Centers)

Documentary Requirements

1. Duly Accomplished Online Application Form
2. Valid Mayor's Permit/ Business Permit (Scanned Copy)
3. Valid Business Name Registration Certificate, for Single Proprietorship (Scanned Copy)
4. Valid SEC Registration Certificate, for Corporations (Scanned Copy)
5. Additional Requirements for Tourist Shops (Dive Shops)
   a) Valid Certificate of Accreditation from the Philippine Commission on Sports Scuba Diving (Scanned Copy
6. Additional Requirements for Shooting Range
   a) Valid License from the Bureau of Firearms and Explosives Division of the Philippine National Police (PNP) (Scanned Copy)
7. Additional Requirements for Tourism Training Centers
   a) List of training Programs/Modules approved by DOT/TESDA/TIBFI (Scanned Copy)
   b) Bureau of Immigration Certification on acceptance of foreign students, for ESL only (Scanned Copy)
8. Additional Requirements for Department Stores and Stand-alone Restaurant
   a) Valid Discharge Permit/Certificate of Interconnection (Scanned Copy)
   b) Valid Hazardous Waste ID and contract from collector with Collector's Permit from DENR (Scanned Copy)
   c) Valid Permit to Operate Air (for enterprises with Generator set) (Scanned Copy)
   d) Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage, if applicable (Scanned Copy)

Process

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Create an account online via the DOT Accreditation Portal	None	Based on applicant's response time
Fill out Online Application Form and upload scanned copies of documentary requirements.	Submit the application as "FOR EVALUATION" Evaluate completeness and correctness of documents uploaded and the information provided in the online application form and submit the application as "FOR INSPECTION".	30 minutes 1 hour

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	Note: For incomplete documents, the Evaluator shall return the application with necessary remarks on the lacking requirements Schedule inspection and prepare inspection kits (inspection checklist, gadgets etc).	17 days
*Note 1: Inspection for Renewal shall only be conducted every second renewal period. *Note 2: Star Rating Applications shall be endorsed to the Office of Tourism Standards and Regulation.		
Prepare for inspection and wait for the inspection team	Conduct physical inspection of the tourism facilities and services and validate its compliance with statutory and regulatory requirements.	1 day
	Post-inspection de-briefing/ discussion of initial findings to the establishment's authorized representative	
	Prepare and upload finalized inspection report and submit "FOR APPROVAL". Forward inspection report to the Division Chief for review and approval. *Note: • When the enterprise involved in tourism is not accreditable with the DOT, or when there is no existing accreditation standards applicable to the enterprise, a Letter of Non-Coverage shall be issued. • When certain deficiency/ies are found during the inspection, a Letter of Non Compliance shall be issued to the Tourism Enterprise. *For minor deficiencies (e.g. maintenance issues), the property shall rectify the identified deficiency/ies within 3 months. *For major deficiencies (e.g. structural installations), the property shall rectify the identified deficiency/ies within 1 year.	1 day
	Review and approve inspection report, recommended classification, and application to the Regional Director. *Note: If not recommended for accreditation, the application shall be returned to the assigned Accreditation Officer for re-evaluation/reinspection.	1 hour / report

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	Approve the issuance of accreditation and tag the application as "FOR PRINTING" *Note: A system generated email shall be sent to the applicant advising the approval of the application. If disapproved, a system-generated Disapproval Letter will be sent to the applicant.	1 hour
	Print Accreditation Certificate Sign Accreditation Certificate	1 hour 30 minutes
	Notify the applicant through the online system that the Accreditation Certificate, Sticker/s are ready for pickup. Tag the application as "CERTIFICATE RELEASED"	30 minutes
END OF TRANSACTION		

*Note 1: An electronic copy of the certificate may be secured from the Online Accreditation System.

*Note 2: The system will prompt the applicant to accomplish the Client Satisfaction and Feedback form through a notification.

*Note 3: Processing time shall only start upon receipt of complete and correct documents.

Processing Period: 19 days, 5 hours and 30 minutes

Fee: None

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Accreditation of Farm Tourism Camps

DOT Accreditation is a certification issued by the Department as having complied with the minimum requirements set by the Department of Tourism. In consideration to the economic impact of the COVID-19 outbreak to the tourism industry, all accreditation fees are waived until further notice.

Who may avail: Farm Tourism Camps (Day Farm, Farm Stay)

Documentary Requirements

1. Duly Accomplished Online Application Form
2. Valid Mayor's Permit/ Business Permit (Scanned Copy) or Appropriate Government Permit and / or proof of legal instrument that the land is being allocated for farm tourism use, (for Demonstration farms of government, academic and/or research institutions) (Scanned Copy)
3. Valid Business Name Registration Certificate, for Single Proprietorship (Scanned Copy)
4. Valid SEC Registration Certificate, for Corporations (Scanned Copy)
5. Valid CDA Registration Certificate (Scanned Copy)
6. Additional Requirements for Premium Accreditation of Farm Stays and Day Farm Any of the following Certificate of Recognition (Scanned Copy):
   a) Good Agricultural Practice (GAP) Certification
   b) Good Animal Husbandry Practice (GAHP) Certification
   c) Good Aquaculture Practices (GAqP) Certification
   d) Participatory Guarantee System Certification
   e) Third-Party Organic Certification
7. Additional Requirements for Farm Stays
   a) Valid Comprehensive General Liability (CGL) Insurance Policy with a minimum coverage of P250,000.00 (Scanned Copy
   b) Permits from other government agencies , if applicable (DENR, FDA Certification for processed farm products) (Scanned Copy)
8. Additional Requirements for Renewal of Day Farms
   a) Valid Certificate or Proof of Training of at least two (2) staff (in-house farm guide and a permanent staff) on First aid / Basic Life Support /CPR (Cardio Pulmonary Resuscitation) (Scanned Copy)
   b) Proof of Completion by the Operator/ Staff of a 10-hour farm-tourism related course completed within the last two (2) years
9. Additional Requirements for Renewal of Farm Stays
   a) Valid Certificate or Proof of Training of at least two (2) staff (in-house farm guide and a permanent staff) on First aid / Basic Life Support /CPR (Cardio Pulmonary Resuscitation) (Scanned Copy)
   b) Proof of Completion by the Operator/ Staff of a 12-hour farm-tourism related course completed within the last two (2) years

Process

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Create an account online via the DOT Accreditation Portal	None	Based on applicant's

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		response time
Fill out Online Application Form and upload scanned copies of documentary requirements.	Submit the application as "FOR EVALUATION" Evaluate completeness and correctness of documents uploaded and the information provided in the online application form and submit the application as "FOR INSPECTION". Note: For incomplete documents, the Evaluator shall return the application with necessary remarks on the lacking requirements Schedule inspection and prepare inspection kits (inspection checklist, gadgets etc).	30 minutes 1 hour 17 days
*Note 1: Inspection for Renewal shall only be conducted every second renewal period. *Note 2: Star Rating Applications shall be endorsed to the Office of Tourism Standards and Regulation.		
Prepare for inspection and wait for the inspection team	Conduct physical inspection of the tourism facilities and services and validate its compliance with statutory and regulatory requirements.	1 day
	Post-inspection de-briefing/ discussion of initial findings to the establishment's authorized representative	
	Prepare and upload finalized inspection report and submit "FOR APPROVAL". Forward inspection report to the Division Chief for review and approval. *Note: • When the enterprise involved in tourism is not accreditable with the DOT, or when there is no existing accreditation standards applicable to the enterprise, a Letter of Non-Coverage shall be issued. • When certain deficiency/ies are found during the inspection, a Letter of Non Compliance shall be issued to the Tourism Enterprise. *For minor deficiencies (e.g. maintenance issues), the property shall rectify the identified deficiency/ies within 3 months. *For major deficiencies (e.g. structural installations), the property shall rectify the identified deficiency/ies within 1 year.	1 day

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	Review and approve inspection report, recommended classification, and application to the Regional Director. *Note: If not recommended for accreditation, the application shall be returned to the assigned Accreditation Officer for re-evaluation/reinspection.	1 hour / report
	Approve the issuance of accreditation and tag the application as "FOR PRINTING" *Note: A system generated email shall be sent to the applicant advising the approval of the application. If disapproved, a system-generated Disapproval Letter will be sent to the applicant.	1 hour
	Print Accreditation Certificate Sign Accreditation Certificate	1 hour 30 minutes
	Notify the applicant through the online system that the Accreditation Certificate, Sticker/s are ready for pickup. Tag the application as "CERTIFICATE RELEASED"	30 minutes
END OF TRANSACTION		

*Note 1: An electronic copy of the certificate may be secured from the Online Accreditation System.

*Note 2: The system will prompt the applicant to accomplish the Client Satisfaction and Feedback form through a notification.

*Note 3: Processing time shall only start upon receipt of complete and correct documents.

Processing Period: 19 days, 5 hours and 30 minutes

Fee: None

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Accreditation of Health and Wellness Tourism Establishments

DOT Accreditation is a certification issued by the Department as having complied with the minimum requirements set by the Department of Tourism. In consideration to the economic impact of the COVID-19 outbreak to the tourism industry, all accreditation fees are waived until further notice.

Who may avail: Ambulatory Clinics, Tertiary Hospitals, Spas

Documentary Requirements

1. Duly Accomplished Online Application Form
2. Valid Mayor's Permit/ Business Permit (Scanned Copy)
3. Valid Business Name Registration Certificate, for Single Proprietorship (Scanned Copy)
4. Valid SEC Registration Certificate, for Corporations (Scanned Copy)
5. Additional Requirement for Tertiary Hospitals and Ambulatory Clinics
   a) Valid License to Operate from the Health Facility Services Regulatory Bureau (HFSRB) of the Department of Health (DOH) or its equivalent (Scanned Copy)
6. Additional Requirement for Spas
   a) Valid DOH License as duly registered massage therapist for massage supervisors
   b) Additional Requirement for Stand-alone Ambulatory Clinics and Spas
      - Valid Discharge Permit/Certificate of Interconnection (Scanned Copy)
      - Valid Hazardous Waste ID and contract from collector with Collector's Permit from DENR
      - Valid Permit to Operate Air (for enterprises with Generator set) (Scanned Copy)
      - Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage, if applicable (Scanned Copy)

Process

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Create an account online via the DOT Accreditation Portal	None	Based on applicant's response time
Fill out Online Application Form and upload scanned copies of documentary requirements.	Submit the application as "FOR EVALUATION" Evaluate completeness and correctness of documents uploaded and the information provided in the online application form and submit the application as "FOR INSPECTION". Note: For incomplete documents, the Evaluator shall return the application with necessary remarks on the lacking requirements Schedule inspection and prepare inspection kits (inspection checklist, gadgets etc).	30 minutes 1 hour 17 days

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*Note 1: Inspection for Renewal shall only be conducted every second renewal period. *Note 2: Star Rating Applications shall be endorsed to the Office of Tourism Standards and Regulation.		
Prepare for inspection and wait for the inspection team	Conduct physical inspection of the tourism facilities and services and validate its compliance with statutory and regulatory requirements.	1 day
	Post-inspection de-briefing/ discussion of initial findings to the establishment's authorized representative	
	Prepare and upload finalized inspection report and submit "FOR APPROVAL". Forward inspection report to the Division Chief for review and approval. *Note: • When the enterprise involved in tourism is not accreditable with the DOT, or when there is no existing accreditation standards applicable to the enterprise, a Letter of Non-Coverage shall be issued. • When certain deficiency/ies are found during the inspection, a Letter of Non Compliance shall be issued to the Tourism Enterprise. *For minor deficiencies (e.g. maintenance issues), the property shall rectify the identified deficiency/ies within 3 months. *For major deficiencies (e.g. structural installations), the property shall rectify the identified deficiency/ies within 1 year.	1 day
	Review and approve inspection report, recommended classification, and application to the Regional Director. *Note: If not recommended for accreditation, the application shall be returned to the assigned Accreditation Officer for re-evaluation/reinspection.	1 hour / report
	Approve the issuance of accreditation and tag the application as "FOR PRINTING" *Note: A system generated email shall be sent to the applicant advising the approval of the application. If disapproved, a system-generated Disapproval Letter will be sent to the applicant.	1 hour
	Print Accreditation Certificate Sign Accreditation Certificate	1 hour 30 minutes

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	Notify the applicant through the online system that the Accreditation Certificate, Sticker/s are ready for pickup. Tag the application as "CERTIFICATE RELEASED"	30 minutes
END OF TRANSACTION		

*Note 1: An electronic copy of the certificate may be secured from the Online Accreditation System.

*Note 2: The system will prompt the applicant to accomplish the Client Satisfaction and Feedback form through a notification.

*Note 3: Processing time shall only start upon receipt of complete and correct documents.

Processing Period: 19 days, 5 hours and 30 minutes

Fee: None

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Accreditation of Dive Establishments and Liveboard Dive Boats

A certification issued by the PCSSD recognizing the holder's compliance with the minimum standards required in the operation of a sports scuba diving establishment and liveaboard dive boat.

Office: Philippine Commission on Sports SCUBA

Who May Avail:

Any establishment organized under Philippine laws and duly registered with concerned government agencies/authorities engaged in sports scuba diving activities, whether or not for a fee, such as:

- Dive Center
- Dive Resort
- Dive Shop (Wholesale and Retail Shop)
- Air Refilling Station

Documentary Requirements

General Requirements

1. Accomplished the Online Application Form (1 original copy to be printed by Accreditation Officer, or 1 scanned copy to be filled-out and submitted by the applicant)
2. Data Privacy Consent Form (1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant) (For Corporations, attach a Secretary's Certificate or Special Power of Attorney as an additional supporting document) (1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)
3. Valid Mayor's Business permit (1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)
4. DTI or SEC Certificate for which is applicable to the business entity (1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)
5. Accident Management Plan or Emergency Plan appropriate for a particular destination (1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)
6. Company Logo (high resolution) (1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)
7. Valid Certification Cards of Declared Dive Individuals or Employed and Freelance Dive Professionals; (1 original copy to be submitted through post mail or 1 scanned copy to be submitted through email by the applicant)
8. Payment of Accreditation Fees (and its subsequent proof, usually a deposit slip/official receipt)
   a) Bank deposit/transfer
   b) Cash Transaction
9. To be checked during random inspection:
   a) First Aid Kit
   b) Oxygen (O2) Facility (with non-rebreather mask and regulator that delivers 15L/min)
   c) Spineboard

Specific Requirements

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Disclosure on their application as to the hiring of foreign employee/s (whether or not on full-time capacity) together with the submission of the corresponding documentary requirements (1 photocopy), to wit:

a. Alien Certificate of Registration (ACR);
b. Valid Working Visa;
c. Alien Employment Permit (AEP);
d. d. Special Resident Retiree's Visa (SRRV) or Special Investor's Resident Visa (SIRV)/ Employment Permit (AEP) (if applicable); and
e. Special Working Permit (SWP)

Process

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
Accomplish the application form directly from the PCSSD's website and click submit with the attached requirements. Or Download and fill-out the application form, and submit the scanned copy with the attached requirements to the PCSSD email address: accreditation@divephilippines.com.ph	Acknowledge and review the application form with the attached requirements	30 minutes
Submit the complete scanned copies of all the documentary requirements.	Accreditation Officers to evaluate the submitted documentary requirements.	1 day
	If complete, send an email detailing the payment procedure to the compliant applicant/s If incomplete, a notification will be sent instructing the submission of the complete documentary requirements	30 minutes
Pay the full amount of the required Accreditation Fees via bank deposit and submit proof of payment through PCSSD email address, accreditation@divephilippines.com.ph OR Proceed to the PCSSDDOT Office to personally pay the Accreditation Fee.	Acknowledge receipt of proof of payment (deposit slip). OR Process the Order of Payment, and assist applicant to the Cash Section for the issuance of official receipt.	5 minutes OR 30 minutes
	Accreditation Officer to process Order of Payment with submitted deposit slip for submission to	

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	DOTCash Section for processing of the Acknowledge ment Receipt.	
	Cash Section to verify payment from Landbank of the Philippines	
	Issuance of the Acknowledge ment Receipt.	
Random Inspection – Verification of facility, equipment, declared foreign and local employees, etc. – Air quality test (tests oil mist, water vapor, carbon monoxide and carbon dioxide content)	Accreditation /Inspection officers to send notification of schedule of the random inspection.	
	Accreditation /Inspection officers to conduct the random inspection.	
	A Accreditation Officer to process the accreditation certificate if there is no discrepancy with the inspection.	
	Accreditation Officer to issue scanned copy of the accreditation certificate and forward the hard copy to Records Section for mailing to applicant.	
	Accreditation officers to issue compliance memorandum if there is discrepancy with the inspection.	
END OF TRANSACTION		

Processing Period: 16 days, 1 hour, 40 minutes

Fees: PHP5,000.00

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LAND TRANSPORTATION OFFICE (LTO)

***Source**: LTO 2019 Citizens' Charter, 3rd Edition - Amended (accessed as of 23 February 2021)*

The Land Transportation Office (LTO), a sectoral agency of the Department of Transportation (DOTr) by virtue of Executive Order (E.O.) No. 125 and 125A dated 13 April 1987 and E.O. No. 226 dated 25 July 1987, is tasked to register motor vehicles, issue driver's/conductor's licenses and permits, enforce transportation laws, rules and regulations and adjudicate apprehension cases.

Contact Details:

https://lto.gov.ph/
LTO Compound, East Avenue, Diliman, Quezon City
8922 9061 to 63
ltomailbox@lto.gov.ph

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Accreditation of Manufacturers, Assemblers, Importers, Rebuilders, and/or Dealers (MAIRDs)

An authority granted to MAIRDs to transact business with LTO

Office or Division: Operations Division, LTO Central Office and Regional Office

Who May Avail: Manufacturers, Assemblers, Importers, Rebuilders, and/or Dealers of Motor Vehicles and/or components (Any natural person who is at least 18 years of age or any juridical person who is not disqualified by any existing law or regulation to engage in the manufacturing, assembly, importation, sale and rebuilding, dealership of motor vehicles and/or components)

Documentary Requirements

1. Duly accomplished application form
2. Certified true copy of Mayor's Permit/s specifying the classification of business or Business Permit applying for:
   a) Plant, if applying for manufacturer, or assembler
   b) Warehouse, if applying for importer
   c) Display Center, if applying for dealer
   d) Rebuilding Center, if applying as Rebuilder
3. Affidavit of Undertaking by Sole Proprietor or highest ranking company official in the Philippines that all stocks to be reported and sold are compliant with all Philippine laws, rules and regulations relating to manufacture, assembly, importation, sale, registration and/or use in the Philippines
4. Certification that the applicant has undergone the Orientation on accreditation
5. Photos of the establishment
6. Additional requirement/s if applying as:
   a) Assemblers – Certified True Copy of DTI Board of Investments (BOI) Certificate of Membership
   b) Rebuilders – Certified True Copy of DTI Certificate of Accreditation of Rebuilding Center
   c) Dealer - Photocopy of sales invoice approved by BIR

Procedure

CLIENT STEPS	AGENCY ACTION
Submits scanned application and requirements via email to the concerned Regional Office - Operations Division	Retrieves application and evaluates the completeness of the requirements
Undergoes orientation (owner / authorized representative / manager) and presents the actual establishment If failed: Receives the information and instructions. (End of transaction) If passed:	Conducts orientation regarding rules and regulations on accreditation and validates the scanned photos of the establishment virtually Immediately informs the applicant (owner / authorized representative / manager) of the deficiency or nonconformity and to comply within 5 days.

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	Submits the recommendation with the requirements to the Chief Operations Division.
Receives the POS	Reviews the recommendation and forwards the application to the Regional Director for endorsement to Central Office (in the case of applicant from the Region) or to the Chief, Operations Division (CO). Prepares endorsement of the application to the Assistant Secretary through Operations Division, Central Office Advises the applicant to pay the application and accreditation fees. Issues POS
Proceeds to the cashier for payment of fees. Receives the OR	Collects payment and issues manual Official Receipt (OR) * For NCR, payment of accreditation fee is at the Central Office Furnishes the MAIRDs Secretariat with the File Copy of the OR.
	Endorses the application to the Assistant Secretary thru the Operations Division, Central Office Transmits the application to the Central Office thru the Operations Division either electronically or thru courier * In the case of application directly submitted to the CO, skip these steps.
	Reviews and recommends approval of the application for accreditation Prepares the Certificate of Accreditation
	Countersigns the Certificate of Accreditation
	Approves and signs the Certificate of Accreditation
	Uploads the accreditation number
Retrieves the scanned copy of the Certificate of Accreditation	Email the scanned copy of the Certificate of Accreditation
END OF TRANSACTION	

Processing Period: 1 day, 2 hours, 15 minutes

Fees:

Legal Charges	-	PhP10.00
Application Fee (New Application)	-	PhP500.00
Accreditation Fee	-	Ph1,000.00/classification

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Initial Registration of Motor Vehicles

One of the core mandates of the LTO pursuant to Republic Act No. 4136 and other special laws is to register roadworthy and emission compliant motor vehicles

Office or Division: New Registration Units of the Regional Offices (ROs) and authorized LTO District Offices (DOs) / Extension Offices (EOs); For exempt Motor Vehicles (MVs) , Under bond and MVs under written commitment : Diliman District Office; For Used Imported from Subic Freeport - LTO SBMA Extension Office

Who May Avail: Accredited importers / dealers and Motor vehicle owners

Documentary Requirements:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Brand New Locally Assembled / Manufactured Completely Built Units (CBU) / Imported CBUs / Brand new local imported trailer	
General Requirements	
1. Original Sales invoice	Accredited Manufacturer / Assembler / Importer / Rebuilder / Dealer (MAIRD)
2. Original LTO Copy or electronically transmitted appropriate insurance Certificate of Cover (COC)	Accredited insurance companies by the Insurance Commission
3. Original Philippine National Police -Highway Patrol Group (PNP-HPG) Motor Vehicle (MV) Clearance Certificate and Special Bank Receipt (SBR)	PNP-HPG MV Clearance Division
4. Original Certificate of Stock Reported (CSR)	Accredited MAIRD
5. Payment Reference Number if payment is made through e-PAT	LANDBANK Link.BizPortal
Additional Requirements	
A. Brand new motorcycle with sidecar (TC)	
Original Affidavit of Attachment for sidecar executed by the owner and mechanic stating among other the date of completion	Owner, mechanic
B. Tax Exempt	
1. Original duly accomplished Motor Vehicle Inspection Report (MVIR) with Certificate of Compliance to Emission Standard (CCES), if used imported	Land Transportation Office District Office / Extension Office, Motor Vehicle Inspection Center (MVIC)
2. Certified true copy of Release Certificate, if used imported	DTI-FTEB
3. DFA Endorsement	DFA Protocol Office
C. Used-Imported	
a. Exempted from EO 156/877-A	
1.One copy of Commercial invoice / Certificate of Title	Country of Origin
2. Original duly accomplished Motor Vehicle Inspection Report (MVIR) with Certificate of Compliance to Emission Standard (CCES)	Land Transportation Office District Office / Extension Office, Motor

Navigate to General Business Procedures

	Vehicle Inspection Center (MVIC)
b. through the no dollar importation	
1. One copy of Commercial invoice of MV or Certificate of Title issued by the country of origin	Country of origin
2. Original / certified true copy of Authority under the No Dollar Importation. If no authority, Seizure Proceedings and Notice of Award	DTI-FTEB
3. Original Affidavit of first and last importation	BOC
4. Original duly accomplished Motor Vehicle Inspection Report (MVIR) with Certificate of Compliance to Emission Standard (CCES)	Land Transportation Office District Office / Extension Office, Motor Vehicle Inspection Center (MVIC)
5. Certified true copy of Release Certificate	DTI-FTEB
D. Rebuilt trucks and buses	
a. With new or used imported engine and/or chassis	
1. Original or one photocopy of Commercial / Sales Invoice from country of origin	Country of origin
2. Original Affidavit of Rebuilt executed by the owner and/or mechanic, with TESDA NC II (mechanic), stating among others the date of completion	Accredited rebuilder
3. Original CSR of rebuilt truck / bus	Operations Division of Central Office, Regional Office
4. One Certified true copy of DTI – FTEB Endorsement	DTI - FTEB
1. One (1) photocopy of Certificate of Payment issued if parts/components are imported	BOC
E. Imported motor vehicles acquired through public bidding	
1. Certified true copy of OR evidencing payment of acquisition cost	BOC
2. Certified true copy of the Notice of Award	BOC

Procedure

CLIENT STEPS	AGENCY ACTION
Submits requirements	Receives application and evaluates the completeness and authenticity of the requirements Retrieves Motor Vehicle (MV) information from the system and generates transaction ID Encodes / supplies details not cascaded from MAIDRs
	Approves transaction
Proceeds to the Cashier for payment of fees. Receives OR	Accepts payment For the payments made through e-PAT, verifies Payment Reference Number through the Merchant Payment Inquiry Facility under process payment module.

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	Prints and issues Official Receipt (OR)
	Prints Certificate of Registration (CR)
	Reviews transaction and signs CR
Presents OR Receives OR, CR, sticker and plates	Tags as released plates and sticker Issues plates, RFID, OR and CR

Processing Time: One (1) hour, 20 minutes

Note:

a. Processing time includes waiting time and starts upon the submission of complete requirements
b. For District Offices handling mixed transactions (New, Renewal and Miscellaneous Registration and Licensing Transactions with Adjudication Facilities) exceeding 800, the processing time shall be 2 hours, 40 minutes
c. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped

Fees

Computer Fee: PhP 169.06
Legal Research Fee: PhP 10.00
Transaction Fee:

Private Cars – Based on Gross Vehicle Weight (GVW) and Year Model

VEHICLE CATEGORY	TRANSACTION FEE (in PhP)
PASSENGER CARS	
Light Vehicles up to 1,600kgs	
Year 2001 Onwards	1,600.00
Year 1995 to 2000	2,000.00
Year 1994 and below	1,400.00
Medium Vehicles 1,600 to 2,300kgs	
Year 2001 Onwards	3,600.00
Year 1997 to 2000	6,000.00
Year 1995 to 1996	4,800.00
Year 1994 and below	2,400.00
Heavy Vehicles 2,301kgs & Up	
Year 2001 Onwards	8,000.00
Year 1995 to 2000	12,000.00
Year 1994 and below	5,600.00
MOTORCYCLES	
Without Sidecar	240.00
With Sidecar	300.00
UTILITY VEHICLES AND SUV MODELS 1990 & EARLIER	
GVW up to 2,700kgs	2,000.00
GVW more than 2,700kgs	2,000.00 + (Actual GVW - 2,700kgs x .40)
SPORTS UTILITY VEHICLE (SUV)	
GVW up to 2,700kgs	2,300.00
GVW more than 2,700kgs	2,300.00 + (Actual GVW - 2,700kgs x .46)
TRUCKS/BUSES	
GVW up to 2,700kgs	1,800.00
GVW more than 2,700kgs	1,800.00 + (Actual GVW - 2,700kgs x .24)
TRAILERS	GVW x .24

*Fees are exclusive of Legal Research Fund worth PhP10.00 and computer fee of PhP169.06

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For Hire – Based on Gross Vehicle Weight (GVW)

VEHICLE CATEGORY	TRANSACTION FEE (in PhP)
PASSENGER CARS	
Light Vehicles (up to 1,600kgs)	900.00
Medium Vehicles (1,601kgs to 2,300kgs)	1,800.00
Note: All For Hire Passenger Cars are Ageless	
UTILITY VEHICLES - GVW up to 4,500 kgs	Actual GVW x .30
SPORTS UTILITY VEHICLE (SUV)	
GVW up to 2,700kgs	2,300.00
GVW more than 2,700kgs	2,300.00 + (Actual GVW - 2,700kgs x .46)
MOTORCYCLES/MOPEDS/TRICYCLES	
Without Sidecar	240.00
With Sidecar	300.00
TRUCKS	
GVW up to 2,700.00kgs	1,800.00
GVW more than 2,700kgs	1,800.00 + (GVW in excess of 2,700kgs x .24)
TRUCK/BUSES	Actual GVW x .30
TRAILERS	Actual GVW x .24

Note: Cross over is defined as having an engine of a light car and a body of a Utility Vehicle or a Sports Utility Vehicle.

1. If GVW is below 1600 kgs, collect MVUC for car light
2. if above 1600 kgs collect MVUC for UV
3. Three-wheeled vehicles includes Bajaj, Piaggio, E-trike, Motorella. If the GVW is 1000kgs and below, collect P300.00

Navigate to General Business Procedures

Enrollment and Stock Reporting of Other Entities

This governs the enrollment of Other Entities into the LTO IT System in order to process Stock Reporting

Office or Division: Operations Division, LTO Central Office

Who May Avail: Diplomats, Tax-Exempt, Returning Resident under the No Dollar Importation, Government Agencies Individual Person/Entity (for personal use), Auctioneers

Documentary Requirements:

1. One duly accomplished application form
2. One photocopy of Certificate of Payment (Owner's copy to be presented)
3. Original Stencils of Engine and Chassis Number
4. Authorization letter with the ID of the authorizing official and of the representative

Procedure

CLIENT STEPS	AGENCY ACTION
Submits supporting documents	Receives and evaluates the completeness and authenticity of the requirements, validates the electronic Certificate of Payment (CP) and issues Payment Order Slip (POS) for enrollment
Proceeds to the Cashier for payment of fees and other charges Receives the OR	Accepts payment Issues manual Official Receipt (OR) Forwards to the evaluator for uploading
	Enrolls/Uploads owner's information and MV details in the system
	Reviews and approves the transaction Issues POS for Certificate of Stock Reported (CSR)
Proceeds to the Cashier for payment of fees Receives OR	Accepts payment and issues OR
Submits OR Receives OR and CSR	Receives OR, Prints and Releases CSR
END OF TRANSACTION	

Processing Time: One (1) hour, 50 minutes

Note: a. Processing time includes waiting time and starts upon the submission of complete requirements.
b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.

Fees:

Computer Fee - PhP 209.06
Certification Fee - PhP 30.00
Legal Research Fee - PhP 10.00
Enrollment Fee:
For Diplomat - PhP 319.06 (PhP100 enrollment fee, P10 LRF)
For Individual - PhP1,219.06 (PhP100 enrollment fee, P10 LRF)

Navigate to General Business Procedures

Stock Reporting of Manufacturers, Importers and Rebuilders that are Not Under Do-It-Yourself (DIY)

Certification pertaining to reporting of stocks of motor vehicle and/or its components by accredited Manufacturers, Importers and Rebuilders

Office or Division: Operations Division, LTO Central Office

Who May Avail: Accredited Manufacturers, Importers and Rebuilders

Documentary Requirements:

1. Imported Motor Vehicle and/or Components
   a) One (1) photocopy of Certificate of Payment (CP) (Owner's copy to be presented)
   b) One (1) clear and legible stencils of engine and/or chassis numbers
   c) One (1) hard and soft copy of the stock report
   d) Original Authorization letter with original and one (1) photocopy of any ID with photo and signature of the ID of the authorizing official and of the representative
   e) One (1) photocopy of Certificate of Conformity (COC) if brand new (except electric vehicles)
2. Additional Requirements for locally manufactured chassis
   a) Original Sales Invoices of materials used in the manufacture of the chassis

Procedure

CLIENT STEPS	AGENCY ACTION
Submits application form Receives claim stub	Receives application and evaluates the completeness and authenticity of all the required documents, and issue claim stub Uploads stocks into the LTO IT, scan stencils of engine / chassis, validates scanned images of engine and chassis numbers vis-a-vis documents submitted
Receives POS	Reviews and approves transaction, prints Pay Order Slip (POS) and issues the same
Proceeds to the Cashier for payment of fees Receives OR	Accepts payment and issues Official Receipt (OR)
END OF TRANSACTION	

Processing Time: One (1) hour, 50 minutes

Note: *a. Processing time includes waiting time and starts upon the submission of complete requirements.*
b. If the client arrives at the office when the transaction cannot be completed within the day, he/she will be advised to return on the next working day and be prioritized at the step where he/she stopped.

Fees:

Application Fee	-	PhP40.00
IT Fee	-	PhP169.06

Navigate to General Business Procedures

LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD (LTFRB)

The LTFRB is a sectoral agency of the Department of Transportation (DOTr) which is mandated under the law to regulate land-based public transportation, and to safeguard the welfare and interests of the commuting public.

Contact Details:

https://ltfrb.gov.ph/
East Avenue, Diliman, Quezon City 1100, Philippines
8529 7111 / 0921 448 7777
complaint.ltfrb.gov.ph@gmail.com

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LTFRB New Certificate of Public Convenience

Source: LTFRB Website (accessed as of 24 February 2021)

Documentary Requirements

Upon Filing of Application*

1. Four (4) copies of Verified Application alleging proof of citizenship and financial capacity with annexes and verification and certification of NonForum Shopping
2. Authorization from the Department of Transportation (DOTr) for applicable types of service (PUB, TX) PUJ, UV, TNVS and P2P);
3. LTO OR/CR of authorized unit/s with year model;
4. Business Registration
    a. For Sole Proprietorship
        (1) Certificate of Business Name issued by the Department of Trade and Industry (except PUJ);
    b. For Cooperatives
        (1) Valid Certificate of Registration from the Cooperative Development Authority (CDA);
        (2) Endorsement from the Office of Transportation Cooperatives (OTC);
        (3) Management Agreement between the Cooperative and the member;
        (4) Board Resolution authorizing the application for new certificate of public convenience and delegating the authorized representative/s to file application.
    c. For Corporations:
        (1) SEC Certificate of Registration
        (2) Board Resolution/Secretary's Certificate authorizing the application for new certificate of public convenience and delegating the authorized representative/s to file application.
5. Operator's data sheet with complete details and Valid Driver's License/s of authorized driver/s (circa 2016 format); and
6. Additional Requirements:
    a. For Tourist Transport Service**
        (1) Valid Department of Tourism (DOT) and Department of Transportation (DOTr) Endorsement Letters per Department Order No. 2013-004 (indicate area of operation);
        (2) Valid Concessionaire Agreement DOT Accredited Hotels and Resorts
    b. For School Service:
        (1) Valid Parent-Teacher Association or School Certification/ Endorsement Letter Authorizing/Accrediting the School Service. The Certification or Endorsement Letter should contain the following information:
            (a) Name of School;
            (b) Complete School address;
            (c) School Contact Person with contact details, valid ID;
            (d) Full name of Applicant;
            (e) Number of units endorsed;
            (f) Area of Coverage.
    c. For Truck-for-Hire:

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(1) Any proof of public need (Notarized Hauling Contract with Area of Operation, Number of Units to be authorized and Duration of Contract; Authority to Operate in Ports must be duly notarized).

d. For Shuttle Service:
   (1) Notarized Shuttle Service Contract with duration;
   (2) Time schedule of travel to and from company premises to designated pick-up/drop-off points and vice versa;
   (3) Number of units to be authorized.

For Submission During the Hearing

1. Proof of Filipino Citizenship;
   a. *For individual applicant* - Authenticated Birth Certificate from National Statistics Office (NSO), valid Philippine Passport, Voter's ID, Senior Citizen's ID, NSO Marriage Certificate or any government-issued ID showing Filipino citizenship
   b. *For juridical entity*
      (1) Articles of Partnership/Incorporation and By Laws for Partnership or Corporation, and Certificate of Registration issued by SEC; or
      (2) Articles of Cooperation and By Laws for Cooperatives, and Certificate of Registration issued by CDA.
2. Proof of Existence and Sufficiency of Garage;
   a. Location map;
   b. Dimension of garage;
   c. If the applicant is the owner of the garage, Transfer Certificate of Title (TCT)/ Tax Declaration in the name of the applicant; if not, notarized Contract of Lease/Authority to use with TCT of Lessor;
   d. LGU Zoning Clearance for the location of the garage for at least three (3) units the gross weight of each does not exceed 4500kg or for one (1) unit for truck and bus;
   e. For TH, entering Metro Manila, proof of garage or authority to use garage within Metro Manila to avoid traffic congestion;
   f. For UV, exact location of terminal at both endpoints.
3. Proof of Financial Capability;
   a. Certified True Copy of latest Income Tax Return or Certificate of Registration issued by the BIR for newly incorporated corporations and new individual applicant;
   b. Corporation/Partnership/Cooperative/Single proprietorship for PUB, TB, SHB and TH: Certified true copy of latest Financial Statement duly certified by a CPA;
   c. Single proprietorship/Individual:
      (1) Five Units or Less
         (a) Proof of Bank Deposit in the amount of P20,000 per unit or other proof of financial capacity such as land title, ownership of business, etc. (For PUJ);
         (b) Proof of Bank Deposit in the amount of P50,000 per unit or other proof of financial capacity such as land title, ownership of business, etc. (For small units such as TX, TNVS and AUV);
         (c) Proof of Bank Deposit in the amount of P100,000 per unit or other proof of financial capacity such as land title, ownership of business (For PUB, TB, SHB & TH).

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(2) *At least 6 units* - Certified true copy of latest Financial Statement duly certified by a CPA.

4. LTFRB Inspection Report with picture of unit taken during inspection;
5. Business Registration Certificate; and
6. Proof of Publication:
   a. Affidavit of publication by the publisher; and
   b. Copies of Publication

Note:

*Photocopies should be submitted upon filing of application while originals are to be presented during the hearing.
**If DOT-Central Office endorsement, area of operation can cover at least two (2) Regions; and if DOT-Regional Office endorsement, area of operation is limited to concerned region.
***For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative who is a lawyer or a relative (re: direct ascendant/descendants) is allowed upon presentation of duly notarized Special Power of Attorney (SPA), valid IDs and proof why petitioner is not physically present.

Process

1. Applicant submits the Verified Application/Petition with supporting documents
2. Assessor prepare the assessment of Fees and Filing Fee
3. Applicant to proceed to the cashier for payment of assessed fees
4. Cashier issues the Official Receipt (OR) to the applicant
5. Applicant submits the application/petition together with the OR of payment
6. LTFRB Officially receives the application/petition and issues claim stub and Clearance of Account to the Applicant and forwards the document to Legal for issuance of Notice of Hearing
7. Issues the Notice of Hearing (Publication of Notice of Hearing by the client/applicant)
8. Conduct of Hearing, drafts and evaluates the decision/order for recommendation to the Board
9. For review deliberation and resolution of the Board
10. For docketing and attestation of order
11. Releasing of Decision/Order to the applicant

Processing Period: Within 15 days from the date the Application is submitted for resolution, the Legal Division/RFROs shall transmit the case folder to the Board through the Office of the Executive Director for signature

Fees

Filing Fee	-	Php510.00 first two (2) units
	-	Php70.00 per unit in excess of two (2) units
Unit Verification Fee	-	Php 40.00 per unit
Inspection Fee	-	Php 50.00 – PUV (with gross weight not exceeding 4,500 kg) per unit Php 100.00 – bus and truck per unit

Navigate to General Business Procedures

PHILIPPINE NATIONAL POLICE

Republic Act No. 6975 established the Philippine National Police (PNP) under a Reorganized Department of the Interior and Local Government. The PNP shall enforce the law, prevent and control crimes, maintain peace and order, and ensure public safety and internal security with the active support of the community. Law Enforcement. Maintain peace and order. Prevents and investigates crimes and bring offenders to justice.

Schedule of Availability of Services: 8:00AM-5:00PM, Monday to Friday

Contact Details:

http://www.pnp.gov.ph/
Camp BGen Rafael T Crame, Quezon City
8723 0401 / 8537 4500

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Highway Patrol Group (HPG)

Source: *PNP Website (accessed as of 24 February 2021)*

Motor Vehicle Clearance Certificate

Schedule of Availability: Monday to Friday, 8:00AM – 5:00PM (without noon break)

Office: Highway Patrol Group – Motor Vehicle Clearance Division

Documentary Requirements

a. Original Registration (Brand New – Local)
    1. Original Sales Invoice
    2. Original LTO Certificate of Stock Reported
    3. TIN of Dealer and New Owner
    4. Stencil of Engine and Chassis Numbers
b. Original Registration (Brand New – Imported)
    1. Original BOC Certificate of Payment
    2. Original LTO Certificate of Stock Reported
    3. Informal Entry
    4. Bill of Lading
    5. Stencil of Engine and Chassis Numbers
    6. TIN of Dealer and New Owner
c. Original Registration (Secondhand – Imported)
    1. Original BOC Certificate of Payment
    2. Original LTO Certificate of Stock Reported
    3. Informal Entry
    4. Macro-Etching Certificate
    5. TN of Dealer and New Owner
d. Original Registration (Completely Knocked-Down – Imported)
    1. Original BOC Certificate of Payment
    2. Original LTO Certificate of Stock Reported on the Engine, Chassis, and Body
    3. Original Affidavit of Rebuilt (duly notarized and to be executed by the owner and rebuilder)
    4. Informal Entry
    5. Bill of Lading
    6. Macro-Etching Certificate for Vehicles with Gross Weight of 4.500kg and below or Stencil of Engine and Chassis Numbers if Gross Weight is more than 4,500kg
    7. TIN of New Owner
e. Original Registration (Imported – Voluntary Payment)
    1. Original BOC Certificate of Payment
    2. Original LTO Certificate of Stock Reported
    3. Macro-Etching Examination
    4. TIN of Dealer and New Owner
f. Original Registration (Acquired thru Bidding)
    1. Original Sales Invoice (Official Receipt)
    2. Certificate of Award
    3. Macro-Etching Examination
    4. Certificate of Assignment of LTO number (if tampered)
    5. TIN of Dealer and New Owner

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g. Original Registration (Assembled – Rebuilt)
    1. Original Sales Invoices of the Engine and Chassis
    2. Original LTO Certificate of Stock Reported of the Engine and Chassis
    3. Original Affidavit of Rebuilt (duly notarized and to be executed by the owner and rebuilder)
    4. Original Deed of Sale of the Engine and Chassis (if engine/chassis was acquired from a private person or company)
    5. Original Certificate of Registration and LTO Official Receipt Covering the Acquired Engine/Chassis
h. For Permit to Assemble
    1. Statement Under Oath by the Owner (containing the type, make and serial numbers of the engine and chassis and body, if any)
    2. Complete List of Spare Parts of the motor vehicle to be assembled or rebuilt together with the names and addresses of the sources thereof

Procedure

1. Go to Receiving Section and fill out an application form
2. Submit the form together with the required documents
3. Go to LandBank of the Philippines (LBP) and pay the necessary fees
4. Go back to Receiving Section of the HPG MVCD and get a copy of the action slip and claim stub
5. Go to Motor Vehicle Inspection Section
6. Return the following day
7. Present claim stub at the Releasing Section

Processing Period: Two (2) Working Hours

Fees:

PhP150.00	Permit to Assemble
PhP200.00	(Original Registration) Local and Imported
PhP300.00	Transfer of Ownership Change of Engine/Chassis Change of Color Change Body Design For Shipment Record Check
PhP400.00	(Original Registration) Transfer of Ownership Completely Knocked-Down Importer Voluntary Payment Acquired through Bidding
PhP550.00	(Original Registration) Assembled-Rebuilt

Navigate to General Business Procedures

Firearms and Explosives Division (FED)

Source: PNP Citizen's Charter 2016 (accessed as of 24 February 2021)

Authority to Export Firearms and Ammunitions, Spare Parts and Accessories for Commercial Purposes, Demonstration, Display, Test and Evaluation

Documentary Requirements (2 folders in numerical red tabbing)

1. Letter of Request addressed to PNP Chief
2. Purchase Order
3. End-user Certificate
4. Letter of Intent of foreign buyer
5. Photocopy of License to Operate to Manufacture
6. Request of Organization Event (for demonstration only)

Procedure

1. Submit application with documentary requirements then return after 16 days
2. Claim approved Authority to Export

Processing Period: 17 working days

Fee: None

Navigate to General Business Procedures

Authority to Import Firearms, Ammunitions, Spare Parts, Accessories, and Reloading Components (For Commercial Purposes)

Documentary Requirements (2 folders in numerical red tabbing)

Authority to Import for Commercial Purposes

1. Letter of Request addressed to PNP Chief
2. Authenticated photocopy of License to Operate
3. Summary of Transaction

Authority to Import by Government/Juridical Entities thru Licensed Indentor

1. Letter of Request addressed to PNP Chief
2. Authenticated photocopy of Indentor's License to Operate
3. End-user's certificate
4. Purchase Order/Contract, duly certified by COA that funds are available for the purpose
5. Summary of Previous Transaction

Authority to Import for Test and Evaluation

1. Letter of Request addressed to PNP Chief
2. Authenticated photocopy of License to Operate
3. End-user's certificate issued by head of agency
4. Summary of Transaction
5. Recommendation from the Directorate for Research and Development (DRD), PNP

Authority to Import for Manufacturer of Firearms and Ammunition for Commercial Purposes

1. Letter of Request addressed to PNP Chief
2. Authenticated photocopy of License to Manufacture
3. Disposition of manufactured firearms, ammunition, spare parts, accessories and ammo components which shall include the approved bodega transfer if locally sold, document from the recipient of the articles if exported, and quantities of stocks on hand

Procedure

1. Submit application with documentary requirements then return after 16 days
2. Claim approved Authority to Export

Processing Period: 15 working days

Fees*

Per firearm	PhP12.00
Per airgun or airsoft	PhP5.00
Per barrel, frame, slide, and magazine	PhP6.00
Per ammunition	PhP0.10
Per shell, primer, and head	PhP0.02
Per pound of gun powder	PhP0.50
Per reloading machine	PhP1,200.00
Per bulletproof vest	PhP600.00

*Fees will be collected upon arrival of the items

Navigate to General Business Procedures

License for New/Transfer Firearms (Juridical Entity)

Client/Requesting Party

1. Local Government Units
2. Government Security Force
3. Private Gun Club Owners
4. Private Security Force
5. Private Security Agencies

Documentary Requirements

For Private Agencies	For Government Agencies
1. Letter of Request to Purchase Firearm addressed to the PNP Chief 2. Duly accomplished Application Form 3. Affidavit of Non-Pending Case (Supervision and Guards Supervision Division or SAGSD) 4. License to Operate from SAGSD 5. Authority to Purchase Firearms (SAGSD) 6. Inspection and Investigation (I&I), FED and Assistant Directorate for Intelligence (ADI, CSG) Clearance 7. Monthly Disposition Report (duly notarized) 8. Business Registration 9. Firearms Surety Bond (from accredited bonding companies, e.g. GSIS, UCPB) 10. Deed of Sale (for transfer) 11. LTO of Vendee and Vendor of Firearm (for transfer) 12. Firearms Verification Report 13. Firearm License Application Form	1. Letter of Request to Purchase Firearm addressed to the PNP Chief 2. Duly accomplished Application Form 3. Board Resolution (Barangay/Muinicipal/City/Provincila Council for LGUs and from Board of Directors for GOCCs) 4. Requisition and Issue Voucher 5. Purchase Order 6. Authority to Purchase Firearms from PNP-Security and Guards Supervision Division) for Government Security Force only 7. Oath of Office or Appointment Order from Civil Service Commission (licensee) 8. Firearms Records Verification 9. Firearms License Application Form

Procedure

1. Submit application with documentary requirements then return the following day
2. Go to LandBank of the Philippines and pay the necessary fees
3. Submit the special bank receipt then return the following day
4. Claim the printed license card

Processing Period: Five (5) working days

License Fees

Classification	2 Years Validity	4 Years Validity
Cal. .45, .40	PhP1,010.00	PhP1,930.00
Cal. 9MM, .38	PhP930.00	PhP1,770.00
Cal. 12GA	PhP630.00	PhP1,770.00

Navigate to General Business Procedures

License to Deal in Firearms, Ammunition, Spare Parts, and Accessories (New-Main License)

Documentary Requirements (2 copies of the following in numerical red tabbing)

1. Letter of Request to Purchase Firearm addressed to the PNP Chief
2. Authenticated copy of License to Operate (Main)
3. Location plan of the proposed gun store or repair shop showing distance from the nearest police headquarters within 1,000meters
4. Sketch of the firearms and ammunition vault showing inside dimension and construction materials used and the kind of door and locking device (width = 1m; height 1.5m; depth = 0.5m)
5. Copy of Business Registration
6. Clearances of manager who will manage the Firearm/Ammunition Dealership from the City or Municipal Mayor, Metropolitan or Regional Trial Court, Police Clearance from place of Residence, NBI Clearance, and Directorate for Intelligence (DI) Clearance
7. Accomplished Application Form for License to Deal in Firearms and Ammunition (Form 1)
8. Certification or Affidavit of the Corporate Treasurer and Bank Statement that paid-up capital stock/cash of PhP500,000.00 as proof of capitalization
9. Name and clearances of the employee who will work/repair firearms and his/her qualification and experience in the business such as training certificate from TESDA and from previous employer (for License to Operate to Repair Firearms only)
10. Picture of gun store/repair shop and depository vault (Burglar and Fireproof)
11. Certification from Provincial or City Director that the gun store/repair shop is secure and safe from insurgents
12. Tax Identification Number Re-Revenue Regulations No. 11-99
13. Inspection Report conducted by Inspection and Investigation Section of FED for NCR applicants

Notes:

- For applications from the provinces, submit all documents to the Police Provincial or City Director for inspection, comment, recommendation, and proper endorsement to the C,FED.
- For applicants from Metro Manila, the application shall be submitted directly to Permits and Other Licenses Section, FED, PNP, Camp Crame, Quezon City
- All Photocopied documents must be authenticated by the issuing office

Procedure

1. Submit application with documentary requirements then return or call the office concerned after 14 days
2. Go to LandBank of the Philippines and pay the necessary fees
3. Submit the special bank receipt and Surety Bond Policy and Receipt
4. Claim approved application

Processing Period: 15 working days

Fees

Firearms and Ammunitions	PHP15,000.00
Repair of firearms	PhP12,000.00
Spare parts and accessories, ammunition reloading components, airgun/airsoft, bulletproof vests	PhP9,000.00

Navigate to General Business Procedures

License to Operate (New Branch)

- To Deal in Firearms and Ammunition
- To Deal in Firearms Spare Parts and Accessories
- To Deal in Ammunition Reloading Components
- To Deal in Airgun or Airsoft
- To Deal in Bulletproof Vest
- To Repair Firearms

Documentary Requirements (2 copies of the following in numerical red tabbing)

1. Letter of Request to Purchase Firearm addressed to the PNP Chief
2. Authenticated copy of License to Operate (Main)
3. Location plan of the proposed gun store or repair shop showing distance from the nearest police headquarters within 1,000meters
4. Sketch of the firearms and ammunition vault showing inside dimension and construction materials used and the kind of door and locking device (width = 1m; height 1.5m; depth = 0.5m)
5. Copy of Business Registration
6. Clearances of manager who will manage the Firearm/Ammunition Dealership from the City or Municipal Mayor, Metropolitan or Regional Trial Court, Police Clearance from place of Residence, NBI Clearance, and Directorate for Intelligence (DI) Clearance
7. Accomplished Application Form for License to Deal in Firearms and Ammunition (Form 1)
8. Certification or Affidavit of the Corporate Treasurer and Bank Statement that paid-up capital stock/cash of PhP500,000.00 as proof of capitalization
9. Name and clearances of the employee who will work/repair firearms and his/her qualification and experience in the business such as training certificate from TESDA and from previous employer (for License to Operate to Repair Firearms only)
10. Picture of gun store during ocular inspection showing the following:
    a. Exterior view;
    b. Interior view;
    c. Display cabinet, counters, fire extinguisher;
    d. Vault; and
    e. Equipment/Machineries used, if any
11. Certification from Provincial or City Director that the gun store/repair shop is secure and safe from insurgents
12. Tax Identification Number Re-Revenue Regulations No. 11-99
13. Inspection Report conducted by Inspection and Investigation Section of FED for NCR applicants

Notes:

- For applications from the provinces, submit all documents to the Police Provincial or City Director for inspection, comment, recommendation, and proper endorsement to the C,FED.
- For applicants from Metro Manila, the application shall be submitted directly to Permits and Other Licenses Section, FED, PNP, Camp Crame, Quezon City
- All Photocopied documents must be authenticated by the issuing office

Navigate to General Business Procedures

Procedure

1. Submit application with documentary requirements then return or call the office concerned after 8 working days
2. Go to LandBank of the Philippines and pay the necessary fees
3. Submit the special bank receipt and Surety Bond Policy and Receipt
4. Claim approved application

Processing Period: Ten (10) working days

Fees

Firearms and Ammunitions	PHP15,000.00
Repair of firearms	PhP12,000.00
Spare parts and accessories, ammunition reloading components, airgun/airsoft, bulletproof vests	PhP9,000.00

Navigate to General Business Procedures

License to Operate to Manufacture

- Firearms and Ammunition
- Firearm Spare Parts and Accessories
- Load and Reload Ammunition
- Firearms, Ammunitions, and Air Munition Products (for use of AFP/PNP and other Law Enforcement Agencies Only)
- Mortar Fuzes and Smoke Grenade (for Sale to AFP/PNP and other Law Enforcement Agencies only)
- Riflescopes
- Airgun and Airsoft Rifles/Pistols

Documentary Requirements (2 copies of the following in numerical red tabbing)

1. Letter of Request addressed to the Secretary of the Department of Interior and Local Government (SILG) with the subject Issuance of License to Manufacture, Issuance of a License to Manufacture Firearms, Ammunition, Major Firearm Spare Parts and Ammo Components
2. Location of a shop or factory showing distance from the nearest police headquarters (within 1km)
3. Name of the manager of the shop or factory
4. Certification/Affidavit of the Corporate Treasurer and Bank Statement that the paid-up capital stock/cash of PhP500,00.00 as proof of capitalization
5. Report of Inspection and Investigation Section, FED for applicants from Metro Manila
6. Picture of plant/factory showing signage, front view and vault used for storage of finished products before deposit to FED (width = 1m; height = 1.5m)
7. Duly Accomplished Application Form
8. Detailed plan of the shop/factory approved by the municipal or city engineer
9. Copy of Business Registration (include Articles of Incorporation and By-Laws for Corporations)
10. Clearances of the manager and other personnel employed in the production from their respective place of residence (Mayor, Court, Police, DI Clearance, and NBI Clearance)
11. Documents to show the technical qualification of the applicant and employee in the manufacture of firearms and ammunition, load/reload ammunition, such as Training Certificate from TESDA or Certificate of Employment from previous employer with firearms manufacturing plant
12. Certification and Inspection Report from the Bureau of Working Condition, Department of Labor and Employment (DOLE)
13. Surety Bond Receipt

Notes:

- For applications from the provinces, submit all documents to the Police Provincial or City Director for inspection, comment, recommendation, and proper endorsement to the C,FED.
- For applicants from Metro Manila, the application shall be submitted directly to Permits and Other Licenses Section, FED, PNP, Camp Crame, Quezon City
- All Photocopied documents must be authenticated by the issuing office

Navigate to General Business Procedures

Procedure

1. Submit application with documentary requirements then return or call the office concerned after 18 working days
2. Go to LandBank of the Philippines and pay the necessary fees
3. Submit the special bank receipt and Surety Bond Policy and Receipt & Policy then return after 13 days
4. Claim approved License to Manufacture

Processing Period: 32 working days

Navigate to General Business Procedures

FOOD AND DRUG ADMINISTRATION (FDA)

Source: *FDA Website (accessed as of 24 February 2021)*

The Food and Drug Administration (FDA) is the national health product regulatory agency mandated to ensure the safety, efficacy, and quality of health products for the protection of public health.

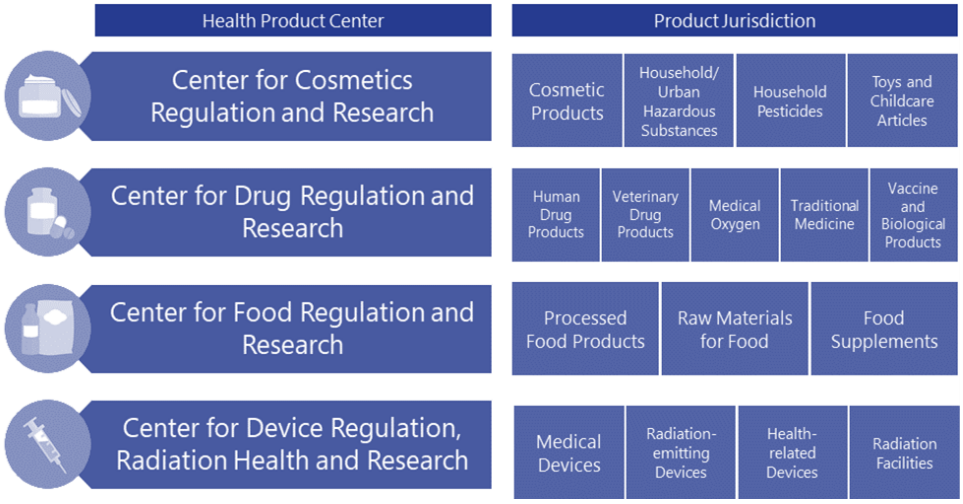
Through its Centers, FDA issues authorizations in the form of Licenses-to-Operate (LTO) for establishments, and Certificates of Product Registration (CPR) or Notification (CPN) for health products. These authorizations are granted only to those entities that are determined to be compliant with the instituted standards and after appropriate evaluation procedures. These pre-market activities are strengthened by the conduct of post-market surveillance activities as primarily implemented by the Field Regulatory Operations Office (FROO).

These regulatory tools work in synergy to ensure that products made available in the market continuously comply with the standards. This ultimately ensures that consumers have access to reliable and safe products that promote public health.

Licensing and Registration by the FDA

Licensing of Health Establishments	Registration of Health Products
Manufacturers	Drug
Traders	Food and Food Supplements
Retailers (Drug Outlets only)	Medical Devices
Distributors (Importers/Exporters/Wholesalers)	Household/Urban Pesticides
	Toys and Childcare Articles (Notification)
	Cosmetics (Notification)

Centers and Product Jurisdiction



Contact Details:

www.fda.gov.ph
1781 Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City
(+632) 8857 1900
info@fda.gov.ph

Navigate to General Business Procedures

Issuance of Electric Portal (E-Portal) User Account

Source: FDA Citizen's Charter 2021, 1st Edition (accessed as of 24 February 2021)

Center/Office/Division: FDAC Account Section

Who May Avail: Manufacturers traders, distributors, importers, exporters, wholesalers, and other establishment and facilities of health products, as determined by Food and Drug Administration

Documentary Requirements:

1. Signed and notarized Authorization Letter (Annex B – FDA Circular No. 2016-004) (pdf format)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Send an email request to fdac@fda.gov.ph	Check the received email as to completeness and appropriateness of the request
Receive username and password	Issue user account (username and password) to the client
END OF TRANSACTION	

Processing Period: 1 Working Day and 15 minutes

Fees: None

Navigate to General Business Procedures

Issuance of Emergency Use Authorization (EUA) for Drugs and Vaccinces for COVID-19

Source: FDA Citizen's Charter 2021, 1st Edition

This Authorization shall apply to the pharmaceutical industry and government entities such as the national procurer or health program implementers intending to apply for an EUA for drugs and vaccines for COVID-19, and shall pertain only to unregistered (anywhere in the world) drugs and vaccines for prevention, diagnosis and treatment of COVID-19 and granted an EUA by the National Regulatory Authority (NRA) of the country of origin or any other mature and established NRA as identified by FDA.

Center/Office/Division: Office of the Director General

Who May Avail: Pharmaceutical Industry and Government Entities

Documentary Requirements (to be submitted in the English language):

1. Cover Letter requesting to issue an EUA with comprehensive discussions on the public health need for the product;
2. Valid License to Operate (LTO) as Drug Importer, with copy of the exclusive distributorship agreement with manufacturer of the drug or vaccine;
3. Good Manufacturing Practice (GMP) Certificate or equivalent document issued by the national regulatory authority or other competent regulatory authority. For drugs or vaccines coming from non-PIC/S countries or non-WHO Prequalified, the application must be supported by a Foreign current Good Manufacturing Practice (FcGMP) Certificate following Administrative Order No. 2013-0022
4. List of Countries where the EUA is approved, with proof of approval for emergency use (or equivalent document) from the corresponding approving counterpart NRAs.
5. Reports on actual use from the issuance of EUA of approving counterpart NRA to the application for EUA in the Philippine FDA
6. Complete assessment report including question and answer documents from the approving counterpart NRA.
7. Clinical Trial data and results with the inclusion of racial distribution showing Filipino/Asians/Pacific Islanders
8. Currently available stability studies and list of ongoing studies
9. Risk Management Plan
10. Summary of Product Characteristics
11. Summary Lot Protocol
12. Product labeling with minimum information including name of vaccine, type of vaccine, method of administration, dose per vial, storage, batch or lot number, manufacturing and expiration dates (compliance with Administrative Order NO. 2016-0008 or the Revised Rules and Regulations Governing the Generic Labelling Requirements of Drug Products for Human Use shall not be required), and instruction for usage--- smart labeling is encouraged
13. Proof of Payment (Official Receipt or Landbank Oncoll Payment Slip).
14. Notarized sworn assurance of sameness
15. Manufacturer's Undertaking

Note: Should the above stated requirements be unavailable, a sufficient justification should be provided with an undertaking to submit the requirement the soonest when it becomes available

Navigate to General Business Procedures

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Online submission of all documentary requirements to FDAC thru *fdac.pacd.cdrr@fda.gov.ph*	An acknowledgement receipt with a corresponding Document Tracking Number shall be issued to the applicant.
	Endorses the received application to the Office of the Director General
	Pre-assessment of completeness of the document submitted **In case application is incomplete, Notice of Deficiency (NOD) shall be issued to the applicant, clock stops*
Pay the required fee through any of the following: FDA Cashier BANCNET Landbank OnColl	Once requirements are complied, client shall be advised to proceed for the payment
	Refer the application to the Members of the Expert Panel (*respective email addresses*) and Center for Drug Regulation and Research (CDRR) (*cdrr.eua@fda.gov.ph*) for simultaneous review.
	Review the quality of the Drug or vaccine based from the submitted documentary requirements and submits a recommendation to the Office of the Director General ***In case CDRR requires additional documents should it deem necessary for proper review of quality of the drug or vaccine applied for EUA, CDRR shall notify the client. Stop Clock*
	Review the safety and efficacy of the Drug or vaccine based from the Submitted documentary requirements and submits a recommendation to the Office of the Director General ***In case Members of the Expert Panel require additional documents should it deem necessary for proper review of safety and efficacy of the drug or vaccine applied for EUA, the Expert Panel shall notify the client. Stop Clock*
	The Director General evaluates the report and recommendation from CDRR and Expert Panel
	The Director General approves or disapproves the EUA application
Receive the EUA or Letter of Disapproval	Release the EUA or Letter of Disapproval
END OF TRANSACTION	

Processing Period: 21 Calendar Days

Fees: PhP50,000.00 with additional 1% Legal Research Fee

Navigate to General Business Procedures

License to Operate for Establishment

Source: FDA Citizen's Charter 2021, 1st Edition (accessed as of 24 February 2021)

License to Operate - Initial Application for Manufacturers of Drugs, Processed Food, Medical Device, Cosmetics, Toys and Child Care Articles (TCCAS) and Household Urban Pesticides (HUPS)

Center/Office/Division: Center for Drug Regulation and Research (CDRR), Center for Food Regulation and Research (CFRR), Center for Cosmetic (and Household/Urban Hazardous Substances) Regulation and Research (CCHUHSRR) and Center for Device Regulation, Radiation Health and Research (CDRRHR)

Who May Avail: All Manufacturers of Health Products except Household/Urban Hazardous Substances (HUHS)

Documentary Requirements:

1. Accomplished e-Application Form as prescribed by FDA regulations.
    a. Location plan and Global Positioning System (GPS) coordinates to be filled in the eApplication Form
    b. Name of the Qualified Person depending on the type of health product establishment
    c. Self-Declaration in the e-Application Form
2. Proof of Business Registration
    a. For single proprietorship, the Certificate of Business Registration issued by the Department of Trade and Industry (DTI) (1 Scanned copy PDF)
    b. For Corporation, Partnership and other Juridical Person, the Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation (1 Scanned copy PDF)
    c. For Cooperative, the Certificate of Registration issued by the Cooperative Authority and Articles of Cooperation (1 Scanned copy PDF)
    d. For Government-Owned or Controlled Corporation, the law creating the establishment, if with original charter, or its Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation, if without original charter (1 Scanned copy PDF)
    e. When a business or establishment address is different from the business name registration address, the applicant shall submit a copy of the Business Permit (e.g. Mayor's Permit).
3. Proof of income (Latest Audited Financial Statement with Balance Sheet) or Duly notarized Statement/Certification of Initial Capitalization
4. Proof of payment of fees as prescribed by current FDA regulations (AO 50 s. 2001)
5. Site Master File (shall be presented to the FDA inspectors during inspection)
6. Risk Management Plan (shall be presented to the FDA inspectors during inspection)
7. Refer to FROO Inspection Agenda of this Citizen's charter for the documents that will be presented to the FDA inspectors during inspection

Navigate to General Business Procedures

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Log in to the e-portal using the issued username and password, and upload the required documentary requirements (in PDF format) for e-LTO application	
Download and print the generated Order of Payment through the ePortal and Email notification	
Pay the assessed fee as per the system generated Order of Payment Form through FDAC Cashier or any other means prescribed by FDA. (e.g. BANCNET, LANDBANK ONCOLL) Timeline of posting for each mode of payment: 1. Over the counter (FDA Cashier) – the payment will be posted after 2 days 2. Bank payment Landbank OnColl Payment – the payment will be posted after 5 days Bancnet – the payment will be posted after 2 days	FDA Cashier receives the payment for FDAC Cashier payments/ receives notification of payment for bank payments;
	Post payment in ePortal for confirmed payments. This will prompt automatic decking of application to respective Center.
	Pre-license Inspection by Regional Field Offices (RFO) Refer to Regional Field Office Citizen's Charter for the issuance of Certificate of Compliance /Recommendation for Disapproval/ Recommendation Letter.
	Evaluation on the completeness and veracity of the documents submitted.
	Checking of the evaluation and veracity of documents submitted
	Quality assurance of the evaluation.
	Final Decision on the Approval of LTO. If application is disapproved, the applicant will be notified through email and will receive the Letter of Denial
END OF TRANSACTION	

Processing Period: 20 Working Days

Navigate to General Business Procedures

Fees:

Drug Manufacturer:
20 Million and below Php 10,000 +1 % LRF
over 20 Million but below 50 Million Php 15,000 +1 %
LRF 50 Million and above Php 20,000 +1 % LRF
Food Manufacturer:
1 Million and below – Php 1,000 + 1% LRF
over 1 Million but below 5 Million – Php 2,000 + 1% LRF
5 Million but below 10 Million - Php 3,000 + 1% LRF
10 Million but below 20 Million – Php 5,000 + 1% LRF
20 Million but below 50 Million – Php 10,000 + 1% LRF
50 Million and above - Php 15,000 + 1% LRF
Cosmetics Manufacturer:
20 Million and below - Php 5,000 +1 % LRF
over 20 Million but below 50 Million - Php 10,000 + 1 % LRF
50 Million and above - Php 15,000 + 1 % LRF
Household Hazardous Substance Manufacturer:
1 Million and below - Php 1,000 + 1 % LRF
over 1 Million but below 5 Million - Php 2,000 + 1 % LRF
5 Million but below 10 Million - Php 3,000 + 1 % LRF
10 Million but below 20 Million - Php 5,000 + 1 % LRF`
20 Million but below 50 Million - Php 10,000 + 1 % LRF
50 Million and above - Php 15,000 + 1 % LRF
Medical Device Manufacturer:
20 Million and below – Php 5,000 +1% LRF
over 20 Million but below 50 Million – Php 7,000 +1% LRF
50 Million and above – Php 10,000 +1% LRF

Administrative Order 50 s. 2001*
Revised 2001 Schedule of Fees and Charges for the Corresponding Services Rendered by the Bureau of Food and Drugs

FDA Circular No. 2011-003
Collection of Legal Research Fee Imposed by Republic Act No. 3870, as amended by PD 200 and further Amended by PD 1856

Navigate to General Business Procedures

License to Operate - Initial Application for Manufacturers of Household Urban Hazardous Substances (HUHS) based on FDA Circular 2020-025

Center/Office/Division: Cosmetic (and Household/Urban Hazardous Substances) Regulation and Research (CCHUHSRR)

Who May Avail: All Manufacturers of Household Urban Hazardous Substances

Documentary Requirements:

1. Accomplished e-Application Form as prescribed by FDA regulations.
    a. Location plan and Global Positioning System (GPS) coordinates to be filled in the eApplication Form
    b. Name of the Qualified Person depending on the type of health product establishment
    c. Self-Declaration in the e-Application Form
2. Proof of Business Registration
    a. For single proprietorship, the Certificate of Business Registration issued by the Department of Trade and Industry (DTI) (1 Scanned copy PDF)
    b. For Corporation, Partnership and other Juridical Person, the Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation (1 Scanned copy PDF)
    c. For Cooperative, the Certificate of Registration issued by the Cooperative Authority and Articles of Cooperation (1 Scanned copy PDF)
    d. For Government-Owned or Controlled Corporation, the law creating the establishment, if with original charter, or its Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation, if without original charter (1 Scanned copy PDF)
    e. When a business or establishment address is different from the business name registration address, the applicant shall submit a copy of the Business Permit (e.g. Mayor's Permit).
3. Proof of income (Latest Audited Financial Statement with Balance Sheet) or Duly notarized Statement/Certification of Initial Capitalization
4. Proof of payment of fees as prescribed by current FDA regulations (AO 50 s. 2001)
5. Site Master File (shall be presented to the FDA inspectors during inspection)
6. Risk Management Plan (shall be presented to the FDA inspectors during inspection)
7. Refer to FROO Inspection Agenda of this Citizen's charter for the documents that will be presented to the FDA inspectors during inspection

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Access the FDA e-Portal V2, log in by entering the issued username and password	
In the Home tab, select New Application in the navigation pane and click eLicense to Operate (Initial Application) to proceed to the LTO application form.	

Navigate to General Business Procedures

Accomplish the application form as provided in parts by the application wizard. Fill-in the fields as completely as possible. Fields marked with a red asterisk (*) are required to be filled-in. Mark required fields with N/A, if not applicable.	
Upload Documents in PDF format. Proof of Business Name Registration, Proof of Income. Tick the box to certify all information is true and correct, then "Next". Applicants may upload documents simultaneously	
Pay the assessed fee as per the system generated Order of Payment Form through FDAC Cashier or any other means prescribed by FDA. (e.g. BANCNET, LANDBANK ONCOLL) Timeline of posting for each mode of payment: 1. Over the counter (FDA Cashier) – the payment will be posted after 2 days 2. Bank payment Landbank OnColl Payment – the payment will be posted after 5 days Bancnet – the payment will be posted after 2 days	FDA Cashier receives the payment for FDAC Cashier payments. / receives notification of payment for bank payments;
	Post payment in ePortalv2 for confirmed payments. This will prompt automatic decking of application to respective Center
	Pre-license Inspection by Regional Field Offices (RFO) Refer to Regional Field Office Citizen's Charter for the issuance of Certificate of Compliance/ Recommendation for Disapproval/ Recommendation Letter
	Evaluation on the completeness and veracity of the documents submitted.
	Checking of the evaluation and veracity of documents submitted.
	Quality assurance of the evaluation.
	Final Decision on the Approval of LTO. If application is disapproved, the applicant will be notified through email and will receive the Letter of Denial.
Receive notification and link of LTO for printing	
END OF TRANSACTION	

Navigate to General Business Procedures

Processing Period: 20 Working Days

Fees:

Household Hazardous Substance Manufacturer:
1 Million and below - Php 1,000 + 1 % LRF
over 1 Million but below 5 Million - Php 2,000 + 1 % LRF
5 Million but below 10 Million - Php 3,000 + 1 % LRF
10 Million but below 20 Million - Php 5,000 + 1 % LRF`
20 Million but below 50 Million - Php 10,000 + 1 % LRF
50 Million and above - Php 15,000 + 1 % LRF

Administrative Order 50 s. 2001*
Revised 2001 Schedule of Fees and Charges for the
Corresponding Services Rendered by the Bureau of
Food and Drugs

FDA Circular No. 2011-003
Collection of Legal Research Fee Imposed by Republic Act No. 3870, as amended by PD 200 and further Amended
by PD 1856

Navigate to General Business Procedures

License to Operate - Initial Application for Traders, Distributors (Importer, Exporter, Wholesaler) of Drugs, Drugstores/Retail Outlets for Non-Prescription Drugs, Sponsors and Clinical Research Organization

Center/Office/Division: Center for Drug Regulation and Research (CDRR)

Who May Avail: All Traders, Distributors (Importer, Exporter, Wholesaler) of Drugs, Drugstores/Retail Outlets for Non-Prescription Drugs, Sponsors and Clinical Research Organization

Documentary Requirements:

1. Accomplished e-Application Form as prescribed by FDA regulations.
   a. Location plan and Global Positioning System (GPS) coordinates to be filled in the eApplication Form
   b. Name of the Qualified Person depending on the type of health product establishment
   c. Self-Declaration in the e-Application Form
2. Proof of Business Registration
   a. For single proprietorship, the Certificate of Business Registration issued by the Department of Trade and Industry (DTI) (1 Scanned copy PDF)
   b. For Corporation, Partnership and other Juridical Person, the Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation (1 Scanned copy PDF)
   c. For Cooperative, the Certificate of Registration issued by the Cooperative Authority and Articles of Cooperation (1 Scanned copy PDF)
   d. For Government-Owned or Controlled Corporation, the law creating the establishment, if with original charter, or its Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation, if without original charter (1 Scanned copy PDF)
   e. When a business or establishment address is different from the business name registration address, the applicant shall submit a copy of the Business Permit (e.g. Mayor's Permit).
3. Proof of income (Latest Audited Financial Statement with Balance Sheet) or Duly notarized Statement/Certification of Initial Capitalization
4. Proof of payment of fees as prescribed by current FDA regulations (AO 50 s. 2001)
5. Refer to FROO Inspection Agenda of this Citizen's charter for the documents that will be presented to the FDA inspectors during inspection

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Access the online application portal through "Applications"	
Select the product category (Drug) and the type of business (Drug Distributor, Drug Trader, Drugstores and RONPD) establishment before proceeding to Initial Application	

Navigate to General Business Procedures

Click "I agree to the Declaration and Undertaking". Declining the declaration shall mean forfeiture of the opportunity to proceed with the application	
Upload the required documents as indicated on the Checklist of Requirements (ex. Proof of Business Name Registration with DTI/SEC) in pdf format. File size should not be more than 5MB (per document requirement)	
After providing the required information, applicants can review the duly filled out form in the Self-Assessment Review. By agreeing to the Terms and Conditions, the applicants confirm the correctness of information given.	
Print the Order of Payment form with Reference Number sent through the declared e-mail address	
Pay the assessed fee as per the system generated Order of Payment Form through FDAC Cashier or any other means prescribed by FDA. (e.g. BANCNET, LANDBANK ONCOLL) Timeline of posting for each mode of payment: 1. Over the counter (FDA Cashier) – the payment will be posted after 2 days 2. Bank payment Landbank OnColl Payment – the payment will be posted after 5 days Bancnet – the payment will be posted after 2 days	FDA Cashier receives the payment for FDAC Cashier payments. / receives notification of payment for bank payments;
	Post payment in eServices for confirmed payments. This will prompt automatic decking of application to respective Center *Note: Acknowledgement receipt will automatically be sent to the client once payment is posted and will signify the start of processing time of the application.*
Receives acknowledgement receipt through email	Checking and quality assurance of the documents provided and compliance
	Approval of LTO If application is disapproved, the applicant will be notified through email and will receive the Letter of Denial
Receive notification and link of LTO for printing	
END OF TRANSACTION	

Navigate to General Business Procedures

Processing Period: Seven (7) Working Days

Fees:

Drug Trader:
20 Million and below – Php 3,000
over 20 Million but below 50 Million – Php 5,000
50 Million and above – Php 7,000

Drug Distributors:
Importer, Exporter, Wholesaler- Php 5,000

Drug Outlets:
Drugstore (including Institutional Pharmacy, Chinese Drugstore)
Retail outlet for non-prescription drugs only- Php 1,000

Administrative Order 50 s. 2001*
Revised 2001 Schedule of Fees and Charges for the Corresponding Services Rendered by the Bureau of Food and Drugs

FDA Circular No. 2011-003
Collection of Legal Research Fee Imposed by Republic Act No. 3870, as amended by PD 200 and further Amended by PD 1856

Navigate to General Business Procedures

License to Operate - Initial Application for Traders, Distributors (Importer, Exporter, Wholesaler) of Processed Food, Medical Device, Cosmetics, Toys and Child Care Articles (TCCAS) and Household Urban Pesticides (HUPS)

Center/Office/Division: Center for Cosmetic (and Household/Urban Hazardous Substances) Regulation and Research (CCHUHSRR), Center for Food Regulation and Research (CFRR) and Center for Device Regulation Radiation Health, and Research (CDRRHR)

Who May Avail: All Traders, Distributors (Importer, Exporter, Wholesaler) Food, Medical Device, Cosmetics, Toys and Child Care Articles (TCCAs) and Household Urban Pesticides (HUPs)

Documentary Requirements:

1. Basic Requirements based on the Administrative Order No. 2020-0017:
   a. Accomplished e-Application Form as prescribed by FDA regulations.
   b. Location plan and Global Positioning System (GPS) to be filled in the eApplication Form
   c. Name of the Qualified Person Self-Declaration in the e-Application Form
2. Proof of Business Registration
   a. For single proprietorship, the Certificate of Business Registration issued by the Department of Trade and Industry (DTI) (1 Scanned copy PDF)
   b. For Corporation, Partnership and other Juridical Person, the Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation (1 Scanned copy PDF)
   c. For Cooperative, the Certificate of Registration issued by the Cooperative Authority and Articles of Cooperation (1 Scanned copy PDF)
   d. For Government-Owned or Controlled Corporation, the law creating the establishment, if with original charter, or its Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation, if without original charter include Mayor's Permit or Barangay Clearance provision (1 Scanned copy PDF)
   e. A copy of Business permit (i.e. Mayor's Permit or Barangay Clearance provision) will be submitted for business or establishment address with different business name registration address
3. Proof of income (Latest Audited Financial Statement with Balance Sheet) or Duly notarized Statement/Certification of Initial Capitalization
4. Proof of payment of fees as prescribed by current FDA regulations (AO 50 s. 2001)
5. Refer to FROO Inspection Agenda of this Citizen's charter for the documents that will be presented to the FDA inspectors during inspection

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Log in to the e-portal using the issued username and password, and upload the required documentary requirements for e-LTO application	

Navigate to General Business Procedures

Download and print the generated Order of Payment through the ePortal and Email notification	
Pay the assessed fee as per the system generated Order of Payment Form through FDAC Cashier or any other means prescribed by FDA. (e.g. BANCNET, LANDBANK ONCOLL) Timeline of posting for each mode of payment: 1. Over the counter (FDA Cashier) – the payment will be posted after 2 days 2. Bank payment Landbank OnColl Payment – the payment will be posted after 5 days Bancnet – the payment will be posted after 2 days	FDA Cashier receives the payment for FDAC Cashier payments. / receives notification of payment for bank payments;
	Post payment in ePortal for confirmed payments. This will prompt automatic decking of application to respective Center
	Evaluation of correctness of the submitted documentary requirements.
	Checking and quality assurance of the documents provided and compliance
	Approval of LTO If application is disapproved, the applicant will be notified through email and will receive the Letter of Denial
Receive notification and link of LTO for printing	
END OF TRANSACTION	

Processing Period: 14 Working Days

Fees:

Cosmetics Distributors:
Importer, Exporter, Wholesaler- Php 3,000+ 1 % LRF

Cosmetics Trader:
20 Million and below -Php 3,000+ 1 % LRF
over 20 Million but below 50 Million- Php 5,000+ 1% LRF
50 Million and above - Php 7,000+ 1 % LRF

Household Hazardous Substances:
Importer, Exporter, Wholesaler- Php 3,000+ 1 % LRF

Navigate to General Business Procedures

Note: The fees charged for the manufacturers and traders of products regulated by BFAD are based

Food Traders:

1 Million and below – Php 1,000 + 1% LRF
over 1 Million but below 5 Million – Php 2,000 + 1% LRF
5 Million but below 10 Million - Php 3,000 + 1% LRF
10 Million but below 20 Million – Php 5,000 + 1% LRF
20 Million but below 50 Million – Php 10,000 + 1% LRF
50 Million and above - Php 15,000 + 1% LRF

Food Distributors:

Importer, Exporter, Wholesaler – Php 4,000 + 1% LRF
Iodized Salt Importer – Php 1,000 + 1% LRF

Medical Device Trader:

20 Million and below – Php 3,000 +1% LRF
over 20 Million but below 50 Million – Php 5,000 +1% LRF
50 Million and above – Php 7,000 +1% LRF

Medical Device Distributors:

Importer, Exporter, Wholesaler – Php 4,000 +1% LRF

Administrative Order 50 s. 2001*
Revised 2001 Schedule of Fees and Charges for the Corresponding Services Rendered by the Bureau of Food and Drugs

FDA Circular No. 2011-003
Collection of Legal Research Fee Imposed by Republic Act No. 3870, as amended by PD 200 and further Amended by PD 1856

FDA Circular No. 2011-004
Computation of Surcharge or Penalty Impossible in case of Submission of Renewal Applications Covering License of Establishments and Registration of Health products After Their Date of Expiration Pursuant to Section 3, Paragraphs (A)(2) and (B)(2) of Article I of Book II of the RA 9711 Implementing Rules and Regulations, and Other Purposes

Navigate to General Business Procedures

License to Operate - Initial Application for Traders, Distributors (Importer, Exporter, Wholesaler) Household Urban Hazardous Substances (HUHS) based on FDA Circular 2020-025

Center/Office/Division: Center for Cosmetic (and Household/Urban Hazardous Substances) Regulation and Research (CCHUHSRR)

Who May Avail: All Traders, Distributors (Importer, Exporter, Wholesaler) Household Urban Hazardous Substances

Documentary Requirements:

1. Basic Requirements based on the Administrative Order No. 2020-0017:
   a. Accomplished e-Application Form as prescribed by FDA regulations.
   b. Location plan and Global Positioning System (GPS) to be filled in the eApplication Form
   c. Name of the Qualified Person Self-Declaration in the e-Application Form
2. Proof of Business Registration
   a. For single proprietorship, the Certificate of Business Registration issued by the Department of Trade and Industry (DTI) (1 Scanned copy PDF)
   b. For Corporation, Partnership and other Juridical Person, the Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation (1 Scanned copy PDF)
   c. For Cooperative, the Certificate of Registration issued by the Cooperative Authority and Articles of Cooperation (1 Scanned copy PDF)
   d. For Government-Owned or Controlled Corporation, the law creating the establishment, if with original charter, or its Certificate of Registration issued by the Securities and Exchange Commission (SEC) and Articles of Incorporation, if without original charter include Mayor's Permit or Barangay Clearance provision (1 Scanned copy PDF)
   e. A copy of Business permit (i.e. Mayor's Permit or Barangay Clearance provision) will be submitted for business or establishment address with different business name registration address
3. Proof of income (Latest Audited Financial Statement with Balance Sheet) or Duly notarized Statement/Certification of Initial Capitalization
4. Proof of payment of fees as prescribed by current FDA regulations (AO 50 s. 2001)
5. Refer to FROO Inspection Agenda of this Citizen's charter for the documents that will be presented to the FDA inspectors during inspection

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Access the FDA e-Portal v.2 and log-in by entering the issued username and password	
In the Home tab, select New Application in the navigation pane and click e-License to Operate (Initial Application) to proceed to the LTO application form.	

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Accomplish the application form as provided in parts by the application wizard. Fill-in the fields as completely as possible. Fields marked with a red asterisk (*) are required to be filled-in. Mark required fields with N/A, if not applicable.	
Upload Documents in PDF format. - Proof of Business Name Registration, Proof of Income. Tick the box to certify all information is true and correct, then "Next". - Applicants may upload documents simultaneously	
Order of payment- A computer generated document will appear reflecting the appropriate fees and charges. Applicant should save and print a copy of document as reference for payment	
Pay the assessed fee as per the system generated Order of Payment Form through FDAC Cashier or any other means prescribed by FDA. (e.g. BANCNET, LANDBANK ONCOLL) Timeline of posting for each mode of payment: 1. Over the counter (FDA Cashier) – the payment will be posted after 2 days 2. Bank payment Landbank OnColl Payment – the payment will be posted after 5 days Bancnet – the payment will be posted after 2 days	FDA Cashier receives the payment for FDAC Cashier payments. / receives notification of payment for bank payments;
	Post payment in ePortal V.2 for confirmed payments. This will prompt automatic decking of application to respective Center
	Evaluation of correctness of submitted documentary requirements.
	Checking and quality assurance of the documents provided and compliance
	Approval of LTO If application is disapproved, the applicant will be notified through email and will receive the Letter of Denial
	Receive notification and link of LTO for printing
END OF TRANSACTION	

Processing Period: 14 Working Days

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Fees:

Household Hazardous Substances:

Importer, Exporter, Wholesaler- Php 3,000+ 1 % LRF

Note: The fees charged for the manufacturers and traders of products regulated by
BFAD are based

Administrative Order 50 s. 2001*
Revised 2001 Schedule of Fees and Charges for the Corresponding Services Rendered by the Bureau of Food and Drugs

FDA Circular No. 2011-003
Collection of Legal Research Fee Imposed by Republic Act No. 3870, as amended by PD 200 and further Amended by PD 1856

FDA Circular No. 2011-004
Computation of Surcharge or Penalty Impossible in case of Submission of Renewal Applications Covering License of Establishments and Registration of Health Products After Their Date of Expiration Pursuant to Section 3, Paragraphs (A)(2) and (B)(2) of Article I of Book II of the RA 9711 Implementing Rules and Regulations, and Other Purposes

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Office/Division/Center: Center for Drug Regulation Research

Source: FDA Citizen's Charter 2021, 1st Edition (accessed as of 24 February 2021)

List of Health Products Covered:

a. New Drugs under Monitored Release
b. Biological Products
c. Biosimilars
d. Human Cell Tissue Products
e. Generic Prescription Medicines
f. Herbal Medicines/Traditional Used Herbal Products
g. Over-the-Counter Products
h. Household Remedies Products
i. Medical Gases
j. Veterinary Products

Accreditation Certificate to Bioequivalence (BE) Testing Centers (Initial and Renewal)

This Accreditation Certificate in granted to Bioequivalence (BE) Testing Centers conducting the clinical and bioanalytical phases of a BE Study upon site inspection to confirm compliance with principles of Good Clinical (GCP) and Laboratory Practices (GLP)

Note: Service is covered under the ASEAN Mutual Recognition Arrangement for Bioequivalence Study Reports of Generic Medicinal Products

Who May Avail: Bioequivalence (BE) Testing Centers (Clinical & Bioanalytical facilities)

Documentary Requirements:

Documents to be submitted in the application for inspection:

1. Letter of Request
2. Proof of Payment, i.e. copy of Official Receipt (OR) or Oncoll payment slip
3. Quality Manual
4. Organizational Chart
5. List of key personnel of the BE testing center
6. Facility Floor Plan
7. List of Standard Operating Procedures (SOPs), Work Instructions and Forms
8. List of facilities, equipment and instruments available at the BE testing center for the Clinical and/or Bioanalytical Phase of the BE study
9. Summary document on the studies conducted by the BE testing center for the past accreditation period and/or schedule of on-going and future studies (where applicable).
10. Summary document on the changes initiated by the BE testing center since the last FDA inspection for accreditation purposes (in terms of organization, personnel, facilities, operations, etc.) (for renewal applications)
11. Study specific documents (where applicable), including but not limited to:
    a. Protocol (final version) and amendment/s
    b. Template of subject informed consent form(s) and amendment(s)
    c. Template of Case Report Forms (CRF)
    d. Investigator's brochure, update(s), Summary of Product Characteristics (SPC) or package insert, where applicable

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e. Clinical trial report (final) with tables and listings
f. List of subjects involved in the study
g. Monitoring plan and visit reports, if applicable
h. Validation protocol and report for the bioanalytical method/s
i. Analytical method procedure, study plan and report
j. Description of the processing of pharmacokinetic samples
k. Data management and validation plan, if applicable
l. Statistical analysis plan

Documents to be assessed in detail during site visit/inspection proper:

1. Organizational Chart Applicant
2. Certificates of Accreditation and/or Licenses-to-Operate from relevant agencies Relevant Agencies
3. Quality Manual
4. Personnel Records including curricula vitae and training records demonstrating sufficient qualifications based on educational background, training and work experience
5. Standard Operating Procedures (SOPs), Work Instructions, and forms of all the critical processes and activities
6. Records/logbooks of instrument and equipment usage, maintenance, calibration and standardization Applicant
7. Records of environmental monitoring and control (e.g. temperature, relative humidity, pests, microbes) Applicant
8. Memoranda of Understanding/Contracts of Agreement between the Bioequivalence testing center and:
   a. Duly licensed/accredited 3rd party Screening Laboratory (for hematology, urinalysis, X-ray, ECG, drug testing, etc.) (where applicable)
   b. Duly licensed/accredited 3rd party Clinical or Bioanalytical Facility (where applicable)
   c. Other relevant parties involved in biological sample transport, waste disposal, instrument calibration, maintenance and standardization
9. List of BE Studies Completed for the Past Accreditation Period and/or schedule of on-going and future studies Applicant
10. Full Report of at least 2 Most-Recently Completed Bioequivalence Studies (for renewal applications) Applicant
11. Other relevant documents in fulfillment of applicable principles of Good Clinical (GCP) and Good Laboratory Practices (GLP)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Manual Submission to FDAC Submit the letter of request and all other supporting documents (see table above) at the FDAC-PACD.	An acknowledgement receipt with a corresponding Document Tracking Number shall be issued to the applicant
Pays the required fee through any of the following: ▪ FDA Cashier	

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▪ BANCNET ▪ Landbank OnColl	
	Endorses the received application to the Center
	Receives the application from FDAC and encodes /updates the database
	Decks/Assigns the application to the Bioequivalence (BE) Inspection Team Leader
	Assigns co-inspectors and discusses the site and schedule of the inspection
	Sends a proposed date of inspection to the applicant via email
Confirms the schedule of inspection	Once the schedule of inspection is confirmed, sends Inspection Agenda to the applicant via email
	Upon confirmation of the schedule by the inspected party, reviews the application documents and discusses the initial findings in the application documents throughout the process of preparation for the site inspection
Submits documents requested by the BE Inspection Team, if applicable	In certain instances, study-specific documents may be requested prior to the schedule of inspection
Participates in the opening and closing meetings at the BE Testing Center Provides overview of the BE Testing Center and conducts a brief tour at the site and its facilities Provides inspection-related documents and information as requested by the BE Inspection Team through observation and interview	Inspection Proper at the BE Testing Center, including conduct of opening and closing meetings, examination of documents with direct access, interviews, and observation of activities, equipment, and conditions in the inspected areas Provides the provisional list of inspection findings on the last day of inspection
	Prepares the Official Inspection Report
	Reviews the Official Inspection Report, affixes initial on the draft document, and forwards it to the Section Supervisor
	Reviews and signs the Official Inspection Report, and forwards it to the Licensing and Registration (LRD) Chief
	Checks and endorses the recommendation of the inspectors and supervisor by affixing signature
	Signs the Official Inspection Report
	Encodes/Updates the Database and Endorses the final output document to CDRR-Records
	Scans and endorses the Inspection Report to the FDAC Releasing Section

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	Releases the Inspection Report to the client
Submits the Corrective and Preventive Action (CAPA) Plan	Upon compliance by the BE testing center, receives the Corrective and Preventive Action (CAPA) Plan and forwards it to the Center for Drug Regulation and Research (CDRR)
	Receives the Corrective and Preventive Action (CAPA) Plan from FDAC and encodes/updates the database and forwards it to the BE Inspection Team Leader
	Evaluates the Corrective and Preventive Action (CAPA) Plan
Submits responses and documents requested by the BE Inspection Team, if applicable	Prepares the Accreditation Certificate and Final Inspection Report if approval of the application is recommended Prepares and sends the Notice of Deficiencies (NOD) through email if information in the CAPA Plan or accompanying documents submitted are insufficient to make a final decision, then reviews the requested documents upon compliance by the BE Testing Center Prepares the Letter of Disapproval (LOD) and Final Inspection Report if approval of the application is not recommended
	Reviews the final output document (Accreditation Certificate or LOD), affixes initial on the draft document, and forwards it to the Section Supervisor
	Reviews and signs the final output document, and forwards it to the Licensing and Registration (LRD) Chie
	Checks and endorses the recommendation of the inspectors and supervisor by affixing signature
	Signs and approves the final decision
	Encodes/Updates the Database and Endorses the final output document to the CDRR-Records Section (for Accreditation Certificate) or Releasing Section (for LOD)
	Scans the Accreditation Certificate, updates the database, and endorses the Accreditation Certificate to the FDAC Releasing Section
Receives the Accreditation Certificate or LOD	Releases the Accreditation Certificate or LOD to the client
END OF TRANSACTION	

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Processing Period: 112 Working Days

Fees:

Accreditation of BE testing center (3-year validity): Php 20,000.00 (per year)

Good Clinical Practice (GCP) and Good Laboratory Practice (GLP) audit of BE testing centers

Local

Within Metro Manila: Php 15,000 + Transportation Cost
Outside Metro Manila: Php 15,000 + Per Diem/Per inspector + Transportation Cost

Overseas

ASEAN Countries: US$3,500 + UNDP Per Diem Rate* + Transportation Cost
Asia Pacific Countries (other than ASEAN): US$7,000 + UNDP Per Diem Rate + Transportation Cost
All Countries Outside of Asia Pacific: US$10,500 + UNDP Per Diem Rate + Transportation Cost

Based on Administrative Order No. 2012-0024
All fees with additional 1% Legal Research Fee (LRF)

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Certificate of Product Registration (CPR) – Initial CPR for Prescription Drugs Biologicals and Vaccine

Certificate of Product Registration (CPR) of Pharmaceutical Products Except Cancer Drugs (New Chemical Entities/Monitored Release)

This Certificate of Product Registration is granted to Marketing Authorization Holders of chemical or synthetic drug products (except cancer drugs) classified under Monitored Release either as a New Drug/New Chemical Entity or a pharmaceutical/therapeutic innovation of a Tried and Tested/Established Drug (i.e., involving use for a new indication, a new mode of administration, a new dosage form, and/or a new fixed-dose combination of two or more active ingredients) upon compliance to the agency-prescribed Quality, Safety, Efficacy standards. It is the approval granted by FDA to market a specific product in the country.

Who May Avail: All Manufacturers, Distributors, Importers, Exporters, Wholesalers, and Traders of Pharmaceutical Products (except for Cancer Drugs)

Documentary Requirements:

ASEAN Common Technical Dossier

Part I: Administrative Data and Product Information

1. Sec. A Introduction
2. Sec. B Overall ASEAN Common Technical Dossier
3. Table of Contents
4. Sec. C Guidance on the Administrative Data and Product Information
    a. Integrated Application Form (with proof of payment)
    b. Letter of Authorization (where applicable)
    c. Certifications
        a. For contract manufacturing:
            (1) License of pharmaceutical industries and contract manufacturer
            (2) Contract manufacturing agreement
            (3) GMP certificate of contract manufacturer
        b. For manufacturing “under-license”
            (1) License of pharmaceutical industries
            (2) GMP certificate of the manufacturer
            (3) Copy of “under-license” agreement
        c. For locally manufactured products:
            (1) License of pharmaceutical industries
            (2) GMP certificate (country specific)
        d. For imported products
            (1) License of pharmaceutical industries/importer/wholesaler (country specific)
            (2) Certificate of Pharmaceutical Product (CPP) issued by the competent authority in the country of origin according to the current WHO format
            (3) Foreign GMP Clearance
5. Site Master File
6. Labeling
7. Representative Sample with corresponding Certificate of Analysis (upon request of the evaluator)
8. Product Information

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a. Package Insert
b. Summary of Product Characteristics (Product Data Sheet)

Part II: Quality

1. Sec. A Table of Contents
2. Sec. B Quality Overall Summary
3. Sec. C Body of Data
4. Drug Substance (S)
    a) General Information
        I. Nomenclature
        II. Structural Formula
        III. General Properties
    b) Manufacture
        I. Manufacturer(s)
        II. Description of Manufacturing Process and Process Controls
        III. Control of Materials
        IV. Control of Critical Steps and Intermediates
        V. Process Validation and/or Evaluation
        VI. Manufacturing Process Development
    c) Characterization
        I. Elucidation of Structure and Characteristics
        II. Impurities
    d) Control of Drug Substance
        I. Specifications
        II. Analytical Procedures
        III. Validation of Analytical Procedures
        IV. Batch Analyses
        V. Justification of Specifications
    e) Reference Standards or Materials
    f) Container Closure System
    g) Stability
5. Drug Product (P)
    a) Description and Composition
    b) Pharmaceutical Development
        I. Information on Development Studies
        II. Components of the Drug Product
            (1) Active Ingredients
            (2) Excipients
        III. Finished Product
            (1) Formulation Development
            (2) Overages
            (3) Physicochemical and Biological Properties
        IV. Manufacturing Process Development
        V. Container Closure System
        VI. Microbiological Attributes
        VII. Compatibility
    c) Manufacture
        I. Batch Formula
        II. Manufacturing Process and Process Control

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III. Controls of Critical Steps and Intermediates
IV. Process Validation and/or Evaluation

d) Control of Excipients
I. Specifications
II. Analytical Procedures
III. Excipients of Human and Animal Origin
IV. Novel Excipients

e) Control of Finished Product
I. Specifications
II. Analytical Procedures
III. Validation of Analytical Procedures
IV. Batch Analyses
V. Characterization of Impurities
VI. Justification of Specifications

f) Reference Standards or Materials
g) Container Closure System
h) Product Stability
i) Product Interchangeability/Equivalence Evidence (if applicable)

Part III: Nonclinical Document

1. Sec. A Table of Contents
2. Sec. B Nonclinical Overview
   a) General Aspect
3. Content and Structural Format
4. Sec. C Nonclinical Written and Tabulated Summaries
   a) Nonclinical Written Summaries
      I. Introduction
      II. General Presentation Issues
   b) Content of Nonclinical Written and Tabulated Summaries
      I. Pharmacology
         (1) Written Summary
            (a) Primary Pharmacodynamics
            (b) Secondary Pharmacodynamics
            (c) Safety Pharmacology
            (d) Pharmacodynamic Drug Interactions
         (2) Tabulated Summary
      II. Pharmacokinetics
         (1) Written Summary
            (a) Absorption
            (b) Distribution
            (c) Metabolism
            (d) Excretion
            (e) Pharmacokinetic Drug Interaction (Nonclinical)
         (2) Tabulated Summary
      III. Toxicology
         (1) Written Summary
            (a) Single-Dose Toxicity
            (b) Repeat-Dose Toxicity
            (c) Genotoxicity

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(d) Carcinogenicity
(e) Reproductive and Developmental Toxicity
(i) Fertility and Early Embryonic Development
(ii) Embryo-Foetal Development
(iii) Prenatal and Postnatal Development
(f) Local Tolerance
(g) Other Toxicity Studies (if available)
(2) Tabulated Summary
(3) Nonclinical Tabulated Summaries

5. Sec. D Nonclinical Study Reports
I. Table of Contents
II. Pharmacology
(1) Written Study Reports
(a) Primary Pharmacodynamics
(b) Secondary Pharmacodynamics
(c) Safety Pharmacology
(d) Pharmacodynamic Drug Interactions
III. Pharmacokinetics
(1) Written Study Reports
(a) Analytical Methods and Validation Reports
(b) Absorption
(c) Distribution
(d) Metabolism
(e) Excretion
(f) Pharmacokinetic Drug Interaction (Nonclinical)
(g) Other Pharmacokinetic Studies
IV. Toxicology
(1) Written Study Reports
(a) Single-Dose Toxicity
(b) Repeat-Dose Toxicity
(c) Genotoxicity
(i) In vitro Reports
(ii) In vivo Reports
(d) Carcinogenicity
(i) Long Term Studies
(ii) Short- or Medium-Term Studies
(iii) Other Studies
(e) Reproductive and Developmental Toxicity
(i) Fertility and Early Embryonic Development
(ii) Embryo-Foetal Development
(iii) Prenatal and Postnatal Development
(iv) Studies in which the Offspring are Dosed and/or further Evaluated
(f) Local Tolerance
(g) Other Toxicity Studies (if available)
(i) Antigenicity
(ii) Immunotoxicity
(iii) Dependence
(iv) Metabolites

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(v) Impurities
(vi) Other

6. Sec. E List of Key Literature References

Part IV: Clinical Document

1. Sec. A Table of Contents
2. Sec. B Clinical Overview
   a) Product Development Rationale
   b) Overview of Biopharmaceutics
   c) Overview of Clinical Pharmacology
   d) Overview of Efficacy
   e) Overview of Safety
   f) Benefits and Risks Conclusions
3. Sec. C Clinical Summary
   a) Summary of Biopharmaceutic Studies and Associated Analytical Methods
      I. Background and Overview
      II. Summary of Results of Individual Studies
      III. Comparison and Analyses of Results across Studies
4. Appendix 1
   a) Summary of Clinical Pharmacology Studies
      I. Background and Overview
      II. Summary of Results of Individual Studies
      III. Comparison and Analyses of Results across Studies
      IV. Special Studies
5. Appendix 2
   a) Summary of Clinical Efficacy
      I. Background and Overview of Clinical Efficacy
      II. Summary of Results of Individual Studies
      III. Comparison and Analyses of Results across Studies
         (1) Study Populations
         (2) Comparison of Efficacy Results of all Studies
         (3) Comparison of Results in Sub-populations
      IV. Analysis of Clinical Information Relevant to Dosing Recommendations
      V. Persistence of Efficacy and/or Tolerance Effects
6. Appendix 3
   a) Summary of Clinical Safety
      I. Exposure to the Drug
         (1) Overall Safety Evaluation Plan and Narratives of Safety Studies
         (2) Overall extent of Exposure
         (3) Demographic and Other Characteristics of Study Population
      II. Adverse Events
         (1) Analysis of Adverse Events
            (a) Common Adverse Events
         (2) Deaths
         (3) Other Serious Adverse Events
         (4) Other Significant Adverse Events
         (5) Analysis of Adverse Events by Organ System or Syndrome
      III. Narratives
      IV. Clinical Laboratory Evaluations

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V. Vital Signs, Physical Findings, and Other Observations Related to Safety
VI. Safety in Special Groups and Situations
(1) Patient Groups
(2) Drug Interactions
(3) Use in Pregnancy and Lactation
(4) Overdose
(5) Drug Abuse
(6) Withdrawal and Rebound
(7) Effects on Ability to Drive or Operate Machinery or Impairment of Mental Ability
VII. Post-Marketing Data

7. Appendix 4
   a) Synopses of Individual Studies
8. Sec. D Tabular Listing of All Clinical Studies
9. Sec. E Clinical Study Reports (if applicable)
   a) Reports of Biopharmaceutic Studies
      I. Bioavailability (BA) Study Reports
      II. Comparative BA or Bioequivalence (BE) Study Reports
      III. In vitro-In vivo Correlation Study Reports
      IV. Reports of Bioanalytical and Analytical Methods for Human Studies
   b) Reports of Studies Pertinent to Pharmacokinetics Using Human Biomaterials
      I. Plasma Protein Binding Study Reports
      II. Reports of Hepatic Metabolism and Drug Interaction Studies
      III. Reports of Studies Using Other Human Biomaterials
   c) Reports of Human Pharmacokinetic (PK) Studies
      I. Healthy Subject PK and Initial Tolerability Study Reports
      II. Patient PK and Initial Tolerability Study Reports
      III. Population PK Study Reports
   d) Reports of Human Pharmacodynamic (PD) Studies
      I. Healthy Subject PD and PK/PD Study Reports
      II. Patient PD and PK/PD Study Reports
   e) Reports of Efficacy and Safety Studies
      I. Study Reports of Controlled Clinical Studies Pertinent to the Claimed Indication
      II. Study Reports of Uncontrolled Clinical Studies
      III. Reports of Analyses of Data from more than One Study, Including any Formal Integrated Analyses, Meta-Analyses, and Bridging Analyses
      IV. Other Clinical Study Reports
   f) Reports of Post-Marketing Experience
   g) Case Report Forms and Individual Patient Listing
10. Sec. F List of Key Literature References
11. Additional Requirements:
   a) Risk Management Plan
   b) For products to be registered using the Collaborative Registration Procedure (CRP), Expression of Interest submitted to WHO
   c) FDA-Approved Local Phase IV Clinical Trial (Post Marketing Surveillance) Protocol

Note: ICH Common Technical Document format is acceptable provided that the products are approved in ICH member countries/ regions.

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Procedure:

CLIENT STEPS	AGENCY ACTIONS
Pre-assessment of the Application	
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule of appointment / submission to FDAC	Sends the scheduled date of submission for pre-assessment
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph	Shares the application to the preassessment team for appropriate action.
	Pre-assesses the completeness of the application.
	Releases the result of the pre-assessment If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment. If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for preassessment and new Document Tracking Number (DTN)
For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation.
Evaluation Proper	
	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment).
	Receives the application from FDAC and encodes/updates the database.
	Queuing time of the application before decking to evaluators of Registration Section and Clinical Research Section.
	Decks/Assigns the application to the assigned evaluators of Registration Section and Clinical Research Section
	Evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (ENOD) was	a. Clinical Research Section (Safety and Efficacy evaluator)

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issued by the evaluator, submits complete compliance documents to the evaluator	Prepares a worksheet with Recommendations on the evaluated safety and efficacy dossier, and PMS protocol, then forwards this to the Quality evaluator of the Registration Section. b. Registration Section (Quality evaluator) Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended (Quality, and Safety & Efficacy received from the CRS) Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an approval recommendation (Quality, and Safety & Efficacy received from the CRS) Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an approval recommendation (Quality, and Safety & Efficacy received from the CRS) *Any minor deficiencies/ clarifications will be communicated to the clients through electronic communication (5 working days to respond to the queries).
	Reviews the evaluated application bearing the recommendation of the Junior Evaluator (for Quality evaluation).
	Prepares the final output document (CPR/LOD), affixes initial, and forwards it to the senior evaluator (FDRO III) If with post-approval commitment/s, prepares a letter, signs, and forwards it together with the CPR For Dangerous Drugs, prepares a letter/notification to PDEA for the approval of the application
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief.
	Checks and recommends the decision of the evaluators and supervisor by affixing signature.
	Signs and approves the final decision
	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the FDAC Releasing Section
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client
END OF TRANSACTION	

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Processing Period: 180 Working Days

Fees:

New Drug/Monitored Release (for all types of products):
Php 20,000.00/3 years + 500.00 (Brand Name Clearance, if applicable) + Php 5,000.00 (clinical review) + Php 2,500.00 [Post-Marketing Surveillance (i.e., Local Phase IV Clinical Trial) Protocol Review] + 1% LRF

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Certificate of Product Registration (CPR) of Biologicals and Vaccines Except Cancer Drugs (New Chemical Entities/Monitored Release and Initial)

The issuance of a Certificate of Product Registration is granted to Marketing Authorization Holder of Biologics and Vaccines which meets the standards for Quality, Safety and Efficacy of their product based on the provided documentation. It is a marketing approval that the FDA grants for the sale and distribution of such product in the country.

Who May Avail: All Manufacturers, Distributors, Importers, Exporters, Wholesalers, and Traders of Vaccines, Biologicals, stem cell, and blood and blood products (except for Cancer Drugs)

Documentary Requirements:

For Monitored Release and Initial Registration of Vaccines and Biologicals

- ASEAN Common Technical Dossier

Part I: Administrative Data and Product Information

1. Sec. A Introduction
2. Sec. B Overall ASEAN Common Technical Dossier
3. Table of Contents
4. Sec. C Guidance on the Administrative Data and Product Information
    a. Integrated Application Form (with proof of payment)
    b. Letter of Authorization (where applicable)
    c. Certifications
        a. For contract manufacturing:
            (1) License of pharmaceutical industries and contract manufacturer
            (2) Contract manufacturing agreement
            (3) GMP certificate of contract manufacturer
        b. For manufacturing “under-license”
            (1) License of pharmaceutical industries
            (2) GMP certificate of the manufacturer
            (3) Copy of “under-license” agreement
        c. For locally manufactured products:
            (1) License of pharmaceutical industries
            (2) GMP certificate (country specific)
        d. For imported products
            (1) License of pharmaceutical industries/importer/wholesaler (country specific)
            (2) Certificate of Pharmaceutical Product (CPP) issued by the competent authority in the country of origin according to the current WHO format
            (3) Foreign GMP Clearance
    d. Site Master File
    e. Labeling
    f. Representative Sample with corresponding Certificate of Analysis (upon request of the evaluator)
    g. Product Information
        a. Package Insert
        b. Summary of Product Characteristics (Product Data Sheet)
    h. Risk Management Plan (RMP)
    i. Periodic Safety Update Report (PSUR)/Periodic Benefit Risk Evaluation Report

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j. List of Countries where the product is already licensed and the date of approval
k. Names of the medical director of the importer/distributor and local manufacturer who will monitor event/s reactions and prepare appropriate report to be submitted to FDA
l. Person/s responsible for production and control of the product (Name/s Position, Department, and sample of signature)
m. Description of the cold-chain procedures employed from the origin to the port of entry and in the Philippines (how and where)

Part II: Quality

1. Sec. A Table of Contents
2. Sec. B Quality Overall Summary
3. Sec. C Body of Data
4. Drug Substance (S)
    a) General Information
        I. Nomenclature
        II. Structural Formula
        III. General Properties
    b) Manufacture
        I. Manufacturer(s)
        II. Description of Manufacturing Process and Process Controls
        III. Control of Materials
        IV. Control of Critical Steps and Intermediates
        V. Process Validation and/or Evaluation
        VI. Manufacturing Process Development
    c) Characterization
        I. Elucidation of Structure and Characteristics
        II. Impurities
    d) Control of Drug Substance
        I. Specifications
        II. Analytical Procedures
        III. Validation of Analytical Procedures
        IV. Batch Analyses
        V. Justification of Specifications
    e) Reference Standards or Materials
    f) Container Closure System
    g) Stability
5. Drug Product (P)
    a) Description and Composition
    b) Pharmaceutical Development
        I. Information on Development Studies
        II. Components of the Drug Product
            (1) Active Ingredients
            (2) Excipients
        III. Finished Product
            (1) Formulation Development
            (2) Overages
            (3) Physicochemical and Biological Properties
        IV. Manufacturing Process Development

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V. Container Closure System
VI. Microbiological Attributes
VII. Compatibility

c) Manufacture
I. Batch Formula
II. Manufacturing Process and Process Control
III. Controls of Critical Steps and Intermediates
IV. Process Validation and/or Evaluation

d) Control of Excipients
I. Specifications
II. Analytical Procedures
III. Excipients of Human and Animal Origin
IV. Novel Excipients

e) Control of Finished Product
I. Specifications
II. Analytical Procedures
III. Validation of Analytical Procedures
IV. Batch Analyses
V. Characterization of Impurities
VI. Justification of Specifications

f) Reference Standards or Materials
g) Container Closure System
h) Product Stability
i) Product Interchangeability/Equivalence Evidence (if applicable)

Part III: Nonclinical Document

1. Sec. A Table of Contents
2. Sec. B Nonclinical Overview
   a) General Aspect
   b) Content and Structural Format
3. Sec. C Nonclinical Written and Tabulated Summaries
   a) Nonclinical Written Summaries
      I. Introduction
      II. General Presentation Issues
   b) Content of Nonclinical Written and Tabulated Summaries
      I. Pharmacology
         (1) Written Summary
            (a) Primary Pharmacodynamics
            (b) Secondary Pharmacodynamics
            (c) Safety Pharmacology
            (d) Pharmacodynamic Drug Interactions
         (2) Tabulated Summary
      II. Pharmacokinetics
         (1) Written Summary
            (a) Absorption
            (b) Distribution
            (c) Metabolism
            (d) Excretion
            (e) Pharmacokinetic Drug Interaction (Nonclinical)

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(2) Tabulated Summary

III. Toxicology

(1) Written Summary

(a) Single-Dose Toxicity

(b) Repeat-Dose Toxicity

(c) Genotoxicity

(d) Carcinogenicity

(e) Reproductive and Developmental Toxicity

(i) Fertility and Early Embryonic Development

(ii) Embryo-Foetal Development

(iii) Prenatal and Postnatal Development

(f) Local Tolerance

(g) Other Toxicity Studies (if available)

(2) Tabulated Summary

IV. Nonclinical Tabulated Summaries

4. Sec. D Nonclinical Study Reports

a) Table of Contents

b) Pharmacology

I. Written Study Reports

(1) Primary Pharmacodynamics

(2) Secondary Pharmacodynamics

(3) Safety Pharmacology

(4) Pharmacodynamic Drug Interactions

c) Pharmacokinetics

I. Written Study Reports

(1) Analytical Methods and Validation Reports

(2) Absorption

(3) Distribution

(4) Metabolism

(5) Excretion

(6) Pharmacokinetic Drug Interaction (Nonclinical)

(7) Other Pharmacokinetic Studies

d) Toxicology

I. Written Study Reports

(1) Single-Dose Toxicity

(2) Repeat-Dose Toxicity

(3) Genotoxicity

(a) In vitro Reports

(b) In vivo Reports

(4) Carcinogenicity

(a) Long Term Studies

(b) Short- or Medium-Term Studies

(c) Other Studies

(5) Reproductive and Developmental Toxicity

(a) Fertility and Early Embryonic Development

(b) Embryo-Foetal Development

(c) Prenatal and Postnatal Development

(d) Studies in which the Offspring are Dosed and/or further Evaluated

(6) Local Tolerance

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(7) Other Toxicity Studies (if available)
(a) Antigenicity
(b) Immunotoxicity
(c) Dependence
(d) Metabolites
(e) Impurities
(f) Other

5. Sec. E List of Key Literature References

Part IV: Clinical Document

1. Sec. A Table of Contents
2. Sec. B Clinical Overview
   a) Product Development Rationale
   b) Overview of Biopharmaceutics
   c) Overview of Clinical Pharmacology
   d) Overview of Efficacy
   e) Overview of Safety
   f) Benefits and Risks Conclusions
3. Sec. C Clinical Summary
   a) Summary of Biopharmaceutic Studies and Associated Analytical Methods
      I. Background and Overview
      II. Summary of Results of Individual Studies
      III. Comparison and Analyses of Results across Studies
4. Appendix 1
   a) Summary of Clinical Pharmacology Studies
      I. Background and Overview
      II. Summary of Results of Individual Studies
      III. Comparison and Analyses of Results across Studies
      IV. Special Studies
5. Appendix 2
   a) Summary of Clinical Efficacy
      I. Background and Overview of Clinical Efficacy
      II. Summary of Results of Individual Studies
      III. Comparison and Analyses of Results across Studies
         (1) Study Populations
         (2) Comparison of Efficacy Results of all Studies
         (3) Comparison of Results in Sub-populations
      IV. Analysis of Clinical Information Relevant to Dosing Recommendations
      V. Persistence of Efficacy and/or Tolerance Effects
6. Appendix 3
   a) Summary of Clinical Safety
      I. Exposure to the Drug
         (1) Overall Safety Evaluation Plan and Narratives of Safety Studies
         (2) Overall extent of Exposure
         (3) Demographic and Other Characteristics of Study Population
      II. Adverse Events
         (1) Analysis of Adverse Events
            (a) Common Adverse Events
            (b) Deaths

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(c) Other Serious Adverse Events
(d) Other Significant Adverse Events
(e) Analysis of Adverse Events by Organ System or Syndrome
(2) Narratives
III. Clinical Laboratory Evaluations
IV. Vital Signs, Physical Findings, and Other Observations Related to Safety
V. Safety in Special Groups and Situations
(1) Patient Groups
(2) Drug Interactions
(3) Use in Pregnancy and Lactation
(4) Overdose
(5) Drug Abuse
(6) Withdrawal and Rebound
(7) Effects on Ability to Drive or Operate Machinery or Impairment of Mental Ability
VI. Post-Marketing Data

7. Appendix 4
   a) Synopses of Individual Studies
8. Sec. D Tabular Listing of All Clinical Studies
9. Sec. E Clinical Study Reports (if applicable)
   a) Reports of Biopharmaceutic Studies
      I. In vitro-In vivo Correlation Study Reports
      II. Reports of Bioanalytical and Analytical Methods for Human Studies
   b) Reports of Studies Pertinent to Pharmacokinetics Using Human Biomaterials
      I. Plasma Protein Binding Study Reports
      II. Reports of Hepatic Metabolism and Drug Interaction Studies
      III. Reports of Studies Using Other Human Biomaterials
   c) Reports of Human Pharmacokinetic (PK) Studies
      I. Healthy Subject PK and Initial Tolerability Study Reports
      II. Patient PK and Initial Tolerability Study Reports
      III. Population PK Study Reports
   d) Reports of Human Pharmacodynamic (PD) Studies
      I. Healthy Subject PD and PK/PD Study Reports
      II. Patient PD and PK/PD Study Reports
   e) Reports of Efficacy and Safety Studies
      I. Study Reports of Controlled Clinical Studies Pertinent to the Claimed Indication
      II. Study Reports of Uncontrolled Clinical Studies
      III. Reports of Analyses of Data from more than One Study, Including any Formal Integrated Analyses, Meta-Analyses, and Bridging Analyses
      IV. Other Clinical Study Reports
   f) Reports of Post-Marketing Experience
   g) Case Report Forms and Individual Patient Listing
10. Sec. F List of Key Literature References
11. Additional Requirements:
    a) For products to be registered using Collaborative Registration Procedure (CRP), Expression of Interest submitted to WHO

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b) For MRE/MR to Initial applications, proof of approval/clearance/extension of Post- Marketing Surveillance (PMS) Report and Post Approval Commitments as specified in the provided RMP.

For Initial Application for Similar Biotherapeutic Products

Part I: Administrative Data and Product Information

1. Sec. A Introduction
2. Sec. B Overall ASEAN Common Technical Dossier
3. Table of Contents
4. Sec. C Guidance on the Administrative Data and
5. Product Information
    a. Integrated Application Form (with proof of payment)
    b. Letter of Authorization (where applicable)
    c. Certifications
        a. For contract manufacturing:
            (1) License of pharmaceutical industries and contract manufacturer
            (2) Contract manufacturing agreement
            (3) GMP certificate of contract manufacturer
        b. For manufacturing "under-license"
            (1) License of pharmaceutical industries
            (2) GMP certificate of the manufacturer
            (3) Copy of "under-license" agreement
        c. For locally manufactured products:
            (1) License of pharmaceutical industries
            (2) GMP certificate (country specific)
        d. For imported products
            (1) License of pharmaceutical industries/importer/wholesaler (country specific)
            (2) Certificate of Pharmaceutical Product (CPP) issued by the competent authority in the country of origin according to the current WHO format
            (3) Foreign GMP Clearance
    d. Site Master File
    e. Labeling
    f. Representative Sample with corresponding Certificate of Analysis
    g. Product Information
        a. Package Insert
        b. Summary of Product Characteristics (Product Data Sheet)
    h. Risk Management Plan (RMP)
    i. Periodic Safety Update Report (PSUR)/Periodic Benefit Risk Evaluation Report
    j. List of Countries where the product is already licensed and the date of approval
    k. Names of the medical director of the importer/distributor and local manufacturer who will monitor event/s reactions and prepare appropriate report to be submitted to FDA
    l. Person/s responsible for production and control of the product (Name/s Position, Department, and sample of signature)
    m. Description of the cold-chain procedures employed from the origin to the port of entry and in the Philippines (how and where)

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Part II: Quality

1. Sec. A Table of Contents
2. Sec. B Quality Overall Summary
3. Sec. C Body of Data
4. Drug Substance (S)
    a) General Information
        I. Nomenclature
        II. Structural Formula
        III. General Properties
    b) Manufacture
        I. Manufacturer(s)
        II. Description of Manufacturing Process and Process Controls
        III. Control of Materials
        IV. Control of Critical Steps and Intermediates
        V. Process Validation and/or Evaluation
        VI. Manufacturing Process Development
    c) Characterization
        I. Elucidation of Structure and Characteristics
        II. Impurities
    d) Control of Drug Substance
        I. Specifications
        II. Analytical Procedures
        III. Validation of Analytical Procedures
        IV. Batch Analyses
        V. Justification of Specifications
    e) Reference Standards or Materials
    f) Container Closure System
    g) Stability
5. Drug Product (P)
    a) Description and Composition
    b) Pharmaceutical Development
        I. Information on Development Studies
        II. Components of the Drug Product
            (1) Active Ingredients
            (2) Excipients
        III. Finished Product
            (1) Formulation Development
            (2) Overages
            (3) Physicochemical and Biological Properties
        IV. Manufacturing Process Development
        V. Container Closure System
        VI. Microbiological Attributes
        VII. Compatibility
    c) Manufacture
        I. Batch Formula
        II. Manufacturing Process and Process Control
            (1) Information on the number system of the lots or batches
            (2) System for the re-processing of the product in the event of rejection of the lot or batch by the manufacturer's QA/QC

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III. Controls of Critical Steps and Intermediates
IV. Process Validation and/or Evaluation

d) Control of Excipients
I. Specifications
II. Analytical Procedures
III. Excipients of Human and Animal Origin
IV. Novel Excipients

e) Control of Finished Product
I. Specifications
II. Analytical Procedures
III. Validation of Analytical Procedures
IV. Batch Analyses Summary Lot Protocol Lot to Lot Consistency from three (3) consecutive batches
V. Characterization of Impurities
VI. Justification of Specifications

f) Reference Standards or Materials
g) Container Closure System
h) Product Stability
i) Quality Comparability
I. Reference Biotherapeutic Product
II. Manufacturing Process
III. Characterization
(1) Physicochemical Properties
(2) Biological Activity
(3) Immunochemical Properties
(4) Impurities
IV. Specifications
V. Analytical Techniques
VI. Stability

Part III: Nonclinical Document

1. Sec. A Table of Contents
2. Sec. B Nonclinical Overview
   a) General Consideration
   b) Special Consideration
      I. In Vitro Studies
      II. In Vivo Studies

Part IV: Clinical Document

1. Sec. A Table of Contents
2. Sec. B Clinical Overview
   a) Pharmacokinetic Studies
   b) Pharmacodynamic Studies
   c) Confirmatory Pharmacokinetic/ Pharmacodynamic Studies
   d) Efficacy Studies
   e) Safety Studies
   f) Immunogenicity
   g) Extrapolation of Efficacy and Safety Data
3. Additional Requirements:

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a) For products to be registered using Collaborative Registration Procedure (CRP), Expression of Interest submitted to WHO
b) For MRE/MR to Initial applications, proof of approval/clearance/extension of Post- Marketing Surveillance (PMS) Report and Post Approval Commitments as specified in the provided RMP.

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Pre-assessment of the application	
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule of appointment /submission to FDAC	Sends the scheduled date of submission for pre-assessment
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph.	Shares the application to the preassessment team for appropriate action.
	Pre-assesses the completeness of the application
	4.Releases the result of the preassessment If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment. If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for pre-assessment and new Document Tracking Number (DTN).
3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)
	Receives the application from FDAC and encodes/updates the database
	Queuing time of the application before decking to evaluators of Registration Section and Clinical Research Section.
	Decks/Assigns the application to the assigned evaluator of Registration Section and/or Clinical Research Section

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	Evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (E-NOD) was issued by the evaluator, submits complete compliance documents to the evaluator	a. Clinical Research Section (Safety and Efficacy evaluator) Prepares a worksheet with Recommendations on the evaluated safety and efficacy dossier, and PMS protocol, then forwards this to the Quality evaluator of the Registration Section. b. Registration Section (Quality evaluator) Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended (Quality, and Safety & Efficacy received from the CRS). Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an approval recommendation (Quality, and Safety & Efficacy received from the CRS) For applications with proposed brand names, requests clearance from the Brand Name Clearance evaluator. If the proposed brand name is disapproved, this shall be cited in the electronic deficiencies (E-NOD) or Letter of Disapproval (LOD) to be issued *Any minor deficiencies/ clarifications will be communicated to the clients through electronic communication (5 working days to respond to the queries).
	Reviews the evaluated application bearing the recommendation of the Junior Evaluator
	Prepares the final output document (CPR/LOD), affixes initial, and forwards it to the senior evaluator (FDRO III) If with post-approval commitment/s, prepares a letter, signs, and forwards it together with the CPR.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief

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	Checks and recommends the decision of the evaluators and supervisor by affixing signature
	Signs and approves the final decision
	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the AFS Releasing Section.
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client.
END OF TRANSACTION	

Processing Period: 180 Working Days

Fees:

New Chemical Entities/Monitored Release
Php 20,000.00/3 years + 500.00 (Brand Name Clearance, if applicable) + Php 5,000.00 (clinical review) + Php
2,500.00 [Post-Marketing Surveillance (i.e., Local Phase IV Clinical Trial) Protocol Review] + 1% LRF

Initial

Branded: Php 3,000.00/year + 500.00 (Brand Name Clearance) + 1% LRF
Unbranded: Php 2,000.00/year + 1% LRF

The applicant may apply for 2/5-year CPR validity.
2 year-validity:
Branded: Php 6,000.00 + 500.00 (for Brand Name Clearance) = 6,500.00 + 1% LRF Unbranded: Php 4,000.00 + 1% LRF

5 year-validity:
Branded: Php 15,000.00 + 500.00 (for Brand Name Clearance) = 15,500.00 + 1% LRF Unbranded: Php10,000.00 + 1% LRF

Variation-turned-Initial:
Php 15,000.00 + 1% LRF

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Certificate of Product Registration (CPR) of Cancer Drugs (New Chemical Entities/Monitored Release – Pharmaceutical Product; and Initial and Monitored Release – Biologicals and Vaccines)

This Certificate of Product Registration is granted to Marketing Authorization Holders of innovator cancer medications upon compliance to Quality, Safety, Efficacy standards. It is the approval granted by FDA to market a specific product in the country.

Who May Avail: All Manufacturers, Distributors, Importers, Exporters, Wholesalers, and Traders of Cancer Drugs (Pharmaceutical Products, Vaccines, Biologicals, stem cell, and blood and blood products).

Documentary Requirements:

ASEAN Common Technical Dossier

Part I: Administrative Data and Product Information

5. Sec. A Introduction
6. Sec. B Overall ASEAN Common Technical Dossier
7. Table of Contents
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    a. Integrated Application Form (with proof of payment)
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            (2) Contract manufacturing agreement
            (3) GMP certificate of contract manufacturer
        b. For manufacturing "under-license"
            (1) License of pharmaceutical industries
            (2) GMP certificate of the manufacturer
            (3) Copy of "under-license" agreement
        c. For locally manufactured products:
            (1) License of pharmaceutical industries
            (2) GMP certificate (country specific)
        d. For imported products
            (1) License of pharmaceutical industries/importer/wholesaler (country specific)
            (2) Certificate of Pharmaceutical Product (CPP) issued by the competent authority in the country of origin according to the current WHO format
            (3) Foreign GMP Clearance
    d. Site Master File
    e. Labeling
    f. Representative Sample with corresponding Certificate of Analysis (upon request of the evaluator)
    g. Product Information
        a. Package Insert
        b. Summary of Product Characteristics (Product Data Sheet)
    h. Risk Management Plan (RMP)
    i. Periodic Safety Update Report (PSUR)/Periodic Benefit Risk Evaluation Report
    j. List of Countries where the product is already licensed and the date of approval

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k. Names of the medical director of the importer/distributor and local manufacturer who will monitor event/s reactions and prepare appropriate report to be submitted to FDA
l. Person/s responsible for production and control of the product (Name/s Position, Department, and sample of signature)
m. Description of the cold-chain procedures employed from the origin to the port of entry and in the Philippines (how and where)

Part II: Quality

6. Sec. A Table of Contents
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8. Sec. C Body of Data
9. Drug Substance (S)
    a) General Information
        I. Nomenclature
        II. Structural Formula
        III. General Properties
    b) Manufacture
        I. Manufacturer(s)
        II. Description of Manufacturing Process and Process Controls
        III. Control of Materials
        IV. Control of Critical Steps and Intermediates
        V. Process Validation and/or Evaluation
        VI. Manufacturing Process Development
    c) Characterization
        I. Elucidation of Structure and Characteristics
        II. Impurities
    d) Control of Drug Substance
        I. Specifications
        II. Analytical Procedures
        III. Validation of Analytical Procedures
        IV. Batch Analyses
        V. Justification of Specifications
    e) Reference Standards or Materials
    f) Container Closure System
    g) Stability
10. Drug Product (P)
    a) Description and Composition
    b) Pharmaceutical Development
        I. Information on Development Studies
        II. Components of the Drug Product
            (1) Active Ingredients
            (2) Excipients
        III. Finished Product
            (1) Formulation Development
            (2) Overages
            (3) Physicochemical and Biological Properties
        IV. Manufacturing Process Development
        V. Container Closure System

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VI. Microbiological Attributes
VII. Compatibility
c) Manufacture
I. Batch Formula
II. Manufacturing Process and Process Control
III. Controls of Critical Steps and Intermediates
IV. Process Validation and/or Evaluation
d) Control of Excipients
I. Specifications
II. Analytical Procedures
III. Excipients of Human and Animal Origin
IV. Novel Excipients
e) Control of Finished Product
I. Specifications
II. Analytical Procedures
III. Validation of Analytical Procedures
IV. Batch Analyses
V. Characterization of Impurities
VI. Justification of Specifications
f) Reference Standards or Materials
g) Container Closure System
h) Product Stability
i) Product Interchangeability/Equivalence Evidence (if applicable)

Part III: Nonclinical Document
6. Sec. A Table of Contents
7. Sec. B Nonclinical Overview
a) General Aspect
b) Content and Structural Format
8. Sec. C Nonclinical Written and Tabulated Summaries
a) Nonclinical Written Summaries
I. Introduction
II. General Presentation Issues
b) Content of Nonclinical Written and Tabulated Summaries
I. Pharmacology
(1) Written Summary
(a) Primary Pharmacodynamics
(b) Secondary Pharmacodynamics
(c) Safety Pharmacology
(d) Pharmacodynamic Drug Interactions
(2) Tabulated Summary
II. Pharmacokinetics
(1) Written Summary
(a) Absorption
(b) Distribution
(c) Metabolism
(d) Excretion
(e) Pharmacokinetic Drug Interaction (Nonclinical)
(2) Tabulated Summary

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III. Toxicology
(1) Written Summary
(a) Single-Dose Toxicity
(b) Repeat-Dose Toxicity
(c) Genotoxicity
(d) Carcinogenicity
(e) Reproductive and Developmental Toxicity
(i) Fertility and Early Embryonic Development
(ii) Embryo-Foetal Development
(iii) Prenatal and Postnatal Development
(f) Local Tolerance
(g) Other Toxicity Studies (if available)
(2) Tabulated Summary
IV. Nonclinical Tabulated Summaries

9. Sec. D Nonclinical Study Reports
a) Table of Contents
b) Pharmacology
I. Written Study Reports
(1) Primary Pharmacodynamics
(2) Secondary Pharmacodynamics
(3) Safety Pharmacology
(4) Pharmacodynamic Drug Interactions
c) Pharmacokinetics
I. Written Study Reports
(1) Analytical Methods and Validation Reports
(2) Absorption
(3) Distribution
(4) Metabolism
(5) Excretion
(6) Pharmacokinetic Drug Interaction (Nonclinical)
(7) Other Pharmacokinetic Studies
d) Toxicology
I. Written Study Reports
(1) Single-Dose Toxicity
(2) Repeat-Dose Toxicity
(3) Genotoxicity
(a) In vitro Reports
(b) In vivo Reports
(4) Carcinogenicity
(a) Long Term Studies
(b) Short- or Medium-Term Studies
(c) Other Studies
(5) Reproductive and Developmental Toxicity
(a) Fertility and Early Embryonic Development
(b) Embryo-Foetal Development
(c) Prenatal and Postnatal Development
(d) Studies in which the Offspring are Dosed and/or further Evaluated
(6) Local Tolerance
(7) Other Toxicity Studies (if available)

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(a) Antigenicity
(b) Immunotoxicity
(c) Dependence
(d) Metabolites
(e) Impurities
(f) Other

10. Sec. E List of Key Literature References

Part IV: Clinical Document

12. Sec. A Table of Contents
13. Sec. B Clinical Overview
    a) Product Development Rationale
    b) Overview of Biopharmaceutics
    c) Overview of Clinical Pharmacology
    d) Overview of Efficacy
    e) Overview of Safety
    f) Benefits and Risks Conclusions
14. Sec. C Clinical Summary
    a) Summary of Biopharmaceutic Studies and Associated Analytical Methods
        I. Background and Overview
        II. Summary of Results of Individual Studies
        III. Comparison and Analyses of Results across Studies
15. Appendix 1
    a) Summary of Clinical Pharmacology Studies
        I. Background and Overview
        II. Summary of Results of Individual Studies
        III. Comparison and Analyses of Results across Studies
        IV. Special Studies
16. Appendix 2
    a) Summary of Clinical Efficacy
        I. Background and Overview of Clinical Efficacy
        II. Summary of Results of Individual Studies
        III. Comparison and Analyses of Results across Studies
            (1) Study Populations
            (2) Comparison of Efficacy Results of all Studies
            (3) Comparison of Results in Sub-populations
        IV. Analysis of Clinical Information Relevant to Dosing Recommendations
        V. Persistence of Efficacy and/or Tolerance Effects
17. Appendix 3
    a) Summary of Clinical Safety
        I. Exposure to the Drug
            (1) Overall Safety Evaluation Plan and Narratives of Safety Studies
            (2) Overall extent of Exposure
            (3) Demographic and Other Characteristics of Study Population
        II. Adverse Events
            (1) Analysis of Adverse Events
                (a) Common Adverse Events
                (b) Deaths
                (c) Other Serious Adverse Events

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(d) Other Significant Adverse Events
(e) Analysis of Adverse Events by Organ System or Syndrome
(2) Narratives
III. Clinical Laboratory Evaluations
IV. Vital Signs, Physical Findings, and Other Observations Related to Safety
V. Safety in Special Groups and Situations
(1) Patient Groups
(2) Drug Interactions
(3) Use in Pregnancy and Lactation
(4) Overdose
(5) Drug Abuse
(6) Withdrawal and Rebound
(7) Effects on Ability to Drive or Operate Machinery or Impairment of Mental Ability
VI. Post-Marketing Data

18. Appendix 4
    a) Synopses of Individual Studies
19. Sec. D Tabular Listing of All Clinical Studies
20. Sec. E Clinical Study Reports (if applicable)
    a) Reports of Biopharmaceutic Studies
        I. In vitro-In vivo Correlation Study Reports
        II. Reports of Bioanalytical and Analytical Methods for Human Studies
    b) Reports of Studies Pertinent to Pharmacokinetics Using Human Biomaterials
        I. Plasma Protein Binding Study Reports
        II. Reports of Hepatic Metabolism and Drug Interaction Studies
        III. Reports of Studies Using Other Human Biomaterials
    c) Reports of Human Pharmacokinetic (PK) Studies
        I. Healthy Subject PK and Initial Tolerability Study Reports
        II. Patient PK and Initial Tolerability Study Reports
        III. Population PK Study Reports
    d) Reports of Human Pharmacodynamic (PD) Studies
        I. Healthy Subject PD and PK/PD Study Reports
        II. Patient PD and PK/PD Study Reports
    e) Reports of Efficacy and Safety Studies
        I. Study Reports of Controlled Clinical Studies Pertinent to the Claimed Indication
        II. Study Reports of Uncontrolled Clinical Studies
        III. Reports of Analyses of Data from more than One Study, Including any Formal Integrated Analyses, Meta-Analyses, and Bridging Analyses
        IV. Other Clinical Study Reports
    f) Reports of Post-Marketing Experience
    g) Case Report Forms and Individual Patient Listing
21. Sec. F List of Key Literature References
22. Additional Requirements:
    a) For products to be registered using Collaborative Registration Procedure (CRP), Expression of Interest submitted to WHO
    b) For MRE/MR to Initial applications, proof of approval/clearance/extension of Post- Marketing Surveillance (PMS) Report and Post Approval Commitments as specified in the provided RMP.

Navigate to General Business Procedures

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Pre-assessment of the application	
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule of appointment /submission to FDAC	Sends the scheduled date of submission for pre-assessment
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph.	Shares the application to the preassessment team for appropriate action.
	Pre-assesses the completeness of the application
	4.Releases the result of the preassessment If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment. If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for pre-assessment and new Document Tracking Number (DTN).
3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)
	Receives the application from FDAC and encodes/updates the database
	Queuing time of the application before decking to evaluators of Registration Section and Clinical Research Section.
	Decks/Assigns the application to the assigned evaluator of Registration Section and/or Clinical Research Section
	Evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (E- NOD) was issued by the evaluator, submits complete compliance documents to the evaluator	a. Clinical Research Section (Safety and Efficacy evaluator) Prepares a worksheet with Recommendations on the evaluated safety and efficacy dossier, and PMS protocol, then forwards this to the Quality evaluator of the Registration Section.

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	b. Registration Section (Quality evaluator) Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended (Quality, and Safety & Efficacy received from the CRS).
	Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an approval recommendation (Quality, and Safety & Efficacy received from the CRS) For applications with proposed brand names, requests clearance from the Brand Name Clearance evaluator. If the proposed brand name is disapproved, this shall be cited in the electronic deficiencies (E-NOD) or Letter of Disapproval (LOD) to be issued *Any minor deficiencies/ clarifications will be communicated to the clients through electronic communication (5 working days to respond to the queries)
	Reviews the evaluated application bearing the recommendation of the Junior Evaluator
	Prepares the final output document (CPR/LOD), affixes initial, and forwards it to the senior evaluator (FDRO III) If with post-approval commitment/s, prepares a letter, signs, and forwards it together with the CPR.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief
	Checks and recommends the decision of the evaluators and supervisor by affixing signature
	Signs and approves the final decision
	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the AFS Releasing Section.
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client.
END OF TRANSACTION	

Processing Period: 240 Working Days

Navigate to General Business Procedures

Fees:

New Chemical Entities/Monitored Release
Php 20,000.00/3 years + 500.00 (Brand Name Clearance, if applicable) + Php 5,000.00 (clinical review) + Php 2,500.00 [Post-Marketing Surveillance (i.e., Local Phase IV Clinical Trial) Protocol Review] + 1% LRF

Initial
Branded: Php 3,000.00/year + 500.00 (Brand Name Clearance) + 1% LRF
Unbranded: Php 2,000.00/year + 1% LRF

The applicant may apply for 2/5-year CPR validity.

2 year-validity:
Branded: Php 6,000.00 + 500.00 (for Brand Name Clearance) = 6,500.00 + 1% LRF Unbranded: Php 4,000.00 + 1% LRF

5 year-validity:
Branded: Php 15,000.00 + 500.00 (for Brand Name Clearance) = 15,500.00 + 1% LRF Unbranded: Php 10,000.00 + 1% LRF

Variation-turned-Initial:
Php 15,000.00 + 1% LRF

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Certificate of Product Registration (CPR) of Pharmaceutical Products (Initial – Reproductive Health Products)

The issuance of a Certificate of Product Registration is granted to Marketing Authorization Holder of Herbal Medicines and Traditionally Used Herbal Product which meets the standards for Quality, Safety and Efficacy/Claimed Benefit of their product based on the provided documentation. It is a marketing approval that the FDA grants for the sale and distribution of such product in the country

Who May Avail: All Manufacturers, Distributors, Importers, Exporters, Wholesalers, and Traders of Pharmaceutical Products

Documentary Requirements:

For Initial Registration of Reproductive Health Products

- ASEAN Common Technical Dossier

Part I: Administrative Data and Product Information

1. Sec. A Introduction
2. Sec. B Overall ASEAN Common Technical Dossier
3. Table of Contents
4. Sec. C Guidance on the Administrative Data and Product Information
    a. Integrated Application Form (with proof of payment)
    b. Letter of Authorization (where applicable)
    c. Certifications
        a. For contract manufacturing:
            (1) License of pharmaceutical industries and contract manufacturer
            (2) Contract manufacturing agreement
            (3) GMP certificate of contract manufacturer
        b. For manufacturing "under-license"
            (1) License of pharmaceutical industries
            (2) GMP certificate of the manufacturer
            (3) Copy of "under-license" agreement
        c. For locally manufactured products:
            (1) License of pharmaceutical industries
            (2) GMP certificate (country specific)
        d. For imported products
            (1) License of pharmaceutical industries/importer/wholesaler (country specific)
            (2) Certificate of Pharmaceutical Product (CPP) issued by the competent authority in the country of origin according to the current WHO format
            (3) Foreign GMP Clearance
    d. Site Master File
    e. Labeling
    f. Representative Sample with corresponding Certificate of Analysis (upon request of the evaluator)
    g. Product Information
        a. Package Insert
        b. Summary of Product Characteristics (Product Data Sheet)

Navigate to General Business Procedures

Part II: Quality

1. Sec. A Table of Contents
2. Sec. B Quality Overall Summary
3. Sec. C Body of Data
4. Drug Substance (S)
    a) General Information
        I. Nomenclature
        II. Structural Formula
        III. General Properties
    b) Manufacture
        I. Manufacturer(s)
        II. Description of Manufacturing Process and Process Controls
        III. Control of Materials
        IV. Control of Critical Steps and Intermediates
        V. Process Validation and/or Evaluation
        VI. Manufacturing Process Development
    c) Characterization
        I. Elucidation of Structure and Characteristics
        II. Impurities
    d) Control of Drug Substance
        I. Specifications
        II. Analytical Procedures
        III. Validation of Analytical Procedures
        IV. Batch Analyses
        V. Justification of Specifications
    e) Reference Standards or Materials
    f) Container Closure System
    g) Stability
5. Drug Product (P)
    a) Description and Composition
    b) Pharmaceutical Development
        I. Information on Development Studies
        II. Components of the Drug Product
            (1) Active Ingredients
            (2) Excipients
        III. Finished Product
            (1) Formulation Development
            (2) Overages
            (3) Physicochemical and Biological Properties
        IV. Manufacturing Process Development
        V. Container Closure System
        VI. Microbiological Attributes
        VII. Compatibility
    c) Manufacture
        I. Batch Formula
        II. Manufacturing Process and Process Control
        III. Controls of Critical Steps and Intermediates
        IV. Process Validation and/or Evaluation
    d) Control of Excipients

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I. Specifications
II. Analytical Procedures
III. Excipients of Human and Animal Origin
IV. Novel Excipients

e) Control of Finished Product
I. Specifications
II. Analytical Procedures
III. Validation of Analytical Procedures
IV. Batch Analyses
V. Characterization of Impurities
VI. Justification of Specifications

f) Reference Standards or Materials
g) Container Closure System
h) Product Stability
i) Product Interchangeability/Equivalence Evidence (if applicable)

Additional Requirements for New Chemical Entities/Monitored Release Registration

Part III: Nonclinical Document

1. Sec. A Table of Contents
2. Sec. B Nonclinical Overview
   a) General Aspect
   b) Content and Structural Format
3. Sec. C Nonclinical Written and Tabulated Summaries
   a) Nonclinical Written Summaries
      I. Introduction
      II. General Presentation Issues
   b) Content of Nonclinical Written and Tabulated Summaries
      I. Pharmacology
         (1) Written Summary
            (a) Primary Pharmacodynamics
            (b) Secondary Pharmacodynamics
            (c) Safety Pharmacology
            (d) Pharmacodynamic Drug Interactions
         (2) Tabulated Summary
      II. Pharmacokinetics
         (1) Written Summary
            (a) Absorption
            (b) Distribution
            (c) Metabolism
            (d) Excretion
            (e) Pharmacokinetic Drug Interaction (Nonclinical)
         (2) Tabulated Summary
      III. Toxicology
         (1) Written Summary
            (a) Single-Dose Toxicity
            (b) Repeat-Dose Toxicity
            (c) Genotoxicity
            (d) Carcinogenicity

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(e) Reproductive and Developmental Toxicity
(i) Fertility and Early Embryonic Development
(ii) Embryo-Foetal Development
(iii) Prenatal and Postnatal Development
(f) Local Tolerance
(g) Other Toxicity Studies (if available)
(2) Tabulated Summary
IV. Nonclinical Tabulated Summaries
4. Sec. D Nonclinical Study Reports
a) Table of Contents
b) Pharmacology
I. Written Study Reports
(1) Primary Pharmacodynamics
(2) Secondary Pharmacodynamics
(3) Safety Pharmacology
(4) Pharmacodynamic Drug Interactions
c) Pharmacokinetics
I. Written Study Reports
(1) Analytical Methods and Validation Reports
(2) Absorption
(3) Distribution
(4) Metabolism
(5) Excretion
(6) Pharmacokinetic Drug Interaction (Nonclinical)
(7) Other Pharmacokinetic Studies
d) Toxicology
I. Written Study Reports
(1) Single-Dose Toxicity
(2) Repeat-Dose Toxicity
(3) Genotoxicity
(a) In vitro Reports
(b) In vivo Reports
(4) Carcinogenicity
(a) Long Term Studies
(b) Short- or Medium-Term Studies
(c) Other Studies
(5) Reproductive and Developmental Toxicity
(a) Fertility and Early Embryonic Development
(b) Embryo-Foetal Development
(c) Prenatal and Postnatal Development
(d) Studies in which the Offspring are Dosed and/or further Evaluated
(6) Local Tolerance
(7) Other Toxicity Studies (if available)
(a) Antigenicity
(b) Immunotoxicity
(c) Dependence
(d) Metabolites
(e) Impurities
(f) Other

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5. Sec. E List of Key Literature References

Part IV: Clinical Document

23. Sec. A Table of Contents
24. Sec. B Clinical Overview
    a) Product Development Rationale
    b) Overview of Biopharmaceutics
    c) Overview of Clinical Pharmacology
    d) Overview of Efficacy
    e) Overview of Safety
    f) Benefits and Risks Conclusions
25. Sec. C Clinical Summary
    a) Summary of Biopharmaceutic Studies and Associated Analytical Methods
        I. Background and Overview
        II. Summary of Results of Individual Studies
        III. Comparison and Analyses of Results across Studies
26. Appendix 1
    a) Summary of Clinical Pharmacology Studies
        I. Background and Overview
        II. Summary of Results of Individual Studies
        III. Comparison and Analyses of Results across Studies
        IV. Special Studies
27. Appendix 2
    a) Summary of Clinical Efficacy
        I. Background and Overview of Clinical Efficacy
        II. Summary of Results of Individual Studies
        III. Comparison and Analyses of Results across Studies
            (1) Study Populations
            (2) Comparison of Efficacy Results of all Studies
            (3) Comparison of Results in Sub-populations
        IV. Analysis of Clinical Information Relevant to Dosing Recommendations
        V. Persistence of Efficacy and/or Tolerance Effects
28. Appendix 3
    a) Summary of Clinical Safety
        I. Exposure to the Drug
            (1) Overall Safety Evaluation Plan and Narratives of Safety Studies
            (2) Overall extent of Exposure
            (3) Demographic and Other Characteristics of Study Population
        II. Adverse Events
            (1) Analysis of Adverse Events
                (a) Common Adverse Events
                (b) Deaths
                (c) Other Serious Adverse Events
                (d) Other Significant Adverse Events
                (e) Analysis of Adverse Events by Organ System or Syndrome
            (2) Narratives
        III. Clinical Laboratory Evaluations
        IV. Vital Signs, Physical Findings, and Other Observations Related to Safety
        V. Safety in Special Groups and Situations

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(1) Patient Groups
(2) Drug Interactions
(3) Use in Pregnancy and Lactation
(4) Overdose
(5) Drug Abuse
(6) Withdrawal and Rebound
(7) Effects on Ability to Drive or Operate Machinery or Impairment of Mental Ability

VI. Post-Marketing Data

29. Appendix 4
    a) Synopses of Individual Studies
30. Sec. D Tabular Listing of All Clinical Studies
31. Sec. E Clinical Study Reports (if applicable)
    a) Reports of Biopharmaceutic Studies
        I. In vitro-In vivo Correlation Study Reports
        II. Reports of Bioanalytical and Analytical Methods for Human Studies
    b) Reports of Studies Pertinent to Pharmacokinetics Using Human Biomaterials
        I. Plasma Protein Binding Study Reports
        II. Reports of Hepatic Metabolism and Drug Interaction Studies
        III. Reports of Studies Using Other Human Biomaterials
    c) Reports of Human Pharmacokinetic (PK) Studies
        I. Healthy Subject PK and Initial Tolerability Study Reports
        II. Patient PK and Initial Tolerability Study Reports
        III. Population PK Study Reports
    d) Reports of Human Pharmacodynamic (PD) Studies
        I. Healthy Subject PD and PK/PD Study Reports
        II. Patient PD and PK/PD Study Reports
    e) Reports of Efficacy and Safety Studies
        I. Study Reports of Controlled Clinical Studies Pertinent to the Claimed Indication
        II. Study Reports of Uncontrolled Clinical Studies
        III. Reports of Analyses of Data from more than One Study, Including any Formal Integrated Analyses, Meta-Analyses, and Bridging Analyses
        IV. Other Clinical Study Reports
    f) Reports of Post-Marketing Experience
    g) Case Report Forms and Individual Patient Listing
32. Sec. F List of Key Literature References
33. Additional Requirements:
    a) Risk Management Plan
    b) MRE to Initial: Periodic Safety Update Report (PSUR), or proof of prior submission
    c) For products to be registered using the Collaborative Registration Procedure (CRP), Expression of Interest submitted to WHO
    d) FDA-Approved Local Phase IV Clinical Trial Protocol (for monitored-release applications)
    e) Petitions and/or Scientific Evidence on the Mechanism of Action (to be submitted after publication of Notice of Submission of Evidence)
    Note: ICH Common Technical Document format is acceptable provided that the products are approved in ICH member countries/ region

Navigate to General Business Procedures

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Pre-assessment of the application	
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule of appointment /submission to FDAC	Sends the scheduled date of submission for pre-assessment
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph.	Shares the application to the pre-assessment team for appropriate action.
	Pre-assesses the completeness of the application
	Releases the result of the preassessment If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment. If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for pre-assessment and new Document Tracking Number (DTN).
3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	
	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)
	Receives the application from FDAC and encodes/updates the database
	Queuing time of the application before decking to evaluators of Registration Section and Clinical Research Section.
	Decks/Assigns the application to the assigned evaluator of Registration Section and/or Clinical Research Section
	Issues publication of notice for the submission of evidence
Submits scientific evidence on the mechanism of action within ten (10) days after publication of notice	If no submitted scientific evidence, drafts LOD. Proceed to Step
	Receives the scientific evidence and endorses it to the Center

Navigate to General Business Procedures

	Receives the evidence from FDAC, encodes/updates the database, and endorses it to the assigned evaluator.
	Conducts preliminary review of the quality, clinical, and non-clinical documents, and petitions and/or evidences from the marketing authorization holder
	In case of new evidences submitted, evaluates the new evidences In case of no new comments and evidences, proceeds to the next step
	In case of new evidences submitted, the CDRR evaluator and consultant/s convenes for final review of documents In case of no new comments and evidences, evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (E- NOD) was issued by the evaluator, submits complete compliance documents to the evaluator	Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an approval recommendation For applications with proposed brand names, requests clearance from the Brand Name Clearance evaluator. If the proposed brand name is disapproved, this shall be cited in the electronic deficiencies (E-NOD) or Letter of Disapproval (LOD) to be issued *Any minor deficiencies/ clarifications will be communicated to the clients through electronic communication (5 working days to respond to the queries)
	Reviews the evaluated application bearing the recommendation of the Junior Evaluator
	If the product is for approval, informs the CDRR evaluator for the issuance of resolution If no submitted scientific evidence, informs CDRR evaluator for the issuance of resolution Endorses the final evaluation to the Legal Services Support Center (LSSC) for the issuance of the resolution.

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	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor.
	Drafts the resolution and forwards it to the CDRR & LSSC Director [3]
	Affixes initial and forwards it to the Office of the Director General (ODG)
	Signs and approves the Resolution
	Forwards the signed resolution to the LSSC Receives the signed resolution and forwards a copy to CDRR
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief when approval of the application is recommended. Reviews and signs the final output document, and forwards it to the Licensing and Registration (LRD) Chief when approval of the application is not recommended.
	Checks and recommends the decision of the evaluators and supervisor by affixing signature
	Recommends the final decision by affixing signature when approval of the application is recommended. Signs and approves the final decision when approval of the application is not recommended
	Signs and approves the CPR
	Forwards the signed CPR to the CDRR-CRR
	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the AFS Releasing Section
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client
END OF TRANSACTION	

Processing Period: 180 Working Days

Navigate to General Business Procedures

Fees:

Initial
Branded: Php 3,000.00/year + 500.00 (Brand Name Clearance) + 1% LRF
Unbranded: Php 2,000.00/year + 1% LRF

The applicant may apply for 2 or 5-year CPR validity (Based on Bureau Circular No. 5 s. 1997)

2 year-validity:
Branded: Php 6,000.00 + 500.00 (for Brand Name Clearance) = 6,500.00 + 1% LRF
Unbranded: Php 4,000.00 + 1% LRF

5 year-validity:
Branded: Php 15,000.00 + 500.00 (for Brand Name Clearance) = 15,500.00 + 1% LRF
Unbranded: Php 10,000.00 + 1% LRF

New Drug/Monitored Release:
Php 20,000.00/3 years + 500.00 (Brand Name Clearance, if applicable) + Php 5,000.00 (clinical review) + Php 2,500.00 [Post-Marketing Surveillance (i.e., Local Phase IV Clinical Trial) Protocol Review] +1% LRF

Navigate to General Business Procedures

Certificate of Product Registration (CPR) of Pharmaceutical Products (Initial – Prescription Generic Drugs Except Cancer Drugs)

This Certificate of Product Registration is granted to Marketing Authorization Holders of prescription generic drugs (except cancer drugs) upon compliance to Quality, Safety, Efficacy standards. It is the approval granted by FDA to market a specific product in the country.

Who May Avail: All Manufacturers, Distributors, Importers, Exporters, Wholesalers, and Traders of Pharmaceutical Products (except for Cancer Medicines)

Documentary Requirements:

For Initial Registration of Pharmaceutical Products (Prescription – Human Drugs)

- ASEAN Common Technical Dossier

Part I: Administrative Data and Product Information

1. Sec. A Introduction
2. Sec. B Overall ASEAN Common Technical Dossier
3. Table of Contents
4. Sec. C Guidance on the Administrative Data and Product Information
    a. Integrated Application Form (with proof of payment)
    b. Letter of Authorization (where applicable)
    c. Certifications
        a. For contract manufacturing:
            (1) License of pharmaceutical industries and contract manufacturer
            (2) Contract manufacturing agreement
            (3) GMP certificate of contract manufacturer
        b. For manufacturing "under-license"
            (1) License of pharmaceutical industries
            (2) GMP certificate of the manufacturer
            (3) Copy of "under-license" agreement
        c. For locally manufactured products:
            (1) License of pharmaceutical industries
            (2) GMP certificate (country specific)
        d. For imported products
            (1) License of pharmaceutical industries/importer/wholesaler (country specific)
            (2) Certificate of Pharmaceutical Product (CPP) issued by the competent authority in the country of origin according to the current WHO format
            (3) Foreign GMP Clearance
    d. Site Master File
    e. Labeling
    f. Representative Sample with corresponding Certificate of Analysis (upon request of the evaluator)
    g. Product Information
        a. Package Insert
        b. Summary of Product Characteristics (Product Data Sheet)

Part II: Quality

1. Sec. A Table of Contents

Navigate to General Business Procedures

2. Sec. B Quality Overall Summary
3. Sec. C Body of Data
4. Drug Substance (S)
    a) General Information
        I. Nomenclature
        II. Structural Formula
        III. General Properties
    b) Manufacture
        I. Manufacturer(s)
        II. Description of Manufacturing Process and Process Controls
        III. Control of Materials
        IV. Control of Critical Steps and Intermediates
        V. Process Validation and/or Evaluation
        VI. Manufacturing Process Development
    c) Characterization
        I. Elucidation of Structure and Characteristics
        II. Impurities
    d) Control of Drug Substance
        I. Specifications
        II. Analytical Procedures
        III. Validation of Analytical Procedures
        IV. Batch Analyses
        V. Justification of Specifications
    e) Reference Standards or Materials
    f) Container Closure System
    g) Stability
5. Drug Product (P)
    a) Description and Composition
    b) Pharmaceutical Development
        I. Information on Development Studies
        II. Components of the Drug Product
            (1) Active Ingredients
            (2) Excipients
        III. Finished Product
            (1) Formulation Development
            (2) Overages
            (3) Physicochemical and Biological Properties
        IV. Manufacturing Process Development
        V. Container Closure System
        VI. Microbiological Attributes
        VII. Compatibility
    c) Manufacture
        I. Batch Formula
        II. Manufacturing Process and Process Control
        III. Controls of Critical Steps and Intermediates
        IV. Process Validation and/or Evaluation
    d) Control of Excipients
        I. Specifications
        II. Analytical Procedures

Navigate to General Business Procedures

III. Excipients of Human and Animal Origin
IV. Novel Excipients

e) Control of Finished Product
I. Specifications
II. Analytical Procedures
III. Validation of Analytical Procedures
IV. Batch Analyses
V. Characterization of Impurities
VI. Justification of Specifications

f) Reference Standards or Materials
g) Container Closure System
h) Product Stability
i) Product Interchangeability/Equivalence Evidence (if applicable)

For Monitored Release (MR)/Monitored Release Extension (MRE) to Initial Applications:

1. ACTD Parts I & II (same as above)
2. Periodic Safety Update Report (PSUR) or Phase IV Clinical Study Report (whichever is applicable)
3. Other post-approval commitments (if any, based on the Special Conditions at the back page of the CPR and accompanying letter)

Additional Requirement for Dangerous Drugs (as per RA 9165 and Dangerous Drugs Board):

a) License to Handle Dangerous Drugs

Note: As per FDA Circular No. 2020-003, Submission of Risk Management Plan for a generic drug is not required, but it is expected that the Marketing Authorization Holder (MAH) will continue to evaluate the safety of their products on a regular basis and must be readily available upon request of FDA in caseto-case basis, such as but not limited to:

- *In response to a safety concern arising from a new route of administration;*
- *As a result of a new safety concern associated with a new indication that may require additional PV activities;*

If the innovator or reference product has safety concerns that have been identified to require additional local PV activities.

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Pre-assessment of the application	
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule of appointment /submission to FDAC	Sends the scheduled date of submission for pre-assessment
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph.	Shares the application to the pre-assessment team for appropriate action.

Navigate to General Business Procedures

	Pre-assesses the completeness of the application
	Releases the result of the preassessment If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment. If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for pre-assessment and new Document Tracking Number (DTN).
3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	
	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)
	Receives the application from FDAC and encodes/updates the database
	Queuing time of the application before decking to evaluators of Registration Section and Clinical Research Section.
	Decks/Assigns the application to the assigned evaluator
	Evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (ENOD) was issued by the evaluator, submits complete compliance documents to the evaluator	Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an approval recommendation (for major deficiencies) For applications with proposed brand names, requests clearance from the Brand Name Clearance evaluator. If the proposed brand name is disapproved, this shall be cited in the electronic deficiencies (ENOD) or Letter of Disapproval (LOD) to be issued *Any minor deficiencies/ clarifications will be communicated to the clients through electronic communication (5 working days to respond to the queries)

Navigate to General Business Procedures

	Reviews the evaluated application bearing the recommendation of the Junior Evaluator
	Prepares the final output document (CPR/LOD), affixes initial, and forwards it to the senior evaluator (FDRO III or higher) If with post -approval commitment/s, prepares a letter, signs, and forwards it together with the CPR. For Dangerous Drugs, prepares a letter/notification to PDEA to seek comments/ recommendations on the application.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief
	Checks and recommends the decision of the evaluators and supervisor by affixing signature
	Signs and approves the final decision
	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the AFS Releasing Section
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client
END OF TRANSACTION	

Processing Period: 180 Working Days

Fees:

Initial
Branded: Php 3,000.00/year + 500.00 (Brand Name Clearance) + 1% LRF
Unbranded: Php 2,000.00/year + 1% LRF

The applicant may apply for 2 or 5-year CPR validity
2 year-validity:
Branded: Php 6,000.00 + 500.00 (for Brand Name Clearance) = 6,500.00 + 1% LRF
Unbranded: Php 4,000.00 + 1% LRF

5 year-validity:
Branded: Php 15,000.00 + 500.00 (for Brand Name Clearance) = 15,500.00 + 1% LRF
Unbranded: Php 10,000.00 + 1% LRF

Variation-turned-Initial: Php 15,000.00 + 1% LRF

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Certificate of Product Registration (CPR) Of Pharmaceutical Products (Initial – Generic Cancer Drugs)

This Certificate of Product Registration is granted to Marketing Authorization Holders of generic cancer drugs upon compliance to Quality, Safety, Efficacy standards. It is the approval granted by FDA to market a specific product in the country.

Who May Avail: All Manufacturers, Distributors, Importers, Exporters, Wholesalers, and Traders of Generic Cancer Drugs

Documentary Requirements:

For Initial Registration of Pharmaceutical Products (Prescription – Human Drugs)

- ASEAN Common Technical Dossier

Part I: Administrative Data and Product Information

1. Sec. A Introduction
2. Sec. B Overall ASEAN Common Technical Dossier
3. Table of Contents
4. Sec. C Guidance on the Administrative Data and Product Information
    a. Integrated Application Form (with proof of payment)
    b. Letter of Authorization (where applicable)
    c. Certifications
        a. For contract manufacturing:
            (1) License of pharmaceutical industries and contract manufacturer
            (2) Contract manufacturing agreement
            (3) GMP certificate of contract manufacturer
        b. For manufacturing "under-license"
            (1) License of pharmaceutical industries
            (2) GMP certificate of the manufacturer
            (3) Copy of "under-license" agreement
        c. For locally manufactured products:
            (1) License of pharmaceutical industries
            (2) GMP certificate (country specific)
        d. For imported products
            (1) License of pharmaceutical industries/importer/wholesaler (country specific)
            (2) Certificate of Pharmaceutical Product (CPP) issued by the competent authority in the country of origin according to the current WHO format
            (3) Foreign GMP Clearance
    d. Site Master File
    e. Labeling
    f. Representative Sample with corresponding Certificate of Analysis (upon request of the evaluator)
    g. Product Information
        a. Package Insert
        b. Summary of Product Characteristics (Product Data Sheet)

Part II: Quality

1. Sec. A Table of Contents
2. Sec. B Quality Overall Summary

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3. Sec. C Body of Data
4. Drug Substance (S)
    a) General Information
        I. Nomenclature
        II. Structural Formula
        III. General Properties
    b) Manufacture
        I. Manufacturer(s)
        II. Description of Manufacturing Process and Process Controls
        III. Control of Materials
        IV. Control of Critical Steps and Intermediates
        V. Process Validation and/or Evaluation
        VI. Manufacturing Process Development
    c) Characterization
        I. Elucidation of Structure and Characteristics
        II. Impurities
    d) Control of Drug Substance
        I. Specifications
        II. Analytical Procedures
        III. Validation of Analytical Procedures
        IV. Batch Analyses
        V. Justification of Specifications
    e) Reference Standards or Materials
    f) Container Closure System
    g) Stability
5. Drug Product (P)
    a) Description and Composition
    b) Pharmaceutical Development
        I. Information on Development Studies
        II. Components of the Drug Product
            (1) Active Ingredients
            (2) Excipients
        III. Finished Product
            (1) Formulation Development
            (2) Overages
            (3) Physicochemical and Biological Properties
        IV. Manufacturing Process Development
        V. Container Closure System
        VI. Microbiological Attributes
        VII. Compatibility
    c) Manufacture
        I. Batch Formula
        II. Manufacturing Process and Process Control
        III. Controls of Critical Steps and Intermediates
        IV. Process Validation and/or Evaluation
    d) Control of Excipients
        I. Specifications
        II. Analytical Procedures
        III. Excipients of Human and Animal Origin

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IV. Novel Excipients

e) Control of Finished Product
   I. Specifications
   II. Analytical Procedures
   III. Validation of Analytical Procedures
   IV. Batch Analyses
   V. Characterization of Impurities
   VI. Justification of Specifications
f) Reference Standards or Materials
g) Container Closure System
h) Product Stability
i) Product Interchangeability/Equivalence Evidence (if applicable)

For Monitored Release (MR)/Monitored Release Extension (MRE) to Initial Applications:

1. ACTD Parts I & II (same as above)
2. Periodic Safety Update Report (PSUR) or Phase IV Clinical Study Report (whichever is applicable)
3. Other post-approval commitments (if any, based on the Special Conditions at the back page of the CPR and accompanying letter)

Additional Requirement for Dangerous Drugs (as per RA 9165 and Dangerous Drugs Board):

a) License to Handle Dangerous Drugs

Note: As per FDA Circular No. 2020-003, Submission of Risk Management Plan for a generic drug is not required, but it is expected that the Marketing Authorization Holder (MAH) will continue to evaluate the safety of their products on a regular basis and must be readily available upon request of FDA in case-tocase basis, such as but not limited to:

- *In response to a safety concern arising from a new route of administration;*
- *As a result of a new safety concern associated with a new indication that may require additional PV activities;*

If the innovator or reference product has safety concerns that have been identified to require additional local PV activities.

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule of appointment/submission to FDAC	.Sends the scheduled date of submission for pre-assessment
.Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph	Shares the application to the preassessment team for appropriate action.
	Pre-assesses the completeness of the application.
	Releases the result of the preassessment

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	If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment. If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for preassessment and new Document Tracking Number (DTN).
3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	
	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)
	Receives the application from FDAC and encodes/updates the database
	Queuing time of the application before decking to evaluators of Registration Section and Clinical Research Section.
	Decks/Assigns the application to the assigned evaluator
	Evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (ENOD) was issued by the evaluator, submits complete compliance documents to the evaluator	Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an approval recommendation (for major deficiencies) For applications with proposed brand names, requests clearance from the Brand Name Clearance evaluator. If the proposed brand name is disapproved, this shall be cited in the electronic deficiencies (ENOD) or Letter of Disapproval (LOD) to be issued *Any minor deficiencies/ clarifications will be communicated to the clients through electronic communication (5 working days to respond to the queries)
	Reviews the evaluated application bearing the recommendation of the Junior Evaluator

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	Prepares the final output document (CPR/LOD), affixes initial, and forwards it to the senior evaluator (FDRO III or higher) If with post -approval commitment/s, prepares a letter, signs, and forwards it together with the CPR. For Dangerous Drugs, prepares a letter/notification to PDEA to seek comments/ recommendations on the application.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief
	Checks and recommends the decision of the evaluators and supervisor by affixing signature
	Signs and approves the final decision
	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the AFS Releasing Section
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client
END OF TRANSACTION	

Processing Period: 240 Working Days

Fees:

Initial
Branded: Php 3,000.00/year + 500.00 (Brand Name Clearance) + 1% LRF
Unbranded: Php 2,000.00/year + 1% LRF

The applicant may apply for 2 or 5-year CPR validity
2 year-validity:
Branded: Php 6,000.00 + 500.00 (for Brand Name Clearance) = 6,500.00 + 1% LRF
Unbranded: Php 4,000.00 + 1% LRF

5 year-validity:
Branded: Php 15,000.00 + 500.00 (for Brand Name Clearance) = 15,500.00 + 1% LRF
Unbranded: Php 10,000.00 + 1% LRF

Variation-turned-Initial: Php 15,000.00 + 1% LRF

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Certificate of Product Registration (CPR) of Drug Products Under Emergency Use for the Coronavirus Disease 2019 (COVID-19) (INITIAL – DEU)

This Certificate of Product Registration for Emergency use is granted to Marketing Authorization Holders of drug products for the management of COVID-19 patients during the pandemic, following the PSMID Interim Guidelines and latest FDA issuances.

Who May Avail: All Marketing Authorization Holders (MAH) intending to manufacture and import/distribute the drug products listed in the PSMID Interim Guidelines on the Clinical Management of Adult Patients with Suspected or Confirmed COVID19 Infection and in FDA Circular No. 2020-012, Subject: Guidelines on the Registration of Drug Products under Emergency Use (DEU) for the Coronavirus Disease 2019 (COVID-19).

The list shall be updated following any change/s in the above-stated treatment guidelines and following any amendment/s or changes to the existing guideline (i.e., FDA Circular No. 2020-012).

Eligibility Criteria [as per FDA Circular No. 2020-012]

The DEU shall be locally manufactured or imported or distributed for the management of COVID-19 patients during the pandemic, following the PSMID Interim Guidelines

Documentary Requirements [as per FDA Circular No. 2020-012]:

1. Integrated Application Form (in excel and in pdf format)
    a) Notarization of required documents shall be waived during the ECQ period. In lieu of this, the application shall submit the document together with a signed letter stating that the notarized copy of the document will be submitted upon lifting of the ECQ. Moreover, the applicant shall be required to submit a self-declaration to read as follows: "I declare under the penalties of perjury that the herein submissions are true and correct to the best of my knowledge."
2. Letter of Intent
3. Valid License to Operate of Drug Manufacturer/Repacker/Trader (for locally manufactured products) or Drug Importer (for imported products)
4. Certificate of Pharmaceutical Product or Certificate of Free Sale (for imported products)
5. List of countries where the product is marketed (for biologicals)
6. Certificate of Foreign Good Manufacturing Practice (GMP) Clearance duly issued by this Office and/or GMP Certificate issued by the national regulatory authority or other competent regulatory authority (for imported products)
7. Labeling Materials
    a) Generic Labeling Exemption may be granted for products exceeding 12,000 units
8. Product Composition/Formulation (Unit Dose and Batch Formulation)
9. Finished Product Technical Specifications
10. Finished Product Certificate of Analysis (CoA) and Batch Analysis
11. Stability Studies
    a) Drug products with no stability studies shall be given an interim shelf-life of 6 months
12. Proof of Payment (Official Receipt or Landbank Oncoll Payment Slip)

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Post-Approval Compliance [as per FDA Circular No. 2020-012]

1. Post-Approval Commitments – shall be submitted within the CPR validity, or as prescribed below:
   a) Post-Approval Stability Data of Commercial Batch/es for products without stability data submitted upon its registration
   b) Commercial sample from the first batch of manufacture (local) or importation shall be submitted to this Office prior to distribution
   c) Reference standards of the Active Pharmaceutical Ingredient/s (API) – submission shall be within five (5) working days from the CPR issuance
2. Post-Market Surveillance (PMS)
   a) Health institutions (Hospitals, other Health Facilities) and Healthcare Professionals that shall use the products approved under this Circular shall coordinate and submit to the respective suppliers/MAH for Adverse Drug Reaction (ADR) reports. The MAH shall be responsible for the submission of the ADR reports consistent with the latest issuance with this Office. The MAH shall undertake the PMS activities in a separate issuance.

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule	Sends the scheduled date of submission for pre-assessment
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph	Shares the application to the preassessment team for appropriate action
	Pre-assesses the completeness of the application
	Releases the result of the pre-assessment If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for preassessment and new Document Tracking Number (DTN)
3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	
	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)

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	Receives the application from FDAC and encodes/updates the database
	Decks/Assigns the application to the assigned evaluator
	Evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (ENOD) was issued by the evaluator, submits complete compliance documents to the evaluator	Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an approval recommendation (for major deficiencies) For applications with proposed brand names, requests clearance from the Brand Name Clearance evaluator. If the proposed brand name is disapproved, this shall be cited in the electronic deficiencies (ENOD) or Letter of Disapproval (LOD) to be issued *Any minor deficiencies/ clarifications will be communicated to the clients through electronic communication (5 working days to respond to the queries)
	Reviews the evaluated application bearing the recommendation of the Junior Evaluator
	Prepares the final output document (CPR/LOD), affixes initial, and forwards it to the senior evaluator (FDRO III or higher) If with post -approval commitment/s, prepares a letter, signs, and forwards it together with the CPR. For Dangerous Drugs, prepares a letter/notification to PDEA to seek comments/ recommendations on the application.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief when approval of the application is recommended Reviews and signs the final output document, and forwards it to the Licensing

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	and Registration (LRD) Chief when approval of the application is not recommended
	Checks and recommends the decision of the evaluators and supervisor by affixing signature
	Recommends the final decision by affixing signature when approval of the application is recommended Signs and approves the final decision when approval of the application is not recommended
	Signs and approves the final decision when approval of the application is recommended.
	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the AFS Releasing Section
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client
END OF TRANSACTION	

Processing Period: 20 Working Days

Fees:

Emergency Use Registration – PhP5,000.00 + LRF
Brand Name (if any) – PhP500.00 + LRF per brand name

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OTC-HM-TM-MO

Certificate of Product Registration (CPR) of Pharmaceutical Products (Initial – Veterinary Drugs)

This Certificate of Product Registration is granted to Marketing Authorization Holders of veterinary drugs upon compliance to Quality, Safety, Efficacy standards. It is the approval granted by FDA to market a specific product in the country.

Who May Avail: All Manufacturers, Distributors, Importers, Exporters, Wholesalers, and Traders of Veterinary Drug Products

Documentary Requirements:

1. Integrated Application Form
2. Proof of Payment
3. Valid agreements between the manufacturer, trader, importer, distributor, where applicable
4. Unit Dose and Batch Formulation
5. Technical Specifications of all Raw Materials
6. Certificate of Analysis of active Raw Material(s)
   a) From supplier of API
   b) From manufacturer of finished product
7. Technical Specifications of Finished Product
8. Certificate of Analysis (CA) of Finished Product (from the same batch of representative sample)
9. Manufacturing Procedure, Production, Equipment, Sampling, In-process controls, and Master Packaging Procedure (including specification for container closure system)
10. Assay and Other Test Procedures including Identity, Purity Tests, with Data Analysis, where applicable
11. Stability Studies
12. Labeling Materials (facsimile labels)
13. Representative Sample (upon request of the evaluator)
14. Additional Requirements
    a) For products in plastic container: Certificate of Analysis for Test of Migratable Substances/Leachability
    b) For imported products:
       I. Certificate of Pharmaceutical Product (CPP)
       II. Foreign GMP Clearance
    c) For new veterinary drugs:
       I. Pre-clinical studies
       II. Protocol for monitored release
    d) For fixed-dose combination: Rationale of the Combination
    e) Valid LTO (Importer/Manufacturer/Distributor/Trader)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Downloads and fills out the Integrated Application Form at the FDA website as	Sends the scheduled date of submission for pre-assessment

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per FDA Circular No. 2014-003. Secure a schedule	
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph	Shares the application to the preassessment team for appropriate action
	Pre-assesses the completeness of the application
	Releases the result of the pre-assessment If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for preassessment and new Document Tracking Number (DTN)
3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	
	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)
	Receives the application from FDAC and encodes/updates the database
	Queuing time of the application before decking to evaluators
	Decks/Assigns the application to the assigned evaluator
	Evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (ENOD) was issued by the evaluator, submits complete compliance documents to the evaluator	Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an approval recommendation (for major deficiencies) For applications with proposed brand names, requests clearance from the Brand Name Clearance evaluator. If the proposed brand name is disapproved, this shall be

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	cited in the electronic deficiencies (ENOD) or Letter of Disapproval (LOD) to be issued *Any minor deficiencies/ clarifications will be communicated to the clients through electronic communication (5 working days to respond to the queries)
	Reviews the evaluated application bearing the recommendation of the Junior Evaluator
	Prepares the final output document (CPR/LOD), affixes initial, and forwards it to the senior evaluator (FDRO III or higher) If with post -approval commitment/s, prepares a letter, signs, and forwards it together with the CPR.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief
	Checks and recommends the decision of the evaluators and supervisor by affixing signature
	Signs and approves the final decision
	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the AFS Releasing Section
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client
END OF TRANSACTION	

Processing Period: 180 Working Days

Fees:

Initial
Branded: Php 3,000.00/year + 500.00 (Brand Name Clearance) + 1% LRF
Unbranded: Php 2,000.00/year + 1% LRF

The applicant may apply for 2/5-year CPR validity.

2 year-validity:
Branded: Php 6,000.00 + 500.00 (for Brand Name Clearance) = 6,500.00 + 1% LRF
Unbranded: Php 4,000.00 + 1% LRF

5 year-validity:
Branded: Php 15,000.00 + 500.00 (for Brand Name Clearance) = 15,500.00 + 1% LRF
Unbranded: Php 10,000.00 + 1% LRF

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Certificate of Product Registration (CPR) of Pharmaceutical Products (Initial – Over-the-Counter Drugs and Household Remedy)

The issuance of a Certificate of Product Registration is granted to Marketing Authorization Holder of Over -the-Counter Drugs and Household Remedy preparations which meets the standards for Quality, Safety and Efficacy/Claimed Benefit of their product based on the provided documentation. It is a marketing approval that the FDA grants for the sale and distribution of such product in the country.

Who May Avail: All Manufacturers, Distributors, Importers, Exporters, Wholesalers, and Traders of Pharmaceutical Products.

Documentary Requirements:

1. Proof of Payment
2. Valid agreements between the manufacturer, trader, importer, distributor, where applicable
3. Unit Dose and Batch Formulation
4. Technical Specifications of all Raw Materials
5. Certificate of Analysis of active Raw Material(s)
   a) From supplier of API
   b) From manufacturer of finished product
6. Technical Specifications of Finished Product
7. Certificate of Analysis (CA) of Finished Product (from the same batch of representative sample)
8. Manufacturing Procedure, Production, Equipment, Sampling, In-process controls, and Master Packaging Procedure (including specification for container closure system)
9. Assay and Other Test Procedures including Identity, Purity Tests, with Data Analysis, where applicable
10. Stability Studies
11. Labeling Materials (facsimile labels)
12. Representative Sample (upon request of the evaluator)
13. Additional Requirements
    a) For products in plastic container: Certificate of Analysis for Test of Migratable Substances/Leachability
    b) For imported products:
       I. Certificate of Pharmaceutical Product (CPP)
       II. Foreign GMP Clearance
    c) Valid LTO (Importer/Manufacturer/Distributor/Trader)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule	Sends the scheduled date of submission for pre-assessment
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph	Shares the application to the preassessment team for appropriate action

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	Pre-assesses the completeness of the application
	Releases the result of the pre-assessment If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for preassessment and new Document Tracking Number (DTN)
3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	
	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)
	Receives the application from FDAC and encodes/updates the database
	Queuing time of the application before decking to evaluators
	Decks/Assigns the application to the assigned evaluator
	Evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (ENOD) was issued by the evaluator, submits complete compliance documents to the evaluator	Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an approval recommendation (for major deficiencies) For applications with proposed brand names, requests clearance from the Brand Name Clearance evaluator. If the proposed brand name is disapproved, this shall be cited in the electronic deficiencies (ENOD) or Letter of Disapproval (LOD) to be issued *Any minor deficiencies/ clarifications will be communicated to the clients through electronic communication (5 working days to respond to the queries)

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	Reviews the evaluated application bearing the recommendation of the Junior Evaluator
	Prepares the final output document (CPR/LOD), affixes initial, and forwards it to the senior evaluator (FDRO III or higher) If with post -approval commitment/s, prepares a letter, signs, and forwards it together with the CPR.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief
	Checks and recommends the decision of the evaluators and supervisor by affixing signature
	Signs and approves the final decision
	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the AFS Releasing Section
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client
END OF TRANSACTION	

Processing Period: 130 Working Days

Fees:

Initial
Branded: Php 3,000.00/year + 500.00 (Brand Name Clearance) + 1% LRF
Unbranded: Php 2,000.00/year + 1% LRF

The applicant may apply for 2/5-year CPR validity.

2 year-validity:
Branded: Php 6,000.00 + 500.00 (for Brand Name Clearance) = 6,500.00 + 1% LRF
Unbranded: Php 4,000.00 + 1% LRF

5 year-validity:
Branded: Php 15,000.00 + 500.00 (for Brand Name Clearance) = 15,500.00 + 1% LRF
Unbranded: Php 10,000.00 + 1% LRF

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Certificate of Product Registration (CPR) of Pharmaceutical Products (Initial – Medical Grade Oxygen)

The issuance of a Certificate of Product Registration is granted to Marketing Authorization Holder of Medical Gases which meets the standards for Quality, Safety and Efficacy of their product based on the provided documentation. It is a marketing approval that the FDA grants for the sale and distribution of such product in the country.

Who May Avail: All Manufacturers, Distributors, Importers, Exporters, Wholesalers, and Traders of Medical Grade Oxygen

Documentary Requirements:

1. Integrated Application Form
2. Proof of payment (based on AO 50 s. 2001)
3. Valid agreements between the manufacturer, trader, importer, distributor, where applicable
4. Technical Specifications of Finished Product
5. Certificate of Analysis (CA) of Finished Product
6. Certificate of Analysis issued by CIGI for the product
7. Manufacturing Procedure, Production, Equipment, Sampling, In-process controls
8. Complete quality control procedures for the finished product.
9. Philippine Standard Quality Certification Mark issued by the Bureau of Product Standards, Department of Trade and Industry
10. Labeling Materials (facsimile)
11. For imported products: Foreign GMP Clearance
12. Copy of valid License to Operate

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule	Sends the scheduled date of submission for pre-assessment
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph	Shares the application to the preassessment team for appropriate action
	Pre-assesses the completeness of the application
	Releases the result of the pre-assessment If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for preassessment and new Document Tracking Number (DTN)

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3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	
	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)
	Receives the application from FDAC and encodes/updates the database
	Queuing time of the application before decking to evaluators
	Decks/Assigns the application to the assigned evaluator
	Evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (ENOD) was issued by the evaluator, submits complete compliance documents to the evaluator	Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an approval recommendation (for major deficiencies) For applications with proposed brand names, requests clearance from the Brand Name Clearance evaluator. If the proposed brand name is disapproved, this shall be cited in the electronic deficiencies (ENOD) or Letter of Disapproval (LOD) to be issued *Any minor deficiencies/ clarifications will be communicated to the clients through electronic communication (5 working days to respond to the queries)
	Reviews the evaluated application bearing the recommendation of the Junior Evaluator
	Prepares the final output document (CPR/LOD), affixes initial, and forwards it to the senior evaluator (FDRO III or higher) If with post -approval commitment/s, prepares a letter, signs, and forwards it together with the CPR.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor.

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	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief
	Checks and recommends the decision of the evaluators and supervisor by affixing signature
	Signs and approves the final decision
	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the AFS Releasing Section
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client
END OF TRANSACTION	

Processing Period: 60 Working Days

Fees:

Initial
Branded: Php 3,000.00/year + 500.00 (Brand Name Clearance) + 1% LRF
Unbranded: Php 2,000.00/year + 1% LRF

The applicant may apply for 2/5-year CPR validity.

2 year-validity:
Branded: Php 6,000.00 + 500.00 (for Brand Name Clearance) = 6,500.00 + 1% LRF
Unbranded: Php 4,000.00 + 1% LRF

5 year-validity:
Branded: Php 15,000.00 + 500.00 (for Brand Name Clearance) = 15,500.00 + 1% LRF
Unbranded: Php 10,000.00 + 1% LRF

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Certificate of Product Registration (CPR) of Pharmaceutical Products (Initial – Herbal Medicine/Traditionally-Used Herbal Medicine)

The issuance of a Certificate of Product Registration is granted to Marketing Authorization Holder of Herbal Medicines and Traditionally Used Herbal Product which meets the standards for Quality, Safety and Efficacy/Claimed Benefit of their product based on the provided documentation. It is a marketing approval that the FDA grants for the sale and distribution of such product in the country

Who May Avail: All Manufacturers, Distributors, Importers, Exporters, Wholesalers, and Traders of Pharmaceutical Products (Herbal and Traditionally-Used Herbal Medicines)

Documentary Requirements for Initial Registration of Herbal Medicines:

Administrative Order No. 172 s. 2004 - Guidelines on the Registration of Herbal Medicines

1. Integrated Application Form
2. Proof of Payment
3. Valid agreements between the manufacturer, trader, importer, distributor, where applicable
4. Unit Dose and Batch Formulation
5. Technical Specifications of all Raw Materials
6. Certificate of Analysis of active Raw Material(s)
   a) From supplier of Active Raw Material
   b) From manufacturer of finished product
   c) Certification of Authenticity of Plant Specimen from the National Museum or any FDA-recognized Taxonomist
7. Technical Specifications of Finished Product
8. Certificate of Analysis (CA) of Finished Product from the same batch of representative sample)
9. Manufacturing Procedure, Production Equipment, Sampling, In-process controls, and Master Packaging Procedure (including specification for container closure system)
10. Assay and Other Test Procedures including Identity, Purity Tests, with Data Analysis, where applicable
11. Stability Studies
12. Labeling Materials (facsimile)
13. Evidence of Safety and Efficacy
14. Representative Sample (upon request of the evaluator)
15. Additional Requirements:
    a) For herbal medicines validated by the National Integrated Research Program on Medicinal Plants (NIRPROMP), Copy of the Memorandum of Agreement between NIRPROMP and the applicant; otherwise, a copy of approval of FDA Committee on the registration of the said herbal medicine
    b) For products in plastic container: Certificate of Analysis for Test of Migratable Substances/Leachability
    c) For imported products:
       I. Certificate of Pharmaceutical Product (CPP)
       II. Foreign GMP Clearance
    d) Valid LTO (Importer/Manufacturer/Distributor/Trader)

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Documentary Requirements for Initial Registration of Traditionally-Used Herbal Medicine:

Administrative Order No. 184 s. 2004 - Guidelines on the Registration of Traditionally-Used Herbal Products

1. Integrated Application Form
2. Proof of Payment
3. Valid agreements between the manufacturer, trader, importer, distributor, where applicable
4. Unit Dose and Batch Formulation
5. Technical Specifications of all Raw Materials
6. Certificate of Analysis of active Raw Material(s)
   a) From supplier of Active Raw Material
   b) From manufacturer of finished product
   c) Certification of Authenticity of Plant Specimen from the National Museum or any FDA - recognized Taxonomist
7. Technical Specifications of Finished Product
8. Certificate of Analysis (CA) of Finished Product (from the same batch of representative sample)
9. Manufacturing Procedure, Production Equipment, Sampling, In-process controls, and Master Packaging Procedure (including specification for container closure system)
10. Assay and Other Test Procedures including Identity, Purity Tests, with Data Analysis, where applicable
11. Stability Studies
12. Labeling Materials (facsimile labels)
13. Evidence of Safety
14. Evidence of Claimed Application
15. Representative Sample
16. Additional Requirements:
    a) For products in plastic container:
    b) Certificate of Analysis for Test of Migratable Substances/ Leachability
    c) For imported products:
       I. Certificate of Traditionally –Used Herbal Product
       II. Foreign GMP Clearance
    d) Valid LTO (Importer/Manufacturer/Distributor/Trader)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule	Sends the scheduled date of submission for pre-assessment
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph	Shares the application to the preassessment team for appropriate action
	Pre-assesses the completeness of the application
	Releases the result of the pre-assessment

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	If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for preassessment and new Document Tracking Number (DTN)
3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	
	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)
	Receives the application from FDAC and encodes/updates the database
	Queuing time of the application before decking to evaluators
	Decks/Assigns the application to the assigned evaluator
	Evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (ENOD) was issued by the evaluator, submits complete compliance documents to the evaluator	a. Clinical Research Section (Evidence of Safety and Efficacy evaluator) Prepares a worksheet with Recommendations on the evaluated evidence of safety and efficacy, and PMS protocol (if any), then forwards this to the Quality evaluator of the Registration Section. b. Registration Section (Quality evaluator) Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended (Quality, and Evidence of Safety & Efficacy received from the CRS).
	Reviews the evaluated application bearing the recommendation of the Junior Evaluator
	Prepares the final output document (CPR/LOD), affixes initial, and forwards it to the senior evaluator (FDRO III or higher)

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	If with post -approval commitment/s, prepares a letter, signs, and forwards it together with the CPR.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief
	Checks and recommends the decision of the evaluators and supervisor by affixing signature
	Signs and approves the final decision
	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document to the AFS Releasing Section
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client
END OF TRANSACTION	

Processing Period: 180 Working Days

Fees:

Initial
Branded: Php 3,000.00/year + 500.00 (Brand Name Clearance) + 1% LRF
Unbranded: Php 2,000.00/year + 1% LRF

The applicant may apply for 2/5-year CPR validity.

2 year-validity:
Branded: Php 6,000.00 + 500.00 (for Brand Name Clearance) = 6,500.00 + 1% LRF
Unbranded: Php 4,000.00 + 1% LRF

5 year-validity:
Branded: Php 15,000.00 + 500.00 (for Brand Name Clearance) = 15,500.00 + 1% LRF
Unbranded: Php 10,000.00 + 1% LRF

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Renewal

Certificate of Product Registration (CPR) of Pharmaceutical Products (Automatic Renewal)

This Certificate of Product Registration is granted by the FDA to the Marketing Authorization Holder in order to continue marketing a specific product in the country provided that the conditions for Automatic Renewal stipulated in Book II Article 1 Section 3.B (2) of the IRR of RA 9711 have been fulfilled.

Who May Avail: All Manufacturers, Distributors, Importers, Exporters, Wholesalers, and Traders of Pharmaceutical Products

Eligibility to Automatic Renewal Registration:

There shall be automatic renewal of the CPR when the following conditions are satisfied:

1. The application is filed before the expiration date of the registration;
2. The prescribed renewal fee is paid upon filing of the application; and
3. A sworn statement indicating no change or variation whatsoever in the product is attached to the application

Documentary Requirements:

1. Duly signed and notarized Integrated Application Form
2. Proof of Payment
3. Labeling Materials (actual/commercial label) (based on Republic Act 6675 – AO 2016-0008)
4. Actual commercial samples (w/ Certificate of Analysis) upon request of FDA
5. Copy of previously-issued CPR and Certifications

Note: Pre-requisite requirement for a CPR (Valid LTO) and compliance to any Post-approval commitments and/or Special Conditions reflected on the back page of the previously-issued CPR shall be checked in addition to the above-listed requirements for AR Registration

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule	Sends the scheduled date of submission for pre-assessment
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph	Shares the application to the preassessment team for appropriate action
	Pre-assesses the completeness of the application
	Releases the result of the pre-assessment If the application is acceptable, informs the client of the result of the pre-assessment

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	and instructs the client to proceed with payment If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for preassessment and new Document Tracking Number (DTN)
3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	
	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)
	Receives the application from FDAC and encodes/updates the database
	Decks/Assigns the application to the assigned evaluator
	Evaluates the application according to requirements and prescribed standards
	Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an approval recommendation (for major deficiencies)
	Reviews the evaluated application bearing the recommendation of the Junior Evaluator
	Prepares the final output document (CPR/LOD), affixes initial, and forwards it to the senior evaluator (FDRO III or higher) If with post -approval commitment/s, prepares a letter, signs, and forwards it together with the CPR.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief
	Checks and recommends the decision of the evaluators and supervisor by affixing signature
	Signs and approves the final decision

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	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the AFS Releasing Section
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client
END OF TRANSACTION	

Processing Period: 20 Working Days

Fees:

AO 50 s. 2001
Branded: Php 10,000.00 + 1% LRF
Unbranded: Php 7,500.00 + 1% LRF

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Certificate of Product Registration (CPR) of Pharmaceutical Products (Regular Renewal)

This Certificate of Product Registration is granted to Marketing Authorization Holders to continue the manufacture, distribution and sale of pharmaceutical products based on compliance with quality, safety and efficacy standards.

Who May Avail: All Manufacturers, Distributors, Importers, Exporters, Wholesalers, and Traders of Pharmaceutical Products

Documentary Requirements:

General Requirements

1. Copy of previously issued CPR
2. Copy of LTO of manufacturer, importer, trader, and/or distributor (and renewal case number with proof of payment)
3. Copy of Certificate of GMP Clearance for imported product (and/or initial or renewal application, whichever is applicable)

For Prescription Products/Over-The-Counter Preparations/Household Remedies

1. Integrated Application Form
2. Proof of Payment
3. Unit Dose and Batch Formulation
4. Technical Specifications of Finished Product
5. Certificate of Analysis (CA) of Finished Product (from the same batch of representative sample)
6. Assay and Other Test Procedures including Assay with Data Analysis
7. Stability Studies
8. Labeling Materials (actual/commercial label)
9. Actual commercial samples (w/Certificate of Analysis) (upon request of the evaluator)
10. If with previously approved/acknowledged variation applications filed prior to CPR renewal:
    a. Copy of the approved/acknowledged Certification and/or Notification (Note that request/s for variation shall be filed separately from the renewal application.)
11. Additional Requirements:
    a. Post-marketing commitments (if any)
    b. For imported products: Foreign GMP Clearance
    c. For oral solid dosage forms, proof of interchangeability (Bioequivalence study or Biowaiver, whichever is applicable)

For Biologicals/Similar Biotherapeutic Products

1. Integrated Application Form
2. Proof of Payment
3. Periodic Safety Update Report (PSUR) and Risk Management Plan (RMP)
4. Certification that there were no changes during the 5-year period. If there were any, the summary changes made by the manufacturer for the 5-year period shall be incorporated
5. Labeling Materials (actual/commercial labels)

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6. Actual commercial sample (w/Certificate of Analysis) (upon request of the evaluator)
7. If with previously approved/acknowledged variation applications filed prior to CPR renewal:
    a. Copy of the approved/acknowledged Certification and/or Notification (Note that request/s for variation shall be filed separately from the renewal application)
8. Additional Requirements:
    a. Post-marketing commitments (if any)
    b. For products qualifying for Generic Labeling Exemption (GLE): Request for GLE
    c. For imported products: Foreign GMP Clearance
    d. For vaccines: Summary Lot Protocol
    e. List of Countries where the vaccine is already licensed and date of approval Adverse event following immunization report (Summary of Annual Reports)
    f. MRE to Initial: Risk Management Plan (RMP) & Periodic Safety Update Report (PSUR)
    g. If with previously approved/acknowledged variation applications filed prior to CPR renewal:
        i. Copy of the approved/acknowledged Certification and/or Notification (Note that request/s for variation shall be filed separately from the renewal application.)

<u>For Herbal Medicines/Traditionally Used Herbal Products</u>

1. Integrated Application Form
2. Proof of Payment
3. Unit Dose and Batch Formulation
4. Technical Specifications of Finished Product
5. Certificate of Analysis (CA) of Finished Product (from the same batch of representative sample)
6. Stability Studies
7. Labeling Materials (actual/commercial label)
8. Actual commercial sample (w/Certificate of Analysis) (upon request of the evaluator)
9. If with previously approved/acknowledged variation applications filed prior to CPR renewal:
    a. Copy of the approved/acknowledged Certification and/or Notification (Note that request/s for variation shall be filed separately from the renewal application)
10. Additional Requirements
    a. Post-marketing commitments (if any)
    b. For imported products: Foreign GMP Clearance

<u>For Veterinary Drug Products</u>

1. Integrated Application Form
2. Proof of Payment
3. Unit Dose and Batch Formulation
4. Technical Specifications of Finished Product

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5. Certificate of Analysis (CA) of Finished Product (from the same batch of representative sample)
6. Assay and Other Test Procedures including Assay with Data Analysis
7. Stability Studies
8. Labeling Materials (actual/commercial label)
9. Actual commercial sample (w/Certificate of Analysis) (upon request of the evaluator)
10. If with previously approved/acknowledged variation applications filed prior to CPR renewal:
    a. Copy of the approved/acknowledged Certification and/or Notification (Note that request/s for variation shall be filed separately from the renewal application)
11. Additional Requirements:
    a. Post-marketing commitments (if any)
    b. For imported products: Foreign GMP Clearance

For Monitored-Release Extension (MRE)

1. Integrated Application Form
2. Proof of payment
3. Copy of Latest Certificate of Product Registration (CPR)
4. Unit Dose and Batch Formulation
5. Actual/Commercial Labeling Materials
6. Additional Requirements:
    a. For MRE/MR to Initial applications, proof of approval/clearance/extension of Post-Marketing Surveillance (PMS) Report
    b. MRE to Initial: Periodic Safety Update Report (PSUR), or proof of submission
    c. Risk Management Plan (RMP)
    d. Periodic Safety Update Report (PSUR)
    e. For imported products:
        i. Certificate of Pharmaceutical Product (CPP) Foreign GMP Clearance

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule	Sends the scheduled date of submission for pre-assessment
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph	Shares the application to the preassessment team for appropriate action
	Pre-assesses the completeness of the application
	Releases the result of the pre-assessment If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment

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	If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for preassessment and new Document Tracking Number (DTN)
3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	
	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)
	Receives the application from FDAC and encodes/updates the database
	Queuing time of the application before decking to evaluators of Registration Section and/or Clinical Research Section
	Decks/Assigns the application to the assigned evaluator
	Evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (ENOD) was issued by the evaluator, submits complete compliance documents to the evaluator	Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended (Quality, and/or Safety & Efficacy received from the CRS) Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an Approval recommendation (Quality, and/or Safety & Efficacy received from the CRS) For applications with proposed brand names, requests clearance from the Brand Name Clearance evaluator. If the proposed brand name is disapproved, this shall be cited in the electronic deficiencies (E-NOD) or Letter of Disapproval (LOD) to be issued *Any minor deficiencies/ clarifications will be communicated to the clients through electronic communication (5 working days to respond to the queries)
	Reviews the evaluated application bearing the recommendation of the Junior Evaluator

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	Prepares the final output document (CPR/LOD), affixes initial, and forwards it to the senior evaluator (FDRO III or higher) If with post -approval commitment/s, prepares a letter, signs, and forwards it together with the CPR.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Section Supervisor.
	Reviews the final output document, affixes initial on the worksheet, and forwards it to the Licensing and Registration (LRD) Chief
	Checks and recommends the decision of the evaluators and supervisor by affixing signature
	Signs and approves the final decision
	Encodes/Updates the Database and endorses the final output document (CPR/LOD/Letter) to the CDRR-Records Section
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the AFS Releasing Section
Receives the CPR/LOD/letter	Releases the CPR/LOD/letter to the client
END OF TRANSACTION	

Processing Period: 180 Working Days

Fees:

AO 50 s. 2001
Branded: Php 10,000.00 + 1% LRF
Unbranded: Php 7,500.00 + 1% LRF

Additional (if with variation/s) Payment shall be based on FDA Circular No. 2014-008, Annex D on a per product, per change basis.

Surcharge (based on FDA Circular No. 2011-004) Computation:
2 x (renewal registration fee) + 10%* (renewal registration fee)

*If the renewal application is submitted on the:
First month: 10%
First day of the second month: 20%
First day of the third month: 30%
First day of the fourth month: 40%

Any renewal application filed after the 4th month (120th day) shall be treated as an initial application.

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Certification for Animal Feeds and Feed Products

This certificate is issued for animal feeds and feed products intended solely for animal use and/or to be used in manufacture of finished feed and feed products, and the same shall never be used in the production of food and food products for human consumption.

Who May Avail:

Documentary Requirements:

1. Notarized letter of intent incorporating a provision that the product (finished or ingredient) is intended solely for animal use and/or to be used in the manufacture of finished feeds and feed products, andmthat the same shall never be used in the production of food and food products for human consumption signed by the owner with Tax Identification Number (TIN).
2. Proforma invoice
3. Certificate of Feed Registration from the Bureau of Animal Industry
4. Payment of Php 510.00 (based on AO 50 s. 2001)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Downloads and fills out the Integrated Application Form at the FDA website as per FDA Circular No. 2014-003. Secure a schedule	Sends the scheduled date of submission for pre-assessment
Submits the application for preassessment on the assigned scheduled date through fdac.pacd.cdrr@fda.gov.ph	Shares the application to the preassessment team for appropriate action
	Pre-assesses the completeness of the application
	Releases the result of the pre-assessment If the application is acceptable, informs the client of the result of the pre-assessment and instructs the client to proceed with payment If the application did not satisfactorily pass the pre-assessment, advises client to secure a new appointment schedule for preassessment and new Document Tracking Number (DTN)
3.For accepted applications, pays the required fee through any of the following: ▪ FDA Cashier ▪ BANCNET ▪ Landbank OnColl Sends proof of payment to the FDAC.	Upon receipt of the proof of payment, endorses the application to CDRR for evaluation
Evaluation Proper	
	Endorses the received application to the Center (applications which satisfactorily passed the pre-assessment)

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	Receives the application from FDAC and encodes/updates the database
	Decks/Assigns the application to the assigned evaluator
	Evaluates the application according to requirements and prescribed standards
If an electronic notice of deficiencies (ENOD) was issued by the evaluator, submits complete compliance documents to the evaluator	Prepares a worksheet and drafts Certificate of Product Registration (CPR) issuance when the approval of the application is recommended (Quality, and/or Safety & Efficacy received from the CRS) Prepares a worksheet and Letter of Disapproval (LOD) when the application does not merit an Approval recommendation
	Prepares the final output document (Certification/LOD), affixes initial, and forwards it to the Licensing and Registration (LRD) Chief
	Checks and recommends the decision of the evaluator/s by affixing initial/signature
	Signs and approves the final decision
	Scans, barcodes the final output document (CPR/LOD/Letter); and endorses the final output document to the AFS Releasing Section
Receives the Certification/LOD	Releases the Certification/LOD to the client
END OF TRANSACTION	

Processing Period: Three (3) Working Days

Fees:

Php 500.00 + 1% LRF (Based on AO 50 s. 2001 and FDA Circular No. 2014-017)

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Office/Division/Center: Center for Food Regulation and Research

Source: FDA Citizen's Charter 2021, 1st Edition (accessed as of 02 March 2021)

Certificate of Product Registration

Covering all types of food products/food categorization: raw materials, low risk, medium risk and high risk food products

Certificate of Product Registration (CPR) – Initial/ Renewal Data Capture/ Amendment Data Capture/ Re-Application Data Capture

Data capture in the modified e-Registration System/Portal refers to applications processed in the old e-Registration Portal or thru manual registration system

Who May Avail: All FOOD Manufacturers/Traders/Distributors (Importers/ Wholesalers/ Exporters

Documentary Requirements:

For All Types of Food Products/Food Categorization:
Raw Materials, Low Risk, Medium Risk And High Risk Food Products

1. General requirements for Application of Certificate of Product Registration based on Administrative Order 2014-0029
   a) Accomplished Initial Application Form as prescribed by current FDA regulations (e-Registration ePortal; please refer to FDA Circular 2016-014 or current FDA regulation).
   b) Proof of Payment of Fees as prescribed by FDA regulations (e.g. A.O. 50 s. 2001 or current FDA regulation).
   c) Clear and complete loose labels or artworks, as applicable, of all packaging sizes, or equivalents as defined by FDA regulations (Refer to AO 2014-0030 or current FDA regulation).
   d) Pictures of the product in all angles and in different packaging sizes, and from at least two different perspectives allowing visual recognition of a product as the same with the one being registered, as applicable.
   e) For FOOD SUPPLEMENT, a sample in actual commercial presentation shall be submitted.
   f) As applicable, documents to substantiate claims, such as technical, nutritional or health studies or reports, market-research studies, Certificate of Analysis, quantitative analysis and computations, scientific report or studies published in peer-reviewed scientific journals, certificates or certification to support use of logo/seal on Sangkap Pinoy, Halal, Organic, or Kosher food and in compliance with current labeling regulations
2. Valid and appropriate FDA License to Operate (required for all types of CPR application)
3. General Requirements based on FDA Circular 2016-007
   a) For Locally Manufactured Products: (in cases when the source is not directly the manufacturer) Distributorship agreement or contract agreement, whichever is applicable, signed by the duly authorized representative of the establishment as reflected in the records of CFRR (FDA Circular 2016- 007).
   b) For Imported Products:

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I. ONE scanned copy of the original copy of ANY of the following documents: Distributorship agreement OR contract agreement OR Sales Invoice or Proforma Invoice OR Appointment letter issued by the supplier/manufacturer appointing the applicant company to distribute the product being applied in the local market, whichever is applicable, signed by the duly authorized representative of the establishment as reflected in the records of CFRR (FDA Circular 2016-007).

II. ONE scanned Certified true copy or certified photocopy of ANY of the following original documents issued to the source by the regulatory or health authority from the country of origin per source:
   (1) Valid manufacturer's certificate of registration with GMP compliance or its equivalent; OR
   (2) Valid Phytosanitary Certificate/ Health Certificate; OR
   (3) Valid ISO 22000 Certification; OR
   (4) Valid HACCP Certificate; OR
   (5) Certificate of Free Sale (CFS issued by a regulatory agency or duly authenticated by the Philippine consulate from the country of origin)

4. Additional Requirements Per Food Category
   a) Raw Materials
      I. ADDITIONAL requirements for raw materials in bulk or for further & processing based on Administrative Order 2014-0029: As applicable, certification to support use of logo/seal on Sangkap Pinoy, Halal, Organic, or Kosher food and in compliance with current labelling regulations
      II. COOKING OIL (i.e. Coconut, Palm, Soybean, Corn) - Certificate of Analysis for Vitamin A based on Republic Act 8976 & Implementing Rules and Regulation of RA 8976 or current FDA regulation
      III. WHEAT FLOUR - Certificate of Analysis for Vitamin A and Iron based on Republic Act 8976 & Implementing Rules and Regulation of RA 8976 or current FDA regulation.
      IV. REFINED SUGAR - Certificate of Analysis for Vitamin A based on Republic Act 8976 & Implementing Rules and Regulation of RA 8976 or current FDA regulation.
      V. IODIZED SALT - Certificate of Analysis for Iodine Content based on Republic Act 8172 & FDA Circular 2013-007 or current FDA regulation
      VI. SOY SAUCE - Certificate of Analysis for 3-MCPD based on FDA Memorandum 2011-028
      VII. PRE-PACKED RICE - Certificate of Analysis for Iron based on Republic Act 8976 & Implementing Rules and Regulation of RA 8976 or current FDA regulation.
   b) Low-Risk Food Products
      I. A.1 COOKING OIL (i.e. Coconut, Palm, Soybean, Corn) - Certificate of Analysis for Vitamin A based on Republic Act 8976 & Implementing Rules and Regulation of RA 8976 or current FDA regulation.
      II. D.1 WHEAT FLOUR - Certificate of Analysis for Vitamin A and Iron based on Republic Act 8976 & Implementing Rules and Regulation of RA 8976 or current FDA regulation.
      III. G.1 REFINED SUGAR - Certificate of Analysis for Vitamin A based on Republic Act 8976 & Implementing Rules and Regulation of RA 8976 or current FDA regulation.

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IV. I.1 IODIZED SALT & SALT SUBSTITUTES - Certificate of Analysis for Iodine Content based on Republic Act 8172 & FDA Circular 2013 007 or current FDA regulation.
* "All food manufacturers processors using food-grade salt are also required to use iodized salt in the processing of their products and must comply with the provisions of this Act not later than one (1) year from its effectivity. Provided, That the use of iodized salt shall not prejudice the quality and safety of their food products: Provided, however, That the burden of proof and testing for any prejudicial effects due to iodized salt fortification lies on the said food manufacturers/processor." – RA 8172

V. SOY SAUCE - Certificate of Analysis for 3-MCPD based on FDA Memorandum 2011-028.

VI. PRE-PACKED RICE - Certificate of Analysis for Iron based on Republic Act 8976 & Implementing Rules and Regulation of RA 8976 or current FDA regulation.

c) Medium-Risk Food Products

I. MRA1a. CONDENSED MILK - Certificate of Analysis for Microbiological parameters for Sweetened Condensed Milk: Coliforms cfu/g, Yeast & Mold Count cfu/g & SPC/APC cfu/g based on FDA Circular 2013-010. ▪ Certificate of Analysis for Total Milk Solids and Milk Fat based on Administrative Order No. 132 s. 1970.

II. MRA2. MILK POWDER
(1) Certificate of Analysis for Microbiological parameters for Milk Powder (e.g. whole, nonfat, filled milk, buttermilk, whey & whey protein and milk intended for children more than 36 months of age and adults): Salmonella/25g, SPC/APC cfu/g & Enterobacteriaceae cfu/g based on FDA Circular 2013-010.
(2) Certificate of Analysis for pH, Protein, Fat, Milk Solids, Milk Fat and Moisture (whichever is applicable) based on Administrative Order No. 132 s. 1970.

III. MRA3. MILK PRODUCTS FOR SPECIFIC TARGET AGE GROUP
(1) ▪ Certificate of Analysis for Microbiological parameters for Milk Powder (e.g. whole, nonfat, filled milk, buttermilk, whey & whey protein and milk intended for children more than 36 months of age and adults): Salmonella/25g, SPC/APC cfu/g & Enterobacteriaceae cfu/g based on FDA Circular 2013-010.
(2) Certificate of Analysis for pH, Protein, Fat, Milk Solids, Milk Fat and Moisture (whichever is applicable) based on Administrative Order No. 132 s. 1970.
(3) Certificate of Analysis to support Nutrition Information declaration.

IV. MRB2. EDIBLE ICES (POPSICLES) - Certificate of Analysis for Microbiological parameters for Flavored Ice: SPC/APC cfu/g, Coliforms MPN/g, YMC cfu/g & Salmonella/25g based on FDA Circular 2013-010.

V. MRC1. TOMATO CATSUP - Certificate of Analysis for Total Soluble Solids and Titratable Acidity based on Administrative Order No. 233 s. 1974.

VI. MRC2. FROZEN FRUITS - Certificate of Analysis for Microbiological parameters for Frozen Fruits: E. coli MPN/g based on FDA Circular 2013-010.

VII. MRC3. CANNED OR BOTTLED FRUITS & VEGETABLE PRESERVE IN JUICE, SYRUP & BRINE - Certificate of Analysis for Microbiological parameters for

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Fruits and Vegetable Products in Hermetically Sealed Containers: Commercial Sterility based on FDA Circular 2013-010.

VIII. MRC7. FERMENTED VEGETABLES - Certificate of Analysis for Microbiological parameters for Fermented Vegetable (Ready to Eat): YMC cfu/g, Coliforms MPN/g, E. coli MPN/g, Salmonella/25g & S. aureus cfu/g based on FDA Circular 2013-010.

IX. MRD. COCOA POWDER - Certificate of Analysis for Microbiological parameters for Cocoa Powder: Molds cfu/g, Salmonella/25g, Coliforms cfu/g & SPC/APC cfu/g based on FDA Circular 2013-010.

X. MRD. CHOCOLATE PRODUCTS - Certificate of Analysis for Microbiological parameters for Chocolate Products: Molds cfu/g, Salmonella/25g, Coliforms cfu/g & SPC/APC cfu/g based on FDA Circular 2013-010.

XI. MRF1Ai. CURED (INCLUDING SALTED) NON-HEAT TREATED PROCESSED MEAT, POULTRY AND GAME PRODUCTS
   (1) Certificate of Analysis for Microbiological parameters for Packaged Cooked, Cured/Salted Meat: S. aureus (coagulase +) cfu/g, Salmonella/25g & Listeria monocytogenes/25g based on FDA Circular 2013-010.
   (2) Certificate of Analysis for Microbiological parameters for Cured/Smoked Poultry: S. aureus (coagulase +) cfu/g & Salmonella/25g based on FDA Circular 2013-010.
   (3) Certificate of Analysis for Nitrate and Nitrite Content (if utilized) based on Administrative Order No. 154 s. 1971 and Bureau Circular 2006-016.

XII. MRF1Aii. CURED (INCLUDING SALTED) DRIED NON-HEAT TREATED PROCESSED MEAT, POULTRY AND GAME PRODUCTS
   (1) Certificate of Analysis for Microbiological parameters for Packaged Cooked, Cured/Salted Meat: S. aureus (coagulase +) cfu/g, Salmonella/25g & Listeria monocytogenes/25g based on FDA Circular 2013-010.
   (2) Certificate of Analysis for Nitrate and Nitrite Content (if utilized) based on Administrative Order No. 154 s. 1971 and Bureau Circular 2006-016.

XIII. MRF2Ai. FERMENTED NON-HEAT TREATED PROCESSED MEAT, POULTRY AND GAME PRODUCTS
   (1) Certificate of Analysis for Microbiological parameters for Fermented, Comminuted Meat, not cooked (dry & semi-dry fermented sausages): E. coli MPN/g, S. aureus (coagulase +) cfu/g & Salmonella/25g based on FDA Circular 2013-010.
   (2) Certificate of Analysis for Nitrate and Nitrite Content (if utilized) based on Administrative Order No. 154 s. 1971 and Bureau Circular 2006-016.

XIV. MRJa. CAKES, COOKIES, PIES, PASTRIES, DOUGHNUTS, SWEET ROLLS, CONES, MUFFINES, WAFFLES-PLAIN /WITHOUT FILLING - Certificate of Analysis for Microbiological parameters for Baked Goods: S. aureus (coagulase +) cfu/g, MYC cfu/g, SPC/APC cfu/g & Coliforms cfu/g) based on FDA Circular 2013-010.

XV. MRJa. FROZEN BAKERY PRODUCTS - Certificate of Analysis for Microbiological parameters for Frozen Bakery Products: S. aureus (coagulase +) cfu/g & Salmonella/25g based on FDA Circular 2013-010.

XVI. MRjb. FROZEN DOUGH - Certificate of Analysis for Microbiological parameters for Frozen and Refrigerated Doughs: Molds cfu/g, Yeast &

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Yeastlike Fungi cfu/g, Coliforms cfu/g, Psychrotrophic bacteria cfu/g & SPC/APC cfu/g based on FDA Circular 2013-010.

XVII. MRK2a. EMULSIFIED SAUCES AND DIPS (SALAD DRESSING- i.e. MAYONNAISE, THOUSAND ISLAND, RANCH, FRENCH)
(1) Certificate of Analysis for Microbiological parameters for Salad Dressing: SPC/APC cfu/g, YMC cfu/g, Salmonella/25g & Listeria monocytogenes/25g based on FDA Circular 2013-010.
(2) For Mayonnaise: Certificate of Analysis for Fat Content based on Administrative Order No. 235 s. 1975.

XVIII. MRL1a. FRUIT AND VEGETABLE JUICES - Certificate of Analysis for Microbiological parameters for Non-Alcoholic Beverages: YMC cfu/mL, Coliforms cfu/mL & SPC/APC cfu/mL based on FDA Circular 2013-010.

XIX. MRL1c. SPORTS, ENERGY DRINK & ELECTROLYTE DRINKS
(1) Certificate of Analysis for Microbiological parameters for Non-Alcoholic Beverages: YMC cfu/mL, Coliforms cfu/mL & SPC/APC cfu/mL based on FDA Circular 2013-010. ▪ Certificate of Analysis for Caffeine and Vitamin Assays based on Administrative Order 2014- 0029.
(2) Label bearing the Precaution Statement: “Excessive intake of caffeine may cause sleeplessness, palpitation and other similar side effects. Not recommended for children, pregnant and lactating women, people who may have heart problems and/or those sensitive to caffeine.”

XX. MRL1ci. CARBONATED WATER-BASED FLAVORED DRINKS
(1) Certificate of Analysis for Microbiological parameters for Non-Alcoholic Beverages: YMC cfu/mL, Coliforms cfu/mL & SPC/APC cfu/mL based on FDA Circular 2013-010.
(2) For Cola-type Beverage: Certificate of Analyis for Caffeine Content based on Administrative Order 88-A s. 1984.

XXI. MRL1cii. NON-CARBONATED WATER-BASED FLAVORED DRINKS
(1) Certificate of Analysis for Microbiological parameters for Non-Alcoholic Beverages: YMC cfu/mL, Coliforms cfu/mL & SPC/APC cfu/mL based on FDA Circular 2013-010.

XXII. MRL1ciii. FROZEN CONCENTRATE
(1) ▪ Certificate of Analysis for Microbiological parameters for Frozen Juice Concentrates: SPC/APC cfu/mL & YMC cfu/mL based on FDA Circular 2013-010.

XXIII. MRL1d. POWDERED COCOA DRINK MIXES - Certificate of Analysis for Microbiological parameters for Powdered Beverage: SPC/APC cfu/g & YMC cfu/g based on FDA Circular 2013-010.

XXIV. MRM1. VITAMINS, MINERALS & AMINO ACIDS AS FOOD SUPPLEMENTS
(1) Shelf life study with stability data based on Administrative Order 2014-0029.
(2) Certificate of Analysis of the physico-chemical (Vitamins, Minerals & Amino Acids Assays) and microbiological parameters of the finished product based on Administrative Order 2014-0029.
(3) Clear and complete loose labels or artworks declaring the term “Food Supplement” and the phrase “NO APPROVED THERAPEUTIC CLAIMS” based on Bureau Circular No. 2 s 1999.
(4) Sample in actual commercial presentation based on Administrative Order 2014-0029

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XXV. For FOOD SUPPLEMENTS, ONE (1) representative sample in commercial presentation consistent with the E-Registration application shall be submitted to Food and Drug Action Center (FDAC) at 3rd Floor Starmall, Alabang, Muntinlupa City before continuing the application to PreAssessment through either the following means:

(1) Personal Delivery to FDAC, Starmall, Alabang, Muntinlupa City or
(2) Delivery via registered courier that must contain the following information:

TO: FOOD AND DRUG ACTION CENTER (FDAC)
3rd Floor Starmall, Alabang, Muntinlupa City

FROM: Company's complete name & address

SUBJECT: Food Product E-Registration Application (Case No.) 18 The proof of submission of sample (Acknowledgement Receipt from FDAC or Receipt from Registered Courier) shall be uploaded together with the other documentary requirements.

Note: Please refer to current FDA regulation (e.g. FDA Circular 2020-026: Food and Drug Action Center (FDAC) New Normal Operational Guidelines of the Food and Drug Administration). Updates on FDAC Operational Guidelines will be announced/published accordingly

d) High-Risk Food Products

I. HRA1a. MILK (PLAIN) AND BUTTERMILK PLAIN
   (1) Certificate of Analysis for Microbiological parameters for Liquid Milk (evaporated & ready to drink)-UHT/Sterilized: Commercial Sterility based on FDA Circular 2013-010.
   (2) Certificate of Analysis for Microbiological parameters for Pasteurized Milk: Coliforms cfu/mL, Salmonella/25mL, Listeria monocytogenes/25mL, Psychrotrophic bacteria cfu/mL & SPC/APC cfu/mL based on FDA Circular 2013-010.

II. HRA1b. DAIRY-BASED DRINKS, FLAVORED AND/OR FERMENTED
   (1) Certificate of Analysis for Microbiological parameters for Liquid Milk (evaporated & ready to drink)-UHT/Sterilized: Commercial Sterility based on FDA Circular 2013-010.
   (2) Certificate of Analysis for Microbiological parameters for Pasteurized Milk: Coliforms cfu/mL, Salmonella/25mL, Listeria monocytogenes/25mL, Psychrotrophic bacteria cfu/mL & SPC/APC cfu/mL based on FDA Circular 2013-010.
   (3) Certificate of Analysis for Microbiological parameters for Yogurt and Fermented Milk: S. aureus (coagulase +) cfu/mL, Coliforms cfu/mL, Salmonella/25mL & Lactic acid cfu/mL based on FDA Circular 2013-010.

III. HRA3a. PASTEURIZED CREAM
   (1) Certificate of Analysis for Microbiological parameters for Pasteurized Cream: Coliforms cfu/g, Salmonella/25g, Listeria monocytogenes/25g, Psychrotrophic bacteria cfu/g & SPC/APC cfu/g based on FDA Circular 2013-010.

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IV. HRA3b. STERILIZED AND UHT CREAMS, WHIPPING AND WHIPPED CREAMS, AND REDUCED FAT CREAMS (PLAIN)
   (1) Certificate of Analysis for Microbiological parameters for Cream (UHT/Sterilized): Commercial Sterility based on FDA Circular 2013-010. HRA4a. UNRIPENED CHEESE
   (2) Certificate of Analysis for Microbiological parameters for Cheese and Cheese (moisture > 39% & pH): S. aureus (coagulase +) cfu/g, E. coli MPN/g, Coliforms MPN/g, Psychrotrophic bacteria cfu/g, Salmonella/25g & Listeria monocytogenes/25g based on FDA Circular 2013-010.
   (3) Certificate of Analysis for Microbiological parameters for All Raw Milk Cheese: Campylobacter/25g, Salmonella/25g, Listeria monocytogenes/25g and S. aureus (coagulase +) cfu/g based on FDA Circular 2013-010.
   (4) Certificate of Analysis for Fat in Dry Matter and Moisture Content based on Administrative Order No. 200-A s. 1973

V. HRA4di. PLAIN PROCESSED CHEESE - Certificate of Analysis for Microbiological parameters for Processed Cheese Spread: S. aureus (coagulase +) cfu/g, Coliforms cfu/g & SPC /APC cfu/g based on FDA Circular 2013-010.

VI. HRA4di. FLAVORED PROCESSED CHEESE - Certificate of Analysis for Microbiological parameters for Processed Cheese Spread: S. aureus (coagulase +) cfu/g, Coliforms cfu/g & SPC /APC cfu/g based on FDA Circular 2013-010.

VII. HRA5. DAIRY BASED DESSERT (e.g. Yogurt) - Certificate of Analysis for Microbiological parameters for Yogurt and Fermented Milk: S. aureus (coagulase +) cfu/mL, Coliforms cfu/mL, Salmonella/25mL & Lactic acid cfu/mL based on FDA Circular 2013-010.

VIII. HRA8. DAIRY BASED FROZEN DESSERT
   (1) Certificate of Analysis for Microbiological parameters for Ice Cream & Sherbet (plain and flavored): Coliforms cfu/g, Listeria monocytogenes/25g, Salmonella/25g, SPC/APC cfu/g & S. aureus (coagulase +) cfu/g based on FDA Circular 2013-010.
   (2) Certificate of Analysis for Microbiological parameters for Ice Cream with added ingredients (nuts, fruits, cocoa etc.): Coliforms cfu/g, Listeria monocytogenes/25g, Salmonella/25g, SPC/APC cfu/g & S. aureus (coagulase +) cfu/g based on FDA Circular 2013-010.

IX. HRB1. DRIED FRUIT - Certificate of Analysis for Microbiological parameters for Sun Dried Fruits: Mold cfu/g, OsmophilicYeasts cfu/g & E. coli MPN/g based on FDA Circular 2013-010.

X. HRB1. DRIED VEGETABLE - Certificate of Analysis for Microbiological parameters for Dried Vegetable: E. coli MPN/g based on FDA Circular 2013-010.

XI. HRB2. VEGETABLE, SEAWEED AND NUT AND SEED- PUREES, SPREADS - Certificate of Analysis for Microbiological parameters for Peanut Butter & Other Nut Spreads: Salmonella/25g based on FDA Circular 2013-010.

XII. HRD. CHOCOLATE WITH NUTS - Certificate of Analysis for Microbiological parameters for Chocolate Products: Molds cfu/g, Salmonella/25g, Coliforms cfu/g & SPC/APC cfu/g based on FDA Circular 2013-010.

XIII. HRF1. FINE BAKERY PRODUCTS WITH FILLINGS

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(1) Certificate of Analysis for Microbiological parameters for Baked Goods (microbiologically sensitive types e.g. containing eggs & dairy products): S. aureus (coagulase +) cfu/g, MYC cfu/g, SPC/APC cfu/g & Coliforms cfu/g) based on FDA Circular 2013-010.

(2) • Certificate of Analysis for Microbiological parameters for Coated or Filled, Dried Shelf-Stable Biscuits: Coliforms MPN/g & Salmonella/25g based on FDA Circular 2013-010.

XIV. HRG1a./HRG2a. HEAT-TREATED PROCESSED MEAT, POULTRY AND GAME PRODUCTS (CANNED)

(1) Certificate of Analysis for Microbiological parameters for Meat Products in Hermetically Sealed Containers: Commercial Sterility based on FDA Circular 2013-010.

(2) Certificate of Analysis for Nitrate and Nitrite Content (if utilized) based on Administrative Order No. 154 s. 1971 and Bureau Circular 2006-016.

XV. HRG2b. FROZEN PROCESSED MEAT, POULTRY AND GAME PRODUCTS (NUGGETS, PATTIES, DUMPLINGS, SALAMI, MEAT LOAF, HOTDOG)

(1) Certificate of Analysis for Microbiological parameters for Cold Cuts, Frozen & Chilled Hotdogs: E. coli MPN/g, Salmonella/25g, S. aureus (coagulase +) cfu/g & SPC/APC cfu/g based on FDA Circular 2013-010.

(2) Certificate of Analysis for Nitrate and Nitrite Content (if utilized) based on Administrative Order No. 154 s. 1971 and Bureau Circular 2006-016.

XVI. HRH1A. FROZEN FISH, FISH FILLETS AND FISH PRODUCTS - Certificate of Analysis for Microbiological parameters for Fresh Frozen Fish: E. coli MPN/g, S. aureus (coagulase +) cfu/g, V. parahaemolyticus cfu/g, Salmonella/25g & SPC/APC cfu/g based on FDA Circular 2013-010.

XVII. HRH1B. FROZEN BATTERED FISH, FISH FILLETS AND FISH PRODUCTS, INCLUDING MOLLUSCS, CRUSTACEANS AND ECHINODERMS - Certificate of Analysis for Microbiological parameters for Pre-Cooked Breaded Fish: E. coli MPN/g, S. aureus (coagulase +) cfu/g & SPC/APC cfu/g based on FDA Circular 2013-010.

XVIII. HRH1DII. COOKED MOLLUSCS, CRUSTACEANS AND ECHINODERMS

(1) Certificate of Analysis for Microbiological parameters for Frozen Cooked Crustaceans: E. coli MPN/g, S. aureus (coagulase +) cfu/g, V. parahaemolyticus cfu/g, Salmonella/25g & SPC/APC cfu/g based on FDA Circular 2013-010. HRH2. Fully preserved, including canned or fermented fish and fish products

(2) Certificate of Analysis for Microbiological parameters for Fish & Shellfish Products in Hermetically Sealed Containers (thermally processed): commercial sterility based on FDA Circular 2013-010.

XIX. HRH2. FULLY PRESERVED, INCLUDING CANNED OR FERMENTED FISH AND FISH PRODUCTS (BAGOONG (FISH & SHRIMP)) - Certificate of Analysis for Total Solids, Protein and NaCl based on Administrative Order No. 128 s. 1970

XX. HRH2. FULLY PRESERVED, INCLUDING CANNED OR FERMENTED FISH AND FISH PRODUCTS (BAGOONG (COOKED)) - Certificate of Analysis for Microbiological parameters for Fish & Shellfish Products in Hermetically Sealed Containers (thermally processed): commercial sterility based on FDA Circular 2013-010.

XXI. HRIA. LIQUID EGG PRODUCTS - Certificate of Analysis for Microbiological parameters for Pasteurized Egg Products (Liquid, Frozen, Dried): Coliforms

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cfu/g, Salmonella/25g, YMC cfu/g (for dried products) & SPC/APC cfu/g based on FDA Circular 2013-010.

XXII. HRJ1. INFANT FORMULA & FORMULAS FOR SPECIAL MEDICAL PURPOSED INTENDED FOR INFANTS (POWDER)

(1) Certificate of Analysis for Energy, Protein, Total Fat, Linolenic Acid, Total Carbohydrates per 100g, Vitamins and Minerals, Trace Minerals and Other Substances, Lauric/Mystiric/Trans Fatty Acids, Optional Ingredients- Taurine, DHA and Contaminants based on Codex Stan 72-1981 Rev. 2007.
(2) Certificate of Analysis for Microbiological parameters for Powdered Infant Formula with or without added Lactic acid producing cultures: Cronobacter spp./10g, Salmonella/25g, SPC/APC cfu/g & Enterobacteriaceae/10g based on FDA Circular 2013-010.
(3) Clear and complete loose labels or artworks compliant with Department Circular 2008-0006.
(4) For FSMP: Scientific Studies indicating safety and benefits of the product for intended medical condition based Codex Stan 180-1991 and Administrative Order 2014-0029.

XXIII. HRJ1. INFANT FORMULA & FORMULAS FOR SPECIAL MEDICAL PURPOSED INTENDED FOR INFANTS (LIQUID)

(1) Certificate of Analysis for Energy, Protein, Total Fat, Linolenic Acid, Total Carbohydrates per 100g, Vitamins and Minerals, Trace Minerals and Other Substances, Lauric/Mystiric/Trans Fatty Acids, Optional Ingredients- Taurine, DHA and Contaminants based on Codex Stan 72-1981 Rev. 2007.
(2) Certificate of Analysis for Microbiological parameters for Infant Formula-Liquid (UHT/Sterilized) cultures: commercial sterility based on FDA Circular 2013-010.
(3) Clear and complete loose labels or artworks compliant with Department Circular 2008-0006.
(4) For FSMP: Scientific Studies indicating safety and benefits of the product for intended medical condition based Codex Stan 180-1991 and Administrative Order 2014-0029.

XXIV. HRJ1. FOLLOW-UP FORMULA/MILK SUPPLEMENT

(1) Certificate of Analysis for Energy, Protein, Total Fat, Linolenic Acid, Total Carbohydrates per 100g, Vitamins and Minerals, Trace Minerals and Other Substances, Lauric/Mystiric/Trans Fatty
(2) Acids, Optional Ingredients- suitable for 6 months onwards and scientifically proven based on Codex Stan 1561987.
(3) Certificate of Analysis for Microbiological parameters for Follow-up Formula/Milk Supplements: Salmonella/25g, SPC/APC cfu/g & Enterobacteriaceae/10g based on FDA Circular 2013-010.
(4) Clear and complete loose labels or artworks compliant with Department Circular 2008-0006.

XXV. HRJ2. CEREAL-BASED FOODS FOR INFANTS & YOUNG CHILDREN

(1) Certificate of Analysis for Energy, Protein, Carbohydrates, Lipids, Minerals and Vitamins per 100 kcal or 100 kJ based on Codex Stan 074-1981, Rev 1-2006.
(2) Certificate of Analysis for Microbiological parameters for Cereal-based Foods for Infants: Bacillus cereus cfu/g, Clostridium perfringes cfu/g,

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SPC/APC cfu/g, Salmonella/25g & Coliforms MPN/g based on FDA Circular 2013-010.

(3) Clear and complete loose labels or artworks declaring the statement "Infants six months onwards should be given fresh, indigenous and natural food in combination with continued breastfeeding based on Department Circular 2008-0006.

XXVI. HRJ2. CANNED BABY FOODS

(1) Certificate of Analysis to support Nutrition Information based on Codex Stan 73-1981 amended 1989. • Certificate of Analysis for Microbiological parameters for Baby Foods in Hermetically Sealed Containers: commercial sterility based on FDA Circular 2013-010.

(2) Clear and complete loose labels or artworks declaring the statement "Infants six months onwards should be given fresh, indigenous and natural food in combination with continued breastfeeding based on Department Circular 2008-0006.

XXVII. HRJ3. FOODS FOR SPECIAL MEDICAL PURPOSES

(1) Scientific Studies indicating safety and benefits of the product for intended medical condition based Codex Stan 180-1991 and Administrative Order 2014-0029.

(2) Certificate of Analysis to support Nutrition Information based on Codex Stan 180-1991.

(3) Clear and complete loose labels or artworks compliant with Codex Stan 180-1991.

XXVIII. HRJ5. FOODS FOR SPECIAL DIETARY USE

(1) Scientific Studies indicating safety and suitability of the product to specific disease and disorder to which it is intended based on Codex Stan146-1985 and Administrative Order 2014- 0029.

(2) Certificate of Analysis to support Nutrition Information based on Codex Stan146-1985.

(3) Clear and complete loose labels or artworks compliant with Codex Stan146-1985.

XXIX. HRJ4. FORMULA FOODS FOR WEIGHT CONTROL DIETS

(1) Certificate of Analysis to support Nutrition Information based on Codex Stan 181-1991.

(2) Clear and complete loose labels or artworks compliant with Codex Stan 181-1991.

XXX. HRJ. BOTTLED WATER

(1) Certificate of Analysis for Physico-Chemical Properties (Turbidity, Color, Odor, Taste, pH, TDS, Conductivity, Calcium. Magnesium, Sodium, Potassium, Chloride, Sulfate), Contaminants (Nitrates, Nitrites, Iron, manganese, Copper, Zinc, Aluminum, Fluoride, organic Matter, Surfactants), Toxic Contaminants (Arsenic, Cadmium, Cyanide, Chromium, Lead, Mercury, Selenium, Phenolic Substances), Volatile Organic Compounds (Carbon tetrachloride, Benzene, Trihalomethanes), Pesticides & Related Substances (Carbamates, Organochlorines, Organophosphates, Herbicides, Fungicides, PCB), Radionuclides (Gross Alpha Activity, Gross Beta Activity) and Microbiological Parameters (Coliforms, Fecal Strepcocci, Pseudomonas Aeruginosa, HPC) based on Administrative Order No. 18-A s. 1993.

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(2) Clear and complete loose labels or artworks compliant with Administrative Order No. 39 s. 1996 and Administrative Order No. 18-A s. 1993.

XXXI. HRK1. HERBS AND BOTANICALS AND/OR PRODUCTS WITH OTHER NUTRITIONAL SUBSTANCES AND/OR COMBINATION AS FOOD SUPPLEMENTS

(1) Shelf life study with stability data based on Administrative Order 2014-0029.
(2) Certificate of Analysis of the physico-chemical and microbiological parameters of the finished product based on Administrative Order 2014-0029.
(3) Clear and complete loose labels or artworks declaring the term "Food Supplement" and the phrase "NO APPROVED THERAPEUTIC CLAIMS" based on Bureau Circular No. 2 s 1999.
(4) Safety data (include but not limited to acute toxicity test, safe history of use; research studies on safety of the product) based on Administrative Order 2014-0029.
(5) For Dried Plants: Certificate of Analysis for Heavy Metals in the finished product based on Administrative Order 184 s. 2004
(6) Sample in actual commercial presentation based on Administrative Order 2014-0029.

XXXII. HRK2. HERBS AND BOTANICALS AND/OR PRODUCTS WITH OTHER NUTRITIONAL SUBSTANCES AS CONVENTIONAL FOOD PRODUCT

(1) Certificate of Analysis for Microbiological parameters for Non-Alcoholic Beverages: YMC cfu/mL, Coliforms cfu/mL & SPC/APC cfu/mL based on FDA Circular 2013-010.
(2) Certificate of Analysis for Microbiological parameters for Powdered Beverages: SPC/APC cfu/g & Coliforms cfu/g

General Guidelines:

1. Submit ONE (1) scanned copy of the required document in the e-Registration Portal
2. Product labels and pictures of the product in commercial presentation for upload should be scanned in 200-dpi setting
3. Documents for upload should be scanned in 150-dpi setting
4. Limit the total size of attachments to 25 MB with a limit of 2 MB per file using the format ".png" or ".pdf"
5. Provide an appropriate file name for each scanned copy of documents to be uploaded in the E-registration system. For product labels, follow the format: "Label_(Case Number)" e.g. Label_12345.png or Label_12345.pdf
6. The validity of Certificate of Analysis to be uploaded/attached must conform to current FDA regulation.

Procedure:

CLIENT STEPS	AGENCY ACTIONS
The authorized representative of the applicant company accomplishes the on-line form/eRegistration through the e-Portal https://eportal.fda.gov.ph based on	FDA Personnel will pre-assess the completeness of the submitted documents through e-Portal https://eportal.fda.gov.ph. Result of Pre-assessment will be received

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the desired type of application in accordance to current FDA regulation on the use of the e-Registration Portal/e-Services. (E-mail notification from FDA will be received by the client upon submission of application for Pre-Assessment.)	by the account holder. If found complete, an Order of Payment will be automatically generated and will be sent to the email of the account holder/client. If found incomplete, a notification with result of PreAssessment from FDA will be received. To refile, the applicant must start a NEW CASE in filing an application for this product. Upload initially submitted documentary requirements together with documents for compliance to deficiencies mentioned. For Food Supplement application, the proof of submission of sample can be re-uploaded to the new application.
The applicant company receives the Order of Payment	
The applicant company pays the assessed fee as per the system generated Order of Payment Form through FDAC Cashier or any other means prescribed by FDA (e.g. BANCNET).	FDA Cashier receives the payment/Official Receipt (OR)/ proof of payment transaction, and then post the payment. The application will then be forwarded to CFRR, once payment is posted.
The applicant company receives Acknowledgement Receipt with the application and pre-assessment details.	
	Evaluation
	Checking
	Final Decision/Issuance
If the application is approved, e-mail notification from FDA containing how/where to download the Certificate of Product Registration will be received. If disapproved, e-mail notification from FDA containing how/where to download the Letter of Denial/Disapproval (LOD) will be received.	The e-Portal generates electronically signed CPR or LOD.
END OF TRANSACTION	

Processing Period: 20 Working Days

Fees:

In accordance to Administrative Order 50 s. 2001 + Legal Research Fee (LRF):

Conventional Food (Category 1): Php 200.00/year of validity + 1% LRF
Conventional Food (Category 2): Php 250.00/year of validity + 1% LRF
Food Supplement: Php 1,000.00/year of validity + 1% LRF
Bottled Water: Php 1,000.00/year of validity + 1% LRF

Navigate to General Business Procedures

Office/Division/Center: Center for Cosmetics (And Household/Urban Hazardous Substances) Regulation And Research (CCHUHSRR)

Source: FDA Citizen's Charter 2021, 1st Edition (accessed as of 02 March 2021)

List of Health Products Covered:

1. Cosmetics
2. Household/Urban Hazardous Substances
3. Household/Urban Pesticides
4. Toys and Childcare Articles
5. Novel Household/Urban Hazardous Substances (Vapor Products)

Certificate of Product Registration

Cosmetic and Toys and Childcare Articles (TCCA) Notification User Account and Password

Issued to licensed establishments that will apply for product notification.

Who May Avail: Licensed Cosmetic and TCCA establishments (Distributor, Trader, Manufacturer)

Documentary Requirements:

1. Valid License to Operate
2. QPIRA ID (for Cosmetics or TCCA) or Notarized authorization letter (Annex A of FMC 2015-010)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Applicant emails the request following the format stated in FMC 2015-010 to ccrraseannotification@fda.gov.ph	
	Verification of information sent. Data Controller verifies the information if correct and complete
	Data Controller creates username and password
	Data Controller sends the username and password to applicant
END OF TRANSACTION	

Processing Period: One (1) Working Day

Fees: None

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Cosmetic Product Notification

Issued to licensed establishments that will place a cosmetic product in the market.

Who May Avail: Licensed Cosmetic establishments (Distributor, Trader, Manufacturer)

Documentary Requirements:

1. Cosmetic e-portal user account CCHUHSRR
2. Valid LTO FDA- CCHUHSRR
3. Substantiation (for further clarifications)
   a) Artwork of the Product labeling
   b) Instructions for use
   c) Mechanism of action of the product
   d) Certificate of Origin of the ingredient
   e) Safety Data Sheet
   f) Certificate of Analysis

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Applicant request for e-portal username and password	
Applicant accomplish the application form and declaration in the e-portal	
Applicant generates order of payment and pays the fee through a Landbank Branch or FDA Cashier	
	Posting of payment. Payment will be posted after bank clearing
	Evaluator checks the correctness of the application *Substantiation may be asked if there will be further clarifications
	CCHUHSRR Director will give the final decision on the application
	Acknowledgement or disapproval will be forwarded to applicants e-portal account
END OF TRANSACTION	

Processing Period: 17 Working Days, 1 Hour

Fees:

Php 500.00 + 1% LRF not less than Php 10.00 for 1 year validity
Additional Php 100.00 per variant

Navigate to General Business Procedures

Toys and Childcare Articles Product Notification

Issued to licensed establishments that will place a toy or childcare article product in the market.

Who May Avail: Licensed Toys and Childcare Article establishments (Distributor, Manufacturer)

Documentary Requirements:

1. TCCA e-portal user account
2. Valid License to Operate
3. Laboratory Test Report
   a) For toys intended for children below 14 y/o
      I. Parts 1 to 3 of the PNS/ISO 8124 and reports for phthalate testing if the toy product contains PVC
   b) For swings, slides, and similar activity toys
      I. Parts 1 to 4 of the PNS/ISO 8124 and reports for phthalate testing if the toy product contains PVC
   c) For Childcare Articles
      I. Laboratory reports for migration of elements (Antimony, Arsenic, Barium, Cadmium, Chromium, Lead, Mercury, Selenium) and phthalate testing
4. Labeling and Packaging including other informative materials (Shall be submitted during the application or with thirty (30) days of the acknowledgement of the application)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Applicant request for e-portal username and password	
Applicant accomplish the application form and declaration in the e-portal	
Applicant generates order of payment and pays the fee through a Landbank Branch or FDA Cashier	
	Posting of payment. Payment will be posted after bank clearing
	Evaluator checks the correctness of the application
	CCHUHSRR Director will give the final decision on the application
	Acknowledgement or disapproval will be forwarded to applicants e-portal account
END OF TRANSACTION	

Processing Period: 17 Working Days, 1 Hour

Fees: Php 100.00 + 1% LRF not less than Php 10.00 (maximum of five (5) SKUs)

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Certificate of Product Registration (CPR) for Household Urban Hazardous Substances / Household Pesticides

Issued to licensed establishments that are engaged in the manufacture, importation, exportation, sale, and offer for sale, distribution, donation, transfer, testing, promotion, advertising, or sponsorship of household pesticide products and/or active ingredient/s. But will not cover genetically-modified/engineered household pesticide products.

Who May Avail: Licensed HUP Establishments (Distributor, Trader, Manufacturer)

Initial Application of Active Ingredient

Documentary Requirements:

1. Integrated application form
2. Valid License To Operate
3. Copy of Official Receipt
4. Refer to AO 2019-0008 Annex A for Specific Data on the following requirements:
   a) Chemical Identity
   b) Physical properties of the Active Ingredient
   c) Product Specifications
   d) Certificate of Analysis
   e) Safety Data Sheet
   f) Any of the following proof of Manufacturer's compliance to Good Manufacturing Practices (GMP)
      I. Certificate of Free Sale (CFS) issued by the National Regulatory Authority of country of origin
      II. Certificate of Good Manufacturing Practice (GMP) based on international manufacturing Standards
      III. Manufacturing license
      IV. ISO Certificate related to manufacturing
   g) Submission of actual sample and reference standard
   h) Toxicity Study
      I. Acute
      II. Corrosion / Irritation
      III. Allergy / Sensitization
      IV. Sub-chronic
      V. Reproduction effects
      VI. Teratogenicity
      VII. Neurotoxicity
      VIII. Mutagenicity
      IX. Carcinogenicity and chronic (long term) toxicity studies in rats
   i) Human Exposure and Safety
      I. Medical Data / Poisoning symptoms / Antidote
      II. Personal protective equipment
      III. Other precautions
   j) Environmental Fate and Effects
   k) Labeling / Packaging

Navigate to General Business Procedures

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Applicant requests for a schedule of submission of requirements	
Pre assessment of documents	Checking of completeness of documents
Applicant pays the fee	
Applicant submits requirements (electronic copy)	Receives complete requirements
	Application is forwarded to CCHUHSRR
	Data Controller receives the application and update the database
	Evaluator checks the correctness of documents
	Consultant reviews bio efficacy study and/or toxicity study
	Evaluator review and prepares recommendation of consultant
	Checks if the recommendation is appropriate
	CCHUHSRR Director signs the final authorization
	Data Controller updates the database and forwards the final authorization to records section
	Releasing
END OF TRANSACTION	

Processing Period: 20 working days, 2 Hours, 30 Minutes

Fees:

Based on years of validity applied for + 1% LRF
*years of validity
2 year validity – Php 1,000
3 year validity – Php 1,500
4 year validity – Php 2,000
5 year validity – Php 2,500
For Variation Application

Php 500.00 + 1% LRF not less than Php 10.00

Navigate to General Business Procedures

Initial Application of Formulated Product

Documentary Requirements:

1. Integrated application form
2. Valid License To Operate
3. Copy of Official Receipt
4. Refer to AO 2019-0008 Annex B for Specific Data on the following requirements:
    a) Product Identity
    b) Quantitative and Qualitative Composition of product
    c) Technical Specifications of the formulated product
    d) Product Specifications – Tolerance for the Active Ingredient
    e) Certificate of Analysis
    f) Test procedures/methods conducted on the formulated product
    g) Safety Data Sheet of the formulated product
    h) Any of the following proof of Manufacturer's compliance to Good Manufacturing Practices (GMP)
        I. Certificate of Free Sale (CFS) issued by the National Regulatory Authority of country of origin
        II. Certificate of Good Manufacturing Practice (GMP) based on international manufacturing Standards
        III. Manufacturing license
        IV. ISO Certificate related to manufacturing
    i) Substantiation to support special product claims
    j) Product Stewardship Program
    k) Submission of actual sample and reference standard
    l) Toxicity Study
        I. Acute
        II. Corrosion / Irritation
        III. Allergy / Sensitization
        IV. Sub-chronic
        V. Reproduction effects
        VI. Teratogenicity
        VII. Neurotoxicity
        VIII. Mutagenicity
        IX. Carcinogenicity and chronic (long term) toxicity studies in rats
    m) Bio-efficacy Data
    n) Human Exposure and Safety
        I. Medical Data / Poisoning symptoms / Antidote
        II. Personal protective equipment
        III. Other precautions
    o) Environmental Fate and Effects
    p) Labeling / Packaging

Navigate to General Business Procedures

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Applicant requests for a schedule of submission of requirements	
Pre assessment of documents	Checking of completeness of documents
Applicant pays the fee	
Applicant submits requirements (electronic copy)	Receives complete requirements
	Application is forwarded to CCHUHSRR
	Data Controller receives the application and update the database
	Evaluator checks the correctness of documents
	Consultant reviews bio efficacy study and/or toxicity study
	Evaluator review and prepares recommendation of consultant
	Checks if the recommendation is appropriate
	CCHUHSRR Director signs the final authorization
	Data Controller updates the database and forwards the final authorization to records section
	Releasing
END OF TRANSACTION	

Processing Period: 20 working days, 2 Hours, 30 Minutes

Fees:

Based on years of validity applied for + 1% LRF
*years of validity
2 year validity – Php 1,000
3 year validity – Php 1,500
4 year validity – Php 2,000
5 year validity – Php 2,500
For Variation Application

Php 500.00 + 1% LRF not less than Php 10.00

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Variation Application of Product Registration

Documentary Requirements:

1. Integrated application form
2. Letter of Request
3. Valid License To Operate
4. Original copy of valid CPR
5. Copy of Official Receipt
6. Specific Requirements: Major Variation
   a) Change in product name (brand name/variant name)
      I. Notarized affidavit/declaration of no change in the formulation
      II. Extension of use or claim and new bio-efficacy study, if there is request to include additional target pests
      III. Complete labeling requirements reflecting the change (primary, secondary and inserts, if any) in English and/or Filipino language with local dialects as applicable
   b) Change in Rate, Timing or Frequency of application or method of application
      I. Extension of use or claim and new bio-efficacy study, if there is request to include additional target pests
      II. Study or studies that shall justify request for change in rate, timing or frequency of application, or method of application
      III. Complete labeling requirements reflecting the change (primary, secondary and inserts, if any) in English and/or Filipino language with local dialects as applicable
   c) Change in label claim / Request for additional target pests
      I. Extension of use or claim and new bio-efficacy study, if there is request to include additional target pests
      II. Complete labeling requirements reflecting the change (primary, secondary and inserts, if any) in English and/or Filipino language with local dialects as applicable
   d) Change in GHS category / hazard class
      I. Copy of Safety Data Sheet
      II. Copy of complete toxicity studies, if request is for change in hazard class
      III. Complete labeling requirements reflecting the change (primary, secondary and inserts, if any) in English and/or Filipino language with local dialects as applicable
7. Specific Requirements: Minor Variation
   a) Change in business name of the manufacturer or distributor
      I. Complete labeling requirements reflecting the change (primary, secondary and inserts, if any) in English and/or Filipino language with local dialects as applicable
   b) Change in product ownership
      I. Copy of termination contract / Deed of Assignment
      II. Copy of the agreement of the new MAH and manufacturer
      III. Complete labeling requirements reflecting the change (primary, secondary and inserts, if any) in English and/or Filipino language with local dialects as applicable
   c) Change of address of the distributor of the product

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d) Any valid document showing proof of transfer
   I. Complete labeling requirements reflecting the change (primary, secondary and inserts, if any) in English and/or Filipino language with local dialects as applicable
e) Addition or deletion of packaging of the product
   I. Notarized affidavit/declaration of no change in the formulation
   II. Complete labeling requirements reflecting the change (primary, secondary and inserts, if any) in English and/or Filipino language with local dialects as applicable

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Applicant requests for a schedule of submission of requirements	
Pre assessment of documents	Checking of completeness of documents
Applicant pays the fee	
Applicant submits requirements (electronic copy)	Receives complete requirements
	Application is forwarded to CCHUHSRR
	Data Controller receives the application and update the database
	Evaluator checks the correctness of documents
	Consultant reviews bio efficacy study and/or toxicity study
	Evaluator review and prepares recommendation of consultant
	Checks if the recommendation is appropriate
	CCHUHSRR Director signs the final authorization
	Data Controller updates the database and forwards the final authorization to records section
	Releasing
END OF TRANSACTION	

Processing Period: 20 working days, 2 Hours, 30 Minutes

Fees: PhP 510.00

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Certificate of Product Registration (CPR) for Household Urban Hazardous Substances / Household Pesticides Off-Label Use / Public Health Emergency Exemption Permit

May be applied for use by an unregistered household pesticide product or by a registered household pesticide product with use different from what has been approved by the FDA during emergency conditions as declared by the DOH or the respective Local Government Unit (LGU) such as pest outbreaks or disease / epidemic.

Who May Avail: Licensed HUP Establishments (Distributor, Trader, Manufacturer)

Documentary Requirements:

1. Letter of Request
2. Information required for the public health exemption
3. Description of the HUP product
4. Description of the proposed use
5. Alternate methods of control
6. Bio-efficacy study
7. Toxicity study
8. Description of the proposed enforcement program
9. Copy of official receipt

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Applicant requests for a schedule of submission of requirements	
Pre assessment of documents	Checking of completeness of documents
Applicant pays the fee	
Applicant submits requirements (electronic copy)	Receives complete requirements
	Application is forwarded to CCHUHSRR
	Data Controller receives the application and update the database
	Evaluator checks the correctness of documents
	Consultant reviews bio efficacy study and/or toxicity study
	Evaluator review and prepares recommendation of consultant
	Checks if the recommendation is appropriate
	CCHUHSRR Director signs the final authorization
	Data Controller updates the database and forwards the final authorization to records section
	Releasing
END OF TRANSACTION	

Processing Period: 20 working days, 2 Hours, 30 Minutes

Fees: Php 500.00 + 1% LRF not less than Php 10.00

Navigate to General Business Procedures

Office/Division/Center: Center for Device Regulation, Radiation Health, and Research

Source: FDA Citizen's Charter 2021, 1st Edition (accessed as of 02 March 2021)

List of Health Products Covered:

1. Licensing and Registration Division
   a) Medical Devices (General Medical Devices and In-Vitro Medical Devices)
   b) Water Purification Device/System
   c) Healthcare Waste Device
2. Radiation Regulation Division
   a) Ionizing Radiation Facilities
      I. Medical Radiation Facility
      II. Diagnostic Medical X-ray Facility
      III. Therapeutic X-ray Facility
   b) Non-Medical X-ray Facility
      I. Anti-Crime X-ray Facility
      II. Education and Training X-ray Facility
      III. Industrial X-ray Facility
      IV. Research X-ray Facility
      V. Veterinary X-ray Facility
      VI. Transportable X-ray Facility
3. Non-Ionizing Radiation Facilities
   a) Extremely Low Frequency (ELF) Radiation Facility Devices
   b) Radio Frequency (RF) Radiation Facility Devices
   c) Magnetic Resonance Imaging Facility Devices
   d) Microwave (MW) Radiation Facility Devices
   e) Infrared (IR) Radiation Facility Devices
   f) Visible Light Facility Devices
   g) Ultraviolet (UV) Radiation Facility Devices
   h) Ultrasound Facility Devices

Navigate to General Business Procedures

Certificate of Product Registration/Notification

Initial Application for Certificate of Medical Device Notification (CMDN)

Issued to licensed establishments that will apply for product notification.

Who May Avail: Medical Device Manufacturers/Distributors (Importer/ Exporter/ Wholesaler) /Trader

Documentary Requirements:

1. 1 copy of Notarized Agreement / Letter of Authorization.
   a) Must be valid;
   b) The product being applied must be indicated.
   c) For imported medical devices, with notarized declaration from the legal manufacturer or product owner attesting that the authorization / agreement is true and correct.
   d) For imported medical devices but the agreements are signed in the Philippines, it must be notarized locally, with passport ID page and record of arrival and departure of the principal to and from the Philippines of the signatory/ies, and must be signed by both parties.
   e) For open-dated agreements/authorizations, if the certificate is beyond the 5-year period from the document's issuance, a re-issued agreement/authorization or a notarized attestation by the Principal that the agreement/authorization is still in effect must be submitted.
   f) For locally manufactured medical devices with an exclusive distributor, the agreement should be duly notarized.
   g) For locally manufactured medical devices with a toll manufacturer, the agreement between the trader and the manufacturer should be duly notarized.
2. For Imported Medical Devices - 1 copy of government-issued certificate attesting to the status of the Manufacturer with regard to the competence and reliability of the personnel and facilities, a Quality Systems Certificate of approval, or a compliance certificate for ISO 13485.
   a) Must be valid
   b) Copy of the certificate shall be accompanied by a notarized declaration from the legal manufacturer or product owner attesting that the certificate is true and correct.
   c) For products that are manufactured in multiple sites or toll manufacturers, identify or highlight the product source.
   d) The product being applied must be indicated in the scope.
   e) For locally manufactured products, submit the valid LTO of the manufacturer
3. For imported medical devices, 1 copy of Certificate of Product Notification, Certificate of Product Registration, or any equivalent document attesting to the safety and effectiveness of the device issued by the manufacturer (Self-Declaration), regulatory agency or accredited notified body in the country of origin.
   a) Must be valid
   b) The copy of the certificate shall be accompanied by a notarized declaration from the legal manufacturer or product owner attesting that the certificate is true and correct.

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4. 1 Clear colored picture of the actual commercial product sample of the device for all sides without its packaging. An actual representative sample or commercial presentation can be required by the CDRRHR for verification purposes.
   a) Picture should not pixelate when the view is increased in size
5. Device Description consisting of the following:
   a) Intended use – this should include the specific use of the product being applied. If the product is part of the system, the specific use of the product as part of the system should be indicated and not the intended use of the system.
   b) Instruction for use – this is the detailed instruction for use for the users of the medical device. The instruction should be clear enough to guide its users.
   c) List of raw materials – this should include all the raw materials as a component of the medical device itself.
   d) Technical specification of the finished product – This should include the technical specification of the finished products (physical, chemical, mechanical, electrical, etc.). This may in the form of Certificate of Analysis or Test certificate.
6. 1 copy of Certificate of Conformity (issued by the government agency dealing with metrology) on the aspect of manufacture relating to metrology for devices with measuring functions, if applicable i.e. Weighing Scale, etc.
7. Declaration of Conformity with product standards (self-declaration by the manufacturer).
   a) These are the standards used during the design, development, manufacture, testing of the medical devices.
   b) These following standards shall be considered: Philippine National Standards (PNS), international standards (ISO, IEC) and other equivalent national standards (of these international standards).
8. Clear and complete colored pictures of label from all sides of the packaging (loose label or artworks of all layers of packaging) for all codes included in the application.
   a) Immediate label, secondary packaging, box label and package insert/brochure, whichever is applicable.
   b) For any additional product claims on the label, submit studies or tests supporting the claims.
   c) For imported products, if the brand name is the product's local brand, declaration from the manufacturer allowing use of the brand name and IPO approval of the said brand name.
   d) For local manufactured products, IPO approval of the said brand name
   e) If the CE marking is reflected on the label, submit a valid certificate supporting the placement of the CE mark.
   f) Pictures and text of the label should be clear and will not be pixelated when the view is increased in size.
   g) Lot No., Batch No., Serial No., whichever is applicable should be reflected.
   h) Expiration date, reference codes/sizes/variants/model whichever is applicable should be reflected.
   i) Storage condition, sterilization method should be reflected if applicable.
   j) Importer and distributor's name and address should be reflected in the label of the product together with the Registration Number
   k) Suggested Retail Price (SRP) in Philippine peso
   Note: The above requirements shall be superseded upon the approval of Administrative Order for the labeling requirements for medical devices.
   l) Declaration of shelf life.

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m) Payment

- All documents must be submitted in English language. Documents submitted in any other foreign language not accompanied by English Translation will be disapproved.
- Documents to be uploaded should be in PDF searchable format of at least 150 dpi
- The file name to be uploaded should consist of the name of the requirement.

Procedure:

CLIENT STEPS	AGENCY ACTIONS
The applicant company will request for the user account through email / walk-in.	FDA will issue user account
The authorized representative of the applicant company fills-out the online form/e-notification through the portal (http://eportal.fda.gov.ph). Uploads all the documents indicating on the checklist	FDA Evaluator will review the online form/e-notification form and documents. FDA will generate the Order of Payment.
The applicant company receives the Order of Payment and pays the assessed fee through FDAC Cashier or any other means prescribed by FDA. (e.g. BANCNET, LANDBANK ONCOLL) *The Order of Payment will only be valid for 24 hours.	The FDA Personnel will receive the payment from the applicant company
The applicant company receives the official receipt.	Posting of payment and will automatically decked the application to CDRRHR.
	Data Controller will assign the application to the evaluator for pre-assessment. Applications filed from 5:00 PM and beyond will be decked for pre-assessment the next working day (8:00 AM).
	Quality Assurance - Checking of recommendation of the Supervisor
	Final Approval/Disapproval with esignature of the Director
END OF TRANSACTION	

Processing Period: One (1) Working Day

Fees: Php7,500.00 + 1% LRF for initial with 5-year validity

Navigate to General Business Procedures

Application for Certificate Of Medical Device Listing (CMDL)

Who May Avail: Medical Device Manufacturers/Distributors (Importer/Exporter/Wholesaler) /Trader

Documentary Requirements:

1. 1 Notarized letter addressed to the Director, Center for Device Regulation, Radiation Health, and Research, stating that the medical device will be used solely for research, analysis, or is being donated by a certain organization and is not intended for sale. The letter should contain the following information:
   a) Complete list of the devices indicating the quantity, brand and the name of the manufacturer of the product
   b) Declaration that the organization shall be the sole entity responsible for the medical devices and that the CDRRHR-FDA, DOH will not be held liable for any safety issue concerning the product.
2. 1 copy of Certificate of Product Notification or Certificate of Product Registration or any equivalent document attesting to the safety and effectiveness of the device issued by the regulatory agency in the country where the device will come from
3. For a donated medical device (brand new), 1 certified true copy of the deed of donation, the deed of acceptance, and the packing list or any document that will show the quantity of the product.
4. Copy of SEC of Articles of Incorporation or valid DTI registration.
5. Payment

- Submit an electronic/scanned copy (in PDF searchable format of at least 150 dpi)
- The file name should consist of the name of the requirement.

Procedure:

CLIENT STEPS	AGENCY ACTIONS
The applicant company will request for the user account through email	FDA will issue user account
The authorized representative of the applicant company fills-out the online form/e-notification through the portal (http://eportal.fda.gov.ph). Uploads all the documents indicating on the checklist	FDA Evaluator will review the online form/e-notification form. FDA will generate the Order of Payment.
The applicant company receives the Order of Payment and pays the assessed fee through FDAC Cashier or any other means prescribed by FDA. (e.g. BANCNET, LANDBANK ONCOLL) *The Order of Payment will only be valid for 24 hours	The FDA Personnel will receive the payment from the applicant company.
The applicant company receives the official receipt.	Posting of payment and will automatically decked the application to CDRRHR

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	Data Controller will assign the application to evaluator
	The technical evaluator reviews the application. Recommends approval/ disapproval.
	Quality Assurance - Checking of recommendation of the Supervisor
	Final Approval/Disapproval and signature of the Director.
	Assigning of number and Printing of CMDL. Scanning and transmit of CMDL to the Records Section
Pick-up of Certificate	Release of CMDL to client
END OF TRANSACTION	

Processing Period: 7 working days

Fees: Php 500.00 + 1% LRF per certificate

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Initial Application for Certificate of Medical Device Registration (CMDR) For Class B

Who May Avail: Medical Device Manufacturers/Distributors (Importer/Exporter/Wholesaler) /Trader

Documentary Requirements:

1. 1 copy of Notarized Agreement / Letter of Authorization.
   a) Must be valid;
   b) The product being applied must be indicated.
   c) For imported medical devices, with notarized declaration from the legal manufacturer or product owner attesting that the authorization / agreement is true and correct.
   d) For imported medical devices but the agreements are signed in the Philippines, it must be notarized locally, with passport ID page and record of arrival and departure of the principal to and from the Philippines of the signatory/ies, and must be signed by both parties.
   e) For open-dated agreements/authorizations, if the certificate is beyond the 5-year period from the document's issuance, a re-issued agreement/authorization or a notarized attestation by the Principal that the agreement/authorization is still in effect must be submitted.
   f) For locally manufactured medical devices with an exclusive distributor, the agreement should be duly notarized.
   g) For locally manufactured medical devices with a toll manufacturer, the agreement between the trader and the manufacturer should be duly notarized.
2. For Imported Medical Devices - 1 copy of government-issued certificate attesting to the status of the Manufacturer with regard to the competence and reliability of the personnel and facilities, a Quality Systems Certificate of approval, or a compliance certificate for ISO 13485.
   a) Must be valid
   b) Copy of the certificate shall be accompanied by a notarized declaration from the legal manufacturer or product owner attesting that the certificate is true and correct.
   c) For products that are manufactured in multiple sites or toll manufacturers, identify or highlight the product source.
   d) The product being applied must be indicated in the scope.
   e) For locally manufactured products, submit the valid LTO of the manufacturer
3. For imported medical devices, 1 copy of Certificate of Product Notification, Certificate of Product Registration, or any equivalent document attesting to the safety and effectiveness of the device issued by the manufacturer (Self-Declaration), regulatory agency or accredited notified body in the country of origin.
   a) Must be valid
   b) The copy of the certificate shall be accompanied by a notarized declaration from the legal manufacturer or product owner attesting that the certificate is true and correct.
4. 1 Clear colored picture of the actual commercial product sample of the device for all sides without its packaging. An actual representative sample or commercial presentation can be required by the CDRRHR for verification purposes.
   a) Picture should not pixelate when the view is increased in size

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5. Executive Summary. The executive summary shall include the following information:
   a) an overview, e.g., introductory descriptive information on the medical device, the intended uses and indications for use of the medical device, any novel features, and a synopsis of the content of the CSDT;
   b) the commercial marketing history;
   c) the list of regulatory approvals or marketing clearances obtained;
   d) the status of any pending request for market clearance; and
   e) the important safety/performance related information.
6. Relevant essential principles and method/s used to demonstrate conformity. (Must be completely filled-up)
7. Device description with the following information:
   a) Intended use- this refers to the use for which the medical device is intended, for which it is suited according to the data supplied by the product owner in the instructions as well as the functional capability of the medical device.
      I. If the product is part of the system, the specific use of the product as part of the system should be indicated and not the intended use of the system.
   b) Indications of use- this is a general description of the disease or condition that the medical device will diagnose, treat, prevent, cure or mitigate; and includes a description of the target patient population for which the medical device is intended.
   c) Instruction for use- these are all necessary information from the product owner including the procedures, methods, frequency, duration, quantity and preparation to be followed for sale use of the medical device, instructions needed to use the medical device in a safe manner shall, to the extent possible, be included on the medical device itself and/or its packaging by other formats/forms.
      I. This is the detailed instruction for use for the users of the medical device. The instruction should be clear enough to guide its users
   d) Contraindications- This is a general description of the disease or condition and the patient population for which the medical device should not be used for the purpose of diagnosing, treating, curing or mitigating. Contraindications are conditions under which the medical device should not be used because the risk of use clearly outweighs any possible benefit
   e) Warnings-This is the specific hazard alert information that the user needs to know before using the medical device.
      I. Precautions-This alerts the user to exercise special care necessary for the safe and effective use of the medical device. This may include actions to be taken to avoid effects on patients/users that may not be potentially life threatening or result in serious injury, but about which the user should be aware. Precautions may also alert the user to adverse effects on the medical device of use or misuse and the care necessary to avoid such effects.
      II. Potential adverse effects- These are potential undesirable and serious outcomes (death, injury, or serious adverse events) to the patient/user, or side effects from the use of the medical device, under normal conditions.
      III. Alternative therapy (practices and procedures) (if applicable) - This is a description of any alternative practices or procedures for diagnosing, treating, curing or mitigating the disease or condition for which the medical device is intended.

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IV. Raw Materials or formulation. A description of the materials or formulation of the device and their physical properties to the extent necessary to demonstrate conformity with the relevant Essential Principles. The information shall include complete chemical, biological and physical characterization of the materials of the device.
V. Should have a List of all raw materials used as a component of the product (specify for which product part or component the raw material is used)
VI. Must include quantity (for solutions) and technical specifications or detailed information on physical and chemical properties of each component.
VII. If the device contains PVC, identify the PVC plasticizer used. For kits/sets, submit all raw materials and specifications used.
VIII. Other Relevant Specifications to include the following:
(1) The functional characteristics and technical performance specifications of the device including, as relevant: accuracy, sensitivity, specificity of measuring and diagnostic medical devices, reliability, and other factors
(2) Other specifications including chemical, physical, electrical, mechanical, biological, software, sterility, stability, storage and transport, and packaging.
(a) May submit Certificate of Analysis or Test Certificate with finished product specification.
(i) For Stability, submit functionality and packaging/integrity test study of the product duly signed by the person who conducted the studies to justify the claimed expiration date.
(ii) For accelerated study, submit computation to justify the storage conditions used.
(iii) If no expiration, submit justification from the manufacturer why the device has no expiration.
(iv) Submit in-use stability study, as applicable. (e.g. contact lens solution, disinfectant)
(v) Identify the product's storage condition.
(vi) For products with special storage conditions, submit transport stability study.
(vii) For packaging, clarify the type of packaging used. i.e. blister pack, carton box, etc.
(viii) For medical devices with animal tissue origin, submit Certificate of Compliance with ISO 22442 - Medical devices utilizing animal tissues and their derivatives issued by Government Authority or notified body.
IX. Other Descriptive Information to demonstrate conformity with the relevant Essential Principles (e.g. biocompatibility category for the finished medical device)

8. Summary of Design Verification and Validation Documents: The validation documents shall consist of the following:
a) Declaration/Certificates of Conformity to the product standards issued by the manufacturer
b) Summaries or reports of tests and evaluation based on other standards, manufacturer methods and tests, or alternative ways of demonstrating compliance covering the following appropriate tests reports and evaluations, whichever is applicable:

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I. a listing of and conclusions drawn from published reports that concern the safety and performance of aspects of the medical device with reference to the Essential Principles;
II. Engineering test
III. Laboratory test
IV. Biocompatibility test
V. Animal Test
VI. Simulated Use
VII. software validation
VIII. Pre-clinical studies
(1) These following standards shall be considered: Philippine National Standards (PNS), international standards (ISO, IEC) and other equivalent national standards (of these international standards).

9. Clear and complete colored pictures of label from all sides of the packaging (loose label or artworks of all layers of packaging)
   a) Immediate label, secondary packaging, box label and package insert/brochure, whichever is applicable.
   b) For any additional product claims on the label, submit studies or tests supporting the claims.
   c) For imported products, if the brand name is the product's local brand, declaration from the manufacturer allowing use of the brand name and IPO approval of the said brand name.
   d) For local manufactured products, IPO approval of the said brand name
   e) If the CE marking is reflected on the label, submit a valid certificate supporting the placement of the CE mark.
   f) Pictures and text of the label should be clear and not be pixelated when the view is increased in size.
   g) Lot No., Batch No., Serial No., whichever is applicable, should be reflected.
   h) Expiration date, reference codes/sizes/variants/model whichever is applicable should be reflected.
   i) Storage condition, sterilization method should be reflected if applicable.
   j) Importer and distributor's name and address should be reflected in the label of the product together with the Registration Number.
   k) Suggested Retail Price (SRP) in Philippine peso
   l) Note: The above requirements shall be superseded upon the approval of Administrative Order for the labeling requirements for medical devices.
10. Risk Analysis to include the results
   a) Identify the risk
   b) Submit Failure Mode Effect Analysis / Risk Benefit Analysis
11. Physical Manufacturer information
   a) Manufacturing process, including quality assurance measures. This should include the manufacturing methods and procedures, manufacturing environment or conditions, facilities and controls. The information may be presented in the form of a process flow chart showing an overview of production, controls, assembly, final product testing, and packaging of finished medical device.
   b) A brief summary of the sterilization method should be included.
      I. Include sterilization standard parameters, sterilization procedures, validation protocol and results of latest sterilization revalidation.

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II. If the sterilization of the device is contracted out, submit a copy of valid ISO Certificate of the contracted sterilizing company.
III. For non-sterile devices: a) submit Non-sterile declaration from the manufacturer; b) If the device is required to be sterilized prior to use, submit recommended sterilization guidelines from the manufacturer.

12. Payment

- Documentary requirements must be arranged according to the CSDT format.
- All documents must be submitted in English language. Documents submitted in any other foreign language not accompanied by English Translation will be disapproved.
- Documents to be uploaded should be in PDF searchable format of at least 150 dpi
- The file name to be uploaded should consist of the name of the requirements

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Request for user account	Issued User Account to the client
Client / The authorized representative of the applicant company fills out the on-line form / e-Application through the e-Portal and request for the schedule of pre-evaluation https://eportal.fda.gov.ph	FDA Personnel/System will generate schedule for the client for the schedule of pre-evaluation
Appearance to FDAC	Pre-assessment (Pre-evaluation of requirements. If complete, uploading of requirements to APDRA and issuance of notice of payment)
Payment of the approved application at the Cashier	Transmittal of applications to CDRRHR
	Decking of application
	Technical evaluation of application. (Approved / Disapproved Scheme)
	Quality Assurance - Checking of recommendation of the Supervisor
	Final Approval/Disapproval and E-Signature
END OF TRANSACTION	

Processing Period: 60 Working Days

Fees: Php7,500.00 + 1% LRF for initial with 5-year validity (Php. 7,575.00)

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Initial Application for Certificate of Medical Device Registration (CMDR) For Class C and D

Who May Avail: Medical Device Manufacturers/Distributors (Importer/Exporter/Wholesaler) /Trader

Documentary Requirements:

1. Notarized Application Form
   a) Must be completely and correctly filled-up and signed
   b) Must use the latest form prescribed by the CDRRHR for the type of application
   c) Must submit one application form with attachment reflecting all the product codes being applied. Furthermore, the grouping of medical device family should be clearly specified. Only one condition should be considered in the multiple CPR application.
2. 1 copy of Notarized Agreement / Letter of Authorization.
   a) Must be valid;
   b) The product being applied must be indicated.
   c) For imported medical devices, with notarized declaration from the legal manufacturer or product owner attesting that the authorization / agreement is true and correct.
   d) For imported medical devices but the agreements are signed in the Philippines, it must be notarized locally, with passport ID page and record of arrival and departure of the principal to and from the Philippines of the signatory/ies, and must be signed by both parties.
   e) For open-dated agreements/authorizations, if the certificate is beyond the 5-year period from the document's issuance, a re-issued agreement/authorization or a notarized attestation by the Principal that the agreement/authorization is still in effect must be submitted.
   f) For locally manufactured medical devices with an exclusive distributor, the agreement should be duly notarized.
   g) For locally manufactured medical devices with a toll manufacturer, the agreement between the trader and the manufacturer should be duly notarized.
3. For Imported Medical Devices - 1 copy of government-issued certificate attesting to the status of the Manufacturer with regard to the competence and reliability of the personnel and facilities, a Quality Systems Certificate of approval, or a compliance certificate for ISO 13485.
   a) Must be valid
   b) Copy of the certificate shall be accompanied by a notarized declaration from the legal manufacturer or product owner attesting that the certificate is true and correct.
   c) For products that are manufactured in multiple sites or toll manufacturers, identify or highlight the product source.
   d) The product being applied must be indicated in the scope.
   e) For locally manufactured products, submit the valid LTO of the manufacturer
4. For imported medical devices, 1 copy of Certificate of Product Notification, Certificate of Product Registration, or any equivalent document attesting to the

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safety and effectiveness of the device issued by the manufacturer (Self-Declaration), regulatory agency or accredited notified body in the country of origin.
   a) Must be valid
   b) The copy of the certificate shall be accompanied by a notarized declaration from the legal manufacturer or product owner attesting that the certificate is true and correct.
5. Clear colored picture of the actual commercial product sample of the device for all sides without its packaging. An actual representative sample or commercial presentation can be required by the CDRRHR for verification purposes. (Picture should not pixelate when the view is increased in size)
6. Executive Summary. The executive summary shall include the following information:
   a) an overview, e.g., introductory descriptive information on the medical device, the intended uses and indications for use of the medical device, any novel features, and a synopsis of the content of the CSDT;
   b) the commercial marketing history;
   c) the list of regulatory approvals or marketing clearances obtained;
   d) the status of any pending request for market clearance; and
   e) the important safety/performance related information.
7. Relevant essential principles and method/s used to demonstrate conformity. (Must be completely filled-up)
8. Device description with the following information:
   a) Intended use- this refers to the use for which the medical device is intended, for which it is suited according to the data supplied by the product owner in the instructions as well as the functional capability of the medical device.
      I. If the product is part of the system, the specific use of the product as part of the system should be indicated and not the intended use of the system.
   b) Indications of use- this is a general description of the disease or condition that the medical device will diagnose, treat, prevent, cure or mitigate; and includes a description of the target patient population for which the medical device is intended.
   c) Instruction for use- these are all necessary information from the product owner including the procedures, methods, frequency, duration, quantity and preparation to be followed for sale use of the medical device, instructions needed to use the medical device in a safe manner shall, to the extent possible, be included on the medical device itself and/or its packaging by other formats/forms.
      I. This is the detailed instruction for use for the users of the medical device. The instruction should be clear enough to guide its users
   d) Contraindications- This is a general description of the disease or condition and the patient population for which the medical device should not be used for the purpose of diagnosing, treating, curing or mitigating. Contraindications are conditions under which the medical device should not be used because the risk of use clearly outweighs any possible benefit
   e) Warnings-This is the specific hazard alert information that the user needs to know before using the medical device.
   f) Precautions-This alerts the user to exercise special care necessary for the safe and effective use of the medical device. This may include actions to be taken to avoid effects on patients/users that may not be potentially life threatening or result in serious injury, but about which the user should be aware. Precautions

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may also alert the user to adverse effects on the medical device of use or misuse and the care necessary to avoid such effects.

g) Potential adverse effects- These are potential undesirable and serious outcomes (death, injury, or serious adverse events) to the patient/user, or side effects from the use of the medical device, under normal conditions.

h) Alternative therapy (practices and procedures) (if applicable) - This is a description of any alternative practices or procedures for diagnosing, treating, curing or mitigating the disease or condition for which the medical device is intended.

i) Raw Materials or formulation. A description of the materials or formulation of the device and their physical properties to the extent necessary to demonstrate conformity with the relevant Essential Principles. The information shall include complete chemical, biological and physical characterization of the materials of the device.

   I. Should have a List of all raw materials used as a component of the product (specify for which product part or component the raw material is used)
   II. Must include quantity (for solutions) and technical specifications or detailed information on physical and chemical properties of each component.
   III. If the device contains PVC, identify the PVC plasticizer used. For kits/sets, submit all raw materials and specifications used.

j) Other Relevant Specifications to include the following:

   I. The functional characteristics and technical performance specifications of the device including, as relevant: accuracy, sensitivity, specificity of measuring and diagnostic medical devices, reliability, and other factors
   II. Other specifications including chemical, physical, electrical, mechanical, biological, software, sterility, stability, storage and transport, and packaging.
      (1) May submit Certificate of Analysis or Test Certificate with finished product specification.
      (2) For Stability, submit functionality and packaging/integrity test study of the product duly signed by the person who conducted the studies to justify the claimed expiration date.
      (3) For accelerated study, submit computation to justify the storage conditions used.
      (4) If no expiration, submit justification from the manufacturer why the device has no expiration.
      (5) Submit in-use stability study, as applicable. (e.g. contact lens solution, disinfectant)
      (6) Identify the product's storage condition.
      (7) For products with special storage conditions, submit transport stability study.
      (8) For packaging, clarify the type of packaging used. i.e. blister pack, carton box, etc.
      (9) For medical devices with animal tissue origin, submit Certificate of Compliance with ISO 22442 - Medical devices utilizing animal tissues and their derivatives issued by Government Authority or notified body.

k) Other Descriptive Information to demonstrate conformity with the relevant Essential Principles (e.g. biocompatibility category for the finished medical device)

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9. Summary of Design Verification and Validation Documents: The validation documents shall consist of the following:
   a) Declaration/Certificates of Conformity to the product standards issued by the manufacturer
   b) Summaries or reports of tests and evaluation based on other standards, manufacturer methods and tests, or alternative ways of demonstrating compliance, such as a listing of and conclusions drawn from published reports that concern the safety and performance of aspects of the medical device with reference to the Essential Principles;
   c) Data summaries or tests reports and evaluations covering the following appropriate test reports, whichever is applicable:
      I. Engineering test, including software validation studies, if applicable
      II. Laboratory test
      III. Biocompatibility test/biological evaluation
      IV. Animal Test
      V. Simulated Use
   d) Clinical evidence
      I. Implantable devices
      II. Newly introduced devices
      III. Devices incorporating new materials coming into contact with the patient
      IV. Existing materials applied in a body part not previously exposed to that material, and for which no prior chemical experience exists
      V. An existing device that is modified and the modification might affect the safety and effectiveness
      VI. All other medical devices under Class D
         (1) Clinical evidence of the effectiveness may comprise of medical device-related investigations conducted domestically or other countries, or it may be derived from relevant publications in peer-reviewed scientific literature.
         (2) The documented evidence submitted should include the objectives, methodology and results presented in context, clearly and meaningfully.
         (3) The conclusions on the outcome of the clinical studies should be preceded by a discussion in context with the published literature.

         For Class D medical devices

         A bibliography of all published reports dealing with the use, safety, and effectiveness of the device.

         Submit at least five (5) of the most recent published reports for the medical device

10. Clear and complete colored pictures of label from all sides of the packaging (loose label or artworks of all layers of packaging):
   a) Immediate label, secondary packaging, box label and package insert/brochure, whichever is applicable.
   b) For any additional product claims on the label, submit studies or tests supporting the claims.

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c) For imported products, if the brand name is the product's local brand, declaration from the manufacturer allowing use of the brand name and IPO approval of the said brand name.
d) For local manufactured products, IPO approval of the said brand name
e) If the CE marking is reflected on the label, submit a valid certificate supporting the placement of the CE mark.
f) Pictures and text of the label should be clear and will not be pixelated when the view is increase in size
g) Lot No., Batch No., Serial No., whichever is applicable should be reflected
h) Expiration date, reference codes/sizes/variants/model whichever is applicable should be reflected
i) Storage condition, sterilization method should be reflected if applicable
j) Importer and distributor's name and address should be reflected in the label of the product together with the Registration Number.
k) Suggested Retail Price (SRP) in Philippine peso.
l) Note: The above requirements shall be superseded upon the approval of Administrative Order for the labeling requirements for medical devices.

11. Risk assessment which consists of risk analysis, evaluation and reduction measures.
    a) Identify the risk
    b) Submit Failure Mode Effect Analysis (FMEA) / Risk Benefit Analysis
    c) Evaluation of the effectiveness of control measures
12. Physical Manufacturer information:
    a) Manufacturing process, including quality assurance measures. This should include the manufacturing methods and procedures, manufacturing environment or conditions, facilities and controls. The information may be presented in the form of a process flow chart showing an overview of production, controls, assembly, final product testing, and packaging of finished medical device.
    b) A brief summary of the sterilization method should be included.
        I. Include sterilization standard parameters, sterilization procedures, validation protocol and results of latest sterilization revalidation.
        II. If the sterilization of the device is contracted out, submit copy of valid ISO Certificate of the contracted sterilizing company.
        III. For non-sterile devices: a) submit Non-sterile declaration from the manufacturer; b) If the device is required to be sterilized prior to use, submit recommended sterilization guidelines from the manufacturer.

- *Documentary requirements must be arranged according to the CSDT format.*
- *Submit an electronic/scanned copy (in PDF searchable format of at least 150 dpi)*
- *The soft copy should be arranged according to the checklist of requirements. The file name should consist of the name of the requirement. The electronic copy should be contained either in one single continuous file per requirement or single continuous file for all requirements.*
- *Schedule of submission will be generated by the FDA and sent thru email to client.*

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Procedure:

CLIENT STEPS	AGENCY ACTIONS
Request for user account	Issued User Account to the client
Client / The authorized representative of the applicant company fills out the on-line form / e-Application through the e-Portal and request for the schedule of pre-evaluation https://eportal.fda.gov.ph	FDA Personnel/System will generate schedule for the client for the schedule of pre-evaluation
Appearance to FDAC	Pre-assessment (Pre-evaluation of requirements. If complete, uploading of requirements to APDRA and issuance of notice of payment)
Payment of the approved application at the Cashier	Transmittal of applications to CDRRHR
	Decking of application
	Technical evaluation of application. (Approved / Disapproved Scheme)
	Quality Assurance - Checking of recommendation of the Supervisor
	Final Approval/Disapproval and E-Signature
END OF TRANSACTION	

Processing Period: 90 Working Days

Fees: Php7,500.00 + 1% LRF for initial with 5-year validity (Php. 7,575.00)

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Initial Application for Certificate of Product Registration for In-Vitro Diagnostic Devices/Reagents

Who May Avail: Medical Device Manufacturers/Distributors (Importer/Exporter/Wholesaler) /Trader

Documentary Requirements:

1. Table of Contents with correct page number
2. Notarized Application Form
   a) Must be completely filled-up;
   b) Model / Reference Number / Sizes / Codes must be properly identified;
   c) Refrain from indicating the Brand name (if applicable) on the Name of the product and vice versa
   d) For kits/sets, identify the complete contents/inclusions on the space provided for device name;
   e) For multiple models / reference number / size / codes, an annex page may be attached;
   f) For multiple models / reference number / size / codes; a Word copy must be submitted
   g) Should be signed by the proper authority as indicated on the form;
   h) Re-using forms is not acceptable since this is a legal document
3. License to Operate (LTO) as a Medical Device Distributor (Importer/ Exporter/ Wholesaler)/ Local Manufacturer/Trader.
4. Intended use and Directions for Use which includes the following:
   a) Intended use- this refers to the use for which the medical device is intended, for which it is suited according to the data supplied by the product owner in the instructions as well as the functional capability of the medical device.
      I. If the product is part of the system, the specific use of the product as part of the system should be indicated and not the intended use of the system.
   b) Indications of use- this is a general description of the disease or condition that the medical device will diagnose, treat, prevent, cure or mitigate; and includes a description of the target patient population for which the medical device is intended.
   c) Instruction for use- these are all necessary information from the product owner including the procedures, methods, frequency, duration, quantity and preparation to be followed for sale use of the medical device, instructions needed to use the medical device in a safe manner shall, to the extent possible, be included on the medical device itself and/or its packaging by other formats/forms.
      I. This is the detailed instruction for use for the users of the medical device. The instruction should be clear enough to guide its users
   d) Contraindications- This is a general description of the disease or condition and the patient population for which the medical device should not be used for the purpose of diagnosing, treating, curing or mitigating. Contraindications are conditions under which the medical device should not be used because the risk of use clearly outweighs any possible benefit
   e) Warnings-This is the specific hazard alert information that the user needs to know before using the medical device.
   f) Precautions - This alerts the user to exercise special care necessary for the safe and effective use of the medical device. They may include actions to be taken to

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avoid effects on patients/users that may not be potentially life threatening or result in serious injury, but about which the user should be aware. Precautions may also alert the user to adverse effects on the medical device of use or misuse and the care necessary to avoid such effects.

g) Potential adverse effects- These are potential undesirable and serious outcomes (death, injury, or serious adverse events) to the patient/user, or side effects from the use of the medical device, under normal conditions.
h) Intended purpose, including the following information:
   I. Type of analyte or measure of the assay.
   II. Whether the test is quantitative or qualitative.
   III. Role of the test in the clinical use e.g. screening, diagnostic or detection, aid to diagnostic, monitoring.
   IV. Disease or condition that the test is intended for.
   V. Type of specimen to be used e.g. serum, plasma etc.
   VI. The intended users (e.g. Self-testing by lay person, near- patient by trained personnel or professionals).
   VII. Assay type e.g. immunoassay, chemistry, cytochemistry, image analysis, immunohistochemistry.
   VIII. The specific name of the instrument required for the assay, if any.
i) Test principle
j) Specimen type
k) Conditions for collection, handling, storage and preparation of the specimen.
l) Reagent description and any limitation (e.g. use with a dedicated instrument only).
m) Metrological traceability of values assigned to calibrators and trueness-control materials, including identification of applicable reference materials and/or reference measurement procedures of higher order.
n) Assay procedure including calculations and interpretation of results.
o) Information on interfering substances that may affect the performance of the assay.
p) Performance characteristics (summarised analytical and diagnostic sensitivity, specificity, reproducibility, etc.)
q) Reference intervals.
r) Study design(population studies, N, type of sample, matrix, dilution, target concentrations, etc)

5. Government Certificate of Clearance and Free Sale/Registration approval from the country of origin issued by the Health Authority
   a) Shall be valid
   b) Shall be authenticated/apostilled by the territorial Philippine Consulate for Imported Product.
   c) For products with a trade name or reference code that differs per country, submit declaration or clarification from the manufacturer/principal. The product shall be stated on the list.
6. For Imported Products - government issued certificate attesting to the status of the Manufacturer with regard to the competence and reliability of the personnel and facilities, a Quality Systems Certificate of approval, or a compliance certificate for ISO 13485.
   a) Shall be valid
   b) Shall be authenticated/apostilled by the territorial Philippine Consulate

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c) For products that are manufactured in multiple sites or toll manufacturers, identify or highlight where the product will be sourced from
d) The product being applied must be indicated in the scope.
e) For locally manufactured products, valid LTO of the manufacturer

7. Foreign Agency Agreement / Letter of Authorization.
   a) Shall be valid.
   b) Shall be authenticated/apostilled by the territorial Philippine Consulate.
   c) The product being applied must be indicated. For imported medical devices but the agreements are signed in the Philippines, it must be notarized locally, with passport ID page and record of arrival and departure of the principal to and from the Philippines of the signatory/ies, and must be signed by both parties.
   d) For open-dated agreements/authorizations, if the certificate is beyond the 5-year period, a re-issued agreement/authorization must be submitted or a notarized attestation by the Principal that the agreement/authorization is still in effect.
   e) For locally manufactured medical devices with exclusive distributors, the agreement should be duly notarized.
   f) For locally manufactured medical devices with toll manufacturer, agreement between the trader and the manufacturer should be duly notarized.
8. List of all raw materials used as components of the reagents/test kit
   a) Product part or component where the raw material is used shall be specified
   b) Must include quantity (for solutions) and technical specifications or detailed information on physical and chemical properties of each component.
9. If the product contains PVC, identify the PVC plasticizer used. For kits/sets submit all raw materials and specifications used
   a) Technical specifications of the Finished Product
10. Analytical and clinical performance studies to support IVD performance claims:
    a) Specimen type (suitability, collection, storage and transport stability)
    b) Equivalence between specimen types
    c) Analytical performance characteristics
       I. accuracy
       II. trueness and bias
       III. precision (repeatability and reproducibility)
    d) Analytical sensitivity (limit of detection, detection of variants)
    e) Analytical specificity (interference and cross-reactivity)
    f) Measuring range of the assay
    g) Validation of assay cut-off
    h) Validation of assay reading time
    i) Complete performance study to justify all the claims on the package insert
11. Brief description of the manufacturing procedure/flowchart which shall include the ff:
    a) methods used in the facility
    b) controls in the manufacture
    c) processing
    d) packaging
    e) process flowchart showing an overview of production
12. Risk Analysis to include the results
    a) Identify the risk
    b) Submit Failure Mode Effect Analysis
13. Stability test data and results which shall include:

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a) shelf life
b) in-use stability
c) shipping stability studies to justify claimed shelf life
d) shall be performed on at least three (3) different product lots manufactured under conditions that are essentially equivalent to routine production conditions.

14. Labeling materials
    a) Immediate label
    b) secondary packaging
    c) box label
    d) package insert/brochure.
        I. shall include blood sample collection and handling
        II. performance study results and summary
        III. cross reactivity and list of potential interfering substances (if applicable)
        IV. warnings and precautions
        V. information of the manufacturer
        VI. revision number
15. For pregnancy test kit, 15 samples of the same lot with at least nine (9) months expiration date.
    NOTE: For other IVD applications, samples will be submitted directly to the respective NRLs. Number of samples required will depend on the requirement of each NRL. Take note that the labeling materials for all the samples should be complete and the same.
16. Evidence of registration fee/payment (charge slip/official receipt)
    a) All documents shall be submitted in English language. Documents submitted in any other foreign language not accompanied by English Translation shall be disapproved.
    b) Submit an electronic/scanned copy (in PDF searchable format of at least 150dpi).
    c) The soft copy shall be arranged according to the checklist of requirements.
    d) The file name shall consist of the name of the requirement.
    e) The electronic copy shall be contained either in one single continuous file per requirement or single continuous file for all requirements.
    f) Bring hard copy of the assessment slip.
    g) Submission schedule will be generated by the FDA and sent thru email to client

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Request for user account	Issued User Account to the client
Client / The authorized representative of the applicant company fills out the on-line form / e-Application through the e-Portal and request for the schedule of pre-evaluation https://eportal.fda.gov.ph	FDA Personnel/System will generate schedule for the client for the schedule of pre-evaluation
Appearance to FDAC	Pre-assessment (Pre-evaluation of requirements. If complete, uploading of requirements to APDRA and issuance of notice of payment)
Payment of the approved application at the Cashier	
	Transmittal of applications to CDRRHR

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	Decking of application
	Technical evaluation of application. (Approved / Disapproved Scheme)
	Once fully complied, endorsed to NRL for Performance Evaluation
	Performance Testing
	Review of Performance Evaluation report
	Quality Assurance - Checking of recommendation of the Supervisor
	Final Approval/Disapproval and E-Signature
	Printing of CPR and assigning of number
	Transmit to Record Section
	Scanning and Barcoding of CPR
	Release CPR
END OF TRANSACTION	

Processing Period: 90 Working Days

Fees:

Php1,500.00 + 1% LRF for initial with 1-year validity*
Additional Php1,000.00 + 1% LRF if the product is for the detection of hCG (pregnancy test) which requires performance evaluation testing

*Cost does not include the performance evaluation test; cost of testing depends on the corresponding National Reference Laboratory (NRL)

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Initial Registration of Equipment/Devices Used to Treat Sharps, Pathological and Infectious Wastes

Who May Avail: Medical Device Manufacturers/Distributors (Importer/Exporter/Wholesaler) /Trader

Documentary Requirements:

1. Properly and completely filled-up application form
    a. Must be signed by the company representative and dated
    b. Location of Installation shall be filled-up since the equipment will be inspected and tested for performance evaluation.
2. Copy of SEC Articles of Incorporation or DTI Certificate of Business Registration
    a. The activity of manufacturing, importing or distributing the equipment should be reflected in the Articles of Incorporation
    b. The DTI Certificate of Business Registration must be valid.
3. Technology Approval from DOST-ITDI for new technologies
4. Technical Report:
    a. Company profile;
    b. Characteristics and Sources of generated waste;
    c. Detailed description of treatment equipment to be tested including manufacturer's instructions and technical specifications;
    d. Operating procedures and conditions including as applicable treatment time, pressure, temperature, chemical concentration, doses, feed rates and waste load composition;
    e. Storage, handling and volume capacity;
    f. Applicable emission controls for suspected emissions;
    g. Potential hazards/toxicities of waste residues;
    h. Energy efficiency
    i. Occupational safety and health assurance.
5. Copy of Operation Manual
6. Layout / Plans
    a. Location of installation
    b. Design/ Drawing or picture of the device / equipment applied for
7. Supplementary requirements for equipment / devices used for chemical disinfection:
    a. Material Safety Data Sheet (MSDS) of the chemicals to be used for disinfection
    b. The chemical to be used should be registered with the DENR-EMB or must be compliant with the WHO guidelines for hazardous wastes
8. For healthcare waste generators (e.g. hospitals) and Treatment, Storage and Disposal (TSD) Facilities, the Environmental Compliance Certificate (ECC) issued by the Environmental Management BureauDepartment of Environment and Natural Resources (EMB-DENR) and the License to Operate issued by the Department of Health shall be submitted together with the above documentary requirements.
    a. License to Operate should be valid

Note:

1. This office shall not accept applications with incomplete requirements.
2. All documents should be submitted in electronic copy format.

Navigate to General Business Procedures

3. All information contained in this application form will be held strictly confidential.

*Submission schedule is every Thursday from 8:00 AM to 5:00 PM.

This schedule applies to working days only and excludes national and declared non-working days. In the event of a holiday/non-working day, then the regular schedule shall be followed on the next working and scheduled submission day.

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Request for user account	Issued User Account to the client
Client / The authorized representative of the applicant company fills out the on-line form / e-Application through the e-Portal and request for the schedule of preevaluation https://eportal.fda.gov.ph	FDA Personnel/System will generate schedule for the client for the schedule of pre-evaluation
Appearance to FDAC	Pre-assessment (Pre-evaluation of requirements. If complete, uploading of requirements to APDRA and issuance of notice of payment)
Payment of the approved application at the Cashier	
	Transmittal of applications to CDRRHR
	Decking of application
	Technical evaluation of application. (Approved / Disapproved Scheme)
	Once fully complied, endorsed to NRL for Performance Evaluation
	Performance Testing
	Review of Performance Evaluation report
	Quality Assurance - Checking of recommendation of the Supervisor
	Final Approval/Disapproval and E-Signature
	Printing of CPR and assigning of number
	Transmit to Record Section
	Scanning and Barcoding of CPR
	Release CPR
END OF TRANSACTION	

Processing Period: 40 Working Days

Fees:

Manufacturers/Distributors/TSD Facility

1. Below Php 1,000,000.00: 5,000 + 1% LRF = Php5,050.00
2. Php 1,000,000 – Php 5,000,000: 8,000 + 1% LRF = Php8,080.00
3. Above Php 5,000,000: 10,000 + 1% LRF = Php10,100.00

Healthcare Waste Generators: 3,000 + 1% LRF = Php3,030.00

Navigate to General Business Procedures

Initial Registration of Water Purification Devices/System

Who May Avail: Medical Device Manufacturers/Distributors (Importer/Exporter/Wholesaler) / Trader

Documentary Requirements:

1. Properly and completely filled-up application form
    a. Must be signed by the company representative with date when signed.
    b. Claims should only be either for safe drinking water of purified water. Claims such as alkaline, ionized, PI, oxygenated or energized are not acceptable.
    c. Latest form should be used.
2. Copy of SEC Articles of Incorporation or DTI Certificate of Business Registration
    a. The activity of manufacturing, importing or distributing the equipment should be reflected in the Articles of Incorporation
    b. The DTI Certificate of Business Registration must be valid.
3. Copy of Mayor's Permit
    a. Must be Valid
    b. Name and address in the Mayor's Permit should be the same in the application form
4. Copy of Operation Manual
    a. Name and model number of the device in the operation manual should be the same with the application form and labe
5. Layout of devices or flowchart of treatment process. - The lay out or flowchart should show every stage how the water is being treated.
    a. Include a narrative description for every stage or step of the treatment process
    b. Submit a clear and colored photo of the device.
6. List of raw materials used as components of the water purification device/system.
    a. Should have a list of the component parts with the corresponding raw material used in the device
7. Label/labelling/product insert of manufacturer's performance claim
    a. Should be clear and readable.
    b. Name of the product and model number in the label should be consistent with the name and model number in the application form and operation manual
8. For special claims, data from scientific research and laboratory analysis supporting and proving the claims of the manufacturer of the product

Note:

- Submit an electronic/scanned copy (in PDF searchable format of at least 150 dpi)
- The soft copy should be arranged according to the checklist of requirements. The file name should consist of the name of the requirement. The electronic copy should be contained either in one single continuous file per requirement or single continuous file for all requirements.
- Submission schedule is every Thursday from 8:00 AM to 5:00 PM. This schedule applies to working days only and excludes national and declared non-working days. In the event of a holiday/non-working day, then the regular schedule shall be followed on the next working and scheduled submission day

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Procedure:

CLIENT STEPS	AGENCY ACTIONS
Request for user account	Issued User Account to the client
Client / The authorized representative of the applicant company fills out the on-line form / e-Application through the e-Portal and request for the schedule of preevaluation https://eportal.fda.gov.ph	FDA Personnel/System will generate schedule for the client for the schedule of pre-evaluation
Appearance to FDAC	Pre-assessment (Pre-evaluation of requirements. If complete, uploading of requirements to APDRA and issuance of notice of payment)
Payment of the approved application at the Cashier	
	Transmittal of applications to CDRRHR
	Decking of application
	Technical evaluation of application. (Approved / Disapproved Scheme)
	Once fully complied, endorsed to NRL for Performance Evaluation
	Performance Testing
	Review of Performance Evaluation report
	Quality Assurance - Checking of recommendation of the Supervisor
	Final Approval/Disapproval and E-Signature
	Printing of CPR and assigning of number
	Transmit to Record Section
	Scanning and Barcoding of CPR
	Release CPR
END OF TRANSACTION	

Processing Period: 40 Working Days

Fees:

Water Treatment Devices: Php500.00 + Php10.00 (1%) LRF per product = Php510.00
Water Treatment System: Php1,000.00 + Php10.00 (1%) LRF per product = Php1,010.00

Navigate to General Business Procedures

Online Application of X-Ray Facilities

Certificate of Safety Evaluation

Who May Avail: All Telecommunication Companies, AM/FM Broadcast Station, TV Station, Radiofrequency Radiation (RFR) facilities, Contractors and Subcontractors of telecommunications companies/ service providers

Documentary Requirements:

1. Scanned copy of Letter of request addressed to:
   Maria Cecilia Matienzo
   Director IV
   Center for Device Regulation, Radiation Health, and Research
   Food and Drug Administration Civic Drive Filinvest, Alabang Muntinlupa
2. Scanned copy of Technical specifications of the antenna
3. Scanned copy of Conceptual/ Evaluation drawing
4. Scanned copy of Floor Plan (Indoor Antennas)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Register for the creation of a user account in the RRD Portal.	Validation of user's information and approval of registration. *If approved, client will receive a system generated user name and password in their email account. **If not, client will receive a denial letter in their email account.
Encode required fields in the on-line application and upload the documentary requirements.	Decking of application to the assessor for pre- assessment.
	Pre-assessment of the on-line applications and attached documents. *If complete, assessor will notify client through email to download order of payment **If not, assessor will send a notification letter that the application is hereby denied.
Download, print order of payment, pay the corresponding fee at the FDA recognized payment centers then upload proof of payment in the RRD portal.	Validation and posting of payment.
	Reviews/ recommends the draft CSE to the Center Director for final approval/disapproval.
Download and print the issued CSE.	Approves/ disapproves and signs CSE.
END OF TRANSACTION	

Processing Period: 20 Working Days

Fees: PhP900.00 per transmitter

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License To Operate (LTO) an X-Ray Facility

Who May Avail: Medical X-ray Facilities such as General Radiography/Fluoroscopy; Mammography; Interventional Radiography; Therapeutic. Non-Medical X-ray Facilities such as Anti-Crime & Linear Accelerator for Anti-Crime Applications Industrial X-ray Facilities such as Open-type Industrial Radiography; Linear Accelerator for Industrial Application; Computed Tomography for Industrial Application; Non-destructive Testing. Dental X-ray Facilities such as Panoramic/Cephalometric; CBCT. Veterinary X-ray Facilities

Documentary Requirements:

Medical X-Ray Facility

General Radiography / Fluoroscopy and Interventional

1. Scanned copy of proof of Business Name (SEC or DTI Registration or Mayor's Business Permit)
2. Scanned copy of proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Scanned copy of valid professional regulation commission (PRC) license of all radiologist/s and radiologic/x-ray technologist/s
4. Scanned copy of certificate for being a fellow of the Philippine College of Radiology (FPCR) or diplomate of the Philippine Board of Radiology (DPBR) of all Radiologist/s
5. Scanned copy of certificate of training on radiation protection of the radiation protection officer (RPO)
6. If transportable, scanned copy of valid vehicle LTO registration (OR/CR)
7. Machine Calibration Certificate duly signed by the Service Engineer

Computed Tomography / Mammography

1. Scanned copy of proof of Business Name (SEC or DTI Registration or Mayor's Business Permit)
2. Scanned copy of proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Scanned copy of valid professional regulation commission (PRC) license of all radiologist/s and radiologic/x-ray technologist/s
4. Scanned copy of certificate for being a fellow of the Philippine College of Radiology (FPCR) or diplomate of the Philippine Board of Radiology (DPBR) of all Radiologist/s
5. Scanned copy of certificate of training on radiation protection of the radiation protection officer (RPO)
6. Scanned copy of performance test report from FDA-CSL/DTI-PAB accredited testing body
7. If transportable, scanned copy of valid vehicle LTO registration (OR/CR)

Therapeutic (Utilizing LINAC)

Pre-Operational Requirements

1. Scanned copy of proof of Business Name (SEC or DTI Registration or Mayor's Business Permit)
2. Scanned copy of design of the medical linear accelerator facility indicating shielding details duly evaluated, verified, and signed by a board-certified ROMP

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3. Scanned copy of technical description/specifications of the following equipment:
   a) Therapeutic X-ray Machine
   b) Treatment planning system
   c) Patient data management software if available
   d) Radiotherapy simulator or computed tomography simulator,
   e) All other equipment listed in Appendix V of AO 2013-0031 or as revised
4. Scanned copy of certification issued by the equipment manufacturer
   a) That the Therapeutic X-ray machine in its present condition is compliant with the performance and safety requirements of the International Atomic Energy Agency (IAEA) and the International Organization for Standardization / International Electrotechnical Commission (ISO/IEC)
   b) On the availability of spare parts, maintenance, and repair services
5. Personnel requirements: Scanned copy of notarized contract of employment between the facility and:
   a) The radiation oncologist/s
   b) The certified radiation oncology medical physicist
   c) The radiation oncology medical physicist
   d) The four (4) radiologic technologists
6. Scanned copy of Radiation Protection and Safety Program
7. Scanned copy of emergency procedures during testing, commissioning, internal, and external quality audit, and during clinical operation, including a system of reporting a radiological accident/incident
8. Scanned copy of emergency preparedness and response plan in the event of radiological emergencies such as:
   a) Accident medical exposure of a patient
   b) Accident exposure of a worker
   c) Accident exposure of a member of a public

Initial Application

1. Scanned copy of Pre-operational Permit (POP)
2. Scanned copy of proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider;
3. Scanned copy of updated PROS or PBR-RO certificate/s and valid professional regulation commission (PRC) license/s of all the radiation oncologist/s working in the therapeutic x-ray facility;
4. Scanned copy of updated PRC board certificates and valid PRC licenses of all the radiotherapy technologists and their certificates of training as prescribed in Section VI-A-4.3 of the A.O. No. 0031 series of 2013 or as revised
5. Scanned copy of updated Philippine Board of Medical Physics certificate/s of all the Radiation Oncology Medical Physicist (ROMP). For non-board ROMPs, documentary evidence satisfying the provisions stated in Section XV-C-2 of the A.O. No. 0031 series of 2013.
6. Scanned copy of notarized appointment of the Radiation Protection Officer (RPO) and Assistant RPO;
7. Where applicable, scanned copy of proof of qualification/recognition as a Qualified Expert
8. Scanned copy of acceptance Test Certificate signed by the technical representative of the equipment manufacturer/supplier and board-certified ROMP (if available upon filing of application);

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9. Scanned copy of commissioning report of the equipment duly signed by the facility's certified ROMP
10. Scanned copy of conformance testing report of the x-ray unit/s in the therapeutic x-ray facility
11. Scanned copy of LINAC output calibration report of the DOH-SSDL or of a third-party board-Certified ROMP

Non-Medical X-Ray Facilities

Anti-Crime (Utilizing LINAC)

1. Scanned copy of proof of Business Name (SEC or DTI Registration or Mayor's Business Permit)
2. Scanned copy of proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Scanned copy of certificate of training of the radiation protection officer (RPO) in an appropriate radiation protection training course conducted by an organization recognized by the CDRRHR
4. Scanned copy of provision of radiation survey meter
5. Scanned copy of valid Radiation Survey Meter Calibration Certificate
6. If transportable, Scanned copy of valid vehicle LTO registration (OR/CR)
7. Machine Calibration Certificate duly signed by the Service Engineer

Education, Training and Research

1. Scanned copy of proof of Business Name (SEC or DTI Registration or Mayor's Business Permit)
2. Scanned copy of proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Scanned copy of valid professional regulation commission (PRC) license of all radiologist/s and radiologic/x-ray technologist/s
4. Scanned copy of certificate of training of the radiation protection officer (RPO) in an appropriate radiation protection training course conducted by an organization recognized by the CDRRHR
5. If transportable, Scanned copy of valid vehicle LTO registration (OR/CR)
6. Machine Calibration Certificate duly signed by the Service Engineer

Industrial (Open-Type Industrial Radiography, Non-Destructive Testing and Applications Utilizing LINAC and Computed Tomography)

1. Scanned copy of proof of Business Name (SEC or DTI Registration or Mayor's Business Permit)
2. Scanned copy of proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Scanned copy of certificate of training of the radiation protection officer (RPO) in an appropriate radiation protection training course conducted by an organization recognized by the CDRRHR
4. Scanned copy of valid Radiation Survey Meter Calibration Certificate
5. If transportable, Scanned copy of valid vehicle LTO registration (OR/CR)
6. Machine Calibration Certificate duly signed by the Service Engineer

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Dental (Panoramic/Cephalometric and CBCT)

1. Scanned copy of proof of Business Name (SEC or DTI Registration or Mayor's Business Permit)
2. Scanned copy of valid professional regulation commission (PRC) license of all radiologist/s and radiologic/x-ray technologist/s
3. Scanned copy of certificate of training of the radiation protection officer (RPO) in an appropriate radiation protection training course conducted by an organization recognized by the CDRRHR
4. If transportable, Scanned copy of valid vehicle LTO registration (OR/CR)
5. Machine Calibration Certificate duly signed by the Service Engineer

Veterinary

1. Scanned copy of proof of Business Name (SEC or DTI Registration or Mayor's Business Permit)
2. Scanned copy of proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Scanned copy of valid professional regulation commission (PRC) license of all radiologist/s and radiologic/x-ray technologist/s
4. Scanned copy of certificate of training of the radiation protection officer (RPO) in an appropriate radiation protection training course conducted by an organization recognized by the CDRRHR
5. If transportable, Scanned copy of valid vehicle LTO registration (OR/CR)
6. Machine Calibration Certificate duly signed by the Service Engineer

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Register for the creation of a user account in the RRD Portal.	Validation of user's information and approval of registration. *If approved, client will receive a system generated user name and password in their email account. **If not, client will receive a denial letter in their email account.
Encode required fields in the on-line application and upload the documentary requirements.	Decking of application to the assessor for preassessment.
	Pre-assessment of the on-line applications and attached documents. *If complete, assessor will notify client through email to download order of payment **If not, assessor will send a notification letter that the application is hereby denied.
Download, print order of payment, pay the corresponding fee at the FDA recognized payment centers then upload proof of payment in the RRD portal.	Queuing/ decking application to the assigned inspector
	Conducts pre-licensing inspection and upload inspection report in the RRD portal.

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	* If compliant, application is forwarded to evaluator for the issuance of authorization ** If not, the assigned inspector shall notify the applicant of their deficiencies and the facility shall be given time to comply within the prescribed timeline (maximum of 30 days)
Applicant upload the compliance documents from the noted deficiencies during inspection in the RRD porta	Evaluates the compliance documents * If compliant, application is recommended for the issuance of authorization ** If not, the evaluator shall notify the applicant of the lacking regulatory requirements *** If the facility fails to comply within the prescribed period, a letter of Disapproval shall be sent to the facility
	Reviews/ recommends the LTO for final approval/disapproval to the center director.
Download and print the issued LTO.	Approves/disapproves and signing of LTO
END OF TRANSACTION	

Processing Period: 40 Working Days

Fees:

mA RANGE	INITIAL	RENEWAL (Valid LTO)	Renewal of Expired LTO				
			1st Month	2nd Month	3rd Month	4th Month	>4 Months
100 and below	810.00	410.00	1,250.00	1,290.00	1,330.00	1,370.00	1,770.00
101 up to 300	1,111.00	560.00	1,715.00	1,770.00	1,825.00	1,880.00	2,431.00
301 up to 500	1,414.00	710.00	2,180.00	2,250.00	2,320.00	2,390.00	3,094.00
501 up to 700	1,717.00	860.00	2,645.00	2,730.00	2,320.00	2,900.00	3,757.00
> 700	2,020.00	1,010.00	3,110.00	3,210.00	2,815.00	3,410.00	4,420.00

Navigate to General Business Procedures

Certificate of Facility Registration (CFR) of X-Ray Facilities

Who May Avail: Medical X-ray Facilities such as Bone Densitometry (DEXA) Non-Medical X-ray Facilities such as Anti-Crime- Security and Baggage Inspection System Industrial X-ray Facilities such as Closed-type industrial radiography Dental X-ray Facilities such as Periapical

Documentary Requirements:

Medical X-Ray Facility (Bone Densitometry)

1. Scanned copy of proof of Business Name (SEC or DTI Registration or Mayor' Business Permit)
2. Scanned copy of proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Scanned copy of valid professional regulation commission (PRC) license of all radiologist/s and radiologic/x-ray technologist/s
4. Scanned copy of certificate for being a fellow of the Philippine College of Radiology (FPCR) or diplomate of the Philippine Board of Radiology (DPBR) of all Radiologist/s
5. Scanned copy of certificate of training on radiation protection of the radiation protection officer (RPO)
6. If transportable, scanned copy of valid vehicle LTO registration (OR/CR)

Non-Medical X-Ray Facility

Anti-Crime (Security and Baggage Inspection System)

1. Scanned copy of proof of Business Name (SEC or DTI Registration or Mayor' Business Permit)
2. Scanned copy of proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Scanned copy of certificate of training of the radiation protection officer (RPO) in an appropriate radiation protection training course conducted by an organization recognized by the CDRRHR
4. Scanned copy of provision of radiation survey meter
5. Scanned copy of valid Radiation Survey Meter Calibration Certificate
6. If transportable, Scanned copy of valid vehicle LTO registration (OR/CR)

Industrial (Closed-Type Industrial Radiography)

1. Scanned copy of proof of Business Name (SEC or DTI Registration or Mayor' Business Permit)
2. Scanned copy of proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Scanned copy of certificate of training of the radiation protection officer (RPO) in an appropriate radiation protection training course conducted by an organization recognized by the CDRRHR
4. Scanned copy of provision of radiation survey meter
5. Scanned copy of valid Radiation Survey Meter Calibration Certificate
6. If transportable, Scanned copy of valid vehicle LTO registration (OR/CR)

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Dental (Periapical)

1. Scanned copy of proof of Business Name (SEC or DTI Registration or Mayor' Business Permit)
2. Scanned copy of proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Scanned copy of valid professional regulation commission (PRC) license of all radiologist/s and radiologic/x-ray technologist/s
4. If transportable, Scanned copy of valid vehicle LTO registration (OR/CR)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Register for the creation of a user account in the RRD Portal	Validation of user's information and approval of registration. *If approved, client will receive a system generated user name and password in their email account **If not, client will receive a denial letter in their email account
Encode required fields in the on-line application and upload the documentary requirements.	Decking of application to the assessor for pre-assessment.
	Pre-assessment of the on-line applications and attached documents. *If complete, assessor will notify client through email to download order of payment **If not, assessor will send a notification letter that the application is hereby denied.
Download, print order of payment, pay the corresponding fee at the FDA recognized payment centers then upload proof of payment in the RRD portal.	Validation and posting of payment.
	Reviews/ recommends the CFR for final approval/disapproval to the center director
Download and print the issued Certificate of Facility Registration.	Approves/ disapproves and signs the Certificate of Facility Registration.
END OF TRANSACTION	

Processing Period: 20 Working Days

Fees:

mA RANGE	INITIAL	RENEWAL (Valid LTO)	Renewal of Expired Registration				
			1st Month	2nd Month	3rd Month	4th Month	>4 Months
100 and below	810.00	410.00	1,250.00	1,290.00	1,330.00	1,370.00	1,770.00
101 up to 300	1,111.00	560.00	1,715.00	1,770.00	1,825.00	1,880.00	2,431.00
301 up to 500	1,414.00	710.00	2,180.00	2,250.00	2,320.00	2,390.00	3,094.00
501 up to 700	1,717.00	860.00	2,645.00	2,730.00	2,320.00	2,900.00	3,757.00
> 700	2,020.00	1,010.00	3,110.00	3,210.00	2,815.00	3,410.00	4,420.00

Navigate to General Business Procedures

Manual Application of X-Ray Facilities

Certificate of Compliance

Who May Avail: All Medical and Non-Medical X-ray Facilities

Documentary Requirements:

For Medical X-Ray Facility

1. Duly accomplished medical x-ray license application form (2 copies)
2. License application fee. Either a photocopy of the machine validated Land Bank of the Philippines (LBP) OnColl Payment Slip or Manager's Check or Cashier's Check. For LBP payment, you may visit FDA website through this link for the guidelines for payment portal.
3. Photocopy of the Official Receipt of the personal dose monitor (TLD or OSL) from the provider of personnel dose monitoring service.
4. Photocopy of the VALID Professional Regulation Commission (PRC) license of all the radiologist/s and radiologic/x-ray technologist/s.
5. Photocopy of the certificate of all the radiologist/s for being a Fellow of the Philippine College of Radiology (FPCR) or Diplomate of the Philippine Board of Radiology (DPBR).
6. Certificate of training of the radiologic/x-ray technologist in radiation protection if he/she acts as the radiation protection officer.
7. Photocopy of performance test report from FDA – CSL/DTI – PAB accredited testing body. (FOR INITIAL/AMENDMENT APPLICATION OF CT SCAN/MAMMOGRAPHY ONLY)
8. Photocopy of the SEC/DTI registration of the facility.
9. Machine Calibration Certificate duly signed by the Service Engineer.

For Dental X-Ray Facility

1. Duly accomplished medical x-ray license application form (2 copies)
2. License application fee. Either a photocopy of the machine validated Land Bank of the Philippines (LBP) OnColl Payment Slip or Manager's Check or Cashier's Check. For LBP payment, you may visit FDA website through this link for the guidelines for payment portal.
3. Photocopy of the Official Receipt of the personal dose monitor (TLD or OSL) from the provider of personnel dose monitoring service.
4. Photocopy of the certificate of training of the dentist and/or radiologic/x-ray technologist in radiation protection for radiation safety officers of dental x-ray facilities conducted by an organization recognized by CDRRHR. (FOR RENEWAL APPLICATION WITH NO CHANGES ON CURRENT RADIATION PROTECTION OFFICER, THIS REQUIREMENT IS OPTIONAL.)
5. Photocopy of the VALID Professional Regulation Commission (PRC) license of all the dentist/s and radiologic/x-ray technologist/s.
6. Photocopy of the SEC/DTI registration of the facility.
7. Machine Calibration Certificate duly signed by the Service Engineer

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For Magnetic Reasonance Imaging Facility

1. Duly accomplished medical x-ray license application form (2 copies)
2. License application fee. Either a photocopy of the machine validated Land Bank of the Philippines (LBP) OnColl Payment Slip or Manager's Check or Cashier's Check. For LBP payment, you may visit FDA website through this link for the guidelines for payment portal.
3. Photocopy of the VALID Professional Regulation Commission (PRC) license of all the radiologist/s and radiologic technologist/s.
4. Photocopy of the certificate of all the radiologist/s for being a Fellow of the Philippine College of Radiology (FPCR) or Diplomate of the Philippine Board of Radiology (DPBR)
5. Photocopy of the PRC board certificate of all the radiologic technologist/s
6. Photocopy of valid notarized contract of employment of all the radiologist/s and radiologic technologist/s. The CDRRHR recommends that the contract be valid for at least one year.
7. Photocopy of the SEC/DTI registration of the facility.
8. Radiofrequency/Magnetic Field map

Procedure for the Initial Application for the Issuance of a Certificate of Compliance (COC) For Hospital Based X-Ray Facilities:

CLIENT STEPS	AGENCY ACTIONS
Submits the required documents to FDAC CDRRHRRRD personnel.	Pre-evaluates the application documents *If complete and correct, proceed for payment. *If not, return the application.
Pay the required fees at FDAC cashier by presenting the order of payment slip issued.	Receives payment and issue official receipt. Posts payment.
	Endorses the pre-evaluated application documents to the center (CDRRHR).
	Queuing/ decking application to the assigned inspector
	Conducts pre-licensing inspection and forwards inspection form/ result/ recommendation to the CDRRHR. *If compliant, application is forwarded to evaluator for the issuance of authorization ** If not, the assigned inspector shall notify the applicant of their deficiencies and the facility shall be given time to comply within the prescribed timeline (maximum of 30 days) "STOPCLOCK"
Applicant submits the compliance documents from the noted deficiencies.	Evaluates the compliance documents. * If correct, draft COC for checking, printing and recommending approval. ** If not, the evaluator shall notify the applicant of the lacking regulatory requirements

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	*** If the facility fails to comply within the prescribed period, a Letter of Disapproval shall be sent to the facility
	Reviews/recommends the COC for approval to the Center Director.
Receives the issued COC	Approves/disapproves and signs the COC
	Encodes and endorses the approved COC to Records Section for releasing/for mailing.
END OF TRANSACTION	

Processing Period: 40 Working Days

Fees:

mA RANGE	INITIAL	RENEWAL (Valid LTO)	Renewal of Expired Registration				
			1st Month	2nd Month	3rd Month	4th Month	>4 Months
100 and below	810.00	410.00	1,250.00	1,290.00	1,330.00	1,370.00	1,770.00
101 up to 300	1,111.00	560.00	1,715.00	1,770.00	1,825.00	1,880.00	2,431.00
301 up to 500	1,414.00	710.00	2,180.00	2,250.00	2,320.00	2,390.00	3,094.00
501 up to 700	1,717.00	860.00	2,645.00	2,730.00	2,320.00	2,900.00	3,757.00
> 700	2,020.00	1,010.00	3,110.00	3,210.00	2,815.00	3,410.00	4,420.00

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NATIONAL WATER RESOURCES BOARD (NWRB)

Source: *NWRB Citizen's Chart 2019 (accessed as of 11 March 2021)*

The NWRB is the government agency which manages and regulates all water resources and services in the Philippines. It integrates and coordinates all water related activities that have social, environmental and economic impacts in the country.

Contact Details:

http://www.nwrb.gov.ph/
8th Floor, NIA Building, EDSA, Diliman, Quezon City
(+63) 8920 2793 / 8920 2775
nwrbsec@nwrb.gov.ph / nwrbphil@gmail.com

Navigate to General Business Procedures

Issuance of Conditional Water Permit (Groundwater) (Existing)

To regulate the utilization and development of water resources, the state through the NWRB issues Conditional Water Permits to those found to be qualified and compliant to the requirements provided by law, and such rules and regulations issued.

Office or Division: Water Rights Division

Who May Avail: All persons, including government instrumentalities or government owned or controlled corporations, who shall appropriate water. They must be Filipino citizens, or duly registered cooperatives or corporations organized under Philippine laws, with at least 60% capital ownership by Filipino citizens.

Documentary Requirements:

For Municipal Use:

1. Duly Accomplished Water Permit Application Form
2. Proof of Land Ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a) For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b) For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c) For cooperatives – Certificate of Registration from the CDA
    d) For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000; or Google Earth Map showing the exact location of the point of diversion of water
5. For deepwells: Well Drilling Data (Pumping Test and Well Log Data); If well drilling data is not available, information on depth of well, casing diameter, static water level and capacity of motor pump duly certified by the applicant; For spring source: Discharge measurement of spring.
6. For levels 1 and 2 water systems: Potability test and bacteriological test results; For level 3 water systems: Potability test and bacteriological test results, and physical and chemical analysis of water
7. Application for Environmental Compliance Certificate (for level 3 water systems) or Certificate of Non-Coverage, duly received by the DENR
8. Penalty of P1,000.00 per deepwell drilled without permit to drill

For Irrigation Use:

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.

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3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. For communal irrigators: (a) List of beneficiaries with corresponding area (in hectare) together with copy of tax declaration of beneficiaries certified by the Provincial/Municipal Assessor; For national irrigation projects: (a) List of beneficiaries with corresponding area (in hectares) together with tax declaration of beneficiaries certified by the Provincial/Municipal Assessor (photocopy), and (b) General lay out of the system, including delineation of the area (in hectares) where water will be used, including adjoining lands and their corresponding owners relative to the point of diversion of water;
6. Application for Environmental Compliance Certificate (For irrigation projects with area of more than 300 has.) or Certificate of Non-Coverage, duly received by the DENR
7. Penalty of P1,000.00 per deepwell drilled without permit to drill

For Power Generation

1. Duly accomplished Water Permit Application form
2. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
3. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
4. For deepwells: Well Drilling Data (Pumping Test and Well Log Data); If well drilling data is not available, information on depth of well, casing diameter, static water level and capacity of motor pump duly certified by the applicant; For spring source: Discharge measurement of spring.
5. Brief description of project stating among others, how water will be used, amount of water needed, and prefeasibility study with hydrology.
6. Certificate of Registration from the DOE, Certificate of Indorsement or Hydropower Service Contract
7. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR
8. Penalty of P1,000.00 per deepwell drilled without permit to drill

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For Industrial Use

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. For deepwells: Well Drilling Data (Pumping Test and Well Log Data); If well drilling data is not available, information on depth of well, casing diameter, static water level and capacity of motor pump duly certified by the applicant; For spring source: Discharge measurement of spring.
6. Brief description of project stating among others, how water will be used, amount of water needed;
7. Environmental Compliance Certificate
8. Penalty of P1,000.00 per deepwell drilled without permit to drill

For Fisheries Use:

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. Brief description of project stating among others, how water will be used, amount of water needed
6. For deepwells: Well Drilling Data (Pumping Test and Well Log Data); If well drilling data is not available, information on depth of well, casing diameter, static water level and capacity of motor pump duly certified by the applicant; For spring source: Discharge measurement of spring.
7. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR
8. Penalty of P1,000.00 per deepwell drilled without permit to drill

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For Livestock Raising

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. For deepwells: Well Drilling Data (Pumping Test and Well Log Data); If well drilling data is not available, information on depth of well, casing diameter, static water level and capacity of motor pump duly certified by the applicant; For spring source: Discharge measurement of spring.
6. Brief description of project stating among others, how water will be used, amount of water needed;
7. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR
8. Penalty of P1,000.00 per deepwell drilled without permit to drill

For Recreational

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. For deepwells: Well Drilling Data (Pumping Test and Well Log Data); If well drilling data is not available, information on depth of well, casing diameter, static water level and capacity of motor pump duly certified by the applicant; For spring source: Discharge measurement of spring.
6. Bacteriological test result of water sample;
7. Brief description of project stating among others, how water will be used, amount of water needed;

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8. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR
9. Penalty of P1,000.00 per deepwell drilled without permit to drill

For Bulk Water Supply

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. For deepwells: Well Drilling Data (Pumping Test and Well Log Data); If well drilling data is not available, information on depth of well, casing diameter, static water level and capacity of motor pump duly certified by the applicant; For spring source: Discharge measurement of spring.
6. Potability and bacteriological test results, and physical and chemical analysis of water
7. Agreement/MOA/JVA/Bulk Water Selling Agreement/ etc. between the applicant/seller and buyer, with specific purpose on volume of water to be used.
8. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR
9. Penalty of P1,000.00 per deepwell drilled without permit to drill

Other Uses

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. For deepwells: Well Drilling Data (Pumping Test and Well Log Data); If well drilling data is not available, information on depth of well, casing diameter, static water level

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and capacity of motor pump duly certified by the applicant; For spring source: Discharge measurement of spring.

6. Bacteriological test and potability test results, and physical and chemical analysis of water
7. Brief description of project stating among others, how water will be used, amount of water needed
8. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR
9. Penalty of P1,000.00 per deepwell drilled without permit to drill

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Proceed to the WRD to present WPA together with the requirements.	Engineer will screen the accomplished WPA form and documentary requirements to determine completeness. Determination of diversion point of water. Input on the Water Permit Information System. Prepare order of payment.
Proceed to Cashier Section (AFD) to present order of payment, and pay filing fee.	Cashier will receive payment for filing fee and issue official receipt.
Proceed to the Records Section (AFD) to file WPA together with the complete documentary requirements.	Records Section (AFD) will receive and record the documents. Route the documents to the Water Rights Division.
To receive a copy of the indorsement letter and the letter request for posting of notices.	Permit Section shall prepare, sign and transmit by registered mail and email (if available) the indorsement letters to the DPWH, NIA and NCIP, and the requests for posting to the Barangay, Municipality/City, Provincial, NIA-PIO, local water district, DENR Regional Executive Director, NPC, DPWH Regional Director and District Engineering Office.
To allow the entry of the inspector into its premises and witness the conduct of the inspection.	Conduct of ocular inspection by the DPWH or NIA.
	Evaluation of the WPA to determine how much water may be granted to the applicant.
	Preparation of recommendation for approval.
	Review and approval of the WPA: a. For <100 lps, the Executive Director b. For >100 lps, the Board of the NWRB
	Preparation, signing of the conditional water permit.
Client receives its Conditional Water Permit Upon payment of Annual Water Charges	Release of the conditional water permit to the applicant upon the payment of initial Annual Water Charges
END OF TRANSACTION	

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Processing Period: 20 Working Days (for processes applicable to energy related projects, the timelines provided by RA 11234 (EVOSS ACT) shall be complied with. For NWRB, the time frame is 60 calendar days.

Fees: PhP7,200.00

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Issuance of Conditional Water Permit (Groundwater) (Proposed)

To regulate the utilization and development of water resources, the state through the NWRB issues Conditional Water Permits to those found to be qualified and compliant to the requirements provided by law, and such rules and regulations issued.

Office or Division: Water Rights Division

Who May Avail: All persons, including government instrumentalities or government owned or controlled corporations, who shall appropriate water. They must be Filipino citizens, or duly registered cooperatives or corporations organized under Philippine laws, with at least 60% capital ownership by Filipino citizens.

Documentary Requirements:

For Municipal Use:

1. Duly Accomplished Water Permit Application Form
2. Proof of Land Ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a) For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b) For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c) For cooperatives – Certificate of Registration from the CDA
    d) For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000; or Google Earth Map showing the exact location of the point of diversion of water
5. Application for Environmental Compliance Certificate (for level 3 water systems) or Certificate of Non-Coverage, duly received by the DENR

For Irrigation Use:

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water

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5. For communal irrigators: (a) List of beneficiaries with corresponding area (in hectare) together with copy of tax declaration of beneficiaries certified by the Provincial/Municipal Assessor; For national irrigation projects: (a) List of beneficiaries with corresponding area (in hectares) together with tax declaration of beneficiaries certified by the Provincial/Municipal Assessor (photocopy), and (b) General lay out of the system, including delineation of the area (in hectares) where water will be used, including adjoining lands and their corresponding owners relative to the point of diversion of water;
6. Application for Environmental Compliance Certificate (For irrigation projects with area of more than 300 has.) or Certificate of Non-Coverage, duly received by the DENR

For Power Generation

1. Duly accomplished Water Permit Application form
2. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
3. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
4. Brief description of project stating among others, how water will be used, amount of water needed, and prefeasibility study with hydrology.
5. Certificate of Registration from the DOE, Certificate of Indorsement or Hydropower Service Contract
6. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR

For Industrial Use

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. Application for Environmental Compliance Certificate duly received by the DENR;

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6. Brief description of project stating among others, how water will be used, amount of water needed.

For Fisheries Use:

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. Brief description of project stating among others, how water will be used, amount of water needed
6. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR

For Livestock Raising

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. Brief description of project stating among others, how water will be used, amount of water needed;
6. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR

For Recreational

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:

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   a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
   b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
   c. For cooperatives – Certificate of Registration from the CDA
   d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. Brief description of project stating among others, how water will be used, amount of water needed;
6. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR

For Bulk Water Supply

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
   a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
   b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
   c. For cooperatives – Certificate of Registration from the CDA
   d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. Agreement/MOA/JVA/Bulk Water Selling Agreement/ etc. between the applicant/seller and buyer, with specific purpose on volume of water to be used.
6. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR

Other Uses

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
   a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
   b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
   c. For cooperatives – Certificate of Registration from the CDA
   d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)

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4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. Brief description of project stating among others, how water will be used, amount of water needed
6. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Proceed to the WRD to present WPA together with the requirements.	Engineer will screen the accomplished WPA form and documentary requirements to determine completeness. Determination of diversion point of water. Input on the Water Permit Information System. Prepare order of payment.
Proceed to Cashier Section (AFD) to present order of payment, and pay filing fee.	Cashier will receive payment for filing fee and issue official receipt.
Proceed to the Records Section (AFD) to file WPA together with the complete documentary requirements.	Records Section (AFD) will receive and record the documents. Route the documents to the Water Rights Division.
Receive a copy of the indorsement letter and the letter request for posting of notices.	Permit Section shall prepare, sign and transmit by registered mail and email (if available) the indorsement letters to the DPWH, NIA and NCIP, and the requests for posting to the Barangay, Municipality/City, Provincial, NIA-PIO, local water district, DENR Regional Executive Director, NPC, DPWH Regional Director and District Engineering Office.
Allow the entry of the inspector into its premises and witness the conduct of the inspection.	Conduct of ocular inspection upon receipt of Indorsement letter.
Receives Permit to Drill through registered mail.	Preparation and approval of Permit to Drill. (Effective for a period of 6 months after issue during said period, applicant shall submit Well Drilling Data)
Submits well geologic log data, pumping test result, plans and specifications of well structures, bacteriological test and chemical water quality test result, and copy of certificate of registration of well driller.	Evaluation of the WPA to determine how much water may be granted to the applicant.
	Preparation of recommendation for approval.
	Review and approval of the WPA: a. For <100 lps, the Executive Director

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	b. For >100 lps, the Board of the NWRB
	Preparation, signing of the conditional water permit.
Client receives its Conditional Water Permit Upon payment of Annual Water Charges	Release of the conditional water permit to the applicant upon the payment of initial Annual Water Charges
END OF TRANSACTION	

Processing Period: 20 Working Days (for processes applicable to energy related projects, the timelines provided by RA 11234 (EVOSS ACT) shall be complied with. For NWRB, the time frame is 60 calendar days.

Fees: PhP7,200.00

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Issuance of Conditional Water Permit (Surface Water)

To regulate the utilization and development of water resources, the state through the NWRB issues Conditional Water Permits to those found to be qualified and compliant to the requirements provided by law, and such rules and regulations issued.

Office or Division: Water Rights Division

Who May Avail: All persons, including government instrumentalities or government owned or controlled corporations, who shall appropriate water. They must be Filipino citizens, or duly registered cooperatives or corporations organized under Philippine laws, with at least 60% capital ownership by Filipino citizens.

Documentary Requirements:

For Municipal Use:

1. Duly Accomplished Water Permit Application Form
2. Proof of Land Ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a) For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b) For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c) For cooperatives – Certificate of Registration from the CDA
    d) For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000; or Google Earth Map showing the exact location of the point of diversion of water
5. For levels 1 and 2 water systems: Potability test and bacteriological test results; For level 3 water systems: Potability test and bacteriological test results, and physical and chemical analysis of water
6. Application for Environmental Compliance Certificate (for level 3 water systems) or Certificate of Non-Coverage, duly received by the DENR

For Irrigation Use:

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)

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4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. For communal irrigators: (a) List of beneficiaries with corresponding area (in hectare) together with copy of tax declaration of beneficiaries certified by the Provincial/Municipal Assessor; For national irrigation projects: (a) List of beneficiaries with corresponding area (in hectares) together with tax declaration of beneficiaries certified by the Provincial/Municipal Assessor (photocopy), and (b) General lay out of the system, including delineation of the area (in hectares) where water will be used, including adjoining lands and their corresponding owners relative to the point of diversion of water;
6. Application for Environmental Compliance Certificate (For irrigation projects with area of more than 300 has.) or Certificate of Non-Coverage, duly received by the DENR

For Power Generation

1. Duly accomplished Water Permit Application form
2. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
3. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
4. Brief description of project stating among others, how water will be used, amount of water needed, and prefeasibility study with hydrology.
5. Certificate of Registration from the DOE, Certificate of Indorsement or Hydropower Service Contract
6. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR

For Industrial Use

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water

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5. Brief description of project stating among others, how water will be used, amount of water needed.

For Fisheries Use:

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. Brief description of project stating among others, how water will be used, amount of water needed
6. Clearance from existing dams operated by either NIA, NPC and other government entities, and the LLDA (for fisheries located upstream not within said existing dam)
7. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR

For Livestock Raising

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. Brief description of project stating among others, how water will be used, amount of water needed;
6. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR

For Recreational

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.

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3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Bacteriological test result of water sample
5. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
6. Brief description of project stating among others, how water will be used, amount of water needed;
7. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR

For Bulk Water Supply

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.
    b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
    c. For cooperatives – Certificate of Registration from the CDA
    d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. Bacteriological test and potability test result, and physical and
6. chemical analysis of water
7. Agreement/MOA/JVA/Bulk Water Selling Agreement/ etc. between the applicant/seller and buyer, with specific purpose on volume of water to be used.
8. Brief description of the project stating among others, how water will be used and how much water is needed
9. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR

Other Uses

1. Duly accomplished Water Permit Application form
2. Proof of land ownership of, legal title to, or right to use the property where the water source is situated; or Approved SLUP, FLAGT, PAMB, etc.
3. Certificate of Registration from appropriate agencies:
    a. For corporations, partnerships, associations – SEC Certificate of Registration, Articles of Incorporation/Partnership, By-laws, and recent Certifiation on the present corporate financial structure signed by the Corporate Secretary.

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   b. For single proprietorship with business names other than the name of the proprietor – Certificate of Registration with the DTI
   c. For cooperatives – Certificate of Registration from the CDA
   d. For water districts – Conditional Certificate of Conformance from the Local Water Utilities Administration (LWUA)
4. Vicinity map/location plan with scale 1:10,000 or 1:50,000, or Google Earth Map, showing the exact location of the point of diversion of water
5. Bacteriological test and potability test result, and physical and chemical analysis of water
6. Brief description of project stating among others, how water will be used, amount of water needed
7. Application for Environmental Compliance Certificate or Certificate of Non-Coverage, duly received by the DENR

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Proceed to the WRD to present WPA together with the requirements.	Engineer will screen the accomplished WPA form and documentary requirements to determine completeness. Determination of diversion point of water. Input on the Water Permit Information System. Prepare order of payment.
Proceed to Cashier Section (AFD) to present order of payment, and pay filing fee.	Cashier will receive payment for filing fee and issue official receipt.
Proceed to the Records Section (AFD) to file WPA together with the complete documentary requirements.	Records Section (AFD) will receive and record the documents. Route the documents to the Water Rights Division.
Receive a copy of the indorsement letter and the letter request for posting of notices.	Permit Section shall prepare, sign and transmit by registered mail and email (if available) the indorsement letters to the DPWH, NIA and NCIP, and the requests for posting to the Barangay, Municipality/City, Provincial, NIA-PIO, local water district, DENR Regional Executive Director, NPC, DPWH Regional Director and District Engineering Office.
Allow the entry of the inspector into its premises and witness the conduct of the inspection.	Conduct of ocular inspection upon receipt of Indorsement letter.
	Evaluation of the WPA to determine how much water may be granted to the applicant.
	Preparation of recommendation for approval.
	Review and approval of the WPA: a. For <100 lps, the Executive Director b. For >100 lps, the Board of the NWRB

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	Preparation, signing of the conditional water permit.
Client receives its Conditional Water Permit Upon payment of Annual Water Charges	Release of the conditional water permit to the applicant upon the payment of initial Annual Water Charges
END OF TRANSACTION	

Processing Period: 20 Working Days (for processes applicable to energy related projects, the timelines provided by RA 11234 (EVOSS ACT) shall be complied with. For NWRB, the time frame is 60 calendar days.

Fees: PhP7,200.00

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Issuance of NWRB Indorsement as Requirement of Registration with SEC

The SEC requires juridical persons seeking to register their association / partnership / corporation / etc., engaged in water related business to secure indorsement from the NWRB

Office or Division: Water Rights Division

Who May Avail: Juridical persons engaged in water supply, seeking registration with SEC

Documentary Requirements:

1. Letter-request stating request for indorsement as requirement of the SEC
2. Copy of articles of incorporation/partnership

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Present letter-request with copy of articles of incorporation/partnership	Staff to check the completeness of the request and prepare the order of payment
Proceed to Cashier Section (AFD) to present order of payment and pay filing fee	Cashier to receive payment and issue official receipt
Proceed to the Records Section (AFD) to present the request, together with the copy of the articles of incorporation/partnership	Records Section shall receive, record the documents
	Review the AOI/P and determine the propriety of issuance of indorsement
	Prepare, review and approve indorsement
	Release of the indorsement to the client
END OF TRANSACTION	

Processing Period: 3 days

Fees: PhP1000.00

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Issuance of NWRB Certification Relative to PEZA Registration

This Certification is issued to corporations/establishments to ensure that the identified water source of the Economic Zone will not cause water supply and related problems in adjacent communities. Certificates are issued in compliance with PEZA requirements.

Office or Division: Policy and Program Division (PPD) (Water Resources Assessment Section)

Who May Avail: Those applying for PEZA Registration

Documentary Requirements:

1. Duly accomplished PEZA Certification Request Form (1 copy, original) (notarized)
2. Brief Description of the project
3. Location Map or Vicinity Map
4. If connected or proposed to be connected to a local water service provider (government/private), provide a certification of connection or evidence of application.
5. If requestor owns its water source, please specify:
   a) Type (groundwater or surface water)
   b) Name (deepwell/spring/creek or river)
   c) Exact location of source/s (Barangay, Municipality, and Province)
   d) Geographic Coordinates of each source (latitude and longitude)
   e) Actual Water Extraction cum./day
   f) 1 Copy of water permit application, received by the NWRB

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Submission of PEZA Certification Request form with attached requirements	Review the PEZA Certification Request form and requirements to determine the completeness of information and documents necessary
	Issuance of Order of Payment
Proceed to AFD-Cashier for the payment of Fees	Receives payment and issue OR
Proceed to Records Section (AFD) to submit complete request form with requirements.	Receive, record requirements. Route the document to the Executive Director's Office (EDO).
	EDO route request form with requirements to PPD.
	Check, analyze and compute water available in the area. ▪ Determine the location of the project. ▪ Determine the groundwater users in the area. ▪ Determine safe yield and appropriated water. ▪ Compute for the available water to be used for appropriation. ▪ Prepare certification and submit to Chief of WRAS for review.
	Review and approve the PEZA Certification.
Receive the Certificate of Water Availability	Release of PEZA Certification
END OF TRANSACTION	

Processing Period: 3 days

Fees: PhP1,000.00

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PHILIPPINE LABOR CODE COMPLIANCE

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SOCIAL SECURITY SYSTEM (SSS)

Source: *SSS Citizen's Charter 2020, 1st Edition (accessed as of 19 March 2021)*
https://www.sss.gov.ph/sss/DownloadContent?fileName=Citizens_Charter_2018.pdf (as of 2018)

SSS aims to manage a financially stable social security system which shall promote social justice through savings, and provide meaningful protection and exemplary service to members and their families.

Contact Details:

https://www.sss.gov.ph/
SSS Building East Avenue, Diliman Quezon City, Philippines
1455 / 1 800 10 2255777
member_relations@sss.gov.ph

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Employer Registration

An employer or any person who uses the services of another person in business, trade, industry or any undertaking must be registered with the SSS. Social, civic, professional, charitable and other non-profit organizations, which hire the services of employees, are considered "employers".

Documentary Requirements

LEGAL PERSONALITY	AUTHORIZED SIGNATORY	SUPPORTING DOCUMENTS
Single Proprietorship	Owner or, in his/her absence, any representative with Special Power of Attorney (SPA)	Any of the following: 1. Certificate of Registration of Business Name from the DTI 2. Business Permit from the City/Municipal Office
Partnership	Managing Partner	Approved Articles of Partnership from Incorporation from SEC
Corporation including non-stock/non-profit corporations	President, Chairman or Corporate Secretary	Approved Articles of Incorporation from SEC
Foreign-Owned Corporation	The designated Philippine representative as shown in the SEC Registration	1. Approved Articles of Incorporation from SEC; and 2. License to Transact Business in the Philippines
Manning Agency with foreign principal	President, Chairman or Corporate Secretary	1. Approved Articles of Incorporation from SEC; and 2. Agency Agreement between the manning agency and foreign principal
Cooperative	Chairman or Corporate Secretary	Approved Articles of Cooperation from the Cooperative Development Authority (CDA)
Manpower Service Cooperative	Chairman or Corporate Secretary	1. Approved Articles of Cooperation from CDA; and 2. Accreditation from the Department of Labor and Employment

List of Filer's Valid Identification (ID) Cards/Documents
Employer Registration Form (SS Form R-1)

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IDENTIFICATION REQUIREMENTS	FILED BY	
	BUSINESS EMPLOYER	REPRESENTATIVE
One (1) Primary ID card/document of the authorized signatory of the SS Form R-1; or Two (2) Secondary ID cards/documents of the authorized signatory of the SS Form R-1 [both with signature and at least one (1) with photo]	✓ (Present the original)	✓ (Present the original and submit the photocopy)
One (1) Primary ID card/document of the representative of the authorized signatory of the registration form; or Two (2) Secondary ID cards/documents of representative of the authorized signatory of the SS Form R-1.		✓ (Present the original and submit the photocopy)
Authorization Letter		✓ (Submit the original)

A. Primary Cards/Documents

1. Driver's License
2. Passport
3. Professional Regulation Commission (PRC) card
4. Seaman's Book (Seafarer's Identification & Record Book)
5. Social Security (SS) Card
6. Unified Multi-Purpose ID (UMID) Card

B. Secondary ID Cards/Documents

1. Alien Certificate of Registration
2. Certificate from any of the following, whichever is applicable:
   - National Commission on Indigenous Peoples
   - National Commission on Muslim Filipinos
3. Certificate of Licensure/Qualification Documents from Maritime Industry Authority
4. Company ID Card
5. Credit Card
6. Firearm License Card issued by Philippine National Police (PNP)
7. Fishworker's License issued by Bureau of Fisheries and Aquatic Resources (BFAR)
8. Government Service Insurance System (GSIS) Card/Member's Record/Certificate of Membership
9. Health or Medical Card
10. Homeowners Association ID Card
11. ID Card issued by Local Government Units (LGUs) (e.g., Barangay/Municipality/City)
12. ID Card issued by professional association recognized by PRC
13. Marriage Contract/Marriage Certificate
14. Overseas Worker Welfare Administration (OWWA) Card
15. PAG-IBIG Member's Data Form or Transaction Card
16. Philippine Health Insurance Corporation (PHIC) ID Card/Member's Data Record
17. Police Clearance
18. Postal ID Card
19. School ID Card

Procedure

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1. Get Employer Registration Form (SS Form R-1) and/or Specimen Signature Card (L-501);
2. Read instructions and fill out the form in two (2) copies;
3. Get a queue number and wait for the number to be called.
4. Submit the accomplished form/s duly signed by the authorized signatory together with the original and photocopy/ies of the required document/s and valid Identification cards/documents; and
5. Get the following:
    a. Processed copies of SS Form R-1;
    b. Specimen Signature Card (if any);
    c. Certificate of Registration (for regular employers only)
    d. Letter to employer; and
    e. Original copies of the presented documents

Processing Time: 15 minutes

Fee: No Service Fees

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HOME MUTUAL DEVELOPMENT FUND (HDMF)

Source: *Pag-IBIG Fund Citizen's Charter 2020, Edition 2.1 (Accessed as of 19 March 2020)*

The HDMF, otherwise known as PAG-IBIG (Pagtutulungan sa kinabukasan: Ikaw, Bangko, Industriya at Gobyerno) Fund is a government financial institution involved in mobilizing provident funds primarily for shelter finance, It is a nationwide tax-exempt mutual provident savings system for private and government employees and other earning groups, supported by mandatory contributions of their respective employers in the spirit of social justice and the pursuit of national development, with housing as the primary investment.

Contact Details:

https://www.pagibigfund.gov.ph/
2nd Flr, JELP Business Solution Center, 409 Shaw Boulevard,
Brgy. Addition Hills, Mandaluyong City
8724 4244
contactus@pagibigfund.gov.ph

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PAG-IBIG Employer Registration

Employer registration enables employers to register with the Fund and secure their Pag-IBIG Employer ID Number.

Office or Division:

- Member Services I - Marketing and Sales - Pag-IBIG Fund Branch
- Data Center Department (DCD)

Who may avail:

- Employers of employees' compulsory covered by the SSS. These shall include private employers previously granted waiver or suspension.
- The Government, its national and local offices, political subdivisions, branches, agencies or instrumentalities, government-owned and controlled corporations (GOCCs), including the Armed Forces of the Philippines, Bureau of Fire Protection, the Bureau of Jail Management and Penology, and the Philippine National Police

Documentary Requirements

1. Employers Data Form (HQP-PFF-002) (1 Original);
2. Present the following as proof of business existence:
    i. For Sole Proprietorship - Department of Trade and Industry (DTI) Certificate of Registration (1 Certified True Copy)
    ii. Partnership/Corporation/Foreign-Owned Corporation
        - Securities and Exchange Commission (SEC) Certificate of Partnership/ Incorporation (1 Certified True Copy)
        - Approved Articles of Partnership/ Incorporation and By-Laws (1 Certified True Copy)
    iii. For Cooperative
        - Cooperative Development Authority (CDA) Certificate (1 Certified True Copy)
        - Approved Articles of Cooperation (1 Certified True Copy)
    iv. For Trade Association
        - Securities and Exchange Commission (SEC) Certificate of Incorporation (1 Certified True Copy)
        - Articles of Incorporation and By-Laws (1 Certified True Copy)

Procedure

CLIENT STEPS	AGENCY ACTIONS
Proceeds to the Information Officer and get a queue number and wait for the number to be called.	Provides queue number for the desired transaction.

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Submits duly accomplished EDF and present the required supporting documents to Marketing Specialist.	Receives EDF and required documents and encodes employer details in the system. At cut-off period, the system shall perform deduping process prior assignment of ERID number
END OF TRANSACTION	

Processing Time: 2 days and 45 minutes

Processing Fee: None

Notes:

a. Once the Pag-IBIG Employer ID Number is available, the employer shall receive a letter informing them on the assigned Pag-IBIG Employer ID Number.
b. Registrant may also inquire their Employer ID No. through the Pag-IBIG Hotline or at any Pag-IBIG Fund Branch after three (3) working days upon successful registration.
    i. The concerned employer may call telephone number 8724-4244 and request their Pag-IBIG Employer ID number.
    ii. The concerned employer/authorized representative may also visit any Pag-IBIG Fund Branch and present one (1) valid ID to request their Pag-IBIG Employer ID number.

**Time indicated shall include waiting time of the transacting members and shall depend on the number on queue.*

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PHILIPPINE HEALTH INSURANCE CORPORATION (PHILHEALTH)

Source: *PhilHealth Citizen's Charter Handbook 2020 (accessed as of 19 March 2021)*

The National Health Insurance Program was established to provide health insurance coverage and ensure affordable, acceptable, available and accessible health care services for all citizens of the Philippines.

Contact Details:

https://www.philhealth.gov.ph/
Citystate Centre, 709 Shaw Boulevard 1603 Pasig City
(+63) 8441 7442 / +63 921 630 0009
actioncenter@philhealth.gov.ph

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Enrollment/Registration of Employers

The Local Health Health Insurance Offices shall register employers in the private/ government sector

Office or Division: Local Health Insurance Offices – Membership

Who May Avail: All Private and Government Agencies

Documentary Requirements:

Manual Registration

1. ER1 (1 properly accomplished original copy)
2. Business permit / license to operate and/or any of the following:
   a) Single Proprietorship – DTI Business Name Registration
   b) Partnerships, Corporations, Foundations, & Non-Profit Organizations – SEC Certificate of Registration
   c) Cooperatives – CDA Registration
   d) Backyard Industries/Ventures and Micro-Business Enterprises – Barangay Certification and/or Mayor's Permit

Electronic Registration

1. Registration through the Securities and Exchange Commission – Integrated Business Registration System (SEC-IBRS)
2. Registration through the Philippine Business Registry (PBR)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Submit required forms to any Local Health Insurance Office	Receive the submitted documents
	Check application based on attached documents. If incomplete, notify client. If complete, check for possible existing PIN If with existing PIN, notify client If no existing PIN, assign a new PIN
	Send electronic MDR to member
END OF TRANSACTION	

Processing Time: 15 Minutes

Fees: None

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DEPARTMENT OF LABOR AND EMPLOYMENT

Source: *DOLE Citizen's Charter 2019 Edition (Accessed as of 19 March 2021)*

The Philippines' Department of Labor and Employment is the executive department of the Philippine Government mandated to formulate policies, implement programs and services, and serve as the policy-coordinating arm of the Executive Branch in the field of labor and employment.

Contact Details:

www.dole.gov.ph
Muralla Wing cor. General Luna St.,
Intramuros, Manila
(+632) 1349 / 8527 3000
osec@dole.gov.ph

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Registration of Contractors

The Certificate of Registration of Job Contractors and Sub-contractors is issued to persons, entities, companies engaged in legitimate contracting and subcontracting arrangements in accordance with Articles 106 to 109 of the Labor Code, as amended.

Office or Division: DOLE Regional Offices

Who May Avail: Any person or entity engaged in legitimate job contracting and subcontracting arrangement providing services for a specific job or undertaking farmed out by principal under a service agreement except those who are engaged in recruitment and placement activities as defined in Article 13(b) of the Labor Code

Documentary Requirements

1. Duly accomplished Application Form (TIN required) with attached proof of compliance with substantial capital requirement as defined in Section 3 (I)
2. Any of the following:
    a. Certified True Copy of the Certificate of Registration, along with the Articles of Incorporation; w/ a paid-up capital of P5,000,000.00
    b. Certified True Copy of Department of Trade and Industry (DTI) Registration Certificate and DTI Certification with net worth of P5,000,000.00
    c. Certified True Copy of the Certificate of Registration from the CDA with P5,000,000.00 paid up capital stocks/shares
    d. Certified copy of Registration from the DOLE if the applicant is a union
3. Certified True Copy of License or Business Permit/Mayor's Permit
4. Copy of duly audited financial statement for Corporation, Partnership, Cooperative or a labor organization, or copy of the latest Income Tax Return (ITR),for sole proprietorship
5. Sworn disclosure that the registrant, its officers and owners or principal stockholders or any one of them, has not been operating or previously operating as a contractor under a different business name or entity or with pending cases of violations of DO 174-17 and/or labor standards, or with a cancelled registration. In case any of the foregoing has a pending case, a copy of the complaint and the latest status of the case shall be attached
6. Certified listing, with proof of ownership or lease contract of facilities, tools, equipment, premises implements, machineries and work premises, that are actually used by the contractor in the performance of completion of the specific job or work contracted out
7. Listing of services to be contracted out in accordance with its primary purpose in the Articles of Incorporation
8. Number of employees
9. Commitment Form specifying the increase of paid up capital should there be increase in the number of workers
10. . Photo of the office building and premises where the contractor holds office
11. Certified true copy of the license or business permit issued by the local government unit or units where the contractor or sub-contractor operates;
12. Certified listing, with proof of ownership or lease contract of facilities, tools, equipment, premises implements, machineries and work premises, that are actually and directly used by the contractor in the performance or completion of the specific

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job or work contracted out together with the photo of the office building and premises where it holds office;

13. Certified true copy of audited financial statements if the applicant is a corporation, partnership, cooperative or labor organization, or a copy of the latest ITR if the applicant is a sole proprietorship;
14. Sworn disclosure that the registrant, its officers and owners or principal stockholders or any one of them, has not been operating or previously operating as a contractor under a different business name or entity or with pending cases of violations of these Rules and/or labor standards, or with a cancelled registration. In case any of the foregoing has a pending case, a copy of the complaint and the latest status of the case shall be attached.

Procedure

CLIENT STEPS	AGENCY ACTIONS
Get DOLE Registration of Contractor Application Form and the list of requirements from the DOLE Officer or DOLE website	Receive the photocopy of OR and check its authenticity with the original copy.
Submit to the Action Officer the filled-up application form with the documentary requirements.	Check the completeness of the Application Form and all documentary requirements. For complete requirements, receive the application, with all supporting documents. For incomplete documents, return the Application Form and documents to the client indicating the lacking requirement/s and explain, as may be necessary. Application is deemed not filed
	Review the application, and conduct verification inspection.
	Approve/disapprove the registration.
Get the order of payment.	For approved application, issue order of payment. For disapproved application, issue Letter of Denial/Disapproval
Bring the order of payment to the Designated Cashier, pay the P100,000.00 registration fee and receive Official Receipt (OR).	Receive payment, issue OR and stamp date and time of release of registration on the face of the OR.
Present the OR to the Action Officer on the scheduled release date and claim Certificate of Registration. If the claimant of the requested service is other than the one who filed the application, submit the letter of authorization together with photocopy of their IDs (Filer/Applicant and Authorized	Release the Certificate of Registration.

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Representative – to present original for verification purposes)	
END OF TRANSACTION	

Processing Period: Five (5) Days, 55 Minutes

Registration Fee: PhP100,000.00

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Application for License to Operate Private Employment Agency

Private Sector Participation in the Recruitment and Placement of Workers. Pursuant to national development objectives and in order to harness and maximize the use of private sector resources and initiatives in the development and implementation of comprehensive employment program, the private employment sector shall participate in the recruitment and placement of workers, locally xxx under such guidelines, rules and regulations as maybe issued by the Secretary of Labor

Office or Division: DOLE Regional Offices

Who May Avail: Only Filipino citizens, corporations, partnerships or entities at least 75% of the authorized and voting capital stock of which is owned and controlled by Filipino citizens shall be permitted to participate in the recruitment and placement of workers locally.

Documentary Requirements

1. DOLE PEA Application form (1 original copy)
2. Filing fee of Php 5,000
3. One (1) certified copy of the certificate of business registration and 1 copy of the original application obtained from the Department of Trade and Industry (DTI) in the case of single proprietorship; or 1 certified copy of the Articles of Partnership or Incorporation duly registered with the Securities and Exchange Commission (SEC), in case of a partnership or a corporation
4. Documentary proof of ownership or lease of an office space with a floor area of at least fifty (50) square meters for the exclusive use of the agency (1 original copy). In case of lease, the contract must be for a period of one (1) year with an option for renewal.
5. NBI clearance of the applicant owner, or the partners in case of a partnership, or in case of corporation, its officers and directors (1 original copy)
6. An affidavit of undertaking (1 original copy) stating among others that the applicant shall:
    a. Not support or engage in acts involving illegal recruitment, trafficking in persons, violation of Anti-Child Labor Law or crimes involving moral turpitude or similar activities;
    b. Ensure that DOLE standard recruitment are adhered to by the parties;
    c. Not collect any fees whatsoever from the applicants
    d. Assume full responsibility for all acts of its officers, employees and representatives in connection with recruitment and placement activities
7. Designate an Office Manager and an Office Secretary or Clerk who must be knowledgeable in the preparation and review of documents
8. List of representatives who must be at least college level and/or with relevant training or experience in the recruitment industry (1 original copy)
9. Certificate of participation/attendance of agency's management representative to a pre-application seminar (1 photocopy)

Procedure

CLIENT STEPS	AGENCY ACTIONS
Get Application Form and the list of requirements from the Action Officer or	Provide Application Form and the list of requirements and explain, if necessary.

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download the form from www.ble.dole.gov.ph and fill-out the form.	
Submit to Action Officer the filledout application form with the documentary requirements.	Check the completeness of the Application Form and all the documentary requirements. For incomplete documents, return the application form and documents to the client indicating the lacking requirement/s and explain, as may be necessary. Application is deemed not filed
Get the Order of Payment	For complete documents, issue Order of Payment.
Bring the order of payment to the Designated Cashier, pay the required filing fee and receive Official Receipt (OR)	Receive payment and issue OR
	Evaluate the documents and conduct an ocular inspection of the office premises and equipment.
	Approve/Deny application for license
Get Order of Payment for license fee	For approved application, issue Order of Payment. For disapproved application, issue Letter of Denial/Disapproval.
Bring the order of payment to the Designated Cashier, pay the required license fee, post cash bond & surety bond and receive Official Receipt (OR).	Receive payment and issue OR
Receive the license.	Issue the license valid for 3 years.
END OF TRANSACTION	

Note: Renewal of authority to operate branch office is not earlier than 60 days but not later than 10 days before its expiration.

Processing Period: Six (6) Days, 1 Hour, 45 Minutes

Registration Fee: PhP170,000.00

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INCENTIVES AVAILMENT

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BOARD OF INVESTMENTS

The Philippine Board of Investments (BOI) is an attached agency of Department of Trade and Industry (DTI) responsible for promoting investments in the Philippines. As the lead industry promotion agency (IPA) in the Philippines, BOI offers guidance to local and foreign investors in doing business in desirable areas of economic activities in the country.

List of incentives under Book I of Executive Order (EO) No. 226, otherwise known as the Omnibus Investments Code of 1987.

Fiscal Incentives

1. Income Tax Holiday (ITH)
    a. Six (6) years for projects with pioneer status and for projects located in a Less Developed Area (LDA);
    b. Four (4) years for new projects with non-pioneer status;
    c. Three (3) years for expansion/modernization projects
2. Additional deduction for labor expense;
3. Zero Percent (0%) Duty on importation of capital equipment spare parts and accessories;
4. Tax and duty exemption on importation of breeding stocks and genetic materials;
5. Tax and duty exemption on importation of spare parts and supplies (for export producer only);
6. Exemption from wharfage dues, and any export tax, duty, impost and fees

Non-Fiscal Incentives

1. Unrestricted use of consigned equipment;
2. Employment of Foreign nationals;
3. Simplification of customs procedures;
4. Access to bonded manufacturing warehouse

Contact Details:

https://boi.gov.ph/
Industry and Investments Building, 385 Senator Gil Puyat Avenue, Makati City, 1200 Metro Manila, Philippines
(+63) 961 680 5445 / (+ 63 02) 8897 6682
Philippines.Business@boi.gov.ph
https://www.facebook.com/boiphilippines

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BOI Registration

Source: *BOI Citizen's Charter 2021, 3rd Edition (accessed as of 12 May 2021)*

Qualifications for BOI Registration

1. The applicant is proposing to engage in a business activity listed in the prevailing Investment Priorities Plan. If not listed, at least 50% of the total production is for export, if the entity is at least 60% owned by citizens of the Philippines; or at least 70% of the total production is for export if the entity is less than 60% owned by citizens of the Philippines;
2. The applicant for BOI registration must be a citizen of the Philippines or a corporation organized under Philippine laws at least 60% of which is owned by citizens of the Philippines. If it is less than 60% owned by citizens of the Philippines, the applicant must engage in a pioneer project or export at least 70% of its products or services; and
3. The business activity must be new or expanding.

Basic Documentary Requirements

New Project Activity (submit in two sets)

1. Accomplished, signed and duly notarized BOI Application Form, available at the Project Evaluation and Registration Divisions of each Industry Services;
2. Google Map, indicating the applicant's existing project/s (if any) located near the proposed site. Sketches not acceptable;
3. Business Model - Schematic diagram/model of the activity being registered (clearly indicate how the proponent will earn revenues and make profit);
4. Manufacturing Process (indicate which equipment to be used for each process; (FOR MANUFACTURING PROJECTS);
5. Financial Projections with breakdown of Cost of Sales and Manufacturing Expenses (at least 5 years projection), (in Excel format); (NOT REQUIRED FOR MICRO PROJECTS);
6. Audited Financial Statements (for the last 3 years if applying for expansion and modernization; required for New if there is an existing similar project in another location);
7. SEC Registration with Articles of Incorporation and By-Laws, including amendments (if any); DTI Certificate of Registration (if applicable);
8. Latest SEC General Information Sheet (if applicable); if stockholders are corporations, copy of their latest SEC GIS;
9. Board Resolution (1) Authorizing officer to transact, execute and sign in behalf of the applicant enterprise; (2) that the firm has no action or proceeding against the project and the investment is pending in the Supreme Court, the Court of Appeals or any other tribunal or government agency xxx;
10. Other requirements/endorsement that the specific sector of activity may require.

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Procedure for Micro and Small Enterprises
(Project cost Php15,000,000 and below)

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
1 Client submits the filled-up application form for check listing of completeness of documentary requirements, information/ substance Pays the filing fee to the Cashier Files the application to Records Division (with copy of OR) for the assignment of Application No.	• if documents and information are incomplete, application to be returned to the client together with the Checklist Form • If documents and information are complete, official acceptance of application of PERD for checklisting of substance information, conduct site visit (if applicable), referral to LCS for compliance with existing registration, referral to IS for incentives availment of existing registrations if any, PERD sends letter of deficiency, if any within 2 working days • Official acceptance of application: o PERD issues Assessment Bill and Accounting Div. issues Order of Payment for payment of application fee o Cashier issues Official Receipt (OR) o Records Division forwards the application to PERD • Project evaluation process o PERD forwards the Notice of Filing of Application for Publication to ITD for posting in the BOI website o PERD drafts/finalizes Final Evaluation Report (FER) o PERD presents the FER to IDS Executive Director for action o PERD Prepares Notice of Board Action (whether approved, deferred or denied)	Covered by 3-day processing (from official acceptance of the application until release of Notice of Board Action only)

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2 Client receives a Notice of Board Action; if approved, submits preregistration requirements and pays registration fee to Cashier	• If approved, BOI thru IDS-PERD awaits the submission of preregistration requirements within 60 calendar days from receipt of notice of Board approval. • BOI thru IDS-PERD issues Assessment Bill and Accounting Div. issues Order of Payment and Cashier issues Official Receipt for the registration fee. • BOI thru IDS-PERD prepares the Certificate of Registration	Certificate of Registration preparation is one (1) week
3 Client receives the original copy of Certificate of Registration	Records the details of CR, releases the CR to client, create registration folder (cc LCS and IS)	One (1) day
END OF TRANSACTION		

Note:

BOI - Board of Investments
IDS – Industry Development Services
PERD – Project Evaluation and Registration Division
FER – Final Evaluation Report

Navigate to General Business Procedures

Procedure for Regular Projects
(Project Cost exceeding Php15,000,000)

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME
1 Client submits the filled-up application form for check listing of completeness of documentary requirements, information/ substance	• If documents are incomplete, application to be returned to the client together with the Checklist Form • If documents are complete, official acceptance of application of PERD for checklisting of substance information, conduct site visit (if applicable), referral to LCS for compliance with existing registration, referral to IS for incentives availment of existing registrations if any, PERD sends letter of deficiency, if any within 2 working days	Covered by 5-week Project Evaluation and Registration Cycle (PERC) Week 1
Client receives official acceptance documents from PERD staff Pays the filing fee to the Cashier Files the application to Records Division (with copy of OR) for the assignment of Application No.	• PERD Prepares official acceptance documents such as: o Notice Filing of Application (for publication to any newspaper of general circulation), (proof of publication shall be submitted within 5 days upon receipt of the letter of acceptance including the Publication Notice) o Assessment Bill for payment of application fee (Accounting Div. issues Order of Payment and Cashier issues Official Receipt (OR) • Records Division forwards the application to PERD	
	• Project Evaluation Process: o PERD drafts/ finalizes Final Evaluation Report (FER) o PERD (together with Sectoral staff) conducts site visit (if necessary) o IDS-PERD presents the FER to Management Committee and Board for notation or deliberation/ confirmation of action.	Week 2-5 Action within 20 working days

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2 Client receives a Notice of Board Action (whether project is approved or denied);	• Prepares Notice of Board Action (whether approved, deferred or denied) • If approved, BOI thru IDS-PERD awaits the submission of preregistration requirements within 60 calendar days from receipt of notice of Board approval.	
3 Client submits the complete preregistration requirements and pays the registration fee to Cashier	• BOI thru IDS-PERD issues Assessment Bill and Accounting Div. issues Order of Payment and Cashier issues Official Receipt for the registration fee. • BOI thru IDS-PERD prepares the Certificate of Registration	Certificate of Registration preparation is one (1) week
4 Client receives the original copy of Certificate of Registration	• Records the details of CR, releases the CR to client, create registration folder (cc LCS and IS)	One (1) day
END OF TRANSACTION		

Note:

BOI - Board of Investments
IDS – Industry Development Services
PERD – Project Evaluation and Registration Division
FER – Final Evaluation Report

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Registration Fee

Project Cost	Registration Fee
New and Expansion Projects	1/10 of 1% of project cost, but not less than PhP 3,000.00; and not to exceed PhP 15,000.00
Existing Projects	PhP 3,000.00

Filing Fee

Project Cost	Filing Fee*
3 million and below (Micro Project)	PhP 1,500.00
Exceeding PhP 3 million to PhP 15 million (Small Project)	PhP 3,000.00
Exceeding PhP 15 million to PhP 20 million	PhP 3,000.00
Exceeding PhP 20 million to PhP 50 million	PhP 4,500.00
Exceeding PhP 50 million	PhP 6,000.00

** Excludes additional fee for Legal Research Fund (LRF) equivalent to 1% of filing fee but not lower than PhP 20.00 as per P.D. 1856.*

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BOI Endorsements and Other Issuances

Endorsement to set up a Regional or Area Headquarters (RHQ) / Regional Operating Headquarters (ROHQ)

Securing BOI Endorsement to set up a Regional or Area Headquarters (RHQ)/Regional Operating Headquarters (ROHQ)

Qualifying Services:

Regional Operating Headquarters (ROHQ)

- General administrative and planning;
- Business planning and coordination;
- Sourcing/procurement of raw materials and components;
- Corporate finance advisory services; - Marketing control and sales promotion;
- Training and personnel management;
- Logistics services;
- Research and development services and product development;
- Technical support and maintenance;
- Data processing and communication; and
- Business development

Regional or Area Headquarters (RHQ)

- Limited to acting as a supervisory, communications and coordinating center for its subsidiaries, affiliates, and branches in the region.

Office or Division: International Investments Promotion Service

Documentary Requirements: (*2 sets of photocopies*)

1. Covering letter addressed to OIC-Director LANIE O. DORMIENDO, International Investments Promotion Service, Board of Investments requesting for endorsement to SEC. (Please state in your letter request the projected employment of the company)
2. Application form for Registration and License to establish ROHQ/RHQ in the Philippines (SEC system generated application form)
3. Duly accomplished Application Form for BOI Endorsement to SEC.
4. Certification from the Philippine Consulate/Embassy, or the Philippine Commercial Office, or from the equivalent office of the Philippine Department of Trade and Industry in the foreign firm's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries or branch offices in the Asia-Pacific Region and other foreign markets.
5. Duly authenticated Certification from the principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its Board of Directors or governing body to establish its ROHQ / RHQ in the Philippines.

Important Reminders:

- Qualified multinational companies with 2 or more affiliates or subsidiaries or branches in at least 2 countries.
- All documents must be submitted to BOI-International Investments Promotion Service. In addition to the original documents, please submit 2 sets of photocopies.

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Procedure

1. Checklist application; if documents are incomplete, application to be returned to the client. If documents are complete, IIPS issues preliminary order of payment to the firm.
2. Applicants submits preliminary order of payment to the Accounting Division; Accounting Staff issues official order of Payment
3. Firm applicant brings the official Order of Payment to the Cashier and pays the filing fee; Cashier issues Official Receipt;
4. Applicant submits the complete documents to Records Division;
5. Records Division provides the complete set of documents to IIPS;
6. IIPS Account Officer evaluates the application and prepares the endorsement letter to SEC and the letter to the applicant company; Division Chief reviews the evaluation report and letters and submits to IIPS Director.
7. IPPS Director reviews and signs the evaluation report, endorsement letter to SEC and the letter to the applicant company for submission to the IPS Exec. Director for approval of the application
8. IPS Exec. Director reviews and signs endorsement letter to SEC (IIPS releases to the client the approved endorsement letters)

Processing Period: Three (3) Days

Fee: PhP4,545.00

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Certificate of Good Standing for Bureau of Customs purposes

Issuance of Endorsement (Certificate of Good Standing for Bureau of Customs purposes)

Office or Division: Compliance A & B, Legal and Compliance Service

Who May Avail: All BOI-registered enterprises under EO 226

Documentary Requirement:

1. Letter request from the firm stating the purpose of request

Procedure:

1. Registered firm submits letter request for endorsement to Bureau of Customs (BOC)
2. LCS staff checks the compliance of the requesting firm with its BOI registration terms and conditions
3. Upon validation of the compliance with the terms and conditions of the requesting firm, LCS prepares endorsement letter for signature by the Division Chief and Director
4. If complied with its terms and condition
    a. LCS releases endorsement letter to the Records Section which delivers it to the BOC.
    b. Client receives a copy of the Endorsement letter of good standing
5. If not complied with its terms and conditions
    a. LCS holds release of endorsement subject to compliance with submission of the lacking reports and payment of penalty, if any, for late submission of reports.
    b. Informs requesting company of the lacking reports needed to be submitted and penalty, if any, to be paid.

Processing Period: Three (3) Working days

Fees: None

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Certificate of Income Tax (ITH) Entitlement (COE)
Issuance of Certificate of Entitlement

Office or Division: Compliance A & B, Legal and Compliance Service

Who May Avail: All BOI-registered enterprises under EO 226

Documentary Requirement:

1. Request form (F-LCS-COM-001/R0/01-07- 2019)

Procedure:

1. Registered firm files request (Checklisting & Payment of Filing Fee)
2. LCS staff checks the compliance of the requesting firm with its BOI registration terms and conditions
3. Upon validation of the compliance with the terms and conditions of the requesting firm, LCS prepares the COE
4. If complied with its terms and condition
    a. LCS releases endorsement letter to the Records Section which delivers it to the BOC.
    b. Client receives a copy of the COE
5. If not complied with its terms and conditions
    a. LCS release COE subject to compliance with submission of the lacking reports and payment of penalty, if any, for late submission of reports.
    b. Supervision letter will be sent informing requesting company of the lacking reports needed to be submitted and penalty, if any, to be paid.
    c. IS receives a copy of the supervision letter

Processing Period: Five (5) Working Days

Fees: PhP1,500.00

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Certificate of Non-Local Availability

Issuance of Certificate of Non-Local Availability

Office or Division: Compliance A & B, Legal and Compliance Service

Who May Avail: Firms covered by the following laws: RA 9520 (Cooperative Code of the Phils.), RA 6847 (Phil. Sports Commission Act), RA 7109 (An Act granting tax exemption privileges to local water district), RA 7354 (Postal Service Act of 1992), RA 7459 (Investors and Invention Act of the Phils.), PD 269 (NEA Registered Electric Cooperative of the Philippines), RA 7686 (Dual Training System Act of 1994), RA 7884 (National Dairy Development Act of 1995), RA 9184 (Government Procurement Reform Act), PD 1362, Department of Finance Officer Order 55-2010

Documentary Requirements:

1. Letter request from the firm stating the purpose of request
2. Pro-forma invoice of items to be imported
3. Latest AFS
4. Sworn statement that the spare parts, machinery, and equipment that will be imported is for the exclusive use of the importing entity

Procedure:

1. Registered firm files request for Certificate of NonLocal Availability (CNA)
2. LCS staff evaluates request and sends letter/referral to local manufacturers/indu stry association/s (i.e. Philippine Chamber of Commerce and Industry (PCCI), Federation of Philippine Industries, Inc. (FPI) and specific association) requesting information on whether items to be imported may be considered as not available locally in terms of quantity, quality and price (waiting period: 5 working days)
3. Depending on the feedback from local manufacturers/indu stry association/s, LCS evaluates application and prepares Endorsement/Certifi cation or denial letter
4. Preparation and signing of Certificate of Non-Local Availability
5. Requesting firm receives Certificate of Non-Local Availability

Processing Period: Five (5) Working Days

Fees: PhP1,500.00

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Certification on the Firm's Registration under EO 226 / ROHQ / RHQ

Office or Division: Compliance A & B, Legal and Compliance Service

Who May Avail: All BOI registered enterprises still entitled to the incentives

Documentary Requirements:

1. Letter request from the firm stating the purpose of request

Procedure:

1. Registered firm files letter request for Certification relative to BOI-firm's registration
2. LCS staff checks the compliance of the requesting firm with its BOI registration terms and conditions
3. If complied with its terms and condition LCS releases Certificate to the firm.
4. If not complied with its terms and conditions LCS will send a supervision letter informing requesting company of the lacking reports needed to be submitted and penalty, if any, to be paid.

Processing Period: 3-5 Working Days

Fees: PhP1,500.00

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Request for Certificate of Qualification (CQ) to Import Tax & Duty-free Spare parts & Supplies as Provided under 39(l) of EO 226, Omnibus Investments Code

Office or Division: Compliance A & B, Legal and Compliance Service

Who May Avail: All BOI registered enterprises still entitled to the incentives

Documentary Requirements:

1. For renewal, copy of previous CQ issued
2. Copy of license to operate a CBMW / Copy of BOC Certificate stating that the applicant has filed a renewal to operate a CBMW (for firms with expired CBMW license)
3. Proof of inward remittance of foreign exchange earning

Procedure:

1. Registered firm files letter request for Certification relative to BOI-firm's registration
2. LCS staff checks the compliance of the requesting firm with its BOI registration terms and conditions
3. If complied with its terms and condition LCS releases Certificate to the firm.
4. If not complied with its terms and conditions LCS will send a supervision letter informing requesting company of the lacking reports needed to be submitted and penalty, if any, to be paid.

Processing Period: 10 Working Days

Fees: PhP1,500.00

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PHILIPPINE ECONOMIC ZONE AUTHORITY (PEZA)

Source: *PEZA Citizen's Charter 2021, 1st Edition (accessed as of 19 March 2021)*

PEZA, an attached to the Department of Trade and Industry, is a Philippine government agency tasked to promote investments, extend assistance, register, grant incentives to and facilitate the business operations of investors in export-oriented manufacturing and service facilities inside selected areas throughout the country proclaimed by the President of the Philippines as PEZA Special Economic Zones.

Contact Details:

www.peza.gov.ph
10th Floor, DoubleDragon Center West Building, DD Meridian Park,
Macapagal Avenue, Pasay City
(+632) 8551 3451
info@peza.gov.ph

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Project Evaluation of Application for Registration of New Ecozone Enterprises (i.e., Export, I.T., Logistics Service, Medical Tourism, Tourism, Agro-Industrial or Domestic Market Enterprises*)

Application for registration of projects of new enterprises is evaluated by PEZA-Enterprise Registration Division and subject to review by officers concerned for submission and presentation to the PEZA Board in its Board meeting for action/ approval/ resolution on the application.

Office or Division: Enterprise Registration Division

Who may avail of the Service?

1. Business entities (Corporations, Partnerships or Single Proprietorships) whose activities are covered under the approved annual Investments Priorities Plan (IPP) (refer to www.boi.gov.ph for the latest IPP) and PEZA Guidelines in the Registration and Operation of Ecozone Enterprises (refer to www.peza.gov.ph for the guidelines under Issuances); and will export its production output/services;
2. Those referred to in (1) above who will locate in a PEZA-registered Special Economic Zone; and
3. Those referred to in (1) above who has paid-up capitalization equivalent to 25% of its project cost (may be complied within a period of 1 year).

Note: Domestic Market Enterprises – Pending Board resolution on whether PEZA will continue to register the

Documentary Requirements

1. Duly accomplished Application Form with completely and correctly filled-out Project Brief (available with the Application Form) (1 original; project brief in hardcopy and editable softcopy in excel or word format, as applicable)
2. Notarized Secretary's Certificate on Board Resolution authorizing the filing of the application with PEZA and designation of a representatives) authorized to transact registration with PEZA with Anti-Graft attestation (*format attached in the application form*) (1 original)
3. Certificate of Registration from Securities and Exchange Commission, Articles of Incorporation and By-Laws indicating among its purpose the applicant's export/manufacturing activities (if not yet available, submit draft of Articles of Incorporation) / License to Transact Business (1 photocopy)
4. Resume or biodata of principal officers; (1 original)
5. Company profile of parent company (if applicable) (1 original)
6. For tourism/medical tourism:
    a. Endorsement from the Department of Tourism and Department of Health (1 Original)
7. For New Ecozone Enterprise Which Will Register Its Existing Operations with PEZA:
    a. Certification from three (3) labor agencies (Department of Labor and Employment, National Labor Relations Council, and National Conciliation Mediation Board) stating that enterprise has no pending labor case (s) (1 original)
    b. SSS Certification on up-to-date remittance for workers (1 original)
    c. Audited Financial Statements (AFS) and Annual Income Tax Returns for the last three (3) years; if operating for less than 3 years, AFS for prior year/s (1 photocopy)

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d. Notarized summary of existing business location, list of machinery and equipment, export and local sales performance (volume and value), employment for the past three (3) years (*as applicable),*
e. If registered with the Board of Investments (BOI), company's Certificate of Registration and Terms and Conditions with BOI (1 photocopy)

8. Additional Requirements for Application (*Note: The following are standard/basic documents required to be submitted by applicant after PEZA Board approval as pre-registration requirements):*
    a. SEC Registration/License to Transact Business (if only draft of Articles of Incorporation was submitted during pre-screening) (1 photocopy)
    b. Reservation form or similar document on building/area to be leased (if applicable); If lessor is a PEZA-registered, aside from an Ecozone Facilities Enterprise, letter-request from lessor is required (1 original)
    c. Favorable endorsement from the Developer/Operator of the Special Economic Zone and PEZA Zone Administrator/Manager (1 original)
    d. Clearance from the PEZA-Environmental and Safety Group (ESG) that company has submitted its application for an Environmental Compliance Certificate (1 original)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Present complete and correct application documents for pre-screening to ERD Officer	Pre-screening/ Check application documents and if complete, issue order of payment, otherwise, return incomplete application to client.
Pay Application Fee	Process payment and issue Official Receipt
Submit completely and correctly filled-out application form and copy of Official Receipt to the Office of the Director General	Receive, log and forward application to ERD
	Evaluate application and prepare report for PEZA Board Note: Company shall be informed and required to clarify/explain/comply not later than 3 working days from date of notification for any inconsistency/discrepancy noted in the data/information provided in its submitted application. In case of failure of company to comply/submit requirements within the prescribed period, the application shall be considered withdrawn/revoked without prejudice to the client to file anew.
	Review/initial on submitted draft/finalized report and endorse to the Office of the Board Secretary
	Present report on application to the PEZA Board for its action/approval/ resolution on the application
END OF TRANSACTION	

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Fees

Application Fee	–	PhP 3,600.00
Registration Fee	-	PhP 6,000.00

Processing Period:

20 working days (subject to the submission of all required documents and data, and other additional information as may be required by PEZA).

Navigate to General Business Procedures

Project Evaluation of Application for Registration of New Ecozone Enterprises of PEZA Registered Enterprises

Office or Division: Enterprise Registration Division

Who may Avail: PEZA-registered enterprises (PRE) with existing business operations whose proposed new project is in accordance with PEZA-registrable projects under PEZA Rules and Regulations and PEZA guidelines for registration of enterprises.

Documentary Requirements:

1. Duly accomplished Application Form with completely and correctly filled-out Project Brief (available with the Application Form) (1 original; project brief in hardcopy and editable softcopy in excel or word format, as applicable)
2. Notarized Secretary's Certificate on Board Resolution authorizing the filing of the application with PEZA and designation of a representatives) authorized to transact registration with PEZA with Anti-Graft attestation (*format attached in the application form*) (1 original)
3. Audited Financial Statements for the last three (3) years; if operating for less than 3 years, AFS for prior year/s (1 photocopy)
4. Summary of export sales performance (volume and value) and employment for the past three (3) years (as applicable) (1 original)
5. Comparative presentation of PRE's existing projects (under PEZA and/or BOI, if applicable) and the proposed project showing the 4 criteria, namely: product description/usage or service, raw materials, manufacturing/service process and machinery/equipment to be used (1 original) (Note: Not applicable to IT Enterprise)
6. Additional Requirements for Application (*Note: The following are standard/basic documents required to be submitted by applicant after PEZA Board approval as pre-registration requirements):*
    a. Reservation form or similar document on building/area to be leased (if applicable); If lessor is a PEZA-registered, aside from an Ecozone Facilities Enterprise, letter-request from lessor is required (1 original)
    b. Favorable endorsement from the PEZA Zone Administrator/Manager/Officer-In-Charge (1 original)
    c. Clearance from the PEZA-Environmental and Safety Group (ESG) that company has submitted its application for an Environmental Compliance Certificate (1 original)
    d. Clearance from the PEZA-Enterprise Services Division (ESD) that company is up-to-date in the submission of PEZA reportorial requirements, TIMTA reports (1 original)
    e. Clearance from the PEZA Building Official on company's compliance with the National Building Code of the Philippines (NBCP) and Bureau of Fire Protection (BFP) requirements including the payment of permits/clearance (1 original)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Present complete and correct application documents for pre-screening to ERD Officer	Pre-screening/ Check application documents and if complete, issue order of payment, otherwise, return incomplete application to client
Pay Application Fee	Process payment and issue Official Receipt
Submit completely and correctly filled-out application form and copy	Receive, log and forward application to ERD

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of Official Receipt to the Office of the Director General	
	Evaluate application and prepare report for PEZA Board Note: Company shall be informed and required to clarify/explain/comply not later than 3 working days from date of notification for any inconsistency/discrepancy noted in the data/information provided in its submitted application. In case of failure of company to comply/submit requirements within the prescribed period, the application shall be considered withdrawn/revoked without prejudice to the client to file anew.
	Review/initial on submitted draft/finalized report and endorse to the Office of the Board Secretary
	Present report on application to the PEZA Board for its action/approval/ resolution on the application
END OF TRANSACTION	

Fees

Application Fee – PhP 3,600.00
Registration Fee - PhP 6,000.00

Processing Period:

20 working days (subject to the submission of all required documents and data, and other additional information as may be required by PEZA).

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Project Evaluation of Application for Registration of Expansion Projects of PEZA Registered Enterprises

Office or Division: Enterprise Registration Division

Who may Avail: PEZA-registered enterprises (PRE) with existing business operations whose proposed expansion of registered activity in accordance with PEZA Rules and Regulations

Documentary Requirements:

1. Duly accomplished Application Form with completely and correctly filled-out Project Brief (available with the Application Form) (1 original; project brief in hardcopy and editable softcopy in excel or word format, as applicable)
2. Notarized Secretary's Certificate on Board Resolution authorizing the filing of the application with PEZA and designation of a representatives) authorized to transact registration with PEZA with Anti-Graft attestation (*format attached in the application form*) (1 original)
3. Audited Financial Statements for the last three (3) years; if operating for less than 3 years, AFS for prior year/s (1 photocopy)
4. Summary of export sales performance (volume and value) and employment for the past three (3) years (as applicable) (1 original)
5. Comparative presentation of PRE's existing projects (under PEZA and/or BOI, if applicable) and the proposed project showing the 4 criteria, namely: product description/usage or service, raw materials, manufacturing/service process and machinery/equipment to be used (1 original) (Note: Not applicable to IT Enterprise)
6. Additional Requirements for Application (*Note: The following are standard/basic documents required to be submitted by applicant after PEZA Board approval as pre-registration requirements):*
    a. Reservation form or similar document on building/area to be leased (if applicable); If lessor is a PEZA-registered, aside from an Ecozone Facilities Enterprise, letter-request from lessor is required (1 original)
    b. Favorable endorsement from the PEZA Zone Administrator/Manager/Officer-In-Charge (1 original)
    c. Clearance from the PEZA-Environmental and Safety Group (ESG) that company has submitted its application for an Environmental Compliance Certificate (1 original)
    d. Clearance from the PEZA-Enterprise Services Division (ESD) that company is up-to-date in the submission of PEZA reportorial requirements, TIMTA reports (1 original)
    e. Clearance from the PEZA Building Official on company's compliance with the National Building Code of the Philippines (NBCP) and Bureau of Fire Protection (BFP) requirements including the payment of permits/clearance (1 original)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Present complete and correct application documents for pre-screening to ERD Officer	Pre-screening/ Check application documents and if complete, issue order of payment, otherwise, return incomplete application to client
Pay Application Fee	Process payment and issue Official Receipt
Submit completely and correctly filled-out application form and copy	Receive, log and forward application to ERD

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of Official Receipt to the Office of the Director General	
	Evaluate application and prepare report for PEZA Board Note: Company shall be informed and required to clarify/explain/comply not later than 3 working days from date of notification for any inconsistency/discrepancy noted in the data/information provided in its submitted application. In case of failure of company to comply/submit requirements within the prescribed period, the application shall be considered withdrawn/revoked without prejudice to the client to file anew.
	Review/initial on submitted draft/finalized report and endorse to the Office of the Board Secretary
	Present report on application to the PEZA Board for its action/approval/ resolution on the application
END OF TRANSACTION	

Fees

Application Fee – PhP 2,400.00

Processing Period:

20 working days (subject to the submission of all required documents and data, and other additional information as may be required by PEZA).

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Registration of Pioneer Status of PEZA Registered Enterprises

Office or Division: Enterprise Registration Division

Who may Avail: PEZA-registered enterprises for projects which qualify Pioneer Status in accordance with PEZA Rules and Regulations. *(Note: Application for Pioneer Status shall not be later than one (1) year from date of start of commercial operations of the project to be applied for Pioneer Status)*

Documentary Requirements:

Stage 1 Requirements

1. Letter request addressed to the Director General re: application for Pioneer Status (1 original)
2. Notice of Approval of Start of Commercial Operations (SCO) duly approved by the DG for the products being applied for Pioneer Status (1 original)
3. Notice of Approval/Confirmation of ITH Entitlement issued by PEZA for the project (1 photocopy)
4. Detailed description of the products applied for pioneer status specifying the products features, uses/ applications with pictures/samples; with explanation/narrative on the basis for qualification of the product for pioneer status, i.e., new product which uses a design, formula, scheme, method, process or system of production or transformation of any element, substance or raw materials into another raw materials or finished goods which is new and untried in the Philippines (1 original) ; or Detailed description of the products applied for pioneer status specifying the product features derived from R&D, uses/ applications with pictures/samples. (Identify specific new technology in the new product derived from the company's in-house R&D and R&D design work [identify who were involved]) (1 original) *(Note: this requirement applicable only for Manufacturing Project with local R&D component)*
5. Endorsement from the DOST on the R&D component of the project (1 original) (Note: this requirements applicable only for Manufacturing Project with local R&D component)
6. Description of the component parts of the products and its sources (local/ imported/ manufactured by applicant) (1 original)
7. Detailed discussion of the manufacturing process and the technology used with pictures of each stage of the processes (1 original)
8. Detailed discussion of machineries and equipment used indicating the model of the machine, technical specification, capacity and specific function in the manufacturing process; (with pictures) (1 original)
9. Summary of patents, if any including copy of patents; if in foreign language, please include translation (1 original)
10. List of Corporate Social Responsibility (CSR) projects/programs/activities undertaken (1 original)
11. Notarized certification of foreign training programs conducted (if any) indicating list of personnel sent abroad for training, description of training, present assignment in the company and training cost incurred duly certified by the company (1 original)
12. Projected income statements for the 5th and 6th years of its operations (1 original), with computed equivalent of 5% gross income tax
13. Environmental Compliance Certificate (ECC) issued by the EMB-DENR (1 photocopy) for the project applied for Pioneer Status (1 photocopy with original for authentication)

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14. Export sales generated upon start of commercial operations for the product applied for pioneer status, number of workers hired, total payroll and income taxes paid by these workers, total local purchases (1 original)
15. List/amount of payment to local subcontractors for prior years, if any (1 original)
16. Proof of payment of application fee or Official Receipt for conversion from Non-Pioneer to Pioneer Status amounting to PHP2,400 (1 photocopy)
17. Clearance from the PEZA-Enterprise Services Division (ESD) that company is up-to-date in the submission of PEZA reportorial requirements, TIMTA reports (1 original)

For Stage 2 Requirements

1. Endorsement from BOI, DOST, SBMA, CDC, other IPAs as applicable (1 original)
2. Technical/ocular inspection conducted by (to be scheduled)
3. Notarized affidavit on publication of application for pioneer status in one newspaper of general circulation for one (1) day, with proof/copy of publication (based on notification issued by PEZA to client to publish) (1 original)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Stage 1	
Present complete and correct application documents for pre-screening to ERD Officer	Pre-screening/ Check application documents and if complete, issue order of payment, otherwise, return incomplete application to client
Pay Application Fee	Process payment and issue Official Receipt
Submit completely and correctly filled-out application form and copy of Official Receipt to the Office of the Director General	Receive, log and forward application to ERD
	Send notice to BOI, DOST, SBMA, CDC for verification within 15 calendar days and await response, except DOST which may take longer.
Stage 2	
Coordinate schedule of ocular inspection	Send notice to applicant of schedule of ocular inspection
	Conduct technical/ ocular inspection
	Receive, log and forward reply/ endorsement from BOI, DOST, CDC, SBMA to ERD
	Evaluate application and prepare report for the Director General upon receipt of response from BOI, CDC, DOST, SBMA Note: If reply from BOI, CDC, DOST, SBMA is not favorable, verify with concerned agency, applicant is informed of initial findings through a letter. The applicant is given 15 days to further justify its claim for Pioneer Status In case of failure of company to comply/submit requirements within the prescribed period, the application shall be considered

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	withdrawn/revoked without prejudice to the client to file anew.
	Review/initial on submitted draft/finalized report and endorse to the Director General for publication of notice of the application by the applicant
	Approve/sign the notice for publication; forward approved/ signed Notice to ERD
	Prepare and send notice to client to publish application for pioneer status in one newspaper of general circulation for one (1) day (with 15-day prescriptive time after publication date)
Submit to PEZA-ERD notarized affidavit of newspaper with copy of the published notice, date published of the notice as published in the newspaper	Receive notarized affidavit or proof/copy of publication from client and forward to ERD
	Prepare, review/ initial on report to the PEZA Board and endorse to the Office of the Board Secretary
	Present report on application to the PEZA Board for its action/approval/ resolution on the application
END OF TRANSACTION	

Fees

Stage 2 – PhP 2,400.00
Stage 1 & 2 - PhP 2,400.00

Processing Period:

Stage 1 – Seven (7) Working Days
Stage 2 – 33 Working Days
Stage 1 & 2 – 40 Working Days

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PEZA Board Pre-Qualification Clearance of Proposed Special Economic Zone

Office or Division: Ecozone Development Department

Who May Avail: Any business entity or concern duly registered with the Securities and Exchange Commission to engage in real estate development.

Minimum Area Requirement	Incentives Granted to Developers	Facilities Requirement
Manufacturing		
• a specialized industrial estate located physically and/or administratively outside the customs territory and predominantly oriented to export production • minimum area requirement is 250,000 sq.m.	Special 5% Tax on Gross Income and exemption from all national and local taxes, except real property tax on land owned by the Economic Zone Developer [to the extent it shall develop]	Must conform with development guidelines for industrial subdivision planning of the HLURB and Land Use and Zoning Regulations • Centralized Wastewater Treatment • Facility • Fire Fighting Facility • PEZA and BOC Offices • Corral or Container Yard • Recreational facilities and open spaces
Agro-Industrial		
• a specialized industrial estate involved in the primary production up to processing of final products utilizing agricultural aqua-marine/aqua culture produce. • minimum area requirement is 50,000 sq.m.	Special 5% Tax on Gross Income and exemption from all national and local taxes, except real property tax on land owned by the Economic Zone Developer [to the extent it shall develop] Note : with an area less than is 250,000 sq.m - No Incentive [except for single locator economic zones]	Must conform with development guidelines for industrial subdivision planning of the HLURB and Land Use and Zoning Regulations • Centralized Wastewater Treatment • Facility • Fire Fighting Facility • PEZA and BOC Offices • Corral or Container Yard • Recreational facilities and open spaces
Information Technology Park [IT Park]		
• an area developed into a complex capable of providing infrastructures and other support facilities required by IT Enterprises as well as amenities required by professionals and workers involved in IT Enterprise, or easy access to such amenities • minimum area requirement is 10,000 sq.m.	Within Metro Manila and Cebu City: No incentive Outside Metro Manila and Cebu City: Special 5% Tax on Gross Income and exemption from all national and local taxes, except real property tax on land owned by the Economic Zone Developer [for new projects]	Basic structures and facilities in the IT Park • Fiber optic telecom connection • Clean, uninterruptible power supply • Computer security and building monitoring system
Information Technology Center [IT Center]		

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• a stand-alone building readily available to host IT Enterprises as well as amenities required by professionals and workers involved in IT Enterprises, or easy access to such amenities • within Metro Manila and Cebu City, the minimum area requirement is 10,000 sq.m. floor area • outside Metro Manila and Cebu City, the minimum area requirement is 5,000 sq.m. floor area. [Except for IT Centers locate or to be located in Less Developed Areas under the current Investment Priorities Plan, the 2,000-square meter minimum floor area shall apply]	Within Metro Manila and Cebu City: No incentive Outside Metro Manila and Cebu City: Special 5% Tax on Gross Income and exemption from all national and local taxes, except real property tax on land owned by the Economic Zone Developer [for new projects]	Basic structures and facilities in the IT Center • Fiber optic telecom connection • Clean, uninterruptible power supply • Computer security and building monitoring system
Tourism Economic Zone		
• a specialized tourism development zone/tourism estate where tourist accommodation facilities and/or recreation facilities are provided to render tourism services for both local and foreign tourist, travelers and investors • minimum area requirement is 50,000 sq.m.	Special 5% Tax on Gross Income and exemption from all national and local taxes, except real property tax on land owned by the Economic Zone Developer [to the extent it shall develop] Note: with an area less than 250,000 sq.m and located outside Boracay Island, Cebu City, Mactan Island and Metro Manila - NO INCENTIVE NO MORE NEW Tourism Economic Zones within Boracay Island, Cebu City, Mactan Island and Metro Manila	Integrated resort complex offering accommodation, sports and recreation centers, convention and cultural facilities, theme parks, and other special interest with foreign tourists as primary clientele Must conform with development guidelines of the Department of Tourism [DOT]
Medical Tourism Center		
• a standalone building capable of providing medical infrastructures and other support facilities such as but not limited to medical accommodations, wellness centers, spa, health farms, sports and recreational facilities, and rehabilitation facilities • within Metro Manila and Cebu City, the minimum area	Within Metro Manila and Cebu City: No incentive Outside Metro Manila and Cebu City: Special 5% Tax on Gross Income and exemption from all national and local taxes, except real property tax on land owned by the Economic Zone Developer [for new projects]	Must conform with development guidelines for medical health facilities of the Department of Health [DOH] and Land Use and Zoning Regulations

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requirement is 5,000 sq.m. floor area • outside Metro Manila and Cebu City, the minimum area requirement is 2,000 sq.m. floor area.		
Medical Tourism Park		
• an area developed into a complex capable of providing medical infrastructures and other support facilities such as but not limited to medical accommodations, wellness centers, spa, health farms, sports and recreational facilities, and rehabilitation facilities • minimum area requirement is 10,000 sq.m.	Within Metro Manila and Cebu City: No incentive Outside Metro Manila and Cebu City: Special 5% Tax on Gross Income and exemption from all national and local taxes, except real property tax on land owned by the Economic Zone Developer [for new projects]	Must conform with the development guidelines for medical health facilities of the Department of Health [DOH], Department of Tourism [DOT] and Land Use and Zoning Regulations
Retirement Ecozone Park		
• an area which has been developed into a complex capable of providing retirement infrastructure and other support facilities such as but not limited to accommodation facilities, health and wellness facilities, sports and recreational facilities • minimum area requirement is 40,000 sq.m.	Special 5% Tax on Gross Income and exemption from all national and local taxes, except real property tax on land owned by the Economic Zone Developer [to the extent it shall develop]	Must conform to the development guidelines and operating standards of the Philippine Retirement Authority [PRA]. It may be an existing, new or proposed complex and must be equipped with amenities required by foreign retirees
Retirement Ecozone Center		
• a stand alone building which hosts foreign retirees and has been developed to provide support facilities and amenities • within Metro Manila and Cebu City, the minimum area requirement is 5,000 sq.m. floor area • outside Metro Manila and Cebu City, the minimum area requirement is 2,000 sq.m. floor area.	Special 5% Tax on Gross Income and exemption from all national and local taxes, except real property tax on land owned by the Economic Zone Developer [for new projects]	Must conform to the development guidelines and operating standards of the Philippine Retirement Authority [PRA]. It may be an existing, new or proposed complex and must be equipped with amenities required by foreign retirees

Documentary Requirements:

1. Duly Accomplished and Notarized Application Form, Anti-Graft Certificate (R.A. 3019) and Applicant's Undertakings
2. SEC Registration Certificate and Articles of Incorporation and By-Laws (including latest General Information Sheet [GIS])
3. Audited Financial Statements for the last three (3)

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4. Resolution designating authorized representative to PEZA and to sign the application for the registration of the proposed economic zone
5. Project Description, which should provide, among others, information on the financial capability of the proponent, present and proposed land uses, master development plan and schedule for the proposed economic zone
6. Essential Document
    - Tourism Economic Zone: Endorsement of the Department of Tourism [DOT] (and in the case of Ecotourism Projects, together with the endorsement of the National Ecotourism Steering Committee and endorsement from the Palawan Council for Sustainable Development for Tourism projects to be located in the Province of Palawan)
    - Medical Tourism Center: Endorsement from the Department of Health [DOH]
    - Medical Tourism Park: Endorsement from the DOH and the Department of Tourism [DOT]
    - Retirement Ecozone Park/Center: Endorsement from the Philippine Retirement Authority [PRA]
    - Agro-Industrial Economic Zone: Favorable Endorsement from the Department of Agriculture [DA] for Bio-fuel Projects
7. Conceptual plan or site development plan
8. Vicinity/location map reflecting various land uses and important verifiable landmarks within one (1) kilometer radius of the project site
9. Proof of payment of application fee

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Proceed to the Ecozone Development Department [EDD] for the pre-screening of the notarized application form including all the documents required for PEZA Board pre-qualification clearance.	Pre-evaluate the application and its attachments *If non- compliant, inform the applicant immediately *If found compliant, issue the Order of Payment for Application Fee
Pay to the Cashier	Process payment and issue Official Receipt
Proceed to the Office of the Director General	Submit to the Office of the Director General [ODG] the filled-out application form including all the documents required for PEZA Board pre-qualification clearance and the Official Receipt which will subsequently be endorsed to the EDD.
	Prepare evaluation report for PEZA Board approval
	Present to the PEZA Board the application for approval. Subsequently, the Board decides over the project
	Inform client of the Board's decision and when the Resolution is ready for pick-up
	Prepare the PEZA Board Resolution Issue the PEZA Board Resolution of Approval
END OF TRANSACTION	

Application Fee: PhP 12,000.00

Processing Period: 16 days 5 hours 30 minutes

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Registration as Economic Zone Facilities and Information Technology Facilities Enterprise

Office or Division: Ecozone Development Department

Who May Avail: Any business entity or concern duly registered with the Securities and Exchange Commission to engage in the construction of buildings (e.g. warehouses/ready built factory buildings inside manufacturing economic zones or IT building facilities inside IT parks) for lease to PEZA-registered enterprises.

Documentary Requirements:

1. Duly Accomplished and Notarized Application Form, Anti-Graft Certificate (R.A. 3019) and Applicant's Undertakings
2. SEC Registration Certificate and Articles of Incorporation and By-Laws (including latest General Information Sheet [GIS])
3. Audited Financial Statements for the last three (3)
4. Board Resolution/Special Power of Attorney/Secretary's Certificate designating the company's authorized representative to PEZA
5. Project Description, which should provide, among others, development plan and schedule of the proposed facilities
6. Site development plan and vicinity map reflecting its surroundings within one (1) kilometer radius of the project site
7. Proof of land ownership or any document confirming the applicant's authority to use the land subject of the proposed facilities
8. Environmental Compliance Certificate issued by the Department of Environment and Natural Resources [DENR], if applicable
9. Copy of the Building Permit, Occupancy Permit and latest Fire Safety Inspection Certificate issued by the LGU for existing facilities
10. 3-year Projected Income Statement and Balance Sheet
11. Favorable endorsement from the economic zone developer/operator

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Proceed to the Ecozone Development Department [EDD] for the pre-screening of the notarized application form including all the documents required for PEZA Board pre-qualification clearance.	Pre-evaluate the application and its attachments *If non- compliant, inform the applicant immediately *If found compliant, issue the Order of Payment for Application Fee
Pay to the Cashier	Process payment and issue Official Receipt
Proceed to the Office of the Director General	Submit to the Office of the Director General [ODG] the filled-out application form including all the documents required for PEZA Board pre-qualification clearance and the Official Receipt which will subsequently be endorsed to the EDD.
	Prepare evaluation report for PEZA Board approval

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	Present to the PEZA Board the application for approval. Subsequently, the Board decides over the project
	Inform client of the Board's decision and when the Resolution is ready for pick-up Prepare the PEZA Board Resolution Issue the PEZA Board Resolution of Approval
Submit pre-registration requirements, if any, to the EDD	Validate the submitted documents Issue the Order of Payment for: • Registration Fee • Franchise Fee
Pay to the Cashier	Process payment and issue Official Receipt
	Endorse the document to the PEZA Legal Affairs Group
	Prepare the Registration Agreement between Proponent and PEZA
	PEZA-LAG to endorse the necessary documents to the PEZA-CorpSec for the preparation of the Certificate of Registration [COR]
	Prepare the COR
Sign the Registration Agreement [RA] and issuance of COR	Sign the Registration Agreement with the Proponent Issuance of Notarization of RA & Signed COR
END OF TRANSACTION	

Application Fee: PhP 21,600.00

Processing Period: 18 days, 8 hours, 30 minutes

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Registering as Economic Zone Utilities Enterprise

Office or Division: Ecozone Development Department

Who May Avail: Any business entity or concern duly registered with the Securities and Exchange Commission to engage in power generation and/or distribution inside economic zones.

Documentary Requirements:

1. Duly Accomplished and Notarized Application Form, Anti-Graft Certificate (R.A. 3019) and Applicant's Undertakings
2. SEC Registration Certificate and Articles of Incorporation and By-Laws (including latest General Information Sheet [GIS])
3. Audited Financial Statements for the last three (3) of operation, if applicable
4. Board Resolution/Special Power of Attorney/Secretary's Certificate designating the company's authorized representative to PEZA
5. Project Description, which should provide, among others, development plan and schedule of the proposed facilities
6. Drawing/Layout of typical support structure arrangement
7. Complete Operation Plan including capacity plan [current and future demand]
8. Site development plan and vicinity map reflecting its surroundings within one (1) kilometer radius of the project site
9. Proof of land ownership or any document confirming the applicant's authority to use the land subject of the proposed utilities
10. Environmental Compliance Certificate issued by the Department of Environment and Natural Resources, if applicable
11. 3-year Projected Income Statement and Balance Sheet
12. Favorable endorsement from the economic zone developer/operator
13. Other document/s
    a) Water Utilities
        a. Certification from the National Water Resources Board [NWRB]
        b. Favorable endorsement from the local water district of the host municipality
    b) Power Utilities
        a. Favorable endorsement from the Department of Energy [DOE]
    c) Telecommunication Utilities
        a. Certification from the National Telecommunications Commission [NTC]

Procedure

CLIENT STEPS	AGENCY ACTIONS
Proceed to the Ecozone Development Department [EDD] for the pre-screening of the notarized application form including all the documents	Pre-evaluate the application and its attachments *If non- compliant, inform the applicant immediately *If found compliant, issue the Order of Payment for Application Fee
Pay to the Cashier	Process payment and issue Official Receipt
Proceed to the Office of the Director General	Submit to the Office of the Director General [ODG] the filled-out application form including all the documents required for PEZA Board pre-qualification clearance and the Official Receipt

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	which will subsequently be endorsed to the EDD.
	Prepare evaluation report for PEZA Board approval
	Present to the PEZA Board the application for approval. Subsequently, the Board decides over the project
	Inform client of the Board's decision and when the Resolution is ready for pick-up Prepare the PEZA Board Resolution Issue the PEZA Board Resolution of Approval
Submit pre-registration requirements, if any, to the EDD	Validate the submitted documents Issue the Order of Payment for: • Registration Fee • Franchise Fee
Pay to the Cashier	Process payment and issue Official Receipt
	Endorse the document to the PEZA Legal Affairs Group
	Prepare the Registration Agreement between Proponent and PEZA
	PEZA-LAG to endorse the necessary documents to the PEZA-CorpSec for the preparation of the Certificate of Registration [COR]
	Prepare the COR
Sign the Registration Agreement [RA] and issuance of COR	Sign the Registration Agreement with the Proponent Issuance of Notarization of RA & Signed COR
END OF TRANSACTION	

Fees

Application Fee	–	PhP 3,600.00
Registration Fee	-	PhP 6,000.00
Franchise Fee	-	PhP 6,000.00

Processing Period: 18 days, 8 hours, 30 minutes

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Permit to Locate

Office or Division: Ecozone Development Department

Who May Avail:

1. Enterprises whose activities are not registrable with PEZA but complements the operation of the economic zones and PEZA-registered export enterprises (e.g. banking services, consultancy, canteen concessionaires, operation of hotels and other related services, installation of ATMs, packaging, operation of housing facilities for officials and employees, provision of medical services, business support services, operation of commercial centers, just-in-time delivery services, manpower services, etc.); and
2. Companies that will not physically locate inside the zone such as communication towers, poles, etc.

Documentary Requirements:

New Application

1. Duly Accomplished and Notarized Application Form;
2. Anti-Graft Certificate (R.A. 3019) and Proof of payment of Application Fee;
3. DTI Registration or SEC Registration Certificate and Articles of Incorporation and By-Laws (including latest GIS);
4. Any perfected contract/document confirming the applicant's authority/clearance to use the land and/or /building;
5. Endorsement from the Zone Administrator for public economic zones or Zone Manager for private economic zone [to be requested by the Ecozone Development Department];
6. Endorsement from the registered developer/operator for private economic zones; and
7. Proof of Payment of Permit to Locate Fee

Renewal

1. Letter Request for the renewal of PTL address to PEZA Director General;
2. Any perfected contract/document confirming the applicant's authority/clearance to use the land and/or /building;
3. Current Mayor's Permit/Business Permit;
4. Endorsement from the Zone Administrator for public economic zones or Zone Manager for private economic zone [to be requested by the Ecozone Development Department];
5. Endorsement from the registered developer/operator for private economic zones; and
6. Proof of Payment of Permit to Locate Fee

Validity

The Permit to Locate issued by the Authority shall be valid only for one (1) year and renewable every year or until termination of business in the economic zone.

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Procedure

CLIENT STEPS	AGENCY ACTIONS
Proceed to the Ecozone Development Department [EDD] for the pre-screening of the notarized application form including all the documents	Pre-evaluate the application and its attachments *If non- compliant, inform the applicant immediately *If found complaint, issue the Order of Payment for Application Fee
Pay to the Cashier	Process payment and issue Official Receipt
Proceed to the Office of the Director General [ODG]	Submit to the Office of the Director General [ODG] the filled-out application form including all the documents and the Official Receipt which will subsequently be endorsed to the EDD
	Prepare request for endorsement and/or comments of the concerned Zone Manager/Zone Administrator regarding the applicant's activity □ If application is denied, inform the proponent immediately □ If application is favorably endorsed by the Zone Administrator/ Manager, prepare recommendation to the Director General for approval of the proponent's application and the Certificate of Permit to Locate
	Forward the Certificate for final approval
	Inform client that the Certificate has been approved and ready for pick-up
Pick-up the Certification at the EDD	Release Certificate of Permit to Locate
END OF TRANSACTION	

Application Fee: PhP 2,400.00

Processing Period: Eight (8) days, 2 hours, 30 minutes

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DEPARTMENT OF FINANCE (DOF)

Source: HANDBOOK: DOF Citizen's Charter 2019, 1st Edition (accessed as of 19 March 2021)

The Department of Finance (DOF) is the government's steward of sound fiscal policy. It formulates revenue policies that will ensure funding of critical government programs that promote welfare among our people and accelerate economic growth and stability.

Contact Details:

www.dof.gov.ph
DOF Bldg., BSP Complex, Roxas Blvd., Manila
(+632) 8525 0244 / 5317 6363 loc. 2110
helpdesk@dof.gov.ph

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Granting of Tax Exemption on Importations of Export-Oriented Firms with BOI or Other Relevant Agency Endorsement

Under Executive Order No. 85, Section 1
As implemented by DTI-BOI Administrative Order No. 01,Series of 2019 on Importations of capital equipment, spare parts, and accessories

Office or Division: Mabuhay Lane

Who May Avail: BOI Registered Enterprises

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee 2. TIN Number 3. SEC Registration Number 4. DTI Registration Number 5. BOI Registration Number 6. Email Address 7. Telephone Number 8. Official Address 9. Contact Number	1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number

Application:

1. Completely filled-out DOF-TO Form No. 91
2. Notarized Affidavit of End-use/Ownership
3. Signed and dated Bill of Lading/AWB
4. Commercial Invoice (Packing list, if applicable)
5. Certificate of Registration with Annexes/Terms and Conditions
6. BOI Certificate of Authority
7. Original DOF Form No. 1
8. Bank Transaction (Mode of importations/Letter of Credit, Debit Advice, Purchase Order, etc.)
9. Original Authorization Letter from Consignee (if applicant is a broker)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Onetime registration in RO Kiosk to encode corporate/individual identity and submit the required registration documents. * First time applicant start from step 1	Receive and check the accuracy and completeness of registration docs.

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* Previously registered applicant start from step 2	
	Approve the registration if the registration docs and encoded data in the kiosk are complete and correct. Return the registration documents if incomplete.
Present the application and required documents at RO window.	Checklist application and required supporting documents.
	Encode/lnput the necessary information to TES-Lite system if complete. Return application and supporting documents if incomplete
Secure Order of Payment at RO window.	lssue order of payment based on the Schedule of Filing Fees.
Pay the corresponding filing fee to the Cashier window.	Official Receipt is issued by the Cashier
File application with supporting documents with CRMD.	Receive the application and generate trace number and system assignment of application to Action Officer based on the type of legal basis.
Receive email notification for acceptance of application.	The application will be forwarded to RO by CRMD.
Receive email notification for compliance within two (2) working days in case of deficiency in documents.	Action Officer evaluates and generates Tax Exemption lndorsement (TEl) or prepares reply letter if no deficiency. Otherwise, prepares compliance letter in case of deficiency in documents.
	Reviews/approves application.
	Approval of Application
	Release of signed reply/endorsement/TEI to CRMD
Receive email notification for release of application for exemption and Pick-up the said reply/endorsement/TEI	Release od signed reply/endorsement/TEI to applicant
END OF TRANSACTION	

Processing Period: Three (3) Working Days

Fees: Refer to DOF DO No. 54-2000

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Under Executive Order No. 226, Section 39(f)
Importations of machinery, equipment, and spare parts

Office or Division: Mabuhay Lane

Who May Avail: BOI Registered Enterprises

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee 2. TIN Number 3. SEC Registration Number 4. DTI Registration Number 5. BOI Registration Number 6. Email Address 7. Telephone Number 8. Official Address 9. Contact Number	1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number

Application:

1. Completely filled-out DOF-TO Form No. 91
2. Original Indorsement from the BOI
3. Signed and dated Bill of Lading/AWB
4. Commercial Invoice (Packing list, if applicable)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Onetime registration in RO Kiosk to encode corporate/individual identity and submit the required registration documents. * First time applicant start from step 1 * Previously registered applicant start from step 2	Receive and check the accuracy and completeness of registration docs.
	Approve the registration if the registration docs and encoded data in the kiosk are complete and correct. Return the registration documents if incomplete.
Present the application and required documents at RO window.	Checklist application and required supporting documents.
	Encode/lnput the necessary information to TES-Lite system if complete.

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	Return application and supporting documents if incomplete
Secure Order of Payment at RO window.	lssue order of payment based on the Schedule of Filing Fees.
Pay the corresponding filing fee to the Cashier window.	Official Receipt is issued by the Cashier
File application with supporting documents with CRMD.	Receive the application and generate trace number and system assignment of application to Action Officer based on the type of legal basis.
Receive email notification for acceptance of application.	The application will be forwarded to RO by CRMD.
Receive email notification for compliance within two (2) working days in case of deficiency in documents.	Action Officer evaluates and generates Tax Exemption lndorsement (TEl) or prepares reply letter if no deficiency. Otherwise, prepares compliance letter in case of deficiency in documents.
	Reviews/approves application.
	Approval of Application
	Release of signed reply/endorsement/TEI to CRMD
Receive email notification for release of application for exemption and Pick-up the said reply/endorsement/TEI	Release od signed reply/endorsement/TEI to applicant
END OF TRANSACTION	

Processing Period: Three (3) Working Days

Fees: Refer to DOF DO No. 54-2000

Navigate to General Business Procedures

Under Executive Order No. 226, Section 39(h)
Importations of breeding stocks and genetic materials.

Office or Division: Mabuhay Lane

Who May Avail: BOI Registered Enterprises

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee 2. TIN Number 3. SEC Registration Number 4. DTI Registration Number 5. BOI Registration Number 6. Email Address 7. Telephone Number 8. Official Address 9. Contact Number	1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number

Application:

1. Completely filled-out DOF-TO Form No. 91
2. Original Indorsement from the BOI
3. Signed and dated Bill of Lading/AWB
4. Commercial Invoice (Packing list, if applicable)
5. Certificate of Registration with Annexes/Terms and Conditions
6. BOI Certificate of Authority
7. Original DOF Form No. 1
8. DOE Certificate of Recommendation
9. Bank Transaction (Mode of importations/Letter of Credit, Debit Advice, Purchase Order, etc.)
10. Original Authorization Letter from Consignee (if applicant is a broker)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Onetime registration in RO Kiosk to encode corporate/individual identity and submit the required registration documents. * First time applicant start from step 1 *Previously registered applicant start from step 2	Receive and check the accuracy and completeness of registration docs.
	Approve the registration if the registration docs and encoded data in the kiosk are complete and correct.

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	Return the registration documents if incomplete.
Present the application and required documents at RO window.	Checklist application and required supporting documents.
	Encode/lnput the necessary information to TES-Lite system if complete. Return application and supporting documents if incomplete
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	Approval of Application
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Receive email notification for release of application for exemption and Pick-up the said reply/endorsement/TEI	Release od signed reply/endorsement/TEI to applicant
END OF TRANSACTION	

Processing Period: Three (3) Working Days

Fees: Refer to DOF DO No. 54-2000

Navigate to General Business Procedures

Under Executive Order No. 226, Section 39(l)
Importations of breeding stocks and genetic materials.

Office or Division: Mabuhay Lane

Who May Avail: BOI Registered Enterprises

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee 2. TIN Number 3. SEC Registration Number 4. DTI Registration Number 5. BOI Registration Number 6. Email Address 7. Telephone Number 8. Official Address 9. Contact Number	1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number

Application:

1. Completely filled-out DOF-TO Form No. 91
2. Application Form of Board of Investments
3. Boat Note
4. BOI Favorable Recommendation
5. Certificate of Qualification for Tax Exemption
6. Import Entry

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Onetime registration in RO Kiosk to encode corporate/individual identity and submit the required registration documents. * First time applicant start from step 1 *Previously registered applicant start from step 2	Receive and check the accuracy and completeness of registration docs.
	Approve the registration if the registration docs and encoded data in the kiosk are complete and correct. Return the registration documents if incomplete.
Present the application and required documents at RO window.	Checklist application and required supporting documents.

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	Release of signed reply/endorsement/TEI to CRMD
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END OF TRANSACTION	

Processing Period: Three (3) Working Days

Fees: Refer to DOF DO No. 54-2000

Navigate to General Business Procedures

Under Presidential Declaration No. 87, Section 12(b)
Importations of machinery, equipment, spare parts, and all materials required for petroleum operations.

Office or Division: Mabuhay Lane

Who May Avail: DOE Registered Enterprises engaged in petroleum operations

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee 2. TIN Number 3. SEC Registration Number 4. DTI Registration Number 5. BOI Registration Number 6. Email Address 7. Telephone Number 8. Official Address 9. Contact Number	1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number

Application:

1. Completely filled-out DOF-TO Form No. 91
2. Notarized Affidavit of End-Use/Ownership
3. Signed and dated Bill of Lading/AWB
4. Commercial Invoice (Packing list, if applicable)
5. DOE Favorable Recommendation
6. Contract between DOE and Contractors (new applicant)
7. Tax Identification Number
8. Port of Discharge

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Onetime registration in RO Kiosk to encode corporate/individual identity and submit the required registration documents. * First time applicant start from step 1 *Previously registered applicant start from step 2	Receive and check the accuracy and completeness of registration docs.
	Approve the registration if the registration docs and encoded data in the kiosk are complete and correct. Return the registration documents if incomplete.

Navigate to General Business Procedures

Present the application and required documents at RO window.	Checklist application and required supporting documents.
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	Approval of Application
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Receive email notification for release of application for exemption and Pick-up the said reply/endorsement/TEI	Release od signed reply/endorsement/TEI to applicant
END OF TRANSACTION	

Processing Period: Three (3) Working Days

Fees: Refer to DOF DO No. 54-2000

Navigate to General Business Procedures

Under Presidential Declaration No. 972, Section 16(a)
Importations of machinery, equipment, spare parts, and all materials required for coal developers.

Office or Division: Mabuhay Lane

Who May Avail: DOE Registered Enterprises engaged in coal development

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee 2. TIN Number 3. SEC Registration Number 4. DTI Registration Number 5. BOI Registration Number 6. Email Address 7. Telephone Number 8. Official Address 9. Contact Number	1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number

Application:

1. Completely filled-out DOF-TO Form No. 91
2. Notarized Affidavit of End-Use/Ownership
3. Signed and dated Bill of Lading/AWB
4. Commercial Invoice (Packing list, if applicable)
5. DOE Favorable Recommendation
6. Contract between DOE and Contractors (new applicant)
7. Tax Identification Number
8. Port of Discharge

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Onetime registration in RO Kiosk to encode corporate/individual identity and submit the required registration documents. * First time applicant start from step 1 *Previously registered applicant start from step 2	Receive and check the accuracy and completeness of registration docs.
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Receive email notification for release of application for exemption and Pick-up the said reply/endorsement/TEI	Release od signed reply/endorsement/TEI to applicant
END OF TRANSACTION	

Processing Period: Three (3) Working Days

Fees: Refer to DOF DO No. 54-2000

Navigate to General Business Procedures

Under Republic Act No. 8479, Section 9
Importations of spare parts

Office or Division: Mabuhay Lane

Who May Avail: BOI Registered Enterprises

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee 2. TIN Number 3. SEC Registration Number 4. DTI Registration Number 5. BOI Registration Number 6. Email Address 7. Telephone Number 8. Official Address 9. Contact Number	1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number

Application:

1. Completely filled-out DOF-TO Form No. 91
2. Notarized Affidavit of End-use/Ownership
3. Signed and dated Bill of Lading/AWB
4. Commercial Invoice (Packing list, if applicable)
5. Certificate of Registration with Annexes/Terms and Conditions
6. BOI Certificate of Authority
7. Original DOF Form No. 1
8. DOE Certificate of Recommendation
9. Bank Transaction (Mode of importations/Letter of Credit, Debit Advice, Purchase Order, etc.)
10. Original Authorization Letter from Consignee (if applicant is a broker)

Procedure:

CLIENT STEPS	AGENCY ACTIONS
Onetime registration in RO Kiosk to encode corporate/individual identity and submit the required registration documents. * First time applicant start from step 1 *Previously registered applicant start from step 2	Receive and check the accuracy and completeness of registration docs.
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Processing Period: Three (3) Working Days

Fees: Refer to DOF DO No. 54-2000

Navigate to General Business Procedures

Under Republic Act 9513, Section 15(b) and Section 21(a)
Importations of machinery, equipment, materials, and spare parts

Office or Division: Mabuhay Lane

Who May Avail: DOE/BOI Registered Enterprises engaged in renewable energy development

Documentary Requirements:

One-Time Registration:

Applicant	Broker/s, if any
1. Name of consignee 2. TIN Number 3. SEC Registration Number 4. DTI Registration Number 5. BOI Registration Number 6. Email Address 7. Telephone Number 8. Official Address 9. Contact Number	1. Tax Identification Number 2. License Number 3. Name of Broker 4. Email Address 5. Contact Number

Application:

1. Completely filled-out DOF-TO Form No. 91
2. Notarized Affidavit of End-use/Ownership
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7. Original DOF Form No. 1
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9. Bank Transaction (Mode of importations/Letter of Credit, Debit Advice, Purchase Order, etc.)
10. Original Authorization Letter from Consignee (if applicant is a broker)

Procedure:

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Onetime registration in RO Kiosk to encode corporate/individual identity and submit the required registration documents. * First time applicant start from step 1 *Previously registered applicant start from step 2	Receive and check the accuracy and completeness of registration docs.
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END OF TRANSACTION	

Processing Period: Three (3) Working Days

Fees: Refer to DOF DO No. 54-2000

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ACKNOWLEDGEMENT

The Investments Assistance Service crafted the Investors' Guidebook which is a compilation of common government transactions and processes in relation to doing business in the Philippines.

The completion of this project could not have been accomplished without the information lodged in the current Citizen's Charters, official websites, and inputs of selected government agencies. The IAS properly acknowledges the accessibility and transparency of data from the following government agencies:

1. Bureau of Immigration
2. Philippine Retirement Authority
3. Department of Justice
4. Department of Labor and Employment
5. Securities and Exchange Commission
6. Department of Trade and Industry
7. Cooperative Development Authority
8. Bureau of Internal Revenue
9. Social Security System
10. Home Mutual Development Fund
11. Philippine Health Insurance Corporation
12. Bangko Sentral ng Pilipinas
13. Intellectual Property Office
14. Department of Environment and Natural Resources - Environmental Management Bureau
15. Department of Agrarian Reform
16. Department of Energy
17. Bureau of Fire Protection
18. Department of Information and Communications Technology
19. Department of Science and Technology
20. Department of Tourism
21. Land Transportation Office
22. Land Transportation Franchising and Regulatory Board
23. Philippine National Police
24. Food and Drug Administration
25. National Water Resources Board
26. Board of Investments
27. Philippine Economic Zone Authority
28. Department of Finance

The Investment Assistance Service avails itself of this opportunity to strengthen its cooperation and continuous coordination with government agencies to further enhance the ease of doing business in the Philippines.

Navigate to General Business Procedures

DIRECTORY OF CONTACTS

Navigate to General Business Procedures

National Government Agencies

Bureau of Treasury
www.treasury.gov.ph
Palacio del Gobernador Bldg., Intramuros, Manila
(+632) 8663 2287
webmaster@treasury.gov.ph

Bureau of Internal Revenue
www.bir.gov.ph
BIR National Office Bldg., BIR Road, Diliman, Quezon City
(+632) 8981 7000
contact_us@bir.gov.ph

Department of Agrarian Reform
www.dar.gov.ph
Elliptical Road, Diliman, Quezon City
(+632) 3453 7980
contact_us@dar.gov.ph

Department of Information and Communication Technology
www.dict.gov.ph
C.P Garcia Avenue, Diliman, Quezon City
(+632) 8920 0101
information@dict.gov.ph

Department of Agriculture
www.da.gov.ph
Elliptical Road, Diliman,
Quezon City
(+632) 8273 2474 / (+632) 8928 8756 to 65
osec.da@gmail.com

Department of the Interior and Local Government
www.dilg.gov.ph
DILG NAPOLCOM Center, EDSA cor. Quezon Avenue, Quezon City
(+632) 8925 0330 / 8925 0331 / 8876 3454
callcenter@doh.gov.ph

Department of Budget and Management
www.dbm.gov.ph
Boncodin Hall, General Solano St., San Miguel, Manila
(+632) 8657 3300
osec@dbm.gov.ph

Department of Labor and Employment
www.dole.gov.ph
Muralla Wing cor. General Luna St., Intramuros, Manila
(+632) 1349 / 8527 3000
osec@dole.gov.ph

Department of Education
www.deped.gov.ph
DepEd Complex, Meralco Avenue,
Pasig City
(+632) 8636 1663 / 8633 1942
action@deped.gov.ph

Department of Public Works and Highways
www.dpwh.gov.ph
2nd St., Port Area, Manila
(+632) 5304 3700
www.dpwh.gov.ph/dpwh/directory/index

Department of Energy
www.doe.gov.ph
Energy Center, Rizal Drive,
Bonifacio Global City, Taguig City
(+632) 8479 2900
doe_ipo@yahoo.com

Department of Science and Technology
www.dost.gov.ph
DOST Building, Gen. Santos Ave., Bicutan, Taguig City
(+632) 8837 2071 to 82 / (+632) 8837 2937
http://helpdesk.dost.gov.ph/alldirectory

Department of Environment and Natural Resources
http://denr.gov.ph
Visayas Avenue, Diliman, Quezon City
(+632) 8920 0689 / 8925 8275 / 8249 3367 / +63 917 868 3367
aksyonkalikasan@denr.gov.ph

Department of Tourism
www.tourism.gov.ph
351 Senator Gil Puyat Ave., Makati City
(+632) 8459 5200 to 8459 5230

Department of Finance
www.dof.gov.ph
DOF Bldg., BSP Complex, Roxas Blvd., Manila
(+632) 8525 0244 / 5317 6363 loc. 2110
helpdesk@dof.gov.ph

Department of Transportation
http://dotr.gov.ph
The Columbia Tower, Bgy. Wack-Wack, Ortigas Avenue, Mandaluyong City
(+632) 8790 8300 / 8790 8400

Navigate to General Business Procedures

Department of Foreign Affairs
www.dfa.gov.ph
DFA Home Office,
2330 Roxas Boulevard,
Pasay City
(+632) 8834 3000 / 8834 4000

Department of Health
www.doh.gov.ph
San Lazaro Compound, Tayuman,
Sta. Cruz, Manila
(+632) 8651 7800
callcenter@doh.gov.ph

Food & Drug Administration Philippines
www.fda.gov.ph
1781 Civic Drive, Filinvest Corporate City,
Alabang, Muntinlupa City
(+632) 8857 1900
info@fda.gov.ph

Metropolitan Waterworks and Sewerage System
http://mwss.gov.ph
MWSS Compound, Katipunan Road, Balara,
Diliman, Quezon City
(+63 2) 8922 2969
info@mwss.gov.ph

Natural Resources Development Corporation
http://nrdc.denr.gov.ph
9th Floor, DENR By The Bay Building, 1515 Roxas
Boulevard, Ermita, Manila
(+632) 8521 9421 / 8521 9466
nrdcweb@denr.gov.ph

Philippine Export-Import Credit Agency
www.philexim.gov.ph
17/F Citibank Tower, Citibank Plaza, Makati City
(+632) 8885 4700

Philippine Government Electronic Procurement System
http://philgeps.gov.ph
Unit 608 Raffles Corporate Center, F. Ortigas Jr.
Rd., Ortigas Center, Pasig City
(+632) 8640 6906 - 09
agency@ps-philgeps.gov.ph
supplier@ps-philgeps.gov.ph

Securities and Exchange Commission
www.sec.gov.ph
Secretariat Building, PICC Complex
Roxas Boulevard, Metro Manila Philippines
Telephone No.:(+632) 818-0923
imessagemo@sec.gov.ph

Department of Trade and Industry
www.dti.gov.ph
Trade & Industry Building, 361 Senator Gil J.
Puyat Ave., Makati City
(+632) 7751 0384 / 1-DTI (384)
ask@dti.gov.ph

Bureau of Immigration
www.immigration.gov.ph
Magallanes Drive, Manila (HO)
(+632) 8465 2400 / 8547 3769
xinfo@immigration.gov.ph
immigPH@gmail.com
binoc_immigration@hotmail.ph

National Economic and Development Authority
www.neda.gov.ph
NEDA Building, St. Jose Maria Escriva Drive,
Ortigas Center, Pasig City
(+632) 8631 0945 to 56
nedapr@neda.gov.ph

Public-Private Partnership Center
https://ppp.gov.ph
8th Floor, One Cyberpod Centris, Eton Centris,
Piñahan, Quezon City
(+63 02) 8709 4146
info@ppp.gov.ph

Maritime Industry Authority
www.marina.gov.ph
984 Parkview Plaza, Taft Avenue cor. Kalaw
Street, Manila
(+632) 8526 0107 / 8523 9078
oadm@marina.gov.ph

Insurance Commission
www.insurance.gov.ph
1071 United Nations Ave., Ermita, Manila
(+632) 8523 8461 to 70
pubassist@insurance.gov.ph

Bureau of Customs
www.customs.gov.ph
South Harbor, Gate 3, Port Area, Manila
(+632) 7917 3200 (3201 to 3205)
info@customs.gov.ph

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Investment Promotions Agencies

Board of Investments (BOI)
www.boi.gov.ph
Industry and Investments Building, 385 Sen. Gil Puyat Avenue, Makati City
(+632) 8897 6682
bossac@boi.gov.ph

Philippine Economic Zone Authority (PEZA)
www.peza.gov.ph
10th Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City
(+632) 8551 3451
info@peza.gov.ph

Philippine Retirement Agency (PRA)
www.pra.gov.ph
29th Floor, Citibank Tower, 8741 Paseo De Roxas, Makati City
(+632) 8848 1412 to 16
clientsrelations@pra.gov.ph

Tourism Infrastructure and Enterprise Zone Authority (TIEZA)
http://tieza.gov.ph
Meridian Tower, Tower 1 Double Dragon, Diosdado Macapagal Avenue, Pasay City
(+632) 8249 5900 to 79
ocoo@tieza.com.ph

Bases Conversion and Development Authority
https://bcda.gov.ph/
2nd Floor, Bonifacio Technology Center 31st St., corner 2nd Avenue Bonifacio Global City, Taguig
(+632) 8575-1700

Navigate to General Business Procedures

BOI Investments Assistance Center

ATTY. BOBBY G. FONDEVILLA
Executive Director

Investments Assistance Service (IAS)

ERNESTO C. DELOS REYES JR.
OIC Director

Counseling and Business Requirements Division (CBRD)

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Investments Specialist

ROSA ARLENE R. AGONOY
Investments Specialist

Aftercare Services Division (ASD)

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OIC Chief Investments Specialist

AILEEN P. MACAPAGAL
Supervising Investments Specialist

OPHELIA O. ADAD
Investments Specialist

MINERVA E. TABAR
Senior Investments Specialist

CLARISSA MAY A. VIDUYA
Investments Specialist

LUIS ANTONIO ALFONSO B. PERALTA
Investments Specialist

PAOLO SALES Z. BISNAR
Investments Specialist

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Investments Assistance Service
Investors' Guidebook 2021

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G/F Industry and Investments Building, 385
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Tel No.: (+63 02) 897 6682

www.boi.gov.ph
www.boi-own.gov.ph