



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF HEALTH
 FOOD AND DRUG ADMINISTRATION
 Civic Drive, Filinvest Corporate City
 Alabang, Muntinlupa
 www.fda.gov.ph



21 March 2013

FDA MEMORANDUM CIRCULAR

No. 2013 - 011 - A

SUBJECT: AMENDMENT TO FDA MEMORANDUM CIRCULAR NO. 2013-011 RE: ELECTRONIC COSMETIC PRODUCT NOTIFICATION (E-NOTIFICATION)

In the interest of service, FDA Memorandum Circular No. 2013-011 is hereby amended as follows:

FROM

4) Pay the corresponding fee at any Landbank branch using the e-payment system (wait until further notice) or at the FDA Cashier. The assessment form shall be valid only for 5 working days after being sent.

TO

4) Payments for the e-Notification Applications shall be temporarily received at the FDA Cashier, every Thursdays and Fridays only, until the approval of the Bank Payment system. Cut-off for receiving of payments at the Cashier shall be strictly implemented (Cut-off at 4:00PM with or without assessment forms).

Reminders:

- Components of kits/sets shall be notified individually. After the acknowledgement of the components, a letter informing the FDA shall be sent enumerating that the products are included in a kit/set.
- Components of kits/sets shall be notified individually wherein in the ACD_Form.pdf under Product Presentation(s), "Combination products in a single kit" should be ticked. Immediately after the acknowledgement of the components, a letter enumerating the products included in a kit/set shall be sent to aseannotification@fda.gov.ph. The format of the e-mail shall be as follows:

<i>(Subject)</i> PRODUCT NAME	
<i>(Body of e-mail)</i>	
Product Name:	
Applicant	
Company:	
Component	NN No.
1)	
2)	



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This Order shall take effect immediately.


KENNETH Y. HARTIGAN-GO, MD
Acting Director IV