



Republic of the Philippines  
Department of Health  
**FOOD AND DRUG ADMINISTRATION**



28 November 2014

**FDA CIRCULAR**  
No. 2014-029

**SUBJECT: PROCEDURE FOR THE USE OF ELECTRONIC REGISTRATION (E-REGISTRATION) SYSTEM FOR RAW MATERIALS OR INGREDIENTS AND LOW RISK PRE-PACKAGED PROCESSED FOOD PRODUCTS**

Pursuant to Paragraph (n), Section 2, Article II (A), Book I of the Rules Implementing Republic Act No. 9711, otherwise known as the *FDA Act of 2009*, Section VI Item F of Administrative Order No. 2014-0029, *Rules and Regulations on Licensing of Establishments and Registration of Processed Food Products, and Other Food Products, and for Other Purposes*, and consistent with the objective of Republic Act No. 8792 or the *Electronic Commerce Act of 2000* in promoting the universal use of electronic transaction in the government and general public, the Food and Drug Administration (FDA) hereby implements an electronic registration (E-registration) system initially applicable for raw materials or ingredients and low risk prepackaged processed food products in order to streamline the application and evaluation process without compromising public health and consumer safety, hence, the promulgation of this Circular.

**I. Guidelines**

- 1) The E-registration will initially cover raw materials or ingredients and low risk food products. Upon proper determination and recommendation by the Office of the Director of the Center for Food Regulation and Research, the coverage of applications shall forthwith be extended to other levels of risk subject to amendment of this Circular.
- 2) The low risk food products covered shall follow the list found in Annex A of Administrative Order No. 2014-0029 (Please see **Annex A**). The list under each category may be expanded as appropriate for the definition.
- 3) For raw materials or ingredients and low risk food products with existing Certificate of Product Registration (CPR) due for renewal or amendment, and denied applications due for reapplication, the applicant shall submit applications through the e-registration system using the same procedure for initial application in order to translate all the product information into electronic database. The product shall be given a new system-generated FR number. Any existing labels printed with previously assigned FR Number shall be allowed to be exhausted for a period of one year from the date of issuance of the new FR Number.





- 4) Succeeding amendment and renewal applications shall be through the e-registration. For this purpose, the following shall apply:
  - a. Changes that fall as amendment covers only the following:
    - Change in/Additional Packaging size
    - Change in/Additional Packaging Type or Packaging Material
    - Change in/Additional Packaging Design
    - Change/Extension in Shelf-Life
    - Change in Brand Name
    - Change in Product Name
    - Change in Business Name
    - Exportation of previously registered product initially for local distribution
    - Transfer of ownership of a registered product
    - Change in importer/distributor
  - b. Automatic renewal provided that there are no changes in the previously approved product information.
- 5) The applicant has the option to choose the validity of initial registration from a minimum of 2 years to a maximum of 5 years. Renewal applications shall be valid for 5 years.
- 6) The fees and charges for all applications through the e-registration shall be based on the prevailing rates implemented by the FDA.

## II. General Procedure

### A. Initial Application

- 1) The applicant shall be assigned an FDA account in order to apply through e-registration. The applicant shall secure from the company a notarized authorization letter (**Annex B**) as the company account holder. He/She shall send the scanned authorization to [info@fda.gov.ph](mailto:info@fda.gov.ph) with "**CFRR: E-registration**" as the subject, with the following information:

Email Address:

Last Name:

First Name:

Middle Name:

Company Name:

Applicants who have attended and completed the Qualified Person in Industry Regulatory Affairs (QPIRA) Training for CFRR will have the priority. The list of QPIRA who attended for a specific company may be viewed at the FDA website.

The Username and Password is **company-specific**. An officer/representative handling multiple companies shall secure separate Username and Password for each respective company.

- 2) Access the online portal through <https://www.fda.gov.ph>. Provide the company-specific Username and Password, and then click the “**Electronic Registration – Low Risk Food Product Registration (Initial Application Form)**”.
- 3) Read carefully the “**DECLARATION**” before proceeding with the application process. The “**DECLARATION**” conveys a binding agreement of the applicant with the FDA to provide accurate information, affirm full responsibility for the safety of the product being registered, and comply with all applicable rules and regulations.

Click “**Yes, I agree**”. Declining the declaration shall mean forfeiture of the opportunity to proceed with e-registration.

- 4) After providing the required information, an Order of Payment will be received. Make sure that all information are complete and correct before making any payment.
- 5) Pay the corresponding assessed fee through the FDA Cashier, BancNet online (as soon as available) or any applicable payment system prescribed by the FDA.
- 6) Track the application through the “**Process Map**” function of the system.
  - a. If the application is denied, an electronic Letter of Denial shall be received in the **Inbox** of the account holder. Reapplication shall be treated as and follow the process for initial applications.
  - b. If the application is approved, the current task that will be indicated is for Releasing. The applicant must then secure the Certificate of Product Registration at the Releasing Section of FDA

#### **B. Amendment/Renewal Application**

- 1) To apply for amendment or renewal, access the online portal through <https://www.fda.gov.ph>. Provide the company-specific Username and Password, and double click on the specific product in the **Inbox** folder.
- 2) Select the type of application from the drop-down menu after the “Declaration”.
- 3) Provide the required information completely and accurately.
- 4) Proceed as in Steps (4) to (6) provided above.



### III. Specific Procedure in Accomplishing e-Registration Applications

- 1) All information filled out by the applicant during the process will be reflected **exactly** in the final output (either CPR or Letter of Denial). Thus, it is imperative for the client to be strictly cautious and diligent in filling out all required information.
- 2) Fill out all necessary information in **ALL CAPS**, except for Trademark, Corporate De Facto (e.g. GmbH) and e-mail address.
- 3) A **MINIMUM** of three (3) contact information in the form of E-Mail, Telephone and Mobile Number must be declared.
- 4) Declare **ALL** ingredients in **DESCENDING** order of proportion. For multi-component ingredients (e.g. non-dairy creamer), indicate the phrase “as follows” in parenthesis after the ingredient and declare each specific component also in parenthesis (Figure 1).

Complete List of Ingredients	
In descending order of proportion	
New	
* Name of Ingredient	
1	NON DAIRY CREAMER (as follows)
2	(GLUCOSE SYRUP)
3	(HYDROGENATED VEGETABLE FAT)

Figure 1. Declaration of Multi-Component Ingredient

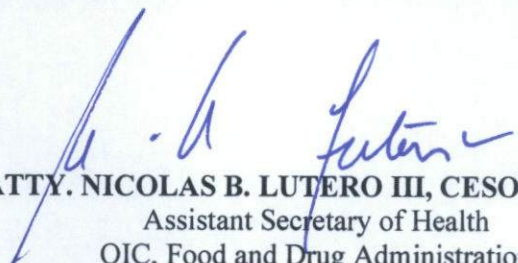
- 5) In declaring the product specifications for physical, chemical, and microbiological parameters, ensure the completeness and accuracy of the details for the parameters and specifications since these will be verified later on during Post-Market Surveillance.
- 6) In attaching Product Labels or other supporting documents, make sure that **ALL** information are reflected **LEGIBLY** and **ACCURATELY**. Limit the attachments to 20 MB using the format “.png” or “.pdf”. Refrain from using “jpg”, “jpeg” and other similar picture formats since these files are larger and will take a longer time to attach.

Product labels in commercial presentation should be scanned clearly reflecting all sides with complete information. If pictures of the individual sides/panels of the label are attached separately, ensure that the corresponding file names are given.

**IV. Effectivity**

All e-registration applications for raw materials/ingredients and low risk food products shall be implemented starting on December 1, 2014.

By Authority of the Secretary of Health



**ATTY. NICOLAS B. LUTERO III, CESO III**  
Assistant Secretary of Health  
OIC, Food and Drug Administration



## ANNEX A

### List of Low Risk Food Products

#### A. FATS, OILS AND FAT EMULSIONS

1. Butter oil, anhydrous milkfat, ghee
2. Vegetable oils and fats
3. Animal fats (lard, tallow, fish oil and other animal fats)
4. Fat emulsions mainly of type oil-in-water, including mixed and/or flavored products based on fat emulsion
5. Fat emulsions mainly of type water-in-oil (butter, fat spreads, margarine dairy fat spreads and blended spreads)
6. Fat-based desserts excluding dairy-based desserts

#### B. PROCESSED FRUITS, VEGETABLE AND EDIBLE FUNGI (including mushrooms and fungi, roots and tubers, pulses and legumes, and aloe vera) SEaweEDS, AND NUTS AND SEEDS

1. Dehydrated fruits or vegetables, including candied fruits (mechanically dried)
2. Jams, jellies, marmalades (pastry, topping, filling, coconut spreads)
3. Dehydrated Vegetable protein products
4. Fruits or vegetables in vinegar, oil or brine
5. Fruit-based spreads (e.g. chutney) excluding jams, jellies and marmalades
6. Fruit preparations, including pulp, purees, fruit toppings and coconut milk
7. Cooked fruits
8. Frozen vegetables (including mushrooms and fungi, roots and tubers, pulses and legumes, and aloe vera) seaweeds, and nuts and seeds
9. Vegetable (including mushrooms and fungi, roots and tubers, pulses and legumes, and aloe vera), seaweed, and nut and seedin pulps and preparations (e.g. vegetable desserts and sauces, candied vegetables) other than food in HR Letter B.8 (Vegetable purees, spreads – peanut butter)
10. Cooked or fried vegetables(including mushrooms and fungi, roots and tubers, pulses and legumes, and aloe vera), and seaweeds

#### C. CONFECTIONERY

1. Confectionery including hard and soft candy, nougats, marzipans, etc. other than in MR (cocoa products and chocolate products)
2. Chewing gum
3. Decorations (e.g. for fine bakery wares, sugar flowers), toppings (non-fruit), and sweet sauces



**D. CEREAL-BASED PRODUCTS, derived from cereal grains, from roots and tubers, pulses, legumes and pith or soft core of palm tree, excluding bakery wares in Letter F below**

1. Flours, starches (including soybean powder) and flour mixes
2. Breakfast cereals including rolled oats
3. Pasta and noodles and like products (e.g. rice paper, rice vermicelli, soybean pastas and noodles)
  - a. Fresh pastas and noodles and like products
  - b. Dried pastas and noodles and like products
  - c. Pre-cooked pastas and noodles and like products
4. Cereal and starch based desserts (e.g. rice pudding, tapioca pudding, native delicacies)
5. Batters (e.g. for breading or batters for fish or poultry)
6. Pre-cooked or processed rice products, including rice cakes (Oriental type only)
7. Soybean products (excluding soybean-based seasonings and condiments under LR Letter I (seasonings, condiments and sauces))
  - a. Soybean-based beverages
  - b. Soybean-based film
  - c. Soybean curd (tofu)
  - d. Semi-dehydrated soybean curd
    - 1) Thick gravy-stewed semi-dehydrated soybean curd
    - 2) Deep fried semi-dehydrated soybean curd
    - 3) Semi-dehydrated soybean curd, other than in LRD.7.d.1) and 7.d.2)
  - e. Dehydrated soybean curd (kori tofu)
  - f. Other soybean protein products

**E. PROCESSED MEAT AND MEAT PRODUCTS, INCLUDING POULTRY AND GAME**

Edible casings (e.g. sausage casings)

**F. BAKERY WARES AND BAKERY RELATED PRODUCTS**

1. Bread and ordinary bakery wares and mixes
  - a. Breads and rolls – yeast-leavened breads and specialty breads, soda breads
  - b. Crackers, excluding sweet crackers
  - c. Other ordinary bakery products (e.g. bagels, pita, English muffins)
  - d. Bread-type products, including bread stuffing and bread crumbs
  - e. Steamed bread and buns
  - f. Mixes for bread and ordinary bakery wares
2. Fine bakery wares (sweet, salty or savory) and mixes

Mixes for fine bakery wares (e.g. cakes, pancakes)



## **G. SWEETENERS, INCLUDING HONEY**

1. Refined and raw sugars
  - a. White sugar, dextrose anhydrous, dextrose monohydrate, fructose
  - b. Powdered sugar, powdered dextrose
  - c. Soft white sugar, soft brown sugar, glucose syrup, dried glucose syrup, raw cane sugar
    - 1) Dried glucose syrup used to manufacture sugar confectionery
    - 2) Glucose syrup used to manufacture sugar confectionery
  - d. Lactose
  - e. Plantation or mill white sugar
2. Brown sugar excluding products under LRG.1.c (soft white sugar, etc.)
3. Sugar solutions and syrups, also (partially) inverted, including treacle and molasses, excluding products under G.1.c(soft white sugar, etc.)
4. Other sugars and syrups (e.g. xylose, maple syrup, sugar toppings), including coconut sugar
5. Honey
6. Table-top sweeteners, including those containing high-intensity sweeteners

## **I. SALT, SPICES, SOUPS, SAUCES, SALADS AND PROTEIN PRODUCTS**

1. Salt and salt substitutes
2. Herbs, spices, seasonings and condiments (e.g. seasoning for instant noodles)
3. Vinegars
4. Mustards
5. Soups and broths
  - Mixes for soups and broths
6. Sauces and like products
  - a. Mixes for sauces and gravies
  - b. Clear sauces (fish sauce)
7. Yeast and like products
8. Soybean-based seasonings and condiments
  - a. Fermented soybean paste (e.g. miso)
  - b. Soybean sauce
    - 1) Fermented soybean sauce
    - 2) Non-fermented soybean sauce
    - 3) Other soybean sauces
9. Protein products other than from soybeans, marinades



**J. BEVERAGES, excluding dairy products**

1. Non-alcoholic (“soft”) beverages

Coffee, coffee substitutes, tea, herbal infusions, and other hot cereal and grain beverages

2. Alcoholic beverages, including alcohol-free and low-alcoholic counterparts

a. Beer and malt beverages

b. Cider and perry

c. Grape wines

1) Still grape wine

2) Sparkling and semi-sparkling grape wines

3) Fortified grape wine, grape liquor wine, and sweet grape wine

d. Wines (other than grape)

e. Mead

f. Distilled spirituous beverages containing more than 15% alcohol

g. Aromatized alcoholic beverages (e.g. beer, wine and spirituous cooler-type beverages, low-alcoholic refreshers)

**K. READY-TO-EAT SAVOURIES**

1. Snacks – potato-, cereal- or starch-based (from roots and tubers, pulses and legumes), including chips and crunchies

2. Chicharon

3. Snacks – fish-based

**ANNEX B**  
**TEMPLATE**  
**Authorization Letter for E-registration**

[[COMPANY LETTERHEAD]]

**(DATE)**

**The Director/OIC**  
**Center for Food Regulation and Research**  
**Food and Drug Administration**  
Civic Drive, Filinvest Corporate City  
Alabang, Muntinlupa City

**Sir/Madam:**

In accordance with Republic Act No. 9711 and other related issuances, we, \_\_\_\_\_ (Company Name), with LTO number \_\_\_\_\_ issued on \_\_\_\_\_ valid until \_\_\_\_\_, hereby authorize \_\_\_\_\_ (Name of Representative) as the account holder for e-registration of raw materials/ingredients/low risk prepackaged processed food products and shall be responsible for all applications submitted through e-registration.

\_\_\_\_\_  
(Owner/General Manager/President)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

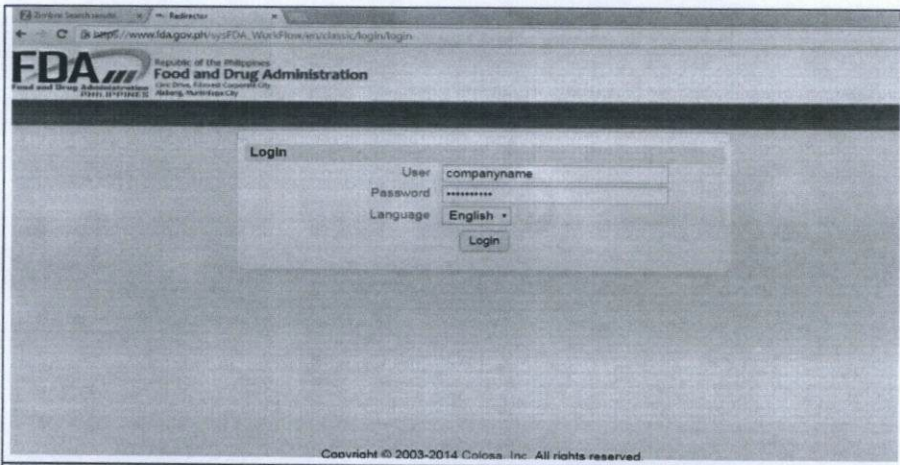
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Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

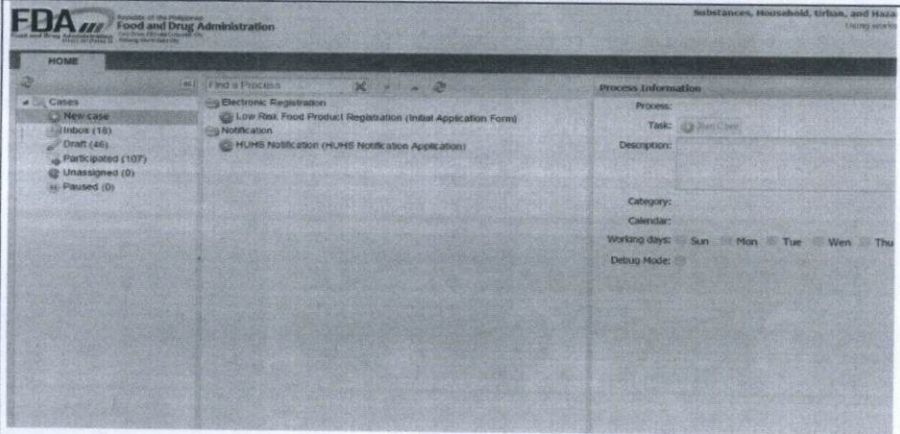


ANNEX C

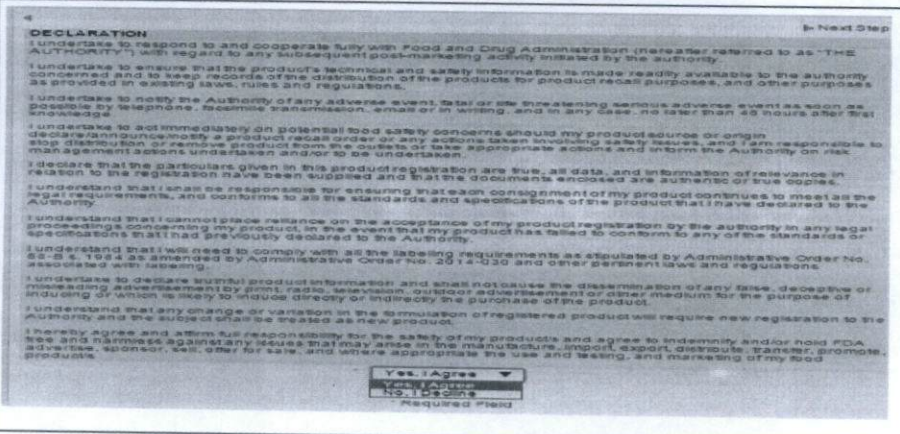
FDA CFRR e-Registration System



(a) After securing your user name and password from FDA CFRR, log in at <https://www.fda.gov.ph>



(b) Start a new application by selecting "New Case". Double Click "Low Risk Food Product Registration (Initial Application Form)"



(c) Read the "Declaration". Select "Yes, I Agree" and "Continue"



◀ Previous Step ▶ Next Step  
**Low Risk Food Product Application Form**  
 Brand Name   
 \* Product Name   
 \* Type of Food Product **Raw Material** ▼  
 \* Food Categorization **Fats, Oils and Fat Emulsions** ▼  
 \* Company Name (As listed in LTO)   
 \* Address (As listed in LTO)   
 \* Region ----- ▼  
 \* LTO No.   
 \* LTO Validity  X Y  
 \* Number of Years applied for **2 Years** ▼  
 Contact Information. Please provide at least three (3) contact information. Must be in the form of:  
 • Email  
 • Telephone  
 • Mobile  
 ▶ New  
 Type                      \* Detail  
 1 **Email** ▼                       Delete  
Next  
 \* Required Field

(d) Start filling out the required fields with correct information.

For additional fields, click the "New" button above the information

Fields with red (\*) asterisk are MANDATORY/REQUIRED to be filled out. In case a required field is not filled out, the application process will not proceed.

◀ Previous Step ▶ Next Step  
**Establishment Information**  
 \* Please select the corresponding company activity/activities  
 Manufacturer ▼  
 Manufacturer  
 Importer Distributor Wholesaler  
 Distributor Wholesaler  
 \* Required Field

◀ Previous Step ▶ Next Step  
**Complete List of Ingredients**  
 In descending order of proportion  
 ▶ New  
 \* Name of Ingredient  
 1  Delete  
Next

◀ Previous Step ▶ Next Step  
**Product Specifications**  
 Physical:  
 \* I. Color     
 \* II. Odor     
 \* III. Taste     
 \* IV. Texture     
 \* V. Consistency     
 Chemical (e.g. Moisture Content)  
 ▶ New  
 \* Parameter                       \* Specification  Delete  
 1    
 Microbiological (e.g. Coliforms)  
 ▶ New  
 \* Parameter                       \* Specification  Delete  
 1    
Next  
 \* Required Field



◀ Previous Step ▶ Next Step

**Shelf Life and Other Information**

- \* Shelf Life Declaration (in Months)
- \* Type **Actual** ▼
- \* Packaging Material Type/Name
- \* Description of Product as Packed
- \* Storage Condition Requirements
- \* Function of the Food material
- \* Usage
- \* Source of Allergen (if any)
- \* Lot Code and Interpretation
- \* Open Date Marking

\* Required Field

◀ Previous Step ▶ Next Step

**Product Label**  
Input Document

Clear and complete loose labels or artworks.  
For products covered by Republic Act 8976 (ie rice, flour, cooking oil and sugar) and Republic Act 8172 (ASIN Law), attach a Certificate of Analysis (CoA) to attest conformity to the fortification levels.

▶ Attach

Title	Version	Creator	Comment	Created Date
No records found				

← → ↻ [www.fda.gov.ph/sys/FDA\\_WorkFlow/en/classic/cases/main](http://www.fda.gov.ph/sys/FDA_WorkFlow/en/classic/cases/main)

**FDA** Republic of the Philippines  
Food and Drug Administration  
One Drive, Alvaro Cortes St.,  
Pasig, Metro Manila City

Substances, Household, Urban, and Hazardous (bu) Using workspace FDA 2014-11

HOME

Steps Information Actions Case Notes

Cases

- New case
- Inbox (18)
- Draft (47)
- Participated (108)
- Unassigned (0)
- Paused (0)

Case #: 4109

◀ Previous Step ▶ Next Step

Output document: Order of Payment

Description: Order of Payment. Please DOWNLOAD via clicking OPEN and PRINT TWO (2) copies to be presented to Cashier.


Create Date: 2014-11-04 15:34:20

File (.pdf) Open


(e) After filling-out the required fields and attaching the label and other supporting documents (if applicable), click "Submit"

(f) Download the Assessment Slip by clicking "Open"





Republic of the Philippines  
 Department of Health  
**Food And Drug Administration**  
 Civic Drive, Filinvest Corporate City, Alabang, Muntlupa City



**Order of Payment**

**Date:** 2014-11-04  
**Type:** Initial  
**Application No:** 4109  
**Account No:** 4000000041094  
**Brand Name:** a  
**Product Name:** a  
**Company Name:** AF  
**Application Fee:** 1200  
**Legal Research Fee:** 12  
**Validity (Years):** 2  
**Amount Due:** 1212

(g) Print two (2) copies of the assessment slip then pay the required fee.

Options for payment are:

1. FDA Cashier
2. BancNet (as soon as available)
3. Others as specified by the FDA

Case #: 4109

◀ Previous Step      ▶ Next Step

Output document: Order of Payment

Description: Order of Payment. Please DOWNLOAD via clicking OPEN and PRINT TWO (2) copies to be presented to Cashier.

Create Date: 2014-11-04 15:34:20

File (.pdf): Open

Next Step

(h) Click the "Next Step" button to proceed

Case #: 4109

◀ Previous Step

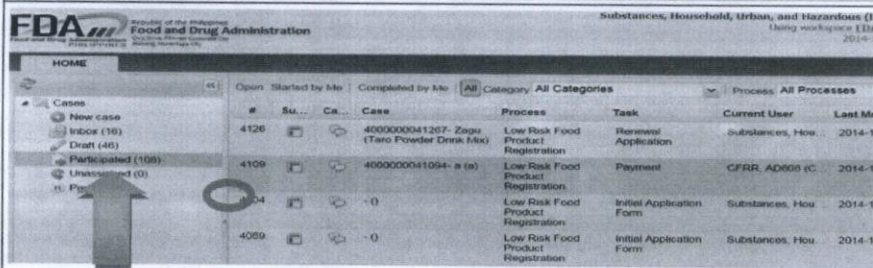
**Assign Task**

Next Task: Payment

Employee: CFRR, AD808

Continue

(i) End the application process by clicking "Continue".

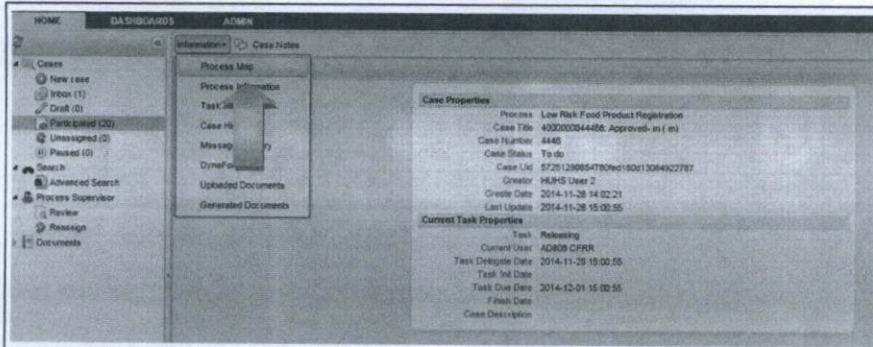


Substances, Household, Urban, and Hazardous (SHU) Using workspace FDA, 2014-11

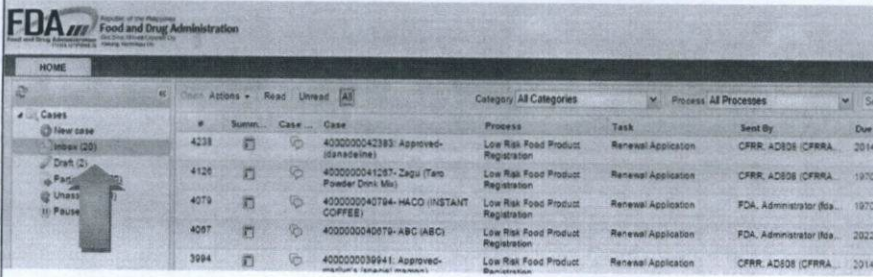
Case #	Stu...	Ca...	Case	Process	Task	Current User	Last Mod
4126			400000041267- Zozor (Taro Powder Drink Mix)	Low Risk Food Product Registration	Renewal Application	Substances, Hou...	2014-10
4109			4000000041094- a (a)	Low Risk Food Product Registration	Payment	CFRR, AD808 (C)	2014-11
4104			- 0	Low Risk Food Product Registration	Initial Application Form	Substances, Hou	2014-10
4059			- 0	Low Risk Food Product Registration	Initial Application Form	Substances, Hou	2014-10

(j) The application would then be transferred in the "PARTICIPATED" Section.

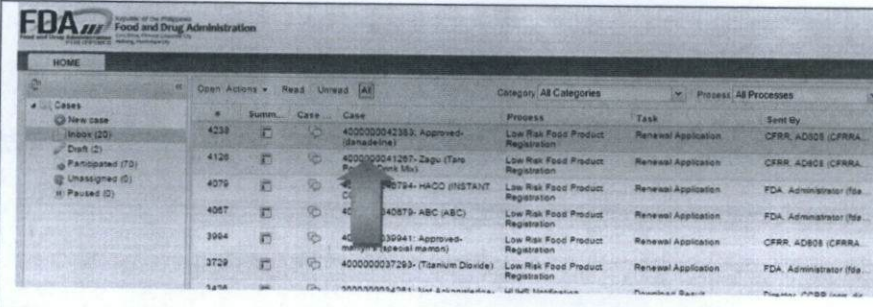




(k) The application can then be tracked via the "Process Map" function



(l) The Inbox folder contains the Letter of Denial for denied applications.



(m) To submit applications for amendment or renewal, select the corresponding product in the Inbox folder