



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
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MEMORANDUM CIRCULAR

No. 48
Series of 2024

SUBJECT : FOOD AND DRUG ADMINISTRATION (FDA) CLARIFICATION ON THE VALIDITY AND RENEWAL OF LICENSE TO OPERATE (LTO) AND CERTIFICATE OF PRODUCT REGISTRATION (CPR)

WHEREAS, businesses undergoing renewal processes with the Food and Drug Administration (FDA) have expressed concerns about the requirement to present valid Licenses to Operate (LTO) or Certificates of Product Registration (CPR) for applications related to movement of commodities.

WHEREAS, the Bureau of Animal Industry (BAI) has requested clarifications from the FDA regarding the concerns surrounding the validity and renewal of authorizations for LTO and CPR.


WHEREAS, in a letter dated 23 September 2024, the FDA responded and has clarified the stipulations of *Circular no. 2011-004* regarding the validity of the LTO or CPR. According to the clarification, LTOs or CPRs will remain valid and existing until the FDA renders a decision or resolution on the application for renewal. However, it is required to present a **'Proof of Renewal application'** to maintain this provision.

IN LIGHT OF THE ABOVE, the following documents can be presented by the clients to this as proof of renewal of application:

LTO RENEWAL	CPR RENEWAL
For Food Manufacturers – Case number of application AND Official Receipt	All Food Products – Screenshot of case number of application undergoing pre-assessment, OR Screenshot of case number of application undergoing Payment Verification or Evaluation with Official Receipt
For Food Distributor / Trader – Screenshot of case number of application undergoing pre-assessment, OR Screenshot of case number of application undergoing Payment Verification or Evaluation with Official Receipt	

Please be guided accordingly.

Done this 30th day of September 2024.


DIOSAMIA M. SEVILLA, MSc
Officer-In-Charge, Director



"Our organization is certified
according to ISO 9001"

Masaganang Agrikultura, Maunlad na Ekonomiya

23 September 2024

HYACINTH G. NAPILOY, DVM, MPS-PA
Officer-in-Charge, Director
Bureau of Animal Industry – Department of Agriculture
5 Visayas Avenue, Barangay Vasra,
Quezon City 1128

Dear **Dir. Napiloy**:

This refers to your inquiry on the provisions of FDA Circular 2011-004 on the validity and renewal of authorizations issued by this Office, specifically:

“For applications for renewal filed within one hundred twenty (120) days from its original expiry, the License to Operate (LTO) or Certificate of Product Registration (CPR) shall be considered valid and existing until a decision or resolution by the FDA is rendered on the application for renewal.”

As stipulated in the aforementioned issuance, the License to Operate (LTO) or Certificate of Product Registration (CPR) shall be considered valid and existing until a decision or resolution by the FDA is rendered on the application for renewal. Proof of renewal application is required to maintain this provision.

The following documents may be presented by the client as proof:

LTO RENEWAL	CPR RENEWAL
<ul style="list-style-type: none">• For Food Manufacturers – Case number of application and Official Receipt• For Food Distributor/Trader – screenshot of case number of application undergoing preassessment, or screenshot of case number of application undergoing Payment Verification or Evaluation with Official Receipt	<ul style="list-style-type: none">• All Food Products - screenshot of case number of application undergoing preassessment, or screenshot of case number of application undergoing Payment Verification or Evaluation with Official Receipt


Please note that LTO and CPR applications are processed online through our electronic systems. Given that images or screenshots may be altered or fabricated, you may verify an application through this email address: cfrr@fda.gov.ph.



Additionally, please note that renewal applications may be disapproved if the establishment or product does not meet the required standards and regulations.

For your information and guidance.
Thank you.

Very truly yours,


PILAR MARILYN M. PAGAYUNAN
Director IV
Center for Food Regulation and Research

DTN: 20240909144138
JCA/HISA