

## 1. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION FOR NEW FULLY- REGISTERED PRODUCTS (TRADITIONAL)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Validity: 3 years

|  |   |  |              |                        |         |                                       |
|--|---|--|--------------|------------------------|---------|---------------------------------------|
| <b>Office or Division</b>  | Fertilizer Regulations Division (FRD)   |  |              |                        |         |                                       |
| <b>Classification</b>  | Highly Technical  |  |              |                        |         |                                       |
| <b>Type of Transaction</b>   | G2G - Government to Government or G2B - Government to Business Entity   |  |              |                        |         |                                       |
| <b>Who may avail</b>   | Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor   |  |              |                        |         |                                       |
|  | <b>Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA laboratory or FPA recognized laboratories, valid only within 1 year after date of issue] are allowed to file a product registration application.</b> |  |              |                        |         |                                       |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>   |              |                        |         |                                       |
| <b>For Local Products</b>  |   |  |              |                        |         |                                       |
| Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original) |   | FPA-FRD or FPA Website   |              |                        |         |                                       |
| Production Process Flowchart [except for raw material] (1 original)                                |   | Applicant  |              |                        |         |                                       |
| Draft Label (1 original)   |   | Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements) |              |                        |         |                                       |
| <b>For Imported Products</b>   |   |  |              |                        |         |                                       |
| Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)  |   | FPA-FRD or FPA Website   |              |                        |         |                                       |
| Certificate of Analysis [COA] from the manufacturer (1 photocopy)                                  |   | Manufacturer/Supplier  |              |                        |         |                                       |
| Material Safety Data Sheet [MSDS] (1 photocopy)  |   | Manufacturer/Supplier  |              |                        |         |                                       |
| Draft Label (1 original)   |   | Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements) |              |                        |         |                                       |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID (PHP)</b>   |              | <b>PROCESSING TIME</b> |         |                                       |
| 1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)      | 1.1 Check the completeness and correctness of the submitted documents   | None   |              | 2 hours                |         |                                       |
|  | 1.2 Issue Bill form   |  |              | 30 mins                |         |                                       |
| 2. Pay corresponding fees  | 2.1 Issue Order of Payment<br>2.2 Issue Official Receipt (O.R.)   | <b>Filing Fee</b>  | <b>Local</b> | <b>Imported</b>        | 30 mins | Accounting Staff / Cashier<br>FPA-FAD |
|  |   |  | 600          | 600                    |         |                                       |
|  |   | <b>Registration Fee</b>  |              |                        |         |                                       |
|  |   | Inorganic  | 3600         | 6000                   |         |                                       |
|  |   | Soil Conditioner   | 1800         | 4200                   |         |                                       |
|  |   | Raw Material   | 1800         | 4200                   |         |                                       |
| Plant Growth Promoter  | 1800  | 4200   |              |                        |         |                                       |



|  |   | Biostimulant 3600 6000<br>Specialty 1800 4200              |         |   |
|--|---|--|---------|---|
| 3. Present OR to FRD Staff               | 3.1 Record OR number<br>3.2 Receive the application   | None   |         | Senior Agriculturist<br>FPA-FRD   |
| 4. Wait for the approval/<br>disapproval | 4.1 Evaluate the application form and supporting documents<br><br>If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.2<br><br>If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances | None   | 10.5 wd | Senior Agriculturist<br>FPA-FRD   |
|  | 4.2 Review and recommend  |  | 2 wd    | Supervising Agriculturist & Division Chief<br>FPA-FRD<br>Deputy Executive Director for Fertilizer<br>FPA-OED<br>Executive Director<br>FPA-OED |
|  | 4.3 Final Review  |  | 1 wd    |   |
|  | 4.4 Approval / Disapproval  |  | 1 wd    |   |
| 5. Claim the approved CPR                | 5. Notify the client on the status of registration (approval/disapproval)   | None   | 1 hour  | Administrative Asst III<br>FPA-FRD  |
| <b>TOTAL:</b>                            |   | Filing Fee + Registration Fee based on the type of product | 15 wd   |   |



## 2. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION FOR NEW FULLY- REGISTERED PRODUCTS (NON-TRADITIONAL)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Validity: 3 years

|  |   |  |              |                        |                                    |
|--|---|--|--------------|------------------------|------------------------------------|
| <b>Office or Division</b>  | Fertilizer Regulations Division (FRD)   |  |              |                        |                                    |
| <b>Classification</b>  | Highly Technical  |  |              |                        |                                    |
| <b>Type of Transaction</b>   | G2G - Government to Government or G2B - Government to Business Entity   |  |              |                        |                                    |
| <b>Who may avail</b>   | Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor   |  |              |                        |                                    |
|  | <b>Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA laboratory or FPA recognized laboratories, valid only within 1 year after date of issue] are allowed to file a product registration application.</b> |  |              |                        |                                    |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>   |              |                        |                                    |
| <b>For Local Products</b>  |   |  |              |                        |                                    |
| Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original) |   | FPA-FRD or FPA Website   |              |                        |                                    |
| Production Process Flowchart (1 original)  |   | Applicant  |              |                        |                                    |
| Draft Label (1 original)   |   | Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements) |              |                        |                                    |
| Approved Experimental Use Permit (1 photocopy)   |   | Applicant (from the original document issued by FPA-FRD)   |              |                        |                                    |
| Endorsement of Bioefficacy Data  |   | FPA-RFU  |              |                        |                                    |
| Two (2) bioefficacy data for the same crop (2 original)  |   | FPA-Accredited Researcher  |              |                        |                                    |
| <b>For Imported Products</b>   |   |  |              |                        |                                    |
| Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)  |   | FPA-FRD or FPA Website   |              |                        |                                    |
| Production Process Flowchart (1 photocopy)   |   | Manufacturer/Supplier  |              |                        |                                    |
| Certificate of Analysis [COA] from the manufacturer (1 photocopy)                                  |   | Manufacturer/Supplier  |              |                        |                                    |
| Material Safety Data Sheet [MSDS] (1 photocopy)  |   | Manufacturer/Supplier  |              |                        |                                    |
| Draft Label (1 original)   |   | Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements) |              |                        |                                    |
| Approved Experimental Use Permit (1 photocopy)   |   | Applicant (from the original document issued by FPA-FRD)   |              |                        |                                    |
| Endorsement of Bioefficacy Data  |   | FPA-RFU  |              |                        |                                    |
| Two (2) bioefficacy data for the same crop (2 original)  |   | FPA-Accredited Researcher  |              |                        |                                    |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID (PHP)</b>   |              | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>          |
| 1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)      | 1.1 Check the completeness and correctness of the submitted documents   | None   |              | 2 hours                | Agriculturist / FPA-FRD            |
|  | 1.2 Issue Bill form   |  |              | 30 mins                |                                    |
| 2. Pay corresponding fees  | 2.1 Issue Order of Payment  | <b>Filing Fee</b>  | <b>Local</b> | 30 mins                | Accounting Staff / Cashier FPA-FAD |
|  | 2.2 Issue Official Receipt (O.R.)   |  | 600          |                        |                                    |



|  |  | <b>Registration Fee</b>   |        |   |
|--|--|---|--------|---|
|  |  | Inorganic   | 3600   | 6000  |
|  |  | Soil Conditioner  | 1800   | 4200  |
|  |  | Plant Growth Promoter   | 1800   | 4200  |
|  |  | Biostimulant  | 3600   | 6000  |
|  |  | Specialty   | 1800   | 4200  |
| 3. Present OR to FRD Staff               | 3.1 Record OR number<br>3.2 Receive the application  | None  |        | <i>Agriculturist I<br/>FPA-FRD</i>  |
| 4. Wait for the approval/<br>disapproval | 4.1 Prepare data package   | None  | 2 wd   | <i>Agriculturist I<br/>FPA-FRD</i>  |
|  | 4.2 Submit data package for review of Technical Evaluator  |   | 1.5 wd | <i>Agriculturist I<br/>FPA-FRD</i>  |
|  | 4.3 Evaluate data package and prepare evaluation report  |   | 10 wd  | <i>External<br/>Technical<br/>Evaluator</i>                               |
|  | 4.4 Receive the evaluation report from the Technical Evaluator   |   |        |   |
|  | 4.5 Review the evaluation report, application form, and supporting documents                                   |   |        |   |
|  | If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.6                    |   | 2 wd   | <i>Agriculturist I<br/>FPA-FRD</i>  |
|  | If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances |   |        |   |
|  | 4.6 Review and recommend   |   | 2 wd   | <i>Supervising<br/>Agriculturist &amp;<br/>Division Chief<br/>FPA-FRD</i> |
| 4.7 Final Review                         | 1 wd   | <i>Deputy<br/>Executive<br/>Director for<br/>Fertilizer<br/>FPA-OED</i> |        |   |
| 4.8 Approval / Disapproval               | 1 wd   | <i>Executive<br/>Director<br/>FPA-OED</i>                               |        |   |
| 5. Claim the approved CPR                | 5. Notify the client on the status of registration (approval/disapproval)                                      | None  | 1 hour | <i>Administrative<br/>Asst III<br/>FPA-FRD</i>                            |
| <b>TOTAL:</b>                            |  | Filing Fee + Registration Fee based on the type of product              | 20 wd  |   |



### 3. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION FOR NEW PROVISIONALLY- REGISTERED PRODUCTS (NON-TRADITIONAL)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Validity: 1 year

|  |   |  |              |                        |                           |                            |
|--|---|--|--------------|------------------------|---------------------------|----------------------------|
| <b>Office or Division</b>  | Fertilizer Regulations Division (FRD)   |  |              |                        |                           |                            |
| <b>Classification</b>  | Highly Technical  |  |              |                        |                           |                            |
| <b>Type of Transaction</b>   | G2G - Government to Government or G2B - Government to Business Entity   |  |              |                        |                           |                            |
| <b>Who may avail</b>   | Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor   |  |              |                        |                           |                            |
|  | <b>Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA laboratory or FPA recognized laboratories, valid only within 1 year after date of issue] are allowed to file a product registration application.</b> |  |              |                        |                           |                            |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>   |              |                        |                           |                            |
| <b>For Local Products</b>  |   |  |              |                        |                           |                            |
| Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original) |   | FPA-FRD or FPA Website   |              |                        |                           |                            |
| Production Process Flowchart (1 original)  |   | Applicant  |              |                        |                           |                            |
| Draft Label (1 original)   |   | Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements) |              |                        |                           |                            |
| Approved Experimental Use Permit (1 photocopy)   |   | Applicant (from the original document issued by FPA-FRD)   |              |                        |                           |                            |
| Endorsement of Bioefficacy Data  |   | FPA-RFU  |              |                        |                           |                            |
| One (1) bioefficacy data for the target crop (1 original)  |   | FPA-Accredited Researcher  |              |                        |                           |                            |
| <b>For Imported Products</b>   |   |  |              |                        |                           |                            |
| Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)  |   | FPA-FRD or FPA Website   |              |                        |                           |                            |
| Production Process Flowchart (1 photocopy)   |   | Manufacturer/Supplier  |              |                        |                           |                            |
| Certificate of Analysis [COA] from the manufacturer (1 photocopy)                                  |   | Manufacturer/Supplier  |              |                        |                           |                            |
| Material Safety Data Sheet [MSDS] (1 photocopy)  |   | Manufacturer/Supplier  |              |                        |                           |                            |
| Draft Label (1 original)   |   | Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements) |              |                        |                           |                            |
| Approved Experimental Use Permit (1 photocopy)   |   | Applicant (from the original document issued by FPA-FRD)   |              |                        |                           |                            |
| Endorsement of Bioefficacy Data  |   | FPA-RFU  |              |                        |                           |                            |
| One (1) bioefficacy data for the target crop (1 original)  |   | FPA-Accredited Researcher  |              |                        |                           |                            |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID (PHP)</b>   |              | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |                            |
| 1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)      | 1.1 Check the completeness and correctness of the submitted documents   | None   |              | 2 hours                | Agriculturist / FPA-FRD   |                            |
|  | 1.2 Issue Bill form   |  |              | 30 mins                |                           |                            |
| 2. Pay corresponding   | 2.1 Issue Order of Payment  | <b>Filing Fee</b>  | <b>Local</b> | <b>Imported</b>        | 30 mins                   | Accounting Staff / Cashier |
|  |   | 600  | 600          |                        |                           |                            |



|  |  |   |        |  |
|--|--|---|--------|--|
| fees                                     | 2.2 Issue Official Receipt (O.R.)  | <b>Registration Fee</b><br>Inorganic 1200 1800<br>Soil Conditioner 600 1800<br>Plant Growth Promoter 1200 1800<br>Biostimulant 1200 1800<br>Specialty 1200 1800 |        | FPA-FAD  |
| 3. Present OR to FRD Staff               | 3.1 Record OR number<br>3.2 Receive the application  | None  |        | <i>Agriculturist I</i><br>FPA-FRD  |
| 4. Wait for the approval/<br>disapproval | 4.1 Prepare data package   | None  | 2 wd   | <i>Agriculturist I</i><br>FPA-FRD  |
|  | 4.2 Submit data package for review of Technical Evaluator  |   | 1.5 wd | <i>Agriculturist I</i><br>FPA-FRD  |
|  | 4.3 Evaluate data package and prepare evaluation report  |   | 10 wd  | <i>External Technical Evaluator</i>  |
|  | 4.4 Receive the evaluation report from the Technical Evaluator   |   |        |  |
|  | 4.5 Review the evaluation report, application form, and supporting documents                                   |   |        |  |
|  | If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.6                    |   | 2 wd   | <i>Agriculturist I</i><br>FPA-FRD  |
|  | If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances |   |        |  |
|  | 4.6 Review and recommend   |   | 2 wd   | <i>Supervising Agriculturist &amp; Division Chief</i><br>FPA-FRD<br><i>Deputy Executive Director for Fertilizer</i><br>FPA-OED |
| 4.7 Final Review                         | 1 wd   | <i>Executive Director for Fertilizer</i><br>FPA-OED   |        |  |
| 4.8 Approval / Disapproval               | 1 wd   | <i>Executive Director</i><br>FPA-OED  |        |  |
| 5. Claim the approved CPR                | 5. Notify the client on the status of registration (approval/disapproval)                                      | None  | 1 hour | <i>Administrative Asst III</i><br>FPA-FRD  |
| <b>TOTAL:</b>                            |  | Filing Fee + Registration Fee based on the type of product  | 20 wd  |  |



#### 4. RENEWAL OF CERTIFICATE OF PRODUCT REGISTRATION FOR FULLY- REGISTERED PRODUCTS (TRADITIONAL)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Validity: 3 years

|  |   |  |  |                        |      |
|--|---|--|--|------------------------|------|
| <b>Office or Division</b>  | Fertilizer Regulations Division (FRD)   |  |  |                        |      |
| <b>Classification</b>  | Highly Technical  |  |  |                        |      |
| <b>Type of Transaction</b>   | G2G - Government to Government or G2B - Government to Business Entity   |  |  |                        |      |
| <b>Who may avail</b>   | Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor   |  |  |                        |      |
|  | <b>Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA laboratory or FPA recognized laboratories, valid only within 1 year after date of issue] are allowed to file a product registration application.</b> |  |  |                        |      |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>   |  |                        |      |
| <b>For Local Products</b>  |   |  |  |                        |      |
| Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original) |   | FPA-FRD or FPA Website   |  |                        |      |
| Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)                  |   | Applicant (from the original document issued by FPA-FRD)   |  |                        |      |
| Production Process Flowchart (except for raw material) (1 original)                                |   | Applicant  |  |                        |      |
| Draft Label (1 original)   |   | Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements) |  |                        |      |
| <b>For Imported Products</b>   |   |  |  |                        |      |
| Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)  |   | FPA-FRD or FPA Website   |  |                        |      |
| Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)                  |   | Applicant (from the original document issued by FPA-FRD)   |  |                        |      |
| Certificate of Analysis [COA] from the manufacturer (1 photocopy)                                  |   | Manufacturer/Supplier  |  |                        |      |
| Material Safety Data Sheet [MSDS] (1 photocopy)  |   | Manufacturer/Supplier  |  |                        |      |
| Draft Label (1 original)   |   | Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements) |  |                        |      |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID (PHP)</b>   |  | <b>PROCESSING TIME</b> |      |
| 1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)      | 1.1 Check the completeness and correctness of the submitted documents   | None   |  | 2 hours                |      |
|  | 1.2 Issue Bill form   |  |  | 30 mins                |      |
| 2. Pay corresponding fees  | 2.1 Issue Order of Payment  | <b>Local Imported</b>  |  | 30 mins                |      |
|  | 2.2 Issue Official Receipt (O.R.)   | <b>Registration Fee</b>  |  |                        |      |
|  |   | Inorganic  | 3000   |                        | 5400 |
|  |   | Soil Conditioner   | 1800   |                        | 4200 |
|  |   | Raw Material   | 1800   |                        | 4200 |
|  |   |  | <i>Senior Agriculturist</i><br>FPA-FRD       |                        |      |
|  |   |  | <i>Accounting Staff / Cashier</i><br>FPA-FAD |                        |      |



|                                      |  |  |        |   |
|--------------------------------------|--|--|--------|---|
|                                      |  | Plant<br>Growth            1800    4200<br>Promoter<br>Biostimulant    3000    5400<br>Specialty        1800    4200   |        |   |
|                                      |  | <b>For Late Renewal</b><br>50% surcharge of fees if renewed within 1-month after expiry date<br>100% surcharge of fees if renewed beyond 1-month after expiry date |        |   |
| 3. Present OR to FRD Staff           | 3.1 Record OR number<br>3.2 Receive the application  | None   |        | <i>Senior Agriculturist<br/>FPA-FRD</i>   |
| 4. Wait for the approval/disapproval | 4.1 Evaluate the application form and supporting documents   | None   | 3.5 wd | <i>Senior Agriculturist<br/>FPA-FRD</i>   |
|                                      | If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.2                    |  |        |   |
|                                      | If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances |  |        |   |
|                                      | 4.2 Review and recommend   |  |        |   |
|                                      | 4.3 Final Review   |  | 1 wd   | <i>Supervising Agriculturist &amp; Division Chief<br/>FPA-FRD<br/>Deputy Executive Director for Fertilizer<br/>FPA-OED<br/>Executive Director<br/>FPA-OED</i> |
|                                      | 4.4 Approval / Disapproval   |  | 1 wd   |   |
| 5. Claim the approved CPR            | 5. Notify the client on the status of registration (approval/disapproval)                                      | None   | 1 hour | <i>Administrative Asst III<br/>FPA-FRD</i>  |
| <b>TOTAL:</b>                        |  | Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)   | 7 wd   |   |



## 5. RENEWAL OF CERTIFICATE OF PRODUCT REGISTRATION FOR PROVISIONALLY- REGISTERED PRODUCTS (NON-TRADITIONAL)

All inorganic fertilizer products, which are imported or produced locally, should be registered with FPA.

Validity: 1 year

|  |   |  |                                       |                        |                 |
|--|---|--|---------------------------------------|------------------------|-----------------|
| <b>Office or Division</b>  | Fertilizer Regulations Division (FRD)   |  |                                       |                        |                 |
| <b>Classification</b>  | Highly Technical  |  |                                       |                        |                 |
| <b>Type of Transaction</b>   | G2G - Government to Government or G2B - Government to Business Entity   |  |                                       |                        |                 |
| <b>Who may avail</b>   | Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor   |  |                                       |                        |                 |
|  | <b>Note: Only those fertilizer handlers who have already secured an original copy of the Passed confirmatory analysis [test report and evaluation summary from FPA laboratory or FPA recognized laboratories, valid only within 1 year after date of issue] are allowed to file a product registration application.</b> |  |                                       |                        |                 |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>   |                                       |                        |                 |
| <b>For Local Products</b>  |   |  |                                       |                        |                 |
| Duly accomplished and notarized Application Form [FPA-FRD-F01] with documentary stamp (1 original) |   | FPA-FRD or FPA Website   |                                       |                        |                 |
| Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)                  |   | Applicant (from the original document issued by FPA-FRD)   |                                       |                        |                 |
| Production Process Flowchart (1 original)  |   | Applicant  |                                       |                        |                 |
| Draft Label (1 original)   |   | Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements) |                                       |                        |                 |
| <b>For Imported Products</b>   |   |  |                                       |                        |                 |
| Duly accomplished and notarized Application Form [FPA-FRD-02] with documentary stamp (1 original)  |   | FPA-FRD or FPA Website   |                                       |                        |                 |
| Previously issued/expired Certificate of Product Registration [CPR] (1 photocopy)                  |   | Applicant (from the original document issued by FPA-FRD)   |                                       |                        |                 |
| Certificate of Analysis [COA] from the manufacturer (1 photocopy)                                  |   | Manufacturer/Supplier  |                                       |                        |                 |
| Material Safety Data Sheet [MSDS] (1 photocopy)  |   | Manufacturer/Supplier  |                                       |                        |                 |
| Draft Label (1 original)   |   | Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements) |                                       |                        |                 |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID (PHP)</b>   |                                       | <b>PROCESSING TIME</b> |                 |
| 1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)      | 1.1 Check the completeness and correctness of the submitted documents   | None   |                                       | 2 hours                |                 |
|  | 1.2 Issue Bill form   |  |                                       | 30 mins                |                 |
| 2. Pay corresponding fees  | 2.1 Issue Order of Payment<br>2.2 Issue Official Receipt (O.R.)   | <b>Registration Fee</b>  |                                       | 30 mins                |                 |
|  |   |  | <b>Local</b>                          |                        | <b>Imported</b> |
|  |   | Inorganic  | 1200                                  |                        | 1800            |
|  |   | Soil Conditioner   | 600                                   |                        | 1800            |
|  |   | Plant Growth Promoter  | 1200                                  |                        | 1800            |
|  |   |  |                                       |                        |                 |
|  |   |  | Accounting Staff / Cashier<br>FPA-FAD |                        |                 |



|                                       |   |  |        |   |
|---------------------------------------|---|--|--------|---|
|                                       |   | Specialty 1200 1800  |        |   |
|                                       |   | <b>For Late Renewal</b><br>50% surcharge of fees if renewed within 1-month after expiry date<br>100% surcharge of fees if renewed beyond 1-month after expiry date |        |   |
| 3. Present OR to FRD Staff            | 3.1 Record OR number<br>3.2 Receive the application   | None   |        | <i>Agriculturist / FPA-FRD</i>                                |
| 4. Wait for the approval/ disapproval | 4.1 Evaluate the application form and supporting documents<br><br>If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.2<br><br>If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances | None   | 3.5 wd | <i>Agriculturist / FPA-FRD</i>                                |
|                                       | 4.2 Review and recommend  |  | 1 wd   | <i>Supervising Agriculturist &amp; Division Chief FPA-FRD</i> |
|                                       | 4.3 Final Review  |  | 1 wd   | <i>Deputy Executive Director for Fertilizer FPA-OED</i>       |
|                                       | 4.4 Approval / Disapproval  |  | 1 wd   | <i>Executive Director FPA-OED</i>                             |
| 5. Claim the approved CPR             | 5. Notify the client on the status of registration (approval/disapproval)   | None   | 1 hour | <i>Administrative Asst III FPA-FRD</i>                        |
| <b>TOTAL:</b>                         |   | Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date)   | 7 wd   |   |



## 6. ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION FOR LABEL EXPANSION

Label expansion can be filed by registrants who wish to add other crop groupings to the target crop/s of their fully-registered non-traditional product.

*Validity: Co-terminus with the fully-registered product*

|   |   |  |                        |                                       |
|---|---|--|------------------------|---------------------------------------|
| <b>Office or Division</b>   | Fertilizer Regulations Division (FRD)   |  |                        |                                       |
| <b>Classification</b>   | Highly Technical  |  |                        |                                       |
| <b>Type of Transaction</b>  | G2G - Government to Government or G2B - Government to Business Entity   |  |                        |                                       |
| <b>Who may avail</b>  | Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor |  |                        |                                       |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>   |                        |                                       |
| <b>For Local and Imported Products</b>  |   |  |                        |                                       |
| Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp (1 original) |   | FPA-FRD or FPA Website   |                        |                                       |
| Active Certificate of Product Registration [CPR] (1 photocopy)  |   | Applicant (from the original document issued by FPA-FRD)   |                        |                                       |
| Draft Label (1 original)  |   | Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements) |                        |                                       |
| Approved Experimental Use Permit (1 photocopy)  |   | Applicant (from the original document issued by FPA-FRD)   |                        |                                       |
| Endorsement of Bioefficacy Data   |   | FPA-RFU  |                        |                                       |
| One (1) bioefficacy data for the target crop (1 original)   |   | FPA-Accredited Researcher  |                        |                                       |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID (PHP)</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>             |
| 1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)   | 1.1 Check the completeness and correctness of the submitted documents   | None   | 2 hours                | Agriculturist / FPA-FRD               |
|   | 1.2 Issue Bill form   |  | 30 mins                |                                       |
| 2. Pay corresponding fees   | 2.1 Issue Order of Payment  | Processing Fee - 600   | 30 mins                | Accounting Staff / Cashier<br>FPA-FAD |
|   | 2.2 Issue Official Receipt (O.R.)   |  |                        |                                       |
| 3. Present OR to FRD Staff  | 3.1 Record OR number<br>3.2 Receive the application   | None   |                        | Agriculturist / FPA-FRD               |
| 4. Wait for the approval/ disapproval   | 4.1 Prepare data package  | None   | 2 wd                   | Agriculturist / FPA-FRD               |
|   | 4.2 Submit data package for review of Technical Evaluator   |  | 1.5 wd                 | Agriculturist / FPA-FRD               |
|   | 4.3 Evaluate data package and prepare evaluation report   |  | 10 wd                  | External Technical Evaluator          |
|   | 4.4 Receive the evaluation report from the Technical Evaluator  |  | 2 wd                   | Agriculturist / FPA-FRD               |



|                                  |  |             |                                     |  |
|----------------------------------|--|-------------|-------------------------------------|--|
|                                  | <p>4.5 Review the evaluation report, application form, and supporting documents</p> <p>If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.6</p> <p>If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances</p> <p>4.6 Review and recommend</p> <p>4.7 Final Review</p> <p>4.8 Approval / Disapproval</p> |             | <p>2 wd</p> <p>1 wd</p> <p>1 wd</p> | <p><i>Supervising<br/>Agriculturist &amp;<br/>Division Chief<br/>FPA-FRD<br/>Deputy<br/>Executive<br/>Director for<br/>Fertilizer<br/>FPA-OED<br/>Executive<br/>Director<br/>FPA-OED</i></p> |
| <p>5. Claim the approved CPR</p> | <p>5. Notify the client on the status of registration (approval/disapproval)</p>   | <p>None</p> | <p>1 hour</p>                       | <p><i>Administrative<br/>Asst III<br/>FPA-FRD</i></p>  |
| <p><b>TOTAL:</b></p>             |  | <p>600</p>  | <p>20 wd</p>                        |  |



## 7. ISSUANCE OF CERTIFICATE OF FULL PRODUCT REGISTRATION FOR THIRD PARTY AUTHORIZATION (NEW/RENEWAL)

The Third Party Authorization (TPA) is an agreement or contract between two (2) companies, the primary registrant and the company who receives the authorization to register the product as their own.

*Validity: co-terminus with Primary Registrant*

|   |   |  |                        |                                       |         |                                       |
|---|---|--|------------------------|---------------------------------------|---------|---------------------------------------|
| <b>Office or Division</b>   | Fertilizer Regulations Division (FRD)   |  |                        |                                       |         |                                       |
| <b>Classification</b>   | Complex   |  |                        |                                       |         |                                       |
| <b>Type of Transaction</b>  | G2G - Government to Government or G2B - Government to Business Entity   |  |                        |                                       |         |                                       |
| <b>Who may avail</b>  | Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor |  |                        |                                       |         |                                       |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>   |                        |                                       |         |                                       |
| <b>For Local and Imported Products</b>  |   |  |                        |                                       |         |                                       |
| Duly accomplished and notarized Application Form [FPA-FRD-F01 for Local or FPA-FRD-F02 for Imported Products] with documentary stamp (1 original) |   | FPA-FRD or FPA Website   |                        |                                       |         |                                       |
| Active Certificate of Product Registration [CPR] (1 photocopy)  |   | Primary registrant (from the original document issued by FPA-FRD)  |                        |                                       |         |                                       |
| Duly Notarized TPA Letter (1 original)  |   | Primary registrant (template available at FPA Website)   |                        |                                       |         |                                       |
| Draft Label (1 original)  |   | Applicant (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> for the labeling requirements) |                        |                                       |         |                                       |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID (PHP)</b>   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>             |         |                                       |
| 1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)   | 1.1 Check the completeness and correctness of the submitted documents   | None   | 2 hours                | Supervising Agriculturist<br>FPA-FRD  |         |                                       |
|   | 1.2 Issue Bill form   |  | 30 mins                |                                       |         |                                       |
| 2. Pay corresponding fees   | 2.1 Issue Order of Payment<br><br>2.2 Issue Official Receipt (O.R.)   | <b>(LOCAL) New</b>   | 30 mins                | Accounting Staff / Cashier<br>FPA-FAD |         |                                       |
|   |   | <b>Renewal</b>   |                        |                                       |         |                                       |
|   |   | <b>Filing Fee</b>  |                        |                                       | 600     | N/A                                   |
|   |   | <b>Registration Fee</b>  |                        |                                       |         |                                       |
|   |   | Inorganic  |                        |                                       | 3600    | 3000                                  |
|   |   | Soil Conditioner   |                        |                                       | 1800    | 1800                                  |
|   |   | Raw Material   |                        |                                       | 1800    | 1800                                  |
|   |   | Plant Growth Promoter  |                        |                                       | 1800    | 1800                                  |
|   |   | Bioestimulant  |                        |                                       | 3600    | 3000                                  |
|   |   | Specialty  |                        |                                       | 1800    | 1800                                  |
|   |   | <b>(IMPORTED) New</b>  |                        |                                       | 30 mins | Accounting Staff / Cashier<br>FPA-FAD |
|   |   | <b>Renewal</b>   |                        |                                       |         |                                       |
| <b>Filing Fee</b>   | 600   | N/A  |                        |                                       |         |                                       |
| <b>Registration Fee</b>   |   |  |                        |                                       |         |                                       |
| Inorganic   | 6000  | 5400   |                        |                                       |         |                                       |
| Soil Conditioner  | 4200  | 4200   |                        |                                       |         |                                       |
| Raw Material  | 4200  | 4200   |                        |                                       |         |                                       |
| Plant Growth Promoter   | 4200  | 4200   |                        |                                       |         |                                       |
| Bioestimulant   | 6000  | 5400   |                        |                                       |         |                                       |



|                                      |   |  |        |  |
|--------------------------------------|---|--|--------|--|
|                                      |   | Specialty 4200 4200  |        |  |
|                                      |   | <b>For Late Renewal</b><br>50% surcharge of fees if renewed within 1-month after expiry date<br>100% surcharge of fees if renewed beyond 1-month after expiry date   |        |  |
| 3. Present OR to FRD Staff           | 3.1 Record OR number<br>3.2 Receive the application   | None   |        | <i>Supervising Agriculturist</i><br>FPA-FRD  |
| 4. Wait for the approval/disapproval | 4.1 Evaluate the application form and supporting documents<br><br>If compliant: process the Certificate of Product Registration (CPR) and proceed to step 4.2<br><br>If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances | None   | 3.5 wd | <i>Supervising Agriculturist</i><br>FPA-FRD  |
|                                      | 4.2 Review and recommend  |  | 1 wd   | <i>Division Chief</i><br>FPA-FRD<br><i>Deputy Executive Director for Fertilizer</i><br>FPA-OED<br><i>Executive Director</i><br>FPA-OED |
|                                      | 4.3 Final Review  |  | 1 wd   |  |
|                                      | 4.4 Approval / Disapproval  |  | 1 wd   |  |
| 5. Claim the approved CPR            | 5. Notify the client on the status of registration (approval/disapproval)   | None   | 1 hour | <i>Administrative Asst III</i><br>FPA-FRD  |
| <b>TOTAL:</b>                        |   | <b>For New Application:</b> Filing Fee + Registration Fee based on the type of product<br><b>For Renewal:</b> Registration Fee based on the type of product (plus surcharge of fees if renewed beyond expiry date) | 7 wd   |  |





## 8. ISSUANCE OF FERTILIZER EXPERIMENTAL USE PERMIT (EUP)

Experimental Use Permit (EUP) must be filed by applicant and approved by FPA before any bioefficacy field test is conducted to generate the data required for the registration of a non-traditional fertilizer product.

|  |   |   |              |                        |  |
|--|---|---|--------------|------------------------|--|
| <b>Office or Division</b>  | Fertilizer Regulations Division (FRD)   |   |              |                        |  |
| <b>Classification</b>  | Highly Technical  |   |              |                        |  |
| <b>Type of Transaction</b>   | G2G - Government to Government or G2B - Government to Business Entity   |   |              |                        |  |
| <b>Who may avail</b>   | Fertilizer Handlers: Manufacturer, Processor, Formulator, Bulk Blender, Importer, Importer End-User, Institutional User, Exporter, Repacker, and National Distributor |   |              |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>  |              |                        |  |
| Duly accomplished and notarized Application Form [FPA-FRD-F09] with documentary stamp (1 original) |   | FPA-FRD or FPA Website  |              |                        |  |
| Trial Protocol (1 original)  |   | FPA-Accredited Researcher (refer to <i>Fertilizer Regulatory Policies and Implementing Guidelines</i> ) |              |                        |  |
| Field Layout (1 original)  |   | FPA-Accredited Researcher   |              |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID (PHP)</b>  |              | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                |
| 1. Submit application w/ complete required documents to Fertilizer Regulations Division (FRD)      | 1.1 Check the completeness and correctness of the submitted documents   | None  |              | 2 hours                | Agriculturist I<br>FPA-FRD               |
|  | 1.2 Issue Bill form   |   |              | 30 mins                |  |
| 2. Pay corresponding fees  | 2.1 Issue Order of Payment  | <b>Application Fee</b>  | <b>Local</b> | 30 mins                | Accounting Staff /<br>Cashier<br>FPA-FAD |
|  | 2.2 Issue Official Receipt (O.R.)   |   | 600          |                        |  |
| 3. Present OR to FRD Staff   | 3.1 Record OR number<br>3.2 Receive the application   | None  |              |                        | Agriculturist I<br>FPA-FRD               |
| 4. Wait for the approval/ disapproval  | 4.1 Prepare data package  | None  |              | 2 wd                   | Agriculturist I<br>FPA-FRD               |
|  | 4.2 Submit data package for review of Technical Evaluator   |   |              | 1.5 wd                 | Agriculturist I<br>FPA-FRD               |
|  | 4.3 Evaluate data package and prepare evaluation report   |   |              | 10 wd                  | External<br>Technical<br>Evaluator       |
|  | 4.4 Receive the evaluation report from the Technical Evaluator  |   |              |                        |  |
|  | 4.5 Integrate the evaluation report   |   |              | 2 wd                   | Agriculturist I<br>FPA-FRD               |
|  | 4.6 If compliant: proceed to step   |   |              |                        |  |



|                                  |   |   |                                     |  |
|----------------------------------|---|---|-------------------------------------|--|
|                                  | <p>If non-compliant: issue status report and proceed to Service #22 - Compliance to Deficiencies/Non-conformances</p> <p>4.6 Review the evaluation report, application form, and supporting documents and process the Experimental Use Permit (EUP)</p> <p>4.7 Review and recommend</p> <p>4.8 Final Review</p> <p>4.9 Approval / Disapproval</p> |   | <p>2 wd</p> <p>1 wd</p> <p>1 wd</p> | <p><i>Supervising Agriculturist &amp; Division Chief<br/>FPA-FRD<br/>Deputy Executive Director for Fertilizer<br/>FPA-OED<br/>Executive Director<br/>FPA-OED</i></p> |
| <p>5. Claim the approved EUP</p> | <p>5. Notify the client on the status of application (approval/disapproval)</p>   | <p>None</p>   | <p>1 hour</p>                       | <p><i>Administrative Asst III<br/>FPA-FRD</i></p>  |
| <p><b>TOTAL:</b></p>             |   | <p>600 for local fertilizer,<br/>1200 for imported fertilizer</p> | <p>20 wd</p>                        |  |