ISSUANCE OF CERTIFICATE OF PRODUCT REGISTRATION

Issuance of Certificate of Product Registration ensures that pesticides, and other agricultural chemicals meet the prescribed standards before they are imported, manufactured, formulated, distributed, and sold in the Philippines.

Standards are set by FPA to ensure product quality, suitability, bioefficacy, and safety to end-users and to the environment. Registration involves stringent process of evaluation with the end point that benefits outweigh the risks in the use of the product.

No.	Type of Product Registration	Description
1	Product Registration of New Proprietary Pesticides & New Pesticide Formulations	This category covers all new pesticide products to be registered using data with proprietary nature. This includes: i. New end-use product containing new or currently registered active ingredient ii. New end-use product containing combinations of: • New active ingredients • Currently registered active ingredients • New active ingredients + currently registered active ingredients
2	Product Registration of New Generic Pesticides	This category covers all new pesticide products to be registered on the basis of other registrant's data (which has already lapsed the 8-year proprietary data protection) and/or using international reviews, provided the product is identical or substantially similar to any currently registered pesticide, or differ only in ways that would not significantly increase the risk of unreasonable adverse effects.
3	Product Registration of Pesticides under Third-Party Authorization (TPA)	This category refers to a product registration under an agreement between two (2) companies, the primary registrant who issues the TPA, and the company who receives the TPA, where the latter is: a. authorized to cite a proprietary data owned by the primary registrant or its supplier; and/or b. authorized to sell/distribute a product that is originally registered by the primary registrant. The authorized company shall still comply with other requirements: filing of application forms, payment of fees, and submission of technical and analytical grade samples and labels. Third party authorization is allowed only for pesticide products with full registration.
4	Label Expansion	This covers the expansion of use/claims of a registered pesticide product. This involves additional crops, additional target pests, and/or new method of application in the product label.
5	Renewal of Product Registration	Renewal of registration may be filed three (3) months before its expiry date. Application for renewal filed within one (1) month after expiry date of its registration shall be subjected to 50% surcharge while those filed after the said period shall be subjected to a 100% surcharge, every year. Similarly, a separate application for renewal shall be filed for each formulated product and active ingredient.
6	Amendment of Registration	This refers to the modification in the registration of a registered product, such as change in brand name, formulation, use rate, PHI, MRL, name of source, etc.

Applications for product registration shall undergo evaluation by FPA regulatory personnel. In most cases, the application will require further assessment by technical evaluators. However, it must be noted that the evaluation process of application shall only proceed after payment of filing fees & submission of the hard copies.

If upon evaluation, there are data gaps, deficiencies, or concerns in the application, the status of the application will be communicated to the applicant through email. The applicant shall be given an opportunity to submit a response or additional documents to address them.

If there are no concerns with the application, CPR shall be processed and issued accordingly

6. EVALUATION OF APPLICATION

Office/Division:	FPA Central Office – Pesticide Regulation Division
Classification:	Simple
Type of transaction:	G2B – Government service for business entities
Who can avail:	3. Local companies (i. E. A juridical person created under the Philippine Law) registered by the Securities and Exchange Commission (SEC) to do business in the Philippines and duly licensed by FPA; and 4. Local subsidiaries of any foreign-based pesticide company *Note*: Foreign suppliers or companies registered under the SEC as regional liaison offices are not allowed to apply for this service. Companies operating in the Philippines under Presidential Decree no. 218 are not allowed to apply for this service. Applicants who has scheduled a face-to-face appointment with PRD and has submitted advance electronic copy of product registration application through *Google Form*.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For **product registration of new proprietary pesticides & new pesticide formulations**	
3. Cover letter	Applicant
4. Accomplished FPA Form no. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
11. Accomplished FPA Form no. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
12. Proposed product label	Applicant
13. Compliance to the data requirements detailed in FPA's *Pesticide Regulatory Policies and Implementing Guidelines,* known as FPA *Green Book* (This refers to all relevant studies and pertinent documents necessary to support/validate the claimed product specification, toxicity, efficacy, etc.) d. For conventional pesticides, refer to Table 2. *Data Requirement for Registration and Experimental Use Permit* (pages 52 to 61 of FPA *Green Book*) e. For biorational pesticides, refer to Table 5 and Table 6 for the data requirements for registration of biochemical control agents and microbial pest control agents, respectively (pages 100 to 108 of FPA *Green Book*) f. For other agricultural chemicals, refer to page 21 of FPA *Green Book*.	Applicant
14. Summary of data submitted (summarized and formatted according to the table of data requirements specified in FPA *Green Book*)	Applicant
15. Copy of approved EUP for the trials conducted (attached in the terminal report of local bioefficacy trials)	Applicant
16. Proof of registration in other countries where relevant, if applicable	Applicant
17. Reviews of data done by other countries and international organizations, if available	Applicant
18. Any authorization necessary to cite previously submitted data	Applicant
Important Notes: iv. All the relevant studies and pertinent documents must be properly appended in the dossiers (i.e. table of contents is provided, ear tags are in place, folders are labelled, etc.) v. When a data requirement is deemed not applicable, do not just put "N/A". Provide reason/justification, instead. vi. To facilitate the evaluation process, items #1, #2, #3 and #6 (in the list of requirements above) must be found on the first pages of each folder that will be submitted. In addition, data requirements must be arranged in separate folders as shown below: For conventional pesticides:	Applicant

1.0. General Information	Merge in Folder 1
2.0. Specification	
3.0. Bioefficacy (including trial protocol)	Folder 2
4.0. Toxicology	Folder 3
5.0. Human Exposure & Safety	Folder 4
6.0. Environmental Effects	Folder 5
7.0. Residue in Food (including SPRT protocol, if applicable)	Folder 6
8.0. Environmental Fate & Transport	Folder 7

For biorational pesticides:	
1.0. General Information	Merge in Folder 1
2.0. Specification	
3.0. Bioefficacy (including trial protocol)	Folder 2
4.0. Toxicology	Folder 3
5.0. Residue Data (including SPRT protocol, if applicable)	Folder 4
6.0. Non-Target Organism Toxicology	Folder 5
7.0. Environmental Fate & Expression	Folder 6

For other agricultural chemicals:	
1.0. General Information	Merge in Folder 1
2.0. Specification	
3.0. Bioefficacy (including trial protocol)	Folder 2
4.0. Toxicology (Sections 4.1 to 4.5.1 only)	Folder 3

For **label expansion**	
9. Cover letter	Applicant
10. Accomplished FPA Form no. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
11. Proposed product label	Applicant
12. Copy of approved EUP for the trials conducted	Applicant
13. Summary of bioefficacy data (data summarized and formatted according to the table of data requirements specified in FPA *Green Book*)	Applicant
14. Summary of residue data (data summarized and formatted according to the table of data requirements specified in FPA *Green Book*), if applicable	Applicant
15. Terminal report of the local bioefficacy trials conducted	Applicant
16. Terminal report of the SPRT conducted, if applicable.	Applicant
For **product registration of new generic pesticides**	
8. Cover letter	Applicant
9. Accomplished FPA Form no. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
10. Accomplished FPA Form no. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
11. Compliance to the data requirement for *Section 1 & 2 – General Information & Specification* (as detailed in FPA *Green Book*) (This refers to all relevant studies and pertinent	Applicant

documents necessary to support/validate the claimed product specification.) c. For conventional pesticides, and other agricultural chemicals, refer to Table 2. *Data Requirement for Registration and Experimental Use Permit* (page 52 of FPA *Green Book*) d. For biorational pesticides, refer to Table 5 and Table 6 for the data requirements for registration of biochemical control agents and microbial pest control agents, respectively (page 100 of FPA *Green Book*)	
12. Summary of data submitted (formatted according to the data requirements specified in FPA *Green Book*)	Applicant
13. Product stewardship program	Applicant
14. Proposed product label	Applicant
For **product registration under Third-Party Authorization**	
9. Cover letter	Applicant
10. Accomplished FPA Form no. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
11. Accomplished FPA Form no. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
12. Copy of Certificate of Product Registration (CPR) from the original registrant	Applicant
13. Third-Party Authorization Letter from Original Registrant or Source of Pesticide	Applicant
14. Product stewardship program	Applicant
15. Safety Data Sheet (SDS) of the product	Applicant
16. Proposed product label	Applicant
For **renewal of product registration**	
8. Cover letter	Applicant
9. Accomplished FPA Form no. P-012 (Application for Registration of Active Ingredient), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
10. Accomplished FPA Form no. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
11. Copy of previously issued Certificate of Product Registration (CPR)	Applicant
12. Product stewardship program	Applicant
13. Safety Data Sheet (SDS) of the product	Applicant
14. Copy of FPA-approved product label	Applicant
For **amendment of product registration**	
5. Letter of intent	Applicant
6. Accomplished FPA Form no. P-012 (Application for Registration of Active Ingredient), n1otarized & with documentary stamp, only if there is/are any changes in the originally submitted application forms	Downloadable at http://fpa.da.gov.ph
7. Accomplished FPA Form no. P-022 (Application for Registration of Pesticide Product), notarized & with documentary stamp, only if there is/are any changes in the originally submitted application forms	Downloadable at http://fpa.da.gov.ph
8. Other necessary data/documents to support the application	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personally submit the hard copies of the EUP application to Pesticide	1. Check the completeness of the submission. If submission is	None	30 minutes	*Chemist II, Administrative Aide IV* Pesticide Regulations Division

Regulations Division (PRD).	incomplete, return the application.			
2. Receive the accomplished *Bill Form*.	2. Issue a duly accomplished *Bill Form*.	None	20 minutes	*Chemist II, Administrative Aide IV* Pesticide Regulations Division
3. Submit the accomplished *Bill Form* to the Accounting Section (First Floor, Window 1)	3. Receive the accomplished *Bill Form* and issue *Order of Payment* to the Cashier.	None	20 minutes	*Administrative Assistant III* Accounting Section
4. Pay the corresponding filing fee to the Cashier (First Floor, Window 2) and secure the Official Receipt.	4. Receive the payment and issue an Official Receipt.	See schedule of fees below.	30 minutes	*FPA Cashier*
5. Return to PRD counter, present the Official Receipt for recording, secure the receiving copy of the EUP application, and wait for the notification or updates from PRD through email.	5. Record the payment and Official Receipt number, then sign and release the receiving copy of the EUP application.	None	20 minutes	*Chemist II, Administrative Aide IV* Pesticide Regulations Division
None	6. Update the EUP monitoring log by encoding the pertinent details of the EUP application.	None	1 hour	*Chemist II, Administrative Aide IV* Pesticide Regulations Division
None	7. Do preliminary evaluation. If application requires further evaluation by the Pesticide Regulatory Technical Evaluators (PRTE), prepare to submit the electronic copies of the EUP application dossiers through email. Otherwise, proceed and continue with the evaluation.	None	1 working day	*Chemist II, Registration Officer I* Pesticide Regulations Division
None	8. Distribute the EUP application dossiers to the respective PRTE through email, and update the evaluation monitoring log.	None	4 hours	*Chemist II, Registration Officer I* Pesticide Regulations Division
None	9. Receive the EUP application dossiers, evaluate the compliance to data requirements, make recommendations, and submit an evaluation	None	14 working days	*Pesticide Regulatory Technical Evaluators (PRTE)*

	report through email.			
None	10. Gather all evaluation reports received through email and update the evaluation monitoring log.	None	1 working day	*Chemist II, Registration Officer I* Pesticide Regulations Division
None	11. Consolidate the recommendations of the PRTE, and review the EUP application. If there is any concern, deficiencies, and/or data gaps in the EUP application, notify the applicant through email. If there is none, proceed to processing of EUP.	None	3 working days	*Chemist II, Registration Officer I* Pesticide Regulations Division
TOTAL		See schedule of fees below.	20 working days	

a. Filing fee for **pesticide product registration** (new proprietary & new generic pesticides, and pesticides under TPA)
₱4,500.00 per new active ingredient + ₱3,000.00 per formulated product
b. Filing fee for **label expansion:**
₱3,000.00 per crop/pest
c. Filing fee for **renewal of registration**
Conditional Registration (Extension)
Product
₱ 5,000.00 (Cat. I & II)
₱ 3,000.00 (Cat. III & IV)
Active Ingredient
₱ 7,000.00 (Cat. I & II)
₱ 5,000.00 (Cat. III & IV)
Full Registration
Product
₱ 15,000.00 (Cat. I & II)
₱ 7,000.00 (Cat. III & IV)
Active Ingredient
₱ 20,000.00 (Cat. I & II)
₱ 15,000.00 (Cat. III & IV)

Filing fee for **amendment of registration:** ₱4,000.00

7. PROCESSING OF CERTIFICATE AND NOTICE OF APPROVAL

Office/Division:	FPA Central Office – Pesticide Regulation Division
Classification:	Complex
Type of transaction:	G2B – Government service for business entities
Who can avail:	Applicants who have fully complied with all the requirements for product registration.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
One (1) set of the following, if there are changes in the previously submitted forms & product labels	
3. Cover letter	Applicant
4. Updated FPA Form no. P-012 or P-022, notarized & with documentary stamp	Downloadable at http://fpa.da.gov.ph
5. Updated product label	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. If there are changes in the previously submitted forms & product labels, personally submit the listed requirements to PRD. If there is none, skip this step.	1. Check the completeness of the submission. If incomplete, return the submission. If complete, receive the submission, then sign and release the receiving copy.	None	30 minutes	*Chemist II, Chemist I, Registration Officer I, Administrative Aide IV* Pesticide Regulations Division
2. Wait for the updates or notice of approval from PRD through email.	2. Assign FPA registration number & control number, and encode pertinent details of the product registration to the registration database.	None	1 working day	*Chemist II, Chemist I, Registration Officer I, Administrative Aide IV* Pesticide Regulations Division
None	3. Prepare and print the CPR/s & final status report/s and accomplish Tracking Form for monitoring of transmittal.	None	4 working days	*Chemist II, Chemist I, Registration Officer I, Administrative Aide IV* Pesticide Regulations Division
None	4. Review the product registration application, check the correctness of the CPR/s & final status report/s and endorse approval of the application.	None	2 hours	*Division Chief* Pesticide Regulations Division
None	5. Forward the CPR/s & final status report/s, together with the Tracking Form to the *Office of the Deputy Executive Director for Pesticide*, and to the *Office of the Executive Director*.	None	30 minutes	*Chemist II, Chemist I, Registration Officer I, Administrative Aide IV* Pesticide Regulations Division
	6. Endorse the approval of product registration application.		2 hours	*Deputy Executive Director for Pesticide*
	7. Approve and sign the CPR & final status report.		1 working day	*Executive Director*
None	8. Receive the signed CPR/s & final status report/s and emboss with FPA dry seal.	None	1 hour	*Chemist II, Registration Officer I, A* Pesticide Regulations Division
None	9. Send notice of approval to applicant through email and update the registration database.	None	2 hours	*Chemist II, Chemist I, Registration Officer I, Administrative Aide IV* Pesticide Regulations Division
TOTAL		None	7 working days	