

November 14, 2023

MEMORANDUM CIRCULAR

No. 18
Series of 2023

**TO : ALL REGISTRANTS OF PESTICIDES AND OTHER AGRICULTURAL CHEMICALS FOR ANIMAL FACILITIES
ALL CONCERNED STAKEHOLDERS
THIS OFFICE**

SUBJECT : RENEWAL OF PROVISIONAL AND CONDITIONAL REGISTRATIONS OF PESTICIDES AND OTHER AGRICULTURAL CHEMICALS FOR ANIMAL FACILITIES AND LICENSES TO OPERATE OF HANDLERS OF SAID PRODUCTS

In line with the Fertilizer and Pesticide Authority's (FPA) commitment to continually improve efficiency to deliver regulatory services and for the smooth transition of processes from the Bureau of Animal Industry (BAI), the FPA hereby issues the guidelines on the renewal of provisional and conditional registrations of pesticides and other agricultural chemicals for animal facilities and licenses to operate of handlers of these products.

The renewal of the provisional or conditional certificate of product registration shall be renewed with a validity of one (1) year upon submission of the following documents and payment of the applicable fees (Table 1):

- Application Form P-012, duly notarized and with documentary stamp;
- Application Form P-022, duly notarized and with documentary stamp;
- Copy of previously issued Certificate of Product Registration (CPR); and/or certificate of extension for Memorandum No. 5, Series of 2023
- Product Stewardship Program; and
- Copy of FPA-approved product label

Table 1. Schedule of fees for renewal of provisional or conditional product registration of pesticides and other agricultural chemicals for animal facilities based on the product and the active ingredient.

PRODUCT BY CATEGORY	AMOUNT (FEE)
Category I and II	Php 5,000.00 (per source)
Category III and IV	Php 3,000 .00 (per source)

ACTIVE INGREDIENT BY CATEGORY	AMOUNT (FEE)
Category I and II	Php 7,000 (per source)
Category III and IV	Php 5,000 (per source)

Applications for renewal may be submitted three (3) months before its expiry date. However, those filed within one (1) month after its expiry date shall incur a 50% surcharge while those submitted after one (1) month of expiry date shall be subjected to a 100% surcharge.

Pursuant to Section 9 of the Presidential Decree 1144, Series of 1977, the Authority has the power to suspend, revoke, or amend the registration status of any pesticide or agricultural chemical based on the following:

- False statements in the documents submitted to the FPA or any acts of dishonesty, fraud or deceit;
- Violation of P.D. 1144, s1977 or failure to observe the FPA rules and regulations;
- Ignorance, negligence, poisoning or death in the community;
- Application, or supervision of the use, of any restricted pesticide and other agricultural chemicals in a manner inconsistent with its labeling;
- Non-compliance with the required use of safety equipment and/or operation of faulty or unsafe equipment causing injury or death of the applicator; and
- Refusal to allow inspection of premises and records or to give information requested by the FPA.

Strict adherence to the FPA Pesticide Regulatory Policies and Implementing Guidelines 2020 edition (FPA Green Book) and other related issuances is mandatory for the licensing, warehouse registration, and issuance of a certificate authorizing the importation of pesticides. The license to operate as a handler of other agricultural chemicals (e.g., disinfectants) is valid for one (1) year, contingent upon satisfying the specified requirements and the applicable fee outlined in Table 2 below.

Table 2. Schedule of Fees and Charges for Accreditation/Licensing of Pesticide Handlers, Import/Export Permit and Other Certification

Item	Fees and Charges (in Pesos)
I. Licensing of Fertilizer and Pesticide Handlers, Fertilizer & Pesticide Dealers & Warehouses	
A. Fertilizer and Pesticide Handlers other than dealers (annually)	
Over ₱ 5M capitalization	
First activity	8,500.00
Additional activity	5,000.00
₱1M to ₱5M capitalization	
First activity	5,500.00
Additional activity	4,000.00
₱500,000 to ₱1M capitalization	
First activity	4,000.00
Additional activity	2,000.00
₱500,000 & below capitalization	
First activity	2,000.00
Additional activity	1,000.00



Filing fee (per activity) for new applications	
Manufacturer	7,500.00
Formulator, Repacker, Extruder	7,500.00
Institutional Users	7,500.00
Other activities	2,000.00
A. Pest Control Operations (Annually)	
Members of PCO associations	1,200.00
B. Dealers (Renewal every 3 years)	
Pesticide Dealers	2,500.00
Member of dealer's associations	2,000.00
Dealers of both Fertilizer and Pesticide	4,000.00
Members of dealer's associations	3,200.00
Cooperatives	50% of dealers fee
C. Warehouses (Annually)	
Pesticide	2,000.00
Both Fertilizer & Pesticide	2,400.00
II. Processing Fees	
A. CAIP Issuance	
a. General Use	750.00
b. Red Labelled & Restricted Use	3,000.00
B. Amendment Certification	750.00
C. Export Permit	1,500.00
D. Permit to Purchase Restricted Pesticide	450.00
E. All Other Certifications	350.00

The renewal of application for license to operate and warehouse registration may be filed three (3) months before its expiry date. However, applications filed within 1 month after its expiry date shall be subjected to a 50% surcharge while those filed after one (1) month of its expiry date shall be subjected to a 100% surcharge.

This MEMORANDUM CIRCULAR shall take effect on December 5, 2023, and shall supersede, cancel, or revoke any issuances inconsistent herewith.

For your information and guidance.


JULIETA B. LANSANGAN
Executive Director III

