



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
**FERTILIZER AND PESTICIDE AUTHORITY**  
FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City P.O. Box 2582  
Tel. Nos. 920-8173\*920-8573\*922-3368\*441-1601  
E-mail add: fpa\_77@yahoo.com Website: <http://fpa.da.gov.ph>

August 28, 2018

**MEMORANDUM CIRCULAR**

No. 29  
Series of 2018

**TO :** ALL FERTILIZER STAKEHOLDERS  
FERTILIZER HANDLERS  
FERTILIZER PRODUCT REGISTRANTS  
FERTILIZER REGULATIONS DIVISION  
THIS OFFICE

**SUBJECT :** REQUIREMENTS FOR THE REGISTRATION OF ADDITIONAL  
SUPPLIER AND/OR TRADER AND AMENDMENT OF CERTIFICATE  
OF PRODUCT REGISTRATION

In the interest of the service and in order to improve the delivery of services on the processing of product registration for **additional supplier and/or trader** for imported fertilizer product the following requirements shall be submitted:

1. Letter of Intent (LOI) indicating the details of the additional supplier and/or trader
2. Duly notarized application form with documentary stamp
3. Original copy of the Certificate of Product Registration (CPR)
4. Proposed label
5. Material Safety Data Sheet (MSDS)
6. Payment of registration and filing fees

On the other hand, applicant requiring amendment on the information previously stated on the issued Certificate of Product Registration (CPR) such as change of brand name, address and business name the following shall be submitted:

1. Letter of Intent (LOI) indicating the details of the amendment
2. Duly notarized application form with documentary stamp
3. Original copy of the Certificate of Product Registration (CPR)
4. Updated label
5. For change of business name, applicant shall submit any document showing change of business name (i.e. SEC amendment form or board resolution with sworn affidavit)
6. Payment of filing fee

This circular shall take effect upon signing and shall supersede all other issuances inconsistent herewith.

  
**WILFREDO C. ROLDAN**  
Executive Director