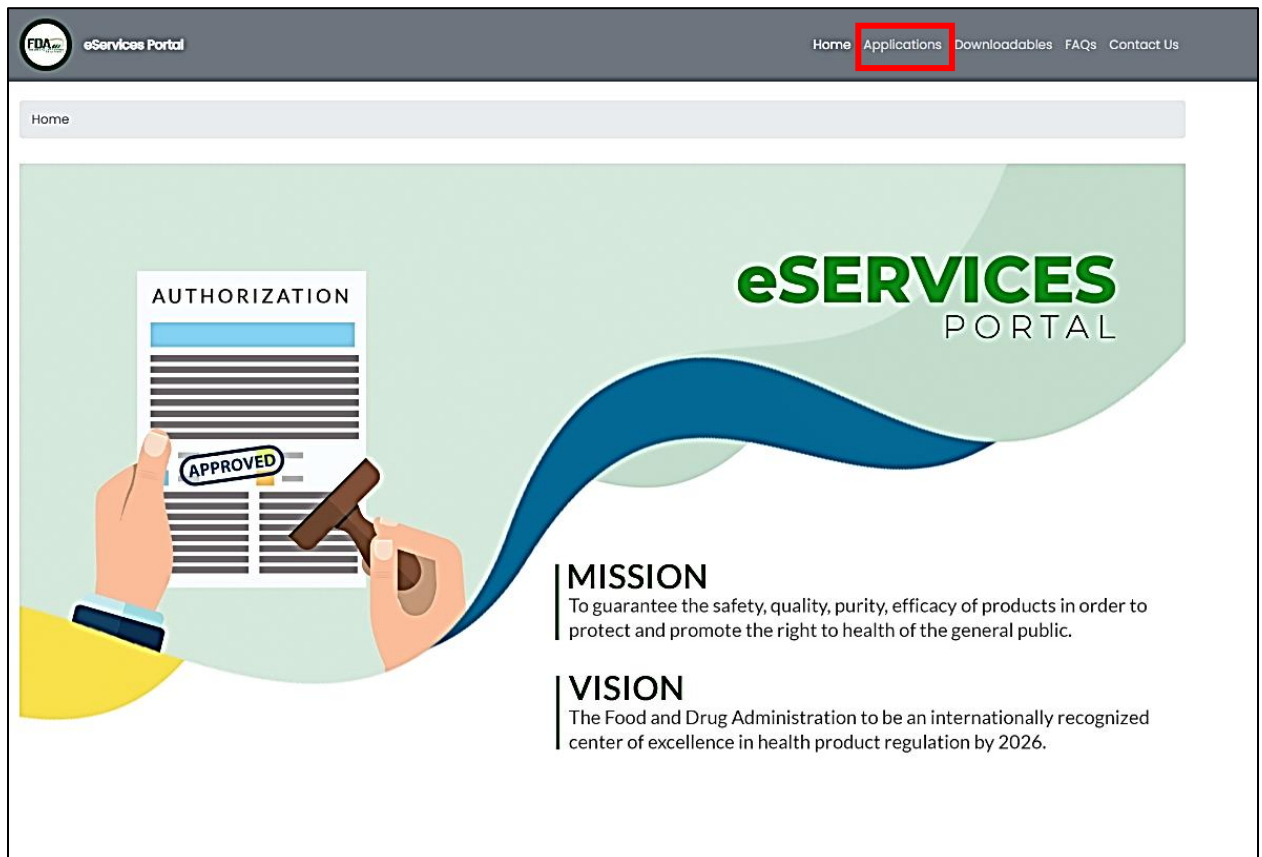


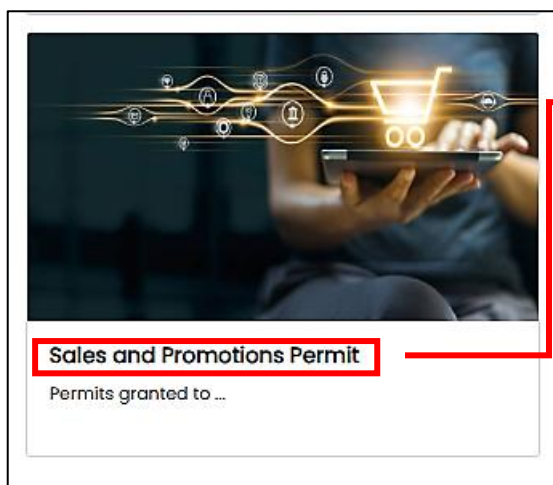
ANNEX A

Procedure on the Use of the FDA eServices Portal System for Sales Promotions Permit Initial Application

1. Access the online portal through eservices.fda.gov.ph and click “**Applications**” found on the upper right corner of the eServices landing page.



2. Click on the “Sales and Promotions Permit” icon.



Ensure correctness of the icon to be clicked.

3. Click on the “Initial” icon to apply for initial SPP application.

The screenshot shows the FDA eServices Portal interface. At the top, there is a navigation bar with links: Home, Applications, Downloadables, FAQs, and Contact Us. Below the navigation bar, a breadcrumb trail reads: Home / Applications / Spp. The main heading is "Sales Promo Permit". There are two main sections: "Application Status" with the text "Check the current status of the application" and "Apply" with the text "Apply for the issuance of Sales and Promo Permit". The "Apply" button is highlighted with a red border.

4. Read carefully the “**Declaration and Undertaking**” before proceeding with the application process. Make sure to check the box below and click on “**Start Application**”.

The screenshot shows the "Sales Promotion Permit Application" page. On the left, there is a sidebar with a list of steps: 1. Declaration and Undertaking (highlighted with a red box), 2. Applicant Information, 3. Promotion Details, 4. Documentary Requirements, 5. Participating Products, and 6. Self-Assessment Review. The main content area is titled "Declaration and Undertaking" and contains a text box with the following text: "I, duly authorized officer/s or representative/s of the Establishment hereby declare, undertake, and agree that all data and information contained and provided in the attached application, together with all other submissions, including amendments, are true and correct based on my knowledge and are based on existing records, legal documents and available information. I, likewise declare, undertake and agree that:" followed by five numbered points. Below the text box, there is a checkbox labeled "I have read and accepted the terms and conditions stated on this form." and a blue button labeled "Start Application". A red arrow points from the "Start Application" button to the right.

The Declaration and Undertaking shall serve as a binding agreement between the applicant and the FDA. The applicant shall ensure consistency with the information being provided.

5. The applicant shall choose the type of establishment subject to sales promotions permit issuance from the drop-down menu.

If the establishment is regulated by the FDA, the applicant shall provide its LTO number and corresponding validity date under Step 5 (Participating Products) of the online application form.

FDAM eServices Portal Home Applications Downloadables FAQs Contact Us

Home / Applications / Spp / Initial

Sales Promotion Permit Initial Application

- 1 Declaration and Undertaking
- 2 Applicant Information**
- 3 Promotion Details
- 4 Participating Products
- 5 Documentary Requirements
- 6 Self-Assessment Review

Establishment Information

* Establishment Type

LTO Number and Validity in Participating Product

Contact Information

Contact Information 1

* First Name

Middle Name

* Last Name

* Position

The Authorized Person refers to the owner, President, Chief Executive Officer or its equivalent, or any organic or full-time employee representing the establishment in an authorized or official capacity; and
The Qualified Person refers to an organic or full-time employee of the establishment who possesses technical competence related to the establishment's activities and health products by virtue of this profession, training, or experience. The Qualified Person may also be the duly Authorized Person of the establishment.

* Email Address

* Mobile Number

Landline Number

Please indicate the area code followed by the landline number

Requesting Party/Applicant

The name of the requesting party/applicant shall be the same name reflected in the approved sales promotions permit

[Add Contact](#)

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Otherwise, if the establishment choose the “Advertising Agency/Sponsor, the following details shall be provided:

- a. Advertising/Promo Agency Name
- b. Advertising/Promo Agency Address

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Sales Promotion Permit Initial Application

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Establishment Information

* Establishment Type

Advertising Agency/Sponsor

* Advertising/Promo Agency Name

Advertising/Promo Agency Name

* Advertising/Promo Agency Address

Bldg.#, Street No./Name, Village/Subdivision, Brgy., Municipality/City, Province, Zip Code

Contact Information

Contact Information 1

* First Name

First Name

Middle Name

Middle Name

* Last Name

Last Name

* Position

Please Select

* Email Address

Email Address

* Mobile Number

Mobile Number

Landline Number

Landline Number

Requesting Party/Applicant

Yes

The Authorized Person refers to the owner, President, Chief Executive Officer or its equivalent, or any organic or full-time employee representing the establishment in an authorized or official capacity; and

The Qualified Person refers to an organic or full-time employee of the establishment who possesses technical competence related to the establishment's activities and health products by virtue of this profession, training, or experience. The Qualified Person may also be the duly Authorized Person of the establishment.

Please indicate the area code followed by the landline number

The name of the requesting party/applicant shall be the same name reflected in the approved sales promotions permit

Add Contact

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Privacy Policy

- The applicant is also requested to provide the contact information of the authorized person. By answering “Yes” to the “Requesting Party/Applicant” field, the contact person shall be responsible in transacting with the FDA pertaining to regulatory filings of all documents under the sales promotion permit application.

The name of the requesting party/applicant shall be the same name reflected in the approved sales promotion permit.

Contact Information

Contact Information 1

* First Name

First Name

Middle Name

Middle Name

* Last Name

Last Name

* Position

Please Select

The Authorized Person refers to the owner, President, Chief Executive Officer or its equivalent, or any organic or full-time employee representing the establishment in an authorized or official capacity; and

The Qualified Person refers to an organic or full-time employee of the establishment who possesses technical competence related to the establishment's activities and health products by virtue of this profession, training, or experience. The Qualified Person may also be the duly Authorized Person of the establishment.

* Email Address

Email Address

* Mobile Number

Mobile Number

Landline Number

Landline Number

Please indicate the area code followed by the landline number

Requesting Party/Applicant

Yes

The name of the requesting party/applicant shall be the same name reflected in the approved sales promotions permit

There shall only be one authorized person who shall receive communications with the FDA. However, additional contact information may be provided by clicking on the “Add Contact” button. Additional contact information shall choose “No” in the drop-down button of “Requesting Party/Applicant” to proceed with the application.

Add Contact

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Contact Information 2

* First Name

First Name

Middle Name

Middle Name

* Last Name

Last Name

* Position

Please Select

The Authorized Person refers to the owner, President, Chief Executive Officer or its equivalent, or any organic or full-time employee representing the establishment in an authorized or official capacity; and

The Qualified Person refers to an organic or full-time employee of the establishment who possesses technical competence related to the establishment's activities and health products by virtue of this profession, training, or experience. The Qualified Person may also be the duly Authorized Person of the establishment.

* Email Address

Email Address

* Mobile Number

Mobile Number

Landline Number

Landline Number

Please indicate the area code followed by the landline number

Requesting Party/Applicant

No


The name of the requesting party/applicant shall be the same name reflected in the approved sales promotions permit

Remove Contact

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7. The applicant shall fill-in the details of establishment's promotion details including the following:
 - a. Promotion Title
 - b. Promo Duration
 - c. Promo Coverage
 - d. Geographical Outlet/Coverage
 - e. Media/Collateral Materials Utilized


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Sales Promotion Permit Initial Application

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2 Applicant Information

3 Promotion Details

4 Participating Products

5 Documentary Requirements

6 Self-Assessment Review

Promotion Details

* Promotion Title

Calendar

* Promo Duration From

Please pick a date

Promo Duration From should be at least thirty (30) calendar days before the commencement of the promotion period.

* Promo Duration To

Please pick a date

Promotion Duration To must not exceed one (1) calendar year.

* Promotion Coverage

Please Select

☐ NCR only or in several regions including Metro Manila or nationwide
☐ More than one region but excluding Metro Manila
☐ Single province/city/municipality
☐ Several provinces/cities/municipalities within a single region
☐ Other Target Establishment/s

* Media/Collateral Materials Utilized:

☐ Storyboard
☐ Radio Script
☐ Online Platform
☐ Print Ads
☐ Shelf Talkers, In-store Posters, Store
☐ Others

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The “Amount of Prizes” ranges **from** and **to** the following amount:

- ₱50,000 and below
- ₱50,001 to ₱150,000
- ₱150,001 to ₱300,000
- ₱300,001 to ₱500,000
- ₱500,001 to ₱1,000,000
- ₱1,000,000 and above

The “Media/Collateral Materials Utilized” shall be provided in order to proceed with the application. If the media is not available in the list of collaterals, the applicant is expected to tick on “Others” to provide the specific media promotion appropriate to the establishment’s promo application.

- For Advertising Agency/Third-Party Marketing Agencies, the list of participating products shall be limited to only **twenty-five (25) five** products per application. Each participating product shall include the following details:
 - Registration/Notification Number
 - Product Name
 - Brand Name

- d. Product Validity
- e. Product Category

The screenshot shows the 'Sales Promotion Permit Initial Application' form on the FDA eServices Portal. The 'Participating Products' section is highlighted with a red box. A red arrow points from the 'Registration / Notification Number' field to a note box on the right.

Participating Products

Product 1

* Registration / Notification Number:

* Product Name:

* Brand Name:

* Product Validity:

* Product Category:

A maximum of 25 products is allowed per application.

Note: If the registration/ notification number does not reflect after clicking on the search button, the applicant may manually input the required details under each participating product.

9. For FDA-Licensed Establishment, there shall be another field for LTO Number and LTO Validity. The same product details as stipulated under item number 8 in this procedure shall also be provided.

The screenshot shows the 'Sales Promotion Permit Initial Application' form on the FDA eServices Portal. The 'Participating Products' section is highlighted with a red box. A red arrow points from the 'LTO Number' field to a note box on the right.

Participating Products

Product 1

* Registration / Notification Number:

* Product Name:

* Brand Name:

* Product Validity:

* Product Category:

* LTO Number:
Please input LTO number to proceed on your application, Example format: LTO-30000000XXXXX or CDHR-NCR-XXX-XXXXXX

* LTO Validity:

A maximum of 25 products is allowed per application.

Note: If the license to operate number does not reflect after clicking on the search button, the applicant may manually input the required details under each participating product.

10. For FDA-Licensed Establishment, it is the discretion of the applicant which Establishment Name and Address shall be reflected in the issued Sales Promotion Permit.

FDA-Licensed Establishment

• Establishment Name

Please Select


• Establishment Address

Establishment Address

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11. For the uploading of documentary requirements, the applicant shall be provided with written instructions to guide the applicant of the formatting type and inclusion of required and relevant information. The FDA eServices Portal System shall allow a maximum of 4mb size per file.

 eServices Portal

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Sales Promotion Permit Initial Application

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Documentary Requirements

• Amount of Prizes/free items

Amount of Prizes/free items

File Upload

Only upload the following file formats: .pdf

• Copy of Product

Copy of Product

File Upload

Only upload the following file formats: .pdf

Mechanics & Schemes

• Mechanics & Schemes 1

Mechanics & Schemes

File Upload

Only upload the following file formats: .pdf

Add Mechanics & Schemes

Layout Promo Materials

• Layout Promo Material 1

Layout Promo Material

File Upload

Only upload the following image formats: .jpg, .jpeg, .png

Add Layout Promo Materials

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12. Review the duly filled-out online application form under the Self-Assessment Review. If everything is in order, click on “Next” to proceed with the submission of application.

