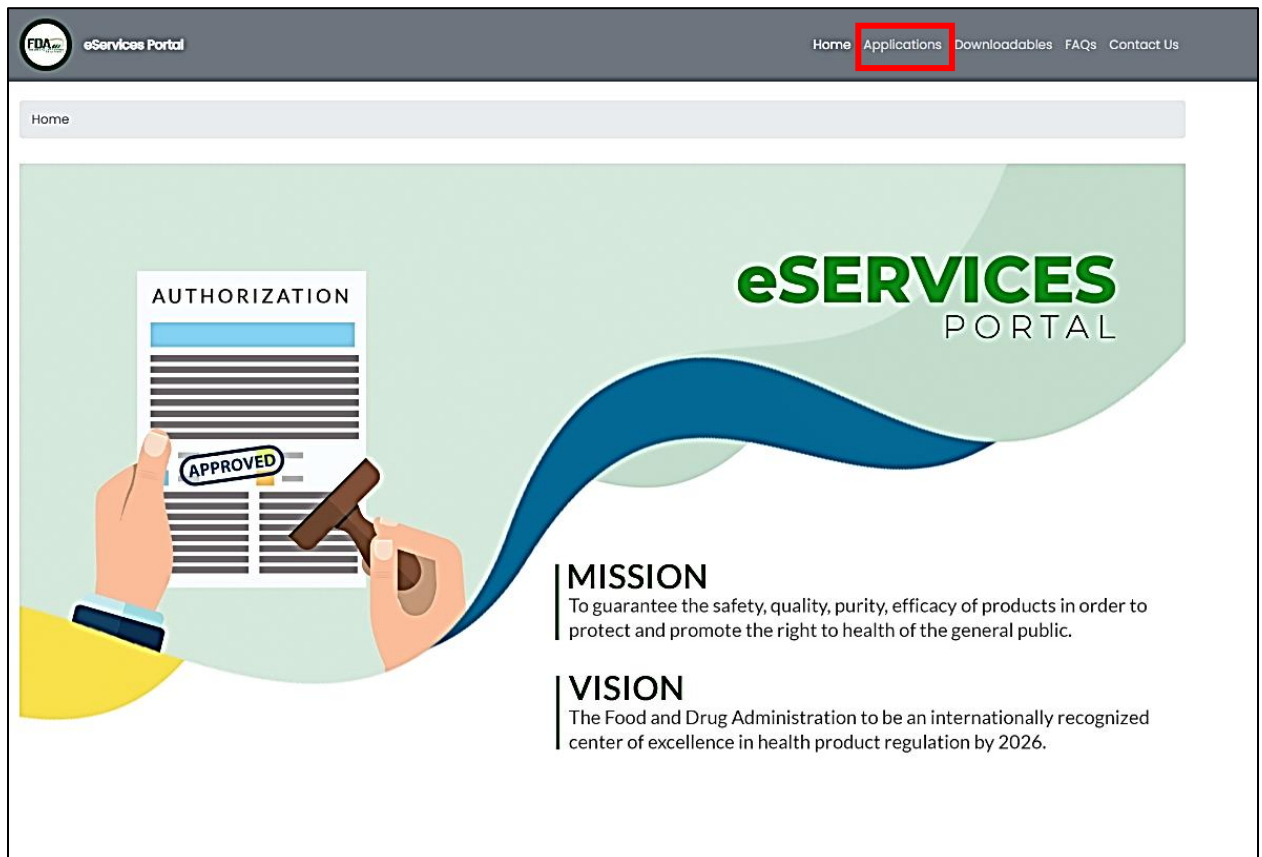


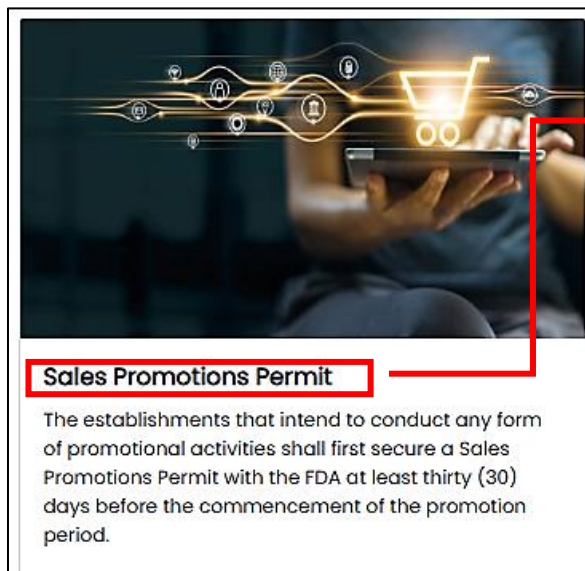
ANNEX B

Procedure on the Use of the FDA eServices Portal System for Sales Promotions Permit Variation 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 “Variation” icon to apply for amendment SPP application.

The screenshot shows the FDA eServices Portal with the following elements:

- Header: FDA eServices Portal, Home, Applications, Downloadables, FAQs, Account Registration, Payment.
- Breadcrumb: Home / Applications / Spp.
- Section: Sales Promotions Permit.
- Three application status cards:
 - Application Status**: Check the current status of the application.
 - Initial**: Apply for the issuance of Sales Promotions Permit.
 - Variation**: Apply for the variation of Sales Promotions Permit. This card is highlighted with a red box.

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 FDA eServices Portal with the following elements:

- Header: FDA eServices Portal, Home, Applications, Downloadables, FAQs, Account Registration, Payment.
- Breadcrumb: Home / Applications / Spp / Variation.
- Section: Sales Promotion Permit - Variation.
- Four steps in a sidebar:
 - 1 Declaration & Undertaking**: Highlighted with a red box.
 - 2 Promo Permit
 - 3 Contact Details
 - 4 Amendments
- Main content area: Declaration and Undertaking. It contains a text box with the following text:

I, duly authorized officer/s or representative/s of the Establishment hereby voluntarily and categorically 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:

 - The particulars given in this application are true, all data, and information of relevance in relation to this application have been supplied and that the documents enclosed are authentic or true copies
 - The electronic copy of the files, documents, or information submitted in relation to this application are the exact duplicate or scanned copy of the same and, any discrepancy, prejudicial contents, false claims or misrepresentation on any of the data therein shall be a ground for the disapproval of application, or if discovered post-approval shall be a ground for the appropriate sanctions including the revocation of the certificate or, and/or the filing of the appropriate legal action against me, the owner, its officers or the establishment whenever possible;
 - The products that my establishment manufacture, distribute and/or sell are registered or to be registered with FDA prior to distribution or sale, and that we assume primary responsibility and/or stewardship over the product in case of liability, adverse events, and/or other public health & safety issues;
 - I understand that I shall be responsible for ensuring that each consignment of my product continues to meet all the legal requirements, and conforms to all the standards and specifications of the product that I have declared to the authority.
 - This document is executed in full knowledge and awareness of Republic Act No. 3720, as amended by Executive Order No. 175 and RA No. 9711 otherwise known as the "Food and Drug Administration Act of 2009", other relevant laws and their implementing rules and regulations; and;
- Below the text box, there is a checkbox: ☐ I have read and accepted the terms and conditions stated on this form. In order to proceed with your application, you need to agree with the declaration and undertaking.
- At the bottom, there is a blue button labeled "Start Application".

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. Provide the Sales Promo Permit Number and the Security Code.

The screenshot shows the FDA eServices Portal with the following elements:

- Header: FDA eServices Portal, Home, Applications, Downloadables, FAQs, Account Registration, Payment.
- Breadcrumb: Home / Applications / Spp / Variation.
- Section: Sales Promotion Permit - Variation.
- Four steps in a sidebar:
 - 1 Declaration & Undertaking
 - 2 Promo Permit**: Highlighted with a red box.
 - 3 Contact Details
 - 4 Amendments
- Main content area: Sales Promo Permit. It contains two input fields:
 - * Permit Number
 - * Security Code
- Below the input fields, there is a text box with the following text:

Please scan the QR Code in the document. For previously issued LTO, enter the sequence number located at the bottom right corner of the document (e.g. FDA-123456).
- At the bottom, there is a checkbox: ☐ I'm not a robot, and a reCAPTCHA logo.
- At the bottom, there are two buttons: "Back" and "Next".

The security code shall be provided by scanning the QR code found on the applicant's approved promo permit:

07 November 2025

Mia Dela Cruz

Sample Promo Agency
Alabang, Muntinlupa City

DOH-FDA-CDRR Permit No. : 0004 s. 2025

Promo Title : Promo Agency Promo 2025-2026

Duration : 30 November 2025 to 30 January 2026

Coverage : NCR only or in several regions including Metro Manila or nationwide, Test 10212025, TEST 11052025

GREETINGS!


Your request for the approval of the amendment of the subject promotion, with details to wit:

PARTICULARS	FROM	TO
Title	Promo Agency Promo 2025-2026	Promo Agency Promo 2025-2026 11072025

is **GRANTED** subject to the terms and conditions set in the previously issued permit.

Very truly yours,

BY THE AUTHORITY OF THE DIRECTOR GENERAL



For previously issued LTO, enter the sequence number located at the bottom right corner of the document (e.g. FDA-123456).

Make sure to click on the “I’m not a robot (CAPTCHA)” button indicating security measures before proceeding on the next step of amendment application process.

- For contact details, the applicant shall provide the updated and accessible e-mail address, mobile number, and if applicable, landline number for ease of communication reflecting the status of the application.

FDA eServices Portal

Home Applications Downloadables FAQs Account Registration Payment

Home / Applications / Spp / Variation

Sales Promotion Permit – Variation

1 Declaration & Undertaking

2 Promo Permit

3 Contact Details

4 Amendments

Contact Information


* Email Address
The owner/authorized representative shall ensure that they have access to the declared email address. The FDA shall not be held responsible or liable in any way for loss of access to the declared email address

* Mobile Number
Update mobile number if necessary

Landline Number
Update landline number if necessary

Back Next

7. Provide the type of amendment and upload the pdf file copy of Letter of Intent.

 eServices Portal

Home Applications Downloadables FAQs Account Registration Payment

Home / Applications / Spp / Variation

Sales Promotion Permit – Variation

1 Declaration & Undertaking

2 Promo Permit

3 Contact Details

4 Amendments

Type of Amendments

☐ Amendment Change of Promo Title

☐ Amendment Geographical Outlet/Coverage

☐ Amendment Media Collaterals

☐ Amendment Extension of Promo Duration

☐ Amendment Change of Promo Duration

☐ Amendment of Participating Products

☐ Amendment Update of Mechanic Schemes

Letter of Intent

* Letter of Intent

Upload Letter of Intent

File Upload

Only upload .pdf

Back

Confirm