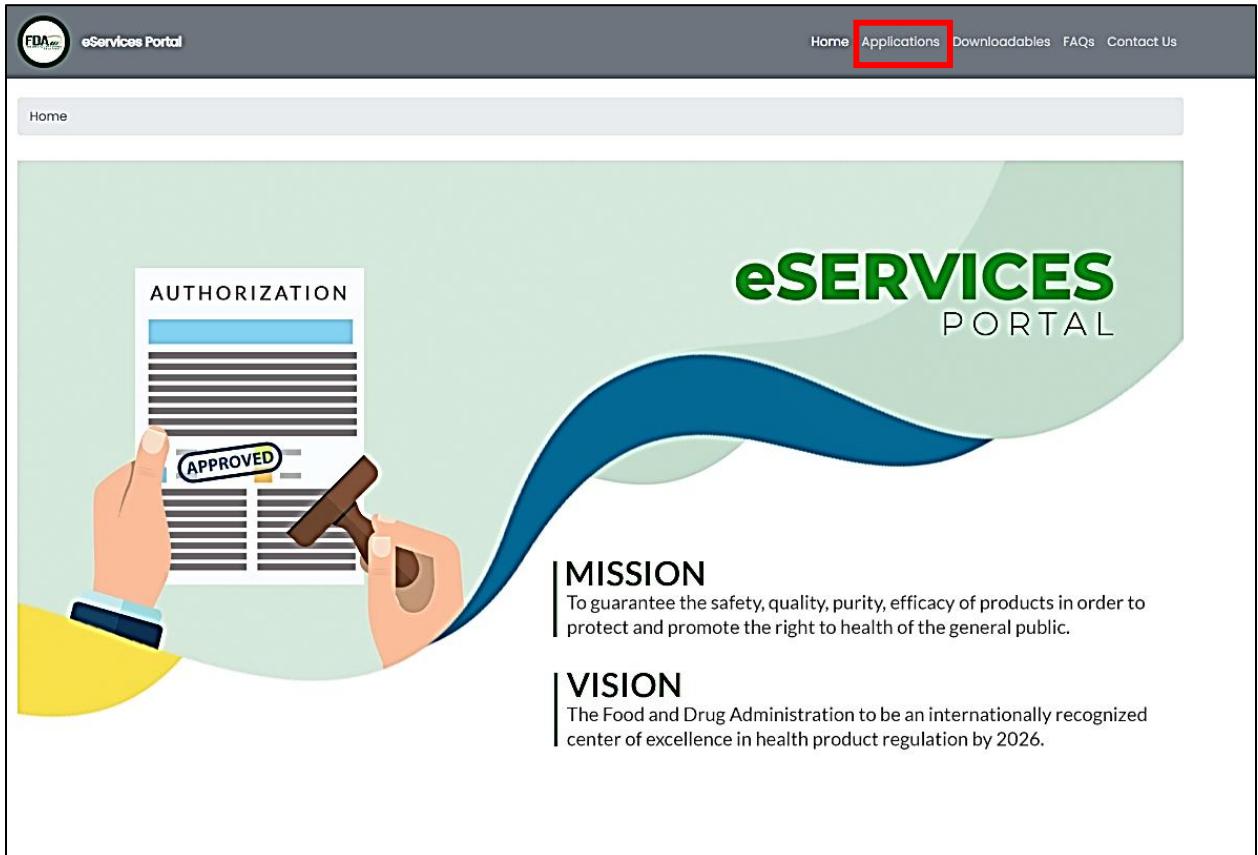


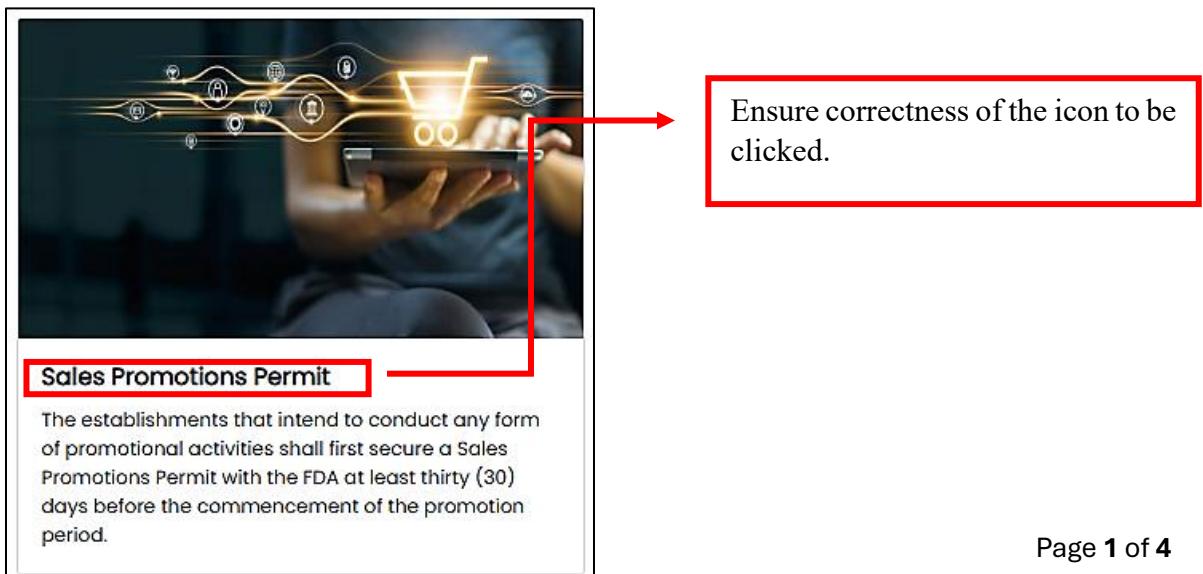
ANNEX B

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

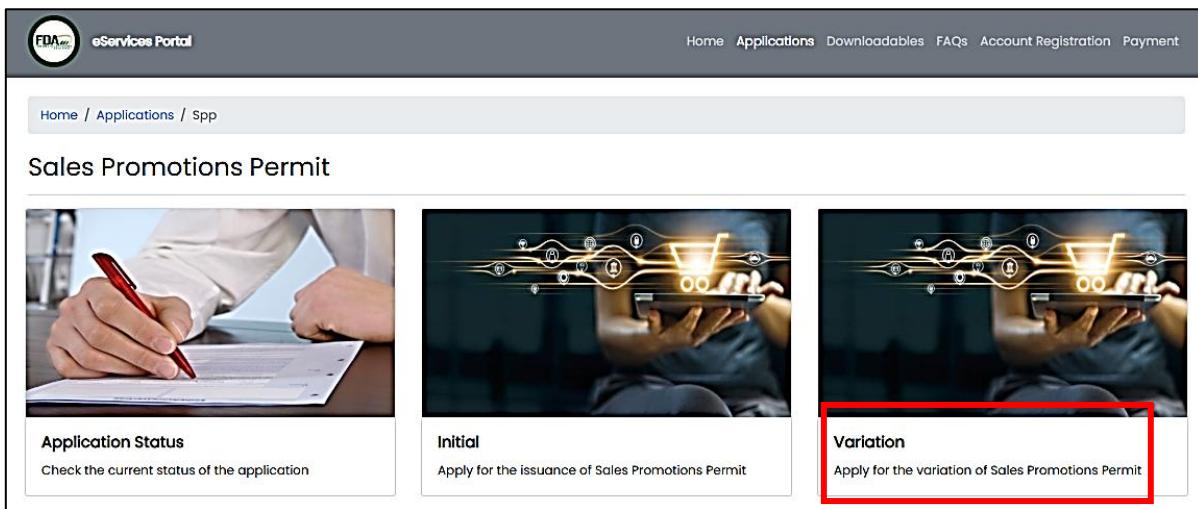
1. Access the online portal through eservices.fda.gov.ph and click “Applications” found on the upper right corner of the eServices landing page.



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



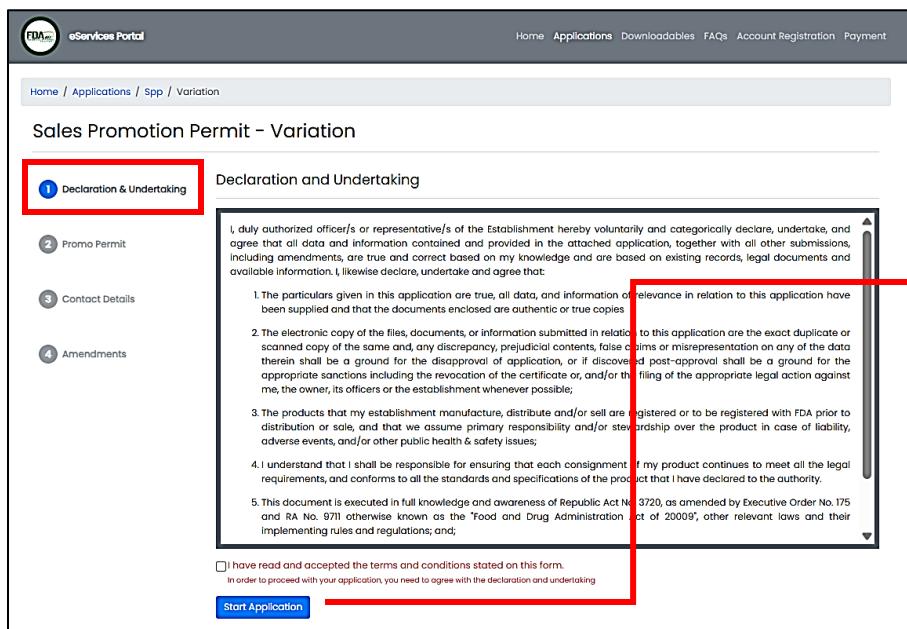
3. Click on the “Variation” icon to apply for amendment SPP application.



The screenshot shows the eServices Portal interface for the Sales Promotions Permit. At the top, there are links for Home, Applications, Downloadables, FAQs, Account Registration, and Payment. Below that, a breadcrumb navigation shows Home / Applications / Spp. The main title is "Sales Promotions Permit". There are three cards displayed:

- 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.

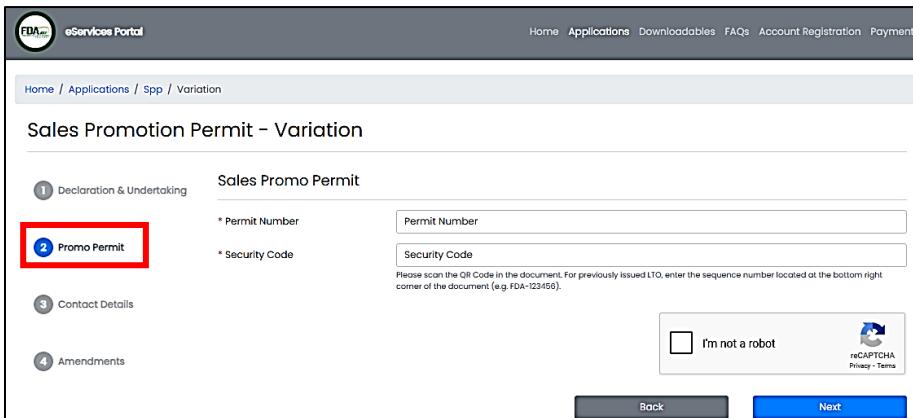
4. Read carefully the “Declaration and Undertaking” before proceeding with the application process. Make sure to check the box below and click on “Start Application”.



The screenshot shows the "Sales Promotion Permit - Variation" page. The left sidebar has numbered steps: 1. Declaration & Undertaking (highlighted with a red box), 2. Promo Permit, 3. Contact Details, and 4. Amendments. The main content area is titled "Declaration and Undertaking" and contains a detailed declaration text. At the bottom, 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." A red box surrounds the declaration text and the checkbox area. A red arrow points from this red box to a callout box on 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. Provide the Sales Promo Permit Number and the Security Code.



The screenshot shows the "Sales Promotion Permit - Variation" page. The left sidebar has numbered steps: 1. Declaration & Undertaking, 2. Promo Permit (highlighted with a red box), 3. Contact Details, and 4. Amendments. The main content area is titled "Sales Promo Permit" and contains fields for "Permit Number" and "Security Code". It also includes a note: "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 field. A red box surrounds the "Promo Permit" section in the sidebar.

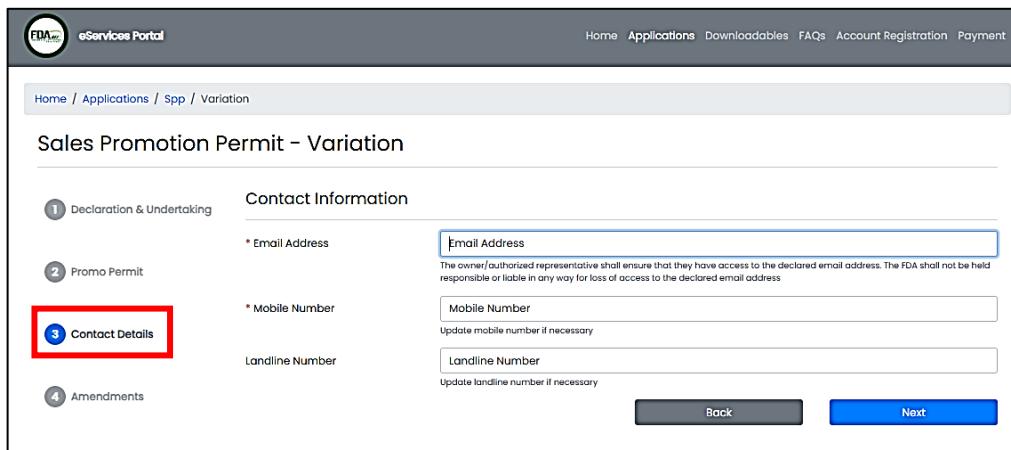
The security code shall be provided by scanning the QR code found on the applicant's approved promo permit:

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:								
<table border="1"><thead><tr><th>PARTICULARS</th><th>FROM</th><th>TO</th></tr></thead><tbody><tr><td>Title</td><td>Promo Agency Promo 2025-2026</td><td>Promo Agency Promo 2025-2026 11072025</td></tr></tbody></table>			PARTICULARS	FROM	TO	Title	Promo Agency Promo 2025-2026	Promo Agency Promo 2025-2026 11072025
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.

6. 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.



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

- Header:** eServices Portal, Home, Applications, Downloadables, FAQs, Account Registration, Payment
- Breadcrumbs:** Home / Applications / Spp / Variation
- Section:** Sales Promotion Permit - Variation
- Step:** 3 Contact Details (highlighted with a red box)
- Contact Information:**
 - 1 Declaration & Undertaking**
 - 2 Promo Permit**
 - 3 Contact Details** (highlighted)
 - 4 Amendments**
- Email Address:** test123456@gmail.com
- Mobile Number:** (empty)
- Landline Number:** (empty)
- Buttons:** Back, Next

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

The screenshot shows the FDA eServices Portal interface for a Sales Promotion Permit Variation application. The top navigation bar includes links for Home, Applications, Downloadables, FAQs, Account Registration, and Payment. The current page path is Home / Applications / Spp / Variation. The main content area is titled "Sales Promotion Permit - Variation". On the left, a vertical navigation menu lists four steps: 1. Declaration & Undertaking, 2. Promo Permit, 3. Contact Details, and 4. Amendments (which is currently selected). The "Type of Amendments" section contains several checkboxes for different amendment types. The "Letter of Intent" section includes a required field for the letter of intent, an upload field for the PDF file, and a "File Upload" button. At the bottom are "Back" and "Confirm" buttons.

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

Only upload .pdf

File Upload

Back

Confirm