

[DA MEMORANDUM CIRCULAR NO. 4, October 12, 1994]

**NEW GUIDELINES IN THE REGISTRATION AND LICENSING OF
FEED AND VETERINARY DRUG AND PRODUCTS (VDAP)
ESTABLISHMENTS AND PRODUCTS**

In order to facilitate the registration and licensing of Feed and VDAP Establishments and Products, the following guidelines are hereby promulgated:

1. Receiving of documents:

All documents to support the following activities shall be received on the specified days and times only.

1.1 For registration and licensing of establishments and products every Monday, Wednesday and Friday from 8:00 a.m. to 12:00 noon.

1.2 Requesting Import Permits and Certifications — Daily, from 8:00 a.m. - 12:00 noon.

2. Releasing of documents:

Releasing of documents for the following activities shall be done on the specified days and time only.

2.1 Certificates of Product Registration (CPR), License to Operate (LTO) Feed Registration Certificate, every Tuesday and Thursday, from 8:00 a.m. to 12:00 noon.

2.2 Import Permits and Certifications, Daily, from 8:00 a.m. to 12:00 noon.

3. Pending Applications for LTO and CPR

All applicants who have pending papers for LTO, CPR and Feed Certificates must submit or comply with the lacking requirements on or before December 31, 1994, otherwise, effective January 2, 1995 all submitted documents shall be rendered invalidated and place in our "DEAD FILE". Those who fail to heed the guidelines shall submit again new set of documents.

4. Effective November 15, 1994, only applicants and requests with complete supporting documents and requirements shall be received by this office.

5. Labels - All Labels should comply with the Administrative Order No. 35, Animal Industry Circular No. 1, Series of 1989, and the joint Administrative Orders of the Department of Agriculture and the Department of Health Nos. 13 And I-A, Series of