

**[ BFAD BUREAU CIRCULAR NO. 5, S. 1999,  
February 10, 1999 ]**

**REVISED PROCESS OF SUBMISSION OF APPLICATION FOR  
PRODUCT REGISTRATION**

In line with the present changes in the protocol for registration of products regulated by the BFAD, all concerned parties are hereby advised of the new process to be adopted at the PAICS:

1. All applications for registration shall be submitted at the PAICS according to the following schedule:

Food Products

Monday (whole day)

Pharmaceutical Products  
(Drugs, Medical Devices, Diagnostic  
Reagents)

Tuesday

A.M. — Company names starting  
with A-E

P.M. — Company names starting  
with F-M

Wednesday

A.M. — Company names starting  
with N-Q

P.M. — Company names starting  
with R-Z

Cosmetic Products

Thursday (whole day)

Household Hazardous Substances Thursday (whole day)

2. Applicant companies shall be entertained on a "first-come — first serve" basis with a maximum of five applications per company for pharmaceutical products. A slot number shall be issued to the liaison officers to ensure order.
3. Applications shall be supported by one complete set of documents as enumerated in the applicable checklist of requirements for product registration and a representative sample (in commercial presentation) for PSD evaluation.

These requirements shall be contained in a plastic bag/envelope for ease in