

## REQUIREMENTS FOR PRODUCT REGISTRATION

LOCALLY MANUFACTURED PRODUCTS	IMPORTED FOOD PRODUCTS
<ul style="list-style-type: none"> <li>▪ Assessment Slip</li> <li>▪ Letter of Application from manufacturer/ exporter or distributor addresses to the NMIS Executive Director (notarized)</li> <li>▪ Valid Certificate of Accreditation</li> <li>▪ Product Information:               <ul style="list-style-type: none"> <li>a. List of ingredients in decreasing order of proportion. For additives with prescribed limit, the amount must be indicated</li> <li>b. Certificate from flavor supplier that the flavor components are recognized as safe and suitable for human consumption either by the US Flavor Extract Manufacturers Association or US Food and Drug Administration(USFDA)</li> </ul> </li> <li>▪ Finished product specification (Physico-Chemical and Microbiological)</li> <li>▪ One (1) sample of the product in commercial presentation. For initial/new product application , a proposed artwork of the label may be submitted</li> <li>▪ Labels and labeling materials used in the product</li> <li>▪ Certificate of Analysis of the finished product. Indicate the analytical methods used from DOH –FDA recognized laboratory</li> <li>▪ Flow diagram of method of manufacture, packaging and quality control. A packaging certification of suitability for food use must be submitted</li> <li>▪ Estimated shelf life, parameters used and methods or determining shelf life</li> <li>▪ Justification of label claims</li> <li>▪ Previous Certificate of Product Registration (CPR) for renewal only</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assessment Slip</li> <li>▪ Letter of application for registration from Importer/Distributor</li> <li>▪ Valid Certificate of Accreditation with supplier’s source of imported food products</li> <li>▪ Accomplished Affidavit of Undertaking, computerized and notarized</li> <li>▪ Accomplished Product List by product classification</li> <li>▪ Photocopy of the sales invoice (original must be presented for cross checking)</li> <li>▪ One (1) sample of each product in commercial presentation and a copy of label. A sticker indicating the name and address of the importer must be attached if not printed on the label.</li> <li>▪ Registration Fee</li> <li>▪ Certificate of Free Sale (CFS) issued by the Government Regulatory Agency in the country of origin stating that the specific products applied for registration are freely sold in the country of origin and fit for human consumption</li> </ul> <p><b>Note:</b> All documents must be secured in a folder according to the checklist requirements. A color coded tag (size 5”x8”) must be attached on the front side of the folder: Green (imported products), Yellow (locally manufactured products) Red (products for re-application), Blue (products for Automatic Renewal). Folders must be in an expandable plastic envelope</p>

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