



Republic of the Philippines
 Department of Agriculture
 BUREAU OF ANIMAL INDUSTRY
 Visayas Avenue, Diliman, Quezon City
 TIN: 300000746316

APPLICATION FOR LICENSING OF VETERINARY DRUG AND PRODUCT ESTABLISHMENT

Under R.A. 3720, known as the Food, Drugs and Devices and Cosmetics Act; R.A. 9711 known as Food and Drug Administration Act of 2009, R.A. 6675 known as Generics Act of 1988; R.A. 10611, the Food Safety Act of 2013, and R.A. 1556 otherwise known as the Livestock and Poultry Feeds Act.

Name of Establishment : _____
 Office Address: _____
 Telephone No. _____ Mobile No. _____ Email No. _____
 Plant Address: _____
 Warehouse Address: _____
 Nature of Business: _____ Business Organization : _____
 Name of Chemist: _____ PRC ID No. : _____ Valid Until: _____
 Name of Veterinarian : _____ PRC ID No. : _____ Valid Until: _____
 Name of Pharmacist: _____ PRC ID No.: _____ Valid Until: _____
 Membership to any Veterinary Drug Association if Yes, please specify _____
 No
 Name of Association: _____
 Coordinates _____

Latitude: _____ Longitude: _____
 Signature Over Printed Name of Applicant / Authorized Representative _____
 Designation _____

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20 _____.
 The Affiant exhibited to me his/her Government issued ID (PRC, Driver's License, Voter's ID, TIM, Passport, UMID) No. _____ on _____ valid until _____ 20 _____.
 Doc No. _____
 Page No. _____
 Book No. _____
 Series of _____

RAFVDABCO _____
 Region _____

RECOMMENDING APPROVAL:

APPROVED:

To be filled-up by BAI- AFVDBCD Staff/ Deputized AFVDABCO)		
LTO No.		
Valid Until		
Fee:		
Official Receipt No.		
Date Issued		
Remarks		
<input type="checkbox"/> NEW	<input type="checkbox"/> RENEWAL	<input type="checkbox"/> CIC

REQUIREMENTS FOR THE LICENSING OF VETERINARY DRUG AND PRODUCT (VDAP) ESTABLISHMENT –INITIAL AND RENEWAL			
	*1.	Duly accomplished and notarized Application Form # RF FVDB-02. For items not applicable, please indicate Not Applicable or NA.	
	2.	For business organization: (select only what is applicable)	
		a. For Sole Proprietorship: Photocopy of Registration from the Department of Trade and Industry (DTI);	
		b. For Corporations: Photocopy of Registration and Articles of Incorporation and By-Laws from the Securities and Exchange Commission (SEC);	
		c. For Cooperatives: Photocopy of Registration from the Cooperative Development Authority (CDA);	
	*3.	Contract of Lease of the space (if rental) / Proof of ownership of the building occupied; and	
	4.	Reference Books and Documents:	
		a. Philippine National Veterinary Formulary (PNVF)	
		b. Philippine Veterinary Drug Index	
		c. RA 3720, otherwise known as the Foods, Drugs and Devices and Cosmetics as amended and relevant Implementing Rules and Regulations (IRR)	
		d. RA 6675, the Generics Act of 1988 and relevant IRR	
		e. RA 5921, Pharmacy Law, as amended and relevant IRR	
		f. RA 3101, An Act authorizing the Director of Animal Industry to promulgate regulation for the preparation, sale, traffic in and shipment, and importation of viruses, serum, toxins, or analogue products used for the treatment of domestic animals and relevant IRR.	
		g. RA 1071, An Act to regulate the sale of veterinary biologics and medicinal preparation and relevant IRR.	
		h. RA 1556, Livestock and Poultry Feeds Act and relevant IRR.	
	5.	Location Map;	
	*6.	List of products to be manufactured/distributed with Generic or Brand Names;	
	7.	Conduct of Inspection (Copy of Inspection and Evaluation Report to be attached by the Inspector);	
	*8.	Photocopy of Business/Mayor's Permit for the current year.	
	*9.	Notarized Joint Affidavit of Undertaking (RF FVDB-16) between the duly-licensed Veterinarian and Owner or General Manager, with Photocopy of valid PRC License and PTR of Veterinarian;	
	*10.	Certificate of Attendance from orientation seminar on Licensing of Veterinary Drug and Product Establishments.	
		ADDITIONAL REQUIREMENT	
		A. VDAP MANUFACTURER (VDAPM)	
	*1.	Photocopy of Environmental Compliance Certificate (ECC) from the Environmental Management Bureau (EMB) or Permit to Operate (PTO) and from the Laguna Lake Development Authority (LLDA). For plants outside Metro Manila, a corresponding valid PTO issued by the Department of Environment Natural Resources (DENR) Provincial Environment and Natural Resources Officer (PENRO);	
	*2.	Certificate of Good Manufacturing Practice/HACCP or equivalent certificate related to safety and quality of the product issued from country of origin (if applicable);	
	*3.	For Manufacturers contracting the services of an independent Quality Control Laboratory, photocopy of valid BAI-Laboratory Recognition Certificate and Memorandum of Agreement (MOA) between the concerned parties with photocopy of valid PRC ID and PTR of Chemist.	
		B. VDAP TRADER (VDAPT)	
	*1.	Photocopy of ECC from the EMB or PTO and from the LLDA. For plants outside Metro Manila, a corresponding valid PTO issued by the DENR PENRO;	
	*2.	Valid Contract of Agreement between Licensed Manufacturers and Veterinary Drug Trader containing stipulations that both parties are jointly responsible for the quality of the veterinary drug and products;	
	*3.	For Trader contracting the services of an independent Quality Control Laboratory, photocopy of valid BAI-Laboratory Recognition Certificate and MOA between the concerned parties with photocopy of valid PRC ID and PTR of Chemist.	
		C. VDAP DISTRIBUTOR (VDAPDI)	
		DISTRIBUTOR- IMPORTER	
	*1.	Certificate of Good Manufacturing Practice/HACCP or equivalent certificate related to safety and quality of the product issued from country of origin	
	*2.	List of foreign manufacturers, suppliers or distributors.	
		DISTRIBUTOR- EXPORTER	
	*1.	A valid contract with FDA/BAI licensed manufacturer in addition to other requirements set by other competent authorities.	
		DISTRIBUTOR- WHOLESALER	
	*1.	A valid Contract of Agreement with BAI Licensed VDAP Manufacturer, VDAP Importer or Trader;	
	*2.	Complete list of products to be sold with their corresponding product registration numbers and validity of CPR	
		DISTRIBUTOR- OUTLET	
	*1.	Complete list of products to be sold with corresponding product registration numbers and validity of CPR.	
		CHANGE IN CIRCUMSTANCES (CIC)	
	1.	Official letter requesting change in address/ownership/business name/veterinarian/pharmacist/chemist, etc.	
	2.	Application form RF FVDB-02 reflecting required change/s;	
	3.	Surrender Original copy of LTO;	
	4.	Mayor's Permit in case of change of address or business name or ownership;	
	5.	SEC or DTI in case of change of address or business name or ownership;	
	6.	Deed of Sale/Transfer of Rights in case of change of ownership;	
	7.	Notarized Joint Affidavit of Undertaking (RF FVDB-16) between the duly-licensed Veterinarian and Owner or General Manager, Photocopy of valid PRC License of Veterinarian; and	
	**F.	SCHEDULE OF FEES	
		Establishment	Initial
		VDAPM	P 6,000.00
		VDAPT	P 3,600.00
		VDAP IMPORTER	P 2,400.00
		VDAP EXPORTER	P 2,400.00
		VDAP WHOLESALER	P 2,400.00
		VDAP OUTLET	P 240.00
		CIC	P 100.00
			Renewal (2 years)
			P 12,000.00
			P 7,200.00
			P 4,800.00
			P 4,800.00
			P 4,800.00
			P 480.00

Surcharge: An additional 50% of the amount due shall be levied in every expired LTO

All application together with the documentary requirements should be submitted in color-coded folder with ear tags

* To be submitted upon renewal

** Fees to be paid upon satisfactory compliance of all general and additional requirements. Fees are non-refundable and shall be charged in full for the entire validity of LTO.

DO NOT USE DUE TO ONLINE LTO APPLICATION (FOR REFERENCE ONLY)