



PHILIPPINE DRUG ENFORCEMENT AGENCY
 Compliance Service Room 213 , PDEA Bldg., NIA Northside Road, Bgy. Pinyahan, Q.C.
 1100 Tel. No: 927-9702 loc. 198, 197 / Telefax: 920-8110
 Email: cs@pdea.gov.ph / Website: pdea.gov.ph



P-LICENSE APPLICATION FORM FOR ENTITY'S HANDLING CONTROLLED CHEMICALS

Rev_3_August 1, 2017

MARK APPROPRIATELY BOXES WITH ✓		<input type="checkbox"/> NEW	<input type="checkbox"/> RENEWAL	DATE:					
FILL-OUT BLANKS. TYPE OR PRINT LEGIBLY. ONLY SIGNED FORMS WITH COMPLETE DOCUMENTS/ REQUIREMENTS WILL BE PROCESSED.									
FOR NEW APPLICANTS: ONLY THE HEAD OR AUTHORIZED PHARMACIST/SIGNATORY SHALL BE ALLOWED TO TRANSACT BUSINESS WITH PDEA.									
FOR RENEWAL APPLICANTS THRU A REPRESENTATIVE, PLEASE FILL-OUT AND SIGN AUTHORIZATION LETTER AT THE BACK HEREOF.									
PRESENT ORIGINAL DOCUMENTS FOR VALIDATION AND SUBMIT CLEAR PHOTOCOPY									
P- LICENSE APPLIED FOR	<input type="checkbox"/> P1	<input type="checkbox"/> P3	<input type="checkbox"/> P4	<input type="checkbox"/> P5C	<input type="checkbox"/> P5D	<input type="checkbox"/> P5-E	<input type="checkbox"/> P5- I	<input type="checkbox"/> P5-IM	<input type="checkbox"/> P6
NAME OF ESTABLISHMENT									
ESTABLISHMENT TYPE	<input type="checkbox"/> Office <input type="checkbox"/> Warehouse		NATURE OF BUSINESS						
SECTOR	<input type="checkbox"/> Government <input type="checkbox"/> Private								
OFFICE / BUSINESS ADDRESS							ZIP CODE		
WHSE / PLANT ADDRESS							ZIP CODE		
E-MAIL ADDRESS				TEL. NO.			FAX NO.		
ENTITY'S REPRESENTATIVE INFORMATION									
NAME OF HEAD OF OFFICE				NAME OF AUTHORIZED SIGNATORY					
DESIGNATION				DESIGNATION					
HOME ADDRESS				HOME ADDRESS					
E-MAIL ADDRESS				E-MAIL ADDRESS					
TEL. / MOBILE NO.				TEL. / MOBILE NO.					
NATIONALITY				NATIONALITY					
1. TIN CARD / ITR / BIR TIN VERIFICATION SLIP / e – TIN 1a. TIN No. (one-time submission) 1b. Date Issued	1a If foreign national, passport or ACR or AEP			4. TIN CARD / ITR / BIR TIN VERIFICATION SLIP / e -TIN 4a. TIN No. 4b. Date Issued (one-time submission)	4a				
					4b				
2. NBI CLEARANCE 2a. Clearance with Findings 2b. Date Issued (one-time submission)	2a			5. NBI CLEARANCE 5a. Clearance with Findings 5b. Date Issued	5a				
	2b				5b				
3. LETTER OF AUTHORIZATION ISSUED ON (original copy) (one-time submission)	3			6. NOTARIZED JOINT AFFIDAVIT SWORNED ON (original copy)	6				
ENTITY'S INFORMATION									
7. TIN CARD/ ITR 7a. TIN No. 7b. Date Issued (one time submission)	7a			13. MSDS OF CONTROLLED SUBSTANCES HANDLED	13 (one time submission) <input type="checkbox"/>				
	7b				14. PICTURE OF CONTROLLED SUBSTANCES / LABELS				
8. DTI / SEC / CDA Certificate & Articles of Inc. 8a. Registration No. 8b. Validity (one-time submission depending on validity)	8a			15. ENTITY'S PROFILE (duly authenticated)	15. (one-time submission) <input type="checkbox"/>				
	8b				16. ORGANIZATIONAL STRUCTURE (duly authenticated)				
9. Current GIS (for corporations only) Dated	9.			17. PICTURE OF CONTROLLED SUBSTANCE'S STORAGE AREA	17. (one-time submission) <input type="checkbox"/>				
10. MAYOR'S PERMIT / PEZA CERTIFICATE 10a. MP No. / PEZA No 10b. Official Receipt No. 10c. Date Issued/ Valid Until	10a			18. LOCATION / VICINITY MAP	18. (one-time submission) <input type="checkbox"/> Office <input type="checkbox"/> Warehouse				
	10b			19. FLOOR PLAN/LAY-OUT TO HIGHLIGHT STORAGE AREA	19. (one-time submission) <input type="checkbox"/>				
	10c			20. PICTURE OF ESTABLISHMENT	20. Front view with signage (one-time submission) <input type="checkbox"/> Office <input type="checkbox"/> Warehouse				
11. BOC ACCREDITATION CERTIFICATE (For importers / exporters only) 11a. BOC No. 11b. Official Receipt No. 11c. Date issued/ Valid until	11a			21. PROOF OF OWNERSHIP / LEASE CONTRACT	21. (one-time submission) <input type="checkbox"/> Office <input type="checkbox"/> Warehouse				
	11b			22. LATEST SEMI-ANNUAL REPORT SUBMITTED	22. <input type="checkbox"/>				
	11c			23. TRANSACTION REGISTER WITH UPDATED RECORDING	23. <input type="checkbox"/>				
12. FORECAST FOR FORTHCOMING YEAR (For importers &/or manufacturers only)	12 <input type="checkbox"/> Importer <input type="checkbox"/> Manufacturer			24. LATEST P- LICENSE ISSUED 24a P LICENSE No. 24b Validity	24a				
					24b				

I SOLEMNLY SWEAR that the statements made on this Application Form are true and the attached supporting documents are authentic. It is understood that the Entity and its responsible signatory officers are bound to comply with the provisions of R.A. 9165, otherwise known as the, "Comprehensive Dangerous Drugs Act of 2002," and other pertinent rules and regulations implemented by the Philippine Drug Enforcement Agency.

Printed Name and Signature of Head of Office

Printed Name, Signature of Authorized Signatory

AUTHORIZATION

Date :

Director General
Philippine Drug Enforcement Agency
 NIA Northside Road, National Government Center,
 Brgy. Pinyahan, Quezon City

Attention: **DIR III HELEN MAITA E. REYES, RPh, MBA, MGM**
 Director, Compliance Service

Dear Ma'am/Sir,

I hereby authorize the bearer _____ whose signature appears below to:
 (NAME)

_____ : file renewal application with requirements

_____ : claim/pick-up License to Handle (LTH)

in my behalf.

I shall be accountable for any violation/s that might be committed for the said transaction.

 Printed Name and Signature of Authorized Signatory/pharmacist

 Printed Name and Signature of Authorized Representative
 (To present/submit original/photocopy of valid Company ID)

REMINDERS

- UNLESS SURRENDERED, SUSPENDED OR REVOKED LICENSE SHALL BE RENEWED. MAY RENEW THREE (3) MONTHS PRIOR TO EXPIRATION.
- A SURCHARGE OF 50% OF THE REQUIRED ANNUAL FEE, CUMULATIVELY BY YEAR NOT PAID SHALL BE IMPOSED ON TOP OF THE CURRENT ANNUAL FEE.
- NOTIFY PDEA IN WRITING AT LEAST 60 DAYS IN ADVANCE FOR AN INTENTION TO DISCONTINUE/RETIRE THE P- LICENSE AUTHORITY GRANTED.
- A PRE- RETIREMENT COMPLIANCE INSPECTION SHALL BE CONDUCTED.
- WRITTEN NOTIFICATION ON LOSS OF LICENSE WITHIN 48 HOURS FROM OCCURRENCE TO PDEA COMPLIANCE SERVICE/REGIONAL COMPLIANCE SECTION, ADDITIONALLY SUBMIT NOTARIZED AFFIDAVIT OF LOSS AND POLICE BLOTTER.
- A SEPARATE PERMIT APPROVAL IS NECESSARY PRIOR TO IMPORT/EXPORT of CPECs, UNLESS SPECIFICALLY EXEMPTED