



**FDA MEMORANDUM CIRCULAR**  
No. **2015-010**

16 JUL 2015

Subject: **Guidelines on Issuance of Center for Cosmetics Regulation and Research (CCRR) User Account to Access E-Portal**

**I. BACKGROUND**

Selected applications filed with the Center for Cosmetics Regulation and Research (CCRR) are submitted through the FDA E-Portal. These include notification of cosmetic products, selected household/urban hazardous substances, and toys and childcare articles. Accessing the FDA E-Portal to file such applications requires the use of an authorized account provided by CCRR. The implementation of a standardized process in the issuance of CCRR User Accounts was deemed optimal to provide clarity and convenience to stakeholders seeking guidance on the electronic application processes through the FDA E-Portal.

**II. OBJECTIVE**

To provide a harmonized guideline in the issuance of CCRR User Account to access the FDA E-Portal. This Memorandum Circular hereby updates FDA Memoranda Circular Nos. 2014-008 and 2014-008-A and FDA Circular 2015-002.

**III. SCOPE AND COVERAGE**

This Memorandum Circular shall cover establishments and representatives of establishments that shall place cosmetic products, household/urban hazardous substances, and toys and childcare articles in the market.

**IV. GUIDELINES IN THE ISSUANCE OF A CCRR USER ACCOUNT**

1. Account validity

Account Holder	Validity
Account Holder with QPIRA credentials	Two (2) years
Account Holder without QPIRA credentials	One (1) year

- Accounts, including the username and password, are company-specific. A representative handling multiple companies shall secure separate accounts for each respective company.
- Only one username and password will be issued per account per company per product classification.



4. A CCRR User Account granted with a change in credentials following the procedure outlined in Section V.5., shall bear the same validity as the replaced user account.

## V. APPLICATION PROCEDURE

1. Prior to issuance of FDA-CCRR User Account, the representative of the applicant company shall present any proof of attendance to relevant Qualified Person in Industry Regulatory Affairs (QPIRA) seminar. This shall be sent to [info@fda.gov.ph](mailto:info@fda.gov.ph), following the format below:

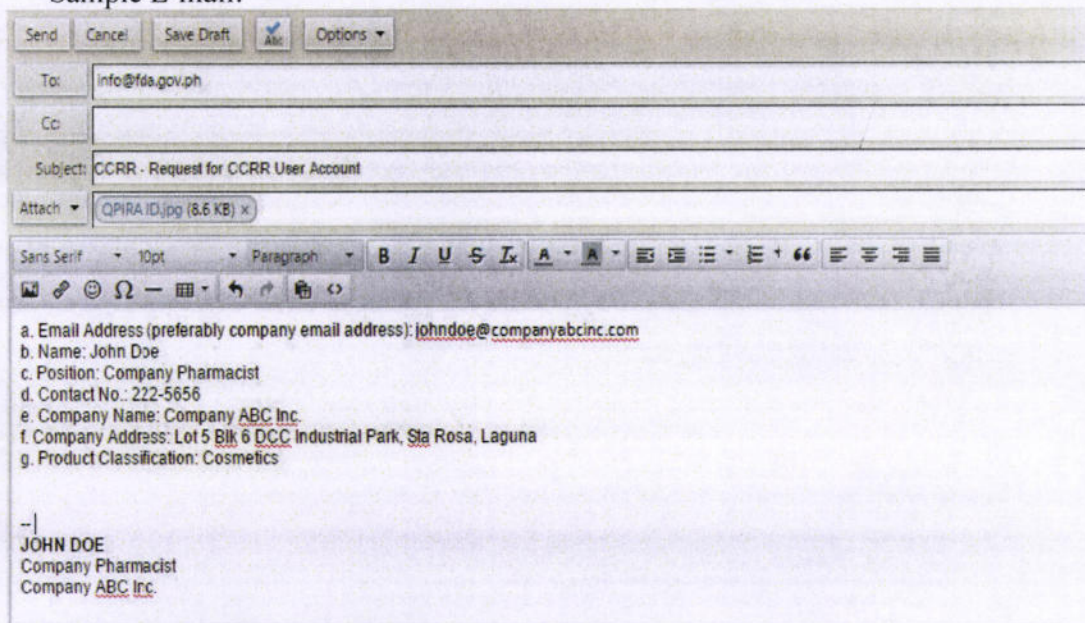
(Subject of the e-mail) “CCRR – Request for CCRR User Account”

(Body of e-mail)

- a. Email Address: (preferably company email address)
- b. Name:
- c. Position:
- d. Contact No:
- e. Company Name:
- f. Company Address:
- g. Product Classification(COSMETICS/HUHS/TCCA):

(Attachment/s) QPIRA ID or Notarized Authorization Letter (whichever is applicable). QPIRA ID will be validated against FDA records.

Sample E-mail:



Send Cancel Save Draft  All Options ▾

To: [info@fda.gov.ph](mailto:info@fda.gov.ph)

Cc:

Subject: CCRR - Request for CCRR User Account

Attach ▾ [QPIRA ID.jpg \(8.6 KB\)](#) x

Sans Serif 10pt Paragraph **B I U S L** **A - A -**

a. Email Address (preferably company email address): [john.doe@companyabcinc.com](mailto:john.doe@companyabcinc.com)  
b. Name: John Doe  
c. Position: Company Pharmacist  
d. Contact No.: 222-5656  
e. Company Name: Company ABC Inc.  
f. Company Address: Lot 5 Bldg 6 DCC Industrial Park, Sta Rosa, Laguna  
g. Product Classification: Cosmetics

-|  
JOHN DOE  
Company Pharmacist  
Company ABC Inc.

2. Any applicant who has not yet attended the relevant QPIRA seminars shall present a notarized authorization letter (Annex A) to request for the CCRR User Account.
3. The issued CCRR User Account will be sent to the e-mail provided in the request. (Annex B)

4. One (1) month prior the expiration of the account, the representative of the applicant company may request for account renewal by sending an e-mail to [info@fda.gov.ph](mailto:info@fda.gov.ph) following the format below:

4.1 For applicants who have submitted their QPIRA credentials during the previous request for user account:

(Subject of the e-mail) **“CCRR – Request for Renewal of CCRR User Account”**

(Body of e-mail)

a. Email Address:

(Attachment/s) Request Letter (Annex C)

4.2 For applicants who have submitted notarized authorization letter during the previous request for user account:

(Subject of the e-mail) **“CCRR – Request for Renewal of CCRR User Account”**

(Body of e-mail)

a. Email Address:

(Attachment/s) Certificate of Attendance and/or QPIRA ID

5. When there is a change of the representative of the applicant company, the applicant shall request for a change in credentials of the CCRR User Account by sending an e-mail to [info@fda.gov.ph](mailto:info@fda.gov.ph) following the format below. The following must be submitted as attachments to the request: (1) A cover letter stating the change in information of the User Account; and, (2) QPIRA ID or a notarized authorization letter (Annex A) for applicants with no QPIRA requirements must be provided as attachment/s.

(Subject of the e-mail) **“CCRR – Request for Change in Credentials of CCRR User Account”**

(Body of e-mail)

a. Name of Old Representative:

b. Issued Username:

c. Name of New Representative:

d. Position:

e. Email Address:

f. Contact No:

g. Company Name:

h. Company Address:

i. Product Classification(COSMETICS/HUHS/TCCA):

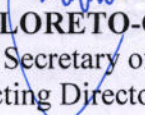
(Attachment/s) (1) Cover Letter, (2) Notarized Authorization Letter or QPIRA ID

**VI. PROCESSING TIME**

Timeline for the processing of CCRR User Account from the time the client has sent the request together with the notarized authorization letter is within one (1) week. Requests shall be processed from 8:00am to 5:00pm.

**VII. EFFECTIVITY**

This circular shall take effect on 01 August 2015.

  
**JANETTE P. LORETO-GARIN, MD, MBA-H**  
Secretary of Health  
Acting Director General<sup>1</sup>

DTN: 20150713123631

<sup>1</sup> Pursuant to DPO 2015-1845

**ANNEX A**  
**Template**  
**Authorization Letter for E-Notification**

[[COMPANY LETTERHEAD]]

(DATE)

The Director/Officer-In-Charge  
Center for Cosmetics Regulation and Research  
Food and Drug Administration  
Civic Drive, Filinvest Corporate City  
Alabang, Muntinlupa City

Sir/Madam:

In accordance with Republic Act. No. 9711 and other related issuances, we, \_\_\_\_\_ (Company Name), with LTO number \_\_\_\_\_ issued on \_\_\_\_\_ valid until \_\_\_\_\_, hereby authorize \_\_\_\_\_ (Name of Representative) as the account holder of e-notification of \_\_\_\_\_ (Product Classification) and shall be responsible for all applications submitted through e-notification.

\_\_\_\_\_  
(Owner/General Manager/President)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

*Note: Authorized representative issued a user account shall attend the relevant QPIRA seminar before the expiration of the account.*

**ANNEX B**  
**Sample E-mail containing CCRR User Account Details**

Good Day!

The following are your credentials:

Site: <https://www.fda.gov.ph>  
Company Name: Company ABC  
Username: crr\_user001  
Password: Vy99199RLhKasdf

Note: Your account will be valid for one year/two years upon receipt.

For your information and guidance.

Regards,  
**Center for Cosmetics Regulation and Research**  
Food and Drug Administration Philippines  
857-1984

**ANNEX C**  
**Template**  
**Request Letter for Renewal of User Account**

[[COMPANY LETTERHEAD]]

(DATE)

The Director/Officer-In-Charge  
Center for Cosmetics Regulation and Research  
Food and Drug Administration  
Civic Drive, Filinvest Corporate City  
Alabang, Muntinlupa City

Sir/Madam:

In accordance with Republic Act. No. 9711 and other related issuances, we, \_\_\_\_\_ (Company Name), with LTO number \_\_\_\_\_ issued on \_\_\_\_\_ valid until \_\_\_\_\_ and represented by \_\_\_\_\_ (Name of Representative), hereby requests the renewal of our user account to access the e-portal.

Further, we categorically state that there has been no change or variation to the information we previously submitted to FDA CCRP in applying for a user account.

\_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(Owner/General Manager/President)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_