Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
Visayas Ave., Diliman, Quezon City
Telephone Nos: (02)924-7977, 924-7971 Telefax: 924-7973
Mobile Number: 09178367009
URL: http://www.nmis.da.gov.ph
e-mail: nmis@da.gov.ph and nmis@nmis.gov.ph

MEMORANDUM CIRCULAR
No. 10 - 2010-11
s. 2010

TO : ALL CONCERNED

SUBJECT : GUIDELINES ON THE REGISTRATION OF LOCALLY MANUFACTURED AND IMPORTED MEAT PRODUCTS

With the approval of DA-NMIS and DOH-FDA Joint Administrative Order No. 01 series of 2009 *"Delineation of Functions and Shared Responsibilities in the Regulation of Meat Product"* last December 28, 2009, This Memorandum Circular entitled Guidelines on the Registration of Locally Manufactured and Imported Meat Products is hereby issued for the guidance of all concerned.

1. SCOPE

The guidelines cover the registration of locally manufactured and imported meat products. Product registration is mandatory for imported meat products while it is not for locally manufactured meat products except when the products are HACCP certified, for export and to be advertised.

2. APPLICATION FOR PRODUCT REGISTRATION

Application will be at the NMIS Central Office under the Accreditation Registration and Enforcement Division (ARED) Product Registration Section. Application forms and list of requirements can be secured at the said office during office hours or can be downloaded at NMIS website *nmis.gov.ph.* Processing period will be for a maximum of ten working days from the receipt of the application.

3. REQUIREMENTS FOR APPLICATION

3. 1. LOCALLY MANUFACTURED PRODUCTS

3.1.1 Initial Registration

3.1.1.1 Notarized Letter of Application addressed to the NMIS Executive Director

3.1.1.2 Duly accomplished Assessment slip

3.1.1.3 Valid Certificate of Accreditation

If the applicant is the manufacturer of the product, only the valid Certificate of Accreditation of the Manufacturer shall be submitted.

If the applicant is the trader, repacker or distributor, the Certificate of Accreditation of the Manufacturer and the Certificate of Accreditation of

the trader, repacker or distributor wherein the manufacturer is stated as the source of the products shall be submitted.

3.1.1.4 Product Information:

3.1.1.4.1 List of ingredients in decreasing order of proportion. For additives with prescribed limit, the amount must be indicated

3.1.1.4.2 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)

3.1.1.4.3 Finished product specification (Physico-Chemical and Microbiological)

3.1.1.5 One sample of the product in commercial presentation. For initial or new product application, a proposed artwork of the label may be submitted

3.1.1.6 Labels and labeling materials used in the product

3.1.1.7 Certificate of Analysis of finished product from DOH-FDA recognized Laboratory and NMIS Central Laboratory indicating the analytical methods used, name of product, batch number, production date, dates of analysis and name and signature of QA Analyst and QA Manager

3.1.1.8 Flow diagram of method of manufacture, packaging and quality control.

3.1.1.9 Certificate of suitability for food use of packaging material

3.1.1.10 Estimated shelf life. The Stability data shall include the following information; product name, batch number, production date, date of analysis, parameters used and methods of determining shelf life, tabulated data of the actual results of the physico-chemical and microbiological specifications set in the Finished Product Specification Sheet, conclusion of the estimated shelf life based on the results and name and signature of QA Analyst and QA Manager or its equivalent

3.1.1.11 Product Coding System

3.1.1.12 Justification of label claims may be derived from the following;

Computation
Test Results
Rationale
Scientific Study
Pertinent regulations
Certificates (eg: Veterinary Quarantine Certificate for meat products, Dioxin free certification, membership in organization, Halal certificate)
Other supporting documents

3.1.2 Renewal

3.1.2.1 Notarized Letter of Application addressed to the NMIS Executive Director

3.1.2.2 Duly accomplished Assessment slip

3.1.2.3 Valid Certificate of Accreditation

If the applicant is the manufacturer of the product, only the Certificate of Accreditation of the Manufacturer shall be submitted.

If the applicant is the trader, repacker or distributor, the Certificate of Accreditation of the Manufacturer and the Certificate of Accreditation of the trader, repacker or distributor wherein the manufacturer is stated as the source of the products shall be submitted.

3.1.2.4 Finished product specification (Physico-Chemical and Microbiological)
3.1.2.5 Certificate of Analysis of finished product from DOH-FDA recognized laboratory and NMIS Central Laboratory indicating the analytical methods used
3.1.2.6 One sample of the product in commercial presentation.
3.1.2.7 Labels and labeling materials used in the product
3.1.2.8 Previous Certificate of Product Registration

3.2. IMPORTED PRODUCTS

3.2.1 Initial Registration

3.2.1.1 Notarized Letter of Application addressed to the NMIS Executive Director
3.2.1.2 Duly accomplished Assessment slip
3.2.1.3 Valid Certificate of Accreditation of the Importer
3.2.1.4 Notarized Affidavit of Undertaking
3.2.1.5 Accomplished Product List according to product classification
3.2.1.6 Photocopy of sales invoice (original must be presented for cross checking)
3.2.1.7 One 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.
3.2.1.8 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

3.2.2 Renewal

3.2.2.1 Notarized Letter of application addressed to the NMIS Executive Director
3.2.2.2 Duly accomplished Assessment slip
3.2.2.3 Valid Certificate of Accreditation of the Importer
3.2.2.4 Notarized Affidavit of Undertaking
3.2.2.5 One 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.
3.2.2.6 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
3.2.2.7 Previous CPR

4. PROCEDURES IN THE EVALUATION AND PROCESSING OF APPLICATION

4.1 Responsibility
- 4.1.1 Product Evaluators
- 4.1.2 Product Registration Section Head
- 4.1.3 Division Head

4.2 The application for Product Registration for locally manufactured meat products shall be received, processed and released at the NMIS Central Office ARED -Product Registration Section. Applicants with complete requirements shall pay the corresponding registration fee indicated in the assessment slip

4.3 The applications are assessed and processed within ten working days from the date of receipt on a First-in-First-out basis.

4.4 The assigned evaluators shall check the applications for product registration based on the checklist of requirements for locally manufactured and imported product.

4.5 The Evaluator shall approve or deny the application.

4.5.1 For APPROVED applications:

The evaluator fills-up the Worksheet for Locally Manufactured Products or Imported Products, indicating all the necessary information including the evaluator's initials and date of evaluation.

4.5.2 For DENIED applications:

The evaluator shall draft a Letter of Denial to the company enumerating all the deficiencies to be complied. Re-application of the product is done within six (6) months after receipt of the Letter of Denial.

4.6 The application for product registration (whether approved or denied) is then submitted to the Supervisor for checking and approval.

4.6.1 For APPROVED products:

The Product Registration Section Head will return the applications to the evaluators for the preparation of CPR.

4.6.2 For DENIED products:

The Product Registration Section Head will return the applications to the evaluators for finalization of the Letter for Denial.

4.7 The prepared CPR and the finalized Letter of Denial are signed by the evaluator, followed by the Product Registration Section Head, ARED Head and by the Executive Director.

4.8 No samples shall be disposed until the evaluation of the application of product registration is finished.

4.9 Quality Records

4.9.1 Certificate of Product Registration (CPR)

The certificate shall bear a dry seal and coded registration number

4.9.1.1 Locally manufactured products (eg.: **10-LM-0001**)

Where: 10 - stands for the last two digits of the current year the product was initially registered

LM - stands for locally manufactured

0001- stands for the 1st registered product

4.9.1.2 Imported Products (eg.: **10-IP-0001**)

Where: 10 - stands for the last two digits of the current year the product was initially registered

IP - stands for imported product

0001- stands for the 1st registered product

The original CPR number will be retained when applied for renewal

4.9.2 Letter of Denial

The letter shall be mailed immediately to the applicant.

5. LABELING REQUIREMENTS

The labels shall bear the following mandatory information:

5.1 Brand name or Trade name

5.2 Specific name of the Product

5.3 List of ingredients in decreasing order or proportion

5.4 Net weight/content/volume

5.5 Name and Address of Manufacturer/Importer/Distributor

5.6 Lot Identification Code

6. LABEL CLAIMS

6.1 Application pertaining to claims to be included on the label shall be addressed to the Chairperson of the Committee on Label Claims.

6.2 The application shall include pertinent documents to support the claim.

6.3 A Letter of Approval shall be released to the applicant.

7. VALIDITY OF REGISTRATION

The validity of registration is set at a minimum or maximum number of years. For Initial Registration the maximum validity period is two years. However, during the renewal of the Certificate of Product Registration, the applicant can choose the validity of registration of two or five years.

8. SCHEDULE OF FEES

Product Registration	Php 400.00 per product	(2 years validity)
	Php 1,000.00 per product	(5 years validity)
Amendment of CPR	Php 200.00 per CPR	
Reconstruction of CPR	Php 500.00 per CPR	

Re-application Fee	Php 200.00 per product

9. SURCHARGE

9.1 Renewal of CPR can be applied one month prior to the expiration date

9.2 A surcharge of 50% shall be imposed for application filed within 60 days after the expiration date of the CPR.

9.3 CPR for renewal that were filed more than 60 days after the expiration date will be imposed a surcharge of 50% and shall be automatically considered initial registration.

This Memorandum Circular shall take effect immediately.

ATTY. JANE C. BACAYO, DVM, MPA
Executive Director