

A. Issuance of Local Order Permit (LOP) for Transfer of Dangerous Drugs and/or its Preparations during the Community Quarantine Period

(Centralized Application at the PDEA Main Office, Quezon City)

LOP is the authority issued for every domestic transaction on manufacture /surrender / transfer of Dangerous Drugs from one activity to another or from one address to another.

| Office or Division | Compliance Service | | | |
|--|---|--|-----------------|--------------------|
| Classification | Simple | | | |
| Type of Transaction | G2C – Government to Client G2B – Government to Business G2G – Government to Government | | | |
| Who May Avail | Current S-licensed holder who intend to transfer/ manufacture/ surrender to PDEA dangerous drugs and/or its preparations. | | | |
| Checklist of Requirements | | Where to Secure | | |
| One (1) photocopy of each and bring original documents: 1. Local Order Permit Application Form 2. S-License | | PDEA website: https://pdea.gov.ph/downloads/file/4-application-for-local-transaction Compliance Service | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present the following documents to your supplier when transacting dangerous drug preparations: a) Copy of your PDEA S License Certificate; and b) Scanned or Original copy of duly filled-out and signed LOP application form, 2. In lieu of the approved LOP, you shall adopt an alternative recording system, supported by purchase orders and other relevant documents. | 1. Approval of Local Order Permit (LOP for brevity) application was temporarily withheld for the duration of the State of Public Health Emergency. 2. Subject to inspection upon normalization of government operations, as per DDB Advisory dated March 17, 2020. The advisory is still in effect and covers the entire country for the duration of the State of | | | |

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| | <p>Public Health Emergency, unless earlier lifted or extended as circumstances may warrant. You may check the Dangerous Drugs Board website from time to time for any changes, new announcements or advisories on the matter.</p> | | | |
| TOTAL | NONE | | | |