

A. Conduct of Verification of Arrival of a Dangerous Drug and/or its Preparations

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

Inspection/verification made on arrival of Dangerous Drug, and/or its preparation or a Table I controlled Chemical used in the manufacture of a pharmaceutical product to ensure actual quantity imported and consistency with the Import/Special permit.

Office or Division	Compliance Service (CS)			
Classification	Simple			
Type of Transaction	G2C – Government to Client G2B – Government to Business			
Who May Avail	Current PDEA- registered Importer whose shipment of specified Dangerous Drug, and/or its preparation or a Table 1 controlled chemical used in the manufacture of a pharmaceutical product.			
Checklist of Requirements		Where to Secure		
One (1) copy of each: First Notice of Arrival of DD Second Notice of Arrival of DD		PDEA website (http://pdea.gov.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send electronic copy of duly filled out 1 st Notice Form (FM-CSVcid-02) with proof of arrival at port of entry and approved permit within five (5) working days upon arrival of the shipment.	1. Print and check documents for completeness and content and record in designated log book.	None	10 minutes	Duty DDRO
2. Send electronic copy of duly filled-out 2 nd Notice Form (FM-CSVcid-02) with proof of arrival at company warehouse and approved permit within five (5) working days upon arrival of the shipment at company warehouse. Email Address: cs.impex@pdea.gov.ph	2. Check documents for completeness and content and record in designated logbook. Retrieve 1 st Notice Form and attach to file. Email the verification procedure and verification report form to importer.		10 minutes	Duty DDRO
3. Due to Covid-19 pandemic, onsite inspection is temporarily not undertaken. In the interim, the licensed importer and partner	3. Evaluate the report for subsequent submission to D, CS		Within 3 days	Duty DDRO

<p>distributor shall verify the quantity of imported goods at the reported warehouse and submit through email the scanned copy of duly filled-out and signed verification report form together with the photos.</p> <p>Submit affidavit, if actual quantity is inconsistent with the approved quantity.</p> <p>Email Address: <u>cs.impex@pdea.gov.ph</u></p>				
	TOTAL	No fees to be collected	Within 3 days and 20 minutes	
END TRANSACTION				