

**A. Issuance of Controlled Precursors and Essential Chemicals License ( P License )**

(Decentralized processing and payment of fees at PDEA Regional Offices.  
Centralized database entry and issuance of License Certificate at PDEA Main Office)

**P-License** refers to the authority issued to qualified entities to procure for retail, wholesale/distribute, manufacture, export, import, end-use (industrial use), make use for research, training and/or laboratory analysis of controlled precursors and essential chemicals (CPECs) and/or its mixtures/preparations.

Office or Division	Compliance Service (CS)	
Classification	Highly Technical	
Type of Transaction	G2C – Government to Client G2B – Government to Business G2G – Government to Government	
Who May Avail	Entities engaged in retail/ end-use/ distribute/ manufacture/ import/ export/ conduct research, handlers of controlled chemicals and/or its mixtures containing controlled chemicals.	
Checklist of Requirements		Where to Secure
<p><b><u>CLEAR/FULL SCANNED COPIES OF THE FOLLOWING REQUIREMENTS:</u></b></p> <p>1. Duly filled-up P-License Application Form. (FM-CSVlrd-03)</p> <p>2. Valid National Bureau of Investigation (NBI) clearance (One-time submission) of the following:                      a. Head of Office; and                      b. Authorized signatory.</p> <p>3. Notarized &amp; originally signed affidavit or joint affidavit of undertaking of head of office and authorized signatory (Fm-CSVlrd-08).</p> <p>4. Submit whichever is appropriate: (For Private entities only)</p> <p><b><u>For Corporation:</u></b></p> <p>a. Securities &amp; Exchange Commission (SEC) Certificate of Registration (first page only) (One-time submission);</p> <p>b. Current General Information Sheet (GIS) duly received by SEC (cover and list of officer/directors' page only)</p> <p><b><u>For Partnership:</u></b></p> <p>a. Securities &amp; Exchange Commission (SEC) Certificate of Partnership.</p> <p><b><u>For Cooperative:</u></b></p> <p>a. Cooperative Development Authority Registration Certificate.</p>		<p>Download Application form at PDEA website:  <a href="https://pdea.gov.ph/downloads/file/3-p-license">https://pdea.gov.ph/downloads/file/3-p-license</a></p> <p style="text-align: center;">NBI</p> <p>Download prescribed format at PDEA website:  <a href="https://pdea.gov.ph/downloads/file/61-joint-affidavit">https://pdea.gov.ph/downloads/file/61-joint-affidavit</a></p> <p style="text-align: center;">SEC</p> <p style="text-align: center;">SEC</p> <p style="text-align: center;">CDA</p>

<p><b><u>For Single Proprietorship</u></b></p> <p>a. Valid Department of Trade and Industry Certificate of Registration of Business Name (CRBN).</p> <p>5. Submit whichever is appropriate:</p> <p><b><u>For Ecozone Applicant</u></b></p> <p>Any of the following:</p> <ul style="list-style-type: none"> <li>• Valid Philippine Economic Zone Authority (PEZA) Certificate</li> <li>• Freeport Zone Certificate of Registration &amp; Tax Exemption</li> </ul> <p><b><u>For Non-Ecozone Applicant</u></b></p> <p>6. Mayor's Permit of Office and/or plant/warehouse, if there's any:</p> <p>a. Valid Certificate; and/or</p> <p>b. Official Receipt. (private entities only) If payment is on a quarterly basis, submit the OR of the present quarter/s; and/or</p> <p><b><u>For importers &amp; Exporters:</u></b></p> <p>a. Valid Bureau of Customs (BOC) Certificate of Accreditation or Registration.</p> <p>7. <b><u>For Importers, Exporters &amp; Manufacturers:</u></b></p> <p>a. One-time submission of Certified Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) of chemical products; and</p> <p>b. One-time submission of picture/s of CPECs/CPECs Mixtures with proper labelling.</p> <p>8. Company profile. (One-time submission)</p> <p>9. Latest Organizational structure with pictures (head of office and authorized signatory), complete name and designation of all personnel. (One-time submission)</p> <p>10. Front view picture of company (office and/or plant/warehouse) with signage. (One-time submission)</p> <p>11. Location / vicinity map (preferably google map) of office and/or plant/warehouse addresses. (One-time submission)</p>	<p>DTI</p> <p>PEZA</p> <p>LGU</p> <p>BOC</p> <p>SUPPLIER / IMPORTER</p> <p>SUPPLIER / IMPORTER</p>
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12. One-time submission of pictures of **immovable sturdy locked facility** (see below requirements) for storage **exclusively** of controlled chemicals, in accordance with Annex L - Safe keeping, storage, and transportation of Controlled Substances:

**SMALL QUANTITIES:**

**Cabinet / Drawers / Vault (not visible to customers and not near entrance or exit)**

- ✓ Fixed on wall or floor
- ✓ Double-keyed locks
- ✓ Firefighting equipment such as:
  - Fire extinguisher and or
  - Fire hydrant
- ✓ Spill Kit

Post the following inside or near the storage area of controlled chemicals and/or mixtures containing controlled chemicals.

- Emergency Hotline numbers

**BULK QUANTITIES:**

**Room / Mesh Wire Enclosure: OR**

- ✓ Double-keyed locks (all entrance and exit points)
- ✓ With fire protection and safety facilities:
  - Firefighting equipment:  
Fire extinguisher and or  
Fire hydrant
  - Safety eyewash and/or shower station
- ✓ Spill Kit

**Open Area or Storage tanks (designed, manufactured and tested in acceptable standards)**

- ✓ Sheltered
- ✓ High perimeter fence
- ✓ Anti-theft metal tank lock (for storage tank)
- ✓ Kerb/hump all around the storage area
- ✓ Equipped with leak detection and warning devices
- ✓ Fire protection and safety facilities:
  - Firefighting equipment such as:
    - Fire extinguisher and or
    - Fire hydrant
  - Safety eyewash and/or shower station

Visit the link provided to view Annex L - Safe keeping, storage, and transportation of Controlled Substances at DDB website:

[https://www.ddb.gov.ph/images/Board\\_Regulation/2014/BD.REG1/Annex\\_L\\_-\\_Safekeeping\\_storage\\_and\\_transportation.pdf](https://www.ddb.gov.ph/images/Board_Regulation/2014/BD.REG1/Annex_L_-_Safekeeping_storage_and_transportation.pdf)

<p>✓ Spill Kit</p> <p>Post the following inside or near the storage area of controlled chemicals or mixtures containing controlled chemicals</p> <ul style="list-style-type: none"> <li>▪ Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS)</li> <li>▪ 7 Pillars of Spill Management</li> <li>▪ Emergency Hotline numbers</li> </ul> <p>13. Floor plan / lay-out, highlighting the storage area for controlled chemicals and/or mixtures containing controlled chemicals.</p> <p>14. Proof of ownership of property (office and/or warehouse). Any of the following will do (one-time submission):</p> <ul style="list-style-type: none"> <li>• Land title</li> <li>• Contract of lease</li> <li>• Contract of Agreement</li> </ul> <p>15. Previously issued PDEA P-License Certificate. (Renewal only)</p> <p>16. <i>Notarized Corporate Secretary Certificate for the Head **only if the company designation of the appointed Head is NOT the Chairman of the Board, President, Principal Executive Officer, General/ Resident/ Country/ Plant/ Area/ Branch Manager, Partner, Owner/Proprietor, Medical Director, Hospital Administrator, Chief of Hospital</i></p> <p><b>Note:</b> Documents with “<b>One-time submission</b>” need not to be submitted if renewal application. Unless, there are material changes / variations.</p>	<p>Download the PDEA format of Corporate Secretary Certificate through this link:  <a href="https://pdea.gov.ph/downloads/file/72-sample-secretary-certificate">https://pdea.gov.ph/downloads/file/72-sample-secretary-certificate</a></p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Download P-license Application form.</p> <p>Email duly accomplished application form with complete and valid requirements at <a href="mailto:cs.spapplication@pdea.gov.ph">cs.spapplication@pdea.gov.ph</a> using the authorized</p>	<p>Log, monitor in S/P NCR google monitoring sheet all P applications received through email. Forward to RCO for evaluation of subject application.</p> <p>Evaluate received applications. Endorse to Supervisor RCO if requirements are</p>	<p>None</p>	<p>Within 7 working days</p>	<p style="text-align: center;">Supervisor RCO</p> <p style="text-align: center;">RCO</p>

<p>pharmacist/entity's official email address.</p> <p><b>Recommended email format:</b></p> <p>Subject: New/Renewal P License application</p> <p>Dear Sir/Madam: Attached herewith is the application with complete requirements for P license.</p> <p>Very truly yours, Name of Authorized Signatory Designation Name of Establishment</p> <p><b>NOTE: IF ENTITY IS LOCATED <u>OUTSIDE NCR</u> PLEASE COORDINATE AND SUBMIT YOUR APPLICATION DIRECTLY TO THE PDEA REGIONAL OFFICE CONCERNED. KINDLY CHECK PDEA COMPLIANCE SERVICE FACEBOOK PAGE "DIRECTORY OF EMAIL ADDRESS".</b></p>	<p>lacking or complied with.</p> <p>Email applicant on noted lacking requirement/s and/or clarification/s. Otherwise, send assessment of fees for online payment</p> <p><b>For new applicants:</b> Endorse to C, LRD to assign inspector, once the application passed the initial stage.</p>		<p>1 day</p>	<p>Supervisor RCO</p> <p>Supervisor RCO</p>
<p><b><u>FOR NEW APPLICANTS</u></b></p> <p>❖ Submit to PDEA Main Office, Quezon</p>	<p>Assign Inspector and forward application to inspector.</p> <p>Review emailed requirements</p>			<p>C, LRD</p> <p>Assigned inspector</p>

<p>City via any courier service or you may drop at the PDEA Guardhouse the applicable duly-accomplished application form/s and complete requirements (hard copy) in one (1) color-coded long folder.</p> <ul style="list-style-type: none"> <li>• Red Folder - Application for P-License</li> <li>• Yellow Folder - Application for both P and S -Licenses</li> </ul> <p><b><u>FOR NEW APPLICANTS AND RENEWAL APPLICANTS APPLYING FOR THREE (3) YEARS VALIDTY OR WITH CHANGES ON:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b><u>STORAGE AREA</u></b></li> <li>➤ <b><u>OFFICE/ WAREHOUSE ADDRESS</u></b></li> </ul> <p>❖ Wait for notification if application passed the assessment stage and the scheduled date of Physical Security Inspection (PSI).</p>	<p>Coordinate / notify client on scheduled date of inspection</p> <p>Notify C, LRD on preferred date of inspection</p> <p>Prepare and print CS Letter Order. Forward to assigned inspector.</p> <p>Conduct inspection. Orient the Authorized Signatory and provide corresponding summary guidelines.</p> <p>Submit After Activity Report with recommendation to C, CID w/in three (3) working days from date of PSI.</p> <p>Evaluate After Activity Report and Submit to D, CS for Approval.</p> <p>Approve/Disapprove the application.</p> <p>Message Center to forward the application to the assigned inspector.</p> <p>Notify Supervisor RCO to schedule appointment for payment of fees.</p> <p>Log, email / notify applicant assessment of fees for online payment</p> <p>Print application form, Affidavit and previous License Certificate. Entry data in PPLS.</p>			<p>Assigned inspector</p> <p>C, LRD</p> <p>Assigned Inspector</p> <p>Assigned Inspector</p> <p>C, CID</p> <p>D, CS / DD, CS</p> <p>Admin Assistant</p> <p>Assigned inspector</p> <p>Supervisor RCO</p> <p>RCO</p>
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❖ Attended Virtual Inspection or On-site Inspection. (case to case basis)				
<p>2. Online Payment of License Fee through Landbank Link.BizPortal.</p> <p>Go to Landbank – Link.BizPortal : <a href="https://www.lbp-eservices.com/egps/portal/index.jsp">https://www.lbp-eservices.com/egps/portal/index.jsp</a></p> <p>Click “PAY NOW” button. Select DANGEROUS DRUGS BOARD as Merchant. Input Payment Details. Choose Mode of Payment.</p> <p><b>NOTE:</b> FOR GOVERNMENT APPLICANTS, NO LICENSE FEE REQUIRED NO NEED TO REPORT TO PDEA. APPLICANTS SHALL BE NOTIFIED OF THE PROCESSING DATE AND ELECTRONIC COPY OF S/ P CERTIFICATE WILL BE EMAILED WITHIN TEN (10) WORKING DAYS AND SEND THE CLIENT FEEDBACK FORM LINK.</p>	<p>Generate DDB Online payment report of confirmed payments and send copy to PDEA CS</p>	<p>P1- ₱ 500/yr P3- ₱2,500/yr P4- ₱3,000/yr P5C-₱5,000/yr P5I- ₱5,000/yr P5IM- ₱5,000/yr P5E-₱5,000/yr P5D-₱5,000/yr P6- ₱ 500/yr</p> <p>Surcharge for late renewal = 50% of the required annual fee, cumulative by year not paid</p>	<p>1 day</p>	<p>DDB Cashier</p>

<p><b>3. FOR NEW / RENEWAL APPLICANTS (Private Entities)</b>  Email clear copy or photo of the proof of payment and/or Screenshot of the email confirmation receipt of payment by Landbank or chosen payment gateway on the same date and email thread at <a href="mailto:cs.spapplication@pdea.gov.ph">cs.spapplication@pdea.gov.ph</a>, once license fee is paid.</p>	<p>Email client to acknowledge receipt of the proof of payment and/or Screenshot of the email confirmation receipt of payment by Landbank or chosen payment gateway and send Client Feedback Form Link.</p> <p>Enter the O.R. number from the submitted DDB Online Payment report in the payment details in PPLS.</p> <p>Consolidate all processed applications within the day and prepare Daily/ Weekly Transmittal for all S &amp; P License issued.</p> <p>Check all processed applications per batch. Forward to C, LRD.</p> <p>Approve all processed applications per batch in the PPLS. Forward to Admin Officer/ Admin Assistant for printing.</p> <p>Print S/P License Certificates per batch. Forward to D, CS.</p> <p>Countersign the printed S/P-License Certificates</p>	<p>None</p>	<p>1 day</p>	<p>RCO</p> <p>RCO</p> <p>RCO</p> <p>DDRO IV / Supervisor RCO</p> <p>C, LRD/ DDRO IV</p> <p>Admin Officer/ Admin Assistant</p> <p>D, CS / DD, CS</p>
<p><b>4. Acknowledge receipt of Electronic copy of License Certificate.</b></p>	<p>Send Electronic copy of License Certificates to Clients within Ten (10) working days after receipt of the DDB</p>		<p>Within 10 working days</p>	<p>Admin Officer/ Admin Assistant</p>



<p><i>(Due to centralized database, the issuance of License Certificates of applications processed at PDEA Regional Offices shall be claimed therein within 60 days from its date of processing.)</i></p>	<p>Online Payment Report Forward to Records officer for file.</p> <p>File printed P license Certificates.</p>			<p>Records Officer</p>
<p>TOTAL</p>		<p><i>* pursuant to Section 6 (8 b, c and 10 b, c) of DDB Reg 1 S. 2014</i></p>	<p>Within 20 working days</p>	

**END TRANSACTION**

**IMPORTANT REMINDERS**

- UNLESS SURRENDERED, SUSPENDED OR REVOKED LICENSE SHALL BE RENEWED ON OR BEFORE THREE (3) MONTHS PRIOR TO EXPIRATION TO AVOID VIOLATION OF REGULATIONS AND PAYMENT OF SURCHARGES.
- NOTIFY PDEA IN WRITING AT LEAST 60 DAYS IN ADVANCE IF YOU INTEND NOT TO RENEW YOUR P- LICENSE.
- A SURCHARGE OF 50% OF THE REQUIRED ANNUAL FEE, CUMULATIVELY BY YEAR NOT PAID, SHALL BE IMPOSED ON TOP OF THE CURRENT ANNUAL FEE FOR FAILURE TO RENEW OR RETIRE YOUR P-LICENSE/S WITHIN THE COVERED PERIOD.
- NOTIFY MATERIAL CHANGES WITHIN FIVE (5) WORKING DAYS UPON OCCURRENCE OF CHANGES TO AVOID VIOLATION OF REGULATIONS AND PAYMENT OF PENALTY.
- 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.

**GENTLE REMINDERS**

- Make sure that the Authorized Signatory is present during inspection for the interview and orientation.
- The storage area must be available for inspection and in accordance with the security and safety requirements set by the Board.
- Do not forget to email the clear copy of the proof of payment and/or Screenshot of the email confirmation receipt of payment by Landbank or chosen payment gateway to the same email thread at [cs.spapplication@pdea.gov.ph](mailto:cs.spapplication@pdea.gov.ph), once payment was made.
- **The Dangerous Drug Board is the collecting Agency for the PDEA License and Regulatory fees. All online payment inquiries and issuances of Official Receipt should be coordinated through email with the Dangerous Drugs Board Cashier Division at [cashier@ddb.gov.ph](mailto:cashier@ddb.gov.ph), 89294544 local 111 or 112 or at their Facebook page: Dangerous Drugs Board**