

A. Issuance of Import Permit (IP), Special Permit (SP), and Export Permit (EP) through Philippine National Single Window (PNSW) and TradeNet System

(Centralized Application at the PDEA Main Office, QC)

Import Permit (IP) is the authority issued to import DD and/or its preparations. Such is applied for every specific importation of the controlled substance.

Special Permit (SP) is the authority issued to import CPECs and/or its mixtures/ Preparations, and drug preparations containing Table I controlled substance.

Export Permit (EP) is the authority issued to export DD, CPECs and/or its preparations.

Such is applied for every specific exportation of the controlled substance.

Office or Division	Compliance Service (CS)			
Classification	Highly Technical			
Type of Transaction	G2B – Government to Business G2G – Government to Government			
Who May Avail	A current PDEA-registered importer/ exporter of <ul style="list-style-type: none"> • Dangerous drugs (DD) and/or its preparations • CPECs and/ or its mixtures/ preparations 			
Checklist of Requirements		Where to Secure		
1. Registered with PNSW and/or Tradenet System 2. Certificate of Product Registration or Safety Data Sheet, as applicable 3. Purchase Order/ Proforma Invoice / Invoice 4. Import Permit issued by the Government Competent Authority of Importing Country or End-User Declaration from importing country, as applicable 5. PDF copy of PNSW application 6. PDEA license certificate		PNSW website (nsw.gov.ph) TradeNet website (tradenet.gov.ph) FDA SUPPLIER/ IMPORTER PNSW WEBSITE PDEA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Lodge appropriate application in the PNSW / TradeNet System online For PNSW applications submit electronic copy of requirements 2 to 6	1. Retrieve PNSW /Tradenet application and check/verify documents for completeness and content.	None	<i>(Bulk applications attended per day)</i>	Duty DDRO

<p>at cs.impex@pdea.gov.ph</p> <p>Applications with complete requirements shall be made at least fifteen (15) working days before transaction is to take place.</p> <p>2. View status of application at PNSW / TradeNet site</p> <p>3. Will receive email for the payment of regulatory fee. For PNSW applications: -Payment of Regulatory fee is temporarily withheld. In the interim, provide the screenshot of the full online application showing that the authorization/ approval was already made (refer to work history).</p> <p>For TradeNet applications: -View status of application at Tradenet.gov.ph site for the payment of regulatory fee -Pay regulatory fee -Upload the O.R in the TradeNet System.</p>	<p>2. Process, Authorize 1, Authorize 2 Process 2 <i>(For PNSW applications)</i></p> <p>2.1 Process, Verify <i>(For TradeNet applications)</i></p> <p>3. In light of the Covid-19 pandemic, Payment and Issuance of the hard copy of approved permit is temporary suspended. Payment and release of approved permit shall be made once the state of public health emergency is lifted.</p>	<p>None</p> <p>Regulatory Fee ₱500 - ($\leq 1,000$ kg/l) ₱1,000 - ($> 1,000$ kg/l to $< 5,000$ kg/l) ₱1,500 - ($\geq 5,000$ kg/l)</p>	<p>1 day 1 day 1-3 days 1 day</p> <p>1 day</p> <p>1 day</p>	<p>DDRO D, CS DG, PDEA DDRO</p> <p>DDRO</p> <p>DDB Cashier</p>
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-Download /Print approved permit in the TradeNet System				
TOTAL		<i>Depending on weight / volume</i> <i>Section 10(3) of DDB Regulation No 1 Series 2014</i>	within 7 working days	
END OF TRANSACTION				
<ul style="list-style-type: none"> • AN APPROVED IMPORT/SPECIAL PERMIT IS VALID FOR 6 MONTHS FROM APPROVAL DATE. 				
<ul style="list-style-type: none"> • AN APPROVED EXPORT PERMIT IS VALID FOR 3 MONTHS FROM APPROVAL DATE. 				
<ul style="list-style-type: none"> • AN APPROVED PERMIT IS VALID FOR SINGLE SHIPMENT ONLY. 				
<ul style="list-style-type: none"> • A PERMIT IS NOT VALID FOR ARTICLES ARRIVING BEFORE DATE OF APPROVAL 				
<ul style="list-style-type: none"> • ALL SHIPMENTS TO BE TRANSPORTED THROUGH THE BUREAU OF CUSTOMS 				
<ul style="list-style-type: none"> • WRITTEN NOTIFICATION FOR MATERIAL CHANGES TO BE SUBMITTED TO PDEA-COMPLIANCE SERVICE WITHIN 5 WORKING DAYS FROM DATE OF OCCURRENCE. 				
<ul style="list-style-type: none"> • SUBMIT NOTICE OF ARRIVAL OF SHIPMENT AT THE PORT OF ENTRY AND WAREHOUSE AT LEAST 5 WORKING DAYS TO PDEA-COMPLIANCE SERVICE. 				
<ul style="list-style-type: none"> • VERIFICATION INSPECTION WILL BE CONDUCTED. 				
<ul style="list-style-type: none"> • WRITTEN NOTIFICATION ON LOSS OF IMPORT/EXPORT PERMIT AND SHIPMENT WITHIN 48 HOURS FROM OCCURRENCE. 				
<ul style="list-style-type: none"> • ADDITIONALLY SUBMIT NOTARIZED AFFIDAVIT OF LOSS AND POLICE BLOTTER. 				