

## Guidance Document on Product Notification to the Regulatory Authority

### Particulars of a product

#### 1. Name of brand and product

The complete name of the product should be given, in the following sequence: brand name, line name (if applicable), product name, if a single shade is notified, the shade name/number (e.g. L'oreal Feria Color 3D Hot Ginger). If there are different shades, the shade name/number for each shade shall be declared.

#### 2. Product types

The illustrative list is not exhaustive and you can include other types of cosmetic products not in the list by selecting others and specifying what it is. More than one category can be selected, e.g. 'Bath or shower preparations' and 'Hair-care products' can be selected if your product is both a shower gel and hair shampoo.

#### 3. Intended use

This refers to the function or use of the product and not the directions for use e.g. to moisturize the face, hand, etc.

#### 4. Product presentation(s)

Please select only one out of the 4 choices that best fit the presentation type of the product. The following is an explanation of the presentation types:

- "A *single product*" exists in a single presentation form.
- <sup>1</sup>"A range of variants similar in composition for the same use but differs in colours, flavours etc" is a range of cosmetic products, which are similar in composition and produced by the same manufacturer, and are intended for the same use but are available in different shades of colour (e.g. lipsticks, eye shadows or nail polish but not composite packs of different types).
- <sup>1</sup>"*Palette(s) in a range of one product type*" refers to a range of colours as defined above, which may be presented in a series of palettes.
- <sup>1</sup>"*Combination products in a single kit*" refer to similar and/ or different product types packed and sold in a single kit. They cannot be sold separately (e.g. a make-up kit of eye and lip colours; a set of skin-care products sold in a single kit).

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<sup>1</sup> For these presentation types, only one notification needs to be submitted.

**5. Particulars of the manufacturer(s)/ Assembler(s):** There may be more than one manufacturer and/or assembler for one product. The full names and contact details of each of them must be submitted.

**6. Particulars of company**

It refers to the local company responsible for placing the cosmetic products in the market, which may be a local manufacturer or an agent appointed by a manufacturer to market the product or the company that is responsible for bringing in the product for sale in the country, etc. The business registration number or its equivalent should be indicated in the notification form, if applicable.

**7. Particulars of the person representing the local company**

The person who represents the company to submit the product notification must possess adequate knowledge or experience in accordance with the legislation and practice of the Member Country.

**Product Ingredient list if required by regulatory authority**

**8. Full ingredient listing and nomenclature**

- a) All the ingredients in the product must be specified by using the nomenclature from the latest edition of standard references (Refer to appendix A). Botanicals and extract of botanicals should be identified by its genus and species. The genus may be abbreviated. The following are not regarded as ingredients:
  - Impurities in the raw materials used;
  - Subsidiary technical materials used in the preparation but not present in the final product;
  - Materials used in strictly necessary quantities as solvents, or as carriers for perfume and aromatic compositions.
- b) The percentage of ingredients must be declared if they are substances with restrictions for use as specified in the annexes of the ASEAN Cosmetic Directive.
- c) For a range of colours/shades or products in a single kit, complete the Product Ingredient List in the following format:
  - List ingredients in the Base Formulation
  - 'May contain' and list each colour/shade
- d) For combination products in a kit, list each product and its corresponding formulation individually. You can extend the form when more space is needed.

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APPENDIX 4

## **Appendix A**

List of Standard References to be used for Cosmetic Ingredient Nomenclature

1. International Cosmetic Ingredient Dictionary
  2. British Pharmacopoeia
  3. United States Pharmacopoeia
  4. Chemical Abstract Services
  5. Japanese Standard Cosmetic Ingredient
  6. Japanese Cosmetic Ingredients Codex
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