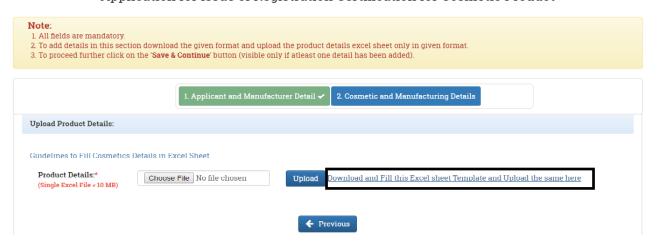
GUIDELINES TO FILL COSMETICS DETAILS IN EXCEL SHEET

- 1. Fill Complete Name and Address including Pin Code of Indian importer and Legal Manufacturer.
- 2. Download the Excel sheet from the given link

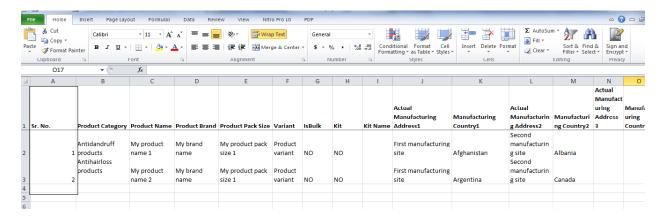
Application for issue of Registration Certification for Cosmetic Product



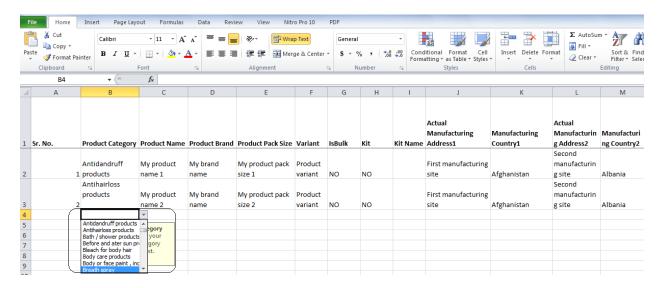
- 3. Do not leave any column blank from A to K (except for KIT Name if product is not a kit). Write NIL, if there is no brand name and variant of the applied product.
- 4. Do not type/copy data in columns where drop down list is already given (eg. Product category, Is Bulk, KIT, Country)

Column A to K (Product Details)

Column A: Write a Sequence No. for each product.

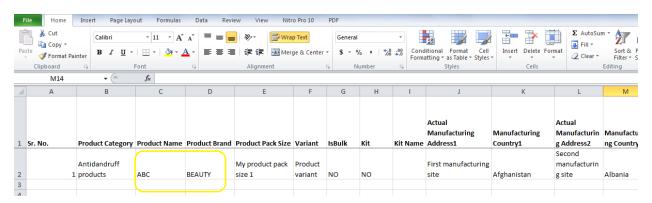


Column B: Choose product category from the dropdown list

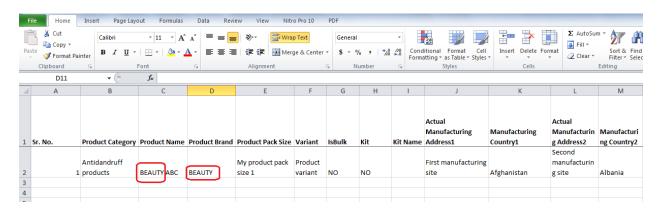


Column C: Write Product name here (Max-1000 characters). Do not write Brand Name in the column of Product name.

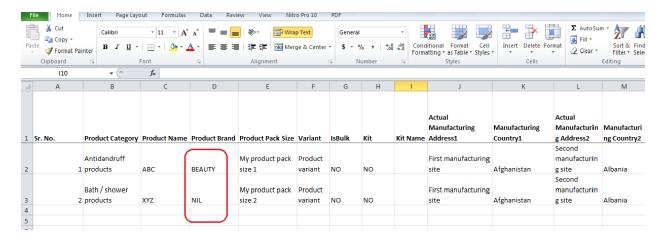
CORRECT WAY:



INCORRECT WAY:

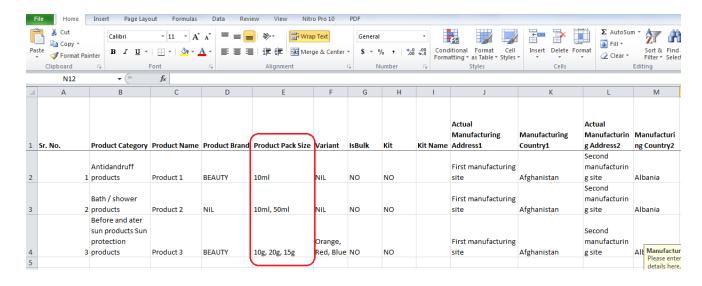


Column D: Write Brand name here (Max: 1000 characters). In case, there is no brand name write NIL.

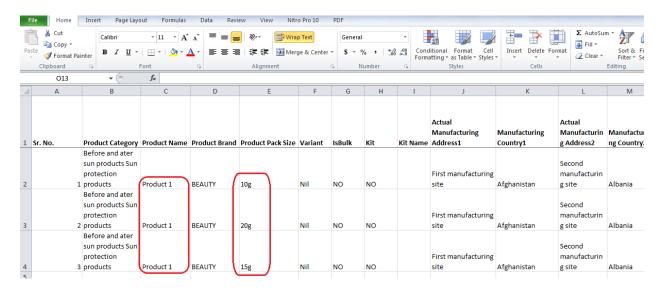


Column E: Write your Product Pack Size (Max: 1000 characters). In case of multiple pack sizes of the same product or variants of the same product write all the pack size(s) in the column separated by a comma. (eg. 2ml, 10ml, 50g). You can upload product labels of different pack sizes as a single upload in a combined scanned pdf in Schedule D(III).

CORRECT WAY



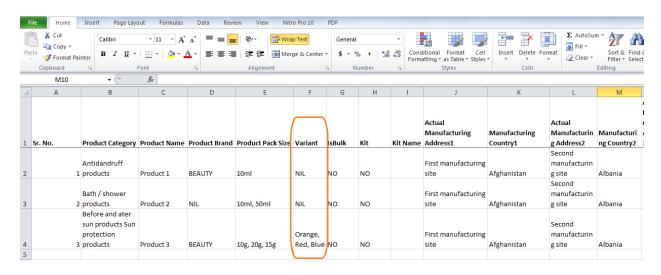
INCORRECT WAY



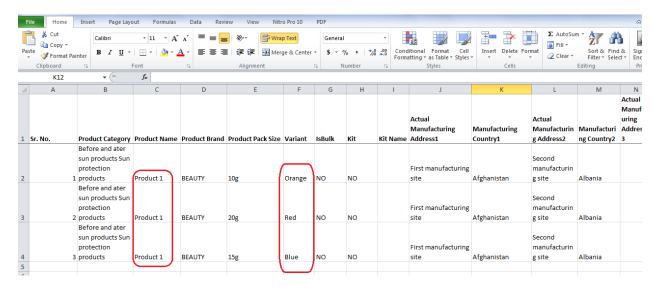
Column F: Write your variants of the applied product here (Max: 1000 characters). Variants of the same product should be applied as a single product and not separately as different products. Write NIL, in case you don't have any variants of the product.

In case, single product is having multiple variants, documents like Product Composition Data, Product Labels and Specifications/COA for the variants have to be uploaded as a single upload in a combined scanned pdf against the upload of Product label, Composition and Specification of the applied product in Schedule D (III).

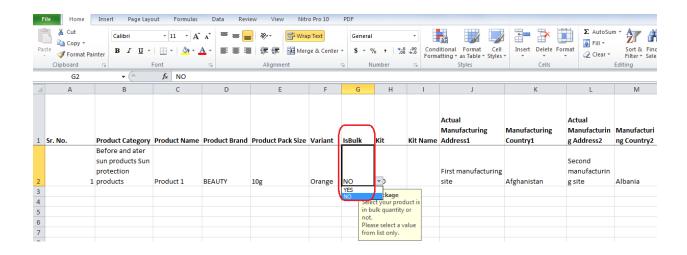
CORRECT WAY:



INCORRECT WAY:

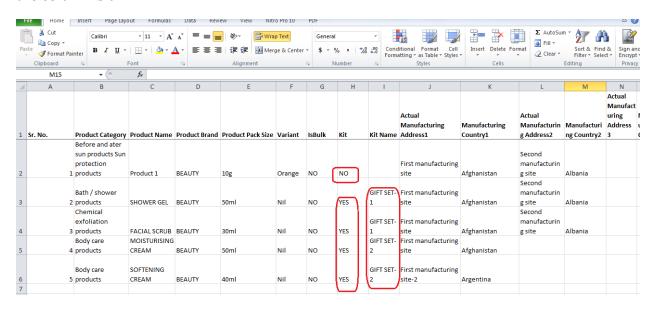


Column G: Select if your product is a Bulk product or not. Select YES or NO from the given dropdown list only. In case, applied product is a bulk, submit repackaging/reprocessing license issued by the State Licensing Authority in the upload of Other documents (if any).



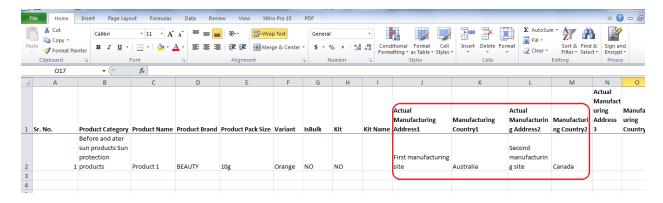
Column H: Select YES if this product is in a KIT otherwise select NO.

Column I: If the applied product is a part of KIT, write KIT name here, else you may leave the column blank.

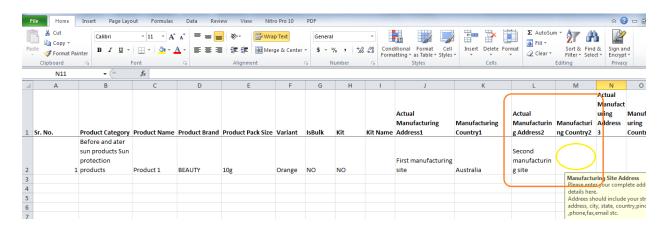


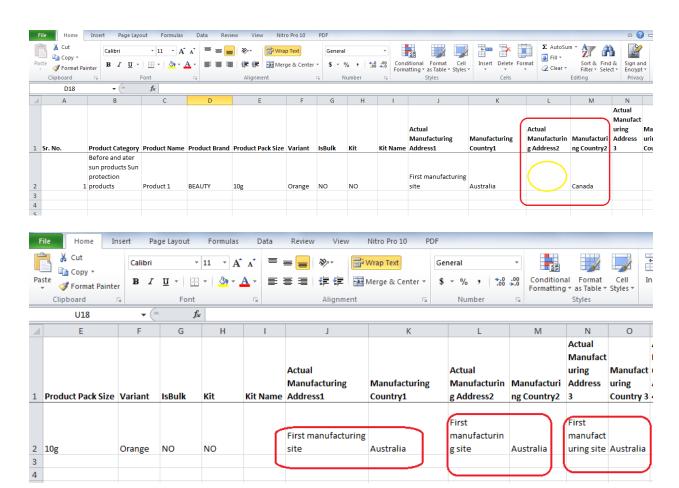
COLUMN J to AC: At least one address is mandatory. You can enter multiple address(es) upto 10 address(es) in case same product is manufactured at multiple sites. Country Column next to the address column is mandatory for each and every address you enter.

CORRECT WAY:



INCORRECT WAY:





GUIDELINE TO UPLOAD DOCUMENTS IN SCHEDULE D(III)

I- Name of Ingredients in the Nomenclature of standard reference, along with percentage content in the cosmetics

- a. For single product with one variant: Only one ingredient list has to be uploaded
- b. For single product with multiple variants: Ingredient List of all the applied variants needs to be scanned together and uploaded as a combined pdf.

II- Manner of labelling as per Drugs and Cosmetics Rules, 1945 (Proposed Label)

- a. For single product with one variant: Only one label has to be uploaded
- b. For single product with multiple variants: Labels of all the applied variants needs to be scanned together and uploaded as a combined pdf
- c. For single product having multiple pack size: Labels of all the applied pack size (s) needs to be scanned together and uploaded as a combined pdf

III-Specification and testing method for testing of cosmetics

Certificate of Analysis (COA)

If you are uploading specification as a part of COA, then you are required to upload COA for all applied products individually. In case of products having multiple variants, COA of variants needs to be scanned and uploaded together in a single pdf.

If you are uploading only specifications:

- a. If specifications for all the applied products are different then you are required to upload each product specifications individually.
- b. If specifications for all the products are same then you are required to upload specification only against one product. For rest of the product's specifications you can refer to the uploaded specification by mentioning in remark in their specification field.

IV- Package Insert

This field is not mandatory. In case, product is not having any package insert then no upload or remark is required.

Particulars of the Manufacturing licences/registration/marketing authorizations(if any) under which the cosmetics are being manufactured in the country of origin along with the copy of the Licences/marketing authorization/registration issued by the Regulatory Authority of that country

If Legal manufacturer is having Manufacturing licences/registration/marketing authorizations issued from country of origin, upload here

If not, then an undertaking from Legal manufacturer stating that there is no provision of Manufacturing licences/registration/marketing authorizations in the country of origin is required to be uploaded.

Any other documents (if any): This is not a mandatory upload. You can upload documents like clarification letter, petrolatum history, repackaging license.