

Dossiers Necessary for Indonesian Cosmetics Notification

1. Cosmetics Industry in Indonesia

Dossiers shall be submitted for Notification	Note
1. Business Registration Number (NIB)	/
2. Photocopy of Resident Identity Card (KTP) and/or identity of directors and / or leaders	The original document shall be shown
3. Photocopy of Taxpayer Identification Number	The original document shall be shown
4. Photocopy of GMP (CPKB) certificate or GMP application statement	The GMP certificate shall have a minimum validity period of 6 months
5. Statement of directors and / or leaders are not involved in criminal acts in the field of cosmetics	/
6. Photocopy of brand certificate	<ul style="list-style-type: none"> The photocopy shall be submitted and the original document shall be shown in the case of the notification applicants who have a brand certificate A statement shall be attached together stating that the applicant is willing to cancel the notification number if there are other parties who are more entitled to the brand and / or cosmetic name Can be exempted in the case of the notification applicant does not have a brand certificate
7. Photocopy of the licensing agreement between the trademark owner and the notification applicant	<ul style="list-style-type: none"> The photocopy shall be submitted and the original document shall be shown in the case of the cosmetics notification applicant is designated as the trademark licensee A statement shall be attached together stating that the applicant is willing to cancel the notification number if there are other parties who are more entitled to the brand and / or cosmetic name Can be exempted in the case of the notification applicant uses a trademark that has not been registered with the competent authority

2. Individual business / business entity in the field of cosmetics that make a production contract with the cosmetics industry in Indonesia

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Dossiers shall be submitted for Notification	Note
1. Business Registration Number (NIB)	/
2. Photocopy of Resident Identity Card (KTP) and/or identity of directors and / or leaders	The original document shall be shown
3. Recommendation letter as notification applicant from the Head of the local UPT BPOM	/
4. Photocopy of business license	The original document shall be shown
5. Photocopy of Taxpayer Identification Number	The original document shall be shown
6. Photocopy of the production contract cooperative agreement with the cosmetics industry has GMP (CPKB) certificate	<ul style="list-style-type: none"> ● The original document shall be shown ● The production contract cooperative agreement shall at least contain names of individual business/business entity (contractor) and cosmetic industry (contract recipient), cosmetics brand and/or name and the agreement validity period ● The GMP certificate shall have a minimum validity period of 6 months
7. Statement of directors and / or leaders are not involved in criminal acts in the field of cosmetics	/
8. Photocopy of brand certificate	<ul style="list-style-type: none"> ● The photocopy shall be submitted and the original document shall be shown in the case of the notification applicants who have a brand certificate ● A statement shall be attached together stating that the applicant is willing to cancel the notification number if there are other parties who are more entitled to the brand and / or cosmetic name ● Can be exempted in the case of the notification applicant does not have a brand certificate
9. Photocopy of the licensing agreement between the trademark owner and the notification applicant	<ul style="list-style-type: none"> ● The photocopy shall be submitted and the original document shall be shown in the case of the cosmetics notification applicant is designated as the trademark licensee ● A statement shall be attached together stating that the applicant is willing to cancel the notification number if there are other parties who are more entitled to the brand and / or cosmetic name ● Can be exempted in the case of the notification applicant uses a trademark that has not been registered with the competent authority
*Shall equipped with a technical responsible person who understands PIF as well as cosmetics technical information	

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3. Cosmetic importers (including individual business/business entity which contracts production with cosmetic industry outside Indonesia)

Dossiers shall be submitted for Notification	Note
1. Business Registration Number (NIB)	/
2. Statement of directors and / or leaders are not involved in criminal acts in the field of cosmetics	/
3. Photocopy of Resident Identity Card (KTP) and/or identity of directors and / or leaders	The original document shall be shown
4. Recommendation letter as notification applicant from the Head of the local UPT BPOM	/
5. Photocopy of business license	The original document shall be shown
6. Photocopy of Taxpayer Identification Number	The original document shall be shown
7. Photocopy of agency designation letter	<ul style="list-style-type: none"> ● The original document shall be shown ● Shall have a minimum validity period of 6 months ● Made in Indonesian and/or English ● Shall at least include manufacturer name and address/Principal of origin country, importer name, cosmetic brand and/or name, date of issue, validity period of agency designation, the right to notify, import, and distribute from the manufacturer/Principal of origin country, name and signature of the manufacturer director/leader or principal of origin country
8. Photocopy of the production contract cooperative agreement between notification applicant with the cosmetics industry outside Indonesia which was approved by a notary	<ul style="list-style-type: none"> ● The original document shall be shown ● Shall include the labeling and/or cosmetics name and validity period ● Shall have a minimum validity period of 6 months
9. Photocopy of Certificate of Free Sale (CFS) for imported cosmetics originating from countries outside ASEAN	<ul style="list-style-type: none"> ● The original document shall be shown ● Issued by authorized officials or institutions recognized in the country of origin and legalized by the local Embassy / Consulate General of Indonesia ● Can be exempted for cosmetics contracts produced outside Indonesia
10. Photocopy of GMP certificate or GMP application statement for the cosmetics industry located in ASEAN countries	<ul style="list-style-type: none"> ● Shall have a minimum validity period of 6 months ● If the validity period is more than 5 years or do not include the validity period then certificate or statement stated is regarded as valid for 5 years from the issuing date
11. Photocopy of GMP certificate for the cosmetics	<ul style="list-style-type: none"> ● Issued by an authorized government official or a

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<p>industry outside Indonesia receiving a production contract and is located outside of the ASEAN countries</p>	<p>recognized institution in the country origin and legalized by Embassy Grand / Consulate General of the Republic of Indonesia. In the case of the preceding requirement cannot be fulfilled, importers must attach a photocopy of GMP certificate that is recognized as being equivalent to ASEAN GMP and issued by an accredited certification body, and a photocopy of cosmetics industrial / production permit.</p> <ul style="list-style-type: none"> ● Shall have a minimum validity period of 6 months ● If the validity period is more than 5 years or do not include the validity period then certificate or statement stated is regarded as valid for 5 years from the issuing date
<p>12. Photocopy of brand certificate</p>	<ul style="list-style-type: none"> ● The photocopy shall be submitted and the original document shall be shown in the case of the notification applicants who have a brand certificate ● A statement shall be attached together stating that the applicant is willing to cancel the notification number if there are other parties who are more entitled to the brand and / or cosmetic name ● Can be exempted in the case of the notification applicant does not have a brand certificate
<p>13. Photocopy of the licensing agreement between the trademark owner and the notification applicant</p>	<ul style="list-style-type: none"> ● The photocopy shall be submitted and the original document shall be shown in the case of the cosmetics notification applicant is designated as the trademark licensee ● A statement shall be attached together stating that the applicant is willing to cancel the notification number if there are other parties who are more entitled to the brand and / or cosmetic name ● Can be exempted in the case of the notification applicant uses a trademark that has not been registered with the competent authority
<p>*Shall equipped with a technical responsible person who understands PIF as well as cosmetics technical information</p>	



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