



Technical Guidance for Submission of Cosmetic Ingredient Safety Information

化妆品原料安全信息填报技术指南

National Medical Products Administration

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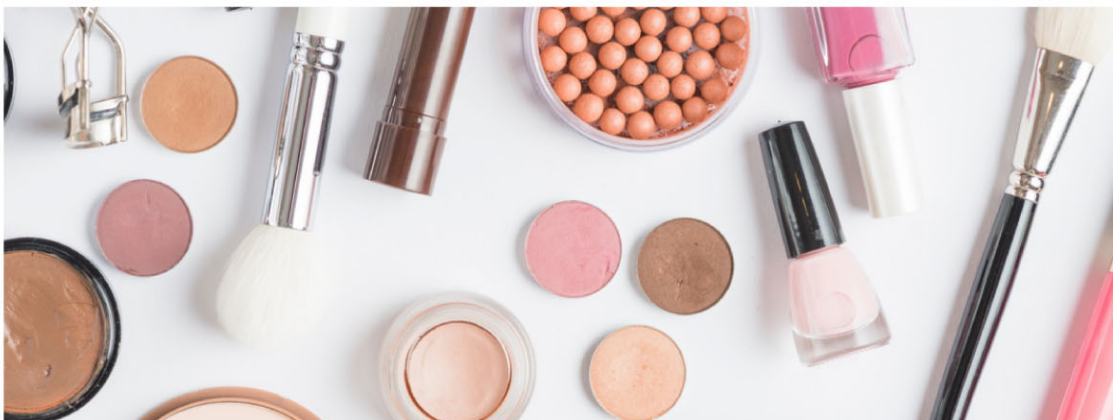
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Technical Guidance for Submission of Cosmetic Ingredient Safety Information

This technical guidance has been prepared to guide users to correctly use the “Cosmetic Ingredient Safety Information Submission Platform”, and standardize the filling in and submission of cosmetic ingredient safety information.

I. Enterprise Information

According to the *Provisions for Management of Cosmetic Registration and Notification Dossiers*, cosmetic ingredient manufacturers can submit cosmetic ingredient safety information by themselves, or by authorizing their respective overseas or domestic legal person to undertake the work of submission and routine maintenance of ingredient safety information. In regard to the ingredients of the same quality specification, only one enterprise can be authorized for the ingredient safety related information.

The cosmetic ingredient manufacturer refers to an enterprise that is responsible for the safety of an ingredient, which can be the actual production enterprise of the ingredient, or the affiliated enterprise that belongs to the same group as the actual production enterprise of the ingredient, or the entrusting enterprise in the activity of entrusted production of the ingredient.

Cosmetic ingredient manufacturers or their respective authorized enterprises shall fill in and submit the Enterprise Information Form, that is the Annex 13 of the *Provisions for Management of Cosmetic Registration and Notification Dossiers*, and upload the following documents:

- 1) Scanned copy of the stamped Enterprise Information Form;
- 2) Enterprise entity certification documents of the ingredient manufacturer;
- 3) Authorization letter issued by the ingredient manufacturer (in the case authorized submission).

If overseas ingredient manufacturers submit by themselves or by authorizing their respective overseas enterprises to be responsible for submission, the enterprise entity certification documents of the ingredient manufacturer shall be notarized by the Chinese notary public or certified by the Chinese embassy (consulate). The relevant documents shall be uploaded together with the entity certification documents. If overseas ingredient manufacturers authorize a domestic enterprise to submit, the authorized domestic enterprise shall verify the enterprise entity and related information of the overseas ingredient manufacturer.

The “Ingredient manufacturer name” in the Enterprise Information Form is an important

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basis for identifying the identity of the enterprise and assigning codes to the ingredient manufacturer, which shall be filled in and submitted in a standardized and accurate way, and shall be consistent with the contents contained in the enterprise entity certification documents. In case of authorized filling in and submission, the ingredient manufacturer shall inform all its authorized enterprises of the unique and correct ingredient manufacturer name to ensure that the same ingredient manufacturer code is used in the ingredient submission code.

II. Ingredient Classification and Ticking of Key Characteristics

In order to ensure the standardization of ingredient safety information filling in and submission and facilitate ingredient management and information use, the “ingredient classification and key characteristics” shall be ticked when ingredient safety information is filled in and submitted. Specifically the following aspects are included:

a. Basic characteristics of major components (single choice, excluding a small amount of impurities and stabilizers, preservatives, antioxidants and other components that ensure the quality of the ingredient)

“Single compound with clear structure

“Polymer/mixture (referring to a mixture that contains polymers)

“Other mixture (referring to a mixture that does not contain polymers)



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