CHEMLINKED
by REACH24H Consulting Group

Cosmetics Registration and Notification Information Service Platform

- Notification Management System of General Cosmetics Operation Manual for Enterprise Users

化妆品注册备案信息服务平台—普通化妆品备案
管理系统
企业用户操作手册

Release Date: April, 2022
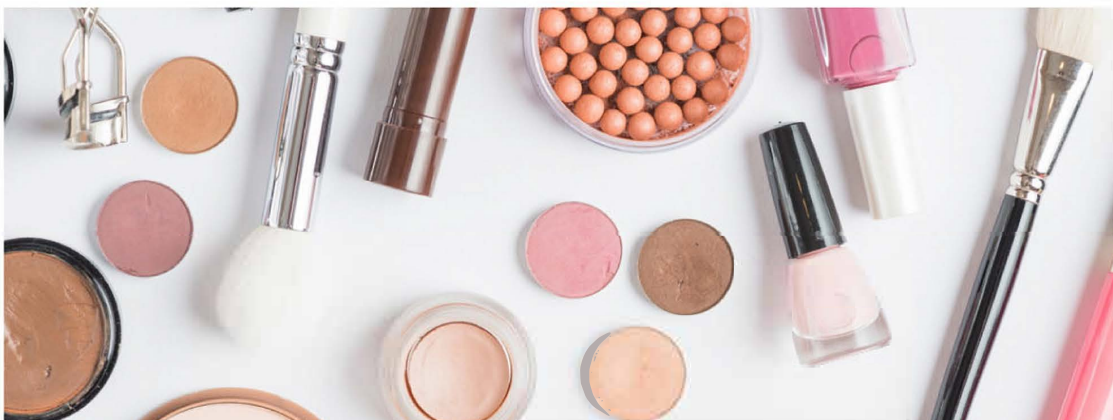
Translated by ChemLinked

Disclaimer

This is an unofficial document provided by **ChemLinked (**chemlinked.com**)**, a platform of REACH24H Consulting Group, as an informational service to assist non-Chinese companies to better understand Asia Pacific especially China Chemical, Cosmetic, Food, Agrochemical and Drug regulatory issues.

This document should only be used as a reference and in case of any discrepancy between the English and original versions the original version shall prevail.

Nondisclosure:

You may not disclose this document to anyone else without the written permission of ChemLinked.

For further clarification and questions, you can read our Privacy Policies **or contact us at** cosmetic@chemlinked.com

You can now catch up with the latest updates of China CSAR on ChemLinked:

Stay tuned for more translations:
We will provide English translations of CSAR and supporting rules.

Watch our webinars:
Interpretation of China's Cosmetic Supervision and Administration Regulation

Check out the breaking news:
China Finalises the Long-Awaited Cosmetic Supervision and Administration Regulation

Visit the featured page for more information:
Featured — China Cosmetic Regulatory Reform Tracking

— CSAR —

Cosmetics Registration and Notification Information Service Platform

- Notification Management System of General Cosmetics

Operation Manual for Enterprise Users

National Medical Products Administration Information Center

April 2022

Contents

1. System Running Environment Requirements

1.1. Browser Support

Browser support		
1		Firefox Version 60 or higher
2		Google Chrome Version 65 or higher

Screen resolution requirements: 1366×768 pixels or higher.

2. Introduction

The Notification Management System of General Cosmetics (hereinafter referred to as the "Notification Platform") covers notification management (domestic and imported cosmetics) and common information maintenance (domestic and imported cosmetics).

The operation instructions take domestic cosmetics as an example. The operation of imported cosmetics is similar to that of domestic cosmetics, and the different parts are listed separately.

For user login, please refer to the Chapter 3. User Login for the relevant operations;

For menu function and buttons, please refer to the Chapter 4. Introduction to Menu and Button for the operation modes;

For notification management, please refer to the Chapter 5. Notification Management (Domestic Products) for the enterprise notification management related operations;

For difference in notification operations between imported and domestic cosmetics, please refer to the Chapter 6. Difference Between Imported and Domestic Product Notification Functions;

For common information maintenance, please refer to the Chapter 9. Common Information Maintenance;

The overall business flow of the Cosmetics Registration and Notification Information Service Platform is shown in the picture below:

National Integrated Online Government Service Platform
NMPA Online Service Hall

Visit Online Service Hall

Have an account?

No → **User registration**

Yes

An individual user can also handle business as a handler user after being authorized by the legal person user.

Log in

After logging in, enter the legal person space, select account binding, and select the "Authorize to bind" button after the system name.

Bind to Cosmetics Registration and Notification Information Service Platform

Have an old system account?

Old system: the original notification information management system for domestic non-special use cosmetics, the original notification information management system for imported non-special use cosmetics, and the original cosmetics administrative license online application system

Yes → Select "Existing user login authorization"
(Can be associated with existing products of enterprise)

No → Select "Direct authorization to create a new account"

Binding succeeded

Enterprise Information and Document Management

Visit Enterprise Information and Document Management

Cosmetics New Ingredients Toothpastes Ingredient Manufacturer

Submit enterprise information and documents

Registrant/notifier	Domestic responsible person	Production enterprise

I. Registrant/notifier information (required)
1. Registrant/notifier information form (generated by system, signed and sealed by enterprise)
2. Overview form of adverse reaction monitoring and evaluation system (generated by system, signed and sealed by enterprise)
3. Resume of person in charge of quality and safety

II. Self-production (optional)
1. Production enterprise information form (generated by system, signed and sealed by enterprise)
2. Overview form of quality management system
3. Resume of person in charge of quality and safety

III. Entrusted overseas production enterprise (optional)
1. Production enterprise information form (generated by system, signed and sealed by enterprise)
2. Overview form of quality management system
3. Resume of person in charge of quality and safety
4. Supporting documents of overseas production practices

I. Domestic responsible person (required)
1. Domestic responsible person information form (generated by system, signed and sealed by enterprise)
II. Overseas registrant/notifier (required)
1. The original of the authorization letter of the domestic responsible person and its original notarial certificate
2. Registrant/notifier information form (generated by system, signed and sealed by enterprise)
3. Overview form of adverse reaction monitoring and evaluation system (generated by system, signed and sealed by enterprise)
4. Resume of person in charge of quality and safety
III. Self-production (optional)
1. Production enterprise information form (generated by system, signed and sealed by enterprise)
2. Overview form of quality management system
3. Resume of person in charge of quality and safety
4. Supporting documents of overseas production practices
IV. Entrusted overseas production enterprise (optional)
1. Production enterprise information form (generated by system, signed and sealed by enterprise)
2. Overview form of quality management system
3. Resume of person in charge of quality and safety
4. Supporting documents of overseas production practices

I. Production enterprise (required)
(domestic, engaged in entrusted production only)
1. Production enterprise information form (generated by system, signed and sealed by enterprise)

Submit / **Review**

No

Approve or not?

Yes → Enterprise information maintenance

Yes → Registration and notification can be carried out

General Cosmetics Notification Management

New product / **Existing product**

Domestic | **Imported**

Domestic — Common information maintenance
(entrusted enterprise maintenance, trademark maintenance, ingredient manufacturer maintenance, maintenance of brief description of microbiological and physical and chemical indicators, etc.)

Imported — Common information maintenance
(supplement import port and consignee, trademark maintenance, maintenance of brief description of microbiological and physical and chemical indicators, etc.)

Get pre-notification number (limited to 20 numbers)

Initial notification application

Notified, to be publicized

Existing product:
Check whether the historical product is correctly associated

↓

Check whether the historical product information is correct

No → Please contact the system customer service

Historical product information supplement

Notification change | **Product annual report** | **Notification cancellation**

Notification (domestic cosmetics):
1. Cosmetic registration/notification information form (generated by system, signed and sealed by enterprise)
2. Entrustment relationship documents (optional)
3. Sales certificate issued by the competent government authorities or industry associations of the country where the registrant or notifier is located or of the producing country/region (imported products) (except for products entrusted for overseas production and those whose formula is specially designed for the Chinese market)
4. Formula table
5. Ingredient safety information documents issued by ingredient manufacturer
6. Product executive standard (generated by system, signed and sealed by enterprise)
7. Product label sample manuscript (generated by system, signed and sealed by enterprise)
8. Sales package (plan, stereogram, leaflet, other copy contents)
9. Safety assessment report
10. Trademark registration certificate (optional)

Notification (imported cosmetics):
1. Cosmetic registration/notification information form (generated by system, signed and sealed by enterprise)
2. Sales certificate issued by the competent government authorities or industry associations of the country where the registrant or notifier is located or of the producing country/region (imported products) (except for products entrusted for overseas production and those whose formula is specially designed for the Chinese market)
3. Explanatory documents of formula design according to the skin type and consumption demand of Chinese consumers
4. Documents of consumer testing and research done among Chinese consumers within the territory of China or human efficacy testing
5. Formula table
6. Ingredient safety information documents issued by ingredient manufacturer
7. Product executive standard (generated by system, signed and sealed by enterprise)
8. Product label sample manuscript (generated by system, signed and sealed by enterprise)
9. Sales package (including leaflet) of product in the producing country/region, and Chinese translation of foreign label
10. Sales package (plan, stereogram, leaflet, other copy contents)
11. Safety assessment report
12. Trademark registration certificate (optional)

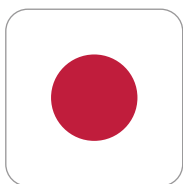# Make Sure Your Products Entering Global Market with Compliance

What we can do for you?

+ Responsible person (RP) service in China
+ Cosmetic formula and label compliance review
+ Product registration and notification
+ New cosmetic ingredient (NCI) registration and notificaion
+ Ingredient safety information submission
+ Cosmetic efficacy evaluation

+ Cosmetic formula and label compliance review
+ EDI Notification
+ Cosmetic QC test service
+ Functional cosmetic registration
+ Ingredients registration by ICID

+ Marketing license application
+ Cosmetics notification
+ Ingredients analysis and full ingredient list translation
+ Cosmetic test service
+ Label & advertisement review

+ Responsible Person (RP) service in the EU & UK
+ Cosmetic Product Notification Portal (CPNP)
+ Cosmetic Product Safety Report (CPSR)
+ Preparation of Product Information File (PIF)

+ Cosmetic formula and label compliance review
+ FDA Voluntary Cosmetic Registration Program (VCRP)
+ California Safe Cosmetics Program (CSCP)
+ Toxicological Risk Assessment (TRA)
+ INCI application

What makes us unique?

☑ Connect with officials and associations   ☑ Flexible consulting service packages

☑ Team of qualified toxicology and regulatory experts

化妆品注册备案信息服务平台
—普通化妆品备案管理系统

企业用户操作手册

国家药监局信息中心

2022年04月

目录

1. 系统运行环境要求

1.1. 浏览器支持

浏览器支持		
1		火狐 60 及以上版本
2		谷歌 65 及以上版本

屏幕分辨率要求：最低 1366 x 768 像素及以上。

2. 导读

普通化妆品备案管理系统，以下简称备案平台，涵盖备案管理（国产、进口）、常用信息维护（国产、进口）。

操作说明以国产化妆品为例说明，进口部分与国产操作类似，与国产不同部分单独列出说明。

用户登录等相关操作请参考 3.用户登录章节；

菜单功能按钮 操作方式请参考 4.菜单和按钮章节；

备案管理 企业备案管理相关操作请参考 5 备案管理（国产）章节；

进口与国产的区别 进口与国产操作区别请参考 6 备案进口和国产差别；

常用信息维护 常用信息维护请参考 7 常用信息维护章节；

化妆品注册备案信息服务平台整体业务流转如下图：

全国一体化在线政务服务平台
国家药监局网上办事大厅

企业信息资料管理

普通化妆品备案管理

访问网上办事大厅

是否已有账号 → 否 → 用户注册

是 ↓

个人用户经法人用户授权后也可作为经办人用户进行业务办理

登录

登陆后进入法人空间，选择账号绑定，选择系统名称后的"授权绑定按钮"

绑定化妆品注册备案信息服务平台

是否有老系统账号

老系统：原国产非特殊用途化妆品备案信息管理系统、原进口非特殊用途化妆品备案信息管理系统、原化妆品行政许可网上申报系统

是 → 选择"已有用户登录授权"（可关联企业已有产品）

否 → 选择"直接授权创建新账号"

绑定成功

访问企业信息资料管理

化妆品　新原料　牙膏　原料生产商

企业信息资料提交

注册人/备案人	境内责任人	生产企业
一、注册人/备案人信息（必填） 1、注册人/备案人信息总表（系统生成，企业签章） 2、不良反应监测和评价体系概述表（系统生成，企业签章） 3、质量安全负责人简历 二、自行生产（可选填） 1、生产企业信息表（系统生成，企业签章） 2、质量管理体系概述表 3、质量安全负责人简历 三、委托境外生产企业（可选填） 1、生产企业信息表（系统生成，企业签章） 2、质量管理体系概述表 3、质量安全负责人简历 4、境外生产规范证明资料	一、境内责任人（必填） 1、境内责任人信息表（系统生成，企业签章） 二、境外注册人/备案人（必填）： 1、境内责任人授权书原件及其公证书证明件 2、注册人/备案人信息表（系统生成，企业签章） 3、不良反应监测和评价体系概述表（系统生成，企业签章） 4、质量安全负责人简历 三、自行生产（可选填） 1、生产企业信息表（系统生成，企业签章） 2、质量管理体系概述表 3、质量安全负责人简历 4、境外生产规范证明资料 四、委托境外生产企业（可选填） 1、生产企业信息表（系统生成，企业签章） 2、质量管理体系概述表 3、质量安全负责人简历 4、境外生产规范证明资料	一、生产企业（必填） （境内仅从事受托生产） 1、生产企业信息表（系统生成，企业签章）

提交 → 审核 → 否

是否通过

是 → 企业信息维护

是 → 可进行注册、备案办理

新产品　/　已有产品

国产	进口
常用信息维护 （受托企业维护、商标维护、原料生产商维护、微生物指标和理化指标简要说明维护等）	常用信息维护 （补充进口口岸和收货人、商标维护、微生物指标和理化指标简要说明维护等）

预备案号领取（限制20个）

首次备案申请

已备案待公示

检查历史产品关联是否正确

检查历史产品信息是否正确

否 → 请联系系统客服

历史产品信息补充

备案变更　产品年度报告　备案注销

备案（国产）：
1、化妆品注册备案信息表（系统生成，企业签章）
2、委托关系文件（可选填）
3、注册人、备案人所在国或生产（地区）政府主管部门或者行业协会等机构出具的已上市销售证明文件（进口产品）（委托境外生产、产品配方专为中国市场设计产品除外）
4、配方表
5、原料生产商出具的原料安全信息文件
6、产品执行的标准（系统生成，企业签章）
7、产品标签样稿（系统生成，企业签章）
8、销售包装（平面图、立体图、说明书、其他文案内容）
9、安全评估报告
10、商标注册证（可选填）

备案（进口）：
1、化妆品注册备案信息表（系统生成，企业签章）
2、注册人、备案人所在国或生产国（地区）政府主管部门或者行业协会机构出具的已上市销售证明文件（进口产品）（委托境外生产、产品配方专为中国市场设计产品除外）
3、针对中国消费者的肤质类型、消费需求等进行配方设计的说明资料
4、在中国境内选用中国消费者开展消费者测试研究或者人体功效试验资料
5、配方表
6、原料生产商出具的原料安全信息文件
7、产品执行的标准（系统生成，企业签章）
8、产品标签样稿（系统生成，企业签章）
9、生产（地区）产品的销售包装（含说明书），以及外文标签的中文翻译件
10、销售包装（平面图、立体图、说明书、其他文案内容）
11、安全评估报告
12、商标注册证（可选填）

Free

Free trial

Standard

Corporate

Special

CHEMLINKED
by REACH24H Consulting Group

SUBSCRIBE TO CHEMLINKED NOW

REMOVE COSMETIC REGULATORY BARRIERS EXPEDITE ASIA MARKET ACCESS

· In-time regulatory information and market access requirements

· Supported by local and experienced technically adept technical team

· Strategic partnerships with competent authorities and industrial associations worldwide

· Customized consulting service for complete compliance solutions.

OUR SERVICES

Information & Knowledge
News, Reports, Expert Analysis
Pedia-articles

Databases
Regulatory Database, English Translations
Inventories/Lists

Solutions
Regulatory Compliance Service, On-demand
Translation, Advertisement Service,Tailor-made
Service, E-commerce Solution

Training
Webinars, Online Course
Offline Events

CHEMLINKED.COM