

Recordation of imported cosmetics in China

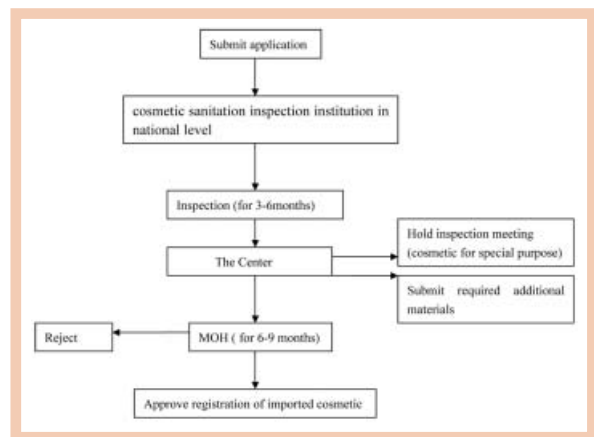
China has a quite complicated system for registration of cosmetic products. Any importer shall in the first place apply to PRC's Ministry of Health (MOH) for registration of its cosmetic products before they can be lawfully distributed in Chinese market. After the registration process, certification of labelling for imported cosmetic products shall be applied from PRC's Administration for Quality Supervision and Inspection and Quarantine (AQSIQ) before they are imported into China. Therefore, the approved certificate and number registered by MOH and certification of labelling plus stickers attached to imported cosmetic products are necessary documents that cosmetic exporter shall obtain when exporting any of its cosmetic products into China. Two main governmental agencies in charge of registration of imported cosmetics include MOH and AQSIQ, besides other non-governmental organizations are also required to be involved in the registration process, including cosmetic sanitation inspection institution in national level and the agent for exporters. The general registration process (as shown in the flow chart) consists of four steps: to prepare samples of imported cosmetic, apply and submit them to inspection institution; to prepare documents and files to National Centre for Health Inspection and Supervision (hereinafter referred to as the Centre); to apply to MOH for the registration and to obtain approved certificate and registered number from MOH. The required application documents and files for either imported cosmetic for special purpose and or ones for non-special purpose are almost the same except for one item (for special purpose: active ingredients, ground for using such ingredients and inspection method for active ingredients).

These documents and files are:

1. Imported Non-Special-Purposed Cosmetics Recordation Form
2. Formula of cosmetics
3. Manufacturing techniques
4. Quality standard for cosmetics (enterprise standard)
5. Inspection report issued by an inspection organ designated by the MOH
6. Original package of cosmetics (including label); package in design (including label) if planned to use special package in China
7. Instruction book
8. Power of attorney submitted by the agent of cosmetic exporter
9. Documents verifying the permission for the manufacturer and sale of cosmetics in the manufacture country (region) or the country (region) of origin
10. With respect to cosmetics from a country or region of Mad Cow Disease, quarantine certificate issued by an official organ

11. Other information necessary for recordation
12. One piece of uncovered cosmetic

Application Flow Chart:



Practical information:

1. The recordation of imported cosmetics in China is divided into the recordation of imported non-special-purposed cosmetics and the administrative permission of imported specially-purposed cosmetics;
2. A foreign manufacturer may directly or through an agent (it is the best solution) apply to National Centre for Health Inspection and Supervision (hereinafter referred to as the Centre);
3. A foreign manufacturer must provide a Chinese responsible unit.

RECORDATION OF IMPORTED NON-SPECIAL-PURPOSED COSMETICS

Procedure:

1. The applicant submits User Name and Password Application Form (which may be downloaded through the net of the Centre) to the Centre to obtain a user name and password.
2. The applicant, after obtaining the user name and password, logs in the "Online Declaration System" of the Centre to make online declaration.
3. The Centre makes preliminary examination on the declaration and decides if accepting the application within 5 days.
4. The applicant shall, within 5 days after passing the preliminary examination, bring originals of declaration materials to the Acceptance Office of the Centre (Note: the system will automatically alter the declaration status as Non-Acceptance if the applicant fails to bring the said materials to the Office within 5 days after passing the preliminary examination).
5. The Office organizes the Cosmetic Safety Examination and Appraisal Team, within 6 months from receiving all the

declaration materials, to examine and appraise the imported cosmetics and renders decision on if approving within 2 months after examination and appraisal.

Necessary materials:

1. Imported Non-Special-Purposed Cosmetics Recordation Form (which may be downloaded through the net of the Centre)
2. Formula of cosmetics
3. Quality standard for cosmetics
4. Inspection report and relevant information issued by an inspection organ designated by the Ministry of Healthy
5. Original package of cosmetics (including label); package in design (including label) if planned to use special package in China
6. Documents verifying the permission for the manufacturer and sale of cosmetics in the manufacture country (region) or the country (region) of origin
7. With respect to cosmetics from a country or region of Mad Cow Disease, quarantine certificate issued by an official organ
8. With respect to declaration through an agent, power of attorney
9. Other information necessary for recordation
10. One piece of uncovered cosmetics

ADMINISTRATIVE PERMISSION OF IMPORTED SPECIALLY-PURPOSED COSMETICS

Procedure:

1. The applicant submits User Name and Password Application Form (which may be downloaded through the net of the Centre) to the Centre to obtain a user name and password.
2. The applicant, after obtaining the user name and password, logins the "Online Declaration System" of the Centre to make online declaration.
3. The Centre makes preliminary examination on the declaration and decides if accepting the application within 5 days.
4. The applicant shall, within 5 days after passing the preliminary examination, bring originals of declaration materials to the Acceptance Office of the Centre (Note: the system will automatically alter the declaration status as Non-Acceptance if the applicant fails to bring the said materials to the Office within 5 days after passing the preliminary examination).

5. The Office organizes the Cosmetic Safety Examination and Appraisal Team, within 6 months from receiving all the declaration materials, to examine and appraise the imported cosmetics and renders decision on if approving within 2 months after examination and appraisal.

Necessary materials:

1. Imported Specially-Purposed Cosmetics Administrative Permission Form (which may be downloaded through the net of the Centre)
2. Formula of cosmetics
3. With respect to hair regrowing products, health care products and breast firming products, active ingredients and ground for using such ingredients
4. Brief introduction to and sketch of manufacture process
5. Quality standard for cosmetics
6. Inspection report and relevant information issued by an inspection organ designated by the Ministry of Healthy
7. Original package of cosmetics (including label); package in design (including label) if planned to use special package in China
8. Documents verifying the permission for the manufacturer and sale of cosmetics in the manufacture country (region) or the country (region) of origin
9. With respect to cosmetics from a country or region of Mad Cow Disease, quarantine certificate issued by an official organ
10. With respect to declaration through an agent, power of attorney
11. Other information necessary for examination and appraisal
12. One piece of uncovered cosmetics

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