

- ☐ Products for making-up and removing make-up from the face and the eyes
- ☐ Products intended for application to the lips
- ☐ Products for care of the teeth and the mouth
- ☐ Products for nail care and make-up
- ☐ Products for external intimate hygiene
- ☐ Sunbathing products
- ☐ Products for tanning without sun.
- ☐ Skin whitening products
- ☐ Anti-wrinkle products
- ☐ Others (please specify)

3. Intended use

4. Product presentation(s)

- ☐ Single product
- ☐ A range of product variants similar in composition for the same use but differs in colours, flavours etc.
- ☐ Palette(s) in a range of one product type
- ☐ Combination products in a single kit
- ☐ Others (please specify)

¹PARTICULARS OF MANUFACTURER (S)/ASSEMBLER(S)

[Please attach in a separate sheet if there are more than one manufacturer/assembler]

5. Name of manufacturer:

[illegible]

Address of manufacturer (state country):

[illegible]

Tel: [][][][][][][][] Fax: [][][][][][][][]

¹ *A manufacturer is a company which is engaged in any process carried out in the course of making the cosmetic product. The manufacturing process includes all operations of purchase of starting materials, bulk intermediates and products, formulation and production (such as grinding, mixing, encapsulation and/or packaging), quality control, release, storage and distribution of cosmetic products and the related controls.*

A primary assembler is a company which is engaged in a process of enclosing the product in a primary/immediate container which is labelled or to be labelled before the product is sold or supplied in it.

A secondary assembler is a company which is engaged only in a process of labelling the product container where the product is already enclosed in its primary container and/or packing the product which is already enclosed in its labelled primary container into a carton which is labelled or to be labelled, before the product is sold or supplied.

6. Name of assembler (Please tick accordingly. May tick more than one box):

- Primary assembler

- Secondary assembler

[illegible]

Address of assembler (state country):

[illegible][illegible][illegible]

PARTICULARS OF LOCAL COMPANY RESPONSIBLE FOR PLACING THE COSMETIC PRODUCT IN THE MARKET

7. Name of company:

[illegible]

Address of company:

[illegible][illegible][illegible]

Business Registration Number /License to Operate Number (if applicable, submit a copy of the Business Registration Certificate):

[illegible]

PARTICULARS OF PERSON REPRESENTING THE LOCAL COMPANY

8. Name of person:

[illegible][illegible][illegible]

Designation in the company:

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DECLARATION

1. I hereby declare on behalf of my company that the product in the notification meets all the requirements of the ASEAN Cosmetic Directive, its Annexes and Appendices, which have been transposed into local legislation.
2. I undertake to
 - i. Ensure that the product's technical and safety information is made readily available to the regulatory authority concerned (the Authority) and to keep records of the distribution of the products for product recall purposes;
 - ii. Notify the Authority of fatal or life threatening serious adverse event² as soon as possible by telephone, facsimile transmission, email or in writing, and in any case, no later than 7 calendar days after first knowledge;
 - iii. Complete the Adverse Cosmetic Event Report Form³ within 8 calendar days from the date of my notification to the Authority in para 2ii. above, and to provide any other information as may be requested by the Authority;
 - iv. Report to the Authority of all other serious adverse events that are not fatal or life threatening as soon as possible, and in any case, no later than 15 calendar days after first knowledge, using the Adverse Cosmetic Event Report Form;
 - v. Notify the Authority of any change in the particulars submitted in this notification;
 - vi. Ensure that if and when directed by the authority I will recall the product from the market, and discontinue selling or supplying the product
3. I declare that the particulars given in this notification are true, all data, and information of relevance in relation to the notification have been supplied and that the documents enclosed are authentic or true copies.
4. I understand that I shall be responsible for ensuring that each consignment of my product continues to meet all the legal requirements, and conforms to all the standards and specifications of the product that I have declared to the Authority.
5. I understand that I cannot place reliance on the acceptance of my product notification by the authority in any legal proceedings concerning my product, in the event that my product has failed to conform to any of the standards or specifications that I had previously declared to the Authority.

[Name and Signature of person representing the local company]

[Company stamp]

[Date]

² As defined in the Guide Manual for the Industry on Adverse Event Reporting of Cosmetics Products

³ Set out in Appendix I to the Guide Manual for the Industry on Adverse Event Reporting of Cosmetics Products