

 GOVERNMENT OF DUBAI	<b>Organization Unit:</b> <b>Public Health &amp; Safety Department</b>	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY
	<b>Form sheet title:</b> <b>Healthy Supplements Label Assessment Application Procedures</b>	اسم النموذج:	
	<b>Doc Ref.</b> <b>DM-PH&amp;SD-P5-TG1</b>	رقم النموذج:	

## Healthy Supplements Label Assessment Application Procedures

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## 1. The purpose of the procedures

To ensure the compliance of the healthy supplements with the endorsed conditions and specifications, in order to avoid the organization which import /deal with/ manufacture these products the rejection of their shipments when arrive to Dubai's port ,or the expropriation from the local market.

## 2. Segment of implementation

All organizations that import, manufacture/deal with Healthy Supplements , for commercial purposes.

## 3. Responsibility

- 3-1 Head of the Consumer Products Safety Section
- 3-2 Head of the Assessment and Registration Team
- 3-3 Senior Officer of the Consumer Products Safety Section.
- 3-4 Officer of the Consumer Products Safety Section.

## 4. Definitions

- 4-1 **Healthy Supplements products:** are products taken by mouth and contain nutritional elements that enrich the nutritional diet such as : vitamins, minerals, amino acids, fats, or herbs found in the form of pharmaceutical preparations such as tablets, capsules, powders, liquids or any other form of food with a label indicating that the product is a healthy supplement and not traditional food
- 4-2 **Healthy supplements products companies:** are trading companies licensed inside the UAE and have an activity related to the Healthy Supplements, requesting to registration.

## 5. Inputs

- 5-1 Certificate of Free Sale, endorsed by a relevant governmental unit of the country of origin, and states that the product is sold freely in that country.

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- 5-2 Report of Product's Ingredients, issued by the manufacturer and includes the substances, compositions and concentrations of the product when manufactured.
- 5-3 Analytical Report of Product's Chemical and Physical Specifications.
- 5-4 Report of Clinical study, for some current claims which have non-medical impact.
- 5-5 Certificate of Animal or Non-animal Source, for some ingredients (stearic acid, magnesium stearate, sodium stearate, gelatin...)
- 5-6 Halal Certificate of animal's components.
- 5-7 Certificate of Good manufacturing practice (GMP)
- 5-8 Laboratory Tests report, for the product (for lab. tests Technical Guidelines 8)
- 5-9 Certificate of Organic Products.

## 6. Details of Procedures

- 6-1 The company's representative must register the company using the e-form of Dubai Municipality website <http://www.dm.gov.ae> (click "Register" in the "Login" box).
- 6-2 The company's representative must request this service using the e-form which is made available under the electronic services of the Consumer Products Safety Section, and must pay for the specified fees.
- 6-3 The company's representative must submit an image\* of the healthy supplement using the e-form, ensuring that the product label shows identical information to that provided on the Request for Assessment, and must submit a copy of all the required (original) input documents (see inputs 5).

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**6-4** After the fulfillment of all the requirements a report \*\* has to be prepared for the requesting company about Healthy Supplement, indicating the following:

- In case there is no missing information and/or no need for modification “no remarks” must be written in the remarks box, which means the product/perfume is qualified for registration.
- In case there is a missing information and /or a need for a modification, all the required amendments must be indicated in the remarks box, and the product is reassessed.
- If the product is found to be a medication and not a healthy supplement or needs to be classified, it must be referred to the concerned unit (Ministry of Health).

**6-5** The company’s representative can electronically check the status of the application ,and once the report is ready for collection a scanned copy can be obtained or the original can be collected over the counter upon a visit.

\*Image Specifications:

The image must have the following specification:

- It must be clear and in 6-dimension showing the product thoroughly.
- It must be a color image with a light color for the background.
- It must be in JPEG format.
- It must be in high resolution.

\*\*:

- The Assessment Report of healthy supplement is valid for two years from the date of issuance, if it does not carry any remark.

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- The Assessment Report of a healthy supplement label assessment is valid for six months from the date of issuance, if it carries remark/s.

## 7. References

- 7-1 Local Circular No. (11/2003) for the year 2003
- 7-2 Healthy supplement circular 24/02/2010
- 7-3 Healthy supplement technical guidelines