
 GOVERNMENT OF DUBAI	Organization Unit: Public Health & Safety Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY
	Form sheet title: Cosmetics, Personal Care, and Perfumes Label Assessment Application Procedures	اسم النموذج:	
	Doc Ref. DM-PH&SD-P5-TG3	رقم النموذج:	

Cosmetics, Personal Care, and Perfumes Label Assessment Application Procedures

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1. The purpose of the procedures

To ensure the conformity of cosmetics, personal care products, and perfumes to the conditions and specifications of the implemented standards, and thus allowing importers, producers and traders of cosmetics, personal care products, and perfumes to avoid the rejection of their shipments that arrive to Dubai's ports or avoid withdrawal of their products from the domestic market

2. Field of application

All importers, manufacturers and traders of cosmetics, personal care products, and perfumes or who want to import, manufacture, and trade these products.

3. Responsibility

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

4. Definitions

- 4-1 **Cosmetic, personal care, or perfume product:** is any substance or preparation intended to be placed in contact with the various external parts of the human body (epidermis, hair system, nails, lips and external genital organs) or with the teeth and the mucous membranes of the oral cavity with an intention of exclusively or mainly to clean, perfume, change appearance, correct body odors, protect and/or keep these parts in good condition
- 4-2 **Cosmetic, personal care, and/or perfume companies:** are trading companies licensed in the UAE and have an activity that is related to importing and/or manufacturing of cosmetics, personal care, or perfumes

5. Inputs

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- 5-1 Authenticated free sale certificate from the country of origin stating that the product is sold freely in the country of origin
- 5-2 Product composition and ingredients concentrations report issued by the manufacturer
- 5-3 Safety assessment for the nano products
- 5-4 Product chemical and physical analysis report
- 5-5 Clinical studies of the product efficacy and proven effectiveness
- 5-6 Certificate of the animal or non-animal source of some ingredients (stearic acid, magnesium stearate, sodium stearate, gelatin...)
- 5-7 Good manufacturing practice (GMP)
- 5-8 Clinical studies of some non-medical claims indicated on the product label
- 5-9 Lab test report (see Technical Guidelines 7)
- 5-10 Organic certificate

6. Details of Procedures

- 6-1 The company representative must register the company using the e-form through Dubai Municipality website <http://www.dm.gov.ae> and then he/she must choose “register” from the user login field
- 6-2 The company representative must fill in the form that is available in the consumer product safety section service site to apply and pay the fees.
- 6-3 The company representative must submit an artwork* of the cosmetics, personal care, and perfumes product through the e-form while making sure that the product label carries information identical to that on the application form of the cosmetics, personal care, and perfumes and the representative must submit copy of all required documents (see inputs 5)
- 6-4 After the completion of all of the requirements a label assessment certificate ** of the cosmetics, personal care, and perfumes product is already made for applying company indicating the following:

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- In case there is no missing information or no need for modification “no remarks” must be written in the remarks field
- In case there is missing information and there is a need for modification all the required amendment must be indicated in the remarks field, and the product must not be traded until the amendment is done and the product is reassessed
- If the product is found to be medicated or with medical purposes and not cosmetics, personal care, or perfumes or needs to be classified it will be referred to the Ministry of Health

6-5 The company representative can check the application status through the e-form application and once it is finished the company representative can get a scanned copy of the label assessment certificate or can visit the section counter to receive the label assessment certificate.

*Artwork Specification:

The artwork must have the following specification including:

- The artwork must be clear and in six dimension covering all the product
- The artwork must be colored with light color background
- The artwork must be in JPEG format
- The artwork must be in high definition

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- The cosmetics, personal care, and perfumes label assessment is valid for two years from the date of issuing if it does not carry any remarks

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- The cosmetics, personal care, and perfumes label assessment is valid for six months from the date of issuing if it carries remarks

7. References

- 7-1 Local Circular No. (11/2003) for the year 2003
- 7-2 Cosmetics, Personal Care, and Perfumes circular 15/02/2010
- 7-3 Cosmetics, Personal Care, and Perfumes technical guidelines (European regulation (EC) 1223)