

 GOVERNMENT OF DUBAI	Organization Unit:	Public Health & Safety Department	الوحدة التنظيمية:
	Form sheet title:	Cosmetics, Personal Care & Perfumes Registration Procedures	اسم النموذج:
	Doc Ref.	DM-PH&SD-P5-TG4	رقم النموذج:



Cosmetics, Personal Care & Perfumes Registration Procedures

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1. The purpose of the procedures

To ensure the compliance of cosmetics, personal care products, and perfumes to the conditions and specifications of the endorsed 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. Segment of application



All organizations that import, manufacture /deal with cosmetics, personal care products, and perfumes or who want to import, manufacture, and trade these products.

3. Responsibility

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

4. Definitions

- 4-1 **Cosmetic, personal care, or perfume product:** are any substances or /products/pharmaceuticals 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

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4-2 Cosmetic, personal care, and/or perfume companies: are trading companies licensed in the UAE and have an activity that is related to import and/or manufacture of cosmetics, personal care, or perfumes.



5. Inputs

- 5-1 Electronic registration request
- 5-2 Registration form to start the procedure according to the technical instructions which are available through the e-form program * (Technical Manual to complete the registration form)
- 5-3 Electronic copy of an unexpired evaluation report of the product that does not carry any remarks.

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 the user 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 a copy of a valid label assessment of the product that needs to be registered (see inputs 5.3)
- 6-4 After completion of all the requirements (see inputs 5.1 & 5.2) a registration report of the consumer product is made.
- 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 be obtained or the original or the original can be collected over the counter upon a visit.

7. References

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7-1 Local Circular No. (11/2003) for the year 2003

7-2 Cosmetics, personal care & perfumes circular 15/02/2010