Healthy Supplements Label Assessment Application Procedures
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.
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).
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.

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