### Healthy Supplements Registration Procedures

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**Form Sheet Title:** Healthy Supplements Registration Procedures

**Doc Ref:** DM-PH&SD-P5-TG2
1. The purpose of the procedures

To ensure the compliance of healthy supplements with the endorsed conditions and specifications, in order to avoid the organizations which import/deal with/ manufacture these products rejection of their shipments when arrive to Dubai’s ports, 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 enhance 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 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 products which required registration.

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 a valid Assessment Report of the product that does not carry any remark

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 a copy of a valid label assessment of the product that needs to be registered (see inputs 5.3)

6-4 After the fulfillment of all the requirements (see inputs 5.1 & 5.2) a registration report of the consumer product is made upon request.

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.

7. References

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

7-2 Healthy supplement circular 24/02/2010