



## 2. Cosmetic Product Notification

Issued to licensed establishments that will place a cosmetic product in the market.

<b>Center/Office/Division</b>	:	Center for Cosmetics (and Household/Urban Hazardous Substances) Regulation and Research
<b>Classification</b>	:	Highly Technical
<b>Type of Transaction</b>	:	G2B – Government to Business Entity
<b>Who May Avail</b>	:	Licensed Cosmetic establishments (Distributor, Trader, Manufacturer)
<b>Fees to be Paid</b>	:	Php 500.00 + 1% LRF not less than Php 10.00 for 1 year validity Additional Php 100.00 per variant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cosmetic e-portal user account	CCHUHSRR
2. Valid LTO	FDA- CCHUHSRR
3. Substantiation (for further clarifications) <sup>1</sup> 3.1. Artwork of the Product labeling 3.2. Instructions for use 3.3. Mechanism of action of the product 3.4. Certificate of Origin of the ingredient 3.5. Safety Data Sheet 3.6. Certificate of Analysis	Source / Applicant

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant request for e-portal username and password			Applicant

<sup>1</sup> Submission of the said documents shall not guarantee approval or issuance of a Certificate of Product Notification (CPN)



2. Applicant accomplish the application form and declaration in the e-portal			Applicant
3. Applicant generates order of payment and pays the fee through a Landbank Branch or FDA Cashier		30 Minutes	FDA Cashier personnel or Landbank Personnel
	1. Posting of payment. Payment will be posted after bank clearing	5 working days	FDA Cashier Personnel
	2. Evaluator checks the correctness of the application  *Substantiation may be asked if there will be further clarifications	12 working days <sup>2</sup>	Food Drug Regulation Officer CCHUHSRR
	3. CCHUHSRR Director will give the final decision on the application	30 Minutes	Director IV CCHUHSRR
	4. Acknowledgement or disapproval will be forwarded to applicants e-portal account		Applicant
<b>TOTAL:</b>		<b>17 working days, 1 Hour<sup>3</sup></b>	

<sup>2</sup> Applications shall be acted upon within the processing time indicated from the date the complete application or request was received.

<sup>3</sup> CCHUHSRR reserves the right to avail of the extension of the prescribed timeline by the same number of working days provided in Republic Act (RA) No. 11032 on the condition that the Center adheres to the provisions given in the IRR of RA No. 11032.