



Provisions for Application and Acceptance of Administrative Licensing for Cosmetics

化妆品行政许可申报受理规定

China Food and Drug Administration (CFDA)



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Provisions for Application and Acceptance of Administrative Licensing for Cosmetics

Article 1 The regulation is formulated to standardize the application and acceptance of administrative licensing for cosmetics and to guarantee its publicity, fairness and impartiality.

Article 2 The cosmetic administrative license refers to the examination and approval of the use of new cosmetic raw material, production of domestic special cosmetics and the importation of cosmetics for the first time.

Article 3 The regulation is applicable to the application and acceptance of administrative licensing for cosmetics prescribed in the Regulations concerning the Hygiene Supervision over Cosmetics.

Article 4 China Food and Drug Administration (CFDA) is responsible for managing application and acceptance of administrative licensing for cosmetics.

Article 5 The applicant of administrative license of domestic cosmetics shall be the production enterprise of cosmetics and the applicant of domestic new cosmetic raw materials shall be production enterprises of cosmetic raw materials or cosmetics.

The applicant of administrative license of imported cosmetics shall be the production enterprise of imported cosmetics and the applicant of imported new cosmetic raw materials shall be the production enterprise of imported new cosmetic raw materials or cosmetics. The same applicant shall appoint a legally-registered responsible agent who has an independent legal entity in China to apply for the administrative license for imported cosmetics. The applicant is entitled to change the responsible agent.

Article 6 Applicants and responsible agents shall apply for cosmetic administrative

license in accordance with the requirements of related national laws, regulations and standards and bear responsibility for application documentation and corresponding legal liability.

Article 7 Applicants shall apply for cosmetic administrative license to CFDA and submit related documentation in accordance with the requirements of this regulation.

Article 8 Prior to first application, the responsible agent must apply to CFDA for record filing by submitting the original Power of Attorney. Applicants shall log in CFDA's online application system and fill out the cosmetic administrative license application form to apply for cosmetic administrative license.

Article 9 The period of validity for a license (a record keeping certificate) is 4 years. Applicants who intend to extend the validity must apply 4 months prior to the expiry date.

If an applicant fails to apply for the extension within the required time because of reissue, he shall submit the extension application within 15 days after obtaining the reissued license (record-keeping certificate). But application for reissue a license (record-keeping certificate) shall be submitted 4 months prior to the expiry date.

Article 10 If an applicant intends to modify some items in the license, he shall submit an application and relevant data within the validity. Applicants must reapply if the formula or anything related to the safety of the cosmetic product has been modified. If an applicant continues to use the old name, modification information shall be indicated on the package for distinction.

Article 11 For a license (record-keeping certificate) is damaged or lost, the applicant shall submit reissue application in a timely manner but are not permitted to apply for extension or modification.

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