T :(03) 9639 2888
E: hello@aupro.com.au
Suite 3, Level 3, 517 Flinders Lane
Melbourne VIC 3000

AUPRO
AUSTRALIA UNITED PROFESSIONALS
澳洲专业服务集团

SERVICE INFORMATION SHEET

Registration Process

The China Food and Drug Administration requires that imported cosmetics must obtain *Registration Credence for Non-Special Purpose* or *Hygiene Permit Document of Imported Cosmetics for Special Purpose* before they enter the market of Mainland China.

1. Product inspection:

Those who apply for hygiene permit should present samples to the inspection institutions designated by the China Food and Drug Administration for evaluation of hygienic safety and inspection of hygienic quality.

Product Inspection process:

Deliver samples to the inspection institution

Fill in the Inspection Application Form of Health-related Product

Pay the inspection fee

The inspection institution issues the Notice of Inspection Acceptance of Health-related Products, and starts the inspection of the products

The inspection institution issues the inspection report.

The inspection report together with the Inspection Application Form of Health-related Product, the Notice of Inspection Acceptance of Health-related Products and other relevant documents should be presented to the China Food and Drug Administration.

2. Provide documents：

Five copies of application documents for each declared product (one original and four photocopies) for Document or one original copy of application document for Credence should be presented to the China Food and Drug Administration.

Notice: all the application materials in foreign languages, except the formula and foreign addresses, must be translated into formal Chinese, and the translation should be attached to the correspondent original material in foreign languages.

Acceptance of Application:

When the China Food and Drug Administration accepts the application, it will issue the Notice of Acceptance for Administrative Permit Application. If the institution finds the application material does not comply with the requirements, it will issue the Notice of Supplement for Application Materials. If the institution refuses the application, it will issue the Notice of Refusal for Administrative Permit Application, and send back the application form, product samples and relevant materials.

Evaluation:

The China Food and Drug Administration will organize relevant experts and technical personnel to assess and evaluate the application materials. If needed, they will also organize on-site inspection to the manufacturing facility or inspection institutions. If the product passes the assessment and evaluation, it will be presented to the China Food and Drug Administration for approval.

Application Approval:

When the application is approved by the China Food and Drug Administration, Hygiene Permit Document of Imported Cosmetics for Special Purpose with the Approval Code, or Registration Credence of Imported Cosmetics for Non-special Purpose with the Registration Code will be issued.

Document Checklist

	Documents
1	Basis for naming the products in Chinese
2	Formula of the product (including all ingredients with their exact percentages, and complex ingredient with percentage of each component)
3	Manufacturing process and technical flow chart
4	Quality and safety control requirements
5	Product instruction and warning (if instruction and warning is included on the product packaging, this is not necessary)
6	Safety assessment data for substances with potential safety risk
7	Principles of designing the formula (including the overall analysis report of the formula), the principle and requirements of selecting raw materials, manufacturing process and quality and safety control requirements and relevant documents based on the safety concerns (for products used by pregnant women, nursing women, children or infants)
8	Business Registration License of Registration Responsible Party, which should be an independent legal entity in Mainland China (photocopy with company stamp)
9	Free Sales Certificate issued by the authority of the manufacturing country or region of the product
10	Authorization Letter confirming “the Manufacturer authorizes a Chinese company to be Registration Responsible Party in Mainland China for the product”
11	Packaging of the product (including labels)
12	An analytical report on the active ingredients and its/their effects, technical reference for hair-growing, body fitness or breast-beautifying cosmetic products
13	Inspection report and relevant documents issued by the institution designated by the China Food and Drug Administration

Our Services

- Inform you of the documents required to complete the registration ;
- evaluate the documents and materials that you provide and confirm with you regarding any issues;
- submit Authorization Letter and relevant documents to the China Food and Drug Administration and follow up the application process;
- notify you to pay the inspection fee;
- deliver samples to the inspection institution designated by the China Food and Drug Administration and follow up relevant procedures of the inspection;
- compile the whole set of registration materials and send the progress report to you regularly;
- submit the whole set of registration materials and the samples of verification to the verification institution of the China Food and Drug Administration within 15 days after collecting all information.

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