

# 化妆品注册 文件要求

## 授权书Authorization Letter (per company)

由授权方及被授权方双方提供

由法人代表签字

由公证处公证

公司名及地址与其它文件上的一致

issued by the authorising & authorized companies

Signed by the legal representative

Legalized by a notary office

Company name & address =those on other documents

## 产品配方表Formulas (per product)

需要示出成份的INCI名称、功效以及百分比。

成份与产品外包装上的一致

无任何禁用成份

色素需由原料供应商提供质量标准

复配原料必须以复配形式申报，并应标明各组分在其中的含量

INCI Name, Function & Percentage.

Ingredients = those on product packaging

No any forbidden ingredient by MOH

Pigment: specifications issued by the supplier

Mixture raw material should be submitted as a mixture & provide its component percent  
age

### **自由销售证明Free Sales Certificate (per product)**

由产品原产地或授权方所在国家出具

产品名、公司名及地址与其它文件上的一致

由商会或相关主管部门出具

Issued by the country of origin or the authorising party's country

Product name, company name & address=those on other documents

Issued by Chamber of Commerce or relative organization

### **委托加工协议Manufacturing Agreement (per product)**

仅由OEM代工厂生产的产品需此文件

由授权方及OEM工厂双方共同签署

产品名、公司名及地址与其它文件上的一致

Only for the products whose authorizing company is NOT the real manufacturer

Signed by the presidents of both companies.

Product name, company name & address = other documents & product packaging.

### **风险评估报告Risk Assessment Report (per product)**

自2010年4月1日开始需要的新文件

有安全风险的成份的风险评估报告

Newly needed from April 1st, 2010 on.

Risky Assessment Report of potential risky raw material

**良好操作规范Good Manufacturing Practice (per company)**

仅由OEM代工厂生产的产品需此文件

实际OEM工厂的“良好操作规范”原件

由商会或相关主管部门出具

Only for the products whose authorizing company is NOT the real manufacturer

Original copy of GMP of the real manufacturer

Issued by Chamber of Commerce or relative organization