**Phô lôc sè 01-MP**

*PHẦN DÀNH CHO CƠ QUAN QUẢN LÝ (FOR OFFICIAL USE)*

*Ngày nhận (Date acknowledged):*

*Số công bố (Product Notification No****.):***

*Phiếu công bố có giá trị 05 năm kể từ ngày nhận.*

**PHIẾU CÔNG BỐ SẢN PHẨM MỸ PHẨM**

**TEMPLATE FOR NOTIFICATION OF COSMETIC PRODUCT**

🗹 Đánh dấu vào ô thích hợp (*Tick where applicable)*

**THÔNG TIN SảN PHẩM**

 **PARTICULARS OF PRODUCT**

1. Tên nhãn hàng và tên sản phẩm (Name of brand & product) :

1.1 Nhãn hàng (Brand)

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* 1. Tªn s¶n phÈm (Product Name)

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* 1. Danh s¸ch c¸c d¹ng hoÆc mµu (List of Variants or Shade). Tªn (Names)

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1. D¹ng s¶n phÈm (Product type(s))
* Kem, nhò t­¬ng, s÷a, gel hoÆc dÇu dïng trªn da (tay, mÆt, ch©n, ….)

 *Creams, emulsions, lotions, gels and oils for skin (hands, face, feet, etc.)*

* MÆt n¹ (chØ trõ s¶n phÈm lµm bong da nguån gèc ho¸ häc)

 *Face masks (with the exception of chemical peeling products)*

* ChÊt phñ mµu (láng, nh·o, bét)

 *Tinted bases (liquids, pastes, powders)*

* PhÊn trang ®iÓm, phÊn dïng sau khi t¾m, bét vÖ sinh,…

 *Make-up powders, after-bath powder, hygienic powders, etc.*

* Xµ phßng t¾m, xµ phßng khö mïi,…

 *Toilet soaps, deodorant soaps, etc*

* N­íc hoa, n­íc th¬m dïng vÖ sinh,….

 *Perfumes, toilet waters and eau de Cologne*

* S¶n phÈm dïng ®Ó t¾m hoÆc géi (muèi, xµ phßng, dÇu, gel,…)

 *Bath or shower preparations (salts, foams, oils. gels, etc.)*

* S¶n phÈm tÈy l«ng

 *Depilatories*

* S¶n phÈm khö mïi vµ chèng mïi.

 *Deodorants and anti-perspirants*

🞏 S¶n phÈm ch¨m sãc tãc

 *Hair care products*

- Nhuém vµ tÈy mµu tãc

 *Hair tints and bleaches*

- Uèn tãc, duçi tãc, gi÷ nÕp tãc

 *Products for waving, straightening and fixing,*

- C¸c s¶n phÈm ®Þnh d¹ng tãc

 *Setting products,*

- S¶n phÈm lµm s¹ch (s÷a, bét, dÇu géi)

 *Cleansing products (lotions, powders, shampoos),*

- S¶n phÈm cung cÊp chÊt dinh d­ìng cho tãc (s÷a, kem, dÇu),

 *Conditioning products (lotions, creams, oils),*

- C¸c s¶n phÈm t¹o kiÓu tãc (s÷a, keo xÞt tãc, s¸p)

 *Hairdressing products (lotions, lacquers, brilliantines)*

🞏 S¶n phÈm dïng c¹o r©u hoÆc sau khi c¹o r©u (kem, xµ phßng, s÷a,...)

 *Shaving product (creams, foams, lotions, etc.)*

* S¶n phÈm trang ®iÓm vµ tÈy trang dïng cho mÆt vµ m¾t

 *Products for making-up and removing make-up from the face and the eyes*

* S¶n phÈm dïng cho m«i

 *Products intended for application to the lips*

* S¶n phÈm ®Ó ch¨m sãc r¨ng vµ miÖng

 *Products for care of the teeth and the mouth*

* S¶n phÈm dïng ®Ó ch¨m sãc vµ t« ®iÓm cho mãng tay, mãng ch©n

 *Products for nail care and make-up*

* S¶n phÈm dïng ®Ó vÖ sinh c¬ quan sinh dôc ngoµi

 *Products for external intimate hygiene*

* S¶n phÈm chèng n¾ng

 *Sunbathing products*

* S¶n phÈm lµm s¹m da mµ kh«ng cÇn t¾m n¾ng

 *Products for tanning without sun*

* S¶n phÈm lµm tr¾ng da

 *Skin whitening products*

* S¶n phÈm chèng nh¨n da

 *Anti-wrinkle products*

* S¶n phÈm kh¸c (®Ò nghÞ ghi râ)

 *Others (please specify)*

1. Môc ®Ých sö dông (Intended use)

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1. D¹ng tr×nh bµy (Product presentation(s))

🞏 D¹ng ®¬n lÎ (Single product)

🞏 Mét nhãm c¸c mµu (Arange of colours)

🞏 B¶ng c¸c mµu trong mét d¹ng s¶n phÈm (Palette(s) in a range of one product type)

🞏 C¸c s¶n phÈm phèi hîp trong mét bé s¶n phÈm (Combination products in a single kit)

🞏 C¸c d¹ng kh¸c (®Ò nghÞ ghi râ). Others (please specify)

**TH¤NG TIN VÒ NHµ S¶N XUÊT/ §ãNG GãI**

(§Ò nghÞ ®Ýnh kÌm danh s¸ch riªng nÕu nh­ cã nhiÒu h¬n mét c«ng ty tham gia s¶n xuÊt/ ®ãng gãi ®Ó t¹o ra mét s¶n phÈm hoµn chØnh)

 **PARTICULARS OF MANUFACTURER (S)/ASSEMBLER(S) (**Please attach in a separate sheet if there are more than one manufacturer/assembler)

1. Tªn nhµ s¶n xuÊt (Name of manufacturer) :

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 §Þa chØ nhµ s¶n xuÊt ( N­íc s¶n xuÊt) (Address of manufacturer (state country):

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| Tel: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Fax: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. Tªn c«ng ty ®ãng gãi (®Ò nghÞ ®¸nh dÊu vµo môc thÝch hîp. Cã thÓ ®¸nh dÊu nhiÒu h¬n 1 « (Name of assembler (Please tick accordingly. May tick more than one box)):

 🞏 §ãng gãi chÝnh 🞏 §ãng gãi thø cÊp

 Primary assembler Secondary assembler

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 §Þa chØ cña c«ng ty ®ãng gãi (Address of assembler (state country)):

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**TH¤NG TIN VÒ Tæ CHøC, C¸ NH¢N CHÞU TR¸CH NHIÖM**

**®­a S¶N PHÈM mü phÈm ra THÞ TR¦êNG**

**PARTICULARS OF LOCAL COMPANY RESPONSIBLE FOR PLACING**

**THE COSMETIC PRODUCT IN THE MARKET**

1. Tªn c«ng ty (Name of company):

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§Þa chØ c«ng ty (Address of company):

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| Tel**:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  Fax**:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 Sè giÊy phÐp kinh doanh/Sè giÊy phÐp ho¹t ®éng

Business Registration Number/License to Operate Number

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## TH¤NG TIN VÒ NG¦êI §¹I DIÖN theo ph¸p luËt cña c«ng ty

## PARTICULARS OF PERSON REPRESENTING THE LOCAL COMPANY

1. Hä vµ tªn (Name of person):

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 Chøc vô ë c«ng ty (Designation in the company) :

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**TH¤NG TIN VÒ C¤NG TY NHËP KHÈU**

**PARTICULARS OF IMPORTER**

1. Tªn c«ng ty nhËp khÈu/ Name of Importer:

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 §Þa chØ c«ng ty nhËp khÈu/ Address of importer:

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| Tel**:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  Fax**:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**DANH S¸CH THµNH PHÇN**

**PRODUCT INGREDIENT LIST**

1. §Ò nghÞ kiÓm tra « sau ®©y (Please check the following boxes)

🞏 T«i ®· kiÓm tra b¶n söa ®æi tõ Phô luc II ®Õn Phô lôc VII cña danh môc c¸c thµnh phÇn mü phÈm ASEAN nh­ ®­îc c«ng bè trªn b¶n söa ®æi gÇn ®©y nhÊt cña HiÖp ®Þnh mü phÈm ASEAN. T«i xin x¸c nhËn r»ng s¶n phÈm ®­îc ®Ò cËp ®Õn trong b¶n c«ng bè nµy kh«ng chøa bÊt cø mét thµnh phÇn bÞ cÊm nµo vµ còng tu©n thñ víi danh môc h¹n chÕ vµ c¸c ®iÒu kiÖn quy ®Þnh trong c¸c phô lôc.

I have examined the latest revisions of the Annexes II to VII of the ASEAN Cosmetic Ingredient Listing as published in the latest amendment of the ASEAN Cosmetic Directive and confirmed that the product in this notification does not contain any prohibited substances and is in compliance with the restrictions and conditions stipulated in the Annexes.

🞏 T«i ®¶m nhËn tr¸ch nhiÖm tr¶ lêi vµ hîp t¸c toµn diÖn víi c¬ quan cã thÈm quyÒn vÒ bÊt kú ho¹t ®éng kiÓm so¸t sau khi b¸n hµng khi cã yªu cÇu bëi c¬ quan cã thÈm quyÒn.

 I undertake to respond to and cooperate fully with the regulatory authority with regard to any subsequent post-marketing activity initiated by the authority.

**Danh s¸ch thµnh phÇn ®Çy ®ñ (product full ingredient list)**

(Yªu cÇu ghi ®Çy ®ñ danh s¸ch tÊt c¶ c¸c thµnh phÇn vµ tØ lÖ % cña nh÷ng chÊt cã giíi h¹n vÒ nång ®é, hµm l­îng sö dông trong mü phÈm - To submit ingredient list with percentages of restricted ingredients)

|  |  |  |
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| No | Tªn ®Çy ®ñ thµnh phÇn (tªn danh ph¸p quèc tÕ hoÆc sö dông tªn khoa häc chuÈn ®· ®­îc c«ng nhËn) *Full Ingredient name (use INCI or approved nomenclature in standard references)* | TØ lÖ % cña nh÷ng chÊt cã giíi h¹n vÒ nång ®é, hµm l­îng |
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| 3 |  |  |
| ... |  |  |

**Cam kÕt (DECLARATION)**

1. Thay mÆt cho c«ng ty, t«i xin cam kÕt s¶n phÈm ®­­îc ®Ò cËp trong PhiÕu c«ng bè nµy ®¹t ®­­îcc tÊt c¶ c¸c yªu cÇu cña H­iÖp ®Þnh mü phÈm ASEAN vµ c¸c phô lôc cña nã.

*I hereby declare on behalf of my company that the product in the notification meets all the requirements of the ASEAN Cosmetic Directive, its Annexes and Appendices*.

1. T«i xin chÞu tr¸ch nhiÖm tu©n thñ c¸c ®iÒu kho¶n sau ®©y *(I undertake to abide by the following conditions):*
	* 1. §¶m b¶o cã s½n ®Ó cung cÊp c¸c th«ng tin kü thuËt vµ tÝnh an toµn khi c¬ quan cã thÈm quyÒn yªu cÇu vµ cã ®Çy ®ñ hå s¬ vÒ c¸c s¶n phÈm ®· ®­­îc ph©n phèi ®Ó b¸o c¸o trong tr­­êng hîp s¶n phÈm ph¶i thu håi.

*Ensure that the product’s technical and safety information is made readily available to the regulatory authority concerned (“the Authority”) and to keep records of the distribution of the products for product recall purposes;*

* + 1. Ph¶i th«ng b¸o ngay cho c¬ quan cã thÈm quyÒn vÒ c¸c t¸c dông phô nghiªm träng g©y chÕt ng­êi hoÆc ®e do¹ tÝnh m¹ng cña s¶n phÈm b»ng ®iÖn tho¹i, fax, th­­ ®iÖn tö hoÆc v¨n b¶n tr­­íc 7 ngµy kÓ tõ ngµy biÕt th«ng tin.

*Notify the Authority of fatal or life threatening serious adverse event1 as soon as possible by telephone, facsimile transmission, email or in writing, and in any case, no later than 7 calendar days after first knowledge;*

* + 1. Ph¶i hoµn thµnh b¸o c¸o t¸c dông phô cña s¶n phÈm (theo mÉu quy ®Þnh) trong vßng 8 ngµy lµm viÖc kÓ tõ ngµy th«ng b¸o cho c¬ quan cã thÈm quyÒn vÒ nh÷ng t¸c dông phô nghiªm träng nh­­ ®· nªu trong môc 2ii nãi trªn vµ cung cÊp bÊt cø th«ng tin nµo theo yªu cÇu cña c¬ quan cã thÈm quyÒn.

*Complete the Adverse Cosmetic Event Report Form[[1]](#footnote-2) within 8 calendar days from the date of my notification to the Authority in para 2ii. above, and to provide any other information as may be requested by the Authority;*

iv. Th«ng b¸o ngay cho c¬ quan cã thÈm quyÒn vÒ c¸c ph¶n øng phô nghiªm träng nh­­ng kh«ng g©y chÕt ng­­êi hoÆc ®e do¹ ®Õn tÝnh m¹ng cña s¶n phÈm vµ trong bÊt cø tr­­êng hîp nµo, viÖc b¸o c¸o (sö dông mÉu b¸o c¸o) vÒ t¸c dông phô ph¶i ®­­îc tiÕn hµnh tr­­íc 15 ngµy kÓ tõ ngµy biÕt vÒ t¸c dông phô nµy.

 *Report to the Authority of all other serious adverse events that are not fatal or life threatening as soon as possible, and in any case, no later than 15 calendar days after first knowledge, using the Adverse Cosmetic Event Report Form;*

v. C«ng bè víi c¬ quan cã thÈm quyÒn khi cã bÊt cø sù thay ®æi nµo trong b¶n c«ng bè nµy.

 *Notify the Authority of any change in the particulars submitted in this notification;*

3. T«i xin cam ®oan r»ng nh÷ng th«ng tin ®­­îc ®­a ra trong b¶n c«ng bè nµy lµ ®óng sù thËt. TÊt c¶ c¸c tµi liÖu, c¸c th«ng tin liªn quan ®Õn néi dung c«ng bè sÏ ®­îc cung cÊp vµ c¸c tµi liÖu ®Ýnh kÌm lµ b¶n hîp ph¸p hoÆc sao y b¶n chÝnh.

*I declare that the particulars given in this notification are true, all data, and information of relevance in relation to the notification have been supplied and that the documents enclosed are authentic or true copies*.

4. T«i hiÓu r»ng t«i sÏ cã tr¸ch nhiÖm ®Ó ®¶m b¶o tÊt c¶ c¸c l« s¶n phÈm cña chóng t«i ®Òu ®¸p øng c¸c yªu cÇu ph¸p luËt, vµ tu©n thñ tÊt c¶ tiªu chuÈn vµ chØ tiªu s¶n phÈm ®· ®­­îc c«ng bè víi c¬ quan cã thÈm quyÒn.

 *I understand that I shall be responsible for ensuring that each consignment of my product continues to meet all the legal requirements, and conforms to all the standards and specifications of the product that I have declared to the Authority.*

5. T«i hiÓu r»ng trong tr­­êng hîp cã tranh chÊp ph¸p luËt, t«i kh«ng ®­­îc quyÒn sö dông b¶n c«ng bè s¶n phÈm mü phÈm ®· ®­îc c¬ quan cã thÈm quyÒn chÊp nhËn nÕu s¶n phÈm cña chóng t«i kh«ng ®¹t ®­­îc c¸c yªu cÇu vÒ tiªu chuÈn, chØ tiªu mµ chóng t«i ®· c«ng bè.

*I understand that I cannot place reliance on the acceptance of my product notification by the authority in any legal proceedings concerning my product, in the event that my product has failed to conform to any of the standards or specifications that I had previously declared to the Authority.*

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Tªn vµ ch÷ ký cña ng­­êi ®¹i diÖn theo ph¸p luËt cña c«ng ty

*[Name and Signature of person representing the local company]*

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DÊu cña c«ng ty

*[Company stamp]* Ngµy *[Date]*

1. 1 Nh­­ ®· ®­­îc ®Þnh nghÜa râ rµng trong tµi liÖu h­­íng dÉn cho c¸c c«ng ty vÒ b¸o c¸o t¸c dông phô cña s¶n phÈm mü phÈm.

*As defined in the Guide Manual for the Industry on Adverse Event Reporting of Cosmetics Products*

 Tr×nh bµy trong phô lôc I trong tµi liÖu h­­íng dÉn cho c¸c c«ng ty vÒ b¸o c¸o t¸c dông phô cña s¶n phÈm mü phÈm.

 *Set out in Appendix I to the Guide Manual for the Industry on Adverse Event Reporting of Cosmetics Products* [↑](#footnote-ref-2)