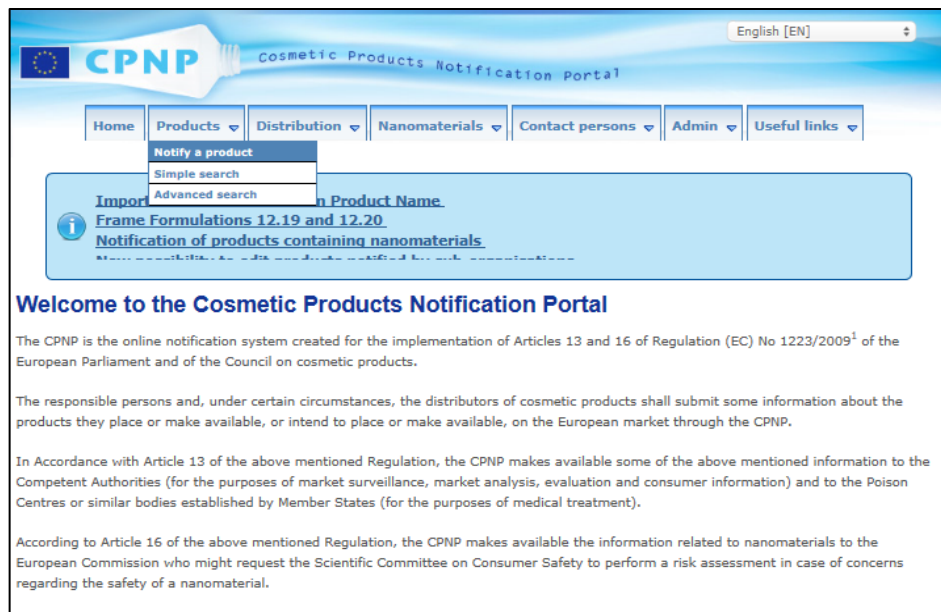


The Cosmetic Product Notification Portal

Step by step guide on how to notify a product

1. Login to the notification portal: <https://webgate.ec.europa.eu/cas/login?>
If you haven't yet registered, you will need to do this first;
<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>
2. Once logged in, you will be redirected to the page below. From the tabs at the top, hover over 'Products' and select 'Notify a product'.



3. You will then be directed to this page; select 'Notify a single component product'.



4. Fill in the fields below as required.

Ensure that the box alongside the statement 'Product no longer manufactured' is left unticked.

Tick the box alongside the statement 'Product ready to go on the market or product already on the market'.

Select 'No' in response to the question 'Is this product imported in the Community?'.

The screenshot shows the 'General information' tab of the CPNP portal. It contains several input fields and checkboxes. At the top, there is an 'Industry Reference' field. Below it, a 'Product Name' field and a 'Language' dropdown menu are shown. A 'Shades (if applicable):' field follows. A checkbox question asks if the product is for children under 3 years of age, with 'Yes' and 'No' options. Below this, there are fields for 'Responsible person' and 'Contact person'. At the bottom, there are three checkboxes: 'Product no longer manufactured' (unchecked), 'Product ready to go on the market or product already on the market' (checked), and 'Is this product imported in the Community?' (with 'Yes' and 'No' options). A 'Member State of first placing on the market' dropdown is also present. At the bottom right, there are 'Save as draft', 'Notify', and 'Cancel' buttons.

5. Once this is completed press 'Save as draft'. Then press product details shown at the top. Select 'No' for both questions under 'MCR & Nanomaterials'.

The screenshot shows the 'Product details' tab of the CPNP portal. It features a navigation bar with 'Home', 'Products', 'Distribution', 'Nanomaterials', 'Contact persons', 'Admin', and 'Useful links'. The main heading is 'Products' with a sub-heading 'Add a new product'. Below this, there are instructions: '** Only product/component name and language are required when saving as draft' and '* Required fields for notification'. At the top right, there are 'Save as draft', 'Notify', and 'Cancel' buttons. The 'Product details' section is expanded, showing a 'CMR & Nanomaterials' section with two questions: 'Does the product contain CMR of category 1A or 1B?' and 'Does the product contain nanomaterials?'. Both questions have 'Yes' and 'No' radio buttons, with 'No' selected for both. Below this, there are two expandable sections: 'Category & Frame formulation' and 'Original labelling & original packaging'. At the bottom right, there are 'Save as draft', 'Notify', and 'Cancel' buttons.

6. Next, complete the details under the section entitled 'Category & Frame formulation'.

The screenshot shows the 'Product details' tab in the CPNP portal. Under the 'Category & Frame formulation' section, the following fields are visible:

- * Category of cosmetic product:**
 - Level 1: Skin products
 - Level 2: Select a category
 - Level 3: Select a category
- * Physical form:** Please choose one
- * Is the product presented in a special applicator/packaging?** Yes No
- * Formulation name:** Select a formulation name
- * Please choose the notification type:** Please choose one
- Any other information of significance for poison centres (English only):** (Empty text box)

Below is an example of the details entered for a face mask

The screenshot shows the 'Product details' tab in the CPNP portal. Under the 'Category & Frame formulation' section, the following fields are filled with example data:

- * Category of cosmetic product:**
 - Level 1: Skin products
 - Level 2: Skin care products
 - Level 3: Face mask
- * Physical form:** Cream / paste
- * Is the product presented in a special applicator/packaging?** Yes No

7. When choosing the notification type, select 'Predefined frame formulation'

The screenshot shows the 'Please choose the notification type' dropdown menu. The options are:

- Please choose one
- Predefined frame formulation
- Exact concentrations
- Concentration ranges

8. Once the notification type has been selected, the options show below should pop up. None of our products contain any of these ingredients.

*** Formulation name** Skin Care Cream, Lotion, Gel - With High Level Of Silicones

*** Please choose the notification type:** Predefined frame formulation

Frame Formulation Number 1.2 - 2013

*** Does the product contain any of the following ingredients?**

☐ Yes, see below ☒ No

- ☐ GLYCOLS AND GLYCOL ETHERS (0)
- ☐ HYDROCARBON SOLVENTS (0)
- ☐ ALCOHOLS OTHER THAN ETHANOL AND ISOPROPANOL (0)
- ☐ OTHERS (0)

Any other information of significance for poison centres (English only)

Original labelling & original packaging

9. Select 'Not applicable' for the questions below. Hera Beauty does not add essential oils at a concentration above 0.5%.

*** Please specify the percentage weight of isopropanol (INCI = ISOPROPANOL ALCOHOL).**

☐ Not applicable

*** Please specify the exact content of vitamin A or its derivatives for the whole product. If the level of vitamin A or any of its derivatives does not exceed 0.20% (calculated as retinol) or if the amount does not exceed 0.09 grams (calculated as retinol) or if vitamin A or any of its derivatives are not present in the product, then 'not applicable' must be checked.**

☐ Not applicable

*** Please specify the INCI name and the concentration of xanthine derivatives (e.g. caffeine, theophylline, theobromine, plant extracts containing xanthine derivatives e.g. paulinia cupana (guarana) extracts/powders). If xanthine derivatives are not present or present below 0.5% in the cosmetic product, then 'not applicable' must be checked.**

☐ Not applicable

INCI	Value

*** Please indicate the total concentration level of essential oils, camphor, menthol or eucalyptol. If essential oils, camphor, menthol or eucalyptol are not present in the product or if the total level of essential oils, camphor, menthol or eucalyptol does not exceed 0.5%, then 'not applicable' must be checked**

☐ Not applicable

*** Please indicate the name and the quantity of each individual essential oil and camphor, menthol or eucalyptol. If no individual essential oil, camphor, menthol or eucalyptol are present with a level higher than 0.5% (0.15 % in case of camphor), then 'not applicable' must be checked**

☐ Not applicable

INCI	Value

10. The final step is to upload the labelling details including the text and a photo, as well as the photograph of the packaging. Once all of this is complete, press 'Notify' at the bottom of the page.

Original labelling & original packaging

Original labelling (image)

Add documents

Show 10 entries

Search:

Name	Options
No matching records found	

Showing 0 to 0 of 0 entries

First Previous Next Last

Original labelling (text)

Original packaging (photograph)

Add documents

Show 10 entries

Search:

Name	Options
No matching records found	

Showing 0 to 0 of 0 entries

First Previous Next Last