

화장품 신고에 관한 단계별 지침

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서문

화장품을 싱가포르 내에서 시판하는 기업은 제품의 시판에 앞서서 보건과학청(Health Sciences Authority: HSA)에 신고하여 신고 확인증을 발급받아야 한다. 제품 신고는 HSA 의 온라인 시스템 PRISM (Pharmaceutical Regulatory Information System: 약품관리정보시스템)을 통하여 이뤄진다.

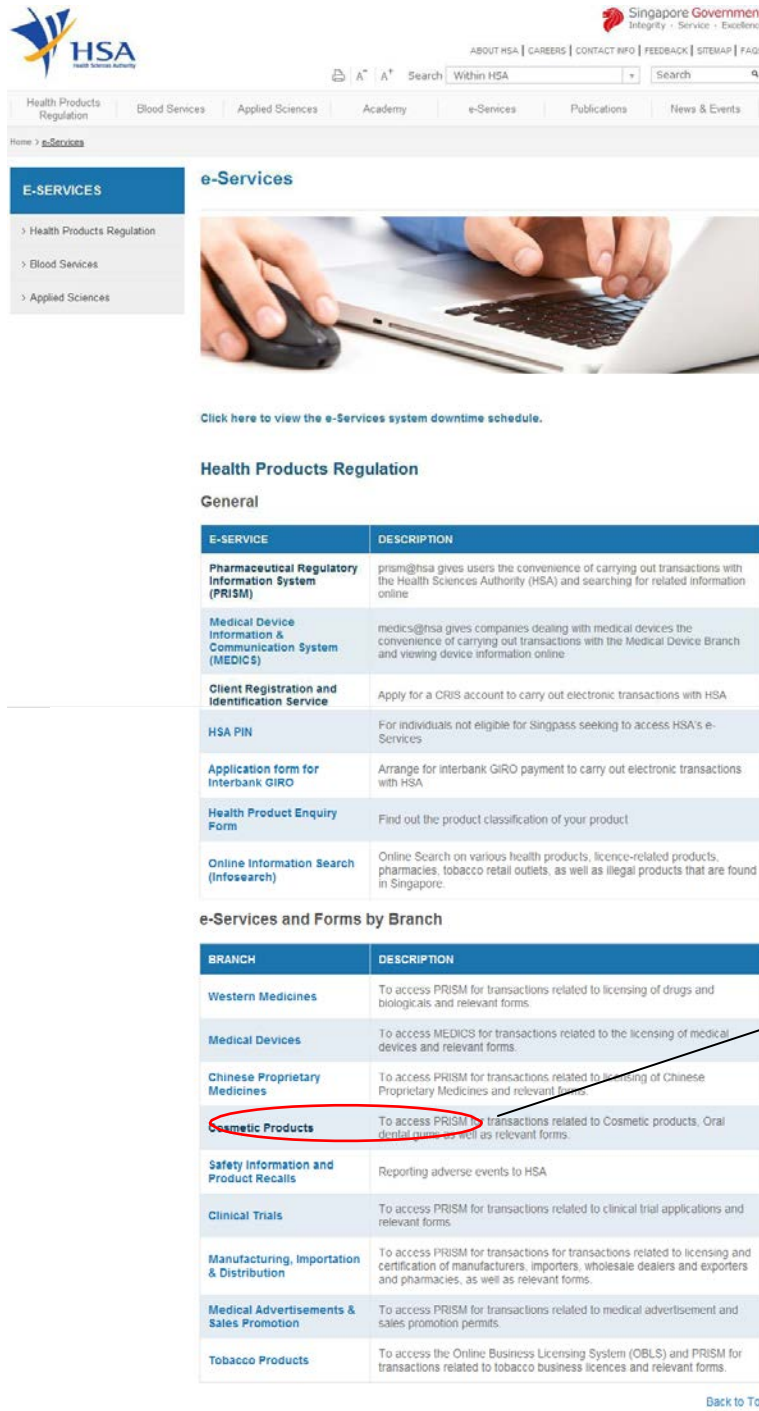
PRISM 의 이용을 위하여는 다음의 웹사이트를 통하여 CRIS(Client Registration and Identification Service: 고객 등록 및 확인 서비스)에 신청을 한다:

http://www.hsa.gov.sg/content/hsa/en/Health_Products_Regulation/CRIS.html

화장품 신고 방법

a) 화장품 신고는 다음의 웹사이트를 통하여 실시한다:

<http://www.hsa.gov.sg/content/hsa/en/e-Services.html#HPRG>



The screenshot shows the HSA e-Services portal. The 'Health Products Regulation' section is expanded, displaying a table of e-Services. The 'Cosmetic Products' link is circled in red. Below the table, there is a section for 'e-Services and Forms by Branch' with another table listing various branches and their corresponding services.

| E-SERVICE | DESCRIPTION |
|--|---|
| Pharmaceutical Regulatory Information System (PRISM) | prism@hsa gives users the convenience of carrying out transactions with the Health Sciences Authority (HSA) and searching for related information online |
| Medical Device Information & Communication System (MEDICS) | medics@hsa gives companies dealing with medical devices the convenience of carrying out transactions with the Medical Device Branch and viewing device information online |
| Client Registration and Identification Service | Apply for a CRIS account to carry out electronic transactions with HSA |
| HSA PIN | For individuals not eligible for Singpass seeking to access HSA's e-Services |
| Application form for Interbank GIRO | Arrange for interbank GIRO payment to carry out electronic transactions with HSA |
| Health Product Enquiry Form | Find out the product classification of your product |
| Online Information Search (Infosearch) | Online Search on various health products, licence-related products, pharmacies, tobacco retail outlets, as well as illegal products that are found in Singapore |

| BRANCH | DESCRIPTION |
|---|---|
| Western Medicines | To access PRISM for transactions related to licensing of drugs and biologicals and relevant forms |
| Medical Devices | To access MEDICS for transactions related to the licensing of medical devices and relevant forms |
| Chinese Proprietary Medicines | To access PRISM for transactions related to licensing of Chinese Proprietary Medicines and relevant forms |
| Cosmetic Products | To access PRISM for transactions related to Cosmetic products, Oral dental products as well as relevant forms |
| Safety Information and Product Recalls | Reporting adverse events to HSA |
| Clinical Trials | To access PRISM for transactions related to clinical trial applications and relevant forms |
| Manufacturing, Importation & Distribution | To access PRISM for transactions for transactions related to licensing and certification of manufacturers, importers, wholesale dealers and exporters and pharmacies, as well as relevant forms |
| Medical Advertisements & Sales Promotion | To access PRISM for transactions related to medical advertisement and sales promotion permits |
| Tobacco Products | To access the Online Business Licensing System (OBLIS) and PRISM for transactions related to tobacco business licences and relevant forms |

Back to Top

b) “화장품”(Cosmetic Products)을 클릭



ABOUT HSA | CAREERS | CONTACT INFO | FEEDBACK | SITEMAP | FAQs

Search Within HSA Search

Health Products Regulation | Blood Services | Applied Sciences | Academy | e-Services | Publications | News & Events

Home > Health Products Regulation > PRISM e-services > Cosmetic Products / Oral Dental Gums

HEALTH PRODUCTS REGULATION

- > Western Medicines
- > Medical Devices
- > Complementary Health Products
- > Cosmetic Products
- > Clinical Trials
- > Tobacco Control
- > Manufacturing, Importation & Distribution
- > Medical Advertisements & Sales Promotion
- > Safety Information and Product Recalls
- > Useful Information for Applicants
- > Industry Engagement & Development
- > Consumer Information

Cosmetic Products / Oral Dental Gums

- > Make an application
- > Track application status
- > Withdraw application
- > Cancel notification / licence
- > Amend licence
- > Auto Renewal Preference
- > Re-notification / Renew licence
- > Notification / Licencing history
- > Online information search

Make an Application - apply@prism

- > Apply for Cosmetic Product Notification [View guide]
- > Apply for Product Licence for Oral Dental Gum
- > Apply for Import / Wholesale Dealer's Licence for Oral Dental Gum
- > Apply for Good Manufacturing Practice Certificate
- > Apply for Good Distribution Practice Certificate

Track Application Status - track@prism

- > My Processed Applications
- > My Pending Applications
- > My Draft Applications

All draft applications will be saved in the system for only 7 days after the latest update. To save a draft application in the system for another 7 days, please [ExtendDraft@PRISM](#).

Withdraw Application - withdraw@prism

- > Withdraw Product Licence Application for Oral Dental Gum
- > Withdraw Import / Wholesale Dealer's Licence Application for Oral Dental Gum
- > Withdraw Application for Good Manufacturing Practice Certificate
- > Withdraw Application for Good Distribution Practice Certificate

Cancel Notification / Licence - cancel@prism

- > Cancel Cosmetic Product Notification [View guide]
- > Cancel Product Licence for Oral Dental Gum
- > Cancel Import / Wholesale Dealer's Licence for Oral Dental Gum

Amend Licence - amend@prism

- > Amend Product Licence for Oral Dental Gum
- > Amend Import / Wholesale Dealer's Licence for Oral Dental Gum
- > Amend Company Information
- > Amend Applicant's Details for licences and notifications

For global amendments to Importer Particulars, Store Particulars, Manufacturer Particulars, Assembler Particulars and Product Owners, please use this link instead:

- > [Global Updates of Manufacturer / Assembler / Store / Importer Details](#)

Auto Renewal Preference (Applicable for payment via GIRO only)

- > Auto Renewal Preference

Re-notification / Renew Licence - renew@prism

- > Cosmetic Product Re-notification (Renew Cosmetic Product Notification) [View guide]
- > Renew Product Licence for Oral Dental Gum
- > Renew Import / Wholesale Dealer's Licence for Oral Dental Gum

Notifications / Licencing History - enquire@prism

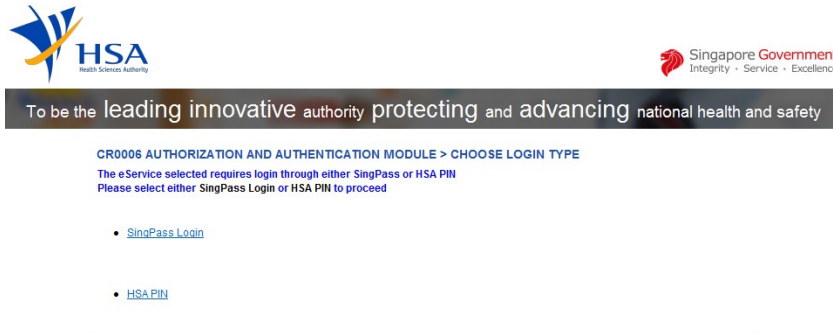
- > View my Cosmetic Product Notifications
- > View my Oral Dental Gum Licences

Online Information Search

- > Notified Cosmetic Products
- > Licenced Oral Dental Gums
- > Companies Licenced to Import, Wholesale or Manufacture Health Products

c) “화장품 신고 신청”
(Apply for Cosmetic
Product Notification)을
클릭

- d) 이후, 다음의 페이지로 안내가 된다:
- SingPass 또는 HSA Pin 을 이용하여 로그인한다.



- e) 동 페이지는 SingPass Login 페이지로 다시 안내된다.
- f) 승인 후에는 접속 환영 페이지가 나타난다.
 “수락/계속”(Accept/Continue)을 클릭하여 eService 를 진행한다. 온라인 신청 양식으로 안내되며, 신청서는 8 개 부분으로 구성된다.

| | |
|---|------------------|
| 1 | 화장품 출시 현지 기업의 정보 |
| 2 | 현지 기업의 대표자 정보 |
| 3 | 수입자 정보 |
| 4 | 매장(창고) 정보 |
| 5 | 제조자/포장회사 정보 |
| 6 | 제품 정보 |
| 7 | 보충 문서 |
| 8 | 신고, 인증, 확인 및 지급 |

*** 사용자는 체계적인 방법으로 신청서의 세부사항을 기입해야 한다.***
모든 내용은 영어로 작성한다.

주:

- HSA Pin 보유자나 작성자는 양식만을 기입할 수 있으며 제출은 할 수 없다.
- 제출자는 양식 작성 및 제출 신고 모두를 할 수 있다.
- CRIS 관리자(Administrator)는 화장품 신고서를 작성 및 제출할 수 있다.

(1) 섹션 1: 화장품 출시 현지 기업의 정보

Fill in the application form Guideline Help

1. Particulars of Local Company Responsible for Placing the Cosmetic Product in the Market
 2. Particulars of Person authorised to represent the local company
 3. Particulars of Importer
 4. Particulars of Store
 5. Particulars of Manufacturer/Assembler
 6. Particulars of Product
 7. Supporting Attachments
 8. Confirmation

Special Symbol Attach Save

Fields marked with an asterisk * are mandatory.

Please note that the billing address entered/amended will be updated to the central client database and will be used as the billing address for any subsequent billing to the company. This will apply to all other licences/applications of the company.

1. Particulars of Local Company Responsible for Placing the Cosmetic Product in the Market

1.1 Name : * FANCL VINCE ST
 1.2 Location Code : 1
1.3 Company Address
 1.3.1 Address Type : * Local
 1.3.2 Postal Code : * 520510
 1.3.3 Block / House No : 510 1.3.4 Level - Unit : # 510 - 515
 1.3.5 Street Name : TAMPINES CENTRAL 1
 1.3.6 Building Name :
 1.3.7 Country : Singapore
 1.4 Tel : * 61116 1.5 Fax : 62226
 Your Fax No. is necessary for our future correspondence

- 1) 세부사항이 정확하고 회사의 정보에 부합되도록 한다. 섹션 1.6의 답이 "No"일 경우, 청구 주소(Billing Address)를 기입한다.
- 2) "다음"(Next)을 클릭하여 다음 섹션으로 진행한다.

* 현지 회사의 공시 정보가 변경되었으나 UEN 번호는 동일한 경우, 다음의 웹 링크에서 "회사 정보 수정"(Amend Company Information)을 클릭하여 신고 제출 이후의 정보를 변경한다*

http://www.hsa.gov.sg/content/hsa/en/Health_Products_Regulation/PRISM_e-services/Cosmetic_Products_Oral_Dental_Gums.html

(2) 섹션 2: 현지 기업의 대표자 정보

PQ1001 APPLICATION FOR COSMETIC PRODUCT NOTIFICATION

Fill in the application form Guideline Help

1. Particulars of Local Company Responsible for Placing the Cosmetic Product in the Market
 2. Particulars of Person authorised to represent the local company
 3. Particulars of Importer
 4. Particulars of Store
 5. Particulars of Manufacturer/Assembler
 6. Particulars of Product
 7. Supporting Attachments
 8. Confirmation

Special Symbol Attach Save

Fields marked with an asterisk * are mandatory.

2. Particulars of Person authorised to represent the local company

2.1 Name : * (as in NRIC/FIN)
 2.2 NRIC/FIN : * (Example: S1234567A, F1234567A)
 2.3 Tel : * 2.4 Fax :
 2.5 Email : 2.6 Mobile :
 2.7 Preferred Mode of Communication ? * ☐ Email ☐ Fax ☐ SMS [optional]
 2.8 Are you a service provider ? * ☐ Yes ☐ No
 If you are a service provider please attach letter of authorisation under section 7
 2.9 Designation in Company : *

- 1) 다음 세부사항을 기입한다:
 - ✓ 신청자 이름
 - ✓ NRIC/FIN
 - ✓ 전화 번호
 - ✓ 선호 연락 방법 지정 (둘 이상 선택 가능), 각 방법에 대해 각각의 세부사항 입력
- 2) "다음"(Next)을 클릭하여 다음 섹션으로 진행한다.

(3) 섹션 3: 수입자 정보

Fields marked with an asterisk * are mandatory.

3. Particulars of Importer

3.1 Is/Are the products imported by your company? * ☐ Yes ☒ No

3.2 Have you appointed other importers? * ☒ Yes ☐ No
If Yes, please specify name and address of the importer(s)

3.3 Name: *

3.4 Importer Address

3.4.1 Address Type: * Local

3.4.2 Postal Code: * **Retrieve Address**

3.4.3 Block / House No: 3.4.4 Level - Unit: # -

3.4.5 Street Name:

3.4.6 Building Name:

3.4.7 Country: SINGAPORE

3.5 Tel: * 3.6 Fax:

New Save

Previous Next Reset

- 1) 현지 수입자일 경우, "우편코드"(Postal Code)를 기입하고 "주소 조회"(Retrieve Address)를 클릭 - Bk/집 번지, 거리 명 및 건물 명이 자동적으로 등재된다.
- 3) "레벨-단위"(Level-Unit)에 대한 정보를 기재 (해당 시).
- 4) 전화 번호 기재.
- 5) "저장"(Save) 및 "다음"(Next)을 클릭하여 다음 섹션으로 진행한다.
- 6) 유통업체가 둘 이상의 제품 수입자를 승인한 경우, 최초 기록의 정보를 기입하고 저장한 후 "신규"(New)를 클릭 및 신규 수입자의 정보를 추가하여 다음 섹션으로 진행한다.

(4) 섹션 4: 매장 정보

창고의 정보를 의미한다.

1. Particulars of Local Company Responsible for Placing the Cosmetic Product in the Market
2. Particulars of Person authorised to represent the local company
3. Particulars of Importer

4. Particulars of Store
5. Particulars of Manufacturer/Assembler
6. Particulars of Product

7. Supporting Attachments
8. Confirmation

Special Symbol Attach Save

Previous Next

Fields marked with an asterisk * are mandatory.

4. Particulars of Store

4.1 Name: *

4.2 Store Address

4.2.1 Address Type: * Local

4.2.2 Postal Code: * **Retrieve Address**

4.2.3 Block / House No: 4.2.4 Level - Unit: # -

4.2.5 Street Name:

4.2.6 Building Name:

4.2.7 Country: SINGAPORE

4.3 Tel: * 4.4 Fax:

New Save

Previous Next Reset

- 1) 창고 명을 기입.
- 2) "우편코드"(Postal Code)를 기입하고 "주소 조회"(Retrieve Address)를 클릭 - Bk/집 번지, 거리 명 및 건물 명이 자동적으로 등재된다.
- 3) "레벨-단위"(Level-Unit)에 대한 정보를 기재 (해당 시).
- 4) 전화 번호 기재.
- 5) "저장"(Save) 및 "다음"(Next)을 클릭하여 다음 섹션으로 진행한다
- 6) 둘 이상의 창고가 있는 경우, 최초 기록의 정보를 기입하고 저장한 후 "신규"(New)를 클릭 및 신규 창고의 정보를 추가하여 다음 섹션으로 진행한다.

(5) 섹션 5: 제조자/포장회사 정보
제조자 상세정보

Fields marked with an asterisk * are mandatory.

5. Manufacturer Details

5.1 Name : *

5.2 Manufacturer Address

5.2.1 Address Type : * ☒ Local ☐ Overseas

5.2.2 Postal Code : * [Retrieve Address](#)

5.2.3 Block / House No : 5.2.4 Level - Unit : # -

5.2.5 Street Name :

5.2.6 Building Name :

5.2.7 Country : SINGAPORE

5.3 Tel : 5.4 Fax :

[New](#) [Save](#)

A **Manufacturer** is a company which is engaged in any process carried out in the course of making the cosmetic product. The manufacturing process includes all operations of purchase of starting materials, bulk intermediates and products, formulation and production (such as grinding, mixing, encapsulation and/or packaging), quality control, release, storage and distribution of cosmetic products and the related controls.

| Sn | | List of Manufacturer |
|----|--------------------------|----------------------|
| 1 | <input type="checkbox"/> | NCS Testing |

[Remove](#)

- 1) 제조자 명 기입.
- 2) 현지 제조사일 경우, "우편코드"(Postal Code)를 기입하고 "주소 조회"(Retrieve Address)를 클릭. Bk/집 번지, 거리 명 및 건물 명이 자동적으로 등재됨. 또는 해당 상세정보를 기입.
- 3) 전화 번호 기재.
- 4) "저장"(Save) 및 "다음"(Next)을 클릭하여 다음 섹션으로 진행한다.
- 5) 둘 이상의 제조자가 있는 경우, 최초 기록의 정보를 기입하고 저장한 후 "신규"(New)를 클릭 및 신규 제조자의 정보를 추가하여 다음 섹션으로 진행한다.

포장회사 상세정보

5. Assembler Details

Is/Are the assembler(s) the same as the manufacturer(s)?
 If Yes, please select the manufacturer(s) and click Save
 If No, please enter the assembler details below and click Save

| Sn | | List of Manufacturer |
|----|--------------------------|----------------------|
| 1 | <input type="checkbox"/> | NCS Testing |

[Save](#)

5. Assembler Details

5.5 Assembler Type : * ☒ Primary ☐ Secondary

5.6 Name : *

5.7 Assembler Address

5.7.1 Address Type : * ☒ Local ☐ Overseas

5.7.2 Postal Code : * [Retrieve Address](#)

5.7.3 Block / House No : 5.7.4 Level - Unit : # -

5.7.5 Street Name :

5.7.6 Building Name :

5.7.7 Country : SINGAPORE

5.8 Tel : 5.9 Fax :

[New](#) [Save](#)

A **primary assembler** is a company which is engaged in a process of enclosing the product in a primary/immediate

- 1) 포장회사와 제조자가 동일할 경우, 제조자를 클릭 후 "저장"(Save)을 클릭.
- 2) 포장회사와 제조자가 다른 경우, 섹션 5.5~5.9를 기입. 현지 포장회사일 경우, "우편코드"(Postal Code)를 기입하고 "주소 조회"(Retrieve Address)를 클릭. 또는 해당 상세정보를 기입.
- 3) "저장"(Save) 및 "다음"(Next)을 클릭하여 다음 섹션으로 진행한다.
- 4) 둘 이상의 포장회사가 있는 경우, 최초 기록의 정보를 기입하고 저장한 후 "신규"(New)를 클릭 및 신규 포장회사의 정보를 추가하여 다음 섹션으로 진행한다.

(6) 섹션 6: 제품 정보

1. Particulars of Local Company Responsible for Placing the Cosmetic Product in the Market
2. Particulars of Person authorised to represent the local company
3. Particulars of Importer
4. Particulars of Store
5. Particulars of Manufacturer/Assembler
6. Particulars of Product
7. Supporting Attachments
8. Confirmation

Fields marked with an asterisk * are mandatory.

6.1 Brand Name : *

6.2 Product Name :

Type of Product : * Select Type of Product

Anti-wrinkle
Bases tinted (liquids, pastes, powders)
Bath or shower preparations (salts, foams, o
Deodorants and anti-perspirants
Depilatories

Selected Type of Product

** If in doubt, please seek clarification from the Cosmetics Control Unit(CCU). Tel 68663474 on the product type.
** You may select more than one product type.

☐ Single product ☐ A range of variants similar in composition for the same use but differs in colours, flavours etc.
☐ Palette(s) in a range of one product type ☐ Combination products in a single kit

[Click here for a Presentation Type description](#)

** If in doubt, please seek clarification from the Cosmetics Control Unit(CCU). Tel 68663474 on the product presentation.

6.5 Intended use(s) : *

- 1) 제품의 "브랜드 명"(Brand Name)과 "제품 명"(Product Name)을 제품 포장상에 표기된 명칭대로 기입.
- 2) 회사의 제품 유형에 맞는 "제품 형"(Type of Product)을 선택.
예를 들어 안티클링 크림 제품일 경우 "anti-wrinkle"을 선택.

* 회사 제품에 가장 맞는 제공 형태를 선택한다. 다음의 제품 유형들에 대하여 화장품 신고 시점 기준의 성분 목록을 제출해야 한다:

- 눈 제품 (눈썹 제품 제외)
- 입술 제품
- 디아민 및 그 염류를 함유한 모발 염색제
- 구강 및 치아 관리 제품
- 치아 미백제 > 0.1% - 6% OR >6% - 35% 및
- 피부 미백제 *

제품 제공 형태

*각 제품 제공 형태의 정의를 위한 다음의 웹 링크에서 “화장품 관리 지침”(Guidelines on the control of Cosmetic Products)을 클릭한다 *

http://www.hsa.gov.sg/content/hsa/en/Health_Products_Regulation/Cosmetic_Products/Overview.html

a. 단일 제품

6. Particulars of Product

6.1 Brand Name : * Testing One

6.2 Product Name : Beauty Set

Type of Product : * Select Type of Product

Bases tinted (liquids, pastes, powders)
Bath or shower preparations (salts, foams, o
Deodorants and anti-perspirants
Depilatories
External intimate hygiene products

Selected Type of Product

>> Anti-wrinkle <<

** If in doubt, please seek clarification from the Cosmetics Control Unit(CCU). Tel 68663474 on the product type.
** You may select more than one product type.

☒ Single product ☐ A range of variants similar in composition for the same use but differs in colours, flavours etc.
☐ Palette(s) in a range of one product type ☐ Combination products in a single kit

[Click here for a Presentation Type description](#)

** If in doubt, please seek clarification from the Cosmetics Control Unit(CCU). Tel 68663474 on the product presentation.

Single Product

| Sno | Product Name |
|-----|--------------|
| 1. | Beauty Set |

6.5 Intended use(s) :

Previous Next Reset

b. 유사한 성분에 동일한 용도를 가지나 색상, 향 등이 다른 일련의 변종 제품

6. Particulars of Product

6.1 Brand Name : * Testing One

6.2 Product Name : Beauty Set

Type of Product : * Select Type of Product

Bases tinted (liquids, pastes, powders)
Bath or shower preparations (salts, foams, o
Deodorants and anti-perspirants
Depilatories
External intimate hygiene products

Selected Type of Product

>> Anti-wrinkle <<

** If in doubt, please seek clarification from the Cosmetics Control Unit(CCU). Tel 68663474 on the product type.
** You may select more than one product type.

☐ Single product ☒ A range of variants similar in composition for the same use but differs in colours, flavours etc.
☐ Palette(s) in a range of one product type ☐ Combination products in a single kit

[Click here for a Presentation Type description](#)

** If in doubt, please seek clarification from the Cosmetics Control Unit(CCU). Tel 68663474 on the product presentation.

Range of variants

No. of Variant : *

List of Variants

☐ Select All

| Sno | Variant Name * |
|-----|----------------|
| 1 | Beauty Set |

☐ New Variant

6.5 Intended use(s) :

Previous Next Reset

c. 일련의 팔레트 제품

Bath or shower preparations (salts, foams, o
Deodorants and anti-perspirants
Depilatories

<< >>

** If in doubt, please seek clarification from the Cosmetics Control Unit(CCU). Tel 68663474 on the product type.
** You may select more than one product type.

☐ Single product ☐ A range of variants similar in composition for the same use but differs in colours, flavours etc.
☒ Palette(s) in a range of one product type ☐ Combination products in a single kit
[Click here for a Presentation Type description](#)
** If in doubt, please seek clarification from the Cosmetics Control Unit(CCU). Tel 68663474 on the product presentation.

Single Palette / Palettes in a range

No of Palette Group * 2

Palette

Palette Name * Palette One

No of Variants/Component * 2

List of Variants

☐ Select All

| Sno | Variant Name * |
|-----|----------------|
| 1 | Var 101 |
| 2 | Var 202 |

☐ Select All **Palette Name**

6.5 Intended use(s) *

d. 단일 키트 내의 복합 제품

PQ1001 APPLICATION FOR COSMETIC PRODUCT NOTIFICATION

Fill in the application form [Guideline](#) [Help](#)

1. Particulars of Local Company Responsible for Placing the Cosmetic Product in the Market
2. Particulars of Person authorised to represent the local company
3. Particulars of Importer
4. Particulars of Store
5. Particulars of Manufacturer/Assembler
6. Particulars of Product
7. Supporting Attachments
8. Confirmation

[Special Symbol](#) [Attach](#) [Save](#)

[Previous](#) [Next](#)

Fields marked with an asterisk * are mandatory.

6. Particulars of Product

6.1 Brand Name : * Festive

6.2 Product Name : * X'mas Special
150 characters left
** Please enter only one product name.

☐ Single product ☐ A range of variants similar in composition for the same use but differs in colours, flavours etc.
☐ Palette(s) in a range of one product type ☒ Combination products in a single kit
[Click here for a Presentation Type description](#)
** If in doubt, please seek clarification from the Cosmetics Control Unit(CCU). Tel 68663474 on the product presentation.
** You may select more than one product type for Combination products in a single kit.

Combination products in a single kit

No of Single Products * 2

No of Range * 1

No of Palette * 1

Single Product

Product Name *

Type of Product : * Select Type of Product Selected Type of Product

i) 단일 제품 섹션

Single Product

Product Name * Face Mask

Type of Product : * Select Type of Product

Selected Type of Product

Mask excluding eye mask

Select All Product Name

☐ Eye Mask

☒ Face Mask

New Product Save Product Remove Product

ii) 일련의 변종 제품 섹션

Range

Range Name * Lip stick

Type of Product : * Select Type of Product

Selected Type of Product

Lip products

No of Variants * 4

List of Variants

| Select All | Sno | Variant Name * |
|--------------------------|-----|----------------|
| <input type="checkbox"/> | 1 | Pink |
| <input type="checkbox"/> | 2 | Nude |
| <input type="checkbox"/> | 3 | Red |
| <input type="checkbox"/> | 4 | Dark Pink |

New Variant Copy Variant Remove Variant

Select All Range Name

☐ Lip stick

New Range Save Range Remove Range

iii) 일련의 팔레트 제품 섹션

Palette

Palette Name * Blusher

Type of Product : * Select Type of Product

Selected Type of Product Face make-up and make-up removals/cleanse

No of Variants * 4

List of Variants

| Select All | Sno | Variant Name * |
|--------------------------|-----|----------------|
| <input type="checkbox"/> | 1 | Peach |
| <input type="checkbox"/> | 2 | Bronze |
| <input type="checkbox"/> | 3 | Pink |
| <input type="checkbox"/> | 4 | Strawberry |

New Variant Copy Variant Remove Variant

Select All Palette Name

Blusher

New Palette Save Palette Remove Palette

6.5 Intended use(s) : *

Apply to where applicable

Previous Next Reset

회사 제품의 "용도"(Intended use(s))에 관한 섹션을 기입하며, 그 용도와 기능을 기재한다.

양식이 제대로 기재되었는지 확인한 후 “다음”(Next)을 클릭하여 제품 신고의 다음 섹션으로 진행한다.

(7) 섹션 7: 보충 문서

Logon ID : 307502130 CLIENT NAME : FANCL VINCE ST TRANSACTION NO : 105352814 CDA

PQ1001 APPLICATION FOR COSMETIC PRODUCT NOTIFICATION

Fill in the application form [Guideline](#) [Help](#)

| | | |
|--|--|----------------------------------|
| 1. Particulars of Local Company Responsible for Placing the Cosmetic Product in the Market | 4. Particulars of Store | 7. Supporting Attachments |
| 2. Particulars of Person authorised to represent the local company | 5. Particulars of Manufacturer/Assembler | |
| 3. Particulars of Importer | 6. Particulars of Product | |
| | | 8. Confirmation |

Special Symbol Attach Save

[Previous](#) [Next](#)

Fields marked with an asterisk * are mandatory.

7. Supporting Attachments

To add an attachment, type in the path or hit the browse button. Then **hit the Attach Files button to save the attachment** to the list below.

Please click [here](#) for guideline on document attachment.

| Documents | |
|----------------------------------|--|
| 7.1 Letter of Undertaking : | <input type="text"/> Browse... |
| 7.2 Product Packaging : | <input type="text"/> Browse... |
| 7.3 Authorised Agent Packaging : | <input type="text"/> Browse... |
| Attach Files | |

[Previous](#) [Next](#) [Reset](#)

- 1) “검색”(Browse)을 클릭 및 파일을 선택하여 보충 문서를 첨부.
- 2) 파일 선택 후 “파일 첨부”(Attach Files)를 클릭.
 - 파일 유형: jpeg, doc, xls, ppt, pdf
 - 파일 크기: < 2MB
- 3) “다음”(Next)을 클릭하여 다음 섹션으로 진행한다.

(8) 섹션 8: 신고, 인증, 확인 및 지급

환불이 되지 않으므로 입력한 정보가 정확한지 확인한다.

Declaration

1. (Please select the appropriate radio button below):

☒ For New Product/s or Existing Product(s) (marketed before 1 Jan 2008) that comply with ACD

I hereby declare on behalf of the company I represent that the product(s) in the notification meet(s) all the requirements of ASEAN Cosmetic Directive (ACD), its Annexes and Appendices which have been transposed into the local legislation.

2. I undertake to abide by the following conditions:

i. 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;

ii. Notify the Authority of fatal or life threatening serious adverse event* 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;

iii. Complete the Adverse Cosmetic Event Report Form** 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. Reports 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. Notify the Authority of any change in the particulars submitted in this notification;

vi. Ensure that if and when directed by the authority I will recall the product from the market, and discontinue selling or supplying the product

3. 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. 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. 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.

☒ I agree ☐ I disagree ☐

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

** Set out in Appendix | to the Guide Manual for the Industry on Adverse Event Reporting of Cosmetics Products

Payment Advice

| Sn | Description | Amount (SGD) | GST |
|----|---|--------------|-----|
| 1 | Notification High Risk Cosmetic Product | 25.00 | N |

The total payment for your notification is SGD 25.00.

Payment Method : * ☐ NETS ☐ Cheque

Reference Number :

Please click the **Show Printer Friendly Version** button to print this page for filing

- 1) "신고"(Declaration) 섹션을 읽고 "동의"(I agree)를 선택.
- 2) "프린터용 버전"(Show Printer Friendly Version)을 통해 제품 신고서를 출력.
- 3) "확인"(Validate)을 클릭하여 제출을 진행.

Logon ID : S075021 9C Client Name : FANCL VINCE ST Transaction No : T0696281 A CDA

PQ1001 APPLICATION FOR COSMETIC PRODUCT NOTIFICATION

Fill in the application form

| | | |
|--|--|---------------------------|
| 1. Particulars of Local Company Responsible for Placing the Cosmetic Product in the Market | 4. Particulars of Store | 7. Supporting Attachments |
| 2. Particulars of Person authorised to represent the local company | 5. Particulars of Manufacturer/Assembler | 8. Confirmation |
| 3. Particulars of Importer | 6. Particulars of Product | |

1. Particulars of Local Company Responsible for Placing the Cosmetic Product in the Market

1.1 Name : * FANCL VINCE ST

1.2 Location Code : 1

1.3 Company Address

1.3.1 Address Type : * Local

1.3.2 Postal Code : * 520510

1.3.3 Block / House No : 510 1.3.4 Level - Unit : # 510 - 515

1.3.5 Street Name : TAMPINES CENTRAL 1

1.3.6 Building Name :

- 4) 제품 신고가 성공적으로 이뤄졌다는 팝업 박스가 나타난다.
- 5) 성분 목록의 제출이 요구되는 경우, "성분 목록"(ingredient list) 버튼이 나타나 제품의 성분 정보를 요청하게 된다.
- 6) 성분 목록을 기재한 후, 신고 "제출"(submit)로 진행한다.

supplying the product

2. 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.

3. 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.

4. 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.

I agree ☐ I disagree ☒

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

** Set out in Appendix I to the Guide Manual for the Industry on Adverse Event Reporting of Cosmetics Products

Payment Advice

| Sr | Description | Amount (SGD) | GST |
|----|---|--------------|-----|
| 1 | Product Notification for higher risk Cosmetic Product | 105.00 | N |
| 2 | Product Notification for lower risk Cosmetic Product | 45.00 | N |

The total payment for your notification is SGD 150.00.

Payment Method : * **PSI ePayment**

Please click the **Show Printer Friendly Version** button to print this page for filing

Show Printer Friendly Version Previous Validate **Submit** Reset

- 7) "제출"(Submit)을 눌러 지급을 진행.
- 회사가 GIRO 에 해당하지 않을 경우 "ePayment" 요청을 받게 된다.
- 회사가 GIRO 에 해당할 경우 "Giro" 요청을 받게 된다.



9) 선호하는 지급 방식의 선택을 요청 받게 된다.



10) 화장품 신고가 성공적으로 이뤄지면 다음이 명시된 신고 확인서 (**Acknowledgement of Notification**)가 발급된다:

- 회사 명 및 주소
- 브랜드 명 및 제품 명
- 제품 신고 번호 및 유효 일자

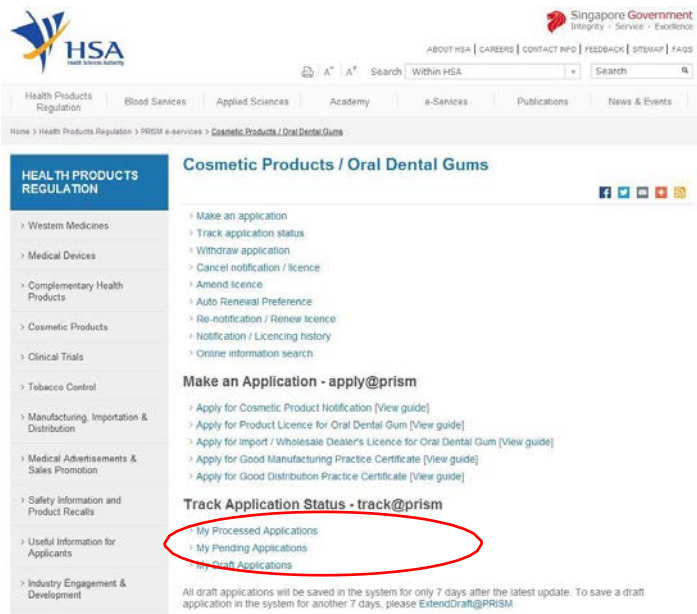
제품 신고는 1년간 유효하다. 이후 현지 시장에서 지속적으로 시판하기 위하여는 매년 갱신을 해야 한다.



11) “프린터용 버전”(Show Printer Friendly Version)을 통하여 신고 확인서를 출력한다.

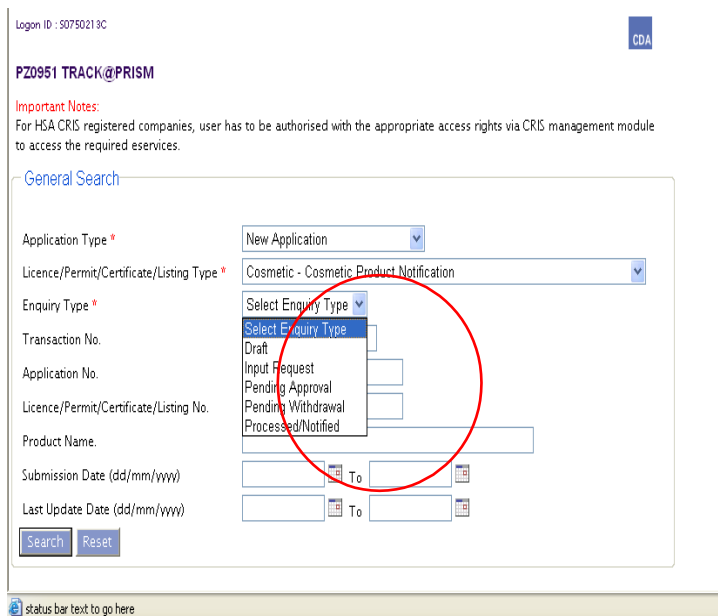
PRISM 내의 기타 기능

(i) 신청 상태의 조회 - Track@PRISM



- 1) “Track@PRISM”의 기능
 - 작성 중인 신청서 불러오기
 - 화장품 신고의 상태 조회

작성 중인신청서 불러오기



- 작성 중인 신청서를 불러 오려면
- 1) “나의 작성 중 신청서”(My Draft Applications)를 클릭. Singpass 또는 HSA Pin 을 통한 로그인을 요청 받게 된다.
- 2) “문의 유형”(Enquiry Type)을 “초안”(Draft)으로 선택.
- 3) “검색”(Search)을 클릭하여 모든 초안을 검색.
- 4) 제출되지 않은 신청서 초안의 경우, “T”로 시작되는 “거래 번호”(Transaction Number)가 나타난다.

"Copy to Draft"

“초안에 붙여넣기”(Copy to Draft) 기능은 성공적으로 제출된 화장품 신고서를 불러오기 위한 기능이다. 그 어떤 화장품의 후속 제품에 대하여 신고서를 제출하기 전에 양식의 관련 부분들을 수정할 수 있다. 이를 통하여 제출 절차가 보다 편리해진다.

Enter Transaction No or Application/Submission No for fast and exact matched look-up

Application/Submission Type *

Licence/Permit/Certificate/Listing/Notification Type *

Enquiry Type *

Transaction No.

Application/Submission No.

Licence/Permit/Certificate/Listing/Notification No.

Product Name.

Submission Date (dd/mm/yyyy) To

Last Update Date (dd/mm/yyyy) To

Please click [here](#) to extend your draft

Please do not access the record using the new window via right mouse click.

1 Matching Record(s) Page 1 Of 1 [First] [Previous] [Next] [Last]

| S/No | Application/ Submission No | Transaction No | Notification No | Product Name | Application/ Submission Status | Submission Date | Last Updated Date | Ingredient Details | Copy Draft |
|------|----------------------------|----------------|-----------------|---------------------|--------------------------------|-----------------|-------------------|--------------------|-------------------------------|
| 1 | 0802794X | T0805938A | CCPN0810255 | TEETH WHITENING SET | Notified | 04/01/2008 | 14/04/2009 | | Copy to Draft |

Please do not access the record using the new window via right mouse click.

1 Matching Record(s) Page 1 Of 1 [First] [Previous] [Next] [Last]

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Copy to Draft

- 1) “나의 처리된 신청서”(My Processed Applications)를 클릭하면 Singpass 또는 HSA Pin 을 통해 로그인 요청을 받게 된다.
- 2) "신청/제출 유형"(Application /Submission Type)을 “신규 신청/제출”(New Application /Submission)로 설정하고 “문의 유형”(Enquiry Type)을 “처리 완료/신고 완료” (Processed/Notified)로 설정한 후 신청서 번호를 입력. 이후 “검색”(Search) 입력.
- 3) 최종 제출 전에 관련 부분에서 두 번째 제품의 세부사항을 편집/수정(Edit/amend)한다.

(ii) 신고의 취소 - Cancel@PRISM

Logon ID : 507502190 CDA

PZ3001 CANCEL@PRISM

Important Notes:
For HSA CRIS registered companies, user has to be authorised with the appropriate access rights via CRIS management module to access the required services.

Search Criteria

Licence/Permit/Certificate/Notification/Listing Type *

Licence/Permit/Certificate/Notification/Listing No

Product Name

Brand Name

Please do not create cancellation application using the new window via right mouse click.

104 Matching Record(s) Page 1 Of 11 (First) | (Previous) | (Next) | (Last)

| S/No | Notification No | Brand Name | Product Name | Shade/Palette Name | Start Date | Expiry Date | Action |
|------|-----------------|--------------|----------------|--------------------|------------|-------------|------------------------|
| 1 | CCPN0700004 | Brand Sample | Product Sample | Shade C | 19/06/2007 | 19/01/2008 | Cancel |
| 2 | CCPN0700009 | Brand A | Product A | Shade F | 21/06/2007 | 19/01/2008 | Cancel |
| 3 | CCPN0700010 | Brand A | Product A | Shade G | 21/06/2007 | 19/01/2008 | Cancel |
| 4 | CCPN0700011 | Brand A | Product A | Shade H | 21/06/2007 | 19/01/2008 | Cancel |
| 5 | CCPN0700022 | Brand A | Product A | Shade D | 22/06/2007 | 19/01/2008 | Cancel |

1) 회사가 더 이상 특정
화장품을 시판하지 않을
경우, 신고 만료일에 앞서서
“**Cancel@PRISM**”를 통해
해당 제품의 신고를 취소할
수 있다.

"화장품 신고 취소"(Cancel
Cosmetic Product
Notification)에 로그인한 후
"취소"(Cancel)를 클릭한다.

(iii) 재신고 - Renew@PRISM

a. GIRO 를 통한 지불을 위한 자동 갱신 선택

PZ2501 AUTO-RENEWAL PREFERENCE

Search Criteria

Licence/Permit/Certificate/Listing/Notification Type:

Licence/Permit/Certificate/Listing/Notification No:

Product Name:

Brand Name:

Expiry Date (dd/mm/yyyy): to

14 Matching Record(s) Page 1 Of 1 [First] [Previous] [Next] [Last]

| No | Expiry Date | Notification No. | Brand Name | Product Name | Shade/Palette Name | To Renew |
|----|-------------|------------------|-------------|------------------|--------------------|---|
| 1 | 26/09/2009 | CCPN0810380 | Bio-essence | Anti-aging cream | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2 | 26/09/2009 | CCPN0810381 | Bio-essence | anti-ugly cream | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 3 | 26/09/2009 | CCPN0810382 | Bio-essence | hair conditioner | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 4 | 26/09/2009 | CCPN0810383 | Brand A | Product A | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 5 | 26/09/2009 | CCPN0810384 | Brand A | Product A | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 6 | 26/09/2009 | CCPN0810385 | Brand A | Product A | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 7 | 26/09/2009 | CCPN0810386 | Brand A | Product A | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 8 | 26/09/2009 | CCPN0810389 | PUPA | EYESHADOW SET | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 9 | 26/09/2009 | CCPN0810390 | PUPA | EYESHADOW SET | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10 | 26/09/2009 | CCPN0810391 | PUPA | EYESHADOW SET | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 11 | 26/09/2009 | CCPN0810392 | PUPA | EYESHADOW SET | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 12 | 26/09/2009 | CCPN0810393 | PUPA | EYESHADOW SET | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13 | 26/09/2009 | CCPN0810394 | PUPA | EYESHADOW SET | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 14 | 26/09/2009 | CCPN0810395 | PUPA | EYESHADOW SET | | <input checked="" type="radio"/> Yes <input type="radio"/> No |

14 Matching Record(s) Page 1 Of 1 [First] [Previous] [Next] [Last]

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- 1) 신고 만료일 전에 “자동 갱신 선택”(Auto Renewal Preference)으로 로그인하여 “NO”를 클릭 후 30 일 갱신을 한다.
- 2) 신고를 유지하고자 하는 경우(갱신), 시스템에 접속하여 갱신에 대한 “No”를 클릭하지 않는 한 신고는 자동적으로 유지/갱신된다.

b. GIRO 를 통해 지불하지 않는 회사의 경우

PZ2501 RENEW@PRISM

Search Criteria

Licence/Permit/Certificate/Listing/Notification Type:

Licence/Permit/Certificate/Listing/Notification No:

Product Name:

Brand Name:

Expiry Date (dd/mm/yyyy): to

Please do not create renewal application using the new window via right mouse click.

13 Matching Record(s) Page 1 Of 1 [First] [Previous] [Next] [Last]

| Select All | Expiry Date | Notification No. | Brand Name | Product Name | Shade/Palette Name |
|--------------------------|-------------|------------------|--------------|----------------|--------------------|
| <input type="checkbox"/> | 19/01/2008 | CCPN0700004 | Brand Sample | Product Sample | Shade C |
| <input type="checkbox"/> | 19/01/2008 | CCPN0700009 | Brand A | Product A | Shade F |
| <input type="checkbox"/> | 19/01/2008 | CCPN0700010 | Brand A | Product A | Shade F |

status bar text to go here

- 1) "화장품 재신고"(Cosmetic Product Re-notification)에 접속하여 갱신코자 하는 제품 신고를 선택한다.
- 2) “ePayment”의 요청을 받게 된다.
- 3) “제출”(Submit)을 선택하여 신용카드에 의한 지불을 한다.
- 4) 선호하는 epayment 방식의 선택을 요청 받게 된다.

신속한 지불 절차를 위하여 HSA 와의 GIRO 신청을 원하는 기업의 경우, 다음의 웹사이트를 통하여 Interbank GIRO 를 위한 신청서를 다운로드 받을 수 있다:

<http://www.hsa.gov.sg/content/hsa/en/e-Services.html#HPRG>

(iv) 포괄적 업데이트

수입자 정보, 창고 정보, 제조자 정보, 포장회사 정보 및 제품 소유자에 관한 포괄적 수정을 위하여는 다음 링크로부터 "포괄적 수정에 관한 단계별 지침"(Step-by-Step Guide on Global Amendment)을 참조한다:

NOTE:

다음 사항에 대한 변경이 있을 경우 **신규** 제품 신고가 필요하다:

- 1) 브랜드 명
- 2) 제품 명
- 3) 제품 유형
- 4) 용도
- 5) 포뮬레이션
- 6) 유통권의 변경으로 인한 회사의 변경
- 7) ACRA 가 부여한 신규 UEN 번호를 갖는 회사 명칭의 변경

Helpdesk

- 1) PRISM 및 화장품 신고와 관련된 제반 기술적 도움을 위하여는 다음의 연락처를 통하여 Helpdesk 로 연락 주시기 바랍니다:

전화 번호: 67760168

Email: helpdesk@hsahelp.gov.sg

- 2) Cosmetics Control Unit

전화 번호: 65 6866 3474/65 6866 3475

Email: HSA_Cosmetics_Control@hsa.gov.sg

본 지침의 내용은 수시로 업데이트 또는 개정이 됩니다. 본 지침에 대한 제반 신규, 추가, 개정 또는 삭제를 위하여는 www.hsa.gov.sg 를 방문하여 참조하시기 바랍니다.