STEP-BY-STEP GUIDE ON COSMETIC PRODUCT NOTIFICATION

Table of Contents

Introduction 2

How can my company apply for a cosmetic product notification? 2

Other functions in PRISM 13
- **Track@PRISM** 13
- **Cancel@PRISM** 16
- **Renew@PRISM** 18
- **Update of Manufacturer's Details** 21

Helpdesk Contact 21

Annex 1 22

Introduction

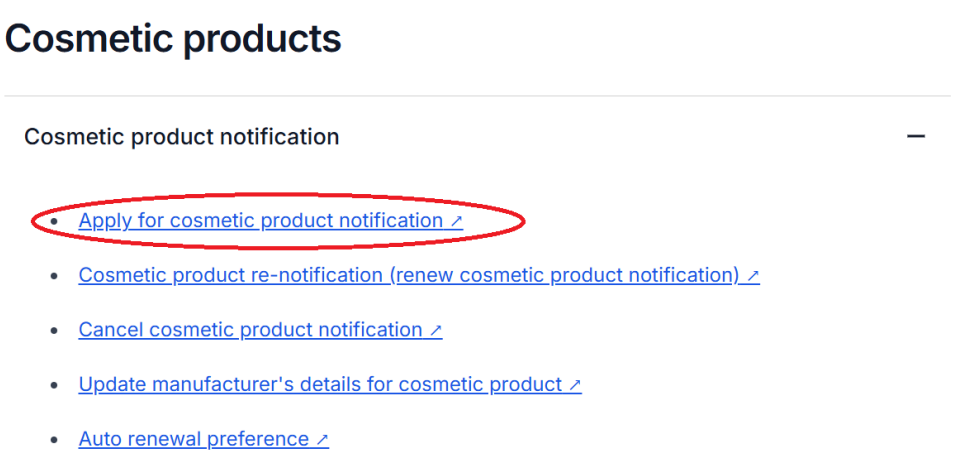
Companies responsible for placing the cosmetic products in Singapore must notify the Health Sciences Authority (HSA) and receive an acknowledgement of notification before placing the products in the local market. The product notification is submitted via HSA online system PRISM (Pharmaceutical Regulatory Information System).

In order to access PRISM, please apply for CRIS (Client Registration and Identification Service) Company Account via the following website:
https://www.hsa.gov.sg/e-services/prism/cris/

How can my company apply for a cosmetic product notification?

a) To apply for a cosmetic product notification, please use **Internet Explorer 8.0 and above** and go to the following website:
https://www.hsa.gov.sg/e-services/prism/cosmetic-products-oral-dental-gums

b) Click on "**Apply for cosmetic product notification**"



c) Thereafter, you will be directed to login using Corppass or HSA PIN

d) Upon successful authentication, a welcome page will be shown. Click "**Accept/Continue**" to proceed with the eService. You will be directed to the online application form. The application form consists of **6** sections:

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 manufacturer(s)
4	Particulars of product
5	Supporting document(s)
6	Declaration, validation, confirmation, & payment

** It is recommended for users to fill in the application form details in a systematic manner ** ***PLEASE FILL IN ALL SECTIONS IN ENGLISH***

To note:

- A HSA Pin holder or a drafter is able to fill up the form only. He or she is not authorised to submit the notification.
- A submitter can perform both form filling and notification submission
- CRIS Administrator can draft and submit a cosmetic product notification

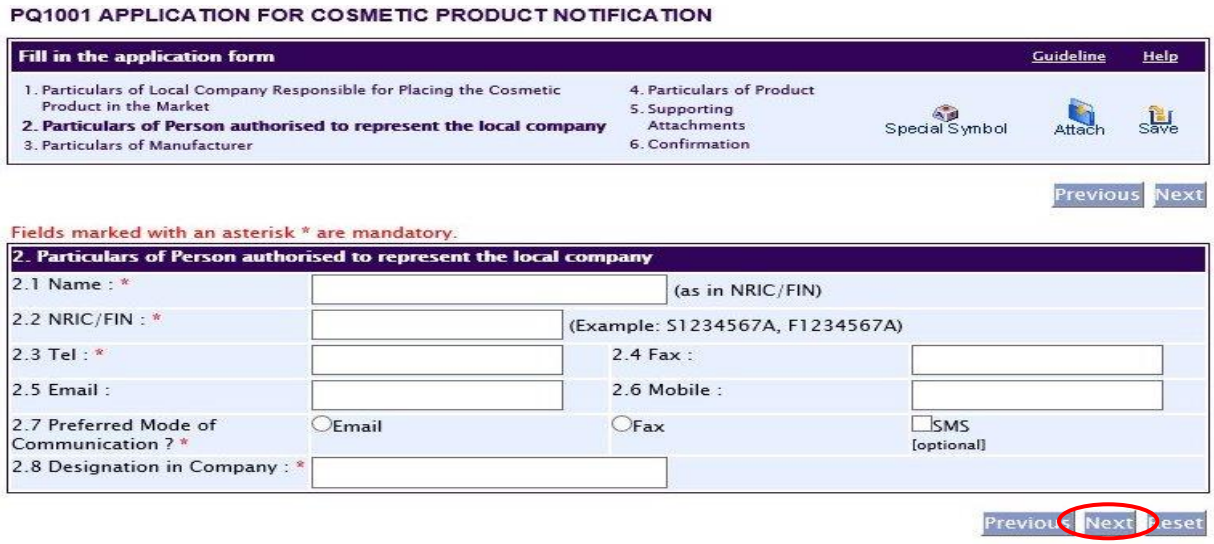
e) Section 1: Particulars of local company responsible for placing the cosmetic product in the market



a. Ensure that the details are accurate and corresponds to your company details. Fill in the Billing Address if the answer is "No" to section 1.6
b. Click "**Next**" to proceed to the next section

** If the populated information of local company has been changed and the UEN number remains the same, please click "Amend Company Information" under the following weblink to change the information after you have submitted the notification **
https://www.hsa.gov.sg/e-services/prism/cosmetic-products-oral-dental-gums

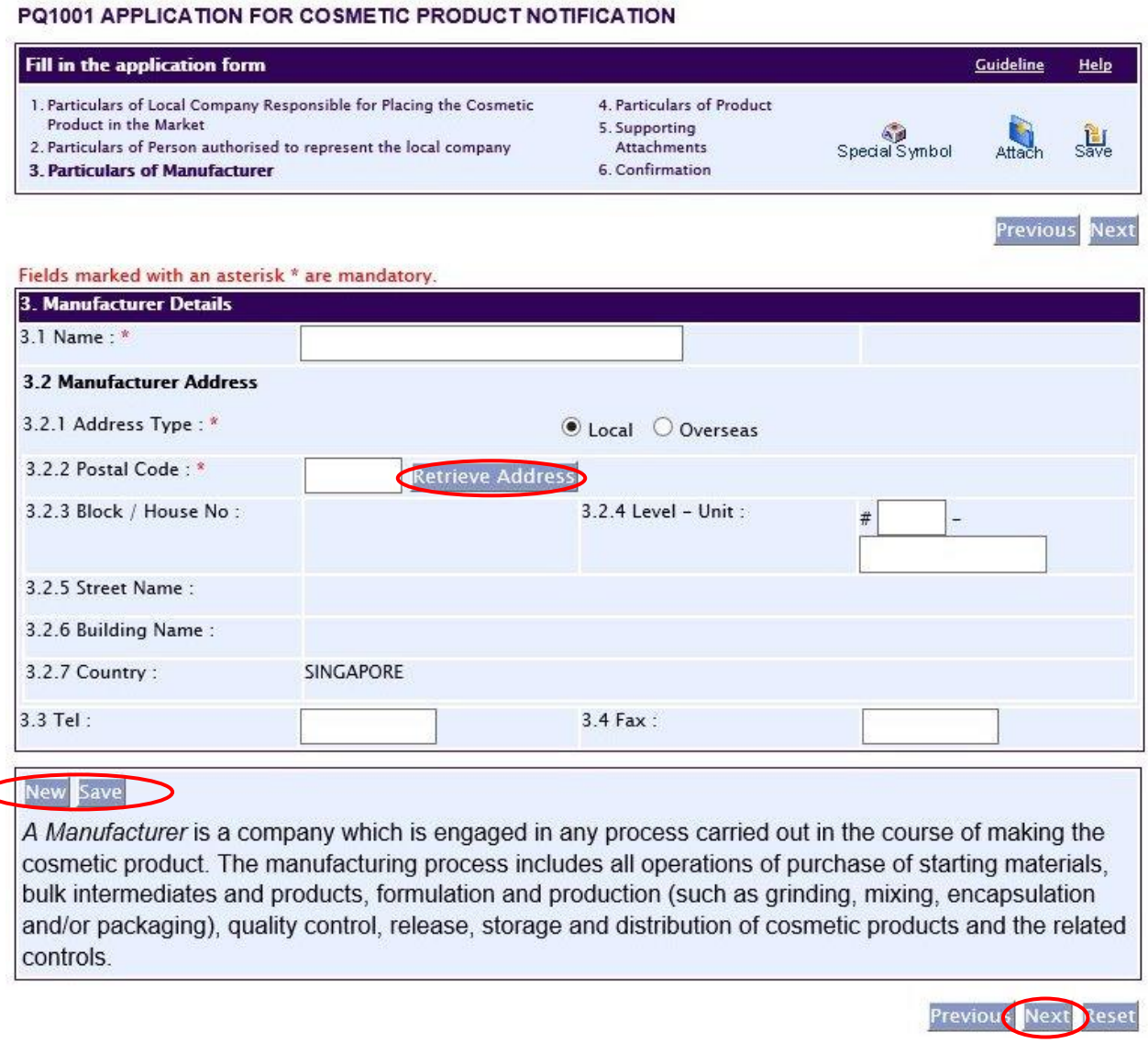
f) Section 2: Particulars of person authorised to represent the local company



c. Fill in the details for:
   - ✓ Applicant's name
   - ✓ NRIC/FIN
   - ✓ Telephone number
   - ✓ Indicate Preferred Mode of Communication
   - ✓ Designation in Company

d. Click on "**Next**" to proceed to the next section

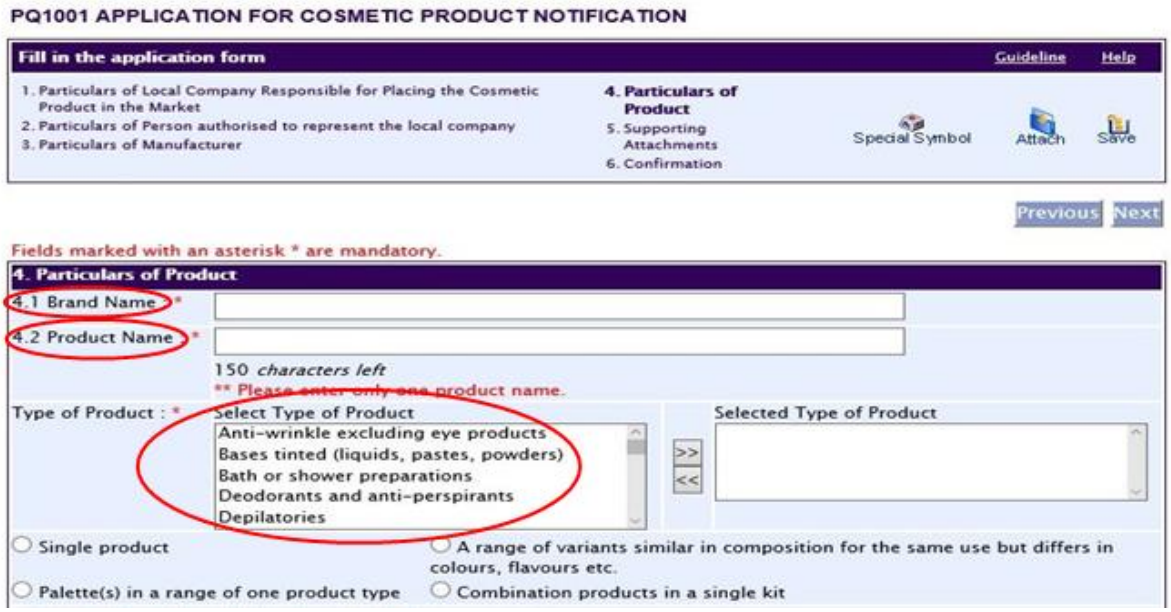
g) Section 3: Particulars of manufacturer



e. Provide the name of the Manufacturer
f. If it is a local manufacturer, fill in the **Postal Code** and click on "**Retrieve Address"**. The data for Blk/House No, Street Name and Building Name will be automatically populated. Otherwise, please fill in details accordingly
g. Click on "**Save**" and "**Next**" to proceed to the next section
h. If there is more than one manufacturer, click on "**New**" to add particulars of new manufacturer after filling up and saving the details of the first record, before proceeding to the next section.

h) Section 4: Particulars of product

**** PLEASE FILL IN THE PRODUCT DETAILS IN ENGLISH. Notification not submitted in English may be removed from the HSA notification database without notice.***



i. Key in the "**Brand Name**" and "**Product Name**" of your product according to the names appear on the product packaging.
j. Select the "**Type of Product**" that reflects your product type. For example, if you are notifying an anti-wrinkle cream, please select "anti-wrinkle".

** Select the presentation type that best represents your product.*

Product presentation type (Please refer to Annex 1 for more details)

k. Single product
   i) Select Presentation Type
      - "**Single Product**"
      - The "**Product Name**" under "**Single Product**" will be automatically populated

*Please click on "**Next**" to proceed to the next section of the product notification after ensuring that the form is filled up properly*

l. A range of variants[V] similar in composition for the same use but differs in colours, flavours etc.

[V]- *"Variant" means a cosmetic product preparation that is largely similar in composition to another cosmetic preparation (usually having a common base formulation) but having a different colour, shade, flavour, fragrance or other inherent characteristic apart from the "base formulation", which means a partial cosmetic formulation shared by 2 or more cosmetic preparations manufactured by the same manufacturer and intended for the same use.*

Please note that each of the variants should bear the same brand and product name as appear on the product packaging

i) Select Presentation Type
- "**A range of variants similar in composition for the same use but differs in colours, flavours etc**"

ii) Key in the "**No of variants**" in this range

iii) You will need to key in the "**Variant Name**"
- To input a new name, click on "**New Variant**"

*Please click on "**Next**" to Proceed to the next section of the product notification after ensuring that the forms is filled up properly*

m. Palette(s) in a range

Please note that each of the palettes should bear the same brand and product name as appear on the product packaging

Example: Eye Shadow

Var 101	Var 202

Palette One

Var 100	Var 200

Palette Two

No. of Palette Group: 2
No of Variant:
- ✓ Palette One – 2 (Var 101 & Var 202)
- ✓ Palette Two – 2 (Var 100 & Var 200)

i) Select Presentation Type
- "**Palette(s) in a range of one product type**"

ii) Key in the "**No of Palette Group**" in this range of palettes

iii) You will need to key in the "**Palette Name**", followed by the "**No of Variants/ Component**"
- To input a new variant name, click on "**New Variant**"
- To key in the details for the subsequent palettes, click on "**Save Palette**", followed by "**New Palette**"

*Please click on "**Next**" to Proceed to the next section of the product notification after ensuring that the forms is filled up properly*

n. <u>Combination products in a single kit</u>



Example: Festive X'mas Special set containing:
- ✓ 1 Eye Mask (single product)
- ✓ 1 Face Mask (single product)
- ✓ Lip stick (a range of variants with 4 colours)
- ✓ Blusher (a palette with 4 colours)

- Please key in the "**Brand Name**" and "**Product Name**" as appears on the packaging of the combination kit
- Select Presentation Type as "**Combination products in a single kit**"
- Key in the "**No of Single Products**", "**No of Range**" and "**No of Palette**" respectively

i) <u>Single product section</u>

- Key in the "**Product Name**" of the "**Single Product**" as appears on the product packaging
- Select the "**Type of Product**"
- To key in the details for the subsequent single product (if any), click on "**Save Product**", followed by "**New Product**"

ii) <u>Range(s) of variants section</u>

- Key in the "**Range Name**" as appears on the product packaging
- Select the "**Type of Product**"
- Key in the "**No of Variants**"

- To input a new variant name, click on "**New Variant**"
- To key in the details for the subsequent range, click on "**Save Range**", followed by "**New Range**"

iii) Palette(s) in a range section

- Key in the "**Palette Name**" as appears on the product packaging
- Select the "**Type of Product**"
- Key in the "**No of Variants**"
  - To input a new variant name, click on "**New Variant**"
  - To key in the details for the subsequent range, click on "**Save Palette**", followed by "**New Palette**"

*Please click on "**Next**" to Proceed to the next section of the product notification after ensuring that the forms is filled up properly.*

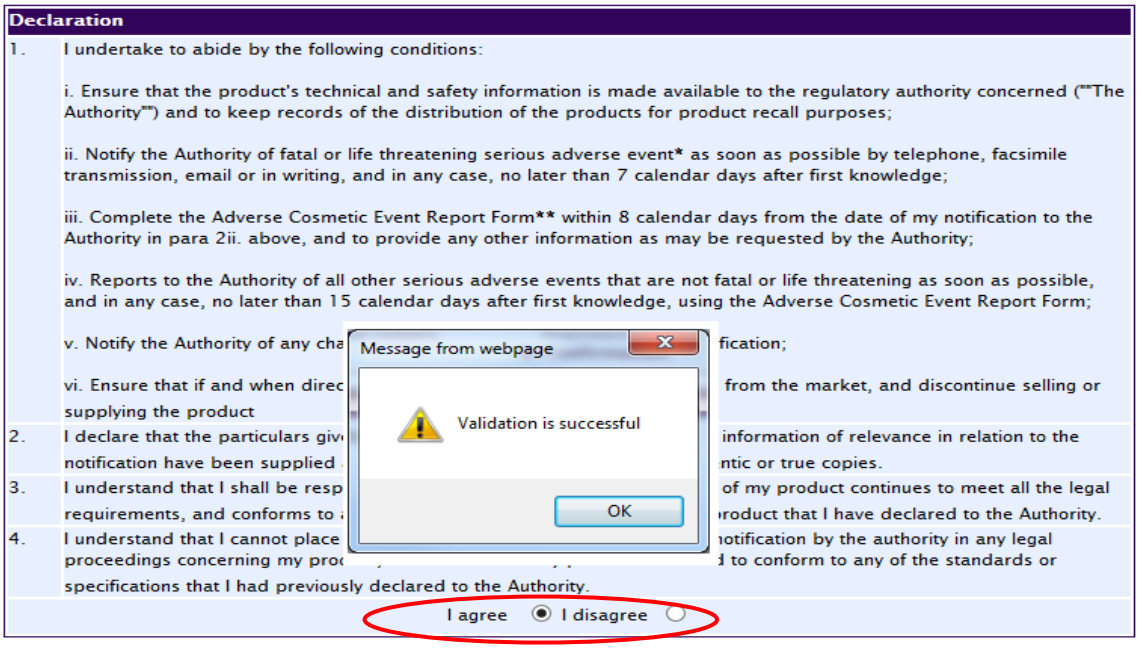
i) Section 5: Supporting document(s)

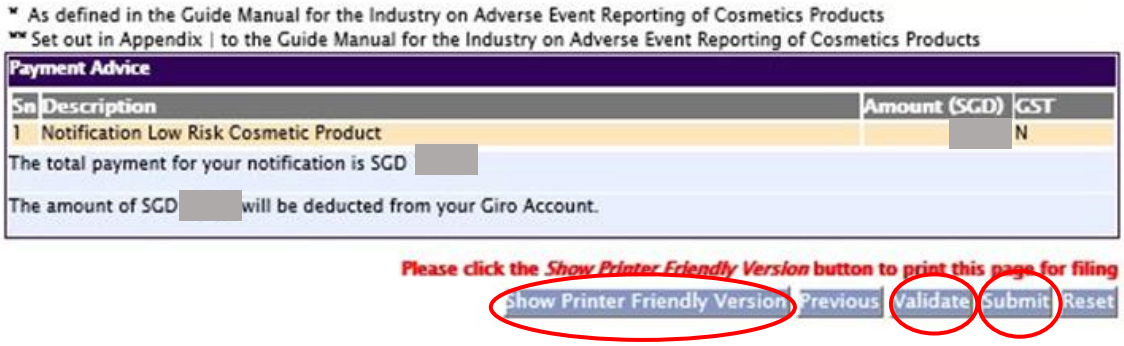


a. No supporting attachment is required
b. Click on "**Next**" to proceed to the next section

j) Section 6: Declaration, validation, confirmation and payment

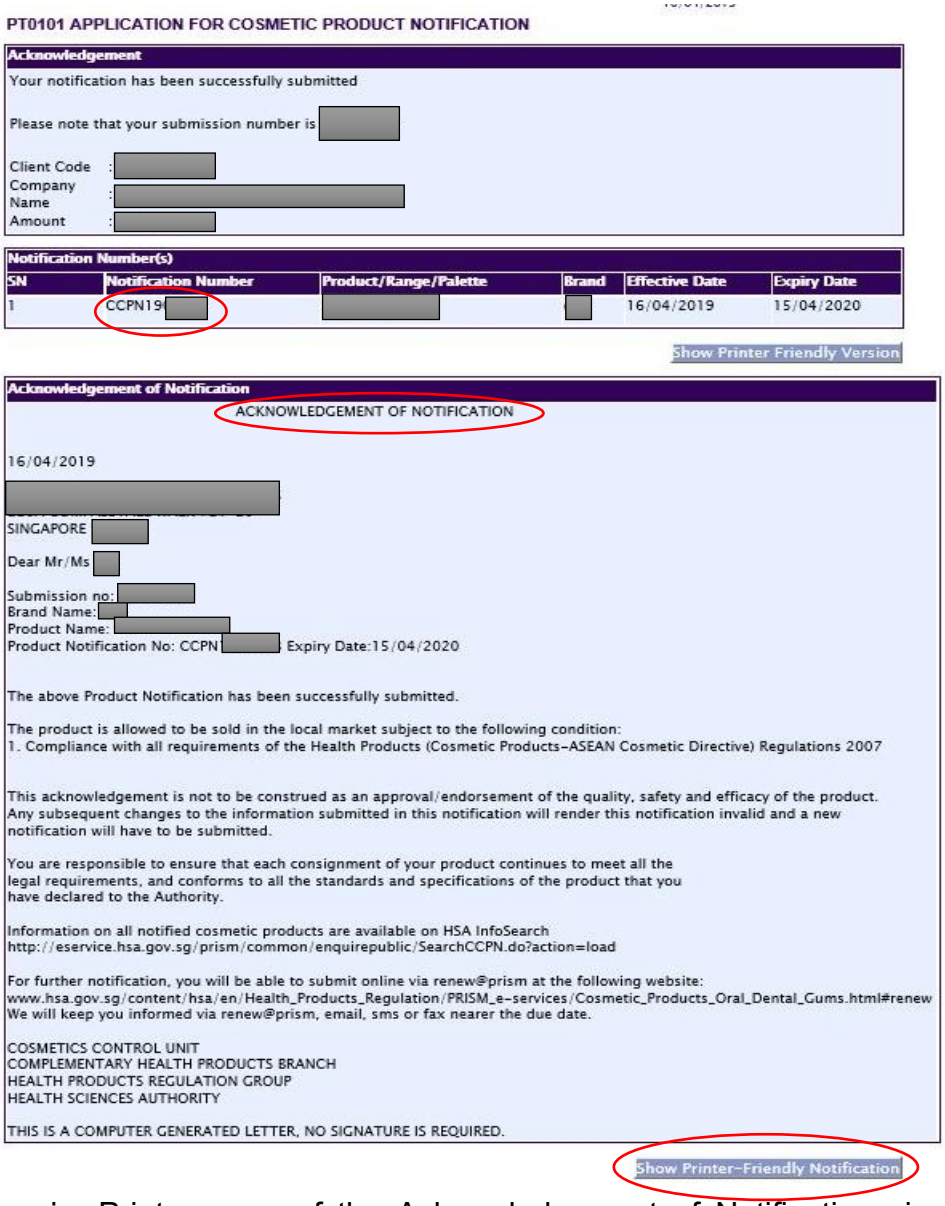
Please ensure that data entered are correct as there is **NO** refund once the notification is successfully submitted.





a. Read through the "**Declaration**" section and select "**I agree**".
b. Print a copy of the product notification via "**Show Printer Friendly Version**"
c. Proceed to "**Validate**" the submission.
d. The pop up box will indicate that the validation of the product notification is successful.
e. Proceed to "submit" the notification
f. You will be prompted for "**ePayment**" if your company is not on GIRO
g. Select "**Submit**" to make payment via credit card
h. You will be prompted to select your preferred payment mode

i. Upon successful submission of the cosmetic product notification, you will receive an **Acknowledgement of Notification**, which will show:
   - Company name & address
   - Brand name & product name
   - Product notification number and validity dates



PT0101 APPLICATION FOR COSMETIC PRODUCT NOTIFICATION

Acknowledgement

Your notification has been successfully submitted

Please note that your submission number is [redacted]

Client Code : [redacted]
Company Name : [redacted]
Amount : [redacted]

Notification Number(s)

SN	Notification Number	Product/Range/Palette	Brand	Effective Date	Expiry Date
1	CCPN19[redacted]	[redacted]	[redacted]	16/04/2019	15/04/2020

Show Printer Friendly Version

Acknowledgement of Notification

ACKNOWLEDGEMENT OF NOTIFICATION

16/04/2019

[redacted]
SINGAPORE [redacted]

Dear Mr/Ms [redacted]

Submission no: [redacted]
Brand Name: [redacted]
Product Name: [redacted]
Product Notification No: CCPN [redacted] Expiry Date:15/04/2020

The above Product Notification has been successfully submitted.

The product is allowed to be sold in the local market subject to the following condition:
1. Compliance with all requirements of the Health Products (Cosmetic Products–ASEAN Cosmetic Directive) Regulations 2007

This acknowledgement is not to be construed as an approval/endorsement of the quality, safety and efficacy of the product. Any subsequent changes to the information submitted in this notification will render this notification invalid and a new notification will have to be submitted.

You are responsible to ensure that each consignment of your product continues to meet all the legal requirements, and conforms to all the standards and specifications of the product that you have declared to the Authority.

Information on all notified cosmetic products are available on HSA InfoSearch
http://eservice.hsa.gov.sg/prism/common/enquirepublic/SearchCCPN.do?action=load

For further notification, you will be able to submit online via renew@prism at the following website:
www.hsa.gov.sg/content/hsa/en/Health_Products_Regulation/PRISM_e-services/Cosmetic_Products_Oral_Dental_Gums.html#renew
We will keep you informed via renew@prism, email, sms or fax nearer the due date.

COSMETICS CONTROL UNIT
COMPLEMENTARY HEALTH PRODUCTS BRANCH
HEALTH PRODUCTS REGULATION GROUP
HEALTH SCIENCES AUTHORITY

THIS IS A COMPUTER GENERATED LETTER, NO SIGNATURE IS REQUIRED.

Show Printer-Friendly Notification

j. Print a copy of the Acknowledgement of Notification via "**Show Printer Friendly Version**"

Please note that the product notification is valid for ONE year. Subsequent retention of notification (renewal) is required every year if your company intends to continue marketing the product in the local market.

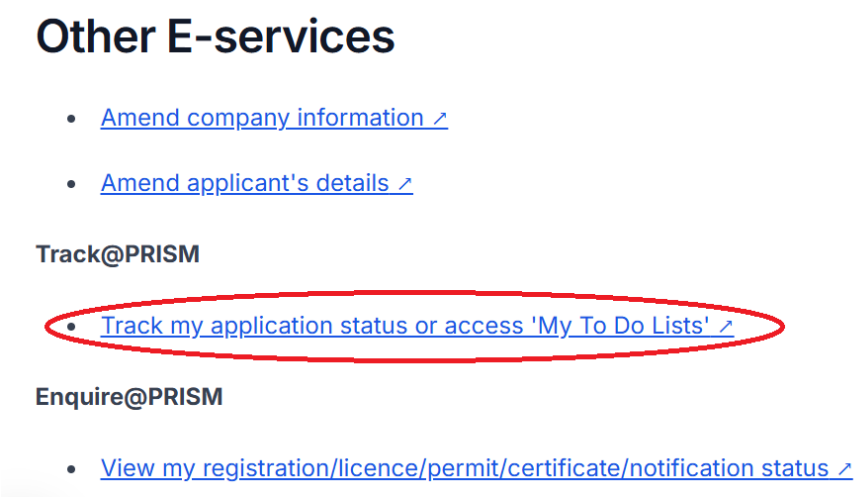
Other Functions in PRISM

i. Track Application status - Track@PRISM

How can my company retrieve a cosmetic product notification?

a) To retrieve a cosmetic product notification, please click: https://www.hsa.gov.sg/e-services/prism/cosmetic-products-oral-dental-gums

b) Click on **Track my application status and access my to-do list**

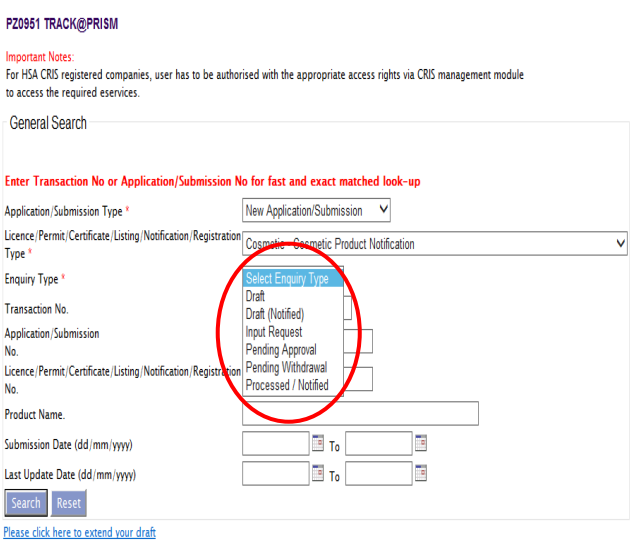


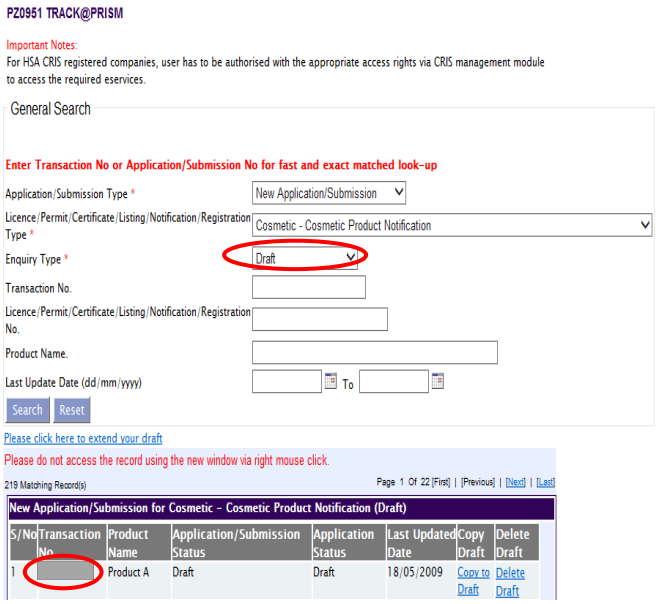
c) Thereafter, you will be directed to login using Corppass or HSA PIN

Functions of "Track@PRISM"

- To retrieve a draft application
- To enquire on a successfully submitted cosmetic product notification

Retrieving Draft Application



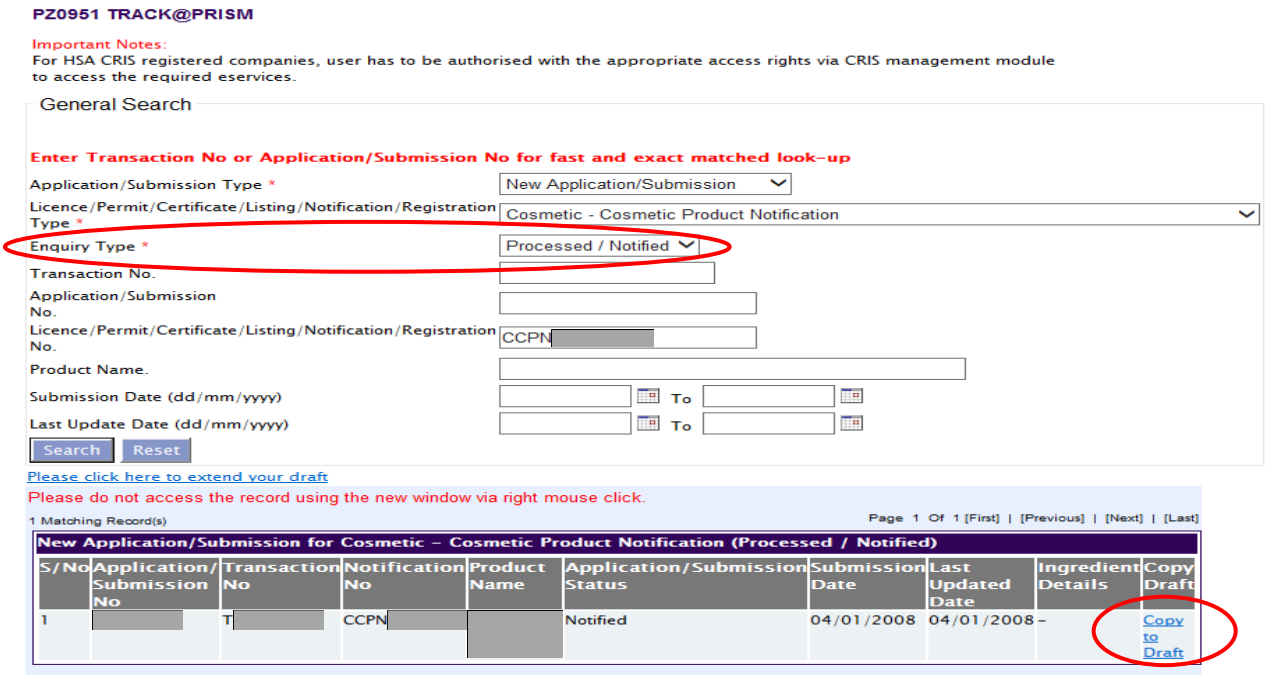


To retrieve a draft application

- Click on "My Draft Applications". You will be prompted to log in via Corppass or HSA Pin
- Select "**Enquiry Type**" as "**Draft**"
- Click on "Search" to view all drafts
- For a draft application which has not yet been submitted, a "**Transaction Number**" starting with "T" is as shown

Copy to Draft

The "**Copy to Draft**" function allows companies to retrieve a draft copy of a successfully submitted cosmetic product notification. Companies may amend relevant sections of the form before submitting a subsequent cosmetic product notification of another cosmetic product. This speeds up the submission process.



Copy to Draft

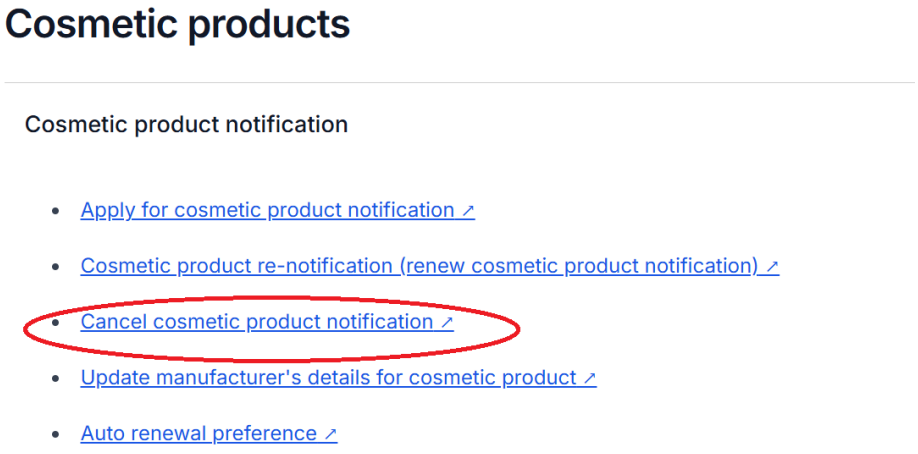
- Click on "My Processed Applications". You will be prompted to log in via Corppass or HSA Pin
- Select **Application/Submission Type** as **"New Application/ Submission"** and "**Enquiry Type**" as "**Processed/Notified**" and the key in the application number. Click on "Search"
- Click on "Copy to Draft". Edit/amend accordingly the details of the second product at the relevant sections before the final submission

ii. Cancel Notification - Cancel@PRISM

How can my company cancel a cosmetic product notification?

a) To cancel for a cosmetic product notification, please click: https://www.hsa.gov.sg/e-services/prism/cosmetic-products-oral-dental-gums

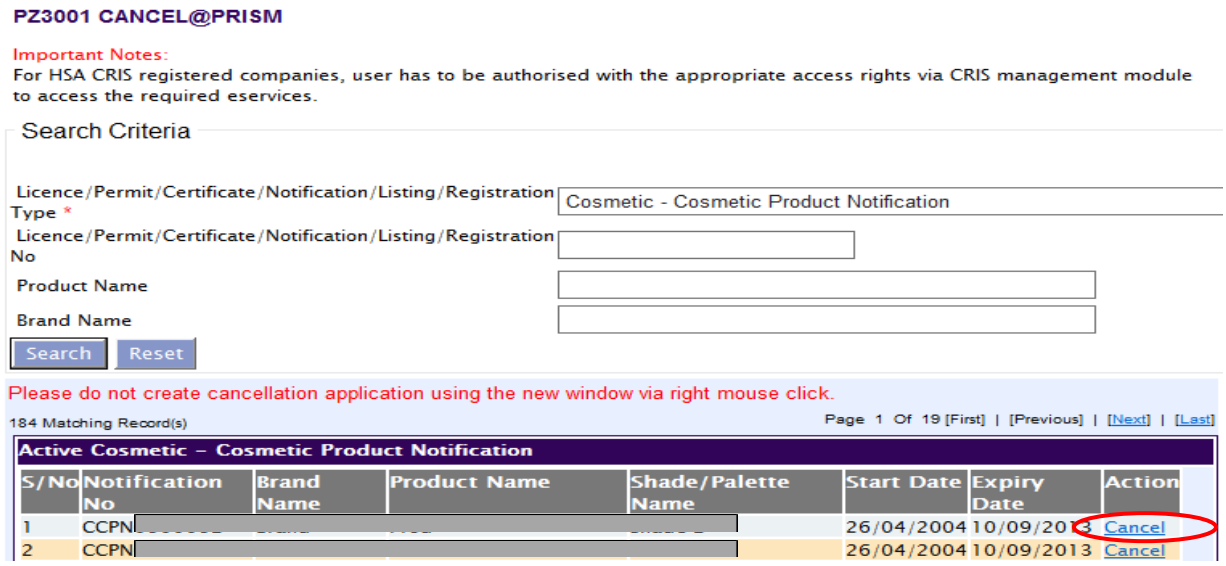
b) Click on **Cancel Cosmetic Product Notification**



c) Thereafter, you will be directed to log in using Corppass.

Functions of "Cancel@PRISM"

- To retrieve and cancel cosmetic product notification that was successfully submitted



If your company is no longer marketing a particular cosmetic product, you may cancel the cosmetic product notification via "**Cancel@PRISM**" before the expiry date of the notification.

Please select the notification(s) you wish to cancel and click on "Cancel" after logging into Cancel Cosmetic Product Notification.

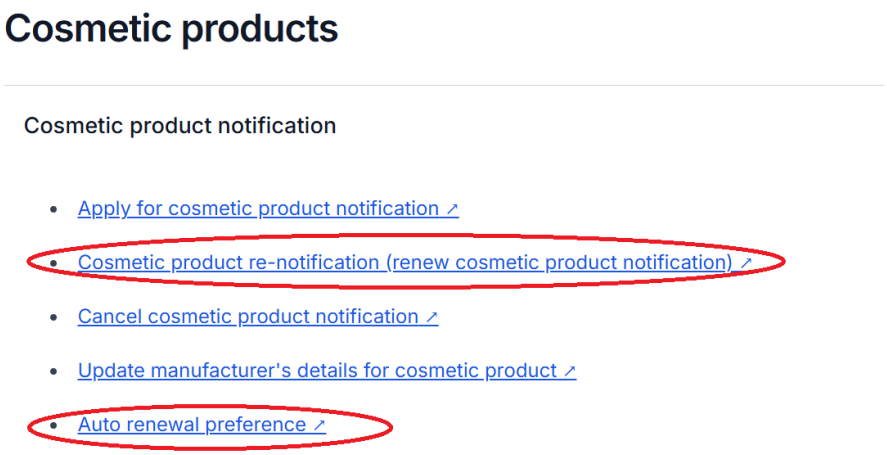
iii. Re-notification - Renew@PRISM

a) To retrieve a cosmetic product notification, please click: https://www.hsa.gov.sg/e-services/prism/cosmetic-products-oral-dental-gums

b) Click on:

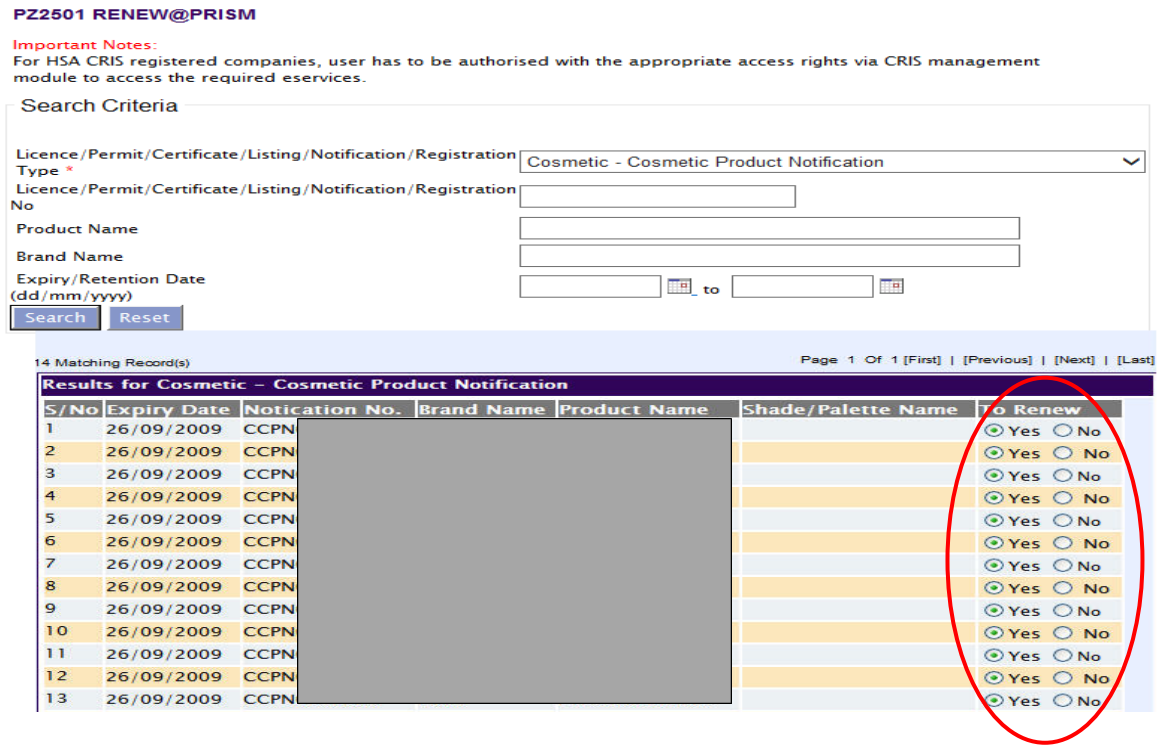
- **"Cosmetic Product Re-notification (renew cosmetic product notification)"** for non-GIRO payment

- **"Auto Renewal Preference"** for payment via GIRO



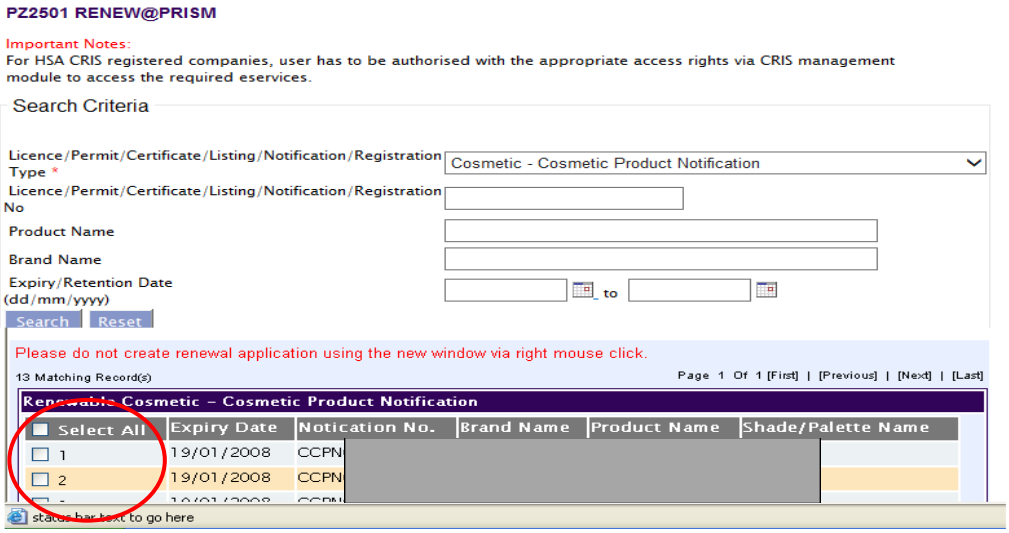
c) Thereafter, you will be directed to the login using Corppass or HSA PIN.

Auto Renewal Preference for payment via GIRO



- Please log into "**Auto Renewal Preference**" to select "**NO**" to renew 30 days before date of expiry of notification. There will be no refund once the deadline is passed.
- For companies which wish to retain the notifications (renew), the notifications will be automatically retained/renewed if companies do not log into the system to select "No" to renew.

For companies which are not paying via GIRO



- Please log into “Cosmetic Product Re-notification” and select product notifications that your company intends to renew
- You will be prompted for “**ePayment**”
- Select “**Submit**” to make payment via credit card
- You will be prompted to select your preferred choice of epayment

iv. Update of Manufacturer's Details

a. Companies can update the changes of the manufacturer's details using the "Update of Manufacturer's Details"

b. Companies may select up to 20 affected notifications for any amendment submitted.

A ***NEW*** product notification is required if there is a change made to any of the following:
1) Brand Name
2) Product Name
3) Product Type
4) Formulation
5) Company change due to change of distribution rights
6) Company name change with a new UEN number given by ACRA

Helpdesk Contact

If you require any technical assistance regarding PRISM and cosmetic product notification, please contact the Helpdesk at:
Tel: 67760168
Email: helpdesk@hsahelp.gov.sg

Please indicate the problem areas according to
a) Client Registration & Identification Service (CRIS)
b) Pharmaceutical Regulatory Information System (PRISM)

The information in this Guideline shall be updated or revised from time-to-time. For any new, addition, amendments or deletion made to this Guideline, please refer to the latest version in our website www.hsa.gov.sg.

Annex 1

Product Presentation Types

- **Single product** exists in a single presentation form.



- **A range of variants similar in composition for the same use but differs in colours, flavours etc**

  Refers to a range of cosmetic products which are similar in composition and produced by the same manufacturer, and are intended for the same use but are available in different shades or flavours.

  Examples: lipsticks, eye shadows or nail polish but not composite packs of different types



- **Palette(s) in a range of one product type**

  Refers to a range of colours as defined above, which may be presented in a series of palettes.

  A single palette





  Range of palettes





- **Combination products in a single kit**

  Refers to similar and/or different product types packed and sold in a single kit. They cannot be sold separately (e.g. a make-up kit of eye and lip colours; a set of skin-care products sold in a single kit).



Make-up kit



Skin Care Kit