

Application procedure for Japanese Labeling Name of Cosmetic Ingredient

1. Conditions for the Application for a Japanese Labeling Name

The ingredient concerned must already have obtained the “INCI Name” or be in the process of application for same.

2. Where to apply

- a. Submit the completed forms to JCIA by mail. (Directly submitted forms will be accepted.)

Attention to: Japanese Cosmetic Labeling Name Nomenclature Subcommittee JCIA
METRO CITY KAMIYACHO 6F, 5-1-5, Toranomom, Minato-ku,
Tokyo, 105-0001, Japan.

- b. Submit the completed forms by facsimile or email: d_regulation@jcia.org

3. Application Fee

JCIA Members: Free of charge

Non-JCIA Members: ¥8,000 per application (excludes settlement and withdrawal fees)
(JPY only)

- Remittance:

- a. Mail the application fee by POSTAL ORDER with the application forms to JCIA.

- b. BANK TRANSFER

Bank Name: Sumitomo Mitsui Banking Corporation

Branch: Kasumigaseki Branch (branch code 639)

Account Name: Shokokai Hyoji Meisho Sakusei

Account #: 6575310

4. Applicant Eligibility

Applicants are to be engaged in the manufacture/import/marketing of cosmetics or their raw materials, irrespective of whether they are members of the Japan Cosmetic Industry Association or not.

5. When to Submit Application Forms

Applications are accepted at any time.

6. Processing Times

The period between submission of the application forms and receipt of the Japanese Cosmetic Labeling Name is approximately 3 months by email.

7. Required Documents

Cover letter and application form.

8. Required Fields of Cover Letter and Attachments

8.1 Cover Letter: (Fields to be completed by applicant)

- (1) Company name
- (2) Address
- (3) Printed name of the person in charge
- (4) Telephone number
- (5) Email address

8.2 Application Form: (Please select your case from A, B or C.)

A. The INCI name to be translated into a Japanese labeling name is already listed on the PCPC website.

- (1) INCI name and INCI monograph ID: Provide if available.
- (2) Japanese suggested name: Applicants may suggest a name, or it could be left blank.

- Submit the Application Form with a copy of the monograph of the applied INCI name from the PCPC website or International Cosmetic Ingredient Dictionary & Handbook.

B. The INCI name to be translated into a Japanese labeling name is already assigned at PCPC but is not yet listed on the PCPC website.

- (1) INCI name and INCI monograph ID: Provide if available.
- (2) Japanese suggested name: Applicants may suggest a name, or it could be left blank.

- Submit the Application Form with a copy of the application form (INCI Name Application) submitted to the International Nomenclature Committee of PCPC and the letter of determination of the INCI name from PCPC.

C. The case of a new ingredient which does not have an INCI name. Prior to applying to JCIA, application to the International Nomenclature Committee of PCPC for an INCI name has already been submitted.

- ☐ Wish to have the Japanese labeling name to the ingredient assigned after getting the INCI name.
- ☐ Wish to have the Japanese labeling name to the ingredient assigned before getting the INCI name.

- Submit the Application Form with a copy of the application form (INCI Name Application) submitted to the International Nomenclature Committee of PCPC.