

Application procedure for a Japanese Labeling Name of Cosmetic Ingredient

1. Conditions for the Application for a Japanese Labeling Name

The ingredient concerned has already obtained the “INCI Name” or is in the process of application for same.

2. Completing the specified application form

- a. Submitting the completed form 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, Toranomon, Minato-ku,
Tokyo, 105-0001, Japan.

- b. Forms sent by facsimile or E-mail : d_regulation@jcia.org

3. Application Fee

JCIA Members: Free of charge

Non-JCIA Members: ¥5,000 per application (including withdrawal fee) (JPY Only)

- Remittance:

- a. Mail the application fee by POSTAL ORDER with the application form 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 its' raw materials, irrespective of whether they are members of the Japan Cosmetic Industry Association or not.

5. Submission of Application Forms

Anytime

6. Period between submission of the application form and receipt of the Japanese Cosmetic Labeling Name

Approximately 3months by E-mail.

7. Submitting Documents

Cover Letter and Application Form.

8. Items of Cover Letter and Attachments

8.1 Cover Letter: (Applicant: Items to be completed)

- (1) Company Name
- (2) Address
- (3) Printed Name of the person in charge
- (4) Telephone No.
- (5) E-mail Address

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

A. INCI name to be translated into Japanese Labeling Name is already listed in PCPC Website.

- (1) INCI NAME, and INCI Monograph ID (if you know)
- (2) Japanese Suggested Name (can be blank)

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

B. INCI Name to be translated into Japanese Labeling Name is already assigned at PCPC, but is not listed on PCPC Website yet.

- (1) INCI NAME, and INCI Monograph ID (if you know)
- (2) Japanese Suggested Name (can be blank)

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

C. The case of a new ingredient which does not have INCI Name. Prior to application to JCIA, applied to the International Nomenclature Committee of PCPC for INCI Name.

- ☐ Wish to assign the Japanese labeling name to the ingredient, after getting INCI name.
- ☐ Wish to assign the Japanese labeling name to the ingredient before getting INCI name.

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