

**TANZANIA FOOD AND DRUGS AUTHORITY**



**APPLICATION FORM FOR REGISTRATION OF A COSMETIC**

<p><b>(For official use only)</b></p> <p><b>Application No:</b> _____</p>
---

**ATTACHMENTS**

Please attach/enclose:-

- (a) CD containing a dully fill in application form in soft form in text format on excel
- (b) A copy of certificate of incorporation for companies or registration of the other forms of ownership of the Business in Tanzania.
- (c) A copy of free sale certificate and or certificate of observance to Good Manufacturing Practice for imported cosmetics.
- (d) Art work of immediate package, outer package and product information leaflet
- (e) Authorization letter permitting an importer to apply on behalf of his principal.

**1.0 Product Particulars**

1.1 Name of cosmetic:

---

1.2 Form of cosmetic: (see explanatory notes)

---

1.3 Physical description of a cosmetic

---

---

1.4 Intended use: (see explanatory notes)

---

1.5 Method of use:

---

1.6 Pack size(s):

---

1.7 Formula of a cosmetic:

<b>S/N</b>	<b>INCI name</b>	<b>Chemical name</b>	<b>% proportion</b>	<b>Reason for inclusion</b>

**Note**

If the formula is considered to be confidential seal in an envelope and mark confidential and then attach.

1.8 Brief description of the type and properties of packaging material and the seal and its liner if any and provide justification for the suitability of the packaging material and the seal and its liner used.

---

1.9 Brief description of the method used for the determination of shelf life.

---

---

1.10 Recommended storage conditions (where applicable) including any relevant information after the product is opened for use or reconstituted:

---

1.11 Recommended shelf-life:

---

**2.0 Particulars of Registrant**

(a) Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Postal Address: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

(b) Status of applicant (tick where appropriate)

Manufacturer \_\_\_\_\_ Importer \_\_\_\_\_

**3.0 Particulars of manufacturer**

Name: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Country: \_\_\_\_\_

**4.0 Particulars of local agent or importer**

Name: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**5.0 Declaration by the registrant**

I, the undersigned certify that all the information in this form and

accompanying documentation is correct and true to the best of my knowledge. I also declare that the product does not contain substances from the prohibited list and/ or substances that exceeds the level permitted.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Official stamp:

Date: \_\_\_\_\_

**6.0 Fees/charges payment (For official use only)**

Fee to be paid.....
Name and signature of Authorized officer.....
Name and signature of cashier.....
Receipt number.....
Date and stamp.....
NB: Cashier should attach copy of receipt

## EXPLANATORY NOTES

### 1. FORMS OF COSMETICS

**Aerosol** - All types, already pressurized e.g., some hair sprays, perfumes

**Capsule/Tablet** - e.g., bath oil capsules

**Clear Non-oily Liquid** - e.g., solutions, some lotions

**Clear Oil** - e.g., mineral oil

**Cream** - Viscous liquid or semi-solid emulsion (e.g., some hair grooming products, makeup).

**Gel** - Viscous, usually clear, jelly-like semi-solids (e.g., some hair grooming products, dentifrices).

**Granules** - e.g., bath pellets, crystals, pearls, etc

**Kit** - If the product consists of two or more components of different forms which are mixed before use, then insert "Kit" and write in brackets the forms of the various components.

**Liquid Suspension** - Solid in liquid (e.g., some moisturizers).

**Lotion** - Liquid emulsion e.g., some moisturizers, makeup.

**Ointment** - A semisolid preparation based on a fatty material (e.g., lanolin)

**Paste** - Concentrate of absorptive powders usually dispersed in semi-solid base (e.g., dentifrice.)

**Pencil** - e.g., eyebrow pencil

**Powder – Loose:** e.g., dusting powder, makeup, talcum

**Powder – Pressed:** e.g., blush, eye makeup

**Pressed Cake** - e.g., soap, bath bar

**Pump Spray** - e.g., atomizers, some hair sprays

**Stick** - e.g., lipsticks, some deodorants

**Other (Please Specify)** - Product which does not fall into one of the general categories above. Please provide the rationale as to why the form is unique.

## 2. INTENDED USE

### **Antiwrinkle Preparation:**

Product applied as a makeup or moisturizer generally to the face to mask or reduce the appearance of fine lines or wrinkles. (See also, Eye Lotion and Eye Makeup).

### **Baby Product:**

Product labeled for use on infants 2 years old or less.

### **Barrier Cream:**

Product which protects the hands from dirt, grease, solvents, etc.

### **Bath Preparation:**

Product added to the bath water. Includes bath oils, tablets, salts, bubble baths, etc.

### **Body Makeup:**

Product applied as makeup to the body excluding the hair, eyes or face. Includes leg and body paints. (See also, Eye Makeup and Face makeup.)

### **Dentifrice:**

Product which cleans and/or polishes the teeth.

### **Deodorant:**

Product which modifies, reduces, or prevents the development of body odors. Excludes genital deodorants and products which claim to reduce perspiration.

### **Douche:**

Product used for personal feminine hygiene. (See also, Genital Deodorant.)

### **Eye Lotion:**

Non-makeup product specifically indicated for use in the area of the eye. Includes lotions and moisturizers.

### **Eye Makeup:**

Product specifically indicated for use in the area of the eye. Includes eyebrow pencils, eyeliners, eye shadows, eye makeup removers, mascara, etc.

### **Face Makeup:**

Product for use in the area of the face. Includes blushes, face powders, foundations, rouges, makeup fixatives, etc. (See also, Antiwrinkle Preparation, Eye Lotion, Eye Makeup, Lipstick and Skin Moisturizer.)

### **Fragrance:**

Includes perfumes, colognes, toilet water, dusting and talcum powders.

**Genital Deodorant:**

Deodorant/Cleanser intended for use in the genital area. (Includes non-douche feminine hygiene products.)

**Genital Lubricant:**

Product for use as a lubricant in the genital area.

**Hair Bleach:**

Product which bleaches the hair. Excludes hair lighteners with colours.

**Hair Conditioner:**

Non-shampoo product which increases the suppleness or body of the hair, facilitates combing, adds gloss or texture to the hair, etc. (See also, Hair Shampoo.)

**Hair Dye:**

Product which changes the colour of the hair

**Hair Grooming:**

Product which improves the appearance or is used to shape/style the hair. Includes mousses, gels, pomades, sprays etc. (See also, Hair Straightener and Hair Waving Preparation.)

**Hair Removal:**

Depilatory/epilatory product which facilitates the removal of hair by chemical or mechanical means. Includes wax treatments. (See also, Shaving Preparation.)

**Hair Shampoo:**

Product which cleanses and conditions the hair. Product is washed off after use.

**Hair Straightener:**

Product which contain agents which chemically soften the hair to facilitate straightening of the hair.

**Nail lacquer (Nail polish)**

Products which changes the colour of the nail.

**Nail polish remover**

Products which removes the colour from the nail.