FOOD SAFETY & DRUGS CONTROL COMMISSIONERATE, RAJASTHAN

Check List for documents to be submitted for Grant of Manufacturing License – Cosmetics.

1. Application Form COS-5 [COS-6 for Loan License].
2. Receipt of fees challan, if not paid through online portal. Account Head- 0210- 04-800-02-00 Other receipts.

Department Name: Commissionerate, Food Safety and Drug Control Jaipur

Office Name: Commissioner Food Safety & Drug Control.

1. Documents relating to the constitution of the firm viz. partnership-deed, memorandum and articles of association etc.
2. Affidavit/ Declaration of Proprietor/ Partners/ Director(s)/ Managing Director
3. List of all the Partners/ Directors with age & complete postal & residential address.
4. Specific Power of attorney in favour of Authorised Signatory for submitting documents on behalf of the Company on Rs 10/- Non-judicial Stamp paper duly attested by Notary Public.
5. Copy of Approved layout plan of the manufacturing area. Section wise lay-out /blue print of location of plant and machineries (dimensions in metric system), & site plan.
6. Documents related to lawful possession of the premises such as ownership document/ registry papers/ rent or lease documents, rent receipt.
7. Site Master File duly signed.
8. List of Plant and machinery/ equipment (section wise), analytical instruments, apparatus for physico chemical, microbiological , testing along with attested photocopies of their purchase invoices. List of safety equipments.
9. Full particulars of the competent technical staff employed for manufacturing and testing of cosmetics (Manufacturing Chemist & Analytical Chemist ) along with copies of their educational qualification and experience certificates; approval letter as competent staff; Appointment Letters; Id Proof; Registration certificate of Pharmacy Council (if applicable).
10. Affidavit / Declaration of Manufacturing Chemist.
11. Affidavit / Declaration of Analytical Chemist.
12. List of Cosmetics with Product sheets in specified proforma for approval of products along with their composition formula, manner of labelling in triplicate along-with undertaking to be submitted.
13. Documents relating to the ownership of the brand of cosmetic whether it is registered or under trademark, if any.
14. Manufacturing Process description with flow diagrams. In-house specifications, where applicable; method of analysis of products. Copies of BIS where applicable
15. Details of Water System; Water testing reports.
16. Medical examination Certificate of technical staff & employees includes absence of contagious disease.
17. Registration from District Industries Center.
18. Consent to establish & consent to operate from Rajasthan State Pollution Control Board.
19. List of Reference books and literature provided.
20. Specific resolution for commencing Cosmetics Manufacturing activities (if not already included in Memorandum of Association)
21. NOC from Fire Safety Office, and/ or NOC from Controller of Explosives (as applicable) if dealing with explosive / inflammable material.
22. Consent letter from government approved laboratory for sophisticated tests. (If applicable).
23. Self-certificate of compliance of Good Manufacturing Practices (GMP) for manufacture of cosmetics as specified in Form COS-7.
24. Consent letter from principal manufacturing unit in case of loan license on Form COS-9 (Application on Form COS-6).