

## Procedure to obtain Cosmetic Manufacturing License

**License for manufacturing of cosmetics** are issued online at the state portal [sso.rajasthan.gov.in](http://sso.rajasthan.gov.in) as per the provisions of Drugs & Cosmetics Act and Rules. The Licensing Authority for such licenses is the Drugs Controller of the state.

### Step 1

Application for grant of Manufacturing Licence (The unit should be in industrial area).

The applicant has to make application online in the requisite Form COS-5 for licence or in Form COS-6 for loan license and pay necessary fees as given in fee chart under 'Forms & Fees'.

Fee can be paid through the application portal itself or through Government Treasury challan, under Head of Account-

0210- 04-800-02-00 Other receipts

Department Name: Drugs Controller, Rajasthan, Jaipur

Office Name: Asstt. Drugs Controller (NDNP), Jaipur, Rajasthan

On-line application portal: Drug Control Organization (DCO) at [sso.rajasthan.gov.in](http://sso.rajasthan.gov.in)

### Documents to be uploaded along with the application form:

(Aadhar card number with valid mobile number is mandatory)

1. Application Form.
2. Receipt of fees challan, if not paid through online portal
3. Documents relating to the constitution of the firm viz. partnership-deed, memorandum and articles of association etc.
4. Affidavit/ Declaration of Proprietor/ Partners/ Director(s)/ Managing Director
5. List of all the Partners/ Directors with age & complete postal & residential address.
6. 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.
7. 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.
8. Documents related to lawful possession of the premises such as ownership document/ registry papers/ rent or lease documents, rent receipt.
9. Site Master File duly signed.
10. 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.
11. 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 issued by Pharmacy Council (if applicable).
12. Affidavit / Declaration of Manufacturing Chemist.
  13. Affidavit / Declaration of Analytical Chemist.
  
  14. 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.
  15. Documents relating to the ownership of the brand of cosmetic whether it is registered or under trademark, if any.
  16. Manufacturing Process description with flow diagrams. In-house specifications, where applicable; method of analysis of products. Copies of BIS where applicable
  
  17. Details of Water System including Qualification details and Schematic diagram; Water testing reports.
  18. Medical examination Certificate of technical staff & employees includes absence of contagious disease.
  19. Registration from District Industries Center.
  20. Consent to establish & consent to operate from Rajasthan State Pollution Control Board.
  21. List of Reference books and literature provided.
  22. Specific resolution for commencing Cosmetics Manufacturing activities (if not already included in Memorandum of Association)
  23. NOC from Fire Safety Office, and/ or NOC from Controller of Explosives (as applicable) if dealing with explosive / inflammable material.
  24. Consent letter from government approved laboratory for sophisticated tests. (If applicable).
  25. Self-certificate of compliance of Good Manufacturing Practices (GMP) for manufacture of cosmetics as specified in Form COS-7.
  
  26. Consent letter from principal manufacturing unit in case of loan license on Form COS-9 (Application on Form COS-6).

\* For proforma of affidavits, see under 'Downloads'.

## **Step 2**

Scrutiny of application. In case any shortcoming / discrepancy is noted, query shall be raised. Further action shall be taken upon receipt of clarification from the applicant. In case the application is found in order, it will be processed for further action. Site survey of factory may be conducted.

### Step 3

If found satisfactory, it will be forwarded for the next step.

### Step 4

Products Scrutiny. The details of the products applied for shall be scrutinized and if they are found to comply with the norms, the application will be considered for grant of license.

### Step 5

#### Grant of Licence

If all the prescribed conditions are complied with, licence is granted.

### Step 6

#### Verification through inspection

The manufacturing premises will be inspected within thirty days to verify the manufacturing facilities and to verify the information given in self-certificate in Form COS-7. The license shall be considered valid only upon verification in this period.