

UK Cosmetic Portal Guide

V1 – October 2021

This guide only applies for the whipped soap CPSRs as supplied by Stansfield's . It is not appropriate for other products/product types.

Before you start make sure that you have:

- Formulation breakdown
- the name and details of a contact person for the National Poisons Information Service, or Trading Standards, to get in touch with
- who the 'responsible person' is
- An image of the product

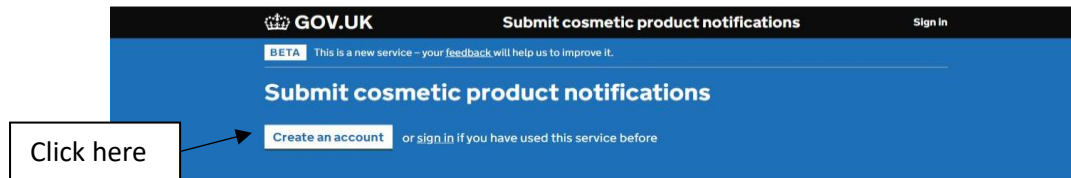
PART 1 - SETUP

1. Create an account

Click on the link below:

<https://submit.cosmetic-product-notifications.service.gov.uk/>

Click the white box on the blue bar.



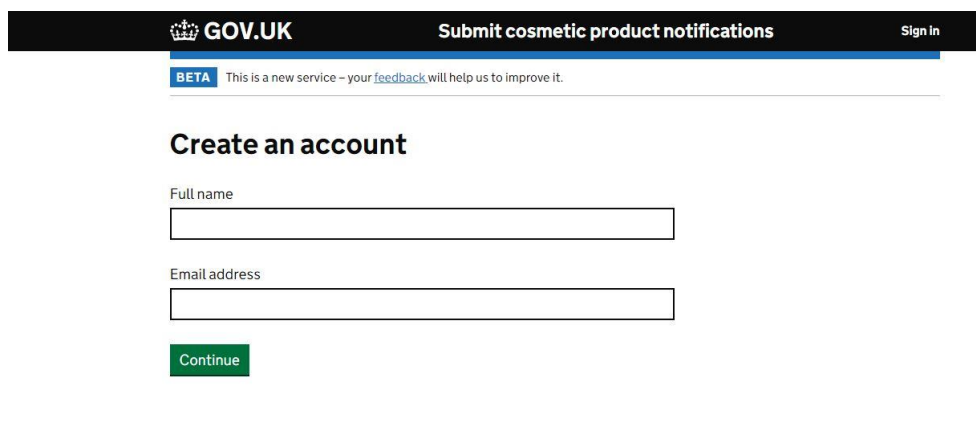
Notify the Office for Product Safety and Standards (OPSS) about cosmetic products available to consumers in Great Britain (GB).

What you need to do

You need to notify OPSS about every cosmetic product available to consumers in GB.

! You may face a fine and a prison term of up to 3 months if you do not notify OPSS about a cosmetic product. This fine could be unlimited in England and Wales or up to £5,000 in Scotland and Northern Ireland.

2. Fill in your full name and email address

A screenshot of the 'Create an account' form on the GOV.UK website. The page has a blue header with the GOV.UK logo, the title 'Submit cosmetic product notifications', and a 'Sign in' link. Below the header is a blue bar with a white box containing the text 'Create an account' and 'or sign in if you have used this service before'. Below the blue bar is a white box with the text 'Create an account'. Below the white box are two input fields: 'Full name' and 'Email address'. Below the input fields is a green button with the text 'Continue'.

Check your email

A message with a confirmation link has been sent to your email address.
Please follow the link to continue.

Click on the link in your email

3. Fill in your mobile number and password

Account security

Mobile number

We'll send you a security code by text message

Password

At least 8 characters

Continue

4. Enter the code that has been sent to you.

Press "I confirm". Then click "Continue" on the next page.

Responsible Person Declaration

I declare that:

- I have permission to submit and share information on behalf of the Responsible Person
- I have read and understood the [terms and conditions](#) and [privacy policy](#) and accept them
- any information I provide is correct and complete to the best of my knowledge
- the Responsible Person will tell the Office for Product Safety and Standards (OPSS) about any change to any of the information on this registration
- I will not share any information from the UK cosmetic product notification database outside my organisation

I confirm

Are you or your organisation a UK Responsible Person?

A Responsible Person may be the manufacturer, importer or distributor of the cosmetic product. They can also be a third party such as a specialist consultancy, as long as they've been given permission by the manufacturer or importer. The Responsible Person can be a company, limited liability partnership (LLP) or an individual. They must be based in the UK.

[Read about the legal obligations of a Responsible Person](#)

Continue

5. Do you have a current UK Cosmetic portal account?

Click "No, I need to create an account".

Does anyone in your organisation have an account to submit cosmetic product notifications in the UK?

This is a different service to the EU Cosmetic product notification portal (CPNP). You will need a new account if you or your organisation have not created an account since Brexit.

- Yes, I or my organisation have an account
- No, I need to create an account

Continue

6. Select the correct option for your business.

Is the UK Responsible Person a business or an individual?

- Limited company or Limited Liability Partnership (LLP)
- Individual or sole trader

Continue

7. Fill in the Responsible Person details.

This must be a physical address that you can accept correspondence from.

UK Responsible Person details

Business name

Address

Building and street

Town or city

County

Postcode

[Continue](#)

8. Fill in the Contact details for the Poison Centre.

A contact person must provide information when the National Poison Information Service or market surveillance authorities (for example, Trading Standards officers) ask for it.

Full name

Email address

Phone number

[Continue](#)

9. Your business is now on the portal. Please proceed to PART 2.

PART 2 – UPLOADING A PRODUCT

1. Click the “Add Cosmetics products” button.

GOV.UK Submit cosmetic product notifications Your account Sign out

BETA This is a new service – your [feedback](#) will help us to improve it.

[Cosmetic products](#) [Nanomaterials](#) [Responsible person](#) [Team members](#) Your Company Name is Here

Your cosmetic products

Your company [redacted] has not submitted any cosmetic product notifications in the UK.

All cosmetic products sold or given away in the UK must be notified in the UK.

To continue to sell or give away cosmetic products that were notified to the European Union (EU) before 1 January 2021, you must submit your product notifications in the UK within 90 days of the UK leaving the EU – that is by 31 March 2021.

You do not have to submit notifications for cosmetic products discontinued before 1 January 2021.

[Add cosmetics products](#) [Click here](#)

| | | |
|------------|----------------|--------------|
| Errors (0) | Incomplete (0) | Notified (0) |
|------------|----------------|--------------|

[Upload errors](#)

2. Click the correct selection for your business.

Has the EU been notified about these products using CPNP?

- Yes
- No

[Continue](#)

3. Click the correct selection for your business.

Are you likely to notify the EU about these products?

Yes

No

Continue

4. Enter your product name as it is sold.

If you update the product name, make sure that you update the portal.

What's the product called?

Include the trade mark or brand, the product line and the specific name of the product as it appears on the packaging. Include the type of product (for example, 'shower gel') unless it's included in the product name.

Product name

For example, 'SkinSoft body fresh with aloe vera, shower gel'.

Continue

5. Enter the formulation/internal reference.

This is useful if you need to search for your products at a later date.

Internal reference

You can use this to identify your products. Only people in your organisation can see this reference.

Do you want to add an internal reference?

Yes

No

Continue

6. Is the product intended to be used on children under 3 years old?

Select "No". Bath bombs are not appropriate for children under the age of 3 years old.

Is the product intended to be used on children under 3 years old?

Yes

No

Continue

7. Multi-item kits

Select “No”.

Multi-item kits

Multi-item kits have items that need to be mixed together or used in a particular order for them to work.

Examples of multi-item kits include:

- hair dye kits
- skin peeling kits
- permanent styling products
- anti-ageing or revitalising kits

Where a set contains separate products that do not need to be mixed together or used in a particular order for the product to work, you'll need to [submit a separate notification for each product](#).

Is the product a multi-item kit?

Yes

No, this is a single product

Continue

8. Upload your image of your product label.

Upload an image/photo of the product label. This needs to be in the file format of PNG, JPG or PDF and will have to be 30MB or less in size.

Upload an image of the product label

You must upload an image of the product label. You can also upload a photo of the product.

The images you provide must be in focus and all packaging text legible. If you are uploading multiple images, you must upload them all at the same time. You can upload up to 10 images. Each file can be up to 30MB and must be a JPG, PNG or PDF.

The product label and a photo of the product help the National Poisons Information Service identify the product.

The images you need to provide depend on the type of product and how it is packaged.

▶ [What images are needed?](#)

Upload a file

No file chosen

9. Is the product available in different shades?

Click yes or no.

Is the product available in different shades?

Yes

No

10. If yes, list the shades the product are available in.

List the shades the product is available in

11. What is the physical form of the product?

Select "Liquid" .

What is the physical form of the product?

- Solid or pressed powder
- Loose powder
- Cream or paste
- Liquid
- Foam
- Spray
- Other

12. What is the product contained in?

Select, "A typical non-pressurised bottle, jar, sachet or other package."

What is the product contained in?



A typical non-pressurised bottle, jar, sachet or other package



A pressurised container, an impregnated sponge, wipe, patch or pad, or is encapsulated

Continue

13. Carcinogenic, mutagenic or reprotoxic substances

Select "No".

Carcinogenic, mutagenic or reprotoxic substances

Carcinogenic, mutagenic or reprotoxic (CMR) substances can cause or promote cancers, cause genetic mutations or damage the reproductive process.

CMR substances are classified into 3 categories:

- 1A – known to be CMRs, based on human studies
- 1B – presumed to be CMRs, based on animal studies
- 2 – suspected to be CMRs, based on some human or animal studies

Does the product contain category 1A or 1B CMR substances?



Yes



No

Continue

14. Nano materials

Select "No".

Nanomaterials

A nanomaterial:

- has one or more external dimensions, or an internal structure, with a size ranging from 1 nm to 100 nm
- is insoluble or biopersistent
- is intentionally manufactured

Does the product contain nanomaterials?

Yes

No

Continue

15. Product category

Choose "Skin products".

What category of cosmetic product is it?

- Skin products
- Hair and scalp products
- Nail and cuticle products
- Oral hygiene products

Continue

Then choose “Skin cleansing products”

What category of skin products is the product?

- Skin care products
- Skin cleansing products
- Body hair removal products
- Bleach for body hair products
- Correction of body odour and/or perspiration
- Shaving and pre- / after- shaving products
- Make-up products
- Perfumes
- Sun and self-tanning products
- Other skin products

Continue

Then select “Bath shower products”

What category of skin cleansing products is the product?

- Soap products
- Bath / shower products
- Make-up remover products
- External Intimate hygiene products
- Other skin cleansing products

Continue

16. Choose how you want to upload the formulation.

We have provided a list of ingredients and their concentration ranges to save you time. To use this select “List ingredients and their concentration range”.

How do you want to give the formulation of the product?

- Choose a predefined frame formulation
- List ingredients and their exact concentration
- List ingredients and their concentration range

Continue

17. What is the pH range

You can select “The minimum pH is 3 or higher, and a maximum pH of 10 or lower”. The pH will be ~5.5.

What is the pH range of the product?

- The minimum pH is 3 or higher, and the maximum pH is 10 or lower
- The minimum pH is lower than 3
- The maximum pH is higher than 10
- It does not have a pH

Continue

18. Summary

You will see a summary of your submission and when you scroll down you will see a green button, if everything is correct click accept and submit. You can save for uploading later, or upload now. You may also press “back” to go back through the process and correct your submission if you need to.

Declaration

By submitting this cosmetic product notification, you confirm that the details you provide are correct to the best of your knowledge.

Accept and submit

The product information is saved in your dashboard as an incomplete notification.

[Save and return to dashboard](#)

If the product contains wrong information, you can delete the incomplete notification.

[Delete incomplete cosmetic product notification](#)

[< Back](#)

Example