Application Form for Certificates of Free Sale for Cosmetics

Please read the ‘Guide to Applications for Certificates of Free Sale’ in conjunction with this application form. These documents are available on the ‘Publications and Forms’ section of [www.hpra.ie](http://www.hpra.ie).

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| Section A: Application details |
| 1. **Date of application:**

     /     /     (Day/Month/Year) |
| 1. **Status of organisation making the application:**

*Refer to* ‘*Guide to Applications for Certificates of Free Sale’ for explanation.*[ ]  Manufacturer *(please fill in section B)*[ ]  Designated responsible person *(please fill in sections B and C)* |
| 1. **Payment details (Payment or evidence of payment must accompany application)**
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| Payment made by:*(Tick one box only)* | Cheque[ ]  | Bank transfer[ ]  | Bank draft[ ]  | Credit on account[ ]  |

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| Section B: Identification of the manufacturer |
| Name: |       | Telephone no: |       |
| Address: |       | Contact name: |       |
| Job title: |       |
| Eircode: |       | Email address: |       |

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| Section C: Identification of the designated responsible person |
| Name: |       | Telephone no: |       |
| Address: |       | Contact name: |       |
| Job title: |       |
| Eircode: |       | Email address: |       |

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| Section D: Service required |
| 1. [ ]  **Standard** (within five working days)

[ ]  **Urgent** (within three working days)  *(Please tick one box only. If no box is ticked, the standard service will be provided.)* Please note that this timeline only starts once all the correct information, documentation and payment have been validated. |
| 1. **Finished certificate type:**

Certificates can be requested as either a printed version or an electronic pdf file. Please tick relevant box.[ ]  Printed[ ]  Electronic |
| **For printed certificates only:** |
| 1. **Number of copies required:**

Four copies of the certificate will be supplied on each request at no additional cost. Additional copies are also available. Please refer to the ‘Fee Application Form’, available on the ‘Publications and Forms’ section of [www.hpra.ie](http://www.hpra.ie) for current cost of certificates. |
| 1. **Standard mail will be used for delivery of all printed certificates of free sale.**

However, you may organise a courier at your own expense for more urgent receipt of certificates of free sale. Please tick this box if you are organising a courier. Otherwise, standard mail will be used. [ ]  *(Tick if applicable.)* |

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| Section E: Certificate details |
| **First time requesting a CFS?***(Tick one box only)* | YesNo | [ ] Then provide a) and b) where appropriate.[ ] No additional information. |
| 1. On the first certificate request, please attach the company declaration indicating the name and address of the manufacturer or designated responsible person as applicable as per the Organisation Declaration Letter in Appendix 1 to the ‘Guide to applications for Certificates of Free Sale for Cosmetics’ (AUT-G0051) available on the HPRA website. This document must be notarised by a notary public located in Ireland.
2. On the first certificate request, please attach a copy of the company’s registration certificate, issued by the Companies Registration Office.
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| **Importing countries:**Please list the countries for which this certificate of free sale is intended:      Please note that certificates of free sale are intended for exportation purposes in third countries only (outside of the EU and EEA) and should only list the countries for which the certificate is intended.**Declaration of non-inclusion of material of animal origin:**If you require the following statement on your certificate of free sale, please confirm you are in compliance with this statement by ticking the check box. [ ] *‘The manufacturer/responsible person has declared that the products in the attached schedule do not contain ingredients derived from bovine, ovine or caprine tissues and fluids.’* |

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| Section F: Cosmetic product details |
| List of cosmetic products to be included on the certificate of free sale – to be attached in an Excel spreadsheet. See section 5.6 of the ‘Guide to Applications for Certificates of Free Sale for Cosmetics’ for further guidance. |

**Note: Certificates of free sale are provided in the English language only at this point in time.**

Send to:

Compliance Department

Health Products Regulatory Authority

Earlsfort Centre

Earlsfort Terrace

Dublin 2.

Tel: + 353 1 676 4971

Fax: + 353 1 676 7836

Email: exportcerts@hpra.ie