

INCI Application – Complete Instructions

One trade name per application may be submitted for an INCI name assignment. All required fields on the application must be filled in. Additional information may be submitted as an attachment in one of the following formats: *Microsoft Word, Microsoft Excel, WordPerfect, Quattro Pro, pdf or rtf*. Maximum file size per attachment is 8 MB. Applications may be saved in progress; however, after an application is submitted, changes may not be made. Non-refundable payment by credit card of \$250 per application is made upon submission.

The first screen in the application process instructs the applicant to select a category for their ingredient (listed below). To print or view a pdf of the various applications by category, click on the links:

- Biotechnology
- Botanicals
- Ferments
- General Chemistry
- Minerals/Inorganics
- Polymers/Silicones

Each category corresponds to a specific application which contains required fields about the ingredient's identity and composition. Details about these fields are described as follows:

Trade Name – A trade name or commercial name for the ingredient should be provided. Applicants that do not want their trade name or company name published should check “no” at the end of the application where it states: “Do you want this trade name published in the *International Cosmetic Ingredient Dictionary* and supplier company name published in the Council's *International Buyers' Guide*?”

Suggested Nomenclature – Applicants may recommend an INCI name. Suggested names should be based on **INCI Conventions**. If you are submitting an ingredient that is similar to an existing INCI name, or relates to a trade name previously submitted by your company, be sure to provide this information.

Chemical Structure – Where applicable, structures may be submitted as attachments to the application. Descriptions for R groupings, (e.g., alkyl groups), or repeating units (e.g., moles ethylene oxide or propylene oxide) must be provided.

Empirical Formula – Provide where applicable.

CAS Number – Provide if available. CAS Numbers are provided by the Chemical Abstracts Service and are unique numerical identifiers of chemical substances.

EINECS/EC/ELINCS – Provide if available. EINECS/EC/ELINCS refer to unique identification numbers for chemical substances regulated in Europe (<http://echa.europa.eu/>).

Chemical Synonyms – Provide related chemical, technical or common names.

Composition Statement – If the final product is a blended mixture, identify the components in an organized list in descending order of predominance. Indicate approximate percentages of each component when possible. If the product is not a mixture, this field may be used to provide additional compositional information.

Manufacturing Method – A detailed, step-by-step manufacturing method must be provided, including complete identification of all starting materials. Please do not provide patents in place of a detailed method, or a definition similar to what is published in the Int’l Cosmetic Ingredient Dictionary. Specific instructions for what is needed in this field are included on the respective applications for each category. Reaction schemes, flow charts or process diagrams are very helpful and may be added as an attachment. Preservatives used to protect the raw material are not typically included in the INCI name unless requested by the applicant. *Note, proprietary information cannot be accepted. If your application is marked “confidential”, it will be returned.*

Solvents or Diluents – List the name and relative percentage of any solvents or diluents present in the raw material as it is sold for use in finished products.

Botanicals – For this category, applicants must provide the genus, species and plant part for each botanical material in the product, and manufacturing information. If specific component(s) is isolated, the manufacturing information should clearly describe the isolation technique, the relative % purity of the isolated fraction based on dry weight, the chemical identity of the fraction and method used to characterize its identity and purity. If the product is a blend of several plant materials, applicants should attach an Excel spread sheet which identifies for each plant source: the name of the genus in column 1, species in column 2 and plant part in column 3. If more than one plant part is used for a given genus/species, list each part separated by a comma; state “whole” where entire plant is used, e.g.:

Genus	Species	Plant Part
Daucus	sativa	Root
Pyrus	malus	seed, peel
Camellia	sinensis	Leaf
Glycine	soja	Whole

Animal-Derived Ingredients –For this category, applicants must include the identity of the animal and its genus/species, part of animal material is derived from, and step-by-step details for manufacturing method. If a specific component is isolated, the % purity of the isolated fraction based on dry weight must be provided, its chemical identity and method used to characterize the identity and purity.

Minerals and Inorganics – Mineral composition information must be provided, along with manufacturing details. For mined materials, describe mining process and particle size of final product. Attach X-ray diffraction pattern of product, synthesized and natural, in addition to a Bureau Standard.

Polymers - The manufacturing details must list all starting monomers, all cross-linking agents, and a reaction scheme that describes step-wise process. For monomers that are alkoxyated, the degree of alkoxylation must be indicated (moles EO, PO, etc.) The degree of polymerization of any polyether must be provided. All R groups, (e.g., alkyl groups) must be disclosed.

Ferments – Complete step-by-step details of the fermentation method should be provided in addition to a description of any downstream processing. Products that are derived by spontaneous fermentation, or co-fermentation, should be specified. The identity of the genus of all microorganisms must be provided; genus and species must be provided for pathogenic organisms. If more than three plant materials are used in the fermentation process, applicants should attach an Excel spread sheet which

identifies the genus of the microorganism in column 1; and for each plant source the genus in column 2, species in column 3, and plant part in column 4. An additional column can be added to include other materials added to the fermentation tank, e.g., honey:

Microorganism	Genus	Species	Plant Part	Other
Lactobacillus	Oryza	sativa	Whole	honey
Saccharomyces	Rosmarinus	officinalis	Leaf	royal jelly
	Phyllostachis	bambusoides	Rhizome	
	Pyrus	malus	fruit, peel, seed	

Biotech Ingredients – Complete step-by-step manufacturing details must be provided. For ingredients derived by plant tissue culture, process details are very important; clearly indicate when a callus is isolated, and if the culture media is removed from the final preparation. For peptides, identify if the protein originates from a gene directly isolated from a human cell; or if it is a chemically synthesized copy of a human gene or gene fragment produced in a gene synthesizer. If the peptide is derived from other organisms, provide the common name and genus/species for the organism. Provide the protein name and reference number; identify the total number of amino acids in the peptide; and attach a word document with complete amino acid sequence by single letter designation. If the peptide is a fusion peptide, provide the sequence for each fragment along with each corresponding protein name and protein reference numbers. Provide % purity of the final protein and purification method. If the final product is a blended mixture, identify the components in an organized list in descending order of predominance. Indicate approximate percentages of each component when possible.

Important reminders:

During the application process, responses to requests for additional information should be handled promptly. The information should be provided in the Comments Box of the application. You may submit an attachment with the information, but please indicate in the Comments Box that the requested information has been provided as an attachment. Your application may inadvertently be delayed if this procedure is not followed.

Applicants will be electronically notified of the INCI name assignment. To facilitate the assignment process, please refrain from contacting the Council Science Department to inquire about application status; every effort is made to process applications as quickly as possible.

The INC reviews INCI names, both newly-assigned names and established names, on a continual basis. Occasionally, revisions to INCI names must be made. Suppliers are promptly notified of name-changes.