

INCI Frequently Asked Questions

Q: What is an INCI name?

A: An INCI name is a systematic name coined by the International Nomenclature Committee to describe a cosmetic ingredient.

Q: Why do I need an INCI name?

A: INCI names are recognized around the world to identify cosmetic ingredients, and are referenced by regulation for product labeling in many countries.

Q: How do I apply for an INCI name?

A: File an electronic [INCI Application](#).

Q: Can the application be mailed or faxed?

A: No. The application is only available electronically.

Q: When should I apply for an INCI name?

A: It is advisable to apply at least 6 months before product launch.

Q: If an INCI name exists for my product, do I need to still apply?

A: Established INCI names are publicly available; the suitability of an existing INCI name to describe a raw material is a business decision that ultimately must be made by the finished product manufacturer.

Q: How do I find out if my product already has an INCI name?

A: INCI names are published in the *International Cosmetic Ingredient Dictionary and Handbook*. The Dictionary is available from the Personal Care Products Council's [e-bookstore](#). There is also a web based Dictionary or [wINCI](#).

Q: How do I apply for an INCI name change?

A: There is no application for a name change. Requests may be sent via email. Click here for [INCI Name Change Procedures](#).

Q: How much does it cost to get an INCI name?

A: The fee is \$250.00 per application.

Q: Will I get an invoice or receipt for my application(s)?

A: We do not issue invoices for INCI applications. The confirmation you receive after you have submitted your application(s) with the Transaction ID, is your receipt.

Q: How long does it take to get an INCI name?

The approximate time frame is 3-6 months. Click here for details: [INCI Application – Name Assignment Timetable](#).

Q: Is there a fee for an INCI name change?

A: There is no fee to request a revision in an INCI name. Click here for more details: [INCI Name Change Procedures](#).

Q: Can I submit more than one trade name for an INCI name?

A: There is no limit to the number of trade names that may be submitted. However, only one trade name may be submitted per application.

Q: What do I do if I don't have a trade name?

A: You may indicate N/A on the application if you do not have a trade name.

Q: What do I do if I don't want my trade name published?

A: There is a field on the application that asks for this information. Select "no" if you do not want to have your trade name or company name published.

Q: Can I save my application and return to it before submitting?

A: Yes. Select the "save" icon on the application. Remember your credentials and application number to re-enter the site.

Q: How do I change a trade name?

A: Trade name changes do not require an application or a fee. Trade name changes may be sent to Carmela Wingfield: wingfieldc@personalcarecouncil.org.

Q: How do I revise my address listing?

A: Changes to address listings may be sent to Carmela Wingfield, wingfieldc@personalcarecouncil.org.

Q: Can I make changes to my application?

A: Once the application has been submitted, it cannot be changed. If additional information is requested, the application is re-opened and you additional information can be provided in the Comments Box.

Q: What do I do if I have a technical problem with the INCI application site?

A: Contact Donna Koterba, koterbad@personalcarecouncil.org, or Carmela Wingfield, wingfieldc@personalcarecouncil.org.

Q: How do I find out about my INCI name assignment?

A: After the application has been reviewed by the INC, an email notification will be sent to the address on the application via the application site.

Q: How do I request to have a CAS number added?

A: Send an email request and attach the CAS printout for verification.

Q: How do I request to have a function added to an INCI monograph?

A: Send an email request describing the additional ingredient function.

Q: How do I add a product category?

A: Reported product categories are derived from FDA's data base for the Voluntary Cosmetic Registration Program (VCRP) on an annual basis. If the ingredient is reported in a cosmetic product

through the VCRP, it will automatically be updated in our data base. For further about the VCRP, go to the tab for Cosmetics at www.FDA.gov.

Q: What if I have two products with identical compositions, but different trade names, can they be listed on the same application?

A: No, only one trade name may be listed on an application. Only those trade names that go through the application process will be published in the Dictionary.

Q: What is the INCI number?

A: The INCI number refers to the monograph ID number that is associated with the INCI name. The monograph ID number is a place holder in the data base and is not intended to be included with the INCI name for product labeling. This number is not the same as a CAS number.

Q: How do I get a CAS number?

A: CAS numbers are provided by the [Chemical Abstracts Service](#).

Q: If my product has an INCI name, does that mean it has been approved?

A: No. INCI names do not imply that an ingredient has been approved for use, or that an ingredient is safe. INCI names provide the systematic name for the identification of a cosmetic ingredient. For further information, see [Regulatory Information](#).

Q: Who is the INC?

A: The INC stands for the [International Cosmetic Ingredient Nomenclature Committee](#).

Q: My INCI name was recently revised, but in the archive area of the INCI application system the former INCI name still appears. Is this correct?

A: The archive area of the INCI application system does not get updated with changes to trade names or INCI name assignments. Once the name is assigned and the application is closed, changes to trade names or INCI names are made in the Council's internal data base for managing INCI data, and reflected in the online data bases, *wINCI* and the *INFOBASE*.

Q: Why can't I see my old application when I log onto the INCI site?

A: Please be advised that the archive section is no longer available to users. Therefore, if you have applications that have already been assigned and moved to archive, you will not be able to access them.