

## INCI Application - Name Assignment Timetable

The International Nomenclature Committee (INC) meets approximately **5 times per year**, generally during the months of February, April, June, September and November. Files are compiled in chronological order and distributed to the INC **6 weeks prior** to the scheduled meeting date.

Applicants are notified of the INCI name assignment via email generated from the INCI Application Website. The email is typically sent **one month after the scheduled INC meeting date**. The average amount of time to receive an INCI name assignment is about **3 months** after an application has been submitted, providing there is no need for further information after INC review.

It is not unusual for an application to take **6 months** for completion, depending on the number of applications received, date of submission with respect to the scheduled INC meeting, and clarity of compositional and manufacturing details provided on the application. To facilitate the assignment process, applicants should provide all requested information on the application, and respond promptly to any inquiries posted about the application that are sent via email through the application site. Additionally, to further facilitate the process responses to inquiries should be posted in the “comments box” of the application and not sent to Council staff.

Please note that Council staff resources are limited and therefore it is helpful if emails requesting application status are curtailed. Notification is provided throughout the process via the INCI application site, and every effort is made internally to process applications in an efficient manner. Your cooperation is appreciated.