INCI Name Application-Form TN Instructions

Use Form TN to request an INCI name for a trade name ingredient. International Nomenclature Cosmetic Ingredient (INCI) Names were formerly known as CTFA Adopted Names. INCI names are published in the International Cosmetic Ingredient Dictionary and Handbook and are the names recognized for ingredient labeling purposes in the United States, the European Union, and many other countries.

INCI Name Assignment

International Nomenclature Cosmetic Ingredient (INCI) names may be assigned only by the Personal Care Products Council’s International Nomenclature Committee (INC).

Requests for assignment of an INCI name must be submitted to the Personal Care Products Council on Form TN. After a preliminary review by the Personal Care Products Council, the Form TN is reviewed by the INC, and an INCI name is assigned.

Information sources are searched for details on the ingredient, and all available information is compiled into a monograph, awaiting the publication of the next edition of the Dictionary. INCI names are assigned to ingredients based on their chemical structure and composition. Because name assignments are based on written information provided by the supplier or manufacturer of the ingredient, it is the supplier’s responsibility to ensure that the information submitted is complete and accurate.

To ensure the accuracy of name assignments and cross references in the Dictionary, the Personal Care Products Council annually sends each supplier or manufacturer a report of their materials to be listed in future editions. It is the responsibility of each firm to inform the Personal Care Products Council of any changes in their trade names and contact information.

Companies wishing to change an INCI name must send a written request to the International Nomenclature Committee. Such requests must include information supporting the request, including the rationale for the change, alternate nomenclature, and information on the structure or composition of the material, including analytical data, if applicable, to justify the change.

The INC also reserves the right to amend or delete names from the Dictionary when such actions are deemed necessary for technical accuracy or other reasons.

The International Nomenclature Committee meets 6 times annually to review submissions. The applicant will be informed of each name assignment, or if insufficient information is submitted, will be requested to provide additional information. Delays may be avoided by carefully following the instructions and providing the required information. INCI Name Application not properly completed according to instructions will be returned.

GENERAL INSTRUCTIONS

1. Review Instructions before filling out form.
2. Use a separate form for each ingredient. Upon submission of each form, you will receive a file tracking number.
3. It is necessary to fill out ALL required fields.
4. Structural formulas may be hand drawn and included as an attachment to your file.
5. Firms are encouraged to send pertinent supplemental information, such as manufacturing method
details and product composition for review by the committee.
6. **Do not provide proprietary information.** Such information may not be required for the assignment
of an INCI name.
7. Mailed copies of forms will subject to an additional $100 (U.S.) handling charge. Include the INCI
Application Payment form with your application and payment.

**International Nomenclature Submission Form Instructions**

**TRADE NAME** -- A trade name for the ingredient must be provided. This name should differ from
your suggested name, or a currently established INCI name.

**SUGGESTED NOMENCLATURE** -- In general, the suggested name should follow the Nomenclature
Conventions set out in the current edition of the *International Cosmetic Ingredient Dictionary and
Handbook*, and in the *European Inventory of Cosmetic Ingredients*. Please review Nomenclature
Conventions before filling out this section. [Click here to review INCI Nomenclature Conventions
Document.](http://inci.personalcarecouncil.org/help.html)

**CHEMICAL STRUCTURE** -- Provide the chemical structure for the ingredient if applicable. It is
understood that the chemical structure for ingredients that are derived from natural or synthetic
processes are often mixtures.

Provide the **chain lengths for alkyl groups**, monomeric units of polymers, and any other data necessary
to represent the structure in a manner that is technically accurate and not misleading. Refer to the
Monograph Section of the *International Cosmetic Ingredient Dictionary and Handbook* for examples of
how similar materials are represented.

**EMPIRICAL FORMULA** -- Provide the empirical formula for the ingredient if applicable. For example, $C_{16}H_{33}NO_2$.

**CAS NUMBER** -- Chemical Abstracts Service Number. If applicable, list the CAS number of the
ingredient. Do not list the CAS numbers of the starting materials.

**EINECS/ELINCS NUMBER** -- European Inventory of Existing Chemical Substances/European List of
Notified Chemical Substances.

**CHEMICAL SYNONYMS** -- Provide the common, usual, chemical, and technical names for the
ingredient.

**COMPOSITION STATEMENT** -- Briefly describe the chemical composition of the material in
chemical or other descriptive terms. This section may be left blank when the material has a chemical
structure and empirical formula listed.

If the material is a compounded mixture, (i.e., a blend or prepared mixture of ingredients), list
each component of the mixture in descending order of concentration by weight. The components of
the mixture must be identified by INCI names, if available, otherwise by common, usual, chemical or
other technical name. **Do not use trade names.**

Trace level components, preservatives, and antioxidants preserving the raw material need not be
identified if not intended to have a technical or functional effect in the finished product.
Botanicals (Plant-Derived Ingredients) - For ingredients derived from a botanical source provide:

1. Common name of plant.
2. Plant part from which the material is derived.
3. Latin binomial (genus and species) of the plant.
4. Type of preparation, eg, extract, juice, oil, wax, gum, resin. For extracts, please include the extracting solvent.
5. Any solvents or diluents present in the material as sold for use in a finished product.
6. For specific compounds isolated from a botanical source, method of isolation must be provided along with % of purity of the isolated compounds.

Animal-Derived Ingredients - For ingredients derived from an animal source, provide the following in the composition statement:

1. Name of the animal
2. Organ or part from which the material is derived
3. Process by which the material is obtained from its source*
4. Any solvents or diluents present in the material as sold for use in a finished product.

*Isolation of a specific compound must be verified by analytical evidence attached to form.

Materials Derived from Natural Sources (other than botanicals), e.g., Clays, Minerals, etc.

1. Identify the source of materials.
2. Provide specific geographical location.
3. Provide documentation with appropriate references in mineralogy texts or similar technical references.

MANUFACTURING METHOD -- Briefly describe the method by which the ingredient is synthesized or derived from its source. Identify the starting materials and their respective sources, including the alkyl chain lengths. Chemical equations or processing steps are acceptable. Exact details of manufacture are not required. For ingredients derived from natural sources, corroborating information on composition is required.

SOLVENTS & DILUENTS -- List the name and quantity of any solvents or diluents, including alcohol and water, in descending order of concentration. List only solvents and diluents present in the raw material as it is sold for use in finished cosmetic products.

For More Information You May Contact:

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