

Flow chart:

Item	Procedure	Responsible type	Time	Assessment	Remark
1	Apply	Companies	-	Support document FDD requested	
2	Check before incoming	Cosmetic Unit	3-5 mn	Check document	
3	Get stamp document	FDD reception	3 mn	Record income documents	
4	Transfer document	Chief of Division	1 hour	Transfer to the technical staff	
5	Evaluation	Cosmetic Unit	8 days	1. Evaluate and record 2. Draft certificate 3. Draft Disapproval Letter ¹	¹ Reject in case not consist conditions
6	Consider	Chief of Division	2 days	Assessment Comments	² Reject in case not consist conditions sent back to technical staff
7	Decision	Director General	2 days	Assessment Comments and signature ³	³ Reject in case not consist conditions sent back to Chief of Division
8	Issue the number of certificate	FDD Reception	1 hour	Stamp and issue the numbers of certificate	
9	Deliver the original copy certificate	Cosmetic Unit	-	1. Keep original copy to file and take the fee receipt 2. Disapproval Letter	1. 150,000 kip/ Product notification 2. Reject product notification