

Montaji Pre-Submission Audit Checklist

Executive Operational Risk Context: Over 65% of first-time Montaji application rejections or technical inquiries stem from incomplete documentation, non-accredited laboratory reports, or non-compliant bilingual artwork. This pre-submission audit tool is designed for importers, regulatory officers, and compliance managers to verify dossier completeness prior to portal submission, eliminating avoidable delays and port demurrage at Jebel Ali.

SECTION A: Technical Dossier & Laboratory Testing Audit

MANDATORY FILES

Status	Document / Requirement	Compliance Standard & Verification Criteria
[]	Certificate of Analysis (CoA) Batch-specific chemical test	Must be issued by an ISO/IEC 17025 accredited laboratory or Dubai Central Laboratory (DCL). Testing parameters must match product type (e.g., heavy metals, preservatives, stability, microbiological limits). Generic or unaccredited lab reports will trigger immediate rejection.
[]	Ingredient Declaration (INCI) Full composition list	Listed in descending order by percentage weight using standard INCI nomenclature for cosmetics/personal care. Must explicitly list active ingredients, fragrance allergens, and preservatives. Percentages must align exactly with the CoA.
[]	Free Sale Certificate (FSC) Origin authorization	Issued by a competent government authority in the country of origin (e.g., FDA, health ministry, or chamber of commerce). Must explicitly state that the product is freely sold in the manufacturing country. Legalized/authenticated if requested.
[]	GMP Certificate Good Manufacturing Practice	ISO 22716 standard certification for cosmetics/personal care, or equivalent manufacturing safety standard. Certificate must be active and valid at the time of submission.
[]	Safety Data Sheet (SDS / MSDS) Chemical & biocide safety	Mandatory for detergents, household cleaners, disinfectants, and biocides. Must follow 16-section GHS format, dated within the last 3 years, specifying toxicity and handling guidance.
[]	IFRA / Halal Certificates Fragrances & Specific Claims	IFRA Certificate of Conformity required for fragranced items. Halal accreditation certificate from a recognized body required if Halal claims appear on packaging.

SECTION B: Bilingual Labelling & Artwork Audit

GSO & DUBAI RULES

Status	Label Element	Mandatory Physical Labelling Rules
[]	Bilingual Product Identity Arabic + English text	Product name, brand name, and core function/use instructions must appear in clear, legible Arabic and English . Machine translations with grammatical errors are rejected.
[]	Origin & Manufacturer Info Commercial traceability	"Made in [Country]" must be explicitly stated in Arabic/English. Must include name and address of manufacturer or local UAE distributor/importer.
[]	Metric Net Content & Batch Volume and lot number	Net volume/weight expressed in metric units (ml, g, kg). Batch or Lot number physically printed or stamped on primary container and secondary packaging.
[]	Dates & Storage Conditions Expiry / PAO mark	Production and Expiry dates (MM/YY or DD/MM/YY) or Period After Opening (PAO symbol, e.g., 12M). Specific storage warnings (e.g., "Store below 25°C") in Arabic.

Free-Zone Over-Stickering Protocol: Products arriving at Jebel Ali Free Zone (JAFZA) with foreign packaging must apply approved, non-removable Arabic over-stickers prior to mainland entry. Over-stickers must contain: Product Name, Importer Details, Country of Origin, Batch Number, and Safety Warnings. Obscuring original barcodes or mandatory warnings will result in customs rejection.

SECTION C: Corporate & Applicant Prerequisites Audit

COMMERCIAL LICENSE

Status	Prerequisite Item	Operational Requirements
[]	Trade Licence Activity Code DET / DED Mainland Licence	The applying UAE entity must hold an active commercial licence with specific trading activities matching the product category (e.g., "Cosmetics & Toiletries Trading", "Detergents Trading").
[]	Free-Zone Entity Workaround Letter of Authorization (LOA)	Free-zone entities (JAFZA, DAFZA, IFZA) cannot register directly on Montaji. They must submit an official LOA appointing a Mainland Local Applicant or authorized distributor to hold the registration.
[]	Customs Importer Code Dubai Customs Integration	Active Dubai Customs Importer Code linked to the mainland trade licence to ensure seamless linking of Montaji CPRE certificates upon declaration.

 SECTION D: Top 7 Immediate Rejection Triggers (Red Flags)

- 1. Wrong Gateway Submission:** Submitting edible food items to Montaji instead of ZAD/FIRS portal.
- 2. Banned / Prohibited Ingredients:** Formulas containing prohibited substances under GSO cosmetic standards (e.g., Hydroquinone > threshold, forbidden colorants).
- 3. Missing Arabic Text:** Submitting artwork lacking mandatory physical Arabic translations on safety instructions or product identity.
- 4. Unaccredited Testing Reports:** CoAs issued by non-ISO 17025 certified labs or reports lacking batch numbers.
- 5. Medicinal Claims:** Cosmetic labels making medical treatment or cure claims (e.g., "Cures Eczema", "Eliminates Psoriasis").
- 6. Expired FSC / GMP:** Attaching Free Sale or GMP certificates that have passed their validity period.
- 7. Direct Free-Zone Application:** Free-zone companies filing without a Mainland applicant or LOA setup.

Pre-Submission Audit Sign-Off Record

PRODUCT NAME & SKU CODE [Enter Product Name / SKU]	BATCH / LOT NUMBER AUDITED [Enter Batch #]	AUDITOR / QUALITY MANAGER NAME [Enter Auditor Name]
AUDIT STATUS [] PASSED — Ready for Portal Upload	AUDIT DATE [DD / MM / YYYY]	SIGNATURE / APPROVAL STAMP <i>Signed Electronically</i>

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