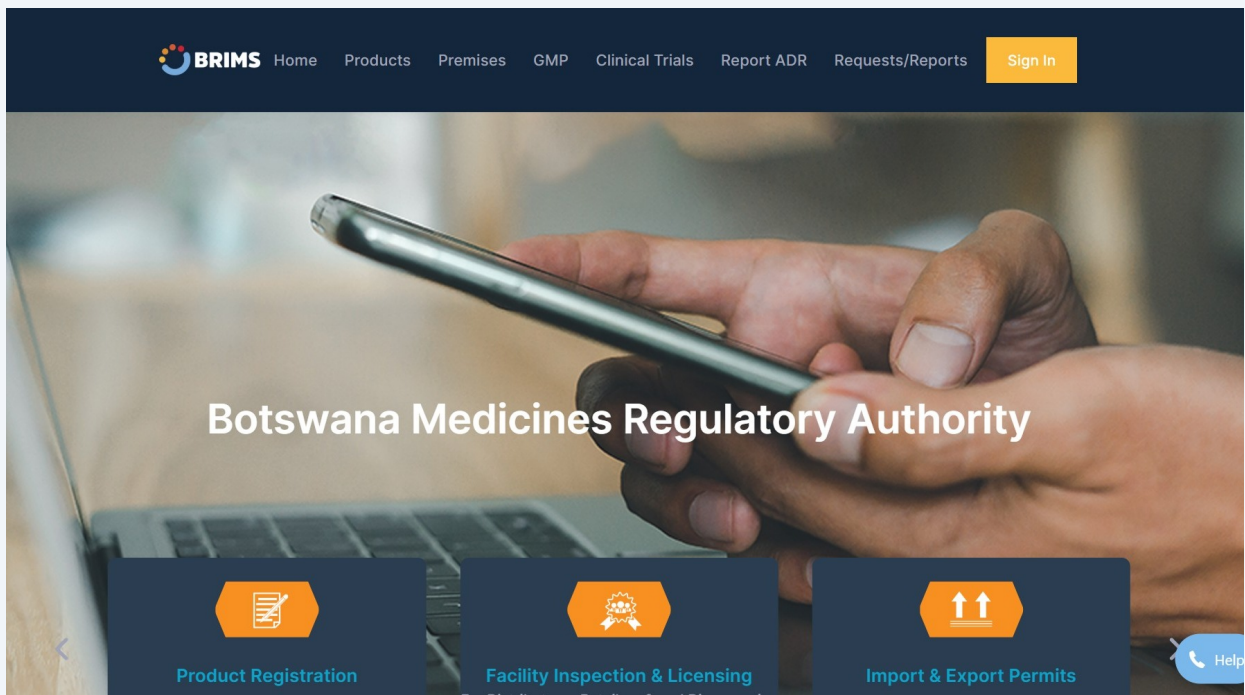


Listing a Cosmetic Product on BRIMS

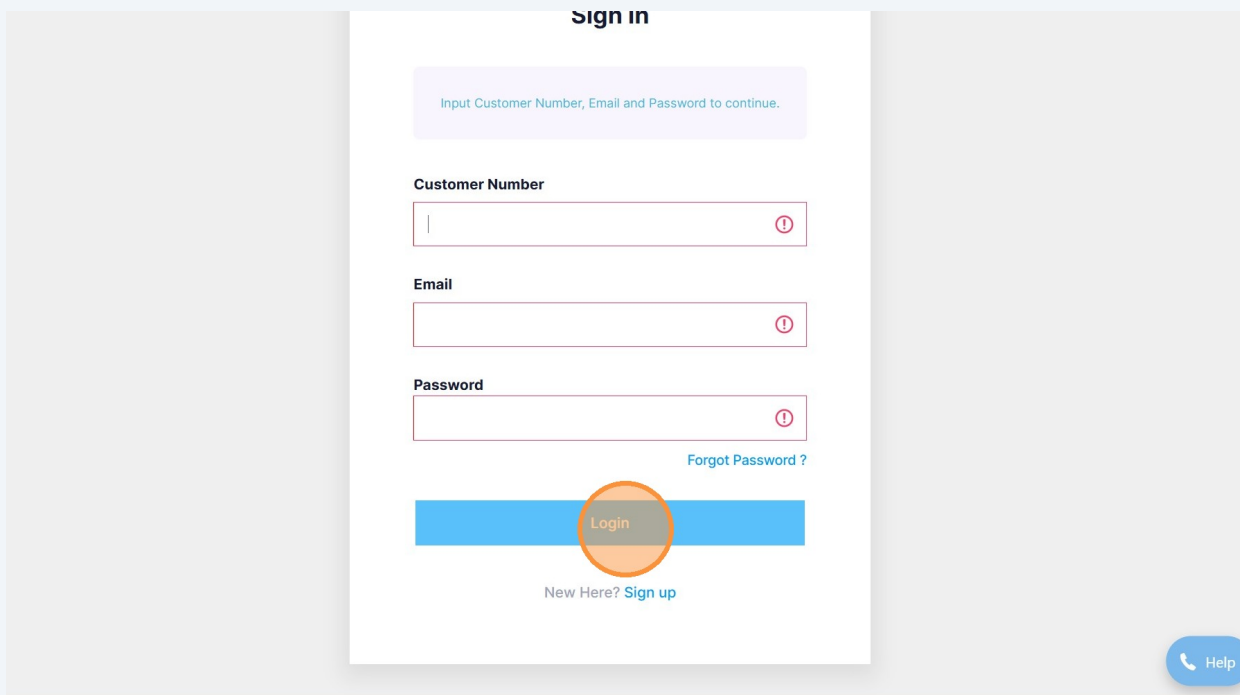
1 Navigate to <https://brims.bomra.co.bw/#/public/login>



2 Click "Sign In"



3 Fill in the details and click "Login"



4 If you don't have an account click "Sign up"

Sign in

Input Customer Number, Email and Password to continue.

Customer Number

Customer Number is required

Email

Password

[Forgot Password ?](#)

[Login](#)

[New Here ? Sign up](#)

[Help](#)

5 Fill in the details for your account

Account Guidelines

- All the information must be filled for account Registration and issuance of Customer Number.

ACCOUNT INFORMATION

Account Type Select Account Type	Email Address Email Address	Name Trader Name
Country Select Country	District Select...	Town/Region/City(Optional) Select District
Postal Address Postal Address	Telephone No Telephone No	Mobile No Mobile No
Contact Person Contact Person	Contact Person Email Contact Person Email	Contact Person Telephone Contact Person Telephone
Physical Address Physical Address		

[← Back to Login](#) [Submit Account Registration Details](#)

6 After filling in all the details click 'Submit Account Registration Details' button.

Account Guidelines
All the information must be filled for account registration and issuance of Customer Number.

ACCOUNT INFORMATION

Account Type * Select Account Type Company Account Individual Account	Email Address Email Address	Name * Trader Name
Postal Address Postal Address	District Select...	Town/Region/City(Optional) Select District
Contact Person Contact Person	Telephone No Telephone No	Mobile No Mobile No
Physical Address Physical Address	Contact Person Email Contact Person Email	Contact Person Telephone Contact Person Telephone

[← Back to Login](#) [Submit Account Registration Details](#)

[Help](#)

7 After signing up fill in the details sent to your email and click Login

Sign In

Input Customer Number, Email and Password to continue.

Customer Number
93050 ✓

Email
tmosala@bomra.co.bw ✓

Password
..... ✓

[Forgot Password ?](#)

[Login](#)

New Here? [Sign up](#)

[Help](#)

8

You will be directed to a dashboard after successful login. Click "Product Registration Applications"

Home / - / Dashboards

BRIMS

- Dashboard
- Batch Invoice Management
- Product Registration Applications**
- Retention Invoices
- Inspections & Licensing
- GMP & Pharmaceutical Licenses
- Import & Export Permits
- Research Applications

DRAFT APPLICATION(S)
13
View DRAFT Application(s)

ON GOING APPLICATION(S)
0
View on Going Application(s)

INVOICED PENDING PAYMENT
0
View Approved Application(s)

Latest Notifications

Application No	Message	Sent on
No data		

9

Click "Product Registration Processes"

Home / - / Dashboards

BRIMS

- Dashboard
- Batch Invoice Management
- Product Registration Applications
- Product Registration Processes**
- Medical Devices Classification Tool
- Local Technical Representative Application
- Retention Invoices
- Inspections & Licensing

DRAFT APPLICATION(S)
13
View DRAFT Application(s)

ON GOING APPLICATION(S)
0
View on Going Application(s)

INVOICED PENDING PAYMENT
0
View Approved Application(s)

Latest Notifications

Application No	Message	Sent on
No data		

10 Click "Cosmetics Listings"

The dashboard features four status cards at the top: DRAFT APPLICATION(S) (12), ON GOING APPLICATION(S) (7), APPROVED APPLICATION (3), and REJECTED APPLICATION (0). Below these are several navigation buttons, including 'Cosmetics Listings', which is circled in orange. The interface also includes filter dropdowns for Application Type, Product Type/Category, and Status, along with a search bar and a table of application records.

Actions	Other Actions	Tracking no	Reference no	Applicant name	Section	Brand name
Preview Certificate	Action	MRA/EX/9/10/23/ 0019		TMOSALA	Complementary Medicines	Metitelo

11 Select here.

The screenshot shows the 'Product Registration & Evaluation Application Process' flow. The breadcrumb trail is 'Home / - / Dashboard / - / Product Application Selection'. The 'Select Product Category/Type' dropdown is open, with 'Cosmetics' selected and highlighted by an orange circle. Below this is a 'Product Registration Applications Guidelines/Definations' section with a search bar and a 'Download G' button.

12 Select here.

Request Support 93050 - TMO

Product Registration & Evaluation Application Process

Dashboard / - / Product Application Selection

Select Product Category/Type
 Cosmetics

Select Product Classification Category
Cosmetics

Back to Product Dashboard Start Product Application

Product Registration Applications Guidelines/Definations

Application type ↑ Download Guidelines Search...

No data

13 Click "Start Product Application"

Request Support 93050 - TMOSALA

Product Registration & Evaluation Application Process

Dashboard / - / Product Application Selection

Select Product Category/Type
Cosmetics

Select Product Classification Category
 Cosmetics

Back to Product Dashboard Start Product Application

Product Registration Applications Guidelines/Definations

Application type ↑ Download Guidelines Search...

No data

14 Your account details will be auto-populated, click "Next"

The screenshot shows a registration form with a progress bar at the top. The progress bar has five steps: 1. APPLICANT INFO., 2. APPLICATION DETAILS, 3. PRODUCT INFORMATION, 4. DOCUMENTS, and 5. SUBMISSION. The first step is highlighted with a green circle. Below the progress bar, there are several input fields: Email Address (tmosala@bomra.co.bw), Country (Select Country), City, District(Optional) (Select District), Postal Address (P. O. Box 2089 Gaborone), and Mobile No (71356705). There is also a field for Address (2 IFP Gaborone). A green 'Next' button is highlighted with an orange circle. A 'Help' button is visible in the bottom right corner.

15 Fill in the information per the title of each field.

The screenshot shows a registration form with a sidebar on the left. The sidebar contains the following items: Batch Invoice Management, Product Registration Applications, Product Registration Processes, Medical Devices Classification Tool, Local Technical Representative Application, Retention Invoices, Inspections & Licensing, GMP & Pharmaceutical Licenses, and Import & Export. The main form has a progress bar with four steps: 1. APPLICANT INFO., 2. APPLICATION DETAILS, 3. PRODUCT INFORMATION, and 4. DOCUMENTS. The first step is highlighted with a green circle. Below the progress bar, there are several input fields: Brand Name (Enter Brand Name), Product Name (For combo packs or Product Ranges), Site of Application (Select...), Lifespan After Opening(Days), Shelf Life(Months), Product Form (Select...), and Colorant Variations (comma separated). A 'Next' button is highlighted with an orange circle. The breadcrumb at the top reads: Product / - / Section: / - / Process: Cosmetics Listing.

16

For drop-downs select the option that best describes your product for the title of the field.

1 APPLICANT INFO 2 APPLICATION DETAILS 3 PRODUCT INFORMATION 4 DOCUMENTS

Brand Name: Test Brand Name Product Name (For combo packs or Product Ranges Etc): Test Lip Gloss

Site of Application: Select... Lifespan After Opening(Days): Shelf Life(Months):

Product Form: Select... Colorant Variations (comma separated):

Pack Sizes:

Product Type: Product Classification:

17

After filling in the details of the first page click "Save product Application" first, then click Next. (This order ensures a draft application is saved)

Site of Application: Lifespan After Opening(Days): 120 Shelf Life(Months): 24

Form: Solid Ointment/Balm Colorant Variations (comma separated): CI00001, CI00002

Pack Sizes: 20g

Type: Lip Gloss Product Classification: Product Cosmetics

Previous Next Save product Application

Help

18 On page 2 click "Product Ingredients"

The screenshot shows a web application interface. On the left is a dark sidebar with a navigation menu. The main content area has a header with 'Tracking No: TRC/BOMRA/26/COSMETIC0777' and 'Application Status: New'. Below the header is a progress bar with four steps: 1. APPLICANT INFO., 2. APPLICATION DETAILS, 3. PRODUCT INFORMATION, and 4. DOCUMENTS. Step 2 is currently active. A blue button labeled '< Go to previous step' is visible. Below the progress bar, the text 'Product Information Details(Fill all the information on the Tabs)' is displayed. A section titled 'Product Ingredients(expand to fill in the products Ingredients)' contains a blue button with a plus sign and the text 'Product Ingredients', which is circled in orange. Below this is a table with columns: Action, Ingredient, Cas number, Alternative Name, Strength, and Processing. The table is currently empty, with 'No data' displayed at the bottom.

19 Click "Select" or type to choose from list of ingredients already on the system.

The screenshot shows the same application interface as in step 18, but with a dropdown menu open. The dropdown is titled 'Product Ingredients Details' and has a search bar with the text 'select...'. Below the search bar is a list of ingredients, including 'Calcium ascorbate - Calcium asco...', 'Magnesium ascorbate - Magnesi...', 'Manganese (II) ascorbate - Mang...', 'Niacinamide ascorbate - Niacina...', 'Potassium ascorbate - Potassium ...', 'Sodium ascorbate - Sodium asco...', and 'Zinc ascorbate - Zinc ascorbate'. The dropdown is circled in orange. To the right of the dropdown is a green button with a plus sign and the text '+ Add'. The background shows the same navigation sidebar and progress bar as in step 18.

20 Fill in the fields

BRIMS

Product: / - / Section: / - / Process: Cosmetics Listing

Dashboard

- Batch Invoice Management
- Product Registration Applications
- Product Registration Processes
- Medical Devices Classification Tool
- Local Technical Representative Application
- Retention Invoices
- Inspections & Licensing

Product Ingredients Details

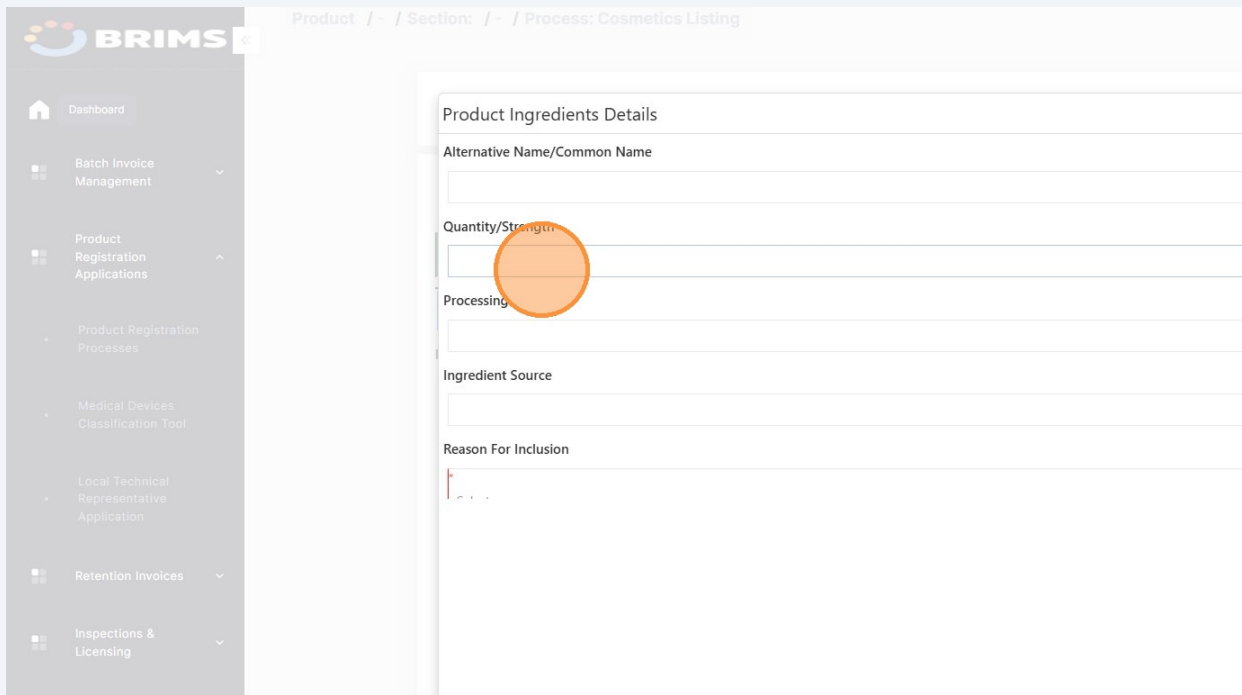
Alternative Name/Common Name

Quantity/Strength

Processing

Ingredient Source

Reason For Inclusion



21 Click this text field.

BRIMS

Dashboard

- Batch Invoice Management
- Product Registration Applications
- Product Registration Processes
- Medical Devices Classification Tool
- Local Technical Representative Application
- Retention Invoices
- Inspections & Licensing
- GMP & Pharmaceutical Licenses

Product Ingredients Details

Quantity/Strength

10%

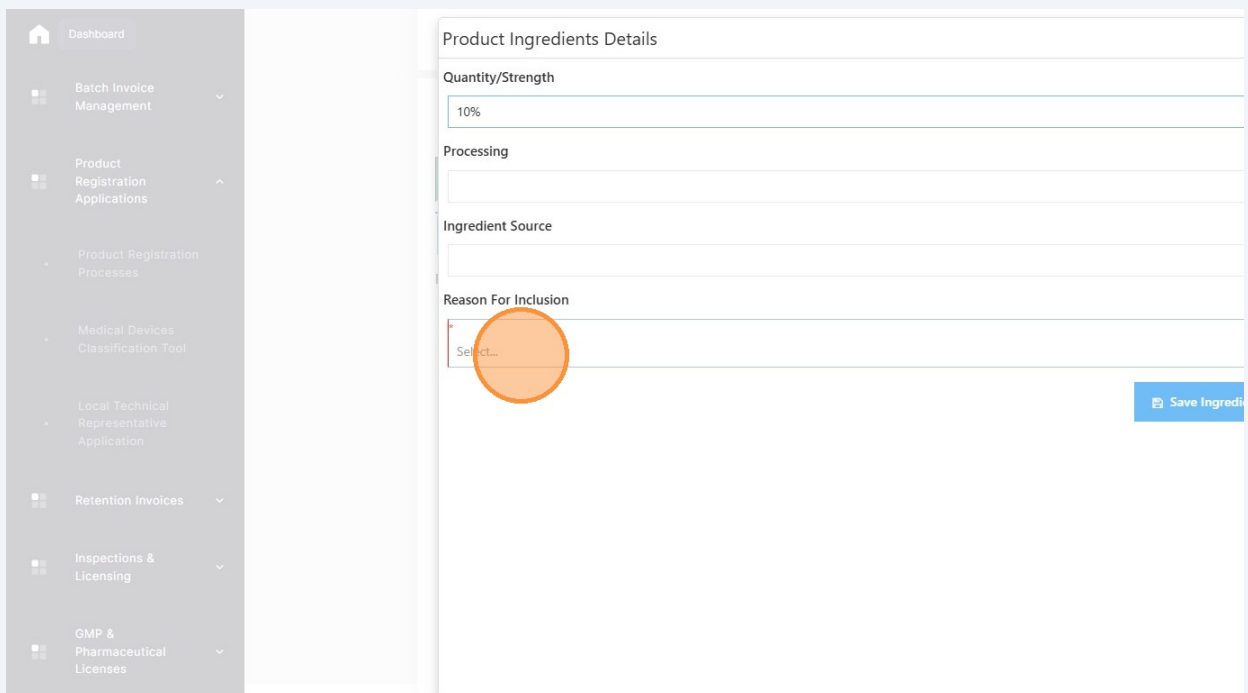
Processing

Ingredient Source

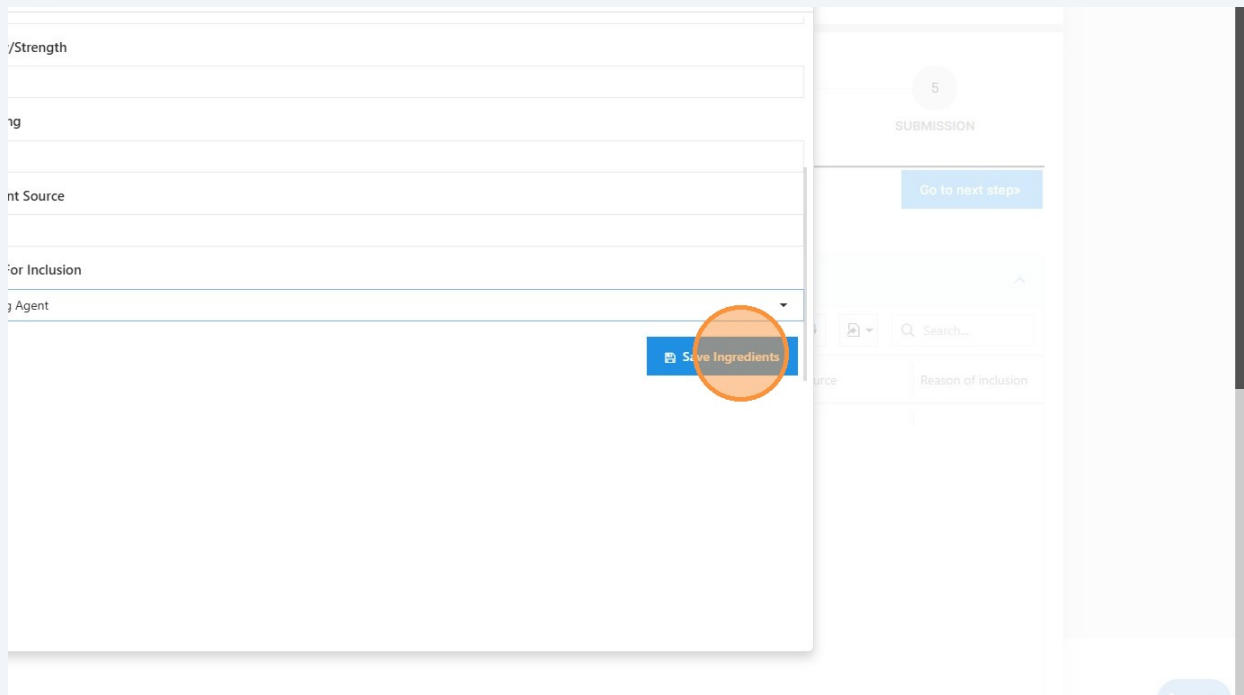
Reason For Inclusion

Select...

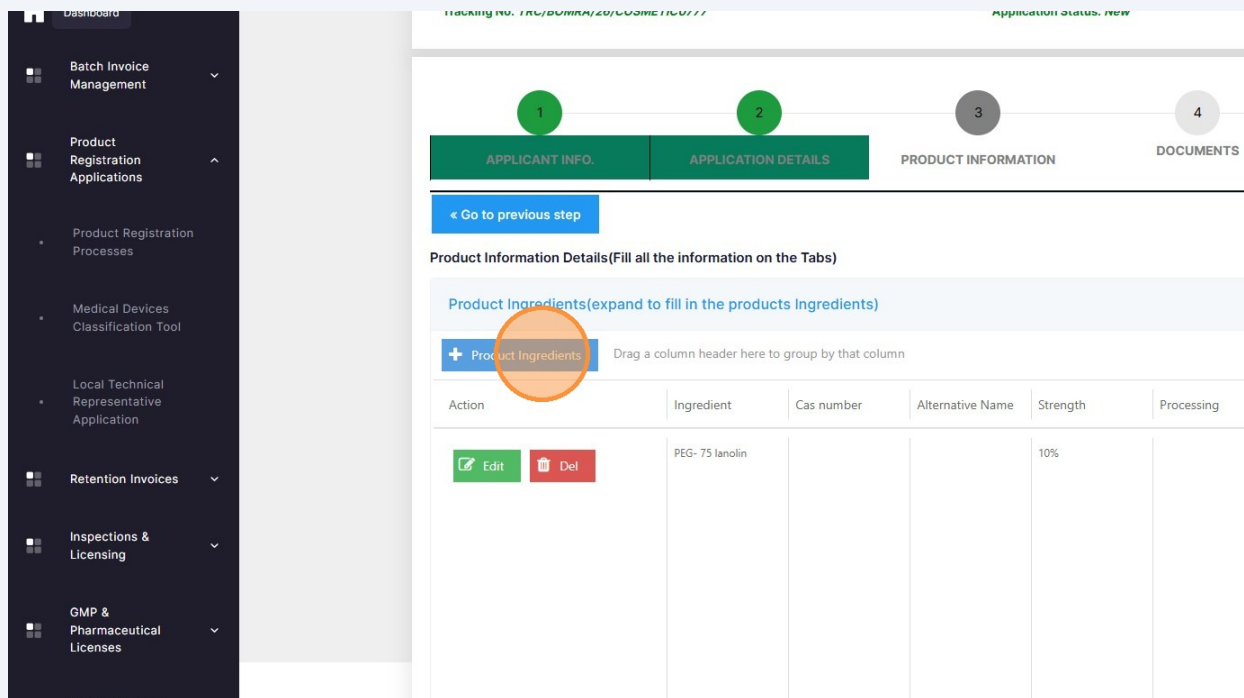
Save Ingredient



22 Click "Save Ingredients"



23 Click "Product Ingredients" to add other ingredients



24

Click "Product Ingredients(expand to fill in the products Ingredients)"

Tracking No: TRC/BOMRA/26/COSMETIC0777 Application Status: New

1 2 3 4

APPLICANT INFO. APPLICATION DETAILS PRODUCT INFORMATION DOCUMENTS

< Go to previous step

Product Information Details(Fill all the information on the Tabs)

Product Ingredients(expand to fill in the products Ingredients)

+ Product Ingredients Drag a column header here to group by that column

Action	Ingredient	Cas number	Alternative Name	Strength	Processing
Edit Del					
Edit Del	New Ingredient				

25

Click "Finished Product Manufacturers(expand to fill in the finished manufacturers)"

Tracking No: TRC/BOMRA/26/COSMETIC0777 Application Status: New

1 2 3 4

APPLICANT INFO. APPLICATION DETAILS PRODUCT INFORMATION DOCUMENTS

< Go to previous step

Product Information Details(Fill all the information on the Tabs)

Product Ingredients(expand to fill in the products Ingredients)

Finished Product Manufacturers(expand to fill in the finished manufacturers)

Product Packaging Information

API Manufacturers(expand to fill in the API manufacturers)

GMP Inspection Details(expand to fill in the Inspections details)

Valid GMP For Finished Product Manufacturer

GMP Inspections For API Manufacturer

< Go to previous step

26 Click "Product Manufacturers"

Dashboard

- Batch Invoice Management
- Product Registration Applications
 - Product Registration Processes
 - Medical Devices Classification Tool
 - Local Technical Representative Application
- Retention Invoices
- Inspections & Licensing
- GMP & Pharmaceutical Licenses

1 APPLICANT INFO. 2 APPLICATION DETAILS 3 PRODUCT INFORMATION 4 DOCUMENTS

< Go to previous step

Product Information Details(Fill all the information on the Tabs)

Product Ingredients(expand to fill in the products Ingredients)

Finished Product Manufacturers(expand to fill in the finished manufacturers)

+ Product Manufacturers Drag a column header here to group by that column

Action	Manufacturing site	Manufacturer name	Country	Region	Physical address	Postal address
No data						

27 Click here.

No: TRC/BOMRA/26/COSMETIC0777 Application Status: New

5 SUBMISSION

Go to next step

Product Manufacturing Sites

Product Manufacturer

Manufacturing Site

Physical Address

Manufacturing Scope/Role

Other Manufacturing Role

Manufacturing Block

Manufacturing Unit

Manufacturing role: Email address:

28 Click "Select Manufacturer"

Tracking No: TRC/BOMRA/26/COSMETIC0777 Application Status: New

Manufacturer(s) Information

+ Manufacturers Drag a column header here to group by that column

<input type="checkbox"/>	Action	Manufacturer name	Country	Region	District	Physical address	Postal
<input type="checkbox"/>	Select Manufacturer	Fabupharm Namibia (Pty) Ltd	Namibia	Hardap	Omaseb	8 Van Eck St Otjivarongo, Na...	Postal a
<input type="checkbox"/>	Select Manufacturer	MPLUS PHARMACEUTICALS	Namibia	Windhoek	Windhoek	MPLUS PHARMACEUTICALS S...	MPLUS
<input type="checkbox"/>	Select Manufacturer	COSPHARM INVESTMENTS	Namibia	Windhoek	Windhoek	ERF 492 DANTE STREET, PRO...	BOX 40
<input type="checkbox"/>	Select Manufacturer	tsitsi	Niger	Diffa	Abranga	accra	52626
<input type="checkbox"/>	Select Manufacturer	PHARMACHEMIE BV	Netherlands	Zuid-Holland	Aardam	Swensweg 5, Haarlem 2031G...	.
<input type="checkbox"/>	Select Manufacturer	Interchemie Werken De Adela...	Netherlands	Noord-Brabant	Waalre		Laan va
<input type="checkbox"/>	Select Manufacturer	Danzlac Pharmaceuticals Ltd	New Zealand (Aotearoa)	Wellington	Paremata	Central Park Drive Lincoln A...	Central

Page #1. Total: 94 (4)

29 Click "Search"

No: TRC/BOMRA/26/COSMETIC0777 Application Status: New

Product Manufacturing Sites

Product Manufacturer: tsitsi

Manufacturing Site: [Search]

Physical Address: accra

Manufacturing Scope/Role: Manufacturing scope...

Other Manufacturing Role: []

Manufacturing Block: []

Manufacturing Unit: []

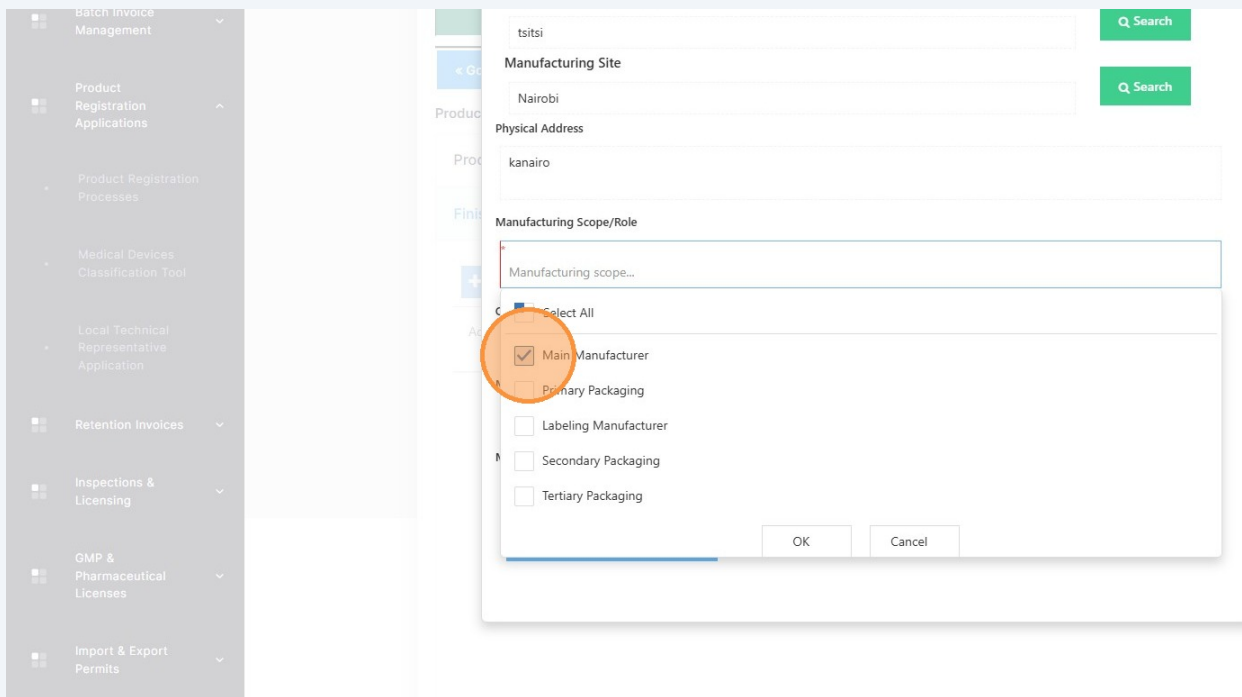
5 SUBMISSION

Go to next step >

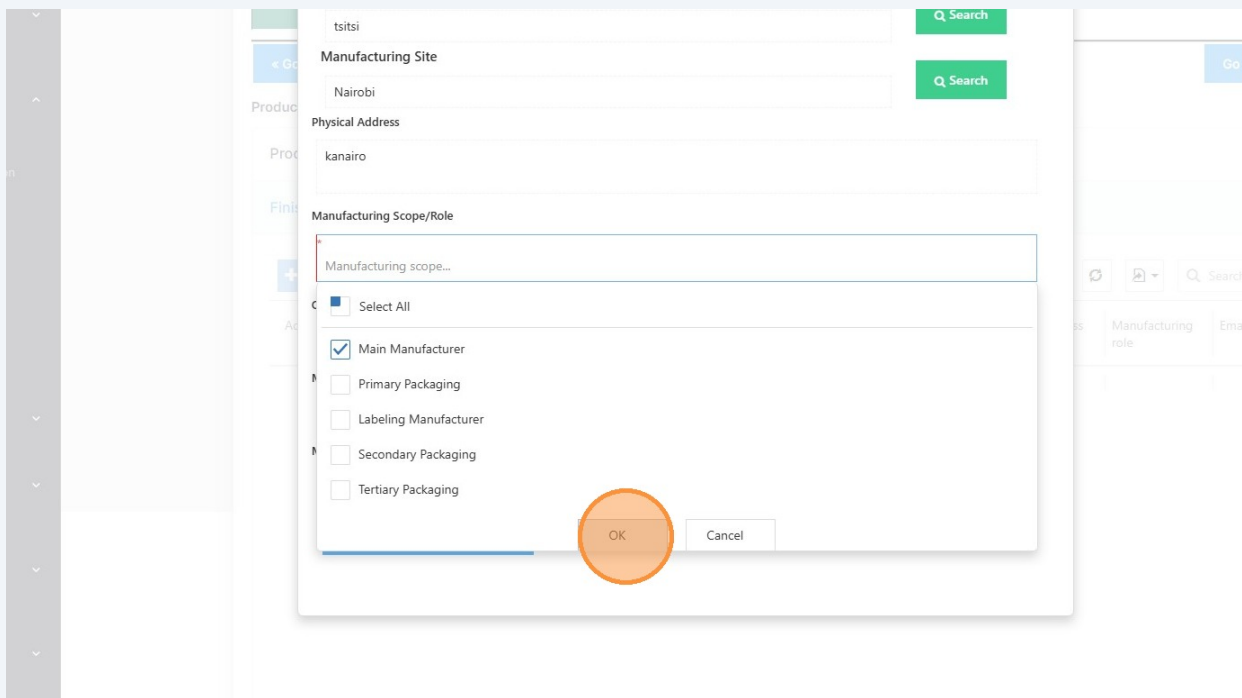
Search...

Manufacturing role: [] Email address: []

32 Click here.



33 Click "OK"



34 Click this text field.

The screenshot shows a web application interface with a sidebar on the left containing menu items: Batch Invoice Management, Product Registration Applications, Product Registration Processes, Medical Devices Classification Tool, Local Technical Representative Application, Retention Invoices, Inspections & Licensing, GMP & Pharmaceutical Licenses, and Import & Export Permits. The main content area displays a form for 'Save Product Manufacturer'. The form includes several text input fields: 'tsitsi' (with a search icon), 'Manufacturing Site' (containing 'Nairobi', with a search icon), 'Physical Address' (containing 'kanairo'), 'Manufacturing Scope/Role' (empty), 'Other Manufacturing Role' (highlighted with an orange circle), 'Manufacturing Block' (empty), and 'Manufacturing Unit' (empty). A blue button labeled 'Save Product Manufacturer' is at the bottom of the form.

35 Click "Save Product Manufacturer"

This screenshot shows the same 'Save Product Manufacturer' form as in the previous image. The 'Other Manufacturing Role' field now contains the text 'A'. The 'Manufacturing Unit' field now contains the text '12'. The blue button 'Save Product Manufacturer' is highlighted with an orange circle.

36 Click "Product Packaging Information"

Batch Invoice Management

Product Registration Applications

Product Registration Processes

Medical Devices Classification Tool

Local Technical Representative Application

Retention Invoices

Inspections & Licensing

GMP & Pharmaceutical Licenses

Import & Export

Product Packaging Information
API Manufacturers(expand to fill in the API manufacturers)
GMP Inspection Details(expand to fill in the Inspections details)
Valid GMP For Finished Product Manufacturer
GMP Inspections For API Manufacturer

< Go to previous step

37 Click "Product Packaging"

Management

Product Registration Applications

Product Registration Processes

Medical Devices Classification Tool

Local Technical Representative Application

Retention Invoices

Inspections & Licensing

GMP & Pharmaceutical Licenses

Import & Export Permits

Product Packaging Information	Action	Container Closure

+ Product Packaging

Product Packaging Details

Container Type

Container type

Container (Bottle/Glass Vial/Box)

Container Material

Container Closure

Pack Size

No data

38 Click "Primary Container"

Product Packaging Details

Container Type

Primary Container

Primary Container

Secondary Container

Container Material

Container Closure

Pack Size

39 Click this text field.

Product Packaging Details

Container Type

Primary Container

Container (Bottle/Glass Vial/Box)

Container Material

Container Closure

Pack Size

40 Click this text field.

The screenshot shows the BRIMS application interface. On the left is a navigation sidebar with the following menu items: Dashboard, Batch Invoice Management, Product Registration Applications, Product Registration Processes, Medical Devices Classification Tool, Local Technical Representative Application, Retention Invoices, and Inspections & Licensing. The main content area displays the 'Product Packaging Details' form. At the top, there are tabs for 'Action', 'Manufacturing site', 'Manufacturer name', 'Country', 'Region', 'Physical address', and 'Postal address'. The form fields are: 'Container Type' (dropdown menu with 'Primary Container' selected), 'Container (Bottle/Glass Vial/Box)' (text field with 'GL' entered), 'Container Material' (text field with a red asterisk and an orange circle highlighting it), 'Container Closure' (text field), and 'Pack Size' (text field with a red asterisk). A 'Save Packaging Details' button is located at the bottom right of the form.

41 Click this text field.

This screenshot is similar to the previous one, showing the 'Product Packaging Details' form. The 'Container Material' field now contains 'USP Type I'. The 'Pack Size' field is highlighted with an orange circle. The 'Save Packaging Details' button remains visible at the bottom right.

42 Click "Save Packaging Details"

er (Bottle/Glass Vial/Box)

er Material

ype I

er Closure

ze

Save Packaging Details

Units in Retails Packaging Container(1,2,3...)

43 Click "Valid GMP For Finished Product Manufacturer"

Management

Product Registration Applications

Product Registration Processes

Medical Devices Classification Tool

Local Technical Representative Application

Retention Invoices

Inspections & Licensing

GMP & Pharmaceutical Licenses

Import & Export Permits

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API Manufacturers(expand to fill in the API manufacturers)

GMP Inspection Details(expand to fill in the Inspections details)

Valid GMP For Finished Product Manufacturer

GMP Inspections For API Manufacturer

< Go to previous step

44 Click "Add Details(GMP/QMS) Inspections"

The screenshot shows the BRIMS dashboard with a dark sidebar on the left containing navigation items like 'Dashboard', 'Batch Invoice Management', 'Product Registration Applications', 'Product Registration Processes', 'Medical Devices Classification Tool', 'Local Technical Representative Application', 'Retention Invoices', and 'Inspections & Licensing'. The main content area has sections for 'API Manufacturers', 'GMP Inspection Details', and 'Valid GMP For Finished Product Manufacturer'. A blue button labeled '+ Add Details(GMP/QMS) Inspections' is highlighted with an orange circle. Below the button is a table with columns: Action, Continent region, Country, Application(Inspection) no, Approving Authority, and Inspection Date. The table currently contains no data.

45 Click this text field.

The screenshot shows a modal window titled 'GMP/Quality Inspections In other States/Countries'. The modal contains several form fields: 'Country' (a dropdown menu with 'Select...' text), 'Approving Authority', 'GMP Inspection Number', 'Inspection Date', 'Approval Date', and 'Expiry Date'. Each date field has a calendar icon. The 'Country' dropdown is highlighted with an orange circle. The background shows a blurred view of the dashboard from the previous step.

46 Click here.

The screenshot shows a software interface with a form for inspection details. The form includes the following fields:

- Manufacturer: Andorra
- Approving Authority: CMS
- GMP Inspection Number: CMS-2026-001
- Inspection Date: 1/16/2026
- Approval Date: 2/5/2026
- Expiry Date: 1/16/2027
- Approved Product Line: Creams

The "Save Details" button at the bottom right of the form is circled in orange. The background shows a sidebar with navigation options like "Manufacturers", "Inspection Details", and "GMP For Finished Product Manufacturer".

47 Click "Go to next step"

The screenshot shows a software interface with a navigation menu. The menu items are:

- Manufacturers(expand to fill in the API manufacturers)
- Inspection Details(expand to fill in the Inspections details)
- GMP For Finished Product Manufacturer
- Inspections For API Manufacturer

At the bottom of the menu, there are two buttons: "previous step" and "Go to next step". The "Go to next step" button is circled in orange. The background shows a sidebar with navigation options like "Manufacturers", "Inspection Details", and "GMP For Finished Product Manufacturer".

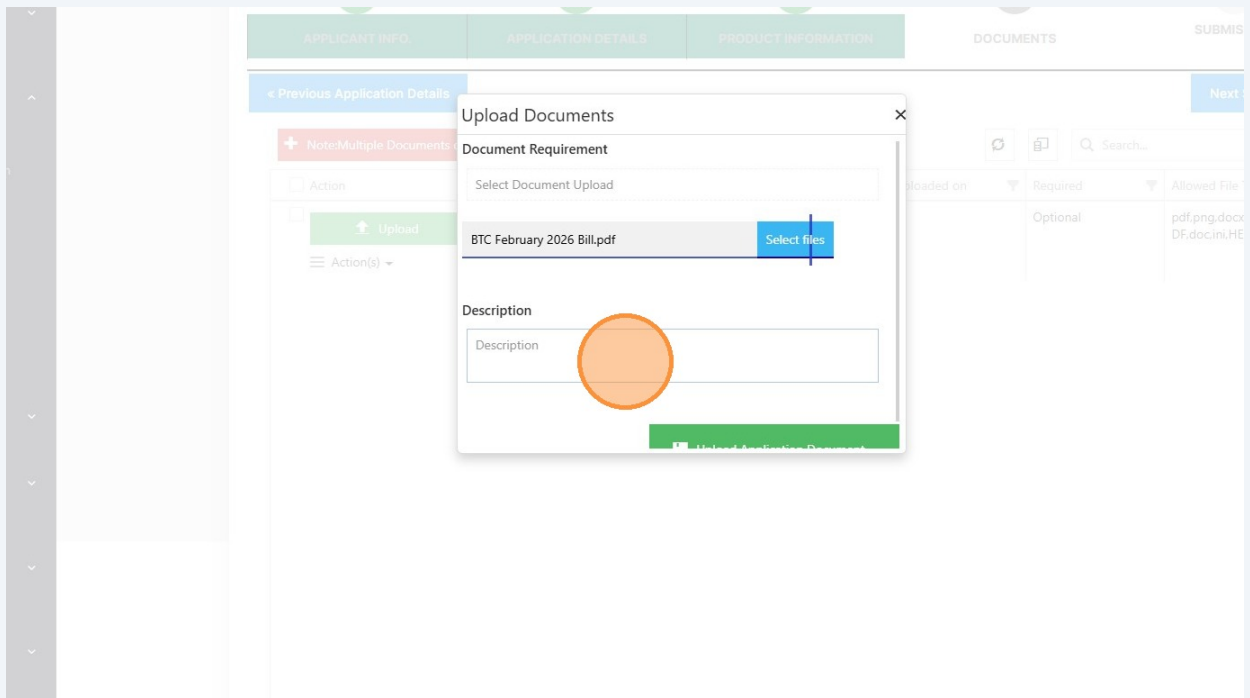
48 Click "Upload"

The screenshot shows the application interface with a sidebar on the left and a main content area. The sidebar contains a navigation menu with items like Dashboard, Batch Invoice Management, Product Registration Applications, etc. The main content area has a header with 'Tracking No: TRC/BOMRA/26/COSMETIC0777' and 'Application Status: New'. Below the header is a progress bar with four steps: 1. APPLICANT INFO, 2. APPLICATION DETAILS, 3. PRODUCT INFORMATION, and 4. DOCUMENTS. A blue button labeled '< Previous Application Details' is visible. A red notification box states '+ Note: Multiple Documents can be uploaded under the specified group(s)'. Below this is a table with columns: Action, File name, Document type, Initial file name, Uploaded on, and Required. The 'Upload' button in the 'Action' column is highlighted with a green circle.

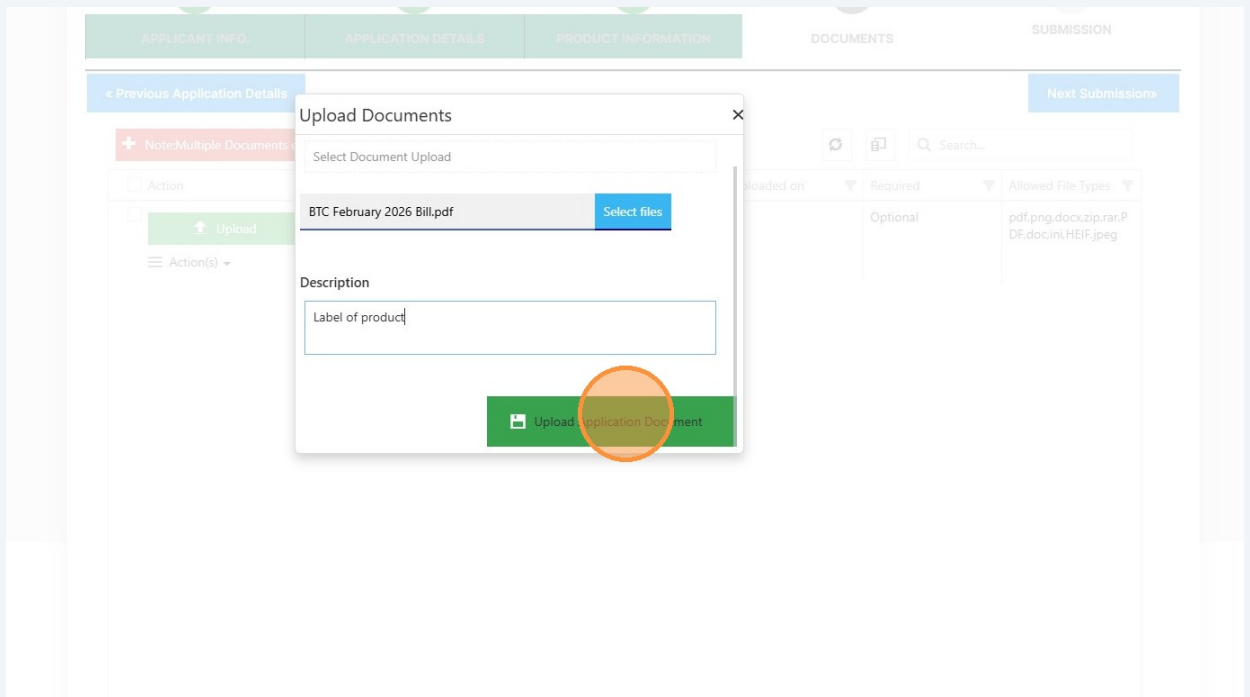
49 Click "Select files" and select the label (mandatory), and other documents.

The screenshot shows the application interface with the 'Upload Documents' dialog box open. The dialog box has a title bar 'Upload Documents' and a close button. It contains a 'Document Requirement' section with a 'Select Document Upload' field. Below this is a 'select file' button and a 'select files' button, both highlighted with green circles. There is also a 'Description' field. The background shows the application interface with the progress bar and the 'DOCUMENTS' step selected. A blue button labeled 'Next Submissions' is visible.

50 Fill in the description of the uploaded document.



51 Click "Upload Application Document"



52 Click "Next Submission"

The screenshot shows a dark navigation menu on the left with various options. The main content area features a large empty table with 8 columns. Below the table, there are two buttons: a blue button labeled "< Previous Application Details" and a grey button labeled "Next Submission>". The "Next Submission" button is circled in orange. At the bottom left, the text "2022 © BOMRA" is visible.

53 Agree to the declaration.

The screenshot shows a dark navigation menu on the left. The main content area displays a progress bar with four steps: 1. APPLICANT INFO., 2. APPLICATION DETAILS, 3. PRODUCT INFORMATION, and 4. DOCUMENTS. The current step is 2. Below the progress bar, there is a section for "Submission Comments(Optional)" with a text input field. Below that is a "Declaration" section with a checkbox labeled "Agree to the Declaration", which is circled in orange. At the bottom, there are two buttons: "Previous Step" and "Submit Application". At the bottom left, the text "2022 © BOMRA" is visible.

54 Click "Submit Application"

Management

Product Registration Applications

Product Registration Processes

Medical Devices Classification Tool

Local Technical Representative Application

Retention Invoices

Inspections & Licensing

GMP & Pharmaceutical Licenses

Import & Export Permits

2022© BOMRA

Tracking No: TRC/BOMRA/26/COSMETIC0777 Application Status: New

1 2 3 4

APPLICANT INFO. APPLICATION DETAILS PRODUCT INFORMATION DOCUMENTS

Submission Comments(Optional)

Enter Comments(optional)

Declaration

Agree to the Declaration

Previous Step Submit Application

55 Click "Yes". Note the tracking number, which is the listing number for the cosmetic product. Cosmetic is now listed.

Registration

Processes

Classification Tool

Local Technical Representative Application

Invoices

Licenses

Permits

2022© BOMRA

Tracking No: TRC/BOMRA/26/COSMETIC0777 Application Status: New

1 2 3 4 5

APPLICANT INFO. APPLICATION DETAILS PRODUCT INFORMATION DOCUMENTS SUBMISSION

Submission Comments(Optional)

Enter Comments(optional)

Declaration

Agree to the Declaration

Previous Step Submit Application

Do you want to submit the application with tracking no TRC/BOMRA/26/COSMETIC0777 for processing?

Yes no

Help