



DOCUMENT PREPARATION AND KOREAN-SIDE COORDINATION

Korean cosmetic product files, kept clear before and during EU review.

NaruDesk organises current documents by product and version, identifies missing or inconsistent information, and coordinates Korean-side follow-up for the EU partner.



THE OPERATING PROBLEM

One product. Many documents, versions and owners.

1

Scattered files

Brand, manufacturer, laboratory and EU partner may hold different documents.

2

Version uncertainty

The same file may exist in several versions, with no clear current copy.

3

Repeated follow-up

Missing or inconsistent information creates repeated questions and avoidable rework.

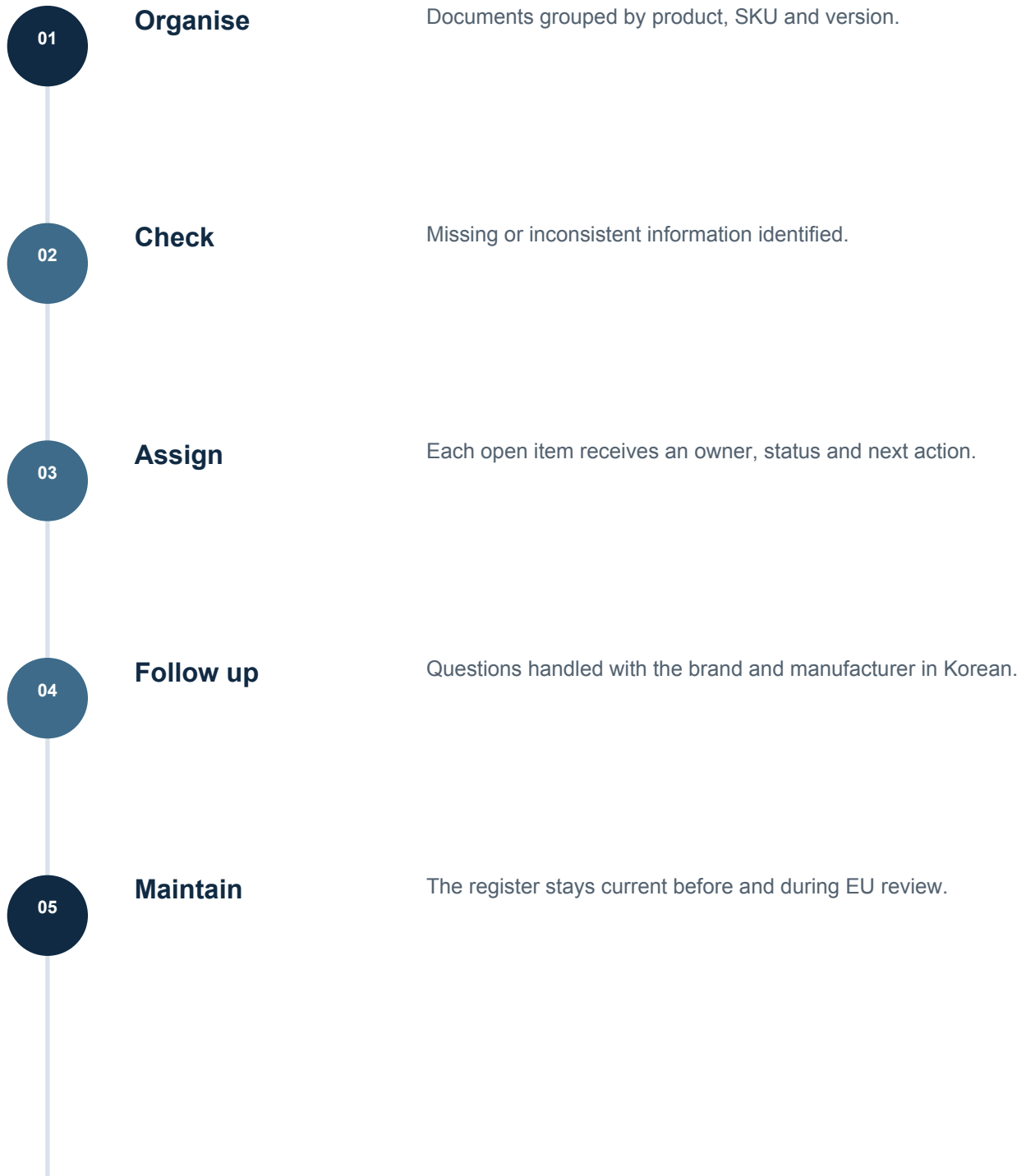
4

Portfolio complexity

Multiple SKUs and partners make status, ownership and next actions harder to track.

THE NARUDESK METHOD

One current file per product.



THE OUTPUT

A clear file. A clear action list.



- Document register with latest version, source and status
- Missing and inconsistent information list
- Action list by owner and priority
- Question and response log
- Structured handoff and ongoing updates for the EU partner

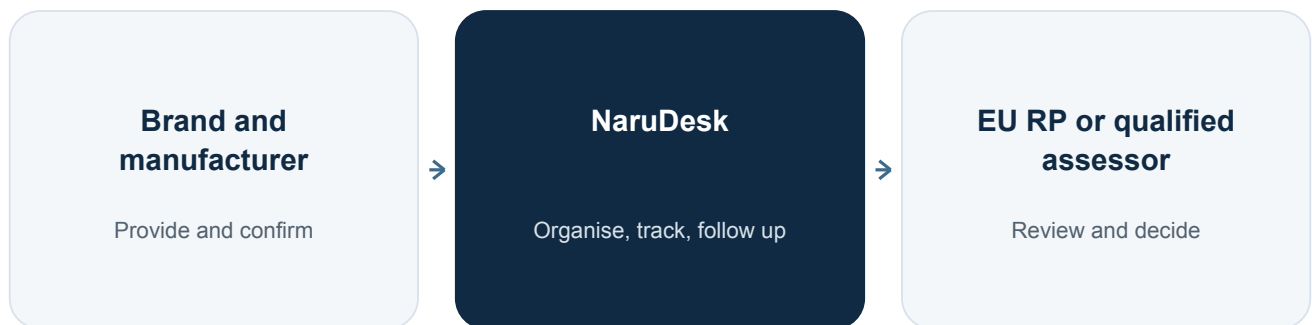
Typical documents may include final INCI, specifications or COA, label and artwork, claims evidence, GMP records, stability and microbiological reports, packaging information, shelf-life and PAO data.

CONFIDENTIAL FORMULAS

Confidential quantitative formulas and assessor-only data can go directly from the brand or manufacturer to the EU partner through an agreed secure route. NaruDesk can track the request and status without receiving the formula.

RESPONSIBILITIES

One coordination loop. Clear responsibilities.

**BUILT FOR MORE THAN ONE SKU**

The same structure can be used across multiple products and European partners, while keeping the current file and next action visible for each SKU.

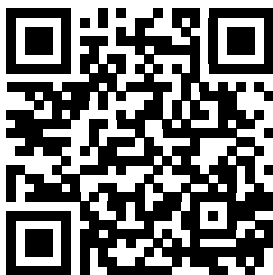
CLEAR BOUNDARY

The European partner retains regulatory review and decisions. NaruDesk does not act as the Responsible Person or safety assessor, and does not decide whether a product is compliant or safe.

A PRACTICAL START

Start with one product.

- 1 Share the product page and current document list.
- 2 NaruDesk scopes the preparation work and open questions.
- 3 NaruDesk organises the file and remains the Korean-side contact during EU partner review.

**See the brand preparation example**

narudesk.com/sample/brand-preparation/

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