

2 Regulatory framework
3 Formulation
4 New Cosmetics

5 Raw materials
6 The steps to follow
7 Pick Pack & Ship

8 Contacts details

laboheme

COSMÉTIQUE & SAVONNERIE

NEW COSMETICS WITH YOUR BRANDING



Michel Pobeda
Manager

To our professional customers...

Behind every product in our brands: **Codina**, **Bien-Sûr** and **Eclair de Lune**, there is a team who respects the raw materials, the traditional manufacturing processes that you are familiar with, and at the end of the chain, the user's well-being.

These brands are very dynamic, even if we do not seek to promote them. We stay in close contact with our consumers via our shop in Paris, our website and company visits at the Vieux Domaine in Vierzon. Thanks to a short feedback loop you can benefit from constantly improved cosmetics.

You can choose within a range of more than 400 cosmetic products and soaps.

Our approach is simplified :

- to let you benefit from natural, unadulterated New Cosmetics;
- to help you to increase your turnover in all the fields you operate in;
- to allow you to take credit for high quality methods and handcrafted products made in central France with active substances from virgin vegetable oils and essential oils.

Our aim is to adapt to your projects and we are now focused on this portfolio of customer-partners to which you belong.

Having stopped participating in international fairs and put on the back burner our R&D focused on constant innovation, we can concentrate on organising production and developing closer links with you.

This quarterly magazine will be the vehicle of this new relationship

GENERAL REMARKS : Practical aspects of the law of July 2013

The **law of July 2013** is being applied increasingly strictly. We intend to phase in the updating of all the regulatory issues during 2016.

On the one hand, jurisprudence is being established and it turns out that we often share responsibility (see Responsible Person).

On the other hand, you want to be assured of compliance with current standards, even if we are campaigning to change them and have our **New Cosmetics** recognised as being distinct from conventional cosmetics.

Generally, whether you have your own formula or are using white label products, (Codina, Bien Sûr or Eclair de Lune), each commercialised product must have an up-to-date **cosmetic file** known as a **Product Information File (PIF)**.

The file includes :

- the **product definition** (designation, target customers, type of use, instructions for use, warnings, etc.) ;
- the **safety assessment** (carried out by an approved toxicologist) ;
- **visual representations** of the products (packaging, label, container, finished product) ;
- **challenge tests** (if required) ;
- the notification to the European portal (CPNP).

This file is **essential** as it guarantees the safety of the product; it must be kept available for checking by the competent authorities. Nevertheless, any change however small in the formula, the labelling, the type of application... **automatically** entails an update of the cosmetic file. It is therefore important to start off on a good basis. This is why you will be issued with a document for each new product in order to establish the specification.

RESPONSIBLE PERSON

In order to clarify responsibilities, a responsible person established in the European Community must be designated for every cosmetic product. The responsible person guarantees compliance with the applicable requirements in Regulation No 1223/2009 for every cosmetic product put on the market.

*For a cosmetic product manufactured within the European Community [...], the **manufacturer** established within the Community shall be the responsible person. The manufacturer may designate, by written mandate, a person established within the Community as the responsible person who shall accept in writing.*

*The **distributor** shall be the responsible person where he places a cosmetic product on the market under his name or trademark or modifies a product already placed on the market in such a way that compliance with the applicable requirements may be affected*

CHAPTER II – SAFETY, RESPONSIBILITY, FREE MOVEMENT, Article 4 – Responsible Person

REGULATION (EC) No 1223/2009 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 30 November 2009 on cosmetic products

FOCUS ON... Labels

Labelling is also strictly regulated (see Compulsory Labelling Information).

For example, the **contact details of the responsible person** must be clearly shown.

Any **claims** must be clear and justified by the demonstrated properties of the ingredients used. Beware of any medical claims... products must remain within the legal definition of cosmetics.

You **must** send us **printing proofs** of your labels and packaging before printing. We will carry out a first check internally and give you our feedback rapidly. Then the proofs will be sent to the toxicologist, who can require changes in the text on the label and/or the packaging.

This is why it is important to respect these crucial stages to avoid you wasting time and money.

COMPULSORY LABELLING INFORMATION

[...] Cosmetic products shall be made available on the market only where the container and packaging of cosmetic products bear the following information in indelible, easily legible and visible lettering:

- a) The name or registered name and address of the responsible person*
- b) The nominal content given by weight or by volume*
- c) The date of minimum durability : date until which the cosmetic product, stored under appropriate conditions, will continue to fulfil its initial function, preceded by the symbol or the words "best used before the end of"*
- d) Any particular precautions to be observed in use*
- e) The batch number of manufacture or the reference for identifying the cosmetic product.*
- f) The function of the cosmetic product*
- g) A list of ingredients (INCI) including potential allergens, preceded by the term «Ingredients»*

CHAPTER VI – CONSUMER INFORMATION Article 19 – Labelling
REGULATION (EC) No 1223/2009 OF THE EUROPEAN
PARLIAMENT AND OF THE COUNCIL
of 30 November 2009 on cosmetic products

The **Codina** range

Laboheme has kept **Codina** rooted in plant-based raw materials, **traditional** methods, respect for our customers and the products we make. Our efforts are focused on improving our range and the products you are currently using to avoid questionable ingredients, preservatives and synthetic surfactants.

Laboheme allows you to promote under your own brand our "hand-made" manufacturing methods and our desire to emulsion plant-based active ingredients without compromise. We can offer you under white label a wide range of products born of our experience and our commitment towards New Cosmetics.

Oils



Laboheme offers you more than 30 kinds of oil, wax and infused oil. From Jojoba wax to hemp oil, vegetable oils have a wide variety of uses in cosmetics and in foods. They can be directly applied on the face as a day care or on the hair as a mask.

Solid soaps and shampoos



Born of our traditional skills, our soaps are at the forefront of New Cosmetics. Enriched with vegetable oils, combined with dried flowers or loofah, these naturally moisturising soaps, made by cold processing, cleanse whilst caring for the skin and the scalp.

Liquid soaps and shampoos



Our natural liquid and shampoos are made with vegetable oils to a traditional recipe. They gently cleanse the skin and scalp. Fine, dry, or oily hair... each type has its dedicated shampoo!

Hair lotions



Cocktails of floral waters and essential oils, our hair lotions balance the pH of the hair after washing with soap. Each shampoo has a complementary hair lotion so these products together constitute a care routine for scalp and hair.

Floral waters



Floral waters or hydrolats come from the distillation process of essential oils. With gentle, floral scents, they can be used as toning and refreshing cleansing lotions. From rose water, the ultimate beauty water, to gentle, soothing orange flower water, they can be liberally sprayed on the face, the body or the hair... combining simplicity and pleasure.

Butters, balms and foams



100% moisturising products provide intense nourishment to face and body skin. Foams are original products developed for ease of use. Their texture, similar to whipped cream, turns to oil on the skin and brings a creamy, luxurious feel to daily skincare. Our Aloe Vera range is a wealth of luxurious ingredients for the skin. Multipurpose products, they soothe, repair and moisturise fragile skin.

Creams and milks



We call them "fresh products", as that's what they are. By banishing excipients and additives, we highlight the richness of the vegetable oils and reveal their sensual character. That's how the Codina creams and milks were created. With rich, creamy textures and delicate fragrances from the essential oils, they provide moisturising and comfort to the skin.

Masks and scrubs



Exfoliate, cleanse, purify... Our masks and scrubs contain clay (white, yellow, pink, green...) or Rhassoul and are adapted to each type of skin and hair. With bright colours and toning fragrances, masks and scrubs are an essential stage of the beauty ritual. They prepare the skin for care and ensure better penetration of the creams, milks or oils.



As we did previously with cold-processed soap manufacturing where we led the field in organising the renewal of the profession, we are bringing together the laboratories which have adopted the principles of New Cosmetics whilst working towards implementation of specific standards as we do not find any of the existing quality marks entirely satisfactory...

We are going to pursue preparatory meetings with laboratories interested by our approach. The general principle is already in place. The first member laboratories benefit from the «New Cosmetics» logo. In 2016 a technical committee will work out procedures for accepting or rejecting ingredients. Developments will proceed for three years to reach the desired result.

The New Cosmetics principle is aimed at smaller companies, proponents of "hand-made" cosmetics, and proposes to guide them by conceptualizing a body of specific skills and techniques.

New Cosmetics demand a different approach which eschews excipients and relies on potent, living plant-based materials and exact compositions. We will no longer allow ourselves to be manipulated by the extravagant excesses of a system we do not believe in.

See the charter and specifications of New Cosmetics on nouvellec Cosmetique.org

Other Organic Certifications

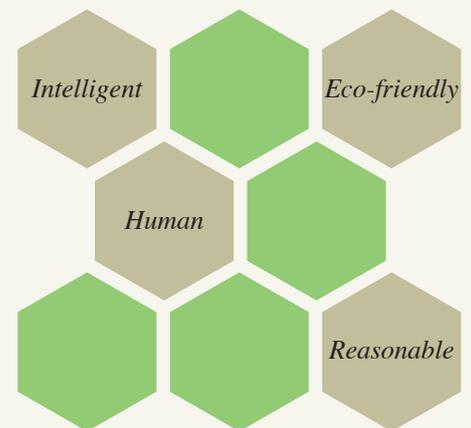
However, Laboheme respects its customers' marketing choices. We still offer quality organic certification from agencies such as Nature & Progrès, which we feel closest to.

The costs of the services relating to other possible certifications represent time spent on checks and audits. As explained last year, the requirements of the certifications are increasingly exacting, the checks are more and more involved and time-consuming. There is a desire to «punish» small laboratories for any deviations, usually due to shortages of raw materials on the market.

General principles

The cosmetics and personal hygiene products in New Cosmetics are made of raw materials obtained by simple physical or chemical processes, without using any synthetic molecules. The manufacturing stages follow precise standards and criteria of respect for the environment.

New Cosmetics calls for an «intelligent», «reasonable», «eco-friendly» and «human» cosmetics industry.



«The richness of a formula is defined by the quality of its ingredients»

We have already highlighted various principles :

Composition

Plant-based ingredients, sources of natural active ingredients, to be used as much as possible.

Preference given to simple products corresponding to the skin's needs and deficiencies.

Transparency and customer information

Proportions of the different ingredients to be prominently shown.

Products, suppliers, raw materials, their origins and conditions of production to be clearly identified.

Sustainability

Eco-friendly packaging to be used.

Environmental impact of manufacturing processes to be minimised and biodegradable cosmetic products to be favoured.

Techniques and history



Karanja, Pongamia glabra (Leguminosae)

Karanja oil is used in India for the treatment of skin diseases and rheumatism. The oil comes from the cold-pressed seed and is mainly used in soap manufacture.

Karanja oil can absorb some UVs thanks to its high levels of certain flavonoids, in particular pongamol. It helps to protect the skin against sunburn and thus counteract the ageing effects of sunlight.

This exceptionally active oil also has antimicrobial and antifungal properties, like neem oil, and is therefore particularly useful in the care of problem skins. It has a particular smell which is not liked by everybody.

Laboheme is planning to offer cold-pressed karanja oil. Our supplier doesn't have organic certification yet, but the insecticides used during production are based on neem oil.



Wheatgerm, Triticum vulgare (Graminae)

Raw wheatgerm oil is obtained by cold-pressing the wheatgerms.

This oil, a source of K, D, B vitamins and beta-carotene, is very rich in unsaturated fatty acids and vitamin E, and therefore effective against free radicals. Active against ageing of the skin and loss of elasticity, it is advised for the care of the face and neck.

It is an all-purpose cosmetic oil which should always be available in the bathroom. Its antioxidizing action is perfectly complemented by its other features: Omega-3, pro-vitamin A, squalene and phytosterols.

The Codina range includes exfoliating soaps with wheatgerm to prepare for makeup removal or to use on arms and hands exposed to the sun.

Up to now the raw wheatgerm oil available in France did not have organic accreditation. It was unrefined but obtained by solvent extraction. That is why we preferred argan oil for our vitamin E requirements. Now we have succeeded in obtaining wheatgerm oil by supercritical CO₂ extraction. This extraction technique is efficient and treats the raw material with more care, as it is a low-temperature extraction resulting in very pure active substances, without using solvents.

Market news



Nigella oil for example has a very different colour from one batch to another

From time to time we have feedback from customers, with photographic proof, who are surprised to find deposits or aggregates in their bottles of vegetable oils.

Some are attracted by the idea of natural cosmetics but remain wary of using virgin, **fragrant, coloured, living** oils.

Virgin or raw oils are obtained by cold pressing and are sold as they come out of the press. They are rich, thick, coloured, opaque with pulp residues, husks and other

tannic materials which can accentuate crystallisation due to temperature changes.

This in fact bears witness to the use of the right extraction method thus showing respect for the consumer.

Plant-based ingredients are sensitive to environmental conditions and each crop and production is unique. It is necessary to allow for variations in colour, appearance and smell.

ORDER PROCESSING STAGES

We often receive requests for «urgent orders» asking for shorter lead times or requests for specific invoicing terms.

In order to clarify matters, order processing and payment terms are the same for all our customers, i.e.:

30% with the order and the balance when goods are despatched.

To resume, this is how it goes:

1

Order

- You place your order on the interface
- The order is acknowledged within **48h**
- Delivery charges are calculated and added to the order total
- The availability date is estimated and appears in the interface

2

Deposit

- **30%** of the total is due with the order
- **Once the deposit is received**, the order is approved and production is started

3

Production filling & labelling

The order is ready within 30 days following receipt of the deposit (add 3 weeks for solid soaps and shampoos)

4

Payment of balance

The 70% outstanding are to be paid **before dispatch**

5

Order dispatch

Your order is ready to be picked up by your carrier or sent by us

PICK, PACK & SHIP

For several years now we have offered a B to C Pick Pack & Ship service to a few customers. We would like to take the opportunity of the publication of our first professional magazine to draw your attention to this less well-known side of our activities.

Going beyond production, filling and labelling, we can offer an «A to Z» service: preparation, packing and dispatch of orders directly to the end customers.

In practice, this is what happens:

1

You keep your stock of products, packages and labels up to date

- You monitor your product stock levels using the «My Stock Levels» tab on the interface
- You can also ask us for an inventory
- You put a new order in when the stock levels drop too low (taking into account the usual 30 day lead time)

2

Your customer orders on your website

Ordering example

Quantity	Product
1	Prickly pear cream
2	Oil bearberry
1	Butter Hemp
1	Rose water
4	Soap Geranium Borage

9 products

5 command lines
(5 references)

5 x 0,60€ = 3€



3

Their order arrives at laboheme

- The order is transferred to **laboheme on D+1**
- The order is processed by our teams

0,60€ per order line
(up to 5 items per reference)



4

Their order is prepared

- We check stock levels and the customer's postal address
- We box up the products and accessories
- We prepare the order forms

3€ per parcel



5

Their order is dispatched

- The boxes are sent by postal service
- Delivery time is 3 days from dispatch (for mainland France)

Annual fee for postal service
750€



6

Your customer receives their parcel

- The time from order being placed on the website to the customer receiving their parcel is around 3 working days (D+3) for a delivery in mainland France

Postal delivery charges
(according to price list, depending on weight and destination)



CONTACT DETAILS

Key to photo :

1 / Camille • 2 / Geoffrey • 3 / Françoise • 4 / Joanne • 5 / Murielle • 6 / Nathalie
7 / Rose-Marie • 8 / Claudie • 9 / Charlène • 10 / Guillaume • 11 / Michel Pobeda
12 / Isabelle • 13 / Joëlle

laboheme



Conception graphique : 02 48 75 00 93

graphique
laboheme

In the last six months many of you have been to see us and we wish to keep up this close relationship.

That way, it's easier for you to talk to the different players and help us improve our collaboration.

Your two main points of contact are **Geoffrey** (+33 (0)9 72 41 17 54) for general matters and **Charlène** (+33 (0)2 18 26 00 45) who will be here from 2 November to 31 December 2015 and from 8 February to 31 August 2016.

For information on current orders you can call **Nathalie** (+33 (0)2 18 26 00 41).

You can also directly contact **Joanne** (+33 (0)2 18 26 00 44) for production, **Guillaume** (+ 33 (0)2 18 26 00 46) for dispatching and **Françoise** (+ 33 (0)2 48 51 36 77) for invoicing, if a problem specifically concerns them.

The laboheme team look forward to hearing from you

COSMÉTIQUE & SAVONNERIE

NEW COSMETICS WITH YOUR BRANDING

Do not hesitate to drop in:
Laboratoire laboheme
25 route du Vieux Domaine
18100 VIERZON

Opening times:
Monday, Tuesday, Thursday:
8 a.m. - 5 p.m.
Wednesday : 8 a.m. - 4 p.m.
Friday : 8 a.m. - 12 p.m.