

Registration Guide of Food Supplements and Energy Drinks

Operations Sector

Application Date	25/8/1440 AH.
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For more information, please visit the website:

WWW.SFDA.GOV.SA

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Disclaimer: The English version is a translation of the original in Arabic for information purposes only. In case of a discrepancy, the Arabic original will prevail.

First: Introduction

In order to achieve the vision and objectives of SFDA in an effort to develop its services, the Registration Guide of Food Supplements and Energy Drinks has been updated, as this update aims to facilitate work procedures and speed the completion of applications.

Second: Guide Scope

1. Products of proteins, carbohydrates, and amino acids that are used as food supplements.
2. Food supplement rich in vitamins and minerals.
3. Powdered products used as food supplements for athletes or for people playing who exercise.
4. Products that contain collagen that come as a powder or liquid form.
5. Products contain royal jelly, pollen or propolis that come as a powder or liquid form.
6. Energy drinks products.
7. pharmaceutical-shaped products shall be excluded from the above products.
8. This guide shall not apply to raw materials or concentrates used in the manufacture of special foods and energy drinks.

Third: Registration Process

1. Register the establishment in the Electronic Food Registration System by entering the following link: <https://frcs.sfda.gov.sa/Account/RegisterAccount.aspx>
 - Fill in all the required information as shown in the image below:

Username and Password

Account Type *
Local Establishment

Username *

Password *

Confirm Password *

Establishment Detailed Information

Name (Arabic) *

Name (English) *

Short Name (Optional)

Address *

Trade Registration Number *

Business Field(s) *

Importer
 Exporter
 Trader
 Manufacturer

Authorized Person

First Name (Arabic) *

Middle Name (Arabic) *

Last Name (Arabic) *

First Name (English) *

Middle Name (English) *

Last Name (English) *

Position *

Select...

Other Position

Mobile Number *

Email *

Confirm Email *

Fax Number *

Telephone Number *

Copy of Trade Registration Document *

Upload

Copy of Authorization Letter *

Upload

Confirm Create New Account

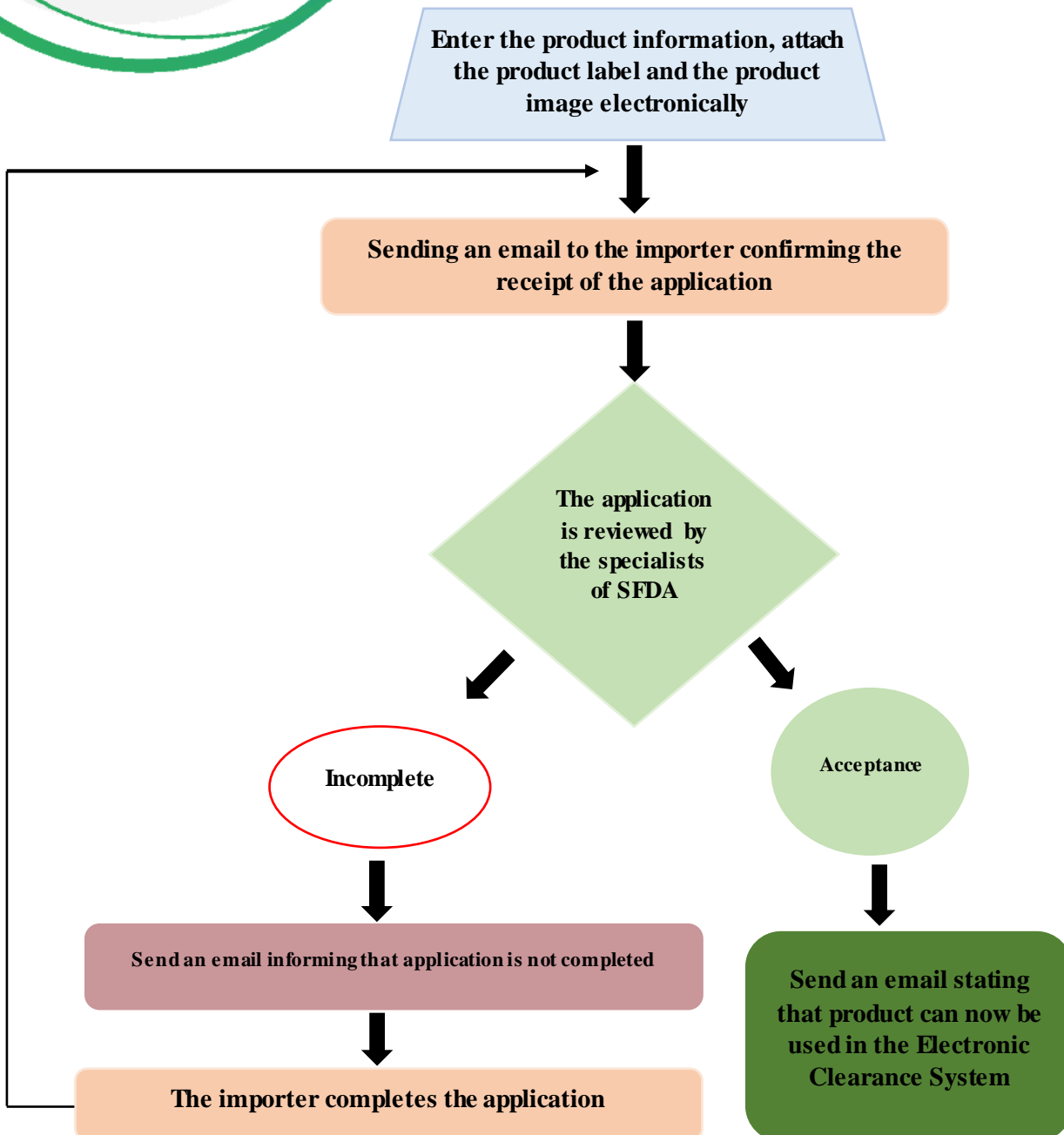
Fields marked with (*) are mandatory

2. Register the product in the electronic food registration system via the following link:
<https://frcs.sfda.gov.sa/Login.aspx>

By following steps below:

- Select the icon (Register Item) and the fill in the blanks correctly and matched to the product label as shown in the following image:

- Read and accept the declaration in the “ratification” box, then click on “Submit” to send the application.
- The application shall be examined, the product’s label and the entered information are reviewed, an invoice is issued for the fee to be paid, and the application is returned to the client, including the following:
 1. Financial compensation invoice number.
 2. Notes to be modified on the product label or in the data entered in the blanks (if any).
- The client shall pay the financial compensation sent through the system, adjusting notes if any and send the application.
- The application shall be reviewed and approved, and if the notes are not corrected, if any, the application client shall be returned to the client to correct the notes. The application shall be rejected when it is sent incomplete for the second time unless SFDA deems it necessary to request additional information.
- If SFDA requests additional information or responds to incomplete application, the applicant shall complete the registration application within a maximum period of 30 days, from the date of SFDA respond.
- If the specified period ends without completing the application, the application shall be terminated by SFDA and the applicant shall submit a new registration application, noting that the fee for registration is not refundable.
- The expected time for product registration and order completion is 10 working days.



Four: General Requirements

1. Some of these products may be subject to scientific assessment and examination of an application submitted by a specialized scientist team.
2. The product shall comply with the Technical Regulations, standard specifications and circulars issued by SFDA, and the most important of which are the following:

	Technical Regulation	Regulation Number
1	General Requirements for Handling of Foods for Special Medical Purposes	SFDA.FD 654
2	Recommendation of Handling Energy drinks	GSO 1926
3	Labeling of Prepackaged Foodstuffs	GSO 9
4	Expiration Dates for Food Products - Part 1: Mandatory Expiration Dates	SFDA.FD 150-1
5	Additives Permitted for Use in Foodstuffs	GSO 2500
6	Requirements for Health and Nutrition Claims	SFDA.FD 2333
7	General Requirements for Handling of Foods for Special Medical Purposes	GSO 1366
8	Foods for Special Dietary Uses – General Requirements for Athlete Food	GSO 2397
9	Sweeteners Permitted in Food	GSO 995
10	Requirements of Nutritional Labeling	SDFA.FD 2233
11	Hygienic Regulations for Food Plants and their Personnel	SFDA.FD 21
12	Requirements of Storage Facilities for Dry and Canned Foodstuffs	GOS 168

3. The expiration period of the products shall not exceed for 24 months. If it exceeds this period, the registration application shall not be submitted electronically before obtaining the approval from SFDA, by submitting a letter that includes safety proof of the product and the effectiveness of its components during the specified expiration period.
4. It is prohibited to claim or indicate that the product is licensed by SFDA. Also, it is prohibited to place the logo of SFDA or indicate in any way the approval of the product and the guarantee of its safety, and only the reference number on the product label is sufficient “for example: P-3-N-000000-0000” or the registration number of the previously registered products if they have a valid registration certificate.
5. The client shall have a file containing the following certified and approved documents and submit them to SFDA upon request within 10 working days:
 - Certificate of free sale certified by the competent authorities in the country of origin (imported products).
 - Licence for a food establishment issued by SFDA (locally manufactured products).
 - Certificate of Hazard Analysis and Critical Control Point (HACCP) or Good Manufacturing Practice Certificate (GMP) or (ISO22000) Certificate.
 - Certificate of intelligence analysis issued by an accredited laboratory according to the international standard (ISO17052 "general requirements for the competence of testing and calibration laboratories") including the main ingredients of the product and its nutrients in their quantities and percentages according to Clause 4 of Unit 1 mentioned above.
6. If the documents mentioned in paragraph 5 are not provided within the specified period, necessary action shall be taken.
7. The warnings to be added in the product label shall be written in a clear and readable manner.
8. There shall be no modification in the information of the registered product, as any modification or change, whether it's the manufacturer or the ingredients of the product or its size, means that the product is new and shall be registered.

9. Pay financial compensation according to the following table:

	The Product	Financial Compensation
1	Registering a food supplement product “New”	5000 riyals
2	Registering energy drink product “New”	5000 riyals
3	Renewing the registration of a food supplement product	2000 riyals
4	Renewing the registration of energy drink product	2000 riyals