

Investor Journey for Licensing Feed or Non-medicated Feed Additives Manufactory

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Table of Contents

Page	Title	Chapter
3	Introduction	1
4	Definitions	2
6	Field and Applicability	3
7	The Course of Investor Journey for Issuing an Activity Practicing License	4
9	Procedures of Issuing a Final License (Activity Practicing License)	5
13	Guide to Renew a License	6
14	Production Lines Extension and Addition	7
15	Procedures of an Ownership Transfer or Changing the Location of the Manufactory	8

1st Chapter

Introduction

According to Saudi Food and Drug Authority Law issued by a Royal Decree No.(M/6) dated 25/01/1428 Hijri and as stated in Article (5) of the Law “SFDA shall embark on all regulatory and executive missions required to achieve purposes bound to SFDA and obligated to achieve.” And Feed Law issued by a Royal Decree No. (M/60) dated 23/09/1435 Hijri and as stated in Article (4) of the Law (A license shall be issued to practice feed activities according to the conditions and requirements defined in the regulation).

The investor journey herein is aimed to clarify all producers relevant to licensing a feed manufactory and regulations defined including conditions of obtaining an initial approval (for manufactories located in a municipal scope) and final license for activity practice.

2nd Chapter

Definitions

The following words and expressions shall have the meanings hereby assigned to them, except where the context otherwise requires:

Investor:

An individual or a group of people (company) who desire to build a warehouse in a licensed warehouse area (licensed by the municipality) or one of the industrial or economic cities, whether the investor is a Saudi, Gulf individual, or a foreigner.

Establishment:

Any legal status where all activities and handling phases take place.

Handling:

Phases of feed or its components, from initial production until they reach the beneficiary including importing, exporting, manufacturing, preparing, processing, filling, packaging, storing, transporting, possessing, distributing, displaying and selling.

Initial Licensing:

Initial approval issued by SFDA after a license application have been submitted by the investor to establish a feed manufactory (for manufactories located in a municipal scope).

Municipal Licensing:

A license issued by Ministry of Municipal and Rural Affairs & Housing to establish a feed or feed additives manufactory or a warehouse.

Industrial Licensing:

A license that hereby allow the establishment to manufacture and produce which contains a name, address, place of production or manufacturing and number and date of manufacturing license.

Technical Licensing (Activity Practice License):

A document issued by the authority for any activities related to feed.

3rd Chapter

Field and Applicability

The guideline herein applies for the investor who desire to obtain an activity practicing license for a feed manufactory for industrial activities (ISIC) which falls under the SFDA. This license enables manufactories to produce and sell in local markets and import raw materials to manufacture. This license is issued after meeting all documentations and requirements of the following concerned governmental bodies.

- Saudi Food and Drug Authority.
 - Ministry of Municipal and Rural Affairs & Housing.
 - Ministry of Environment, Water & Agriculture.
 - Ministry of Commerce.
 - Ministry of Investment.
 - Ministry of Industry and Mineral Sources.
 - Saudi Authority for Industrial Cities and Technology Zones.
 - King Abdullah Financial District.
 - Royal commission for Jubail and Yanbu.
- ISIC activities that apply for this guideline can be found on SFDA website <https://old.sfda.gov.sa/ar/oper/RegistrationAndLicencing/Documents/EconomicActivitiesSFDA.pdf>

4th Chapter

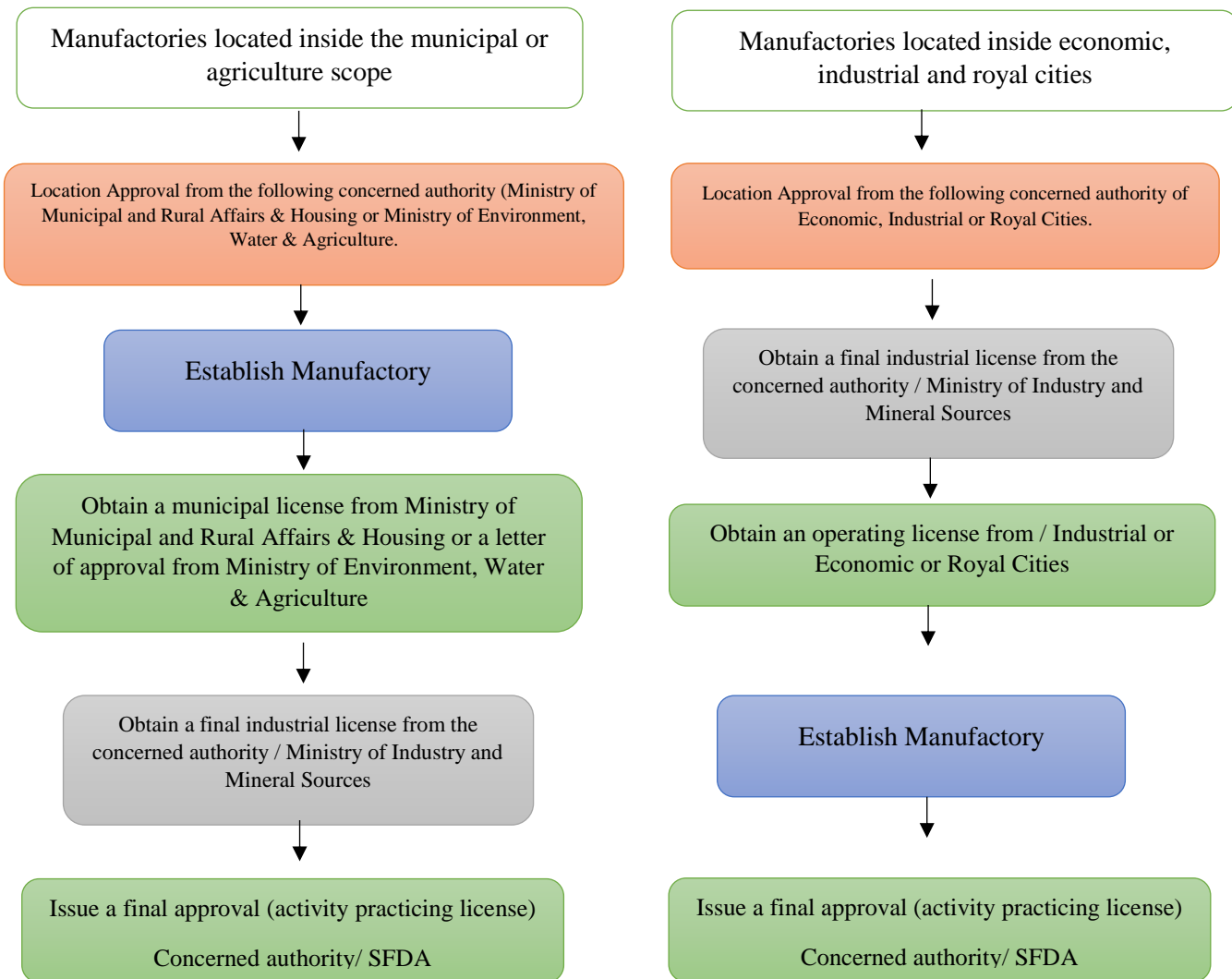
The Course of Investor Journey for Issuing an Activity Practicing License

1. The course of investor journey to obtain an activity license varies based on the location of the manufactory. Where the investor that desire to establish a manufactory within the municipal scope or agriculture land, an approval shall be taken from the following government bodies, namely:
 - Ministry of Municipal and Rural Affairs & Housing or Civil Defense to obtain an approval for the location according to what is defined by the decision of Council of Ministries No.181 and approval of Civil Defense.
 - Ministry of Industry and Mineral Sources to obtain a final industrial license.

In case of establishing the manufactory in an industrial, economic city or the Royal Commission of Jubail and Yanbu, the investor will directly obtain the site and the approval of government bodies.

2. After obtaining the approval of the concerned government authorities, the investor shall establish and prepare the manufactory with the necessity to apply the technical requirements contained in the technical guideline for licensing feed establishment (the guideline can be obtained via the link below) in addition to the requirements of the site grantor such as the Ministry of Municipal and Rural Affairs & Housing, economic or industrial cities. <https://sfda.gov.sa/ar/regulations/78661>
3. Register in the electronic system for registering and licensing of feed establishments and products after attaching all the approvals from the concerned government authorities mentioned in Clause No.1.
4. Obtain a final approval (Activity practicing license) from SFDA.

The Course of Investor Journey for Issuing an Activity Practicing License



5th Chapter

Procedures of Issuing a Final License (Activity Practicing License)

After obtaining an initial license, authorizations and approvals required from relevant governmental authorities mentioned in chapter four. Apply for an activity practice license electronically by following the below steps:

1. Enter the service via the following link
<http://afnr.sfda.gov.sa/Login.aspx?enc=9Zo/OcjXLUTAdEFdDILN8A>
2. Fill the form.
3. Complete all information in feed establishment registration form coming through all seven steps.
 - Step One: Establishment information.
 - Step Two: Establishment address.
 - Step Three: Authorized individuals
 - Step Four: Establishment activity.
 - Step Five: Affiliate establishments.
 - Step Six: Documentations.
 - Step Seven: Approvals.
4. Feed establishment registration request shall be submitted via the electronic system.

Required Documentations in the Electronic system:

All required and official documentations shall be submitted in step six when registering in the electronic system, which are as follows:

1. A final industrial licensing.
 2. Operating license (for manufactories located inside industrial or economic cities).
 3. Municipal licensing (for manufactories located inside the municipal scope).
 4. Safety certificate form Civil Defense (for manufactories located inside the municipal scope).
 5. Agriculture license (for manufactories located on agricultural areas).
- Please attach the mentioned documentations according to the establishment location and dismiss attaching irrelevant documentations that does not conform to the application request.

Procedures of Licensing Manufactories According to the Risk Class:

Application request is reviewed after registering in the electronic system for feed establishments registration and licensing activities mentioned in the industrial license is viewed which determine the manufactory's risk class according to the National Manual for Industrial Activities "ISIC" and risk class of each activity that was determined by the SFDA " to view activities falling under the SFDA competence and their risk class , please check the following link: <https://old.sfda.gov.sa/ar/oper/RegistrationAndLicencing/Documents/EconomicActivitiesSFDA.pdf>

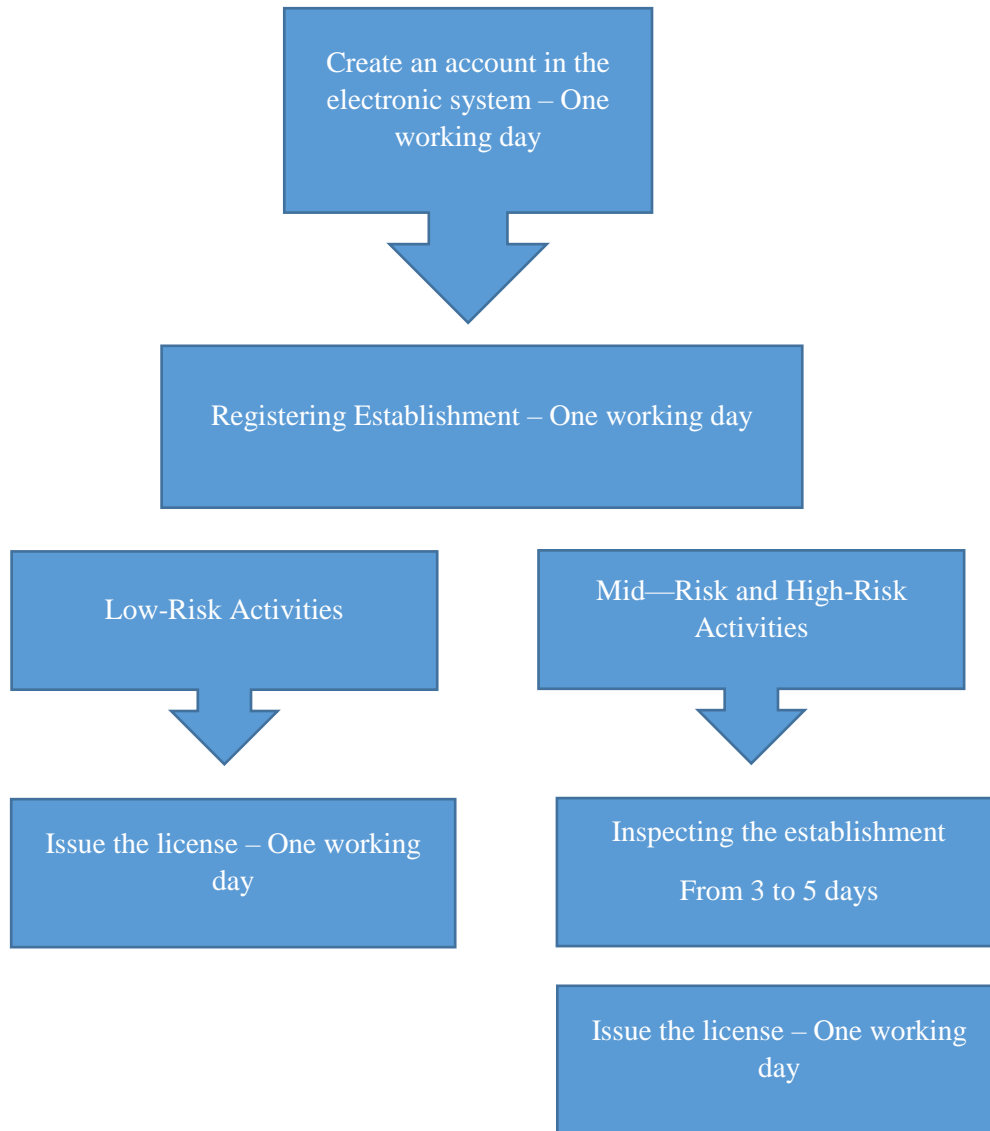
Firstly: Establishments with Low-Risk Activities:

An activity practice license shall be issued for low-risk feed manufactories directly after registration in the electronic system is completed and inspection shall be conducted afterwards to ensure that the manufactory is implementing the technical requirements and sample collection to conduct lab analysis.

Secondly: Establishments with Mid-Risk and High-Risk Activities:

- Activity practice licensing for high-risk feed establishments is referred to inspection to ensure that technical requirements are implemented in the establishment.
- Lab analysis shall be conducted by the manufactory in the SFDA accredited laboratories and lab results shall be obtained before the inspection visit. Please check the following link to view the accredited laboratories in SFDA: https://old.sfda.gov.sa/ar/food/about/administration/management_regulations/Pages/Licensed_Private_Food_Laboratories.aspx
- Inspection team shall be provided with lab analysis results for products that are produced by the manufactory.
- Production lines shall be operated (for lab analysis purposes only) and 80% of products that are manufactured in the manufactory during the inspection shall be analysed.
- Inspector is entitled to collect samples and send them to SFDA and in the event of inconformity of the lab results provided by the manufactory, necessary measures shall be conducted according to the Violations and Sanctions Regulations as shown in the following link: <https://old.sfda.gov.sa/ar/food/about/regulations/Documents/food-2102018a1.pdf>

Duration of Obtaining a Final License



6th Chapter

Guide to Renew a License

Firstly: Procedures of Renewing an Activity License:

An email shall be sent to lmrd.food@sFDA.gov.sa

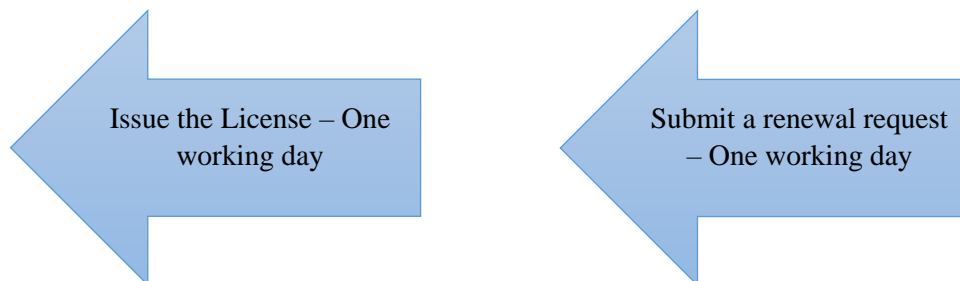
A license renewal request shall be requested attaching the following documents:

- A final industrial license.
- A copy of the manufactory municipal license for manufactories located outside industrial cities.
- Safety certification from Civil Defense (for manufactories located in municipal scope)
- Manufactory operation license (for manufactories located inside in industrial cities)
- An activity practicing license.
- National address of the establishment.

All attachments shall be in PDF format.

Secondly: Activity license renewal

- A renewal application shall be made by the establishment through Animal Feed National Registry.
- Hard-copy requirements shall be sent to the administration email.
- A license renewal shall be issued for the establishment.



7th Chapter

Production Lines Extension and Addition

Firstly: Procedures to Extend and Add Production Lines:

An official letter shall be submitted to the SFDA clarifying the establishment's desire to add new or extend production lines with attaching engineering drawings for extension or addition mechanism with new plans of the manufactory.

Application Procedures:

- An application letter presented by the establishment to the SFDA.
- SFDA shall review the application.
- After SFDA approval, an approval declaration shall be sent to the establishment.
- Manufactory shall conduct extension and addition.
- Manufactory shall inform the SFDA after finalizing extension and addition processes via email lmrd.food@sfda.gov.sa
- Inspectors from the SFDA shall be sent to ensure the manufactory condition and its conformity with the standards.
- Establishment shall be informed after inspection approval to start the actual production process.

8th Chapter

Procedures of Ownership Transfer or Changing the Location of the manufactory

- Procedures of Ownership Transfer for a Manufactory:
 1. A letter shall be submitted to the SFDA to transfer the ownership of a manufactory.
 2. Required documentations shall be attached to submit an initial license application.
 3. An initial license shall be issued to obtain approvals off governmental bodies mentioned in the fourth chapter.
 4. Steps mentioned in the sixth chapter shall be followed to obtain an activity practicing license.

Required Documentations to Apply for an Initial Licensing:

1. A copy of the National ID or Residency ID (for foreign investors).
2. A copy of the commercial register clarifying the feed production and manufacturing activity.
3. A copy of the initial industrial activity license.
4. A copy of the investment licensing (for foreign investors).
5. A copy of the National ID/ Residency ID for the authorized individual following up the application.
6. A copy of the authorization form accredited by the Chamber of Commerce for the authorized individual following up with application.
7. A copy of the Sales contract
8. National Address

- **Procedures of Changing the Location of a Feed manufactory:**

All applications of changing the feed manufactory location are handled as licensing a new feed establishment and all procedures mentioned in chapters (four, five, six) of the guideline herein are applied on the request.



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