



Saudi Food and Drug Authority

Applicant User Manual

GHAD System

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1. Introduction

the purpose of this document is to explain how to request services for the external parties.

- Food – manufacture licenses

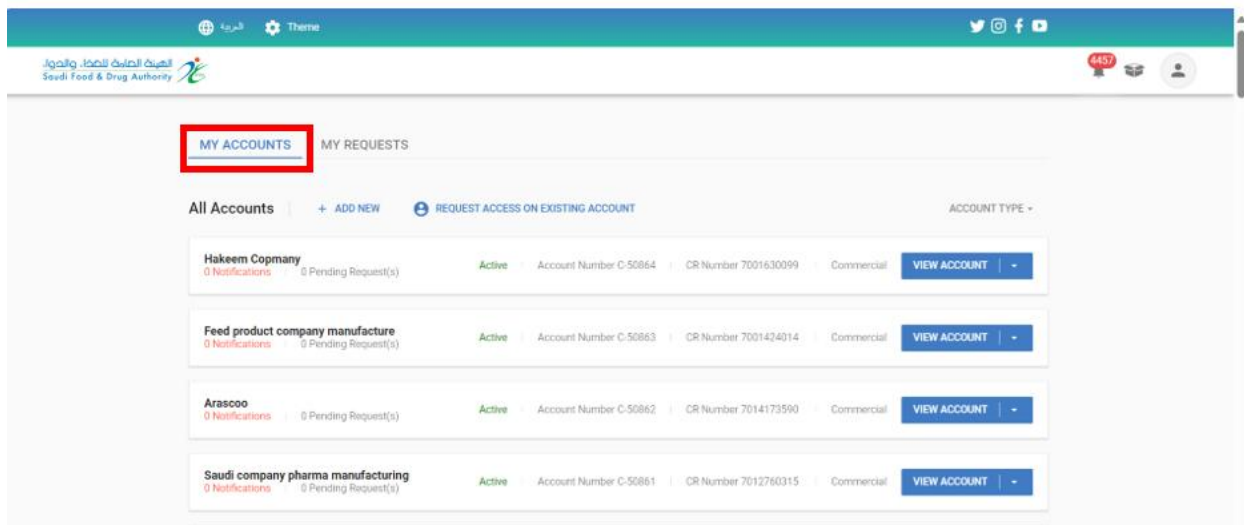
2. Main Dashboard

It is a general page that includes all accounts registered in the system, regardless of their account activities and the services available to them.

In this document, we will present the external user interface and how to apply to view the different customer accounts (individual account, commercial account, government account, customs clearance). If there is more than one account for this user, he can browse the types of accounts and choose the account he wants to use.

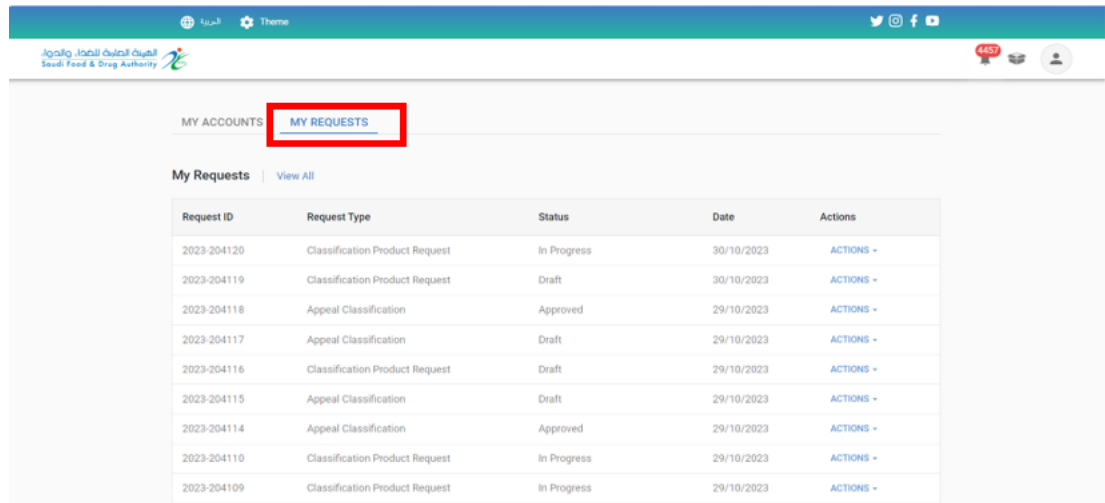
My accounts

The user can browse the available account types by choosing on “My Accounts” on the home page as shown below.



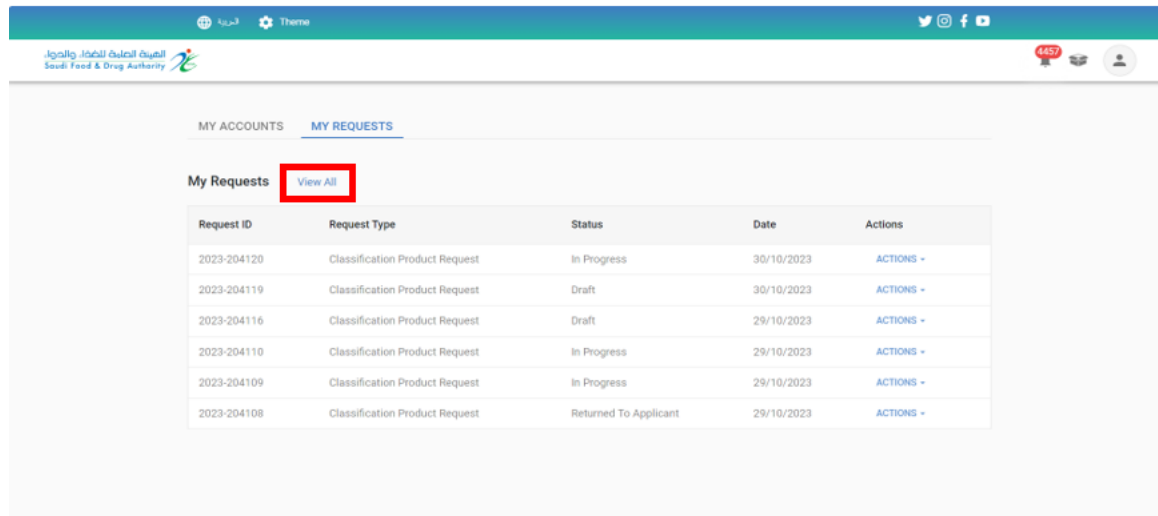
2.1. My Request

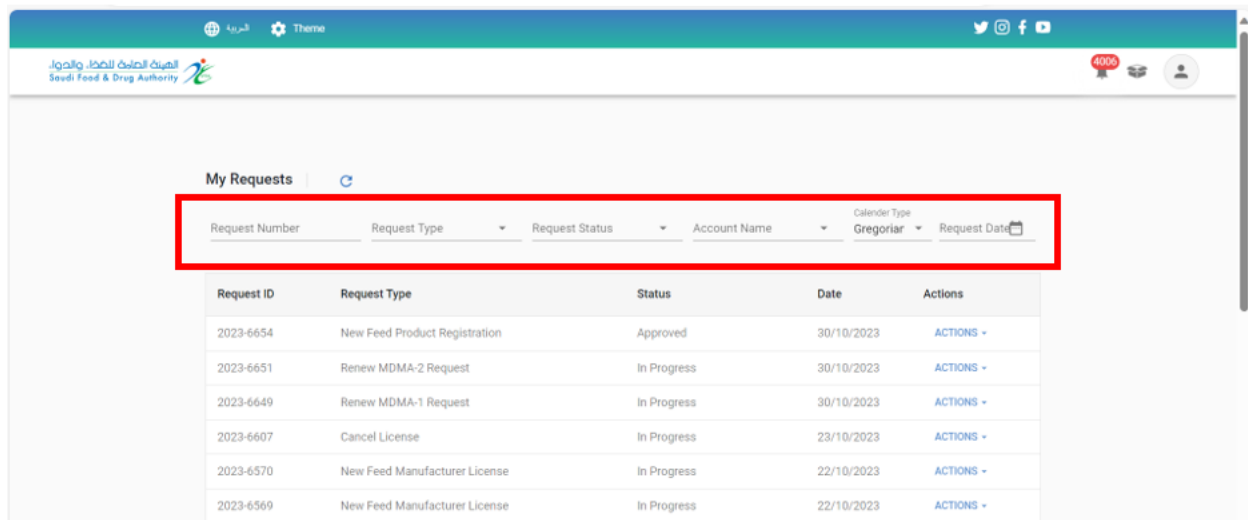
In this section of the home page, the system will appear all requests for all accounts.



Also, when you click on "View All", the search feature will appear to help you to find the needed requests:

request number - request type - request status - Account name - Calendar type - request date





My Requests

Request ID	Request Type	Status	Date	Actions
2023-6654	New Feed Product Registration	Approved	30/10/2023	ACTIONS +
2023-6651	Renew MDMA-2 Request	In Progress	30/10/2023	ACTIONS +
2023-6649	Renew MDMA-1 Request	In Progress	30/10/2023	ACTIONS +
2023-6607	Cancel License	In Progress	23/10/2023	ACTIONS +
2023-6570	New Feed Manufacturer License	In Progress	22/10/2023	ACTIONS +
2023-6569	New Feed Manufacturer License	In Progress	22/10/2023	ACTIONS +

2.2. Actions

you can take action according to the status of the request by clicking on Action:

- draft request: When you create a request without submitting it or by clicking “Save for later.”
 - Action:
 - You can review the request.
 - You can review and update the request when you choose “Update request.”
 - You can delete the request.

My Requests

Request Number Request Type Request Status Account Name

Calendar Type Request Date

Request ID	Request Type	Status	Date	Actions
2023-3339	New Cosmetic Space Warehouse License	Draft	06/06/2023	View Request
2023-3337	New Drugs Full Warehouse License	Draft	06/06/2023	Update Request
2023-3336	New Final Food Warehouse License	Draft	06/06/2023	Delete
2023-3335	New Final Food Warehouse License	Draft	06/06/2023	
2023-3334	New Final Food Warehouse License	Draft	06/06/2023	ACTIONS +

○ Approved: when final approval by the Food and Drug Authority

■ Action:

■ You can review the request “View request.”

My Requests

Request Number Request Type Request Status Account Name

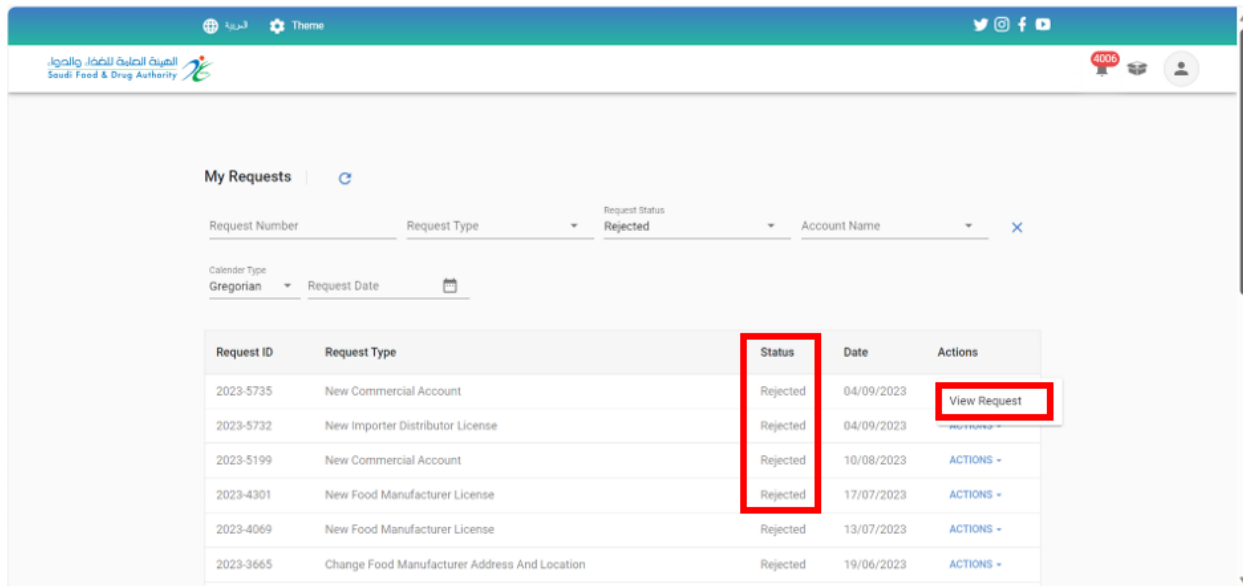
Calendar Type Request Date

Request ID	Request Type	Status	Date	Actions
2023-6654	New Feed Product Registration	Approved	30/10/2023	View Request
2023-6566	New Authorized Representative License	Approved	19/10/2023	
2023-6490	New Cosmetic Product Notification	Approved	16/10/2023	ACTIONS +
2023-6435	New Cosmetic Product Notification	Approved	15/10/2023	ACTIONS +
2023-6430	New Food Manufacturer License	Approved	15/10/2023	ACTIONS +
2023-6417	New Cosmetic Product Notification	Approved	15/10/2023	ACTIONS +

○ Rejected: When the request is rejected by the Saudi Food and Drug Authority

■ Action:

- You can review the request “View request”.



My Requests

Request Number Request Type Request Status Rejected Account Name

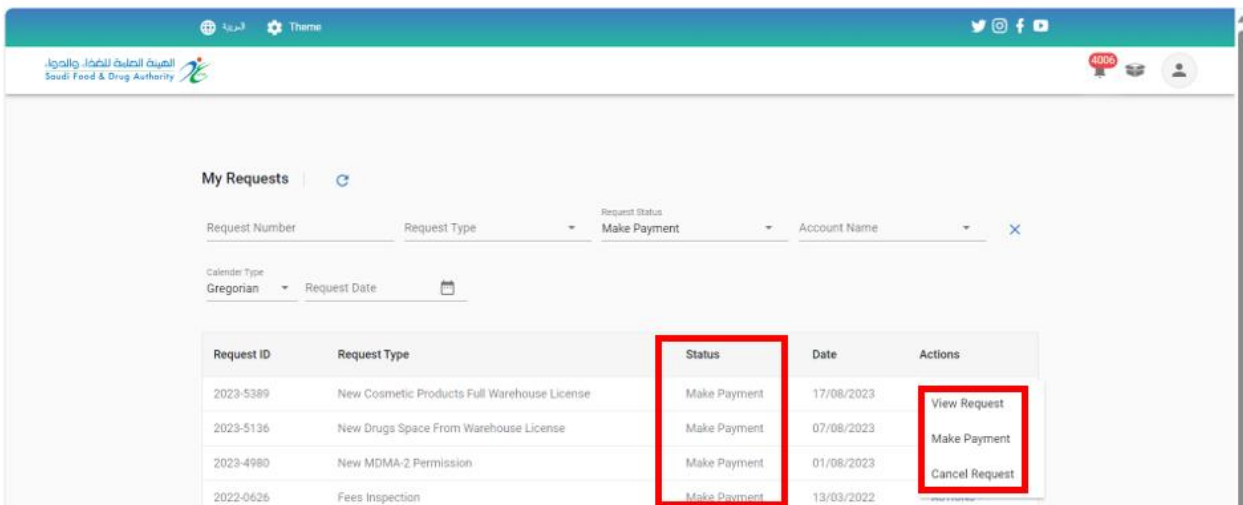
Calendar Type Gregorian Request Date

Request ID	Request Type	Status	Date	Actions
2023-5735	New Commercial Account	Rejected	04/09/2023	View Request
2023-5732	New Importer Distributor License	Rejected	04/09/2023	View Request
2023-5199	New Commercial Account	Rejected	10/08/2023	ACTIONS -
2023-4301	New Food Manufacturer License	Rejected	17/07/2023	ACTIONS -
2023-4069	New Food Manufacturer License	Rejected	13/07/2023	ACTIONS -
2023-3665	Change Food Manufacturer Address And Location	Rejected	19/06/2023	ACTIONS -

○ Make payment: when the Food and Drug Authority needs to issue an invoice for the request.

■ Action:

- You can review the request “View request”.
- You can view payment information “Make payment.”
- You can delete the request “Cancel request”.



My Requests

Request Number Request Type Request Status Make Payment Account Name

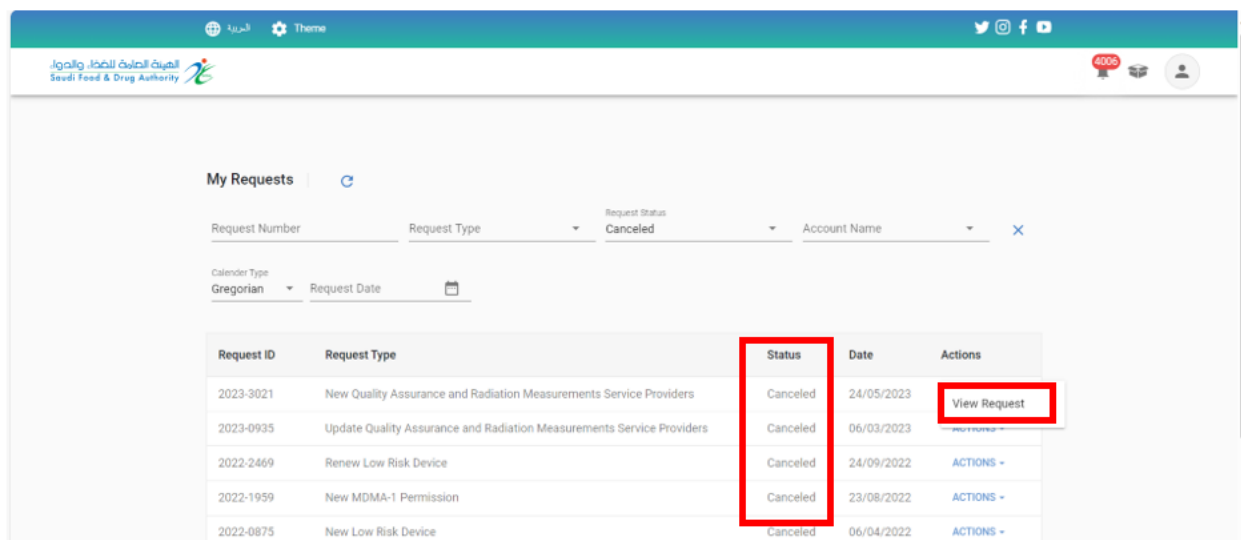
Calendar Type Gregorian Request Date

Request ID	Request Type	Status	Date	Actions
2023-5389	New Cosmetic Products Full Warehouse License	Make Payment	17/08/2023	View Request Make Payment Cancel Request
2023-5136	New Drugs Space From Warehouse License	Make Payment	07/08/2023	
2023-4980	New MDMA-2 Permission	Make Payment	01/08/2023	
2022-0626	Fees Inspection	Make Payment	13/03/2022	

○ Cancelled: When the request status is “Pay” and the invoice needs to be cancelled

■ Action:

■ You can review the request “View request”.



My Requests

Request Number Request Type Request Status Canceled Account Name X

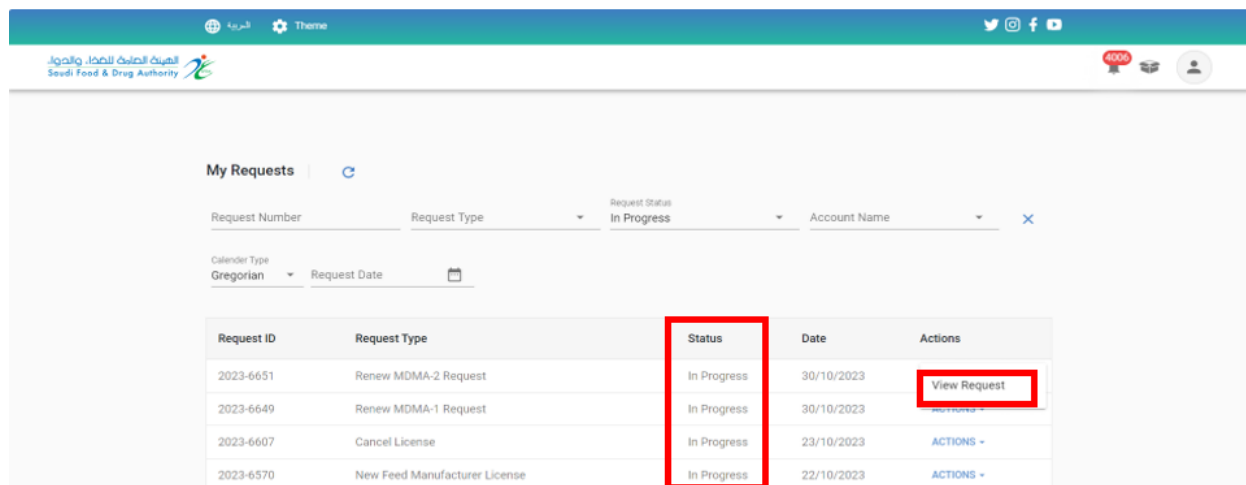
Calendar Type Gregorian Request Date

Request ID	Request Type	Status	Date	Actions
2023-3021	New Quality Assurance and Radiation Measurements Service Providers	Canceled	24/05/2023	View Request
2023-0935	Update Quality Assurance and Radiation Measurements Service Providers	Canceled	06/03/2023	View Request
2022-2469	Renew Low Risk Device	Canceled	24/09/2022	ACTIONS -
2022-1959	New MDMA-1 Permission	Canceled	23/08/2022	ACTIONS -
2022-0875	New Low Risk Device	Canceled	06/04/2022	ACTIONS -

○ In Progress: when “sending the request” to the Food and Drug Authority

■ Action:

■ You can review the request “View request”.



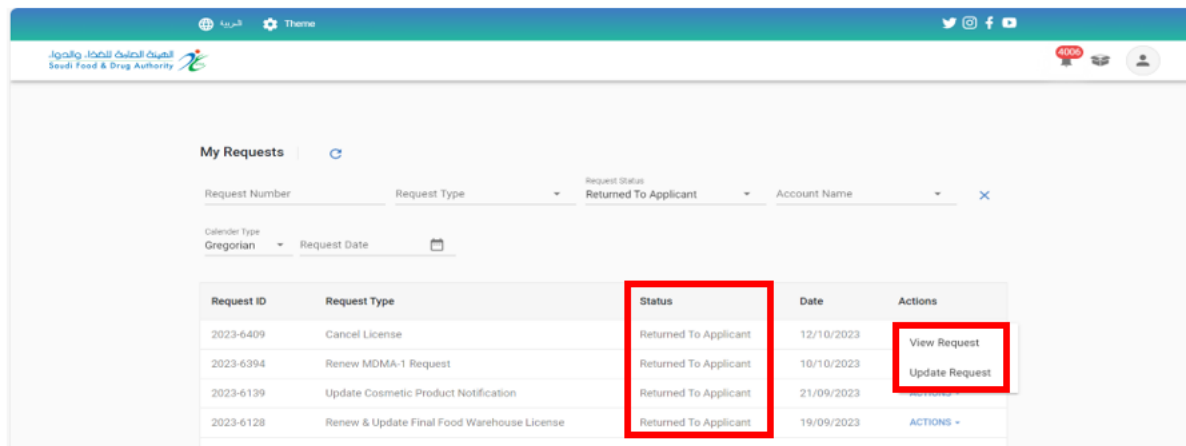
My Requests

Request Number Request Type Request Status In Progress Account Name X

Calendar Type Gregorian Request Date

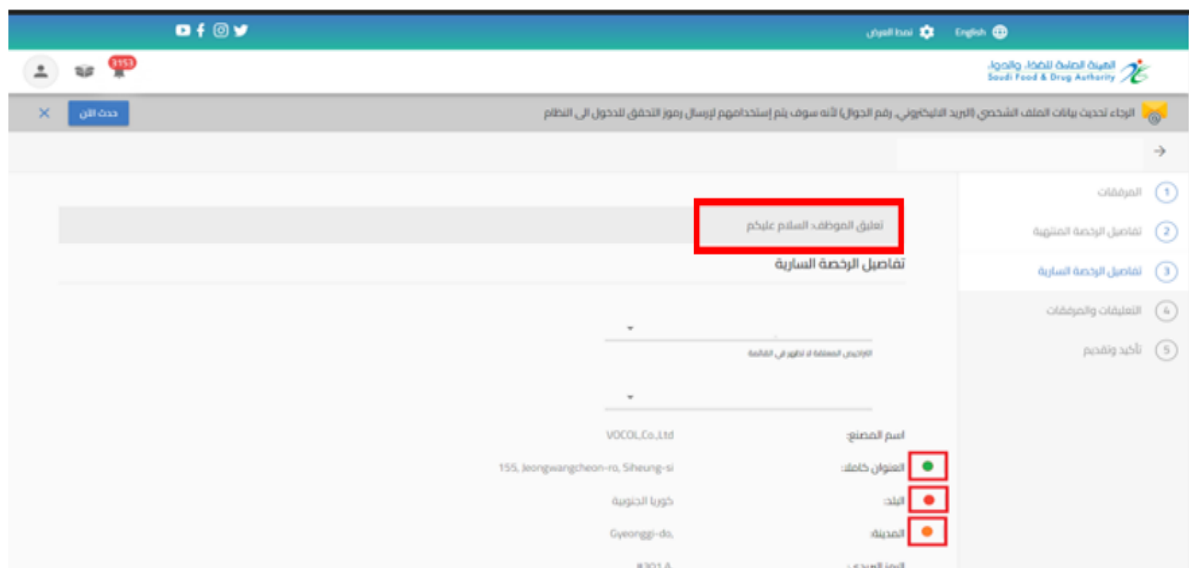
Request ID	Request Type	Status	Date	Actions
2023-6651	Renew MDMA-2 Request	In Progress	30/10/2023	View Request
2023-6649	Renew MDMA-1 Request	In Progress	30/10/2023	View Request
2023-6607	Cancel License	In Progress	23/10/2023	ACTIONS -
2023-6570	New Feed Manufacturer License	In Progress	22/10/2023	ACTIONS -

- Returned to the applicant: When the Food and Drug Authority needs more information from the applicant (where the employee's comment appears at the top of the page and coloured icons next to the field to be modified) to “update the application” and send it again to the Saudi Food and Drug Authority:
 - A green light means that if the request is returned, it cannot modify this field.
 - Orange light means optional field for modification.
 - Red light indicates that if the request is returned to the applicant, he must mandatorily modify this field.



The screenshot shows the 'My Requests' section of the Saudi Food & Drug Authority portal. It features a table with columns: Request ID, Request Type, Status, Date, and Actions. The 'Status' column for all listed requests is 'Returned To Applicant'. The 'Actions' column includes 'View Request' and 'Update Request' buttons, which are highlighted with red boxes in the original image.

Request ID	Request Type	Status	Date	Actions
2023-6409	Cancel License	Returned To Applicant	12/10/2023	View Request Update Request
2023-6394	Renew MDMA-1 Request	Returned To Applicant	10/10/2023	View Request Update Request
2023-6139	Update Cosmetic Product Notification	Returned To Applicant	21/09/2023	View Request Update Request
2023-6128	Renew & Update Final Food Warehouse License	Returned To Applicant	19/09/2023	ACTIONS +



The screenshot shows a detailed application form for 'VOCOL Co., Ltd.' The form includes fields for company name, address, and contact information. A red box highlights the 'Status' field, which is currently set to 'Returned To Applicant'. Below this, there are three colored circles indicating the status of different sections: a green circle for 'Company Information', a red circle for 'Address', and an orange circle for 'Contact Information'.

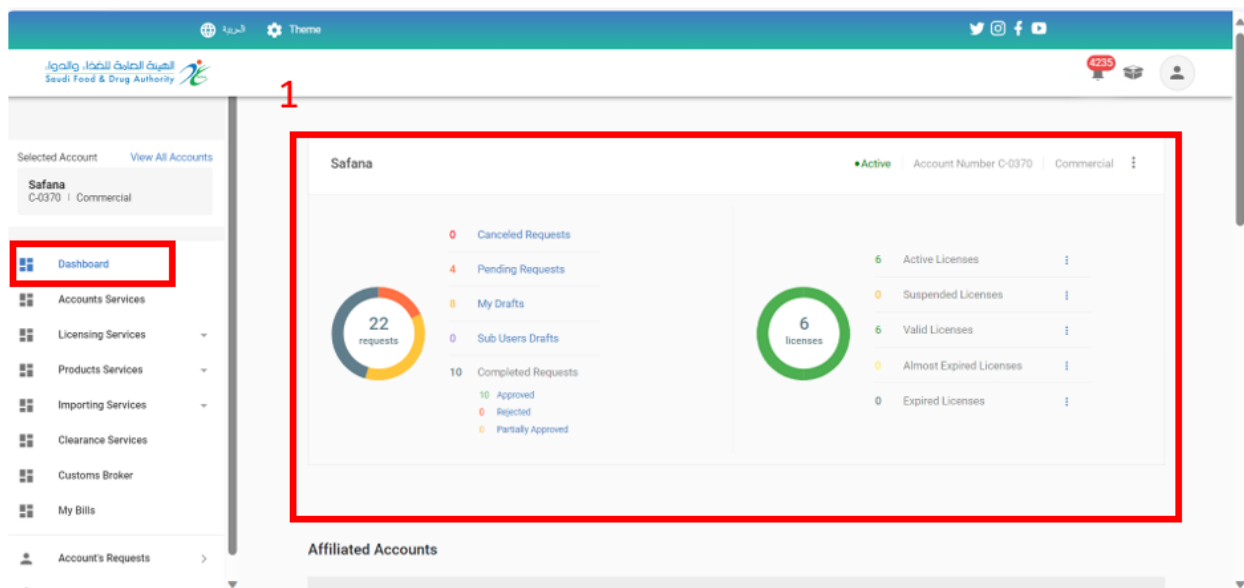
Field	Status
Company Information	Green (Cannot modify)
Address	Red (Mandatory modification)
Contact Information	Orange (Optional modification)

3. Dashboard

It is a general page that serves all accounts registered in the system, regardless of their account activities and the services available to them.

When you log in to the account and click on “View Account,” the “dashboard” appears on the first page, as shown below.

3.1. **Account statistics:** The name and statistics of the number of requests and licenses for the account appear.



3.2. Affiliated Accounts: Shows the Affiliated accounts added to the main account.

The screenshot displays the dashboard of the Saudi Food & Drug Authority. The left sidebar contains a menu with 'Dashboard' highlighted. The main content area shows a summary of requests and licenses, followed by a section titled 'Affiliated Accounts' which displays 'No Affiliated Accounts Found.' Below this is a table of 'Account's Requests'.

Request ID	Request Type	Status	Date	Actions
2023-3796	New Importing Permission	Draft	21/06/2023	ACTIONS +
2023-3795	New Importer Distributor License	Approved	21/06/2023	ACTIONS +
2023-3793	New Importer Distributor License	Draft	21/06/2023	ACTIONS +
2023-3523	Fees Inspection	Approved	11/06/2023	ACTIONS +

3.3. Account's requests: In this section of the page, the system will display all requests for the specified account.

The screenshot displays the dashboard of the Saudi Food & Drug Authority. The left sidebar contains a menu with 'Dashboard' highlighted. The main content area shows a summary of requests and licenses, followed by a section titled 'Account's Requests' which displays a table of requests. Below this is a 'Notifications' section.

Request ID	Request Type	Status	Date	Actions
2023-3796	New Importing Permission	Draft	21/06/2023	ACTIONS +
2023-3795	New Importer Distributor License	Approved	21/06/2023	ACTIONS +
2023-3793	New Importer Distributor License	Draft	21/06/2023	ACTIONS +
2023-3523	Fees Inspection	Approved	11/06/2023	ACTIONS +
2023-3513	Fees Inspection	In Progress	08/06/2023	ACTIONS +

Notifications

Your Suspend Account Request number 2023-2143 has been submitted successfully.
27/04/2023, 04:04 PM

3.4. Notifications: In this section of the page, the system will display account notifications

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

Selected Account [View All Accounts](#)

Safana
C-0970 | Commercial

Dashboard

- Accounts Services
- Licensing Services
- Products Services
- Importing Services
- Clearance Services
- Customs Broker
- My Bills
- Account's Requests
- My Profile

2023-3795	New Importer Distributor License	Approved	21/06/2023	ACTIONS -
2023-3793	New Importer Distributor License	Draft	21/06/2023	ACTIONS -
2023-3523	Fees Inspection	Approved	11/06/2023	ACTIONS -
2023-3513	Fees Inspection	In Progress	08/06/2023	ACTIONS -

4

Notifications

- Your Suspend Account Request number 2023-2143 has been submitted successfully.
27/04/2023, 04:04 PM [DELETE](#)
- We received payment for your Request, Inspection Fees Request number 2023-3523
11/06/2023, 08:55 AM [DELETE](#)
- Your Update Commercial Account request has been submitted successfully, and its review will take 1 working days
26/01/2023, 10:28 AM [DELETE](#)
- Your New Importer And Distributor License request has been submitted successfully, and its review will take 2.5 working days
08/06/2023, 12:20 PM [DELETE](#)
- Your Local Manufacturer request has been submitted successfully, and its review will take 6 working days
08/06/2023, 12:05 PM [DELETE](#)

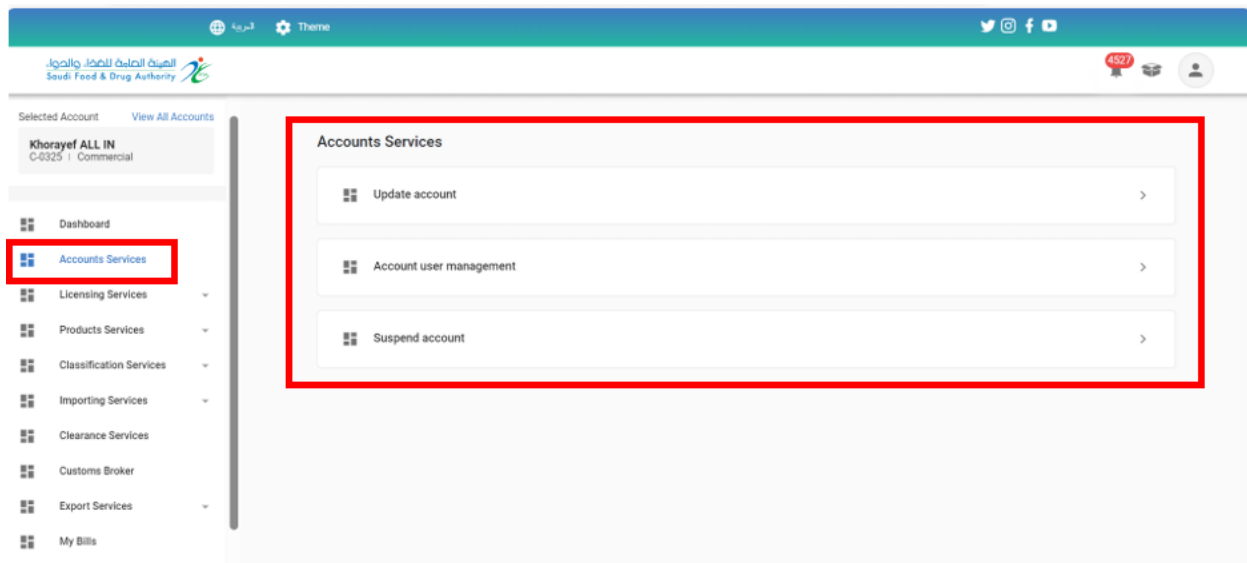
4. Account services

It is a general page that serves all accounts registered in the system, regardless of their account activities and the services available to them.

If you choose account services, you will also see the types of services (Update account, account user management, suspend account) depending on the account type. When you choose one of the options, the data related to the selected type appears.

Services for each account type are as follows:

- Commercial Account:
 - Update Account: Through it you can submit a request to update current account data.
 - Account user management: Through it you can manage the account permissions.
 - Suspend account: Through this you can submit a request to suspend account services.
- Government account – broker account – individual account:
 - Account update: Through it you can submit a request to update current account data.



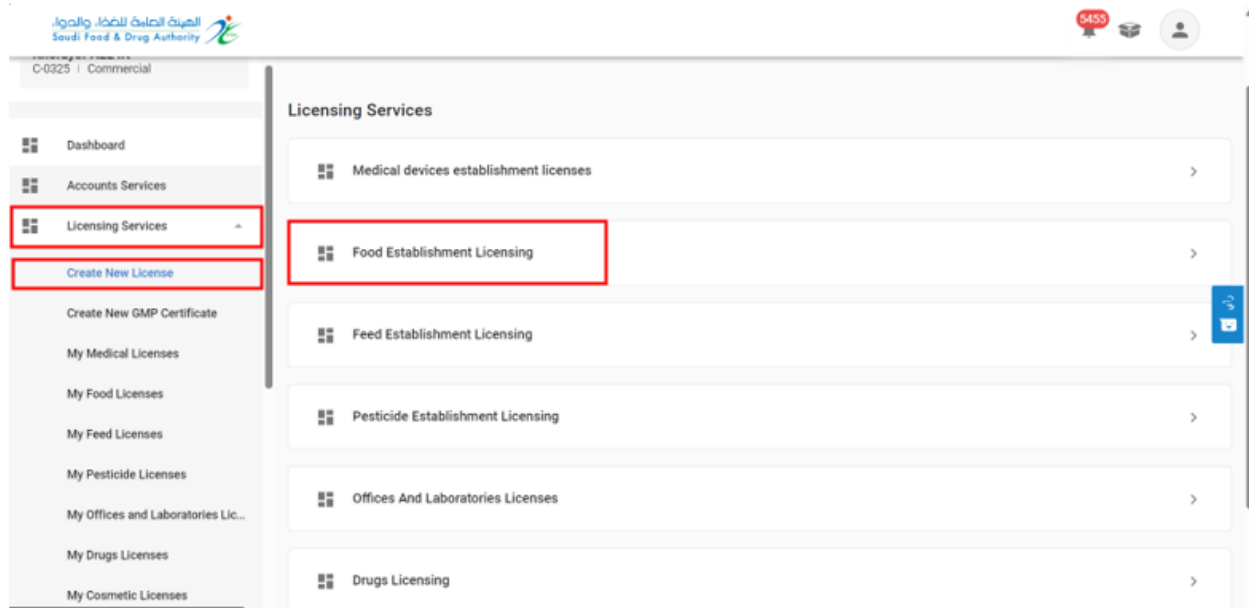
5. Licensing Services

5.1. Food Manufacture License

5.1.1. New Food Manufacture License

To request new food manufacturer license at the Food and Drug Authority (the account must include a food domain), follow the below steps:

- 1- Licensing Services
- 2- Create New License.
- 3- Food Establishment Licensing



Then start filling the template of the New Food Manufacturer License Request until you reach.

The last section: “Confirm and Submit”.

The screenshot shows the Saudi Food & Drug Authority (SFDA) website interface. The header includes the SFDA logo and name in Arabic and English, along with social media icons and a notification bell. The main content area is titled 'Licensing | Final License' and shows a progress bar with '1 Choose activity' selected. The 'Choose activity' section has a 'Main Activity*' dropdown menu. A red arrow points to the dropdown arrow. A 'CANCEL' button is visible at the bottom right.

The screenshot shows the same SFDA website interface, but the 'Main Activity*' dropdown menu is now open. It displays two options: 'Manufacturer' and 'Warehouse / Distribution center'. The 'Manufacturer' option is highlighted with a red rectangular box. The 'CANCEL' button remains at the bottom right.

5456

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

Please update your profile information (email, mobile number) as they will be used for sending login code

UPDATE NOW

X

Licensing | Final License

1 Choose Activity

2 Introduction

3 Manufacturer Information

4 Production Information

5 Address and Location

6 Communication Information

7 Comments & Attachments

8 Confirm and Submit

Introduction

According to the system of the SFDA issued by the Royal Decree No. (M / 6) dated 25/1/1428 H, and the provisions of Article 5 of the Law, "The Commission shall undertake all the regulatory, executive and supervisory tasks necessary to achieve its objectives and the objectives to be achieved. Etc. The organizational tasks in paragraph (4) include that "the Authority shall lay the sound foundations for food and pharmaceutical manufacturing and the sanitary conditions to be met in facilities and factories, including food establishments, employees, facilities and water plants." All warehouses and food distribution centers must register in the system and obtain a license to engage in activity.

Service Description:

This service allows the investor to issue for food and bottled water and ice establishment license according to the law of the General Food and Drug Authority issued by Royal Decree No. (M / 6) dated 1/25/1428 AH and the Food Law.

BACKCONTINUE

CANCEL

5456

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

Please update your profile information (email, mobile number) as they will be used for sending login code

UPDATE NOW

X

Licensing | Final License

1 Choose Activity

2 Introduction

3 Manufacturer Information

4 Production Information

5 Address and Location

6 Communication Information

7 Comments & Attachments

8 Confirm and Submit

Manufacturer Information

Manufacturer Name Arabic:

Manufacturer Name English:

Equity Capital*

Employees Number*

BACKCONTINUE

SAVE AND CONTINUE LATER

CANCEL

S450

الهيئة العامة للغذاء والدواء

Saudi Food & Drug Authority

← Licensing | Final License

1 Choose Activity

2 Introduction

3 Manufacturer Information

4 Production Information

5 Address and Location

6 Communication Information

7 Comments & Attachments

8 Confirm and Submit

Production Information

Activity Type*

Copy of the Final Industrial license*

Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png

Number Of Administrative Regions Where Products Are Distributed*

Number Of Manufacturer Products*

does the manufacturer Export outside KSA?*

Yes

No

Does the Manufacturer have a valid quality or safety Certification?*

Yes

No

الهيئة العامة للغذاء والدواء

Saudi Food & Drug Authority

Theme

S450

Please update your profile information (email, mobile number) as they will be used for sending login code

UPDATE NOW

← Licensing | Final License

1 Choose Activity

2 Introduction

3 Manufacturer Information

4 Production Information

5 Address and Location

6 Communication Information

7 Comments & Attachments

8 Confirm and Submit

Address and Location

Manufacturer Location*

Is the Manufacturer Address Same as Account Address?*

Yes

No

BACK

CONTINUE

SAVE AND CONTINUE LATER

CANCEL

The screenshot shows the 'Communication Information' step in the licensing process. The left sidebar lists steps 1 through 8, with step 6 'Communication Information' highlighted. The main content area has the title 'Communication Information' and a question 'Same as Account Contact Information?'. Below the question are two radio buttons: 'Yes' and 'No'. At the bottom of the form are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER'. The 'UPDATE NOW' button is visible in the top right corner of the header.

You can save the request to continue later when you click “Save and continue later.”

On click Save and continue later, you can access the request from “My request” page with status Draft, with access to view the request or update it.

The screenshot shows the 'Comments & Attachments' step in the licensing process. The left sidebar lists steps 1 through 8, with step 7 'Comments & Attachments' highlighted. The main content area has the title 'Comments & Attachments' and a text area for 'Add Your Notes'. Below this is a section for 'Add Attachment' with a note 'Maximum total size: 50MB. Allowed file types: .png, .jpg, .pdf, .zip'. There is a dashed box for attaching a document with a plus icon and the text 'Attach the supporting document'. At the bottom of the form are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER'. The 'UPDATE NOW' button is visible in the top right corner of the header.

After completing filling the request, you must approve the pledge and then click “Submit.”

The screenshot shows the 'Confirm and Submit' page of the Saudi Food & Drug Authority (SFDA) licensing system. The page has a sidebar on the left with a list of steps: 1. Choose activity, 2. Introduction, 3. Manufacturer Information, 4. Production Information, 5. Address and Location, 6. Communication Information, 7. Comments & Attachments, and 8. Confirm and Submit. The main content area is titled 'Confirm and Submit' and contains eight numbered points of declaration and conditions. A red box highlights the checkbox labeled 'I agree on the declaration terms and conditions', which is checked. Below this, there are three buttons: 'BACK', 'SUBMIT' (highlighted with a red box), and 'SAVE AND CONTINUE LATER'. A 'CANCEL' link is also present at the bottom right.

Confirm and Submit

1. I certify that I have read and understood all the requirements and conditions of SFDA mentioned in the system and regulations for each submitted application, and I pledge my commitment to it and any previous and future regulations and decisions approved by SFDA or relevant government agencies.
2. I hereby declare that the data and information provided are correct, and in the event it is proven otherwise, SFDA has the right to take any criminal or systematic action in accordance with its regulations and regulations.
3. This service is subjected to update, so I will continue to follow it and match it.
4. I pledge to use the license or certificate granted according to its purpose and not to violate any of the relevant requirements.
5. I pledge to inform SFDA immediately after any change in the data has been made or previously submitted pursuant to this request, and within a maximum period of (10) ten days after the change occurred.
6. The user (the account holder) is fully responsible for the contents of the information that is loaded or included in the application submitted or in any of the services.
7. SFDA has the right, according to the laws and regulations, to terminate, restrict or stop the user's right to enter the system, submit applications, suspend or cancel the license.
8. I pledge to be strictly confidential in all dealings with the SFDA.

☒ I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

You will receive an “request Number” after submitting your request.

The screenshot shows the 'Confirm and Submit' page of the Saudi Food & Drug Authority (SFDA) licensing system after submission. The page has a sidebar on the left with a list of steps: 1. Choose Activity, 2. Introduction, 3. Manufacturer Information, 4. Production Information, 5. Address and Location, 6. Communication information, 7. Comments & Attachments, and 8. Confirm and Submit. The main content area displays the message 'Your request has been sent for processing.' Below this, a red box highlights the 'Request Number: 2024-2218'. At the bottom, there are links for 'Account Dashboard' and 'My Requests'.

Your request has been sent for processing.

Request Number: 2024-2218

Account Dashboard | My Requests

5.1.2. Update Food Manufacture License

To Request Update Food Manufacturer License at the Saudi Food and Drug Authority, you can select “Licensing Services” then “My Food Licenses,” the obtained and approved licenses will appear for you, and you can get the license using search engines.

The screenshot shows the SFDA portal interface. On the left, the 'Licensing Services' menu is expanded, and 'My Food Licenses' is selected. The main content area displays a table of licenses. The table has columns for License Number, Request Number, Activity, License Status, and City. Two licenses are listed:

License Number	Request Number	Activity	License Status	City
ML-2020-FO-0006	2023-0057	Food Manufacturer License	Canceled	Riyadh
ML-2021-FO-0001	2021-3923	Food Manufacturer License	Expired	Riyadh

To Update Food Manufacturer License, click on “Actions,” and choose “Update.”

The screenshot shows the SFDA portal interface with the 'My Licenses' section. The 'Actions' dropdown menu for the license ML-2021-FO-0001 is open, and the 'Update' option is highlighted with a red box. The dropdown menu also includes options for 'Renew & Update', 'Download', and 'Cancel License'.

License Number	Request Number	Activity	License Status	City
ML-2020-FO-0006	2023-0057	Food Manufacturer License	Canceled	Riyadh
ML-2021-FO-0001	2021-3923	Food Manufacturer License	Expired	Riyadh
ML-2021-FO-0002		Food Manufacturer License		
ML-2021-FO-0003		Food Manufacturer License		

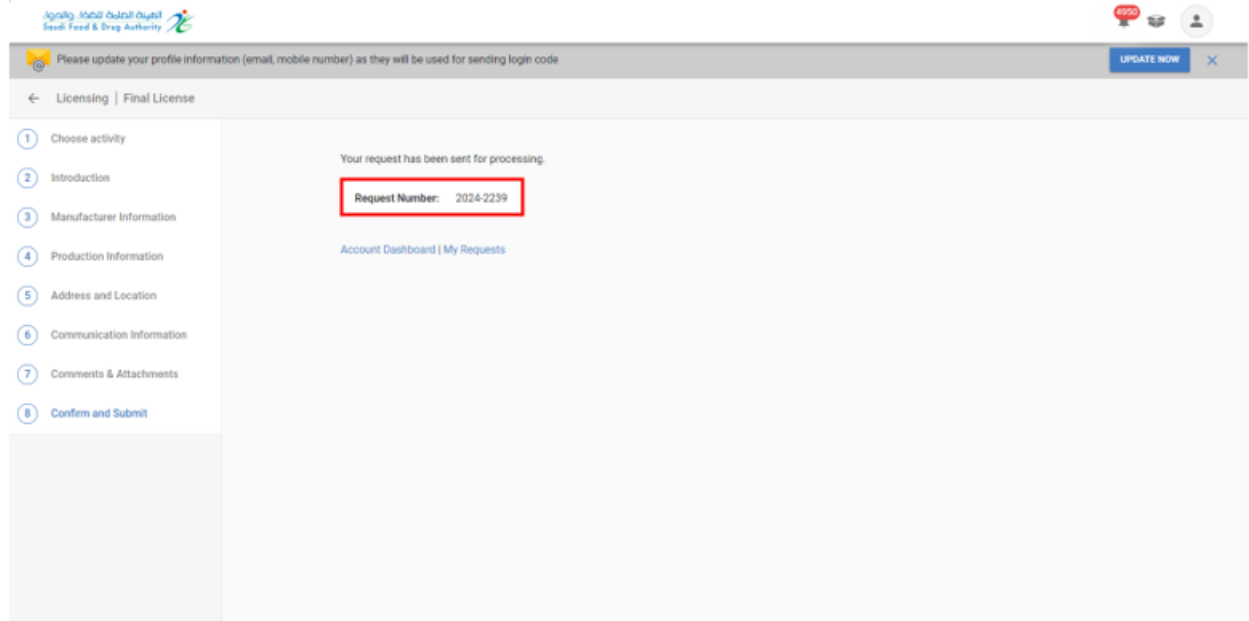
Start filling the required data and click “Continue” until you reach the final step, “Confirm and Submit.”

The screenshot shows the SFDA licensing system interface. At the top, there is a notification bar that says "Please update your profile information (email, mobile number) as they will be used for sending login code" with an "UPDATE NOW" button. Below this, the navigation bar shows "Licensing | Final License". The left sidebar contains a list of steps: 1. Choose activity, 2. Introduction, 3. Manufacturer Information, 4. Production Information, 5. Address and Location, 6. Communication Information, 7. Comments & Attachments, and 8. Confirm and Submit. The main content area is titled "Choose activity" and displays "Main Activity: Manufacturer". Under "Update Type*", there are three radio button options: "Communication Information", "Add Activity Or Production Line Or Expanding Manufacturer", and "Documents". At the bottom of the main content area, there are "CONTINUE" and "CANCEL" buttons.

After completing filling, the data form and arriving to “Confirm and Submit” step, you must approve the pledge and then click “Submit”

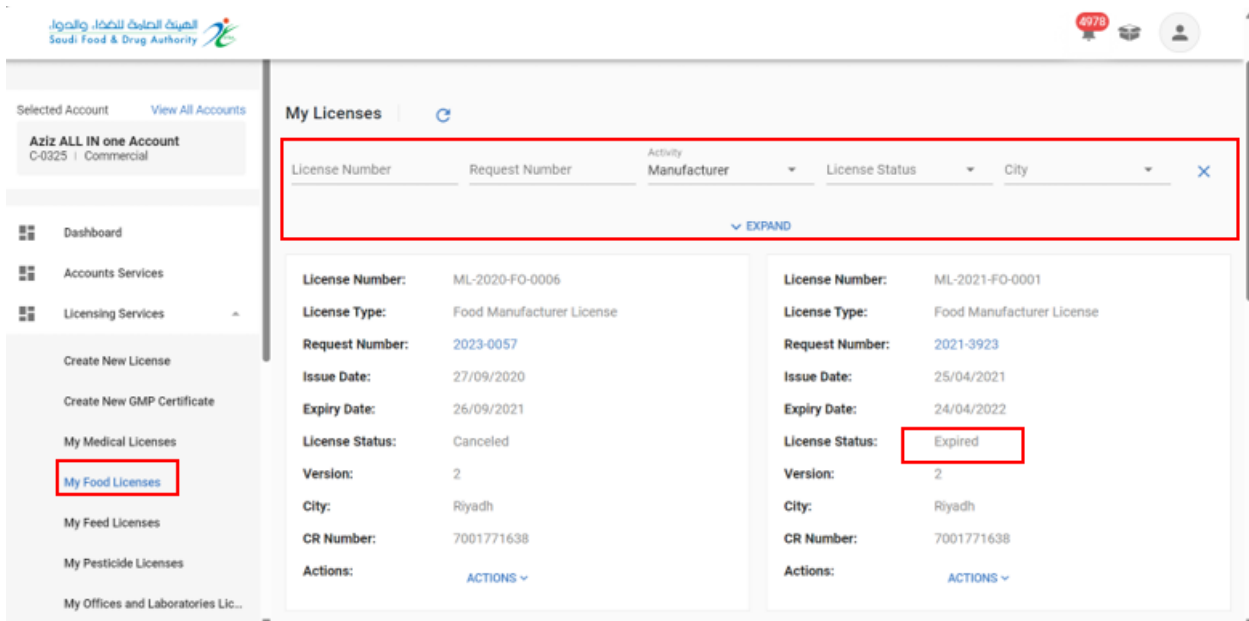
The screenshot shows the SFDA licensing system interface at the "Confirm and Submit" step. The left sidebar shows the same list of steps, with "Confirm and Submit" highlighted. The main content area is titled "Confirm and Submit" and contains a list of eight terms and conditions. Below the list, there is a checkbox labeled "I agree on the declaration terms and conditions" which is checked. At the bottom of the main content area, there are "BACK", "SUBMIT", "SAVE AND CONTINUE LATER", and "CANCEL" buttons. The "SUBMIT" button is highlighted with a red box.

You will receive an “request Number” after submitting your request.



5.1.3. Renew and Update Food Manufacture License

To Request Renew and Update License at the Saudi Food and Drug Authority, you can select “Licensing Services” then “My Food Licenses” the obtained and approved licenses will appear for you. It is permitted to submit the request before 60 days of the expiry date of the license or if the license status is “Expired” and you can get the license using search engines.



To Renew and Update Food Manufacturer License, click on “Actions” and choose “Renew & Update.”

The screenshot shows the SFDA dashboard with a sidebar on the left containing navigation links like 'Dashboard', 'Accounts Services', and 'Licensing Services'. The main area displays a table of licenses. The 'Actions' dropdown menu is open for the license with ID ML-2021-FO-0001, showing options: 'Update', 'Renew & Update' (highlighted with a red box), 'Download', and 'Cancel License'.

License Number	License Type	Request Number	Issue Date	Expiry Date	License Status	Version	City	CR Number	Actions
ML-2020-FO-0006	Food Manufacturer License	2023-0057	27/09/2020	26/09/2021	Canceled	2	Riyadh	7001771638	ACTIONS
ML-2021-FO-0001	Food Manufacturer License	2021-3923	25/04/2021	24/04/2022	Expired	2	Riyadh	7001771638	Update, Renew & Update, Download, Cancel License
ML-2021-FO-0002	Food Manufacturer License	2021-3925	26/04/2021	25/04/2024	Issued				

start filling the required data and click “Continue” until you reach the final step, “Confirm and Submit.”

The screenshot shows the 'Renew & Update' form. At the top, there is a notification bar: 'Please update your profile information (email, mobile number) as they will be used for sending login code' with an 'UPDATE NOW' button. Below this, the breadcrumb trail is 'Licensing | Final License | Renew & Update'. The form has a sidebar with 8 steps: 1. Choose activity, 2. Introduction, 3. Manufacturer Information, 4. Production Information, 5. Address and Location, 6. Communication Information, 7. Comments & Attachments, and 8. Confirm and Submit. The main area is titled 'Choose activity' and shows 'Main Activity: Manufacturer'. At the bottom, there is a blue 'CONTINUE' button and a red 'CANCEL' button.

After completing filling the data form and arriving to “Confirm and Submit” step, you must approve the pledge and then click “Submit.”

The screenshot shows the 'Confirm and Submit' step of the licensing process. On the left is a sidebar with a list of steps: 1. Choose activity, 2. Introduction, 3. Manufacturer Information, 4. Production Information, 5. Address and Location, 6. Communication Information, 7. Comments & Attachments, and 8. Confirm and Submit (which is highlighted). The main content area is titled 'Confirm and Submit' and contains eight numbered terms and conditions. Below these terms is a checkbox labeled 'I agree on the declaration terms and conditions', which is highlighted with a red rectangle. At the bottom of the main area, there are three buttons: 'BACK', 'SUBMIT' (highlighted with a red rectangle), and 'SAVE AND CONTINUE LATER'. A 'CANCEL' link is also present on the right.

Confirm and Submit

1. I certify that I have read and understood all the requirements and conditions of SFDA mentioned in the system and regulations for each submitted application, and I pledge my commitment to it and any previous and future regulations and decisions approved by SFDA or relevant government agencies.
2. I hereby declare that the data and information provided are correct, and in the event it is proven otherwise, SFDA has the right to take any criminal or systematic action in accordance with its regulations and regulations.
3. This service is subjected to update, so I will continue to follow it and match it.
4. I pledge to use the license or certificate granted according to its purpose and not to violate any of the relevant requirements
5. I pledge to inform SFDA immediately after any change in the data has been made or previously submitted pursuant to this request, and within a maximum period of (10) ten days after the change occurred.
6. The user (the account holder) is fully responsible for the contents of the information that is loaded or included in the application submitted or in any of the services.
7. SFDA has the right, according to the laws and regulations, to terminate, restrict or stop the user's right to enter the system, submit applications, suspend or cancel the license
8. I pledge to be strictly confidential in all dealings with the SFDA.

☐ I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

You will receive an “request Number” after submitting your request.

The screenshot shows the confirmation screen after submitting a request. At the top, there is a notification bar with an envelope icon and the text 'Please update your profile information (email, mobile number) as they will be used for sending login code', with an 'UPDATE NOW' button and a close 'X' icon. Below this is a breadcrumb trail: 'Licensing | Final License | Renew & Update'. The sidebar on the left is identical to the previous screenshot, with step 8 'Confirm and Submit' highlighted. The main content area displays the message 'Your request has been sent for processing.' followed by a box containing 'Request Number: 2024-2333'. Below this, there are links for 'Account Dashboard' and 'My Requests'.

Please update your profile information (email, mobile number) as they will be used for sending login code UPDATE NOW X

Licensing | Final License | Renew & Update

1 Choose activity
2 Introduction
3 Manufacturer Information
4 Production Information
5 Address and Location
6 Communication Information
7 Comments & Attachments
8 Confirm and Submit

Your request has been sent for processing.

Request Number: 2024-2333

Account Dashboard | My Requests

5.1.4. Cancel Food Manufacturer License

To Request Cancel Food Manufacture License at the Food and Drug Authority, you can select “Licensing Services” then “My Food Licenses,” the licenses obtained will appear for you, and you can obtain the license using search engines.

The screenshot shows the SFDA portal interface. On the left sidebar, under 'Licensing Services', 'My Food Licenses' is highlighted with a red box. The main content area is titled 'My Licenses' and features a search bar with filters: License Number, Request Number, Activity (set to 'Manufacturer'), License Status, and City. Below the search bar, there is an 'EXPAND' button. The licenses are displayed in a grid format. The first license shown is ML-2020-FO-0006, which is a Food Manufacturer License with a status of 'Canceled'. The second license is ML-2021-FO-0001, which is a Food Manufacturer License with a status of 'Expired'. Both licenses have an 'ACTIONS' link next to them.

License Number	Request Number	Activity	License Status	City
ML-2020-FO-0006	2023-0057	Manufacturer	Canceled	Riyadh
ML-2021-FO-0001	2021-3923	Manufacturer	Expired	Riyadh

To cancel Food Manufacture License, click on “Actions” and choose “Cancel License”.

The screenshot shows the SFDA portal interface. On the left sidebar, under 'Licensing Services', 'My Food Licenses' is highlighted. The main content area displays a list of licenses. The first license shown is ML-2021-FO-0002, which is a Food Manufacturer License with a status of 'Approved'. The 'ACTIONS' link next to it is highlighted with a red box. A dropdown menu is shown with the following options: 'Update', 'Renew & Update', 'Download', and 'Cancel License'. The 'Cancel License' option is highlighted with a red box.

License Number	Request Number	Issue Date	Expiry Date	License Status	Version	City	CR Number	ACTIONS
ML-2021-FO-0002	2021-3925	26/04/2021	25/04/2024	Approved	2	Riyadh	7001771638	ACTIONS ▼

Fill in the “Reason for Cancellation of License” and click on “Continue” until you reach the final step, then “Confirm and Submit.”

The screenshot shows the 'Cancellation Reason' step of the license cancellation process. The header includes the SFDA logo and a notification bar with the text 'Please update your profile information (email, mobile number) as they will be used for sending login code' and an 'UPDATE NOW' button. The left sidebar shows three steps: '1 Cancellation Reason', '2 Comments & Attachments', and '3 Confirm and Submit'. The main content area is titled 'Cancellation Reason' and contains a dropdown menu labeled 'Cancellation Reason*'. Below the dropdown are two buttons: 'CONTINUE' (highlighted with a red box) and 'CANCEL'.

After completing the data form and arriving to “Confirm and Submit” step, you must approve the pledge and then click Submit.

The screenshot shows the 'Confirm and Submit' step of the license cancellation process. The header and sidebar are identical to the previous step. The main content area is titled 'Confirm and Submit' and displays 'Draft number: 2024-2334'. Below this, a 'Confession' section contains a paragraph of text. A checkbox labeled 'I Agree on above Declaration' is checked and highlighted with a red box. At the bottom, there are three buttons: 'BACK', 'SUBMIT' (highlighted with a red box), and 'SAVE AND CONTINUE LATER'. A 'CANCEL' link is also present on the right.

You will receive an “request Number” after submitting your request.

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

Please update your profile information (email, mobile number) as they will be used for sending login code [UPDATE NOW](#)

← Licensing | Cancel License

1 Cancellation Reason
2 Comments & Attachments
3 **Confirm and Submit**

Your request has been sent for processing.

Request Number: 2024-2334

[Account Dashboard](#) | [My Requests](#)

5.1.5. Download Food Manufacturer License

You can download license by select "Actions" and then "Download".

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Saudi Food & Drug Authority

Selected Account [View All Accounts](#)

Aziz ALL IN one Account
C-0325 | Commercial

Dashboard
Accounts Services
Licensing Services
Products Services
Importing Services
Clearance Services
Customs Broker
Export Services
My Bills
Account's Requests

License Number: ML-2021-FO-0002 License Type: Food Manufacturer License Request Number: 2021-3925 Issue Date: 26/04/2021 Expiry Date: 25/04/2024 License Status: Approved Version: 2 City: Riyadh CR Number: 7001771638 Actions: ACTIONS	License Number: ML-2021-FO-0003 License Type: Food Manufacturer License Request Number: 2021-3415 Issue Date: 26/04/2021 Expiry Date: 25/04/2024 License Status: Approved Version: 1 CR Number: 7001771638 Actions: Update Renew & Update Download Cancel License
License Number: ML-2021-FO-0004 License Type: Food Manufacturer License Request Number: 2021-3588 Issue Date: 24/05/2021 Expiry Date: 23/05/2022 License Status: Expired	License Number: ML-2021-FO-0005 License Type: Food Manufacturer License Request Number: 2021-3979 Issue Date: 01/06/2021 Expiry Date: 29/05/2022 License Status: Expired

Executive Department of
registration and licensing



الإدارة التنفيذية
للتسجيل والتراخيص

رخصة منشأة غذائية
Food Establishment License

تشهد الهيئة العامة للغذاء والدواء بأن:

Saudi food and drug authority certifies that:

Is licensed by the Saudi Food and drug Authority to
operate in the field of Food pursuant to
the Food Regulation for the
activities defined in the license.

لحياها رخصة للعمل في مجال ال غذاء
بموجب لوائح الهيئة لممارسة الأنشطة
المحددة بهذه الرخصة

The establishment must obtain a separate market
authorization certificate for each of its' product.

هذه الرخصة لا تعفي المنشأة عن ضرورة الحصول على إذن
لتسويق لكل منتج من منتجاتها.

Establishment activity: Manufacturer

نشاط المنشأة: مصنع

Account number:

رقم الحساب:

CR number:

رقم السجل التجاري:

Issuing date/ Expiry date:

تاريخ الاصدار / تاريخ الانتهاء:

Issuance Type:

نوع الاصدار:

License number:

رقم الرخصة:

Establishments Licensing Department

مدير ادارة ترخيص المنشآت



أ. بحر بن فهد العقيل

Executive Department of
registration and licensing



الإدارة التنفيذية
للتسجيل والتراخيص

رخصة منشأة غذاء
Food Establishment License

Activity of Manufacturer

- ☒ Ice Production and Processing
- ☒ Production of Milk
- ☒ Production Of Vegetables
- ☒ Production of Fish
- ☒ Production Of Biscuits
- ☒ Production of Starch
- ☒ Fill and Store Tea
- ☒ Production of Light Food
- ☒ Production of SoftDrinks
- ☒ Production of Baby Food

نشاط المصنع

- ☒ إنتاج وتصنيع الثلج
- ☒ إنتاج وتصنيع الحليب
- ☒ إنتاج وتغليف الخضار
- ☒ إنتاج والبسكويت
- ☒ إنتاج وحفظ الأسماك
- ☒ إنتاج وتصنيع النشا
- ☒ تعبئة وحفظ الشاي
- ☒ إنتاج الأغذية الخفيفة
- ☒ إنتاج وتصنيع المشروبات الغازية
- ☒ إنتاج وتصنيع أغذية الاطفال

Establishments Licensing Department



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مدير إدارة ترخيص المنشآت

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Executive Department of
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الإدارة التنفيذية
للتسجيل والتراخيص

رخصة منشأة غذاء
Food Establishment License

Activity of Manufacturer

- ☒ Production of Meat
- ☒ Production of IceCream
- ☒ Manufacturing and Packing of Dates
- ☒ Manufacturing of Noodles
- ☒ Production of Sugar
- ☒ Production of Salt
- ☒ Production of Liquid flour
- ☒ Production of Juices
- ☒ Production of Health Water
- ☒ Production of Pickles

نشاط المصنع

- ☒ إنتاج وتصنيع وتجهيز اللحوم
- ☒ إنتاج وتصنيع الآيس كريم
- ☒ تصنيع وتعبئة التمور
- ☒ صناعة المكرونة والشعبيرية
- ☒ إنتاج وتصنيع السكاكر
- ☒ إنتاج وتصنيع وتكرير ملح الطعام
- ☒ إنتاج وتصنيع الحلاوة الطحينية
- ☒ إنتاج وتصنيع منتجات العصائر
- ☒ إنتاج وتصنيع المياه المعدنية والصحية
- ☒ إنتاج وتصنيع المخللات

Establishments Licensing Department



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مدير إدارة ترخيص المنشآت

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الإدارة التنفيذية
للتسجيل والتراخيص

رخصة منشأة غذاء
Food Establishment License

Activity of Manufacturer

- ☒ Decaffeinating and roasting of coffee
- ☒ Production and refining of plant oils
- ☒ Manufacture of jam and gels
- ☒ manufacture of grain milling
- ☒ Manufacture of sugar
- ☒ Manufacture of ready meals
- ☒ Manufacture of spices, sauces and condiments
- ☒ Production of industrial honey and powdered sugar syrup (caramel)
- ☒ Other

نشاط المصنع

- ☒ عمليات تحضير وتحميص القهوة
- ☒ إنتاج وتكرير الزيوت النباتية
- ☒ صناعة المربى والهلاميات
- ☒ أنشطة أخرى لصناعة طحن الحبوب
- ☒ تصنيع السكر
- ☒ صنع الوجبات الجاهزة
- ☒ تصنيع الصلصات والتوابل والنهارات
- ☒ إنتاج العسل الصناعي وشراب السكر المسحوق (الكراميل)
- ☒ أخرى

مالك دخل

Establishments Licensing Department



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مدير إدارة ترخيص المنشآت

أ. بدر بن فهد العقيل



رخصة منشأة غذاء
Food Establishment License

- 1- منح هذا الترخيص للمنشأة حسب السجل التجاري وموقع المنشأة المذكور في النظام الإلكتروني لتسجيل وترخيص المنشآت الغذائية ولا يمكن استخدامه في فرع أو موقع آخر للشركة.
- 2- لا يسمح بتوسعة المنشأة الحاصلة على هذا الترخيص أو تغيير موقعها دون الحصول على موافقة مسبقة من الهيئة.
- 3- في حال رغبة المنشأة بتعديل بياناتها في السجل التجاري فيجب إشعار الهيئة بذلك.
- 4- يجب على المنشأة الغذائية تسجيل جميع منتجاتها المصنعة محلياً في النظام الإلكتروني لتسجيل المنتجات الغذائية الخاص بالهيئة العامة للغذاء والدواء قبل تداولها في السوق المحلي.
- 5- يجب على المنشأة الغذائية الالتزام بتطبيق جميع اللوائح الفنية والمواصفات القياسية السعودية/الخليجية المعتمدة ذات العلاقة والتعاميم الصادرة من الهيئة والمتعلقة بالمنشآت والمنتجات الغذائية.
- 6- على المنشأة التقدم بطلب التجديد للترخيص عبر النظام الإلكتروني وذلك قبل (60 يوم) من تاريخ انتهاء الترخيص الحالي.
- 7- لا يحق للمنشأة استخدام هذا الترخيص في أي مادة دوائية أو تسويقية، ويحق للهيئة في حال قيام المنشأة بذلك اتخاذ الإجراءات القانونية بحق المنشأة.
- 8- يعتبر الترخيص لاغياً في حالة إجراء أي تعديل أو مسح أو تغيير بياناتها.
- 9- يعتبر الترخيص لاغياً في حالة عدم مزاولة النشاط (ويلتزم إعادة الرخصة لإدارة ترخيص المنشآت بالإدارة التنفيذية للتسجيل والتراخيص-الهيئة العامة للغذاء والدواء).
- 10- يجب أن يكون الترخيص موجود بالمنشأة الغذائية ومتاح في جميع الأوقات عند طلبه من قبل مفتشي الهيئة.