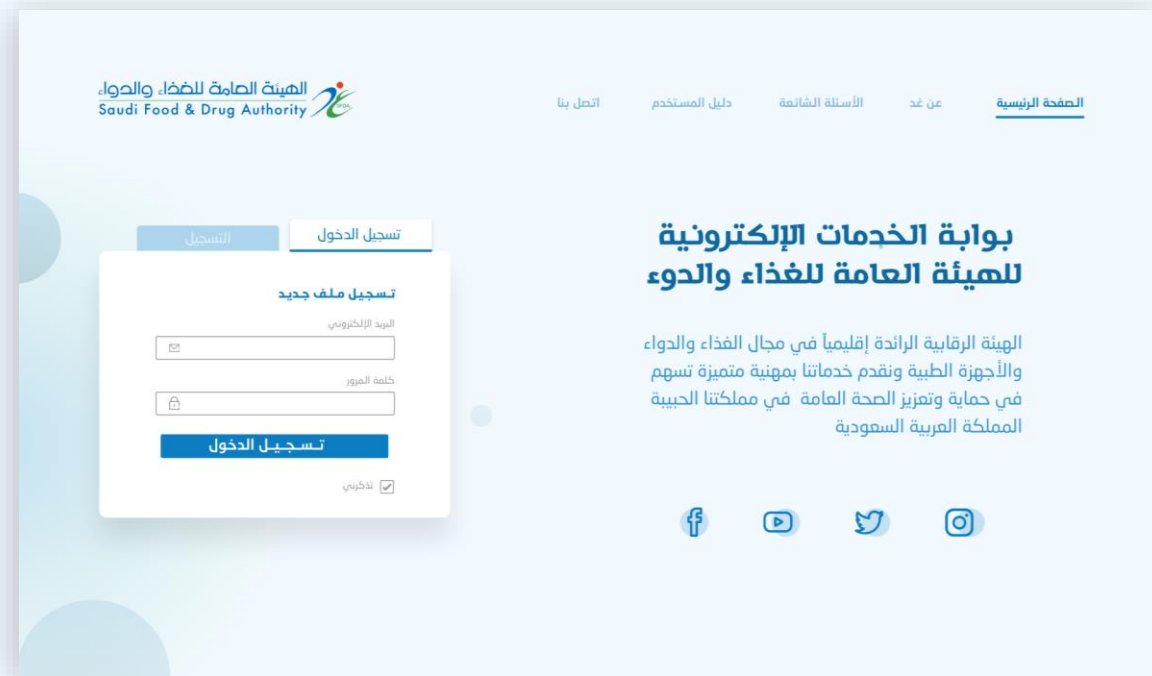


# User Guide for GHAD System

This Guide is for the User to Register in GHAD System

# Login Page

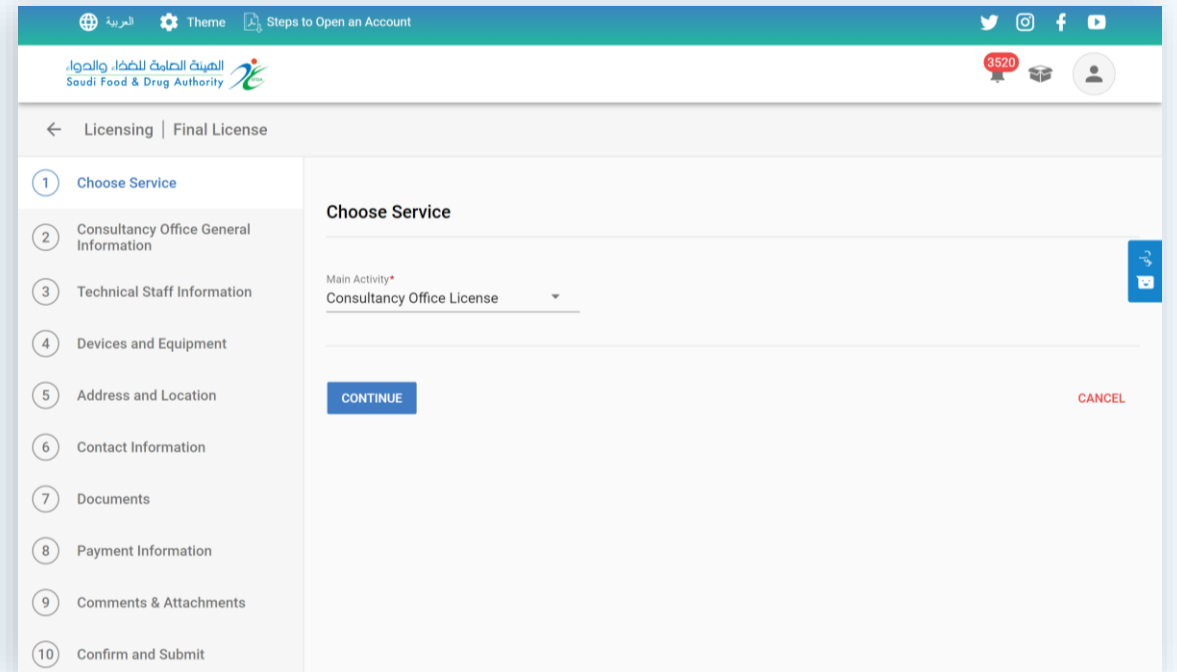
To enter, sign in or sign up.



# Choose Service

Choose:

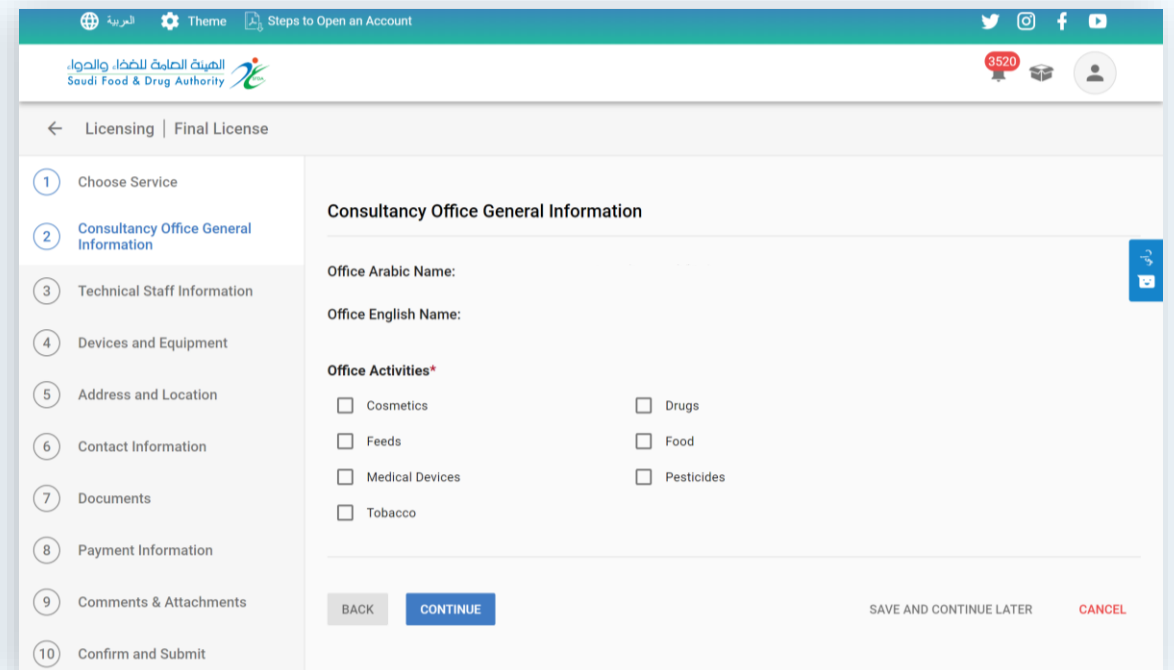
Account > eligible services > licensing services > offices and laboratories licensing.



The screenshot shows the 'Choose Service' screen in the SFDA mobile application. The top navigation bar is green and contains the text 'العربية', 'Theme', and 'Steps to Open an Account'. Below the navigation bar is the SFDA logo and a notification badge with the number '3520'. The main content area is titled 'Licensing | Final License' and features a vertical list of 10 steps on the left side. Step 1, 'Choose Service', is highlighted. The main content area displays the 'Choose Service' form with a dropdown menu for 'Main Activity\*' currently set to 'Consultancy Office License'. At the bottom of the form are two buttons: 'CONTINUE' (blue) and 'CANCEL' (red).

# Consultancy Office General Information

On this page, the office information appears. Select the required fields and activities for each field.



The screenshot displays the 'Consultancy Office General Information' form within the SFDA portal. The form is part of a multi-step process for licensing, with the current step being 'Final License'. The form includes the following fields and options:

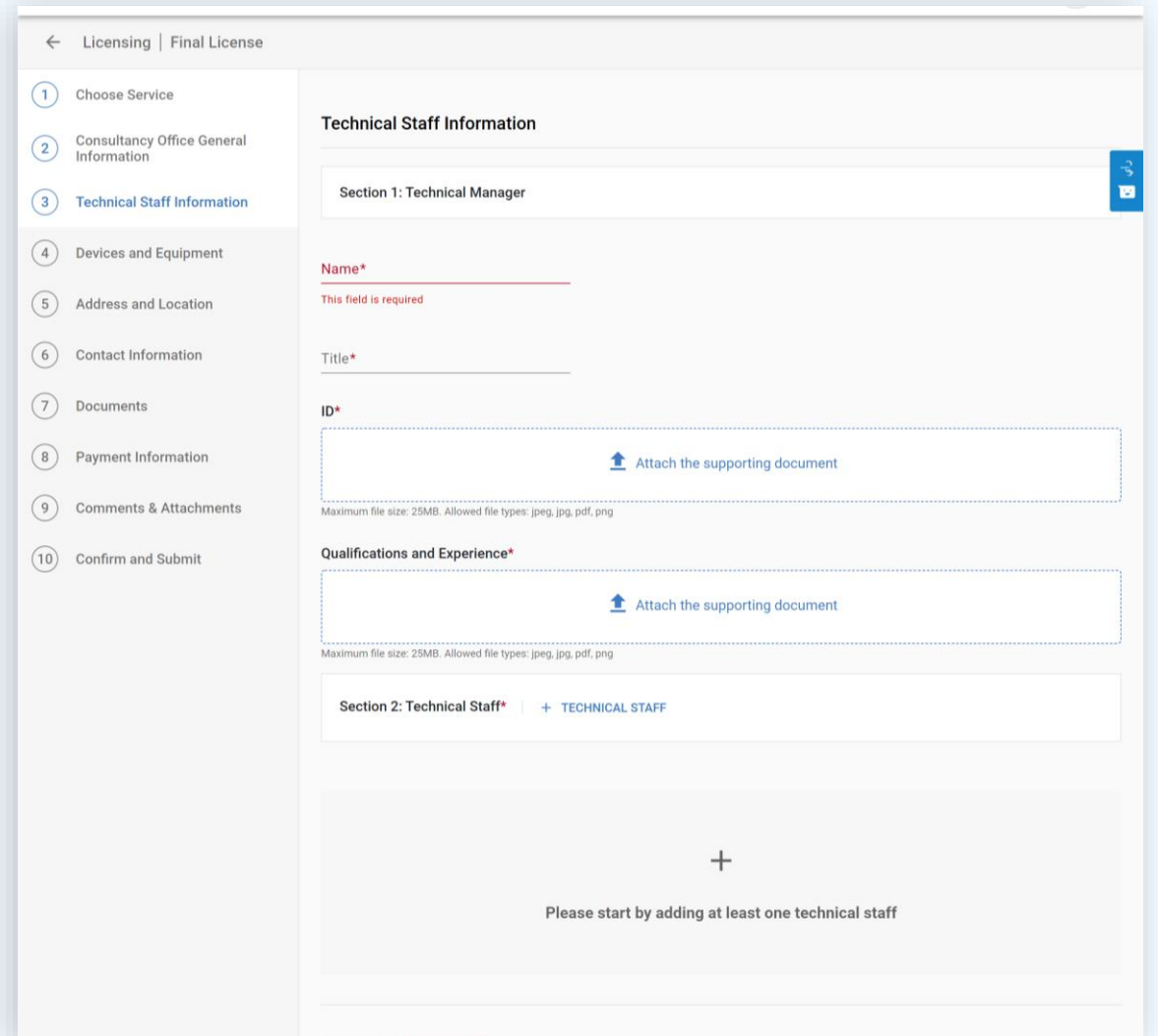
- Office Arabic Name:** A text input field.
- Office English Name:** A text input field.
- Office Activities\*:** A list of checkboxes for selecting activities:
  - Cosmetics
  - Feeds
  - Medical Devices
  - Tobacco
  - Drugs
  - Food
  - Pesticides

At the bottom of the form, there are four buttons: 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

# Technical Staff Information

On this page, add the information and qualifications of the technical manager.

(Must be Saudi, and bachelor's degree holder as a minimum)



The screenshot displays the 'Final License' page in the SFDA licensing system. The left sidebar contains a navigation menu with 10 steps: 1. Choose Service, 2. Consultancy Office General Information, 3. Technical Staff Information (highlighted), 4. Devices and Equipment, 5. Address and Location, 6. Contact Information, 7. Documents, 8. Payment Information, 9. Comments & Attachments, and 10. Confirm and Submit. The main content area is titled 'Technical Staff Information' and is divided into two sections. 'Section 1: Technical Manager' includes fields for 'Name\*' (with a red error message 'This field is required'), 'Title\*', and 'ID\*'. Below the 'ID\*' field is a document upload area with the text 'Attach the supporting document' and a note: 'Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png'. A similar upload area is provided for 'Qualifications and Experience\*'. Below these sections is 'Section 2: Technical Staff\*', which features a '+ TECHNICAL STAFF' button and a large grey area with a '+' sign and the text 'Please start by adding at least one technical staff'.

# Technical Staff Information

Add the information of the entire technical and administrative staff, which includes:

- ID.
- Qualifications, training courses, and job description.
- A qualified Saudi technical official should be appointed for each activity, provided that he holds a bachelor's degree as a minimum.
- Certified with a letter by the establishment owner pledge that the information is correct and inform SFDA if the technical staff is changed.

### Add Technical Staff

Name\*

ID\*

Attach the supporting document

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

Qualifications and Experience\*

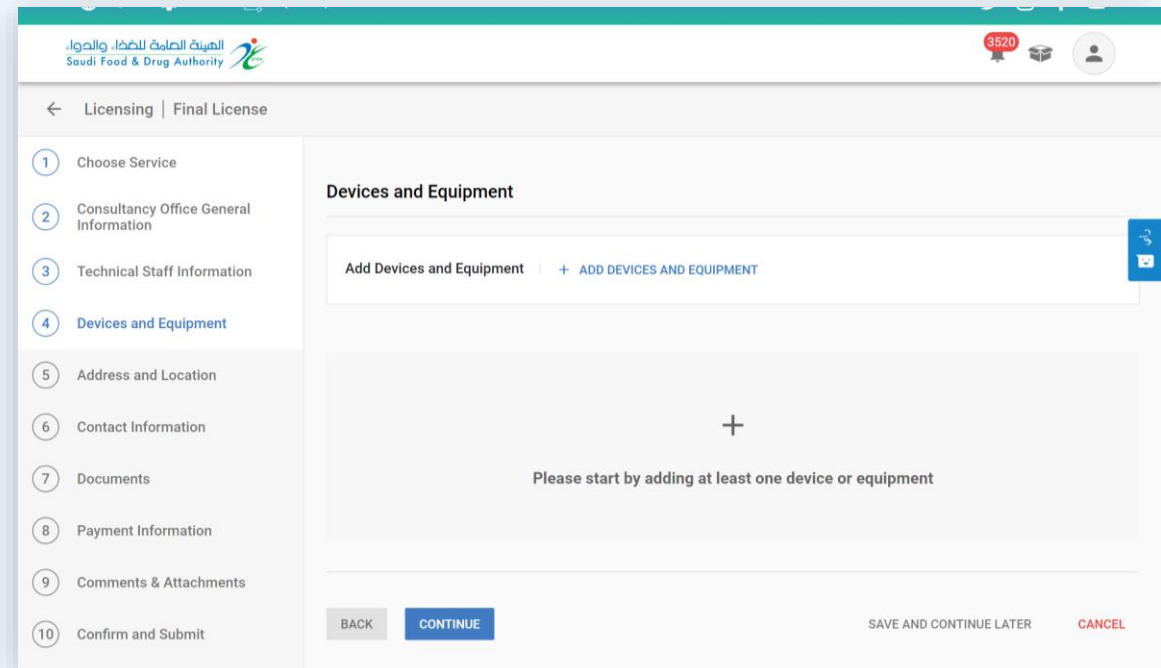
Maximum total size: 50MB. Allowed file types: jpeg, jpg, pdf, png

File Title

ADD NEW TECHNICAL STAFF CANCEL

# Devices and Equipment

On this page, add the information of the devices and equipment used in the office (if any).



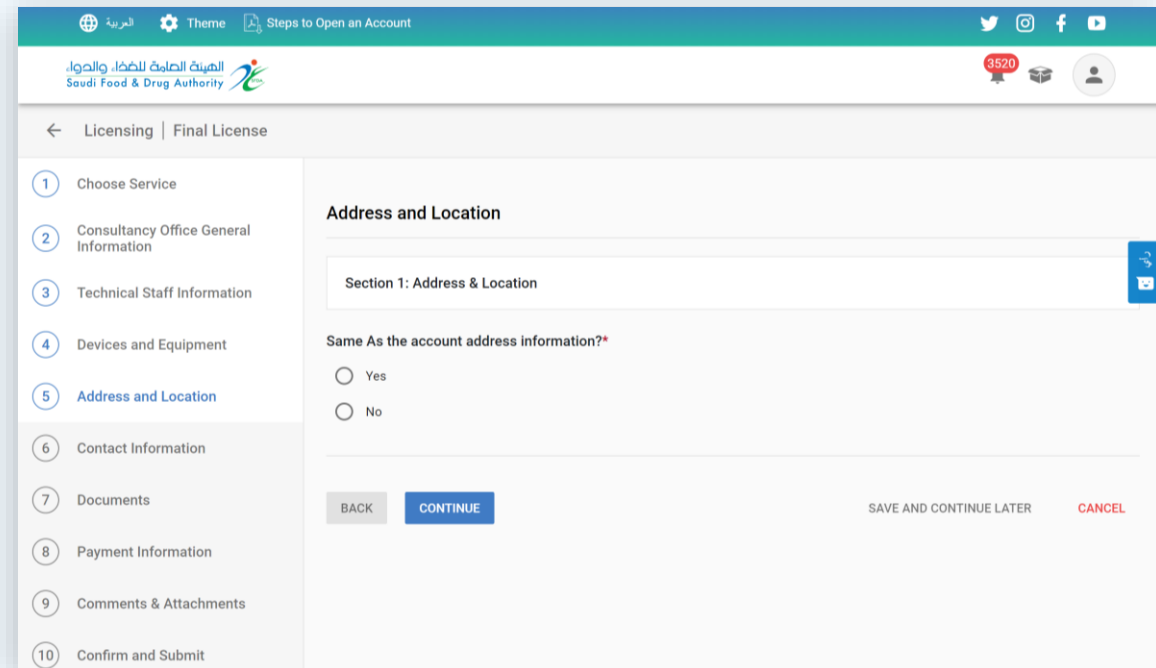
The screenshot shows a web application interface for the Saudi Food & Drug Authority (SFDA). The page is titled "Licensing | Final License". On the left, there is a vertical navigation menu with 10 steps: 1. Choose Service, 2. Consultancy Office General Information, 3. Technical Staff Information, 4. Devices and Equipment (highlighted), 5. Address and Location, 6. Contact Information, 7. Documents, 8. Payment Information, 9. Comments & Attachments, and 10. Confirm and Submit. The main content area is titled "Devices and Equipment" and contains a section "Add Devices and Equipment" with a "+ ADD DEVICES AND EQUIPMENT" button. Below this, there is a large area with a "+" sign and the text "Please start by adding at least one device or equipment". At the bottom of the page, there are four buttons: "BACK", "CONTINUE", "SAVE AND CONTINUE LATER", and "CANCEL". The top right corner of the page shows a notification bell with the number "3520", a user profile icon, and a language selector set to "Arabic".

# Address and Location

On this page, select the establishment address.

- Choose (yes) if the establishment address matches the entered address when you created your account.

- Choose (no) if the address is different.

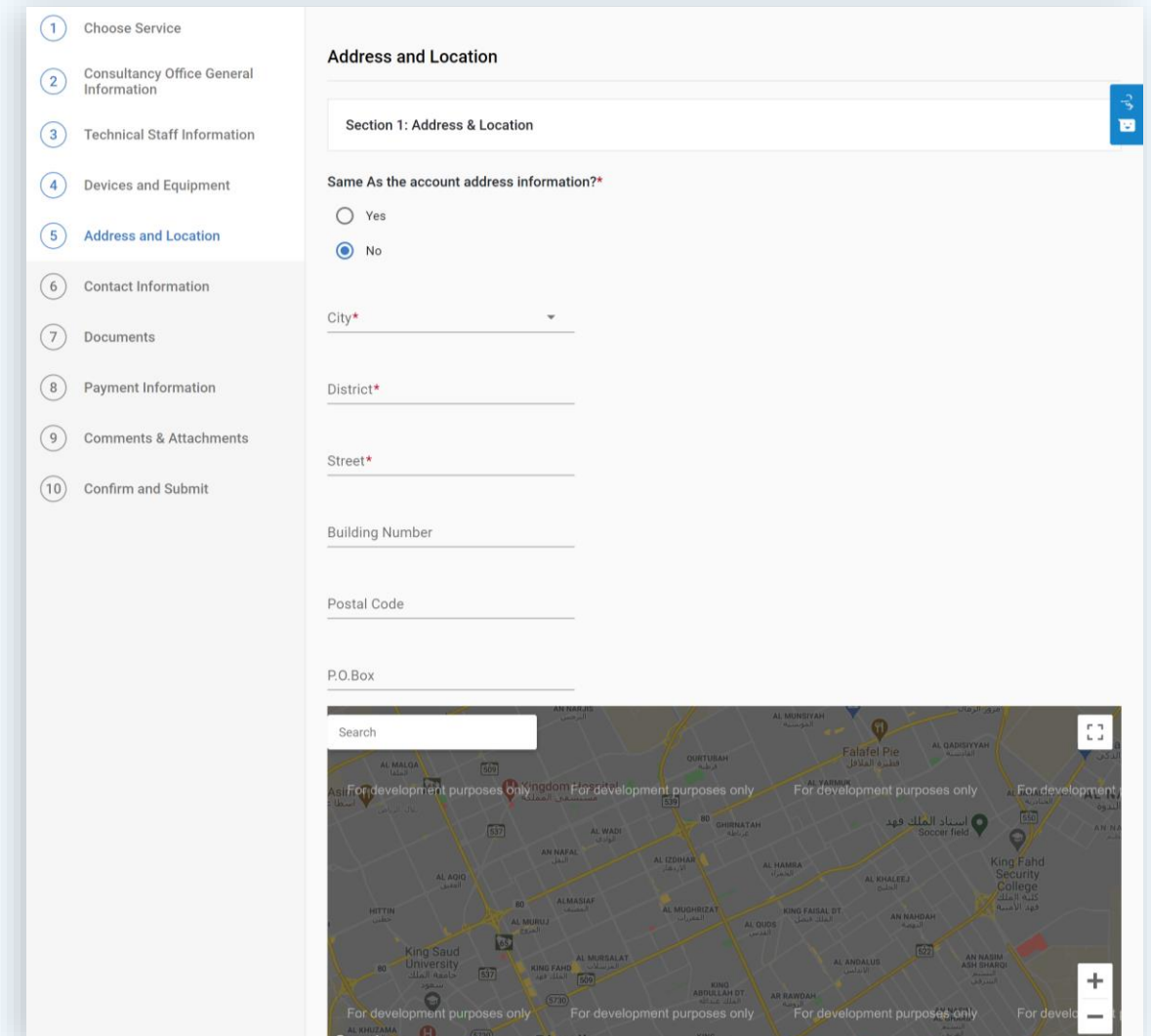


The screenshot shows the 'Address and Location' section of a licensing application form. The form is titled 'Licensing | Final License' and includes a progress indicator on the left with 10 steps. The current step is '5 Address and Location'. The form contains a section titled 'Section 1: Address & Location' with a question: 'Same As the account address information?'. Below the question are two radio button options: 'Yes' and 'No'. At the bottom of the form, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER CANCEL'.



# Address and Location

If the establishment's address does not match the account address, the address information will be filled out on this page.



The screenshot shows a web form titled "Address and Location" with a sidebar menu on the left. The sidebar menu includes 10 steps: 1. Choose Service, 2. Consultancy Office General Information, 3. Technical Staff Information, 4. Devices and Equipment, 5. Address and Location (highlighted), 6. Contact Information, 7. Documents, 8. Payment Information, 9. Comments & Attachments, and 10. Confirm and Submit. The main form area is titled "Section 1: Address & Location" and contains the following fields and options:

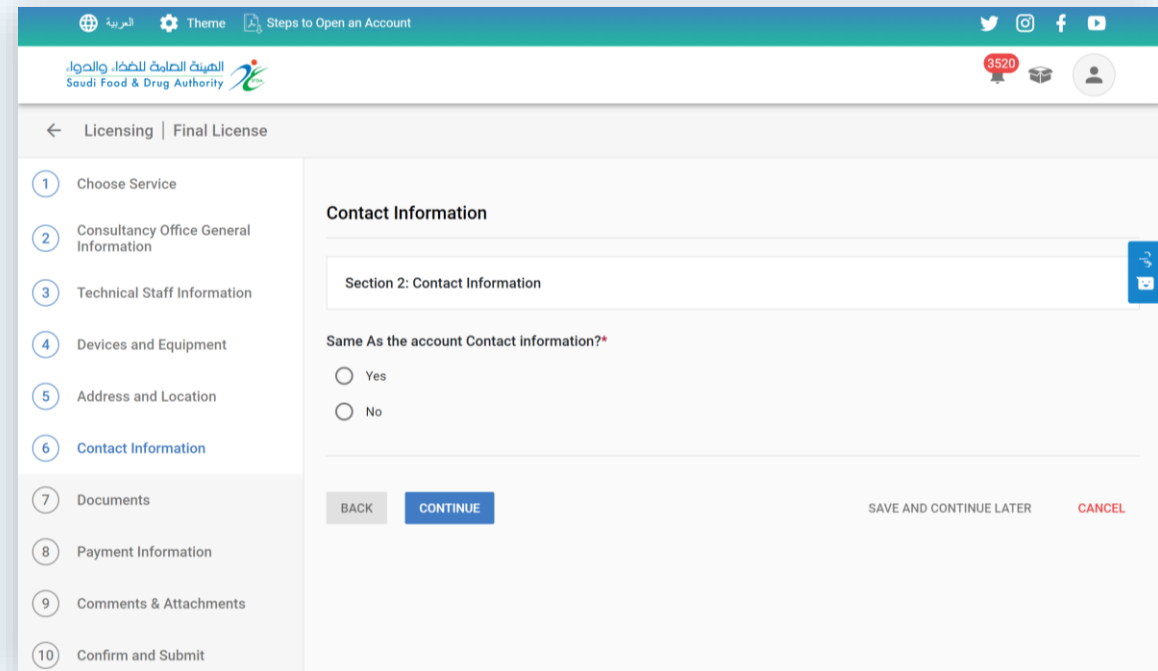
- Same As the account address information?\***
  - Yes
  - No
- City\*** (dropdown menu)
- District\*** (text input)
- Street\*** (text input)
- Building Number** (text input)
- Postal Code** (text input)
- P.O.Box** (text input)

At the bottom of the form is a Google Maps interface with a search bar and a map showing a street grid in Riyadh, Saudi Arabia. The map includes labels for various locations such as "King Saud University", "King Fahd Security College", and "Soccer field". There are also several "For development purposes only" labels scattered across the map.

# Contact Information

On this page, select the contact information of the establishment.

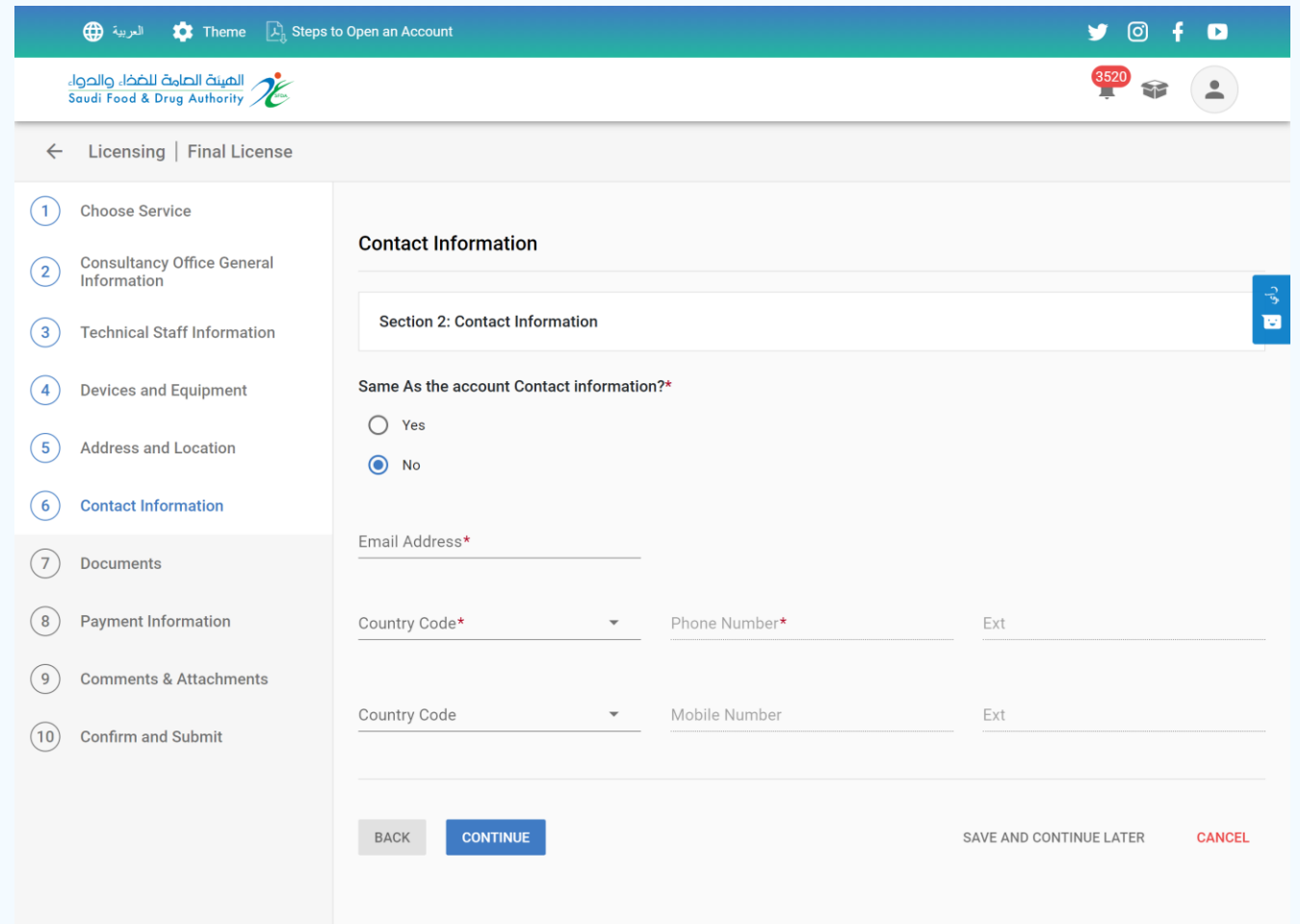
- Choose (yes) if it matches the entered information when you created your account.
- Choose (no) if it is different.



The screenshot displays the 'Final License' step in the licensing process. The left sidebar lists 10 steps, with 'Contact Information' (step 6) highlighted. The main content area is titled 'Contact Information' and contains a section labeled 'Section 2: Contact Information'. Below this, there is a question: 'Same As the account Contact information?\*' with two radio button options: 'Yes' and 'No'. At the bottom of the form, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER' (with 'CANCEL' in red text).

# Contact Information

If the establishment contact information does not match the account's contact information, it will be filled out on this page.

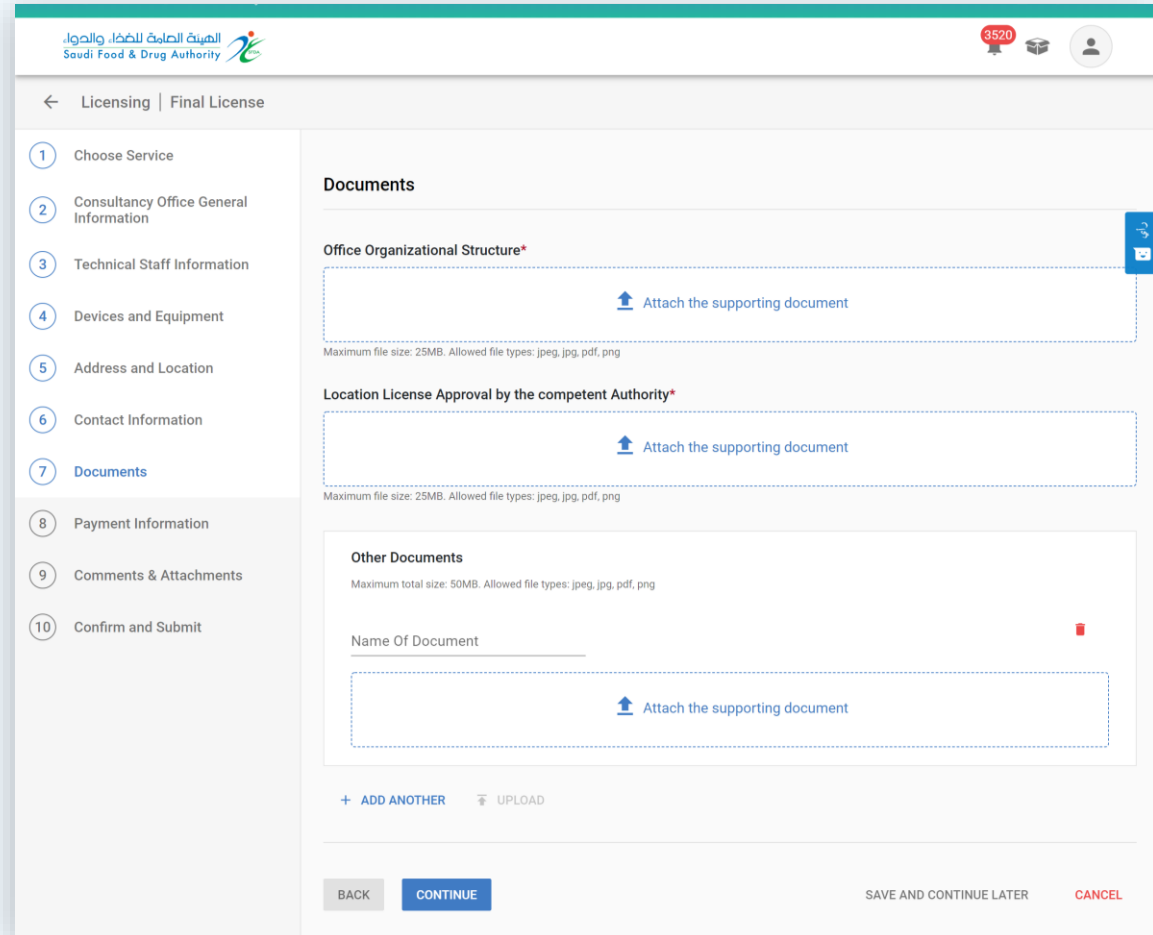


The screenshot displays the SFDA web portal interface for the 'Final License' step. The top navigation bar includes the Saudi Food & Drug Authority logo, a notification bell with '3520', and social media icons. The main content area is titled 'Licensing | Final License' and features a sidebar with 10 numbered steps: 1. Choose Service, 2. Consultancy Office General Information, 3. Technical Staff Information, 4. Devices and Equipment, 5. Address and Location, 6. Contact Information (highlighted), 7. Documents, 8. Payment Information, 9. Comments & Attachments, and 10. Confirm and Submit. The 'Contact Information' section is active, showing a 'Section 2: Contact Information' header and a radio button question: 'Same As the account Contact information?\*' with 'No' selected. Below this are input fields for 'Email Address\*', 'Country Code\*', 'Phone Number\*', and 'Ext'. A second set of fields for 'Country Code', 'Mobile Number', and 'Ext' is also present. At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

# Documents

Add the following documents:

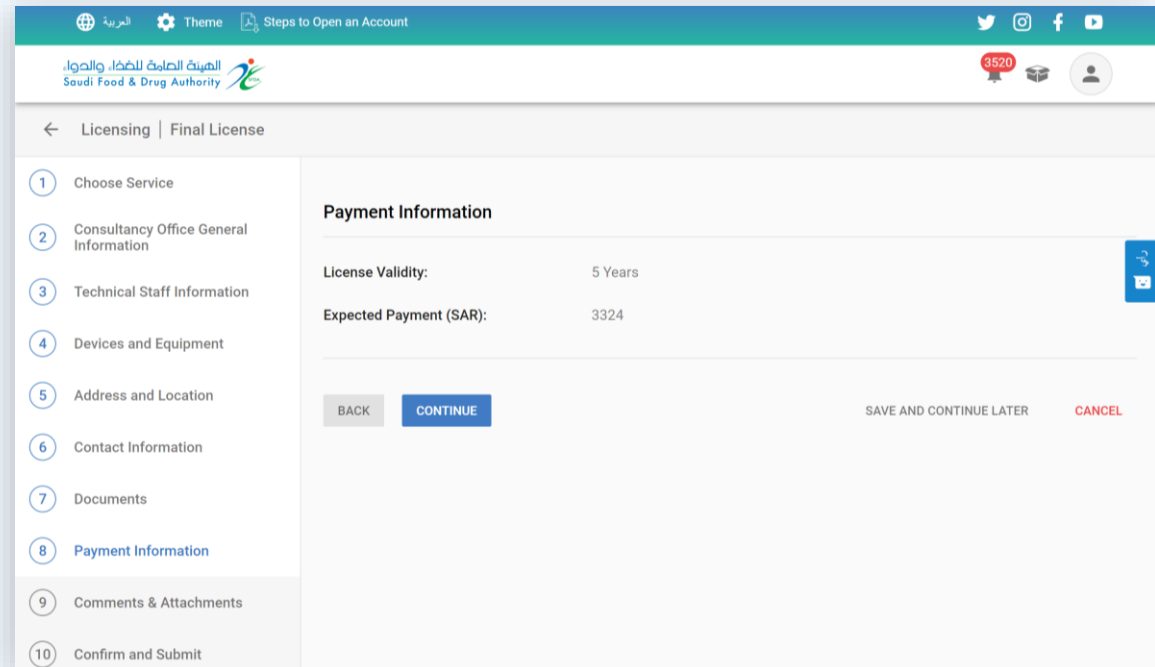
- Organizational structure for workers in the office.
- Approval of the competent body license (municipality).
- Any additional documents the office wants to add.



The screenshot displays the SFDA web portal interface for the 'Final License' application. The top navigation bar includes the SFDA logo, a notification bell with '3520', and a user profile icon. The breadcrumb trail shows 'Licensing | Final License'. The left sidebar contains a list of 10 steps: 1. Choose Service, 2. Consultancy Office General Information, 3. Technical Staff Information, 4. Devices and Equipment, 5. Address and Location, 6. Contact Information, 7. Documents (highlighted), 8. Payment Information, 9. Comments & Attachments, and 10. Confirm and Submit. The main content area is titled 'Documents' and features three document upload sections: 'Office Organizational Structure\*' (with a maximum file size of 25MB and allowed types: jpeg, jpg, pdf, png), 'Location License Approval by the competent Authority\*' (with a maximum file size of 25MB and allowed types: jpeg, jpg, pdf, png), and 'Other Documents' (with a maximum total size of 50MB and allowed types: jpeg, jpg, pdf, png). Each section includes a text input field for the document name and an 'Attach the supporting document' button. At the bottom of the document upload area, there are '+ ADD ANOTHER' and 'UPLOAD' buttons. The footer contains 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL' buttons.

# Payment Information

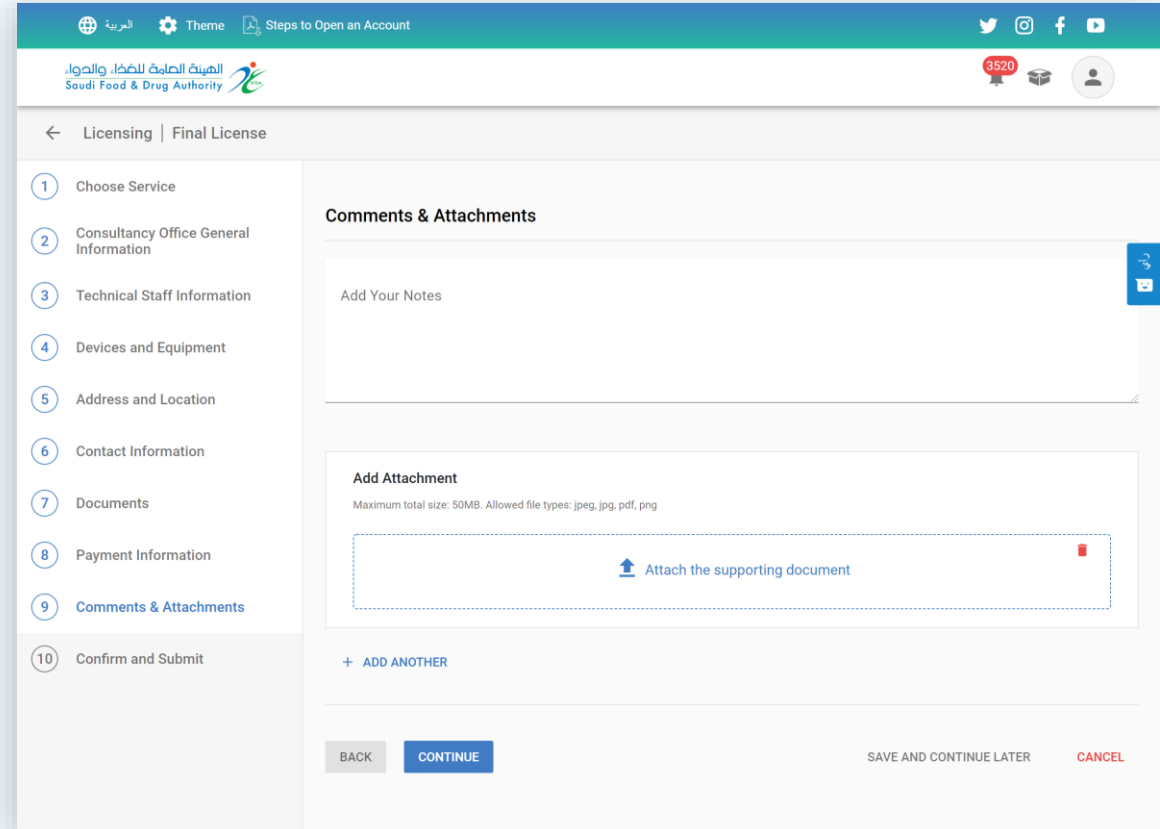
On this page, the fee is charged according to the entered fields and activities.



The screenshot displays the 'Payment Information' screen within the SFDA mobile application. The top navigation bar includes the language selector (العربية), a 'Theme' toggle, and a 'Steps to Open an Account' link. The main header shows the SFDA logo and a notification badge with '3520'. The current screen is titled 'Licensing | Final License'. A vertical list on the left contains 10 steps, with 'Payment Information' (step 8) highlighted. The main content area shows 'License Validity: 5 Years' and 'Expected Payment (SAR): 3324'. At the bottom, there are four buttons: 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

# Comments & Attachments

If the office wants to add any additional comments or attachments, add them on this page.



The screenshot displays the 'Licensing | Final License' page. On the left, a vertical navigation menu lists 10 steps: 1. Choose Service, 2. Consultancy Office General Information, 3. Technical Staff Information, 4. Devices and Equipment, 5. Address and Location, 6. Contact Information, 7. Documents, 8. Payment Information, 9. Comments & Attachments (highlighted), and 10. Confirm and Submit. The main content area is titled 'Comments & Attachments' and features a large text input field labeled 'Add Your Notes'. Below this is an 'Add Attachment' section with a note: 'Maximum total size: 50MB. Allowed file types: jpeg, jpg, pdf, png'. A dashed box contains an upload icon and the text 'Attach the supporting document'. A '+ ADD ANOTHER' link is positioned below the attachment area. At the bottom, there are four buttons: 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

# Confirm and Submit

Please read and agree the terms and conditions and submit the request.

← Licensing | Final License

- 1 Choose Service
- 2 Consultancy Office General Information
- 3 Technical Staff Information
- 4 Devices and Equipment
- 5 Address and Location
- 6 Contact Information
- 7 Documents
- 8 Payment Information
- 9 Comments & Attachments
- 10 **Confirm and Submit**

### Confirm and Submit

1. I certify that I have read and understood all the requirements and conditions of SFDA mentioned in the system and regulation 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