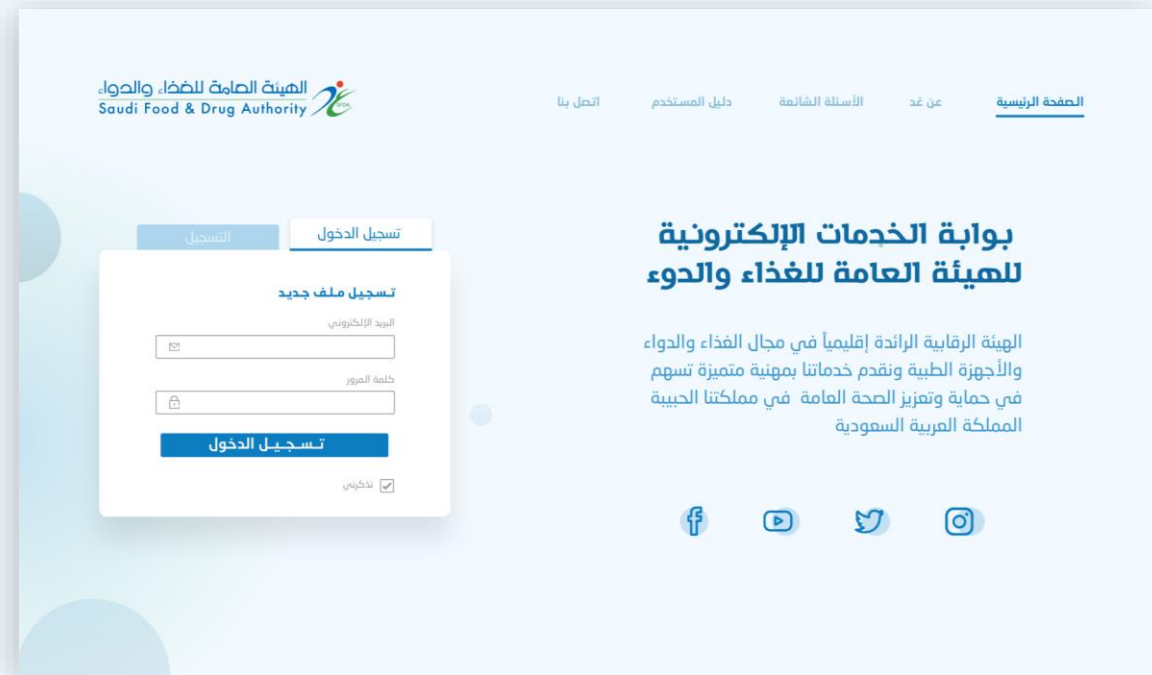


# User Guide for GHAD System

This Guide is for the User to Register in GHAD System

# Login Page

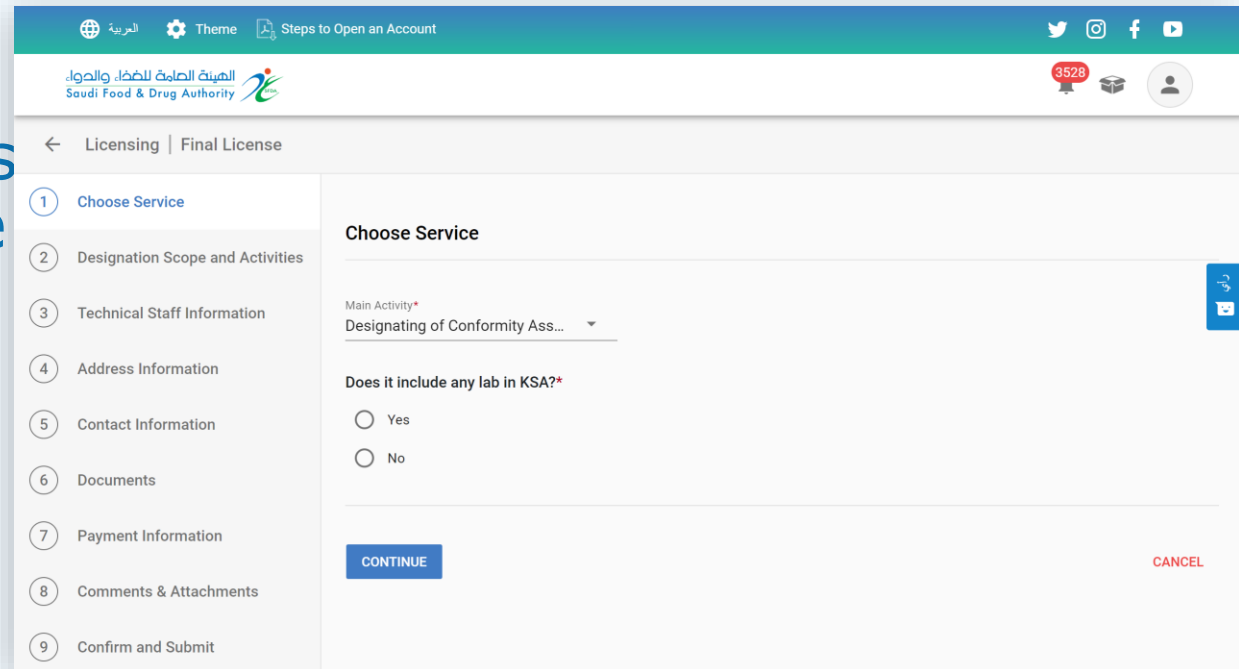


To enter, sign in or sign up

# Choose Service

Choose :

Account > available services  
> licensing services > office  
and laboratory licenses >  
appointment of Conformity  
Assessment Body Services.



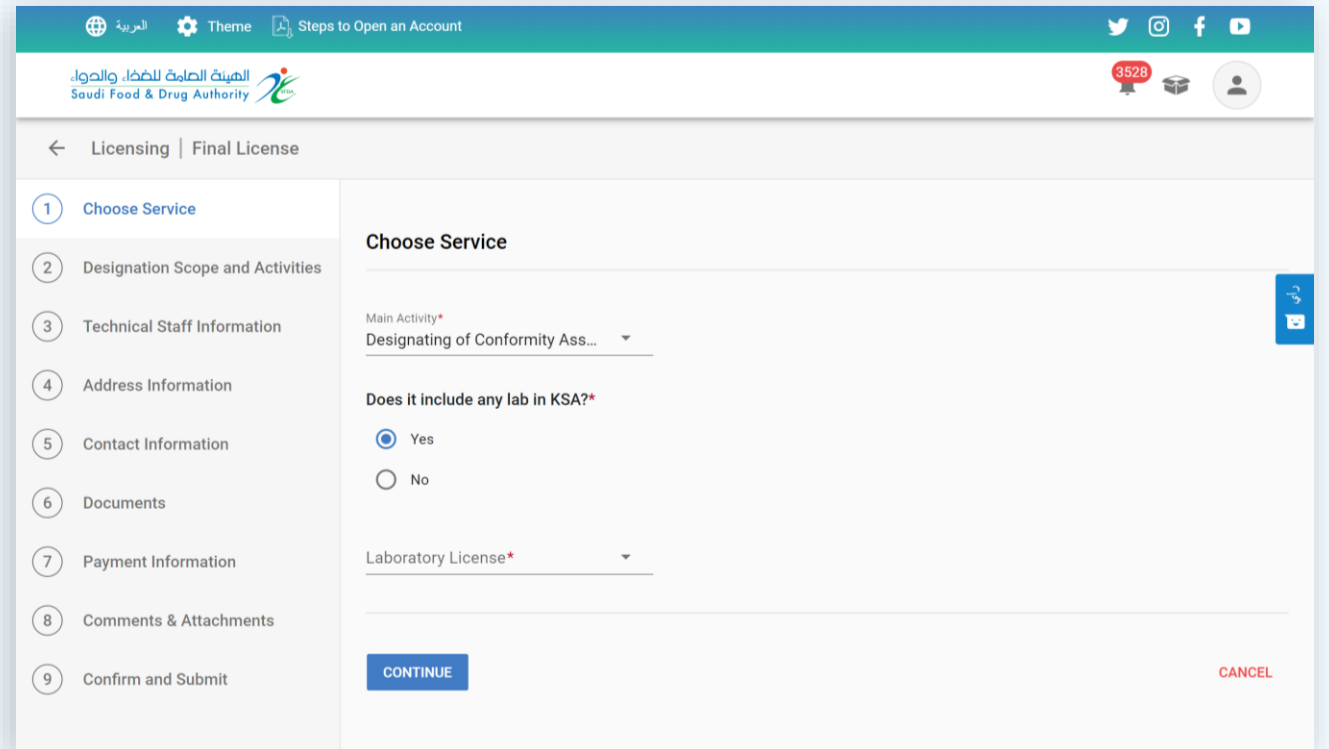
The screenshot shows the SFDA mobile application interface. At the top, there is a navigation bar with a globe icon, a gear icon labeled 'Theme', and a link 'Steps to Open an Account'. Below this is the SFDA logo and name in Arabic and English. A notification bell icon shows '3528' notifications. The main content area is titled 'Licensing | Final License'. A vertical list on the left contains steps 1 through 9, with step 1 'Choose Service' highlighted. The main form area is titled 'Choose Service' and contains a dropdown menu for 'Main Activity\*' with the selected option 'Designating of Conformity Ass...'. Below this is a question 'Does it include any lab in KSA?\*' with radio buttons for 'Yes' and 'No'. At the bottom, there are 'CONTINUE' and 'CANCEL' buttons.

# Choose Service

Select if office includes a private licensed laboratory by SFDA in KSA.

Yes- select the license.

No- continue.



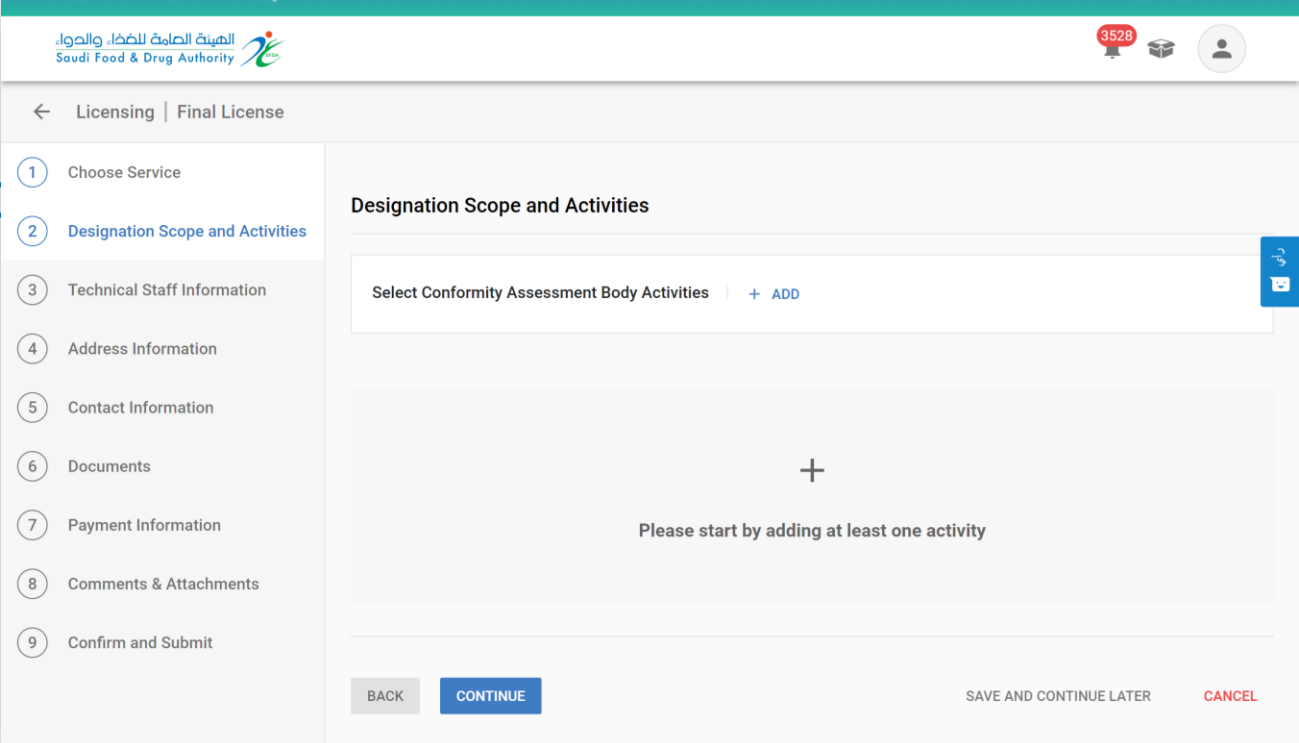
The screenshot shows the 'Licensing | Final License' application form. The left sidebar contains a progress indicator with 9 steps: 1. Choose Service (selected), 2. Designation Scope and Activities, 3. Technical Staff Information, 4. Address Information, 5. Contact Information, 6. Documents, 7. Payment Information, 8. Comments & Attachments, and 9. Confirm and Submit. The main content area is titled 'Choose Service' and includes the following fields:

- Main Activity\***: Designating of Conformity Ass... (dropdown menu)
- Does it include any lab in KSA?\***: Radio buttons for Yes (selected) and No.
- Laboratory License\***: (dropdown menu)

At the bottom of the form, there are two buttons: 'CONTINUE' (blue) and 'CANCEL' (red).

# Designation Scope and Activities

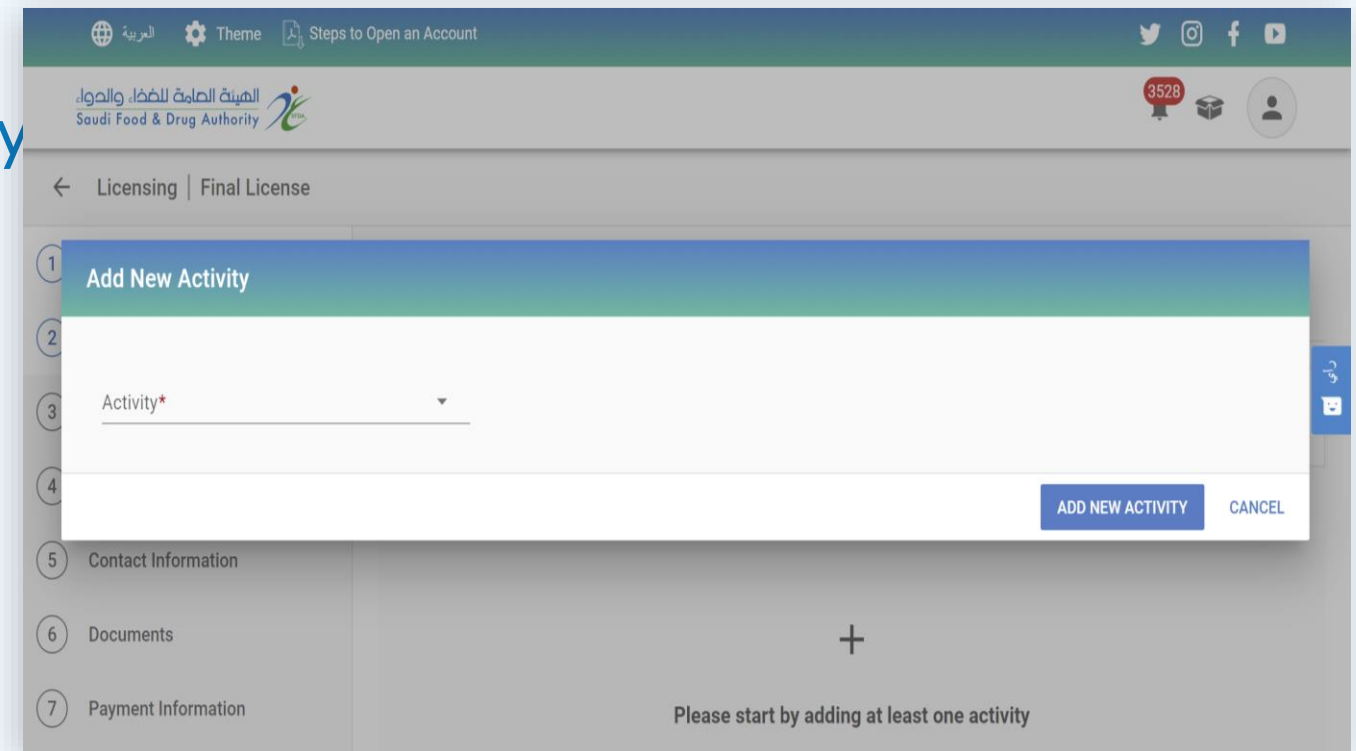
On this page, identify the activities and countries that are required to be appointed



The screenshot displays the SFDA web application interface for the 'Final License' step. The page title is 'Licensing | Final License'. A sidebar on the left contains a numbered list of steps: 1. Choose Service, 2. Designation Scope and Activities (highlighted), 3. Technical Staff Information, 4. Address Information, 5. Contact Information, 6. Documents, 7. Payment Information, 8. Comments & Attachments, and 9. Confirm and Submit. The main content area is titled 'Designation Scope and Activities' and features a search bar with the text 'Select Conformity Assessment Body Activities' and a '+ ADD' button. Below the search bar is a large area with a plus sign and the instruction 'Please start by adding at least one activity'. At the bottom of the page, there are four buttons: 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'. The top right corner of the application shows a notification bell with '3528', a package icon, and a user profile icon.

# Designation Scope and Activities

Select the required activity



العربية Theme Steps to Open an Account

الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

3528

← Licensing | Final License

1 Add New Activity

2

3 Activity\*

4

5 Contact Information

6 Documents

7 Payment Information

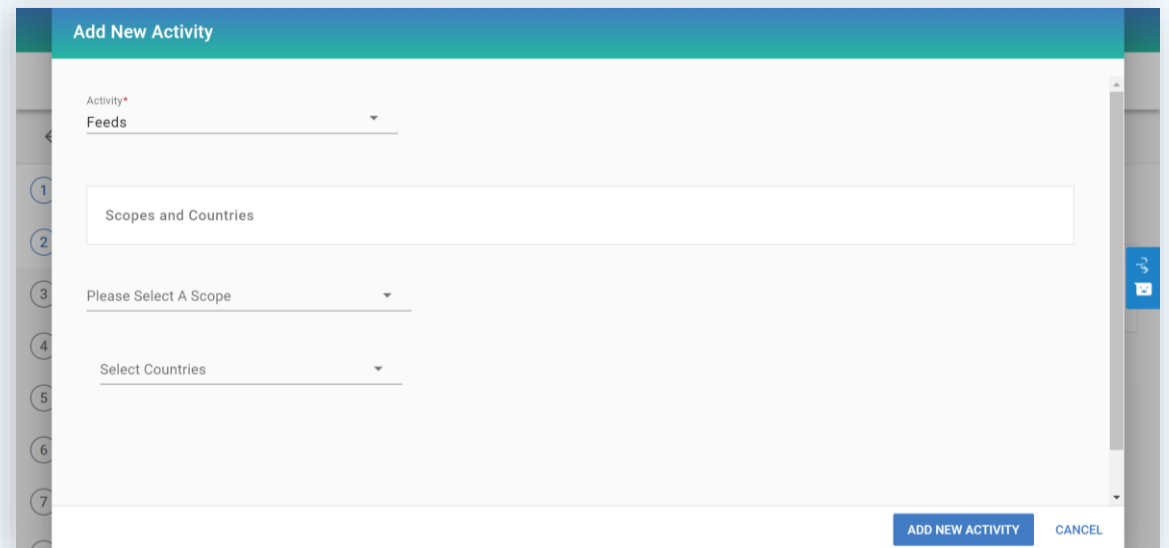
ADD NEW ACTIVITY CANCEL

+

Please start by adding at least one activity

# Add New Activity

Select the domain, activity and scope of the required countries in each activity.



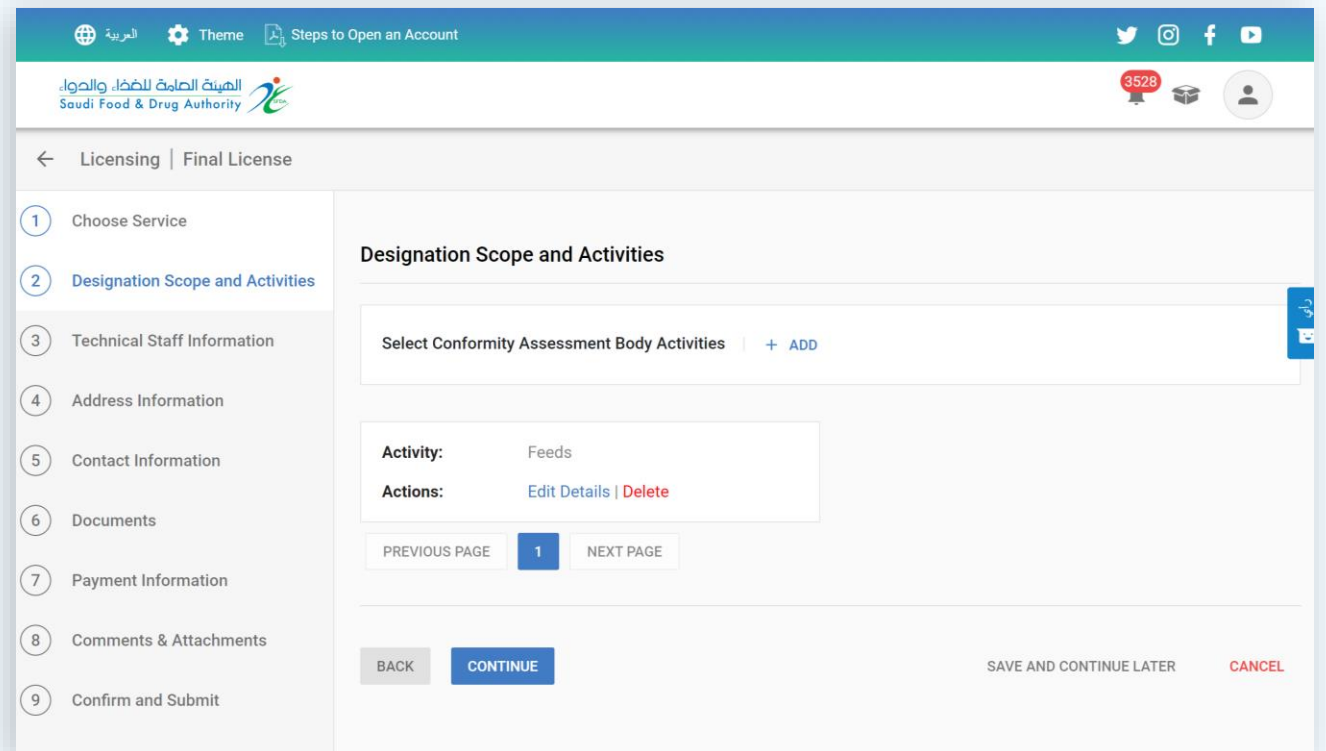
The screenshot shows a web form titled "Add New Activity". The form is divided into several sections:

- Activity\*:** A dropdown menu with "Feeds" selected.
- Scopes and Countries:** A large text input field.
- Please Select A Scope:** A dropdown menu.
- Select Countries:** A dropdown menu.

At the bottom right of the form, there are two buttons: "ADD NEW ACTIVITY" and "CANCEL". On the left side of the form, there is a vertical list of numbers 1 through 7, with the number 1 being highlighted. On the right side, there is a vertical bar with a blue button labeled "رجل" (Foot) and a small icon.

# Designation Scope and Activities

On this page, add the details of all required activities.



العربية Theme Steps to Open an Account

الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

3528

← Licensing | Final License

- 1 Choose Service
- 2 Designation Scope and Activities
- 3 Technical Staff Information
- 4 Address Information
- 5 Contact Information
- 6 Documents
- 7 Payment Information
- 8 Comments & Attachments
- 9 Confirm and Submit

### Designation Scope and Activities

Select Conformity Assessment Body Activities | + ADD

Activity:	Feeds
Actions:	<a href="#">Edit Details</a>   <a href="#">Delete</a>

PREVIOUS PAGE 1 NEXT PAGE

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL





# Technical Staff Information

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

- Must be a Saudi.

The screenshot displays the 'Final License' page in the SFDA licensing system. The left sidebar contains a progress indicator with 9 steps: 1. Choose Service, 2. Designation Scope and Activities, 3. Technical Staff Information (current step), 4. Address Information, 5. Contact Information, 6. Documents, 7. Payment Information, 8. Comments & Attachments, and 9. Confirm and Submit.

The main content area is titled 'Technical Staff Information' and is divided into two sections:

- Section 1: Technical Manager**: This section contains fields for 'Name\*', 'Title\*', and 'ID\*'. Below the 'ID\*' field is a dashed box with an upload icon and the text 'Attach the supporting document'. A note below indicates 'Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png'.
- Qualifications and Experience\***: This section also features a dashed box with an upload icon and the text 'Attach the supporting document', with the same file size and type restrictions.

Below these sections is a header for 'Section 2: Add Technical Staff' with a '+ TECHNICAL STAFF' button. The main area of this section is currently empty, displaying a large '+' sign and the message 'Please start by adding at least one technical staff'.

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

# Add Technical Staff


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

- ID
- Qualifications, training courses and job description.

### 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

 Attach the supporting document

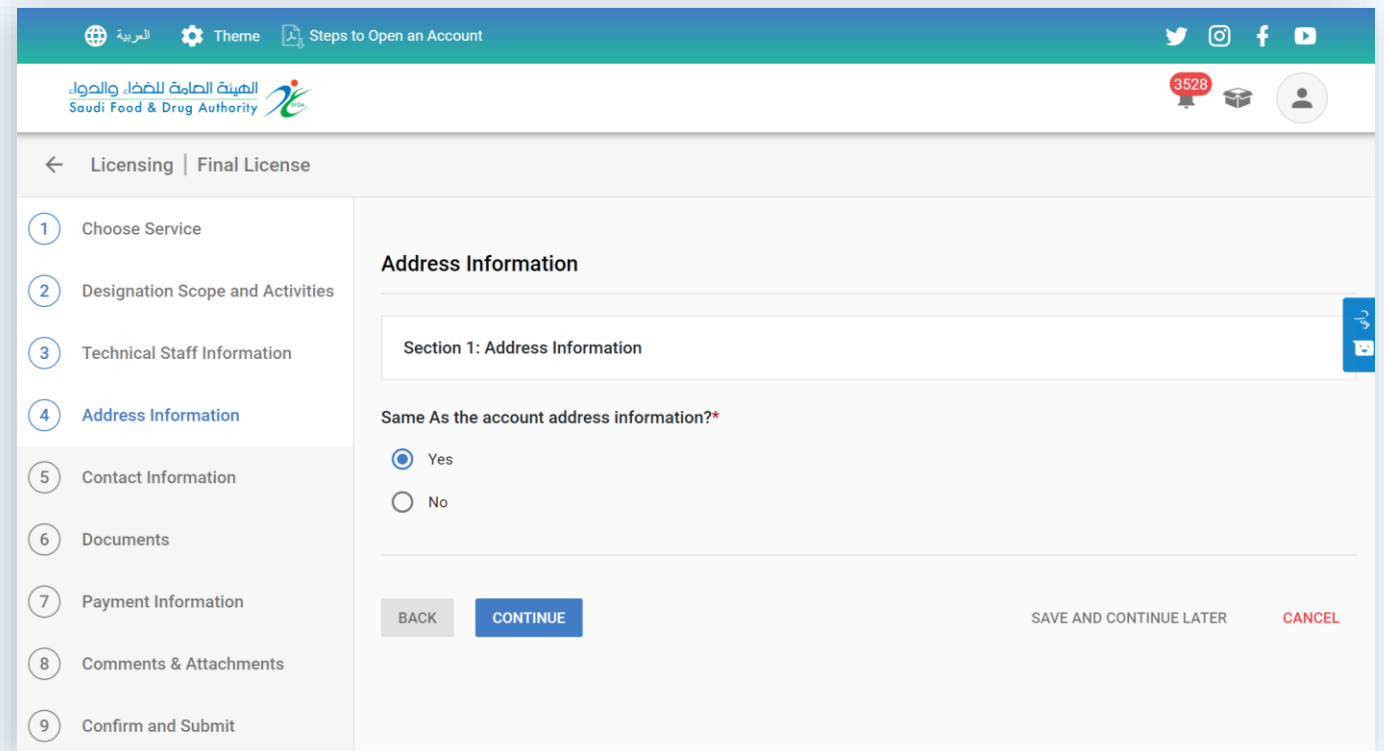
[+ ADD ANOTHER](#) [UPLOAD](#)

[ADD NEW TECHNICAL STAFF](#) [CANCEL](#)

# Address Information

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 displays the 'Address Information' section of the SFDA licensing application. The interface includes a top navigation bar with the SFDA logo and social media icons. A progress bar on the left lists the following steps: 1. Choose Service, 2. Designation Scope and Activities, 3. Technical Staff Information, 4. Address Information (highlighted), 5. Contact Information, 6. Documents, 7. Payment Information, 8. Comments & Attachments, and 9. Confirm and Submit. The main content area is titled 'Address Information' and contains a section labeled 'Section 1: Address Information'. Below this, there is a question: 'Same As the account address information?\*' with two radio button options: 'Yes' (which is selected) and 'No'. At the bottom of the form, there are four buttons: 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.



# Address Information

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

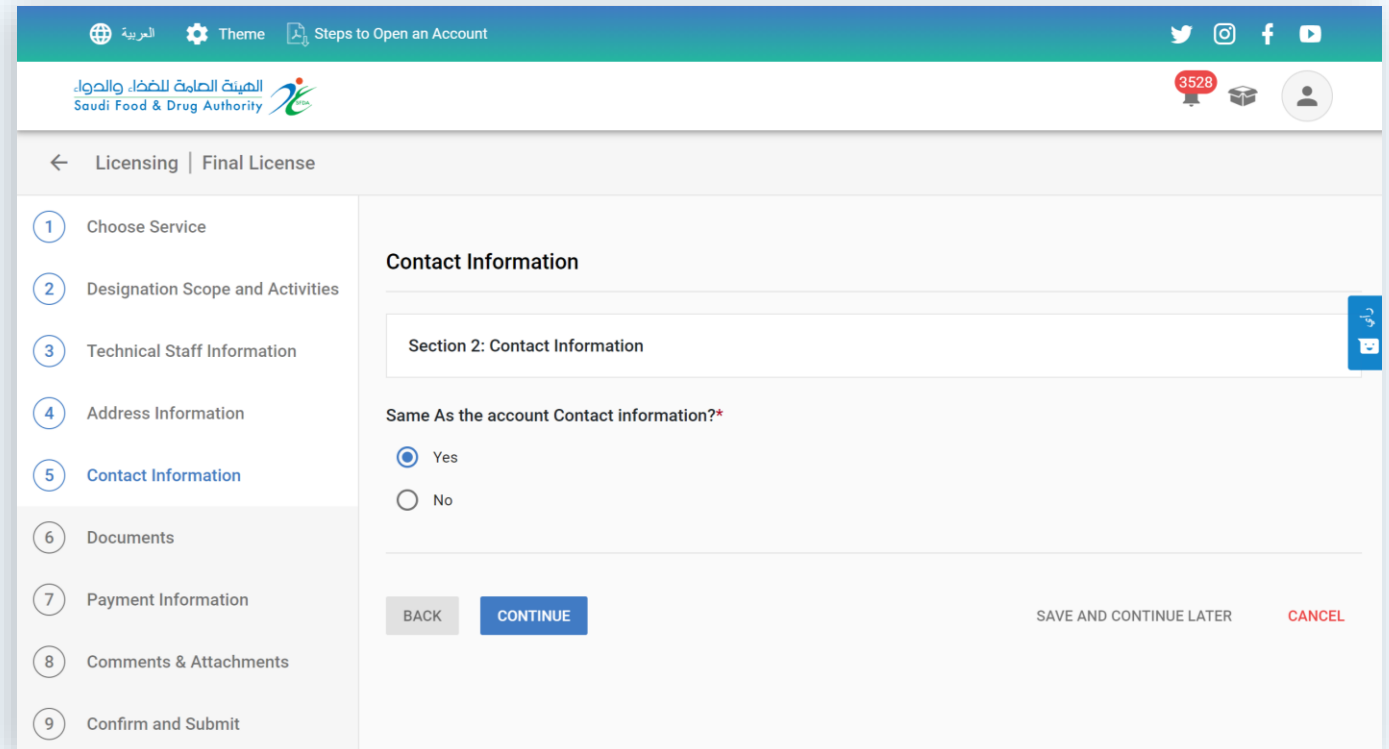
The screenshot displays the SFDA web portal interface for a 'Final License' application. The page is titled 'Licensing | Final License' and features a navigation menu on the left with steps 1 through 9. Step 4, 'Address Information', is currently selected. The main content area is titled 'Address Information' and contains a section for 'Section 1: Address Information'. A question asks 'Same As the account address information?\*' with radio buttons for 'Yes' and 'No', where 'No' is selected. Below this are input fields for 'City\*', 'District\*', 'Street\*', 'Building Number', 'Postal Code', and 'P.O.Box'. A map of Riyadh is shown at the bottom, with a search bar and various map controls. At the bottom of the page, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

# 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



العربية Theme Steps to Open an Account

الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

3528

← Licensing | Final License

- 1 Choose Service
- 2 Designation Scope and Activities
- 3 Technical Staff Information
- 4 Address Information
- 5 Contact Information
- 6 Documents
- 7 Payment Information
- 8 Comments & Attachments
- 9 Confirm and Submit

### Contact Information

Section 2: Contact Information

Same As the account Contact information?\*

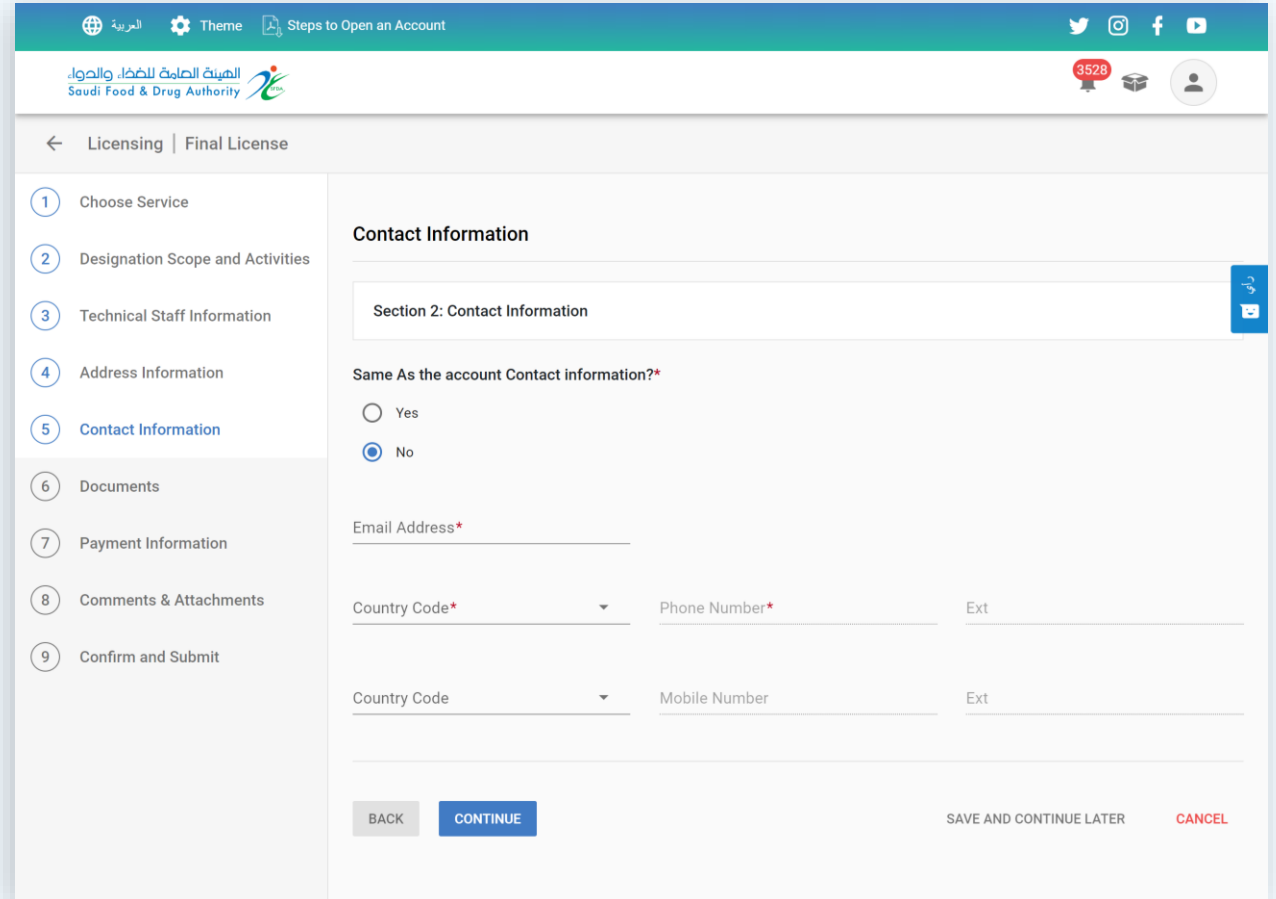
Yes

No

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

# Contact Information

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



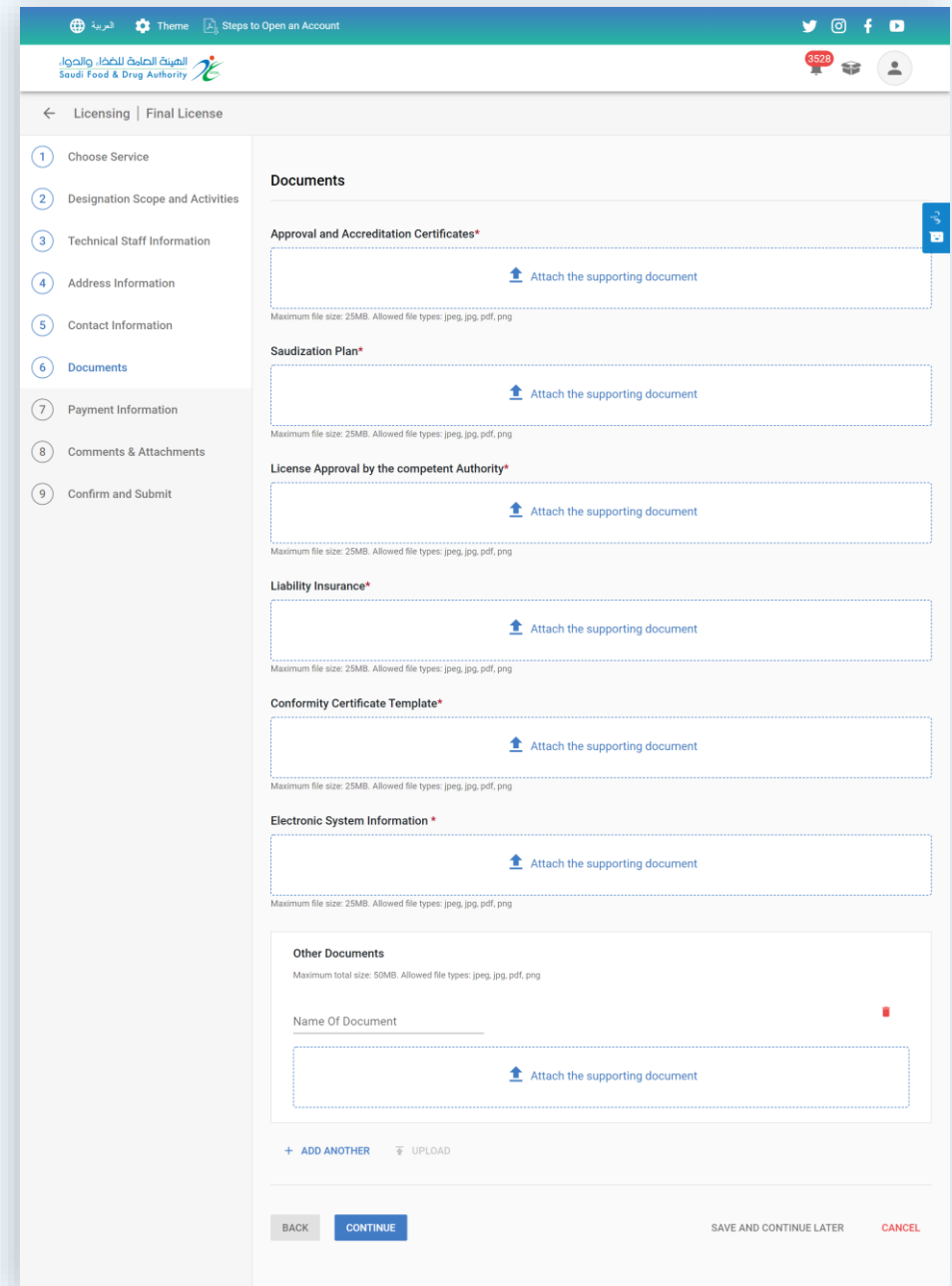
The screenshot displays the 'Final License' step in the licensing process. The left sidebar shows a progress list with 9 steps: 1. Choose Service, 2. Designation Scope and Activities, 3. Technical Staff Information, 4. Address Information, 5. Contact Information (highlighted), 6. Documents, 7. Payment Information, 8. Comments & Attachments, and 9. Confirm and Submit.

The main content area is titled 'Contact Information' and contains a section 'Section 2: Contact Information'. It includes a question: 'Same As the account Contact information?\*' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. Below this are input fields for 'Email Address\*', 'Country Code\*', 'Phone Number\*', and 'Ext'. There are also fields for 'Country Code', 'Mobile Number', and 'Ext'. At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

# Documents

Add the following documents:

- Approval and Accreditation Certificates issued by the competent authority (e.g., accreditation certificate from Saudi accreditation authority (SAC) or accreditation bodies with full membership in any organization (ILAC/IAF) covers the field of appointment by field).
- A plan to localize jobs within (3) years for technical jobs gradually by (50%) minimum .
- Approval of the site license by the competent authority (municipality) .
- Liability insurance details.
- Proposed explanatory form for the Conformity Certificate.
- Details of the electronic system used in the company.



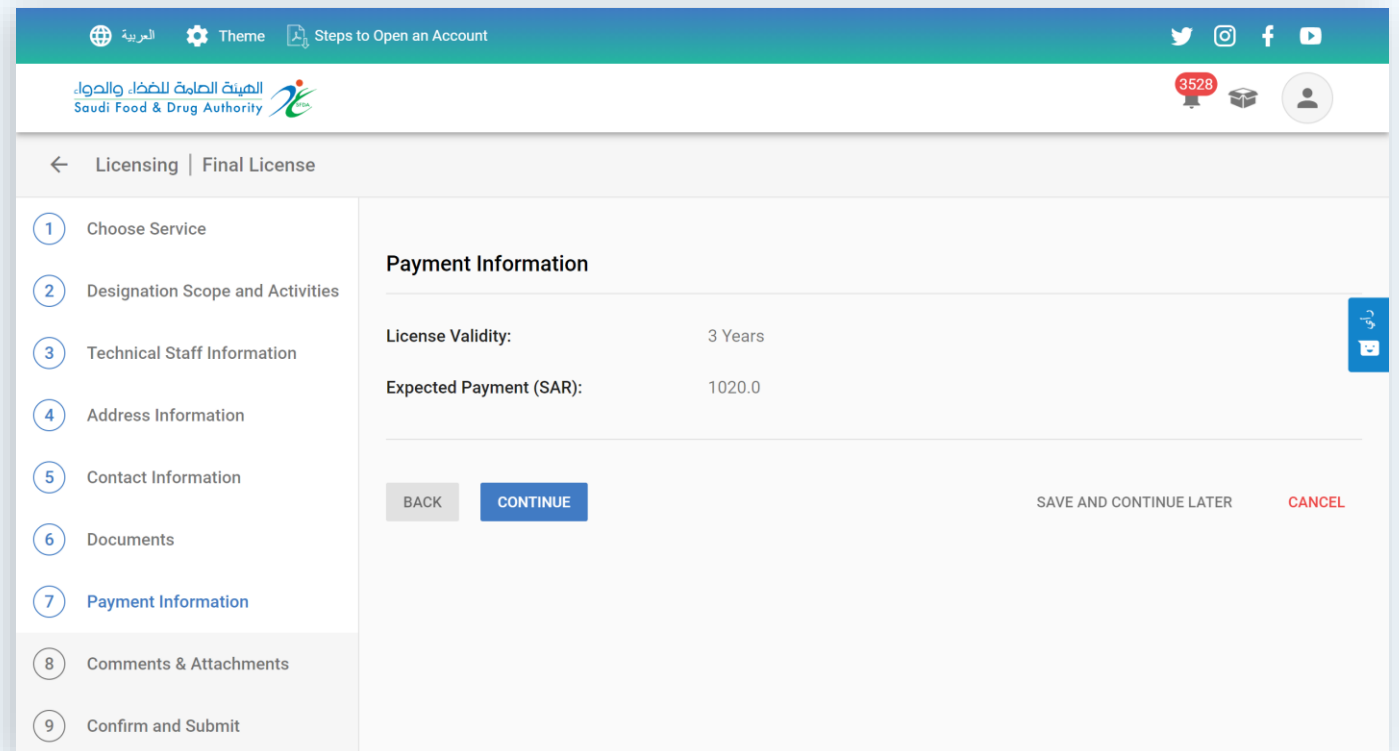
The screenshot shows the 'Final License' step in the SFDA licensing process. The interface includes a navigation menu on the left with steps 1 through 9, where 'Documents' is the current step. The main content area is titled 'Documents' and lists several required document categories, each with an upload button and a maximum file size of 25MB:

- Approval and Accreditation Certificates\***: Attach the supporting document.
- Saudization Plan\***: Attach the supporting document.
- License Approval by the competent Authority\***: Attach the supporting document.
- Liability Insurance\***: Attach the supporting document.
- Conformity Certificate Template\***: Attach the supporting document.
- Electronic System Information \***: Attach the supporting document.

Below these is an 'Other Documents' section with a maximum total size of 50MB. It includes a text input for 'Name Of Document' and an upload button. At the bottom, there are buttons for '+ ADD ANOTHER', 'UPLOAD', 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

# Payment Information

On this page, the payment information is charged according to the entered fields and countries.



The screenshot displays the 'Final License' step in the licensing process. The left sidebar lists the steps: 1. Choose Service, 2. Designation Scope and Activities, 3. Technical Staff Information, 4. Address Information, 5. Contact Information, 6. Documents, 7. Payment Information (highlighted), 8. Comments & Attachments, and 9. Confirm and Submit. The main content area shows the 'Payment Information' section with the following details:

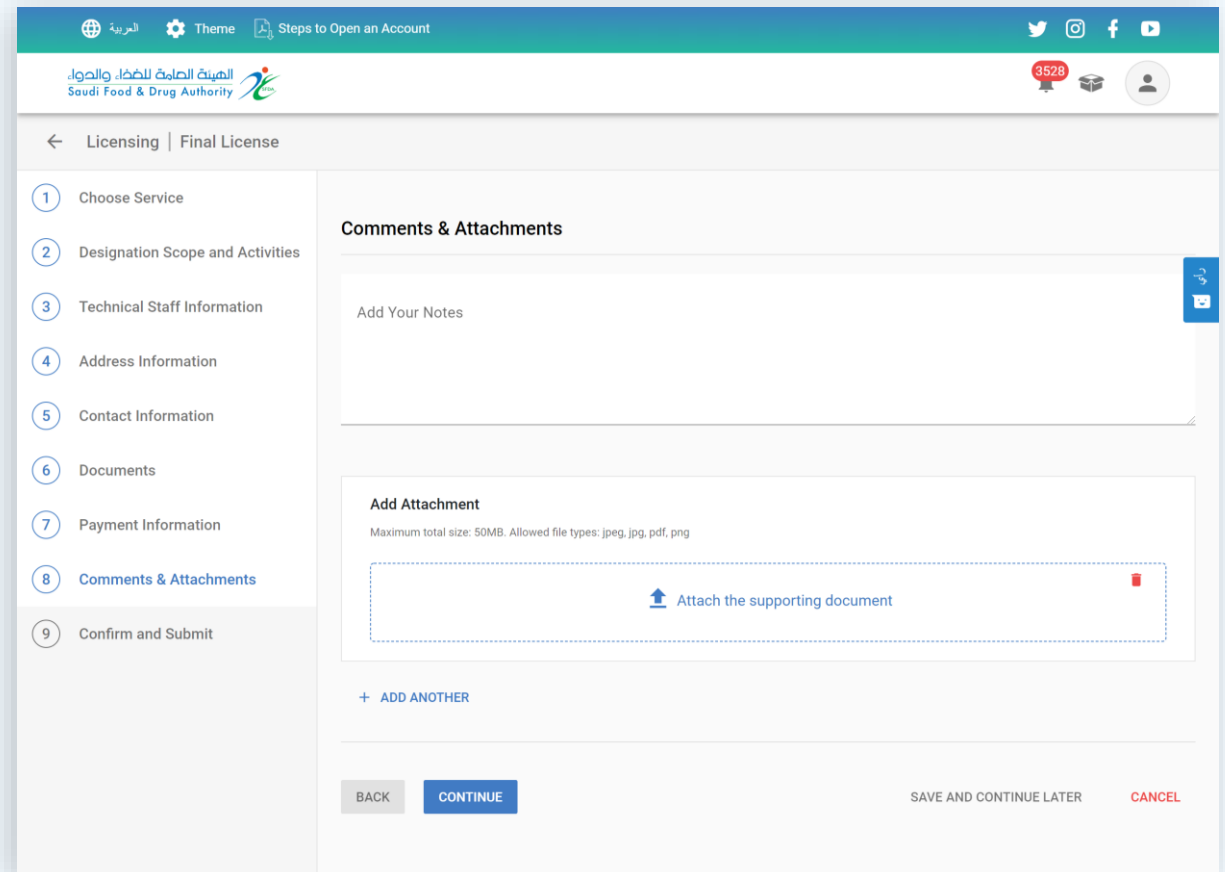
License Validity:	3 Years
Expected Payment (SAR):	1020.0

At the bottom, there are four buttons: 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'. A red notification bubble with the number '3528' is visible in the top right corner of the app interface.



# Comments & Attachments

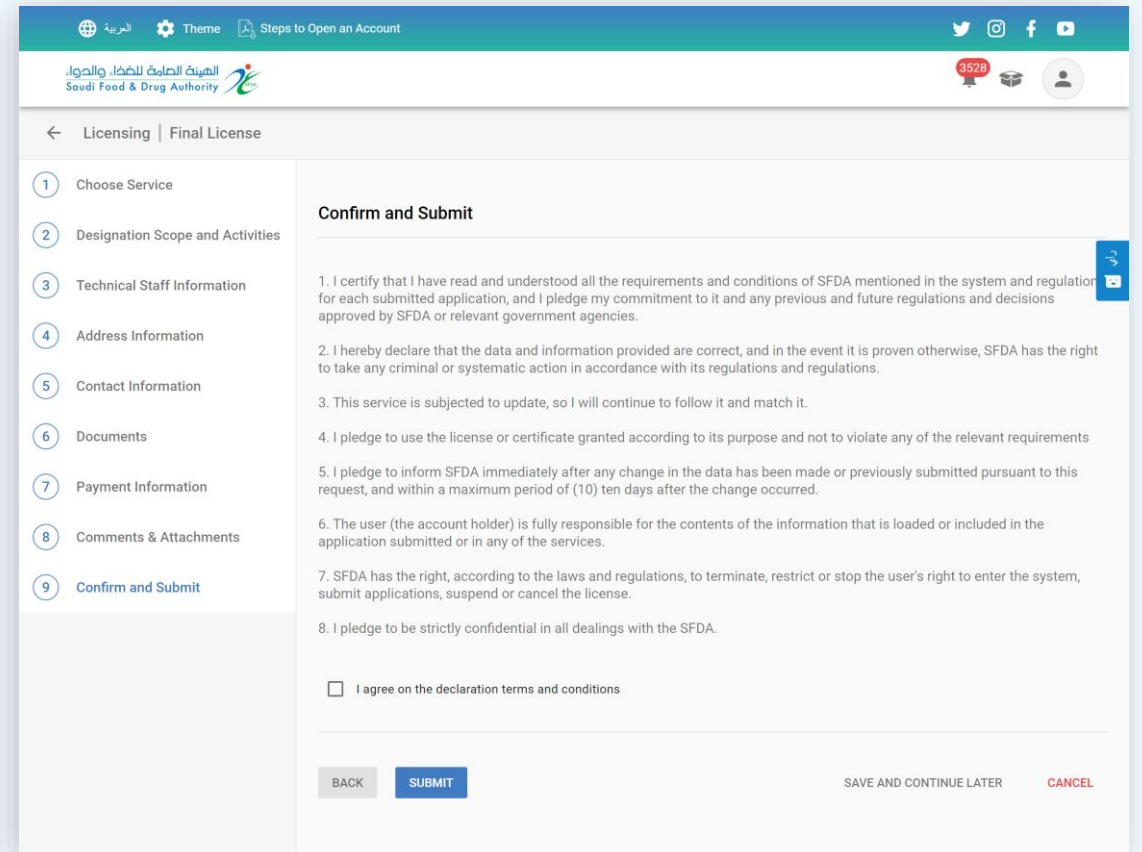
If the office wants to add any additional comments or attachments, add them on this page



The screenshot displays the SFDA web portal interface for the 'Final License' step. The top navigation bar includes the language selector (العربية), a 'Theme' button, and a 'Steps to Open an Account' link. The main header features the SFDA logo and a notification bell with '3528' alerts. The left sidebar lists the application steps, with 'Comments & Attachments' (step 8) highlighted. The main content area is titled 'Comments & Attachments' and contains a text input field for 'Add Your Notes' and an 'Add Attachment' section. The attachment section specifies a maximum total size of 50MB and allows file types of .jpeg, .jpg, .pdf, and .png. A dashed box contains an upload icon and the text 'Attach the supporting document'. Below this is a '+ ADD ANOTHER' link. At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

# Confirm and Submit

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



The screenshot shows the 'Confirm and Submit' step of a licensing application on the Saudi Food & Drug Authority (SFDA) portal. The page features a navigation menu on the left with steps 1 through 9, where step 9, 'Confirm and Submit', is highlighted. The main content area contains a list of eight terms and conditions that the user must agree to before submitting the application. At the bottom, there is a checkbox for 'I agree on the declaration terms and conditions', which is currently unchecked. Below the checkbox are three buttons: 'BACK', 'SUBMIT', and 'SAVE AND CONTINUE LATER'. The 'SUBMIT' button is highlighted in blue. The page also includes a header with the SFDA logo and navigation icons, and a footer with social media links.

المدينة Theme Steps to Open an Account

الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

← Licensing | Final License

1 Choose Service

2 Designation Scope and Activities

3 Technical Staff Information

4 Address Information

5 Contact Information

6 Documents

7 Payment Information

8 Comments & Attachments

9 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

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL