



# 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

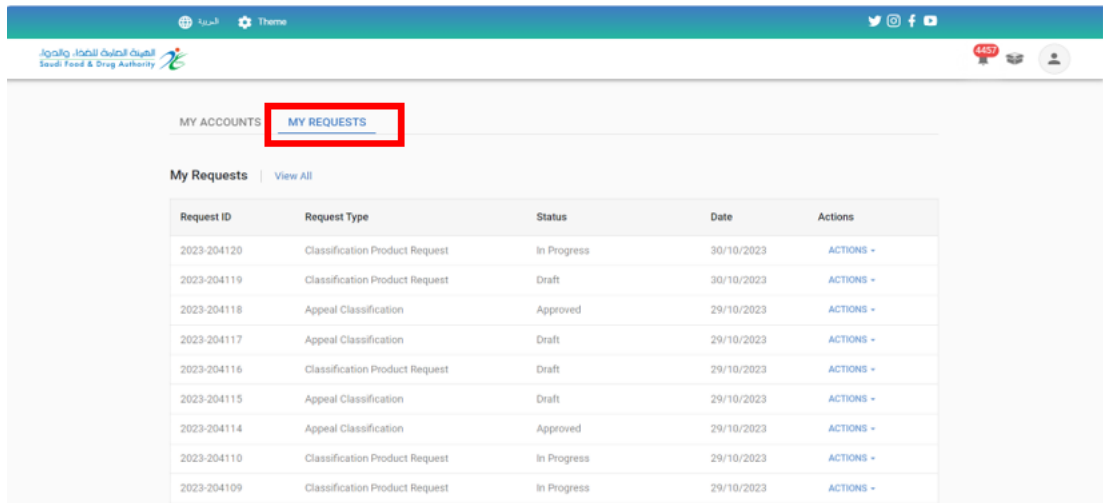
The user can browse the available account types by choosing on “My Accounts” on the home page as shown below.

The screenshot displays the 'My Accounts' section of the SFDA portal. At the top, there are navigation options for 'MY ACCOUNTS' (highlighted) and 'MY REQUESTS'. Below this, there are buttons for '+ ADD NEW' and 'REQUEST ACCESS ON EXISTING ACCOUNT'. The main content area shows a list of accounts under the heading 'All Accounts'. Each account entry includes the company name, notification count, pending request count, status (Active), account number, CR number, and account type (Commercial). A 'VIEW ACCOUNT' button is present for each account.

Account Name	Notifications	Pending Request(s)	Status	Account Number	CR Number	Account Type	Action
Hakeem Copmany	0	0	Active	C-50864	7001630099	Commercial	VIEW ACCOUNT
Feed product company manufacture	0	0	Active	C-50863	7001424014	Commercial	VIEW ACCOUNT
Arasoo	0	0	Active	C-50862	7014173590	Commercial	VIEW ACCOUNT
Saudi company pharma manufacturing	0	0	Active	C-50861	7012760315	Commercial	VIEW ACCOUNT

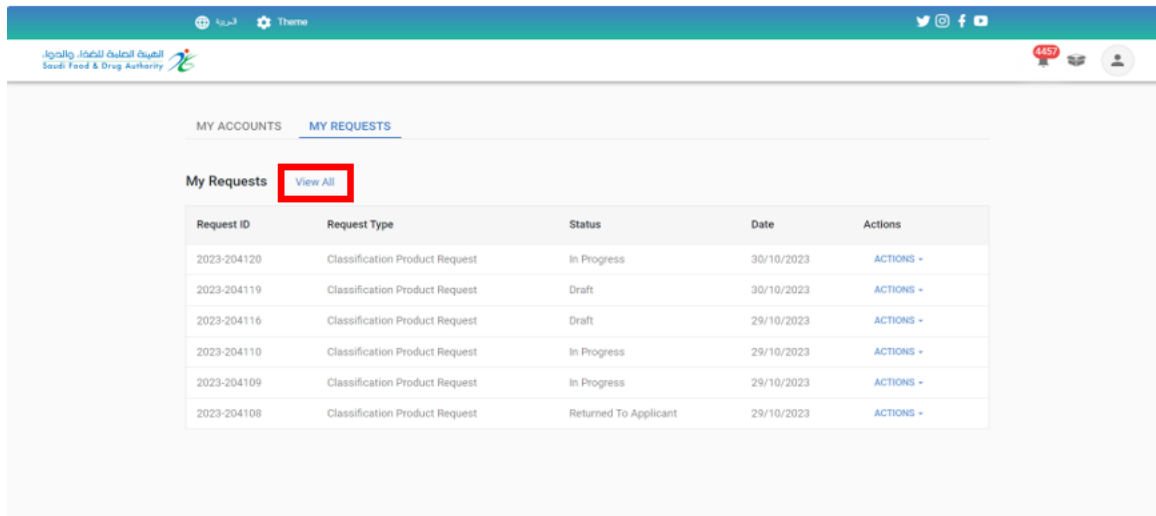
## 2.1. My Request

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



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: Draft Account Name

Calendar Type: Gregorian Request Date

Request ID	Request Type	Status	Date	Actions
2023-3339	New Cosmetic Space Warehouse License	Draft	06/06/2023	View Request Update Request Delete
2023-3337	New Drugs Full Warehouse License	Draft	06/06/2023	
2023-3336	New Final Food Warehouse License	Draft	06/06/2023	
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: Approved Account Name

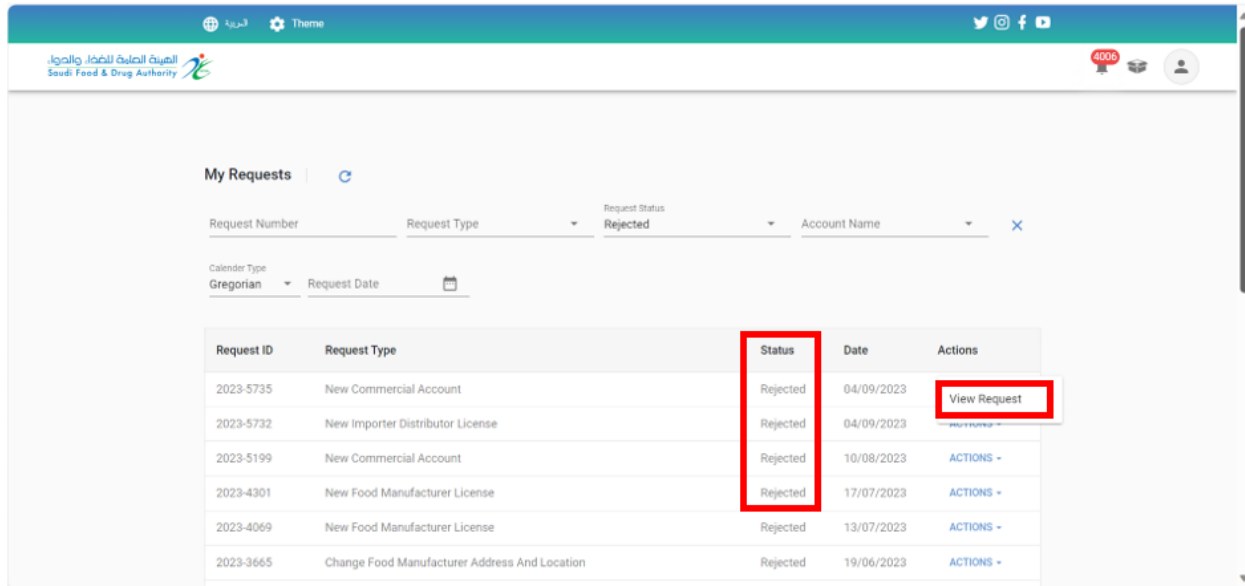
Calendar Type: Gregorian Request Date

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”.



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

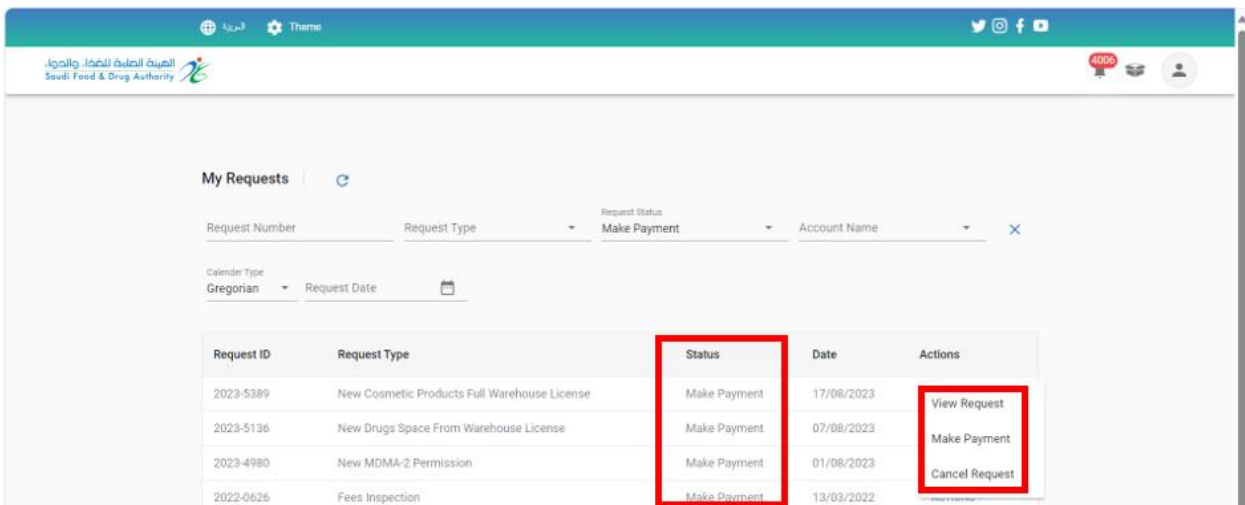
○ Make payment: when the Food and Drug Authority needs to issue an invoice for the request.

■ Action:

■ You can review the request “View request”.

■ You can view payment information “Make payment.”

■ You can delete the request “Cancel request”.



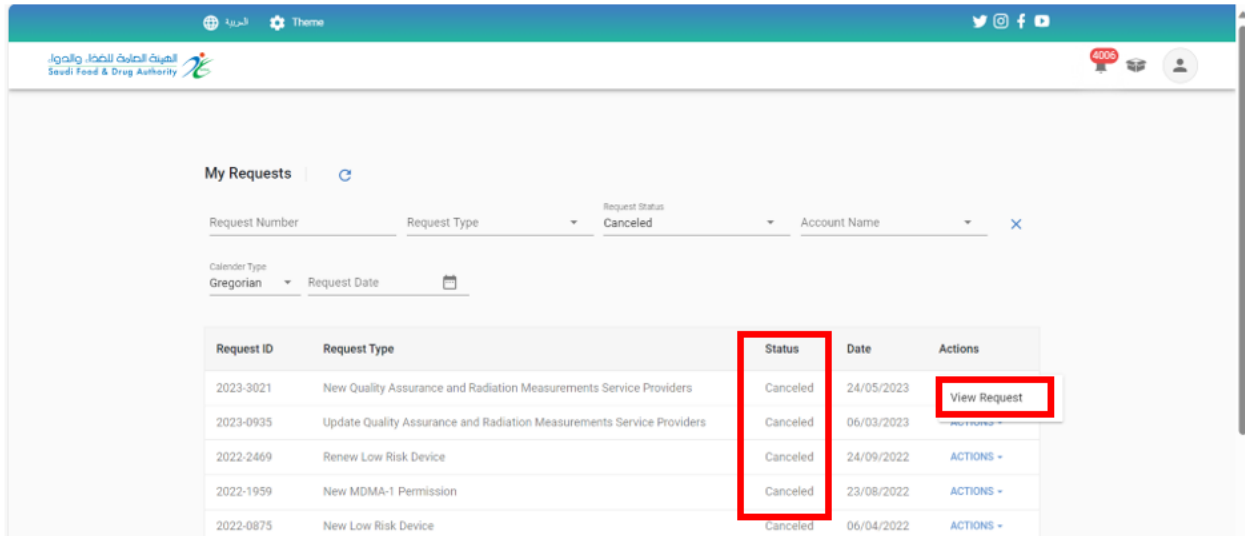
Request ID	Request Type	Status	Date	Actions
2023-5389	New Cosmetic Products Full Warehouse License	Make Payment	17/08/2023	<a href="#">View Request</a>
2023-5136	New Drugs Space From Warehouse License	Make Payment	07/08/2023	<a href="#">Make Payment</a>
2023-4980	New MDMA-2 Permission	Make Payment	01/08/2023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



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

■ Action:

■ You can review the request “View request”.



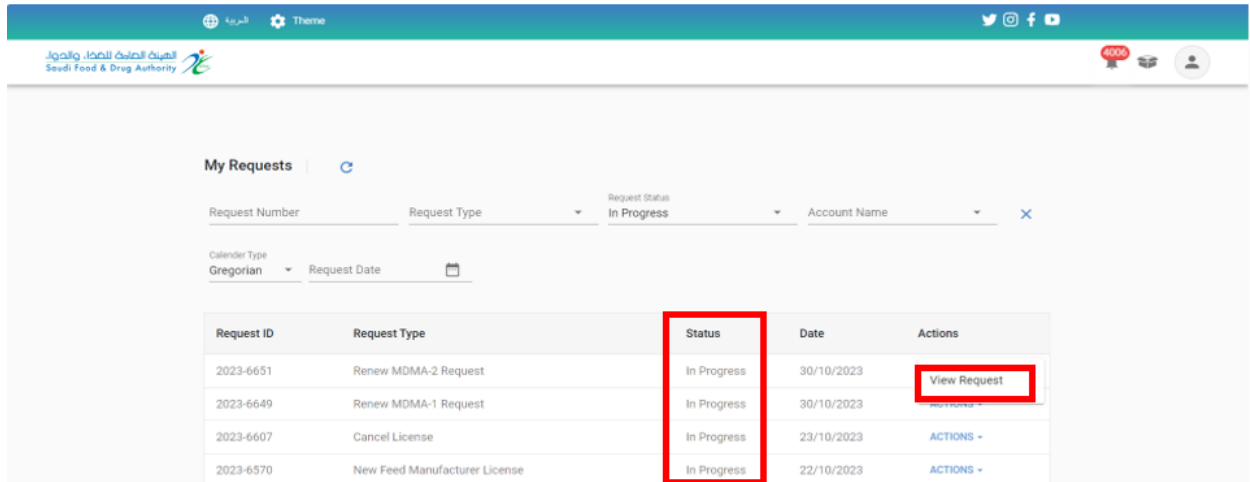
The screenshot shows the 'My Requests' page with the 'Request Status' filter set to 'Canceled'. The table below lists several requests, with the 'Status' column highlighted in red. The 'View Request' button for the first row is also highlighted in red.

Request ID	Request Type	Status	Date	Actions
2023-3021	New Quality Assurance and Radiation Measurements Service Providers	Canceled	24/05/2023	<a href="#">View Request</a>
2023-0935	Update Quality Assurance and Radiation Measurements Service Providers	Canceled	06/03/2023	<a href="#">View Request</a>
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”.



The screenshot shows the 'My Requests' page with the 'Request Status' filter set to 'In Progress'. The table below lists several requests, with the 'Status' column highlighted in red. The 'View Request' button for the first row is also highlighted in red.

Request ID	Request Type	Status	Date	Actions
2023-6651	Renew MDMA-2 Request	In Progress	30/10/2023	<a href="#">View Request</a>
2023-6649	Renew MDMA-1 Request	In Progress	30/10/2023	<a href="#">View Request</a>
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' dashboard with a table of requests. The 'Status' column is highlighted with a red box, and the 'View Request' and 'Update Request' buttons in the 'Actions' column are also highlighted with a red box.

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	
2023-6139	Update Cosmetic Product Notification	Returned To Applicant	21/09/2023	
2023-6128	Renew & Update Final Food Warehouse License	Returned To Applicant	19/09/2023	ACTIONS +

The screenshot shows the application details page. A red box highlights the 'تفصيل الرخصة السارية' (Valid License Details) section. Below this, there are fields for 'اسم المصنع' (Manufacturer Name) and 'التفصيلات' (Details) with colored status indicators (green, orange, red).

تفصيل الرخصة السارية

اسم المصنع: VOCOL Co., Ltd

التفصيلات: 155, Jeongwangcheon-ro, Sheung-si

المدينة: كوريا الجنوبية

البلد: Gyeonggi-do

الرمز البريدي: #301A

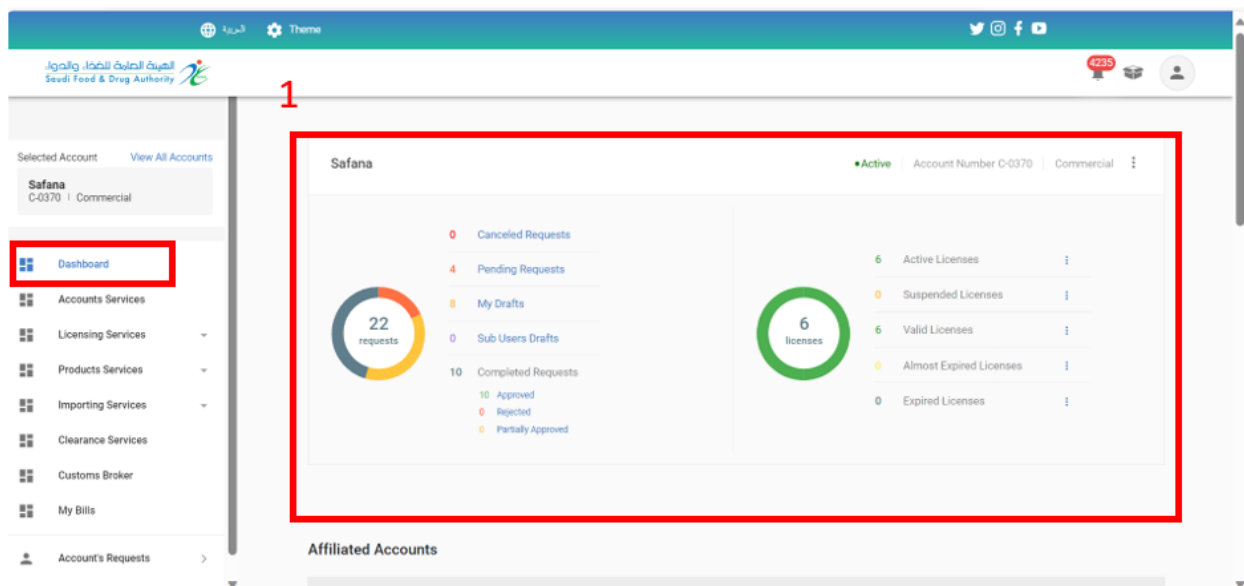
التفصيلات: [Green Light] [Orange Light] [Red Light]

### 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.

Selected Account: Safana C-0370 | Commercial

2

**Affiliated Accounts**

No Affiliated Accounts Found.

**Account's Requests** [View All](#)

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.

Selected Account: Safana C-0370 | Commercial

3

**Affiliated Accounts**

No Affiliated Accounts Found.

**Account's Requests** [View All](#)

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 [DELETE](#)

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

The screenshot displays the Saudi Food & Drug Authority (SFDA) dashboard. The top header includes the SFDA logo and name in Arabic and English, along with a notification bell icon showing 4235 alerts and a user profile icon. The left sidebar contains a navigation menu with 'Dashboard' highlighted in a red box. A large red number '4' is placed next to the sidebar. The main content area is divided into two sections: a table of account requests and a 'Notifications' section. The table lists four requests with their IDs, types, statuses, dates, and action links. The 'Notifications' section, also highlighted with a red box, contains five messages regarding account requests, each with a 'DELETE' button.

Request ID	Request Type	Status	Date	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 [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](#)

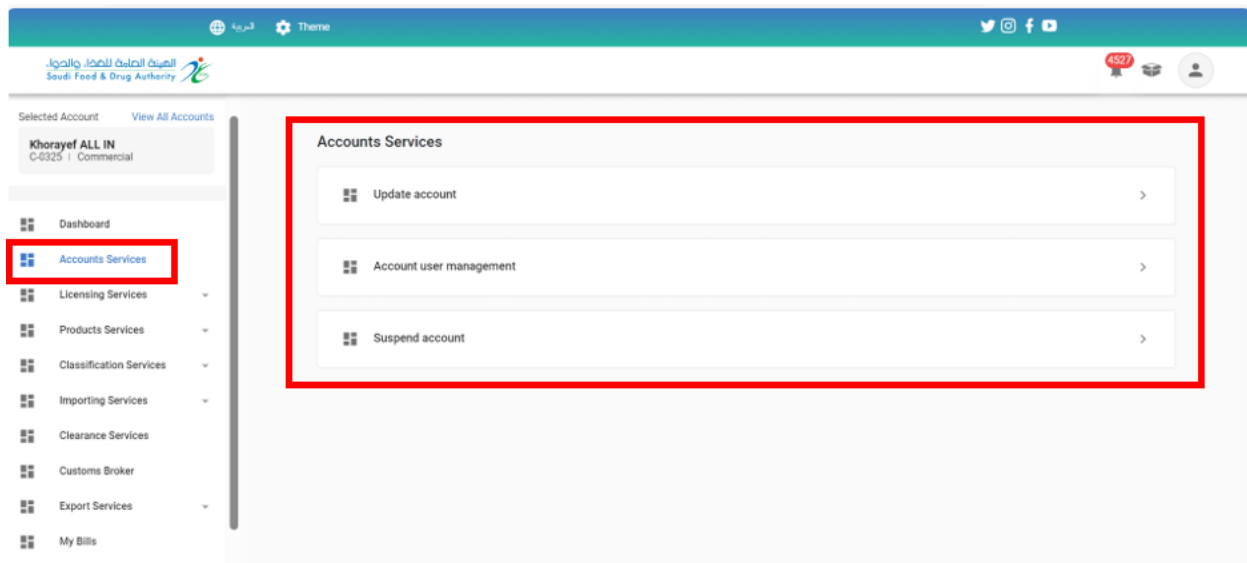
#### 4. Account services

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.



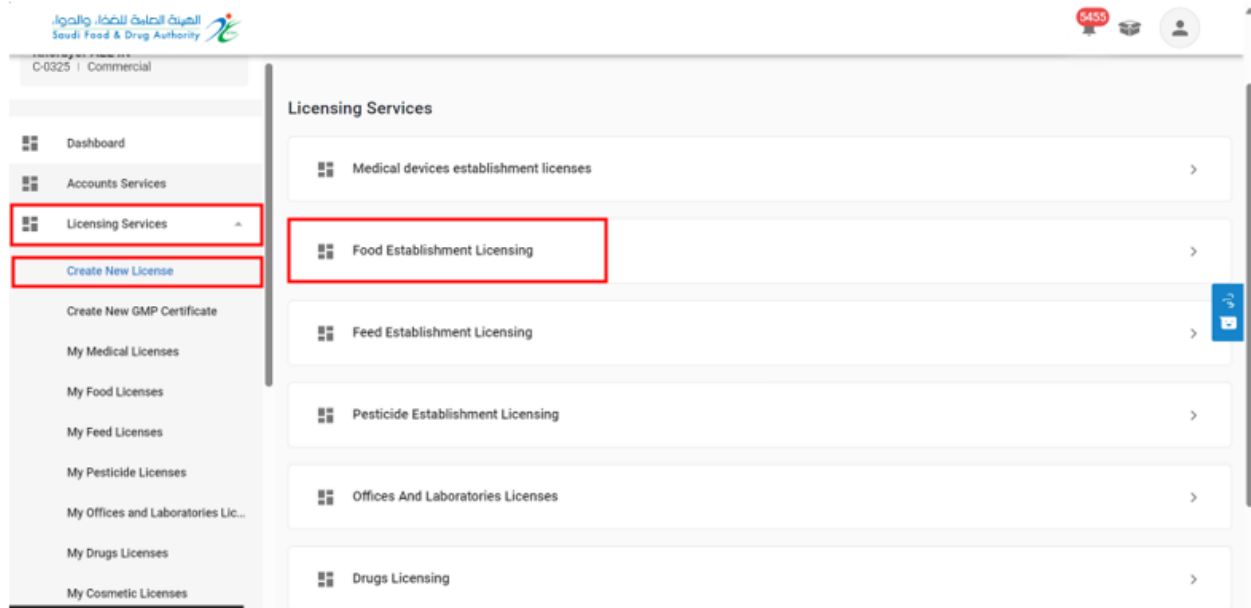
## 5. Licensing Services

### 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. At the top, there is a header with the Saudi flag, the text "العربية" (Arabic), a "Theme" button, and social media icons for Twitter, Instagram, Facebook, and YouTube. Below the header is the SFDA logo and name in Arabic and English. The main navigation bar shows "Licensing | Final License" with a back arrow. The left sidebar contains a step indicator "1 Choose activity". The main content area is titled "Choose activity" and features a "Main Activity\*" dropdown menu. A red arrow points to the dropdown arrow. A "CANCEL" button is visible in the bottom right corner.

This screenshot shows the same SFDA website interface as the previous one, but with the "Main Activity\*" dropdown menu open. The menu displays two options: "Manufacturer" and "Warehouse / Distribution center". The "Manufacturer" option is highlighted with a red rectangular box. The "CANCEL" button remains in the bottom right corner.



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

### 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.

BACK

CONTINUE

CANCEL

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

### Manufacturer Information

Manufacturer Name Arabic:

Manufacturer Name English:

Equity Capital\*

Employees Number\*

BACK

CONTINUE

SAVE AND CONTINUE LATER

CANCEL

- 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\*

Attach the supporting document

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

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

UPDATE NOW

- 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\*

- Inside The Industrial City
- Outside The Industrial City
- Other

Is the Manufacturer Address Same as Account Address?\*

- Yes
- No

BACK CONTINUE

SAVE AND CONTINUE LATER CANCEL

The screenshot shows the SFDA licensing portal interface. At the top, there is a header with the SFDA logo and navigation icons. Below the header, a notification bar prompts the user to update their profile information. The main content area is titled 'Licensing | Final License' and features a sidebar with a progress indicator for eight steps: 1. Choose activity, 2. Introduction, 3. Manufacturer Information, 4. Production Information, 5. Address and Location, 6. Communication Information (current step), 7. Comments & Attachments, and 8. Confirm and Submit. The 'Communication Information' section includes a heading, a question 'Same as Account Contact Information?' with radio buttons for 'Yes' and 'No', and a large text input field. At the bottom of this section, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER' (highlighted in red), along with a 'CANCEL' button.

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.

This screenshot shows the 'Comments & Attachments' step of the SFDA licensing process. The sidebar on the left indicates that step 7 is the current step. The main content area has a heading 'Comments & Attachments' and contains 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: .png, .jpg, .pdf, .png'. There is a dashed box for uploading documents with the text 'Attach the supporting document' and a red arrow icon. Below the attachment area is a '+ ADD ANOTHER' link. At the bottom, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER' (highlighted with a red box), along with a 'CANCEL' button.

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

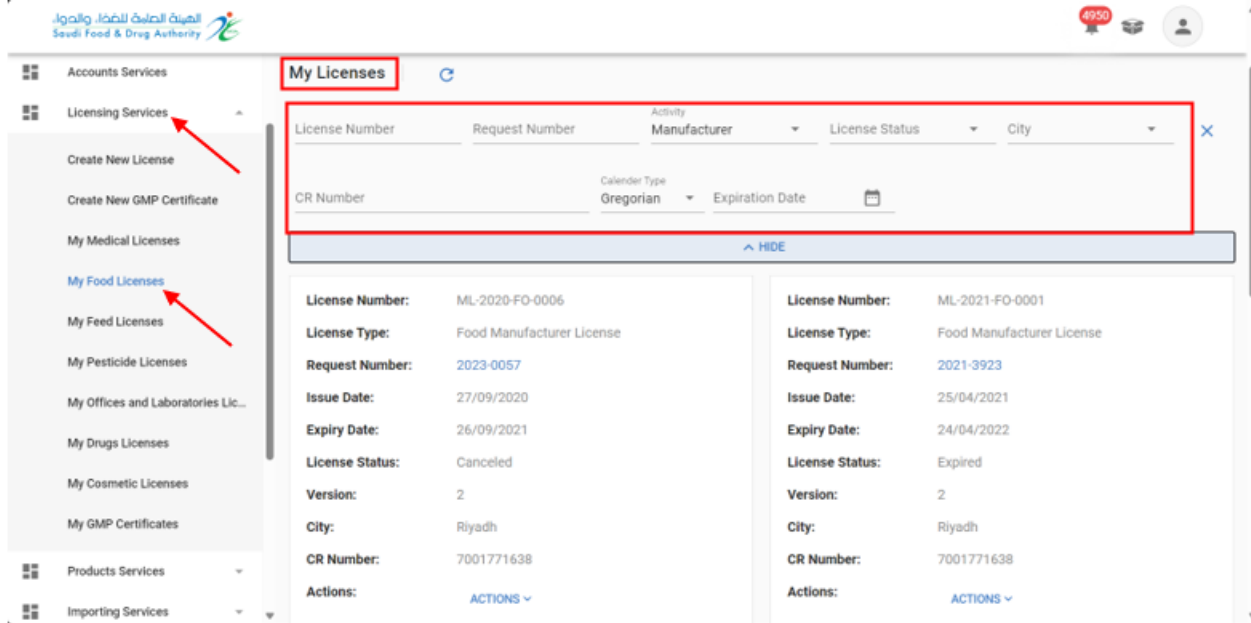
The screenshot shows the 'Confirm and Submit' step of a licensing process. On the left is a vertical navigation menu with steps 1 through 8. Step 8, 'Confirm and Submit', is highlighted. The main content area contains eight numbered terms and conditions. Below these terms is a checkbox labeled 'I agree on the declaration terms and conditions', which 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.

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

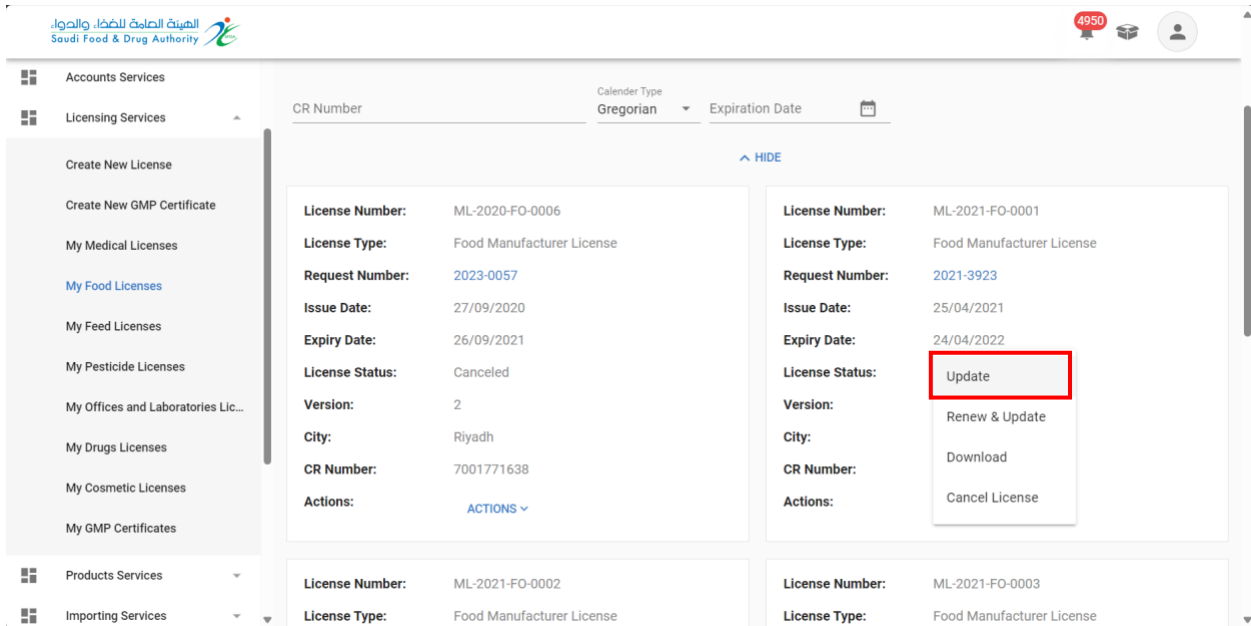
The screenshot shows the confirmation page after submitting a request. At the top, there is a notification banner: 'Please update your profile information (email, mobile number) as they will be used for sending login code' with an 'UPDATE NOW' button. Below this, the navigation menu shows step 8, 'Confirm and Submit', as the active step. The main content area displays the message 'Your request has been sent for processing.' followed by 'Request Number: 2024-2218', which is highlighted with a red box. Below the request number, there are links for 'Account Dashboard' and '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.



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



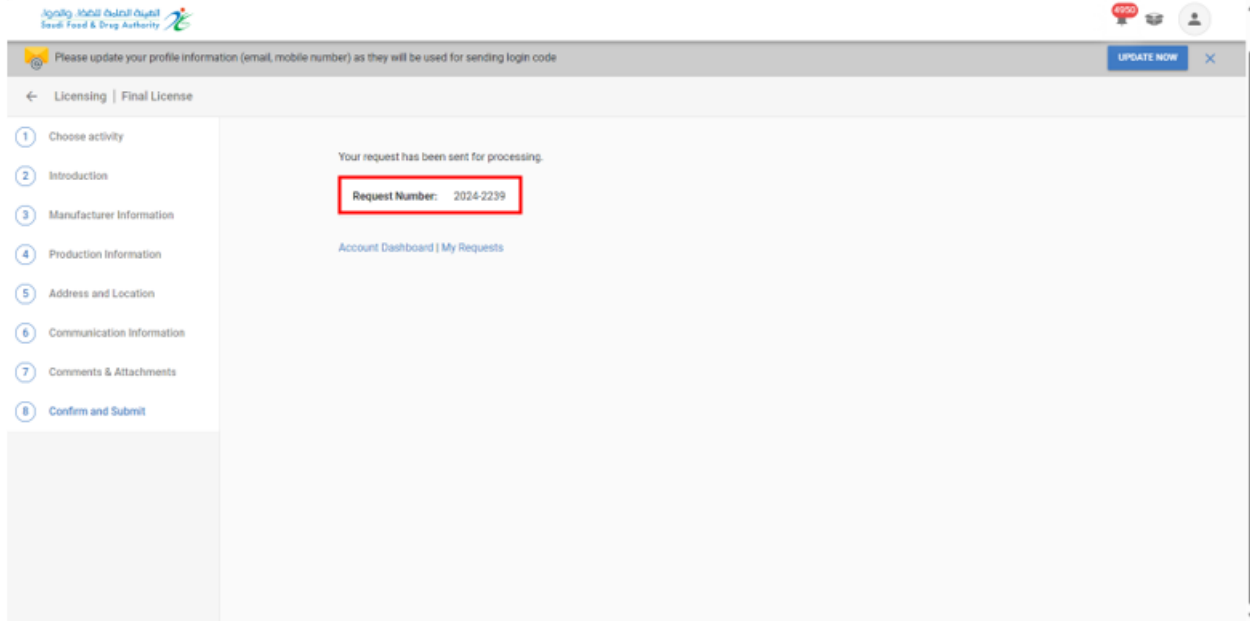
Start filling the required data and click “Continue” until you reach the final step, “Confirm and Submit.”

The screenshot shows the 'Choose activity' step in the SFDA licensing system. 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 is a breadcrumb 'Licensing | Final License' and a sidebar with steps 1 through 8. Step 1, 'Choose activity', is selected. The main content area is titled 'Choose activity' and contains a 'Main Activity' field with the value 'Manufacturer'. Below that is an 'Update Type\*' section with three radio button options: 'Communication Information', 'Add Activity Or Production Line Or Expanding Manufacturer', and 'Documents'. At the bottom of the main area 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”

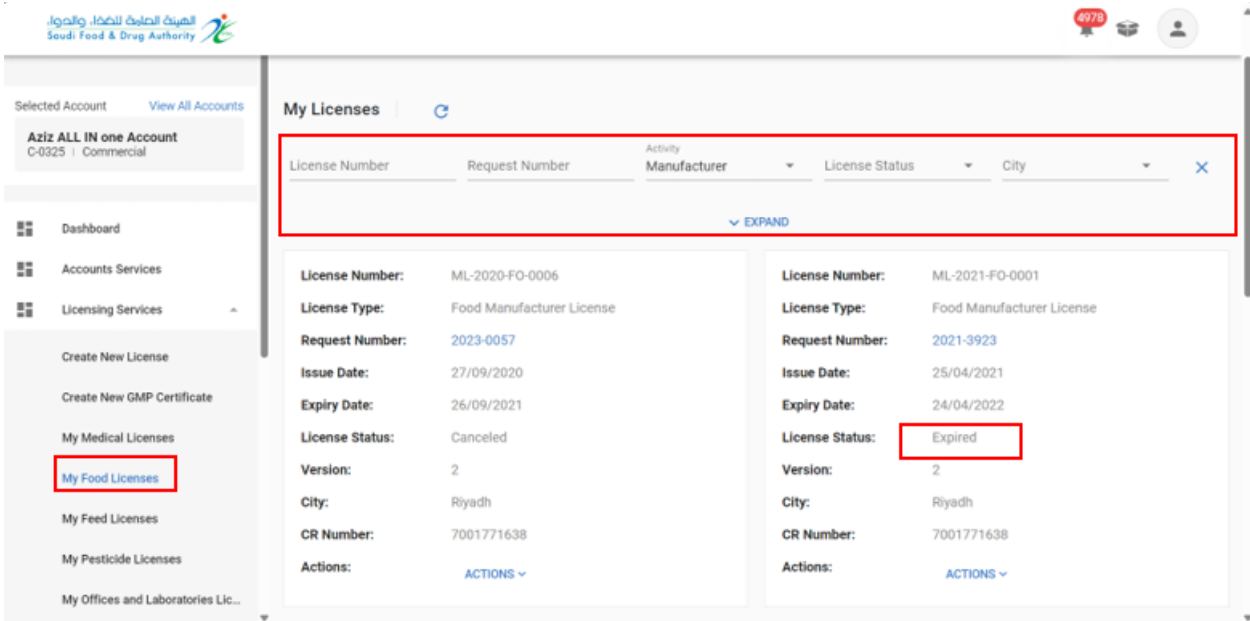
The screenshot shows the 'Confirm and Submit' step in the SFDA licensing system. The breadcrumb is 'Licensing | Final License' and the sidebar shows step 8, 'Confirm and Submit', as the active step. The main content area is titled 'Confirm and Submit' and contains a list of eight terms and conditions. Below the list is a checkbox labeled 'I agree on the declaration terms and conditions', which is checked. At the bottom of the main area 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 portal interface. On the left is a navigation menu with options like 'Dashboard', 'Accounts Services', and 'Licensing Services'. The main area displays a grid of license details. For each license, fields include License Number, License Type, Request Number, Issue Date, Expiry Date, License Status, Version, City, and CR Number. An 'Actions' dropdown menu is visible for one license, with 'Renew & Update' highlighted in a red box.

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	Assessed				

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

The screenshot shows the 'Renew & Update' process in the SFDA portal. A notification banner at the top asks to update profile information. Below it, a breadcrumb trail shows 'Licensing | Final License | Renew & Update'. A vertical sidebar on the left lists steps from 1 to 8, with '1 Choose activity' selected. The main content area is titled 'Choose activity' and shows 'Main Activity: Manufacturer'. At the bottom, 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.”

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← 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**

### 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.

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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**

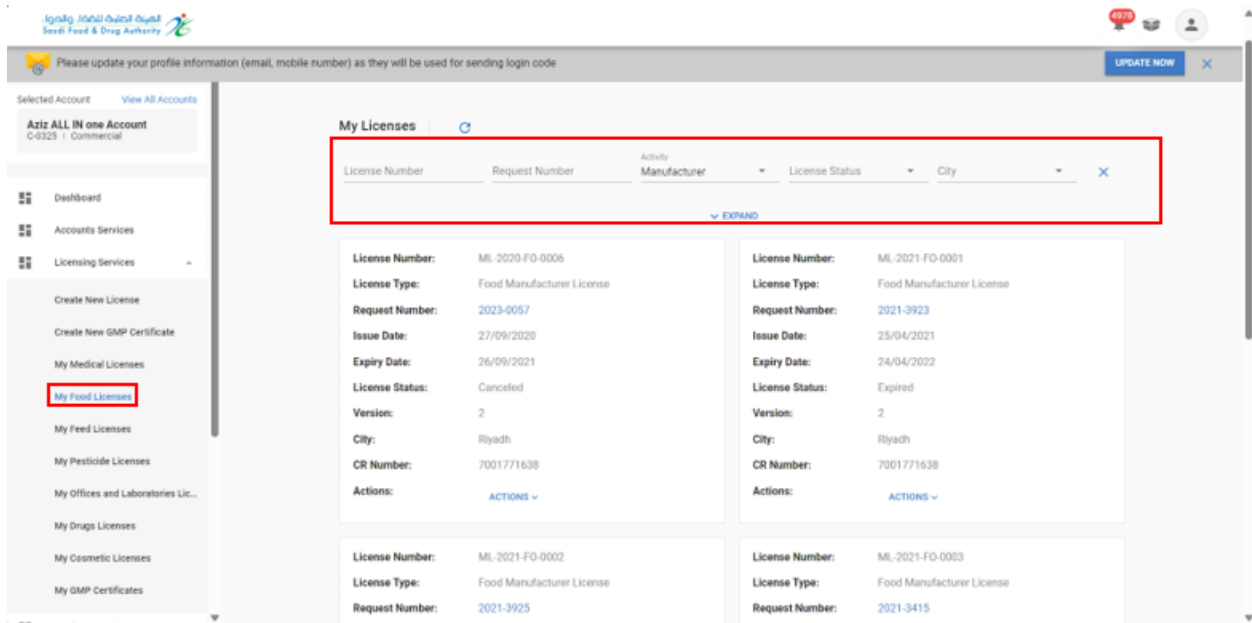
Your request has been sent for processing.

**Request Number:** 2024-2333

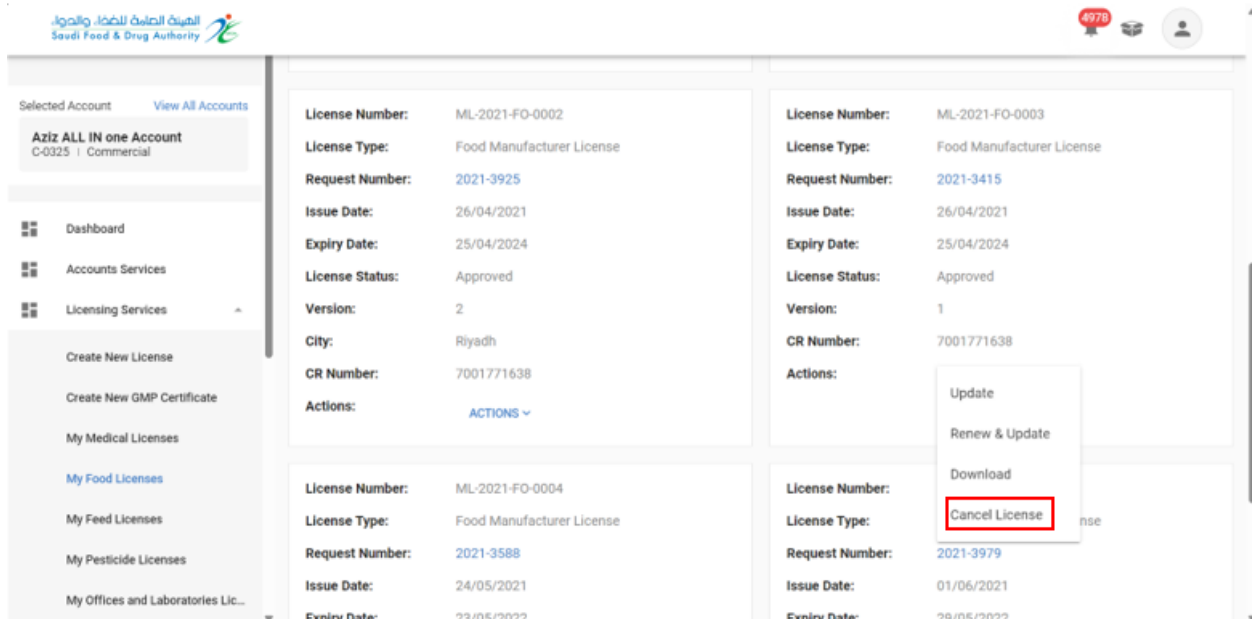
[Account Dashboard](#) | [My Requests](#)

### 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.



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



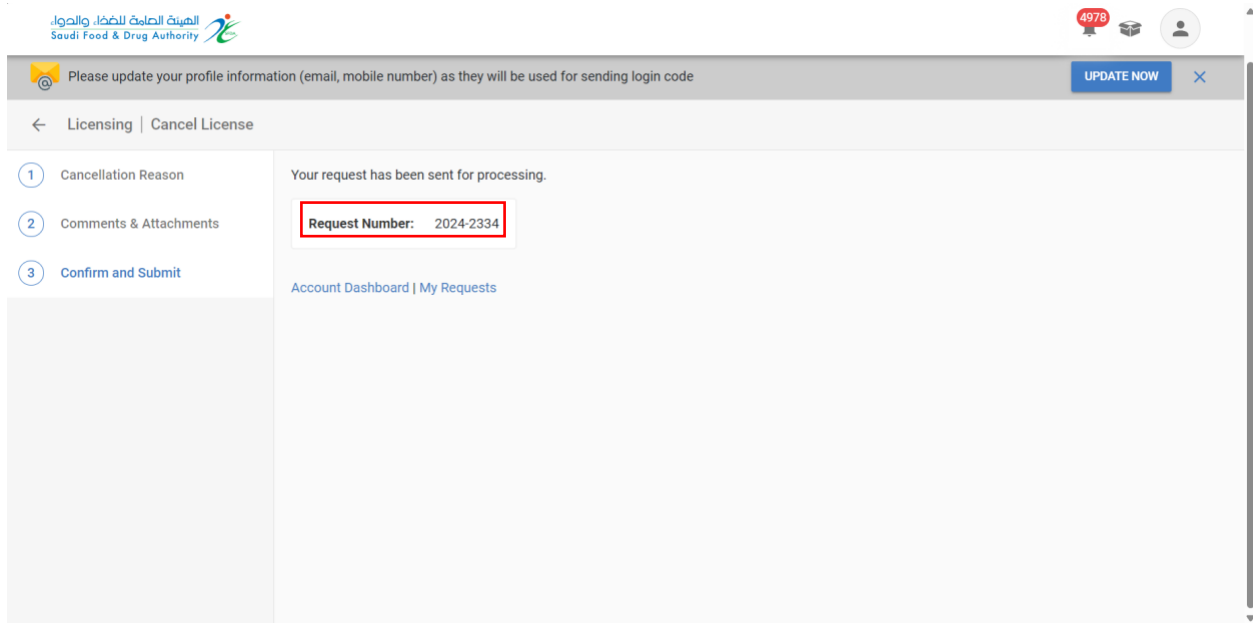
Fill in the "Reason for Cancellation of License" and click on "Continue" until you reach the final step, then "Confirm and Submit."

The screenshot shows the Saudi Food & Drug Authority (SFDA) portal. 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. The page title is "Licensing | Cancel License". On the left, a 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 in blue) and "CANCEL" (in red).

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

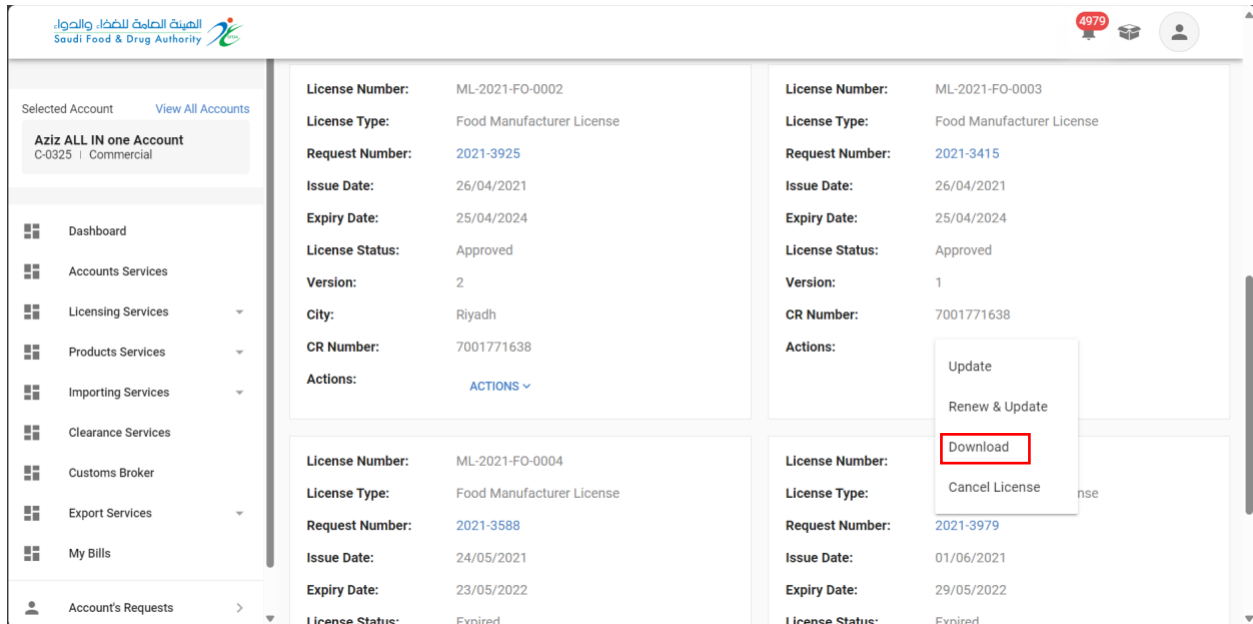
The screenshot shows the "Confirm and Submit" step of the "Cancel License" process. The notification bar and page title are the same as in the previous screenshot. The sidebar now highlights "3 Confirm and Submit". The main content area is titled "Confirm and Submit" and shows a "Draft number: 2024-2334". Below this is a "Confession:" section with the text: "I acknowledge that I have taken all the responsibility of the system by revoking the license of the facility, and I acknowledge that I have seen all the regulations, regulations, requirements, requirements and circulars issued by the General Authority for Food and Medicine regarding the cancellation of the license of the facility, and the SFDA to take all regular measures against me in case of violation". 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 in blue and red), and "SAVE AND CONTINUE LATER" and "CANCEL" (in red).

You will receive an "request Number" after submitting your request.



### 5.1.5. Download Food Manufacturer License

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



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الإدارة التنفيذية  
للتسجيل والتراخيص

رخصة منشأة غذائية  
Food Establishment License

تشهد الهيئة العامة للغذاء و الدواء 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 it's' product.

هذه الرخصة لا تعني المنشأة عن ضرورة الحصول على إذن  
تسويق 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



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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

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مدير ادارة ترخيص المنشآت

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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 الحلوة الطحينية
- إنتاج وتصنيع منتجات العصائر
- إنتاج وتصنيع المياه المعدنية والصحية
- إنتاج وتصنيع المخللات

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الإدارة التنفيذية  
للتسجيل والترخيص

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



مدير إدارة ترخيص المنشآت

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الإدارة التنفيذية  
للتسجيل والتراخيص

### 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 توسعة 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 دعائية أو تسويقية، وبحق للهيئة في حال قيام المنشأة بذلك اتخاذ الإجراءات القانونية بحق المنشأة.
- 8- يعتبر الترخيص لاغى في حالة إجراء أي تعديل أو مسح أو تغيير بياناتها.
- 9- يعتبر الترخيص لاغى في حالة عدم مزاولة النشاط (ويلتزم إعادة الرخصة لإدارة ترخيص المنشآت بالإدارة التنفيذية للتسجيل والترخيص-الهيئة العامة للغذاء والدواء).
- 10- يجب أن يكون الترخيص موجود بالمنشأة الغذائية ومتاح في جميع الأوقات عند طلبه من قبل مفتشي الهيئة.