



Kingdom of Saudi Arabia  
Saudi Food & Drug Authority

## **User Guide for Cosmetic Licensing and Products Service in Ghad System**

General Authority for Food and  
Drug - User Guide: Cosmetics -  
Cosmetic Factory License



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## 1. Introduction

This document aims to explain the mechanism for submitting and processing applications for external clients of the General Authority for Food and Drug Administration for drug and cosmetics services. These services include the following:

### Licensing Services:

- Drug - Manufacturing License.
- Drug - Warehouse License.
- Drug - Warehouse Space License.
- Cosmetics - Manufacturing License.
- Cosmetics - Warehouse License.
- Cosmetics - Warehouse Space License.
- Drug / Cosmetics - Good Manufacturing Practice Certificate.

### Product Services:

- Cosmetics - Listing of simple, compound, and set cosmetic products.
- Request for matching claim of cosmetic product.

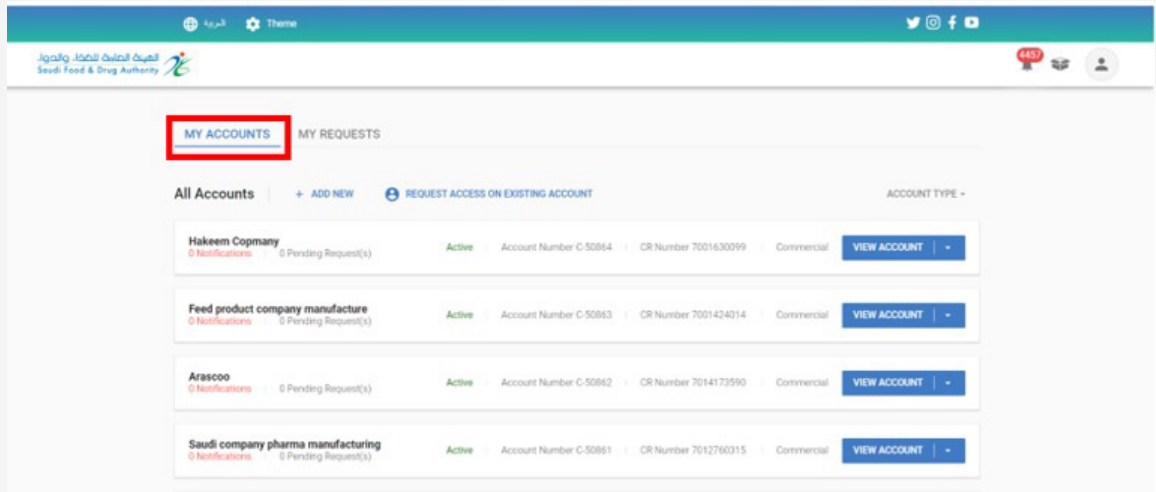
## 2. Main Screen

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

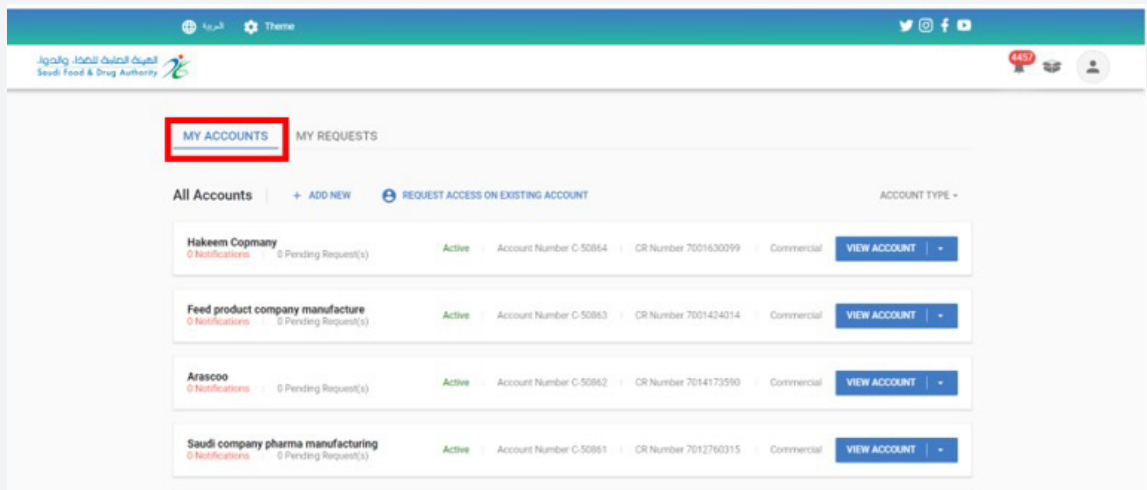
In this document, we will present the external user interface and how to apply for displaying various account types for the different clients (individual account, commercial account, government account, customs clearance) in case there are multiple accounts for this user. They can browse account types and choose the desired account to use.

### My Accounts

Users can browse the available account types by clicking on "My Accounts" on the home page as shown below.

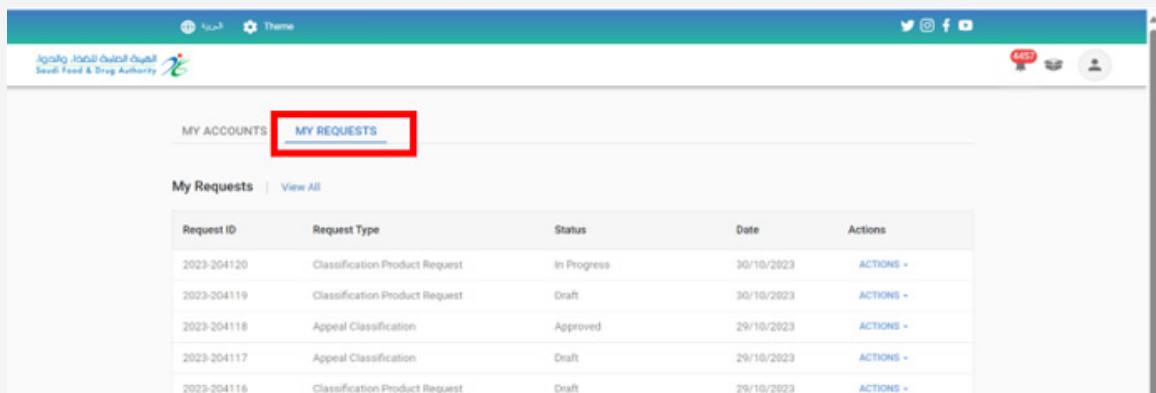


Additionally, you can access the account by clicking on "View Account".



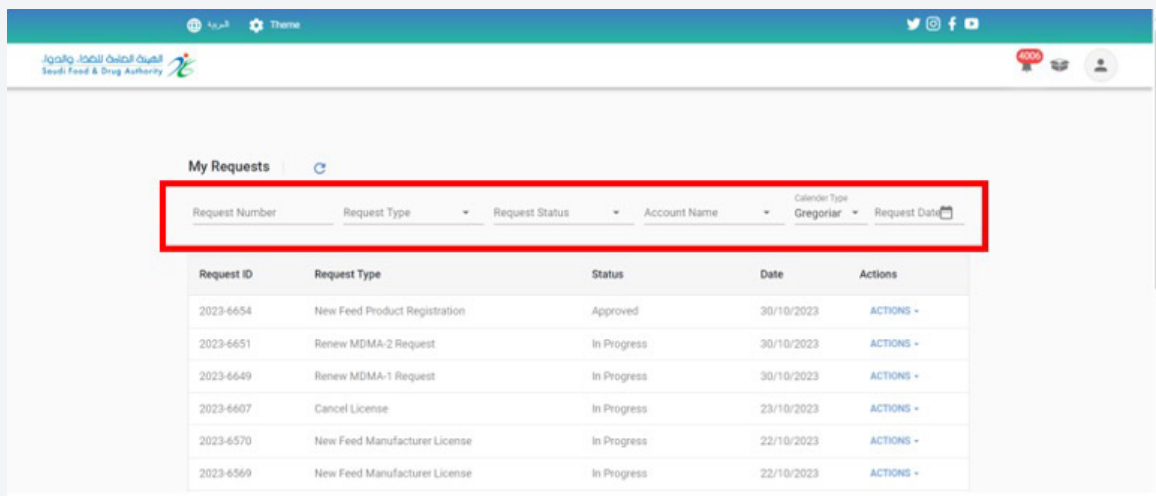
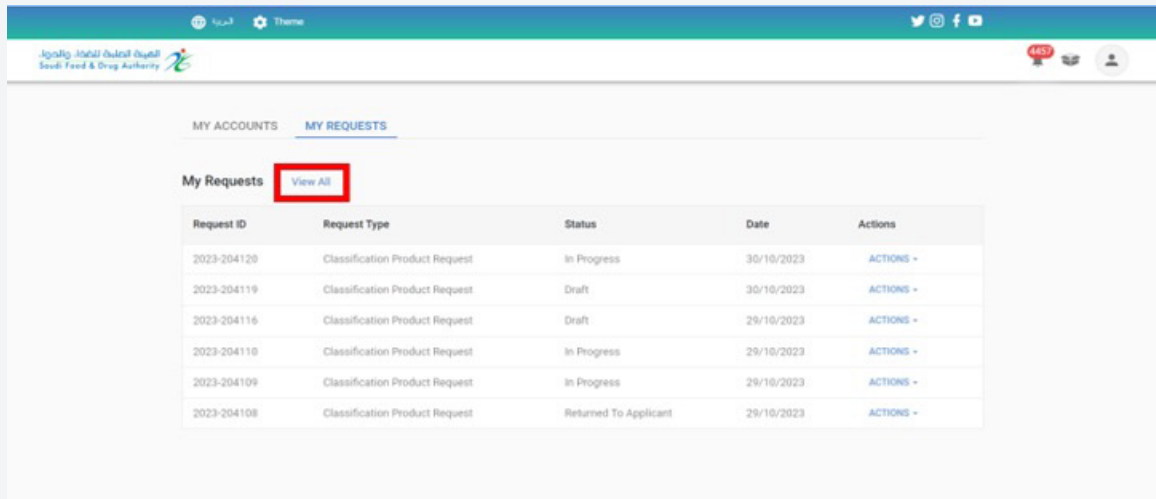
## 2.1 My Requests

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



Additionally, when clicking on "Show All," search filters will appear to assist in finding the request:

Request Number - Request Type - Request Status - Account Name - Calendar Type - Request Date



## 2.2 Actions

Actions can be taken based on the request status when clicking on "Action" for o an incomplete request created but not yet finished or when clicking on "Save for Later."

### action

- Review the request
- Review and update the request by selecting "Update Request"
- Delete the request

The screenshot shows the 'My Requests' interface with a table of draft requests. The 'Request Status' filter is set to 'Draft'. The table has columns for Request ID, Request Type, Status, Date, and Actions. The 'Status' column contains 'Draft' for all entries. The 'Actions' column for the first row contains 'View Request', 'Update Request', and 'Delete' buttons, which are highlighted with a red box.

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 -

o Complete, upon final approval by the General Authority for Food and Drug Administration.

**Action:**

- You can review the request by selecting "View Request."

The screenshot shows the 'My Requests' interface with a table of approved requests. The 'Request Status' filter is set to 'Approved'. The table has columns for Request ID, Request Type, Status, Date, and Actions. The 'Status' column contains 'Approved' for all entries. The 'Actions' column for the first row contains a 'View Request' button, which is highlighted with a red box.

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 -

o Rejected, when the request is declined by the General Authority for Food and Drug Administration.

**Action:**

- You can review the request by selecting "View Request."

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	ACTIONS -
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 -

o Payment required when the General Authority for Food and Drug Administration needs to issue an invoice for the request.

**Action:**

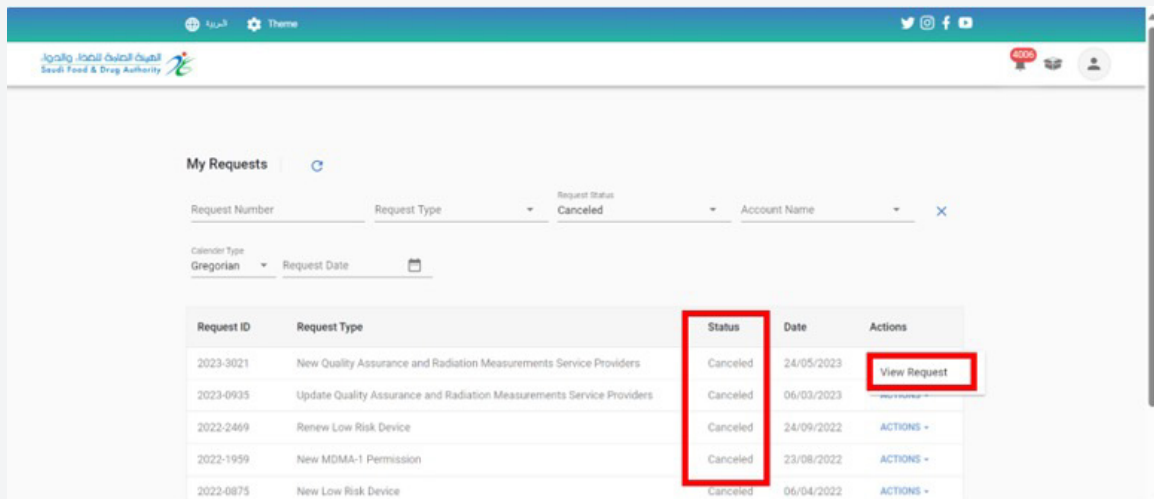
- You can review the request by selecting "View Request."
- You can review payment information by selecting "Make Payment."
- You can delete the request by selecting "Cancel Request."

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	ACTIONS -
2023-4980	New MDMA-2 Permission	Make Payment	01/08/2023	ACTIONS -
2022-0626	Fees Inspection	Make Payment	13/03/2022	ACTIONS -

o Canceled when the request status is "Make Payment" and there is a need to cancel the invoice.

**Action:**

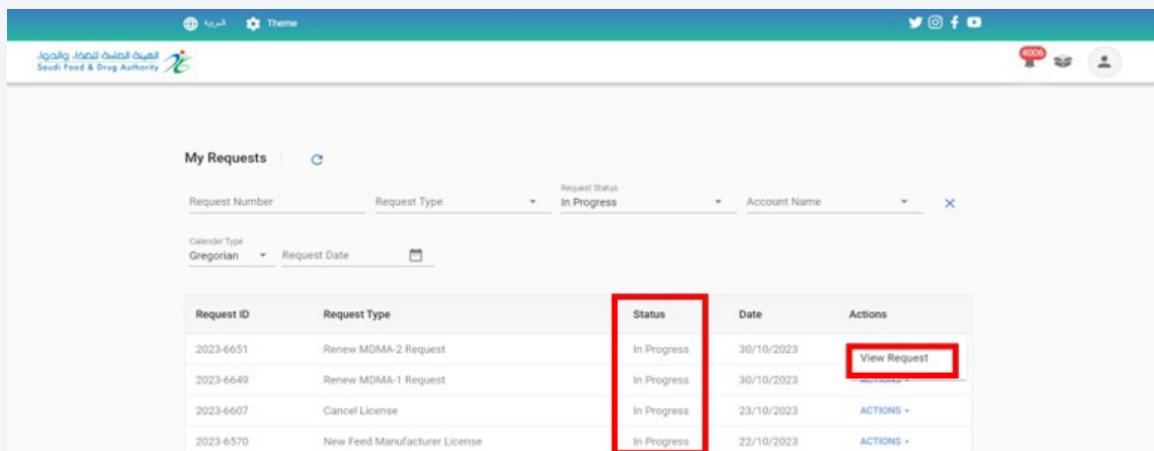
- You can review the request by selecting "View Request."



o Under process with the authority when the request is submitted to the authority.

**Action:**

- You can review the request by selecting "View Request."



o Returned to the applicant when the authority requires additional information from the applicant. (Where the employee's comment appears at the top of the page and colored icons appear next to the field to be edited to update the request and resend it to the General Authority for Food and Drug Administration):

- A green light means that if the request is returned, the field cannot be edited.
- An orange light means the field is optional for editing.
- A red light indicates that if the request is returned to the applicant, it is mandatory to edit this field.

The screenshot shows the 'My Requests' section of the system. It features a search bar with filters for Request Number, Request Type, Request Status (set to 'Returned To Applicant'), and Account Name. Below the search bar, there are options for Calendar Type (Gregorian) and Request Date. The main content is a table with the following data:

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

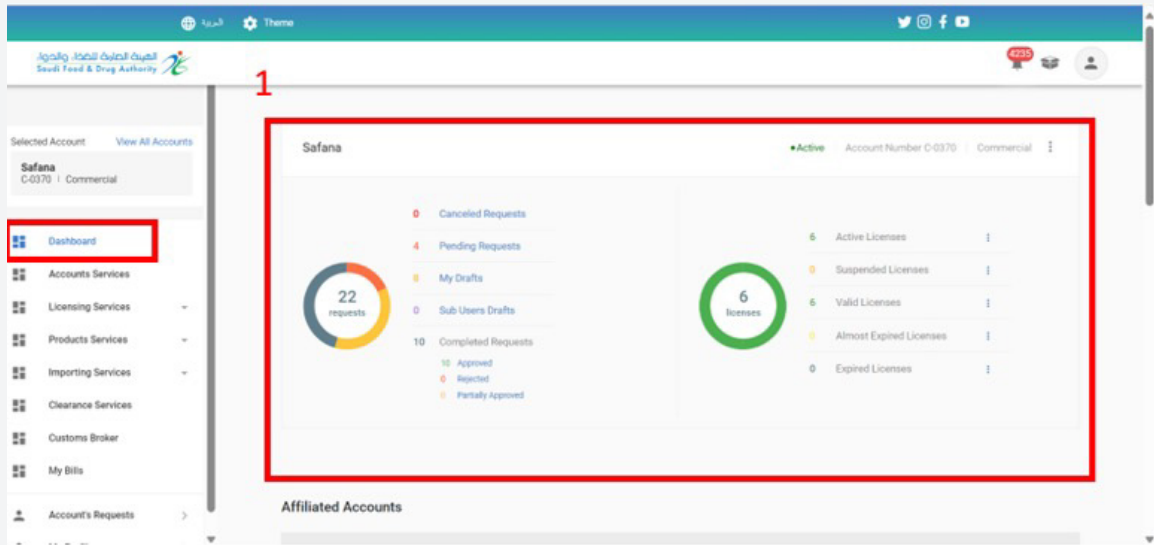
The screenshot displays the 'Cosmetic License' form. On the left is a sidebar menu with 10 steps: 1. Introduction, 2. Notifying Information, 3. Manufacturer Information, 4. Product Information (selected), 5. Address and Location, 6. Communication Information, 7. Attachments, 8. Payment Information, 9. Comments & Attachments, and 10. Commitments. The main form area includes an 'Employee Comment' field with the text 'Test'. Below it is the 'Product Information' section, which contains a 'Product Category' dropdown set to 'Hair and scalp products', a 'Product Name\*' field with the value 'مركز حسيب الطاج', and a 'Notification Number (If The Product Is Notified)' field. At the bottom, there is a 'Claims (As Written In The Label)\*' field with the value 'm'.

### 3. Dashboard

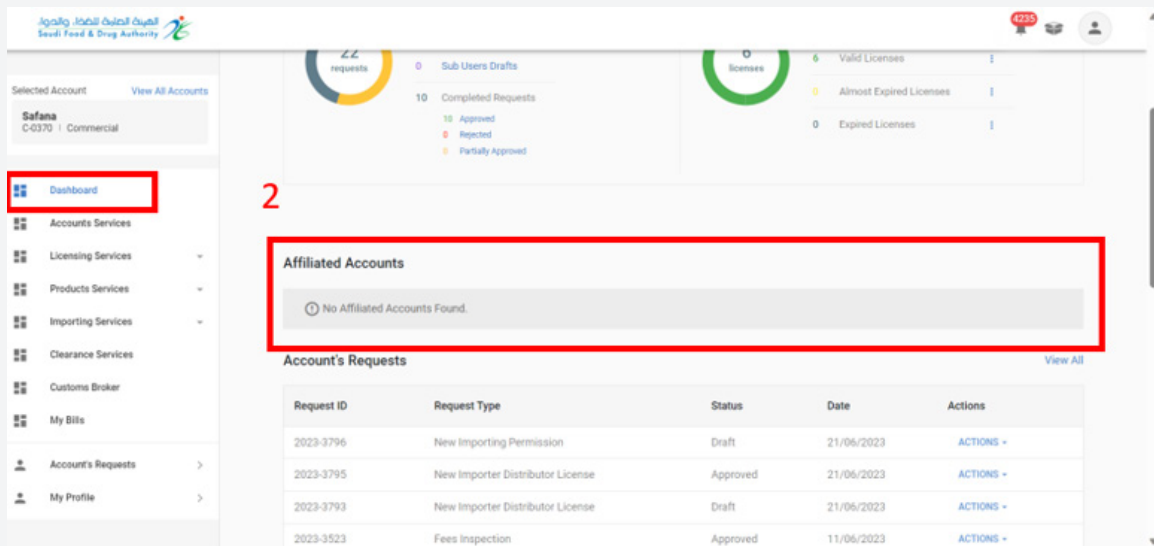
It is a general page that serves all accounts registered in the system regardless of their account activities and the services available to them.

Upon entering the account and clicking on "View Account," the "Dashboard" appears on the first page, as shown below.

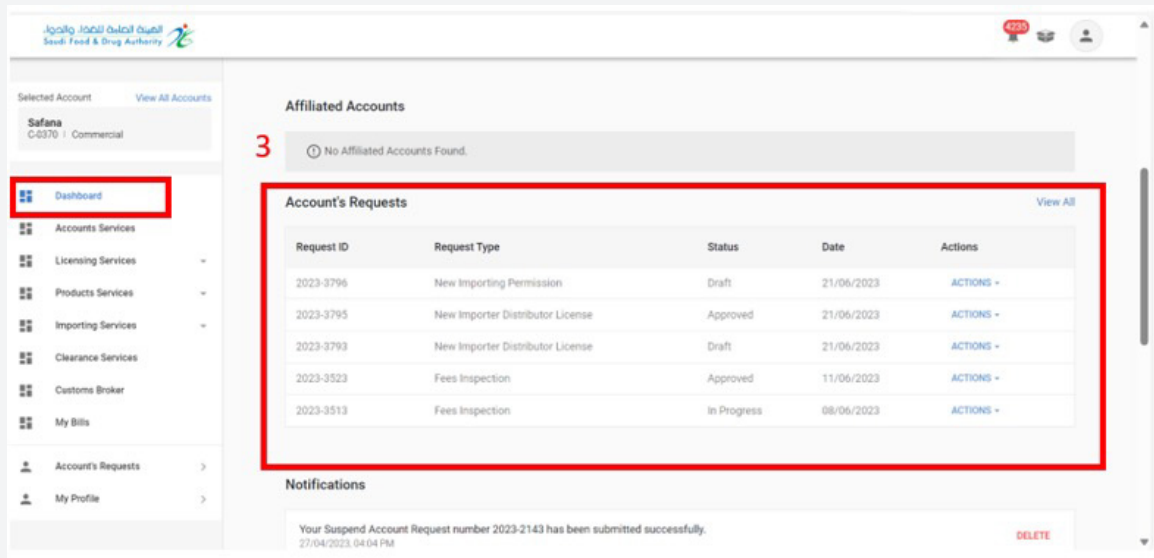
3.1 Account Statistics The name and statistics of the number of requests and licenses for the account are displayed.



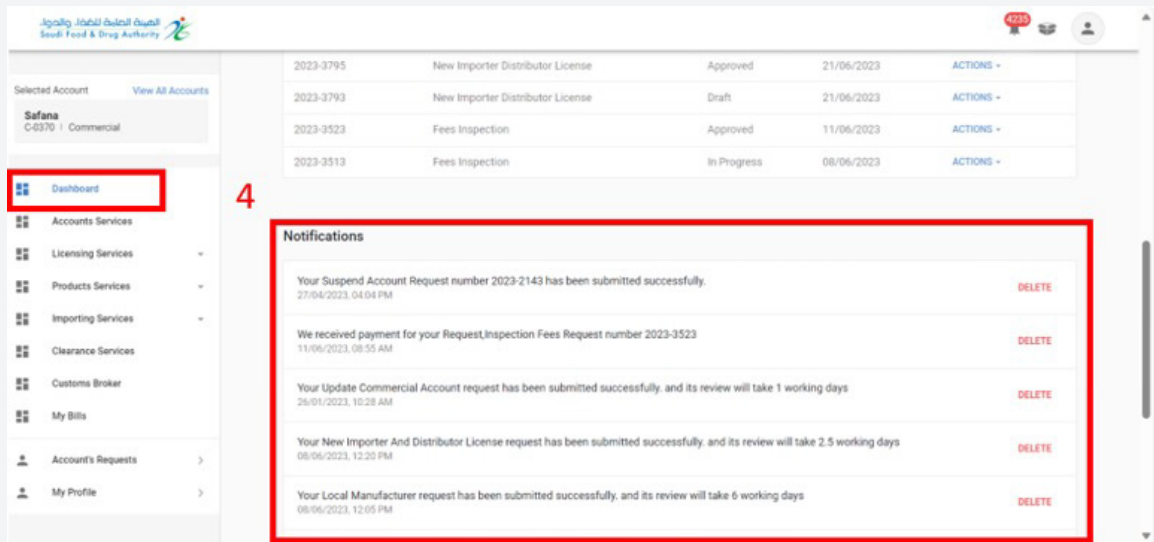
3.2 The subordinate accounts will display the accounts added to the main account under the "Subordinate Accounts" section.



3.3 Account Requests In this section of the page, the system will display all requests for the selected account.



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



## 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 available (Account Update, Account User Management, Account Suspension) depending on the type of account. When you select a service type, the relevant data for that type will appear.

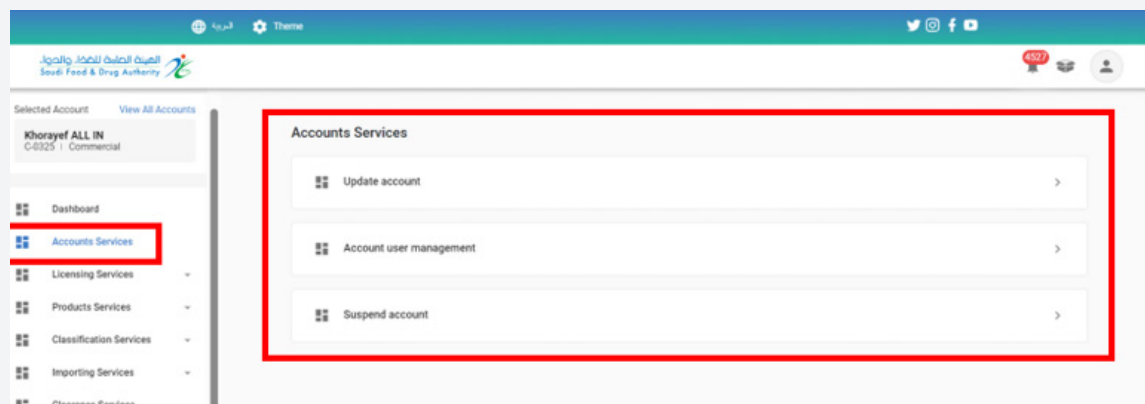
## The services for each account type are as follows:

### Business Account:

- Account Update: Allows you to submit a request to update the current account information.
- Account User Management: Enables you to manage account permissions.
- Account Suspension: Allows you to submit a request to suspend account services.

### Government Account - Customs Clearance - Individual:

- Account Update: Allows you to submit a request to update the current account information.



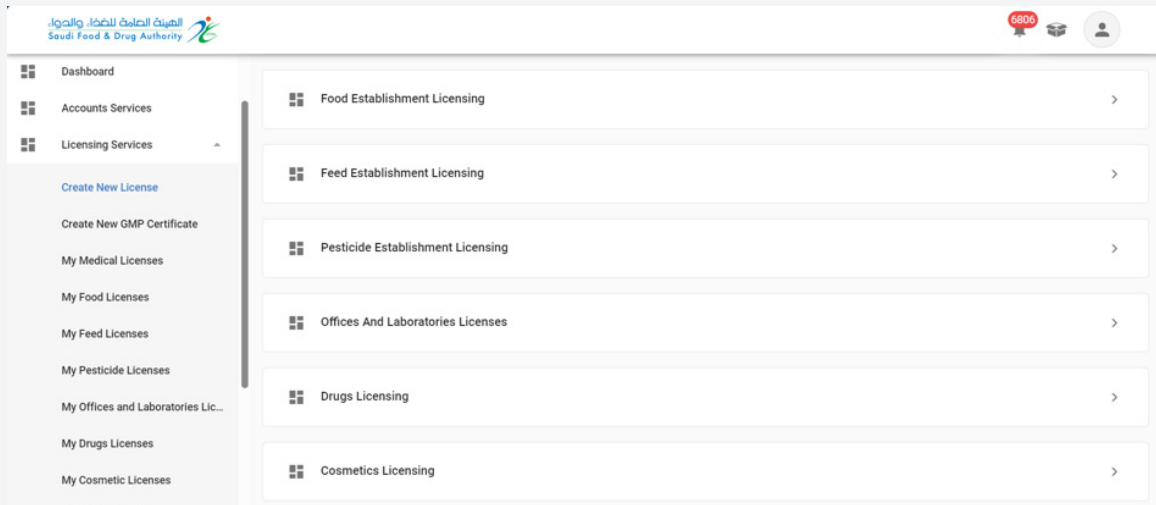
## 5. Licensing Services

### 5.1 Drug Manufacturing License

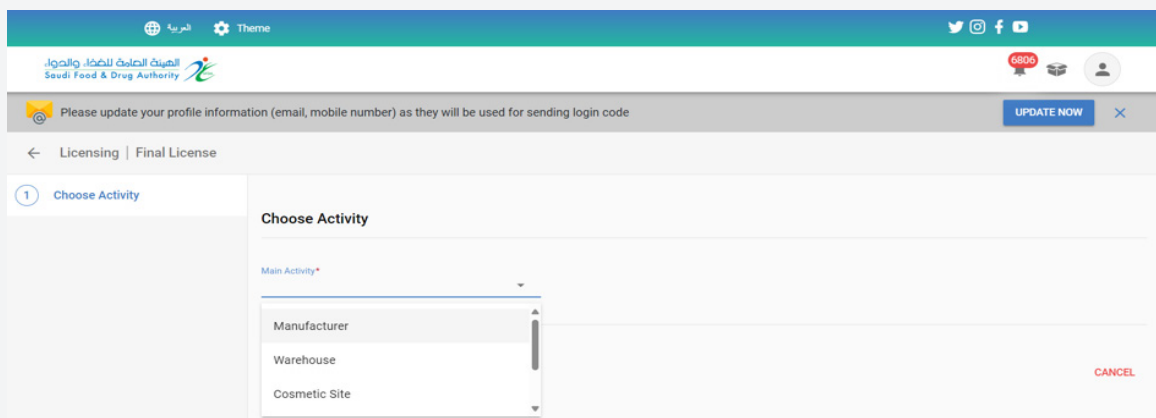
#### 5.1.1 New Application for Drug Manufacturing License

To submit a new application to the General Authority for Food and Drug Administration for a drug manufacturing license (where the account must select the pharmaceutical field), follow these steps:

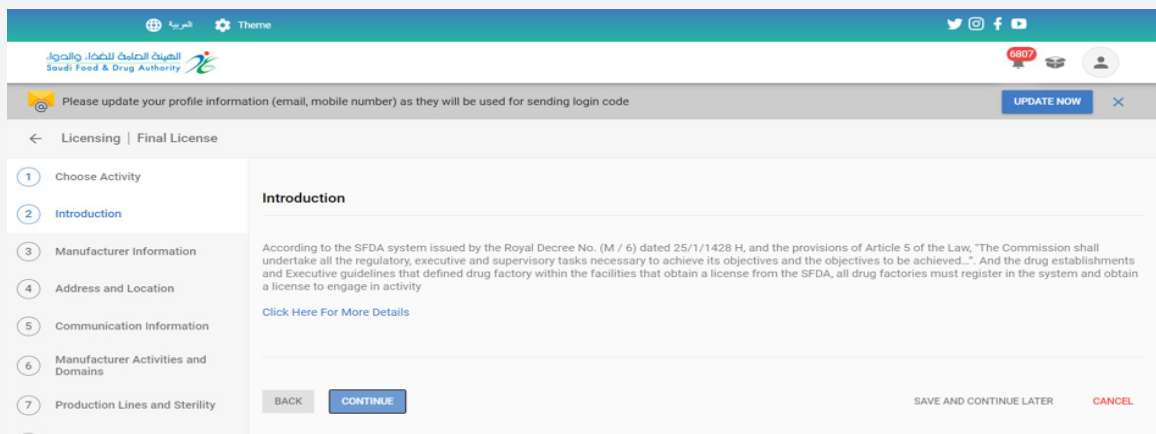
1. Licensing Services
2. Create New License
3. Drug Licensing



When selecting "Drug Licensing," a page for submitting the application will appear, where you can choose the activity "Manufacturing."



Then begin filling out the required information in the application submission form and click on "Continue" until you reach the final section "Confirmation and Submission."



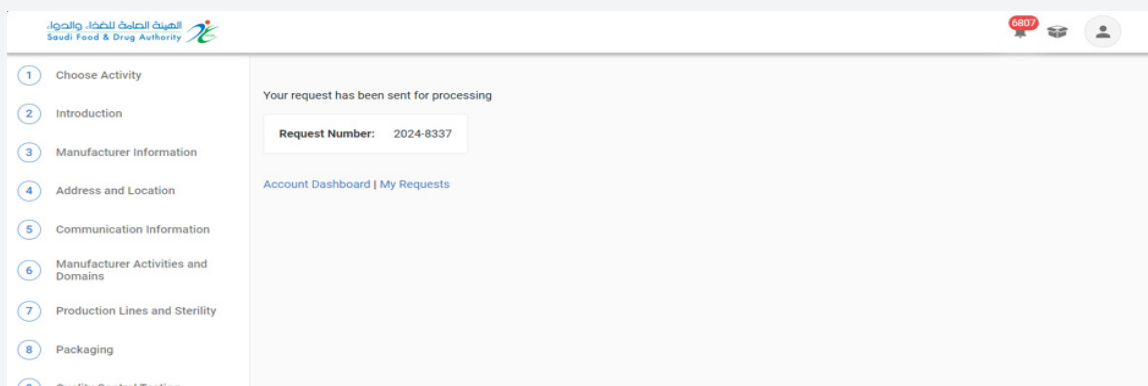
You can save the application for later by clicking on "Save for Later" to fill out the information. Once the application is completed, you can access it on the "My Requests" page with the status "Incomplete Request" and update the request by clicking on the "Update Request" action.

The screenshot shows the 'Final License' application form in the SFDA system. The left sidebar contains a list of steps: 1. Choose Activity, 2. Introduction (selected), 3. Manufacturer Information, 4. Address and Location, 5. Communication Information, 6. Manufacturer Activities and Domains, 7. Production Lines and Sterility, 8. Packaging, and 9. Quality Control Testing. The main content area is titled 'Introduction' and contains the following text: 'According to the SFDA system issued by the Royal Decree No. (M / 6) dated 25/1/1438 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..." And the drug establishments and Executive guidelines that defined drug factory within the facilities that obtain a license from the SFDA, all drug factories must register in the system and obtain a license to engage in activity'. Below the text is a link: 'Click Here For More Details'. At the bottom right, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER' (highlighted with a red box), and a 'CANCEL' button.

After completing the data entry form and reaching the "Confirmation and Submission" page, you must agree to the declaration and then click on "Submit."

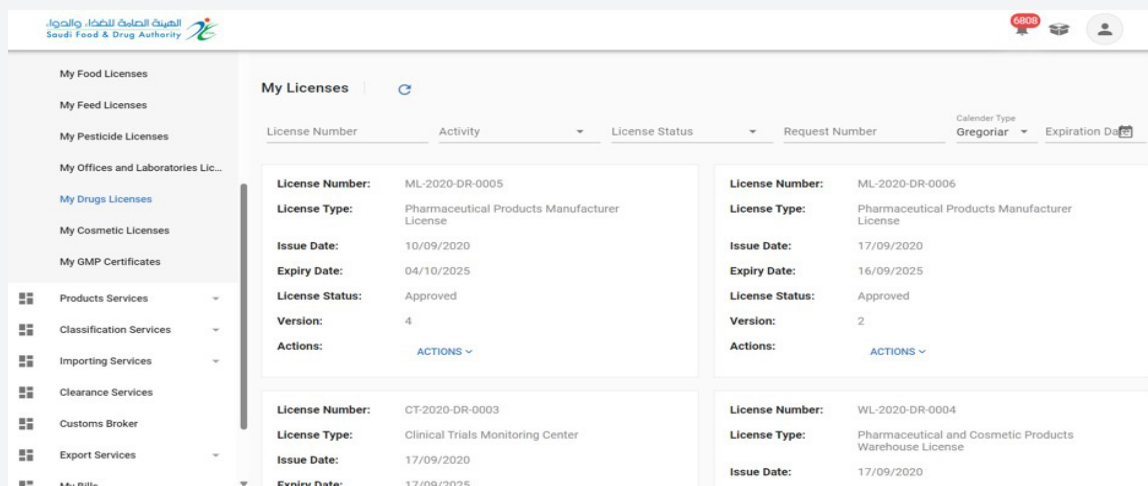
The screenshot shows the 'Confirm and Submit' step of the 'Final License' application form. The left sidebar contains a list of steps: 1. Choose Activity, 2. Introduction, 3. Manufacturer Information, 4. Address and Location, 5. Communication Information, 6. Manufacturer Activities and Domains, 7. Production Lines and Sterility, 8. Packaging, 9. Quality Control Testing, 10. Technical Manager Information, and 11. Qualified Person. The main content area is titled 'Confirm and Submit' and contains the following text: 'I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty.', 'I undertake not to violate the technical regulations and standard specifications related to drug factor (GMP) and comply with all circulars issued by the Commission..', 'I undertake to modify the information of the facility in case of any change.', 'I undertake to inform the Authority in the event of cancellation or expiration of the license', 'I have read the drug establishments and (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.', and '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'. Below the text is a checkbox: 'I agree on the declaration terms and conditions'. At the bottom left, there are two buttons: 'BACK' and 'SUBMIT'. At the bottom right, there are two buttons: 'SAVE AND CONTINUE LATER' and 'CANCEL'.

You will receive a "Request Number" after submitting your application.

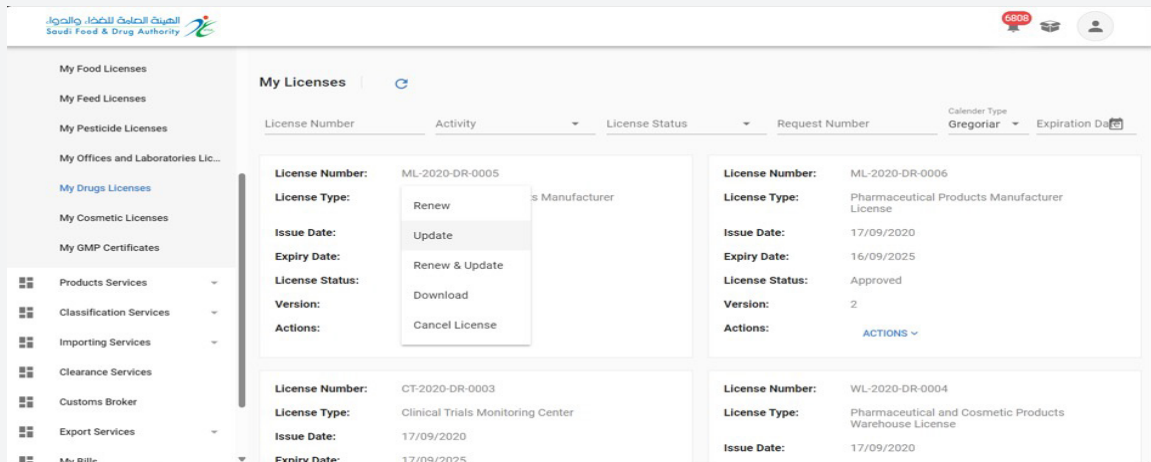


### 5.1.2 Submitting an Update for Drug Manufacturing License

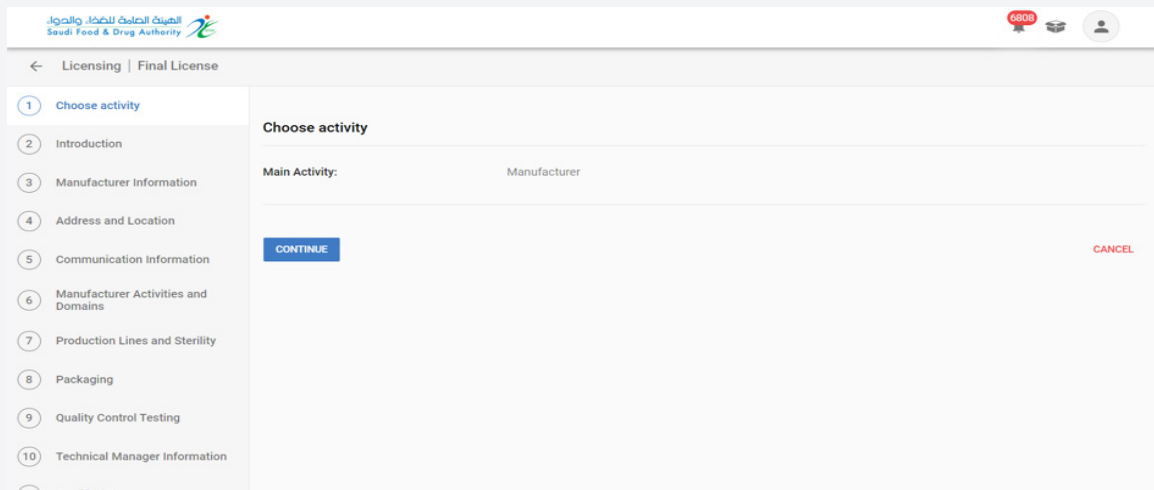
To submit a request for an update to the General Authority for Food and Drug Administration for a drug manufacturing license, choose "Licensing Services." Then, click on "My Drug Licenses." You will see the obtained licenses that have been approved. You can obtain the license using the search engines.



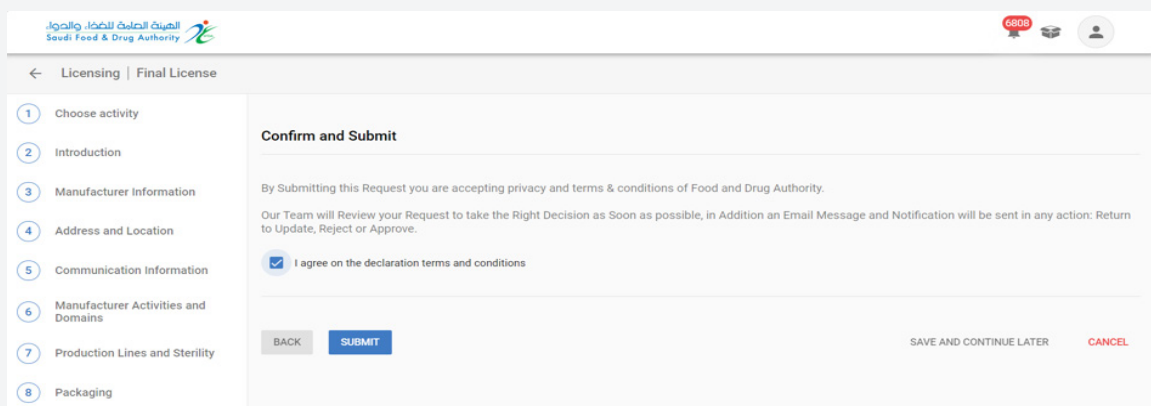
When submitting a request to update license data, by clicking on "Actions" and selecting "Update,"



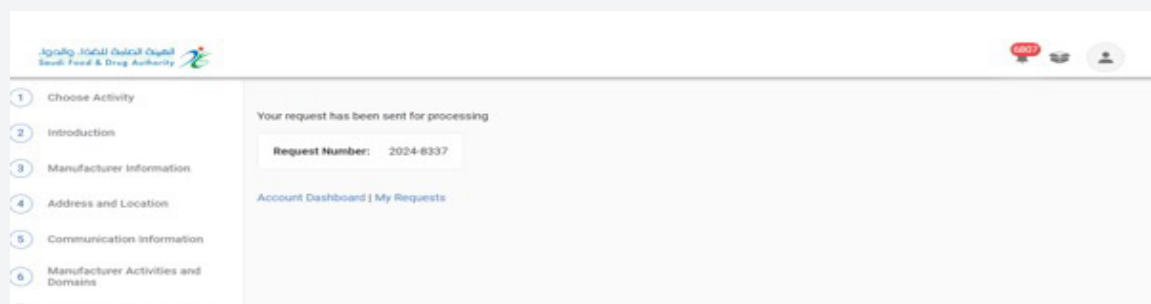
You update the required data and click on "Continue" until you reach the final section "Confirmation and Submission."



After completing the data entry form and reaching the "Confirmation and Submission" page, you must agree to the declaration and then click on "Submit."

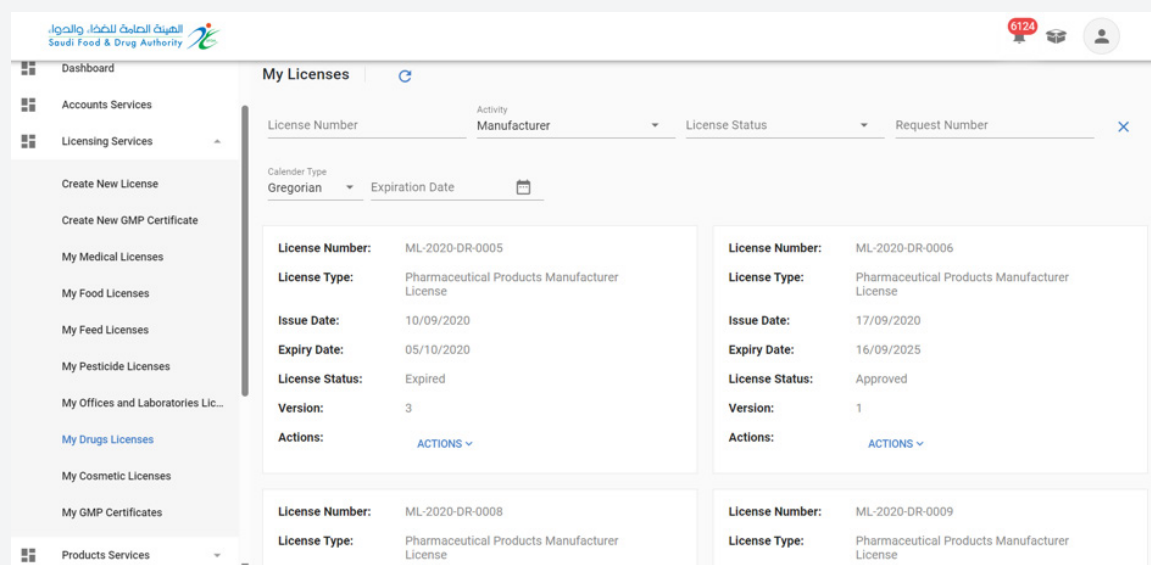


You will receive a "Request Number" after submitting your request.



### 5.1.3 Submitting a Renewal and Update for Drug Manufacturing License

To submit a request for renewal and update to the General Authority for Food and Drug Administration for a drug manufacturing license, select "Licensing Services." When clicking on "My Drug Licenses," you will see the obtained licenses. You are allowed to submit the request before the expiration of the valid license within a period of 60 days, or if the license status is "Expired." You can obtain the license using the search engines.



When submitting a request for renewal and updating license data, by clicking on "Actions" and selecting "Renewal and Update,"

You update the required data and click on "Continue" until you reach the final section "Confirmation and Submission."

The screenshot shows the 'Choose activity' step of the application process. The left sidebar lists steps 1 through 7. The main content area is titled 'Choose activity' and displays 'Main Activity: Manufacturer'. At the bottom, there are two buttons: a blue 'CONTINUE' button and a red 'CANCEL' button.

After completing the data entry form and reaching the "Confirmation and Submission" page, you must agree to the declaration and then click on "Submit."

The screenshot shows the 'Confirm and Submit' step. The left sidebar lists steps 1 through 11. The main content area is titled 'Confirm and Submit' and contains a declaration with the following bullet points:
 

- I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty.
- I undertake not to violate the technical regulations and standard specifications related to drug factor (GMP) and comply with all circulars issued by the Commission..
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license
- I have read the drug establishments and (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- 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

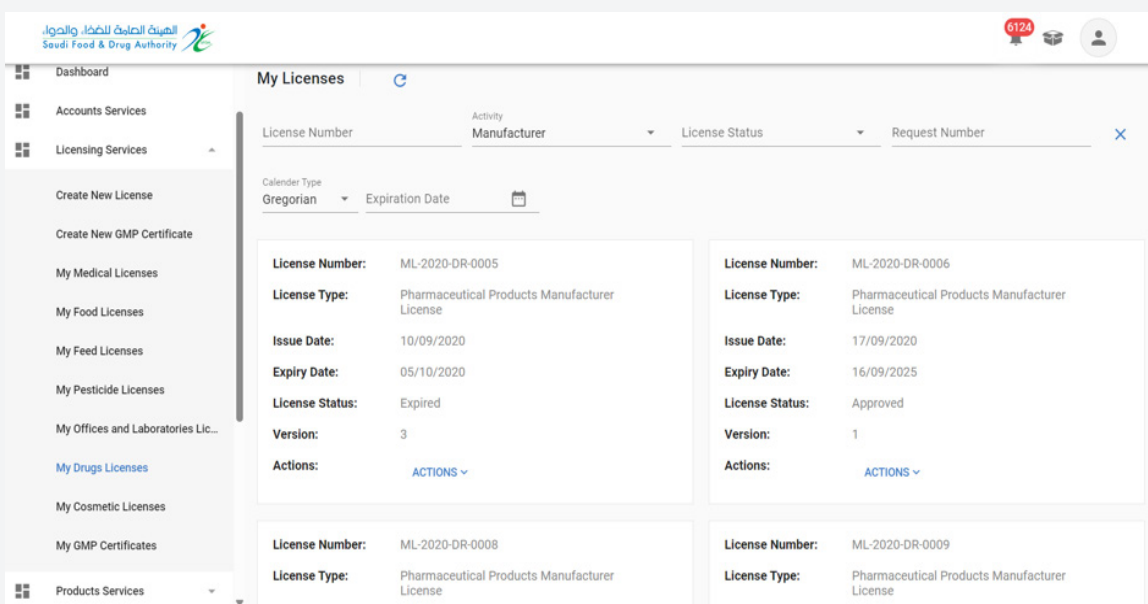
 Below the declaration is a checkbox labeled 'I agree on the declaration terms and conditions'. At the bottom, there are four buttons: 'BACK', 'SUBMIT', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

You will receive a "Request Number" after submitting your request.

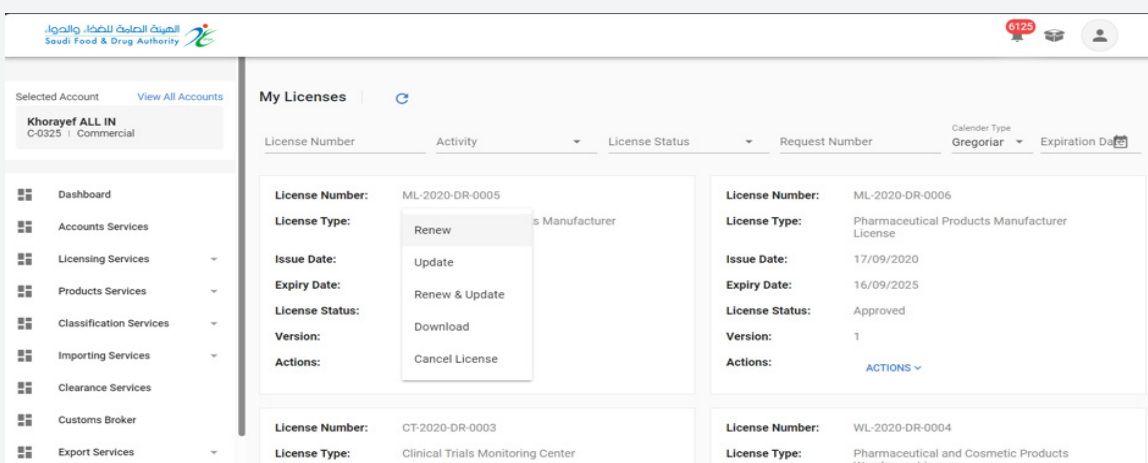
The screenshot shows the confirmation page after submission. The left sidebar lists steps 1 through 6. The main content area displays the message 'Your request has been sent for processing' and shows the 'Request Number: 2024-8337'. Below this, there is a link for 'Account Dashboard | My Requests'.

### 5.1.4 Submitting a Renewal for Drug Manufacturing License

To submit a request for renewal to the General Authority for Food and Drug Administration for a drug manufacturing license, select "Licensing Services." When clicking on "My Drug Licenses," you will see the obtained licenses. You are allowed to submit the request before the expiration of the valid license within a period of 60 days, or if the license status is "Expired." You can obtain the license using the search engines.



When submitting a request for license renewal, click on "Actions" and select "Renewal."



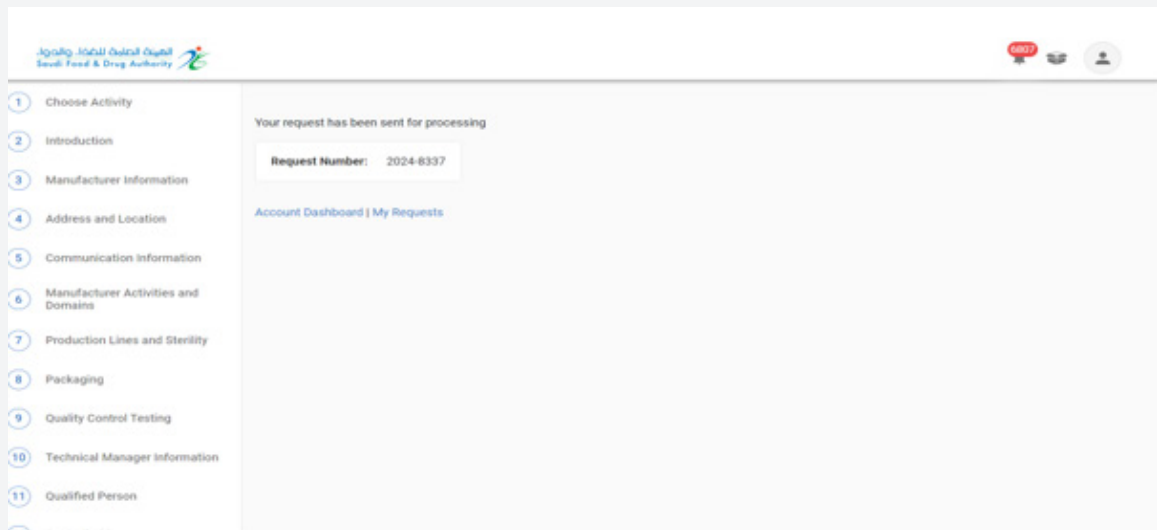
Requesting license renewal involves reviewing the license without allowing data modification, as it is for reading only. Then, click on "Continue" until you reach the final section "Confirmation and Submission."

The screenshot shows the SFDA web portal interface. At the top, there is a navigation bar with the SFDA logo and the text 'الهيئة العامة للغذاء والدواء Saudi Food & Drug Authority'. On the right side of the navigation bar, there are icons for notifications (6124), a home icon, and a user profile icon. Below the navigation bar, there is a breadcrumb trail: 'Licensing | Final License | Renew & Update'. The main content area is divided into two sections. On the left, there is a vertical sidebar with a list of steps numbered 1 to 10: 'Choose activity', 'Introduction', 'Request Information', 'Manufacturer Information', 'Address and Location', 'Communication Information', 'Manufacturer Activities and Domains', 'Production Lines and Sterility', 'Packaging', and 'Quality Control Testing'. The 'Choose activity' step is highlighted. The main content area on the right is titled 'Choose activity' and contains a form with a 'Main Activity' field set to 'Manufacturer'. At the bottom of the form, there are two buttons: a blue 'CONTINUE' button and a red 'CANCEL' button.

After completing the data entry form and reaching the "Confirmation and Submission" page, you must agree to the declaration and then click on "Submit."

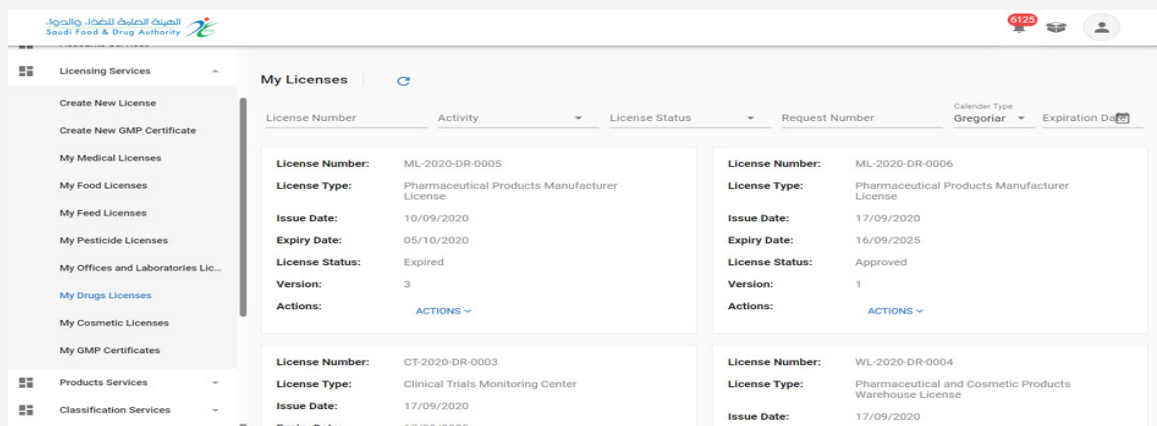
The screenshot shows the SFDA web portal interface at the 'Confirm and Submit' step. The navigation bar at the top is identical to the previous screenshot, but the notification count is now 6807. The breadcrumb trail is 'Licensing | Final License | Renew & Update'. The sidebar on the left now lists steps 1 to 11: 'Choose Activity', 'Introduction', 'Manufacturer Information', 'Address and Location', 'Communication Information', 'Manufacturer Activities and Domains', 'Production Lines and Sterility', 'Packaging', 'Quality Control Testing', 'Technical Manager Information', and 'Qualified Person'. The 'Choose Activity' step is highlighted. The main content area is titled 'Confirm and Submit' and contains a declaration form. The declaration text includes: 'I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty.', 'I undertake not to violate the technical regulations and standard specifications related to drug factor (GMP) and comply with all circulars issued by the Commission..', 'I undertake to modify the information of the facility in case of any change.', 'I undertake to inform the Authority in the event of cancellation or expiration of the license', 'I have read the drug establishments and (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.', and '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'. Below the declaration text, there is a checkbox labeled 'I agree on the declaration terms and conditions'. At the bottom of the form, there are three buttons: a grey 'BACK' button, a blue 'SUBMIT' button, and a red 'CANCEL' button. Additionally, there is a link 'SAVE AND CONTINUE LATER'.

You will receive a "Request Number" after submitting your request.

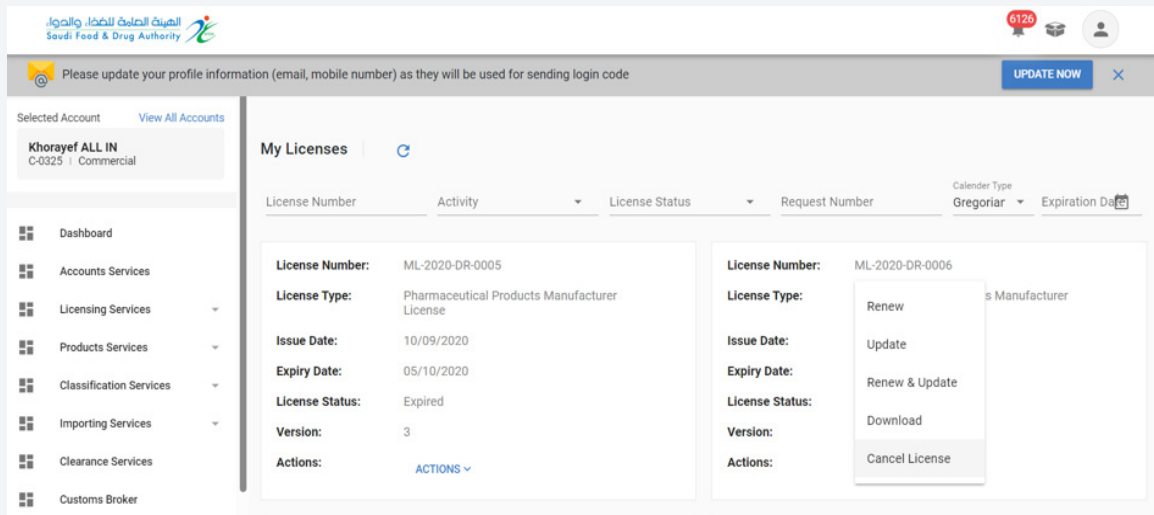


### 5.1.5 Submitting a Cancellation for Drug Manufacturing License

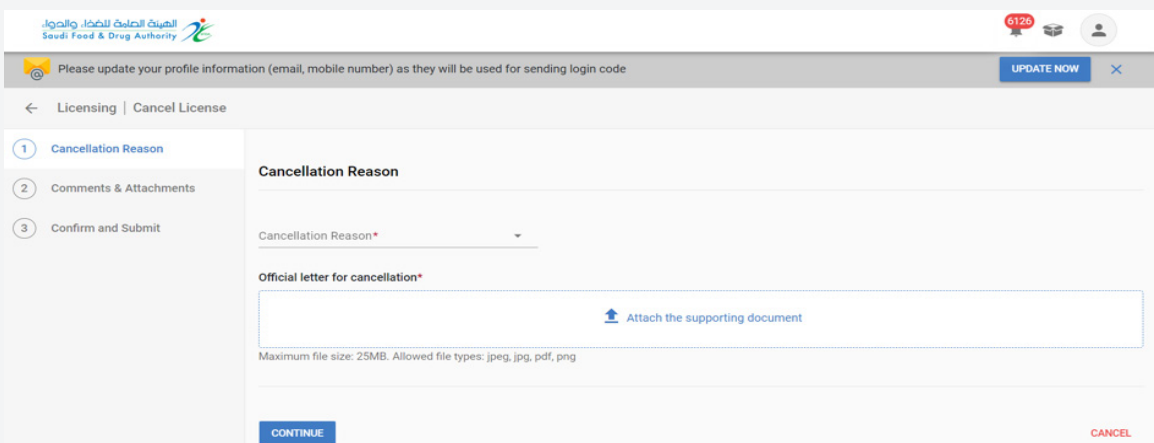
To submit a request for license cancellation to the General Authority for Food and Drug Administration for a drug manufacturing license, select "Licensing Services." When clicking on "My Drug Licenses," you will see the obtained licenses. You can obtain the license using the search engines.



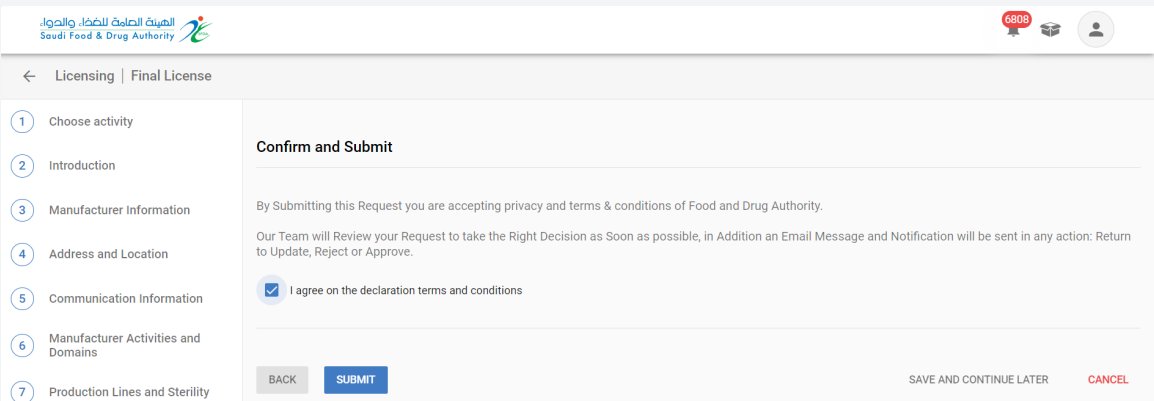
When submitting a request to cancel the license, click on "Actions" and select "Cancel License."



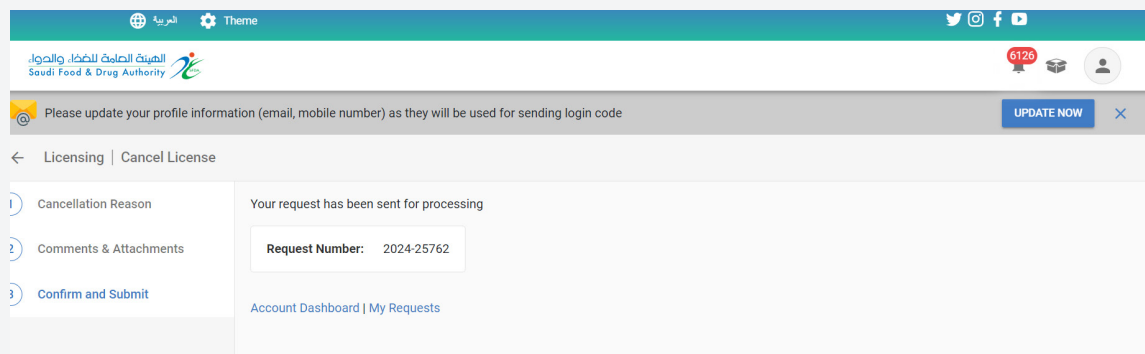
You fill out the reason for canceling the license and click on "Continue" until you reach the final section "Confirmation and Submission."



After completing the data entry form and reaching the "Declaration and Undertaking" page, you must agree to the declaration and then click on "Submit."

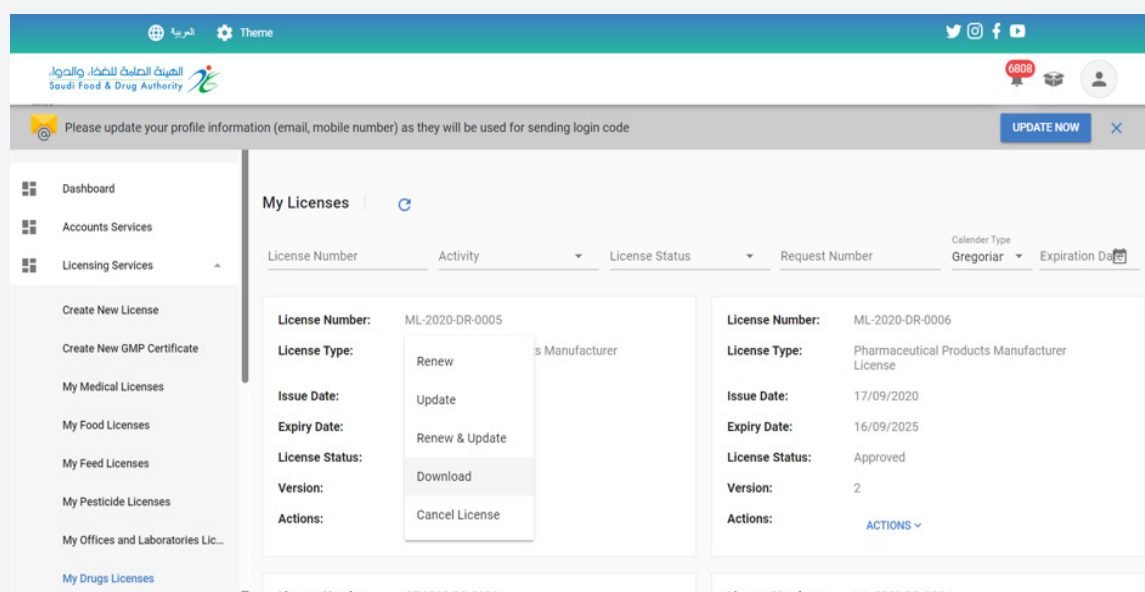


You will receive a "Request Number" after submitting your request.



### 5.1.6 Downloading the license for the drug manufacturing license.

You can view the license by clicking on "Actions" and selecting "Download."

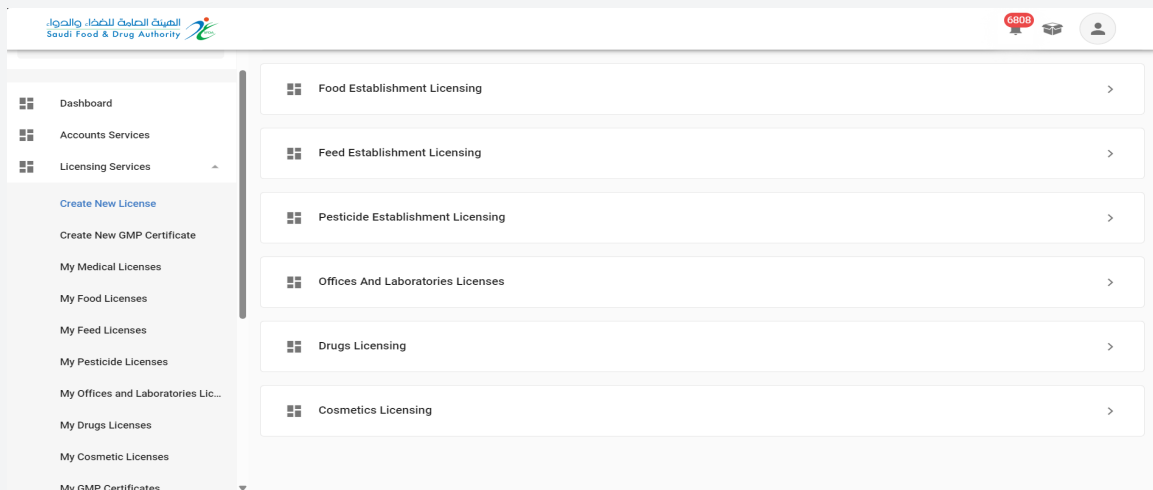


## 5.2 Warehouse Drug License

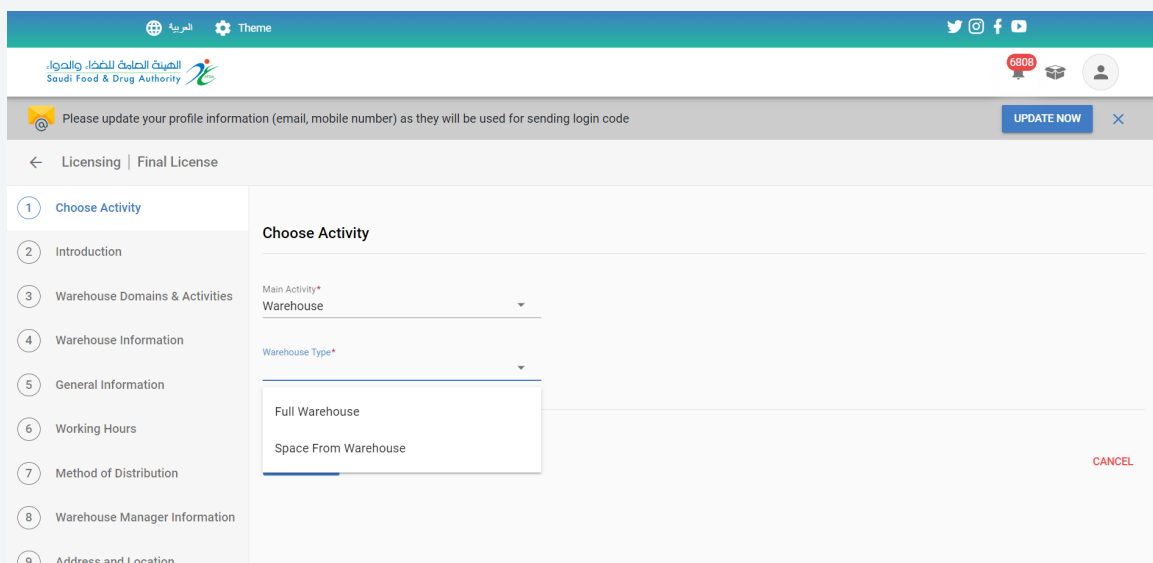
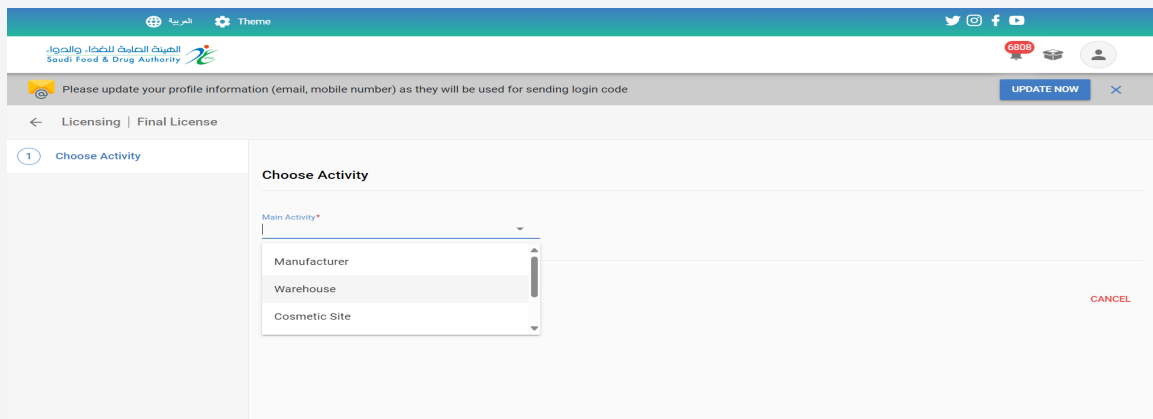
### 5.2.1 New Application for Warehouse Drug License

To submit a new application to the General Authority for Food and Drug Administration for a warehouse drug license (where the account must include the pharmaceutical field), select:

1. Licensing Services
2. Create New License
3. Drug License



When selecting "Drug License," a request submission page appears where you can choose the activity "Warehouse/Distribution Center" and select the type of warehouse "Warehouse/Distribution Center."



Then, begin filling out the required information in the application submission form and click on "Continue" until you reach the final section "Declaration and Undertaking."

1 Choose Activity

2 Introduction

3 Warehouse Domains & Activities

4 Warehouse Information

5 General Information

6 Working Hours

7 Method of Distribution

8 Warehouse Manager Information

9 Address and Location

**Introduction**

According to the SFDA system 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..." And the drug establishments and Cosmetic products Executive guidelines that defined drug and cosmetic warehouses within the facilities that obtain a license from the SFDA, all drug and cosmetic warehouses must register in the system and obtain a license to engage in activity.

[Click Here For More Details](#)

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

You can save the request for later data entry by clicking on "Save for Later." Upon completing the request, you can access it on the "My Requests" page with the status "Incomplete Request" by clicking on the "Update Request" action.

1 Choose Activity

2 Introduction

3 Warehouse Domains & Activities

4 Warehouse Information

5 General Information

6 Working Hours

7 Method of Distribution

8 Warehouse Manager Information

9 Address and Location

**Introduction**

According to the SFDA system 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..." And the drug establishments and Cosmetic products Executive guidelines that defined drug and cosmetic warehouses within the facilities that obtain a license from the SFDA, all drug and cosmetic warehouses must register in the system and obtain a license to engage in activity.

[Click Here For More Details](#)

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

After completing the data entry form and reaching the "Declaration and Undertaking" page, you must agree to the undertaking and then click on "Submit."

2 Introduction

3 Warehouse Domains & Activities

4 Warehouse Information

5 General Information

6 Working Hours

7 Method of Distribution

8 Warehouse Manager Information

9 Address and Location

10 Communication Information

• I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty.

• I undertake not to violate the technical regulations and standard specifications related to the type of activity, and comply with all circulars issued by the Commission.

• I undertake to modify the information of the facility in case of any change.

• I undertake to inform the Authority in the event of cancellation or expiration of the license

• I undertake to inform the Authority if the warehouse manager's contract expires for any reason and to inform the Authority within a period of 30 days from the date of the manager's last working day.

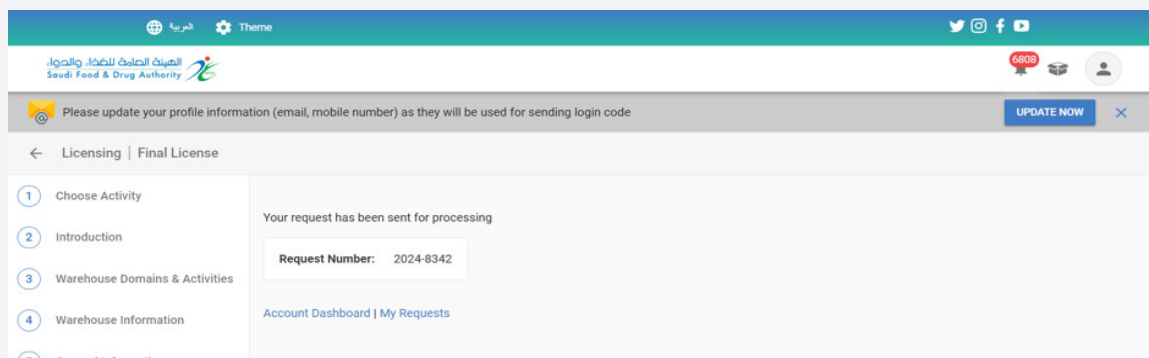
• I have read the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.

• I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee.

• 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.

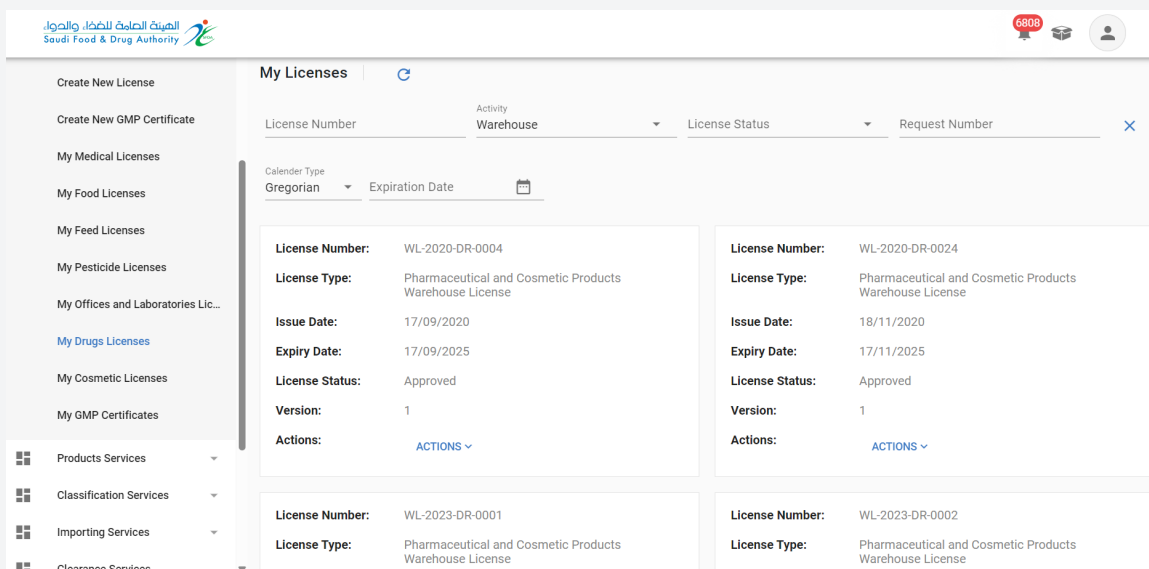
BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

You will receive a "Request Number" after submitting your request.

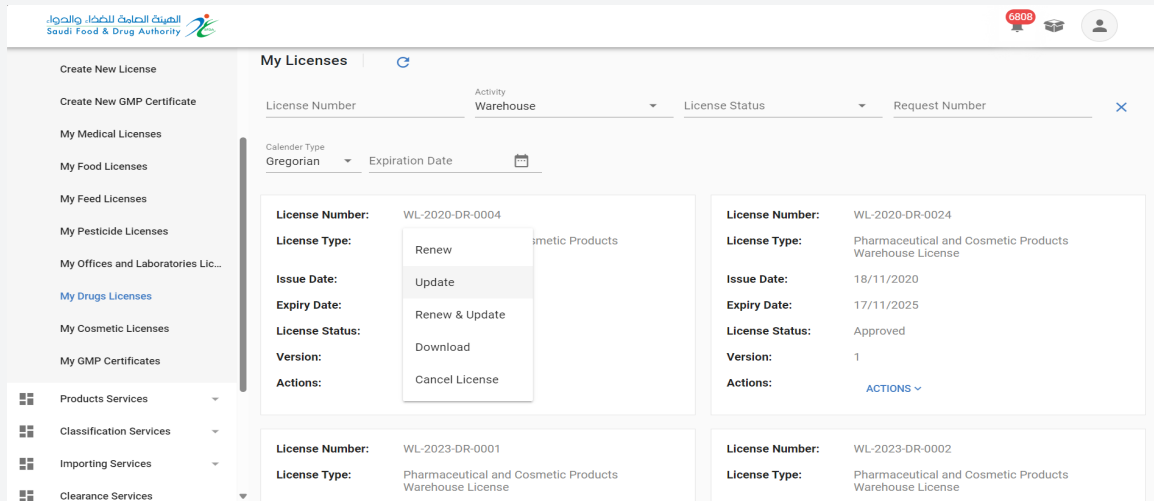


## 5.2.2 Updating Warehouse Drug License

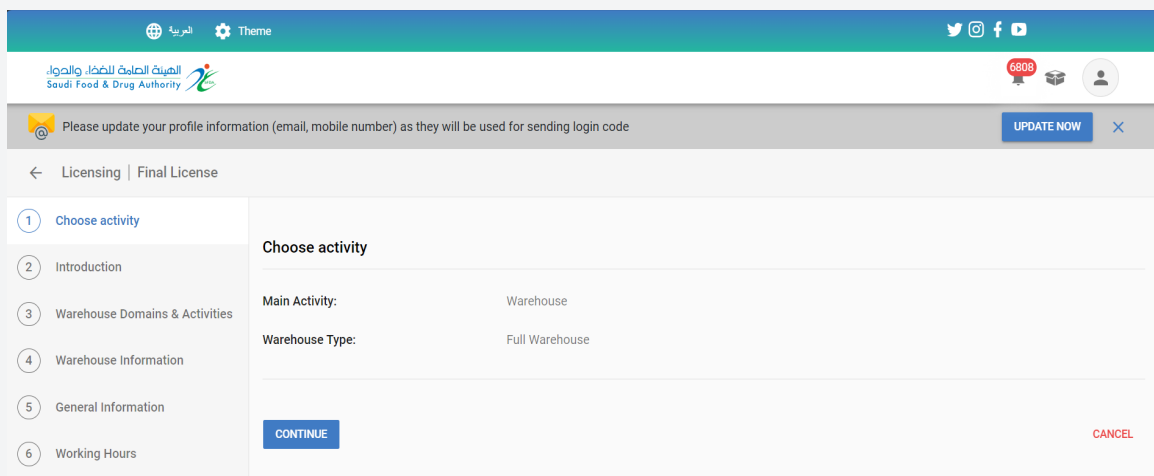
To submit an update request to the General Authority for Food and Drug Administration for a warehouse drug license, choose "Licensing Services." Then, click on "My Drug Licenses," where you will see the licenses you have obtained and approved. You can obtain the license using the search engines.



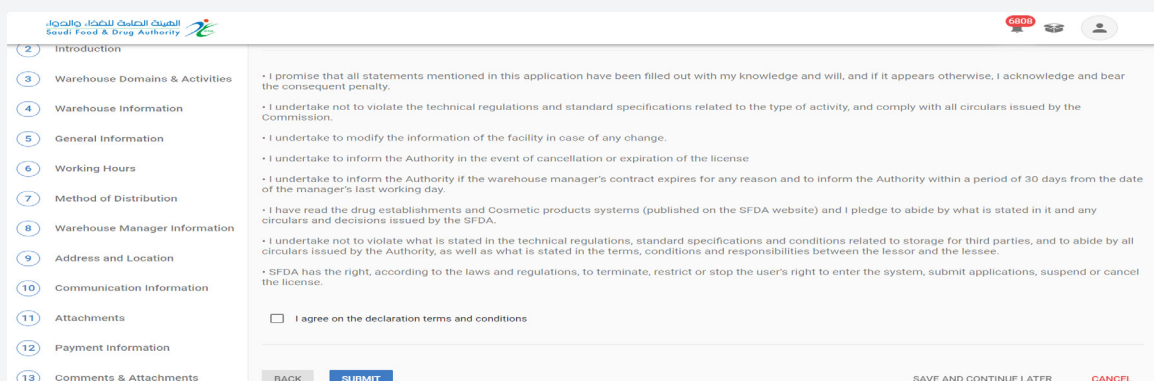
When submitting a request to update license data, click on "Actions" and select "Update."



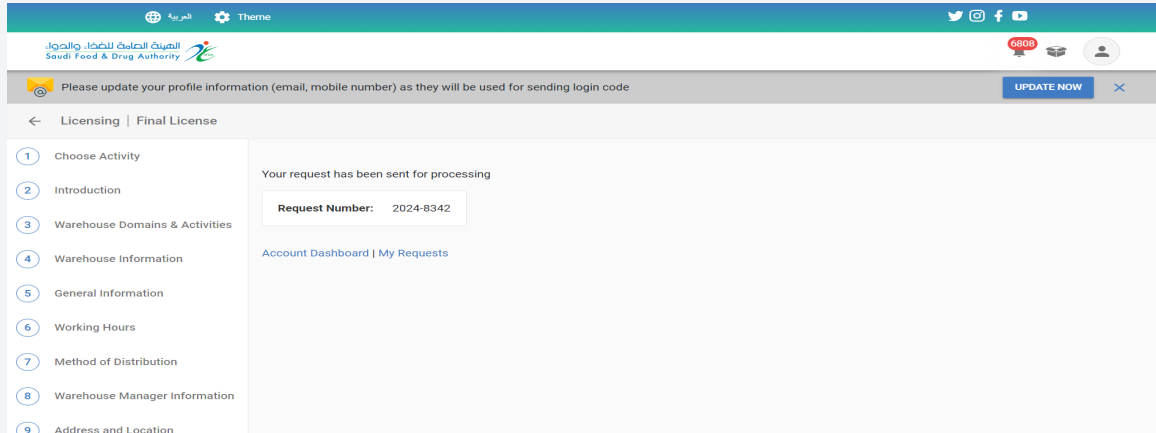
Update the required data and click "Continue" until you reach the final section "Confirmation and Submission."



After completing the data entry form and reaching the "Declaration and Undertaking" page, you must agree to the declaration and then click on "Submit."

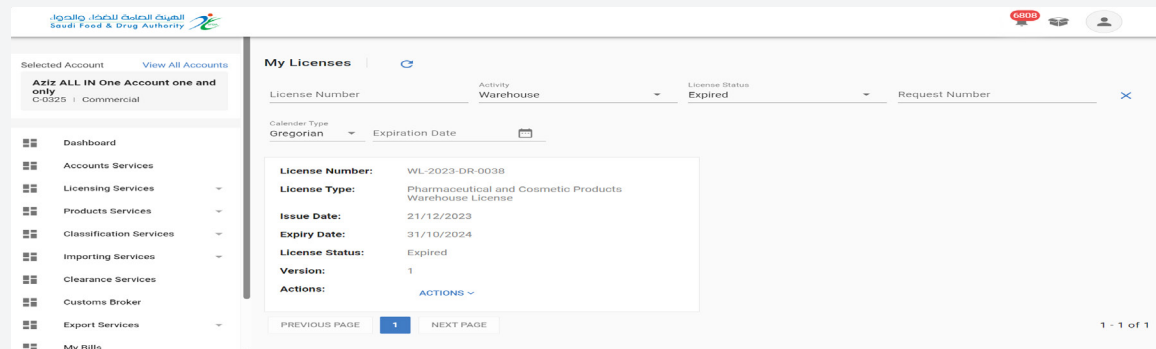


You will receive an application number after submitting your request.

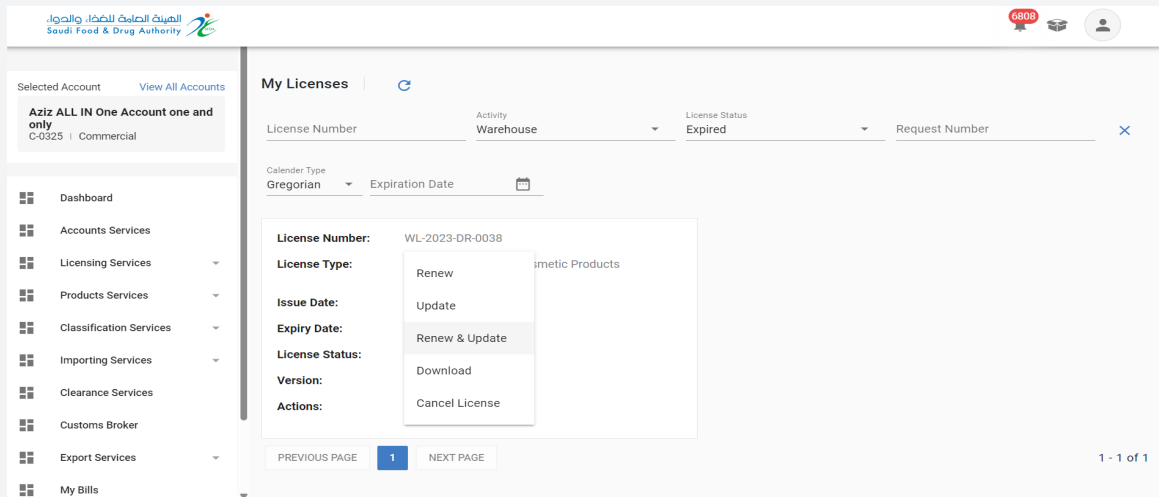


### 5.2.3 Renewal and Update Submission for a Pharmaceutical Warehouse License

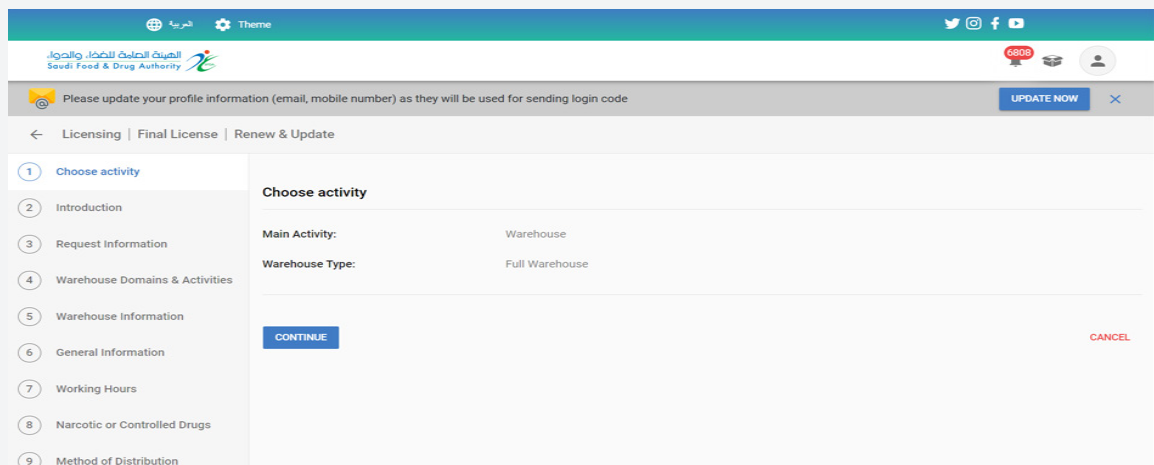
To submit a request for the renewal and update of a pharmaceutical warehouse license to the Saudi Food and Drug Authority, select "Licensing Services" and then click on "My Drug Licenses". You will see the licenses you have obtained, and you can submit the request before the current license expires within a 60-day period or if the license status is expired. You can obtain the license using search engines.



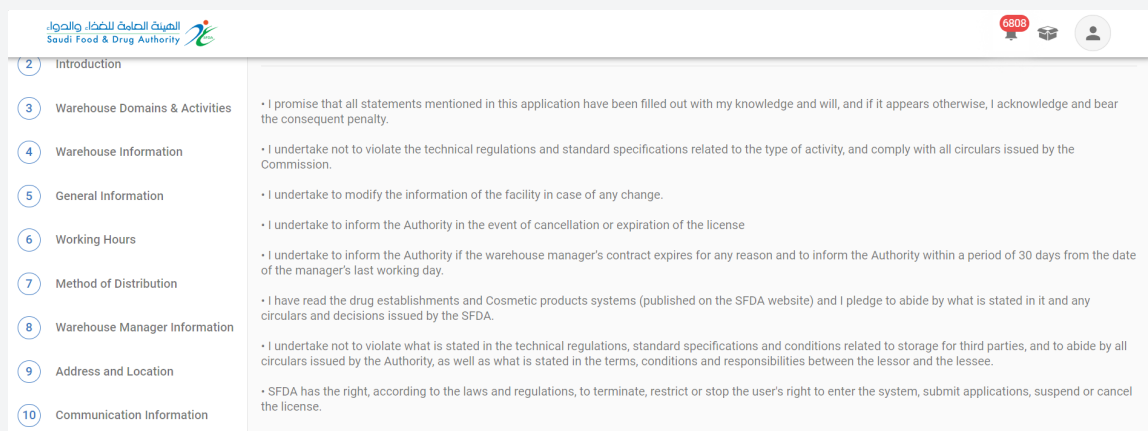
When submitting a request to renew and update license data, click on "Procedures" and select "Renewal and Update".



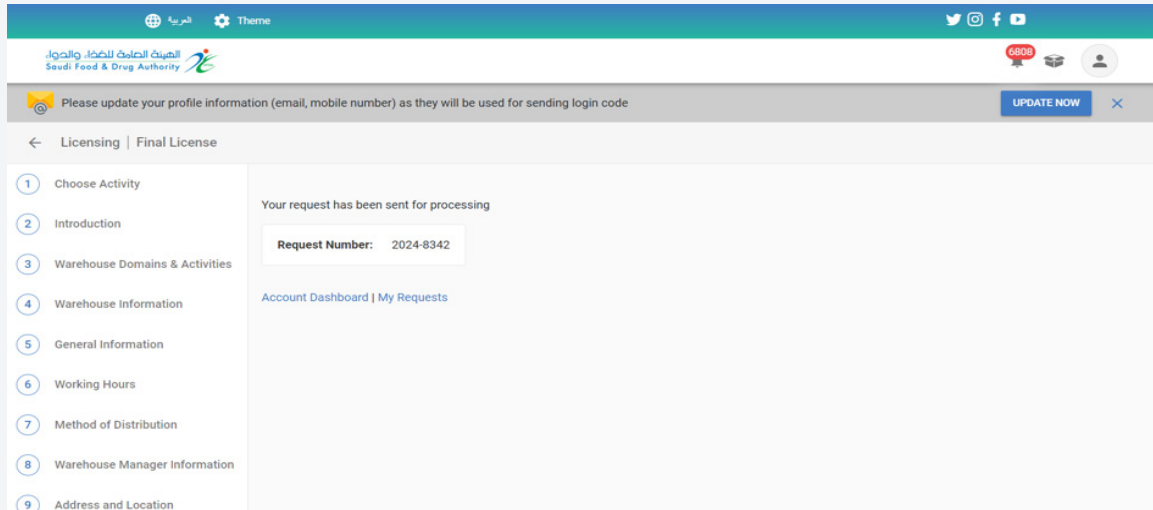
Update the required data and click "Continue" until reaching the final section "Acknowledgment and Commitment".



After completing the data form and reaching the "Acknowledgment and Commitment" page, you must agree to the commitment and then click "Submit".

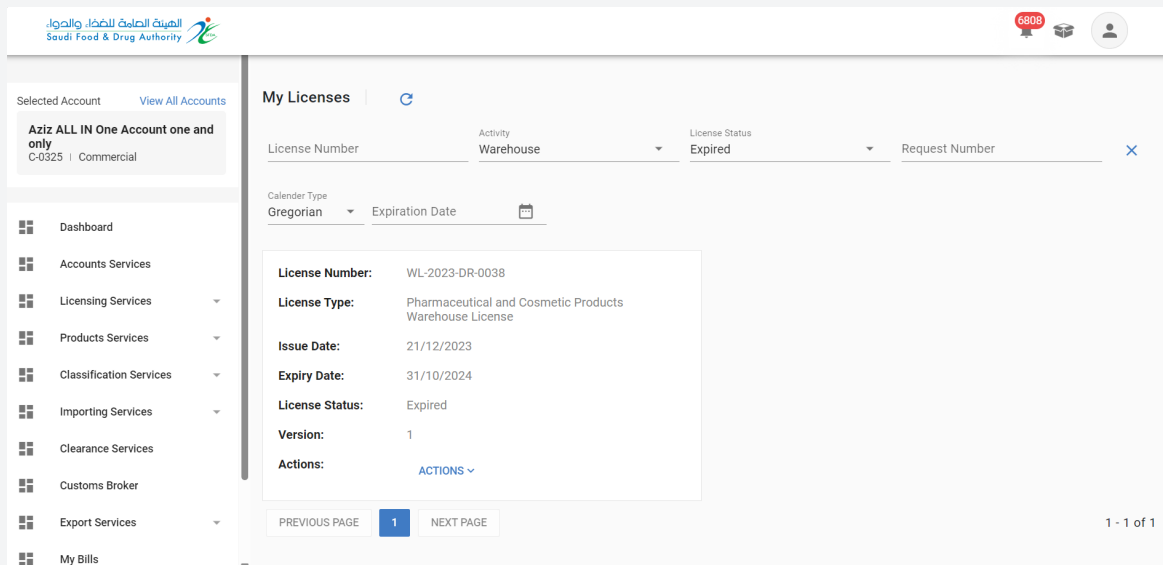


You will receive a "Request Number" after submitting your application.

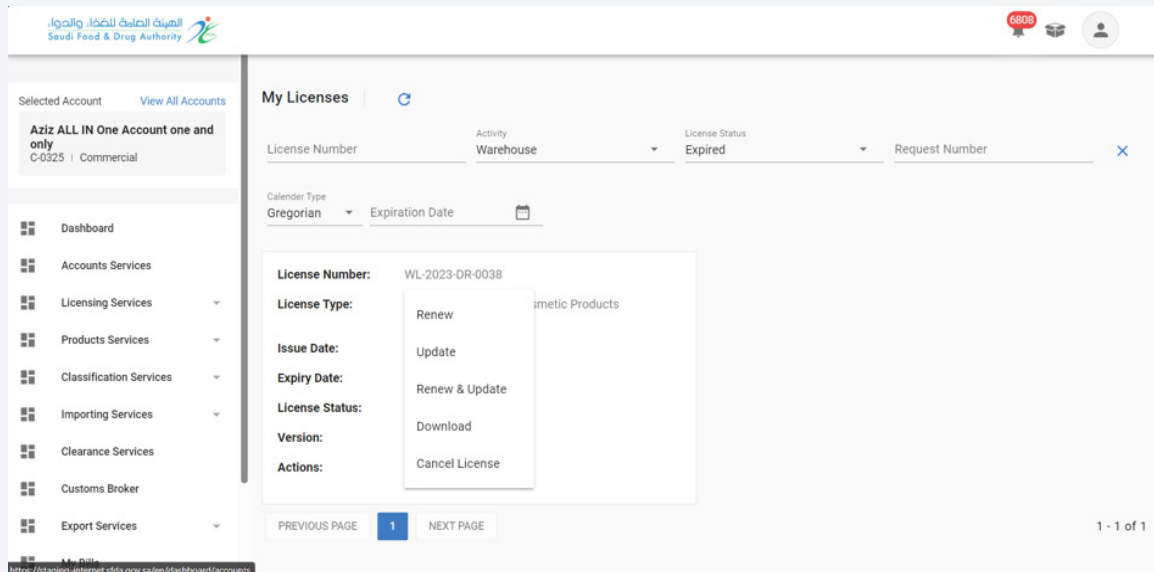


## 5.2.4 Renewing a Pharmaceutical Warehouse License

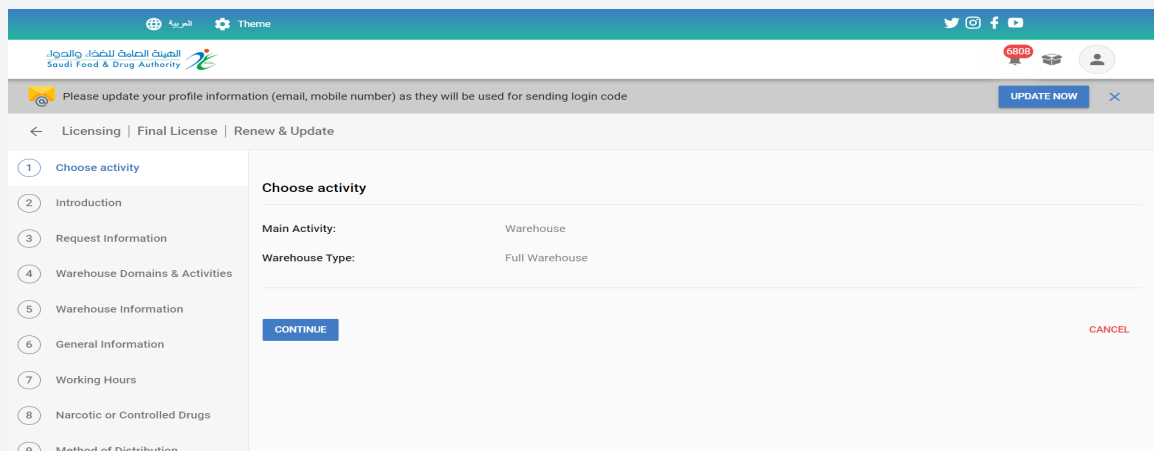
To apply for license renewal with the Saudi Food and Drug Authority, select "Licensing Services" and then click on "My Drug Licenses". You will see the licenses you have obtained, and you can submit the request before the current license expires within a 60-day period or if the license status is expired. You can obtain the license using search engines



When applying for a license renewal, click on "Procedures" and select "Renewal".



To request a license renewal, review the license, fill in the required information, and click "Continue" until you reach the final section "Acknowledgment and Commitment".



After completing the data form and reaching the "Acknowledgment and Commitment" page, you must agree to the commitment, then click "Submit".

2 Introduction

3 Warehouse Domains & Activities

4 Warehouse Information

5 General Information

6 Working Hours

7 Method of Distribution

8 Warehouse Manager Information

9 Address and Location

10 Communication Information

11 Attachments

12 Payment Information

13 Comments & Attachments

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

You will receive a "Request Number" after submitting your application.

المربية Theme

الهئية الصحة 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 | Final License

1 Choose Activity

2 Introduction

3 Warehouse Domains & Activities

4 Warehouse Information

5 General Information

6 Working Hours

7 Method of Distribution

8 Warehouse Manager Information

9 Address and Location

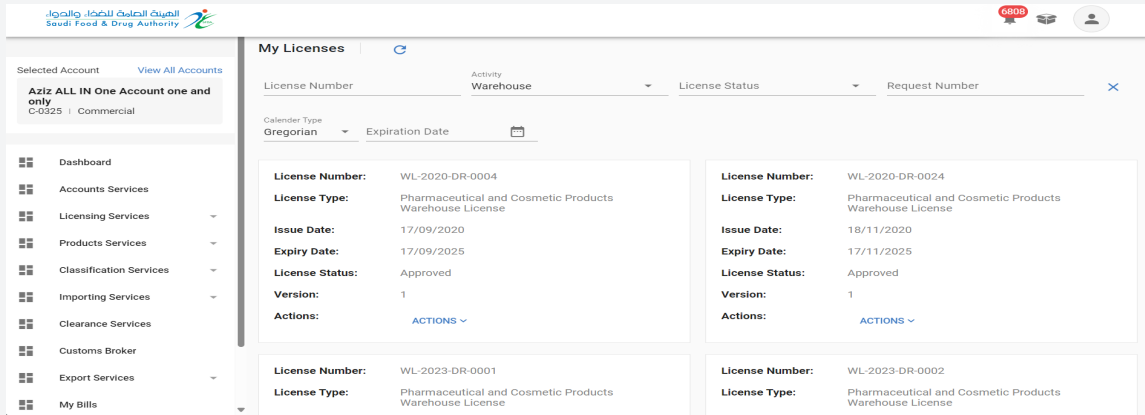
Your request has been sent for processing

Request Number: 2024-8342

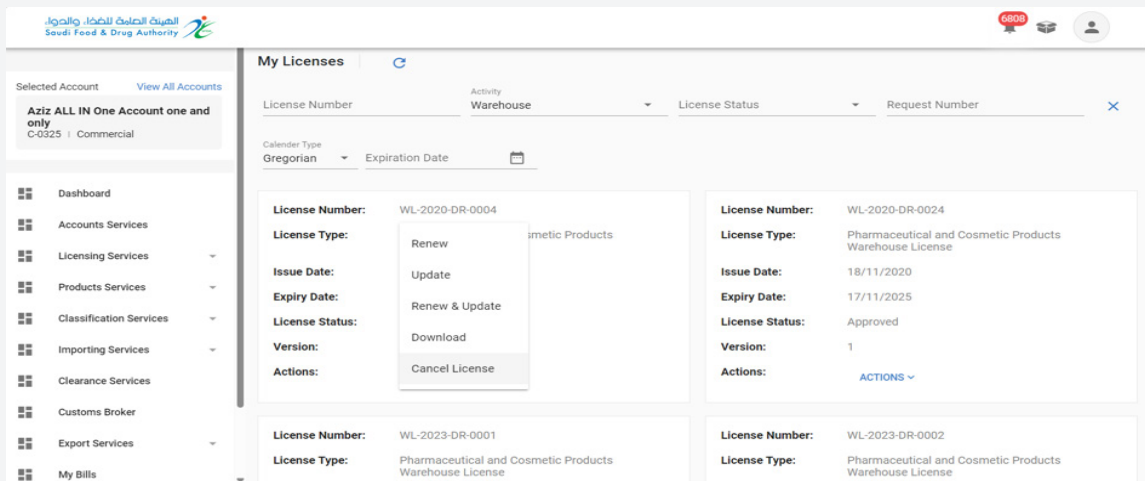
Account Dashboard | My Requests

## 5.2.5 Submitting License Cancellation for a Pharmaceutical Warehouse License

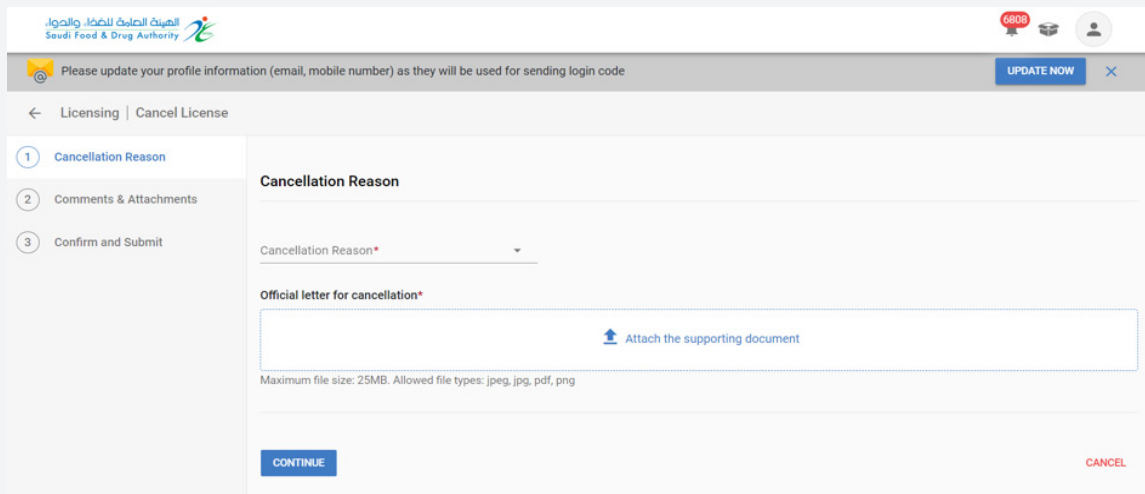
To submit a license cancellation request to the Saudi Food and Drug Authority for a pharmaceutical warehouse license, select "Licensing Services" and then click on "My Drug Licenses". You will see the licenses you have obtained, and you can obtain the license using search engines.



When submitting a license cancellation request, click on "Procedures" and select "Cancellation of License".



Fill in the reason for the license cancellation and click "Continue" until you reach the final section "Confirmation and Submission".



After completing the data form and reaching the "Acknowledgment and Commitment" page, you must agree to the commitment, then click "Submit".

Draft number: 2024-8346

### Confirm and Submit

Confession:  
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

I Agree on above Declaration

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

You will receive a "Request Number" after submitting your application.

Your request has been sent for processing

**Request Number:** 2024-8342

Account Dashboard | My Requests

- 1 Choose Activity
- 2 Introduction
- 3 Warehouse Domains & Activities
- 4 Warehouse Information
- 5 General Information
- 6 Working Hours
- 7 Method of Distribution
- 8 Warehouse Manager Information
- 9 Address and Location

## 5.2.6 Download the pharmaceutical warehouse license.

To download the license for a pharmaceutical warehouse, you can do so by selecting "Procedures" and then choosing "Download".

License Number	Activity	License Status	Request Number
WL-2020-DR-0004	Warehouse		
WL-2020-DR-0024	Pharmaceutical and Cosmetic Products Warehouse License	Approved	

Calendar Type: Gregorian | Expiration Date: [Calendar Icon]

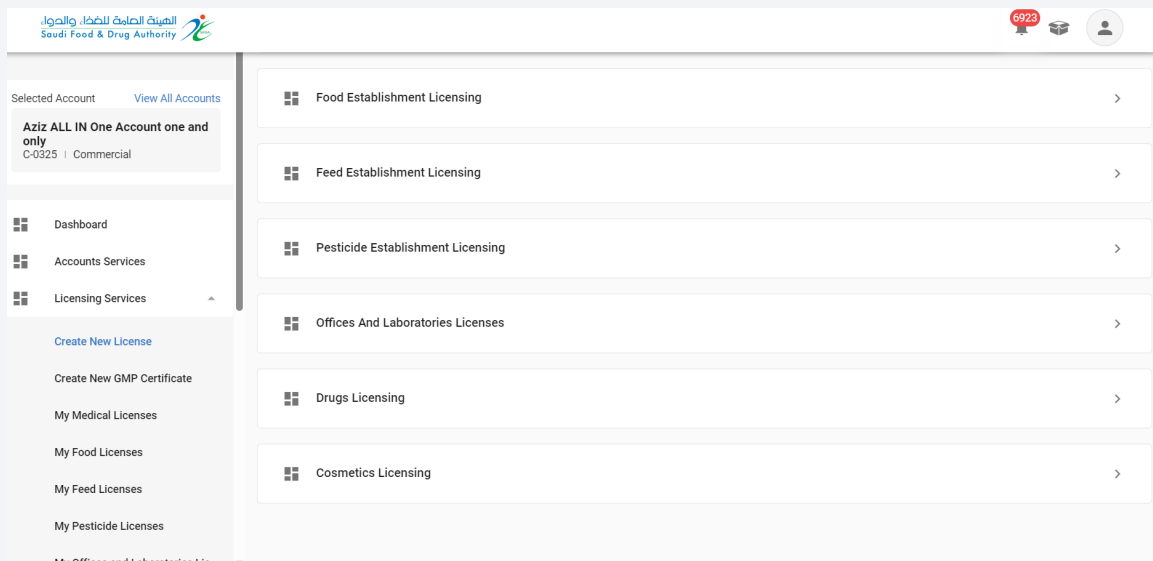
**License Number:** WL-2020-DR-0004  
**License Type:** [Renew] [Update] [Renew & Update] [Download] [Cosmetic Products]  
**Issue Date:** [Date]  
**Expiry Date:** [Date]  
**License Status:** [Status]  
**Version:** 1

## 5.3 Warehouse Space License

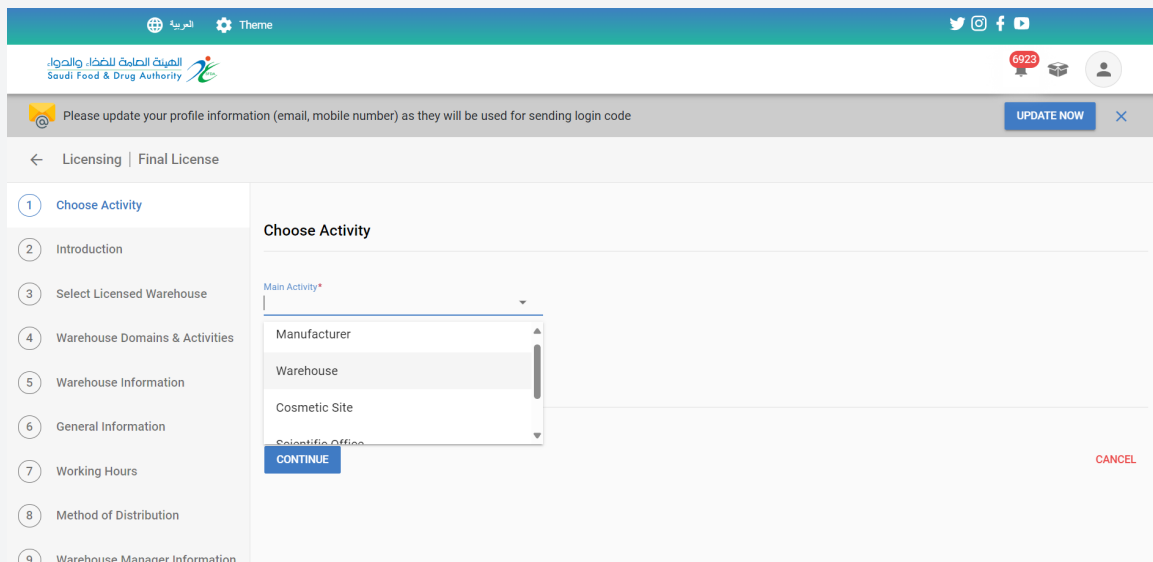
### 5.3.1 New Application for a Warehouse Space License

To submit a new application to the Saudi Food and Drug Authority for a warehouse space license, select:

1. Licensing Services
2. Create New License
3. Drug Licensing



When selecting "Drug Licensing," a page for submitting the application appears, where you can choose the activity "Warehouse/Distribution Center" and select the warehouse type as "Leased space from others."



The screenshot shows the 'Choose Activity' step of the licensing application. The left sidebar contains a list of steps: 1. Choose Activity (selected), 2. Introduction, 3. Select Licensed Warehouse, 4. Warehouse Domains & Activities, 5. Warehouse Information, 6. General Information, 7. Working Hours, 8. Method of Distribution, and 9. Warehouse Manager Information. The main content area is titled 'Choose Activity' and contains two dropdown menus: 'Main Activity\*' and 'Warehouse', followed by 'Warehouse Type\*' and 'Space From Warehouse'. At the bottom, there are 'CONTINUE' and 'CANCEL' buttons.

Then proceed to fill in the required information in the application submission form and click "Continue" until you reach the final section "Acknowledgment and Commitment".

The screenshot shows the 'Introduction' step of the licensing application. The left sidebar is the same as in the previous screenshot, but step 2, 'Introduction', is now selected. The main content area is titled 'Introduction' and contains a paragraph of text: "According to the SFDA system 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...'. And the drug establishments and Cosmetic products Executive guidelines that defined drug and cosmetic warehouses within the facilities that obtain a license from the SFDA, all drug and cosmetic warehouses must register in the system and obtain a license to engage in activity." Below the text is a link: "Click Here For More Details". At the bottom, there are 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL' buttons.

You can save the application for later by clicking "Save for Later". Once the application is completed, you can access it on the "My Requests" page, and the status of the request will be "Incomplete Request" when you click on the "Update Request" action.

**Confirm**

- I undertake that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license.
- I have read the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

After completing the data form and reaching the "Acknowledgment and Commitment" page, you must agree to the commitment, then click "Submit".

**Confirm**

- I undertake that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license.
- I have read the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

You will receive a "Request Number" after submitting your application.

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

← Licensing | Final License

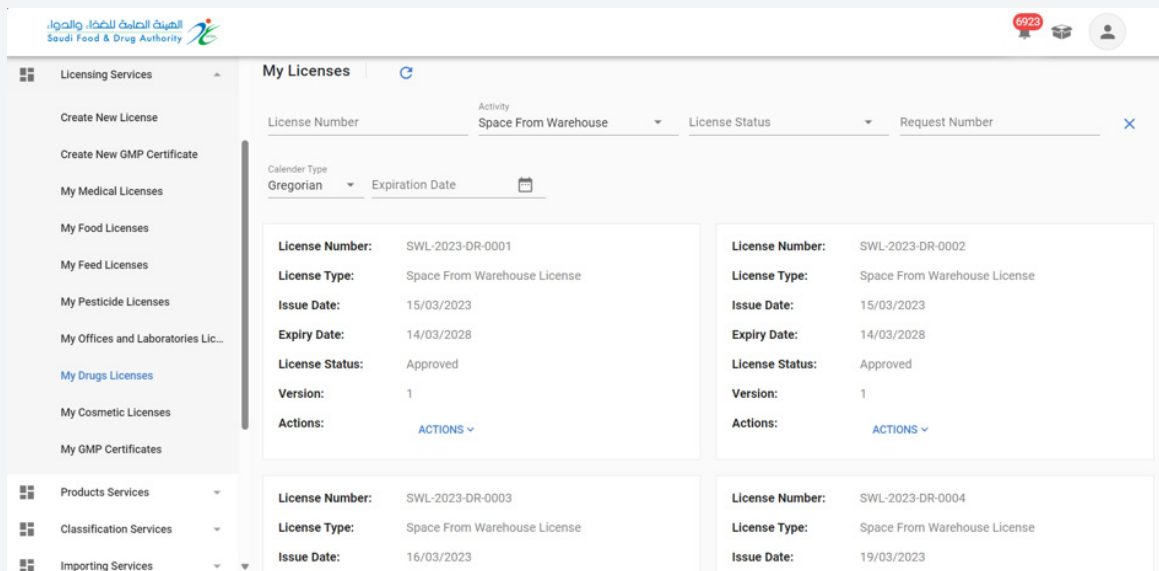
**Your request has been sent for processing**

**Request Number:** 2024-8712

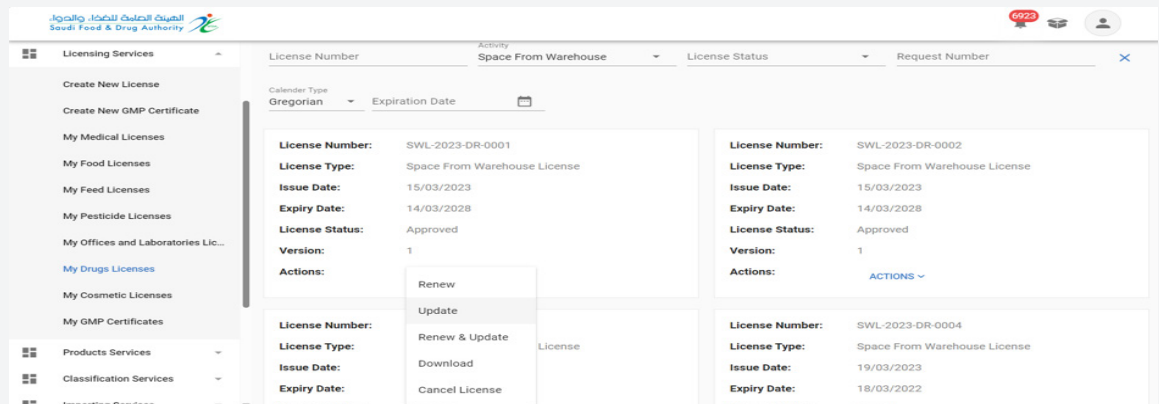
[Account Dashboard | My Requests](#)

### 5.3.2 Updating a Warehouse Space License

To submit an update request to the Saudi Food and Drug Authority for a warehouse space license, select "Licensing Services" and then click on "My Drug Licenses". You will see your existing licenses, both approved and pending, and you can obtain the license using search engines.



When submitting an update request for license data, click on "Procedures" and select "Update".



Update the required data and click "Continue" until you reach the final section "Confirmation and Submission".

The screenshot shows the 'Choose activity' step of the licensing process. The left sidebar contains a list of steps: 1. Choose activity (selected), 2. Select Licensed Warehouse, 3. Introduction, 4. Warehouse Domains & Activities, 5. Warehouse Information, and 6. Acknowledgment and Commitment. The main content area is titled 'Choose activity' and contains the following information:

- Main Activity:** Warehouse
- Warehouse Type:** Space From Warehouse

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

After completing the data form and reaching the "Acknowledgment and Commitment" page, you must agree to the commitment, then click "Submit".

The screenshot shows the 'Confirm' step of the licensing process. The left sidebar contains a list of steps: 1. Choose Activity, 2. Introduction, 3. Select Licensed Warehouse, 4. Warehouse Domains & Activities, 5. Warehouse Information, 6. General Information, 7. Working Hours, 8. Method of Distribution, 9. Warehouse Manager Information, 10. Address and Location, 11. Communication Information, and 12. Attachments. The main content area is titled 'Confirm' and contains the following text:

- I undertake that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license.
- I have read the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

At the bottom of the form, there is a checkbox labeled 'I agree on the declaration terms and conditions' which is currently unchecked. Below the checkbox are three buttons: a grey 'BACK' button, a blue 'SUBMIT' button, and a red 'SAVE AND CONTINUE LATER' button. A red 'CANCEL' button is also visible at the bottom right.

You will receive a "Request Number" after submitting your application.

The screenshot shows the confirmation page after submitting the application. The left sidebar contains a list of steps: 1. Choose Activity, 2. Introduction, 3. Select Licensed Warehouse, and 4. Warehouse Domains & Activities. The main content area displays the following information:

- Your request has been sent for processing
- Request Number:** 2024-8712
- [Account Dashboard | My Requests](#)

### 5.3.3 Renewal and Update Submission for a Warehouse Space License

To submit a renewal and update request to the Saudi Food and Drug Authority for a warehouse space license, select "Licensing Services" and then click on "My Drug Licenses". You will see the licenses you have obtained, and you can submit the request before the current license expires within a 60-day period or if the license status is expired. You can obtain the license using search engines.

The screenshot displays the 'My Licenses' interface. At the top, there's a header with the Saudi Food & Drug Authority logo and a notification bell showing '6923'. Below the header, a sidebar on the left contains navigation options like 'Dashboard', 'Accounts Services', 'Licensing Services', 'Products Services', 'Classification Services', 'Importing Services', 'Clearance Services', 'Customs Broker', 'Export Services', and 'My Bills'. The main content area is titled 'My Licenses' and features a search bar with filters for 'License Number', 'Activity' (set to 'Space From Warehouse'), 'License Status' (set to 'Expired'), and 'Request Number'. Below the search bar, there are options for 'Calendar Type' (Gregorian) and 'Expiration Date'. The license details are presented in a grid format, showing the following information for each license:

- License Number:** SWL-2023-DR-0011
- License Type:** Space From Warehouse License
- Issue Date:** 24/05/2023
- Expiry Date:** 24/05/2024
- License Status:** Expired
- Version:** 1
- Actions:** ACTIONS

Similar details are provided for licenses SWL-2023-DR-0012, SWL-2023-DR-0016, and SWL-2023-DR-0017.

Update the required data and click "Continue" until you reach the final section "Acknowledgment and Commitment".

The screenshot shows the 'Final License' step in the licensing process. At the top, there's a header with the Saudi Food & Drug Authority logo and a notification bell showing '6923'. Below the header, a message prompts the user to update their profile information. The main content area is titled 'Licensing | Final License' and features a progress bar with 9 steps. Step 1, 'Choose activity', is currently selected. The main content area displays 'Choose activity' with the following information:

- Main Activity:** Warehouse
- Warehouse Type:** Space From Warehouse

At the bottom of the main content area, there are two buttons: 'CONTINUE' and 'CANCEL'.

After completing the data form and reaching the "Acknowledgment and Commitment" page, you must agree to the commitment, then click "Submit".

The screenshot shows the 'Confirm' page of the Saudi Food & Drug Authority system. The left sidebar lists 12 steps, with step 12 'Attachments' selected. The main content area is titled 'Confirm' and contains the following text:

- I undertake that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license.
- I have read the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

At the bottom of the page, there is a checkbox labeled 'I agree on the declaration terms and conditions'. Below the checkbox are three buttons: 'BACK', 'SUBMIT', and 'SAVE AND CONTINUE LATER'. A 'CANCEL' link is also present on the right side.

You will receive a "Request Number" after submitting your application.

The screenshot shows the 'Final License' page of the Saudi Food & Drug Authority system. The left sidebar lists 7 steps, with step 7 'Working Hours' selected. The main content area displays the following information:

Your request has been sent for processing

**Request Number:** 2024-8712

Account Dashboard | My Requests

The top navigation bar includes 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. There is also a "Theme" selector and social media icons.

### 5.3.4 Renewal Submission for a Warehouse Space License

To submit a renewal request to the Saudi Food and Drug Authority for a warehouse space license, choose "Licensing Services" and then click on "My Drug Licenses". You will see the licenses you have obtained, and you can submit the request before the current license expires within a 60-day period or if the license status is expired. You can obtain the license using search engines.

When submitting a license renewal request, click on "Procedures" and select "Renewal".

When requesting a license renewal, you review the license without allowing data modification, as it is for reading only. Then, you click "Continue" until you reach the final section "Establishment Commitments".

The screenshot shows the 'Choose activity' step of the licensing process. The left sidebar contains a list of steps: 1. Choose activity (selected), 2. Select Licensed Warehouse, 3. Introduction, 4. Warehouse Domains & Activities, 5. Warehouse Information, and 6. General Information. The main content area is titled 'Choose activity' and contains the following information:

- Main Activity:** Warehouse
- Warehouse Type:** Space From Warehouse

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

After completing the data form and reaching the "Acknowledgment and Commitment" page, you must agree to the commitment, then click "Submit".

The screenshot shows the 'Confirm' step of the licensing process. The left sidebar contains a list of steps: 1. Choose Activity, 2. Introduction, 3. Select Licensed Warehouse, 4. Warehouse Domains & Activities, 5. Warehouse Information, 6. General Information, 7. Working Hours, 8. Method of Distribution, 9. Warehouse Manager Information, 10. Address and Location, 11. Communication Information, and 12. Attachments. The main content area is titled 'Confirm' and contains the following text:

- I undertake that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license.
- I have read the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

Below the text, there is a checkbox labeled 'I agree on the declaration terms and conditions'. At the bottom of the form, there are three buttons: 'BACK' (in grey), 'SUBMIT' (in blue), and 'SAVE AND CONTINUE LATER' (in red) with a 'CANCEL' button (in red) to its right.

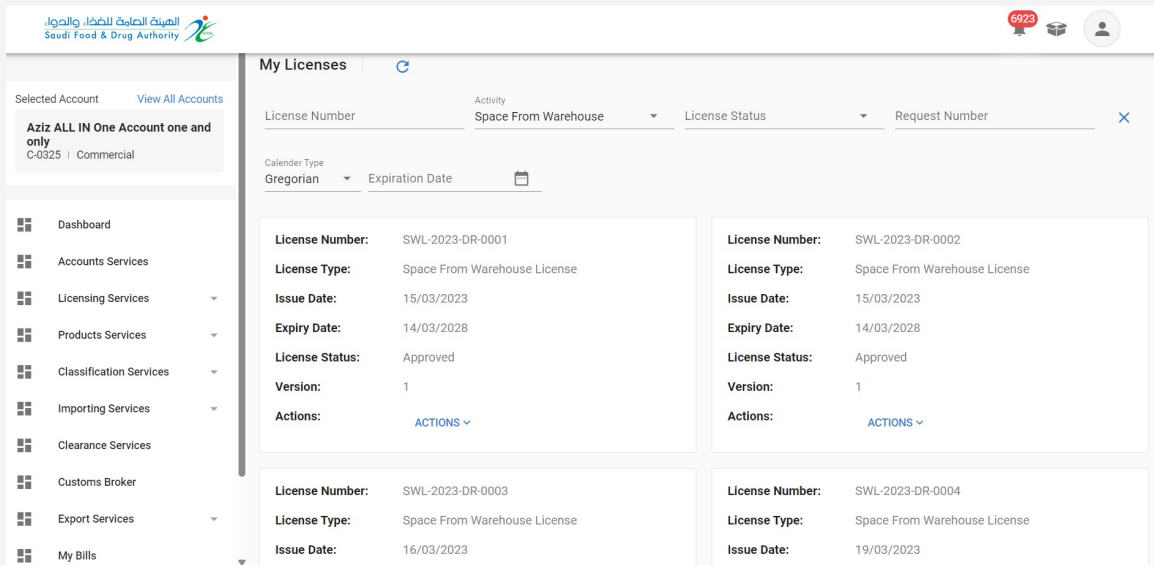
You will receive a "Request Number" after submitting your application.

The screenshot shows the confirmation page after submitting the application. The left sidebar contains a list of steps: 1. Choose Activity, 2. Introduction, 3. Select Licensed Warehouse, 4. Warehouse Domains & Activities, 5. Warehouse Information, and 6. General Information. The main content area displays the following information:

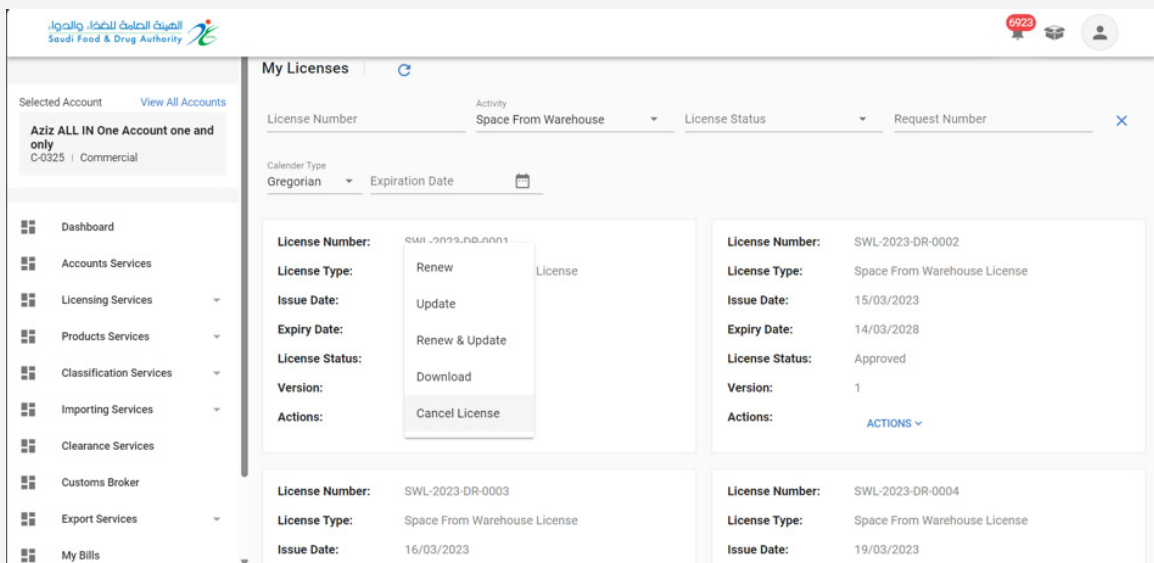
- Your request has been sent for processing
- Request Number:** 2024-8712
- [Account Dashboard | My Requests](#)

### 5.3.5 Submitting License Cancellation for a Warehouse Space License

To submit a license cancellation request to the Saudi Food and Drug Authority for a warehouse space license, select "Licensing Services" and then click on "My Drug Licenses". You will see the licenses you have obtained, and you can obtain the license using search engines.



When submitting a license cancellation request, click on "Procedures" and select "Cancellation of License".



Fill in the reason for the license cancellation and click "Continue" until you reach the final section "Confirmation and Submission".

The screenshot shows the 'Cancel License' form. At the top, there is a notification: 'Please update your profile information (email, mobile number) as they will be used for sending login code' with an 'UPDATE NOW' button. The form is titled 'Cancellation Reason' and has a sidebar with three steps: 1. Cancellation Reason, 2. Comments & Attachments, and 3. Confirm and Submit. The main content area includes a dropdown menu for 'Cancellation Reason\*', a text area for 'Official letter for cancellation\*' with an 'Attach the supporting document' button, and a 'CONTINUE' button at the bottom left. A 'CANCEL' button is at the bottom right.

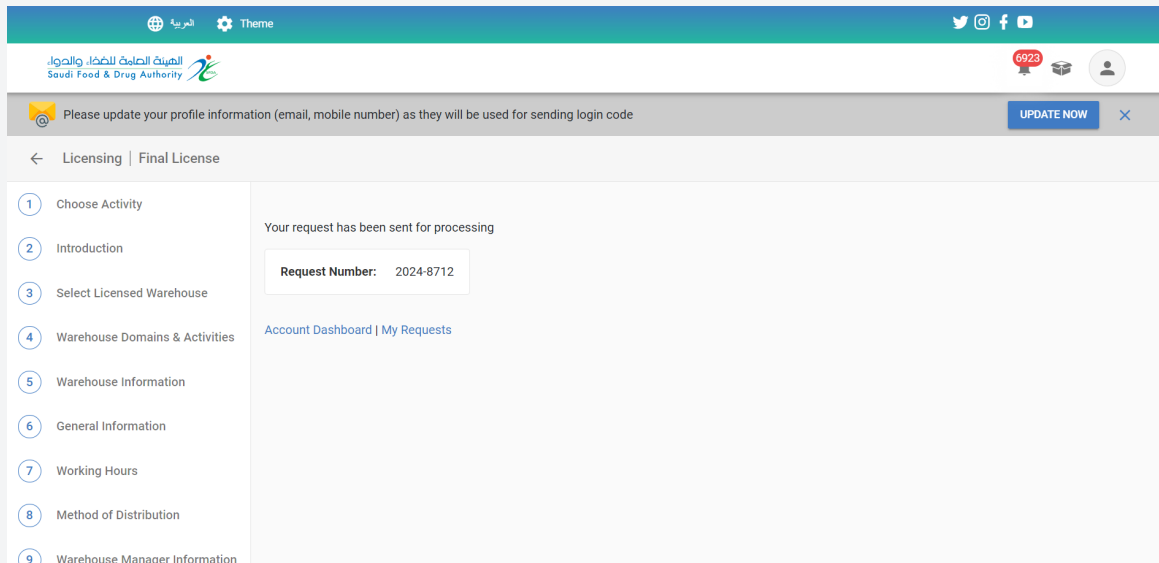
After completing the data form and reaching the "Acknowledgment and Commitment" page, you must agree to the commitment, then click "Submit".

The screenshot shows the 'Confirm' form. The sidebar lists 12 steps: 1. Choose Activity, 2. Introduction, 3. Select Licensed Warehouse, 4. Warehouse Domains & Activities, 5. Warehouse Information, 6. General Information, 7. Working Hours, 8. Method of Distribution, 9. Warehouse Manager Information, 10. Address and Location, 11. Communication Information, and 12. Attachments. The main content area is titled 'Confirm' and contains a list of terms and conditions:
 

- I undertake that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license.
- I have read the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

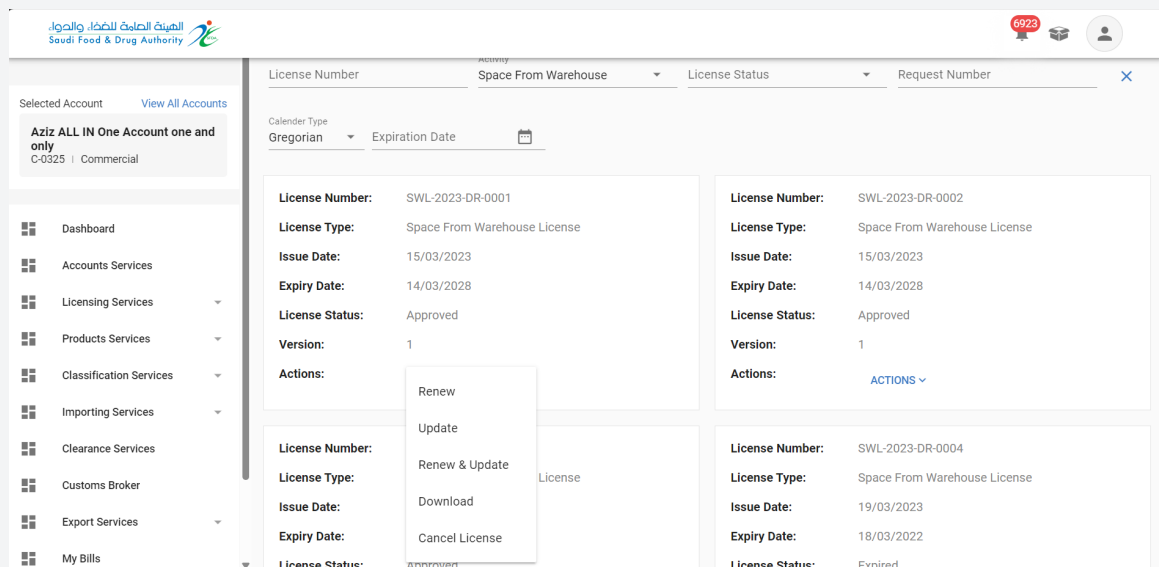
 At the bottom, there is a checkbox for 'I agree on the declaration terms and conditions', a 'BACK' button, a 'SUBMIT' button, a 'SAVE AND CONTINUE LATER' button, and a 'CANCEL' button.

You will receive a "Request Number" after submitting your application.



### 5.3.6 Downloading the License for a Warehouse Space

You can access the license by clicking on "Procedures" and selecting "Download".

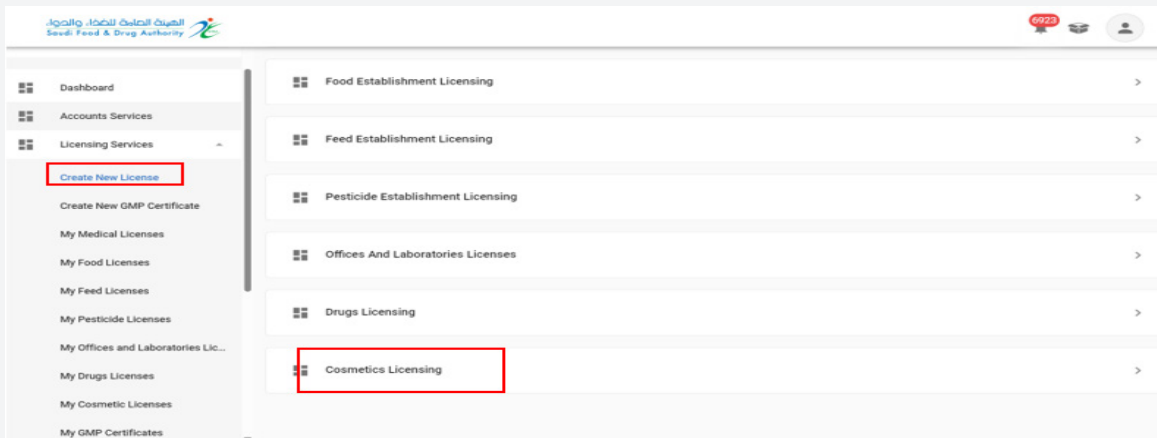


## 5.4 Cosmetic Factory License

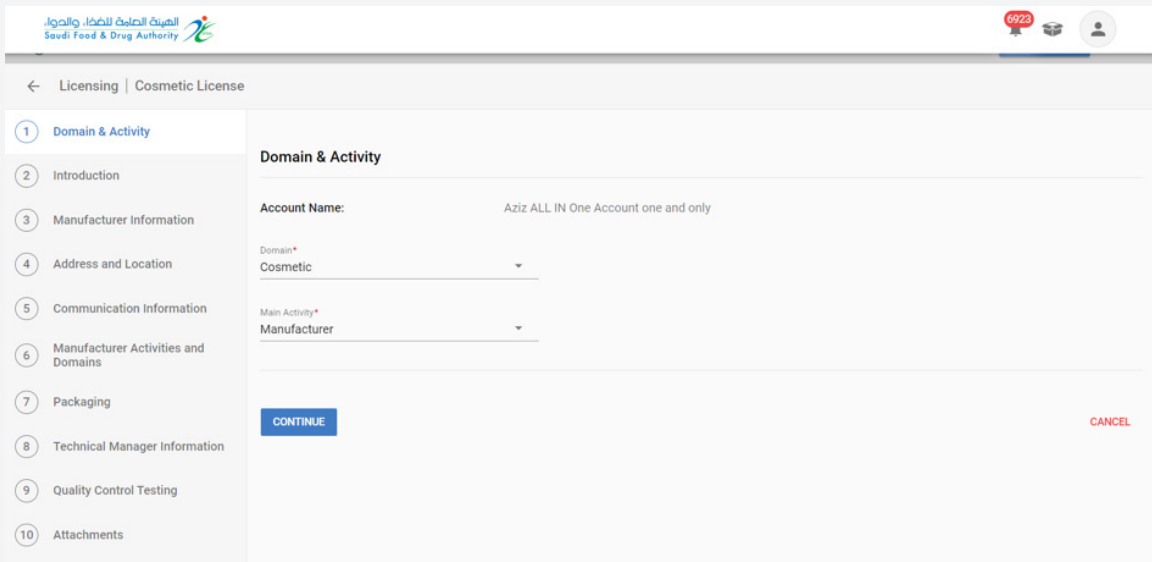
### 5.4.1 New Application for a Cosmetic Factory License

To submit a new application to the Saudi Food and Drug Authority for a cosmetic factory license (where the account must include the cosmetics field), select:

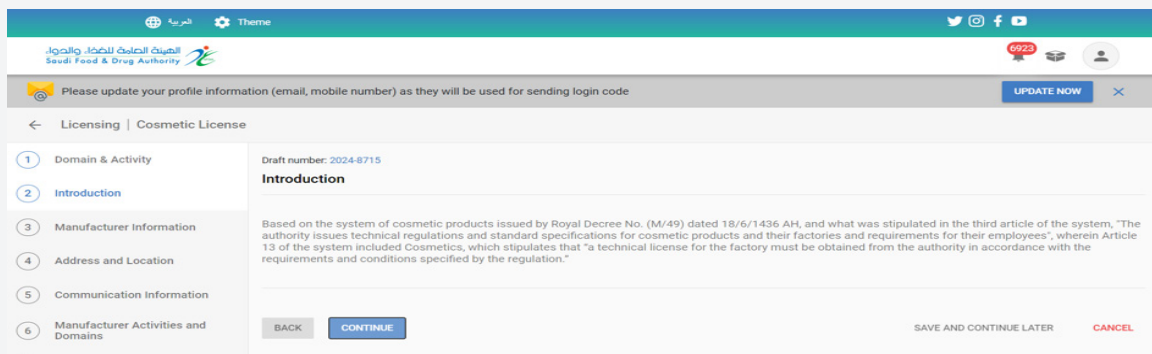
1. Licensing Services
2. Create New License
3. Cosmetic Facilities Licensing



When selecting "Cosmetic Facilities Licensing," a page for submitting the application appears, where you can choose the activity "Factory".



Then start filling in the required data in the application submission form and click "Continue" until reaching the final section, "Commitments".



You can save the application for later by clicking Save for Later. When completing the application, you can access it on the My Applications page, and the application status will be Incomplete when you click on Update Application.

The screenshot shows the 'Manufacturer Information' step of a 'Cosmetic License' application. The draft number is 2024-8715. The 'Manufacturer Name Arabic' is 'مؤسسة ابي العزبة' and the 'Manufacturer Name English' is 'Aziz ALL IN One Account one and only'. There is a field for 'Manufacturing Final License No.\*'. At the bottom, there are buttons for 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER' (highlighted with a red box), along with a 'CANCEL' button.

After completing the data form and reaching the "Commitments" page, you must approve the commitment and then click "Submit".

The screenshot shows the 'Commitments' page. It contains several paragraphs of text:
 

- 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.
- 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.
- This service is subjected to update, so I will continue to follow it and match it.
- I pledge to use the license or certificate granted according to its purpose and not to violate any of the relevant requirements.
- 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.
- 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.
- 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.
- I pledge to be strictly confidential in all dealings with the SFDA.

 At the bottom, there is a checkbox for 'I agree on the declaration terms and conditions' and a 'SUBMIT' button.

You will receive the application number after submitting your application.

The screenshot shows the 'Request Confirmation' page. It displays the message 'Your request has been sent for processing' and shows the 'Request Number: 2024-8715'. There is also a link for 'Account Dashboard | My Requests'.

## 5.4.2 Submission of an Update for a Cosmetics Factory License

To submit an update to the Saudi Food and Drug Authority for a cosmetics factory license, select the licensing services. When you click on "Cosmetic Product Licenses," you will see the licenses obtained and approved. You can obtain the license using search engines.

When submitting an update request for the license data, upon clicking on "Actions" and selecting "Update," you will initiate the update process.

The screenshot shows the 'My Cosmetic Licenses' page on the Saudi Food & Drug Authority portal. The page displays a list of licenses. A dropdown menu is open over the 'Update' option for the license with ID ML-2023-CM-0001. The menu options are: Renew, Update, Renew & Update, Download, and Cancel License. The license details for ML-2023-CM-0001 are: Account Name: Aziz ALL IN one Account, License Type: Manufacturer License, Request Number: 2024-2252, Issue Date: 16/03/2023, Expiry Date: 14/03/2028, License Status: Approved, Expiry Status: Active, and Version: 3.

Update the required information and click "Continue" until reaching the final section, "Commitments."

The screenshot shows the 'Manufacturer Information' step in the license update process. The page title is 'Licensing | Cosmetic License'. A notification at the top says 'Please update your profile information (email, mobile number) as they will be used for sending login code' with an 'UPDATE NOW' button. The draft number is 2024-8715. The 'Manufacturer Information' section includes:
 

- Manufacturer Name Arabic: مؤسسة ابراق التجارية
- Manufacturer Name English: Aziz ALL IN One Account one and only
- Manufacturing Final License No. (required field)

 At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'. A progress indicator on the left shows 10 steps, with '3 Manufacturer Information' currently selected.

After completing the data form and reaching the "Acknowledgment and Commitment" page, you must approve the commitment and then click "Submit."

The screenshot shows the 'Commitments' page. On the left, a vertical list of steps is numbered 2 through 12. Step 2, 'Introduction', is highlighted. The main content area is titled 'Commitments' and contains the following text:

- 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.
- 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.
- This service is subjected to update, so I will continue to follow it and match it.
- I pledge to use the license or certificate granted according to its purpose and not to violate any of the relevant requirements.
- 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.
- 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.
- 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.
- I pledge to be strictly confidential in all dealings with the SFDA.

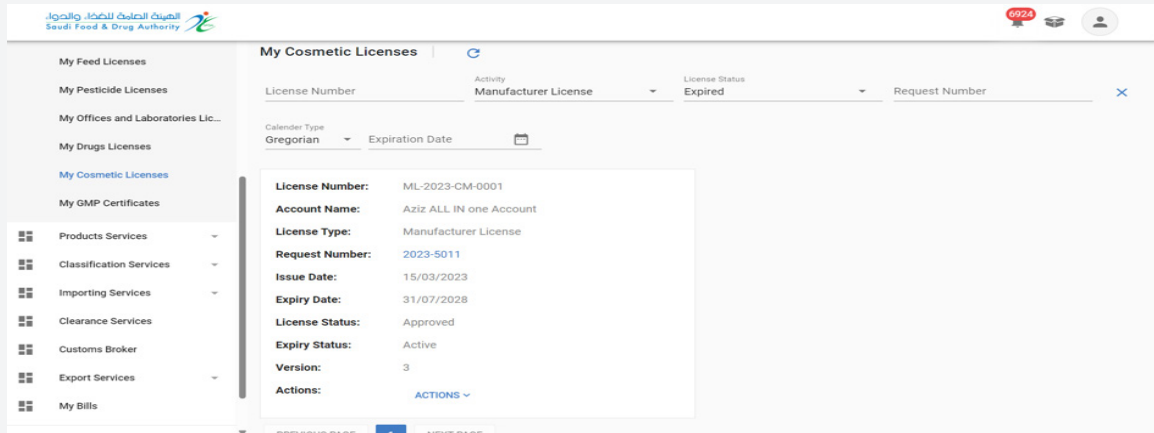
At the bottom of the form, there is a checkbox labeled 'I agree on the declaration terms and conditions' which is currently unchecked. Below the checkbox are buttons for 'BACK', 'SUBMIT', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

You will receive the application number after submitting your request.

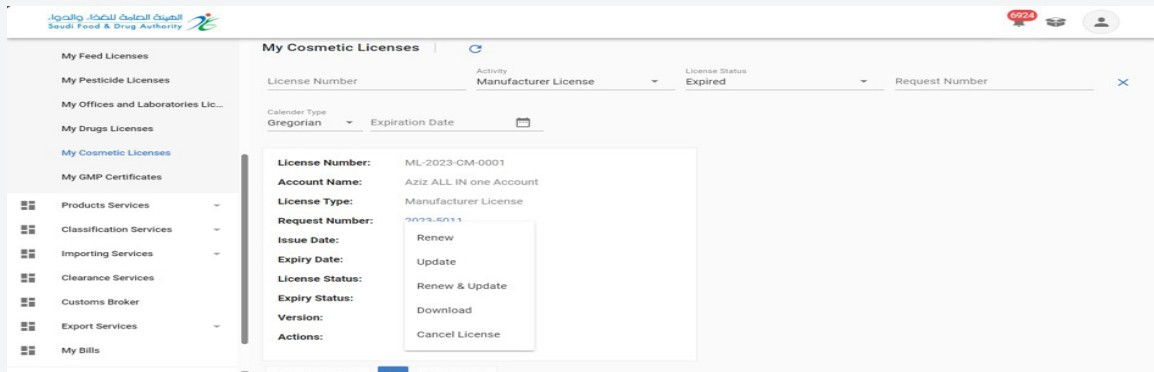
The screenshot shows the 'Cosmetic License' page. At the top, there is a navigation bar with the Saudi Food & Drug Authority logo and a notification banner that says 'Please update your profile information (email, mobile number) as they will be used for sending login code' with an 'UPDATE NOW' button. Below the navigation bar, the page title is 'Licensing | Cosmetic License'. On the left, a vertical list of steps is numbered 1 through 8. Step 1, 'Domain & Activity', is highlighted. The main content area displays the message: 'Your request has been sent for processing'. Below this message, a box shows 'Request Number: 2024-8715'. At the bottom of the main content area, there are links for 'Account Dashboard' and 'My Requests'.

### 5.4.3 Submission of Renewal and Update for Cosmetics Factory License

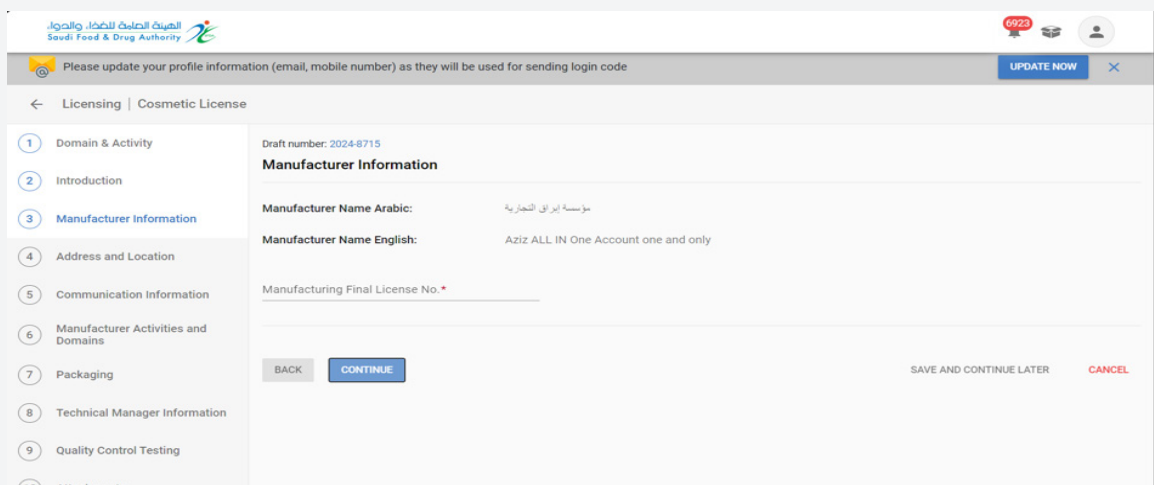
To submit a renewal and update request to the Saudi Food and Drug Authority for a cosmetics factory license, follow these steps: Select "Licensing Services." Click on "Cosmetic Product Licenses." This will display the licenses you have obtained. You can submit the request before the expiration of the current license, within a 60-day period, or if the license status is expired. You can obtain the license using search engines.



When submitting a renewal and update request for the license data, click on "Actions" and select "Renewal and Update."



Update the required data and click "Continue" until reaching the final section, "Commitments."

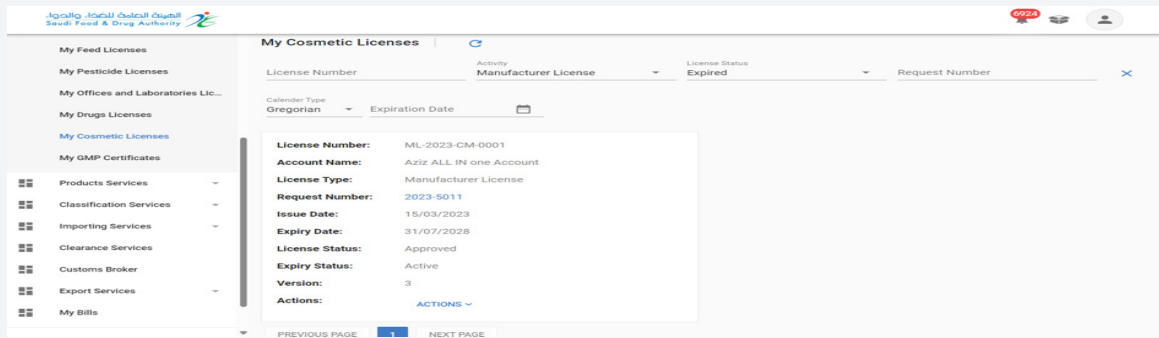


After completing the data form and reaching the "Commitments" page, you must approve the commitment and then click "Submit."

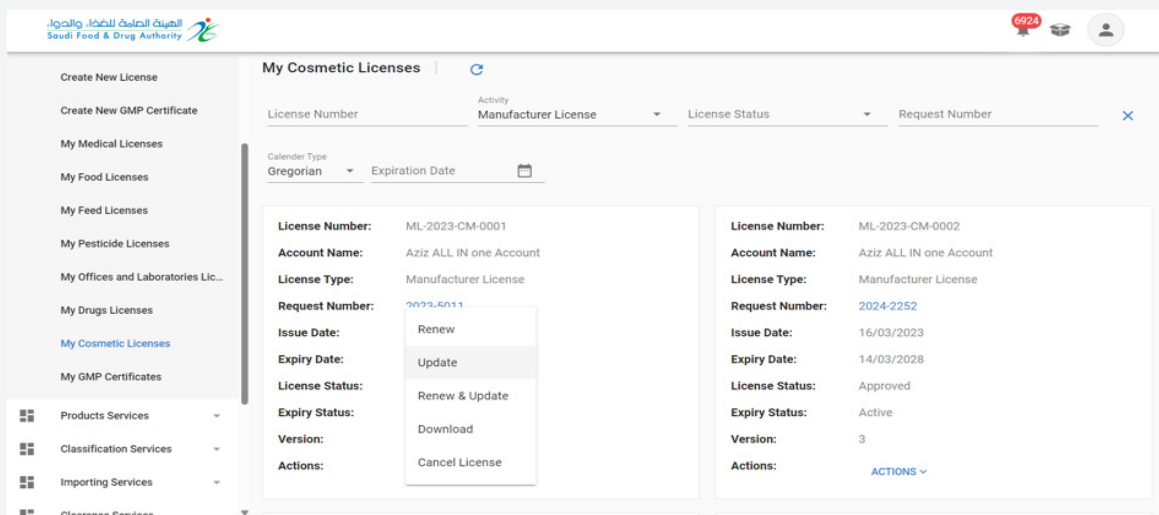
You will receive the application number after submitting your request.

#### 5.4.4 Renewal Application for Cosmetic Manufacturing License

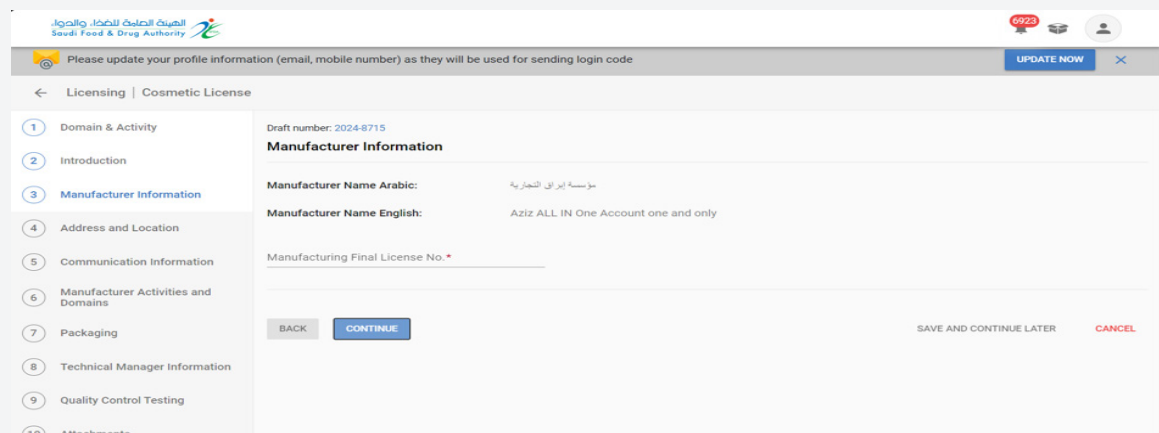
To submit a renewal application to the Saudi Food and Drug Authority for a cosmetic manufacturing license, you need to select "Licensing Services" and then click on "Cosmetic Product Licenses." This will display the licenses you have obtained. You can submit the application before the current license expires within a period of 60 days, or if the license has expired, you can obtain it using search engines.



When submitting a renewal application for the license, click on "Procedures" and select "Renewal."



Submitting a license renewal request involves reviewing the license without allowing data modification, as it is for reading only. Click "Continue" until you reach the final section, "Commitments."



After completing the data form and reaching the "Commitments" page, you must approve the commitment and then click "Submit."

**Commitments**

- 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.
- 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.
- This service is subjected to update, so I will continue to follow it and match it.
- I pledge to use the license or certificate granted according to its purpose and not to violate any of the relevant requirements.
- 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.
- 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.
- 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.
- 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 application number after submitting your request.

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

Licensing | Cosmetic License

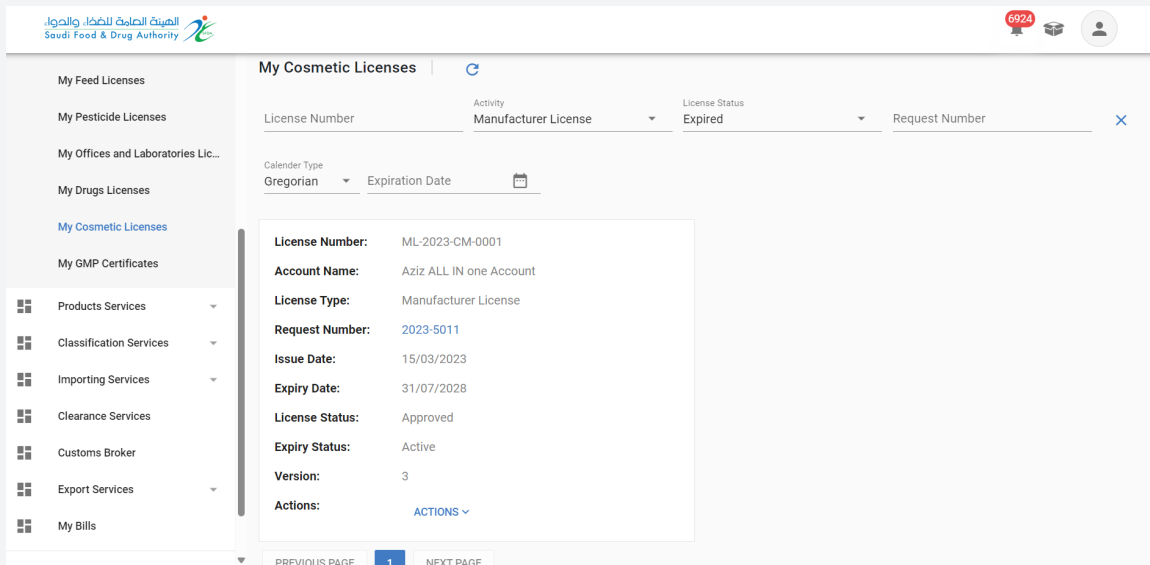
Your request has been sent for processing

**Request Number:** 2024-8715

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

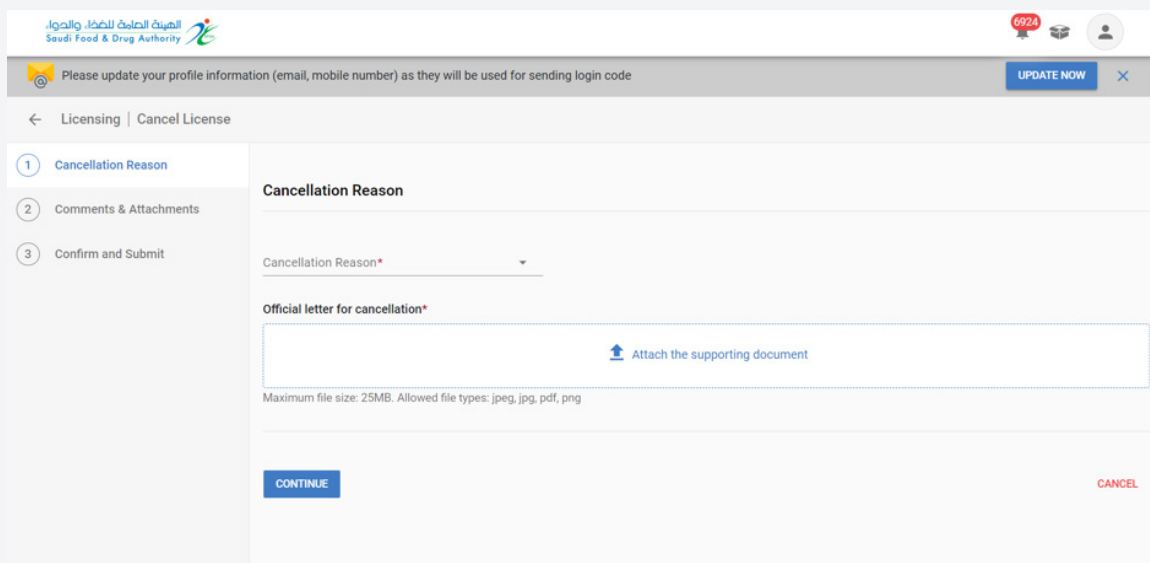
### 5.4.5 Submission of License Cancellation for Cosmetic Manufacturing License

To submit a license cancellation request to the Saudi Food and Drug Authority for a cosmetic manufacturing license, you need to select "Licensing Services" and then click on "Cosmetic Product Licenses." This will display the licenses you have obtained, and you can obtain the license using search engines



When submitting a license cancellation request, you need to access the license details. Click on "Procedures" and select "License Cancellation."

Fill out the "Reason for License Cancellation" field and click "Continue" until you reach the final section "Confirmation and Submission."



After completing the data form and reaching the "Confirmation and Submission" page, you must approve the commitment and then click "Submit."

**Commitments**

- 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.
- 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.
- This service is subjected to update, so I will continue to follow it and match it.
- I pledge to use the license or certificate granted according to its purpose and not to violate any of the relevant requirements.
- 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.
- 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.
- 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.
- 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 application number after submitting your request.

## 5.4.6 License Download for Cosmetic Manufacturing License

You can view the license by clicking on "Procedures" and selecting "Download."

**My Cosmetic Licenses**

Activity: Manufacturer License License Status: Expired Request Number: [X]

Calendar Type: Gregorian Expiration Date: [Calendar Icon]

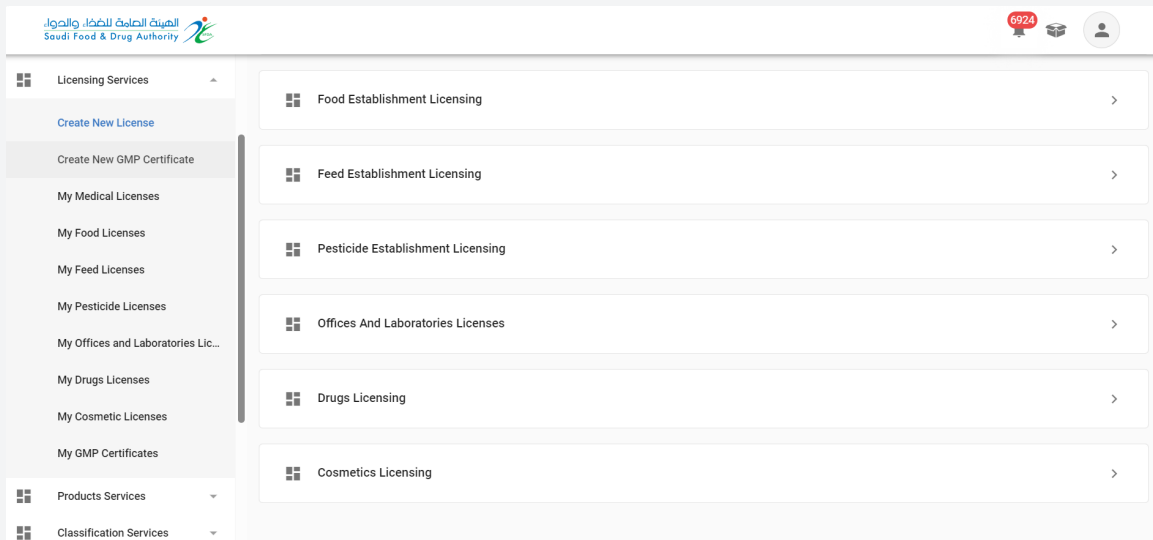
License Number:	ML-2023-CM-0001
Account Name:	Aziz ALL IN one Account
License Type:	Manufacturer License
Request Number:	9693-6011
Issue Date:	Renew
Expiry Date:	Update
License Status:	Renew & Update
Expiry Status:	Download
Version:	

## 5.5 Cosmetic Warehouse License

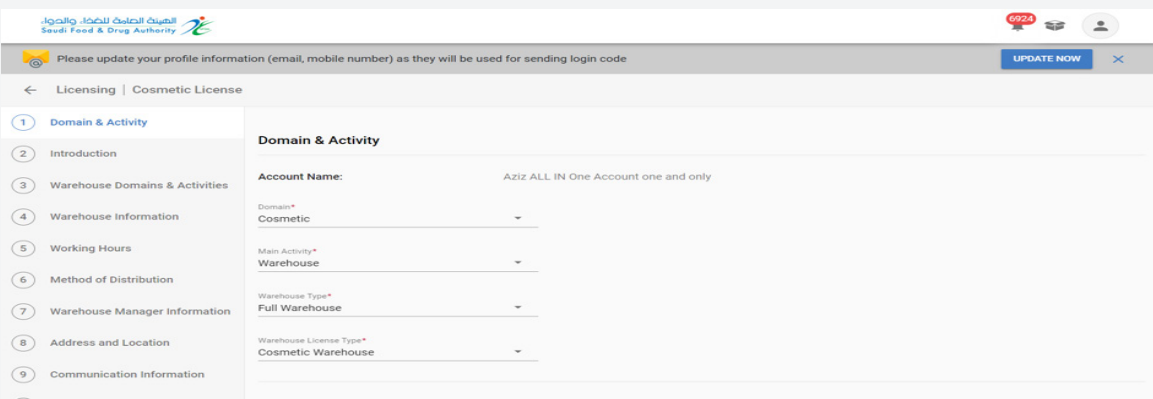
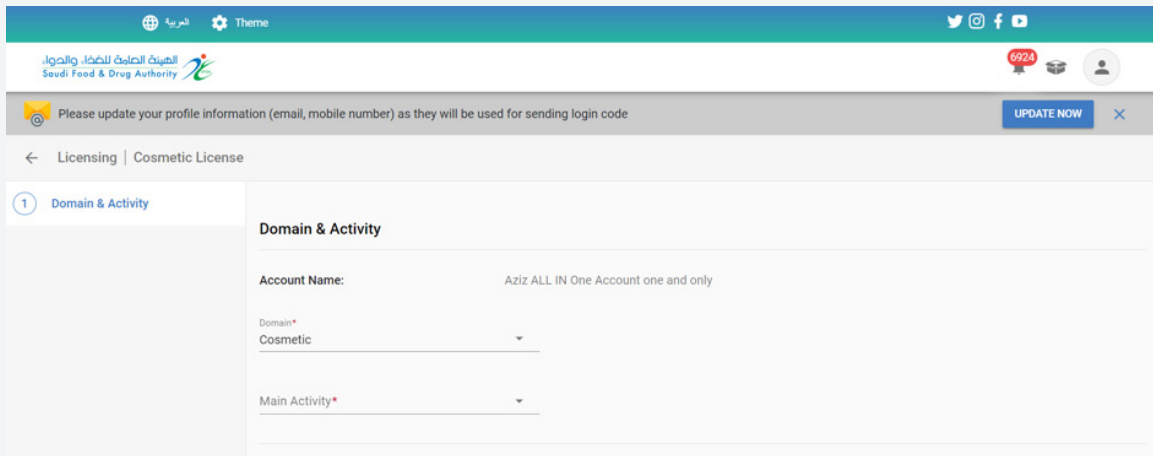
### 5.5.1 New Application for Cosmetic Warehouse License

To submit a new application to the Saudi Food and Drug Authority for a cosmetic warehouse license (where the scope includes cosmetics), follow these steps:

1. Select "Licensing Services.
2. Choose "Create New License.
3. Select "Warehouse License.



When selecting "Cosmetic Facilities License," a page will appear for submitting the application. You will be prompted to choose the activity "Warehouse," the type of warehouse "Full Warehouse," and the type of warehouse license "Cosmetic Product Warehouse."



Then proceed to fill out the required information in the application submission form and click "Continue" until you reach the final section, "Commitments."

The screenshot shows the 'Introduction' section of a 'Cosmetic License' application. The text in the main area reads: 'According to the SFDA system 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...". And the drug establishments and Cosmetic products Executive guidelines that defined drug and cosmetic warehouses within the facilities that obtain a license from the SFDA, All drug and cosmetic warehouses must register in the system and obtain a license to engage in activity.'

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

You can save the application for later by clicking "Save for Later." Once the application is completed, you can access it on the "My Requests" page, and the application status will be "Incomplete Request" under the "Update Request" action.

This screenshot is identical to the previous one, showing the 'Introduction' section of the 'Cosmetic License' application. The 'SAVE AND CONTINUE LATER' button is highlighted with a red rectangular box.

After completing the data form and reaching the "Commitments" page, you must approve the commitment and then click "Submit."

**Commitments**

- I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity, and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license
- I have read the the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

You will receive an application number after submitting your request.

← Licensing | Cosmetic License

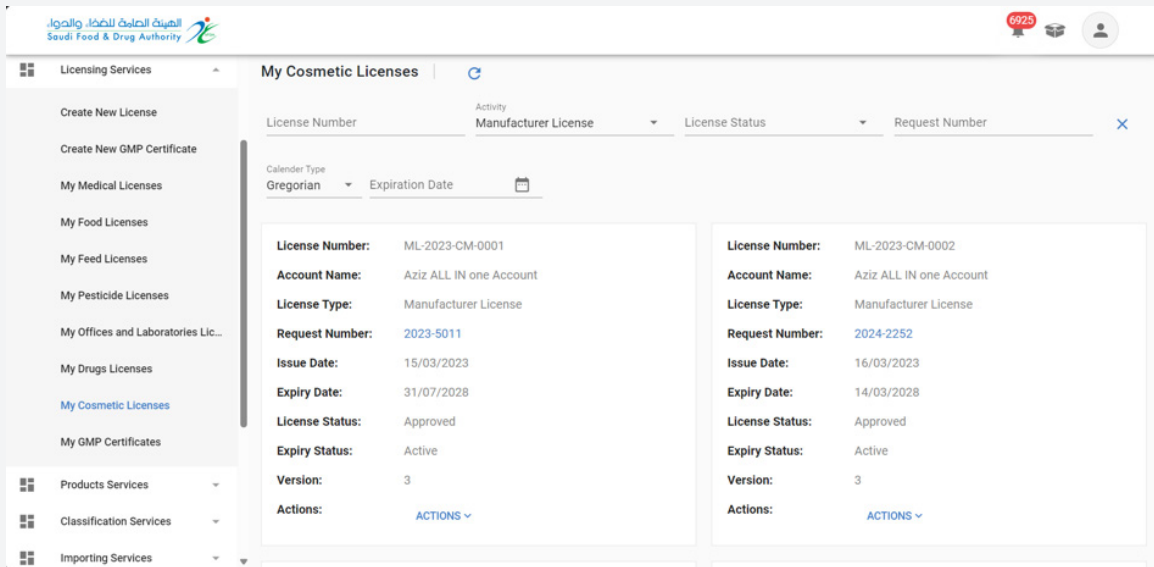
Your request has been sent for processing

**Request Number:** 2024-8718

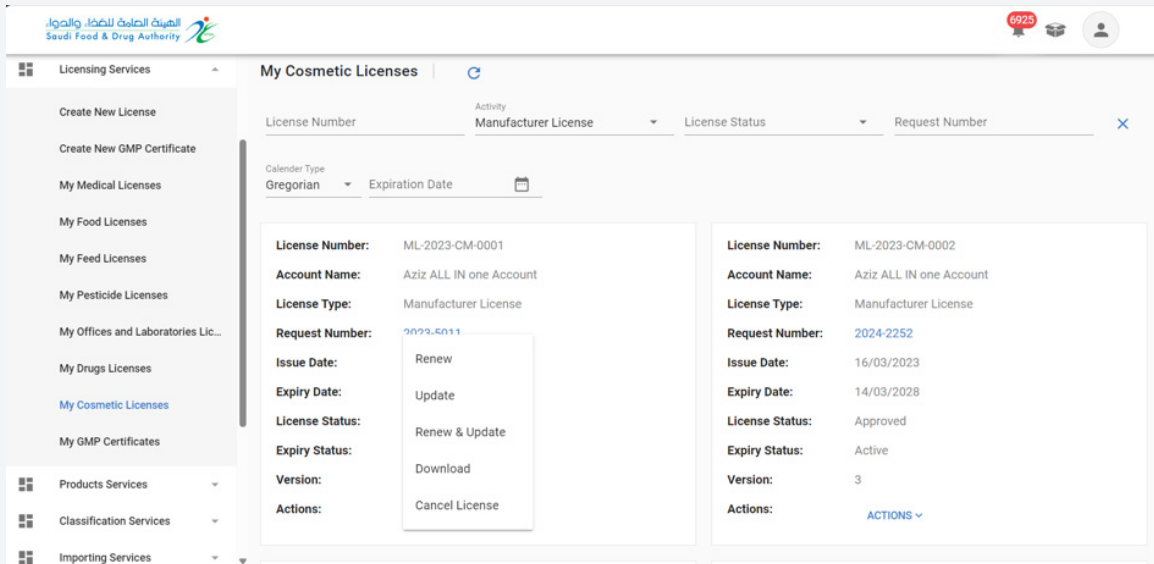
[Account Dashboard](#) | [My Requests](#)

## 5.5.2 Application for Update of Cosmetic Warehouse License

To submit an update request to the Saudi Food and Drug Authority for a cosmetic warehouse license, select "Licensing Services" and then click on "Cosmetic Product Licenses." This will display the obtained licenses, those approved, and you can obtain the license using search engines.



When submitting an update request for the license information, click on "Procedures" and select "Update."



Update the required information and click "Continue" until you reach the final section, "Confirmation and Submission."

License | Cosmetic License

Draft number: 20240718

**Introduction**

According to the SFDA system 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..." And the drug establishments and Cosmetic products Executive guidelines that defined drug and cosmetic warehouses within the facilities that obtain a license from the SFDA, All drug and cosmetic warehouses must register in the system and obtain a license to engage in activity.

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

After completing the data form and reaching the "Acknowledgment and Commitment" page, you must approve the commitment and then click "Submit."

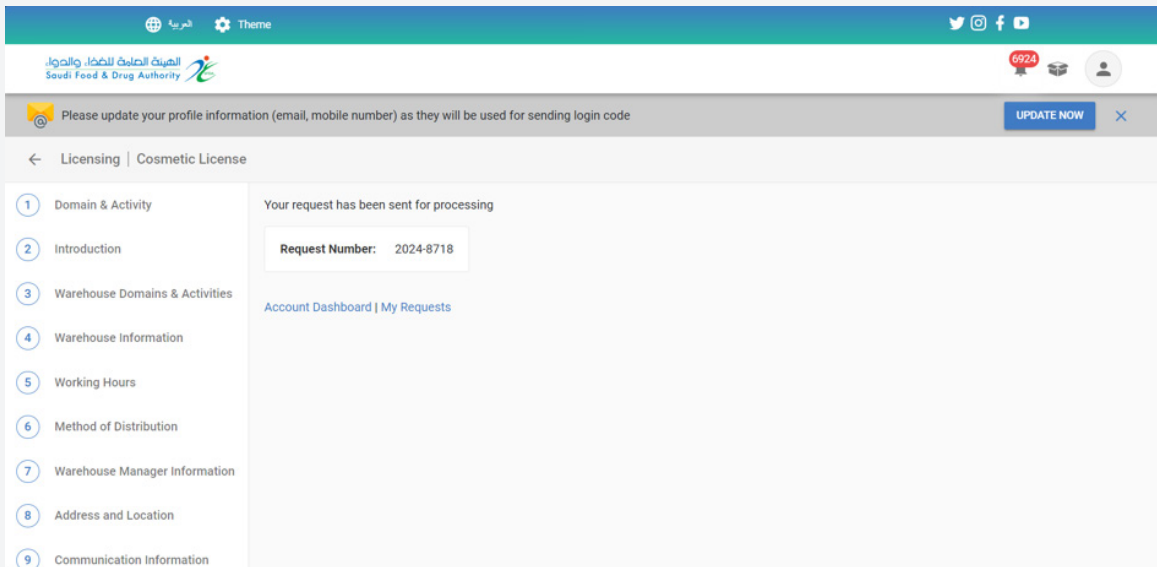
**Commitments**

- I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity, and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license
- I have read the the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

I agree on the declaration terms and conditions

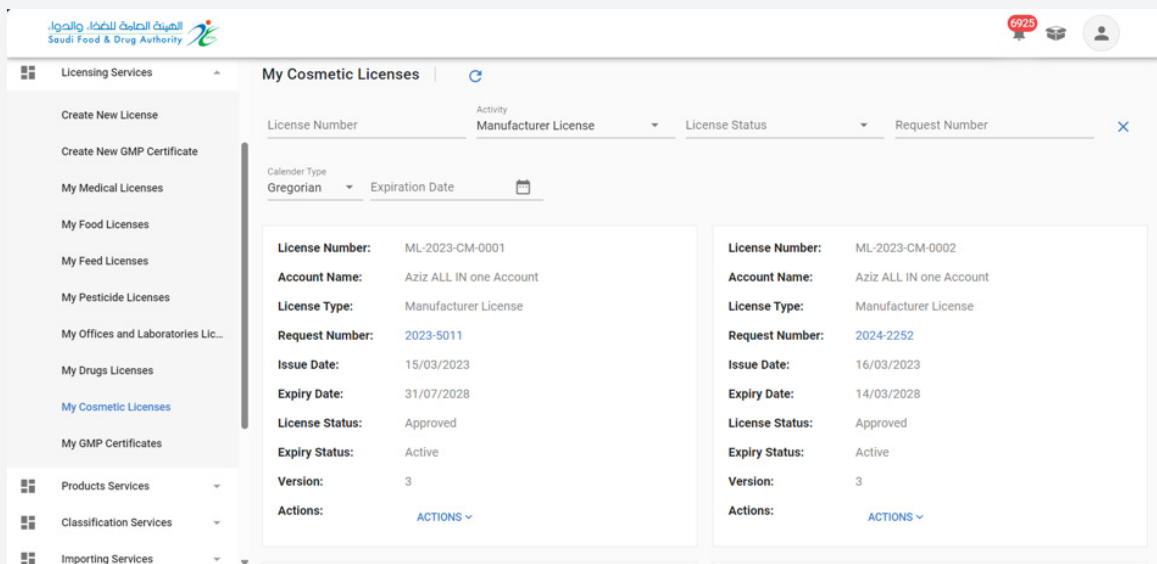
BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

You will receive an application number after submitting your request.

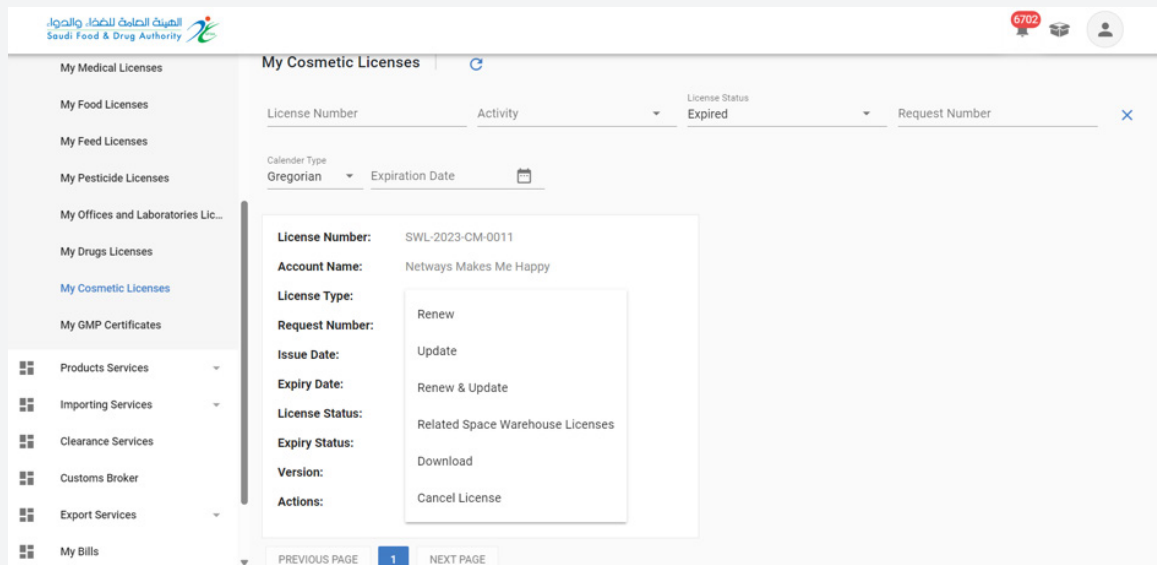


### 5.5.3 Renewal and Update Application for Cosmetic Warehouse License

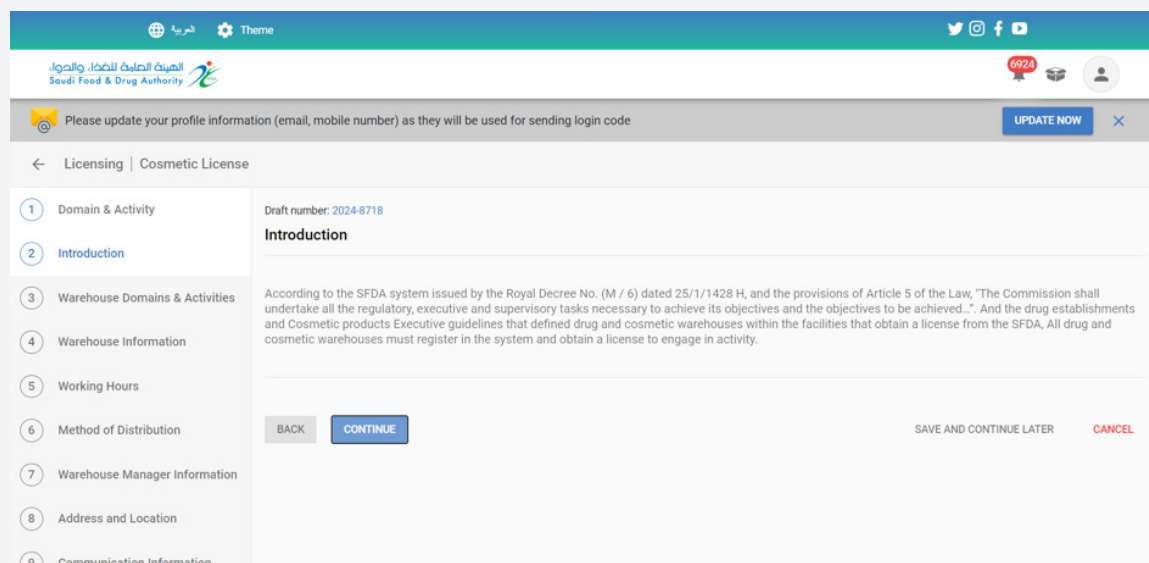
To submit a renewal and update request to the Saudi Food and Drug Authority for a cosmetic warehouse license, select "Licensing Services" and then click on "Cosmetic Product Licenses." This will display the licenses you have obtained, and you can submit the application before the current license expires within a period of 60 days. Alternatively, if the license status is "Expired," you can obtain the license using search engines.



When submitting a renewal and update request for the license information, click on "Procedures" and select "Renewal and Update."



Update the required information and click "Continue" until you reach the final section, "Confirmation and Submission."

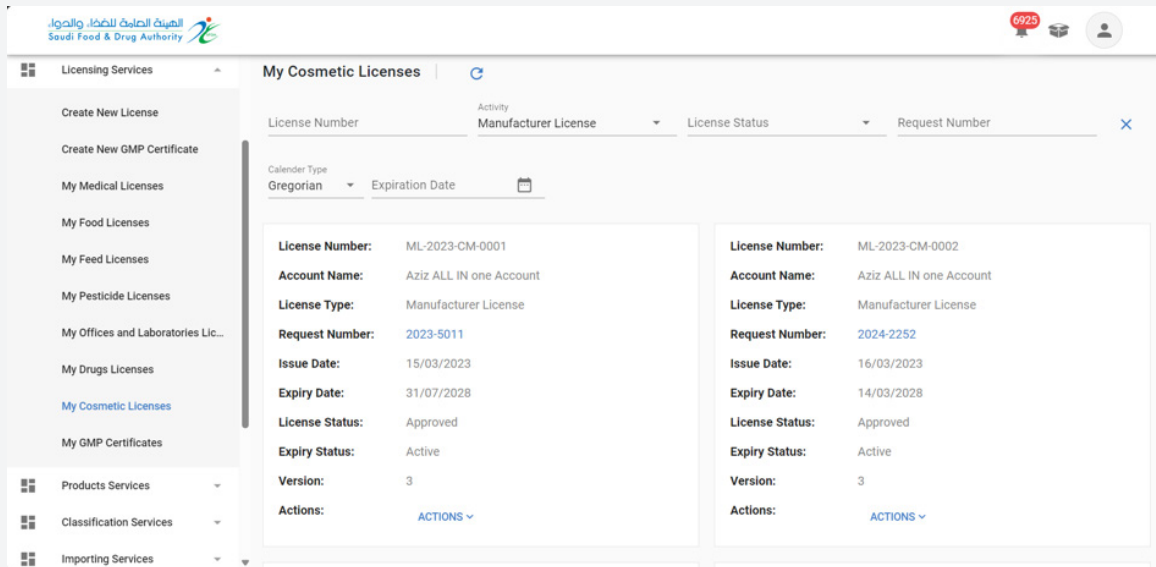


After completing the data form and reaching the "Acknowledgment and Commitment" page, you must approve the commitment and then click "Submit."

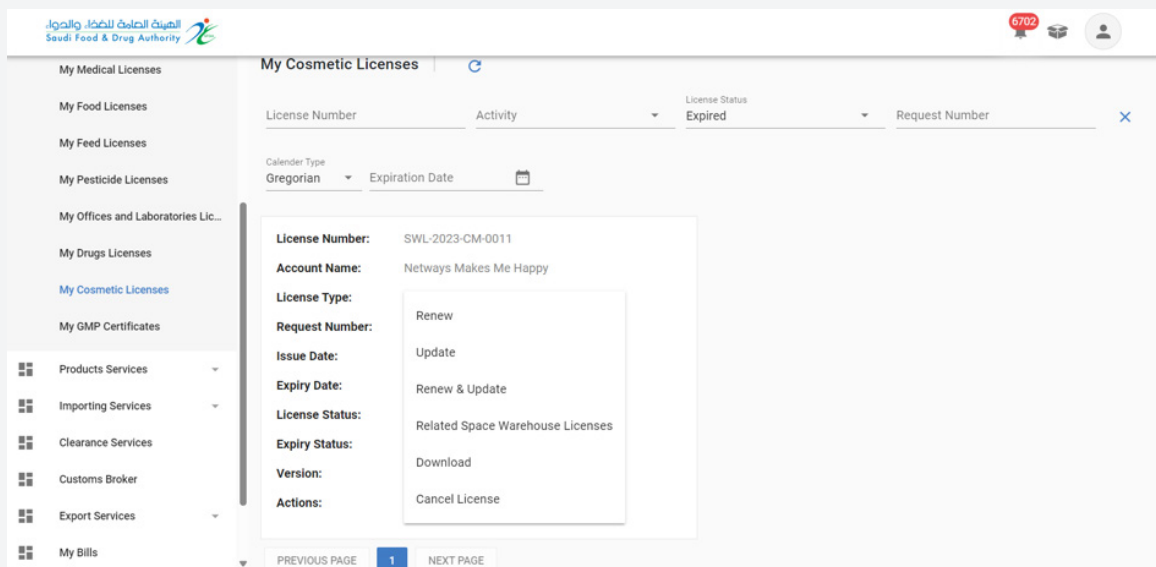
You will receive an application number after submitting your request.

### 5.5.4 Renewal Application for Cosmetic Warehouse License

To submit a renewal request to the Saudi Food and Drug Authority for a cosmetic warehouse license, select "Licensing Services." Then, click on "Cosmetic Product Licenses." This will display the licenses you have obtained, and you can submit the application before the current license expires within a period of 60 days. Alternatively, if the license status is "Expired," you can obtain the license using search engines.



When submitting a renewal application for the license, click on "Procedures" and select "Renewal."



When applying for a license renewal, you'll review the license without the ability to modify the data, as it will be read-only. Click "Continue" until you reach the final section, "Commitments."

المربية Theme

الهئية الصحة للأغذية 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 | Cosmetic License

1 Domain & Activity

2 **Introduction**

3 Warehouse Domains & Activities

4 Warehouse Information

5 Working Hours

6 Method of Distribution

7 Warehouse Manager Information

8 Address and Location

9 Communication Information

Draft number: 2024-8718

**Introduction**

According to the SFDA system 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..". And the drug establishments and Cosmetic products Executive guidelines that defined drug and cosmetic warehouses within the facilities that obtain a license from the SFDA, All drug and cosmetic warehouses must register in the system and obtain a license to engage in activity.

**BACK** **CONTINUE** SAVE AND CONTINUE LATER **CANCEL**

After completing the data form and reaching the "Commitments" page, you must approve the commitment and then click "Submit."

الهئية الصحة للأغذية 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 | Cosmetic License

2 **Introduction**

3 Warehouse Domains & Activities

4 Warehouse Information

5 Working Hours

6 Method of Distribution

7 Warehouse Manager Information

8 Address and Location

9 Communication Information

10 Attachments

11 Payment Information

12 Comments & Attachments

**Commitments**

- I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity, and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license
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- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

I agree on the declaration terms and conditions

**BACK** **SUBMIT** SAVE AND CONTINUE LATER **CANCEL**

You will receive an application number after submitting your request.

المربية Theme

الهئية الصحة للأغذية 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 | Cosmetic License

1 Domain & Activity

2 **Introduction**

3 Warehouse Domains & Activities

4 Warehouse Information

Your request has been sent for processing

**Request Number:** 2024-8718

[Account Dashboard | My Requests](#)

## 5.5.5 License Cancellation Application for Cosmetic Warehouse License

To submit a license cancellation request to the Saudi Food and Drug Authority for a cosmetic warehouse license, select "Licensing Services." Then, click on "Cosmetic Product Licenses." This will display the licenses you have obtained, and you can obtain the license using search engines.

The screenshot shows the 'My Cosmetic Licenses' page. The left sidebar contains navigation options: Licensing Services, Create New License, Create New GMP Certificate, My Medical Licenses, My Food Licenses, My Feed Licenses, My Pesticide Licenses, My Offices and Laboratories Lic..., My Drugs Licenses, My Cosmetic Licenses (highlighted), and My GMP Certificates. Below this are Products Services, Classification Services, and Importing Services. The main content area shows a table of licenses with columns for License Number, Activity (Manufacturer License), License Status (Approved), and Request Number. Two licenses are listed:

License Number	Activity	License Status	Request Number
ML-2023-CM-0001	Manufacturer License	Approved	2023-5011
ML-2023-CM-0002	Manufacturer License	Approved	2024-2252

Each license card also displays Account Name (Aziz ALL IN one Account), License Type (Manufacturer License), Request Number, Issue Date, Expiry Date, License Status (Approved), Expiry Status (Active), and Version (3). An 'ACTIONS' dropdown is visible for each license.

When submitting a license cancellation request, access the license details. Click on "Procedures" and select "License Cancellation."

The screenshot shows the 'My Cosmetic Licenses' page with the license status set to 'Expired'. The left sidebar is similar to the previous screenshot but includes 'My Bills' at the bottom. The main content area shows a table with columns for License Number, Activity, License Status (Expired), and Request Number. One license is listed:

License Number	Activity	License Status	Request Number
SWL-2023-CM-0011	Netways Makes Me Happy	Expired	

The license card displays Account Name (Netways Makes Me Happy), License Type (Renew), Request Number (Update), Issue Date (Renew & Update), Expiry Date (Renew & Update), License Status (Related Space Warehouse Licenses), Expiry Status (Download), Version (Cancel License), and Actions (Cancel License). A dropdown menu is open over the 'Actions' field, showing options: Renew, Update, Renew & Update, Related Space Warehouse Licenses, Download, and Cancel License. At the bottom, there are 'PREVIOUS PAGE', '1', and 'NEXT PAGE' navigation buttons.

Fill out the "Reason for License Cancellation" and click "Continue" until you reach the final section "Confirmation and Submission."

The screenshot shows the 'Cancel License' form. On the left, there is a sidebar with three steps: 1. Cancellations Reason (selected), 2. Comments & Attachments, and 3. Confirm and Submit. The main content area is titled 'Cancellations Reason' and contains a dropdown menu for 'Cancellation Reason\*'. Below this is a section for 'Official letter for cancellation\*' with a button to 'Attach the supporting document'. A note specifies 'Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png'. At the bottom, there are 'CONTINUE' and 'CANCEL' buttons.

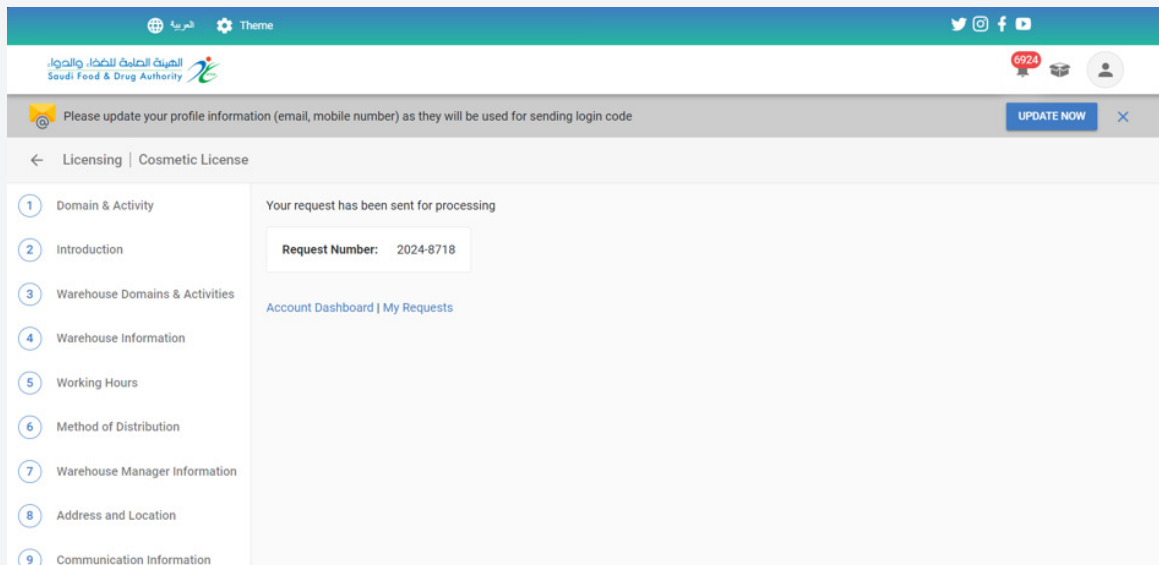
After completing the data form and reaching the "Confirmation and Submission" page, you must approve the commitment and then click "Submit."

The screenshot shows the 'Commitments' page. On the left, there is a sidebar with 12 steps: 2. Introduction, 3. Warehouse Domains & Activities, 4. Warehouse Information, 5. Working Hours, 6. Method of Distribution, 7. Warehouse Manager Information, 8. Address and Location, 9. Communication Information, 10. Attachments, 11. Payment Information, and 12. Comments & Attachments. The main content area is titled 'Commitments' and contains several bullet points:
 

- I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity, and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license
- I have read the the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

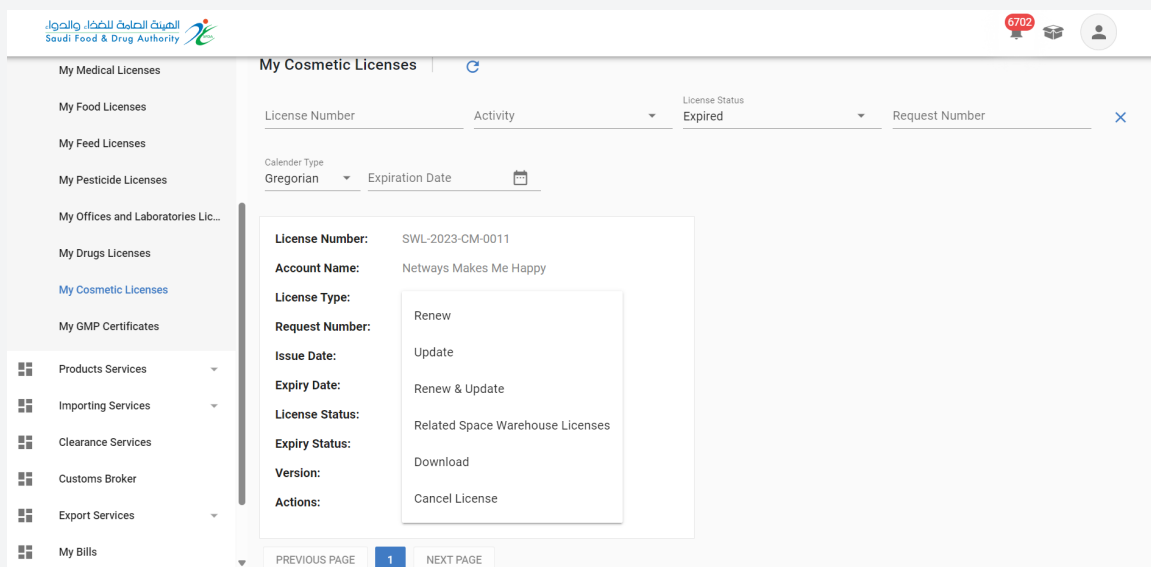
 At the bottom, there is a checkbox for 'I agree on the declaration terms and conditions' and buttons for 'BACK', 'SUBMIT', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

You will receive an application number after submitting your request.



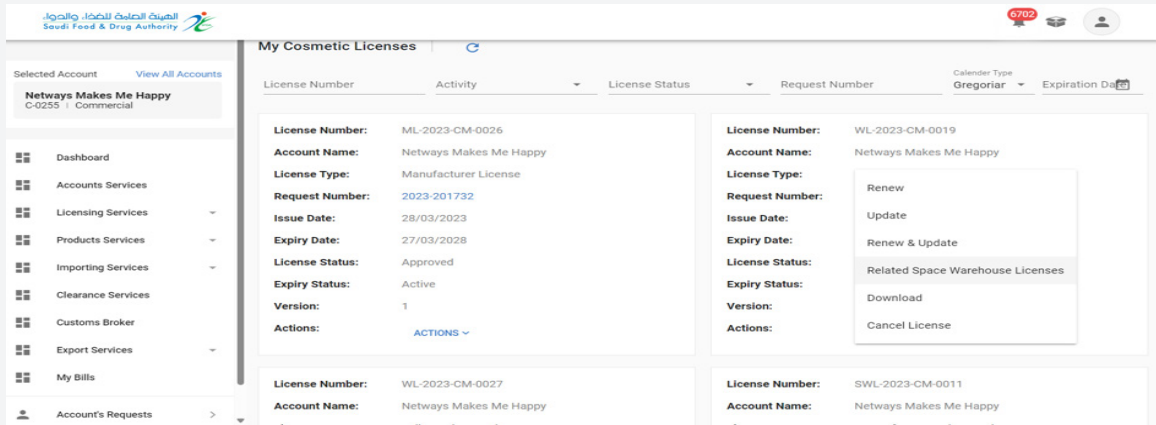
### 5.5.6 License Download for Cosmetic Warehouse License

You can view the license by clicking on "Procedures" and selecting "Download."



### 5.5.7 Licenses for Tenants of Cosmetic Warehouse Space

You can view licenses for tenants renting space from a full warehouse by selecting "Tenant Space Licenses."

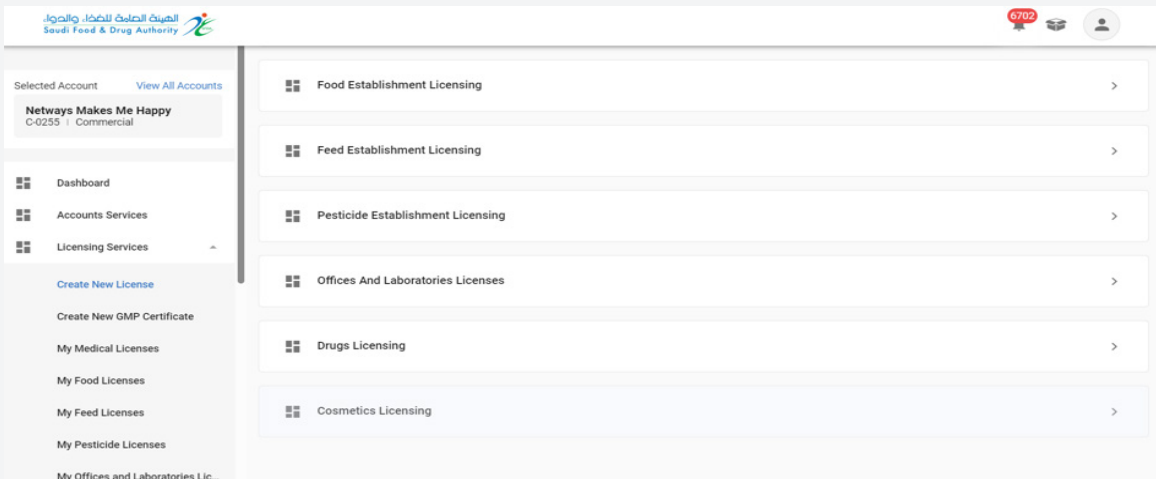


## 5.6 Cosmetic and Pharmaceutical Warehouse License

### 5.6.1 New Application for Cosmetic and Pharmaceutical Warehouse License

To submit a new application to the Saudi Food and Drug Authority for a cosmetic and pharmaceutical warehouse license (which must include the cosmetic field), follow these steps:

1. Select Licensing Services.
2. Choose Create New License.
3. Select Cosmetic Facility License.



When selecting "Cosmetic Facility License," a page will appear for submitting the application. You will be prompted to choose the activity "Warehouse," the type of warehouse "Full Warehouse," and the type of warehouse license "Cosmetic and Pharmaceutical Product Warehouse."

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Saudi Food & Drug Authority

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← Licensing | Cosmetic License

1 Domain & Activity

**Domain & Activity**

Account Name: Aziz ALL IN One Account one and only

Domain\*  
Cosmetic

Main Activity\*

CANCEL

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 | Cosmetic License

1 Domain & Activity  
2 Introduction  
3 Warehouse Domains & Activities  
4 Warehouse Information  
5 General Information  
6 Working Hours  
7 Registered Agency  
8 Method of Distribution  
9 Warehouse Manager Information  
10 Address and Location  
11 Communication Information  
12 Attachments

**Domain & Activity**

Account Name: Aziz ALL IN One Account one and only

Domain\*  
Cosmetic

Main Activity\*  
Warehouse

Warehouse Type\*  
Full Warehouse

Warehouse License Type\*  
Cosmetic and Drugs Warehouse

CONTINUE CANCEL

Then begin filling out the required information in the application submission form and click "Continue" until you reach the final section, "Commitments."

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 | Cosmetic License

1 Domain & Activity  
2 Introduction  
3 Warehouse Domains & Activities  
4 Warehouse Information  
5 General Information  
6 Working Hours  
7 Registered Agency  
8 Method of Distribution  
9 Warehouse Manager Information

Draft number: 2024-8720

**Introduction**

According to the SFDA system 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. ... And the drug establishments and Cosmetic products Executive guidelines that defined drug and cosmetic warehouses within the facilities that obtain a license from the SFDA, All drug and cosmetic warehouses must register in the system and obtain a license to engage in activity."

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

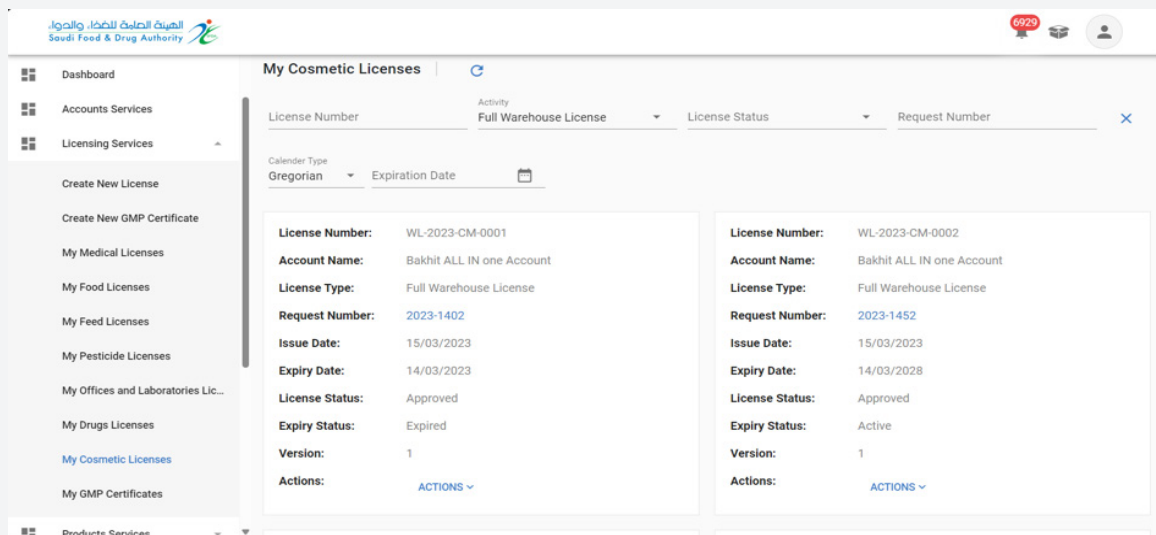
You can save the order for later to fill in the details by clicking "Save for Later". Once the order is completed, you can access it on the "My Orders" page, and the order status will be "Incomplete Order" when you click on the "Update Order" action.

After completing the data form and reaching the "Commitments" page, you must approve the commitment and then click "Submit".

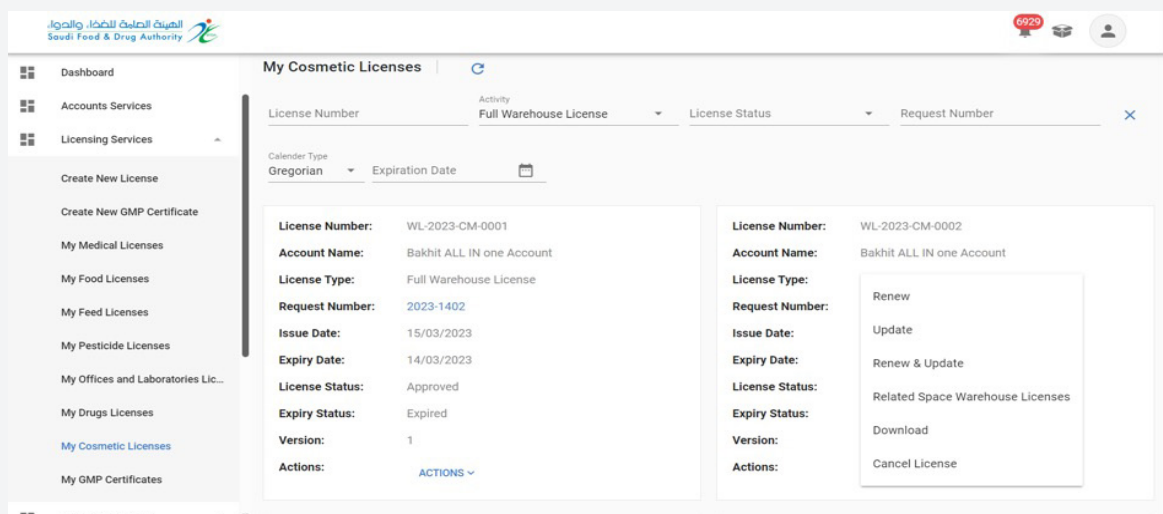
You will receive an order number after submitting your request.

## 5.6.2 Submitting License Renewal for Cosmetics and Pharmaceuticals Warehouse

To submit a request for renewal to the Saudi Food and Drug Authority for a cosmetics and pharmaceuticals warehouse license, select "Licensing Services". Click on "Cosmetics Licensing", where you will see the licenses obtained and approved. You can obtain the license using the search engines.



Submitting a request to update license information involves clicking on "Actions" and selecting "Update".



Update the required information and click on "Continue" until you reach the final section "Confirmation and Submission".

Draft number: 2024-8720

### Warehouse Domains & Activities

**Warehouse Domains\***

- Cosmetics
- Human Drugs
- Veterinary Drugs
- Health & Herbal Products
- Medicated Feed Additives
- Veterinary Insecticides

**Warehouse Activities\***

- Import
- Wholesale
- Storage for others
- Wholesale Distribution

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

After completing the data form and reaching the "Commitments" page, you must approve the commitment and then click "Submit".

Draft number: 2024-8720

### Commitments

- I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity, and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license
- I have read the the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

You will receive an order number after submitting your request.

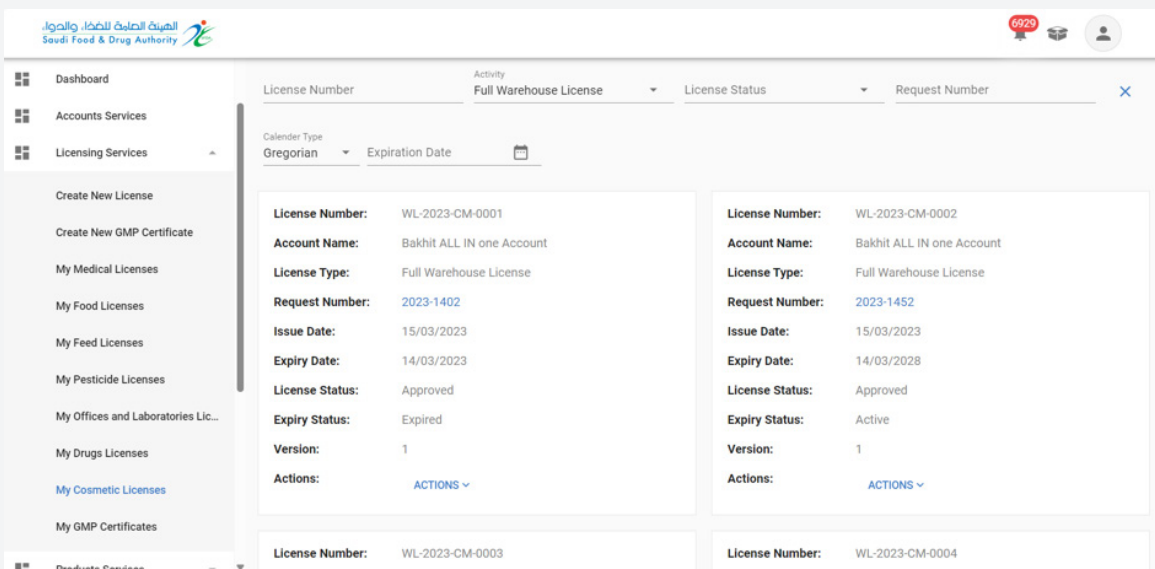
Your request has been sent for processing

Request Number: 2024-8720

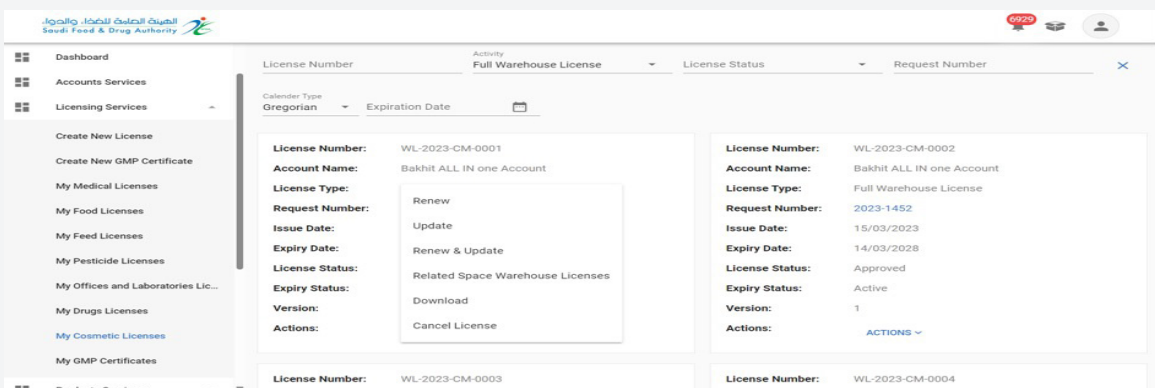
[Account Dashboard | My Requests](#)

### 5.6.3 Renewal and Update Submission for Cosmetics and Pharmaceuticals Warehouse License

To submit a renewal request to the Saudi Food and Drug Authority for a cosmetics and pharmaceuticals warehouse license, choose "Licensing Services". Click on "Cosmetics Licensing", where you will see the licenses obtained. You can submit the request before the expiration of the current license within a period of 60 days, or if the license status is "Expired". You can obtain the license using the search engines.



When submitting a request to renew and update license information, click on "Actions" and select "Renewal and Update".



Update the required information and click on "Continue" until you reach the final section "Confirmation and Submission".

Draft number: 2024-8720

### Warehouse Domains & Activities

**Warehouse Domains\***

- Cosmetics
- Human Drugs
- Veterinary Drugs
- Health & Herbal Products
- Medicated Feed Additives
- Veterinary Insecticides

**Warehouse Activities\***

- Import
- Wholesale
- Storage for others
- Wholesale Distribution

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

After completing the data form and reaching the "Declaration and Undertaking" page, you must approve the undertaking and then click "Submit".

Draft number: 2024-8720

### Commitments

- I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity, and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
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- 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

I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

You will receive an order number after submitting your request.

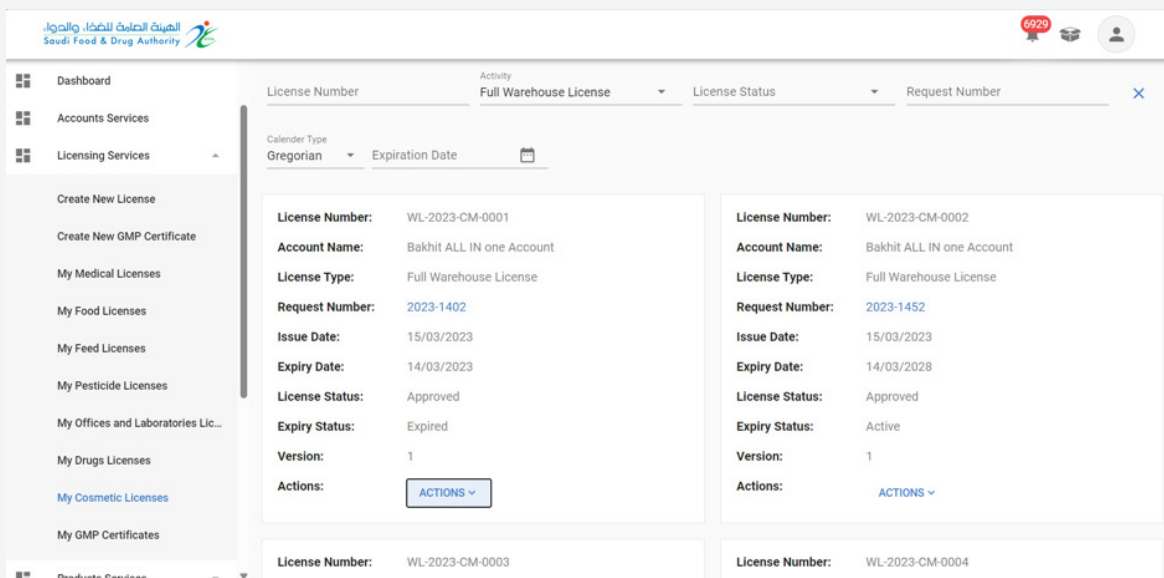
Your request has been sent for processing

**Request Number:** 2024-8720

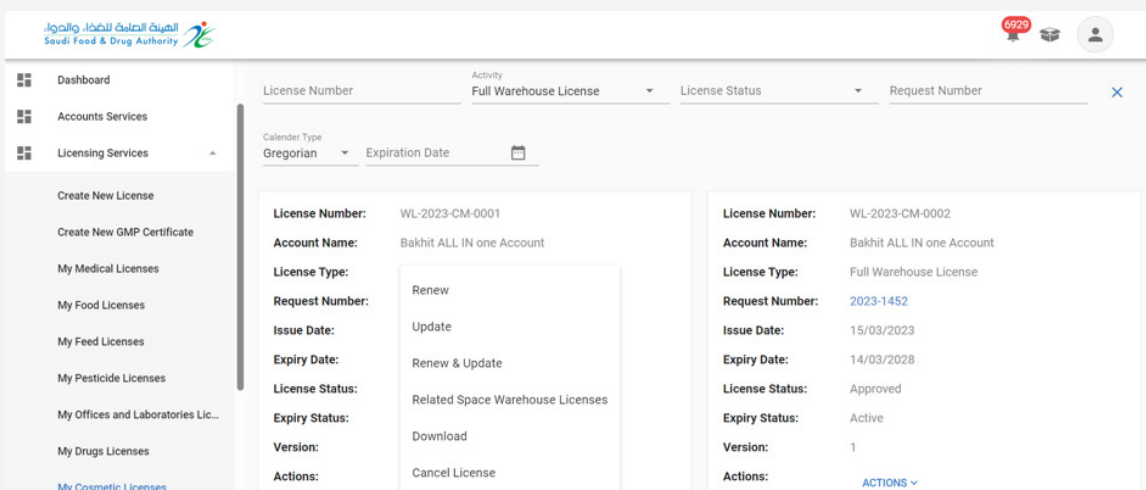
[Account Dashboard](#) | [My Requests](#)

### 5.6.4 License Renewal Submission for Cosmetics and Pharmaceuticals Warehouse

To submit a renewal request to the Saudi Food and Drug Authority for a cosmetics and pharmaceuticals warehouse license, choose "Licensing Services". Click on "Cosmetics Licensing", where you will see the licenses obtained. You can submit the request before the expiration of the current license within a period of 60 days, or if the license status is "Expired". You can obtain the license using the search engines.



When submitting a license renewal request, click on "Actions" and select "Renewal".



When requesting a license renewal, you will review the license without being allowed to modify the data, as it will be read-only. Then, click on "Continue" until you reach the final section, "Commitments".

After completing the data form and reaching the "Commitments" page, you must approve the commitment and then click "Submit".

You will receive an order number after submitting your request.

## 5.6.5 Submitting a Cancellation Request for Cosmetics and Pharmaceuticals Warehouse License

To submit a request to cancel a license to the Saudi Food and Drug Authority for a cosmetics and pharmaceuticals warehouse, choose "Licensing Services". Click on "Cosmetics Licensing", where you will see the licenses obtained. You can obtain the license using the search engines.

When submitting a request to cancel the license, click on "Actions" and select "Cancellation of License".

Fill in the "Reason for License Cancellation" and click on "Continue" until you reach the final section, "Commitments".

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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

**Cancellation Reason**

Cancellation Reason\*

**Official letter for cancellation\***

Attach the supporting document

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

CONTINUE CANCEL

After completing the data form and reaching the "Commitments" page, you must approve the commitment and then click "Submit".

الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

Draft number: 2024-8720

**Commitments**

- I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity, and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
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- 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

I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

1 Domain & Activity

2 Introduction

3 Warehouse Domains & Activities

4 Warehouse Information

5 General Information

6 Working Hours

7 Registered Agency

8 Method of Distribution

9 Warehouse Manager Information

10 Address and Location

11 Communication Information

12 Attachments

You will receive an order number after submitting your request.

الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

Your request has been sent for processing

**Request Number:** 2024-8720

[Account Dashboard | My Requests](#)

1 Domain & Activity

2 Introduction

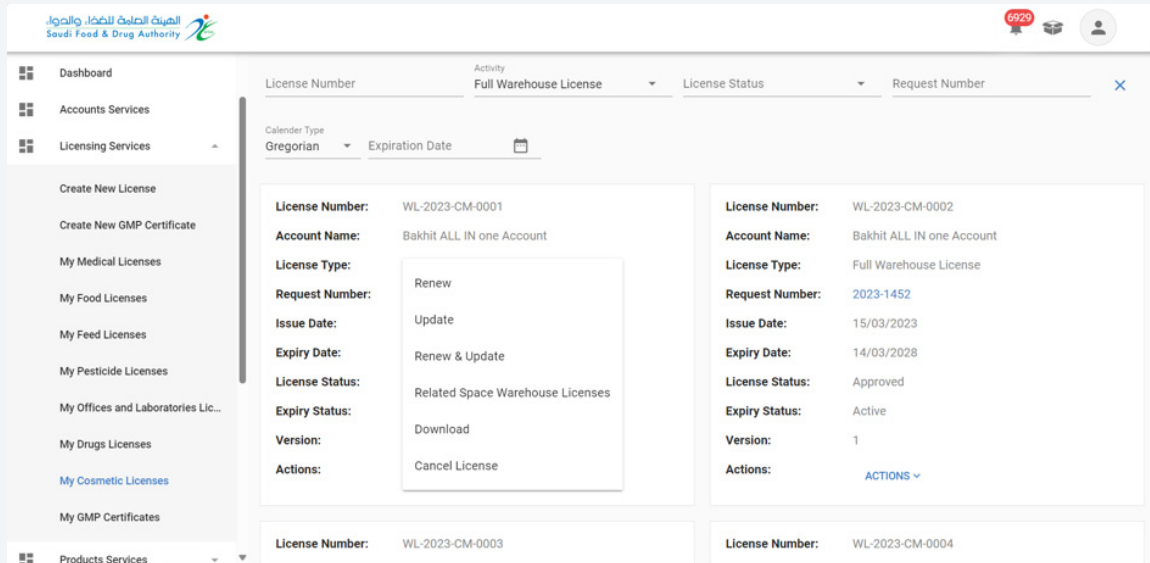
3 Warehouse Domains & Activities

4 Warehouse Information

5 General Information

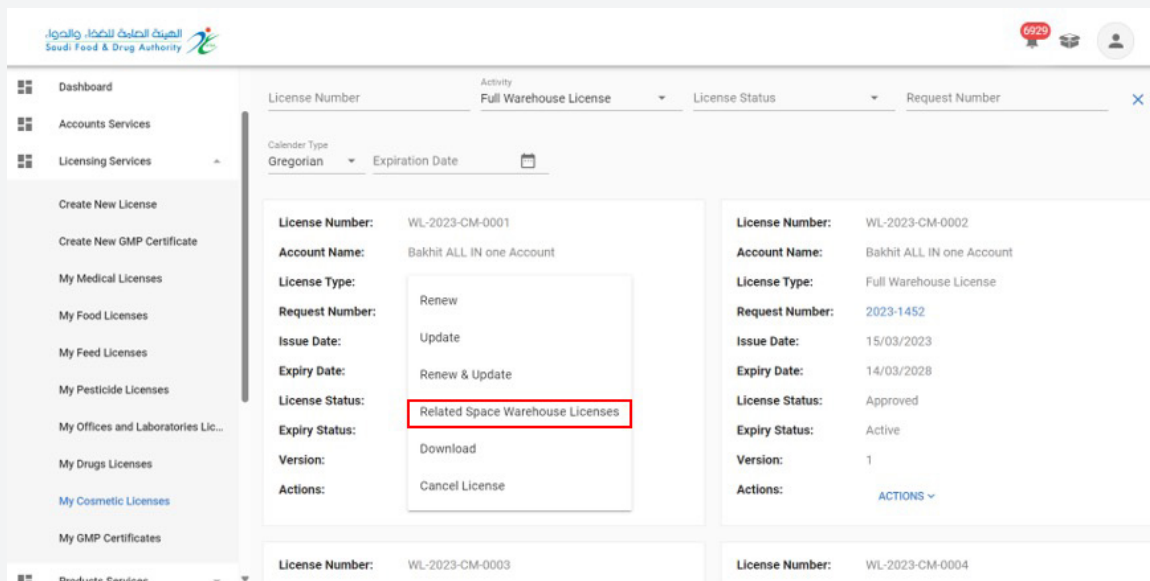
### 5.6.6 Download the cosmetics and pharmaceuticals warehouse license.

You can download the license by clicking on "Actions" and selecting "Download".



### 5.6.7 Tenant space licenses for cosmetics and pharmaceuticals warehouse.

You can view the licenses of tenants renting space in a full warehouse by selecting "Tenant Space Licenses".

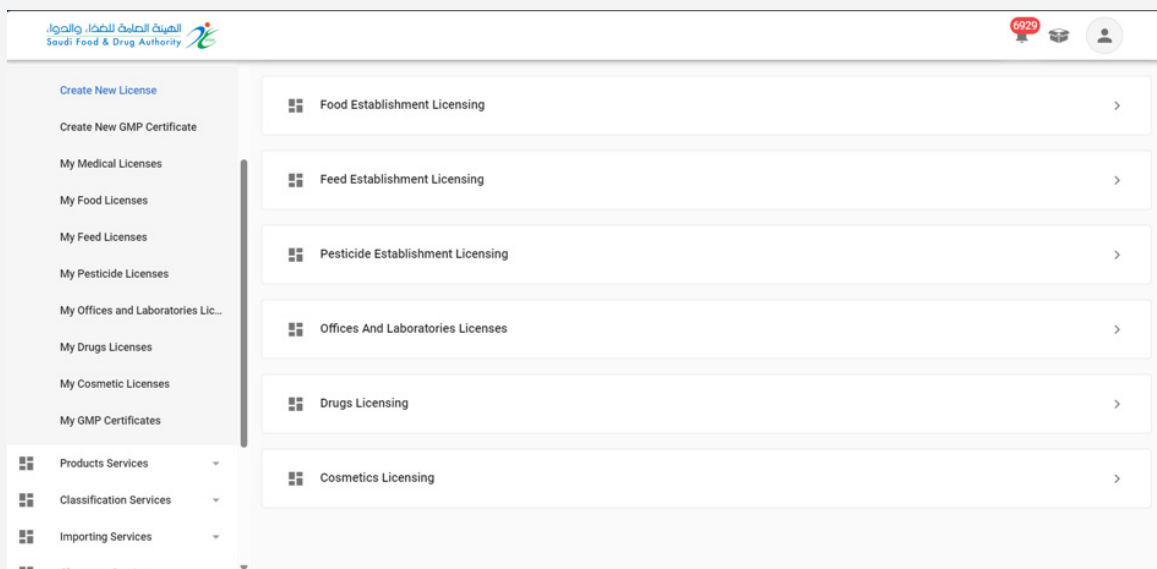


## 5.7 Warehouse Space License for Cosmetics

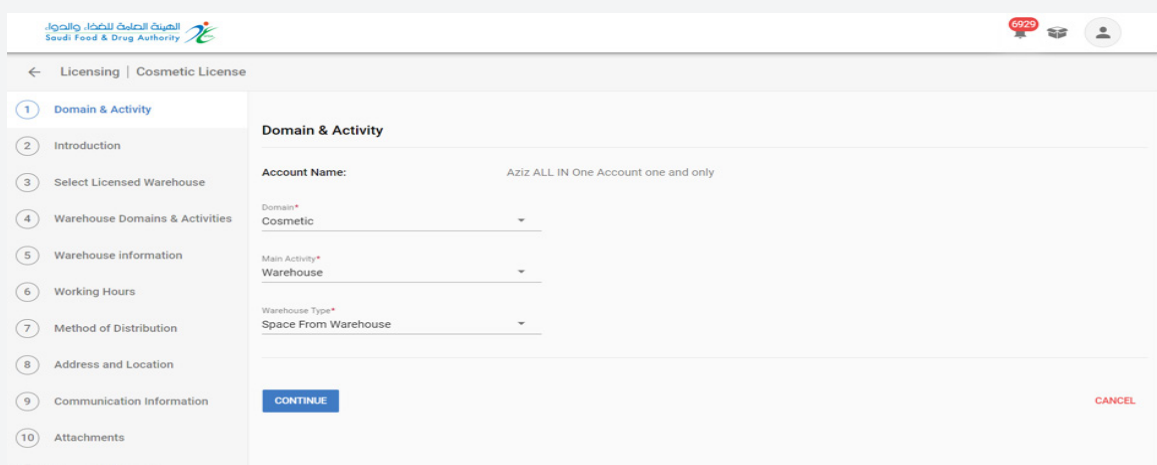
### 5.7.1 New Application for Cosmetics Warehouse Space License

To submit a new application to the Saudi Food and Drug Authority for a cosmetics warehouse space license (where the account must include the cosmetics field), choose:

1. Licensing Services
2. Create New License
3. Cosmetic Facilities Licensing



Choosing "Cosmetic Facilities Licensing" will display the application page where you can select the activity "Warehouse" and the type of warehouse "Third-party Storage".



Then start filling out the required information in the application submission form and click "Continue" until reaching the final section "Commitments".

The screenshot shows the 'Cosmetic License' application form. The left sidebar lists steps 1 through 9. Step 2, 'Introduction', is currently active. The main content area displays the 'Draft number: 2024-8723' and the 'Introduction' section. The text reads: 'According to the SFDA system 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...". And the drug establishments and Cosmetic products Executive guidelines that defined drug and cosmetic warehouses within the facilities that obtain a license from the SFDA, All drug and cosmetic warehouses must register in the system and obtain a license to engage in activity.' At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

You can save the application for later by clicking "Save for Later." Once the application is completed, you can access it on the "My Applications" page, and its status will be "Incomplete Application" when you click on "Update Application."

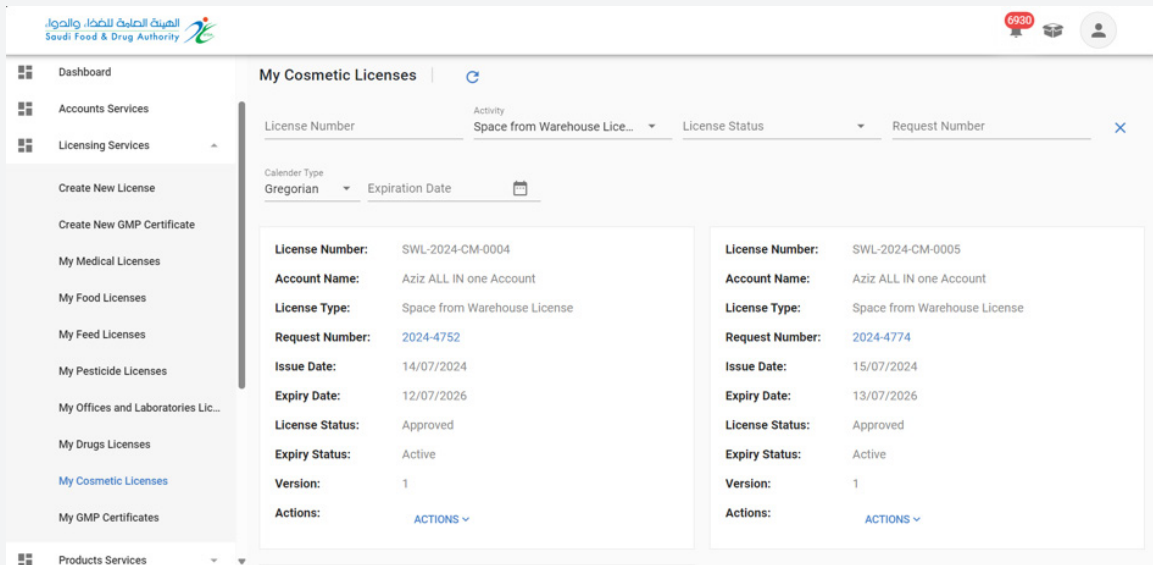
The screenshot shows the 'Select Licensed Warehouse' section of the application form. The left sidebar lists steps 1 through 12. Step 3, 'Select Licensed Warehouse', is currently active. The main content area displays the 'Draft number: 2024-8723' and the 'Select Licensed Warehouse' section. It features a search bar with the text 'Add Licensed Warehouse' and a '+ ADD LICENSED WAREHOUSE' button. Below the search bar is a large plus sign and the text 'Please Select a Licensed Warehouse'. At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'. A red box highlights the 'SAVE AND CONTINUE LATER' button. A note at the bottom states: '\*This requires selecting a final license for the warehouse you need to store in, and this warehouse should have the activity of "storage for others".'

After completing the data entry form and reaching the "Commitments" page, you must approve the commitment and then click "Submit."

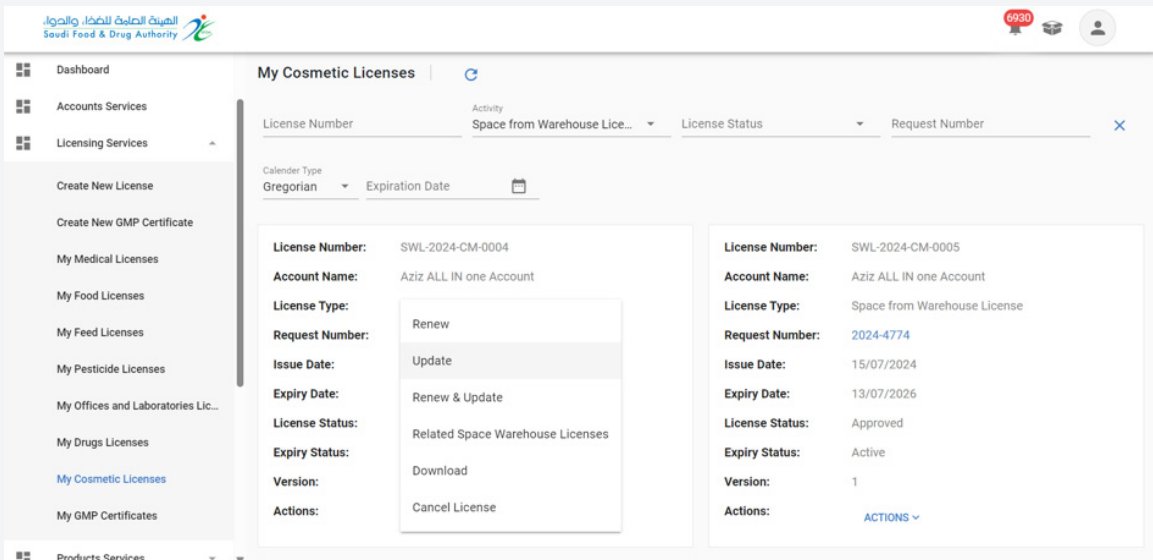
You will receive an "Application Number" after submitting your application.

### 5.7.2. Updating a Cosmetic Warehouse License

To submit an update request to the Saudi Food and Drug Authority for a cosmetic warehouse license, navigate to the "Licensing Services" section. Click on "Cosmetic Product Licenses," where you'll find a list of your existing licenses, approved and pending. You can access the license by using the search engines and selecting it.



Submitting a request to update license data involves clicking on "Actions" and selecting "Update."



Update the required information and click "Continue" until you reach the final section "Confirmation and Submission."

The screenshot shows the 'Introduction' step of a 'Cosmetic License' application. The left sidebar lists steps 1 through 9, with 'Introduction' selected. The main content area displays the draft number '2024-8723' and the title 'Introduction'. Below the title, there is a paragraph of text: 'According to the SFDA system 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...". And the drug establishments and Cosmetic products Executive guidelines that defined drug and cosmetic warehouses within the facilities that obtain a license from the SFDA, All drug and cosmetic warehouses must register in the system and obtain a license to engage in activity.'

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

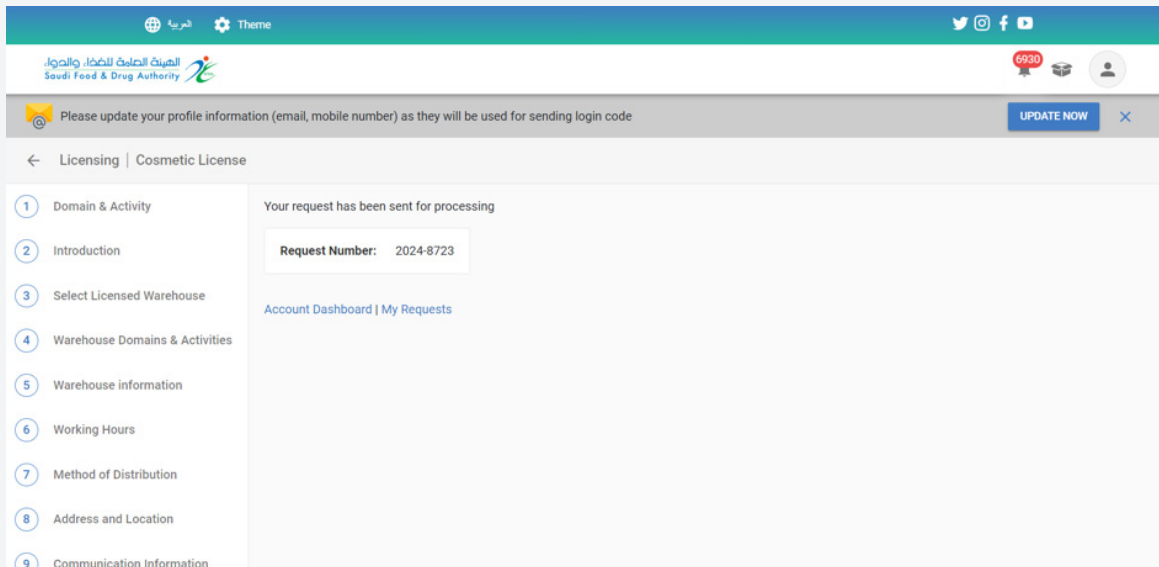
After completing the data entry form and reaching the "Acknowledgment and Commitment" page, you must approve the commitment and then click "Submit."

The screenshot shows the 'Commitments' step of the application. The left sidebar lists steps 1 through 12, with 'Commitments' selected. The main content area displays the draft number '2024-8723' and the title 'Commitments'. Below the title, there is a list of commitments:

- I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity, and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license
- I have read the the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

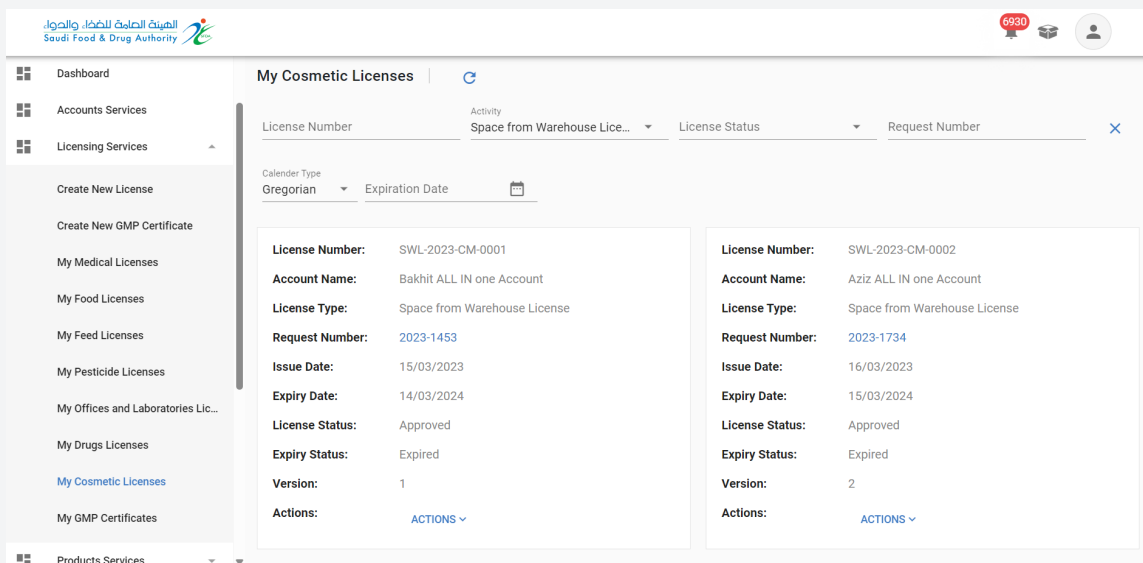
At the bottom of the form, there is a checkbox labeled 'I agree on the declaration terms and conditions' which is currently unchecked. Below the checkbox are four buttons: 'BACK', 'SUBMIT', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

You will receive an "Application Number" after submitting your application.

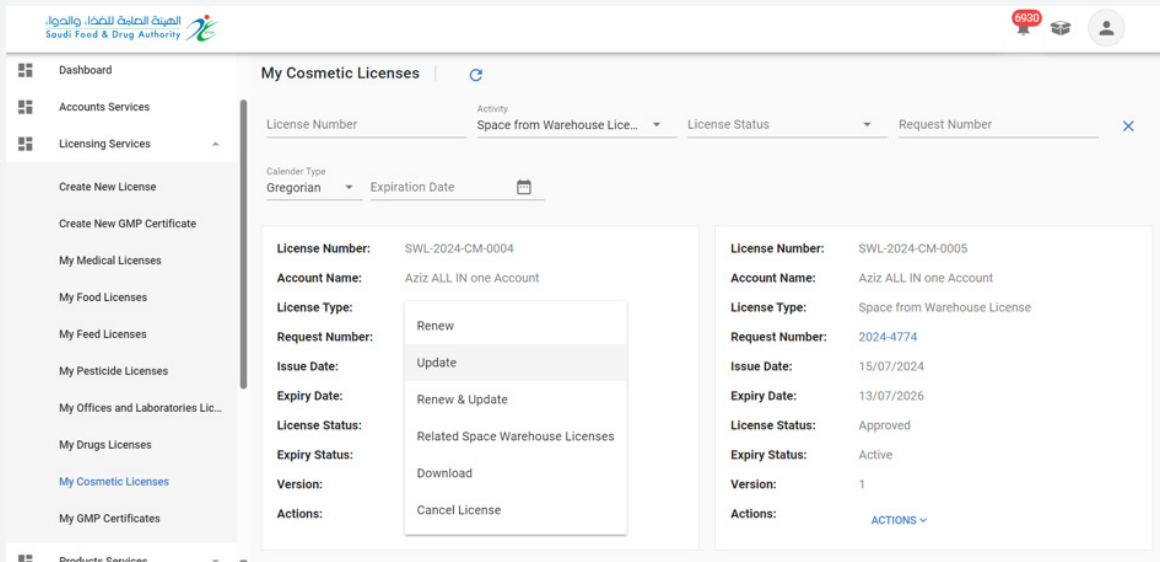


### 5.7.3 Submitting a renewal and update request for a cosmetic warehouse space license.

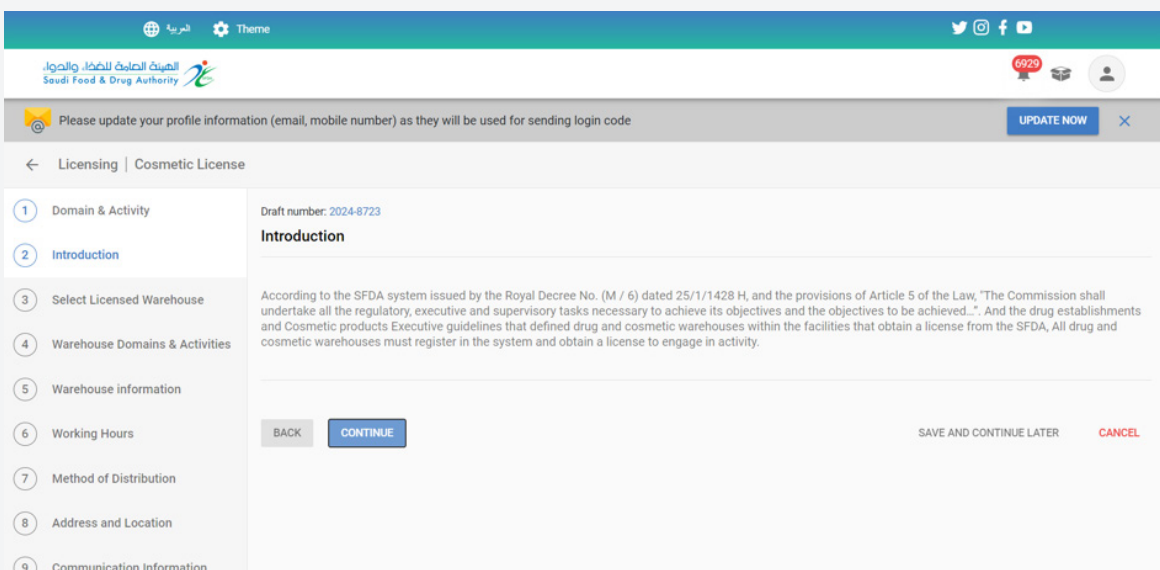
To apply for the renewal and update of a cosmetic warehouse license with the Saudi Food and Drug Authority, select "Licensing Services" and then click on "Cosmetic Product Licenses." You will see your existing licenses listed. You can submit the application either within a 60-day period before the expiration of the current license or if the license status is already expired. You can access the license using the search engines provided.



When submitting a renewal and update request for the license data, click on "Actions" and select "Renewal and Update."



Update the required information and click "Continue" until you reach the final section "Confirmation and Submission."



After completing the data entry form and reaching the "Acknowledgment and Commitment" page, you must agree to the commitment and then click "Submit."

1 Domain & Activity  
2 Introduction  
3 Select Licensed Warehouse  
4 Warehouse Domains & Activities  
5 Warehouse information  
6 Working Hours  
7 Method of Distribution  
8 Address and Location  
9 Communication Information  
10 Attachments  
11 Payment Information  
12 Comments & Attachments

Draft number: 2024-8723

**Commitments**

- I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity, and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license
- I have read the the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

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

العربية Theme

6920

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

← Licensing | Cosmetic License

1 Domain & Activity  
2 Introduction  
3 Select Licensed Warehouse  
4 Warehouse Domains & Activities  
5 Warehouse information  
6 Working Hours  
7 Method of Distribution  
8 Address and Location  
9 Communication Information

Your request has been sent for processing

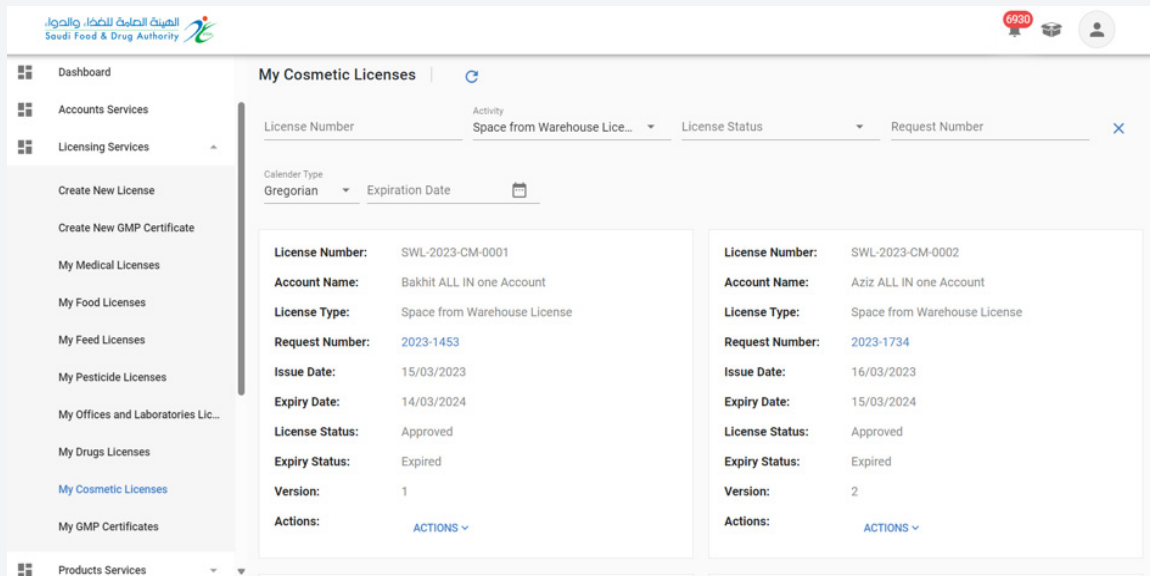
Request Number: 2024-8723

Account Dashboard | My Requests

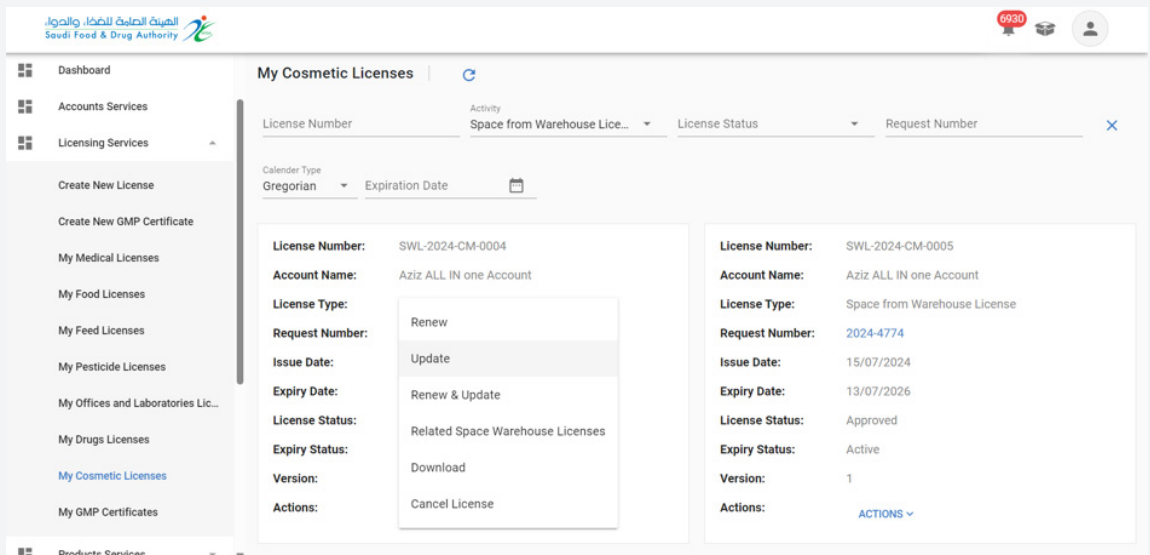
### 5.7.4 Submitting Warehouse Area License Renewal for Cosmetics

To submit a renewal application to the Saudi Food and Drug Authority (SFDA) for a warehouse area license for cosmetics, follow these steps:

Select "Licensing Services" by clicking on "Cosmetics Licenses." You will see the licenses you currently hold. You can submit the renewal application within 60 days before the expiration of the current license, or if the license status is expired. You can obtain the license using search engines.



When submitting a license renewal application, click on "Procedures" and select "Renewal."



To request a license renewal, review the license without allowing data modification as it will be in read-only mode. Click on "Continue" until you reach the final section, "Commitments."

Draft number: 2024-8723

### Introduction

According to the SFDA system 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...". And the drug establishments and Cosmetic products Executive guidelines that defined drug and cosmetic warehouses within the facilities that obtain a license from the SFDA, All drug and cosmetic warehouses must register in the system and obtain a license to engage in activity.

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

After completing the data entry form and reaching the "Commitments" page, you must agree to the commitment and then click "Submit."

Draft number: 2024-8723

### Commitments

- I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity, and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license
- I have read the the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

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

Your request has been sent for processing

**Request Number:** 2024-8723

[Account Dashboard | My Requests](#)

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

## 5.7.5 Submitting a Cancellation of a Warehouse Area License for Cosmetics

To submit a cancellation request to the Saudi Food and Drug Authority (SFDA) for a warehouse area license for cosmetics, follow these steps:

1. Select "Licensing Services" by clicking on "Cosmetics Licenses."
2. You will see the licenses you currently hold.
3. You can obtain the license using search engines.

The screenshot displays the 'My Cosmetic Licenses' page. The left sidebar shows 'Licensing Services' expanded with 'My Cosmetic Licenses' selected. The main content area shows a table of licenses. The first license is SWL-2023-CM-0001, issued on 15/03/2023 and expired on 14/03/2024. The 'Actions' dropdown is visible.

When submitting a license cancellation request, click on "Procedures" and select "Cancel License."

The screenshot shows the 'My Cosmetic Licenses' page with a dropdown menu open over the 'Actions' field for license SWL-2024-CM-0004. The dropdown options are: Renew, Update, Renew & Update, Related Space Warehouse Licenses, Download, and Cancel License. The 'Cancel License' option is highlighted.

Fill in the "Reason for License Cancellation" and click on "Continue" until you reach the final section, "Commitments."

The screenshot shows the 'Cancellation Reason' 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 is 'Licensing | Cancel License'. The left sidebar shows two steps: '1 Cancellation Reason' (active) and '2 Confirm and Submit'. The main content area is titled 'Cancellation Reason' and contains a dropdown menu for 'Cancellation Reason\*', a file upload area for 'Official letter for cancellation\*' with an 'Attach the supporting document' button, and a note: 'Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png'. At the bottom, there are 'CONTINUE' and 'CANCEL' buttons.

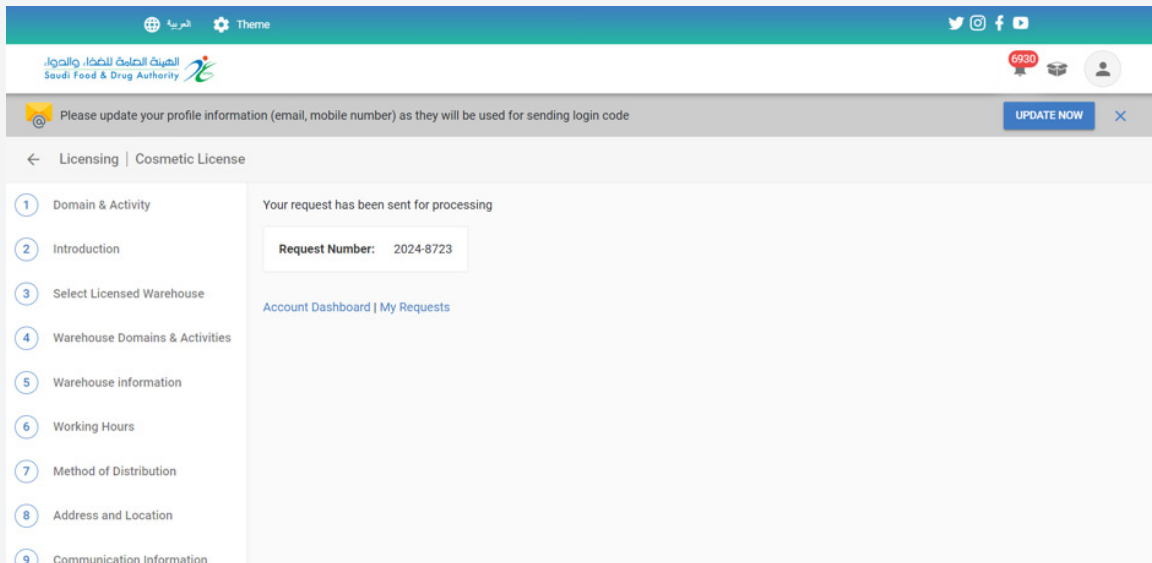
After completing the data entry form and reaching the "Commitments" page, you must agree to the commitment and then click "Submit."

The screenshot shows the 'Commitments' page. The left sidebar lists 12 steps: '1 Domain & Activity', '2 Introduction', '3 Select Licensed Warehouse', '4 Warehouse Domains & Activities', '5 Warehouse information', '6 Working Hours', '7 Method of Distribution', '8 Address and Location', '9 Communication Information', '10 Attachments', '11 Payment Information', and '12 Comments & Attachments'. The main content area is titled 'Commitments' and shows a 'Draft number: 2024-8723'. It contains several commitment statements:
 

- I promise that all statements mentioned in this application have been filled out with my knowledge and will, and if it appears otherwise, I acknowledge and bear the consequent penalty
- I undertake not to violate the technical regulations and standard specifications related to the type of activity, and comply with all circulars issued by the Commission.
- I undertake to modify the information of the facility in case of any change.
- I undertake to inform the Authority in the event of cancellation or expiration of the license
- I have read the the drug establishments and Cosmetic products systems (published on the SFDA website) and I pledge to abide by what is stated in it and any circulars and decisions issued by the SFDA.
- I undertake not to violate what is stated in the technical regulations, standard specifications and conditions related to storage for third parties, and to abide by all circulars issued by the Authority, as well as what is stated in the terms, conditions and responsibilities between the lessor and the lessee
- 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

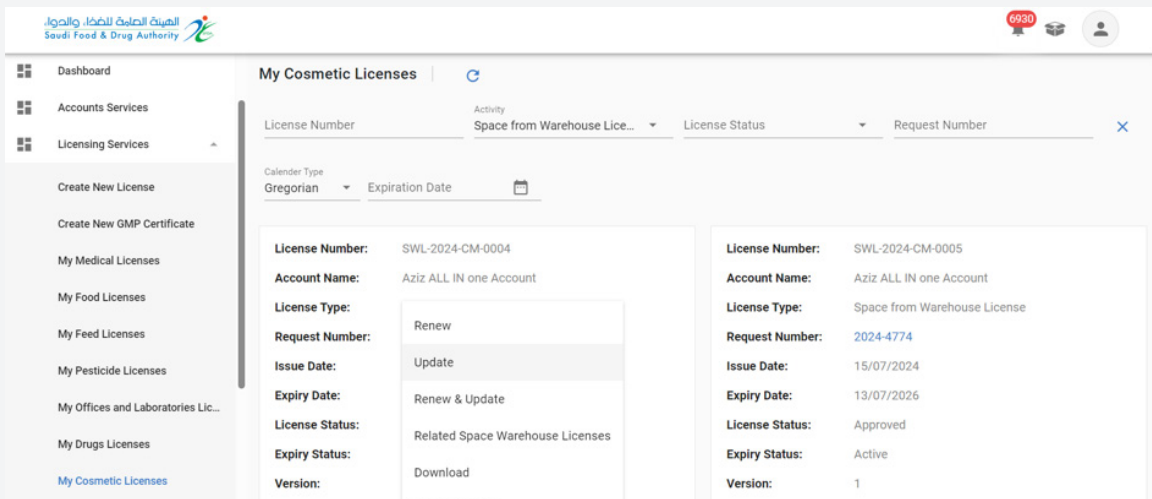
 At the bottom, there is a checkbox for 'I agree on the declaration terms and conditions' and 'BACK', 'SUBMIT', 'SAVE AND CONTINUE LATER', and 'CANCEL' buttons.

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



### 5.7.6 To download a cosmetics warehouse area license:

You can view the license by clicking on "Procedures" and selecting "Download."

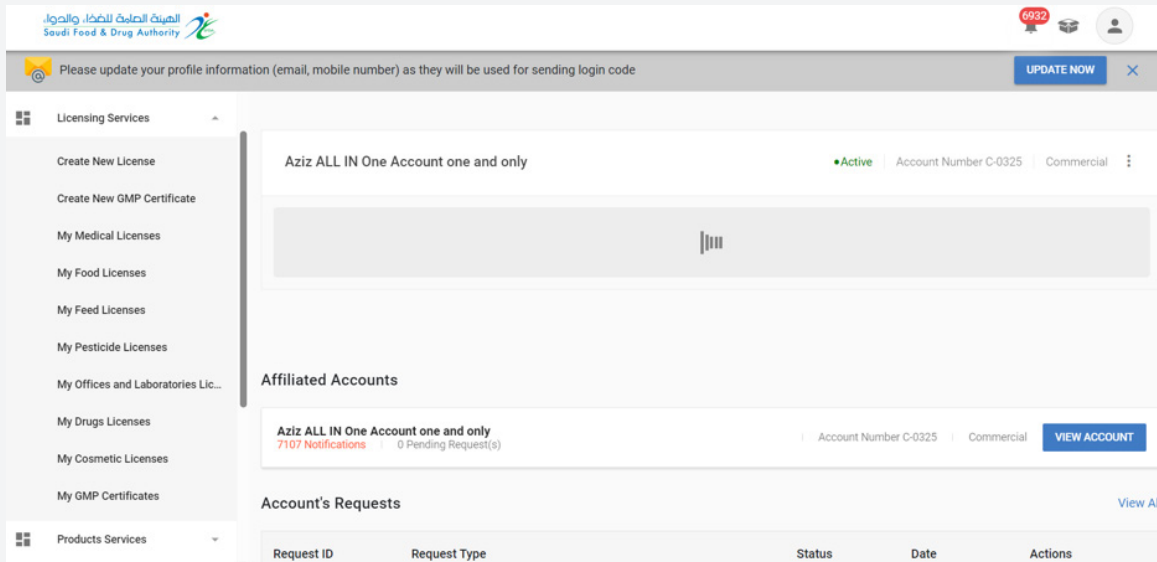


## 5.8 Request for Good Manufacturing Practice Certificate (Cosmetics)

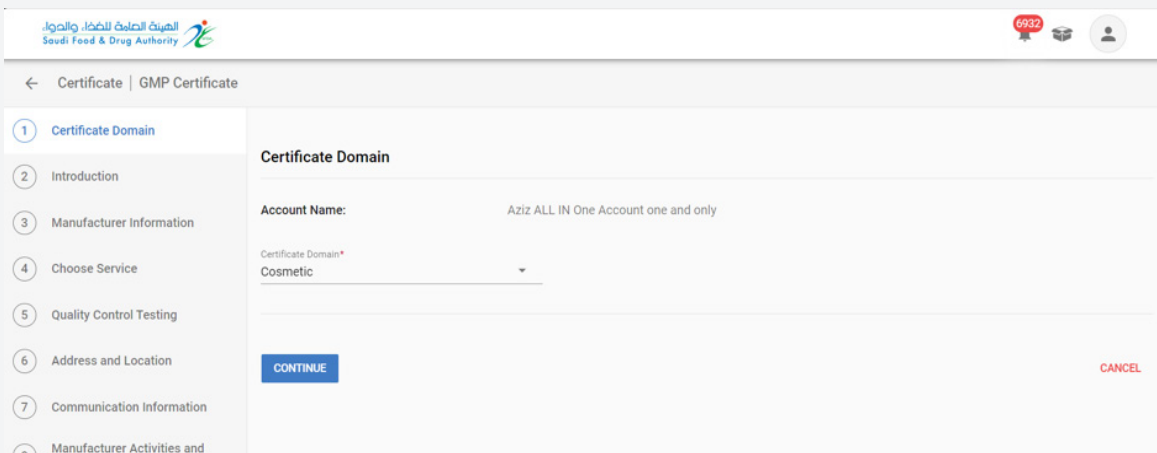
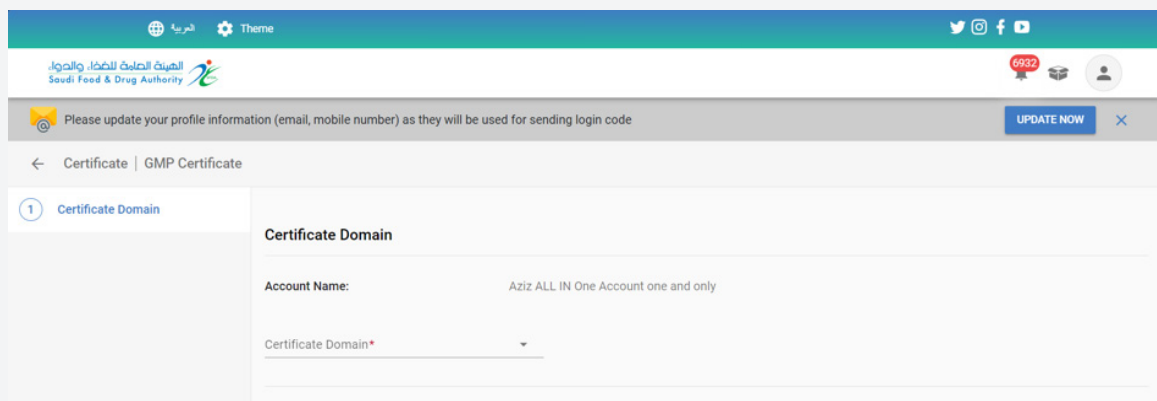
### 5.8.1 New Application for Good Manufacturing Practice Certificate for Cosmetics

To submit a new application to the Saudi Food and Drug Authority (SFDA) for a Good Manufacturing Practice (GMP) certificate for cosmetics (which must include the cosmetics field), follow these steps Select:

1. Licensing Services
2. Create a Good Manufacturing Practice Certificate



When selecting "Create a Good Manufacturing Practice Certificate," you will then specify the scope of the certificate, which in this case is "Cosmetics."



Fill out the required information in the application form and click "Continue" until you reach the final section, "Confirmation and Submission."

You can save the application for later by clicking "Save for Later." Once the application is completed, you can access it on the "My Requests" page, where the status will be labeled as "Incomplete Request." Clicking on the "Update Request" action will allow you to complete it.

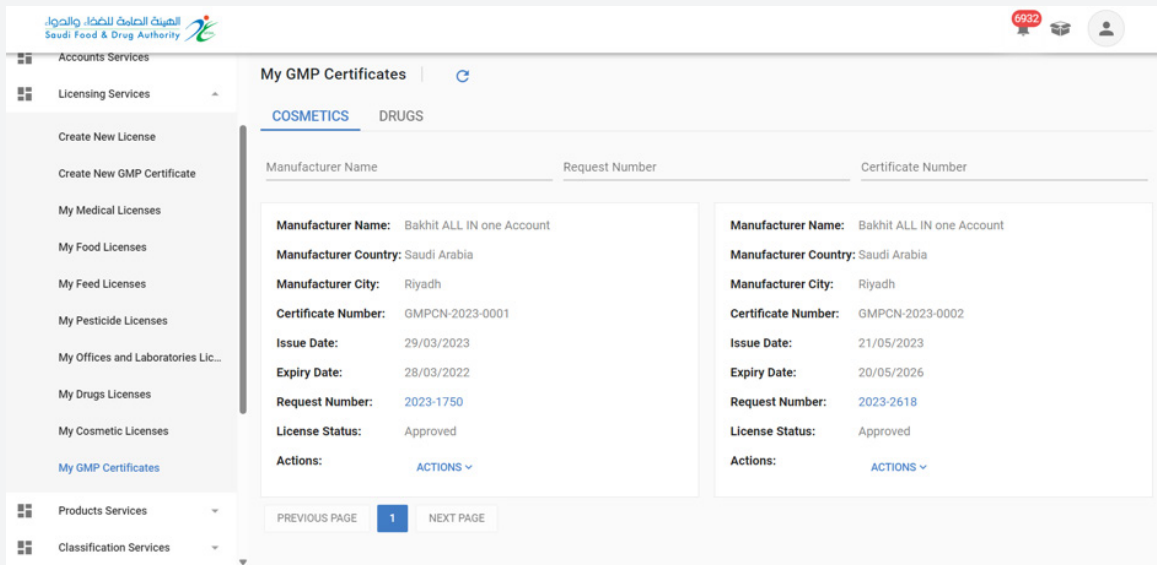
After completing the data entry form and reaching the "Commitments" page, you must agree to the commitment and then click "Submit."

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

## 5.8.2 Viewing Good Manufacturing Practice Certificate (Cosmetics)

To access certificates for Good Manufacturing Practice for cosmetics, follow these steps:

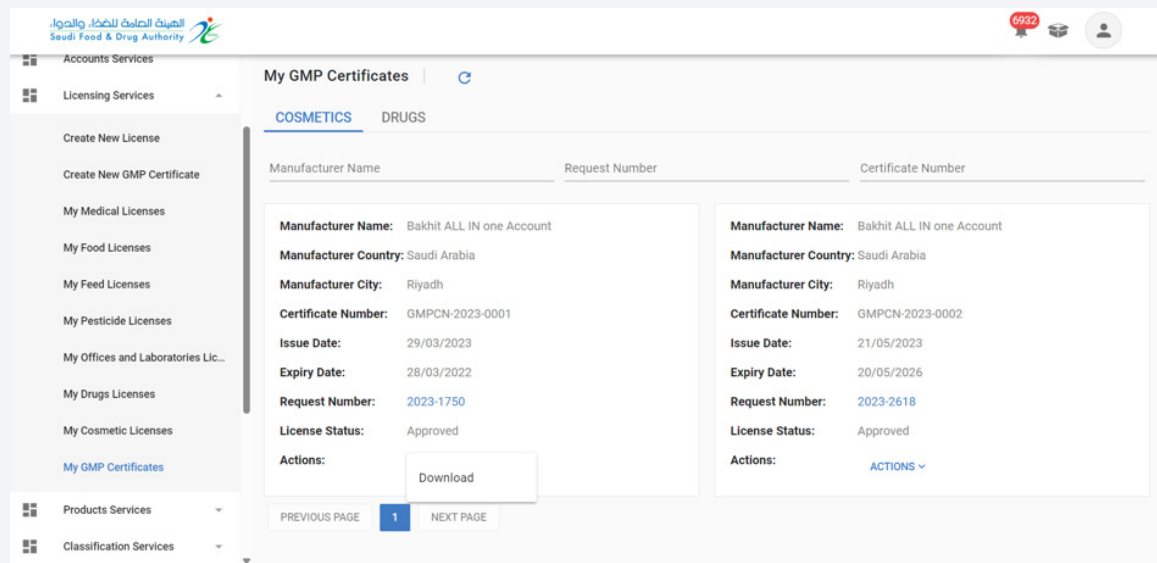
Select "Licensing Services." Click on "Good Manufacturing Practice Certificate." Choose "Cosmetics." You will see the approved certificates, and you can obtain the certificate using search engines.



### 5.8.3 Downloading Good Manufacturing Practice Certificate for Cosmetics

You can access the Good Manufacturing Practice certificate for cosmetics by following these steps:

Click on "Procedures." Select "Download."



## 5.9 Request for Good Manufacturing Practice Certificate (Pharmaceuticals)

### 5.9.1 New Submission for Good Manufacturing Practice Certificate for Pharmaceuticals

To submit a new application to the Saudi Food and Drug Authority (SFDA) for a Good Manufacturing Practice (GMP) certificate for pharmaceuticals (which must include the pharmaceuticals field), choose:

1. Licensing Services
2. Create a Good Manufacturing Practice Certificate

The screenshot shows the SFDA user interface. 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 navigation menu with "Licensing Services" selected. The main content area displays account information for "Aziz ALL IN One Account one and only", which is "Active" with account number "C-0325" and is a "Commercial" account. There is a "VIEW ACCOUNT" button. Below the account info, there is a section for "Affiliated Accounts" showing the same account with "7107 Notifications" and "0 Pending Request(s)". At the bottom, there is a table for "Account's Requests" with columns for Request ID, Request Type, Status, Date, and Actions.

When selecting "Create a Good Manufacturing Practice Certificate" and then specifying the scope of the certificate as "Pharmaceuticals,"

The screenshot shows the "Certificate Domain" form for a GMP Certificate. The breadcrumb trail is "Certificate | GMP Certificate". The form has a section titled "Certificate Domain" with the following fields: "Account Name" (Aziz ALL IN One Account one and only) and "Certificate Domain\*" (a dropdown menu). There is an "UPDATE NOW" button at the top right of the page.

The screenshot shows the SFDA GMP Certificate application interface. At the top, there is a navigation bar with the SFDA logo and the text "الهيئة العامة للغذاء والدواء Saudi Food & Drug Authority". Below the navigation bar, there is a notification banner that says "Please update your profile information (email, mobile number) as they will be used for sending login code" with an "UPDATE NOW" button. The main content area is titled "Certificate | GMP Certificate" and features a sidebar with a list of steps: 1. Certificate Domain (selected), 2. Introduction, 3. Manufacturer Information, 4. Choose Service, 5. Manufacturer Domain, 6. Production Lines and Sterility, 7. Packaging, 8. Quality Control Testing, and 9. Address and Location. The main form area is titled "Certificate Domain" and contains the following fields: "Account Name:" with the value "Aziz ALL IN One Account one and only", "Certificate Domain\*" with a dropdown menu showing "Drugs", and a "CONTINUE" button. There is also a "CANCEL" button in the bottom right corner.

Fill out the required information in the application form and click "Continue" until you reach the final section, "Confirmation and Submission."

The screenshot shows the SFDA GMP Certificate application interface, Step 2: Introduction. The sidebar now highlights "Introduction" as the selected step. The main form area is titled "Introduction" and contains the following text: "Dear, This service allows you to obtain a Certificate of Good Manufacturing Practice. Fees: 500 Saudi Riyals to issue the certificate, and it is valid for 3 years." Below the text, there are "BACK" and "CONTINUE" buttons. There is also a "CANCEL" button in the bottom right corner.

You can save the application for later by clicking "Save for Later." Once the application is completed, you can access it on the "My Requests" page, where the status will be labeled as "Incomplete Request." Clicking on the "Update Request" action will allow you to complete it.

The screenshot shows the 'Quality Control Testing' step of a GMP Certificate application. The left sidebar lists steps 1 through 10, with step 5 'Quality Control Testing' highlighted. The main content area shows 'Draft number: 2024-8726' and the title 'Quality Control Testing'. Below this, there is a question: 'Is there any Quality Control Testing:' with a 'Yes' radio button selected. At the bottom, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER' (with a 'CANCEL' link next to it).

After completing the data entry form and reaching the "Commitments" page, you must agree to the commitment and then click "Submit."

The screenshot shows the 'Confirm and Submit' step of a GMP Certificate application. The left sidebar lists steps 1 through 10, with step 6 'Responsible Person for Quality Control' highlighted. The main content area shows 'Draft number: 2024-8726' and the title 'Confirm and Submit'. Below this, there is a declaration: 'I hereby declare that all the information provided here is correct'. Underneath, there is a checkbox labeled 'I agree on the declaration terms and conditions' which is currently unchecked. At the bottom, there are three buttons: 'BACK', 'SUBMIT', and 'SAVE AND CONTINUE LATER' (with a 'CANCEL' link next to it).

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

The screenshot shows the 'Cosmetic License' application status page. The top navigation bar includes the Saudi Food & Drug Authority logo and a notification for profile updates. The left sidebar lists steps 1 through 4, with step 1 'Domain & Activity' highlighted. The main content area shows the message: 'Your request has been sent for processing'. Below this, there is a box containing 'Request Number: 2024-8723'. At the bottom, there are links for 'Account Dashboard' and 'My Requests'.

## 5.9.2 Submission of an update for Good Manufacturing Practice (GMP) Certificate Application

In order to submit an update request to the Food and Drug Authority for a Good Manufacturing Practice (GMP) certificate, select "Licensing Services" when clicking on "GMP Certificate". This will display the approved certificates, and you can obtain the certificate using search engines.

When submitting a request to update product data, click on "Procedures," then select "Update."

Update the required data and click "Continue" until you reach the final section "Confirmation and Submission."

After completing the data form and reaching the "Confirmation and Submission" page, you must agree to the commitment statement, then click "Submit."

Certificate | GMP Certificate

Draft number: 2024-8726

**Confirm and Submit**

I hereby declare that all the information provided here is correct

I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

You will receive an "application number" after submitting your request.

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

Licensing | Cosmetic License

Your request has been sent for processing

Request Number: 2024-8723

Account Dashboard | My Requests

You can view the Good Manufacturing Practice (GMP) certificate for drugs by clicking on "Procedures" and selecting "Download."

Licensing Services

My GMP Certificates | DRUGS

Manufacturer Name	Request Number	Certificate Number
Manufacturer Name: Netways Makes Me Happy	Request Number: 2024-44200	Certificate Number: GMPCN-2024-0001
Manufacturer Country: Saudi Arabia	Issue Date: 11/11/2024	Expiry Date: 11/11/2024
Manufacturer City: Riyadh	Request Number: 2024-44200	License Status: Approved

Actions: Download Update

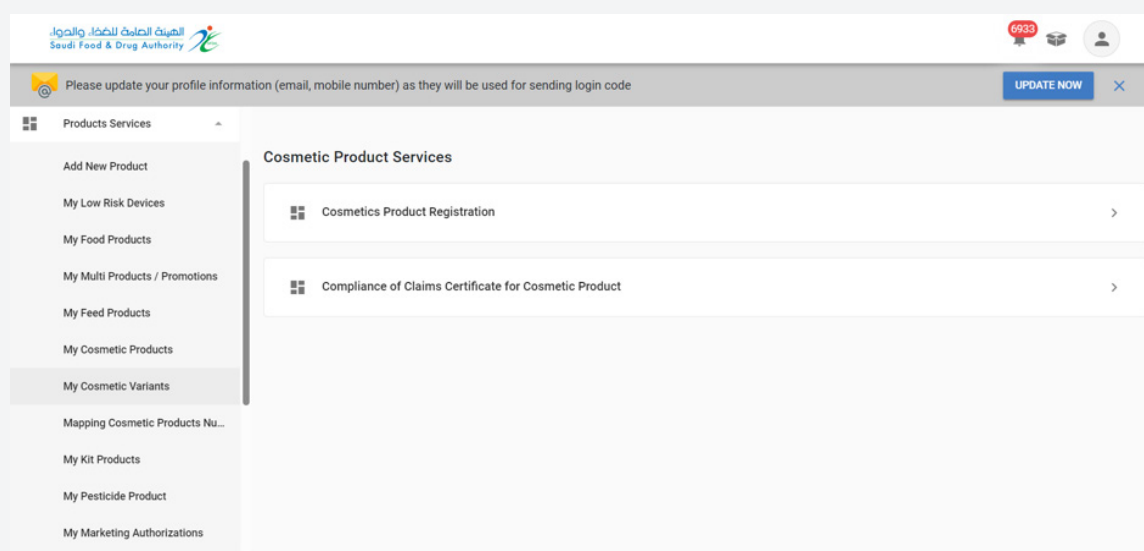
## 6 Product Services

### 6.1 Listing of Cosmetic Products (Simple or Compound)

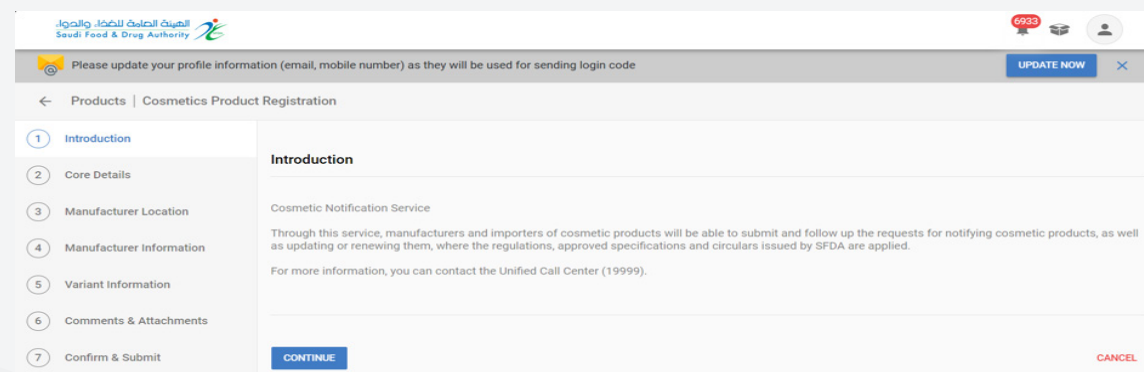
#### 6.1.1 New Submission for Listing of Cosmetic Product (Simple or Compound)

To submit a new request to the General Authority for Food and Drug Administration for the Cosmetic product listing (where the account must include the cosmetics field), follow these steps:

1. Product Services
2. Add New Product
3. Application for Cosmetic product listing of Cosmetic Product (Marketing Notification)



When selecting "Application for Listing of Cosmetic Product (Marketing Notification)," a page for submitting the application will appear. Start by filling out the required data in the application form and click "Continue" until you reach the final section "Confirmation and Submission."



You can save the application for later by clicking on "Save for Later." Once the application is completed, you can access it on the "My Requests" page, where the status will be shown as "Incomplete Request." You can update the request by clicking on the "Update Request" action.

The screenshot shows a web form for product registration. The header includes the SFDA logo and navigation icons. The form fields are:
 

- Product Exposure Route\***: A dropdown menu.
- HS Code\***: A dropdown menu with a note: "It is an 8-digit number used to identify the classification of products at the Customs Authority."
- Is this product for rinse-off or leave-on?\***: Radio buttons for "Rinse-Off" and "Leave-On".
- Does this product have variations?\***: Radio buttons for "Yes" and "No".

 At the bottom, there are four buttons: "BACK" (grey), "CONTINUE" (blue), "SAVE AND CONTINUE LATER" (red, highlighted with a red box), and "CANCEL" (red).

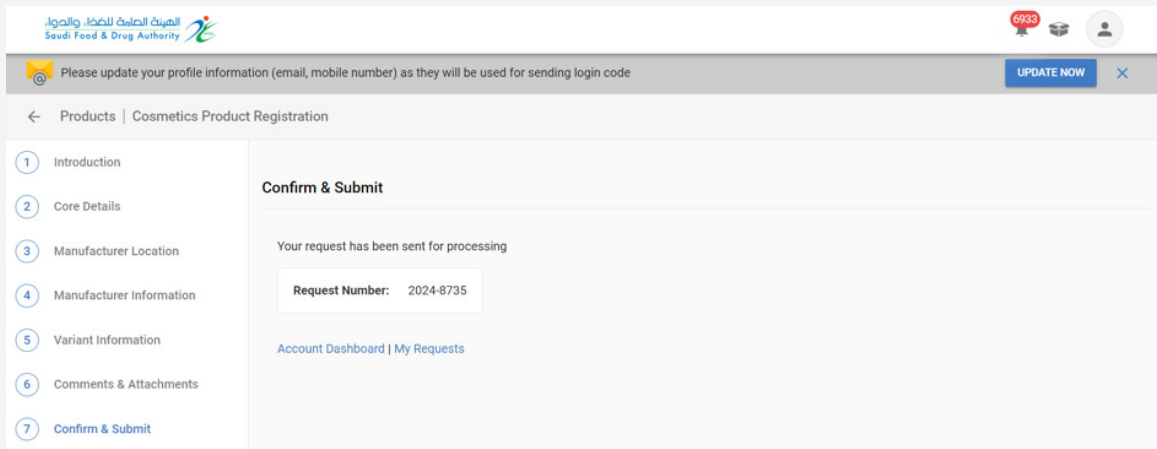
After completing the data form and reaching the "Confirmation and Submission" page, you must agree to the commitment statement, then click "Submit."

The screenshot shows the "Confirm & Submit" page. The header includes the SFDA logo and navigation icons. The page content includes:
 

- Products | Cosmetics Product Registration**: Breadcrumbs.
- 1 Introduction**, **2 Core Details**, **3 Manufacturer Location**, **4 Manufacturer Information**, **5 Variant Information**, **6 Comments & Attachments**, **7 Confirm & Submit**: A list of steps, with step 7 highlighted.
- Draft number: 2024-8735**: A text label.
- Confirm & Submit**: A section header.
- 1. I undertake to ensure the validity of the data entered concerning the ingredients, its concentrations and roles.**
- 2. I pledge to be aware of all the technical standards, including (The Safety Requirements in Cosmetic Products GSO1943), and that the product complies with all safety requirements.**
- 3. I pledge that the product does not contain any band ingredient from the ingredients listed in Table 1 of GSO1943.**
- 4. I pledge that the product complies with all requirements concerning restricted ingredient listed in table 2, and coloring agents in table 3, preservatives in table 4 and UV-filters in table 5 of GSO1943.**
- 5. We commit to list every ingredient of the product, as SFDA will determine later; SFDA will deactivate all products that are not in comply with this condition.**
- 6. I acknowledge the listing of the product does not guarantee the approval of its clearance, and the listing person has to verify the product conformity with the technical regulations, standards and circulars before importation. In case of non-compliance, product clearance will be rejected and the importer shall be subject to the violation.**
- 7. I pledge to obtain a license for cosmetic products warehouse from the SFDA prior to importation, and I acknowledge that the exception is only allowed for the following cases:**
  - 7.1. Direct supply to the listing person's point of sale.**
  - 7.2. Direct supply for guest houses, hotels and hospitals.**
- I agree on the declaration terms and conditions**: A checkbox and text label.

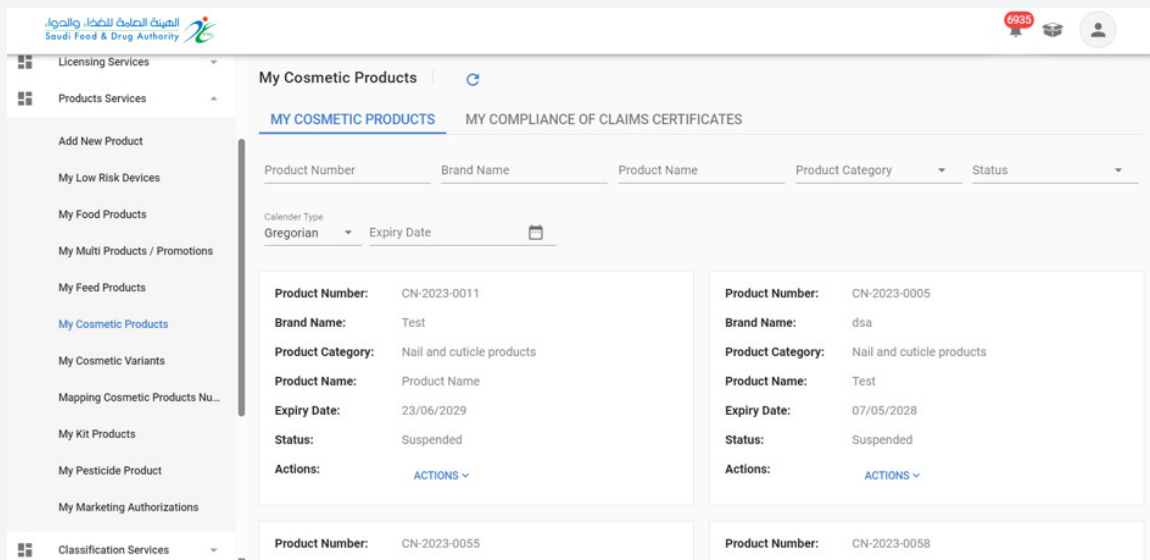
 At the bottom, there are three buttons: "BACK" (grey), "SUBMIT" (blue), and "CANCEL" (red).

You will receive an "application number" after submitting your request.

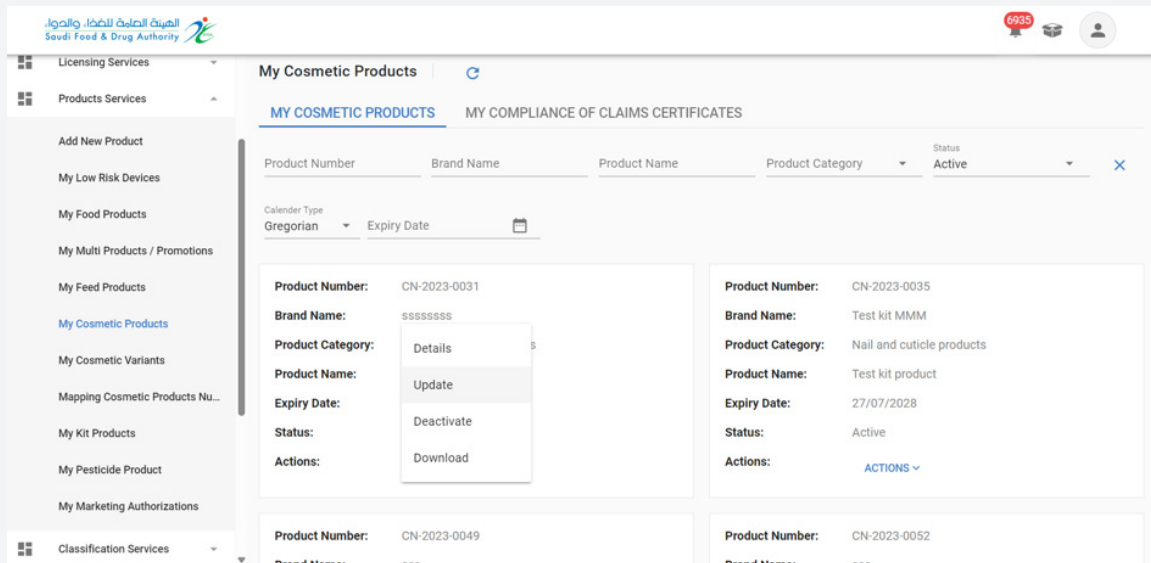


## 6.1.2 Submission of Update listed cosmetic product (Simple or Compound)

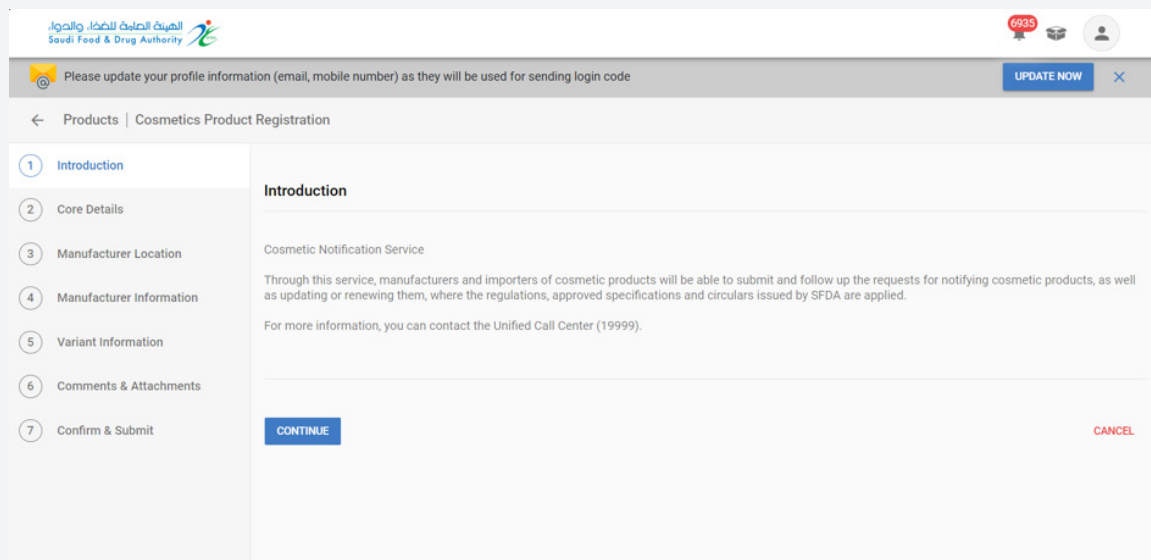
To submit an update request to the SFDA for the Listed cosmetic product of a cosmetic product, select "Product Services." Upon clicking on "Cosmetic Products," you will see the approved products, and you can obtain the product using search engines



When submitting an update request for product data: click on " Actions," then select "Update."



Update the required data and click "Continue" until you reach the final section "Confirm & Submit."



After completing the data form and reaching the "Confirm & Submit" page, you must agree to the commitment statement, and then click "Submit."

Products | Cosmetics Product Registration

1 Introduction  
2 Core Details  
3 Manufacturer Location  
4 Manufacturer Information  
5 Variant Information  
6 Comments & Attachments  
7 **Confirm & Submit**

Draft number: 2024-8735

**Confirm & Submit**

1. I undertake to ensure the validity of the data entered concerning the ingredients, its concentrations and roles.
2. I pledge to be aware of all the technical standards, including (The Safety Requirements in Cosmetic Products GSO1943), and that the product complies with all safety requirements.
3. I pledge that the product does not contain any band ingredient from the ingredients listed in Table 1 of GSO1943.
4. I pledge that the product complies with all requirements concerning restricted ingredient listed in table 2, and coloring agents in table 3, preservatives in table 4 and UV-filters in table 5 of GSO1943.
5. We commit to list every ingredient of the product, as SFDA will determine later: SFDA will deactivate all products that are not in comply with this condition.
6. I acknowledge the listing of the product does not guarantee the approval of its clearance, and the listing person has to verify the product conformity with the technical regulations, standards and circulars before importation. In case of non-compliance, product clearance will be rejected and the importer shall be subject to the violation.
7. I pledge to obtain a license for cosmetic products warehouse from the SFDA prior to importation, and I acknowledge that the exception is only allowed for the following cases:
  - 7.1. Direct supply to the listing person's point of sale.
  - 7.2. Direct supply for guest houses, hotels and hospitals.

I agree on the declaration terms and conditions

BACK SUBMIT CANCEL

You will receive an "application number" after submitting your request.

Products | Cosmetics Product Registration

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

1 Introduction  
2 Core Details  
3 Manufacturer Location  
4 Manufacturer Information  
5 Variant Information  
6 Comments & Attachments  
7 **Confirm & Submit**

**Confirm & Submit**

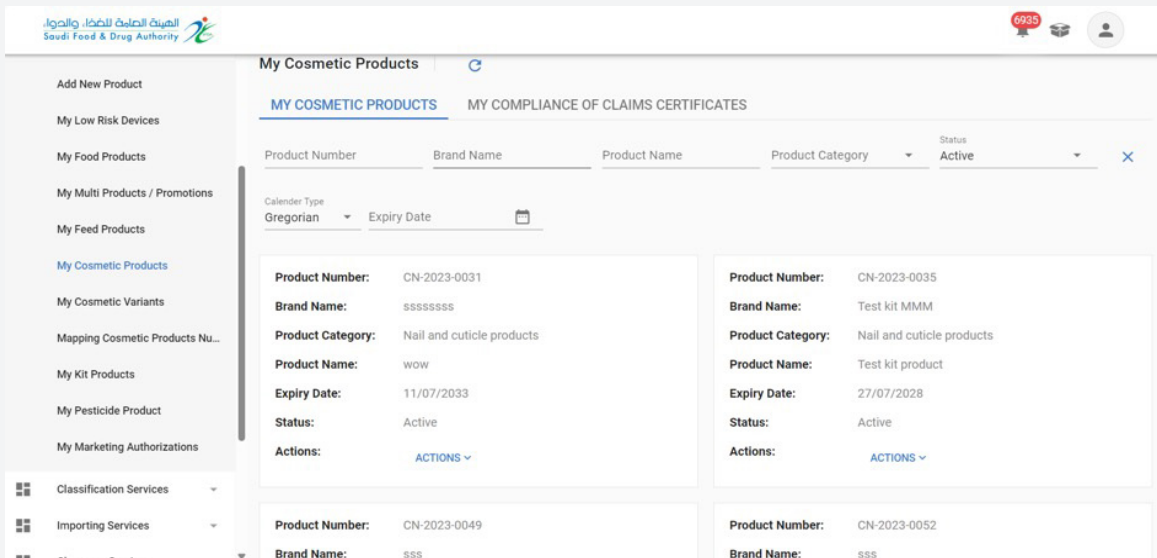
Your request has been sent for processing

**Request Number:** 2024-8735

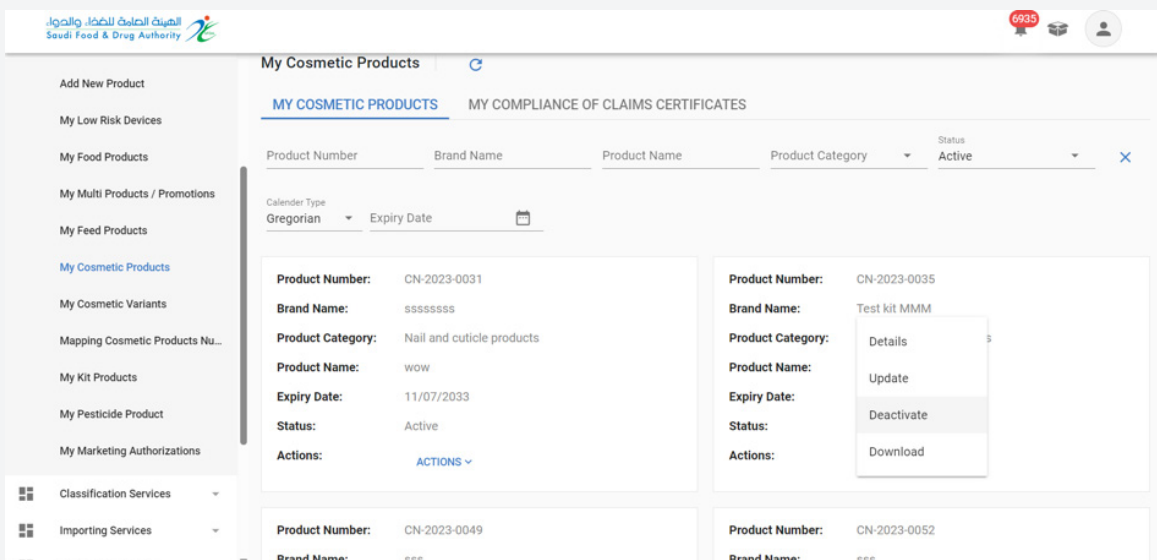
[Account Dashboard | My Requests](#)

### 6.1.3 Submission of Deactivate listed cosmetic product (Simple or Compound)

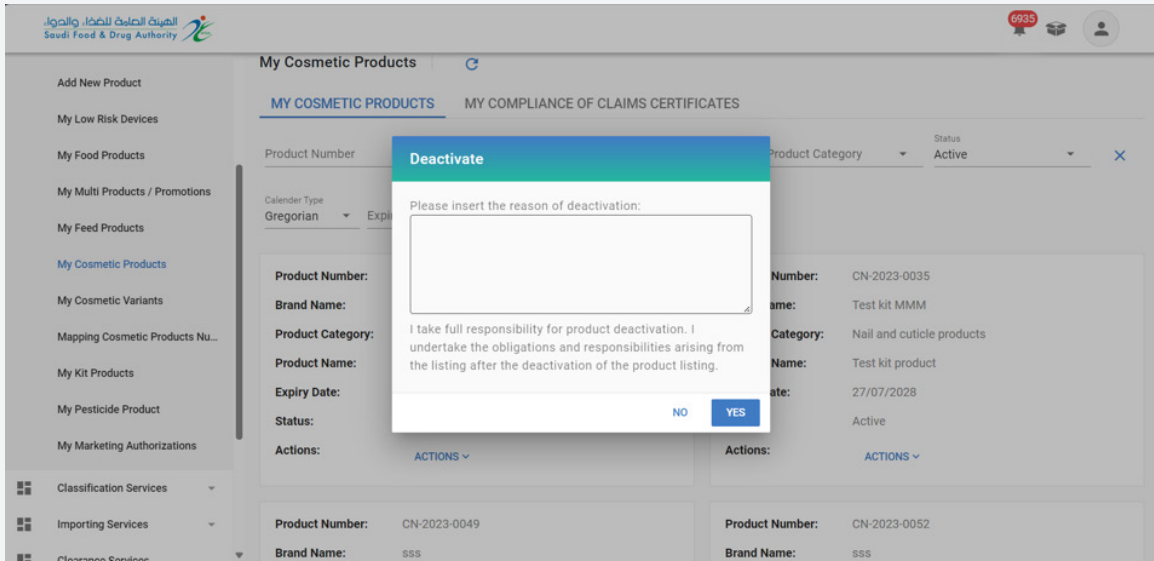
To submit a Deactivation request for Listed cosmetic product, select "Product Services." Upon clicking on "Cosmetic Products," you will see the approved products, and you can obtain the product using search engines.



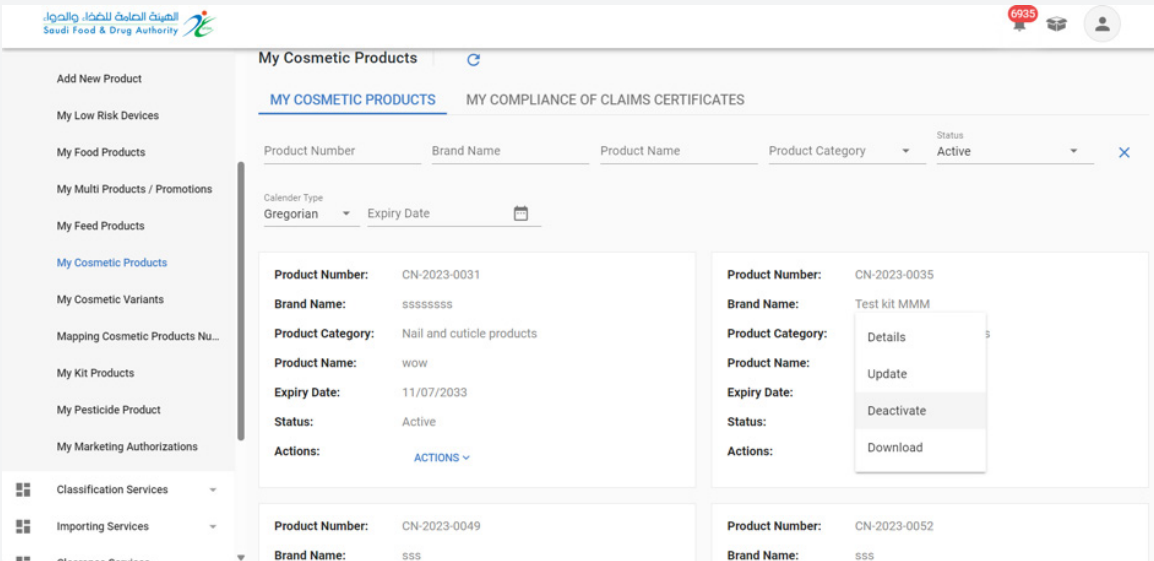
When submitting a request to suspend a product: Click on " Actions," then select " Deactivate."



When you click on " Deactivate," a window will appear asking you to enter the reason for Deactivating the listed product the product inclusion. Press "Yes" to confirm.

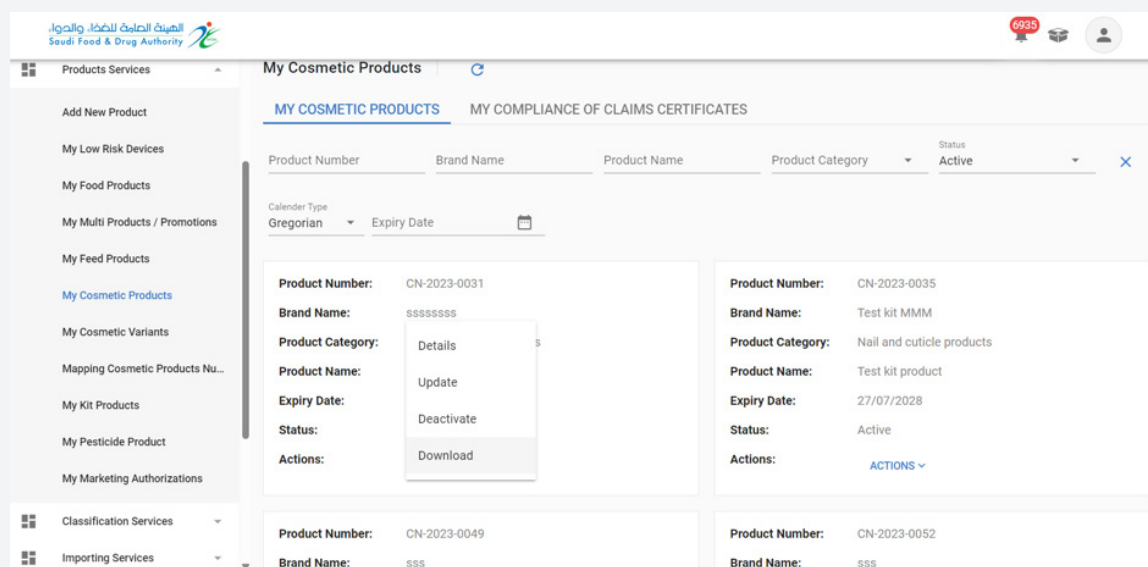


The comment details appear by clicking on "Details" on the final page under "Reason for Suspension."



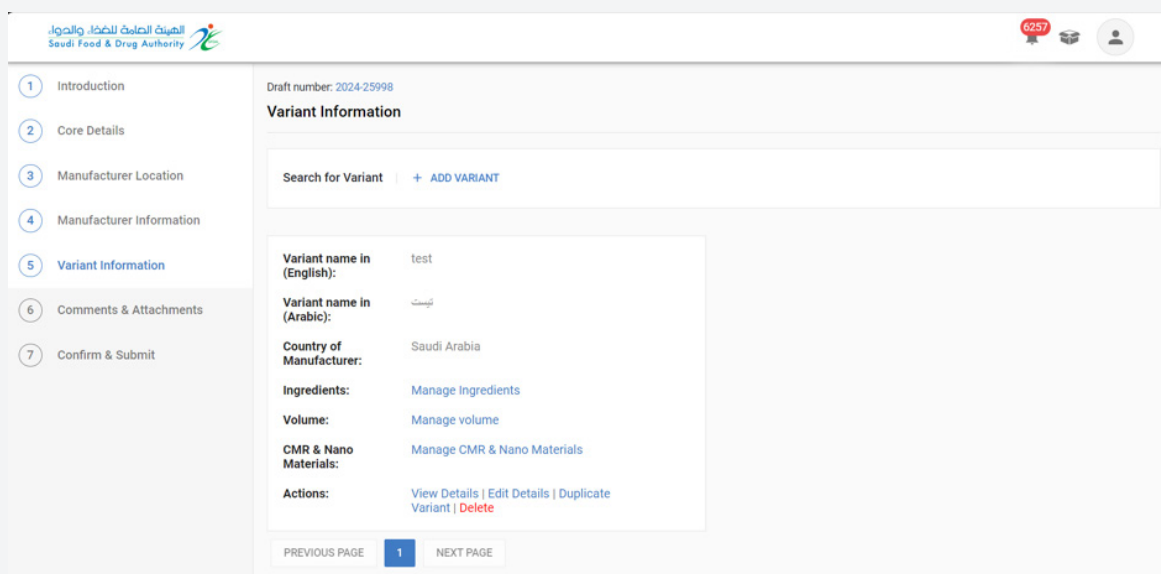
## 6.1.4 Downloading The certificate for cosmetic product notification

You can view the notification of marketing for a cosmetic product by clicking on "Actions" and selecting "Download."



## 6.2 Accessing the Cosmetic Products Variants Page

The applicant could add one or more variants within the notification form at the "Variant Information"



Once the request is approved by the General Authority for Food and Drug Administration, you will see the added Product variants on the "Cosmetic Products Variants" page. You can obtain all variants of cosmetic products using search engines on the "Cosmetic Products Variants" page.

On the "Cosmetic Products Variants" page, you can view all the added products without taking any action by clicking on:

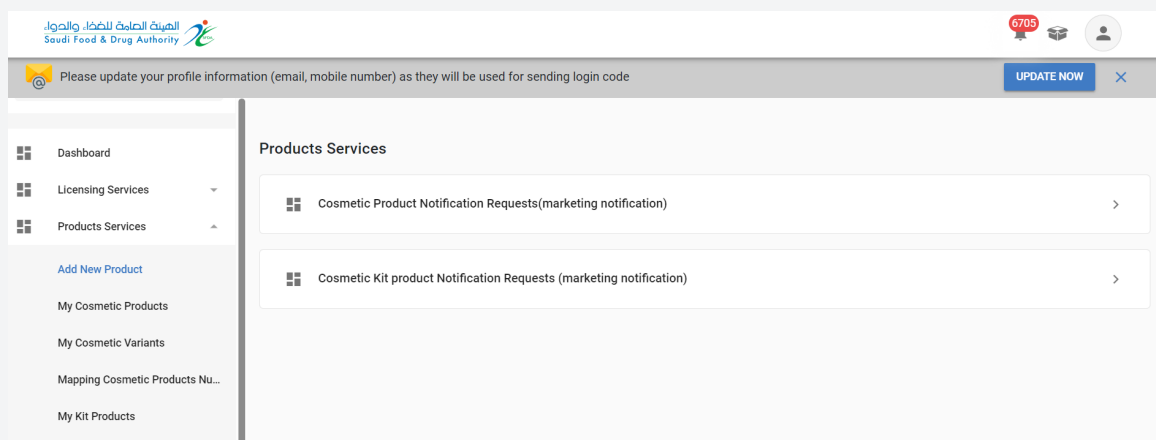
- View Ingredients
- View Size
- CMR & Nano materials to view details.

## 6.3 Listing Cosmetic Product Kit (Marketing Notification)

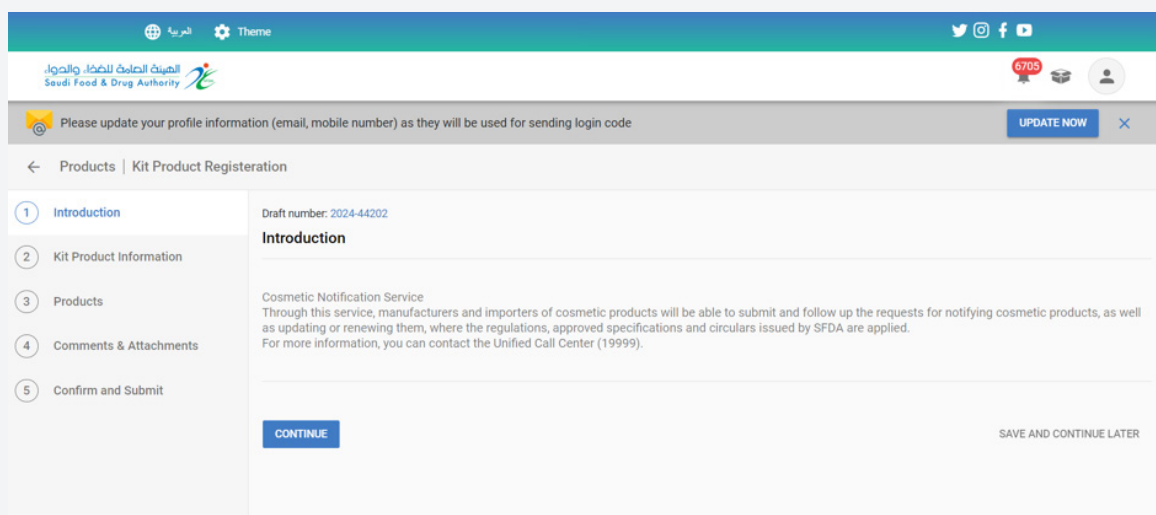
### 6.3.1 New Submission for Inclusion of Cosmetic Products Set (Marketing Notification)

To submit a new request to the SFDA for Listing A Cosmetic Products Kit (where the account must include the cosmetics field), follow these steps:

1. Product Services
2. Add New Product
3. Application for Cosmetic Products Kit (Marketing Notification)



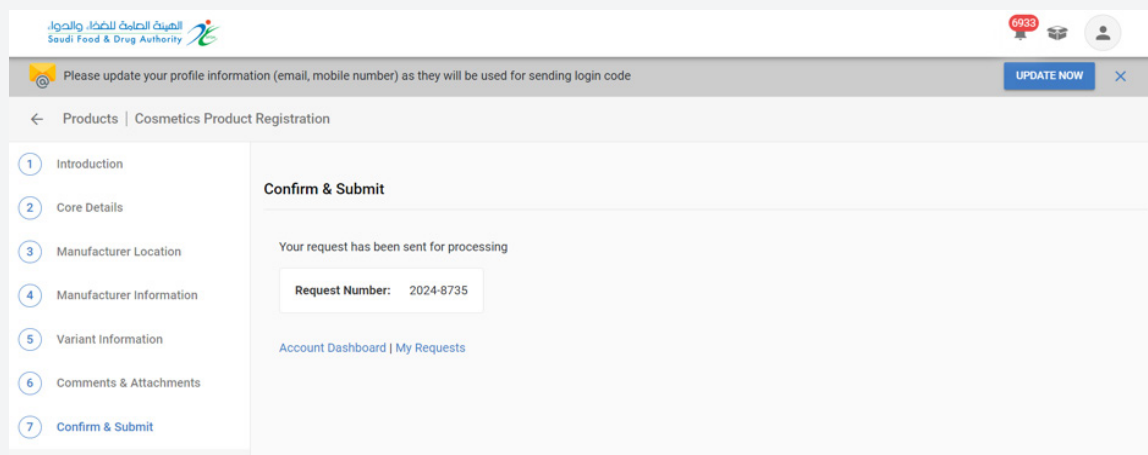
When selecting "Application for Listing cosmetic product kit (Marketing Notification)," a page for submitting the application will appear. Start by filling out the required data in the application form and click "Continue" until you reach the final section "Confirm & Submit."



You can save the application for later by clicking on "Save for Later." Once the application is completed, you can access it on the "My Requests" page, where the status will be shown as "Incomplete Request." You can update the request by clicking on the "Update Request" action.

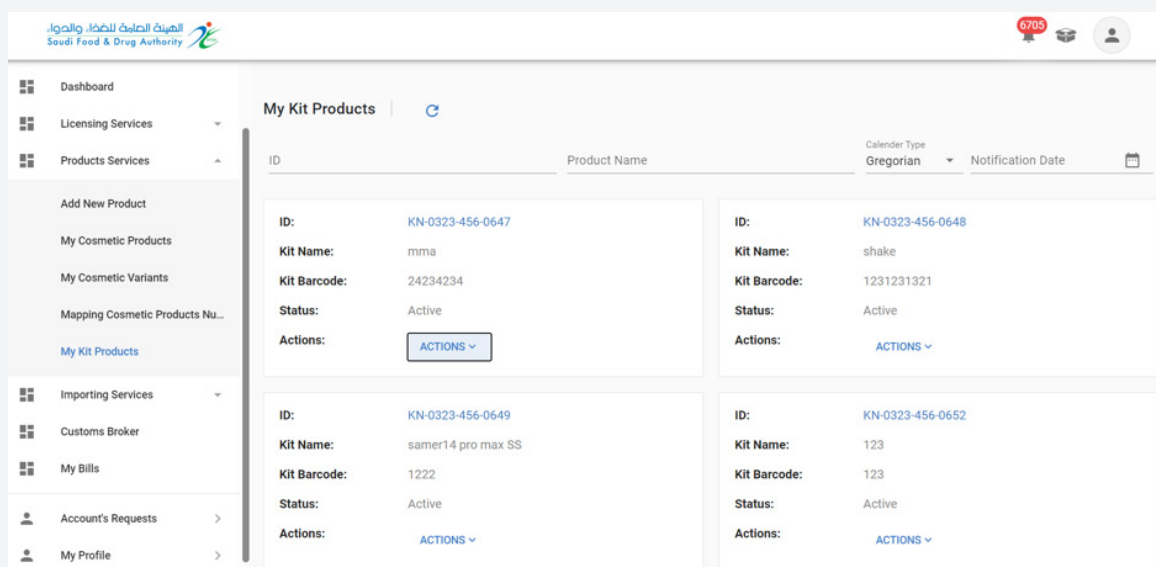
After completing the data form and reaching the "Confirm & Submit" page, you must agree to the commitment statement, and then click "Submit."

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

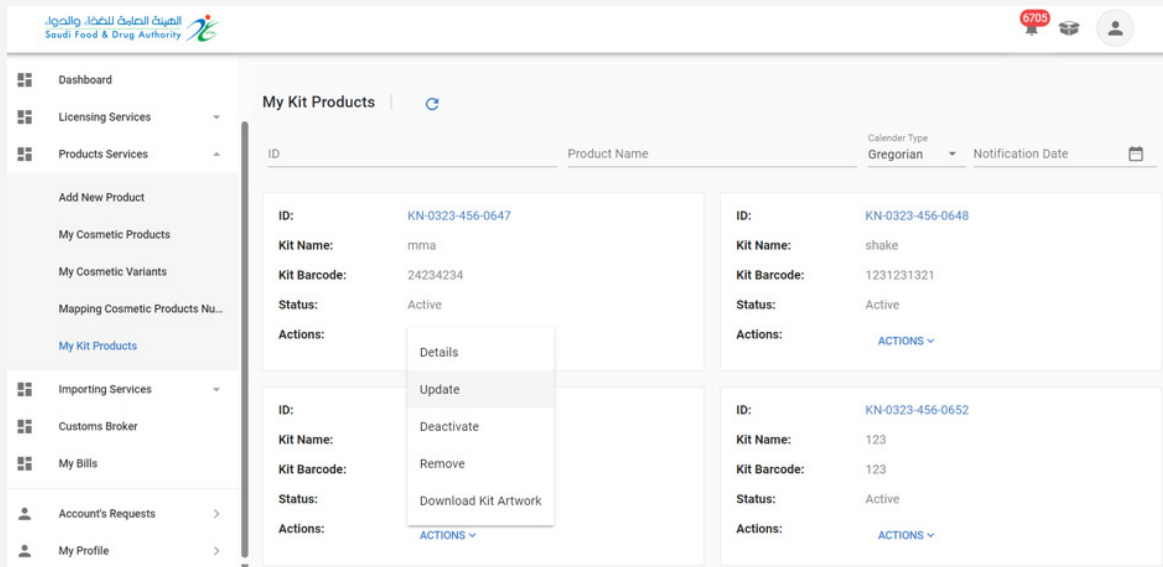


### 6.3.2 Submission of Update A Listed cosmetic products kit (Marketing Notification)

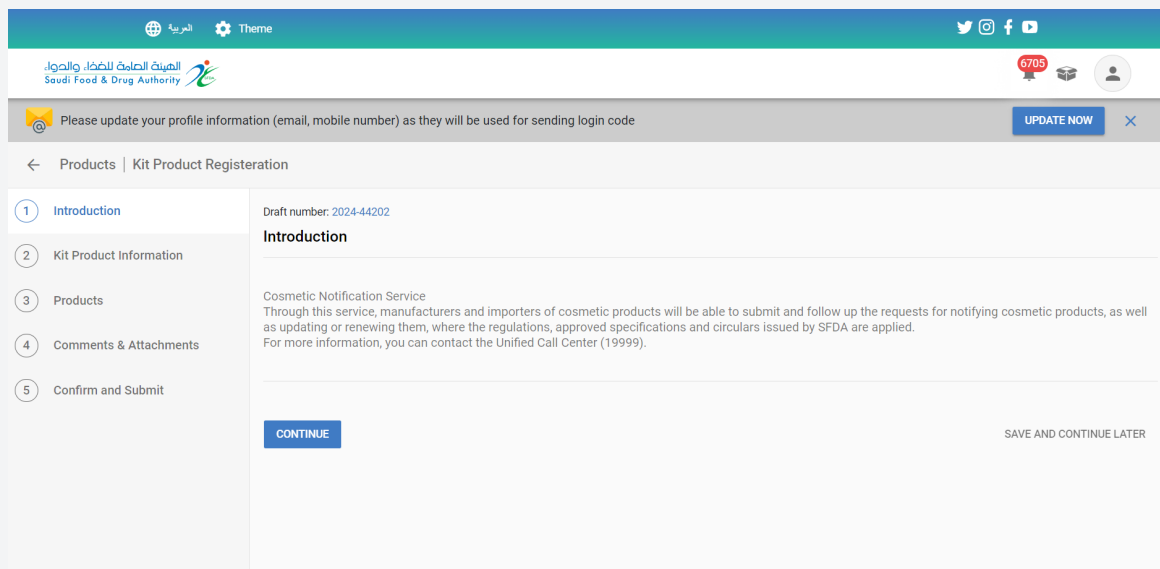
To submit an update request to the General Authority for Food and Drug Administration for A Listed cosmetic products kit , select "Product Services." Upon clicking on "My Kits," you will see the approved products, and you can obtain the license using search engines.



When submitting an update request for product data: click on " actions," then select "Update."



Update the required data and click "Continue" until you reach the final section "Confirm & Submit."



After completing the data form and reaching the "Confirm & Submit" page, you must agree to the commitment statement,

**Confirm and Submit**

1. I undertake to ensure the validity of the data entered concerning the ingredients, its concentrations and roles.
2. I pledge to be aware of all the technical standards, including (The Safety Requirements in Cosmetic Products GSO1943), and that the product complies with all safety requirements.
3. I pledge that the product does not contain any band ingredient from the ingredients listed in Table 1 of GSO1943.
4. I pledge that the product complies with all requirements concerning restricted ingredient listed in table 2, and coloring agents in table 3, preservatives in table 4 and UV-filters in table 5 of GSO1943.
5. We commit to list every ingredient of the product, as SFDA will determine later; SFDA will deactivate all products that are not in comply with this condition.
6. I acknowledge the listing of the product does not guarantee the approval of its clearance, and the listing person has to verify the product conformity with the technical regulations, standards and circulars before importation. In case of non-compliance, product clearance will be rejected and the importer shall be subject to the violation.
7. I pledge to obtain a license for cosmetic products warehouse from the SFDA prior to importation, and I acknowledge that the exception is only allowed for the following cases:
  - 7.1. Direct supply to the listing person's point of sale.
  - 7.2. Direct supply for guest houses, hotels and hospitals.

I Agree on terms and conditions

You will receive an "application number" after submitting your request.

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

← Products | Cosmetics Product Registration

**Confirm & Submit**

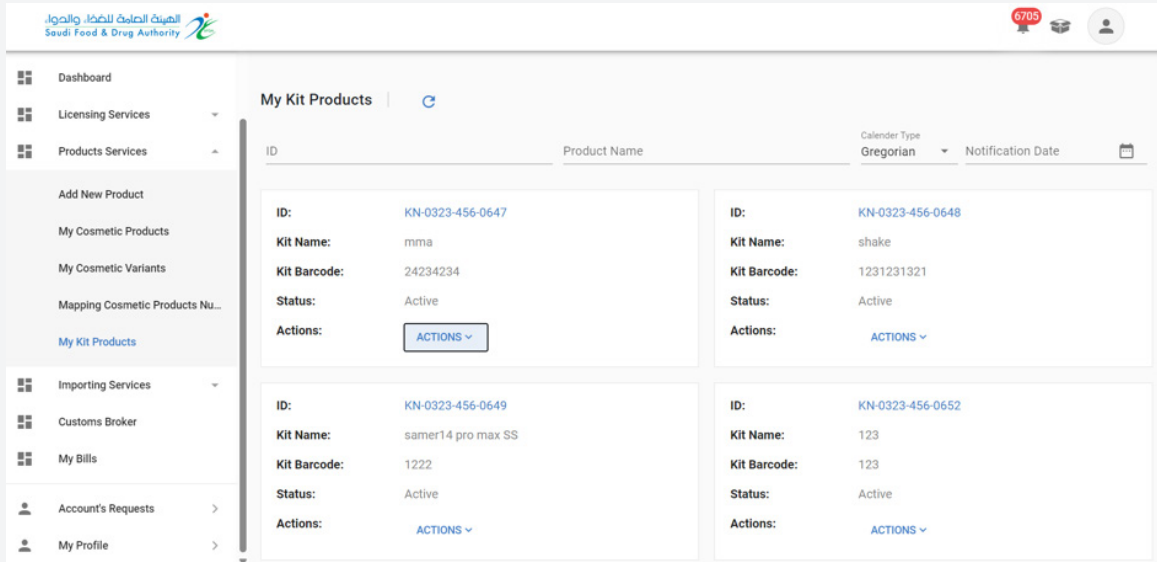
Your request has been sent for processing

**Request Number:** 2024-8735

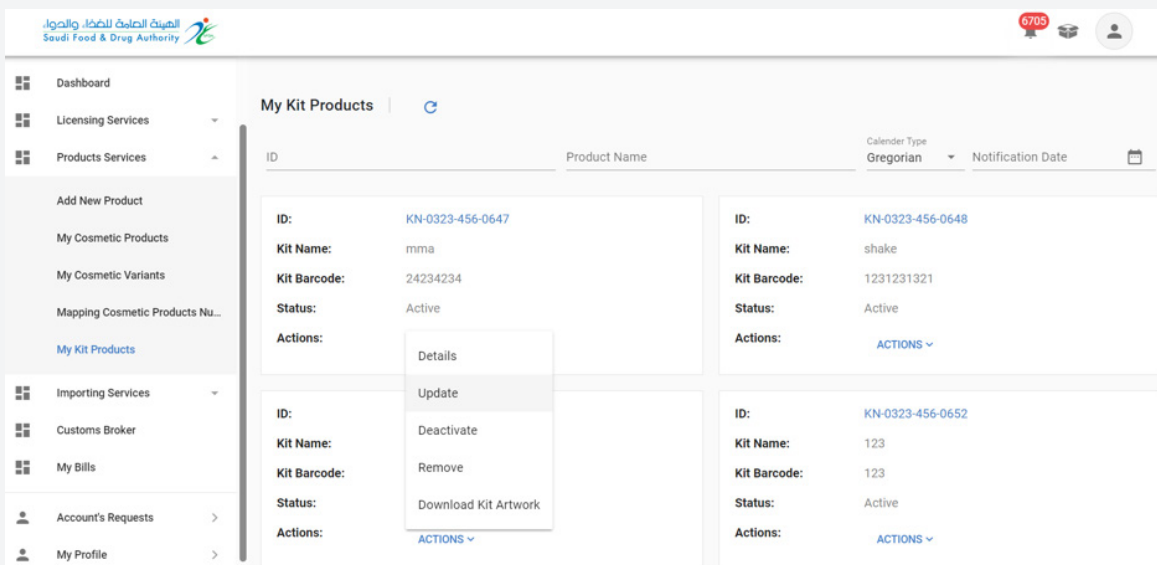
[Account Dashboard](#) | [My Requests](#)

### 6.3.3 Submission of Suspension for Deactivate a listed cosmetic product kit (Marketing Notification)

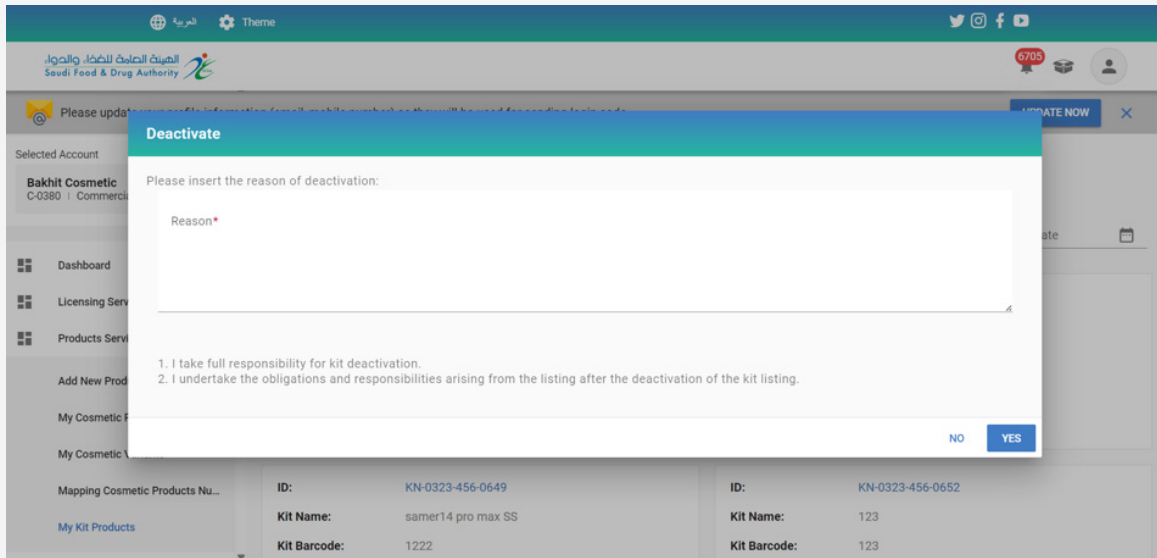
To submit a request to Deactivate a listed cosmetic product kit, select "Product Services." Upon clicking on "Cosmetic Products," you will see the approved products, and you can obtain the product using search engines.



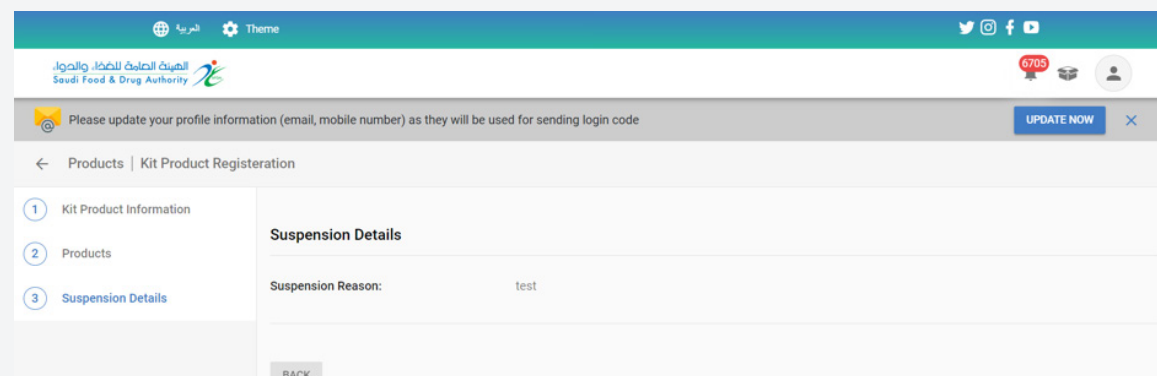
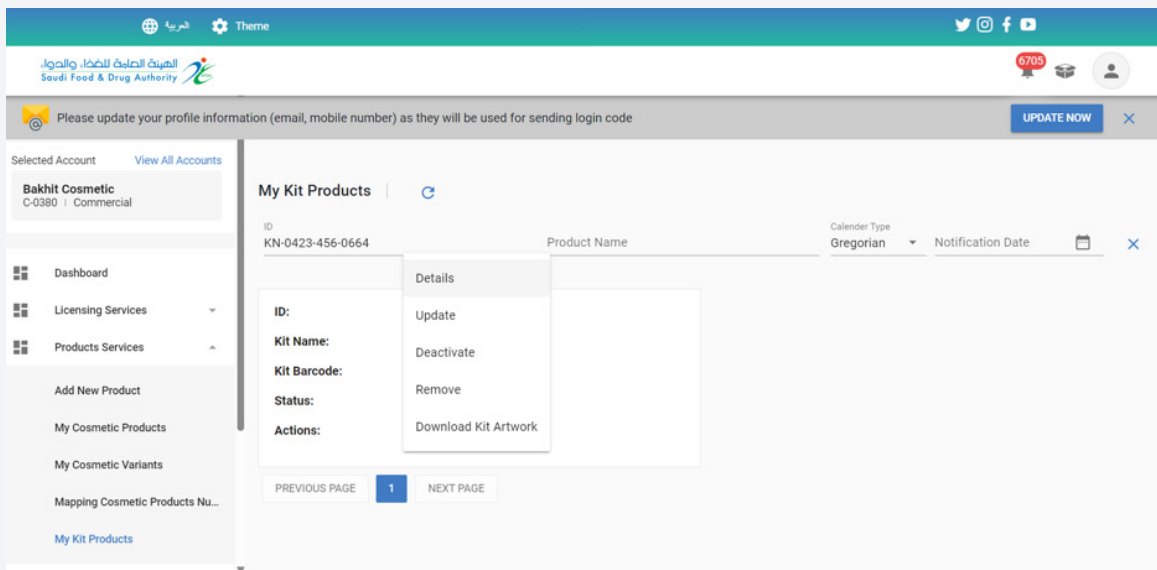
When submitting a request to Deactivate a product: Click on " Actions," then select " Deactivate."



When you click on "Deactivate" a window will appear asking you to enter the reason for Deactivatingthe product inclusion. Press "Yes" to confirm.

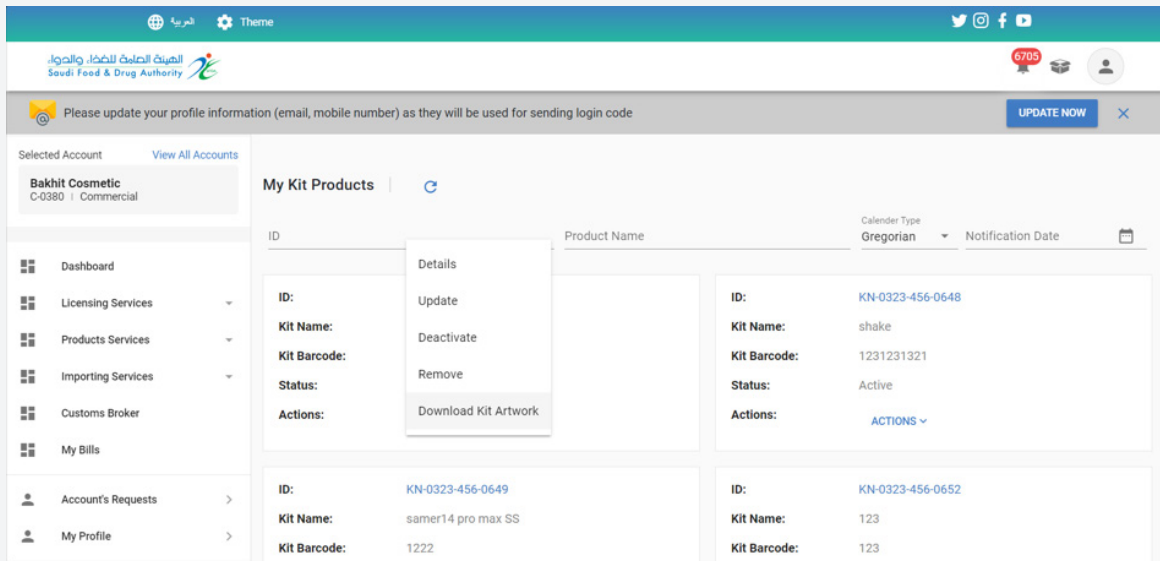


The comment details appear by clicking on "Details" on the final page under "Reason for Suspension."



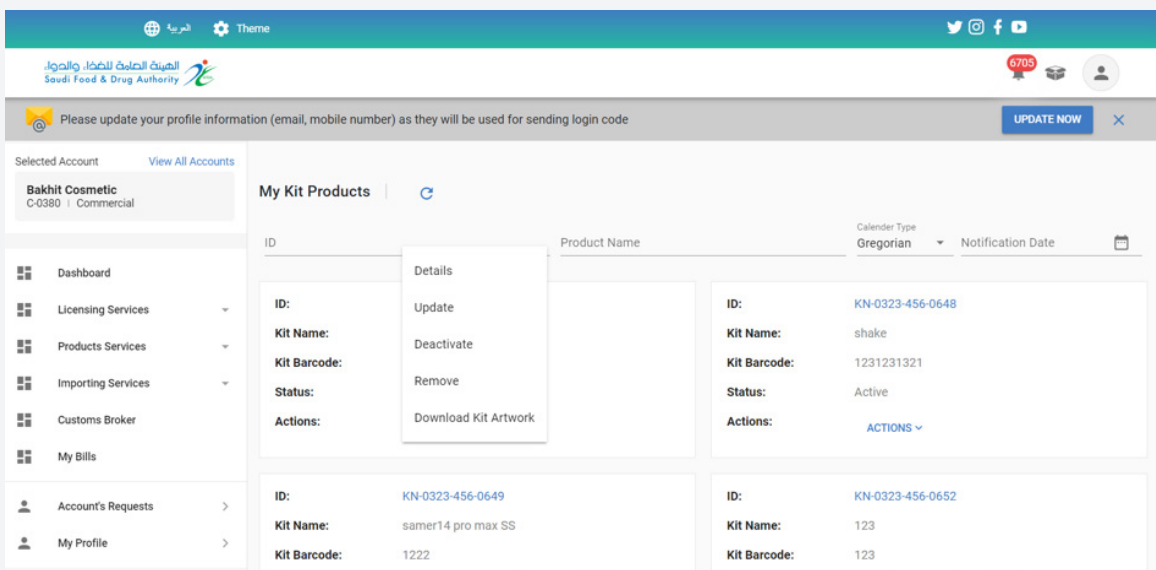
### 6.3.4 Downloading Kit Label

You can view the label of a cosmetic product Kit by clicking on "Actions" and selecting "Download Kit Label."

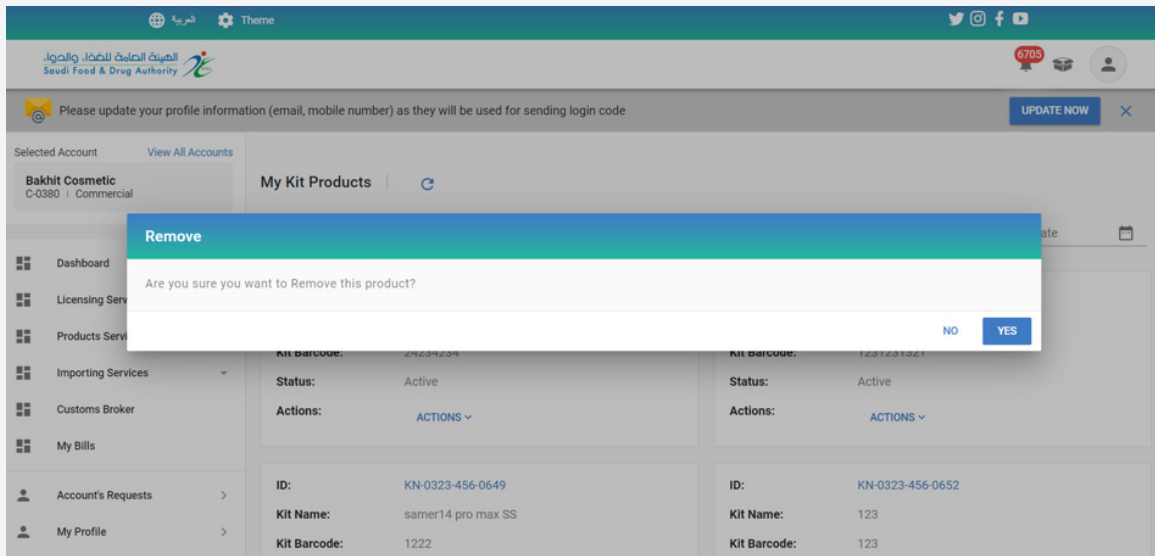


### 6.3.5 Removing My Cosmetic Product Kit

You can remove the product set by clicking on the "Remove" action on the "My Cosmetic Product Kit" page



When removing the Kit, a confirmation window will appear to confirm the removal of this Kit.

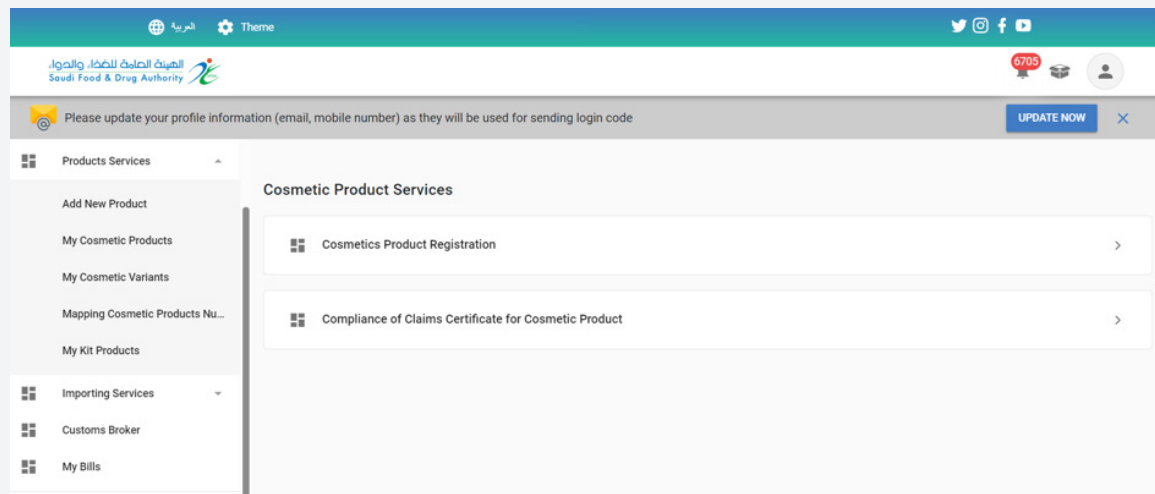


## 6.4 Request for Compliance Certificate for Cosmetic Product Claims

### 6.4.1 Submitting a new request for Compliance Certificate for Cosmetic Product Claims

To submit a new request to the General Authority for Food and Drug Administration for a certificate of compliance for cosmetic product claims (where the account must include the cosmetics field), follow these steps:

1. Product Services
2. Add New Product
3. List Cosmetic Products
4. Compliance Certificate for Cosmetic Product Claims



When selecting “Compliance Certificate for Cosmetic Product Claims” a page for submitting the application will appear. Start by filling out the required data in the application form and click "Continue" until you reach the final section "Commitments."

The screenshot shows the 'Introduction' step of the 'Cosmetic License' application. The left sidebar lists steps 1 through 10, with 'Introduction' selected. The main content area is titled 'Introduction' and contains the following text: 'Claims evaluation service: An optional service that enables importers and manufacturers of cosmetics to submit a request to SFDA to evaluate the claims of the cosmetic product and decide on its compliance with requirements, specifications and regulations of cosmetic products approved by the authority to obtain a claim conformity certificate.' At the bottom of the form, there are two buttons: a blue 'CONTINUE' button and a red 'CANCEL' button.

You can save the application for later by clicking on "Save for Later." Once the application is completed, you can access it on the "My Requests" page, where the status will be shown as "Incomplete Request." You can update the request by clicking on the "Update Request" action.

The screenshot shows the 'Notifying Information' step of the 'Cosmetic License' application. The left sidebar lists steps 1 through 10, with 'Notifying Information' selected. The main content area is titled 'Notifying Information' and contains the following data: 'Draft number: 2024-8738', 'CR Number: 7016928785', 'Arabic CR Name: مؤسسة ايراق التجارية', 'CR Issuance Date: 24/02/2020', and 'CR Expiry Date: 12/01/2025'. At the bottom of the form, there are three buttons: a grey 'BACK' button, a blue 'CONTINUE' button, and a red 'SAVE AND CONTINUE LATER' button, along with a red 'CANCEL' button.

After completing the data form and reaching the "Commitments" page, you must agree to the commitments, then click "Submit."

The screenshot shows the 'Commitments' section of an application form. On the left is a vertical navigation menu with 10 items: 2. Notifying Information, 3. Manufacturer Information, 4. Product Information, 5. Address and Location, 6. Communication Information, 7. Attachments, 8. Payment Information, 9. Comments & Attachments, and 10. Commitments (highlighted). The main content area is titled 'Commitments' and contains five bullet points:
 

- I commit that all provided data in the application are correct and accurate.
- I commit that the product attached to this application is in conformity with the cosmetics law, regulation and circulars, and I pledge to adhere by any future regulations issued by SFDA.
- I commit to be fully responsible for any cases brought by the consumer or any compensations judged, and that the SFDA is not responsible for any compensation related to the safety of the cosmetic product.
- I commit not to use this certificate for products other than those presented in the application. If otherwise, I acknowledge committing forgery in the documents and bear the consequent legal penalty.
- I commit not to use this certificate for advertisement or marketing purposes.
- I commit not to request a refund after starting evaluation process.

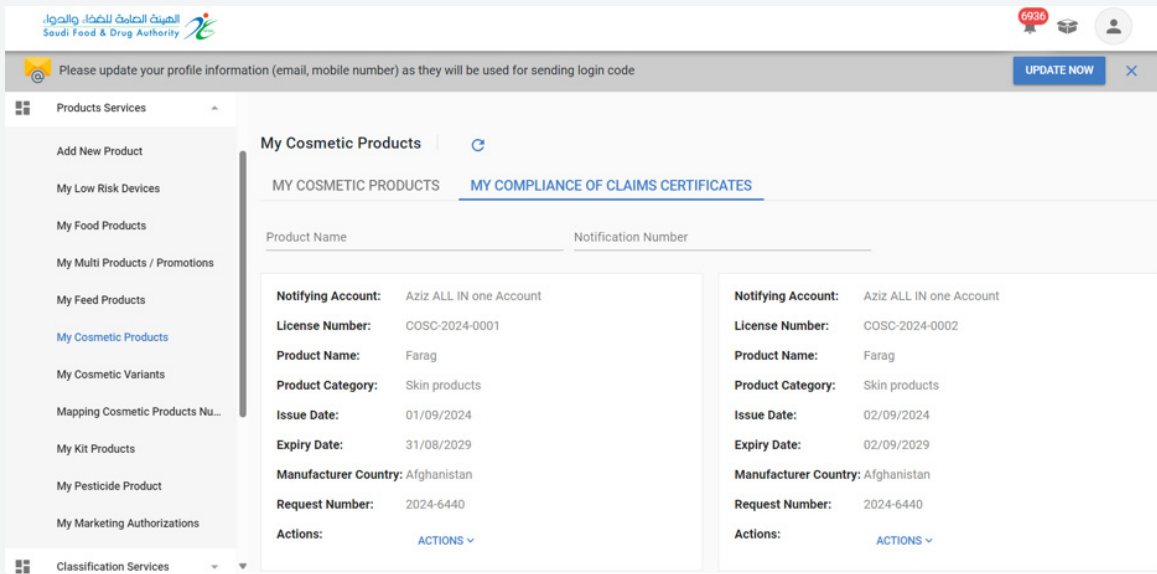
 Below the text is a checkbox labeled 'I agree on the declaration terms and conditions'. At the bottom, there are three buttons: 'BACK', 'SUBMIT', and 'SAVE AND CONTINUE LATER' (with a 'CANCEL' link next to it).

You will receive an "application number" after submitting your request.

The screenshot shows the application dashboard after submission. 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 trail: 'Licensing | Cosmetic License'. The main content area shows a confirmation message: 'Your request has been sent for processing'. A box displays 'Request Number: 2024-8738'. Below the message are links for 'Account Dashboard' and 'My Requests'. On the left, the navigation menu is visible, with 'Commitments' highlighted.

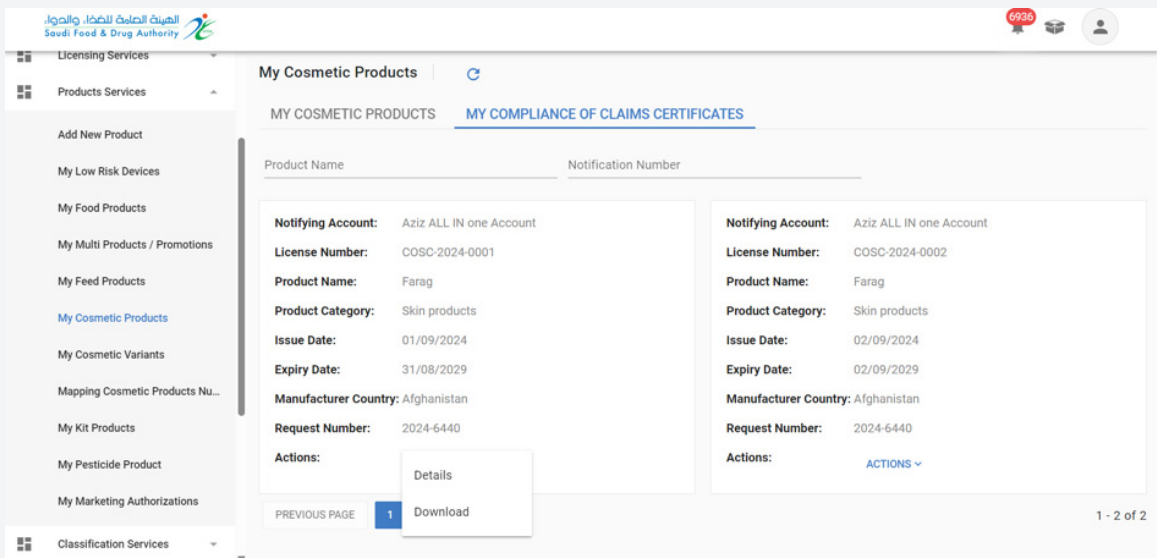
### 6.4.2 Accessing the Compliance Certificate for Cosmetic Product Claims

To access the certificates for compliance with cosmetic product claims, select "Product Services." Upon clicking on "Cosmetic Products," you will see the approved certificates, and you can obtain the certificate using search engines



### 6.4.3 Downloading Compliance Certificate for Cosmetic Product Claims

You can view the Compliance Certificate for Cosmetic Product Claims by clicking on “Actions” and selecting "Download."



## 6.4.4 Details of Compliance Certificate for Cosmetic Product Claims

You can view the details of the certificate of compliance for the cosmetic product claims by clicking on " Actions " and selecting "Details."

The screenshot displays the 'My Cosmetic Products' section of the SFDA portal. The left sidebar contains a menu with 'My Cosmetic Products' highlighted. The main content area shows a table of products with details for two items. The first item has a 'Details' dropdown menu open, showing the 'Details' option. The second item has an 'ACTIONS' dropdown menu open, showing the 'Details' option.

Product Name	Notification Number
<b>Notifying Account:</b> Aziz ALL IN one Account <b>License Number:</b> COSC-2024-0001 <b>Product Name:</b> Farag <b>Product Category:</b> Skin products <b>Issue Date:</b> 01/09/2024 <b>Expiry Date:</b> 31/08/2029 <b>Manufacturer Country:</b> Afghanistan <b>Request Number:</b> 2024-6440 <b>Actions:</b> <a href="#">Details</a>	<b>Notifying Account:</b> Aziz ALL IN one Account <b>License Number:</b> COSC-2024-0002 <b>Product Name:</b> Farag <b>Product Category:</b> Skin products <b>Issue Date:</b> 02/09/2024 <b>Expiry Date:</b> 02/09/2029 <b>Manufacturer Country:</b> Afghanistan <b>Request Number:</b> 2024-6440 <b>Actions:</b> <a href="#">ACTIONS</a>

PREVIOUS PAGE 1 Download 1 - 2 of 2



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[www.sfda.gov.sa](http://www.sfda.gov.sa)