



Kingdom of Saudi Arabia
Saudi Food & Drug Authority



Applicant User Manual

GHAD System



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Introduction

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

Feed – warehouse licenses

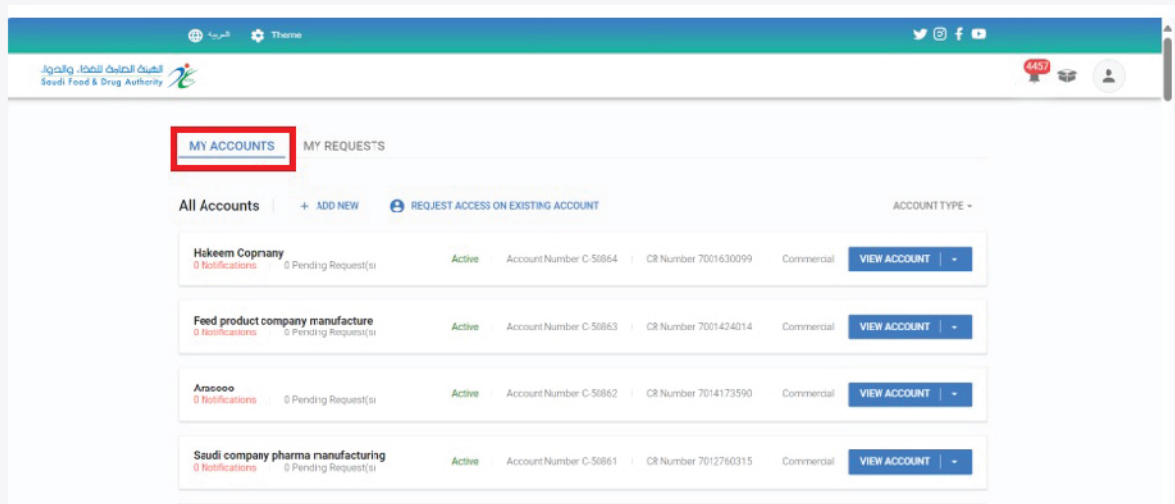
2. Main Dashboard

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

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

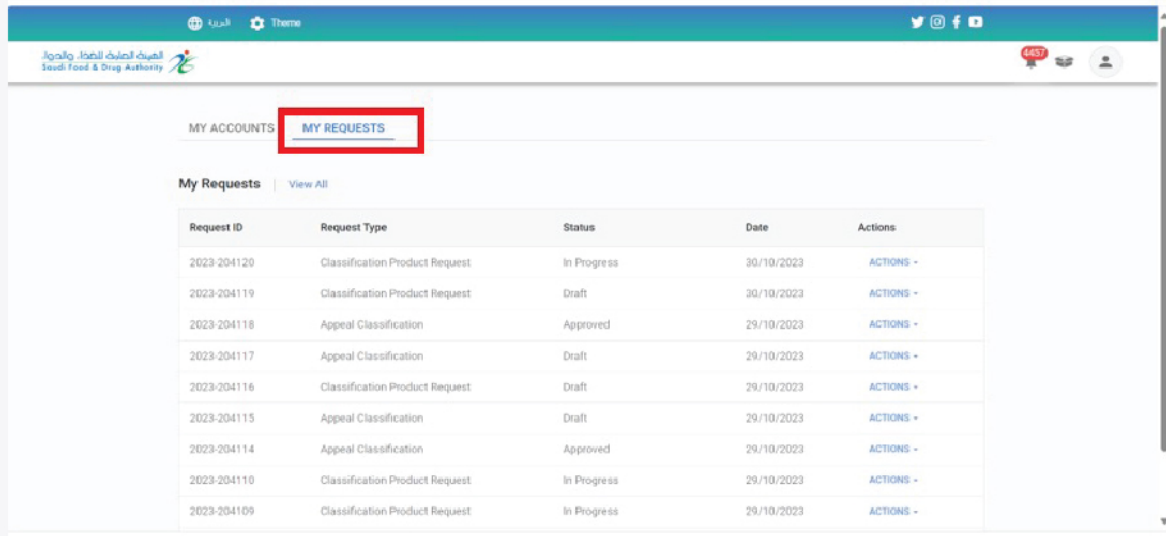
My accounts

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



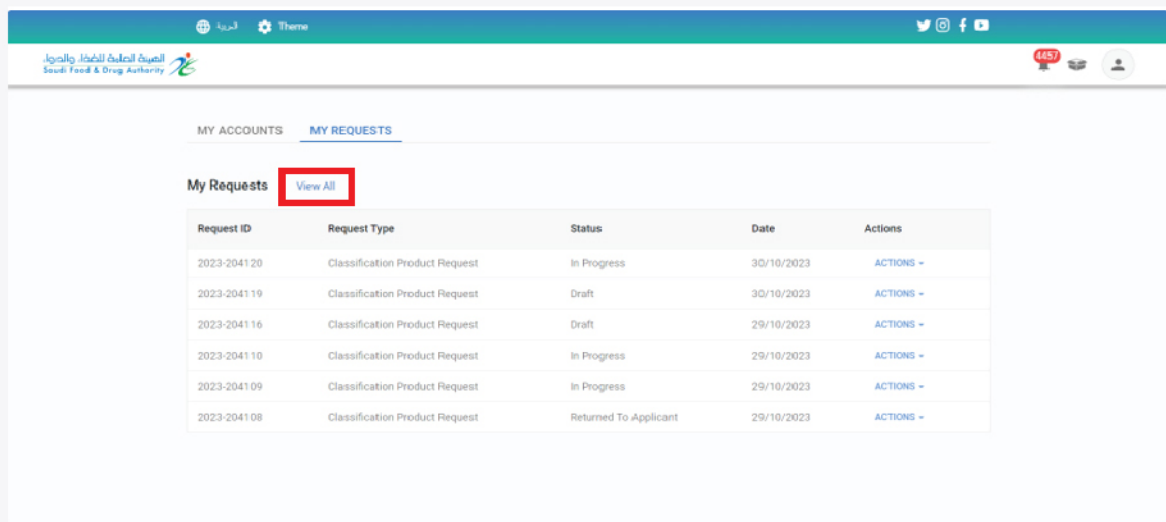
2.1 My request

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



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

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



The screenshot shows the 'My Requests' page with a filter bar highlighted in red. The filter bar includes fields for Request Number, Request Type, Request Status, Account Name, Calendar Type (set to Gregorian), and Request Date. Below the filter bar is a table of requests.

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

2.2 Actions

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

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

The screenshot shows the 'My Requests' page with a filter bar. The filter bar includes fields for Request Number, Request Type, Request Status (set to Draft), Account Name, Calendar Type (set to Gregorian), and Request Date. Below the filter bar is a table of requests.

Request ID	Request Type	Status	Date	Actions
2023-3139	New Cosmetic Space Warehouse License	Draft	06/06/2023	View Request Update Request Delete
2023-3137	New Drugs Full Warehouse License	Draft	06/06/2023	
2023-3136	New Fina Food Warehouse License	Draft	06/06/2023	
2023-3135	New Fina Food Warehouse License	Draft	06/06/2023	
2023-3134	New Fina Food Warehouse License	Draft	06/06/2023	ACTIONS -

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

□ Action:

- You can review the request “View request”.

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

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	View Request
2023-6490	New Cosmetic Product Notification	Approved	16/10/2023	ACTIONS -
2023-6435	New Cosmetic Product Notification	Approved	15/10/2023	ACTIONS -
2023-6430	New Food Manufacturer License	Approved	15/10/2023	ACTIONS -
2023-6417	New Cosmetic Product Notification	Approved	15/10/2023	ACTIONS -

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

□ Action:

- You can review the request “View request”.

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

Request ID	Request Type	Status	Date	Actions
2323-5735	New Commercial Account	Rejected	04/09/2023	View Request
2323-5732	New Importer Distributor License	Rejected	04/09/2023	View Request
2323-5199	New Commercial Account	Rejected	10/08/2023	ACTIONS -
2323-4301	New Food Manufacturer License	Rejected	17/07/2023	ACTIONS -
2323-4069	New Food Manufacturer License	Rejected	13/07/2023	ACTIONS -
2323-3665	Change Food Manufacturer Address And Location	Rejected	19/06/2023	ACTIONS -

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

- **Action:**

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

The screenshot shows the 'My Requests' interface with filters for 'Request Status' set to 'Make Payment'. The table below lists several requests:

Request ID	Request Type	Status	Date	Actions
2023-5389	New Cosmetic Products Full Warehouse License	Make Payment	17/06/2023	View Request
2023-5136	New Drugs Space From Warehouse License	Make Payment	07/06/2023	Make Payment
2023-4980	New MDMA-1 Permission	Make Payment	01/06/2023	Cancel Request
2022-0626	Fees Inspection	Make Payment	13/03/2022	

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

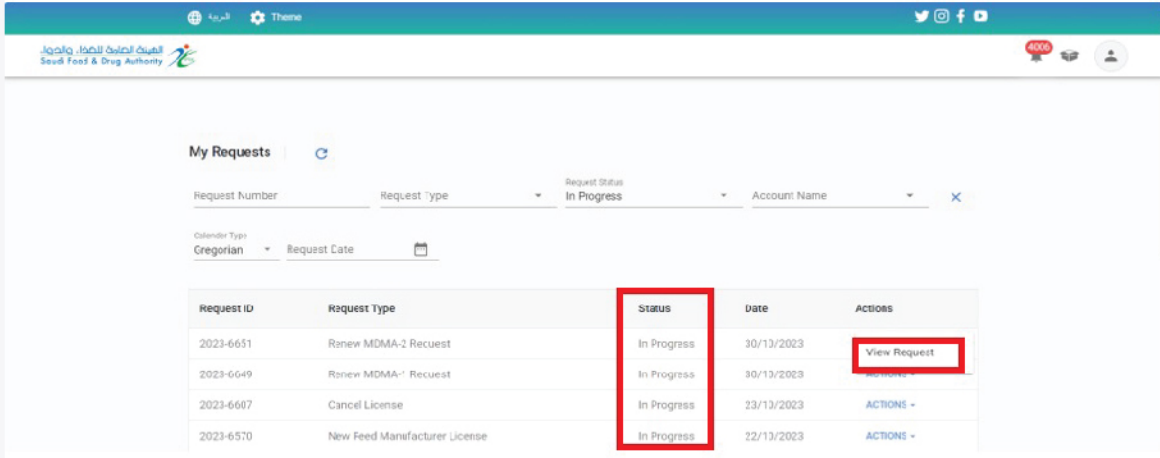
- **Action:**

- You can review the request “View request”.

The screenshot shows the 'My Requests' interface with filters for 'Request Status' set to 'Canceled'. The table below lists several requests:

Request ID	Request Type	Status	Date	Actions
2323-3021	New Quality Assurance and Radiation Measurements Service Providers	Canceled	24/05/2023	View Request
2323-0935	Update Quality Assurance and Radiation Measurements Service Providers	Canceled	06/03/2023	
2322-2469	Renew Low Risk Device	Canceled	24/09/2022	ACTIONS -
2322-1959	New MDMA-1 Permission	Canceled	23/08/2022	ACTIONS -
2322-0875	New Low Risk Device	Canceled	06/04/2022	ACTIONS -

- In Progress: when “sending the request” to the Food and Drug Authority
 - Action:
 - You can review the request “View request”.



Request ID	Request Type	Status	Date	ACTIONS
2023-6651	Renew MDMA-2 Recuest	In Progress	30/13/2023	View Request
2023-6649	Renew MDMA-2 Recuest	In Progress	30/13/2023	ACTIONS -
2023-6607	Cancel License	In Progress	23/13/2023	ACTIONS -
2023-6570	New Feed Manufacturer License	In Progress	22/13/2023	ACTIONS -

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

My Requests

Request Number: Request Type: Request Status: Returned To Applicant Account Name: X

Calendar Type: Gregorian Request Date: [Calendar Icon]

Request ID	Request Type	Status	Date	Actions
2023-6409	Cancel License	Returned To Applicant	12/10/2023	View Request Update Request
2023-6394	Renew MDMA-1 Request	Returned To Applicant	10/10/2023	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 -

الرجاء تحديث بيانات الملف الشخصي البريد الإلكتروني، رقم الدورية، رقم سوف يتم إستخدامهم لإرسال رموز التحقق للدخول إلى النظام

تفاصيل الرخصة السارية

تفاصيل الرخصة السارية

الرجاء تحديث بيانات الملف الشخصي البريد الإلكتروني، رقم الدورية، رقم سوف يتم إستخدامهم لإرسال رموز التحقق للدخول إلى النظام

اسم الشركة: VDCOL Co., Ltd

العنوان كامل: 155, Seongwangcheon-ro, Sheung-ui

البلد: كوريا الجنوبية

المدى: Gyeonggi-do

الرمز البريدي: 307 A

التعليقات

تفاصيل الرخصة المنتهية

تفاصيل الرخصة السارية

التعليقات والملاحظات

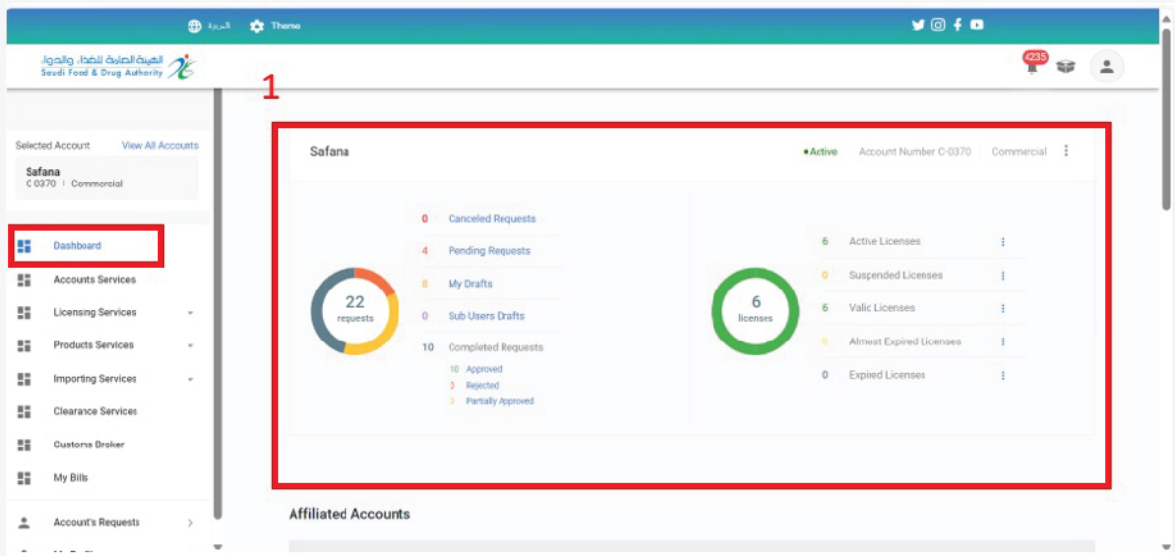
تأكيد وتقييم

3. Dashboard

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

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

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



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

2

Request ID	Request Type	Status	Date	Actions
2923-3796	New Importing Permission	Draft	21/06/2023	ACTIONS -
2923-3795	New Importer Distributor License	Approved	21/06/2023	ACTIONS -
2923-3793	New Importer Distributor License	Draft	21/06/2023	ACTIONS -
2923-3523	Fees Inspection	Approved	11/06/2023	ACTIONS -

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

3

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

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

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

The screenshot displays the GHAD System dashboard. On the left, a sidebar menu includes 'Dashboard' (highlighted with a red box), 'Accounts Services', 'Licensing Services', 'Products Services', 'Importing Services', 'Clearance Services', 'Customs Broker', 'My Bills', 'Account's Requests', and 'My Profile'. The main content area features a table of requests and a 'Notifications' panel (also highlighted with a red box). A red number '4' is placed between the sidebar and the notifications panel.

Request ID	Request Type	Status	Created Date	Actions
2023-3795	New Importer Distributor License	Approved	21/06/2023	ACTIONS -
2023-3793	New Importer Distributor License	Draft	21/06/2023	ACTIONS -
2023-3523	Fees Inspection	Approved	11/06/2023	ACTIONS -
2023-3513	Fees Inspection	InProgress	08/06/2023	ACTIONS -

Notifications

- Your Suspend Account Request number 2023-2146 has been submitted successfully. 27/04/2023, 04:04 PM [DELETE](#)
- We received payment for your Request, Inspection Fees Request number 2023-3523 11/06/2023, 08:55 AM [DELETE](#)
- Your Update Commercial Account request has been submitted successfully, and its review will take 1 working days 26/01/2023, 10:28 AM [DELETE](#)
- Your New Importer And Distributor License request has been submitted successfully, and its review will take 2.5 working days 08/06/2023, 12:20 PM [DELETE](#)
- Your Local Manufacturer request has been submitted successfully, and its review will take 6 working days 08/06/2023, 12:05 PM [DELETE](#)

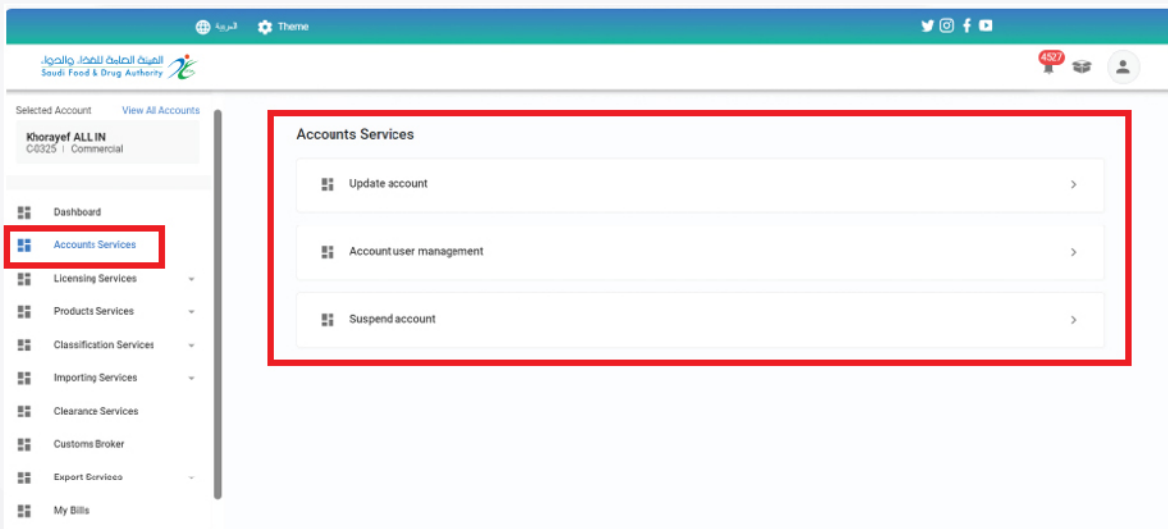
4. Account services

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

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

Services for each account type are as follows:

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



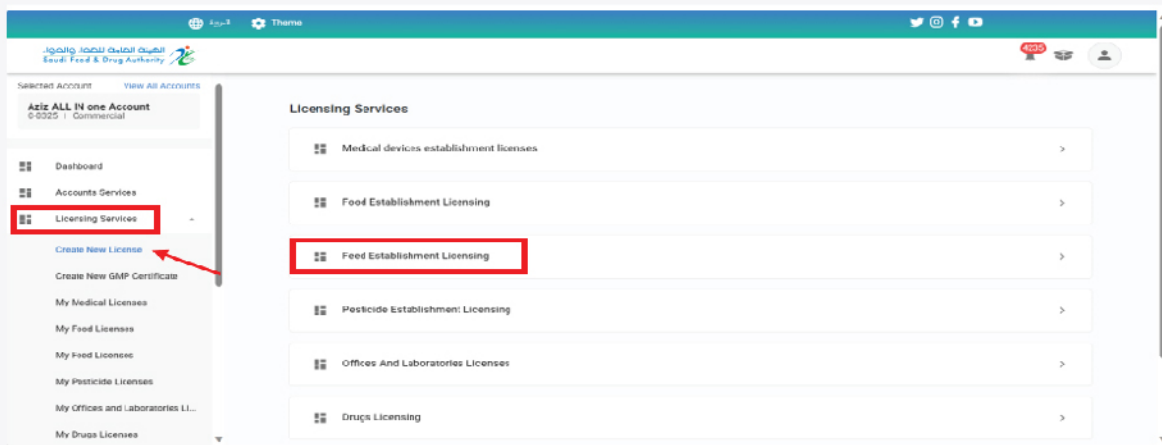
5 Licensing Services

5.1 Feed Full Warehouse License

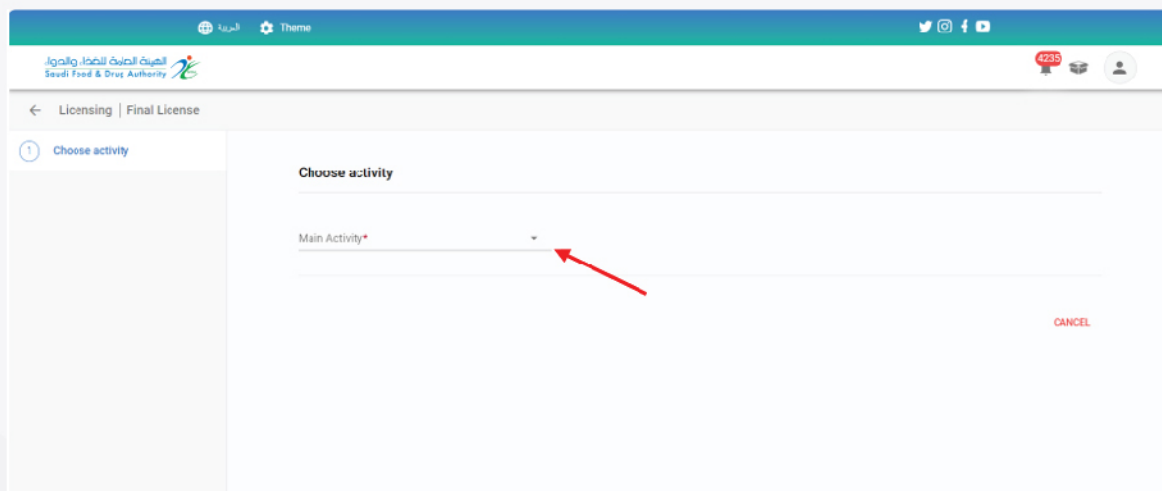
5.1.1 New Feed Full Warehouse License

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

- 1- Licensing services
- 2- Create new license.
- 3- Feed Establishment licensing



Then start filling the template of the New Feed Space from Warehouse License Request until you reach. The last section: “Confirm and Submit



Choose activity

Main Activity*

Manufacturer

Warehouse / Distribution center

CANCEL

Choose activity

Main Activity*

Warehouse / Distribution center

Warehouse Type*

Full Warehouse

Space From Warehouse

CANCEL

Choose activity

Main Activity*

Warehouse / Distribution center

Warehouse Type*

Full Warehouse

Location Of Warehouse / Distribution Center*

CONTINUE

CANCEL

The screenshot shows the 'Choose activity' step in the 'Final License' process. A sidebar on the left lists steps 1 through 10, with 'Choose activity' selected. The main content area has a title 'Choose activity' and a form with three dropdown menus: 'Main Activity*' (Warehouse / Distribution center), 'Warehouse Type*' (Full Warehouse), and 'Location Of Warehouse / Distribution Center*'. A dropdown menu is open for the third field, showing options 'Inside Industrial or economic or royal cities' and 'Within the Municipality area'. A 'CANCEL' button is visible at the bottom right.

The screenshot shows the 'Introduction' step. The sidebar on the left has 'Introduction' selected. The main content area has a title 'Introduction' and a text block explaining the system's purpose. Below the text are three numbered points: 1. An initial license for the new warehouses on my third party holds a license and a civil defense license. 2. License to practice a warehouse / distribution center. 3. License to engage in storage activity with third parties. A link 'To find out more about the service and to know the terms and conditions required (Click Here)' is provided. At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

The screenshot shows the 'Warehouse/Distribution Centre Name' step. The sidebar on the left has 'Warehouse/Distribution Centre Name' selected. The main content area has a title 'Warehouse/Distribution Centre Name' and a form with three fields: 'Warehouse/Distribution centre Arabic Name:' (شركة ايم ان اوريون), 'Warehouse/Distribution centre Name English:' (AZIZ ALL IN ONE ACCOUNT), and 'License Years*'. At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

At the Warehouse/Distribution Centre Information step:

When choosing the location of warehouse/distribution centre “inside industrial or economic or royal cities”

The screenshot shows the 'Warehouse/Distribution Centre Information' step in the GHAD System. The interface includes a top navigation bar with the Saudi Food & Drug Authority logo and a sidebar menu with 10 steps. The main content area is titled 'Warehouse/Distribution Centre Information' and contains a form with a 'Space*' input field. Below the input field are 'BACK' and 'CONTINUE' buttons. On the right side, there are links for 'SAVE AND CONTINUE LATER' and 'CANCEL'.

When choosing the location of warehouse/distribution centre “within the Municipality area”

The screenshot shows the 'Warehouse/Distribution Centre Information' step in the GHAD System. The interface includes a top navigation bar with the Saudi Food & Drug Authority logo and a sidebar menu with 10 steps. The main content area is titled 'Warehouse/Distribution Centre Information' and contains a form with a 'Space*' input field and a 'Municipality Name' dropdown menu. Below the input field and dropdown are 'BACK' and 'CONTINUE' buttons. On the right side, there are links for 'SAVE AND CONTINUE LATER' and 'CANCEL'.

This screenshot shows the 'Basic Information' step of the licensing application. The left sidebar contains a progress indicator with 10 steps, where 'Basic Information' is the current step. The main content area is titled 'Basic Information' and includes an 'Activity Type*' section with two checkboxes: 'Storage For Others' and 'Animals Feed Storage Warehouse'. At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

This screenshot shows the 'Address and Location' step of the licensing application. The left sidebar shows 'Address and Location' as the current step. The main content area is titled 'Address and Location' and features a 'Section 1: Address & Location' input field. Below it, there is a 'Same as Account Address?' section with radio buttons for 'Yes' (selected) and 'No'. At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

This screenshot shows the 'Address and Location' step of the licensing application, displaying the address input fields. The left sidebar shows 'Address and Location' as the current step. The main content area is titled 'Address and Location' and features a 'Section 1: Address & Location' input field. Below it, there is a 'Same as Account Address?' section with radio buttons for 'Yes' and 'No' (selected). The address fields include 'City*', 'District*', 'Street*', 'Building Number', 'Postal Code', and 'P.O.Box'. At the bottom, there is a map view with 'Map' and 'Satellite' options and a location pin icon.

العربية Theme

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

4280

Licensing | Final License

- Choose activity
- Introduction
- Warehouse/Distribution Centre Name
- Warehouse/Distribution Centre Information
- Basic Information
- Address and Location
- Communication Information**
- Documents
- Comments & Attachments
- Confirm

Communication Information

Section 2: Communication Information

Same as Account Contact Information?*

Yes
 No

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

العربية Theme

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Saudi Food & Drug Authority

4280

Licensing | Final License

- Choose activity
- Introduction
- Warehouse/Distribution Centre Name
- Warehouse/Distribution Centre Information
- Basic Information
- Address and Location
- Communication Information**
- Documents
- Comments & Attachments
- Confirm

Communication Information

Section 2: Communication Information

Same as Account Contact Information?*

Yes
 No

Email Address*

Country Code Phone Number Ext

Country Code* Mobile Number* Ext

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

At Document step:

When choosing the location of warehouse/distribution centre “inside industrial or economic or royal cities”

The screenshot shows the 'Documents' step in the 'Final License' process. The left sidebar lists steps 1 through 10, with 'Documents' (step 8) highlighted. The main content area is titled 'Documents' and contains a section for 'Copy of Lease Contract or Operating License*'. Below this title is a dashed-line box with an upload icon and the text 'Attach the supporting document'. Underneath the box, it states 'Maximum file size: 25MB. Allowed file types: jpeg, jpg, pcf, png'. At the bottom of the form, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER' (with a 'CANCEL' link next to it).

When choosing the location of warehouse/distribution centre “within the Municipality area”

The screenshot shows the 'Documents' step in the 'Final License' process. The left sidebar lists steps 1 through 10, with 'Documents' (step 8) highlighted. The main content area is titled 'Documents' and contains two sections. The first section is for 'Copy of Municipal License*' and the second is for 'Copy of the valid Civil Defence License'. Each section has a dashed-line box with an upload icon and the text 'Attach the supporting document'. Below each box, it states 'Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png'. At the bottom of the form, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER' (with a 'CANCEL' link next to it).

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

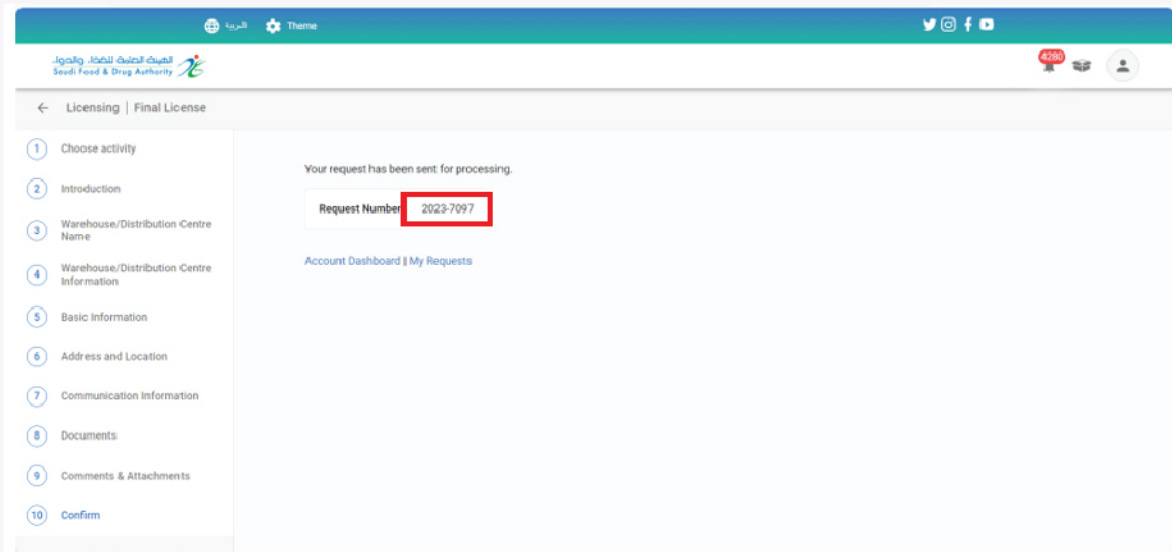
On click Save and continue later, you can access the request from “My request” page with status Draft, with access to view the request or update it.

The screenshot shows the 'Comments & Attachments' step of the application process. The sidebar on the left lists 10 steps, with step 9 'Comments & Attachments' highlighted. The main content area includes a 'Comments & Attachments' section with a text area for notes and an 'Add Attachment' section with a file upload button. At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER' (highlighted with a red box), and 'CANCEL'.

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

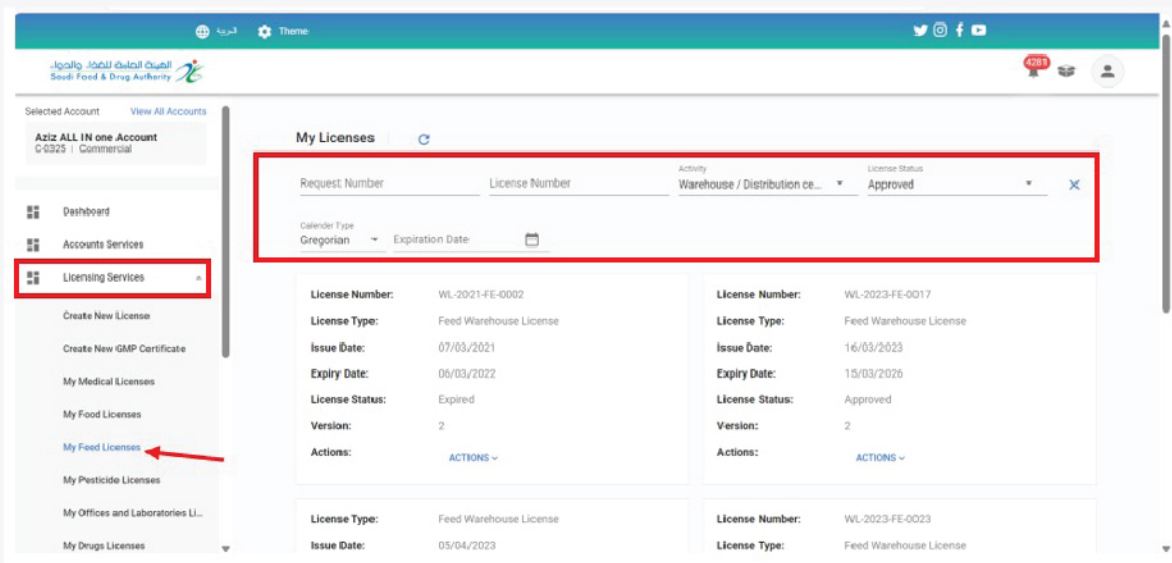
The screenshot shows the 'Confirm' step of the application process. The sidebar on the left lists 10 steps, with step 10 'Confirm' highlighted. The main content area includes a 'Confirm' section with a text area containing a declaration. Below the text, there is a checkbox labeled 'I agree on the declaration terms and conditions' (highlighted with a red box). At the bottom, there are buttons for 'BACK', 'SUBMIT' (highlighted with a red box), 'SAVE AND CONTINUE LATER', and 'CANCEL'.

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

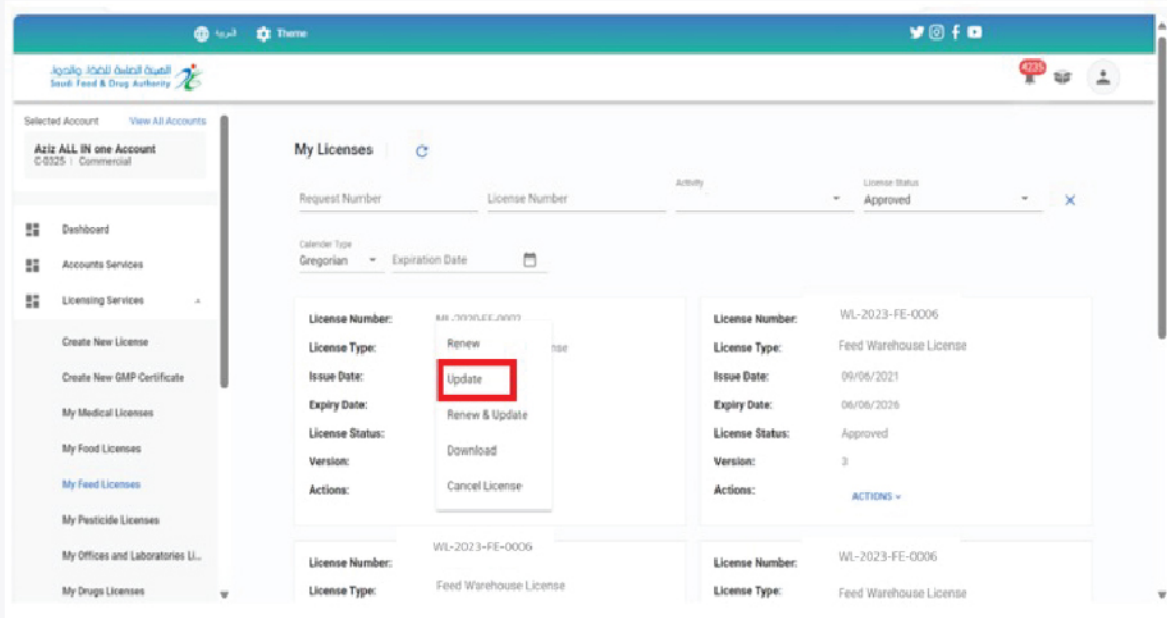


5.1.2 Update Feed Full Warehouse License

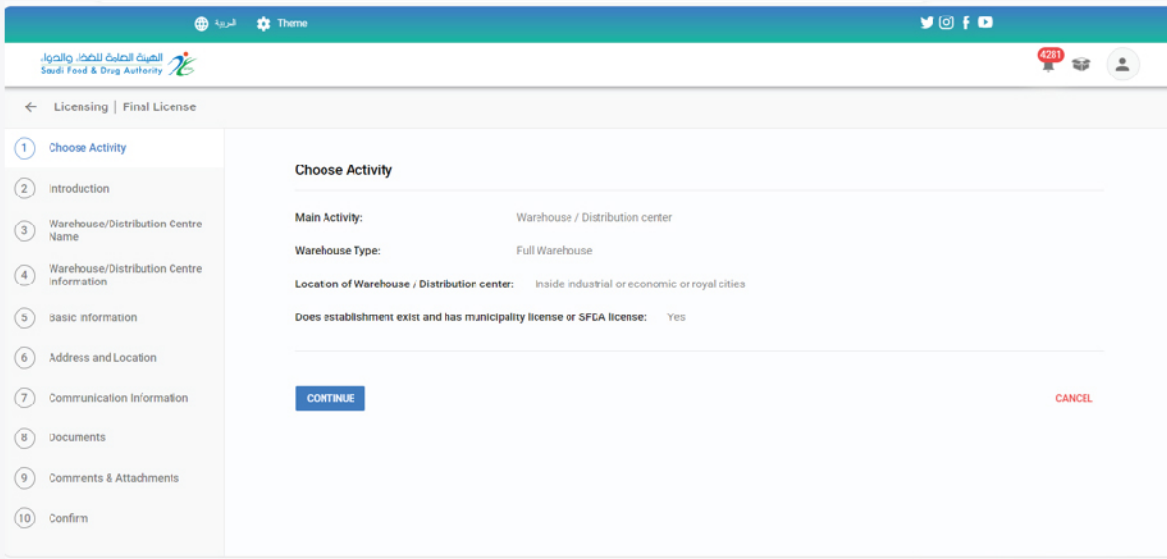
To Request Update Feed Space from Warehouse License at the Saudi Food and Drug Authority, you can select “Licensing Services” then “My Feed Licenses”, the obtained and approved licenses will appear for you, and you can get the license using search engines.



To Update Feed Full Warehouse License, click on “Actions”, and choose “Update”.



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



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

Licensing | Final License

- 1 Choose Activity
- 2 Introduction
- 3 Warehouse/Distribution Centre Name
- 4 Warehouse/Distribution Centre Information
- 5 Basic Information
- 6 Address and Location
- 7 Communication Information
- 8 Documents
- 9 Comments & Attachments
- 10 Confirm

Confirm

- 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 read the Food System of the General Authority for Food and Drugs issued by Royal Decree No. 475 dated 26/12/1435 e (published on the website of the Commission) and I undertake to abide by what is stated therein and any circulars and decisions issued by the Commission. I also undertake to abide by any future regulations approved by the SFDA.
- I have read all the provisions of the Executive Regulations of the Food System issued by the Board of Directors Resolution No. (3/16/1439) dated 9/4/1439 AH (published on the website of the Authority) and I undertake to abide by what is stated therein and any circulars and decisions issued by the Commission. I also undertake to abide by any future regulations approved by the SFDA.

I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

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

Licensing | Final License

- 1 Choose activity
- 2 Introduction
- 3 Warehouse/Distribution Centre Name
- 4 Warehouse/Distribution Centre Information
- 5 Basic information
- 6 Address and Location
- 7 Communication information
- 8 Documents
- 9 Comments & Attachments
- 10 Confirm

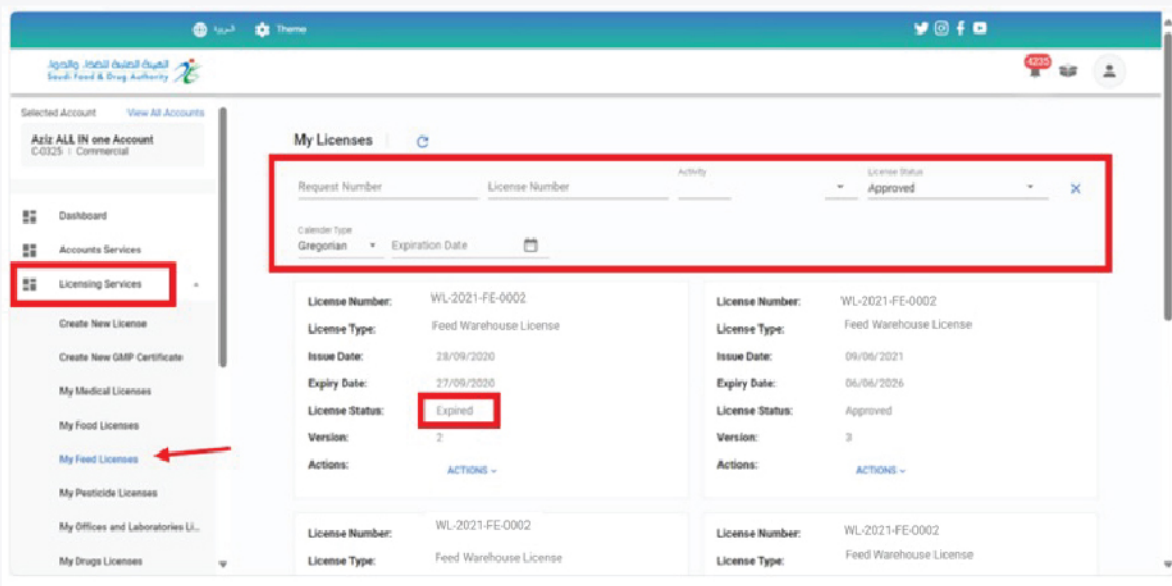
Your request has been sent for processing.

Request Number 2023-7097

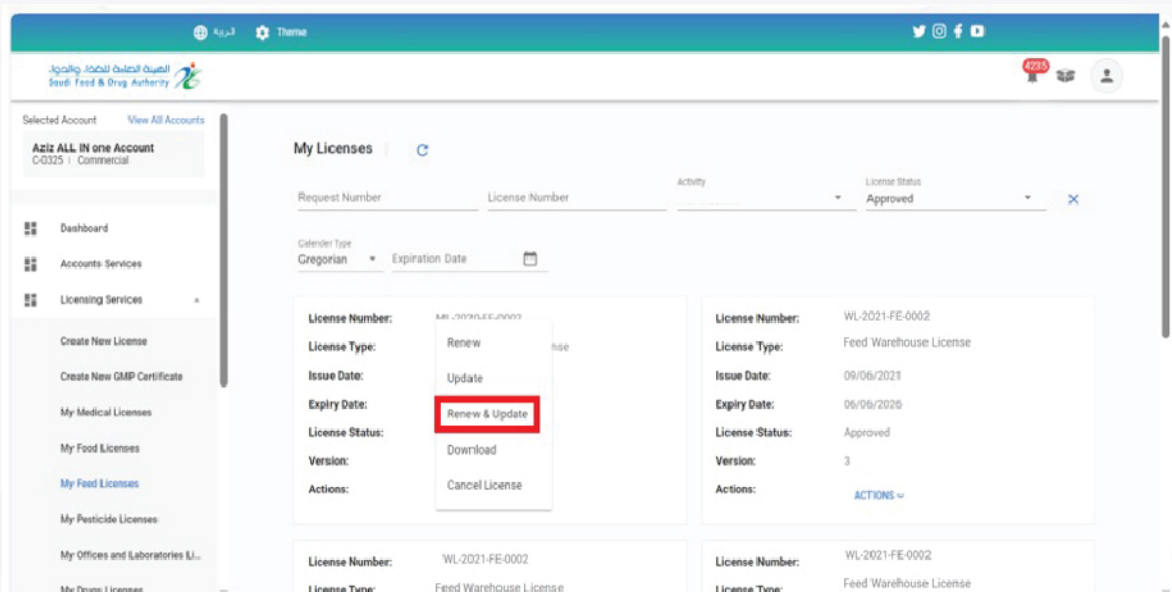
[Account Dashboard | My Requests](#)

5.1.3 Renew and Update Feed Full Warehouse License

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



To Renew and Update Feed Full Warehouse License, click on “Actions” and choose “Renew & Update”.



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

The screenshot shows the 'Choose Activity' step of the application process. The left sidebar lists 11 steps, with 'Choose Activity' (Step 1) highlighted. The main content area is titled 'Choose Activity' and contains the following information:

- Main Activity:** Warehouse / Distribution center
- Warehouse Type:** Full Warehouse
- Location of Warehouse / Distribution center:** Inside industrial or economic or royal cities
- Does establishment exist and has municipality license or SFDA license:** Yes

At the bottom of the form, there is a blue 'CONTINUE' button and a red 'CANCEL' button.

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

The screenshot shows the 'Confirm' step of the application process. The left sidebar lists 11 steps, with 'Confirm' (Step 11) highlighted. The main content area is titled 'Confirm' 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 the type of activity, and comply with all circulars issued by the Commission.

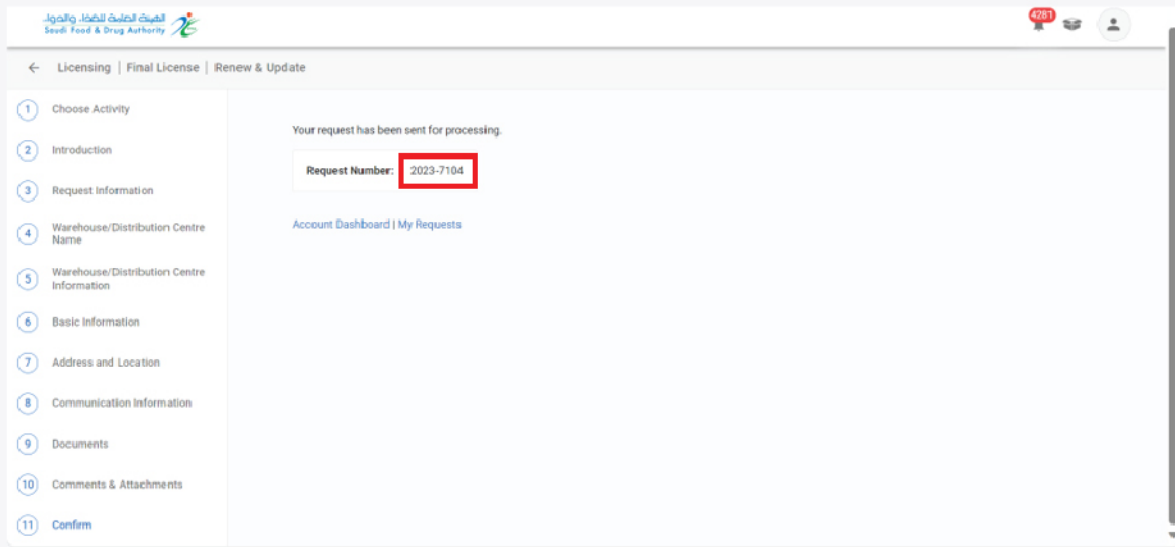
• I undertake to modify the information of the facility in case of any change.

• I read the Food System of the General Authority for Food and Drugs issued by Royal Decree No. 475 dated 26/12/1435 e (published on the website of the Commission) and I undertake to abide by what is stated therein and any circulars and decisions issued by the Commission. I also undertake to abide by any future regulations approved by the SFDA.

• I have read all the provisions of the Executive Regulations of the Food System issued by the Board of Directors Resolution No. (3/16/1439) dated 9/4/1439 AH (published on the website of the Authority) and I undertake to abide by what is stated therein and any circulars and decisions issued by the Commission. I also undertake to abide by any future regulations approved by the SFDA.

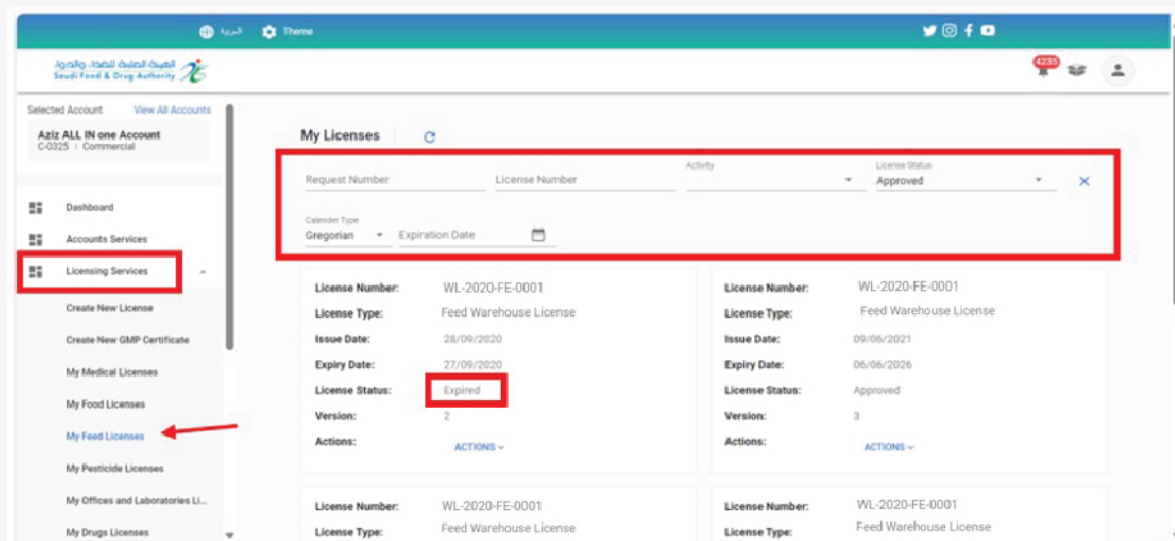
Below the text is a checkbox labeled 'I agree on the declaration terms and conditions'. At the bottom of the form, there is a blue 'SUBMIT' button and a red 'CANCEL' button.

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

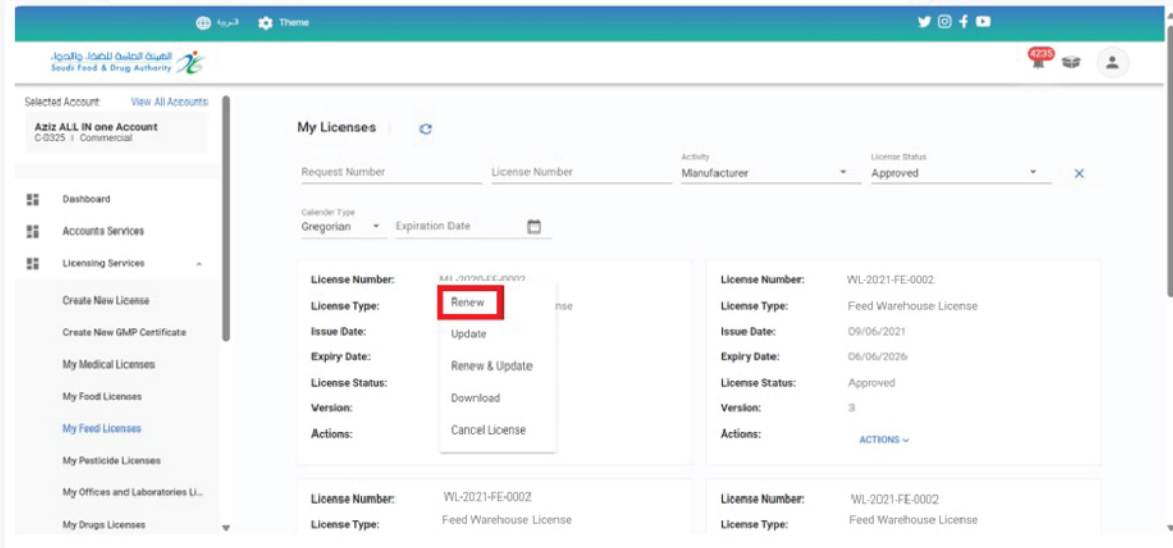


5.1.4 Renew Feed Full Warehouse License

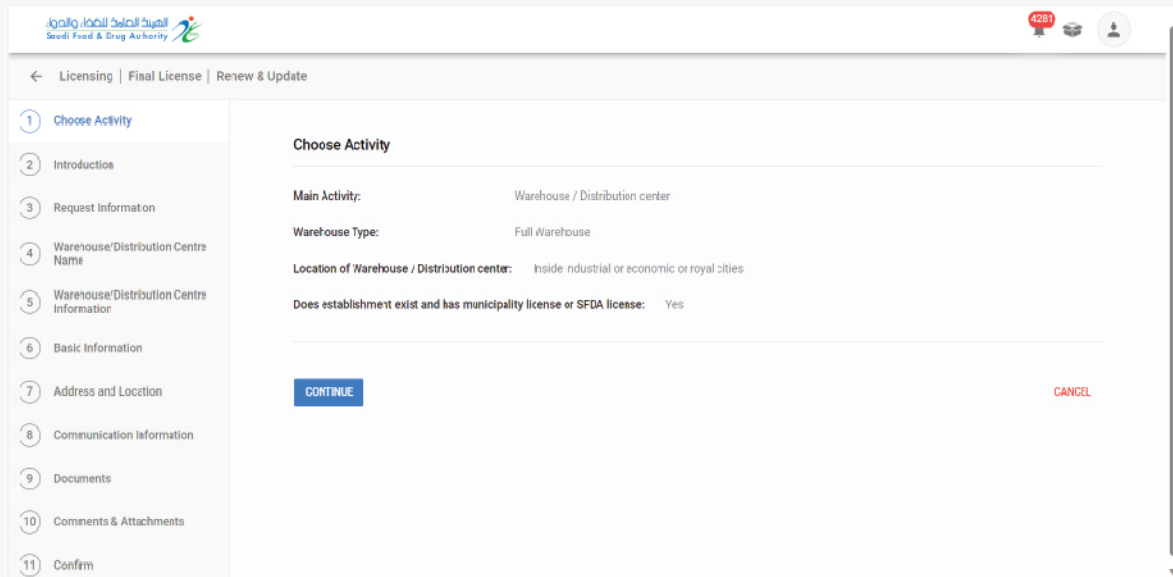
To Request Renew feed Full Warehouse License at the Saudi Food and Drug Authority, you can select “Licensing Services” then “My Feed Licenses,” the licenses obtained will appear for you. It is permitted to submit the request before 60 days of the expiry date of the license or if the license status is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



To Renew Feed Full Warehouse License, click on “Actions” and choose “Renew”.



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



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

1 Choose Activity
2 Introduction
3 Request Information
4 Warehouse/Distribution Centre Name
5 Warehouse/Distribution Centre Information
6 Basic Information
7 Address and Location
8 Communication Information
9 Documents
10 Comments & Attachments
11 Confirm

Confirm

- 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 read the Food System of the General Authority for Food and Drugs issued by Royal Decree No. 475 dated 26/12/1435 e (published on the website of the Commission) and I undertake to abide by what is stated therein and any circulars and decisions issued by the Commission. I also undertake to abide by any future regulations approved by the SFDA.
- I have read all the provisions of the Executive Regulations of the Food System issued by the Board of Directors Resolution No. (3/16/1439) dated 9/4/1439 AH (published on the website of the Authority) and I undertake to abide by what is stated therein and any circulars and decisions issued by the Commission. I also undertake to abide by any future regulations approved by the SFDA.

I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL

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

1 Choose Activity
2 Introduction
3 Request Information
4 Warehouse/Distribution Centre Name
5 Warehouse/Distribution Centre Information
6 Basic Information
7 Address and Location
8 Communication Information
9 Documents
10 Comments & Attachments
11 Confirm

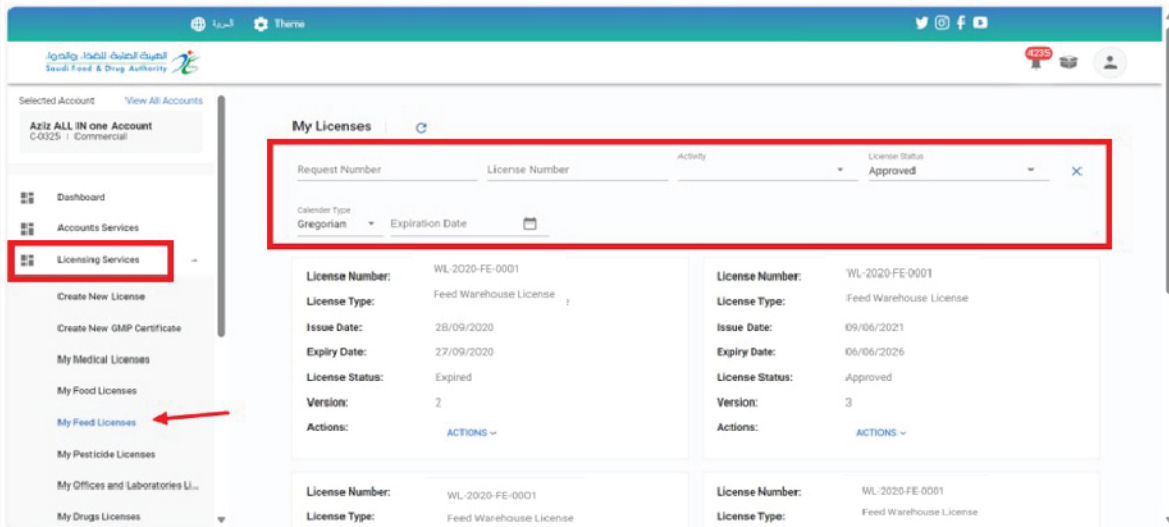
Your request has been sent for processing.

Request Number: 2023-7104

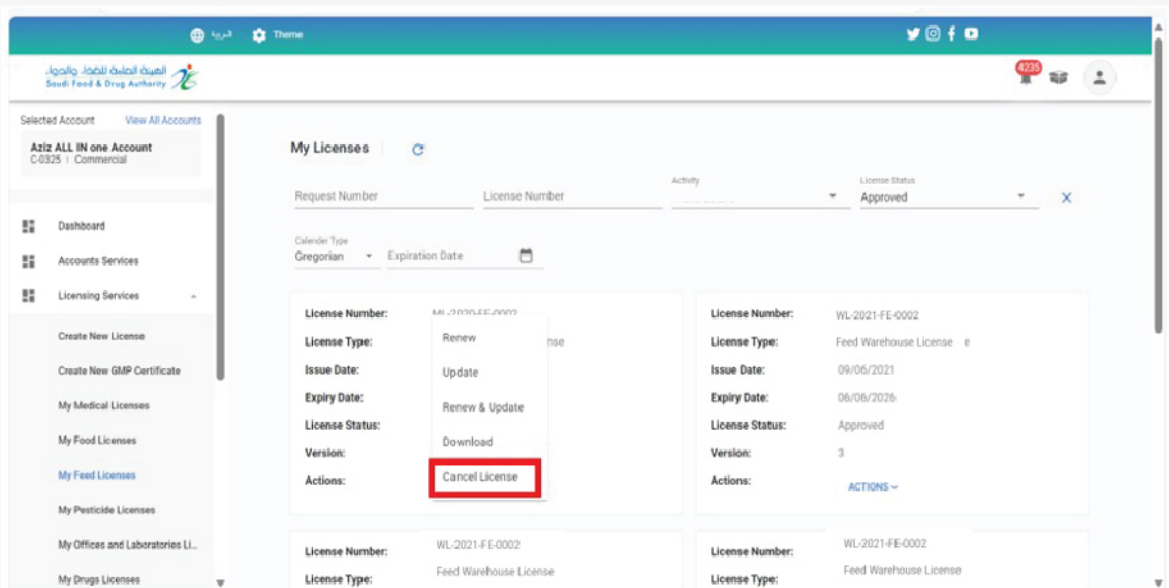
Account Dashboard | My Requests

5.1.5 Cancel Feed Full Warehouse License

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



To cancel Feed Full Warehouse License, click on “Actions” and choose “Cancel License”.



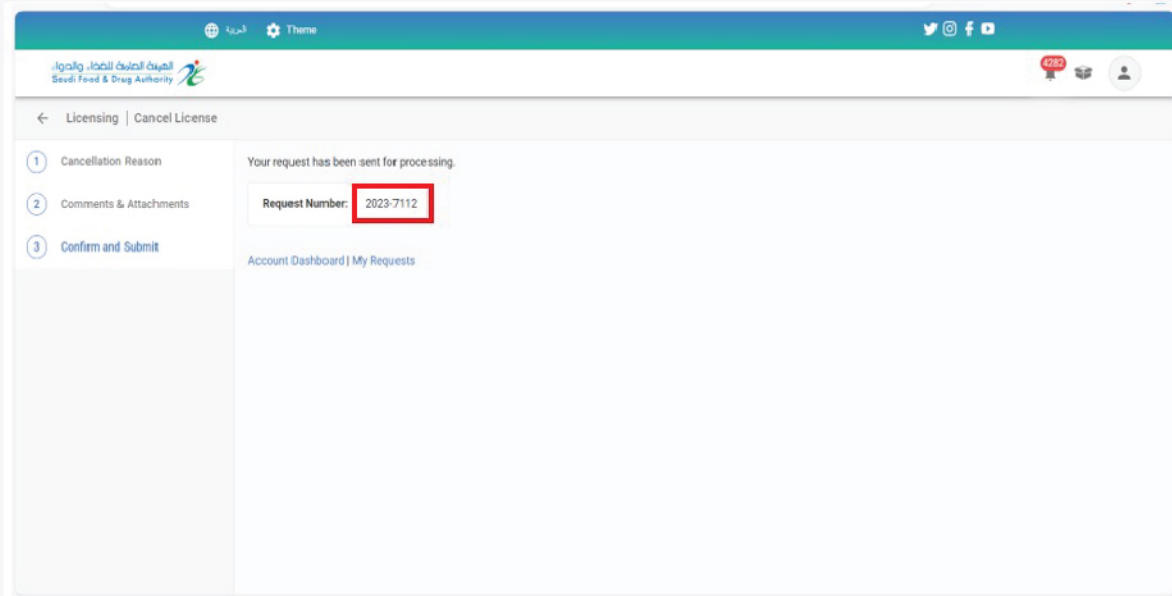
Fill in the “Reason for Cancellation of License” and “Official Letter for Cancellation” and click on “Continue” until you reach the final step, then “Confirm and Submit.”

The screenshot shows the 'Cancel License' form in the GHAD system. The form is titled 'Licensing | Cancel License' and has three steps: 1. Cancellation Reason, 2. Comments & Attachments, and 3. Confirm and Submit. The current step is 'Cancellation Reason'. It contains a dropdown menu for 'Cancellation Reason*', a text area for 'Official letter for cancellation*' with an 'Attach the supporting document' button, and a note about maximum file size (25MB) and allowed file types (jpeg, jpg, pdf, png). There are 'CONTINUE' and 'CANCEL' buttons at the bottom.

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

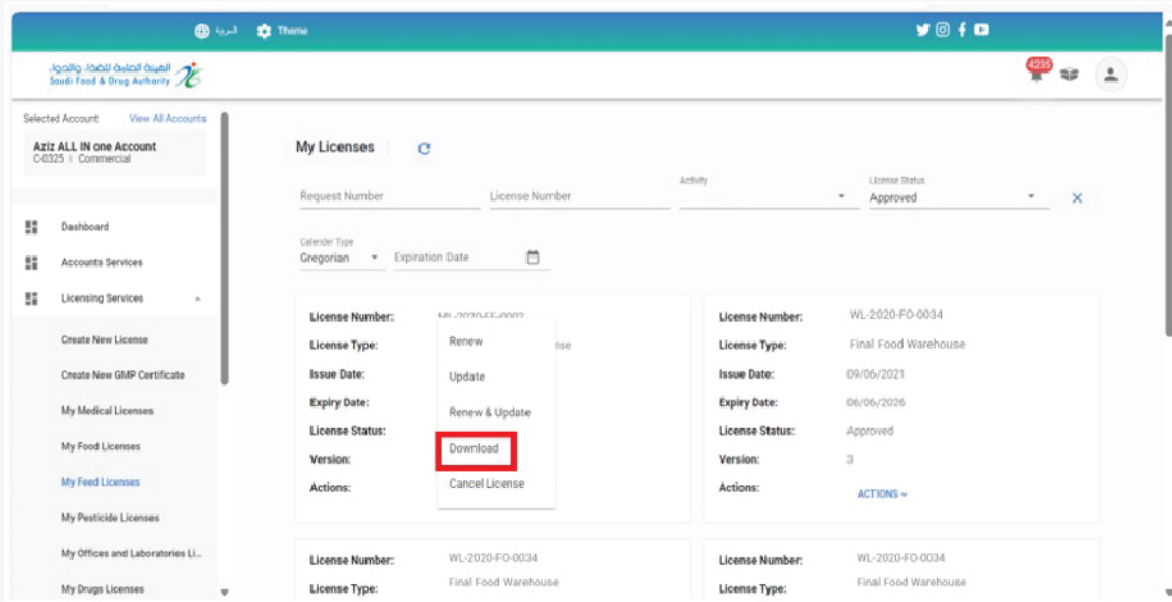
The screenshot shows the 'Confirm and Submit' form in the GHAD system. The form is titled 'Licensing | Cancel License' and has three steps: 1. Cancellation Reason, 2. Comments & Attachments, and 3. Confirm and Submit. The current step is 'Confirm and Submit'. It shows 'Draft number: 2023-7111' and a 'Confession' section with a text area containing a declaration. Below the confession is a checkbox labeled 'I Agree on above Declaration' which is highlighted with a red box. There are 'BACK', 'SUBMIT', 'SAVE AND CONTINUE LATER', and 'CANCEL' buttons at the bottom.

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



5.1.6 Download License of Feed Warehouse License

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



<p>KINGDOM OF SAUDI ARABIA Saudi Food & Drug Authority Operations Sector</p>	<p>رؤية VISION 2030</p>	<p>المملكة العربية السعودية الهيئة العامة للغذاء والدواء قطاع العمليات</p>
<p>Executive Department of registration and licensing</p>		<p>الإدارة التنفيذية للتسجيل والتراخيص</p>
<p>رخصة منشأة علفية Feed Establishment License</p>		
<p>تشهد الهيئة العامة للغذاء والدواء بأن:</p>		
<p>Saudi food and drug authority certifies that:</p>		
<p>Is licensed by the Saudi Food and drug Authority to operate in the field of Feed pursuant to the Feed Regulation for the activities defined in the license.</p>	<p>لديها رخصة للعمل في مجال الأعلاف بموجب لوائح الهيئة لممارسة الأنشطة المحددة بهذه الرخصة</p>	
<p>Establishment Type:</p>	<p>WareHouse</p>	<p>مستودع</p>
<p>Account number:</p>	<p>نوع المنشأة:</p>	
<p>CR number:</p>	<p>رقم الحساب:</p>	
<p>Issuing date/ Expiry date:</p>	<p>رقم السجل التجاري:</p>	
<p>Issuance Type:</p>	<p>تاريخ الاصدار / تاريخ الانتهاء:</p>	
<p>License number:</p>	<p>نوع الاصدار:</p>	
<p>City:</p>	<p>رقم الرخصة:</p>	
<p>District/Street:</p>	<p>المدينة:</p>	
<p>Establishments Licensing Department Director</p>		<p>مدير إدارة تراخيص المنشآت</p>
 <p>الهيئة العامة للغذاء والدواء Saudi Food & Drug Authority إدارة ترخيص المنشآت</p>		
<p>م. أحمد بن عبدالله رجب</p>		
<p>Page 1 of 2</p>		

KINGDOM OF SAUDI ARABIA Saudi Food & Drug Authority Operations Sector	VISION رؤية 2030 رؤية 2030	المملكة العربية السعودية الهيئة العامة للغذاء والدواء قطاع العمليات
Executive Department of registration and licensing		الإدارة التنفيذية للتسجيل والتراخيص
رخصة منشأة علفية Feed Establishment License		
Activity of Warehouse / Distribution Center	نشاط المستودع / مركز التوزيع	
<input checked="" type="checkbox"/> Feed Storage warehouse	<input checked="" type="checkbox"/> مخازن أغذية وأعلاف الحيوانات (للمستودعات)	
Establishments Licensing Department Director		مدير إدارة تراخيص المنشآت
 الهيئة العامة للغذاء والدواء Saudi Food & Drug Authority إدارة ترخيص المنشآت	Page 1 of 2	 م. أحمد بن عبدالله رجب

KINGDOM OF SAUDI ARABIA
Saudi Food & Drug Authority
Operations Sector

رؤية
2030

المملكة العربية السعودية
الهيئة العامة للغذاء والدواء
قطاع العمليات

Executive Department of
registration and licensing



الإدارة التنفيذية
للتسجيل والترخيص

ترخيص منشأة علفية
Feed Establishment License

1- منح هذا الترخيص للمستودع/مركز توزيع حسب السجل التجاري والموقع المذكور في الترخيص البلدي ولا يمكن استخدامه في فرع أو موقع آخر للمستودع.

2- لا يجوز توسعة المستودع/مركز التوزيع الحاصل على هذا الترخيص أو تغيير موقعه دون الحصول على موافقة مسبقة من الهيئة.

3- في حال رغبة المستودع / مركز التوزيع بتعديل بياناته في السجل التجاري فيجب إشعار الهيئة بذلك.

4- يجب على المنشأة العلفية تسجيل جميع منتجاتها المصنعة محلياً/خارجياً في النظام الإلكتروني لتسجيل المنتجات العلفية الخاص بالهيئة العامة للغذاء والدواء قبل تداولها في السوق المحلي.

5- يجب على المستودع / مركز التوزيع الالتزام بتطبيق جميع اللوائح الفنية والمواصفات القياسية السعودية/الخليجية المعتمدة ذات العلاقة والتعاميم الصادرة من الهيئة والمتعلقة بالمنشآت والمباني والمعدات العلفية.

6- على المستودع / مركز التوزيع التقدم بطلب التجديد للترخيص عبر النظام الإلكتروني وذلك قبل (90 يوم) من تاريخ انتهاء الترخيص الحالي.

7- لا يحق للمنشأة استخدام هذا الترخيص في أي مادة دوائية أو تسويقية، ويحق للهيئة في حال قيام المنشأة بذلك اتخاذ الإجراءات القانونية بحق المنشأة.

8- يعتبر الترخيص لغي في حالة إجراء أي تعديل أو مسح أو تغيير في البيانات.

9- يجب أن يكون الترخيص موجود بالمنشأة العلفية ومتاح في جميع الأوقات عند طلبه من قبل مفتشي الهيئة.



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