

Registration & Inspection of Foreign Establishment

User Manual

(for Foreign Establishments Exporting Food to Saudi Arabia)

Contents

- Creating New account
- Activating Account
- Registering Foreign Establishment
- Evaluation of the Registration Application
- Inspecting Foreign Establishment (if Required)

Creating New account

Access the following link & fill the empty fields

<http://frcs.sfda.gov.sa/Account/RegisterAccount.aspx>

Create New Account Form

Username and Password

Account Type*	Password*
<input type="text" value="Select..."/>	<input type="text"/>
<input type="text" value="Select..."/>	Confirm Password*
<input type="text" value="Foreign Establishment"/>	<input type="text"/>
<input type="text" value="Local Establishment"/>	
<input type="text" value="Non-Commercial"/>	
<input type="text" value="Custom Broker"/>	

Establishment Detailed Information

Name (Arabic)*	Approval Number*
<input type="text"/>	<input type="text"/>
Name (English)*	Country*
<input type="text"/>	<input type="text" value="Select..."/>
Short Name (Optional)	Business Field(s)*
<input type="text"/>	<input type="checkbox"/> Importer
Address*	<input type="checkbox"/> Exporter
<input type="text"/>	<input type="checkbox"/> Trader
	<input type="checkbox"/> Manufacturer

Authorized Person

First Name (Arabic)*	Position*
<input type="text"/>	<input type="text" value="Select..."/>
Middle Name (Arabic)*	<input type="checkbox"/> Other Position
<input type="text"/>	<input type="text"/>
Last Name (Arabic)*	Mobile Number*
<input type="text"/>	<input type="text"/>
First Name (English)*	Email*
<input type="text"/>	<input type="text"/>
Middle Name (English)*	Confirm Email*
<input type="text"/>	<input type="text"/>
Last Name (English)*	Fax Number*
<input type="text"/>	<input type="text"/> / <input type="text"/>
	Telephone Number*
	<input type="text"/> / <input type="text"/>
	Copy of Official Registration (Approval NO.) Document. *
	<input type="text"/> <input type="button" value="Upload"/>
	Copy of industrial Certificate*
	<input type="text"/> <input type="button" value="Upload"/>

Fields marked with (*) are mandatory

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Activating Account

There are 2 ways to activate your account:

1. By clicking the link in the e-mail sent to you after acceptance of Creating account request (as shown below).

من: E-Services Food Sector
تاريخ الإرسال: Monday, [redacted]
إلى: [redacted]
الموضوع: Approval on Account Activation

Dear

Your registration account has been approved.
Follow this link to activate your account <http://frcs.sfda.gov.sa/Login.aspx?ActivationCode=257062369036&LoginName=>

You can use the following code to activate your account : 257062369036.
Best regards,
FENR Support Team

عزيزي

لقد تمت الموافقة على تفعيل حسابك. يمكنك استخدام الرمز التالي لتفعيله 257062369036.
اتبع الرابط التالي لتفعيل حسابك <http://frcs.sfda.gov.sa/Login.aspx?ActivationCode=257062369036&LoginName=>

مع تحيات،
فريق الدعم لبرنامج تسجيل المنشآت.

Or

2. By opening the following link: <http://frcs.sfda.gov.sa/Login.aspx>



The activation code will be sent to the e-mail mentioned in your account.

Registering establishment

Sign in using your login name & password (as shown below) in the link:

<http://frcs.sfda.gov.sa/Login.aspx>



The image displays three sequential screenshots of the Saudi Food & Drug Authority (SFDA) website interface, illustrating the process of registering an establishment.

Top Screenshot: Shows the login page. The header includes the SFDA logo and the text "الهيئة العامة للغذاء والدواء Saudi Food & Drug Authority". A navigation menu has "Home" selected. The main content area features a "Login" section with a "Create New Account" link, input fields for "Login Name" and "Password", and a "Sign In" button. A large SFDA logo is visible on the right side.

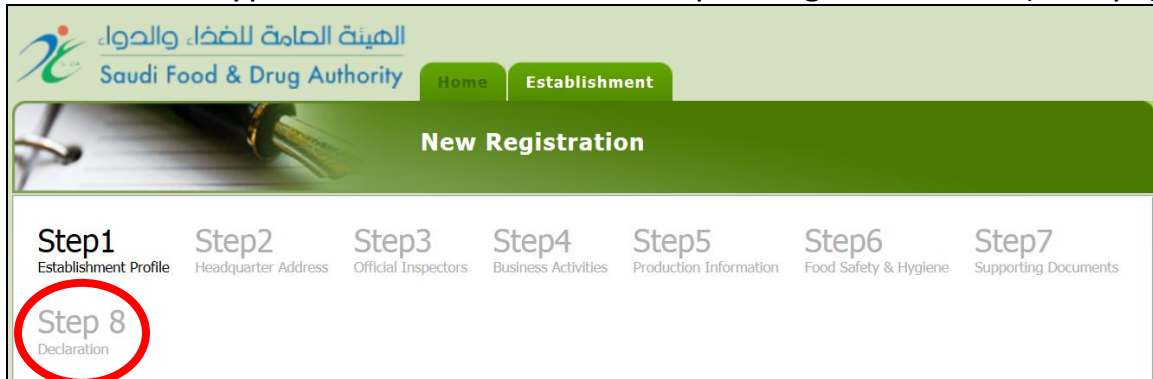
Middle Screenshot: Shows the "Establishment" page. The header and navigation menu are the same, but "Establishment" is now selected. The main content area features a "Welcome" message and a large image of fresh meat and vegetables. A play button icon is visible in the bottom right corner of the image area.

Bottom Screenshot: Shows the "Establishment" page with a dropdown menu open. The dropdown menu lists the following options: "Register Establishment", "Search Establishment Requests", "Update Establishment Registration", and "Renew Establishment Registration".

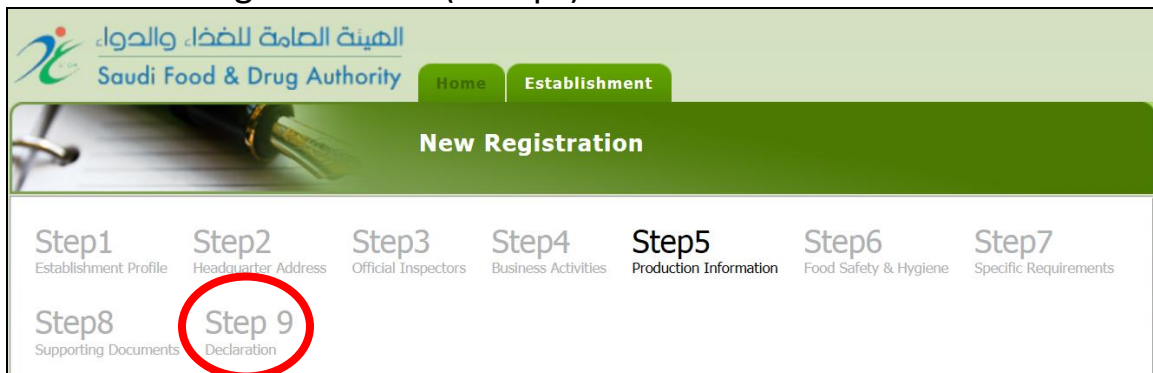
Registration steps depend on the type of the Establishment.

The registration consist of 8 steps for all types of establishments except In case of slaughter houses the registration consist of 9 steps. In both cases, the last step is “Declaration and Submission” (both cases shown below)

In case of all types of establishments, except slaughter House, (8 steps)



In case of slaughter House (9 steps)



The registration steps:

1. Establishment Information
2. Headquarter Address
3. Official Inspectors
4. Business Activities
5. Production Information
6. Food Safety & Hygiene
7. Specific Requirements
8. Supporting Documents
9. Declaration (Ratification) and Submission

Step1: Establishment Information (consist of 3 Parts).

➤ Step 1, Part 1: Establishment Profile:

Step1 Establishment Profile Step2 Headquarter Address Step3 Official Inspectors Step4 Business Activities Step5 Production Information Step6 Food Safety & Hygiene Step7 Specific Requirements

Step8 Supporting Documents Step9 Declaration

Establishment Information

Establishment Profile

Establishment Name (Arabic)* 1	Trade Issue Date (Optional) 20/10/2012
Establishment Name (English)* 1	Trade Expiry Date (Optional) 20/10/2013
Establishment Short Name* 1	Establishing Date (Optional) 20/10/2012
Approval Number* 1	Number Of Employees: (Optional)
Capital Investment (Optional) 0.00	Establishment Status (Optional) Select...
Currency (Optional) Select...	

Comments

Establishment Address +

Authorized People +

➤ Step 1, Part 2: Establishment Address:

Step1 Establishment Profile Step2 Headquarter Address Step3 Official Inspectors Step4 Business Activities Step5 Production Information Step6 Food Safety & Hygiene Step7 Specific Requirements

Step8 Supporting Documents Step9 Declaration

Establishment Information

Establishment Profile +

Establishment Address -

Country* Telephone 1*
1

City*
Not applicable

Telephone 2 (Optional)
1

Other

Fax 1*
1

Area (Optional)
1

Fax 2 (Optional)
1

Community (Optional)
1

Email*

Street Name (Optional)
1

Website (Optional)

Building Number (Optional)
1

GPS - X Coordinate (Optional)

Wasel (Optional)
1

GPS - Y Coordinate (Optional)

Zip Code*
1

Google Maps

P.O.Box*
1

Comments

Authorized People +

➤ Step 1, Part 3: Authorized People:

Step1 Establishment Profile **Step2** Headquarter Address **Step3** Official Inspectors **Step4** Business Activities **Step5** Production Information **Step6** Food Safety & Hygiene **Step7** Specific Requirements

Step8 Supporting Documents **Step9** Declaration

Establishment Information

- Establishment Profile +
- Establishment Address +
- Authorized People** -

Person Arabic First Name*

Person Arabic Middle Name*

Person Arabic Last Name*

Person English First Name*

Person English Middle Name*

Person English Last Name*

Role*

Mobile*


Email*

Telephone (Optional)

Fax (Optional)

Identity Document (Optional)

Authorization Letter (Optional)

Name	Email	Mobile	
111		00000000000000	

Comments

Step2: Headquarter Address:

Step1 Establishment Profile **Step2** **Headquarter Address** Step3 Official Inspectors Step4 Business Activities Step5 Production Information Step6 Food Safety & Hygiene Step7 Specific Requirements

Step8 Supporting Documents Step9 Declaration

Headquarter Address

Same as Establishment Address

Country*

City*

Area (Optional)

Community (Optional)

Street Name (Optional)

Building Number (Optional)

Wasel (Optional)

Zip Code*

P.O.Box*

Telephone 1* /

Telephone 2 (Optional) /

Fax 1* /

Fax 2 (Optional) /

Email*

Website (Optional)

GPS - X Coordinate (Optional)

GPS - Y Coordinate (Optional)

Comments

Step3: Official Inspectors:

Step1
Establishment Profile

Step2
Headquarter Address

Step3
Official Inspectors

Step4
Business Activities

Step5
Production Information

Step6
Food Safety & Hygiene

Step7
Specific Requirements

Step8
Supporting Documents

Step 9
Declaration

Official Inspectors

Competent Authority

Name* Address*

Inspectors By Category

Id	Category	Number	Functionalities and Responsibilities
No records to display.			

Inspector Details

Id	Full Name	Email	Mobile
No records to display.			

Comments

Step4: Business Activities

Step1
Establishment Profile

Step2
Headquarter Address

Step3
Official Inspectors

Step4
Business Activities

Step5
Production Information

Step6
Food Safety & Hygiene

Step7
Specific Requirements

Step8
Supporting Documents

Step 9
Declaration

Business Activities

Primary Products

Manufacturing

Wholesales(Storage, Transportation)

Retailers

Food Services(Restaurants, Canteens, Caterers and Public houses)

Manufacturers Selling Primarily Direct to the Final Consumer

Slaughter House

Comments

Step5: Production Information:

Step1
Establishment Profile

Step2
Headquarter Address

Step3
Official Inspectors

Step4
Business Activities

Step5
Production Information

Step6
Food Safety & Hygiene

Step7
Specific Requirements

Step8
Supporting Documents

Step 9
Declaration

Production Information

Production Information

Annual Production Capacity (Ton)*

Actual Annual Production (Ton)*

Storage Capacity (Kindly fill in if Applicable) (Optional)

	Number	Capacity	Store Type
Lairages (Optional)	<input type="text" value="1"/>	<input type="text" value="1"/>	Raw Material
Dry Stores (Optional)	<input type="text" value="1"/>	<input type="text" value="1"/>	Final Product
Chillers (Optional)	<input type="text" value="1"/>	<input type="text" value="1"/>	Both
Freezers (Optional)	<input type="text" value="1"/>	<input type="text" value="1"/>	Raw Material

Storage Destination of Production

Local Market %*

Export %*

Location of Production Exclude

Environmentally Poluted Areas and Industrial Activities

Area Subject to flooding

Areas prone to infestations of pests

Areas where waste, either solid or liquid, cannot be removed effectively

Areas beside any other plants

Importation Information

Add Importation Information

Id	Country	Establishment Name	Approval Number	Food Type	
134		1	1	1	

Comments

Step6: Food Safety & Hygiene:

Step1 Establishment Profile Step2 Headquarter Address Step3 Official Inspectors Step4 Business Activities Step5 Production Information **Step6 Food Safety & Hygiene** Step7 Specific Requirements

Step8 Supporting Documents Step9 Declaration

Food Safety & Hygiene

Food Safety & Hygiene Control System

ISO Certificates Are Available?

Yes No

ISO 9001

ISO 22000

Do you have HACCP System?

Yes No

Comments

Step1 Establishment Profile Step2 Headquarter Address Step3 Official Inspectors Step4 Business Activities Step5 Production Information **Step6 Food Safety & Hygiene** Step7 Specific Requirements

Step8 Supporting Documents Step9 Declaration

Food Safety & Hygiene

Food Safety & Hygiene Control System

ISO Certificates Are Available?

Yes No

Do you have HACCP System?

Yes No

Other Hygiene Systems :

SOP

SSOP

Step7: Specific Requirements:

Step1
Establishment Profile

Step2
Headquarter Address

Step3
Official Inspectors

Step4
Business Activities

Step5
Production Information

Step6
Food Safety & Hygiene

Step7
Specific Requirements

Step8
Supporting Documents

Step9
Declaration

Specific Requirements

Specific Requirements

Production of Food is in line with Islamic Halal Requirements (Specify)

Slaughter Procedures (GS 993)

Disposable TSE Risk Material (Specify)

Islamic Organizations

Id	Name	Organization Address	
31	1	1	

Comments

Step8: Supporting Documents:

Step1
Establishment Profile

Step2
Headquarter Address

Step3
Official Inspectors

Step4
Business Activities

Step5
Production Information

Step6
Food Safety & Hygiene

Step7
Specific Requirements

Step8
Supporting Documents

Step9
Declaration

Supporting Documents

Photo copy of an additional document certificate.pdf

Comment

Comments

Step9: Declaration (Ratification) and Submission:



The screenshot displays a progress bar with seven steps: Step1 (Establishment Profile), Step2 (Headquarter Address), Step3 (Official Inspectors), Step4 (Business Activities), Step5 (Production Information), Step6 (Food Safety & Hygiene), and Step7 (Specific Requirements). Step8 (Supporting Documents) and Step9 (Declaration) are also visible. The main content area is titled 'Ratification' and contains the following text:

أنا، الموقع أدناه، أفز بأن المعلومات الواردة في النموذج والوثائق المرفقة صحيحة، هذا وأؤكد بأن المعلومات المنشار إليها في ملف طلبي هي معلومات مناحة للتحقق.

I, the undersigned do hereby confirm that all the information in this form and all accompanying documentation is correct. I further confirm that the information referred to in my application file is available for verification.

I Agree

At the bottom, there are 'Back' and 'submit' buttons.

Note: After submission of the application, you can't change any data filled in the application. Except if the application is returned to you to be corrected.

Evaluation of the Registration Application

After submitting the application, the registration Department in SFDA will evaluate the application legally & scientifically then it will decide one of the followings:

1. Approved.
2. Rejected.
3. Returned to be corrected: if there is a missing or wrong information in the application.
4. Need to be inspected.

After the decision of the registration Department in SFDA on the application, the establishment will receive an email to inform them about their status.

If the decision is “Returned to be corrected”, Then the establishment have to do the followings:

1. sign in using their login name & password
2. Press establishment.
3. Then go to register establishment.
4. Then check the comments box.
5. Read the comments carefully, and complete or correct the required information.



Inspecting Foreign Establishment

After the decision of the registration Department in SFDA on the application, the establishment will receive an email to inform them about their status.

If the decision is “Need to be inspected”, Then the establishment have to do the followings:

1. Contacting the official authority (in the exporting country) to send a request through the diplomatic channels for inspection of their establishment by SFDA. An official letter sent by the official authority to SFDA requesting a visit to inspect the establishments, mentioning the names and official registration / approval numbers of all these establishments exactly as mentioned in the SFDA registration system.
2. After receiving SFDA Bill, the establishment should pay the Inspection fees to SFDA, (by the establishment or authorized body) by using SADAD payment system or in SFDA Bank Account No(.....).
3. Sending an email to the SFDA (Foreign Establishments Inspection section@SFDA.GOV.SA) to confirm the fees payment. Then, waiting for their visit date to be confirmed by SFDA.
4. After receiving the visit date from SFDA, the establishment should contact their official authority to schedule for the SFDA inspection visit. Then inform SFDA about the visit schedule.

5. Facilitating the SFDA Inspection of the establishment during the visit.
6. If applicable, rectification the deviations in the establishment according to the report sent by the SFDA team through diplomatic channels. Then, the official authority in the exporting country shall send an official report with the rectification the deviation in each establishment to SFDA through diplomatic channels. After receiving the official report through the diplomatic channels, SFDA pleased to receive photos & videos of corrections via **@SFDA.GOV.SA**.

After the SFDA Inspection, the SFDA will reevaluate the application and the inspection report then it will decide one of the following decisions:

1. Approving the establishment.
2. Rejecting establishment.
3. Approving the establishment after rectification the deviation.

Finally, the establishment will be informed about their status by SFDA decision through the diplomatic channels and via email from the registration system.