

# Registration

Of

Foreign Establishments

Exporting Food To KSA

Why??

When??

How??

# Why?

- Transparency
- Confidence
- Trust
- Export To KSA

# When?

- Banned Countries.

**When lifting the Ban**

- Lifted Ban Countries.

**Immediately**

- Un Banned Countries.

**Within 6 Month**

# How??

- Required Documents to Upload

Registration Certificate.

(Issued By the Governmental Health Authority)

Industrial Certificate.

(Issued By Ministry of Industry or Commerce)

Valid Quality Certificates

ISO22000 &/or ISO9001 &/or GMP &/or HACCP.

# Create New account

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

**Create New Account Form**

**Username and Password**

Account Type\*

Select...

Select...

Foreign Establishment

Local Establishment

Non-Commercial

Custom Broker

Password\*

Confirm Password\*

# Create New account

**Establishment Detailed Information**

Name (Arabic)\*

Name (English)\*

Short Name (Optional)

Address\*

Approval Number\*

Country\*  
Select... ▼

Business Field(s)\*

- Importer
- Exporter
- Trader
- Manufacturer

Company Name as recorded in the Commercial Register .

# Create New account

## Authorized Person

First Name (Arabic)\*

Middle Name (Arabic)\*

Last Name (Arabic)\*

First Name (English)\*

Middle Name (English)\*

Last Name (English)\*

Position\*

Other Position

Mobile Number\*

Email\*

Confirm Email\*

Fax Number\*

 / 

Telephone Number\*

 / 

Copy of Official Registration (Approval NO.) Document. \*

 

Copy of industrial Certificate\*

 

Fields marked with (\*) are mandatory

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# Activate Account

There are 2 ways to activate your account:

1- By clicking the link in the e-mail.

من: E-Services Food Sector  
تاريخ الإرسال: Monday, October 17, 2011 2:07 PM  
إلى: Usamah A. AL-Essa  
الموضوع: Approval on Account Activation

Dear uaessa,

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

You can use the following code to activate your account : 257062369036.

Best regards,  
FENR Support Team

عزيزي uaessa ،

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

مع تحيات،  
فريق الدعم لبرنامج تسجيل المنشآت.

# Activate Account

2- Save the activation code send to your e-mail.

Open the following web page: <http://frcs.sfda.gov.sa/Login.aspx>



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Saudi Food & Drug Authority

**Login** **Create New Account**

Login Name  
Password

SignIn

[Forgot your password?](#)  
[Activate your account?](#)

## Activate Your Account

User Name\*

Password\*

Activation Code\*

Submit

# Register establishment

- Open the following link: <http://frcs.sfda.gov.sa/Login.aspx>

الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

Home

Login  
Create New Account

Login Name

Password

SignIn

Forgot your password?  
Activate your account?

1

2

الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

Welcome yaseno10 | Logout

Home Establishment

Welcome yaseno10

3

الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

Welcome yaseno10 | Logout

Home Establishment

Welcome yaseno10

4

- Register Establishment
- Search Establishment Requests
- Update Establishment Registration
- Renew Establishment Registration

# Register establishment

Steps of registration depend on the type of the Establishment.  
The registration consist of 8 steps For all types of establishments.  
Unless In Case of slaughter House Consist of 9 steps.

Welcome yaseno10 | Logout | عربي

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Saudi Food & Drug Authority

Home Establishment

### New Registration

|                                |                              |                              |                              |                                 |                                |                               |
|--------------------------------|------------------------------|------------------------------|------------------------------|---------------------------------|--------------------------------|-------------------------------|
| Step1<br>Establishment Profile | Step2<br>Headquarter Address | Step3<br>Official Inspectors | Step4<br>Business Activities | Step5<br>Production Information | Step6<br>Food Safety & Hygiene | Step7<br>Supporting Documents |
| Step 8<br>Declaration          |                              |                              |                              |                                 |                                |                               |

Welcome yaseno10 | Logout | عربي

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Saudi Food & Drug Authority

Home Establishment

### New Registration

|                                |                              |                              |                              |                                 |                                |                                |
|--------------------------------|------------------------------|------------------------------|------------------------------|---------------------------------|--------------------------------|--------------------------------|
| Step1<br>Establishment Profile | Step2<br>Headquarter Address | Step3<br>Official Inspectors | Step4<br>Business Activities | Step5<br>Production Information | Step6<br>Food Safety & Hygiene | Step7<br>Specific Requirements |
| Step8<br>Supporting Documents  | Step 9<br>Declaration        |                              |                              |                                 |                                |                                |

# Register establishment

Step1: Consist of 3 Parts

Part 1:

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

Establishment Information

**Establishment Profile**

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

**Comments**

Establishment Address +

Authorized People +

# Register establishment

Step1: Consist of 3 Parts

Part 2:

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*<br>Brazil              | Telephone 1*<br>1              |
| City*<br>Not applicable         | Telephone 2 (Optional)<br>1    |
| <input type="checkbox"/> Other  | Fax 1*<br>1                    |
| Area (Optional)<br>1            | Fax 2 (Optional)<br>1          |
| Community (Optional)<br>1       | Email*<br>yaseno1986@gmail.com |
| Street Name (Optional)<br>1     | Website (Optional)             |
| Building Number (Optional)<br>1 | GPS - X Coordinate (Optional)  |
| Wasel (Optional)<br>1           | GPS - Y Coordinate (Optional)  |
| Zip Code*<br>1                  | Google Maps                    |
| P.O.Box*<br>1                   |                                |

Comments

**Authorized People** +

# Register establishment

Step1: Consist of 3 Parts

Part 3:

**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  | yaseno1966@gmail.com | 0000000000000000 |  |

**Comments**

# Register establishment

Step2:

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\*  
Brazil

City\*  
Not applicable

Area (Optional)  
1

Community (Optional)  
1

Street Name (Optional)  
1

Building Number (Optional)  
1

Wasel (Optional)  
1

Zip Code\*  
1

P.O.Box\*  
1

Telephone 1\*  
1

Telephone 2 (Optional)  
1

Fax 1\*  
1

Fax 2 (Optional)  
1

Email\*  
yaseno1966@gmail.com

Website (Optional)

GPS - X Coordinate (Optional)

GPS - Y Coordinate (Optional)

Comments

# Register establishment

Step3:

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

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**

# Register establishment

Step4:

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

**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**

# Register establishment

## Step5:

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

Production Information

**Production Information**

Annual Production Capacity (Ton)\*

Actual Annual Production (Ton)\*

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

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

**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**

| Id  | Country     | Establishment Name | Approval Number | Food Type |   |
|-----|-------------|--------------------|-----------------|-----------|---|
| 134 | Afghanistan | 1                  | 1               | 1         |   |

**Comments**

# Register establishment

Step6:

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

# Register establishment

Step7:

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

## Specific Requirements

### Specific Requirements

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

1

Slaughter Procedures (GS 993)

Disposable TSE Risk Material (Specify)

1

### Islamic Organizations

Insert Item

| Id | Name | Organization Address |   |
|----|------|----------------------|---|
| 31 | 1    | 1                    |   |

### Comments

سواء والدواء

Saudi Food & Drug Authority

SFDA

# Register establishment

Step8:

**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

Supporting Documents

Photo copy of an additional document



**Comments**

# Register establishment

Step9:

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

Ratification

أنا، الموقع أدناه، أقر بأن المعلومات الواردة في النموذج والوثائق المرفقة صحيحة. هذا وأؤكد بأن المعلومات المشار إليها في ملف طلبي هي معلومات متاحة 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