

# Requirements and Documents for Clearance of Cosmetic Products from Customs Ports

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Version 2.0

Drug Sector

Saudi Food & Drug Authority

Kingdom of Saudi Arabia

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*[http://www.sfda.gov.sa/en/drug/drug\\_reg/Pages/default.aspx](http://www.sfda.gov.sa/en/drug/drug_reg/Pages/default.aspx)  
for the latest update*

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# الهيئة العامة للغذاء والدواء Saudi Food & Drug Authority

## Drug Sector

### Vision and Mission

#### Vision

To be the leading regional Drug Regulatory Authority for pharmaceuticals and cosmetic products, with professional excellence and services that contribute to the protection and advancement of public health in the Kingdom of Saudi Arabia.

#### الرؤية

أن يكون قطاع الدواء رائداً إقليمياً في الرقابة على الأدوية ومستحضرات التجميل، ويقدم خدماته بمهنية متميزة تساهم في حماية وتعزيز الصحة في المملكة العربية السعودية.

#### Mission

Protecting public health by ensuring safety, quality, efficacy and accessibility of human, veterinary drugs and biological products, and safety of cosmetics, through administration of a national regulatory system which is consistent with international best practice. Through our mission, we also provide accurate and scientific-based information to the public and healthcare professionals.

#### الرسالة

حماية الصحة العامة من خلال ضمان أمان وجودة وفعالية وتوفير الأدوية البشرية والبيطرية والمنتجات الحيوية وسلامة مواد التجميل عبر تطبيق نظام وطني للرقابة متوافق مع أفضل الممارسات الدولية وتقديم المعلومات الدوائية المبنية على أسس علمية للعامة والمهنيين الصحيين.

## Document Control

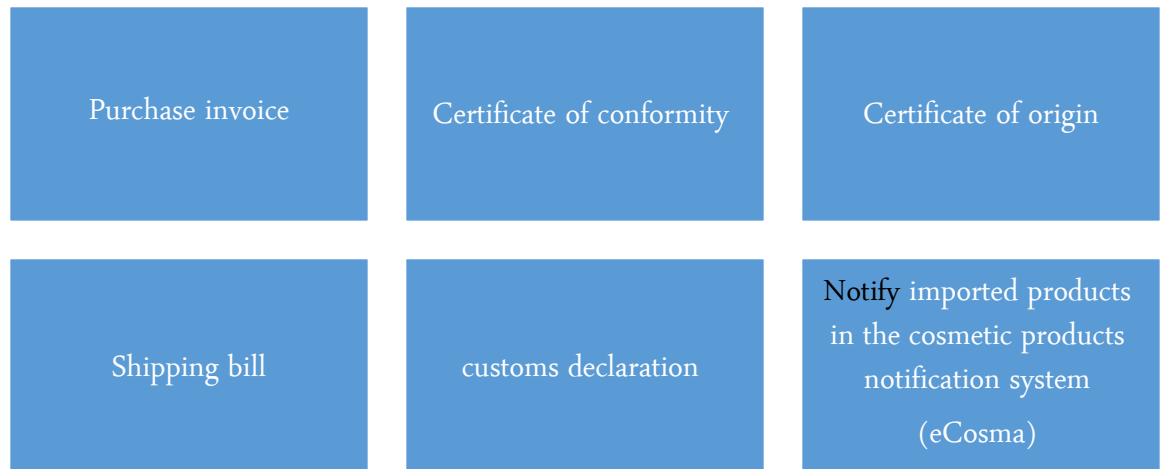
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**First: Requirements for clearing shipments and commercial quantities of cosmetic products**

The 6 main requirements for clearing shipments pertaining to cosmetic products from customs ports are as follows:



- **What is stated in the guideline "transport and storage of products subject to regulation by the Drug Sector comes through the customs ports" must be adhered.**

## **1. Certificate of conformity:**

certificate of conformity is a proof that the imported products shipments with known bill number and batch number has met the safety requirements issued by GSO1943 before importation to Saudi Arabia, through a number of conformity bodies accredited by SFDA. These companies are:

- ❖ INTERTEK
- ❖ SGS
- ❖ TUV

Neither any certificate issued by other than the above listed companies be accepted, nor if the shipment data does not correlate with the attached certificate. The importer may not use the certificate for more than one shipment – a separate certificate must be issued for each shipment such that they do not have the same batch number.

In the absence of conformity certificate, the SFDA inspector at port shall withdraw samples from the shipment and send it to SFDA labs for analysis. Analysis charges will be covered by the importer through [HTTP://DSIS.SFDA.GOV.SA](http://DSIS.SFDA.GOV.SA) and after the invoice has been paid via the payment system in order to verify the conformity of the cosmetic products with the GSO standard for cosmetic products GSO1943 according to the last authorized update.

## **2. Purchase invoice:**

The purchase invoice must be issued by the manufacturing company and authenticated by the chamber of commerce in the country of origin. If the invoice is issued by one of the manufacturing company's agents or distributors, a document must be attached that verifies that the distributor is authorized by the manufacturing company [to operate] in the country from where the product is purchased.

The following data must be present in the invoice:

- Name and nationality of the manufacturing company
- Invoice number and date
- Product name
- Batch number

## **3. Certificate of origin:**

The certificate of origin must be authenticated by the chamber of commerce in the country of origin or the country of export. The certificate must clearly state the country of manufacture, the country of export, and the invoice number and date.

## **4. A copy of the shipping bill:**

A copy of the shipping bill is attached to the commercial clearance requirements after the shipment arrives at the customs port.

## **5. customs declaration**

Original copy of customs declaration should be provided



**6. notify the imported products in the cosmetic products notification system (eCosma)**

The cosmetic products must be notified in the cosmetic product notification system (eCosma) via the following link:

**[Cosmetic product notification system \(eCosma\)](#)**

**Second: Requirements for personal use cosmetic products or products requested by mail or Internet**

For information about the requirements refer to the guideline (regulations and requirements for personnel use clearance or export for individuals) published on the SFDA website.

**Third: Samples for the purpose of analysis in laboratories in Saudi Arabia**

Samples for the purpose of analysis in private laboratories are cleared based on a letter from the private laboratory in which the amount of samples and the purpose of the analysis are stated. However, the amount of each kind of sample may not exceed the number permitted for personal use.

**Fourth: Samples for the purpose of advertising and marketing**

All requirements regarding commercial use shall apply which are mentioned at first of this guidance.

**Fifth: Transport and storage**

Refer to the Guidance of "transport and storage of products subject to regulation by the Drug Sector comes through the customs ports" which is published at SFDA website.

### **Sixth: Requirements for clearing bulk products**

- **Conditions:**

1. It must be a final product that is not mixed with or added to any other substance.
2. The manufacture or filling and packaging plant must be licensed by the SFDA.

- **Documents to be submitted for clearance:**

1. A pledge that the label description of the final product is in conformity with the requirements of GSO standard GSO1943.
2. Refer to the requirements for clearing shipments and commercial quantities of cosmetic products at first of this guidance

### **Seventh: Requirements for clearing chemical substances for local manufacture of cosmetic products**

- **Important Notes:**

- Import and clearance of chemical precursors which mentioned at regulation and requirements for clearance and export guideline (published on the SFDA website) is through the Narcotic Drugs Department at the Head Office of the Drug Sector in Riyadh.
- If the chemical substances requested for import fall under the category of substances regulated by Public Security at the Ministry of the Interior and within the lists of chemical substances published on the SFDA website, then it submitted in a separate transaction to the Drug Sector's office at the port of arrival along with the requirements mentioned below and have attached to it "the requirements of clearance transport and storage of the chemical substances" form published on the SFDA website to be sealed by the importer, as well as the form for "clearance of chemical substances subject to Public Security regulation" to be filled out by the importer, which is published on the SFDA website.

- If the chemical substances imported fall within the category of chemical substances listed in the schedules of the Chemical Weapons Convention, they are to be submitted in a separate transaction along with the requirements below.
- The containers for the chemical substances must contain the description label that contains the data for the substance being transported and how to store and transport it.

● **Documents that must be submitted for clearance request:**

1. A letter addressed to the Drug Sector's office at the port of arrival requesting clearance and illustrating the following:
  - a. Data on the imported chemical substances.
  - b. The purpose for import.
  - c. Specify the beneficiary and substances' intended use.
  - d. A pledge that the chemical substances are for use inside the manufacture and that the manufacture is responsible for the substances; if it is imported to a warehouse, the warehouse is responsible for the substances.
2. Safety Data Sheet.
3. Original copy of certified purchase invoice that includes all the data for the substances requested for clearance, such as (substance name, batch number, name and nationality of manufacturing company, and number and date of invoice).
4. Original copy of certified certificate of origin that includes the number and date of the invoice.
5. A copy of the manufacture, filling and packaging plant, or warehouse's license from the Saudi Food and Drug Authority.
6. A copy of the shipping bill.
7. The original copy of customs declaration.