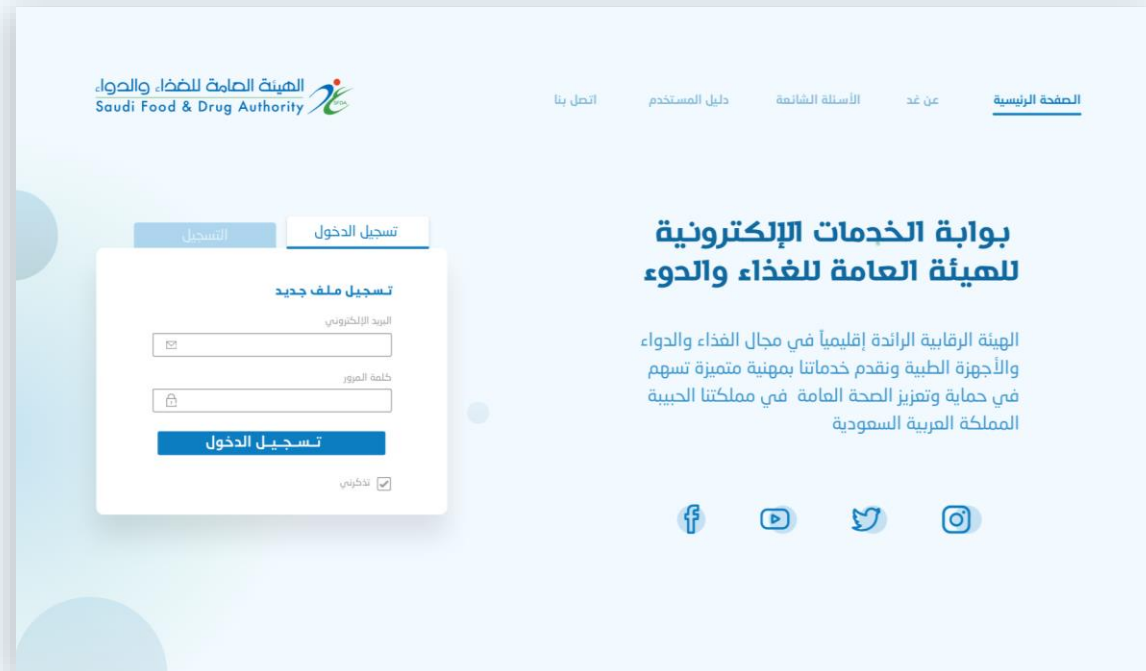


# User Guide for GHAD System

This Guide is for the User to Register in GHAD System

# Login Page

To enter, sign in or sign up



الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

الرئيسية الصفحة الرئيسية  
عن غد  
الأسئلة الشائعة  
دليل المستخدم  
اتصل بنا

تسجيل الدخول  
التسجيل

تسجيل ملف جديد

البريد الإلكتروني

كلمة المرور

تسجيل الدخول

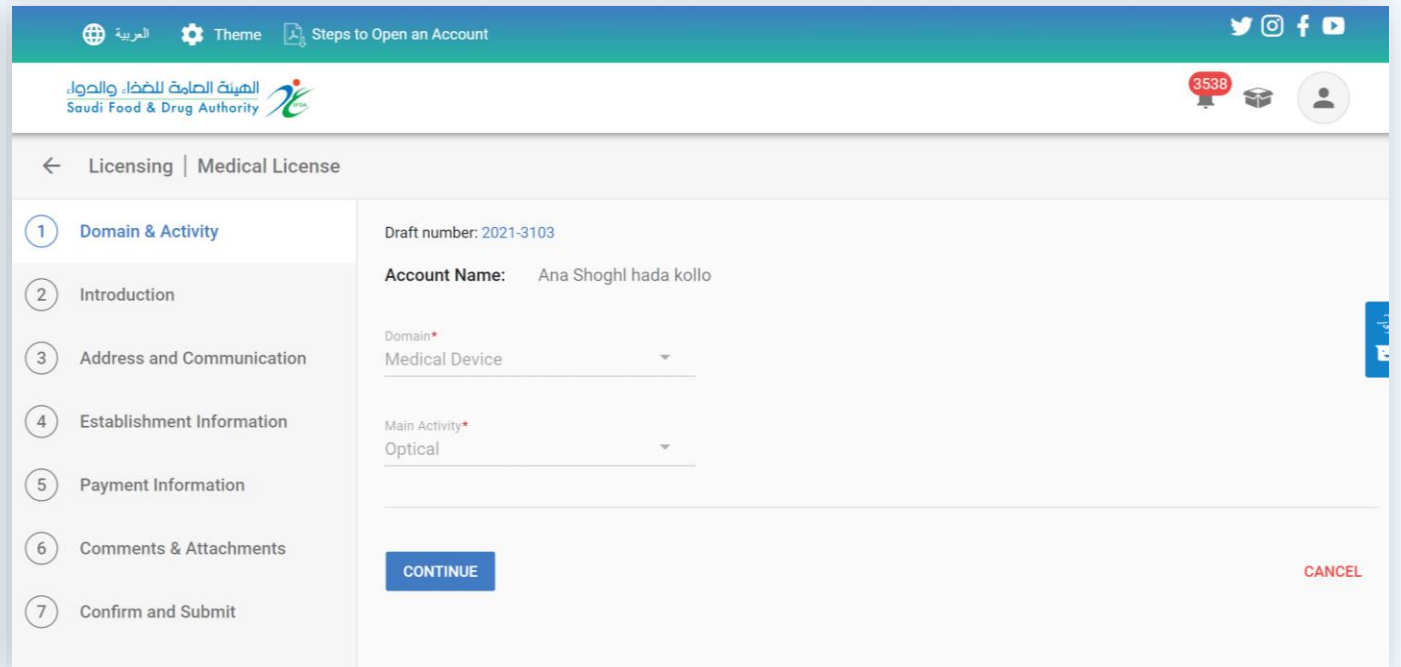
تذكرني ☒

الهيئة الرقابية الرائدة إقليمياً في مجال الغذاء والدواء والأجهزة الطبية ونقدم خدماتنا بمهنية متميزة تساهم في حماية وتعزيز الصحة العامة في مملكتنا الحبيبة المملكة العربية السعودية

f y t i

# Select Activity

Select the license activity of the establishment



العربية Theme Steps to Open an Account

الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

3538

← Licensing | Medical License

1 Domain & Activity

2 Introduction

3 Address and Communication

4 Establishment Information

5 Payment Information

6 Comments & Attachments

7 Confirm and Submit

Draft number: 2021-3103

Account Name: Ana Shoghl hada kollo

Domain\*  
Medical Device

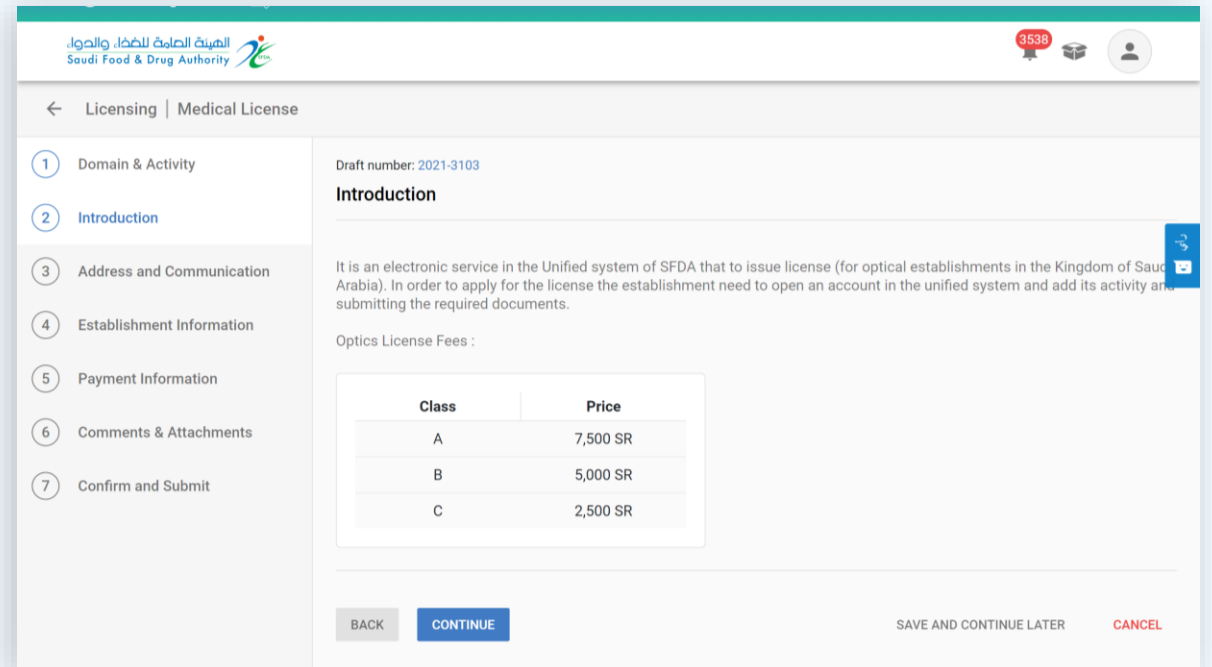
Main Activity\*  
Optical

CONTINUE

CANCEL

# Introduction

Read the service and its fees



The screenshot shows the 'Introduction' step of a 'Medical License' application. The left sidebar lists seven steps: 1. Domain & Activity, 2. Introduction (selected), 3. Address and Communication, 4. Establishment Information, 5. Payment Information, 6. Comments & Attachments, and 7. Confirm and Submit. The main content area displays the 'Draft number: 2021-3103' and the title 'Introduction'. Below this, a paragraph explains that the service is part of the SFDA's Unified system for issuing licenses to optical establishments in Saudi Arabia, requiring an account and document submission. A section titled 'Optics License Fees' contains a table with three classes (A, B, C) and their respective prices in Saudi Riyals (SR). At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

← Licensing | Medical License

Draft number: 2021-3103

**Introduction**

It is an electronic service in the Unified system of SFDA that to issue license (for optical establishments in the Kingdom of Saudi Arabia). In order to apply for the license the establishment need to open an account in the unified system and add its activity and submitting the required documents.

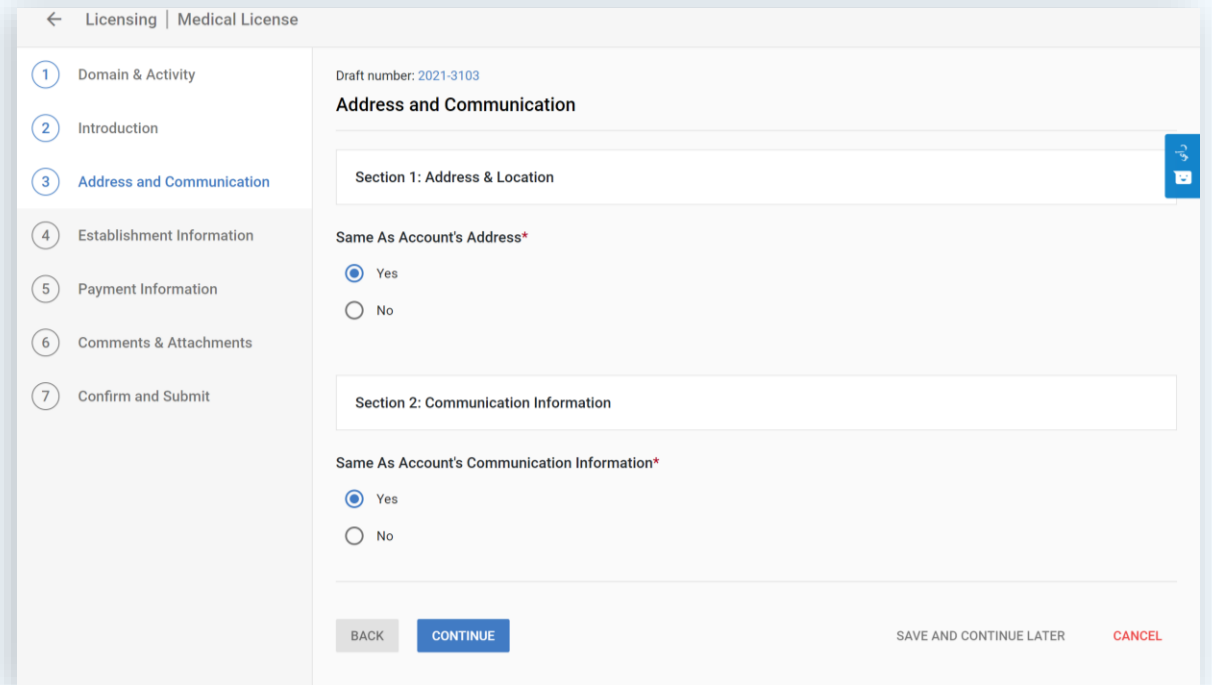
Optics License Fees :

| Class | Price    |
|-------|----------|
| A     | 7,500 SR |
| B     | 5,000 SR |
| C     | 2,500 SR |

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

# Address and Communication

Please select the establishment address and contact information



The screenshot shows a web application interface for a 'Medical License' application. On the left is a vertical sidebar with a list of steps: 1. Domain & Activity, 2. Introduction, 3. Address and Communication (highlighted in blue), 4. Establishment Information, 5. Payment Information, 6. Comments & Attachments, and 7. Confirm and Submit. The main content area is titled 'Licensing | Medical License' and shows a 'Draft number: 2021-3103'. Below this is the 'Address and Communication' section, which is divided into two parts. 'Section 1: Address & Location' contains a question 'Same As Account's Address\*' with radio button options for 'Yes' (selected) and 'No'. 'Section 2: Communication Information' contains a question 'Same As Account's Communication Information\*' with radio button options for 'Yes' (selected) and 'No'. At the bottom of the form are three buttons: 'BACK' (disabled), 'CONTINUE' (active), and 'SAVE AND CONTINUE LATER' (disabled). A 'CANCEL' button is also visible in the bottom right corner.

# Address and Communication

Please enter the establishment address

← Licensing | Medical License

Draft number: 2021-3103

**Address and Communication**

Section 1: Address & Location

**Same As Account's Address\***

☐ Yes

☒ No

Region\*

District\*

Street\*

**Address Type\***

☐ Traditional

☐ Wassel

Search

Map of Riyadh showing various locations and landmarks.

Section 2: Communication Information

**Same As Account's Communication Information\***

☐ Yes

☒ No

Email Address\*

Country Code\* Telephone Number\* Ext

Country Code Mobile Number Ext

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

# Establishment Information

Please answer all the survey questions

← Licensing | Medical License

Draft number: 2021-3109

## Establishment Information

### Section 1: Establishment Status

1.1 **Scope\***

☐ Optics

☐ Optics And Other Services

1.2 **Experience In Saudi Market\*** ▼

1.3 **Establishment Activities\***

☐ Distributor ☐ Importer

☐ Manufacturer ☐ Other (Please Specify)

1.4 **Sales Method\***

☐ Wholesale

☐ Retail

☐ Both

1.5 **Coverage Area\***

☐ Saudi Arabia

☐ Saudi Plus Other Markets

1.6 **Coverage Regions in Saudi Arabia\***

☐ Central Region ☐ Cover all Saudi Arabia Regions

☐ Eastern Region ☐ Northern Region

☐ Southern Region ☐ Western Region

1.7 **Number Of Suppliers Per Year\*** ▼

# Establishment Information

Please answer all the survey questions

**Section 2: Establishment Facilities**

2.1 Number Of Branches In Saudi Arabia\*

2.2 **Types of Products Imported\***

☐ Contact Lens

☐ Reading Glasses

☐ Solutions

☐ Spectacle Lens

☐ Spectacles, Frames

☐ Sunglasses

2.3 Staff Number Dedicated For Medical Business\*

2.4 Storage Location\*

2.5 **Stock Availability\***

☐ Yes

☐ No

**Section 3: Establishment Policy**

3.1 **Does the Establishment Have Quality Management System\***


☐ Yes

☐ No

Description of How the Establishment Trace Each Medical Device Being Supplied

3.2 Enter Description Here\*

3.2.1 **Medical Device Description**

 [Attach the supporting document](#)

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

Description of How the Establishment Complies With the Manufacturer's Requirement Storage


# Establishment Information

Please answer all the  
survey questions

Description of How the Establishment Complies With the Manufacturer's Requirement Storage

3.3 Enter Description Here

3.3.1 Storage Document


 Attach the supporting document

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

Describe how the establishment complies with the Manufacturer's requirement handling

3.4 Enter Description Here\*

3.4.1 Handling Document


 Attach the supporting document

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

Describe how the establishment complies with the Manufacturer's requirement transport

3.5 Enter Description Here\*

3.5.1 Transport Document

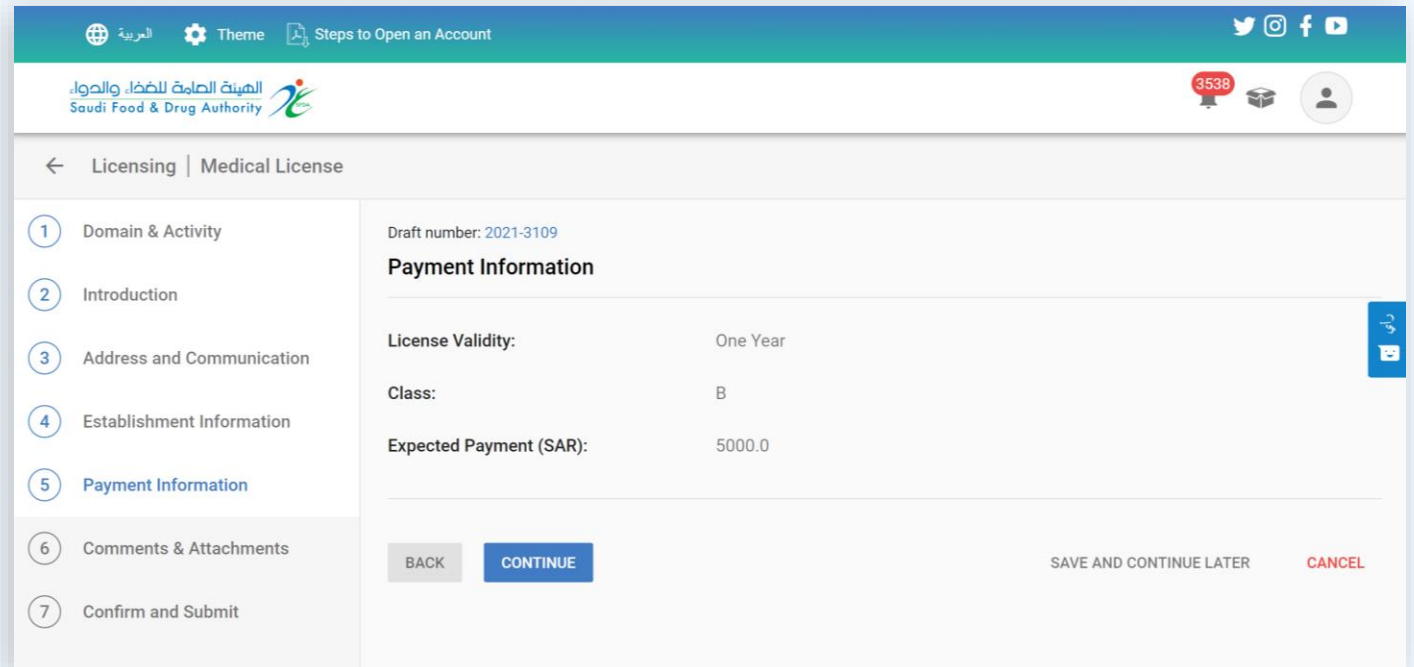
 Attach the supporting document

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

[BACK](#) [CONTINUE](#) [SAVE AND CONTINUE LATER](#) [CANCEL](#)

# Payment Information

Display payment information of the service

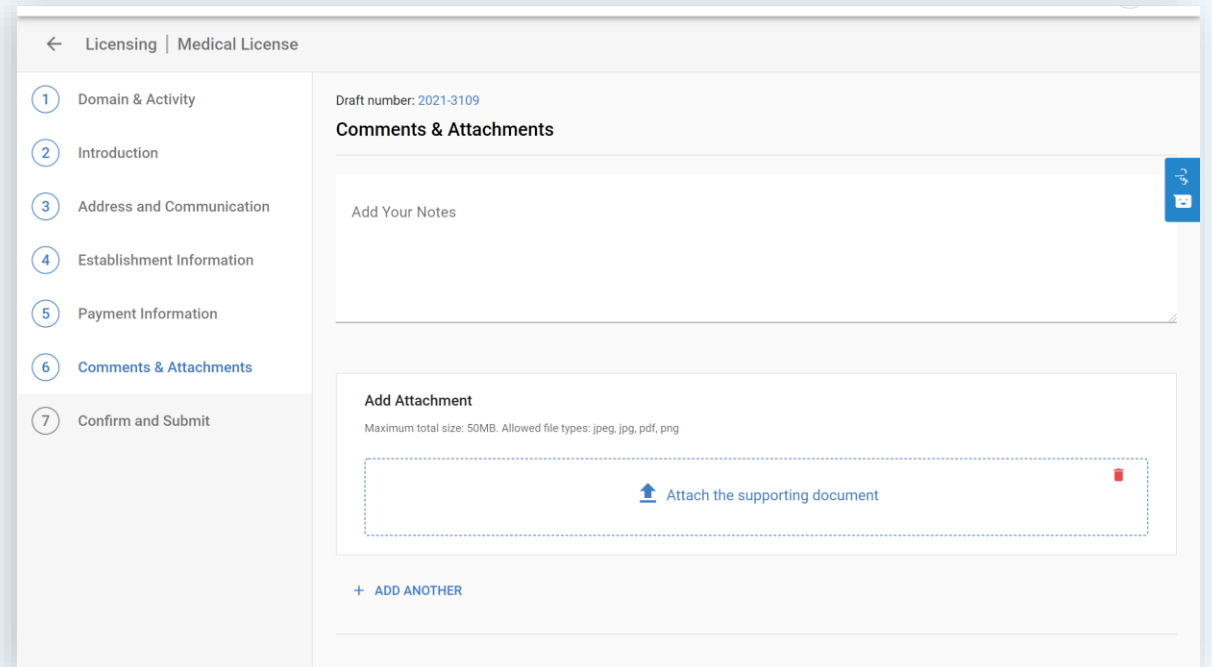


The screenshot displays the SFDA portal interface for a Medical License application. The top navigation bar includes the SFDA logo, a notification bell with 3538 alerts, and social media icons. The main header shows the breadcrumb 'Licensing | Medical License'. A sidebar on the left lists the application steps: 1. Domain & Activity, 2. Introduction, 3. Address and Communication, 4. Establishment Information, 5. Payment Information (highlighted), 6. Comments & Attachments, and 7. Confirm and Submit. The main content area shows the 'Payment Information' section with a draft number of 2021-3109. It lists the following details: License Validity: One Year, Class: B, and Expected Payment (SAR): 5000.0. At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

| Payment Information     |           |
|-------------------------|-----------|
| Draft number:           | 2021-3109 |
| License Validity:       | One Year  |
| Class:                  | B         |
| Expected Payment (SAR): | 5000.0    |

# Comments & Attachments

In case of having any additional notes or attachments



The screenshot displays the 'Licensing | Medical License' application interface. On the left, a sidebar contains a list of steps: 1. Domain & Activity, 2. Introduction, 3. Address and Communication, 4. Establishment Information, 5. Payment Information, 6. Comments & Attachments (highlighted), and 7. Confirm and Submit. The main content area shows the 'Comments & Attachments' section for draft number 2021-3109. It includes a text area for 'Add Your Notes' and an 'Add Attachment' section. The attachment section specifies a maximum total size of 50MB and allowed file types (jpeg, jpg, pdf, png). A dashed box contains an upload icon and the text 'Attach the supporting document'. Below this, there is a '+ ADD ANOTHER' button.

# Confirm and Submit

Please read and agree all  
the terms and conditions

← Licensing | Medical License

1 Domain & Activity

2 Introduction

3 Address and Communication

4 Establishment Information

5 Payment Information

6 Comments & Attachments

7 Confirm and Submit

Draft number: 2021-3109

**Confirm and Submit**

1. I certify that I have read and understood all the requirements and conditions of SFDA mentioned in the system and regulation 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.

2. 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.

3. This service is subjected to update, so I will continue to follow it and match it.

4. I pledge to use the license or certificate granted according to its purpose and not to violate any of the relevant requirements

5. 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.

6. 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.

7. 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

8. I pledge to be strictly confidential in all dealings with the SFDA.

☐ I Agree on terms and conditions