

A Guide for Issuing Import Permits for Poultry, Its Products, Fish, Aquatic Products of Animal Origin, Eggs and Its Products

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Scope and application field:

This guide applies to food establishments that apply for a permit to import the following:

- Poultry meat and its products, including frozen/chilled poultry meat, its parts, canned, processed or semi-processed.
- Fish and other aquatic products of animal origin. Including fish and crustaceans frozen/chilled mollusks and other aquatic products of animal origin, and their parts, canned, processed or semi-processed.
- Eggs and their products, including eggs, liquid eggs, liquid and frozen egg yolks and egg powder.

First: Conditions for obtaining a permit to import poultry, its products, fish, aquatic products of animal origin, and eggs:

1. Products shall only be imported from countries /establishments approved by SFDA and based on its website.
2. The imported products shall be in conformity with SFDA technical regulations, standard specifications and relevant decisions.
3. In case of desired to import from a non-permanent establishment, it shall be approved by following the specified procedures that published on SFDA website.
4. The product to be imported shall be registered in the electronic system for registering imported food products (IFRS) on the SFDA website.
5. The establishment to be imported from shall be registered in the electronic system for registering foreign establishments (FERS) on SFDA website.

Second: Mechanism and procedures for issuing import permits for poultry, its products, fish, aquatic products of animal origin, and eggs:

1. The importer shall submit an import permission request letter form to the SFDA Operations Sector in Riyadh, stating the following:
 - Establishment name and approval number.
 - Country of Origin.
 - Product and its type.
 - Attach the following documents:
 - A. A copy of paying the financial compensation document for the import permit.
 - B. A copy of the importer commercial registration.
 - C. A copy of the invoice, proforma/ purchase invoice.
 - D. A copy of paying the financial compensation documents for the inspection services if an inspection visit is required.
 - E. The export plan includes the quantity required to be exported to Saudi Arabia every six months. Besides the establishment monthly production capacity, the percentage of the establishment's appropriated for the Saudi market, and the quantity expected to be exported each month.
2. The application shall be terminated within a maximum period of (thirty working days) from the date of its submission.
3. When the application is approved, the import permit is issued.

General Conditions:

1. The import permit is limited to the products mentioned in the scope and application field mentioned in this guide.
2. The import permit is cancelled if epidemic diseases or food contamination appear in the origin country, or the establishment approval is cancelled from the approved establishments list. SFDA does not bear any consequences caused by cancelling the import permit.
3. SFDA has the right to request any additional certificates, reports or statements required by the import permit process.
4. If the application is rejected, the applicant for the import permit may inquire about the reasons. Within fifteen days from the date of rejection, a grievance can be submitted to the head of SFDA, and the decision can be submitted to the Board of Grievances to follow the legal procedures.