
Requirements and Documents for Clearance of Cosmetic Products through Customs Ports

Version 3.1

Date of publication	17/6/2015
Date of implementation	17/6/2015

Requirements and Documents for Clearance of Cosmetic Products through Customs Ports

Version 3.1

Saudi Food & Drug Authority
Operations Sector

For Inquiries

cps@sfda.gov.sa

For Comments

Drug.Comments@sfda.gov.sa

Please visit SFDA's website at

www.sfda.gov.sa

for the latest update



Saudi Food and Drug Authority

Vision and Mission

Vision

To be a leading international science-based regulator to protect and promote public health

Mission

Protecting the community through regulations and effective controls to ensure the safety of food, drugs, medical devices, cosmetics, pesticides and feed

Document Control

Version	Author	Date	Comments
1.0	Executive directorate of cosmetic products safety	17 June 2015	Final
2.0	Executive directorate of cosmetic products safety	1 February 2017	Update
2.1	Executive directorate of cosmetic products safety	5 November 2017	Update
3	Department of Clearance and Ports Support (Operation Sector)	29 April 2019	Update
3.1	Department of Clearance and Ports Support (Operations Sector)	12 September 2019	Update (Next page shows the updated details)
3.2	Department of Clearance and Ports Support (Operations Sector)	27 November 2019	Update (Next page shows the updated details)

What is New in version no. 3.2?

The following table shows the update to the previous version:

Section	Description of change
2.1 Purchase invoice	Update the requirement of purchase invoice.
5.2.2	Rephrased to be precise
6.1 Important Notes:	Rephrased to be more clear
7. Requirements for Clearing Empty Containers for The Purposes of Re-	Added

Table of Contents

1. General requirements:	7
2. Requirements for clearing shipments and commercial quantities of cosmetic products, or samples for the purposes of advertising and marketing:	8
3. Requirements for personal use cosmetic products or products requested by mail or internet:	10
4. Samples for the purpose of analysis in laboratories in Saudi Arabia:	10
5. Requirements for clearing bulk products for the purposes of re-packaging or refilling:	10
6. Requirements for clearing chemical substances for local manufacture of cosmetic products:	11
7. Requirements for clearing empty containers for the purposes of re-packaging or refilling:	13

1. GENERAL REQUIREMENTS:

1.1 The cosmetic products intended for commercial use must be listed at SFDA.

1.2 The importers must comply with the Guideline of Transport and Storage of Products regulated by Operations Sector via customs ports.

1.3 The importers must comply with technical regulation No. 1943 "Safety Requirements of Cosmetics and personal Care Products".

1.4 The Link of "[Cosmetic product notification system \(eCosma\)](#)".

1.5 The importers must comply with SFDA Circulation No. 31110 regarding the retention of original copy of required documents for clearance.

1.6 The responsibility of cosmetic products cleared from ports via Fast Track (based on risks assessments) lies on importers to review and verify the compliance of cleared products with related SFDA guidelines and standards, as well as according to their listing information in eCosma database.

2. REQUIREMENTS FOR CLEARING SHIPMENTS AND COMMERCIAL QUANTITIES OF COSMETIC PRODUCTS, OR SAMPLES FOR THE PURPOSES OF ADVERTISING AND MARKETING:

There are 5 main requirements for clearing the shipments and commercial quantities of cosmetic products through customs ports as follows:

- Copy of purchase invoice
- Certificate of conformity
- Copy of shipping bill
- Copy of customs declaration
- Listing imported products in the cosmetic products notification system (eCosma).

2.1 Copy of purchase invoice:

A copy of the purchase invoice must be authenticated by the chamber of commerce in the country of purchase. The purchase invoice must include the following data:

- Name and nationality of the manufacturing company
- Invoice number and date
- Product name
- Batch number or Lot number or production date.

2.2 Certificate of conformity:

Certificate of conformity must be issued by one of the conformity companies approved by SFDA. Certificate of conformity is a proof that the imported products' shipments with known bill number and batch number mentioned in the certificate has met the safety requirements issued by No. 1943 according to the latest version before importation to Saudi Arabia.

For more information about the approved the conformity companies¹, please visit the link below:

[HTTPS://WWW.SFDA.GOV.SA](https://www.sfda.gov.sa)

Neither any certificate of conformity issued by other than the approved companies be accepted, nor if the shipment data does not correlate with the attached certificate. The importer cannot 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 case of listed cosmetic products, arrive customs ports without conformity certificate, the SFDA inspector at the port will withdraw samples from the shipment and send it to SFDA labs for analysis. The importer will cover the analysis charges through issuing invoice via **[HTTP://DSIS.SFDA.GOV.SA](http://dsis.sfda.gov.sa)** and complete the payment by SADAD Payment System.

2.3 Copy of shipping bill:

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

2.4 Copy of Customs declaration:

A copy of customs declaration should be provided after the shipment arrives at the customs port.

2.5 Listing imported products in the cosmetic products notification system (eCosma).

¹ The list of approved conformity companies are updated continuously via SFDA website.



3. REQUIREMENTS FOR PERSONAL USE COSMETIC PRODUCTS OR PRODUCTS REQUESTED BY MAIL OR INTERNET:

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

[Requirements and Regulations for clearance of personal use products](#)

4. 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.

5. REQUIREMENTS FOR CLEARING BULK PRODUCTS FOR THE PURPOSES OF RE-PACKAGING OR REFILLING:

5.1 Conditions:

- 5.1.1** The imported products must be final products that are not intended to be mixed with or added to any other substances.
- 5.1.2** The manufacture or filling and packaging plant must be licensed by the SFDA.

5.2 Documents to be submitted for clearance:

- 5.2.1** A pledge that the label description of the final product is complied with the requirements of No. 1943 according to the latest version.
- 5.2.2** Complying with the requirements for clearing shipments and commercial quantities of cosmetic products (Article No. 2.0).

6. REQUIREMENTS FOR CLEARING CHEMICAL SUBSTANCES FOR LOCAL MANUFACTURE OF COSMETIC PRODUCTS:

6.1 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 the Ministry of the Interior (Higher Commission for Industrial Security) within the lists of chemical substances published on the SFDA website, then it submitted in a separate request to the SFDA 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 the Ministry of the Interior (Higher Commission for Industrial Security) to be filled out by the importer, which is published on the SFDA website.
- If the chemical substances imported that are listed in the list of chemical substances listed in the schedules of the Chemical Weapons Convention, they must request in a separate 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.
- Note: for clearing chemical substances regulated by the Ministry of the Interior (Higher Commission for Industrial Security), the SFDA will send its recommendation to the Ministry of the Interior (Higher Commission for Industrial Security) to issue the final approval, according to the Chemical Substances Import and Management Law and its Executive Laws.

6.2 Documents that must be submitted for clearance request:

6.2.1 A letter addressed to SFDA office at the port of arrival requesting clearance and illustrating the following:

- Data on the imported chemical substances.
- The purpose of import.
- Specify the beneficiary and substances' intended use.
- A pledge that the chemical substances are for use inside the factory and that the manufacturer is responsible for the substances; if it is imported to a warehouse, the warehouse is responsible for the substances.

6.2.2 Safety Data Sheet.

6.2.3 A 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).

6.2.4 A copy of certified certificate of origin that includes the number and date of the invoice.

6.2.5 A copy of the manufacture, filling and packaging plant, or warehouse's license from the Saudi Food and Drug Authority.

6.2.6 A copy of the shipping bill.

6.2.7 A copy of customs declaration.

7. REQUIREMENTS FOR CLEARING EMPTY CONTAINERS FOR THE PURPOSES OF RE-PACKAGING OR REFILLING:

7.1 Requirements:

It is not allowed to clear empty containers bearing trademarks or tradename that not belong to the importer without the approval of the manufacture (the beneficiary).

7.2 Documents that must be submitted for clearance request:

7.2.1 A letter addressed to SFDA office at the port of arrival requesting clearance of empty containers and illustrating the following:

- The purpose of import empty containers and a pledge that the empty containers will be used only for the declared purpose.
- Name of the imported items and their quantities and the manufacturing company.

7.2.2 A copy of purchase invoice authenticated by the chamber of commerce in the country of origin or the country of issuing the invoice.

7.2.3 A copy of customs declaration.

7.2.4 A copy of the shipping bill.