

هيئة تنمية البحث
والتطوير والابتكار
Research, Development
& Innovation Authority

User Guide

Import Permit Service for Research Materials

August 2026

About the Service

- This service enables research entities to obtain permits for importing chemical materials used in research, development, and innovation, pursuant to **Supreme Order No. 41772** dated 22/5/1447H, corresponding to 13/11/2025G, which **authorizes the Research, Development and Innovation Authority (RDIA) to issue permits for the import, export, re-export, and clearance of chemical materials** required by research entities, in accordance with the RDIA's mandate set out in its organizational arrangements.

Target Groups for the Service:

Universities, research centers, and companies importing on behalf of research entities.



Supreme Order No. 41772

Procedures for Importing Research Materials via the Saudi Minds Platform

Service Requirements:

- Import must be for **scientific research purposes** only (**Research Use Only**).
- Submit an "Import Permit" request on the Saudi Minds platform and complete the electronic form with clear and accurate information about the materials to be imported.
- When completing the electronic form, please ensure the following documents are attached:
 1. Invoice or quotation specifying the CAS number or UN number for each required material.
 2. Copy of a valid commercial registration or industrial license (if the applicant is a company).
- The requested materials must not be classified as restricted (hazardous materials or those used in the manufacture of explosives or narcotics) as per the Chemical Materials Management System. If restricted materials must be imported, the following additional documents are required:
- A valid Civil Defense license confirming that chemical storage facilities meet fire prevention and protection requirements and are under preventive supervision, or evidence of Civil Defense approval for government entities.
- Forms and undertakings required by the High Commission for Industrial Security.

Requirements of the Supreme Commission for Industrial Security (SAIS) for restricted materials are available at:
<https://sais.gov.sa/ar/services/chemical-resources-ar.html>

The Executive Regulations of the Chemical Materials Management System can be reviewed at: <https://uqn.gov.sa/details?p=27388>

How to create an account

To start using the Import Permit service, please follow these steps:

1. Register three accounts from your entity <https://saudiminds.rdia.gov.sa/>
2. After you register, please send an email to rdi_materials@rdia.gov.sa and share the table below with the information.

Admin User Email	Assistant User Email	Importer Email
[enter email here]	[enter email here]	[enter email here]

3. After that, we will notify the admin user to log in to the platform and register their company using the attached manual: Entity Registration (Arabic).pdf
4. Then, please send an email to rdi_materials@rdia.gov.sa to notify us that you have added your entity
5. Once done, the admin user can assign the secondary user with the authority to be an “Importer”
6. After that, the importer user can start submitting import permit requests.

Notes:

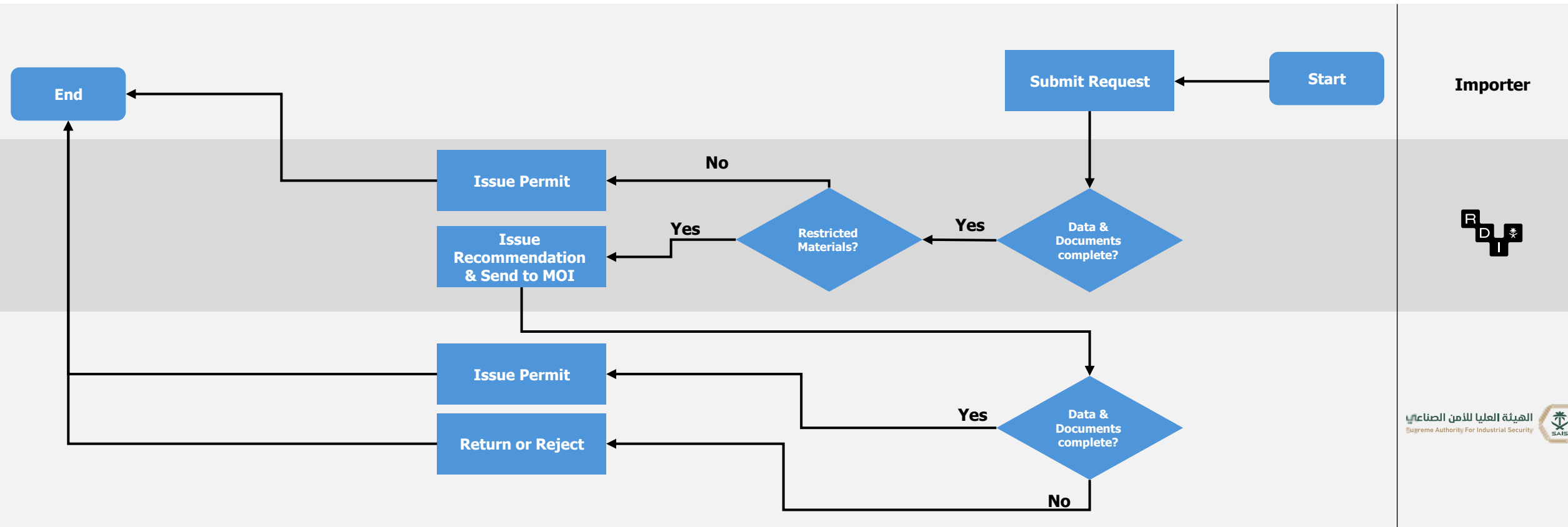
- The Admin user and the Assistant user roles can assign and revoke roles to other users of his/her company. However, they cannot use the import service.
- Only the user “Importer” can use the Import Permits service.
- All three roles should have different emails. Please ensure to use work email (not personal emails).



User Roles on the Platform

Importing Entity			RDIA	
Entity Admin	Assistant User	Importer	Operations Unit	Operations Unit Head
- Entity registration - Assigning user privileges - Approving new user additions	- Assigning user privileges - Approving new user additions	Submit import permit requests	- Reviewing requests - Responding to inquiries	- Final review of requests - Issuing permits or recommendations

Import Procedure Details



Important: After obtaining the import permit, the importer should create a clearance request on the "Fasah" platform, and must attach all the required documents, including the "Import Permit Certificate".

*Materials from lists 1, 2, 3 of the Chemical Materials Law

Notes:

- **SLA:** Five business days from the arrival of the request to the RDIA team, provided that the request includes all required data and attachments.
- After receiving the import permit certificate, the applicant must begin clearance procedures early to avoid material being held at the customs port. Clearance requests can be submitted via the Zakat, Tax and Customs Authority website, with the import permit certificate attached.
- For technical support or inquiries, please contact: rdi_materials@rdia.gov.sa
- The importer assumes all liability for damages resulting from misuse of these materials or use for purposes other than those for which they were imported.

Sample of the Electronic Import Permit Application Form:

Official government website of the Government of the Kingdom of Saudi Arabia

How to verify

Back Version

Home

Grants Requests

Profile

ImportersLaboratoryManagersRes...

Log Issue

Surveys

8

Home > Apply for Import Permit Request

Requester Information

Full Name

Test 2 User 2 Application 2

ID Number

2600977234

Email

mhamdshary+23@purs.com.sa

Mobile

966593676463

Importer entity - Supplier information (inside the Kingdom)

Entity Name

21233

Commercial Registration or Industrial License Number

5454121212

License Start Date

License End Date

National Address

Supplier Email

Supplier's phone number

Researcher Information

Email

Full Name

ID Number

Researcher Number

Material Information

#	Material name (Arabic) *	Material name (English) *	Trade Name *	Universal Number (UN) or Chemical Abstract (CAS) *	Quantity required *	Will the import of the material be periodic or one-time? *
1	كلورين	Material 1	Salt	12349876	20	Periodic

Supplier information (country of origin outside the Kingdom)

Name

الشركة التجارية المحدودة

License Number

919293

Start Date

End Date

Does this request include dangerous goods, or substances that can be used to manufacture explosives or drugs?

No

Address of the supplier in the country of origin

البحرين

Supplier Email

abc@qyt.com

Supplier's phone number

+123456789

Supported Document

Please attach the following documents:

- A quotation or a performa invoice including the CAS number or UN number of the required research material
- A copy of a valid commercial registration or a copy of the industrial license (if imported via a local supplier)

If your application includes restricted chemicals from lists 1 or 3 of the Chemicals Management System, please comply with the requirements of the Supreme Authority for Industrial Security (SAIS) and attach the required documents. Click the following link for more information Link

#	File Name	File
1	A quotation or a performa invoice including the CAS number or UN number of the required research material	505.pdf
2	A copy of a valid commercial registration or a copy of the industrial license (if imported via a local supplier)	RC26-05-0NW...

#

File

No Data Found

Scientific justifications and declarations

The reason for requesting the research material and the anticipated research objective to be achieved.

هدف البحث العلمي

☒ Acknowledgment of scientific and experimental awareness regarding the requested research material, confirming that it is intended solely for scientific research purposes.

☒ Commitment to full responsibility for the material in case of its circulation, damage, or loss.

☒ Acknowledgment of adherence to all safety, occupational health, and environmental standards in the use and storage of the research material.

☒ Commitment to achieving the request in the files designated for scientific materials intended for research purposes within the affiliated institution.

☒ Acknowledgment of the absence of any surplus stock of the material at the institution affiliated with the researcher.

Import Permit Certificate

Download Import Permit

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Thank you for your time. If you encounter any difficulties or have additional questions, please do not hesitate to contact the Research Materials Permits team at:
rdi_materials@rdia.gov.sa