



الهيئة العامة للتجارة الخارجية
Saudi General Authority of Foreign Trade

External User Guide

Trade Remedies Electronic System (TRES)

Saudi General Authority of Foreign Trade

First Edition – 2026

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1. Introduction

The Saudi General Authority of Foreign Trade prepared the Trade Remedies Electronic System (TRES) as an interactive electronic platform through which the Trade Remedies Deputyship manages complaints, investigations, and reviews related to trade remedies.

TRES is the main electronic communication channel between the Authority, represented by the Trade Remedies Deputyship, and Domestic Industry, Interested Parties, and Public Interest Persons involved in investigations and reviews.

- The complaining Domestic Industry can request an account on TRES to submit an electronic complaint.
- Domestic Industry, exporters or foreign producers, importers, users, governments of exporting countries, and Public Interest Persons can request accounts to participate as Interested Parties in an investigation or review.
- Domestic Industry, exporters or foreign producers, importers, users, and governments of exporting countries can request accounts to submit electronic review requests.
- A government entity, institution, or association in the Kingdom can request an account to participate as Public Interest Persons in an investigation or review.

2. External User Types

Domestic Producer	Interested Party	Public Interest Persons
Representative of a local company inside the Kingdom that produces a domestic product and whose account data is created in TRES.	Representative of a domestic producer, exporter, foreign producer, importer, user, or government of an exporting country that wishes to join and participate in a current investigation or review.	Representative of a Saudi government entity, association, or civil institution in the Kingdom that can benefit from public interest services.
Submit a complaint, upload complaint files, submit a review request, reply to correspondence addressed to the company, comment on reports sent to it, and view or comment on the Public File.	Request an account to join an investigation or review, request participation in a current investigation or review, submit a review request, provide Questionnaires Response, and receive or reply to correspondence.	Request participation in an investigation or review as Public Interest Persons, add Public Interest Persons Submissions, comment on reports and files shared on the Public File.

3. Temporary Account Data Entry

3.1 New Account Request Data Entry Screen

- The screen allows the user to create an account request for a company or entity, send it to Agency officials, and create accounts for representatives added to the request if the request is approved.
- The user enters the information required to create the account as shown on the screen.
- The system sends an email to verify the email address used for registration.
- Open your email and select the activation link to activate your account.

The screenshot displays the Trade Remedies Electronic System (TRES) interface. On the left, the 'Login' screen is visible, featuring the TRES logo and the text 'Please enter your account information'. It includes input fields for 'E-mail/Username' and 'Password', a 'Login' button, and a link for 'Do you forget your password?'. On the right, the 'Create an Account' screen is shown, with a red box highlighting the 'Create an Account' title. This screen includes input fields for 'Full Name', 'E-mail', 'Password', and 'Confirm Password', along with a 'Create an Account' button. The footer of the interface contains the Saudi General Authority of Foreign Trade logo, the text 'VISION 2030', and a 'SECURE SYSTEM LOGIN' badge.

3.2 Login

The Login screen allows users to log in using the account data created or registered in the previous steps. It is used to request a Complaint Account Request, Review Account Request, request to join an existing investigation or review, or access an activated account.

- Open the login page at <https://tres.gaft.gov.sa>
- Enter the e-mail address and password used when creating the account.
- An OTP verification message will be sent to the registered e-mail.
- Enter the sent code to access the account.



Login

Please enter your account information

E-mail/Username

Enter your e-mail or username (account code)

Password

Enter the password

Do you forget your password ?

Login

If you are a representative of an entity and the account request has been approved and you did not receive the login data on your e-mail within five days, we hope that you will contact us through tre@gat.gov.sa

Create an Account

Full Name

Your Full Name

E-mail

Your E-mail

Password

Enter the password

Confirm Password

Confirm the password

Create an Account

VISION 2030
SECURE SYSTEM LOGIN

3.3 View Account Requests

After logging in with the account for the first time, this screen appears.

- Through the account, any user type - Domestic Producer, Interested Party, or Public Interest Persons - can create a request and add its account data.
- The available request categories include Complaint Account Requests, Review Account Requests, Requests for Interested Parties Account to Join Current Investigation or Review, and Requests for Public Interest Persons Account to Join Current Investigation or Review.
- The screen allows the user to view company and entity requests added by the user.



الهيئة العامة للتجارة الخارجية
Saudi General Authority of Foreign Trade
Trade Remedies Electronic
System (TRES)

Important Links

Welcome, Wael Amer

Complaint Account Requests

Requests for Interested Parties Account to join Current Investigation or Review

Requests for Public Interest Persons Account to Join Current Investigation or Review

Review Account Requests

You don't have requests yet

Create a new request to proceed

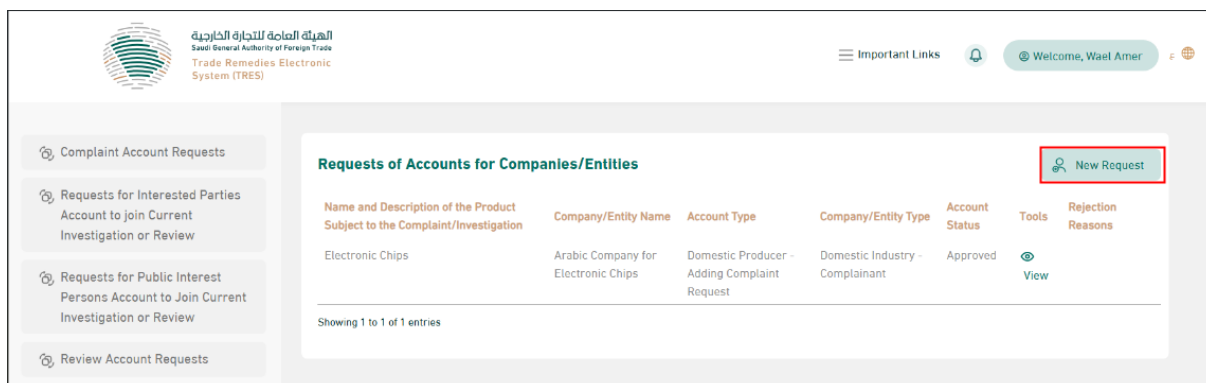
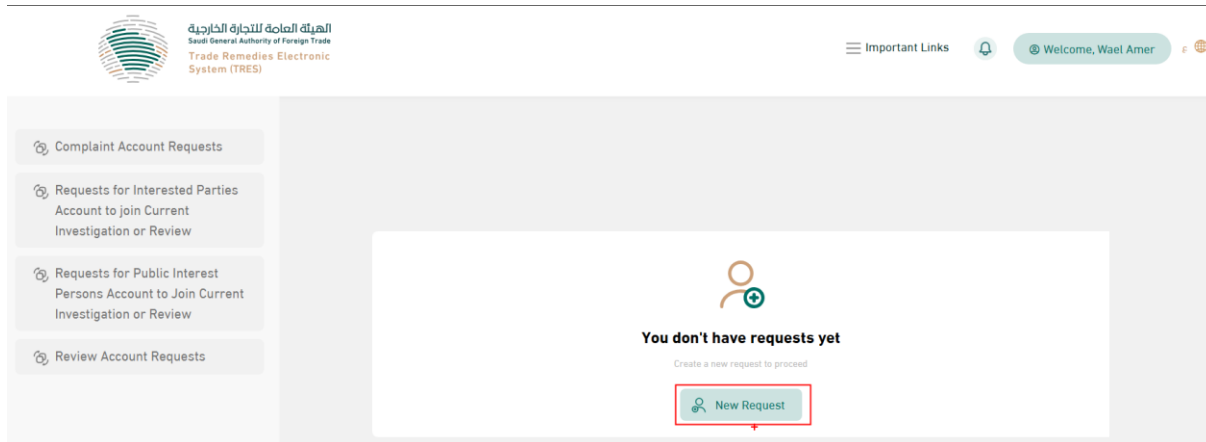
New Request

- The user can edit or delete any request that has been saved but has not yet been sent to the Authority.

4. Domestic Producer

4.1 Add a New Account Request (To Submit a Complaint)

- Through the registered or created account, the Domestic Producer data-entry user adds a Complaint Account Request.
- From the first account Login screen or the account-requests screen, select New Request.



- After selection, the New Account Request pop-up appears. Select the option that matches the request type and the entity type to which the user belongs.

New Account Request

Please check the account request instructions in the user guide for the Trade Remedies Electronic System (TRES) and prepare the required forms before sending the account request

[Click here](#)

Account Request to Add a New Complaint or Review

- ☒ Domestic Producer - Adding a Complaint
- ☐ Intersted Party - Adding a Review of Current Measures

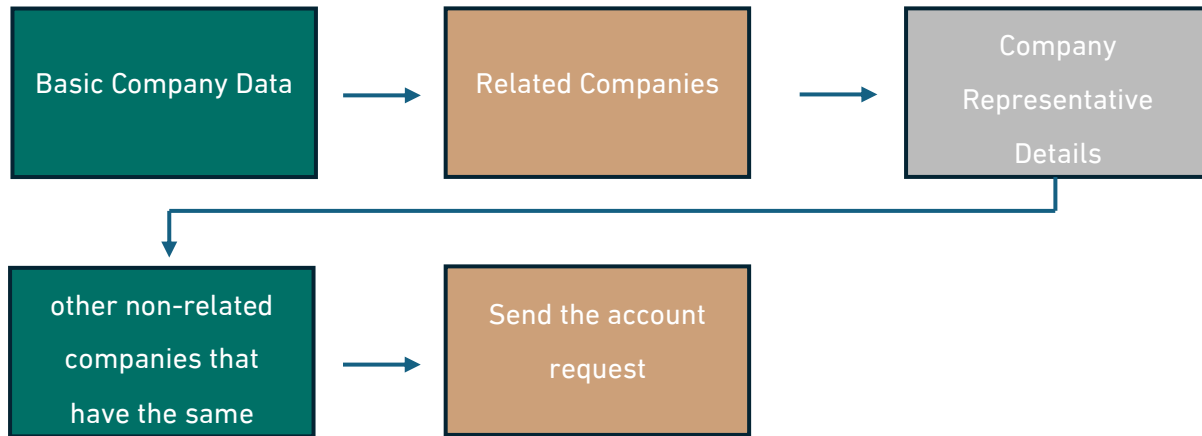
Account Request to Join an Investigation or Review

- ☐ Intersted Party
- ☐ Public Interest Persons

Create an Account

- The screen allows the user to request a new account of all available types.
- Select one request type from: Domestic Producer - Adding a Complaint; Intersted Party - Adding a Review of Current Measures; Intersted Party; Public Interest Persons.
- The Domestic Producer submitting the complaint selects Domestic Producer - Adding a Complaint and selects Create an Account.
- The user is redirected to a new screen to create the account and enter the required data.
- The new screen allows entry of all required account-request data for Domestic Industry entities so they can submit a complaint and open a trade remedies investigation.
- Select the complaint type from the available choices
 1. Anti-dumping
 2. Countervailing measures
 3. Safeguards.

- Entity Data



- The following sections explain the data-entry steps in detail.

4.1.1 Entity Data Screen (Basic Company Data)

Company Details	
Company Name in Arabic	
Commercial Name	
Company Name in English	Short Name
Any two letters in the English language should be chosen from the company name, i.e. Saudi Company 'SC' or FAGR 'FA'	
Commercial Registration Number	Industrial/Agricultural/Other Registration Number
Company Address	Company Phone No.
Company Website	Company E-mail
If the company does not have a website, please contact the Trade Remedies Deputyship through trd@gft.gov.sa	
If the e-mail does not contain the company website, please contact the Trade Remedies Deputyship through trd@gft.gov.sa	

Data of the Authorized Person to Sign	
Name of the Authorized Person to Sign	
Position of the Authorized Person to Sign	Address of the Authorized Person to Sign
Phone No. of the Authorized Person to Sign	E-mail of the Authorized Person to Sign

Attachments

Maximum 10MB

Commerical Registration

Drag and drop here or you can [Click Here](#)

Industrial/Agricultural/Other Registration

Drag and drop here or you can [Click Here](#)

Authenticated Undertaking Letter

Drag and drop here or you can [Click Here](#)

 [Download Undertaking Letter Format](#)

Authenticated Power of Attorney or Authorization Letter

Drag and drop here or you can [Click Here](#)

 [Download the Power of Attorney or Authorization Letter](#)

Power of Attorney or Authorization Letter Translated into Arabic
or English

(Optional)

Drag and drop here or you can [Click Here](#)

The power of attorney or authorization letter shall be submitted in Arabic
or English translation, if the original was in another language

The original authenticated undertaking and power of attorney must be sent to the the Authority by the mailbox or by hand according
to the instructions shown in the forms

[← Previous](#)

[Save](#)

[Next →](#)



Complaint Account Requests

Requests for Interested Parties
Account to join Current
Investigation or Review

Requests for Public Interest
Persons Account to Join Current
Investigation or Review

Review Account Requests

Home Page / Domestic Industry - Adding a Complaint Account Request



Proceeding Type

Domestic Industry - Adding a Complaint Account Request



Company Details



Related Companies



Representatives



Other Companies that has the Same Complaint

Complaint Type

Anti-Dumping

Subsidy for Imposing Countervailing Measures

Safeguard

Information of the Products Subject to the Complaint

Name and Description of the Product Subject to the Complaint/Investigation

HS Code of the Product Subject to the Complaint

List of HS Codes

Concerned Countries

Start Date of the Production

15-10-2021

Production Volume in the Last Year

The quantity and the unit of measurement must be added - i.e. 50 tons

Percentage of the Kingdom's Production

Percentage formula must be entered - i.e. 50%.

- Fill in the required data as shown in the screenshots.
- For the website and e-mail fields, if the company does not have a website or the company e-mail does not include the company domain, contact the Trade Remedies Deputyship at trd@gaft.gov.sa.
- In the attachments section, upload the company's commercial registration and agricultural or industrial registration.
- Download the undertaking letter and power-of-attorney templates, complete the required data, notarize both files, and upload them again.

- All previous attachments are mandatory except the file for power of attorney or authorization translated into Arabic or English.
- You can save the data and complete it later by selecting Save.
- After entering all data and attaching all required files, select Next to move to the next step.

4.1.2 Related Companies

The screenshot displays a web application interface for adding a complaint account request. On the left is a sidebar with four menu items: 'Complaint Account Requests', 'Requests for Interested Parties Account to join Current Investigation or Review', 'Requests for Public Interest Persons Account to Join Current Investigation or Review', and 'Review Account Requests'. The main content area is titled 'Home Page / Domestic Industry - Adding a Complaint Account Request'. It features a teal header bar with a 'Proceeding Type' icon and the text 'Domestic Industry - Adding a Complaint Account Request'. Below this is a horizontal breadcrumb trail with four steps: 'Company Details', 'Related Companies' (which is highlighted with a teal circle), 'Representatives', and 'Other Companies that has the Same Complaint'. The 'Add a New Related Company' section contains a light blue informational box stating: 'A related company will be added if it is a subsidiary, owned, owner, or legally linked to your company and has a relationship with the product subject to the complain and shares the information submitted in the complain forms and is represented by the same representatives and they have the power to view all the joint data.' Below the box is a large orange icon of two overlapping documents with a plus sign. The text 'Add a New Related Company' is centered, followed by the smaller text 'Skip, if there are no related companies'. At the bottom of this section are two buttons: 'Add a New Related Company' with a circular arrow icon and a 'Skip >' button. At the very bottom of the interface are two large orange buttons: '← Previous' and 'Next →'.

- The user is directed to the Related Companies data-entry step if there are companies related to the main complaining company.
- Fill in the required data as shown in the screenshot.

Add a New Related Company



Company Details

Name in Arabic

Commercial Name

Commercial Registration Number

Name in English

Address

Industrial/Agricultural/Other Registration Number

Website

Phone No.

If the company does not have a website, please contact the Trade Remedies Deputyship through trd@gft.gov.sa

E-mail

If the e-mail does not contain the company website, please contact the Trade Remedies Deputyship through trd@gft.gov.sa

Add a New Related Company



Data of the Authorized Person to Sign

Name of the Authorized Person to Sign

Address of the Authorized Person to Sign

Position of the Authorized Person to Sign

E-mail of the Authorized Person to Sign

Phone No. of the Authorized Person to Sign

Add a New Related Company

Attachments

Maximum 10MB

Industrial/Agricultural/Other Registration

Drag and drop here or you can [Click Here](#)

Commerical Registration

Drag and drop here or you can [Click Here](#)

Authenticated Power of Attorney or Authorization Letter

Drag and drop here or you can [Click Here](#)

[Download the Power of Attorney or Authorization Letter](#)

Authenticated Undertaking Letter

Drag and drop here or you can [Click Here](#)

[Download Undertaking Letter Format](#)

Power of Attorney or Authorization Letter Translated into Arabic or English

(Optional)

Drag and drop here or you can [Click Here](#)

The power of attorney or authorization letter shall be submitted in Arabic or English translation, if the original was in another language

The original authenticated undertaking and power of attorney must be sent to the the Authority by the mailbox or by hand according to the instructions shown in the forms

+

Add

- For the website and e-mail fields, if the company does not have a website or company-domain e-mail, contact the Trade Remedies Deputyship at trd@gaft.gov.sa.
- In the attachments section, upload the company's commercial registration and agricultural or industrial registration.
- Download the undertaking letter and power-of-attorney templates, complete the required data, notarize both files, and upload them again.
- All attachments are mandatory except industrial/agricultural/other registration if the company is commercial only, and the translated power-of-attorney or authorization file.
- You can save the data and complete it later by selecting Save.
- After adding a Related Company, the user can edit it, delete it, or add another Related Company. More than one Related Company can be added.
- After adding Related Companies data, select Next to add Company Representative Details.

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Proceeding Type

Domestic Industry - Adding a Complaint Account Request

 Company Details

 Related Companies

 Representatives

 Other Companies that has the Same Complaint

Table of Related Companies

A related company will be added if it is a subsidiary, owned, owner, or legally linked to your company and has a relationship with the product subject to the complain and shares the information submitted in the complain forms and is represented by the same representatives and they have the power to view all the joint data.

Related Company	 Edit	 Delete
-----------------	--	--

Add a New Related Company 

4.1.3 Add Company Representatives

- Select Add a Representative to enter representative data.

The screenshot shows a web interface for adding company representatives. At the top, a dark teal header bar contains a person icon and the text 'Proceeding Type' and 'Domestic Industry - Adding a Complaint Account Request'. Below this is a horizontal navigation bar with four tabs: 'Company Details' (person icon), 'Related Companies' (building icon), 'Representatives' (document icon with a plus sign, currently selected), and 'Other Companies that has the Same Complaint' (document icon). The main content area is titled 'Add a Representative'. It contains a light blue informational box with text explaining that representatives will receive login credentials and that actions taken by one representative affect others. Below this box is a large orange person icon with a green plus sign. Underneath the icon is the heading 'Add a Representative' and a note: 'At least one representative must be added'. A green button labeled 'Add a Representative' with a plus icon is positioned below the note. At the bottom of the screen are two buttons: '← Previous' on the left and 'Next →' on the right.

Proceeding Type
Domestic Industry - Adding a Complaint Account Request

Company Details Related Companies **Representatives** Other Companies that has the Same Complaint

Add a Representative

After approving your request, any representative who was added will receive a "user name and password on his email address registered in the request" enabling him to access your page/account in the investigation to view your data, upload/download files, respond to correspondences, follow up the investigation and other. Moreover, when one of the representatives makes any action, other representatives cannot do it again or modify it i.e. uploading the response on the questionnaire.

You can add more than one representative, the representative may be an employee of your entity or an employee of an entity acting on your behalf (i.e. a law firm) according to your choice when you are filling out the representative's information.

If you need to cancel any of your representatives, you can contact us through trd@gaft.gov.sa

Add a Representative
At least one representative must be added

Add a Representative +

← Previous Next →

- Fill in the required data as shown in the screenshot.
- The attachment for the representative identity or passport is mandatory.

Add a Representative



Representative Details

Name of the Representative in Arabic (as in the ID)

Name of the Representative in English (as in the ID)

ID Type

☐ Resident Identity

☒ National Identity

☐ Passport

Current Position

Place of Issuing National/Resident Identity or Passport

National/Resident Identity Number

Expiry Date

15-10-2021

Issuance Date

15-10-2021

Work Phone No.

Mobile No.

Representative Type

☒ Employee in the Company

☐ An Entity on behalf of the Company

E-mail

If the e-mail does not contain the company website, please contact the Trade Remedies Deputyship through trd@gft.gov.sa

Attachments

Maximum 10MB

Copy of National/Resident Identity or Passport

Drag and drop here or you can [Click Here](#)

Please make sure that the data in the national/resident identity or passport of the representative or in the commercial register/license of the representative entity matches the data in the authenticated power of attorney or authorization letter

+ Add

- Select the nature of representation.
- If the representative is a company employee, complete only the form shown previously.

- If the representative is an entity acting on behalf of the company, a new group of fields appears.
 - Fill in the required data as shown in the screenshot.
 - For the website and e-mail fields, if the representative entity does not have a website or entity-domain e-mail, contact the Trade Remedies Deputyship at trd@gaft.gov.sa.
 - All attachments are mandatory.
 - After adding representative data, the user can edit it, delete it, or add another representative.
- More than one representative can be added for the company.

An Entity on behalf of the Company

If the e-mail does not contain the company website, please contact the Trade Remedies Deputyship through trd@gaft.gov.sa

The Representative Entity

Name

Phone No.

Address

E-mail

Website

If the e-mail does not contain the entity website, please contact the Trade Remedies Deputyship through trd@gaft.gov.sa

If the e-mail does not contain the company website, please contact the Trade Remedies Deputyship through trd@gaft.gov.sa

Representation by Authenticated Power of Attorney or Authorization Letter from:

Commerical Registration

Example: Embassy of Kingdom / Chamber of Commerce

The Country from which the Power of Attorney or Authorization Letter was Issued

Attachments

Maximum 10MB

Commercial Registration or License of the Representative Entity

Drag and drop here or you can [Click Here](#)

A Copy of the National/Resident Identity or Passport of the Person or Employee Representing the Representative Entity

Drag and drop here or you can [Click Here](#)

Please make sure that the data in the national/resident identity or passport of the representative or in the commercial register/license of the representative entity matches the data in the authenticated power of attorney or authorization letter

- After adding representative data, select Next to add other companies with the same complaint, if any.

Proceeding Type
Domestic Industry - Adding a Complaint Account Request

Company Details

Related Companies

Representatives

Other Companies that has the Same Complaint

Representatives

After approving your request, any representative who was added will receive a "user name and password on his email address registered in the request" enabling him to access your page/account in the investigation to view your data, upload/download files, respond to correspondences, follow up the investigation and other. Moreover, when one of the representatives makes any action, other representatives cannot do it again or modify it i.e. uploading the response on the questionnaire.

You can add more than one representative, the representative may be an employee of your entity or an employee of an entity acting on your behalf (i.e. a law firm) according to your choice when you are filling out the representative's information.

If you need to cancel any of your representatives, you can contact us through trd@gaft.gov.sa

The Name of the Representative	Representative Type	Edit	Delete
Representative	Employee in the Company	Edit	Delete

Add a Representative

← Previous

Next →

4.1.4 Add Other Companies with the Same Complaint

- Select Add Company With the Same Complaint, if any, to fill in the data.

Home Page / Domestic Industry - Adding a Complaint Account Request

 Proceeding Type
Domestic Industry - Adding a Complaint Account Request

 Company Details  Related Companies  Representatives  Other Companies that has the Same Complaint

Add a Company that has the Same Complaint


Add a Company that has the Same Complaint
[Add a Company that has the Same Complaint](#) 

[← Previous](#) [Sending The Request →](#)

- Fill in the required data as shown in the screenshot.
- For the website and e-mail fields, if the company does not have a website or company-domain e-mail, contact the Trade Remedies Deputyship at trd@gaft.gov.sa.
- In the attachments section, upload the company's commercial registration and agricultural or industrial registration.
- Download the undertaking letter and power-of-attorney templates, complete the required data, notarize both files, and upload them again.
- All previous attachments are mandatory except the file for power of attorney or authorization translated into Arabic or English.
- You can save the data and complete it later by selecting Save.
- After completing all request data, select Send Request.

Add a Company that has the Same Complaint



Company Details

Company Address

Company Name

Company Phone No.

Website

If the company does not have a website, please contact the Trade Remedies Deputyship through trd@gift.gov.za

Phone No. of the Person in Charge of the Company

Name of the Person in Charge of the Company

Add

4.2 Receive Account Information

- After the Agency receives and approves the account request, login details for TRES are sent to Domestic Producer representatives by e-mail (username and password).

4.3 Login

- After the Complaint Account Request is approved and the company representative receives the username and e-mail from the Agency, the representative logs in at <https://tres.gaft.gov.sa>.
- The company representative enters the login name and password sent by e-mail.
- An OTP verification message will be sent to the company representative by e-mail.

The screenshot displays the TRES (Trade Remedies Electronic System) interface. At the top left is the logo of the Saudi General Authority of Foreign Trade. To its right, the text reads: 'الهيئة العامة للتجارة الخارجية', 'Saudi General Authority of Foreign Trade', 'Trade Remedies Electronic System (TRES)'. On the top right, there is a link for 'Important Links' and a Saudi Arabian flag icon.

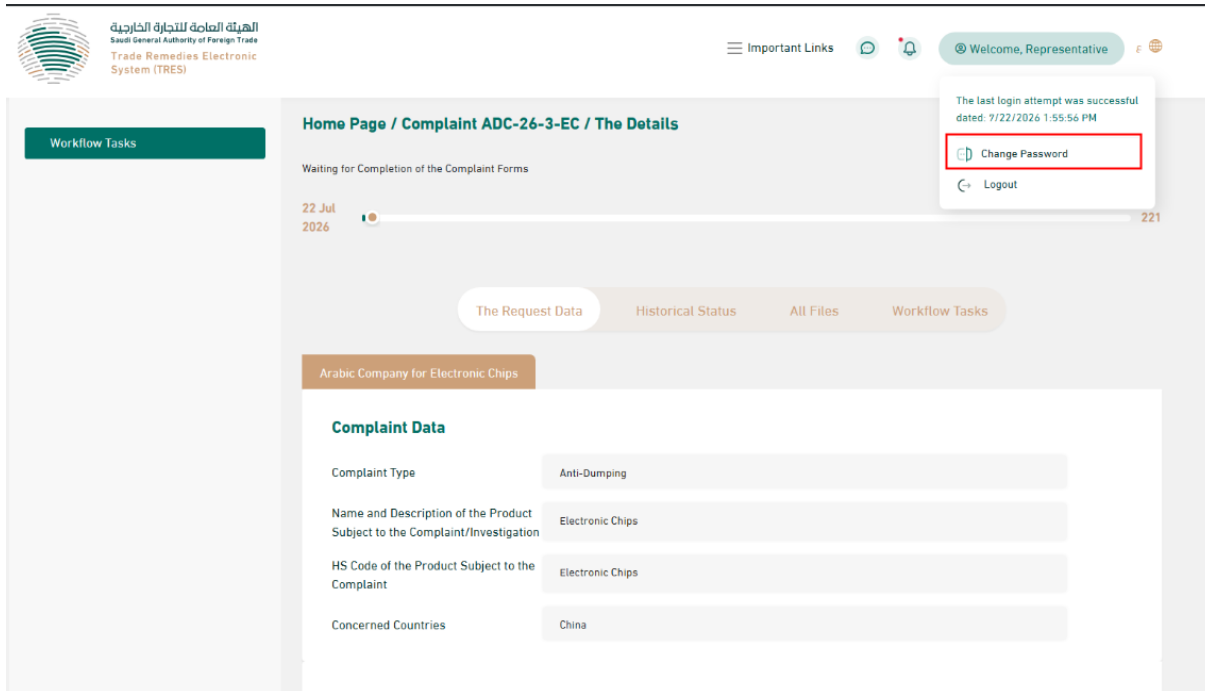
The interface is split into two main sections. The left section is titled 'Login' and contains the text 'Please enter your account information'. It features two input fields: 'E-mail/Username' with a placeholder 'Enter your e-mail or username (account code)' and 'Password' with a placeholder 'Enter the password'. Below these fields is a link 'Do you forget your password?' and a green 'Login' button. A small note at the bottom of this section states: 'If you are a representative of an entity and the account request has been approved and you did not receive the login data on your e-mail within five days, we hope that you will contact us through trd@gaft.gov.sa'.

The right section is titled 'Create an Account' and contains four input fields: 'Full Name' with a placeholder 'Your Full Name', 'E-mail' with a placeholder 'Your E-mail', 'Password' with a placeholder 'Enter the password' and an eye icon, and 'Confirm Password' with a placeholder 'Confirm the password' and an eye icon. Below these fields is an orange 'Create an Account' button.

At the bottom of the right section, there is a 'VISION 2030' logo and a 'SECURE SYSTEM LOGIN' logo.

4.4 Change Password

- The company representative enters the sent code to access the account.
- To change the password, select Change Password from the My Account icon after login at the top-left of the page.



4.5 Forgot Password

- Enter the Current Password.
- Enter the New Password.
- Confirm the New Password.
- Select Change Password.
- If the password is lost, select Forgot Password from the Login screen.

Change Password

Current Password

Enter Current Password



New Password

Enter New Password



New Password Confirmation

Confirm New Password



Change Password

- Enter your e-mail address and select Send.
- A link will be sent to the e-mail address used to create the account or activated after request approval.
- Open your e-mail and select the link to go to the Reset Password screen.

Please enter your email to recover
your password

E-mail/Username

Enter Your E-mail

Send

Reset Password

A password reset link has been sent to your email

Change Password

New Password

Enter New Password

New Password Confirmation

Confirm New Password

Change Password

VISION رؤية 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

SECURE
SYSTEM LOGIN

4.6 View the Company Representative Account After Login

- After logging in as a company representative for the Domestic Producer Complaint Account Request, the screen appears and allows review of complaint-submission request data.



Workflow Tasks

Home Page / Complaint ADC-26-3-EC / The Details

Waiting for Completion of the Complaint Forms

22 Jul
2026

221

The Request Data

Historical Status

All Files

Workflow Tasks

Arabic Company for Electronic Chips

Complaint Data

Complaint Type Anti-Dumping

Name and Description of the Product
Subject to the Complaint/Investigation Electronic Chips

HS Code of the Product Subject to the
Complaint Electronic Chips

Concerned Countries China

Company/Entity Data

Account Type Domestic Producer - Adding Complaint Request

Account Code ADC-26-3-EC

Company/Entity Name Arabic Company for Electronic Chips

- Through the previous screen, the user can also view Workflow Tasks, which are the tasks the user must complete for the complaint. Opening Workflow Tasks displays the related screen.
- By selecting Historical Status, the user can view all complaint stages submitted previously and see the complaint's status.



Workflow Tasks

Home Page / Complaint ADC-26-3-EC / The Details

Waiting for Completion of the Complaint Forms

22 Jul
2026

221

The Request Data

Historical Status

All Files

Workflow Tasks

#	Task Title	Code	Created Date	Remaining Time	
1	Completion of the Complaint Forms	ADC-26-3-EC	22/07/2026 02:18:38	24 Day 23 Hour 59 Minute	View

- By selecting All Files, the user can view all complaint files, including files attached and sent to the Agency and files sent by the Agency for completion or review.

Home Page / Complaint ADC-26-3-EC / The Details

Waiting for Completion of the Complaint Forms

22 Jul 2026 221

The Request Data Historical Status All Files Workflow Tasks

Filter

Keyword
Insert Search Keyword

Correspondence Title
Select

Action
Select

From Date
15-10-2021

To Date
15-10-2021

Search

Completion of the Complaint Forms (ADC-26-3-EC)

Status: In Progress From Date: 22/07/2026 To Date: 22/07/2026

Approval on the Complainant Account (ADC-26-3-EC)

Status: Completed From Date: 22/07/2026 To Date: 22/07/2026

- The user can also access required tasks and complaint notifications through the bell icon at the top-left of the page.

Workflow Tasks

Home Page / Complaint ADC-26-3-EC / The Details

Waiting for Completion of the Complaint Forms

22 Jul
2026

221

The Request Data

Historical Status

All Files

Workflow Tasks

Filter

Action ▼ Select

Search

Attachments

#	Action	File Name	Public File	Confidential File	Upload Date	Uploaded By
1	Completion of the Complaint Forms	نماذج الشكوى	View	Not Exist	22/07/2026 02:18:23	By the Authority

Workflow Tasks

Home Page / Complaint ADC-26-3-EC / The Details

Waiting for Completion of the Complaint Forms

22 Jul
2026

221

The Request Data

Historical Status

All Files

Workflow Tasks

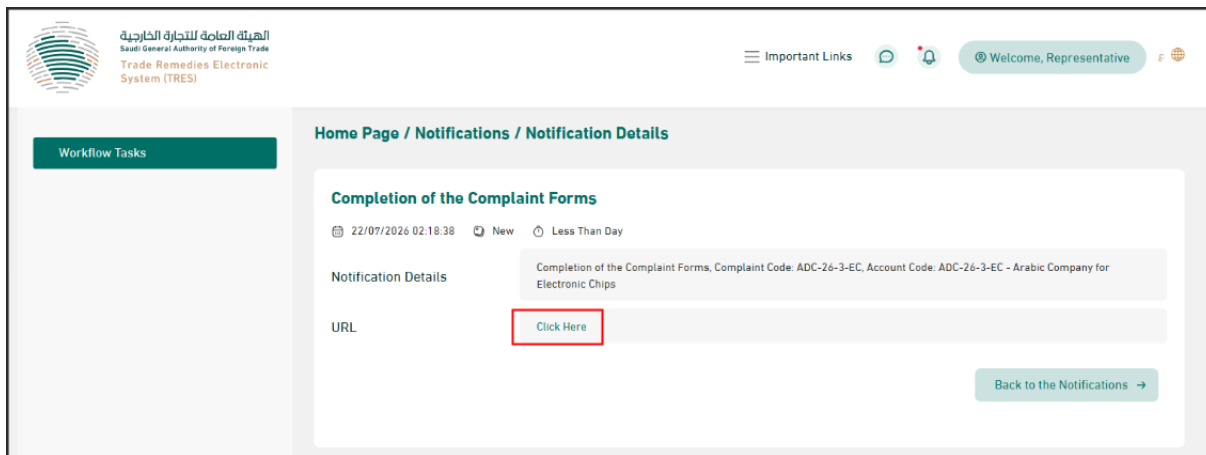
#	Task Title	Code	Created Date	Remaining Time	
1	Completion of the Complaint Forms	ADC-26-3-EC	22/07/2026 02:18:38	24 Day 23 Hour 56 Minute	View

Completion of the Complaint Forms
 The Complaint Account Request has been Approved and your Account has been Created as a Representative of the Company.

Show All Notifications

4.7 Upload Complaint Request Files

- After the Complaint Account Request is approved, the user receives a task to upload the required complaint files after completing the complaint forms sent by the Authority to the complaining Domestic Producer representatives.
- The task is available in Workflow Tasks.
- It can also be accessed through the bell icon.
- Select Click Here to open the related screen.



4.8 Reply to Correspondence Addressed to the Company Representative

- Download the file.
- After completing the forms and preparing the required data and attachments, return to the required task, attach the files, and add any comment if needed.
- Select Send.
- When the Authority sends correspondence, a Workflow Task appears to reply to the correspondence, titled Incoming Correspondence - Response Required.
- This task can also be accessed through the bell icon.

Completion of the Complaint Forms

To Get the Complaint Form [Click Here](#)

File Name	Confidential File	Public File	Uploaded By
There are no files			

+

 Attach a New File

Comment

Send

Workflow Tasks

The Complaint Withdrawal Request

22 Jul 2026 115

Home Page / Notifications / Notification Details

Incoming correspondence, please check, and reply to this correspondence if it is required (Required Documents)

22/07/2026 03:14:44 New Less Than Day

Notification Details Incoming correspondence, please check, and reply to this correspondence if it is required, Complaint Code: ADC-26-3-EC, Account Code: ADC-26-3-EC - Arabic Company for Electronic Chips

URL [Click Here](#)

[Back to the Notifications](#)

- Select Click Here to open the page.
- Review the task.
- Download sent files if attachments exist.
- Reply to the task, upload the required files, and write a comment if any.
- When finished, select Send.

Workflow Tasks

The Complaint Withdrawal Request

22 Jul 2026 115

Home Page / Complaint ADC-26-3-EC / Send a direct message

The Complaint Request is under Assessment

22 Jul 2026 221

Incoming correspondence, please check, and reply to this correspondence if it is required (Required Documents)

You can Check the Previous Tasks through the Historical Status of the Request [Click Here](#)

Attachments

File Name	Confidential File	Public File	Uploaded By
There are no files			

[+ Attach a New File](#)

Comment

[Send](#)

4.9 Submitting the Complaint Withdrawal Request

The Complaint Withdrawal Request button appears on the company representative page after the complaint is registered, accepted documentarily, and the representative is notified.

- Select Complaint Withdrawal Request.
- The screen allows the company representative to write brief reasons for the withdrawal request and upload a complaint-withdrawal file containing all reasons and details for submission to the Agency.
- Select Send to submit the request.

The screenshot displays the Saudi General Authority of Foreign Trade (TRES) interface. The header includes the agency's logo and name in Arabic and English, along with navigation links for 'Important Links', a chat icon, a notification bell, and a user greeting 'Welcome, Representative'. The main content area is titled 'Home Page / Complaint ADC-26-3-EC / Complaint Termination Request' and indicates 'The Complaint Request is under Assessment'. A progress bar shows the date '22 Jul 2026' and a value of '115'. The form is titled 'Uploading the Complaint Withdrawal Request' and features an 'Attachments' section with tabs for 'Choose the file', 'Confidential File', 'Public File', and 'Uploaded By'. Below these tabs, it states 'There are no files' and provides a button to 'Attach a New File'. A text area for 'The reason for the Complaint Withdrawal Request' is also present, followed by a 'Send' button.

4.10 The Request to Extend the Period of Answering the Questionnaire

After the investigation starts, the side menu of the company representative page shows the request to extend the questionnaire response period.

- From the side menu, open The Request to Extend the Period of Answering the Questionnaire.
- Specify the number of days. The user can request up to 10 days of extension.
- Upload the required files and add a comment if any.
- When finished, select Send.

The screenshot displays the TRES web application. The header includes the Saudi General Authority of Foreign Trade logo and the text 'Trade Remedies Electronic System (TRES)'. A navigation bar on the left lists 'Workflow Tasks' with sub-items: 'Request to Extend the Period of Answering the Questionnaire' (highlighted with a red box), 'Questionnaires Response', and 'Complaint Withdrawal Request'. The main content area is titled 'Home Page / The Investigation AD-26-1 / Request to Extend Period of Answering the Questionnaire'. Below the title, a status message reads 'The Initiation is Approved and the Investigation is Ongoing'. The form itself is titled 'Request to Extend the Period of Answering the Questionnaire' and contains the following fields:

- Number of Days:** A text input field.
- Attachments:** A table with columns 'File Name', 'Confidential File', 'Public File', and 'Uploaded By'. The table currently shows 'Not Exist' and a button '+ Attach a New File'.
- Comment:** A large text area for providing additional information.
- Send:** A button at the bottom right of the form.

4.11 Questionnaires Response

The company representative obtains questionnaires from the Authority's public website as usual and replies to them through TRES.

- From the side menu, select Questionnaires Response.
- Upload the file and write a comment if any.
- When finished, select Send.

The screenshot displays the TRES web application interface. At the top, the logo of the Saudi General Authority of Foreign Trade is visible, along with the text 'الهيئة العامة للتجارة الخارجية' and 'Trade Remedies Electronic System (TRES)'. The top navigation bar includes 'Important Links', a chat icon, a notification bell, and a user profile section with the text 'Welcome, Representative'. The left sidebar contains a 'Workflow Tasks' menu with four items: 'Request to Extend the Period of Answering the Questionnaire', 'Questionnaires Response' (which is highlighted), and 'Complaint Withdrawal Request'. The main content area is titled 'Home Page / The Investigation AD-26-1 / Questionnaires Response'. Below the title, a status message reads 'The Initiation is Approved and the Investigation is Ongoing'. The 'Questionnaires Response' section includes a list of instructions: 'You can upload compressed files (zip format)', 'It is preferable to upload the attachments of the response in one or two files', and 'In case you upload a confidential file, you have to upload the mirror public file'. Below the instructions is an 'Attachments' table with columns 'File Name', 'Confidential File', 'Public File', and 'Uploaded By'. The table currently shows 'There are no files'. Below the table is a button labeled '+ Attach a New File'. At the bottom of the form is a 'Comment' text area and a 'Send' button.

Workflow Tasks

- Request to Extend the Period of Answering the Questionnaire
- Questionnaires Response**
- Complaint Withdrawal Request

Home Page / The Investigation AD-26-1 / Questionnaires Response

The Initiation is Approved and the Investigation is Ongoing

Questionnaires Response

- You can upload compressed files (zip format)
- It is preferable to upload the attachments of the response in one or two files
- In case you upload a confidential file, you have to upload the mirror public file

Attachments

File Name	Confidential File	Public File	Uploaded By
There are no files			

+ Attach a New File

Comment

Send

4.12 Sharing on the Public File Notification Screen

- The Agency may share files on the Public File for the investigation. The user can know that a file has been shared through the bell icon or notifications.
- The user may also view these files and comment, if available, through the Historical Status tab.
- Opening the Sharing on the Public File tab under Historical Status displays the screen where the user can view the file and comment if available.

The screenshot displays the Trade Remedies Electronic System (TRES) interface. The header includes the Saudi General Authority of Foreign Trade logo and the text 'الهيئة العامة للتجارة الخارجية' and 'Trade Remedies Electronic System (TRES)'. The user is logged in as 'Welcome, Representative'. The left sidebar shows a list of tasks: 'Workflow Tasks', 'Sampling Questionnaire Response', 'Request to Extend the Period of Answering the Questionnaire', and 'Questionnaires Response'. The main content area is titled 'Home Page / Notifications / Notification Details'. It shows a notification for 'Sharing on the Public File' dated 22/07/2026 05:58:42. The notification details state: 'File 01 file is shared on the public file, you can comment on the file through the "Historical Status" within 2 day'. A 'Back to the Notifications' button is present.

The second screenshot shows the 'The Investigation AD-26-1 / The Details' screen. The header is the same as the first screenshot. The left sidebar is identical. The main content area is titled 'Home Page / The Investigation AD-26-1 / The Details'. It shows the status 'The Initiation is Approved and the Investigation is Ongoing'. Below this, there are tabs: 'The Request Data', 'Historical Status', 'All Files', and 'Workflow Tasks'. The 'Historical Status' tab is selected. A filter section is visible with fields for 'Keyword', 'Correspondence Title', 'Action', 'From Date', and 'To Date'. A 'Search' button is at the bottom of the filter section. Below the filter section, there is a section titled 'Sharing on the Public File (File 01)' with a status of 'Completed' and dates 'From Date 22/07/2026' and 'To Date 22/07/2026'.

- Download and review the file.
- To comment or submit views on the file, attach a file (mandatory) and write a comment in the dedicated field if any.

- Select Comment to send views and comments on the file shared on the Public File.
- Files shared on the Public File can also be viewed through All Files.
- Select All Files, then choose Sharing on the Public File from the Action filter to show all Public File files.

Home Page / The Investigation AD-26-1 / The Details

The Initiation is Approved and the Investigation is Ongoing

22 Jul 2026

365

The Request Data

Historical Status

All Files

Workflow Tasks

Filter

Keyword

Insert Search Keyword

Correspondence Title

Select

Action

Select

From Date

15-10-2021

To Date

15-10-2021

Search

Sharing on the Public File (File 01)

Status :Completed

From Date 22/07/2026

To Date 22/07/2026

By the Authority

By the Authority

22/07/2026

Comment

مشاركة ملف / Sharing a File

Attachments

#	File Name	Public File	Confidential File	Uploaded By
1	File 01 / File 01	View	Not Exist	By the Authority

Comments

You Representative

22/07/2026

Write Your Comment

Attach a New File

1 Day 23 Hour 56 Minute

Comment

The Initiation is Approved and the Investigation is Ongoing

22 Jul 2026

365

The Request Data

Historical Status

All Files

Workflow Tasks

Filter

Action

▼ Select

Search

Attachments

#	Action	File Name	Public File	Confidential File	Upload Date	Uploaded By
1	Sharing on the Public File	File 01 / File 01	View	Not Exist	22/07/2026 03:46:13	By the Authority

4.13 Correspondence Screen

- The chat icon appears on the company representative page after the complaint is registered, accepted documentarily, and the representative is notified.
- If quick clarification is needed about complaint details, the representative can communicate with the investigation team leader through Correspondence.
- Selecting the chat icon opens a page where the user can ask questions and inquiries.
- Write the inquiry or message and select Send.
- When the investigation team leader replies, the chat icon shows the number of messages sent to the user.

The screenshot displays the 'Correspondence Screen' within the Trade Remedies Electronic System (TRES). The header includes the TRES logo and name in Arabic and English, along with navigation links for 'Important Links', a chat icon (highlighted with a red box), a notification bell, and a user greeting 'Welcome, Representative'. The main content area is titled 'Home Page / Chat' and features a sidebar with a 'GAFT' button. The central chat area is currently empty, with a text input field labeled 'Type your message here ...' and a 'Send' button at the bottom right.

5. Interested Parties

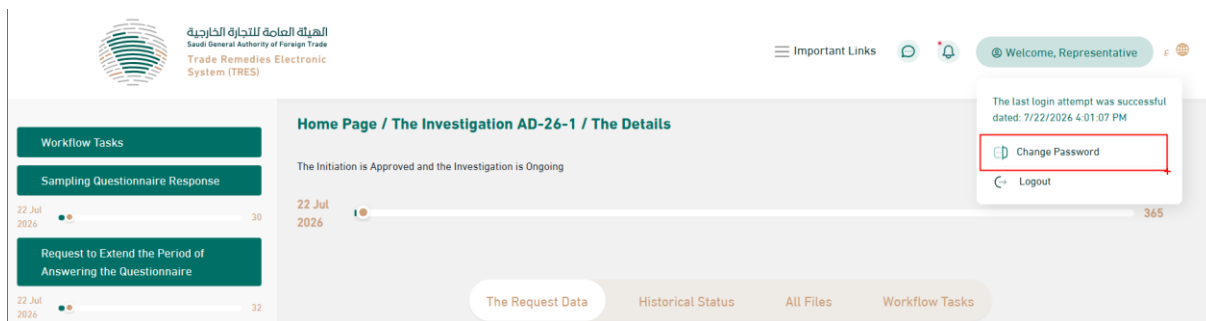
5.1 Login

- Open the login page at <https://tres.gaft.gov.sa>
- The screen allows the Interested Party to request an account to join an existing investigation or review, and also allows a representative with an active account on an existing investigation or review to log in.
- The Interested Party enters the e-mail or login name and password.
- An OTP verification message will be sent by e-mail.
- Enter the sent code to access the account.

The screenshot displays the Tres GAFT web application interface. At the top left is the logo of the Saudi General Authority of Foreign Trade (GAFT) and the Trade Remedies Electronic System (TRES). To the right of the logo, the text 'الهيئة العامة للتجارة الخارجية' and 'Saudi General Authority of Foreign Trade' is visible. Further right, there is a link for 'Important Links' and a small globe icon. The main content area is split into two panels. The left panel, titled 'Login', prompts the user to 'Please enter your account information' and provides input fields for 'E-mail/Username' and 'Password'. Below these fields is a 'Login' button and a link for 'Do you forget your password?'. A small note at the bottom of the left panel states: 'If you are a representative of an entity and the account request has been approved and you did not receive the login data on your e-mail within five days, we hope that you will contact us through tres@gaft.gov.sa'. The right panel, titled 'Create an Account', contains input fields for 'Full Name', 'E-mail', 'Password', and 'Confirm Password', each with a placeholder text. Below these fields is a 'Create an Account' button. At the bottom of the right panel, there is a 'VISION 2030' logo and a 'SECURE SYSTEM LOGIN' badge.

5.2 Change Password

- To change the password, select Change Password from the My Account icon after login at the top-left of the page.
- The following screen appears and allows the password to be changed.



Change Password

Current Password

Enter Current Password



New Password

Enter New Password



New Password Confirmation

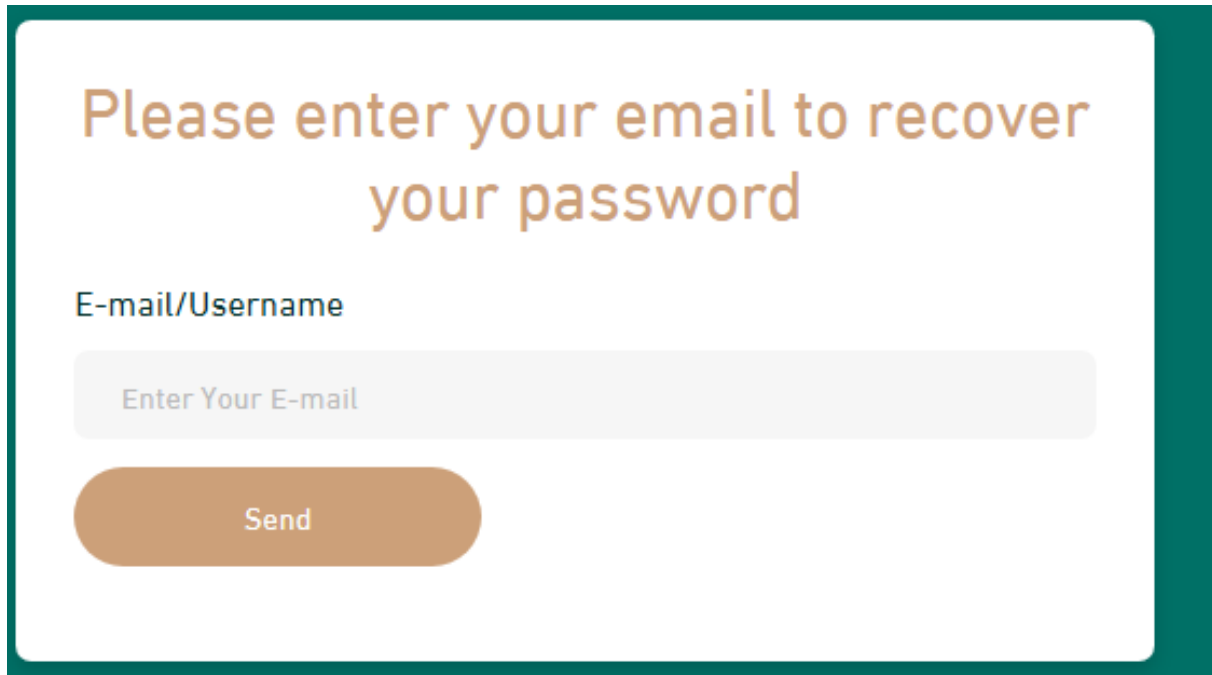
Confirm New Password



Change Password

5.3 Forgot Password

- Enter the Current Password.
 - Enter the New Password.
 - Confirm the New Password.
 - Select Change Password.
 - If the password is lost, select Forgot Password from the Login screen.
-
- Enter your e-mail address and select Send.
 - A link will be sent to your e-mail address.
 - Open your e-mail and select the link to go to the Reset Password screen.

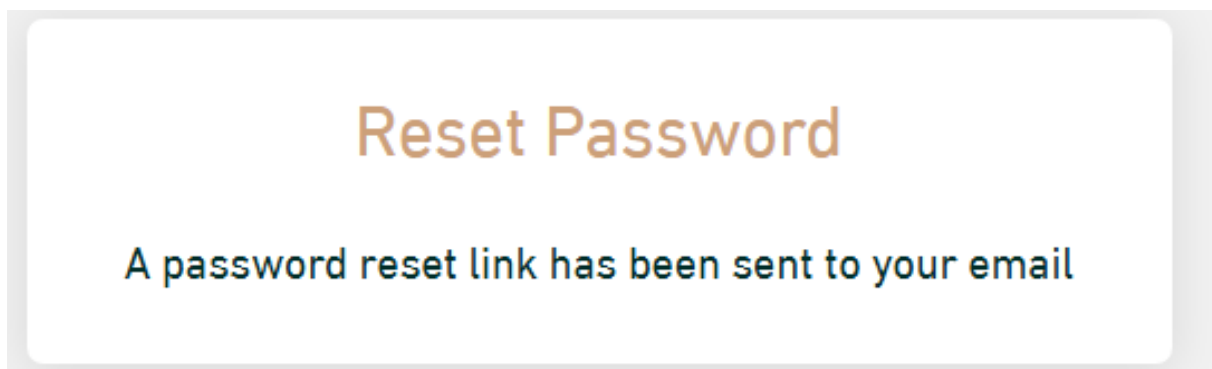


Please enter your email to recover your password

E-mail/Username

Enter Your E-mail

Send

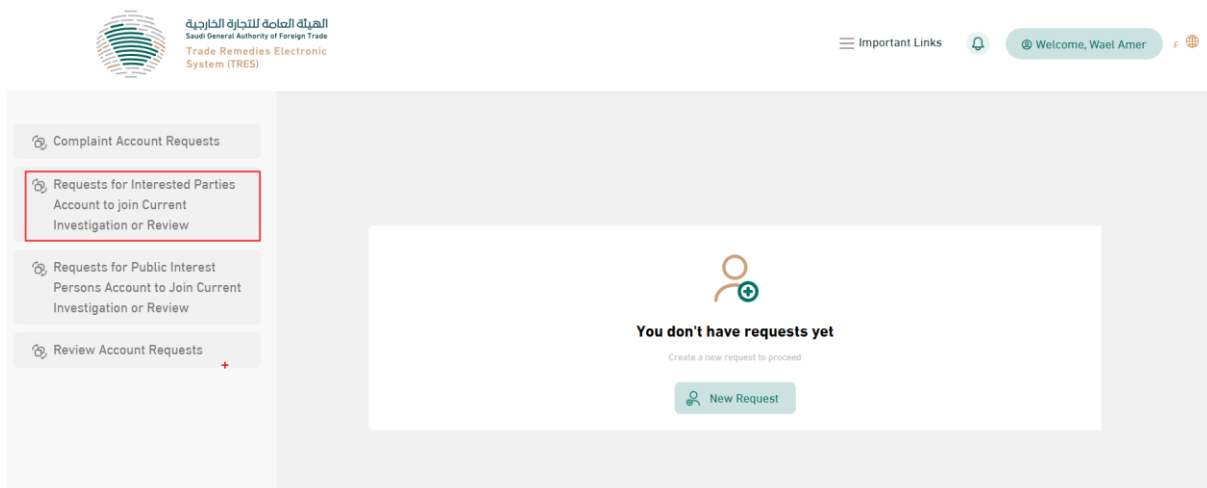


Reset Password

A password reset link has been sent to your email

5.4 Submit an Interested Party Account Request to Join an Investigation or Review

- Enter the New Password.
 - Confirm the New Password.
 - Interested Parties can submit an account request to join an original investigation or review after registering in TRES.
 - After registration and Login, the TRES home page appears.
 - Select New Request, or from the side menu select Requests for Interested Parties Account to Join Current Investigation or Review.
-
- After selecting New Request, the related screen appears.
 - Select Intersted Party under Account Request to Join an Investigation or Review.
 - Select Create an Account to open the Basic Data Screen for the Interested Party.



New Account Request

Please check the account request instructions in the user guide for the Trade Remedies Electronic System (TRES) and prepare the required forms before sending the account request

[Click here](#)

Account Request to Add a New Complaint or Review

- ☐ Domestic Producer - Adding a Complaint
- ☐ Interested Party - Adding a Review of Current Measures

Account Request to Join an Investigation or Review

- ☒ Interested Party
- ☐ Public Interest Persons

Create an Account

5.5 Basic Data Screen for the Interested Party

- Select the Interested Party Type: Domestic Industry, Importer, User, Exporter/Foreign Producer, or Government of an Exporting Country.
- Select the procedure type in which you want to participate as an Interested Party: Investigation or Review.
- Select the code of the investigation or review you want to join.
- If Exporter/Foreign Producer or Government of an Exporting Country is selected, a country list related to the investigation appears. Select the appropriate country.

Home Page / Interested Party

**Proceeding Type**
Request to Create an Interested Party Account to Join an Investigation or a Review

Main DetailsCompany DetailsRelated CompaniesRepresentatives

Main Details

Party Type

Domestic Industry

▼

Procedure Type

Investigation

▼

Ongoing Investigations

AD-26-1

▼

Save

Next →

- After completing the selection, select Next.



Proceeding Type

Request to Create an Interested Party Account to Join an Investigation or a Review



Main Details



Company Details



Related Companies



Representatives

Main Details

Party Type

Foreign Exporter/Producer



Procedure Type

Investigation



Ongoing
Investigations

AD-26-1



The Concerned
Country

China



Save

Next →

5.6 Add Basic Data When the Interested Party Is Domestic Industry, Importer, or User

الهيئة العامة للتجارة الخارجية
Saudi General Authority of Foreign Trade
Trade Remedies Electronic System (TRES)

Important Links

Welcome, Wael Amer

Home Page / Intersted Party

Complaint Account Requests

Requests for Interested Parties Account to join Current Investigation or Review

Requests for Public Interest Persons Account to Join Current Investigation or Review

Review Account Requests

Proceeding Type

Request to Create an Interested Party Account to Join an Investigation or a Review

Main Details

Company Details

Related Companies

Representatives

Company Details

Name in Arabic

If there is no company name in Arabic, please write the company name in English.

Commercial Name

Name in English

Short Name

Any two letters in the English language should be chosen from the company name, i.e. Saudi Company SC or PAKH PA.

Commercial Registration Number

Industrial/Agricultural/Other Registration Number

Address

Phone No

Website

E-mail

If the governmental entity does not have a website, please contact the Trade Remedies Department through trd@gft.gov.sa

If the e-mail does not contain the company website, please contact the Trade Remedies Department through trd@gft.gov.sa

Data of the Authorized Person to Sign

Name of the Authorized Person to Sign

Position of the Authorized Person to Sign

Address of the Authorized Person to Sign

Phone No. of the Authorized Person to Sign

E-mail of the Authorized Person to Sign

Attachments

Maximum 10MB

Commercial Registration

Drag and drop here or you can [Click Here](#)

Industrial/Agricultural/Other Registration

Drag and drop here or you can [Click Here](#)

Authenticated Undertaking Letter

Drag and drop here or you can [Click Here](#)

[Download Undertaking Letter Format](#)

Authenticated Power of Attorney or Authorization Letter

Drag and drop here or you can [Click Here](#)

[Download the Power of Attorney or Authorization Letter](#)

Power of Attorney or Authorization Letter Translated into Arabic or English (Optional)

Drag and drop here or you can [Click Here](#)

The power of attorney or authorization letter shall be submitted in Arabic or English translation, if the original was in another language

The original authenticated undertaking and power of attorney must be sent to the the Authority by the mailbox or by hand according to the instructions shown in the forms

Previous

Save

Next

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gaft.sa X www.gaft.gov.sa

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5.7 Add Basic Data When the Interested Party Is the Government of an Exporting Country



الهيئة العامة للتجارة الخارجية
Saudi General Authority of Foreign Trade
Trade Remedies Electronic System (TRES)

Important Links

Welcome, Wael Amer

Complaint Account Requests

Requests for Interested Parties Account to join Current Investigation or Review

Requests for Public Interest Persons Account to Join Current Investigation or Review

Review Account Requests

Home Page / Intersted Party

Proceeding Type

Request to Create an Interested Party Account to Join an Investigation or a Review

Main Details

Government Data

Representatives

Governmental Entity Data

Governmental Entity Name in Arabic

Governmental Entity Name in English

If there is no name in Arabic, please write the name in English

Short Name

The Governmental entity concerned with the Trade Remedies Issues

Any two letters in the English language should be chosen from the governmental entity name, i.e Ministry of Trade 'MT'

Address

Phone No

Website

E-mail

If the governmental entity does not have a website, please contact the Trade Remedies Deputyship through trd@gaft.gov.sa

If the e-mail does not contain the company website, please contact the Trade Remedies Deputyship through trd@gaft.gov.sa

Data of the Authorized Person to Sign

Name of the Authorized Person to Sign

Position of the Authorized Person to Sign

Phone No. of the Authorized Person to Sign

E-mail of the Authorized Person to Sign

Attachments

Maximum 10MB

Authenticated Power of Attorney or Authorization Letter

Power of Attorney or Authorization Letter Translated into Arabic or English

Drag and drop text or you can [Click Here](#)

(Optional)

[Download the Power of Attorney or Authorization Letter](#)

Drag and drop text or you can [Click Here](#)

The power of attorney or authorization letter shall be submitted in Arabic or English translation, if the original was in another language

The original authenticated undertaking and power of attorney must be sent to the the Authority by the mailbox or by hand according to the instructions shown in the forms

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5.8 Add Basic Data When the Interested Party Is an Exporter/Foreign Producer



الهيئة العامة للتجارة الخارجية
Saudi General Authority of Foreign Trade
Trade Remedies Electronic System (TRES)

[Important Links](#)
Welcome, Wael Amer

Complaint Account Requests

Requests for Interested Parties Account to join Current Investigation or Review

Requests for Public Interest Persons Account to Join Current Investigation or Review

Review Account Requests

Home Page / Interested Party

Proceeding Type
Request to Create an Interested Party Account to Join an Investigation or a Review

Main Details
Company Details
Related Companies
Representatives

Company Details

Name in Arabic

If there is no company name in Arabic, please write the company name in English.

Commercial Name

Name in English

Short Name

Any two letters in the English language should be chosen from the company name, i.e. Saudi Company SC or FAIR FA

Commercial Registration Number

Industrial/Agricultural/Other Registration Number

Address

Phone No

Website

If the governmental entity does not have a website, please contact the Trade Remedies Deputyship through trd@gft.gov.sa

E-mail

If the e-mail does not contain the company website, please contact the Trade Remedies Deputyship through trd@gft.gov.sa

Data of the Authorized Person to Sign

Name of the Authorized Person to Sign

Position of the Authorized Person to Sign

Address of the Authorized Person to Sign

Phone No. of the Authorized Person to Sign

E-mail of the Authorized Person to Sign

Attachments

Maximum 10MB

Commercial Registration

Drag and drop here or you can [Click Here](#)

Industrial/Agricultural/Other Registration

Drag and drop here or you can [Click Here](#)

Authenticated Undertaking Letter

Drag and drop here or you can [Click Here](#)

[Download Undertaking Letter Format](#)

Authenticated Power of Attorney or Authorization Letter

Drag and drop here or you can [Click Here](#)

[Download the Power of Attorney or Authorization Letter](#)

Power of Attorney or Authorization Letter Translated into Arabic or English (Optional)

Drag and drop here or you can [Click Here](#)

The power of attorney or authorization letter shall be submitted in Arabic or English translation, if the original was in another language

The original authenticated undertaking and power of attorney must be sent to the the Authority by the mailbox or by hand according to the instructions shown in the forms

← Previous
Save
Next →

5.9 Add Related-Company Data

- If the Interested Party is Domestic Industry, Exporter/Foreign Producer, Importer, or User, select Add a New Related Company to open the related screen.

The screenshot displays the Trade Remedies Electronic System (TRES) interface. At the top left is the logo of the Saudi General Authority of Foreign Trade. The top right shows a navigation menu with 'Important Links', a notification bell, and a user profile for 'Welcome, Wael Amer'. The main content area is titled 'Home Page / Intersted Party' (note the typo). On the left, there is a sidebar with four menu items: 'Complaint Account Requests', 'Requests for Interested Parties Account to join Current Investigation or Review', 'Requests for Public Interest Persons Account to Join Current Investigation or Review', and 'Review Account Requests'. The main area features a 'Proceeding Type' section with the text 'Request to Create an Interested Party Account to Join an Investigation or a Review'. Below this is a horizontal navigation bar with four tabs: 'Main Details', 'Company Details', 'Related Companies' (which is active), and 'Representatives'. The 'Add a New Related Company' screen is displayed, featuring a light blue informational box that states: 'A related company will be added if it is a subsidiary, owned, owner, or legally linked to your company and has a relationship with the product under investigation and shares the information submitted and is represented by the same representatives and they have the power to view all the joint data.' Below the box is a large orange icon of two overlapping documents with a plus sign. The heading 'Add a New Related Company' is followed by the text 'Skip, if there are no related companies'. At the bottom of the main area are two buttons: 'Add a New Related Company' with a circular arrow icon and a 'Skip >' button. At the very bottom of the page, there is a footer with 'All Rights Reserved - General Authority of Foreign Trade © 2026 | Privacy Policy Terms and Conditions' on the left and 'gaft_sa@ www.gaft.gov.sa' with social media icons on the right.

Add a New Related Company



Company Details

Name in Arabic

If there is no company name in Arabic, please write the company name in English

Commercial Name

Commercial Registration Number

Name in English

Address

Industrial/Agricultural/Other Registration Number

Website

Phone No.

If the company does not have a website, please contact the Trade Remedies Deputyship through trd@gft.gov.sa

E-mail

If the e-mail does not contain the company website, please contact the Trade Remedies Deputyship through trd@gft.gov.sa

Data of the Authorized Person to Sign

Name of the Authorized Person to Sign

Address of the Authorized Person to Sign

Position of the Authorized Person to Sign

E-mail of the Authorized Person to Sign

Phone No. of the Authorized Person to Sign

Attachments

Maximum 10MB

Industrial/Agricultural/Other Registration

Drag and drop here or you can [Click Here](#)

Commercial Registration

Drag and drop here or you can [Click Here](#)

Authenticated Power of Attorney or Authorization Letter

Drag and drop here or you can [Click Here](#)

Authenticated Undertaking Letter

Drag and drop here or you can [Click Here](#)

[Download the Power of Attorney or Authorization Letter](#)

[Download Undertaking Letter Format](#)

Power of Attorney or Authorization Letter Translated into Arabic or English

(Optional)

Drag and drop here or you can [Click Here](#)

The power of attorney or authorization letter shall be submitted in Arabic or English translation, if the original was in another language

The original authenticated undertaking and power of attorney must be sent to the the Authority by the mailbox or by hand according to the instructions shown in the forms

[+](#) Add



Complaint Account Requests

Requests for Interested Parties
Account to join Current
Investigation or Review

Requests for Public Interest
Persons Account to Join Current
Investigation or Review

Review Account Requests

Saved Successfully

Home Page / Intersted Party



Proceeding Type

Request to Create an Interested Party Account to Join an Investigation or a Review



Main Details



Company Details



Related Companies



Representatives

Table of Related Companies

A related company will be added if it is a subsidiary, owned, owner, or legally linked to your company and has a relationship with the product under investigation and shares the information submitted and is represented by the same representatives and they have the power to view all the joint data.

ABC Company

Edit

Delete

Add a New Related Company

Previous

Next

5.10 Add Representative Data

- Select Add a Representative to open the representative data screen.

The screenshot displays the TRES (Trade Remedies Electronic System) interface. At the top, the logo of the Saudi General Authority of Foreign Trade is visible, along with the text 'الهيئة العامة للتجارة الخارجية' and 'Trade Remedies Electronic System (TRES)'. The user is logged in as 'Welcome, Wael Amer'. The main navigation bar includes 'Important Links', a notification bell, and a user profile icon.

The left sidebar contains the following menu items:

- Complaint Account Requests
- Requests for Interested Parties Account to Join Current Investigation or Review
- Requests for Public Interest Persons Account to Join Current Investigation or Review
- Review Account Requests

The main content area is titled 'Home Page / Intersted Party'. It features a 'Proceeding Type' section with the text 'Request to Create an Interested Party Account to Join an Investigation or a Review'. Below this, there are four tabs: 'Main Details', 'Government Data', 'Related Companies', and 'Representatives'. The 'Representatives' tab is currently selected.

The 'Add a Representative' section contains the following text:

After approving your request, any representative who was added will receive a "user name and password on his email address registered in the request" enabling him to access your page/account in the investigation to view your data, upload/download files, respond to correspondences, follow up the investigation and other. Moreover, when one of the representatives makes any action, other representatives cannot do it again or modify it i.e. uploading the response on the questionnaire.

You can add more than one representative, the representative may be an employee of your entity or an employee of an entity acting on your behalf (i.e. a law firm) according to your choice when you are filling out the representative's information.

If you need to cancel any of your representatives, you can contact us through trd@gaft.gov.sa

Below the text, there is a section titled 'Add a Representative' with the subtext 'At least one representative must be added'. A button labeled 'Add a Representative' is present.

At the bottom of the main content area, there are two buttons: 'Previous' and 'Sending The Request'.

Add a Representative



Representative Details

Name of the Representative in Arabic (as in the ID)

If there is no name in Arabic, please write the name in English

Name of the Representative in English (as in the ID)

ID Type

☐ Resident Identity

☒ National Identity

☐ Passport

Current Position

Place of Issuing National/Resident Identity or Passport

National/Resident Identify Number

Expiry Date

15-10-2021

Issuance Date

15-10-2021

Work Phone No.

Mobile No.

Representative Type

☒ Employee in the Company

☐ An Entity on behalf of the Company

E-mail

If the e-mail does not contain the company website, please contact the Trade Remedies Deputyship through trd@gaft.gov.sa

Attachments

Maximum 10MB

Copy of National/Resident Identity or Passport

Drag and drop here or you can [Click Here](#)

Please make sure that the data in the national/resident identity or passport of the representative or in the commercial register/license of the representative entity matches the data in the authenticated power of attorney or authorization letter

Add

Add a Representative



Representative Details

Name of the Representative in Arabic (as in the ID)

If there is no name in Arabic, please write the name in English

Name of the Representative in English (as in the ID)

ID Type

☐ Resident Identity

☒ National Identity

☐ Passport

Current Position

Place of Issuing National/Resident Identity or Passport

National/Resident Identify Number

Expiry Date

15-10-2021

Issuance Date

15-10-2021

Work Phone No.

Mobile No.

Representative Type

☐ Employee in the Company

☒ An Entity on behalf of the Company

E-mail

If the e-mail does not contain the company website, please contact the Trade Remedies Deputyship through trd@gft.gov.sa

The Representative Entity

Name

Phone No.

Address

E-mail

Website

Representation by Authenticated Power of Attorney or Authorization Letter from:

Example: Embassy of Kingdom / Chamber of Commerce

Commerical Registration

The Country from which the Power of Attorney or Authorization Letter was Issued

Attachments

Maximum 10MB

Commercial Registration or License of the Representative Entity

Drag and drop here or you can [Click Here](#)

Copy of National/Resident Identity or Passport

Drag and drop here or you can [Click Here](#)

Please make sure that the data in the national/resident identity or passport of the representative or in the commercial register/license of the representative entity matches the data in the authenticated power of attorney or authorization letter

Add



Home Page / Intersted Party



Proceeding Type

Request to Create an Interested Party Account to Join an Investigation or a Review



Main Details



Government Data



Related Companies



Representatives

Representatives

After approving your request, any representative who was added will receive a "user name and password on his email address registered in the request" enabling him to access your page/account in the investigation to view your data, upload/download files, respond to correspondences, follow up the investigation and other. Moreover, when one of the representatives makes any action, other representatives cannot do it again or modify it i.e. uploading the response on the questionnaire.

You can add more than one representative, the representative may be an employee of your entity or an employee of an entity acting on your behalf (i.e. a law firm) according to your choice when you are filling out the representative's information.

If you need to cancel any of your representatives, you can contact us through trd@gaft.gov.sa

The Name of the Representative	Representative Type	Edit	Delete
Name of the Representative in English (as in the ID)	Employee in the Company	Edit	Delete

[Add a Representative](#)

[← Previous](#)

[Sending The Request →](#)

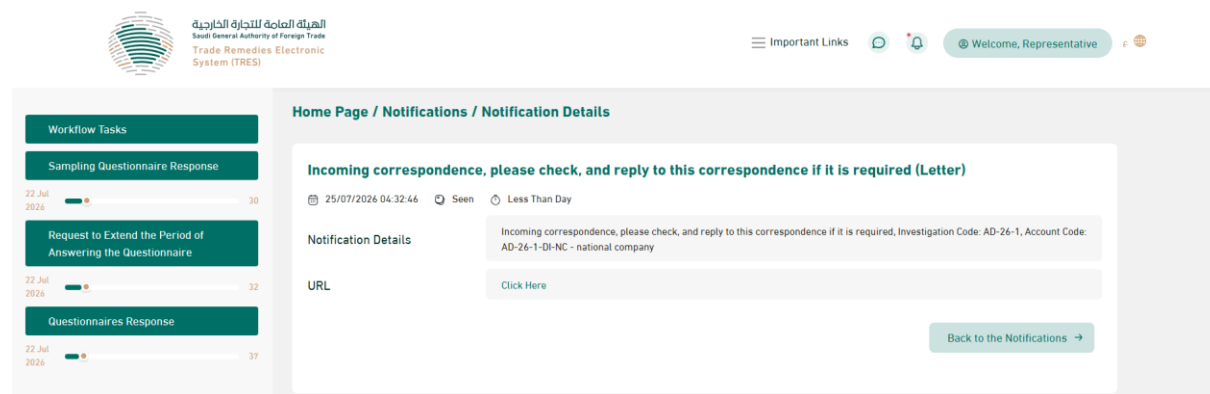


5.11 Receive Account Information

- After the Authority receives and approves the account request, login details are sent to the Interested Party representatives (username and password).

5.12 Receive and Reply to Letters and Correspondence

- Through the notification bell, a notification appears for an incoming correspondence task requiring a response. The correspondence type appears in parentheses, such as letter, Sampling Result, supplementary questions, or essential facts report.



- Open the notification, then select Click Here.
- The related screen appears.



Workflow Tasks

Sampling Questionnaire Response

22 Jul 2026 30

Request to Extend the Period of Answering the Questionnaire

22 Jul 2026 32

Questionnaires Response

22 Jul 2026 37

Home Page / The Investigation AD-26-1 / Send a direct message

The Initiation is Approved and the Investigation is Ongoing

22 Jul 2026

365

Incoming correspondence, please check, and reply to this correspondence if it is required (Letter)

You can Check the Previous Tasks through the Historical Status of the Request [Click Here](#)

Attachments

File Name	Confidential File	Public File	Uploaded By
-----------	-------------------	-------------	-------------

There are no files

[Attach a New File](#)

Comment

[Send](#)

5.13 Sampling Questionnaire Response

- From the side menu, select Sampling Questionnaire Response.
- Upload the file after answering the sampling questionnaire.
- Write a comment if any, then select Send.

The screenshot displays the TRES (Trade Remedies Electronic System) interface. At the top, the header includes the logo of the Saudi General Authority of Foreign Trade, the text 'الهيئة العامة للتجارة الخارجية' and 'Saudi General Authority of Foreign Trade', and the system name 'Trade Remedies Electronic System (TRES)'. Navigation links for 'Important Links', a search icon, a notification bell, and a user profile 'Welcome, Representative' are also present.

The main content area is titled 'Home Page / The Investigation AD-26-1 / Sampling Questionnaire Response'. Below the title, a status message reads: 'The Initiation is Approved and the Investigation is Ongoing'. A progress bar shows the date '22 Jul 2026' and a value of '365'.

On the left, a sidebar lists 'Workflow Tasks' with four items: 'Sampling Questionnaire Response' (30), 'Request to Extend the Period of Answering the Questionnaire' (32), and 'Questionnaires Response' (37). Each item has a progress indicator and the date '22 Jul 2026'.

The main form area is titled 'Sampling Questionnaire Response'. It contains an 'Attachments' section with a table header: 'File Name', 'Confidential File', 'Public File', and 'Uploaded By'. Below the header, it states 'There are no files' and provides a button 'Attach a New File'. A 'Comment' section with a text area and a 'Send' button is located at the bottom right of the form.

5.14 The Request to Extend the Period of Answering the Questionnaire

- From the side menu, select The Request to Extend the Period of Answering the Questionnaire.
- The screen allows the user to request an extension for answering questionnaires.
- Specify the number of days. The user can request up to 10 days.
- Upload the required files and comment on the request.
- When finished, select Send.

The screenshot displays the TRES (Trade Remedies Electronic System) interface. At the top, the Saudi General Authority of Foreign Trade logo and name are visible. The main header shows the user's role as 'Representative' and a welcome message. The left sidebar contains a menu with 'Workflow Tasks' and 'Sampling Questionnaire Response'. The main content area is titled 'Home Page / The Investigation AD-26-1 / Request to Extend Period of Answering the Questionnaire'. It includes a status bar indicating 'The Initiation is Approved and the Investigation is Ongoing' and a progress bar. The central form is titled 'Request to Extend the Period of Answering the Questionnaire' and contains fields for 'Number of Days', 'Attachments' (with a table for file details), and a 'Comment' section. A 'Send' button is located at the bottom right of the form.

Workflow Tasks

Sampling Questionnaire Response

22 Jul 2026 30

Request to Extend the Period of Answering the Questionnaire

22 Jul 2026 32

Questionnaires Response

22 Jul 2026 37

Home Page / The Investigation AD-26-1 / Request to Extend Period of Answering the Questionnaire

The Initiation is Approved and the Investigation is Ongoing

22 Jul 2026 365

Request to Extend the Period of Answering the Questionnaire

Number of Days

Attachments

File Name	Confidential File	Public File	Uploaded By
Not Exist			

Attach a New File

Comment

Send

5.15 Questionnaires Response

- From the side menu, select Questionnaires Response.
- Upload the file after answering the questionnaire.
- Write a comment if any, then select Send.

The screenshot displays the TRES (Trade Remedies Electronic System) interface. At the top, the logo of the Saudi General Authority of Foreign Trade is visible, along with the text 'الهيئة العامة للتجارة الخارجية' and 'Saudi General Authority of Foreign Trade Trade Remedies Electronic System (TRES)'. The top navigation bar includes 'Important Links', a chat icon, a notification icon, and a user profile section with the text 'Welcome, Representative'.

The main content area is titled 'Home Page / The Investigation AD-26-1 / Questionnaires Response'. Below the title, a status message reads: 'The Initiation is Approved and the Investigation is Ongoing'. A progress bar shows the current date as '22 Jul 2026' and a value of '365'.

On the left side, there is a sidebar menu with the following items:

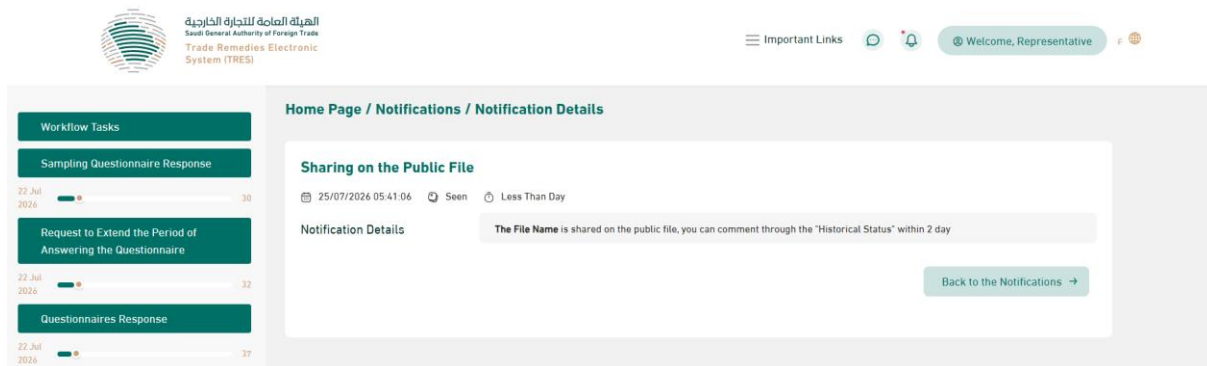
- Workflow Tasks
- Sampling Questionnaire Response (22 Jul 2026, 30)
- Request to Extend the Period of Answering the Questionnaire (22 Jul 2026, 32)
- Questionnaires Response (22 Jul 2026, 37)

The main content area for 'Questionnaires Response' includes the following sections:

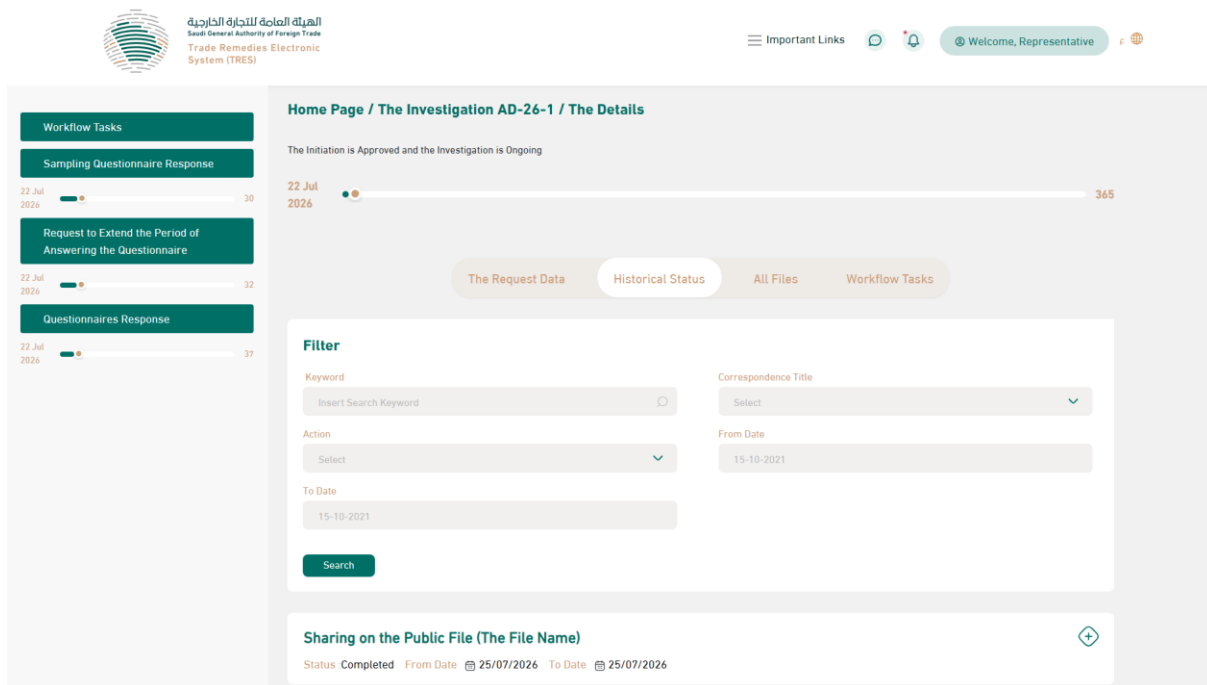
- Questionnaires Response**: A section with instructions:
 - You can upload compressed files (zip format)
 - It is preferable to upload the attachments of the response in one or two files
 - In case you upload a confidential file, you have to upload the mirror public file
- Attachments**: A table with columns: File Name, Confidential File, Public File, and Uploaded By. Below the table, it states 'There are no files' and provides a button to 'Attach a New File'.
- Comment**: A text area for entering a comment.
- Send**: A button to submit the response.

5.16 Sharing on the Public File Notification Screen

- The Agency may share files on the Public File for the investigation. The user can know that a file has been shared through the bell icon or notifications.



- The user may also view these files and comment, if available, through the Historical Status tab.



- Opening Sharing on the Public File under Historical Status displays the screen where the user can view the file and comment if available.



Workflow Tasks

Sampling Questionnaire Response

Request to Extend the Period of Answering the Questionnaire

Questionnaires Response

22 Jul 2026

30

22 Jul 2026

32

22 Jul 2026

37

Home Page / The Investigation AD-26-1 / The Details

The Initiation is Approved and the Investigation is Ongoing

22 Jul 2026

365

The Request Data

Historical Status

All Files

Workflow Tasks

Filter

Keyword

Insert Search Keyword

Correspondence Title

Select

Action

Select

From Date

15-10-2021

To Date

15-10-2021

Search

Sharing on the Public File (The File Name)

Status: Completed From Date: 25/07/2026 To Date: 25/07/2026

By the Authority

By the Authority 25/07/2026

Comment

مشاركة ملفات / Sharing Files

Attachments

#	File Name	Public File	Confidential File	Uploaded By
1	The File Name	View	Not Exist	By the Authority

Comments

You Representative 25/07/2026

Write Your Comment

Attach a New File

1 Day 23 Hour 58 Minute

Comment

- Download the file and review it.
- If you wish to comment (send feedback) on the file, you must attach a file (mandatory) and write a comment in the designated field, if available.
- Click on “Add Comment” to send your feedback and comments on the file shared in the General File.
- You can also view the files that have been shared in the General File by clicking on “My Files.”

68

- Click on “My Files,” then select “Share on General File” from the “Action” field in the “Filter” section. This will display all the files related to the General File, as shown in the following screen.



الهيئة العامة للتجارة الخارجية
Saudi General Authority of Foreign Trade
Trade Remedies Electronic
System (TRES)

Important Links

Welcome, Representative

Workflow Tasks

Sampling Questionnaire Response

22 Jul 2026 30

Request to Extend the Period of Answering the Questionnaire

22 Jul 2026 32

Questionnaires Response

22 Jul 2026 37

Home Page / The Investigation AD-26-1 / The Details

The Initiation is Approved and the Investigation is Ongoing

22 Jul 2026 365

The Request Data

Historical Status

All Files

Workflow Tasks

Filter

Action Select

Search

Attachments

#	Action	File Name	Public File	Confidential File	Upload Date	Uploaded By
1	Sharing on the Public File	The File Name	 View	Not Exist	25/07/2026 05:40:56	By the Authority

5.17 Correspondence Screen

If quick clarification is needed, the Interested Party representative can communicate with the investigation team leader through Correspondence by selecting the chat icon at the top of the Interested Party page.

- Through this screen, the user can ask questions and inquiries.
- Write the inquiry or message and select Send.

The screenshot displays the 'Home Page / Chat' interface of the Trade Remedies Electronic System (TRES). The header includes the TRES logo and name in Arabic and English, along with navigation links for 'Important Links', a chat icon (highlighted with a red box), a notification bell, and a user greeting 'Welcome, Representative'. The main area is divided into a left sidebar with a 'GAFT' tab and a large chat window. The chat window contains a text input field with the placeholder 'Type your message here ...' and a 'Send' button at the bottom right.

6. Public Interest Persons

6.1 Login

- Open the login page at <https://tres.gaft.gov.sa>

The screenshot displays the 'Tres GAFT' login and account creation interface. The header includes the logo of the Saudi General Authority of Foreign Trade (GAFT) and the text 'Trade Remedies Electronic System (TRES)'. A navigation menu with 'Important Links' and social media icons is visible on the right. The main content area is split into two panels. The left panel, titled 'Login', prompts users to enter their account information, including 'E-mail/Username' and 'Password', with a 'Login' button and a link for forgotten passwords. The right panel, titled 'Create an Account', provides fields for 'Full Name', 'E-mail', 'Password', and 'Confirm Password', along with a 'Create an Account' button. At the bottom right, there are logos for 'VISION 2030' and 'SECURE SYSTEM LOGIN'.

- The screen allows Public Interest Persons to request an account to join an existing investigation or review, and allows Public Interest Persons with an active account to log in.
- Public Interest Persons can log in using the e-mail/login name and password.
- An OTP verification message will be sent by e-mail.
- Enter the sent code to access the account.

6.2 Change Password

- To change the password, select Change Password from the My Account icon after login at the top-left of the page.

The screenshot displays the Trade Remedies Electronic System (TRES) interface. At the top left is the logo of the Saudi General Authority of Foreign Trade, with the text 'الهيئة العامة للتجارة الخارجية' and 'Saudi General Authority of Foreign Trade'. To the right of the logo is the text 'Trade Remedies Electronic System (TRES)'. In the top right corner, there is a link for 'Important Links' and social media icons for Facebook and Twitter.

The main content area is divided into two panels. The left panel is titled 'Login' and contains the following fields and elements:

- A heading 'Please enter your account information'.
- A label 'E-mail/Username' above a text input field with the placeholder 'Enter your e-mail or username (account code)'.
- A label 'Password' above a text input field with the placeholder 'Enter the password' and a toggle icon for password visibility.
- A link 'Do you forget your password?'.
- A green 'Login' button.
- A footer note: 'If you are a representative of an entity and the account request has been approved and you did not receive the login data on your e-mail within five days, we hope that you will contact us through trd@gat.gov.sa'.

The right panel is titled 'Create an Account' and contains the following fields and elements:

- A label 'Full Name' above a text input field with the placeholder 'Your Full Name'.
- A label 'E-mail' above a text input field with the placeholder 'Your E-mail'.
- A label 'Password' with a toggle icon above a text input field with the placeholder 'Enter the password'.
- A label 'Confirm Password' above a text input field with the placeholder 'Confirm the password'.
- An orange 'Create an Account' button.

At the bottom of the right panel, there is a logo for '2030' and a 'SECURE SYSTEM LOGIN' badge.

Change Password

Current Password

Enter Current Password



New Password

Enter New Password



New Password Confirmation

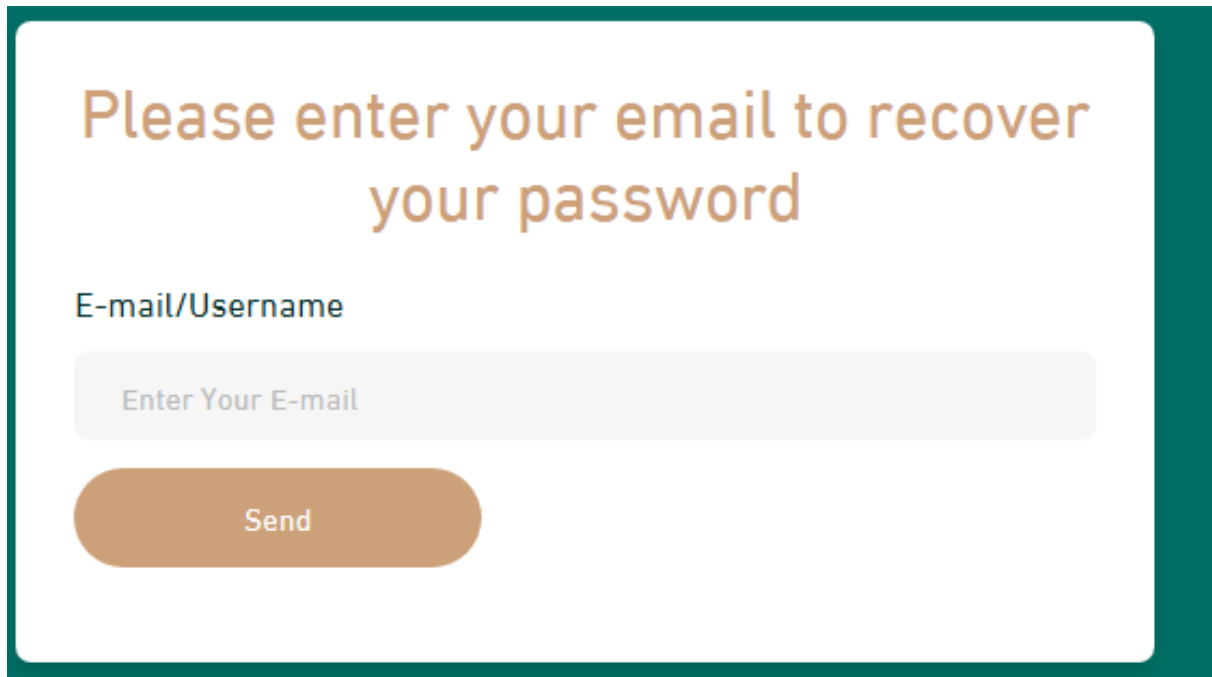
Confirm New Password



Change Password

6.3 Forgot Password

- If the password is lost, select Forgot Password from the Login screen.
- Enter your e-mail address and select Send.
- A password reset link will be sent to your e-mail address.

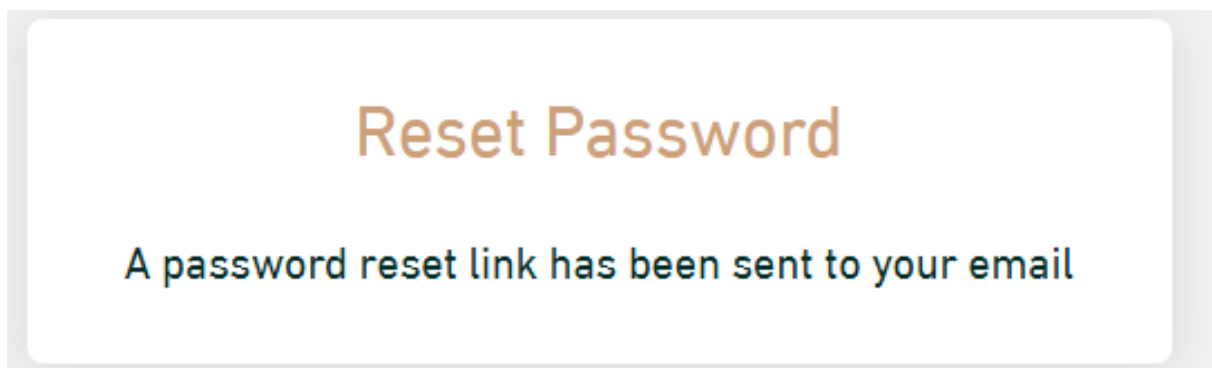
A screenshot of a web form for password recovery. The form has a white background with a dark teal border. At the top, the text "Please enter your email to recover your password" is displayed in a large, orange, sans-serif font. Below this, the label "E-mail/Username" is shown in a smaller, dark teal font. Underneath the label is a light gray rectangular input field with the placeholder text "Enter Your E-mail" in a small, gray font. Below the input field is a rounded, orange button with the word "Send" in white, sans-serif font.

Please enter your email to recover
your password

E-mail/Username

Enter Your E-mail

Send

A screenshot of a confirmation screen for password reset. It features a white rectangular box with rounded corners and a subtle gray drop shadow, set against a light gray background. Inside the box, the text "Reset Password" is centered at the top in a large, orange, sans-serif font. Below it, the message "A password reset link has been sent to your email" is centered in a smaller, dark teal, sans-serif font.

Reset Password

A password reset link has been sent to your email

- Open your e-mail and select the link to go to the Reset Password screen.

Change Password

New Password

Enter New Password



New Password Confirmation

Confirm New Password



Change Password



6.4 Submit a Public Interest Account Request

- Public Interest Persons can submit an account request to join an original investigation or review after registering in TRES.
- After registration and Login, the TRES home page appears.
- Select New Request, or from the side menu select Requests for Public Interest Persons Account to Join Current Investigation or Review.
- After selecting New Request, the related screen appears.
- Select Public Interest Persons under Account Request to Join an Investigation or Review.

The screenshot displays the TRES (Trade Remedies Electronic System) interface. The top header includes the Saudi General Authority of Foreign Trade logo and the text 'الهيئة العامة للتجارة الخارجية' and 'Trade Remedies Electronic System (TRES)'. A navigation bar shows 'Important Links', a notification bell, and a user greeting 'Welcome, Wael Amer'. The main content area is titled 'Requests of Accounts for Companies/Entities' and features a table with columns: 'Name and Description of the Product Subject to the Complaint/Investigation', 'Company/Entity Name', 'Account Type', 'Company/Entity Type', 'Account Status', 'Tools', and 'Rejection Reasons'. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A 'New Request' button is highlighted in the top right corner of the main content area. The left sidebar menu has 'Requests for Public Interest Persons Account to Join Current Investigation or Review' highlighted. Below the main content area, a modal window titled 'New Account Request' is displayed, providing instructions and options for creating an account.

New Account Request

Please check the account request instructions in the user guide for the Trade Remedies Electronic System (TRES) and prepare the required forms before sending the account request
[Click here](#)

Account Request to Add a New Complaint or Review

- ☐ Domestic Producer - Adding a Complaint
- ☐ Intersted Party - Adding a Review of Current Measures

Account Request to Join an Investigation or Review

- ☐ Intersted Party
- ☒ Public Interest Persons

[Create an Account](#)

- Select Create an Account to continue creating the Public Interest Persons account request.



الهيئة العامة للتجارة الخارجية
Saudi General Authority of Foreign Trade
Trade Remedies Electronic System (TRES)

Important Links
Welcome, Wael Amer

Complaint Account Requests
Requests for Interested Parties Account to join Current Investigation or Review
Requests for Public Interest Persons Account to Join Current Investigation or Review
Review Account Requests

Home Page / Public Interest Persons


Proceeding Type
Request to Create a Public Interests Person Account

 Main Details
 Entity Data
 Representatives

Main Details

Party Type
Choose

Procedure Type
Choose

Save
Next →



الهيئة العامة للتجارة الخارجية
Saudi General Authority of Foreign Trade
Trade Remedies Electronic System (TRES)

Important Links
Welcome, Wael Amer

Complaint Account Requests
Requests for Interested Parties Account to join Current Investigation or Review
Requests for Public Interest Persons Account to Join Current Investigation or Review
Review Account Requests

Home Page / Public Interest Persons


Proceeding Type
Request to Create a Public Interests Person Account

 Main Details
 Entity Data
 Representatives

Main Details

Party Type
Choose

Procedure Type
Choose
Public Interest - Saudi Governmental Authority
Associations or Non-Governmental Organizations in KSA

Save
Next →

- Complete the displayed request information and move to the next step.



Complaint Account Requests

Requests for Interested Parties
Account to join Current
Investigation or Review

Requests for Public Interest
Persons Account to Join Current
Investigation or Review

Review Account Requests

Home Page / Public Interest Persons



Proceeding Type

Request to Create a Public Interests Person Account



Main Details



Entity Data



Representatives

Main Details

Party Type

Public Interest - Saudi Governmental A

Procedure Type

Choose

Choose

Investigation

Expiry Review

Review of Extension of Safeguard Measures

Save

Next →

6.5 Entity Data Screen

- If the entity is governmental, complete the entity data shown in the screen.



الهيئة العامة للتجارة الخارجية
Saudi General Authority of Foreign Trade
Trade Remedies Electronic System (TRES)

Important Links

Welcome, Wael Amer

Complaint Account Requests

Requests for Interested Parties Account to Join Current Investigation or Review

Requests for Public Interest Persons Account to Join Current Investigation or Review

Review Account Requests

Home Page / Public Interest Persons

Proceeding Type
Request to Create a Public Interests Person Account

Main Details

Entity Data

Representatives

Entity Details

The Name of the Governmental Authority

The Name of the Governmental Authority in English

Short Name

Address

Any two letters in the English language should be chosen from the entity name, i.e. Saudi Authority 'SA'

Phone No.

Website

If the company does not have a website, please contact the Trade Remedies Deputyship through info@gaft.gov.sa

E-mail

If the e-mail does not contain the entity website, please contact the Trade Remedies Deputyship through info@gaft.gov.sa

Data of the Authorized Person to Sign

Name of the Authorized Person to Sign

Position of the Authorized Person to Sign

Phone No. of the Authorized Person to Sign

E-mail of the Authorized Person to Sign

Attachments

Maximum 10MB

Authenticated Power of Attorney or Authorization Letter

Power of Attorney or Authorization Letter Translated into Arabic or English (Optional)

Drag and drop here or you can [Click Here](#)

Download the Power of Attorney or Authorization Letter

Drag and drop here or you can [Click Here](#)

The power of attorney or authorization letter shall be submitted in Arabic or English translation, if the original was in another language

The original authenticated undertaking and power of attorney must be sent to the Authority by the mailbox or by hand according to the instructions shown in the forms

Previous

Save

Next

- If the entity is non-governmental, complete the entity data shown on the screen.

الهيئة العامة للتجارة الخارجية
South General Authority of Foreign Trade
Trade Remedies Electronic System (TRES)

Important Links

Welcome, Wael Amer

Home Page / Public Interest Persons

Complaint Account Requests

Requests for Interested Parties Account to join Current Investigation or Review

Requests for Public Interest Persons Account to Join Current Investigation or Review

Review Account Requests

Proceeding Type

Request to Create a Public Interests Person Account

Main Details Entity Data Representatives

Entity Details

Entity Name in Arabic

Entity Name in English Short Name

Any two letters in the English language should be chosen from the entity name, i.e. Consumer Protection Association 'CA'

License Number Address

Phone No. Website

If the company does not have a website, please contact the Trade Remedies Deputyship through trd@gft.gov.sa

E-mail

If the e-mail does not contain the entity website, please contact the Trade Remedies Deputyship through trd@gft.gov.sa

Data of the Authorized Person to Sign

Name of the Authorized Person to Sign

Position of the Authorized Person to Sign Address of the Authorized Person to Sign

Phone No. of the Authorized Person to Sign E-mail of the Authorized Person to Sign

Attachments

Maximum 10MB

A Copy of the License

Drag and drop here or you can [Click Here](#)

Authenticated Undertaking Letter

Drag and drop here or you can [Click Here](#)

[Download Undertaking Letter Format](#)

Authenticated Power of Attorney or Authorization Letter

Drag and drop here or you can [Click Here](#)

[Download the Power of Attorney or Authorization Letter](#)

Power of Attorney or Authorization Letter Translated into Arabic or English (Optional)

Drag and drop here or you can [Click Here](#)

The power of attorney or authorization letter shall be submitted in Arabic or English translation, if the original was in another language

The original authenticated undertaking and power of attorney must be sent to the the Authority by the mailbox or by hand according to the instructions shown in the forms

Previous Save Next

The user fills in the required data as shown in the image.

- In the “Website” and “Email” fields, if the entity does not have a website or an official email address that includes the entity’s name, the applicant must contact the agency via email at: trd@gaft.gov.sa.
- In the “Attachments” section: upload images of the license(s), and also download both the “Letter of Commitment” template and the “Power of Attorney/Authorization” template, fill in the required data in both files, notarize/authenticate them, and re-upload them.
- All attachments are mandatory except for the translated Power of Attorney or Authorization into Arabic or English, which is optional.
- You can save your data and complete it later by clicking “Save.”
- After finishing, click “Next.”

6.6 Add Entity Representatives

The screenshot shows the 'Add a Representative' screen within the 'Home Page / Public Interest Persons' section of the Trade Remedies Electronic System (TRES) portal. The page header includes the logo of the Saudi General Authority of Foreign Trade and the text 'الهيئة العامة للتجارة الخارجية' and 'Trade Remedies Electronic System (TRES)'. The user is logged in as 'Welcome, Wael Amer'. The main content area is titled 'Add a Representative' and contains a blue box with instructions: 'After approving your request, any representative who was added will receive a "user name and password on his email address registered in the request" enabling him to access your page/account in the investigation to view your data, upload/download files, respond to correspondences, follow up the investigation and other. Moreover, when one of the representatives makes any action, other representatives cannot do it again or modify it i.e. uploading the response on the questionnaire. You can add more than one representative, the representative may be an employee of your entity or an employee of an entity acting on your behalf (i.e. a law firm) according to your choice when you are filling out the representative's information. If you need to cancel any of your representatives, you can contact us through trd@gaft.gov.sa'. Below the instructions is a green button labeled 'Add a Representative'. The page also features a sidebar with navigation links: 'Complaint Account Requests', 'Requests for Interested Parties Account to Join Current Investigation or Review', 'Requests for Public Interest Persons Account to Join Current Investigation or Review', and 'Review Account Requests'. At the bottom, there are links for 'Previous' and 'Sending The Request'.

Home Page / Public Interest Persons

Proceeding Type
Request to Create a Public Interests Person Account

Main Details Entity Data Representatives

Add a Representative

After approving your request, any representative who was added will receive a "user name and password on his email address registered in the request" enabling him to access your page/account in the investigation to view your data, upload/download files, respond to correspondences, follow up the investigation and other. Moreover, when one of the representatives makes any action, other representatives cannot do it again or modify it i.e. uploading the response on the questionnaire.

You can add more than one representative, the representative may be an employee of your entity or an employee of an entity acting on your behalf (i.e. a law firm) according to your choice when you are filling out the representative's information.

If you need to cancel any of your representatives, you can contact us through trd@gaft.gov.sa

Add a Representative

At least one representative must be added

Add a Representative

Previous Sending The Request

- Select Add a Representative. The following screen appears if the entity is governmental.

Add a Representative

×

Representative Details

Name of the Representative in Arabic (as in the ID)

Name of the Representative in English (as in the ID)

Office Phone Number

Current Position

E-mail

Mobile Number

⊕ Add

- Click on “Add Representative”; the following screen will appear if the entity is governmental.

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Resident Identity

National Identity

Passport

Employee in the Company

- An Entity on behalf of the Company

Drag and drop here or you can [Click Here](#)

+ Add

- 84

Add a Representative



Representative Details

Name of the Representative in Arabic (as in the ID)

Name of the Representative in English (as in the ID)

ID Type

☐ Resident Identity

☒ National Identity

☐ Passport

Current Position

Place of Issuing National/Resident Identity or Passport

National/Resident Identify Number

Expiry Date

15-10-2021

Issuance Date

15-10-2021

Work Phone No.

Mobile No.

Representative Type

☐ Employee in the Company

☒ An Entity on behalf of the Company

E-mail

If the e-mail does not contain the entity website, please contact the Trade Remedies Deputyship through trd@gafit.gov.sa

The Representative Entity

Name

Phone No.

Address

E-mail

Website

Representation by Authenticated Power of Attorney or Authorization Letter from:

Example: Embassy of Kingdom / Chamber of Commerce

Commercial Registration

The Country from which the Power of Attorney or Authorization Letter was Issued

Attachments

Maximum 10MB

Commercial Registration or License of the Representative Entity

Drag and drop here or you can [Click Here](#)

Copy of National/Resident Identity or Passport

Drag and drop here or you can [Click Here](#)

Please make sure that the data in the national/resident identity or passport of the representative or in the commercial register/license of the representative entity matches the data in the authenticated power of attorney or authorization letter

Add

- The user fills in the required data as shown in the image.
- If the representative's type is an entity acting on behalf of the company, click "Entity Acting on Behalf of the Company"; additional data fields will then appear on the same screen, as shown in the following image.
- For the "Website" and "Email" fields of the delegating entity: if the entity does not have a website, or its official email address does not include the entity's name, the applicant must contact the agency via email at: trd@gaft.gov.sa
- All attachments are mandatory.
- You can save the data and complete it later by clicking "Save."
- After adding the representative's data, the user can edit the representative's information, delete the representative, or add another representative (multiple representatives can be added for the entity), all through the following screen.

The screenshot displays the 'Home Page / Public Interest Persons' section of the Trade Remedies Electronic System (TRES). The header includes the Saudi General Authority of Foreign Trade logo and the text 'الهيئة العامة للتجارة الخارجية' and 'Trade Remedies Electronic System (TRES)'. Navigation links for 'Important Links', a notification bell, and a user greeting 'Welcome, Wael Amer' are visible.

The main content area is titled 'Home Page / Public Interest Persons' and features a 'Proceeding Type' section with the option 'Request to Create a Public Interests Person Account'. Below this are three tabs: 'Main Details', 'Entity Data', and 'Representatives' (which is currently selected).

The 'Representatives' section contains a detailed instruction box explaining that representatives will receive login credentials and can manage data, but actions are irreversible. It also states that multiple representatives can be added and provides contact information for cancellations.

The Name of the Representative	Representative Type	Edit	Delete
Name of the Representative in English (as in the ID)		Edit	Delete

At the bottom of the 'Representatives' section is a button labeled 'Add a Representative' with a plus icon. The footer of the interface includes 'Previous' and 'Sending The Request' buttons.

- After adding representative data, select Send Request.

6.7 Add Public Interest Persons Submissions

- After the account request is approved and after a certain period from the start of the investigation, usually 150 days, the Public Interest Persons representative can log in using the username and password sent by e-mail.
- From the home page, select Add the Public Interest Persons Submissions from the side menu.
- Attach the files related to your submissions and write a comment if any.
- When finished, select Send.

The screenshot shows the Trade Remedies Electronic System (TRES) interface. At the top, there is a header with the Saudi General Authority of Foreign Trade logo and name in Arabic and English. The main content area is divided into a sidebar on the left and a main panel on the right. The sidebar contains a 'Workflow Tasks' section with a progress bar for 'Add the Public Interest Persons Submissions' showing a date of 01 Jul 2026 and a progress of 30%. The main panel displays a form titled 'Add the Public Interest Persons Submissions'. At the top of the form, a message states: 'It is required to upload at least one file (public or confidential)'. Below this, there is a table for 'Attachments' with columns: 'File Name', 'Confidential File', 'Public File', and 'Uploaded By'. The table currently shows 'Not Exist'. Below the table, there is a button labeled '+ Attach a New File'. At the bottom of the form, there is a 'Comment' section with a text area and a 'Send' button.

Workflow Tasks

Add the Public Interest Persons Submissions

01 Jul 2026 30

It is required to upload at least one file (public or confidential)

Attachments

File Name	Confidential File	Public File	Uploaded By
Not Exist			

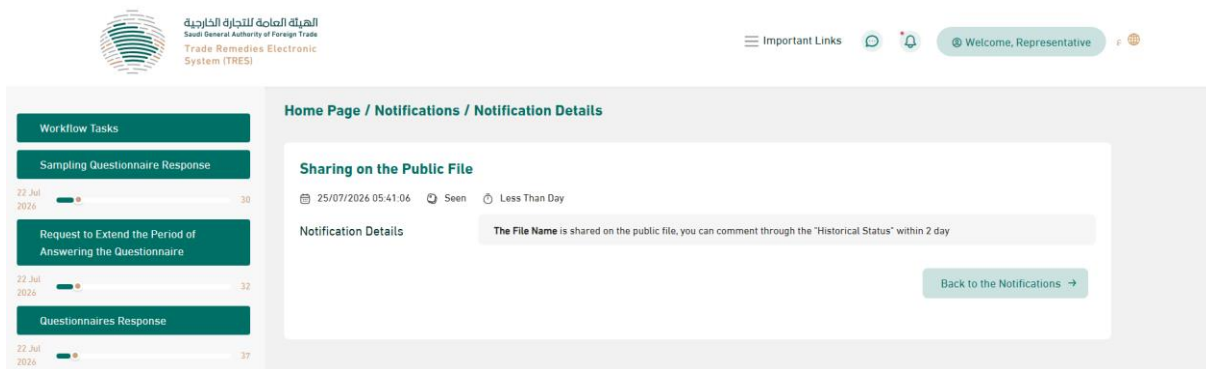
+ Attach a New File

Comment

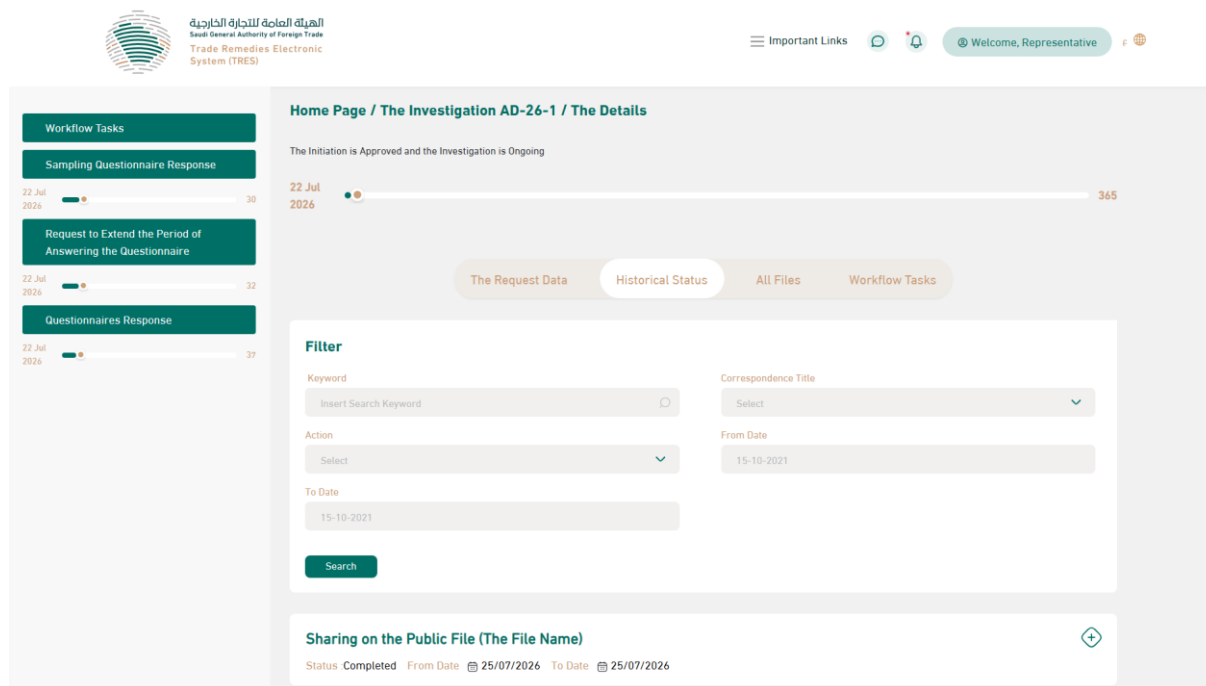
Send

6.8 Sharing on the Public File Notification Screen

- The Agency may share files on the Public File for the investigation. The user can know that a file has been shared through the bell icon or notifications.



- The user may also view these files and comment, if available, through the Historical Status tab.



- Opening Sharing on the Public File under Historical Status displays the screen where the user can view the file and comment if available.



Workflow Tasks

Sampling Questionnaire Response

22 Jul 2026 30

Request to Extend the Period of Answering the Questionnaire

22 Jul 2026 32

Questionnaires Response

22 Jul 2026 37

Home Page / The Investigation AD-26-1 / The Details

The Initiation is Approved and the Investigation is Ongoing

22 Jul 2026 365

The Request Data

Historical Status

All Files

Workflow Tasks

Filter

Keyword

Insert Search Keyword

Correspondence Title

Select

Action

Select

From Date

15-10-2021

To Date

15-10-2021

Search

Sharing on the Public File (The File Name)

Status: Completed From Date: 25/07/2026 To Date: 25/07/2026

By the Authority

By the Authority 25/07/2026

Comment

مشاركة ملفات / Sharing Files

Attachments

#	File Name	Public File	Confidential File	Uploaded By
1	The File Name	View	Not Exist	By the Authority

Comments

You Representative 25/07/2026

Write Your Comment

Attach a New File

1 Day 23 Hour 58 Minute [Comment](#)

- Download the file and review it.
- If you wish to comment (send feedback) on the file, you must attach a file (mandatory) and write a comment in the designated field, if available.
- Click on “Add Comment” to send your feedback and comments on the file shared in the General File.
- You can also view the files that have been shared in the General File by clicking on “My Files.”

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- Click on “My Files,” then select “Share on General File” from the “Action” field in the “Filter” section. This will display all files related to the General File, as shown in the following screen.

الهيئة العامة للتجارة الخارجية
Saudi General Authority of Foreign Trade
Trade Remedies Electronic System (TRES)

[Important Links](#)
[🔔](#)
[👤](#)

Welcome, Representative

Workflow Tasks

Sampling Questionnaire Response

Request to Extend the Period of Answering the Questionnaire

Questionnaires Response

22 Jul 2026

30

22 Jul 2026

32

22 Jul 2026

37

Home Page / The Investigation AD-26-1 / The Details

The Initiation is Approved and the Investigation is Ongoing

22 Jul 2026

365

The Request Data

Historical Status

All Files

Workflow Tasks

Filter

Action

Select

Search

Attachments

#	Action	File Name	Public File	Confidential File	Upload Date	Uploaded By
1	Sharing on the Public File	The File Name	View	Not Exist	25/07/2026 05:40:56	By the Authority

6.9 Correspondence Screen

If quick clarification is needed, the Public Interest Persons representative can communicate with the investigation team leader through Correspondence by selecting the chat icon at the top of the page.

- Through this screen, the user can ask questions and inquiries.
- Write the inquiry or message and select Send.

The screenshot displays the 'Home Page / Chat' interface of the Trade Remedies Electronic System (TRES). The header includes the GAFI logo and name in Arabic and English, along with a navigation menu, a chat icon (highlighted with a red box), a notification bell, and a user greeting 'Welcome, Representative'. The main area features a sidebar with a 'GAFI' tab and a large chat window. The chat window contains a text input field with the placeholder 'Type your message here ...' and a 'Send' button at the bottom right.

7. Support and Inquiries

For more information or inquiries about using this guide, contact the Saudi General Authority of Foreign Trade - Trade Remedies Deputyship by e-mail at trd@gaft.gov.sa.