

Organizational Guideline Regarding the Licensing of Warehouses at the Administration of Medical Products Stores and Warehouses licensing of 2026

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**Central Administration of Pharmaceutical Institutions Licensing
General Administration of Licensing of Scientific Offices, Medical Products
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1. Introduction:

The Administration of Medical Products Stores and Warehouses licensing, under the General Administration of Licensing of Scientific Offices, Medical Products Stores, Warehouses, Stability and Bioequivalence Centers, is responsible for establishing a system and procedures regarding the licensing of warehouses and intermediaries to ensure the delivery of safe and effective medication to Egyptian patients.

2. Scope of Work

The procedures for managing warehouse licenses are implemented by the Administration of Medical Products Stores and Warehouses licensing at Central Administration of Pharmaceutical Institutions Licensing, specifically regarding the following:

- New warehouse license.
- Renewal of a warehouse license for any of the reasons that necessitate renewal.
- License for an accessory Store related to a warehouse.
- Cancellation of warehouse license.

3. Definitions

Warehouse:

A licensed pharmaceutical establishment that stores pharmaceutical products imported by the company holding the license based on the registration license in the importers' register issued by the Central Administration of Pharmaceutical Institutions Licensing - Egyptian Drug Authority.

License holder of a warehouse:

The person submitting the license application, whether the Medical Products Store is registered under an individual's name or a company, whose name appears on the license as the Medical Products Store owner

Authorized person to license warehouse:

He is the person authorized by the company holding the license to legally represent it on the warehouse license, and his personal documents are submitted in the warehouse license file.

Representative of the owner of the warehouse license

This is the person who acts on behalf of the license holder to follow up on licensing procedures by virtue of an authorized power of attorney having a signature verification by the bank or an official power of attorney notarized by the real estate registration and documentation authority.

Layout of a warehouse

The warehouse layout - approved by a syndicated engineer- showing the dimensions of the space, its area, internal divisions, and the location of the property.

An accessory Store related to a warehouse:

It is a licensed accessory Store for pharmaceutical products when the main warehouse is full and requires additional storage space. Distribution is not carried out through this accessory Store; its use is limited to storage for the benefit of the main institution.

4. Main Topic

First, the procedures for licensing a new warehouse

Documents required for warehouse licensing

1. Warehouse license application form (to be completed on the form prepared by the Administration of Medical Products Stores and Warehouses licensing by the person authorized by the company to issue the license in his name or a representative of the company by virtue of a power of attorney authenticated by the real estate registration and documentation authority or an authorization from the Chairman of the Board of Directors of the company or the company manager according to the powers of the Department in the Commercial Register certified by a bank signature in carrying out this procedure).
2. A copy of the valid national ID card of the authorized representative from the company, in whose name the license will be issued.
3. Original copy of birth certificate or an official extract thereof for the authorized representative of the company, in whose name the license is issued
4. The original valid criminal record certificate (certificate of no prior convictions) of the authorized representative from the company, in whose name the license was issued, addressed to the Egyptian Drug Authority.
5. Three copies of the layout of the place to be licensed, at a scale of 1:50, so that all the following points are shown on one layout sheet, and it must be approved by a syndicated engineer:
 - A horizontal layout showing the dimensions of the site to be licensed.
 - An vertical layout to illustrate the height of the site to be licensed.
 - A sketch to illustrate the borders of the unit to be licensed.
 - Shop facade to be licensed.
 - A dashboard showing the name of the company holding the license, the type of license, and the site address.
 - Illustrate the borders of the shop on the layout.
 - A table showing lengths - height - air vents.
6. A postal money order (receipt indicating payment of the sight examination fee) in the amount of five pounds made payable to the Egyptian Drug Authority.
7. A true copy of the original of the company's importer registration record, submitted with the license file and issued by the Central Administration of Pharmaceutical Institutions Licensing - Egyptian Drug Authority (submit the original copy for review).

Note: A warehouse license may only be issued to companies that are registered or in the process of being registered in the importers' register at the Central Administration of Pharmaceutical Institutions Licensing of the Egyptian Drug Authority.

8. A true copy of the original of the company's current and valid commercial registration. (submit the original copy for review).
9. A true copy of the original of the company's valid tax card. (submit the original copy for review).
 - **Documents to be completed during the licensing process and before the license is issued.**

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10. A true copy of the original of valid registration notices for products that the company imports (if any).
11. A true copy of the original of the title deed for the property containing the warehouse to be licensed (lease agreement or ownership deed) from the owner of the property to the company submitting the license application, provided that it is valid and notarized (real estate registration and documentation authority or court ruling). (submit the original copy for review).
12. An original document from the electricity company confirming the existence of a separate electricity meter within the premises for which a license is sought, and that the meter number and address of the premises are clearly stated in the document. Alternatively, an original document from the electricity company confirming that electricity has been permanently and independently connected until the meter is installed, along with an explanation from the electricity company as to why the meter has not yet been installed.
13. Original document from the water company stating that there is a private and independent connection from the public water supplying the facility that is to be licensed as a warehouse (in the event that there is a toilet in the unit that is to be licensed as a warehouse).

14. In the case of applying for a license for a pharmaceutical or pharmaceutical raw materials warehouse:

- A certificate issued by the Certification Department of the Egyptian Drug Authority to register a pharmacist manager responsible for the warehouse, so that his name can be included on the license upon its issuance.
 - Approval from the Chairman of the Board of Directors or the Company Manager submitting the license application (according to the powers granted in the Commercial Register) for the appointment of the Pharmacist manager responsible for the warehouse, provided that the approval has signature verification by the bank with a valid signature.
15. It should be noted that the relevant district or New Urban Communities Authority is contacted **by the Administration of Medical Products Stores and Warehouses licensing after receiving the licensing file** to determine the status of the premises. This includes whether it is a commercial establishment and not (administrative, residential apartment, basement, or garage), and whether it is not state-owned. The department also requests information on whether the property is located in an Slum area, and whether a demolition order has been issued against it (if the location falls under the jurisdiction of a district). If the location falls under the jurisdiction of the New Urban Communities Authority, the department requests approval or rejection of the requested activity license. If approval is not granted, the submitted warehouse license file will be cancelled at the applicant's responsibility.

Notes:

- The required licensing documents should be submitted as a single PDF file via the electronic link for the Administration of Medical Products Stores and Warehouses licensing.
- <https://forms.gle/hgvUcrtoTY5CtrRv7>
- This is for review, and an appointment will be scheduled to submit the license application at the administration headquarters if the required documents are complete. The company will then be notified by email.

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- The license application is submitted at the administration's headquarters by the authorized representative or a company representative. If a company representative is present, they must provide a notarized power of attorney or has signature verification by the bank, signed by the company's chairman or manager, as per the administration's authority as stated in the company's commercial register. This authorization is required for dealing with the Administration of Medical Products Stores and Warehouses licensing, including submitting the company's warehouse license application, attending inspections, receiving the license upon issuance, and receiving and submitting all company documents to the administration. The company representative's information must be clearly written, including their full name and national ID number).
- The files, after writing the license application, should be sent to the headquarters of the Egyptian Drug Authority - Central Administration of Pharmaceutical Institutions Licensing by certified mail, to the following address: 51 Ministry of Agriculture Street - Agouza - Giza Governorate.
- The license application will not be processed by the administration if any of the essential documents (documents 2 to 7) are missing.
- The prescribed fees for licensing a warehouse, estimated at 30,000 (thirty thousand Egyptian pounds), must be paid according to Law No. 151 of 2019, before receiving the license.

3. Procedures for obtaining a license for a new warehouse

1. The required licensing documents should be submitted as a single PDF file via the electronic link for the Administration of Medical Products Stores and Warehouses licensing.
<https://forms.gle/hgvUcrtoTY5CtrRv7>
2. The submitted file will be reviewed within five to seven working days of receiving it via the electronic link. If the required documents are incomplete, an email will be sent to the company notifying them of any comments and the required documents.
3. If the required documents are complete, an email will be sent to the company requesting their presence at the Administration of Medical Products Stores and Warehouses licensing to sign the original warehouse license application in the presence of one of the administration's pharmacists, and to bring all original licensing documents for review.
4. The warehouse license application, including the warehouse license request and required documents, should be sent by registered mail with return receipt requested to the Administration of Medical Products Stores and Warehouses licensing.
5. The license file is examined by pharmacists from the Administration of Medical Products Stores and Warehouses licensing, within five to seven working days from the date of receiving the file.
6. If the basic licensing documents are complete, the date for the first inspection will be set within 30 days of the date of receiving the file, according to the inspection schedule. The company submitting the license application will be notified of this by registered mail with return receipt requested or by email.

If the basic documents stipulated in the Law of Pharmacy profession Practice no. 127 year 1955 are not met, the file will be cancelled, and the company that submitted the license application will be

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notified by registered mail with return receipt requested that the application has been cancelled and the reason for closure will be stated therein.

7. In the case of licensing in Greater Cairo, the inspection is carried out by pharmacists of the Administration of Medical Products Stores and Warehouses licensing. In the case of licensing in other governorates, a letter is sent to the relevant branch of the Egyptian Drug Authority in the governorate where the site to be licensed as a warehouse is located, so that the pharmacists specializing in the branch of the authority can carry out the necessary inspections of the site.
8. The district or the New Urban Communities Authority, to which the premises to be licensed as a warehouse is affiliated shall be addressed, in order to indicate the status of the store in terms of being a commercial store not an (administrative store, an apartment, a basement, or a garage). It is not subject to the state properties. It shall also be indicated whether the property is located at a slum area or not, or whether a removal decision is issued therefor or not (in case the premises is affiliated to one of the districts).

Providing an opinion on whether to approve licensing the required activity or not, and that the premises to be licensed is a commercial store not an apartment, basement, or garage (in case the premises is affiliated to the New Urban Communities Authority)

In case of not approving, the file submitted to license the warehouse shall be cancelled upon the responsibility of the license applicant.

(In case the store to be licensed is located outside Cairo, the district or the New Urban Communities Authority is addressed, by the knowledge of the competent branch of the Egyptian Drug Authority in the governorate, where the premises required to be licensed as a warehouse is located.

9. In the first inspection, if the health requirements are not fulfilled, the license holder is given a preliminary timeframe of eight months to fulfill the health requirements, and the company is addressed to be notified of the remarks and documents required to be fulfilled. The license applicant company shall submit a request to the Administration of Drugs Stores and Warehouses Licensing, in order to schedule a date for the second inspection before the expiration of the first timeframe, to fulfill the remarks. A second inspection date is scheduled, within ten working days from receiving the request, for the premises to be licensed in the presence of the license applicant or his representative. If the second inspection proves that the license applicant has fulfilled the health requirements and the required documents, the license is issued.
In case of not fulfilling the health requirements within the first timeframe, the company is granted a second timeframe of four months, which is half of the first timeframe to fulfill the requirements, and at its end, or upon the request of the company before the end of timeframe thereof, the final inspection is conducted. If the health requirements are not fulfilled, the license request is cancelled, and the license applicant company shall be notified that the license file is cancelled under a registered letter with acknowledgement of receipt.
10. In case of licensing in other governorates, after fulfilling the health requirements, the competent branch of the Egyptian Drug Authority in the governorate, at which the premises required to be licensed as a warehouse is located, shall send the licensing inspection report, the approved layouts, and the statement of the competent district or the New Urban Communities Authority to the

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11. After fulfilling the health requirements and the required documents, the warehouse license is written and printed within five to seven working days from the date of fulfilling the documents and requirements.
12. The representative of license applicant company, or the delegate for licensing, shall pay the fees, pursuant to the Law of Egyptian Drug Authority No. 151 of 2019, upon receiving the license, and shall bring a stamp estimated by 6 EGP.
13. The pharmacist, at the Administration of Drugs Stores and Warehouses Licensing, shall hand over the representative of the license applicant company, or the delegate for licensing the original copy of the license, and a copy of the approved and stamped layouts.

4- Cancelling Cases of Warehouse Licensing Files

- Sending the license file without any of the main license documents pursuant to the law (documents 1 – 6)
- Non-validity of the criminal record of the authorized person to issue the license in his name, upon reviewing the file after it was handed over to the Administration of Drugs Stores and Warehouses Licensing through mail, and after the envelope was opened.
- A statement received from the competent district indicating that the premises is an administrative store, a basement, an apartment, or a garage, or the license rejection by the district, pursuant to Building Law No. 119 of 2008, in case the premises to be licensed is affiliated to one of the districts.
- The New Urban Communities Authority shall not approve the activity required to be licensed, or that the premises is a basement, an apartment, a garage, or any other activity contrary to the activity required to be licensed, in case the premises to be licensed is affiliated to the city authority in the New Urban Communities Authority.
- Not fulfilling the decided health requirements or the required documents within the given timeframe for license.
- If the preliminary inspection committee found that the address of the premises to be licensed is different from the address registered in the license application.
- If the preliminary inspection committee found that the boundaries of the premises to be licensed are unspecified by having 3 walls, a roof, and a door to enter therein.

Second: The Renewal Procedures of Warehouse License

The documents required to renew a warehouse license

1- A Request to Transfer the Ownership of a Licensed Warehouse

(Note: the ownership of the warehouses is transferred to the companies registered or under registration in the importers' register of Egyptian Drug Authority only).

1. A request submitted from the company, to which the ownership of the license is transferred, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, and has a signature verification by the bank, and directed to the General manager of the General Administration of Licensing of Scientific Offices, Medical Products Stores, Warehouses, Stability and Bioequivalence Centers, in order to transfer the ownership of the warehouse, provided that the warehouse data is registered in the request completely.
2. A payment receipt for the request of warehouse ownership transfer service, pursuant to the decree of the head of Egyptian Drug Authority No. 280 of 2021.
3. The original document of assigning the warehouse license (in which the data of the warehouse license is mentioned completely including the name of the warehouse, the license number, and the address of the warehouse) from the license holder company to the company, which the license is to be transferred to, provided that it is attested in the Real Estate Registration and Documentation Authority under an attestation minute.
4. A true copy of the original of a valid and updated commercial register of the license holder company, which will transfer its license, and A true copy of the original of the tax card (along with bringing the original for review)
5. A true copy of the original of the commercial register and tax card of the company, to which the license is to be transferred, provided that they are both valid and updated. (along with bringing the original for review)
6. A true copy of the original of the register license in the importers' register, which is issued by Egyptian Drug Authority, and related to the company, to which the license is to be transferred. (along with bringing the original for review)
7. The personal documents of the delegate from the company, to which the license is to be transferred, to issue the license in his name upon transferring the ownership (a copy of the National ID Card – a valid criminal record (police clearance certificate) directed to Egyptian Drug Authority – an official extract of birth certificate)
8. Registering a pharmacy warehouse manager, if the activity of the warehouse is drugs or pharmaceutical raw materials through extracting a registration certificate of the pharmacist manager from the General Directorate of Certificates and Licensing Follow -up, and following the licenses in Central Administration of Pharmaceutical Institutions Licensing, as well as a declaration from the chairman of the Board of Directors or the director of the company, to which the license is to be transferred (in accordance with the authorities mentioned in the commercial register) by the approval to appoint the competent pharmacist manager, provided that the declaration has a signature

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verification by the bank.

9. A title deed (lease agreement or ownership contract) from the owner of the store or the premises, in which the warehouse is located, to the company, which the license is to be transferred to, provided that it is valid and authorized (Real Estate Registration and Documentation Authority or a court judgment) (along with bringing the original for review)
10. The original copy of the old warehouse license.
11. A stamp estimated by 6 EGP.

2- Changing the Name of the authorized person to issue The Warehouse License in his Name:

1. A request submitted from the license holder company, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, and directed to the General manager of the General Administration of Licensing of Scientific Offices, Medical Products Stores, Warehouses, Stability and Bioequivalence Centers (has a signature verification by the bank), in order to change the delegate for issuing the license in his name, provided that the data of the warehouse and the delegate for licensing is registered in the request completely.
2. A true copy of the original of the commercial register and tax card of the company, provided that they are both valid and updated. (along with bringing the original for review)
3. A power of attorney with a signature verification by the bank, issued by the Chairman of the Board of Directors or the director of the company (in accordance with the authorities mentioned in the commercial register of the company), in order to issue the warehouse license in the name of the new delegate.
4. The personal documents of the delegate, to issue the license in the name of the new delegate (a copy of the National ID Card – a valid criminal record (police clearance certificate) directed to Egyptian Drug Authority – an official extract of birth certificate)
5. A true copy of the original of the register license in the importers' register, which is issued by Egyptian Drug Authority in the name of the new delegate, in case the old delegate exited from the company. (along with bringing the original for review)
6. A title deed of the premises, in which the warehouse is located, from the owner of the premises to the license holder company, provided that it is valid and authorized (a court judgment or Real Estate Registration and Documentation Authority) (along with bringing the original for review)
7. The original copy of the old warehouse license.
8. A stamp estimated by 6 EGP.

3- Changing the Name of the Pharmacist manager of a Licensed Drug Warehouse

Note: "the name of the new pharmacist manager is attached on the schedule in the back of the warehouse license, in case the license includes the schedule of the pharmacy managers. However, in case the warehouse license is old and does not include the schedule, the license shall be renewed in the new model, and the company shall hand over the original old license"

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1. A request submitted from the company, and with a signature verification by the bank to change the name of the pharmacist manager, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, and directed to the General manager of the General Administration of Licensing of Scientific Offices, Medical Products Stores, Warehouses, Stability and Bioequivalence Centers.
2. A certificate from the General Directorate of Certificates and Licensing Follow -up in Egyptian Drug Authority to register the pharmacist as a warehouse manager, directed to the Administration of Drugs Stores and Warehouses Licensing.
3. A statement from the company indicating the departure date of the previous competent pharmacist manager.
4. The company's documents (the most updated and valid commercial register and tax card – register license in the importers' register of the company, which is issued by Egyptian Drug Authority – an updated copy of the National ID Card of the delegate, to issue the license in his name – a valid and authorized title deed of the premises, in which the warehouse is located), in case of renewing the license by the issuance of the new model. (along with bringing the original for review)
5. The original copy of the old warehouse license.
6. A stamp estimated by 6 EGP.

4- Replacement for a Lost Warehouse License

1. A request submitted from the company, and has a signature verification by the bank, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, and directed to the General manager of the General Administration of Licensing of Scientific Offices, Medical Products Stores, Warehouses, Stability and Bioequivalence Centers, provided that the data of the warehouse is registered in the request completely.
2. A payment receipt for requesting the service of issuing a replacement for lost license, pursuant to the decree of the head of Egyptian Drug Authority No. 280 of 2021.
3. A police report for a lost license stating the full data of the warehouse license (the name of the warehouse – the license number – the address)
4. A true copy of the original of the commercial register and tax card of the company, provided that they are both valid and updated. (along with bringing the original for review)
5. An updated copy of the National ID Card of the delegate for licensing, who is mentioned in the license.
6. An identical copy of the register license in the importers' register, which is issued by Egyptian Drug Authority. (along with bringing the original for review)
7. A title deed (lease agreement or ownership contract) of the premises, in which the warehouse is located, from the owner of the premises to the license holder company, provided that it is valid and authorized (a court judgment or Real Estate Registration and Documentation Authority) (along with bringing the original for review)

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8. A pledge submitted from the license holder company, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, and has a signature verification by the bank, to hand over the original warehouse license, which is lost, in case of finding it, as well as bearing the complete legal responsibility, in case of dealing with it, after issuing a replacement license.
9. A stamp estimated by 6 EGP.

5- Replacement for a Damaged Warehouse's License

1. A request submitted from the license holder company, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, and directed to the General manager of the General Administration of Licensing of Scientific Offices, Medical Products Stores, Warehouses, Stability and Bioequivalence Centers (has a signature verification by the bank). Moreover, the data of the warehouse is registered in the request completely.
2. An updated copy of the National ID Card of the delegate for licensing, who is mentioned in the license.
3. A true copy of the original of the commercial register and tax card of the company, provided that they are both valid and updated. (along with bringing the original for review)
4. An identical copy of the register license in the importers' register, which is issued by Egyptian Drug Authority. (along with bringing the original for review)
5. A title deed of the premises, in which the warehouse is located, from the owner of the premises to the license holder company, provided that it is valid and authorized (a court judgment or Real Estate Registration and Documentation Authority) (along with bringing the original for review)
6. The original copy of the damaged license
7. A stamp estimated by 6 EGP.

6- Amending the Layout of a Licensed Warehouse

1. A request submitted from the license holder company, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, and directed to the General manager of the General Administration of Licensing of Scientific Offices, Medical Products Stores, Warehouses, Stability and Bioequivalence Centers (has a signature verification by the bank). Moreover, the data of the license is registered in the request completely, as well as the type of amendment, which shall be conducted on the layout, is indicated.
2. Three copies of the layout of the warehouse after amendment, provided that it is approved and affixed by a syndicated engineer, as well as the following projections (horizontal layout – vertical layout - Site Sketch – warehouse facade) are indicated in the layout.
3. A valid and authorized title deed (lease agreement or ownership contract) from the owner of the premises to the license holder company, for the total area of the warehouse, provided that the area, which shall be added to the

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warehouse is indicated therein (in case of requesting to add an area).

4. A letter from the competent district or the New Urban Communities Authority, which the address of the warehouse is affiliated to, indicating the status of the area to be added, in terms of being a commercial store not an (apartment, a basement, or a garage). It shall also be indicated whether the area is located at a slum area or not, or whether a demolition or removal decision is issued therefor or not. (in case of requesting to add an area), the competent district or the New Urban Communities Authority shall be addressed.
5. An updated copy of the National ID Card of the delegate for licensing, who is mentioned in the warehouse license.
6. A true copy of the original of the commercial register and tax card of the company, provided that they are both valid and updated. (along with bringing the original for review)
7. An identical copy of the register license in the importers' register, which is issued by Egyptian Drug Authority. (along with bringing the original for review)
8. The original copy of the old warehouse license
9. A stamp estimated by 6 EGP

7- Issuing a Replacement for the Lost Layout of Warehouse

1. A request submitted from the license holder company, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, and directed to the General manager of the General Administration of Licensing of Scientific Offices, Medical Products Stores, Warehouses, Stability and Bioequivalence Centers (has a signature verification by the bank), provided that the data of the warehouse license is registered in the request completely.
2. A police report for the lost layout stating the full data of the warehouse license.
3. An updated copy of the National ID Card of the delegate to issue the license in his name.
4. A true copy of the original of the commercial register and tax card of the company, provided that they are both valid and updated. (along with bringing the original for review)
5. An identical copy of the register license in the importers' register, which is issued by Egyptian Drug Authority. (along with bringing the original for review)
6. A title deed (lease agreement or ownership contract) of the premises, in which the warehouse is located, from the owner of the premises to the license holder company, provided that it is valid and authorized (a court judgment or Real Estate Registration and Documentation Authority) (along with bringing the original for review)
7. The original copy of the old warehouse license.
8. A stamp estimated by 6 EGP.

8- Changing the Trade Name of the Warehouse

1. A request submitted from the license holder company, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, and directed to the General manager of the General Administration of

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2. An identical copy of a valid and updated commercial register of the license holder company, indicating the change of the trade name of the company (along with bringing the original for review).
3. An updated copy of the National ID Card of the delegate for licensing, who is mentioned in the license.
4. An identical copy of a valid and updated tax card of the company (along with bringing the original for review).
5. An identical copy of the register license in the importers' register, which is issued by Egyptian Drug Authority. (along with bringing the original for review)
6. A title deed (lease agreement or ownership contract) of the premises, in which the warehouse is located, from the owner of the premises to the license holder company, provided that it is valid and authorized (a court judgment or Real Estate Registration and Documentation Authority) (along with bringing the original for review)
7. The original copy of the old warehouse license.
8. A stamp estimated by 6 EGP.
9. A payment receipt for requesting the service of changing the name of the license holder company, pursuant to the decree of the head of Egyptian Drug Authority No. 280 of 2021.

9- Changing the Activity of the Warehouse in accordance with the Register License in the Importers' Register of the License Holder Company

1. A request submitted from the license holder company, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, and directed to the General manager of the General Administration of Licensing of Scientific Offices, Medical Products Stores, Warehouses, Stability and Bioequivalence Centers (has a signature verification by the bank), provided that the data of the warehouse is registered in the request completely, and that the activity, which will be added or deleted, is according to the register license in the importers' register of the company, and is issued by Egyptian Drug Authority.
2. An updated copy of the National ID Card of the delegate for licensing.
3. A true copy of the original of the commercial register and tax card of the company, provided that they are both valid and updated. (along with bringing the original for review)
4. An identical copy of the register license in the importers' register, which is issued by Egyptian Drug Authority. (along with bringing the original for review)
5. A title deed of the premises, in which the warehouse is located, from the owner of the premises to the license holder company, provided that it is valid and authorized (a court judgment or Real Estate Registration and Documentation Authority) (along with bringing the original for review)
6. The original copy of the old warehouse license.

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7. A stamp estimated by 6 EGP.

10- Cancelling the License of a accessory Store related to a Licensed Warehouse

1. A request submitted from the license holder company, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, and directed to the General manager of the General Administration of Licensing of Scientific Offices, Medical Products Stores, Warehouses, Stability and Bioequivalence Centers (has a signature verification by the bank), to cancel the license of a accessory Store related to the warehouse.
2. A true copy of the original of the commercial register and tax card of the company, provided that they are both valid and updated. (along with bringing the original for review)
3. An updated copy of the National ID Card of the delegate for licensing.
4. A true copy of the original of the register license in the importers' register, which is issued by Egyptian Drug Authority. (along with bringing the original for review)
5. A title deed of the premises, in which the warehouse is located, from the owner of the premises to the license holder company, provided that it is valid and authorized (a court judgment or Real Estate Registration and Documentation Authority) (along with bringing the original for review)
6. The original copy of the old warehouse license and the accessory Store license.
7. A stamp estimated by 6 EGP.

Notes:

- The required documents for renewal shall be sent in a pdf form through the link of the Administration of Drugs Stores and Warehouses Licensing
- <https://forms.gle/hgvUcrtoTY5CtrRv7>
- for reviewing, scheduling a date to attend, and notifying the company through email, to submit the file in the administration's headquarters, in case of completing the documents.
- In case the representative of the license holder company attends, a power of attorney that is has a signature verification by the bank, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, in order to deal with the Administration of Drugs Stores and Warehouses Licensing in attending the inspections, receiving the licenses as soon as it is issued, and receiving and handing over all the company's documents for the administration, provided that the data of the company's representative is written clearly including (Full Name – National ID Number).

The Amount of the Services of the Submitted Requests to Renew a Warehouses License

Service Name	Service Amount	Legal Reference
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The request of transferring the ownership of a warehouse	15000 EGP Fifteen Thousand Egyptian Pounds	The decree of the head of Egyptian Drug Authority No. 280 of 2021.
The request of changing the company name of a warehouse	15000 EGP Fifteen Thousand Egyptian Pounds	The decree of the head of Egyptian Drug Authority No. 280 of 2021.
The request of issuing a replacement for a lost warehouse license	15000 EGP Fifteen Thousand Egyptian Pounds	The decree of the head of Egyptian Drug Authority No. 280 of 2021.
The request of issuing a replacement for a lost license of a accessory store related to a warehouse	2500 EGP Two Thousand and Five Hundred Egyptian Pounds	The decree of the head of Egyptian Drug Authority No. 280 of 2021.
The request of transferring the ownership of a accessory store related to a warehouse during the ownership transfer procedures of the main warehouse	2500 EGP Two Thousand and Five Hundred Egyptian Pounds	The decree of the head of Egyptian Drug Authority No. 280 of 2021.

Work Procedures for Warehouse License Renewal

1. The representative of the license holder company shall send the renewal request documents of the warehouse license in a pdf form through the link of the Administration of Drugs Stores and Warehouses Licensing
<https://forms.gle/hgvUcrtoTY5CtrRv7>
in order for one of the pharmacists in the administration to review the documents within five to seven working fays from receiving the request through the link.
2. In case of not completing the documents, an email shall be sent to the company notifying it of the remarks and required documents.
3. In case of completing the required documents, an email is sent to the company, in order to attend and submit the original copy of the request and the documents in the headquarters of the Administration of Drugs Stores and Warehouses Licensing
Note: In case of the license renewal requests, which are mentioned in the decree of the head of Egyptian Drug Authority No. 280 of 2021 regarding the services, the service amount shall be paid, and the payment receipt shall be deposited with the request and the renewal file upon submitting it to the Administration of Drugs Stores and Warehouses Licensing.
4. The submitted request and all the documents attached thereto are received and inspected, as well as the license warehouse file is extracted from the administration's archive, and inspected by one of the pharmacists in the Administration of Drugs Stores and Warehouses Licensing.

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5. A letter is written and sent to the company within five to seven working days from the receipt date of the file indicating the approval of the request submitted for renewing the license, and notifying the company of the documents required to be completed (if found), along with determining an inspection date for the company's warehouse, in order to ensure the continuous compliance with the health requirements therein, and the conformity of the layout, which is approved upon licensing, with the real premises (or the new layout, in case of requesting a license renewal to amend the layout). The inspection date is within 10 working days from the receipt date of the request.
Note: in case the warehouse, which is required to renew its license, is located within Cairo area, the inspection shall be conducted by the Administration of Drugs Stores and Warehouses Licensing. However, in other governorates, a letter is sent to the branch of Egyptian Drug Authority in the governorate, which the licensed warehouse is located in order to conduct inspections.
6. If the inspection proved that the health requirements are not fulfilled, the company shall be notified, by an official letter and / or email within five to seven working days from the inspection date, of the requirements to be completed. Moreover, a timeframe of two months from the inspection date is given thereto, in order to regularize the circumstances and fulfill the requirements, and a request to conduct a second inspection shall be submitted once the requirements have been fully implemented.
7. The company shall submit a request to determine the date of the second inspection, which is set within 10 working days from the date of receiving the second inspection request from the company. If the health requirements are not fulfilled, a second timeframe of a month is given to the company from the date of the second inspection. In case of not fulfilling the health requirements, which is decided at the end of the timeframe, the warehouse license renewal request is cancelled, and the license holder company shall be notified of the request's cancellation by an official letter, as well as the competent pharmaceutical inspection shall be notified to take the necessary legal actions.
8. In case of fulfilling the decided documents and health requirements, the renewed warehouse license is issued within five to seven working days from the date of fulfilling the renewal requirements.
9. Upon receiving the renewed license, the delegate for licensing, or the representative of the company shall hand over the original copy of the old warehouse license to the competent pharmacist in the Administration of Drugs Stores and Warehouses Licensing, which is responsible for handing over a copy of the renewed license to the representative of the company.

Second: the Licensing Procedures of a accessory store related to a Warehouse

The documents required to license a accessory store related to a warehouse

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1. A request submitted from the license holder company, and has a signature verification by the bank, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, and directed to the General manager of the General Administration of Licensing of Scientific Offices, Medical Products Stores, Warehouses, Stability and Bioequivalence Centers, in order to license a accessory store related to a warehouse, provided that the warehouse data and the address of the accessory store to be licensed are registered in the request completely.
2. A postal order of three Egyptian pounds is transferred to Egyptian Drug Authority.
3. 3 copies of the layout of the store to be licensed as a accessory store at a scale of 1:50, as the following points are indicated in one layout page, provided it is approved by a syndicated engineer:
 - Vertical layout of the site
 - Horizontal layout of the site
 - Site sketch indicating the location of the store to be licensed as a accessory store
 - Indication of the store's borders in the layout
 - A schedule indicating lengths – heights - ventilation openings
 - A schedule of the premises to be licensed (the name of the license holder company – the address of the store to be licensed as a accessory store)
4. A title deed of the premises to be licensed as a accessory store (lease agreement or ownership contract), from the owner of the premises to the license holder company of the main warehouse, provided that it is valid and authorized (Real Estate Registration and Documentation Authority or a court judgment), along with bringing the original for review.
5. An original document from the electricity company indicating the existence of an independent electricity meter inside the premises to be licensed only, provided that the meter number and the store address are recorded in the document clearly
Or bringing the original document from the electricity company indicating that the electricity is connected permanently and independently until the meter is installed, along with stating the reason for not installing the meter from the electricity company.
6. A pledge from the original pharmaceutical institution owner not to sell through the accessory store related to the warehouse to the public or to any other pharmaceutical institution, and not to store any pharmaceutical products related to any other institution therein.
7. The competent district, to which the premises to be licensed as a accessory store is affiliated, is addressed by the knowledge of the General Administration of Licensing of Scientific Offices, Medical Products Stores, Warehouses, Stability and Bioequivalence Centers after receiving the accessory store license request indicating the status of the accessory store in terms of being a commercial store not an (apartment, a basement, or a garage). It shall also be indicated whether the accessory store is located at a slum area or not, or whether a demolition or removal decision is issued therefor or not.

In case the premises is affiliated to new urban communities authority, it shall be addressed to give its opinion about whether the license of the required activity is approved or not, and to state that the premises to be licensed is not a garage, or a basement, or an apartment.

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8. An amount of 5000 EGP (Five Thousand Egyptian Pounds) is paid for the service of licensing a accessory store related to the main warehouse, pursuant to the decree of the head of Authority No. 272 of 2021, upon receiving the license.

The Documents Required to Renew the warehouse License, in case of Licensing the accessory store related to the Warehouse

1. A copy of the National ID Card of the delegate for licensing, who is mentioned in the warehouse license.
2. A true copy of the original of the commercial register and tax card of the license holder company, provided that they are both valid and updated. (along with bringing the original for review)
3. An identical copy of the register license in the importers' register of the company, which is issued by Egyptian Drug Authority. (along with bringing the original for review)
4. An identical copy of a valid title deed (lease agreement or ownership contract) of the premises, in which the main warehouse is located, from the owner of the premises to the license holder company (along with bringing the original for review).
5. The original copy of the old license.

Notes related to licensing a accessory store related to a warehouse:

- Only one accessory store is licensed for the warehouse.
- Accessory store is licensed within the same district, to which the main warehouse is affiliated.
- Accessory store is licensed, in case the main warehouse is open carrying out the activity, and is stacked with pharmaceutical products. Moreover, it is proved under an licensing inspection report of the main warehouse.
- Distribution is not conducted through the accessory store. The purpose of the accessory store is to meet the needs of the main institution only in storing the surplus inventory exceeding the storage capacity thereof. The pharmaceutical products of any other pharmaceutical institution shall be stored or sold to the public.
- A bathroom shall not be established within the accessory store
- In case of cancelling the license of the main warehouse, the affiliated accessory store license shall be cancelled.

The Procedures of Submitting the License File of the accessory store related to the Warehouse:

- The documents required to license the accessory store and renew the main warehouse shall be sent in a pdf form through the link of the Administration of Drugs Stores and Warehouses Licensing
- <https://forms.gle/hgvUcrtoTY5CtrRv7>
- This shall be for the purpose of review. An appointment shall then be scheduled, and the Company shall be notified through email, to attend and submit the file in the administration's headquarters, in case of completing the documents.
- In case the representative of the license-holding company attends, a power of attorney approved by Real Estate Registration and Documentation Authority or by a has a signature verification by

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the bank, and signed by the Chairman of the Board of Directors, or by the director of the company, in accordance with the management authorities in the commercial register, in order to deal with the Administration of Medical Products Stores and Warehouses licensing in attending the inspections, receiving the licenses as soon as it is issued, as well as receiving and submitting all the company's documents for the administration, and signing on behalf of the company as required, provided that the data of the company's representative is written clearly including (Full Name – National ID Number).

The Procedures of Licensing a accessory store related to the Warehouse:

1. The representative of the license holder company, or the authorized person shall submit the documents related to the application for renewal of the warehouse license and licensing of a accessory store related with the warehouse, compiled into one PDF file, via the electronic link of the Administration of Medical Products Stores and Warehouses licensing:

<https://forms.gle/hgvUcrtoTY5CtrRv7>, in order for one of the pharmacists in the administration to review the documents within five to seven working days from receiving the request through the link.

2. In case of not completing the documents, an email shall be sent to the company notifying it of the remarks and required documents. Furthermore, in case of completing the required documents, an email is sent to the company, in order to attend and submit the original copy of the request and the documents in the headquarters of the Administration of Medical Products Stores and Warehouses licensing
3. The submitted request and all the documents attached thereto are received and inspected by one of the pharmacists in the Administration of Medical Products Stores and Warehouses licensing, as well as the license warehouse file is extracted from the administration's archive.
4. A letter is written and sent to the company within five to seven working days from the receipt date of the file indicating the approval of the request submitted, and notifying the company of the documents required to be completed (if any), after reviewing the archived file of the licensed warehouse in the department, as well as the renewal request and the documents attached thereto.

An inspection date for the company's warehouse and the premises to be licensed as a accessory store is determined, and the inspection shall be within ten working days from receiving the request.

Note: in case the licensed main warehouse is located within Cairo area, the inspection shall be conducted by an inspectors committee from the Administration of Medical Products Stores and Warehouses licensing. However, in other governorates, a letter is sent to the competent branch of Egyptian Drug Authority in the governorate, which the premise to be licensed as a accessory store is located, in order for the competent pharmacists in the authority's branch to conduct the necessary inspections of the site proposed for licensing.

5. If the inspection proved that the health requirements are not fulfilled, the company shall be notified, by an official letter within five to seven working days from the inspection date, of the requirements and the documents to be completed. Moreover, a preliminary timeframe of eight months is given thereto, and a request to conduct a second inspection shall be submitted once the requirements have been fully implemented.

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6. In case of not fulfilling the requirements within the first timeframe, a second timeframe of four months is given to the company. In case the second timeframe is ended without fulfilling the health requirements and the required documents, the accessory store license request is cancelled, and the company shall be notified of the cancelled request in an official letter.
7. After fulfilling the health requirements and the required documents, the new warehouse license and the accessory store license are printed within five to seven working days from the date of fulfilling the requirements.
8. Upon receiving the renewed license, the authorized delegate for licensing , or the representative of the company shall pay for the accessory store services, pursuant to the decree of the head of Egyptian Drug Authority No. 272 of 2021, then he shall hand over the original copy of the old warehouse license to the competent pharmacist in the Administration of Medical Products Stores and Warehouses licensing, and bring a stamp estimated by 12 EGP upon receiving the license.
9. The competent pharmacist shall hand over a copy of the renewed license and the accessory store license to the representative of the company, who shall hand over the original copy of the old warehouse license to him.

Fourth: The Cancellation Procedures of Warehouse License

First: in case of cancelling the license upon the request of the license holder company

The required documents:

1. A request signed by the Chairman of the Board of Directors, or by the director of the company (in accordance with the management authorities in the commercial register) to cancel the warehouse license, provided that the request is has a signature verification by the bank.
2. The original copy of the warehouse license
3. An identical copy of the most updated commercial register and tax card of the company.

The procedures:

1. The revocation request is submitted to the Administration of Medical Products Stores and Warehouses licensing, and the required documents are attached thereto.
2. An inspection date is set to verify that the warehouse is empty of pharmaceutical products, and the sign on the warehouse door is removed.
3. After the inspection, and in the case it is proven that the warehouse activity is not carried out, a decree for the revocation of the warehouse license is issued.
4. The concerned authorities related to Egyptian Drug Authority and its branch in the governorate, in which the warehouse is licensed are notified of the license revocation.
5. The license-holding company shall be addressed to attend and receive an identical copy of the revocation decree.

Second: in case of cancelling the license upon approved inspection reports indicating any of the following:

1. If it does not operate under a warehouse license within six months from its issuance date.
2. If the warehouse is closed continually, and its activity is not carried out for a period exceeding one year continually.
3. If the warehouse is moved from its location to another, unless it is moved due to the decree of a

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demolition or a removal, or due to a fire.

Procedures:

1. The matter shall be fully presented to the Legal Administration at the Egyptian Drug Authority, and in the event that an opinion is issued permitting the cancellation of the warehouse license, a decree for cancellation for the warehouse license shall be issued.
2. The concerned entities at the Egyptian Drug Authority, and the branch of the Egyptian Drug Authority in the governorate in which the warehouse is licensed and whose license has been cancelled, shall be notified of the cancellation of the license.
3. The license-holding company shall be notified to attend in order to receive a true copy of the cancellation decree and to hand over the original warehouse license to the Administration of Medical Products Stores and Warehouses licensing.

Note: In the event that the Pharmacist-in-Charge of the warehouse (whether a pharmaceutical or raw materials warehouse) submits a request for clearance/release from the warehouse management to the Administration of Medical Products Stores and Warehouses licensing, the following parties shall be addressed:

1. The company holding the license shall be notified of the clearance of liability of the Pharmacist-in-Charge and of the necessity to appoint a new Pharmacist-in-Charge, and that the warehouse shall be considered closed as of the date the Pharmacist-in-Charge vacates the position.
2. The pharmaceutical inspection team shall proceed to the warehouse premises and close it administratively due to the absence of a responsible pharmacist director. It is necessary to continue periodic inspections of the warehouse by the pharmacists specialized in inspection at the Egyptian Drug Authority, for a period exceeding one consecutive calendar year, to ensure that no activity is conducted without the presence of a Pharmacist-in-Charge.

5. References:

Law of Pharmacy profession Practice no. 127 year 1955
Egyptian Drug Authority Law No. 151 of 2019 and its Executive Regulations

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Ministerial Decree No. (380) of 2009, dated 08/09/2009, regarding the health requirements to be met in pharmaceutical institutions.
Ministerial Decree No. (198) of 2011, dated 26/03/2011, concerning the cancel of Article No. 16 of Ministerial Decree No. 380 of 2009.
Decree of the chairman of the Egyptian Drug Authority No. 271 of 2021, concerning the requirements to be met for licensing accessory store related with pharmaceutical establishments.
Decree of the chairman of the Egyptian Drug Authority No. 272 of 2021, regarding the service fees for licensing accessory store related with pharmaceutical establishments.
Decree of the chairman of the Egyptian Drug Authority No. 280 of 2021, concerning the service fees for certain services
Circular letter No. 4 of 2009, issued on 02/03/2009, regarding Ministerial Decree No. 25 of 2009 concerning medical products stores and distribution companies of medicines and pharmaceutical products.
Circular letter No. 4 of 2010, clarifying certain provisions of Ministerial Decree No. 25 of 2009.
Circular letter No. 16 of 2013, dated 05/06/2013, concerning the notification of the New Urban Communities Authority to provide opinions on establishing commercial projects and industries.
Circular letter No. 6 of 2010, issued on 13/07/2010, regarding the calculation of the total area without deducting any columns or occupancies inside the pharmaceutical establishment from the total area.

6. Annexes

Health requirements to be met in warehouses

1. The warehouse is a commercial premises and may not have a direct connection with a private residence, or a place operated for other manufacturing, or outlets connected to any thereof. The premises intended for licensing shall not be a garage, residential apartment, basement, or used for administrative or industrial activities.
2. The warehouse area shall not be less than 25 m² (square meters).
3. The warehouse floor level shall not be below ground level, except where adequate measures are implemented to prevent water leakage into the warehouse, including the installation of a drainage system at the warehouse entrance, provided that the entry and exit of those dealing with the warehouse are not obstructed. Licensing of a warehouse located in a basement or garage is prohibited under all circumstances.
4. The ceiling height shall not be less than 260 cm in all parts of the warehouse.
5. The walls shall be covered with washable materials that prevent bacterial growth, regardless of the materials used to cover the walls.
6. The flooring shall be made of non-combustible material.
7. An appropriate number of fire extinguishers, each with a capacity of not less than 6 kg.
8. Non-wooden shelves / pallets.

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9. Provision of an electricity meter inside the premises intended for licensing, dedicated thereto only, or submission of the original document issued by the electricity company confirming that the electric power has been connected on a permanent and independent basis pending installation of the meter, with clarification of the reason for the electricity company's failure to install the meter.
10. In the event that the license holder requests the construction of a bathroom, the following shall be required:
- A corridor shall be constructed in front of the bathroom
 - A door shall be provided for the bathroom and the corridor
 - A window shall be provided in the bathroom either skylight or a street, with a fine mesh installed on the window.
 - The bathroom walls shall be covered with Qishani (glazed tiles) or ceramic.
 - An independent water source shall be provided.

Drainage method:

- The sink drains into a drainage room, which in turn drains into the public sewage system or the property's drainage system.
- The toilet drains into the store sewer room of the warehouse, which drains into the public sewage system or the building's drainage system.
- The gully trap and the inspection chamber must be located in accessible areas, provided that they have a heavy cast-iron cover.
- They may be located in non-accessible areas, provided that a double heavy cast-iron cover is installed.
- The presence of an inspection chamber dedicated to the warehouse is not required if there is no bathroom.

12- In the event that the license holder requests the construction of an attic, it shall meet the following requirements:

- It shall be of solid construction;
- The height of its walls shall be sufficient to allow the passage of an average person;
- It shall have its own adequate ventilation;
- Its edges shall be enclosed by a fixed and sturdy barrier made of wood or iron, with a height of no less than 71 cm;
- The height of the wall beneath it shall not be less than two meters, and its area shall not exceed one-third (1/3) of the total area of the warehouse;
- A fixed and sturdy staircase shall be provided;
- The area of the attic shall not be counted as part of the total area of the warehouse.

13- A permanent and appropriate ventilation source (fans or air-conditioning units) shall be provided so that the temperature inside the warehouse premises does not exceed 30 °C and the humidity level does not exceed 65%, throughout the year.

14- An adequate number of meters for measuring temperature and humidity shall be provided in all

parts of the warehouse, with the necessity of recording the readings at fixed intervals during working hours.

15- Fine mesh wire shall be installed on all ventilation openings of the warehouse.

16- A fixed sign bearing the name of the warehouse shall be placed, in accordance with the name registered in the commercial register.

17- Necessity of having an effective method for the elimination of rodents and insects (traps).

18- If the warehouse activity involves medicines, refrigerators shall be provided for storage inside the warehouse, with temperatures ranging from 2 to 8°C, equipped with a thermometer inside, and readings recorded regularly.

19- A separate area shall be designated for expired pharmaceutical products, and an identifying sign shall be placed thereon.

20- Upon commencement of storage of pharmaceutical products in the warehouse, they shall be identified with the following data: batch number, production date, and expiry date, with a separate and identified place allocated for expired medicines.

21- Use of a special computer program to preserve invoices and documents evidencing incoming and outgoing items.

Health requirements to be met by the accessory stores related to a warehouse

1. The accessory stores are **commercial premises** and shall not have any direct connection with a private residence, another industrial establishment, or outlets connected to any of these. The premises to be licensed shall not be a garage, basement, or an apartment licensed for residential or administrative activity.
2. The area of the accessory store related with the Warehouse shall not be less than 25 m² (square meters) and shall not exceed twice the area of the main warehouse.
3. The floor level of the accessory store shall not be lower than the ground level, except for the necessary measures taken to prevent water leakage into the accessory store, including the installation of a drainage system before the entrance of the accessory store, provided that it does not obstruct the entry and exit of users. The unit shall be constructed of modern, non-combustible building materials that comply with Egyptian Standard Specifications. Ceiling heights shall not be less than 260 cm in all parts of the premises intended for licensing.
4. The walls shall be covered with materials that are easy to clean and prevent bacterial growth.
5. The flooring shall be made of non-combustible material, with sealed joints, and easy to clean.
6. An appropriate number of fire extinguishers shall be available.
7. Shelves/pallets shall be metallic or made of non-combustible materials.
8. An electricity meter shall be installed inside the premises to be licensed and dedicated solely to it, or an original document from the electricity company shall be provided confirming that permanent and independent electrical supply has been connected until the meter is installed, with clarification of the reason for not installing the meter by the electricity company.



9. **In the event that the license holder requests the construction of a attic, it shall meet the following requirements:**

- It shall be of solid construction;
 - The height of its walls shall be sufficient to allow the passage of an average person;
 - It shall have its own adequate ventilation;
 - Its edges shall be enclosed by a fixed and sturdy barrier made of wood or iron, with a height of no less than 71 cm;
 - The height of the wall beneath it shall not be less than two meters, and its area shall not exceed one-third (1/3) of the total area of the accessory store;
 - A fixed and sturdy staircase shall be provided;
 - The area of the attic shall not be counted as part of the total area of the accessory store.
10. Provision shall be made for a fixed ventilation source (fans or air-conditioning units) such that the temperature inside the accessory store does not exceed 30 °C and the humidity level does not exceed 65%, throughout the year.
11. An adequate number of meters for measuring temperature and humidity shall be provided in all parts of the accessory store, with the necessity of recording the readings at fixed intervals during working hours.
12. Fine mesh wire shall be installed on all ventilation openings of the accessory store.
13. A fixed sign shall be placed on the façade of the accessory store, bearing in clear Arabic script the wording “accessory store related to a Warehouse,” and the name of the warehouse shall be written in accordance with the license. The sign shall also include a statement indicating that no sales are conducted through the premises.
14. It shall be necessary to provide a refrigerator or cold room in the event that there are products required to be stored at specific temperatures, and readings shall be recorded regularly by means of calibrated external meters.
15. A separate area shall be designated for expired pharmaceutical products, and an identifying sign shall be placed thereon.
16. A separate area shall be designated for expired pharmaceutical products, and an identifying sign shall be placed thereon.

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History Table

Version No.	Issue date	Summary of Changes
3	7/2026	Changing the name of the Central Administration of Operations to the Central Administration for Pharmaceutical Institutions Licensing Old code:EDREX:GL.CAO.002 Current code: EDREX:GL.CALI.10