

Notice to applicant External Communication Channels With CAPP Divisions Year 2026

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Central Administration of Pharmaceutical Products Quality Assurance Unit

- **List of Abbreviations**

EDA : Egyptian Drug Authority

CAPP: Central administration of pharmaceutical Products

GA : General administration .

Purpose

- This document describes the channels of the external communication between all CAPP divisions and external bodies.

Scope:

- To be applicable for all external interested bodies who communicate with CAPP divisions through E-mail, Phone, Links or by Physical meeting.

Channels for external communication :

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



Notice to Applicant

**General Administration of Human Pharmaceuticals Registration
(GA -Hum-PR)**

**1/Administration Of Regulatory Affairs
Evaluation unit of registration requests of Human Pharmaceuticals**

Phone/ Ext.	Tel.: (+202) 25354100, EXT:1218
Email	hdr.regrequest@edaegypt.gov.eg
Links	Services provided: https://forms.gle/u9XrDhDNMeUWdfya9 Submission of Registration Requests for Human Pharmaceutical Products with Type of Marketing Tender & Export or Export Only: https://forms.gle/itQPQu9eaTnnAJZU6 Submission of Registration Request for Human Pharmaceutical Products according to (EDA Chairman Decree 311/2025) https://docs.google.com/forms/d/e/1FAIpQLSfac8gZYMNIJMoimyhohgrOJURhGZfdgd56Ra5Epx9b4yly5bA/viewform?usp=send_form

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



1/Administration of regulatory affairs Evaluation Unit of Final Registration file	
Phone/Ext.	Tel.: (+202) 25354100, EXT:1200 - Reception is on every Monday from 10-11 a.m. - Telephone on Sunday, Tuesday & Thursday (12-1p.m.)
Email	hdr.tentlicense@edaegypt.gov.eg
Links	Submitting requests to extend the validity of tentative license, or for issuing a statement letter for tentative to final Product https://forms.gle/knriFTosuXwfJbS18 Submitting registration file (converting from tentative license to final license) https://forms.gle/Zz6ZzTQPH19EdpdDA Submitting registration file supplementary documents (converting from tentative license to final license) https://forms.gle/3qqSDPT1XrHc1Jmf6 Following up on (Released approvals) https://docs.google.com/spreadsheets/d/1bKkysIAHDP1tbFmXqOiQXBEVjBxbsZwmv_obKux3MCg/edit Cancelled Products' appeals https://forms.gle/2QJgZFAdJEPt5Poh8 from: 9:00 am – 3:00 pm

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



Notice to Applicant

1) Administration of regulatory affairs Evaluation unit of trade names and mock-up	
Phone/Ext.	Tel.: (+202) 25354100, / EXT:1316 - Reception is on Tuesday (11pm:12pm) - Telephone on Monday& Wednesday (10:30am-11:30 Pm.)
Email	hdr.naming@edaegypt.gov.eg
Links	➤ The link of (Submission of Naming and Mock-up requests): Link of Normal and fast track : https://forms.gle/rab4GRpLd8eeWDJq8 Sunday-Thursday (9 am- 3 pm) *Submission for Naming and Mock-up Requests for Human Pharmaceutical products including (Mock-up approvals, Mock-up change requests, replacement of lost requests, Name change requests... etc.) ➤ Follow up the release of trade name and mockup Approvals https://shorturl.at/TgTWG ➤ EDA Naming Checker http://eservices.edaegypt.gov.eg/NamingChecker/Default
Automation program “automated system for naming	https://shorturl.at/nal7q * New Submission for Naming Request for Under-registration Human pharmaceutical products * Follow up on the submitted requests

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



Notice to Applicant

1/Administration of Human Pharmaceuticals Regulatory Affairs: Evaluation Unit of registration file for local human Pharmaceutical Evaluation unit of registration file for imported human pharmaceutical Evaluation unit of re-registration file Local Human Pharmaceutical	
Phone/Ext.	Administration of Human Pharmaceuticals Regulatory Affairs <u>Reception Schedule</u> Sunday: Manager of the Administration of Human Pharmaceuticals Regulatory Affairs or his representative. (11 am - 12 pm) Tuesday: - Manager of the Local human pharmaceutical Evaluation unit of re-registration file or his representative. - Manager of the Evaluation unit of registration file for imported human pharmaceutical or his representative. - Manager of the Evaluation Unit of registration file for local human Pharmaceutical, or his representative. (11 am -12 pm) <u>Communicate by phone with pharmacists</u> (Monday-Wednesday-Thursday) from 10-1 p.m. through the internal numbers 1315, 1314, 1103. Hard Copy registration files are scheduled to be received by a previously scheduled appointment in the reception according to the email sent to the company.
Emails	Regulatory affairs administration manager Yasmine.Hisham@edaegypt.gov.eg New Local Unit: Hdr.Regua.localu@edaegypt.gov.eg Re-reg Unit : Hdr.Regua.reregu@edaegypt.gov.eg Imported Unit : Hdr.Regua.importedu@edaegypt.gov.eg

Form Name	Links		
Final File Submission for registration of New Products (Local -Tender and Export)	https://forms.gle/4SovaXiemg1eX3wQ8	All Days	Always open
Supplementary Documents For registration of New Products (Local -Tender and Export)	https://forms.gle/kQ2VNGhfbzAnSYXS8	All Days	Always open
Final File Submission for Re-registration Products (Local -Tender and Export)	https://forms.gle/ivNjLhgJi6mUUWTa6	All Days	Always open

Central Administration of Pharmaceutical Products Quality Assurance Unit

Supplementary Documents For Re-registration Products (Local -Tender and Export)	https://forms.gle/LU1wG8pLKMh1DwUv8	All Days	Always open
Final File Submission for Imported Products (New &Re-Reg)	https://forms.gle/kfzy9ZzE6RAyRk5WA	All Days	Always open
Supplementary Document for Imported Products (New &Re-Reg)	https://forms.gle/xgJHnZNw934D69YY6	All Days	Always open
Submission for Imported Registration Dossier according to EDA Chairman Decree 450/2023 Case (2) and Ministerial Decree 820/2016	https://forms.gle/3fXxGBq5WMvWqW4A7	All Days	Always open
Supplementary Documents for Updated Module (I) for Registration Dossiers according to EDA Chairman Decree Case (2) or Ministerial Decree 820/2016 Google form:	https://forms.gle/SAAAxY2BsmRz4NXT9	All Days	Always open
Initial Re-Registration files submission	https://forms.gle/RwGxCY22hixZBGXo6	All Days	Always open
Appeals to Administration of Human Pharmaceuticals Regulatory affairs	https://forms.gle/QT5Sf8msJr8TEbcB8	All Days	Always open
Request for issuing Statement letters for under re-registration products (Local / Imported)	https://forms.gle/tuxFS7DopkkPA4MK7	All Days	Always open
Inquiries to Administration of Human Pharmaceuticals Regulatory Affairs	https://forms.gle/kH4pFohLZpsye2ba7	Wednesday	9 AM to 3 PM

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



Notice to Applicant

Product Cancellation Appeal Form	https://docs.google.com/forms/d/e/1FAIpQLScLufjfgGFIGoKCxUnoi0SAF TY1Eu2OpjomJZXGwqiZn_oqGQ/viewform?usp=send_form	All Days	Always open
Extension of the deadline for products under registration that have exceeded the deadlines required for submitting the final registration file and have not yet been produced, in accordance with Resolutions 296/2009 and 425/2015	https://docs.google.com/forms/d/e/1FAIpQLSfLerfOOpRzJARPDvw_KPW-0zydoQDTgFzUISHPCe8Z1GAzJ_Yg/viewform	All Days	Always open
Supplementary Documents For Initial Re-Registration files (Local -Imported)	https://forms.gle/HrCuiqgFco4g9Mf68	All Days	Always open

Website of Egyptian Drug Authority:

www.edaegypt.gov.eg



To follow up with updates and new decisions:

<https://t.me/+SUcAvLd7-Wx1-qoS>



To view the approval issued to proceed with the re-registration procedures and the letters of benefit:

https://docs.google.com/spreadsheets/d/1hUzNaRuyaolZVqv6E2_zLCmJTN5q5NRNXh2GrPC5ywa/edit?gid=1053343950#gid=1053343950



**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



2/ Administration of human pharmaceuticals variation

1-Telephone Support & Inquiries

- **Availability:** (All Weekdays)
- **Hours:** 11:00 AM – 12:30 PM
- **Contact Extensions:** 1220 and 1223

2- Reception Windows (By Service)

All services are handled at the main reception windows. Please note the specific days and timing for each service type:

Day	Service Type	Hours
Sunday	Human Pharmaceutical Variation Inquiry with Assessment	12:00 PM – 1:00 PM
Monday	Human Pharmaceutical Post-Marketing Variation	12:00 PM – 1:00 PM
Tuesday	Variation Administration Manager Inquires	12:00 PM – 1:00 PM
Wednesday	Pharmaceutical Variation according to Reliance	12:00 PM – 1:00 PM
Thursday	Human Pharmaceutical Variation Appeals & Inquiry without Assessment	12:00 PM – 1:00 PM

**Phone/
Ext.**

Email

hdr.variation@edaegypt.gov.eg

Link s	1-Human Pharmaceutical Variation Inquiry https://docs.google.com/forms/d/e/1FAIpQLSezIBB_1U4LCXFsofor-Vgr1A4BtJjTHaxF_xqv1Gqfy8flmA/viewform?usp=publish-editor 2-Human Pharmaceutical Variation according to Reliance https://docs.google.com/forms/d/e/1FAIpQLSfeHudaiK8m3Zgc92ZjHAZcLVPIbdSy-yJ4jdCGVTTd9ibFoQ/viewform?usp=publish-editor 3-Human Pharmaceutical Post Marketing Variation https://docs.google.com/forms/d/e/1FAIpQLSe3Y6173Ei7dxz5mWMyOh_Z7yxbiXyFm66S2qa4uzGIWG90pg/viewform?usp=dialog 4-Supplementary Link https://docs.google.com/forms/d/e/1FAIpQLSd2-e61ZsMXQjIsSDnv1NgsyTfDADDATU1A1e0IBpvkH_hIvg/viewform
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General Administration of Human Pharmaceuticals registration 3)Evaluation unit of bioavailability & Bioequivalence studies	
Phone/Ext.	1806 Reception: Monday for is for inquiries about studies (In-vitro & In-vivo) , Tuesday is for discussion with manager of the unit and Wednesday is for inquiries about Appeals , All (from 10-11). By phone: Monday is for inquiries about studies & Appeals (from 1-2)
Email	Submission from 8:00 am - 3:00 pm Bioequivalence of human pharmaceutical preparations (Sunday, Monday, Tuesday, Wednesday, Thursday) Hdr.bioequivalence@edaegypt.gov.eg Unit Manager's Email for communication [Sunday & Wednesday] Hdr.bioequivalence@edaegypt.gov.eg
Links	Submission from 8am -3pm - Submission of the bioequivalence study file for human pharmaceutical preparations (Sunday) https://forms.gle/S3nzhXQLUaVoKnyV7 - Submitting supplementary documents of the bioequivalence study for human pharmaceutical preparations (Sunday, Monday, Tuesday, Wednesday, Thursday) https://forms.gle/gfpiZAtDBfNMThEq5 - Submission of the file for the following study on human pharmaceutical preparations (Sunday) Comparative In vitro Dissolution, invitro enzymatic activity test, dissolution profile, uniformity content &potency. https://forms.gle/UwAAW6dLX2WcjS3k7 - Submitting supplementary documents to the following studies file for human pharmaceutical preparations (Sunday, Monday, Tuesday, Wednesday, Thursday) Comparative In vitro Dissolution, in-vitro enzymatic activity test, dissolution profile, uniformity content &potency. https://forms.gle/JEwBfkvZo7XD99KSA - Submit a request to know the type of study/reference preparation for human pharmaceutical preparations (Sunday) https://forms.gle/pUfTpk613Q4fVZRy5 - Submitting supplementary documents with a request to know the type of study/reference preparation for human pharmaceutical preparations (Sunday, Monday, Tuesday, Wednesday, Thursday) https://forms.gle/KKfhYQri3Zc9VjZ17 - Submit bioequivalence centers' appeals, protocols and names of volunteers participating in conducting bioequivalence studies for the centers by mail(hdr.bioequivalence@edaegypt.gov.eg)

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



Notice to Applicant

4/Administration of Technical affairs Evaluation unit of scientific data and drug development	
Phone/Ext.	1211 Each Tuesday 10-11 am window 1
Email	hdr.scientific@edaegypt.gov.eg
Links	https://forms.gle/iDapENwiABB5GPLs8

4/Administration of Technical affairs Reception unit of quality module file/ Evaluation unit of quality module file/ Evaluation unit of specifications/ Evaluation unit of variation of quality module file	
Reception window 25: - Evaluation unit of quality module file + Evaluation unit of specifications (Monday 11:00 am-12:00 pm) - Reception unit of quality module file (Wednesday 10:00 am-11:00 pm) Phone: Ext. 1887 Sunday, Tuesday & Thursday (1:00 pm – 2:00 pm)	
Email	hdr.qualitymodule@edaegypt.gov.eg
Links	- Submission of Quality Module File in accordance with various ministerial decisions and technical committee decisions. https://forms.gle/dbMvCdUXiSeftVvH8 - Submission of Variations on Quality Module file https://forms.gle/2UehaZnG2kfVWNwS9 - Submission of Optional Technical Evaluation https://forms.gle/eyXWifC4k9hX35Rv6 - Submission of API Listing/Using of listed API https://forms.gle/ZHND3VZcqRcPh9Ht8 - Submission of EUA Product Evaluation https://forms.gle/zLkrAa4KUj5MbNYp8 - QIS submission https://forms.gle/paqi7Ng4tjYJTMhb6 - Submission of Supplementary documents for Quality Module

<https://forms.gle/92v4RrjpZpkYBmsNA>

8. Submission of Supplementary document for Quality Module Variations

<https://forms.gle/DL33dDiYuxTcA6bm6>

9. Submission of Supplementary documents for Optional Technical Evaluation

<https://forms.gle/eHvEmHrcEUBJPPr7>

10. Submission of Supplementary documents for API Listing/Using of listed API

<https://forms.gle/ZvAoee4sn25WDqvs9>

11. Submission of Supplementary documents for EUA Product Evaluation

<https://forms.gle/dFyJbZKkPDWJVDDQA>

12. Supplementary documents for QIS Evaluation

<https://forms.gle/GbRiUPd1rMdt1tYQ9>

13. Submission of Appeals to Administration of Technical Affairs for Human Pharmaceuticals

https://docs.google.com/forms/d/e/1FAIpQLSdNbNrTbc4QlpgG7o-k2WuFeW_XnS4zI8G3GTdHAEXG5z8PQg/viewform?usp=sharing&ouid=111862349084529780102

14. General Inquiries

<https://forms.gle/DgWC4BvjryGx5oR89>

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



Notice to Applicant

General Administration of Human Pharmaceuticals registration 5-Human Follow up unit	
Phone/Ext.	Tel.: (+202) 25354100, EXT: 1215-1222 window 15
Email	hdr.appeals@edaegypt.gov.eg hdr.data@edaegypt.gov.eg
Links	https://docs.google.com/forms/d/e/1FAIpQLSdDqiFGdiVsshutf5vM-INpmYeco4ax7wwNUFRILvLZ7CMPNg/viewform https://docs.google.com/forms/d/e/1FAIpQLSdDqiFGdiVsshutf5vM-INpmYeco4ax7wwNUFRILvLZ7CMPNg/viewform

Central Administration of Pharmaceutical Products Quality Assurance Unit

General Administration of stability																	
Phone/Ext.	1301: Technical and Regulatory Administration (From Sunday to Thursday 11.00 a.m. to 12.00 P.m.) 1302: Follow up unit (From Sunday to Thursday 9.00 a.m. to 3.00 P.m.) 1303: Local examination Administration (From Sunday to Thursday 11.00 a.m. to 12.00 P.m.) 1304: Imported Stability Administration (From Sunday to Thursday 11.00 a.m. to 12.00 P.m.)																
Meetings	General manager of stability administration receives company (s) by setting a prior appointment. - Appointment dates are determined by prior reservation with the follow-up unit via the inquiries link. https://forms.gle/2vUrKvbbAPqLk8Hw7 - For administrations, company inquiries are received at the reception hall as scheduled in reception schedule once per week as follows Technical and Regulatory Administration: from 10 am to 11 am. Imported Stability Administration from 11 am to 12 pm. Local examination Administration from 12 pm to 1 pm.																
Handing	Technical Report unit (Hand off by administrator): All working days (10.00 am-12:00pm): Handing Stability study approvals & Appeal/Request decision letter to companies																
Links	<table> <tr> <th>Form Name</th><th>Link</th><th>Availability</th></tr> <tr> <td>New Submission of stability study dossier for both local & imported pharmaceutical products</td><td>https://docs.google.com/forms/d/e/1FAIpQLSfM0m2boryN0of-N15nioQm3WlUQXwygRWoKkZEfdXYPfWSSw/viewform</td><td>Tuesday & Wednesday 9.00 a.m. to 2.00 p.m.</td></tr> <tr> <td>Supplementary Regulatory Documents for Stability Study File submission</td><td>https://docs.google.com/forms/d/e/1FAIpQLSclCXZmwQDZJn-YA5FYISaLpb9-uSGF2c-gvXSS_ithfGj1RA/closedform</td><td>Monday 9.00 a.m. to 2.00 p.m.</td></tr> <tr> <td>Supplementary Technical Documents for Stability Study File of local products</td><td>https://docs.google.com/forms/d/e/1FAIpQLSfSNNpLjzvtEhdoiQeaTqoDXSsVoOW9HtGHtWylyB9DIC9Pw/closedform</td><td>Every day 9.00 a.m. to 2.00 p.m.</td></tr> <tr> <td>Supplementary Technical Documents for Stability Study File of imported products</td><td>https://docs.google.com/forms/d/e/1FAIpQLSd4q59CsT6uhTWG0KzQNR_RmhNjafRaKW1L</td><td>Every day 9.00 a.m. to 2.00 p.m.</td></tr> </table>		Form Name	Link	Availability	New Submission of stability study dossier for both local & imported pharmaceutical products	https://docs.google.com/forms/d/e/1FAIpQLSfM0m2boryN0of-N15nioQm3WlUQXwygRWoKkZEfdXYPfWSSw/viewform	Tuesday & Wednesday 9.00 a.m. to 2.00 p.m.	Supplementary Regulatory Documents for Stability Study File submission	https://docs.google.com/forms/d/e/1FAIpQLSclCXZmwQDZJn-YA5FYISaLpb9-uSGF2c-gvXSS_ithfGj1RA/closedform	Monday 9.00 a.m. to 2.00 p.m.	Supplementary Technical Documents for Stability Study File of local products	https://docs.google.com/forms/d/e/1FAIpQLSfSNNpLjzvtEhdoiQeaTqoDXSsVoOW9HtGHtWylyB9DIC9Pw/closedform	Every day 9.00 a.m. to 2.00 p.m.	Supplementary Technical Documents for Stability Study File of imported products	https://docs.google.com/forms/d/e/1FAIpQLSd4q59CsT6uhTWG0KzQNR_RmhNjafRaKW1L	Every day 9.00 a.m. to 2.00 p.m.
Form Name	Link	Availability															
New Submission of stability study dossier for both local & imported pharmaceutical products	https://docs.google.com/forms/d/e/1FAIpQLSfM0m2boryN0of-N15nioQm3WlUQXwygRWoKkZEfdXYPfWSSw/viewform	Tuesday & Wednesday 9.00 a.m. to 2.00 p.m.															
Supplementary Regulatory Documents for Stability Study File submission	https://docs.google.com/forms/d/e/1FAIpQLSclCXZmwQDZJn-YA5FYISaLpb9-uSGF2c-gvXSS_ithfGj1RA/closedform	Monday 9.00 a.m. to 2.00 p.m.															
Supplementary Technical Documents for Stability Study File of local products	https://docs.google.com/forms/d/e/1FAIpQLSfSNNpLjzvtEhdoiQeaTqoDXSsVoOW9HtGHtWylyB9DIC9Pw/closedform	Every day 9.00 a.m. to 2.00 p.m.															
Supplementary Technical Documents for Stability Study File of imported products	https://docs.google.com/forms/d/e/1FAIpQLSd4q59CsT6uhTWG0KzQNR_RmhNjafRaKW1L	Every day 9.00 a.m. to 2.00 p.m.															

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**

	YpY_63j1SEDhPg/closedform	
Appeals & Requests for Stability Study File of Local Products	https://docs.google.com/forms/d/e/1FAIpQLSdE4qlihS8sawOLbfH-fVLUKzIY2ijDAG90W-Sc04QobjWVkw/closedform	Thursday 9.00 a.m. to 2.00 p.m.
Appeals & Requests for Stability Study File of Imported Products	https://docs.google.com/forms/d/e/1FAIpQLScskO-GEMrIHIVbtuivYwAeb9uit2UvUt0fnEvgLQOOQjGiVA/closedform	Thursday 9.00 a.m. to 2.00 p.m.
Request to attend practical analysis	https://docs.google.com/forms/d/e/1FAIpQLScN25YJRaTIn_wlGGG3hhqmiCLtbgo78W_11V6K5VcnfgZl_A/closedform	Thursday 9.00 a.m. to 2.00 p.m.
(Fast track request for in-process submitted stability study)	https://docs.google.com/forms/d/e/1FAIpQLSdgLtCqd1tRS_LhBTGJcW0IBNOJ_KDQDFTh6TVVeY0LM8Owg/closedform	Monday 9.00 a.m. to 2.00 p.m.
Stability (Inquiries-Complaints)	https://docs.google.com/forms/d/e/1FAIpQLSe7Iaetlhf3EykesuSbKQf4Hh50bfdwfDoY_ApXQ8zalq1LTQ/closedform	Wednesday 9.00 a.m. to 11.00 a.m.
Following up the status of submitted stability study files	https://docs.google.com/spreadsheets/d/1Rs7xkApTLgi7ZnHt2xMbp4qW1D6L_Wjo_8XZ5lsF78k/edit#gid=0 https://docs.google.com/spreadsheets/d/128qkyHnMqGFIMqQfgOFFLFIOZKcRf93xUEMIMNx5-Dw/edit?usp=sharing	All Days 24 hours

General Administration of Cosmetic Products Registration	
General Administration of Cosmetic Products Registration	
Phone/Ext.	The General Manager: 1355
Meeting	Meeting with the General Manager is available for the applicant companies on Mondays and Wednesdays after prior arrangement. Appointments are prearranged with the assigned administrator via the EDA reception window weekly from Sunday to Thursday, from 12:00 P.M. to 01:00 P.M.
Registration Administration of Imported Cosmetics from Reference Countries	
Phone/Ext.	Administration Manager and Team members: 1354
Meeting	Communication with the applicant companies is conducted by the division's pharmacists via the EDA reception window weekly on Tuesdays from 11:00 A.M. to 12:00 P.M.
Email	cosm.eec@edaegypt.gov.eg
Links	Technical Support for EgyCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLSf6dj1BCGvdf863h5iszJErLYBD58TravN8saJ-ygGGlhoSQA/viewform (Links are available every day from Sunday to Thursday each from 9:00 A.M. till 2:30 P.M.)
Registration Administration of Imported Cosmetics from Non-Reference Countries	
Phone/Ext.	Administration Manager and Team members: 1353
Email	cosm.noneec@edaegypt.gov.eg
Links	Technical Support for EgyCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLSewZdO4kmizd3EwTKPRte_ztQBxUn74qBIshSFdMaDnqUn-ug/viewform (Links are available every day from Sunday to Thursday, each from 9:00 A.M. till 2:30 P.M.)
Registration Administration of Locally-Manufactured Cosmetic Products	
Phone/Ext.	Administration Manager: 1358 Team members: 1356

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



Notice to Applicant

Email	cosm.local@edaegypt.gov.eg
Links	Technical Support for EgyCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLScY8G_XwiB6rUeWN0R82TuOk7l_tTo_rcKsyhsfkXMDvyZttw/viewform (Links are available every day from Sunday to Thursday, each from 9:00 A.M. till 2:30 P.M.)
Administration of Registration of Toll-Manufactured Cosmetic Products	
Phone/Ext.	Administration Manager: 1357 Receiving applicant inquiries on Mondays and Wednesdays
	Unit Managers: 1305 Receiving applicant inquiries on Sundays and Thursdays Team members: 1305 Receiving applicant inquiries rest of days within week.
	Team members: 1359 Receiving applicant inquiries every day from Sunday to Thursday
Meeting	Communication with the applicant companies is conducted by the division's pharmacists via the EDA reception window weekly on Mondays from 11:00 A.M. to 01:00 P.M.
Email	cosm.toll@edaegypt.gov.eg
Links	Technical Support for EgyCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLSdUicJKvvv_hTMFtkJb7ksKTkKSAOE7fq7hMdudz_yVmuwfVMQ/viewform (Links are available every day from Sunday to Thursday, each from 9:00 A.M. till 2:30 P.M.)
Cosmetics Variations Department	
Phone/Ext.	Department Manager: 1351 Receiving applicant inquiries on Sundays and Wednesdays each from 09:00 A.M. to 11:00 A.M.
	Team members: 1351 Receiving applicant inquiries every day from Sunday to Thursday.

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



Notice to Applicant

Meeting	Receiving Hard Files: Weekly on Sundays and Wednesdays, on the next working day after uploading the file on Google Drive, via EDA reception window from 9:30 A.M to 10:30 A.M. Delivery of Size/Pack Addition Approvals (Via EDA reception window): – Fast Track Files: Wednesday of the same week. – Normal Track Files: Wednesday of the following week. Receiving technical support Inquires / hard files: Weekly on Sundays and Wednesdays via EDA reception window from 10:00 A.M to 11:00 A.M.
Email	cosm.vari@edaegypt.gov.eg
Links	Cosmetic Variations, Manufacture/Ownership Transfer Reserving an appointment at Cosmetic Variations Reception window: on Google Drive, on Tuesdays and Thursdays. https://forms.gle/2wzVHmx5PxQGLjo26
	Color/Fragrance/Flavor Addition Upload paper files: on Google Drive, on Tuesdays and Thursdays https://forms.gle/Zbep3dxwtzAFVy8n8
	Size/Pack Addition Upload paper files: on Google Drive, on Sundays and Tuesdays. https://forms.gle/QjJSt8YHWLQ3d5fi8
	Technical Support for EgyCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLSdZhX24vNByMW3n4OMyiZcqcs94Bo_vFIRn1hlsFu5I8u8kSQ/viewform (Links are available every day from Sunday to Thursday each from 9:00 A.M. till 2:30 P.M.)
Follow-Up Department	
Phone/Ext.	Department Manager and Team members: 1352 Receiving applicant inquiries every day from Sunday to Thursday
Meeting	Follow-up requests and applicant general inquiries are received by the assigned administrator via EDA reception window weekly from Sunday to Thursday, from 12:00 P.M. to 01:00 P.M.
Email	cosm_followup@edaegypt.gov.eg
Technical Committee Requests / Exemption requests	

Central Administration of Pharmaceutical Products
Quality Assurance Unit



Notice to Applicant

Phone/Ext.	Rapporteur of the Technical Committee of Cosmetics Registration: 1354
Meeting	Requests are received by the assigned administrator via EDA reception window weekly from Sunday to Thursday, from 12:00 P.M. to 01:00 P.M.
Email	cosm.eec@edaegypt.gov.eg
Monitoring the DataPro program and notifying previously registered products (Legacy Products) if they <u>do not appear</u> on the company's home page screen on the Egycosm platform	
Links	If a company wishes to add its previously registered products (Legacy products) to its list on Egycosm platform <u>in case they do not appear</u> , please use the following link: https://docs.google.com/forms/d/e/1FAIpQLSf3Oj5q51cXvkqy13DXZvxe2ipL9cuoJNYdIY4wzuG4an4-tg/viewform
Delivery of notification licenses, approvals, letters issued by the general administration of cosmetic products registration and receiving payment receipts to be submitted on Egycosm platform via assigned administrator	
Meeting	Delivery via EDA reception window, on (Sunday - Monday - Wednesday - Thursday) from 9:00 AM to 01:00 PM.
Receiving Follow-Up, Technical Requests for cosmetics, Internal Letters from CAPP and scheduling personal appointments with the General Manager	
<u>Meeting</u>	At the reception window from Sunday to Thursday, from 12:00 PM to 01:00 PM Via the assigned administrator

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



Notice to Applicant

General Administration of herbal products Registration (GA-Herb-PR)	
Phone/ Ext.	1900-1899-1418
Technical Affairs Administration / Reception Unit:	
Email	hm.appeal@edaegypt.gov.eg
Links	Herbal Medicine Inquiry Requests: Sunday Tuesday Thursday 10:00 am – 12:00 pm https://forms.gle/chXKBpytzAzKHbeV9
variation aadministration	
Email	hm.variation@edaegypt.gov.eg
Links	variation aadministration: Sunday and Tuesday 10:00 am – 12:00 pm https://forms.gle/xPBsj5LpnaFvVvk87
Administration of Regulatory Affairs	
Email	- SmPC hm.smpc@edaegypt.gov.eg - Naming and Labelling hm.naming@edaegypt.gov.eg - Final File/ Appeals hm.info@edaegypt.gov.eg
Links	Requests for Names, Cards, and Summary of Product Characteristics (SmPC): Sunday and Tuesday 10am-12 pm https://www.google.com/url?q=https://forms.gle/y6rDpKFqhFx3BJig8&sa=D&source=editors&ust=1780825433550598&usg=AOvVaw1fg4H98mRYTILHE2UNPXxB

Central Administration of Pharmaceutical Products Quality Assurance Unit

	- Approval of New Leaflets, Names, and Cards for Complementary Medicines Sunday and Tuesday 10am-12 pm https://docs.google.com/forms/d/e/1FAIpQLSdE9hA40bJ0Q30BCNvmhwx6B62yUZynnBu3YxUNPCoDUi3DEQ/viewform - Appeals for presentation to technical committee for drug control: Sunday and Tuesday 10am-12 pm https://forms.gle/8WsaZaNoREKxHJa19 - Final Files: Sunday 10am-12 pm https://forms.gle/9a61DyFp1Bx4qVUT9
	Complementary medicines department
Email	comp.med@edaegypt.gov.eg
Links	Complementary medicines Inquiry Requests: Sunday Tuesday Thursday 10:00 am – 12:00 pm https://docs.google.com/spreadsheets/d/1XU2jsfgVhpHrEoIaQuRkAtka3GSKBuszRcQwBM6lShg/edit?gid=1178614731#gid=1178614731
	Follow Up Department
Email	hm.head@edaegypt.gov.eg

General Administration of Veterinary Pharmaceuticals (GA-Vet-PP)	
Reception / Phone/Ext.	1. The reception is in the designated hall as follows: -Sunday from 11 am to 12 pm: Inquiries for the Regulatory Affairs Administration (Examination unit (Final Registration File “Hard file”) and Naming unit) will be received. -Monday from 11am to 12 pm: Inquiries for the Variation Administration will be received. 2. Sunday: Inquiries for the Examination unit (Final Registration File “Hard file”) will be received by telephone on the extension 2042. 3. Monday: Inquiries for Ownership, Manufacturing & APIs Variation Department will be received by telephone on the extension 2043. 4. Tuesday: inquiries for the Reception Unit (Scientific File “Soft File”) and the Scientific Evaluation Unit will be received by telephone on the extension 2044. 5. Wednesday: -Inquiries for the Naming Unit will be received by telephone on the extension 2041. -Inquiries for Composition & Specifications Variation Department will be received by telephone on the extension 2043. 6. Inquiries for the Inquiry Reception Unit will be received by telephone on the extension 2041 daily from 10 am to 12 pm 7. Inquiries for the Correspondence and Follow-up Department will be received by telephone on the extension 2041 daily from 12 pm to 2 pm. 8. Inquiries concerning Veterinary Bioequivalence Studies will be received by telephone on the extension 2044 daily from 12 pm to 2 pm.
Emails	Inquiry Reception Unit vet.requests@edaegypt.gov.eg Naming Unit vet.naming@edaegypt.gov.eg Reception unit (Scientific File “Soft File”) and scientific evaluation unit vet.registration@edaegypt.gov.eg Variation Administration vet.variation@edaegypt.gov.eg Examination Unit (Final Registration File “Hard file”)

	vet.examination@edaegypt.gov.eg
Links	Requests and files for veterinary products are submitted electronically according to the following system: *Variation Administration Window New requests for the Composition & Specifications Variation Department, are received on Sundays and Wednesdays from 9 am to 12 pm at the following link: https://forms.gle/zwhLjZFis3ogPYAv7 • Analysis File Update • Composition Variations • Container closure system variations • Specifications Variations • Final Approval (Composition) • Final Approval (Pack) • Stability Transfer Report • Other variation requests for registered products New requests for the Ownership, Manufacturing & APIs Variation Department are received on Mondays and Tuesdays from 9 am to 12 pm at the following link : https://forms.gle/ssD3B9MiuR4JnWmz5 • Ownership, manufacturing and storage variations. • API Manufacturer Variations • Final Approval (Supplier) • Stability Transfer Report • Request to issue a replacement for a lost registration license. • Other variation requests for registered products To follow up variation requests, please click on the following link:

<https://docs.google.com/spreadsheets/d/1uXNKW-I8vqwNNHVM1uvJ9Qej5zhCuvmxnSPUEX1arsk/edit?usp=sharing>

***Correspondence and Follow-up Department Window:**

Various requests (Appeals & Inquiries) for the Correspondence and Follow-up Department are received on official working days from 9 am to 12 pm at the following link:

<https://forms.gle/cbgBTGyb1PQtct5t6>

The various completions of the requests (Appeals & Inquiries) for the Correspondence and Follow-up Department are received at the following link:

<https://forms.gle/UAh5tkKmWcZfNtKa6>

***Requests of Naming Unit:**

Uploaded through the following link:

<https://forms.gle/NodWDtD5SexkXMxn8>

Requests for name change for registered products, along with all required documents, are submitted on Wednesday from 8 am to 3 pm.

***Bioequivalence Studies for Veterinary Pharmaceuticals Submission:**

Uploaded on official working days from 9 am to 12 pm through the following link:

<https://docs.google.com/forms/d/e/1FAIpQLSfuy4xTBcJglAvhFcot8OjcAji9p4YNoLMFHsfUpns1ePJgtg>

***Scientific Evaluation Unit Window:**

-New requests for scientific evaluation unit (Registered products - Replacement for lost approval), are received on Sundays and Wednesdays from 9 am to 3 pm at the following link:

[https://docs.google.com/spreadsheets/d/18Y3TCyBSzJABxqTP7wW9V5osUHrS6e3Nylr7N-](https://docs.google.com/spreadsheets/d/18Y3TCyBSzJABxqTP7wW9V5osUHrS6e3Nylr7N-M5E0/edit?resourcekey=&gid=1954244026#gid=1954244026)

[M5E0/edit?resourcekey=&gid=1954244026#gid=1954244026](https://docs.google.com/spreadsheets/d/18Y3TCyBSzJABxqTP7wW9V5osUHrS6e3Nylr7N-M5E0/edit?resourcekey=&gid=1954244026#gid=1954244026)

-The completions of the requests are received daily during official working days from 9 am to 12 pm, with a maximum of 10 completions, at the following link:

[https://docs.google.com/spreadsheets/d/18Y3TCyBSzJABxqTP7wW9V5osUHrS6e3Nylr7N-](https://docs.google.com/spreadsheets/d/18Y3TCyBSzJABxqTP7wW9V5osUHrS6e3Nylr7N-M5E0/edit?resourcekey=&gid=1398943228#gid=1398943228)

[M5E0/edit?resourcekey=&gid=1398943228#gid=1398943228](https://docs.google.com/spreadsheets/d/18Y3TCyBSzJABxqTP7wW9V5osUHrS6e3Nylr7N-M5E0/edit?resourcekey=&gid=1398943228#gid=1398943228)

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



All files and completions related to new veterinary products, re-registration and Fast Track are submitted on the EVERS electronic platform at the following link:

evers.edaegypt.gov.eg

Central Administration of Pharmaceutical Products
Quality Assurance Unit



Notice to Applicant

General Administration of Biocides Registration (GA-Biocide-R)	
Phone/Ext.	+202-25354100 Ext. 1255
Email	biocides@edaegypt.gov.eg biocides.re.gm@edaegypt.gov.eg
Links	<u>Antiseptic and Disinfectant File submission Link</u> https://forms.gle/AVNoghnG9PfTXK976 <u>Pesticides File submission Link</u> https://forms.gle/EaCgVSDndPzrjdIF6 <u>Fast track Pesticides File submission Link</u> https://forms.gle/cchiTDA3SEHdsEWw7 The registration link is opening on Saturday and Tuesday of each week from 9 am to 3 pm and fast track link is opening on Sunday every week, companies are received at the reception windows on Sunday and Wednesday from 10:30 am to 11:30 am. <u>Requirements submission link:</u> https://forms.gle/dygwWDcXThwKAHjN6

**Central Administration of Pharmaceutical Products
Quality Assurance Unit**



Notice to Applicant

Technical advisory unit	
Email	TechnicalConsult.unit@edaegypt.gov.eg pp.trainings@edaegypt.gov.eg teccom@edaegypt.gov.eg
Links	- Submitting advisory services to support Egyptian companies to obtain international accreditation from the World Health Organization/EMA or FDA accreditation: https://docs.google.com/forms/d/e/1FAIpQLSfPpp04CFIkPk33pvQyYI_6OedzIpGn6kGtYO8wFjBYAgvdmQ/viewform - Receiving proposals and inquiries for advisory services to support Egyptian companies to obtain international accreditation from the World Health Organization/EMA or FDA accreditation: https://docs.google.com/forms/d/e/1FAIpQLScrNrt3Dl7qK0MxUl8Gf_Y2-eyAXnYt8N85N3xNX9RimIZR3w/viewform

History Table

Version No.	Issue date	Summary of Changes
Version 1	16/7/2023	-----
Version 2	03/12/2023	Updating some External Communication Channels
Version 3	2024/11/19	Updating some External Communication Channels
Version 4	2025/6/18	Updating some External Communication Channels
Version 5	29/12/2025	Updating some External Communication Channels
Version 6	2026/6/30	Updating some External Communication Channels