

Notice to Applicant

External Communication Channels

With CAPP Divisions

Year 2025

Code: EDREX: NP. CAPP.057

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1. Purpose

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

2. Scope:

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

3. Abbreviations:

2.1 EDA : Egyptian Drug Authority

2.2 CAPP : Central administration of pharmaceutical Products

2.3 GA : General administration .

4. Channels for external communication

General Administration of Human Pharmaceuticals Registration (GA -Hum-PR)
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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	<p>Services provided: https://forms.gle/u9XrDhDNMeUWdfya9</p> <p>Submission of Registration Requests for Human Pharmaceutical Products with Type of Marketing Tender & Export or Export Only: https://forms.gle/itQPQu9eaTnnAJZU6</p> <p>Submission of Registration Request for Human Pharmaceutical Products according to (EDA Chairman Decree 311/2025) https://docs.google.com/forms/d/e/1FAIpQLSfac8gZYMnjMojmyhohgrOJURhGZfdgd56Ra5Epx9b4yly5bA/viewform?usp=send_form</p>
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1/Administration of regulatory affairs Evaluation Unit of Final Registration file	
Phone/Ext.	<p>Tel.: (+202) 25354100, EXT:1200</p> <p>- Reception is on every Monday from 10-11 a.m. (Windows24)</p> <p>- Telephone on Sunday, Tuesday & Thursday (12-1p.m.)</p>
Email	hdr.tentlicense@edaegypt.gov.eg
Links	<p>Submitting requests to extend the validity of tentative license, or for issuing a statement letter for tentative to final Product</p> <p>https://forms.gle/knriFTosuXwfJbS18</p> <p>Submitting registration file (transfer from tentative to final)</p> <p>https://forms.gle/Zz6ZzTQPH19EdpdDA</p> <p>Submitting registration file supplementary documents (transfer from tentative to final)</p> <p>https://forms.gle/3qqSDPT1XrHc1Jmf6</p> <p>Following up on (Released approvals)</p> <p>https://docs.google.com/spreadsheets/d/1bKkysIAHDP1tbFmXqOiQXBEVjBxbsZwmv_obKux3MCg/edit</p> <p>Cancelled Products' appeals</p> <p>https://forms.gle/2QJgZFAJEPt5Poh8</p> <p>from: 9:00 am – 3:00 pm</p>

1) Administration of regulatory affairs Evaluation unit of trade names and mock-up	
Phone/Ext.	<p>Tel.: (+202) 25354100, / EXT:1316</p> <p>- Reception is on Sunday (12pm: 1pm), Tuesday (11pm:12pm)</p> <p>- Telephone on Monday& Wednesday (10:30am-11:30 Pm.)</p>
Email	hdr.naming@edaegypt.gov.eg
Links	<p>➤ The link of (Submission of Naming and Mock-up requests):</p> <p>Link of Normal track : https://forms.gle/rab4GRpLd8eeWDJq8</p> <p>Link of Fast Track : https://forms.gle/PnYxsDVDZ5kgaABt6</p> <p>Sunday-Thursday (9 am- 3 pm)</p> <p>*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.)</p> <p>➤ Follow up the release of trade name and mockup Approvals</p> <p>https://shorturl.at/TgTWG</p> <p>➤ EDA Naming Checker</p> <p>http://eservices.edaegypt.gov.eg/NamingChecker/Default</p>
Automation program “automated system for naming	<p>https://shorturl.at/nal7q</p> <p>* New Submission for Naming Request for Under-registration Human pharmaceutical products</p> <p>*Follow up on the submitted requests</p>

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 <ul style="list-style-type: none"> Reception Schedule Sunday: Manager of the Administration of Human Pharmaceuticals Regulatory Affairs or his representative. (11 am - 12 pm) Tuesday: <ol style="list-style-type: none"> 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) <ul style="list-style-type: none"> Communicate by phone with pharmacists daily from 11-12 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	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**



Notice to applicant

Supplementary Documents For Re-registration Products (Local -Tender and Export)	https://forms.gle/LU1wG8pLKMHI1DwUv8	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
Final File Submission according to ministerial decree 645/2018 or EDA Chairman Decree 450/2023 case (3)	https://forms.gle/AG61yW582wdCRshB7	All Days	Always open
Supplementary Documents For Registration Files Submitted according to ministerial decree 645/2018 or EDA Chairman Decree 450/2023 case (3)	https://forms.gle/j68DzX3tDwNQyL4e9	All Days	Always open
Submission of full registration dossier according to EDA Chairman Decree 450/2023 of Case 1 & Case 3 Track A Imported Only	https://forms.gle/Mw7RboPjBC4mpZ536	All Days	Always open
Submission of full registration dossier according to EDA Chairman Decree 450/2023 Case (2) or Ministerial Decree 820/2016 Google form	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/SAAXy2BsmRz4NXT9	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

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:

shorturl.at/auy36



2/ Administration of human pharmaceuticals variation	
Phone/Ext.	<p>All Week days on 1220 From 11 A.M to 12 P.M</p> <p><u>Owner Ship & Manufacturing Variations & API Manufacturers Variations</u></p> <p>at Reception Windows Monday, Tuesday & Wednesday from 12 P.M to 1 P.M</p> <p><u>Composition & Specification Variations</u></p> <p>at Reception Windows Sunday & Wednesday from 12 P.M to 1 P.M</p>
Email	hdr.variation@edaegypt.gov.eg
Links	<p><u>Owner Ship & Manufacturing Variations</u> https://forms.gle/MNDmgSbRQVSccqH57</p> <p><u>Updating Analysis File</u> https://forms.gle/5Dvrw22A3siqFHsx7</p> <p><u>Composition & Specification Variations</u> https://forms.gle/WaBu8Bi4FznkPoWz9</p> <p><u>Container Closure System Variations & Final Approvals</u></p> <p>https://forms.gle/dMNG4gf98dBTfmp47</p> <p><u>API Manufacturers</u> https://forms.gle/dBd7RM6PDwUR5UTF6</p> <p><u>Supplementary Documents for Human Pharmaceuticals Variation</u></p> <p>https://forms.gle/Rues8qLAHhAVrhGV8</p> <p><u>Pre-assessment of human pharmaceutical variations</u></p> <p>https://forms.gle/zRF9aRzYxEeDfzaU6</p>

3/Administration of Technical affairs	
<p>Reception window 25:</p> <ol style="list-style-type: none"> 1. Evaluation unit of quality module file + Evaluation unit of specifications (Monday 11:00 am-12:00 pm) 2. Reception unit of quality module file (Wednesday 10:00 am-11:00 pm) <p>• Phone: Ext. 1887</p> <p>Sunday, Tuesday & Thursday (1:00 pm – 2:00 pm)</p>	
Email	hdr.qualitymodule@edaegypt.gov.eg
Links	<ol style="list-style-type: none"> 1. Submission of Quality Module File in accordance with various ministerial decisions and technical committee decisions. <p>https://forms.gle/dbMvCdUXiSeftVvH8</p> <ol style="list-style-type: none"> 2. Submission of Variations on Quality Module file <p>https://forms.gle/2UehaZnG2kfVWNwS9</p>

3. Submission of Optional Technical Evaluation

<https://forms.gle/eyXWifC4k9hX35Rv6>

4. Submission of API Listing/Using of listed API

<https://forms.gle/ZHND3VZcqRcPh9Ht8>

5. Submission of EUA Product Evaluation

<https://forms.gle/zLkrAa4KUj5MbNYp8>

6. QIS submission

<https://forms.gle/paqi7Ng4tjYJTMhb6>

7. 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/dFvJbZKkPDWJVDDQA>

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/1FAIpQLSdNbNrTbc4QlgpG7o-k2WuFeW_XnS4zI8G3GTdHAEXG5z8PQg/viewform?usp=sharing&ouid=111862349084529780102

14. General Inquiries

<https://forms.gle/DgWC4BvjryGx5oR89>

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

General Administration of Human Pharmaceuticals registration 4)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 <ul style="list-style-type: none"> 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

	<ul style="list-style-type: none"> 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(equivalence@edaegypt.gov.eg)
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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/1FAIpQLSdDqiFGdiVsshut5vM-INpmYeco4ax7wwNUFRILvLZ7CMPNg/viewform https://docs.google.com/forms/d/e/1FAIpQLSdDqiFGdiVsshut5vM-INpmYeco4ax7wwNUFRILvLZ7CMPNg/viewform

General Administration of stability			
Phone/Ext.	<ul style="list-style-type: none"> 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	<p>General manager of stability administration receives company (s) by setting a prior appointment.</p> <ul style="list-style-type: none"> Appointment dates are determined by prior reservation with the follow-up unit via the inquiries link. https://forms.gle/2vUrKvbbAPqLk8Hw7 <ul style="list-style-type: none"> For administrations, company inquiries are received at the reception hall as scheduled in reception schedule once per week as follows <ol style="list-style-type: none"> 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	<p>Technical Report unit (Hand off by administrator):</p> <ul style="list-style-type: none"> All working days (10.00 am-12:00pm): Handing Stability study approvals & Appeal/Request decision letter to companies 		
Links	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 3.00 p.m.
	Supplementary	https://docs.google.com/forms/d/e/1FAIpQLScIXZmwQDZJn-YA5FYlSaLpb9-uSGF2c-qvXSS_ithfGj1RA/closedform	Monday

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



Notice to applicant

	Regulatory Documents for Stability Study File submission		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/1FAIpQLSfSNNpLjzvntEhdoiQeaTqoDXSsVoOW9HtGHtWylyB9DIC9Pw/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_RmhNjafRaKW1LYpY_63j1SEDhPg/closedform	Every day 9.00 a.m. to 2.00 p.m.
	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	https://docs.google.com/forms/d/e/1FAIpQLScskO-GEMrIHIVbtuivYwAeb9uit2UvUt0fnEvgLQOQUjGiVA/closedform	Thursday 9.00 a.m. to

	Stability Study File of Imported Products		2.00 p.m.
	Request to attend practical analysis	https://docs.google.com/forms/d/e/1FAIpQLScN25YJRaTIn_wlGGG3hhqmiCLtbgo78W_11V6K5VcnfgZI_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_KDQDFTh_6TVVeY0LM8Owg/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/1Rs7xkApTLgi7ZnHt2xMbp4qW1D6LWjo_8XZ5IsF78k/edit#gid=0 https://docs.google.com/spreadsheets/d/128qkyHnMqGFIMqQfGOFfLFIQZKcRf93xUEMIMNx5-Dw/edit?usp=sharing	All Days 24 hours

General Administration of Cosmetic Products Registration الإدارة العامة لتسجيل مستحضرات التجميل	
General Administration of Cosmetic Products Registration الإدارة العامة لتسجيل مستحضرات التجميل	
Phone/Ext.	The General Manager: 1355 المدير العام (الرقم الداخلي: 1355)
Meeting	Meeting with the General Manager is available for the applicant companies on Mondays and Wednesdays after prior arrangement. تتم المقابلات مع المدير العام أسبوعياً خلال يومي الاثنين والأربعاء بعد الحجز المسبق. 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. يتم حجز مواعيد المقابلات مع المدير العام من خلال الإداري المختص وذلك يومياً من الأحد إلى الخميس من الساعة الثانية عشر مساءً وحتى الواحدة ظهراً عبر نوافذ الاستقبال بالهيئة.
Registration Administration of Imported Cosmetics from Reference Countries إدارة تسجيل مستحضرات التجميل المستوردة من دول مرجعية	
Phone/Ext.	Administration Manager and Team members: 1354 مدير الإدارة وفريق العمل (الرقم الداخلي: 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. يتم التواصل مع شركات التجميل من خلال صيدلة الإدارة عبر نوافذ الاستقبال بالهيئة وذلك يوم الثلاثاء من كل أسبوع من الساعة الحادية عشر صباحاً وحتى الثانية عشر ظهراً.
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.) رابط الدعم الفني الخاصة بإدراج مستحضرات التجميل المستوردة من دول مرجعية على المنصة الإلكترونية. الرابط متاح من الأحد إلى الخميس من الساعة التاسعة صباحاً وحتى الثانية والنصف مساءً.
Registration Administration of Imported Cosmetics from Non-Reference Countries إدارة تسجيل مستحضرات التجميل المستوردة من دول غير مرجعية	
Phone/Ext.	Administration Manager and Team members: 1353 مدير الإدارة وفريق العمل (الرقم الداخلي: 1353)

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. يتم التواصل مع شركات التجميل من خلال صيادلة الإدارة عبر نوافذ الاستقبال بالهيئة وذلك يوم الثلاثاء من كل أسبوع من الساعة الحادية عشر صباحاً وحتى الثانية عشر ظهراً.
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.) رابط الدعم الفني الخاصة بإدراج مستحضرات التجميل المستوردة من دول غير مرجعية على المنصة الإلكترونية. الرابط متاح من الأحد إلى الخميس من الساعة التاسعة صباحاً وحتى الثانية والنصف مساءً.
Registration Administration of Locally-Manufactured Cosmetic Products إدارة تسجيل مستحضرات التجميل المحلية	
Phone/Ext.	Administration Manager: 1358 مدير الإدارة (الرقم الداخلي: 1358)
	Team members: 1356 فريق العمل (الرقم الداخلي: 1356)
Meeting	Communication with the applicant companies is conducted by the division's pharmacists via the EDA reception window weekly on Sundays from 11:00 A.M. to 12:00 P.M. يتم التواصل مع شركات التجميل من خلال صيادلة الإدارة عبر نوافذ الاستقبال بالهيئة وذلك يوم الأحد من كل أسبوع من الساعة الحادية عشر صباحاً وحتى الثانية عشر ظهراً.
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_r cKsyhsfkXMDvyZttw/viewform (Links are available every day from Sunday to Thursday, each from 9:00 A.M. till 2:30 P.M.) رابط الدعم الفني الخاصة بإدراج مستحضرات التجميل المحلية على المنصة الإلكترونية. الرابط متاح من الأحد إلى الخميس من الساعة التاسعة صباحاً وحتى الثانية والنصف مساءً.
Administration of Registration of Toll-Manufactured Cosmetic Products إدارة تسجيل مستحضرات التجميل المصنعة محلياً لدى الغير (التول)	
Phone/Ext.	Administration Manager: 1357 Receiving applicant inquiries on Mondays and Wednesdays مدير الإدارة (الرقم الداخلي: 1357)، يتم استقبال المكالمات خلال يومي الاثنين والأربعاء

	<p>Unit Managers: 1305 Receiving applicant inquiries on Sundays and Thursdays مديري الوحدات (الرقم الداخلي: 1305)، يتم استقبال المكالمات خلال يومي الأحد والخميس</p>
	<p>Team members: 1359 Receiving applicant inquiries every day from Sunday to Thursday فريق العمل (الرقم الداخلي: 1359)، يتم استقبال المكالمات يومياً من الأحد إلى الخميس</p>
Meeting	<p>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 12:00 P.M. يتم التواصل مع شركات التجميل من خلال صيدالة الإدارة عبر نوافذ الاستقبال بالهيئة وذلك يوم الاثنين من كل أسبوع من الساعة الحادية عشر صباحاً وحتى الثانية عشر ظهراً.</p>
Email	<p>cosm.toll@edaegypt.gov.eg</p>
Links	<p>Technical Support for EgyCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLSdUicJKvzv_hTMFtkJb7ksKTkKSAOE7fq7hMdudz_yVmuwFVMQ/viewform (Links are available every day from Sunday to Thursday, each from 9:00 A.M. till 2:30 P.M.) رابط الدعم الفني الخاصة بإدراج مستحضرات التجميل المصنعة محلياً لدى الغير (التول) على المنصة الإلكترونية. الرابط متاح من الأحد إلى الخميس من الساعة التاسعة صباحاً وحتى الثانية والنصف مساءً.</p>
<p>Cosmetics Variations Department قسم المتغيرات التابع للإدارة العامة لتسجيل مستحضرات التجميل</p>	
Phone/Ext.	<p>Department Manager: 1351 رئيس القسم (الرقم الداخلي: 1351) Receiving applicant inquiries every day from Sunday to Thursday each from 09:00 A.M. to 11:00 A.M. يتم استقبال المكالمات يومياً من الأحد إلى الخميس من الساعة التاسعة صباحاً وحتى الحادية عشر صباحاً</p>
	<p>Team members: 1351 Receiving applicant inquiries every day from Sunday to Thursday. فريق العمل (الرقم الداخلي: 1351)، يتم استقبال المكالمات يومياً من الأحد إلى الخميس</p>
Meeting	<p>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.</p>

	<p>Receiving technical support inquiries Weekly on Sundays via EDA reception window from 11:00 A.M to 12:00 P.M.</p> <p>Delivery of Size/Pack Addition Approvals (Via EDA reception window):</p> <ul style="list-style-type: none"> – Fast Track Files: Wednesday of the same week. – Normal Track Files: Wednesday of the following week. <p>استقبال الملفات الورقية يومي الأحد والأربعاء من كل أسبوع من خلال نوافذ الاستقبال بالهيئة من الساعة التاسعة والنصف صباحاً وحتى العاشرة والنصف صباحاً (يتم استقبال الملفات في اليوم التالي من رفعها على الرابط المخصص لنوع المتغير).</p> <p>يتم تسليم موافقات إضافة العبوات والأحجام من خلال نوافذ الاستقبال بالهيئة يوم الأربعاء من نفس الأسبوع للمسار السريع ويوم الأربعاء من الأسبوع التالي للمسار العادي.</p> <p>استقبال استفسارات الدعم الفني من خلال نوافذ الاستقبال بالهيئة يوم الأحد من كل أسبوع من الساعة الحادية عشر صباحاً وحتى الثانية عشر ظهراً</p>
Email	cosm.vari@edaegypt.gov.eg
Links	<p>(Cosmetic Variations, Manufacture/Ownership Transfer) نقل الملكية/التصنيع</p> <p>Upload paper files: on Google Drive, on Tuesdays and Thursdays. https://forms.gle/2wzVHmx5PxQGLjo26</p>
	<p>(Color/Fragrance/Flavor Addition) إضافات الألوان/الروائح/النكهات</p> <p>Upload paper files: on Google Drive, on Tuesdays and Thursdays https://forms.gle/Zbep3dxwtzAFVy8n8</p>
	<p>(Size/Pack Addition) إضافة الأحجام والعبوات</p> <p>Receiving files: on Google Drive, on Sundays and Tuesdays. https://forms.gle/QjJSt8YHWLQ3d5fi8</p>

	<p>Technical Support for EgyCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLSdZhX24vNBvMW3n4OMviZcqc94BovFIRn1hlsFu5I8u8kSQ/viewform (Links are available every day from Sunday to Thursday each from 9:00 A.M. till 2:30 P.M.)</p> <p>رابط الدعم الفني الخاصة بإدراج متغيرات التجميل على المنصة الإلكترونية. الرابط متاح من الأحد إلى الخميس من الساعة التاسعة صباحاً وحتى الثانية والنصف مساءً.</p>
قسم المتابعة التابع للإدارة العامة لتسجيل مستحضرات التجميل	
Phone/Ext.	<p>Department Manager and Team members: 1352 Receiving applicant inquiries every day from Sunday to Thursday</p> <p>رئيس القسم وفريق العمل (الرقم الداخلي: 1352)، يتم استقبال المكالمات يومياً من الأحد إلى الخميس</p>
Meeting	<p>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.</p> <p>يتم استقبال طلبات المتابعة من خلال الإداري المختص عبر نوافذ الاستقبال بالهيئة يومياً من الأحد إلى الخميس من الساعة الثانية عشر ظهراً وحتى الواحدة ظهراً</p>
Email	cosm_followup@edaegypt.gov.eg
طلبات اللجنة الفنية والاستثناءات	
Technical Committee Requests / Exemption requests	
Phone/Ext.	<p>Rapporteur of the Technical Committee of Cosmetics Registration: 1354</p> <p>مقرر اللجنة الفنية (قيم يخص طلبات الاستثناءات وغيرها من الالتماسات التي يتم عرضها على اللجنة الفنية بناء على طلب الشركة)</p>
Meeting	<p>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.</p> <p>يتم الاستقبال من خلال الإداري المختص عبر نوافذ الاستقبال بالهيئة يومياً من الأحد إلى الخميس من الساعة الثانية عشر ظهراً وحتى الواحدة مساءً</p>
Email	cosm.eec@edaegypt.gov.eg
الدعم الفني لمنصة إدراج مستحضرات التجميل	
Technical Support for the Cosmetics Notification Platform	

Phone/Ext.	Internal phone numbers for each division according to the type of inquiry. يتم التواصل من خلال الأرقام الداخلية وفقاً لنوع الطلب
Email	For General issues cosm.qa@edaegypt.gov.eg
Links	Link specified for the relevant division روابط الدعم الفني مخصصة لكل إدارة / قسم كما هو موضح أعلاه
<u>Monitoring of DataPro program and Notification of previously registered products in Legacy</u> في حالة رغبة الشركة في إضافة مستحضراتها المسجلة سابقاً Legacy products في القائمة الخاصة بها على شاشتها بالمنصة الإلكترونية يتم التواصل من خلال الرابط التالي	
Links	https://docs.google.com/forms/d/e/1FAIpQLSf3Oj5q51cXvkqy13DXZvxe2ipL9cuoJNYdIY4wzuG4an4-tg/viewform
<ul style="list-style-type: none"> - <u>Delivery of Notification Licenses, Approvals, and Letters specific to the General Administration of Cosmetic Products Registration</u> - <u>Receiving payment receipts to be submitted on EgyCosm platform</u> <ul style="list-style-type: none"> - تسليم الإخطارات، الموافقات، والخطابات الصادرة عن الإدارة العامة لتسجيل مستحضرات التجميل من خلال الإداري المختص - استلام إيصالات المنصة 	
Meeting	Delivery via EDA reception window, on (Sunday - Monday - Wednesday - Thursday) from 9:00 AM to 01:00 PM. يتم التسليم من خلال نوافذ الاستقبال بالهيئة، وذلك خلال الأيام الأحد، الاثنين، الأربعاء، الخميس من كل أسبوع من الساعة التاسعة صباحاً وحتى الواحدة ظهراً
<u>Receiving Follow-Up and Technical Requests for cosmetics and scheduling personal appointments with the General Manager</u> استقبال طلبات المتابعة، استثناءات اللجنة الفنية، وتحديد مواعيد المقابلات مع المدير العام من خلال الإداري المختص	
<u>Meeting</u>	At the reception window from Sunday to Thursday, from 12:00 PM to 01:00 PM Via the assigned administrator يتم الاستقبال من خلال نوافذ الاستقبال بالهيئة يومياً من الأحد إلى الخميس من الساعة الثانية عشر ظهراً وحتى الواحدة مساءً

General Administration of Veterinary Pharmaceuticals (GA-Vet-PP)	
Phone/Ext.	<p>1. The reception is in the designated hall as follows:</p> <ul style="list-style-type: none"> -Sunday from 11 am to 12 pm: Inquiries for the Regulatory Affairs Administration (Examination unit (Hard file) and naming unit) will be received. -Monday from 11am to 12 pm: Inquiries for the Variation Administration will be received. <p>2. Sunday: Inquiries for the Examination unit (Hard file) will be received by telephone on the extension 2042.</p> <p>3. Monday: Inquiries for Ownership, Manufacturing & APIs Variation Department will be received by telephone on the extension 2043.</p> <p>4. Tuesday: inquiries for the Reception Unit (Soft File) and the Scientific Evaluation Unit will be received by telephone on the extension 2044.</p> <p>5. Wednesday:</p> <ul style="list-style-type: none"> -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. <p>6. Inquiries for the Inquiry Reception Unit will be received by telephone on the extension 2041 daily from 10 am to 12 pm</p> <p>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.</p>
Emails	<p>Inquiry Reception Unit vet.requests@edaegypt.gov.eg</p> <p>Naming Unit vet.naming@edaegypt.gov.eg</p> <p>Reception unit (soft file) and scientific evaluation unit vet.registration@edaegypt.gov.eg</p> <p>Variation Administration vet.variation@edaegypt.gov.eg</p> <p>Examination Unit (hard file) vet.examination@edaegypt.gov.eg</p>

Links	<p>Requests and files for veterinary products are submitted electronically according to the following system:</p> <p><u>Variation Administration Window</u></p> <p>New requests for the Composition & Specifications Variation Department, are received on Sundays and Wednesdays from 9 am to 12 pm at the following link:</p> <p>https://forms.gle/zwhLjZFis3ogPYAv7</p> <ul style="list-style-type: none"> • Analysis File Update • Composition Variations • Container closure system variations • Specifications Variations • Final Approval (Composition) • Final Approval (Pack) • Stability Transfer Report • Requests for the Scientific Committee (registered products) • Other variation requests for registered products <p>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 :</p> <p>https://forms.gle/ssD3B9MiuR4JnWmz5</p> <ul style="list-style-type: none"> • Ownership, manufacturing and storage variations. • API Manufacturer Variations • Final Approval (Supplier) • Stability Transfer Report • Requests for the Scientific Committee (registered products) • Request to issue a replacement for a lost registration license. • Other variation requests for registered products <p><u>Correspondence and Follow-up Department Window:</u></p> <p>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:</p> <p>https://forms.gle/cbgBTGyb1PQtct5t6</p> <p>The various completions of the requests (Appeals & Inquiries) for the Correspondence and Follow-up Department are received at the following link:</p>
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	https://forms.gle/UAh5tkKmWcZfNtKa6
	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
	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.
	*To follow up variation requests, please click on the following link: https://docs.google.com/spreadsheets/d/1uXNKW-I8vqwNNHVM1uvJ9Qej5zhCuvmxnSPUEX1arsk/edit?usp=sharing

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	<ul style="list-style-type: none"> Herbal Medicine Inquiry Requests: Sunday Tuesday Thursday 10:00 am – 12:00 pm https://forms.gle/chXKBpytzAzKHbeV9
Administration of herbal medicinal product variation	
Email	hm.variation@edaegypt.gov.eg
Links	<p>Administration of herbal medicinal product variation: Sunday and Tuesday 10:00 am – 12:00 pm</p> <p>https://forms.gle/xPBsj5LpnaFfvVk87</p>
Administration of Regulatory Affairs	
Email	<ul style="list-style-type: none"> SmPC hm.smpc@edaegypt.gov.eg Naming and Labelling hm.naming@edaegypt.gov.eg Final File/ Appeals hm.info@edaegypt.gov.eg
Links	<ul style="list-style-type: none"> SmPC Requests: Sunday and Tuesday 10am-12 pm https://forms.gle/LSB9QM6ZiRbrYeU17 Naming and labelling requests: Sunday and Tuesday 10am-12 pm https://forms.gle/yDcDWofGzAEaH1VA8 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	
Emails	comp.med@edaegypt.gov.eg
Links:	<ul style="list-style-type: none"> 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 Biocides Registration (GA-Biocide-R)	
Phone/Ext.	+202-23684288 / +202- 23640368 Ext. 1255
Email	biocides@edaegypt.gov.eg biocides.re.gm@edaegypt.gov.eg
Links	<p><u>Disinfectants and antiseptics File submission Link</u> https://forms.gle/AVNognhG9PfTXK976</p> <p><u>Pesticides File submission Link</u> https://forms.gle/EaCgVSDndPzrjdiF6</p> <p>The registration link is open on Saturday and Tuesday of each week, and companies are received at the reception windows on Sunday and Wednesday from 10:30 am to 11:30 am.</p> <p><u>Requirments submission link:</u> https://forms.gle/dygwWDcXThwKAHjN6</p>

Technical advisory unit	
Email	TechnicalConsult.unit@edaegypt.gov.eg pp.trainings@edaegypt.gov.eg
Links	<ul style="list-style-type: none"> 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/1FAIpQLScrNrt3DI7qK0MxUI8Gf_Y2-eyAXnYt8N85N3xNX9RimIZR3w/viewform

Export and price certificate department	
Phone/ext.	+202-25354100 /1203
Email	Ccpp@edaegypt.gov.eg