

Mechanism for Completing the Electronic Company Registry Account for a Local Manufacturer (Non-Human and Non-Veterinary Preparations) Year 2024

Code: EDREX:NP.PPMA.12

Version No: 1

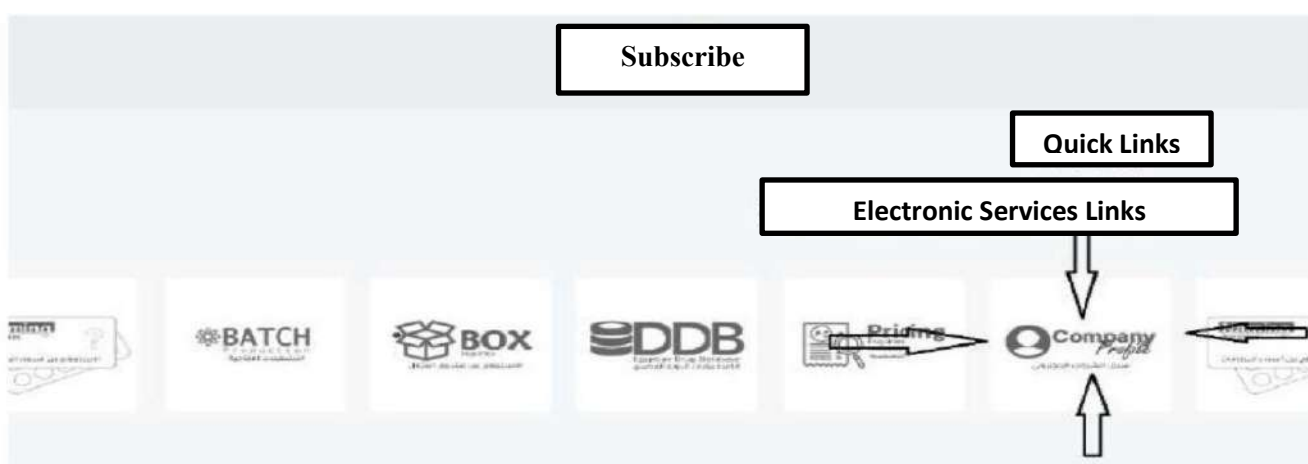
Version date: 14/3/2024

Effective date: 14/3/2024

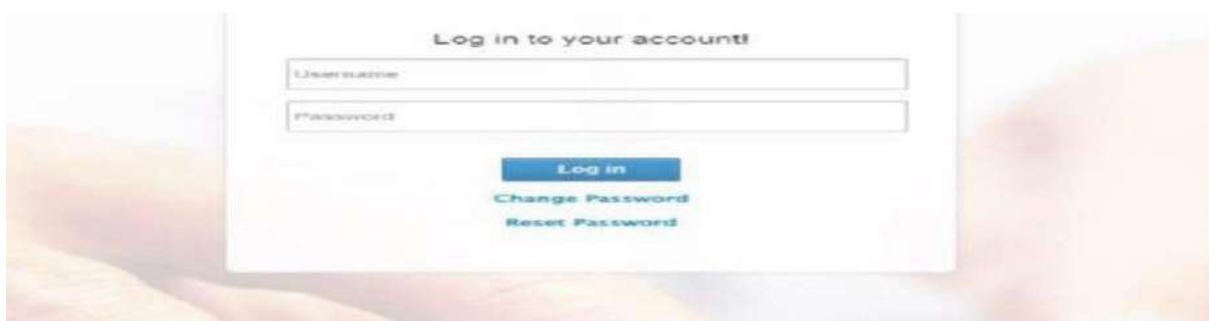
1- Access the Electronic Company Registry program via the following link:

<http://eservices.edaegypt.gov.eg/WebMedicalSheets/login.aspx?ReturnUrl=../WebMedicalSheets/MedSheet.aspx?dk=6097%26sk=33249%26ui=616%26pi=-1%26ek=-1%26st=0%26bv=0>

Or by visiting the Egyptian Drug Authority (EDA) website and clicking on the **Company Profile** button under the Quick Links section.



2- Access the company's account by entering the Username and Password on the **Log in to your account** screen.



Steps for entering company data into the account screens

The company screens include:

1. Basic Data
2. Employees
3. Attachments

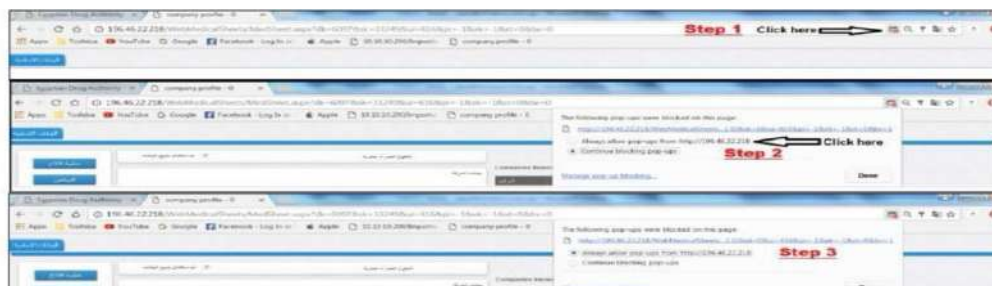
The required fields to be filled are displayed in Red and White.

Red: Mandatory fields that must be fully completed for the program to save the entered data.

White: Required fields that are not mandatory and can be bypassed, depending on the company type.

Note:

To allow the various screens of the Electronic Company Registry program to open
The following steps must be followed:



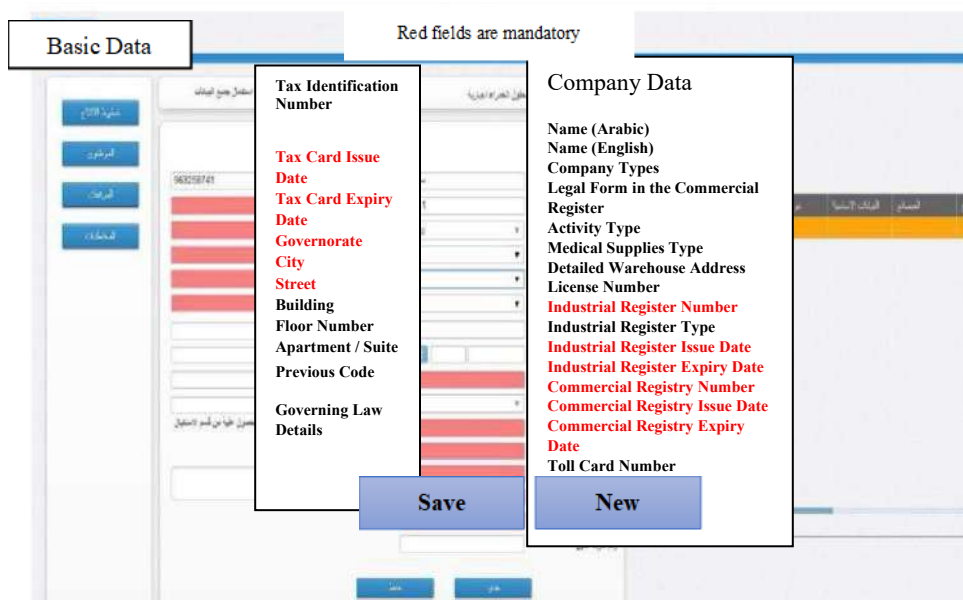
- 1- Access the Company Registry via the Google Chrome browser. When attempting to open any of the screens, the prompt shown in **Step 1** will appear.
- 2- Select "**Always allow pop-ups from...**" (**Step 2**).
- 3- Click **Done** (**Step 3**).

1. Basic Data

This section is divided into Company Data and Factory Data.

Company Data:

1. Select the **Legal Form** as stated in the Commercial Register and in accordance with Egyptian Law (Joint Stock – Limited Partnership – Individual – ... etc.).
2. Enter the **Warehouse Address** in detail (applicable for Human Preparations and Cosmetics factories).
3. Enter the **Industrial Registry Number**, the **Issue Date**, and the **Expiry Date**.
4. Enter the **Commercial Registry Number**, the **Issue Date**, and the **Expiry Date**.
5. Enter the **Tax Card Issue Date** and the **Tax Card Expiry Date**.
6. Enter the **Address**, including the Governorate, City, and Street (**Mandatory**), and the Building, Floor Number, and Apartment (**Optional**).
7. Enter the **Governing Law** to which the company is subject (**Optional**).



Basic Data

Red fields are mandatory

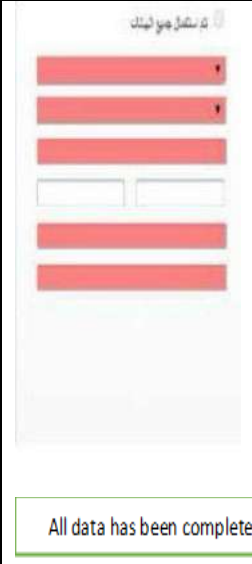
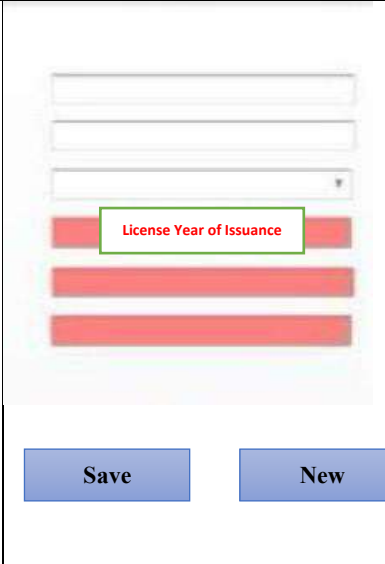
Company Data

Save

New

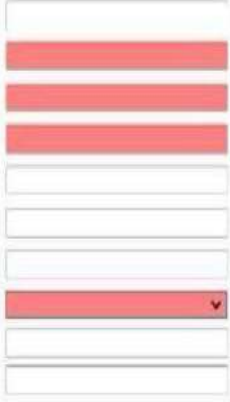
Factory Data:

1. Enter **the License Number** as issued in the documents of the General Administration of Licensing.
2. Enter **the Year of Issuance of the license**.
3. Enter **the License Issue Date**.
4. Enter **the Telephone Number and Fax Number**.
5. Enter the Address, including the **Governorate and City**.
6. Enter the **Detailed Address** exactly as stated in the license issued by the Licensing Administration of the Egyptian Drug Authority.
7. Enter the **Address in English** exactly as stated in the license issued by the Licensing Administration of the Egyptian Drug Authority.

 All data has been complete	Governorate City Detailed Address Block - Sub-block Address in English Telephone Number	 License Year of Issuance License Number License Issue Date Fax Number	Factory Data Name in Arabic Name in English Factory Type License Number License Issue Date Fax Number	
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3. Employees

1. Select the **Job Title** (Factory Manager – Production Manager – Quality Control Manager – Authorized Person – Authorized Representative for dealing with the Egyptian Drug Authority).
2. Enter the **First Name**, **Second Name**, and **Surname**.
3. Enter the **Name in English**.
4. Enter the **National Identification Number** (consisting of 14 digits).
5. Enter the **Syndicate Registration Number**.
6. Enter the **License Number** (Practice of Profession).
7. Enter the **Email Address**.
8. Enter the **Mobile Number and Telephone Number**.
9. Enter the employee's **internal telephone extension**.
10. Enter the date the **employee assumed management/position**.
11. Enter **the date of leaving management/position** in the event of a job change for the current employee.
12. The program allows for the amendment of employee data through the following:
 - Select the employee's name from the display screen at the bottom (the table listing the employee names) until the employee's data appears in the upper section.
 - Amend the data in the fields located in the upper section.
 - Click **Save**.

Company Name		Factory Name	
Select Job Title		Email Address	
First Name		Mobile Number	
Second Name		Telephone Number	
Surname		Telephone Extension	
Name (English)		Management Commencement	
National ID Number		Date	
Syndicate Registration		Management Departure Date	
Number		Factory Name	
License Number		Syndicate ID Expiry Date	
Company Designation		Waiver Date / Relinquishment	
Job Title / Position		Date	



Notes:

1. In the event that the **Factory Manager** and the **Authorized Person** are the same pharmacist: the Factory Manager's data must be added first, followed by the Authorized Person's data. In this specific case, the system will permit the duplication of the National Identification Number.
2. Regarding the **Authorized Representative for dealing with the Egyptian Drug Authority**, the following must be uploaded:
 - A scanned copy (original color) of the **Authorization Letter** in the name of the company's representative for dealing with the Egyptian Drug Authority, including the company name and a valid **Bank Signature Authentication**.
 - A scanned copy (original color) of the **National ID card** of the company's representative for dealing with the Egyptian Drug Authority.
3. When adding a new employee, the **"New"** button must be clicked. If the "New" button is not clicked, the system will overwrite the data of the employee whose information is currently displayed.

6. Attachments

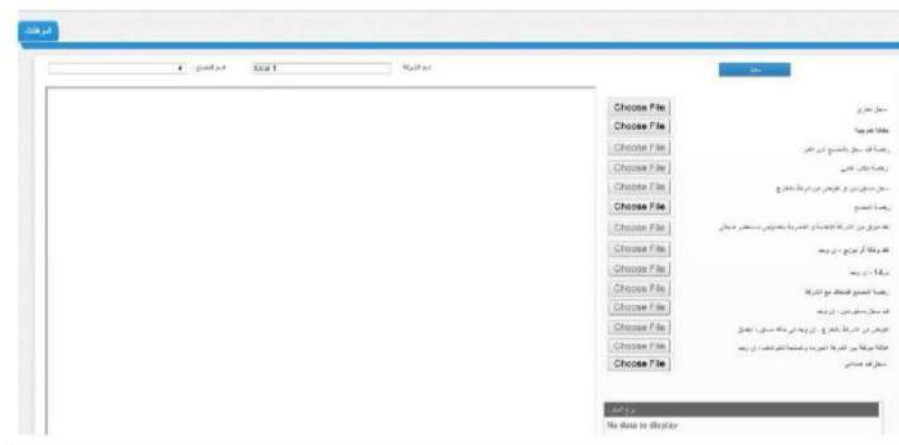
1. The following mandatory attachments must be uploaded:

- Commercial Register
- Tax Card
- Factory License (one or more factories)
- Industrial Registry

Each attachment must be uploaded as a single multi-page file and must be a scanned copy of the original in color.

1. The program allows for the amendment of attachments through the following:

- Select the previous attachment from the display screen at the bottom (the table listing the uploaded attachments).
- Upload the updated attachment using the fields located in the upper section.
- Click **Save**.



Notes:

1. Upon uploading each document, a message will appear stating: **"Attachment uploaded successfully."**
2. Attachments will not be saved until all mandatory documents required from the company have been fully completed.