

Mechanism for Completing the Electronic Company Registry Account for Importing Companies Year 2024

Code: EDREX:NP.PPMA.11

Version No: 1

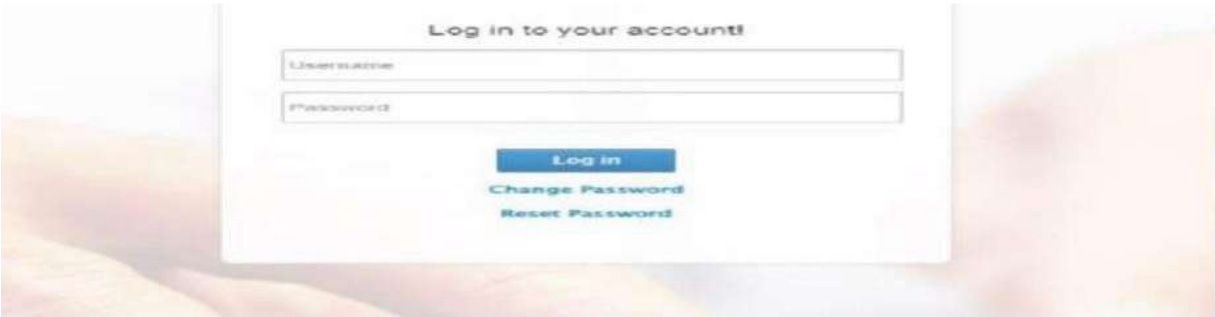
Version date: 14/3/2024

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:



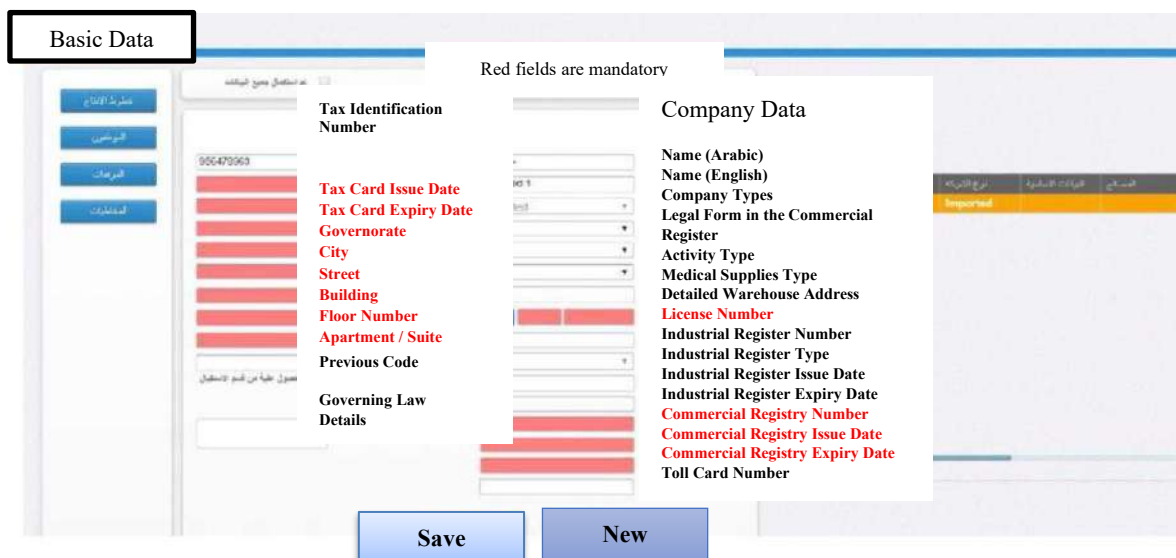
- 1- Access the Company Registry via the Google Chrome browser. When attempting to open any of the screens, the prompt shown in **Step 1** will appear.
- 2- Select "**Always allow pop-ups from...**" (**Step 2**).
- 3- Click **Done** (**Step 3**).

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 License Number: After selecting the activity type, the specific license prefix (D, Kit, Disinfectant, etc.) will appear; enter the license number and click Add.
3. Enter the Commercial Registry Number, the Issue Date, and the Expiry Date.
4. Enter the Tax Card Issue Date and the Tax Card Expiry Date.
5. Enter the Address, including the Governorate, City, and Street (Mandatory), and the Building, Floor Number, and Apartment (Optional).
6. Enter the Governing Law to which the company is subject (Optional).



2. Employees

- 1. Select the **Job Title** (License Holder – 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.

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

1. For the "Authorized Representative for dealing with the Egyptian Drug Authority," the following must be uploaded:
 - A colored scan of the original Authorization Letter naming the company's representative for dealing with the Egyptian Drug Authority, including the company name and a valid bank signature authentication.
 - A colored scan of the original National ID of the company's authorized representative.
2. 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.

3. Required Documents for Upload (Attachments)

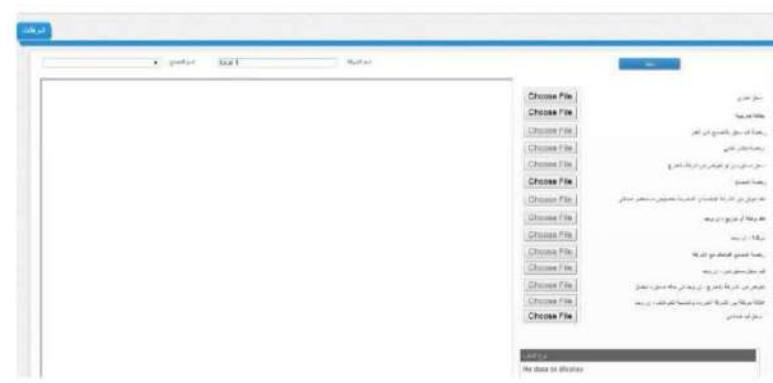
1. **The following mandatory attachments must be uploaded:**

- Commercial Register.
- Tax Card.
- Importers Registry Certificate.

Each attachment must be uploaded as a single multi-page file and must be a colored scan of the original document.

2. **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 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.