

Notice to Applicant

External Communication Channels

With CAPP Divisions

Year 2025

Code: EDREX: NP.CAPP.057

Version No: 4

Issue Date: 18/06/2025

Effective date (if needed): 18/06/2025

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)

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. (Windows24) - Telephone on Sunday, Tuesday& Thursday (12-1p.m.)
Email	hdr.tentlicense@edaegypt.gov.eg
Links	Submitting requests to issue letters extending validity or deadlines, or requests for letters submitted for transfer from initial to final https://forms.gle/knriFTosuXwfJbS18 Submitting registration file (transfer from initial to final) https://forms.gle/Zz6ZzTQPH19EdpdDA Submitting registration file supplementary documents (transfer from initial to final) https://forms.gle/fRp4z5oiRtRWCF9QA 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

1/Administration of regulatory affairs Evaluation unit of trade names and mock-up	
Phone/Ext.	Tel.: (+202) 25354100, / EXT:1316 - Reception is on every Wednesday (12pm:1pm) - Telephone on Sunday& Monday& Tuesday& Thursday (11am-12 Pm.)
Email	hdr.naming@edaegypt.gov.eg
Links	The link of (Submission of Naming and Mock-up requests): Link of normal track: https://forms.gle/rab4GRpLd8eeWDJq8 Link of Fast Track: https://forms.gle/PnYxsDVDZ5kgaABt6 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.)
Automation program “automated system for naming	https://bit.ly/3DA4iGO * New Submission for Naming Request for Under-registration Human pharmaceutical products *Follow up on the submitted requests

www.edaegypt.gov.eg



To follow up with updates and new decisions:

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



To view appointment dates, routes of communication with administration and affiliated units,

Links to apply and follow up:

shorturl.at/dfm79



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

shorturl.at/auv36



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 Local Human Pharmaceutical evaluation unit of re-registration file	
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> 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

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



Notice to applicant

Final File Submission for Re-registration Products (Local -Tender and Export)	https://forms.gle/ivNjLhgJi6mUUWta6	All Days	Always open
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
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/DJ3g9HtahsVgN4zS6	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/SAAxxy2BsmRz4NXT9	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

www.edaegypt.gov.eg



To follow up with updates and new decisions:

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



**To view appointment dates, routes of communication with administration and affiliated units,
Links to apply and follow up:**

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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.	All Week days on 1220 From 11 A.M to 12 P.M Sunday at Reception Windows From 1 P.M to 2 P.M and Wednesday at Reception Windows From 12 P.M to 1 P.M
Email	hdr.variation@edaegypt.gov.eg
Links	1- Owner Ship & Manufacturing Variations https://forms.gle/MNDmgSbRQVScqH57 2- Updating Analysis File https://forms.gle/5Dvrw22A3siqFHsx7 3- Composition & Specification Variations https://forms.gle/WaBu8Bi4FznkPoWz9 4- Container Closure System Variations & Final Approvals https://forms.gle/dMNG4gf98dBTfmp47 5- API Manufacturers https://forms.gle/dBd7RM6PDwUR5UTF6 6- Supplementary Documents for Human Pharmaceuticals Variation https://forms.gle/Rues8qLAHhAVrhGV8 7- https://forms.gle/Rues8qLAHhAVrhGV8 8- Pre-assessment of human pharmaceutical variations https://forms.gle/zRF9aRzYxEeDfzaU6

3/Administration of Technical affairs	
Reception window 25: - Evaluation unit of quality module file + Evaluation unit of specifications (Sunday 11:00 am-12:00 pm) - Reception unit of quality module file (Wednesday 10:00 am-11:00 pm) Phone: Ext. 1887 Monday, 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

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/ZvAoe4sn25WDqvs9>

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/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 13
Email	hdr.scientific@edaegypt.gov.eg
Links	https://forms.gle/iDapENwiABB5GPLs8

General Administration of Human Pharmaceuticals registration Bio equivalence unit	
Phone/Ext.	1806 Reception: Sunday and Wednesday are for inquiries about studies & Appeals (from 12-1). By phone: Monday and Tuesday are 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/pUfTp613Q4fVZRy5 - 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 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

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) every Monday 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 border="1"> <thead> <tr> <th>Form Name</th><th>Link</th><th>Availability</th></tr> </thead> <tbody> <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 3.00 p.m.</td></tr> <tr> <td>Supplementary Regulatory Documents for Stability Study File submission</td><td>https://docs.google.com/forms/d/e/1FAIpQLScIXZmwQDZJn-YA5FYlSaLpb9-uSGF2c-qvXSS_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/1FAIpQLSfSNNpLjzvntEhdoiQeaTqoDXSsVoOW9HtGHtWlyB9DlC9Pw/closedform</td><td>Monday 9.00 a.m. to 2.00 p.m.</td></tr> </tbody> </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 3.00 p.m.	Supplementary Regulatory Documents for Stability Study File submission	https://docs.google.com/forms/d/e/1FAIpQLScIXZmwQDZJn-YA5FYlSaLpb9-uSGF2c-qvXSS_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/1FAIpQLSfSNNpLjzvntEhdoiQeaTqoDXSsVoOW9HtGHtWlyB9DlC9Pw/closedform	Monday 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 3.00 p.m.												
Supplementary Regulatory Documents for Stability Study File submission	https://docs.google.com/forms/d/e/1FAIpQLScIXZmwQDZJn-YA5FYlSaLpb9-uSGF2c-qvXSS_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/1FAIpQLSfSNNpLjzvntEhdoiQeaTqoDXSsVoOW9HtGHtWlyB9DlC9Pw/closedform	Monday 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	Monday 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 Stability Study File of Imported Products	https://docs.google.com/forms/d/e/1FAIpQLScskO-GEMrIHIVbtuivYwAeb9uit2UvUt0fnEvgLQOQUjGiVA/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_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_KDQDFTh6TVVeY0LM8Owg/closedform	Monday 9.00 a.m. to 2.00 p.m.
	Stability (Inquiries-Complaints)	https://docs.google.com/forms/d/e/1FAIpQLSe7Iaetlh3EyKEsusbKQf4Hh50bfdwfDoY_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 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 صيدالة 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-ygGGIhoSQA/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_rcKsyhsfkXMDvyZttw/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
	Unit Managers: 1305 Receiving applicant inquiries on Sundays and Thursdays مديري الوحدات (الرقم الداخلي: 1305)، يتم استقبال المكالمات خلال يومي الأحد والخميس
	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
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 12:00 P.M. يتم التواصل مع شركات التجميل من خلال صيدلة الإدارة عبر نوافذ الاستقبال بالهيئة وذلك يوم الاثنين من كل أسبوع من الساعة الحادية عشر صباحاً وحتى الثانية عشر ظهراً.
Email	cosm.toll@edaegypt.gov.eg
Links	Technical Support for EgyCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLSdUicJKvvv_hTMFtkJb7ksKTkKSAOE7fq7hMduzyVmuwVMQ/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.
Cosmetics Variations Department قسم متغيرات التجميل	
Phone/Ext.	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
	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
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. 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 رابط المخصص لنوع المتغير).

	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.
Email	cosm.vari@edaegypt.gov.eg
Links	نقل الملكية/التصنيع (Cosmetic Variations, Manufacture/Ownership Transfer) Upload paper files: on Google Drive, on Tuesdays and Thursdays. https://forms.gle/2wzVHmx5PxQGLjo26
	إضافات الألوان/الروائح/النكهات (Color/Fragrance/Flavor Addition) Upload paper files: on Google Drive, on Tuesdays and Thursdays https://forms.gle/Zbep3dxwtzAFVy8n8
	إضافة الأحجام والعبوات (Size/Pack Addition) Receiving 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/1FAIpQLSdZhX24vNByMW3n4OMyiZcqcs94BovFIRn1hlasFu5I8u8kSQ/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 متغيرات التجميل على المنصة الإلكترونية. الرابط متاح من الأحد إلى الخميس من الساعة التاسعة صباحاً وحتى الثانية والنصف مساءً.
قسم المتابعة التابع للإدارة العامة لتسجيل مستحضرات التجميل	
Follow-Up Department	
Phone/Ext.	Department Manager and Team members: 1352 Receiving applicant inquiries every day from Sunday to Thursday رئيس القسم وفريق العمل (الرقم الداخلي: 1352)، يتم استقبال المكالمات يومياً من الأحد إلى الخميس
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. 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
Email	cosm_followup@edaegypt.gov.eg

Technical Committee Requests / Exemption requests		طلبات اللجنة الفنية والاستثناءات
Phone/Ext.	Rapporteur of the Technical Committee of Cosmetics Registration: 1354 مقرر اللجنة الفنية (فيم يخص طلبات الاستثناءات وغيرها من الالتماسات التي يتم عرضها على اللجنة الفنية بناء على طلب الشركة)	
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. يتم الاستقبال من خلال الإداري المختص عبر نوافذ الاستقبال بالهيئة يومياً من الأحد إلى الخميس من الساعة الثانية عشر ظهراً وحتى الواحدة مساءً	
Email	cosm.eec@edaegypt.gov.eg	
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	
<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>		
- 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.	- The reception is in the designated hall as follows: -Sunday from 11 am to 12 pm: Inquiries for the examination unit (Hard file) and naming unit will be received. -Monday from 11am to 12 pm: Inquiries for the Variation administration and scientific evaluation unit will be received. - Sunday: Inquiries for the examination unit (Hard file) will be received by telephone on the extension 2042. - Monday: Inquiries for Ownership, Manufacturing & APIs Variation Department will be received by telephone on the extension 2043. - Tuesday: inquiries for the Reception Unit (Soft File) and the Scientific Evaluation Unit will be received by telephone on the extension 2044. - 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. - Thursday: inquiries related to the Inquiry Reception Unit and the Correspondence and Follow-up Department, will be received by telephone on the extension 2041.
Emails	Inquiry Reception Unit vet.requests@edaegypt.gov.eg Naming Unit vet.naming@edaegypt.gov.eg Reception unit (soft file) and scientific evaluation unit vet.registeration@edaegypt.gov.eg Variation Administration vet.variation@edaegypt.gov.eg Examination Unit (hard file) vet.examination@edaegypt.gov.eg

Links	Requests and files for veterinary products are submitted electronically according to the following system: <u>Variation Administration Window</u> 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 • Requests for the Scientific Committee (registered products) • 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 • Requests for the Scientific Committee (registered products) • Request to issue a replacement for a lost registration license. • Other variation requests for registered products <u>Correspondence and Follow-up Department Window:</u> 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
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	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
	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/MFenUctd1mEUpT9U8 Requests for name change for registered products submitted for re-registration, along with all required documents, are submitted on Wednesday from 8 am to 1 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.	1418-1900
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
Administration of herbal medicinal product variation	
Email	hm.variation@edaegypt.gov.eg

Links	Administration of herbal medicinal product variation: Sunday and Tuesday 10:00 am – 12:00 pm https://forms.gle/xPBsj5LpnaFfvV87
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	• SmPC Requests: Monday and Tuesday 10am-12 pm https://forms.gle/LSB9QM6ZiRbrYeU17 • Naming and labelling requests: Monday and Tuesday 10am-12 pm https://forms.gle/yDcDWofGzAEaH1VA8 • Appeals for presentation to technical committee for drug control: Monday and Tuesday 10am-12 pm https://forms.gle/8WsaZaNoREKxHJa19 • Final Files: Monday 10am-12 pm https://forms.gle/9a61DyFp1Bx4qVUT9
Complementary medicines department	
Emails	comp.med@edaegypt.gov.eg
Links:	• Complementary medicines Inquiry Requests: Sunday Tuesday Thursday 10:00 am – 12:00 pm https://forms.gle/rXGqv9hVEqX2VYjk9
Pricing Department	
Email	hm.pricing@edaegypt.gov.eg
Links	Pricing of Herbal Products https://docs.google.com/forms/d/e/1FAIpQLScmPrdWbveXxIV6si8fojLvQcYGYSGeNihsHxUs0MDZ0U0NBQ/closedform All Days 9 am-10am
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	<u>Disinfectants and antiseptics File submission Link</u> https://forms.gle/AVNognhG9PfTXK976 <u>Pesticides File submission Link</u> https://forms.gle/EaCgVSDndPzrjdIF6 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. <u>Requirments submission link:</u> https://forms.gle/dygwWDcXThwKAHjN6

Technical advisory unit	
Email	TechnicalConsult.unit@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/1FAIpQLScrNrt3Dl7qK0MxUI8Gf_Y2-eyAXnYt8N85N3xNX9RimIZR3w/viewform

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