General Requirements

For the Rules and Procedures Governing the Export of Internationally and Locally Controlled Pharmaceutical Products

Code: NP.PPMA.009
Version No: 1
Version date: 2023
Effective date: 2023

Export Request Form

To be printed on the company's official letterhead and stamped with the company seal

To: Export Support and Follow-up Administration

Greetings,

Kindly provide approval regarding the export of the shipment covered by the letter and its details as follows:

1.	**Date of Request**	
2.	**Company Name**	
3.	**Invoice No.**	
4.	**Invoice Date**	
5.	**Type of shipment: (Commercial / Samples) (Please specify the purpose of exporting samples)**	
6.	**Invoice Value / Currency**	
7.	**Destination Country**	
8.	**Customs Port**	

With best regards,

Responsible Manager – Job Title:

Job Title:

Signature:

Date:

Company Seal

Export Permit Application Form
To be printed on the company's official letterhead and stamped with the company seal

To: Import and Narcotics Release Administration
Greetings,

Kindly provide your esteemed approval regarding obtaining an export permit for the owing product, as detailed in Invoice No. _____.

1.	Product Name	
2.	Quantity to be Exported	
3.	Active ingredient name	
4.	Equivalent quantity of active ingredient	
5.	Name of importing company	
6.	Address of the importing company	
7.	Importing country	
8.	Export customs port	
9.	Entry port in importing country	
10.	Expected date of shipment entry into the porting country	
11.	Transit (if applicable)	

With best regards,
Responsible Manager – Job Title:

Job Title:
Signature:

Company Seal

Declaration Form

To be printed on the company's official letterhead and stamped with the company seal

To: Export Support and Follow-up Administration
To: Import and Narcotics Release Administration
Greetings,
We, _____ Company, hereby declare the correctness and authenticity of all documents related to Invoice No. _____ intended for export to the country of _____, submitted to your esteemed authorities.
The company also undertakes that the export of the shipment covered by the invoice is entirely under its responsibility, with no liability whatsoever on the Egyptian Drug Authority.
The company further undertakes that the products listed in the invoice and their raw materials are the responsibility of the manufacturing company, and that no non-compliance decision has been issued against them, and that all items included in the invoice are within their valid shelf life.
The company undertakes to submit the customs declaration immediately upon export of the shipment to the Export Support and Follow-up Administration, or to submit the original export approval in case the shipment cannot be executed, and to retain all data of importing companies and banking transactions related to these shipments for a period of five years.
With highest respect and appreciation,
Responsible Manager – "Job Title":
Name:
Signature:

Company Seal