Check list for documents of new biological products registration file

Date of Submission	
Product Name	
Applicant Name	
Applicant Representative	
Biological Registration Specialist	

	Prepare 6 separate files as follows	Check	Notes
	File I: Core Registration file		
	First: Administrative data		
1	**Company profile submitted & updated**		
2	**Index**		
3	**Covering letter on applicant head letter signed and stamped by the registration general manager for file submission for registration**		
4	**Copy of Inquiry approval**		
5	**Copy of pricing certificate (NA in registration through 820)**		
6	**C.D. containing all content of the 5 files (core, inspection, quality, stability, scientific & PV)**		
7	**A certification that all data in the file is true and accurate and updated and identical to the CD**		
8	**Copy of all approvals or Exemptions related to the Product (technical committee, scientific committee, inspection reports, …)**		
8	**Copy of Authorization letter for the person responsible for communication on behalf of applicant during the procedure and this letter should be certified as truly signed**		
9	**Payment receipt (according to last update of fees decree)**		
10	**Application form for registration of biological medicinal products Signed & Stamped by the Applicant (each paper)**		
11	**Composition Certificate**		
	Original		
	Authenticated & Notarized (if not attached to CPP) * for imported products		
	On license holder letter head		

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	Signed & Stamped by the license holder		
	Trade name of the product is specified		
	Dosage form of the product is specified		
	Active ingredient (s) with its (their) quantity (ies) per unit dose is (are) specified		
	inactive ingredient (s) with its (their) quantity (ies) per unit dose is (are) specified		
	Specifications of Active & inactive ingredients are mentioned (e.g. in house specification , USP ,EU ,JP ,British pharmacopeia)		
	The overage should be mentioned		
	Identical to CPP & CTD		
	API name is specified (the INN, scientific, pharmacopoeia, common name accompanied by its salt or hydrate form (if any))		
12	**<u>For Imported products:</u> CPP issued by Competent Authorities in Country of Origin**		
	Original		
	Authenticated from Embassy		
	Valid		
	The Arab Republic of Egypt is mentioned as Importing Country		
	Number of product license is specified		
	Date of issue is specified		
	Dosage form (s) and Strength (s) are specified.		
	License Holder (address, city, country) is specified		
	Role of License Holder is specified		
	Manufacturer of solvent should be mentioned (if different from manufacturer of the finished product)		
	Product marketed in the COO		
	Manufacturing sites involved in the manufacturing of the product should be mentioned with its role (Finished product, Primary Packager, Secondary Packager, Batch releaser, Solvent manufacturer)		
	Good Manufacturing Practice (GMP) of the manufacturer is specified		
	Pack Presentation and pack size(s) of the Product is (are) specified (could be as an attachment)		
	Active Ingredient(s) by its salt or hydrate form (if any) with its (their) quantity (ies) per unit dose is (are) specified		
	Inactive Ingredient(s) with its (their) quantity (ies) per unit dose is (are) specified (could be as an attachment)		
	Shelf-life of the Product is specified (could be as an attachment)		
	Storage Conditions of the Product is specified (could be as an attachment)		
	SPC or package insert of the product (could be as an attachment)		
	If the Name of the product may change in Egypt, copy of CPP from any reference country with the name targeted to be in Egypt should be submitted (technical committee decision on 22/5/2014).		
13	**GMP of all the manufacturers involved in the production process** **(Manufacturer of active substance, Manufacturer of finished, Manufacturer of solvent, primary packager, Secondary packager and Batch Releaser)**		
	Authenticated (From Embassy) original or true copy (authentication on the certificate)		
	Valid		

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	The name of plant by its address should be specified		
	The date of the last inspection should be specified		
	The invalidation date should be mentioned		
	The production lines are specified		
14	**Copy of Manufacturing license for <u>All manufacturing sites</u>**		
	Valid		
	Authenticated (From Embassy) original or true copy (authentication on the certificate)		
	The name of plant by its address should be specified		
	The invalidation date should be mentioned		
	The production lines are specified		
	Issued from the health authority of the specified country		
15	**TSE/BSE free declaration for products contain animal-derived materials used at any stage in the manufacturing**		
	Original letter from the company mentioning that Product is TSE free and mentioning Countries of origin of source materials		
16	**Certificate of suitability (applicable in case the presence of animal materials susceptible to transmit TSE) if Not applicable: Supplier official declaration(s) stating the safety of the substances used in the product manufacturing**		
17	**<u>In cases of imported bulk products and packing in local manufacturing site:</u>** the packaging contract between the foreign manufacturing company and the local packaging site should submitted		
18	**<u>In case of Toll manufacturing:</u> the manufacturing contract specifying the intended product should be submitted should be certified as truly signed**		
19	**<u>For Imported products:</u> List of the countries where the product is registered & marketed including trade name in each country & marketing status:** Should be notarized from the chamber of commerce or its equivalent in the country of origin and certified from the Egyptian embassy abroad		
20	**Outer label of the Product (1 original pack and 7 layouts)**		
	Trade Name is typed in the same way and style (identical to the CPP, approved insert or SPC & stability approval)		
	The Pharmaceutical dosage Form (identical to the CPP)		
	Composition of all inactive ingredients (as mentioned on the pack of the COO)		
	Active ingredients or generic name with their quantities or strengths are mentioned on the Outer pack (identical to the CPP, approved insert or SPC & stability approval)		
	Manufacturer of the finished product & solvent (if needed) with their address		
	Route of administration (e.g.: IV, IM. SC, infusion…)		
	Concentration (with equivalence).		
	If the dosage form or the product is related to special population (infant, Children, adults), it should be mentioned on the pack		

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	Different concentration should have different printing color for easier identification		
	Number of Units of the dosage form present in the container or inquiry approval (as pricing approval)		
	Batch number is mentioned on the Outer pack		
	Manufacturing date is mentioned on the Outer pack		
	Expiry date is mentioned on the Outer pack		
	Storage conditions are mentioned on the Outer pack (as stability approval)		
	Warning for all drugs "Keep out of reach of children" must be mentioned / & In case of presence of some ingredients (for exp.: Aspartame. Sunset yellow, Benzalkonium chloride, Benzyl alcohol and others) they should be mentioned		
	English speaking pack (in addition to Arabic language in case of local products)		
21	**Inner Label of the product (1 original label and 7 layouts)**		
	The manufacturer and / or the license holder by their logo should be specified		
	The trade name		
	Generic Name with strength		
	Batch number is specified		
	Manufacturing date is specified		
	Expire date is specified		
22	**Official declaration (from scientific office or from manufacturer) stating the type of the submitted pack (COO pack , country-specific pack , international pack …..etc.) with differences**		
23	**Official declaration stating the relationship between Manufacturer, Importer and Distributor that Should be notarized from the chamber of commerce or its equivalent in the country of origin and Authenticated from the Egyptian embassy abroad**		
24	**Copy of Agency or distribution contract that Should be notarized from the chamber of commerce or its equivalent in the country of origin and Authenticated from the Egyptian embassy abroad & submit original for review**		
25	**<u>In case of imported bulk naked vial</u> that manufactured abroad and packed locally, the following is required:** **- Copy of packaging contract between the importing company & local manufacturing** **- Original Authorization letter from the abroad mother company to the importing for product registration and packaging with a local licensed packaging site (Should be notarized from the chamber of commerce or its equivalent in the country of origin and Authenticated from the Egyptian embassy abroad & submit original for review)**		

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26	**Letter of Acknowledgment of full responsibility for storing the raw materials and for all stages of manufacturing and for the product's conformity with the technical specifications until the completion of distribution**		
27	**Submitting a pledge acknowledging his commitment to the provisions of the Intellectual Property Protection Law No. 82 of 2002**		
28	**Submit the updated scientific office license, importer register for all importers, Updated Storage License for all Storage sites, updated Tax card & Commercial register**		
29	**Product insert**		
Second: Ingredients & packaging materials			
A) Active ingredients:			
30	**Specifications of the active ingredients and the relevant tests.**		
31	**Certificate of Analysis (one COA for each manufacturing site)**		
	Original		
	Signed by the Company or the concerned center or laboratory that held the analysis		
	Stamped by the Company or the concerned center or laboratory that held the analysis		
	Product name, strength and form are specified		
	Manufacturing date is specified		
	Expiry date is specified		
	Batch number is specified		
B) Excipients:			
32	**Specifications of the inactive ingredients and the relevant tests.**		
33	**Certificate of Analysis**		
	Signed by the Company or the concerned center or laboratory that held the analysis		
	Stamped by the Company or the concerned center or laboratory that held the analysis		
	Product name, strength and form are specified		
	Manufacturing date is specified		
	Expiry date is specified		
	Batch number is specified		
34	**Supplier name & origin**		
35	**If the blood derivatives as excipients the company submit:** - plasma source certificate - HIV-1, HIV-2, HBsAG, HCV freedom certificate for the plasma **<u>If the blood derivative manufacturer is not approved in Egypt</u> a commitment letter that the supplier for blood derivate will**		

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	inform the applicant with any information related to safety and efficacy of the product		
C) Finished product			
36	**Specifications of the finished product and the relevant tests**		
37	**Certificate of Analysis of finished products for each manufacturing site (if present)**		
	Original & valid while submission		
	Signed by the Company or the concerned center or laboratory that held the analysis (**Authenticated and Notarized**)		
	Stamped by the Company or the concerned center or laboratory that held the analysis		
	Product name, strength and form are specified		
	Manufacturing date is specified		
	Expiry date is specified		
	Batch number is specified		
38	**COA of solvent for each manufacturing site (if present) Authenticated and Notarized)**		
39	**CD containing Complete & updated CTD**		
40	**If the materials entering in the product formulation are from blood derivatives , the following will be presented:**		
	Plasma Master file that contain information of plasma source starting from collection passing all production process & in-process control & Viral safety		
	Official certificates declaring plasma source (legalized in case of blood products active substance)		
	HV-1,HV-2,HBsAG,HCV freedom legalized certificate for the plasma		
	Copy of Certificate of release from Health authority (Drug substance only)		
File II: Inspection file			
1	**Site master file (for Manufacturer of active substance, Manufacturer of finished, Manufacturer of solvent, primary & secondary packager and batch releaser) including:**		
	•Covering letter from the License holder declaring that the submitted SMF is the most updated and approved signed, stamped and Authorized •Relevant Premises & utilities information about each site. •Current status of the manufacturing site(s) with respect to current good manufacturing practice (cGMP) requirements. •Legible color printouts of water treatment and air-handling systems, including pipeline and instrumentation drawings in A3 or A2 format. •List of all the products and dosage forms manufactured on- the same site especially same production lines.		

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2	**GMP of all the manufacturers involved in the production process & Manufacturing license indicating production lines** (Active substance, Manufacturer of finished, Manufacturer of solvent, primary packager)		
3	**- Latest full inspection report(s) for inspection performed by a stringent regulatory authority in the past three years and their outcomes.** **-Last Annual product review.** **-One completed batch manufacturing and packaging record.** **-List of any recalls in the past three years related to products with quality defects (if found).** **-Any warning letter or equivalent regulatory action (production-line specific) (if found).**		
4	**CPP of the product**		
5	**Manufacturing process for Active substance and Finished product (and solvent, if present)**		
6	**Manufacturing process validation for Active substance and Finished product (and solvent, if present)**		
7	**Cold chain Storage & transportation procedures.**		
8	**Copy of inquiry & List of each site where the product (Drug Substance and Drug Product), if authorized, is or would be manufactured.**		
9	**Copy of application form for biological products**		
File III: Quality file			
1	**Copy of inquiry**		
2	**Copy of application form for biological products**		
3	**Summary protocol (for blood products & vaccines)**		
4	**Detailed SOPs of analytical procedures of the finished product**		
5	**Complete CTD**		
6	**Certificate of Analysis for Drug substance & Finished product & solvent (if solvent present)**		
7	**Any EDA approval or exemption for the concerned product as supporting documents (example: technical committee approvals, Scientific approvals, inspection approvals for non-reference country manufacturing sites,……)**		

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File IV : Stability Dossier Documents			
A. Requirements of Stability file for Imported Biological Products			
1	**Administrative documents**		
2	**Cover letter clarifying the purpose of submission**		
3	**Summary sheet (Word + signed & stamped PDF)**		
4	**Updated inquiry approval**		
5	**Valid legalized C.P.P that includes:** - Trade name, dosage form, active ingredients & composition - Stating the license holder, manufacturers of the finished product.		
6	**SmPC (Must be in English. If not, official translation is required)** *- If SmPC is not attached to the CPP, then a declaration letter from global is required to confirm that this the most updated version marketed in the country of origin, with commitment to submit the legalized SmPC within 6 months from the date of commitment.* *N.B.: (If the CPP is from EMA or FDA, no legalization is needed).* *- If SmPC isn't available, then Patient Information Leaflet (PIL) from Mother Company is required.* *- If shelf life and storage conditions aren't present in SmPC or in case of storage conditions in SmPC is "it doesn't require any specialized conditions", then a declaration letter for the required storage conditions with exact temperature is required from Mother Company signed, stamped and legalized. N.B.: (If the CPP is from EMA or FDA, no legalization is needed).* *- If temperature storage is at (25 °C), a commitment from the applicant to store the product in warehouses and pharmacies at temperature not exceeding (25 °C) is required.*		
7	**Signed & stamped declaration from global with the stability testing site for the submitted stability studies, mentioning the batch numbers.**		
8	**Composition:** • Composition from the C.T.D section "3.2.P.1" - It should be similar to Composition in C.P.P. - If the composition isn't present in C.P.P, so legalized composition is required. - Signed & stamped composition on company papers - Mentioning trade name, dosage form, strength - It should include a table that contain: (Function, reference to standard & grades (if applicable) of each ingredient)		
9	**If the responsibilities of the manufacturers from CTD section "3.2.P.3.1" does not clarify the manufacturers, Packagers (primary & secondary), batch releaser & stability testing site, than a signed & stamped declaration letter is required from Mother Company**.		
10	**Commitment from the applicant that all the data are authentic & accurate(تعهد صحة البيانات).**		

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11	**Pack layout (marketed in country of origin).**		
12	**Full Module 3 (For the drug substance & the drug product).**		
	B. Requirements for the drug substance		
13	**Certificate of analysis (C.O.A) of recently manufactured drug substance (5-10 years):** - Clarifying the manufacturer name & address, - With manufacturing & expiry dates (corresponds to the required shelf life) and tested parameters following the same specifications as in section "3.2.S.4.1".		
14	**Stability studies:** - Stability studies (Long-term & accelerated) & its protocol of 3 (pilot or production scale) batches carried out in the intended drug substance container-closure system, containing manufacturing site, manufacturing date and tested parameters that follows the same specifications as in section "3.2.S.4.1".		
15	N.B: - If the drug substance has more than one manufacturer, stability studies must be submitted from each manufacturer. - Pilot scale batches can be provided with a commitment from the mother company to place the first three production scale batches into the long-term stability program after approval and submitting the study once completed mentioning the date of submission in the commitment and batch numbers (in case of on-going stability on production batches). - The stability protocol used for studies on production scale batches should be the same as that for the pilot batches, unless otherwise scientifically justified. - For imported products from non-reference countries only: Assay chromatograms should be submitted for each time point (in case of HPLC analysis) or (last time interval by HPLC in case of any other method of analysis) for all batches included in all stability studies.		
	C. Requirements for the drug product:		
16	Certificate of analysis "C.O. A" of recently manufactured **finished product** (5-10 years): - Signed and Stamped - Clarifying the manufacturer and primary packager. - With manufacturing & expiry dates (corresponds to the required shelf life) and tested parameters that follows specifications as in CTD section "3.2.P.5.1". - If the product is powder: the color of powder before & after reconstitution should be mentioned in the COA and specifications, unless otherwise scientifically justified.		
17	Certificate of analysis "C.O. A" of recently manufactured **solvent** (5-10 years), if applicable.		

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18	Stability studies: - **Long-term stability** study & its protocol of 3 (pilot or production scale) batches - **Accelerated stability** study & its protocol of 3 (pilot or production scale) batches - **In-use** :(after reconstitution / after dilution) stability study on at least two pilot scale batches (The age of one batch is at the beginning of shelf-life and the age of the other near the end of shelf-life) - Stability of solvent: long-term and accelerated & its protocol of 3 (pilot or production scale) batches (If applicable). - **Photo-stability study** on at least one pilot scale batch. - **For Biosimilar products**: Side-by-side accelerated and stress studies carried out using a representative number of batches, comparing the biosimilar product to the reference product are mandatory to determine the similarity of the products by showing comparable degradation profiles. Any differences concerning the stability profile of the biosimilar product when compared to the reference product should be justified.		
19	N.B: **<u>- The stability studies must be performed as follows:</u>** - *On the exact composition as that in the submitted CPP.* - *Carried out in the intended commercial drug product container-closure system* - *Contain name of the manufacturing site & primary packager* - *Contain manufacturing date (within 5- 10 years)* - *Contain tested parameters that follow specifications as in CTD section "3.2.P.5.1".* - If finished product has more than one strength, container type or size, stability study must be done on 3 batches (in case of new registration) or one batch (in case of renewal) for each individual strength, container type or size, unless bracketing is applied. - If FP has more than one manufacturer/ primary packager, all stability studies must be submitted from each manufacturer/ primary packager. - Stability studies should include samples maintained in the inverted or horizontal position (i.e., in contact with the closure), as well as in the upright position. (worst scenario) - If the scale of batches (production / pilot) is not stated in the CTD, then a signed and stamped declaration is needed to clarify the scale of the submitted batches. - Pilot scale batches can be provided with a commitment from the mother company to place the first three production scale batches into the long-term stability program after approval and submitting the study once completed mentioning the date of submission in the commitment and batch numbers (in case of on-going stability on production batches).		

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	- The stability protocol used for studies on production scale batches should be the same as that for the pilot batches, unless otherwise scientifically justified. - For imported products from non-reference countries only: Assay chromatograms should be submitted for each time point (in case of HPLC analysis) or (last time interval by HPLC in case of any other method of analysis) for all batches included in all stability studies.		
D. Requirements for Inspection and Stability file of Local Biological Products			
20	**- Inspection Requirements:** 1. Cover letter clarifying the purpose of submission. 2. Summary sheet (signed & stamped pdf). 3. Certificate of responsibility stamped from the site at which the stability study was performed (signed by Q.C. analyst, Q.C. Head & Q.A Head). - In case of performing the stability study in place rather than the manufacturer, attach the following: - Contract between the applicant and the place at which the stability study was performed (Authenticated by the legal counsel of EDA) - Copy of the license of the place at which the stability study was performed. 4. Finished product specification: - Tested parameters: Appearance and description, Identity, Purity and impurities, Potency, Sterility test or alternatives, etc…. - Mentioning method of analysis and reference for each method. - Justification of specification 5. Method of analysis. (detailed procedures) 6. Validation of analytical procedure of active ingredient assay and related substances along with HPLC chromatograms for each parameter (in case of HPLC analysis) 7. Stability Studies: a) Stability Summary and Conclusion - Summarizing the following details for each study (Long-term, accelerated, In-use, after reconstitution, after dilution, photo-stability or solvent): - Storage conditions (temperature & relative humidity) and duration of the study. - Details of tested batches (Manufacturing date, manufacturer & primary packager of finished product, pack details, batch scale (pilot or production)) - Study protocol in tabular format (Tested attributes as per specifications and the frequency of testing for each test) - Summary of test results and justification for any out-of-specification results. - Conclusion for shelf-life and storage conditions. b) Post-approval Stability Protocol and Stability Commitment. - In case of issuing stability approval for pilot scale batches: a commitment to place the first three production scale batches into the long-term stability		

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	program after approval and submitting the study once completed mentioning the date of submission in the commitment. - The stability protocol used for studies on production scale batches should be the same as that for the pilot batches, unless otherwise scientifically justified. c) Stability Data Tables and assay chromatograms for each time point (in case of HPLC analysis) or (last time interval by HPLC in case of any other method of analysis) for all batches included in all stability studies: - Each table should include the study type (long-term, accelerated, In-use, after reconstitution, after dilution, photo-stability), trade name & strength, batch number and pack size. - The shelf-life will be based on the stability data submitted (12 months data = shelf-life of 12 months, 18 months data = shelf-life of 18 months….etc.). • **N.B:** - In case of more than one manufacturer, all stability studies must be submitted from each manufacturer. - Pilot scale batches can be provided with a commitment from the manufacturer to place the first three production scale batches into the long-term stability program after approval and submitting the study once completed mentioning the date of submission in the commitment. - The stability protocol used for studies on production scale batches should be the same as that for the pilot batches, unless otherwise scientifically justified. **- Required number of batches for each study:** 1- **Long-term and accelerated studies** on 3 (pilot or production) batches. 2- **In-use** :(after opening / after reconstitution / after dilution) stability study on at least two pilot scale batches. (The age of one batch is at the beginning of shelf-life and the age of the other near the end of shelf-life). 3- **Photo-stability study** on at least one pilot scale batch. 4- **Long-term stability study** of solvent on 3 (pilot or production) batches. - The stability studies must be performed on the exact composition as that attached to transfer letter - In case of the finished product has more than one strength, container type or size, stability study must be done on 3 batches for each individual strength, container type or size, unless bracketing is applied. - In case of more than one manufacturer, all stability studies must be submitted from each manufacturer (except photo-stability study). - **Additional studies in case of biosimilar product**: Side-by-side accelerated and stress studies carried out using a representative number of batches, comparing the biosimilar product to the reference product are mandatory to determine the similarity of the products by showing comparable degradation profiles. Any differences concerning the stability profile of the biosimilar product when compared to the reference product should be justified.		

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File V : Scientific File Documents			
A- Administrative Part			
1	Covering Letter to Biological Manager (signed and stamped on company Letter head)		
2	List of countries where the product is being registered and marketed indicating the registration number & date in each country		
3	Copy of CPP in addition to SmPC		
4	Product Insert		
5	inner leaflet		
6	Copy of Reference (BNF 61,Vidal,Swiss Compendium, Rote liste)		
7	Composition signed and stamped		
8	Approved price (*or suggested price & pricing receipt (signed and stamped on company Letter head) in case of 820 products, exemption & fast track)*		
9	if plasma derived product (plasma master file &viral inactivation)		
11	CD containing Module 2 , Module 4 and Module 5 and contents of all the scientific dossier		
12	Inquiry Approval		
B-Plasma Master File			
13	Cover Letter (signed and stamped with all registered and under registration products in Egypt)		
14	Health authority approval on plasma master file		
15	Certificate of plasma release from national regulatory released same year of PMF submission.		
16	Proof of Payment		
17	Soft copy of Plasma Master File		
18	PMF approval from health authority & viral inactivation, certificate of release from Health Authority, certificate of analysis (plasma derived product as active or excipient)		
C- Package leaflet			
19	**In Case of imported reference country - Innovator:** 1. Insert marketed in Country of Origin (ENGLISH) (Numbered) 2. Insert marketed in Country of Origin (ARABIC), translated from a Certified translation office, except (Vaccines- Immunosuppressant- IV infusion products- Hospital use only - Immunological products- Contrast agents except iodinated one) 3. Covering Letter to Biological Manager (signed and stamped on company Letter head 4. SmPC "summary of product characteristics" and/or CCDS "company core data sheet" 5. CPP attached insert		

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التـــلـيـــفـــــون: 0237484988

	6. Declaration from the mother company that the submitted insert is the most updated & marketed in COO **- Biosimilar product:** 1- cover letter for requesting insert submission & approval 2- Insert marketed in Country of Origin (ENGLISH) (Numbered) 3- Insert marketed in Country of Origin (ARABIC), translated from a Certified translation office, except (Vaccines- Immunosuppressant- IV infusion products- Hospital use only - Immunological products- Contrast agents except iodinated one) 4- innovator product insert 5- Commitment from the mother company that the submitted insert is the most updated one & marketed in COO 6- declaration from the applicant states the COO that relay for the product indication 7- CPP with attached insert		
20	**In case of imported product from non-reference country** **- Standalone product:** 1- cover letter for requesting insert submission & approval 2- Insert marketed in Country of Origin (ENGLISH) (Numbered) 3- Insert marketed in Country of Origin (ARABIC), translated from a Certified translation office, except (Vaccines- Immunosuppressant- IV infusion products- Hospital use only - Immunological products- Contrast agents except iodinated one) 4- CPP with attached insert 5- Reference model insert نموذج النشرة المرجعي التى قامت الشركة بكتابة نشرتها بناءاً عليه 6- Scientific reference (Trials & Literature) : المرجع العلمي لكافة البيانات العلمية المذكورة بالنشرة من خلال الدراسات التى قامت بها الشركة و/او الliteratures) 7- Commitment from the mother company that the submitted insert is the most updated one & marketed in COO **- Biosimilar Product** 1- cover letter for requesting insert submission & approval 2- Insert marketed in Country of Origin (ENGLISH) (Numbered) 3- Insert marketed in Country of Origin (ARABIC), translated from a Certified translation office, except (Vaccines- Immunosuppressant- IV infusion products- Hospital use only - Immunological products- Contrast agents except iodinated one) 4- CPP with attached insert 5- Commitment from the mother company that the submitted insert is the most updated one & marketed in COO		

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	6- declaration from the applicant states the reference country that relay for the product indication 7- innovator product insert		
21	Comparative table between reference insert and Proposed insert (in case of insert is different from CPP Insert Or biosimilar (non-reference country)		
22	Comparative table between current & proposed insert and scientific reference for every part in the insert (For local products)		
23	SmPC or SmPC like information Clean PDF copy to be published on EDA website After approval		
24	CD containing all the contents of the dossier		
25	**In case of local products:** **- Standalone product:** 1. cover letter for requesting insert submission & approval 2. proposed Insert (ENGLISH) (Numbered) 3. proposed Insert (ARABIC), translated from a Certified translation office, except (Vaccines- Immunosuppressant- IV infusion products- Hospital use only - Immunological products- Contrast agents except iodinated one) 4. Reference model insert 5. Scientific reference (Trials & Literature) **- Biosimilar Product** 1. cover letter for requesting insert submission & approval 2. proposed Insert (ENGLISH) (Numbered) 3. proposed Insert (ARABIC), translated from a Certified translation office, except (Vaccines- Immunosuppressant- IV infusion products- Hospital use only - Immunological products- Contrast agents except iodinated one) 4. innovator product insert 5. declaration from the applicant states the reference country that relay for the product indication 6. Scientific References (clinical studies or literature)		
D- Albumin used as stabilizer Requirements			
26	EMA Approval if the plasma master file has an approval from EMA		
27	Certificate of batch release of health authority for this albumin used as a stabilizer.		
28	Declaration from the MAH declares the trade name of the albumin used as a stabilizer.		
29	GENERAL INFORMATION (SUMMARY) 1- Plasma-Derived Products' List 2- Overall Safety Strategy 3- General Logistics		

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30	**TECHNICAL INFORMATION ON STARTING MATERIALS** 1- PLASMA ORIGIN 2- Information on centers or establishments in which blood/ plasma collection is carried out, including inspection and approval, and epidemiological data on blood transmissible infections 3- Information on centers or establishments in which testing of donations and plasma pools is carried out, including inspection and approval status 4 -Selection/exclusion criteria for blood/plasma donors 5- System in place which enables the path taken by each donation to be traced from the blood/plasma collection establishment through to finished products and vice versa		
31	**Plasma Quality and Safety** 1 Compliance with European Pharmacopoeia Monographs. 2 Testing of blood/plasma donations and pools for infectious agents, including information on test methods and, in the case of plasma pools, validation data on the tests used .		
32	Technical characteristics of bags for blood and plasma collection, including information on anticoagulant solutions used.		
File VI- PV requirements			
33	Covering Letter to EPVC Manager (signed and stamped on company Letter head)		
34	The latest periodic safety update report (PSUR) in PBRER format covering at least the last 3 years OR separate PSURs covering at least the last 3 years or addendum to clinical overview (Most updated)		
35	**<u>Imported products:</u>** Soft copy searchable text PDF: 1. Delegation letter "التفويض خطاب" 2. Updated Cover letter (on the company paper of the PV representative/agent/scientific office) clarifying the Date of the submission (not exceeding 2 days before the submission)/ Directed to the Manager of General Administration of Pharmaceutical Vigilance/ Name of the product /Name of the Active substance/ context of submission/ Name of the MAH/ Content of the submission/ Actual signature of the QPPV or LSR "signature by QPPV or LSR (not print screen)"- "Accepted Digital/Electronic signature"/company stamp 3. صورة ضوئية من أصل ايصال سداد + "pink receipt" صورة ضوئية من أصل ايصال سداد "yellow receipt" لكل **(Application number)** مقابل الخدمات المقدمة من الادارة المركزية للرعاية الصيدلية مختوما بختم اليقظة بقيمة 1000 جنيه مصري" لا تشمل ضريبة القيمة المضافة "عن طلب تقييم التقرير /التقارير المجمعة الدورية لمأمونية المستحضر (PSUR) طبقا لقرار السيد الاستاذ الدكتور رئيس الهيئة رقم 99 / 2022 4. صورة ضوئية من أصل ايصال سداد + "pink receipt" صورة ضوئية		

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	من أصل ايصال سداد "yellow receipt" لكل **(Application number)** مقابل الخدمات المقدمة من الادارة المركزية للرعاية الصيدلية مختوم ا بختم اليقظة بقيمة 1000 جنيه مصري" لا تشمل ضريبة القيمة المضافة "عن طلب تقييم خطة إدارة المخاطر (RMP)طبقا لقرار السيد الاستاذ الدكتور رئيس الهيئة رقم2021 / 6 (موضحا بالايصال اسم المستحضر/المادة الفعالة/التركيز – الشكل الصيدلي/اطار التقديم / اسم الشركة صاحبة المستحضر) 5. Confirmation e-mail by PSMF reception portal (as an evidence of submission of the PSMF of the company to EPVC) **OR** Latest released valid PSMF assessment report "for all concerned parties" 6. Updated version of Summary of PSMF(s)/PSSF 7. In case of submission by PV representative or agent, the PV rep./agent should submit an authorized and authenticated (by all concerned parties) PV agreement between the MAH & the service provider covering all the PV activities 8. The latest Periodic Safety Update Report (PSUR) in PSUR format "as per GVP for Arab Countries V.2.0" covering at least the last 3 years OR separate PSURs covering at least the last 3 years. 9. The most updated "EU/Global/Core-Risk Management Plan (RMP)"of the product. 10. The Egyptian display of EU-RMP		
36	**<u>Local Product:</u>** Soft copy searchable text PDF: 1. Delegation letter تفويض خطاب 2. Updated Cover letter (on the company paper of the PV representative/agent/scientific office) clarifying the Date of the submission (not exceeding 2 days before the submission)/ Directed to the Manager of General Administration of Pharmaceutical Vigilance/ Name of the product /Name of the Active substance/ context of submission/ Name of the MAH/ Content of the submission/ Actual signature of the QPPV "signature by QPPV (not print screen)"/company stamp 3. صورة ضوئية من أصل ايصال سداد + "pink receipt" صورة ضوئية من أصل ايصال سداد "yellow receipt" لكل **(Application number)** مقابل الخدمات المقدمة من الادارة المركزية للرعاية الصيدلية مختوم ا بختم اليقظة بقيمة 500 جنيه مصري" لا تشمل ضريبة القيمة المضافة "عن طلب تقييم خطة إدارة المخاطر (RMP)طبقا لقرار السيد الاستاذ الدكتور رئيس الهيئة رقم2021 / 6 (موضحا بالايصال اسم المستحضر/المادة الفعالة/التركيز – الشكل الصيدلي/اطار التقديم / اسم الشركة صاحبة المستحضر) 4. Confirmation e-mail by PSMF reception portal (as an evidence of submission of the PSMF of the company to EPVC) or Latest released valid PSMF assessment report "for all concerned parties" 5. Updated version of Summary of PSMF(s)/PSSF		

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	6. In case of submission by PV representative, the PV rep should submit an authorized and authenticated (by all concerned parties) PV agreement between the MAH & the service provider covering all the PV activities 7. Egyptian-Risk Management Plan (RMP)"of the product. 8. The latest Periodic Safety Update Report (PSUR) in PBRER format of the imported ready to fill final bulk covering at least the last 3 years** ** ايصال أصل من ضوئية صورة تقديم الشركة على يتعين الحالة هذه وفي لكل "yellow receipt" سداد ايصال أصل من ضوئية صورة +"pink receipt" سداد من المقدمة الخدمات مقابل **(Application number)** جنيه 0010 بقيمة اليقظة بختم ا مختوم الصيدلية للرعاية المركزية الادارة التقارير /التقرير تقييم طلب عن "المضافة القيمة ضريبة تشمل لا" مصري الاستاذ السيد لقرار طبقا (PSUR) المستحضر لمأمونية الدورية المجمعة / 99 رقم الهيئة رئيس الدكتور		

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