|  |  |
| --- | --- |
| **Date of Submission** |  |
| **Product Name** |  |
| **Applicant Name** |  |
| **Applicant Representative** |  |
| **Biological Registration Specialist** |  |

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| --- | --- | --- | --- |
|  | **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  |   |  |
| 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** | **For Imported products: 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 |   |  |
| 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 All manufacturing sites** |  |  |
| 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** | **In cases of imported bulk products and packing in local manufacturing site:** the packaging contract between the foreign manufacturing company and the local packaging site should submitted |  |  |
| **18** | **In case of Toll manufacturing: the manufacturing contract specifying the intended product should be submitted should be certified as truly signed** |  |  |
| **19** | **For Imported products: 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  |   |  |
| 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** | **In case of imported bulk naked vial 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)**  |  |  |
| **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**If the blood derivative manufacturer is not approved in Egypt** a **commitment letter that the supplier for blood derivate will 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)** |   |  |
| Covering letter from the License holder declaring that the submitted SMF is the most updated and approved signed, stamped and Authorized |   |  |
| **2** | **GMP of all the manufacturers involved in the production process (Active substance, Manufacturer of finished, Manufacturer of solvent, primary packager)** |   |  |
| **3** | **Manufacturing license indicating production lines** |   |  |
| **4** |  **CPP of the product** |   |  |
| **5** | **Manufacturing process for Active substance and Finished product (and solvent, if present)** |   |  |
| **6** | **Manufacturing validation for Active substance and Finished product (and solvent, if present)** |  |  |
| **7** | **Description of cold chain maintenance procedure (if required)**  |   |  |
| **8** | **Copy of inquiry** |  |  |
| **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** |
| 1. **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).** |  |  |
| 11 | **Pack layout (marketed in country of origin).** |  |  |
| 12 | **Full Module 3 (For the drug substance & the drug product).** |  |  |
| 1. **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. |  |  |
| 1. **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. |  |  |
| 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: **- The stability studies must be performed as follows:***- 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).- 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. |  |  |
| 1. **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 specification5. 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 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. |  |  |
| **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
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 & approval2- 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 insert5- Commitment from the mother company that the submitted insert is the most updated one & marketed in COO6- declaration from the applicant states the COO that relay for the product indication7- CPP with attached insert |  |  |
| 20 | **In case of imported product from non-reference country****- Standalone product:**1- cover letter for requesting insert submission & approval2- 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 insert5- 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 ال)literatures7- 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 & approval2- 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 insert5- Commitment from the mother company that the submitted insert is the most updated one & marketed in COO6- declaration from the applicant states the reference country that relay for the product indication7- 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)1. Reference model insert
2. 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)1. innovator product insert
2. declaration from the applicant states the reference country that relay for the product indication
3. 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’ List2- Overall Safety Strategy3- General Logistics |  |  |
| 30 | **TECHNICAL INFORMATION ON STARTING MATERIALS**1- PLASMA ORIGIN2- Information on centers or establishments in which blood/ plasma collection iscarried out, including inspection and approval, and epidemiological data onblood transmissible infections3- Information on centers or establishments in which testing of donations and plasma pools is carried out, including inspection and approval status4 -Selection/exclusion criteria for blood/plasma donors5- 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 | **Imported:**Soft copy searchable text PDF:1. ايصال سداد مقابل الخدمات المقدمة من الادارة المركزية للرعاية الصيدلية مختوماً بختمالمركز (موضحا بالايصال اسم المستحضر واسم الشركة(2.Confirmation e-mail by PSMF reception portal (as an evidence of submission of the PSMF of the company to EPVC)**3. The latest Periodic Safety Update Report** (PSUR) in PBRER format covering at least the last 3 years OR separate PSURs covering at least the last3 years.4.**The most updated** "EU-Risk Management Plan (**RMP**)" of the product.5.**The Egyptian display of EU-RMP**6.**Pharmacovigilance System Master File** (PSMF)/ Summary PSMF of the global MAH:a. **Submit the full PSMF** (including annexes and SOPs) along together with Summary PSMF: if PSMF was not previously approved by EPVC or in the situations stated in GVP-Arab section II.C.3.5.1.b. **Submit summary PSMF only**: if PSMF was previously approved by EPVC or the situations in II.C.3.5.1. do NOT apply7.**Pharmacovigilance system of the applicant in Egypt**:i. If the applicant is the MAH's local officea. Submit the national Pharmacovigilance Sub-System File (PSSF) (including annexes and SOPs) along together with Summary PSSF: if PSSF was not previously approved by EPVC or in the situations stated in GVP-Arab section II.C.3.5.1.b. Summary PSSF only: if PSSF was previously approved by EPVC or the situations in II.C.3.5.1. do NOT applyii. If the applicant is an agent:a. Submit the full PSMF of the agent (including annexes and SOPs) along together with Summary PSMF: if PSMF was not previously approved by EPVC or in the situations stated in GVP-Arab section II.C.3.5.1.b. Submit summary PSMF only: if PSMF was previously approved by EPVC or the situations in II.C.3.5.1. do NOT apply*All these documents should be according to conditions and contents described in the latest version of GVP-Arab.* |  |  |
| 36 | **Local Product: سيقوم المصنع المحلى بانتاج المادة الفعالة**Soft copy searchable text PDF:1- ايصال سداد مقابل الخدمات المقدمة من الادارة المركزية للرعاية الصيدلية مختوماً بختمالمركز بقيمة)موضحا بالايصال اسم المستحضر و اسم الشركة(2.Confirmation e-mail by PSMF reception portal (as an evidence of submission of the PSMF of the company to EPVC)1.Risk Management Plan (RMP) for the product.2.Pharmacovigilance System Master File (PSMF)/ Summary PSMF:a. Submit the full PSMF (including annexes and SOPs) along together with Summary PSMF: if PSMF was not previously approved by EPVC or in the situations stated in GVP-Arab section II.C.2.b. Summary PSMF only: if PSMF was previously approved by EPVC or the situations in II.C.2. do NOT applyAll these documents should be according to conditions and contents described in the latest version of GVP-Arab. |  |  |
| 37  | **Local product: سيتم استيراد المادة الفعالة من الخارج**Soft copy searchable text PDF:1- ايصال سداد مقابل الخدمات المقدمة من الادارة المركزية للرعاية الصيدلية مختوماً بختمالمركز )موضحا بالايصال اسم المستحضر و اسم الشركة(2.Confirmation e-mail by PSMF reception portal (as an evidence of submission of the PSMF of the company to EPVC)1.Egypt Risk Management Plan (RMP) for the finished product.2.Pharmacovigilance System Master File (PSMF)/ Summary PSMF of the MAH in Egypt:a. Submit the full PSMF (including annexes and SOPs) along together with Summary PSMF: if PSMF was not previously approved by EPVC or in the situations stated in GVP-Arab section II.C.2.b. Summary PSMF only: if PSMF was previously approved by EPVC or the situations in II.C.2. do NOT apply3.The latest Periodic Safety Update Report (PSUR) in PBRER format of the imported ready to fill final bulk covering at least the last 3 years4.The most updated "EU-Risk Management Plan (RMP)" of the imported ready to fill final bulk.All these documents should be according to conditions and contents described in the latest version of GVP-Arab. |  |  |