GUIDELINE ON
File Content of Human Pharmaceutical Products for Registration & Re-registration

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I. Introduction

This guideline intended to describe how to organize file content of Human Pharmaceutical Products. To market a Human Pharmaceutical Products in Egypt, applicants must provide adequate information provided in each section to the Egyptian Drug Authority demonstrating that the product is safe and effective for the conditions prescribed, recommended, or suggested in the proposed labeling for the product.

II. Scope

The guideline primarily addresses the information required to be submitted in registration or Re-registration applications for Human Pharmaceutical Products.

III. Definitions

Local Products	-	Pharmaceutical products manufactured, stored, released, distributed and sold in the local pharmaceutical market of the same country.
Imported Products	-	Pharmaceutical products manufactured in their country of origin but imported and marketed in another country.
Under-Registration Products	-	Products which have not been licensed yet, and they are proceeding to get a registration license.
Registered Products	-	They are licensed pharmaceutical products by the Board of Authority and have a license to manufacture, import, export, distribute and sale the drug.
Mock-up	-	A virtual full-sized model of the human pharmaceutical products that have not yet been produced showing how they will look. It also can be defined as layout or artwork.
Pharmacovigilance	-	The science and activities relating to the detection, assessment, understanding and prevention of adverse effects or any other drug related problems.
Reference Countries	-	An updatable list of countries approved by the technical committee for drug control.
Non-reference product	-	A medicinal product that has no reference product with the same dosage form, concentration, indication or route of administration.
Quality File (Module 3)	-	also referred to as ICH Module 3, includes requirements for presenting manufacturing, characterization, drug substance controls, stability characteristics, descriptions and compositions of pharmaceuticals, and other essential information.

Bioequivalence study	-	It is a comparative study conducted on healthy volunteers in one of the licensed bioequivalence centers to compare between the generic and reference products to study its conformity in terms of the rate and extent of drug absorption, which expresses the bioavailability of the product.
Comparative in-vitro dissolution study	-	It is a comparative study conducted at one of the licensed bioequivalence centers or the companies' plants - according to the regulations - to compare between the generic and reference products to study dissolution of these products in different media.
Stability study	-	The study that reflects the effect of temperature and humidity on the stability of finished product in its final packaging material during storage period to determine shelf-life and storage conditions.
Shelf-life	-	The time period during which a product is expected to remain within the approved shelf-life specifications, provided that it is stored under the conditions defined on the container label.
Shelf-life specifications	-	The combination of physical, chemical, biological and microbiological tests and acceptance criteria that determine the suitability of active substances throughout its re-test period, or that a product should meet throughout its shelf-life.
Stability Committee Decision	-	the form, on which the committee member writes decision after assessing stability study, filled with product information which include: serial number, type of product, type of registration, date of receive, trade name, applicant name, manufacturer, license holder, packager, stability performed by, active ingredients, dosage form, proposed shelf- life, proposed storage conditions, physical characters, pack in details, summary of the stability study done on the product and any other remarks.

IV. Procedures

Section One

File Content for Submission of Registration Request Inquiry

SECTION ONE: Registration Request Inquiry

This section will provide information about file content for Submission of Registration Request Inquiry

A- Registration request inquiries submitted for the products manufactured locally

1. Company profile
2. Registration requests
3. Link of the approved scientific Reference and copy of the leaflet (if found)

B- Registration request inquiries submitted for Imported & Under-License products

1. Valid & legalized CPP for the product
2. Valid GMP for the manufacturing site (will be requested later on after reviewing the request to be fulfilled before the due date specified)
3. Valid & legalized Agency agreement or Authorization letter between License holder and Applicant Company (in case of imported products or bulk) (will be requested later on after reviewing the request to be fulfilled before the due date specified)
4. Valid & legalized manufacturing agreement (in case of under license) (will be requested later on after reviewing the request to be fulfilled before the due date specified)
5. Legalized Innovator letter (in case of Innovator) (will be requested later on after reviewing the request to be fulfilled before the due date specified)
6. List of countries in which the product is marketed (in case of CPP is from non-reference country) (will be requested later on after reviewing the request to be fulfilled before the due date specified)

C- Registration request inquiries submitted as Line Extension

Documents showing that the company's product is still valid:

In case of Under Registration products:

1. Naming Approval or Submission
2. Pricing Approval or Submission
3. Pharmacovigilance Approval or Submission (if found)

In case of Registered products:

All Registration documents

	Requirements	خطوات التقديم	Soft copy	Hard copy	Original to review
A	**Registration request inquiries submitted for the products manufactured locally** (فى حالة المستحضرات المصنعة محليا)				
1-	The company must apply to systems & information unit for creating a company profile to be able to submit registration requests on the box inquiry program.	يجب على الشركة التقدم لوحدة النظم والمعلومات لانشاء حساب خاص بالشركة حتى تتمكن من التقدم بطلبات التسجيل على برنامج الميكنة.	√		
2-	Submit registration requests on the box inquiry program " https://www.edaegypt.gov.eg/ " The registration request must include the following data [1]: ▪ Generic Name ▪ Generic Strength and strength unit ▪ Salt Equivalence (if found) ▪ Dosage Form ▪ Ministerial Decree ▪ Case Number in case of registration requests submitted according to ministerial decree 645/2018 ▪ Receipt Number ▪ Product type (Generic, Line extension, Imported Generic or Innovator) ▪ Type of license (Local, Toll, F-Toll, Imported or Under license) ▪ Generic Type (single ,combination , combo- pack , etc)	التقدم بطلبات التسجيل على برنامج الميكنة " https://www.edaegypt.gov.eg / ." طلب التسجيل يجب ان يحتوى على المعلومات الاتية[1] : ▪ أسم المادة الفعالة ▪ تركيز المادة الفعالة و الوحدة ▪ الملح (ان وجد) ▪ الشكل الصيدلي ▪ القرار الوزاري ▪ الحالة المقدم عليها طلب التسجيل في حالة طلبات التسجيل المقدمة طبقا للقرار الوزاري 2018/645 ▪ رقم الايصال ▪ نوع المستحضر ▪ نوع الرخصة ▪ نوع المادة الفعالة	√		
3-	Link of the approved scientific Reference and copy of the leaflet (if found)	رابط المرجع العلمي المعتمد و صوره منه.(ان وجد)	√		

	Requirements	خطوات التقديم	Soft copy	Hard copy	Original to review
4-	Submit Yellow Receipt or stamped Red Receipt of 1000 L.E stamped from financial department; General Administration of Drug Policy & Planning & Central Administration of Pharmaceutical Products written on it all generic details & purpose (Registration Request Inquiry) (2).	ارفاق ايصال الدفع(اللون الأصفر)أو (اللون الأحمر مختوم بختم هذا الأيصال تم الاستخدام) قيمته ألف جنيهاً مختوم من الادارة المالية و مركز التخطيط و السياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية ومدون عليه كافة بيانات المستحضروالغرض من السداد (طلب تسجيل)(2) .	√	Submit original yellow receipt with 1000 LE fees to the unit's administrator after writing on it (Generic details & Registration request) & Stamp the red receipt to be uploaded to the automation system after changing the status to info. required	

	Requirements	خطوات التقديم	Soft copy	Hard copy	Original to review
5-	Submit Yellow Receipt or stamped Red Receipt of 10,000 L.E stamped from Financial department, General Administration of Drug Policy & Planning & Central Administration of Pharmaceutical Products written on it: written on it all generic details & purpose (Registration Request Inquiry). (in case of registration requests submitted as line extension above the allowed number per month) [3]	ارفاق ايصال الدفع(اللون الأصفر)أو (اللون الأحمر مختوم بختم هذا الأيصال تم الاستخدام) قيمته عشرة آلاف جنيه فقط لا غير مختوم من الادارة المالية و مركز التخطيط و السياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية ومدون عليه كافة بيانات المستحضر والغرض من السداد (فى حالة طلبات التسجيل المقدمة ك Line Extension بخلاف العدد المسموح به التقدم شهريا) [3].	√	Submit original yellow receipt with 10,000 LE fees to the unit's administrator after writing on it (Generic details & Registration request) & Stamp the red receipt to be uploaded to the automation system after changing the status to info. required	

	Requirements	خطوات التقديم	Soft copy	Hard copy	Original to review
6-	Submit Yellow Receipt of 25,000 L.E stamped from Financial department, General Administration of Drug Policy & Planning & Central Administration of Pharmaceutical Products written on it: written on it all generic details & purpose (Registration Request Inquiry). (In case of registration requests submitted to complete the permitted number for the case 3, 4 and 5 for min decree 645/2018).	رفاق ايصال الدفع(اللون الأصفر) قيمته خمس و عشرون الف جنيهاً فقط لا غير مختوم من الادارة المالية و مركز التخطيط و السياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية ومدون عليه كافة بيانات المستحضر والغرض من السداد (فى حالة طلبات التسجيل المقدمة لاستكمال العدد المستحق للحالة الثالثة و الرابعة و الخامسة من القرار الوزاري 645 لسنة 2018)	√	Submit original yellow receipt with 25,000 LE fees to the unit's administrator after writing on it (Generic details & Registration request) & Stamp the red receipt to be uploaded to the automation system after changing the status to info. required	
B-	**Registration request inquiries submitted for Imported & Under License products** (في حالة المستحضرات المستوردة او المصنعة محلياً بترخيص من شركة أجنبية)				
7-	Valid & legalized CPP for the product [4]. OR Valid Electronic Certificate of Pharmaceutical Product (eCPP) [5].	شهادة تداول مستحضر صيدلي CPP (سارية وموثقة) للمستحضر [4]. أو شهادة الكترونية لتداول مستحضر صيدلي eCPP (سارية) للمستحضر [5].	√ √	√	√
8-	Valid GMP for the manufacturing site (will be requested later on after reviewing the request to be fulfilled before the due date specified)	شهادة GMP سارية للمصنع (سيتم طلبها بعد دراسة طلب التسجيل ويجب استيفائها في المعاد المحدد)	√	√	√

	Requirements	خطوات التقديم	Soft copy	Hard copy	Original to review
9-	Valid & legalized Agency agreement or Authorization letter between License holder and Applicant Company (in case of imported products or bulk) (will be requested later on after reviewing the request to be fulfilled before the due date specified)	عقد وكالة أو خطاب تفويض من الشركة الأجنبية الى الشركة المستوردة بالموافقة على تسجيل المستحضر (في حالة المستحضرات المستوردة والمصنعة بالخارج أو معبأة بمصر) (ساري و موثق) (سيتم طلبها بعد دراسة طلب التسجيل ويجب استيفائها في المعاد المحدد)	√	√	√
10-	Valid & legalized manufacturing agreement (in case of under license) (Will be requested later on after reviewing the request to be fulfilled before the due date specified)	عقد التصنيع مع الشركة الأجنبية (في حالة المستحضرات المصنعة محلياً بترخيص من شركة أجنبية) (ساري و موثق) (سيتم طلبها بعد دراسة طلب التسجيل ويجب استيفائها في المعاد المحدد)	√	√	√
11-	Legalized Innovator letter (in case of Innovator) (will be requested later on after reviewing the request to be fulfilled before the due date specified) (**Template attached**)	خطاب من الشركة صاحبة المستحضر يفيد أن المستحضر المقدم هو المستحضر الأصيل (موثق) (سيتم طلبها بعد دراسة طلب التسجيل ويجب استيفائها في المعاد المحدد)	√	√	√
12-	List of countries in which the product is marketed (in case of CPP is from non-reference country) (will be requested later on after reviewing the request to be fulfilled before the due date specified)	خطاب من الشركة مالكة المستحضر يوضح قائمة بالدول المتداول بها المستحضر (في حالة المستحضرات الواردة من دول غير مرجعية) (سيتم طلبها بعد دراسة طلب التسجيل ويجب استيفائها في المعاد المحدد)	√		
C-	**Registration request inquiries submitted by Scientific Office**				
13-	Submit Yellow Receipt of 20,000 L.E stamped from Financial department, General Administration of Drug Policy & Planning & Central Administration of Pharmaceutical Products written on it: purpose (In Case of issuing permission letter for registration of Imported products to a scientific office).	ارفاق ايصال الدفع(اللون الأصفر) قيمته عشرون الف جنيهاً فقط لا غير مختوم من الادارة المالية و مركز التخطيط والسياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية مدون عليه الغرض من السداد (فى حالة طلب اصدار خطاب تصريح لمكتب علمي)	√		

	Requirements	خطوات التقديم	Soft copy	Hard copy	Original to review
14-	Covering letter signed and stamped to the head of Central Administration of the Pharmaceutical Products showing that the scientific office asking for issuing permission letter for registration of Imported products	خطاب من المكتب العلمي معتمد ومختوم مقدم لرئيس الادارة المركزية للمستحضرات الصيدلية موضحاً به طلب المكتب العلمي في الموافقة على إصدارخطاب تصريح للمكتب العلمي بالتسجيل للمستحضرات المستوردة تامة الصنع	√		
15-	Latest License of the Scientific Office.	أحدث رخصة للمكتب العلمي	√		
16-	Declaration letter signed and stamped clarifying that the submitted license is the latest license of the scientific office.	تعهد من المكتب العلمي معتمد ومختوم يوضح بان الرخصة المقدمة للمكتب العلمي هى أحدث رخصة	√		
17-	Valid & legalized Authorization letter or Agreement letter from the License holder in Country of Origin or Marketing Authorization Holder in Country of Origin or Mother Company to the scientific office in Egypt clarifying generic details and giving the authorization to the scientific office in Egypt to represent and act on behalf of the License holder and apply for the registration and all subsequent regulatory procedures.	خطاب تفويض أو عقد اتفاق من صاحب رخصة المستحضر ببلد المنشأ بالخارج أو الشركة الأم موضحا به نوع النشاط و بيانات المستحضر الذي سيفوض المكتب العلمي نيابة عنها القيام بأعمال و أنشطة التسجيل لهذا المستحضر, و القيام بدور مقدم طلب التسجيل أو صاحب الرخصة التسويقية في مصر.	√		
D-	**Registration request inquiries submitted as Line Extension**				
18-	Documents showing that the company's product is still valid: **In case of Under Registration products:**	مايفيد أن المستحضر الخاص بالشركة مازال سارياً في اجراءات التسجيل: **في حالة المستحضرات تحت التسجيل السارية في إجراءات التسجيل**			
	▪ Naming Approval or Submission	▪ موافقة الإسم التجاري للمستحضر أو مايفيد التقدم في المهلة المحددة	√		
	▪ Pricing Approval or Submission	▪ موافقة التسعيرة للمستحضر أو مايفيد التقدم في المهلة المحددة	√		

	Requirements	خطوات التقديم	Soft copy	Hard copy	Original to review
	▪ Pharmacovigilance Approval or Submission (if found) **In case of Registred products:**	▪ موافقة اليقظة للمستحضر أو مايفيد التقدم في المهلة المحددة(ان وجد). **في حالة المستحضرات المسجلة**	√		
	▪ Valid Initial or Tentative Registration Approval. ▪ Any other documents….	▪ إخطار تسجيل مبدئي أو نهائي ▪ أي مستندات أخرى.... يشترط أن يكون طلب التسجيل من نفس مجموعة الأشكال الصيدلية داخل نفس صندوق المثائل من نفس المادة الفعالة للمستحضرات المسجلة او المستحضرات تحت التسجيل السارية في إجراءات التسجيل.	√		

ملحوظة:

- تحتفظ الشركة بالحق في التقدم بعدد طلبات التسجيل المتاح لها شهريا طبقا للقرار الوزاري المقدم عليه طلب التسجيل ك Generic او ك line extension, بمقابل الخدمة المقرر لكل طلب تسجيل و هو ألف جنيهاً فقط لا غير.

Note:

- The company reserves its right to submit the number of registration requests permitted to it per month according to the ministerial decree on which the registration request is submitted as Generic or as a line extension, with registration request fees 1000LE.

السماح للشركات بالتقدم بعدد ١٠ بخلاف العدد المسموح به التقدم شهريا:Line Extension(*) بخصوص طلبات التسجيل المقدمة ك line extensionطلبات تسجيل للمستحضرات البشرية ك بخلاف العدد المسموح به التقدم شهريا على أن يكون مقابل الخدمة المقرر لكل طلب تسجيل إضافي هو (عشرة آلاف جنيه فقط لا غير)

- يطبق القرار على جميع القرارات الوزارية الساري العمل بها : القرار الوزاري ٤٢٥ لسنة ٢٠١٥ و ٨٢٠ لسنة ٢٠١٦ و ٦٤٥ لسنة ٢٠١٨(على الا يزيد اجمالى طلبات التسجيل الاضافية عن 10 طلبات تسجيل لجميع القرارات الوزارية).

(*)Regarding registration request submitted as Line Extension, other than the number allowed per month:

- Companies are allowed to submit 10 registration requests for human pharmaceutical products as a line extension other than the allowed number per month, with service fee for each additional registration request 10,000LE.
- The decision applies to all ministerial decrees: Min. Decree 425/2015, 820 /2016 and 645/2018 (on condition that the total additional registration requests does not exceed 10 registration requests for all ministerial decrees).

(**) General Notes:

1- In the case of applying to register a new generic that is not in the drop down list, it can be entered by selecting a new generic and writing the active substance and it will be reviewed and added to the drop down list. (If this is not possible, you can contact the Systems and Information Unit for assistance in entering it).

2- In case any of the information required to be entered in the drop down list when applying for registration requests on the automation system; you can contact the Systems and Information Unit to assist in its entry.

EX: When submitting a new registration request with new dosage form not found in the drop down list.

3- In case there is a scratch on the receipt or the receipt is not stamped or the company has not attached a receipt for the submitted registration request, or the company has attached a wrong receipt, the registration request will be rejected and the company can submit the request again after fulfilling the conditions.

4- In the case of imported products submitted according to Min. Decree 645 Clause (B), a Certificate of Pharmaceutical Product CPP for the product must be brought from a reference country.

5- In the case of products imported or manufactured locally with a license from a foreign company:

A. Companies are allowed to apply for registration with a valid Certificate of Pharmaceutical Product CPP in the country of origin, directed to other countries, without the condition that it is directed to the Egypt.
B. In Case that a valid CPP for the product is not available (whether directed to Egypt or any other country), the company is allowed to submit a registration request accompanied by the following:
    - A recent legalized letter from the company that owns the product abroad (License Holder) showing the same CPP data (According to WHO Format) stating that the product is registered and marketed in the country of origin, with the letter sent from the official email of the company abroad to the competent department
    - A copy of the product's registration certificate in the country of origin and it is possible to check the accuracy of the data on the official website of the health authority of the country of origin.

In both cases, the company, after knowing the status of the registration request (Open Box), is obligated to bring a valid, legalized CPP directed to Egypt within the due date specified by the Min. Decree on which the registration request is submitted, which is given to the company to complete the required documents before issuing the registration request approval, otherwise it will be canceled.

6- In the case of products imported or manufactured locally with a license from a foreign company:

- The company is allowed to submit an Electronic Certificate of Pharmaceutical Product (eCPP) without the need of legalization only under the condition that the company submit a method to make sure the data in the
submitted eCPP is correct.

WHO Letter Template

Exporting Country: ……

Requesting Country: Egypt

Dear Egyptian Drug Authority;

On behalf of…*"License holder or MAH name"*…… I am certifying that the information of the following product is correct and identical to the information which will be submitted on the CPP.
Trade name: ……..……....

Generic Name(s), strength(s) and dosage:
……..……....

This product is registered & actually on the market in the Exporting country.
Product License No. and issue date: ……..……....
The Product License Holder / Marketing Authorization Holder is:
……..……....
The name and address of the manufacturer producing the Dosage Form:
……..……....
The name and address of primary & Secondary Packager:
……..……....
The name and address of Batch Release Site:
……..……....
The manufacturer of this type of dosage form has been inspected.
The facilities and operations conform to GMP as recommended be the WHO.
Signature, stamp and date :

Notes: The declaration should be on the Product License Holder / Marketing authorization Holder head letter**.**

Innovator Letter Template

Exporting Country: ……..……

Requesting Country: Egypt

Dear Egyptian Drug Authority;

On Behalf of……I am Certifying here the Following information for the Innovator Product: ……..……...

Generic Name(s), strength(s) and dosage form of the product:

……
……
……..

This product is registered & actually on the market in the Exporting country.

The Number of product License and date of issue is the following:

Product License Number:
……

Date of Issue:
……
……

- The Product License Holder / Marketing Authorization Holder is (Name & Address):
  ……
  ……
  ……..
- The name and address of the manufacturer producing the Dosage Form (Name & Address):
  ……
  ……
  ……..
- The name and address of primary & Secondary Packager (Name & Address):
  ……..……
  ……
  ……..
- The name and address of Batch Release Site (Name & Address):
  ……..……
  ……

The manufacturer of this type of dosage form has been inspected.

The facilities and operations conform to GMP as recommended be the WHO.

Notes:

- The declaration should be on the paper of Product License Holder / Marketing authorization Holder.
- Clarify in the declaration if Product License Holder or Marketing authorization holder.
- The declaration should be legalized from the exporting country.

Checklist for Submission for registration request approval modification for Under-registration Human pharmaceutical product

	Requirements	**الأوراق المطلوبة**	**Original**	**Copy**	**Original to review**
1-	Covering letter signed and stamped showing that the company asking for approving registration request approval modification and showing the modification needed. (With the company's undertaking that the file submitted includes all approvals issued for the product to date)	خطاب من الشركة معتمد ومختوم موضحاً به طلب الشركة في الموافقة على تعديل موافقة طلب التسجيل مع ذكر التعديل المطلوب. (مع تعهد الشركة بأن الملف المقدم يشمل كافة الموافقات الصادرة للمستحضر حتى تاريخه)		√	
2-	Registration request Approval	موافقة طلب التسجيل		√	
3-	Documents showing that the product is still valid:	مايفيد أن المستحضر مازال سارياً في اجراءات التسجيل:			
	▪ Scientific Committees approval or submission (for non-referenced products)	موافقة اللجان العلمية المتخصصة او مايفيد التقدم في المهلة المحددة (للمستحضرات الغير مرجعية)		√	
	▪ Naming Approval or Submission	موافقة الإسم التجاري للمستحضر أو مايفيد التقدم في المهلة المحددة		√	
	▪ Pricing Approval or Submission	موافقة التسعيرة للمستحضر أو مايفيد التقدم في المهلة المحددة		√	
	▪ Pharmacovigilance Approval or Submission (if found)	موافقة اليقظة للمستحضر أو مايفيد التقدم في المهلة المحددة(ان وجد).		√	
	▪ Any other documents….	أي مستندات أخرى....		√	
4-	Approved scientific Reference for modification needed.(if found)	المرجع العلمي المعتمد للتعديل المطلوب. (ان وجد)		√	
5-	Receipt of 1000 L.E stamped from stamped from Financial department, General Administration of Drug Policy & Planning & Central Administration of Pharmaceutical Products written on it: (product name & purpose)	ايصال قيمته ألف جنيهاً مختوم من الادارة المالية و مركز التخطيط و السياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية ومدون عليه اسم المستحضروالغرض من السداد.		√	

	Requirements	الأوراق المطلوبة	Original	Copy	Original to review
6-	Receipt of 5000 L.E stamped from stamped from Financial department, General Administration of Drug Policy & Planning & Central Administration of Pharmaceutical Products written on it: (product name & purpose) in case of changing License Holder.	ايصال قيمته خمسة الاف جنيهاً مختوم من الادارة المالية و مركز التخطيط و السياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية ومدون عليه اسم المستحضروالغرض من السداد في حالة تغيير الشركة المالكة للمستحضر.		√	
	(In case of imported or under-license products) (في حالة المستحضرات المستوردة او المصنعة محلياً بترخيص من شركة أجنبية)				
7-	Valid & legalized new CPP with modification needed OR Valid Electronic Certificate of Pharmaceutical Product (eCPP) (*).	شهادة CPP جديدة (سارية وموثقة) للمستحضر مذكور بها التعديل المطلوب . أو شهادة الكترونية لتداول مستحضر صيدلي eCPP (سارية) للمستحضر.(*)		√ √	√
8-	Valid GMP for the new manufacturing site (in case of changing manufacturer for imported products)	شهادة GMP للمصنع الجديد في حالة تغيير المصنع للمستحضرات المستوردة		√	

Note:

In case of the required registration request approval modification is in dosage form:

- It will be accepted in case the modification is within the same row and same box (Attached Box Distribution table).
- Otherwise, the company must submit a new registration request inquiry as a line extension.

(*)In case of the required registration request approval is imported:

- The company is allowed to submit with Electronic Certificate of Pharmaceutical Product (eCPP) without the need of legalization only under the condition that the company submit a method to make sure the data in the submitted eCPP is correct.

Checklist for submission for replacement of lost registration request approval for under-registration Human pharmaceutical product

	Requirements	الأوراق المطلوبة	Original	Copy	Original to review
1-	Covering letter signed and stamped showing that the company is asking for issuing replacement of lost registration request approval & clarifying application number, product details. (With the company's undertaking that the file submitted includes all approvals issued for the product to date).	خطاب من الشركة معتمد ومختوم موضحاً به طلب الشركة في الموافقة على إصدار بدل فاقد لموافقة طلب التسجيل وموضحا بالخطاب رقم الموافقة وتفاصيل المستحضر. (مع تعهد الشركة بأن الملف المقدم يشمل كافة الموافقات الصادرة للمستحضر حتى تاريخه).		√	
2-	Registration request approval copy (if found)	صورة موافقة طلب التسجيل (ان وجدت)		√	
3-	Documents showing that the product is still valid:	مايفيد أن المستحضر مازال سارياً في اجراءات التسجيل:			
	▪ Scientific Committees approval or submission (for non-referenced products)	موافقة اللجان العلمية المتخصصة او مايفيد التقدم في المهلة المحددة (للمستحضرات الغير مرجعية)		√	
	▪ Naming Approval or Submission	▪ موافقة الأسم التجاري للمستحضر أو مايفيد التقدم في المهلة المحددة		√	
	▪ Pricing Approval or Submission	▪ موافقة التسعيرة للمستحضر أو مايفيد التقدم في المهلة المحددة		√	
	▪ Pharmacovigilance Approval or Submission (if found)	▪ موافقة اليقظة للمستحضر أو مايفيد التقدم في المهلة المحددة (ان وجد).		√	
	▪ Or any other documents…	▪ أو أي مستندات أخرى....		√	
4-	Police Report with product details.	مذكرة الفقد (محضر) مذكور به بيانات موافقة طلب الاستعلام كاملة.		√	√
5-	Receipt of 500 L.E stamped from Financial department, General Administration of Drug Policy & Planning & Central Administration of Pharmaceutical Products written on it: (product name & purpose)	ايصال قيمته خمسمائة جنيهاً مختوم من الادارة المالية و مركز التخطيط و السياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية ومدون عليه اسم المستحضروالغرض من السداد.		√	

Checklist for submission for Changing Applicant for Under-registration Imported Human pharmaceutical product

	Items	الأوراق المطلوبة	Original	Copy	Original to review
1-	Covering letter (new applicant) signed and stamped showing that the company asking for approving changing the applicant with product name, generic details, Concentration, license holder, manufacturer and company profile code (With the company's undertaking that the file submitted includes all approvals issued for the product to date)	خطاب من الشركة (مقدم طلب التسجيل الجديد) معتمد ومختوم موضحاً به طلب الشركة في الموافقة على تغيير مقدم طلب التسجيل مذكوربه : اسم المستحضر، وتركيزه, واسم المالك، واسم مكان التصنيع وال Company profile code الخاص بالشركة (مع تعهد الشركة بأن الملف المقدم يشمل كافة الموافقات الصادرة للمستحضر حتى تاريخه)		√	
	Registration request Approval	موافقة طلب التسجيل.		√	
3-	Documents showing that the product is still valid:	مايفيد أن المستحضر مازال سارياً في اجراءات التسجيل:			
	▪ Scientific Committees approval or submission (if found)	موافقة اللجان العلمية المتخصصة او مايفيد التقدم في المهلة المحددة		√	
	▪ Naming Approval or Submission	موافقة الأسم التجاري للمستحضر أو مايفيد التقدم في المهلة المحددة		√	
	▪ Pricing Approval or Submission	موافقة التسعيرة للمستحضر أو مايفيد التقدم في المهلة المحددة		√	
	▪ Pharmacovigilance Approval or Submission (if found)	موافقة اليقظة للمستحضر أو مايفيد التقدم في المهلة المحددة.		√	
	▪ Or any other documents…	أو أي مستندات أخرى....		√	
4-	CPP showing that the product is registered and actually in the market of the exporting country. (Valid and signed from ministry of health and legalized from the chamber of commerce and Egyptian embassy)	شهادة مستحضر صيدلي (CPP) موضح بها أن المستحضر مسجل ومتداول في البلد الوارد منها . (سارية ومختومة من وزارة الصحة وموثقة من الغرفة التحارية والسفارة المصرية بالخارج من البلد المسنخرج منها)		√	√
5-	Authorization letter for the new applicant. (Valid and legalized from the chamber of commerce and Egyptian embassy) **(A translated letter from an accredited translation center must be submitted)**	خطاب تفويض من الشركة صاحبة المستحضرلمقدم طلب التسجيل الجديد. (ساري وموثق من الغرفة التجارية والسفارة المصرية بالخارج من البلد المسنخرج منها) **(مع إحضار ترجمة للخطاب من مركز ترجمة معتمد)**		√	√

	Items	الأوراق المطلوبة	Original	Copy	Original to review
6-	Termination letter for the old applicant (legalized from the chamber of commerce and Egyptian embassy) **(A translated letter from an accredited translation center must be submitted)**	خطاب انهاء التفويض بين الشركة صاحبة المستحضر ومقدم طلب التسجيل القديم (موثق من الغرفة التجارية والسفارة المصرية بالخارج من البلد المسنخرج منها) **(مع إحضار ترجمة للخطاب من مركز ترجمة معتمد)** أو التنازل عن حقوق مقدم طلب التسجيل الى مقدم طلب التسجيل الجديد (موثق من الغرفة التجارية والسفارة المصرية بالخارج من البلد المسنخرج منها)		√	√
				√	√
7-	Submit Receipt of 1000 L.E stamped from Financial department, General Administration of Drug Policy & Planning & Central Administration of Pharmaceutical Products written on it all generic details & purpose	ايصال قيمته ألف جنيهاً مختوم من الادارة المالية و مركز التخطيط و السياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية ومدون عليه كافة بيانات المستحضروالغرض من السداد		√	
8-	Submit Yellow Receipt of 1000 L.E and 10000LE stamped from Financial department, General Administration of Drug Policy & Planning & Central Administration of Pharmaceutical Products written on it all generic details & purpose (In case changing applicant from Scientific Office to Scientific Office)	ارفاق ايصال الدفع(اللون الأصفر) قيمته ألف جنيهاً و عشرة الاف جنيها مختوم من الادارة المالية و مركز التخطيط و السياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية ومدون عليه كافة بيانات المستحضروالغرض من السداد (في حالة تغيير مقدم طلب التسجيل لمستحضر طبي مستورد من مكتب علمي الى مكتب علمي اخر)		√	

	Items	الأوراق المطلوبة	Original	Copy	Original to review
9-	Submit Yellow Receipt of 1000 L.E and 5000LE stamped from Financial department, General Administration of Drug Policy & Planning & Central Administration of Pharmaceutical Products written on it all generic details & purpose (In case changing applicant from Scientific Office to Company)	ارفاق ايصال الدفع(اللون الأصفر) قيمته ألف جنيهاً و خمسة الاف جنيها مختوم من الادارة المالية و مركز التخطيط و السياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية ومدون عليه كافة بيانات المستحضروالغرض من السداد (في حالة تغيير مقدم طلب التسجيل لمستحضر طبي مستورد من مكتب علمي الى شركة)		√	
10-	Submit Yellow Receipt of 1000 L.E and 15000LE stamped from Financial department, General Administration of Drug Policy & Planning & Central Administration of Pharmaceutical Products written on it all generic details & purpose (In case changing applicant from Company to Scientific Office)	ارفاق ايصال الدفع(اللون الأصفر) قيمته ألف جنيهاً و خمسة عشر الاف جنيها مختوم من الادارة المالية و مركز التخطيط و السياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية ومدون عليه كافة بيانات المستحضروالغرض من السداد (في حالة تغيير مقدم طلب التسجيل لمستحضر طبي مستورد من شركة الى مكتب علمي)		√	
11-	A copy of the importer's register of the new applicant.	صورة من قيد سجل المستوردين لمقدم طلب التسجيل الجديد.		√	

Checklist for submission for Registration Request for Human Pharmaceuticals with Type of Marketing Tender & Export or Export Only

Scope:

This guidance applies for any human pharmaceutical product with type of marketing (Tender & Export) or(Export Only)

Objective:

This guidance aims to provide companies with the documents required for submission for registration request forhuman pharmaceutical products with type of marketing tender & export or export only

Items	الأوراق المطلوبة	Soft Copy	Hard copy	Original to review
1. Registration request form stamped by company stamp (according to the form attached in the submission link)	1. نموذج طلب التسجيل(كما هو مرفق في اللينك الخاص بالتقديم) ويراعى أن يكون على ورق الشركة ومختوما بختم الشركة	√		
2. Submit Yellow Receipt of 1000 L.E stamped from financial department written on it: (product generic name, concentration & dosage form withtype of marketing tender & export or export only)	2. ارفاق ايصال الدفع(اللون الأصفر) قيمته ألف جنيهاً مختوم من الادارة المالية و مركز التخطيط و السياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية ومدون عليه كافة بيانات المستحضروالغرض من السداد (طلب تسجيل)) ونوع التداول تصديرومناقصات أم تصدير فقط	√		تسليم أصل ايصال الدفع الخاص بالمقابل المادي لخدمة طلب التسجيل بقيمة ال 1000 جنيه للاداري الخاص بالوحدة بعد كتابة رقم ال Request ID عليه وتسلم صورة موقعة منه تفيد تسليم الاصل
3. Receipt of 15000 L.E stamped from financial department written on it: (product generic name, concentration & dosage form with type of marketing tender & export or export only)	3. ايصال قيمته خمسة عشر ألف جنيه مختوم من الادارة المالية و مركز التخطيط و السياسات الدوائية و الادارة المركزية للمستحضرات الصيدلية ومدون عليه كافة بيانات المستحضروالغرض من السداد (طلب تسجيل) ونوع التداول تصديرومناقصات أم تصدير فقط	√		
4. Link of the approved scientific Reference and copy of the leaflet (if found)	4. رابط المرجع العلمي المعتمد و صوره منه.(ان وجد)	√		

SECTION TWO

File Content for Submission of Trade Name Requests

SECTION TWO: Trade Name Requests

This section will provide information about file contents for Submissions of Trade Name Request for Under-registration Human pharmaceutical product

No.	Documents	Notes
A-	**Trade name approval for local marketing products Trade name approval for export or Export & Tender**	
1	Registration request	Scan of original
2	Trade name application form (*Attached*)	On company letterhead signed, stamped and dated.
3	Reference leaflet	In case of Reference Products.
4	Trade name approval letter or registration license.	In case of already approved trade name for the same generic
5	Monograph of the product according to latest edition of pharmacopeia	In case of Compendial Products
6	Scientific committee approval	In case of Non-Reference Products
7	Valid legalized CPP	In case of imported products.
B-	**Name Change**	
1	Trade name approval letter	For Under Reg Products
2	Registration License	In case of Registered Products
3	Trade name application form (*Attached*)	On company letterhead signed, stamped and dated.
4	Fees payment receipt.	- 20000 LE in case of name change first list - 2000 LE for each list after first refusal - 1000 LE for change to already approved trade name for the same generic.
	Name Change for Export	
1	Registration License	
2	Cover letter	On company letterhead signed, stamped and dated, Specifies the requested trade name for export and names of the countries where the product will be exported.
3	Fees payment receipt	(1000 LE)
	Naming Letter Correction	
1	Registration request	
2	Trade name approval letter	Specifies data to be corrected

3	Cover letter	On company letterhead signed, stamped and dated, specifies data to be corrected
4	Fees payment receipt	(1000 LE)
	Replacement Certificate	
	Registration request	Scan of original
	Trade name approval letter	If available
	Police report	
4	Fees payment receipt.	(1000 LE)

SECTION THREE

File Content for Submission of Pharmaceutical Vigilance

SECTION THREE: File Contents of Submissions of Pharmaceutical Vigilance

الملفات المطلوبة لكل الأطر المقدمة على نوافذ الاستقبال الالكترونى للإدارة العامة لليقظة الصيدلية

برجاء التأكد من إستيفاء الاتي مع كل عملية تسليم على نوافذ الاستقبال الالكترونى للإدارة العامة لليقظة الصيدلية:
❖ **Cover letter**
✓ Submitted on the Company official paper. ✓ Stamped & Signed by QPPV (actual original signature not print screen). ✓ Signed CEO (only in the contexts mentioned below). ✓ **It should include the following:** • Actual date of submission (should be updated). • Context of submission (for e.g. Registration (decree 425), Decree 600/2018,….). • Details of the concerned product (Active ingredient(s), product concentration/dosage form,..). • State the names of all the submitted documents with their version numbers. **NB:** The documents mentioned in the cover letter should be matched with the submitted documents attached on the link.
❖ **Delegation letter (صورة من التفويض)**
❖ **In case of amendments:** MAH is required to attach **EPVC amendment letter** along with the submitted documents. يرجى ملاحظة أنه في حالة **تقديم الإستكمالات** ، يتعين على الشركة **إرفاق الخطاب الصادر من إدارة اليقظة الصيدلية** مع المستندات المقدمة.

General Notes for all submitted documents:

- Add the link of the submitted documents on the Google form
- Searchable and selectable PDF
- Bookmarked and hyperlinked
- All attachments should be included in the same file
  High Quality Original Scan of (Box Approval, Action Letter, Product License,….)

المستندات المطلوبة الخاصة بكل إطار		
Reg/Re-Reg Reception		
	الإطار	**متطلبات إدارة اليقظة**
1	**تسجيل المستحضرات المحلية (الخاصة بالشركات المحلية) (New Registration)**	☒ موافقة صندوق المثائل (Box approval) ☒ موافقة اللجان المختصة بالنسبة للمستحضرات غير المرجعية (Non Reference) ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة **لكل مستحضر على حدى** (لكل شكل صيدلى او لكل تركيز) وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***هام:*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة المستحضر (MAH) وكتابة التالي بخط اليد:* *(إطار تقديم الملف ، الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)، بيانات المستحضر (المادة الفعالة، التركيز، الشكل الصيدلى)، Application number)* ☒ خطة إدارة المخاطر. Risk Management Plan (RMP) ☒ أحدث خطاب صادر من إدارة اليقظة بخصوص مستندات وصف نظام اليقظة الدوائية للشركة **أو** البريد الالكترونى الصادر من نافذة الاستقبال الالكترونى الخاص بأنظمة اليقظة باستلام أحدث مستندات وصف نظام اليقظة الدوائية (أيهما أحدث). ☒ **في حالة وجود كيانات/أطراف مختلفة** ارفاق صورة من الإيميل الصادر من وحدة أنظمة اليقظة بالموافقة على استلام **عقود اليقظة (الموقعة-المختومة-الموثقة) من كل الأطراف المعنية وتشمل احدث قائمة المستحضرات المعنية.**
2	**تسجيل المستحضرات المستوردة / المستحضرات المصنعة محليا بترخيص من شركة أجنبية / المستحضرات المحلية الخاصة بالشركات الدولية (New Registration)**	☒ موافقة صندوق المثائل (Box approval) ☒ موافقة اللجان المختصة بالنسبة للمستحضرات غير المرجعية (Non reference) ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة **لكل مستحضر على حدى** (لكل شكل صيدلى او لكل تركيز) وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***هام:*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة المستحضر (MAH) وكتابة التالي بخط اليد:* *(إطار تقديم الملف ، الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)، بيانات المستحضر (المادة الفعالة، التركيز، الشكل الصيدلى)، Application number)* ☒ خطة إدارة المخاطر العالمية /الدولية EU/Global Risk Management Plan (RMP) أو شهادة من الشركة مسببة بعدم وجود هذا المستند

		(Globally signed declaration letter for not submitting EU /Global RMP) ☒ الملحق المصري الخاص بخطة إدارة المخاطر. Egyptian Display of Risk Management Plan. ☒ التقرير الدوري لتقييم المنافع و المخاطر. Global Periodic Benefit Risk Evaluation Report (PBRER) ☒ أحدث خطاب صادر من إدارة اليقظة بخصوص مستندات وصف نظام اليقظة الدوائية للشركة (في الخارج ومكتب الشركة في مصر/ الوكيل المحلي) **أو** البريد الالكترونى الصادر من نافذة الاستقبال الالكترونى الخاص بأنظمة اليقظة باستلام أحدث مستندات وصف نظام اليقظة الدوائية (أيهما أحدث). ☒ **في حالة وجود كيانات/أطراف مختلفة:** ارفاق صورة من الإيميل الصادر من وحدة أنظمة اليقظة بالموافقة على استلام **عقود اليقظة (الموقعة-المختومة-الموثقة) من كل الأطراف المعنية وتشمل احدث قائمة المستحضرات المعنية.**
3	**تسجيل المستحضرات المحلية (الخاصة بالشركات المحلية) طبقاً لتأشيرة رئيس هيئة الدواء المصرية بتاريخ 2/3/2021**	☒ إخطار التسجيل النهائى Final Registration License ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة **لكل مستحضر على حدى** (لكل شكل صيدلى او لكل تركيز) وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***هام:*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة المستحضر (MAH) وكتابة التالي بخط اليد:* *(إطار تقديم الملف ، الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)، بيانات المستحضر (المادة الفعالة، التركيز، الشكل الصيدلى)، Registration number)* ☒ خطة إدارة المخاطر. Risk Management Plan (RMP) ☒ أحدث خطاب صادر من إدارة اليقظة بخصوص مستندات وصف نظام اليقظة الدوائية للشركة **أو** البريد الالكترونى الصادر من نافذة الاستقبال الالكترونى الخاص بأنظمة اليقظة باستلام أحدث مستندات وصف نظام اليقظة الدوائية (أيهما أحدث). ☒ **في حالة وجود كيانات/أطراف مختلفة:** ارفاق صورة من الإيميل الصادر من وحدة أنظمة اليقظة بالموافقة على استلام **عقود اليقظة (الموقعة-المختومة-الموثقة) من كل الأطراف المعنية وتشمل احدث قائمة المستحضرات المعنية.**

4	**تسجيل المستحضرات <u>المستوردة</u> / المستحضرات المصنعة محلياً بترخيص من شركة أجنبية / المستحضرات المحلية الخاصة بالشركات الدولية <u>طبقاً لتأشيرة رئيس هيئة الدواء المصرية بتاريخ 2/3/2021</u>**	☒ إخطار التسجيل النهائى Final Registration License ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة **لكل مستحضر على حدى** (لكل شكل صيدلى او لكل تركيز) وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***<u>هام:</u>*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة المستحضر (MAH) وكتابة التالي بخط اليد:* *(إطار تقديم الملف ، الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)، بيانات المستحضر (المادة الفعالة، التركيز، الشكل الصيدلى)، Registration number)* ☒ خطة إدارة المخاطر العالمية /الدولية EU/Global Risk Management Plan (RMP) أو شهادة من الشركة مسببة بعدم وجود هذا المستند (Globally signed declaration letter for not submitting EU /Global RMP) ☒ الملحق المصري الخاص بخطة إدارة المخاطر. Egyptian Display of Risk Management Plan. ☒ التقرير الدوري لتقييم المنافع و المخاطر. Global Periodic Benefit Risk Evaluation Report (PBRER) ☒ أحدث خطاب صادر من إدارة اليقظة بخصوص مستندات وصف نظام اليقظة الدوائية للشركة (في الخارج ومكتب الشركة في مصر/ الوكيل المحلي) **أو** البريد الالكترونى الصادر من نافذة الاستقبال الالكترونى الخاص بأنظمة اليقظة باستلام أحدث مستندات وصف نظام اليقظة الدوائية (أيهما أحدث). ☒ **في حالة وجود كيانات/أطراف مختلفة:** ارفاق صورة من الإيميل الصادر من وحدة أنظمة اليقظة بالموافقة على استلام **<u>عقود اليقظة (الموقعة-المختومة-الموثقة) من كل الأطراف المعنية وتشمل احدث قائمة المستحضرات المعنية.</u>**

5	**إعادة تسجيل المستحضرات المحلية (الخاصة بالشركات المحلية)**	☒ موافقة السير(Action letter) ☒ إخطار التسجيل السابق Previous Registration License ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة **لكل مستحضر على حدى** (لكل شكل صيدلى او لكل تركيز) وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***هام:*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة المستحضر (MAH) وكتابة التالي بخط اليد:* *(إطار تقديم الملف ، الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)، بيانات المستحضر (المادة الفعالة، التركيز، الشكل الصيدلى)، File number)* ☒ خطة إدارة المخاطر Risk Management Plan (RMP) ☒ ملحق المعلومات الإكلينيكية Addendum to Clinical Overview (ACO) ***(Initial marketing authorization)*** *(تبدأ الفترة التي يغطيها المستند من تاريخ الإخطار المبدئي أو من تاريخ آخر إخطار إعادة تسجيل للمستحضر (Last Renewal) وتنتهي الفترة التي يغطيها حتى 90 يوم قبل التقديم)* ***N.B:*** ***If the product is not marketed, MAH*** *is required to submit a statement (**on MAH official paper**) signed by **CEO or the equivalent positions at multinational companies on a local level** declaring that the product is not launched yet & never been marketed or sold by any tenders along with adequate justification.* ☒ أحدث خطاب صادر من إدارة اليقظة بخصوص مستندات وصف نظام اليقظة الدوائية للشركة **أو** البريد الالكترونى الصادر من نافذة الاستقبال الالكترونى الخاص بأنظمة اليقظة باستلام أحدث مستندات وصف نظام اليقظة الدوائية (أيهما أحدث). ☒ **في حالة وجود كيانات/أطراف مختلفة:** ارفاق صورة من الإيميل الصادر من وحدة أنظمة اليقظة بالموافقة على استلام **عقود اليقظة (الموقعة-المختومة-الموثقة) من كل الأطراف المعنية وتشمل احدث قائمة المستحضرات المعنية.**

6	**<u>إعادة تسجيل</u> المستحضرات المستوردة / المستحضرات المصنعة محليا بترخيص من شركة أجنبية / المستحضرات المحلية الخاصة بالشركات الدولية**	☒ موافقة السير(Action letter) ☒ إخطار التسجيل السابق Previous Registration License ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة **لكل مستحضر على حدى** (لكل شكل صيدلى او لكل تركيز) وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***<u>هام:</u>*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة المستحضر (MAH) وكتابة التالي بخط اليد:* *(إطار تقديم الملف ، الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)، بيانات المستحضر (المادة الفعالة، التركيز، الشكل الصيدلى)، File number)* ☒ خطة إدارة المخاطر العالمية /الدولية EU/Global Risk Management Plan (RMP) أو شهادة من الشركة مسببة بعدم وجود هذا المستند (Globally signed declaration letter for not submitting EU/Global RMP) ☒ الملحق المصري الخاص بخطة إدارة المخاطر. Egyptian Display of Risk Management Plan. ☒ ملحق المعلومات الإكلينيكية Global Addendum to Clinical Overview (ACO) ***(Initial*** *(تبدأ الفترة التي يغطيها المستند من تاريخ الإخطار المبدئي* ***marketing authorization)*** *أو من تاريخ آخر إخطار إعادة تسجيل للمستحضر* ***(Last Renewal)*** *وتنتهي الفترة التي يغطيها حتى 90 يوم قبل التقديم)* ***<u>Important notes:</u>*** ✓ ***<u>The ACO should include the followings:</u>*** - *Sales data and interval patient exposure in Egypt (for each year of the reporting interval separately).* - *Data in summary tabulations in Egypt during the reporting interval (in a table organized by MedDRA SOC) & the number of cases reported in Egypt during the ACO interval.* ✓ ***<u>If the product is not marketed</u>, MAH*** *is required to submit a statement (**on MAH official paper**) signed by **CEO or the equivalent positions at multinational companies on a local level** declaring that the product is not launched yet & never been marketed or sold by any tenders along with adequate justification.* ☒ أحدث خطاب صادر من إدارة اليقظة بخصوص مستندات وصف نظام اليقظة الدوائية للشركة (في الخارج ومكتب الشركة في مصر/ الوكيل المحلي) **أو** البريد الالكترونى الصادر من نافذة الاستقبال الالكترونى الخاص بأنظمة اليقظة باستلام أحدث مستندات وصف نظام اليقظة الدوائية (أيهما أحدث).

		☒ **في حالة وجود كيانات/أطراف مختلفة:** ارفاق صورة من الإيميل الصادر من وحدة أنظمة اليقظة بالموافقة على استلام **عقود اليقظة (الموقعة-المختومة-الموثقة) من كل الأطراف المعنية وتشمل احدث قائمة المستحضرات المعنية.**
7	**تحويل الاخطار من مبدأى لنهائى بالنسبة للمستحضرات المحلية (الخاصة بالشركات المحلية) بناء على قرار 2018/600**	☒ إخطار التسجيل النهائى Final Registration License ☒ إخطار التسجيل المبدئى Tentative Registration License ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة **لكل مستحضر على حدى** (لكل شكل صيدلى او لكل تركيز) وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***هام:*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة المستحضر (MAH) وكتابة التالي بخط اليد:* *(إطار تقديم الملف ، الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)، بيانات المستحضر (المادة الفعالة، التركيز، الشكل الصيدلى)، (Registration number)* ☒ خطة إدارة المخاطر Risk Management Plan (RMP) ☒ ملحق المعلومات الإكلينيكية Addendum to Clinical Overview (ACO) *(تبدأ الفترة التي يغطيها المستند من تاريخ الإخطار المبدئي وتنتهي الفترة التي يغطيها حتى 90 يوم قبل التقديم)* ***N.B: If the product is not marketed, MAH** is required to submit a statement (**on MAH official paper**) signed by **CEO or the equivalent positions at multinational companies on a local level** declaring that the product is not launched yet & never been marketed or sold by any tenders along with adequate justification.* ☒ أحدث خطاب صادر من إدارة اليقظة بخصوص مستندات وصف نظام اليقظة الدوائية للشركة **أو** البريد الالكترونى الصادر من نافذة الاستقبال الالكترونى الخاص بأنظمة اليقظة باستلام أحدث مستندات وصف نظام اليقظة الدوائية (أيهما أحدث). ☒ **في حالة وجود كيانات/أطراف مختلفة:** ارفاق صورة من الإيميل الصادر من وحدة أنظمة اليقظة بالموافقة على استلام **عقود اليقظة (الموقعة-المختومة-الموثقة) من كل الأطراف المعنية وتشمل احدث قائمة المستحضرات المعنية.**

8	**<u>تحويل الاخطار من مبدأى لنهائى</u> بالنسبة للمستحضرات المستوردة / المستحضرات المصنعة محليا بترخيص من شركة أجنبية / المستحضرات المحلية الخاصة بالشركات الدولية <u>بناء على قرار 2018/600</u>**	☒ إخطار التسجيل النهائى Final Registration License ☒ إخطار التسجيل المبدئى Tentative Registration License ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة **لكل مستحضر على حدى** (لكل شكل صيدلى او لكل تركيز) وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***<u>هام:</u>*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة المستحضر (MAH) وكتابة التالي بخط اليد:* *(إطار تقديم الملف ، الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)، بيانات المستحضر (المادة الفعالة، التركيز، الشكل الصيدلى)، (Registration number)* ☒ خطة إدارة المخاطر العالمية /الدولية EU/Global Risk Management Plan (RMP) أو شهادة من الشركة مسببة بعدم وجود هذا المستند (Globally signed declaration letter for not submitting EU/Global RMP) ☒ الملحق المصري الخاص بخطة إدارة المخاطر. Egyptian Display of Risk Management Plan. ☒ ملحق المعلومات الإكلينيكية Global Addendum to Clinical Overview (ACO) *(تبدأ الفترة التي يغطيها المستند من تاريخ الإخطار المبدئي وتنتهي الفترة التي يغطيها حتى 90 يوم قبل التقديم)* ***<u>Important notes:</u>*** ✓ ***<u>The ACO should include the followings:</u>*** - *Sales data and interval patient exposure in Egypt (for each year of the reporting interval separately).* - *Data in summary tabulations in Egypt during the reporting interval (in a table organized by MedDRA SOC) & the number of cases reported in Egypt during the ACO interval.* ✓ ***If the product is not marketed, MAH** is required to submit a statement (**on MAH official paper**) signed by **CEO or the equivalent positions at multinational companies on a local level** declaring that the product is not launched yet & never been marketed or sold by any tenders along with adequate justification.* ☒ أحدث خطاب صادر من إدارة اليقظة بخصوص مستندات وصف نظام اليقظة الدوائية للشركة (في الخارج ومكتب الشركة في مصر/ الوكيل المحلي) **أو** البريد الالكترونى الصادر من نافذة الاستقبال الالكترونى الخاص بأنظمة اليقظة باستلام أحدث مستندات وصف نظام اليقظة الدوائية (أيهما أحدث).

		☒ **في حالة وجود كيانات/أطراف مختلفة:** ارفاق صورة من الإيميل الصادر من وحدة أنظمة اليقظة بالموافقة على استلام **عقود اليقظة (الموقعة-المختومة-الموثقة) من كل الأطراف المعنية وتشمل احدث قائمة المستحضرات المعنية.** ☒
9	**المستندات المطلوب تقديمها لاستيفاء شرط الإخطار المتعلق بالمستحضرات التي تحتوى نشراتها على Inverted black triangle والتى تحتاج إلى Additional Monitoring بالنسبة للمستحضرات المحلية (الخاصة بالشركات المحلية)**	☒ إخطار التسجيل الذي يحتوي على شرط تقديم متطلبات اليقظة Registration License ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة **لكل مستحضر على حدى** (لكل شكل صيدلى او لكل تركيز) وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***هام:*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة المستحضر (MAH) وكتابة التالي بخط اليد:* *(إطار تقديم الملف ، الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)، بيانات المستحضر (المادة الفعالة، التركيز، الشكل الصيدلى)، (Registration number* ☒ خطة إدارة المخاطر. Risk Management Plan (RMP) ☒ أحدث خطاب صادر من إدارة اليقظة بخصوص مستندات وصف نظام اليقظة الدوائية للشركة **أو** البريد الالكترونى الصادر من نافذة الاستقبال الالكترونى الخاص بأنظمة اليقظة باستلام أحدث مستندات وصف نظام اليقظة الدوائية (أيهما أحدث). ☒ **في حالة وجود كيانات/أطراف مختلفة:** ارفاق صورة من الإيميل الصادر من وحدة أنظمة اليقظة بالموافقة على استلام **عقود اليقظة (الموقعة-المختومة-الموثقة) من كل الأطراف المعنية وتشمل احدث قائمة المستحضرات المعنية.**
10	**المستندات المطلوب تقديمها لاستيفاء شرط الإخطار المتعلق بالمستحضرات التي تحتوى نشراتها على Inverted black triangle والتى تحتاج إلى Additional Monitoring (بالنسبة للمستحضرات المستوردة / المستحضرات المصنعة محلياً بترخيص من شركة أجنبية / المستحضرات المحلية الخاصة بالشركات الدولية)**	☒ إخطار التسجيل الذي يحتوي على شرط تقديم متطلبات اليقظة Registration License ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة **لكل مستحضر على حدى** (لكل شكل صيدلى او لكل تركيز) وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***هام:*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة المستحضر (MAH) وكتابة التالي بخط اليد:* *(إطار تقديم الملف ، الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)، بيانات المستحضر (المادة الفعالة، التركيز، الشكل الصيدلى)، (Registration number* ☒ خطة إدارة المخاطر العالمية /الدولية EU/Global Risk Management Plan (RMP)

		أو شهادة من الشركة مسببة بعدم وجود هذا المستند (Globally signed declaration letter for not submitting EU /Global RMP) ☒ الملحق المصري الخاص بخطة إدارة المخاطر. Egyptian Display of Risk Management Plan. ☒ التقرير الدوري لتقييم المنافع و المخاطر. Global Periodic Benefit Risk Evaluation Report (PBRER) ***Important note:*** ***The PBRER should include the followings:*** *-Sales data and interval patient exposure in Egypt (for each year of the reporting interval separately if the PSUR covers more than 1 year).* *-Data in summary tabulations in Egypt during the reporting interval (in a table organized by MedDRA SOC) & the number of cases reported in Egypt during the PBRER interval.* ☒ أحدث خطاب صادر من إدارة اليقظة بخصوص مستندات وصف نظام اليقظة الدوائية للشركة (في الخارج ومكتب الشركة في مصر/ الوكيل المحلي) **أو** البريد الالكترونى الصادر من نافذة الاستقبال الالكترونى الخاص بأنظمة اليقظة باستلام أحدث مستندات وصف نظام اليقظة الدوائية (أيهما أحدث). ☒ **في حالة وجود كيانات/أطراف مختلفة:** ارفاق صورة من الإيميل الصادر من وحدة أنظمة اليقظة بالموافقة على استلام **عقود اليقظة (الموقعة-المختومة-الموثقة) من كل الأطراف المعنية وتشمل احدث قائمة المستحضرات المعنية.**
11	**إلغاء مستحضر** **Product cancellation**	☒ موافقة القسم المعني داخل هيئة الدواء المصرية على إلغاء المستحضر. ☒ خطاب يقدم على ورق الشركة و يوضح تفاصيل إلغاء المستحضر. (Company official paper (**MAH**)) ☒ إخطار التسجيل Registration License (if available). ☒ صورة من استلام المركز للمستحضر (إذا تم تقديمة سابقاً في إطار التسجيل أو إعادة التسجيل).
12	**نقل ملكية المستحضر** **Product ownership transfer**	☒ موافقة القسم المعني داخل هيئة الدواء المصرية على نقل ملكية المستحضر. ☒ خطاب يقدم على ورق الشركة و يوضح تفاصيل نقل ملكية المستحضر (Company official paper (**MAH**)) ☒ إخطار التسجيل Registration License (if available).
	Post Marketing (RMP/PBRER) (Human)	

13	**التقريـــر الـــدوري لتقيـــيم المنـــافع و المخاطر.** **Periodic Benefit Risk Evaluation Report (PBRER)**	☒ التقرير الدوري لتقييم المنافع و المخاطر. Periodic Benefit Risk Evaluation Report (PBRER) along with its National appendix **Important notes:** ✓ **Regarding the Global PBRERs, the company should submit the followings in the National appendix (in addition to the other national appendix sections):** - Sales data and interval patient exposure in Egypt (for each year of the reporting interval separately if the PSUR covers more than 1 year). - Data in summary tabulations in Egypt during the reporting interval (in a table organized by MedDRA SOC) & the number of cases reported in Egypt during the PBRER interval. ✓ **If the product is not marketed, MAH** is required to submit a statement (**on MAH official paper**) signed by **CEO** (or the equivalent positions at multinational companies on a local level) declaring that the product is not launched yet & never been marketed or sold by any tenders along with adequate justification. ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***هام:*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة المستحضر (MAH) وكتابة التالي بخط اليد:* • *إطار تقديم الملف* • *الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)* • *بيانات المستحضر (المادة الفعالة، التركيز، الشكل الصيدلى)* • *Registration number* ☒ إخطار التسجيل Registration License. ☒ Screenshot from the EURD list clarifying its version number & date. **N.B:** If the product is still **under registration**, **the company is not required to submit routine PBRER.** But once your product is registered, the company is required to submit the routine PBRERs as per the latest EURD list (Even if it's not marketed).

14	**خطة إدارة المخاطر** **Risk Management Plan (Post marketing RMP (Routine or Requested))**	**بالنسبة للشركات المحلية:** خطة إدارة المخاطر Risk Management Plan (RMP) **بالنسبة للشركات الأجنبية:** ☒ خطة إدارة المخاطر العالمية /الدولية EU/Global Risk Management Plan (RMP) ☒ الملحق المصري الخاص بخطة إدارة المخاطر. Egyptian Display of Risk Management Plan.
	PV System Reception	
15	**تقديم ملف وصف نظام اليقظة الدوائية (PSMF)**	**بالنسبة للشركات المحلية:** ☒ وصف نظام اليقظة الدوائية وملخصه. Pharmacovigilance System File (PSMF) along with its summary. ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***هام:*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة مستند وصف نظام اليقظة(PSMF) أو مقدم خدمات اليقظة عنها (فى حالة الوكالة أو outsource) وكتابة التالي بخط اليد:* • *إطار تقديم الملف* • *الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)* • *PSMF version number* **بالنسبة للشركات الأجنبية:** ☒ وصف نظام اليقظة الدوائية وملخصه. Pharmacovigilance System File (PSMF) along with its summary ☒ وصف نظام اليقظة الدوائية الفرعي لمكتب الشركة في مصر وملخصه. Pharmacovigilance Sub-System File (PSSF) along with its summary. ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***هام:*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة مستند وصف نظام اليقظة(PSMF) أو مقدم خدمات اليقظة عنها (فى حالة الوكالة أو outsource) وكتابة التالي بخط اليد:* • *إطار تقديم الملف* • *الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)* • *PSMF version number*

		بالنسبة للوكيل المحلي (Agency): ☒ وصف نظام اليقظة الدوائية للوكيل المحلي في مصر وملخصه. Pharmacovigilance System File (PSMF) along with its summary ☒ وصف نظام اليقظة الدوائية الخاص بالشركة صاحبة المستحضر (في الخارج) وملخصه. Global Pharmacovigilance System File (PSMF) of the license holder (abroad) along with its summary. ☒ إيصال دفع مقابل الخدمة المقررة للملفات المقدمة وذلك طبقاً لقرارات السيد الأستاذ الدكتور رئيس هيئة الدواء المصرية والمعلنة للشركات على نافذة الاستقبال الالكترونى لإدارة اليقظة (EPVC portal) ***هام:*** *يتعين على الشركات تقديم الإيصال الأحمر + الإيصال الأصفر (يحتوي على ختم الإدارة المركزية للرعاية الصيدلية) باسم الشركة صاحبة مستند وصف نظام اليقظة(PSMF) أو مقدم خدمات اليقظة عنها (فى حالة الوكالة أو outsource)وكتابة التالي بخط اليد:* • *إطار تقديم الملف* • *الإدارة المقدم إليها الملف (إدارة اليقظة الصيدلية)* • *PSMF version number*
16	**خطاب التعريف** **QPPV/LSR/Backup** **(Nomination letter)**	☒ Cover letter يحتوى على: • Contact details of QPPV/LSR and Backup • Signed by CEO (رئيس مجلس إدارة الشركة) & QPPV/LSR/ Backup ☒ صورة من بطاقة الرقم القومي (بوجهيها) Copy of the national ID card (both sides) ☒ CV for QPPV/LSR & Backup ☒ **The nomination letter should be signed by both the nominated person and the CEO** **Regarding Nomination of QPPV/PV staff,** submission of an updated summary of PSMF shall be attached reflecting all the amendments which shall include in **addition** the following elements: The cover page should define a version number with its release date, in addition to the date of 1st preparation, (the contact details and full data and information (national ID, official nomination letter, certificates, any change in PV staff ...etc.) which are required for the qualified person and all PV staff), statement signed by the applicant to the effect that the applicant has the necessary means to fulfill on the national level the pharmacovigilance tasks and responsibilities listed in this GVP modules, A reference to the location where the pharmacovigilance system master file "PSMF" for the medicinal product is kept., Proof that the applicant has at its disposal a qualified person responsible for pharmacovigilance "QPPV", The country where the QPPV resides and carries out his/her tasks, etc.

☒ **Declaration letter about the denomination:** It should be Submitted on the company official paper (MAH), Stamped & Signed by CEO (رئيس مجلس إدارة الشركة) & denominated PV personnel. ☒ **Regarding denomination of QPPV/PV staff,** submission of an updated summary of PSMF shall be attached reflecting all the amendments which shall include in **addition** the following elements: The cover page should define a version number with its release date, in addition to the date of 1st preparation, (the contact details and full data and information (national ID, official nomination letter, certificates, any change in PV staff ...etc.) which are required for the qualified person and all PV staff), statement signed by the applicant to the effect that the applicant has the necessary means to fulfill on the national level the pharmacovigilance tasks and responsibilities listed in this GVP modules, A reference to the location where the pharmacovigilance system master file "PSMF" for the medicinal product is kept., Proof that the applicant has at its disposal a qualified person responsible for pharmacovigilance "QPPV", The country where the QPPV resides and carries out his/her tasks, etc.	(**Denomination letter**) **QPPV/LSR/Backup**	**17**
☒ An **authorized and authenticated (by all concerned parties) PV agreement** between the MAH & the service provider covering all the PV activities, **Kindly note that any submitted PV agreement should be filled with all technical (responsibilities of each party, etc.) and legal requirements (authentication, signing, legalization, etc.) and included the most updated product's list covering at least the following: active ingredient, concentration, dosage form, trade name, etc.** ☒ **A delegation letter** on the service provider official paper signed by the CEO & stamped including the company contact details (address, phone no., Email) and the company commercial registry number. ☒ **A delegation letter** on the MAH official paper signed by the CEO & stamped including the MAH contact details (address, phone no., Email) and the company commercial registry number. ☒ **Commercial Registry (السجل التجارى) of all parties.** ☒ **N.B:** If the company was previously delegating another service provider **a termination letter** should be provided on the company official paper signed by the CEO & stamped illustrating the termination date.	**خطاب التفويض** **Delegation of performing the PV activities from the MAH to a PV outsourcing company**	**18**

19	**التماسات (Appeals)**	☒ **خطاب إلتماس (طلب قبول استلام ملف اليقظة الخاص بمستحضر(ات) فى اطار التسجيل/ اعادة التسجيل بعد انقضاء مهلة التقديم)** ☒ Signed by CEO/ QPPV (رئيس مجلس إدارة الشركة) ☒ وفى حالة تجاوز الشركة مهلة تقديم ملفات إعادة التسجيل فإن ذلك يتطلب تقديم: • إخطار التسجيل • موافقة السير في إجراءات إعادة التسجيل • الاجراءات الوقائية والتصحيحية (corrective & preventive action) • الدراسة التحليلية لمعرفة الاسباب الجذرية (Root cause analysis) • الادلة على الاجراءات الوقائية والتصحيحية المتخذة (Evidence for the taken corrective & preventive actions)
	Safety Issues Reception	
20	**Emerging safety issues**	☒ خطاب تنبيه بخصوص مأمونية مستحضر ☒ نتائج البحث في المواقع العلمية و الجهات الرقابية (Search results) ☒ إذا ما تم رصده في مصر من عدمه ☒ تأثير هذا الخطر علي السوق المصري ☒ تقييم الشركة لهذا الموضوع ☒ الإجراءات المقترحة في مصر من قبل الشركة بخصوص هذا ال safety issue من واقع المعلومات التي تم تجميعها من داخل مصر و عالمياً. ☒ أحدث نشرة معتمدة من هيئة الدواء المصرية Most updated EDA approved label
21	**خطاب لمقدمى الرعاية الصحيه (DHPC)**	قبل التوزيع ☒ الخلفية العلمية للموضوع (Scientific background) ☒ الجهات الرقابية التي طلبت توزيعه و المعلومات المنشورة ☒ محتوى الخطاب DHPC ☒ التفاصيل المتعلقة بالتوزيع (طريقة التوزيع , قائمة مقدمي الرعاية الصحية المقترحة و بياناتها , الفترة الزمنية المقترحة للتوزيع) ☒ أحدث نشرة معتمدة من هيئة الدواء المصرية Most updated EDA approved label
		بعد التوزيع Progress report (Percent of DHPC distribution to HCPs with evidence of distribution)
22	**Post-authorization safety study (PASS)**	قبل اجراء الدراسة: تقديم بروتوكول الدراسة
		أثناء/بعد إجرء الدراسة: Progress/ final reports
	ICSRs Reporting	

23	☒ تقرير الابلاغ عن الاثار العكسية (ICSRs)	☒ تقديم على النماذج المحددة (CIOMs **or** Xml R2,R3) ☒ The submitted report should be **valid** (4 pillars) & contains: - Initial report date. - The proper narrative - Seriousness Assessment - Causality Assessment - الإلتزام بالإطار الزمنى المحدد للإبلاغ: - Serious ICSRs: **within 15 days** from the date of receipt of the reports. - Non-serious ICSRs**: within 90 days** from the date of receipt of the reports. - بخصوص المستحضرات المسجلة تحت رخصة الإستخدام الطارئ يجب الإلتزام بالمواعيد المحددة: - For Notification: - Serious case: **within 24 hours** - Non serious case: **within 7 days** ☒ And submission of final report after validation in a time frame **no longer than 15 days**
Signal Reception 1 (Standalone signal notifications)		
24	إشارات المأمونية التي تم رصدها و تأكيدها **Validated and/or confirmed signals** سواء من الشركة صاحبة الرخصة التسويقية/ ممثل اليقظة الدوائية لها في غضون 45 يوم تقويمي Calendar days من تاريخ الـ Signal Validation أو تاريخ الـ Signal Confirmation أو تاريخ الـ Completed signal assessment وذلك وفقاً للسيناريوهات/الحالات التي وردت بـ أسس الممارسة الجيدة لليقظة الدوائية المحدثة لجمهورية مصر العربية.	**أولاً – المستندات المطلوبة:** تقوم الشركة بـ ارفاق Cover letter مدرج به البيانات التالية: • **Signed Signal notification Cover Letter.pdf** Standalone Signal Notification for <Active ingredient(s)(AI)/AI variant(s), adverse reaction(s) (MedDRA term(s))> • **MedDRA version no**. (Only in one of these two formats → xx.0 OR xx.1) • **MedDRA term name** (N.B. Free text according the utilized MedDRA version for signal assessment) • **MedDRA term level**

تقوم الشركة بذكر الـ (MedDRA term level) على النحو التالي: – LLT – PT – HLT – HLGT – SOC – SMQ – CMQ – Not known (N.B. Choose "Not known" in case of external signal flagged by another regulatory authority or any other entity). (N.B. 'Not known' is chosen when the validated/confirmed signal is detected by entity other than the MAH/its PV representative.) • **Signal detection method** (Hint: Define whether 'Qualitative' or 'Quantitative') • In case of quantitative signal detection methods, define both the '**Signal method name**' as a free text and '**Signal method score**' as a number up to two decimals (x.xx). • **MAH's brief description/comment** **ثانياً – مستندات آخرى:** • **Signal evaluation report (SER) - (signal scope).pdf** N.B. Only required for completed assessment of validated signals for innovative/biosimilar non-reference medicinal products where there are domestic ICSRs. • **Any other supplementary documents** **ثالثاً – البيانات المطلوبة:** • **اسم الشركة** حاملة الرخصة التسويقية MAH **وممثل اليقظة الدوائية** لها PV representative (إن وجد). وفي حالة أن الشركة المبلغة هي ذاتها صاحبة نظام اليقظة الدوائية ، يتم كتابة اسم MAH في خانة PV representative. • **Are domestic ICSRs available?** (تقوم الشركة بـ اختيار "نعم" عند وجود ICSRs محلية لمستحضر الشركة لاشارة المأمونية المبلغ عنها) • **Is the medicinal product of interest registered in a reference**		

country? (تقوم الشركة بـ اختيار "نعم" اذا كان مستحضر الشركة المبلغ له اشارة المأمونية مستحضر مرجعي) • **MAH's product type** N.B. Choose one of these choices, as appropriate: – Innovator/Originator – Biosimilar – Generics • **Signal scope** يجب كتابة اسم اشارة المأمونية على النحو التالي: (Drug API, Reaction name) وفي حالة اذا كانت الاشارة المبلغة لتداخلات دوائية drug–drug interaction (DDI) يتم استخدام الصياغة التالية: (Drug API 1 AND Drug API 2, Reaction name) • **Signal status** N.B. Choose any of the following, as appropriate: – Validated-for assessment – Monitor – Assessed-for action – Assessed-no action • **Submission type** N.B. Choose any of the following, as appropriate: – New signal notification (SER/No SER attached) – Signal Follow-up (SER/No SER attached) • **Product trade name** N.B. If the product contains a fixed combination of active ingredients, these AIs have to be separated by semicolon. Taking into consideration the following: – في حالة أن الشركة لديها أشكال صيدلية مختلفة (different formulation) أو تركيزات مختلفة (different concentration) لنفس المادة الفعالة المبلغ لها اشارة المأمونية فيجب ابلاغ الـ signal الخاصة بهم جميعاً في **تقديم واحد** (one submission) **مع توضيح الفرق** بين الاشكال الصيدلية أو التركيزات المختلفة **في نفس التقديم (in the same submission)**. – في حالة أن الشركة المبلغة هي ممثل اليقظة الدوائية /(PV outsource Local agent)للشركة/الشركات صاحبة الرخصة التسويقية للمادة الفعالة المبلغ لها اشارة المأمونية (different MAHs) – بأسماء تجارية مختلفة – فيجب تقديم الـ اشارة المأمونية الخاصة بهم جميعاً في تقديم		

واحد مع توضيح الفرق بين الأسماء التجارية المختلفة في نفس التقديم (in the same signal notification). • **API name/ AI variant** • **ATC level** N.B. Choose any of the following: – ATC4 (five alphanumeric characters) – ATC5 (seven alphanumeric characters) • **ATC code** N.B. ATC code should be only corresponding to ATC5/ATC4, as appropriate to the signal scope. • **Do you want to add another drug name API(s)?** This question is a conditional question. If the MAH answers "Yes", the above fields ["Product trade name", "API name/ AI variant", "ATC level" and "ATC code"] will be repeated to add another trade name. This can be repeated until 5 products maximum.		
Signal Reception 2		
تقوم الشركة بالتقديم على هذا الشباك Signal Reception 2 في أحد الحالات اللآتية: * استيفاء متطلبات اشارات المأمونية الصادرة من خلال مخاطبات الصادرة للشركة من وحدة تقييم اشارات المأمونية بالادارة العامة لليقظة الصيدلية. * طلب مد المهلة للشركة لتقديم المتطلبات الصادرة لها من وحدة تقييم اشارات المأمونية بالادارة العامة لليقظة الصيدلية. * استفسارات فنية متعلقة بعملية اداراة اشارات المأمونية Signal management process/procedures . N.B. For '**Submission type**', choose any of the following, as appropriate: • Signal Amendment – reply to EPVC letter • Signal Appeal – reply to EPVC action letter • Signal inquiry – MAH initiative • Signal inquiry – reply to EPVC action letter • MAH request meeting with EPVC's signal personnel **كما يجب أن يتم استيفاء البيانات المطلوبة في نموذج التقديم Google form.**	**'Signal amendments, appeals, inquiries'**	**25**

- لن يتم استلام أي مستند وصف نظام اليقظة الدوائية أو أي عقد يقظة جديد على نافذة الاستقبال الالكترونى الخاص بملفات التسجيل / اعادة التسجيل لم يتم تقديمهم مسبقاً على نافذة الاستقبال الالكترونى الخاص بأنظمة اليقظة.
- يتعين على الشركات الالتزام بالمهل المقررة الخاصة بكل إطار عند تقديم الملفات على الشباك (أول تقديم أو استكمالات)
- فى حالة وجود اجازات رسمية وتوافق ميعاد انتهاء المهلة المقررة للتقديم فى ايام الاجازات الرسمية فإنه يتعين على الشركة مراعاة ميعاد انتهاء مهلة التقديم ويتم تقديم متطلبات اليقظة (طبقاً لكل مهل مقررة بإطار التقديم) قبل ميعاد انتهاء المهلة المقررة (أى قبل بدء الاجازات الرسمية وليس بعدها) حتى لا يتم تخطى المهل المقررة.
- في حالة نقل ملكية المستحضر وعمل إعادة تحرير للاخطار ، تلتزم الشركة الجديدة باستيفاء شرط التقدم بملفات اليقظة الصادر فى الإخطار الحديث.

SECTION FOUR

File Content for Submission of CTD Quality Module

SECTION FOUR: File Contents for Submission of CTD Quality Module

Guidance for Submission of CTD Quality Module

This section will provide information about file contents for Submission of CTD Quality Module 3 for Human pharmaceutical product

The Quality Module soft file should be arranged to contain **two folders** according to the following:

I- Folder Name:
Administrative Documents (Product name, Strength & Dosage form)
To contain the application form and administrative documents, as **separate PDFs** for each document according to the Quality Module Submission Guidance.

II- Folder Name:
Quality Module (Product name, Strength & Dosage form)
To contain the following folders, subfolders & files, as follows:

MODULE 3	Item	Type of Document
3.1	**TABLE OF CONTENTS OF MODULE 3**	Separate PDF
3.2	**BODY OF DATA**	**Folder**
"S-Part"		
3.2.S	**Drug substance (or active pharmaceutical ingredient (API) (S part)**	**Sub Folder of BODY OF DATA**
3.2.S.1	**General information (Name- Manufacturer)** (S)	**Sub Folder of Drug substance**
3.2.S.1.1	Nomenclature (name, manufacturer) (S)	Separate PDF
3.2.S.1.2	Structure (name, manufacturer) (S)	Separate PDF
3.2.S.1.3	General Properties (name, manufacturer) (S)	Separate PDF
3.2.S.2	**Manufacture (name, manufacturer)** (S)	**Sub Folder of Drug substance**
3.2.S.2.1	Manufacturer(s) (name, manufacturer) (S)	Separate PDF
3.2.S.2.2	Description of Manufacturing Process and Process Controls(name, manufacturer) (S)	Separate PDF
3.2.S.2.3	Control of Materials (name, manufacturer) (S)	Separate PDF
3.2.S.2.4	Controls of Critical Steps and Intermediates (name, manufacturer) (S)	Separate PDF
3.2.S.2.5	Process Validation and/or Evaluation (name, manufacturer) (S)	Separate PDF
3.2.S.2.6	Manufacturing Process Development (name, manufacturer) (S)	Separate PDF

3.2.S.3	**Characterization (name, manufacturer) (S)**	**Sub Folder of Drug substance**
3.2.S.3.1	Elucidation of Structure and other Characteristics(name, manufacturer) (S)	Separate PDF
3.2.S.3.2	Impurities (name, manufacturer) (S)	Separate PDF
3.2.S.4	**Control of Drug Substance (name, manufacturer)** (S)	**Sub Folder of Drug substance**
3.2.S.4.1	Specification (name, manufacturer) (S)	Separate PDF
3.2.S.4.2	Analytical Procedures (name, manufacturer) (S)	Separate PDF
3.2.S.4.3	Validation of Analytical Procedures (name, manufacturer) (S)	Separate PDF
3.2.S.4.4	Batch Analyses (name, manufacturer) (S)	Separate PDF
3.2.S.4.5	Justification of Specification (name, manufacturer) (S)	Separate PDF
3.2.S.5	**Reference Standards or Materials (name, manufacturer)** (S)	**Sub Folder of Drug substance**
3.2.S.6	**Container Closure System (name, manufacturer)(S)**	**Sub Folder of Drug substance**
3.2.S.7	**Stability (name, manufacturer)** (S)	**Sub Folder of Drug substance**
3.2.S.7.1	Stability Summary and Conclusions (name, manufacturer) (S)	Separate PDF
3.2.S.7.2	Post-approval Stability Protocol and Stability Commitment (name, manufacturer) (S)	Separate PDF
3.2.S.7.3	Stability Data (name, manufacturer) (S)	Separate PDF

3.2.P: Drug product "P-Part"		
3.2.P	**Drug product (P part)**	**Sub Folder of Body of Data**
3.2.P.1	**Description and Composition of the Drug Product (name, dosage form)**	**Sub Folder of Drug product & contains separate DPF**
3.2.P.2	**Pharmaceutical Development (name, dosage form)**	**Sub Folder of Drug product**
3.2.P.2.1	Components of the Drug Product (name, dosage form)	One PDF or multiple documents can be submitted in this section
3.2.P.2.1.1	Drug Substance (name, dosage form)	
3.2.P.2.1.2	Excipients (name, dosage form)	
3.2.P.2.2	Drug Product (name, dosage form)	
3.2.P.2.2.1	Formulation Development (name, dosage form).	
3.2.P.2.2.2	Overages (name, dosage form)	
3.2.P.2.2.3	Physicochemical and Biological Properties (name, dosage form)	
3.2.P.2.3	Manufacturing Process Development (name, dosage form)	
3.2.P.2.4	Container Closure System (name, dosage form).	
3.2.P.2.5	Microbiological Attributes (name, dosage form)	
3.2.P.2.6	Compatibility (name, dosage form)	
3.2.P.3	**Manufacture (name, dosage form)**	**Sub Folder of Drug product**
3.2.P.3.1	Manufacturer(s) (name, dosage form)	Separate PDF
3.2.P.3.2	Batch Formula (name, dosage form)	Separate PDF
3.2.P.3.3	Description of Manufacturing Process and Process Controls (name, dosage form)	Separate PDF
3.2.P.3.4	Controls of Critical Steps and Intermediates (name, dosage form)	Separate PDF
3.2.P.3.5	Process Validation and/or Evaluation (name, dosage form).	Separate PDF

3.2.P.4	**Control of Excipients (name, dosage form)**	**Sub Folder of Drug product**
3.2.P.4.1	Specifications (name dosage form)	Separate PDF
3.2.P.4.2	Analytical Procedures (name, dosage form)	Separate PDF

3.2.P.4.3	Validation of Analytical Procedures (name, dosage form)	Separate PDF
3.2.P.4.4	Justification of Specifications (name, dosage form)	Separate PDF
3.2.P.4.5	Excipients of Human or Animal Origin (name, dosage form)	Separate PDF
3.2.P.4.6	Novel Excipients (name, dosage form	Separate PDF
3.2.P.5	**Control of Drug Product (name, dosage form).**	**Sub Folder of Drug product**
3.2.P.5.1	Specification(s) (name, dosage form)	Separate PDF
3.2.P.5.2	Analytical Procedures (name, dosage form)	Separate PDF
3.2.P.5.3	Validation of Analytical Procedures (name, dosage form)	Separate PDF
3.2.P.5.4	Batch Analyses (name, dosage form	Separate PDF
3.2.P.5.5	Characterization of Impurities (name, dosage form)	Separate PDF
3.2.P.5.6	Justification of Specification(s) (name, dosage form)	Separate PDF
3.2.P.6	**Reference Standards or Materials (name, dosage form)**	**Sub Folder of Drug product**
3.2.P.7	**Container Closure System (name, dosage form)**	**Sub Folder of Drug product**
3.2.P.8	**Stability (name, dosage form)**	**Sub Folder of Drug product**
3.2.P.8.1	Stability Summary and Conclusion (name, dosage form)	Separate PDF
3.2.P.8.2	Post-approval Stability Protocol and Stability Commitment (name, dosage form)	Separate PDF
3.2.P.8.3	Stability Data (name, dosage form)	Separate PDF

3.2.A	**APPENDECIES**	**Sub Folder of Body of Data**
3.2.A.1	Facilities and Equipment	Separate PDF
3.2.A.2	Adventitious Agents Safety Evaluation	Separate PDF
3.2.A.3	Excipients	Separate PDF
3.2.R	**Regional Information**	**Sub Folder of Body of Data**
3.2.R.1	**Production documents**	**Sub Folder of Regional Information**
3.2.R.1.1	Executed production documents	Separate PDF
3.2.R.1.2	Master production documents	Separate PDF
3.2.R.2	**Analytical Procedures and Validation information**	**Sub Folder of Regional Information**
3.3	**Literature References**	Separate PDF

General notes:

1. **Folders and documents name** should include section number and section name. (e.g.: 3.2.P.8.1 Stability Summary and Conclusion)
2. **Searchable PDFs** are preferred.
3. **Bookmarking** is preferred.
4. For **"S-Part"**: separate PDFs are preferred, if available by the API manufacturer.
5. All documents of the CTD Quality module should be submitted in **English language**.

Guidance on format

I- CTD Quality Module

General notice regarding submission of CTD Quality Module
3.1 : Table of contents of Module 3: A table of content for the filed product dossier should be provided
3.2 : Body of data
3.2.S :Drug Substance "S-Part"
The applicant should clearly indicate at the beginning of the API section how the information on the API for each API manufacturer is being submitted: ▪ Option 1: Confirmation of API prequalification document ▪ Option 2: Certificate of suitability of the European Pharmacopoeia (CEP) ▪ Option 3: API master file (APIMF/DMF) ▪ Option 4: Full details in the Product Dossier

In case of Option 2: **Certificate of Suitability of the European Pharmacopoeia (CEP)**		▪ Copy of the latest version of the CEP (including any annexes) should be provided. -CEP data should be consistent with that available online on EDQM certification Database. ▪ The declaration of access, should be duly filled out by the CEP holder in order to authorize the applicant company to use the CEP in support of its marketing authorization application (MAA). -And should include the name of pharmaceutical company (FPP MAH/Manufacturer), the name of the medicinal product(s). ▪ Written commitment that the applicant will inform EDA in the event that the CEP is revised, renewed or withdrawn by EDQM should be submitted. ▪ Copy of the most recent European Monograph for the API is required.
In case of Option 3: **API master file (APIMF) /(DMF) procedure**		▪ A copy of the letter of access/authorization from the DMF holder should be provided in the Product Dossier. [details on Page .19] ▪ Restricted Part should be submitted from API Manufacturer.
Clause	**Item**	**General Notice**
3.2.S.1 General Information		
3.2.S.1.1	**Nomenclature**	▪ Information on the nomenclature of the API should be provided. For example: ▪ (recommended) International Nonproprietary Name (INN); ▪ compendial name, if relevant; ▪ chemical name(s); ▪ company or laboratory code; ▪ Other nonproprietary name(s) (e.g. national name, United States ▪ Chemical Abstracts Service (CAS) registry number.
3.2.S.1.2	**Structure**	▪ The structural formula, including relative and absolute stereochemistry, the molecular formula and the relative molecular mass should be provided.

3.2.S.1.3	**General properties**	▪ The physical and chemical properties of the API should be discussed, including the physical description, solubilities in common solvents (e.g. water, alcohols, dichloromethane, acetone), quantitative aqueous pH solubility profile (e.g. pH 1.2 to 6.8, dose/solubility volume), polymorphism, pH and pKa values, UV absorption maxima and molar absorptivity, melting point, refractive index (for a liquid), hygroscopicity, partition coefficient.
3.2.S.2 Manufacture		
3.2.S.2.1	**Manufacturer(s)**	▪ The name, address and responsibility of each manufacturer, including contractors, and each proposed production site or facility involved in manufacturing and testing should be provided.
3.2.S.2.2	**Description of manufacturing process and process controls**	▪ Information should be provided to adequately describe the manufacturing process and process controls. including: ▪ a flow diagram of the synthetic process(es) should be provided that includes molecular formulae, weights, yield ranges, chemical structures of starting materials, intermediates, reagents and API reflecting stereochemistry, and identifies operating conditions and solvents. ▪ A sequential procedural narrative of the manufacturing process should be submitted. ▪ Alternate processes should be explained and described with the same level of detail as the primary process. ▪ Reprocessing steps should be identified and justified. **Note:** Where the APIMF (DMF) procedure is used, a cross-reference to the Restricted part of the APIMF may be indicated for confidential information. In this case, if detailed information is presented in the Restricted part, the information to be provided for this section includes a flow chart (including molecular structures and all reagents and solvents) and a brief outline of the manufacturing process, with special emphasis on the final steps including purification procedures.

3.2.S.2.3	*** Control of materials**	▪ Materials used in the manufacture of the API (e.g. raw materials, starting materials, solvents, reagents, catalysts) should be listed identifying where each material is used in the process. ▪ Information on the quality and control of these materials should be provided.
3.2.S.2.4	*** Controls of critical steps and intermediates**	▪ **Critical steps:** Tests and acceptance criteria (with justification including experimental data) performed at critical steps identified in 3.2.S.2.2 of the manufacturing process to ensure that the process is controlled should be provided ▪ **Intermediates:** Information on the quality and control of intermediates isolated during the process should be provided.
3.2.S.2.5	*** Process validation and/or evaluation**	▪ Process validation and/or evaluation studies for aseptic processing and sterilization should be included.
3.2.S.2.6	*** Manufacturing process development**	▪ A description and discussion should be provided of the significant changes made to the manufacturing process and/or manufacturing site of the API used in producing comparative bioavailability or biowaiver, scale-up, pilot and, if available, production-scale batches.
Note: * Where the APIMF procedure is used, a cross-reference to the Restricted part of the APIMF is considered sufficient for this section.		
3.2.S.3 Characterization		
3.2.S.3.1	**Elucidation of structure and other characteristics**	▪ Confirmation of structure based on e.g. synthetic route and spectral analyses should be provided. Information such as the potential for isomerism, the identification of stereochemistry, or the potential for forming polymorphs should also be included.
3.2.S.3.2	**Impurities**	▪ Details on the principles for the control of impurities (e.g. reporting, identification and qualification) are outlined in the ICH Q3A, Q3B and Q3C impurity guidelines. ▪ A discussion should be provided of the potential and actual impurities arising from the synthesis, manufacture, or degradation of the API "This should cover starting materials, by-products, intermediates, chiral impurities and degradation products and should include the chemical names, structures and origins.". ▪ Residual solvents, elemental risk assessment and Genotoxic risk assessment should be provided.

3.2.S.4 Control of the API		
3.2.S.4.1	**Specification**	▪ Copies of the API specifications, dated and signed by authorized personnel should be provided, including specifications from each API manufacturer as well as those of the FPP manufacturer. ▪ Specifications should be presented in a tabular form contains a list of tests, references to analytical procedures (updated version) and appropriate acceptance criteria, ▪ Copy of the recent Monograph for the API should be submitted "if applicable". ▪ In case where there is more than one API manufacturer, the FPP manufacturer's API specifications should be one single compiled set of specifications that apply to the API from all manufacturers.
3.2.S.4.2	**Analytical procedures**	▪ The analytical procedures used for testing the API should be provided. ▪ Copies of the in-house analytical procedures used to generate testing results provided in the PD, as well as those proposed for routine testing of the API by the FPP manufacturer, should be provided.
3.2.S.4.3	**Validation of analytical procedures**	▪ Analytical validation information, including experimental data for the analytical procedures used for testing the API, should be provided. ▪ Copies of the validation reports for the analytical procedures used to generate test results provided in the PD, as well as those proposed for routine testing of the API by the FPP manufacturer, should be provided. ▪ As recognized by regulatory authorities and pharmacopoeias themselves, verification of compendial methods can be necessary.

3.2.S.4.4	**Batch Analyses**	▪ Description of batches and results of batch analyses should be provided. ▪ Batches analysis should be recent. ▪ The information provided should include batch number, batch size, date, production site of relevant API batches & the use of the batch (comparative bioavailability or biowaiver studies, preclinical and clinical data (if relevant), stability, pilot-scale, production-scale batches). ▪ Results should be provided from at least two batches of at least pilot-scale from each proposed manufacturing site of the API. ▪ Copies of the certificates of analysis, both from the API manufacturer(s) and the FPP manufacturer should be provided.
3.2.S.4.5	**Justification of specification**	▪ The justification for certain tests, analytical procedures and acceptance criteria should be provided
3.2.S.5 Reference standards or materials		
3.2.S.5	**Reference standards or materials**	▪ Information on the reference standards or reference materials used for testing of the API should be provided. ▪ The source(s) of the reference standards or materials used in the testing of the API should be provided (e.g. those used for the identification, purity, and assay tests).
3.2.S.6 Container-closure system		

3.2.S.6	**Container-closure system**	▪ A description of the container-closure system(s) should be provided, including the identity of materials of construction of each primary packaging component and their specifications. The specifications should include description and identification (and critical dimensions with drawings, where appropriate). Non-compendial methods (with validation) should be included, where appropriate. ▪ For non-functional secondary packaging components (e.g. those that do not provide additional protection), only a brief description should be provided. For functional secondary packaging components, additional information should be provided. ▪ The suitability should be discussed with respect to, for example, choice of materials, protection from moisture and light, compatibility of the materials of construction with the API, including sorption to container and leaching, and/or safety of materials of construction.
3.2.S.7 Stability		
3.2.S.7.1	**Stability Summary and Conclusions**	▪ The types of studies conducted, protocols used and the results of the studies should be summarized. The summary should include results, for example, from forced degradation studies and stress conditions, as well as conclusions with respect to storage conditions and retest date or shelf-life, as appropriate.
3.2.S.7.2	**Post-approval Stability Protocol and Stability Commitment**	▪ <u>Primary stability study commitment:</u> In case of the available long-term data on the stability of primary batches do not cover the proposed retest period, a written commitment (signed and dated) to continue long-term testing over the retest period should be included in the dossier when relevant. ▪ <u>Commitment stability studies:</u> In case of stability data were not provided for three production batches, written commitment (signed and dated) should be included in the dossier and the stability protocol for the commitment batches should be provided. ▪ <u>Ongoing stability studies:</u> A written commitment (signed and dated) for ongoing stability studies should be included in the dossier.

3.2.S.7.3	**Stability Data**	▪ The actual stability results used to support the proposed retest period should be included in the dossier. ▪ The Data should be submitted in a tabular form including: (Manufacturing date, manufacturer name & site, stability loading date, batch number, storage condition & container closure system).

3.2.P: Drug product (or finished pharmaceutical product (FPP)) **"P-Part"**		
Clause	**Item**	**General Notice**
3.2.P.1 Description and Composition of the Drug Product		
3.2.P.1	**Description and Composition of the Drug Product**	▪ A description of the FPP and its composition should be provided. The information provided should include, for example: ▪ Description of the dosage form ▪ Composition: list of all components of the dosage form and their amount on a per unit basis (including overages, if any), the function of the components and a reference to their quality standards (e.g. compendial monographs or manufacturer's specifications). ▪ Description of accompanying reconstitution diluent(s) ▪ Type of container and closure used for the dosage form and accompanying reconstitution diluent, if applicable.
3.2.P.2 Pharmaceutical Development		

- The Pharmaceutical Development section should contain information on the development studies conducted to establish that the dosage form, the formulation, manufacturing process, container-closure system, microbiological attributes and usage instructions are appropriate for the purpose specified in the product dossier.
- Pharmaceutical development information should include, at a minimum:

  - The definition of the quality target product profile (QTPP) as it relates to quality, safety and efficacy, considering for example the route of administration, dosage form, bioavailability, strength and stability;

  - Identification of the potential critical quality attributes (CQAs) of the FPP so as to adequately control the product characteristics that could have an impact on quality;

  - Discussion of the potential CQAs of the API(s), excipients and container-closure system(s) including the selection of the type, grade and amount to deliver pharmaceutical product of the desired quality;

  - Discussion of the selection criteria for the manufacturing process and the control strategy required to manufacture commercial lots meeting the QTPP in a consistent manner.

3.2.P.2.1	**Components of the FPP**	▪ **<u>3.2.P.2.1.1 Active pharmaceutical ingredient:</u>** ▪ The compatibility of the API with excipients listed in 3.2.P.1 should be discussed. Additionally, key physicochemical characteristics of the API that can influence the performance of the FPP should be discussed. ▪ For fixed-dose combinations, the compatibility of APIs with each other should be discussed. ▪ **<u>3.2.P.2.1.2 Excipients:</u>** ▪ The choice of excipients listed in 3.2.P.1, their concentration, their characteristics that can influence the FPP performance should be discussed relative to their respective functions
3.2.P.2.2	**Finished pharmaceutical product**	▪ **<u>3.2.P.2.2.1 Formulation Development:</u>** ▪ A brief summary describing the development of the FPP should be provided, taking into consideration the proposed route of administration and usage. ▪ In case of generic products, results from comparative in vitro studies (e.g. dissolution) or comparative in vivo studies (e.g. bioequivalence) should be discussed.

		▪ **3.2.P.2.2.2 Overages:** ▪ Any overages in the formulation(s) described in 3.2.P.1 should be justified.
		▪ **3.2.P.2.2.3 Physicochemical and biological properties:** ▪ Parameters relevant to the performance of the FPP, such as pH, ionic strength, dissolution, redispersion, reconstitution, particle size distribution, aggregation, polymorphism, rheological properties, biological activity or potency, and/or immunological activity, should be addressed.
3.2.P.2.3	**Manufacturing process development**	▪ The selection and optimization of the manufacturing process described in 3.2.P.3.3, in particular its critical aspects, should be explained. Where relevant, the method of sterilization should be explained and justified.
3.2.P.2.4	**Container-closure system**	▪ The suitability of the container closure system (described in 3.2.P.7) used for the storage, transportation (shipping) and use of the FPP should be discussed. ▪ This discussion should consider, e.g. choice of materials, protection from moisture and light, compatibility of the materials of construction with the dosage form (including sorption to container and leaching) safety of materials of construction and performance (such as reproducibility of the dose delivery from the device when presented as part of the FPP).
3.2.P.2.5	**Microbiological attributes**	▪ Where appropriate, the microbiological attributes of the dosage form should be discussed, including, for example, the rationale for not performing microbial limits testing for non-sterile products and the selection and effectiveness of preservative systems in products containing antimicrobial preservatives. ▪ For sterile products, the integrity of the container-closure system to prevent microbial contamination should be addressed.
3.2.P.2.6	**Compatibility**	▪ The compatibility of the FPP with reconstitution diluent(s) or dosage devices (e.g. precipitation of API in solution, sorption on injection vessels, stability) should be addressed to provide appropriate and supportive information for the labelling.
3.2.P.3 Manufacture		

3.2.P.3.1	**Manufacturer(s)**	▪ The name, address and responsibility of each manufacturer, including contractors, and each proposed production site or facility involved in manufacturing and testing should be provided.
3.2.P.3.2	**Batch formula**	▪ A batch formula should be provided that includes a list of all components of the dosage form to be used in the manufacturing process, their amounts on a per batch basis, including overages, and a reference to their quality standards.

3.2.P.3.3	**Description of Manufacturing Process and Process Controls**	▪ A flow diagram should be presented giving the steps of the process and showing where materials enter the process. The critical steps and points at which process controls, intermediate tests or final product controls are conducted should be identified. ▪ A narrative description of the manufacturing process, including packaging that represents the sequence of steps undertaken and the scale of production should also be provided. Novel processes or technologies and packaging operations that directly affect product quality should be described with a greater level of detail. Equipment should, at least, be identified by type (e.g. tumble blender, in-line homogenizer) and working capacity, where relevant. ▪ Steps in the process should have the appropriate process parameters identified, such as time, temperature or pH. Associated numeric values can be presented as an expected range. Numeric ranges for critical steps should be justified in Section 3.2.P.3.4. In certain cases, environmental conditions (e.g. low humidity for an effervescent product) should be stated. ▪ The maximum holding time for bulk FPP (product prior to final packaging, e.g. tablets in HDPE drums) should be stated. The holding time should be supported by the submission of stability data, if longer than 30 days. ▪ For the manufacture of sterile products, the class (e.g. A, B, C, etc.) of the areas should be stated for each activity (e.g. compounding, filling, sealing, etc.), as well as the sterilization parameters for equipment, container/closure, terminal sterilization, etc.
3.2.P.3.4	**Controls of critical steps and intermediate**	▪ Critical steps: Tests and acceptance criteria should be provided (with justification, including experimental data) performed at the critical steps identified in 3.2.P.3.3 of the manufacturing process, to ensure that the process is controlled. ▪ Intermediates: Information on the quality and control of intermediates isolated during the process should be provided.

3.2.P.3.5	**Process Validation and/or Evaluation**	▪ Description, documentation, and results of the validation and/or evaluation studies should be provided for critical steps or critical assays used in the manufacturing process (e.g. validation of the sterilization process or aseptic processing or filling). Viral safety evaluation should be provided in 3.2A.2, if necessary. ▪ The following information should be provided for all products: ▪ a copy of the process validation protocol, specific to the FPP ▪ a commitment that three consecutive, production-scale batches of this FPP will be subjected to prospective validation in accordance with the above protocol; the applicant should submit a written commitment that information from these studies will be available for verification after approval. ▪ if the process validation studies have already been conducted (e.g. for sterile products), a copy of the process validation report should be provided
3.2.P.4 Control of excipients		
▪ COA of excipients (If Applicable).		
3.2.P.4.1	**Specifications**	▪ The specifications for excipients should be provided. ▪ If the standard claimed for an excipient is an officially-recognized compendial standard, it is sufficient to state that the excipient is tested according to the requirements of that standard, rather than reproducing the specifications found in the officially-recognized compendial monograph. ▪ If the standard claimed for an excipient is a non-compendial standard (e.g. in-house standard) or includes tests that are supplementary to those appearing in the officially-recognized compendial monograph, a copy of the specification for the excipient should be provided.
3.2.P.4.2	**Analytical procedures**	▪ The analytical procedures used for testing the excipients should be provided, where appropriate. ▪ Copies of analytical procedures from officially-recognized compendial monographs do not need to be submitted.

3.2.P.4.3	**Validation of analytical procedures**	▪ Analytical validation information, including experimental data, for the analytical procedures used for testing the excipients should be provided, where appropriate.
3.2.P.4.4	**Justification of specifications**	▪ Justification for the proposed excipient specifications should be provided, where appropriate. ▪ A discussion of the tests that are supplementary to those appearing in the officially-recognized compendial monograph should be provided.
3.2.P.4.5	**Excipients of Human or Animal Origin**	▪ For excipients of animal origin, certificate of TSE compliance should be provided.
3.2.P.4.6	**Novel excipients**	▪ For excipient(s) used for the first time in an FPP or by a new route of administration, full details of manufacture, characterization, and controls, with cross-references to supporting safety data (nonclinical and/or clinical) should be provided according to the API and/or FPP format (details in 3.2.A.3).
3.2.P.5 Control of FPP		
3.2.P.5.1	**Specification(s)**	▪ A copy of the FPP specification(s) from the applicant (as well as the company responsible for the batch release of the FPP, if different from the applicant), dated and signed by authorized personnel should be provided in the PD. ▪ Two separate sets of specifications may be set out: after packaging of the FPP (release) and at the end of shelf-life. ▪ Specifications should be presented in a tabular form contains a list of tests, references to analytical procedures (updated version) and appropriate acceptance criteria,
3.2.P.5.2	**Analytical procedures**	▪ The analytical procedures used for testing the FPP should be provided. ▪ Copies of the in-house analytical procedures used during pharmaceutical development (if used to generate testing results provided in the PD) as well as those proposed for routine testing should be provided. ▪ For pharmacopeial products: Copy of the recent Monograph should be submitted.

3.2.P.5.3	**Validation of analytical procedures**	▪ Analytical validation information, including experimental data, for the analytical procedures used for testing the FPP, should be provided. ▪ Copies of the validation reports for the in-house analytical procedures used as well as those proposed for routine testing should be provided.
3.2.P.5.4	**Batch Analyses**	▪ A description of batches and results of batch analyses should be provided. ▪ Information should include strength and batch number, batch size, date and site of production and use (e.g. used in comparative bioavailability or biowaiver studies, preclinical and clinical studies (if relevant), stability, pilot, scale-up and, if available, production-scale batches). ▪ Analytical results tested by the company responsible for the batch release of the FPP should be provided for not less than two batches of at least pilot scale.
3.2.P.5.5	**Characterization of impurities**	▪ Information on the characterization of impurities should be provided. ▪ A discussion should be provided of all impurities that are potential degradation products (including any of the impurities identified in 3.2.S.3.2 as well as potential degradation products resulting from interaction of the API with other APIs (FDCs), excipients or the container-closure system) and FPP process-related impurities (e.g. residual solvents in the manufacturing process for the FPP).
3.2.P.5.6	**Justification of specification(s)**	▪ Justification for the proposed FPP specification(s) should be provided. ▪ A discussion should be provided on the omission or inclusion of particular tests, evolution of tests, analytical procedures and acceptance criteria, differences from the officially-recognized compendial standard(s). ▪ If the officially-recognized compendial methods have been modified or replaced, a discussion should be included.
3.2.P.6 Reference standards or materials		

3.2.P.6	**Reference standards or materials**	▪ Information on the reference standards or reference materials used for testing of the FPP should be provided. ▪ The source(s) of the reference standards or materials used in the testing of the FPP should be provided (e.g. those used for the identification, purity, and assay tests).
3.2.P.7 Container-closure system		
3.2.P.7	**Container-closure system**	▪ A description of the container-closure systems should be provided, including the identity of materials of construction of each primary packaging component and its specification. The specifications should include description and identification (and critical dimensions, with drawings where appropriate). Non-compendial methods (with validation) should be included, where appropriate. ▪ For non-functional secondary packaging components (e.g. those that neither provide additional protection nor serve to deliver the product), only a brief description should be provided. ▪ For functional secondary packaging components, additional information should be provided. ▪ Suitability information should be located in 3.2.P.2.
3.2.P.8 Stability		
3.2.P.8.1	**Stability Summary and Conclusion**	▪ The types of studies conducted, protocols used, and the results of the studies should be summarized. The summary should include, for example, conclusions with respect to storage conditions and shelf-life, and, if applicable, in-use storage conditions and shelf-life.

3.2.P.8.2	**Post-approval Stability Protocol and Stability Commitment**	▪ <u>Primary stability study commitment:</u> In case of the available long-term data on the stability of primary batches do not cover the proposed shelf life, a written commitment (signed and dated) to continue long-term testing over the shelf life period should be included in the dossier. ▪ <u>Commitment stability studies:</u> Where stability data were not provided for three production batches of each strength, a written commitment (signed and dated) should be included in the dossier. ▪ <u>Ongoing stability studies:</u> A written commitment (signed and dated) to monitor the product over its shelf-life and to determine that the product remains within specifications should be included in the dossier.
3.2.P.8.3	**Stability Data**	▪ The actual stability results/reports used to support the proposed shelf-life should be provided ▪ The Data should be submitted in a tabular form including: (Product Name, strength, dosage form, manufacturing date, manufacturer name & site, stability loading date, batch number, storage condition & container closure system) & also API batch number, manufacturer name & site.

3.2.A Appendices		
3.2.A.1 Facilities and equipment ▪ Not applicable		
3.2.A.2 Adventitious agents safety evaluation		
3.2.A.3 Novel excipients ▪ If novel excipients are accepted, full information should be provided in the format of the sections in 3.2.P.		
3.2.R Regional information		
Clause	**Item**	**General Notice**
3.2.R.1 Production documentation		

3.2.R.1.1	**Executed production documents**	▪ Copies of the executed production documents should be provided. ▪ English translations of executed records should be provided, where relevant.
3.2.R.1.2	**Master production documents**	▪ Copies of the FPP master production documents should be provided for each proposed strength, commercial batch size and manufacturing site.
3.2.R.2 Analytical procedures and validation information		
▪ The tables presented in section 2.3.R.2 in the QOS-PD template may be used to summarize the analytical procedures and validation information from sections 3.2.S.4.2, 3.2.S.4.3, 2.3.S.4.4 (c), 2.3.S.7.3 (b), 3.2.P.5.2 and 3.2.P.5.3, where relevant.		
3.3 Literature references		
▪ References to the scientific literature relating to both the API and FPP should be included in this section of the PD when appropriate.		

General Notes:

Note 1: For a drug product containing more than one drug substance, the information requested for "S-part" should be provided in its entirety for each drug substance.

Note 2: For a drug product supplied with reconstitution solvent(s), the information on the solvent(s) should be provided in a separate "P-part" as appropriate. (Not applicable for solvents with registration license)

Abbreviations:

- "drug substance" is replaced with "active pharmaceutical ingredient" or "API";
- "drug product" is replaced with "finished pharmaceutical product" or "FPP";
- "application" is replaced with "product dossier" or "PD";
- "combination product" is replaced with "fixed-dose combination" or "FDC";

For More Detailed information about Quality module documentation and submission, kindly refer to: "**WHO: Annex 6 Guidelines on submission of documentation for a multisource (generic) finished pharmaceutical product: quality part"**
Link: https://www.who.int/medicines/areas/quality_safety/quality_assurance/TRS986annex6.pdf?ua=1

II- Administrative Documents

	Required documents for under-registration products
	▪ **Application form** *(Template Attached)* *(On company letterhead signed, stamped and dated)* ▪ **Action Letter & Name Approval** ▪ **Any other approvals (e.g. Fast track, Technical committee approval,…….)** ▪ **Declaration** *(On company letterhead signed, stamped and dated)* To state the product's status concerning Pricing, Pharmacovigilance, EDA labs analysis, Stability and Bioequivalence approvals release. ▪ **EDA Labs API certificate** *((for local products, When Available)* ▪ **EDA Labs FPP certificate & composition** *(When Available)* ▪ **Stability approval** *(When Available)* ▪ **Bioequivalence approval** *"If applicable" (When Available)* ▪ **Pharmacovigilance approval and Pricing license** *(for products submitted for registration according to ministerial decrees 425/2015 & 645/2018)* ▪ **For locally manufactured products:** **- Pilot batch samples withdrawal record /** **primary batches' reports (Attendance and samples withdrawal)** (by EDA Inspection), with the **product composition attached** (signed or stamped by EDA inspector). **+ Importation approval for each API** **+ Manufacturing site factory license** ▪ **For Imported/Imported Bulk and Under license Products:** **Certificate of Pharmaceutical Product (CPP) issued by the Competent Authority in the Country of Origin** (Valid, Legalized & Including product's composition and Smpc.) ▪ **For non-reference products: Specialized committee approval** ▪ **Copy of certificate(s) of suitability of the European Pharmacopoeia (CEP)** (including any annexes) *"If applicable"* ▪ **Letters of access for active pharmaceutical ingredient master files (APIMFs)** *(Template Attached)* *"If applicable"*

	Required documents for registered and re-registration products

	▪ **Application form** *(Template Attached)* *(On company letterhead signed, stamped and dated)* ▪ **Registration license** ▪ **Preliminary approval for the re-registration** *(for re-registration products)* ▪ **Any Pre-approved letters from EDA concerning the product during previous registration period (e.g. Variation approval, Technical committee decisions, …….)** ▪ **Declaration** *(On company letterhead signed, stamped and dated)* To state all the variations done to the product through its last registration period. ▪ **EDA Labs API certificate** *(for local products)* ▪ **EDA Labs FPP certificate & composition** ▪ **Stability approval** ▪ **Bioequivalence approval** *"If applicable"* ▪ **<u>For Imported/Imported Bulk and Under license Products:</u>** **Certificate of Pharmaceutical Product (CPP) issued by the Competent Authority in the Country of Origin (**Valid, Legalized & Including product's composition and Smpc.) ▪ **<u>For non-reference products:</u> Specialized committee approval** (Previously, Non-Reference committee and pharmacology committee approvals) ▪ **Copy of certificate(s) of suitability of the European Pharmacopoeia (CEP)** (including any annexes) *"If applicable"* ▪ **Letters of access for active pharmaceutical ingredient master files (APIMFs)** *(Template Attached) "If applicable"*

Application form for Quality module file submission

Trade Name:	
Active Ingredient(s) & Strength (s): (Including salts, hydrate forms and equivalence to free base)	
Pharmaceutical dosage form:	
Route of administration:	
Product's Status:	**□ Submitted for registration according to ministerial decree …….** **□ Submitted for re-registration according to ministerial decree …….** **□ Have a valid license and submitted for variation** **□ Registered and still not marketed**
Therapeutic Group:	
Applicant:	
License Holder/ Marketing Authorization Holder:	
Manufacturer:	
-Manufacturer of Solvent/ Accessories (If Applicable): **-Registration status of solvent:**	
Packaging site:	
Batch release site:	
Proposed Pack:	

Type of registration:	**□Local**	**□Toll/F-Toll**
	□Under-license	**□ Toll /F-Toll Under-License**
	□ Imported	**□Imported Bulk**
API(s) Manufacturer name, Address and Country of origin:		
API information submitted as:	**□Prequalification**	**□ DMF**
	□ CEP	**□ Full details in the PD**
CEP number and issue date: *"If applicable"*		
Reference Drug Product (Note: According to bioequivalence approval)		
Reference name:		
Name of reference Product (RLD, RS, …)		
Name of MAH, Manufacturer and Country of origin		
Applicant Company Representative		
Name:		
Telephone number:		
E-mail:		

Company Stamp **Registration Manager**

Name:

Signature:

Date:

Link for editable application template:
https://docs.google.com/document/d/1EzXgA5KEvs8RJPT15ZEu5_ETLYAhxXJ8/edit?usp=sharing&ouid=111862349084529780102&rtpof=true&sd=true

Letter of Authorization (Access) to EDA TO REFER TO A DRUG MASTER FILE

Before EDA can review DMF information in support of an application, the DMF holder must submit in duplicate to the DMF a letter of authorization permitting EDA to reference the DMF.

The letter of authorization should include the following:

1. The date.
2. Name of DMF holder.
3. DMF version number.
4. Name of person(s) authorized to incorporate information in the DMF by reference.
5. Specific product(s) covered by the DMF.
6. Statement of commitment that the DMF is current and that the DMF holder will comply with the statements made in it.
7. Signature of authorizing official.
8. Typed name and title of official authorizing reference to the DMF.

Link for editable Letter of authorization (access) Template:
https://docs.google.com/document/d/16OKC9Qcd1LByiJm1dQy97KZx3k1DwZmg/edit?usp=sharing&ouid=111862349084529780102&rtpof=true&sd=true

To be submitted on the API supplier letterhead.

Letter of Authorization (Access) to EDA TO REFER TO A DRUG MASTER FILE

Date: [Enter the date of this submission]

DMF No.: [Enter the DMF version number (**Applicant** and **Restricted part** version number)]

Holder: [Enter the DMF holder's name]

Subject (Title): [Enter the subject (title) of the DMF]

Submission Type: Letter of Authorization

To, Egyptian Drug Authority [EDA]
21-Abdulaziz Al Saud Al Manial, Cairo – Egypt
hdr.qualitymodule@edaegypt.gov.eg

Dear EDA,

[DMF HOLDER] authorizes [Authorized party] to incorporate by reference information in [DMF VERSION NUMBER] into any application filed by [Authorized party].

[DMF HOLDER] also authorizes EDA to review this information in [DMF VERSION NUMBER] when considering any application filed by [Authorized party].

Provide the name of [Authorized party] (one per LOA).
Provide information of the product (**trade name**, **strength** and **dosage form**)

Sincerely,

[Signature of responsible official]

[Name of responsible official]

[Responsible official's title]

[Responsible official's company (i.e., DMF holder or agent)]

[Responsible official's telephone number]

[Responsible official's fax number]

[Responsible official's email address]
Date: [Enter the date of this submission]

DMF No.: [Enter the DMF version number (**Applicant** and **Restricted part** version number)]

Holder: [Enter the DMF holder's name]

Subject (Title): [Enter the subject (title) of the DMF]

Submission Type: Letter of Authorization

To, Egyptian Drug Authority EDA
21-Abdulaziz Al Saud Al Manial, Cairo – Egypt
hdr.qualitymodule@edaegypt.gov.eg

Statement of Commitment: [The following statement of commitment, signed by the DMF holder, should be included in this letter.]

[DMF HOLDER] states that [DMF VERSION NUMBER] is current and [DMF HOLDER] will comply with the statements made within it.

[DMF HOLDER] will notify Egyptian Drug Authority through an amendment to [DMF VERSION NUMBER] of any addition, change, or deletion of information in the DMF.

[DMF HOLDER] will also notify Egyptian Drug Authority in writing that an addition, change, or deletion of information has been made to the DMF.

_____

Signature of DMF holder

*Information to be filled in, including notes about that information, is in brackets.

Guidance for submission of products for Evaluation of (Composition & finished product specifications) /API specifications/S-Part

Scope:

This guidance applies for any human pharmaceutical product submitted for registration according to the Ministerial decree **645/2018** or according to **Emergency Use Authorization** procedures.

Objective:

This guidance aims to provide applicants with the documents and information required for preparing and submitting the files for evaluation of (Composition & finished product specifications) /API specifications/S-Part (Submitted for evaluation prior to CTD file submission).

It should be noted that Egyptian Drug Authority has the right to request any further information or documents, with a commitment that such requests are justifiable, and will be for the purpose of ensuring quality, safety and efficacy of the submitted product.

Item No.	Required Documents	EUA Products	products submitted according to Ministerial Decree 645/2018 for evaluation of		
			FPP Comp. & specks	API specks	s-part
1	**Application Form** ***(Attached: Template #1)*** *On company letterhead signed, stamped and dated*	R	R	R	R
2	**Action Letter**	R	R	R	R
3	**Name approval**	R	R	R	R
4	**Fees Payment Receipt**	N.A	R	R	R
5	**Declaration states reference drug product used in the developmental studies.** *On Applicant Co. letterhead signed, dated and stamped* ***(Attached: Template #2)***	N.R	R	N.R	N.R
6	**Bioequivalence Unit approval for reference drug product which will be used in bioequivalence or in-vitro study** (If applicable).	N.R	R	N.R	N.R
7	**Proposed API/ Semi-Finished or Intermediate product specifications** *On Applicant Co. letterhead signed, dated and stamped* ***(Attached: Template #3)***	R	N.R	R	I

8	**CoA of API/ Semi-Finished or Intermediate product** *On API manufacturer letterhead signed, dated and stamped*	**R**	**F.I**	**R**	**I**
9	**Detailed description of container closure system of API/ Semi-Finished or Intermediate product** *On API manufacturer letterhead signed, dated and stamped*	**R**	**N.R**	**R**	**I**
10	**Proposed composition certificate** *On Applicant Co. letterhead signed, dated and stamped* ***(Attached: Template #4)***	**R**	**R**	**N.R**	**N.R**
11	**Declaration for calculation of equivalent base of API/ Semi-Finished or Intermediate product** (If applicable). *On Applicant Co. letterhead signed, dated and stamped* ***(Attached: Template #5)***	**R**	**R**	**N.R**	**N.R**
12	**CoA of all excipient(s)** *On excipient`s manufacturer letterhead signed, dated and stamped.*	**R**	**R**	**N.R**	**N.R**
13	**Proposed FPP specification** *On Applicant Co. letterhead signed, dated and stamped* ***(Attached: Template #6)***	**R**	**R**	**N.R**	**N.R**
14	**Detailed description of container closure system of FPP** *On Applicant Co. letterhead signed, dated and stamped* ***(Attached: Template #7)***	**R**	**F.I**	**N.R**	**N.R**
15	**Data certificate license for pharmaceutical plant (manufacturer of FPP)** *Including the suitable production area and line for the FPP*	**R**	**R**	**N.R**	**N.R**
16	**Description of manufacturing process (flow diagram)** *On FPP manufacturer letterhead signed, dated and stamped* ***(Attached: Template #8)***	**F.I**	**F.I**	**N.R**	**N.R**
17	**Drug Master File (Including the Restricted Part)** *From the API Manufacturer (For Each API).* *Attached with:* *1-**letter of access from the supplier**.* *2- **Summary Sheet of stability file*** *(On the Applicant letterhead and according to the template on following link:* https://docs.google.com/document/d/1jolSqWNMskUdTU9Tr-6D1hO6zoF1CdEG/edit?usp=sharing&ouid=111862349084529780102&rtpof=true&sd=true ▪ ***For details, please refer to this section in the quality module submission guidance, on the following link:*** https://drive.google.com/file/d/1M_ew9dDDgdyod61r7Md3wrppEftC7S4Y/view?usp=sharing	**N.R**	**N.R**	**N.R**	**R**
18	**Scientific committee approval** *(in case of non-reference products)*	**R**	**R**	**R**	**R**

Notes:

- **Semi-Finished or Intermediate product:** Partially processed products that undergo further manufacturing process before it becomes a bulk product.
- **Fees Payment Receipt:** 7,000 L.E. for each type of evaluation for products submitted according to Ministerial Decree 645/2018.

N.B.:

-Different Strengths of the FPP and different API Suppliers are considered separate applications.

-The following data should be specified on the receipt: Trade Name, Dosage Form, Strength &Type of evaluation required.

- **For EUA Products Evaluation:**

  In case of registered products submitted for evaluation of new API manufacturer:

  Document #2 should be replaced with: Registration License.
  Document #3 should be replaced with: Variation Approval.

- **Abbreviations**

R	**:**	The Document is required.
N.R	**:**	The Document is Not Required.
F.I	**:**	The Document is required for information & will not be a subject for evaluation.
N.A	**:**	Not Applicable.
I	**:**	Included within the S-Part.

Documents naming, file preparation and arrangement

1- All ***Templates*** :to be filled by the Applicant company on the Applicant's letter head signed and stamped by the applicant company , then attached as an ***Adobe Acrobat Document (.pdf)***
-Link for editable copies of the templates:
https://docs.google.com/document/d/1kwzhfT2uCJLGVYATAlDeYvK9CkssUXJ4/edit?usp=sharing&ouid=111862349084529780102&rtpof=true&sd=true

2- All items from (1 to 17): documents should be submitted in form of separate ***Adobe Acrobat Document (.pdf)*** under File names ;

Item No.	***Adobe Acrobat Document (.pdf)*** File Name:
1	Application Form (Trade name-Concentration-Dosage form)
2	Action letter (Trade name-Concentration-Dosage form) *(In case of Under-Registration products)* **Or** Registration License (Trade name-Concentration-Dosage form) *(In case of Registered products)*
3	Name approval -(Trade name-Concentration-Dosage form) *(In case of Under-Registration products)* Or Variation approval (Trade name-Concentration-Dosage form) *(In case of Registered products)*
4	Fees Payment Receipt (Trade name-Concentration-Dosage form)
5	BE- (Trade name-Concentration-Dosage form)
6	Ref- (Trade name-Concentration-Dosage form)
7	API Specs- (Trade name-Concentration-Dosage form) (API name-API manuf.name)
8	CoA API- (Trade name-Concentration-Dosage form) (API name-API manuf.name)
9	CCS API- (Trade name-Concentration-Dosage form) (API name-API manuf.name)
10	Composition- (Trade name-Concentration-Dosage form)
11	Equivalence- (Trade name-Concentration-Dosage form)
12	CoA Inactive- (Trade name-Concentration-Dosage form)
13	FPP Specs- (Trade name-Concentration-Dosage form)
14	CCS FPP- (Trade name-Concentration-Dosage form)
15	Data Certificate- (FPP Manufacturer Plant Name)
16	Mfr process- (Trade name-Concentration-Dosage form)
17	DMF- (Trade name-Concentration-Dosage form)(API name-API manuf.name)
18	Scientific committee approval - (Trade name-Concentration-Dosage form)

3- All ***(.pdf)*** files should be uploaded in one Compressed folder named and dated:
(Trade name-generic –Concentration-Dosage form)(dd-mm-yy)

Template #1

Application Form

Trade Name:	This section to be filled by the Applicant company
Generic Name(s) + Strength(s):	This section to be filled by the Applicant company
Dosage Form:	This section to be filled by the Applicant company
Box Approval /Registration No:	This section to be filled by the Applicant company
Applicant Company:	This section to be filled by the Applicant company
Manufacturer of FPP:	This section to be filled by the Applicant company
Packaging & Batch release site:	This section to be filled by the Applicant company
Manufacturer(s) of API:	This section to be filled by the Applicant company
Reference of Quality Standards of API: (USP, Ph. Eur., B.P..)	This section to be filled by the Applicant company
Solvent's Registration status & supplier (If applicable):	This section to be filled by the Applicant company
Type of Evaluation required:	This section to be filled by the Applicant company
Notes:	This section to be filled by the Applicant company

Contact Information:

	Applicant Company regulatory Representative.	**FPP Manufacturer (R&D department) Representative.**
Title:	This section to be filled by the Applicant company	This section to be filled by the Applicant company
Name:	This section to be filled by the Applicant company	This section to be filled by the Applicant company
Mobile:	This section to be filled by the Applicant company	This section to be filled by the Applicant company
E-mail:	This section to be filled by the Applicant company	This section to be filled by the Applicant company

Registration Manager

Name :
Signature:
Date:

Company Stamp

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*Notes on submission of Template #1: (To be **deleted**)*

1- This template should be copied and submitted on Applicant Company letterhead.

Template #2

Title: Declaration states reference drug product used in developmental studies

Applicant Company:	This section to be filled by the Applicant company
Trade Name:	This section to be filled by the Applicant company
Generic Name(s) + Strength(s):	This section to be filled by the Applicant company
Dosage Form:	This section to be filled by the Applicant company

Reference Product Details:

Reference Drug Product	
Name, strength and dosage form of reference Product	This section to be filled by the Applicant company
Name of MAH, Manufacturer and Country of origin	This section to be filled by the Applicant company

Applicant Company Signature, Date & Stamp:

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*Notes on submission of Template # 2: (To be **deleted**)*

1-This template should be copied and submitted on Applicant Company letterhead.

Template #3

Title: Proposed API/ Semi-Finished or Intermediate product specifications

Applicant Company:	This section to be filled by the Applicant company
Trade Name:	This section to be filled by the Applicant company
Generic Name(s) + Strength(s):	This section to be filled by the Applicant company
Dosage Form:	This section to be filled by the Applicant company

Test / Analytical Method	Acceptance Criteria	Reference

Applicant Company Signature, Date & Stamp:

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*Notes on submission of Template # 3: (To be **deleted**)*

1- *This template should be copied and submitted on Applicant Company letterhead.*
2- *Universal tests are mandatory (Description, Identification, Assay, Impurities).*
3- *The Analytical method should be specified under the name of the test in case of:*
-Instrumental Methods used: (for example: Identification by (IR, UV, HPLC, TLC), Assay by (HPLC), Residual Solvents by (GC), Polymorphism by (XRPD, DSC)).
-Specific Analytical Method used: (for example: Water Content by (Karl Fischer or Loss on Drying), Particulate Matter by (Light Obscuration or Microscopic), and Uniformity of Dosage Unit by (Content Uniformity or Weight Variation).
4- *Reference: (for example: BP, USP, JP, Ph. Eur., ICH, In-house), with detailed data (current edition of pharmacopeia, General chapter number, ICH guidelines number … etc)*

Template #4

Title: Proposed composition certificate.

Applicant Company:	This section to be filled by the Applicant company
Trade Name:	This section to be filled by the Applicant company
Generic Name(s) + Strength(s):	This section to be filled by the Applicant company
Dosage Form:	This section to be filled by the Applicant company

Ingredient(s)	Amount/ Unit	Percentage % w/w or % w/v	Function	Reference (Compendial or In-house)
API				
Excipient				
Total weight / Volume				

Applicant Company Signature, Date & Stamp:

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*Notes on submission of Template # 4: (To be **deleted**)*

1- *This template should be copied and submitted on Applicant Company letterhead.*
2- *API (s), it's (their) hydrate(s) and salt form(s) with its (their) quantity (ies) per unit dose is (are) specified.*
3- *Grades of excipient should be mentioned beside excipient name.*
4- *Coat or Capsule Shell should be mentioned separate from the core or capsule content.*
5- *Weight of core tablet or content of capsule should be mentioned separately from total weight.*
6- *Solvents and Nitrogen Gas used during manufacturing process: to be mentioned as manufacturing auxiliary agent.*
7- *Composition of all components used as mixtures should be mentioned in details and submitted on supplier's Letterhead (e.g. Pellets, premixes, colorants, coatings, capsule shells and imprinting inks).*
8- *The Overage should be mentioned, and justification should be submitted on a separate document.*
9- *Reconstitution Solvents should be mentioned if present. (Not applicable for solvents with registration license).*
10- *In case of Pellets & Premix: composition on supplier letterhead should be attached.*

Template #5

Title: Declaration for calculation of

-Equivalent base of API/ Semi-Finished or Intermediate product

-Quantity of pellets / Premix

Applicant Company:	This section to be filled by the Applicant company
Trade Name:	This section to be filled by the Applicant company
Generic Name(s) + Strength(s):	This section to be filled by the Applicant company
Dosage Form:	This section to be filled by the Applicant company

Calculations:

Applicant Company Signature, Date & Stamp:

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*Notes on submission of Template # 5: (To be **deleted**)*

1- *This template should be copied and submitted on Applicant Company letterhead.*
2- *Detailed calculation steps should be provided.*

Template # 6

Title: Proposed FPP specifications.

Applicant Company:	This section to be filled by the Applicant company
Trade Name:	This section to be filled by the Applicant company
Generic Name(s) + Strength(s):	This section to be filled by the Applicant company
Dosage Form:	This section to be filled by the Applicant company

Test / Analytical Method	Acceptance Criteria	Reference

Applicant Company Signature, Date & Stamp:

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*Notes on submission of Template # 6: (To be **deleted**)*

1- *This template should be copied and submitted on Applicant Company letterhead.*
2- *Universal tests are mandatory (Description, Identification, Assay, Impurities).*
3- *The Analytical method should be specified under the name of the test in case of:*
-Instrumental Methods used: (for example: Identification by (IR, UV, HPLC, TLC), Assay by (HPLC), Residual Solvents by (GC), Polymorphism by (XRPD, DSC)).
-Specific Analytical Method used: (for example: Water Content by (Karl Fischer or Loss on Drying), Particulate Matter by (Light Obscuration or Microscopic), and Uniformity of Dosage Unit by (Content Uniformity or Weight Variation).
4- *Reference: (for example: BP, USP, JP, Ph. Eur., ICH, In-house), with detailed data (current edition of pharmacopeia, General chapter number, ICH guidelines number … etc)*

Template # 7

Title: Description of container closure system for FPP.

Applicant Company:	This section to be filled by the Applicant company
Trade Name:	This section to be filled by the Applicant company
Generic Name(s) + Strength(s):	This section to be filled by the Applicant company
Dosage Form:	This section to be filled by the Applicant company

FPP Container Closure System:

Applicant Company Signature, Date & Stamp:

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*Notes on submission of Template # 7: (To be **deleted**)*

1- *This template should be copied and submitted on Applicant Company letterhead.*
2- *Detailed description of container closure system: (1ry, 2ry packaging components, unit count, fill size, container volume, dispensing or administration device … etc.)*

Template # 8

Title: Description of manufacturing process of FPP (flow diagram).

Applicant Company:	This section to be filled by the Applicant company
Trade Name:	This section to be filled by the Applicant company
Generic Name(s) + Strength(s):	This section to be filled by the Applicant company
Dosage Form:	This section to be filled by the Applicant company

Flow Diagram:

FPP manufacturer Signature(s), Date & Stamp:

Applicant Company Stamp:

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*Notes on submission of Template # 8: (To be **deleted**)*

1- *This template should be copied and submitted on **FPP manufacturer** letterhead.*
2- *Flow diagram illustrating manufacturing process including (input materials, order of addition, manufacturing steps, equipment used with parameters, in-process control… etc.).*

Application Form for Preliminary Evaluation of Intermediate Product

Trade Name:	
Active Ingredient(s) & Strength (s): (Including salts, hydrate forms and equivalence to free base)	
Pharmaceutical dosage form:	
Route of administration:	
Applicant Company:	
Manufacturer of FPP:	
Packaging & Batch release site of FPP	
Intermediate Name:	
API(s) Manufacturer name, Address and Country of origin:	
Reference of Quality Standards of API: (USP, Ph. Eur., B.P.….)	
Date of submission of DMF of the API for Evaluation.	

Reviewer Pharmacist:

SECTION FIVE

File Content for Submission of Bioequivalence and In-vitro dissolution studies

SECTION FIVE: Submission of Bioequivalence and In-vitro dissolution studies

This section will provide information about file content for Submission of Bioequivalence and In-vitro dissolution studies for Human pharmaceutical product

The files to be submitted should be arranged as the following:

For Studies Submission

Submit a link with **one compressed folder** named after the 'Product Name – Concentration – Company abbreviation' through the Google form contains:

1- **Study report:** ***One Searchable pdf file*** named after 'Product Name – Concentration – Study Report' to be done and arranged according to the Format and Content of Studies.

2- **Administrative Documents:** ***One Folder*** contains separate pdf files named after the type of document required (ex. Registration License, Composition... etc.) done and arranged according to the Studies Checklist.

For Appeals and Inquires Submission

Submit a link with **one folder** named with Product Name – Concentration – Company abbreviation through the Google form contains:

The administrative documents contain separate pdf files named after the type of document required (ex. Registration License, Composition …etc.) done and arranged according to the Appeals and requests Checklist.

Study Reports

A- Format and Content of Bioequivalence Study Report

1.	**Title page**	
1.1	**Study title**	
1.2	**Name of the test drug & dosage form**	
1.3	**Name of active ingredient(s) & conc.**	
1.4	**Name of manufacturer & sponsor**	
1.5	**Name of the reference drug & dosage form**	
1.6	**Name of active ingredient(s) & conc.**	
1.7	**Name of manufacturer, sponsor & country of origin**	
1.8	**Name and address of bioequivalence center**	
1.9	**Name, affiliation and signature of: (dated)**	
1.9.1	**Chairman of the board**	
1.9.2	**Center manager**	
1.9.3	**Technical manager**	
1.9.4	**Chief analyst**	
1.9.5	**Quality assurance manager**	
1.9.6	**Sponsor representative**	

2.	**Original certificate of sameness or equivalence including: (dated & signed)**	
2.1	**Test product (as stated in registration documents)**	
2.1.1	**Trade name**	
2.1.2	**Dosage form**	
2.1.3	**Strength**	
2.1.4	**Manufacturer & sponsor**	
2.1.5	**Batch number**	
2.1.6	**Manufacture date & expiry date**	
2.2	**Reference Product (as on the pack)**	
2.2.1	**Trade name**	
2.2.2	**Dosage form**	
2.2.3	**Strength**	
2.2.4	**Manufacturer, sponsor & country of origin**	
2.2.5	**Batch number**	
2.2.6	**Manufacture date & expiry date**	
2.3	**Conclusion (90% confidence interval "C.I" & point estimate) for pharmacokinetic parameters ($AUC_{0\rightarrow t}$, $AUC_{0\rightarrow\infty}$, C_{max})**	

3.	**Dates of:**	
3.1	**Contract with sponsor**	
3.2	**Protocol approval**	
3.3	**In-vitro phase**	
3.4	**IRB or ethics committee approval**	
3.5	**Screening of volunteers**	
3.6	**Phase I**	
3.7	**Phase II**	
3.8	**Start of analysis**	
3.9	**End of analysis**	
3.10	**Report issue**	

4.	**Study protocol**	
4.1	**Protocol approval (signed & dated)**	
4.2	**Study design & Protocol illustration and justification**	
4.3	**Deviation from protocol with justification (if present)**	
4.4	**Letter of IRB or ethics committee approval (dated, signed & including study title)**	
4.5	**Subjects assignment in the study**	
4.5.1	**Disposition of volunteers**	
	No. of screened volunteers	
	No. of withdrawn volunteers	
	No. of enrolled volunteers	
	No. of excluded volunteers	
	Final no. of volunteers participated in the study	
4.5. 2	**Exclusion and inclusion criteria**	
4.6	**Number of periods**	
4.7	**Sequence (randomization plan) for final no. of volunteers participated in the study**	
4.8	**Treatments (test and reference)**	
4.9	**Half-life for each active ingredient**	
4.10	**Washout period**	
4.11	**Dosage form administration (fasting, with food, fluid intake with product, time, type of food and fluids,…etc)**	
4.12	**Procedures to minimize risk**	
4.13	**Type of obtained biological samples**	
4.14	**Time and frequency of sampling**	
4.14.1	**Sufficient number of biological samples should be collected during the absorption phase (not less than 3 points)**	
4.14.2	**Intensive sampling should be carried out around the time of the expected peak concentration**	

4.14.3	Sufficient number of samples should be collected in the Log-linear elimination phase of the drug (A sampling period extending to at least three to four half-lives of the drug is usually sufficient)	
4.15	Storage conditions of biological samples	
4.16	Data analysis (pharmacokinetic& statistical analysis)	
4.17	Template of informed consent form	
4.18	Template of case report	

5.	Report contents	
5.1	Abbreviations	
5.2	Study synopsis	
5.3	Study objective	
5.4	Drug review	
5.4.1	Pharmacokinetic characteristics	
5.4.2	Pharmacodynamics, indications	
5.4.3	Side effects & contraindications	
5.4.4	Other information	

6.	Product information (presented as follows)	
Item	Test Product	Reference Product
1. Product name		
2. API(S)		
3. Molecular and structural formula		
4. Dosage form		
5. Type of the product (Immediate or modified release)		
6. Dosage regimen		
7. Strength		
8. Batch number		
9. Manufacture date		
10. Expiry date		
11. Storage conditions		

7.	Summary of bioequivalence Study	
7.1	Summary of analytical procedure (method of analysis)	
7.2	Pharmacokinetic parameters	
7.3	Statistical methods	
7.4	Figure of mean plasma concentration - time profile (linear - semilog) with standard deviation bars	

7.5	Figure of mean cumulative urinary excretion (if applicable)	
7.6	Figure of mean urinary excretion rates (if applicable)	
7.7	Results and conclusion (tables of mean parameters C_{max}, $AUC_{0\rightarrow\infty}$, $AUC_{0\rightarrow t}$, Ke & $T_{1/2}$) "untransformed - transformed" including the mean of T_{max} "untransformed"	
7.8	90% confidence interval "C.I"& Point estimate for Pharmacokinetic parameters ($AUC_{0\rightarrow t}$, $AUC_{0\rightarrow\infty}$, C_{max})	
7.9	Tabulated plasma conc., peak areas of the drug and internal standard & peak areas ratios' of at least 20% of subjects for both test and reference products including regression equation used for calculation	

8.	Bio-analytical method and validation			
8.1	Bio-analytical method description (with reference(s) if applicable)			
8.1.1	Equipment, materials, solvents and their sources			
8.1.2	Internal standard (name, concentration, and molecular formula)			
8.1.3	Preparation of stock and standard solutions (in details)			
8.1.4	Sample extraction scheme			
8.2	Validation report in terms of:			
8.2.1	Calibration curve: (done on spiked plasma and not less than three curves)			
8.2.1.1	Data & figures of individual calibration curves			
8.2.1.2	Regression equation			
8.2.1.3	Sample back calculation			
8.2.2	Linearity , range & lower limit of quantitation (LLOQ)			
8.2.3	Accuracy			
8.2.4	Precision			
8.2.5	Recovery			
8.2.6	QC samples (3 Levels LQC-MQC-HQC)			
8.2.7	Selectivity / Specificity / Matrix effect			
8.2.8	Robustness			
8.2.9	System suitability			
8.2.10	Stability			
8.2.10.1	Stability of the matrix			
8.2.10.1.1	Short term stability			
8.2.10.1.2	Freeze and thaw stability			
8.2.10.1.3	Long term stability			
8.2.10.1.4	Post preparative stability & Processed sample integrity (Auto sampler stability)			
8.2.10.2	Stability of the standard solution			
8.2.10.3	Dilution integrity			
8.3	Representative chromatograms for all previously mentioned validation items including standard and quality control samples "dated"			

9.	Pharmacokinetic parameters	
9.1	Definitions	

9.2	Tabulated plasma concentration for each volunteer at each actual sampling time & regression equation used and mark terminal plasma conc. used for calculating Ke, $T_{1/2}$ including statistical analysis (mean - SD - CV %"RSD") * If urine data is obtained, tabulated cumulative urinary excretion & urinary excretion rates for each volunteer & regression equation used should be submitted.	
9.3	Tabulated pharmacokinetic parameters for each volunteer ($AUC_{0\rightarrow t}$, $AUC_{0\rightarrow\infty}$, $AUC_{0\rightarrow t}$ / $AUC_{0\rightarrow\infty}$ Ratio, AUC_{Extra} "$AUC_{t\rightarrow\infty}$", AUC_{Extra} / $AUC_{0\rightarrow\infty}$ Ratio, C_{max}, T_{max}, Ke, $T_{1/2}$,) including statistical analysis (mean - SD - CV %"RSD")	
9.4	Figure of mean plasma concentration - time profile with standard deviation bars	
9.5	Figures of individual subjects plasma concentration-time profile (linear & semilog)	
9.6	Figure of mean cumulative urinary excretion (if applicable)	
9.7	Figures of individual subject cumulative urinary excretion (if applicable)	
9.8	Figure of mean urinary excretion rates (if applicable)	
9.9	Figures of individual subject urinary excretion rates (if applicable)	

10.	Statistical analysis	
10.1	Type of statistical program that was used	
10.2	ANOVA tables "for pharmacokinetic parameters ($AUC_{0\rightarrow t}$, $AUC_{0\rightarrow\infty}$, C_{max})" should include (df, SS, MS, F, P) for each of the following parameters:	
10.2.1	Treatments (drugs or formulations)	
10.2.2	Periods (phases)	
10.2.3	Sequence (group or order)	
10.2.4	Subjects within sequence	
10.2.5	Error	
10.2.6	Total	
10.3	Logarithmic transformation of the pharmacokinetic parameters: C_{max}, $AUC_{0\rightarrow t}$ and $AUC_{0\rightarrow\infty}$, should be performed before data analysis	
10.4	The pharmacokinetic parameter, T_{max}, should be expressed as median values and analyzed on untransformed data; also Wilcoxon test for T_{max} should be performed.	
10.5	The two one-sided hypotheses at the alpha error = 0.05 level of significance should be performed for AUC(s) and Cmax by constructing the 90% confidence interval for the ratio between the test and the reference averages based on transformed data (90% C.I. should be based on the error value from the ANOVA tables).	
10.6	Point estimate and 90% C.I. should be stated under each transformed ANOVA Table for pharmacokinetic parameters (C_{max}, $AUC_{0\rightarrow t}$, $AUC_{0\rightarrow\infty}$)	
10.7	Summary of statistical significance & parameters	

11.	Subject information	
11.1	Case report including:	
11.1.1	Tables of demographic characteristics of the subjects (gender, age, weight, height & body mass index "BMI")	
11.1.2	The clinical evaluation data of subjects:	
11.1.2.1	Tabulated results of hematological tests (CBC - blood group)	

11.1.2.2	Tabulated results of biochemical tests (Fasting glucose &lipid profile "LDL - HDL"& Liver functions "GOT - GPT" and kidney functions "Serum Urea, Creatinine")	
11.1.2.3	Tabulated results of serological tests (HIV & HCV)	
11.1.2.4	Urine analysis	
11.1.2.5	Pregnancy test	
11.2	Vital signs of subjects (blood pressure, chest examination, abdomen examination, pulse rate, Temperature,….etc.)	
11.3	Adverse reactions / side effects report (during the study)	

12.	In Vitro testing	
12.1	Summary of in-vitro dissolution testing including mean of % dissolved for both test and reference products at all media including similarity factor "f2" values	
12.2	Potency determination (done for both test and reference products, on at least ten dosage forms and taking three determinations then statistically analyzed)	
12.2.1	Assay methodology	
12.2.2	Tabulated results & acceptance values	
12.2.3	HPLC chromatograms or UV absorbance values (and UV charts "if applicable") (dated)	
12.3	Uniformity of dosage unit (weight variation and / or content uniformity) "according to the official compendia" (Reference is to be attached)	
12.3.1	Description of method used	
12.3.2	Tabulated results & acceptance values	
12.3.3	HPLC chromatograms or UV absorbance values (and UV charts "if applicable") (dated)	
12.4	Dissolution testing "on 12 dosage units"	
12.4.1	Dissolution testing method (with reference attached)	
12.4.2	Dissolution media used	
12.4.2.1	pH 1.2	
12.4.2.2	pH 4.5	
12.4.2.3	pH 6.8	
12.4.2.4	The most suitable medium (done only if there is a reference method in FDA or USP or …….etc)	
12.4.3	Equations & tabulated % dissolved results including (mean - SD - CV% "RSD"….) for the 12 dosage units for all pH	
12.4.4	Tabulated similarity factor "f2" calculation for each pH	
12.4.5	Tabulated dissimilarity factor "f1" calculation for each pH	
12.4.6	Comparative dissolution profile for each pH	
12.4.7	Clarification of method of calculation adopted (illustrative example of calculation)	
12.4.8	Representative HPLC chromatograms (including peak areas) or UV absorbance values (and UV charts "if applicable") of at least 25% of the test and reference products for each pH (dated)	
12.5	Dissolution method validation	

12.5.1	**Full validation report for the most suitable medium (if there is no reference for the most suitable medium, full validation will be done for only one of the three media "1.2, 4.5, 6.8" at which the drug is most soluble) as follows:** *** If the most suitable medium is pharmacopoeial, verification report in terms of (Accuracy, Precision & Specificity) is needed**	
12.5.1.1	**Calibration curve (with regression equation)**	
12.5.1.2	**Linearity**	
12.5.1.3	**Selectivity / Specificity**	
12.5.1.4	**Accuracy**	
12.5.1.5	**Precision**	
12.5.1.6	**Recovery**	
12.5.2	**Verification report for the other media as follows:**	
12.5.2.1	**Accuracy**	
12.5.2.2	**Precision**	
12.5.3	**Representative HPLC chromatograms or UV absorbance values (and UV charts "if applicable") (dated)**	

13.	Appendices	
13.1	***"Bioequivalence Summary Tables"*** **present in the Egyptian Guidelines for Bioequivalence Studies for Marketing Authorization of Generic Products**	
13.2	**Chromatograms of at least 20% of subjects (all chromatograms should reveal the peak areas of the drug and internal standard used including peak area ratio & calculation equation for each) "dated"**	
13.3	**Clinical facilities' description**	
13.4	**Analytical facilities' description**	
13.5	**Curricula vitae (C.V.) of the investigators (not more than 2 pages for each C.V.)**	
13.6	**Table of team names', responsibilities & signatures including:** **- Principle investigator** **- Clinical investigator** **- Study director,…etc**	

13. Extra items can be submitted (if any)

14. References

B- Format and Content of Comparative In-Vitro Dissolution Study Report

1.	Title page	
1.1	Study title	
1.2	Name of the test drug & dosage form	
1.3	Name of active ingredient(s) & conc.	
1.4	Name of manufacturer & sponsor	
1.5	Name of the reference drug & dosage form	
1.6	Name of active ingredient(s) & conc.	
1.7	Name of manufacturer, sponsor & country of origin	
1.8	Name and address of bioequivalence center / company	
1.9	Name, affiliation and signature of: (dated)	
1.9.1	Chairman of the board (center)	
1.9.2	Center manager (center)	
1.9.3	Technical manager (center)	
1.9.4	Chief analyst (center)	
1.9.5	Quality assurance manager (center)	
1.9.6	Registration manager (company)	
1.9.7	Other responsible members in the company	

2.	Reason for dissolution submission (EDA approval is to be submitted)	
2.1	Bio-waiver of one strength based on approved bioequivalence study of the other strength	
2.2	Bio-waived active ingredient	
2.3	Variation in	
2.3.1	Change in inactive ingredients	
2.3.2	Change in raw materials' suppliers	
2.4	Re-registration	

3.	Original certificate of sameness or equivalence including: (dated & signed)	
3.1	Test product (as stated in registration documents)	
3.1.1	Trade name	
3.1.2	Dosage form	
3.1.3	Strength	
3.1.4	Manufacturer, sponsor	
3.1.5	Batch number	
3.1.6	Manufacture date & expiry date	
3.2	Reference product (as on the pack)	
3.2.1	Trade name	
3.2.2	Dosage form	
3.2.3	Strength	
3.2.4	Manufacturer & sponsor & country of origin	
3.2.5	Batch number	
3.2.6	Manufacture date & expiry date	
3.3	Conclusion (similarity factor "f2") for all pH	

4.	Dates of:	
4.1	Contract with sponsor	

4.2	Start of analysis	
4.3	End of analysis	
4.4	Report issue	

5.	Product Information (presented as follows)		
Item		Test Product	Reference Product
1.Product name			
2. API(S)			
3.Molecular & structural formula			
4.Dosage form			
5.Type of the product (Immediate or modified release)			
6.Dosage regimen			
7.Strength			
8.Batch number			
9.Manufacture date			
10.Expiry date			
11.Storage conditions			

6.	Potency determination (done for both test and reference products, on at least ten dosage forms and taking three determinations then statistically analyzed)	
6.1	Assay methodology	
6.2	Tabulated results & acceptance values	
6.3	HPLC chromatograms or UV absorbance values (and UV charts "if applicable") (dated)	

7.	Uniformity of dosage unit (weight variation and / or content uniformity) "according to the official compendia" (Reference is to be attached)	
7.1	Description of method used	
7.2	Tabulated results & acceptance values	
7.3	HPLC chromatograms or UV absorbance values (and UV charts "if applicable") (dated)	

8.	Dissolution testing "on 12 dosage units"	
8.1	Dissolution testing method (with reference attached)	
8.2	Dissolution media used	
8.2.1	pH 1.2	
8.2.2	pH 4.5	
8.2.3	pH 6.8	
8.2.4	The most suitable medium (done only if there is a reference method in FDA or USP or …….etc)	
8.3	Equations & tabulated % dissolved results including (mean - SD - CV% "RSD"….) for the 12 dosage units for all pH	

8.4	Tabulated similarity factor "f2" calculation for each pH	
8.5	Tabulated dissimilarity factor "f1" calculation for each pH	
8.6	Comparative dissolution profile for each pH	
8.7	Clarification of method of calculation adopted (illustrative example of calculation)	
8.8	HPLC chromatograms (including peak areas) or UV absorbance values (and UV charts "if applicable") of the test and reference products for each pH (dated)	

9.	Dissolution method validation	
9.1	Full validation report for the most suitable medium (if there is no reference for the most suitable medium, full validation will be done for only one of the three media "1.2, 4.5, 6.8" at which the drug is most soluble) as follows: * If the most suitable medium is pharmacopoeial, verification report in terms of (Accuracy, Precision & Specificity) is needed	
9.1.1	Calibration curve (with regression equation)	
9.1.2	Linearity	
9.1.3	Selectivity / Specificity	
9.1.4	Accuracy	
9.1.5	Precision	
9.1.6	Recovery	
9.2	Verification report for the other media as follows:	
9.2.1	Accuracy	
9.2.2	Precision	
9.3	Data of the previously mentioned parameters	
9.4	Representative HPLC chromatograms or UV absorbance values (and UV charts "if applicable") (dated)	

10.	Extra items can be submitted (if any)

11.	References

C- Format and Content of Dissolution Profile Study Report

1.	Title page	
1.1	Study title	
1.2	Name of the test drug & dosage form	
1.3	Name of active ingredient(s) & conc.	
1.4	Name of manufacturer & sponsor	
1.5	Name and address of bioequivalence center / company	
1.6	Name, affiliation and signature of: (dated)	
1.6.1	Chairman of the board (center)	
1.6.2	Center manager (center)	
1.6.3	Technical manager (center)	
1.6.4	Chief analyst (center)	
1.6.5	Quality assurance manager (center)	
1.6.6	Registration manager (company)	
1.6.7	Other responsible members in the company	

2.	Reason for dissolution profile submission
	(EDA Approval is to be attached)

3.	Dates of:	
3.1	Contract with sponsor	
3.2	Start of analysis	
3.3	End of analysis	
3.4	Report issue	

4.	Product Information (presented as follows)	
Item		Test Product
1.Product name		
2. API(S)		
3.Molecular & Structural formula		
4.Dosage form		
5.Type of the product (Immediate or modified release)		
6.Dosage regimen		
7.Strength		
8.Batch number		
9.Manufacture date		
10.Expiry date		
11.Storage conditions		
5.	Potency determination (done on at least ten dosage forms and taking three determinations then statistically analyzed)	
5.1	Assay methodology	
5.2	Tabulated results & acceptance values	
5.3	HPLC chromatograms or UV absorbance values (and UV charts "if applicable") (dated)	

6.	**Uniformity of dosage unit (weight variation and / or content uniformity) "according to the official compendia" (Reference is to be attached)**	
6.1	**Assay methodology**	
6.2	**Tabulated results & acceptance values**	
6.3	**HPLC chromatograms or UV absorbance values (and UV charts "if applicable") (dated)**	

7.	**Dissolution testing "on 12 dosage units"**	
7.1	**Dissolution testing method (with reference attached)**	
7.2	**Dissolution media used**	
7.2.1	**pH 1.2**	
7.2.2	**pH 4.5**	
7.2.3	**pH 6.8**	
7.2.4	**The most suitable medium (done only if there is a reference method in FDA or USP or …….etc)**	
7.3	**Equations & tabulated % dissolved results including (mean - SD - CV% "RSD"….) for the 12 dosage units for all pH**	
7.6	**Dissolution profile for each pH**	
7.7	**Clarification of method of calculation adopted (illustrative example of calculation)**	
7.8	**HPLC chromatograms (including peak areas) or UV absorbance values (and UV charts "if applicable") of the test and reference products for each pH (dated)**	

8.	**Dissolution method validation**	
8.1	**Full validation report for the most suitable medium (if there is no reference for the most suitable medium, full validation will be done for only one of the three media "1.2, 4.5, 6.8" at which the drug is most soluble) as follows:** *** If the most suitable medium is pharmacopoeial, verification report in terms of (Accuracy, Precision & Specificity) is needed**	
8.1.1	**Calibration curve (with regression equation)**	
8.1.2	**Linearity**	
8.1.3	**Selectivity / Specificity**	
8.1.4	**Accuracy**	
8.1.5	**Precision**	
8.1.6	**Recovery**	
8.2	**Verification report for the other media as follows:**	
8.2.1	**Accuracy**	
8.2.2	**Precision**	
8.3	**Data of the previously mentioned parameters**	
8.4	**Representative HPLC chromatograms or UV absorbance values (and UV charts "if applicable") (dated)**	

9.	**Certificate of Compliance (dated & signed)**	
9.1	**Test product (as stated in registration documents)**	
9.1.1	**Trade name**	
9.1.2	**Dosage form**	
9.1.3	**Strength**	

9.1.4	**Manufacturer, sponsor**	
9.1.5	**Batch number**	
9.1.6	**Manufacture date & expiry date**	
9.2	**Conclusion (mean % dissolved of the drug for each pH meet or dosen't meet the requirements)**	

10.	**Extra items can be submitted (if any)**

11.	**References**

Administrative Documents

A- Checklist for Bioequivalence and Comparative In-Vitro Dissolution study submission

S.N.	Required Documents	
1	Application form *(Attached)* clarifying the reason of performing the study *On company letter head signed, stamped and dated*	
	Documents required for Under-Registration Products	
2	Registration request approval (Action letter)	
3	Trade Name approval	
4	Pricing & Pharmacovigilance approval (if any)	
5	Composition certificate approved by EDA inspectors (for the batch on which the study will be performed on)	
6	The importation approval for the active raw materials of the drug product or the production plan for the sources of the active raw materials for the to prove the name of the supplier of the raw material.	
7	Stability study approval with the attached composition (for Ministerial decree 296/2009)	
8	Scientific committee approval/ Technical committee for drug control approval regarding the reference of the product (if the product does not have a scientific reference).	
	Fulfilling the previous required documents from 1 to 7 in addition to the documents related to local/imported products according to the type of pharmaceutical products	
	Documents required for Registered Products	
2	Registration license (the latest) (in case of Preliminary Registration License has been expired, an approval for its renewal must be submitted)	
3	Preliminary approval for the re-registration (in case of expired RL)	
4	Composition Certificate (approved from EDA)	
5	Variation approval for Registered Pharmaceutical Products on any change occurred (valid) – if any	
6	Certificate of analysis from EDA labs	
7	**Fulfilling the previous required documents from 1 to 5 in addition to the documents related to local/ imported / under-license/ bulk pharmaceutical products**	

Additional documents required for the 'imported / bulk pharmaceutical products		
1	Composition Certificate on company letter head	
2	Certificate of Pharmaceutical Product (CPP) issued by Competent Authorities in Country of Origin *(In Case of Imported or Imported Bulk or Under-license Products)*	
3	Bioequivalence unit decision for the type of study required – if any	
4	Bioequivalence center license (where the study performed) – in case of the study is performed at Center	
5	The approval of the Ministry of Health or the regulatory authority for this study (if possible).	
Documents required for local / under-license pharmaceutical products		
1	Bioequivalence unit decision for the type of study required – if any	
2	Sample withdrawing report issued by the EDA inspectors mentioning the following: -Trade name, concentration and dosage form -The factory name. - The name of the bioavailability and Bioequivalence Center in which the study will be conducted. - Type of batch (first production batch - Pilot Batch - production batch .....). - Batch number. - Production date and expiration date. - Names of raw materials suppliers on which the batch was produced. - The composition on which the batch was produced.	
3	The agreement between the marketing authorization holder and the bioequivalence center or the manufacturer that conducted the study.	
5	Certificate of Pharmaceutical Product (CPP) issued by Competent Authorities in Country of Origin *(In Case of Under-License Products).*	
6	Inner and Outer packages and inner leaflet of the reference drug product	
7	A copy of one of the scientific references such as the website of the American Food and Drug Organization (FDA) or the US Pharmacopoeia (USP) ... etc. (if any), explaining the method of conducting a dissolution study (The most suitable medium)	
8	Scientific references (such as FDA Orange Book, ANSM, etc. websites). (In case of inquiring about the reference product)	

- All documents must be 'Scanned Original'
- In case of any other document is required after receiving the request; An email will be sent to the applicant

Application form

Egyptian Drug Authority
Central Administration for Pharmaceutical Products
General Administration Human Pharmaceuticals Registration
Evaluation unit of bioavailability and bioequivalence studies for human Pharmaceuticals

Regarding the following product:

Product Information				
Trade Name				
Generic Name & Strength				
Dosage Form				
Other concentration(s)				
Applicant Company				
Manufacturer				
Ministerial Decree				
Registration Type	☐ Local	☐ Under-License	☐ **Imported**	
	☐**New**	☐**Tentative to Final**	☐ **Re-Registration**	☐ **Variation**

Reference Product Information	
Trade Name	
Generic Name & Strength	
Dosage Form	
Manufacturer	
Country of origin	
Selection of product according to	

Study Information	
Reason of Study	☐ according to Bioequivalence unit decision ☐ according to decision stated in the registration license ☐ according to the variation decision committee ☐ Other (clarify)
pH(s) used	

Kindly……
……

Thanks and Regards,

Signature

Stamp

Name:
Signature:
Date:

B- Checklist for Appeals & Inquiries submission

S.N.	Required Documents	
1	**Application form** *(Attached)* *On company letter head signed, stamped and dated* ***Clarify if there is any other concentrations; registered or under-registration**	
	Documents required for Under-Registration Products	
2	Registration request approval (Action letter)	
3	Trade Name approval	
4	Pricing & Pharmacovigilance approval (if any)	
5	Composition certificate approved by EDA inspectors (for the batch on which the study will be performed on)	
6	Stability study approval with the attached composition (for Ministerial decree 296/2009)	
7	**Fulfilling the previous required documents from 1 to 6 in addition to the documents related to pharmaceutical products**	
	Documents required for Registered Products	
2	Registration license (the latest) (in case of Preliminary Registration License has been expired, an approval for its renewal must be submitted)	
3	Preliminary approval for the re-registration (in case of expired RL)	
4	Composition Certificate (approved from EDA)	
5	Variation approval (valid) – if any	
6	**Fulfilling the previous required documents from 1 to 5 in addition to the documents related to pharmaceutical products**	
	Additional documents required for all pharmaceutical products	
1	Certificate of Pharmaceutical Product (CPP) issued by Competent Authorities in Country of Origin *(In Case of Imported or Imported Bulk or Under-license Products)*	
2	Scientific committee approval/ Technical committee for drug control approval regarding the reference of the product (if the product does not have a scientific reference).	
3	Composition Certificate for all concentrations (approved from EDA) – if any.	
4	Scientific references (such as FDA Orange Book, ANSM, etc. websites). (In case of inquiring about the reference product)	
5	Inner and Outer packages of the reference drug product – if present (In case of inquiring about the reference product)	
	Documents required regarding reference product inquires	
2	Type of study required for the product submitted (the decision of the bioequivalence unit / registration license / variation approval).	
3	Inner and Outer packages of the reference drug product – if present (In case of inquiring about the reference product)	
4	Scientific references (such as FDA Orange Book, ANSM, etc. websites). (In case of inquiring about the reference product)	

- All documents must be 'Scanned Original'

- In case of any other document is required after receiving the request; An email will be sent to the applicant

Application form

Egyptian Drug Authority
Central Administration for Pharmaceutical Products
General Administration Human Pharmaceuticals Registration
Evaluation unit of bioavailability and bioequivalence studies for human Pharmaceuticals

Regarding the following product:

Product Information				
Trade Name				
Generic Name & Strength				
Dosage Form				
Other concentration(s)				
Applicant Company				
Manufacturer				
Ministerial Decree				
Registration Type	☐ Local	☐ Under-License	☐ **Imported**	
	☐**New**	☐**Tentative to Final**	☐ **Re-Registration**	☐ **Variation**

Reference Product Information	
Trade Name	
Generic Name & Strength	
Dosage Form	
Manufacturer	
Country of origin	
Selection of product according to	

Kindly……
……

Thanks and Regards,

Signature

Stamp

Name:
Signature:
Date:

SECTION SIX

File Format & Content for Submissions of Stability Studies

SECTION SIX: File Content for Submission of Stability Studies

This section will provide information about file content for any human pharmaceutical product submitted for Stability Studies

Dossier content for stability study submitted for locally manufactured human pharmaceutical products (new registration according to ministerial decree 425/2015, 645/2018 or296/2009)

Folder 1	Box Approval	
	Naming Approval	
	Composition of Central Administration of Drug Control	When available
	Certificate of analysis of Central Administration of Drug Control	When available
	Stability summary sheet	(Template 1) Shall be presented by Applicant company in two formats: • Word format • PDF format (signed and stamped)
	Composition	• Shall be presented by Applicant company (signed and stamped) in tabular form listing all components of finished product and their amounts in unifiedunits, the function of each component and its reference (e.g.: pharmacopoeia or manufacturer's specifications) • Shall state equivalence weight of salt in case of using active moiety • Shall include all finished product components (e.g.: components of capsuleshell, components of ink) • Shall include all components used in the manufacturing process, includingthose that may not be added to every batch (e.g.: acid and alkali…), those that may be removed during processing (e.g.: solvents….) and any others (e.g.: nitrogen….) and any note to be reflected in footnote • Shall separate active ingredients from inactive ingredients • Shall separate core and coat in case of film coated tablet • Shall separate cap and body in case of capsule shell • Shall include solvent for reconstitution if it is co-packaged with finishedproduct • Shall indicate the use of an over-fill or overage when applicable and itsrationale • Shall state total weight or total volume • Shall state grade of any component (when applicable) and color index ofany coloring agent Shall state composition statement for purchased mixture as flavor or capsule shell

		or pellets (when applicable)
	Commitment for storage (in case of proposed storage conditions at temperature not exceeding 25°C	(Template 3) Shall be presented by Applicant company signed and stamped
	Certificate of responsibility	(Template 4) Shall be presented by Stability testing site (signed and stamped)
	Declaration letter for manufacturer of active pharmaceutical ingredient(s) entering in the manufacture of finished product	(Template 5) Shall be presented by Applicant company (signed and stamped)
	Finished product specification	• Shall be presented by stability testing site signed and stamped • Shall include list of tests, specifications and reference to analyticalprocedures and acceptance criteria • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impuritiesand related substances, and content of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable)
	Report from Central Administration of Operations	Shall state batch type (e.g.: pilot, production…), batch order (e.g.: 1st,2nd…)
Folder 2	Certificate of analysis	• Shall be presented by stability testing site signed and stamped • For the batch of finished product on which stability study was done • Shall state product name, batch number, manufacturing and expiry date • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities
		and related substances, and content of preservative(s) and/orantioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Shall include results within release specifications

	Method of analysis	• Shall be presented by stability testing site signed and stamped • Shall include stability-indicating analytical procedure used for physical,chemical and microbiological analysis • Shall submit reference if analytical procedure used found in a pharmacopoeia
	Stability study table(s)	• Shall be presented by stability testing site signed and stamped • Shall clearly state product name, batch number on which stability study wasdone, manufacturing and expiry date, date of starting stability study in case of being different than manufacturing date, storage conditions, testing intervals and product pack in details • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impuritiesand related substances, and content of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Any skipped test shall by scientifically justified by the site responsible forstability testing • May include (when applicable): • In-use stability study • Shall include results within shelf-life specifications
	Stability study contract (when applicable) (عقد دراسة الثبات)	• Required when stability testing site is different from applicant company ormanufacturer of finished product • Shall include annex in which product name, strength and dosage form arestated
		Both contract and annex shall be legalized by bank and EDA legal affairs
Folder 3	Assay chromatograms annex	• Shall state product name, batch number and injection date • Shall include chromatograms of assay of active ingredient(s), quantitation of impurities and related substances, and content of preservative(s) and/orantioxidant(s) (when applicable) • Shall include 3 injections for standard and test at each time interval • Shall be stamped by stability testing site

	Validation of analytical procedure	• Shall include validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and related substances, and contentof preservative(s) and/or antioxidant(s) (when applicable) • Complete validation of analytical procedures shall be conducted in whichthe following validation characteristics should be considered including: specificity, precision, linearity, accuracy, ruggedness and robustness • In case of analytical procedure used found in a pharmacopoeia, verificationof analytical procedures shall be conducted in which the following validation characteristics should be considered including: specificity, precision and accuracy

	Validation chromatograms annex	• Shall include chromatograms of validation of analytical procedures forassay of active ingredient(s), quantitation of impurities and related substances, and content of preservative(s) and/or antioxidant(s) (when applicable)
		• Shall include the following:
		  • For specificity: injections for samples stored under relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidation arerequired in addition to placebo and blank injections
		  • For precision: 6 injections are required
		  • For linearity: 5 concentrations are recommended with 1 injectionrequired for each concentration
		  • For accuracy: 3 concentrations are recommended with 3 injectionsrequired for each concentration
		  • For ruggedness: 3 injections are required for each random variation

		• For robustness: 3injections are required for each small variation inmethod parameters • Shall be stamped by stability testing site

Dossier content for stability study submitted for locally manufactured human pharmaceutical products (re- registration according to ministerial decree 425/2015 or 296/2009)

Folder 1	Registration License and attached composition (ifapplicable)	
	Transfer Letter and attachedcomposition in case of (296/2009) Preliminary Re-registrationApproval in case of(425/2015)	
	Central Administration of Drug Control Composition (in case composition is not attached to registration license or variation approvalfor changing composition)	Required if ministerial decree 425/2015 In case the composition is not inferred by EDA Labs, Stability General Administration accredits the composition
	Any other EDA approvalsand/or decisions (e.g.: variation approval…)	In case of any approvals or decisions issued for the product and not reflected in the last released registration license
	Stability summary sheet	(Template 1) Shall be presented by Applicant company in two formats: • Word format • PDF format (signed and stamped)
	Composition	• Shall be presented by Applicant company (signed and stamped) in tabular form listing all components of finished product and their amounts in unified units, thefunction of each component and its reference (e.g.: pharmacopoeia or manufacturer's specifications) • Shall state equivalence weight of salt in case of using active moiety • Shall include all finished product components (e.g.: components of capsule shell,components of ink…) • Shall include all components used in the manufacturing process, including thosethat may not be added to every batch (e.g.: acid and alkali…), those that may be

		removed during processing (e.g.: solvents….) and any others (e.g.: nitrogen….)and any note to be reflected in footnote • Shall separate active ingredients from inactive ingredients • Shall separate core and coat in case of film coated tablet • Shall separate cap and body in case of capsule shell • Shall include solvent for reconstitution if it is co-packaged with finished product • Shall indicate the use of an over-fill or overage when applicable and its rationale • Shall state total weight or total volume • Shall state grade of any component (when applicable) and color index of anycoloring agent • Shall state composition statement for purchased mixture as flavor or capsule shellor pellets (when applicable)
	Commitment for storage (incase of proposed storage conditions at temperature not exceeding 25°C	(Template 3) Shall be presented by Applicant company signed and stamped
	Certificate of responsibility	(Template 4) Shall be presented by Stability testing site (signed and stamped)
	Declaration letter for manufacturer of active pharmaceutical ingredient(s) entering in the manufacture of finished product	(Template 5) Shall be presented by Applicant company (signed and stamped)

	Finished productspecification	• Shall be presented by stability testing site signed and stamped • Shall include list of tests, specifications and reference to analytical procedures andacceptance criteria • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities andrelated substances, and content of preservative(s) and/or antioxidant(s) (When applicable) • Microbiological analysis biological analysis (when applicable)
	Report from Central Administration of Operations (in case of any variations)	Shall state batch type (e.g.: pilot, production…), batch order (e.g.: 1st,2nd…) and type ofvariation (when applicable)
Folder 2	Certificate of analysis	• Shall be presented by stability testing site signed and stamped • For the batch of finished product on which stability study was done • Shall state product name, batch number, manufacturing and expiry date • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities andrelated substances, and content of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Shall include results within release specifications

	Method of analysis	• Shall be presented by stability testing site signed and stamped • Shall include stability-indicating analytical procedure used for physical, chemicaland microbiological analysis • Shall submit reference if analytical procedure used found in a pharmacopoeia
	Stability study table(s)	• Shall be presented by stability testing site signed and stamped • Shall clearly state product name, batch number on which stability study was done,manufacturing and expiry date, date of starting stability study in case of being different than manufacturing date, storage conditions, testing intervals and productpack in details • Shall include the following: ▪ Physical analysis
		▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities andrelated substances, and content of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Any skipped test shall by scientifically justified by the site responsible forstability testing • May include (when applicable): • In-use stability study • Shall include results within shelf-life specifications

	Stability study contract (when applicable) (عقد دراسة اثبات)	• Required when stability testing site is different from applicant company ormanufacturer of finished product • Shall include annex in which product name, strength and dosage form are stated • Both contract and annex shall be legalized by bank and EDA legal affairs
Folder 3	Assay chromatogramsannex	• Shall state product name, batch number and injection date • Shall include chromatograms of assay of active ingredient(s), quantitation ofimpurities and related substances, and content of preservative(s) and/or antioxidant(s) (when applicable) • Shall include 3 injections for standard and test at each time intervalShall be stamped by stability testing site
	Validation of analyticalprocedure	• Shall include validation of analytical procedures for assay of active ingredient(s),quantitation of impurities and related substances, and content of preservative(s) and/or antioxidant(s) (when applicable) • Complete validation of analytical procedures shall be conducted in which the following validation characteristics should be considered including: specificity,precision, linearity, accuracy, ruggedness and robustness In case of analytical procedure used found in a pharmacopoeia, verification of analytical procedures shall be conducted in which the following validation characteristics should be considered including: specificity, precision and accuracy

	Validation chromatogramsannex	• Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and related substances, and content

		of preservative(s) and/or antioxidant(s) (when applicable)
		• Shall include the following:
		  • For specificity: injections for samples stored under relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidation are required in addition to placebo and blank injections
		  • For precision: 6 injections are required
		  • For linearity: 5 concentrations are recommended with 1 injection requiredfor each concentration
		  • For accuracy: 3 concentrations are recommended with 3 injections requiredfor each concentration
		  • For ruggedness: 3 injections are required for each random variation
		  • For robustness: 3injections are required for each small variation in methodparameters
		Shall be stamped by stability testing site

Dossier content for stability study for locally manufactured pharmaceutical products submitted for fulfillment of variation committee or registration license requirements

Folder 1	Registration License andattached composition (incase of minster decree 425/2015 and 645/2018) or Tentative Registration License and attached composition (in case of mister decree 296/2009)	If Tentative Registration License is not valid, time frame extension shall be submitted
	Valid Registration Licenseand attached composition	Is a must in case of shelf-life extension or storage condition change
	Stability general administration technicalreport for approval of Accelerated study	Only in case of products following ministerial decree 296/2009 and submitted forlong term production
	Evidence for submission of product for re-registration (in case of invalid Registration License)	In case of product submitted for variation
	Any other EDA approvalsand/or decisions (e.g.: variation approval…)	In case of any approvals or decisions issued for the product and not reflected in the last released registration license
	Stability general administration technical reports approval for other variations in submitted product	
	Certificate of analysis of Central Administration of DrugControl	When available
	Certificate of analysis of Central Administration ofDrug Control	When available
	Stability summary sheet	(Template 1) Shall be presented by Applicant company in two formats: • Word format • PDF format (signed and stamped)
	Commitment for storage (in case of proposed storage conditions at temperature not exceeding25^{o}C	(Template 3) Shall be presented by Applicant company signed and stamped

	Certificate of responsibility	(Template 4) Shall be presented by Stability testing site (signed and stamped)
	Declaration letter for manufacturer of activepharmaceutical	(Template 5) Shall be presented by Applicant company (signed and stamped)
	ingredient(s) entering in the manufacture of finishedproduct	
	Finished productspecification	• Shall be presented by stability testing site signed and stamped • Shall include list of tests, specifications and reference to analytical proceduresand acceptance criteria • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities andrelated substances, and content of preservative(s) and/or antioxidant(s) (when applicable) • Microbiological analysis Biological analysis (when applicable)
	Report from Central Administration of Operations	Shall state batch type (e.g.: pilot, production…), batch order (e.g.: 1st,2nd…) and type ofvariation
	Payment receipt	Required when stability study is submitted for the purpose of change of storage conditions or shelf life extension

Folder 2	Certificate of analysis	• Shall be presented by stability testing site signed and stamped • For the batch of finished product on which stability study was done • Shall state product name, batch number, manufacturing and expiry date • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities andrelated substances, and content of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Shall include results within release specifications
	Method of analysis	• Shall be presented by stability testing site signed and stamped • Shall include stability-indicating analytical procedure used for physical, chemical
		and microbiological analysis Shall submit reference if analytical procedure used found in a pharmacopoeia

	Stability study table(s)	• Shall be presented by stability testing site signed and stamped • Shall clearly state product name, batch number on which stability study was done,manufacturing and expiry date, date of starting stability study in case of being different than manufacturing date, storage conditions, testing intervals and productpack in details • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities andrelated substances, and content of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Any skipped test shall by scientifically justified by the site responsible forstability testing • May include (when applicable): • In-use stability study • Shall include results within shelf-life specifications
	Stability study contract (when applicable) (عقد دراسة الثبات)	• Required when stability testing site is different from applicant company ormanufacturer of finished product • Shall include annex in which product name, strength and dosage form are stated • Both contract and annex shall be legalized by bank and EDA legal affairs

Folder 3	Assay chromatograms annex	• Shall state product name, batch number and injection date • Shall include chromatograms of assay of active ingredient(s), quantitation ofimpurities and related substances, and content of preservative(s) and/or antioxidant(s) (when applicable) • Shall include 3 injections for standard and test at each time interval • Shall be stamped by stability testing site
	Validation of analytical procedure	• Shall include validation of analytical procedures for assay of active ingredient(s),quantitation of impurities and related substances, and content of preservative(s)
		and/or antioxidant(s) (when applicable) • Complete validation of analytical procedures shall be conducted in which the following validation characteristics should be considered including: specificity,precision, linearity, accuracy, ruggedness and robustness In case of analytical procedure used found in a pharmacopoeia, verification of analytical procedures shall be conducted in which the following validation characteristics should be considered including: specificity, precision and accuracy

	Validation chromatogramsannex	• Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and related substances, and contentof preservative(s) and/or antioxidant(s) (when applicable)
		• Shall include the following:
		  • For specificity: injections for samples stored under relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidation are required in addition to placebo and blank injections
		  • For precision: 6 injections are required
		  • For linearity: 5 concentrations are recommended with 1 injection requiredfor each concentration
		  • For accuracy: 3 concentrations are recommended with 3 injections requiredfor each concentration
		  • For ruggedness: 3 injections are required for each random variation
		  • For robustness: 3injections are required for each small variation in methodparameters
		Shall be stamped by stability testing site

Common Technical Dossier content for stability study submitted for locally manufactured human pharmaceutical products (new registration according to ministerial decree 820/2016 or 645/2018 where CTD is a condition for registration)

EDA Approvals	Box Approval	Shall state that the dossier shall be submitted as full Common Technical Dossier CTD (i.e.: Both drug substanceand drug product)
	Naming Approval	
	Quality Approval including approved composition	In case of registration according to 645/2018
Product Documents	Composition	• Shall be presented by Applicant company (signed andstamped) in tabular form listing all components of finished product and their amounts in unified units, the function of each component and its reference (e.g.: pharmacopoeia or manufacturer's specifications) • Shall state equivalence weight of salt in case of usingactive moiety • Shall include all finished product components (e.g.: components of capsule shell, components of ink… • Shall include all components used in the manufacturing process, including those that may notbe added to every batch (e.g.: acid and alkali…), those that may be removed during processing (e.g.: solvents….) and any others (e.g.: nitrogen….) and any note to be reflected in footnote • Shall separate active ingredients from inactiveingredients • Shall separate core and coat in case of film coatedtablet • Shall separate cap and body in case of capsule shell • Shall include solvent for reconstitution if it is co-packaged with finished product • Shall indicate the use of an over-fill or overage whenapplicable and its rationale • Shall state total weight or total volume

		• Shall state grade of any component (when applicable)and color index of any coloring agent Shall state composition statement for purchased mixture asflavor or capsule shell or pellets (when applicable)
	Certificate of responsibility	(Template 4) Shall be presented by Stability testing site (signedand stamped)
	Declaration letter for manufacturerof active pharmaceutical ingredient(s) entering in the manufacture of finished product	(Template 5) Shall be presented by Applicant company (signed andstamped)
	Report from Central Administration of Operations	• Shall state batch type (e.g.: pilot, production…),batch order (e.g.: 1st,2nd…)
Applicant Commitments	Stability summary sheet	(Template 1) Shall be presented by applicant company in two formats: • Word format • PDF format (signed and stamped)
	Commitment for authenticity ofdata submitted	(Template 2) Shall be presented by applicant company signed and stamped
	Commitment for storage (in case of proposed storage conditions at temperature not exceeding 25°C)	(Template 3) Shall be presented by applicant company signed and stamped
Required CTD Sectionsfor Drug Product	Section 3.2.P.1: Description and Composition of the Drug Product	
	Section 3.2.P.3.1: Manufacturer(s)	
	Section 3.2.P.5.1: Specification(s)	• Shall include test, specification and reference forspecification • Shall include the following:

		▪ Physical analysis ▪ Chemical analysis Shall include identification and assay of active ingredient(s), quantitation of impuritiesand related substances, and identification and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable)
	Section 3.2.P.5.2: AnalyticalProcedures	• Shall include stability-indicating analytical procedureused for physical, chemical and microbiological analysis
	Section 3.2.P.5.3: Validation ofAnalytical Procedures	• Shall include validation of analytical procedures forassay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s) (when applicable) • Complete validation of analytical procedures shall beconducted in which the following validation characteristics should be considered including: specificity, precision, linearity, accuracy, ruggednessand robustness • In case of analytical procedure used found in a pharmacopoeia, verification of analytical proceduresshall be conducted in which the following validation
		characteristics should be considered including:specificity, precision and accuracy

	Section 3.2.P.5.4: Batch Analyses	• For any batch of finished product • Shall state product name, batch number,manufacturing and expiry date • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay of active ingredient(s), quantitation of impuritiesand related substances, and identification and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable)Shall include results within release specifications
	Section 3.2.P.5.6: Justification of Specification(s)	
	Section 3.2.P.7: Container ClosureSystem	
	Section 3.2.P.8.1: StabilitySummary and Conclusion	
	Section 3.2.P.8.2: Post-approvalStability Protocol and Stability Commitment	
	Section 3.2.P.8.3: Stability Data	• Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities and related substances,

		and assay of preservative(s) and/or antioxidant(s)(when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Any skipped test shall by scientifically justified • May include (when applicable): ▪ In-use stability study ▪ Photo stability study ▪ Hold time stability study (for Bulk Products) • Shall include results within shelf-life specifications
	Assay chromatograms annex	• Shall include chromatograms of assay of active ingredient(s), quantitation of impurities and relatedsubstances, and assay of preservative(s) and/or antioxidant(s) (when applicable) at each time interval • Shall include 3 injections for standard and test at eachtime interval

	Validation chromatograms annex	• Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and relatedsubstances, and assay of preservative(s) and/or antioxidant(s) (when applicable) • Shall include the following: For specificity: injections for samples stored under relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidation aren required in addition to placebo and blank injections ▪ For precision: 6 injections are required ▪ For linearity: 5 concentrations are recommendedwith 3 injections required for each concentration ▪ For accuracy: 3 concentrations are recommendedwith 3 injections required for each concentration ▪ For ruggedness: 3 injections are required for eachrandom variation ▪ For robustness: 3 injections are required for eachsmall variation in method parameters
Required CTD Sectionsfor Drug Substance	In case of availability of valid Certificate of Suitability of the European Pharmacopoeia (CEP): *CEP specifying a retest period that is the same as or longer than that proposed by the applicant,and storage conditions are the same or at a higher temperature and humidity than those proposedby the applicant, the applicant is waived from submission of CTD Sections for Drug Substance OR *CEP stating a container closure system while not stating a retest period and storage condition, theapplicant is waived from submission of analytical procedure and validation of analytical procedure	
	Section 3.2.S.2.1: Manufacturer(s)	In case of more than one manufacturer for an active ingredient(s), declaration letter from License Holder mentioning manufacturer(s) of active pharmaceuticalingredient(s) for each batch submitted
	Section 3.2.S.3.2: Impurities	

	Section 3.2.S.4.1: Specification(s)	• Shall include test, specification and reference forspecification • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay ofactive ingredient(s) and quantitation of impurities and related substances ▪ Microbiological analysis (when applicable)
		▪ Biological analysis (when applicable)
	Section 3.2.S.4.2: AnalyticalProcedures	• Shall include stability-indicating analytical procedureused for physical, chemical and microbiological analysis • Shall submit reference if analytical procedure usedfound in a pharmacopoeia
	Section 3.2.S.4.3: Validation ofAnalytical Procedures	• Shall include validation of analytical procedures forassay of active ingredient(s) and quantitation of impurities and related substances • Complete validation of analytical procedures shall beconducted in which the following validation characteristics should be considered including: specificity, precision, linearity, accuracy, ruggednessand robustness • In case of analytical procedure used found in a pharmacopoeia, verification of analytical proceduresshall be conducted in which the following validation characteristics should be considered including:specificity, precision and accuracy
	Section 3.2.S.4.4: Batch analyses	
	Section 3.2.S.4.5: Justification of Specification(s)	
	Section 3.2.S.6: Container ClosureSystem	
	Section 3.2.S.7.1: StabilitySummary and Conclusions	

	Section 3.2.S.7.2: Post-approvalStability Protocol Commitment	
	Section 3.2.S.7.3: Stability Data	• Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s) and quantitation of impurities and related substances ▪ Microbiological analysis (when applicable) ▪ Biological analysis (when applicable) • Any skipped test shall by scientifically justified • Shall include results within shelf-life specifications
	Assay chromatograms annexes	• Shall include chromatograms of assay of active ingredient(s) and quantitation of impurities and related substances at least last time interval of accelerated and long term conditions • Shall include 3 injections for standard and test
	Validation chromatograms annex	• Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s)and quantitation of impurities and related substances at least specificity and forced degradation chromatograms • Shall include the following: ▪ For specificity: injections for samples stored under relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidation arerequired in addition to placebo and blank injections ▪ For precision: 6 injections are required ▪ For linearity: 5 concentrations are recommendedwith 3 injections required for each concentration ▪ For accuracy: 3 concentrations are recommendedwith 3 injections required for each concentration ▪ For ruggedness: 3 injections are required for eachrandom variation
		▪ For robustness: 3 injections are required for eachsmall variation in method parameters

Common Technical Dossier content for stability study submitted for human pharmaceutical products imported from reference or non-reference countries (New registration according to ministerial decree 820/2016 or 645/2018 where CTD is a condition for registration

EDA Approvals	Box Approval	Shall state that the dossier shall be submitted as full Common Technical Dossier CTD (i.e.: Both drug substanceand drug product)
	Naming Approval	
Product Documents	Certificate of Pharmaceutical Product (CPP) and attached Summary of Product Characteristics (SmPC) or Product Information Leaflet (PIL) (if applicable)	The certificate shall establish up to date status and data of theproduct in the exporting country or region at the time of issuing of certificate. This data may include (when applicable): • Product Trade name in Egypt, its strength and dosageform • Complete composition of the product • License Holder, Manufacturer and Packager of theproduct • Summary of Product Characteristics (SmPC) orProduct Information Leaflet (PIL) • Shelf life, storage conditions, in-use shelf life (whenapplicable) and in-use storage conditions (when applicable) • Container closure system in details The certificate shall be legalized by Health Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate
	Legalized declaration letter statingshelf life, storage conditions, in- use shelf life (if applicable), in-usestorage conditions (if applicable) and/or container closure system (indetails) (if not stated in CPP or attached SmPC or PIL or if updated than those mentioned in registration license)	• Declaration letter for the product shall be presented from License Holder and legalized by Health Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate • Original legalized declaration letter shall be submitted by the applicant company to StabilityGeneral Administration once stability dossier isaccepted

		• In case of legalization is not available at time of submission due to current situation, applicant company shall submit commitment for legalization of declaration letter within 6 months according to EDAChairman decision
	Legalized composition (if notstated in CPP or free sale)	• Composition for the product shall be presented fromLicense Holder and legalized by Health Authority incountry of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate • Original legalized composition shall be submitted bythe applicant company to Stability General Administration once stability dossier is accepted • In case of legalization is not available at time of submission due to current situation, applicant company shall submit commitment for legalization of declaration letter within 6 months according to EDA Chairman decision
	Certificate of analysis	• For any batch of finished product • Shall state product name, batch number, manufacturing and expiry date • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay of active ingredient(s), quantitation of impuritiesand related substances, and identification and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Shall include results within release specifications

Applicant Commitments	Stability summary sheet	(Template 1) Shall be presented by applicant company in two formats: • Word format • PDF format (signed and stamped)
	Commitment for authenticity ofdata submitted	(Template 2) Shall be presented by applicant company signed and stamped
	Commitment for storage (in case of proposed storage conditions at temperature not exceeding 25°C)	(Template 3) Shall be presented by applicant company signed and stamped
Required CTD Sections for Drug Product	Section 3.2.P.1: Description and Composition of the Drug Product	
	Section 3.2.P.3.1: Manufacturer(s)	
	Section 3.2.P.5.1: Specification(s)	• Shall include test, specification and reference forspecification • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay of active ingredient(s), quantitation of impuritiesand related substances, and identification and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable)
	Section 3.2.P.5.2: Analytical Procedures	• Shall include stability-indicating analytical procedureused for physical, chemical and microbiological analysis

	Section 3.2.P.5.3: Validation of Analytical Procedures	• Shall include validation of analytical procedures forassay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s) (when applicable) • Complete validation of analytical procedures shall beconducted in which the following validation characteristics should be considered including: specificity, precision, linearity, accuracy, ruggednessand robustness • In case of analytical procedure used found in a pharmacopoeia, verification of analytical proceduresshall be conducted in which the following validationcharacteristics should be considered including: specificity, precision and accuracy
	Section 3.2.P.5.4: Batch Analyses	
	Section 3.2.P.5.6: Justification of Specification(s)	
	Section 3.2.P.7: Container Closure System	
	Section 3.2.P.8.1: Stability Summary and Conclusion	
	Section 3.2.P.8.2: post-approval Stability Protocol and Stability Commitment	
	Section 3.2.P.8.3: Stability Data	• Shall include the following: ▪ Physical analysis ▪ Chemical analysis

		Shall include assay of active ingredient(s), quantitation of impurities and related substances,and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Any skipped test shall by scientifically justified • May include (when applicable): ▪ In-use stability study ▪ Photo stability study ▪ Hold time stability study (for Bulk Products) • Shall include results within shelf-life specifications
	Assay chromatograms annex	• Shall include chromatograms of assay of active ingredient(s), quantitation of impurities and relatedsubstances, and assay of preservative(s) and/or antioxidant(s) (when applicable) at least last time interval of accelerated and long term conditions • Shall include 3 injections for standard and test
	Validation chromatograms annex	• Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s) (when applicable) at least specificity and forced degradation chromatograms • Shall include the following:

		▪ For specificity: injections for samples stored under relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidation arerequired in addition to placebo and blank injections ▪ For precision: 6 injections are required ▪ For linearity: 5 concentrations are recommendedwith 3 injections required for each concentration ▪ For accuracy: 3 concentrations are recommendedwith 3 injections required for each concentration ▪ For ruggedness: 3 injections are required for eachrandom variation ▪ For robustness: 3 injections are required for eachsmall variation in method parameters
Required CTD Sections for Drug Substance	In case of availability of valid Certificate of Suitability of the European Pharmacopoeia (CEP): *CEP specifying a retest period that is the same as or longer than that proposed by the applicant,and storage conditions are the same or at a higher temperature and humidity than those proposedby the applicant, the applicant is waived from submission of CTD Sections for Drug Substance OR *CEP stating a container closure system while not stating a retest period and storage condition, theapplicant is waived from submission of analytical procedure and validation of analytical procedure	
	Section 3.2.S.2.1: Manufacturer(s)	In case of more than one manufacturer for an active ingredient(s), declaration letter from License Holder mentioning manufacturer(s) of active pharmaceutical ingredient(s) for each batch submitted
	Section 3.2.S.3.2: Impurities	
	Section 3.2.S.4.1: Specification(s)	• Shall include test, specification and reference forspecification • Shall include the following: ▪ Physical analysis ▪ Chemical analysis
		Shall include identification and assay ofactive ingredient(s) and quantitation of impurities and related substances ▪ Microbiological analysis (when applicable) ▪ Biological analysis (when applicable)

	Section 3.2.S.4.2: Analytical Procedures	• Shall include stability-indicating analytical procedureused for physical, chemical and microbiological analysis • Shall submit reference if analytical procedure usedfound in a pharmacopoeia
	Section 3.2.S.4.3: Validation of Analytical Procedures	• Shall include validation of analytical procedures forassay of active ingredient(s) and quantitation of impurities and related substances • Complete validation of analytical procedures shall beconducted in which the following validation characteristics should be considered including: specificity, precision, linearity, accuracy, ruggednessand robustness • In case of analytical procedure used found in a pharmacopoeia, verification of analytical proceduresshall be conducted in which the following validationcharacteristics should be considered including: specificity, precision and accuracy
	Section 3.2.S.4.4: Batch analyses	
	Section 3.2.S.4.5: Justification of Specification(s)	
	Section 3.2.S.6: Container Closure System	
	Section 3.2.S.7.1: Stability Summary and Conclusions	
	Section 3.2.S.7.2: Post-approval Stability Protocol Commitment	
	Section 3.2.S.7.3: Stability Data	• Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s) and quantitation of impurities and related substances ▪ Microbiological analysis (when applicable) ▪ Biological analysis (when applicable) • Any skipped test shall by scientifically justified • Shall include results within shelf-life specifications

	Assay chromatograms annexes	• Shall include chromatograms of assay of active ingredient(s) and quantitation of impurities and related substances at least last time interval of accelerated and long term conditions • Shall include 3 injections for standard and test
	Validation chromatograms annex	• Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s)and quantitation of impurities and related substances at least specificity and forced degradation chromatograms • Shall include the following: ▪ For specificity: injections for samples stored under relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidation arerequired in addition to placebo and blank injections ▪ For precision: 6 injections are required ▪ For linearity: 5 concentrations are recommendedwith 3 injections required for each concentration ▪ For accuracy: 3 concentrations are recommendedwith 3 injections required for each concentration
		▪ For ruggedness: 3 injections are required for eachrandom variation ▪ For robustness: 3 injections are required for eachsmall variation in method parameters

Dossier content for stability study submitted for human pharmaceutical products imported from non-reference countries non-CTD (new registration according to ministerial decree 296/2009,425/2015 (Add))

EDA Approvals	Box Approval	
	Naming Approval	
Product Documents	Certificate of Pharmaceutical Product(CPP) and attached Summary of Product Characteristics (SmPC) or Product Information Leaflet (PIL) (if applicable)	The certificate establishes up to date status and data ofthe product in the exporting country or region at the time of issuing of certificate. This data may include (when applicable): • Product Trade name in Egypt, its strength anddosage form • Complete composition of the product • License Holder, Manufacturer and Packager ofthe product • Summary of Product Characteristics (SmPC) orProduct Information Leaflet (PIL) • Shelf life, storage conditions, in-use shelf life (ifapplicable), in-use storage conditions (if applicable) Container closure system in details The certificate shall be legalized by Health Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate
	Legalized declaration letter stating shelf life, storage conditions, in-use shelf life (if applicable), in-use storageconditions (if applicable) and/or container closure system (in details) (if not stated in CPP or attached SmPCor PIL	• Declaration letter for the product shall be presented from License Holder and legalized byHealth Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate • Original legalized declaration letter shall be submitted by the applicant company to StabilityGeneral Administration once stability dossier isaccepted • In case of legalization is not available at time ofsubmission due to current situation,

		Commitment for legalization of declaration letterwithin 6 months according to EDA Chairman decision
	Legalized composition (if not stated inCPP or free sale)	• Composition for the product shall be presented from License Holder and legalized by Health Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate • Original composition letter shall be submitted bythe applicant company to Stability General Administration once stability dossier is accepted • In case of legalization is not available at time of submission due to current situation, Applicant Commitment for legalization of declaration letterwithin 6 months according to EDA Chairman decision shall be submitted
	Declaration letter stating manufacturerof active pharmaceutical ingredient(s)	• Declaration letter shall be presented from License Holder Shall state product name, its strength, formulation, batches number on which stability study was performed**,**name of active pharmaceuticalingredient(s) and its/their manufacturer
	Certificate of analysis	• For any batch of finished product • Shall state product name, batch number,manufacturing and expiry date • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay ofactive ingredient(s), quantitation of

		impurities and related substances, and identification and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) Shall include results within release specifications
Applicant Commitments	Stability summary sheet	(Template 1) Shall be presented by applicant company in twoformats: • Word format • PDF format (signed and stamped)
	Commitment for authenticity of dataSubmitted	(Template 2) Shall be presented by Applicant company signed andstamped
	Commitment for storage (in case of proposed storage conditions at temperature not exceeding 25°C)	(Template 3) Shall be presented by Applicant company signed andstamped
Stability data	Finished Product Specification	• Shall include test, specification and reference forspecification • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay of active ingredient(s), quantitation of impurities and related substances, and identification and assay of preservative(s)and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable)
	Stability study summary and protocol	Shall include batch(es) number, batch(es) scale, manufacturing and expiry date(s), storage conditions,duration, and testing frequency

	Stability study table(s)	• Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Any skipped test shall by scientifically justified • May include (when applicable): ▪ In-use stability study ▪ Photo stability study ▪ Hold time stability study (for Bulk Products) Shall include results within shelf-life specifications
	Analytical Procedures	• Required only for imported products from non- reference countries or when stability testing site is in non-reference country • Shall include stability-indicating analyticalprocedure used for physical, chemical and microbiological analysis
	Validation of Analytical Procedures	• Required only for imported products from non- reference countries or when stability testing site is in non-reference country • Shall include validation of analytical proceduresfor assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s) (when applicable) • Complete validation of analytical proceduresshall be conducted in which the following

		validation characteristics should be consideredincluding: specificity, precision, linearity, accuracy, ruggedness and robustness • In case of analytical procedure used found in apharmacopoeia, verification of analytical procedures shall be conducted in which the following validation characteristics should be considered including: specificity, precision and Accuracy
	Assay chromatograms annexes	• Required only for imported products from non- reference countries or when stability testing site is in non-reference country • Shall include chromatograms of assay of activeingredient(s), quantitation of impurities and related substances, and assay of preservative(s)and/or antioxidant(s) (when applicable) Shall include 3 injections for standard and test at eachtime interval
	Validation chromatograms annex	• Required only for imported products from non- reference countries or when stability testing site is in non-reference countries • Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s)and/or antioxidant(s) (when applicable) • Shall include the following: ▪ For specificity: injections for samples storedunder relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidationare required in addition to placebo and blank injections

		▪ For precision: 6 injections are required ▪ For linearity: 5 concentrations are recommended with 3 injections required foreach concentration ▪ For accuracy: 3 concentrations are recommended with 3 injections required foreach concentration ▪ For ruggedness: 3 injections are required foreach random variation ▪ For robustness: 3 injections are required foreach small variation in method parameters

Dossier content for stability study submitted for human pharmaceutical products imported from non-reference countries non-CTD (re-registration)

EDA Approvals	-Transfer Letter and attached composition (in case of 296/2009) -Preliminary Re-registration Approval(in case of 425/2015)	
	Registration License and attachedcomposition	
	EDA Labs composition (in case composition is not attached to Registration License or variation approval for changing composition)	In case the composition is not inferred by EDA Labs,Stability General Administration accredits the composition
	Any other EDA approvals and/or decisions (e.g.: variation approval…)	In case of any approvals or decisions issued for the product and not reflected in the last released registration license
Product Documents	Certificate of Pharmaceutical Product(CPP) and attached Summary of Product Characteristics (SmPC) or Product Information Leaflet (PIL) (if applicable)	The certificate establishes up to date status and data ofthe product in the exporting country or region at the time of issuing of certificate. This data may include (when applicable): • Product Trade name in Egypt, its strength anddosage form • Complete composition of the product • License Holder, Manufacturer and Packager ofthe product • Summary of Product Characteristics (SmPC) orProduct Information Leaflet (PIL) • Shelf life, storage conditions, in-use shelf life (ifapplicable), in-use storage conditions (if applicable) Container closure system in details The certificate shall be legalized by Health Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate

	Legalized declaration letter stating shelf life, storage conditions, in-useshelf life (if applicable), in-use storage conditions (if applicable) and/or container closure system (in details) (if not stated in CPP or attached SmPC or PIL or if updatedthan those mentioned in registrationlicense)	• Declaration letter for the product shall be presented from License Holder and legalized byHealth Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassyor Consulate • Original legalized declaration letter shall be submitted by the applicant company to StabilityGeneral Administration once stability dossier isaccepted • In case of legalization is not available at time of submission due to current situation, Commitment for legalization of declaration letterwithin 6 months according to EDA Chairman decision
	Legalized composition (if not stated in CPP, free sale or if not attached registration license, no EDA Labs composition or variation approval forchanging composition)	• Composition for the product shall be presented from License Holder and legalized by Health Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassyor Consulate • Original composition letter shall be submitted bythe applicant company to Stability General Administration once stability dossier is accepted • In case of legalization is not available at time of submission due to current situation, Applicant Commitment for legalization of declaration letterwithin 6 months according to EDA Chairman decision shall be submitted
	Declaration letter statingmanufacturer of active	• Declaration letter shall be presented fromLicense Holder
	pharmaceutical ingredient(s)	Shall state product name, its strength, formulation, batches number on which stability study was performed**,** name of active pharmaceuticalingredient(s) and its/their manufacturer

	Certificate of analysis	• For any batch of finished product • Shall state product name, batch number,manufacturing and expiry date • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay of active ingredient(s), quantitation of impurities and related substances, and identification and assay of preservative(s)and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) Shall include results within release specifications
Applicant Commitments	Stability summary sheet	(Template 1) Shall be presented by applicant company in twoformats: • Word format • PDF format (signed and stamped)
	Commitment for authenticity of dataSubmitted	(Template 2) Shall be presented by Applicant company signed andstamped
	Commitment for storage (in case of proposed storage conditions at temperature not exceeding 25°C)	(Template 3) Shall be presented by Applicant company signed andstamped
Stability data	Finished product specification(s)	• Shall include test, specification and reference forspecification • Shall include the following: ▪ Physical analysis

		▪ Chemical analysis Shall include identification and assay of active ingredient(s), quantitation of impurities and related substances, and identification and assay of preservative(s)and/or antioxidant(s) (when applicable) ▪ Microbiological analysis biological analysis (when applicable)
	Stability study summary and protocol	Shall include batch(es) number, batch(es) scale, manufacturing and expiry date(s), storage conditions,duration, and testing frequency
	Stability study table(s)	• Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Any skipped test shall by scientifically justified • May include (when applicable): ▪ In-use stability study ▪ Photo stability study ▪ Hold time stability study (for Bulk Products) Shall include results within shelf-life specifications
	Analytical Procedures	• Shall include stability-indicating analyticalprocedure used for physical, chemical and microbiological analysis

	Validation of Analytical Procedures	• Shall include validation of analytical proceduresfor assay of active ingredient(s), quantitation of impurities and related substances, and assay of
		preservative(s) and/or antioxidant(s) (whenapplicable) • Complete validation of analytical procedures shall be conducted in which the following validation characteristics should be considered including: specificity, precision, linearity, accuracy, ruggedness and robustness In case of analytical procedure used found in a pharmacopoeia, verification of analytical proceduresshall be conducted in which the following validation characteristics should be considered including:specificity, precision and accuracy
	Assay chromatograms annexes	• Shall include chromatograms of assay of activeingredient(s), quantitation of impurities and related substances, and assay of preservative(s)and/or antioxidant(s) (when applicable) Shall include 3 injections for standard and test at eachtime interval

	Validation chromatograms annex	• Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s)and/or antioxidant(s) (when applicable) • Shall include the following: ▪ For specificity: injections for samples storedunder relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidationare required in addition to placebo and blank injections ▪ For precision: 6 injections are required ▪ For linearity: 5 concentrations are recommended with 3 injections required foreach concentration
		▪ For accuracy: 3 concentrations are recommended with 3 injections required foreach concentration ▪ For ruggedness: 3 injections are required foreach random variation ▪ For robustness: 3 injections are required for each small variation in method parameters

Dossier content for stability study submitted for human pharmaceutical products imported from non-reference countries non-CTD (submitted for variation)

EDA Approvals	Variation Committee Approval (ifapplicable)	
	Valid Registration License andattached composition	
	Evidence for submission of product for re-registration (in case of invalid Registration License)	
	EDA Labs composition (if not attached to Registration License or variation approval for changingcomposition)	
Product Documents	Certificate of Pharmaceutical Product(CPP) or Free sale and attached Summary of Product Characteristics (SmPC) or Product Information Leaflet (PIL) (if applicable)	The certificate establishes up to date status and data ofthe product in the exporting country or region at the time of issuing of certificate. This data may include (when applicable): • Product Trade name in Egypt, its strength anddosage form • Complete composition of the product • License Holder, Manufacturer and Packager ofthe product • Summary of Product Characteristics (SmPC) orProduct Information Leaflet (PIL) • Shelf life, storage conditions, in-use shelf life (ifapplicable), in-use storage conditions (if applicable) Container closure system in details The certificate shall be legalized by Health Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate
	Legalized declaration letter stating shelf life, storage conditions, in-use	• Declaration letter for the product shall be presented from License Holder and legalized by

	shelf life (if applicable), in-use storage conditions (if applicable) and/or container closure system (in details) (if not stated in CPP or attached SmPC or PIL or if updatedthan those mentioned in registrationlicense)	Health Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassyor Consulate • Original legalized declaration letter shall be submitted by the applicant company to StabilityGeneral Administration once stability dossier isaccepted • In case of legalization is not available at time of submission due to current situation, Commitment for legalization of declaration letterwithin 6 months according to EDA Chairman decision
	Certificate of analysis	• For any batch of finished product • Shall state product name, batch number,manufacturing and expiry date • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay of active ingredient(s), quantitation of impurities and related substances, and identification and assay of preservative(s)and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Shall include results within release specifications
Applicant Commitments	Stability summary sheet	(Template 1) Shall be presented by applicant company in twoformats: • Word format • PDF format (signed and stamped)

	Commitment for authenticity of dataSubmitted	(Template 2) Shall be presented by Applicant company signed andstamped
	Commitment for storage (in case of proposed storage conditions at temperature not exceeding 25°C)	(Template 3) Shall be presented by Applicant company signed andstamped
	Cover Letter for scope of variation (incase of variation)	
	Payment Receipt (in case of variation of shelf-life, storage conditions, in- use shelf-life or in-use storage conditions)	
Stability data	Finished Product Specification	• Shall include test, specification and reference forspecification • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay of active ingredient(s), quantitation of impurities and related substances, and identification and assay of preservative(s)and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable)
	Stability study summary and protocol	Shall include batch(es) number, batch(es) scale, manufacturing and expiry date(s), storage conditions,duration, and testing frequency
	Stability study table(s)	• Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s),quantitation of impurities and related

		substances, and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Any skipped test shall by scientifically justified • May include (when applicable): ▪ In-use stability study ▪ Photo stability study ▪ Hold time stability study (for BulkProducts) • Shall include results within shelf-life specifications
	Analytical Procedures	• Shall include stability-indicating analyticalprocedure used for physical, chemical and microbiological analysis
	Validation of Analytical Procedures	• Shall include validation of analytical proceduresfor assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s) (when applicable) • Complete validation of analytical procedures shall be conducted in which the following validation characteristics should be consideredincluding: specificity, precision, linearity, accuracy, ruggedness and robustness In case of analytical procedure used found in a pharmacopoeia, verification of analytical proceduresshall be conducted in which the following validation characteristics should be considered including:specificity, precision and accuracy
	Assay chromatograms annexes	• Shall include chromatograms of assay of activeingredient(s), quantitation of impurities and

		related substances, and assay of preservative(s)and/or antioxidant(s) (when applicable) Shall include 3 injections for standard and test at eachtime interval
	Validation chromatograms annex	• Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s)and/or antioxidant(s) (when applicable) • Shall include the following: ▪ For specificity: injections for samples storedunder relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidationare required in addition to placebo and blank injections ▪ For precision: 6 injections are required ▪ For linearity: 5 concentrations are recommended with 3 injections required foreach concentration ▪ For accuracy: 3 concentrations are recommended with 3 injections required foreach concentration ▪ For ruggedness: 3 injections are required foreach random variation For robustness: 3 injections are required for each small variation in method parameters

Common Technical Dossier content for stability study submitted for Human pharmaceutical products imported from reference or non-reference countries (New registration)

EDA Approvals	Box Approval	Shall state that the dossier shall be submitted as full Common Technical Dossier CTD (i.e.: Both drug substanceand drug product) (Note: required in case of ministerial decree 820/2016 and645/2018)
	Naming Approval	
Product Documents	Certificate of Pharmaceutical Product (CPP) and attached Summary of Product Characteristics (SmPC) or Product Information Leaflet (PIL) (if applicable)	The certificate shall establish up to date status and data of theproduct in the exporting country or region at the time of issuing of certificate. This data may include (when applicable): • Product Trade name in Egypt, its strength and dosageform • Complete composition of the product • License Holder, Manufacturer and Packager of theproduct • Summary of Product Characteristics (SmPC) orProduct Information Leaflet (PIL) • Shelf life, storage conditions, in-use shelf life (whenapplicable) and in-use storage conditions (when applicable) • Container closure system in details The certificate shall be legalized by Health Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate
	Legalized declaration letter stating shelf life, storage conditions, in-use shelf life (if applicable), in-use storage conditions (if applicable) and/or container closure system (in details) (if not stated in CPP or attached SmPC or PIL or if	• Declaration letter for the product shall be presented from License Holder and legalized by Health Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate • Original legalized declaration letter shall be submitted by the applicant company to Stability

	updated than those mentioned in registration license)	General Administration once stability dossier isaccepted • In case of legalization is not available at time of submission due to current situation, applicant company shall submit commitment for legalization of declaration letter within 6 months according to EDAChairman decision
	Legalized composition (if not stated in CPP or free sale)	• Composition for the product shall be presented fromLicense Holder and legalized by Health Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate • Original legalized composition shall be submitted bythe applicant company to Stability General Administration once stability dossier is accepted • In case of legalization is not available at time of submission due to current situation, applicant company shall submit commitment for legalization of declaration letter within 6 months according to EDAChairman decision
	Certificate of analysis	• For any batch of finished product • Shall state product name, batch number, manufacturing and expiry date • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay of active ingredient(s), quantitation of impuritiesand related substances, and identification and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis
		▪ Biological analysis (when applicable) • Shall include results within release specifications

Applicant Commitments	Stability summary sheet	(Template 1) Shall be presented by applicant company in two formats: • Word format • PDF format (signed and stamped)
	Commitment for authenticity of data submitted	(Template 2) Shall be presented by applicant company signed and stamped
	Commitment for storage (in case of proposed storage conditions at temperature not exceeding 25°C)	(Template 3) Shall be presented by applicant company signed and stamped
Required CTD Sectionsfor Drug Product	Section 3.2.P.1: Description and Composition of the Drug Product	
	Section 3.2.P.3.1: Manufacturer(s)	
	Section 3.2.P.5.1: Specification(s)	• Shall include test, specification and reference forspecification • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay of active ingredient(s), quantitation of impuritiesand related substances, and identification and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable)
	Section 3.2.P.5.2: Analytical Procedures	• Required only for imported products from non- reference countries or when stability testing site is in non-reference country
		• Shall include stability-indicating analytical procedure used for physical, chemical and microbiological analysis

	Section 3.2.P.5.3: Validation of Analytical Procedures	• Required only for imported products from non- reference countries or when stability testing site is innon-reference country • Shall include validation of analytical procedures forassay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s) (when applicable) • Complete validation of analytical procedures shall beconducted in which the following validation characteristics should be considered including: specificity, precision, linearity, accuracy, ruggednessand robustness • In case of analytical procedure used found in a pharmacopoeia, verification of analytical procedures shall be conducted in which the following validation characteristics should be considered including: specificity, precision and accuracy
	Section 3.2.P.5.4: Batch Analyses	
	Section 3.2.P.5.6: Justification of Specification(s)	
	Section 3.2.P.7: Container Closure System	
	Section 3.2.P.8.1: Stability Summary and Conclusion	
	Section 3.2.P.8.2: Post-approval Stability Protocol and Stability Commitment	

	Section 3.2.P.8.3: Stability Data	• Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s)(when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Any skipped test shall by scientifically justified • May include (when applicable): ▪ In-use stability study ▪ Photo stability study ▪ Hold time stability study (for Bulk Products) • Shall include results within shelf-life specifications
	Assay chromatograms annex	• Required only for imported products from non- reference countries or when stability testing site is innon-reference country • Shall include chromatograms of assay of active ingredient(s), quantitation of impurities and relatedsubstances, and assay of preservative(s) and/or antioxidant(s) (when applicable) • Shall include 3 injections for standard and test at eachtime interval
	Validation chromatograms annex	• Required only for imported products from non- reference countries or when stability testing site is innon-reference countries • Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and related

		substances, and assay of preservative(s) and/orantioxidant(s) (when applicable) • Shall include the following: ▪ For specificity: injections for samples stored under relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidation arerequired in addition to placebo and blank injections ▪ For precision: 6 injections are required ▪ For linearity: 5 concentrations are recommendedwith 3 injections required for each concentration ▪ For accuracy: 3 concentrations are recommendedwith 3 injections required for each concentration ▪ For ruggedness: 3 injections are required for eachrandom variation ▪ For robustness: 3 injections are required for eachsmall variation in method parameters
Required CTD Sectionsfor Drug Substance (note: required in case of ministerial decree 820/2016 and 645/2018)	In case of availability of valid Certificate of Suitability of the European Pharmacopoeia (CEP): *CEP specifying a retest period that is the same as or longer than that proposed by the applicant,and storage conditions are the same or at a higher temperature and humidity than those proposedby the applicant, the applicant is waived from submission of CTD Sections for Drug Substance OR *CEP stating a container closure system while not stating a retest period and storage condition, theapplicant is waived from submission of analytical procedure and validation of analytical procedure	
	Section 3.2.S.2.1: Manufacturer(s)	In case of more than one manufacturer for an active ingredient(s), declaration letter from License Holder mentioning manufacturer(s) of active pharmaceuticalingredient(s) for each batch submitted
	Section 3.2.S.3.2: Impurities	

	Section 3.2.S.4.1: Specification(s)	• Shall include test, specification and reference forspecification • Shall include the following:
		▪ Physical analysis ▪ Chemical analysis Shall include identification and assay ofactive ingredient(s) and quantitation of impurities and related substances ▪ Microbiological analysis (when applicable) ▪ Biological analysis (when applicable)
	Section 3.2.S.4.2: Analytical Procedures	• Shall include stability-indicating analytical procedureused for physical, chemical and microbiological analysis • Shall submit reference if analytical procedure usedfound in a pharmacopoeia
	Section 3.2.S.4.3: Validation of Analytical Procedures	• Shall include validation of analytical procedures forassay of active ingredient(s) and quantitation of impurities and related substances • Complete validation of analytical procedures shall beconducted in which the following validation characteristics should be considered including: specificity, precision, linearity, accuracy, ruggednessand robustness • In case of analytical procedure used found in a pharmacopoeia, verification of analytical procedures shall be conducted in which the following validationcharacteristics should be considered including: specificity, precision and accuracy
	Section 3.2.S.4.4: Batch analyses	
	Section 3.2.S.4.5: Justification of Specification(s)	

	Section 3.2.S.6: Container Closure System	
	Section 3.2.S.7.1: Stability Summary and Conclusions	
	Section 3.2.S.7.2: Post-approval Stability Protocol Commitment	
	Section 3.2.S.7.3: Stability Data	• Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s) and quantitation of impurities and related substances ▪ Microbiological analysis (when applicable) ▪ Biological analysis (when applicable) • Any skipped test shall by scientifically justified • Shall include results within shelf-life specifications
	Assay chromatograms annexes	• Shall include chromatograms of assay of active ingredient(s) and quantitation of impurities and related substances • Shall include 3 injections for standard and test at eachtime interval

	Validation chromatograms annex	• Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s)and quantitation of impurities and related substances • Shall include the following: ▪ For specificity: injections for samples stored under relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidation arerequired in addition to placebo and blank injections ▪ For precision: 6 injections are required ▪ For linearity: 5 concentrations are recommended with 3 injections required for each concentration
		▪ For accuracy: 3 concentrations are recommendedwith 3 injections required for each concentration ▪ For ruggedness: 3 injections are required for eachrandom variation ▪ For robustness: 3 injections are required for each small variation in method parameters

Dossier content for stability study submitted for human pharmaceutical products in CTD format Imported from reference and non-reference countries (re-registration)

EDA Approvals	-Transfer Letter and attached composition (in case of 296/2009) -Preliminary Re-registration Approval(in case of 425/2015)	
	Registration License and attachedcomposition	
	EDA Labs composition (in case composition is not attached to registration license or variation approval for changing composition) (note: in case of 425/2015)	In case the composition is not inferred by EDA Labs,Stability General Administration accredits the composition
	Any other EDA approvals and/or decisions (e.g.: variation approval…)	In case of any approvals or decisions issued for theproduct and not reflected in the last released registration license
Product Documents	Certificate of Pharmaceutical Product(CPP) or free sale and attached Summary of Product Characteristics (SmPC) or Product Information Leaflet (PIL) (if applicable)	The certificate establishes up to date status and data ofthe product in the exporting country or region at the time of issuing of certificate. This data may include (when applicable): • Product Trade name in Egypt, its strength anddosage form • Complete composition of the product • License Holder, Manufacturer and Packager ofthe product • Summary of Product Characteristics (SmPC) orProduct Information Leaflet (PIL) • Shelf life, storage conditions, in-use shelf life(if applicable), in-use storage conditions (if applicable) Container closure system in details The certificate shall be legalized by Health Authority incountry of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate shall be submitted

	Legalized declaration letter stating shelf life, storage conditions, in-use shelf life (if applicable), in-use storageconditions (if applicable) and/or container closure system (in details) (if not stated in CPP or free sale or attached SmPC or PIL or if updated than those mentioned in registration license)	• Declaration letter for the product shall be presented from License Holder and legalized byHealth Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassyor Consulate • Original legalized declaration letter shall be submitted by the applicant company to StabilityGeneral Administration once stability dossier isaccepted • In case of legalization is not available at time ofsubmission due to current situation, Commitment for legalization of declaration letter within 6 months according to EDA Chairman decision shall be submitted
	Legalized composition (if not stated inCPP, free sale or if not attached registration license, no EDA Labs composition or variation approval for changing composition)	• Composition for the product shall be presented from License Holder and legalized by Health Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassyor Consulate • Original composition letter shall be submittedby the applicant company to Stability GeneralAdministration once stability dossier is accepted • In case of legalization is not available at time ofsubmission due to current situation, Applicant Commitment for legalization of declaration letter within 6 months according to EDA Chairman decision shall be submitted

	Certificate of analysis	• For any batch of finished product • Shall state product name, batch number,manufacturing and expiry date • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay ofactive ingredient(s), quantitation of impurities and related substances, and identification and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Shall include results within release specifications
Applicant Commitments	Stability summary sheet	(Template 1) Shall be presented by applicant company in twoformats: • Word format • PDF format (signed and stamped)
	Commitment for authenticity of dataSubmitted	(Template 2) Shall be presented by Applicant company signed andstamped
	Commitment for storage (in case of proposed storage conditions temperature not exceeding 25°C)	(Template 3) Shall be presented by Applicant company signed andstamped
Required CTD Sections	Section 3.2.P.1: Description and Composition of the Drug Product	
	Section 3.2.P.3.1: Drug ProductManufacturer(s)	
	Section 3.2.S.2.1: Drug SubstanceManufacturer(s)	In case of more than one manufacturer for an active ingredient(s), declaration letter from License Holder mentioning manufacturer(s) of active pharmaceutical ingredient(s) for each batch submitted

	Section 3.2.P.5.1: Drug ProductSpecification(s)	• Shall include test, specification and referencefor specification • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay ofactive ingredient(s), quantitation of impurities and related substances, and identification and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable)
	Section 3.2.P.5.2 Analytical Procedure	• Required only for imported products from non- reference countries or when stability testing site is in non-reference country • Shall include stability-indicating analyticalprocedure used for physical, chemical and microbiological analysis
	Section 3.2.P.5.3 Validation ofanalytical procedure	• Required only for imported products from non- reference countries or when stability testing site is in non-reference country • Shall include validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s) (when applicable)

		• Complete validation of analytical procedures shall be conducted in which the following validation characteristics should be considered including: specificity, precision, linearity, accuracy, ruggedness and robustness In case of analytical procedure used found in apharmacopoeia, verification of analytical procedures shall be conducted in which the following validation characteristics should be considered including: specificity, precision and Accuracy
	Section 3.2.P.5.6: Justification ofSpecification(s)	
	Section 3.2.P.5.4: Batch Analyses	
	Section 3.2.P.7: Container ClosureSystem	
	Section 3.2.P.8.1: Stability Summaryand Conclusion	
	Section 3.2.P.8.3: Stability Data	• Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Any skipped test shall by scientificallyjustified • May include (when applicable): ▪ In-use stability study ▪ Photo stability study

		▪ Hold time stability study (for Bulk Products) • Shall include results within shelf-life specifications
	Assay chromatograms annex	• Required only for imported products from non- reference countries or when stability testing site is in non-reference country • Shall include chromatograms of assay of activeingredient(s), quantitation of impurities and related substances, and assay of preservative(s)and/or antioxidant(s) (when applicable) Shall include 3 injections for standard and test at eachtime interval
	Validation chromatograms annex	• Required only for imported products from non- reference countries or when stability testing site is in non-reference countries • Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s)and/or antioxidant(s) (when applicable) • Shall include the following: ▪ For specificity: injections for samples storedunder relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidation are required in addition to placeboand blank injections ▪ For precision: 6 injections are required

		▪ For linearity: 5 concentrations are recommended with 3 injections required foreach concentration ▪ For accuracy: 3 concentrations are recommended with 3 injections required foreach concentration ▪ For ruggedness: 3 injections are required foreach random variation For robustness: 3 injections are required for each smallvariation in method parameters

Dossier content for stability study submitted for human pharmaceutical products in CTD format imported from reference non-reference countries (variation)

EDA Approvals	Variation Committee Approval (ifapplicable)	
	Valid Registration License andattached composition	Is a must in case of shelf-life extension or storagecondition change
	Evidence for submission of product forre-registration (in case of invalid Registration License)	
	EDA Labs composition (if not attached to Registration License or variation approval for changing composition)	
Product Documents	Certificate of Pharmaceutical Product(CPP) and attached Summary of Product Characteristics (SmPC) or Product Information Leaflet (PIL) (when applicable)	The certificate establishes up to date status and data ofthe product in the exporting country or region at the time of issuing of certificate. This data may include (when applicable): • Product Trade name in Egypt, its strength anddosage form • Complete composition of the product • License Holder, Manufacturer and Packager ofthe product • Summary of Product Characteristics (SmPC) orProduct Information Leaflet (PIL) • Shelf life, storage conditions, in-use shelf life(if applicable), in-use storage conditions (if applicable) Container closure system in details The certificate shall be legalized by Health Authority incountry of License Holder, Chamber of Commerce, and Egyptian Embassy or Consulate
	Legalized declaration letter stating shelf life, storage conditions, in-use shelf life (if applicable), in-use storage	• Is a must in case of shelf-life extension orstorage condition change

	conditions (if applicable) and/or container closure system (in details) (if not stated in CPP or attached SmPCor PIL or if updated than those mentioned in registration license)	• Declaration letter for the product shall be presented from License Holder and legalized byHealth Authority in country of License Holder, Chamber of Commerce, and Egyptian Embassyor Consulate • Original legalized declaration letter shall be submitted by the applicant company to StabilityGeneral Administration once stability dossier isaccepted • In case of legalization is not available at time ofsubmission due to current situation, Applicant Commitment for legalization of declaration letter within 6 months according to EDA Chairman decision shall be submitted
	Certificate of analysis	• For any batch of finished product • Shall state product name, batch number,manufacturing and expiry date • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay ofactive ingredient(s), quantitation of impurities and related substances, and identification and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) ▪ Shall include results within release specifications
Applicant Commitments	Stability summary sheet	(Template 1) Shall be presented by applicant company in two formats: • Word format • PDF format (signed and stamped)

	Commitment for authenticity of dataSubmitted	(Template 2) Shall be presented by Applicant company signed andstamped
	Commitment for storage (in case of proposed storage conditions at temperature not exceeding 25°C)	(Template 3) Shall be presented by Applicant company signed andstamped
	Cover Letter for scope of variation (incase of variation)	
	Payment Receipt (in case of variation of shelf-life, storage conditions, in-useshelf-life or in-use storage conditions)	
Required CTD Sections	Section 3.2.P.1: Description and Composition of the Drug Product	
	Section 3.2.P.3.1: Drug Product Manufacturer(s)	
	Section 3.2.S.2.1: Drug SubstanceManufacturer(s)	In case of more than one manufacturer for an active ingredient(s), declaration letter from License Holder mentioning manufacturer(s) of active pharmaceutical ingredient(s) for each batch submitted
	Section 3.2.P.5.1: Drug Product Specification(s)	• Shall include test, specification and referencefor specification • Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include identification and assay ofactive ingredient(s), quantitation of impurities and related substances, and
		identification and assay of preservative(s) and/or antioxidant(s)(when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable)

	Section 3.2.P.5.2 Analytical Procedure	• Required only for imported products from non- reference countries or when stability testing site is in non-reference country • Shall include stability-indicating analyticalprocedure used for physical, chemical and microbiological analysis
	Section 3.2.P.5.3 Validation ofanalytical procedure	• Required only for imported products from non- reference countries or when stability testing site is in non-reference country • Shall include validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s) (when applicable) • Complete validation of analytical procedures shall be conducted in which the following validation characteristics should be considered including: specificity, precision, linearity, accuracy, ruggedness and robustness In case of analytical procedure used found in apharmacopoeia, verification of analytical procedures shall be conducted in which the following validation characteristics should be considered including: specificity, precision and Accuracy
	Section 3.2.P.5.6: Justification ofSpecification(s)	
	Section 3.2.P.5.4: Batch Analyses	
	Section 3.2.P.7: Container ClosureSystem	
	Section 3.2.P.8.1: Stability Summaryand Conclusion	
	Section 3.2.P.8.2: post-approval Stability Protocol and StabilityCommitment	

	Section 3.2.P.8.3: Stability Data	• Shall include the following: ▪ Physical analysis ▪ Chemical analysis Shall include assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s) and/or antioxidant(s) (when applicable) ▪ Microbiological analysis ▪ Biological analysis (when applicable) • Any skipped test shall by scientificallyjustified • May include (when applicable): ▪ In-use stability study ▪ Photo stability study ▪ Hold time stability study (for Bulk Products) • Shall include results within shelf-life specifications
	Assay chromatograms annex	• Required only for imported products from non- reference countries or when stability testing site is in non-reference country • Shall include chromatograms of assay of activeingredient(s), quantitation of impurities and related substances, and assay of preservative(s)and/or antioxidant(s) (when applicable) Shall include 3 injections for standard and test at eachtime interval

	Validation chromatograms annex	• Required only for imported products from non- reference countries or when stability testing site is in non-reference countries • Shall include chromatograms of validation of analytical procedures for assay of active ingredient(s), quantitation of impurities and related substances, and assay of preservative(s)and/or antioxidant(s) (when applicable) • Shall include the following: ▪ For specificity: injections for samples storedunder relevant stress conditions: light, heat, humidity, acid/base hydrolysis and oxidation are required in addition to placeboand blank injections ▪ For precision: 6 injections are required ▪ For linearity: 5 concentrations are recommended with 3 injections required foreach concentration ▪ For accuracy: 3 concentrations are recommended with 3 injections required foreach concentration ▪ For ruggedness: 3 injections are required foreach random variation
		For robustness: 3 injections are required for each small variation in method parameters

Template 1

Stability Summary sheet

Note: All items of the sheet should be fulfilled

Summary of Stability Study:
(Type of study, duration, conditions and batches number)

Template 2

Commitment for authenticity of data submitted

تعهد

نتعهد نحن شركة / مكتب علمي ..... بأن جميع البيانات و االمستندات المقدمة لملف دراسة الثبات الخاص بمستحضر ..... صحيحة و على مسئولية الشركة / المكتب العلمي

مدير التسجيل

Template 3

Commitment for storage conditions

تعهد بظروف التخزين المقترحة

بالنسبة للمستحضر الآتى:

نتعهد نحن شركة / مكتب علمي ..... بتخزين المستحضر عند درجة حرارة لا تزيد عن 25 درجة منوية وكذلك الزام جميع الموزعين بذلك فى مخازنهم وفى تعاملهم مع الصيدليات التى تراعى هذه الاشتراطات .

رئيس مجلس ادارة الشركة / مدير المكتب العلمي

Template 4

Certificate of responsibility

شهادة

يشهد مصنع..... بأنه قام بعمل دراسة الثبات الخاصة بمستحضر..... و مسئول عنها مسئولية كاملة و هذه الدراسة مقدمه على

Batch number	Type of batch	Type of study

التى تمت بعرفة فريق العمل المكون من:

Performed by (Q.C. analyst): .....

Checked by (Q.C. Head): .....

Authorized by (Q. assurance Head):.....

Stamp: .....

SECTION SEVEN

File Content for Submission of Inserts

SECTION SEVEN: File Content for Submission of Inserts

Checklist of requirements for medical insert submission
General Requirements for leaflet submission

1	Cover letter
2	Proposed Insert (in Word format (SmPC & PIL), *For cases of exceptions of Arabic insert, see technical committee decisions in 26/3/2009 &25/8/2022.
3	The most Updated reference for both SmPc & PIL
4	EDA approved product composition (stability/NODCAR) (Excluded for 820, Phase 2 Registration Path A,B&C (for imported products), and to be submitted immediately after releasing from responsible department**.**
5	Naming approval, layout or art work.
6	Checking for Technical & Pharmacology warnings
7	In case of imported and innovator products: CPP In case of imported and innovator products with PIL only: A Legalized letter from the country of origin stamped from Egyptian Embassy comprising a warrant that the attached leaflet (Patient information leaflet) with the specified Trade Name, generic name, concentration, version date and version number is marketed and registered in the country of origin, and is to be translated to Arabic language as the patient information leaflet. (Template attached in annexes in submission guidance) And for non-English inserts, ✓ A Declaration Letter from License Holder commit that the leaflet is translated according to authorized medical translation on their responsibility in accordance with the translation attached. (Signature & Stamp) Or ✓ Legalized letter from the head office stating that the scientific office is responsible for the translation and the insert is translated medical translation through their scientific office, the medical translation submitted (2 languages: English and Non-English)) should be signed and stamped by the scientific office. A declaration letter from the scientific office declares that the letter is to be legalized within 6 months
8	In case of Non referenced product: Committee approval (s)
9	In case of non-English reference: Authorized Translation of the Reference
For products under registration:	
1	Box approval.
2	Naming approval.
3	Accelerated stability (excluded for 820, Phase 2 registration) and to be submitted immediately after releasing from responsible department.
4	Pricing (not required in case of: 820, Phase 2 registration, tender & export)
5	PV for approval (requested for 425, 645& excluded for export ,Phase 2 Registration)
6	Receipt (1000 LE)

For Tentative to final products: If the insert approval date is within 5 years and no updates &/ warnings are required, it is permissible NOT to submit to insert administration, but if it exceeds 5 years the following should be submitted.	
1	Tentative license
2	Transmission letter
3	last approved insert
4	Accelerated Stability
5	License Extension (Optional)
6	Naming or Layout approval (in case Arabic name is not written in the registration license)
7	Receipt(500 LE)
For registered products:	
1	Last approved insert
2	Valid Registration License
3	Naming or Layout approval (in case Arabic name is not written in the registration license)
For re-registration products: If the insert approval date is within 5 years and no updates &/ warnings are required, it is permissible NOT to submit to insert administration, but if it exceeds 5 years the following should be submitted.	
1	Last approved insert
2	Registration License
3	Re-registration action letter
4	Re-Reg stability (depending on the requirements stated in the ministerial decree that the product follows), and in case of safety update may not be submitted.
5	Naming or Layout approval (in case Arabic name is not written in the registration license)
6	Pv approval required for products following 150 decision.
7	Receipt(1000 LE)

Requirements for leaflet update:

1	Receipt: 500 L.E
2	Tracked Change
3	Last approved inserts

For warning addition:

1	Warning to be added highlighted inside the insert
2	Last approved insert

For variation:

1	Variation approval
2	Receipt (500 L.E)
3	Last approved insert

For appeals:

1	Receipt:1000 L.E
2	Cover letter in Word format
3	Where applicable, a comparison table (in Word format) between the two inserts the appeal is submitted for.
4	Relevant documents to the raised issue.

In case of Replacement insert:

1	Receipt: (500.l.E)
2	Copy of last approved leaflet

Checklist for Revising Submitted Insert Leaflets

Before starting the revision make sure that:		
1)	The leaflet was not submitted before.	□
2)	It has a previously revised template or not.	□
3)	All its registration papers are complete and correct:	
	a) Box approval/re-registration approval	□
	b) Naming approval	□
	c) Pricing approval	□
	d) Stability committee approval	□
	e) Pharmacovigilance approval (425,645)	□
	f) Trademark approval if present	□
4)	The data in leaflet complies with the submitted file (the data of these items is brought from the administration approvals):	
	a) Trade name	□
	b) Equivalence	□
	c) Active and inactive ingredients	□
	d) Physical characteristics	□
	e) Shelf life	□
	f) Storage conditions	□
	g) Pack	□
	h) Manufacturer and licensor information	□
5)	The presence of suitable updated reference	□
6)	Committee approval for non-reference products	□
7)	If there is any warning for the active and the inactive substances	□

SECTION EIGHT

File Content for Submission of Mock-Up

SECTION EIGHT: File Content for Submission of Mock-up

This section will provide information about file content for any human pharmaceutical product submitted for Mock-up approval

Type of Request			Documents	Notes
1	Mock-up approval for new registration License.	1	Registration request	
		2	Scientific committee approval	**In case of Non reference products.**
		3	Trade name approval letter	
		3	Stability approval	
		4	Price certificate	
		5	Valid Legalized CPP	**In case of imported or under license products**
		6	Original Pack	**In case of imported or under license products**
		7	Monograph of the product according to latest edition of pharmacopeia	**In case of Compendial Products**
		8	Colored stamped outer and inner mock-ups	**Editable PDF form is preferable.**
2	Mock-up approval for Tentative to Final License.	1	Tentative registration license	
		2	Tentative registration license Extension	**If registration license is not valid.**
		3	Stability approval for Accelerated stabilitystudy and Long-Term stability study (if present)	
		4	Price certificate	
		5	Valid Approved Leaflet	
		6	Latest Approved Mock-up	
		7	Approved variation letters.	**If relevant.**
		8	Valid legalized CPP	**In case of imported products.**
		9	Monograph of the product according to latest edition of pharmacopeia	**In case of Compendial Products**
		10	Colored stamped outer and inner mock-ups	**Editable PDF form is preferable.**
3	Mock-up approval for Re-Registration License.	1	Registration License	
		2	Registration license Extension	**If registration license is not valid.**
		3	Stability approval for Accelerated stabilitystudy and Long-Term stability study (if present)	
		4	Price certificate	
		5	Valid Approved Leaflet	
		6	Latest Approved Mock-up	
		7	Approved variation letters.	**If relevant.**
		8	Valid legalized CPP	**In case of imported products.**
		9	Monograph of the product according to latestedition of pharmacopeia	**In case of Compendial Products**
		10	Colored stamped outer and inner mock-ups	**Editable PDF form is preferable.**

4	Mock-up change	1	Registration License	
		2	Cover letter	**On company letterhead signed, stamped and dated, Specifies changes requested.**
		3	Latest Approved Mock-up	
		4	Fees payment receipt	**(1000 LE)**
5	Logo Change	1	Cover letter	**On company letterhead signed, specifies products names, strengths, dosage forms and registration numbers.**
		2	Colored copy of new Logo	
		3	Fees payment receipt	**(1000 LE) / Product**
6	Telephone & Fax Number Change	1	Cover letter	**On company letterhead signed, specifies products names, strengths, dosage forms, registration numbers and new Telephone & Fax Number.**
		2	Fees payment receipt.	**(1000 LE) / Product**
7	Appeal for marketing of unapproved or invalid Mockup	1	Registration License	
		2	Cover letter	
		3	Colored copy of required mock-up	
		4	Latest Approved Mock-up	
		5	**Fees payment receipt.**	**(1000 LE) / Product**

SECTION NINE

File Content for Submission of Final Registration File

SECTION NINE: File Content for Submission of Final Registration File

This section will provide information about file content for human pharmaceutical products submitted for final registration/Re-registration

Guidance for Human pharmaceutical product final registration/Re-registration file submission according to different Ministerial Decrees (296/2009 -425/2015-645/2012-150/2022)

Scope:

This guidance applies for any human pharmaceutical product submitted for registration / re-registration according to different Ministerial Decrees (296/2009 -425/2015-645/2018-150/2022).

Objective:

This guidance aims to provide applicants with the documents and information required for preparing and submitting the final registration/ re-registration file for human pharmaceutical products submitted according to different Ministerial Decrees (296/2009 -425/2015-645/2018-150/2022).

It should be noted that Egyptian Drug Authority has the right to request any further information or documents, with a commitment that such requests are justifiable, and will be for the purpose of ensuring quality, safety and efficacy of the submitted product.

	Required Documents	Original	Copy	Original to review
	Separator (1) **Company commitments**			
	Application form & Commitment *(Attached)* *On company letter head signed, stamped and dated*	√		
	فى حالة التوقيع من قبل: • **رئيس مجلس الإدارة: برجاء إرفاق نموذج توقيع رئيس مجلس الإدارة** مصدقاً بصحة توقيع من البنك أو الشهر العقاري (الأصل للاطلاع) • **من ينوب عن رئيس مجلس الإدارة: برجاء إرفاق تفويض بإنابة التوقيع عن رئيس مجلس الإدارة** مصدقاً بصحة توقيع من البنك أو الشهر العقاري (الأصل للاطلاع)			
	Letter of Attorney for Company representative **تفويض الشركة للمندوب مصدقاً بصحة توقيع من البنك**		√	√
	Declaration for other concentrations *(Attached)* *On company letter head signed, stamped and dated*	√		

	Production / Importation status declaration إقرار بموقف المستحضر من الإنتاج / الاستيراد متضمنًا رقم آخر تشغيلة إنتاجية تم إنتاجها أو استيرادها وتاريخ الإنتاج وتاريخ انتهاء صلاحية التشغيلة. *(For Re- Registration Products)* *On company letter head signed, stamped and dated*	√		
	Fees payment receipt *(Total fees for New Products)* طبقاً لقرار رئيس مجلس الوزراء رقم 777 لسنة 2020 باصدار اللائحة التنفيذية لهيئة الدواء المصرية طبقاً لقانون 151 لسنة 2019 والمتضمن رسوم تسجيل المستحضرات المحلية والمستوردة والذى دخل حيز التنفيذ إعتباراً من 2020/3/20 *مستحضر محلى (15000 L.E.). *مستحضر مستورد (20000 L.E.).			
	Fees payment receipt *(Total fees For Re- Registration Products)* طبقاً لتأشيرة رئيس هيئة الدواء المصرية فى 2021/5/17 تعديل المقابل المادى لإعادة تسجيل المستحضرات الصيدلية البشرية الوارد بالقرار الوزارى رقم 2018/600 ليصبح: *مستحضر محلى (10000 L.E.). *مستحضر مستورد (15000 L.E.).	√		
	Fast Track Fees Payment receipt (According to EDA chairman decision on 27/9/2021) طبقاً لتأشيرة رئيس هيئة الدواء المصرية فى 2021/9/27 تطبيق الية نظام التسجيل السريع لملفات تسجيل المستحضرات البشرية نظير مقابل مادى قدره (15000 L.E.). ملحوظة: *قيمة الايصال الخاص بنظام التسجيل السريع (15000 L.E.). *يتم كتابة اسم الشركة واسم المستحضر على أصل ايصال الدفع الخاص بنظام التسجيل السريع. *يتم تسليم أصل ايصال الدفع مدوناً به البيانات للادارى المختص والحصول على صورة الاستلام. *تلتزم الشركة برفع ملف التسجيل كاملاً مرفق به صورة الاستلام الخاصة بايصال نظام التسجيل السريع.			
	Separator (2) **EDA Approvals**			
	Action Letter & Name Approval *(For New Products)* **Registration license & Preliminary approval for the re-registration** **(موافقة السير في إجراءات إعادة التسجيل)** *(For Re- Registration Products)*		√	√
	Pricing License (*Not required in tender and export***)**		√	√
	Pharmacovigilance approval *(Not required in:" Export only and ministerial decree 296/2009")*		√	√
	Any other approvals (e.g. Fast track, Technical committee approval.) *(For New Products)* **Any Pre-approved letters from EDA concerning product during previous registration period (e.g. Variation approval, Technical committee decisions, …….)** *(For Re-Registration Products)*		√	√
	Pilot batch samples withdrawal record (by inspection department), **with the product composition attached (signed or stamped by EDA inspector)** *(For New Products)(Not required in export only)*		√	

	Production / Importation status report **إفادة من الإدارة العامة للتفتيش على المصانع (محضر سحب، إفراج .....) للإفادة عن وجود تشغيلة سارية الصلاحية من المستحضر** *** في حالة عدم توفر تشغيلة انتاجية سارية الصلاحية:** **تقديم موافقة اللجنة الفنية على الاستثناء من مهلة الانتاج والإستيراد طبقا لقرار (2018/600)** *(For Re- Registration Products)*		√ √	√
	Importation approval for each API *(For New Products) (Not required in export only)* **Importation approval / plan for each API** *(For Re- Registration Products)*		√	
	Separator (3) **Imported / Under license documents**			
	Certificate of Pharmaceutical Product (CPP) issued by Competent Authorities in Country of Origin *(In Case Of Imported Or Imported Bulk Or Under license Products)*	√		
	▪ Valid ▪ From the country of origin ▪ Issued and authenticated by the competent authority ▪ Signed and stamped by: Chamber of Commerce or Notary Public or Foreign Affairs (If applicable) ▪ Legalized by the Egyptian Embassy ▪ The Arab Republic of Egypt is mentioned as Importing Country ▪ Date of issue is specified ▪ Trade name of the Product is specified ▪ Dosage form (s) and Strength (s) are specified. ▪ License Holder (address, city, country) is specified ▪ Role of License Holder is specified ▪ Product must be marketed in the COO for not less than one year (if not marketed, explain why marketing is lacking) ▪ Manufacturing, packing & batch release site(s) involved in the manufacturing process of the product is/are specified. ▪ Good Manufacturing Practice (GMP) of the manufacturer & Primary Packager is specified. ▪ Pack Presentation and pack size(s) of the Product is (are) specified (could be as attachment) (If available) ▪ Inner leaflet (could be as attachment) (If available) ▪ Complete product composition - 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 attachment) Note: ▪ Capsule shell composition should be included in case of capsules. ▪ Shelf-life of the Product is specified (could be as attachment) (If available) ▪ Storage Conditions of the Product is specified (could be as attachment) (If available) ▪ Summary of Products Characteristics or package insert of the product (could be as attachment) (If available) ▪ If the Name of the product is different in Egypt, it must be noted (If not stated, a separate legalized declaration on the license holder letter head is required).			
	Certificate of the Good Manufacturing Practice (GMP) *(In Case Of Imported Or Imported Bulk)*		√	√

	▪ Legalized ▪ valid ▪ The name of the 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. ***Note:*** It should be submitted for manufacturer &Primary Packager involved in the manufacturing steps of the product.			
	Technical Committee approval on Inspection Report *(in case of products imported from non-reference countries & not marketed in any reference country)*		√	√
	List of Countries in which the product is registered & marketed	√		
	Separator (4) **Committees' approvals, Leaflet and Layout**			
	Stability Approval		√	√
	Bioequivalence Approval/Decision *"if applicable" (Not required in export only)*		√	√
	Quality committee approval (module 3 S&P part) *(If Required)*		√	√
	Approved leaflet (Original + 2 Copies) **+ original leaflet** *(In case of Under license, Imported or Imported bulk products)* **+ original leaflet marketed in Egypt** *(For Re- Registration Products)*	√		
	Approved layout	√		
	Outer & Inner label of the Product 3 Colored Copies approved by Naming & Labeling Department			
	Original pack (outer &inner) *(In case of Under license, imported products or Imported bulk products).* **Original pack marketed in Egypt** *(For Re- Registration Products)*	√		
	Separator (5) **Reference**			
	The reference (on-line or text book) The reference product should be identical to the submitted product in terms of the active ingredient, concentration & dosage form.		√	
	Latest Edition of the reference text book (e.g. BNF) **Recent on-line reference:** FDA, MHRA, EMA, ANSM, Swiss medic, TGA, Pmda, etc. (Note: The Reference product should be registered and marketed)			
	Leaflet of the reference product		√	
	Specialized committee and (pharmacology or non-reference committee) approvals *(in case of non-reference new products)* **Non-Reference committee and pharmacology committee approvals** *(in case of non-reference Re- Registration products)*		√	√
	Separator (6) **Product certificates**			

	EDA Labs certificate + EDA Labs composition		√	√
	Declaration to state if product had been analysed / Undergoing analysis / will be analysed after registration license in EDA Labs *(For New Imported/ Imported Bulk Products from reference Country)* *On company letter head signed & stamped*	√		
	Composition Certificate (5 Copies) *Kindly submit as the composition attached with stability approval & Update Specifications*	√		
	On company letter head Signed and Stamped			
	Trade name of the Product is specified.			
	Dosage form of the Product is specified.			
	Active Ingredient(s)**, it's (their) hydrate(s) and salt form(s)** with its (their) quantity (ies) per unit dose is (are) specified. N.B: 1-Active Ingredient(s) must be identical to that in C.O.A. of supplier (if not: please submit the synonyms) 2-Attach the equivalence calculation on the company letter head signed and stamped**,** with reference for the molecular weight**.** 3- Attach the calculation of dose of Parabens for oral liquid dosage forms on the company letter head signed and stamped			
	Inactive Ingredient(s) with its (their) quantity (ies) per unit dose is (are) specified.			
	Active & Inactive specifications should be specified (the In house Specification, USP, EU, JP, British pharmacopoeia) • Specify only one specification for each ingredient. • Specifications should be recent			
	Active & Inactive ingredients should be separated in composition.			
	Any Overage should be mentioned.			

N.B

Please write the Composition Per:

1gm	1ml	5ml	Dosage Form
A. Cream B. Ointment C. Powder for external use D. Gel E. Paste	A. Drops[1] B. Vial contains solution	A. Syrup B. Suspension[5] (After Re-constitution) C. Emulsion D. Elixir E. Lotion F. Topical Solution	A. Tablet[2] B. Capsule[3] C. Patch D. Sachet[4] E. Suppository [4] F. Vial contains powder[5] G. Prefilled Syringe H. Cartridge I. Ampoule

1. **Coated tablets**:

*Write the core and coat composition separated & mention the weight of tablet.
*Coating composition (e.g. Opadry coat) on the supplier head letter should be attached.

2. **Hard gelatin capsules**:

* write the body and cap. composition separated & mention the size of capsule.
*Composition of the capsule shell on the supplier head letter should be attached.

3. Write the total Weight
4. Write the composition & volume for the solvent.
5. Please attach calibration for the drop volume on the company letter head signed and stamped. i.e. (each 1 ml contains …… drop)

Note:

*In case of pellets: composition on supplier letter head should be attached & attach the calculation of pellets (weight /capsule) on company letter head
*Premix Composition on supplier letter head should be attached
*For the Local manufactured products the composition should be submitted on the manufacturer and applicant head letter.
*For Imported / Imported Bulk /Under license products:
If the composition is attached with the CPP, it could be written on the applicant head letter.
If the Composition is not attached in the CPP, a legalized composition should be submitted on the license holder or the manufacturer head letter.

	Certificate of Analysis of Finished Product	√		
	Signed and Stamped by the Company or the concerned centre or laboratory that held the analysis			
	Product name, strength and dosage form are specified			
	Manufacturing date is specified			
	Expiry date is specified			
	Batch number is specified			

Note:

- All the Physical, Chemical and Microbiological tests should be mentioned.
- Physical properties before and after reconstitution should be mentioned (**In case** of vial containing powder, sachet, powder for suspension & granules)

Separator (7) **API Documents & Specifications**				
	Certificate of Analysis of Active Substance		√	
	Signed and Stamped			
	Active Substance is specified			
	Manufacturing date, Expiry date are specified			
	Batch number is specified			
	GMP of the manufacturer		√	
	Specification			
	Recent edition of specifications (pharmacopeias) and/or in-house specifications of all active ingredients.		√	
	In house specification of all inactive ingredients. *On the company letter head signed and stamped*	√		
Separator (8) **Company Documents & Agreements**				
	For Local Products			
	Factory License and GMP Report		√	
	The register of trade		√	
	For F-Toll Products			
	Factory License *(for both parties)* **and GMP Report**		√	
	The register of trade *(for both parties)*		√	
	Manufacturing agreement between the applicant factory and the manufacturer.		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA ▪ The manufactured products should be specified (Trade name / Dosage form & strength)			
	Storage agreement		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA			
	For Toll Products			
	Factory License and GMP Report		√	
	The register of trade *(for both parties)*		√	
	Toll Manufacturer License		√	
	The following should be mentioned: ▪ Factory & Storage site ▪ Product (Trade name / Dosage form & strength) ▪ Pharmacist consultant name			
	Manufacturing agreement between the Toll company and the manufacturer.		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA ▪ The manufactured products mentioned (Trade name / Dosage form & strength)			

	Storage agreement		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA			
	Store License *(If different from factory)*		√	
	Declaration letter stating the list of (Registered & Under-Registration) products owned by the toll company. *On company letter head signed, stamped and dated*	√		
	For Under License Products			
	Factory License		√	
	The register of trade		√	
	License agreement		√	√
	▪ Valid ▪ Legalized by the chamber of commerce & the Egyptian embassy ▪ The manufactured products mentioned (Trade name / Dosage form & strength)			
	Storage agreement		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA			
	Store License *(If different from factory)*		√	
	Declaration letter from the license holder specifying the API manufacturers. (should be legalized if different entity)	√		
	For Imported / Imported Bulk Products			
	Declaration letter from the supplier stating the form of bulk (strips, Capsules, etc……) *(In case of bulk products)*	√		
	▪ Legalized by the chamber of commerce & the Egyptian embassy ▪ In case of same entity or affiliate it might be on the applicant letter head			
	Agency Agreement or Authorization letter		√	√
	▪ Valid ▪ Legalized by the chamber of commerce & the Egyptian embassy ▪ The manufactured products mentioned (Trade name / Dosage form & strength)			
	Storage agreement		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA			
	Store License		√	
	▪ Imported Bulk products: if different from manufacturer ▪ For Imported finished products: if differ from that stated in the Importers register license.			
	Factory License and its register of trade *(In case of bulk products)*		√	√
	Packaging agreement (In case of Bulk Imported)		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA			
	License of Scientific Office *(if the Scientific office is the applicant)*		√	
	Importers register license		√	

	Special requirements	Original	Copy	Original to review
	Scored products			
	If the product (according to the physical description in the stability approval) is not identical to the reference product concerning the tablet scoring, kindly submit:			
	-Reference identical to the product Or -A declaration letter to state that the product will be manufactured as the reference. *On company letter head signed, stamped and dated*	√		
	Generics for a patent product			
	If the active ingredient has a patency, please submit the following commitment *On company letter head signed, stamped and dated*			
	تتعهد الشركة بعدم تداول المستحضر للجمهور طوال مدة سريان براءة إختراع المادة الفعالة (.....) وأن تتحمل الشركة جميع العواقب التى تخالف قانون براءة الإختراع وعدم وجود مسئولية قانونية على هيئة الدواء المصرية فى هذا الشأن.	√		
	Solvents			
	If a solvent is attached with the product**,** kindly submit:			
	Registration license for the solvent (If required)		√	
	Devices			
	If a device is attached with the product, kindly submit:			
	Declaration of conformity of the device		√	
	Pharmacopeia products			
	If the submitted product is a pharmacopeias product**,** kindly submit:			
	The latest recent pharmacopeia for the finished product.		√	

Application form & Commitment

For Ministerial Decree 425/2015-645/2018

السيد الدكتور/ رئيس هيئة الدواء المصرية
تحية طيبة وبعد،،،
نتقدم لسيادتكم بملف التسجيل للحصول على رخصة تسويق المستحضر الآتي:

Trade Name: English and Arabic		
Active Ingredient(s) & Strength (s):		
Pharmaceutical dosage form:		
Physical Characters:		
Shelf Life:		
Storage Condition:		
Approved Price Pack:	Note: Kindly Specify No. of Units according to the Pricing Certificate & Packaging Material according to the Stability Approval.	
Price:		
Reference:		
Therapeutic Group:		
Applicant:		
License Holder:		
Manufacturer:		
Manufacturer of Solvent/ Accessories (If Applicable):		
Packager:		
Batch releaser:		
Storage Site & Address:		
Type of registration:		
Market status:		

Name of API:	
Name of Manufacturer & country of origin: ***"Address as in the manufacturer's GMP":***	
Name of Supplier &country of origin :	

Note: The above box can be repeated according to No. of APIs in Product.

Contact person :	
Telephone number:	
E-mail:	

وأتعهد أنا الموقع أدناه ..... رئيس مجلس إدارة (أو /العضو المنتدب/ المفوض بالإمضاء) شركة ..... بالآتي:

- بأن كافة البيانات المذكورة أعلاه صحيحة ودقيقة وكاملة.
- الالتزام بأحكام قانون حماية حقوق الملكية الفكرية رقم 82 لسنة 2002 ولائحته التنفيذية دون أدنى مسؤولية على هيئة الدواء المصرية.
- الالتزام بطباعة اسم المصنع وعنوانه والشركة مالكة المستحضر (أو اسم الشركة مالكة الحق في التسويق للمستحضرات المستوردة بدلاً من الشركة مالكة المستحضر وذلك طبقاً لشهادة CPP المقدمة) وتاريخ الإنتاج وتاريخ انتهاء الصلاحية ورقم التشغيلة ورقم التسجيل والسعر على العبوة الخارجية وعدم إحداث أي تغيير في المستحضر إلا بعد الحصول على موافقة هيئة الدواء المصرية.
- إخطار هيئة الدواء المصرية بأسماء جميع الموزعين المعتمدين وبأي تغيير يطرأ على البيانات الخاصة بهم والتأكد من أن الموزع المعتمد يطبق قواعد التخزين والتوزيع الجيد (GDP & GSP) ومتابعتها من قبل الإدارة العامة للتفتيش على المصانع.
- عدم تغيير مصادر المادة الخام الفعالة إلا بعد موافقة الإدارة العامة لتسجيل المستحضرات البشرية، وإلا يلغى إخطار التسجيل.
- تحمل المسئولية الكاملة عن تخزين المواد الخام، وعن جميع مراحل تصنيع المستحضر، وعن مطابقة المستحضر للمواصفات الفنية وتخزين المنتج حتى تمام التوزيع وفى حالة التصنيع لدى الغير يشترط أن يكون المصنع مرخصاً وأن يلتزم بجميع الالتزامات الواردة بهذا القرار بقواعد التصنيع الجيد وما ورد بالقرار الوزاري 539 لسنة 2007 بشأن اعتماد المدونة المصرية لأساليب التصنيع الجيد للمستحضرات الصيدلية.
- لا يتم نقل مكان التصنيع أو نقل الملكية إلا بعد موافقة الإدارة العامة لتسجيل المستحضرات البشرية، وإلا يلغى إخطار التسجيل.
- لا يتم نقل ملكية المستحضرات المحلية الابعد مرور ثلاث سنوات من التداول المحلي وموافقة الإدارة العامة لتسجيل المستحضرات البشرية،وإلا يلغى إخطار التسجيل.
- أن جميع البيانات المقدمة بملف التحليل بالإدارة المركزية للرقابة الدوائية للمستحضر مطابقة لما تم تقديمة بملف التسجيل بهيئة الدواء المصرية وأن جميع المستندات والبيانات صحيحة وعلى مسئوليتي الخاصة.
- إنتاج المستحضر بنفس مصدر المادة الخام التي تم عمل التشغيلة بها وأجريت جميع الدراسات المطلوبة عليها وذلك للمستحضرات المصنعة محليا ومقدمة للتداول المحلي أو التصدير والمناقصات.

- تقديم دراسات الثبات المعجلة وطويلة المدى عن أول ثلاث تشغيلات إنتاجية خلال خمس سنوات من تاريخ إصدار إخطار التسجيل، وإلا يلغى إخطار التسجيل.
- الإنتاج (الاستيراد للمستحضرات المستوردة) خلال ثمانية عشر شهراً من تاريخ إصدارإخطار التسجيل وذلك طبقاً للتقرير المقدم من الإدارة العامة للتفتيش على المصانع، وإلا يلغى إخطار التسجيل.
- الإنتاج (الاستيراد للمستحضرات المستوردة) قبل انتهاء تاريخ صلاحية أخر تشغيله إنتاجية، وذلك طبقاً للتقرير المقدم من الإدارة العامة للتفتيش على المصانع، وإلا يلغى إخطار التسجيل.
- تقديم شهادة ال GMP وشهادة التحليل الخاصة بالمادة الخام، وذلك عند التقدم لإستيراد المادة الخام بهيئة الدواء المصرية.
- إبلاغ الإدارة العامة لليقظة الصيدلية عن أى آثار عكسية خطيرة يتم رصدها عن هذا المستحضرو تقديم تقرير Periodic Safety Update Report، متابعة مأمونية مستحضراتها وتنفيذ جميع أنشطة اليقظة الدوائية وذلك وفقاً للمهل المحددة والقواعد الواردة بأسس الممارسة الجيدة لليقظة الدوائية الصادرة والمفعلة من الإدارة.
- سوف يتم توزيع المستحضر عن طريق الشركات الآتية:

.....

- تم إجراء دراسات إعادة التسجيل (تحليل بالإدارة المركزية للرقابة الدوائية / دراسة الثبات / دراسة التكافؤ الحيوى / معدل الذوبان) على تشغيلات إنتاجية باستخدام مصدر المادة الخام:.....
- تم عمل المتغيرات (Variations) الآتية / (لم يتم عمل أى متغيرات (Variations) للمستحضر عن آخر إخطار تسجيل للمستحضر

(لإعادة التسجيل) / موافقة طلب الاستعلام (للمستحضرات الجديدة):

Type of Variation	From	To

ختم الشركة **رئيس مجلس الإدارة او المفوض إليه بالإمضاء**

الاسم:

التوقيع:

التاريخ:

Declaration of other concentrations

السيد الدكتور/ رئيس هيئة الدواء المصرية
تحية طيبة وبعد،،،،

أتعهد أنا (رئيس مجلس إدارة / العضو المنتدب) لشركة ..... والثابت شخصيتى بموجب ..... بأن المستحضر الصيدلى الآتي:

Product Name:

Active Ingredient (s) & Strength: (s)

Dosage Form:

Type of Registration: New/Re-Registration

Applicant:

Manufacturer:

والمقدم لادارة الشئون التنظيمية للمستحضرات البشرية طبقاً للقرار الوزاري .....
يوجد / لا يوجد له تركيزات أخرى (مسجلة / تحت التسجيل) لنفس الشكل الصيدلي وهى كالآتي:

1. ----
2. ----

مرفق صورة من :

- إخطارات تسجيل المستحضرات (للتركيزات الأخري المسجلة)
- موافقة طلب الاستعلام وموافقة الاسم التجاري للمستحضرات (للتركيزات الأخري تحت التسجيل)

ختم الشركة

رئيس مجلس الإدارة أو المفوض إليه بالإمضاء

الاسم:

التوقيع:

التاريخ:

Application form & Commitment

For Ministerial Decree 296/2009

السيد الدكتور/ رئيس هيئة الدواء المصرية
تحية طيبة وبعد،،،،
نتقدم لسيادتكم بملف التسجيل للحصول على رخصة تسويق المستحضر الآتي:

Trade Name: English and Arabic		
Active Ingredient(s) & Strength (s):		
Pharmaceutical dosage form:		
Physical Characters:		
Shelf Life:		
Storage Condition:		
Approved Price Pack:	Note: Kindly Specify No. of Units according to the Pricing Certificate & Packaging Material according to the Stability Approval.	
Price:		
Reference:		
Therapeutic Group:		
Applicant:		
License Holder:		
Manufacturer:		
Manufacturer of Solvent/ Accessories (If Applicable):		
Packager:		
Batch releaser:		
Storage Site & Address:		
Type of registration:		
Market status:		

Name of API:	
Name of Manufacturer & country of origin: ***"Address as in the manufacturer's GMP":***	
Name of Supplier &country of origin :	

Note: The above box can be repeated according to No. of APIs in Product.

Contact person:	
Telephone number:	
E-mail:	

وأتعهد أنا الموقع أدناه ..... رئيس مجلس إدارة (أو /العضو المنتدب/ المفوض بالإمضاء) شركة ..... بالآتي:

- بأن كافة البيانات المذكورة أعلاه صحيحة ودقيقة وكاملة.
- الالتزام بأحكام قانون حماية حقوق الملكية الفكرية رقم 82 لسنة 2002 ولائحته التنفيذية دون أدنى مسؤولية على هيئة الدواء المصرية.
- إنتاج التشغيلة الإنتاجية الأولى و لا يتم الإفراج عنها و كذلك لا يسمح بإنتاج أى تشغيلات أخرى إلا بعد بعمل الآتى (للمستحضرات تحت التسجيل):
  - الحصول على مطابقة معامل من الإدارة المركزية للرقابة الدوائية (شعبة تسجيل) .
  - إعتماد دراسة الثبات المعجلة 6 أشهر.
  - إعتماد دراسة معدل الذوبان و التكافؤ الحيوى (إذا تطلب ذلك).
- تقديم دراسة الثبات المعجلة و طويلة المدى للتقييم على أول ثلاث تشغيلات إنتاجية معاً , خلال خمس سنوات من تاريخ إصدار إخطار التسجيل النهائى , و إلا يلغى الإخطار . (للمستحضرات تحت التسجيل)
- التقدم إلى مركز اليقظة الدوائية خلال ثلاثة أشهر بحد أقصى من تاريخ إصدار التسجيل النهائى , على أن تستكمل متطلبات اليقظة الدوائية خلال ثلاث سنوات من تاريخ إصدار التسجيل النهائى و فى حالة عدم التقدم للمركز أو عدم الموافقة أو عدم إستيفاء المتطلبات يتم العرض على اللجان الفنية لإتخاذ ما تراه مناسباً فى هذا الشأن. (للمستحضرات تحت التسجيل)
- إبلاغ الإدارة العامة لليقظة الصيدلية عن أى آثارعكسية خطيرة يتم رصدها عن هذا المستحضر, و تقديم تقرير Periodic Safety Update Report،متابعة مأمونية مستحضراتها وتنفيذ جميع أنشطة اليقظة الدوائية وذلك وفقاً للمهل المحددة والقواعد الواردة بأسس الممارسة الجيدة لليقظة الدوائية الصادرة والمفعلة من الإدارة.
- مصدر المادة الخام المستخدمة في تصنيع التشغيلة البحثية/التجريبية التي تم إجراء دراسة الثبات عليها هو: ..... (للمستحضرات تحت التسجيل)
- تم إجراء دراسات إعادة التسجيل (تحليل بالإدارة المركزية للرقابة الدوائية/ دراسة الثبات / دراسة التكافؤ الحيوى/ معدل الذوبان)على تشغيلات إنتاجية باستخدام مصدر المادة الخام:..... و تتعهدت الشركة بإجراء الدراسات علي مصدر المادة الخام: ..... بعد صدور إخطار التسجيل.
- الالتزام بطباعة اسم المصنع وعنوانه والشركة مالكة المستحضر(أواسم الشركة مالكة الحق في التسويق للمستحضرات المستوردة بدلاً من الشركة مالكة المستحضروذلك طبقاً لشهادة CPP المقدمة) وتاريخ الإنتاج وتاريخ انتهاء الصلاحية ورقم التشغيلة ورقم التسجيل والسعر على العبوة الخارجية وعدم إحداث أي تغيير في المستحضر إلا بعد الحصول على موافقة هيئة الدواء المصرية.
- إخطار هيئة الدواء المصرية بأسماء جميع الموزعين المعتمدين وبأي تغيير يطرأعلى البيانات الخاصة بهم والتأكد من أن الموزع المعتمد يطبق قواعد التخزين والتوزيع الجيد (GDP & GSP) ومتابعتها من قبل الإدارة العامة للتفتيش على المصانع.
- عدم تغيير مصادر المادة الخام الفعالة إلا بعد موافقة الإدارة العامة لتسجيل المستحضرات البشرية، وإلا يلغى إخطار التسجيل.
- تحمل المسئولية الكاملة عن تخزين المواد الخام، وعن جميع مراحل تصنيع المستحضر،وعن مطابقة المستحضر للمواصفات الفنية وتخزين المنتج حتى تمام التوزيع وفى حالة التصنيع لدى الغير يشترط أن يكون المصنع مرخصاً وأن يلتزم بجميع الالتزامات الواردة بهذا القراربقواعد التصنيع الجيدوما ورد بالقرار الوزاري 539 لسنة 2007 بشأن اعتماد المدونة المصرية لأساليب التصنيع الجيد للمستحضرات الصيدلية.
- لا يتم نقل مكان التصنيع أو نقل الملكية إلا بعد موافقة الإدارة العامة لتسجيل المستحضرات البشرية، وإلا يلغى إخطار التسجيل.

- يتم إلتزام الشركة بمهل الانتاج و التداول المنصوص عليها بالقرار الوزارى 600\2018 .
- أن جميع البيانات المقدمة بملف التحليل بالإدارة المركزية للرقابة الدوائية للمستحضرمطابقة لما تم تقديمة بملف التسجيل بهيئة الدواء المصرية وأن جميع المستندات والبيانات صحيحة وعلى مسئوليتي الخاصة.
- تقديم شهادة ال GMP وشهادة التحليل الخاصة بالمادة الخام، وذلك عند التقدم لإستيراد المادة الخام بهيئة الدواء المصرية.
- سوف يتم توزيع المستحضر عن طريق الشركات الآتية:

.....

- تم عمل المتغيرات (Variations) الآتية / (لم يتم عمل أى متغيرات (Variations) للمستحضر عن آخر إخطار تسجيل للمستحضر (لإعادة التسجيل) / موافقة طلب الاستعلام (للمستحضرات الجديدة):

Type of Variation	From	To

ختم الشركة

رئيس مجلس الإدارة أو المفوض إليه بالإمضاء

الاسم:

التوقيع:

التاريخ:

Declaration of other concentration

السيد الدكتور/ رئيس هيئة الدواء المصرية
تحية طيبة وبعد،،،

أتعهد أنا (رئيس مجلس إدارة / العضو المنتدب) لشركة ..... والثابت شخصيتى بموجب ..... بأن المستحضر الصيدلى الآتي:

Product Name:

Active Ingredient (s) & Strength: (s)

Dosage Form:

Type of Registration: New/Re-Registration

Applicant:

Manufacturer:

والمقدم لادارة السئون التنظيمية للمستحصرات البشرية طبقاً للقرار الوزاري .....ز
يوجد / لا يوجد له تركيزات أخرى (مسجلة / تحت التسجيل) لنفس الشكل الصيدلي وهى كالآتي:

3. ----
4. ----

مرفق صورة من :

- إخطارات تسجيل المستحضرات (للتركيزات الأخري المسجلة)
- موافقة طلب الاستعلام وموافقة الاسم التجاري للمستحضرات (للتركيزات الأخري تحت التسجيل)

ختم الشركة

رئيس مجلس الإدارة أو المفوض إليه بالإمضاء

الاسم:

التوقيع:

التاريخ:

Batch type declaration

تحية طيبة وبعد،،،

أتعهد أنا (رئيس مجلس إدارة / العضو المنتدب) لشركة ..... والثابت شخصيتى بموجب ..... بأن المستحضر الصيدلى الآتي:

Product Name:

Active Ingredient (s) & Strength: (s)

Dosage Form:

Type of Registration: New (Local/Toll/F-Toll/Under-license)

Applicant:

Manufacturer:

والمقدم لإدارة الشئون التنظيمية للمستحضرات البشرية طبقاً للقرار الوزاري 2009/296

قد تم إعتماد دراسة الثبات المعجلة لمدة 6 أشهر على التشغيلة البحثية R&D و لم يتم تصنيع أى تشغيلة تجريبية Pilot Batch

و سيتم الإلتزام بعمل الآتى بعد صدور إخطار التسجيل النهائى :

- إنتاج التشغيلة الإنتاجية الأولى و لا يتم الإفراج عنها و كذلك لا يسمح بإنتاج أى تشغيلات أخرى إلا بعد بعمل الآتى :
  - الحصول على مطابقة معامل من الإدارة المركزية للرقابة الدوائية (شعبة تسجيل) .
  - إعتماد دراسة الثبات المعجلة 6 أشهر.
  - إعتماد دراسة معدل الذوبان و التكافؤ الحيوى (إذا تطلب ذلك).
- تقديم دراسة الثبات المعجلة و طويلة المدى للتقييم على أول ثلاث تشغيلات إنتاجية معاً , خلال خمس سنوات من تاريخ إصدار إخطار التسجيل النهائى , و إلا يلغى الإخطار .
- التقدم إلى مركز اليقظة الدوائية خلال ثلاثة أشهر بحد أقصى من تاريخ إصدار التسجيل النهائى , على أن تستكمل متطلبات اليقظة الدوائية خلال ثلاث سنوات من تاريخ إصدار التسجيل النهائى و فى حالة عدم التقدم للمركز أو عدم الموافقة أو عدم إستيفاء المتطلبات يتم العرض على اللجان الفنية لإتخاذ ما تراه مناسباً فى هذا الشأن.

فى حالة أن المستحضر Immunosuppressant/Oncology يتم الإلتزام بشروط قرار اللجنة الفنية بجلستها فى 2020\2\27 على تشغيلة إنتاجية إلى الشروط المذكورة أعلاه

.

ختم الشركة

رئيس مجلس الإدارة أو المفوض إليه بالإمضاء
الاسم:
التوقيع:
التاريخ:

Guidance for submission of Module I of the registration file

According to Ministerial Decree 820/2016

Scope:

This guidance applies for any human pharmaceutical product submitted for registration according to the Ministerial decree 820/2016.

Objective:

This guidance aims to provide applicants with the documents and information required for preparing and submitting Module I of the registration file for human pharmaceutical products submitted according to the Ministerial decree 820/2016.

It should be noted that Egyptian Drug Authority has the right to request any further information or documents, with a commitment that such requests are justifiable, and will be for the purpose of ensuring quality, safety and efficacy of the submitted product.

	Required Documents	Original	Copy	Original to review
	section (1) **Company commitments**			
1.1	**Application form & Commitment** *(Attached)* *On company letter head signed, stamped and dated*	√		
	فى حالة التوقيع من قبل: • **رئيس مجلس الإدارة: برجاء إرفاق نموذج توقيع رئيس مجلس الإدارة** مصدقاً بصحة توقيع من البنك أو الشهر العقاري (الأصل للاطلاع) • **من ينوب عن رئيس مجلس الإدارة: برجاء إرفاق تفويض بإنابة التوقيع عن رئيس مجلس الإدارة** مصدقاً بصحة توقيع من البنك أو الشهر العقاري (الأصل للاطلاع)			
1.2	**Letter of Attorney for Company representative** **تفويض الشركة للمندوب مصدقاً بصحة توقيع من البنك**		√	√
1.3	**Declaration for other concentrations** *(Attached)* *On company letter head signed, stamped and dated*	√		
1.4	**EDA Labs status declaration :** *On company letter head signed, stamped and dated* **Declaration to state if product had been analyzed / Undergoing analysis / will be analyzed after registration license by EDA Labs**	√		
1.5	**Pricing status declaration:** *On company letter head signed, stamped and dated* **Declaration to state if,** **-Product's price is(approved & pricing license is received/approved & pricing license isn't received yet)** **-Pricing file is (submitted &price isn't approved yet/ not Submitted)**			
1.6	**Fees payment receipt** *(According to ministerial decree 820/2016) :* **- For imported products : (152,500 L.E with file submission & 152,500 LE with Final license release)** **-For local products : (102,500 L.E. with file submission & 102500 LE with Final license release)**	√		

	Section (2) **EDA Approvals**			
2.1	**Action Letter & Name Approval**		√	√
2.2	**Pricing License** *(if released)*		√	√
2.3	**Any other approvals (e.g. Technical committee approval,……)**		√	√
2.5	**Pilot batch samples withdrawal record (by inspection department), with the product composition attached (signed or stamped by EDA inspector)** *(For Local Products)*		√	
2.6	**Importation approval for each API** *(For Local Products)*		√	
	Section (3) **Imported / Under license documents**			
3.1	**Certificate of Pharmaceutical Product (CPP) issued by Competent Authorities in Country of Origin** *(In Case Of Imported Or Imported Bulk Or Under license Products)*	√		
	▪ Valid ▪ From the country of origin ▪ Issued and authenticated by the competent authority ▪ Signed and stamped by: Chamber of Commerce or Notary Public or Foreign Affairs (If applicable) ▪ Legalized by the Egyptian Embassy ▪ The Arab Republic of Egypt is mentioned as Importing Country ▪ Date of issue is specified ▪ Trade name of the Product is specified ▪ Dosage form (s) and Strength (s) are specified. ▪ License Holder (address, city, country) is specified ▪ Role of License Holder is specified ▪ Product must be marketed in the COO for not less than one year (if not marketed, explain why marketing is lacking) ▪ Manufacturing, packing & batch release site(s) involved in the manufacturing process of the product is/are specified. ▪ Good Manufacturing Practice (GMP) of the manufacturer & Primary Packager is specified. ▪ Pack Presentation and pack size(s) of the Product is (are) specified (could be as attachment) (If available) ▪ Inner leaflet (could be as attachment) (If available) ▪ Complete product composition - 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 attachment) Note: ▪ Capsule shell composition should be included in case of capsules. ▪ Shelf-life of the Product is specified (could be as attachment) (If available) ▪ Storage Conditions of the Product is specified (could be as attachment) (If available) ▪ Summary of Products Characteristics or package insert of the product (could be as attachment) (If available) ▪ If the Name of the product is different in Egypt, it must be noted (If not stated, a separate legalized declaration on the license holder letter head is required).			

3.2	**Certificate of the Good Manufacturing Practice (GMP)** *(In Case Of Imported Or Imported Bulk)*		√	√
	▪ Legalized ▪ valid ▪ The name of the 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. ***Note:*** It should be submitted for manufacturer &Primary Packager involved in the manufacturing steps of the product.			
3.3	**Technical Committee approval on Inspection Report** *(in case of products imported from non-reference countries & not marketed in any reference country)*		√	√
3.4	**List of Countries in which the product is registered & marketed**	√		
	Section (4) **Committees' approvals, Leaflet and Layout**			
4.1	**Bioequivalence Approval** *"if applicable& released"*		√	√
4.2	**Original leaflet** *(In case of Under license, Imported or Imported bulk products)*	√		
4.3	**Original pack (outer &inner)** *(In case of Under license, Imported products or Imported bulk products).*	√		
	Section (5) **Reference**			
5.1	**The reference (on-line or text book)** The reference product should be identical to the submitted product in terms of the active ingredient, concentration & dosage form.		√	
	Latest Edition of the reference text book (eg. BNF) **Recent on-line reference:** FDA, MHRA, EMA, ANSM, Swissmedic, TGA, Pmda, etc. (Note: The Reference product should be registered and marketed)			
5.2	**Leaflet of the reference product**		√	
5.3	**Specialized committee and pharmacology committee approval** *(in case of non-reference products)*		√	√
	Section (6) **Product certificates**			
6.1	**EDA Labs certificate + EDA Labs composition** *(If released)* **EDA Labs Submission receipt** *(if undergoing analysis)*		√	√
6.2	**Composition Certificate (5 Copies)** *Kindly submit as the composition attached with stability approval & Update Specifications*	√		
	On company letter head Signed and Stamped			
	Trade name of the Product is specified.			
	Dosage form of the Product is specified.			

	Active Ingredient(s)**, it's (their) hydrate(s) and salt form(s)** with its (their) quantity (ies) per unit dose is (are) specified. N.B: 1-Active Ingredient(s) must be identical to that in C.O.A. of supplier (if not: please submit the synonyms) 2-Attach the equivalence calculation on the company letter head signed and stamped**,** with reference for the molecular weight**.** 3- Attach the calculation of dose of Parabens for oral dosage forms on the company letter head signed and stamped			
	Inactive Ingredient(s) with its (their) quantity (ies) per unit dose is (are) specified.			
	Active & Inactive specifications should be specified (the In house Specification, USP, EU, JP, British pharmacopoeia) • Specify only one specification for each ingredient. • Specifications should be recent			
	Active & Inactive ingredients should be separated in composition.			
	Any Overage should be mentioned.			

N.B

Please write the Composition Per:

1gm	1ml	5ml	Dosage Form
F. Cream G. Ointment H. Powder for external use I. Gel J. Paste	C. Drops[1] D. Vial contains solution	G. Syrup H. Suspension[5] (After Re-constitution) I. Emulsion J. Elixir K. Lotion L. Topical Solution	J. Tablet[2] K. Capsule[3] L. Patch M. Sachet[4] N. Suppository [4] O. Vial contains powder[5] P. Prefilled Syringe Q. Cartridge R. Ampoule

6. **Coated tablets**:

*Write the core and coat composition separated & mentions the weight of tablet.
*Coating composition (e.g. Opadry coat) on the supplier head letter should be attached.

7. **Hard gelatin capsules**:

* write the body and cap. composition separated & mention the size of capsule.
*Composition of the capsule shell on the supplier head letter should be attached.

8. Write the total Weight
9. Write the composition & volume for the solvent.
10. Please attach calibration for the drop volume on the company letter head signed and stamped. i.e.(each 1 ml contains …… drop)

Note:

*In case of pellets :composition on supplier letter head should be attached & attach the calculation of pellets (weight /capsule) on company letter head
*Premix Composition on supplier letter head should be attached
*For the Local manufactured products the composition should be submitted on the manufacturer and applicant head letter.
*For Imported / Imported Bulk /Under license products:
If the composition is attached with the CPP, it could be written on the applicant head letter.
If the Composition is not attached in the CPP, a legalized composition should be submitted on the license holder or the manufacturer head letter.

6.3	**Certificate of Analysis of Finished Product**	**√**		

	Signed and Stamped by the Company or the concerned center or laboratory that held the analysis			
	Product name, strength and dosage form are specified			
	Manufacturing date is specified			
	Expiry date is specified			
	Batch number is specified			
Note: - All the Physical, Chemical and Microbiological tests should be mentioned. - Physical properties before and after reconstitution should be mentioned (**In case** of vial containing powder, sachet, powder for suspension & granules)				
section (7) API Documents & Specifications				
7.1	**Certificate of Analysis of Active Substance**		√	
	Signed and Stamped			
	Active Substance is specified			
	Manufacturing date, Expiry date are specified			
	Batch number is specified			
7.2	**GMP of the manufacturer**		√	
7.3	**Specification**			
	Recent edition of specifications (pharmacopeias) and/or in-house specifications of all active ingredients.		√	
	In house specification of all inactive ingredients. *On the company letter head signed and stamped*	√		
section (8) Company Documents & Agreements				
	For Local Products			
8.1	**Factory License and GMP Report**		√	
8.2	**The register of trade**		√	
	For F-Toll Products			
8.1	**Factory License** *(for both parties)* **and GMP Report**		√	
8.2	**The register of trade** *(for both parties)*		√	
8.3	**Manufacturing agreement between the applicant factory and the manufacturer.**		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA ▪ The manufactured products should be specified (Trade name / Dosage form & strength)			
8.4	**Storage agreement**		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA			
	For Toll Products			
8.1	**Factory License and GMP Report**		√	
8.2	**The register of trade** *(for both parties)*		√	

8.3	**Toll Manufacturer License**		√	
	The following should be mentioned: ▪ Factory & Storage site ▪ Product (Trade name / Dosage form & strength) ▪ Pharmacist consultant name			
8.4	**Manufacturing agreement between the Toll company and the manufacturer.**		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA ▪ The manufactured products mentioned (Trade name / Dosage form & strength)			
8.5	**Storage agreement**		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA			
8.6	**Store License** *(If different from factory)*		√	
8.7	**Declaration letter stating the list of (Registered & Under-Registration) products owned by the toll company.** *On company letter head signed, stamped and dated*	√		
	For Under License Products			
8.1	**Factory License**		√	
8.2	**The register of trade**		√	
8.3	**License agreement**		√	√
	▪ Valid ▪ Legalized by the chamber of commerce & the Egyptian embassy ▪ The manufactured products mentioned (Trade name / Dosage form & strength)			
8.4	**Storage agreement**		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA			
8.5	**Store License** *(If different from factory)*		√	
8.6	**Declaration letter from the license holder specifying the API manufacturers.** (should be legalized if different entity)	√		
	For Imported / Imported Bulk Products			
8.1	**Declaration letter from the supplier stating the form of bulk (strips, Capsules, etc……)** *(In case of bulk products)*	√		
	▪ Legalized by the chamber of commerce & the Egyptian embassy ▪ In case of same entity or affiliate it might be on the applicant letter head			
8.2	**Agency Agreement or Authorization letter**		√	√
	▪ Valid ▪ Legalized by the chamber of commerce & the Egyptian embassy ▪ The manufactured products mentioned (Trade name / Dosage form & strength)			
8.3	**Storage agreement**		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA			
8.4	**Store License**		√	

	▪ Imported Bulk products: if different from manufacturer ▪ For Imported finished products: if differ from that stated in the Importers register license.			
8.5	**Factory License and its register of trade** *(In case of bulk products)*		√	√
8.6	**Packaging agreement (In case of Bulk Imported)**		√	√
	▪ Valid ▪ Authenticated by the bank & Legal department of EDA			
8.7	**License of Scientific Office** *(if the Scientific office is the applicant)*		√	
8.8	**Importers register license**		√	

section (9) **Special requirements**			
Scored products			
If the product (according to the physical description in the stability approval) is not identical to the reference product concerning the tablet scoring, kindly submit:			
-Reference identical to the product Or -A declaration letter to state that the product will be manufactured as the reference. *On company letter head signed, stamped and dated*	√		
Generics for a patent product			
If the active ingredient has a patency, please submit the following commitment *On company letter head signed, stamped and dated*			
تتعهد الشركة بعدم تداول المستحضر للجمهور طوال مدة سريان براءة إختراع المادة الفعالة (.....) وأن تتحمل الشركة جميع العواقب التى تخالف قانون براءة الإختراع وعدم وجود مسئولية قانونية على هيئة الدواء المصرية فى هذا الشأن.	√		
Solvents			
If a solvent is attached with the product**,** kindly submit:*(For Local Products)*			
Registration license for the solvent (If required)		√	
Devices			
If a device is attached with the product, kindly submit:*(For Local Products)*			
Declaration of conformity of the device		√	
Pharmacopeial products			
If the submitted product is a pharmacopeial product**,** kindly submit:			
The latest recent pharmacopeia for the finished product.		√	

Application form & Commitment 820/2016

السيد الدكتور/ رئيس الإدارة المركزية للشئون الصيدلية
تحية طيبة وبعد،،،،
نتقدم لسيادتكم بملف التسجيل للحصول على رخصة تسويق المستحضر الآتي:

Trade Name: English and Arabic		
Active Ingredient(s) & Strength (s):		
Pharmaceutical dosage form:		
Physical Characters:		
Shelf Life:		
Storage Condition:		
Approved Price Pack:		
Price:		
Reference:		
Therapeutic Group:		
Applicant:		
License Holder:		
Manufacturer:		
Manufacturer of Solvent/ Accessories (If Applicable):		
Packager:		
Batch releaser:		
Storage Site & Address:		
Type of registration:		
Market status:		

Name of API:	
Name of Manufacturer & country of origin : ***"Address as in the manufacturer's GMP":***	
Name of Supplier &country of origin :	

Note: The above box can be repeated according to No. of APIs in Product.

Contact person :	
Telephone number:	
E-mail:	

وأتعهد أنا الموقع أدناه ..... رئيس مجلس إدارة (أو /العضو المنتدب/ المفوض بالإمضاء) شركة ..... بالآتي:

- بأن كافة البيانات المذكورة أعلاه صحيحة ودقيقة وكاملة.
- الالتزام بأحكام قانون حماية حقوق الملكية الفكرية رقم 82 لسنة 2002 ولائحته التنفيذية دون أدنى مسؤولية على هيئة الدواء المصرية.
- الالتزام بطباعة اسم المصنع وعنوانه والشركة مالكة المستحضر (أو اسم الشركة مالكة الحق في التسويق للمستحضرات المستوردة بدلاً من الشركة مالكة المستحضر وذلك طبقاً لشهادة CPP المقدمة) وتاريخ الإنتاج وتاريخ انتهاء الصلاحية ورقم التشغيلة ورقم التسجيل والسعر على العبوة الخارجية وعدم إحداث أي تغيير في المستحضر إلا بعد الحصول على موافقة هيئة الدواء المصرية.
- إخطار هيئة الدواء المصرية بأسماء جميع الموزعين المعتمدين وبأي تغيير يطرأ على البيانات الخاصة بهم والتأكد من أن الموزع المعتمد يطبق قواعد التخزين والتوزيع الجيد (GDP & GSP) ومتابعتها من قبل الإدارة العامة للتفتيش الصيدلي.
- عدم تغيير مصادر المادة الخام الفعالة إلا بعد موافقة الإدارة العامة للتسجيل، وإلا يلغى إخطار التسجيل.
- تحمل المسئولية الكاملة عن تخزين المواد الخام، وعن جميع مراحل تصنيع المستحضر، وعن مطابقة المستحضر للمواصفات الفنية وتخزين المنتج حتى تمام التوزيع وفى حالة التصنيع لدى الغير يشترط أن يكون المصنع مرخصاً وأن يلتزم بجميع الالتزامات الواردة بهذا القرار بقواعد التصنيع الجيد وما ورد بالقرار الوزاري 539 لسنة 2007 بشأن اعتماد المدونة المصرية لأساليب التصنيع الجيد للمستحضرات الصيدلية.
- لا يتم نقل مكان التصنيع أو نقل الملكية إلا بعد موافقة الإدارة العامة للتسجيل، وإلا يلغى إخطار التسجيل.
- لا يتم نقل ملكية المستحضرات المحلية إلا بعد مرور ثلاث سنوات من التداول المحلي وموافقة الإدارة العامة للتسجيل،وإلا يلغى إخطار التسجيل.
- أن جميع البيانات المقدمة بملف التحليل بمعامل هيئة الدواء المصرية للمستحضر مطابقة لما تم تقديمة بملف التسجيل هيئة الدواء المصرية وأن جميع المستندات والبيانات صحيحة وعلى مسئوليتي الخاصة.
- تقوم الشركة بإنتاج ثلاث تشغيلات إنتاجية، على أن تلتزم بنفس مصدر المادة الخام التى تم إنتاج التشغيلات الأولية وإجراء جميع الدراسات المطلوبة عليه والذي تصدر بإخطار التسجيل، على أن يقوم مفتش صيدلي من الإدارة العامة للتفتيش بسحب عينات منها للتحليل بشعبة التفتيش بمعامل هيئة الدواء المصرية ولا يتم الإفراج عن أي تشغيلة من الثلاث تشغيلات الأولى إلا بعد ورود مطابقة الهيئة الخاصة بهذه التشغيلة. (المستحضرات المحلية)

- استكمال دراسات الثبات طويلة المدى علي الثلاث تشغيلات الأولية التي سبق البدء في إجرائها و تقديمها لإدارة الثبات بعد الانتهاء منها مع الالتزام بإخطار الادارة العامة للتفتيش بمكان و ميعاد اجراء الثبات قبل البدء فيها (المستحضرات المحلية)
- أنه في حالة رغبة الشركة تغيير مصدر المادة الخام يجب التقدم بملف الجودة الخاص بها إلى هيئة الدواء المصرية للتقييم أولاً والحصول على الموافقة على المادة من هذا المصدر وبهذه المواصفات وذلك قبل التقدم لقسم المتغيرات للمستحضرات الصيدلية المسجلة في حالة المستحضرات المسجلة أو قسم إستقبال ومراجعة ملفات تسجيل المستحضرات المحلية والمستوردة في حالة المستحضرات تحت التسجيل.
- الإنتاج (الاستيراد للمستحضرات المستوردة) خلال ثمانية عشر شهراً من تاريخ إصدارإخطار التسجيل وذلك طبقاً للتقرير المقدم من الإدارة العامة للتفتيش الصيدلي، وإلا يلغى إخطار التسجيل.
- الإنتاج (الاستيراد للمستحضرات المستوردة) قبل انتهاء تاريخ صلاحية أخر تشغيله إنتاجية، وذلك طبقاً للتقرير المقدم من الإدارة العامة للتفتيش الصيدلي، وإلا يلغى إخطار التسجيل.
- تقديم شهادة ال GMP وشهادة التحليل الخاصة بالمادة الخام، وذلك عند التقدم لإستيراد المادة الخام بالإدارة المركزية للشئون الصيدلية. (المستحضرات المحلية)
- إبلاغ مركز اليقظة الدوائية المصرى عن أى آثار عكسية خطيرة يتم رصدها عن هذا المستحضرو تقديم تقرير Periodic Safety Update Report، متابعة مأمونية مستحضراتها وتنفيذ جميع أنشطة اليقظة الدوائية وذلك وفقاً للمهل المحددة والقواعد الواردة بأسس الممارسة الجيدة لليقظة الدوائية الصادرة والمفعلة من المركز.
- لن يتم تداول المستحضر إلا بعد إصدار إخطار التسعير . (وذلك فى حالة عدم إصدار إخطار التسعير قبل إنهاء إجراءات التسجيل)
- لن يتم تداول المستحضر فى السوق المحلى إلا بعد مرور عام على تداول المستحضر فى بلد المنشأ (و ذلك فى حالة عدم مرور عام على تداول المستحضر)

- سوف يتم توزيع المستحضر عن طريق الشركات الآتية:

.....

ختم الشركة **رئيس مجلس الإدارة او المفوض إليه بالإمضاء**

الاسم:

التوقيع:

التاريخ:

Declaration of other concentrations

السيد الدكتور/ رئيس الإدارة المركزية للشئون الصيدلية

تحية طيبة وبعد،،،،

أتعهد أنا (رئيس مجلس إدارة / العضو المنتدب) لشركة ..... والثابت شخصيتى بموجب ..... بأن المستحضر الصيدلى الآتي:

Product Name:

Active Ingredient (s) & Strength(s) :

Dosage Form:

Applicant:

Manufacturer:

.....والمقدم لادارة الشئون التنظيمية للمستحضرات البشرية طبقاً للقرار الوزاري
يوجد / لا يوجد له تركيزات أخرى (مسجلة / تحت التسجيل) لنفس الشكل الصيدلي وهى كالآتي:

5. ----
6. ----

مرفق صورة من :

- إخطارات تسجيل المستحضرات (للتركيزات الأخري المسجلة)
- موافقة طلب الاستعلام وموافقة الاسم التجاري للمستحضرات (للتركيزات الأخري تحت التسجيل)

ختم الشركة

رئيس مجلس الإدارة أو المفوض إليه بالإمضاء

الاسم:

التوقيع:

التاريخ:

Guidance for Human Pharmaceutical Product Initial Re -Registration File Submission according to EDA Chairman decree 150/2022

Scope

This guidance applies for any human pharmaceutical product submitted for re-registration according to EDA Chairman decree 150/2022

Objective:

This guidance aims to provide applicant with the documents and information required for preparing and submitting the initial re-registration file for human pharmaceutical products submitted according to EDA Chairman decree 150/2022.

It should be noted that Egyptian Drug Authority has the right to request any further information or documents, with a commitment that such requests are justifiable, and will be for the purpose of ensuring quality, safety and efficacy of the submitted product.

Submission guidance for preliminary approval release first time

	Required Documents
	Section I **Company commitments**
1.	**Application form** *(Attached)* *On applicant letter head signed , stamped and dated*
2.	**Letter of Attorney for Company representative** تفويض الشركة للمندوب مصدقاً بصحة توقيع من البنك
3.	**Production/Importation status declaration** إقرار بموقف المستحضر من الإنتاج / الاستيراد متضمنًا رقم آخر تشغيلة إنتاجية تم إنتاجها أو استيرادها وتاريخ الإنتاج وتاريخ انتهاء صلاحية التشغيلة. *On company letter head signed , stamped and dated*
4.	**Total Fees payment receipt (***Product Name, Strength , Dosage form Should be written)* **For Local: 10000L.E** **For Imported: 15000L.E**
	Section II **(EDA Approvals)**
5.	**Registration Final license** 1. توضيح موقف الدراسات المذكورة في إخطار التسجيل.(أن وجدت) 2. تقديم مايفيد استيفاء هذة الدراسات 3. فى حالة عدم استيفاء الدراسات برجاء ارفاق تعهد باستيفاء هذة الشروط قبل التقدم لاصدار إخطار إعادة التسجيل النهائى
6.	**Any Pre-approved letters from EDA concerning product during previous registration period** **(e.g. Variation Approval, Technical Committee approval, …….)**

7.	**Production/Importation status report** إفادة من الإدارة العامة للتفتيش (محضر سحب، افراج .....) للإفادة عن وجود تشغيلة سارية الصلاحية من المستحضر * في حالة عدم توفر تشغيلة انتاجية سارية الصلاحية: تقديم موافقة اللجنة الفنية على الاستثناء من مهلة الإنتاج والاستيراد
Section III **(Imported / Under license documents)**	
8.	**Certificate of Pharmaceutical Product (CPP) issued by Competent Authorities in Country of Origin** *(In Case Of Imported Or Imported Bulk Or Under license Products)*
	▪ Valid ▪ From the country of origin ▪ Issued and authenticated by the competent authority ▪ Signed and stamped by: Chamber of Commerce or Notary Public or Foreign Affairs (If applicable) ▪ Legalized by the Egyptian Embassy ▪ The Arab Republic of Egypt is mentioned as Importing Country ▪ Date of issue is specified ▪ Trade name of the Product is specified ▪ Dosage form (s) and Strength (s) are specified. ▪ License Holder (address, city, country) is specified ▪ Role of License Holder is specified ▪ Product must be marketed in the COO for not less than one year (if not marketed, explain why marketing is lacking) ▪ Manufacturing, packing & batch release site(s) involved in the manufacturing process of the product is/are specified. ▪ Good Manufacturing Practice (GMP) of the manufacturer & Primary Packager is specified. ▪ Pack Presentation and pack size(s) of the Product is (are) specified (could be as attachment) (If available) ▪ Inner leaflet (could be as attachment) (If available) ▪ Complete product composition - 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 attachment) Note: Capsule shell composition should be included in case of capsules. ▪ Shelf-life of the Product is specified (could be as attachment) (If available) ▪ Storage Conditions of the Product is specified (could be as attachment) (If available) ▪ Summary of Products Characteristics or package insert of the product (could be as attachment) (If available) ▪ If the Name of the product is different in Egypt, it must be noted (If not stated, a separate legalized declaration on the license holder letter head is required).

Section IV (Reference)	
9.	**The reference (on-line or text book)** The reference product should be identical to the submitted product in terms of the active ingredient, concentration, dosage form & Rout of administration.
	Latest Edition of the reference text book (e.g. BNF) **Recent on-line reference:** FDA, MHRA, EMA, ANSM, Swiss medic, TGA, Pmda, etc. (Note: The Reference product should be registered and marketed)
10.	**Leaflet of the reference product**
Section V (Company documents & agreements)	
11.	**For Under License Products**
	License and manufacturing agreement
	▪ Valid ▪ Legalized by the chamber of commerce & the Egyptian embassy ▪ The manufactured products mentioned (Trade name / Dosage form & strength)
	Legalized Letter For Any relation stated in the final license (Affiliate, subsidiary, etc……)
12.	**For Imported / Imported Bulk Products**
	Declaration letter from the supplier stating the form of bulk (strips, Capsules, etc……) *(In case of bulk products)*
	▪ Legalized by the chamber of commerce & the Egyptian embassy ▪ In case of same entity or affiliate it might be on the applicant letter head
	Agency Agreement or Authorization letter
	▪ Valid ▪ Legalized by the chamber of commerce & the Egyptian embassy ▪ The manufactured products mentioned (Trade name / Dosage form & strength)
	Legalized Letter For Any relation stated in the final license (Affiliate , subsidiary, etc……)
	License of Scientific Office *(if the Scientific office is the applicant)*
Special requirements	
	▪ The latest recent pharmacopeia for the finished product. *(If the submitted product is a pharmacopeial product*).

Submission guidance for Renewal of preliminary approval or stability conversion according to ministerial Decree 150/2022

Required Documents	
1.	**Application form** ***(Attached)*** ***On applicant letter head signed , stamped and dated***
2.	**Renewal Fees payment receipt (Product Name, Strength , Dosage form Should be written) according to ministerial Decree 150/2022** **1000L.E**
3.	**Total Fees payment receipt** **For Local: 10000L.E** **For Imported: 15000L.E**
4.	**Old license +Old preliminary approval or stability referral letter**
5.	**Production/Importation status report** إفادة من الإدارة العامة للتفتيش (محضر سحب، افراج .....) للإفادة عن وجود تشغيلة سارية الصلاحية من المستحضر * في حالة عدم توفر تشغيلة انتاجية سارية الصلاحية: تقديم موافقة اللجنة الفنية على الاستثناء من مهلة الإنتاج والاستيراد

نموذج طلب إعادة تسجيل

Application form

أتعهد أنا الموقع ادناه / (الاسم بالكامل للشخص المسئول عن المؤسسة)

- بأن المعلومات التالي ذكرها صحيحة و دقيقة و كاملة.

Type of request:	▪ First release ▪ Renewal
Registration number :	
Trade Name:	
Active Ingredient(s) & Strength(s) :	
Pharmaceutical dosage form:	
Applicant:	
License Holder:	
Marketing Authorization Holder:	
Manufacturer:	
Primary Packager:	
Secondary Packager:	
Batch Releaser:	
Type of Registration:	
Reference:	
Therapeutic Group &Indication:	
Fees payment receipt No.:	
Person authorized for communication on behalf of the applicant Company	
Applicant Mail & Phone number:	

رئيس مجلس الإدارة		ختم الشركة	مدير التسجيل	
	الاسم:			الاسم:
	التوقيع:			التوقيع:
	التاريخ:			التاريخ:

On Company letter head