

Notice to Applicant

External Communication Channels With CAPP Divisions Year 2024

Code: EDREX: NP.CAPP.057

Version No: 3

Issue Date: 19/11/2024

Effective date (if needed): 19/11/2024

1. Purpose

- This document describes the channels of the external communication between all CAPP divisions and external bodies.

2. Scope:

- To be applicable for all external interested bodies who communicate with CAPP divisions through E-mail, Phone, Links or by Physical meeting.

3. Abbreviations:

- 2.1 EDA:** Egyptian Drug Authority
- 2.2 CAPP:** Central administration of pharmaceutical Products
- 2.3 GA:** General administration

4. Channels for external communication

Registration General Administration of Human Pharmaceuticals
)GA -Hum-PR(

Administration of regulatory affairs1/

Evaluation Unit of Final Registration file

Phone/Ext.	Tel.: (+202) 25354100, EXT:1200 - Reception is on every Monday from 10-11 a.m. (Windows24) - Telephone on Sunday, Tuesday & Thursday (12-1p.m.)
Email	hdr.tentlicense@edaegypt.gov.eg
Links	Submitting requests to issue letters extending validity or deadlines, or requests for letters submitted for transfer from initial to final https://forms.gle/knriFTosuXwfJbS18 Submitting registration file (transfer from initial to final) https://forms.gle/Zz6ZzTQPH19EdpdDA

	<p>Submitting registration file supplementary documents (transfer from initial to final) https://forms.gle/fRp4z5oiRtRWCF9QA</p> <p>Following up on (Released approvals) https://docs.google.com/spreadsheets/d/1bKkysIAHDP1tbFmXqOiQXBEVjBxbsZwmv_obKux3MCg/edit</p> <p>Cancelled Products' appeals https://forms.gle/2QJgZFAdJEpt5Poh8</p> <p>from: 9:00 am – 3:00 pm</p>
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Administration of regulatory affairs1/ Evaluation unit of trade names and mock-up	
Phone/Ext.	<p>Tel.: (+202) 25354100, / EXT:1316</p> <p>Note: - Reception is on every: Sunday from 12-1 a.m. (Window 26) & Tuesday from 11-12 am (window 26) - Telephone on Monday, & Wednesday (10.30-11.30 a.m.)</p>
Email	<p>hdr.naming@edaegypt.gov.eg</p>
Links	<p>The link of (Submission of Naming and Mock-up requests): https://forms.gle/rab4GRpLd8eeWDJq8</p> <p>Sunday-Thursday (9 a.m- 3 p.m)</p> <p>*Submission for Naming and Mock-up Requests for Human Pharmaceutical products including (Mock-up approvals, Mock-up change requests, replacement of lost requests, Name change requests... etc)</p>

Automation program “automated system for naming	https://bit.ly/3DA4iGO * New Submission for Naming Request for Under-registration Human pharmaceutical products * Follow up on the submitted requests
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www.edaegypt.gov.eg



To follow up with updates and new decisions:

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



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

shorturl.at/dfm79



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

shorturl.at/auv36



<p>1/Administration of Human Pharmaceuticals Regulatory Affairs: Evaluation Unit of registration file for local human Pharmaceutical Evaluation unit of registration file for imported human pharmaceutical Local Human Pharmaceutical evaluation unit of re-registration file</p>	
Phone/Ext.	<p>Administration of Human Pharmaceuticals Regulatory Affairs</p> <ul style="list-style-type: none"> • <u>Reception Schedule</u> <p>Sunday:</p> <p>Manager of the Administration of Human Pharmaceuticals Regulatory Affairs or his representative. (11 am - 12 pm)</p> <p>Tuesday:</p> <ol style="list-style-type: none"> 1. Manager of the Local human pharmaceutical Evaluation unit of re-registration file or his representative. 2. Manager of the Evaluation unit of registration file for imported human pharmaceutical or his representative. 3. Manager of the Evaluation Unit of registration file for local human Pharmaceutical, or his representative. <p>(11 am -12 pm)</p> <ul style="list-style-type: none"> • <u>Communicate by phone with pharmacists</u> daily from 11-12 p.m. through the internal numbers 1315, 1314, 1103. • Hard Copy registration files are scheduled to be received by a previously scheduled appointment in the reception according to the email sent to the company.
Emails	<p>New Local Unit: hdr.receptf296@edaegypt.gov.eg</p> <p>Re-reg Unit : hdr.receptf425@edaegypt.gov.eg</p> <p>Imported Unit : hdr.receptf645@edaegypt.gov.eg , hdr.receptf820@edaegypt.gov.eg</p>

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



Notice to applicant

Form Name	Links		
Final File Submission for registration of New Products (Local -Tender and Export)	https://forms.gle/4SovaXieng1eX3wQ8	All Days	Always open
Supplementary Documents For registration of New Products (Local -Tender and Export)	https://forms.gle/kQ2VNGhfbzAnSYXS8	All Days	Always open
Final File Submission for Re-registration Products (Local -Tender and Export)	https://forms.gle/ivNjLhgJi6mUUWta6	All Days	Always open
Supplementary Documents For Re-registration Products (Local -Tender and Export)	https://forms.gle/LU1wG8pLKMHI1DwUv8	All Days	Always open
Final File Submission for Imported Products (New &Re-Reg)	https://forms.gle/kfzy9ZzE6RAyRk5WA	All Days	Always open
Supplementary Document for Imported Products (New &Re-Reg)	https://forms.gle/xgJHnZNw934D69YY6	All Days	Always open
Final File Submission according to ministerial decree 645/2018 or EDA Chairman Decree 450/2023 case (3)	https://forms.gle/AG61yW582wdCRshB7	All Days	Always open
Supplementary Documents For Registration Files Submitted according to ministerial decree 645/2018 or EDA Chairman Decree 450/2023 case (3)	https://forms.gle/j68DzX3tDwNQyL4e9	All Days	Always open
Submission of full registration dossier according to EDA Chairman Decree 450/2023 of Case 1 & Case 3 Track A Imported Only	https://forms.gle/DJ3g9HtahnVgN4zS6	All Days	Always open

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



Notice to applicant

Submission of full registration dossier according to EDA Chairman Decree 450/2023 Case (2) or Ministerial Decree 820/2016 Google form	https://forms.gle/3fXxGBq5WMvWqW4A7	All Days	Always open
Supplementary Documents for Updated Module (I) for Registration Dossiers according to EDA Chairman Decree Case (2) or Ministerial Decree 820/2016 Google form:	https://forms.gle/SAAxy2BsmRz4NXT9	All Days	Always open
Initial Re-Registration files submission	https://forms.gle/RwGxCY22hixZBGXo6	All Days	Always open
Appeals to Administration of Human Pharmaceuticals Regulatory affairs	https://forms.gle/QT5Sf8msJr8TEbcB8	All Days	Always open
Request for issuing Statement letters for under re-registration products (Local / Imported)	https://forms.gle/tuxFS7DopkkPA4MK7	All Days	Always open
Inquiries to Administration of Human Pharmaceuticals Regulatory Affairs	https://forms.gle/kH4pFohLZpsye2ba7	Wednesday	9 AM to 3 PM

Website of Egyptian Drug Authority:

www.edaegypt.gov.eg



To follow up with updates and new decisions:

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



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

shorturl.at/dfm79



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

shorturl.at/auy36



2/ Administration of human pharmaceuticals variation

Phone/Ext.	All Week days on 1220 From 11 A.M to 12 P.M All Week days at Reception Windows From 12 P.M to 1 P.M
Email	hdr.variation@edaegypt.gov.eg

Links	<p><u>Owner Ship & Manufacturing Variations</u> https://forms.gle/MNDmgSbRQVScqH57</p> <p><u>Updating Analysis File</u> https://forms.gle/5Dvrw22A3siqFHsx7</p> <p><u>Composition & Specification Variations</u> https://forms.gle/WaBu8Bi4FznkPoWz9</p> <p><u>Container Closure System Variations & Final Approvals</u> https://forms.gle/dMNG4gf98dBTFmp47</p> <p><u>API Manufacturers</u> https://forms.gle/dBd7RM6PDwUR5UTF6</p> <p><u>Supplementary Documents for Human Pharmaceuticals Variation</u> https://forms.gle/Rues8qLAHhAVrhGV8</p> <p><u>Pre-assessment of human pharmaceutical variations</u> https://forms.gle/zRF9aRzYxEeDfzaU6</p>
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3/Administration of Technical affairs

Reception window 25:

1. Evaluation unit of quality module file + Evaluation unit of specifications (**Monday 11:00 am-12:00 pm**)
2. Reception unit of quality module file (**Wednesday 10:00 am-11:00 pm**)

Email	hdr.qualitymodule@edaegypt.gov.eg
Links	<ol style="list-style-type: none"> 1. Submission of Quality Module File in accordance with various ministerial decisions and technical committee decisions. https://forms.gle/dbMvCdUXiSeftVvH8 2. Submission of Variations on Quality Module file https://forms.gle/2UehaZnG2kfVWNwS9 3. Submission of Optional Technical Evaluation https://forms.gle/eyXWifC4k9hX35Rv6 4. Submission of API Listing/Using of listed API https://forms.gle/ZHND3VZcqRcPh9Ht8 5. Submission of EUA Product Evaluation https://forms.gle/zLkrAa4KUj5MbNYp8 6. QIS submission https://forms.gle/paqi7Ng4tjYJTMhb6

	<p>7. Submission of Supplementary documents for Quality Module https://forms.gle/92v4RrjpZpkYBmsNA</p> <p>8. Submission of Supplementary document for Quality Module Variations https://forms.gle/DL33dDiYuxTcA6bm6</p> <p>9. Submission of Supplementary documents for Optional Technical Evaluation https://forms.gle/eHvEmHrcEUBJPePr7</p> <p>10. Submission of Supplementary documents for API Listing/Using of listed API https://forms.gle/ZvAoe4sn25WDqvs9</p> <p>11. Submission of Supplementary documents for EUA Product Evaluation https://forms.gle/dFyJbZKkPDWJVDDQA</p> <p>12. Supplementary documents for QIS Evaluation https://forms.gle/GbRiUPd1rMdt1tYQ9</p> <p>13. General Inquiries https://forms.gle/DgWC4BvjryGx5oR89</p>
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Evaluation unit of scientific data and drug development	
Phone/Ext.	1211 Each Tuesday 10-11 am window 13
Email	hdr.scientific@edaegypt.gov.eg
Links	https://forms.gle/iDapENwiABB5GPLs8

General Administration of Human Pharmaceuticals registration	
Bio equivalence unit	
Phone/Ext.	1806 Reception: Monday and Tuesday are for inquiries about studies, and Wednesday are for inquiries about appeals.

<p>Email</p>	<p>Submission from 8:00 am - 3:00 pm</p> <p>Submit bioequivalence centers' appeals, protocols and names of volunteers participating in conducting bioequivalence studies for the centers.</p> <p>Bioequivalence of human pharmaceutical preparations (Sunday, Monday, Tuesday, Wednesday, Thursday)</p> <p>Hdr.bioequivalence@edaegypt.gov.eg</p> <p>Unit Manager's Email for communication [Sunday & Wednesday]</p> <p>Hdr.bioequivalence@edaegypt.gov.eg</p>
<p>Links</p>	<p>Submission from 8am -3pm</p> <ul style="list-style-type: none"> • Submission of the bioequivalence study file for human pharmaceutical preparations (Sunday) https://forms.gle/S3nzhXQLUaVoKnyV7 • Submitting supplementary documents of the bioequivalence study for human pharmaceutical preparations (Sunday, Monday, Tuesday, Wednesday, Thursday) https://forms.gle/gfpiZAtdBfNMThEq5 • Submission of the file for the following study on human pharmaceutical preparations (Sunday) Cooperative In vitro Dissolution, invitro enzymatic activity test, dissolution profile, uniformity content &potency. https://forms.gle/UwAAW6dLX2WcjS3k7 • Submitting supplementary documents to the following studies file for human pharmaceutical preparations (Sunday, Monday, Tuesday, Wednesday, Thursday) Cooperative In vitro Dissolution, invitro enzymatic activity test, dissolution profile, uniformity content &potency. https://forms.gle/JEwBfkvZo7XD99KSA • Submit a request to know the type of study/reference preparation for human pharmaceutical preparations (Sunday) https://forms.gle/pUfTpk613Q4fVZRy5 • Submitting supplementary documents with a request to know the type of study/reference preparation for human pharmaceutical preparations

	(Sunday, Monday, Tuesday, Wednesday, Thursday) https://forms.gle/KKfhYQri3Zc9VjZ17
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General Administration of Human Pharmaceuticals registration Human Follow up unit	
Phone/Ext.	Tel.: (+202) 25354100, EXT: 1215-1222 window 15
Email	hdr.appeals@edaegypt.gov.eg hdr.data@edaegypt.gov.eg
Links	https://docs.google.com/forms/d/e/1FAIpQLSdDqiFGdiVsshutf5vM-INpmYeco4ax7wwNUFRILvLZ7CMPNg/viewform https://docs.google.com/forms/d/e/1FAIpQLSdDqiFGdiVsshutf5vM-INpmYeco4ax7wwNUFRILvLZ7CMPNg/viewform

General Administration of stability	
Phone/Ext.	<ul style="list-style-type: none"> • 1301: Technical and Regulatory Administration (From Sunday to Thursday 11.00 a.m. to 12.00 P.m.) • 1302: Follow up unit (From Sunday to Thursday 9.00 a.m. to 3.00 P.m.) • 1303: Local examination Administration (From Sunday to Thursday 11.00 a.m. to 12.00 P.m.) • 1304: Imported Stability Administration (From Sunday to Thursday 11.00 a.m. to 12.00 P.m.)
Meetings	<p>General manager of stability administration receives company (s) every Monday by setting a prior appointment.</p> <ul style="list-style-type: none"> • Appointment dates are determined by prior reservation with the follow-up unit via the inquiries link. https://forms.gle/2vUrKvbbAPqLk8Hw7

	<ul style="list-style-type: none"> For administrations, company inquiries are received every Monday at the reception as follows: <ol style="list-style-type: none"> Technical and Regulatory Administration: from 10 am to 11 am. Imported Stability Administration from 11 am to 12 pm. Local examination Administration from 12 pm to 1 pm. 																		
Handing	<p>Technical Report unit (Hand off by administrator):</p> <ul style="list-style-type: none"> All working days (10.00 am-12:00pm): Handing technical reports to companies 																		
Links	<table border="1"> <thead> <tr> <th>Form Name</th> <th>Link</th> <th>Availability</th> </tr> </thead> <tbody> <tr> <td>New Submission of stability study dossier for both local & imported pharmaceutical products</td> <td>https://docs.google.com/forms/d/e/1FAIpQLSfM0m2boryN0of-N15nioQm3WIUQXwygRWoKkZefdXYPfWSSw/viewform</td> <td>Tuesday & Wednesday 9.00 a.m. to 3.00 p.m.</td> </tr> <tr> <td>Supplementary Regulatory Documents for Stability Study File submission</td> <td>https://docs.google.com/forms/d/e/1FAIpQLSclCXZmwQDZJn-YA5FYISaLpb9-uSGF2c-qvXSS_ithfGj1RA/closedform</td> <td>Monday 9.00 a.m. to 2.00 p.m.</td> </tr> <tr> <td>Supplementary Technical Documents for Stability Study File of local products</td> <td>https://docs.google.com/forms/d/e/1FAIpQLSfSNNpLjzvtEhdoiQeaTqoDXSsVoOW9HtGHtWylyB9DIC9Pw/closedform</td> <td>Monday 9.00 a.m. to 2.00 p.m.</td> </tr> <tr> <td>Supplementary Technical Documents for Stability Study File of imported products</td> <td>https://docs.google.com/forms/d/e/1FAIpQLSd4q59CsT6uhTWG0KzQNR_RmhNjafRaKW1LYpY_63j1SEDhPg/closedform</td> <td>Monday 9.00 a.m. to 2.00 p.m.</td> </tr> <tr> <td>Appeals & Requests for Stability Study File of Local Products</td> <td>https://docs.google.com/forms/d/e/1FAIpQLSdE4qlihS8sawOLbfH-fVLUKzIY2ijDAG90W-Sc04QobjWVkw/closedform</td> <td>Thursday 9.00 a.m. to 2.00 p.m.</td> </tr> </tbody> </table>	Form Name	Link	Availability	New Submission of stability study dossier for both local & imported pharmaceutical products	https://docs.google.com/forms/d/e/1FAIpQLSfM0m2boryN0of-N15nioQm3WIUQXwygRWoKkZefdXYPfWSSw/viewform	Tuesday & Wednesday 9.00 a.m. to 3.00 p.m.	Supplementary Regulatory Documents for Stability Study File submission	https://docs.google.com/forms/d/e/1FAIpQLSclCXZmwQDZJn-YA5FYISaLpb9-uSGF2c-qvXSS_ithfGj1RA/closedform	Monday 9.00 a.m. to 2.00 p.m.	Supplementary Technical Documents for Stability Study File of local products	https://docs.google.com/forms/d/e/1FAIpQLSfSNNpLjzvtEhdoiQeaTqoDXSsVoOW9HtGHtWylyB9DIC9Pw/closedform	Monday 9.00 a.m. to 2.00 p.m.	Supplementary Technical Documents for Stability Study File of imported products	https://docs.google.com/forms/d/e/1FAIpQLSd4q59CsT6uhTWG0KzQNR_RmhNjafRaKW1LYpY_63j1SEDhPg/closedform	Monday 9.00 a.m. to 2.00 p.m.	Appeals & Requests for Stability Study File of Local Products	https://docs.google.com/forms/d/e/1FAIpQLSdE4qlihS8sawOLbfH-fVLUKzIY2ijDAG90W-Sc04QobjWVkw/closedform	Thursday 9.00 a.m. to 2.00 p.m.
Form Name	Link	Availability																	
New Submission of stability study dossier for both local & imported pharmaceutical products	https://docs.google.com/forms/d/e/1FAIpQLSfM0m2boryN0of-N15nioQm3WIUQXwygRWoKkZefdXYPfWSSw/viewform	Tuesday & Wednesday 9.00 a.m. to 3.00 p.m.																	
Supplementary Regulatory Documents for Stability Study File submission	https://docs.google.com/forms/d/e/1FAIpQLSclCXZmwQDZJn-YA5FYISaLpb9-uSGF2c-qvXSS_ithfGj1RA/closedform	Monday 9.00 a.m. to 2.00 p.m.																	
Supplementary Technical Documents for Stability Study File of local products	https://docs.google.com/forms/d/e/1FAIpQLSfSNNpLjzvtEhdoiQeaTqoDXSsVoOW9HtGHtWylyB9DIC9Pw/closedform	Monday 9.00 a.m. to 2.00 p.m.																	
Supplementary Technical Documents for Stability Study File of imported products	https://docs.google.com/forms/d/e/1FAIpQLSd4q59CsT6uhTWG0KzQNR_RmhNjafRaKW1LYpY_63j1SEDhPg/closedform	Monday 9.00 a.m. to 2.00 p.m.																	
Appeals & Requests for Stability Study File of Local Products	https://docs.google.com/forms/d/e/1FAIpQLSdE4qlihS8sawOLbfH-fVLUKzIY2ijDAG90W-Sc04QobjWVkw/closedform	Thursday 9.00 a.m. to 2.00 p.m.																	

	<p>Appeals & Requests for Stability Study File of Imported Products</p>	<p>https://docs.google.com/forms/d/e/1FAIpQLSckO-GEMrIHVbtuivYwAeb9uit2UvUt0fnEvgLQOQUjGiVA/closedform</p>	<p>Thursday 9.00 a.m. to 2.00 p.m.</p>
	<p>Request to attend practical analysis</p>	<p>https://docs.google.com/forms/d/e/1FAIpQLScN25YJRaTIIn_wlGGG3hhqmiCLtbg078W_11V6K5VcnfgZI_A/closedform</p>	<p>Thursday 9.00 a.m. to 2.00 p.m.</p>
	<p>(Fast track request for in-process submitted stability study)</p>	<p>https://docs.google.com/forms/d/e/1FAIpQLSdgLtCqd1tRS_LhBTGJcW0IBNOJ_KDQDFTh6TVVeY0LM8Owg/closedform</p>	<p>Monday 9.00 a.m. to 2.00 p.m.</p>
	<p>Stability (Inquiries-Complaints)</p>	<p>https://docs.google.com/forms/d/e/1FAIpQLSe7Iaetlhf3EykesuSbKQf4Hh50bfdwfDoY_ApXQ8zalq1LTQ/closedform</p>	<p>Sunday-Wednesday 9.00 a.m. to 11.00 a.m.</p>
	<p>Following up the status of submitted stability study files</p>	<p>https://docs.google.com/spreadsheets/d/1Rs7xkApTLgi7ZnHt2xMbp4qW1D6L_Wjo_8XZ5lsF78k/edit#gid=0</p> <p>https://docs.google.com/spreadsheets/d/128qkyHnMqGFIMqOfgOFFLFIOZKcRf93xUEMIMNx5-Dw/edit?usp=sharing</p>	<p>All Days 24 hours</p>

General Administration of Cosmetic Products Registration	
General Administration of Cosmetic Products Registration	
Phone/Ext.	The General Manager: 1355
Meeting	Meeting with the General Manager is available for the applicant companies on Mondays and Wednesdays after prior arrangement. Appointments are prearranged with the assigned administrator via the EDA reception window weekly from Sunday to Thursday, from 12:00 P.M. to 01:00 P.M.
Registration Administration of Imported Cosmetics from Reference Countries	
Phone/Ext.	Administration Manager and Team members: 1354
Meeting	Communication with the applicant companies is conducted by the division's pharmacists via the EDA reception window weekly on Tuesdays from 11:00 A.M. to 12:00 P.M.
Email	cosm.eec@edaegypt.gov.eg
Links	Technical Support for EgyCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLSf6dj1BCGvdf863h5iszJErLYBD58TravN8saJ-ygGGIhoSQA/viewform (Links are available every day from Sunday to Thursday each from 9:00 A.M. till 2:30 P.M.)
Registration Administration of Imported Cosmetics from Non-Reference Countries	
Phone/Ext.	Administration Manager and Team members: 1353
Meeting	Communication with the applicant companies is conducted by the division's pharmacists via the EDA reception window weekly on Tuesdays from 11:00 A.M. to 12:00 P.M.
Email	cosm.noneec@edaegypt.gov.eg
Links	Technical Support for EgyCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLSewZdO4kmizd3EwTKPRte_ztQBxUn74qBIshSFdMaDnqUn-ug/viewform

	(Links are available every day from Sunday to Thursday each from 9:00 A.M. till 2:30 P.M.)
Registration Administration of Locally-Manufactured Cosmetic Products	
Phone/Ext.	Administration Manager: 1358
	Team members: 1356
Meeting	Communication with the applicant companies is conducted by the division's pharmacists via the EDA reception window weekly on Sundays from 11:00 A.M. to 12:00 P.M.
Email	cosm.local@edaegypt.gov.eg
Links	Technical Support for EgyCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLScY8G_XwiB6rUeWN0R82TuOk7l_tTo_rcKsyhsfkXMDvyZttw/viewform
	(Links are available every day from Sunday to Thursday each from 9:00 A.M. till 2:30 P.M.)
Administration of Registration of Toll-Manufactured Cosmetic Products	
Phone/Ext.	Administration Manager: 1357
	Receiving applicant inquiries on Mondays and Wednesdays
	Unit Managers: 1305
	Receiving applicant inquiries on Sundays and Thursdays
Meeting	Team members: 1359
	Receiving applicant inquiries every day from Sunday to Thursday
Meeting	Communication with the applicant companies is conducted by the division's pharmacists via the EDA reception window weekly on Mondays from 11:00 A.M. to 12:00 P.M.
Email	cosm.toll@edaegypt.gov.eg
Links	Technical Support for EgyCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLSdUlcJKvvy_hTMFtkJb7ksKTKSAOE7fq7hMduz_yVmuwVMQ/viewform

	(Links are available every day from Sunday to Thursday each from 9:00 A.M. till 2:30 P.M.)
Cosmetics Variations Department	
Phone/Ext.	Department Manager: 1351 Receiving applicant inquiries every day from Sunday to Thursday each from 09:00 A.M. to 11:00 A.M.
	Team members: 1351 Receiving applicant inquiries every day from Sunday to Thursday each from 11:00 A.M. to 03:00 P.M.
Meeting	Receiving Hard Files: Weekly on Sundays and Wednesdays, on the next working day after uploading the file on Google Drive, via EDA reception window from 9:30 A.M to 10:30 A.M. Delivery of Size/Pack Addition Approvals (Via EDA reception window): – Fast Track Files: Wednesday of the same week. – Normal Track Files: Wednesday of the following week.
Email	cosm.vari@edaegypt.gov.eg
Links	(Cosmetic Variations, Manufacture/Ownership Transfer) Upload paper files: on Google Drive, on Tuesdays and Thursdays. https://forms.gle/2wzVHmx5PxQGLjo26
	(Color/Fragrance/Flavor Addition) Upload paper files: on Google Drive, on Tuesdays and Thursdays https://forms.gle/Zbep3dxwtzAFVy8n8
	(Size/Pack Addition) Receiving files: on Google Drive, on Sundays and Tuesdays. https://forms.gle/QjJSt8YHWLQ3d5fi8
	Technical Support for EGYCosm platform issues concerning relevant requests: https://docs.google.com/forms/d/e/1FAIpQLSdZhX24vNByMW3n4OMyiZcqc94BovFIRn1h1asFu5I8u8kSQ/viewform

	(Links are available every day from Sunday to Thursday each from 9:00 A.M. till 2:30 P.M.)
Follow-Up Department	
Phone/Ext.	Department Manager and Team members: 1352
Meeting	Follow-up requests and applicant general inquiries are received by the assigned administrator via EDA reception window weekly from Sunday to Thursday, from 12:00 P.M. to 01:00 P.M.
Email	cosm.teccom@edaegypt.gov.eg
Technical Committee Requests / Exemption requests	
Phone/Ext.	Rapporteur of the Technical Committee of Cosmetics Registration: 1354
Meeting	Requests are received by the assigned administrator via EDA reception window weekly from Sunday to Thursday, from 12:00 P.M. to 01:00 P.M.
Email	cosm.eec@edaegypt.gov.eg
<u>Technical Support for the Cosmetics Notification Platform</u>	
Phone/Ext.	Internal phone numbers for each division according to the type of inquiry.
Email	For General issues cosm.followup@edaegypt.gov.eg
Links	Link specified for the relevant division
<u>Monitoring of DataPro program and Notification of previously registered products in Legacy</u>	
Links	https://docs.google.com/forms/d/e/1FAIpQLSf3Oj5q51cXvkqy13DXZvxe2ipL9cuoJNYdIY4wzuG4an4-tg/viewform
<u>Delivery of Notification Licenses, Approvals, and Letters specific to the General Administration of Cosmetic Products Registration</u>	

Meeting	Hall number 2, reception window number 1, on (Sunday - Monday - Wednesday - Thursday) from 9:00 AM to 01:00 PM.
<u>Receiving Follow-Up and Technical Requests for cosmetics and scheduling personal appointments with the General Manager</u>	
<u>Meeting</u>	At the reception window from Sunday to Thursday, from 12:00 PM to 01:00 PM Via the assigned administrator

General Administration of Veterinary Pharmaceuticals (GA-Vet-PP)	
Phone/Ext.	<ul style="list-style-type: none"> ● The reception is at (window 4) in the designated hall as follows: <ol style="list-style-type: none"> 1. Sunday from 10 am to 12 pm: Inquiries for the examination unit (Hard file) will be received, and by telephone on the extension: 2042. 2. Monday from 11:30 am to 12:30 pm: Inquiries for Ownership, Manufacturing & APIs Variation Department will be received by, and telephone on the extension: 2043. 3. Tuesday from 10:30 am to 11:30 am, inquiries for the Reception Unit (Soft File) and the Scientific Evaluation Unit will be received, and by telephone on the extension: 2044. 4. Wednesday from 9:30 am to 10:30 am: Inquiries for the Naming Unit will be received , and by telephone on the extension: 2041. 5. Wednesday from 11:30 to 12:30: Inquiries for Composition & Specifications Variation Department, and by telephone on the extension: 2043 will be received. 6. For inquiries related to the Inquiry Reception Unit and the Correspondence and Follow-up Department, they are received via telephone on the extension 2041 every Thursday.

<p>Emails</p>	<p>Inquiry Reception Unit vet.requests@edaegypt.gov.eg</p> <p>Naming Unit vet.naming@edaegypt.gov.eg</p> <p>Reception unit (soft file) and scientific evaluation unit vet.registration@edaegypt.gov.eg</p> <p>Variation Administration vet.variation@edaegypt.gov.eg</p> <p>Examination Unit (hard file) vet.examination@edaegypt.gov.eg</p>
<p>Links</p>	<p>Requests and files for veterinary products are submitted electronically according to the following system:</p> <p><u>Variation Administration Window</u></p> <p>New requests for the Composition & Specifications Variation Department, are received on Sundays and Wednesdays from 9 am to 12 pm at the following link:</p> <p>https://forms.gle/zwhLjZFis3ogPYAv7</p> <ul style="list-style-type: none"> • Analysis File Update • Composition Variations • Container closure system variations • Specifications Variations • Final Approval (Composition) • Final Approval (Pack) • Stability Transfer Report • Requests for the Scientific Committee (registered products) • Other variation requests for registered products

	<p>New requests for the Ownership, Manufacturing & APIs Variation Department are received on Mondays and Tuesdays from 9 am to 12 pm at the following link : https://forms.gle/ssD3B9MiuR4JnWmz5</p> <ul style="list-style-type: none"> • Ownership, manufacturing and storage variations. • API Manufacturer Variations • Final Approval (Supplier) • Stability Transfer Report • Requests for the Scientific Committee (registered products) • Request to issue a replacement for a lost registration license. • Other variation requests for registered products <p><u>Correspondence and Follow-up Department Window:</u></p> <p>Various requests (Appeals & Inquiries) for the Correspondence and Follow-up Department are received on official working days from 9 am to 12 pm at the following link: https://forms.gle/cbgBTGyb1PQtct5t6</p> <p>The various completions of the requests (Appeals & Inquiries) for the Correspondence and Follow-up Department are received at the following link: https://forms.gle/UAh5tkKmWcZfNtKa6</p>
	<p>All files and completions related to new veterinary products, re-registration and Fast Track are submitted on the EVERS electronic platform at the following link:</p> <p style="text-align: center;">evers.edaegypt.gov.eg</p>
	<p>Requests of Naming Unit: Uploaded through the following link. https://forms.gle/MFenUctd1mEUpT9U8</p> <p>Requests for name change for registered products submitted for re-registration, along with all required documents, are submitted on Wednesday from 8 am to 1 pm.</p>

	<p>*To follow up variation requests, please click on the following link: https://docs.google.com/spreadsheets/d/1uXNKW-I8vqwNNHVM1uvJ9Qej5zhCuvmxnSPUEX1arsk/edit?usp=sharing</p>
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General Administration of herbal products Registration (GA-Herb-PR)	
Phone/Ext.	1418-1900
Technical Affairs Administration / Reception Unit:	
Email	hm.appeal@edaegypt.gov.eg
Links	<ul style="list-style-type: none"> Herbal Medicine Inquiry Requests: Sunday Tuesday Thursday 10:00 am – 12:00 pm https://forms.gle/chXKBpytzAzKHbeV9
Administration of herbal medicinal product variation	
Email	hm.variation@edaegypt.gov.eg
Links	Administration of herbal medicinal product variation: Sunday and Tuesday 10:00 am – 12:00 pm https://forms.gle/xPBsj5LpnaFfvVk87
Administration of Regulatory Affairs	
Email	<ul style="list-style-type: none"> SmPC hm.smpc@edaegypt.gov.eg Naming and Labelling hm.naming@edaegypt.gov.eg Final File/ Appeals

	hm.info@edaegypt.gov.eg
Links	<ul style="list-style-type: none"> • SmPC Requests: Monday and Tuesday 10am-12 pm https://forms.gle/LSB9QM6ZiRbrYeU17 • Naming and labelling requests: Monday and Tuesday 10am-12 pm https://forms.gle/yDcDWofGzAEaH1VA8 • Appeals for presentation to technical committee for drug control: Monday and Tuesday 10am-12 pm https://forms.gle/8WsaZaNoREKxHJa19 • Final Files: Monday 10am-12 pm https://forms.gle/9a61DyFp1Bx4qVUT9
Complementary medicines department	
Emails	comp.med@edaegypt.gov.eg
Links:	<ul style="list-style-type: none"> • Complementary medicines Inquiry Requests: Sunday Tuesday Thursday 10:00 am – 12:00 pm https://forms.gle/rXGgv9hVEqX2VYjk9
Pricing Department	
Email	hm.pricing@edaegypt.gov.eg
Links	<p>Pricing of Herbal Products</p> <p>https://docs.google.com/forms/d/e/1FAIpQLScmPrdWbveXxIV6si8fojLvQcYGYsgeNihsHxUs0MDZ0U0NBQ/closedform</p> <p>All Days 9 am-10am</p>
Follow Up Department	
Email	hm.head@edaegypt.gov.eg

General Administration of Biocides Registration (GA-Biocide-R)	
Phone/Ext.	+202-23684288 / +202- 23640368 Ext. 1255
Email	biocides@edaegypt.gov.eg biocides.re.gm@edaegypt.gov.eg
Links	<p><u>Disinfectants and antiseptics File submission Link</u></p> <p style="text-align: center;">https://forms.gle/AVNoghnG9PfTXK976</p> <p><u>Pesticides File submission Link</u></p> <p style="text-align: center;">https://forms.gle/EaCgVSDndPzrjdiF6</p> <p>The registration link is open on Saturday and Tuesday of each week, and companies are received at the reception windows on Sunday and Wednesday from 10:30 am to 11:30 am.</p> <p><u>Requirments submission link:</u></p> <p style="text-align: center;">https://forms.gle/dygwWdcXThwKAHjN6</p>

Technical advisory unit	
Email	TechnicalConsult.unit@edaegypt.gov.eg
Links	<ul style="list-style-type: none"> • Submitting advisory services to support Egyptian companies to obtain international accreditation from the World Health Organization/EMA or FDA accreditation: https://docs.google.com/forms/d/e/1FAIpQLSfPpp04CFIkPk33pvQyYI_6OedzIpGn6kGtYO8wFjBYAgvdmQ/viewform • Receiving proposals and inquiries for advisory services to support Egyptian companies to obtain international accreditation from the World Health Organization/EMA or FDA accreditation:

https://docs.google.com/forms/d/e/1FAIpQLScrNrt3DI7qK0MxUI8Gf_Y2-eyAXnYt8N85N3xNX9RimIZR3w/viewform

Export and price certificate department

Phone/ext.	+202-25354100 /1203
Email	Cpp@edaegypt.gov.eg