

Regulatory Guideline for Certificate Issuance by the General Administration of Certificates and Licensing Follow-up, Egyptian Drug Authority for the Year 2025.

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Central Administration of pharmaceutical institutions licensing General Administration of Certificates and licensing follow-up



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1. Introduction

General Administration of Certificates and Licensing Follow-up shall proof the activities of all the pharmacists of the Arab Republic of Egypt as of their graduation date. This shall be for all Pharmaceutical activities along with extracting all the required certificates, as well as it shall renew the pharmacies ownership for pharmacists all over the Republic pursuant to the Law.

Services provided by the General Administration of Certificates and Licensing Follow-up

- Granting certificates of licensing a new pharmacy and transferring the ownership of a pharmacy to be submitted to the Competent Authority
- Granting a No-Objection Certificate for Full-Time Engagement to register a pharmacy manager to be submitted to the Competent Authority
- Granting a pharmacist experience certificate in Arabic or English to be submitted to the Requesting Authority
- Granting administrative certificates addressed to the Governmental and Non- Governmental Bodies
- Granting a Non-Ownership Certificate for the Appointment of a Teaching Assistant
- Granting a pharmacy Ownership Certificates in Arabic and English

2. Scope of Application

Procedures shall be implemented at the General Administration of Certificates and Licensing Follow-up, starting from receiving the Application from the Pharmacist or the Authority Representative at the Competent Governorate to extracting certificates and handing it over to the pharmacist or the governorate's representative, regarding their respective matters, after paying the prescribed fees if any.

3. Definitions

- 1- Certificate of the Pharmacist's Status Regarding Assignment: a certificate granted to the pharmacist to clarify his work status in Governmental or Business Sector to indicate the extent of his availability for managing the pharmacy
- 2- Certificate of pharmacist ownership in public pharmacies: a certificate granted to the pharmacist to clarify if he owns any pharmacies or owns a pharmacy at most to license or transfer the ownership of other pharmacy
- 3- Experience Certificate in Arabic or English: a certificate granted to the pharmacist to proof his experience years in the pharmaceutical field inside or outside Egypt and it shall be approved by the Ministry of Foreign Affairs
- 4- Administrative Certificate addressed to the Governmental and Non-Governmental Bodies granted to pharmacists as required by some entities to determine his work in Governmental Sector or ownership of public pharmacies as well as, Non-Ownership Certificate for the Appointment as a Teaching Assistant
- 5- Ownership Certificates in Arabic and English: a certificate granted to the pharmacist to clarify his ownership at public pharmacies for travelling and immigration
- 6- Renewing Certificates: certificates shall be renewed as 60 days has been passed regarding its issuance.

4. Rules and Procedures

Steps of Creating an Account for the First Time on the Egyptian Drug Authority Electronic Services Platform

- 1- Log into the Electronic Platform via the Authority's Official Website
- 2- Select "Register New User"
- 3- Fill in the required basic information
- 4- Confirm the Email and Phone Number
- 5- Activate the account and log into the platform
- 6- Upload the following documents to the website in PDF format after reviewing the originals copies upon registration for the first time. Inspectors of the Egyptian Drug Authority Branches at various governorate have the right to review and approve the pharmacists account registered on the Authority Electronic Services Platform and this is pursuant to the approved verification and reviewing procedures

Documents to be uploaded on the Authority Website:

- Copy of the ID Card (the Original Copy for reviewing)
- Copy of the Syndicate Card (the Original Copy for reviewing)
- Copy of the Professional Practice License (the Original Copy for reviewing)
- Pharmacist's Status Regarding Assignment (the Original Copy for reviewing)
- Pharmacist's Status Regarding Military Service: copy of the military service completion certificate has been required (the Original Copy for reviewing)
- Affidavit approved by a Government Pharmacy or a Private Pharmacy certifying that the pharmacist has practiced the pharmacy profession for one year or more calculated from the profession practice license date
- (A) in case the pharmacist is working at a public pharmacy: An Affidavit stating his working period at the pharmacy, approved by the headquarters of the Authority to which the pharmacy is affiliated, shall be submitted
- (B) in case the pharmacist is working at any other entity (Company- Factor-,,,), an experience certificate, stamped by the Authority's Stamp and certified with a bank signature verification, stating the experience period of employment with the relevant entity, shall be submitted

A-Uploading the documents required for the Government Pharmacist on the Authority's Website:

- Status Statement issued by the employer approved and stamped by the Republic emblem stating the Pharmacist appointment date
- In case the Pharmacist is still working at that place: an approved and stamped affidavit shall be submitted to explain the continuity of the pharmacist's employment till the issuance of the attached Status Statement and in case the Pharmacist is on a leave: an approved true copy of the original leave declaration shall be submitted stating the leave type and its duration
- In case of the service end: an approved true copy of the original service end declaration shall be submitted

B- Uploading the documents required for the Non-Government Pharmacist on the Authority's Website:

- A copy of the assignment cancellation declaration issued by the Central Administration for Pharmaceutical Affairs (the Original Copy for reviewing)
- An affidavit approved by a Government or Private Pharmacy stating that the Pharmacist has worked in the pharmacy for one year or more calculated from the profession practice license date, approved by the authority's branch to which the pharmacy is affiliated
- (A) in case the pharmacist is working at a public pharmacy: An Affidavit stating his working period at the pharmacy, approved by the authority's branch to which the pharmacy is affiliated, shall be submitted
- (B) in case the pharmacist is working at any other entity (Company- Factor-University,,,,), an experience certificate certified with a bank signature verification, stating the experience period of employment with the relevant entity, shall be submitted

(1) Documents required to extract Licensing Certifications for a New Pharmacy or transferring a Pharmacy Ownership

- 1- An affidavit Stamped by a Private Pharmacy and Confirmed by EDA Branch Stamp that related to the pharmacy , stating that the Pharmacist has worked in the pharmacy for one year or more calculated from the profession practice license date and approved by the competent authority's branch that the entity was legally practicing the activity during the mentioned period. The military service completion certificate shall be valid for one calendar year as a proof of the profession practicing.
- 2- The Pharmacist shall not own or be a shareholder in more than one pharmacy

Procedures for issuing certificates to license a pharmacy or transferring the ownership of a licensed pharmacy

- 1- The Authority's Branches Representatives shall submit approved and stamped documents required for each Pharmacist, including the Pharmacist assignment status statement and the Pharmacist ownership statement in public pharmacies
- 2- Documents shall be received from the Authority's Branches Representatives and reviewed to determine whether the Pharmacist has a previous dealing with the Certificates Department or not
- 3- The pharmacist's card shall be retrieved if the pharmacist has had previous dealings with the Certificates Department.
- 4- A card shall be issued for the pharmacist who has not previously dealt with the Certificates Department.
- 5- Documents shall be examined for reviewing and ensuring its fulfillment
- 6- Certificates of licensing a pharmacy shall be extracted from the application (Ownership Statement in Public Pharmacies and a Certificate of the Pharmacist's Assignment Status addressed to the Drug Authority Branch to which the pharmacy is affiliated) or of transferring the ownership of a licensed pharmacy (4 certificates/ 2 certificates of the Assignment Status, one addressed to the Drug Authority Branch to which the pharmacy is affiliated and the other one to the Real Estate Registration and Documentation Authority+ Two certificates of the Pharmacist ownership in Public Pharmacies, one addressed to the Drug Authority Branch to which the pharmacy is affiliated and the other one to the Real Estate Registration and Documentation Authority)
- 7- The data of the abovementioned certificates shall be reviewed and the Pharmacist ownership shall be written in his card.
- 8- Certificates shall be approved and signed

- 9- The prescribed fees shall be paid at the treasury pursuant to the establishment of the Egyptian Drug Authority Law No.: 151 of 2009 (500 EGP for licensing and 350 EGP for ownership transferring), and for pharmacists from the governorates, the service fee shall be paid after obtaining a payment order, and the amount shall be remitted to the Authority's institutional code—in cases where payment is not made at the Treasury—and receipts thereof shall be received.
- 10- Certificates shall be received duly certified and stamped.
- 11- A new pharmacy license certificate or transferring a pharmacy ownership shall be issued during one working day, in case of fulfilling the documents submitted to the directorate by the Authority Branches Representatives

(2) Documents required to register a Pharmacy Manager through the Electronic Services Platform

The Pharmacy Manager shall be registered through the electronic system of the Egyptian Drug Authority, provided that the following documents are fulfilled and uploaded in a (PDF) Format:

- 1- A Valid Copy of the National ID Card
- 2- Copy of the Registration Card in the General Syndicate of Pharmacists
- 3- Copy of the Pharmacy Profession Practice License
- 4- Copy of the Pharmacist's Assignment Status
- 5- Copy of the Military Service Completion Certificate (if any)
- 6- An affidavit approved by a Government or Private Pharmacy, stating that the Pharmacist was worked at the pharmacy for one calendar year at least and it shall be calculated from the profession practice license date, provided that the affidavit is approved by the competent authority branch to which the pharmacy is affiliated
- 7- Electronic Service Payment Receipt (through the competent payment portal on the Authority's Website)

In case of registering a Manager of (Factory-Production-Control) for a Drug Factory:

1. Factory Manager: certified experience for 15 Years in the Drug Factories
2. Production Manager: certified experience for 10 Years in the Production Department
3. Quality Control Manager: certified experience for 10 Years in the Control Department
4. Note: the provided experience shall be stamped by the factory seal and approved with a bank signature verification
5. Biocompatibility Centers Manager: (Administrative Manager 5 Years' Experience- Technical Manager 1 Year Experience- Laboratory Supervisor 1 Year Experience)
6. Stability Centers Manager (Center Manager- Quality Assurance Manager- Laboratory Supervisor- Sample Storekeeper) 1 Year Experience
7. Factory Manager – Cosmetics, Disinfectants, Reagents, or Supplies- 1 Year Experience
8. Toll Manufacturing Manager (Toll Manufacturing)

Procedures for Issuing Certificates for Managing a Pharmacy via the Electronic Services Platform:

- 1- The pharmacy owner shall register through the electronic portal and select the service to appoint a Pharmacy Manager
- 2- A message shall be sent to the account of the pharmacist intended for appointment as a Manager.
- 3- The data and documents provided by the owner and the manager are reviewed, as well as the inspectors of the Authority in the various governorates shall have the right to review the submitted application for the pharmacy via the electronic services platform and approved it pursuant to the verification and approved review procedures.
- 4- The status of the application shall be followed up through the electronic platform.
- 5- The submitted documents shall be examined for completeness and correctness, and payment of the electronic fees is confirmed.
- 6- Upon approval, the certificate shall be issued and attached to the application submitted by the pharmacy owner. The pharmacist is not allowed to register as a pharmacy manager for a period not less than one full month, provided that the prescribed period has been passed before submitting a new registration request to ensure compliance with the regulations approved by the Egyptian Drug Authority.
- 7- In case the service applicant requests the appointment of a pharmacy manager, this shall be subjected to the provisions of Ministerial Decree No. 3 of 2008 regarding pharmacy openings and closures. The application is suspended until the submission of proof confirming the pharmacy activity through an approved inspection report.
- 8- The Certificate of Full-Time Engagement shall be issued for registering a pharmacy manager after reviewing the submitted documents and attaching it to the application submitted on the electronic platform.
 - For institutions that deal directly with the central administration for licensing, the presence of the pharmacist at the Authority's headquarters is required to review the original documents.

(3) Procedures Required to Obtain an Experience Certificate (in Arabic or English) via the Electronic Services Platform:

An official, certified, and stamped affidavit from the entity where the pharmacist worked, indicating the period of employment that he wants to proof in the experience certificate, shall be attached on the Authority's service website.

Procedures required to obtain an Experience Certificate (in Arabic or English) through the Electronic Services Platform:

1. Log in using the user account or create a new account if it is not available.
2. Select the service type “Issuance of an Experience Certificate” and specify the required language (Arabic or English).
3. Complete the required data electronically and enter the employer’s details and the period of experience.
4. Upload the required documents in PDF format.
5. Pay the prescribed fees electronically through the Authority’s approved payment system.
6. The application will be reviewed electronically, and the applicant will be notified in case of any remarks.
7. The certificate will be provided with a Quick Response (QR) code that allows electronic verification of the certificate’s authenticity and the accuracy of its data.
8. The certificate will be approved by the Chairman of the Central Administration for Licensing of Pharmaceutical Institutions and the Chairman of the Central Administration for Inspection of Pharmaceutical Institutions, then uploaded to the authority’s website.
9. Receive a stamped and approved Experience Certificate.

The Experience Certificate shall be issued after all required documents are completed and attached to the application submitted on the electronic platform.

(4) Documents required to obtain an Administrative Certificate and a Non-Ownership Certificate for appointment as a Teaching Assistant through the Electronic Services Platform:

Documents are uploaded pursuant to the entity and the purpose to which the certificate is to be addressed, via the authority's website after selecting the required service.

Procedures for issuing an Administrative Certificate through the Electronic Services Platform:

1. Log in using the user account or create a new account if it is not available.
2. Select the "Administrative Certificate" service from the services list.
3. Upload the required documents and complete the required data.
4. Verify the accuracy of the data, then submit the application through the electronic platform and pay the fees electronically.
5. Follow up on the application status through the electronic platform and review the uploaded documents and data to ensure their completeness.
6. Upon approval, the Administrative Certificate shall be issued through the platform for the purpose and the entity specified in the application submitted by the Pharmacist.
7. The certificate shall be approved and signed.
8. Receive a stamped and approved certificate

The Administrative Certificate shall be issued after all required documents are completed and attached to the application submitted on the electronic platform.

(5) Documents required to obtain an Ownership Certificate in Arabic or English:

Submission of the original pharmacy licenses for review and for copies to be taken.

Procedures for issuing an Ownership Certificate in English:

The pharmacist, or his/her agent, or a representative of the Authority's branch shall submit the required documents related to the Pharmacist, duly certified and stamped, including an application for an Ownership Statement.

1. The prescribed fees shall be paid in accordance with the Decree of Prof. Dr., Chairman of the Egyptian Drug Authority, regarding service fees, at the treasury. For pharmacists from governorates, the service fee shall be paid after obtaining a payment order and depositing it under the Authority's institutional code—in case payment is not made at the treasury—and submitting the receipts.
2. The documents shall be received from pharmacists or from representatives of the Authority's branches and reviewed to determine whether the pharmacist has had previous dealings with the Certificates Department or not.
3. The pharmacist's card shall be retrieved if the pharmacist has had previous dealings with the Certificates Department.
4. A card shall be issued for the pharmacist who has not previously dealt with the Certificates Department.
5. The documents shall be examined to review them and verify whether they are complete.
6. An ownership statement certificate for public pharmacies shall be issued.
7. The data of the aforementioned certificate shall be reviewed and the transaction is recorded in the pharmacist's card.
8. The certificate shall be approved and signed.
9. a stamped and approved certificate shall be received.

The certificate shall be received duly certified and stamped, provided that the documents submitted to the department are complete, whether submitted by the pharmacist personally or by a legally authorized representative.

(6) Documents required for Renewing a New Pharmacy License or Transferring Pharmacy Ownership:

1. Representatives of the Authority's branches shall submit the required documents for each pharmacist, duly certified and stamped, including an application for the pharmacist's status regarding assignment and an application for a statement of the pharmacist's ownership in public pharmacies.
2. Submission of the original certificates to be renewed, or a police report in case of loss.
3. Payment of prescribed fees pursuant to the Decree of the Chairman of the Egyptian Drug Authority regarding service fees (50% of the corresponding service fee) at the treasury. For pharmacists from other governorates, the service fee shall be paid after obtaining a payment order, and the payment is made to the Authority's institutional code in case it is not paid at the treasury, and receipts shall be submitted.

Certificates requested for renewal shall be issued within one working day, provided that the documents are complete, either through the Authority's branch representatives, or directly by the pharmacist or their legal representative for certificates obtained by the pharmacist personally.

If the required documents for issuing the certificate are incomplete, the application will be kept in a pending file until the documents are completed. If 60 days pass from the application date without completing the required documents, the application will be archived. If the same service is still needed, a new application shall be submitted with a new service fee.

5. References

- 1- Law No. 127 of 1955, regarding the Practice of the Pharmacy Profession, Articles 19, 22, 30.
- 2- Civil Service Law No. 81 of 2016.
- 3- Periodic publications and regulations.
- 4- Decree of the Chairman of the Egyptian Drug Authority No. 181 of 2021, concerning service fees.