Notice to applicant

Central Administration of Pharmaceutical Products
General Administration for Registration of Cosmetic Products

Required Documents for Follow-up Requests Submitted by Companies to the General Administration of Cosmetics Registration

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Introduction

This guide serves as a notice to service recipients regarding the documents required for follow-up requests submitted to the General Administration for Cosmetic Products Registration. These services include:

- Requests for lost documents or true copies of notifications, approvals, and letters.
- Inquiries regarding whether a product is subject to registration/listing or falls outside the EDA's jurisdiction.
- General company inquiries.
- Authorization letters for Scientific Offices to register imported finished cosmetics.

Response Time: Requests are processed within **3 working days** for the Fast Track and **10 working days** for the Normal Track after fulfilling all requirements.

Required Documents for Issuing a Certified True Copy

Companies shall submit the following documents to the concerned administrative officer through the designated reception windows at the Egyptian Drug Authority:

1. A letter on the official letterhead of the notification holder company, requesting a certified true copy and specifying the product name and registration number. The letter must be signed by the company owner (whose name is listed in the Commercial Register) and must bear a bank signature authentication. *(In the absence of a bank signature authentication on the submitted letter, the document may be accepted if the company owner or their authorized representative signs it in person at the Authority, provided that a copy of the official Power of Attorney is submitted and the original is presented for review).*
2. An authorization letter from the company naming the representative authorized for collection. It must be signed by the company owner (whose name is listed in the Commercial Register) and bear a bank signature authentication.
3. A copy of the company's Commercial Register (the original must be presented for review).
4. Receipt of payment of the prescribed fees.
5. **In case of loss of the product notification (Replacement for Lost Copy):** An original police report for the loss of the document must be submitted, specifying the product name, registration number, and the name of the company owner as listed in the Commercial Register. If a representative submits the report on behalf of the owner, an official Power of Attorney must be presented for review, and a copy must be attached to the request.
6. **In case of adding a distributor:** A copy of the Importers Register (the original must be presented for review).

Required Documents for Issuing a Letter Clarifying Product Classification, Listing Status, or Non-Jurisdiction

Companies shall submit the following documents to the concerned administrative officer through the designated reception windows at the Egyptian Drug Authority:

1. A letter on the company’s official letterhead including the request, the company's stamp, and the signature of the authorized person.
2. Any additional documents that may assist in clarifying the product composition or its intended use.
3. Receipt of payment of the prescribed fees.

Required Documents for Issuing a Response Letter to Company Inquiries

Companies shall submit the following documents to the concerned administrative officer through the designated reception windows at the Egyptian Drug Authority:

1. A letter on the company's official letterhead, including the request, the company's stamp, and the signature of the authorized person.
2. Receipt of payment of the prescribed fees.
3. Any other documents the company deems necessary for responding to the inquiry.

Required Documents for Issuing/Amending a Scientific Office Authorization for Registering Imported Finished Cosmetic Products

Companies shall submit the following documents to the concerned administrative officer through the designated reception windows at the Egyptian Drug Authority:

1. A letter on the company's official letterhead, including the request, the company's stamp, and the signature of the authorized person.
2. **Authorization Letter from the license holder:** An authorization letter from the manufacturing company abroad for the Scientific Office, accompanied by an attached list specifying the product names. *(The letter must be authenticated by the Chamber of Commerce or stamped by the accreditation body and legalized by the Egyptian Embassy or Consulate in the country of origin).*
3. A new and valid license for the Scientific Office (the original must be presented for review).
4. Receipt of payment of the prescribed fees.