

User Guide for the Egyptian Drug Authority Unified Platform (Electronic Company Registry Services) Year 2026

Code: EDREX:NP.PPMA.019

Version No: 1

Version date: 5/2/2026

Effective date: 5/2/2026

Introduction:

The Egyptian Drug Authority Unified Platform is an official electronic portal launched by the Egyptian Drug Authority (EDA) to serve as the unified digital gateway for all services provided by the Authority to beneficiaries, including:

- Individuals (such as pharmacists or citizens)
- Pharmacies
- Pharmaceutical entities not licensed by the EDA (e.g., pesticide factories, non-sterile medical devices facilities, toll manufacturing companies for cosmetics, pesticides, or disinfectants, etc.)
- Non-pharmaceutical entities (e.g., clinics, organizations, hospitals, etc.)
- All licensed entities by the Egyptian Drug Authority (e.g., factories, scientific offices, warehouses and stores, importers, etc.)

Objective of the Platform:

The platform aims to enhance service efficiency and facilitate access, ensuring:

- Fast turnaround time and minimized paperwork
- Enhanced transparency
- Achievement of digital transformation within the pharmaceutical sector in Egypt

Platform Key Advantages:

- User-friendly interface
- Tracking applications electronically
- E-payment

Services to be launched and processed through the platform:

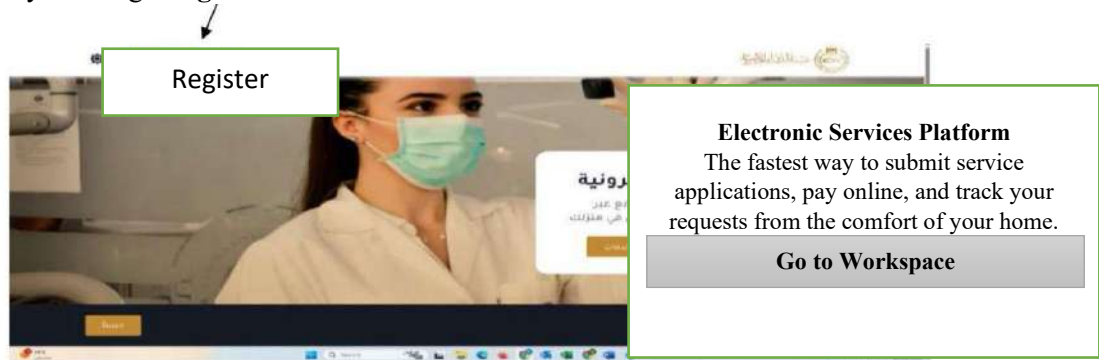
- Company Registration
- Pesticide Factory Registration
- Toll Manufacturing Company Registration (Pesticides - Disinfectants - Cosmetics)
- Registration Authorization Company (Authorized Company for Registration)
- Pharmacovigilance Center Registration
- **Platform Link:** You can visit the platform via the official link:
<https://serviceportal.edaegypt.gov.eg>

To apply for any of the aforementioned services, please follow these steps:

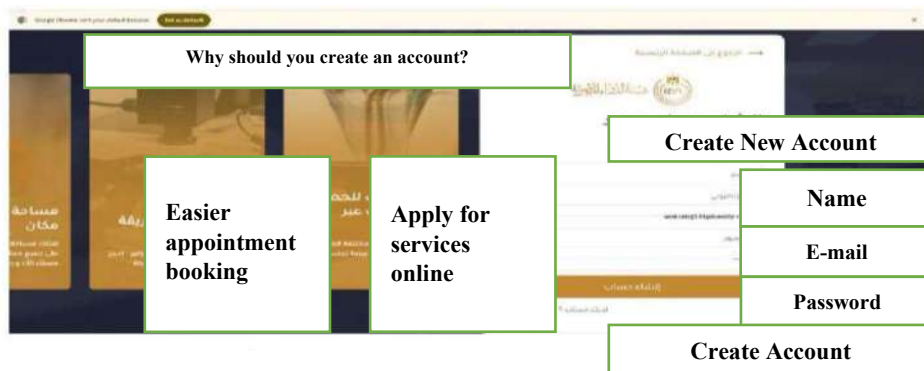
Step One: Creating an Individual Account (Company Owner)

1- Creating an Individual Account

- Access the platform via the provided link.
- Register by clicking "**Register**".



- Enter the following data to create an individual account: (**Name - Email - Password**)



Note: After entering the data and creating the account, an activation email will be sent. Please check your email immediately to activate the account.

2- Completing Individual Account Data

- All the displayed data fields must be completed.
- If a medical profession is selected, the application will be reviewed by the Egyptian Drug Authority (EDA) personnel. For other professions, the account will be created automatically without requiring EDA personnel review.

Note: After entering the mobile number in the personal data section, an SMS containing a verification code (OTP) will be sent. This code must be entered into the platform to proceed with completing your personal account data.

Step Two: Company Registration (The company is registered only once, after which all affiliated entities and their activities are linked to the registered company)

1- Go to Workspace



2- Click on "New Request"



3-Click on "Company Registration"



4- After reviewing the service description, terms, and guidelines, please click on ("Apply for Service")

Required Documents:

- Valid Commercial Register (Original Color Copy)
- Valid Tax Card (Original Color Copy)

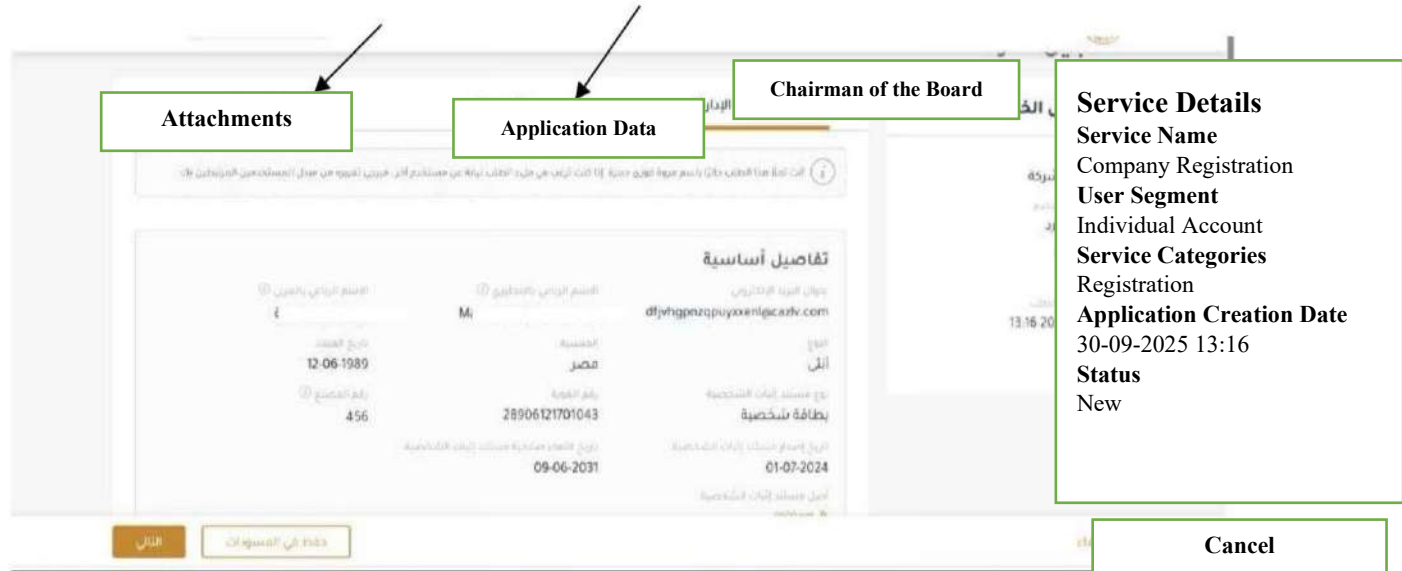
Fees: Three thousand Egyptian Pounds (EGP 3,000) in accordance with the Chairman of the Authority's Decision No. 446 of 2023 (including the registration of the first pharmaceutical entity).

Terms and Conditions:
In case of failure to respond to the Egyptian Drug Authority's comments within the permitted timeframe during the clarification/comments stage, the application will be automatically cancelled, and fees shall be non-refundable.
You may cancel the application at any time, and the fees shall be non-refundable.
The company account will be automatically restricted upon the expiry date of the Commercial Register or the Tax Card. While the company account is restricted, only updating the company profile data is permitted; submitting new applications or processing transactions for entities registered under the company will be disabled.

Registration
Internal Portal,
Public Portal
Payment Methods
Bank Transfer -
Online
Registration Request
Required
Submitting multiple
applications
is allowed

Apply for Service

5- Click on "Application Data" to enter the company details, followed by "Attachments"

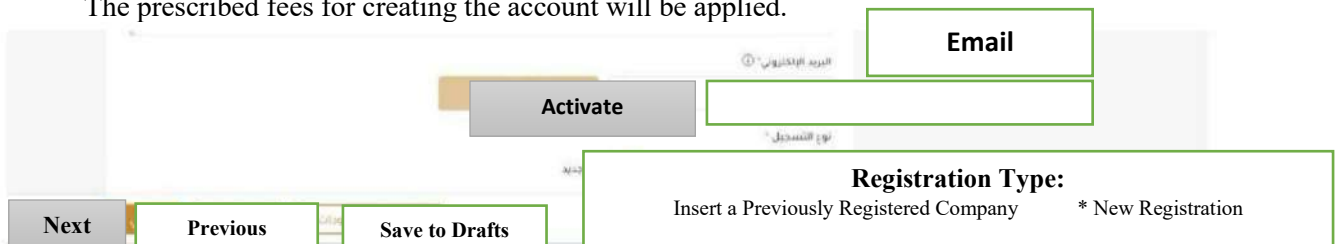


The screenshot shows a web application interface for the Egyptian Drug Authority. It includes a sidebar with navigation options: 'Attachments', 'Application Data', and 'Chairman of the Board'. The main content area displays 'Service Details' for a company registration, including the service name, user segment, service categories, application creation date, and status. A 'Cancel' button is located at the bottom right.

6- Please enter a dedicated company email address that is not duplicated for any other company. A verification code (OTP) will be sent to this email, which must be entered to proceed with completing the data.

7- Select the Registration Type:

- **Insert a Previously Registered Company:** Select this option if the company is already coded in the Electronic Company Registry under the legacy system. In this case, the prescribed fees will not be charged.
- **New Registration:** Select this option for a new company that was not coded in the legacy system. The prescribed fees for creating the account will be applied.



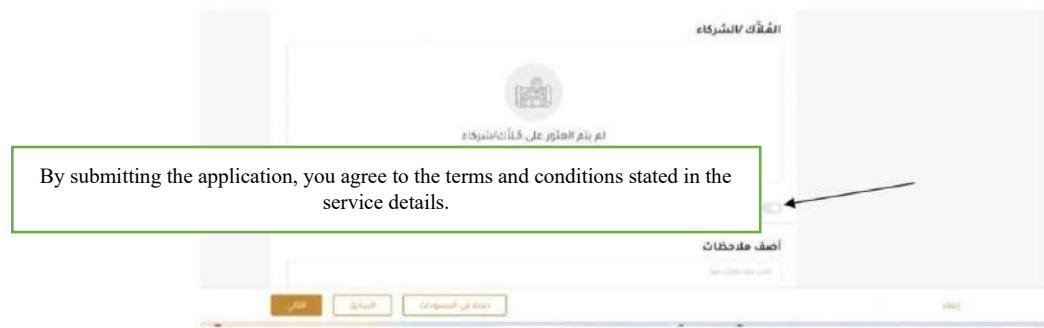
The screenshot shows the 'Email' field and the 'Activate' button. Below the 'Activate' button, there is a 'Registration Type' section with two options: 'Insert a Previously Registered Company' and '* New Registration'. At the bottom, there are navigation buttons: 'Next', 'Previous', and 'Save to Drafts'.

8 -When adding Owners / Partners:

- By clicking **"The Chairman represents the Owner"**: The system will automatically retrieve the data of the person who created the account and list them among the owners.
- All owners must be added:
 - If the owner holds signing and managerial authority in the Commercial Register, click **"The Owner represents the Establishment"** to enable them to perform transactions via the company account.
 - If the owner does not hold signing and managerial authority, do not click **"The Owner represents the Establishment"**.

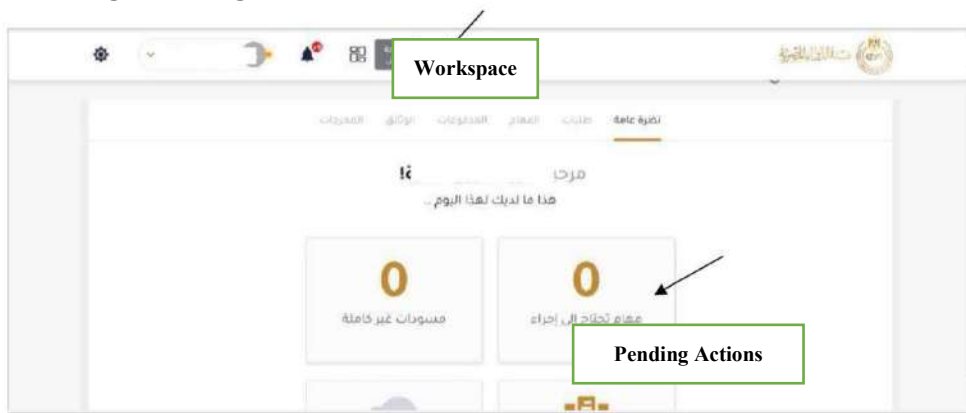


9- Click the checkbox to agree to the Terms and Conditions:



10- Complete all required data and attachments, then submit the application.

11- In case of a new company registration, proceed with the payment by navigating to Workspace, then selecting "Pending Actions".



Step Three: Registering an Affiliated Entity and Specifying its Activity

1- Click on the arrow next to the user's name (Company Owner) displayed at the top of the page.



2- Click on the checkmark next to the company name to represent the company and enable submitting applications on its behalf.



3- Go to Workspace

4- Go to "New Request"

5- Select one of the following services to register the entity and its activity:

- Pesticide Factory Registration
- Toll Manufacturing Company Registration (Pesticides - Disinfectants - Cosmetics) [For companies not licensed by the EDA]
- Registration Authorization Company for all activities (Authorized Company for Registration)
- Pharmacovigilance Center Registration

6- Complete the registration request for any of these entities by following all the steps (as previously done in Step Two for Company Registration).

