

Required Documents for Establishing, Amending, or Adding an Activity in the Electronic Company Registry Year 2024

Code: EDREX:NP.PPMA.17

Version No:1

Issue Date: 14/3/2024

Effective date: 14/3/2024

Required Documents for Creating an Electronic Company Account:

1. A formal authorization letter naming the company's representative (mandated person) for transactions, including a valid bank signature authentication. **(Colored scan of the original document).**
2. The National Identification Card of the company's authorized representative. **(Colored scan of the original document).**
3. The company's official tax card. **(Colored scan of the original document).**
4. **Commercial Register:** A valid extract explicitly stating activities such as Toll Manufacturing (Manufacturing for Others), Own Manufacturing, or Importation of Pesticides. **(Colored scan of the original document).**
5. The official license issued to the company by the Central Administration of Licensing at the Egyptian Drug Authority. **(Colored scan of the original document).**
6. **For Pesticide Factories and Non-Sterile Supplies:** A valid Industrial Register for the local factory issued by the Industrial Development Authority (IDA), clearly specifying the production lines. **(Colored scan of the original document).**
7. **For Importation:** An Agency Agreement or Letter of Authorization from the Marketing Authorization Holder to the applicant company, duly legalized by the Chamber of Commerce and the Egyptian Embassy in the country of origin. **(Colored scan of the original document).**
8. Confirmation of the official corporate email address on which the company wishes to receive its **Username & Password.**
9. Service fee receipt for electronic account amendment.

Notes:

1. Upon receipt of the email containing the registration data, the **Username & Password** will be sent along with a **User Manual** explaining how to navigate and utilize the software/platform via the company's provided email.
2. The company is strictly committed to completing all required data fields and must send an email notification confirming that the data entry process for all information has been finalized.

Required Documents for Amending the Electronic Company Account:

1. Service fee receipt for electronic account amendment.
2. Amendment request including the User ID, stamped and signed by the Chairman of the Board.

Required Documents for Adding an Activity to the Electronic Company Registry:

1. Service fee receipt for adding an activity to the electronic company registry.
2. Activity addition request, stamped and signed by the Chairman of the Board.
3. All documents required for creating an electronic company registry.