

Petroleum Services Activity

A- Conditions for registration, renewal and modification of the petroleum services activity:

1. The petroleum services or the mixing or filling of petroleum materials must be affixed to both the commercial register and the tax card of the facility
2. The facility must be a member of the General Petroleum Corporation
3. There should be a mixing and filling contract or agreement between the facility and one of the petroleum products companies
4. The facility must have issued a letter from the Egyptian General Petroleum Corporation stating that a mixing and filling agreement was signed between the facility and one of the petroleum products companies.
5. The facility must have issued a letter of clear approval from the Egyptian General Petroleum Corporation to extract or renew a production requirements register card for petroleum materials.
6. That the activity in the register approval letter is unconditional, indicating the duration of the activity (beginning and end), items and quantities.
- 7- The project and activity data must be identical in the commercial register, tax card, and affidavit letter signing a mixing and filling agreement, and a letter of clear approval to extract or renew the production inputs registry card.
8. That the person concerned or the person who has the right to manage and sign or the agent is not working in the government

B- Documents for registration, renewal and modification of petroleum services activity

1. A production requirements card application form signed by the person who has the right to manage and sign in front of the competent employee or signed by the agent or authorized representative.
2. A copy of the national ID card or passport of those who have the right to manage, sign, and the original for perusal.
3. If the applicant is an agent or authorized representative:

A copy of the national ID card or passport of the agent or authorized representative and the original for review

- A copy of an authorized of attorney from the real estate registry and the original for review (even a second agent is accepted only)

Or the original authorization form signed in front of the competent employee who has the right to manage and sign, or the authenticity of the signature is certified by an approved bank

- Acknowledgment of the validity of the authorized signed by the agent (if the applicant is an agent of the facility)

4. A copy of the membership of the General Petroleum Corporation and the original for viewing

5. A copy of the mixing and filling contract or agreement between the facility and one of the petroleum products companies, and the original for review

6. An original letter from the Egyptian General Petroleum Corporation expressly consenting to the extraction or renewal of the production requirements register, indicating the validity period of the activity license (specified beginning and end) and the items and quantities during that period.

7. A recent official extract from the commercial register, recent and valid, not more than 90 days have passed since its issuance, and its validity period is not less than 90 days, provided that the activity of petroleum services or mixing or filling of petroleum materials (consistent with the agreement and letter of the Egyptian General Petroleum Corporation) includes the feature. And the commercial name of the facility - the address of the activity - data of who has the right to manage and sign

8. A copy of the tax card identical to the commercial registration data and the original for perusal, or a basic data document for the taxpayer from the Tax Authority (if the project is new and has not yet been issued a tax card).

9. Completion of the “undertaking for activities that do not have an industrial registry” signed by whoever has the right to manage and sign before the competent employee or signed by the agent or authorized representative.

C- Notes on the registration, renewal and modification of the petroleum services activity:

1. The document evidencing the activity is the letter of clear approval to extract or renew the production requirements register, and the document evidencing the activity is the letter acknowledging the existence of a mixing and filling agreement between the facility and one of the petroleum products companies

2. In the case of an industrial registry:

- It is not required to state in the industrial registry that it is permanent, but it must be unconditional or not temporary.
 - Both the industrial register and the operating license are considered temporary if it is required to reconcile the situation with them (settlement of the environment file - civil defense).
 - Upon renewal, if the industrial register is temporary, a temporary card can be obtained for production requirements, provided that the industrial register submitted at registration is permanent.
2. Cancellation of the operating license (a mixing and filling agreement between the facility and one of the petroleum products companies), followed by the cancellation of the production requirements register card.