

# **The Agricultural and industrial production activity for cooperative societies**

## **A- Conditions for registration, renewal and amendment of agricultural and industrial production activity for cooperative societies:**

1. That the project and the activity of agricultural and industrial production be recorded in both the commercial register and the tax card of the association
2. That the General Federation of Cooperative Societies issued a letter of clear consent to extract or renew an unconditional register of production requirements indicating the period of validity of the activity, beginning and end, items and quantities, or that an industrial register certificate was issued to the society
3. That the activity is exist and this is proven in the memorandum of association issued by the General Federation of Cooperative Societies
4. To be specified in the executive regulations of the project, the field of operation, with a specified period, beginning and end - items and quantities
5. In the case of agricultural associations, the association must have an operating license issued by the Ministry of Agriculture
6. The project and activity data must be identical in the letter of the General Federation of Cooperative Societies, the memorandum of association, the commercial register and the tax card
7. The person concerned, or whoever has the right to manage and sign, or the agent should not work for the government

## **B- Documents for registration, renewal and amendment of agricultural and industrial production activities for cooperative societies:**

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 last minutes of the general assembly meeting forming the board of directors and the original for review.
3. A copy of the national ID card or passport of the chairman of the board of directors and the original for review

4. 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 a notarized authorized 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).

5. A recent official extract from the commercial register, valid for a period of not less than 90 days, and an update that has not been issued for more than 90 days, including the association's agricultural and industrial production activity.

- Or an original letter from the Chamber of Commerce regarding exemption from the commercial register (in the absence of a commercial register).

6. A copy of the articles of incorporation and the original for viewing

- Or a copy of the Official Gazette in which the association's advertisement was published and the original for perusal.

7. The association's operating list includes specific quantities and items, and the validity period of the activity is specified (beginning and end).

8. A copy of an operating license from the Ministry of Agriculture that matches the explicit approval data and the original for perusal. (In the case of agricultural associations)

9. A copy of the tax card is identical to the commercial registration data and the original for review.

Or a basic data document for the taxpayer (if the project is new and has not been issued a tax card)

**10. in the absence of an industrial registry for the association:**

- An original letter from the General Union of Cooperative Societies expressly consenting to the extraction and renewal of the production requirements register, indicating the

validity period of the license for a specific activity (beginning and end) and the items and quantities during that period.

- Completing the “undertaking of activities that do not have an industrial registry” 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.

#### **11. in the event that the association has an industrial registry:**

- A copy of the certificate of the industrial register valid, unconditionally or temporary, and the original to see that the activity includes - its address - duration (beginning and end) - items and quantities - commercial registration number, if existed - the name and trade name of the facility.
- Completing the "Industrial register undertaking" 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.

#### **c- Notes on the registration, renewal and amendment of the agricultural and industrial production activity of the cooperative societies:**

1. The document evidencing the activity is the clear approval letter from the General Federation of Cooperative Societies or an industrial registry certificate, and the document evidencing the activity is the executive regulation for the operation of the association

#### **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.
3. The cancellation of the operating license, followed by the cancellation of the production requirements card

