

The press organizations Activity

A- Conditions for registration, renewal and amendment of the press institutions activity:

1. The printing and publishing activity must be affixed to both the commercial register and the tax card of the press institution (in case the institution has a commercial register).
2. The press institution must have a license to practice the profession from the Supreme Council of the Press
3. The press institution must have a valid notification operating license issued by the Industrial Development.
4. The operating license must prove that the activity is existing and unconditional, and the term of validity of the license is specified.
5. The press institution must have a valid, unconditional or non-temporary industrial register.

Or that the press institution has been issued a letter clearly consenting to the extraction or renewal of the production requirements register card from the Supreme Council for the Press

6. To be specified in the industrial register or clear approval letter, the period of validity of the activity (specified of start and end), quantity and items.
7. In the absence of a commercial register, the press institution must have proof from the Chamber of Printing and Packaging Industry that it is exempt from registration in the commercial register
8. The project and activity data should be identical in the industrial register, clear approval letter, operating license, commercial register (if existed) and tax card.
9. The person concerned or the person who has the right to manage and sign or the agent should not work for the government

B- Registration, renewal and amendment documents for the activity of press institutions:

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 a decision or a statement indicating the appointment of the responsible manager or the head of the institution and the formation of the board of directors and the original for review
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 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)
4. 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 printing and publishing activity - project data - activity title - data of those who have the right to manage and sign.
 - Or a letter from the Chamber of Printing and Packaging Industry approved by the Federation of Egyptian Industries stating that the press institution is exempt from registration in the commercial registry
5. A copy of a valid, unconditional, non-temporary or temporary industrial register preceded by a permanent one, or an original letter from the Supreme Council of the Press clearly agreeing to extract or renew the production requirements register showing:
The validity period of the activity license is fixed, starting and ending, and the items and quantities during that period.
6. A copy of the license to practice the profession from the Supreme Council of the Press and the original for review.
7. A copy of operating licenses (by notification) from the industrial development and the original for perusal showing the same data of the industrial registry (if existed).
8. An original letter from the responsible director or head of the press institution, renewing or extracting.

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 from the Tax Authority (if the project is new and has not yet been issued a tax card).

10. In the absence of an industrial register:

- 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 case of an industrial registry:

- 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 activity of press institutions:

1. The document indicative of the activity is the industrial register or a letter of clear approval to extract or renew the register of production requirements.
2. The document evidencing the practice of the activity is an operating license and a license to practice the profession.

3. 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.
4. The cancellation of the operating license or the industrial register, followed by the cancellation of the production requirements register card.

