

The Port services activity

Conditions for registration, renewal and modification of the port services activity:

1. The project and the activity of providing services to exporters in ports must be recorded in both the commercial register and the tax card of the facility, whether the activity is
 - Collection/transportation/sorting/packing/packaging/export processing at ports
 - Clearing letters procedures required by the supervising authorities
 - Stacking/coordinating the blanks on ships and planes
 - Local and international telecommunication services for both exporters
 - Providing information and facilities to exporters
 - Air/Sea freight
- 2-The activity must be existing and unconditional, and a valid operating license must be issued by the Port Authority
- 3-That the operating license issued by the port authority be specified in the area of works and exploitation in the port, and the validity period of the license is limited (beginning and final)
- 4-That the facility was issued an unconditional letter of clear approval to extract or renew the production requirements card from the Port Authority
5. The previous clear approval should specify the validity period of the approval and the items and quantities that were approved for import during that period
6. The project and activity data must be identical in the clear approval letter to extract and renew the production requirements card, operating license, commercial register and 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 of registration, renewal and amendment of the port 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 viewing
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, 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 providing services to exporters includes - project data - activity title - data of those who have the right to manage and sign
5. An original letter from the Port Authority stating that the facility is licensed to practice the activity (operating license) indicating:

License number - the area of works and exploitation in the port - the period of validity of the license (specified start and end)
6. An original letter of clear approval to extract or renew a record of production requirements from the Port Authority, indicating the validity period of the activity license specified (beginning and end), items, quantities and the necessary processing during that period - operating license number
7. A certified copy of the decision appointing the chairman of the board of directors, and the original for review

8. The origin of the investment newspaper from the General Authority for Investment and Ports with a specific activity - the type of services and the needs for which they are imported

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 with a tax card)

10. Completion of the “undertaking for activities that do not have an industrial registry” signed by whoever 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 modification of the port services activity

1. The document evidencing the activity is operating licenses

- The document evidencing the activity is the clear approval letter to extract and renew the production requirements card

2. Port services activity includes:

- Collection/transportation/sorting/packing/packaging/export processing at ports
- Clearing letters procedures required by the supervising authorities
- Stacking/coordinating the blanks on ships and planes
- Local and international telecommunication services for both exporters
- Providing information and facilities to exporters
- Air/Sea freight

- The cancellation of the operating license, followed by the cancellation of the production requirements register card