

## **Service centers and maintenance workshops activity**

### **A- Conditions for registration, renewal and modification of the activity of service centers and maintenance workshops:**

1. That the project and the activity of maintenance, repair, assembly, manufacturing or after-sales services are recorded in both the commercial register and the tax card of the facility
2. The activity must be exist and a valid license for a specified period (beginning and end) has been issued by the governorate to which the activity belongs
3. The service center or maintenance workshop must have been licensed and approved by the engineering unit at the Industrial Control Authority, and the license specified its validity period (beginning and end) and the type of activity or service
4. The service center or maintenance workshop has issued a letter clearly consenting to the extraction and renewal of the production requirements card from the Production Requirements Follow-up Unit and Service Spare Parts at the Industrial Control
5. That the previous clear approval specified the validity period of the approval and the items and quantities that were approved for import during that period, and that the service center or maintenance workshop is an agent for a maintenance or service brand
6. That the service center or maintenance workshop is an agent for a maintenance or service brand and is registered in the commercial agents register (S14) or that agency is proven in the clear approval to extract and renew the production requirements card
7. The project and activity data must be identical in each of the clear approval letter to extract and renew the production requirements card, operating license, commercial register and tax 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- Registration, renewal and modification documents for the activity of service centers and maintenance workshops:**

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, valid for a period of not less than 90 days, and an update that has not been issued more than 90 days, including Maintenance, repair, assembly, manufacturing or after-sales service activity - project data - activity title - data of who has the right to manage and sign
5. A copy of the valid licenses of the governorate to which the activity belongs, and the original for review, indicating the validity period of the license (specified start and end).
6. The original approval of the service center or maintenance workshop from the engineering unit at the Industrial Control Authority, specifying the validity period of the license (beginning and end) and the type of activity or service
7. A copy of a letter clearly consenting to the extraction and renewal of the production requirements card from the Production Requirements and Service Spare Parts Follow-up Unit in the Industrial Control, indicating the validity period of the activity license specified (beginning and end) and the items and quantities allowed to be imported during that period
8. A copy of the Commercial Agents Register card (S14) and the original for review

- Or it is stated in the clear approval letter to issue and renew the production requirements card that the service center is an agent of a maintenance or service brand

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. In the case of a facility that runs the service center**

A copy of the ownership contract, lease or management contract, and the original, to ensure that it conforms to the licenses

11. Completion of the “undertaking for activities that do not have an industrial registry” signed by those who have 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 activity of service centers and maintenance workshops:**

1. The document evidencing the practice of the activity, the licenses of the governorate to which the activity belongs, and the approval of the service center or maintenance workshop from the engineering unit of the Industrial Control Authority

The document indicative of the activity is the letter of clear approval to extract and renew the production requirements card

2. The service center license period shall not exceed one year, and the validity period of the operating license must match the period in the clear approval letter to issue and renew the production requirements card.

3. Cancellation of the service center operating license, followed by the cancellation of the production requirements register card