

A Statement of the Documents required
for
The Registration of Qualified Factories and Companies (the owner of the trademark)
which export their products to Arab Republic of Egypt
According to the Ministerial Decree 43/2016
concerning
the amendment of the organizing rules of
qualified factories registration to export their products to Egypt.

First: Documents required for the registration of factories:

- 1- The registration form, introduced by the legal representative of the factory, or the authorized person, or his deputy.
- 2- A certificate of the legal status of the factory, and the Issued license of the factory:
This will be the official document of the legal status of the factory issued by the country of the factory, and also the official document of the factory's license.
- 3- A list of the products of the factory and their Brand:
A document that is issued by the factory itself on their printed papers clarifies the products of the factory, their trademark and the brand, if it is (brand – logo – symbol - ...)
- 4- The brand of the product and the Trade Mark produced according to a license from the owner himself. And this have 3 cases:
First Case: the factory has his own brand.
In this case the factory should present the issued certificate of the official body of trademark ownership registration, to prove his ownership of the trademark.
Second Case: the factory has his own brand, and produce products with another trademark of another owner.
In this case he should present 3 documents:
 - The ownership certificate of his trademark.
 - The License issued for him from the owner of the other trademark, to prove that the owner of this trademark give him a license to produce under this trademark.
 - The issued certificate of the official body of trademark ownership registration, to prove his ownership of the trademark.

Third Case: the factory doesn't have a brand of his own, and produce products with another trademark of another owner.

In this case he should present 2 documents:

- The License issued for him from the owner of the other trademark, to prove that the owner of this trademark give him a license to produce under this trademark.
- The issued certificate of the official body of trademark ownership registration, to prove his ownership of the trademark.

- 5- A Certificate to prove that the factory has a Quality Control System, issued from recognized body of The International Laboratory Accreditation Cooperation (ILAC) or/ the International Accreditation Forum (IAF), or/ from an Egyptian or Foreign Governmental body approved by the Minister of Foreign Trade.

This Certificate is to prove that the factory is applying Quality Control System without restrictions to a defined specification, issued from recognized body of The International Laboratory Accreditation Cooperation (ILAC) or/ the International Accreditation Forum (IAF), or issued from Egyptian or Foreign Governmental body presented to minister of Foreign Trade to approve it or not.

Second: documents required for the companies - the owners of the trademarks:

- 1- The registration form, introduced by the legal representative of the company, or the authorized person, or his deputy.

- 2- A certificate with the registration of the trademark and the products produced under it. In this case he should present 2 documents:

- A document that is issued by the company itself on their printed papers listed in it the products produced under their trademark.
- The issued certificate of the official body of trademark ownership registration, to prove his ownership of the trademark.

- 3- A certificate from the company -the owner of the mark- with the distribution centers allowed to supply the products of this mark.

It's a document that is issued by the company itself, on their printed papers, listed in it the distribution centers and factories that produce products under this trademark, their addresses and their nationalities. In this document also they have to set that the company –the owner of the trademark- allows these centers and factories to export and import the products of her trademark.

Note : The company –the owner of the trademark- could be in Egypt or outside.

- 4- A certificate that the company –the owner of the trademark- applies a quality control system issued from a recognized body certified by one of the accredited bodies from the International Laboratory Accreditation Cooperation (ILAC) or the International Accreditation Forum (IAF) or an Egyptian or Foreign governmental entity approved by the competent Minister of Foreign Trade.

Presenting a certificate whether from the company –the owner of the trademark, or one of its factories to prove that the company - the owner of the trademark applies Quality Control System without restrictions to a defined specification, issued from recognized body of The International Laboratory Accreditation Cooperation (ILAC) or/ the International Accreditation Forum (IAF), or issued from an Egyptian or Foreign Governmental body presented to minister of Foreign Trade to approve its issuance body or not.

All the above- mentioned documents have to be legalized from the chamber of commerce or its counterpart and the Egyptian embassy in the country of origin. Alternatively, the said documents can be legalized from the chamber of commerce in the country of origin and the embassy of the foreign company in Cairo as well as the Egyptian ministry of foreign affairs. All the required documents have to be translated into Arabic language from a certified translation bureau.