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Request for a data certificate in the Exporters Register (inquiry)

Description

Obtaining a negative or positive certificate about the position of the establishment or company regarding registration in the Exporters Register.

At the request of the person concerned or who has the right to manage or sign on behalf of the facility, Or at the request of government agencies (courts - taxes... etc.).

The place

Maarouf branche

Documents required

First: the documents required to request a data certificate at the request of the official authorities (government).

An origin official letter to the government agency's offices requesting a certificate of data about the facility.

Note: the data certificate based on an official letter from a government agency is exempted from fees.

Procedure

1. Book an appointment through GOEIC's portal.
Please see the instructions for use when booking the appointment.
2. Receiving the letter.
3. Search in the system.
4. Review the file, if it exists.
5. Certificate Preparation and Approval.
6. Certificate Receipt.

Second: the documents required to request a data certificate based on the facility's request

1. Origin of the data certificate request form from the person concerned, who has the right to manage and sign, or his agent or authorized representative.
2. A copy of the applicant's national ID card or passport with the original for verification.
3. A copy of the registration card in the register of exporters.

OR a copy of the tax card.

OR a copy of the commercial register.

4. If the applicant is an agent.

- A copy of a power of attorney notarized the land registry with the original for verification (even a second agent is acceptable).
- Acknowledgment of the validity of the authorization signed by the agent (if the applicant is an agent of the facility).

If the applicant is authorized

- Origin of authorization form signed by the person concerned in front of the competent employee, or the bank authenticates the signature.

Procedure

1. Book an appointment through GOEIC's portal
2. Fee estimation by the financial auditor.
3. Pay the fees to the GOEIC's treasury with a visa.
4. Certificate Preparation and Approval.
5. Certificate Receipt.

Important Notes:

1. Obtaining document forms from the GOEIC's portal only.
2. To find out how to book an appointment through GOEIC's portal, please [[Click here](#)]
3. Fee two pounds for resource development stamp duty + one pound per page for power of attorney If submitted.
4. Accepts even a second agent only and the authorization is valid for one time and to perform only one procedure.
5. If the person concerned or who has the right to manage and sign outside the country and delegate his legal representative to apply for obtaining the service at the organization, a power of attorney issued by a foreign authority must be certified by the Egyptian embassy or consulate abroad and deposited in the land registry in Egypt.
6. In the event of a request for a data certificate (negative/positive) from all the general administrations of commercial registrations according to a letter from an official governmental body, the data certificate shall be prepared in coordination between the register of importers, exporters, agents, commercial intermediaries and the General Department of Production Supplies.
7. Request for a statement of the volume of the facility's business, through a request from the Business Sector Department at the main headquarters at Cairo Airport.