

# Table Of Contents

Discription ..... 2

The place ..... **Error! Bookmark not defined.**

When is the administrative write-off done? ..... 2

Required documents..... 2

First, in the case of the death of a person concerned in the individual establishment..... 2

Second in case of liquidation of the company..... 3

Third, the case of the company's dissolution..... 3

Important Notes:..... 3



# Administrative and legal write-off in the exporter's register

## Discription

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Write off the registration of enterprises or companies registered with the exporters' register in accordance with Law No. 118 of 1975 and Regulation No.770 of 2005.

## Location

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GOEIC branches: Maarouf - October 6th - Alexandria - Port Said - Suez - Damietta - Investor Service Center at GAIF.

## When is the administrative write-off done?

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1. If one year has passed since the expiration of the export card without renewal of its validity.
2. If the Minister of Commerce and Industry decides to write off the facility or company for three years because the exporter has committed one of the deviations mentioned in Articles 62-63 of Regulation No.770 of 2005.
3. If the export activity is written off from the commercial register.
4. If the modified capital is to be less than the minimum legally established.
5. If the commercial record is erased or the file is stopped forever at the Tax Authority for the loss of natural or legal personality.
6. If the natural personality expires due to the death of the person concerned.
7. If there is any change in the status of any one of those whose names are in the commercial registry, or the establishment or company, any of the conditions of registration will be lost in accordance with Regulation No. 770 of 2005.

## Required documents

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**First, in the case of the death of a person concerned in the individual establishment.**

### Required documents:

1. Origin of death certificate.
2. Heirs inventory certificate.
3. A copy of the heirs' ID.
4. Guardian Acknowledgement (for minors by a court).
5. Power of attorney from heirs or one of them to deal with GOEIC.

## Second in case of liquidation of the company

1. Liquidation contract or minutes of the General Assembly's liquidation meeting.
2. Request for an indication of elimination of the commercial registry or liquidation trade registry.
3. A copy of the identity card for the liquidator and the original for verification.

**Note** that the liquidator signs the power of attorney instead of the concerned person for the duration of the liquidation period.

## Third, the case of the company's dissolution

1. Minutes of the non-general meeting or the termination contract
2. Request for annotation to erase the commercial register.

### Administrative write-off procedures

1. Book an appointment through GOEIC's portal.
2. Fee estimate by financial reference.

### Important Notes:

1. Accepts even a second agent only - the authorization is valid for one time and to perform one action only.
2. To obtain a certificate stating that the facility or company has been written off you can request a data certificate.
3. After canceling the exporter register card, the registration of the customs dealer card must be written off from the customs computer of the car customs at Cairo International Airport.
4. The facility/company may not be re-registered except after the cancellation decision has been issued and registered in the system.
5. If the registration is written off by a ministerial decision to re-register in the exporter register for 3 years because the exporter committed one of the violations mentioned in Articles 62-63 of Regulation No. 770 of 2005, the establishment may not be re-registered until after the violation period has elapsed.
  1. You can call (19591) or visit the Citizens Service Office at the Airport to inquire about it.
  2. Coordinate with technical support to proceed with the procedures for other activities (non-export) certified on the tax card if the write-off of the registration in the exporters' register is prevented from proceeding with the procedures for those activities.
  3. Final write-off decision and registration at the system.