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Renewal of registration in the Exporters Register

Discription:

Renewal registration data of enterprises and companies registered with the exporters' register in accordance with Law No. 118/1975 and Regulation 770 of 2005.

Renewal date

- An application for renewal of registration shall be submitted every five years from the date of registration or the last renewal.
- The export registration card is possibly renewed 90 days before the card's expiry date and for a year following the expiry date and if renewal does not take place during that period the administrative write-off shall take place.

The place

- Branches: (Maarouf – 6th of October - Alexandria - Port Said - Suez - Damietta - Office of the Investors Services Complex in the General Investment Authority).
- Chambers of Commerce: (Bab Al-Luq - Banha - Kafr Al-Sheikh)
(Who extracted the exporters' registration cards from those branches).
- Taking into account obtaining the service from the place where the file was opened for the first time upon registration.

Conditions for renewal of registration and documents required to renew the exporter's register:

First: the individual establishment

1. No more than a year has passed since the expiry of the export card without renewing its validity.
2. That the commercial registry shall not be written off due to the expiration of the natural personality.
3. That the file at the Tax Authority has not been permanently suspended due to the expiration of the natural personality.
4. Export activity certified by the commercial registry provided at the time of registration or last renewal shall not have been canceled.

5. If the enterprise is subject to Investment Law No. 72 of 2017, the activity certified in the Trade Registry shall be open (specified by category).
6. The capital has not been adjusted below the legally prescribed minimum.
7. The Minister of Commerce and Industry has not decided to suspend the facility for one year or cancel its registration for 3 years due to the exporter committing one of the violations mentioned in Articles 63-62 of Regulations 770 of 2005.

Documents:

1. Origin renewal application form identical to the commercial register signed by the concerned person, agent, or authorized representative (if exists).
2. Acknowledgment of Renewal registration of the exporters' register signed by the person concerned or the authorized agent whose name is mentioned in the commercial register (if existed) in front of the competent employee or the authenticity of the signature certified by an approved bank.
3. A copy of the national ID card or passport with the original for verification for:
 1. Applicant – petitioner.
 2. Person concerned or authorized agent (if the card expires in the establishment file in the exporters' register).
4. If the applicant for renewal is an agent or authorized representative:
 1. A copy of a power of attorney notarized from the land registry and original for verification (even a second agent is acceptable) Or an Origin of authorization with a valid signature from the bank.
 2. Acknowledgment of the validity of the power of attorney signed by the agent (if the renewal applicant is an agent).
5. A recent active and valid official extract from the commercial registry (not more than 90 days have passed) including:
 1. Establishment's national number (tax number).
 2. The registered capital is not less than EGP 10,000 (in the case of productive projects) and is not less than EGP 250,000 (in the case of other projects).
 3. The activity of trading, exporting, producing, supplying, distributing, or marketing.

Note: that if the enterprise is subject to investment law, the export activity must be open.

6. A copy of an active electronic tax card is valid and conforms to the commercial and original registry for verification.
7. If the holder of the export practice certificate in the file is an employee of the individual establishment, he shall submit to prove that he is still working in it:
 - Origin of the insurance print (insurance form).
 - A copy of ID and original for verification.
8. If the export official in the file terminates his work or there is no evidence that the export official remains an employee of the company, the following shall be done:
 - **Required Documents Before Obtaining Export Course:**
 - receipt of payment of the export practice course fees at GOEIC
 - Or a letter from the Center for Foreign Trade Training stating that the training course has been booked by the name of the Person concerned or an employee of the establishment
 - Or a letter from the Chamber of Commerce stating that the training course has been booked by the name of the Person concerned or an employee of the establishment.
 - **Required Documents After obtaining the export course:**

- Origin of Export Practice Certificate for Export Officer.
- Copy of the identity proof of the certificate of export and asset for information.
- Modern Insurance Printed Origin (Insurance document (1S)) - If the Export Officer is an employee of the Establishment or merely a National Number Card if confirmed to be an employee of the Establishment.
- Acknowledgment of export practice Signatory by applicant.

Secondly, individual and capital companies

Conditions for renewal of registration:

1. That no more than a year has passed since the expiry of the export card without renewing its validity.
2. That the commercial register has not been erased due to the expiration of the legal personality.
3. That the file at the Tax Authority has not been permanently suspended due to the expiration of the legal personality.
4. Export activity certified by the commercial registry provided at the time of registration or last renewal shall not have been canceled.
5. If the facility is subject to the Investment Law 8/1997 and amended by Law 72 of 2017.
6. That the capital has not been modified to be less than the legally prescribed minimum.
7. The Minister of Commerce and Industry has not decided to suspend the company for one year or cancel its registration for 3 years due to the exporter committing one of the violations mentioned in Articles 63-62 of Regulations 770 of 2005.

Registration renewal documents:

1. Origin of renewal application form identical to the commercial register signed by the concerned person, agent, or authorized representative (if existing).
2. Acknowledgment of Renewal registration of the exporters' register signed by the person concerned and the authorized agent whose name is mentioned in the commercial register (if existed) in front of the competent employee or the authenticity of the signature certified by an approved bank.
3. A copy of the national ID card or passport with the original for verification for:
 - Applicant – petitioner.
 - Those who have the right to manage and sign the company file with the exporters' register expired.
4. If the applicant for renewal is an agent or authorized representative,
 - A copy of a power of attorney notarized from the land registry and original for verification (even a second agent is acceptable) Or an Origin authorization with a valid signature from the bank.
 - Acknowledgment of the validity of the power of attorney signed by the agent (if the renewal applicant is an agent).
5. Official document from the commercial registry is active and Valid for at least 90 days (not more than 90 days have passed from the issued date) including:
 - Establishment's national number (tax number).

- The registered capital is not less than EGP 20,000 (in the case of productive projects) and is not less than EGP 50,000 (in the case of other projects).
 - The activity of trading, exporting, producing, supplying, distributing, or marketing.
 - Note: that if the enterprise is subject to investment law, the export activity must be open.
6. A copy of the electronic tax card is valid and conforms to the commercial and original registry for verification.
 7. If the holder of the export practice certificate in the file is an employee of the partnership and capital companies, he shall submit to prove that he is still working in it:
 - Origin of the insurance print (insurance form).
 - A copy of his ID and original for verification.
 - If he is a recommending partner who provides a copy of his ID and the company's contract.
 8. If the export official in the file terminates his work or there is no evidence that the export official remains an employee of the company, the following shall be done:
 - Required Documents Before Obtaining.
 1. Receipt of payment of the export practice course fees at GOEIC.
 2. Or a letter from the regional center for foreign trade training stating that the training course has been booked by the name of the Person concerned or an employee of the establishment.
 3. OR a letter from the Chamber of Commerce stating that the training course has been booked by the name of the Person concerned or an employee of the establishment.
 - Required Documents After obtaining the export course:
 1. Origin of Export Practice Certificate for Export Officer.
 2. A copy of the identity proof of the certificate of export and asset for information.
 3. Modern Insurance Printed Origin (Insurance document (1S)) - If the Export Officer is an employee of the Establishment or merely a National Number Card if confirmed to be an employee of the Establishment.
 4. Acknowledgment of export practice Signatory by applicant.

Public sector companies, associations, and federations

Conditions for renewal of registration

1. That no more than a year has passed since the expiry of the export card without renewing its validity.
2. The commercial register, if existed, has not been erased due to the expiration of the legal personality.
3. That the file at the Tax Authority has not been permanently suspended due to the expiration of the legal personality.
4. That the legal entity of the company has not been changed and as a result, the legal personality has expired.
5. If the enterprise is subject to Investment Law 72/2017, the export activity shall not have been modified by the trade registry provided at the time of registration or last renewal to be specified by category.
6. The Minister of Commerce and Industry has not decided to suspend the company for one year or cancel its registration for 3 years due to the exporter committing one of the

violations mentioned in Articles 63-62 of Regulations 770 of 2005, or the penalty period has expired.

Registration renewal documents:

1. Origin of renewal application form identical to the commercial register signed by the concerned person, agent, or authorized representative (if existing).
2. Acknowledgment of Renewal registration of the exporters' register signed by the person concerned in front of the competent employee or the authenticity of the signature certified by an approved bank or Sealed by the body, institution, association, or federation.
3. A copy of the national ID card or passport with the original for verification for:
 - a. Applicant – petitioner.
 - b. Those who have the right to manage and sign the company file with the exporters' register expired.
4. If the applicant for renewal is an agent or authorized representative,
 - a. A copy of a power of attorney notarized from the land registry and original for verification (even a second agent is acceptable) or an Origin authorization with a valid signature from the bank.
 - b. Acknowledgment of the validity of the power of attorney signed by the agent (if the renewal applicant is an agent).
5. Official document from the commercial registry is active and Valid for at least 90 days (not more than 90 days have passed from the issued date including:
 - Establishment's national number (tax number).
 - The registered capital is not less than EGP 20,000 (in the case of productive projects) and is not less than EGP 50,000 (in the case of other projects).
 - The activity of trading, exporting, producing, supplying, distributing, or marketing.
 - Note: that if the enterprise is subject to investment law, the export activity must be open.
6. In the absence of a commercial registry,
 - Letter stating that there were no alterations in the company stamped with a live seal from the ministry of its applicant for renewal.
7. A copy of the electronic tax card is valid and conforms to the commercial and original registry for verification.
8. If the holder of the export practice certificate in the file is an employee of the Public sector companies, associations, or federations, he shall submit to prove that he is still working in it:
 - Origin of the Insurance Printed document (Insurance (1S)) merely a National Number Card if confirmed to be an employee of the Establishment.
 - A copy of his ID and original for verification.
9. If the export official in the file terminates his work or there is no evidence that the export official remains an employee of the Public sector companies, associations, or federations, the following shall be done:

A. Required Documents Before Obtaining Export Course:

- receipt of payment of the export practice course fees at GOEIC
- Or a letter from the regional center for Foreign Trade training stating that the training course has been booked by the name of the o Person concerned or an employee of the establishment

- OR a letter from the Chamber of Commerce stating that the training course has been booked by the name of the Person concerned or an employee of the establishment.

B. Required documents after obtaining the export course:

- Origin of Export Practice Certificate for Export Officer.
- A copy of the identity proof of the certificate of export and asset for information.
- Modern Insurance Printed Origin (Insurance document (1x)) - If the Export administrator is an employee of the Establishment or merely a National Number Card if confirmed to be an employee of the Establishment.
- Acknowledgment of export practice Signatory by applicant.

Fourth Foreign Companies' branches

Conditions for renewal of Foreign Companies' branches

1. No more than a year has passed since the expiry of the export card without renewing its validity.
2. The commercial register, if existed, has not been erased due to the expiration of the legal personality.
3. That the file foreign branch at the Tax Authority has not been permanently suspended due to the expiration of the legal personality.
4. Export activity certified by the Trade Registry provided at the time of registration or last renewal shall not have been canceled.
5. If the enterprise is subject to Investment Law No. 72 of 2017, the activity certified in the Trade Registry shall be open (not specified by category).
6. The Minister of Commerce and Industry has not decided to suspend the foreign company branch for one year or cancel its registration for 3 years due to the exporter committing one of the violations mentioned in Articles 63-62 of Regulations 770 of 2005.

Registration renewal documents:

1. Origin of registration application form in a commercial register signed by the branch manager, agent, or authorized representative.
2. Acknowledgment of registration of the exporters' register signed by the branch manager in front of the competent employee or the authenticity of the signature certified by an approved bank.
3. A copy of the national ID card or passport with the original for verification for:
 - a. Applicant – petitioner.
 - b. Branch manager (if the card expires in the establishment file in the exporters' register).
4. If the applicant is an agent or authorized representative.
 - a. A copy of power of attorney notarized from the land registry and original for verification (even a second agent is acceptable) Or the origin of the authorization form signed by the person concerned or the authorized agent in front of the competent employee, or the authenticity of the signature from an approved bank.
 - b. Acknowledgment of the validity of the power of attorney signed by the agent (if the applicant for registration is an agent of the facility).
5. Official document from the commercial registry is active and Valid for at least 90 days (not more than 90 days have passed from the issued date) including the export of its purposes and

the establishment's national number (tax number) including The activity of trading, exporting, producing, supplying, distributing, or marketing.

Note that if the branch is subject to investment law, the export activity must be open.

6. A copy of the electronic tax card is valid and conforms to the commercial and original registry for verification.
7. If the holder of the export practice certificate in the file is an employee of the Public sector companies, associations, or federations, he shall submit to prove that he is still working in it:
 - a. Origin of the insurance print (insurance form) merely a National Number Card if confirmed to be an employee of the Establishment.
 - b. A copy of his ID and original for verification.
8. If the export official in the file terminates his work or there is no evidence that the export official remains an employee of the Public sector companies, associations, or federations, the following shall be done:
 - a. **Required Documents Before Obtaining Export Course:**

Receipt of payment of the export practice course fees at GOEIC
Or a letter from the regional center for Foreign Trade training stating that the training course has been booked by the name of the o Person concerned or an employee of the establishment
Or a letter from the Chamber of Commerce stating that the training course has been booked by the name of the Person concerned or an employee of the establishment.
 - b. **Required documents after obtaining the export course:**
 - Origin of Export Practice Certificate for Export Officer.
 - A copy of the identity proof of the certificate of export and asset for information.
 - Modern Insurance Printed Origin (Insurance document (1S)) - If the Export Officer is an employee of the Establishment or merely a National Number Card if confirmed to be an employee of the Establishment.
 - Acknowledgment of export practice Signatory by applicant.

Procedure:

1. Book an appointment through GOEIC's portal.
(In case the application is submitted with a favor - October - the office of the Investors Services Complex in the General Investment Authority only)
Please see the instructions for use when booking the appointment.
2. Submitting the required documents by Regulation 770/2005 (In case the documents required for the service are not completed, another appointment will be booked through the organization's portal).
3. Check the required documents.
4. Determine the value of the fees determined through the application-receiving window.
5. Pay the fees to the authority's treasury with a visa.
6. Technical and financial auditor.
7. Enter the date of the exporter's register card.
8. The person concerned should verify the card before wrapping it and receiving it.
9. Packaging and delivery.

General Notes:

1. Obtaining document forms from 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. The agent may not sign personal declarations to be submitted by the person concerned and the authorized agent or who has the right to administer and sign.
5. If one of those who fulfill the registration declaration travels outside the country, the declarations and a copy of the passport shall be authentic by the Egyptian embassy or consulate abroad.
6. Declarations are valid for 3 months and the authorization is valid for one time and to make only one procedure - (even a second agent is acceptable).
7. 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 authority, the authorization issued by a foreign authority must be certified by the Egyptian embassy or consulate abroad and deposited in the land registry in Egypt.
8. If the activity in the commercial register is limited to specific items, those items are specified in the export card.
9. If the establishment exports its products only according to the commercial register, then it is considered a production enterprise but if the facility exports other than its products according to the commercial register, it is considered as other projects.
10. Export Practice Certificate:

- If the work of the export official in the file is terminated, or there is no evidence that the export official is still employed in the company, a new export practice certificate shall be submitted.
- You can refer to the registration data modification service on the site to know the procedures and documents required to modify the person responsible for the export.
- It is issued by one of the centers approved by the Ministry of Trade and Industry, which are:
 - The training center at the headquarters of GOEIC or the Foreign Trade Training Center or from the Chamber of Commerce.
- If the export practice certificate is not completed upon request for renewal, a copy of the training course reservation receipt can be submitted and a temporary card for the exporters' register can be obtained for three months until the export practice certificate is completed.

11. In case of booking the export course of GOEIC: -

1. Register an account on the GOEIC's portal.
2. Payment of fees for the online course.

Note: You can find out how to book a training course to practice importing with GOEIC and the documents required for this from the following link. Booking the courses held online.

12. In the case of presenting a commercial registry for less than 5 years, the expiry date of the commercial registry is the expiry date of the exporter's registry card.
13. After renewing the card, the customs card must be activated from the customs computer of the car customs at Cairo International Airport.
14. Modification.

- Upon renewal, in the event of any amendment to the commercial registration data, the documents relating to this amendment must be submitted and pay fees.
- You can refer to the modification service on the portal to know the procedures and documents required to obtain the service.
- In case of amendment in the Commercial Registry or Tax Card, GOEIC shall be notified of any amendment within 60 days of the amendment.
- If, at the time of renewal of the registration, there is an influential modification of the registration by losing one of the conditions for renewal, the renewal shall not take place and the registration shall be writ off administratively with the application of the penal articles of Law 118 of 1975.

15. If a decision has been issued by the Minister of Trade and Industry to suspend the facility for one year due to the exporter committing one of the violations mentioned in Articles 63-62 of Regulations No. 770 of 2005 All transactions during the period of suspension shall be discontinued.
16. If the registration is canceled by a ministerial decision to write off the register in the exporter register for 3 years because the exporter committed one of the violations mentioned in Articles 62-63 of Regulation 770/2005, the registration will be canceled for 3 years, and the registration may not be re-registered except after the expiry of the penalty period.

