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# Registration and re-registration in the Exporters Register

## Discription

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1. Export is permitted only for those whose name is listed in the exporters' register in accordance with article 39 of the Import and Export Regulation 770/2005, whether it is from domestic production or from what has already been imported with intent to trade.
2. Registration in the exporters' register is in accordance with law No. 118 of 1975 and regulation No. 770 of 2005.

## Location:

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1. Branches: (Maarouf – 6th of October - Alexandria - Port Said - Suez - Damietta - Office of the Investors Services Complex in the General Investment Authority).
2. Chambers of Commerce: (Bab Al-Luq -Banha - Kafr Al-Sheikh).

## Note:

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If a temporary card is obtained upon registration from the Investment Authority's investor services complex or the Chamber of Commerce (Bab Al-Luq), the permanent card is obtained from the GOEIC Maarouf branch.

## Documents and conditions of registration or re-registration in the exporters' registry

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### Firstly, individual establishments

#### A. Conditions for registration and re-registration of individual establishments

1. The establishment must be registered in the commercial register.
2. In the case of productive projects, the capital registered in the commercial register shall be no less than 10.000 EGP, and in the case of other projects, it shall not be less than 25.000 EGP.
3. The person concerned or responsible for exporting must have obtained an export practice certificate from one of the centers approved by the Ministry of Trade and Industry.
4. 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).
5. The person concerned or the authorized agent (if exists) must not be one of those working in the government or the public sector.
6. The person concerned of the facility or the authorized agent (if existed) has not been previously sentenced to a criminal or freedom-restricting penalty in a crime against honor or trust or in one of the crimes stipulated in the import and export laws or currency crimes stipulated in the Law of the Central Bank of Egypt, customs or taxes or supply or trade unless he has been rehabilitated.
7. That the person concerned or the authorized agent (if existed) had not previously declared bankruptcy of one of them unless he had been rehabilitated.



8. 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 No. 770 of 2005.

**B. Documents for registration or re-registration of individual establishments.**

1. **Origin** of registration application form commercial register signed by the person concerned, his agent, or his authorized representative.
2. A copy of the national ID card or passport of the person concerned of the facility and the authorized agent (if existed), with the original for verification.
3. Acknowledgment of 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.
4. If the applicant is an agent or authorized representative.

- A copy of the national ID card or passport of the agent or authorized person with the original for verification.
- A copy of a power of attorney notarized from the land registry with the 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.

- 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. A recent active and valid official extract from the commercial registry (not more than 90 days have passed) including:
    - The establishment's national number (tax number).
    - 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).
    - 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. Data document from its financed tax commissioner (if the company has not yet issued a tax card or the activity is unclear by tax card).
  8. Required Documents Before Obtaining Export Course:

1. 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 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.

2. For new registration, a signed pledge by the person concerned or authorized agent.
9. Required Documents After the employer, authorized agent or insured employee of the enterprise has obtained 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.

## **Secondly, individual companies & capital companies**

Conditions in registration or registration of individual companies & capital companies.

1. The establishment must be registered in the commercial register
2. The capital established is not less than EGP 50,000 (in the case of other projects).
3. One of those listed in the Commercial Registry or Export Officer must obtain an Export Practice Certificate from one of the centers approved by the Ministry of Commerce and Industry.
4. 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).
5. Solidarity partners in individual companies and those with the right to manage and sign in other companies have not been previously sentenced to a criminal or freedom-restricting penalty for a crime against honor or trust or one of the crimes stipulated in the import and export laws or currency crimes stipulated in the Law of the Central Bank of Egypt, customs or taxes or supply or trade unless he has been rehabilitated.
6. Solidarity partners in individual companies and those with the right to manage and sign in other companies have not previously declared bankruptcy of one of them unless he had been rehabilitated.
7. Solidarity partners in individual companies and those with the right to manage and sign in other companies must not be one of those working in the government or the public sector.
8. That decision has not been issued by the Minister of Trade and Industry 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 No. 770 of 2005.

## **Documents for individual companies & capital companies.**

1. Origin of registration application form in a commercial register signed by the person concerned, agent, or authorized representative.
2. A copy of the identity proof or passport of Solidarity Partners - Responsible Directors - Chairman, Vice-Chairman, or Managing Director, and the original for verification.
3. Acknowledgement of registration of the exporters' register from all solidarity partners in individual companies and all those who have the right to manage and sign in other companies signed by the person concerned in front of the competent employee or the authenticity of the signature certified by an approved bank.



4. If the applicant is an agent or authorized representative.

- A copy of a power of attorney notarized from the land registry with the 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.
- A copy of the national ID card or passport of the agent or authorized person and the original for verification.
- 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. 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 ٢٠,000 (in the case of productive projects) and is not less than EGP 50,000 (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 the electronic tax card is valid and conforms to the commercial and original registry for verification.
7. Data document from its financed tax commissioner (if the company has not yet issued a tax card or the activity is unclear by tax card).

**Required Documents Before Obtaining Export Course:**

1. 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 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.

2. For new registration, a signed pledge by one of the listed individuals in the Commercial Registry.

**Required Documents After the employer, authorized agent, or insured employee of the enterprise has obtained 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 (IS)) - 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. If the holder of the export certificate is a recommended partner, the company's contract shall also be submitted.
5. Acknowledgment of export practice Signatory by applicant.

### Third, Public legal persons

#### Conditions for the registration and re-registration of public sector companies.

1. One of the works of the facility is export.
2. If the enterprise is subject to Investment Law No. 72/2017, the activity certified in the Trade Registry shall be open (not specified by category).
3. The person concerned or responsible for exporting must have obtained an export practice certificate from one of the centers approved by the Ministry of Trade and Industry.
4. 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 for the registration and re-registration of Public sector companies, associations, and federations.

1. Origin of registration application form in a commercial register signed by the person concerned, agent, or authorized representative.
2. A copy of the identity proof of Solidarity Partners - Responsible Directors - Chairman, Vice-Chairman, or Managing Director, and the original for verification.
3. Acknowledgment of the registration of public sector companies with the register of exporters signed by those who have the right to administer and sign in front of the competent employee or certify the validity of his signature by the bank or by stamping the holding company or its affiliated ministry.
4. If the applicant is an agent or authorized representative.
  - A copy of a power of attorney notarized from the land registry with the 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.
  - A copy of the national ID card or passport of the agent or authorized person and the original for verification.
  - 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. Decision to appoint the Board of Directors sealed by the holding company or its ministry.
6. In case of commercial registry:
  - A recent active and valid official extract from the commercial registry (not more than 90 days have passed) including the export of its purposes and the establishment's national number (tax number).

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



7. In the absence of a commercial record:

- A letter authenticated by the ministry affiliated with the authority, institution, association, or federation states that the establishment does not have a commercial record and that the export of its purposes.

8. A copy of certified stamped from the accreditation authority for the establishment bond, incorporation contract, or regulation of the applicant's system or statute.

9. A copy of the electronic tax card is valid and conforms to the commercial and original registry for verification.

10. Data document from its funded tax commissioner

- (If the company has not yet issued a tax card or the activity is unclear by tax card).

11. 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 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.
- For new registration, a signed pledge by the person concerned or authorized agent.

12. Required Documents After the employer, authorized agent or insured employee of the enterprise has obtained 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.

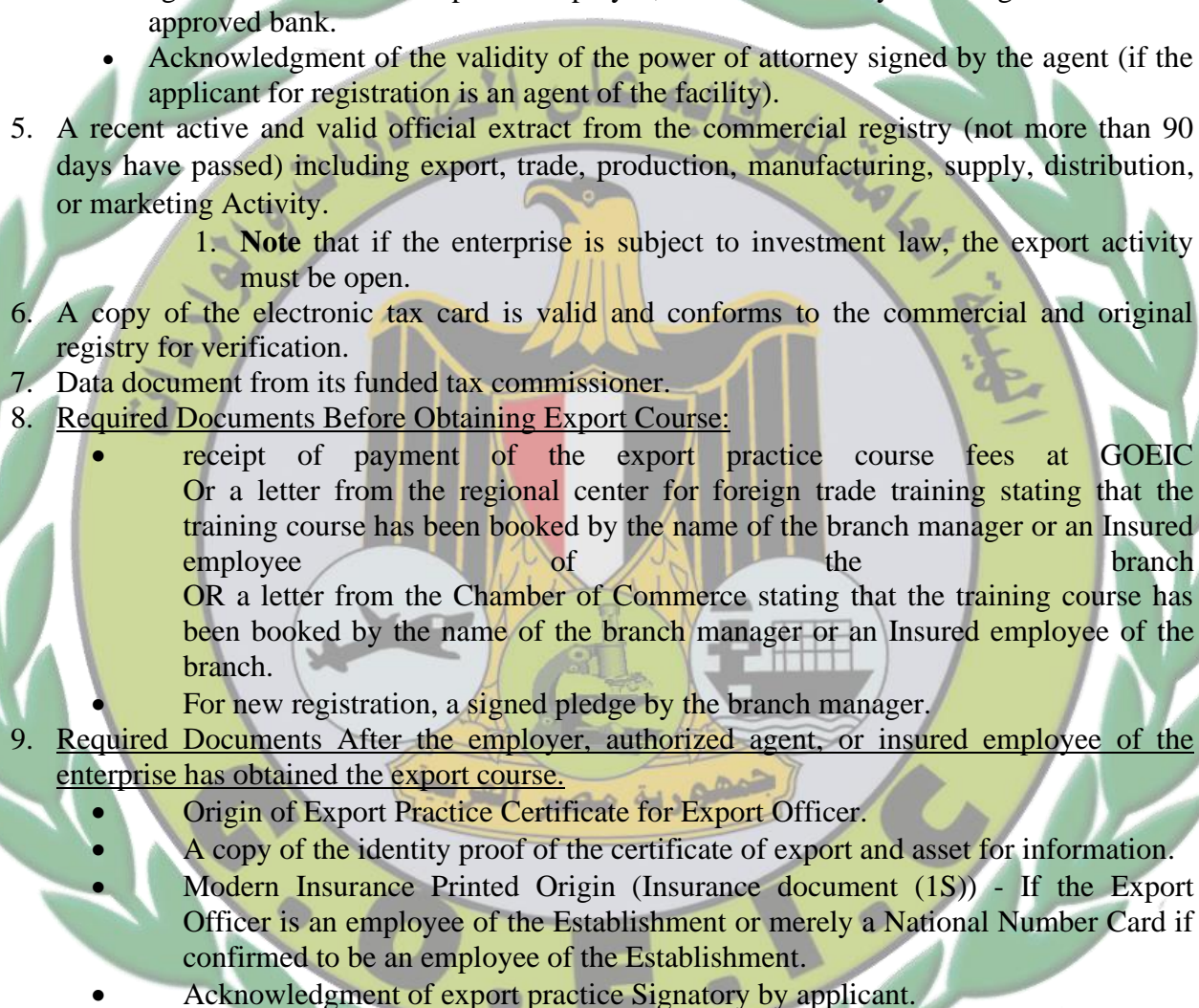
#### **Fourth, Foreign Companies' branches**

Conditions for the registration and re-registration of foreign companies' branches.

1. The company's branch must registered in the commercial registry.
2. One of the business of the branch is export.
3. 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).
4. The person concerned or responsible for exporting must have obtained an export practice certificate from one of the centers approved by the Ministry of Trade and Industry.
5. The Minister of Commerce and Industry has not decided foreign company branch for one year or canceled 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 for the registration and re-registration of Foreign Companies' branches.**

1. Origin of registration application form in a commercial register signed by the branch manager, his agent, or his authorized representative.

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2. A copy of the identity proof of the Applicant and branch manager, and the original for verification.
  3. 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.
  4. If the applicant is an agent or authorized representative
    - A copy of a power of attorney notarized from the land registry with the original for verification (even a second agent is acceptable) Or the origin 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.
    - 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. A recent active and valid official extract from the commercial registry (not more than 90 days have passed) including export, trade, production, manufacturing, supply, distribution, or marketing Activity.
    1. **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. Data document from its funded tax commissioner.
  8. 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 branch manager or an Insured employee of the branch OR a letter from the Chamber of Commerce stating that the training course has been booked by the name of the branch manager or an Insured employee of the branch.
    - For new registration, a signed pledge by the branch manager.
  9. Required Documents After the employer, authorized agent, or insured employee of the enterprise has obtained 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

If the application is submitted in branches (Maarouf - October - Investor Services Complex Office of the General Investment Authority only).

2. Submission of required documents in accordance with Regulation No. 770 of 2005 (if the required documents are not met for service, a further appointment is booked through GOEIC's portal).
3. Inspection of required documents.
4. Determine the value of the fees determined through the application-receiving window.



5. Pay the fees to GOEIC treasury with a visa.
6. Financial and technical audit.
7. Enter exporters' record card data.
8. Applicant's verification of the card before packaging and receipt.
9. Packaging & Extradition.

### Important Notes:

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1. Registration Validity for five years.
2. If the export practice certificate is not completed, a temporary card can be obtained for 3 months until this certificate is completed.
3. Obtaining document forms from GOEIC's portal only.
4. Fee two pounds for resource development stamp duty + one pound per page for power of attorney if submitted.
5. The agent may not sign the personal declarations that must be submitted by:
  1. The person concerned and the authorized agent in the individual property.
  2. General partners in individual companies.
  3. Who has the right to manage capital companies, public sector companies, associations, and unions.
  4. Manager of foreign branch.
6. 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.
7. 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)  
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 GOEIC, 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. When registering individual property, if the extract of the commercial register includes an authorized agent, the same documents of the person concerned shall be completed.
9. If the activity in the commercial register is limited to specific items, those items are specified in the export card.
10. 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.
11. In the case of submitting a commercial register of less than 5 years, the expiry date of the commercial register shall be the expiry date of the exporter register card.
12. Export Practice Certificate:
  - Issued by one of the centers approved by the Ministry of Trade and Industry: 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 registration request, 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.
13. In case of booking the export, course at 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.

14. When applying for a temporary card, the full registration fees are paid, and after fulfilling the requirements for obtaining a permanent card, only additional copy fees are paid.
15. After obtaining the export card to start exporting or re-exporting, the customs dealer card must be extracted from the customs computer of the car customs at Cairo International Airport.
16. Renewal registration every five years from the date of the last registration or from the last date of renewal, it is possible to renew the export registration 90 days before the expiry date and for one year following the expiry date, and if a renewal does not take place during that period, the administrative write-off shall take place.
17. In case of amendment in the Commercial Registry or Tax Card, GOEIC shall be notified of any amendment within 60 days of the amendment
18. Upon re-registration, the following is observed:-
  1. It is not permissible to re-registrate in the case of administrative write-off or write-off at the request of the issuer until after the decision to Write-off approved by the Chairman of the Board of Directors is issued and included in the system.
  2. It is not permissible to re-register the establishment that write-off by the decision of the Minister of Trade and Industry because the exporter committed one of the violations mentioned in Articles 62 and 63 of Regulation No. 770 of 2005 only after the lapse of the period of violation 3 years.
19. For establishments subject to the Investment Law NO. 8 of 1997 or low No. 72 of 2017 if the export activity in the commercial register is specified by a category, the exporter obtains the approval of the Investment organization to export without issuing an exporters registry card from the organization  
For more information, you can call the Investment Organization hotline (16035).