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Registration and re-registration in the importers register

Description:

Registration in the importers' register is in accordance with Law No. 121 of 1982 amended in accordance with Law 7 of 2017 and Law 173 of 2023.

To Registration or re-registration enterprises subject to the Investment Law No. 72 of 2017 imported for trade, the Commercial Registry shall state that: -

- Imported for trafficking and subject to the Importers' Register Law No. 121 of 1982 or Law No. 7 of 2017 and Low No. 173 of 2023.
- If the commercial registry provides for activities outside of Law No 72 of 2017, the import must include.

Location

- Branches : (Marouf - 6th of October - Alexandria - Port Said - Suez – Damietta)
- Investor Service Center at (GAIF) for new registration only.
- Chambers of Commerce: (Bab Al-Luq –Binha - Kafr Al-Sheikh) for new registration only.

Note:

- In case of obtaining a temporary card when registering from the Chamber of Commerce (Bab Al-Luq), or from the Investor Service Center, the permanent card is obtained from Branches : (Marouf - 6th of October - Alexandria - Port Said - Suez – Damietta)

Requirements for registration, re-registration, and documents required to register importers

First, individual establishments

Conditions for registration and re-registration of individual establishments

1. The establishment must be registered in the commercial register.
2. The owner of the establishment or the authorized agent (If it exists) is Egyptian.
3. The commercial record proves that one of the company's business is to import.
4. To have been engaged in business for at least two consecutive years before the application for registration.
5. The turnover for the year preceding the registration application from the tax return shall not be less than (2.0000.000 EGP).
6. The capital is Not less than (500,000 EGP) in the commercial registry.
7. Cash insurance has been deposited or an equivalent bank guarantee letter has been filed in the amount of (50,000 EGP).
8. The person concerned or responsible for the insured import has passed the training course in import practice.

9. The person concerned or authorized agent (If it exists) has not issued a final judgment against either of them committing a Bankruptcy crime or offense of fraud or omission unless it has been rehabilitated.
10. The person concerned or authorized agent (If it exists) shall be non-senators, deputies, local people's councils, or full-time political workers for the duration of their membership or unloading unless they are already engaged in such work before their membership or discharge.
11. The person concerned or authorized agent (If it exists) has not issued a final judgment against either of them committing Criminal punishment, an offense against honor, trust, or for an offense under trade laws, fraud, supply, customs, import, export, control of precious metals, corporations, anti-money laundering, protection of property rights to intellect or protect competition, prevention of monopolistic practices, central bank, value-added tax, income tax, consumer protection, or in one of the offenses provided for in article 8 of Law No. 7 of 2017 unless conciliated or rehabilitated.
12. The importer already written off shall be re-registered in accordance with article 6 of Law 7 of 2017 amending Law 121 of 1982 in case of reconciliation or rehabilitation.

Documents for the registration or re-registration of individual establishments

1. Origin of amendment request form identical to the commercial register signed by the concerned person or authorized representative.
2. If the applicant is an agent (If it exists)
    1. A copy of a power of attorney notarized from the land registry with the original for verification (even a second agent is acceptable).
    2. A copy of the agent's national ID card or passport with the original for verification.
    3. Acknowledgment of the validity of the power of attorney signed by the agent
3. If the applicant is an owner or authorized agent (If it exists)
    1. A copy of the national ID card or passport of the agent with the original for verification.
    2. Official birth certificate for citizenship.
    3. Acknowledgment of the registration of importers (individual establishments) signed before the competent employee or certified the authenticity of the signature from the bank.
4. Official document from the commercial registry is active and Valid for at least 90 days (and not more than 90 days have passed) mentioned in it (Import activity - restricted capital at least 5.00,000 EGP).
5. A Copy of the latest tax return approved by the Egyptian Tax Authority (stamped with the Republic's emblem of its tax commissariats) indicating that the volume of work for the year before the application for registration is at least (200.0000 EGP).
6. The copy of the tax card is identical to the data of the commercial registry with the original for verification.
7. An origin of the funder's background document from the Tax Authority.
8. The original certificate of conduct for at least two consecutive years before the application for registration is valid and approved by the General Federation of Chambers of Commerce.
9. Origin of the Certificate of Import Practice on behalf of the person concerned.
or responsible for the import insured by social insurance.

10. Origin of the Certificate of Import Practice, or the copy of the voucher for payment of import course fees from GOEIC (can be paid during the renewal at the branches of the competent GOEIC of the importers' registry.
    Or the headquarters of the 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.
11. If the recipient of the import certificate is an employee of the establishment and his name is not mentioned in the commercial registry, he shall also submit
    1. Original of Insurance Printed document (Insurance (1S)).
    2. Birth certificate of the insured importer.
    3. A letter from the company stamp to determine (the insured import administrator and that he is still working for the company).
    4. Acknowledgement of the renewal of the importers' register of an individual establishment signed in front of the competent employee or the validity of a signature from the bank.
12. Receipt of deposit of insurance value (50.000 EGP) in the treasury of GOEIC by Visa. or deposit the insurance amount in the bank account of GOEIC or Unconditional Final Bank Guarantee Letter on Behalf of the General Organization for Import and Export Control
    - Importers' Affairs Department
    - 1 Maaruf Street Intersection Ramses Street
    - Insurance Value of Import Card Number ()
    - On behalf of an enterprise/company()
    - According to Commercial Registry No ().
    - Warranty letter duration 5 years and six months
    - Insurance value (50.000 EGP).

Note

- The name of the establishment in the letter of guarantee must be identical to the commercial record.
- The guarantee letter is not less than 5 years and six months from the date of the import card's validity.
- By the instructions of the Central Bank, the letter of guarantee must be stamped with the Bank's seal and signed by two employees of the Bank with their job numbers.

Second individual companies

Conditions of registration and re-registration of individual companies

1. The establishment must be registered in the commercial register.
2. To have been engaged in business for at least two consecutive years before the application for registration.
3. The turnover for the year preceding the registration application from the tax return shall not be less than (5.0000.000 EGP).
4. The capital in the commercial registry is not less than (2,000.000 EGP).

5. Egyptian partners' share of capital shall not be less than 51%. Companies with Egyptian partners' shares of less than 51% may be registered at no more than 10 years from the date of operation of Law 173 of 2023.
6. The main center of the company must be in Egypt and established in accordance with the provisions of Egyptian laws.
7. The commercial record proves that one of the company's business is to import.
8. Cash insurance has been deposited or an equivalent bank guarantee letter has been filed in the amount of (200,000 EGP).
9. Import is Egyptian nationality and registered in the Commercial Registry.
10. The person concerned or responsible for the insured import has passed the training course in import practice
11. Joint partners or import persons have not issued a final judgment against either of them committing a Bankruptcy crime or offense of fraud or omission unless it has been rehabilitated.
12. Joint partners or importers shall be non-senators, deputies, local people's councils, or full-time political workers for the duration of their membership or unloading unless they are already engaged in such work before their membership or discharge.
13. Joint partners or importers have not issued a final judgment against either of them committing Criminal punishment, an offense against honor, trust, or for an offense under trade laws, fraud, supply, customs, import, export, control of precious metals, corporations, anti-money laundering, protection of property rights to intellect or protect competition, prevention of monopolistic practices, central bank, value-added tax, income tax, consumer protection, or in one of the offenses provided for in article 8 of Law No. 7 of 2017 unless conciliated or rehabilitated.
14. The importer wrote off shall be re-registered in accordance with article 6 of Law 7 of 2017 amending Law 121 of 1982 in case of reconciliation or rehabilitation.

Documents of registration or re-registration of persons' companies

1. Origin of amendment request form identical to the commercial register signed before the competent employee by the concerned person or agent.
2. If the applicant is an agent.
    1. A copy of a power of attorney notarized from the land registry with the original for verification (even a second agent is acceptable).
    2. A copy of the national ID card or passport of the agent with the original for verification.
    3. Acknowledgment of the validity of the power of attorney signed by the agent.
3. A Copy of the National Number ID Card for all Egyptians listed in the Commercial Register and responsible for import with the original for verification.
4. A copy of a Passport for foreigners listed in the Commercial Registry.
5. Official extract from the birth certificate of the import manager.
6. In the case of companies with an Egyptian quota of not less than 51%, the following shall be met:
    1. Acknowledgment of the registration of importers (companies) signed by all solidarity partners and directors of the company (all listed in the commercial register) and import officials before the competent employee or certified the validity of the signature from the bank.

2. Acknowledgment from the supervising authority of the company signed by the person who has the right to manage and sign in front of the competent employee or certified the validity of the signature from the bank and accredited by the supervising authority of the company.

7. In the case of foreign-owned companies, a quota of more than 49% of the following shall be met:
    1. Acknowledgment of the registration of importers (foreign-owned companies more than 49%) signed by all solidarity partners and directors of the company (all listed in the commercial register) and those responsible for importing before the competent employee or certified the validity of the signature from the bank.
8. Official extract from the company's founding contract and amendments made thereto, and its modifications shall be registered, recognized, and confirmed in the Commercial Registry indicating (Import activity for trafficking - restricted capital at least 2.000,000 EGP - share of a foreigner If it exists).
9. Official document from the commercial registry is active and Valid for at least 90 days (and not more than 90 days have passed) mentioned in it (Import activity - Director Responsible for Import is Egyptian - restricted capital at least 2.000,000 EGP).
10. A Copy of the latest tax return approved by the Egyptian Tax Authority (stamp with the Republic's emblem of its tax commissariats) indicating that the volume of work for the year before the application for registration is at least (5000.000 EGP).
11. A copy of the tax card is identical to the data of the commercial registry and the original for verification.
12. an origin of the funder's background document from the Tax Authority
13. Origin of Import Practice Certificate for Import Administrators and Personnel

    Or the copy of the voucher for payment of import 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 a name of the Person concerned or an employee of the establishment.
14. If the recipient of the import certificate is an employee of the establishment and his name is not mentioned in the commercial registry, he shall also submit it.
    1. Origin of Insurance Printed (Insurance document (1S)).
    2. Birth certificate of the insured importer.
    3. A letter from the company stamp to determine (the insured import administrator and that he is still working for the company).
    4. Acknowledgement of the renewal of the importers' register of an individual establishment signed in front of the competent employee or the validity of a signature from the bank. Or Acknowledgment of the registration of importers (companies owned by foreigners more than 49%) signed in front of the competent employee or certified the validity of the signature from the bank

15. Receipt of deposit of insurance value (200.000 EGP) in the treasury of GOEIC by Visa, or deposit the insurance amount in the bank account of GOEIC, or Unconditional Final Bank Guarantee Letter on Behalf of General Organization for Import and Export Control

    Importers' Affairs Department.

    1 Maaruf Street Intersection Ramses Street.

    Insurance Value of Import Card Number ().

On behalf of an enterprise/company ().
According to Commercial Registry No ().
Warranty letter duration 5 years and six months.
Insurance value (200.000 EGP).

With a note

- The name of the establishment in the letter of guarantee must be identical to the commercial record.
- The guarantee letter is not less than 5 years and six months from the date of the import card's validity.
- In accordance with the instructions of the Central Bank, the letter of guarantee must be stamped with the Bank's seal and signed by two employees of the Bank with their job numbers.

Limited Liability Companies

Conditions for the registration and re-registration of limited liability companies

1. The establishment must be registered in the commercial register.
2. To have been engaged in business for at least two consecutive years before the application for registration.
3. The turnover for the year preceding the registration application from the tax return shall not be less than (5.0000.000 EGP).
4. The capital in the commercial registry is not less than (2,000.000 EGP).
5. Egyptian partners' share of capital shall not be less than 51%. Companies with Egyptian partners' shares of less than 51% may be registered at no more than 10 years from the date of operation of Law 173 of 2023.
6. The main center of the company must be in Egypt and established in accordance with the provisions of Egyptian laws.
7. The commercial record proves that one of the company's business is to import.
8. Cash insurance has been deposited or an equivalent bank guarantee letter has been filed in the amount of (200,000 EGP).
9. Import is Egyptian nationality and registered in the Commercial Registry.
10. The director for import administrators and Import workers shall obtain the certificate of import practice from one of the centers approved by the Ministry.
11. Joint partners or import persons have not issued a final judgment against either of them committing a Bankruptcy crime or offense of fraud or omission unless it has been rehabilitated.
12. Joint partners or importers shall be non-senators, deputies, local people's councils, or full-time political workers for the duration of their membership or unloading unless they are already engaged in such work before their membership or discharge.
13. Company managers, solidarity partners, and import operators have not issued a final judgment against either of them committing Criminal punishment, an offense against honor, trust or for an offense under trade laws, fraud, supply, customs, import, export, control of precious metals, corporations, anti-money laundering, protection of property rights to intellect or protect competition, prevention of monopolistic practices, central bank, value-added tax, income tax, consumer protection, or in one of the offenses provided for in article 8 of Law No. 7 of 2017 unless conciliated or rehabilitated.
14. The importer already write-off shall be re-registered in accordance with article 6 of Law 7 of 2017 amending Law 121 of 1982 in case of reconciliation or rehabilitation.

Required documents:

1. Origin of amendment request form identical to the commercial register signed before the competent employee by the concerned person or agent.
2. If the applicant is an agent
    - A copy of a power of attorney notarized from the land registry with the original for verification (even a second agent is acceptable).
    - A copy of the agent's national ID card or passport with the original for verification.
    - Acknowledgment of the validity of the power of attorney signed by the agent.
3. A Copy of the National Number ID Card for all Egyptians listed in the Commercial Register and responsible for import with the original for verification.
4. A copy of a Passport for foreigners listed in the Commercial Registry.
5. Official extract from the birth certificate of the import manager.
6. In the case of companies with an Egyptian quota of not less than 51%, the following shall be met:
    - Acknowledgment of the registration of importers (companies) signed in front of the competent employee or validated by the bank from the company directors listed in the business register, import officials, and solidarity partners named in the company newspaper (If it exists).
    - Acknowledgment from the supervising authority of the company signed by the person who has the right to manage and sign in front of the competent employee that at least 51% of the company's shares are owned by Egyptians.
7. In the case of foreign-owned companies, a quota of more than 49% of the following shall be met:
    - Acknowledgment of the registration of importers (companies owned by foreigners more than 49%) signed in front of the competent employee or validated the signature of the bank by the company's directors listed in the commercial registry, import officials, and solidarity partners named in the company newspaper (If it exists).
8. A copy of the newspaper of the companies in which the company founding contract and statute were published and a copy of the preparation of the amendments made to the company's contract.
9. Official document from the commercial registry is active and Valid for at least 90 days (and not more than 90 days have passed) mentioned in it (Import activity - Director Responsible for Import is Egyptian - restricted capital at least 2.000,000 EGP).
10. A Copy of the latest tax return approved by the Egyptian Tax Authority (stamp with the Republic's emblem of its tax commissariats) indicating that the volume of work for the year before the application for registration is at least (5000.000 EGP).
11. A copy of the tax card is identical to the data of the commercial registry and the original for verification.
12. An origin of the funder's background document from the Tax Authority.
13. Origin of Import Practice Certificate for Import Administrators and Personnel, or the copy of the voucher for payment of import 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.

14. If the recipient of the import certificate is an employee of the establishment and his name is not mentioned in the commercial registry, he shall also submit
    - Origin of Insurance Printed (Insurance document (1S)).
    - Birth certificate of the insured importer.
    - Letter from the company stamped to determine (the insured import administrator and that he is still working for the company).
    - Acknowledgement of the renewal of the importers' register of an individual establishment signed in front of the competent employee or the validity of a signature from the bank, Or Acknowledgment of the registration of importers (companies owned by foreigners more than 49%) signed in front of the competent employee or certified the validity of the signature from the bank.

15. Receipt of deposit of insurance value (200.000 EGP) in the treasury of GOEIC by Visa, or deposit the insurance amount in the bank account of GOEIC, or Unconditional Final Bank Guarantee Letter on Behalf of General Organization for Import and Export Control
    - Importers' Affairs Department
    - 1 Maaruf Street Intersection Ramses Street
    - Insurance Value of Import Card Number ()
    - On behalf of an enterprise/company()
    - According to Commercial Registry No ().
    - Warranty letter duration 5 years and six months
    - Insurance value(200.000 EGP)

With a note

- The name of the establishment in the letter of guarantee must be identical to the commercial record.
- The guarantee letter is not less than 5 years and six months from the date of the import card's validity.
- In accordance with the instructions of the Central Bank, the letter of guarantee must be stamped with the Bank's seal and signed by two employees of the Bank with their job numbers.

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Fourth: joint stock and shareholding companies

A.Terms of registration and re-registration of joint stock

1. The establishment must be registered in the commercial register.
2. The turnover for the year preceding the registration application from the tax return shall not be less than (5.0000.000 EGP).
3. The capital in the commercial registry is not less than (2,000.000 EGP).
4. Egyptian partners' share of capital shall not be less than 51%. Companies with Egyptian partners' shares of less than 51% may be registered at no more than 10 years from the date of operation of Law 173 of 2023.
5. The main center of the company must be in Egypt and established in accordance with the provisions of Egyptian laws.
6. The commercial record proves that one of the company's business is to import.

7. Cash insurance has been deposited or an equivalent bank guarantee letter has been filed in the amount of (200,000 EGP).
8. Import is Egyptian nationality and registered in the Commercial Registry.
9. The director for import administrators and Import workers shall obtain the certificate of import practice from one of the centers approved by the Ministry.
10. Everyone has the right to administer and sign from the Board of Directors, Directors of the Company and employees responsible for import has not issued a final judgment against either of them committing a Bankruptcy crime or offense of fraud or omission unless it has been rehabilitated
11. Everyone has the right to administer and sign from the Board of Directors, Directors of the Company, and employees responsible for import shall be non-senators, deputies, local people's councils, or full-time political workers for the duration of their membership or unloading unless they are already engaged in such work before their membership or discharge
12. Everyone has the right to administer and sign from the Board of Directors, Directors of the Company and employees responsible for import has not issued a final judgment against either of them committing Criminal punishment, an offense against honor, trust or for an offense under trade laws, fraud, supply, customs, import, export, control of precious metals, corporations, anti-money laundering, protection of property rights to intellect or protect competition, prevention of monopolistic practices, central bank, value-added tax, income tax, consumer protection, or in one of the offenses provided for in article 8 of Law No. 7 of 2017 unless conciliated or rehabilitated.
13. The importer already written off shall be re-registered in accordance with article 6 of Law 7 of 2017 amending Law 121 of 1982 in case of reconciliation or rehabilitation.

B.Required documents

1. Application form signed before the competent employee who has the right to administer or agent.
2. If the applicant is an agent:
    A. A copy of a power of attorney notarized from the land registry with the original for verification (even a second agent is acceptable).
    B. A copy of the national ID card or passport of the agent with the original for verification.
    C. Acknowledgment of the validity of the power of attorney signed by the agent.
3. A Copy of the National Number ID Card for all Egyptians listed in the Commercial Register and responsible for import with the original for verification.
4. A copy of a Passport for foreigners listed in the Commercial Registry.
5. Official extract from the birth certificate of the import manager.
6. In the case of companies with an Egyptian quota of not less than 51%, the following shall be met:
    1. Acknowledgment of the registration of importers (companies) signed by all solidarity partners and directors of the company (all listed in the commercial register) and import officials before the competent employee or certified the validity of the signature from the bank.
    2. Acknowledgment from the supervising authority of the company signed by the person who has the right to manage and sign in front of the competent employee or certified the validity of the signature from the bank and accredited by the supervising authority of the company.

7. In the case of foreign-owned companies, a quota of more than 49% of the following shall be met:
    1. Acknowledgment of the registration of importers (foreign-owned companies more than 49%) signed by all solidarity partners and directors of the company (all listed in the commercial register) and those responsible for importing before the competent employee or certified the validity of the signature from the bank.
8. A copy of the Official Gazette or the newspaper of the companies in which the company's founding contract and statute were published and a copy of the amendments made thereto is registered, famous, and affirmed in the commercial registry (51% of the capital owned by Egyptians - import activity for trade - source capital not less than "5000.000 EGP").
9. 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) mentioned in its Capital not less than (5000.000 EGP).
10. A Copy of the latest tax return approved by the Egyptian Tax Authority (stamp with the Republic's emblem of its tax commissariats) indicating that the volume of work for the year before the application for registration is at least (5000.000 EGP).
11. A copy of the tax card is identical to the data of the commercial registry and the original for verification.
12. An origin of the funder's background document from the Tax Authority.
13. Origin of Import Practice Certificate for Import Administrators and Personnel
    1. Or the copy of the voucher for payment of import course fees at GOEIC.
    2. 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.
14. If the recipient of the import certificate is an employee of the establishment and his name is not mentioned in the commercial registry, he shall also submit it.
    1. Origin of Insurance Printed (Insurance document (1x)).
    2. Birth certificate of the insured importer.
    3. A letter from the company stamped to determine (the insured import administrator and that he is still working for the company).
    4. Acknowledgement of the renewal of the importers' register of an individual establishment signed in front of the competent employee or the validity of a signature from the bank (In the case of companies with an Egyptian share of not less than 51%).
       Or Acknowledgment of the registration of importers (companies owned by foreigners more than 49%) signed in front of the competent employee or certified the validity of the signature from the bank.

15. Receipt of deposit of insurance value (200.000 EGP) in the treasury of GOEIC by Visa.

- or deposit the insurance amount in the bank account of GOEIC.
- or Unconditional Final Bank Guarantee Letter on Behalf of the General Organization for Import and Export Control.
- Importers' Affairs Department.
- 1 Maaruf Street Intersection Ramses Street.
- Insurance Value of Import Card Number ()

- On behalf of an enterprise/company()
- According to Commercial Registry No ().
- Warranty letter duration 5 years and six months.
- Insurance value(200.000 EGP).

With a note

- The name of the establishment in the letter of guarantee must be identical to the commercial record
- The guarantee letter is not less than 5 years and six months from the date of the import card's validity
- In accordance with the instructions of the Central Bank, the letter of guarantee must be stamped with the Bank's seal and signed by two employees of the Bank with their job numbers.

Commodity groups

Importer's right to register the commodity groups he requests according to the import activity with the commercial registry.

You can view it through the following link

Procedures

1. Book an appointment through the GOEIC's portal [Click here]. (if the application is submitted in Maarouf - 6th October branch - Services Complex in the General Investment Authority).
2. Please see the instructions for use when booking the appointment.
3. Submission of required documents in accordance with the provisions of Law No. 7 of 2017.
4. Determining the value of the prescribed fees through the application receiving window
5. Pay the fees to the GOEIC's treasury with a visa, or deposit the amount of fees in the account of the GOEIC, or payment of fees only by one of the preceding means with the submission of a letter of guarantee in the amount of insurance.
6. Note that if fees are deposited in the GOEIC's account, the following procedures shall be followed:
    a. Get a letter from the GOEIC addressed to the Bank numbering the GOEIC's account.
    b. Deposit the insurance amount in the bank account of GOEIC
    c. Book an appointment through GOEIC's portal (the application is submitted in October branch - the office of the Investors Services Complex in the General Investment Authority).
    d. Deposit receipt in Bank
7. Technical and financial auditor.
8. Enter the data of the exporter's register card.
9. The person concerned should verification the card before wrapping it and receiving it
10. Packaging and delivery.

Re-registration procedures

1. Re-registration proceedings shall not proceed until after the write-off decision has been issued.
2. The insurance refund application is submitted after the write-off decision.
3. Submission of required documents for new registration and new insurance repayment.

4. Conduct previous new registration procedures.

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. Accepts even a second agent only and the authorization is not acceptable with importers' registers.
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 GOEIC, 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. 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.
7. In the case of travel of a person who meets the declarations outside the country, the statements and the passport copy must be documented by the Egyptian embassy or consulate abroad.
8. In individual enterprises trade certificate:
    - Shall be issued by its Chamber of Commerce, subject to its validity as authorized by its Chamber of Commerce by the General Federation of Chambers of Commerce.
    - Cases in which they are issued: the owner of the business is a solidary partner of a company that has passed for two years or the enterprise has a business registry that has passed for two years.
9. Individual companies and limited liability if the tax return has not yet been proven by the increase in the capital paid until the required quorum for importers' registration is reached (In the absence of a year of proof of this increase in the commercial registry) A deposit certificate may be submitted in a bank stating "the deposit of the capital paid into the company's account by commercial name or trademark according to the commercial registry" with the last tax return to prove the size of the business.
10. If the company has a foreign partner, the import must be responsible for Egyptian nationality and be registered in the commercial registry.
11. The import administrator, worker, or employees of the individual establishment or company responsible for the import who is permanently employed in the establishment and is required by non-partners or board members to be insured in social insurance and to provide the document indicating this.
12. Companies with Egyptian partners' shares below 51% may be registered provided that: -
    - The total period of registration shall not exceed 10 years from the date of application of the provisions of Law No 173 of 2023.
    - They may only be extended for a period not exceeding 10 years by decision of the Council of Ministers.
13. Import Practice certification.

- Issued by one of the centers approved by the Ministry of Trade and Industry: The training center at the headquarters of the authority or the foreign trade training center or from the Chamber of Commerce.
- If the import certificate is not met, a copy of the voucher can be provided to pay the course-booking fee and obtain a temporary card for an importer's register for three months until the import certificate is completed.

14. In case of booking the import course at GOEIC:
    - Register an account on the GOEIC's portal.
    - 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.
15. 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.
16. Renewal of Registration
    - Registration is renewed every five years from the date of registration or the date of last renewal.
    - If the renewal application is submitted within 90 days before the expiration of the period of validity, the normal renewal fee shall be paid double within 90 days following the end of the validity and after that period shall be written off administratively.
17. Amendment
    - GOEIC shall be notified of any amendment to the Commercial Registry or Tax Card within 60 days of the amendment.
18. After the amendment in the importer register card, the customs dealers' card must be activated from the customs computer of the car customs at Cairo International Airport.