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Renewal of registration in the Importers Register

Discription

Renewal registration data of enterprises and companies registered in accordance with Law No. 121 of 1982 and amended by Law No. 7 of 2017 and Law No. 173 of 2023.

Location

Branches: (Maarouf – 6th of October - Alexandria - Port Said - Suez – Damietta).

Renewal date

1. The renewal application is submitted within 90 days before the expiration date of the import card at the standard renewal fee.
2. Fees will be doubled if the renewal is submitted within 90 days after the expiration date.
3. If the renewal is not completed within 90 days after the registration expiration, the registration will be administratively canceled.

Validity of registration in importers' registry

Validity of registration in importers' register for five years.

The validity of registration of companies that are less than 51% of Egyptian partners is not more than 10 years from the date of application of the provisions of Law No. 173 of 2023.

Conditions for renewal of registration and documents required to renew the importers register:

First: the individual establishment

Conditions for renewal of the registration of individual facilities

1. No more than 90 days have passed since the expiry of the import card without renewing its validity.
2. That the commercial registry shall not be written off due to the expiration of the natural personality or modification of the commercial registry's uniform number.
3. That the file at the Tax Authority has not been permanently suspended due to the expiration of the natural personality and the tax number of the last issued number has not been modified by the last card obtained.
4. The natural personality did not Terminate due to the Person concerned death.
5. Import activity has not been removed from the commercial registry
6. The capital has not been adjusted below the legally prescribed minimum (500.000 EGP).
7. No final judgment has been handed down against the importer for a violation of Article 2 of Act No. 7 of 2017 amending Act No. 121 of 1982.

Documents for the renewal of the registration of individual installations

1. Origin renewal application form identical to the commercial register signed by the concerned person, agent, or authorized representative.
2. A copy of the applicant's national ID card or passport with the original for verification.
3. Acknowledgment of the renewal of the importers' register of an individual establishment signed by the person concerned and the authorized agent (if found) and responsible for the import in front of the competent employee or the validity of the signature by the bank.
4. If the applicant for the renewal is an
 - 1- A copy of a power of attorney notarized from the land registry with the original for verification.
 - 2- Acknowledgment of the validity of the power of attorney signed by the agent.
5. 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 for trafficking - restricted capital at least 500,000 EGP).
6. A copy of the electronic tax card is valid and conforms to the commercial and original registry for verification and background documents if data are not completed by the tax card.
7. Origin of the Certificate of Import Practice on behalf of the person concerned or responsible for the import insured by social insurance 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.
8. 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- Origin of Insurance Printed (Insurance document (IS)).
 - 2- A letter from the company stamped to determine (the insured import administrator and that he is still working for the company).
 - 3- 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.
9. If a letter of guarantee is provided in the amount of insurance upon registration or other renewal
If the letter of guarantee is extended
The bank sends the origin of the extension of the letter of guarantee or a transcript of the extension of the letter of guarantee is provided (if the bank mails the asset to GOEIC and does not arrive until the renewal application).
If a new letter of guarantee is submitted
The letter of guarantee shall be in all cases
 - 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 is five years and six months.
- Insurance value (50.000 EGP) from the date of validity of the registration.

With a note:

- The name of the establishment in the letter of guarantee must be identical to the commercial record.
- If the name of the company is amended in the commercial registry, the extension of the letter of guarantee shall be issued in the new name with the issuance of the letter of amendment made by the bank.
- The guarantee letter is not less than five 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.

Second: individual and limited liability companies

A. Conditions for renewal of the registration of individual and limited liability companies

1. No more than 90 days have passed since the expiry of the import card without renewing its validity.
2. The commercial registry shall not be written off due to the expiration of the natural personality or modification of the commercial registry's uniform number.
3. That the file at the Tax Authority has not been permanently suspended due to the expiration of the natural personality.
4. Import activity has not been removed from the commercial registry
5. The capital has not been adjusted below the legally prescribed minimum (2.000.000 EGP).
6. 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.
7. No final judgment has been handed down against the importer for a violation of Article 2 of Act No. 7 of 2017 amending Act No. 121 of 1982.

B. Required Documents:

1. Origin renewal application form identical to the commercial register signed by the concerned person, agent, or authorized representative.
2. A copy of the applicant's national ID card or passport with the original for verification.
3. Acknowledgment of the renewal of the importers' register signed by the solidary partners and directors of the company (all listed in the commercial register) and those responsible for the import in front of the competent employee or certified the signature validity of the bank.
4. If the applicant for the renewal is an
 - A copy of a power of attorney notarized from the land registry with the original for verification.
 - Acknowledgment of the validity of the power of attorney signed by the agent.
5. 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 - Import Officer Egyptian in case of foreigners- restricted capital at least 2.000,000 EGP).

6. A copy of the electronic tax card is valid and conforms to the commercial and original registry for verification and background document if data are not completed by the tax card.
7. A copy of the latest tax return (stamp duty with the Republic's emblem in its Tax Warrant) is identical to the data of the Commercial Registry.
8. Documents must be completed by the import administrators and import workers whose names are in the commercial registry or by the insured employee who has obtained the import certificate.
 - 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.
 - A copy of the applicant's national ID card or passport with the original for verification.
 - Acknowledgment of the renewal of the importers' register signed in front of the competent employee or certified the signature validity of the bank.
9. If an employee of the company obtains an import certificate, he shall also provide
 - Origin of Insurance Printed (Insurance document ()).
 - A letter stamped from the company to determine (the insured import administrator and that he is still working for the company).

10. If a letter of guarantee is provided in the amount of insurance upon registration or other renewal.

If the letter of guarantee is extended

The bank sends the origin of the extension of the letter of guarantee or a transcript of the extension of the letter of guarantee is provided (if the bank mails the asset to GOEIC and does not arrive until the application for renewal)

If a new letter of guarantee is submitted

Origin of the new letter of guarantee.

The letter of guarantee shall be in all cases

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 five years and six months
- Insurance value(50.000 EGP) from the date of validity of the registration

With a note:

- The name of the establishment in the letter of guarantee must be identical to the commercial record.

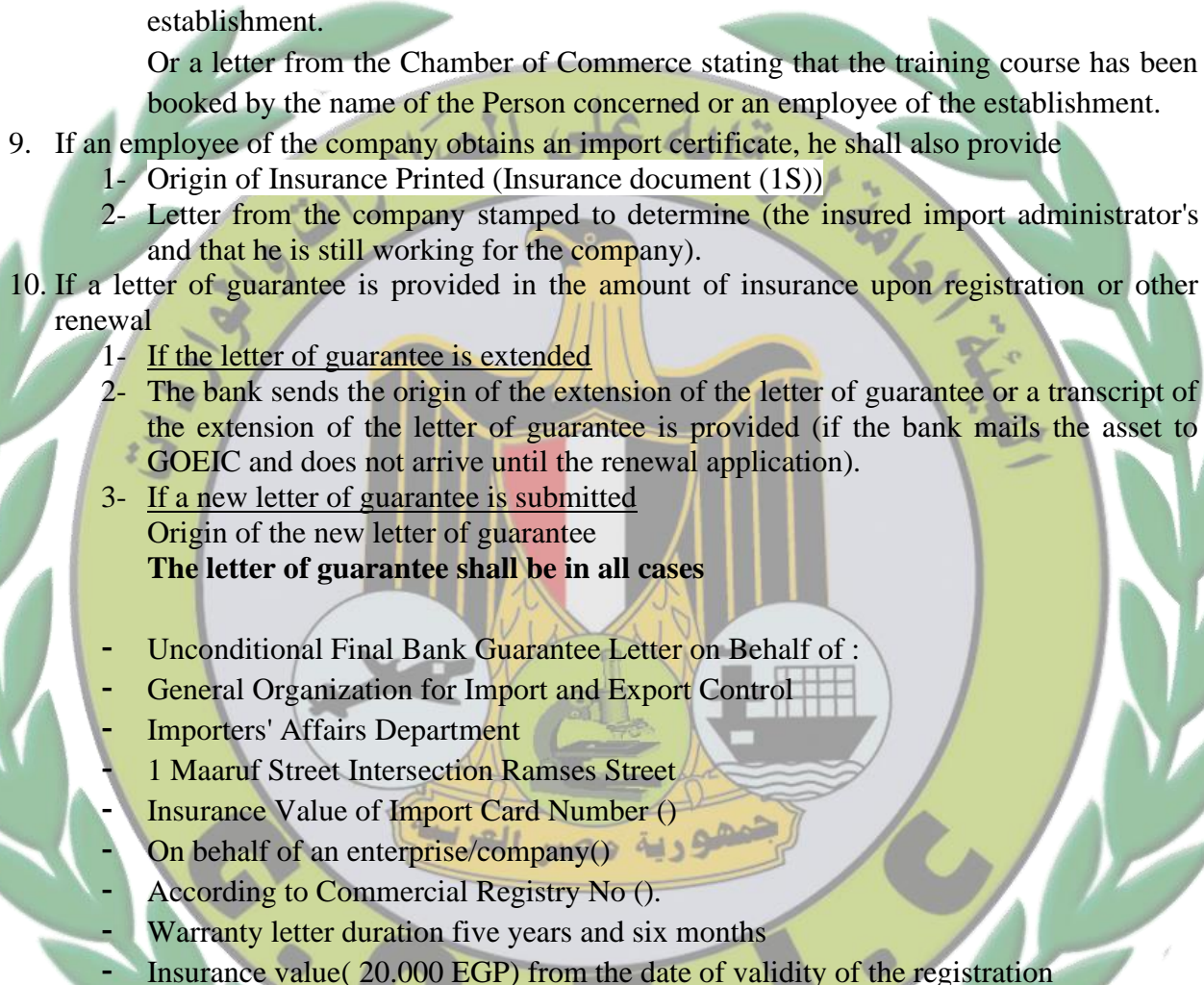
- If the name of the company is amended in the commercial registry, the extension of the letter of guarantee shall be issued in the new name with the issuance of the letter of amendment made by the bank.
- The guarantee letter is not less than five years and six months from the date of the import card's 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.

Third: Joint stock companies

1. No more than 90 days have passed since the expiry of the import card without renewing its validity.
2. That the commercial registry shall not be written off due to the expiration of the natural personality or modification of the commercial registry's uniform number.
3. That the file at the Tax Authority has not been permanently suspended due to the expiration of the natural personality.
4. Import activity has not been removed from the commercial registry.
5. The capital has not been adjusted below the legally prescribed minimum (5.000.000 EGP).
6. 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.
7. No final judgment has been handed down against the importer for a violation of Article 2 of Act No. 7 of 2017 amending Act No. 121 of 1982.

Renewal Documents of Joint Stock Companies

1. Origin renewal application form identical to the commercial register signed by the concerned person, agent, or authorized representative.
2. A copy of the applicant's national ID card or passport with the original for verification.
3. Acknowledgment of the renewal of the importers' register of companies signed in front of the competent employee or the validity of the signature of the bank from anyone who has the right to manage, sign, and directors of the company and those responsible for importing according to the latest trade record.
4. If the applicant for the renewal is an
 - 1- A copy of a power of attorney notarized from the land registry with the original for verification.
 - 2- Acknowledgment of the validity of the power of attorney signed by the agent
5. 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 for trafficking - Import Officer Egyptian in case of foreigners- restricted capital at least 5.000,000 EGP).
6. A valid copy of the electronic tax card that matches the commercial register. The original must be presented for verification. If the tax card data are incomplete, a background document is required."
7. A copy of the latest tax return (stamped with the Republic's emblem in its Tax Warrant) is identical to the data of the Commercial Registry.
8. Documents must completed by the import manager and import workers whose names are in the commercial registry or by the insured employee who has obtained the import certificate.
 - 1- A copy of the national ID card or passport of the applicant with the original for verification.

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- 2- Acknowledgment of the renewal of the importers' register signed in front of the competent employee or certified the signature validity of the bank.
 - 3- 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.
 9. If an employee of the company obtains an import certificate, he shall also provide
 - 1- Origin of Insurance Printed (Insurance document (1S))
 - 2- Letter from the company stamped to determine (the insured import administrator's and that he is still working for the company).
 10. If a letter of guarantee is provided in the amount of insurance upon registration or other renewal
 - 1- If the letter of guarantee is extended
 - 2- The bank sends the origin of the extension of the letter of guarantee or a transcript of the extension of the letter of guarantee is provided (if the bank mails the asset to GOEIC and does not arrive until the renewal application).
 - 3- If a new letter of guarantee is submitted
Origin of the new letter of guarantee
The letter of guarantee shall be in all cases
 - 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 five years and six months
 - Insurance value(20.000 EGP) from the date of validity of the registration

With a note:

- The name of the establishment in the letter of guarantee must be identical to the commercial record.
- If the name of the company is amended in the commercial registry, the extension of the letter of guarantee shall be issued in the new name with the issuance of the letter of amendment made by the bank.
- The guarantee letter is not less than five 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.

Procedures for renewal of registration in importers' registry

1. Book an appointment through GOEIC's portal

2. If the application is submitted in Maarouf or 6th October branch
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 GOEIC.
6. Note that if fees are deposited in the GOEIC's account, the following procedures shall be followed:
 - 1- Get a letter from the GOEIC addressed to the Bank numbering the GOEIC's account.
 - 2- Deposit the insurance amount in the bank account of GOEIC
 - 3- 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).
 - 4- Deposit receipt in the Bank.
7. Technical and financial auditor
8. Enter the date of the exporter's register card.
9. The person concerned should verify the card before wrapping it and receiving it.
10. Packaging and delivery.

General 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 enter the link:
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 concerned person and the authorized agent or who has the right to administer and sign.
7. If the company has a foreign partner, the import must be responsible for Egyptian nationality and be registered in the commercial registry.
8. The import officer is the worker or employees in the individual establishment or the company, responsible for the import and work permanently in the facility. Non-partners or board members are required to be insured in social insurance and provide the document indicating that.
9. Companies whose shares are less than 51% may be registered, provided that the total period of registration in the registry shall not exceed 10 years from the date of application of the provisions of the 173/2023 Law and may be extended for only one period not exceeding 10 years by decision of the Council of Ministers. Insurance may not be converted from cash to a letter of guarantee.
10. If the export practice certificate is not completed upon request for registration, 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. Import Practice certification.

1. Issued by The training center at the headquarters of GOEIC or one of the centers approved by the Ministry of Trade and Industry the Foreign Trade Training Center or from the Chamber of Commerce
 2. 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.
12. In case of booking the import course at GOEIC:
1. Register an account on the GOEIC's portal
 2. You can find out how to book the import course and the required documents [[Click here](#)]
 3. [Reservation of courses held](#)
 4. [Reservation of courses held at the Training Centre](#)
 5. Payment of fees for the online course.
 6. The fees for the training course held by GOEIC at the headquarters of the main authority at the airport or during the presence to renew the importers' register in the branches of the competent importers' register are paid after loading the form of booking a training course from the site.
13. After the amendment in the importer's register card, the customs dealers' card must be activated from the customs computer of the car customs at Cairo International Airport.

14. Amendment

1. GOEIC must notified of any change or modification in the declarations recorded in the Register within 60 days from the date of change or modification.
2. You can refer to GOEIC's portal modification service to find out the procedures and documents required to obtain the service
3. If at renewal there is an unproven modification of the data recorded in the importers' register, the following actions shall be taken by the type of modification:
 - i. If the amendment does not affect the record of importers
Renewal and modification procedures will be carried out when one of the following modifications occurs:
 - deselect or open the import activity (without canceling)
 - Change of trade name.
 - Trademark Editing.
 - Entry or exit of partners in companies.
 - Amending the status of a partner in companies.
 - Amending who has the right to administer and sign.
 - Add or delete a manager.
 - Add or delete commodity groups.
 - Adjusting the capital without being less than the legally required minimum.
 - Amending the address of the head office in the same governorate without erasing the commercial register or modifying its number.
 - Amending the legal entity without expiring the legal personality.
 - ii. If the amendment affects the registration of the importer's register
 - Due to the loss of one of the conditions of registration or renewal according to Law 7 of 2017.
 - iii. Renewal procedures are not proceeding, the import card is written off, and the necessary legal measures are taken.

