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Write-off at importer's request and insurance refund

Discription

Write-off at importer's request and insurance refund in accordance with Law No 121 for 1982 and Regulation as amended by Law No. 7 of 2017

Location:

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

After the write-off decision, the insurance refund application shall be submitted as follows:

- In case of submission of registration documents in (Marouf - 6th of October - Alexandria - Port Said - Suez – Damietta) the request for redemption is submitted at the branch where the registration documents were submitted.
- In case of submission of registration documents in (the office of the Investors Services Complex in the General Investment Authority - Chambers of Commerce in Bab Al-Luq – Banha) the request for redemption is submitted at the Maarouf branch.

Required Documents

1. Original write-off request form signed by the concerned person or an authorized signatory before the competent employee, or with the authenticity of the signature attested by the bank.
2. A recent, active, and valid official extract from the commercial registry.
3. A copy of the national ID card or passport of the owner of the facility or the authorized manager, with the original for verification.
4. Submission of all copies of valid importer register cards issued to the facility/company, or a police report documenting their loss.
5. Receipt of payment for write-off fees.
6. **If the applicant is an agent:**
 - a. A copy of a notarized power of attorney from the land registry, valid for the write-off of the register and insurance refund from the importer's register, with the original for verification (a second agent is acceptable).
 - b. A copy of the national ID card or passport of the agent, with the original for verification.
 - c. An acknowledgment of the validity of the power of attorney signed by the agent.

Write-off procedures upon importer's request

1. Book an appointment through GOEIC's portal (if the application is submitted in Maarouf or 6th October branch)
2. Submitting the required documents in accordance with Regulation No. 121 of 1982.
3. Check the required documents and registration of the write-off request.
4. Pay the fees to GOEIC's treasury with a visa.

5. Technical and financial auditor.
6. Notify of when the importer can apply for an insurance refund after the write-off decision.
7. Preparing and approving a write-off note.
8. Recording the final write-off decision.

Insurance Refund Conditions

1. Issuance of the final cancellation decision and its registration on the system.
2. There are no open consignments in process.
3. The tax card is not prohibited.
4. Insurance has not been recovered previously.
5. There is no legal obstacle preventing insurance refunds.
6. The importer has not been previously sentenced final verdict due to the importer committing one of the violations mentioned in Article 6 of Low No. 7 of 2017 amending Low No. 121 of 1982.

Insurance Refund Documents

1. An original form of the refund of the insurance request signed by the person concerned or who has the right to administer and sign in front of the competent employee, or with the validity of the signature from the bank According to the commercial register submitted at the time of writ-off.
2. Acknowledgment of insurance refund for the cards that have been written off, signed by the person who has the right to administer and sign in front of the competent employee, or approving the validity of the signature from an approved bank.
3. The original receipt for the collection of the insurance amount to be recovered or a copy of the letter of guarantee.
4. In case of an insurance refund request for cash, submitted:
 1. The original letter from the bank with the account number on which the insurance will be transferred, provided that the bank is accredited with the electronic payment system of the Ministry of Finance with the same name and trademark issued in its name insurance in the file.
5. In case of insurance refund with the letter of guarantee.
 1. A copy of the guarantee letter is to be recovered.

Procedures

1. Book an appointment through GOEIC's portal (the application is submitted in Maarouf)
2. Submitting the required documents in accordance with Regulation No. 121 of 1982.
3. There are no open consignments in process The tax card is not prohibited.

4. The insurance has not been previously recovered and there is no legal obstacle preventing an insurance refund.
5. Processing of insurance refund file.
6. In case of insurance refund cashback, the following is done:
 - a. Sending the insurance refund request and its attachments to the Financial Affairs for review.
 - b. Financial and technical auditor of the application and the attachments.
 - c. Completing the financial cycle to recover the insurance and transfer the amount to the customer's account.
7. In case the letter of guarantee is recovered the following is done:
 - a. Delivery of the applicant's refund file and letter addressed to financial affairs for delivery of the letter of guarantee.
 - b. Head for Finance at Cairo Airport Headquarters to deliver Insurance Refund File and Refund Letter
 - c. Financial and technical review of the order, annexes, and delivery of the letter of guarantee by the importer

Important notes:

1. Obtain document forms exclusively from GOEIC's portal.
2. Fee: two pounds for resource development stamp duty + one pound per page for power of attorney if submitted.
3. Even a second agent is acceptable, and the authorization is not acceptable with importers' registers.
4. If the concerned person or authorized signatory is outside the country and delegates a legal representative to apply for the service at GOEIC, the 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.
5. To obtain a certificate stating that the facility or company has been written off, you can request a data certificate.
6. After canceling the exporter's register card, the customs dealer's card registration must be written off from the customs computer of the car customs at Cairo International Airport.
7. Insurance refund proceedings are not conducted before the write-off decision and recording on the system.
8. "There are no open consignments in process impeding the conduct of insurance refund procedures." This means any previous customs certificate (export or import) for which no reconciliation or denial notice has been received on the system, preventing the proceeding of insurance refund until such consignments' procedures are completed.

Procedures for Finalizing Consignments in Process:

- The importer/exporter must complete the consignment procedures at GOEIC's concerned branch (at the port where the consignment is imported/exported). This is done by receiving the conformity or rejection notification or by submitting evidence indicating the completion of the pending consignments' procedures for technical support at the airport's headquarters.
- Consignments in the process are automatically uploaded once their procedures are completed.
- You can go to GOEIC's branch at Marouf to proceed with the insurance refund procedures.

9. Legal Obstacles That May Prevent Insurance Refund:

- If it is proven in the file that the facility or company notified GOEIC of any amendment to the registration data at the importers' register 60 days after the amendment occurred, the decision on insurance refunds is postponed until the prosecution's response.
 - Prohibition of the tax card due to a violation of Article 86 or Article 96 of Regulation No. 770 of 2005 prevents the refund of insurance until the reasons for the ban are resolved.
 - If a final judgment is handed down against the importer for an offense under Article 6 of Law No. 7 of 2017, amending Act No. 121 of 1982.
10. In the absence of a legal impediment to the re-registration of the facility or company, it shall not be re-recorded until after the write-off decision has been issued and registered in the system.
11. You can call (19591) or visit the Citizens Service Office at the airport to inquire about:
- Issuance of the final cancellation decision and its registration in the system.
 - Confirmation that there are no open consignments in process.
 - Verification that the tax card is not prohibited.
 - Assurance that there is no legal obstacle preventing the insurance refund.
 - Ensure that the account number on which the insurance will be transferred is approved by the Ministry of Finance's electronic payment system.
 - Coordinate with technical support to proceed with the procedures for other activities (non-import) certified on the tax card if the write-off of the registration in the exporter's register prevents proceeding with those activities.
 - Ensure that the account number on which the insurance will be transferred is approved by the Ministry of Finance's electronic payment system.
 - Coordinate with technical support to proceed with the procedures for other (non-import) activities certified on the tax card if the deletion of the registration in the importer's register prevents the conduct of those activities.