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Establishment and Registration or Re-registration of Foreign Offices

Description:

- Establishment of foreign offices engaged in market research and the provision of scientific, technical, and consultancy services related to the products of a foreign company wishing to open an office in Egypt, according to Law No. 120 of 1982.
- After obtaining the necessary approval for establishing the foreign office from the (GOEIC), you can register in the Foreign Offices Register according to Law No. 120 of 1982.

Location:

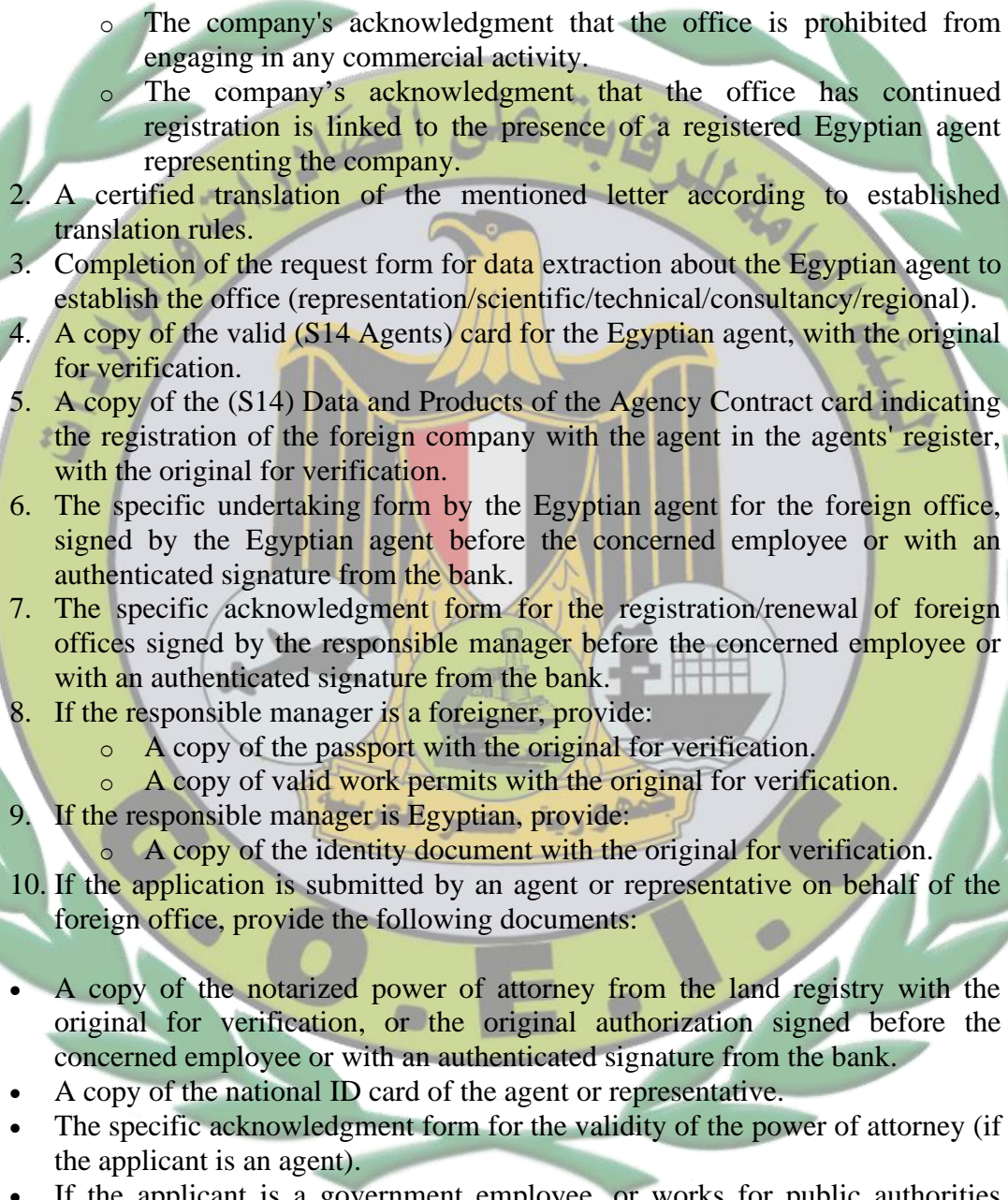
Branch Maarouf

Conditions for Registration in the Foreign Offices Register:

1. The activity to be practiced by the office must be (scientific/technical/consultancy/communication/representation or other) and the office must have obtained approval from GOEIC for its establishment (please review the registration procedures).
 - The office must have an Egyptian agent registered in the Register of Commercial Agents and Brokers according to Law No. 120 of 1982.
2. The office should only engage in agency or brokerage activities.
3. The foreign office should take into account the continued presence of the commercial agent for continued registration.
4. In the case of re-registration of the foreign office:
 - The office should not have been previously removed for practicing agency or brokerage activities contrary to the provisions of Law No. 120 of 1982, or if it was removed, at least 5 years must have passed since the removal.

Documents Required for Establishment and Registration of a Foreign Office:

1. An official letter from the company wishing to open the office, authenticated by the relevant Chamber of Commerce and endorsed by the Egyptian embassy or consulate abroad, including:
 - The nature of the activity to be practiced by the office (scientific/technical/consultancy/communication/representation).
 - The geographical and commodity scope.

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- The name and nationality of the appointed office manager (responsible manager).
 - The names and nationalities of any foreign employees who will work in the office (if any).
 - The name(s) of the Egyptian agent(s) registered in the agents' register.
 - The office's commitment is to notify the GOEIC with a documented letter in case of any changes in the manager or foreign employees in the office.
 - The company's acknowledgment that the office is prohibited from engaging in any commercial activity.
 - The company's acknowledgment that the office has continued registration is linked to the presence of a registered Egyptian agent representing the company.
2. A certified translation of the mentioned letter according to established translation rules.
 3. Completion of the request form for data extraction about the Egyptian agent to establish the office (representation/scientific/technical/consultancy/regional).
 4. A copy of the valid (S14 Agents) card for the Egyptian agent, with the original for verification.
 5. A copy of the (S14) Data and Products of the Agency Contract card indicating the registration of the foreign company with the agent in the agents' register, with the original for verification.
 6. The specific undertaking form by the Egyptian agent for the foreign office, signed by the Egyptian agent before the concerned employee or with an authenticated signature from the bank.
 7. The specific acknowledgment form for the registration/renewal of foreign offices signed by the responsible manager before the concerned employee or with an authenticated signature from the bank.
 8. If the responsible manager is a foreigner, provide:
 - A copy of the passport with the original for verification.
 - A copy of valid work permits with the original for verification.
 9. If the responsible manager is Egyptian, provide:
 - A copy of the identity document with the original for verification.
 10. If the application is submitted by an agent or representative on behalf of the foreign office, provide the following documents:
 - A copy of the notarized power of attorney from the land registry with the original for verification, or the original authorization signed before the concerned employee or with an authenticated signature from the bank.
 - A copy of the national ID card of the agent or representative.
 - The specific acknowledgment form for the validity of the power of attorney (if the applicant is an agent).
 - If the applicant is a government employee, or works for public authorities institutions, or local government units, provide:
 - A letter from the workplace stating that there is no objection to the employee undertaking proxy activities for others or GOEIC should notify the workplace.

Validity of Registration:

- The registration remains valid as long as the conditions are met and the required documents are updated accordingly.

Procedures for Establishment and Registration of Foreign Offices

1. Book an appointment through the GOEIC's portal [[Click here](#)]. Please refer to the instructions for booking an appointment.
2. Submit the documents according to the provisions of Law No. 120 of 1982.
3. Submit a request for information on the Egyptian agent's data from the Register of Commercial Agents and Brokers and pay the service fee for the data certificate.
4. Examine the documents and perform the technical review.
5. Prepare a memorandum for the establishment of the foreign office and issue the decision approving the establishment of the foreign office.
6. Estimate the fees and service charges for the registration request and issue a letter to the Central Bank for the payment of the required dollars to the GOEIC's account.
7. Pay the fees at the Central Bank in US dollars.
8. Book an appointment through GOEIC's portal.
9. Deliver the original receipt for the payment of fees at the GOEIC office in Maarouf.
10. Pay the service fee at the GOEIC treasury.
11. Perform the financial and technical review.
12. Enter the data of the foreign office card.
13. Review the card with the applicant before sealing and receiving it.
14. Seal and deliver the card.

Important Notes

1. Obtain application forms and acknowledgments from GOEIC's portal only.
2. To find out how to book an appointment through GOEIC's portal, please [[Click here](#)]
3. The validity of the acknowledgments is 3 months and only up to a second power of attorney is accepted - the validity of the authorization is 3 months.
4. If the responsible manager is abroad and has delegated their legal agent to submit the service request to the GOEIC, the power of attorney issued by a foreign entity must be certified by the Egyptian embassy or consulate abroad and deposited with the land registry in Egypt.
5. The representative of the foreign office is not allowed to sign the personal acknowledgment that must be completed by the responsible manager, nor to sign the Egyptian agent's undertaking.
6. If the responsible manager or commercial agent is abroad, the acknowledgment, undertaking, and a copy of either's passport must be certified by the Egyptian embassy or consulate abroad.

7. If the representative of the office submitting the application is a government employee, or works for public authority or institutions, or local government units, the foreign office card will not be delivered until the workplace is notified.
8. The commercial agent's details will not be mentioned in the decision to establish the foreign office as they can change.
9. If the responsible manager is a foreigner, the purpose of their visit in their passport must be residence or work, not tourism or non-work purposes.
10. If the responsible manager is a foreigner, the foreign office will be issued a temporary card limited to the duration of the manager's authorized work stay.
11. The foreign office card (S15) including:

- Foreign office details - name - nationality - field of activity - address - name of the responsible manager - name of the Egyptian agent - Egyptian agent's registration number S14 - agency contract expiry date - contract duration (fixed term/extended) - agent registration expiry date.

12. Obligations of the responsible manager of the foreign office:

- Notify the relevant department at the Ministry of Interior about the Egyptian staff in the foreign office by registered mail with acknowledgment of receipt.
- If there are foreign staff, provide work permits for them and notify the GOEIC within 30 days.
- Notify the GOEIC of the agency's termination or cessation within 60 days from the date of its termination or cessation.
- Notify the GOEIC in case of changing the current agent with another.
- The office is not allowed to practice any commercial brokerage or agency activities.

13. The registration is renewed every five years from the date of registration or the last renewal. If the renewal request is submitted within the 90 days preceding the expiration, the regular renewal fee is paid. Fees are doubled during the 90 days following the expiration; after that, the registration is administratively canceled.

14. The continued registration of the foreign office is linked to the continued registration of the Egyptian commercial agent and the continuation of the agency based on which the foreign office was established.

15. When foreign offices are canceled:

- If it practices agency or brokerage activities contrary to the law, it will not be re-registered until after 5 years.
- Or if the agency contract on which the foreign office is based ends without renewal or the agency ceases for any reason.
- Or if the Egyptian agent's registration on which the foreign office is based expires and 90 days pass without renewing the agent's registration in the commercial agents' register.
- Or if the foreign office's registration expires and 90 days pass without renewing the registration.

16. If the agent's registration in the agents' register expires, the foreign office will not be canceled until the agent's renewal grace period (90 days) expires.

