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Renewal of Registration of Foreign Offices

Description:

Renewal of the registration of foreign offices in accordance with Law No. 120 of 1982.

Location:

- Maarouf Branch

Renewal Date:

- The registration is issued for five years and shall expire upon the expiration of the registration, the agency contract, or the deletion of the agent, whichever is sooner.
- The registration is renewed every five years.
- The renewal application must be submitted within 90 days before the expiration date of the import card at the standard renewal fee.
- Fees will be doubled if the renewal is submitted within 90 days after the expiration date.
- If the renewal is not completed within 90 days after the expiration of the registration, the registration will be administratively canceled.

Conditions for Renewal of Foreign Office Registration:

1. The foreign office registration has not expired for more than 90 days without a renewal application.
2. The office must have an Egyptian agent listed in the Register of Commercial Agents and Intermediaries, whose registration is valid, and through whom only the agency or commercial brokerage operates per Law No. 120 of 1982.
3. The foreign office shall not have engaged in agency business or commercial intermediation contrary to the provisions of Act No. 120 of 1982 and shall not have had a decision issued for its expulsion.
4. The agency's contract, on which the foreign office is based, has not expired or has been renewed on time, or a new agency contract was submitted on the legal date.

Foreign Office Renewal Documents:

1. Complete the request to renew a foreign office registry signed by the responsible director, legal agent, or commissioner.
2. Copy of the identity document or passport of the responsible manager and the original for verification.

3. The application form for the registration/renewal of foreign offices signed by the responsible manager, or a signature validity confirmation from the bank.
4. Copy of the applicable work permits of the foreign manager and the original for verification.
5. A copy of a valid card "(S 14) agents" for the Egyptian agent and the original for verification.
6. A copy of a card "(S 14) data and products of the agency's contract" indicating the foreign company's registration with the agent in the agents' register and the original for verification.
7. Complete the request for a data certificate to prove the Egyptian agent's registration with the company.
8. If the applicant is an agent or commissioner:
 - A certified power of attorney from the real estate registry and the original for verification, or the original authorization signed in front of the competent employee or a signature validity confirmation from the bank.
 - Copy of the agent's or commissioner's national ID card.
 - Proxy form (if the applicant is an agent).
 - If the agent is an employee of the government, public bodies, public institutions, or local governance units, a letter from the employer must be submitted.

Validity of Registration:

- Five years or until the expiration date of the agency's contract or the expiration date of the agent's registration in the registry of agents on which the office is based, whichever is sooner.

Fees:

- Service fees must be paid at the competent GOEIC branch in Egyptian pounds via visa.
- Fees are paid in USD according to the rates declared at the time of application, with any differences paid to GOEIC and settled at the Central Bank.

Procedures for Renewing the Registration of Foreign Offices:

1. Book an appointment through the GOEIC's portal from the following link (please refer to the instructions for booking the appointment).
2. Submit the documents in accordance with the provisions of Law No. 120 of 1982.
3. Submit a request for inquiries about the data of the Egyptian agent from the registry of commercial agents and brokers and pay for the data certificate service.
4. Document inspection and technical review.
5. Estimate fees and services upon application and issue a letter to the Central Bank to pay the required USD to GOEIC's account.
6. Pay the fees at the Central Bank in USD.

7. Book an appointment through the GOEIC's portal.
8. Deliver the original fee deposit receipt to GOEIC's headquarters with an ID.
9. Pay for the service at the cashier.
10. Financial and technical audit.
11. Enter the foreign office card data.
12. The applicant reviews the card before it is packaged and received.
13. Packaging and delivery.

Important Notes:

1. Obtain application forms and declarations exclusively through the GOEIC's portal.
2. To find out how to book an appointment through GOEIC's portal, please [\[Click here\]](#)
3. The validity of acknowledgment is 3 months- even a second agent is acceptable - The validity of the authorization is 3 months.
4. If the responsible director is outside the country and their legal agent applies for 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 with the real estate registry in Egypt.
5. A person acting on behalf of the foreign office shall not sign the personal declaration granted by the responsible director.
6. If the responsible director travels abroad, the confirmation and passport copy must be documented by the Egyptian Embassy abroad.
7. If the office's representative is a government employee, public body, public institution, or local government unit employee, the foreign office registry card shall not be handed over until the employer has been notified.
8. If the responsible manager is a foreigner, the purpose of the visit must be indicated in their passport as a residence, work, and not tourism or other non-work purposes.
9. If the responsible manager is a foreigner, the foreign office shall be given a temporary card for the period of residence of the authorized responsible manager.
10. The Foreign Office S15 card displays the Foreign Office's data, including its name, nationality, area of activity, address, the name of the responsible director, the name of the Egyptian agent, the registration number of the Egyptian agent (S14), the expiration date of the agency contract, the duration of the agency contract (fixed-term/extended), and the expiration date of the agent's registration.
11. Obligations of the director responsible for the foreign office:
 - Notify the competent authority of the Ministry of the Interior of Egyptian employment at the Foreign Office via registered letter with acknowledgment of receipt.
 - In the case of foreign employment, submit a work permit and notify the Agency within 30 days.
 - Notify GOEIC of the expiration or termination of the agency within 60 days of its occurrence.
 - Notify GOEIC if the current agent is replaced by another agent.

- The Office may not engage in any act of mediation or commercial agency.
12. If at the time of renewal of the registration there are amendments to the registration data, the required documents must be reviewed. Any modifications should be made through the GOEIC's portal.
13. The continued registration of the foreign office is linked to the continued registration of the Egyptian commercial agent and the continuation of the agency on which the foreign office is based.
14. Conditions for the write-off of foreign offices:
- If the office engages in agency or mediation activities contrary to the provisions of the law.
 - Upon termination of the agency's contract on which the foreign office is based without renewal, or upon the expiration of the agency for any reason.
 - Upon expiration of the Egyptian agent's restricted registration with the agency contract on which the foreign office is based and 90 days have passed without renewing the registration.
 - Upon expiration of the foreign office registration and 90 days without renewal.

