

# Table of contents

Description:.....	2
Location:.....	2
Types of Amendments:.....	2
Amendments Based on a Letter from the Foreign Office:.....	2
Amendments Based on an Official Letter from the Foreign Company Establishing the Foreign Office:.....	2
Required Documents: .....	2
Additional Documents for Specific Amendments:.....	3
For Address Change (Based on a Letter from the Foreign Office): In addition to documents 1- .....	3
For Office Name or Agency Contract Validity Change (Based on a Letter from the Foreign .....	3
For Type Change of the Foreign Office (Based on an Official Letter from the Establishing .....	3
For Change of the Responsible Manager (Based on an Official Letter from the Establishing .....	4
Amendment Fees:.....	4
Procedures for Amending Foreign Office Registration Data .....	4
Important Notes: .....	5

# Amendment of Foreign Office Registration Data

## Description:

Amendment of foreign office registration data in accordance with Law No. 120 of 1982.

## Location:

Maarouf Branch

## Types of Amendments:

### Amendments Based on a Letter from the Foreign Office:

1. Change of the foreign office name.
2. Change of the registered Egyptian agent on whose basis the foreign office operates.
3. Change of the foreign office address.
4. Validity of the agency contract on which the foreign office is based.

### Amendments Based on an Official Letter from the Foreign Company Establishing the Foreign Office:

1. Change of the foreign office manager (responsible manager).
2. Change of the type of foreign office (scientific, technical, consulting, liaison, representative, or others).

## Required Documents:

1. Completed foreign office amendment application form signed by the responsible office manager in the presence of the relevant official or by a proxy with an official power of attorney or authorization.
2. A copy of the applicant's identification or passport, with the original for verification.
3. Submission of registration cards (Form S15) to be amended.
4. If the amendment request is submitted by an agent or authorized representative of the foreign office, the following documents are required:



- A Copy of the notarized power of attorney from the land registry with the original for verification (even a second agent is acceptable) or an original authorization signed in the presence of the relevant official or with a bank signature verification.
- Original acknowledgment of the validity of the power of attorney (if the applicant is an agent).
- If the applicant is an employee of the government, public bodies, public institutions, or local government units, a letter from their employer does not object to the employee undertaking representation duties for others or an official notification from the GOEIC to the employer.

#### Additional Documents for Specific Amendments:

**For Address Change (Based on a Letter from the Foreign Office):** In addition to documents 1-4, the following is required:

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- A letter from the foreign office specifying the required amendment, signed by the responsible office manager in the presence of the relevant official or with a bank signature verification.

**For Office Name or Agency Contract Validity Change (Based on a Letter from the Foreign Office):** In addition to documents 1-4, the following is required:

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- Copy of the (S14 Agents) card showing the amendment, with the original for verification.
- Copy of the (S14 Data and Products of the Agency Contract) card showing the amendment, with the original for verification.
- The responsible manager or their representative must complete a data extract request form about the Egyptian agent to confirm the required amendments.
- Completion of the special undertaking form by the Egyptian agent for the foreign office, signed by the Egyptian agent in the presence of the relevant official or with a bank signature verification.

**For Type Change of the Foreign Office (Based on an Official Letter from the Establishing Foreign Company):** In addition to documents 1-4, the following is required:

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- An official letter from the establishing company specifying the required amendment notarized by the relevant chamber of commerce and authenticated by the Egyptian embassy or consulate in the company's home country.
- Original translation of the foreign company's letter according to established translation rules.

**For Change of the Responsible Manager (Based on an Official Letter from the Establishing Foreign Company):** In addition to documents 1-4 and the documents listed in point 7, the following is required:

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- The special acknowledgment form for foreign office registration, signed by the responsible manager in the presence of the relevant official or with a bank signature verification.
- If the responsible manager is a foreign national:
  - Copy of the passport with the original for verification.
  - Copy of valid work permits with the original for verification.
- If the responsible manager is an Egyptian national:
  - Copy of the identification document with the original for verification.

#### **Amendment Fees:**

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- Refer to the relevant GOEIC branch in Maarouf. Payment is made in Egyptian pounds via visa at the agency's treasury.
- Fees can also be paid in US dollars according to the rates announced at the time of application, with any fractions rounded in favor of GOEIOC, and the payment made to the Central Bank

#### **Procedures for Amending Foreign Office Registration Data**

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1. Book an appointment through the GOEIC's portal [[Click here](#)].
  - Please review the usage instructions when booking an appointment.
2. Submit documents in accordance with the provisions of Law No. 120 of 1982.
3. Submit a data inquiry request about the Egyptian agent from the Agents and Commercial Brokers Register and pay the service fee for the data certificate. This is required when a data extract about the Egyptian agent is needed to prove the amendments.
4. Document review and technical examination.
5. Estimate fees and service charges for the registration request and issue a letter addressed to the Central Bank for payment of the required dollars into the GOEIC account.
6. Pay the fees at the Central Bank in US dollars.
7. Book an appointment through GOEIC's portal.
8. Submit the original fee deposit receipt at the GOEIC headquarters in Maarouf.
9. Pay the service fee at the GOEIC treasury.



10. Financial and technical review.
11. Enter foreign office card data.
12. Applicant reviews the card before it is laminated and collected.
13. Packaging and delivery of the card.

### Important Notes:

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1. Obtain document templates from GOEIC's portal only.
2. To find out how to book an appointment through GOEIC's portal, please [[Click here](#)]
3. Acknowledgments are valid for 3 months and only up to the second agent is accepted. Authorization is not accepted.
4. If the responsible manager is abroad and has delegated their legal representative to apply for the service at GOEIC, the power of attorney issued by a foreign entity must be authenticated by the Egyptian embassy or consulate abroad and deposited at the land registry in Egypt.
5. The proxy cannot sign the personal acknowledgment required from the responsible manager or the Egyptian agent's undertaking.
6. If the applicant's representative is an employee of the government, public bodies, public institutions, or local government units, the foreign office registration card will only be delivered after:
  - Notifying the employer.
  - Or presenting a letter from the employer not objecting to the employee undertaking representation duties for others.
7. If the responsible manager is a foreign national:
  - The foreign office will be issued a temporary card limited to the duration of the responsible manager's stay.
  - The purpose of the visit in the passport must be residency or work, not tourism or non-work purposes.
8. The foreign office card (Form S15) will display:
  - Foreign office data: name, nationality, field of activity, address.
  - Name of the responsible manager, name of the Egyptian agent, Egyptian agent's registration number (Form S14), agency contract expiration date, contract duration (fixed-term/extended), and Egyptian agent's registration expiration date.
9. Obligations of the responsible manager of the foreign office:

- Notify the Ministry of Interior's relevant department about Egyptian employees at the foreign office by registered mail with acknowledgment of receipt.
- If there are foreign employees, submit work permits for them and notify GOEIC within 30 days.
- Notify GOEIC of the agency's expiration or termination within 60 days of the expiration or termination date.
- Notify GOEIC if the current agent is replaced by another agent.
- The office must not engage in any brokerage or commercial agency activities.

10. The continuity of the foreign office registration is linked to the continuity of the Egyptian commercial agent's registration and the agency on which the foreign office is based.

11. Foreign offices will be deregistered in the following cases:

- Engaging in brokerage or agency activities contrary to the law.
- The agency contract on which the foreign office is based ends without renewal, or the agency terminates for any reason.
- The registration of the Egyptian agent on which the foreign office is based expires, and 90 days pass without renewal.
- The foreign office registration expires, and 90 days pass without renewal.

12. If the agent's registration in the Agents Register expires, the foreign office will not be deregistered until the agent's renewal grace period (90 days) expires.

13. A deregistered foreign office cannot be re-registered for engaging in agency activities contrary to the law until at least five years have passed.

