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Cancellation at the request of the Foreign Office and Insurance Refund

Description:

- Cancellation at the request of the foreign office in accordance with Law No. 120 of 1982.
- Insurance refund after the cancellation decision is issued.

Location:

Maarouf Branch

Required Documents:

- Original cancellation and insurance refund request form signed by the responsible manager in the presence of the relevant official or with a bank signature verification.
or a power of attorney or special authorization for the insurance refund.
- A Copy of the national ID or passport of the applicant, with the original for verification.
- Submission of all valid foreign office registration cards (Form S15) issued to the foreign office or a police report in case of their loss or the loss of any of them.
- A letter from the bank with the account number, to which the insurance will be transferred, provided the bank is approved by the Ministry of Finance's electronic payment system and the account is in the name of the same foreign office as stated in the insurance file.

If the applicant is an agent or authorized representative of the foreign office:

- A Copy of the notarized power of attorney from the land registry for registration cancellation and insurance refund, 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.
- Acknowledgment of the validity of the power of attorney signed by the agent. (if the applicant is an agent)

Cancellation and Insurance Refund Fees:

- None

Procedures:

1. Book an appointment through the GOEIC's portal [[Click here](#)].
 - Please review the usage instructions when booking an appointment.
2. Submit the required documents in accordance with Law No. 120 of 1982.
3. Examine and review the documents.
4. Pay the data certificate fee.
5. Prepare and approve the cancellation memo.
6. Register and record the final cancellation decision.
7. Receive the data certificate.
8. Prepare the insurance refund documents and send them to the finance department.
9. Financial review and completion of the financial cycle.
10. Transfer the insurance amount to the foreign office's account.

Important Notes:

1. Obtain application forms and acknowledgments only from the GOEIC portal.
2. To find out how to book an appointment through GOEIC's portal, please [[Click here](#)].
3. If the responsible manager is outside the country and has appointed their legal agent to submit the service request to the GOEIC, the power of attorney issued by the foreign entity must be certified by the Egyptian embassy or consulate abroad and deposited in the land registry in Egypt.
4. To inquire about the issuance of the cancellation decision, you can contact the call center (19591) or visit the Citizens Service Office at the airport.
5. To obtain a certificate indicating the cancellation of the foreign office, you can request a data certificate and pay the necessary fees.
6. The insurance refund process cannot proceed until the cancellation decision is issued and registered in the system.