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# Request for data certificate in foreign office registry

## Description:

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- Obtaining a negative or positive certificate about the position of the establishment or company on the registration in the registry of foreign offices.
- Data certificate issued in two cases:
  - o At the request of the foreign office or company.
  - o At the request of government agencies.

## Location:

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Maarouf Branch

## Required Documents and Procedures

First, if a data certificate is requested at the request of the official authorities (Government)

## Documents

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The origin of an official letter on the offices of the government agencies requesting the data certificate of the establishment or company on the basis that it will not be removed by a live stamp of the emblem of the Republic.

## Fees

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Exempt

## Service Procedures

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1. Receipt of letter.
2. Research in the system.
3. Review the file if it exists.
4. Preparation and certification of the certificate.
5. Certificate Delivery.

Second, if a data certificate is requested at the request of the foreign office:

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#### **Documents:**

1. Original data certificate application for foreign offices signed by the responsible manager or agent.
2. A copy of the national ID card or passport of the applicant, with the original for verification.
3. If the office is registered with foreign offices, a copy of the registration card is in the registry of foreign offices.
4. If the applicant is an agent:
  - A copy of a notarized power of attorney from the land registry and the original for verification (even a second agent is acceptable).
  - An acknowledgment of the validity of the power of attorney signed by the agent.

#### **Service Procedures**

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1. Book an appointment through the GOEIC's portal [[Click here](#)]. Please refer to the instructions for booking an appointment.
2. Submit documents in accordance with the provisions of Law No. 120 of 1982.
3. Estimate fees and service costs upon request.
4. Obtain a letter from the Head Office's Financial Affairs addressed to the Central Bank, valued in USD.
5. Pay fees at the Central Bank in USD.
6. Book an appointment through the GOEIC's website.
7. Deliver the original fee deposit receipt at GOEIC's headquarters with an ID.
8. Pay for the service at the cashier.
9. Search in the system.
10. Review the file, if any.
11. Prepare and certify the certificate.
12. Deliver the certificate.

#### **Important Notes**

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13. Obtain document forms exclusively from GOEIC's portal.
1. To find out how to book an appointment through GOEIC's portal, please [[Click here](#)]
14. If the person concerned or authorized to manage and sign is outside the country and delegates their legal representative to apply for obtaining 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 in the land registry in Egypt.

