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## Registration and Re-registration of Real Estate Brokers

### Description:

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1. The commercial register cannot be issued, and real estate brokerage activities cannot be practiced without registration in the Real Estate Brokers Register according to Law No. 120 of 1982.
2. The Tax Authority issued Circular No. 2 of 2020, requiring real estate brokerage financiers to provide proof of their registration in the Real Estate Brokers Register at GOEIC.
3. Before obtaining or renewing the commercial register, a letter from the Real Estate Brokers Register at GOEIC indicating the temporary registration of the establishment in the Real Estate Brokers Register is required until the commercial register is issued.

### Location:

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1. Collection of fees, documents, and preliminary registration:
  - Branches: (Maarouf, Sixth of October, Alexandria, Port Said, Damietta, Suez, Zagazig, Ismailia, 10th of Ramadan, Menoufia, Assiut, Arish, Investor Services Complex at the Investment Authority).
  - Chambers of Commerce in (Bab Al-Luq, Alexandria, Kafr El Sheikh, Tanta, Damanhour, Benha).
2. Issuance of cards:
  - GOEIC branches: Maarouf, Sixth of October, Alexandria.

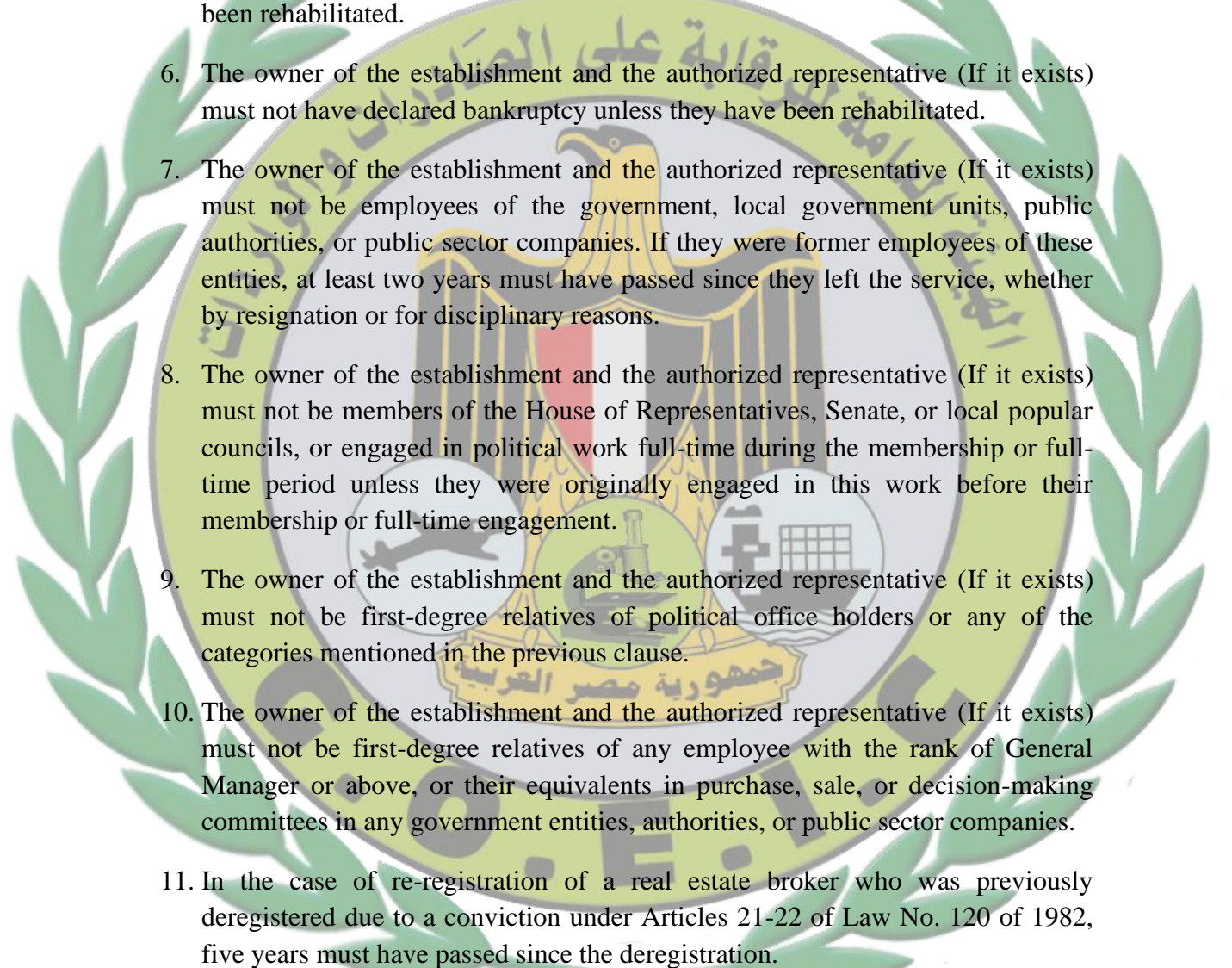
### Requirements for Registration and Re-registration in the Real Estate Brokers Registry

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**Firstly, the requirements for individual establishments to be registered in the Real Estate Brokers Registry:**

1. The activity of practicing real estate brokerage must be proven in the commercial registry according to Law No. 21 of 2022.
2. The applicant must not be listed on any negative lists.
3. The applicant must pass a specialized training course in the field of real estate brokerage before registration in the registry, including rules for reading maps and plans, according to regulations issued by the competent minister.



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4. Fulfillment of any other conditions required for certain categories of real estate brokerage practitioners, as determined by a decision of the competent minister.
  5. The owner of the establishment and the authorized representative (If it exists) must both have a good reputation, and full legal capacity and must not be listed in terrorist lists. They should not have been previously convicted of a criminal offense or a penalty restricting freedom in a crime involving honor or trust, or in any of the crimes stipulated in Law No. 120 of 1982 or the laws of import, export, currency, customs, taxes, supply, companies, or trade unless they have been rehabilitated.
  6. The owner of the establishment and the authorized representative (If it exists) must not have declared bankruptcy unless they have been rehabilitated.
  7. The owner of the establishment and the authorized representative (If it exists) must not be employees of the government, local government units, public authorities, or public sector companies. If they were former employees of these entities, at least two years must have passed since they left the service, whether by resignation or for disciplinary reasons.
  8. The owner of the establishment and the authorized representative (If it exists) must not be members of the House of Representatives, Senate, or local popular councils, or engaged in political work full-time during the membership or full-time period unless they were originally engaged in this work before their membership or full-time engagement.
  9. The owner of the establishment and the authorized representative (If it exists) must not be first-degree relatives of political office holders or any of the categories mentioned in the previous clause.
  10. The owner of the establishment and the authorized representative (If it exists) must not be first-degree relatives of any employee with the rank of General Manager or above, or their equivalents in purchase, sale, or decision-making committees in any government entities, authorities, or public sector companies.
  11. In the case of re-registration of a real estate broker who was previously deregistered due to a conviction under Articles 21-22 of Law No. 120 of 1982, five years must have passed since the deregistration.

**Secondly, the requirements for legal entities to be registered in the Real Estate Brokers Registry:**

1. The company's main office must be in Egypt. Exceptionally, and by a decision of the competent minister, companies with offices in Egypt can be registered according to the regulations he sets.

2. The company's objectives must include real estate brokerage activities according to its articles of association or incorporation contract.
3. The company's paid-up capital at the time of application for registration must not be less than twenty thousand pounds.
4. The entire capital must be owned by Egyptians (public sector companies are exempt from this condition, and companies with foreign founders can be exempted by a decision of the competent minister).
5. All partners, managers, or board members of joint-stock companies, or those in actual control of management, as applicable, must meet the following conditions:
  - None of them should be listed on any negative lists.
  - They must be genuine Egyptian partners. If it exists they acquired Egyptian nationality through naturalization, at least ten years must have passed since obtaining the nationality at the time of registration. (Public sector companies are exempt from this condition, and companies with foreign founders can be exempted by a decision of the competent minister.)
  - None of them should have declared bankruptcy, and each must have full legal capacity, a good reputation, and not be listed in terrorist lists. They should not have been previously convicted of a criminal offense or a penalty restricting freedom in a crime involving honor or trust, or in any of the crimes stipulated in Law No. 120 of 1982 or the laws of import, export, currency, customs, taxes, supply, companies, or trade unless they have been rehabilitated.
  - None of them should be employees of the government, local government units, public authorities, or public sector companies. If they were former employees of these entities, at least two years must have passed since they left the service, whether by resignation or for disciplinary reasons.
  - None of them should be members of the House of Representatives, Senate, or local popular councils, or engaged in political work full-time during the membership or full-time period unless they were originally engaged in this work before their membership or full-time engagement.
  - None of them should be first-degree relatives of political office holders or any of the categories mentioned in the previous clause.
  - None of them should be first-degree relatives of any employee with the rank of General Manager or above, or their equivalents in purchase, sale,

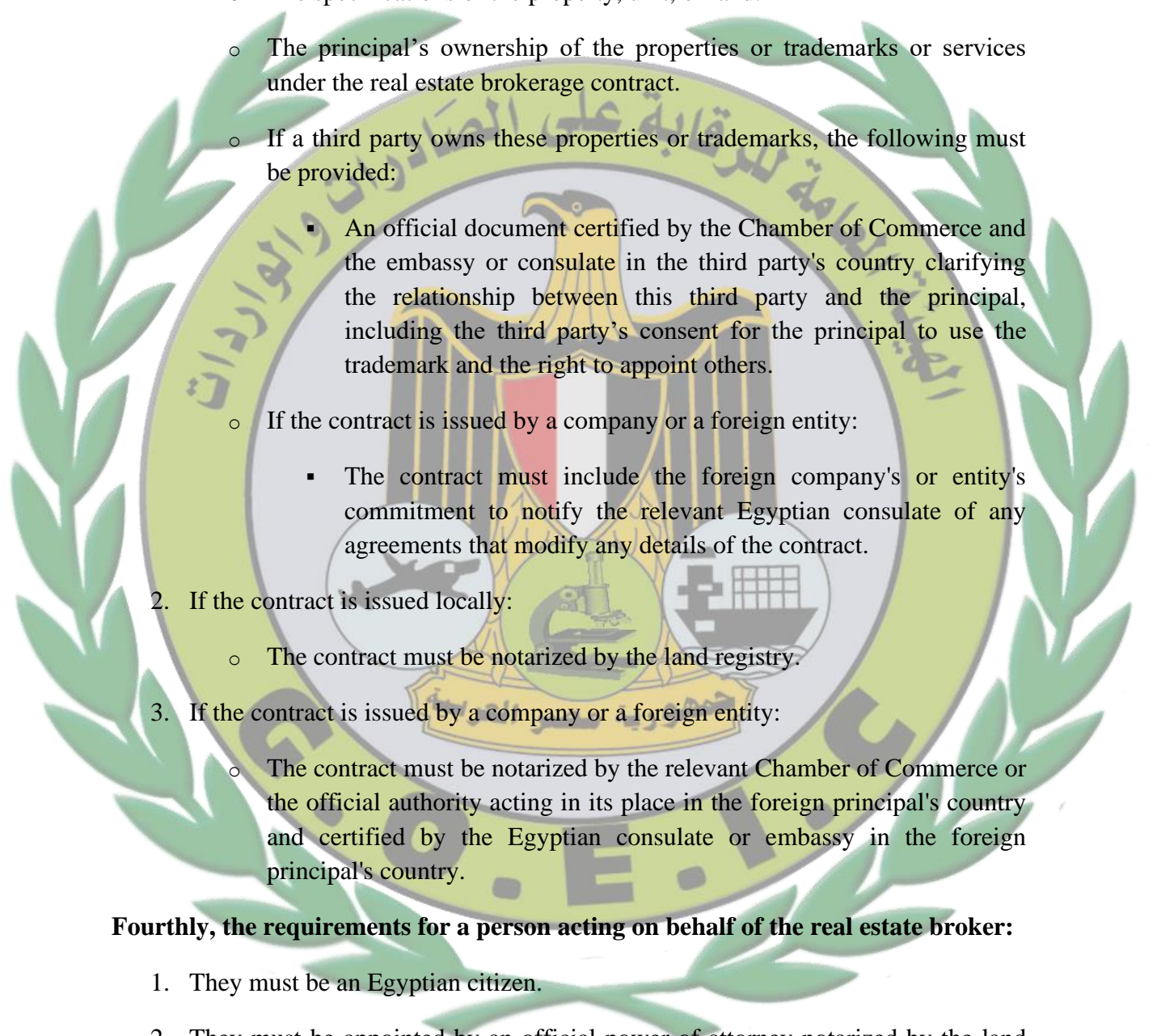


or decision-making committees in any government entities, authorities, or public sector companies.

- Fulfillment of any other conditions required for certain categories of real estate brokerage practitioners, as determined by a decision of the competent minister.
6. The applicant must pass a specialized training course in the field of real estate brokerage before registration in the registry, including rules for reading maps and plans, according to regulations issued by the competent minister.
7. If it exists of the partner is a legal entity:
- The legal entity must be Egyptian.
  - The majority of the capital of the legal entity partner must be owned by genuine Egyptians or those who have been naturalized as Egyptians for at least ten years. (Public sector companies are exempt from this condition, and companies with foreign founders can be exempted by a decision of the competent minister.)
8. For re-registration of a company previously deregistered from the Real Estate Brokers Registry due to a conviction under Articles 21-22 of Law No. 120 of 1982, five years must have passed since the deregistration.

### **Thirdly, the requirements for a Real Estate Brokerage Contract**

1. The real estate brokerage contract must be written and should include the following details, in particular:
- The date of the contract's creation.
  - The names of the real estate broker and the client, along with their national ID numbers.
  - The real estate broker's details as per the commercial register and their tax number.
  - The nature of the real estate broker's work and their designation as a broker by the principal.
  - The responsibilities of the contract parties.
  - The scope of the real estate broker's work and the necessary authorizations to verify property data with governmental and non-governmental entities within the limits of the official agency issued to them by the parties of the real estate brokerage contract or one of them.

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- The agreed commission, the terms for receiving it, and the type of currency in which it will be paid.
  - The full payment method, including the type, means, date, and amount.
  - The geographical scope.
  - The specifications of the property, unit, or land.
  - The principal's ownership of the properties or trademarks or services under the real estate brokerage contract.
  - If a third party owns these properties or trademarks, the following must be provided:
    - An official document certified by the Chamber of Commerce and the embassy or consulate in the third party's country clarifying the relationship between this third party and the principal, including the third party's consent for the principal to use the trademark and the right to appoint others.
  - If the contract is issued by a company or a foreign entity:
    - The contract must include the foreign company's or entity's commitment to notify the relevant Egyptian consulate of any agreements that modify any details of the contract.
2. If the contract is issued locally:
- The contract must be notarized by the land registry.
3. If the contract is issued by a company or a foreign entity:
- The contract must be notarized by the relevant Chamber of Commerce or the official authority acting in its place in the foreign principal's country and certified by the Egyptian consulate or embassy in the foreign principal's country.

**Fourthly, the requirements for a person acting on behalf of the real estate broker:**

1. They must be an Egyptian citizen.
2. They must be appointed by an official power of attorney notarized by the land registry.
3. If the representative is an employee of the government, public authorities, public institutions, or local government units, their employer must approve their representation of the real estate broker before GOEIC. If the approval is not provided, GOEIC will notify the employer.



## **Required Documents for Registration or Re-registration in the Real Estate Brokers Registry**

**Firstly, the documents required from the individual establishment:**

**Documents required before obtaining the commercial registry:**

1. A completed real estate broker registration application signed by the concerned person or the authorized representative (If it exists) before the competent employee.
2. A copy of the tax card with completed details and the original for verification.
3. A data document from the tax authority specifying the full description of the activity in the commercial registry.
4. A completed commitment form to provide documents before issuance.

If the applicant is an agent or authorized representative of the establishment, the following documents are required:

- A copy of the power of attorney notarized by the land registry, with the original for verification, or an original authorization signed before the competent employee or with a bank signature validation.
- A copy of the national ID card of the agent or authorized representative.
- An acknowledgment form of the validity of the power of attorney (if the applicant is an agent).

If the applicant is an employee of the government, public authorities, public institutions, or local government units, they must provide:

- A letter from their employer indicating no objection to the employee representing others, and if not provided, GOEIC will notify the employer.

**Documents required from the establishment owner and the authorized representative (If it exists):**

1. A copy of the national ID card or passport and the original for verification.
2. An official extract of the birth certificate or a copy of military service papers (for Egyptians).
3. A completed individual registration acknowledgment form for the Real Estate Brokers Registry signed by the concerned person and the authorized representative (If it exists) before the competent employee or with a bank signature validation.

4. A decision of resignation acceptance or service termination if the applicant was a former employee of the government, public authorities, public institutions, local government units, public sector companies, or public business sector companies, ensuring that two years have passed since they left the service.

**Documents required after obtaining the commercial registry:**

1. A recent official extract from the commercial registry valid for at least 90 days, including the real estate brokerage activity or indicating compliance with the provisions of Law No. 120 of 1982.
2. An official certified copy of the real estate brokerage contract meeting the conditions for registration of real estate brokerage contracts (as previously mentioned in the third clause).
3. If the contract is issued by a foreign company or entity and only in a foreign language, an original translation of the real estate brokerage contract must be provided according to the established translation rules.
4. If the principal owns the properties or trademarks and not explicitly mentioned in the real estate brokerage contract, one of the following documents must be provided:
  - An appendix to the contract stating that the principal owns the trademarks.
  - Or a certificate of trademark registration from the competent authority in the principal's country (certified by the relevant authority in the principal's country or the competent Chamber of Commerce and authenticated by the Egyptian consulate abroad).
5. If the properties or trademarks are owned by a third party, the following must be provided:
  - A relationship letter between the principal and the third party notarized in the third party's country, including:
    - The third party's ownership of the trademark.
    - The third party's consent for the principal to use the trademark.
    - The third party granting the principal the right to appoint others.
  - If the relationship letter does not specify the third party's ownership of the trademark, a trademark registration certificate from the competent authority in the principal's country must be provided along with the letter.



6. A copy of the latest tax return stamped with the official seal of the tax authority, with the original for verification.

## **Secondly, the required documents from companies**

### **A. Documents required before obtaining the commercial register**

1. Completion of the real estate broker registration application signed by the authorized person for management and signature before the competent employee or their legal agent.
2. If the real estate broker is a partnership:
  - A copy of the company's incorporation contract and any amendments, registered and published, with the original for verification.
3. If the real estate broker is a joint-stock company:
  - A copy of the company's journal where the company's contract and articles of association are published, along with any amendments.
4. If the real estate broker is a public sector company:
  - A copy of the establishment decision with an official seal, exempt from notarization at the land registry.
5. A company registration acknowledgment form signed before the competent employee or with a bank signature validation, to be completed by:
  - All general partners in partnerships as per the company's contract.
  - All managers in limited liability companies as per the incorporation contract or company journal.
  - All board members and appointed managers in joint-stock companies as per the incorporation contract or company journal. (Public sector companies are exempt from this requirement).
6. If the real estate broker is a partnership:
  - A copy of the tax card with completed details, with the original for verification.
  - A data document from the tax authority specifying the full description of the activity in the commercial register.
7. Completion of a commitment form to provide documents before issuance from the applicant.

8. Documents to be completed by all named in the contract or company journal in partnerships and limited liability companies, and by all board members and appointed managers in joint-stock companies (public sector companies are exempt):

- A copy of the national ID card or passport, with the original for verification.
- An official extract of the birth certificate or a copy of military service papers (for Egyptians).
- A decision of resignation acceptance or service termination If it exists of those mentioned are former employees of the government, public authorities, public institutions, local government units, public sector companies, or public business sector companies, ensuring that two years have passed since they left the service.


If the applicant is an agent or authorized representative of the establishment, the following documents are required:

- A copy of the power of attorney notarized by the land registry, with the original for verification, or an original authorization signed before the competent employee or with a bank signature validation.
- A copy of the national ID card of the agent or authorized representative.
- An acknowledgment form of the validity of the power of attorney (if the applicant is an agent).
- If the agent or representative is an employee of the government, public authorities, public institutions, or local government units, a letter from their employer indicating no objection to the employee representing others, and if not provided, GOEIC will notify the employer.

#### **B. Documents required after obtaining the commercial register**

1. A recent official extract from the commercial register valid for at least 90 days, including the activity of (brokerage - real estate brokerage - real estate marketing) or indicating compliance with the provisions of Law No. 120 of 1982, with a capital of not less than twenty thousand pounds.
2. If the company has been established for a year or more:
  - A copy of the latest tax return stamped with the official seal of the tax authority, with the original for verification.
3. If the company has been established for less than a year:



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- An original certificate indicating the deposit of the capital in an approved bank in the company's name as a deposit or in the current account (public sector companies are exempt).
4. If the real estate broker is a joint-stock company or public sector company:
- A copy of the tax card with completed details matching the commercial register, with the original for verification.
  - A data document from the tax authority specifying the full description of the activity in the commercial register.
5. An official certified copy of the real estate brokerage contract meeting the conditions for registration of real estate brokerage contracts (as previously mentioned in the third clause).
6. If the contract is issued by a foreign company or entity and only in a foreign language, an original translation of the agency contract must be provided according to the established translation rules.
7. If the principal owns the properties or trademarks and not explicitly mentioned in the real estate brokerage contract, one of the following documents must be provided:
- An appendix to the contract stating that the principal owns the trademarks.
  - Or a certificate of trademark registration from the competent authority in the principal's country (certified by the relevant authority in the principal's country or the competent Chamber of Commerce and authenticated by the Egyptian consulate abroad).
8. If the properties or trademarks are owned by a third party, the following must be provided:
- A relationship letter between the principal and the third party notarized in the third party's country, including:
    - The third party's ownership of the trademark.
    - The third party's consent for the principal to use the trademark.
    - The third party granting the principal the right to appoint others.
  - If the relationship letter does not specify the third party's ownership of the trademark, a trademark registration certificate from the competent authority in the principal's country must be provided along with the letter.

## Registration Procedures

1. Schedule an appointment through GOEIC's website. (For applications submitted in Maarouf, October, or the Investor Services Complex at the Investment Authority).
2. Submit the required documents before obtaining the commercial register.
3. Document review.
4. Determine the fees at the request submission window at GOEIC's branches or the competent Chambers of Commerce, to be paid via visa.
5. Pay the fees.
6. Obtain the letter addressed to the commercial registry.
7. Obtain the commercial register and complete the remaining required documents in accordance with the provisions of Law No. 120 of 1982.
8. Submit the remaining required documents for registration in the Real Estate Brokers Registry as per the signed commitment before issuance.
9. Financial and technical review - Enter the data of the Real Estate Brokers Registry card.
10. The concerned party reviews the card before it is laminated and received.
11. Lamination - Delivery.

### General Notes

1. According to Law No. 21 of 2022, the Real Estate Brokers Registry with GOEIC restricts anyone who engages in brokerage or mediation activities to conclude contracts related to the specified real estate or land, whether for buying, selling, leasing, or intermediating in any of these actions.
2. Individual establishments and corporate persons according to GOEIC's law deal with the transactions of financial companies regarding the documents that meet the requirements before and after issuing the commercial registry.
3. Application forms for registration and declarations can be obtained from GOEIC's portal.
4. To find out how to book an appointment through GOEIC's portal, please [[Click here](#)]
5. Stamp duty (1 Egyptian pound) and resource development stamp should be placed on brokerage contracts and amendments, translations, any contract annex, trademark registration certificate, relationship letter between the principal and the third party and amendments, and power of attorney.
6. If the concerned party or the authorized signatory is outside the country and delegates their legal representative to apply to obtain the service from GOEIC, the power of attorney must be issued by a foreign entity authenticated by the



- embassy or Egyptian consulate abroad and deposited with the real estate registry in Egypt.
7. Declarations are valid for 3 months - there is no validity for power of attorney, and it is accepted for a second power of attorney - authorization validity is 3 months.
  8. Those representing the concerned party or having the right to manage and sign in applying cannot sign the personal declarations required from
    1. The concerned party and the authorized agent in the individual establishment
    2. All partners in partnerships of individuals.
    3. All directors in limited liability companies.
    4. All board members and directors in joint-stock companies.
  9. In case one of those who fulfill the declarations travels outside the country, the personal declaration and a copy of the passport are authenticated by the Egyptian embassy or consulate abroad.
  10. If it exists of those listed in the commercial register from former employees of the government, public bodies, public institutions, local government units, public sector companies, or public sector entities and their work has ended upon reaching the retirement age, they can be registered in the Real Estate Brokers Registry without waiting for two years.
  11. If those representing the concerned party or having the right to manage and sign are employees of the government, public bodies, public institutions, or local government units, they are not issued a real estate broker card until after notifying their employer.
  12. If the service and geographic scope are specified in the real estate brokerage contract, it is specified in the real estate broker card.
  13. The number of registered contracts and registered properties is indicated on the real estate broker card.
  14. The real estate brokerage data and products certificate includes Broker data: Name - Registration number - Registration expiry date - Tax registration number. Principal data: Registration code (embassy or consulate authentication number) - Registration authority - Principal's name and nationality - Contract authentication number - Contract start and end dates - Contract products: Contract venue - Contract validity (specified, automatically renewable, extended).
  15. Translation of agency contracts:
    1. If the contract submitted for registration is issued in two languages, one of which is Arabic, and both are authenticated and accredited, a copy of that contract is sufficient after reviewing the original without the need for local translation.
    2. If the contract is issued in English only or in more than one foreign language including English, it is translated by any accredited center providing the translation original.
    3. If the contract is issued in a foreign language other than English, it is translated by a governmental entity (such as the Ministry of Justice - Alsun College - one of the universities, etc.) providing the translation original.
  16. If real estate brokerage contracts are issued from a country where we do not have diplomatic representation, the following is done:
    1. Contract authentication from the Chamber of Commerce in that country.

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2. Authentication is approved at the nearest embassy or consulate, and if the authentication is issued by an embassy or consulate of an Arab country, it is authenticated by the embassy or consulate of that country in Egypt.
  3. The embassy stamp is authenticated by the Egyptian Ministry of Foreign Affairs.
  4. In this case, the contract must include the commitment of the foreign principal to notify the General Authority for Export and Import Control of any amendment or change to the contract.
  17. The presence of a valid real estate brokerage contract on the real estate broker card is a condition for the continuation of registration in the real estate brokerage mediators registry.
  18. If there is only one valid brokerage contract on the real estate broker card with a validity period of less than 5 years, the validity of registration in the broker registry is linked to the expiry date of that contract until additional brokerage contracts are added.
  19. If the broker is associated with a merchant or distributor employment contract, the real estate broker pays half of the prescribed fees, as follows: If the contract is issued locally, provide a copy of the employment contract authenticated by social insurance and the broker's insurance printout. If the contract is issued abroad, provide a copy of the employment contract authenticated by the relevant chamber of commerce or official entity in the foreign principal's country and authenticated by the consulate or embassy of Egypt in the foreign principal's country.
  20. Registration is renewed every five years from the date of registration or the date of the last renewal. In the case of applying for renewal within ninety days before the expiration date, the regular renewal fee is paid, and the fees are doubled the following ninety days after the expiration date, after which the registration is administratively canceled.
  21. The broker must notify GOEIC of any amendment to the data of the assigned real estate brokerage contract within 30 days from the date of documenting the amendment contract.
  22. If GOEIC is not notified within 30 days, the following procedures are taken according to Article 21 of Law No. 120 of 1982:
    1. The establishment's right to insurance lapses.
    2. GOEIC notifies the establishment of the lapse of its right to insurance by a recommended letter with acknowledgment of receipt to its last known address notified to GOEIC.
    3. The establishment must pay double insurance within thirty days from the date of notification of the lapse of its right to insurance.
    4. In case of repeated violation, registration is canceled by a decision from the competent minister, and the right to recover the doubled insurance lapses.
    5. The agent has the right to recover the doubled insurance if the violation is not repeated.
  23. We kindly ask you to avoid violations of Law No. 120 of 1982 and its regulations, which you have committed to comply with in the personal declarations.