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Modification of Real Estate Brokers' Register

Description:

Amending the registration data of individual establishments and companies in the Real Estate Brokers Registry in accordance with Law No. 120 of 1982, as amended by Law No. 21 of 2022.

Types of Modifications:

- Amendment of trade name or trademark.
- Amendment of the main office address and modification of the commercial registry number.
- Amendment of the legal entity without the expiration of legal personality.
- Amendment of the tax number or tax authority.
- Addition or removal of an authorized agent in the individual establishment.
- Entry or exit of a partner or modification of their status in companies.
- Amendment of those entitled to manage and sign.
- Addition or removal of a manager.

Location:

Branches : (Maarouf, 6th of October, Alexandria).

Required Conditions for Modifying or Registering Data in the Real Estate Brokers Registry

First: Conditions for Modifying or Registering Data for Individual Establishments in the Real Estate Brokers Registry

1. 90 days must not have passed since the expiration of the broker's registration card without renewing its validity.
2. The natural person must not have expired due to the death of the concerned person, erasure of the commercial registry, or final suspension of the file by the tax authority.
3. The real estate brokerage activity must not have been removed from the commercial registry or tax card.
4. A valid brokerage contract must be documented on the broker's registration card.
5. No decision or judgment to cancel the establishment's registration in the Real Estate Brokers Registry due to committing any of the violations stipulated in Law No. 120 of 1982, as amended by Decision No. 21 of 2022, should have been issued.

Second: Conditions for Modifying or Registering Data for Companies in the Real Estate Brokers Registry

1. 90 days must not have passed since the expiration of the broker's registration card without renewing its validity.
2. Legal personality must not have expired, resulting in the erasure of the commercial registry.
3. The real estate brokerage activity must not have been removed from the commercial registry or tax card.
4. A valid brokerage contract must be documented on the broker's registration card.
5. If no decision or judgment to cancel the establishment or company's registration in the Real Estate Brokers Registry due to committing any of the violations stipulated in Law No. 120 of 1982, as amended by Decision No. 21 of 2022, has been issued.
6. If none of the registered names in the commercial registry or the company undergoes any change that would invalidate any of the registration conditions in the Real Estate Brokers Registry according to Law No. 120 of 1982, as amended by Decision No. 21 of 2022.

Third: Conditions Required for those Representing Real Estate Brokers

1. Must be of Egyptian nationality.
2. Must have an official power of attorney authenticated by the Real Estate Registry.
3. If the representative of the real estate broker is a government employee, public authority, public institution, or local government unit, their employer's approval for them to represent the real estate broker before the GOEIC is required.

Documents Required for Modifying or Registering Data in the Real Estate Brokers Registry First: Documents for Modifying Individual Establishment Registration in the Real Estate Brokers Registry

1. Completion of the Real Estate Brokers Modification Request form signed by the concerned person in front of the authorized employee or agent.
2. A copy of the applicant's national ID card or passport for modification and the original for inspection.
3. Recent official extract from the commercial registry valid after being endorsed with amendments.

4. Copy of the tax card with amendments, ensuring that its data is complete and matches the commercial registry, and the original for inspection.

Note: In case of modifying the capital, a copy of the tax card is not required.

5. Tax certificate providing a full description of the activity stated in the commercial registry.

If the applicant is a proxy or representative of the establishment, the following documents are required:

6. Copy of the authenticated power of attorney from the Real Estate Registry, with inspection of the original.

Or an original authorization signed in front of the authorized employee or with a signature authentication from the bank.

7. Copy of the national ID card of the proxy or representative.
8. Undertaking form for the validity of the authorization (if the applicant is a proxy).
9. If employed by the government, public authorities, public institutions, or local government units:
 - A letter from their employer not object to the employee acting as a proxy for the real estate broker, and if the consent is not provided, GOEIC notifies their employer.
10. **In case of modifying the company's headquarters from one governorate to another** The above documents must be provided, in addition to a certificate of erasure of the old commercial registry.

Second: Documents Required for Amending Company Registration Data in the Real Estate Brokers Registry:

1. Fill out the real estate brokers' amendment request signed by the authorized manager or signatory in front of the designated employee, or signed by the legal representative or proxy.
2. A copy of the applicant's national ID card or passport for the amendment, along with the original for verification.
3. Recent official extract from the commercial registry, valid after being endorsed with the amendments.
4. Copy of the tax card with the amendments, ensuring that its data is compliant and matches the commercial registry, along with the original for verification.

Note: In case of amending the capital, providing a copy of the tax card is not required.
5. Tax declaration document indicating the full description of the activity listed in the commercial registry.

The amendment contract or the investment record confirming the required amendments (original + copy).

Suppose the applicant is acting as a proxy or representative for the establishment. In that case, the following documents are required:

6. A copy of the proxy, authenticated by the land registry, along with the original. Or the original power of attorney signed in front of the designated employee, or with the signature authenticated by the bank.
7. A copy of the national ID card for the proxy or representative.
8. Declaration form confirming the validity of the proxy (if the applicant is a proxy).
9. If employed by the government, public authorities, public institutions, or local government units:
 - A letter from the employer not objecting to the employee acting as a proxy, and in case of failure to provide approval, GOEIC will notify the employer.
10. In case of changing the company's headquarters from one governorate to another, the following documents are required in addition to documents 1 to 9: Certificate of cancellation of the old commercial registry.
11. In case of adding a joint partner, board members, appointed directors, amending the partner's status to the joint, amending GOEIC of management and signature holder, or amending the chairman of the board, the following documents are required in addition to documents 1 to 9:
 - Copy of the national ID card or passport and the original for verification.
 - Recent official extract from the birth certificate or a copy of the military transaction. Note: If the person is a foreigner, the birth certificate must indicate that more than ten years have passed since acquiring citizenship
 - Declaration form for company registration in the real estate brokers registry, signed in front of the designated employee or with the signature authenticated by the bank.
 - Acceptance of resignation or service termination if they were former employees of the government, public authorities, public institutions, local government units, or public sector companies, with at least two years elapsed since leaving the job.
12. In case of adding a recommended partner and shareholders, documents from 1 to 8 are required, in addition to
 - Copy of the national ID card or passport and the original for verification.

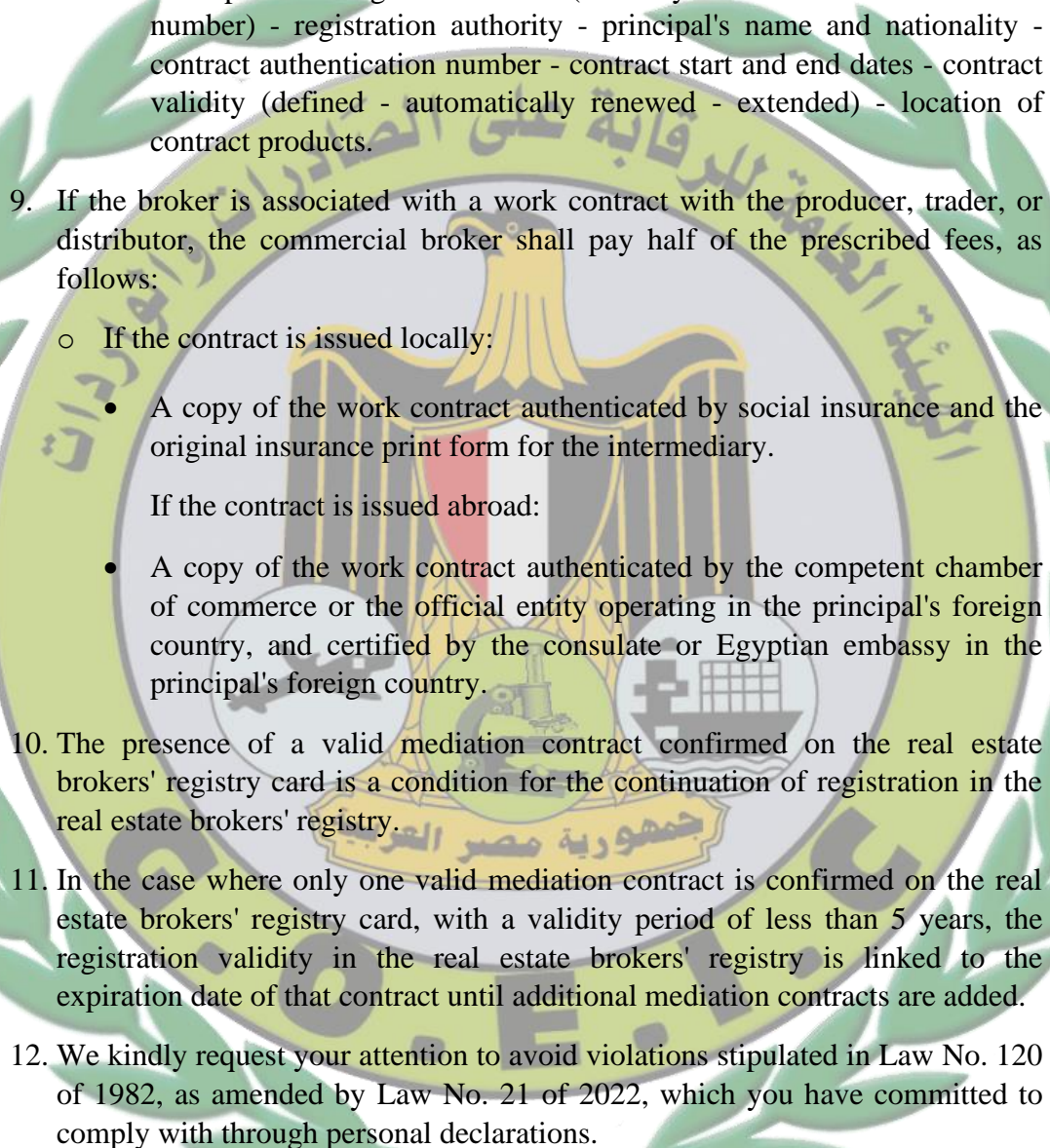
- Recent official extract from the birth certificate or a copy of the military transaction. Note: If the person is a foreigner, the birth certificate must indicate that more than ten years have passed since acquiring citizenship.

Amendment Procedures:

1. Book an appointment through the GOEIC portal (if submitting the request in Maarouf or 6th October and the Investors Services Complex at the Investment Authority).
2. Submit the required documents according to the provisions of Law No. 120 of 1982, and have the documents checked.
3. Enter the real estate brokers' card data.
4. Determine the value of the applicable fees through the application submission window.
5. Pay the fees at the GOEIC treasury via Visa.
6. Financial and technical review.
7. Review the concerned person or their agent for the card before sealing and receiving it.

Important Notes:

1. Obtain request and declaration forms from the GOEIC portal.
2. To know the steps for booking an appointment through the GOEIC portal, please visit the following link.
3. Affix a 1EGP stamp and a resource development stamp on the proxy.
4. If the concerned person or their authorized representative is outside the country and has delegated their legal representative to apply for the service at GOEIC, the proxy issued by a foreign entity must be authenticated by the embassy or Egyptian consulate abroad and deposited with the land registry in Egypt.
5. Personal declarations cannot be signed by proxies. In case the person fulfilling the declaration is outside the country, the declaration and a copy of the passport must be authenticated by the Egyptian embassy or consulate abroad.
6. The validity of declarations is 3 months and will only accept a second proxy – proxy validity is 3 months. If the person acting on behalf of the applicant is employed by the government, public authorities, public institutions, or local government units, the real estate brokers' card will not be handed over until their employer is notified, and in case of failure to obtain approval, GOEIC will notify their employer.

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7. The number of registered contracts is referenced on the real estate brokers' cards.
8. Certificate of Mediation Data and Products Includes:
- Broker data: name - registration number - registration validity 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 validity (defined - automatically renewed - extended) - location of contract products.
9. If the broker is associated with a work contract with the producer, trader, or distributor, the commercial broker shall pay half of the prescribed fees, as follows:
- If the contract is issued locally:
 - A copy of the work contract authenticated by social insurance and the original insurance print form for the intermediary.
 - If the contract is issued abroad:
 - A copy of the work contract authenticated by the competent chamber of commerce or the official entity operating in the principal's foreign country, and certified by the consulate or Egyptian embassy in the principal's foreign country.
10. The presence of a valid mediation contract confirmed on the real estate brokers' registry card is a condition for the continuation of registration in the real estate brokers' registry.
11. In the case where only one valid mediation contract is confirmed on the real estate brokers' registry card, with a validity period of less than 5 years, the registration validity in the real estate brokers' registry is linked to the expiration date of that contract until additional mediation contracts are added.
12. We kindly request your attention to avoid violations stipulated in Law No. 120 of 1982, as amended by Law No. 21 of 2022, which you have committed to comply with through personal declarations.