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Addition of real estate brokerage contracts

Description:

Adding brokerage contracts to the real estate brokers register in accordance with Law No. 120 of 1982 as amended by Law No. 21 of 2022.

The Place:

Branches (Maadi - 6 October - Alexandria).

Requirements for Obtaining the Service

First: Requirements Required in the Real Estate Brokerage Contract

1. The real estate brokerage contract must be written and include the necessary information, especially:
 - Date of contract issuance.
 - Name of the real estate broker and the client, and their national ID numbers.
 - Information about the real estate broker from the commercial register and tax number.
 - Nature of the real estate broker's work and designation as a real estate broker by the principal.
 - Responsibilities of the parties to the contract.
 - Scope of work of the real estate broker and the necessary powers to verify the property, unit, or land subject to real estate brokerage with government and non-governmental entities within the limits of the official agency issued to him by the parties to the real estate brokerage contract or one of them.
 - Commission payable and conditions for its collection and the currency in which it is paid.
 - Full payment method including specifying its type, method, date, and amount.
 - Geographic scope determination.
 - Specification of the property, unit, or land.
 - Ownership of the principal to the properties, trademarks it holds, or services under the real estate brokerage contract.
 - If a third party owns those properties or trademarks, an officially documented document approved by the Chamber of Commerce and the Embassy or Consulate in the third party's country must be provided, indicating the relationship between

this third party and the principal. The relationship document must include the following:

- Third party's consent to the principal's use of the trademark.
- Granting the principal the right to delegate others.
- If a foreign company or entity issues the contract, the contract must include the commitment of the foreign company or entity to provide the Egyptian consulate competent with any agreement involving an amendment to any statement in the contract.

2. If the contract is issued domestically:

- The notary public must authenticate the contract.

3. If a foreign company or entity issues the contract:

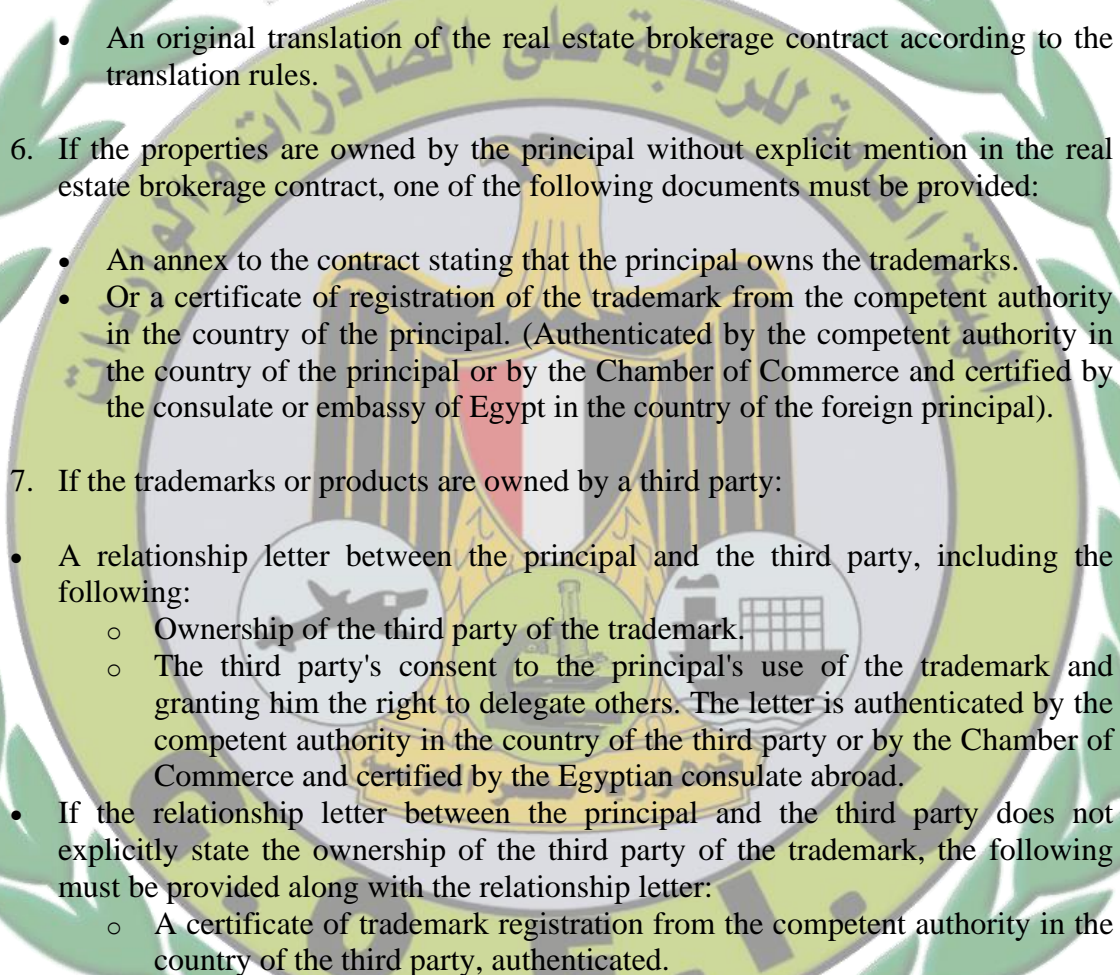
- The contract must be authenticated by the competent Chamber of Commerce or the official entity operating in the country of the foreign principal and certified by the Egyptian consulate or embassy in the country of the foreign principal.

Second: Requirements for Those Representing the Real Estate Broker

1. Must be of Egyptian nationality.
2. Represented by an official authorization documented by the notary public.
3. If the representative of the real estate broker is an employee of the government, public authorities, public institutions, or local government units, his employer must agree to his representation as a real estate agent before GOEIC. In case of failure to obtain approval, GOEIC will notify his employer.

Required Documents

1. Fill out the contract addition request signed in front of the authorized employee by the relevant person who has the right to manage and sign or the agent or the authorized person.
2. A copy of the applicant's national ID card or passport and the original for review.
3. If the applicant is a proxy or authorized by the establishment, the following documents must be provided:
 - A copy of the power of attorney authenticated by the notary public with access to the original. Or an original authorization signed in front of the authorized employee or certified by the bank.
 - A copy of the national ID card for the agent or authorized person.
 - Declaration form of the validity of the authorization (if the applicant is a proxy).
 - If employed by the government, public authorities, public institutions, or local government units:

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- A letter from his employer stating that the organization has no objection to the employee acting as an agent for others, and in case of failure to obtain approval, GOEIC will notify his employer.
 - 4. An official copy of the real estate brokerage contract meeting the conditions for registering real estate brokerage contracts (as previously mentioned in the "First: Requirements Required in the Real Estate Brokerage Contract" section).
 - 5. If the contract is issued by a foreign company and in a foreign language only:
 - An original translation of the real estate brokerage contract according to the translation rules.
 - 6. If the properties are owned by the principal without explicit mention in the real estate brokerage contract, one of the following documents must be provided:
 - An annex to the contract stating that the principal owns the trademarks.
 - Or a certificate of registration of the trademark from the competent authority in the country of the principal. (Authenticated by the competent authority in the country of the principal or by the Chamber of Commerce and certified by the consulate or embassy of Egypt in the country of the foreign principal).
 - 7. If the trademarks or products are owned by a third party:
 - A relationship letter between the principal and the third party, including the following:
 - Ownership of the third party of the trademark.
 - The third party's consent to the principal's use of the trademark and granting him the right to delegate others. The letter is authenticated by the competent authority in the country of the third party or by the Chamber of Commerce and certified by the Egyptian consulate abroad.
 - If the relationship letter between the principal and the third party does not explicitly state the ownership of the third party of the trademark, the following must be provided along with the relationship letter:
 - A certificate of trademark registration from the competent authority in the country of the third party, authenticated.

Procedure for Adding a Contract

1. Schedule an appointment through GOEIC's portal (In case of submitting the request at Maarouf, 6th October, or the Investors Services Complex at the Investment Authority) Please refer to the instructions for use when scheduling the appointment.
2. Submit the required documents according to the provisions of Law No. 120 of 1982.
3. Disclosure and search in the negative lists and ensure that the applicant for registration is not listed on any of the negative lists.

4. Document examination.
5. Enter the data in the broker's registration card.
6. Determine the fees at the reception window for requests.
7. Payment of fees.
8. Financial and technical review.
9. Review the applicant for the card before packaging and receiving it.
10. Packaging-delivery.

Important Notes

1. Obtain document templates from GOEIC's website only.
2. To know the steps to schedule an appointment through GOEIC's website, please visit the following link:
3. Stamp duty of 1 EGP and resource development stamp are required for brokerage contracts, their amendments, translations, an annex to the contract, trademark registration certificate, relationship letter between the principal and the third party, and the power of attorney.
4. If the concerned person or the authorized person is abroad and delegated his legal representative to apply for the service at GOEIC, the authorization issued by a foreign entity must be authenticated by the embassy or the Egyptian consulate abroad and deposited with the real estate registry in Egypt.
5. Only a second mandate is accepted - the authorization is valid for 3 months.
6. If the company representative submitting the request is a government employee or works in public authorities, public institutions, or local government units, the broker's registration card is not handed over until his employer is notified.
7. If the service area and geography are specified in a real estate brokerage contract, this area is determined in the real estate brokers' registry card.
8. The number of registered contracts and a certificate of real estate brokerage data and products are referred to in the brokers' registry card.
9. The real estate brokerage data and products certificate include:
 - Broker's data: name - registration number - registration validity date - tax registration number.
 - Principal's data: registration code (authentication number from the embassy or consulate) - registration entity - principal's name and nationality - contract authentication number - start and end dates of the contract - products under the contract.
 - Contract validity (specified - automatically renewed - extended) - products under the contract.
10. Translation of brokerage contracts:
 - If the contract submitted for registration is issued in two languages, one of them Arabic, with the same authentication and accreditation, a copy of that contract is sufficient after inspecting the original without the need for local translation.

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- If the contract is issued only in English or in more than one foreign language, including English, it is translated by any accredited center providing the original translation.
 - 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 original translation.
11. If real estate brokerage contracts are issued from a country where we do not have diplomatic representation, the following is done:
- The Chamber of Commerce in that country authenticates contracts.
 - Authentication is approved at the nearest embassy or consulate, and if authentication is issued from an embassy or consulate of an Arab country, it is authenticated by the embassy or consulate of that country in Egypt.
 - The embassy stamp is authenticated by the Egyptian Ministry of Foreign Affairs.
 - In this case, the foreign principal must include a commitment to notify the General Authority for Export and Import Control of any amendment or change to the contract.
12. In case of requesting the registration of a proxy contract concerning an old contract, the following must be considered:
1. If the old contract referred to is registered with GOEIC, 30 days must not have passed from the date of the new contract's authentication, and this is considered a renewal or amendment of the contract registered with GOEIC.
 2. If the old contract referred to is not registered with GOEIC, only 30 days need to pass from the authentication of the new contract, and this is considered an addition of a new contract with attaching the contract referred to.
13. If the broker is associated with an employment contract with the producer, trader, or distributor, the real estate broker pays half of the prescribed fees, as follows:
- If the contract is issued locally, the following is submitted:
 - A copy of the employment contract authenticated by the Social Insurance Authority and the original (insurance print) for the intermediary.
 - If the contract is issued from abroad, the following is submitted:
 - A copy of the employment contract authenticated by the Chamber of Commerce or the official entity operating in the foreign principal's country, authenticated by the embassy or Egyptian consulate in the foreign principal's country.
14. The broker must notify GOEIC of any modification to the data of the assigned real estate brokerage contract within 30 days from the date of authenticating the

modification contract. If GOEIC is not notified within 30 days, the following procedures are taken in accordance with Article 21 of Law No. 120 of 1982:

- The establishment's right to insurance lapses.
- GOEIC informs the establishment of the lapse of its right to insurance by a recommended letter with acknowledgment of receipt at its latest address notified to GOEIC.
- The establishment must pay double insurance within thirty days from the date of being notified of the lapse of its right to insurance.
- In the event of repeated violation, the registration is canceled by a decision of the competent minister, and the right to recover the double insurance is forfeited.
- The agent is entitled to recover the double insurance if the violation is not repeated.

15. Please avoid violating the provisions of Law No. 120 of 1982 and its regulations, which you committed to comply with through personal statements.

