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# Amendment and renewal of real estate brokerage contracts in the real estate brokers' register

## Description:

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- Amendment of the real estate brokerage contract terms in the Real Estate Brokers Register according to Law No. 120 of 1982.
- Renewal of the brokerage contract is considered an amendment to the validity term of the contract.

## Location:

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- GOEIC branches (Maarouf, Sixth of October, Alexandria).

## Requirements for obtaining the service

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### First: Conditions required for the real estate brokerage contract

1. No more than 30 days should have passed since the date of documenting the contract addendum, and this violation should not have been repeated before.
2. The contract addendum must include a reference to the date of the original contract's conclusion or the date or number of its notarization in the land registry and the clause to be amended, whether it pertains to validity, products, commission rate, or the currency in which payment is made.
3. If a foreign company or entity issues the contract or its addendum, it must include the commitment of the foreign company or entity to notify the relevant Egyptian consulate of any agreement that involves an amendment to any of the contract details.
4. In the case of third-party ownership of those properties or trademarks, an official documented statement must be provided, 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. The document should include the third party's consent to the principal's use of the trademark and the granting of the right to appoint others.
5. If the contract or its addendum is issued domestically, both must be notarized by the land registry.
6. If the contract or its addendum is issued by a foreign company or entity, they must be notarized by the relevant Chamber of Commerce or the official body acting in its place in the foreign principal's country and authenticated by the Egyptian consulate or embassy in the foreign principal's country.

### Secondly, the conditions required for those acting on behalf of the broker:



1. Must be of Egyptian nationality.
2. Must be a representative by an officially authenticated power of attorney from the Real Estate Registry.

If the substitute for the real estate broker is a government employee, public authority employee, public institution employee, or local government unit employee, their employer must agree for them to act on behalf of the real estate broker before GOEIC. If the approval is not provided, GOEIC notifies the employer.

### **Documents required to obtain the service:**

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1. Complete the application for contract modification in the presence of the authorized employee of the concerned party, or someone authorized for administration and signature, or the agent or the delegate.
2. A copy of the national ID card or passport of the service applicant and the original for verification.
3. If the applicant is a representative or delegate for the establishment, the following documents are required:
  - a. A copy of the power of attorney authenticated by the Real Estate Registry, with verification of the original, or an original authorization signed in the presence of the authorized employee or with a signature verification from the bank.
  - b. Copy of the national ID card of the agent or the delegate.
  - c. Declaration form of the validity of the authorization (if the applicant is a representative).
  - d. If employed by the government, public authorities, public institutions, or local government units, provide –
    - A letter from their employer not object to the employee acting as a delegate for others. If the approval is not provided, GOEIC notifies the employer.
4. An official copy from the real estate brokerage contract appendix or an official letter approved by the principal, authenticated with the required amendments, with a reference to the date of the old contract, the date of its authentication, or the authentication number. Meeting the conditions of real estate brokerage contracts (as previously mentioned in the "First: Conditions required in the real estate brokerage contract").
5. If adding properties or trademarks to the principal's owned properties and it's not explicitly mentioned in the real estate brokerage contract, one of the following documents should be provided:
  - a. An appendix to the contract confirming the ownership of trademarks by the principal.
  - b. Or a trademark registration certificate from the competent authority in the principal's country, authenticated by the Egyptian Real Estate Registry, the competent authority in the principal's country, or the relevant chamber of commerce and authenticated by the consulate or the Egyptian embassy in the foreign principal's country.

6. If the added properties or trademarks are owned by a third party, the following must be provided:
  - a. An official documented document certified by the Chamber of Commerce and the embassy or consulate in the third party's country explaining the relationship between this third party and the principal, including the relationship document and the third party's agreement to allow the principal to use the trademark and grant the principal the right to delegate others.
  - b. If the relationship letter between the principal and the third party does not indicate the ownership of the trademark by the third party, it should be provided with the letter. - Trademark registration certificate from the competent authority in the principal's country.

### **Contract amendment procedures:**

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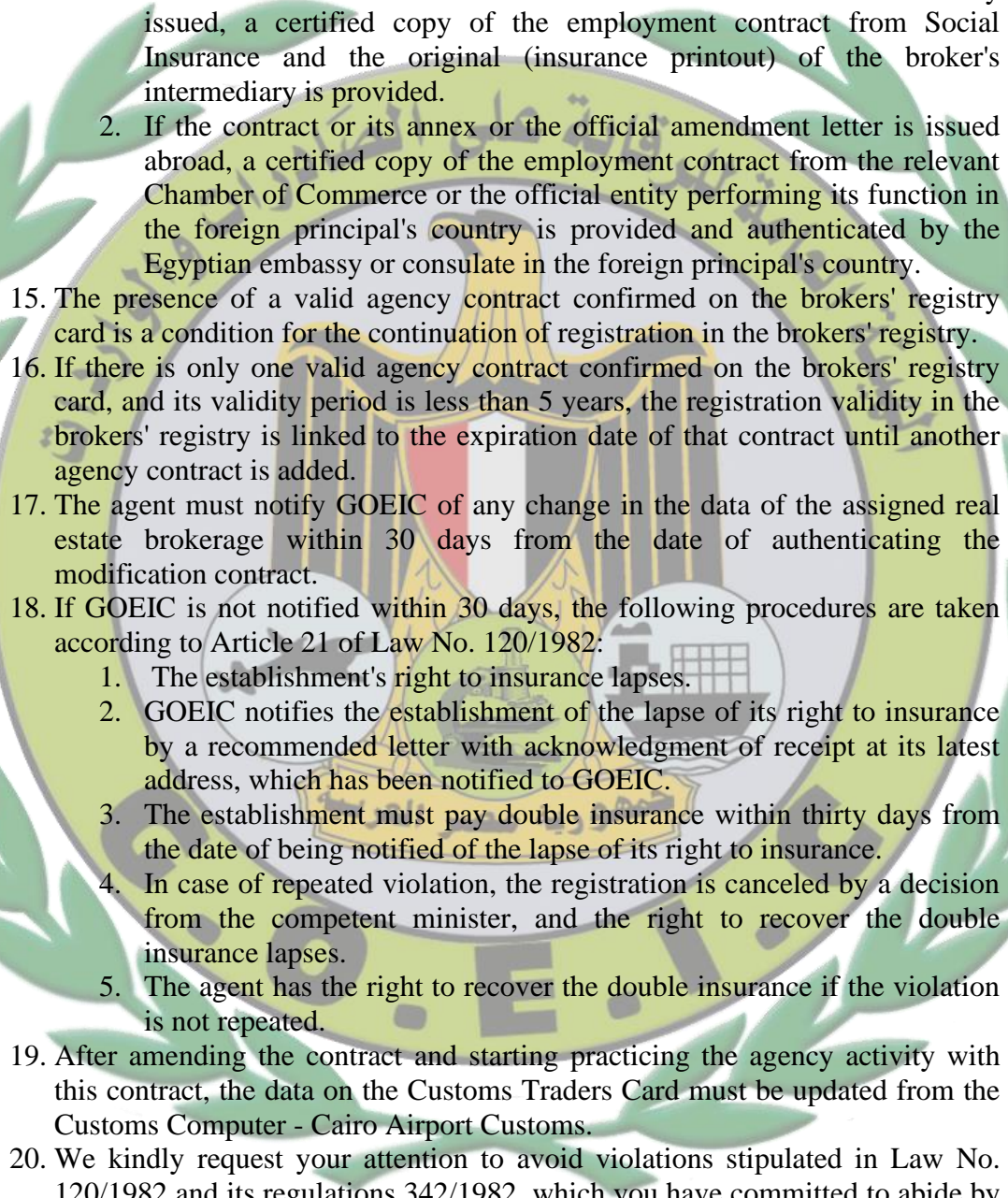
1. Reserve an appointment through GOEIC's website (if applying through Ma'roof, October, or the Investors Services Complex with the Investment Authority).
2. Submit the required documents according to the provisions of Law No. 120 of 1982.
3. Document inspection.
4. Enter data into the brokers' registry card.
5. Determine fees at the application-receiving window.
6. Payment of fees.
7. Financial and technical review.
8. Broker review of the card before it's sealed and handed over.
9. Sealing and delivery.

#### **Important notes:**

1. Obtain document templates only from GOEIC's portal.
2. To find out how to book an appointment through GOEIC's portal, please [\[Click here\]](#)
3. Stamp duty and resource development stamps must be affixed to brokerage contracts and their amendments, translations, any contract appendices, trademark registration certificates, relationship letters between the principal and the third party, company establishment contracts and their amendments, and powers of attorney.
4. If the concerned party or someone with the right to administer and sign is outside the country and authorized their legal representative to submit the service request at GOEIC, the authorization must be issued by a foreign entity, authenticated by the embassy or consulate of Egypt abroad, and deposited with the Real Estate Registry in Egypt.
5. Declarations are valid for three months and are accepted for re-delegation only - authorization is valid for three months.
6. If the company's representative is an employee of the government, public authorities, public institutions, or local government units, the card is not handed over until the employer is notified.



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7. If registering a contract of agency with a reference to an old contract, the following must be considered:
    - a. If the old contract referred to is registered with GOEIC, it must not be more than 30 days from the date of authentication of the submitted contract, which is considered a renewal or amendment of the contract registered with GOEIC.
    - b. If the old contract referred to is not registered with GOEIC, there is no requirement for it to be 30 days after the authentication of the contract and it is considered an addition of a new contract, with the attached referred contract.
  8. Renewal of the contract with an official letter from the principal, authenticated, indicating the date of the old contract or its authentication date, or the embassy authentication number.
  9. If the service scope and geographical area are specified in the contract or the real estate brokerage contract appendix or the official letter from the principal, it should be specified in the brokers' registry card.
  10. Mention the number of registered contracts and a certificate of data and products of the real estate brokerage contract in the brokers' registry card.
  11. The certificate of data and products of the real estate brokerage contract includes
    - a. Real estate broker's data: name, registration number, registration date validity, and tax registration number.
    - b. Principal's data: registration code (authentication number with the embassy or consulate), registration entity, principal's name and nationality, contract appendix authentication number, start and end of contract validity, contract appendix validity (specified - automatically renewed - extended), contract products location."
  12. Translation of Agency Contracts:
    - If the contract submitted for registration is issued in two languages, one of which is Arabic, and both are authenticated and accredited, it suffices to submit a copy of that contract after reviewing the original without the need for local translation.
    - If the contract is issued only in the English language or in more than one foreign language including English, it should be translated by any accredited center, and the original translation should be provided.
    - If the contract is issued in a foreign language other than English, it should be translated by a governmental entity (such as the Ministry of Justice, Alsun College, one of the universities, etc.), and the original translation should be provided.
  13. If the contract or its annex or the official amendment letter is issued from a country where we do not have diplomatic representation, the following steps are taken:
    1. Contracts are authenticated by the Chamber of Commerce in that country.
    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.

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3. The embassy stamp is authenticated by the Egyptian Ministry of Foreign Affairs. d. In this case, the foreign principal must commit to notifying the General Authority for Export and Import Control of any amendment or change to the contract.
  14. If the broker is associated with an employment contract with the producer, merchant, or distributor, the commercial broker pays half of the prescribed fees, as follows:
    1. If the contract or its annex or the official amendment letter is locally issued, a certified copy of the employment contract from Social Insurance and the original (insurance printout) of the broker's intermediary is provided.
    2. If the contract or its annex or the official amendment letter is issued abroad, a certified copy of the employment contract from the relevant Chamber of Commerce or the official entity performing its function in the foreign principal's country is provided and authenticated by the Egyptian embassy or consulate in the foreign principal's country.
  15. The presence of a valid agency contract confirmed on the brokers' registry card is a condition for the continuation of registration in the brokers' registry.
  16. If there is only one valid agency contract confirmed on the brokers' registry card, and its validity period is less than 5 years, the registration validity in the brokers' registry is linked to the expiration date of that contract until another agency contract is added.
  17. The agent must notify GOEIC of any change in the data of the assigned real estate brokerage within 30 days from the date of authenticating the modification contract.
  18. If GOEIC is not notified within 30 days, the following procedures are taken according to Article 21 of Law No. 120/1982:
    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 at its latest address, which has been notified to GOEIC.
    3. The establishment must pay double insurance within thirty days from the date of being notified of the lapse of its right to insurance.
    4. In case of repeated violation, the registration is canceled by a decision from the competent minister, and the right to recover the double insurance lapses.
    5. The agent has the right to recover the double insurance if the violation is not repeated.
  19. After amending the contract and starting practicing the agency activity with this contract, the data on the Customs Traders Card must be updated from the Customs Computer - Cairo Airport Customs.
  20. We kindly request your attention to avoid violations stipulated in Law No. 120/1982 and its regulations 342/1982, which you have committed to abide by through personal declarations."