

# Table of contents

Description: .....2

**Service Beneficiary:** .....2

Location:.....2

Documents Required for Obtaining the Service: .....2

Important Notes: .....3



# Application for Real Estate Brokers Registry Data Certificate

## Description:

---

Obtaining a negative or positive certificate regarding the establishment or company's status in the real estate brokers registry.

## Service Beneficiary:

---

- Concerned person or authorized individual representing the establishment or company upon their request.
- Or, based on the request of government entities (courts, taxes, etc.).

## Location:

---

- Maarouf. branch

## Documents Required for Obtaining the Service:

---

### First, the Documents Required for Requesting a Certificate Based on Official (Government) Requests:

1. Original official letter on the letterhead of the requesting government entity for obtaining the certificate about the establishment or company, stamped with the live seal of the republic.
2. Note: Certificate issuance based on an official letter from a government entity is exempt from fees.

### Service Procedures:

1. Receiving the letter.
2. Searching the system.
3. Review the file if available.
4. Preparing and approving the certificate.
5. Delivering the certificate.

### Second, Documents Required for Requesting Certificate Based on Establishment/Company Requests:

1. Original data certificate request form from the concerned person or authorized individual or their representative.
2. Copy of the national ID card or passport of the applicant and the original for inspection.
3. Copy of the registration card in the real estate brokers registry (if available) or copy of the tax card or official extract from the commercial registry.

4. Taxation document detailing the complete description of the activity listed in the commercial registry.

#### **Service Procedures:**

1. Booking an appointment through the authority's website (in case of submitting the request in Maarouf, October, or the Investors Services Complex at the General Investment Authority).
2. Please refer to the instructions for use when booking the appointment.
3. Estimating the fees by the financial reviewer.
4. Payment of fees at the authority's treasury via Visa.
5. Searching the system.
6. File review (if available).
7. Preparation and approval of the data certificate.
8. Receiving the certificate.

#### **Important Notes:**

---

1. To obtain request forms and declarations, visit the authority's website.
2. For instructions on booking an appointment through the authority's website, please visit the following link.
3. It is necessary to affix a (1 EGP) stamp and a resource development stamp on the authorization.
4. If the concerned person or authorized individual is outside the country and has delegated their legal representative to submit the service request to the authority, the authorization issued by a foreign entity must be authenticated by the embassy or Egyptian consulate abroad and deposited with the land registry in Egypt.
5. In case of requesting a data certificate (negative/positive) from all general commercial registration departments based on an official government letter, the data certificate is processed in coordination between the importers, exporters, agents, real estate brokers, and the General Directorate of Production Supplies.
6. In case of requesting a statement about the size of the establishment's business, a report is requested from the Business Sector Administration at Cairo Airport Headquarters.