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Request for Data Certificate from the Production Supplies Registry

Description:

1. Obtain a negative or positive certificate regarding the status of the establishment or company in the Production Supplies Registry.
2. Based on a request from the concerned person or authorized personnel for management or signing for the establishment, or based on requests from governmental entities (courts, taxes, etc.).

Location:

Maarouf Branch

Documents and Procedures for Obtaining the Service

First: Request for Data Certificate Based on Official (Governmental) Requests Required Documents:

- Original official letter on the letterhead of the requesting governmental entity seeking the data certificate for the establishment.
 - Note: Data certificates based on official requests from governmental entities are exempt from fees.

Service Procedures:

1. Book an appointment through GOEIC's portal via the following link: [Book an appointment](#)
2. Receive the official letter.
3. Search the system.
4. Review the file, if available.
5. Prepare and approve the certificate.
6. Deliver the certificate.

Second: Request for Data Certificate Based on the Establishment's Request Required Documents:

1. Original data certificate request form from the concerned person or authorized personnel for management and signing, or their legal representative.
2. A Copy of the national ID or passport of the applicant (original for verification).
3. A Copy of the registration card in the Production Supplies Registry, or copy of the tax card, or copy of the commercial registry.
4. If the applicant is a legal representative:
 - A Copy of a notarized power of attorney (original for verification).
 - Acknowledgment of the validity of the power of attorney signed by the representative (if the applicant is a representative of the establishment).

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5. If the applicant is a delegate:

- Original delegation form signed by the concerned person before the authorized official or validated by a bank.

Service Procedures:

1. Book an appointment through GOEIC's portal via the following link: [Book an appointment](#)
2. Fee estimation by the financial auditor.
3. Pay the fees at the GOEIC treasury via credit card.
4. Prepare and approve the certificate.
5. Receive the certificate.

Important Notes:

1. Obtain document forms only from GOEIC's portal.
2. For steps on booking an appointment through GOEIC's portal, please visit the following link: [Steps for Appointment Booking](#)
3. Affix a resource development stamp of (two EGP + one EGP) stamp on the copy of the power of attorney.
4. Only a second representative is accepted, and the validity of the delegation is 3 months.
5. If the concerned person or authorized personnel for management and signing is abroad and has delegated their legal representative to request the service from GOEIC, the power of attorney issued by a foreign entity must be authenticated by the Egyptian embassy or consulate abroad and deposited in the land registry in Egypt.
6. In case of requesting a (negative/positive) data certificate from all general departments of commercial registrations based on an official letter from a governmental entity, the data certificate will be prepared in coordination between the Importers Registry, Production Supplies, Commercial Agents, and the General Administration of Production Supplies.
7. To request a statement of the establishment's business volume, a report from the Business Sector Management at the main office at Cairo Airport is required.