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Cancellation in the Production Supplies Registry

Description:

- Cancellation of registration for establishments listed in the Production Supplies Registry according to Regulation 770 of 2005.

Types of Cancellation:

First: Administrative Cancellation

1. If 90 days have passed since the expiration of the Production Supplies Card (5 years from the start date) without renewing its validity.
2. If a condition for registration in the Production Supplies Registry is no longer met.
3. If the establishment is liquidated or its contract is dissolved.
4. If the unified tax number is changed.
5. If the natural person ceases to exist due to the death of the concerned person (for individual establishments).
6. If the commercial registry is erased.
7. If the activity is removed from the commercial registry or the document proving the activity.
8. If the validity of the document proving the activity expires without renewal.
9. If the file is permanently suspended at the tax authority.

Second: Cancellation Based on the Establishment's Request.

Third: Cancellation Based on an Official Letter from Industrial Development.

Location:

Maarouf Branch

Required Documents:

First: Documents Required for Special Cases of Administrative Cancellation A- In the Event of the Death of the Concerned Person in an Individual Establishment:

1. Original death certificate.
2. Inheritance declaration.
3. Copy of the identity proof of the heirs.
4. Guardianship acknowledgment (for minors from the court).

5. If the applicant is an agent of the heirs named in the inheritance declaration, provide:
 - Copy of a notarized power of attorney from the land registry of the names mentioned in the inheritance declaration (original for verification).
 - Acknowledgment of the validity of the power of attorney signed by the agent (if the applicant is an agent for the establishment).

B- In the Event of Company Liquidation:

1. Liquidation contract or minutes of the general assembly meeting on liquidation.
2. Request for annotation to erase the commercial registry or liquidation-related commercial registry.
3. Copy of the liquidator's identity proof (original for verification).

C- In the Event of Company Dissolution:

1. Minutes of the non-general assembly meeting or dissolution contract.
2. Request for annotation to erase the commercial registry.
3. If the applicant is an agent or delegate, provide:
 - Copy of a notarized power of attorney from the land registry (original for verification) intended for cancellation of registration.
 - Original delegation form signed by the concerned person, authorized signatory before the authorized official, or validated by a bank, intended for cancellation of registration.
 - Acknowledgment of the validity of the power of attorney signed by the agent.

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

1. Original cancellation request form signed by the concerned person or authorized signatory before the authorized official or validated by a bank, or signed by their legal representative or delegate (if explicitly mentioned in the power of attorney or delegation).
2. Copy of the national ID or passport of the applicant (original for verification).
3. Original extract from the commercial registry proving the Production Supplies Card.
4. Copy of the tax card (original for verification).
5. Copy of the industrial registry (original for verification).
6. All copies of valid Production Supplies Registry cards issued to the establishment, or a police report for their loss or loss of any of them.
7. If the applicant is an agent or delegate, provide:
 - Copy of a notarized power of attorney from the land registry (original for verification) intended for cancellation of registration.
 - Original delegation form signed by the concerned person, authorized signatory before the authorized official, or validated by a bank, intended for cancellation of registration.

- Acknowledgment of the validity of the power of attorney signed by the agent.

Third: Documents Required for Cancellation Based on an Official Letter from Industrial Development:

- Cancellation is automatic based on the letter issued to us by Industrial Development for canceling productive projects that the General Investment Authority has canceled their industrial registry or operation license based on which the Production Supplies Registry was issued.

Procedures for Cancellation Based on the Establishment's Request:

1. Book an appointment through GOEIC's portal. (Please check the usage instructions when booking the appointment)
2. Review the required documents.
3. Determine the prescribed fees through the application window.
4. Pay the fees at the GOEIC treasury via credit card.
5. Financial and technical review.
6. Record the preliminary cancellation request.
7. Prepare and approve the cancellation memorandum.
8. Record the final cancellation decision.

Important Notes:

1. Obtain document forms only from GOEIC's portal.
2. To find out how to book an appointment through GOEIC's portal, please [\[Click here\]](#)
3. Only a second representative is accepted - the validity of the delegation is three months.
4. To obtain a certificate indicating the cancellation of the establishment or company, you can request a data certificate.
5. After canceling the Production Supplies Registry card, this must be recorded at customs in the customs computer system - Car Customs at Cairo International Airport.
6. The establishment/company cannot be re-registered until the cancellation decision is issued and recorded in the system.
7. You can contact the call center (19591) or visit the Citizen Service Office at the airport.
 - To coordinate with technical support for proceeding with other activities (not related to Production Supplies) listed on the tax card if the cancellation in the Production Supplies Registry hinders the progress of those activities.