

Table of Contents

Description	2
Location:	2
Renewal date	2
Condition	2
Required documents	3
Important notes	5



Renewal of the register of commercial agents, brokers, and advertising agents

Description

Renewal of the register of commercial agents, brokers, and advertising agents in accordance with Law 120/1982

Location:

Maarouf branch.

Renewal date

1. The renewal application is submitted within 90 days before the expiration date of the import card at the standard renewal fee.
2. Fees will be doubled if the renewal is submitted within 90 days after the expiration date.
3. If the renewal is not completed within 90 days after the expiration of the registration, the registration will be administratively canceled.

Condition

First, the terms of renewal of the registration of an individual facility

1. It is not 90 days after the expiration of the registration in the commercial agents' register without renewal of its validity.
2. The natural personality has not expired due to the concerned person's death, the commercial record's erasure, or the permanent suspension of the file at the Tax Authority, etc.
3. The business activity of the commercial agency has not been removed from the commercial registry.
4. The existence of a valid agency contract on the commercial agents' registry card.
5. No decision or judgment has been issued to revoke the company's registration in the Agents' Register for the commission of a violation of Law No. 120/1982 and its Implementing Regulations.
6. The status of the concerned person, agent, commissioner, or the company's case has not changed in a way that causes them to lose any of the conditions of registration in the commercial agents' registry in accordance with Law No 120 of 1982.

Second Terms of Renewal of Companies' Registration

1. It is not 90 days after the expiration of the registration in the commercial agents' register without renewal of its validity.
2. The commercial registry has not been erased due to the expiration of legal personality.
3. The tax card number has not been amended due to the expiration of legal personality.
4. The business activity of the commercial agency has not been removed from the commercial registry.
5. A valid agency contract is attached to the agents' registration card.
6. The status of each person named in the commercial registry or the company's case has not changed in a way that causes them to lose any of the conditions of registration in the commercial agents' registry in accordance with Law 120/1982.
7. The company's capital shall not be less than the minimum required (20,000 pounds) in accordance with Law 120/1982.
8. No decision or judgment has been issued to revoke the company's registration in the Agents' Register for the commission of a violation of Law No. 120/1982 and its Implementing Regulations.

Third, Conditions to be met by the representative of the commercial agent

1. Must be Egyptian Nationality
2. Must be an agent under a certified official power of attorney from the land registry
3. If the representative of the commercial applicant is a government worker, a member of a public body, a public institution, or a local government unit, the employer must agree to the applicant acting on their behalf before GOEIC. If the approval is not obtained, GOEIC shall notify the employer.

Required documents

First, renewal documents for an individual facility

1. An original application form for renewal signed in front of the competent employee, or with the validity of the signature verified by the bank, or by the person with the right to administer and sign, or their legal agent (if expressly stipulated by a power of attorney).
2. A copy of the national ID card or passport of the applicant, with the original for verification.
3. All copies of valid exporter register cards issued to the facility/company, or a police report of their loss or the loss of any of them.

4. Acknowledgment of **Renewal** registration signed by the person concerned or the authorized in front of the competent employee or the authenticity of the signature certified by an approved bank
5. **If the applicant is an agent or authorized representative:**
 - a. A copy of a power of attorney notarized by the land registry, with the original for verification, or the original authorization signed before the competent employee, or with the validity of the signature verified by the bank.
 - b. A copy of the national ID card or passport of the agent or authorized representative, with the original for verification.
 - c. Acknowledgment of the validity of the power of attorney (if the applicant is an agent).
 - d. **If the applicant is a government worker or government agency:**
 - i. A letter from the employer stating that there is no objection to the employee acting on behalf of a third party is required. If approval is not provided, GOEIC will notify the employer
6. A recent official extract from the commercial registry, valid after marking the amendments.
7. A copy of the latest tax return certified by the Tax Authority
8. A copy of the tax card confirming the modifications, provided that its data is up to date and conforms to the data of the commercial registry, and the original for verification.
9. Tax data document showing the full description of the activity in the commercial registry.

Second, renewal documents for companies:

1. An original application form for renewal signed in front of the competent employee, or with the validity of the signature verified by the bank, or by the person with the right to administer and sign, or their legal agent (if expressly stipulated by a power of attorney).
2. A copy of the national ID card or passport of the applicant, with the original for verification.
3. Acknowledgment of **Renewal** registration signed by the person concerned or authorized in front of the competent employee or the authenticity of the signature certified by an approved bank (exempts public sector companies).
4. **If the applicant is an agent or authorized representative:**
 - a. A copy of a power of attorney notarized by the land registry, with the original for verification, or the original authorization signed before the competent employee, or with the validity of the signature verified by the bank.
 - b. A copy of the national ID card or passport of the agent or authorized representative, with the original for verification.
 - c. Acknowledgment of the validity of the power of attorney (if the applicant is an agent).
 - d. **If the applicant is a government worker or government agency:**
 - i. A letter from the employer stating that there is no objection to the employee acting on behalf of a third party is required. If approval is not provided, GOEIC will notify the employer.

5. A recent official extract from the commercial registry, valid after marking the amendments.
6. A copy of the latest tax return certified by the Tax Authority
7. A copy of the tax card confirming the modifications, provided that its data is up to date and conforms to the data of the commercial registry, and the original for verification.
8. Tax data document showing the full description of the activity in the commercial registry.

Renewal procedures

1. Book an appointment through GOEIC's portal. Please see the instructions for use when booking the appointment.
2. Submit the required documents in accordance with the provisions of Law No. 120 of 1982.
3. Determine the value of the fees through the application-receiving window.
4. Enter Agency Card Data
5. Pay the fees to GOEIC treasury using a visa.
6. Conduct a financial and technical audit.
7. Applicant verifications the card before packaging and receipt.
8. Packaging and extradition.

Important notes

1. Obtain document forms from the GOEIC portal only.
2. To find out how to book an appointment through GOEIC's portal, please [\[Click here\]](#)
3. Fee one pound for stamp duty + resource development stamp duty on the power of attorney
4. If the person concerned or who has the right to manage and sign outside the country delegates their legal representative to apply for obtaining the service at GOEIC, a power of attorney issued by a foreign authority must be certified by the Egyptian embassy or consulate abroad and deposited in the land registry in Egypt.
5. Personal declarations may not be signed by those acting on behalf of the agent, In the event that someone who fulfills the declarations travels outside the country, the declarations and a copy of the passport shall be authenticated by the Egyptian embassy or consulate abroad.
6. Validity of declarations is 3 months - Even a second agent is accepted - Authorization validity is a month.
7. If tax return activity is discontinued, notification must be submitted of the re-engagement of the Agency's activity from the tax authority.
8. If the representative of the commercial applicant is a government worker, a public body, a public institution, or a local government unit, the agency's card shall not be handed over until the employer has been notified
9. A valid agency contract is attached to the agents' registration card.
10. In the case of only one valid agency contract on the commercial agents' registry card for a validity period of less than 5 years, the validity of the

registration in the commercial agents' registry is related to the expiration date of that contract until the addition of other agency contracts.

11. Reference is made to the number of contracts registered, the Agency's data certificate, and products in the Agents Register Card (S14).
12. Agency Data and Product Certificate includes:
 - a. **Agent Data:** Name - Registration Number in (S14) - Validity of registration Date - Tax Registration Number
 - b. **the principal Data:** Registration Code (Embassy or Consular Authentication Number) - Listing Entity - Name and Nationality - Contract registration Number - Start and End Dates of the Contract - Contract Validity (Specified, - Automatically Renewed) - Products under contract
13. If at the time of renewal of the registration, there are amendments to the registration data, the required documents shall be reviewed in case of modification from the portal of GOEIC on the following link:
14. The agent shall notify GOEIC of any modification in the statements of the power of attorney or the commercial agents entrusted to him within 30 days from the date of documentation of the amendment contract
- 15. If GOEIC is not notified within 30 days, the following actions shall be taken in accordance with Article 21 of Law No. 120 of 1982: -**
 - a. drops the company's right to insurance
 - b. The GOEIC shall notify the Company of the loss of its right to insurance with a book recommended by the information of access to the last address notified to GOEIC.
 - c. The company must perform double insurance within 30 days from the date of notification of the loss of its insurance right
 - d. If the offense is repeated, the registration shall be canceled by the decision of the competent minister, shall forfeit the right to redeem the double insurance, and shall be entitled to recover the double insurance if he does not repeat the offense.
16. If the principal notifies the GOEIC of the termination of the contract of an agency registered with GOEIC by letter authenticated by the Embassy and certified by the Consulate, the following actions shall be taken:
 - a. GOEIC shall notify the agent of the expiration of the Agency's contract twice with a registered letter of the knowledge of arrival.
 - b. If the agent does not apply for the cancellation of the Agency's contract after being notified twice, the procedure for the cancellation of the Agency shall be initiated by ministerial decision
 - c. If the agent lodges a claim or an arbitration application for damages within 60 days from the date of the principal's termination of the agency contract, the re-registration of the agency is prohibited pending the determination of the invitation or settlement of damages after the approval of the legal affairs memorandum by the Chairman of the Board of Directors
 - d. 60 days after the termination of the Agency's contract without the submission of an invitation by the agent or an arbitration application for the claim, the Agency may be re-registered by any new agent

17. After the contract is amended and to start the agency's activity in this contract, the data of the customers with customs must be updated from the customs computer Auto Customs at Cairo Airport
18. Please consider avoiding violations of law 120/1982 and regulations No. 342 of 1982 to which you have decided to be bound by personal declarations.

