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Amend the Register of Commercial Agents, Brokers and Advertising Agents

Description

Amend the registration data of individual establishments and companies in the registry of commercial agents brokers and advertising agents in accordance with Law No. 120 of 1982

Location

Marouf branch

Types of adjustments

- Modification of brand name or trademark.
- Amendment of headquarters address and commercial registry number.
- Amendment of a legal entity without expiration of legal personality.
- Revision of tax or taxation authority number.
- Addition or deletion of an agent or commissioner in the individual establishment.
- Entry, exit, or change of a partner's profile in companies.
- Amendment of who has the right to administer and sign.
- Addition or deletion of a manager.
- Capital adjustment not less than the minimum required according to Law No. 120 of 1982.

Required Conditions for Service

First, the conditions for modifying or codifying individual establishments' data:

1. 90 days have passed since the expiration of the Agents' Registration Card 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 agency's activity has not been removed from the commercial registry or tax card.
4. A valid agency contract is attached to the agents' registration card.

5. No decision has been made by the Minister of Trade and Industry to revoke the company's registration in the Register of Commercial Agents for the commission of an offense contained in Articles 21 and 22 of Law 120 of 1982.
6. The Court has not ruled that the establishment's registration in the Register of Commercial Agents should be revoked for the commission of an offense contained in Articles 16, 17, and 18 of Law No. 120 of 1982.
7. The stakeholder or enterprise has not changed any of the requirements for registration in the commercial agents' registry in accordance with Law 120 of 1982.

Second Terms of Modification or Codification of Corporate Data

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, the required conditions are available on behalf of the agent must be Egyptian Nationality

1. Must be an agent under a certified official power of attorney from the land registry.
2. 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 the Authority. If the approval is not obtained, GOEIC shall notify the employer.

Documents required for service

First, the Documents to Modify the Registration of Individual Installations:

1. Submit the request to amend commercial agents, signed by the concerned person before the competent employee, agent, or commissioner.
2. A copy of the applicant's National ID Card or Passport for amendment and the original for verification.
3. A recent official extract from the commercial registry, valid after marking the amendments.

4. 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.
5. Tax data document showing the full description of the activity in the commercial registry.

Note: In case of capital adjustment, a copy of the tax card and the data document are not required.

6. If the applicant is an agent or commissioner of the establishment, the following documents are required:
 - Authenticated power of attorney from the real estate registry with access to the original, or the original of an authorization signed before the competent employee or the validity of a signature from the bank.
 - Copy of the Agent's or Commissioner's National ID Card.
 - Power of Attorney Confirmation Form (if the applicant is an agent).
 - If employed by the government, public bodies, public institutions, or local government units:
 - 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

If the Address of the Company's Headquarters is changed from One Governorate to Another:

The previous documents must be submitted in addition to the old Commercial Record Erasure Certificate

Second, the Documents to Modify the Registration of companies:

1. Submit the request to amend commercial agents, signed by the concerned person before the competent employee, agent, or commissioner.
2. A copy of the applicant's National ID Card or Passport for amendment and the original for verification.
3. A recent official extract from the commercial registry, valid after marking the amendments.
4. 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.
5. Tax data document showing the full description of the activity in the commercial registry.
6. **Note:** In case of capital adjustment, a copy of the tax card and the data document are not required.
7. If the applicant is an agent or commissioner of the establishment, the following documents are required:
 - a. Authenticated power of attorney from the real estate registry with access to the original, or the original of an authorization signed before the competent employee or the validity of a signature from the bank.
 - b. Copy of the Agent's or Commissioner's National ID Card.
 - c. Power of Attorney Confirmation Form (if the applicant is an agent).

- d. If employed by the government, public bodies, public institutions, or local government units:
 - ii. 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

8. If the Address of the Company's Headquarters is Changed from One Governorate to Another:

The previous documents must be submitted in addition to the old Commercial Record Erasure Certificate

9. In the case of a solidarity partner, members of a board of directors or directors appointed, modifying the status of a partner to a solidarity, or modifying who has the right to manage, sign, or modify the Chairman of the Board of Directors

Documents from 1 to 8 are completed in addition to the following:

- Official extract from a birth certificate or a copy of military service. Note that if he is of foreign origin he must be explained by birth certificate ten years after acquiring citizenship.
- The company's registration form for the register of commercial agents signed before the competent employee or the validity of the signature by the bank.
- Decision to accept resignation or termination of employment if it is a former Government worker, public body, public institution, local government unit, public sector Company, or the public business sector, which is two years old.

10. If a trustee partner or quota holders enter Documents from 1 to 8 are completed in addition to the following:

- A copy of the National ID Card or Passport and the original for verification.
- Official extract from a birth certificate or a copy of military service.

Note that if he is of foreign origin he must be explained by birth certificate ten years after acquiring citizenship.

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. Check the required documents.
4. Enter Agency Card Data
5. Determine the value of the fees through the application-receiving window.
6. Pay the fees to GOEIC treasury using a visa.
7. Conduct a financial and technical audit.
8. Applicant verifications the card before packaging and receipt.
9. Packaging and extradition.
1. Obtain document forms from the GOEIC portal only.
2. To find out how to book an appointment through GOEIC's portal, please enter the link.

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, If 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 3 months.
7. 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.
8. Reference is made to the number of contracts registered, the Agency's data certificate, and products in the Agents Register Card (S14).
9. 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
10. The existence of a valid agency contract on the commercial agents' registry card is a condition of continued registration in the commercial agents' registry
11. 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.
12. 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
13. 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.