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Addition of the Agency's contracts in the Register of Commercial Agents and Intermediaries

Description:

Addition of the Agency's contracts in the Register of Commercial Agents in accordance with Act No. 120 of 1982

Location

Maarouf branch

Requirements for commercial agency contracts

1. The commercial agency's contract shall include:
 - The nature of the business agent's work and their appointment as a commercial agent by the principal.
 - The liabilities of the parties to the contract.
 - Commission ratios, payment conditions, and the type of currency in which they are paid.
 - Geographical scope.
 - "Commodity scope," which is a determination of the products or services under the trade agency contract.
 - The principal's ownership of products or trademarks carried by products or services under the trade agency contract. If there is third-party ownership of such products or trademarks, a certified official document, certified by the Chamber of Commerce and the Embassy or Consulate in the third-party country, must be provided. This document should state the relationship between the third party and the principal, including the third party's consent to the principal's use of the trademark and granting the principal the right to power of attorney to others.
 - If the contract is issued by a foreign company or entity, the contract must also include the obligation of the company or foreign authority to provide the competent Egyptian Consulate with each agreement containing an amendment to any of the contract statements.
2. If the contract is issued by a foreign company or entity, the foreign principal must not have a commercial agent from a public sector company unless such power of attorney is terminated.
3. If the contract is locally executed:
 - The contract must be authenticated by the land registry.

- If the contract is issued by a company or foreign entity, the contract must be documented by the competent Chamber of Commerce or the official entity acting in the foreign principal's country and certified by the Egyptian consulate or embassy in the foreign principal's country.
4. In the case of re-registration of an agency contract previously struck off by a decision or judgment for offenses under Act No. 120 of 1982 and Regulation No. 342 of 1982, the sentence must have expired and a decision must have been issued to lift the prohibition.

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.

Documents required adding an agency contract

1. The request to add the contract signed by the competent employee or by the person with the right to administer and sign the commercial registry, agent, or commissioner.
2. A copy of the national ID card or passport of the applicant with the original for verification.
3. If the applicant is an agent or authorized representative:
 - a. A copy of a power of attorney notarized from the land registry with the original for verification or the origin of an authorization signed before the competent employee or with the validity of a signature from the bank.
 - b. A copy of the national ID card or passport of the applicant or authorized representative.
 - 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
4. A certified official copy of the commercial agency contract that meets the agency's contract registration requirements.
5. If the power of attorney is issued by a foreign company:

The original translation of the Agency's contract in accordance with established rules on translation.
6. If the power of attorney is issued by a foreign company
A public sector confirmation form stating that the agency's contract is not registered for a public sector company, signed by the stakeholder or a person

entitled to administer and sign the commercial registry before the competent employee, or certified by the bank.

7. If trademarks or products belong to the principal and are not expressly provided for in the agency's contract, one of the following documents shall be submitted:
 - a. A supplement to the contract proving that the principal owns the trademarks.
 - b. A trademark registration certificate from the competent department of the principal's country, documented by the competent authority in the principal's country or the competent Chamber of Commerce, and certified by the Egyptian Consulate abroad.
8. If trademarks or products belong to a third party, the following documents shall be submitted:
 - a. A letter of relationship between the principal and the third party, including:
 - i. Third-party ownership of the brand.
 - ii. Third-party approval of the principal's use of the trademark and granting the principal the right to power of attorney to others.
 - iii. The letter shall be documented by the competent authority of the third party's country or by the competent Chamber of Commerce and certified by the Egyptian Consulate abroad.
 - b. If the letter of the relationship between the principal and the third party does not provide for third-party ownership of the trademark, a certificate of registration of the trademark from the competent department of the third party's country, certified by the relevant authorities, shall be submitted.

Procedure

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.

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 a resource development stamp + To the Agency's contracts, amendments, and translations, any supplement to the contract, the trademark registration certificate, and a letter of relationship between the client and the third party and 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. Validity of declarations is 3 months - Even a second agent is accepted - Authorization validity is 3 months.
6. 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.
7. The registration of Commercial Agency contracts in accordance with Law No 120 of 1982.
8. If the commodity and geographical scope are specified in the Agency's contract, that scope shall be specified in the merchant agents' registry card (S14).
9. Reference is made to the number of contracts registered, the Agency's data certificate, and products in the Agents Register Card (S14).
10. 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.
11. If the Agency's contracts issued by a country where we do not have diplomatic representation are as follows:
 - a. Contracts are documented by that State's Chamber of Commerce.
 - b. Documentation shall be approved in the nearest competent embassy or consulate and if the documentation is issued by an embassy or consulate of an Arab country, certified by the embassy or consulate of that country in Egypt.
 - c. Certifies embassy seal from Egyptian foreign
 - d. In this case, the contract must include the obligation of the foreign principal to notify the GOEIC of any modification or change in the contract.
12. Translation of Agency contracts:
 - a. If the contract submitted for registration is issued in two languages, one of which is Arabic and is documented and accredited, only a copy

- of that contract is required after consulting the original without needing a local translation.
- b. If the contract is issued in English only or in more than one foreign language, it must be translated into English by a certified center, providing the original translation.
 - c. If the contract is issued in a foreign language, non-English, it is translated into a government entity (such as the Ministry of Justice, Alsun College, a university... etc.) or translation offices accredited to its embassy the nationality of the contract and provides the origin of the translation.
13. The existence of a valid agency contract on the commercial agents' registry card is a condition of continued registration in the commercial agents' registry.
 14. 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.
 15. In the case of an application for registration of an agency contract with a reference to an old contract, the following must be observed: -
 - a. If the old contract referred to is registered with the GOEIC, it shall not be 30 days from the date of the authentication of the contract submitted and shall be deemed to be a renewal or modification of the contract registered with GOEIC.
 - b. If the old contract referred to is unrestricted by GOEIC, it is not required that only 30 days have passed since the authentication of the contract. This is an addition to a new contract with the attachment of the contract referred to.
 16. 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
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.
 17. 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 day 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.
18. 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.
19. 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.

