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Write-off of the Agency's contracts in the Register of Commercial Agents and Intermediaries

Description

- Write-off of the Agency's contracts in the Register of Commercial Agents in accordance with Act No. 120 of 1982
- Types of Write-off of agency contracts with agents' registry: -
 1. Write-off at the agent's request
 2. Write-off or termination by agency contract at the principal's request
 3. Write-off by a judicial or ministerial decision to commit an offense

Location:

Maarouf branch

First, documents and procedures for the cancellation of the agency contract at the agent's request

Required documents to write off the contract at the agent's request

1. An original form for write-off registration signed in front of the competent employee by the concerned person or by the person with the right to administer and sign, or a signature from their legal agent.
2. A copy of the national ID card or passport of the applicant, with the original for verification.
3. The original letter signed by the concerned person or by the person with the right to administer and sign in front of the competent employee, or with the validity of the signature verified by the bank, or a signature from the legal agent (if expressly provided by power of attorney), including:
 - a. The company's or enterprise's request to write off the agency contract.
 - b. All contract data to be written off.
4. Delivery of all registration cards issued for the agency's contract to be written off.
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 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.
- e. 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

Write-off procedures at the agent's request and insurance refund

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. Determine the value of the fees through the application-receiving window.
5. Pay the fees to GOEIC treasury using a visa.
6. Conduct a financial and technical audit.
7. Cancellation of agency card data.
8. Applicant verifications the card before packaging and receipt.
9. Packaging and extradition.

Second, documents and procedures for the write-off or termination of the Agency's contract at the request of the agent

Write-off or Termination of Agency Contract at the Agent's Request

1. A Certified Letter by the Embassy or Consulate from the Agent Notifying GOEIC of the Termination of the Contract of an Agency Registered with GOEIC

Procedures for Write-off or Termination of Agency Contract at the Agent's Request (in accordance with Law No. 120 of 1982)

1. A letter by the Embassy or Consulate from the agent notifying GOEIC of the termination of the contract of an agency registered with GOEIC.
2. GOEIC shall notify the agent of the expiration of the agency's contract twice with a registered letter acknowledging receipt.
3. If the agent does not submit a write-off of the agency's contract after being notified twice, the procedure for the write-off of the agency shall be initiated by the decision of the competent authority.
4. 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

agency's re-registration is prohibited pending the determination of the invitation and the settlement of damages with the procedure for the write-off of the contract.

5. Sixty 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.

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. 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 existence of a valid agency contract on the commercial agents' registry card is a condition of continued registration in the commercial agents' registry. Thus, in the case of a single agency contract valid on the commercial agents' registry card, the cancellation of this contract results in removing the business agent's registration from the commercial agents' registry.
8. The agency's contract may be expunged according to rule 30 bis of regulation No. 342 of 1982 if a decision has been issued or so ruled for a period not exceeding three years in the following cases with the application of the terms and conditions of Decision No. 362 of 2005:
 - a. Termination of contract without prior notice or at an inappropriate time unless termination is based on a serious and acceptable reason.
 - b. Termination by the agent of the agency's indefinite contract without error or failure of the agent to perform the contract.
 - c. If the agent waives the agency at an inappropriate time and without an acceptable excuse.
 - d. If the agent refrains from renewing the agency's fixed-term contract without error or omission from the agent during the execution of the agency's contract.
 - e. In case of non-settlement of compensation due either to the principal or agent arising out of the agency's contract.
9. Please consider avoiding violations of Law No. 120 of 1982 and Regulation No. 342 of 1982, to which you have decided to be bound by personal declarations.
10. After the write-off contract, customers' card data must be updated from the customs computer.

