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Request for a data certificate in the Commercial Agents Register

- Obtaining a negative or positive certificate about the position of the establishment or company regarding registration in the commercial agents register.
- The beneficiary of the service
 - At the request of the commercial agent
 - At the request of government agencies (courts, taxes, etc.)

Location

Maarouf Branch

Required documents

First, the documents and procedures required to request a data certificate at the request of the official authorities (government)

Required Documents

Origin of an official letter on the offices of the government agency requesting the data certificate for the establishment or company, stamped with the stamp of the Republic's logo.

Note that data certificates based on an official letter from a government entity are exempt from fees.

Procedure:

1. Receive the letter.
2. Search in the system.
3. Verification of the file, If it exists.
4. Certificate preparation and approval.
5. Certificate delivery.

Second, the documents and procedures required to request a data certificate at the request of the commercial agent

Required Documents:

1. Original amendment request form identical to the commercial register signed by the concerned person, their agent, or authorized representative.
2. A copy of the national ID card or passport of the applicant, with the original for verification.
3. A copy of the registration card in the register of exporters, or a copy of the tax card, or a copy of the commercial register.
4. If the applicant is an agent or authorized representative:
 - A copy of a power of attorney notarized by the land registry, with the original for verification (even a second agent is acceptable), or the original authorization form signed by the concerned person or authorized agent in front of the competent employee, or the authenticity of the signature verified by an approved bank.
 - A copy of the national ID card or passport of the agent or authorized person, with the original for verification.

Acknowledgment of the validity of the power of attorney signed by the agent (if the applicant for registration is an agent of the facility).

- 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.

Procedure:

1. Book an appointment through the GOEIC's Portal.
2. (Please see the instructions for use when booking the appointment)
3. Fee estimation by the financial auditor.
4. Pay the fees to the GOEIC's treasury with a visa
5. Search in the system.
6. Verification of the file, (If it exists).
7. Certificate Preparation and approval.
8. Certificate Receipt.

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 visit the link provided:
3. Fee one pound for stamp duty + resource development stamp duty on the power of attorney
4. If the concerned person or the person with the right to manage and sign is outside the country and delegates their legal representative to apply for 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. In the event of a request for a data certificate (negative/positive) from all the general departments of commercial registrations, based on a letter from an official governmental body, the data certificate shall be prepared in coordination between the register of importers, exporters, agents, commercial intermediaries, and the General Department of Production Supplies.
6. Request for a statement of the volume of business of the facility through a request from the Business Sector Department at the main headquarters at Cairo Airport.

