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Write-off at the request of the agent or commercial broker and insurance refund

Description

Write-off at the commercial agent's request in accordance with Law 120 of 1982

- Insurance refund after write-off upon request of the commercial agent

Location

MAROUF branch

Write-off documents at the request of the commercial agent and insurance refund

1. An original form for write-off registration and insurance refund, signed in front of the competent employee, or with the validity of the signature verified by the bank from the concerned person, 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. Proof of payment of tax from the Tax Authority, if available.
5. A letter from the bank with the account number to which the insurance will be transferred, provided that the bank is accredited with the electronic payment system of the Ministry of Finance and matches the same name and trademark under which the insurance is issued in the file.
6. **If the applicant is an agent or authorized representative:**
 1. A copy of a power of attorney notarized by the land registry for the write-off of the register and insurance refund from the importer's register, with the original for verification (even a second agent is acceptable).
 2. A copy of the national ID card or passport of the agent, with the original for verification.
 3. Acknowledgment of the validity of the power of attorney signed by the agent.
7. **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

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

1. Book an appointment through GOEIC's portal (if the application is submitted in the Maarouf or 6th October branch).
2. Submit the required documents in accordance with Regulation No. 120 of 1982.
3. Check the required documents.
4. Prepare and approve a write-off note.
5. Issue the write-off decision and register it in the system.
6. Register the insurance refund application.
7. Process the insurance refund file.
8. Send the insurance refund request and its attachments to the Financial Affairs for verification.
9. Financial and technical audit of the application and attachments.
10. Complete the financial cycle to recover the insurance and transfer the amount to the customer's account.

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.
3. Fee one pound for stamp duty + resource development stamp duty on the power of attorney
4. Even a second agent is accepted - Authorization validity is 3 months.
5. 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 services 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.
6. **You can call the call center hotline (19591) or visit the customer service office at the airport to:**
 - a. Inquire about the issuance of the write-off decision.
 - b. Ensure that the account number on which the insurance will be transferred is approved by the Ministry of Finance's electronic payment system.
7. To obtain a certificate stating that the facility or company has been written off, you can request a data certificate from the Maarouf branch.
8. After canceling the exporter register card, the registration of the customs dealer card must be written off from the customs computer at Cairo International Airport.
9. The facility/company may not be re-registered except after the cancellation decision has been issued and registered in the system.
10. Write-off of the registration in the Agents' Register leads to the prohibition of the tax card.

11. If GOEIC is not notified of any amendments to the contract statements within 30 days from the date of the amendment contract documentation, the following actions shall be taken in accordance with Article 21 of Law No. 120 of 1982:
 - a. Loss of the enterprise's right to insurance.
 - b. GOEIC shall notify the establishment of the loss of its right to insurance via registered mail sent to the last known address.
 - c. The facility must obtain double insurance within thirty days from the date of notification of the loss of its insurance right.
 - d. If the violation is repeated, the registration shall be written off by a decision of the competent minister. The right to redeem the double insurance shall be forfeited. However, the agent shall be entitled to redeem the double insurance if they do not repeat the violation.
12. Irregularities that result in the issuance of a judgment or decision to write off the registration and the loss of the right to reinstate insurance:
 - a. According to Articles 16, 17, 18, or 12, 22 of Law No. 120 of 1982.
 - b. Re-registration of the written-off agent by decision of the competent minister in accordance with Articles 21/22 of the Act, five years after the date of deletion.