

Addition or Modification in the Registration of Producers and Owners of Trademarks for Goods Subject to Decision No. 43 of 2016 and its Amendments

Description

- In case of registering a factory according to Decision 43-2016 and its amendments, the authorized company can apply to the Factory Registration Department to request the following:
 - Adding products
 - Adding a trademark
 - Modifying the name of the factory
- In case of registering a trademark owner according to Decision 43-2016 and its amendments, the authorized company can apply to the Factory Registration Department to request the following additions from the trademark-owning company:
 - Adding products
 - Adding distribution centers
 - Adding subsidiary factories
 - Adding a trademark
 - Modifying the name of the trademark-owning company

Location to Obtain the Service

- Factory Registration Department at the headquarters of GOEIC at the Airport Branch

Conditions for Obtaining the Service

1. The request must be submitted by the legal representative of the factory or by someone authorized or delegated by the factory to carry out the addition. Alternatively, the request can be submitted by the legal representative of the trademark-owning company or someone authorized or delegated by the company to carry out the addition.
2. The factory or trademark-owning company must not be prohibited or deregistered due to the expiration of any of the following documents:
 - Industrial registry
 - Quality certificate
 - Trademark ownership document
3. In the case of adding products to the registered factory:
 - These products must be listed in the industrial registry based on which the registration decision was made.
 - These products must also match those listed in the product statement, quality certificate, industrial registry, and trademark (if any).
4. In the case of adding products to the registered trademark-owning company:
 - These products must be listed in the registered trademark.
 - These products must match those listed in the product statement and quality certificate.

5. In the case of adding a trademark to a factory:

- The trademark ownership document must be issued by the trademark department in the country where the trademark originates.
- The products listed in the trademark to be added must match those listed in the factory's registration decision.

6. In the case of adding a trademark to a registered trademark-owning company:

- The trademark ownership document must be issued by the trademark department in the country where the trademark originates.
- The trademarks must also be registered with one of the following organizations: WIPO, EUIPO, or the American organization.
- The products listed in the trademark to be added must match those listed in the company's registration decision.

7. In the case of adding a subsidiary factory to a registered trademark-owning company:

- The trademark-owning company or the subsidiary factory to be added must have a valid quality certificate.
- The products listed in the quality certificate provided must match those listed in the company's registration decision.

Required Documents

- All documents must be authenticated by the Chamber of Commerce or its equivalent and certified by the Egyptian embassy in the country of origin, except for the quality certificate.
- All documents must be accompanied by a certified translation from one of the accredited translation centers in Arabic and must be submitted in PDF format on a CD.

First: Required Documents for Adding Products to the Registered Factory

1. A letter addressed to the General Organization for Export and Import Control (GOEIC) printed on the factory's letterhead, containing:

- Factory details registered with the GOEIC (name, address, nationality) along with the decision number issued.
- Products of the factory to be added to the factory registration decision matching those listed in the quality certificate and industrial registry.
- Authorization from the factory to the company or authorized individuals to carry out the product addition process with GOEIC according to decisions 43 and 44, including the factory's registration decision number.

2. A quality certificate indicating that the factory to be registered applies a quality system related to product quality, issued by a recognized body by (ILAC) or (IAF), listing the products to be added and in English.

3. If the products to be added are not listed in the industrial registry based on which the factory registration decision was made, a new industrial registry for the factory must be provided, stating that it manufactures the products to be added.

4. Document templates to be completed when adding:

- Application for factory or company registration and estimation of registration fees.

Second: Adding a Trademark to the Registered Factory

1. A letter addressed to GOEIC printed on the factory's letterhead, containing:

- Factory details registered with the GOEIC (name, address, nationality) along with the decision number issued.
- A list of trademarks to be added to the registration decision (name and logo).
- Authorization from the factory to the company or authorized individuals to carry out the trademark addition process with GOEIC according to decisions 43 and 44, including the factory's registration decision number or the ministerial decision number or the decision of the head of GOEIC issued for the registered factory.

2. A copy of the trademark ownership document from the trademark department of the country where the trademark originates.

3. If the trademark to be added is not owned by the factory registered with GOEIC, the following must be provided:

- A letter of trademark exploitation rights from the trademark owner to the registered factory.
- Authorization from the trademark owner granting the right to exploit the trademark for manufacturing and exporting to the registered factory.
- The original trademark certificate issued by the official body responsible for trademark registration.

4. Document templates to be completed when adding:

- Application for factory or company registration and estimation of registration fees.

Third: In Case of Adding Products to the Registered Trademark Owning Company

1. A letter addressed to the General Organization for Export and Import Control (GOEIC) printed on the letterhead of the trademark owning company registered with GOEIC, containing:

- Details of the trademark owning company registered with GOEIC (name, address, nationality) along with the issued registration decision number.
- Products of the trademark owner matching those listed in the quality certificate.
- Authorization from the company registered with GOEIC to the company or authorized individuals to carry out the product addition process with GOEIC according to decisions 43 and 44, including the registration decision number issued to the trademark owning company.

2. A copy of the quality certificate for the trademark owning company or quality certificates for the affiliated factories, indicating the application of a quality system related to product quality. The certificate(s) must be issued by a recognized body by (ILAC) or (IAF), listing the products to be added and in English.

3. Document templates to be completed when adding:

- Application for factory or company registration and estimation of registration fees.

Fourth: Adding a Distribution Center for the Registered Trademark Owning Company

1. A letter addressed to GOEIC, printed on the letterhead of the trademark owning company, containing:

- Details of the trademark owning company registered with GOEIC (name, address, nationality) along with the issued registration decision number.
- A list of the distribution centers to be added (name, address, nationality).
- Authorization from the trademark owning company registered with GOEIC to the company or authorized individuals to carry out the distribution center addition process with GOEIC according to decisions 43 and 44, including the registration decision number issued to the trademark owning company.

2. Document templates to be completed when adding:

- Application for factory or company registration and estimation of registration fees.

Fifth: Adding an Affiliated Factory for the Registered Trademark Owning Company

1. A letter addressed to GOEIC, printed on the letterhead of the trademark owning company, containing:

- Details of the trademark owning company registered with GOEIC (name, address, nationality) along with the issued registration decision number.
- A list of the affiliated factories to be added (name, address, nationality).
- Authorization from the foreign company registered with GOEIC to the company or authorized individuals to carry out the affiliated factory addition process with GOEIC according to decisions 43 and 44, including the registration decision number issued to the foreign company.

2. A quality certificate for the trademark owning company or a quality certificate for each affiliated factory to be added, indicating the application of a quality system related to product quality. The certificate(s) must be issued by a recognized body by (ILAC) or (IAF), and in English.

3. Document templates to be completed when adding:

- Application for factory or company registration and estimation of registration fees.

Sixth: Adding a Trademark to a Registered Trademark Owning Company

1. A letter addressed to the General Organization for Export and Import Control (GOEIC) printed on the letterhead of the trademark owning company, containing:

- Details of the trademark owning company registered with GOEIC (name, address, nationality) along with the issued registration decision number.
- A list of the trademarks to be added (name/logo).
- Authorization from the trademark owning company registered with GOEIC to the company or authorized individuals to carry out the trademark addition process with GOEIC according to decisions 43 and 44, including the registration decision number issued to the trademark owning company.

2. A copy of the trademark ownership document from the trademarks department in the country of origin, ensuring that the trademarks are registered with one of the following organizations: WIPO, EUIPO, or American.

3. If the trademark to be added is not owned by the company registered with GOEIC, the following must be provided:

- A letter granting the right to use the trademark from the trademark owner to the company to be registered.
- Authorization from the trademark owner for the use of the trademark in manufacturing and exporting by the company to be registered.
- The original trademark certificate (for the trademark owning company) issued by the official GOEIC responsible for trademark registration.

4. A quality certificate for the trademark owning company or quality certificates for the affiliated factories, indicating the application of a quality system related to product quality. The certificate(s) must be issued by a recognized body (ILAC or IAF) and in English.

5. Document templates to be completed upon registration:

- Application for factory or company registration and estimation of registration fees.

Seventh: Modifying the Name of a Company Owning a Registered Trademark

1. A copy of the commercial register showing the company's name before and after the modification, authenticated by the Chamber of Commerce and the Egyptian embassy.

2. A letter addressed to GOEIC, printed on the letterhead of the trademark owning company, containing:

- Details of the trademark owning company registered with GOEIC (name after modification, address, nationality).

- A statement indicating that the name of the trademark owning company (name) with registration decision number (number) for the year (year) has been changed from (old name) to (new name).

- Authorization from the trademark owning company registered with GOEIC to the company or authorized individuals to carry out the modification process with GOEIC according to decisions 43 and 44, including the registration decision number issued to the trademark owning company.

3. If the company owns the trademark, provide:

- A copy of the trademark ownership document reflecting the company name change from the trademarks department in the country of origin, ensuring the trademarks are registered with one of the following organizations: WIPO, EUIPO, or American.

4. A copy of the quality certificate for the trademark owning company after the name change, indicating the application of a quality system related to product quality. The certificate must be issued by a recognized body (ILAC or IAF) and in English.

5. Document templates to be completed upon registration:

- Application for factory or company registration and estimation of registration fees.

Eighth: Modifying the Name of the Registered Factory

1. A copy of the industrial register showing the factory's name before and after the modification, authenticated by the Chamber of Commerce and the Egyptian embassy.

2. A letter addressed to GOEIC, printed on the factory's letterhead, containing:

- Details of the factory registered with GOEIC (name after modification, address, nationality).

- A statement indicating that the factory name (name) with registration decision number (number) for the year (year) has been changed from (old name) to (new name).

- Authorization from the factory registered with GOEIC to the company or authorized individuals to carry out the modification process with GOEIC according to decisions 43 and 44, including the registration decision number issued to the factory.

3. If the factory owns a trademark, provide:

- A copy of the trademark ownership document reflecting the factory's name change from the trademarks department in the country of origin.

4. A copy of the quality certificate for the trademark owning company after the name change, indicating the application of a quality system related to product quality. The certificate must be issued by a recognized body (ILAC or IAF) and in English.

Procedures

1. **Document Review:** Review the documents before authentication with the Factory Registration Department (43).
2. **Submission of Documents:** Submit the complete and authenticated documents to the Factory Registration Department (43) at Cairo Airport.
3. **Quality Certificate Verification:** Send the quality certificate to the Quality Department for verification if adding products or affiliated factories.
4. **Certificate Compliance Check:** Ensure that the quality certificate meets all required conditions.
5. **Verification Methods:**
 - **Method 1:** Verify through the email address listed on the quality certificate or the QR code.
 - **Method 2:** Verify through international accreditation bodies on global forums (IAF) or (ILAC).
 - **Method 3:** If no database is available for verification, send an email to the issuing body of the quality certificate or the factory/company.
6. **Approval:** After approval of the quality certificate, send it to counter 43 via the internal network.
7. **Completion:** The designated employee in the Factory Registration Department will complete the addition forms, process the payment, and issue the quality certificate to the authorized person.
8. **Payment and Submission:** Pay the fees and submit the complete file to the designated employee.
9. **Issuance:** The concerned party will receive proof of registration and the decision for the addition within fifteen working days from the date of submission, after all documents have been completed.

Notes

1. **Quality Certificate Requirements:**
 - The ISO certificate must apply a quality control system related to the product.
 - There must be an accrediting body listed on the certificate (ILAC or IAF).
 - The certificate must list the items to be registered.
2. **Adding an Affiliated Factory:**
 - If adding a factory affiliated with a trademark-owning company, the quality certificate for the factory must indicate that it manufactures or produces the items to be registered, or provide a quality certificate for the trademark-owning company.
3. **Trademark Details:**
 - The trademark to be added must specify the category and products to be registered according to international trademark classification.

4. Shipping Invoices:

- For adding a factory affiliated with a trademark-owning company, shipping invoices must be issued in the name of the distribution centers or the registered trademark-owning company.

5. Inquiry:

- You can inquire about the addition or modification through GOEIC's website.

6. Deletion Request:

- For deleting an affiliated factory, trademark, distribution center, or products from the decision issued for the trademark-owning company or factory:
 - Submit a request addressed to the Chairman of GOEIC, printed on Egyptian company letterhead or from the authorized person with legal documentation, stating: "We, the company/person authorized by the company/factory, request your approval to delete the following data from the decision issued for the company/factory with decision number for the year in list number due to This is our declaration."

7. Suspension or Cancellation:

- In case of warning or cancellation, the original decision and any additions to it are suspended.

8. Appeal Process:

- Submit an appeal to the Agreements and Foreign Trade Sector to be reviewed by the Appeals Committee. The appeal will be resolved within fifteen days from submission, and the appellant will be notified of the reasons for non-registration or cancellation and the corrective actions required for re-registration.

