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## Registration Service for Producers and Owners of Trademarks of Goods Subject to Decree 43 of 2016 and Amendments to it and Renewal of Registration

### Description

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Factories or companies that own brands or factories in Egypt-free zones eligible to export products contained in decree 43/2016 and 44/2019 to Egypt are registered with the General Organization for Export and Import Control.

Such incoming products may not be released for the purpose of trafficking, unless they are the production of factories registered or imported from the owner or distribution centers registered with GOEIC.

According to Decree 195 of 2022, registration in the factory's registry GOEIC shall take place as soon as the documents have been submitted and the stakeholder has received the benefit of registration within a period not exceeding fifteen days from the date of the completion of the required documents.

In case of doubts as to the authenticity of the information provided, the record shall be entered only after confirmation of its authenticity and may, at the request of the applicant, inspect the company or factory to verify the authenticity of the documents after approval of the Minister of Commerce and Industry

Documents with validity dates are renewed within a period not exceeding thirty days from the expiration date.

In case of non-renewal of documents that have a validity date within 30 days of expiration, the registered factory or mark owner loses a requirement of registration and the factory or company is alerted and blocked.

If the documents are not renewed within the warning period, the deletion from the Register shall be made by a reasoned decree issued by the chairman of GOEIC and the decree to delete may be appealed to the Grievance Committee within sixty days from the date of notification of registration by the person concerned or the authorized company.

You can see the items to which Decree 43/2016 applies [here](#)

And the items to which decree 44/2016 applies [here](#)

You can inquire about factories and companies that own brands that are eligible to export their products to Egypt.

### The terms

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.1 The applicant is the factory's legal representative, authorized or representative person to submit the registration or be the legal representative of the company that owns the trademark or who authorizes or assumes it

.2 The factory must have a system of product quality control issued by a recognized International Laboratory Accreditation Organization (ILAC) or the International Accreditation Forum (IAF) Or the company that owns the trademark applies a product quality control system issued by a

recognized organization of the International Laboratory Accreditation Organization (ILAC) or the International Accreditation Forum (IAF)

.3 The following documents must be valid so that the manufacturer or company that owns the mark does not lose a requirement of registration:

- Industrial Register
- Quality Certificate
- Trademark Title document

.4 Must be a trademark title document

.5 Products in the brand to be registered must be identical to the products to be registered and contained in the products' statement and industrial record.

## The location

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Factories Registration Department at the headquarters of the airport branch

## Required Documents

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First: Documents required for registration factories:

- All documents must be certified by the Chamber of Commerce or their replacement and certified by the Egyptian Embassy in the State of Origin except for the quality certificate
- All documents must be accompanied by a translation approved by one of the certified translation centers in Arabic and placed in PDF on a CD-ROM

And these documents are:

.1 Letter addressed to the General Organization for Export and Import Control printed on factory paper

- Factory Data (Name/Address/Nationality)
- Factory products to be exported to Egypt conform to the quality certificate and industrial record
- Trademark names (if any) and in the absence thereof, add in the product letter the sentence "the factory does not have a trademark and is manufactured under the factory name
- Authorization by the factory of the company or authorized persons to carry out the registration process at the General Organization for Export and Import Control in accordance with Decrees 43 and 44

.2 The factory's industrial record states that it manufactures the products to be registered

.3 In case of a trademark provided

- Copy of the trademark title document to be
- Issued by the management of the trademark in the country from which the trademark is issued
- Mentioned in the products to be registered
- Matching Product Statement and Industrial Record

.4 In case the mark to be registered is not the property of the factory

Authorization from the owner of the trademark to exploit the trademark by manufacturing and exporting the factory to be registered trademark title document issued by the official trademark registration agency.

.5 A quality certificate stating that the factory to be registered applies a quality system that has a relevance to the quality of the product and is issued by a recognized entity (ILAC) or (IAF) listing the items to be registered in English.

.6 Document forms required to be completed upon registration

- Application for registration of factories or companies.
- Estimation of registration fees
- Authentication of registration documents
- Data Registration Form

Second: Documents required for registration of factories in free zones Egypt:

All documents must be authenticated by the authenticity of a bank signature and a replica of the government documents with the eagle seal except the quality certificate

All documents are placed in PDF format on a CD

These documents are:

.1 Letter addressed to the General Organization for Export and Import Control Printed on Factory Paper (Validity of a bank signature) as following Factory Data (Name/Address/Nationality)

- The products of the factory to be exported to Egypt conform to the quality certificate and the practice decision issued by the Egyptian Ministry of Investment.
- Trademark names (if any) and if not, add in the product letter the phrase "the factory does not have its trademark and is manufactured under the factory name.
- Authorization by the factory of the company or authorized persons to carry out the registration process at the General Organization for Export and Import Control in accordance with Decree 43 and 44.



- .2 A copy of the replica commercial record on the eagle seal of the factory stating that it manufactures the products to be registered
- .3 A copy of the Replica of the Egyptian Ministry of Investment stamping the eagle from the practice decision stating that it manufactures the products to be registered
- .4 In case of a trademark provide a Copy of the trademark title document to be
- Issued by the management of the trademark in the country from which the trademark is issued
  - Mentioned in the products to be registered
  - Conformity with product statement and trade record
- .5 In case the mark to be registered is not the property of the factory
- Authorization from the owner of the trademark to exploit the trademark by manufacturing and exporting the factory to be registered
  - Trademark title document issued by the official trademark registration agency.
- .6 A quality certificate stating that the factory to be registered applies a quality system that has a relevance to the quality of the product and is issued by a recognized entity (ILAC) or (IAF) listing the items to be registered in English.
- .7 Document forms required to be completed upon registration
- Application for registration of factories or companies and estimation of registration fees
  - Authentication of registration documents
  - Data Registration Form

Third: Documents required to register a trademark company

All documents must be certified by the Chamber of Commerce or their replacement and certified by the Egyptian Embassy in the State of Origin except for the quality certificate.

All documents must be accompanied by a translation approved by one of the certified translation centers in Arabic and placed in PDF on a CD-ROM.

These documents are:

- .1 Letter addressed to the General Organization for Export and Import Control printed on the paper of the company owner of the trademark to be registered in as following:
- Company's Data Owner of the Trademark to be Registered (Name/Address/Nationality)
  - Trademark names (whether name or logo)
  - Factory Names (Name/Address/Nationality)
  - Name of distribution centers (name/address/nationality)
  - Brand Owner Products Conform to Quality Certificate

- Authorization by the company to be registered to the company or authorized persons to perform the registration process at the General Organization for Export and Import Control in accordance with decree 43 and 44

.2 A copy of the trademark title document from the management of the marks from the country from which they are issued, provided that the marks are registered by one of the following organizations WIPO- Euipo – American

.3 In case the mark is not the property of the company to be registered,

- Authorization by the trademark owner of the right to exploit the trademark by manufacturing and exporting the company to be registered
- Trademark title document issued by the official trademark registration agency.

.4 A quality certificate of the company owning the trademark or quality certificates of the subsidiary factories stating the application of a quality system relating to the quality of the product provided that the certificate/certificates are issued by a recognized entity (ILAC) or (IAF) and incorporate the products to be registered in English.

.5 Document forms required to be completed upon registration

- Application for registration of factories or companies and estimation of registration fees
- Authentication of registration documents
- Data registration form

Documents required for renewal

.1 A copy of the authorization provided upon registration by the manufacturer or the owner of the mark registered with the Organization for the company or persons authorized to perform the registration process with the Organization in accordance with resolutions 43 and 44

.2 A copy of a certified power of attorney from the real estate authority or a signature Organization from the registered company of the authorized or representative person

.3 Copy of the national number of the applicant to submit the renewal documents with access to the original

.4 A copy of the ministerial decision or the Organization's decision to register it

.5 A Copy of the document to be renewed, whether

- A quality certificate stating that the manufacturer/owner of the label to be registered applies a quality system that has a product quality relationship and is issued by a recognized entity (ILAC) or (IAF) listing the items to be registered in English.

- An industrial record of the factory stating that it manufactures the products to be registered is documented by the Chamber of Commerce and the Egyptian Embassy in the country of origin

- In case of renewal of the trademark of the company owner of the mark or factory, provide

Copy of the trademark title document to be Issued by the management of the trademark in the country from which the trademark is issued.

Mentioned in the products to be registered Matching Product Statement and Industrial Record the Egyptian Chamber of Commerce and Embassy of the Country of Origin

.6 Document forms required to be completed upon registration

Application for registration of factories or companies and estimation of registration fees

Procedures:

.1 Pre-documentation review with factories registration department(43)

.2 Documentation completed and documented by the Factories Registration Department (43) of Cairo Airport

.3 Send quality certificate to quality management for verification

.4 Ensure quality certification meets the requirements

.5 Certificate verification in three ways:

The first method:

Verification by email mentioned in quality certification or QR Code

Method 2:

Verification through IAF or ILAC websites

Method 3:

In the absence of a verified database, an e-mail will be sent to the factory's donor or quality certification company.

.6 After approval of the quality certificate, to be sent to the 43 unit through the internal network.

.7 The competent employee of factories registration department will complete the registration and payment forms and give the representative a quality certificate

.8 Payment of fees and delivery of the file in full to the competent staff member

.9 The stakeholder shall hand over the benefit of registration and issuance of the decision within a period not exceeding fifteen working days from the date of delivery and after the completion of all documents.

Notes

.1 Required Quality Certificate:

- The ISO certification applies the quality control system for the product
- Having a Certification Accreditation Entity (ILAC) or (IAF)
- The certificate shall be included in the items to be registered

.2 In the case of registration of a factory, the quality certificates provided to the factory must state that it manufactures or produces the products to be registered.

.3 If the factory is registered, it is the factory and exporter and It is not possible to register or add factories and distribution centers.

.4 The industrial registry submitted for the factory registration must be marked with the products to be registered.

.5 The brand provided to the factory or company must be mentioned in the category and products to be registered in accordance with the International Trademark Classification

.6 If a factory is registered, shipping invoices are issued in the name of the factory only.

.7 If a trademark owner company is registered, the shipping invoices are issued in the name of the distribution centers or the registered trademark owner company

.8 Upon warning and cancellation of registration, the authorized company shall be notified of the registration, factory or company owner of the trademark on their respective emails, so that when completing the "document confirmation form", the correct email shall be registered for each of them.

.9 Grievance Documents and Procedures

- The grievance is filed within 60 days from the date of notification of the stakeholder or the authorized company of the deletion in the sector of agreements and foreign trade at the towers of the Ministry of Finance of Nasr City
- Grievance shall be accompanied by the re-registration documents of the factory or company that owns the trademark (the same registration documents)
- The grievance shall be submitted to the Grievance Committee on the understanding that the petition shall be adjudicated within a period not exceeding fifteen days from the date of its filing.
- The complainant is notified of the reasons for the non-registration or deletion and the corrective action to be taken by the complainant to re-register.