

Investor Service Center

مركز خدمات
المستثمرين

وزارة الإستثمار
والتعاون الدولي





**Investor
Service Center**

**Ministry Of Investment
& International Cooperation**



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Forward

In light of the Egyptian Government plan to correct the course of the economy, and restructure it, the Government has adopted a comprehensive reform program since 2014.

The reform program has relied on economic, financial and social reform pillars and the stimulation of the economic growth to attain sustainable comprehensive development, which positively reflects on increasing the employment rate and raising the citizens' living standards.

In consistency with the government's comprehensive economic reform, the Ministry of Investment and International Cooperation (MIIC) has adopted parallel reform policies to create an attractive environment for local and foreign investors. The policies are based on fundamental pillars that are reflected in legislative, legal, structural, institutional and administrative reforms in order to fight against red-tape, eliminate investment obstacles and provide an attractive environment to receive capital inflows.

The issuance of the new Investment Law No. 72 of 2017 in May 31, 2017 was one of the main legislative reforms to improve the investment environment. A series of complimentary laws have been enacted, which set a frame and clear stimulus for investment in Egypt.

The establishment of a new Investor Service Center (ISC) has been a necessary step. The MIIC has exerted due diligence to provide all services in order to implement the provisions of the new Investment Law that stipulates: (i) a certain time limit to obtain the licenses; (ii) services mechanism; (iii) executing the E-system procedures; (iv) the Appropriate Bodies' approval of the electronic signatures; and (v) the acceptance of the electronic payment to eliminate the bureaucracy procedures and improve the investment climate.

The ISC has been provided with the latest technology and electronic systems to provide investment services, regulate and improve data and information exchange mechanisms vis-à-vis appropriate bodies involved in providing such services in a manner consistent with the international practices.

The investor can complete all the procedures via the electronic portal of the General Authority for Investment and Free Zones (GAFI) www.gafi.gov.eg within maximum 24 business hours.

All the aforementioned procedures have been a step toward a sustainable reform to increase the investment flows, growth and employment rates to place Egypt in a high rank amongst the developed countries as per the ambitious vision of HE President Abdel Fattah el-Sisi, so that Egypt shall remain the very heart of the world and the Egyptians reap the fruits of the country.



Dr. Sahar Nasr

Ministry of Investment and
International Cooperation

I. Company Incorporation

Incorporation of Corporations (Joint Stock Companies – Partnerships Limited by Shares – Limited Liability Companies) in Accordance with the Provisions of Law No. 72 of 2017 or Law No. 159 of 1981

Required Documents

- 1- A certificate of non-confusion of company name approved by the Commercial Register.
- 2- Bank certificate
 - In respect of joint stock companies and partnerships limited by shares, a bank certificate to the effect that at least 10% of the issued capital has been deposited. Within 3 months, another 25% of the issued capital must be paid. Within 5 years, 100% of the issued capital must have been paid. This goes without prejudice to the business activities on which the law regulating engagement therein stipulates a minimum amount to be paid of the paid-up capital. Another condition is that the minimum amount of the issued capital must not be less than EGP 250,000 (two hundred thousand Egyptian pounds).
- 3- Copies of the relevant powers of attorney (original powers of attorney must be submitted for matching against the copies):
 - Powers of attorney from all founders (minimum 3 founders) in respect of joint stock companies.
 - Powers of attorney from all partners (minimum 2 partners) in respect of limited liability companies. A limited liability company must include an Egyptian manager.
 - The power of attorney must include a stipulation entitling the attorney to incorporate and sign on the articles of incorporation before the notarization office at GAFI. In case the attorney is one of the partners, the power of attorney must include the clause (entering into contract with oneself and third parties in the incorporation of companies).
- 4- Copies of valid personal ID of founders or partners (original ID may be requested for matching against the copies):
 - For Egyptians, national ID card.
 - For foreigners, passports.
- 5- An official original certificate obtained from the Register of Accountants and Auditors to the effect that the company's auditor is entitled to review and approve the budgets of corporations. A copy of the certificate or acceptance acknowledgment of appointment must be submitted in case the original certificate was previously furnished to GAFI.
- 6- A copy of the Bar Association card of the lawyer who ratifies the articles of incorporation before the Bar Association; the cardholder must be at minimum a lawyer admitted before the Court of First Instance and the card must be valid up to date.
- 7- A background check on foreign founders or partners (whether natural or juridical persons).
- 8- The name and address of the company's legal advisor, who must be a lawyer at least admitted before the Court of Appeal.

- 9- Copies of valid personal ID of the attorney (original ID must be submitted for matching against the copies):
- For Egyptians, ID card.
 - For foreigners, passports (valid residence permit is a must).
- 10- In case any of the company object requires a special approval (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.
- 11- In the event of pumping in-kind shares upon incorporation:
- In respect of joint stock companies and/or partnerships limited by shares, the original report of GAFI committee, which valued such in-kind shares, must be submitted.
 - In respect of limited liability companies, it would suffice to submit a report by professional experts, whose professions are regulated under the law and match the type(s) of the in-kind shares being valued.
- 12- In the event of incorporating a company to operate under the Free Zones System in accordance with Law No. 72 of 2017, the aforementioned required documents must be submitted, together with the following:
- In respect of public free zone(s), GAFI's approval prior to incorporation must be obtained. Such pre-incorporation approval is to be issued by the board of directors of the public free zone in which the project is to be set up.
 - In respect of private free zone(s), for a joint stock company or a limited liability company, the approval of the Council of Ministers must be obtained prior to the incorporation.
- 13- In the event of incorporating a company resulting from the change of legal structure of a partnership incorporated in accordance with the Trade Law into a corporation in accordance with Law No. 72 of 2017 and Law No. 159 of 1981, the aforementioned documents must be submitted together with the following:
- A valuation report on the in-kind shares (net assets and liabilities of partnerships); in case of conversion to a joint stock company, a report shall be prepared by the committee formed by a decision of GAFI CEO. In case of conversion to a limited liability company, the report shall be prepared by experts.
 - Articles of partnership and their summary, in addition to, all subsequent amendments to the articles of partnership and their summaries which must be registered with the court.
 - Minutes of meeting of all partners including an approval by the partners on the change of legal structure before the valuation process.
 - Minutes of meeting of all partners including the approval of partners on the valuation outcome and the approval on the company's articles of association after conversion (capital and its distribution among partners and activity...etc.)
 - In the event of conversion into a joint stock company where the partners would like to add cash shares, a bank certificate of deposit evidencing that 10% of the cash shares have been paid, and in the event of conversion into a limited liability company.

- A summary on the company since the date on which it was founded. This summary must include the amendments made to the company until the relevant minutes of meeting of all partners. The summary must be submitted on a compact disc (CD).
 - The commercial registry.
- 14- In the event of incorporating one or more corporation(s) through split up of an existing company into more than one company:
- The split-up decision issued by GAFI CEO.
 - The valuation report on the in-kind shares.
 - An official copy of the commercial registry of the splitting company including an endorsement to that effect.
 - A copy of the minutes of the extraordinary general meeting, adopting the split-up resolution, after having been ratified by GAFI.
 - A copy of the minutes of the extraordinary general meeting, approving the valuation outcome, after having been ratified by GAFI.
 - Split-up draft contract as approved by GAFI.

Steps:

■ Incorporation via the E-portal

- 1- Sign up, create an account and specify your workspace. To do this, use GAFI e-portal: <http://www.gafi.gov.eg>, the documents will be checked.
- 2- Pay the fees using a credit card, and e-sign the documents.
3. All your company's documents will be sent to your workspace on GAFI's e-portal.



For help please call **16035**

■ Incorporation via the ISC:

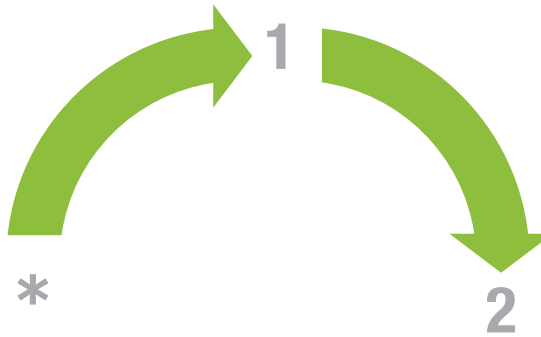
- Select the service, take a number from the queue machine and the documents will be checked on the ground floor.
1. Go to the incorporation lawyer to draw up the articles of incorporation, and pay the incorporation fees using a credit card or in cash on the first floor.
 2. Sign the documents giving effect to the articles of incorporation and receive your company's documents.



Go to the incorporation lawyer to draw up the articles of incorporation, and pay the incorporation fees using a credit card or in cash



Select the service, take a number from the queue machine and the documents will be checked



Sign the documents giving effect to the articles of incorporation and receive your company's documents.

Service Time	Service place
<p>During 24 Hours</p>	<p>1st Floor</p>

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".
- In case of encountering any problems during the e-incorporation, kindly call the hotline: 16035 from 8:00 a.m. to 8:00 p.m. CLT, or contact: e-services@gafinet.org.eg.

Fees

Service Description	Fee value as per Law No. 72 of 2017	Fee value as per Law No. 159 of 1981	Methods/Places of Payment
Bar Association endorsement fee	0.01% of the issued capital, maximum EGP 25,000 and minimum EGP 250 + EGP 50 Bar Association stamp duty.	0.01% of the issued capital, maximum EGP 25,000 and minimum EGP 250 + EGP 50 Bar Association stamp duty.	<p>Electronically Via GAFI website upon e-application for incorporation.</p> <p>Cash payment At the ISC.</p>
Articles of incorporation notarization fee	Nil	0.0025% of the issued capital, maximum EGP 1,000 and minimum EGP 10.	
Entry at the Commercial Register	EGP 56. In case the company has a branch, such branch must be added to the commercial registry in return for a fee of EGP 261.	EGP 56. In case the company has a branch, such branch must be added to the commercial registry in return for a fee of EGP 261.	
Issuance of shares of joint stock companies and partnerships limited by shares	0.0005% of the issued capital, maximum EGP 10,000.	0.0005% of the issued capital, maximum EGP 10,000.	
Certificate of engagement in activity	Annual subscription of 0.002% of the paid-up capital, maximum EGP 2,000 and minimum EGP 24 + EGP 200 that must be paid to obtain a certificate of engagement in activity.	Annual subscription of 0.002% of the paid-up capital, maximum EGP 2000 and minimum EGP 24 + EGP 200 that must be paid to obtain a certificate of engagement in activity.	
Syndicate of Commercial Professions	Nil	In case the capital is less than EGP 500,000, fees must be EGP 125. In case the capital is EGP 500,000 or more, fees must be EGP 250.	
Incorporation	Nil	<ul style="list-style-type: none"> ■ 0.001% of the issued capital, maximum EGP 1,000 and minimum EGP 100. ■ Service consideration amounting 0.001% of the issued capital, maximum EGP 10,000 and minimum EGP 1,000. (*) ■ Certificate of Registration of joint stock companies and partnerships limited by shares amounting EGP 100. 	

(*) Service fees are not applicable to limited liability companies.

Incorporation of Partnerships (General and Limited Partnerships) in Accordance with the Provisions of Law No. 72 of 2017

Required Documents

- 1- Copies of the relevant powers of attorney made by all partners (original powers of attorney must be submitted for matching against the copies):
 - The powers of attorney must include a stipulation entitling the attorney to incorporate and sign on the articles of incorporation before the notarization office at GAFI.
- 2- Copies of valid personal ID of partners (original ID's may be required to be matched against the copies):
 - For Egyptians, national ID card.
 - For foreigners, passports.
- 3- A copy of the Bar Association card of the lawyer who ratifies the articles of incorporation before the Bar Association; the cardholder must be at least a lawyer admitted before the Court of First Instance and the card must be valid up to date.
- 4- A background check on foreign partners (whether natural or juridical persons).
- 5- Copies of valid personal ID of the attorney (original ID must be submitted for matching against the copies):
 - For Egyptians, ID card.
 - For foreigners, passports (valid residence is a must).
- 6- In case any of the company object requires a special approval (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.
- 7- In the event of pumping in-kind shares upon incorporation:
 - A valuation report on the relevant in-kind to be prepared by professional experts, whose professions are regulated under the law and match the type(s) of the in-kind shares being valued.
- 8- In the event of incorporating a partnership to operate under the Free Zones System in accordance with Law No. 72 of 2017, the aforementioned required documents must be submitted, together with the following:
 - In respect of public free zone(s), GAFI's approval prior to incorporation must be obtained. Such pre-incorporation approval is to be issued by the board of directors of the public free zone in which the project is to be set up.
- 9- In the event of incorporating a de facto partnership as a result of the death of the sole proprietor, the aforementioned required documents must be submitted, together with the following:
 - A recent official copy of the commercial registry of the sole proprietorship.
 - The death certificate of the sole proprietor, and the decree of distribution comprising the heirs of the sole proprietor.

- In the event of minors, the court approval, permitting the minor to participate using his own inherited property in incorporating the company, in case there are minors among the heirs.
- A valuation report on the tangible assets of the sole proprietorship (lands- real estate buildings – machinery – equipment – inventory), to be certified by a technical expert specializing in the valuation of the type(s) of these assets, and to be attached to the documents evidencing ownership.
- The original minutes of meeting of all partners of a company, undergoing incorporation, including the approval on the valuation report, the distribution of the valuation outcome among the heirs as per the decree of distribution, and the approval on any other data concerning the company undergoing incorporation.

Steps:

■ Incorporation via the E-portal

- 1- Sign up, create an account and specify your workspace. To do this, use GAFI e-portal: <http://www.gafi.gov.eg>, the documents will be checked.
- 2- Pay the fees using a credit card, and e-sign the documents.
3. All your company's documents will be sent to your workspace on GAFI's e-portal.



For help please call 16035

■ Incorporation via the ISC:

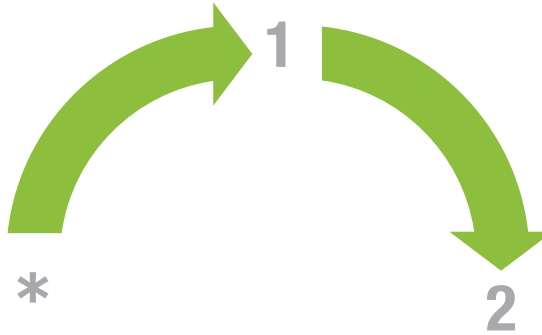
- Select the service, take a number from the queue machine and the documents will be checked on the ground floor.
1. Go to the incorporation lawyer to draw up the articles of incorporation, and pay the incorporation fees using a credit card or in cash on the first floor.
 2. Sign the documents giving effect to the articles of incorporation and receive your company's documents.



Go to the incorporation lawyer to draw up the articles of incorporation, and pay the incorporation fees using a credit card or in cash



Select the service, take a number from the queue machine and the documents will be checked



Sign the documents giving effect to the articles of incorporation and receive your company's documents.

Service Time



Service place



Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".
- In case of encountering any problems during the e-incorporation, kindly call the hotline: 16035 from 8:00 a.m. to 8:00 p.m. CLT, or contact: e-services@gafinet.org.eg.

Fees

Service Description	Fee value as per Law No. 72 of 2017	Methods/places of payment
Bar Association endorsement fee	0.01% of the issued capital, maximum EGP 25,000 and minimum EGP 250 + EGP 50 Bar Association stamp duty.	<p>Electronically Via GAFI website upon e-application for incorporation.</p> <p>Cash payment At the ISC.</p>
Articles of partnership notarization fee	Nil	
Entry at the Commercial Register	EGP 64. In case the partnership has foreign partners, the fees are EGP 76. In case the partnership has a branch, such a branch must be added to the commercial registry in return for a fee of EGP 111.	
Certificate of engagement in activity	Annual subscription of 0.002% of the paid-up capital, maximum EGP 2,000 and minimum EGP 24 + EGP 200 that must be paid to obtain a certificate of engagement in activity.	

Incorporation of Sole Proprietorships in Accordance with Law No. 72 of 2017

Required Documents

- 1- Copies of the relevant power of attorney made by the sole proprietor if the incorporation is carried out on his behalf by an attorney (original power of attorney must be submitted to be matched against the copy):
 - The said power of attorney must include a stipulation entitling the attorney to carry out incorporation procedures of companies.
- 2- Copies of valid personal ID of the sole proprietor (original ID may be required to be matched against the copies):
 - For Egyptians, national ID card.
 - For foreigners, passports.
- 3- Copies of valid personal ID of the attorney (original ID must be submitted for matching against the copies):
 - For Egyptians, ID card.
 - For foreigners, passports (valid residence is a must).
- 4- A background check on the foreigner sole proprietor.
- 5- In case any of the company object requires a special approval (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.
- 6- In the event of pumping in-kind shares upon incorporation:
 - A valuation report on the relevant in-kind to be prepared by professional experts, whose professions are regulated under the law and match the type(s) of the in-kind shares being valued.
- 7- In the event of incorporating a sole proprietorship to operate under the Free Zones System in accordance with Law No. 72 of 2017, the aforementioned required documents must be submitted, together with the following:
 - In respect of public free zone(s), GAFI's approval prior to incorporation must be obtained. Such pre-incorporation approval is to be issued by the board of directors of the public free zone in which the project is to be set up.

Steps:

■ Incorporation via the E-portal

- 1- Sign up, create an account and specify your workspace. To do this, use GAFI e-portal: <http://www.gafi.gov.eg>, the documents will be checked.
- 2- Pay the fees using a credit card, and e-sign the documents.
3. All your company's documents will be sent to your workspace on GAFI's e-portal.



 For help please call **16035**

■ Incorporation via the ISC:

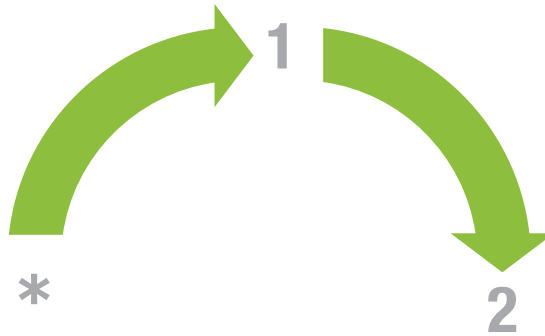
- * Select the service, take a number from the queue machine and the documents will be checked.
1. Go to the incorporation lawyer to draw up the articles of incorporation, and pay the incorporation fees using a credit card or in cash.
 2. Receive your company's documents.



Go to the incorporation lawyer to draw up the articles of incorporation, and pay the incorporation fees using a credit card or in cash



Select the service, take a number from the queue machine and the documents will be checked




Sign the documents giving effect to the articles of incorporation and receive your company's documents.

Service Time



Service place



Fees

Service Description	Fee value as per Law No. 72 of 2017	Methods/places of payment
Entry at the Commercial Register	EGP 9.5. In case the sole proprietorship has a branch, such branch must be added to the commercial registry in return for a fee of EGP 60.5.	Electronically Via GAFI website upon e-application for incorporation. Cash payment At the ISC.
Certificate of engagement in activity	An annual subscription of 0.002% of the capital, maximum value EGP 2,000 and minimum EGP 24 + EGP 100 as a fee of certificate of engagement in activity.	

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".
- In case of encountering any problems during the e-incorporation, kindly call the hotline: **16035** from 8:00 a.m. to 8:00 p.m. CLT, or contact: e-services@gafinet.org.eg.

Incorporation of a Single Member Company

Required Documents

- 1- A certificate of non-confusion of company name approved by the Commercial Register.
- 2- A bank certificate to the effect that all the capital has been deposited; the amount of the capital must not be less than EGP 50,000 (fifty thousand Egyptian pounds).
- 3- In case the juridical person incorporates the single member company (on condition that he's not a single member company), the following documents must be submitted:
 - A power of attorney executed by the legal representative to a juridical person.
 - A recent official copy of the commercial registry of the juridical person (original certificate may be requested for matching against the copies).
- 4- In case the founder of the company is one of the public persons, the approval of the Prime Minister or the appropriate minister must be obtained as the case may be.
- 5- A power of attorney that includes the incorporation of the single member company, whether the founder is a juridical person or a natural person. The power of attorney must include the incorporation and signature on the articles of incorporation before the Real Estate Publicity Department.
- 6- A background check on the company owner and/or the foreign manager.
- 7- An official original certificate obtained from the Register of Accountants and Auditors to the effect that the company's auditor is entitled to review and approve the budgets of corporations. A copy of the certificate or acceptance acknowledgment of appointment must be submitted in case the original certificate was previously furnished to GAFI.
- 8- Stating the name and address of the legal consultant of the company, provided that such consultant must be at least a lawyer admitted before the Court of Appeal.
- 9- Copies of valid personal ID of the founder (original certificate requested for matching against the copies):
 - ID card for Egyptian.
 - Passport for foreigner (a valid residence is a must).
- 10- The approval of the appropriate body if any of the company's objects requires obtaining a special approval in accordance with the applicable provisions of the Laws (prior approval).
- 11- A copy of valid personal ID of the founder (original ID may be submitted for matching against the copies).
- 12- In the event of pumping in-kind shares, a valuation report of the relevant in-kind shares to be prepared by professional experts and the founder's acknowledgement of the validity of the valuation must be submitted.
- 13- In the event of Public Free Zone(s), GAFI's approval prior to incorporation must be obtained and such pre-incorporation approval is to be issued by the BoD of the Public Free Zone in which the project is to be set up.

Steps:

■ Incorporation via the E-portal

- 1- Sign up, create an account and specify your workspace. To do this, use GAFI e-portal: <http://www.gafi.gov.eg>, the documents will be checked.
- 2- Pay the fees using a credit card, and e-sign the documents.
3. All your company's documents will be sent to your workspace on GAFI's e-portal.



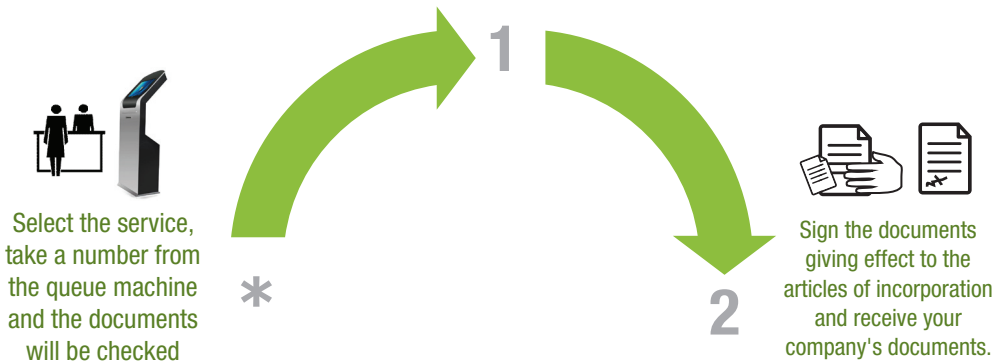
 For help please call **16035**

■ Incorporation via the ISC:

- Select the service, take a number from the queue machine and the documents will be checked on the ground floor.
1. Go to the incorporation lawyer to draw up the articles of incorporation, and pay the incorporation fees using a credit card or in cash on the first floor.
 2. Sign the documents giving effect to the articles of incorporation and receive your company's documents.

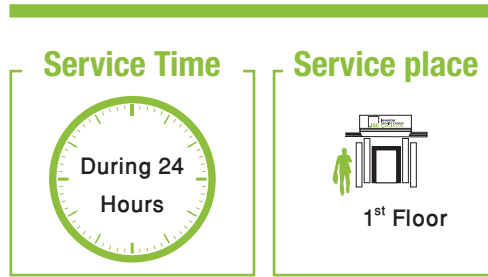


Go to the incorporation lawyer to draw up the articles of incorporation, and pay the incorporation fees using a credit card or in cash



Select the service, take a number from the queue machine and the documents will be checked

Sign the documents giving effect to the articles of incorporation and receive your company's documents.



Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".
- In case of encountering any problems during the e-incorporation, kindly call the hotline: 16035 from 8:00 a.m. to 8:00 p.m. CLT, or contact: e-services@gafinet.org.eg.

II. General Meetings





Request for Ratification of Minutes of Ordinary General Meeting of Companies Governed by the Provisions of Law No.72 of 2017 and Law No. 159 of 1981

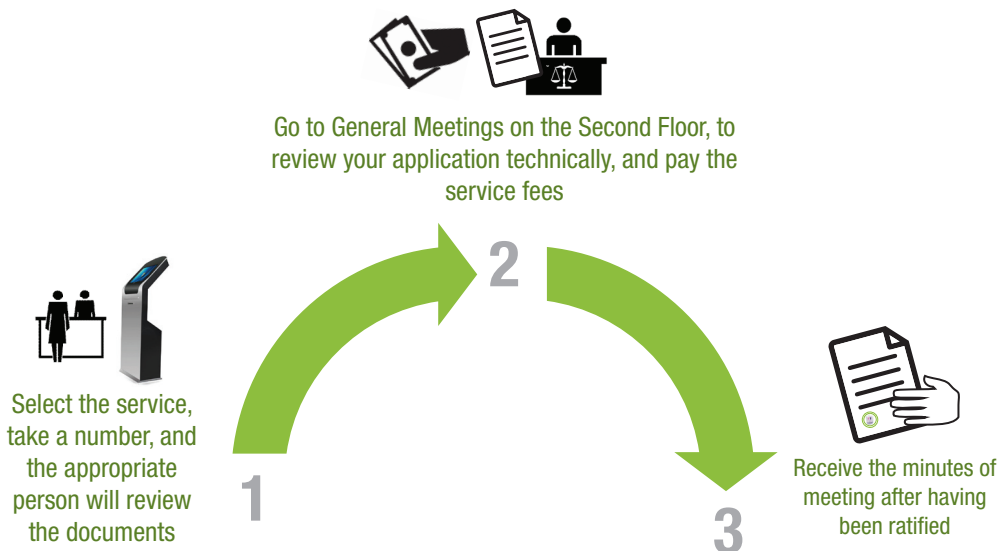
Required Documents

- 1- A request printed out on the company letterhead; sealed by the respective company seal; signed by the chairperson of the respective company or made by virtue of a duly executed power of attorney, special authorization or an authorization inside the minutes of the relevant meeting; and addressed to the head of the Investment Services Sector.
- 2- The relevant minutes of ordinary general meeting printed out on the company letterhead, sealed by the respective company seal and signed by the board of directors chairperson, secretary, vote counter, company auditor and the auditor of the Accountability State Authority if the percentage of the public share in the capital is 25%; their signatures must be affixed to each page of the minutes of meeting. Each page of the said minutes of meeting must also be sealed by the seal of the respective company as well as the seal of the company's auditor and include at their bottom the acknowledgment stipulated in GAFI CEO Decision No. 480 of 2016.
- 3- The company's articles of association and any amendments thereto (if any).
- 4- An evidence to the effect that invitations have been sent to the administrative bodies, the members of the board of directors («BoD members»), shareholders and auditor 21 days (excluding the sending day and the meeting day) prior to the relevant meeting.
- 5- A recent (maximum 3 months old) official copy of the commercial registry.
- 6- Authorizations (if any).
- 7- BoD members/shareholders attendance sheet signed by them, the vote counter and the auditor; an individual submitting the said attendance sheet must sign it to the effect that it has been submitted by him and at his own liability.
- 8- The budget, if discussed by the general meeting, + the auditor's report + the BoD report approved by the company.
- 9- Service fees payment.
- 10- Documents required in particular cases:
 - Resignations + acceptance acknowledgments of appointment of new BoD members + copies of IDs + background check on foreigners + the approval of the Prime Minister, the appropriate minister or the employer, as the case may be, if any of the new appointed BoD members works for the public sector.
 - Auditor's notice of resignation (if any) + a certificate of registration at the Register of Accountants (in the event that a new auditor is appointed) + acceptance acknowledgement of appointment + nomination letters (if any).
 - In the event of liquidation:
 - a. The liquidation final account certified by the liquidator.

- b. A declaration by the liquidator to the effect that the liquidation procedures have been completed, that no liabilities are still pending on the company's part, and that all liquidation proceeds have been distributed.
 - c. An evidence that the liquidation has been published.
 - d. An acknowledgement by the liquidator and shareholders/partners to the effect that they are liable for the carried out procedures of liquidation and the liquidation proceeds.
- In the event of original capital completion (if any), a bank or auditor certificate after the completion of the quarter of the capital, as the case may be.
 - In the event of original capital completion after capital increase by virtue of auditor certificate, the following shall be submitted:
 - a. A bank certificate evidencing the deposit of the amount to be used in capital completion.
 - b. In the event of capital completion by virtue of auditor certificate, first, go to the Economic Performance Sector and provide the audit report before ratifying the minutes of the meeting.
- 11-In the event of topics related to Sinai Peninsula, the service form as well as required documents should be completed.

Steps

1. Select the service, take a number from the queue machine on the ground floor, and the appropriate person will review the documents.
2. Go to the window of the General Department for Legal Affairs of Corporations (General Meetings) on the Second Floor, to review your application technically, and pay the service fees in cash at the cash desk.
3. Receive the minutes of meeting after having been ratified.



Fees

Service Description	Value	Payable to	Methods/places of payment
Minutes of general meeting	EGP 300 per copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
In the event of applying for authentication of the minutes of ordinary general meeting by the Ministry of Foreign Affairs Office at the ISC	EGP 300 per copy		

Service Time



Service place



Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Ratification of Minutes of Meetings of Boards of Directors of Companies Governed by the Provisions of Law No. 72 of 2017 or Law No. 159 of 1981

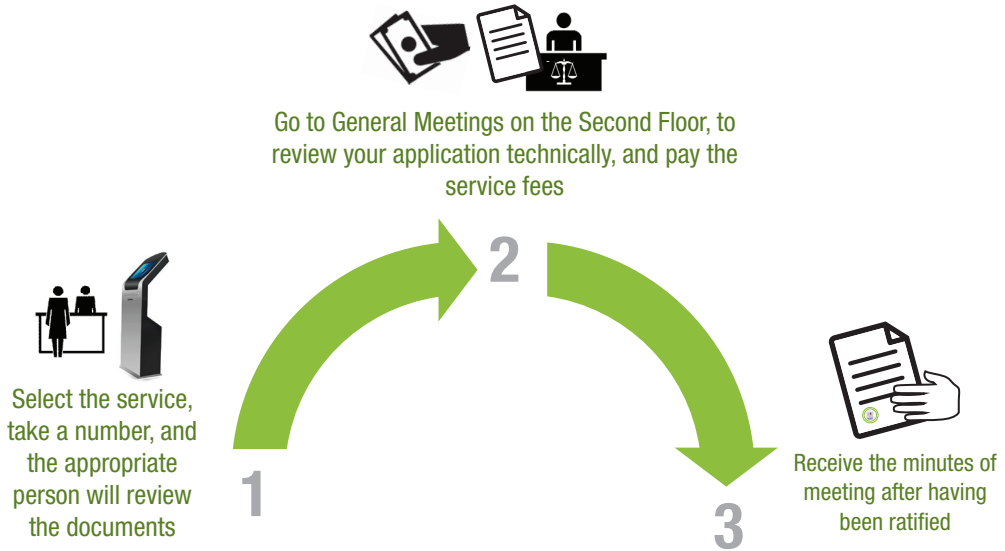
Required Documents

- 1- A request printed out on the company letterhead; sealed by the respective company seal; signed by the chairperson of the respective company or by virtue of a duly executed power of attorney, special authorization or an authorization inside the minutes of the relevant meeting; and addressed to the head of the Investment Services Sector.
- 2- The minutes of BoD meeting requested to be ratified; the minutes of said meeting must be submitted either as evidenced by the company's book or as printed out on the company letterhead, sealed by the respective company seal and signed by the meeting chairperson and secretary whose signatures must be affixed to each page of the minutes of the meeting. The minutes of the meeting must also include at their bottom the acknowledgment stipulated in GAFI CEO Decision No. 480 of 2016.
- 3- The company's articles of association and any amendments thereto.
- 4- A recent (maximum 3 months old) official copy of the commercial registry.
- 5- BoD members attendance sheet.
- 6- Resignations (if any).
- 7- Authorizations (if any).
- 8- Acceptance acknowledgments of appointment of new BoD members + copies of their IDs.
- 9- In the event of original capital completion (if any), a bank or auditor certificate after the completion of the quarter of the capital, as the case may be.
- 10- In the event of original capital completion after capital increase by virtue of auditor certificate, the following shall be submitted:
 - a. A bank certificate evidencing the deposit of the amount to be used in capital completion.
 - b. In the event of capital completion by virtue of auditor certificate, first, go to the Economic Performance Sector and provide the audit report before ratifying the minutes of the meeting.
- 11- Background check on foreigners.
- 12- In the event of topics related to Sinai Peninsula, the service form as well as required documents should be completed.
- 13- Service fees payment receipt.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor, and the appropriate person will review the documents.

- 2- Go to the window of the General Department for Legal Affairs of Corporations (General Meetings) on the Second Floor, to review your application technically, and pay the service fees in cash at the cash desk.
- 3- Receive the minutes of meeting after having been ratified.



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of minutes of BoD meeting	EGP 300 per copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
In the event of applying for authentication of the minutes of meeting of the board of directors by the Ministry of Foreign Affairs Office at the ISC	EGP 300 per copy		

Service Time

During 24 Hours

Service place

2nd Floor

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or “WhatsApp”.

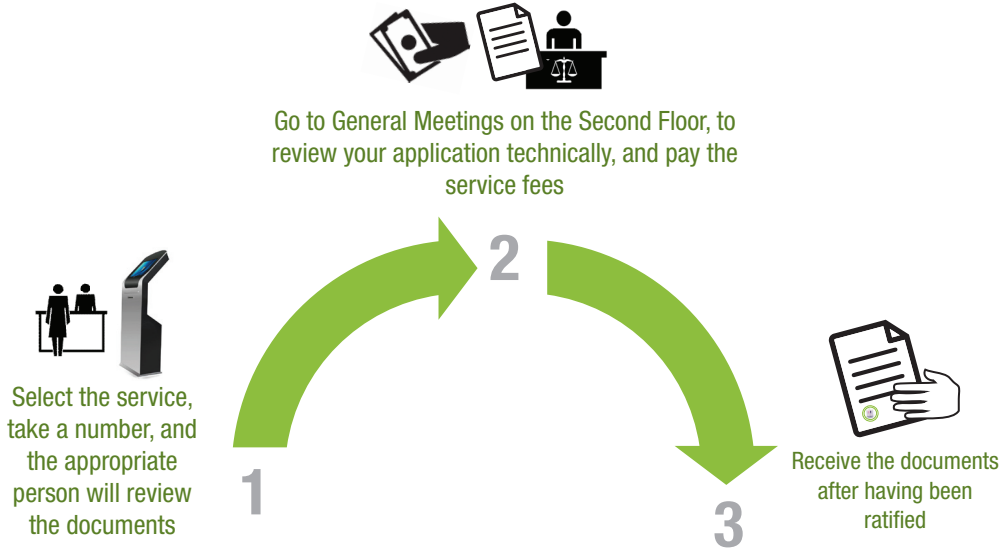
Ratification of Administrative Decisions of Limited Liability Companies Established in Accordance with the Provisions of Law No. 72 of 2017 and Law No. 159 of 1981

Required Documents

- 1- A request addressed to the head of the Investment Services Sector.
- 2- The original administrative decision printed out on the company letterhead, approved by the company manager, sealed by the company seal and including at their bottom the acknowledgment stipulated in GAFI CEO Decision No. 480 of 2016.
- 3- A recent (maximum 3 months old) official copy of the commercial registry.
- 4- The company gazette or the investment gazette in accordance with the latest amendments and the company's article of association.
- 5- Service fees payment receipt.
- 6- Background check on the foreigners.
- 7- In the event of opening a branch at Sinai Peninsula, the service form as well as required documents should be completed.

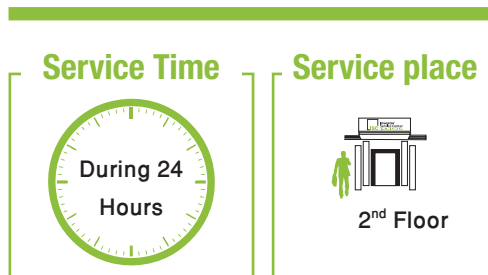
Steps

- 1- Select the service, take a number from the queue machine on the ground floor, and the appropriate person will review the documents.
- 2- Go to the window of the General Department for Legal Affairs of Corporations (General Meetings) on the Second Floor, to review your application technically, and pay the service fees in cash at the cash desk.
- 3- Receive the administrative decision after having been ratified and sealed by the official seal of A.R.E .



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of administrative decisions	EGP 300 per copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Authentication of administrative decisions by the Ministry of Foreign Affairs Office at the ISC	EGP 300 per copy		



Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Ratification of Minutes of Meeting of All Partners Regarding the Opening or Closing of a Branch

Required Documents

- 1- A request addressed to head of the Investment Services Sector.
- 2- The original minutes of meeting of all partners including at their bottom the acknowledgment stipulated in GAFI CEO Decision No. 480 of 2016.
- 3- A recent (maximum 3 months old) official copy of the commercial registry.
- 4- The investment gazette.
- 5- Service fees payment receipt.
- 6- Background check on the foreigners.
- 7- In the event of opening a branch at Sinai Peninsula, the service form as well as required documents should be completed.
- 8- A notarized deed of possession in the event of opening a branch.

Steps

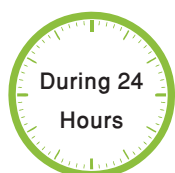
- 1- Select the service, take a number from the queue machine on the ground floor, and the appropriate person will review the documents.
- 2- Go to the window of the General Department for Legal Affairs of Corporations (General Meetings) on the Second Floor, to review your application technically, and pay the service fees in cash at the cash desk.
- 3- Receive the minutes of meeting of all partners of opening or closing a branch after having been ratified and sealed by the official seal of A.R.E .



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of minutes of meeting of all partners regarding the opening or closing of a branch	EGP 300 per copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Authentication of minutes of meeting of all partners regarding the opening or closing of a branch by the Ministry of Foreign Affairs Office at the ISC	EGP 300 per copy		

Service Time



Service place



Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

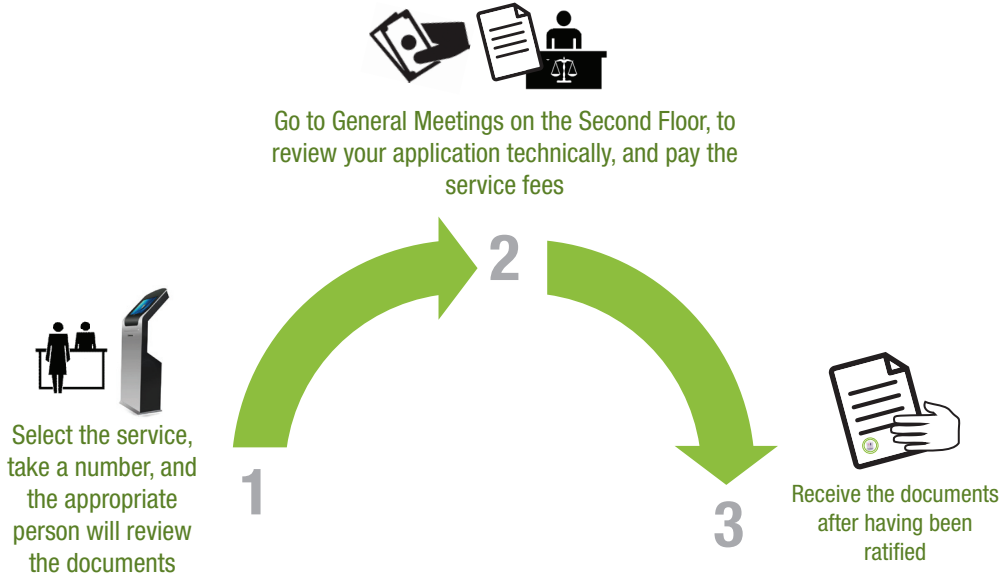
Ratification of Lists of Members of the Board of Directors of Joint Stock Companies

Required Documents

- 1- A request for ratification of the list printed out on the company letterhead, signed by the chairperson of the board of directors (the «BoD chairperson») or the duly authorized representative, sealed by the company seal, and addressed to the head of the Investment Services Sector.
- 2- The original list approved by the BoD chairperson printed out on the company letterhead, sealed by the company seal and including at their bottom the acknowledgment stipulated in GAFI CEO Decision No. 480 of 2016. Such list must be the same as the commercial registry.
- 3- A recent official copy of the commercial registry bearing the same date of submission of the request.
- 4- A copy of the articles of association including the latest amendments thereto especially those pertaining to shareholders structure.
- 5- Service fees payment receipt.
- 6- An authorization or power of attorney by the BoD chairperson or the company manager to the delegate empowering the latter to submit and receive any paper(s).

Steps

- 1- Select the service, take a number from the queue machine on the ground floor, and the appropriate person will review the documents.
- 2- Go to the window of the General Department for Legal Affairs of Corporations (General Meetings) on the Second Floor, to review your application technically, and pay the service fees in cash at the cash desk.
- 3- Receive the BoD list after having been ratified and sealed by the official seal of A.R.E.



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of BoD list	EGP 300 per copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Authentication of BoD or managers list by the Ministry of Foreign Affairs Office at the ISC	EGP 300 per copy		

Service Time



Service place



Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

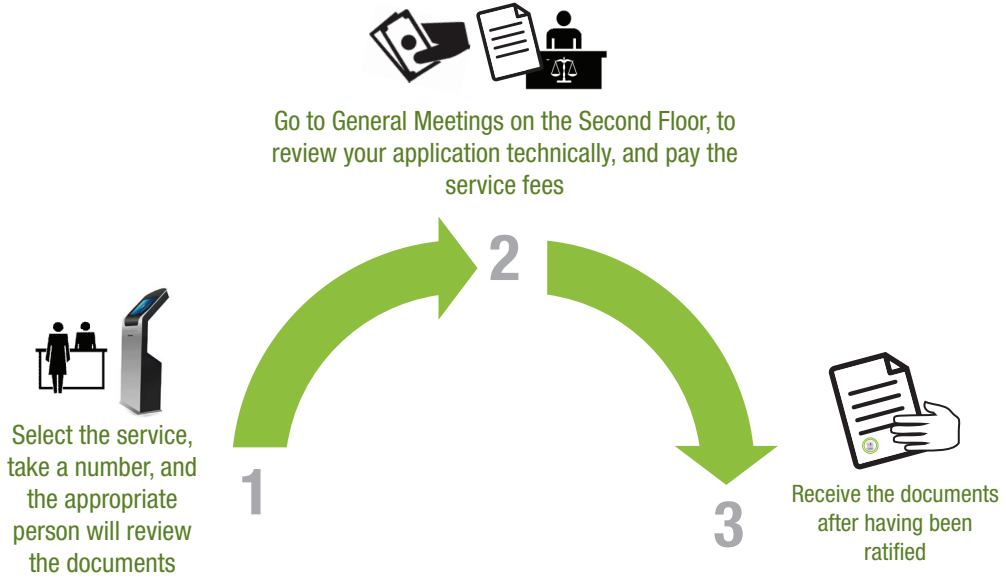
Ratification of Shareholders/Partners Lists of Companies Governed by the Provisions of Law No. 159 of 1981

Required Documents

- 1- A request for ratification of the list printed out on the company letterhead, signed by the chairperson of the board of directors (the “BoD Chairperson”), or the duly authorized representative sealed by the company seal, or any person so authorized by virtue of a duly executed authorization sealed by the seal of the company, and addressed to the head of the Investment Services Sector.
- 2- The original shareholders/partners list approved by the BoD chairperson or the company manager, as the case may be + a copy printed out on the company letterhead, sealed by the company seal, signed by the auditor and sealed by the seal of the auditor's office + auditor's acceptance acknowledgments of appointment; the aforementioned original list must include at their bottom the acknowledgment stipulated in GAFI CEO Decision No. 480 of 2016.
- 3- A recent (maximum 3 months old) official original of the commercial registry.
- 4- A copy of the articles of association/incorporation of the company.
- 5- The latest amendment to article (7) of the articles of association of the company; in respect of joint stock companies, the said amendment must match the list.
- 6- The latest amendment to article (5) of the articles of incorporation; in respect of limited liability companies, the said amendment must match the list.
- 7- Service fees payment receipt.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor, and the appropriate person will review the documents.
- 2- Go to the window of the General Department for Legal Affairs of Corporations (General Meetings) on the Second Floor, to review your application technically, and pay the service fees in cash at the cash desk.
- 3- Receive the shareholders or partners list after having been ratified and sealed by the official seal of A.R.E.



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of shareholders/partners list	EGP 300 per copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Authentication of shareholders/partners list by the Ministry of Foreign Affairs Office at the ISC	EGP 300 per copy		



Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

III. Amendments





Request for Ratification of Minutes of Extraordinary General Meetings and Amendment of Articles of Incorporation and Association of Corporations

Required Documents

- 1- An application for ratification of minutes of extraordinary meeting, the amended articles of incorporation and an acknowledgement of information validity.
- 2- A duly executed authorization/power of attorney made by the chairperson/company manager causing the minutes of the relevant meeting to be ratified or an authorization inside the minutes of the relevant meeting to that effect.
- 3- A recent (maximum 3 months old) official original commercial registry.
- 4- The original minutes of extraordinary general meeting, requested to be ratified, signed by the meeting chairperson, auditor, secretary and vote counters on each page respectively + copies requested to be ratified + an acknowledgment of documents validity.
- 5- Attendance sheet of the members of the board of directors (signed by the secretary and the meeting chairperson) or of the managers + proxies' attendance (if any).
- 6- A photocopy of the shareholders/partners attendance sheet, as per the latest shareholding structure (the latest decision on Article (7) or the latest trading statement of Misr for Central Clearing, Depository and Registry «MCDR Trading Statement») signed by the meeting chairperson, the auditor, the secretary and the vote counters and bearing official seal of the company (genuine seal) + proxies' attendance (if any).
- 7- Evidence on sending the invitation to and receipt by the shareholders/partners + a copy of the invitation + the meeting agenda, provided that the invitation must be made at least 21 days prior to the meeting. The day of sending the invitation and the meeting day are not to be counted unless a longer period is required by the articles of association.
- 8- A copy of the company's incorporation as evidenced in the investment gazette + a copy of the previously issued amendments.
- 9- Draft amended articles of association (in the event of amendment).
- 10- Service fees payment receipt.
- 11- The board of directors reason for convening approved by GAFI.
- 12- A copy of the applicant's personal ID.
- 13- A background check on non-Egyptian shareholders/partners, BoD members and new managers. A background check form on non-Egyptian senior shareholders/partners must be submitted, in the event of change of name, object, location, capital redistribution of capital or capital increase.

Additional required documents to be submitted in particular cases:

- 14- **Change of name:** A certificate of non-confusion of company's name to be obtained from the Commercial Register.

- 15- **Change of object:** If necessary, appropriate bodies approval based on the type of activity of the company (the Approval of the Central Bank of Egypt («CBE») – the Civil Aviation Authority – the Ministry of Tourism...etc).
- 16- **Change of Location:** The deed of possession of project site must be submitted, subject to the following:
Companies founded in Sinai must fill in and submit the service application form + the documents required to be furnished to Sinai Development Authority.
- 17- In the event of death of a shareholder: Death certificate + the decree of distribution + the Egyptian Exchange («EGX») approval on the distribution of the deceased's shares among the heirs + Auditor's certificate.
- 18- In the event of restructuring of board of directors (by amendment of the relevant article), resignations of senior board members together with evidence on the admission of the new members + the new members' national ID cards.
- 19- Corporation Amendment (capital increase):
- a. In respect of capital increase through profits, reserves and credit balances, the prior approval of the Economic Performance Sector must be submitted.
 - b. Capital cash increase:
 - In joint stock companies:
A bank certificate indicating payment of at least 10%, in case of full payment of the issued capital before the increase.

In the event of issued capital increase without full payment of the original capital, a bank certificate indicating payment of the increase at a percentage that is no less than the paid amount in the issued capital before the increase. In addition, a document evidencing that the senior shareholders do not wish to be involved in the increase or in the subscription to the increase.
 - In limited liability companies:
A bank certificate evidencing full payment of capital increase.
 - c. Increase by in-kind shares:
 - In joint stock companies:
The report of the committee formed and approved by GAFI.
 - In limited liability companies:
An expert valuation report together with evidence on the partners' consent the valuation during the meeting adopting the increase.
- 20- Corporation Amendment (capital decrease), the prior approval of the Economic Performance Sector.
- 21- In the events of share or stock exchange and amendment of article (7 or 5), as the case may be:
- In respect of joint stock companies:
Notices of transfer of ownership from EGX or MCDR Trading Statement must be submitted, together with the approval on share trading during the company's first two fiscal years as to companies governed by the provisions of Law No. 72 of 2017.

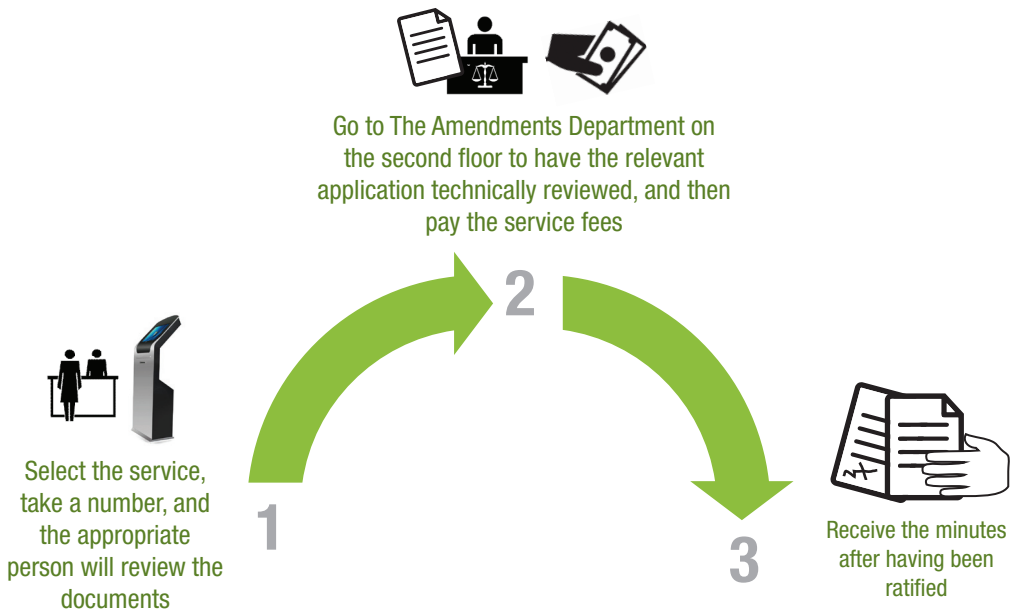
In the event of amendment of projects established in Sinai, the approval on share trading by the aforementioned companies must be submitted.

- In respect of limited liability companies:
The sale contracts must be submitted as per article (9) of the company's articles of incorporation, together with a copy of the company's stock transfer ledger.

22- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor, and the documents will be checked.
- 2- Go to the relevant window at the Amendments Department on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
- 3- In the event of amendments, receive the ratified minutes of meeting and amended articles. Then head to The Egyptian Bar Association to have the amended articles endorsed, then to the Real Estate Publicity Department to have it notarized, and then to the Commercial Register to have it entered into the commercial registry. In the event of capital increase or decrease, the minutes of meeting and the ratified amended articles shall be handed over after receiving the approval of the Financial Regulatory Authority («FRA»).



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of minutes of extraordinary general meeting.	EGP 300 per each copy to be ratified	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Ratification of amended articles	EGP 300		
A certificate of capital shares increase or decrease addressed to the Financial Regulatory Authority («FRA»), in the event of capital increase or decrease in respect of a joint stock company and a partnership limited by shares	EGP 300		

Service Place



Service Time



- In the event of the ratification of the minutes of the extraordinary general meeting with no amendments: 1 business day from the day subsequent to the date on which the completed application has been duly received.
- In the event of the ratification of the minutes of the extraordinary general meeting together with capital amendment:
 1. 2 business days from the day subsequent to the date on which the completed application, for the obtainment of a certificate of shares issuance addressed to FRA, has been duly received.
 2. 1 business day after the receipt of the approval of FRA.
- In the event of the ratification of the minutes of the extraordinary general meeting together with other amendments (other than capital amendment): 1 business day from the day subsequent to the date on which the completed application has been duly received.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

Request for Ratification of Minutes of Meeting of Board of Directors including the Amendment of Articles No. 6 & 7 and the Amended Articles of Association of Joint Stock Companies

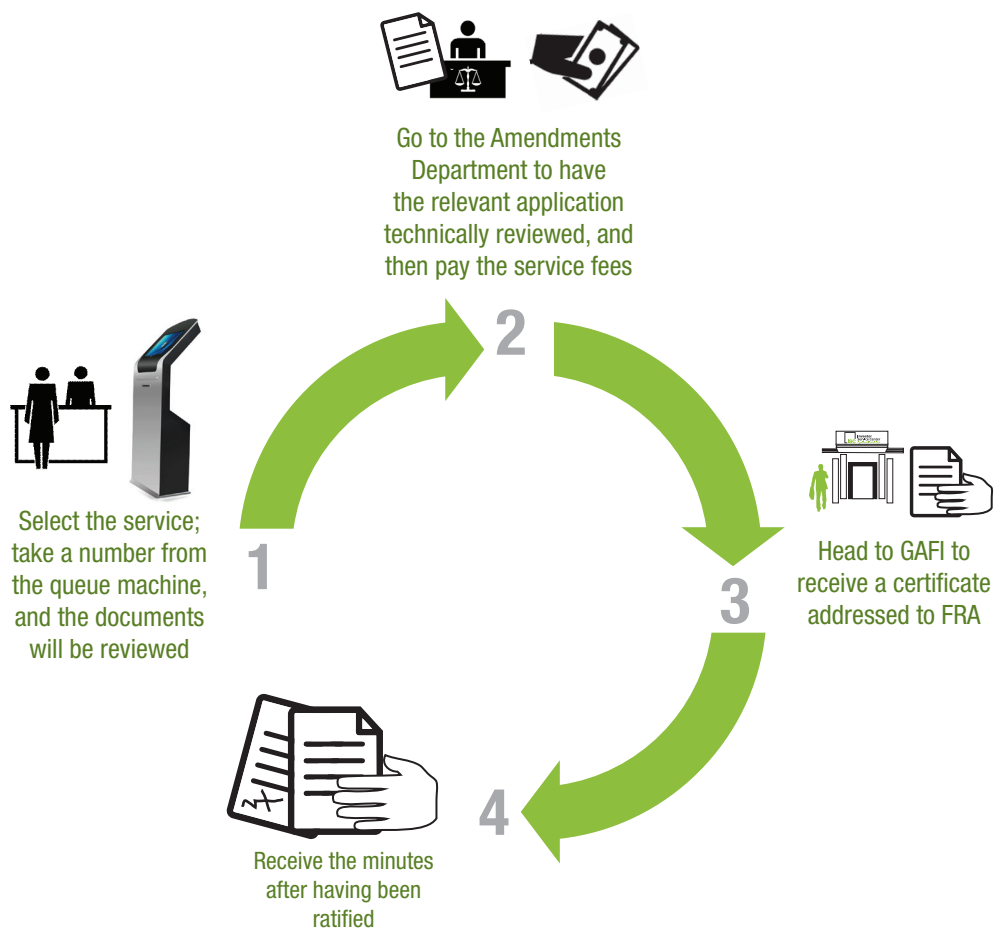
Required Documents

- 1- Application for ratification of minutes of meeting of board of directors and the articles of association signed by the person concerned or his/her attorney + acknowledgment of data validity.
- 2- The relevant BoD minutes of meeting relating to the amendment of articles No. 6&7 + articles 6&7 in their original and proposed amended forms. The minutes of the meeting must be signed by the secretary and the meeting chairperson.
- 3- A recent (maximum 3 months old) official original of the commercial registry.
- 4- BoD attendance sheet signed by the secretary and the meeting chairperson.
- 5- An authorization or a power of attorney entitling the attorney to give and receive documents, in the event that such authorization or powers are not included in the relevant minutes of meeting.
- 6- A copy of the investment gazette along with all its amendments, if it has not been submitted when applying for ratification of the meeting.
- 7- Service fees payment receipt.
- 8- A background check on foreign partners (if any).
- 9- A copy of the applicant's personal ID.
- 10- Documents to be submitted as per types of capital increase:
 - a. An increase through profits, reserves and credit balances:
The prior approval of the Economic Performance Sector must be submitted.
 - b. Cash increase:
A bank certificate indicating payment of at least 10% of the increase provided that the issued capital has been fully paid within the limits of the authorized capital.
- 11- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

Steps

- 1- Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
- 2- Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
- 3- Head to GAFI to receive a certificate addressed to FRA.

4- After the receipt of the approval of FRA, visit GAFI to receive the two minutes of BoD meetings and the draft amended articles of association after having been ratified. Then, go to the Egyptian Bar Association to have the ratified articles endorsed, then to the Real Estate Publicity Department to have it notarized, and then to the Commercial Register to have it entered into the commercial registry of the company.



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of the two minutes of BoD meetings + the amended articles of association	EGP 900	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
A certificate of issuance of capital increase shares, addressed to the Financial Regulatory Authority (FRA).	EGP 300		

Service Place



Service Time



- 1 business day from the day subsequent to the date on which the completed application, for the obtainment of a certificate of shares issuance addressed to FRA, has been duly received.
- 1 business day after the receipt of the approval of FRA.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

Request for Amendment of Articles of General or Limited Partnerships

Required Documents

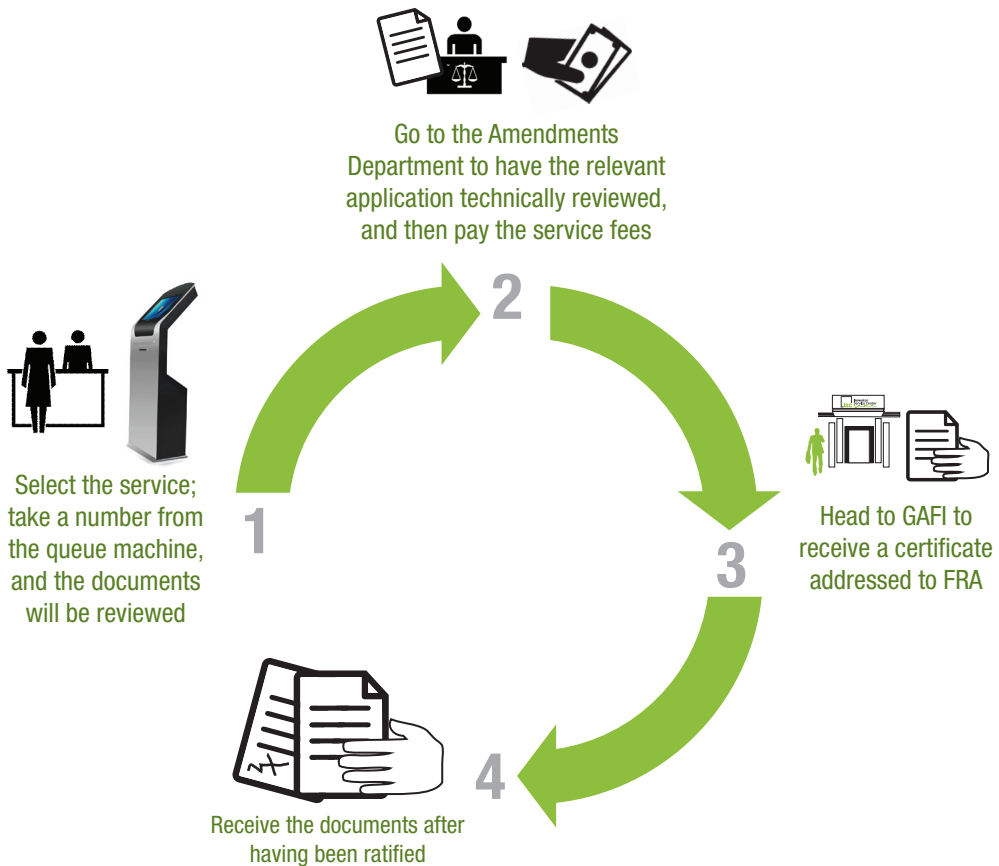
- 1- A request to carry out the amendment procedures and an acknowledgment of information validity.
- 2- The original minutes of meeting of partners signed by all partners of the company and encompassing all amendments to be introduced to the company's articles of partnership in their original and amended forms.
- 3- The original amended articles of partnership comprising a preamble.
- 4- Powers of attorney made directly by all partners to effect amendment to the company's articles of partnership, takharoj (disengagement) contract or articles of incorporation, as the case may be.
- 5- The company's investment gazette or (the articles of incorporation and the incorporating decision) comprising an attachment evidencing all amendments issued in respect of the company.
- 6- A recent (maximum 3 months old) official original of the commercial registry.
- 7- A background check on foreign partners (if any).
- 8- A copy of the personal IDs of the new general partners.
- 9- A copy of the applicant's personal ID.
- 10- Payment receipt for service delivery.

Documents required for particular cases:

- 11- **Change of object:** All aforementioned documents must be submitted, and, if necessary, the approval of the appropriate bodies based on the type of activity of the company, i.e the approval of the Ministry of Tourism, must be obtained.
- 12- **Change of location:** All aforementioned documents must be submitted together with the following:
 - The deed of possession of project site must be submitted subject to the following: Companies founded in Sinai must fill in and submit the service application form + the documents required to be furnished to Sinai Development Authority.
- 13- In the event of the death of a partner, the decree of distribution + the distribution of shares among the legal heirs as cited in the minutes of the meeting of all partners must be submitted.
- 14- In the event of capital increase by more than EGP 1,000,000 (one million Egyptian pounds), an acknowledgment that the increase is at the liability of the partners, and that there is no liability on the part of GAFI, must be filled in and submitted.
- 15- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

Steps

- 1- Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
- 2- Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
- 3- Visit GAFI to receive the draft amended articles of partnership after having been ratified by GAFI. Then head to the Egyptian Bar Association to have such document endorsed, then to the Real Estate Publicity Department to have it notarized and then submit the draft amended articles of partnership to the General Department for Legal Affairs of Companies to complete the remaining procedures and to obtain the amendment decision.
- 4- Visit GAFI to receive the required document so that you can cause it to be entered into the commercial registry of the partnership.



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of the amended articles of partnership	EGP 300 per each copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



2nd Floor

Service Time



- 1 business day from the day subsequent to the date on which the application for the ratification of the draft amended articles of partnership has been duly received.
- 1 business day from the day subsequent to the date on which the notarized amended articles of partnership have been duly received and the amending decision has been made.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

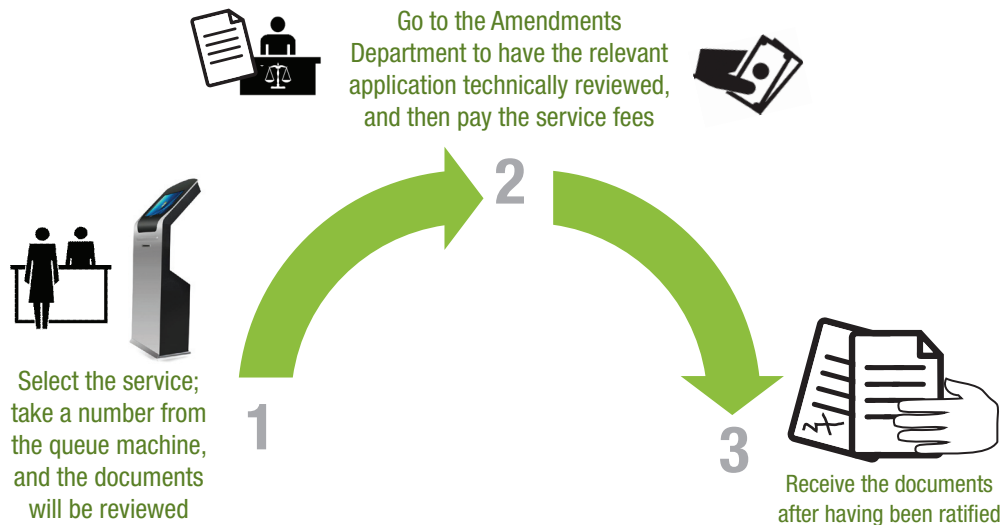
Request for Amendment of Basic Data of Sole Proprietorships

Required Documents

- 1- A request to amend a sole proprietorship signed by the sole proprietor or his duly authorized attorney.
- 2- A copy of the letter, issued by GAFI, licensing the incorporation of the company and addressed to the Commercial Register + a copy of any amending letter issued in respect of the company.
- 3- A recent (maximum 3 months old) official original of the commercial registry.
- 4- A power of attorney made directly by the sole proprietor allowing the amendment of the sole proprietorship in the event that a request for such amendment is made by the duly authorized attorney.
- 5- A copy of the tax card.
- 6- Publicity fees payment receipt (in the event in which documents have been accepted).
- 7- A copy of the applicant's personal ID.
- 8- A background check in case of amendment while the owner is non-Egyptian.
- 9- Service fees payment receipt.
- 10- In the event of capital increase by more than EGP 1,000,000 (one million Egyptian pounds), an acknowledgment that the increase is at the liability of the sole proprietor and that there is no liability on the part of GAFI must be filled in and submitted.
- 11- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

Steps

- 1- Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
- 2- Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
- 3- Visit GAFI to receive the letter of the Commercial Register and the Tax Authority, as well as the gazette.



Fees

Service Description	Value	Payable to	Methods/places of payment
Amendment of sole proprietorship data	EGP 300 per each copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Service Time



- 1 business day from the day subsequent to the date on which the completed application has been duly received.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

Request for Change of Legal Structure of Companies

Required Documents

- 1- GAFI Committee valuation report valuating the company applying for change of legal structure.
- 2- Minutes of extraordinary general meeting (or minutes of meeting of all partners) including an approval on the valuation outcome reached by GAFI Committee in respect of the relevant company (required documentation listed in the application form of ratification of minutes of extraordinary general meetings must be submitted as well).
- 3- A recent (maximum 3 months old) official original of the commercial registry.
- 4- In respect of partnerships, powers of attorney made directly by all partners.
- 5- A copy of all amendments issued in respect of the company.
- 6- Draft contract or articles of incorporation and association, as the case may be, for the new company preceded by a preamble consistent with the change of the legal structure.
- 7- A copy of the applicant's personal ID.
- 8- Acceptance acknowledgment of appointment of the auditor + a certificate of registration issued by the Register of Accountants and addressed to GAFI.
- 9- Service fees payment receipt.

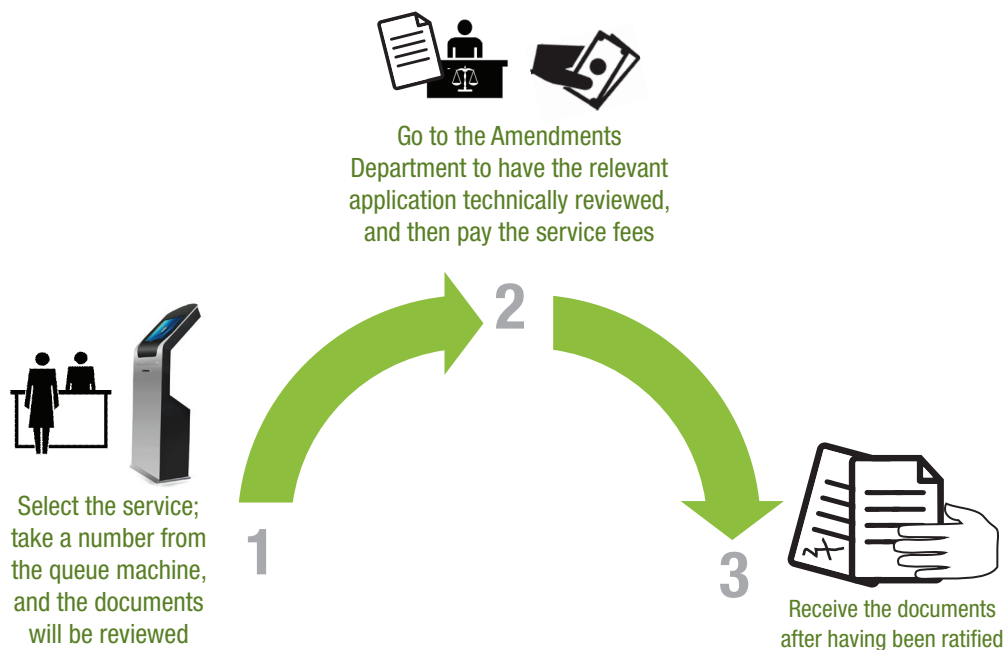
Additional documents to be submitted in particular cases together with the aforementioned required documents:

- 10- **Change of Name:** A certificate of non-confusion of company's name to be obtained from the Commercial Register.
- 11- **Change of Object:** If necessary, appropriate bodies approval based on the type of activity of the company (Approval of CBE – Civil Aviation Authority – the Ministry of Tourism...etc).
- 12- **Change of location:** The deed of possession of project site subject to the following:
 - In respect of companies founded in Sinai, such companies must fill in and submit the service application form + the documents required to be furnished to Sinai Development Authority.
- 13- **Cash increase:**
 - In respect of joint stock companies and partnerships limited by shares, a bank certificate must be submitted indicating the payment of at least 10% in the event that there is any outstanding cash to be paid.
 - In respect of limited liability companies, a bank certificate must be submitted indicating full payment of the capital increase.
- 14- A background check on non-Egyptian shareholders/partners and new members of the board of directors. In the event of change of name, object, location, redistribution of capital and/or capital increase, a background check form on the senior non-Egyptian shareholders/partners must be submitted.

15- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

Steps

- 1- Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
- 2- Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
- 3- If the company is a joint stock company or partnership limited by shares, visit GAFI after FRA's approval, on issuance of shares effecting the change of the legal structure, has been duly received to receive the minutes of the extraordinary general meeting, articles of incorporation/partnership and/or the articles of association, as the case may be, or, in respect of partnerships, the articles of incorporation/partnership and articles of association ratified by GAFI so that you can have them endorsed by the Bar Association, notarized by the relevant office of the Real Estate Publicity Department then entered into the Commercial Register.



Fees

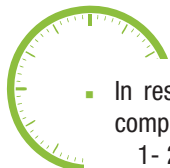
Service Description	Value	Payable to	Methods/places of payment
Ratification of corporation two minutes of extraordinary general meetings.	EGP 300 per each copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Ratification of articles of incorporation/partnership and the articles of association, as the case may be	EGP 300		
Certificate of issuance of capital shares, addressed to the Financial Regulatory Authority («FRA»), if the requested change in legal structure is a change into joint stock company or partnership limited by shares	EGP 300		

Service Place



2nd Floor

Service Time



- In respect of changing the legal structure of a joint stock company or partnership limited by shares:
 - 1- 2 business days from the day subsequent to the date on which the completed application, for the obtainment of a certificate of shares issuance addressed to FRA, has been duly received.
 - 2- 1 business day after the receipt of the approval of FRA.
- In respect of changing the legal structure of a limited liability company: 2 business days from the day subsequent to the date on which the completed application has been duly received.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

Request for Company Conversion from Operation under the Investment Law to Operation under Law No. 159 of 1981

Required Documents

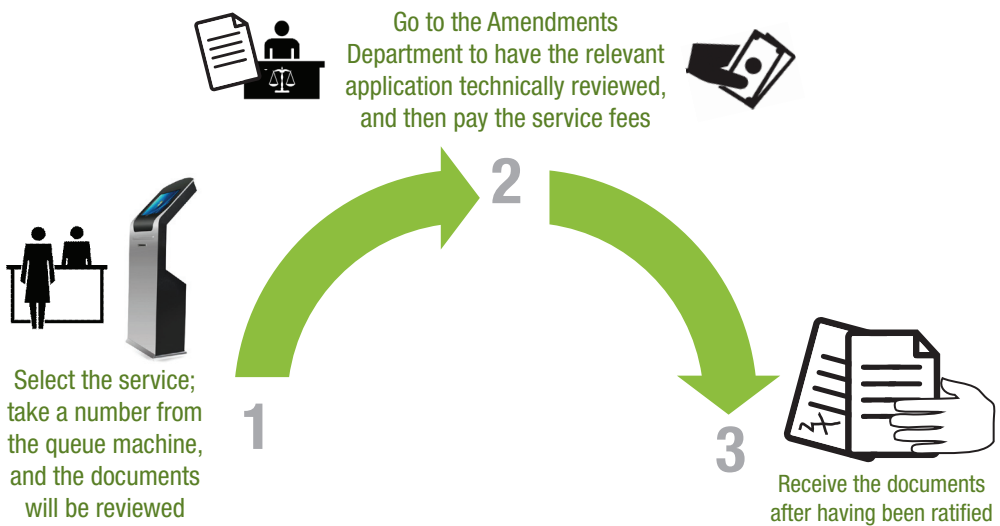
- 1- A request signed by the BoD chairperson or the managing director, bearing the company's seal, to carry out the conversion proceedings.
- 2- GAFI Committee valuation report in respect of the net equity of the company (in respect of partnerships – limited liability companies).
- 3- The original minutes of the extraordinary general meeting (or the minutes of meeting of all partners in case of partnerships) including the approval on conversion (the required documents in the request for ratification of the minutes of the extraordinary general meetings must be submitted as well).
- 4- A certificate of non-confusion
- 5- Powers of attorney made directly to evidence the conversion in case of partnerships.
- 6- An authorization or a power of attorney made by the BoD chairperson, bearing the company's seal, and entitling the attorney to give and receive documents.
- 7- The company's investment gazette + all amendments.
- 8- A recent (maximum 3 months old) official original of the commercial registry.
- 9- A copy of the applicant's personal ID.
- 10- A copy of the new articles of association in accordance with Law No. 159 of 1981 preceded by a preamble stating a background on the development of the company since the incorporation date until the conversion date signed by the duly authorized representative of the company.
- 11- An acknowledgment by the company to the effect that it will be deprived of the privileges and guarantees (if any) set out under the Investment Law.
- 12- Service fees payment receipt.
- 13- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

Steps

- 1- Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
- 2- Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.

3- Visit GAFI to receive the following documents:

- In respect of corporations: the two minutes of the extraordinary general meetings and the converting articles of association, after having been approved by GAFI. Visit the Egyptian Bar Association to have the articles endorsed; then go to the Real Estate Publicity Department to have it notarized, and then to the Commercial Registry to enter it into the commercial registry of the company.
- In respect of partnerships: the converting articles of partnership will be handed over after the obtainment of the approval of the Financial Regulatory Authority («FRA»). After that, visit the Egyptian Bar Association to have the articles endorsed; then go to the Real Estate Publicity Department to have it notarized, and then to the Commercial Registry to enter it into the commercial registry of the company.



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of the two minutes of the extraordinary general meetings.	EGP 300 per each copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Company conversion agreement.	EGP 300		
A certificate of shares issuance converting a partnership, governed by the provisions of Law No. 72 of 2017, into a joint stock company.	EGP 300		

Service Place



2nd Floor

Service Time



- 3 business days from the day subsequent to the date on which the completed application has been duly received.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

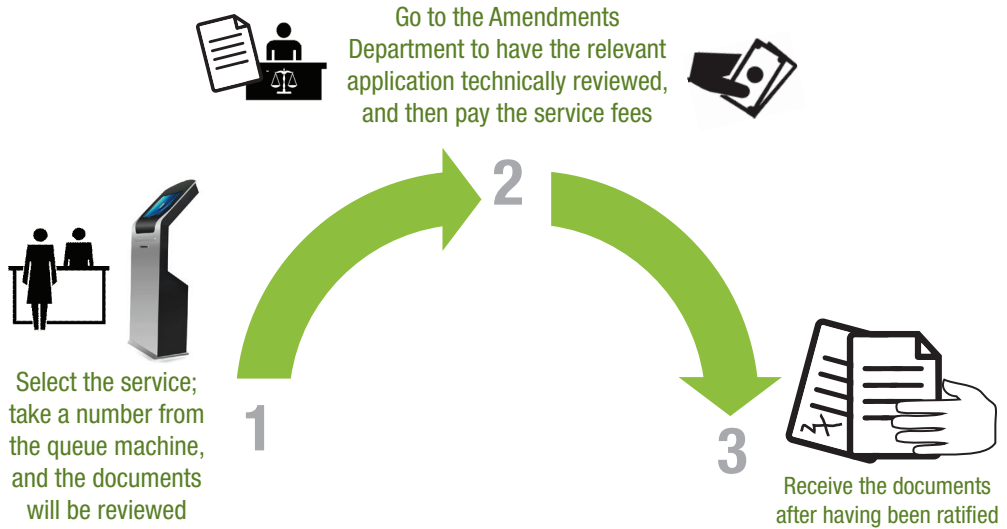
Request for Conversion of Companies Operating under the Free Zones System to the Internal Investment System in Accordance with Law No. 72 of 2017 or Law No. 159 of 1981

Required Documents

- 1- A certificate of non-confusion.
- 2- A recent (maximum 3 months old) official original of the commercial registry.
- 3- The company's new articles of association preceded by a preamble stating a background on the development of the company since the incorporation date until the date of conversion, and signed by the duly authorized representative of the company.
- 4- GAFI's approval on the conversion from the Free Zones System to the Internal Investment System, or operation under Law No. 159.
- 5- The minutes of the extraordinary general meeting approving the conversion and including the name, object and articles required to be amended to adjust the company's position (the required documentation in the request for ratification of the minutes of the extraordinary general meeting must be submitted as well).
- 6- A copy of the applicant's personal ID.
- 7- The request for ratification of the minutes of the extraordinary general meeting and an acknowledgement of information validity.
- 8- Service fees payment receipt.
- 9- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

Steps

- 1- Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
- 2- Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
- 3- Visit GAFI to receive the minutes of the extraordinary general meeting and the converting articles of association after having been approved by GAFI. After that, go to the Egyptian Bar Association to have the articles endorsed; then to the Real Estate Publicity Department to have it notarized, and then to the Commercial Registry to enter it into the commercial registry of the company.



Fees

Service Description	Value	Payable to	Methods/places of payment
The articles of association converting the company from operation under the Free Zones System to operation under the provisions of Law No. 72 of 2017 or Law No. 159 of 1981.	EGP 300	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Ratification of the minutes of the extraordinary general meeting.	EGP 300 per each copy		

Service Place

2nd Floor

Service Time

- 3 business days from the day subsequent to the date on which the completed application has been duly received.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

Request for Merger through Absorption

Required Documents

- 1- A request addressed to the Head of the Investment Services Sector signed by the BoD chairperson or whomever delegated by the BoD chairperson to carry out the merger proceedings.
- 2- GAFI Committee valuation report in respect of the net equity of both the merging and the merged companies.
- 3- The minutes of the extraordinary general meeting (or the minutes of meeting of all partners) of both the merging and the merged companies consenting to the valuation outcome reached by GAFI. The minutes of the extraordinary general meeting of the merging company must include an approval on the amendment of the articles of association related to the merger process (the required documentation in the application of ratification of the minutes of the extraordinary general meetings must be submitted as well).
- 4- A recent (maximum 3 months old) official original of the commercial registry of the merging company and the merged companies.
- 5- Copy of the powers of attorney in case of partnerships.
- 6- Copy of all amendments and decisions issued in respect of both the merging and merged companies.
- 7- A merger agreement comprising a background on the development of both the merging and the merged companies since the incorporation date until the merger date.
- 8- Draft amended articles of the merging company comprising the articles to be amended in their original and amended forms.
- 9- The approval of CBE (mandatory requirement for banks and exchanges).
- 10- A copy of the applicant's personal ID.

Additional required documents to be submitted in particular cases: (All aforementioned documents must be submitted together with the following):

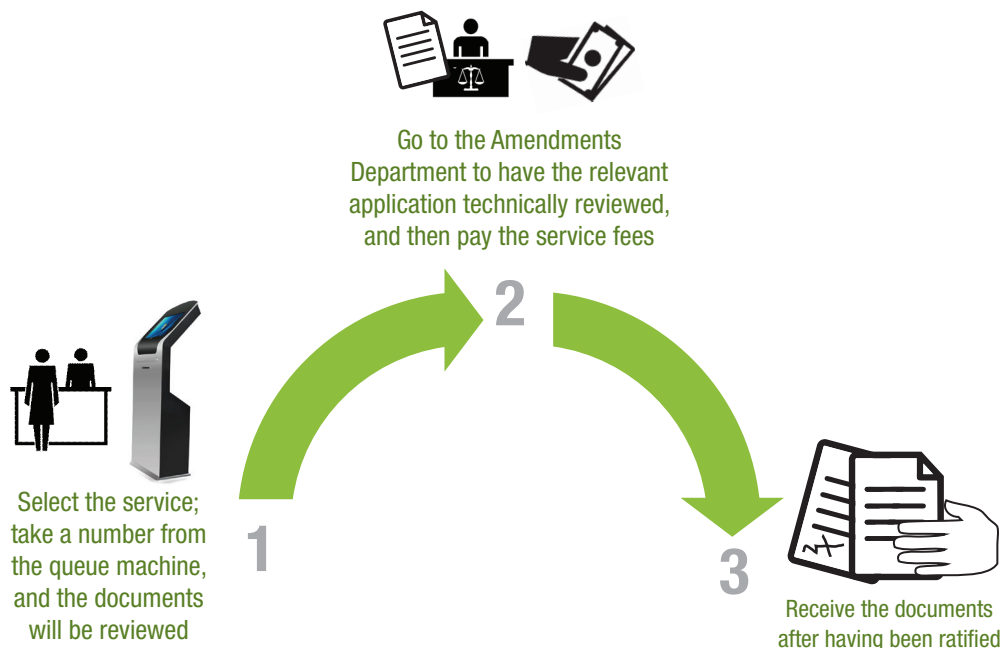
- 11- **Change of name:** A certificate of non-confusion of company's name to be obtained from the Commercial Register.
- 12- **Change of object:** If necessary, appropriate bodies approval based on the type of activity of the company (the Approval of the Central Bank of Egypt («CBE») – the Civil Aviation Authority – the Ministry of Tourism...etc).
- 13- **Change of location:** The deed of possession of project site subject to the following: Companies founded in North and South Sinai and Al-Qantara Sharq must fill in and submit the service application form + the documents required to be furnished to Sinai Development Authority.
- 14- **Cash Increase:** In respect of joint stock companies the following must be submitted: A bank certificate indicating that at least 10% has been paid in the event there is any outstanding cash.

15- A background check on foreign partners (if any).

16- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

Steps

- 1- Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
- 2- Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
- 3- Visit GAFI (after the receipt of the approval of FRA on the issuance of the merger shares) to receive the two minutes of the extraordinary general meeting, the merger contract, the amended articles, and the decision of the CEO licensing the merger, approved by GAFI. Then head to the Egyptian Bar Association to have the contract and the articles endorsed; then to the Real Estate Publicity Department to have them notarized, and then to the Commercial Register to have them entered into the commercial registry of the company.



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of the two minutes of the extraordinary general meetings (in respect of corporations).	EGP 300 per each copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Merger contract and amended articles of association.	EGP 600		
A certificate of the issuance of capital shares, addressed to the Financial Regulatory Authority («FRA»).	EGP 300		

Service Place



Service Time



- 2 business days from the day subsequent to the date on which the completed application, for the obtainment of a certificate addressed to FRA to issue merger shares, has been duly received.
- 2 business days after the receipt of the decision of the CEO licensing the merger.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

Request for Company split-up

Required Documents

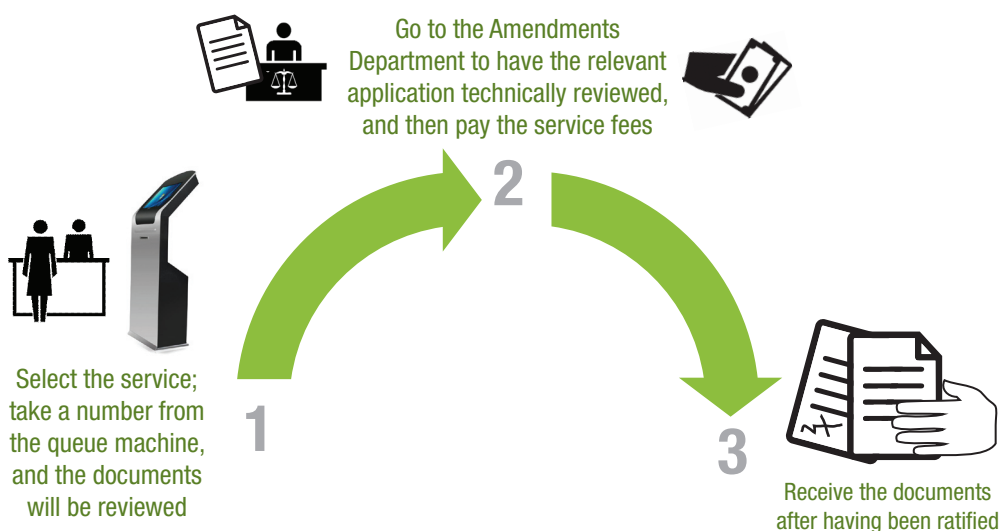
- 1- An application addressed to Head of the Sector signed by the BoD chairperson or whomever delegated by the BoD chairperson to carry out the split-up proceedings.
- 2- GAFI Committee valuation report on the valuation and split-up of the company into two or more companies.
- 3- The minutes of the extraordinary general meeting of the company comprising the approval on the valuation and the split-up (the documents required in the request for the ratification of the minutes of the extraordinary general meeting must be submitted).
- 4- A recent (maximum 3 months old) official original of the commercial registry.
- 5- A copy of the applicant's personal ID.
- 6- A copy of all amendments issued in respect of the company.
- 7- A draft contract comprising the process of splitting up the company into a split company and one or more resulting companies, to which the split company's articles to be amended are attached.

Additional required documents to be submitted in particular cases: (All aforementioned documents must be submitted together with the following):

- 8- **Change of name:** A certificate of non-confusion of company's name to be obtained from the Commercial Register.
- 9- **Change of object:** If necessary, appropriate bodies approval based on the type of activity of the company (the Approval of the Central Bank of Egypt («CBE») – the Civil Aviation Authority – the Ministry of Tourism... etc).
- 10- **Change of Location:** The deed of possession of project site subject to the following:
Companies founded in North and South Sinai must fill in and submit the service application form + the documents required to be furnished to Sinai Development Authority.
- 11- **Cash Increase:** A bank certificate indicating that at least 10% has been paid in the event that there is any outstanding cash. In respect of limited liability companies, a bank certificate indicating full payment of the capital increase must be submitted.
- 12- A background check on foreign partners (if any).
- 13- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

Steps

- 1- Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
- 2- Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
- 3- Visit GAFI (after the receipt of the approval of the Financial Regulatory Authority («FRA») on the issuance of the split-up shares to receive the minutes of the extraordinary general meeting, the split-up agreement, and the amended articles) and the decision licensing the split-up as approved by GAFI. Then head to The Egyptian Bar Association to have it endorsed, then to the Real Estate Publicity Department to have it notarized, and then to the Commercial Register to have it entered into the commercial registry of the company.



Fees

Service Description	Value	Payable to	Methods/places of payment
The split-up agreement and the amended articles of association.	EGP 600	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Ratification of the minutes of the extraordinary general meeting.	EGP 300 per each copy		
A certificate of issuance of split-up shares.	EGP 300		

Service Place



2nd Floor

Service Time



- 2 business days from the day subsequent to the date on which the completed application, for the obtainment of a certificate of shares issuance addressed to FRA, has been duly received.
- 2 business days after the receipt of the approval on the decision licensing the split-up.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

Request for Company Liquidation (Corporation – Partnership) Phase I: Carrying out or Abandoning Liquidation Proceedings

Required Documents

■ General and Limited Partnerships

- 1- A request for obtainment of a letter placing the company under liquidation.
- 2- Subject to article (6) of the Investment Law no. 72 of 2017 and article (39) of its executive regulations concerning the applicable proceedings for companies liquidation, the minutes of meeting of all partners signed by all partners to the effect that liquidation proceedings be carried out, a liquidator be appointed and the scope of functions of such liquidator be specified must be submitted. Such minutes of meeting must include the reasons for liquidation and the liquidation process duration.
- 3- A copy of the decision incorporating the partnership, the latest decision amending Article 5 of the company's articles of partnership, in the event that the partnership wishes to change partners list, as well as a copy of the latest decision issued in respect of the partnership.
- 4- Powers of attorney made by all partners to the effect that the partnership be liquidated.
- 5- A recent (maximum three month old) official original of the commercial registry.
- 6- A copy of the applicant's personal ID.
- 7- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

In the event of abandonment of liquidation, the following must be submitted:

The minutes of meeting of all partners comprising the resolution of abandonment of liquidation together with an acknowledgement by the liquidator evidencing that no action has been taken in course of the liquidation proceedings, and that the partnership still maintains ownership of its movables and assets. The above specified documents in items 3, 4 and 5 must also be submitted.

■ Corporations

- 1- The minutes of the extraordinary general meeting to the effect that liquidation proceedings be carried out, a liquidator be appointed and the scope of functions of such liquidator be specified. Such minutes of meeting must include the reasons for liquidation and the liquidation process duration.

Subject to Article (6) of Law No. 72 of 2017 and Article (39) of its Executive Regulations on the procedures to be followed for the liquidation of companies (taking into account the documents required in the form of the application for ratification of extraordinary general meetings).

- 2- The approval of CBE (mandatory requirement for banks and exchanges).

3- A copy of the applicant's personal ID.

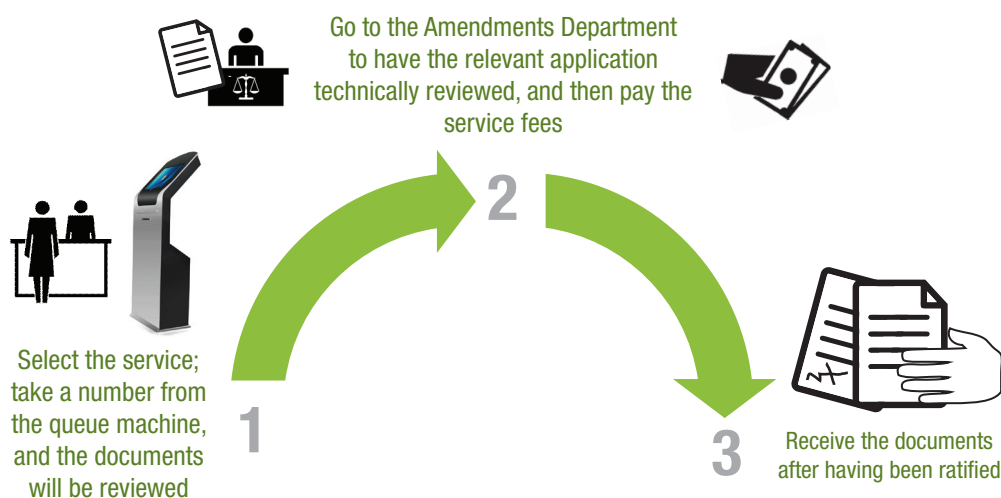
4- Service fees payment receipt.

In the event of abandonment of liquidation, the following must be submitted:

- The approval of the Economic Performance Sector on the abandonment of liquidation.
- The minutes of the extraordinary general meeting adopting the resolution of abandonment of liquidation (required documents listed in the application for ratification of minutes of extraordinary general meetings must be submitted as well).

Steps

- 1- Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
- 2- Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
- 3- Visit GAFI to receive the following:
 - In respect of partnerships: the liquidator or attorney thereof will receive from the Amendments Department a letter addressed to the Commercial Register to the effect that the Commercial Register enter an endorsement in the commercial registry of the partnership placing the partnership under liquidation and add in the same registry the name of the liquidator, scope of functions thereof and duration of liquidation process.
 - In respect of corporations: the minutes of extraordinary general meeting after having been ratified by GAFI will be handed over and addressed to the Commercial Register to the effect that the Commercial Register enter an endorsement in the commercial registry of the corporation placing the corporation under liquidation and add in the same registry the name of the liquidator, scope of functions thereof and duration of liquidation process.



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of the minutes of the extraordinary general meeting.	EGP 300 per each copy to be ratified	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Ratification of the liquidation letter directed to the Commercial Register in respect of partnerships.	EGP 100		

Service Place



Service Time



- 1 business day from the day subsequent to the date on which the completed application has been duly received.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

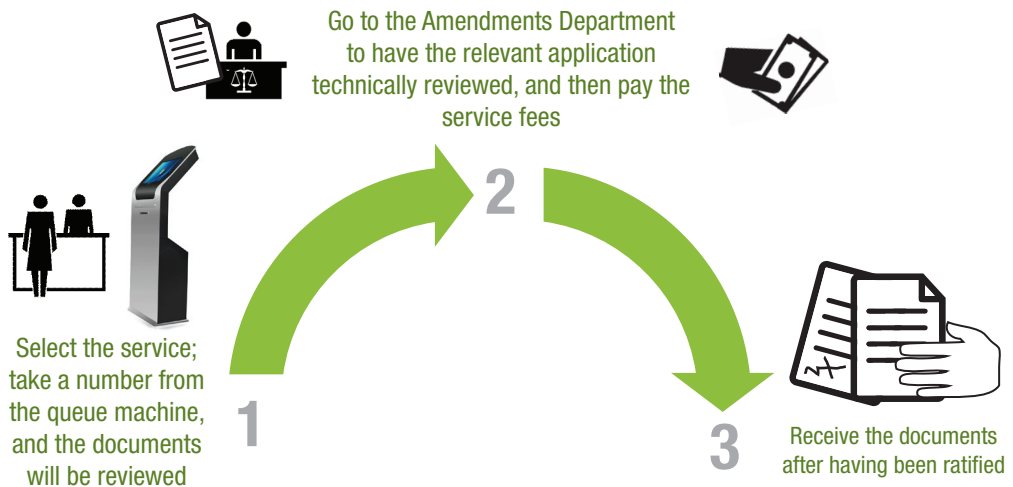
Request for Liquidation of Partnerships Phase II: Crossing out Company's Name from the Commercial Register

Required Documents

- 1- A request to issue a letter effecting the final liquidation in the company's commercial registry.
- 2- Minutes of meeting of all partners in which the resolution adopting the outcome of liquidation is specified.
- 3- Evidence on publication in the Investment Gazette and widely circulated newspaper or any other electronic means on the expense of the company under liquidation within one week from the date on which liquidation has been entered into the commercial registry of the company; this evidence must include the following:
 - The name of the company followed by the phrase «under liquidation».
 - The name of the liquidator, a brief on the relevant mission of the liquidator and the duration of the liquidation process.
 - The date as of which the liquidator will start receiving debt claims supported by evidence to that effect, provided that such date is subsequent to the publication date by at least one month.
- 4- An acknowledgment by the liquidator that he/she has carried out the liquidation process, and has fulfilled all company's liabilities.
- 5- An acknowledgment by the liquidator and partners that they are fully liable for the liquidation process, that all company's liabilities have been fulfilled, that no other liabilities are payable by the company to partners or third parties, and that the outcome of liquidation, if any, has been distributed throughout partners or shareholders.
- 6- A recent (maximum 3 months old) official copy of the commercial registry in which the company liquidation has been entered. The commercial registry must include the liquidator name and the name of the company followed by the phrase «under liquidation».
- 7- An acknowledgment by the partners that they have received all their dues following liquidation.
- 8- A copy of the applicant's personal ID.
- 9- Powers of attorney made directly by all partners giving effect to liquidation.
- 10- A copy of the articles of incorporation and any amendments thereto, as well as the letter of phase (I) of liquidation.
- 11- Liquidation Final account of approved by the liquidator in accordance with the Egyptian rules and standards applied in preparing the financial statements.
- 12- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

Steps

- 1- Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
- 2- Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
- 3- Visit GAFI, the liquidator or attorney thereof will receive a letter addressed to the appropriate Commercial Register to cross out the commercial registry of the company.



Fees

Service Description	Value	Payable to	Methods/places of payment
Liquidation of Partnerships - crossing out company's name from the Commercial Register	EGP 300	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Service Time



- 1 business days from the day subsequent to the date on which the completed application has been duly received.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

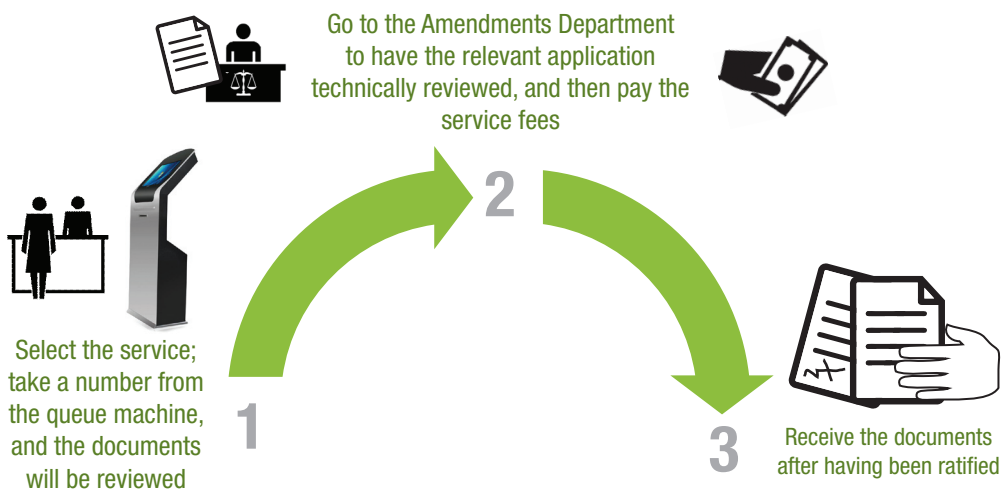
Request for Liquidation of Sole proprietorships

Required Documents

- 1- A request to cross out the commercial registry of the sole proprietorship signed by the sole proprietor or his/her attorney.
- 2- A copy of the letter incorporating the establishment + a copy of all amendments.
- 3- A copy of the power of attorney made directly by the sole proprietor to the attorney vesting the latter with the authority to apply for the crossing out of the name of the sole proprietorship.
- 4- A recent (maximum 3 months old) official original of the commercial registry.
- 5- A copy of the applicant's personal ID.
- 6- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

Steps

- 1- Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
- 2- Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
- 3- The sole proprietor or attorney thereof will receive a letter addressed to the appropriate Commercial Register to cross out the commercial registry of the sole proprietorship.



Fees

Service Description	Value	Payable to	Methods/places of payment
Liquidation of Sole proprietorship.	EGP 300	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



2nd Floor

Service Time



- 1 business day from the day subsequent to the date on which the completed application has been duly received.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

Request for Amendment of Data of Foreign Companies Incorporated in Accordance with the Investment Law along with Branches of Foreign Banks

Required Documents

I. Foreign companies incorporated in accordance with the Investment Law:

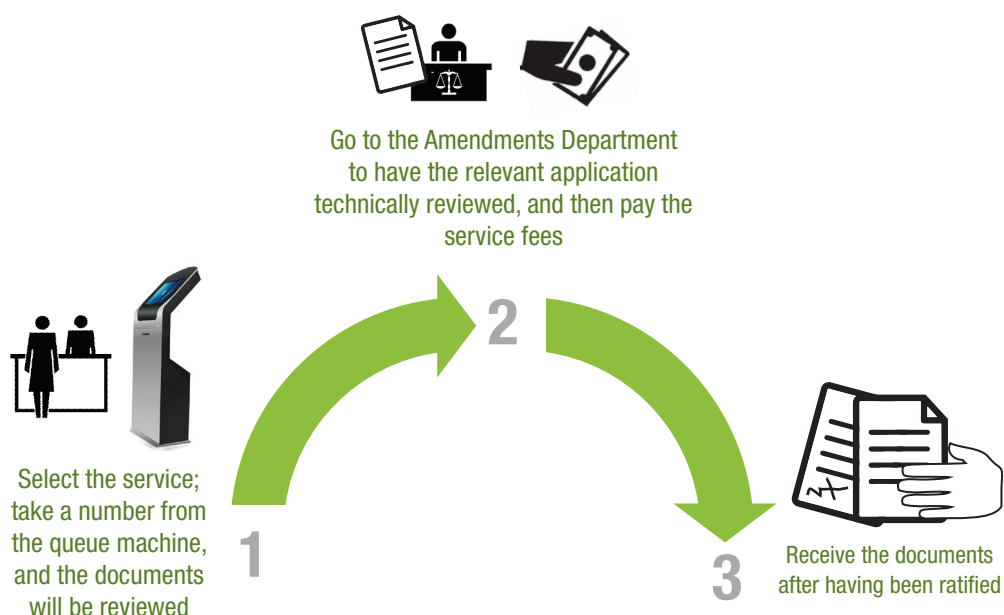
- 1- A request addressed to the Head of the Investor Service Center ("ISC") to issue a letter directed to the Commercial Register in order for the latter to effect the requested amendment.
- 2- Powers of attorney or an authorization, translated and authenticated in the Egyptian Ministry of Foreign Affairs, to evidence the carrying out of the amendment procedures.
- 3- A copy of the applicant's personal ID.
- 4- A recent (maximum 3 months old) official original of the commercial registry.
- 5- A request made by the company must be submitted. The minutes of the extraordinary general meeting of the mother company must be attached to that request be authenticated by the Egyptian Ministry of Foreign Affairs. Such minutes must also include the amendment requested to be entered into the Commercial Register. A certified translation of the request and the attachments must be submitted in the event they were written in a foreign language.
- 6- In the event of liquidation: The branch manager must submit an acknowledgment to effect that he/she has discharged all company's liabilities payable to the governmental bodies (Social Insurance – Taxes Authority – Customs Authority)

II. Branches of foreign banks:

- 1- A request addressed to the Head of the Investment Services Sector to issue a letter directed to the Commercial Register in order for the latter to effect the requested amendment.
- 2- The Central Bank of Egypt original letter approving the requested amendment.
- 3- A recent (maximum 3 months old) official original of the commercial registry.
- 4- A power of attorney or an authorization duly made to the applicant, of which a certified translation must be submitted if it is written in a foreign language; the said power of attorney or authorization must be caused to be authenticated by the Egyptian Ministry of Foreign Affairs.
- 5- The branch regional manager's consent to the amendments of which a certified translation must be submitted if it is written in a foreign language.
- 6- The approval of the main bank abroad on the requested amendments of which a certified translation must be submitted if it is written in a foreign language.
- 7- In the event that any of the company's added object requires special approvals (prior approval) by the virtue of the provisions of the applicable laws, the approvals of the appropriate bodies must be submitted.

Steps

- 1- Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
- 2- Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
- 3- After the service time, visit GAFI to receive the documents and the letter directed to the Commercial Register to effect the amendments.



Fees

Service Description	Value	Payable to	Methods/places of payment
Amendment of data of branches of foreign banks and companies	EGP 500	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Service Time



- **In respect of the branches of foreign companies:** 1 business day from the day subsequent to the date on which the completed application has been duly received.
- **In respect of the branches of foreign banks:** 1 business day from the day subsequent to the date on which the completed application has been duly received.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

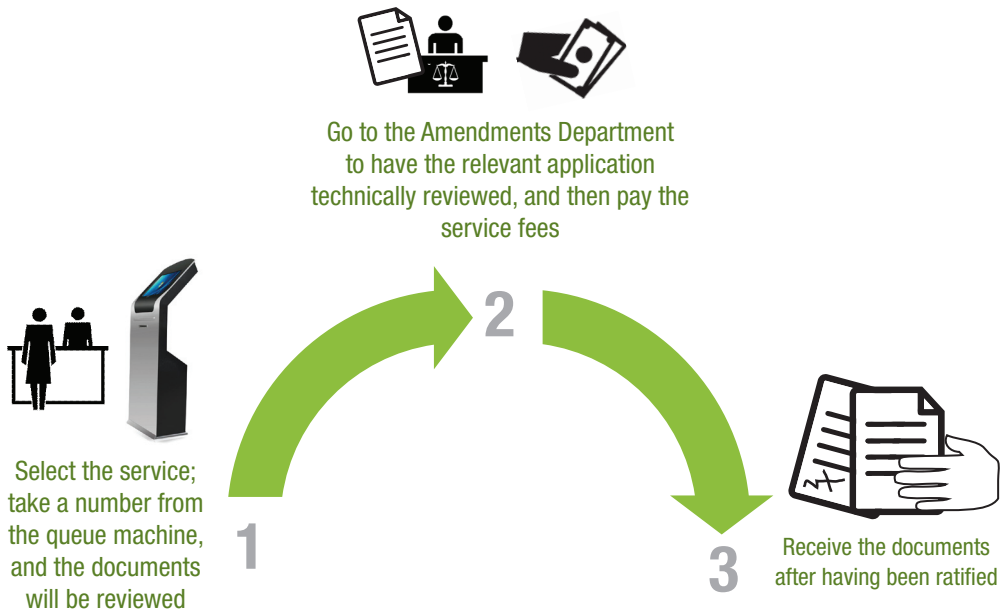
Request for ratification of Minutes of the Ordinary General Meeting Including the Amendment Of Articles No. 6 & 7

Required Documents

- 1- A request, printed out on the company's letterhead, addressed to the Head of the Investment Services Sector signed by the BoD chairperson or the person concerned by the virtue of an official power of attorney, special authorization or an authorization included in the minutes of meeting and bearing the company's seal.
- 2- The minutes of the general meeting printed out on the company's letterhead, must be signed on all pages by the chairperson, secretary, vote counters, and the company's auditor as well as the auditor of the Accountability State Authority (ASA) in the event that the percentage of the general capital has reached 25%. Such minutes of general meeting must bear the company's and the auditor's seals on all pages, and be attached to the acknowledgment included in GAFI's CEO Decree No. 480 of 2016.
- 3- The amendment of Articles of association No. (6 & 7).
- 4- The company's articles of association and its amendments (if any).
- 5- Evidence on sending invitations to the administrative bodies, BoD members, shareholders, and the auditor. The invitation must be sent at least 21 days prior to the meeting. The day of sending the invitation and the meeting day are not to be counted.
- 6- A recent (maximum 3 months old) official original of the commercial registry.
- 7- Authorizations (if any).
- 8- The two attendance sheets of BoD and shareholders signed by them, vote counters and the auditor. The sheets must be signed by the person who submits them acknowledging that the submission was made by him and under his full responsibility.
- 9- A bank certificate evidencing the payment of the percentage specified by law or evidencing that the inspection process was carried out by the Economic Performance Sector.
- 10- A background check on senior and new partners.
- 11- Service fees payment receipt.

Steps

1. Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
2. Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
3. Receive the ratified minutes of meeting and the amended articles of incorporation (if any). Then go to the Egyptian Bar Association to ratify the amended articles of incorporation, then to the Real Estate Publicity Department to have it notarized, and then to the Commercial Register to have it entered into the commercial registry. In the event of capital increase or decrease, the minutes of meeting and the amended articles of incorporation shall be received after obtaining the approval of FRA.



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of the minutes of the ordinary general meeting.	EGP 300 per copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Ratification of the amended articles of association.	EGP 300		
A certificate of issuance of shares of capital increase or decrease, addressed to FRA (in the event of capital increase or decrease in joint stock company and partnership limited by shares).	EGP 300		

Service Place



2nd Floor

Service Time



- 2 business day from the day subsequent to the date on which the completed application, for the obtainment of a certificate of shares issuance addressed to FRA, has been duly received.
- 1 business day after the receipt of the approval of FRA.

Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

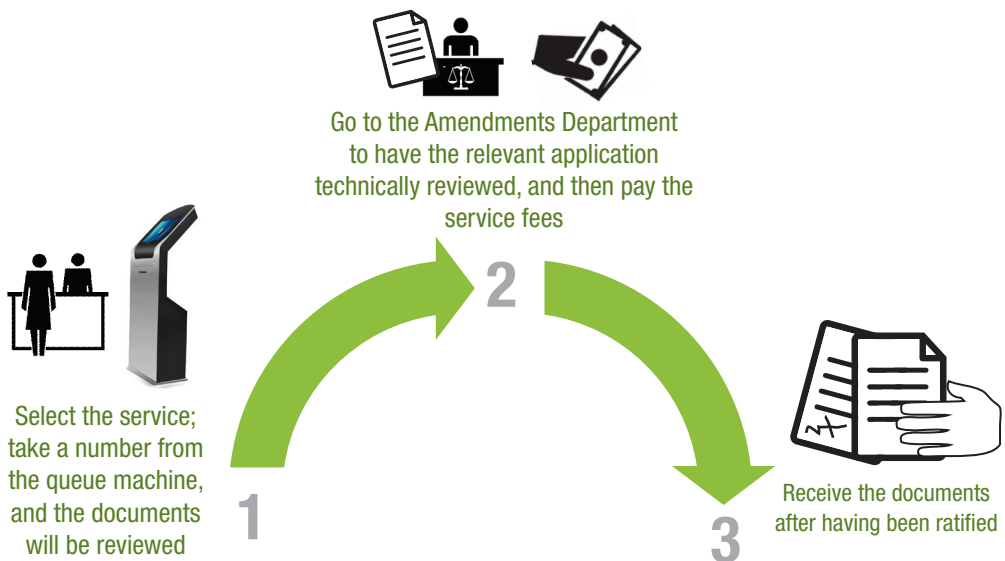
Request for Amendment of Single Member Company

Required Documents

- 1- A request, encompassing all articles to be amended in their original and amended forms, signed by the owner or his duly authorized attorney and preceded by preamble on the company.
- 2- A copy of the company's articles of association and its amendments (if any).
- 3- A recent (maximum 3 months old) official original of the commercial registry.
- 4- A power of attorney made directly by the owner or the juridical person (founder) allowing the procedure requested to be carried out (amendment – liquidation – etc.).
- 5- A copy of the applicant's personal ID.
- 6- In the event of capital increase, a bank certificate indicating full payment of the increase.
- 7- A background check in case the owner is non-Egyptian.
- 8- Service fees payment receipt.

Steps

1. Select the service; take a number from the queue machine on the ground floor, and the documents will be reviewed.
2. Go to the relevant window at the General Department for Legal Affairs of Companies (Amendments Department) on the second floor to have the relevant application technically reviewed, and then pay the service fees in cash at the cash desk.
3. Go to GAFI to receive the documents after having been ratified.



Fees

Service Description	Value	Payable to	Methods/places of payment
Amendment of data of Single Member Company	EGP 300 per copy	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



2nd Floor

Service Time



Note

- You can send the documents you don't have via: papers@gafinet.org.eg or "WhatsApp" and the appropriate person will print the documents on the ground floor.

IV. Technical Services

Request for Recommendation Addressed to the Customs Authority to Apply the 2% Uniform Customs Duty on Machinery, Equipment and Devices of Companies/Establishments Governed by and Enjoying the Provisions of the Investment Law

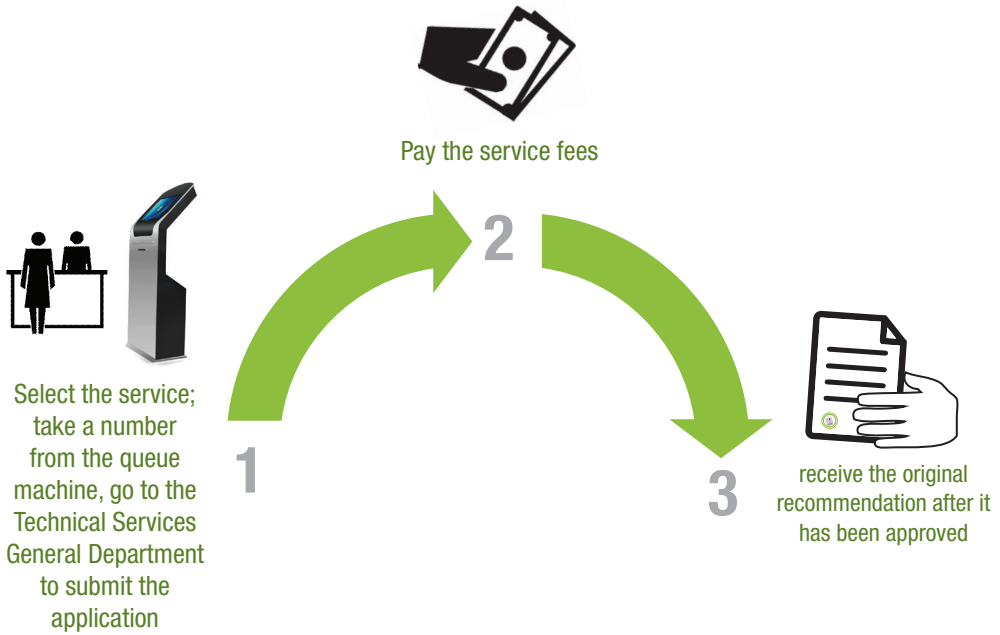
Required Documents

- 1- A request printed out on company/establishment letterhead, addressed to the Head of the Investment Services Sector and requesting issuance of required recommendation (such request to be duly signed by the chairperson of the board of directors or managing director in case of joint stock companies / director in charge in case of partnerships / sole proprietor in case of sole proprietorships) + applicant's official authorization or power of attorney reflecting legal capacity + the ID of the duly authorized representative or the attorney. The company's attorney by his/her capacity can sign the application by virtue of the submitted power of attorney.
- 2- The invoice approved by the appropriate engineer.
- 3- A photocopy of a recent (maximum 3 months old) commercial registry in which all amendments are effected.
- 4- A photocopy of the tax card of the company/establishment.
- 5- The deed of possession of project site (a notice of allocation / a record of delivery of possession / a contract of tenancy whose date is registered at the Real Estate Publicity Department / in respect of industrial activities, an approval on a concession to a piece of land in one of the industrial zones).
- 6- In respect of tourism and limousine transportation companies, the original letter issued by the General Administration of Touristic Transportation + a photocopy of the resolution of the Ministry of Tourism (Establishment – Expansion).
- 7- A finance lease contract approved administratively by the Financial Regulatory Authority ("FRA")
- 8- Any other documents necessitated by the nature of the activity.

Note: The documents listed in (3-5) above are to be submitted only for the first time in which a company/establishment applies for obtainment of the recommendation.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original recommendation after it has been approved.



Fees

Service Description	Value	Payable to	Methods/places of payment
Request for giving recommendation to the Customs Authority to apply the 2% uniform customs duty on machinery, equipment and devices of companies/establishments governed by and enjoying the provisions of the Investment Law.	EGP 300 per document	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Service Time



- 1 business day from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

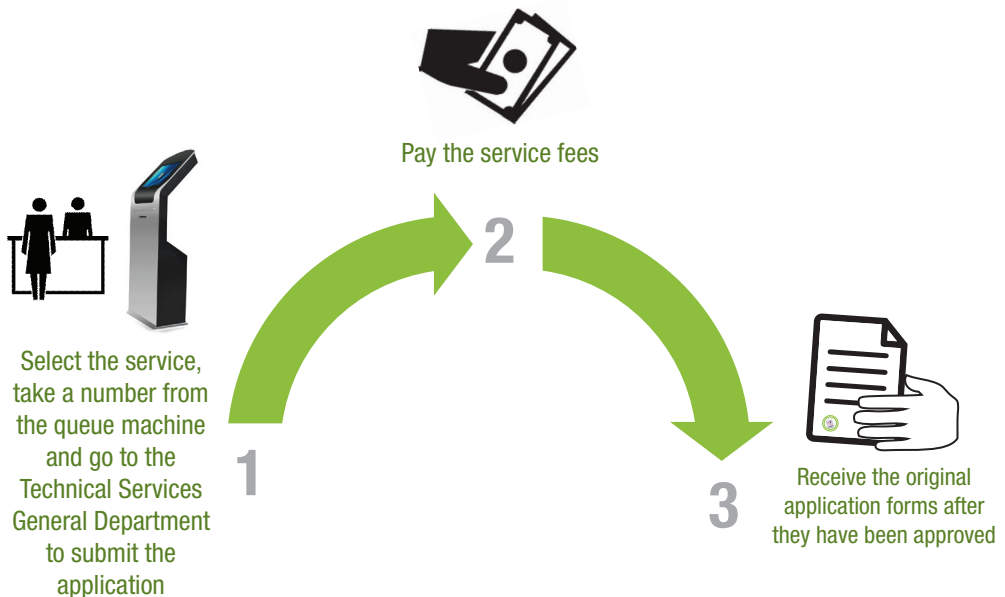
Request for Approval of Application Forms Filled in and Submitted by Companies/Establishments as Evidence on being governed by the Provisions of the Investment Law

Required Documents

- 1- A request printed out on company/establishment letterhead, addressed to the Head of the Investment Services Sector and requesting issuance of required recommendation (such request to be duly signed by the chairperson of the board of directors or the managing director in case of joint stock companies / director in charge in case of partnerships / sole proprietor in case of sole proprietorships) + applicant's official authorization or power of attorney reflecting legal capacity + the ID of the duly authorized representative or the attorney. The company's attorney by his/her capacity can sign the application by virtue of the submitted power of attorney.
- 2- A recent (maximum 3 months old) official copy of the commercial registry.
- 3- The document required to be approved including the name of the company/establishment.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original application forms after they have been approved.



Fees

Service Description	Value	Payable to	Methods/places of payment
Approval of application forms filled in and submitted by companies/establishments as evidence on being governed by the provisions of the Investment Law	EGP 200 for each document	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 1 business day from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Approval on Invoices of Importation/Exportation of Companies/Establishments Governed by and Enjoying the Provisions of the Investment Law

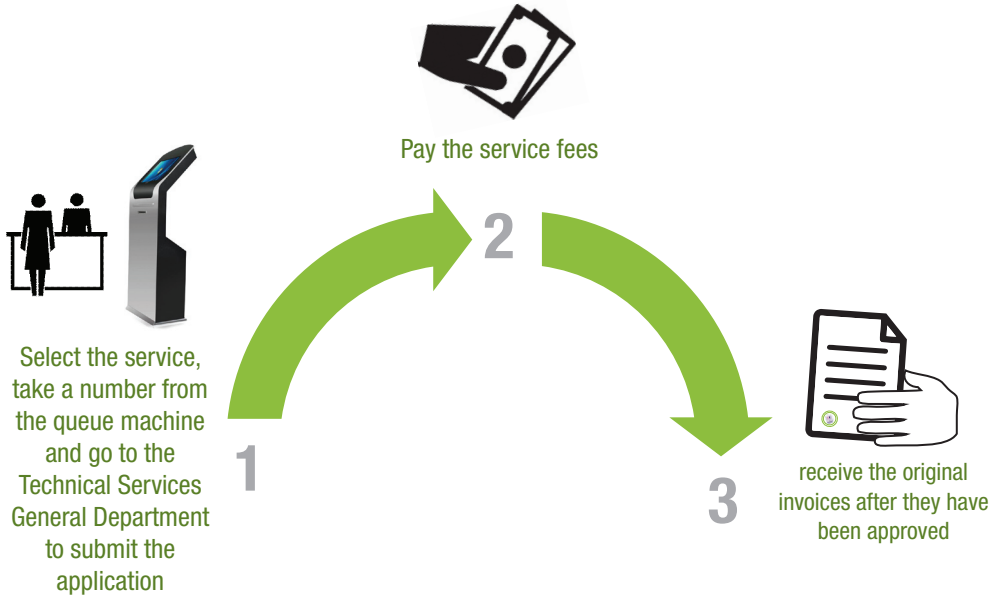
Required Documents

- 1- A request printed out on company/establishment letterhead, addressed to the Head of the Investment Services Sector and requesting issuance of required recommendation (such request to be duly signed by the chairperson of the board of directors or managing director in case of joint stock companies / director in charge in case of partnerships / sole proprietor in case of sole proprietorships) + applicant' s official authorization or power of attorney reflecting legal capacity + the ID of the duly authorized representative or the attorney. The company's attorney by his/her capacity can sign the application by virtue of the submitted power of attorney.
- 2- The invoice intended to be approved, provided that it meets the following requirements:
 - The invoice must include the name of the company/establishment, must be from an external supplier and must comply with the duly approved object of the company/ establishment.
- 3- A photocopy of a recent (maximum 3 months old) commercial registry in which all amendments are effected.
- 4- A photocopy of the tax card of the company/establishment.
- 5- The deed of possession of project site (a notice of allocation / a record of delivery of possession / a contract of tenancy whose date is registered at the Real Estate Publicity Department / in respect of industrial activities, an approval on a concession to a piece of land in one of the Industrial Zones).
- 6- In respect of tourism and limousine transportation companies, the original letter issued by the General Administration of Touristic Transportation + a photocopy of the resolution of the Ministry of Tourism (Establishment – Expansion).
- 7- A finance lease contract approved administratively by the Financial Regulatory Authority (“FRA”)
- 8- Any other documents necessitated by the nature of the activity.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original invoice after they have been approved.


Note: The documents listed in (3-5) above are to be submitted only for the first time in which a company/establishment applies for obtainment of the recommendation.



Fees

Service Description	Value	Payable to	Methods/places of payment
Approval on invoices of importation/exportation of companies/establishments governed by and enjoying the provisions of the Investment Law	EGP 200 for each invoice	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



2nd Floor

Service Time



- At the same day of receipt of application

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

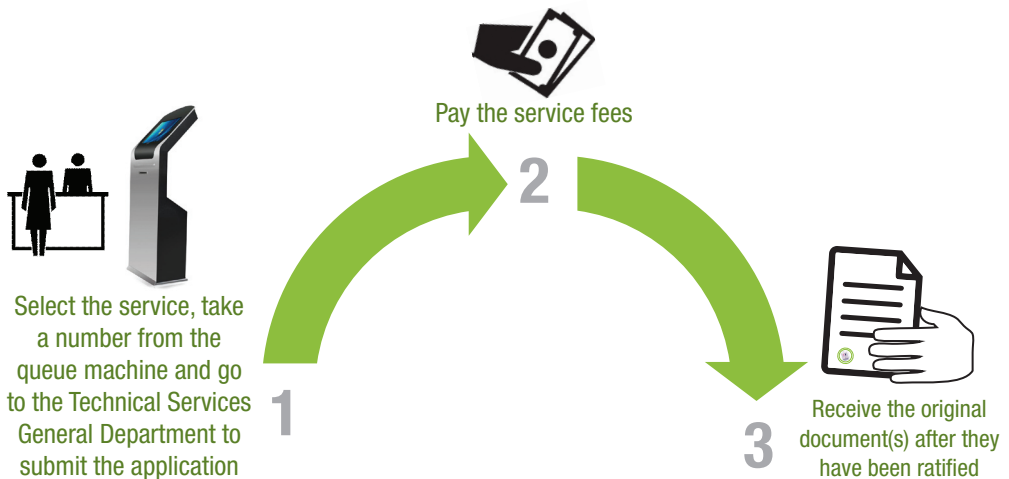
Request for Ratification of Document(s) to be submitted to the Ministry of Foreign Affairs in order for the Latter to Authenticate the Same for Foreign Transactions

Required Documents

- 1- A request printed out on company/establishment letterhead, addressed to the Head of the Investment Services Sector and requesting issuance of required recommendation (such request to be duly signed by the chairperson of the board of directors or managing director in case of joint stock companies / director in charge in case of partnerships / sole proprietor in case of sole proprietorships).
- 2- A copy of the final contract of sale on which the following sentence is left by the Real Estate Publicity Department: “the contract is valid for publicity”, or “the contract is valid for entry into the In-kind Registry in the name of the company/ establishment”.
- 3- A recent (maximum 3 months old) official copy of the commercial registry.
- 4- The document required to be ratified including the data of the company/establishment; no financial value may be written down in the document.
- 5- Payment receipt of the stipulated fees.
- 6- Any other documents depending on the nature of the document need to be ratified.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original document(s) after they have been ratified.



Fees

Service Description	Value	Payable to	Methods/places of payment
Ratification of Document(s) to be submitted to the Ministry of Foreign Affairs in order for the Latter to Authenticate the Same for Foreign Transactions	EGP 300 per each document	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



2nd Floor

Service Time



- One business day from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or “WhatsApp”.

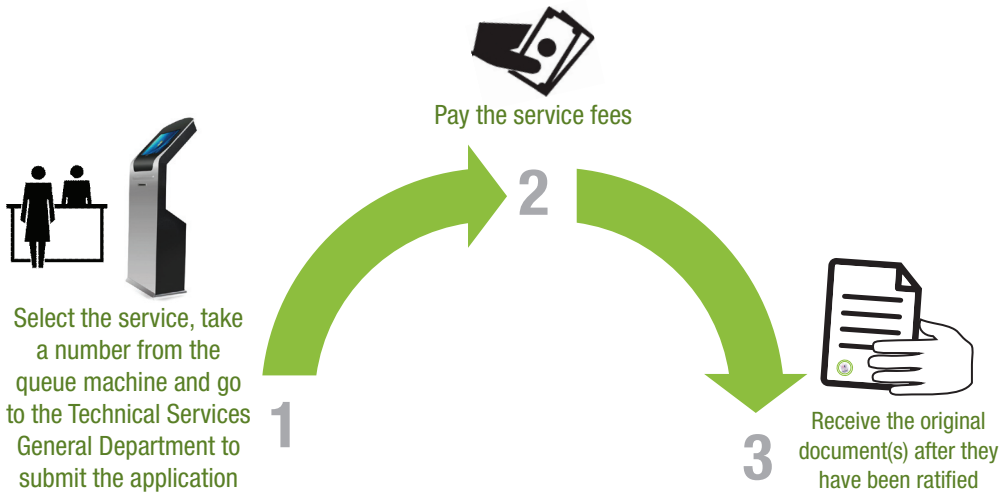
Request for Recommendation on Exemption of Contract of Registration of Purchase of Lands from Stamp Duty as well as Notarization and Publicity Fees

Required Documents

- 1- A request printed out on company/establishment letterhead, addressed to the Head of the Investment Services Sector and requesting issuance of required recommendation (such request to be duly signed by the chairperson of the board of directors or managing director in case of joint stock companies / director in charge in case of partnerships / sole proprietor in case of sole proprietorships) + applicant's official authorization or power of attorney reflecting legal capacity + the ID of the duly authorized representative or the attorney. The company's attorney by his/her capacity can sign the application by virtue of the submitted power of attorney.
- 2- A copy of the final contract of sale on which the following sentence is left by the Real Estate Publicity Department: "Valid for publicity" or "Valid for entry into the in-kind Registry" in the name of the company/ establishment.
- 3- A recent official copy of the company's Commercial registry evidencing all amendments that have been effected (and, in respect of joint stock companies, payment of at least 25% of the company's capital along with evidencing the location of business desired to be exempted).
- 4- A photocopy of the tax card of the company/establishment.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original recommendation after it has been approved.



Fees

Service Description	Value	Payable to	Methods/places of payment
Giving Recommendation on Exemption of Contract of Registration of Purchase of Lands	EGP 3000	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place

Ground Floor

Service Time

- 3 business days from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

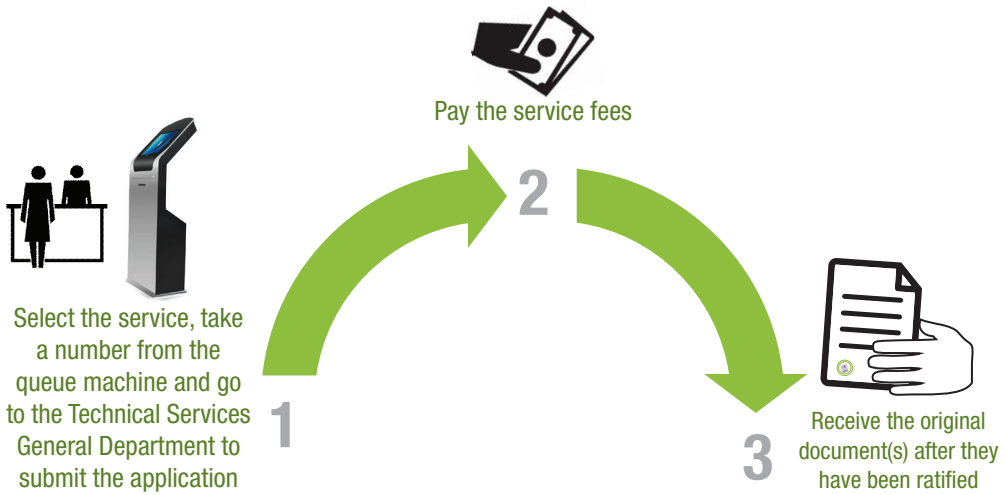
Request for Recommendation on Exemption of Credit Facility/ Loan / Mortgage Contracts from Stamp Duty as well as Notarization and Publicity Fees

Required Documents

- 1- A request printed out on company/establishment letterhead, addressed to the Head of the Investment Services Sector and requesting issuance of required recommendation (such request to be duly signed by the chairperson of the board of directors or managing director in case of joint stock companies / director in charge in case of partnerships / sole proprietor in case of sole proprietorships) + applicant's official authorization or power of attorney reflecting legal capacity + the ID of the duly authorized representative or the attorney. The company's attorney by his/her capacity can sign the application by virtue of the submitted power of attorney.
- 2- The original and the copy of the contract, requested to be exempted, bearing the seal of the lender/ mortgagor bank, provided that it shall be in the name of the company/ establishment in order to implement its project.
- 3- A recent official copy of the company's commercial registry evidencing all amendments to have been effected (and, in respect of joint stock companies, payment of at least 25% of the company's capital), subject to the following:
 - In respect of loan and mortgage contracts of companies under the Investment Law, entry at the Commercial Register has not exceeded five years;
 - In respect of loan and mortgage contracts of companies governed by Law No. 159 of 1981, entry at the Commercial Register has not exceeded one year; and
 - In respect of loan and mortgage contracts of companies incorporated in accordance with Law No. 230 of 1989, exemption may be effective until completion of execution of project.
- 4- A photocopy of the tax card of the company/establishment.
- 5- In respect of finance leasing companies, an acknowledgment to the effect that the company/ establishment would submit a finance lease contract that is financed through the obtained loan.

Steps


- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original recommendation after it has been approved.



Fees


Service Description	Value	Payable to	Methods/places of payment
Giving Recommendation on Exemption of Credit Facility / Loan / Mortgage Contracts from Stamp Duty as well as Notarization and Publicity Fees	EGP 3000	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 3 business days from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Opening Branches outside the Arab Republic of Egypt

Required Documents

- 1- A request printed out on company/establishment letterhead, addressed to the Head of the Investment Services Sector and requesting issuance of required recommendation (such request to be duly signed by the chairperson of the board of directors or managing director in case of joint stock companies / director in charge in case of partnerships / sole proprietor in case of sole proprietorships) + applicant's official authorization or power of attorney reflecting legal capacity + the ID of the duly authorized representative or the attorney. The company's attorney by his/her capacity can sign the application by virtue of the submitted power of attorney.
- 2- A recent (maximum 3 months old) official photocopy of the commercial registry.
- 3- A photocopy of the tax card.
- 4- The approval to set up a branch as evidenced by the company's appropriate authority (board of directors/minutes of general meeting/managers' minutes of meeting/administrative decision).

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original approval after it has been approved.



Fees


Service Description	Value	Payable to	Methods/places of payment
Opening Branches outside the Arab Republic of Egypt	EGP 1000	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 1 business day from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

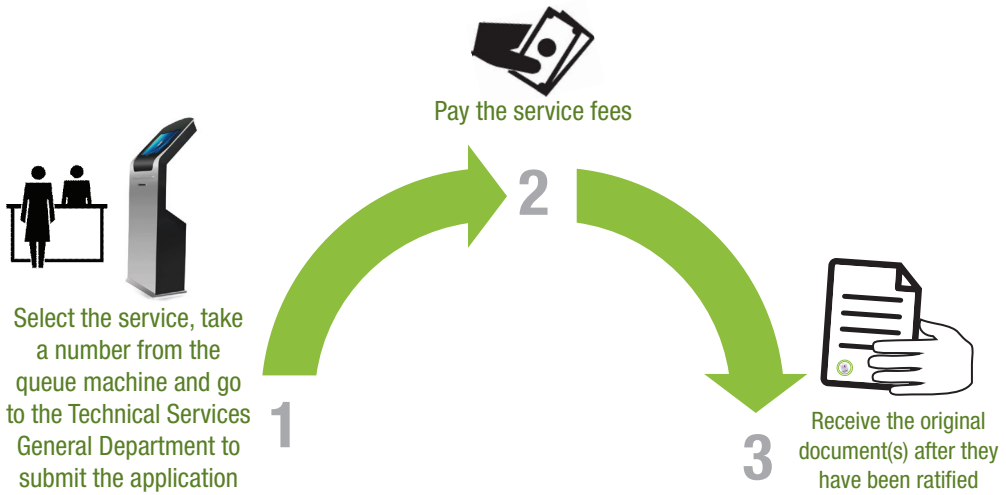
Request for Giving a Recommendation Approving Toll Manufacturing

Required Documents

- 1- A request printed out on company/establishment letterhead, addressed to the Head of the Investment Services Sector and requesting issuance of required recommendation (such request to be duly signed by the chairperson of the board of directors or managing director in case of joint stock companies / director in charge in case of partnerships / sole proprietor in case of sole proprietorships) + applicant's official authorization or power of attorney reflecting legal capacity + the ID of the duly authorized representative or the attorney. The company's attorney by his/her capacity can sign the application by virtue of the submitted power of attorney.
- 2- A recent (maximum 3 months old) official photocopy of the commercial registry.
- 3- A photocopy of the resolution of the appropriate authority of the company (board of directors minutes of meeting – minutes of meeting of all partners – minutes of meeting of managers), or the acknowledgment of the sole proprietor, approving the engagement in toll manufacturing, provided that such resolution or sole proprietor acknowledgment is administratively approved by GAFI.
- 4- A copy of the toll manufacturing agreement contract between the company/establishment and one of the companies; such contract must include the quantities and the type of operations.
- 5- A copy of the industrial registry of the toll manufacturing company at which operation will take place.
- 6- A copy of the deed of possession of the project site, in the event three years have lapsed since the incorporation of the company/establishment.

Steps


- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original recommendation after it has been approved.



Fees


Service Description	Value	Payable to	Methods/places of payment
Giving a Recommendation Approving Toll Manufacturing	EGP 1000	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 2 business days from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or “WhatsApp”.

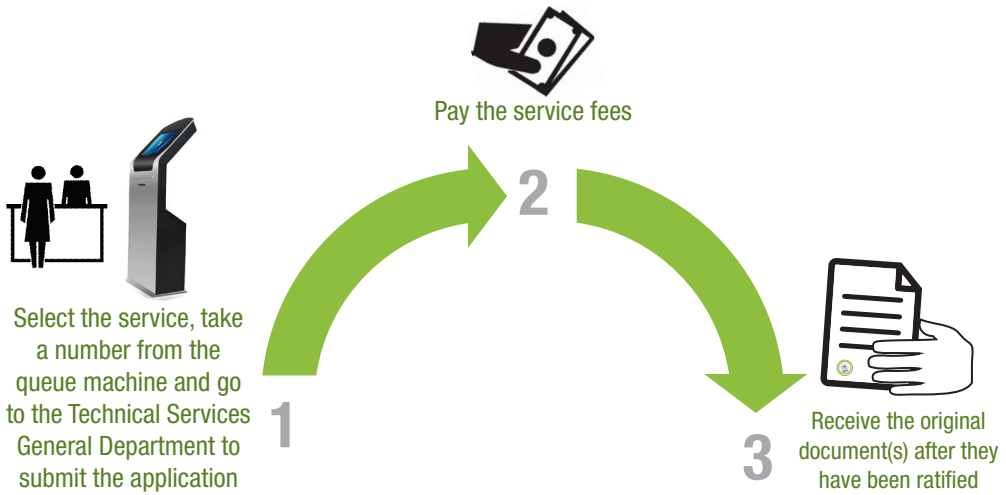
Request for Approval on Disposition of Capital Assets by way of Sale

Required Documents

- 1- A request printed out on company/establishment letterhead, addressed to the Head of the Investment Services Sector and requesting issuance of required recommendation (such request to be duly signed by the chairperson of the board of directors or managing director in case of joint stock companies / director in charge in case of partnerships / sole proprietor in case of sole proprietorships) + applicant's official authorization or power of attorney reflecting legal capacity + the ID of the duly authorized representative or the attorney. The company's attorney by his/her capacity can sign the application by virtue of the submitted power of attorney.
- 2- A recent (maximum 3 months old) official photocopy of the commercial registry.
- 3- A photocopy of the resolution of the appropriate authority of the company (board of directors minutes of meeting – minutes of meeting of all partners – minutes of meeting of managers), or the acknowledgment the sole proprietor, approving sale of the capital asset, provided that such resolution or sole proprietor acknowledgment is administratively approved by GAFI.
- 4- A copy of invoice of release of the machine or the equipment previously approved by GAFI, as well as GAFI letter addressed to the Customs (in the event of disposition of machinery and equipment imported from abroad).
- 5- The approval of the mortgagor bank (in the event of mortgage of the assets of the company).
- 6- The original exportation invoice of the asset intended to be disposed of by way of sale (in the event sale abroad).
- 7- A copy of the final contract of sale of the asset intended to be disposed of (in the event of real estate disposition).
- 8- A statement of the remaining machinery existing in the factory (in case of agricultural activity) after selling the equipment needed to be disposed of.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original approval after it has been ratified.



Fees

Service Description	Value	Payable to	Methods/places of payment
Disposition of Capital Assets by way of Sale	EGP 200	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place

Ground Floor

Service Time

- 2 business days from the date of receipt of application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

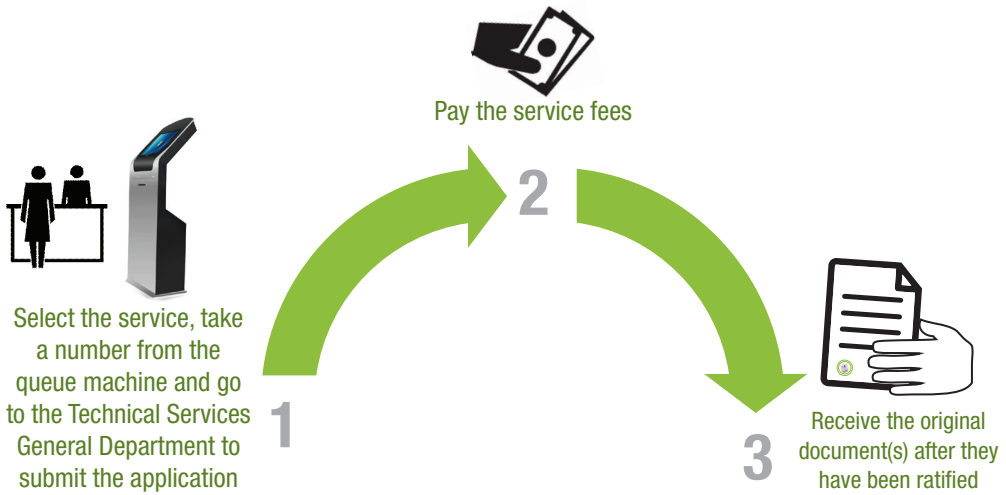
Request for Giving a Recommendation Approving the Registration of Land Purchase Contracts and Companies' Headquarters or Banks' Branches

Required Documents

- 1- A request printed out on company/establishment letterhead, addressed to the Head of the Investment Services Sector and requesting issuance of required recommendation (such request to be duly signed by the chairperson of the board of directors or managing director in case of joint stock companies / director in charge in case of partnerships / sole proprietor in case of sole proprietorships) + applicant's official authorization or power of attorney reflecting legal capacity + the ID of the duly authorized representative or the attorney. The company's attorney by his/her capacity can sign the application by virtue of the submitted power of attorney.
- 2- A recent official copy of the commercial registry in which an endorsement on the site required to be registered is made.
- 3- A copy of the final or preliminary contract of sale of the land/ company headquarter/ bank branch issued from the entity of jurisdiction, endorsed in the Real Estate Publicity Department.
- 4- The Approval of the Central Bank in respect of contracts of registration of purchase of bank branches.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original recommendation after they been approved.



Fees

Service Description	Value	Payable to	Methods/places of payment
Giving a recommendation approving the registration of land purchase contracts and companies' headquarters or banks' branches	EGP 1000	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place

Ground Floor

Service Time

- 2 business days from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Trading of Shares of Joint Stock Companies Incorporated in Accordance with the Provisions of the Investment Law or Law No. 159 of 1981

Required Documents

- 1- A request for approval on share trading printed out on the company letterhead and addressed to the Head of the Investment Services Sector (The request must be duly signed, be attested by a bank and bear the seal of the bank + applicant official authorization + the ID of the duly authorized representative).

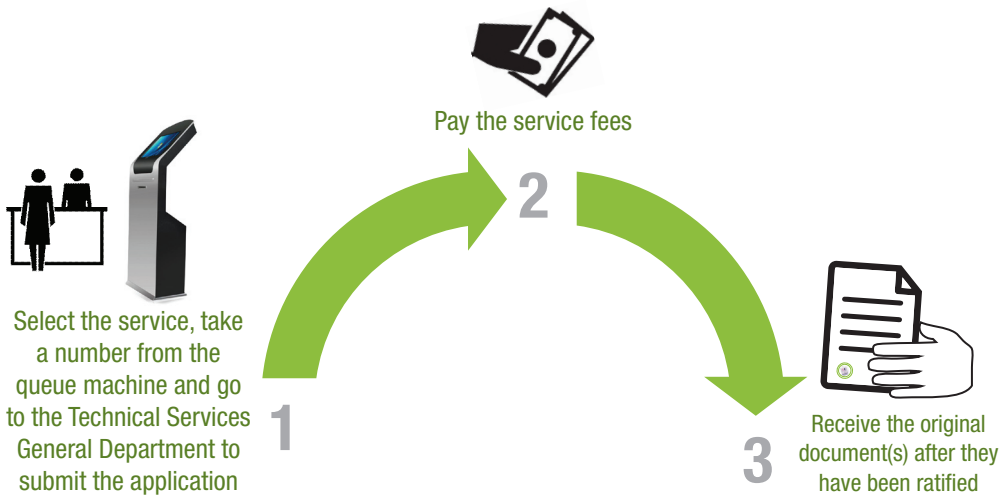
In case of absence of bank attestation of validity of signature, a direct power of attorney with the legal capacity of the applicant must be submitted to effect the required share trading + the ID of the duly authorized attorney.
- 2- Shareholders' structure before and after share trading printed out on the company letterhead as well as the required share trading which must be clear with regard to distribution of shares, name and nationality of the assignor and the assignee. The request must be submitted in a table form.
- 3- In respect of companies which have been incorporated for more than three months, a recent official copy of the commercial registry in which an endorsement evidencing payment of at least 25% of the issued capital.
- 4- Investment Gazette including any amendment to the company's articles of association.
- 5- Notices of transfer of share ownership in the event that a share trading has been previously executed.
- 6- A background check (in original form) on new foreign shareholders (whether individuals or companies) in the company. Copies of passports of new individual foreign shareholders must be attached to the original background check. The background check must also be coded, reviewed and sealed by the Central Security Department at the Investment Services Sector. A background check (in original form) on the Egyptian shareholders in companies incorporated under the Free Zones System and operating in the field of satellite TV channels must also be submitted.
- 7- An acknowledgment stating that the company is liable to the new foreign shareholder for any rights payable to such new foreign shareholders, and that the company is responsible for restoring the situation as it was before the transfer of the ownership of shares or the replacement of a shareholder by another.
- 8- A decree of distribution, death certificate and the approved letter by the company's auditor distributing the shares of the deceased among the lawful heirs and, if needed, the approximation of fractions.
- 9- A copy of the mortgage contract or the approval of the mortgagor bank on the required share trading, in the event that the commercial registry states that the company is burdened by a commercial mortgage to any bank.

10- In respect of companies engaged in air transportation activity, a copy of the decree of the Minister of Civil Aviation, provided that the decree is valid and renewed.

11- In respect of requests of companies operating in Sinai, a list comprising the documents required by Sinai Development Authority.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original approval after they been approved.



Fees

Service Description	Value	Payable to	Methods/places of payment
Approval on share trading	<ul style="list-style-type: none"> ▪ Trading as per the investment law within the first two fiscal years/EGP 1000 ▪ Trading of Sinai /EGP 2000 	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

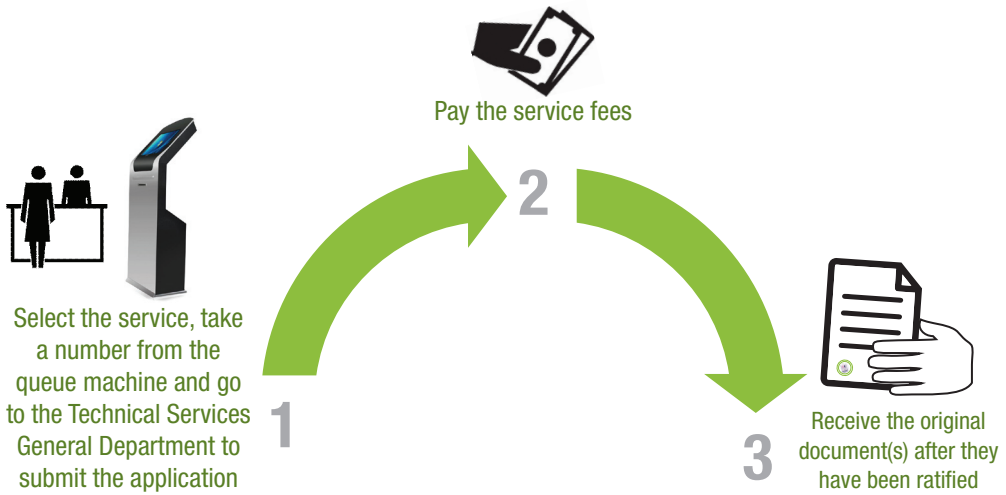
Request for Recommendation Addressed to Various Bodies (Municipality/ Commercial Register/ Investment Tax/ Customs/ Electricity/...)

Required Documents

- 1- A request printed out on the company letterhead, addressed to the Head of the Investment Services Sector and requesting the issuance of a recommendation (such request to be duly signed by the BoD chairperson or the managing director of joint stock companies / the director in charge of partnerships / the sole proprietor of sole proprietorships) + the applicant's official authorization or power of attorney reflecting legal capacity + the ID of the duly authorized representative or the attorney. The company's attorney by his/her capacity can sign the request by virtue of the submitted power of attorney.
 - In case of directing the recommendation to the Commercial Register to the effect that a duly authorized attorney of a sole proprietorship be designated, the request must bear the signature of the sole proprietor, be accompanied by a bank attestation of signature and state the scope of powers and authorities vested in the director in charge to be appointed.
- 2- A recent (maximum 3 months old) official copy of the commercial registry reflecting all the amendments.
- 3- A copy of the tax card of the company/establishment.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original recommendation, after it has been approved.



Fees

Service Description	Value	Payable to	Methods/places of payment
Recommendation addressed to various bodies, such as (Municipality/ Commercial Register/ Investment Tax/ Customs/ Electricity/...)	EGP 200 per each recommendation	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place

Ground Floor

Service Time

- 1 business days from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Obtainment of a Port Entry Permit (Certificate) to Companies Governed by the Provisions of the Investment Law

Required Documents

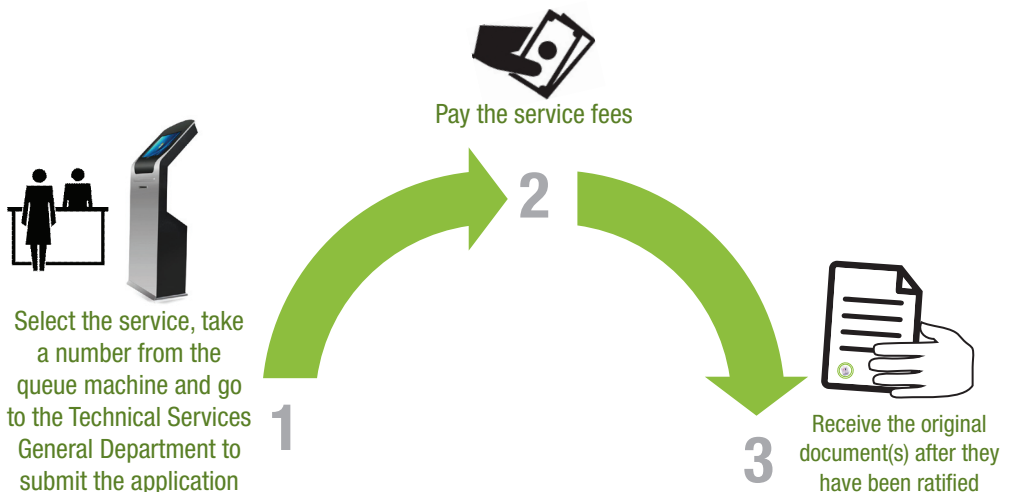
- 1- A request addressed to the Head of the Investment Services Sector to issue a port entry permit (certificate) (duly signed, attested by a bank, and bearing the company's seal).

The request must indicate the following data: (the name of the company, the type of activity, the legal structure, the continuity of activity to date, the name of the BoD chairperson or whomever authorized to carry on the powers of management and signature, and the name of the port).

- 2- A recent (maximum three months old) official copy of the commercial registry including all amendments.
- 3- The requests of the companies operating under the Free Zones System must be attached to the letter of the relevant Free Zone Sector

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original port entry permit (certificate) after being approved.



Fees

Service Description	Value	Payable to	Methods/places of payment
Port entry certificate for companies governed by the provisions (For the first time/Renewal)	EGP 400	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 1 business day from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Issuance of a Certificate of Importation of Raw Materials, Production Requirements and Spare Parts for Capital Equipment/ a Certificate of Exportation for Companies/ Establishments Governed by the Provisions of the Investment Law whose Production Date has been specified by GAFI.

Required Documents

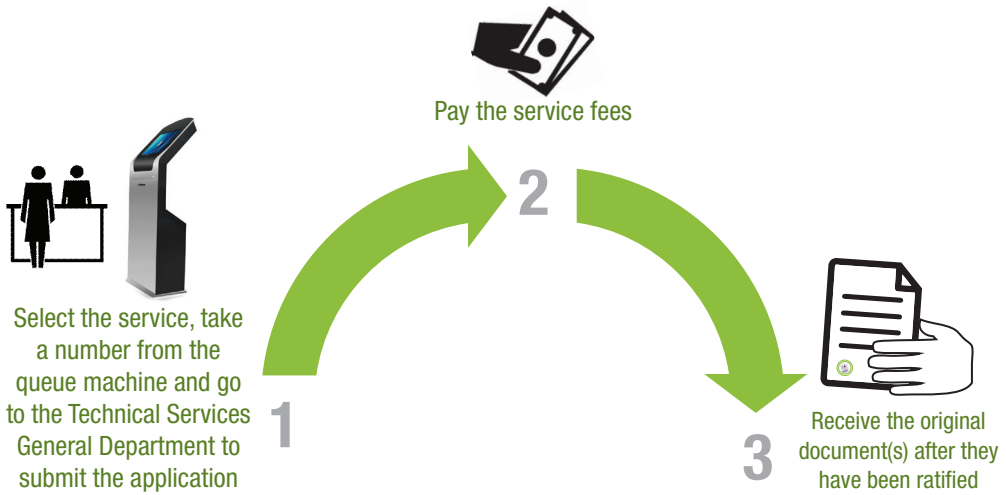
- 1- A request printed out on the company/establishment letterhead, addressed to the Head of the Investment Services Sector to issue a certificate of (importation/ exportation) (duly signed, attested by a bank, and bearing the seal of the company + the applicant's official authorization + the ID of the duly authorized representative).

In the event of unavailable acknowledgement of signature attested by a bank, a direct power of attorney with the legal capacity of the applicant must be submitted together with the ID of the duly authorized attorney.

- 2- A recent (maximum 3 months old) official copy of the company's commercial registry evidencing all amendments.
- 3- A photocopy of the tax card of the company/establishment.
- 4- A photocopy of the latest issued decision of/ approval on amendment for the company/ establishment (the name – object – location of the project site – the legal structure).
- 5- A declaration that the products exported are the company's/ establishment's products (in the event of requesting the issuance of only a certificate of exportation).
- 6- GAFI approval on toll manufacturing (in case a toll manufacturing importation and exportation certificate is requested).
- 7- The original police report on the lost certificate (in the event of requesting a replacement of the lost certificate).
- 8- A photocopy of the latest issued certificate (in the event of requesting renewal/issuance of an official copy). In the event of requesting an official copy of the certificate, the original certificate must be submitted for matching against the copy.
- 9 - The original certificates issued for the company/establishment during its term (in the event of requesting a data-amending certificate).
- 10- Service fees payment receipt.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original certificate, after it has been approved.



Fees

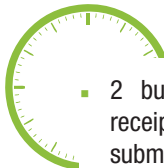
Service Description	Value	Payable to	Methods/places of payment
Importation/exportation certificate for companies/establishments governed by the provisions of the Investment Law, whose production date has been specified by GAFI	<ul style="list-style-type: none"> EGP 500/one year EGP 1500/three years EGP 2500/five years 	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Data amending certificate	EGP 500/one certificate		
Replacement of lost certificate	EGP 500/one certificate		
An official copy of the original certificate	The same applicable fees prescribed for the original certificate		

Service Place



Ground Floor

Service Time



- 2 business days from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Issuance of a Temporary Certificate of Importation of Raw Materials, Production Requirements and Spare Parts for Capital Equipment of Companies/Establishments Governed by the Provisions of the Investment Law whose Production Date has not been specified by GAFI

Required Documents

- 1- A request printed out on the company/establishment letterhead, addressed to the Head of the Investment Services Sector to issue a certificate of (importation/ exportation) (duly signed, attested by a bank, and bearing the seal of the company + the applicant's official authorization + the ID of the duly authorized representative).

In the event of unavailable acknowledgement of signature attested by a bank, a direct power of attorney with the legal capacity of the applicant must be submitted together with the ID of the duly authorized attorney.

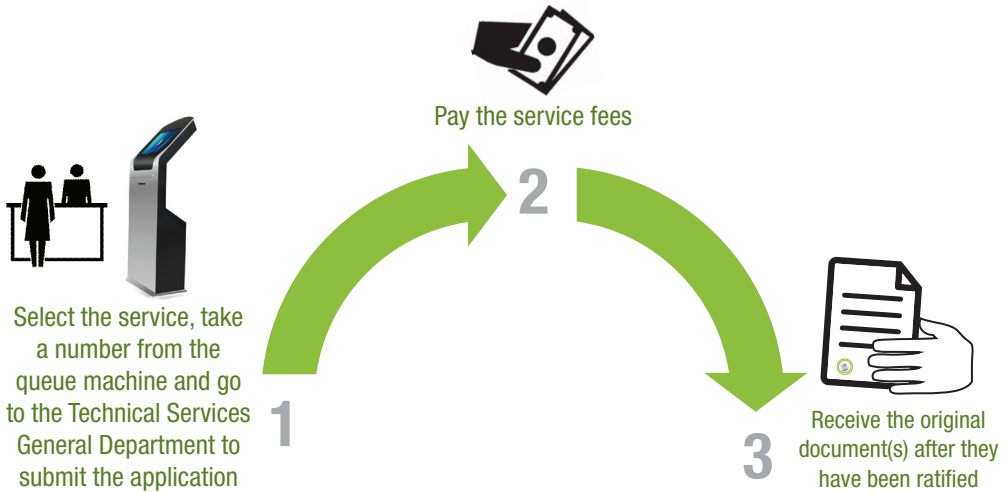
- 2- A recent (maximum 3 months old) official copy of the company's commercial registry evidencing all amendments.
- 3- A photocopy of the tax card of the company/establishment.
- 4- A photocopy of the latest issued decision of/ approval on amendment for the company/ establishment (the name – object – location of the project site – the legal structure).
- 5- Photocopies of the deed of possession of the project site + copies of the machinery and equipment invoices.
- 6- A declaration on which an acknowledgment of validity of signature attested by a bank to the effect that the company/establishment has not submitted any importation invoices for approval by GAFI, and that such company/establishment will provide GAFI with the documents required for commencement of activity immediately after the renewal of the certificate (This applies to companies/establishments whose production date has not been specified by GAFI).
- 7- The original police report on the lost certificate (in the event of requesting a replacement of the lost certificate).
- 8- A photocopy of the latest issued certificate (in the event of requesting renewal/issuance of an official copy). In the event of requesting an official copy of the certificate, the original certificate must be submitted for matching against the copy.
- 9- The original certificates issued for the company/establishment during its term (in the event of requesting a data-amending certificate).
- 10- Service fees payment receipt.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.

2- Pay service fees.


3- Receive the original certificate, after it has been approved.



Fees


Service Description	Value	Payable to	Methods/places of payment
Temporary certificate of importation for companies/establishments governed by the provisions of the Investment Law whose production date has not been specified by GAFI	EGP 500/ three (3) months (original copy/renewal)	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Data amending certificate	EGP 500/one certificate		
Replacement of lost certificate	EGP 500/one certificate		
An official copy of the original certificate	The same applicable fees prescribed for the original certificate		

Service Place



Ground Floor

Service Time



- 2 business days from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Recommendation Approving the Opening/Closing down of Bank Branches

Required Documents

- 1- A request submitted on the bank letterhead addressed to the Head of the Investment Services Sector, and signed by the bank BoD chairperson, or by a person duly authorized to carry on the powers of management and signature + A formal authorization to the applicant or a power of attorney with the relevant legal capacity. The attorney vested with the relevant legal capacity can sign the application by virtue of the submitted power of attorney. + The ID of the duly authorized applicant or the attorney.
- 2- A photocopy of a recent (maximum three month old) official copy of the commercial registry including all amendments.
- 3- A copy of bank BoD minutes of meeting approving the opening/ closing down of the branch; such minutes of meeting must be approved administratively by GAFI (in the event of national banks).
- 4- The approval of the regional manager (in the event of a foreign branch).
- 5- A copy of the Central Bank approval on opening/ closing down the branch.
- 6- The deed of possession of the branch intended to be opened.

Steps


- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original recommendation, after it has been approved.



Fees

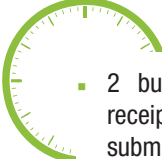
Service Description	Value	Payable to	Methods/places of payment
Request for a recommendation approving the opening/closing down of bank branches	EGP 1000	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 2 business days from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

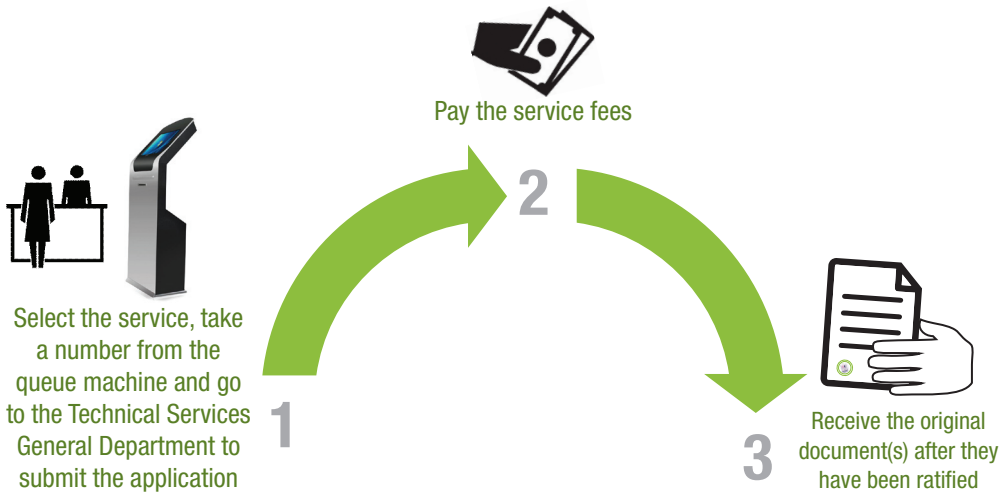
Request for Approval on Opening/Crossing out New Non-productive Branches (Sales Outlet – Administrative Office) of Sole Proprietorships Established in Accordance with the Provisions of the Investment Law inside the Arab Republic of Egypt (Except for Sinai)

Required Documents

- 1- A request submitted on the sole proprietorship letterhead, addressed to the Head of the Investment Services Sector and requesting the required recommendations. Such request must state the purpose of use of the branch; i.e. a sales outlet or an administrative office. It must also be signed by the sole proprietor. + A formal authorization to the applicant or a power of attorney with the legal capacity (The attorney vested with the relevant legal capacity can sign the request by virtue of the submitted power of attorney) + the ID of the duly authorized applicant or the attorney.
- 2- A recent (maximum three months old) official copy of the sole proprietorship commercial registry evidencing all amendments and the branch requested to be crossed out.
- 3- A photocopy of the tax card of the sole proprietorship.
- 4- The deed of possession of the branch intended to be added (a contract of tenancy whose date is registered at the Real Estate Publicity Department / title deed valid for notarization or registration at the Register of Real Property) made in the name of the sole proprietorship; such contract or title deed must state the purpose of use of said branch.

Steps

- 1- Select the service, take a number from the queue machine on the ground floor and go to the relevant window at the Technical Services General Department at the Investment Services Sector to submit the application together with the aforementioned documents.
- 2- Pay service fees.
- 3- Receive the original approval after it has been approved.



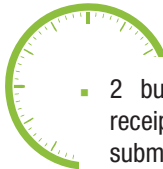
Fees

Service Description	Value	Payable to	Methods/places of payment
Request for a recommendation addressed to various bodies (Municipality/ Commercial Register/ Investment Tax/ Customs/ Electricity/...)	EGP 400	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Service Time



- 2 business days from the date of receipt of the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

V. Government Services

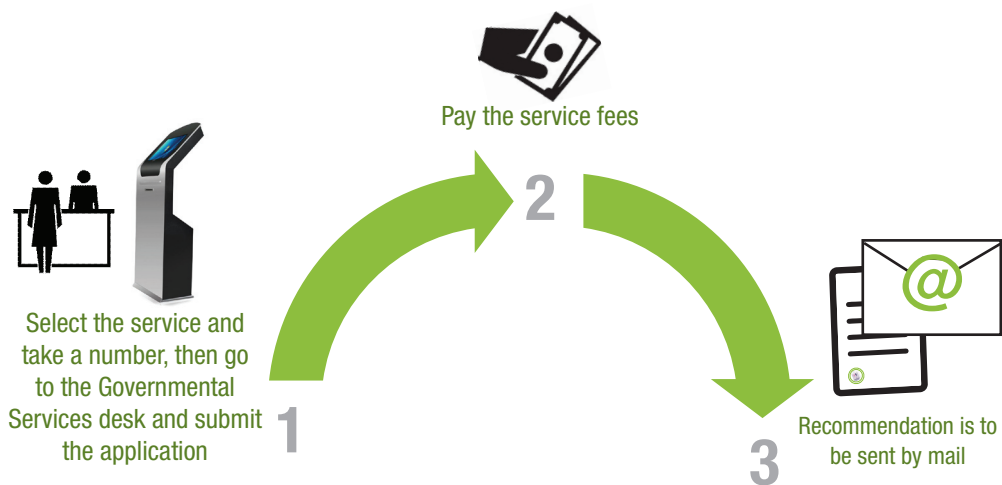
Request for Recommendation to the Customs for the Temporary Release of a Passenger-type Vehicle on Temporary Release Basis

Required Documents

- 1- A request addressed to the Head of the Investment Services Sector (duly signed and bearing the seal of the company) that includes full data of the vehicle (brand – model – motor number – chassis number – color – the customs department to which the recommendation is intended to be sent) and full data about the investor who is the owner of the vehicle.
- 2- A photocopy of the commercial registry or a recent (no more than 3 months old) certificate of data from the Commercial Register evidencing that the vehicle owner continues to have the capacity of an investor in the company and that such capacity is not irreversible by disengagement “Takharoj”.
- 3- A valid original passport, comprising a valid residence permit that specifies the place of residence of the investor, and a photocopy of the passport, which must be matched against it.
- 4- A photocopy of the incorporation decision or the investment gazette including the name of the foreign investor requesting the vehicle, provided that the investor must be the founder of the company.
- 5- A photocopy of the car invoice or license + a photocopy of the trip tick book.
- 6- An official power of attorney at the Real Estate Publicity Department from the BoD chairperson or whomever authorized to sign on the company's behalf when acting before the governmental entities. The power of attorney may be replaced by an authorization of whomever authorized to sign following signature being attested to be valid by a bank.
- 7- A receipt evidencing the payment of service fee.

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents
- 2- Pay the service fees.
- 3- Recommendation is to be sent by mail to the Director General of the Customs Department where the vehicle is.



Fees

Service Description	Value	Payable to	Methods/places of payment
Recommendation to the Customs for the temporary release of a passenger-type vehicle on temporary release basis	EGP 500	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 2 business days from the date of receipt the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Recommendation on Investor Entry Visa «Companies Governed by the Provisions of the Investment Law»

Required Documents

- 1- A request for entry visa printed out on the company letterhead, addressed to the Head of Investment Services Sector, duly signed, bearing the company's seal, and evidencing the name, nationality, capacity and passport number.
- 2- One (1) photocopy of the investor's passport.
- 3- The company's commercial registry or a recent certificate of data (no more than 3 months old) evidencing the following: the name of the residence permit beneficiary, his/her nationality, capacity, powers, the issued capital of the company, the individual authorized to sign on behalf of the company and the laws governing the company.
- 4- In respect of partnerships, a bank certificate, indicating that 25% of the company's cash capital has been deposited, must be submitted. In respect of sole proprietorships, a bank certificate must be submitted, indicating a blocked deposit of two hundred thousand dollars (\$200,000) for one year in one of the registered banks at the Central Bank of Egypt. The bank must acknowledge not to disburse the deposit without a letter from GAFI sent after verifying that the company carries on the activity.
- 5- In respect of projects that have not started the activity yet and have been established for one year, photocopies of the documents demonstrating seriousness must be submitted by such projects.
- 6- An official power of attorney at the Real Estate Publicity Department by the BoD chairperson or whomever authorized to sign on behalf of the company; such power of attorney must include a stipulation to the effect that the attorney may complete residence procedures or act before the governmental entities on behalf of the chairperson. The power of attorney may be replaced by an authorization of whomever authorized to sign following signature being attested to be valid by a bank.

(The requests of companies operating under the Free Zones System must be directed to the Free Zones Sector.)

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector, and submit the application (investor data) or the letter of the relevant Free Zone, in which the project operates, together with the aforementioned documents.
- 2- Follow up by telephone on the recommendation addressed to the Immigration Department at Tahrir Complex, particularly GAFI's recommendation on recruitment in respect of newly incorporated companies, companies that started their activity or are serious in carrying on activity. Upon receiving the approval of the Immigration Department for the entry of the investor, companies are to be informed in case they follow up on the approval.



1
Select the service and take a number, then go to the Governmental Services desk and submit the application



2

Follow up by telephone on the recommendation addressed to the Immigration Department

Fees

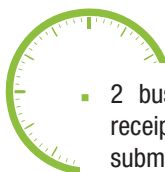
Nil

Service Place



Ground Floor

Service Time



- 2 business days from the date of receipt the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Recommendation on Temporary Residence Permit for Investors of Companies Governed by the Provisions of the Investment Law

Required Documents

- 1- A request for granting residence permit to the investor, printed out on the company letterhead, addressed to the Head of the Investment Services Sector, duly signed, bearing the company's seal and evidencing the investor's name, nationality, capacity, and passport number.
- 2- A photocopy of the passport of the investor.
- 3- The company's commercial registry or a recent certificate of data (no more than 3 months old) evidencing the following: the name of the residence permit beneficiary, his/her nationality, capacity, powers, the issued capital of the company, the individual authorized to sign on behalf of the company and the laws governing the company.
- 4- In respect of partnerships, a bank certificate, indicating that 25% of the company's cash capital has been deposited, must be submitted. In respect of sole proprietorships, a bank certificate must be submitted, indicating a blocked deposit of two hundred thousand dollars (\$200,000) for one year in one of the registered banks at the Central Bank of Egypt. The bank must acknowledge not to disburse the deposit without a letter from GAFI sent after verifying that the company carries on the activity.
- 5- In respect of projects that have not started the activity yet and have been established for one year, photocopies of the documents demonstrating seriousness must be submitted by such projects.
- 6- An official power of attorney at the Real Estate Publicity Department by the BoD chairperson or whomever authorized to sign on behalf of the company; such power of attorney must include a stipulation to the effect that the attorney may complete residence procedures or act before the governmental entities. The power of attorney may be replaced by an authorization by the BoD chairperson following signature being attested to be valid by a bank.

(The requests of companies operating under the Free Zones System must be attached to the letter of the relevant Free Zone).


Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector, and submit the application together with the aforementioned documents.
- 2- After the service time has lapsed, go to the Investment Passport Office, at the designated hall for this purpose, to receive the recommendation on granting a one –year residence permit to the investor.



Fees

Nil

<p>Service Place</p>  <p>Ground Floor</p>	<p>Service Time</p>  <ul style="list-style-type: none"> 2 business days from the date of receipt the application or complete submission of required documents.
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Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or “WhatsApp”.

Request for Recommendation on Renewal of Temporary Residence Permit for Investors of Companies Governed by the Provisions of the Investment Law

Required Documents

- 1- A request printed out on the company letterhead, addressed to the Head of the Investment Services Sector, duly signed, bearing the company seal, and evidencing the name, nationality, passport number, and residence date.
- 2- A photocopy of the investor's passport indicating the previous residence.
- 3- The company's commercial registry or a recent certificate of data (no more than 3 months old) evidencing the following: the name of the residence permit beneficiary, his/her nationality, capacity, powers, the issued capital of the company, the individual authorized to sign on behalf of the company and the laws governing the company.
- 4- In respect of projects that have not started the activity yet and have been established for one year, the documents demonstrating seriousness must be submitted by such projects.
- 5- An official power of attorney at the Real Estate Publicity Department by the BoD chairperson or whomever authorized to sign on behalf of the company; such power of attorney must include a stipulation to the effect that the attorney may complete residence procedures or act before the governmental entities. The power of attorney may be replaced by an authorization by the BoD chairperson following signature being attested to be valid by a bank.

(The requests of companies operating under the Free Zones System must be attached to the letter of the relevant Free Zone).

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector, and submit the application together with the aforementioned documents.
- 2- After the service time has lapsed, go to the Investment Passport Office, at the designated hall for this purpose, to receive the request of renewal of residence in the event of commencement of activity or seriousness of carrying out the project.



1
Select the service and take a number, then go to the Governmental Services desk and submit the application



2
Receive the request of renewal of residence from the Investment Passport Office

Fees

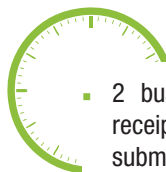
Nil

Service Place



Ground Floor

Service Time



- 2 business days from the date of receipt the application or complete submission of required documents.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or “WhatsApp”.

Request for recruiting a Subordinate

Required Documents

- 1- A request by the company to be duly signed by the BoD chairperson or whomever duly authorized to sign and manage the company.
- 2- An acknowledgement by the guarantor to bear responsibility for the subordinate.
- 3- Three (3) photocopies of the passport of the guarantor and the subordinate respectively.
- 4- A recent certificate of data evidencing the capacity of the guarantor, the capital of the company, the laws governing the company, and whomever authorized to sign on behalf of the company.
- 5- The social insurance letter evidencing the number of the insured Egyptian workers in the event of recruiting the subordinate based on the number of the labor, bearing the seal of Arab Republic of Egypt.
- 6- Service fees payment receipt.
- 7- Upon request being submitted, an official power of attorney at the Real Estate Publicity Department by the BoD chairperson or whomever authorized to sign on behalf of the company; such power of attorney must include a stipulation to the effect of completing the residence procedures of subordinates or act before the governmental entities. The power of attorney may be replaced by an authorization by the BoD chairperson following signature being attested to be valid by a bank.

(The requests of companies operating under the Free Zones System must be attached to the letter of the relevant Free Zone).

- 8- In case of Filipino subordinates, a notarized work contract must be submitted. Otherwise, the request of the company must evidence the subordinate is from another country other than the Philippines.

Note:

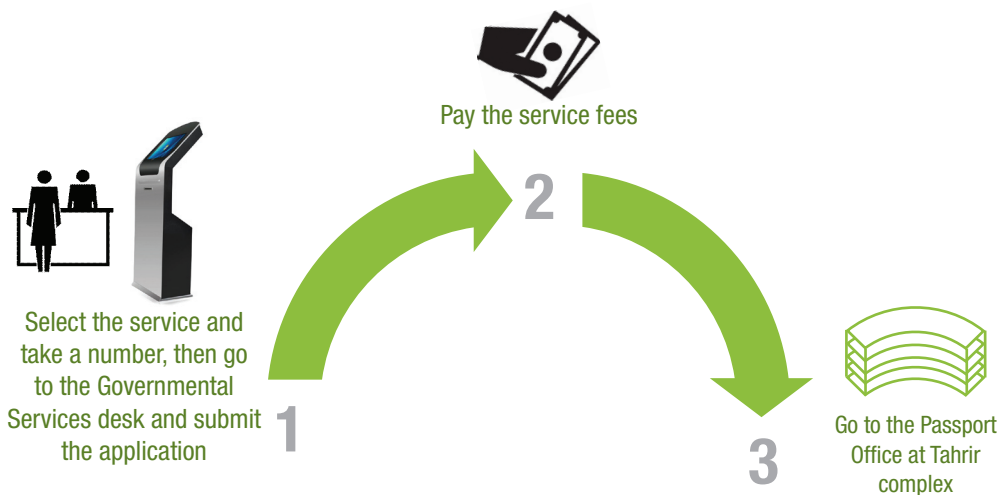
- In the event of recruiting a subordinate to the company, the issued capital must be USD 1 million or the equivalent thereof in Egyptian Pounds upon incorporation, or the company must have 50 Egyptian workers registered in Social Insurance Application Form (2).
- In the event of recruiting 2 subordinates to the company, the issued capital must be USD 3 million or the equivalent thereof in Egyptian Pounds upon incorporation, or the company must have 150 Egyptian workers registered in Social Insurance Application Form (2).

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application which must include: the data of the subordinate, the letter of Free Zone in which the project operates, together with the aforementioned documents.

2- Pay the service fees.

3- Go to the Passport Office at Tahrir complex; GAFI recommendations on recruiting subordinates are made in favor of companies that started engagement in activity or demonstrated seriousness in executing their projects.



Fees

Service Description	Value	Payable to	Methods/places of payment
Recruiting a subordinate	EGP 10000/ a subordinate	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Service Time

- In respect of companies that started engagement in activity, 2 business days from the day subsequent to the date on which the application has been duly received.
- In respect of companies that did not start engagement in activity, 2 business days from the date on which the project execution status has been duly sent from the Companies Sector.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Recommendation on Granting a One-year Residence Permit to a Subordinate

Required Documents

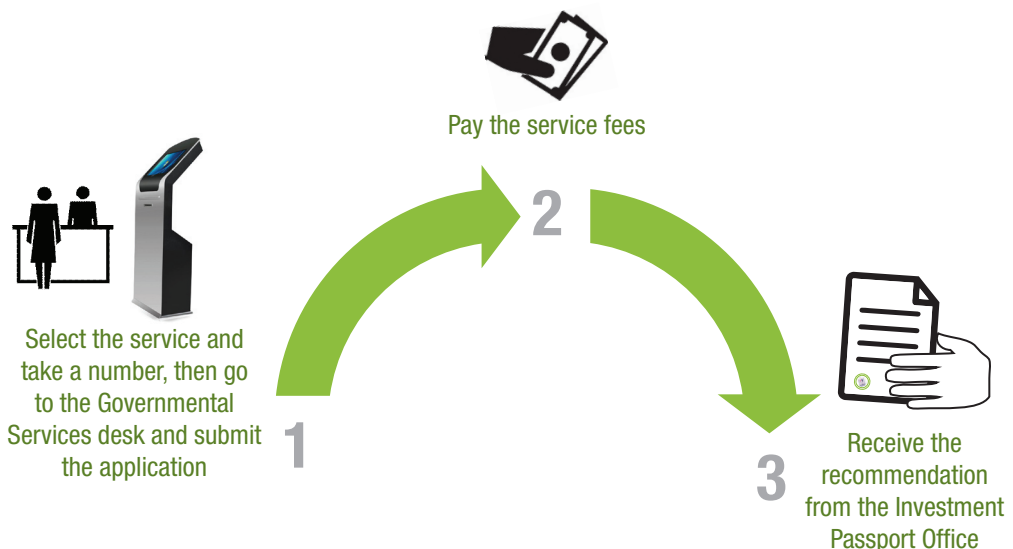
- 1- A request by the company to be duly signed by the BoD chairperson or whomever authorized to sign or manage the company.
- 2- Immediately upon the arrival of the subordinate an HIV/AIDS-free certificate, to be obtained from a governmental hospital and sealed by the official seal of A.R.E, must be submitted.
- 3- A photocopy of the subordinate's passport indicating the date of entry; the original passport must be matched against the said copy.

(The requests of companies operating under the Free Zones System must be attached to the letter of the relevant Free Zone).

- 4- Service fees payment receipt.

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents.
- 2- Pay the service fees.
- 3- Go to Investment Passport Office at the designated hall for this purpose after the service time has lapsed to receive the recommendation on granting a one-year residence to a subordinate.



Fees

Service Description	Value	Payable to	Methods/places of payment
Granting a one-year residence permit to a subordinate	EGP 10000 /a subordinate	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- In respect of companies that started engagement in activity, 2 business days from the day subsequent to the date on which the application has been duly received.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Renewal of Residence of a Subordinate

Required Documents

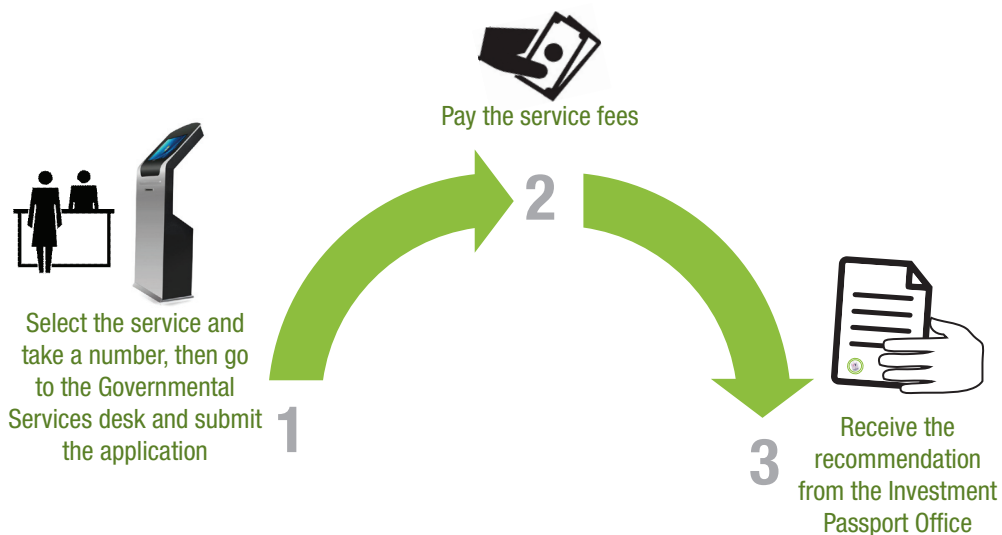
- 1- A request by the company to be duly signed by the BoD chairperson or whomever authorized to sign or manage the company.
- 2- A photocopy of the subordinate's passport evidencing the previous residence.
- 3- A recent (maximum 3 months old) certificate of data evidencing the capacity of the grantor, the capital of the company, whomever authorized to sign on behalf of the company, and the laws governing the company.
- 4- In the event that the subordinate left the Arab Republic of Egypt («A.R.E») within the period of the previous residence, an original HIV/AIDS-free certificate to be obtained from a governmental hospital and sealed by the official seal of A.R.E must be submitted. In the event the subordinate did not leave A.R.E, only his/her original passport must be checked.
- 5- The social insurance letter evidencing the number of the insured Egyptian workers in the event of recruiting the subordinate based on the number of the labor, bearing the seal of Arab Republic of Egypt.

(The requests of companies operating under the Free Zones System must be attached to the letter of the relevant Free Zone).

- 6- Service fees payment receipt.

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents.
- 2- Pay the service fees.
- 3- In case of having engaged in activity or having demonstrated seriousness, go to the Passport Office at the hall designated for that purpose, after the service time has lapsed, to receive, the recommendation on the renewal of the residence.



Fees

Service Description	Value	Payable to	Methods/places of payment
Renewal of a Subordinate's Residence	EGP 10000 /a subordinate	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Service Time

- In respect of companies that started engagement in activity, 2 business days from the day subsequent to the date on which the application has been duly received.
- In respect of companies that did not started engagement in activity, 2 business days from the date on which the project execution status has been duly sent from the Companies Sector.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Recommendation on Recruiting Foreign Labor (Entry Visa) to Work in the Arab Republic of Egypt for Companies Governed by the Provisions of the Investment Law

Required Documents

- 1- A request addressed to the Head of the Investment Services Sector, signed by whomever authorized to sign, bearing the company's seal and evidencing the data of the foreigners requested to be recruited (name – nationality – job – passport number – birth date).
- 2- Two (2) photocopies of the passport.
- 3- A photocopy of a recent commercial registry (required for once).
- 4- A photocopy of Social Insurance Application Form (2) for the current year + a letter made by the company to evidence the total number of Egyptian labor and their wages as well as the total number of foreign labor (to be submitted once per year).
 - In respect of internal investment, the percentage of foreign labor compared to Egyptian labor is 10% (one foreign worker to 9 Egyptians).
 - In respect of projects operating in the free zones and governed by the provisions of Law No. 8 of 1997, the percentage of foreign labor compared to Egyptian labor is 25% throughout the term of the company.
 - In respect of projects operating in the free zones and governed by the provisions of Law No. 72 of 2017, the percentage of foreign labor to Egyptian labor is 20%.
 - If the project is newly incorporated and has not started, the company is exempted from the aforementioned form, provided that the jobs offered to the labor are one of the following (financial manager – administrative manager – assembling technician) [the legal ratio is not applicable].
- 5- An official power of attorney at the Real Estate Publicity Department by the BoD chairperson or whomever authorized to sign on behalf of the company; such power of attorney must include a stipulation to the effect of completing the procedures of obtaining and renewing foreign labor work permits, or act before the governmental entities. The power of attorney may be replaced by an authorization by the BoD chairperson following signature being attested to be valid by a bank.
- 6- In the case of South East Asian nationalities (Pakistan – India – Sri Lanka – Philippines – Bangladesh – Indonesia – Myanmar):
 - A photocopy of an experience letter authenticated by the Egyptian Embassy at the foreigner country or by the Egyptian Ministry of Foreign Affairs.
 - A photocopy of employment contract authenticated by the Ministry of Foreign Affairs of the foreign worker's country and the Egyptian Embassy.
 - Workers in professions that require obtaining practice license:
 - In respect of physicians and nurses, the approval of the Ministry of Health.
 - In respect of pilots, the approval of the Ministry of Civil Aviation.

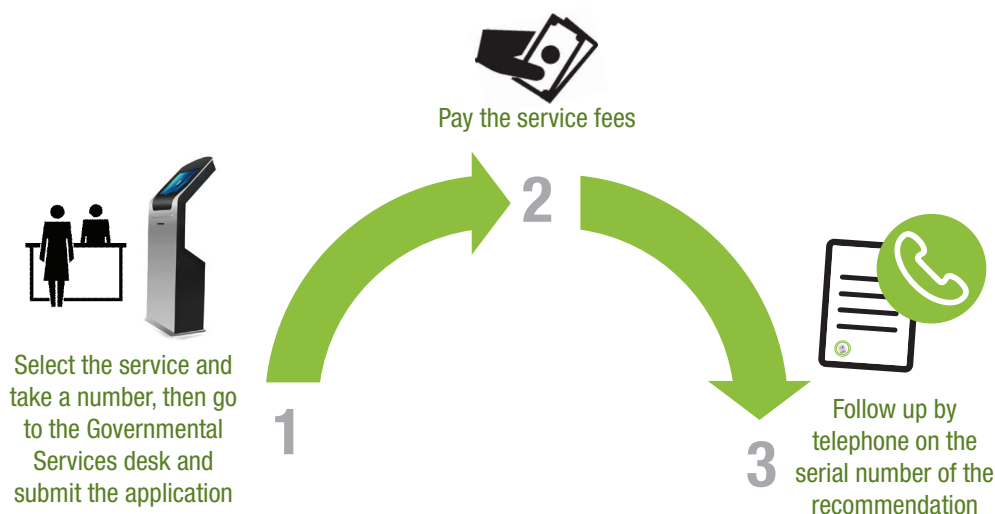
- In respect of artists, the approval of the Theatrical Professions Syndicate, and the Syndicate of Musical Professions per each area of specialization.
- In respect of engineers, the approval of the Syndicate of Engineers.
- In respect of applied arts designers, the approval of the Syndicate of Applied Arts Designers.
- In respect of waters activities, the approval of the Chamber of Diving and Watersports.
- In respect of seafarers, a marine work permit to obtained from the Egyptian Authority for Maritime Safety.
- In respect of sports coaches and players, the approval of the General Syndicate of Sports Professions together with the approval of the National Council of Youth.
- If the recruitment is for a limited period (temporary), this must be specified in the request. In addition, the request must comprise the exact limited period, the limited period start date, and the purpose of recruitment.

(The requests of companies operating under the Free Zones System must be attached to the letter of the relevant Free Zone).

7- Service fees payment receipt.

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents.
- 2- Pay the service fees in cash.
- 3- Follow up by telephone on the serial number of the recommendation directed to the Ministry of Manpower and Immigration, since GAFI's recommendation on recruitment is sent to the said Ministry.



Fees

Service Description	Value	Payable to	Methods/places of payment
Recruiting Foreign Labor (Law No. 72 of 2017)	EGP 1000/ foreign individual	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Recruiting Foreign Labor for a limited period (Law No. 72 of 2017)	EGP 1000/ foreign individual		

Service Place



Ground Floor

Service Time



- 2 business days from the day subsequent to the date on which the application has been duly received.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Carrying out Procedures in Connection with Obtaining Work Permits for Foreigners (Companies Governed by the Investment Law)

Required Documents

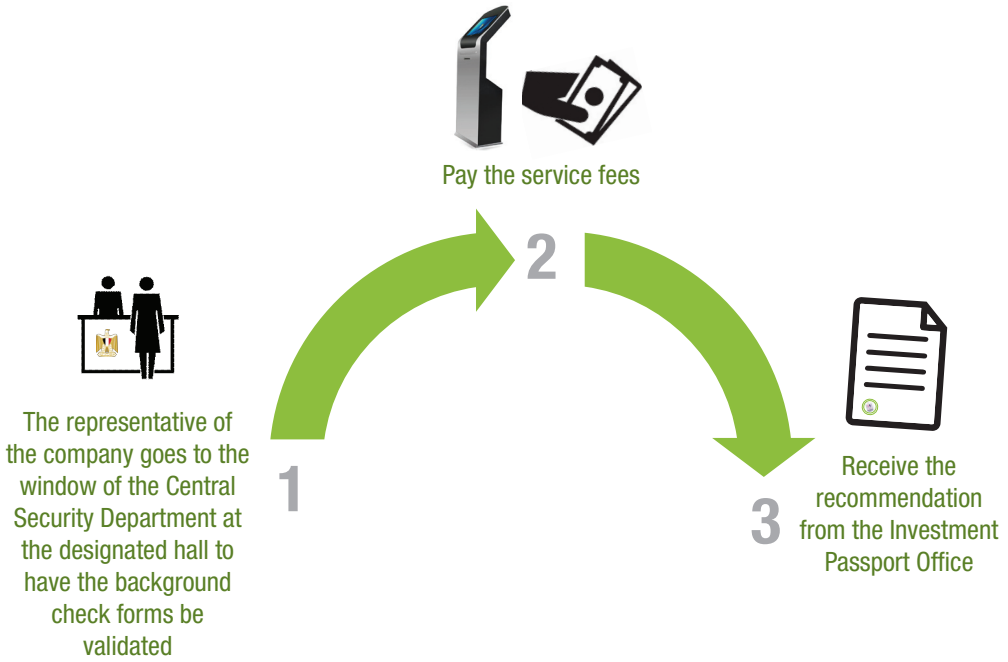
- 1- A request addressed to the Head of the Investment Services Sector and giving the data of foreigners whose work permits are requested to be obtained.
- 2- The original passport together with a photocopy thereof in which entry visa is cited; the photocopy must be matched against the original passport.
- 3- A seal from the Central Security Department evidencing that the background check forms have been received.
- 4- A photocopy of the Social Insurance Application Form (2) for the current year (to be submitted once per year).
- 5- A letter from the Ministry of Manpower and Immigration evidencing that the foreigner has been approved to be recruited; such letter must include the serial number given by the Ministry of Manpower and Immigration to the said approval.

(The requests of companies operating under the Free Zones System must be attached to the letter of the relevant Free Zone).

- 6- Service fees payment receipt.

Steps

- 1- The representative of the company requesting work permits for foreigners goes to the window of the Central Security Department at the designated hall for this purpose to have the background check forms be validated. Upon verifying the validity of the background check forms, the appropriate security officer acknowledges to have received the background check forms giving the representative an acknowledgment to that effect duly signed by such security officer and sealed by the official seal of the Central Security Department, so that the representative submits them together with the documents required for obtaining the work permit recommendation.
- 2- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents, and pay the service fees.
- 3- Go to the Work Permits Office at GAFI and the Investment Passport Office concerned at the designated hall for this purpose, after the service time has lapsed, to submit two recommendations: one of which to the Work Permits Office to carry out the work permit procedures, and another to the Investment Passport Office so that the foreign worker receives a temporary residence permit for a period of six (6) months, until the result of the background check is received.



Fees

Service Description	Value	Payable to	Methods/places of payment
Carrying out procedures of obtaining work permits for foreigners	EGP 500/ foreign individual	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 2 business days, to make the recommendation on carrying out the procedures of obtaining work permits and temporary 6-month residence permits, to be counted from the day subsequent to the date on which the application has been duly received.
- 2 business days from the date on which the background check forms have been duly received to the effect the recommendation on granting a work permit be made.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

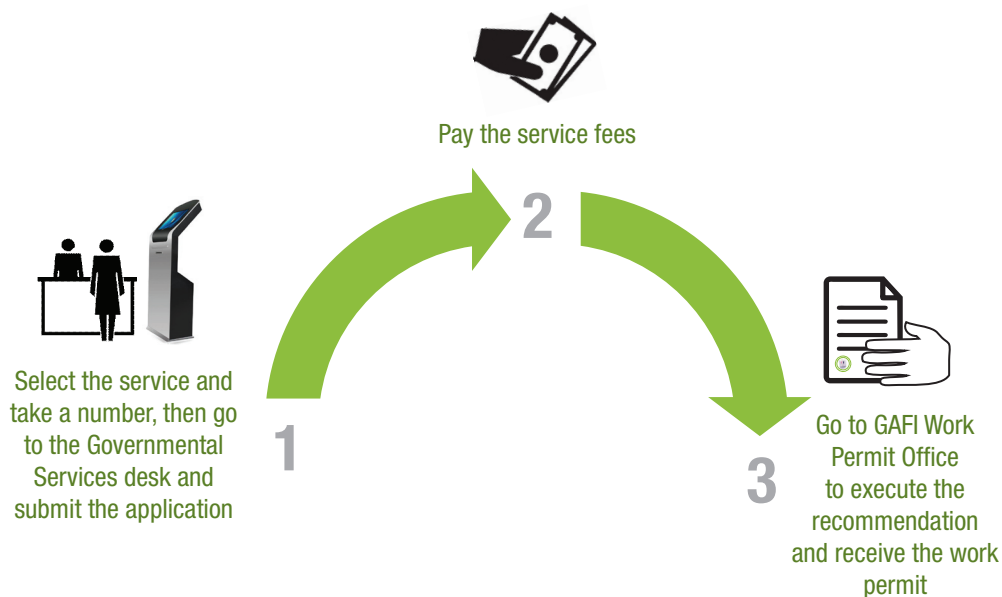
Request for Recommendation on Work Permits Renewal for Foreigners (Companies Governed by the Provisions of the Investment Law)

Required Documents

- 1- A request printed out on the company letterhead, addressed to the Head of the Investment Services Sector, duly signed, bearing the company seal, and evidencing the data of the foreigners whose work permits are requested to be renewed: the name, job, nationality, passport number, and work permit number.
- 2- The original passport together with a photocopy thereof in which the previous residence is cited; the photocopy must be matched against the original passport.
- 3- The original work permit, together with a copy of its front and back; the copy must be matched against the original work permit. The request for renewal of work permit must be submitted before the expiry of the permit validity period.
- 4- A photocopy of the Social Insurance Application Form (2) for the current year (to be submitted once per year).
 - The percentage of foreign labor compared to Egyptian labor is 10% (one foreign worker to 9 Egyptians).
(The requests of companies operating under the Free Zones System must be attached to the letter of the relevant Free Zone).
 - In respect of projects operating in the Free Zones and governed by the provisions of Law No. 8 of 1997, the percentage of foreign labor compared to Egyptian labor is 25% throughout the term of the company.
 - In respect of projects operating in the Free Zones and governed by the provisions of Law No. 72 of 2017, the percentage of foreign labor compared to Egyptian labor is 20%.
- 5- Service fees payment receipt.

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents
- 2- Pay the service fees.
- 3- Go to GAFI Work Permit Office to execute the recommendation and receive the work permit.



Fees

Service Description	Value	Payable to	Methods/places of payment
Work permit renewal	EGP 500/ foreign individual	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 2 business days from the day subsequent to the date on which the application has been duly received.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for the Issuance of Work Permits of Investors (For Companies Governed By The Provisions of Law no. 159 of 1981)

Required Documents

- 1- A request addressed to the Head of the Investment Services Sector (duly signed and bearing the seal of the company) that includes the data of the foreigners who need the work permits.
- 2- A recent original copy of the commercial registry according to the last formation of the Board of Directors (BoD) or general managers, or a recent certificate of data.
- 3- A list of shareholders or partners approved according to the last capital amendment must be submitted, and that is only for foreign shareholder or partner (who is neither members of BoD nor managers).
- 3- A photocopy of the passport.
- 4- Company's gazette or a photocopy of the notarized contract (In case of new incorporation).
- 5- Service fees payment receipt.

Steps


- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application which indicates (the name of the company- the legal structure of the company- the address- the name of the foreigner- the nationality of the foreigner- the passport number- the required job) together with the aforementioned documents.
- 2- Pay the service fees.
- 3- Go to Work Permits Office at GAFI after the lapse of the service provision time to receive the recommendation addressed to Work Permits Office in order to issue the work permits after the receipt of security bodies' approvals



Fees


Service Description	Value	Payable to	Methods/places of payment
Issuance of foreigner work permit (Law No. 159 of 1981)	EGP 500/ a foreign individual	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 2 business days from the receipt of security approval.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Recommendation to Renew the Work Permits of Foreign Investors (For Companies Governed By The Provisions of Law No. 159 of 1981)

Required Documents

- 1- A request addressed to the Head of Investment Services Sector duly signed and bearing the company's seal, evidencing the data of the foreigners who need their work permits to be renewed (name – job – nationality – passport number – work permit number)
- 2- A recent original copy of the commercial registry according to the last formation of the Board of Directors (BoD) or general managers, or a recent certificate of data.
- 3- A list of shareholders or partners approved according to the last capital amendment.
- 4- A photocopy of the passport and the original maybe requested to be checked.
- 5- Company's gazette and a photocopy of the notarized contract (In case of new incorporation).
- 6- The original copy of work permit, to be checked, and a photocopy of its two sides.
- 7- An official power of attorney at the Real Estate Publicity Department from the BoD chairperson or whomever authorized to sign on the company's behalf including the termination of the procedures of issuing a work permit or entitled to act before the governmental entities. The power of attorney may be replaced by an authorization from the BoD chairperson after an acknowledgement of validity of signature attested by a bank.
- 8- Service fees payment receipt.

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application which indicates (the name of the company- the legal structure of the company- the address- the name of the foreigner- the nationality of the foreigner- the passport number- the required job) together with the aforementioned documents.
- 2- Pay the service fees.
- 3- Go to Work Permits Office at GAFI after the lapse of the service provision time to receive the recommendation addressed to Work Permits Office in order to issue the work permits.



Fees

Service Description	Value	Payable to	Methods/places of payment
Renewal of foreigner work permit (Law No. 159 of 1981)	EGP 500/ a foreign individual	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Service Time



- 2 business days from the day subsequent to the date on which the application has been duly received after the receipt of the security approval.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for the Approval on the Registration of a Foreign Company Branch at the Commercial Register in Egypt

Required Documents

- 1- A request addressed to the Head of the Investment Services Sector, together with to a certified copy of an official power of attorney duly executed by the parent company in the name of the applicant; the original power of attorney must be checked against the certified copy.
- 2- A copy of the parent company's articles of association or an official commercial registry of the foreign company ratified by the Egyptian consulate abroad and the Egyptian Ministry of Foreign Affairs. This must be submitted together with an Arabic translation thereof + a photocopy.
- 3- The parent company's resolution approving the opening of a branch in Egypt. This resolution must be caused to be ratified by the Egyptian consulate abroad and the Egyptian Ministry of Foreign, and be translated into Arabic + a photocopy.
- 4- The parent company's resolution appointing the manager of the branch in Egypt. This resolution must be caused to be ratified by the Egyptian consulate abroad and the Egyptian Ministry of Foreign Affairs. This must be submitted together with an Arabic translation + a photocopy.
- 5- An acknowledgment by the parent company to the effect that it has not opened any branch in Egypt before. This acknowledgment must be caused to be ratified by the Egyptian consulate abroad and the Egyptian Ministry of Foreign Affairs. It must be also be submitted together with an Arabic translation thereof + a photocopy.
- 6- A bank certificate in the name of the branch, evidencing the deposit of an amount equivalent to EGP 5000 in any free currency as per the official exchange rate + a photocopy.
- 7- Two photocopies of the lease or purchase contract of the branch place of business. This contract must be registered at the Real Estate Publicity Department. The original contract must be matched against the said two copies.
- 8- Two photocopies of the contracting agreement or the agreement concluded on any operation in Egypt. The original agreement must be checked against the said two copies + a photocopy of the commercial registry of the Egyptian company with whom the agreement is concluded.
- 9- Complete background checks on the foreign company and the manager of the branch in Egypt.

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents.
- 2- Go to the Commercial Register Office at GAFI after the service time has lapsed to complete the registration procedures.



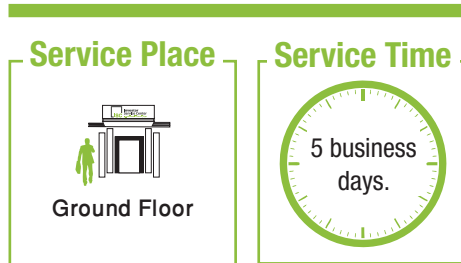
1
Select the service and take a number, then go to the Governmental Services desk and submit the application



2
Go to the Commercial Register Office at after the service time has lapsed to complete the registration procedures

Fees

Nil



Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

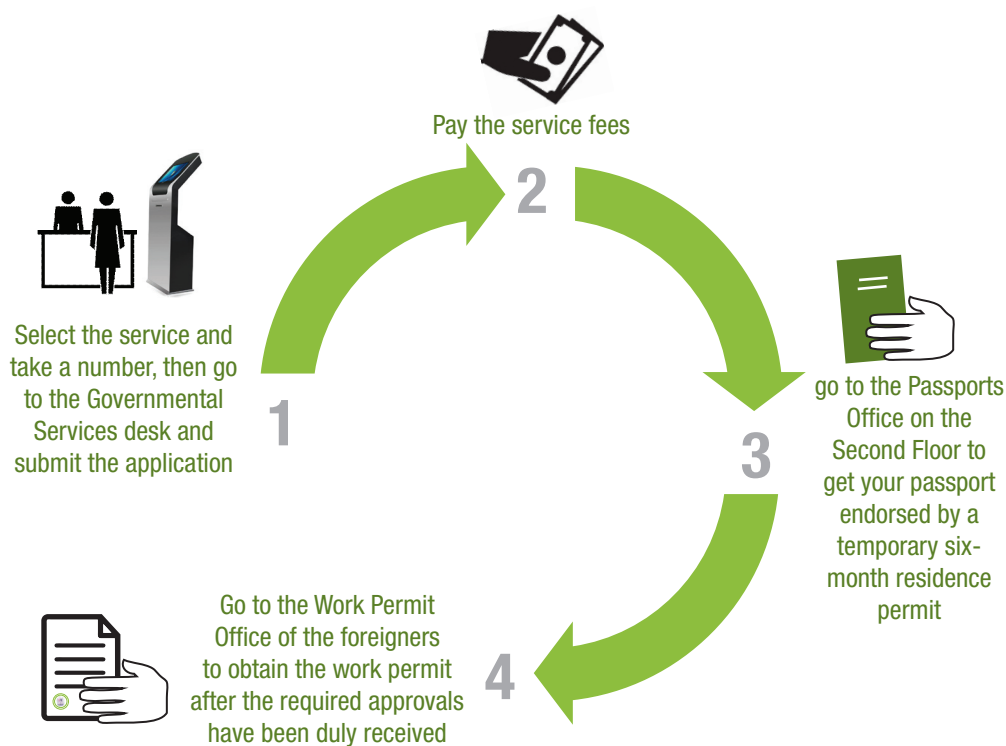
Request for a Recommendation on Granting a Work Permit to a Foreign Company Branch Manager

Required Documents

- 1- A request addressed to the Head of the Investment Services Sector evidencing the data of the manager (name, nationality, capacity and entry date; such request must be duly signed and bear the company's seal.
- 2- The original passport, together with a photocopy thereof, evidencing the entry date. The photocopy must be matched against the original passport.
- 3- An official power of attorney executed at the Real Estate Publicity Department by the BoD chairperson or whomever authorized to sign on behalf of the company. The said power of attorney must include a stipulation to the effect that the attorney be entitled to act before the governmental entities. The power of attorney may be replaced by an authorization made by the foreign manager following signature being attested to be valid by a bank.
- 4- A seal from the Central Security Department evidencing that the background check forms have been received.
- 5- Service fees payment receipt.
- 6- A recent commercial registry of the branch or a certificate of data on the branch to be obtained from the Commercial Register.

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents.
- 2- Pay the service fees.
- 3- After the service time has lapsed, go to the Passports Office on the Second Floor to get your passport endorsed by a temporary six-month residence permit until the relevant bodies give their approvals effecting work permit to be issued.
- 4- Go to the Work Permit Office of the foreigners to obtain the work permit after the required approvals have been duly received.



Fees

Service Description	Value	Payable to	Methods/places of payment
Recommendation on Granting a Work Permit to a Foreign Company Branch Manager	EGP 500	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 2 business days from the day subsequent to the date on which an application for a recommendation on granting a temporary six-month residence permit has been duly received.
- 2 business days to issue a work permit recommendation, as of the arrival of the relevant bodies approval, during the 6-month period of residence granted to the foreign manager.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

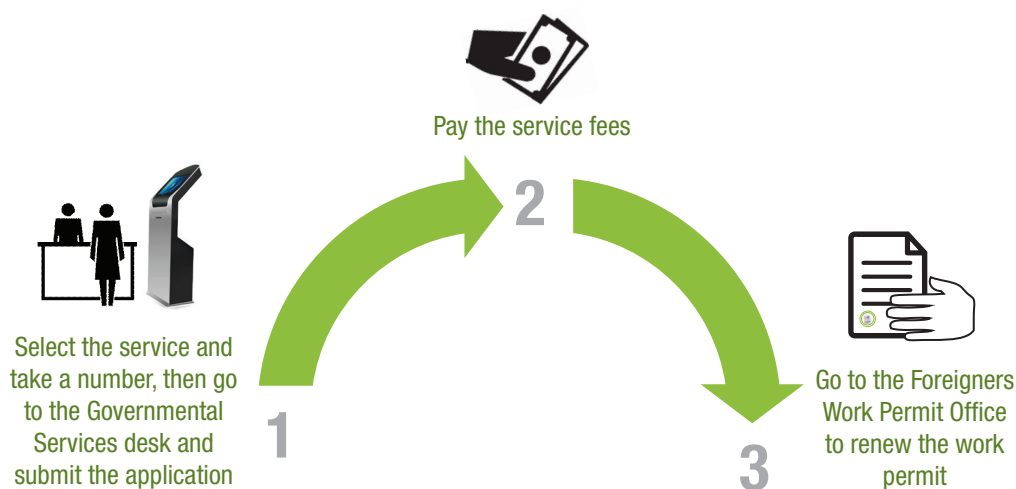
Request for a Recommendation on Renewal of a Work Permit of a Foreign Company Branch Manager

Required Documents

- 1- A request addressed to the Head of the Investment Services Sector evidencing the data of the manager (name, nationality, capacity and work permit serial number; such request must be duly signed and bear the company's seal.
- 2- The original passport, together with a photocopy thereof, evidencing the date on which the manager has arrived to the Arab Republic of Egypt. The photocopy must be matched against the original passport.
- 3- An official power of attorney executed at the Real Estate Publicity Department by the BoD chairperson or whomever authorized to sign on behalf of the company. The said power of attorney must include a stipulation to the effect that the attorney be entitled to act before the governmental entities. The power of attorney may be replaced by an authorization made by the foreign manager following signature being attested to be valid by a bank.
- 4- A photocopy of the front and back of the previous work permit.
- 5- Service fees payment receipt.
- 6- A recent commercial registry of the branch or a certificate of data on the branch to be obtained from the Commercial Register.

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents.
- 2- Pay the service fees.
- 3- Go to the Foreigners Work Permit Office to renew the work permit.



Fees

Service Description	Value	Payable to	Methods/places of payment
Recommendation on Renewal of a Work Permit of a Foreign Company Branch Manager	EGP 500	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 2 business days from the day subsequent to the date on which the application has been duly received.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

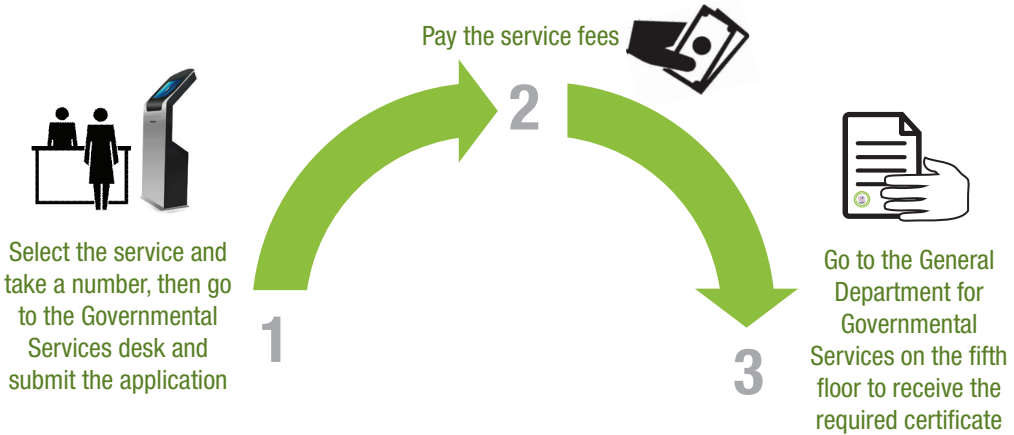
Representation Offices

Required Documents

- 1- An application for registration addressed to the Head of the Investment Services Sector using the application form designated for that purpose.
- 2- Evidence on submitting background checks on the foreign company and the manager of the representation office to the Security Central Department or the approval of the relevant bodies.
- 3- The foreign company's original articles of incorporation and association together with an Arabic translation of the summaries of both. The articles of incorporation and association must be ratified by the Egyptian embassy or consulate abroad or authenticated by the Authentication Office at the Egyptian Ministry of Foreign Affairs as well.
- 4- The foreign company's BoD original resolution approving the opening of a representation office thereof in Egypt and the appointment of the office manager. This resolution must be caused to be ratified by the Egyptian Embassy or consulate abroad or authenticated by the Authentication Office at the Egyptian Ministry of Foreign Affairs (after having matched the original against the copy), and be translated into Arabic.
- 5- Data of Representation Office Manager:
 - In case the manager is a foreigner, a statement evidencing his/her full name (first four names) in Arabic and English, and nationality must be submitted together with a photocopy of the passport.
 - In case the manager was Egyptian, a statement evidencing «the first three names, nationality, place of residence, ID number and date of issuance» must be submitted together with a photocopy of the ID.
- 6- A photocopy of the power of attorney of the applicant ratified by the Egyptian embassy or consulate abroad, or authenticated by the Authentication Office at the Egyptian Ministry of Foreign Affairs. The original power of attorney must be matched against the said photocopy.
- 7- A photocopy of the lease contract of the Representation Office, provided that the date of such contract is registered at the Real Estate Publicity Department.
- 8- A receipt evidencing the payment of EGP 1000 as office registration fees. The fees are refundable in case such office is not approved to be opened. In addition, a photocopy of the receipt evidencing payment of EGP 1000 fees for issuing a certificate of registration must be submitted.
- 9- A bank certificate addressed to the Investment Services Sector at GAFI to evidence that the representation office balance, transferred from abroad in any foreign currency, is equivalent to at least EGP 5,000.

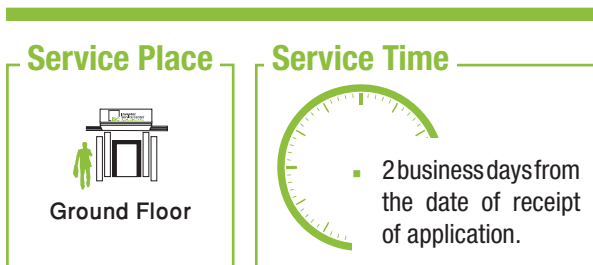
Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents.
- 2- Pay the service fees.
- 3- After the service time has lapsed, go to the General Department for Governmental Services on the fifth floor to receive the registration certificate and submit it to the office representative.



Fees

Service Description	Value	Payable to	Methods/places of payment
Registration fees of the office	EGP 1000	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
Each required registration certificate	EGP 1000		



Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

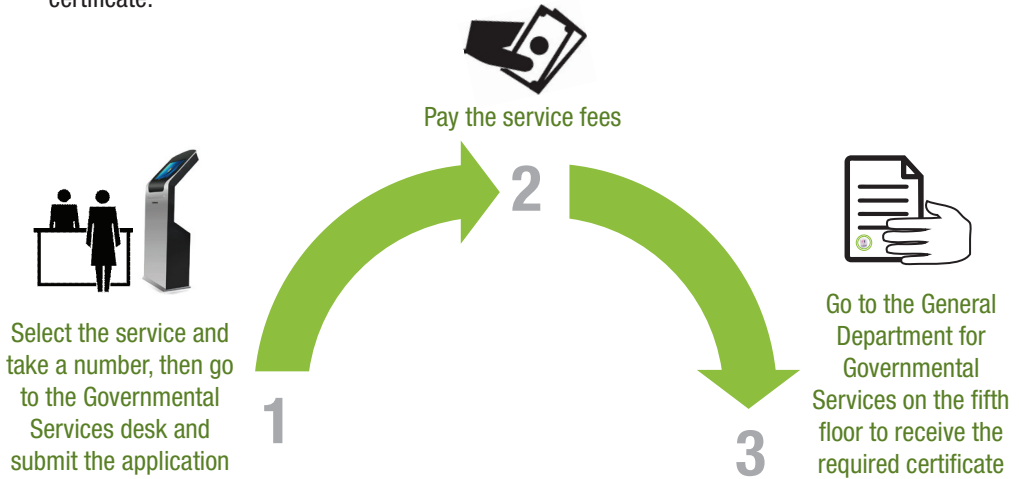
Request for a Recommendation to Amend the Data of the Representation Office and Obtain the Required Certificates (Change an Address- Change a Manager- Change the Name of the Parent Company)

Required Documents

- 1- A request addressed to the Head of the Investment Services Sector, duly signed and bearing the seal of the representation office evidencing the obtainment of a certificate or more with the required amendment from GAFI.
- 2- The power of attorney of the applicant.
- 3- In the event of changing the address:
 - An administrative decision from the manager of the representation office. Such decision must include the change of the address from the old one to new one.
 - The deed of possession of the new head office whose date is registered at the Real Estate Publicity Department.
- 4- In the event of changing the manager of the office:
 - An administrative resolution of the parent company abroad evidencing the appointment of the new manager. Such decision must include the standing of the previous manager (authenticated at the embassy+ Ministry of Foreign Affairs).
 - The new manager's personal ID
 - For Egyptians, the ID card
 - For foreigners, the passport
 - A background check on the new foreign manager.
 - GAFI's approval on the amendments.
- 5- In the event of changing the name of the parent company:
 - An administrative resolution of the parent company abroad evidencing the change of the company's name + a copy of the commercial registry of the parent company indicating the name prior and after the amendment (authenticated at the embassy+ Ministry of Foreign Affairs).
 - A background check on the new foreign company's name.
 - GAFI's approval on the amendments.
- 6- A receipt evidencing the payment of the fees required for the issuance of a certificate (this applies to the cross out/registration/true copy processes).
- 7- A CD comprising the request attachments.
- 8- A photocopy of the business engaged in by the office to the parent company abroad.

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents.
- 2- Pay the service fees.
- 3- Go to the General Department for Governmental Services on the fifth floor to receive the required certificate.



Fees


Service Description	Value	Payable to	Methods/places of payment
Each required certificate of amendment	EGP 1000/ a certificate	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
True copy	EGP 1000/ a certificate		

Service Place



Ground Floor

Service Time



- 2 business days from the day subsequent to the date on which the application has been duly received.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for Crossing out a Representation Office/ Obtaining a Certificate/ Obtaining a True Copy

Required Documents

1- A request to cancel and cross out the office, addressed to the Head of Investment Services Sector, signed by whomever authorized to sign on behalf of the company and sealed by the company's seal. The request must specify the number of certificates need to be obtained and the entities to which such certificates are to be directed.

Or

A request specifying the number of certificates need to be obtained and the entities to which such certificates are to be directed.

2- The power of attorney of the applicant to the effect that the applicant may carry out all procedures pertaining to the crossing out of the registration of the office.

3- An acknowledgement approving the crossing out of the registration, provided that the acknowledgment is duly signed by whomever so authorized by virtue of the said power of attorney.

4- The resolution of BoD or the acknowledgement of the parent company abroad approving that:

- The registration of the company's representation office be crossed out or the company's business be wind up in Egypt.
- This resolution must be caused to be ratified by the Egyptian embassy located at the country of the parent company and the Egyptian Ministry of Foreign Affairs. The said resolution must also be translated into Arabic by an approved translation office.

5- In case a true copy is requested, the following must be submitted:

- A request comprising the document required to be certified to be addressed to the Head of Investment Services Sector and to be duly signed and sealed by the company's seal together with a photocopy of the power of attorney.

6- A receipt evidencing the payment of the fees required for obtaining the certificate (this applies to the cross out/registration/true copy processes).

7- A CD comprising the request attachments.

8- A photocopy of the business engaged in by the office to the parent company abroad.

Steps

1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents.

2- Pay the service fees.

3- Go to the General Department for Governmental Services on the fifth floor to receive the required certificate.



Fees

Service Description	Value	Payable to	Methods/places of payment
Each required certificate of registration	EGP 1000/ a certificate	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.
True copy	EGP 1000/ a certificate		

Service Place



Ground Floor

Service Time



- 2 business days from the day subsequent to the date on which the application has been duly received.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for a Recommendation to Issue a Work Permit for a Manager of a Representation Office

Required Documents

- 1- A request addressed to the Head of the Investment Services Sector evidencing the data of the foreign manager/worker (the representation office name, address, the foreigner's name, passport number, job and academic qualifications. Such request must be duly signed and bear the office's seal.
- 2- The original passport, together with a photocopy thereof, evidencing the latest date on which the foreigner entered the Arab Republic Egypt. The photocopy must be matched against the original passport.
- 3- An official power of attorney executed at the Real Estate Publicity Department by the BoD chairperson or whomever authorized to sign on behalf of the company. The said power of attorney must include a stipulation to the effect that the attorney be entitled to act before the governmental entities. The power of attorney may be replaced by an authorization made by the foreign manager following signature being attested to be valid by a bank.
- 4- A recent statement, approved by the office manager, and comprising the data of the representation office employees including their nationalities and jobs.
- 5- A certified authenticated copy of the resolution of the parent company regarding the appointment of the foreigner, in addition to an Arabic translation thereof, or the decision of the office manager in case of employees being appointed by virtue of an authorization.
- 6- A photocopy of the certificate of registration of the representation office.
- 7- Service fees payment receipt.
- 8- A photocopy of the business engaged in by the office to the parent company abroad.

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents.
- 2- Pay the service fees.
- 3- Go to the Foreigners Work Permit Office to obtain a work permit after the necessary approvals have been duly received.



Fees

Service Description	Value	Payable to	Methods/places of payment
Recommendation to Issue a Work Permit for a Manager of a Representation Office	EGP 500	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 2 business days from the day subsequent to the date on which the application on the issuance of recommendation after receiving the approvals of the bodies concerned.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

Request for a Recommendation to Renew the Work Permit of a Manager of a Foreign Company Representation Office

Required Documents

- 1- A request addressed to the Head of the Investment Services Sector evidencing the data of the foreign manager/worker (the representation office name, address, the foreigner's name, passport number, job, academic qualifications and license number). Such request must be duly signed and bear the office's seal.
- 2- The original passport, together with a photocopy thereof, evidencing the latest date on which the foreigner entered the Arab Republic Egypt. The photocopy must be matched against the original passport.
- 3- An official power of attorney executed at the Real Estate Publicity Department by the BoD chairperson or whomever authorized to sign on behalf of the company. The said power of attorney must include a stipulation to the effect that the attorney be entitled to act before the governmental entities. The power of attorney may be replaced by an authorization made by the foreign manager following signature being attested to be valid by a bank.
- 4- A photocopy of the front and back of the previous work permit.
- 5- A recent statement, approved by the office manager, and comprising the data of the representation office employees including their nationalities and jobs.
- 6- A photocopy of the certificate of registration of the representation office.
- 7- Service fees payment receipt.
- 8- A photocopy of the business engaged in by the office to the parent company abroad.

Steps

- 1- Select the service and take a number from the queue machine on the ground floor, then go to the relevant desk at the General Department for Governmental Services at the Investment Services Sector and submit the application together with the aforementioned documents.
- 2- Pay the service fees.
- 3- Go to the Foreigners Work Permit Office on the second floors after the service time has lapsed to execute GAFI's recommendation in order to renew the work permit of the foreign manager.



Fees

Service Description	Value	Payable to	Methods/places of payment
Recommendation to Renew the Work Permit of a Manager of a Foreign Company Representation Office	EGP 500	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Ground Floor

Service Time



- 2 business days from the day subsequent to the date on which the application has been duly received after receiving the approvals of the bodies concerned.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".



VI. Publication



Issuing Free Gazette of Incorporation Decisions, and Articles of Incorporation and Association of Companies and Establishments that have been Incorporated

Required Documents

- 1- A request for publication on the gazette signed by the establishment owner or the partners, as the case may be, or signed by their attorney upon the start of the incorporation procedures at the Incorporation Department.
- 2- A power of attorney or an authorization made by the company or the establishment to the individual receiving the free gazette.
- 3- A copy of the personal ID or passport of the individual receiving the free gazette.

Steps

1. The Gazette Department receives the soft copy from the Incorporation Department after the completion of the incorporation procedures.
2. The applicant selects the service, takes a number from the queue machine on the fifth floor, and goes to the relevant window of the Gazette Department in order to receive the free printed copy of the gazette.



The Gazette Department receives the soft copy from the Incorporation Department

1



2



Selects the service, takes a number from the queue machine on the fifth floor, go to the Gazette Department and receive the free printed copy of the gazette

Fees

One free copy

Note

- For information about the publication status of the company's free gazette, dial 16035

Service Place



5th Floor

Issuing Additional Copies of the Gazette of Incorporation Decisions, and Articles of Incorporation and Association of Companies and Establishments that have already been Incorporated

Required Documents

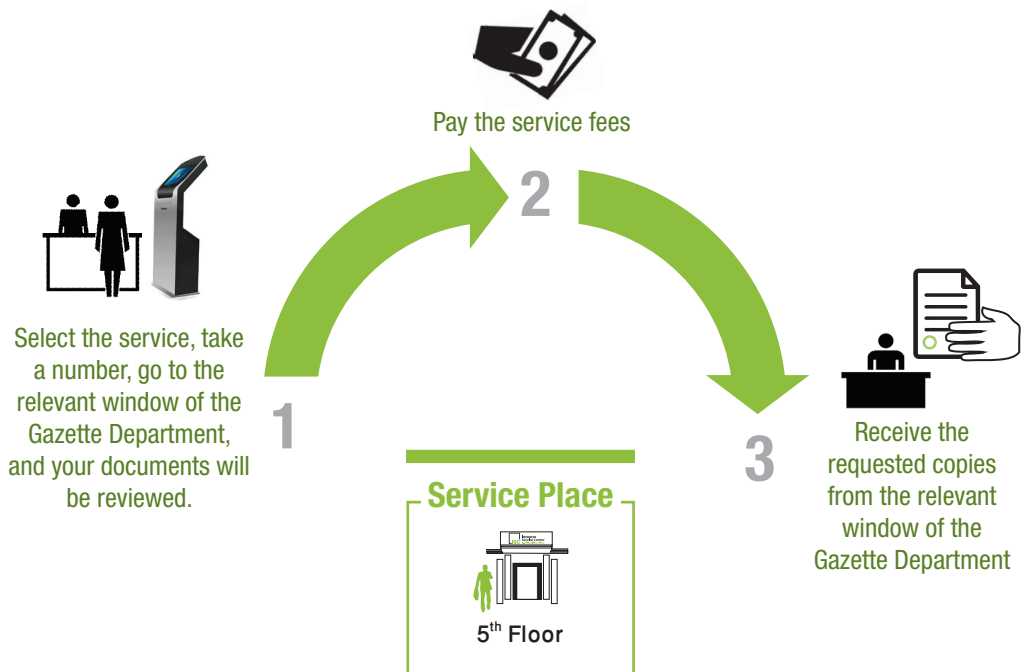
- 1- A request for publication in the gazette signed by the establishment owner or the partners as the case may be, or signed by an attorney or a duly authorized representative.
- 2- A power of attorney or an authorization made by the company or the establishment to the individual receiving the additional copies of the incorporation gazette.
- 3- A copy of the personal ID or passport of the individual receiving the additional copies of the incorporation gazette.
- 4- A copy of the issued free gazette.
- 5- Payment receipt for additional copies (original receipt + copy) as issued by the bank.
- 6- In case of publishing the incorporation decisions, articles of incorporation and articles of association of companies and establishments that have already been incorporated in English on French languages, a CD containing the English or French version must be submitted. The translation will be at the liability of the company.
- 7- A recent official copy of the commercial registry in case the incorporation is more than one month old.

Steps

- 1- Select the service, take a number from the queue machine on the fifth floor, and go to the relevant window of the Gazette Department, and your documents will be reviewed.
- 2- Pay the fees for additional copies to ALEXBANK on the ground floor at the Investment Service Center (the «ISC») or to the cash desk of the ISC at the governorates, or any branch within the Free Zones.
- 3- Receive the requested copies from the relevant window of the Gazette Department on the fifth floor from 9 AM to 12 PM to register the names, and receive them on the same day. In case you opt not receive the copies, this will be on your company's responsibility.

Note

- For information about the publication status of the company's free gazette, dial 16035



Publication

Fees

Service Description	Company Type	Value		Payable to	Place of payment
		Copies	Service Fees		
Publication of additional copies of the free gazette including the incorporation decision, articles of incorporation and association of companies and establishments that have already been incorporated	Joint stock companies	10	EGP 200 (Arabic only) EGP 400 (Arabic and English)	GAFI	ALEXBANK on the ground floor at the ISC or the cash desks of the branches
	Limited liability companies	10	EGP 150 (Arabic only) EGP 300 (Arabic and English)		
	<ul style="list-style-type: none"> ▪ General partnerships ▪ Limited partnerships 	10	EGP 100 (Arabic only) EGP 200 (Arabic and English)		
	Sole proprietorships	10	EGP 100 (Arabic only) EGP 200 (Arabic and English)		

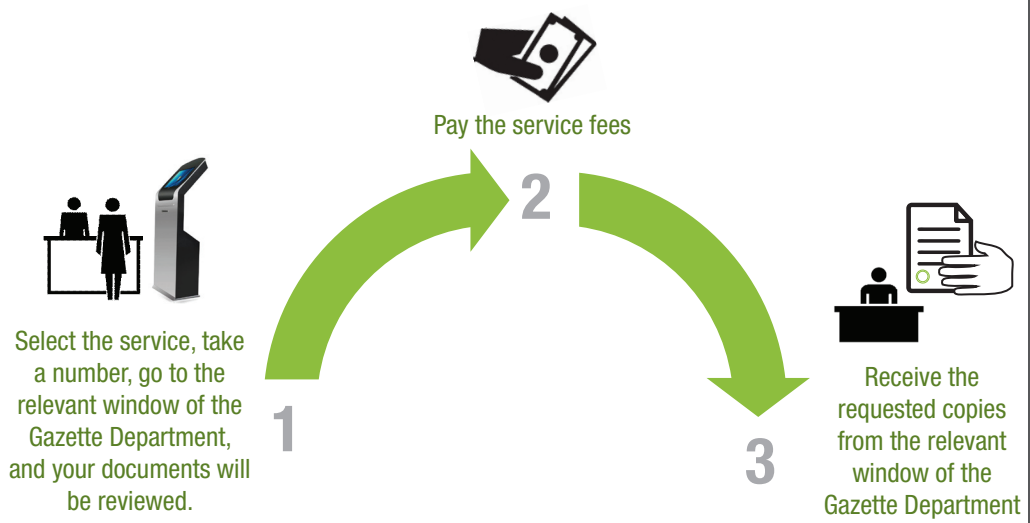
Publication of Amended Incorporation Decisions and Articles of Association of Companies and Establishments in the Investment Gazette

Required Documents

- 1- A request for publication in the gazette signed by the establishment owner or the partners, as the case may be, or signed by an attorney or a duly authorized representative.
- 2- A power of attorney or authorization made by the company or the establishment to the individual receiving the gazette.
- 3- A copy of the personal ID or passport of the individual receiving the gazette.
- 4- The document requested to be published.
- 5- A recent (maximum 3 months old) official copy of the commercial registry.
- 6- In case more than a year has elapsed since the passing of the amended decision or articles, a certified true copy of such decisions or articles must be submitted, such decision and/or articles must be sealed and notarized by the Real State Publicity Department and entered in the company's commercial registry.
- 7- In respect of sole proprietorships, a photocopy of the amendment request, which has been checked by the Department of Legal Affairs of Companies, must be submitted until receiving the approval of the Department of Legal Affairs of Companies on the requested amendment.
- 8- Publication service payment receipt (original receipt and copy).
- 9- A CD of the document requested to be published must be submitted together with an acknowledgment that the CD match the document requested to be published and be at the company's responsibility.

Steps

- 1- Select the service and take a number from the queue machine on the fifth floor and go to the relevant window of the Gazette Department, the documents will be checked
- 2- Pay the fees of publishing the amendment decisions and the articles of association of the companies and establishments at ALEXBANK branch on the ground floor at the Investment Service Center (the «ISC») or to the cash desk of the ISC at the governorates, or any branch within the Free Zones.
- 3- Receive the requested copies from the relevant window of the Gazette Department on the fifth floor from 9 AM to 12 PM to register the names, and receive them on the same day. In case you opt not receive the copies, this will be on your company's responsibility.



Fees

Service Description	Company Type	Value		Payable to	Place of payment
		Copies	Service Fees		
Publishing the amended articles of incorporation and association, and the amendments of sole proprietorships	<ul style="list-style-type: none"> ▪ Joint stock Companies ▪ Partnerships Limited by Shares ▪ Limited liability companies ▪ General partnerships ▪ Limited partnerships 	10	<ul style="list-style-type: none"> ▪ EGP 20 per page (maximum EGP 200 in Arabic only) ▪ EGP 40 per page (maximum EGP 400 in Arabic and foreign language) 	GAFI	ALEXBANK branch on the ground floor at the ISC in Cairo, or the cash desks of the branches
	Sole proprietorships	10	EGP 100 in Arabic, EGP 200 in Arabic and foreign language		

Note

- For information about the publication status of the company's free gazette, dial 16035

Service Place



5th Floor

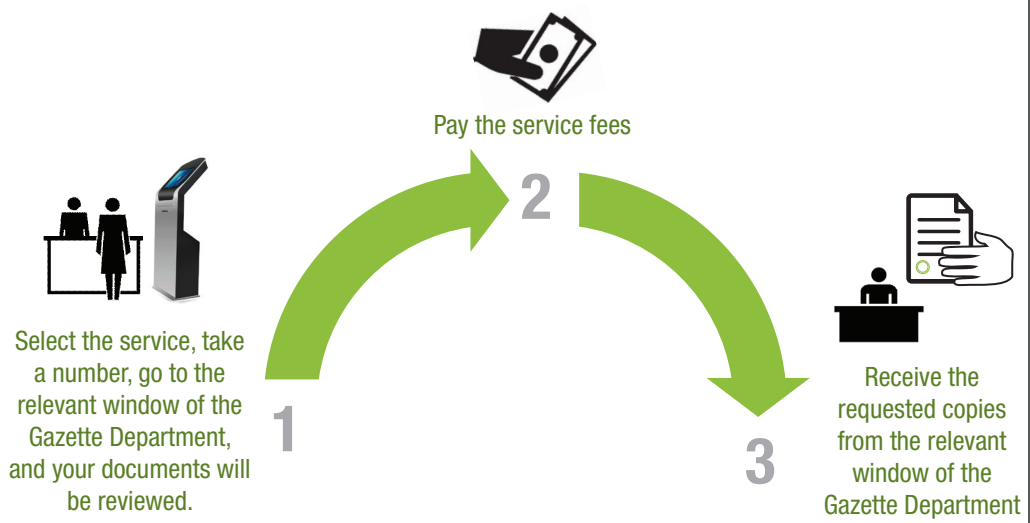
Publication of Certain Decisions of the Investment Gazette

Required Documents

- 1- A request for publication in the gazette signed by the establishment owner or the partners, as the case may be, or signed by an attorney or a duly authorized representative.
- 2- The power of attorney or the authorization made by the company or the establishment to the gazette recipient.
- 3- A photocopy of the personal ID or the passport of the gazette recipient.
- 4- Publication service payment receipt (the original receipt and a copy).
- 5- A recent (maximum 3 months old) official copy of the commercial registry.
- 6- The document requested to be published, which can be:
 - a. In respect of projects set up under the Free Zones System, GAFI CEO decision granting the privileges and exemptions stipulated in Law No. 72 of 2017, or the decision of engagement in activity; and in respect of companies set up under the Free Zones System, the true copy of the amendment or the decision of engagement in activity must be submitted.
 - b. In respect of companies established in accordance with the provisions of Law No. 72 of 2017 and Law No. 159 of 1981, GAFI CEO decision or GAFI CEO decision licensing the conversion of partnerships into corporations, or the merger with the articles of incorporation thereof.
- 7- A CD comprising the document requested to be published must be submitted together with an acknowledgement that the CD match the document to be published and be at the company's responsibility.

Steps

- 1- Select the service and take a number from the queue machine on the fifth floor and go to the relevant window of the Gazette Department, the documents will be checked
- 2- Pay the fees of publishing decisions of the Investment Gazette at ALEXBANK on the ground floor at the Investor Service Center ("ISC") in Cairo or to the cash desk of the ISC at the governorates, or any branch within the Free Zones.
- 3- Receive the requested copies from the relevant window of the Gazette Department on the fifth floor from 9 AM to 12 PM to register the names, and receive them on the same day. In case you opt not receive the copies, this will be on your company's responsibility.



Fees

Service Description	Company Type	Value		Payable to	Place of payment
		Copies	Service Fees		
<ul style="list-style-type: none"> Special decisions of engagement in activity in the Free Zones Decisions of enjoyment of the privileges and guarantees stipulated in Law No. 72 of 2017 	<ul style="list-style-type: none"> Joint stock Companies Partnerships Limited by Shares Limited liability companies 	10	EGP 20 per page (maximum EGP 100)	GAFI	ALEXBANK branch on the ground floor at the ISC in Cairo, or the cash desks of the branches
<ul style="list-style-type: none"> Publication of Decisions of merger and conversion 	<ul style="list-style-type: none"> General partnerships Limited partnerships 		Depending on the legal structure (maximum EGP 200)		

Note

- For information about the publication status of the company's free gazette, dial 16035

Service Place

5th Floor

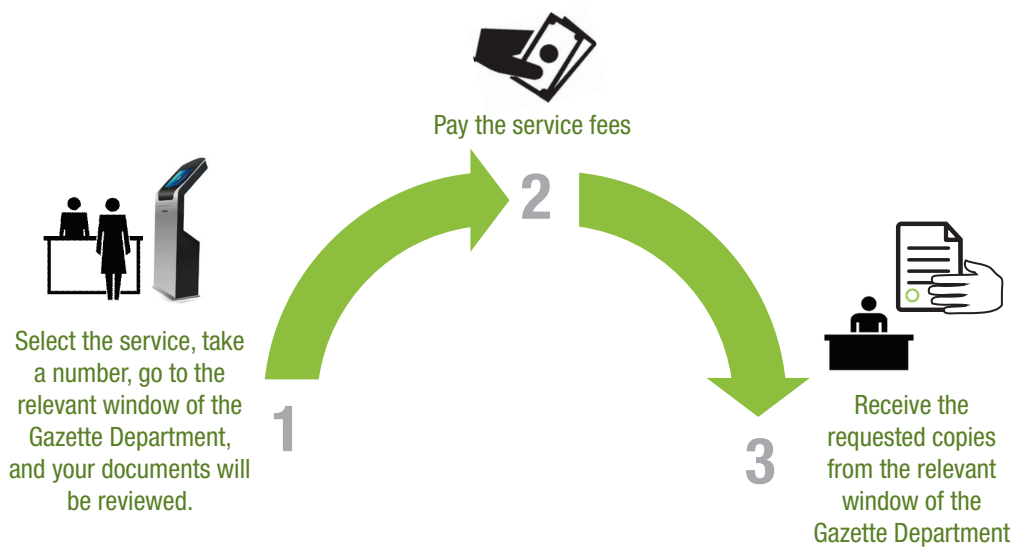
Ratification of the Investment Gazette to the Ministry of Foreign Affairs

Required Documents

- 1- A letter by the company requesting the gazette issues to be ratified for authentication by the Ministry of Foreign Affairs. The said letter must include: (1) the numbers and dates of the decisions; (2) the numbers of the articles that have been amended; (3) the numbers of the gazette issues and the dates on which the gazette issues were published.
- 2- Power of attorney or authorization made by the company or the establishment to the individual receiving the gazette to be ratified for authentication by the Ministry of Foreign Affairs.
- 3- A copy of the personal ID card or passport of the individual receiving the Gazette to be ratified for authentication by the Ministry of Foreign Affairs.
- 4- Publication service payment receipt (original receipt + copy).
- 5- A recent (maximum 3 months old) official copy of the commercial registry of the company.
- 6- Copies of the company's original gazette issues to be ratified for authentication by the Ministry of Foreign Affairs, evidencing the latest actual status of the company.
- 7- Only the Arabic version of the gazette will be ratified.

Steps

- 1- Select the service and take a number from the queue machine on the fifth floor and go to the relevant window of the Gazette Department, the documents will be checked
- 2- Pay the fees of the Gazette issues to be ratified for authentication by the Ministry of Foreign Affairs at ALEXBANK on the ground floor at the Investor Service Center ("ISC") in Cairo or to the cash desk of the ISC at the governorates, or any branch within the Free Zones.
- 3- Receive the requested copies from the relevant window of the Gazette Department on the fifth floor from 9 AM to 12 PM to register the names, and receive them on the same day. In case you opt not receive the copies, this will be on your company's responsibility.



Fees

Service Description	Value	Payable to	Place of payment
Ratification of investment gazette so that the relevant office of the Ministry of Foreign Affairs authenticates the decision or the articles of incorporation requested to be ratified.	EGP 100 per each decision or articles of incorporation requested to be ratified	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place

5th Floor

Note

- For information about the publication status of the company's free gazette, dial 16035

Correction of Mistake(s) in the Investment Gazette Copies

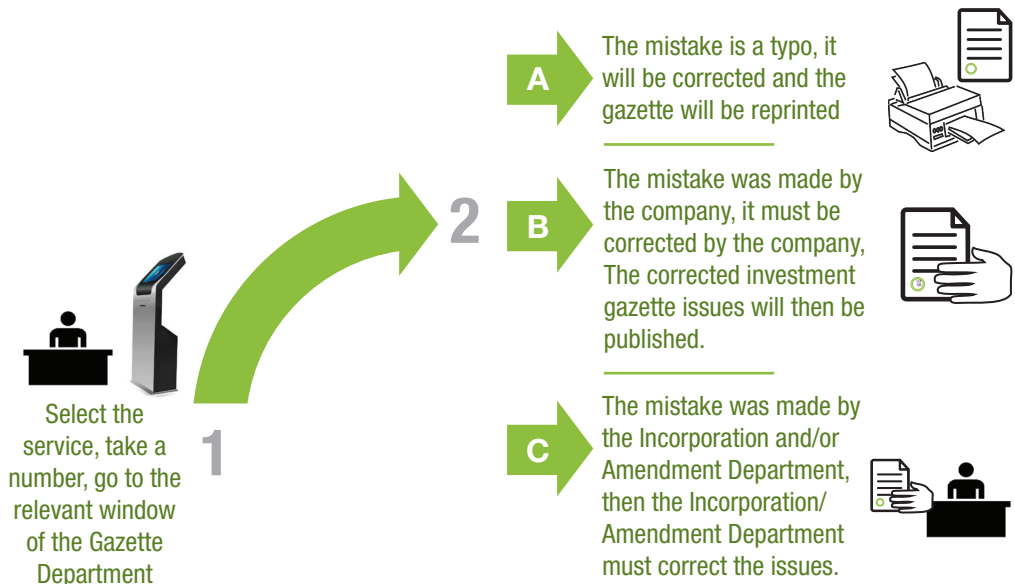
Required Documents

- 1- The investment gazette issues in which mistakes are found.
- 2- A copy of the document published in the gazette to verify whether the mistake is a typo or a content mistake.
- 3- A power of attorney or an authorization made by the company or the establishment to the individual receiving the gazette to be corrected.
- 4- A copy of the personal ID card or passport of the individual receiving the Gazette to be ratified for authentication by the Ministry of Foreign Affairs.

Steps

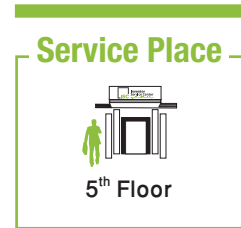
- **Select the service; take a number from the queue machine on the fifth floor; head to gazette department window so that mistakes could be reviewed.**

- A. If the mistake is a typo, it will be corrected and the gazette will be reprinted.
- B. If the mistake was made by the company, it must be corrected by the Incorporation and/or Amendment Department. The corrected investment gazette issues will then be published at the company's expense, and the issues containing the mistakes will be submitted to be destroyed.
- C. If the mistake was made by the Incorporation and/or Amendment Department, then the Incorporation/Amendment Department must correct the issues.



Fees

- 1- If it is the company's mistake, the correction will be effected at the company's expense, and the company will pay the correction fee, which is equal to the service fee.
- 2- If it is the Incorporation and/or Amendment Department mistake, then it will be corrected by them free of charge.



Note

- For information about the publication status of the company's free gazette, dial 16035

VII. Real Estate and Lands Allocation

Real Estate Allocation Service in the Event of not posting an Announcement on GAFI's Official Website

Required Documents

- 1- A request on the company's part for allocation of the land.
- 2- A feasibility study on the project.
- 3- An engineering drawing of the project.
- 4- Articles of incorporation or articles of association of the company, or the incorporation decision of the establishment.
- 5- The commercial registry.
- 6- The tax card.
- 7- A valid copy of the applicant's ID.
- 8- A valid copy of the ID of the attorney of the applicant and a copy of the power of attorney duly executed to the attorney.
- 9- Financial solvency and previous experience documents.
- 10- Any other documents the customer wishes to submit.
- 11- An application form for allocation of real estate for the purpose of setting up an investment project in accordance with the provisions of Law No. 72 of 2017 and its Executive Regulations.

Steps

1. The application form together with the required documents must be completed.
2. Then, the customer goes to the Land Uses Department at the Investment Service Center (the «ISC») to review the application.
3. After that, the customer goes to the Administrative Affairs Department to submit the application as well as the documents attached to it.
4. In the day following referring the matter to the Land Uses Department, the body of competent jurisdiction over the land should be requested to provide the data of the land required for allocation.
5. After receiving the approval on allocation of the body of competent jurisdiction in accordance with the provisions of the Investment Law, the complete file should be referred to the Permanent Committee to decide on the applications for allocation of lands and real estate.
6. The resolution of the Permanent Committee will be made within thirty (30) business days from the date of receiving the complete file of the matter including the technical opinion of the body of competent jurisdiction. Moreover, the Permanent Committee will officially notify the investor and the body of competent jurisdiction of its decision on the aforementioned applications for allocation of real estate.

Fees

Service Description	Value	Payable to	Methods/places of payment
Real Estate or Land Allocation	EGP 2000	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or “WhatsApp”.

VIII. Committees on Starting the Activity and the Implementation Status

Determining the Date of Starting the Activity to Grant Special Incentives to Companies and Establishments in Accordance with the Investment Law No. 72 of 2017

Required Documents

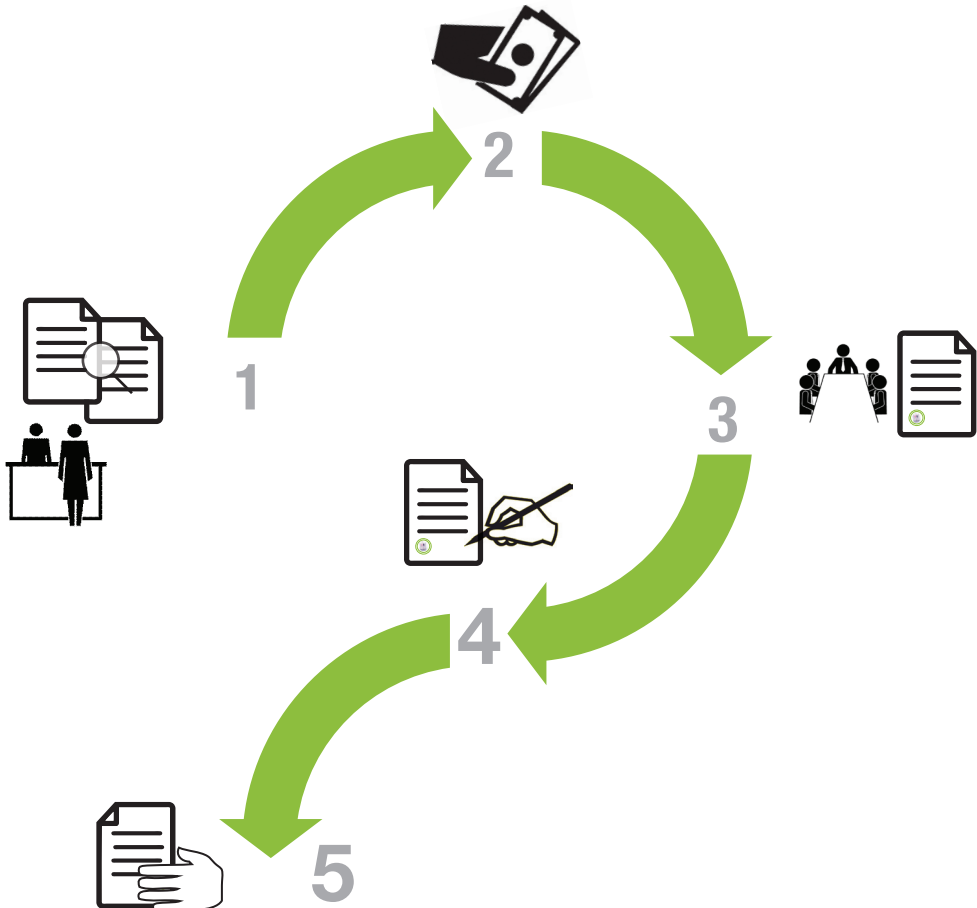
- 1- A recent commercial registry.
- 2- The tax card.
- 3- A certificate of registration at the General Sales Tax Department (the first negative and positive tax declaration).
- 4- The contract of allocation and receipt of project site (lease – sale) + building licenses, provided that the deed of possession be in the name of the company, not any of the partners.
- 5- A statement evidencing the machinery, equipment and devices owned by the company together with the purchase and customs release documents.
- 6- A statement on the company's employees together with a photocopy of the Social Insurance Application Form (2) .
- 7- The notarized pages of the general journal; from the first page until the page including the first realized revenue.
- 8- The first page of the inventory book endorsed by the Commercial Register.
- 9- The first five (5) contracts concluded by the company with customers/the first five (5) invoices of collecting revenues/sales (a complete documentation cycle).
- 10-Project license-to-operate and, in respect of industrial project, the industrial registry + photocopies of the licenses granted for each activity based on the type of such activity.
- 11-The company's first two (2) balance sheets or financial standings certified by the auditor.
- 12-An evidence on the impact of industrial waste on environment and whether there is an industrial waste treatment plant or not.
- 13-The report of launching the electrical current, and a photocopy of the monthly electricity consumption receipts starting from the date of installing the meter until the start of activity, as well as the receipts of the following two months.
- 14-A receipt evidencing payment for the fees prescribed in respect of the formation of the committee, or a certified bank check to the order of GAFI, based on the location of the project site.
- 15-An acknowledgement approved by the chairperson of board of directors, the company manager or the establishment owner evidencing that the submitted documents are correct and valid, and including the start date of activity; the acknowledgment must be made using the application form designated in this respect by GAFI, which can be found at the relevant window.

16-A statement of the value of the investment costs certified by an auditor registered at the Register of Accountants and Auditors.

17-Any other documents necessary for the nature of the activity, and deemed necessary by the company to prove the actual start date of production or activity.

Steps

- 1- The applicant goes to the Licenses General Department on the sixth floor to submit the application, review the documents and receive the payment authorization.
- 2- The applicant pays committee service fees.
- 3- The decision on the formation of the committee will be issued.
- 4- The committee will conduct inspection and its report will be approved.
- 5- The applicant sends the original certificate of determination of production start to the appropriate tax department (in respect of the head office and the branches). In addition, a copy of the original certificate of enjoyment will be given to the investor (or his representative) who must sign the acknowledgment of receipt of such copy.



Fees

Service Description	Value	Payable to	Methods/places of payment
The services of the committee	EGP 4000	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



Service Time



- 15 business days starting from the day subsequent to date on which the application has been received.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

The Committee Determining the Date of Starting the Activity for Companies Incorporated in Accordance with the Provisions of the Investment Law No. 8 of 1997 (without granting the incentives stipulated in Law No. 72 of 2017)

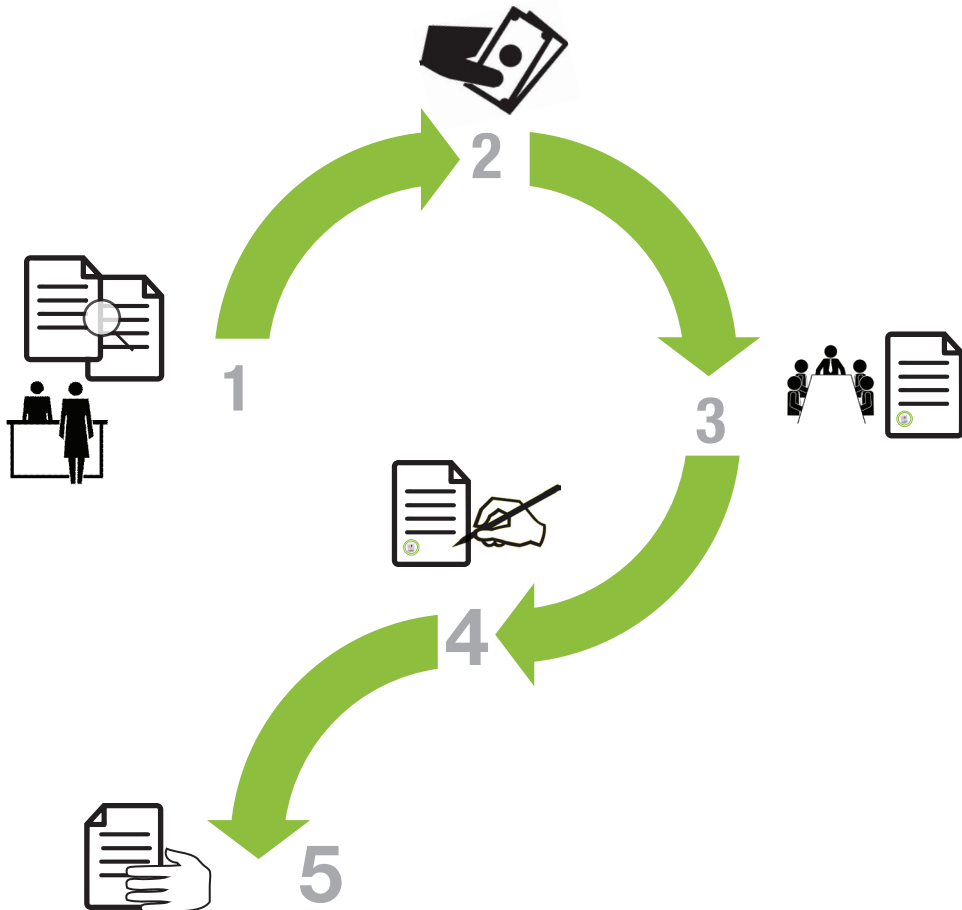
Required Documents

- 1- The incorporation decision as amended.
- 2- A recent commercial registry.
- 3- The tax card.
- 4- A certificate of registration at the General Sales Tax Department (the first negative and positive tax declaration).
- 5- The contract of allocation and receipt of project site (lease – sale) + building licenses, provided that the deed of possession be in the name of the company, not any of the partners.
- 6- A statement evidencing the machinery, equipment and devices owned by the company together with the purchase and customs release documents.
- 7- A statement on the company's employees together with a photocopy of the Social Insurance Application Form (2) (if any).
- 8- The notarized pages of the general journal; from the first page until the page including the first realized revenue.
- 9- The first page of the inventory book endorsed by the Commercial Register.
- 10- The first five (5) contracts concluded by the company with customers/the first five (5) invoices of collecting revenues/sales.
- 11- Project license-to-operate and, in respect of industrial project, the industrial registry + photocopies of the licenses granted for each activity based on the type of such activity.
- 12- The company's first two (2) balance sheets or financial standings certified by the auditor.
- 13- An evidence on the impact of industrial waste on environment and whether there is an industrial waste treatment plant or not.
- 14- The report of launching the electrical current, and a photocopy of the monthly electricity consumption receipts starting from the date of installing the meter until the start of activity, as well as the receipts of the following two months.
- 15- A receipt evidencing payment for the fees prescribed in respect of the formation of the committee, or a certified bank check to the order of GAFI, based on the location of the project site.
- 16- An acknowledgement approved by the chairperson of board of directors, the company manager or the establishment owner evidencing that the submitted documents are correct and valid, and including the start date of activity; the acknowledgment must be made using the application form designated in this respect by GAFI, which can be found at the relevant window.

17- Any other documents necessary for the nature of the activity, and deemed necessary by the company to prove the actual start date of production or activity.

Steps

- 1- The applicant goes to the Licenses General Department on the sixth floor to submit the application, review the documents and receive the payment authorization.
- 2- The applicant pays committee service fees.
- 3- The decision on the formation of the committee will be issued.
- 4- The committee will conduct inspection and its report will be approved.
- 5- The applicant sends the original certificate of determination of production start to the appropriate tax department (in respect of the head office and the branches). In addition, a copy of the original certificate of enjoyment will be given to the investor (or his representative) who must sign the acknowledgment of receipt of such copy.



Fees

Service Description	Value	Payable to	Methods/places of payment
The services of the committee	EGP 3000	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



6th Floor

Service Time



- 15 business days starting from the day subsequent to date on which the application has been received.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or "WhatsApp".

The Committee Determining Companies Implementation Status

Required Documents

- 1- A recent commercial registry
- 2- The contract of allocation and receipt of project site (lease – sale) + building licenses, provided that the deed of possession be in the name of the company, not any of the partners.
- 3- The last five (5) raw materials purchase invoices.
- 4- The last five (5) revenues/sales collection invoices.
- 5- Project license-to-operate and, in respect of industrial project, the industrial registry (if any) + photocopies of the licenses granted for each activity based on the type of such activity.
- 6- The company's last two (2) balance sheets or financial standing certified by the auditor.
- 7- The last five (5) monthly electricity consumption receipts.
- 8- A receipt evidencing payment for the fees prescribed in respect of the formation of the committee, or a certified bank check to the order of GAFI, based on the location of the project site.

Steps

- 1- The applicant goes to the Licenses General Department on the sixth floor to submit the application, review the documents and receive the payment authorization.
- 2- The applicant pays committee service fees.
- 3- The decision on the formation of the committee will be issued.
- 4- The committee will conduct inspection and its report will be approved.



Fees

Service Description	Value	Payable to	Methods/places of payment
The services of the committee	EGP 3000	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



6th Floor

Service Time



- 15 business days starting from the day subsequent to date on which the application has been received.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or “WhatsApp”.

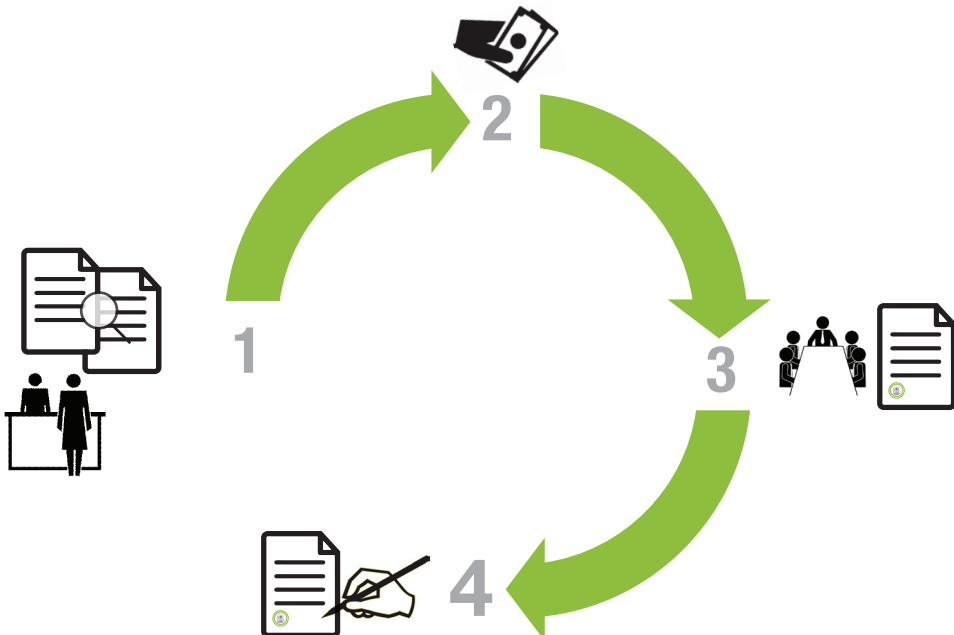
Implementation Completion Committee for Companies Incorporated in Accordance with Law No. 230 of 1989

Required Documents

- 1- The incorporation decision as amended.
- 2- A recent commercial registry
- 3- The contract of allocation and receipt of project site (lease – sale) + building licenses, provided that the deed of possession be in the name of the company, not any of the partners.
- 4- The company's last balance sheet or the financial standing certified by the auditor.
- 5- Project implementation milestones schedule as certified by the project consultant.
- 6- A receipt evidencing payment for the fees prescribed in respect of the formation of the committee, or a certified bank check to the order of GAFI, based on the location of the project site.

Steps

- 1- The applicant goes to the Licenses General Department on the sixth floor to submit the application, review the documents and receive the payment authorization.
- 2- The applicant pays committee service fees.
- 3- The decision on the formation of the committee will be issued.
- 4- The committee will conduct inspection and its report will be approved.



Fees

Service Description	Value	Payable to	Methods/places of payment
The services of the committee	EGP 3000	GAFI	GAFI cash desk at the ISC in Cairo, or the cash desks of the branches.

Service Place



6th Floor

Service Time



- 15 business days starting from the day subsequent to date on which the application has been received.

Note

- You can receive and print out the documents you do not have via email: papers@gafinet.org.eg or “WhatsApp”.

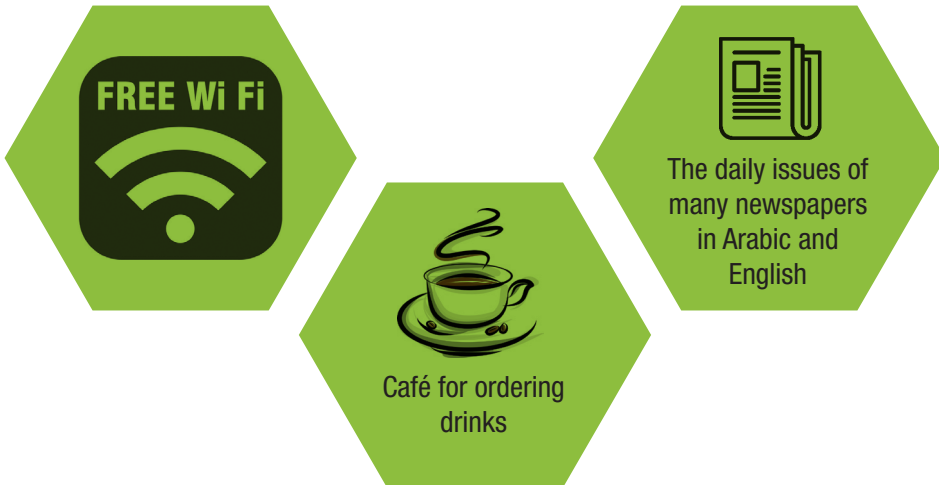
Premier
Services Unit

■ Background:

The Premier Unit was established in November 19, 2017. It provides all services rendered in the Investment Service Center (ISC) including those of all supporting bodies that are necessary for contracts approval.

- The Egyptian Bar Association
- The Financial Regulatory Authority (FRA)
- The Real Estate Publicity Department
- The Chamber of Commerce
- The Commercial Register
- Investment Taxes and Companies Taxes offices

The investor waits for the services to be done on his behalf in return for EGP 7,500 as service fees. During such period, the investor enjoys the following:



Service	Service Time
<ul style="list-style-type: none"> Incorporating companies of all legal structures (Sole proprietorship – Partnerships – Corporations), as well as preparing banks certificates, non-confusion certificates together with background check forms. 	Same day
<ul style="list-style-type: none"> Incorporating companies operating under the Free Zones System after the approval of Zones Management (Conversion – Merger – Split-up). 	48 Hours
<ul style="list-style-type: none"> Ratifying minutes of meeting of boards of directors and ordinary general meetings. 	Same day
<ul style="list-style-type: none"> Preparing memoranda to be proposed to GAFI CEO legal advisors before approval. 	48 Hours
<ul style="list-style-type: none"> Ratifying minutes of extraordinary meetings; minutes of meetings on company conversion, split-up, change of legal structure; and minutes of BoD meeting on capital increase of all legal structures of companies (Sole proprietorship – Partnerships – Corporations). 	Same day
<ul style="list-style-type: none"> Issuing recommendations on residence permits, subordinates recruitment and work permits on the same day as well as endorsing residence visa in the passport. 	Same day
<ul style="list-style-type: none"> Issuing recommendations of customs and taxes 	Same day
<ul style="list-style-type: none"> Effecting shares trading 	48 Hours
<ul style="list-style-type: none"> Providing the services of business activity start committees and implementation status committees 	48 Hours

Vision

Turning the Arab Republic of Egypt into one of the most attracting countries to Arab and foreign investments.

Target

Streamlining the procedures in the shortest period of time and with the best quality as well as eliminating red tape in a more welcoming and entertaining environment.

The Relevant Ministries and Bodies Represented at the ISC





Ministry of Manpower and Immigration



Ministry of Trade and Industry



Ministry of Electricity and Renewable Energy



وزارة الموارد المائية والري
Ministry of Water Resources and Irrigation
Arab Republic of Egypt



Ministry of Interior



Ministry of Supply and Internal Trade



وزارة الاستثمار والتعاون الدولي
Ministry of Investment and International Cooperation



وزارة التربية والتعليم
Ministry of Education



Ministry of Tourism



Ministry of Foreign Affairs



وزارة المالية
MINISTRY OF FINANCE



جمهورية مصر العربية
وزارة التضامن الاجتماعي
Ministry of Social Solidarity



Egyptian Bar Association



الهيئة العامة للتنمية الصناعية
Industrial Development Authority



الهيئة العامة لتنمية الموارد الأرضية
GAFRD
General Authority for Land Resources Development



وزارة الزراعة واستصلاح الأراضي
Ministry of Agriculture and Land Reclamation
جمهورية مصر العربية



البريد المصري
EGYPT POST



البورصة المصرية
The Egyptian Exchange



الهيئة العامة للرقابة المالية
FINANCIAL REGULATORY AUTHORITY



مصلحة النشر العقاري والاطلاع
Real Estate Publicity Department



البحر الجمركي
EGYPTIAN CUSTOMS AUTHORITY



الهيئة العامة للتأمين الاجتماعي
International Organization for Social Insurance



وزارة المالية
الهيئة العامة للغرف التجارية
Egyptian Tax Authority



الاتحاد العام للغرف التجارية
FEDCOC
The Federation of Egyptian Chambers of Commerce



شركة مصر للمعاوضة والإيداع والقيود المركزي
Misr for Central Clearing, Depository and Registry



الهيئة العامة لإعادة الإعمار والمشاريع الزراعية
General Authority for Reconstruction Projects and Agricultural Projects (GARPAD)



الهيئة العامة للتنمية الصناعية
Industrial Development Authority



EGYPT TRUST



بنك نثق فيه



بنك مصر
BANQUE MISR
تعمل معاً لخير بلدنا



بنك الإسكندرية
ALEXBANK

Services/Scope of Functions Carried out by each Ministry/Body Represented at the ISC

■ Ministry of Water Resources and Irrigation (The Fourth Floor)

- Licensing marinas, casinos, restaurants, disco, cruise ships and social clubs, and granting tourism cruise ships to be on the Nile River watercourse and its shore;
- Licensing social clubs;
- Granting floating hotels license or tourist activities like hydrofoil to be in Lake Nasser in front of the High Dam;
- Licensing the drilling of underground wells for the purpose of agriculture in the new desert lands, valley and delta;
- Licensing the drilling of wells for the provision of potable water or for other purposes;
- Replying to all matters relating to the sectors concerned with the fields of (drilling wells of all kinds, river marinas licensing, irrigation of new lands and licensing the transfer of stored silt from watercourses;
- Handling all matters relating to the Irrigation Sector; the Egyptian Public Authority For Drainage Projects (EPADP); the agricultural drainage; the River Nile Protection Sector; the Groundwater Sector; the Egyptian Public Authority for the High Dam and Aswan Reservoir; the Egyptian Survey Authority (ESA); and the Shore Protection Authority (SPA); and
- Following up on all matters relating to the investors with the heads of sectors of the Ministry of Water Resources and Irrigation.

■ Ministry of Electricity and Renewable Energy (The Fourth Floor)

- Replying to the investors' applications for the services provided by the Ministry of Electricity and Renewable Energy;
- Providing the investment services relating to the scope of work of the Ministry; and
- Approving and ratifying any decisions, procedures, documents or contracts required to be obtained from GAFI.

■ Ministry of Trade and Industry Industrial Development Authority (The Third Floor)

- Carrying out the procedures of registration for the first time at the Industrial Register «Temporary»;
- Issuing a temporary one-year certificate of registration at the Industrial Register;
- Renewing the certificates of registration at the Industrial Register;
- Amending the registration data of the company at the Industrial Register;
- Responding to the application for a true copy of the industrial registry;
- Responding to the application for a replacement of a lost certificate of the industrial registry;

- Responding to the application for obtaining a certificate of data of the industrial registry;
- Ratifying the invoices of production requirements necessary for launching the commissioning process;
- Issuing a letter specifying the quantity of natural gas;
- Issuing a letter specifying the quantity of diesel and fuel necessary for machinery and equipment operation;
- Ratifying the invoices of new and secondhand machinery and equipment;
- Issuing letters on the temporary release of imported components;
- Specifying the percentage of local product in response to the needs of the governmental bodies (the head office at the 5th Settlement);
- Issuing a letter addressed to the General Organization for Export and Import Control (GOEIC) to specify the percentage of the local manufacture in the product;
- Responding to applications for the implementation of Article (4) of Law No. 186 of 1986 on the total amount of the importation invoices, including pipes and cables required for project machinery and equipment;
- Responding to applications for the implementation of the third paragraph of Article (5) of the Republican Decree on the release of the total amount of invoices including the requirements and components necessary for the refurbishment of railway locomotives turbines;
- Granting commercial or industrial license to chemical warehouses;
- Issuing chemical warehouses licensing services; and
- Responding to applications for conducting feasibility, economic, technical, financial and marketing studies.

■ Ministry of Manpower and Immigration

Foreigners Work Permit Office (The Second Floor)

- Receiving applications for starting the procedures of issuing work permits and granting the foreigner a temporary residence permit for 6 months or a receipt from the Passport Office that evidences starting the procedures of obtaining a residence permit for six months starting from the date of arrival to the country;
- Issuing and handing over the permits approved by Homeland Security to the persons concerned;
- Renewing work permits;
- Issuing a replacement of a lost or damaged permit;
- Revoking permits; and
- Issuing work permits for foreigners working for companies governed by the provisions of Law No. 159 of 1981 in order for them to obtain residence permits for work purposes in the country.

■ Ministry of Justice

Real Estate Publicity and Registration Department (The First Floor)

- Notarizing full powers of attorney on incorporation and amendment of companies;
- Notarizing special powers of attorney and acknowledgements;
- Issuing true copies of full powers of attorney;
- Issuing and notarizing certificates of special powers of attorney;
- Notarizing articles of incorporation of companies;
- Notarizing amending articles of incorporation of companies;
- Notarizing commercial ledgers;
- Notarizing agreements merging a partnership into a joint stock company;
- Notarizing agreements merging a limited liability company into a joint stock company;
- Notarizing a merger agreement between two joint stock companies;
- Handling incidents of loss of commercial ledgers of any company;
- Notarizing vehicle sale contracts;
- Notarizing vehicle sale power of attorney;
- Notarizing signatures of investors concerned;
- Obtaining the ratification of the secretary general – Ministry of Foreign Affairs;
- Providing evidence on the date of unofficial documents (Branches only);
- Notarizing assignment of industrial and commercial licenses (Branches only); and
- Providing evidence on the dates of contracts of tenancy in accordance with the subject matter and territorial jurisdiction of the office (Ismailia branch only).

■ Ministry of Investment and International Cooperation (MIIC)

The Financial Regulatory Agency (The First Floor)

- In respect of joint stock companies and partnerships limited by shares which are incorporated in accordance with the provisions of Law No. 8 of 1997 and the Executive Regulations thereof, or Law No. 159 of 1981 and the Executive Regulations thereof, approving the issue of initial shareholdings, where all the issued capital is in cash;
- In respect of joint stock companies and partnerships limited by shares which are incorporated in accordance with the provisions of Law No. 8 of 1997 and the Executive Regulations thereof, or Law No. 159 of 1981 and the Executive Regulations thereof, approving the issue of initial shareholdings where the issued capital consists of cash and in-kind shares;
- In respect of joint stock companies and partnerships limited by shares which are incorporated in accordance with the provisions of Law No. 8 of 1997 and the Executive Regulations thereof, or Law No. 159 of 1981 and the Executive Regulations thereof, approving the issue of initial shareholdings, in the event of merging two companies or more where the resulting company is a new company;

- In respect of joint stock companies and partnerships limited by shares which are incorporated in accordance with the provisions of Law No. 8 of 1997 and the Executive Regulations thereof, or Law No. 159 of 1981 and the Executive Regulations thereof, approving the issue of initial shareholdings, where any of such companies undergo change of legal structure;
- In respect of joint stock companies and partnerships limited by shares which are incorporated in accordance with the provisions of Law No. 8 of 1997 and the Executive Regulations thereof, or Law No. 159 of 1981 and the Executive Regulations thereof, approving the issue of initial shareholdings, where the issued capital is resulting from book valuation;
- In respect of joint stock companies and partnerships limited by shares which are incorporated in accordance with the provisions of Law No. 8 of 1997 and the Executive Regulations thereof, or Law No. 159 of 1981 and the Executive Regulations thereof, approving the issue of initial shareholdings, where such companies convert from being governed by Law No. 159 of 1981 to Law No. 8 of 1997 and vice versa);
- In respect of joint stock companies and partnerships limited by shares which are incorporated in accordance with the provisions of Law No. 8 of 1997 and the Executive Regulations thereof, or Law No. 159 of 1981 and the Executive Regulations thereof, approving the issue of initial shareholdings, where such companies convert from being governed by the Free Zones System to the Internal Investment System and vice versa);
- In respect of joint stock companies and partnerships limited by shares which are incorporated in accordance with the provisions of Law No. 8 of 1997 and the Executive Regulations thereof, or Law No. 159 of 1981 and the Executive Regulations thereof, approving the issue of initial shareholdings, where any of such companies is being split up into two or more joint stock companies; and
- In respect of joint stock companies and partnerships limited by shares which are incorporated in accordance with the provisions of Law No. 8 of 1997 and the Executive Regulations thereof, or Law No. 159 of 1981 and the Executive Regulations thereof, approving the issue of cash increase shares paid by the senior shareholders only.

The Egyptian Exchange (The First Floor)

- Issuing data, reports and certificates to provide general services to the customers via the office of the Egyptian Exchange at GAFI in order to facilitate the procedures to the customers;
- Issuing transactions statement on a specific security within a specific period starting from January 1, 2003;
- Issuing customer transactions statement on a specific security within a specific period starting from January 1, 2003;
- Issuing transactions statement on a customer in the Over-The-Counter (OTC) market (all – orders – deals – transfer of ownership) within a period starting from January 1, 2003;
- Issuing a true copy of notices of transfer of ownership;
- Issuing listing certificates;
- Clarifying the e-listing system and illustrating the methodology of using such system in inquiring about any services relating to the listing;
- Providing technical consultancy and answering the inquiries of those applying for securities listing on the Egyptian Exchange, whether in respect of making a new listing, capital increase

or an amendment of the data of the listed securities, and clarifying the required documents such as (documents for listing a company for the first time, documents for company's capital increase, ...) in order to proceed with the procedures related to listing; and

- Registering every newly incorporated company – after having been listed on Misr for Central Clearing, Depository and Registry (MCDR) by the central depository and registration of securities system – in the Egyptian Exchange, and issuing certificates of registration of companies that are not listed on the Egyptian Exchange.

■ **Ministry of Supply and Internal Trade** **Unified Investment Commercial Register (The Third Floor)**

- Registering corporations;
- Registering partnerships;
- Registering sole proprietorship;
- Entering endorsement in commercial registries;
- Crossing out commercial registries;
- Renewing applications for commercial registry;
- Registering foreign companies branches;
- Issuing official copies, certificates of data, and copies of articles of incorporation;
- Approving commercial books (ledgers – inventory);
- Approving official documents intended to be ratified by the Ministry of Foreign Affairs;
- Issuing certificates of non-confusion of name; and
- Reviewing articles of incorporation intended to be registered with the appropriate court (Ismailia branch).

■ **Ministry of Interior** **Investment Passports Office (The Second Floor)**

- Issuing a one-year temporary residence permit;
- Issuing a five-year temporary residence permit;
- Issuing a three-year temporary residence permit;
- Issuing temporary residence permit for the purpose of tourism until legalizing the status at GAFI;
- Renewing and issuing Egyptian passports to the employees of various MIIIC sectors and Egyptian investors;
- Moving valid residence permits [from an old to a new passport];
- Issuing continuous residence permit to those who completed ten (10) consecutive years in Egypt, without having committed any violation of residence permit;

- Issuing residence at the guarantee of the Egyptian spouse, provided that an evidence on the latest residence has been obtained from the police station within whose jurisdiction falls the place of residence of any of the spouses;
- Legalizing the status of expatriate nationalities in Egypt by granting them the legalization seal of tourism;
- Granting registration seals to some nationalities; and
- At the request of the company owner, granting one (1) week as a grace period for finalizing residence in Egypt and travelling abroad.

■ Ministry of Social Solidarity

The office of the National Organization for Social Insurance (The Third Floor)

- Providing establishments with the service of subscription to the National organization for Social Insurance;
- Examining the complaints referred from the ISC;
- Examining insurance complaints referred to the Disputes Resolution Committee;
- Examining the complaints referred from the Head of the Investment Services Sector;
- Replying to the incoming letters from the Government Services Department;
- Examining the incoming letters from the Legal Department (companies of Law No. 8 and Law No. 159, and free zones);
- Insuring employers (Alexandria branch);
- Receiving and registering joining forms of employees at companies;
- Receiving and registering exit forms of employees at companies;
- Opening new subscription files at the unit (Alexandria branch);
- Issuing port and customs permits to employees (Alexandria branch);
- Purchasing an insurance policy period to employees and employers (Alexandria branch);
- Inquiring about and registering employees insurance numbers (Alexandria branch);
- Collecting dues at the unit (Alexandria branch);
- Making the required amendments as regards employees and establishments (Alexandria branch);
- Issuing all kinds of insurance certificates:
 - Vehicle certificate;
 - Driver certificate;
 - General certificate for an establishment;
 - Approving employees medical insurance form (Alexandria branch); and
 - Approving employees' and employers' ID cards (Alexandria branch).

■ Ministry of Finance

Value Added Tax Office (The Third Floor)

- Providing registration at the sales tax;
- Raising awareness on the articles of the Sales Tax Law and submitting all the evidence that clarify that law;

- Receiving inquiries and complaints relating to the application of the provisions of the Sales Tax Law; and
- Issuing replacement of lost/damaged registration certificate.

Investment Taxes Office (The First Floor)

- Opening tax records and issuing tax card;
- Receiving tax declarations to be delivered to the Investment Taxes Mission;
- (companies);
- Raising awareness and guidance on taxes;
- Notifying companies by letters clarifying the data of the tax card;
- Providing evidence on tax exemption and tax holiday (branches);
- Extending the validity period of the tax card (branches);
- Issuing letters addressed to the Department of Motor Vehicles (branches);
- Amending tax card data; adding branches or sales outlets; changing or adding business activity or production; adding business activity or production start date; and issuing the tax card after the amendments (branches);
- Issuing a replacement of the lost or damaged document or renewing the tax card (branches);
- Suspending, winding up or resuming business activity (branches);
- Receiving objections and appeals against tax standard forms (branches);
- Receiving tax checks and transfer payments on tax declarations only (branches); and
- Receiving bank notices (branches).

Joint Stock Companies Taxes Office (The First Floor)

- Opening tax records for new shareholders;
- Issuing tax cards;
- Raising awareness and guidance on taxes;
- Authenticating signatures on the certificates relating to the Ministry of Foreign Affairs;
- Issuing letters addressed to the Department of Motor Vehicles (Alexandria Branch);
- Amending tax card data, or adding branches or sales outlets (Alexandria Branch);
- Issuing a replacement of the lost or damaged document or renewing the tax card (Alexandria Branch);
- Suspending or winding up business activity (Alexandria Branch);
- Receiving tax declarations (Alexandria Branch);
- Notifying other tax offices to add a business activity to the tax card issued by such other tax offices (in case the investor's tax card is issued by a tax office other than GAFI's tax office) (Alexandria branch);
- Receiving objections and appeals against tax standard forms (Alexandria Branch);
- Receiving tax checks (Alexandria Branch); and
- Receive bank notices (Alexandria Branch).

Egyptian Customs Authority Office (The Third Floor)

- Briefing the investor as regards the decisions relating to assembly industries, the applicability of Article (6) of the Customs Tariff and to the extent of making use of the said Article (6);
- Assisting investors in course of obtaining their customs registration card;
- Guiding the investor on who to obtain licenses to establish public and private customs warehouses and free zones;
- Providing temporary release of investors' vehicles;
- Informing the investor of the new customs procedures (prior release and logistic zones);
- Answering all inquiries of the investor and solving their problems;
- Informing the investor of the customs exemptions set out in Law No. 186 of 1986 as amended by Law No. 8 of 2005 and the Executive Regulations thereof;
- Conducting feasibility study with the investors based on the customs tariff;
- Informing the investor of the detailed agreements; and
- Informing the investor of exportation procedures.

■ **Ministry of Foreign Affairs**

Foreign Affairs Authentication Office (The Third Floor)

- Normal authentications:
 - Education certificates;
 - Certificate of experience;
 - Documents issued by the Ministry of Interior;
 - Certificates of birth and death;
 - Certificates of embracing Islam;
 - Registration at syndicates; and
 - Translated certificates.
- Trade authentications.

■ **Ministry of Tourism**

Office of the Central Department of Licensing and Tourism Requirements (The Fourth Floor)

- Responding to applications for license to construct, build or run hotel facilities;
- Providing approvals of the Ministry of Tourism on the issue of work permit to foreigners employed in hotel facilities; and
- Founding tourism transportation company (bus and limousine).

Office of the Tourism Development Authority (The Fourth Floor)

- Allocating lands, owned by the Tourism Development Authority outside the governorates frontiers, to investors to set up tourism development projects.

■ Ministry of Agriculture and Land Reclamation

Office of the General Authority for Reconstruction Projects and Agricultural Development (GARPAD) (The Fourth Floor)

- Answering investors' inquiries relating to the services rendered by GARPAD;
- Legalizing cases of adverse possession over state-owned property in accordance with Law No. 148 of 2006;
- For agricultural use purposes, selling plots of land in different regions by way of public auction to individuals, or granting the right of usufruct to such plots of land to companies;
- Disposing of river bottomland, islands, lakes and fences;
- Disposing by way of sale in favor of social classes listed in Article (14) of Law No. 143 of 1981 (Armed Forces laid off graduates – civil servants – pensioners);
- Examining economic feasibility studies submitted by the companies; and
- Analyzing soil and ground water (springs).

Office of the General Authority for Fish Resources Development (GAFRD) (The Fourth Floor)

- Offering technical consultancy on fish farming, and responding to investors' inquiries;
- Examining and selecting the sites valid for fish farming and deciding on whether such sites are suitable;
- Approving the license to set up private ownership fisheries;
- Licensing the operation of fisheries;
- Determining the boundaries and dimensions of the surface areas required for fish farming and drawing the same on cadastral maps;
- Carry out technical follow-up and specifying fisheries production start date; and
- Licensing or renewing fishing vessels license-to-operate.

■ Egyptian Bar Association - Bar Association Office (The First Floor)

- Endorsing articles of incorporation, amending articles, and all contracts exceeding EGP 20,000; and
- Responding to all enquiries of investors.

■ The Federation of Egyptian Chambers of Commerce (The First Floor)

- Granting license-to-operate to joint stock companies incorporated in accordance with Law No. 159 of 1981;
- Granting license-to-operate to limited liability companies incorporated in accordance with Law No. 159 of 1981;
- Amending (capital – address – partner exit) (branches only);
- Issuing certificate of cross-out of commercial registry or company liquidation (branches only); and

- Issuing a certificate of endorsement of BoD minutes of meeting/ordinary and extraordinary general meetings (Alexandria and Ismailia branch).

■ Egypt Post (In front of the ISC)

- Selling stamps, application forms, phone credit;
- Making government transfer payments;
- Providing outgoing and incoming mail, and registration;
- Providing international express mail service;
- Making collections on behalf of other offices;
- Carrying out credit and debit transactions;
- Opening savings book;
- Providing phone bill collection;
- Providing instant wire transfers (withdrawal – disbursement);
- Providing current, silver and golden accounts (Alexandria branch);
- Providing pensions disbursement (Alexandria branch); and
- Internal and international parcel service (Alexandria branch).

■ Misr for Central Clearing, Depository and Registry (MCDR) (The First Floor – The Third Floor)

- Providing technical consultancy regarding all provided services;
- Listing joint stock companies and partnerships limited by shares via the central depository system;
- Providing customer service;
- Issuing shareholders lists; and
- Providing e-signature.

■ Egypt Trust (Egyptian Co. For Digital Signature & Information Security) (The Third Floor)

- Issuing certificates of e-signature.

■ ALEXBANK (The Ground Floor – The First Floor)

- Providing banking services (ATMs are available at the ISC)



■ Banque Msr (The First Floor – The Third Floor)

- Providing banking services (ATMs are available at the ISC)



■ Commercial International Bank (CIB) (The First Floor)

- Providing banking services (ATMs are available at the ISC)



Investor Service Centers in Governorates

Existing Investor Service Centers

Cairo

Branch Officer Ms. Gihan el-Berry
Branch Address 3 Salah Salem St., Fairground, Nasr City, Cairo
Branch Officer Mobile 01005395414 – 01222113731
Branch line 16035
E-mail investmentcallcenter@gafinet.org.eg

Alexandria

Branch Officer Mr. Ossama Abu el-Magd
Branch Address Km 29 Alexandria Dessert Rd. / Dessert Rd, Alexandria
Branch Officer Mobile 01001518897
Branch line 034500317
034500327
034500525
Fax 034500316
E-mail Gafi-oss-alex@gafinet.org.eg

Ismailia

Branch Officer Mr. Tarik Hegab
Branch Address Ismailia Governorate, Qortoba Tower, 3rd Floor, in front of the
Parking Complex, Shibin Al Kom St, behind the Courts Complex, in
front of the New Parking Complex
Branch Officer Mobile 01223734257
01002681718
Branch line 0643225488
0643224484
Fax 0643225606
E-mail Gafi-oss-ism@gafinet.org.eg

10th of Ramadan

Branch Officer Mr. Adel Atteya

Branch Address Banks area, Investors Association Building, in front of el-Kafrawy garden, 10th of Ramadan, Sharqia Governorate.

Branch Officer Mobile 01007986561

Branch line 015494559

015494033

015494507

Fax 015494017

015494016

E-mail oss10r@gafinet.org.eg

Asyut

Branch Officer Mr. Saeed Salem

Branch Address The Premises of Asyut Governorate, 7th floor, Nile Cornish

Branch Officer Mobile 01008733474

Branch line 0882293228

0882293229

Fax 0882293227

E-mail gafi-oss-asuit@gafinet.org.eg

Sohag

Branch Officer Mr. Mohamed Abd el-Wahab

Branch Address Supervisor of the ISC branch in Sohag

Nasser City in Sohag, the Old Premises of Sohag Governorate,

Investment Service Complex, Sohag Police Station II, above Nasser

Post Office.

Branch Officer Mobile 01067601222

Branch line 0934611380

0934600114

Fax 09334611986

E-mail Sohag-oss@gafinet.org.eg

6th of October

Branch Officer Mr. Sherif el-Qousy
Branch Address GAFI's building, Egyptian Media Production City, Gate 2, 6th of October city.
Branch Officer Mobile 01008256827
Branch line 38555366
38555057
Fax 38555377
E-mail s.khalil@gafinet.org.eg

Gamasa

Branch Officer Mr. Taha el-Ghamry
Branch Address 15th of May services area in Gamasa, in front of Tayseer business center.
Branch Officer Mobile 01091788912
E-mail gamsa-oss@gafinet.org.eg

Investment Service Centers to be opened/under construction ---

Suez

Branch Officer Mr. Hader Khalaf Mohamed
Branch Address Ataqa Public Free Zone, Suez
Branch Officer Mobile 01223387738

Menya

Branch Officer Mr. Mohamed Hussein
Branch Address al-Mutahera Industrial Zone
Branch Officer Mobile 01000004736

Fayoum

Branch Address Industrial Zone, Kom Oshim

South Sinai

Branch Address Sharm el-Sheikh

Qena

Branch Address In the vicinity of Irrigation Project 115, Qena cancelled Khawr, el-mwaqef Rd, Bahary.

Hotline



Social Media



Website

Ministry of Investment and International Cooperation

www.miic.gov.eg

The General Authority for Investment and Free Zones

www.gafi.gov.eg