



## Application for Financial Verification Related to Changing the Financial Structure of a Corporation by Reducing Capital

Dear Head of Economic Performance Sector,

Kindly approve the formation of a committee that would conduct a financial verification related to changing the financial structure (capital reduction) of \_\_\_\_\_ Company;  
Address: \_\_\_\_\_; Phone/Fax \_\_\_\_\_.

### Company Contacts:

Email: \_\_\_\_\_; WhatsApp: \_\_\_\_\_; SMS: \_\_\_\_\_.

Attached hereto are the minimum required documents as described below.

#	Required Documents Description	Submitted	Documents Compliance (*)	
			Compliant with Formalities	Not Compliant with Formalities
1	<p>A letter signed by the company's legal representative (i.e. the Chairman of the Board of Directors – the Managing Director – the Director), including:</p> <ul style="list-style-type: none"><li>▪ The date of the financial position statement (i.e. the latest financial statements or the most recent financial position statement) on which the verification will be based;</li><li>▪ The reason for the verification (<b>Capital Reduction</b>);</li><li>▪ The balances required to be verified and their denotations in the financial statements being the basis of the verification;</li><li>▪ The capital reduction method (<b>Reducing Share Value, Reducing the Number of Shares, or Repurchasing Treasury Shares</b>);</li><li>▪ The accounting treatment of the result of the capital reduction, if the paid-up capital is going to be reduced; and</li><li>▪ The name of the authorized delegate of the company.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The company's approved statement of financial position on the date being the basis of the verification,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	together with the auditor's report on such position statement and the explanatory notes. NB: If the auditor has reservations on the financial statements being the basis of the verification, the applicant should submit a declaration prepared by the auditor detailing how to reconcile such reservations or to determine their financial impact.			
3	The company's approved financial statements, including the explanatory notes, for the last fiscal year, together with the auditor's report on the statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	A report prepared by the auditor of the company specifying the reasons for the capital reduction and the method of reduction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The documents evidencing that the company has repurchased its own shares and regained their ownership, if the capital reduction is going to be made via treasury shares)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	A statement showing all partners'/shareholders' accounts (including their debit/credit balances) in the statement of the financial position being the basis of the verification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	A recent official copy of the commercial registry and a copy of the articles of association as amended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Service fees payment receipt: 1 per mille (1‰) of the capital reduction (at a minimum of 3,000 EGP and a maximum of 10,000 EGP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	The statistical form after being filled out by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The company hereby acknowledges that it will submit such other documents that may later be requested to verify the validity of the balances required to be checked. (\*\*)

Applicant
<b>Name/ Capacity:</b> _____
<b>Signature:</b> _____
<b>Dated:</b> _____
<b>Phone:</b> _____

Received by
<b>Received by:</b> _____
<b>Signature:</b> _____
<b>Dated:</b> _____

(\*) Documents are found compliant with the formalities, but their content is still required to be assessed.

(\*\*) If the applicant company fails to submit the documentation required for the verification process within a maximum of one month as of the application submission date, the application will be rejected for lack of seriousness.