Economic Performance Sector

Application for Financial Verification Related to Corporate Split-up

Dear Head of Economic Performance Sector,

Kindly approve the formation of a committee that would conduct a financial verification related to the split-up of ______________________ company, based on _________________________ and as per the financial position of the company in ___________________.

Company Contacts:
E-mail: _______________________; WhatsApp: ____________________; SMS: _______________________.

Attached hereto are the required documents as described below:

#	Required Documents Description	Submitted	Documents Compliance (*): Compliant with Formalities	Documents Compliance (*): Not Compliant with Formalities
1	The application for the financial verification related to approving the split-up, signed by the legal representative of the company (i.e. the Chairman of the Board of Directors (BoD) – the Managing Director – the Director), and bearing the seal of company. The application must also enclose the following: • The approval on the split-up; • The date and the method of the split-up (i.e. market value or book value); • The accounting treatment adopted in handling the partners' or the shareholders' credit account (if any); and • An acknowledgment by the legal representative of the company not to dispose of, or arrange a mortgage or principal or accessory rights in rem over, the assets being verified during the period from the application submission date until the date of ratification of the minutes of the meeting (i.e. the general meeting, the company's BoD, or all partners meeting, as the case maybe).	☐	☐	☐
2	Prior to the split-up, the company's approved statement of the financial position on the date set for the split-up, together with the auditor's report, provided that the period between the financial position statement date and the application submission date does not exceed 12 months.	☐	☐	☐
3	The approved financial statements of the company for the last three fiscal years (if any) including the explanatory notes, together with the auditor's report on such statements.	☐	☐	☐

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

4	A full preliminary report on the assets and liabilities of the company before the split-up including the financial position of the companies resulting from the split-up. The report must also contain a description and the foundations on which the split-up is based. In case the split-up is based on the market value, the report must be prepared by an expert office. If it is based on the book value, the auditor must prepare the report.	☐	☐	☐
5	A recent official copy of the commercial registry, a copy of the tax card, and a copy of the articles of association as amended.	☐	☐	☐
6	The auditor's declaration evidencing the company's tax and insurance standing at the date of the split-up.	☐	☐	☐
7	An exhaustive list of the fixed assets. The list should include each asset in a separate row. Each row should encompass the asset cost, acquisition date, accumulated depreciation, and net book value. Moreover, Applicant must attach to the list the real estate ownership documents (the deed of title of the land notarized by the Real Estate Registration and Notarization Department (RERND), or a City Hall or a government entity document evidencing full payment of the price of the land).	☐	☐	☐
8	The inventory list and the treasury cash count sheet approved by the inventory committee and the auditor.	☐	☐	☐
9	A statement of the company's balances at the banks enclosing the bank account statements and the bank reconciliation statements.	☐	☐	☐
10	A balance statement of the company's debit accounts payable by sister companies evidencing the transactions forming such balances (if any).	☐	☐	☐
11	A statement of the remaining current assets.	☐	☐	☐
12	Service fees payment receipt: Book value evaluation: 3 per mille (3‰) of the value of the company's equity, at a minimum of 10,000 EGP and a maximum of 50,000 EGP. Market value evaluation: 3.5 per mille (3.5‰) of the value of the company's equity, at a minimum of 20,000 EGP and a maximum of 100,000 EGP.	☐	☐	☐

The company hereby acknowledges that once the committee is formed the company will provide it with such documents the committee requires to perform its duties.

Applicant	Received by
Name/ Capacity: ____________________________ **Signature:** ______________________________ **Dated:** ____________________________________ **Phone:** ______________________________________	**Received by:** ____________________________ **Dated:** ____________________________________