
Investment Authority Services

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Reception and Advice

1- Reception and Replying to Queries:

- Replying in four languages (Arabic, English, French and German) to all investors' queries pertaining to the different aspects of GAFI-rendered services. Queries are received and replied to either personally or via telephone, fax, ordinary mail or email.
- introducing investors to the available spheres of investment, incorporation documents and procedures and relevant fees, guarantees and exemptions; introducing them also to post incorporation service procedures like capital increase, changing the legal form and issuing the work permits for such incorporated companies, under the provisions of the Investment Laws No. 8 of the year 1997 on investment guarantees and incentives and No. 159 of the year 1981 on associations of capitals. Investors are also provided with information on individual industrial parks, urban areas and free zones to help them in establishing their projects.
- Directing investors to seek the accurate technical advice from any of the technical experts available at the Technical Advice Office, according to the type of business of each individual investor; providing investors with respective business requirements and controls and helping them in meeting incorporation requirements and filling in respective forms.
- Introducing investors to foreign bodies' offices represented at the Investment Services Complex as well as to duration and procedures of the services rendered by such bodies.
- Receiving delegations and visits by governmental and administrative bodies whether from Egypt or abroad and giving them a detailed of the Complex's foundation and development and the services rendered thereby to investment.
 - Providing investors with free publications such as:
 - Investment prospects in Egypt
 - Corporate governance rules and criteria.
 - Governmental services directory for small and medium sized enterprises.
- Making available sample for companies subject to the Investment Law No. 8 of the year 1997 and the Capital Association Law No. 159 of the year 1981 (copies of both laws and executive regulations thereof are also available) and sample contracts of finance lease.
- Selling contracts of companies subject to laws No. 8 of the year 97 and No. 159 of the year 1981 and executive regulations thereof and finance lease contracts (only for guiding).

Steps

Inquiring may be carried out through any of the following means:

1. Heading to the reception window at the back entrance of the Investment Services Complex, ground floor.
2. Contacts through telephone or fax
3. Sending the inquiry via the ordinary mail or the email

Duration of Service Delivery

Instant delivery

Fees: Free

2- Getting Arab Investors' Cards Issued

Service Beneficiaries:

1. Arab investors with volume of investments exceeding L.E 50,000000 (fifty million Egyptian pounds).
2. Arab chairmen of board of directors of companies with issued capital exceeding L.E 50,000000 (fifty million Egyptian pounds).

Documents Required:

- 1) Two personal photos
- 2) A recent copy of the company's commercial register
- 3) A passport copy

Steps

- | |
|---|
| 1. Head to the reception window at the back entrance of the Investment Services Complex, ground floor to submit an application for issuing an Arab investor card. The application must be attached to the referred documents. |
| 2. Go to the reception window after the elapse of the Duration of Service Delivery to receive the card* |

* In the event that a representative of the party concerned is sent to receive the card, a copy of the relevant power of attorney or authorization thereby must be submitted.

Duration of Service Delivery

10 working days

Fees: Free

Incorporation: Corporations (Joint stock companies, Partnerships Limited by Shares, and Limited Liability Companies)

Documents Required

- 1) Copies of powers of attorney from all founders or partners provided that the power of attorney covers the powers to incorporate a company.
- 2) Copies of ID (national number) or passports of founders or partners.
- 3) A bank certificate proving that 10% of the issued capital has been deposited is required in case of joint stock and partnerships limited by shares, and in case of limited liability companies, a bank certificate proving that the capital is fully paid.
- 4) A Copy of the Bar Association card for the lawyer who signs the Articles of Incorporation.
- 5) Title deed of the project location (or declaration to submit the title deed within a year as of the date of registration at the Commercial Register). In the event that the company operates in land reclamation and cultivation the following must be observed:
 - a- If the company's assigned location is still in progress, incorporation shall not be carried out unless the title deed of the project location is submitted.
 - b- If the company's location is not yet assigned, incorporation may be carried out provided that the following statement be added to the incorporation certificate/decre: "this certificate or decree shall not entitle the company to operate unless all necessary licenses and approvals for operating in the field of land reclamation and cultivation are obtained from the competent bodies and in accordance with the applicable rules and procedures and this certificate or decree shall not be deemed codification of any status prior to the company's incorporation.
- 6) Commercial Register-approved Certificate of Non-confusion of the trade mark.
- 7) An extract of the Register of Accountants and Auditors proving that the company's accounts are registered in the Register (according to the type of company).
- 8) In the event that the capital of Joint stock companies/partnerships limited by shares include in kind shares, the following must be submitted:
 - The original report of GAFI -formed committee on the valuation of the in kind shares (to be sent to the Department).
- 9) In the event that the capital of limited liability companies include in kind shares, it would be sufficient to present only a report by experts from professions regulated by the Law, as per the type of each share.

Steps:

1. Fill in an Incorporation Form at the Incorporation Department, Hall (1).
2. Fill in the Security Verification form in case of having foreign partners
3. Fill in the form of Publication in the Investment Gazette*
4. Enter data of the company's articles of incorporation and Statute into the electronic form, to be approved by the competent lawyer, signed by founders' or partners' legal representative and stamped by the seal of the Republic.

* As for publication in the Investment Gazette, reference shall be made to the Investment Gazette Services to define the prescribed publication fees.

5. Receive the order of payment of the incorporation fees to be fulfilled in Bank of Alexandria, GAFI branch.
6. Submit the original payment receipts to the Follow-Up Department, which shall forward the Articles of Incorporation to the Bar Association and notarize both the Articles and the Statute in the Notary Public, on behalf of the investor. The Capital Market Office shall be also notified. In case of Joint stock companies and partnerships limited by shares there should be a notification from the Capital Market Office of share issue.
7. As for the stock and limited liability companies subject to Law No. 159, an operation shall be issued from the Chamber of Commercial Professions.
8. Receive a copy of the Commercial Register Application Form stating the number and date of registration if the Register was made at the Investment Commercial Register*
9. After the elapse of the Duration of Service Delivery, go to GAFI to receive an official extract from the Commercial Register.
10. Go to the Investment Taxation Office to get a taxation card issued.

Duration of Service Delivery

Three working days

Fees:

Type of fee	Value of Fees as per law 8/1997	Value of Fees as per Law 159/1981	Payable to	Paid at
Fees of Authentication by the Bar Association	LE 5/ 1000 from the issued capital at a maximum of LE 5,000 and a minimum of LE 100 + LE 20 lawyer stamp duty	LE 5/ 1000 from the issued capital at a maximum of LE 5,000 and a minimum of LE 100 + LE 20 lawyer stamp duty	Bar Association	The Association's account in Bank of Alexandria, ground floor, the Authority's administrative office in Fair Grounds, or any of the Association's branches outside the Authority
Notarization fees of the Articles of Incorporation	0.25% of the issued capital at a maximum of LE 500 and a minimum of L.E 10	0.25% of the issued capital at a maximum of LE 1000 and a minimum of L.E 10	Real Estate Publicity Office	Bank of Alexandria, ground floor, the Authority's administrative office in Fair Grounds
Commercial Register fees	LE 56	LE 56	The Commercial Register	Bank of Alexandria, ground floor, the Authority's administrative office in Fair Grounds
Fees of share issuance (joint stock companies and partnerships limited by share)	LE 0.5/ 1000 from the issued capital at a maximum of LE 10,000	LE 0.5/ 1000 from the issued capital at a maximum of LE 10,000	The Capital Market Authority CMA	Bank of Alexandria, ground floor, the Authority's administrative office in Fair Grounds

Type of fee	Value of Fees as per law 8/1997	Value of Fees as per Law 159/1981	Payable to	Paid at
Fees of issuing a certificate of operation in the target activity	Free	LE 2/ 1000 from the paid capital as annual subscription at a maximum of LE 200 and a minimum of LE 24 + LE 29 as operation certificate fees	General Union of Chambers of Commerce	Bank of Alexandria, ground floor, the Authority's administrative office in Fair Grounds
Syndicate of Commercial Professions	Free	LE 125 where capital is less than LE 500,000, LE 250 where capital is LE 500,000 or more	Syndicate of Commercial Professions	Bank of Alexandria, ground floor, the Authority's administrative office in Fair Grounds
Incorporation Fees	Free	LE 1/1000 from the issued capital as incorporation fees at a maximum of LE 1,000 and a minimum of LE 100. 1/1000 of issued capital as recompense against services at a maximum of LE 10,000 and a minimum of LE 1,000. LE 100 for Capital Market Certificate for Joint stock companies and partnerships limited by shares	GAFI	Bank of Alexandria, ground floor, the Authority's administrative office in Fair Grounds

* In the event that a company's head office lies outside the scope of the geographic jurisdiction of the Unified Investment Commercial Registry Office, an authorized copy of the decree and a letter addressed to the competent Commercial Registry to undertake the company's registration procedures in the same registry shall be delivered to the partners' legal representative.

Partnerships

Documents Required

- 1) Copies of powers of attorney from all partners provided that the power of attorney covers the powers to incorporate a partnership as per the form of power of attorney authorized by the Real Estate Publicity Office.
- 2) Copies of ID or passports of partners.
- 3) Copy of the Bar Association card of the lawyer who signs the Articles of Incorporation (the lawyer must be at least a first instance court lawyer and respective card must be valid to date).
- 4) Title deed of the project location (or declaration to submit the title deed within a year as of the date of registration at the Commercial Register). In the event that the company operates in land reclamation and cultivation the following must be observed:
 - If the company's assigned location is still in progress, incorporation shall not be carried out unless the title deed of the project location is submitted.
 - If the company's location is not yet assigned, incorporation may be carried out provided that the following statement be added to the incorporation certificate/decreed: "this certificate or decree shall not entitle the company to operate unless all necessary licenses and approvals for operating in the field of land reclamation and cultivation are obtained from the competent bodies and in accordance with the applicable rules and procedures and this certificate or decree shall not be deemed codification of any status prior to the company's incorporation.
- 5) In the event that the capital of partnerships have in kind shares:
 - It would be sufficient to present the value set forth in the Articles of Incorporation (contract) submitted by the partners and at liability thereof.

Steps:

1. Fill in an Incorporation Application form with the competent employee at the Incorporation Department, Hall (1)
2. Fill in the Security Verification form in case of having foreign partners
3. Fill in the form of Publication in the Investment Gazette *
4. Enter data of the company's articles of incorporation and Statute into the electronic form, to be approved by the competent lawyer, signed by founders' or partners' legal representative and stamped by the seal of the Republic.
5. Receive the order of payment of the incorporation fees to be fulfilled in Bank of Alexandria, GAFI branch.
6. Submit the original payment receipts to the Follow-Up Department which shall undertake on behalf of the investor- to forward the Articles of Incorporation to the Bar Association for authentication and to notarize the Articles of Incorporation in the Real Estate Publicity Office.
7. Receive a copy of the Commercial Register Application Form stating the number and date of registration if the Register was made at the Investment Commercial Register **
8. After elapse of the Duration of Service Delivery, go to GAFI to receive an official extract from the Commercial Register.

* As for publication in the Investment Gazette, reference shall be made to the Investment Gazette Services to define the prescribed publication fees.

** In the event that a company's head office lies outside the scope of the geographic jurisdiction of the Unified Investment Commercial Registry Office, an authorized copy of the decree and a letter addressed to the competent Commercial Registry to undertake the company's registration procedures in the same registry shall be delivered to the partners' legal representative.

Duration of Service Delivery

Two working days

Fees:

Type of fee	Value of fees	Payable to	Paid at
Fees of Authentication by the Bar Association	LE 5/ 1000 from the issued capital at a maximum of LE 5,000 and a minimum of LE 100 + LE 20 lawyer stamp duty	Bar Association	The Association account in Bank of Alexandria, ground floor, the Authority administrative office in Fair Grounds, or any association branch outside the authority
Notarization fees of the Articles of Incorporation	0.25% of the capital at a maximum of LE 500	Real Estate Publicity Office	Bank of Alexandria, ground floor, the Authority administrative office in Fair Grounds
Commercial Registration fees	LE 64, but in case of having foreign partners, fees shall be LE 76	Commercial Register	Bank of Alexandria, ground floor, the Authority administrative office in Fair Grounds
Commercial Registration fees for registration of a Partnership branch ***	L.E 14 but in case of having foreign partners, fees shall be L.E 26	Commercial Register	Bank of Alexandria, ground floor, the Authority administrative office in Fair Grounds

*** In the event that the Articles of Incorporation provides for the existence of a branch of the partnership

SOLE CORPORATIONS

Documents Required

- 1) A power of attorney from the owner of the corporation in case it is founded through a legal representative provided that the power of attorney covers incorporation of corporations.
- 2) Copies of ID (national number) or passports of the owner of the firm, as well as a copy of ID of the official legal representative.
- 3) Title deed of the project location (or declaration to submit the title deed within a year as of the date of registration at the Commercial Register). In the event that the company operates in land reclamation and cultivation the following must be observed:
 - a- If the company's assigned location is still in progress, incorporation shall not be carried out unless the title deed of the project location is submitted.
 - b- If the company's location is not yet assigned, incorporation may be carried out provided that the following statement be added to the incorporation certificate/decreed: "this certificate or decree shall not entitle the company to operate unless all necessary licenses and approvals for operating in the field of land reclamation and cultivation are obtained from the competent bodies and in accordance with the applicable rules and procedures and this certificate or decree shall not be deemed codification of any status prior to the company's incorporation.
- 4) In the event that the capital of the sole corporation has in kind shares, a report submitted by the corporation's owner and at own liability would suffice.

Steps:

1. Fill in an Incorporation Application form with the competent employee at the Incorporation Department, Hall (1)
2. Fill in the Security Verification form in case of having foreign partners
3. Fill in the form of Publication in the Investment Gazette *
4. Receive the order of payment of the incorporation fees to be fulfilled in Bank of Alexandria, GAFI branch.
5. Submit the original payment receipts to the Follow-Up Department and obtain a copy of the registration at the Commercial Register
6. After the elapse of the Duration of Service Delivery, go to GAFI to: <ul style="list-style-type: none"> • Obtain a letter addressed to the Commercial Register to register data of the incorporation thereat or to receive an official extract from the Commercial Register **

* As for publication in the Investment Gazette, reference shall be made to the Investment Gazette Services to define the prescribed publication fees.

** In the event that a company's head office lies outside the scope of the geographic jurisdiction of the Unified Investment Commercial Registry Office, the original copy of the letter addressed to the competent Commercial Registry to undertake the company's registration procedures in the same registry shall be delivered to the company's owner or legal representative thereof.

Duration of Service Delivery

One working day

Fees:

Type of fee	Value of fees	Payable to	Place of Payment
Commercial registration fees	LE 9.50	Commercial Register Office	Bank of Alexandria, ground floor, the Authority administrative office in Fair Grounds

Changing the legal status of partnerships pursuant to the provisions of the Commercial Law to become corporations in accordance with the provisions of Law No. 159 of the year 1981.

Valuation procedures shall be followed by the Authority. Afterwards, the applicable incorporation procedures for corporations subject to Law No. 159 of the year 1981.

Amendment of the Articles of Incorporation and Statutes: Authorization of the Extra-ordinary General Assembly's Minutes of Meetings.

Documents required:

- 1) A mandate or a power of attorney to the endorsement of the assembly by the chairperson or the company's director or the authorization within the assembly, i.e. in the minutes of meeting.
- 2) A recent extract of the assembly's commercial Register subsequent to the assembly (within the previous three months)
- 3) The original minutes of meeting of the assembly required for authorization signed by the chair, the auditor, the secretary and the vote sorter + the photocopies required for authorization.
- 4) BOD members' and directors' attendance sheet in addition to proxies (if any).
- 5) Shareholders' or partners' attendance sheet signed by the chair, the auditor, the secretary and the vote sorters + proxies (if any).
- 6) A document proving sending to and receipt of the invitations by the shareholders or partners + a copy of the invitation for convention+ the assembly's agenda provided that the invitation takes place at least 15 days prior to convention (excluding the day of sending and the convention day unless the assembly's statute provides for a longer period).
- 7) A copy of the Investment Gazette encompassing all amendments approved for the company.
- 8) Auditor appointment deed (ordinary assemblies)
- 9) Draft amendment (articles) of the amendments required to be introduced to the company's statute (if completion of the amendment procedures is desired)***, while considering the documents required as per the type of every amendment.
- 10) The receipt proving fulfillment of the authorization fees payment.
- 11) BOD's presentation of the causes for convention endorsed by the Authority.
- 12) Declaration by the authorized to having referred to the BOD and fulfilled all remarks presented for authorization.
- 13) Copy of the personal ID of the applicant.
- 14) A security verification form for non Egyptian shareholders/partners, new BOD and department managers.

Documents required in special cases:

Amending the Name:

- A Certificate of Non-Confusion of the name from the commercial register (provided that, for joint stock companies, the name is derived from the object).
- A document acknowledging the unwillingness of the senior shareholders to participate in the capital increase.

Amending the Object:

- Approval of the competent authorities, if necessary, as per the type of the company's business (Approval of the Central Bank of Egypt CBE)- the Civil Aviation Authority, Ministry of Tourism...etc)

Amending the Location:

- The location title deed (if any) or getting issued a decree for amendment provided that a location title deed is submitted within a one-year period from the date of decree issuance, except for:
 - Companies established in governorates of North and South Sinai and Qantara East: a title deed of the location must be submitted provided that such is a contract of usufruct or of lease, without prejudice the Prime Minister's Decree No. 350 of the year 2007.
 - Companies engaged in cultivation or reclamation and have a designated location: The location title deed must be submitted without prejudice to the Prime Minister's Decree No. 350 of the year 2007 and the President of the Republic's Decree No. 356 of the year 2008

In the event of the death of a shareholder:

- A distribution decree + an auditor's certificate certifying the distribution of the lawful legacy in the event of the death of a shareholder.

In the event of BODs' reformation:

- Resignations of the old members as well as declarations of acceptance of the new ones must be submitted.

*** Applicable to companies that are subject to the provisions of Law No. 8 of the year 1997

In the event of amending the capital (capital increase) of incorporations:

a. Capital increase through profits, reserves and credit balances.

- The balance sheet, financial position or the financial statements relevant to that increase with the auditor's report.
- The minutes of meeting of the ordinary general assembly endorsing the balance sheet.
- Authorization shall be obtained after the approval of the Economic Performance Sector.

b. Cash increase

- In case of joint stock companies, a bank certificate proving that at least 10% of the increase has been paid (for fully paid capitals before the increase) or a bank certificate proving payment of the increase at a minimum of the amount paid in from the issued capital before increase (in the event of increasing the issued capital without fully paying the original capital).
- In case of limited liability companies, a bank certificate proving that the capital increase is fully paid.

C. In-kind shares

- For joint stock companies the report by the GAFI-formed committee must be submitted.
- For limited liability companies an expert valuation must be submitted together with a declaration by the partners approving the valuation in the assembly endorsing the increase.

In the event of decreasing capital

- A certificate by the auditor stating reasons of the decrease.
- The company's financial statements on the date of capital decrease. Authorization shall be obtained after the approval of the economic performance sector.

In the event of share trading and amendment of Article 7

- Submitting the approval to trade shares during the company's first two financial years.
- Amending projects established in Sinai: the approval to trade shares of those companies must be submitted.

Steps

1. Go to the cashier (Hall 2), floor 2, Investment Services Complex to pay the authorization fees and submit the request with the required documents attached thereto.
2. After the elapse of the Duration of Service Delivery go to GAFI to receive the authorized meetings.

Duration of service Delivery

Two working days from the day following receipt of application.

Fees

Type of Fees	Value of Fees	Payable to	Place of Payment
Authorization of an extra-ordinary general assembly's minutes of meeting	L.E. 100 per each copy authorized	GAFI	Cashier at the Post-Incorporation Hall, floor 2, Investment Services Complex

Amendment of the Articles of Incorporation and Statutes: Corporations

Documents required

General Documents of amendment

- 1) A copy of the GAFI- authorized extra-ordinary general assembly's minutes of meeting or of the Articles of Incorporation (for limited liability companies)+ draft amendment of the statute including the pre- and post amendment article stipulation.
- 2) A recent extract of the Commercial Register as per the latest amendment introduced (within the previous three months)
- 3) The company's mandate/power of attorney to representative thereof in receiving from and delivering documents to GAFI (if this mandate/power is not included in the minutes of meeting.)
- 4) A photocopy of the Investment Gazette with all relevant amendments attached thereto.
- 5) The payment receipt of authorization and amendment fees*.
- 6) A security verification form in the event of having new non-Egyptian partners.
- 7) A copy of the applicant's ID.**

Special Documents as per the required amendment

Amending the company's name

A certificate of non ambiguity of the company's name from the commercial register must be attached. **(The name shall be derived from the purpose in the case of joint stock companies)**

Amending the company's purpose

Approvals, required by such amendment of the competent bodies, (approval of CBE, authority of civil aviation and ministry of tourism....).

Amending the company's location

- the location title deed (if any) or getting issued a decree for amendment provided that a location title deed is submitted within a one-year period from the date of decree issuance, except for:
 - Companies established in governorates of North and South Sinai and Qantara East: a title deed of the location must be submitted provided that such is a contract of usufruct or of lease, without prejudice the Prime Minister's Decree No. 350 of the year 2007.
 - Companies engaged in cultivation or reclamation and have a designated location: the location title deed must be submitted without prejudice to the Prime Minister's Decree No. 350 of the year 2007 and the President of the Republic's Decree No. 356 of the year 2008.

Amending the company's capital

The following must be observed:

A- Amendment by capital increase:

Increase by occurred profit, reserves and credit :

The following documents must be submitted:

- Budget, or balance sheet, or financial statements of the increase shall be presented, in addition to the auditor's report.
- Ordinary general assembly minute approved the budget shall be presented.
- Authorization shall be made after obtaining the Economic Performance Sector's approval.

Cash Increase:

Joint stock companies:

- A bank certificate **stating the payment of at least 10% in the case of the authorized capital is fully paid** before the increase, or a certificate **stating the payment increase to no less than what decided to pay of the issued capital before the increase in the case of increase the issued capital** without the authorized capital is fully paid.

Limited liability companies:

- A bank certificate with full payment of increase of the company's capital.

Increase by in-kind shares:

Joint stock companies:

- The report of the committee composed and authorized by GAFI must be submitted.

Limited liability companies:

- Evaluation by an Expert, and a document of agreement from the partners to the evaluation in the assembly approved the increase.

Amendment by Capital decrease:

The following documents must be submitted:

- Auditor certificate with the reasons of decrease.
- Company's financial statement in the date of decrease.

Authorization shall be made after obtaining the Economic Performance Sector's approval.

Share trading, and amendment of article 7:

- Agreement on the share trading during the first two years of the company must be submitted.

Projects established in Sinai:

Agreement on the share trading for the companies established in Sinai.

Steps

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|---|
| 1. Go to the General Department for Companies' Legal Affairs (Amendments), Investment Services Complex, floor 2, Hall (2) to submit the amendment request attached to the documents herein before referred to. |
| 2. Go to GAFI after the elapse of three working days to receive GAFI-authorized (draft amendment)** or the (extra-ordinary general assembly's minutes of meeting and the amendment contract) *. This should be then forwarded to the Bar Association for authentication, and then to the Real Estate Publicity Office for notarization. |

3. Deliver the draft amendment after notarization to the Department for Amendments to complete the rest of procedures **.
4. In the event of capital increase or decrease, the minutes of meeting and the amendment contract shall be delivered to the Department after obtaining the CMA approval.**
5. Go to GAFI to receive documents necessary for licensing the required amendments in the company's commercial register.

Duration of Service delivery:

Six working days, from the day following receipt of application.

Fees:

Type of Fees	Value of Fees	Payable to	Place of Payment
Authorization of the amendment contract *	L.E. 100 per each copy authorized	GAFI	Cashier at the General Department for Ordinary General Assemblies and BODs, floor 2, Investment Services Complex.

* Applicable to companies subject to the provisions of Law. No. 159 of the year 1981

** Applicable to companies subject to the provisions of Law No. 8 of the year 1997

Partnerships (Joint liability - Partnerships in commendum)

Documents Required:

- 1) Partners' minutes of meeting signed by all partners of the company and encompassing all amendments to be introduced to the company's articles of incorporation (articles must be stipulated as they are prior to and after the proposed amendment)
- 2) The original articles of amendment to be introduced together with a preamble.
- 3) Power of attorneys by all partners authorizing the introduction of amendments to the company's articles of incorporation, contract (as per the case)
- 4) A copy of the Investment Gazette with an attachment of all the amendments introduced to the company's articles of incorporation.
- 5) A recent extract of the company's commercial register.
- 6) A security verification form in case of having new foreign partners.
- 7) A copy of the personal IDs of the new acting partners.
- 8) A copy of the personal ID of the applicant.

Documents required in special cases:

Amending the company's object:

All above mentioned documents must be submitted in addition to:

- Approval of the competent authorities, if necessary, as per the type of the company's business (Approval of the Central Bank of Egypt CBE, the Civil Aviation Authority, Ministry of Tourism...etc)

Amending the location

All above mentioned documents must be submitted in addition to:

- the location title deed (if any) or getting issued a decree for amendment provided that a location title deed is submitted within a one-year period from the date of decree issuance, except for:
 - Companies established in governorates of North and South Sinai and Qantara East: a title deed of the location must be submitted provided that such is a contract of usufruct or of lease, without prejudice the Prime Minister's Decree No. 350 of the year 2007.
 - Companies engaged in cultivation or reclamation and have a designated location: the location title deed must be submitted without prejudice to the Prime Minister's Decree No. 350 of the year 2007 and the President of the Republic's Decree No. 356 of the year 2008.

In the event of the death of a partner:

- A distribution decree + distribution of shares within the partner group meeting among the legal heirs.

Increase in the in-kind shares for partnerships:

- Partners' valuation of shares and approval thereon in the partner group meeting.

Steps

1. Go to the General Department for Companies' Legal Affairs (Amendments), Investment Services Complex, floor 2, Hall (2) to submit the amendment request attached to the documents herein before referred to.
2. Go to GAFI after the elapse of two working days to receive GAFI-authorized draft amendment. This should be then forwarded to the Bar Association for authentication, and then to the Real Estate Publicity Office for notarization.
3. Deliver the draft amendment after notarization to the General Department for Amendments to complete the rest of procedures.
4. Go to GAFI to receive documents necessary for licensing the required amendments in the company's commercial register.

Duration of Service Delivery

Five working days from the date of receipt of the application.

Fees:

Type of Fees	Value of Fees	Payable to	Place of Payment
Authorization of the amendment contract *	L.E. 100 per each copy authorized	GAFI	Cashier at the General Department for Ordinary General Assemblies and BODs, floor 2, Investment Services Complex.

N.B:

- The application form is available at the Department for Amendments.
- As for publication in the Investment Gazette, reference shall be made to the Investment Gazette Services to define the prescribed publication fees.

Sole Corporations

Amendment of the Basic Data:

Documents Required:

- 1) A copy of the authority-issued instrument licensing the incorporation of the company and addressing the Commercial Register and of any amending clauses (if any) introduced thereto.
- 2) A recent extract (within the previous three months of the commercial register).
- 3) A power of attorney by the company's owner authorizing the introduction of amendments to the company in the event that a request for such amendments is made by the attorney at law.
- 4) A copy of the taxation card.
- 5) Fees payment receipt for publication in the Investment Gazette (in the even of acceptance of papers).
- 6) A copy of personal ID of the applicant.
- 7) Security verification in the event of introducing amendments by non-Egyptians.

Steps:

- | |
|---|
| 1. Go to the General Department for Companies' Legal Affairs (Amendments), Investment Services Complex, floor 2, Hall (2) to submit the amendment request attached to the documents herein before referred to. |
| 2. Go to GAFI to receive the commercial register and the taxation card. |

Duration of Service Delivery

* Three working days from the day following receipt of application.

Fees:

Type of Fees	Value of Fees	Payable to	Place of Payment
Authorization of the amendment contract *	L.E. 100 per each copy authorized	GAFI	Cashier at the General Department for Ordinary General Assemblies and BODs, floor 2, Investment Services Complex.

N.B: As for publication in the Investment Gazette, reference shall be made to the Investment Gazette Services to define the prescribed publication fees and place of payment.

Changing the Legal Status of Companies.

Documents Required:

- 1) The extra-ordinary general assembly's minutes of meeting (or the minutes of meeting of the group of founders) including approval of changing of the company's legal status.
- 2) Powers of attorney by all partners (for partnerships)
- 3) A Valuation report issued by GAFI-formed committee on the company as it changes respective legal status.
- 4) The extra-ordinary general assembly's minutes of meeting (or the minutes of meeting of the group of partners) including approval of the company valuation carried out by GAFI-formed committee.
- 5) An extract of the commercial register (within the previous three months)
- 6) A copy of all the amendments issued for the company.
- 7) A draft Articles of incorporation or statute for the new company preceded by an appropriate preamble on changing the legal status.
- 8) A copy of the personal ID of the applicant.

Documents required in special cases (all above documents must be submitted in addition to):

The Name:

- A non-confusion certificate for the name from the commercial register (provided that, for joint stock companies, the name is derived from the object)

The Object:

- Approval of the competent authorities, if necessary, as per the type of the company's business (Approval of the Central Bank of Egypt CBE, the Civil Aviation Authority, Ministry of Tourism...etc)

The location:

- The location title deed (if any) or getting issued a decree for amendment provided that a location title deed is submitted within a one-year period from the date of decree issuance, except for:
 - Companies established in governorates of North and South Sinai and Qantara East: a title deed of the location must be submitted provided that such is a contract of usufruct or of lease, without prejudice the Prime Minister's Decree No. 350 of the year 2007.
 - Companies engaged in cultivation or reclamation and have a designated location: the location title deed must be submitted without prejudice to the Prime Minister's Decree No. 350 of the year 2007 and the President of the Republic's Decree No. 356 of the year 2008.

Capital Increase:

- A bank certificate proving that at least 10% of the increase has been paid (for fully paid capitals) or a bank certificate proving payment of at least the prescribed paid up from the issued capital before increase (in the event of increasing the issued capital without fully paying the original capital)

- As for limited liability companies, a bank certificate must be submitted proving full payment of the company's capital increase.
- Companies engaged in cultivation or reclamation and have a designated location: the location title deed must be submitted without prejudice to the Prime Minister's Decree No. 350 of the year 2007 and the President of the Republic's Decree No. 356 of the year 2008.
- Security verification on non-Egyptian shareholders/partners and new BOD members.

Steps

1. Go to the General Department for Companies' Legal Affairs (Amendments), Investment Services Complex, floor 2, Hall (2) to submit the amendment request attached to the documents herein before referred to.
2. Go to GAFI after the elapse of three working days to receive GAFI-authorized contract of legal status change ** or (after receipt of the CMA approval of the issuance of the merging shares to receive GAFI-authorized extra ordinary general assembly's minutes of meeting and the contract of the legal status change).This should be then forwarded to the Bar Association for authentication, and then to the Real Estate Publicity Office for notarization.
3. Deliver the draft amendment after notarization to the General Department for Amendments to complete the rest of procedures.
4. Go to GAFI to receive documents necessary for licensing the required amendments in the company's commercial register.

Duration of Service Delivery:

One working week from the day following receipt of application

Fees:

Type of fee	Value of fees	Payable to	Paid at
Contract of the Legal Status Change (applicable to companies subject to Law No. 159 of the year 1981 and Law No. 8 of the year 1997)	L.E 100	GAFI	Cashier at the General Department for General Assemblies and BODs, Investment Service Complex, Floor 2

* Applicable to companies subject to the provisions of Law No. 159 of the year 1981

** Applicable to companies subject to the provisions of Law. No. 8 of the year 1997

Transformation of Companies Operating under the Free-Zone System to Operate under the Internal Investment System.

Pursuant to the provisions of Law No. 8 of the year 1997 or Law No. 159 of the year 1981

Documents Required:

- 1) The free zone (relevant to the project) BOD's approval to transform project operation to be under the internal investment system and revoke the free zone operation license.
- 2) A Certificate of Non Confusion of the name.
- 3) A recent extract of the commercial register (within the previous three months)
- 4) The company's new statute preceded by a preamble explaining the development of the company since foundation till the date of transformation and signed by the party with a legal capacity at the company.
- 5) GAFI approval of the transformation from the free zone to the internal investment pursuant to Law No. 159
- 6) GAFI-authorized minutes of meeting of the extra ordinary general assembly stating the approval of transformation and including amendments of the name, object and the articles required for amendment.
- 7) A copy of the personal ID of the applicant.

Steps:

1. Go to the General Department for Companies' Legal Affairs (Amendments), Investment Services Complex, floor 2, Hall (2) to submit the amendment request attached to the documents herein before referred to.
2. Go to GAFI after the elapse of three working days to receive GAFI-authorized draft contract of transformation. This should then be forwarded to the Bar Association for authentication, then to the Real Estate Publicity Office for notarization and finally for licensing in the commercial register
3. Deliver the company's articles of incorporation or statute to the General Department for Amendments to complete the rest of procedures.(applicable to companies subject to Law No. 8 of the year 1997)
4. Go to GAFI to receive documents necessary for licensing the required amendments in the company's commercial register.

Duration of Service Delivery:

One working week from the day following receipt of application.

Fees:

Free

Merger of Companies

Documents Required:

- 1) GAFI-authorized minutes of meeting of the extra-ordinary general assembly of both the merging and the merged companies (or minutes of meeting of the group of partners), including the approval of merger.
- 2) The extra-ordinary general assembly's minutes of meeting (or partners' minutes of meeting) of both the merging and the merged companies including the approval of GAFI-issued valuation provided that the extra ordinary general assembly's minutes of meeting (or partners' minutes of meeting) of the merging company includes approval of the amendment of articles of the merger-related statute..
- 3) A recent copy of the commercial register (within the previous three months).
- 4) A copy of all the amendments and decrees issued for the merging and the merged companies.
- 5) GAFI-formed committee's valuation report on the net shareholders' equities of both the merging and the merged companies.
- 6) The merger contract including the development of the merging and the merged companies since respective date of foundation and up till the merger.
- 7) Draft amendment of the merging company including the articles (required for amendment) before and after amendment.
- 8) CBE approval in case of bank and exchange companies' projects established in accordance with the provisions of Law No. 159 of the year 1981 and Law No. 8 of the year 1997.
- 9) A copy of the personal ID of the applicant.

Documents required in special cases (all above documents must be submitted in addition to):

The Name:

- A Certificate of Non-Confusion of the name from the commercial register (provided that, for joint stock companies, the name is derived from the object).

The Object:

- Approval of the competent authorities, if necessary, as per the type of the company's business (Approval of the Central Bank of Egypt CBE, the Civil Aviation Authority, Ministry of Tourism... etc)

The location:

- The location title deed (if any) or getting issued a decree for amendment provided that a location title deed is submitted within a one-year period from the date of decree issuance, except for:
 - Companies established in governorates of North and South Sinai and Qantara East: a title deed of the location must be submitted provided that such is a contract of usufruct or of lease, without prejudice the Prime Minister's Decree No. 350 of the year 2007.
 - Companies engaged in cultivation or reclamation and have a designated location: the location title deed must be submitted without prejudice to the Prime Minister's Decree No. 350 of the year 2007 and the President of the Republic's Decree No. 356 of the year 2008.

Capital Increase:

- As for joint stock companies, a bank certificate proving that at least 10% of the increase has been paid (for fully paid capitals) or a bank certificate proving payment of at least the prescribed paid up from the issued capital before increase (in the event of increasing the issued capital without fully paying the original capital)
- As for limited liability companies, a bank certificate must be submitted proving full payment of the company's capital increase.
- Security verification on non-Egyptian shareholders/partners.

Steps:

1. Go to the General Department for Companies' Legal Affairs (Amendments), Investment Services Complex, floor 2, Hall (2) to submit the amendment request attached to the documents herein before referred to.
2. Go to GAFI after the elapse of three working days to receive GAFI-authorized draft merger ** or (after receipt of the CMA approval of the issuance of the merging shares to receive GAFI-authorized extra ordinary general assembly's minutes of meeting and the merger contract*). This should be then forwarded to the Bar Association for authentication, and then to the Real Estate Publicity Office for notarization.
3. Deliver the draft merger after notarization to the General Department for Companies' Legal Affairs (Amendments) to complete the rest of procedures.
4. Go to GAFI to receive documents necessary for licensing the required amendments in the company's commercial register.

Duration of Service Delivery:

One working week from the day following receipt of application.

Fees:

Type of fee	Value of fees	Payable to	Paid at
Merger contract (applicable to companies subject to Law No. 159 of the year 1981)	L.E 100	GAFI	Cashier at the General Department for General Assemblies, Investment Service Complex, Floor 2
Merger contract (applicable to companies subject to Law No. 8 of the year 1997.	L.E 100	GAFI	Cashier at the General Department for General Assemblies, Investment Service Complex, Floor 2

* Applicable to companies subject to the provisions of Law No. 159 of the year 1981

** Applicable to companies subject to the provisions of Law. No. 8 of the year 1997

Split-up of Companies

Documents Required:

- 1) GAFI-authorized minutes of meeting of the company's extra-ordinary general assembly, including approval of the split up and of the company being valued by GAFI for this purpose.
- 2) The valuation report issued by GAFI-formed committee on the company and respective split up into two or more companies.
- 3) The company's extra ordinary general assembly's minutes of meeting including approval of the valuation and the split up.
- 4) A recent copy of the commercial register (within the previous three months).
- 5) A copy of all the amendments and decrees issued for the company.
- 6) Draft split up of the company into a splitting and a split company attached to amendment of the articles required for amendment.

Documents required in special cases (all above documents must be submitted in addition to):

The Name:

- A non-confusion certificate for the name from the commercial register (provided that, for Joint stock companies, the name is derived from the object).

The Object:

- Approval of the competent authorities, if necessary, as per the type of the company's business (Approval of the Central Bank of Egypt CBE, the Civil Aviation Authority, Ministry of Tourism...etc)

The location:

- The location title deed (if any) or getting issued a decree for amendment provided that a location title deed is submitted within a one-year period from the date of decree issuance, except for:
 - Companies established in governorates of North and South Sinai and Qantara East: a title deed of the location must be submitted provided that such is a contract of usufruct or of lease, without prejudice the Prime Minister's Decree No. 350 of the year 2007.
 - Companies engaged in cultivation or reclamation and have a designated location: the location title deed must be submitted without prejudice to the Prime Minister's Decree No. 350 of the year 2007 and the President of the Republic's Decree No. 356 of the year 2008.

Capital Increase:

- As for joint stock companies, a bank certificate proving that at least 10% of the increase has been paid (for fully paid capitals) or a bank certificate proving payment of at least the prescribed paid up from the issued capital before increase (in the event of increasing the issued capital without fully paying the original capital)
- As for limited liability companies, a bank certificate must be submitted proving full payment of the company's capital increase.
- Security verification on non-Egyptian shareholders/partners.

Steps:

1.	Go to the General Department for company's legal affairs (Amendments), Investment Services Complex, floor 2, Hall (2) to submit the amendment request attached to the documents herein before referred to.
2.	Go to GAFI after the elapse of three working days to receive GAFI-authorized draft merger ** or (after receipt of the CMA approval of the issuance of the merging shares to receive GAFI-authorized extra ordinary general assembly's minutes of meeting and the split contract*).This should be then forwarded to the Bar Association for authentication, and then to the Real Estate Publicity Office for notarization.
3.	Deliver the draft amendment after notarization to the General Department for Amendments to complete the rest of procedures
4.	Go to GAFI to receive documents necessary for licensing the required amendments in the company's commercial register.

Duration of Service Delivery

One working week from the day following receipt of application.

Fees:

Type of fee	Value of fees	Payable to	Paid at
Split Contract (applicable to companies subject to Law No. 159 of the year 1981)	L.E 100	GAFI	Cashier at the General Department for General Assemblies and BODs, Investment Service Complex, Floor 2
Split Contract (applicable to companies subject to Law No. 8 of the year 1997)	Free	GAFI	Cashier at the General Department for General Assemblies and BODs, Investment Service Complex, Floor 2

* Applicable to companies subject to the provisions of Law No. 159 of the year 1981

** Applicable to companies subject to the provisions of Law. No. 8 of the year 1997

Liquidation of Companies (Corporations-Partnerships)

a- Stage I: Liquidation procedures:

Documents Required :

Partnerships in commendum-Joint liability

- 1) Minutes of meeting of the partner group signed by all partners and include proceedings of liquidation, appointment of a liquidator and definition of respective duties, reasons for liquidation and liquidation duration
- 2) A copy of the company incorporation decree and the latest amendment decree for Article 5 of the company's articles of incorporation in the event that names of partners are amended in addition to a copy of the latest decree issued for the company.
- 3) Power of attorneys from all partners including liquidation of the company
- 4) A request in the name of the General Director of the Department for Amendments soliciting the approval to send a letter addressing the Commercial Register to permit the placement of the company under liquidation.
- 5) A recent extract of the commercial register (issued within the previous three months), without prejudice to the Authority's Decree No.1271 of the year 2006 on optional liquidation of companies
- 6) A copy of the personal ID of the applicant.

Corporations:

1. Authorized minutes of meeting of the extra ordinary general assembly that include proceedings of liquidation, appointment of a liquidator and definition of respective duties, reasons for liquidation and liquidation duration. (Without prejudice to the Authority's Decree No. 1271 of the year 2006 on optional liquidation of companies).
2. CBE approval in case of bank and exchange companies' projects established in accordance with the provisions of Law No. 159 of the year 1981 and Law No. 8 of the year 1997.
3. A copy of the personal ID of the applicant.

Steps:

1. Go to the General Department for company's legal affairs (Amendments), Investment Services Complex, floor 2, Hall (2) to submit the amendment request attached to the documents herein before referred to.

2. Go to GAFI after the elapse of two working days:

In case of companies subject to the Law No. 8 of the year 97:

The liquidator or legal representative thereof shall receive a letter from the Department for Amendments addressing the competent commercial register to permit the placement of the company under liquidation and advising thereof of the name of liquidator, respective mission and liquidation duration.

In case of companies subject to the Law No. 159 of the year 1981

The GAFI approved extra-ordinary general assembly's minutes of meeting shall be delivered, addressing the competent commercial register to permit the placement of the company under liquidation and advising thereof of the name of liquidator, respective mission and liquidation duration

Duration of Service Delivery

Two working days, from the day following receipt of application.

Fees:

Type of fee	Value of fees	Payable to	Paid at
Authorization of the extra ordinary general assembly's minutes of meeting	L.E 100 For every copy authorized.	GAFI	Cashier at the General Department for the General Assemblies and the BODs, Investment Service Complex, Floor 2
Authorization of the partners' minutes of meeting.	Free		

b- Stage II: Delisting of the Company from the Commercial Register:

Documents required:

- 1) Minutes of meeting of the partner group including approval to endorse the liquidation outcome.
- 2) A document proving the publishing of the following in two widely circulated daily newspapers within a one week period from date of liquidation permission:
 - Name of the company associated with the statement "under liquidation"
 - Name of liquidator, a brief on respective mission and liquidation duration.
 - Start date of liquidator's receipt of debt repayment requests accompanied with the supporting documents provided that this date is at least 15 days subsequent to the publishing date.
- 3) A declaration by the liquidator and partners'/or shareholders acknowledging full liability for the liquidation proceedings and acknowledging fulfillment all company's obligations/liabilities towards partners' or a third party.
- 4) Final account of liquidation authorized by the liquidator in pursuance of the professional criteria observed in the preparation of financial statement.
- 5) The auditor-authorized liquidation balance sheet including the liquidator's report and liquidation accounts.
- 6) The company's commercial register which includes placement of the company under liquidation.
- 7) A declaration by the shareholders/partners acknowledging receipt of respective dues after liquidation.
- 8) A copy of the personal ID of the applicant.

Steps

Partnerships: <ol style="list-style-type: none">1. Go to the General Department for company's legal affairs (Amendments), Investment Service Complex, Hall 2 to submit the application and the documents herein before referred to.2. Go to GAFI after the elapse of two working days
Companies subject to the Law No. 8 of the year 97: <ul style="list-style-type: none">- The liquidator or legal representative thereof shall receive a letter from the Department for Legal Affairs (Amendments) addressing the competent commercial register to permit the delisting of the company from the commercial register.

Duration of Service Delivery

Two working days, from the day following receipt of application.

Fees:

Free

Liquidation of Sole Corporations

Documents Required

- 1) A copy of the Articles of Incorporation
- 2) A copy of the corporation owner's power of attorney to respective legal representative to de-list the company from the commercial register.
- 3) A recent extract of the company's commercial register (issued within the previous three months)
- 4) Two certificates, one from the taxation office and the other from the Insurance office attesting to the nonexistence of due payments from the company.
- 5) A copy of the personal ID of the applicant

Steps:

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| 1. Go to the General Department for company's legal affairs (Amendments), Investment Services Complex, floor 2 Hall (2) to submit the request and the documents herein before referred to. |
| 2. Go to GAFI after the elapse of three working days where a letter addressing the competent commercial register to de-list the company from the register shall be delivered to the company's owner or legal representative thereof. |

Duration of Service Delivery:

Two working days from the day following receipt of application.

Fees:

Free.

Publication in the Investment Gazette: Publication of the incorporation decrees, articles of incorporation and statutes of incorporated companies and corporations

- 1) In the event of publishing the articles of incorporation and statutes of incorporated companies and corporations all publication documents shall be delivered by the Department of Incorporation.
- 2) In the event of requesting more copies of the Gazette in Arabic or in any other language the following must be submitted at the Gazette window, Hall 2, Investment Service Complex.

Documents Required:

- 1) A filled in publication application
- 2) Publication fees payment receipt (original receipt+ copy)
- 3) A C.D including translation of the company's incorporation documents required for publication in English language.

Steps:

1. Go to the Gazette window, Investment Service Complex, Hall 2 with the publication application to review the documents and set the publication fees. The application must be attached to the documents required for publication together with a mandate or a power of attorney by the company and a copy of the ID.
2. Fulfill payment at the Bank of Alexandria, at the administrative building or at a GAFI branch in governorates of Alex, Isamilia, Assiut or a free zone branch
3. Go to GAFI to receive the required Gazette copies from the Department for Circulation, address: 96 Ahmed Orabi St., Mohandeseen.

Duration of Service Delivery

From 10 to 25 days (after submitting the C.D in the event of publishing in any language).

Fees:

Type of fee	Type of Company	Value of fees		Paid at
		No. of copies	fee value	
Publication of articles of incorporations and statutes of incorporated companies	Joint stock companies	10	L.E 200 in Arabic only. L.E 400 in Arabic and English	Bank of Alexandria, at the administrative building or at a GAFI branch in governorates of Alex, Isamilia or Assiut.
	Limited liability companies	10	L.E 150 in Arabic only L.E 300 in Arabic and English	
	Joint liability companies, partnerships in commendam	10	L.E 100 in Arabic only L.E 200 in Arabic and English.	
	Sole corporations	10	L.E 100 in Arabic only L.E 200 in Arabic and English	

Publication of the Companies' and Corporations' Amended Decrees & Statutes

Documents Required:

- 1) A filled in publication application
- 2) Publication fees payment receipt (original receipt+ copy)
- 3) A mandate or a power of attorney+ an ID copy
- 4) The document required for publication
- 5) An official extract of the commercial register (within the previous three months)
- 6) In the event that the amendments made and introduced have been in effect for more than a year, a true copy (from the Legal Affairs Department) of said amendments sealed and notarized at the Real Estate Publicity Office and permitted in the commercial register, must be submitted.
- 7) A copy of the amendment request (in case of sole corporations) that has been previously examined by the Department for Amendments till the Department approval of the required amendment is received.

Steps:

1. Go to the Gazette window, Investment Service Complex, Hall 2 with the publication application to review the documents and set the publication fees. The application must be attached to the documents required for publication together with a mandate or a power of attorney by the company and a copy of the ID.
2. Fulfill payment at the Bank of Alexandria, at the administrative building or at a GAFI branch in governorates of Alex, Isamilia, Assiut or a free zone branch
3. Go to GAFI to receive the required Gazette copies from the Department for Circulation, address: 96 Ahmed Orabi St., Mohandeseen.

Duration of Service Delivery

Seven working days

Fees:

Type of fee	Type of Company	Value of fees		Paid at
		No. of copies	fee value	
Publication of amendments of articles of incorporation and statutes of companies as well as amendments of sole corporations	-Joint stock companies	10	L.E 20 per page, at a maximum of L.E 200 in Arabic only.	Bank of Alexandria, at the administrative building or at a GAFI branch in governorates of Alex, Isamilia or Assiut.
	- Companies limited by shares		- L.E 40 per page at a maximum of L.E 400 in Arabic & English	
	- Limited liability companies	10	- L.E 20 per page at a maximum of L.E 100 in Arabic only.	
	-Joint liability companies		- L.E 40 per page at a maximum of L.E 200 in Arabic & English	
- Partnerships in command	10	L.E 100 in Arabic only		
Sole corporations		L.E 200 in Arabic and English		

Publication of Special Decrees

Documents Required:

- 1) A filled in publication application
- 2) Publication fees payment receipt (original receipt+ copy)
- 3) A mandate or a power of attorney+ an ID copy
- 4) Decree of the Authority's Head on enjoyment of privileges and exemptions enumerated in Law No. 8 of the year 1997 or the business operation decree for projects established under the free zone system.
- 5) Decree of the Authority's Head licensing partnerships' transformation to corporations or mergers together with respective articles of incorporations (in case of companies established in accordance with the provisions of Law No. 8 of the year 1997 and Law No. 159 of the year 1981.

Steps:

1. Go to the Gazette window, Investment Service Complex, Hall 2 with the publication application to review the documents and set the publication fees. The application must be attached to the documents required for publication together with a mandate or a power of attorney by the company and a copy of the ID.
2. Fulfill payment at the Bank of Alexandria, at the administrative building or at a GAFI branch in governorates of Alex, Isamilia, Assiut or a free zone branch
3. Go to GAFI to receive the required Gazette copies from the Department for Circulation, address: 96 Ahmed Orabi St., Mohandeseen.

Duration of Service Delivery

Seven working days

Fees:

Type of fee	Type of Company	Value of fees		Paid at
		No. of copies	fee value	
-Decrees on the free zone business operation. - Decrees on privileges and guarantees prescribed in the law. - Publication of merger and transformation decrees.	Joint stock companies, companies limited by shares, limited liability companies, joint liability companies and partnerships in commendum	10	L.E 20 per page, at a maximum of L.E 100.	Bank of Alexandria, at the administrative building or a branch of the free zones.

Authentication of the Investment Gazette by the Ministry of Foreign Affairs

Documents Required

- 1) Copies of the original issues of the gazette (issued for the company) required for authentication at the Ministry.
- 2) Authentication fees payment receipt.
- 3) A written request by the company to endorse the gazette issues required for authentication provided that the request includes decree numbers and dates, number of the amendment articles, number and dates of the gazette issues.
- 4) A recent official extract of the company's commercial register.
- 5) A copy of a mandate or of a power of attorney+ an ID copy

Steps:

1. Go to the Gazette window, Investment Service Complex, Hall 2 with the publication application to review the documents and set the publication fees. The application must be attached to the documents required for publication together with a mandate or a power of attorney by the company and a copy of the ID.
2. Fulfill payment at the Cashier at GAFI Administrative building, Floor 2, Hall 2
3. Go to GAFI to receive the authorized copies through the Gazette Department window.

Duration of Service Delivery

A working day

Fees:

Type of fee	Value of fees	Paid at
Authorization of the Investment Gazette through Foreign Ministry's authentication of the decree or the contract (articles) required for authentication	L.E 100 per every decree or contract required for authentication	Cashier at GAFI Administrative building, Floor 2, Hall 2

Refund of the Publication Fees (for companies that have not completed the incorporation procedures)

Documents Required:

- 1) A Publication fees refund letter in the Head of the Investment Services Sector.
- 2) A copy of the power of attorney, an ID and name of beneficiary.

Steps:

1. Go to the Head of the Investment Services Sector to receive the required documents
2. Go the Secretariat, Nasr City to receive the publication fees cheque.

Correcting mistakes in the Investment Gazette:

Documents required:

- 1) Issues of the Gazette where mistakes are found+ a copy of the document published in the Gazette to check whether the mistake is a print or a document mistake.
- 2) A mandate or a power of attorney + a copy of the ID

Steps:

1. If it is a print mistake, it shall be corrected
2. If it is a mistake made by the company, it shall be corrected thereby via the Incorporation/Amendment Department. Issues of the Gazette after correction shall then be published at the expense of the company and faulted copies shall be withdrawn to get rid of.
3. If it is a mistake made by the Incorporation/Amendment Department correction shall be made via said department.

Duration of Service Delivery

Two working days

Fees:

- If the mistake is made by the company, corrections shall be carried out at the company's expenses.
- If the mistake is made by the Incorporation or Amendment Departments, correction shall be carried out via said department (s).

Authorization of the ordinary General Assembly's Minutes of Meetings.

Companies subject to the provisions of Law No. 8 of the year 1997 and Law No. 159 of the year 1981

Documents Required

- 1) A request printed out on the company letter head and sealed by respective company seal in the name of the Director General of the Central Department for Incorporation. The request should be signed by the Chairman of the BOD or via a mandate or an official power of attorney.
- 2) The ordinary general assembly's minutes of meeting printed out on the company letter head sealed by respective company seal and signed by the meeting members' voter sorters, the auditor, CBE auditor (if the company's capital amounts to 25%), the secretary and the meeting chairman.
- 3) The company's statute (and respective amendments if any).
- 4) A document proving sending of the invitations to the administrative bodies, shareholders and the auditor.
- 5) A recent extract of the commercial register (subsequent to the meeting and issued within the previous three to six months).
- 6) Mandates if any
- 7) A copy of the BOD members'/shareholders' attendance sheet signed by the auditor.
- 8) The balance sheet as endorsed by the assembly + the BOD report (if any)
- 9) Fees payment receipt.

Documents Required in Special Cases:

- Resignations + security verification (if any)
- A stepping in by the auditor (if any) + a certificate of registration in the Register of Accountants (in the event that a new auditor is appointed) + declaration of acceptance of appointment + nomination letters (if any).
- New members' declarations of acceptance of appointment+ copy of the personal ID (if any).

Steps:

1. Go to the Department for Legal Affairs of Incorporations (General Assemblies), Investment Service Complex, Floor 2 to submit an application to the head of the Central Department for Incorporation; the application must be signed by the chairperson or by a legal or an authorized representative thereof (via an official power of attorney) and attached to the referred to documents.
2. Pay the fees
3. Go to GAFI after the elapse of the duration of service delivery to receive the minutes of meeting, endorsed and stamped by the seal of the Republic.

Duration of Service Delivery

Two working days from the day following receipt of application

Fees:

Type of Fee	Value of Fees	Payable to	Paid at
Minutes of meeting of the General Assembly	L.E 100 per copy	GAFI	GAFI cashier, Floor 2, Investment Services Complex
In the event of applying for the minutes' authentication by the Foreign Ministry Office subsidiary to the Investment Services Complex.	L.E 100 per copy	GAFI	GAFI cashier, Floor 2, Investment Services Complex

Authorization of the BODs' (board of directors) minutes of meeting. Companies subject to the provisions of Law No. 8 of the year 1997 and Law No. 159 of the year 1981

Documents Required:

- 1) A request printed out on the company letter head and sealed by respective company seal in the name of the Director General of the Central Department for Incorporation. The request should be signed by the Chairman of the BOD or via a mandate or an official power of attorney.
- 2) The BOD minutes of meeting required for authorization + BOD members' attendance sheet.
- 3) The company's statute (and respective amendments if any).
- 4) A recent extract of the commercial register (subsequent to the meeting and issued within the previous three to six months).
- 5) BOD members' attendance sheet.
- 6) Resignations (if any)
- 7) Mandates (if any).
- 8) New members' declarations of acceptance of appointment+ copy of the personal ID (if any).
- 9) In case of completing the capital payment (if any).
- 10) Foreigners' security verification form.
- 11) A contract of lease with a registered date (in the event of opening a branch in North or South Sinai "pursuant to Law No. 159 of the year 1981".
- 12) Fee payment receipt.

Steps:

1. Go to the Department for Legal Affairs of Incorporations (General Assemblies), Investment Service Complex, Floor 2 to submit an application to the head of the Central Department for Incorporation; the application must be signed by the chairperson or by a legal or an authorized representative thereof (via an official power of attorney) and attached to the referred to documents.
2. Pay the fees
3. Go to GAFI after the elapse of the duration of service delivery to receive the minutes of meeting, authenticated and stamped by the seal of the Republic.

Duration of service Delivery

Two working days from the day following receipt of application

Fees:

Type of Fee	Value of Fees	Payable to	Paid at
Minutes of meeting of the General Assembly	L.E 100 per copy	GAFI	GAFI cashier, Floor 2, Investment Services Complex
In the event of applying for the minutes' authentication by the Foreign Ministry Office subsidiary to the Investment Services Complex.	L.E 100 per copy	GAFI	GAFI cashier, Floor 2, Investment Services Complex

Authentication of the BOD Member List in Joint stock companies or of Directors in Limited Liability Companies Incorporated as per the Provisions of Law No.159 of the year 1981.

Documents Required:

- 1) A request by the company's chairperson, director or legal representative thereof to authenticate the list.
- 2) The original list endorsed by the chairperson or director (as per the case at hand) printed out on the company letter head and stamped by the company seal.
- 3) A recent extract of the commercial register (issued within the previous three to six months).
- 4) A copy of the company's statute including the latest amendment made and introduced
- 5) Fee payment receipt.
- 6) A mandate or a power of attorney by the chairperson or director to legal representative thereof in receiving and delivering of papers.

Steps:

1. Go to the Department for Legal Affairs of Incorporations (General Assemblies), Investment Service Complex, Floor 2 to submit an application to the head of the Central Department for Incorporation; the application must be signed by the chairperson or by a legal or an authorized representative thereof (via an official power of attorney) and attached to the referred to documents.
2. Pay the fees
3. Go to GAFI after the elapse of the Duration of Service Delivery to receive the minutes of meeting (and the required copies as well) authenticated and stamped by the seal of the Republic.

Duration of Service Delivery:

Two working days

Fees:

Type of Fee	Value of fees	Payable to	Paid at
Authorization of the BOD or director lists	L.E 100 per copy	GAFI	Cahier of the Post-Incorporation Services Hall, Floor 2, Investment Services Complex.
Foreign ministry's office (annexed to the Investment Complex) authentication of the BOD or director list	L.E 100 per copy		
Authentication of partners' minutes of meeting (in case of partnerships)	Free		

Authentication of the Shareholders' or Partners' list (Companies subject to the provisions of Law No. 159 of the year 1981)

Documents Required:

- 1) An authentication application submitted by the chairperson or legal representative thereof or by any person authorized by the company (via a mandate stamped by the company seal).
- 2) The original list endorsed by the chairperson or the director (as per the case) + a copy on the company letter head stamped by the company seal and signed by the auditor and stamped by the seal of respective office.
- 3) A recent extract of the commercial register (issued within the previous three to six months).
- 4) A copy of the company's statute/the Gazette of Organization/Investment Gazette including the latest amendment made and introduced.
- 5) A copy of partners' or shareholders' register (as per the case) where deliberations among partners/shareholders are recorded therein; the copy must be stamped by the company seal.
- 6) In the event of the occurrence of stock trading among shareholders and partners, the following must be attached:
 - Joint stock companies: A company-sealed copy of share ownership transfer notification by the Stock Exchange Shall be submitted.
 - Limited Liability Companies: A company sealed copy of the customary or official (as per the case) share sale contract shall be submitted.
- 7) Fee payment receipt

Steps:

1. Go to the General Department for Legal Affairs of Incorporations (General Assemblies), Investment Service Complex, Floor 2, Hall 2 to submit an application to the head of the Central Department for Incorporation; the application must be signed by the chairperson or by a legal or an authorized representative thereof (via an official power of attorney) and attached to the referred to documents.
2. Pay the fees
3. Go to GAFI after the elapse of the duration of service delivery to receive the minutes of meeting (and the required copies as well) endorsed and stamped by the seal of the Republic.

Duration of Service Delivery

Two working days

Fees:

Type of Fee	Value of fees	Payable to	Paid at
Authorization of the shareholder and partner lists	L.E 100 per copy	GAFI	Cahier of the Post-Incorporation Services Hall, Floor 2, Investment Services Complex.
Foreign ministry's office (annexed to the Investment Complex) authentication of the shareholder list	L.E 100 per copy		
Authentication of partners' list	Free		

Authorization of Administrative Decisions of Limited Liability Companies Incorporated as per the Provisions of Law No. 159 of the year 1981.

Documents Required

- 1) An authorization request/application
- 2) The original administrative decision printed out on the company letter head and signed by all directors.
- 3) A recent extract of the commercial register (issued within the previous three to six months).
- 4) A copy of the Company Bulletin/Investment Gazette including the latest amendment made and introduced
- 5) Fee payment receipt.

Steps:

1. Go to the Department for Legal Affairs of Incorporations (General Assemblies), Investment Service Complex, Floor 2, Hall 2 to submit an application to the head of the Central Department for Incorporation; the application must be signed by the chairperson or by a legal or an authorized representative thereof (via an official power of attorney) and attached to the referred to documents.
2. Pay the fees
3. Go to GAFI after the elapse of the Duration of Service Delivery to receive the minutes of meeting (and the required copies as well) authenticated and stamped by the seal of the Republic.

Duration of Service Delivery

Two working days

Fees:

Type of Fee	Value of fees	Payable to	Paid at
Authorization of the administrative decisions	L.E 100 per copy	GAFI	Cahier of the Post-Incorporation Services Hall, Floor 2, Investment Services Complex.
Foreign ministry's office (annexed to the Investment Complex) authentication of the administrative decisions	L.E 100 per copy		
Authorizaton of partners' decisions	Free		

Technical Services: Exemption of Mortgage, Loan, Land and Fixed Asset Purchase Contracts from the Stamp Duty, Notarization and Real Estate Publicity Fees.

Documents Required

- 1) A copy of the loan or mortgage contract required for exemption. The contract must be stamped by a bank seal must be drafted in the name of the company or the corporation for the purpose of implementing a project thereof.
- 2) A copy of the finance lease contract (authorized by the Finance Lease Department) providing for utilizing of the loan or undertaking to submit such (in case of the finance lease companies).
- 3) A copy of a final contract of sale valid for notarization at the Real Estate Publicity or registration in the real estate Register in the name of the company or corporation (in the event that the exemption required is for the land of the project).
- 4) In case of mortgage and loan contracts, the following must be observed:
 - The time elapsed since the company was registered in the commercial register must not exceed a five-year period, pursuant to the provisions of Article 20 of Law No. 8 of the year 1997.
 - The company's project should not have been implemented in accordance with the provisions of Article 14 on projects established as per the provisions of Law No. 230 of the year 1989(this case requires the formation of an inspection committee to inspect the project in order to investigate respective implementation status).
 - The time elapsed since the company was registered in the commercial register must not exceed a one-year period, pursuant to the provisions of Article 21 of Law No. 159 of the year 1981 (applicable to companies established in accordance with the provisions of Law No. 159 of the year 1981).

Steps:

1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative thereof (via an official power of attorney or a mandate stamped by the company seal and attached to the referred to documents).
2. Go to GAFI after the elapse of the Duration of Service Delivery to receive a copy of the recommendation prepared for the competent body.
3. A letter shall be sent via a GAFI representative to: <ul style="list-style-type: none">• Bank Authentication Service Office (in case of loan and mortgage contracts)• Real Estate Publicity Department (in case of land exemption)

Duration of Service Delivery

Five working days after submission of all required documents, from the day following receipt of application.

Fees

In the event that inspections are conducted, L.E 2000 shall be paid to GAFI cashier, floor 2, hall 2.

Registration of Purchase Contracts of Lands and/or Fixed Assets, Bank Branches and Administrative Premises with Full Payment of Notarization and Real Estate Publicity Fees.

Documents Required

- 1) A copy of the commercial register
- 2) A copy of the taxation file/card
- 3) A copy of the title deed
- 4) A copy of the land or the fixed asset purchase contract required for registration; the contract (in the name of the company/corporation) copy must be valid for registration in the Real Estate Publicity or for registration in the real estate Register.
- 5) A copy of the finance lease contract (authorized and registered in the contract Register by the Finance Lease Department) in case of the finance lease companies.
- 6) Consent of the competent authority at the company or corporation
- 7) Consent of the technical body governing such companies (banks/CBE)

Steps:

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| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative thereof (via an official power of attorney or a mandate stamped by the company seal and attached to the referred to documents |
| 2. Go to GAFI after the elapse of the Duration of Service Delivery to receive the copy of recommendation issued to the competent Real Estate Publicity Department. |
| 3. The recommendation letter shall be sent via a GAFI representative. |

Duration of Service Delivery

Five working days after submission of all required documents , from the day following receipt of application.

Fees

Free

Exemption of Leased Fund Contracts Concluded in Accordance with the Provisions of Item 3, Article 20, of the Finance Lease Law from Notarization and Real Estate Publicity Fees.

Documents Required:

- 1) A copy of the sale contract (valid for registration in the Real Estate Publicity or for registration in the real estate Register) authorized by the Real Estate Publicity Department.
- 2) A copy of the finance lease contract (authorized and registered in the contract Register by the Finance Lease Department) in case of the finance lease companies, in accordance with Article 26 of the Finance Lease Law.

Steps:

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| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative thereof (via an official power of attorney or a mandate stamped by the company seal and attached to the referred to documents. |
| 2. Go to GAFI after the elapse of the Duration of Service Delivery to receive the copy of recommendation issued to the competent Real Estate Publicity Department. |
| 3. The recommendation letter shall be sent via a GAFI representative. |

Duration of Service Delivery

Five working days after submission of all required documents, from the day following receipt of application.

Fees

Free

Disposal by Sale of Capital Assets

Documents required:

- 1) Approval of the competent authority at the company to dispose of the capital assets.
- 2) A copy of the previously GAFI- authorized invoice of the asset disposed of.
- 3) A copy of the previously GAFI issued recommendation to grant exemption to capital assets required for disposal and of the previously issued invoices (in the event that the capital assets are machinery or equipment).
- 4) Approval of the mortgager bank (in the event of the occurrence of a mortgage)
- 5) Exportation Invoice for the machinery or equipment required for sale abroad (in the event of sale abroad)

Steps:

1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative thereof (via an official power of attorney or a mandate stamped by the company seal and attached to the referred to documents.
2. Go to GAFI after the elapse of the Duration of Service Delivery to receive the invoice authorized and stamped by the seal of the Republic (in the event that the capital assets are machinery and equipment)
3. A letter shall be sent to: <ul style="list-style-type: none">- Department of Exemptions, Customs Authority with a Cc. addressed to the custom representative at the Complex- Investment Tax Department- Real Estate Publicity Department (in the event that the capital assets are real estates).

Duration of Service Delivery

Two working days.

Fees:

Free

Authorization of Import and Export Invoices

First: Authorization of Import Invoices

Documents Required:

- 1) The Import invoices in the name of the company (original/copy/fax/) of whatever items (machinery, equipment, devices, spare parts, raw materials, procurement...etc) and whether or not such company (ies) is enjoying the unified custom bracket of 5%.
- 2) With respect to companies in the process of corporation and enjoying the unified custom bracket of 5% (on machinery, equipment and devices, the following documents must be submitted in addition to the import invoices:
 - A copy of the commercial register.
 - A copy of the taxation file/card
 - A copy of the title deed.
- Said documents should be submitted only once for entry in the competent department's data base.*

Second: Authorization of Export Invoices

Documents Required:

- 1) Export invoices as for companies that have already started production.
- 2) With respect to companies with the production start date not yet fixed, the following documents must be submitted in addition to the export invoices:
 - A copy of the commercial register.
 - A copy of the taxation file/card
 - A copy of the title deed.
- Said documents should be submitted only once for entry in the competent department's data base.*

Steps:

1. Go to window (3), Investment Service Complex, Floor 2, Hall 2 to submit an application addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative thereof (via an official power of attorney or a mandate stamped by the company seal and attached to the referred to documents. The application must include request for authorization of the invoice.
2. Go to GAFI after the elapse of the duration of service delivery to receive the invoice authorized and stamped by the seal of the Republic (and the letter to the Customs Authority in the event that the company enjoys the 5% unified custom branch)

* The invoice content shall be reviewed in comparison to the company's object and simultaneously authorized.

Duration of Service Delivery

One working day from the day following receipt of application.

Fees

Free

Issuance of Annual Exportation Approval (only for company products compatible with respective authorized object).

Documents required:

First: With respect to companies that have already started production

- 1) A declaration that the products exported by the company are the company's own production in conformity with respective GAFI-authorized object.

Second: With respect to companies with production start date not yet fixed, copies of the following documents must be submitted (only once):

- 1) A copy of the commercial register
- 2) A copy of the taxation file/card
- 3) A copy of the title deed
- 4) A declaration that the products exported by the company the company's own production in conformity with respective GAFI-authorized object.
- 5) Copy of the purchase invoices of the machinery, equipment and raw materials.

Steps:

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| <ol style="list-style-type: none">1. Go to window (1), Investment Service Complex, Floor 2, Hall 2 to submit an application addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative thereof (via an official power of attorney or a mandate stamped by the company seal and attached to the referred to documents. The application must include request for issuing a recommendation to the Customs Authority to export the company's products. |
| <ol style="list-style-type: none">2. Go to GAFI after the elapse of the duration of service to receive the authorized and sealed exportation letter addressing the Customs Authority. |

Duration of Service Delivery

One working day from the day following receipt of application.

Fees:

Free

Re-exportation of Machinery and Equipment (Repaired & Re-exported)

Documents required:

- 1) The exportation invoice required for authorization
- 2) A copy of the machinery or equipment import invoice previously authorized.
- 3) A copy of GAFI-issued '5%' letter (in the event that custom exemption is granted)

Steps:

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| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative thereof (via an official power of attorney or a mandate stamped by the company seal and attached to the referred to documents. |
| 2. Go to GAFI after the elapse of the Duration of Service Delivery to receive the invoice authorized and stamped by the seal of the Republic. |

Duration of Service Delivery

Same day

Fees:

Free

Custom Release and Issue of Recommendation to the Customs Authority to Implement the 5% unified Custom Bracket

Documents required

- 1) The invoice including items (machinery, equipment, devices) that are compatible with the company's object and stating the arrival customs.
- 2) A copy of the commercial register
- 3) A copy of the taxation file/card
- 4) A copy of the title deed

However, submission of documents must be in accordance with the type of business, as follows:

Tourism Transport

- Approval of the General Department for Tourism Transport, Ministry of Tourism
- Decree of the Ministry of Tourism (Establishing-Expansion).
- Finance lease contract for tourism transport buses

Finance Lease

- A contract authorized by the Department of Finance Lease

Natural Gas Stations

- A contract signed by the Egyptian Holding Company for Station Gases
- The title deed of the gas station.

Steps:

1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative thereof (via an official power of attorney or a mandate stamped by the company seal and attached to the referred to documents.
2. Go to GAFI after the elapse of the Duration of Service Delivery to receive the invoice and the letter addressed to the Customs Authority. Both documents shall be authorized and stamped by the seal of the Republic.

Duration of Service Delivery

1 working day after submission of the invoice with all relevant requirements.

Fees:

Free

Authorization of Documents Submitted for Foreign Ministry's Authentication of Foreign Transactions

Documents Required

- 1) The document required for authorization and foreign ministry's authentication
- 2) A copy of the fee payment receipt
- 3) A copy of the commercial register
- 4) A copy of the taxation file/card
- 5) A copy of the title deed

Steps:

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| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative thereof (via an official power of attorney or a mandate stamped by the company seal and attached to the referred to documents. |
| 2. Go to GAFI after the elapse of the Duration of Service Delivery to receive the document authorized and stamped by the seal of the Republic. |

Duration of service Delivery:

Same day if all required documents are submitted.

Fees:

L.E 100 per document

Recommendations to Different Bodies (Traffic Department—City Agency-Register-Taxation – Port Entry-Health and Customs)

Documents Required:

- 1) A copy of the commercial register
- 2) A copy of the taxation file/card
- 3) A copy of the title deed

Steps:

1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application (request) addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative thereof (via an official power of attorney or a mandate stamped by the company seal and attached to the referred to documents. The request must identify the body that the recommendation should be issued to.
2. Go to GAFI after the elapse of the Duration of Service Delivery to receive the recommendation letter authorized and stamped by the seal of the Republic.

Duration of Service Delivery:

During 2 working days after submission of all required documents

Fees:

Free

Authorization of the Applications (requests) submitted by companies and corporations proving their being subject to the provisions of the Investment Law

Documents Required:

- 1) A copy of the commercial register
- 2) A copy of the taxation file/card
- 3) A copy of the title deed

Steps:

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| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application (request) addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative thereof (via an official power of attorney or a mandate stamped by the company seal and attached to the document required for authorization. |
| 2. Go to GAFI after the elapse of the Duration of Service Delivery to receive the authorized document. |

Duration of the Service Delivery

Same day if all required documents are submitted.

Fees:

Free

The Opening / (or Closing Down) of New Branches of Sole Corporations within the A.R.E (Except for Sinai)

Documents Required:

- 1) A title deed (a dated contract of lease notarized at the Real Estate Publicity/a contract of proprietorship valid for notarization at the Real Estate Publicity or registration in the real estate Register) of the new branch.
- 2) A copy of the commercial register
- 3) A copy of the taxation file/card

Steps:

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| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application (request) addressing the head of Department; the application must be signed by the owner of the corporation (sole corporations) or by legal representative thereof via an official mandate or power of attorney stamped by the corporation seal. |
| 2. Go to GAFI after the elapse of the Duration of Service Delivery to receive a letter addressing each of: (the commercial register, Investment Taxation Department); the letter shall be authorized and stamped by the seal of the Republic. |

Duration of Service Delivery

2 working days if all required documents are submitted, from the day following receipt of application.

Fees:

Free

The Opening of New Branches outside the A.R.E (Applicable to all companies and corporations)

Documents Required:

- 1) Approval of the competent authority at the company to the opening of the required branch along with identifying the body to whom recommendation should be issued.
- 2) A copy of the commercial register
- 3) A copy of the taxation file/card
- 4) A copy of the title deed

Steps:

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| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application (request) addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative of same (via an official power of attorney or a mandate stamped by the company seal. |
| 2. Go to GAFI after the elapse of the Duration of Service Delivery to receive the recommendation letter addressing the required body; the letter shall be authorized and stamped by the seal of the Republic. |

Duration of Service Delivery

2 Working days if all required documents are submitted, from the day following receipt of application.

Fees:

Free

Start of Production and Operation at a Temporary Location

Documents Required:

- 1) Approval of the competent authority at the company.
- 2) A dated contract of lease of the location, notarized at the Real Estate Publicity along with a statement on whether the machinery and equipment used are owned by the company or by other party(ies).
- 3) A copy of the commercial register
- 4) A copy of the taxation file/card
- 5) A copy of the title deed

Steps:

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|---|
| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application (request) addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative of same (via an official power of attorney or a mandate stamped by the company seal). |
| 2. Go to GAFI after the elapse of the Duration of Service Delivery to receive the recommendation for approval. |
| 3. A letter shall, after receiving the seal of the Republic and with a Cc. to the company, be sent to the Investment Taxation Department and to Custom Exemption Department (in case machinery and equipment are imported for the company). |

Duration of Service Delivery

Five working days.

Fees:

Free

Seconding of Staff to Third Parties

Documents Required:

- 1) Approval of the competent authority at the company.
- 2) A contract of agreement on staff seconding to a third party
- 3) A copy of the commercial register
- 4) A copy of the taxation file/card
- 5) A copy of the title deed

Steps:

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|---|
| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application (request) addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative of same (via an official power of attorney or a mandate stamped by the company seal). |
| 2. A letter shall, to the Investment Taxation Department, be sent with a Cc. to the company (delivered to those concerned). |
| 3. Go to GAFI after the elapse of the Duration of Service Delivery to receive a copy of the letter addressed to the Taxation Department. |

Duration of Service Delivery

Three working days.

Fees:

Free

Approval of the Request to Extend the Deadline for Business Operation / Submission of the Title Deed

In the event that terms and conditions set forth in the Incorporation decree are not fully met pertaining to: “the start of business operation/submission of the title deed within a one-year term”.

Documents required:

- 1) A copy of the commercial register
- 2) A copy of the taxation file/card

Steps:

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| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application (request) addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative of same (via an official power of attorney or a mandate stamped by the company seal. The request must state reasons for failing to meet the condition required for deadline extension. |
| 2. Go to GAFI after the elapse of the duration of service delivery to receive a letter addressing the Investment Taxation Department, authorized and stamped by the seal of the Republic. |

Duration of Service Delivery:

7 working days from date of application submission with all the required documents.

Fees:

Free

Launching/Modifying a Hotel Name Not Stated in the Company Statute.

Documents required

- 1) A tentative approval of the Ministry of Tourism to launch or modify a name.
- 2) Approval of the competent authority at the company.
- 3) Approval of the mortgager bank (in the event of the occurrence of mortgage on the company)
- 4) A declaration by the company acknowledging that the company has no liabilities/obligations vis a vis other parties under the name required for modification.
- 5) A copy of the commercial register.
- 6) A copy of the taxation file/card.
- 7) A copy of the title deed

Steps:

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| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application (request) addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative of same (via an official power of attorney or a mandate stamped by the company seal. |
| 2. Go to GAFI after the elapse of the Duration of Service Delivery to receive:

- A letter to: (the Commercial Register & Investment Taxation Department); the letter shall be authorized and stamped by the seal of the Republic. |

Duration of Service Delivery:

2 working days if all required documents are submitted, from the day following receipt of application.

Fees:

Free

Addition of a Safari Yacht (set forth among the housing capacity in the company's object)

Documents Required:

- 1) A tentative approval of the Ministry of Tourism
- 2) Approval of the competent authority at the company
- 3) Approval of the Governorate within the perimeters of which the company operates (Red Sea Governorate-South Sinai Governorate)
- 4) Licenses issued for the yacht by the competent body.
- 5) A copy of the commercial register.
- 6) A copy of the taxation file/card
- 7) A copy of the title deed

Steps:

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| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application (request) addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative of same (via an official power of attorney or a mandate stamped by the company seal. |
| 2. Go to GAFI after the elapse of the Duration of Service Delivery to receive:

- A letter to: (the Commercial Register & Investment Taxation Department); the letter shall be authorized and stamped by the seal of the Republic |

Duration of Service Delivery

2 working days if all required documents are submitted, from the day following receipt of application.

Fees:

Free

The Opening/Closing Down of Bank Branches

Documents Required:

- 1) CBE approval of the branch opening/closing down
- 2) A notarized dated contract of lease/a contract of proprietorship of the new branch notarized at the Real Estate Publicity.
- 3) Approval of the bank BOD to open/close down the branch
- 4) Approval of the regional manager (in case of opening/closing down a branch of a foreign bank)
- 5) A copy of the commercial register
- 6) A copy of the taxation file/card
- 7) A copy of the title deed.

Steps:

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| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application (request) addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative of same (via an official power of attorney or a mandate stamped by the company seal. |
| 2. Go to GAFI after the elapse of the Duration of Service Delivery to receive:

- A letter to: (the Commercial Register & Investment Taxation Department); the letter shall be authorized and stamped by the seal of the Republic. |

Duration of Service Delivery

2 working days if all required documents are submitted, from the day following receipt of application.

Fees:

Free

Appointment of A regional Manager at a Branch of a Foreign Bank

Documents Required:

- 1) CBE approval
- 2) Approval of the competent authority at the company
- 3) A copy of the national (ID) number or of the passport (in the event that the regional manager is a non-Egyptian)
- 4) A Security verification form
- 5) A copy of the commercial register
- 6) A copy of the taxation file/card
- 7) A copy of the title deed.

Steps:

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| 1. Go to the Technical Service Department, Investment Service Complex, Floor 2, Hall 2 to submit an application (request) addressing the head of Department; the application must be signed by the chairperson or the managing director (corporations) or by the CEO or the competent director (partnerships), or by the owner of the corporation (sole corporations) or by a legal or an authorized representative of same (via an official power of attorney or a mandate stamped by the company seal. |
| 2. Go to GAFI after the elapse of the Duration of Service Delivery to receive:
- A letter to the Commercial Register authorized and stamped by the seal of the Republic. |

Duration of Service Delivery

The recommendation shall be issued after receiving results of the security investigations on the regional manager.

Fees:

Free

Recommendations: Recommendation to Issue Permits for Port Entry

Service Beneficiaries

Internal investment companies and free zone projects subject to the provisions of Law No. 8 of the year 1997.

Documents Required:

- 1) A copy of an official power of attorney by the company chairperson to those recommendation is required to be issued for.
- 2) A copy of IDs or passports of those recommendation is required to be issued for.
- 3) An updated data certificate from the commercial register stating name, object and chairperson of the company.

N.B Applications of free zone projects are received via the zone administration the project is governed by.

Important Note:

Conditions on the number of persons permitted to enter ports:

- a- Companies subject to the Investment Law and whose object does not encompass marine transport or production of marine paints: a maximum of three persons are permitted.
- b- Marine transport companies: six persons are permitted.
- c- Companies producing marine paints: more than six persons are permitted.

Steps:

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| 1. Go to the window representing the General Department for Governmental Services, Investment Service Complex, floor 2 hall 2 to submit the application attached to the above mentioned required documents. |
| 2. The recommendation shall be sent via mail to the director of the Port Security Department. (For companies that have started operation). |

Duration of Service Delivery

Two working days

Fees:

Free

Recommendation to Renew Port Entry Permits

Service Beneficiaries

Internal investment companies and free zone projects subject to the provisions of Law No. 8 of the year 1997.

Documents required:

- 1) A copy of an official power of attorney by the company chairperson to those persons recommendation is required to be issued for.
- 2) A copy of IDs or passports of those recommendation is required to be issued for.
- 3) An updated data certificate from the commercial register stating name, object and chairperson of the company.
- 4) A copy of the expired permit.

N.B: Applications of free zone projects are received via the zone administration the project is governed by.

Steps:

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| 1. Go to the window representing the General Department for Governmental Services, Investment Service Complex, floor 2 hall 2 to submit the application attached to the above mentioned required documents. |
| 2. The recommendation shall be sent via mail to the director of the Port Security Department. |

Duration of Service Delivery

Two working days

Fees:

Free

Issue of Recommendation to the Customs Authority to Temporarily Admit Vehicles (Temporary Admission TA)

Service Beneficiaries

Investors obtaining 1 or 5-year residence in the country. (Applicable to companies subject to the Investment Law No. 8 of the year 1997 and free zone companies.

Documents Required

- 1) A copy of the vehicle invoice or license to verify the vehicle full data recorded upon GAFI recommendation
- 2) A copy of the passport of the vehicle's owner (along with reviewing the original) where respective stay as an investor is stated.
- 3) A recent certificate of data stating the capacity of the vehicle's owner to ensure the validity of respective capacity at the company as an investor and non expiry of such capacity by phasing out.
- 4) A copy of the Investment Gazette including name of the foreign investor requesting the vehicle in respective capacity as a founder of the company.
- 5) A copy of the vehicle motor record.

N.B: As to the free zone projects, applications are submitted through the free zone the project is subject to.

Steps

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| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2, to submit the application including: full data of the vehicle and of the investor and the custom gate where the vehicle will pass through. The application should be attached to the above mentioned documents |
| 2. Recommendation shall be sent via mail to the director general of the Custom division the vehicle belongs to. |

Duration of Service Delivery

2 working days

Fees

Free.

Recommendations to issue work permits for foreigners (Companies subject to the provisions of Law No. 159 of the year 1981)

Service beneficiaries

- Foreign founders or partners
- Foreign chairpersons, BOD members and general managers permitted as indicated in the commercial register.
- Foreign managing directors and experienced members
- Foreign shareholders.

Documents required

- 1) A recent extract of the commercial register as per the latest formation structure of the BOD or the general managers or a recent data certificate.
- 2) With respect to foreign shareholders or partners only (not including the BOD members of the managers), a list of shareholders or partners authorized as per the latest amendment made and introduced in the company's capital must be submitted.
- 3) A copy of the passport
- 4) The company bulletin or a copy of the notarized articles of incorporation. (in case of new incorporation)

Steps

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| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application. The application should state the following information (name, legal form and address of the company-name and nationality of the foreigner—number of respective passport and the job required) and must be attached to the above mentioned required documents. |
| 2. After the elapse of the service duration, visit GAFI Work Permit Office to receive the recommendation addressed to the Work Permit Office for issuance of the permit after receiving the approval of the competent security bodies. |

Duration of Service Delivery

Two working days after receiving the approval of the Security Department.

Fees

Free

Recommendation to renew work permits of foreigners Joint stock and limited liability companies subject to the provisions of Law No. 159 of the year 1981

Service beneficiaries

- Foreign founders or partners
- Foreign chairpersons, BOD members and general managers permitted as indicated in the commercial register.
- Foreign managing directors and experienced members
- Foreign shareholders (provided that every shareholder or partner holds at least \$35,000 (thirty five thousand dollars)).

Documents required

- 1) A request in the name of the Head of the Investment Services Complex.
- 2) A recent extract of the commercial register as per the latest formation structure of the BOD or the general managers or a recent data certificate.
- 3) With respect to foreign shareholders or partners only (not including the BOD members of the managers), a list of shareholders or partners authorized as per the latest amendment made and introduced in the company's capital must be submitted.
- 4) A copy of the passport.
- 5) The company bulletin or a copy of the notarized articles of incorporation (in case of new incorporation).

Steps

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| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application. The application should show the following information (name, legal form and address of the company-name and nationality of the foreigner—number of respective passport and the job required) and must be attached to the above mentioned required documents. |
| 2. After the elapse of the service duration, visit GAFI Work Permit Office to receive the recommendation addressed to the Work Permit Office for renewal of the permit. |

Duration of Service Delivery

Two working days after receiving the approval of the Security Department.

Fees

Free

Recommendation to issue work permits for foreigners (Representation Offices)

Service beneficiaries

- Foreign directors of representation offices.
- Foreigners employed at the representation offices.

Documents required

- 1) A list of employees working at the representation office, their nationalities and job titles. The list should be an updated one and endorsed by the Director of the office.
- 2) Copy of the foreigner's passport.
- 3) Copy of the mother company's decision of approval of appointment. The decision should be notarized and authenticated and a certified Arabic translation must also be presented. Or a copy of the Director's decision of approval of appointment in case the mother company has delegated said to appoint employees.

Steps

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| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application. The application should show the following information (name of representation office – address – name of foreigner – nationality – passport number – job title – education degree) and should have the hereinbefore mentioned documents attached thereto. |
| 2. After the elapse of the Duration of Service Delivery and arrival of the security department approval, visit the GAFI Work Permit Office to receive the recommendation for issuance of the permit addressed to the Work Permit Office. |

Duration of Service Delivery

Two working days after receiving the approval of the Security Department.

Fees

Free

Recommendation to renew work permits of foreigners (Representation Offices)

Service beneficiaries

- Foreign directors of representation offices.
- Foreigners employed at the representation offices.

Documents required

- 1) Front and back copy of the previous work permit.
- 2) A list of employees working at the representation office, their nationalities and job titles. The list should be an updated one and endorsed by the Director of the office (submitted once per annum).
- 3) Copy of the foreigner's passport.
- 4) Copy of the mother company's decision of approval of appointment. The decision should be notarized and authenticated and a certified Arabic translation must also be presented. Or a copy of the Director's decision of approval of appointment in case the mother company has delegated said to appoint employees.

Steps

1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application. The application should show the following information (name of representation office – address – name of foreigner – nationality – passport number – job title – education degree) and should have the hereinbefore mentioned documents attached thereto.
2. After the elapse of the Duration of Service Delivery, visit the GAFI Work Permit Office to receive the recommendation for issuance of the permit addressed to the Work Permit Office.

Duration of Service Delivery

Two working days.

Fees

Free

Recommendation to issue a work permit for foreigners (The service shall be confined to expatriate employees not those from within the country).

Service beneficiaries

- Internal investment companies and free zone projects subject to the provisions of Law #8 of the year 1997.

Documents required

- A request addressing the head of Investment Services Sector clarifying data of the foreigners which the work permits are requested for them.
 - 1) Original passport for inspection accompanied by a photocopy showing the visa.
 - 2) Voucher from security department acknowledges receiving security verification forms.
 - 3) Copy of application form (2) – insurance for the current year (requested once per annum).
 - 4) Original health certificate issued by a public hospital proving that the applicant is HIV negative (free of AIDS) + 3 copies (stamped by the seal of the Republic).
 - 5) A letter from the labor force with the approval of recruiting foreigners (yellow page).

Note: Application forms of free zone projects shall be received via the zone administration by which the project is governed.

Steps

1. A representative of the company seeking to get issued work permits for foreigners working therein must head to the window representing the central Security Department, hall 2 to check the validity of the security verification forms. Following the check, the competent security officer receives the forms against a receipt to the company's representative to be submitted among the documents for issuing recommendation to get the work permits issued.
2. After the elapse of the duration of service delivery, visit the GAFI Work Permit Office and the competent Investment Passport Office to receive two recommendations: one for issuance of the permit addressed to the Work Permit Office and the other addressed to the Investment Passport Office to grant the foreigner employee a temporary six-month residence till the security inquiry outcome is received.

Duration of Service Delivery

First: Two working days to issue a recommendation to proceed with the temporary 6-month permit and residence procedures.

Second: Two working days as of the arrival of the security inquiry approval to issue a work permit recommendation.

Fees

Type of fee	Value of fees	Payable to	Paid at
Issue a work permit for foreigner.	100 L.E/ each investor	GAFI	Cashier at 2 nd floor, Investment Services Complex.

N.B Recommendations for issuance of work permits are only issued after the approval of the security inquiring bodies.

Recommendation to renew work permit of foreigners

Service beneficiaries

- Internal investment companies and free zone projects subject to the provisions of Law #8 of the year 1997 and in which foreigners are employed.

Documents required

- 1) Front and back copy of the previous work permit.
- 2) Copy of the passport and submission of the original passport to check the foreigner's last date of arrival into the country.
- 3) Original and copy of a health certificate issued by a public hospital proving that the applicant is HIV negative (free of AIDS). The certificate is required in the event the foreigner had left the country during the previous period of residence and it should bear the seal of the state.
- 4) Copy of application form [2] – insurance for the current year (requested once per annum). In addition to a letter showing the total amount of salary paid and the total number of Egyptian and foreigner employees employed in companies subject to Law #8 of the year 1997.

Note: Application forms of free zone projects shall be received via the zone administration by which the project is governed. The application must indicate that the annual fees for the services rendered by the Authority have been paid and the execution status of the project.

Steps

- 1) Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application. The application should show the following information (name of foreigner – nationality – passport number – job title) to which the hereinbefore mentioned documents should be attached.
- 2) After the elapse of the duration of service delivery, visit the GAFI Work Permit Office and the competent Investment Passport Office to receive two recommendations: one for issuance of the permit addressed to the Work Permit Office and the other addressed to the Investment Passport Office to grant the foreigner employee a temporary six-month residence till the security inquiry outcome is received

Duration of Service Delivery

Two working days.

Fees

Free

Investor entry visa

This type of visa is given to investors to complete the incorporation procedures of the company or to undertake their work.

Service beneficiaries

- Internal investment companies and free zone projects subject to the provisions of Law #8 of the year 1997.

Documents required

Incase of the incorporation procedures aren't completed:

- 1) Copy of a valid passport of the visa applicant.
- 2) Copy of the articles of incorporation endorsed by the General Department of Incorporation.

In case of incorporation of the company and its registration in the commercial register

- 1) Copy of a valid passport of the visa applicant.
- 2) A recent certificate of data showing the applicant's capacity and nationality as well as the company's capital and its governing law.
- 3) Copy of the official extract of the commercial register.

Steps

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| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application attached to the documents herein before referred to. |
| 2. Send the original copy of GAFI's recommendation to the Passport, Emigration and Nationality Administration. |

Duration of Service Delivery

Two working days.

Fees

Free

N.B Investors are granted a temporary one-month residence to finalize the incorporation procedures following the same steps outlined above.

Limited period entry visa

Service beneficiaries

- Internal investment companies and free zone projects subject to the provisions of Law #8 of the year 1997 (this type of visa is given to perform a particular time-limited job such as quality control tests in operation or training experiments).

Documents required

- 1) Copy of a valid passport of the visa applicant.
- 2) Copy of application form (2) – insurance for the current year (requested once per annum) and a letter of the total amount of salary paid as well as the total number of Egyptian and foreigner employees.

Note. Application forms of free zone projects shall be received via the zone administration by which the project is governed. The application must indicate that the annual fees for the services rendered by the Authority have been paid and the execution status of the project.

Steps

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| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application. The application should show the reason for requesting a visa and the duration of the stay required and must be attached to documents herein before referred to. |
| 2. The recommendation should be submitted to the Department of Work Permits for Foreigners at the Ministry of Manpower and Immigration. |

Duration of Service Delivery

Two working days.

Fees

Free

Recruitment of expatriate employees (entry visa) to work in companies subject to the provisions of Investment Law #8 of the year 1997

Service beneficiaries

- Internal investment companies and free zone projects subject to the provisions of Law #8 of the year 1997 and which are willing to employ foreign employees.

Documents required

- 1) Two Copies of the recruited foreigner's passport.
- 2) Copy of application form (2) – insurance for the current year (requested once per annum) for recruiting foreign employees.
- 3) A letter of the total amount of salary paid to Egyptians and foreigners.
- 4) If the applicant is an expert, the following should be taken into consideration:
 - a) For East Asia: Attach a Certificate of Experience in the area of expertise stated in the application form. The Certificate should be notarized and endorsed by the Ministry of Foreign Affairs.
 - b) For other countries: No Certificate of Experience is required.
- 5) If the recruited employee is an engineer, a certificate notarized by the Syndicate of Engineers should be attached to the documents.
- 6) The job for which the foreigner is applying should be relevant to the execution status of the project:
 - a) For under-establishment projects, jobs such as installation technicians and any other jobs must assist in the completion of implementation of the project.
 - b) For already operating projects, jobs must be relevant to the production process.

Note Application forms of free zone projects shall be received via the zone administration by which the project is governed. The application must indicate that the annual fees for the services rendered by the Authority have been paid and the execution status of the project.

Steps

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| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application. The application should state (name of foreigner – nationality – job title – detailed project address – passport number – date of issuance – date of expiration) and must be attached to the documents herein before referred to. |
| 2. The recommendation should be submitted to the Ministry of Manpower and Immigration for the issuance of an approval letter. The recommendation should be drafted in 3 copies. Submit the original copy to the Passport, Immigration and Nationality Administration, a copy to Investment Service Complex and another copy to the Work Permit Office. |

Duration of Service Delivery

Two working days.

Fees

Free

Recommendation to grant a one-year temporary residence or five-year stay to an investor investing in a company subject to the provisions of the Investment Law #8 of the year 1997

Service beneficiaries

- 1) In Joint stock companies: Chairman of the BOD – members of the BOD – managing directors.
- 2) In Limited Partnerships or Joint Liability Companies: Joint partners.
- 3) In Limited Liability Companies: Executives.
- 4) In partnerships in commendum: Joint Partners and General Manager or Acting Manager.
- 5) In branches of companies subject to the provisions of the Investment Law: Branch managers.
- 6) In Corporations Sole: Owner of the project.

Documents required

- 1) Copy of the company's commercial register.
- 2) Recent Certificate of Data issued by the Commercial register Office from no longer than 14 (fourteen) days. The Certificate should show (name of beneficiary from the five-year stay – nationality – capacity – capital – law governing the company).
- 3) Copy of a valid passport of the applicant.
- 4) The letter should bear the signature of the Founders' representative, if any, attaching thereto a copy of respective power of attorney.

Note: Application forms of free zone projects shall be received via the zone administration by which the project is governed.

Steps

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| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application attached to the documents herein before referred to. |
| 2. Receive the recommendation of temporary residence from the Investment Passport Office for a one- year period in case of a recent approval or a five-year period in case no prior stay was granted, provided that the project has commenced operation. |

Duration of Service Delivery

Two working days after receipt of the Security Department approval.

Fees:

Free

N.B: This service is exclusive for projects established in accordance with Law #8 of the year 1997.

- An accommodation of one year is granted and upon start of operation the period is extended for an additional four years such that the total granted duration of residence is five years according to the seriousness of the project.
- Conditions related to capital in partnerships:
 - If the capital is less than L.E2mn (two million Egyptian pounds), no more than 3 (three) five-year stays will be granted.
 - If the capital is more than or equal to L.E2mn (two million Egyptian pounds), no more than 6 (six) five-year stays will be granted in addition to the issuance of a recommendation for a one-year period of residence until the start of operation.

Renewal of a temporary one-year residence or a five-year stay

Service beneficiaries

Internal investment companies and free zone projects subject to the provisions of Law #8 of the year 1997.

Documents required

- 1) Recent Certificate of Data issued by the Commercial register Office from no longer than 14 (fourteen) days. The Certificate should show (name of beneficiary from the five-year stay – nationality – capacity – capital – law governing the company).
- 2) Copy of the applicant's passport showing the previously acquired residence.

Note: Application forms of free zone projects shall be received via the zone administration by which the project is governed.

Steps

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| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application attached to the documents herein before referred to. |
| 2. After the elapse of the duration of service delivery, visit the Work Permit Office in Hall (2): <ol style="list-style-type: none">a) Renewal for an additional year in the event that operations have not yet commenced yet the company is serious.b) Renewal for a period equivalent to the completion of a five-year stay in the event the investor was previously granted residence, provided that the project has commenced its operations.c) Renewal for a five-year period in the event the applicant was not granted previous residence provided the same condition applies (start of operations). |

Duration of Service Delivery

Two working days.

Fees:

Free

Recruiting subordinates

Service beneficiaries

Internal investment companies and free zone projects subject to the provisions of Law #8 of the year 1997.

- 1) In Joint stock companies: Chairman of the BOD – members of the BOD – managing directors – or any other job upon which the project depends whether existent or non existent (for example: General Manager).
- 2) In Partnerships (Limited Partnerships and Joint Liability Companies): Joint partners.
- 3) In Limited Liability Companies: Executives.
- 4) In partnerships in commendum: Joint Partners and General Manager or Acting Manager.
- 5) In Corporations Sole: Owner of the project.
- 6) In branches of companies subject to the provisions of the Investment Law: Branch managers.

Documents required

- 1) A request by the company signed by respective chairman or acting chairman.
- 2) Acknowledgment from the guarantor bearing responsibility for the subordinate.
- 3) 3 copies of the passport of the guarantor and subordinate.
- 4) Recent Certificate of Data showing (capacity of the guarantor – company capital – law governing the company – the person authorized to sign on the company's behalf).
- 5) Insurance letter showing the number of insured Egyptian employees in case the guarantor is Recruiting the subordinate based on the number of employees.
- 6) Fees payment receipt.
- 7) Upon submitting the request, there must exist a power of attorney, registered at the Real Estate Registration and Publicity Office, by the Chairman of the BOD or by any person authorized to sign on behalf of the company, stating authority to finalize the procedures related to subordinates or to deal with government agencies. The power of attorney may be replaced by a mandate made by the Chairman of the BOD upon the bank's verification of the validity of the signature.

Note: Application forms of free zone projects shall be received via the zone administration by which the project is governed.

Steps

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| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application. The application should state data of the subordinate or a written letter from the competent free zone area and must be attached to the documents herein before referred to. |
| 2. Go to the Passport Administration at the Tahrir Complex to receive the recommendation of the Authority to contract subordinates. This is for companies which have commenced operations or those serious towards implementation. |

Duration of Service Delivery

- With respect to companies that have already commenced operation, the duration is two working days from the day following receipt of application.
- With respect to companies that have not yet started operation, the duration is two working days after receiving a report on the implementation status.

Fees:

Type of fee	Value of fees	Payable to	Paid at
Recruiting subordinates	L.E 500	GAFI	GAFI cashier, Investment Service Complex, floor 2.

N.B:

- 1) Recruiting subordinates is subject to the seriousness of the project. For corporations, if the project is established in the same year, subordinates may be recruited and granted a one-year period of residence not to be renewed unless operations commence or the project proves seriousness of implementation. For partnerships, this privilege is not granted unless seriousness of implementation is established.
- 2) Companies incorporated many years ago must have commenced operations or showed seriousness towards implementation in order to contract subordinates.
- 3) Subordinates recruited from the Philippine must have a notarized and authenticated employment contract or should they come from a country other than the Philippine, the entry visa of such country must be available.

In the event only one subordinate is recruited, one of the following conditions must be fulfilled

- The capital of the company must be at least \$1mn (one million US dollars) according to the value of the dollar at the time of incorporation. The following must be submitted:
 - Certificate of data showing the date of incorporation.
 - A letter endorsed by the bank stating the value of the dollar at the year of incorporation.
- No less than 50 (fifty) Egyptian employees must be employed and insured, via a letter from the Insurance Authority.
 - In the event two subordinates are recruited, the capital of the company must be no less than \$3mn (three million US dollars) at the time of incorporation
 - Or the number of employees must be 150 insured employees with a letter of proof from the Insurance Authority.
- An entry visa is granted to one, or a maximum of two, subordinate(s) for a company.

Recommendation to grant a one-year period of residence to a subordinate

Service beneficiaries

Internal Investment and free zone projects subject to the provisions of Law #8 of the year 1997.

- 1) In joint stock companies: Chairman of the BOD – members of the BOD – managing directors or any other job upon which the project depends whether existent or non existent (for example: General Manager).
- 2) In Partnerships (Limited Partnerships or Joint Liability Companies): Joint partners.
- 3) In Limited Liability Companies: Executives.
- 4) In partnerships in commendum: Joint Partners and General Manager or Acting Manager.
- 5) In Sole corporations: Owner of the project.
- 6) In branches of companies subject to the provisions of the Investment Law: Branch managers.

Documents required

- 1) A request by the company signed by respective chairman or acting chairman.
- 2) Health certificate, obtained upon arrival, issued by a public hospital proving that the subordinate is HIV negative (free of AIDS). The certificate should bear the seal of the state.
- 3) Copy of passport showing the date of entry into the country as well as the original passport for inspection.
- 4) Fees payment receipt.

Note: Application forms of free zone projects shall be received via the zone administration by which the project is governed.

Steps

1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application attached to the documents herein before referred to.
2. After the elapse of the duration of service delivery, visit the Investment Passport Office in Hall (2) to receive the recommendation granting a one-year period of residence to the subordinate.

Duration of Service Delivery

Two working days from the day following receipt of application.

Fees:

Type of fee	Value of fees	Payable to	Paid at
Granting one-year residence to subordinates.	L.E 500	GAFI	GAFI cashier, Investment Service Complex, floor 2.

Renewal of residence of a subordinate

Service beneficiaries

- Internal investment companies and free zone projects subject to the provisions of Law #8 of the year 1997.
 - 1) In Joint stock companies: Chairman of the BOD – members of the BOD – managing directors – or any other job upon which the project depends whether existent or non existent (for example: General Manager).
 - 2) In Partnerships (Limited Partnerships and Joint Liability Companies): Joint partners.
 - 3) In Limited Liability Companies: Executives.
 - 4) In partnerships in commendum: Joint Partners and General Manager or Acting Manager.
 - 5) In sole corporations: Owner of the project.
 - 6) In branches of companies subject to the provisions of the Investment Law: Branch managers.

Documents required

- 1) A request by the company signed by respective chairman or acting chairman.
- 2) Copy of the passport of the subordinate showing proof of previous residence
- 3) Recent Certificate of Data stating (capacity of the guarantor – company capital – person with an authorized signature – law governing the company).
- 4) A certificate by an authorized governmental hospital acknowledging that the subordinate does not carry the AIDS (in the event that said subordinate has left the country during respective residence). If the subordinate didn't leave the country during respective residence only his/her passport should be checked.
- 5) Insurance letter showing the number of insured Egyptian employees in case the guarantor is recruiting the subordinate based on the number of employees.
- 6) Fees payment receipt.

Note: Application forms of free zone projects shall be received via the zone administration by which the project is governed.

Steps

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|--|
| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application to which the hereinbefore mentioned documents should be attached. |
| 2. After the elapse of the Duration of Service Delivery, visit the Investment Passport Office in Hall (2) to receive the recommendation for renewal of residence granted in the event of start of operations or seriousness of implementation. |

Duration of Service Delivery

- With respect to companies that have already commenced operation, the duration is two working days from the day following receipt of application.
- With respect to companies that have not yet started operation, the duration is two working days after receiving a report on the implementation status.

Fees:

Type of fee	Value of fees	Payable to	Paid at
Renewal of a subordinate's residence.	L.E 500	GAFI	GAFI cashier, Investment Service Complex, floor 2.

Branches of foreign companies

For approval on registration and/or cancellation of registration of branches of foreign companies in the commercial register in accordance with the provisions of the Commercial register Law #34 of the year 1976 and the Corporation Law #159 of the 1981

Service beneficiaries

Foreign companies requesting the registrations of their branches in and/or the cancellation of the registration of their branches from the Egyptian commercial register.

Documents required

- 1) A letter from the director of the Commercial Register Office addressing head of the Investment Service complex.
- 2) Photocopy of the statute of the mother company abroad.
- 3) A copy of the decision issued by the mother company abroad to open a branch in Egypt.
- 4) A copy of the decision issued by the mother company abroad to appoint a Branch Manager in Egypt.
- 5) A copy of the decision issued by the mother company abroad that no other branch has previously been opened in Egypt.
- 6) A photocopy of a bank certificate proving the transfer of what is equivalent to L.E5000 (five thousand Egyptian pounds) in free currency at the official rate under the name of the branch.
- 7) A copy of the lease contract or the title deed of the premises.
- 8) A copy of the construction contract or agreement concluded for the execution of any operation in Egypt. The contract should state a set objective, duration and value.
 - All documents should be translated and notarized by the Egyptian embassy abroad as well as the Egyptian Ministry of Foreign Affairs.
 - For construction contracts related to construction activities, a certificate of pre-qualification must be submitted proving experience in the field requested to be registered. The certificate should be presented in English and coupled with a certified Arabic translation.

Steps

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| 1. Go to the Investment Commercial Register Office in Hall 2, floor 2 to submit the application attached to the documents herein before referred to. |
| 2. After the elapse of the duration of service delivery, visit the Investment Commercial Register Office in Hall (2) to receive the commercial register with the approval to register the branch. |

Duration of Service Delivery

Five working days following the Investment Commercial Register correspondence to GAFI to obtain respective approval.

Fees

Free

N.B. Prior to requesting the approval of GAFI to register the branch, the Commercial register Office should secure the approval of the competent minister having terms of reference over the activity of the branch as well as the approval of Minister of Trade and Industry

Approval on amending the data of foreign company branches in the commercial register (Appointment of a new branch manager, relocation of the branch, granting the authority to sign and delegation of authorities).

Service beneficiaries

Foreign company branches registered under the Egyptian commercial register.

Documents required

Submitted to the Investment Commercial register Office.

- 1) A copy of the decision issued by the mother company abroad showing the required amendment. The Decision should be notarized and authenticated by the Ministry of Foreign Affairs.
- 2) A copy of the new manager's passport in the event the submitted request for amendment is for the appointment of a new manager.
- 3) A copy of the leasing contract or title deed of the new branch in the event relocation is requested. In this case, a request submitted by the Branch Manager in Egypt suffices for a request by the mother company abroad.

Steps

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| 1. Go to the Investment Commercial Register Office in Hall (2), floor 2 to submit the application attached to the documents herein before referred to. |
| 2. After the elapse of the duration of service delivery, visit the Investment Commercial register Office to receive the commercial register including approval of the requested amendment. |

Duration of Service Delivery

Two working days.

Fees

Free

Recommendation to issue a work permit for a branch manager of a foreign company

Service beneficiaries

- Branches of foreign companies registered under the commercial register and having a foreign manager.

Documents required

- 1) Recent Certificate of Data from the Investment Commercial register Office showing the capacity and nationality of the applicant.
- 2) Health certificate issued by a public hospital proving that the subordinate is HIV negative (free of AIDS). The certificate should bear the seal of the state.
- 3) A copy of passport showing the date of entry into the country as well as the original passport for inspection.
- 4) Five foreigner security verification forms when applying for a permit for the first time.

Steps

1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application attached to the documents herein before referred to.
2. After the elapse of the duration of service delivery, visit the Passport Office on the 2 nd floor to receive a stamp on the passport allowing a temporary 6-month period of residence until the arrival of the approval of the Security Department and the issuance of the work permit.
3. After receiving the approval of the Security Department, head to the Foreigner's Work Permit Office to get a work permit issued.

Duration of Service Delivery

First: Two working days to issue a recommendation for a temporary 6-month period of residence.

Second: Two working days to issue a work permit recommendation, as of the arrival of the security inquiry approval, during the 6-month period of residence granted to the foreign manager.

Fees

Free

Renewal of a work permit for a branch manager of a foreign company

Service beneficiaries

- Branches of foreign companies registered under the commercial register and having a foreign manager.

Documents required

- 1) Recent Certificate of Data from the Investment Commercial register Office showing the capacity and nationality of the applicant.
- 2) Front and back copy of the previous work permit.
- 3) Health certificate issued by a public hospital proving that the applicant is HIV negative (free of AIDS). The certificate is required in the event the foreigner had left the country during the previous period of residence and it should bear the seal of the state.
- 4) Copy of passport as well as the original passport for inspecting the last date of entry into the country.

Steps

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| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application attached to the documents herein before referred to. |
| 2. After the elapse of the duration of service delivery, visit the Work Permit Office on the 2 nd floor enforce the recommendation issued by GAFI to renew the foreigner's work permit. |

Duration of Service Delivery

Two working days.

Fees

Free

Representation Offices

Establishing representation offices in Egypt and issuing necessary registration certificates

Service beneficiaries

- Foreign companies.

Documents required

- 1) A request for registration addressing Head of the Investment Service Complex as per the official form prepared for such purpose.
- 2) A receipt from the Complex Security Department, hall 2 acknowledging receipt of the security verification forms of the foreign company and the office manager.
- 3) A photocopy of the foreign company's articles of incorporation and statute along with a certified Arabic translation of a summary of both. The articles of incorporation must be authenticated by the Egyptian embassy or consulate abroad and by the Authentication Office at the Egyptian Ministry of Foreign Affairs.
- 4) A copy of the decision issued by the BOD of the foreign company showing its approval on the opening of an office in Egypt and the appointment of an Office Manager thereto. The decision must be authenticated by the Egyptian embassy or consulate abroad or by the Authentication Office at the Egyptian Ministry of Foreign Affairs upon review of the original copy of the decision and its certified Arabic translation.
- 5) Data concerning the Manager of the Representation Office:
 - If the manager is a foreigner, a certificate should be submitted stating respective full name – first, father, middle and surname – in Arabic and Latin letters as well as nationality. A copy of the passport should be attached thereto.
 - If the manager is an Egyptian, a certificate should be submitted stating respective full name-first, father and surname – nationality, place of residence, ID number and date of issuance. A copy of the ID card should be attached thereto.
- 6) A copy of the power of attorney authenticated by the Egyptian embassy or consulate abroad or by the Authentication Office at the Egyptian Ministry of Foreign Affairs (upon review of the original copy).
- 7) A copy of the leasing contract of the representation office provided that the contract is registered by date at the Real Estate Publicity and Registration Office.
- 8) A copy of the receipt proving payment of the L.E1000 (one thousand Egyptian pounds) office registration fees. In the event the office does not receive approval to operate, this fee will be refunded. Furthermore, a copy of the receipt proving payment of the L.E100 (one hundred Egyptian pounds) certificate issuance fee paid for each issued certificate.
- 9) A bank certificate addressed to the GAFI Investment Service Division proving that the representation office has a transferred from abroad balance in foreign currency of what is equivalent to L.E5000 (five thousand Egyptian pounds) at the least.

Steps

1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 Head to submit the application attached to the document herein before referred to.
2. After the elapse of the duration of service delivery and receipt of the security department approval and the bank certificate, visit the competent division in Hall (2) to receive the certificate of registration, stamp it with the seal and deliver it to the Office representative.

Duration of Service Delivery

Two working days (after receipt of the Security Department approval and the bank certificate) from the day following receipt of application.

Fees

Type of fee	Value of fees	Payable to	Paid at
Office registration fees.	L.E 1000	GAFI	GAFI cashier, Investment Service Complex, floor 2.
Every registration certificate requested	L.E 100	GAFI	GAFI cashier, Investment Service Complex, floor 2.

Canceling the registration of a representation office / Issuing a certificate of cancellation of registration

Service beneficiaries

- Foreign companies abroad or representation offices of foreign companies.

Documents required

- 1) Decision issued by the mother company abroad showing cancellation of the representation office in Egypt and termination of its operations. The decision should be authenticated by the Egyptian embassy or consulate abroad or by the Authentication Office at the Egyptian Ministry of Foreign Affairs. The decision should be coupled with a certified Arabic translation thereof.
- 2) Power of Attorney of the applicant.
- 3) Copy of the receipt proving payment of the L.E100 (one hundred Egyptian pounds) Certificate of Cancellation issuance fee.

Steps

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| 1. Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application attached to the documents herein before referred to. |
| 2. After the elapse of the duration of service deliver, visit the competent division in Hall (2) to receive the endorsed Certificate of Cancellation. |

Duration of Service Delivery

Two working days after receipt of the information memo from the Corporation Division.

Fees

L.E 100 (one hundred Egyptian pounds).

Requesting a document copy (representation office)

Service beneficiaries

- Representation offices of foreign companies.

Documents required

- 1) Copy of the receipt proving payment of the required fee.
- 2) Copy of the power of attorney. This is requested in the even the request is submitted by the representative of the mother company or the representative of its representation office.

Steps

1.	Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application attached to the documents herein before referred to.
2.	After the elapse of the duration of service delivery, visit the competent division in Hall (2) to receive the copy of the Certificate of Registration with a final endorsement.

Duration of Service Delivery

Two working days after receipt of the information memo and the certificate copy from GAFI Corporation Division.

Fees

Type of fee	Value of fees	Payable to	Paid at
Copy of document	L.E100 (one hundred Egyptian pounds)	GAFI	GAFI cashier at the Administrative Building

Note: This service is rendered in the event the original copies of the documents are presented to GAFI at the time of registration of the office.

Amendment of the registration data of the representation office and issuance of the relevant Certificate of Registration

“Amendment of the name of the foreign company, amendment of the name of the Office Manager, amendment of the address of the office in Egypt”.

Service beneficiaries

- Representation offices of foreign companies.

Documents required

- 1) Decision issued by the mother company abroad to amend the name of the company or the names of executives. The decision should be authenticated by the Egyptian embassy or consulate abroad or by the Authentication Office at the Egyptian Ministry of Foreign Affairs.
- 2) Copy of the power of attorney in the event the request is presented by the Representative of the mother company.
- 3) Request form showing the entity to which the amended Certificate of Registration should be presented.
- 4) Security verification form, in the event of amendment of the name of the Manager of the representation office.
- 5) Copy of receipt proving payment of the required Certificate of Registration fee.
- 6) Copy of the leasing contract of the new premises, in the event of amendment of the address of the company. The contract must be registered by date at the Real Estate Registration and Publication Office.

Steps

- 1) Go to the window representing the General Department for Governmental Services, Investment Services Complex, floor 2, hall 2 to submit the application attached to the documents herein before referred to.
- 2) After the elapse of the duration of service delivery, visit the competent division in Hall (2) to receive the amended Certificate of Registration with a final endorsement after arrival of the approval of the Security Department.

Duration of Service Delivery

Two working days after receipt of the approval of the Security Department.

Fees

Type of fee	Value of fees	Payable to	Paid at
Certificate of data amendment	L.E100 (one hundred Egyptian pounds)	GAFI	GAFI cashier at the Administrative Building

Tax Exemptions

Tax exemptions for service activities in new urban areas, industrial areas, remote areas and outside the Old Valley

Documents required

- 1) Copy of the company's articles of incorporation or statute.
- 2) Copy of the commercial register (provided it is dated after 11/05/1997 or prior to 10/06/2005).
- 3) Copy of the tax card.
- 4) Copy of the title deed of the project premises.
- 5) Copy of the temporary or permanent operation license.
- 6) Copy of the power of attorney from a person having capacity to deliver the documents and request form and to receive the certificate of exemption.
- 7) Fees payment receipt.

Steps

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| 1. Go to the window representing the Recommendation Services, Investment Service Complex, Hall 2 |
| 2. A copy of the tax exemption certificate issued for the company or firm must be dispatched via mail with acknowledgment of receipt to the company's or firm address. The original certificate must be directly dispatched to the competent Taxation Authority |

Duration of Service Delivery

Two working days from the day following receipt of application

Fees

Type of fee	Value of fees	Payable to	Paid at
Committee fees	L.E 2000 (two thousand Egyptian pounds)	GAFI	GAFI cashier 2 nd floor, Investment Service Complex.

Automatic Tax Exemption

For corporations and companies not subject to the provisions of Law #8 of the year 1997 and construction activities for family, administrative and trade housing in new urban areas

Documents required

- 1) A copy of the company's articles of incorporation or statute.
- 2) A copy of the commercial register (provided it is dated after 11/05/1997 or prior to 10/06/2005).
- 3) A copy of the tax card.
- 4) A copy of the title deed of the project premises.
- 5) A copy of the technical bodies' approval on the business of the company (according to its type).
- 6) A copy of the operation and construction licenses according to the type of business.
- 7) The original receipt of payment against formation of the inspection committee.

Steps

1. Go to the window representing the Recommendation Services, Investment Service Complex, Hall 2.
2. Pay the fees for the inspection committee formation at GAFI cashier, the Administrative Building in Salah Salem road.
3. Go to the window representing the Recommendation Services, Hall 2 to receive the tax exemption certificate for companies incorporated outside the scope of Law No. 8 of the year 1997.
4. Pay the fees for publication in the Investment gazette at GAFI branch of Bank of Alexandria.
5. A copy of the tax exemption certificate issued for the company or firm must be dispatched via mail with acknowledgment of receipt to the company's or firm address. The original certificate must be directly dispatched to the competent Taxation Authority

Duration of Service Delivery

Three working days from the day following receipt of application.

Fees

Type of fee	Value of fees	Payable to	Paid at
Committee fees	L.E 2000 (two thousand Egyptian pounds)	GAFI	GAFI cashier, Investment Service Complex, 2 nd floor

N.B Concerning publishing in the Investment Gazette, the matter is referred to the section on Investment Gazette service to define the relevant fees prescribed for publication and place of payment.

Tax Exemption Certificate

For companies and corporations established under the Investment Law

Documents required

- 1) Recent commercial register showing the amount of Paid Capital (at least 25%), provided that the date of registration is after 12/05/1997 and prior to 10/06/2005.
- 2) Tax card.
- 3) Certificate of registration at the Sales Department (the first negative and positive decisions of the tax).
- 4) Contract proving allotment and receipt of the premises (rent – ownership) + building license, provided that the title deed is in the company's name not in the name of any of the partners.
- 5) List showing the equipment, tools and machinery owned by the company. For companies operating in industrial activities, documents proving procurement and customs release of the above should also be attached.
- 6) List of company employees to which a copy of the Social Insurance Form (2) should, if available, be attached.
- 7) Notarized pages of the General Ledger, from page one to the page showing the first entry of revenue.
- 8) First page of the Inventory Book notarized by the Commercial register Department.
- 9) First Five contracts made between the company and its clients.
- 10) First five Sales Bills / revenue.
- 11) For tourist projects, the first five pages of the Guest Log Book endorsed by the Security Administration or the Hospital Admittance Log.
- 12) For industrial projects, the operation license and industrial register (if available) and a copy of the license issued for each activity.
- 13) Last two balance sheets of the company or a document showing its financial position. This should be endorsed by the Auditor of the company.
- 14) Statement showing the impact of industrial waste on the environment and whether or not there exists a unit specialized in the treatment of such impact.
- 15) Report of launching electrical current and a copy of the monthly electricity bill, from the date of installing the power meter till two months after start of operations.
- 16) Receipt proving payment of the fees required to establish the committee or a certified check made out to the General Authority for Investment and Free Zones, according to the location of activity.
- 17) Acknowledgment endorsed by the Chairman of the BOD or the company Director or the Owner validating the submitted documents and verifying the date of start of operations. The acknowledgment should be in accordance with the relevant GAFI form (available at the GAFI window).
- 18) Any other documents necessary for nature of operations and deemed relevant by the company to prove the actual date of commencement of production or operations.

Steps

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| 1. Go to the window representing recommendation services floor 2, hall 2, Investment Services Complex to submit a request from the person concerned or his mandatory accompanied by the document herein before referred to. |
| 2. The competent employee should receive and review the request, attachments and the acknowledgment, then give the investor or his mandatory a payment permission to the cashier with the value of fees of the committee. |

3. The investor or any deputized person with power of attorney gives the request and attachments to the window of services, Hall 2, Administrative building, or the unit of reception and advice in case of branches.
4. The Secretariat shall directly send out the Certificate of Tax Exemption to the competent tax office (for Administrative building and branches), and a copy of the certificate to window of services, hall 2, to be delivered to the investor or his mandatory and sign of receipt.

Duration of Service Delivery

Eleven working days from the day following receipt of application.

Fees

Type of fee	Value of fees	Payable to	Paid at
Committee fees	L.E 2000 (two thousand Egyptian pounds)	GAFI	GAFI cashier, Investment Service Complex, 2 nd floor
Complaints concerning start of operations and tax exemption	L.E 2000 (two thousand Egyptian pounds)		

Note: Fees charged against formation of the start of operation/production committee shall be collected from companies and firms with capital exceeding L.E 300,000 (three hundred thousand Egyptian pounds).

Supervising Company Operations

In accordance with Article 155 of Law #159 of the year 1981

Documents required

- 1) A detailed memo encompassing all attributed violations and supported by the relevant documents.
- 2) A copy of the updated articles of incorporation of the company
- 3) A receipt of payment of the committee fees.
- 4) A recent commercial register of the company.

Steps

- 1) Submit the application to the Legal Affairs Division at GAFI premises, 96 Ahmed Orabi St. Mohandeseen.

Duration of Service Delivery

Thirty working days from the day following receipt of application

Fees

Type of fee	Value of fees	Payable to	Paid at
Supervision fees	L.E. 500 (five hundred Egyptian pounds)	GAFI	GAFI building in Mohandeseen.

Inspecting operations of Joint stock companies

In accordance with the provisions of Article 158 of Law #159 of the year 1981

Documents required

- 1) A detailed memo encompassing all violations attributed to the BOD chairman and members and/or to the auditor and supported by the relevant documents.
- 2) A certificate by an authorized bank attesting to the inspection requester's deposit of a minimum of 20% of the company's capital shares (for banks) and 10% in case of other joint stock companies, provided that such certificate states that the shares shall remain deposited with the bank till the inspection works are carried out and that GAFI notifies the bank to that effect.
- 3) Fees payment receipt
- 4) Minutes of meeting of the company's BOD including the approval to inspect (if the inspection requester is an artificial person).
- 5) A copy of the recently updated company's statute.
- 6) A recent commercial register of the company.

Steps

- 1) Go to the window representing the Inspection Unit, Hall 2 floor 2 to submit an inspection application.

Duration of Service Delivery

30 working days from the day following receipt of application, as suggested by the advisors.

Fees

Type of fee	Value of fees	Payable to	Paid at
Inspection committee fees	L.E3,000 (three thousand Egyptian pounds) in addition to any fees prescribed by the main committee in the event that the application is referred to a subsidiary expertise committee	GAFI	GAFI cashier, Investment Service Complex, 2 nd floor.

Settlement and Resolution of investment disputes

In accordance with Article 65 of Law #8 of the year 1997

Documents required

- 1) A request addressed to GAFI Head by the person(s) concerned to be presented before the Dispute Settlement Committee in accordance with the provision of Article 65 of Law No. 8 of the year 1997 so as to investigate the difference existing between the company and the administrative body.
- 2) A detailed memo encompassing the subject of the dispute and the company's demands and supported by the relevant documents (if possible).
- 3) Payment receipt of the committee fees
- 4) A statement of the addresses and contact numbers of the applicant

Steps

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| 1) Go to the rear building, floor 5 to submit the application requesting GAFI to present the dispute before the Dispute Settlement Committee. |
| 2) The disputing parties shall be notified of the recommendation in that respect. |

Duration of Service Delivery

18 working days from the day following receipt of application.

Fees

Type of fee	Value of fees	Payable to	Paid at
Fees of the Dispute Settlement Committee	One in a thousand of the value of the dispute, at a minimum of L.E2,000 (two thousand Egyptian pounds) and a maximum of L.E5,000 (five thousand Egyptian pounds)	GAFI	GAFI Cashier, Investment Service Complex, 5 th floor.

Note

- If the disputing parties do not object within a 30-day term of the issuance of the recommendations, the recommendations shall be deemed enforceable on both parties.
- In the event a disputing party objects, the matter shall be referred to the Dispute Settlement Committee in accordance with the provision of Article 66 of the Law to take action.

Resolution of Disputes

Documents required

- 1) A request addressed to Head of GAFI and Head of the Technical Secretariat of the Ministerial Committee for Resolution of Disputes to be presented before the Dispute Resolution Committee in accordance with the provision of Article 66 of Law No. 8 of the year 1997.
- 2) A detailed memo encompassing the subject of the dispute and the company's demands and supported by the relevant documents (if possible).
- 3) All documents supporting the viewpoints of the company or of the person(s) concerned.
- 4) Payment receipt of the committee fees (L.E 3000)
- 5) A statement of the addresses and contact numbers of the applicant.

Steps

1. Go to the rear building. 5 th floor to submit the application.
2. Attend when called upon by the Technical Secretariat to meet with the party complained against at the time and place set by GAFI (one of the participating committees).
3. Upon preparation of the agenda by the Technical Secretariat, the participating committee will issue its recommendation and refer the dispute to the Ministerial Committee for the Resolution of Investment Disputes.
4. The Ministerial Committee will issue its decision on the matter which will be endorsed by the Cabinet of Ministers so that it can be enforced to face the administrative body only and to allow the investor the right to seek judicial help.
5. The complainer will be notified by the cabinet of the decision of the Ministerial Committee for the Resolution of Disputes, so will the relevant body responsible for enforcing such decision. The Technical Secretariat of the Committee undertakes to follow up execution.

Duration of Service Delivery

- One month in the event the matter is presented before the Ministerial Committee without the need to have a subsidiary committee convened.
- Two months after receipt of the report of the subsidiary committee formed to investigate the subject and present it before the Ministerial Committee from the day following receipt of application.

Fees

Type of fee	Value of fees	Payable to	Paid at
Fees of the Dispute Resolution Committee	L.E3,000 (three thousand Egyptian pounds). In the event the application is submitted by Investors' associations, a payment receipt of L.E 1500 (one thousand five hundred Egyptian pounds) must be submitted	GAFI	GAFI cashier, 5th floor

Valuation

1) With the aim of changing the legal form

Documents required

- 1) Minutes of meeting of the group of partners or of the extra-ordinary general assembly including:
 - Approval to change the legal form
 - Definition of the date and style of valuation
 - The way the partners' or shareholders' current credit accounts (if any) are processed.
- 2) An endorsed statement of the company's financial position on the date taken as a base for the valuation and an auditor's report provided that the period between the date of the financial position and the application submission date does not exceed 12-month term.
- 3) Endorsed financial statements of the company for the past three years with the relevant explanatory notes and the auditor's report, in addition to the financial position taken as a base for the valuation.
- 4) An initial detailed report by an expert office on the company's assets and liabilities elucidating method and basis of the applied valuation.
- 5) A recent commercial register of the company, copy of the taxation card and copy of the most recent statute.
- 6) A declaration by the auditor of the taxation and insurance situation on the date of conversion.
- 7) A certificate from the Association of Accountants and Auditors attesting that the company's auditor has been practicing the profession for a minimum of 10 years.
- 8) A detailed statement of each of the elements of the fixed assets, stating the cost of the asset, date of acquisition, total depreciation and the net book value.
- 9) The inventory and valuation reports on the company's stock and cash in hand; the reports should be endorsed by the inventory committee and the auditor.
- 10) A statement of the company's balances with banks, attached to statements of accounts and settlement memos.
- 11) A statement of the balances of the debit current accounts of the sister companies elucidating the nature of the relationship that produced such balances (if any).
- 12) A statement of the remaining elements of the circulating assets.
- 13) A payment receipt of the fees.

Steps

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| 1) Go to the Investment Service Complex to submit the request/application which should be printed out on a company's letter head, signed by an authority therein and attached to the documents herein before referred to. |
| 2) The person(s) concerned shall receive a letter attached to the original valuation report stamped with all the relevant seals. |

Duration of Service Delivery

10 days as of submission of the required documents effective from the day following receipt of application.

Fees

Type of fee	Value of fees	Payable to	Paid at
Valuation fees	Two in a thousand of the net value of assets, at a minimum of L.E5,000 (five thousand Egyptian pounds) and a maximum of L.E7,500 (seven thousand five hundred Egyptian pounds)	GAFI	GAFI cashier 5 th floor.

Valuation

2) Merger

Documents required

- Minutes of meeting of the group of partners or of the extra-ordinary general assembly for the merging and the merged companies including:
 - Approval to merge
 - Definition of the date and style of the merger
 - The way the partners' or shareholders' current credit accounts (if any) are processed.
- An endorsed statement of financial position of the companies involved in the merger on the date taken as a base for the valuation and an auditor's report provided that the period between the date of the financial position and the application submission date does not exceed 12-month term.
- The endorsed financial statements for the past three years of the companies involved in the merger with the relevant explanatory notes and the auditor's report, in addition to the financial position taken as a base for the valuation.
- An initial detailed report by an expert office on the assets and liabilities of the companies involved in the merger (the report should elucidate the method and basis of the applied valuation).
- A recent commercial register of the company, copy of the taxation card and copy of the most recent statute.
- A declaration by the auditor of the taxation and insurance situation on the date of merger.
- A detailed statement of each of the elements of the fixed assets, stating the cost of the asset, date of acquisition, total depreciation and the net book value.
- The inventory and valuation reports on the company's stock and cash in hand; the reports should be endorsed by the inventory committee and the auditor.
- A statement of the company's balances with banks, attached to statements of accounts and settlement memos.
- A statement of the balances of the debit current accounts of the sister companies elucidating the nature of the relationship that produced such balances (if any).

- 11) A statement of the remaining elements of the circulating assets.
- 12) A payment receipt of the fees.

Steps

1)	Go to the Investment Service Complex to submit the request/application which should be printed out on a company's letter head, signed by an authority therein and attached to the documents herein before referred to.
2)	The person(s) concerned shall receive a letter attached to the original report stamped with all the relevant seals.

Duration of Service Delivery

10 days as of submission of the required documents effective from the day following receipt of application.

Fees

Type of fee	Value of fees	Payable to	Paid at
Valuation fees	Two in a thousand of the net value of the assets, at a minimum of L.E5,000 (five thousand Egyptian pounds) and a maximum of L.E7,500 (seven thousand five hundred Egyptian pounds) for each company.	GAFI	GAFI cashier 5 th floor.

Valuation

3) Splitting up

Documents required

- 1) Minutes of meeting of the group of partners or of the extra-ordinary general assembly for the splitting companies including:
 - Approval to split up.
 - Definition of the date and style of the split.
 - The way the partners' or shareholders' current credit accounts (if any) are processed.
- 2) An endorsed statement of financial position of the splitting company on the date taken as a base for the valuation and an auditor's report provided that the period between the date of the financial position and the application submission date does not exceed 12-month term.
- 3) The endorsed financial statements for the past three years of the company before the split with the relevant explanatory notes and the auditor's report, in addition to the financial position taken as a base for the valuation.
- 4) An initial detailed report by an expert office on the assets and liabilities of the splitting and the split companies (the report should elucidate the method and basis of the applied valuation).

- 5) A recent commercial register of the company, copy of the taxation card and copy of the most recent statute.
- 6) A declaration by the auditor of the taxation and insurance situation of the splitting company.
- 7) A detailed statement of each of the elements of the fixed assets, stating the cost of the asset, date of acquisition, total depreciation and the net book value.
- 8) The inventory and valuation reports on the company's stock and cash in hand; the reports should be endorsed by the inventory committee and the auditor.
- 9) A statement of the company's balances with banks, attached to statements of accounts and settlement memos.
- 10) A statement of the balances of the debit current accounts of the sister companies elucidating the nature of the relationship that produced such balances (if any).
- 11) A statement of the remaining elements of the circulating assets.
- 12) A payment receipt of the fees.

Steps

1) Go to the Investment Service Complex to submit the request/application which should be printed out on a company's letter head, signed by an authority therein and attached to the documents herein before referred to.
2) The person(s) concerned shall receive a letter attached to the original report stamped with all the relevant seals

Duration of Service Delivery

10 days as of submission of the required documents effective from the day following receipt of application.

Fees

Type of fee	Value of fees	Payable to	Paid at
Valuation fess	Two in a thousand of the net value of the assets, at a minimum of L.E5,000 (five thousand Egyptian pounds) and a maximum of L.E7,500 (seven thousand five hundred Egyptian pounds)	GAFI	GAFI cashier 5 th floor

Valuation

4) Increasing the capital of the company by an in-kind share

Documents required

- 1) An initial detailed report by an expert office of the in-kind share subject of valuation.
- 2) Documents proving ownership of the in-kind share together with a declaration by the person(s) concerned on its status with regards to any encumbrances related thereto (disposal, mortgages, liens and other obligations).
- 3) Minutes of meeting of the general assembly or of the group of partners in the event that the in-kind share is owned by an artificial person. The minutes should include approval for the in-share to take part in the incorporation or the capital of a company.
- 4) Minutes of the extra-ordinary general assembly of the company in the event that the in-kind share contributes to increasing the company's capital.
- 5) A payment receipt of the fees (valuation of the corporations are carried out only for joint stock companies and partnerships limited by shares)

Steps

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|--|
| 1) Go to the Investment Service Complex, hall 2, to submit the request/application which should be printed out on a company's letter head, signed by an authority therein and attached to the documents herein before referred to. |
| 2) The person(s) concerned shall receive a letter attached to the original report stamped with all the relevant seals |

Duration of Service Delivery

- Two working days if the declarations are submitted.
- 10 (ten) days in the event a committee is formed and all required documents are submitted and effective from the day following receipt of application.

Fees

Type of fee	Value of fees	Payable to	Paid at
Valuation fees	Two in a thousand of the net value of the in kind share, at a minimum of L.E5,000 (five thousand Egyptian pounds) and a maximum of L.E7,500 (seven thousand five hundred Egyptian pounds)	GAFI	GAFI cashier, 5 th floor.

Other Services:

Agreement on the Trading of stocks

During the first two financial years of incorporation (for companies established in accordance with Law No. 8 of the year 1997.

Documents required

- 1) Recent extract of the commercial register of the company showing position of the company on the payment of capital, bearing in mind that the paid-in capital should be no less than 25% of the issued capital.
- 2) Investment Gazette or company bulletin showing the latest update on shareholders.
- 3) Security verification form containing all relevant information (in the event stocks are assigned to a new foreign partner).
- 4) Notification of the transfer of ownership of stocks in accordance to the latest update if such transfer is not stated in the Investment Gazette.

Steps

1. Head to the competent division in Hall (2) on the 2nd floor of the Investment Service Complex to submit an application addressed to the Head of the Technical Office of the Chairman of GAFI from the Chairman of the BOD, Managing Director or his/her representative or the shareholder requesting the trading of stocks on his/her behalf or the his/her representative (showing approval on the negotiation of the stocks – name of the person giving effect to the assignment – nationality – number of shares – name of person to whom the assignment is made - nationality). The application should show the means of distribution of the capital prior to and after the negotiations and should have the hereinbefore mentioned documents attached thereto.
2. The investor will receive a phone call to visit the Secretariat of the Technical Office on the 4 th floor of the GAFI administrative building after the procedures of the request have been finished.
3. Receive the letter of approval on negotiation (by virtue of a power of attorney or an authorization).
4. GAFI will directly send the letter of approval of negotiation to the Chairman of the Cairo and Alexandria Stock Exchange (CASE).

Duration of Service Delivery

After receiving the approval of the Minister of Investment or of the Prime Minister – in the event the company is located in the Sinai Peninsula and has foreign shareholders.

Fees

Free

Agreement on the Trading of stocks

After the first two financial years of incorporation (for companies located in the Sinai Peninsula or having branches therein)

Documents required

- 1) Recent extract of the commercial register of the company showing position of the company on the payment of capital, provided that the paid-in capital should be no less than 25% of the issued capital.
- 2) Investment Gazette or company bulletin showing the latest update on shareholders.
- 3) Notification of the transfer of ownership of stocks in accordance to the latest update if such transfer is not stated in the Investment Gazette.
- 4) Capital Distribution Statement of joint stock companies in the capital of the company to determine the percentage of foreign shares.
- 5) Security verification form containing all relevant information (in the event stocks are assigned to a new foreign partner).
- 6) Title deed of the company.
- 7) Operation licenses.

Steps

- | |
|--|
| 1. Head to the competent division in Hall (2) on the 2nd floor of the Investment Service Complex to submit an application addressed to the Head of the Technical Office of the Chairman of GAFI from the Chairman of the BOD, Managing Director or his/her representative or the shareholder requesting the trading of stocks on his/her behalf or the his/her representative (showing approval on the negotiation of the stocks – name of the person giving effect to the assignment – nationality – number of shares – name of person to whom the assignment is made - nationality). The application should show the means of distribution of the capital prior to and after the negotiations and should have the hereinbefore mentioned documents attached thereto. |
| 2. The investor will receive a phone call to visit the Secretariat of the Technical Office on the 4 th floor of the GAFI administrative building after the procedures of the request have been finished. |
| 3. Receive the letter of approval on negotiation (by virtue of a power of attorney or an authorization). |
| 4. GAFI will directly send the letter of approval of negotiation to the Chairman of the Cairo and Alexandria Stock Exchange (CASE). |

Duration of Service Delivery

7 working days – with the exception of companies requiring the approval of the Cabinet of Ministers.

Fee

Free

Opening new branches for companies established in the Sinai Peninsula

Documents required

General documents:

- 1) Title deed of the branch (lease contract – usufruct contract).
- 2) Recent copy of the commercial register of the company.
- 3) Approval of the Central Bank on the opening of branches of banks and foreign exchange dealers.
- 4) Security verification form containing all relevant information in the event a new foreign Director is recruited for a bank branch.

Documents based on the legal form:

1) For corporations:

Minutes of the meeting of the BOD of the company endorsed by the GAFI Legal Affairs Department from the procedural point of view. The minutes should show approval on the opening of the branch and its purpose (production site – warehouse – administrative branch – sales department – sale and distribution outlet – exhibition – communication offices – etc).

2) For partnerships:

Minutes of the meeting of the partners showing approval on the opening of the branch and its purpose.

3) For corporations sole:

Request for opening of the branch submitted by the owner of the establishment or his/her representative, to which a copy of the power of attorney and the ID of the owner should be attached. In addition to the purpose of opening the branch.

Steps

1.	Go to the Secretariat of the Technical Office, Investment Service Complex, 5 th floor to submit an application/request in the name of the Head of the Technical Office addressed to GAFI Head to seek approval to open the new branch. The application should be attached to the documents herein before referred to.
2.	The investor will be notified via phone of the finalization of the application/request procedures and called upon to visit the Secretariat of the Technical Office on the 4 th floor of the GAFI administrative building.
3.	Receive (by virtue of a power of attorney or a mandate) the letter of approval on the branch opening
4.	The approval letter on the new branch opening will be dispatched by GAFI to the competent Commercial Register and Taxation Authority.

Duration of Service Delivery

7 (seven) working days – with the exception of companies referred to the committee between the South Sinai Governorate, Ministry of Tourism and Ministry of Defense or companies requiring the approval of the Prime Minister for having foreign shareholders.

Fees

Free

Calling for the Convention of Assemblies

In accordance with the provisions of Article 62 of Law #159 of the year 1981

Inviting the general assembly to convene to reform the BOD

A) In the event of death

Documents required

- 1) A request/application submitted by the remaining BOD members or by the company's general manager or auditor.
- 2) An auditor-endorsed statement showing the names of shareholders, the number of shares held by each (after distribution of the shares of the deceased shareholder) and their place of residence as such information stated in the Equity Record.
- 3) An endorsed statement to distribute the shares of the deceased among the lawful heirs without prejudice to the provisions of Article 128 of the Executive Regulations implementing Law #159 of the year 1981.
- 4) An official copy of the death certificate and the decree of distribution of the deceased.
- 5) Recent extract of registration of the company in the commercial register.
- 6) Name and address of the auditor of the company together with a document proving appointment of such.
- 7) A declaration that no title transfer of shares has been registered in the records of the company from the date of convening of the assembly till the date of adjournment.
- 8) List of names of nominees for the BOD membership, their pre-qualifications, CVs and jobs they have undertaken during the past three years.
- 9) A declaration by the nominees never to violate the provisions of articles 89, 95 to 100, 162 to 164 and 177 to 180 of Law #159 of the year 1981. The declaration should be attached to copies of the nominees' personal IDs (national number cards).
- 10) Mandate of the company's representative before GAFI, the Commercial register and the Real Estate Publicity and Registration Office.
- 11) Payment receipt of the call for convention fees.
- 12) The updated Investment Gazette or Company Bulletin.

Steps

- 1) Go to the window representing the Investment Service Complex, Hall 2 to submit the application

Duration of Service Delivery

21 days as of submission of all required documents on the death case and effective from the day following receipt of application

Fees

Type of fee	Value of fees	Payable to	Paid at
Call for convention of the assemblies via the administrative body	L.E2,000 (two thousand Egyptian pounds)	GAFI	GAFI cashier, 2 nd floor, Investment Service Complex.

B) In the event of resignation or the lack of quorum

Documents required

- 1) A request/application submitted by the remaining BOD members or by the company's general manager or auditor.
- 2) An auditor-endorsed statement showing the names of shareholders, the number of shares held by each (after distribution of the shares of the deceased shareholder) and their place of residence as such information stated in the Equity Record
- 3) Recent extract of registration of the company in the commercial register.
- 4) Name and address of the auditor of the company together with a document proving appointment of such.
- 5) A declaration that no title transfer of shares has been registered in the records of the company from the date of convening of the assembly till the date of adjournment.
- 6) List of names of nominees for the BOD membership, their pre-qualifications, CVs and jobs they have undertaken during the past three years.
- 7) A declaration by the nominees never to violate the provisions of articles 89, 95 to 100, 162 to 164 and 177 to 180 of Law #159 of the year 1981. The declaration should be attached to copies of the nominees' personal IDs (national number cards).
- 8) Mandate of the company's representative before GAFI, the Commercial register and the Real Estate Publicity and Registration Office.
- 9) Payment receipt of the call for convention fees.
- 10) The updated Investment Gazette or Company Bulletin
- 11) The original copy of the resignation submitted by the member of the BOD or a document proving abstention of the member from attending.
- 12) A declaration by the applicant of the validity of the data submitted and of undertaking responsibility for such data.

Steps

- 1) Go to the window representing the Investment Service Complex, Hall 2 to submit the application.

Duration of Service Delivery

21 days as of submission of all required documents on the resignation case and effective from the day following receipt of application

Fees

Type of fee	Value of fees	Payable to	Paid at
Call for convention of the assemblies via the administrative body	L.E2,000 (two thousand Egyptian pounds)	GAFI	GAFI cashier, 2 nd floor, Investment Service Complex

(C) Slackening of the Chairman of the BOD to call the general assembly to meeting

Documents required

- 1) A copy of the request submitted by the shareholders, via a letter registered with acknowledgment of receipt, to the BOD of the company to convene the assembly. The request should state the agenda and the reasons for calling for convention- or the receipt proving delivery of said request.
- 2) A document proving the deposit of shares of applicants (at least 5% for an ordinary meeting and 10% for an extraordinary meeting) at the headquarters of the company or at an authorized bank prior to the submission of the request to the BOD. And a declaration by the applicant not to withdraw such shares unless after the adjournment of the assembly.
- 3) An auditor-endorsed statement citing the names of shareholders.
- 4) Name and address of the auditor of the company together with a document proving appointment of such.
- 5) Payment receipt of the call for convention fees
- 6) Recent extract of registration of the company in the commercial register.
- 7) Company bulletin/Investment Gazette.
- 8) Mandate of the company's representative before GAFI, the Commercial Register and the Real Estate Publicity and Registration Office

Steps

1. Go to the window representing the Investment Service Complex, Hall 2 to submit the application.

Duration of Service Delivery

18 working days from the date where the slackening of the chairman or abstention of a board member is proven and effective from the day following receipt of application.

Fees

Type of fee	Value of fees	Payable to	Paid at
Call for convention of the assemblies via the administrative body	L.E2,000 (two thousand Egyptian pounds) per document	GAFI	GAFI cashier, 2 nd floor, Investment Service Complex

Assisting to Solve the Problems facing Investors

Documents required

- 1) Copy of all documents related to the complaint in question.

Steps

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| 1. Head to the reception on the 1 st floor to submit the complaint on the relevant form and attach all relevant documents thereto. |
| 2. GAFI will inform the complaining party of what has become of his/her complaint. |

Duration of Service Delivery

The duration is determined according to the kind of problem at hand.

Fees

Free

Corporation Division

Services rendered by the corporation division upon payment of the required fees

Request for the issuance of a true copy of documents of all types of companies

Documents required

- 1) Request submitted on official company letter heads.
- 2) Authorization or power of attorney to deliver and receive.
- 3) Document proving the capacity of the applicant.
- 4) Recent commercial register.

Steps

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| 1. Head to the window of corporation division in Hall (2) on the 2nd floor of the Investment Service Complex to submit the application to which the hereinbefore mentioned documents should be attached and obtain a cash order to make payment of the fees. |
| 2. Pay the required fees. |
| 3. After the elapse of the Duration of Service Delivery, visit GAFI to receive a true copy of the requested documents sealed with the seal of the state. |

Duration of Service Delivery

- 1 working day at the administrative building.
- 2 working days at the applicants building.

Fees

Type of fee	Value of fees	Payable to	Paid at
True copy of documents of all types of companies	L.E100 (one hundred Egyptian pounds) per document	GAFI	GAFI cashier – 2 nd floor – Investment Service Complex

Request for the issuance of a photocopy of the documents

Documents required

- 1) Request submitted on official company letter heads.
- 2) Authorization or power of attorney to deliver and receive.
- 3) Document proving the capacity of the applicant.
- 4) Recent commercial register.

Steps

1. Head to the window of corporation division in Hall (2) on the 2nd floor of the Investment Service Complex to submit the application to which the hereinbefore mentioned documents should be attached and obtain a cash order to make payment of the fees.
2. Pay the required fees.
3. After the elapse of the Duration of Service Delivery, visit GAFI to receive a copy of the requested documents.

Duration of Service Delivery

- 1 working day at the administrative building.
- 2 working days at the applicants building.

Fees

Type of fee	Value of fees	Payable to	Paid at
Copy of the documents	L.E50 (fifty Egyptian pounds) per document	GAFI	GAFI cashier – 2 nd floor – Investment Service Complex

Review of company documents

Documents required

- 1) Request submitted on official company letter heads.
- 2) Authorization or power of attorney to deliver and receive.
- 3) Document proving the capacity of the applicant.
- 4) Recent commercial register.

Steps

1. Head to the the window of corporation division in Hall (2) on the 2nd floor of the Investment Service Complex to submit the application to which the hereinbefore mentioned documents should be attached and obtain a cash order to make payment of the fees.
2. Pay the required fees.
3. Visit GAFI on the same day at the administrative building.
4. After the elapse of the Duration of Service Delivery, visit GAFI at the applicants building to take a look at the required company documents.

Duration of Service Delivery

- Same day at the administrative building.
- 1 working day at the applicants building.

Fees

Type of fee	Value of fees	Payable to	Paid at
Taking a look at company documents	L.E50 (fifty Egyptian pounds) per document	GAFI	GAFI cashier – 2 nd floor – Investment Service Complex

Endorsement of documents, the company bulletin and the Investment Gazette for notarization by the Ministry of Foreign Affairs

Documents required

- 1) Request submitted on official company letter heads.
- 2) Original copy of the document.
- 3) The bulletin or a true copy thereof.

Steps

1. Head to the window of corporation division in Hall (2) on the 2nd floor of the Investment Service Complex to submit the application to which the hereinbefore mentioned documents should be attached and obtain a cash order to make payment of the fees.
2. Pay the required fees.
3. Visit GAFI on the same day to receive a copy of the documents endorsed and sealed with the seal of the state.

Duration of Service Delivery

One working day

Fees

Type of fee	Value of fees	Payable to	Paid at
Endorsement of documents, the company bulletin and the Investment Gazette for notarization by the Ministry of Foreign Affairs	L.E100 (one hundred Egyptian pounds) per document	GAFI	GAFI cashier – 2 nd floor – Investment Service Complex

Issuance of a Certificate of Data on companies to submit to government agencies

Documents required

- 1) Request submitted on official company letter heads.
- 2) Authorization or power of attorney to deliver and receive.
- 3) Document proving the capacity of the applicant.
- 4) Recent commercial register.

Steps

1. Head to the window of corporation division in Hall (2) on the 2nd floor of the Investment Service Complex to submit the application to which the hereinbefore mentioned documents should be attached and obtain a cash order to make payment of the fees.
2. Pay the required fees.
3. After the elapse of the duration of service delivery, visit GAFI to receive the Certificate of Data sealed with the seal of the state.

Duration of Service Delivery

One working day.

Fees

Type of fee	Value of fees	Payable to	Paid at
Issuance of a Certificate of Data to submit to government agencies	L.E100 (one hundred Egyptian pounds) per certificate	GAFI	GAFI cashier – 2 nd floor – Investment Service Complex

True copy of previous correspondences with government agencies

Documents required

- 1) Request submitted on official company letter heads.
- 2) Authorization or power of attorney to deliver and receive.
- 3) Document proving the capacity of the applicant.

Steps

1. Head to the competent division in Hall (2) on the 2nd floor of the Investment Service Complex to submit the application to which the hereinbefore mentioned documents should be attached and obtain a cash order to make payment of the fees.
2. Pay the required fees.
3. After the elapse of the duration of service delivery, visit GAFI to receive a true copy of the requested correspondences sealed with the seal of the state.

Duration of Service Delivery

One working day

Fees

Type of fee	Value of fees	Payable to	Paid at
True copy of previous correspondences with government agencies	L.E25 (twenty five Egyptian pounds) per correspondence	GAFI	GAFI cashier – 2 nd floor – Investment Service Complex

