



Companies Incorporation Procedures via  
GAFI E-portal

[www.gafi.gov.eg](http://www.gafi.gov.eg)



## E-Incorporation

For the purpose of facilitating for investors, GAFI launched a service for companies and establishments incorporation via GAFI e-portal ([www.gafi.gov.eg](http://www.gafi.gov.eg)).

The investor can submit the incorporation request, pay all the fees, e-sign the incorporation documentations via GAFI e-portal. The investor will receive the finalized paper work from ISCs or by Egypt Post.

## Companies Incorporation Procedures via GAFI E-portal E-incorporation

Before Starting the Incorporation Procedures:

Please prepare all the required data and documents according to the legal form of the company, which can be viewed via the following link:

<https://www.gafi.gov.eg/Arabic/eServices/Pages/Services.aspx?DepartmentID=1>

In addition, e-signature is required to be obtained through one of the e-signature companies licensed by the Information Technology Industry Development Agency (ITIDA):

1. Egypt Trust Company: <https://online.egypttrust.com/>
2. Misr Clearing Company for Central Depository and Registry: <http://www.mcsd.com.eg/mcdrca/>



Companies Incorporation Procedures via GAFI E-portal  
E-incorporation

To Start the Incorporation Procedures, Please Visit the Following Link:

<https://www.gafi.gov.eg/Arabic/eServices/Pages/Services.aspx?DepartmentID=1>

Then, Follow the Below Procedures

Companies Incorporation Procedures via GAFI E-portal  
Incorporation Procedures

1. Sign up, create an account and specify the user workspace on GAFI e-portal: [www.gafi.gov.eg](http://www.gafi.gov.eg).



2. Select the appropriate legal structure; preview the procedures and required documentation and fees, as well as the service time; and start submitting the incorporation application.
3. Fill in the company data (name of company – shareholders – activity – location – board of directors); upload the required documentation; send the application to be reviewed. The application status could be followed up through the user workspace and the notifications sent via e-mail.
4. Pay the incorporation fees of all entities engaged in the provision of the service in a single payment using the user's credit card.
5. E-sign the company's articles of incorporation and association via GAFI e-portal.
6. E-sign the Real Estate Registration and Notarization Department (RERND) certificate of authentication of the signature(s) on the articles of incorporation via GAFI e-portal.
7. GAFI will complete the rest of the incorporation procedures on behalf of the applicant (Endorsement of the Bar Association - approval of the Financial Regulatory Authority (FRA) - membership of the Federation of Egyptian Chambers of Commerce - registration in the Commercial Register - issuance of the tax card - opening an insurance account) and deliver the documents by mail.

Companies Incorporation Procedures via GAFI E-portal



## Step One

Sign up, create an account and specify the user workspace on GAFI e-portal: [www.gafi.gov.eg](http://www.gafi.gov.eg).

Sign In

Register



Why Egypt

Investment Map

Start a Business

Sectors

How Can We Help

Media Center

E-Services

## Sign In

Sign In

Sign In

User Name

Password

Sign In

[Register](#) [Forgot your password?](#)



Welcome

amrabelfetouh



Why Egypt

Investment Map

Start a Business

Sectors

How Can We Help

Media Center

E-Services

Working Space

My Requests	My Tasks	Saved Requests
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Service Type	Services			
Application No.	From			
To				
Search   Delete Selected Items				
Application No.	Date	Service Type	Company/ Establishment Name	Status

Companies Incorporation Procedures via GAFI e-Portal



## Step Two

Select the appropriate legal structure; preview the procedures and required documentation and fees, as well as the service time; and start submitting the incorporation application.

Sign In

Register



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Services

### E-Services

#### Company Incorporation Services

Single Member Company – Joint Stock Company/ Partnerships Limited by Shares – Partnership Companies (General and Limited Partnerships) – Limited Liability Company – Sole Proprietorship Incorporation

#### Categories

Company Incorporation Services

General Meetings Services

Company Amendments Services

Foreign Direct Investment Reports

Sign In

Register





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<b>E-Services</b>	<b>Services</b>
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## Services

Share Article on

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### Company Incorporation Services

#### Single Member Company

Description
Prerequisites
Required Documents
Fees (EGP)
Time Frame
Service Channels
Policies And Procedures
Download Assisting Documents
<a href="#">Back</a>   <a href="#">Apply for Service</a>

Companies Incorporation Procedures via GAFI e-Portal





### Step Three

Joint-Stock Company

Shareholders Data

Important Note: Please enter data of the legal shareholders first, in case of existence

Type of Shareholder	Shareholder's Name
Shareholder's Capacity	Nationality
Address	Currency of fulfilment
Email	Telephone
Fax	<input type="checkbox"/> BoD member
Type of Personal Identification	
Copy of valid ID or passport	
Date of birth	Gender

Name	Nationality	Shareholder's Capacity	Type of Shareholder	BoD member	Incorporation Shares Number of Cash Shares	Number of in-kind shares	Preferred shares
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Save

Send



Pre-Incorporation Data	Company's Data	Shareholders' Data	Activities	Capital Data	Company Addresses	BoD Data	Auditor Data	Legal Consultant Data	Company's Articles of Association	Number of signatures and Agent Data	Referees Data	Data of Expected Workforce	Attachments
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Company's Articles of Association

Beginning of the fiscal year	End of the fiscal year
Number of members of first BoD meeting	Maximum number of BoD members
Term of BoD work (one year)	Number of BoD meetings during the fiscal year
Venue of the general meeting	Minimum proportion of capital required to hold the ordinary general meeting (%)
Minimum proportion of capital required to hold the first extraordinary general meeting (%)	Minimum proportion of capital required to hold the second extraordinary general meeting (%)
Deducted proportion of the profit to form the legal reserve	Proportion of the capital reserve required to suspend deduction
Proportion of BoD remuneration	

Save

Send



## Step Four

### Payment Details

#### Method of Payment

Type of Fees	Value
Federation of Egyptian Chambers of Commerce	EGP 229
Notarization Fees	EGP 30
Commercial Register Fees	EGP 110
GAFI Fees	EGP 105
Syndicate of Commercial Professions	EGP 125
Total	EGP 599

E-sign Data	
Do you need e-sign via GAFI e-portal	
Yes	

Payment details		Fees Data
Amount	EGP 599	Service Provider
Commission	EGP 5.4	Service
Total	EGP 604.4	Type of payment
		Payment Number

ID Data	
ID Number	
Date of Validity	
Security Code	

#### Pay now


Change method of payment	Go to service provider
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## Step Five

### E-sign the articles of incorporation and association via GAFI e-portal.

Signatures
Applicant
Incorporation Attorney
Reviewer
Real Estate Registration and Notarization Department
Companies Incorporation Procedures via GAFI E-portal

The General Authority for Investment and Free Zones  GAFI Translation Department

**Preliminary Articles of Incorporation of \_\_\_\_\_ Company**  
**A Joint Stock Company incorporated and existing in accordance with the Investment Law enacted by Law No. 72 of 2017**

On this \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, the present Articles of Incorporation have been entered into between the signatories below:

#	Name	Nationality	Date of Birth	ID	Residence
1					
2					
3					

**Preamble**

Within the framework of the provisions of the Egyptian law, the founders who signed the present Articles of Incorporation have agreed to incorporate an Egyptian joint stock company under the name \_\_\_\_\_ SAE (the "Company"). To that effect, they submitted the present Articles of Incorporation and the annexed Articles of Association to the General Authority for Investment and Free Zones (hereinafter referred to as "GAFI") which conducted the required assessment.

The signatories hereby acknowledge that (i) they have the legal capacity to incorporate the Company; (ii) that they have never been convicted of a felony or a misdemeanor involving breach of honor or trust, nor have they been subject to any of the penalties referred to in Articles 89, 162, 163 and 164 of the Law of Joint Stock Companies, Partnerships Limited by Shares, Limited Liability Companies, and Single Member Companies enacted by Law No. 159 of 1981; and (iii) that they are not barred from incorporating companies in accordance with the provisions of the law.

Furthermore, the signatories acknowledge that they have not provided, contributed, or used, in setting up or building the investment project enjoying the incentives, any of the material assets of a company or an establishment existing at the time the provisions of the Investment Law came into force, nor have they liquidated such company or establishment during the period indicated in the second paragraph of Article 12 of the Investment Law for the purpose of setting up a new investment project that enjoys the aforementioned special incentives; and that violation of the foregoing shall result in the loss of the aforementioned incentives and the newly incorporated Company being ordered to pay all taxes due.<sup>1</sup>

Moreover, the signatories have agreed to abide by the provisions of the present Articles of Incorporation and the annexed Articles of Association, together with the provisions of the Egyptian law, in particular the aforementioned Companies Law, the Capital Market Law enacted by Law No. 95 of 1992, the Investment Law enacted by Law No. 72 of 2017 (hereinafter referred to as the "Investment Law"), and their Executive Regulations.

**Article (1)**

The aforementioned preamble shall be an integral part of the present Articles of Incorporation.

**Article (2)**

The Company's name shall be \_\_\_\_\_ (SAE), a joint stock company incorporated and existing in accordance with provisions of the Egyptian law.

**Article (3)**

The object of the Company shall be to \_\_\_\_\_, without prejudice to the provisions of the applicable laws, regulations and decrees, and on the condition that all required licenses be obtained.

The Company may enter into partnership by any means whatsoever with companies or other entities which carry on similar business to that of the Company, or which would assist the Company in realizing its object in Egypt or abroad. The Company may merge into, acquire or affiliate such other companies or entities in accordance with the provisions of the law.

<sup>1</sup> This is an optional provision that the partners may add in case they would like to be granted the special incentives listed in Article 11 of the Investment Law enacted by Law No. 72 of 2017.

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## Step Six

E-sign RERND certificate of authentication of the signature(s) on the articles of incorporation via GAFI e-portal.

Signatures	التوقيعات
Applicant	مقدم الطلب
Authentication of Signature Certificate #	رقم محضر التوثيق
Real Estate Registration and Notarization Department (RERND)	مصلحة الشهر العقاري والتوثيق (الشهر العقاري)
Ministry of Justice	وزارة العدل
The certificate was signed electrically by: _____	قد تم التوقيع إلكترونياً
RERND Office at GAFI's headquarters in Cairo	مكتب توثيق استثمار القاهرة
Companies Incorporation Procedures via GAFI E-portal	إجراءات تأسيس الشركات عبر البوابة الإلكترونية



## Step Seven

**GAFI will complete the rest of the incorporation procedures on behalf of the applicant (Endorsement of the Bar Association - approval of the Financial Regulatory Authority (FRA) - membership of the Federation of Egyptian Chambers of Commerce - registration in the Commercial Register - issuance of the tax card - opening an insurance account) and deliver the documents by Egypt Post.**

True copy of the company articles and certificate of incorporation  
The company commercial registry  
The company tax card  
The company insurance number

Companies Incorporation Procedures via GAFI e-portal.

Social Media



**16035**



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