

Free Zones

A New Vision for the Future



Free Zones

The General Authority for Investment and Free Zones (GAFI)

Investor Procedural Guidebook

Disclaimer

The English version of this Guidebook is a translation of the original Arabic for foreign investors' convenience and information purposes only. The present translation, to the best of knowledge and capabilities of GAFI Translation Department is an accurate rendering of the Arabic version of the guide. However, if there is any discrepancy, inconsistency, conflict or any other issue(s) between the Arabic original and the English translation, the Arabic original will prevail. Moreover, the present translation must not be relied upon for the basis of a legal opinion nor may it be used for taking any course of action whatsoever.

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Introduction

This guidebook is designed to inform investors, users, and beneficiaries about how to establish a project within Egypt's free zones. It outlines the financial, regulatory, and engineering obligations, as well as the general provisions to be followed during project establishment. This reflects the General Authority for Investment and Free Zones' (GAFI) commitment to enhancing transparency for investors.

The guidebook has been highly successful in achieving its objectives and has been well received by its users, including current investors and company owners operating both within the free zones and the domestic market. All printed copies have been distributed, and demand for the guide continues to grow.

In light of procedural changes in recent years and GAFI's continued commitment to providing distinguished services to investors in Egypt, the contents of this guidebook have been updated.

GAFI remains pleased to provide its services and respond to all inquiries.

Welcome to the Egyptian Free Zones

Egypt enjoys a strategic position in global trade, located at the crossroads of three continents: Asia, Africa, and Europe. It is bordered to the north by the Mediterranean Sea and to the east by the Red Sea and the Suez Canal — one of the world's most vital maritime routes linking East and West.

This exceptional location— together with Egypt's abundant production factors, modern communication networks, strong integration with global markets, a resilient economic system, political stability, democratic development, and trusted international relations— has made the country an increasingly attractive destination for national, Arab, and foreign investments.

Free zones in Egypt embody a unique investment model. They operate under the framework of Investment Law No. 72 of 2017 and its Executive Regulations, overseen by the General Authority for Investment and Free Zones (GAFI).

Through a fully integrated system, GAFI has ensured that free zones offer investors a world-class environment. They provide superior incentives, exemptions, guarantees, and advantages compared to similar zones in the region. Today, Egypt hosts nine public free zones, each fully equipped with infrastructure, services, and professional administrative bodies to support and grow investment projects.

Egyptian Free Zones... A New Vision for the Future

The Free Zones in Egypt

Free zones are designated areas within the territory of the State and under its administrative authority, yet governed by special rules with respect to taxation, customs, and monetary regulations.

Types of Free Zones

There are two types of zones: I: Public Free Zones; and II: Private Free Zones.

The Free Zones Sector is responsible for overseeing both public and private free zones.

I: Public Free Zones

The State has established nine (9) public free zones, each fully equipped with utilities and infrastructure. Every public free zone has a board of directors that oversees operations and facilitates services to investors, including the allocation of serviced land plots in locations suitable for project activities.

II: Private Free Zones

A private free zone is an independent entity established for a single project—or several projects engaged in similar activities—outside the public free zones. Its location is determined by the nature of the activity and the project's economic requirements, which may include proximity to raw materials, production inputs, export markets, labor pools, integration with nearby industries, or access to specific ports or transport networks. The land may be owned or leased by the investor.

Permitted Activities in the Free Zones

All investment activities are permitted within Egypt's free zones in line with the policy set by GAFI, with a particular focus on export-oriented industries. The following activities, however, are prohibited:

- Manufacture of weapons, ammunition, explosives, or any activities related to national security;
- Production of alcoholic beverages and spirits.

Additionally, upon approval from the Supreme Council of Energy, projects in the following sectors may be licensed to operate within free zones:

- Iron and steel manufacturing;
- Natural gas processing, liquefaction, and transportation;
- Energy-intensive industries.

Advantages, Guarantees, and Exemptions Granted to Projects

Advantages

- Full freedom to transfer invested capital and project profits abroad;
- Flexibility in choosing the investment sector and the legal structure of the project;
- Freedom to set product prices and determine profit margins;
- No minimum or maximum capital requirements (applies to public free zone projects);
- No restrictions on the nationality of capital—foreign investors may wholly own or enter partnerships in any proportion (except for projects in Sinai);
- The possibility to provide toll manufacturing services to third parties, subject to GAFI regulations;
- Facilities for residence permits to foreign investors;
- Residence permits for foreign employees upon project request.

Guarantees

- No legal action may be initiated against free zone projects without prior reference to GAFI.
- Projects and establishments cannot be nationalized or confiscated.
- Projects are protected from receivership, seizure, freezing, or confiscation of assets through administrative action, unless by judicial ruling.

Exemptions

- All capital assets and production requirements essential to the project's activity (excluding passenger cars) are exempt from customs duties, sales tax, and other taxes throughout the duration of the project, even when such assets are temporarily located outside the zone due to the project's nature.
- Imports and exports from and to abroad are exempted from customs duties or taxes (including sales tax or others) applicable inside the country.
- Projects and their profits are exempt from all domestic tax and customs laws during the operation period.
- Imports and exports to and from abroad are not subject to domestic customs procedures or import rules.
- Imports sourced from the domestic market are exempt from value-added tax.
- Transit goods with a specified final destination are exempt from all fees on incoming and outgoing consignments, provided that:
 - The project is located within the customs zone;
 - The bill of lading and invoice clearly state the final destination.
- The local components of goods produced in free zone projects are fully exempt from customs duties if sold in the domestic market.

Overview of Public Free Zones

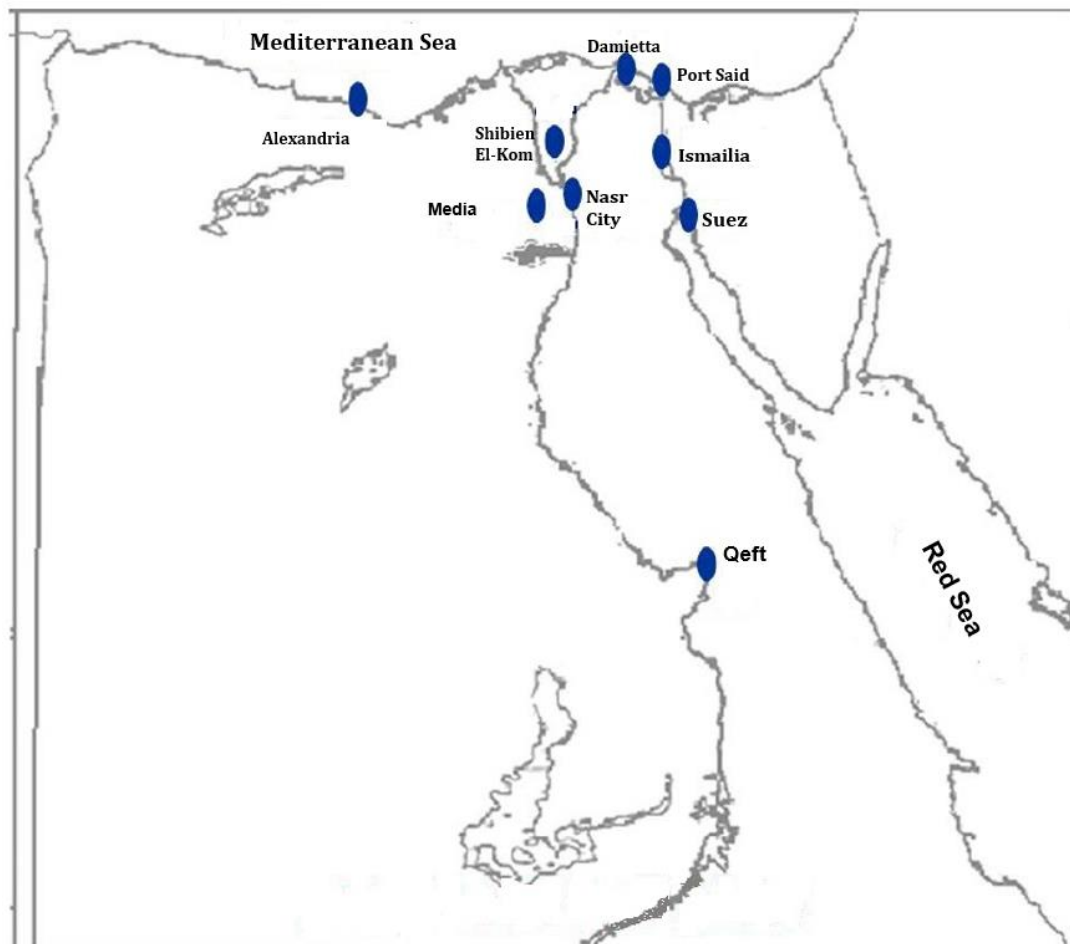
Egypt currently hosts ten (10) public free zones strategically distributed across the country. Each zone is fully equipped with the essential utilities and infrastructure required for smooth operations and project hosting, including roads, electricity, sewage treatment plants, water networks, and telecommunications systems.

To ensure efficient administration and investor convenience, every zone also includes an integrated customs unit, a port security police unit, and a 24-hour security unit, providing comprehensive coverage and control.

The locations of the public free zones have been carefully selected within major cities, chosen for their strategic positioning, availability of skilled labor, and supportive local capacities. Their proximity to key sea and air ports further enhances logistical advantages for investors.

Investment plots within these zones are allocated on an annual lease basis, calculated per square meter according to the project's activity type:

- USD 3.5 per m² for industrial activities;
- USD 7.0 per m² for service and warehousing activities.



Alexandria Public Free Zone

The Alexandria Public Free Zone, the largest in Egypt in terms of total area, is located in Al-Amerya, approximately 25 kilometers from the center of Alexandria.

Location Advantages	• Situated 20 kilometers from both Nozha International Airport and Alexandria Seaport, and 30 kilometers from Borg El-Arab International Airport; • Located at the start of the Alexandria–Cairo Desert Road, serving as a key junction that connects to the International Coastal Road, which links North Africa with West Asia and Southern Europe through a major international land transport corridor across three continents; • Fully equipped with a natural gas network.	
Surface Area:	• The zone covers an area of 5.7 million square meters (equivalent to 1,357 feddans), with some vacant plots still available.	
Key Investment Activities	• Production of medicines, pharmaceutical preparations, and related supplies. • Manufacturing of plastics, resins, and a variety of plastic products. • Processing of wood and the manufacturing of furniture and wooden products. • Shipbuilding, the production of floating units, and related supplies. • Automotive manufacturing, including transportation means, feeder industries, and spare parts.	
Land Occupancy Fees	• \$8.05/m²/year for industrial projects. • \$12.65/m²/year for warehousing and service projects.	

Nasr City Public Free Zone

Located in Cairo Governorate, the Nasr City Public Free Zone is one of the earliest established free zones in Egypt.

Location Advantages	• Proximity to all major services and facilities in the capital; • Well-integrated into Cairo's Road and railway networks, ensuring connectivity with all parts of Egypt; • Located just 15 kilometers from Cairo International Airport; • Fully equipped with a natural gas network.	
Surface Area:	• The zone covers an area of 756,000 square meters (equivalent to 180 feddans). • The zone is fully occupied.	
Key Investment Activities	• Production of electrical tools, appliances, and spare parts; • Leather tanning and the manufacturing of leather products; • Automotive and transportation manufacturing, including supplementary industries; • Packaging and wrapping of diverse products; • Furniture, textiles, and ready-made garments industries.	
Land Occupancy Fees	• \$8.05/m²/year for industrial projects. • \$12.65/m²/year for warehousing and service projects.	

Port Said Public Free Zone

Established in 1902, the Port Said Free Zone is among the oldest public free zones in the modern era. It is situated in Port Said Governorate, at Egypt's northeastern tip, at the northern entrance of the Suez Canal.

Location Advantages	- The zone is located adjacent to Port Said Seaport, which serves as a hub for domestic and international transport routes. - Port Said is internationally recognized as a strategic gateway connecting Asia, Africa, and Europe. - The zone is connected to the national natural gas network.	
Surface Area:	- The zone covers an area of approximately 886,000 square meters (equivalent to 211 feddans). - Several vacant plots are still available within the zone.	
Key Investment Activities	- The zone hosts industries specializing in home textiles and ready-made garments manufacturing. - It includes automotive supplementary industries. - Leather tanning and leather products manufacturing are among the key activities. - The zone accommodates the manufacturing of refrigeration, ventilation, and air-conditioning equipment, as well as spare parts. - Ship dismantling and maintenance, along with marine equipment, related services, and container handling, are carried out in the zone. - The zone also supports several service activities, including petroleum services.	
Land Occupancy Fees	\$8.05/m²/year for industrial projects. \$12.65/m²/year for warehousing and service projects.	

Public Free Zone in Suez

The zone is located in Suez Governorate, north of the Gulf of Suez, at the southern entrance of the Suez Canal.

Location Advantages	- Suez City enjoys a strategic location as a maritime and commercial hub, overlooking the northern Gulf of Suez at its junction with the Suez Canal. - The city benefits from extensive road and transport networks, in addition to five seaports: Port Tawfiq, Adabiya, the Petroleum Dock, El-Ataka Fishing Port, and Ain Sokhna Port. - The presence of universities and institutes provides strong educational support. - Skilled labor is readily available in the area.	
Surface Area:	The zone consists of three designated sites: Port Tawfiq Site: 76,000 m² (18 feddans), located adjacent to the Suez Port fence. Adabiya Site: 262,000 m² (62 feddans), situated on the Gulf of Suez coast, between the shoreline and the railway line, about 5 km from Adabiya Port. Ataqa Site: 893,000 m² (212 feddans), with vacant plots currently available for investors.	
Key Investment Activities	- Manufacturing of home textiles, ready-made garments, yarns, and fabrics; - Production of metals and metal products; - Shipbuilding, ship dismantling, maintenance of maritime equipment, and provision of marine services; - Petroleum-related services.	
Land Occupancy Fees	\$8.05/m²/year for industrial projects. \$12.65/m²/year for warehousing and service projects.	

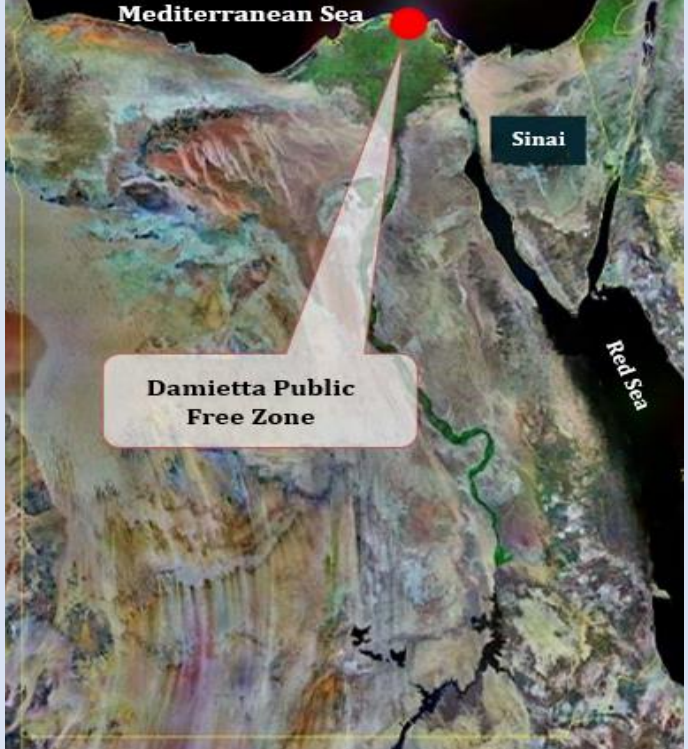
Ismailia Public Free Zone

The zone is located in Ismailia Governorate, strategically positioned on the Suez Canal between the ports of Suez and Port Said.

Location Advantages	- Proximity to key seaports and airports: 85 km from Port Said Port, 85 km from Suez Port, 120 km from Cairo International Airport, and 125 km from Damietta Port; - Well-connected by a national highway network linking all governorates and ports across Egypt; - Close to the First and Second Industrial Zones in Ismailia, the Technology Valley, and only 60 km from the 10th of Ramadan City; - Supported by a natural gas distribution network.	
Surface Area	The zone covers a total surface area of 403 feddans, divided into six phases: - Phase I: 110 feddans – fully serviced and fully occupied; - Phase II: 35 feddans – fully serviced and fully allocated; - Phase III: 30 feddans; - Phase IV: 70 feddans – under infrastructure development; - Phase V: 70 feddans – infrastructure development approved and pending execution; - Phase VI: 88 feddans – undergoing feasibility studies and infrastructure planning.	
Key Investment Activities	- Manufacturing of home textiles and ready-made garments. - Leather tanning and the manufacturing of leather products. - Production of plastics, resins, and polymer-based products. - Manufacturing of electrical materials, lighting equipment, and cables. - Metal industries, including the production of metal products.	
Land Occupancy Fees	\$8.05/m²/year for industrial projects. \$12.65/m²/year for warehousing and service projects.	

Damietta Public Free Zone

The zone is located in Damietta Governorate, north of the Nile Delta, on the eastern bank of the Nile River.

Location Advantages	• A strategic location on the Mediterranean Sea, 55 km west of Port Said Port and the northern entrance of the Suez Canal; • Direct adjacency to Damietta Port, with a shared gate between the zone and the port, which reduces transportation and insurance costs for cargo movement; • All customs clearance procedures are conducted directly inside the zone.	
Surface Area:	• The zone covers an area of 798,000 square meters (equivalent to 190 feddans). • The zone is fully occupied.	
Key Investment Activities	• Timber processing and the manufacturing of furniture and wooden products; • Production of packaging materials for a wide range of products; • Processing, grading, and screening of agricultural crops; • Provision of maritime transport and marine-related services.	
Land Occupancy Fees	• \$8.05/m²/year for industrial projects. • \$12.65/m²/year for warehousing and service projects.	

Shibien El-Kom Public Free Zone

The zone is located in the city of Shibin El-Kom, the capital of Monufia Governorate, within the premises of Shibin El-Kom Misr Spinning and Weaving Company.

Location Advantages	• Direct access to the facilities of Shibin El-Kom Misr Spinning and Weaving Company, significantly lowering raw material procurement and transportation costs; • Availability of a well-trained labor force; • Convenient proximity to Cairo, the capital of Egypt.	
Surface Area:	• The zone covers an area of 84,000 square meters (equivalent to 20 feddans). • An additional 65,000 square meters in adjacent land parcels.	
Key Investment Activities	• Manufacturing of yarns, textiles, and fabrics; • Complementary industries, including ready-made garments, food processing, and the tobacco industry; • Production of medical-grade metal strips and medical fasteners.	
Land Occupancy Fees	• \$8.05/m²/year for industrial projects. • \$12.65/m²/year for warehousing and service projects.	

Qeft Public Free Zone

Qeft Public Free Zone, the most recently established public free zone in Egypt, is located in Qena Governorate. It was founded under Prime Ministerial Decree No. 321 dated February 26, 2005.

Location Advantages	- Strategically located on the Qeft/El-Quseir desert road, providing direct access to mineral resource areas. - Proximity to major roads and ports: - 7 km from the Cairo–Aswan highway; - 30 km from Qena, the governorate’s capital; - 45 km from Luxor Governorate. 180 km from El-Quseir Port on the Red Sea; - 170 km from Safaga Port on the Red Sea (<i>where a container terminal is under development at the port</i>); - 45 km from Luxor International Airport. - 170 km from Sohag International Airport; - 50 km from the Upper Egypt–Red Sea Road (Qena junction).	
	- Offers access to government investment incentives in Upper Egypt, including free-of-charge land allocation under lease arrangements; - Availability of a local workforce from Qena and neighboring governorates, especially Luxor.	
Surface Area	- The zone is located within Phase III (A) of the industrial zone in Qeft City, covering a surface area of 218.5 feddans (917,741 m²). - Vacant plots are available.	
Land Occupancy Fees	- USD 1.75/m²/year for industrial projects. - USD 3.5/m²/year for warehousing and service projects.	

Media Public Free Zone

The Media Public Free Zone is located in 6th of October City, Giza Governorate. It holds a distinctive status as the only Egyptian free zone dedicated to media projects, broadcasting services (visual and audio), and satellite channels.

Technical Capacities and Competitive Advantages:

The zone provides advanced infrastructure and unique capacities that enable the implementation of diverse media projects and offer strong competitive advantages for investors, including:

- Studios (both indoor and outdoor shooting areas);
- Workshops;
- Electromechanical services and industrial safety power units;
- A five-star hotel and a conference center
- Entertainment facilities, including Fun City;
- The International Academy for Engineering and Media Sciences;
- Satellite broadcasting services;
- Qualified human resources across all specializations;
- Administrative and technical offices;
- High-tech production facilities (video production, dubbing, film production, graphic centers, etc.)
- Some studios are equipped for direct satellite broadcasting via Nilesat cable connections.



Infrastructure:

- Power stations, water supply, and sewage treatment facilities;
- Telephone network;
- Road network and landscaped green areas.

Surface Area:

- The zone covers an area of 2.4 million square meters (equivalent to approximately 580 feddans).

Key Investment Activities in the Zone

- Satellite broadcasting of television, radio, and information services;
- Establishment of satellite TV, radio, and information channels;
- Production of radio and television programs, cinematic works, and all forms of artistic production, and promotional materials;
- Establishment of printing houses;
- Advertising, publicity, and public relations services;
- Manufacture and assembly of tools, devices, and equipment required for media production activities;

- Establishment of permanent exhibitions for companies producing communication technology devices;
- Establishment of hotels, tourist facilities, and commercial outlets that serve the free zone;
- Importation and storage of machinery, equipment, devices, operational supplies, and spare parts related to media production activities for sale purposes.
- Maintenance and repair of media production machinery, equipment, and devices;
- Development of computer programs and systems, software design, and electronic content creation;
- Provision of integrated services, consulting, and solutions in information and media technology;
- Any additional activities approved by the Board of Directors of the Media Public Free Zone.

General Provisions Governing Media Activities in the Zone

- Commitment to the Arab Media Charter and the “Principles for Organizing Satellite Broadcasting in the Arab Region.”;
- Compliance with the principles applied by Egyptian media channels operating within the zone.

Land Occupancy Fees

Land leasing is facilitated through the Egyptian Media Production City Company or other infrastructure providing companies, depending on the services provided to the project.



I. Public Free Zones



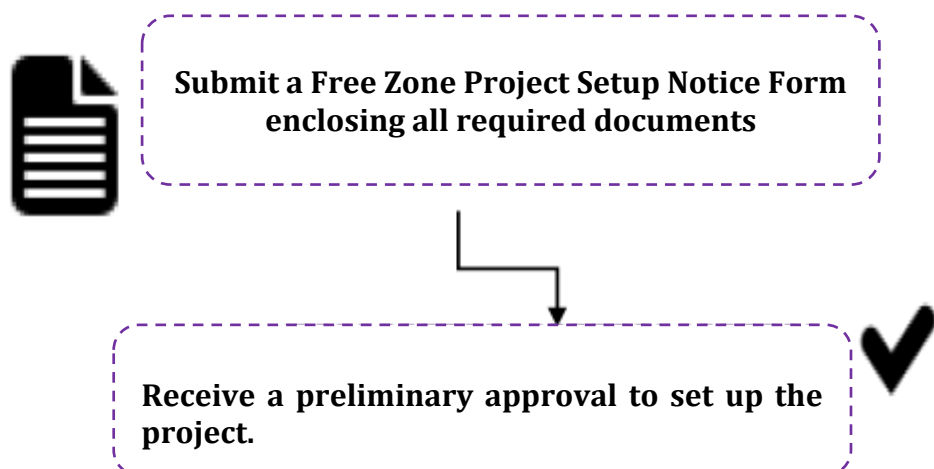
Obtaining a Preliminary Approval to Set up a Public Free Zone Project

Application for a Preliminary Approval to Set up a Free Zone Project

Required Documents:

- The applicant must obtain a Project Setup Notice Form (from the relevant zone or sector) so that the applicant can start the process of obtaining a preliminary approval related to setting up the project. The applicant must also provide a copy of the national IDs or the passports of the partners as well as the power of attorney granted to him/her by the partners or the parent company.
- For industrial projects or projects that include an industrial component, the following must be attached to the notice form:
 - A conceptual layout indicating the proposed utilization of the requested surface area, consistent with the nature of the intended activity;
 - A detailed description of the machinery and equipment to be used, the production lines, and the industrial process itself, including inputs, outputs, and the specifications of the final product;
 - A schedule for completing the construction phase, installing production lines, and commencing industrial activity, starting from the date of receiving the allocated surface area;
 - An acknowledgment that, in the event that the project does not meet the industrial activity standards, it will be treated as a warehousing project, and it will bear all consequences ensuing from such reclassification; and
 - An acknowledgment to comply with all the information mentioned in the Project Setup Notice Form, including the proposed schedule for the commencement of actual operations and the detailed industrial process description attached thereto.
- For projects located within Media Public Free Zone, a preliminary approval regarding the lease of a studio, administrative premises, or satellite broadcast hours is obtained from the zone's utility companies and ratified by the competent authority.

Steps:



Payable Fees: None



Obtaining a Final Approval to Set up a Public Free Zone Project

Application for a Final Approval to set up a Public Free Zone Project

Required Documents:

- At a minimum of USD 1,000, a bank check amounting to 10% of the annual usufruct fee of the requested surface area must be submitted as a down payment to demonstrate project serious execution. This check must be provided within one (1) month from the date you are notified of the preliminary approval whereby you can set up your project.
- In case of failure to submit said check within the specified deadline, your application will be disregarded and the preliminary approval will be deemed null and void. Moreover, the bank check amount will be deducted from the usufruct fee upon land handover. This amount is non-refundable in the event of failure to proceed due to reasons attributable to the project.
- The applicant must submit a background check on any foreign partner(s) together with a copy of such partner(s)' passport.

Steps:

1. Submit a bank check amounting to 10% of the annual lease value to the free zone management.
2. Submit a background check on any foreign partner(s), in accordance with the procedures in place at the Investor Service Center (ISC), bearing in mind the following:
 - The final approval decree will include a provision stating that, in the event of receiving an unfavorable background check concerning any partner or shareholder, you must replace or remove the concerned individual from the project within a maximum period of one (1) month from the date of receiving a notice to that effect via registered mail with acknowledgment of receipt. Failure to comply will be considered a withdrawal of the project on your part, and you will not be entitled to claim any damages. A written acknowledgment confirming acceptance of this condition must be submitted.
 - In respect of branches of foreign companies and sole proprietorships, the final approval will not be granted, unless a favorable background check is received.
 - The background check process also applies to foreign members of the boards of directors of joint stock companies and to managers of limited liability companies.
 - As an exception, no background check is required to be submitted to Media Public Free Zone, as the Zone itself is responsible for conducting background checks on both Egyptian and foreign partners. No application will be presented to Media Zone BoD, unless the background check regarding all partners in that application is found favorable.
3. You will be notified of the final approval, upon which you may proceed to receive the allocated site. However, you will need to pay the usufruct fee for a year in advance.

Submit a bank check amounting to 10% of the lease value, with a minimum of USD 1,000.



Receive the final approval notice.



Proceed to be handed over the allocated project site.



Notes:

- The company's authorized legal representative must sign the standard usufruct agreement prepared by GAFI.
- The usufruct fee applicable to the project will become effective as of the date of signing the site handover report and will cease to accrue from the date on which the project returns the site to the zone management.
- The usufruct fee for the first year must be paid in full in advance. Starting from the second year, payments are to be made in quarterly installments.
- After the first year, the project may pay the usufruct fee for any additional space allocated thereto as expansions in quarterly installments. However, for expansions handed over during the first year, the usufruct fee must be fully paid in advance for one year.
- An industrial project approved based on its submitted activity description will fall in the category of "industrial projects" for a period of one year. During that period, the project must complete construction works, prepare the site, install production lines, commence operations, and submit an application to the Zone management for inspection of the production lines, unless the schedule previously submitted to and approved by the Zone Board of Directors (BoD) exceeds one year. This period may also be extended for one or more additional terms based on justifications provided by the project and deemed acceptable by the Zone BoD.
- In the event of non-compliance with the approved schedule without valid justification, the project will be financially reclassified under the "warehousing projects" category.

Payable Fees: None



Obtaining an Operating License for a Public Free Zone Project

Obtaining an Operating License for a Public Free Zone Project

Required Documents:

- The company's articles of incorporation/association depending on the legal structure of the company (standard ISC templates);
- A copy of the decree licensing the incorporation of the company as well as the document specifying the name of the company's representative and his/her capacity;
- A letter of guarantee in GAFI's name in an amount proportional to the type of activity to be carried on and the investment cost;
- A copy of the company's commercial registry, tax card, and investment gazette;
- Evidence of advance payment of the remaining usufruct fee payable for the first year on the site allocated to the company.

Steps:

1. Submit the required documents to obtain a temporary one-year operating license that may be renewed for further terms.
2. A permanent operating license is only issued if you:
 - Complete the building and construction works in accordance with the architectural drawings submitted to and approved by GAFI's competent department;
 - Meet all requirements set by the relevant authorities, including the Civil Defense, Environmental Affairs, and any other government agencies mentioned in the final approval terms and conditions;
 - Start industrial production operations and successfully pass the inspection of the production lines and the verification of their compliance with the standards related to industrial production activities.

Notes:

1. For industrial projects, the production line will be inspected to ensure actual implementation matches the data and documents previously submitted.
2. In case that the project does not meet the industrial activity standards, it will be treated financially as a warehousing project.

Payable Fees: None



Amending the Data of a Public Free Zone Project

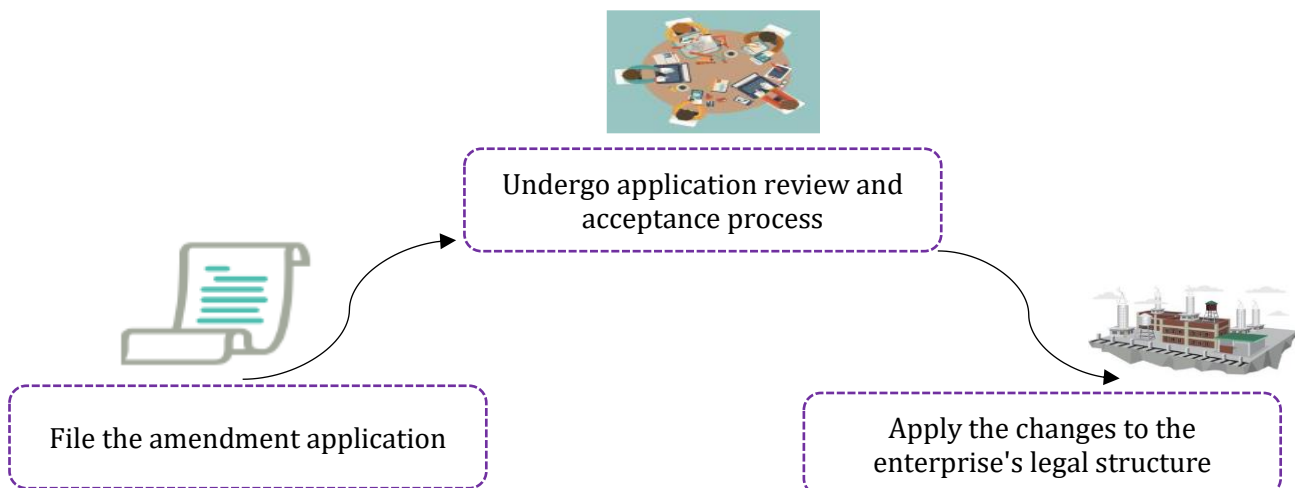
Application for the Amendment of the Data of a Public Free Zone Project

Required Documents:

- The applicant must submit the amendment application in which the requested changes are clearly stated, together with all supporting documents as applicable to the company's legal structure. The applicant must also follow the procedures detailed in ISC Guidebook, Section III: Amendments.

Steps:

- Submit the required amendment application accompanied by all necessary documentation in accordance with the procedures outlined in ISC Guidebook, obtain endorsement from the Commercial Register Office, and forward the complete submission to the Zone management.





Cancelling the Approval and Revoking the Operating License granted to a Free Zone Project

Application for the Cancellation of the approval and the Revocation of the Operating License granted to a Free Zone Project

Required Documents:

- An application by the company's authorized legal representative for the cancellation of the approval granted to the company;
- The minutes of the meeting of the partners/shareholders as applicable to the company's legal structure.

Steps:

1. Submit to the Zone management an application for the cancellation of the approval previously granted to the company.
2. Receive a decree cancelling the approval granted to the company.
3. Hand over to the Zone management the allocated site completely vacant and unencumbered (free of buildings, structures, and/or assets) within a period not exceeding six (6) months from the date you are notified of the cancellation decree via registered mail with acknowledgment of receipt.
4. You may, during the aforementioned 6-month deadline, assign the site either to another enterprise or to the Zone management in accordance with the following procedures:
 1. In respect of assigning the site to a new or an existing enterprise:
 - Submit the relevant site assignment application whereby the site would be assigned to another enterprise; and
 - Pay GAFI all of its dues including 1% of the value of the buildings and structures.
 2. In respect of assigning the site to the Zone management:
 - Assign to the Zone management the site including all buildings and structures after removing all goods and assets, if any, at your own responsibility; and
 - Once the site is allocated to another enterprise, the value of the buildings and structures will be deposited with GAFI in an account in your name. However, GAFI will deduct 1% of said value and any other dues payable thereto.

Notes:

1. In the event of non-compliance with the site assignment rules, the administrative eviction rules will apply as follows:
 - The project will be notified of the administrative eviction decision and the site repossession.
 - If goods or assets are found on-site, the Zone management will inventory and record them, then hand them over to the Customs Authority for temporary storage or sale in accordance with the provisions of the Customs Law concerning abandoned and unclaimed goods.
 - The proceeds from the sale will be deposited with GAFI in an account the project's name, after deducting GAFI's dues, followed by any outstanding government debts, if any.



Engaging in a Profession or Trade within a Public Free Zone

Application for Engagement in a Profession or Trade within a Public Free Zone

Required Documents:

- An application indicating the type of profession or trade to be carried on and the surface area requested to be occupied;
- A copy of the tax card and a copy of the commercial registry related to the profession /trade.
- A certified cashier's check in an amount equal to the usufruct fee (USD 25/m²) for the first year payable in advance;
- An irrevocable letter of guarantee in favor of GAFI equal to half of the annual usufruct fee.
- An acknowledgment by the company to abide by the schedule set for the completion of the construction and installation works;
- The engineering drawings.

Steps:

1. Submit an application to engage in a profession/trade, together with a schedule for completion of construction and installation works.
2. Obtain the approval to carry on the profession/trade within the free zone.
3. Within sixty (60) days from the date of receiving the approval notice, visit the Zone management to pay the applicable fee (EGP 5,000 per year) and submit the required documents.
4. Failure to meet the deadline results in the automatic cancellation of the approval without refund of any amounts paid.
5. Receive the allocated surface area and sign the site handover report.
6. Pay the usufruct fee for one year in advance.
7. You will then be notified of the issuance of the license to engage in the profession/trade, which is renewable every three years.

Notes:

1. The occupancy fee is USD 25 per square meter per year or its equivalent in the Egyptian pounds.
2. The license will be revoked in the following cases:
 - Failure to comply with the above-mentioned requirements within the specified timeframes; and/or
 - Breach of any conditions stated in the license.

Payable Fees: EGP 5,000 per year.



Application Forms Related to Setting up Public Free Zone Projects



A Free Zone Project Setup Notice

Applicant Name: ----- Capacity: -----

Address: -----

Telephone: ----- Fax: ----- Email: -----

Project Name: -----

Project Business Activity	:	-----
	:	-----
	:	-----
	:	-----
	:	-----

Expected Volume of Production per Year: ----- \$-----

Percentage of Production to be exported abroad: ----- %-----

Project site location and surface area: -----

Enterprise Legal Structure: -----

(Value in \$1,000)

Capital	Shareholdings	Investment Cost
(\$ -----)	Egyptian ----- %	(\$ -----)
	Arab ----- %	
	Foreign ----- %	

Job Opportunities			Wages		
For Egyptians	For foreigners	Total	For Egyptians	For foreigners	Total
-----	-----	-----	-----	-----	-----

NB: Should this application be not be sufficient to cover all data, you are welcome to enclose any further details you consider relevant and necessary.



Capital Participation

(Values in \$1,000)

Name	Nationality	Legal Capacity	Share Value	In Cash	In Kind
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total					

Investment Cost

Statement	Values in \$1,000
Land	
Buildings & Infrastructure	
Machinery & Equipment	
Means of Transportation	
Miscellaneous	
Working Capital (Raw Materials, Cash)	
Total	

Source of Finance

Statement	Values in \$1,000
Capital	
Loans	
Others	
Total	

Date: -----/-----20-----

Signature: -----



II. Private Free Zones



Procedures for Establishing Private Free Zones

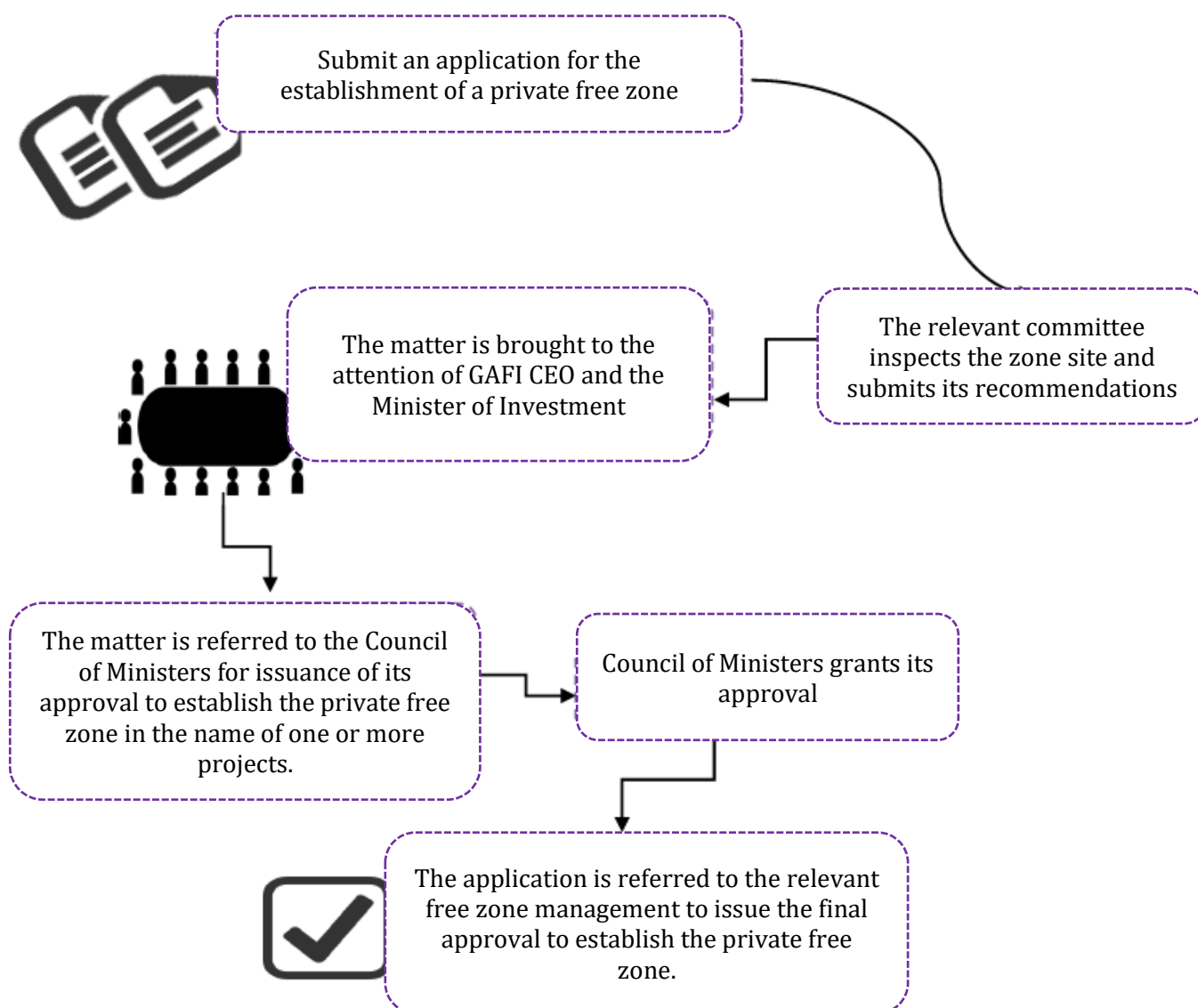
Application for the Establishment of a Private Free Zone

Required Documents:

- Powers of attorney granted by the founders to the founders' representative, together with proof of identity;
- A statement describing the proposed site, accompanied by the approval of the competent authority in whose jurisdiction the site is located;
- The proposed schedule for the commencement of operations;
- Background checks on any foreign partner(s) (if any);
- A certificate of non-confusion of the company's name (required for joint stock companies).

Standard Procedure:

1. Submit the application for the establishment of a project operating within Private Free Zone Framework to GAFI's competent department (Central Department of Private Free Zones), using the designated application form.
2. A committee will be formed to inspect the proposed site to verify its eligibility for classification as a private free zone.
3. A preliminary approval for the establishment of the private free zone will be issued, and the matter will be referred to the Council of Ministers for issuance of the final approval to establish the private free zone in the name of one or more projects.
4. The final approval on the establishment of the private free zone is issued.



Payable Fees:

Service Description	Fee
A copy of the resolution of the board of directors of the relevant free zone granting the final approval on the establishment of the private free zone	EGP 200 (only two hundred Egyptian pounds) payable for one time only to the Syndicate of Commercial Professions

Service Timeframe: 45 business days.





Procedures for the Incorporation of a Private Free Zone Company

Incorporation of a Private Free Zone Company

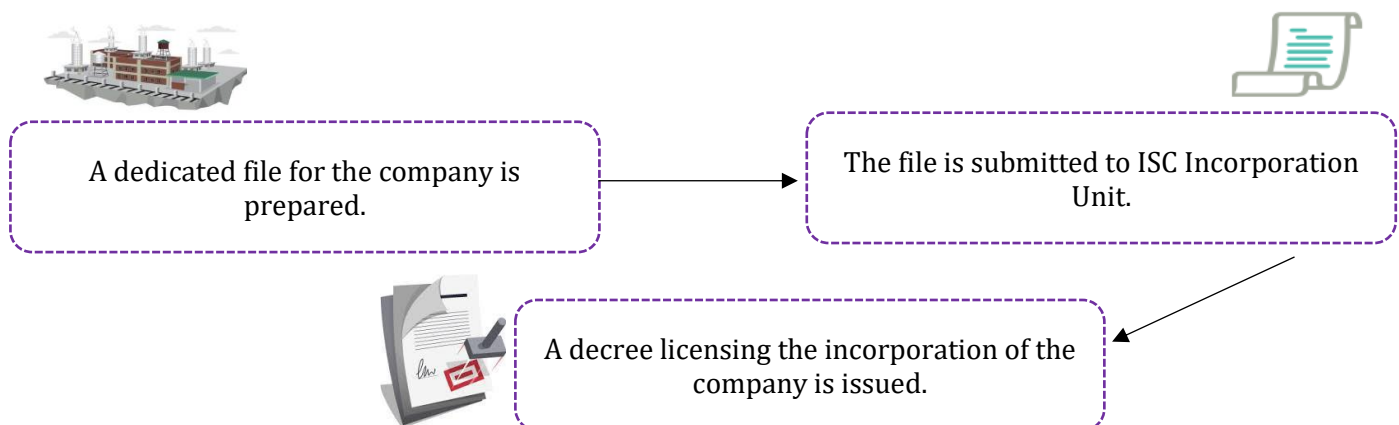
Required Documents:

1. A copy of the approval of the competent authority in whose jurisdiction the private free zone is located;
2. A copy of the decree of the Council of Ministers granting one or more companies an approval to establish the private free zone;
3. A copy of the resolution of the board of directors of the relevant free zone granting one or more companies the final approval to establish the private free zone;
4. A copy of the certificate of non-confusion of the company's name (if any);
5. A copy of the background checks on the foreign partner(s) (if any);
6. Copies of the powers of attorney granted to the founders' representative, together with proof of identity.

Standard Procedure:

A dedicated file for the company will be prepared and submitted to ISC Incorporation Unit to take the necessary steps for incorporation and to issue a decree by GAFI CEO licensing the incorporation of the company. The decree, once ratified, will be communicated to the Central Department of Private Free Zones.

Steps:



Payable Fees:

Service Description	Fee
Industrial or service project	The incorporation fees are paid for one time only to ISC.

Service Timeframe: As scheduled by ISC.





Obtaining an Operating License for a Private Free Zone Project

Application for an Operating License related to a Private Free Zone Project

Required Documents:

- A copy of the company's commercial registry;
- An irrevocable letter of guarantee in GAFI's name in an amount proportional to the nature of the activity;
- A letter specifying the name of the company's legal representative and the person authorized to act on his/her behalf in his/her absence.

Standard Procedure:

1. The investor submits evidence indicating that the decree licensing the incorporation of the company is annotated in the company's commercial registry. The investor also submits an irrevocable letter of guarantee not exceeding 2% of the investment cost proportionate to the nature of the activity as well as a document specifying the name of the project's legal representative and the person authorized to act on his/her behalf in his/her absence.
2. A re-inspection of the proposed site will be carried out prior to the issuance of the operating license to verify compliance with the private free zone requirements (with particular focus on the requirements related to buildings, fences, and gates in the case of industrial projects).
3. A decree will be issued licensing the company to carry on business operations within Private Free Zone Framework.

Notes:

1. In the case of industrial projects, the relevant Public Free Zone BoD Chair or his/her designee may issue a temporary operating license based on the schedule submitted by the project, pending fulfillment of the requirements related to operation within Private Free Zone Framework and the rules and regulations issued by GAFI. This period may be extended for additional terms based on justifications provided by the parties concerned, provided that follow-ups are conducted to verify the execution progress related to the submitted schedule. Once all the requirements related to operation within Private Free Zone Framework are met, a permanent operating license will be issued, renewable for similar terms unless GAFI otherwise decides.

Steps:

Submit an application for an operating license related to a private free zone project.



The relevant Free Zone BoD Chair will issue a decree licensing the company to carry on business operations.

Payable Fees:

Service Description	Fee
Industrial or service project	If the investor would like to receive a certified true copy of the decree licensing the company to carry on business operations, the fee will be EGP 25 per each page of the licensing decree.

Service Timeframe: 20 business days.



Amending the Data of the Operating License of a Private Free Zone Project

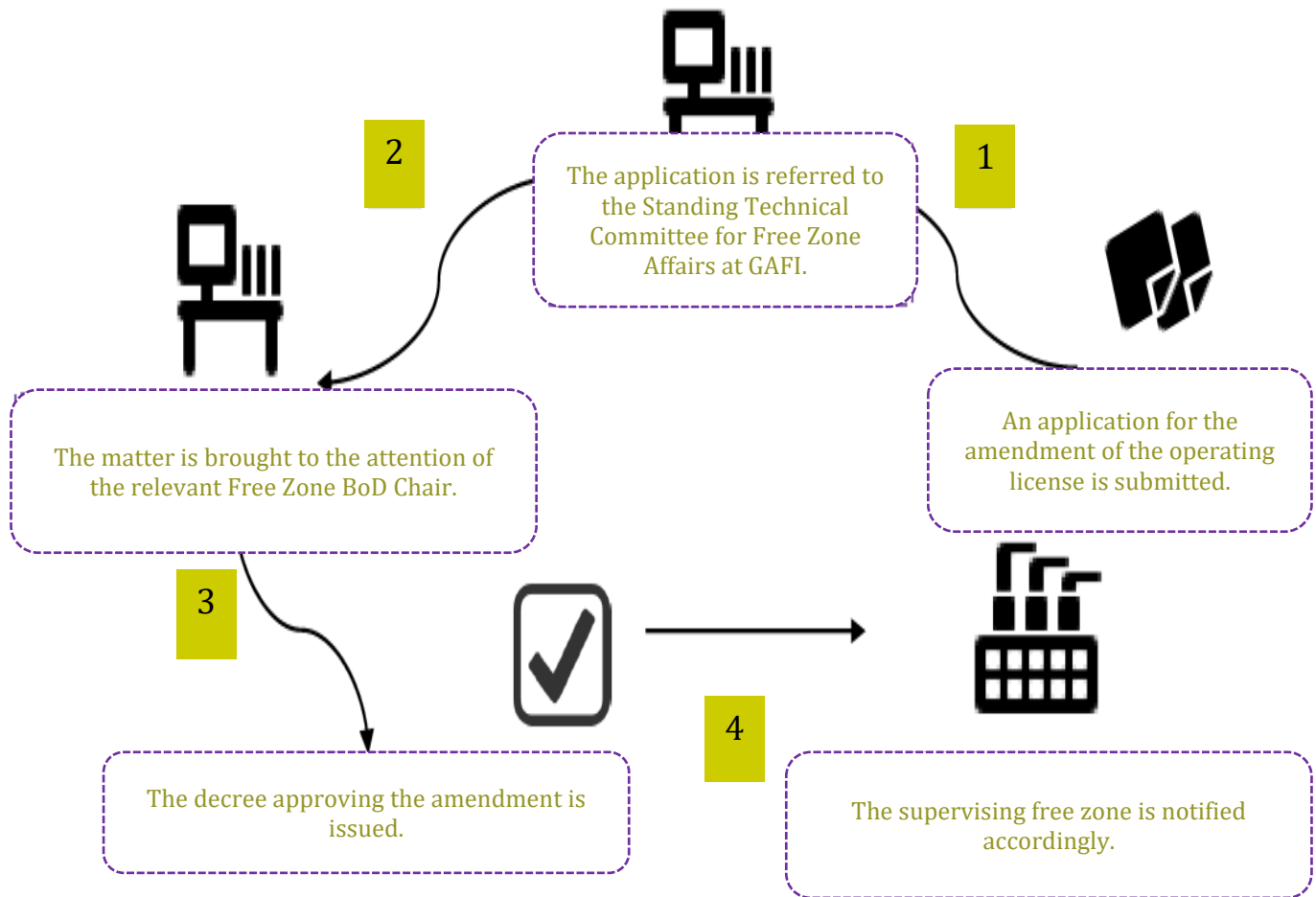
Application for an Approval to Amend the Operating License of the Private Free Zone Project

Required Documents:

- An application for the amendment of one or more articles in the operating license granted to the company should be submitted by the company's legal representative or his/her authorized representative, and the reason(s) for the amendment must be enclosed with the application. Alternatively, said application may be submitted through a chartered accounting/auditing firm or an accredited legal consultancy firm, as long as the reason(s) for the amendment are enclosed with the application.
- A copy of the national ID card of the applicant must be submitted.
- A power of attorney or an authorization in favor of the accounting/auditing firm or the legal consultancy firm must also be submitted.

Standard Procedure:

1. The project or its authorized representative submits an application for an approval to amend the operating license.
2. The Standing Technical Committee for Free Zone Affairs at GAFI reviews the application.
3. The application for renewals and amendments is submitted to the relevant Zone BoD Chair for consideration.
4. A decree amending the license is issued after review by the Central Legal Department of Free Zones, and the relevant Zone BoD is notified accordingly.

Steps:**Payable Fees:**

Service Description	Fee
Industrial or service project	If the investor would like to receive a certified true copy of the decree approving the amendment of the operating license, the fee will be EGP 25 per each page of that decree.

Service Timeframe: 15 business days.



Converting a Project to Operate within Internal Investment Framework

Application for Project Conversion to Internal Investment Framework

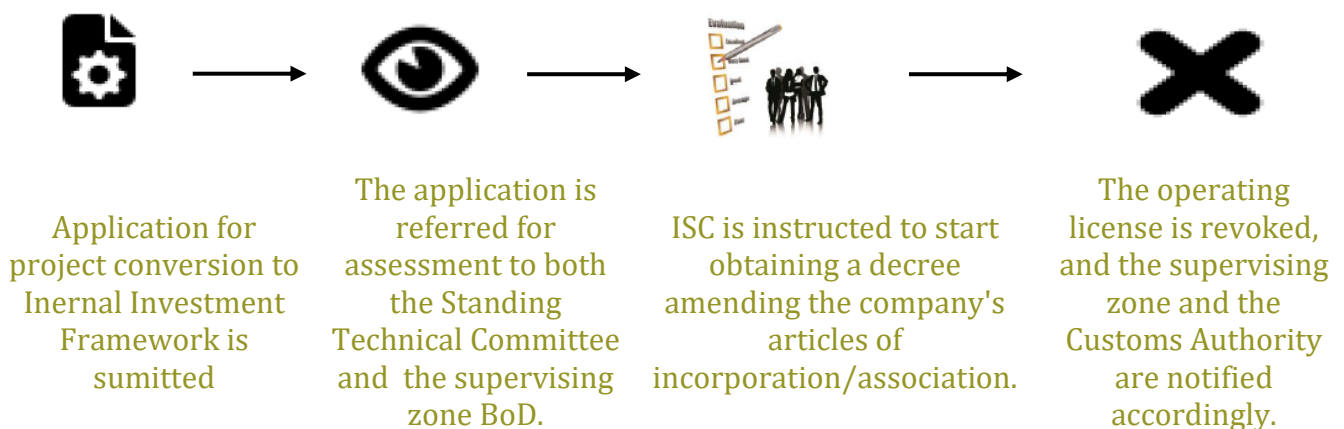
Required Documents:

- An application for project conversion submitted by the company's legal representative or his/her authorized representative;
- A recent commercial registry of the company, issued within the last three (3) months;
- A copy of the resolution of the company's extraordinary general meeting / the partners' resolution approving the conversion.

Standard Procedure:

1. Submit an application for project conversion to Internal Investment Framework.
2. Refer the application to GAFI's competent departments for issuance of their approval.
3. The company must provide the General Department of Corporate Legal Affairs at ISC with the draft amended articles association together with the resolution of the extraordinary general meeting approving the amendment of the relevant provisions in the company's articles of association provided that such resolution be ratified by GAFI.
4. A decree will be issued approving the amendment of the relevant provisions in the company's articles of association.
5. The decree licensing the company to operate within Private Free Zone Framework will be repealed, and all relevant authorities will be notified including the Customs Authority, the Egyptian Tax Authority, the National Organization for Social Insurance Organization, the Commercial Register...etc.
6. The project will be allowed to export or dispose of its goods within the available stock limits or within six (6) months as of the date the operating license revocation decree is issued, whichever occurs first.
7. An inventory of the company's assets will be conducted by the relevant authorities (the "conversion inventory").

Steps:



Payable Fees:

Service Description	Fee
Industrial or service project	The incorporation fees are paid for one time only to ISC.

Service Timeframe: 30 business days.



Suspending the Operating License of a Private Free Zone Project

Suspending the Operating License of a Private Free Zone Project

Any project will be suspended for a period not exceeding ninety (90) days, if:

- It violates the provisions of the Investment Law or the Executive Regulations thereof, or if it violates the Free Zones operationalization bylaws;
- It violates the operating license terms and conditions or the decrees regulating business operations within the free zones; or if
- It commits violations that endanger public health, citizens safety, or national security.

Standard Procedure:

1. The violating project is reported to the competent authority.
2. An official warning is served on the project to inform the parties concerned that they must rectify the violation(s) within a period not exceeding fifteen (15) days as of the service date.
3. A suspension penalty not exceeding ninety (90) days is imposed against the project.
4. GAFI BoD issues a decree suspending the project's operating license.

Steps:



The violating project is reported to the competent authorities.

The project is officially notified to rectify the violation(s) within 15 days.

GAFI BoD issues a decree suspending the operating license.

Payable Fees:

Service Description	Fee
Industrial or service project	None.

Service Timeframe: 30 business days.





Revoking the Operating License of a Private Free Zone Project

Application for the Revocation of the Operating License of a Private Free Zone Project

Standard Procedure:

1. The company's legal representative or his/her attorney submits an application for approval to terminate operations within Private Free Zone Framework and to initiate the voluntary liquidation of the company.
2. The application is referred to the competent authorities for issuance of their approval.
3. A decree is issued revoking the operating license.
4. The company is notified of the revocation decree so that it would proceed with voluntary liquidation within six (6) months from the revocation decree date. This deadline may be extended upon request by the parties concerned, subject to the approval of the competent authorities.
5. All relevant authorities are notified of the revocation decree. These authorities must, within a maximum of one hundred twenty (120) days as of the date GAFI so notifies, inform GAFI of any financial liabilities or dues payable by the company. Failure to notify GAFI within this period will discharge the company from such obligations, if any.

Notes:

Whether the project's operating license is revoked due to violations or at its own request, the following procedures must be completed:

1. The project must be physically separated from the remaining boundaries of the existing private free zone.
2. The letter of guarantee will not be released until all amounts due to GAFI and any other governmental authorities (if any) have been paid. If the amounts due exceed the value of the letter of guarantee, legal action will be taken to collect the difference.
3. The project will be allowed to export or dispose of its goods within the available stock limits or within six (6) months as of the date operating license revocation decree is issued, whichever occurs first.
4. An inventory of the project's assets will be carried out in coordination with the relevant authorities.

Steps:



Payable Fees:

Service Description	Fee
Industrial or service project	If the investor would like to receive a certified true copy of the decree revoking the operating license, the fee will be EGP 25 per each page of that decree.

Service Timeframe: As determined by the company upon completion of the voluntary liquidation proceedings.





Application for the Revocation of the Operating License of a Private Free Zone Project in Case of Violation

Application for the Revocation of the Operating License of a Private Free Zone Project in Case of Violation

Standard Procedure:

1. The violating project is reported to the relevant authorities.
2. Application is made to GAFI BoD to obtain their decree to revoke the operating license of the project.
3. The operating license revoked.

Steps:



The violating project is reported to the competent authorities.



The project is officially notified to rectify the violation(s) within 15 days.



GAFI BoD issues a decree revoking the operating license.

Payable Fees:

Service Description	Fee
Industrial or service project	If the investor would like to receive a certified true copy of the decree revoking the operating license, the fee will be EGP 25 per each page of that decree.

Service Timeframe: 30 business days.





Application for the Amendment of the Articles of Incorporation/Association of a Private Free Zone Project

Application for the Amendment of the Articles of Association or the Incorporation Contract of a Private Free Zone Project

Required Documents:

- An application by the company's legal representative or his/her authorized representative;
- A recent commercial registry of the company;
- A copy of the resolution of the company's extraordinary general meeting / the partners' resolution approving the amendment;
- The draft amended articles of incorporation/association.

Standard Procedure:

1. The project submits an application to amend its articles of incorporation / association.
2. The application is referred to the competent authorities for issuance of their approval.
3. The Central Legal Department of Free Zones is contacted to complete the required amendment procedures.
4. A decree approving the amendment is issued and ratified by GAFI CEO or his/her designee.

Steps:



The project applies for the amendment of its articles of incorporation/association.

The application is assessed by the competent authorities and then referred to the Central Legal Department.

The project obtains a decree approving the amendment.

Payable Fees:

Service Description	Fee
Industrial or service project	The applicant pays EGP 100 for the review of the draft amended articles of incorporation/association, in addition to such fees as set by ISC.

Service Timeframe: 30 business days.





Application Forms Related to Setting up Private Free Zone Projects



A Free Zone Project Setup Notice

Applicant Name: ----- Capacity: -----

Address: -----

Telephone: ----- Fax: ----- Email: -----

Project Name: -----

Project Business Activity	:	-----
	:	-----
	:	-----
	:	-----
	:	-----

Expected Volume of Production per Year: ----- \$-----

Percentage of Production to be exported abroad: ----- %-----

Project site location and surface area: -----

Enterprise Legal Structure: -----

(Value in \$1,000)

Capital	Shareholdings	Investment Cost
(\$ -----)	Egyptian ----- %	(\$ -----)
	Arab ----- %	
	Foreign ----- %	

Job Opportunities			Wages		
For Egyptians	For foreigners	Total	For Egyptians	For foreigners	Total
-----	-----	-----	-----	-----	-----

NB: Should this application be not be sufficient to cover all data, you are welcome to enclose any further details you consider relevant and necessary.



Capital Participation

(Values in \$1,000)

Name	Nationality	Legal Capacity	Share Value	In Cash	In Kind
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total					

Investment Cost

Statement	Values in \$1,000
Land	
Buildings & Infrastructure	
Machinery & Equipment	
Means of Transportation	
Miscellaneous	
Working Capital (Raw Materials, Cash)	
Total	

Source of Finance

Statement	Values in \$1,000
Capital	
Loans	
Others	
Total	

Date: -----/------20-----

Signature: -----



III: Executive Procedures for Public and Private Free Zone Projects

Application for Exportation Declaration from the Free Zone to (Outside the Country – another Free Zone – Free City)

Required Documents:

- Application for approval of an exportation declaration addressed to the Director General of the Execution Department;
- Exportation declaration form from the Free Zone (Outside the Country – another Free Zone – Free City);
- Original and copy of the exporting company's invoice;
- Domestic transportation insurance policy in favor of GAFI, covering risks of theft, damage, and fire, in cases where GAFI requires a project guarantee before the Customs Authority during the transport of the consignment from the Free Zone premises to customs areas or to other free zones (if there is no insurance is attached to the importation declaration);
- Packing list, if applicable;
- Copy of an approved importation declaration from the free zone receiving the goods, in case of export to another Free Zone.

Steps:

- Submit the application along with the completed required documents to the Execution Department in the Zone.
- Obtain the original and a copy of the approved declaration, with the original supporting documents attached.
- Proceed to the Zone's Customs Office to have the copy of the declaration endorsed and obtain the customs release permit.



Service Timeframe: **Same day.**



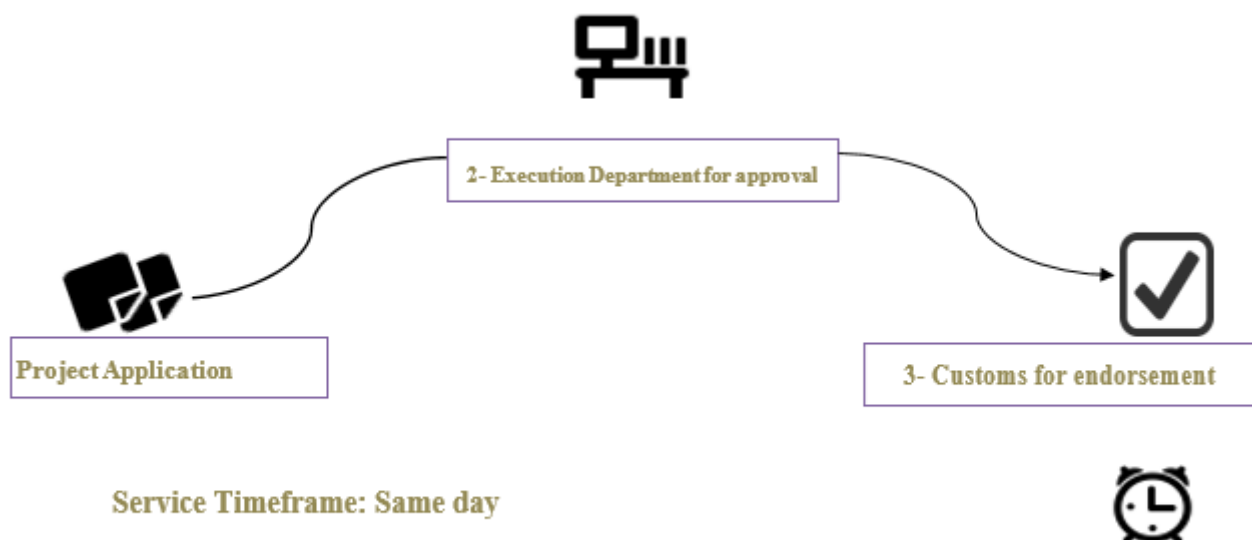
Application for Importation Declaration from (Outside the Country – another Free Zone – Free City)

Required Documents:

- Application for approval of an importation declaration from outside the country, addressed to the Director General of the Execution Department;
- Importation Declaration form for the free zone (original and two copies).
- Original and copy of the invoice;
- Packing list for the consignment, if the invoices do not include detailed information on the contents;
- Bill of lading/ shipping delivery order;
- Domestic transportation insurance policy in favor of GAFI, covering risks of fire, theft, and damage, in cases where GAFI requires a project guarantee before the Customs Authority during the transfer of the consignment from customs areas to the Free Zone premises;
- If the original bill of lading or delivery order is unavailable, an endorsed copy stamped with the company's seal must be submitted.

Steps:

- Submit the completed application along with the required documents to the Execution Department in the Public Free Zone.
- Obtain the original and a copy of the approved declaration, along with the original supporting documents, from the Execution Department.
- Proceed to the Zone's Customs Office to have the declaration endorsed, confirming the completion of customs procedures.



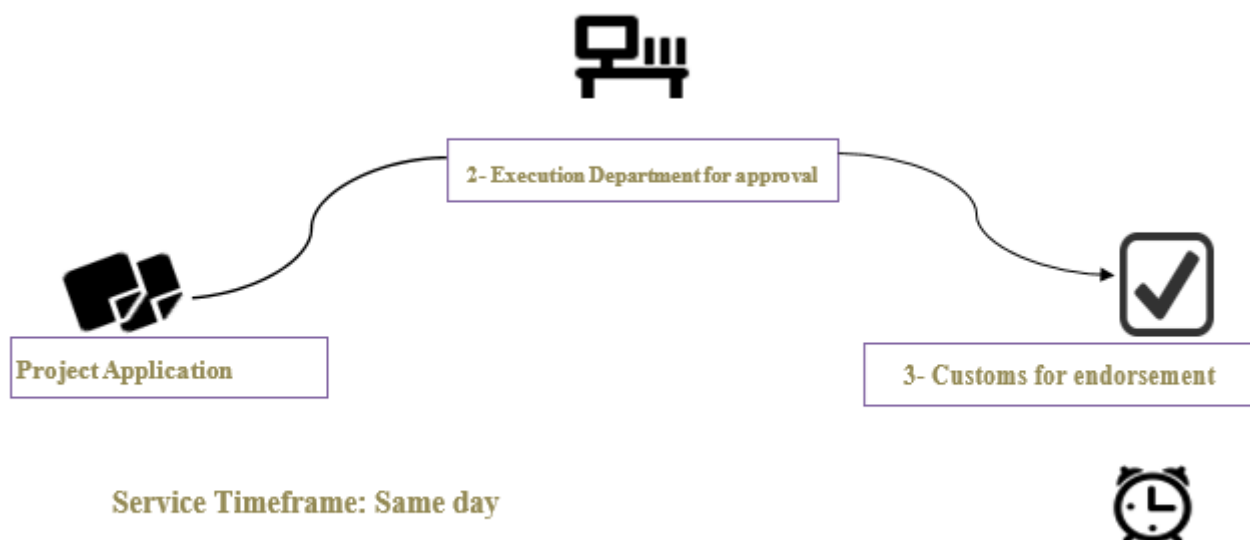
Application for Exportation Declaration to the Domestic Market

Required Documents

- Application for approval of an exportation declaration to the domestic market, addressed to the Director General of the Execution Department;
- Exportation declaration form to the domestic market (original and two copies);
- Original and copy of the company's exportation invoice;
- Original and copy of the packing list;
- Certificate of foreign and local components.

Steps

- Submit the completed application and required documents to the Execution Department at the Public Free Zone.
- Submit the completed application and required documents to the Execution Department at the Public Free Zone.
- Proceed to the Free Zone Customs Office to complete customs procedures and obtain the customs release permit.



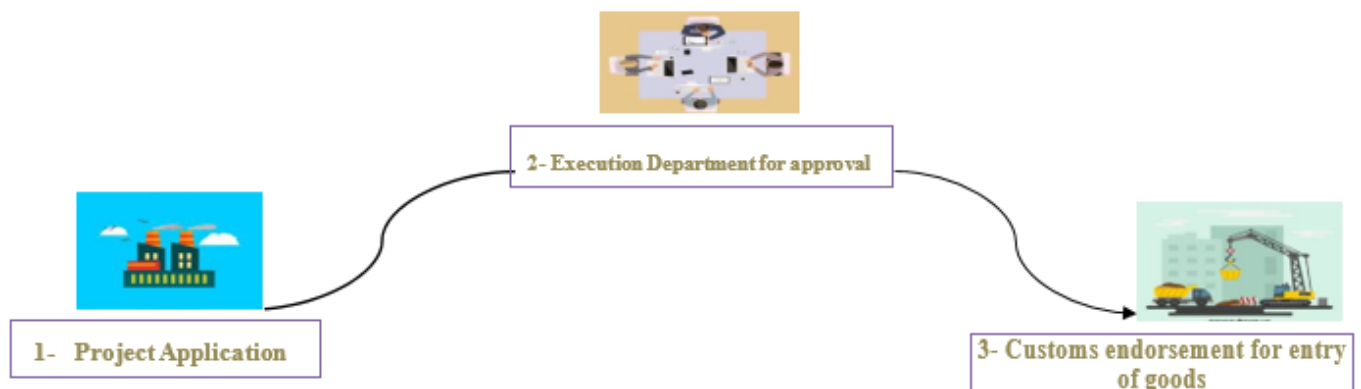
Application for Importation Declaration from the Domestic Market

Required Documents

- Application for approval of an Importation Declaration from the domestic market, addressed to the Director General of the Execution Department;
- Importation declaration form for the Free Zone (from the domestic market) — original and two copies;
- Original and copy of the invoice.

Steps

- Submit the completed application and required documents to the Execution Department at the Public Free Zone.
- Receive the original and a copy of the approved declaration, along with the original supporting documents.
- Present the declaration copy to the Free Zone Customs Office for endorsement, authorizing the entry of goods.



Service Timeframe: Same day



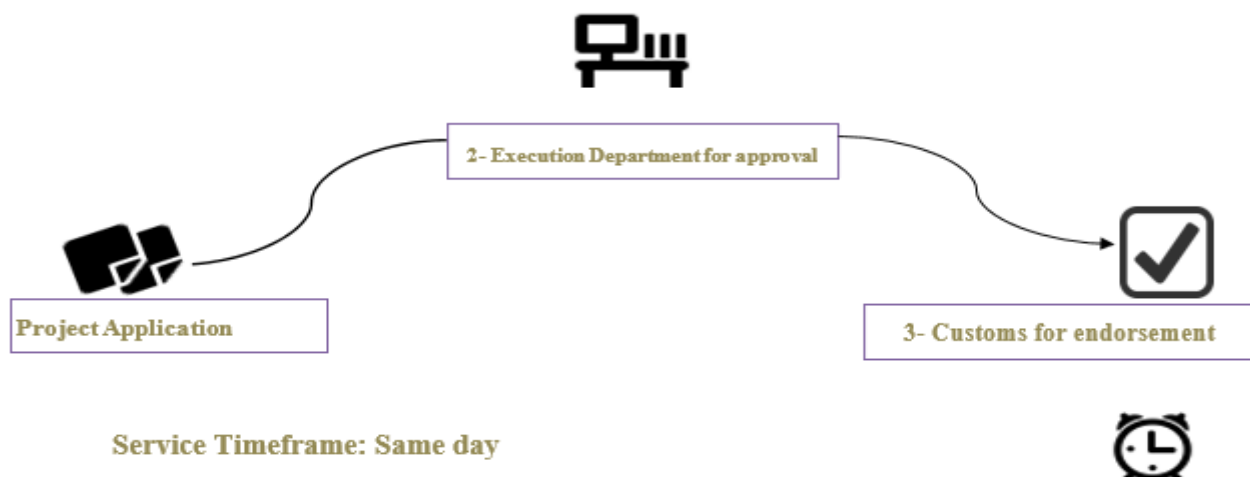
Application for a Temporary Release of Items for Industrial Processing (Toll Manufacturing)

Required Documents

- Application for the approval of a declaration to conduct a toll manufacturing process in the domestic market;
- Application for temporary release of items intended for industrial processing — original and two copies;
- Invoice of the items to be processed;
- Toll manufacturing agreement specifying: the item, processing value, required industrial operation, duration, fabric type, net weight, and quantities to be processed (number of dozens for ready-made garments projects);
- Statement of expected waste ratios and permissible loss percentages issued by the relevant technical authorities;
- Domestic transportation insurance policy in favor of GAFI, covering risks of theft, fire, and damage when subcontracting to another Free Zone, if GAFI guarantees the consignment before the Customs Authority during transport between Free Zones;
- Company acknowledgment attached to the guarantee, or an unconditional bank guarantee in favor of GAFI covering the value of customs duties and taxes in case of toll manufacturing for the domestic market.

Steps

- Submit the completed application together with the required documents to the Execution Department at the Public Free Zone.
- Receive the original and a copy of the release application form after approval.
- Proceed to the Free Zone Customs Office to complete customs procedures.



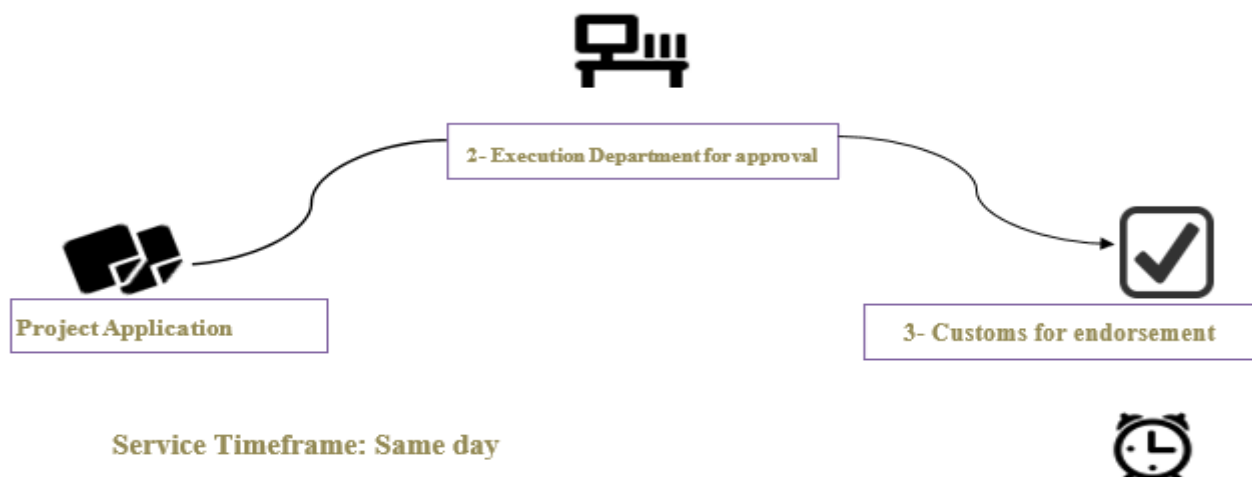
Application for Entry of Items after Industrial Processing (Toll Manufacturing)

Required Documents

- Entry declaration form for items processed under toll manufacturing in the domestic market, for approval;
- The approved declaration form (one original and two copies);
- The toll manufacturing invoice indicating the value of the operations performed;
- The detailed packing list specifying net weight of wastage and loss;
- A copy of the temporary exit application for the consignment;
- Domestic transportation insurance policy in favor of GAFI, covering risks of theft, fire, and damage risks, in case where toll manufacturing is carried out in another Free Zone, provided that GAFI guarantees the consignment before the Customs Authority during its transfer between Free Zones.

Steps

- Submit the completed application together with the required documents to the Execution Department at the Public Free Zone.
- Receive the entry declaration form after review and approval.
- Proceed to the Free Zone Customs Office to complete customs procedures.



Application for Declaration of Goods Circulation between Projects within the Same Free Zone

Required Documents

- Application for approval of a goods circulation declaration;
- Goods circulation declaration form within the Free Zone — one original and three copies.
- Original and copy of the invoice;
- Original and copy of the dispatch permit issued by the exporting project;
- Original and copy of the receipt permit issued by the importing project.

Steps

- Submit the completed application together with the required documents to the Execution Department at the Public Free Zone.
- Receive the original and a copy of the declaration along with the original documents, after approval.



Service Timeframe: **Same day.**



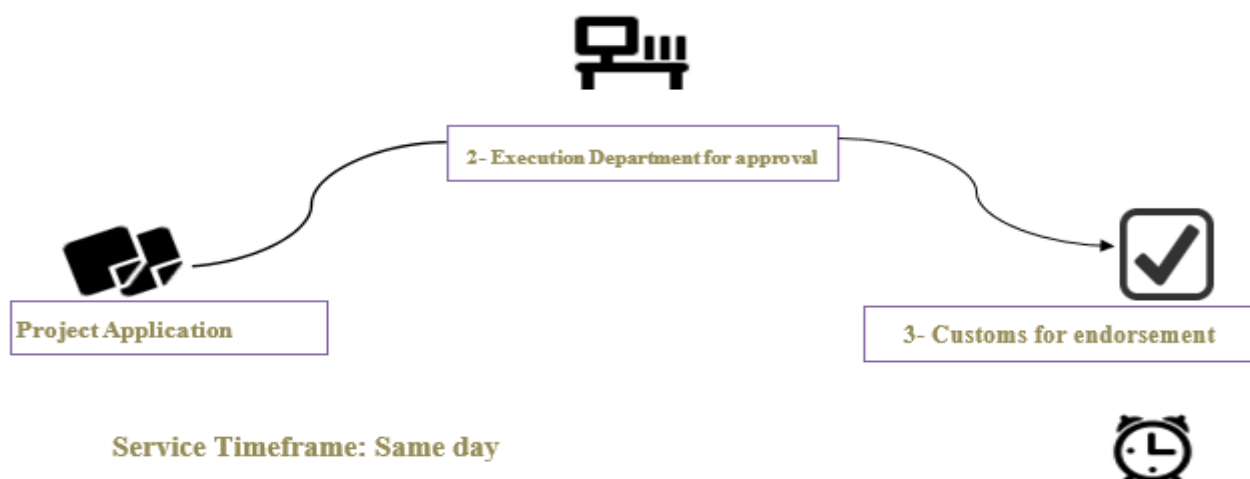
Application for Entry of Items for Industrial Processing, Repair, or Maintenance (Toll Manufacturing)

Required Documents

- The application for entry of items for industrial processing, repair, or maintenance.
- The temporary entry application form permitting the entry of the items from within the country into the zone for industrial processing, repair, or maintenance;
- The original and copy of the invoice and packing list;
- The toll manufacturing agreement specifying: quantity, weight, processing duration, percentage of wastage and allowable loss, type of process required, type and value of foreign materials to be used in the process, processing value, and final status of wastage resulting from the operation.

Steps

- Submit the completed application and required documents to the Execution Department at the Public Free Zone.
- Obtain the approved entry application form from the Execution Department.
- Proceed to the Customs Department to have the application endorsed, authorizing the entry of items through the Free Zone customs gate.



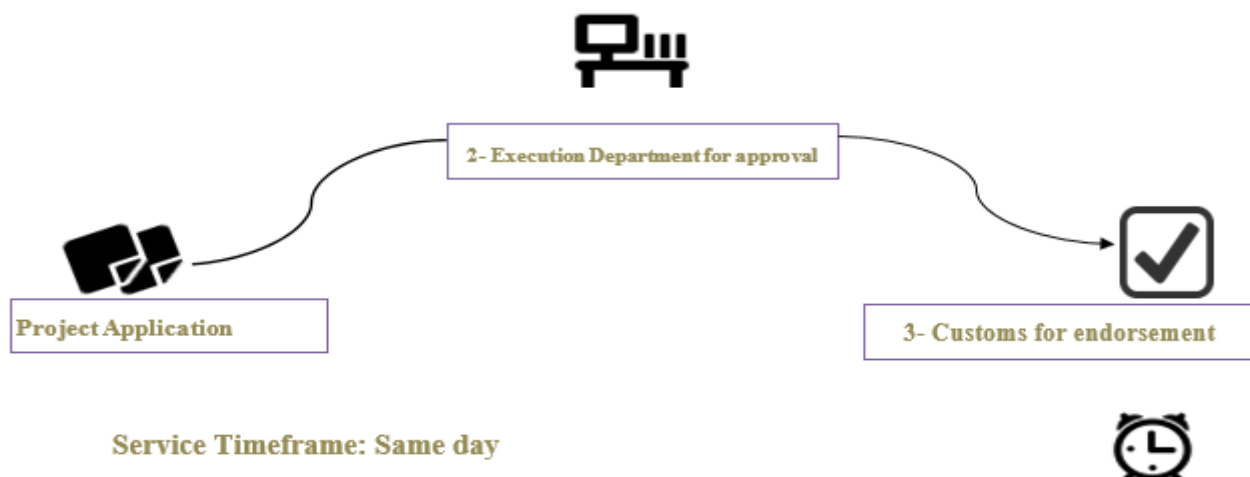
Application for Exit of Items after Industrial Processing, Repair, or Maintenance (Toll Manufacturing)

Required Documents

- The items exit declaration form related to the industrial processing, repair, or maintenance (toll manufacturing), to be approved;
- The exit application form — original and two copies;
- A copy of the entry application;
- The original and copy of the processing invoice and packing list;
- Original domestic transportation insurance policy (if the items are to be sent to another Free Zone), issued in favor of GAFI, covering risks of fire, theft, and damage — if the project opts to obtain such coverage.

Steps

- Submit the completed application and required documents to the Execution Department at the Public Free Zone.
- Obtain the approved exit application form from the Execution Department.
- Proceed to the Customs Department to complete customs procedures and receive authorization for the exit of the items.



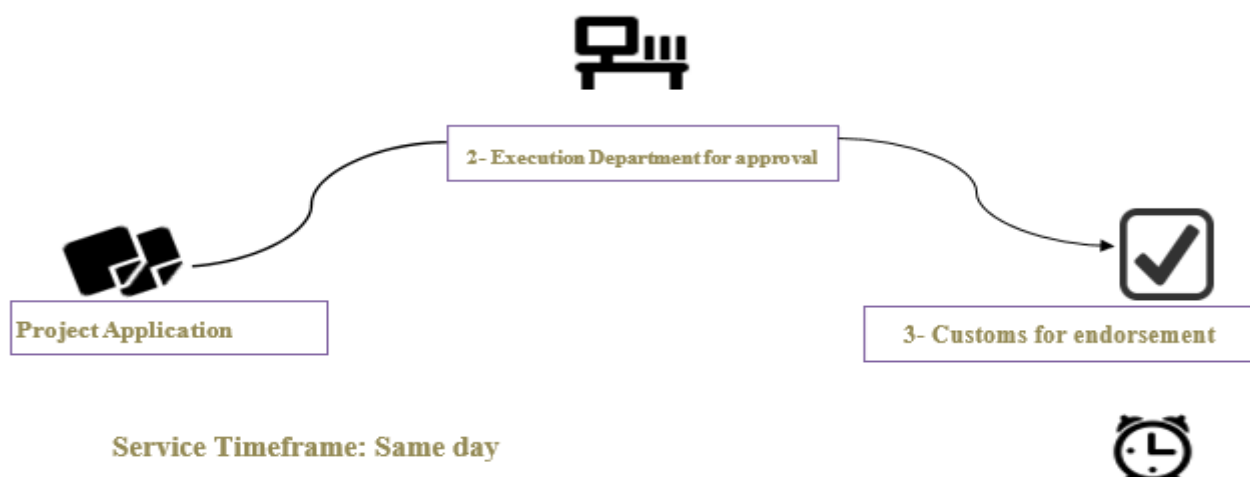
Application for the Exit of Capital Assets into the Domestic Market for Repair, Maintenance, or Upgrading

Required Documents:

- Application for approval of a declaration for the temporary exit of capital assets into the domestic market for repair, maintenance, or upgrading;
- The temporary exit application form;
- Repair contract or letter from the entity performing the repair, specifying the items to be repaired and the expected duration;
- Required guarantee;
- Copy of the importation declaration and its related invoice, indicating the value of the asset to exit based on the importation invoice.

Steps:

- Submit the completed application and required documents to the Execution Department at the Public Free Zone.
- Obtain the approved temporary exit application form.
- Proceed to the relevant Customs Office with the documents to complete customs procedures.



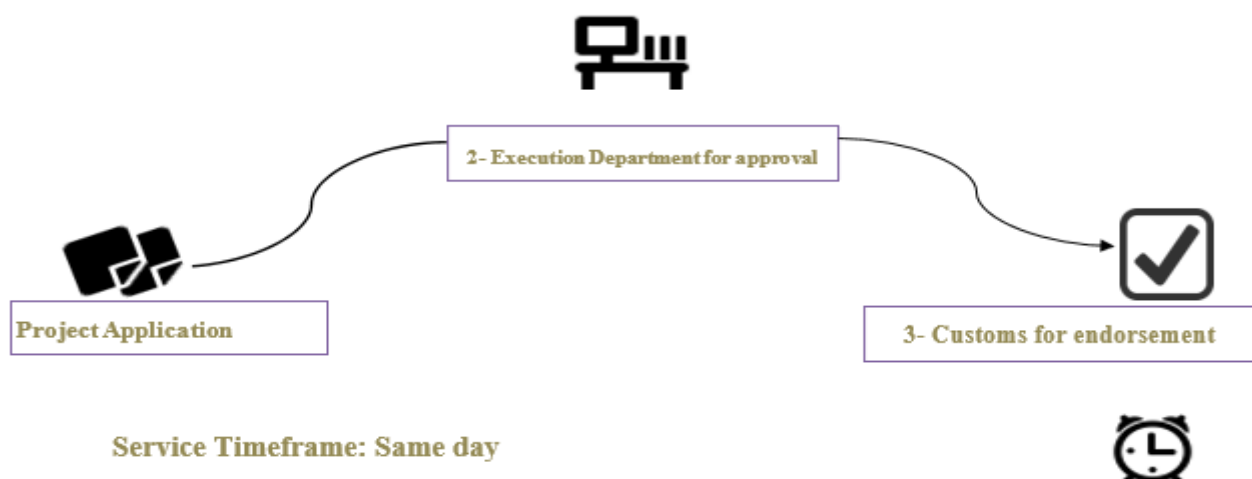
Application for the Entry of Capital Assets into the Free Zone from the Domestic Market after Repair, Maintenance, or Upgrading

Required Documents:

- The entry application form for approval;
- The approved entry application form for the capital assets returning to the Free Zone from the domestic market after repair, maintenance, or upgrading — in two originals and one copy, signed and stamped with the project's seal;
- Copy of the temporary exit application form;
- Invoice indicating the value of the operations performed.

Steps:

- Submit the completed application and required documents to the competent officer.
- Obtain the approved entry application form (two originals) with the attached documents.
- Proceed to the Free Zone Customs Department to complete customs procedures for the application.



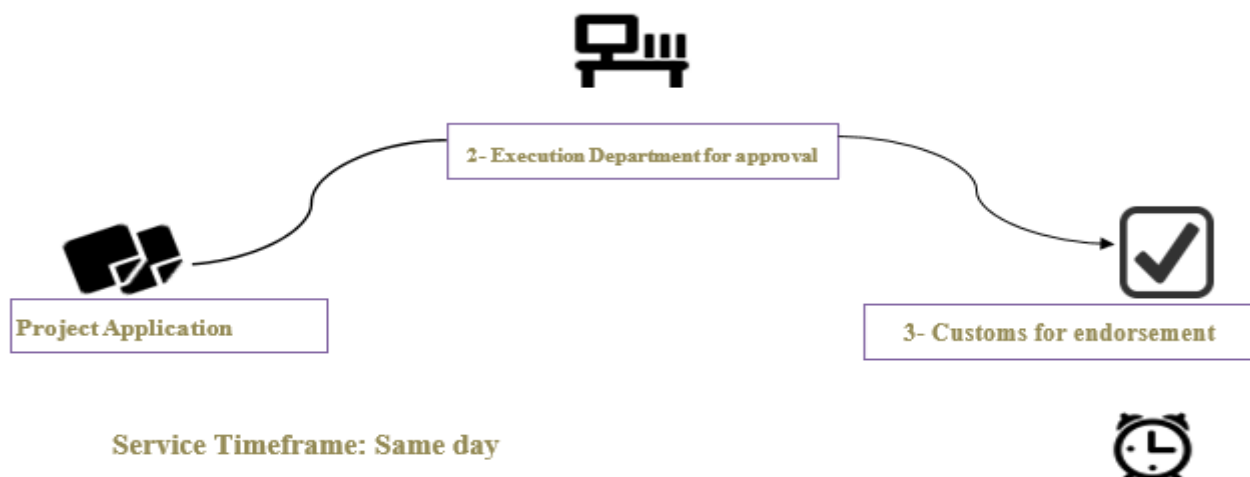
Application for the Temporary Exit of Tools, Machinery, Equipment, and Special-Purpose Vehicles from the Zone and their Entry into the Domestic Market for Project Use

Required Documents

- The temporary exit application form for approval;
- The approved temporary exit application form, in two (2) originals and one copy.
- Statement describing the specifications of the tools, machinery, equipment, or vehicles;
- Bank guarantee in favor of GAFI covering the value of applicable taxes and customs duties.
- Project acknowledgment undertaking to pay all taxes and customs duties if the items are not returned to the free zone.

Steps:

- Submit the completed application and required documents to the competent officer.
- Obtain the endorsed application form in two (2) originals.
- Proceed to the Free Zone Customs Department to complete customs procedures for the application.



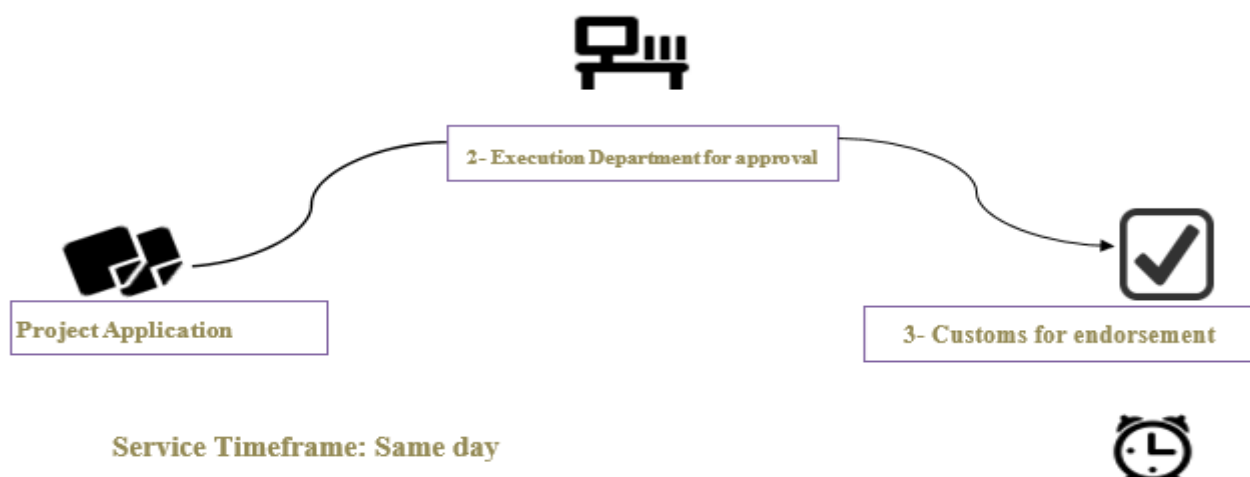
Application for the Temporary Exit of Tools, Machinery, Equipment, and Special-Purpose Vehicles from the Zone and their Entry into the Domestic Market for Third-Party Use or Leasing

Required Documents

- The temporary exit application form for approval;
- The approved temporary exit application form for machinery, equipment, and special-purpose vehicles used on the project's account or leasing to third parties;
- Statement detailing the specifications of the equipment;
- Copy of the operation/ lease contract indicating the value of the operation or lease, duration, type of operations required, and exit destination;
- Acknowledgment that, in case of exceeding the permitted period for temporary release or for use on behalf of third parties, the general provisions of Law No. 186 of 1986 Regulating Customs Exemptions, and Customs Law No. 66 of 1963 (and their amendments) shall apply;
- Insurance policy in favor of GAFI, covering the value of customs duties and taxes;
- Acknowledgment by the concerned party not to use such items in any other activity within the domestic market, except for the licensed activity approved inside the free zones.

Steps:

- Submit the completed application and required documents to the competent officer.
- Obtain the approved application, along with a certificate issued by GAFI to be submitted to Customs, confirming that the nature of the activity and operational necessitate the exit of items into the domestic market.
- Proceed to the Free Zone Customs Department to complete customs procedures for the application.



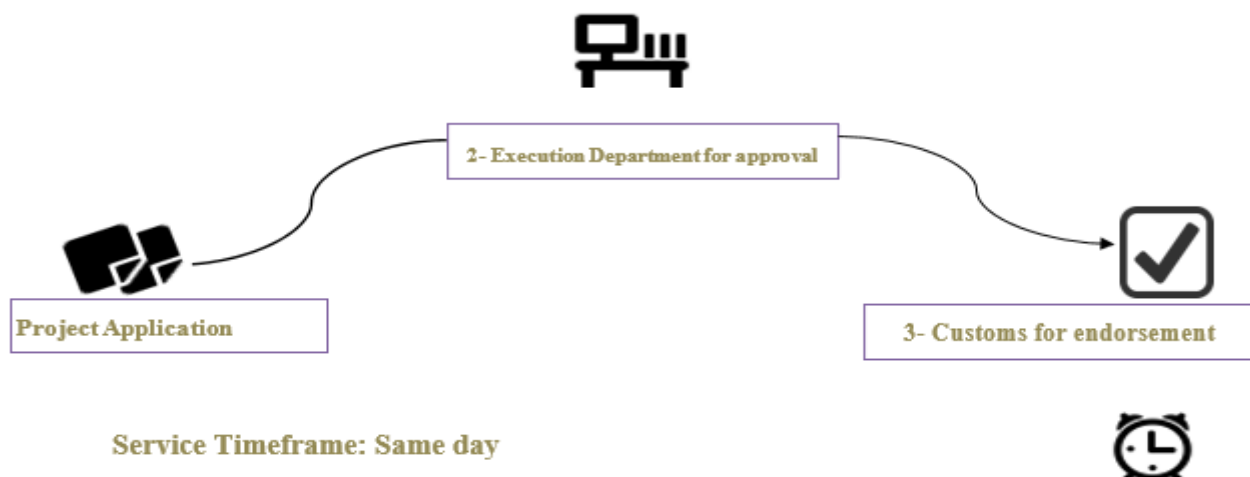
Application for the Return of Machinery and Equipment Previously Exited from a Free Zone (for the Project's Use/ Third-Party Use/ Leasing)

Required Documents

- The return application form for approval;
- The approved return application form for tools, machinery, equipment, and devices from the domestic market, in two originals and one copy;
- Copy of the temporary exit application form in case of operation for the project's account, for third-party use, or for leasing;
- Statement describing the specifications of the equipment.

Steps:

- Submit the completed application and required documents to the competent officer.
- Obtain the approved application (two originals).
- Proceed to the Free Zone Customs Department to complete customs procedures for the application.



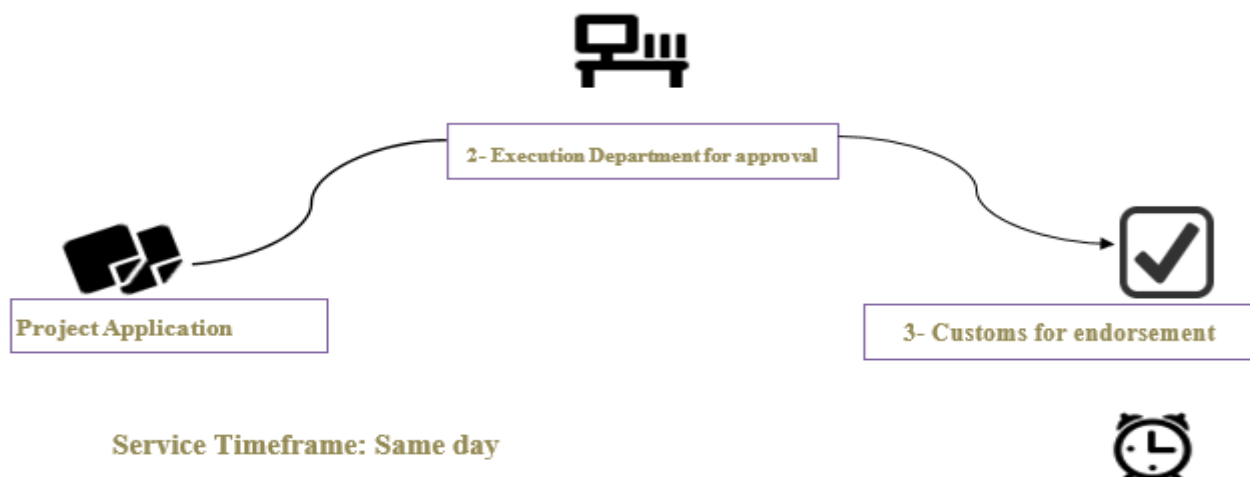
Application for Disposal of a Capital Asset of a Free Zone Project

Required Documents

- Application for approval of the disposal of a capital asset, stating the reason for disposal;
- Exportation declaration to outside the Country (two originals and one copy) in case of foreign export, or exportation declaration to the domestic market (two originals and one copy) in case of domestic sale, attached to an application for approval of the declaration;
- Original and copy of the sales invoice; Or internal free zone goods circulation declaration (two originals and one copy) along with the dispatch/receipt permit.
- Copy of the importation declaration documents (invoice – inspection report – declaration) related to the asset to be disposed of;
- Original domestic transportation insurance policy in favor of GAFI in case the project requests GAFI's guarantee for export abroad or export to another free zone.

Steps

- Submit the completed application and required documents to the competent officer.
- Obtain the approved application (two originals).
- Proceed to the Free Zone Customs Department to complete customs procedures for the application.



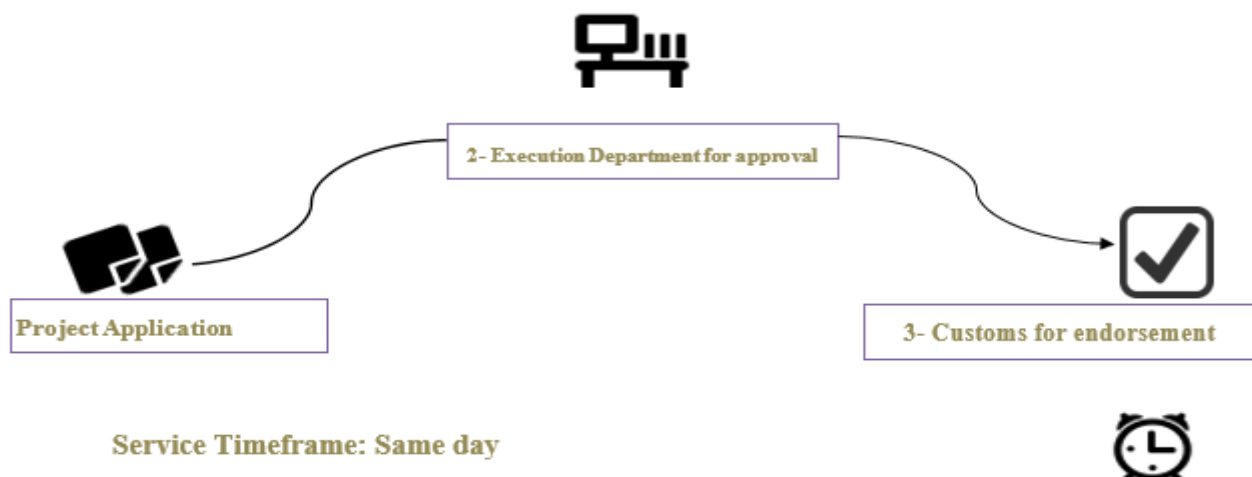
Application for Release of Samples to Inside or Outside the Country

Required Documents

- Application for approval to release samples, specifying the items, quantities, values, weights, and destination (domestic / foreign) – in two originals and one copy.

Steps

- Submit the application to the competent officer.
- Obtain the approved application.
- Proceed to the Free Zone Customs Department to complete customs procedures for the application.



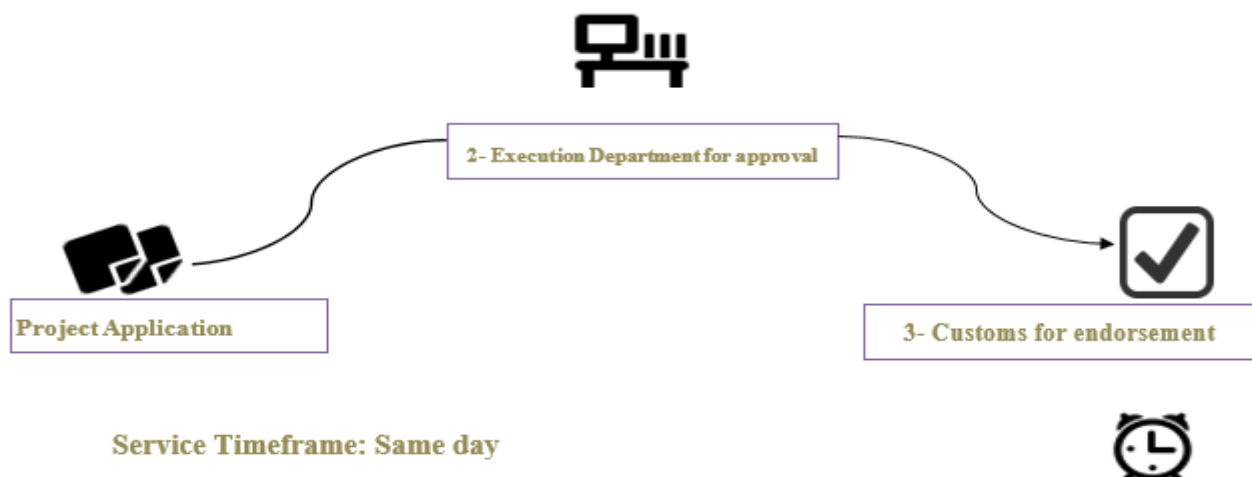
Application for Transfer of Goods between Two Locations of a Private Free Zone Project

Required Documents

- Application for approval of goods transfer goods between two locations of the private free zone project.
- The dispatch permit issued by the location sending the goods;
- The receipt permit issued by the location receiving the goods;
- Original domestic transportation insurance policy, in case the project requests GAFI's guarantee.

Steps:

- Submit the completed application and required documents to the competent officer.
- Receive the approved application.
- Proceed to the Free Zone Customs Department to complete customs procedures for the application.



Permit to Transfer Goods between Free Zones Projects

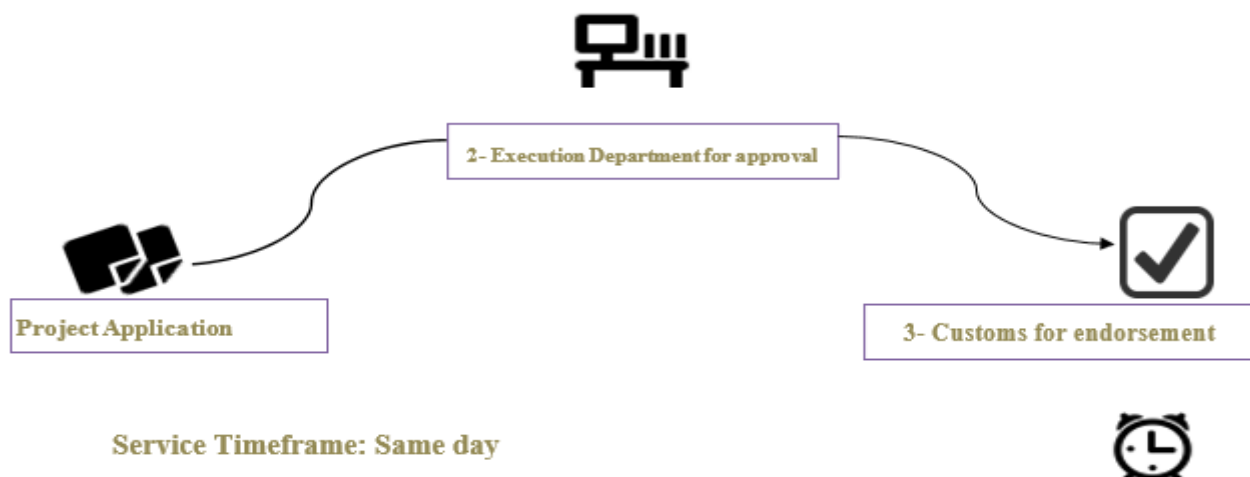
(from a Free Zone Project to its Extension and Vice Versa, between Two Public Free Zone Projects, or between a Public and a Private Free Zone)

Required Documents

- The external exportation declaration to be delivered to the exporting zone;
- The internal importation declaration to be delivered to the receiving zone;
- The dispatch permit issued by the exporting zone;
- The receipt permit issued by the receiving zone;
- Original domestic transportation insurance policy, in case the project requests GAFI's guarantee.

Steps

- Submit the application and required documents.
- Obtain the two original declarations after endorsement.
- Proceed to the Free Zone Customs Department to complete customs procedures.
- Submit the application for inspection, to be carried out by a tripartite committee (Zone / Customs / Project) at both the exporting and receiving sites.



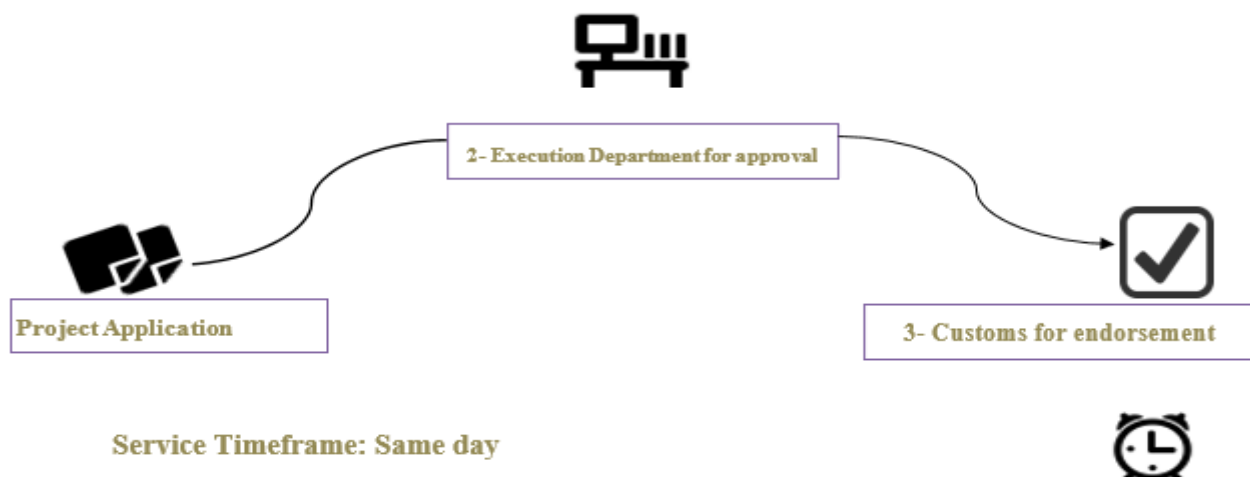
Certificate of Components for Exports of a Free Zone Project to the Domestic Market

Required Documents

- Application from the project for endorsement of the certificate;
- Statement, certified by the company's legal accountant, detailing the foreign and local components of the products exported to the domestic market;
- Copies of importation declarations, inspection reports, and import invoices for the components of the manufactured products.

Steps

- Submit the application for certificate endorsement.
- Obtain the endorsed certificate.
- Submit the endorsed certificate to the competent Customs office to determine the customs duty base for consignments exported to the domestic market.



Application for the Exit of Machinery and Equipment Previously Entered Temporarily from the Domestic Market for Leasing

Required Documents

- The exit application form for items previously entered and not owned by the project;
- A copy of the entry application;
- Guarantee, in case the project requests GAFI's guarantee for leasing from another Free Zone.

Steps

- Submit the completed form and its attachments.
- Obtain the approved application and submit it to the competent Customs Department to complete customs procedures.
- Obtain the approved form.
- Submit an application for inspection of the consignment at the exit time, to be carried out in the presence of representatives from the Zone, Customs, and the project to confirm conformity of items with those previously entered.
- Return a copy of the exit application to the Execution Department, confirming completion of customs procedures.



Service Timeframe: Same day.



Cancellation of a Previously Approved Declaration by the Zone Management

Required Documents

- Application from the project requesting cancellation of the declaration;
- Original declaration and its carbon copy.

Steps

- Submit the cancellation application and complete the remaining cancellation procedures with the competent Customs Department.
- Obtain the original insurance document from the Execution Department.



1- Project Application



2- Execution Department for approval

Service Timeframe: Same day



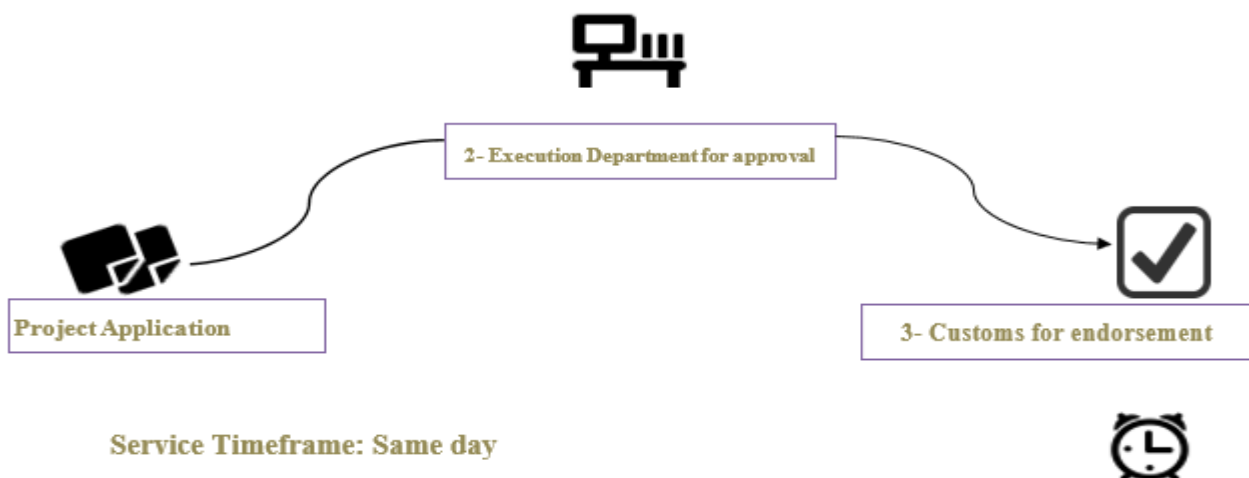
Amendment of a Previously Approved Declaration by the Zone Management

Required Documents

- The amendment application;
- The original declaration previously approved and one copy;
- The supporting document evidencing the amendment.

Steps

- Submit the amendment application, specifying the items to be amended, along with the supporting documents.
- Obtain the original and a copy of the amended declaration after approved.
- Proceed to the Free Zone Customs Office to complete customs procedures.



Application for a Certified True Copy of a Declaration (in Case of Loss)

Required Documents

- Application to obtain a certified true copy of the declaration;
- Police report documenting the loss;
- Receipt for payment of service fees.

Steps

- Submit the application with the required documents.
- Obtain the certified true copy of the lost declaration.



1- Project Application



2- Execution Department for approval

Service Description	Fee
Amendment of a Declaration Previously Approved by the Free Zone Administration	EGP two (2) per page, with a minimum of EGP 25.

Service Timeframe: Same day



Approval of Temporary Entry of Items Not Owned by the Egyptian Media Production City Co. (EMPC) and their Exit Upon the Cessation of their Purpose

Required Documents:

- The application form related to the temporary entry of the items not owned by EMPC and their exit upon the cessation of their purpose, in two (2) originals and two (2) copies;
- The detailed items list.

Steps:

- Submit the completed application form and any required documents.
- Receive the application form in two (2) originals after it has been duly approved.
- Proceed to the relevant customs office to complete the customs procedures.
- Submit an application for inspection of the consignment upon exit and/or entry, and undergo the inspection which will be conducted by a tripartite committee (a free zone representative, a customs representative, and the company's representative) to verify that the items match those previously declared, whether upon exit and/or entry.
- Return the second original of the temporary entry application form, indicating completion of the customs procedures.



Service Timeframe: Same day.

Approval of Temporary Exit of Equipment and Supplies Exempt from Taxes and Customs Duties and their Return (for Company's Own Use / Lease to Third Parties)

Required Documents:

- The application form related to the temporary exit of equipment and supplies exempt from taxes and customs duties and their return in two (2) originals and two (2) copies;
- The detailed items list;
- A copy of the lease agreement in case the equipment and supplies are going to be leased to third parties.

Steps:

- Submit the completed application form together with the required documents.
- Receive the application form in two (2) originals after it has been duly approved.
- Present the approved application form to the relevant customs office to complete the customs procedures.
- Submit an application for the inspection of the consignment upon exit and/or return, and undergo the inspection which will be conducted by a tripartite committee (a free zone representative, a customs representative, and the company's representative) to verify that the items match those previously declared, whether upon exit and/or return.
- Return the second original of the temporary exit application form, indicating completion of the customs procedures.



Service Timeframe: Same day.

Granting a Permit allowing Items, whether Exempt or Non-Exempt from Customs Duties and Taxes, to be transferred from Nilesat Headquarters (A Public Free Zone) to Nilesat Ground Control Station in Hamam City (A Private Free Zone)

Required Documents:

- The exit permit for the consignment to be transferred from Nilesat Headquarters (a public free zone) to Nilesat Ground Control Station in Hamam City (a private free zone), whether the items in the consignment are exempt or non-exempt from customs duties and taxes, in two (2) originals and one copy;
- For items non-exempt from customs duties and taxes: a domestic transportation insurance policy against fire, theft, and damage, if the Customs Authority requires GAFI to act as guarantor for the consignment being transferred from the public free zone to the private free zone;
- Supporting documents indicating the customs and tax status of the items (e.g., copy of the import invoice or the conversion inventory);
- The items list.

Steps:

- Submit the relevant application form and any required documents.
- Receive the permit in two (2) originals after it has been duly approved.
- Present the approved permit to the relevant customs office to complete the customs procedures.
- Submit an application for inspection of the consignment upon exit and/or entry, and undergo the inspection which will be conducted by a tripartite committee (a free zone representative, a customs representative, and the company's representative) to verify that the items match those previously declared, whether upon exit and/or entry.



Service Timeframe: Same day.

Granting a Permit allowing Items, whether Exempt or Non-Exempt from Customs Duties and Taxes, to be transferred from Nilesat Ground Control Station in Hamam City (A Private Free Zone) to Nilesat Headquarters (A Public Free Zone)

Required Documents:

- The entry permit for the consignment to be transferred from Nilesat Ground Control Station in Hamam City (a private free zone) to Nilesat Headquarters (a public free zone), whether the items in the consignment are exempt or non-exempt from customs duties and taxes, in two (2) originals and one copy;
- For items non-exempt from customs duties and taxes: a domestic transportation insurance policy against fire, theft, and damage, if the Customs Authority requires GAFI to act as guarantor for the consignment being transferred from the private free zone to the public free zone;
- Supporting documents indicating the customs and tax status of the items (e.g., copy of the import invoice or the conversion inventory);
- The items list.

Steps:

- Submit the relevant application form and any required documents.
- Receive the permit in two (2) originals after it has been duly approved.
- Present the approved permit to the relevant customs office to complete the customs procedures.
- Submit an application for inspection of the consignment upon exit and/or entry, and undergo the inspection which will be conducted by a tripartite committee (a free zone representative, a customs representative, and the company's representative) to verify that the items match those previously declared, whether upon exit and/or entry.
- Return the second original of the permit, indicating completion of the customs procedures.



Service Timeframe: Same day.

Granting a Value-Added Tax (VAT) Exemption Letter

Required Documents:

- The application form related to the VAT exemption letter;
- A copy of the domestic market importation declaration (goods), accompanied by the tripartite (free zone, customs, and company) inspection report confirming entry of the consignment;
- An original and a copy of the purchase invoice of the item(s) to be exempted from VAT, specifying item description, quantity, and value (or a copy of the service agreement in the case of a service rendered, or an invoice indicating the service value);
- A certified true copy of the customs exportation certificate related to the consignment entry process.

Steps:

- Submit the application together with all required documents;
- Receive the VAT exemption letter;
- Present the exemption letter to the VAT Department for further action.



Service Timeframe: Same day.

Granting an Approval to Destroy/Dispose of Goods

Required Documents:

- An application specifying the quantity, weight, and description of the goods to be destroyed, their value, the reasons for destruction/disposal, and the date(s) and reference number(s) of the relevant import declarations.

Steps:

- Submit the application.
- Participate in the committee formed — by virtue of the decree of the relevant free zone BoD chair or their designee — to inspect the goods requested to be destroyed, in preparation for carrying out the destruction after completion of all customs procedures.



Service Timeframe: Five (5) business days.

Granting an Exportation Subsidy Eligibility Certificate to a Free Zone Company for Goods Shipped Abroad

Required Documents:

- An application for an exportation subsidy eligibility certificate;
- A copy of the exportation declaration for goods shipped abroad, signed by the tripartite (free zone/customs/company) inspection committee and specifying the quantity and value of the consignment;
- A copy of the exportation invoice and the exportation destination;
- A declaration certified by the company confirming that the exported consignment does not include stored goods;
- A declaration certified by the company confirming that the cutting and sewing process was carried out entirely within the free zone (for ready-made garments and household textiles);
- A list of the raw materials used in the exported product, indicating: the exported items (quantity/value); the type of raw materials used (yarns, textiles); the source of the raw materials (domestic, foreign, or under the temporary admission regulation); the importation declaration number; and the quantity of the raw materials used from that declaration in manufacturing the exported products;
- An acknowledgment by the company owner(s), or by their duly authorized representative under a notarized power of attorney, in which they undertake to bear full liability for the accuracy of the information provided and to refund all amounts received as subsidy if the company is found in violation of the rules and regulations.

NB: In order for the power of attorney to be acceptable, it must contain a provision granting explicitly the representative the power to sign this sort of acknowledgment. A copy of the power of attorney must also be submitted to the zone management.

Steps:

- Submit the application form together with all required documents.
- Receive the certificate once issued.
- Present the certificate to the Export Support Fund (EDF) to complete the procedures for obtaining the subsidy.



Service Timeframe: Same day.

Application for the Exit of Free Zone Project Waste

Required Documents:

- The exit application form specifying the quantity and type of waste;
- A waste declaration indicating the quantity, condition, and type of waste, submitted in two (2) originals and one copy.

Steps:

- Submit the application form together with any required documents.
- Submit an application for an initial inspection to verify the condition and quantity of the waste to obtain the free zone BoD chair's approval on the waste declaration.
- Receive the approved declaration in two (2) originals.
- Present the declaration to the relevant customs office to complete the customs procedures.



Service Timeframe: Two (2) business days.

Urgent Release Related to Companies Operating in the Petroleum Services Sector

Required Documents:

- Urgent release permit form in two (2) originals and one copy, with a statement of quantity and value attached;
- Bank guarantee covering the customs duties and taxes due on the consignment upon its exit from the zone;
- An acknowledgment by the project owner(s) to complete all customs procedures within thirty (30) days from the consignment exit date.

Steps:

- Submit the application form to obtain permission for the consignment to exit the zone.
- Submit an exportation declaration to the free zone management detailing the raw materials, equipment, machinery, and supplies actually used, together with the customs declaration, and complete the customs procedures.
- If any unused raw materials or equipment are returned to the zone, obtain a return authorization for those items and complete the customs procedures.



Service Timeframe: Immediately upon submission.

Approval of Temporary Entry of Third-Party Machinery and Equipment from Within Egypt for Lease Purposes

Required Documents:

- A temporary entry application form for items not owned by the project;
- The lease agreement specifying the lease term and value, as well as the description and the serial numbers of the machinery and equipment to be leased.

Steps:

- Submit the application form including any attachments for approval.
- Receive the approved application form.
- Present the approved application form to the relevant customs office to complete the customs procedures.
- Submit the application for inspection upon entry, and undergo the inspection conducted by the tripartite committee (consisting of a free zone representative, a customs representative, and the company's representative).
- Return a copy of the entry inspection application to the Execution Department, indicating completion of the customs procedures.



Service Timeframe: Same day.

Application for Consignment Inspection Upon Entry and/or Exit

Required Documents:

- The consignment inspection application form signed by the company's legal representative;
- Proof of payment of the applicable inspection fee, if any.

Steps:

- Submit the inspection application and the payment receipt to the relevant free zone management.
- Pay the applicable inspection fee.
- Participate in the inspection with the committee.
- Receive a copy of the signed inspection report.



Service Timeframe: Two (2) business days.

Application for Annual Inventory

Required Documents:

- An annual inventory application form submitted by the company, indicating the proposed inventory date;
- An authorization from the company's legal representative naming his/her delegate who is going to attend the inventory process, participate in the documentary verification, and sign the inventory records.

Steps:

- Submit the annual inventory application form to the relevant free zone management.
- Sign all inventory reports, both daily and final.



Service Timeframe: Not specified.



IV. Financial Treatment Accorded to Public and Private Free Zone Projects

Financial Treatment Accorded to Projects Operating within Public Free Zone Framework:

Fees Payable by Such Projects:

Seriousness Fee:

Upon submitting an application to set up a project within a public free zone and after being notified of the preliminary approval, the investor will pay 10% of the usufruct fee, with a minimum of USD 1,000, as a down payment to demonstrate seriousness of execution. This amount will be deducted from the usufruct fee upon taking delivery of the land and will be non-refundable in the event of non-execution for reasons attributable to the project.

Usufruct Fee:

Once the project owners are notified that the final approval permitting the project to be set up is issued, they will be handed over the allocated site within one (1) month from the notice date but they have to pay in advance the site remaining usufruct fee for the first year as per the lease rates set by GAFI BoD within that same period.

Current Annual Lease Values per Square Meter in Public Free Zones (in USD):

Activity / Zone	Alexandria	Port Said	Nasr City	Suez	Ismailia	Damietta	Damietta Furniture City (DFC)	Shebin	Qeft
Industrial	8.05	8.05	8.05	8.05	8.05	8.05	8.05	8.05	1.70
Warehousing	12.65	12.65	12.65	12.65	12.65	12.65	12.65	12.65	3.50
Services	12.65	12.65	12.65	12.65	12.65	12.65	12.65	12.65	3.50
Used car storage	23.00								
Ready-made buildings	34.50								

* GAFI BoD reserves the right to change these rates whenever necessary.

Financial Guarantee:

The project provides a financial guarantee in favor of GAFI – through the relevant free zone – to cover any potential liabilities of the project, not exceeding 2% of the investment cost, prior to the issuance of the operating license decree. Examples of the financial guarantee include the following:

■ Industrial and assembly activities:

- 1% of the project's investment cost, up to a maximum of USD 75,000 or its equivalent in freely convertible currencies.

■ Warehousing / service activities:

- 2% of the project's investment cost, up to a maximum of USD 125,000 or its equivalent in freely convertible currencies.

■ Multi-activity / dual-activity projects:

- A separate financial guarantee must be provided for each activity, in accordance with the above-mentioned percentages based on the nature of each activity. The value of the financial guarantee will be recalculated every three (3) years, based on the investment

cost of the project reflected in the most recent financial statements and year-end accounts submitted to the relevant free zone, or upon submission by the project of an application that affects the investment cost.

Service Charge:

The project will pay GAFI a service charge for the services rendered thereto, as follows:

- 0.5‰ (half per mille) of the issued capital applicable to industrial and assembly projects;
- 1‰ (one per mille) of the issued capital applicable to warehousing and service projects;
- 1‰ (one per mille) of the issued capital applicable to projects licensed to carry out more than one activity.

The maximum amount of the service charge is EGP 100,000 to be paid in a freely convertible currency. The charge is calculated on a Gregorian calendar year basis, except for the first year, in which it is calculated on a pro-rata basis starting from the date of issuance of the operating license until the end of that calendar year.

Cargo Transfer Guarantee Fee:

If the investor requests GAFI to guarantee him/her before the Customs Authority—covering the customs duties and taxes due on goods, as determined by the Customs Authority—during their transfer from customs zones to free zones, from free zones to customs zones, or between free zones, GAFI will issue such guarantee in return for collecting in advance 1‰ (one per mille) of its value.

GAFI's Fee:

Public free zone projects are subject to the following fee respectively:

- Manufacturing and assembly projects: 1% of the value of the goods upon their exit, calculated on the basis of their FOB value.
- Industrial or supplementary operations carried out on goods and materials processed within the free zones on behalf of third parties: 1% of the processing value.
- Warehousing projects: 2% of the value of goods at the port of arrival (CIF) or of the customs valuation, whichever is higher, collected upon transporting the goods to the project site.
- Direct supply transactions involving the purchase and sale of goods: 2% of the value of the purchases.
- Projects whose main activity does not require the entry or exit of goods: 1% of the total revenues generated, before the deduction of any expenses incurred to generate such revenues; this fee is collected on a semiannual basis, based on the revenue statement submitted by the project for the relevant period.
- Direct supply transactions limited solely to the collection of brokerage commissions: 1% of the commission value.

The final settlement of the payable fee is made in accordance with the nature of the project's activity, based on the financial statements and the accompanying notes approved by a chartered accountant, after deducting any amounts previously collected.

Late Payment Interest:

If the project fails to pay the usufruct fee within fifteen (15) days from its due date or to pay the applicable fees and other prescribed dues within ninety (90) days from their due date, late payment interest will be charged on the amounts due at the USD discount rate set by the Central Bank of Egypt.

Double Occupancy Fee:

If any project occupies an area beyond its allocated surface area, a double occupancy fee will be charged at the warehousing rate for the unauthorized area. The relevant zone BoD may double the occupancy fee in case of repeated violations.

Inspection Representative Cost:

Projects operating within Public Free Zone Framework will bear the cost of GAFI's inspection representative at the rate of EGP 300 per inspection if the project provides transportation, and EGP 450 per inspection if transportation is not provided by the company. The maximum monthly inspection cost per company is:

- EGP 9,000 if transportation is provided;
- EGP 13,500 if transportation is not provided.

Financial Treatment Accorded to Projects Operating within Private Free Zone Framework:

Fees Payable by Such Projects:

Financial Guarantee:

The project provides a financial guarantee in favor of GAFI – through the relevant free zone – to cover any potential liabilities of the project, not exceeding 2% of the investment cost, prior to the issuance of the operating license decree. Examples include the following:

■ **Industrial and assembly activities:**

- 1% of the project's investment cost, up to a maximum of USD 75,000 or its equivalent in freely convertible currencies.

■ **Warehousing / service activities:**

- 2% of the project's investment cost, up to a maximum of USD 125,000 or its equivalent in freely convertible currencies.

■ **Multi-activity / dual-activity projects:**

- A separate financial guarantee must be provided for each activity, in accordance with the above-mentioned percentages based on the nature of each activity. The value of the financial guarantee will be recalculated every three (3) years, based on the investment cost of the project reflected in the most recent financial statements and year-end accounts submitted to the relevant free zone, or upon submission by the project of an application that affects the investment cost.

Service Charge:

The project will pay GAFI a service charge for the services rendered thereto, as follows:

- 0.5‰ (half per mille) of the issued capital applicable to industrial and assembly projects;
- 1‰ (one per mille) of the issued capital applicable to warehousing and service projects;
- 1‰ (one per mille) of the issued capital applicable to projects licensed to carry out more than one activity.

The maximum amount of the service charge is EGP 100,000 to be paid in a freely convertible currency. The charge is calculated on a Gregorian calendar year basis, except for the first year, in which it is calculated on a pro-rata basis starting from the date of issuance of the operating license until the end of that calendar year.

Cargo Transfer Guarantee Fee:

If the investor requests GAFI to guarantee him/her before the Customs Authority—covering the customs duties and taxes due on goods, as determined by the Customs Authority—during their transfer from customs zones to free zones, from free zones to customs zones, or between free zones, GAFI will issue such guarantee in return for collecting in advance 1‰ (one per mille) of its value.

GAFI's Fee:

Private free zone projects are subject to the following fee respectively:

- Manufacturing and assembly projects: 1% of the total revenues generated from the exportation of goods abroad, calculated based on the relevant customs documentation.
- Manufacturing and assembly projects: 2% of the total revenues generated from the importation of goods into the country, calculated based on the sales invoice.
- Industrial or supplementary operations carried out on goods and materials processed within the free zones on behalf of third parties: 1% of the processing value.
- Warehousing projects: 2% of the total revenues generated from the exportation of the goods, calculated based on the sales invoice;
- Projects whose main activity does not require the entry or exit of goods: 2% of the total revenues generated, before the deduction of any expenses incurred to generate such revenues; this fee is collected on a semiannual basis, based on the revenue statement submitted by the project for the relevant period.
- Direct supply transactions: 2% of the total generated revenues.

The final settlement of the payable fee is made in accordance with the nature of the project's activity, based on the financial statements and the accompanying notes approved by a chartered accountant, after deducting any amounts previously collected.

Late Payment Interest:

If the project fails to pay the usufruct fee within fifteen (15) days from its due date or to pay the applicable fees and other prescribed dues within ninety (90) days from their due date, late payment interest will be charged on the amounts due at the USD discount rate set by the Central Bank of Egypt.

Double Occupancy Fee:

If any project occupies an area beyond its allocated surface area, a double occupancy fee will be charged at the warehousing rate for the unauthorized area. The relevant zone BoD may double the occupancy fee in case of repeated violations.

Inspection Representative Cost:

Projects operating within Public Free Zone Framework will bear the cost of GAFI's inspection representative at the rate of EGP 300 per inspection if the project provides transportation, and EGP 450 per inspection if transportation is not provided by the company. The maximum monthly inspection cost per company is:

- EGP 9,000 if transportation is provided;
- EGP 13,500 if transportation is not provided.



V. Regulatory Aspects Related to Public and Private Free Zone Projects

Projects operating under the Free Zone Frameworks must:

- Provide evidence of comprehensive insurance coverage for buildings, structures, machinery, and equipment against all accidents and risks, with the policy issued by an Egyptian insurance company, and renew it within the prescribed timeframes;
- Make all records and books available to the management of the relevant zone upon request;
- Provide both of Ministry of Investment and Ministry of Finance with a copy of the financial statements and the accompanying notes, duly certified by an Egyptian auditor, within ninety (90) days following the end of the project's fiscal year;
- Replenish the value of the financial guarantee within fifteen (15) days from the date of receiving a registered letter with acknowledgment of receipt to that effect, in the event that deductions have been made from the financial guarantee to settle dues payable to GAFI;
- Renew the financial guarantee letters upon their expiry; and
- Settle all dues and fees payable to GAFI within their prescribed deadlines.



VI. Advantages Granted to Compliant Projects

Advantages Granted to Compliant Projects:

Reduction of the Financial Guarantee Value:

If the project submits an application to reduce the value of the financial guarantee in light of an increase in the approved investment cost, the application will be approved for a reduction not exceeding one-half of the value.

Exemption from Increasing the Financial Guarantee Value:

If the project submits an application for exemption from increasing the value of the financial guarantee due to an increase in the approved investment cost, the application will be approved.

In all cases, approval of the reduction or the exemption is subject to the following conditions:

- Timely payment of all dues payable to GAFI;
- The financial guarantee provided by the project has not been used to settle dues in the preceding three (3) years;
- Compliance with export ratios in the preceding three (3) years;
- Submission of financial statements for the preceding years.

The decision granting such advantages may be reconsidered in the event of any future breach by the project of the above-mentioned requirements and criteria.



VII. Public Free Zones Contact Details

Public Free Zones Contact Details

Zone	Location(s)	Surface Area	Address	Tel.	Fax	E-mail
Free Zones Sector	Nasr City, Cairo	—	Nasr City, behind Sefarat District, P.O. Box 8044, A.R.E	+20 2 22748468	+20 2 22748465	
Nasr City	Nasr City, Cairo Governorate	168 feddans (utilities available)	Nasr City, behind Sefarat District, P.O. Box 8044, A.R.E	+20 2 22748129	+20 2 22748467	nasrcity-fz@gafinet.org
Alexandria	El-Ameriya, Alexandria Governorate (first port on the Mediterranean)	1,353 feddans fully equipped with basic infrastructure and utilities	El-Ameriya, Alexandria-Cairo Desert Road, P.O. Box 2351, ARE	+20 3 4500002 +20 3 4500011	+20 3 4500010 +20 3 4500012	alexandria-fz@gafinet.org
Port Said	Adjacent to Port Said Seaport	729,000 m ²	Port Said City, P.O. Box 242, A.R.E	+20 66 3729752	+20 66 3728724	portsaid-fz@gafinet.org
Suez	→ Port Tewfik Site: 76,000 m ² (18 feddans) adjacent to the fence of Suez Port. → Adabiya Site: 262,000 m ² (62 feddans) located on the coast of the Gulf of Suez. → Ataqa Site: 893,000 m ² (212 feddans) located in Ataqa, Suez. →	Total 1,231,000 m ²	Port Tewfik, P.O. Box 110, Suez, A.R.E	+20 62 3230350	+20 62 3230355	suez-fz@gafinet.org
Ismailia	West of Ismailia City, on Cairo-Port Said Road	775 feddans of which 100 are equipped with utilities and basic infrastructure	Ismailia-Port Said Desert Road, P.O. Box 121, Ismailia, A.R.E	+20 64 3482870	—	ismailia-fz@gafinet.org

Damietta	Situated to the east of Damietta Port, a few kilometers west of the Damietta Nile bank.	190 feddans fully equipped with basic utilities	East of Damietta Port, P.O. Box 191, Damietta, A.R.E	+20 57 290140	+20 57 292222	damietta-fz@gafinet.org
Shebin El-Kom	Inside Misr Shebin El-Kom Spinning & Weaving Co., Menoufia	20 feddans (expandable to 48)	Public Free Zone in Shebin El-Kom, Menoufia Governorate, A.R.E	+20 48 2236946	+20 48 2236986	shibinelkoom-fz@gafinet.org
Qeft (Qena)	Industrial Zone, Qeft City, Upper Egypt	907,000 m ²	Qena Governorate Building, Tahrir St., Extension of Governorate St., Qeft-Qeft El-Quseir Rd., 35 km from Qena	+20 96 540063	+20 96 540009	keft-fz@gafinet.org
Media Public Free Zone	6 th of October City, Giza Governorate Designated for hosting private investments in the artistic and media sectors.	2,916,372 m ²	Media Production City, 6 th of October City, P.O. Box 12568, Giza, ARE	+20 2 38555502 +20 2 38555504	+20 2 38555503	media-fz@gafinet.org

For more information feel free to contact the General Authority for Investment and Free Zones (GAFI)
Headquarters: 3 Salah Salem Road, Fair Zone, Nasr City, Cairo, A.R.E - P.O. Box 11562 - Tel.: +20 2 4055464- Fax: +20 2 4055429

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