ISC INVESTOR SERVICE CENTER









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With respect to the translation methodology applied to the required documents lists and tables, each requirement has generally been translated by beginning with the name or description of the required document in the form of a sentence fragment, a clause, or a phrase. Where the Arabic text contains any additional description, condition, qualification, procedure, remark, or other information relating to the required document, such information has been rendered in complete sentences to ensure clarity and accurately convey the intended meaning.

Whenever a masculine pronoun is used in this guide, it includes the feminine and the neutral unless the context clearly indicates otherwise.

Investor Service Center
Procedural Guidebook


ISC
Inveetor
Service Center
Ministry Of Investment


مركز خدمات
المستثمرين
وزارة الإستثمار

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Introduction

The Investment Gazette publishing service has been transitioned from a paper-based service to an electronic system, accessible through the following link: https://publishonline.gafi.gov.eg.

Implementing Article (34) of the Executive Regulations of the Investment Law, this transition complies with the decrees of the Supreme Council of Investment (SCI) aimed at simplifying and facilitating all administrative and legislative procedures related to investment. It also aligns with GAFI's policy to consistently develop and expand the use of electronic services to facilitate the implementation of the rules and procedures regulating the workflow of the Investor Service Centers (ISCs).

To use the Investment Gazette publishing service effectively, please bear in mind the following:

1. Each applicant must submit a complete application, upload all required documents including the originals and pay the applicable fees online. The applicant will then receive an electronic Investment Gazette issue comprising the requested publication based on the geographic location of the company's file. As an exception from the foregoing, applications for Gazette issue authentication by the Ministry of Foreign Affairs office will continue to be processed in paper format only, through the relevant ISC.
2. The company Word and PDF files submitted for publishing must match; otherwise, they will be disregarded.
3. Service turnaround time is counted as of the date a complete application, enclosing all required documents, is duly received.

I. Incorporation Services

(A) Incorporation of Joint Stock Companies, Partnerships Limited by Shares or Limited Liability Companies in accordance with Law 72/2017 or Law 159/1981

Required Documents:

1. A certificate of non-confusion of company name approved by the Commercial Register.
2. Bank Attestation Letter:
    - In respect of joint stock companies and partnerships limited by shares, the applicant must submit a bank attestation letter to the effect that at least 10% of the issued capital has already been deposited. The applicant must comply with the following. Within 3 months, the percentage paid of the issued capital must reach 25%. Within 5 years, the percentage paid of the issued capital must be 100%. If any law applicable to the applicant's business activity requires a minimum paid-up capital exceeding the amounts specified here, the applicant must satisfy that higher minimum. Another condition is that the issued capital must be at least EGP 250,000 (two hundred and fifty thousand Egyptian pounds).
3. Copies of the barcoded powers of attorney (PoA), if the incorporation is applied for via an attorney.
    - In respect of joint stock companies, copies of all PoAs made by all founders must be submitted (the minimum number of founders here is three).
    - In respect of limited liability companies, copies of all PoAs made by all partners must be submitted (the minimum number of partners here is 2 and the maximum is 50).
    - Each PoA must include a stipulation granting the attorney the right to incorporate and sign the articles of incorporation before the Real Estate Registration and Notarization Department. In case the attorney is one of the partners, such attorney must provide a PoA comprising the following clause: "Acting in his personal capacity, the attorney may, to incorporate companies, enter into an agreement with himself, acting in his official capacity, and with third parties".
4. Clear copies of valid personal IDs of founders or partners (the original IDs may be requested for matching against the copies):
    - For Egyptians, the national ID card.
    - For foreigners, the passport enclosing a valid residence permit.
5. The original certificate of registration obtained from the Register of Accountants and Auditors, addressed to GAFI, to the effect that the applicant company's auditor is qualified to audit and approve corporations' financial statements. If the auditor has previously submitted this certificate to GAFI, the applicant may instead submit a copy of that certificate or an acknowledgment of the auditor's acceptance of appointment.
6. A copy of the Bar Association card of the attorney who ratifies the articles of incorporation before the Bar Association office, if the applicant company's capital is EGP 20,000 (twenty thousand Egyptian pounds) or more. The cardholder must be at minimum a lawyer admitted before the Courts of First Instance and the card must be valid at the ratification time.
7. The background check consent forms (KYC forms) related to the foreign founder(s) or partner(s).

8. The name and address of the company's legal counsel, who must be a lawyer at least admitted before the Courts of Appeal.
9. Clear copies of the valid personal ID of the attorney-in-fact (original ID must be submitted for matching against the copies):
    - For Egyptians, the national ID card.
    - For foreigners, the passport enclosing a valid residence permit.
10. The competent governmental agency(ies)'s prior approval, if the company's object requires that a prior special approval be obtained under the applicable laws.
11. Using in-kind shares in incorporating the company:
    - In respect of joint stock companies and/or partnerships limited by shares, the original report of GAFI committee, which valuated such in-kind shares, must be submitted.
    - In respect of limited liability companies, it would suffice to submit a report by professional experts, whose professions are regulated under the law and match the type(s) of the in-kind shares being valuated.
12. In the event of incorporating a company to operate within the Free Zones Framework in accordance with Law 72/2017, the aforementioned required documents must be submitted, together with the following:
    - In respect of public free zone companies, a prior approval to incorporate the company must be obtained from the board of directors of the public free zone in which the company is to be incorporated.
    - For any joint stock company or a limited liability company to be incorporated as a private free zone company, it must obtain a prior approval from the Council of Ministers.
13. In the event that a partnership governed by the Trade Law would like to be converted into a corporation incorporated and existing in accordance with Law 72/2017 and Law 159/1981, the aforementioned documents must be submitted together with the following:
    - A valuation report on the in-kind shares (net assets and liabilities of partnerships), provided that such report is prepared by the committee formed by a decree of GAFI CEO for that purpose.
    - The articles of the partnership and their summary, in addition to, all subsequent amendments to the articles of the partnership and their summaries, registered with the court.
    - The minutes of all partners meeting in which the partners approved the change of the legal structure of the partnership before the valuation process.
    - The minutes of all partners meeting in which the partners accepted the valuation outcome and adopted the company's main formation provisions following the change of its legal structure (such as the company's capital structure, business activity…etc.).
    - For the partners to add cash shares, a bank attestation letter must be submitted evidencing that 10% of the cash shares has been paid, if the partnership is going to be converted into a joint stock company.
    - A summary of the partnership since the date on which it was founded. This summary must include the amendments made to the partnership until the relevant minutes of all partners meeting. The summary must be submitted on a compact disc (CD).

- A recent commercial registry of the partnership.

14. In the event of incorporating one or more corporation(s) through split up of an existing company into more than one company:
    - The split-up decree issued by GAFI CEO.
    - The valuation report on the in-kind shares.
    - An official copy of the commercial registry of the splitting company in which there is an entry evidencing the company split-up.
    - A copy of the minutes of the extraordinary general meeting, adopting the split-up resolution, provided such minutes be ratified by GAFI.
    - A copy of the minutes of the extraordinary general meeting, approving the valuation outcome, provided such minutes be ratified by GAFI.
    - The draft split-up agreement as approved by GAFI.

Steps:

- **Incorporation via GAFI E-portal:**

1. Sign up, create an account and customize your workspace via GAFI e-portal: http://www.gafi.gov.eg. The documents will then be checked.
2. Pay the fees using a credit card, and e-sign the documents.
3. All your company's documents will be sent to your workspace on GAFI e-portal.



For help please call **16035**

- **Incorporation via ISC:**

1. Select the service type and obtain a queue number. The documents will be reviewed, after which the company's articles of incorporation will be issued and signed electronically, followed by payment of the applicable fees.
2. Sign electronically the records required for notarizing your company's articles of incorporation and receive the documents of the company.

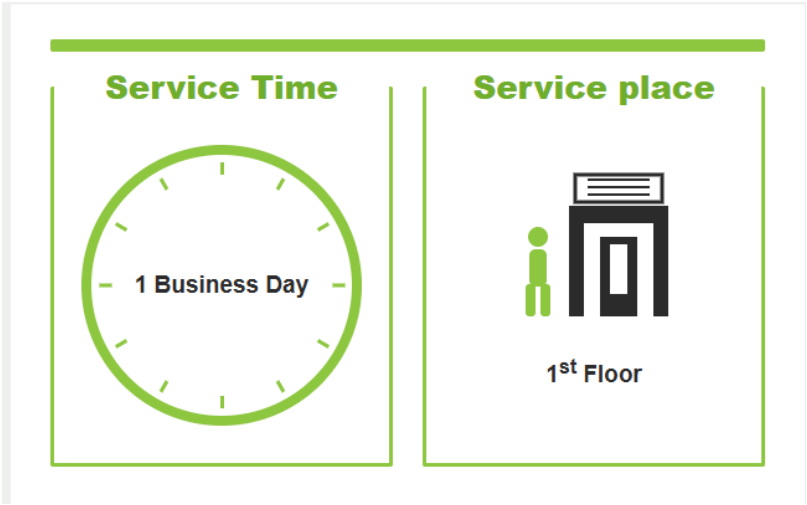


Select the service type and obtain a queue number. The documents will be reviewed, after which the company's articles of incorporation will be issued and signed electronically, followed by payment of the applicable fees (except for LLCs)





Sign electronically the records required for notarizing your company's articles of incorporation and receive the documents of the company



Notes:

1. You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.
2. In case of encountering any problems during the e-incorporation, please call 16035 or send an email to e-services@gafinet.org.eg.

(B) Procedures Related to the Incorporation of Single Member Companies and Joint Stock Companies in accordance with Law 72/2017 or Law 159/1981

Incorporating Single Member Companies and Joint Stock Companies is only available via ISCs:

1. The partners or their duly authorized representative will receive a queue number and, upon calling their number, proceed to the front window of the General Department for Articles and Decrees of Incorporation at the Incorporation Hall on the first floor, after entering the company's details through the Electronic Incorporation System. The attorney at the front window will then check the company's trade name, review the documents required for incorporation, review the company's details entered into the Electronic Incorporation System, and issue the company's articles of incorporation and all forms required for registration with the Commercial Register. All such documents and forms will then be signed electronically by the partners or their duly authorized representative, after which the incorporation fees will be paid immediately, either in cash or by credit card.

   Note: The partners or their duly authorized representative must submit an application for a Certificate of Non-Confusion of Name as part of the incorporation documents.
2. The partners or their duly authorized representative will sign the records required for notarizing the company's articles of incorporation at the Real Estate Registration and Notarization Office in the Incorporation Hall on the first floor.

   Note: The employees of the Incorporation Follow-up Unit will, on behalf of the partners or their duly authorized representative, complete all procedures for registration with the Commercial Register through the representatives of the relevant authorities located in the back offices at the Incorporation Hall on the first floor.
3. The partners or their duly authorized representative will receive the company's commercial registry immediately upon completion of the incorporation procedures.

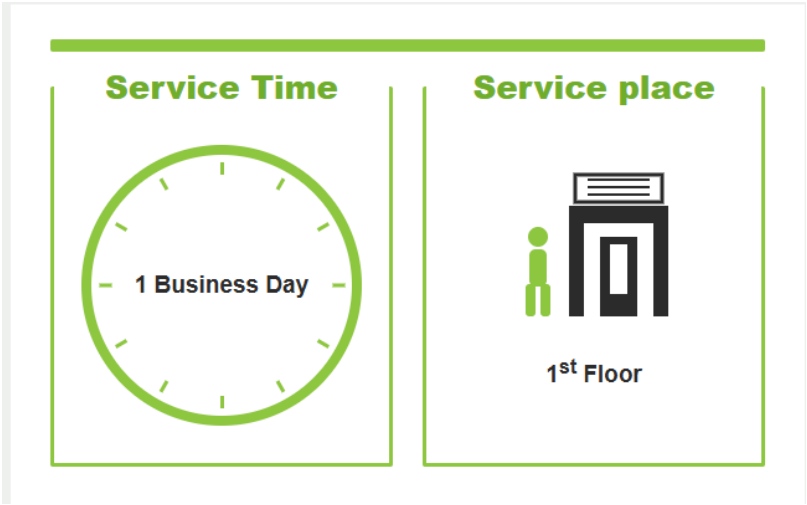


Select the service type and obtain a queue number. The documents will be reviewed, after which the company's articles of incorporation will be issued and signed electronically, followed by payment of the applicable fees (except for LLCs)





Sign electronically the records required for notarizing your company's articles of incorporation and receive the documents of the company



Fees:

Service Description	Payable Fee under Law 72/2017	Payable Fee under Law 159/1981	Methods/Places of Payment
Bar Association endorsement fee	1% of the issued capital, max. EGP 25,000, min. EGP 1,000, +EGP 50 stamp duty, and this only applies if the issued capital is ≥ EGP 20,000.	1% of the issued capital, max. EGP 25,000, min. EGP 250, + EGP 50 stamp duty	GAFI Website (when applying electronically for the incorporation of the company) Or Investor Service Center
Articles of incorporation notarization fee	Nil (1)	0.25% of the issued capital, subject to a maximum of EGP 1,000 and a minimum of EGP 10.	
Entry at the Commercial Register	EGP 56. In case the company has a branch, such branch must be added to the commercial registry in return for a fee of EGP 261.	EGP 56. In case the company has a branch, such branch must be added to the commercial registry in return for a fee of EGP 261.	
Issuing shares of joint stock companies and partnerships limited by shares (2)	0.5‰ (one-half per thousand) of the issued capital, subject to a maximum of EGP 10,000.	0.5‰ (one-half per thousand) of the issued capital, subject to a maximum of EGP 10,000.	
Obtaining an operating license	An annual fee of 2‰ (two per thousand) of the paid-up capital, subject to a maximum of EGP 2,000 and a minimum of EGP 24, plus EGP 200 as the operating license issuance fee.	An annual fee of 2‰ (two per thousand) of the paid-up capital, subject to a maximum of EGP 2,000 and a minimum of EGP 24, plus EGP 200 as the operating license issuance fee.	
Syndicate of Commercial Professions	Nil	In case the capital is less than EGP 500,000, the applicable fee is EGP 125. In case the capital is EGP 500,000 or more, the applicable fee is EGP 250.	
Incorporation	Nil	- An incorporation fee of 1‰ (one per thousand) of the issued capital, subject to a maximum of EGP 1,000 and a minimum of EGP 100. - A service fee of 1‰ (one per thousand) of the issued capital, subject to a maximum of EGP 10,000 and minimum of EGP 1,000. (3) - EGP 100 as fees related to the certificate of registration of shares	

(1) In respect of free zones companies, the half percent fee is subject to no maximum limit and will be collected by the Real Estate Registration and Notarization Department (RERND).
(2) This fee applies only to joint stock companies and partnerships limited by shares.
(3) the service fee does not apply to limited liability companies (LLCs).

		of joint stock companies and partnerships limited by shares with the Financial Regulatory Authority (FRA).	
MCDR registration fee	0.5‰ (one-half per thousand) of the issued capital, subject to a maximum of EGP 10,000.	0.5‰ (one-half per thousand) of the issued capital, subject to a maximum of EGP 10,000.	
A true certified copy of the articles and the certificate of incorporation	EGP 600 per copy	EGP 600 per copy	
A certificate of non-confusion of the company's name [4]	EGP 100	EGP 100	

[4] In the case of a limited liability company, this fee is collected as part of the fees paid upon incorporation of the company.

(C) Incorporation of General and Limited Partnerships in accordance with Law 72/2017

Required Documents:

1. Copies of the barcoded powers of attorney (PoA), if the incorporation is applied for via an attorney-in-fact. Each PoA must include a stipulation granting the attorney-in-fact the right to incorporate and sign the articles of the partnership before the Real Estate Registration and Notarization Department. In case the attorney-in-fact is one of the partners, such attorney-in-fact must provide a PoA comprising the following clause: "Acting in his personal capacity, the attorney may, to incorporate companies, enter into an agreement with himself, acting in his official capacity, and with third parties".
2. Clear copies of valid personal IDs of the founders or partners (the original IDs may be requested for matching against the copies):
   - For Egyptians, the national ID card.
   - For foreigners, the passport.
3. A copy of the Bar Association card of the attorney who ratifies the articles of the partnership before the Bar Association. Such attorney must be at minimum a lawyer admitted before the Courts of First Instance and the card must be valid at the ratification time.
4. The background check consent forms (KYC forms) related to the foreign partner(s).
5. Clear copies of the valid personal ID of the attorney-in-fact (original ID must be submitted for matching against the copies):
   - For Egyptians, the national ID card.
   - For foreigners, the passport enclosing a valid residence permit.
6. The competent governmental agency(ies)'s prior approval, if the partnership's object requires that a prior special approval be obtained under the applicable laws.
7. In case that there are in-kind shares to be used in incorporating the partnership, the applicant must provide a valuation report on the relevant in-kind shares to be prepared by professional experts, whose professions are regulated under the law and match the type(s) of the in-kind shares being valuated.
8. In the event of incorporating a partnership to operate within the Public Free Zones Framework in accordance with Law 72/2017, the aforementioned required documents must be submitted, together with the following:
   - In respect of free zone partnerships, a prior approval to incorporate the partnership must be obtained from the board of directors of the free zone in which the partnership is to be incorporated.
9. In the event of incorporating a *de facto* partnership as a result of the death of the sole proprietor, the aforementioned documents must be submitted together with the following:
   - A recent official copy of the commercial registry of the sole proprietorship.
   - The death certificate of the sole proprietor, and the decree of distribution listing the heirs of the sole proprietor.
   - The court approval, permitting the minor to use his inherited property for incorporating the partnership, if there are minors among the heirs.
   - A valuation report on the tangible assets of the sole proprietorship (lands- real estate – buildings – machinery – equipment – inventory), to be certified by a

technical expert specializing in the valuation of the type(s) of these assets, and to be attached to the documents evidencing ownership.

- The original minutes of the meeting of all partners of the partnership being incorporated in which the valuation report is approved, the valuation proceeds are distributed among the heirs in accordance with the decree of distribution, and all other details concerning the partnership being incorporated are specified.

Steps:

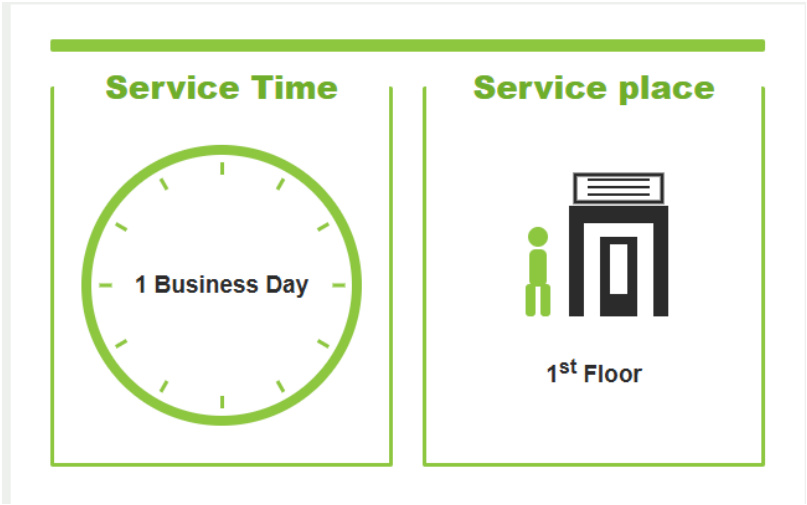
- **Incorporation via GAFI E-portal:**

1. Sign up, create an account and customize your workspace via GAFI e-portal: http://www.gafi.gov.eg. The documents will then be checked.
2. Pay the fees using a credit card, and e-sign the documents.
3. All your partnership's documents will be sent to your workspace on GAFI e-portal.



In case of encountering any problems during the e-incorporation, please call 16035 or send an email to e-services@gafinet.org.eg.





Fees

Service Description	Payable Fee under Law 72/2017	Methods/places of payment
Bar Association endorsement fee	1% of the issued capital, subject to a maximum of EGP 25,000 and a minimum of EGP 1,000, plus EGP 50 as Bar Association stamp duty.	GAFI Website (when applying electronically for the incorporation of the partnership) Or Investor Service Center
Articles of partnership notarization fee	Nil [5]	
Entry at the Commercial Register	▪ EGP 64. In case the partnership has foreign partners, the fee becomes EGP 76. ▪ In case the partnership has a branch, such a branch must be added to the commercial registry in return for a fee of EGP 111.	
Operating license	Annual subscription of 2‰ (two per thousand) of the paid-up capital, subject to a maximum of EGP 2,000 and a minimum of EGP 24 + EGP 200 as operating license issuance fee.	
A true certified copy of the articles of the partnership and the incorporation certificate	EGP 600 per copy	

Notes:

1. You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.
2. In case of encountering any problems during the e-incorporation, please call 16035 or send an email to e-services@gafinet.org.eg.

[5] In respect of free zones companies, the half percent fee is subject to no maximum limit and will be collected by the Real Estate Registration and Notarization Department (RERND).

(D) Incorporation of Sole Proprietorships in accordance with Law 72/2017

Required Documents:

1. A copy of the relevant power of attorney made by the sole proprietor, in the event that the incorporation is requested to be carried out through an attorney-in-fact. The original power of attorney must be submitted for matching against the copy and must include a stipulation to the effect that the attorney-in-fact is entitled to carry out companies' incorporation procedures.
2. Clear copies of the valid personal ID of the sole proprietor (the original ID may be required to be matched against the copies):
   - For Egyptians, the national ID card.
   - For foreigners, the passport.
3. Clear copies of the valid personal ID of the attorney-in-fact (the original ID must be submitted for matching against the copies):
   - For Egyptians, the national ID card.
   - For foreigners, the passport enclosing a valid residence permit.
4. The background check consent (KYC) form related to the foreign sole proprietor.
5. The competent governmental agency(ies)'s prior approval, if the company's object requires that a prior special approval be obtained under the applicable laws.
6. In case that there are in-kind shares to be used in incorporating the sole proprietorship, the applicant must provide a valuation report on the relevant in-kind shares to be prepared by professional experts, whose professions are regulated under the law and match the type(s) of the in-kind shares being valuated.
7. In the event of incorporating a sole proprietorship to operate within the Public Free Zones Framework in accordance with Law 72/2017, the aforementioned required documents must be submitted, together with a prior approval to incorporate the sole proprietorship obtained from the board of directors of the free zone in which the sole proprietorship is to be incorporated.

Steps:

- **Incorporation via GAFI E-portal:**
  1. Sign up, create an account and customize your workspace via GAFI e-portal: http://www.gafi.gov.eg. The documents will then be checked.
  2. Pay the fees using a credit card, and e-sign the documents.
  3. All your sole proprietorship's documents will be sent to your workspace on GAFI e-portal.



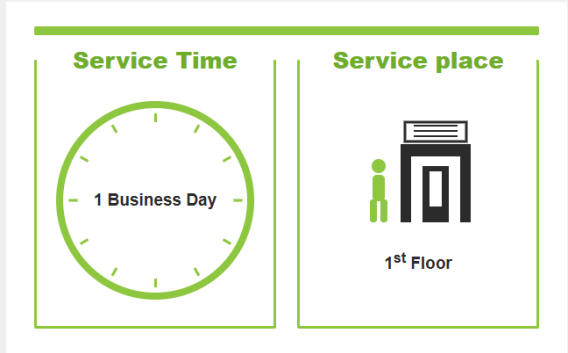


Procure and sign electronically the articles of the sole proprietorship, then pay the applicable fees.





Receive your sole proprietorship's documents.



Fees

Service Description	Payable Fee under Law 72/2017	Methods/places of payment
Entry at the Commercial Register	EGP 9.5. In case the sole proprietorship has a branch, such branch must be added to the commercial registry in return for a fee of EGP 60.5.	GAFI Website (when applying electronically for the incorporation of the sole proprietorship) Or Investor Service Center
Operating license	An annual subscription of 2‰ (two per thousand) of the capital subject to a maximum of EGP 2,000 and a minimum of EGP 24 + EGP 100 as operating license issuance fee.	
A true certified copy of the commercial registry	EGP 200 per copy	
Sole proprietorship incorporation service	▪ EGP 200 in the event that the capital of the sole proprietorship is equal to or less than EGP 100,000; or ▪ EGP 500 in the event that the capital is more than EGP 100,000.	

Notes:

1. You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.
2. In case of encountering any problems during the e-incorporation, please call 16035 or send an email to e-services@gafinet.org.eg.

(E) Incorporation of Single Member Companies

Required Documents:

1. A certificate of non-confusion of company name approved by the Commercial Register.
2. A bank attestation letter to the effect that all the capital has been deposited; the amount of the capital must not be less than EGP 1,000 (one thousand Egyptian pounds).
3. If a corporate person is applying for the incorporation of a single member company, the following documents must be submitted:
   - A power of attorney (PoA) in the name of the legal representative of the corporate person; and
   - A recent official copy of the commercial registry of the corporate person (the original commercial registry must be submitted for matching against the copy).
4. In case the founder of the single member company is a public law entity, the approval of the Prime Minister or the appropriate minister must be obtained, as the case may be.
5. A power of attorney (PoA) authorizing an attorney-in-fact to incorporate the single member company on behalf of the founder, whether the founder is a natural or a corporate person. The PoA must include a stipulation granting the attorney-in-fact the right to incorporate companies and to affix authorized signature on companies' articles of incorporation before the Real Estate Registration and Notarization Department (RERND).
6. The background check consent form related to the single member company owner and/or foreign manager.
7. The original certificate of registration obtained from the Register of Accountants and Auditors, addressed to GAFI, to the effect that the applicant company's auditor is qualified to audit and approve corporations' financial statements. If the auditor has previously submitted this certificate to GAFI, the applicant may instead submit a copy of that certificate or an acknowledgment of the auditor's acceptance of appointment.
8. A clear copy of the founder's valid personal ID (for Egyptians, the national ID card – for foreigners, the passport). The original ID must be submitted for matching against the copy.
9. A clear copy of the attorney-in-fact's valid personal ID (for Egyptians, the national ID card – for foreigners, the passport enclosing a valid residence permit). The original ID must be submitted for matching against the copy.
10. In case that there are in-kind shares to be used in incorporating the single member company, the applicant must provide a valuation report on the relevant in-kind shares prepared by professional experts, whose professions are regulated under the law and match the type(s) of the in-kind shares being valuated. This valuation report must be submitted coupled with the founder's acknowledgment of the validity of the valuation.
11. In the event of incorporating a single member company to operate within the Public Free Zones Framework in accordance with Law 72/2017, the aforementioned required documents must be submitted, together with a prior approval to incorporate the single member company obtained from the board of directors of the free zone in which the single member company is to be incorporated.
12. The competent governmental agency's prior approval, if the company's object requires that a prior special approval be obtained under the applicable laws.
13. A copy of the Bar Association card of the attorney who ratifies the articles of incorporation of the single member company before the Bar Association office. The attorney must be at least admitted before the Courts of First Instance and the card must be valid at the ratification time.
14. The name and address of the single member company's legal counsel, who must be a lawyer at least admitted before the Courts of Appeal.

Steps:

- **Incorporation via GAFI E-portal:**

4. Sign up, create an account and customize your workspace via GAFI e-portal: http://www.gafi.gov.eg. The documents will then be checked.
5. Pay the fees using a credit card, and e-sign the documents.
6. All your company's documents will be sent to your workspace on GAFI e-portal.



For help please call **16035**

- **Incorporation via ISC:**

1. Select the service type and obtain a queue number. The documents will be reviewed, after which the company's articles of incorporation will be issued and signed electronically, followed by payment of the applicable fees.
2. Sign electronically the records required for notarizing your company's articles of incorporation and receive the documents of the company.

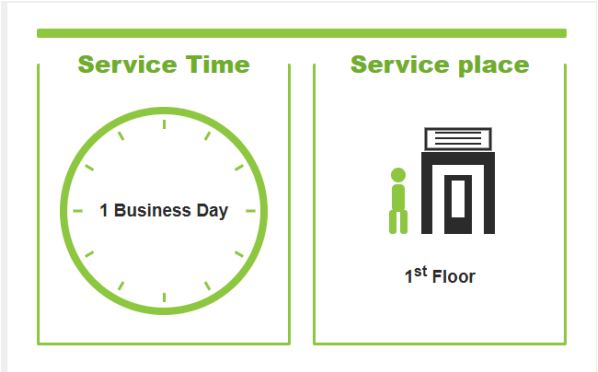


Select the service type and obtain a queue number. The documents will be reviewed, after which the company's articles of incorporation will be issued and signed electronically, followed by payment of the applicable fees





Sign electronically the records required for notarizing your company's articles of incorporation and receive the documents of the company



Notes:

1. You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.
2. In case of encountering any problems during the e-incorporation, please call 16035 or send an email to e-services@gafinet.org.eg.

II. Services Related to Shareholder and Board Meetings, Corporate Resolutions, and Managerial Decisions





(A) Ratification of Minutes of Ordinary General Meetings of Companies Governed by Law 72/2017 or Law 159/1981

Required Documents:

1. An application for minutes ratification addressed to the Head of the Investment Services Sector printed out on the company letterhead, stamped with the seal of the company, signed by the Chair of the Board of Directors ("BoD Chair") of the company or by the company's attorney-in-fact who is authorized to do so by virtue of a duly executed power of attorney, a special authorization, or a proxy clause in the minutes of the relevant meeting.
2. The minutes of the ordinary general meeting printed out on the company letterhead, stamped with the seal of the company and signed by the company's BoD Chair, secretary, vote teller(s), and auditor. If the percentage of government-owned shares in the company's capital is 25%, the signature of the auditor of the Accountability State Authority is required together with the previously mentioned signatures. The signatures of the aforementioned individuals must be affixed to each page of the minutes. All pages of the minutes must be stamped with the seal of the company as well as the seal of the company's auditor and must include at their end the acknowledgment stipulated in GAFI CEO Decree 270/2023.
3. The company's articles of association and any amendments thereto (if any).
4. Evidence to the effect that invitations have been sent to the administrative bodies, the members of the board of directors of the company ("BoD Members"), the shareholders and the auditor 21 days (excluding the sending day and the meeting day) prior to the relevant meeting.
5. A recent (no older than three months) official copy of the commercial registry of the company.
6. The BoD Members/the shareholders attendance sheets signed by them respectively, the vote teller(s), the auditor, and stamped with the company's and the auditor's seals. Any individual submitting the said attendance sheets must sign them to the effect that they have been submitted by him and at his own liability.
7. If discussed by the general meeting, the financial statements + the auditor's report + the BoD report approved by the company.
8. Service fee payment receipt.
9. <u>Required Documents in special cases:</u>
   - Copies of IDs + foreign investor(s) background check consent form(s) + the approval of the Prime Minister, the competent minister or the employer, as the case may be, if any of the newly appointed BoD Members is a public sector staff member.
   - A certificate of registration at the Register of Accountants and Auditors (in the event that a new auditor is appointed).
   - In the event of liquidation:
     a) The liquidation final account certified by the liquidator.
     b) A declaration by the liquidator to the effect that the liquidation procedures have been completed, that no liabilities are still pending on the company's part, and that all liquidation proceeds have been distributed.
     c) Evidence that the liquidation has been published.
     d) A declaration by the liquidator and the shareholders/partners acknowledging their responsibility for the liquidation's proceedings and outcome.
     e) An acknowledgement by and at the liability of the liquidator to the effect that he was not notified by the administrative bodies (the Egyptian Tax Authority, the National Organization for Social Insurance, the Customs Authority) of any pending liabilities on the part of the company within 120 days from the date on which the said bodies were notified.
     f) The newspapers issue(s) in which the publishing took place or the Investment Gazette issue.

g) Evidence on the notices served on the administrative bodies (the Egyptian Tax Authority, the National Organization for Social Insurance and the Customs Authority) and the passage of 120 days since the serving of such notices, or the reply (if any) made by said bodies within the 120-day period.

h) In the event that a percentage of the issued capital is paid, the applicant must submit bank attestation letter or a statement by the company's auditor, as the case may be, that 25% of the issued capital has been paid.

i)In the event of opening a branch, the applicant must submit a date-registered proof of possession of branch premises.

j)In the event that another percentage of the issued capital is paid, the following must be submitted:

(i) A bank attestation letter evidencing the deposit of the cash amount equal to the paid percentage.

(ii) In the event that a percentage of the issued capital is paid by virtue of statement by the company's auditor, the audit report must be submitted to GAFI Economic Performance Sector before ratifying the minutes.

10. In respect of any matters relating to Sinai Peninsula, the service application form as well as the required documents must be provided.

Steps:

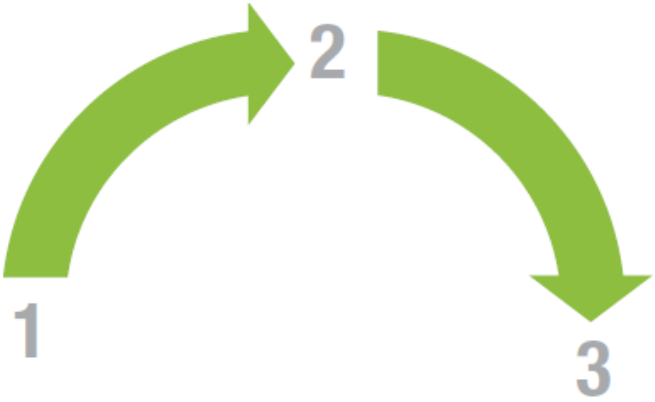
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, General Meetings Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Receive the minutes ratified by GAFI.



Go to the General Department for Corporate Legal Affairs, General Meetings Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number. Your documents will be procedurally processed.





Receive the minutes ratified by GAFI.

Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying the minutes of the general meeting by GAFI	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Authenticating the minutes of the ordinary general meeting by the Ministry of Foreign Affairs Office at ISC	EGP 405 per copy		



Note:

1. You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(B) Ratification of Minutes of Meetings of Boards of Directors of Companies Governed by Law 72/2017 or Law 159/1981

Required Documents:

1. An application for minutes ratification addressed to the Head of the Investment Services Sector printed out on the company letterhead, stamped with the seal of the company, signed by the Chair of the Board of Directors ("BoD Chair") of the company or by the company's attorney-in-fact who is authorized to do so by virtue of a duly executed power of attorney, a special authorization, or a proxy clause in the minutes of the relevant meeting.
2. The BoD meeting minutes requested to be ratified. The minutes must be submitted either as written down in the company's books or as printed out on the company letterhead, must be stamped with the seal of the company, and must be signed by the meeting chair and secretary whose signatures must be affixed to each page of the minutes. The minutes must also include at their end the acknowledgment stipulated in GAFI CEO Decree 270/2023.
3. The company's articles of association and any amendments thereto (if any).
4. A recent (no older than three months) official copy of the commercial registry of the company.
5. The BoD Members attendance sheet.
6. In the event that a percentage of the issued capital is paid, the applicant must submit bank attestation letter or a statement by the company's auditor, as the case may be, that 25% of the issued capital has been paid.
7. In the event that another percentage of the issued capital is paid, the following must be submitted:
   (i) A bank attestation letter evidencing the deposit of the cash amount equal to the paid percentage.
   (ii) In the event that a percentage of the issued capital is paid by virtue of statement by the company's auditor, the audit report must be submitted to GAFI Economic Performance Sector before ratifying the minutes.
8. The background check consent forms related to the foreigners.
9. In respect of any matters relating to Sinai Peninsula, the service application form as well as the required documents must be provided.
10. Service fee payment receipt.

Steps:

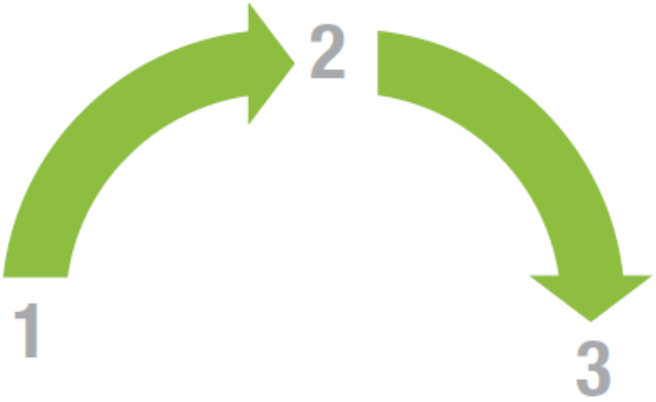
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, General Meetings Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Receive the minutes ratified by GAFI.



Go to the General Department for Corporate Legal Affairs, General Meetings Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number. Your documents will be procedurally processed.

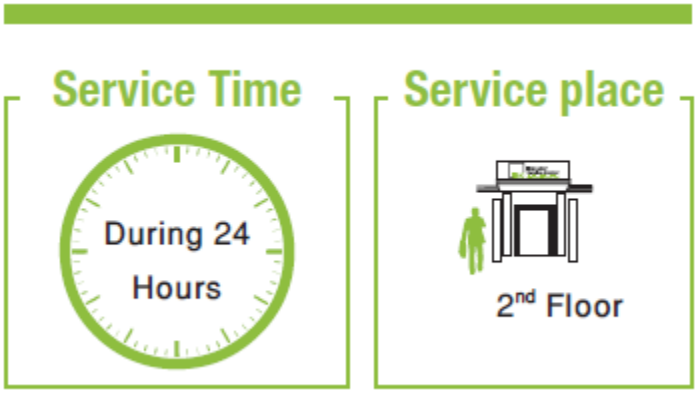




Receive the minutes ratified by GAFI.

Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying BoD meeting minutes	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Authenticating BoD meeting minutes by the Ministry of Foreign Affairs Office at ISC	EGP 405 per copy		



Note:

1. You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(C) Ratification of Managerial Decisions Related to Limited Liability Companies incorporated in accordance with Law 72/2017 or Law 159/1981

Required Documents:

1. The original managerial decision printed out on the company letterhead, approved by the company manager, stamped with the company seal, and quoting at its end the acknowledgment stipulated in GAFI CEO Decree 270/2023.
2. A recent (no older than three months) official copy of the commercial registry of the company.
3. The Investment/Company Gazette issue, as amended, and the company's articles of association.
4. Service fee payment receipt.
5. The background check consent forms related to the foreigners.
6. In the event that the company would like to open a branch in Sinai Peninsula, the service application form as well as the required documents must be provided.

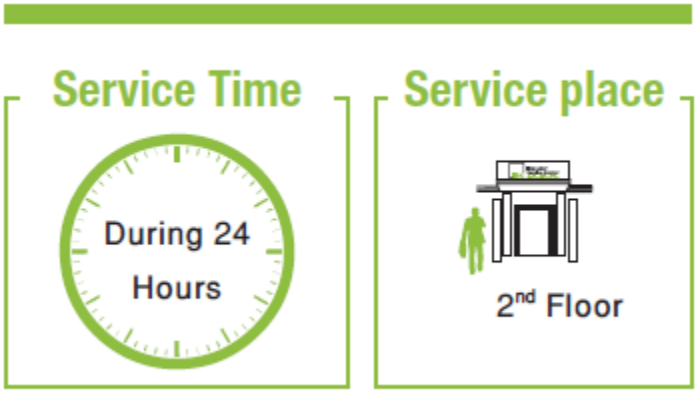
Steps:

1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, General Meetings Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Receive the managerial decision ratified by GAFI and stamped with the official seal of the Arab Republic of Egypt.



Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying an LLC managerial decision	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Authenticating an LLC managerial decision by the Ministry of Foreign Affairs Office at ISC	EGP 405 per copy		



Note:

1. You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(D) Ratification of Minutes of All Partners Meeting Regarding the Opening or the Closing of a Branch

Required Documents:

1. An application for minutes ratification addressed to the Head of the Investment Services Sector.
2. The original minutes of all partners meeting signed by all partners, stamped with the seal of the company and quoting at its end the acknowledgment stipulated in GAFI CEO Decree 270/2023.
3. A recent (no older than three months) official copy of the commercial registry of the company.
4. The Investment Gazette issue, as amended.
5. Service fee payment receipt.
6. The background check consent forms related to the foreigners.
7. In the event that the company would like to open a branch in Sinai Peninsula, the service application form as well as the required documents must be provided.

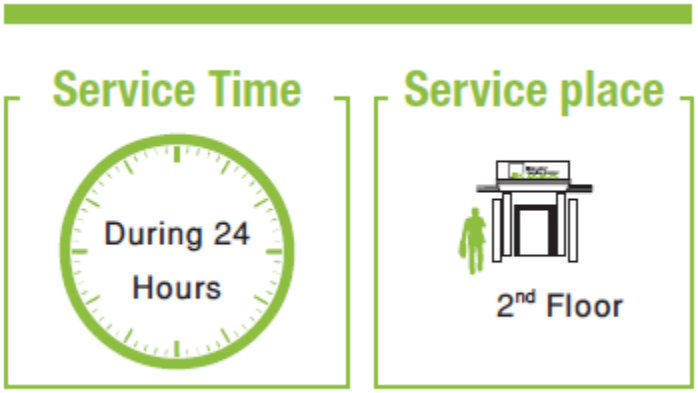
Steps:

1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, General Meetings Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Receive the minutes of all partners meeting regarding the opening or the closing of a branch ratified by GAFI and stamped with the official seal of the Arab Republic of Egypt.



Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying any minutes of all partners meeting regarding the opening or the closing of a branch	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Authenticating said minutes by the Ministry of Foreign Affairs Office at ISC	EGP 405 per copy		



Note:

1. You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(E) Ratification of Lists of Members of the Board of Directors of Joint Stock Companies

Required Documents:

1. An application for the ratification of the list printed out on the company letterhead, signed by the chair of the board of directors of the company (the "BoD chair") or his/her duly authorized representative, stamped with the company seal, and addressed to the Head of the Investment Services Sector.
2. The original list approved by the BoD chair. The list must be printed out on the company letterhead and stamped with the company seal. It must also quote at its end the acknowledgment stipulated in GAFI CEO Decree 270/2023 and must match the content registered with the Commercial Register.
3. A recent official copy of the commercial registry bearing the same date on which the application is submitted.
4. A copy of the articles of association of the company including the latest amendments thereto especially those pertaining to shareholders' structure.
5. Service fee payment receipt.
6. A proxy or a power of attorney by the BoD chair or the manager to his/her representative authorizing the latter to submit and receive the documents.

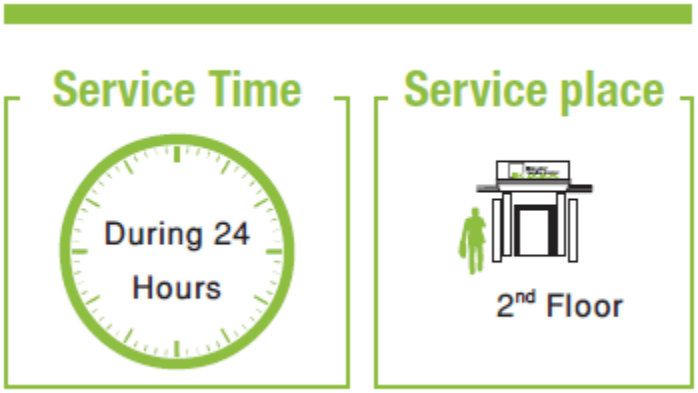
Steps:

1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, General Meetings Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Receive the list after being ratified by GAFI and stamped with the official seal of the Arab Republic of Egypt.



Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying the list of the members of the board of directors of a joint stock company	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Authenticating said list by the Ministry of Foreign Affairs Office at ISC	EGP 405 per copy		



Note:

1. You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(F) Ratification of Shareholders/Partners Lists of Companies Governed by Law 159/1981

Required Documents:

1. An application for the ratification of the list addressed to the Head of the Investment Services Sector, printed out on the company letterhead, signed by the chair of the board of directors of the company (the "BoD chair") or his/her duly authorized representative, or by any person so authorized by virtue of a duly executed proxy stamped with the seal of the company.
2. The original shareholders/partners list approved by the BoD chair or the manager, as the case may be + a copy printed out on the company letterhead, stamped with the company seal, signed by the auditor and stamped with auditor's office seal + proof of appointment of the auditor. The aforementioned original list must include at its end the acknowledgment stipulated in GAFI CEO Decree 270/2023.
3. A recent (no older than three months) official copy of the commercial registry of the company.
4. A copy of the articles of incorporation and association of the company.
5. For joint stock companies, the latest amendment to Article (7) of the articles of association which includes a shareholder/partner list corresponding to the one requested to be ratified, or the articles of association amending agreement notarized by the Real Estate Registration and Notarization Department (RERND).
6. For limited liability companies, the latest amendment to Article (5) of the articles of association which includes a list corresponding to the one requested to be ratified, or the articles of association amending agreement notarized by the Real Estate Registration and Notarization Department (RERND).
7. Service fee payment receipt.

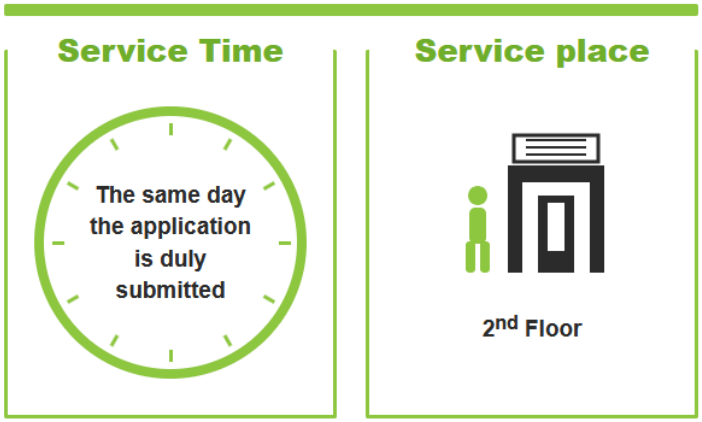
Steps:

4. Select the service type and take a queue number from the machine on the ground floor.
5. Go to the General Department for Corporate Legal Affairs, General Meetings Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
6. Receive the list after being ratified by GAFI and stamped with the official seal of the Arab Republic of Egypt.



Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying shareholders/partners list	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Authenticating said list by the Ministry of Foreign Affairs Office at ISC	EGP 405 per copy		



Note:

1. You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

III. Amendment Services





(A) Ratification of Minutes of Extraordinary General Meetings and Amendment of Articles of Incorporation and Association of Corporations

Required Documents:

1. The minutes of the board of directors meeting ("BoD meeting minutes") calling the extraordinary general meeting, in the event that the BoD meeting minutes are not referenced in the minutes of the extraordinary general meeting.
2. A proxy or a power of attorney ("PoA"), issued by the BoD chair or the manager, granting the attorney-in-fact the right to carry out the ratification procedures related to the minutes of the extraordinary general meeting, or a proxy clause in such minutes granting the attorney-in-fact the aforementioned right.
3. A recent (no older than three months) official copy of the commercial registry of the company. The original commercial registry must be submitted for matching against the copy.
4. The original minutes of the extraordinary general meeting submitted for ratification, printed on the company letterhead and signed by the meeting chair, the auditor, the secretary, and the vote teller(s) on each page + the number of copies to be ratified + a declaration as to the accuracy of the documents + the company's seal + the auditor's seal.
5. The original attendance sheet of the shareholders or partners, prepared according to the latest shareholder/partner structure, or a statement from Misr for Central Clearing, Depository and Registry (MCDR) — as of the date the invitations were sent (reflecting trading activity) — signed by the meeting chair, the auditor, the secretary, and the vote teller(s), and stamped with the company's seal (an original wet-ink seal) as well as the auditor's seal + proxies for attendance, if any, in the event they are not referenced in the minutes.
6. The company's Investment Gazette issue, or the company's articles of incorporation and incorporation decree, and all issued amendments related to the company.
7. A complete copy of the Investment Gazette issue related to the incorporation of the company + a copy of the previously issued amendments.
8. The draft amending agreement comprising the amended articles to be added to the company's articles of association (in the event that there is an amendment to be ratified).
9. Service fee payment receipt.
10. A copy of the applicant's personal ID.
11. A background check consent form related to the foreign shareholders/partners and the newly appointed members of the board of directors and managers.

Additional Required Documents in Special Cases to be submitted together with the aforementioned Required Documents:

1) Name Change: A certificate of non-confusion of the company's name to be obtained from the Commercial Register.
2) Object Change: The competent governmental agency(ies)'s approval(s) depending on the business activity of the company (approvals by Central Bank of Egypt, Civil Aviation Authority, Ministry of Tourism…etc., as applicable).
3) In the event of the death of one of the shareholders/partners: evidence of the distribution of the deceased's shares among the legal heirs, as cited in the minutes of the meeting.
   In respect of limited liability companies, the following must be submitted: the death certificate + the decree of distribution + a statement by the company's auditor, issued under his own liability, evidencing the distribution of the inheritance in accordance with the decree of distribution — or, alternatively, this may be stated within the minutes, with the inheritance distributed to the legal heirs according to their legal shares.
4) The national ID cards of all new BoD members.

5) Corporate capital increase:

(a) In the event of an increase through retained earnings, reserves, and credit balances, the prior approval of the Economic Performance Sector must be submitted.

(b) Corporate issued capital increase by cash:

- *For joint stock companies:*

- If the issued capital has been paid in full prior to the issued capital limit increase, a bank attestation letter evidencing payment of at least 10% [of such increase] must be submitted.
- If the issued capital is increased while it has not been fully paid, a bank attestation letter must be submitted evidencing payment of the increase at a percentage no less than the percentage of the issued capital paid prior to the increase, together with evidence that the existing shareholders do not wish to participate in the increase, or in the subscription procedures for the increase, in the event that they did not attend the meeting.

- *For limited liability companies:*

- A bank attestation letter evidencing full payment of the increase in the company's issued capital must be submitted.

(c) Corporate issued capital increase by in-kind shares:

- *For joint stock companies:*

- The applicant must submit the GAFI-approved report prepared by the committee formed from among GAFI staff.

- *For limited liability companies*:

- A valuation expert report must be submitted, together with evidence of the partners' approval of the valuation at the general meeting adopting the increase.

12. In the event of a capital reduction, the prior approval of the Economic Performance Sector must be submitted.
13. In respect of share/stock trading, and the amendment of Article (7 or 5), as applicable:
    - *For joint stock companies:*
      - The applicant must submit the notices of transfer of ownership obtained from the Egyptian Exchange (EGX), or a statement from Misr for Central Clearing, Depository and Registry (MCDR). For any projects set up in Sinai, the applicant must submit the aforementioned notices/statement together with the share trading approval.
    - *For limited liability companies:*
      - As per article (9) of the company's articles of incorporation, the applicant must submit the stocks sale agreement(s) signed on each page by the seller and the buyer.
14. The competent governmental agency(ies)'s prior approval, if the company's object requires that a prior special approval be obtained under the applicable laws.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Receive the minutes ratified by GAFI and the amending agreement (if any), and proceed to the Bar Association office to have the amending agreement endorsed, then to the Real Estate Registration and Notarization Office to have it notarized, and finally to the Commercial Register to update the company's commercial registry. Please note that, in the event of an increase or reduction in the company's capital, the ratified minutes and the amending agreement will be delivered only after GAFI receives the Financial Regulatory Authority's approval in this regard.



Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying the minutes of the extraordinary general meeting	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Ratifying the amending agreement	EGP 405 per copy		
A letter addressed to the Financial Regulatory Authority ("FRA") confirming the increase or reduction of the capital of the joint stock company/partnership limited by shares and recommending the issuance of the shares in connection with such capital increase/reduction.	EGP 405 per copy		

Service Place



2nd Floor

Service Time

- If the minutes of the extraordinary general meeting are the only document submitted for ratification, with no amendment requested to the company's articles of incorporation, the service turnaround time will be two (2) business days, starting from the next day a complete application is duly received.
- If the minutes of the extraordinary general meeting are submitted for ratification, while there is a capital increase/reduction, the service turnaround time will be as follows:
  i) Two (2) business days, starting from the next day the ISC receives a complete application for sending a letter to FRA recommending the issuance of the shares related to the capital increase/reduction;
  ii) One (1) business day following receipt of FRA's approval.
- If the minutes of the extraordinary general meeting are submitted for ratification, while there is an amendment (other than capital increase/reduction), the service turnaround time will be two (2) business days starting from the next day a complete application is duly received.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(B) Ratification of Joint Stock Company BoD Minutes of Meeting adopting Capital Increase as well as the Agreement Amending Articles 6&7 of the Company's Articles of Association

Required Documents:

1. The BoD meeting minutes requested to be ratified. The minutes must be submitted either as written down in the company's books or as printed out on the company letterhead, must be stamped with the seal of the company, and must be signed by the meeting chair and secretary whose signatures must be affixed to each page of the minutes. The minutes must also include at their end the acknowledgment stipulated in GAFI CEO Decree 270/2023.
2. The company's articles of association and any amendments thereto (if any).
3. The proxies, if they are not included in the minutes.
4. A recent (no older than three months) official copy of the commercial registry of the company. The original commercial registry must be submitted for matching against the copy.
5. A power of attorney granting the attorney-in-fact the right to submit and receive the documents, if there is no proxy clause to that effect in the minutes requested to be ratified.
6. Service fee payment receipt.
7. The background check consent forms, if there are new foreign partners in the company.
8. In respect of any matters relating to Sinai Peninsula, the service application form as well as the required documents must be provided.
9. A copy of the applicant's personal ID.

10. <u>Documents to be submitted depending on how the capital is increased:</u>
    a. If the issued capital is going to be increased through retained earnings, reserves, and credit balances, the prior approval of the Economic Performance Sector must be submitted.
    b. If the issued capital is fully paid and the applicant would like to increase the limit of such capital by cash, the applicant must submit a bank attestation letter evidencing payment of at least 10% of such increase.
11. The competent governmental agency(ies)'s prior approval(s), if any of the newly-added business objectives requires under the applicable laws that such prior approval(s) be obtained.

Steps:

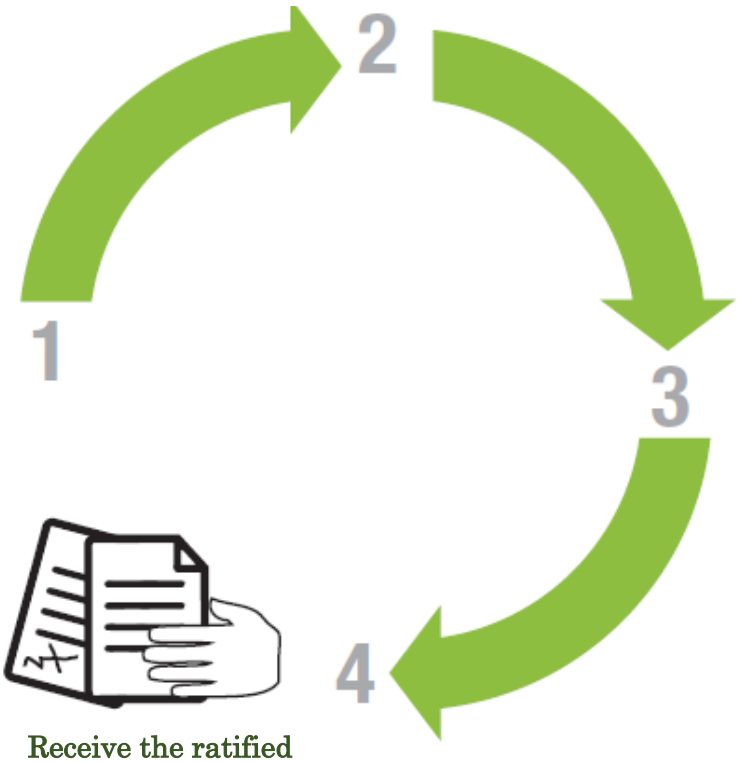
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Visit GAFI to receive a letter addressed to FRA.
4. After the receipt of FRA's approval, visit GAFI to receive the two BoD minutes and the amending agreement after having been ratified. Then, go to the Bar Association to have the amending agreement endorsed, then to the Real Estate Registration and Notarization Office to have it notarized, and then to the Commercial Register to have the company's commercial registry updated.



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive a letter addressed to FRA

Receive the ratified documents

Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying two BoD meeting minutes and the agreement amending the company's articles of association	EGP 1,205	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Sending a letter to FRA recommending the issuance of the shares related to the capital increase	EGP 405		

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

Service Place



2nd Floor

Service Time



- Two (2) business days as of the next day the competent department receives a complete application for sending a letter to FRA recommending the issuance of the shares related to the capital increase.
- 1 business day following receipt of FRA's approval.

(C) Amendment of Articles of General/Limited Partnerships

Required Documents:

1. The original agreement amending the partnership's articles, signed by all the partners of the company, including a preamble clause on the historical development of the partnership since the date of GAFI's approval of its incorporation and its entry in the Commercial Register, and all amendments made to the provisions of the partnership's articles + the full text of the provisions to be amended, in their original and amended forms.
2. Powers of attorney (PoAs), made personally by all the partners, authorizing the making of amendments to the partnership's articles, or the withdrawal of any partner(s) from it, or the incorporation of the partnership itself, as applicable.
3. The partnership's Investment Gazette issue. Alternatively, the applicant may submit the articles of the partnership and the incorporation decree as well as all amendments made in connection with the partnership.
4. A recent (no older than three months) official copy of the commercial registry of the company. The original commercial registry must be submitted for matching against the copy.
5. The background check consent forms related to the foreign partner(s) in the partnership.
6. A copy of the national ID cards of the new partners or their birth certificates, if they are minors.
7. A copy of the applicant's personal ID.
8. Service fee payment receipt.

Required Documents in special cases:

9. If the partnership would like to change its object, the applicant must submit all of the aforementioned documents together with the competent governmental agency(ies)'s approval(s) (i.e., the approval of the Ministry of Tourism) if the partnership's business activity so requires under the applicable laws.
10. In respect of companies founded in Sinai, such companies must fill in and submit the service application form + the documents required to be referred to the National Authority for the Development of the Sinai Peninsula.
11. In the event of the death of a partner, the decree of distribution + the distribution of shares among the legal heirs as cited in the minutes of the meeting of all partners must be submitted.
12. If the partnership's capital is going to be increased, the following must be submitted:
    (a) A solvency statement {applicable only if the capital increase exceeds one million Egyptian pounds (EGP 1,000,000)};
    (b) A bank account statement for each partner, reflecting at least 10% of his/her share in the increase.
13. The competent governmental agency(ies)'s prior approval(s), if any of the newly-added business objectives requires under the applicable laws that such prior approval(s) be obtained.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Visit GAFI to receive the agreement amending the articles of the partnership ratified by GAFI. Then head to the Bar Association office to have such document endorsed, then to the Real Estate Registration and Notarization Department to have it notarized and then submit it to the General Department for Corporate Legal Affairs to complete the remaining procedures and to obtain the amending decree.
4. Visit GAFI to receive the document required for updating the partnership's commercial registry.



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.

1

2



Visit GAFI to receive the draft amending agreement so that you can have it endorsed, notarized and returned to the General Department for Corporate Legal Affairs.

3

4



Receive the ratified documents

Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying the agreement amending the articles of the partnership	EGP 405	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Service Place



2nd Floor

Service Time

- One (1) business day as of the next day the applicant submits a complete application for the ratification of the draft amending agreement
- One (1) business day as of the next day the applicant submits the draft amending agreement after having it notarized and having the amending decree issued.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(D) Amendment of Basic Data of Sole Proprietorships

Required Documents:

1. An application for the amendment of the data of a sole proprietorship signed by the sole proprietor or his/her duly authorized attorney.
2. A copy of the letter from GAFI to the Commercial Register that licenses the establishment of the sole proprietorship. + a copy of any letter issued in respect of any amendments related to the sole proprietorship.
3. A recent (no older than three months) official copy of the commercial registry of the sole proprietorship. The original commercial registry must be submitted for matching against the copy.
4. A power of attorney made personally by the sole proprietor allowing the amendment of the sole proprietorship in the event that an application for such amendment is made by the duly authorized attorney.
5. A copy of the tax card.
6. The publication fee payment receipt (if the documents are accepted).
7. A copy of the applicant's personal ID.
8. A background check consent form in case of amendment while the proprietor is non-Egyptian.
9. Service fee payment receipt.
10. If the applicant would like to increase the issued capital of the sole proprietorship, it must provide:
    (a) A solvency statement signed and sealed by the auditor, in case the capital is to be increased by more than two million Egyptian pounds but less than ten million Egyptian pounds; or
    (b) A bank attestation letter evidencing the deposit of at least 10% of the capital increase amount, in case the capital increase exceeds 10 million Egyptian pounds.
11. The competent governmental agency(ies)'s prior approval(s), if any of the newly-added business objectives requires under the applicable laws that such prior approval(s) be obtained.

Steps:

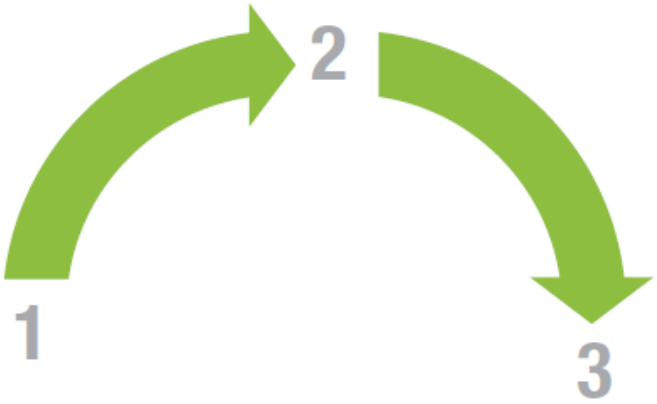
1. Select the service type and take a queue number from the machine on the ground floor, and your documents will be processed.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Visit GAFI to receive the letter addressed to the Commercial Register and the Egyptian Tax Authority, as well as the Gazette issue.



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive the ratified document(s).

Fees

Service Description	Fee	Payable to	Place of Payment
Sole proprietorship data amendment	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Service Place



2nd Floor

Service Time

- Two (2) business days as of the next day the competent department receives an application for the amendment of the data of the sole proprietorship.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(E) Legal Structure Change

Required Documents:

1. GAFI Committee valuation report valuating the company applying for legal structure change.
2. The minutes of the extraordinary general meeting (or the minutes of the meeting of all partners) in which the valuation outcome reached by GAFI Committee in respect of the relevant company is approved. The required documents listed in the application for the ratification of the minutes of the extraordinary general meeting must be submitted as well.
3. A recent (no older than three months) official copy of the commercial registry of the company. The original commercial registry must be submitted for matching against the copy.
4. In respect of partnerships, powers of attorney made personally by all partners.
5. A copy of all amendments issued in respect of the company.
6. The draft articles of partnership/articles of incorporation and association, as the case may be, of the new company preceded by a preamble explaining the change of the legal structure.
7. A copy of the applicant's personal ID.
8. Service fee payment receipt.

Additional Required Documents in Special Cases to be submitted together with the aforementioned Required Documents:

9. **Name Change**: In respect of applications for the change of the company's name, the applicant must submit a certificate of non-confusion of the company's name obtained from the Commercial Register.
10. **Object**: In respect of applications for the change of the object of the company, the applicant must submit the competent governmental agency(ies)'s approval(s) depending on the business activity of the company (approvals by Civil Aviation Authority, Ministry of Tourism…etc., as applicable).
11. **Project Site**: In respect of companies founded in Sinai, the applicant must fill in and submit the service application form + the documents required to be referred to the National Authority for the Development of the Sinai Peninsula.
12. **Capital Increase by Cash:**
    - In respect of joint stock companies and partnerships limited by shares, the applicant must submit a bank attestation letter evidencing payment of at least 10% of the capital increase.
    - In respect of limited liability companies, the applicant must submit a bank attestation letter evidencing full payment of the capital increase.
13. The competent governmental agency(ies)'s prior approval(s), if any of the newly-added business objectives requires under the applicable laws that such prior approval(s) be obtained.

Steps:

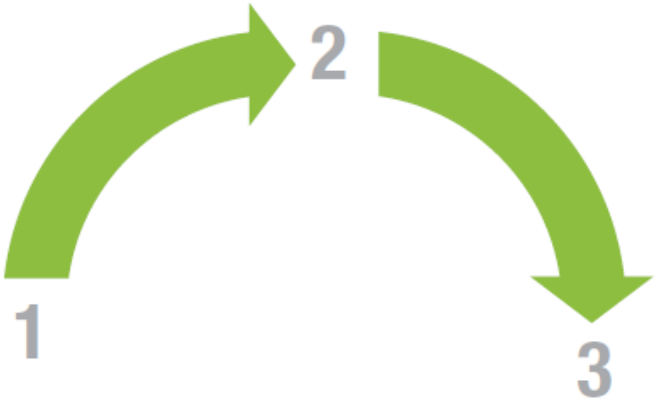
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. If the company is a joint stock company or partnership limited by shares, visit GAFI – after receipt of FRA's approval related to the issuance of the shares effecting the change of the legal structure – to receive the ratified minutes of the extraordinary general meeting, articles of incorporation/partnership and/or articles of association, as the case may be. In respect of other partnerships, visit GAFI to receive the ratified articles of partnership. The documents should then be submitted to the Bar Association for endorsement, followed by notarization at the Real Estate Registration and Notarization Office and recording of the relevant change in the Commercial Register.



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive the ratified document(s).

Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying two minutes of the extraordinary general meeting of any corporation	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Ratifying the articles of incorporation/partnership and the articles of association, as the case may be.	EGP 405		
A letter addressed to the Financial Regulatory Authority ("FRA") recommending the issuance of capital shares, if the company is going to be converted into a joint stock company or a partnership limited by shares.	EGP 405		

Service Place



2nd Floor

Service Time

- If the company is going to take the legal structure of a joint stock company or a partnership limited by shares, the service turnaround time will be:
  1) Two (2) business days, starting from the next day the competent department receives a complete application for sending a letter to FRA recommending the issuance of the capital shares; and
  2) One (1) business day following receipt of FRA's approval.
- If the company is going to take the legal structure of a limited liability, the service turnaround time will be two (2) business days as of the next day a complete application is duly received.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(F) Legal Persons Conversion (Transitioning from Law 72/2017 to Law 159/1981 and Vice Versa)

Required Documents:

1. An application for carrying out the conversion procedures signed by the BoD chair or the managing director and bearing the company's seal.
2. GAFI Committee valuation report in respect of the net equity of the legal person (applicable only to partnerships and limited liability companies).
3. The original minutes of the extraordinary general meeting (or the original minutes of the meeting of all partners) approving the conduction of the conversion procedures. The applicant must also submit the required documents specified in the application for the ratification of the extraordinary general meeting/the meeting of all partners, as the case may be.
4. A certificate of non-confusion of the company's name, if the company's name is changed.
5. Powers of attorney made personally by the partners authorizing the conduction of the conversion procedures (applicable only to partnerships).
6. A proxy or a power of attorney, signed by the chair of the board of directors and stamped with the company's seal, authorizing the attorney-in-fact to submit and receive the documents.
7. The company's Investment Gazette issue + any amendments.
8. A recent (no older than three months) official copy of the commercial registry of the company. The original commercial registry must be submitted for matching against the copy.
9. A copy of the applicant's personal ID.
10. A copy of the new articles of association in accordance with Law 159/1981 preceded by a preamble stating a background on the development of the company since the incorporation date until the conversion date signed by the duly authorized representative of the company.
11. An acknowledgment by the company that it will waive the privileges and guarantees (if any) available to it under the Investment Law.
12. Service fee payment receipt.
13. The competent governmental agency(ies)'s prior approval(s), if any of the newly-added business objectives requires under the applicable laws that such prior approval(s) be obtained.

Steps:

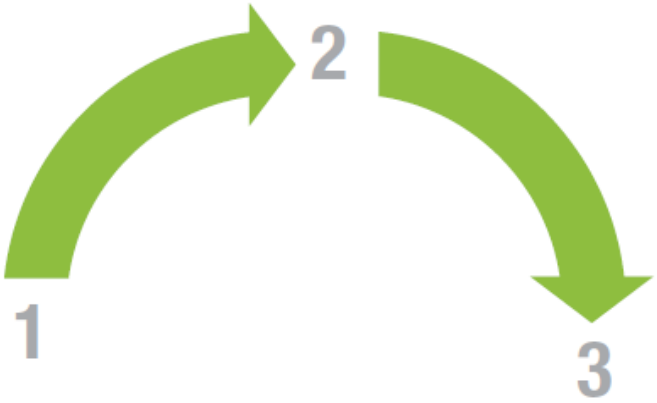
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Visit GAFI to receive the following documents:
    - **In respect of corporations**: the two minutes of the extraordinary general meetings and the conversion agreement, after having been ratified by GAFI. Visit the Bar Association to have the agreement endorsed; then go to the Real Estate Registration and Notarization Department to have such document notarized, and then to the Commercial Registry to update the company's commercial registry.
    - **In respect of partnerships**: the conversion agreement will be handed over after the obtainment of the approval of the Financial Regulatory Authority ("FRA"). After that, visit the Bar Association to have the articles endorsed; then go to the Real Estate Registration and Notarization Department to have such document notarized, and then to the Commercial Registry to update the company's commercial registry.



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive the ratified document(s).

Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying two minutes of the extraordinary general meeting	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Ratifying the conversion agreement.	EGP 405		
A letter addressed to FRA recommending the issuance of capital shares (applicable to any partnership governed by Law 72/2017 being converted into a joint stock company governed by Law 159/1981).	EGP 405		

Service Place



2nd Floor

Service Time



- Three (3) business days as of the next day a complete application is duly received.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(G) Legal Persons Conversion (Transitioning from the Free Zones Framework to the Internal Investment Framework under Law 72/2017 or to Law 159/1981)

Required Documents:

1. A certificate of non-confusion of the company's name.
2. A recent (no older than three months) official copy of the commercial registry of the company. The original commercial registry must be submitted for matching against the copy.
3. A copy of the new articles of association of the company preceded by a preamble stating a background on the development of the company since the incorporation date until the conversion date signed by the duly authorized representative of the company.
4. GAFI's approval related to the conversion (moving from the Free Zones Framework to the Internal Investment Framework or to Law 159/1981).
5. The minutes of the extraordinary general meeting approving the conduction of the conversion procedures and including the name, object and articles required to be amended to regularize the company's position. The applicant must also submit the required documents specified in the application for the ratification of the extraordinary general meeting.
6. A copy of the applicant's personal ID.
7. Service fee payment receipt.
8. The competent governmental agency(ies)'s prior approval(s), if any of the added business objectives requires under the applicable laws that such prior approval(s) be obtained.

Steps:

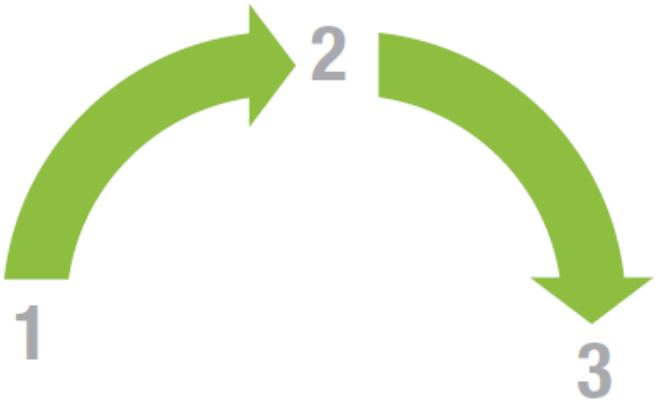
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Visit GAFI to receive the minutes of the extraordinary general meeting and the draft conversion agreement after having been ratified by GAFI. After that, go to the Bar Association to have the agreement endorsed; then to the Real Estate Registration and Notarization Department to have such document notarized, and then to the Commercial Registry to update the company's commercial registry.



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive the ratified document(s).

Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying the conversion agreement whereby the company will be governed by Law 72/2017 or Law 159/1981 instead of the Free Zones Framework.	EGP 405	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Ratifying the minutes of the extraordinary general meeting.	EGP 405 per copy		

Service Place



2nd Floor

Service Time

- Two (2) business days as of the next day a complete application is duly received.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(H) Merger through Absorption

Required Documents:

1. GAFI Committee valuation report in respect of the net equity of both the merging and the merged companies.
2. The minutes of the extraordinary general meeting (or the minutes of the meeting of all partners) of both the merging and the merged companies consenting to the valuation outcome reached by GAFI. The minutes of the extraordinary general meeting of the merging company must include an approval on the amendment of the articles of association related to the merger process. The applicant must also submit the required documents specified in the application for the ratification of the minutes of the extraordinary general meeting.
3. A recent (no older than three months) official copy of the commercial registry of the merging company and that of the merged company. Both of the original commercial registries must be submitted for matching against the copies.
4. A copy of each power of attorney (applicable only to partnerships).
5. A copy of all amendments and decrees issued in respect of both the merging and merged companies.
6. A merger agreement comprising a background on the development of both the merging and the merged companies since the incorporation date until the merger date.
7. The merging company's draft amending agreement comprising the full text of the articles to be amended in their original and amended forms.
8. The approval of the Central Bank of Egypt (CBE). This is a mandatory requirement for banks and exchanges.
9. A copy of the applicant's personal ID.

Additional Required Documents in Special Cases to be submitted together with the aforementioned Required Documents:

10. **Name Change**: In respect of applications for the change of the company's name, the applicant must submit a certificate of non-confusion of the company's name obtained from the Commercial Register.
11. **Object**: In respect of applications for the change of the object of the company, the applicant must submit the competent governmental agency(ies)'s approval(s) depending on the business activity of the company (approvals by Central Bank of Egypt, Civil Aviation Authority, Ministry of Tourism…etc., as applicable).
12. **Capital Increase by Cash**: In respect of joint stock companies, the applicant must submit a bank attestation letter evidencing payment of at least 10% of the capital increase.
13. The background check consent forms related to the foreign partner(s), if any.
14. The competent governmental agency(ies)'s prior approval(s), if any of the added business objectives requires under the applicable laws that such prior approval(s) be obtained.

Steps:

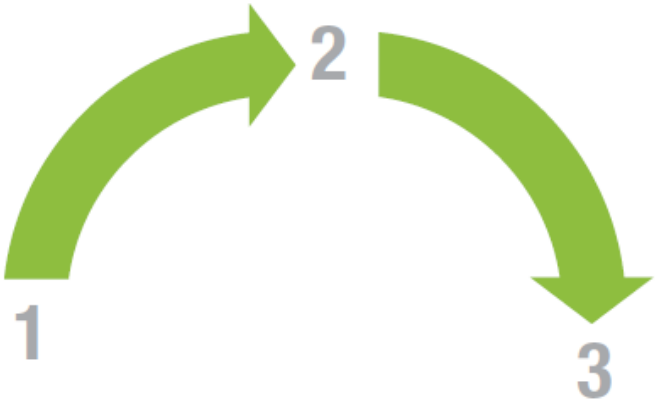
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Visit GAFI (after the receipt of the approval of FRA on the issuance of the merger shares) to receive the two minutes of the extraordinary general meeting, the merger agreement, the amending agreement, and GAFI CEO Decree licensing the merger after having been ratified by GAFI. Then proceed to the Bar Association to have the agreements endorsed; then to the Real Estate Registration and Notarization Department to have them notarized, and then to the Commercial Register to update the company's commercial registry.



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive the ratified document(s).

Service Place



2nd Floor

Service Time

- Two (2) business days, starting from the next day the competent department receives a complete application for sending a letter to FRA recommending the issuance of the merger shares.
- Two (2) business days following receipt of GAFI CEO Decree licensing the merger.

Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying two minutes of the extraordinary general meeting of any corporation	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Ratifying the merger agreement and the amending agreement.	EGP 810		
A letter addressed to the Financial Regulatory Authority ("FRA") recommending the issuance of capital shares.	EGP 405		

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(I) Corporate Split-up

Required Documents:

1. GAFI Committee valuation report on the valuation and split-up of the company into two or more companies.
2. The minutes of the extraordinary general meeting of the company approving the valuation and the split-up. The applicant must also submit the required documents specified in the application for the ratification of the minutes of the extraordinary general meeting.
3. A recent (no older than three months) official copy of the commercial registry of the company. The original commercial registry must be submitted for matching against the copy.
4. A copy of the applicant's personal ID.
5. A copy of all amendments issued in respect of the company.
6. A draft split-up agreement setting out the process of splitting up the company into a split company and one or more resulting companies, together with an appendix comprising the full text of each and every article of the split company's articles requested to be amended.

Additional Required Documents in Special Cases to be submitted together with the aforementioned Required Documents:

7. **Name Change**: The applicant must submit a certificate of non-confusion of the company's name obtained from the Commercial Register.
8. **Object**: The applicant must submit the competent governmental agency(ies)'s approval(s) depending on the business activity of the company (approvals by Central Bank of Egypt, Civil Aviation Authority, Ministry of Tourism…etc., as applicable).
9. **Capital Increase by Cash**:
   - The applicant must submit a bank attestation letter evidencing payment of at least 10% of the capital increase.
   - In respect of limited liability companies, the applicant must submit a bank attestation letter evidencing full payment of the capital increase.
10. The background check consent forms related to the foreign partner(s), if any.
11. The competent governmental agency(ies)'s prior approval(s), if any of the added business objectives requires under the applicable laws that such prior approval(s) be obtained.

Steps:

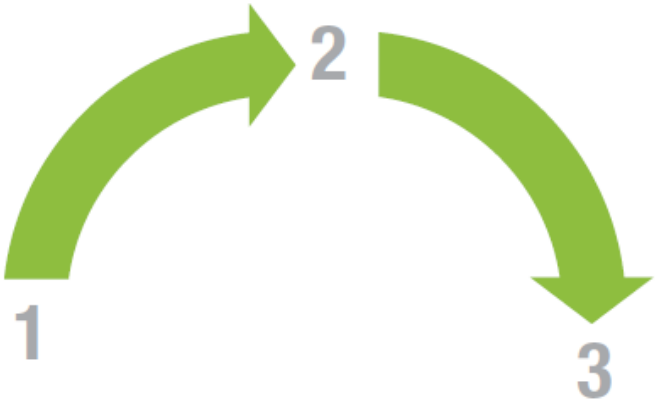
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Visit GAFI (after the receipt of FRA's approval on the issuance of the shares related to the split-up) to receive the minutes of the extraordinary general meeting, the split-up agreement, and the amending agreement after being ratified as well as GAFI CEO Decree licensing the split-up. Then proceed to the Bar Association to have such documents endorsed; then to the Real Estate Registration and Notarization Department to have them notarized, and then to the Commercial Register to update the commercial registry of each company.



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive the ratified document(s).

Service Place



2nd Floor

Service Time

- Two (2) business days, starting from the next day the competent department receives a complete application for sending a letter to FRA recommending the issuance of the shares related to the split-up.
- Two (2) business days following receipt of the approval on the Decree licensing the split-up.

Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying two minutes of the extraordinary general meeting.	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Ratifying the split-up agreement and the amending agreement.	EGP 810		
A letter addressed to FRA recommending the issuance of the capital shares related to the split-up.	EGP 405		

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(J) Corporations/Partnerships Liquidation (Phase I: Initiating or Abandoning Liquidation Proceedings)

Required Documents:

For General and Limited Partnerships:

1. The minutes of the meeting of all partners signed by all partners in which the liquidation proceedings are approved to be initiated, a liquidator is appointed, the liquidator's duties and remuneration are specified, and the reasons for, and the duration of, the liquidation are set out. The applicant must comply with Article 6 of Law 72/2017 and Article 39 of its Executive Regulations regarding the liquidation proceedings applicable to corporations/partnerships.
2. A copy of the articles of partnership, the latest agreement in which article 5 of the articles of the partnership is amended, in order to ascertain the latest partner list, and the latest decree issued in respect of the partnership.
3. Powers of attorney signed by all partners authorizing the liquidation of the partnership.
4. A recent (no older than three months) official copy of the commercial registry of the partnership.
5. A copy of the applicant's personal ID.
6. The competent governmental agency(ies)'s prior approval(s), if any of the added business objectives requires under the applicable laws that such prior approval(s) be obtained.

To abandon the liquidation proceedings, the applicant must submit the minutes of the meeting of all partners comprising the resolution of abandonment of liquidation together with an acknowledgement by the liquidator evidencing that no action has been taken in course of the liquidation proceedings, and that the partnership still maintains ownership of its movables and assets. The above specified documents in items 3, 4 and 5 must also be submitted.

For corporations:

1. The minutes of the extraordinary general meeting in which the liquidation proceedings are approved to be initiated, a liquidator is appointed, the liquidator's duties and remuneration are specified, and the reasons for, and the duration of, the liquidation are set out. The applicant must comply with GAFI Decree 1271/2006 on Corporations Voluntary Liquidation and must submit the documents listed in the application for the ratification of the minutes of the extraordinary general meeting.
2. The Central Bank of Egypt's approval (applicable only to banks and exchanges).
3. A copy of the applicant's personal ID.
4. Service fee payment receipt.

To abandon the liquidation proceedings, the applicant must submit (i) the liquidator's acknowledgment and (ii) the minutes of the extraordinary general meeting comprising the resolution of abandonment of liquidation. The applicant must also submit the documents listed in the application for the ratification of the minutes of the extraordinary general meeting.

Steps:

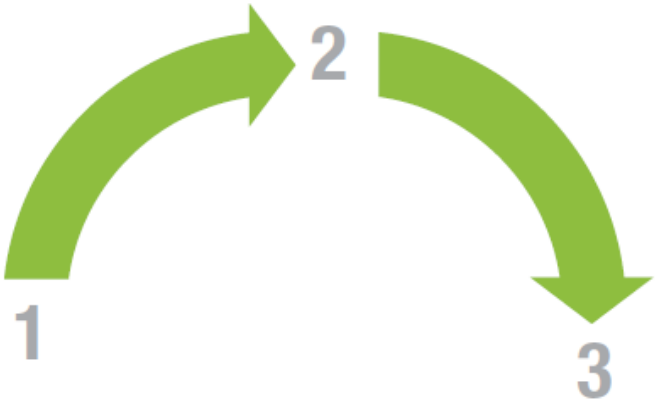
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Visit GAFI to receive the following documents:
   - **In respect of partnerships**, a letter addressed to the competent Commercial Register Office will be issued by the General Department for Corporate Legal Affairs and delivered to the liquidator or their authorized representative, so that the Commercial Register would update the partnership's status as being under liquidation and add to the partnership's commercial registry the name of the liquidator, the liquidator's duties, and the duration of the liquidation.
   - **In respect of corporations**, the ratified minutes of the extraordinary general meeting will be handed over and addressed to the competent Commercial Register Office so that the Commercial Register would update the corporation's status as being under liquidation and add to the corporation's commercial registry the name of the liquidator, the liquidator's duties, and the duration of the liquidation.



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive the ratified document(s).

Fees

Service Description	Fee	Payable to	Place of Payment
Ratifying the minutes of the extraordinary general meeting	EGP 405 per each ratified copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Ratifying the liquidation letter addressed to the Commercial Register	EGP 400 per each letter		

Service Place



2nd Floor

Service Time

- Two (2) business days as of the next day a complete application is duly received.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(K) Partnerships Liquidation (Phase II: Deregistration of the Partnership from the Commercial Register)

Required Documents:

1. The minutes of the meeting of all partners consenting to the ratification of the liquidation proceeds.
2. Evidence of publication in the Investment Gazette and a widely-circulated daily newspaper, or by any other electronic means, at the expense of the company under liquidation, within one week of the date of recording the liquidation in the Commercial Register, including the following:
   - The name of the company, followed by the phrase "under liquidation."
   - The name of the liquidator, the liquidation duration, and a summary of his duties.
   - The date on which the receipt of claims for debt collection, accompanied by their supporting documents, will commence, provided that such date is no earlier than one month after the date of publication.
3. An acknowledgment by the liquidator that he/she has completed the liquidation process and has settled all of the partnership's outstanding liabilities.
4. An acknowledgment by the liquidator and the partners that they are fully liable for the liquidation process, that all of the partnership's outstanding liabilities have been settled, that no other liabilities are payable by the partnership to the partners or third parties, and that the liquidation proceeds, if any, have been distributed among the partners.
5. A copy of the commercial registry, bearing an entry recording the liquidation and the liquidator's name in the field designated for that purpose, with the phrase "under liquidation" appearing alongside the partnership's name, not more than three months old. The original must be submitted for matching against the copy.
6. A declaration by the partners acknowledging their receipt of all their dues following the liquidation.
7. A copy of the applicant's personal ID.
8. Powers of attorney made personally by all of the partners authorizing the liquidation.
9. A copy of the partnership's incorporation documents and all amendments thereto, and the liquidation letter [issued] in Phase (I).
10. The final liquidation account, certified by the liquidator, prepared in accordance with the generally accepted Egyptian accounting rules and standards for the preparation of financial statements.
11. The competent governmental agency(ies)'s prior approval(s), if any of the added business objectives requires under the applicable laws that such prior approval(s) be obtained.
12. Evidence that the liquidator served on the administrative bodies (the National Organization for Social Insurance, the Customs Authority, the Egyptian Tax Authority) the notices of the liquidation of the partnership, provided that the date of delivery of such notices precedes by no less than 120 days the [liquidation] minutes submission date.
13. A declaration by the liquidator that he/she has not been notified by the administrative bodies of any outstanding liabilities owed by the company.

Steps:

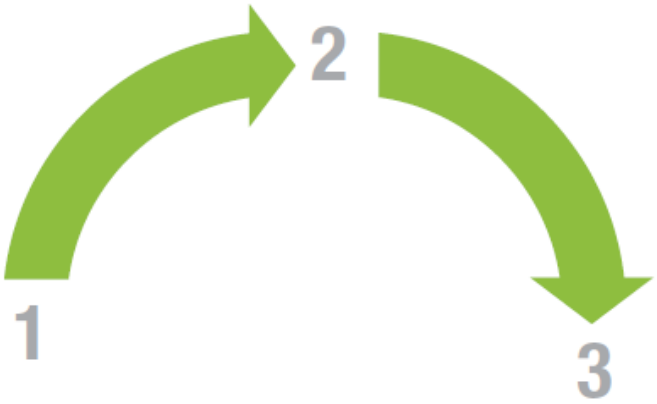
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. GAFI will hand over to the liquidator or his/her authorized attorney a letter addressed to the competent Commercial Register office whereby the Commercial Register would deregister the partnership.



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive the ratified document(s).

Fees

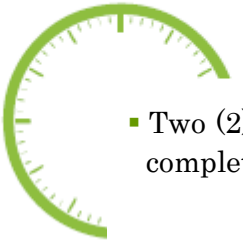
Service Description	Fee	Payable to	Place of Payment
Partnership liquidation – partnership deregistration from the Commercial Register	EGP 405 per each ratified copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Service Place



2nd Floor

Service Time



- Two (2) business days as of the next day a complete application is duly received.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

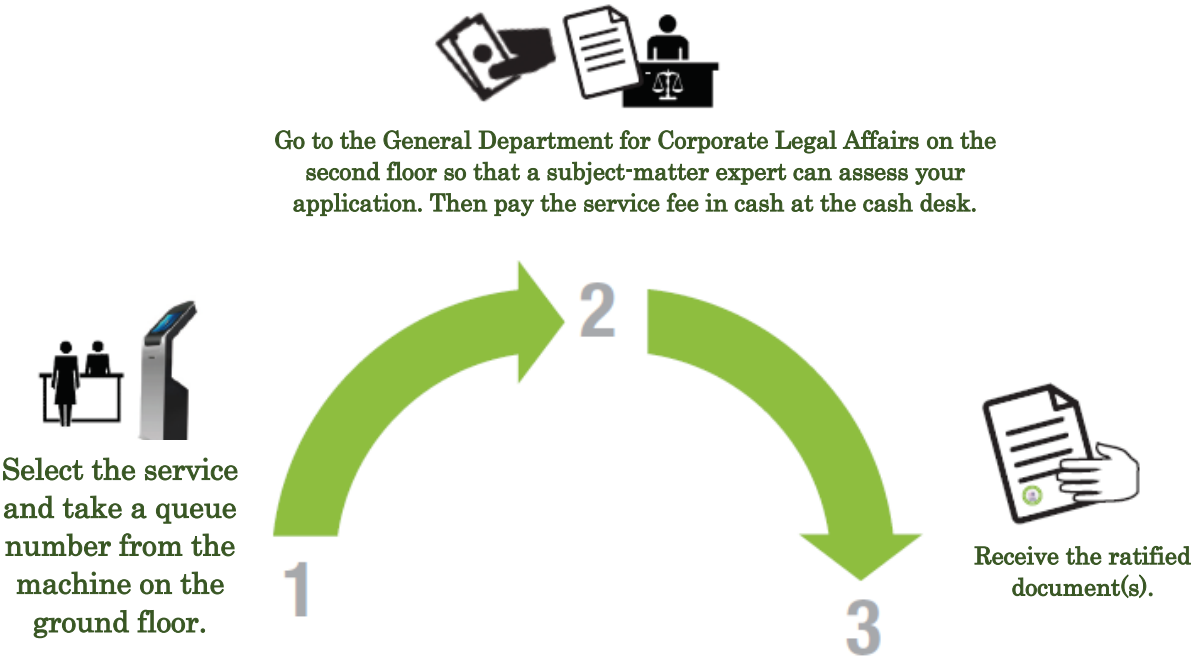
(L) Sole Proprietorships Deregistration

Required Documents:

1. An application for sole proprietorship deregistration signed by the sole proprietor or his/her authorized attorney.
2. A copy of the letter whereby the sole proprietorship was registered + a copy of any amendments thereto.
3. A copy of the power of attorney made personally by the sole proprietor to the attorney vesting the latter with the authority to apply for the sole proprietorship deregistration. Alternatively, the applicant may submit a proxy from the sole proprietor, provided that the validity of the signature affixed to the proxy be certified by a bank.
4. A recent (no older than three months) original commercial registry of the sole proprietorship.
5. A copy of the applicant's personal ID.
6. The competent governmental agency(ies)'s prior approval(s), if any of the added business objectives requires under the applicable laws that such prior approval(s) be obtained.
7. A copy of the tax card or evidence that the tax card has been previously handed over.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. GAFI will hand over to the sole proprietor or his/her authorized attorney a letter addressed to the competent Commercial Register office whereby the Commercial Register would deregister the sole proprietorship.



Fees

Service Description	Fee	Payable to	Place of Payment
Sole proprietorship liquidation	EGP 405 per each ratified copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Service Place



2nd Floor

Service Time

- Two (2) business days as of the next day a complete application is duly received.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(M) Data Amendment Related to Foreign Bank Branches

Required Documents in Respect of Foreign Bank Branch(es):

1. An application addressed to the Head of the Investment Services Sector, requesting the issuance of a letter encompassing the requested amendment(s) addressed to the Commercial Register.
2. The Central Bank of Egypt original letter approving the requested amendment(s).
3. A recent commercial registry, not more than three months old.
4. A power of attorney or a proxy duly made to the applicant. If such PoA or proxy is written in a foreign language, the applicant must submit a certified translation of it authenticated by the Egyptian Ministry of Foreign Affairs.
5. The branch regional manager's original letter approving the amendment(s). If such letter is written in a foreign language, the applicant must submit a certified Arabic translation of it.
6. The approval of the head office bank abroad in respect of the requested amendment(s) + a certified translation, in the event it is written in a foreign language.
7. The competent governmental agency(ies)'s prior approval(s), if any of the added business objectives requires under the applicable laws that such prior approval(s) be obtained.

Steps:

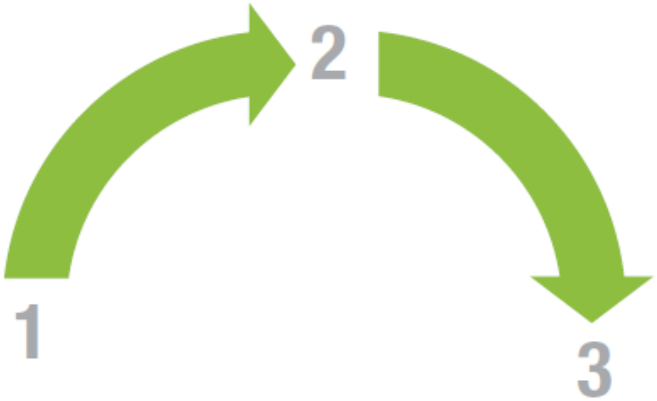
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Visit GAFI following the expiry of the service turnaround time to receive the documents and the letter addressed to the Commercial Register to update the branch's commercial registry.



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive the ratified document(s).

Fees

Service Description	Fee	Payable to	Place of Payment
Amendment of Data of Branches of Foreign Banks and Companies	EGP 2,005	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Service Place



2nd Floor

Service Time

- In respect of foreign bank branch(es), the service turnaround time would be two (2) business days as of the next day a complete application is duly received.
- In respect of foreign company branch(es), the service turnaround time would be one (1) business day as of the next day a complete application is duly received.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(N) Amendments Related to Single Member Companies

Required Documents:

1. The single member company (SMC) owner's decision encompassing all articles to be amended in their original and amended forms.
2. The SMC draft articles of association encompassing the articles in their original and amended forms and preceded by a preamble.
3. A copy of the SMC articles of association and any amendments thereto (if any).
4. A recent (no older than three months) official copy of the commercial registry. The original must be submitted for matching against the copy.
5. A power of attorney, made personally by the SMC owner or the corporate person that founded the SMC, authorizing the procedure to be taken (amendment, liquidation, etc.). Alternatively, the applicant may submit a proxy and the original decision.
6. A copy of the applicant's personal ID.
7. A background check consent form in case the owner is non-Egyptian.
8. Service fees payment receipt.
9. **Required Documents in Special Cases:**
    - SMC Name Change: A certificate of non-confusion of the company's name.
    - SMC Object Change:
      (a) A copy of the articles of association of the corporate person that founded the SMC.
      (b) The competent governmental agency(ies) prior approval(s) in the cases that so require.
    - SMC Capital Increase by Cash: A bank attestation letter evidencing full payment of the capital increase.
    - SMC Capital Increase by through a balance sheet provision (Retained Earnings/Reserves): The Economic Performance Sector's approval.
    - SMC Capital Increase by an In-kind Share: A valuation report prepared by a subject-matter expert and the SMC's owner's consent to the valuation.
    - SMC Capital Reduction: The Economic Performance Sector's approval.

Steps:

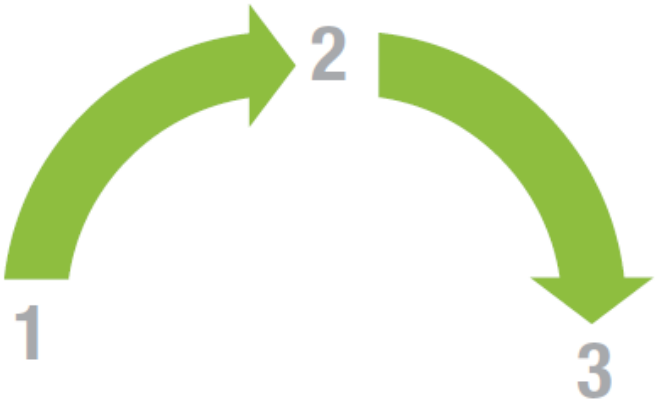
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Receive the ratified document(s).



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.

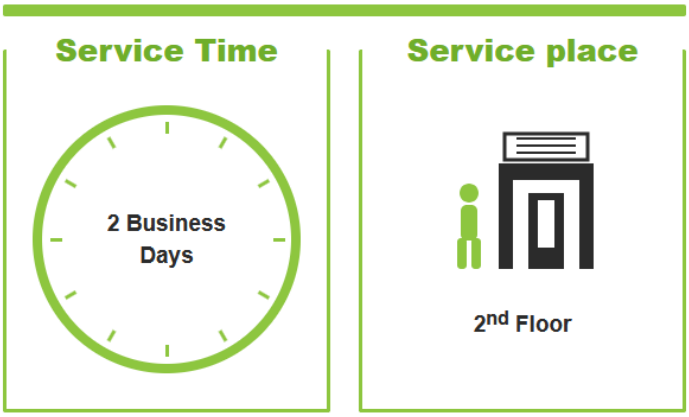




Receive the ratified document(s).

Fees

Service Description	Fee	Payable to	Place of Payment
Ratification of amendment(s) related to SMCs	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(O) Single Member Company Legal Structure Change

Required Documents:

1. The single member company (SMC) owner's decision that includes a provision to the effect that the legal structure of the company be changed. This decision must also include the name of the other legal structure requested to be adopted.
2. A copy of the SMC articles of association and any amendments thereto (if any).
3. A recent (no older than three months) official copy of the commercial registry. The original must be submitted for matching against the copy.
4. A power of attorney (PoAs), made personally by the SMC owner or the corporate person that founded the SMC, authorizing the procedure to be taken (amendment, legal structure change). Alternatively, the applicant may submit the original SMC owner decision as long as it includes a proxy clause authorizing the applicant to effect the legal structure change.
5. GAFI Committee valuation report in respect of the net equity of the SMC.
6. The SMC owner's decision approving the said valuation report and containing the particulars of the articles of association of the new legal structure to be adopted by the SMC.
7. PoAs made by the new partners authorizing [the applicant] to incorporate the new legal structure.
8. A bank attestation letter evidencing that at least 10% of the cash increase has been deposited, if the adopted legal structure is of a joint stock company.
9. The new articles of association.
10. A certificate of non-confusion of the new company's name.
11. The competent governmental agency(ies) (Ministry of Civil Aviation, Ministry of Tourism …etc.) prior approval related to the company's object, if so required.
12. A copy of the proof of possession, if it has been changed.
13. Copies of the national ID cards of the members of the Board of Directors.
14. In the event that the legal structure is changed because the capital is partially disposed of, the following documents must be submitted:
    - Evidence to the effect that GAFI has been notified in advance of the assignment or the disposal of the part of the capital; and
    - Evidence to the effect that the legal structure has been changed within 90 days from the date of the act of the disposal.
15. In the event that the legal structure is changed due to the death of the owner of the SMC, the following documents must be submitted:
    - The death certificate of the owner;
    - The decree of distribution of the inheritance; and
    - The successors' resolution to change the company's legal structure within six months from the owner's death date in order for the SMC to regularize its position.

Steps:

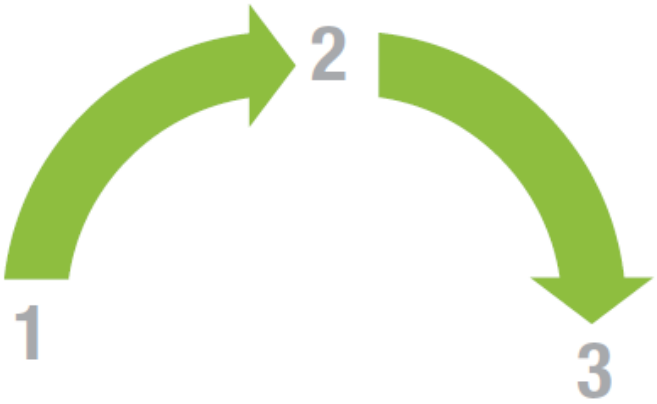
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Receive the ratified document(s).



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive the ratified document(s).

Fees

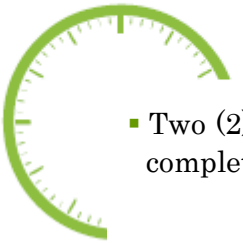
Service Description	Fee	Payable to	Place of Payment
Converting a single member company into a joint stock company or a limited liability company	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Service Place



2nd Floor

Service Time



- Two (2) business days as of the next day a complete application is duly received.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(P) Restructuring a Joint Stock Company, Limited Liability Company, or a Partnership Limited by Shares as a Single Member Company

Required Documents:

1. The minutes of the extraordinary general meeting whereby the legal structure of the company/partnership is approved to be changed due to the absence of the required quorum of the partners or the shareholders, as the case may be.
2. The draft articles of association of the single member company (SMC) including a preamble.
3. A copy of the articles of association of the company/partnership and any amendments thereto (if any).
4. A recent (no older than three months) official copy of the commercial registry. The original must be submitted for matching against the copy.
5. Evidence to the effect that the other shareholders or the partners, as the case may be, are no longer shareholders or partners in the company.
6. GAFI Committee valuation report in respect of the net equity of the company/partnership.
7. The minutes of the extraordinary general meeting in which the remaining shareholder/partner consents to GAFI's valuation report and the particulars of the articles of association of the new SMC.
8. A bank attestation letter evidencing full payment of the capital increase (if any).
9. The new articles of association of the SMC.
10. A power of attorney made by the remaining shareholder or partner, as the case may be, authorizing the change of the legal structure.
11. A certificate of non-confusion of the company's name.
12. The competent governmental agency(ies) (Ministry of Civil Aviation, Ministry of Tourism …etc.) prior approval related to the company's object, if so required.
13. The managers' acknowledgments of acceptance of appointment along with their IDs, if their appointment is not specified in the minutes.
14. The legal counsel's acceptance of appointment along with his/her Bar Association card, if his/her appointment is not specified in the minutes.

Steps:

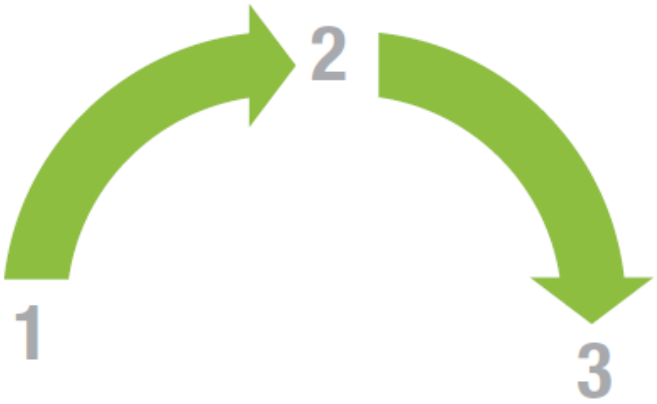
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Receive the ratified document(s).



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive the ratified document(s).

Fees

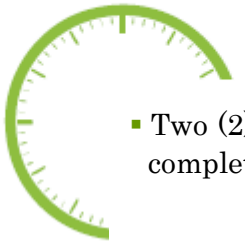
Service Description	Fee	Payable to	Place of Payment
Restructuring a corporation as a single member company	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Service Place



2nd Floor

Service Time



- Two (2) business days as of the next day a complete application is duly received.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(Q) Single Member Company Merger

Required Documents:

1. The single member company (SMC) owner's decision whereby the SMC would be merged, provided that each page of said decision be signed by the SMC owner.
2. A copy of the articles of association of the SMC and any amendments thereto (if any).
3. A recent (no older than three months) official copy of the commercial registry.
4. A power of attorney, made personally by the SMC owner or the corporate person that founded the SMC, authorizing the conduction of the amendment and merger proceedings.
5. GAFI Committee valuation report in respect of the net equity of the SMC.
6. The SMC owner's decision consenting to the valuation report, provided that each page of said decision be signed by the SMC owner.
7. A copy of all amendments related to both the merging and the merged companies.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Receive the ratified document(s).



Fees

Service Description	Fee	Payable to	Place of Payment
Single member company merger	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Service Place



2nd Floor

Service Time

- Two (2) business days as of the next day a complete application is duly received.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(R) Single Member Company Liquidation

Required Documents:

1. The single member company (SMC) owner's decision in which the liquidation proceedings are approved to be initiated, a liquidator is appointed, the liquidator's duties and remuneration are specified, and the duration of the liquidation is set out.
2. A copy of the articles of association of the SMC and any amendments thereto (if any).
3. A recent (no older than three months) official copy of the commercial registry. The original must be submitted for matching against the copy.
4. A power of attorney, made personally by the SMC owner, or the corporate person that founded the SMC, authorizing the initiation of the liquidation/dissolution proceedings. If the SMC owner's decision includes a proxy clause authorizing the initiation of the liquidation/dissolution proceedings, it will be accepted in lieu of the power of attorney.
5. A copy of the applicant's personal ID.
6. Service fees payment receipt.
7. If the liquidation is due to the expiry of the term of the corporate person, which founded the SMC, a copy of the document evidencing the deregistration of the corporate person from the Commercial Register must be submitted.
8. If the liquidation is due to the death of the owner of the SMC, the following documents must be submitted:
   - The owner's death certificate;
   - The decree of distribution of the inheritance;
   - The heirs' resolution to place the SMC under liquidation; and
   - Evidence that the six-month period for regularizing the SMC's position elapsed.
9. If the liquidation is because of disposing of a part of the capital without regularization within the 90-day period starting from the date of the act of the disposal, the following documents must be submitted:
   - Evidence to the effect that GAFI has been notified in advance of the assignment or the disposal of the part of the capital; and
   - Evidence to the effect that no action was taken within the 90-day period from the date of the act of the disposal to change the legal structure of the SMC.

Steps:

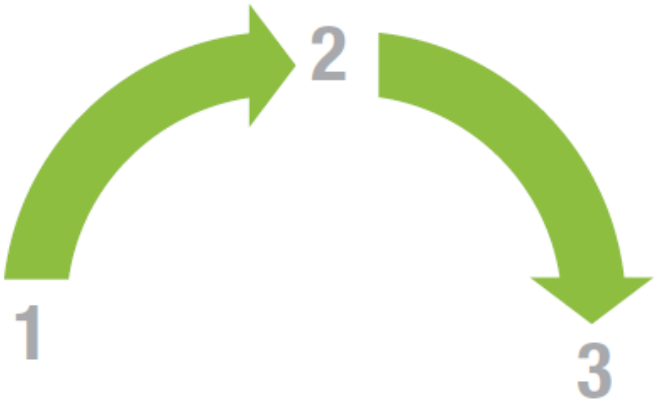
1. Select the service type and take a queue number from the machine on the ground floor.
2. Go to the General Department for Corporate Legal Affairs, Amendments Window, on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.
3. Receive the ratified document(s).



Go to the General Department for Corporate Legal Affairs on the second floor so that a subject-matter expert can assess your application. Then pay the service fee in cash at the cash desk.



Select the service and take a queue number from the machine on the ground floor.





Receive the ratified document(s).

Fees

Service Description	Fee	Payable to	Place of Payment
Single member company data amendment	EGP 405 per copy	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Service Place



2nd Floor

Service Time

- Two (2) business days as of the next day a complete application is duly received.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

IV. Technical Services

(A) Ratifying Export/Import Invoices Related to Companies/Partnerships/Sole Proprietorships Governed by the Investment Law

Required Documents:

1. An application printed out on the company/partnership/sole proprietorship letterhead, addressed to the Head of the Investment Services Sector, in which the required recommendation letter is requested to be issued. Such application must be duly signed by the chair of the board of directors or the managing director (applicable to joint stock companies), the manager-in-charge (applicable to partnerships), or the sole proprietor (applicable to sole proprietorships) (the "authorized signatory"). The application may be submitted via a delegate authorized to apply for, and receive, the service, provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney.
2. The invoice intended to be ratified, which must satisfy the following:
   - The name and address of the company/partnership/sole proprietorship must be stated thereon.
   - It must be from a foreign supplier and bear a price value.
   - Its contents must be consistent with the company's/partnership's/sole proprietorship's approved object.
3. Approvals required in special cases: (the approval of the Ministry of Tourism / the approval of the General Department for Tourist Transportation / the approval of the Ministry of Agriculture / the Free Zone approvals / FRA's approval related to the finance lease agreement of machinery, equipment, and devices...etc. / as required depending on the business activity).
4. A photocopy of a recent (no older than three months) commercial registry in which all amendments are effected.
5. A photocopy of the tax card of the company/partnership/sole proprietorship.
6. Proof of possession of project site (an allocation notice – a handover report – a lease agreement provided it be date-registered with the Real Estate Registration and Notarization Department and be enclosing a no-objection letter issued by the Industrial Development Authority if the company/partnership/sole proprietorship is engaged in an industrial activity – the deed of assignment of a plot of land in one of the industrial zones, if the company/partnership/sole proprietorship is engaged in an industrial activity…etc.).
7. Any other documents depending on the business activity of the company/partnership/sole proprietorship.

Note:
The documents numbered 4–7 above are required to be submitted only for the first time the company/partnership/sole proprietorship applies for the recommendation.

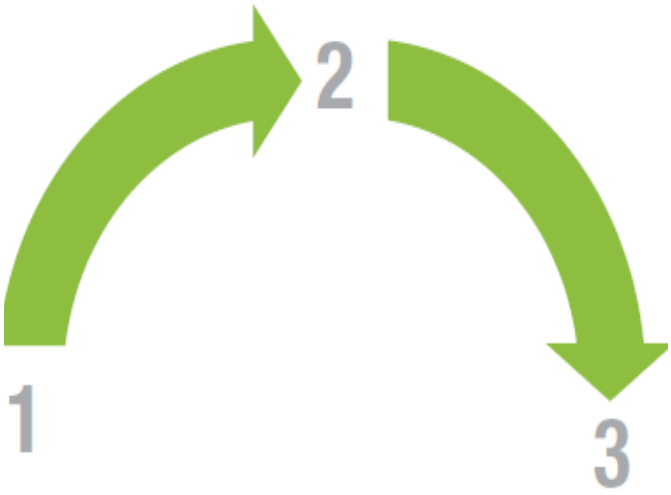
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services to submit the application, enclosing the aforementioned documents.
2. Pay the service fee via "*Fawry*".
3. Receive the original invoice ratified.

Pay the service fee via Fawry



Select the service and take a queue number from the machine on the second floor, then proceed to the General Department for Technical Services to submit the application.





Receive the original invoice ratified.

Fees

Service Description	Fee	Payable to	Payment via
Ratifying export/import invoices related to companies/partnerships/sole proprietorships governed by the Investment Law	EGP 500 per invoice	GAFI	Fawry / Easy Cash

Service Place



2nd Floor

Service Time

- One (1) business day as of the date a complete application is duly received or all required documents are submitted.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

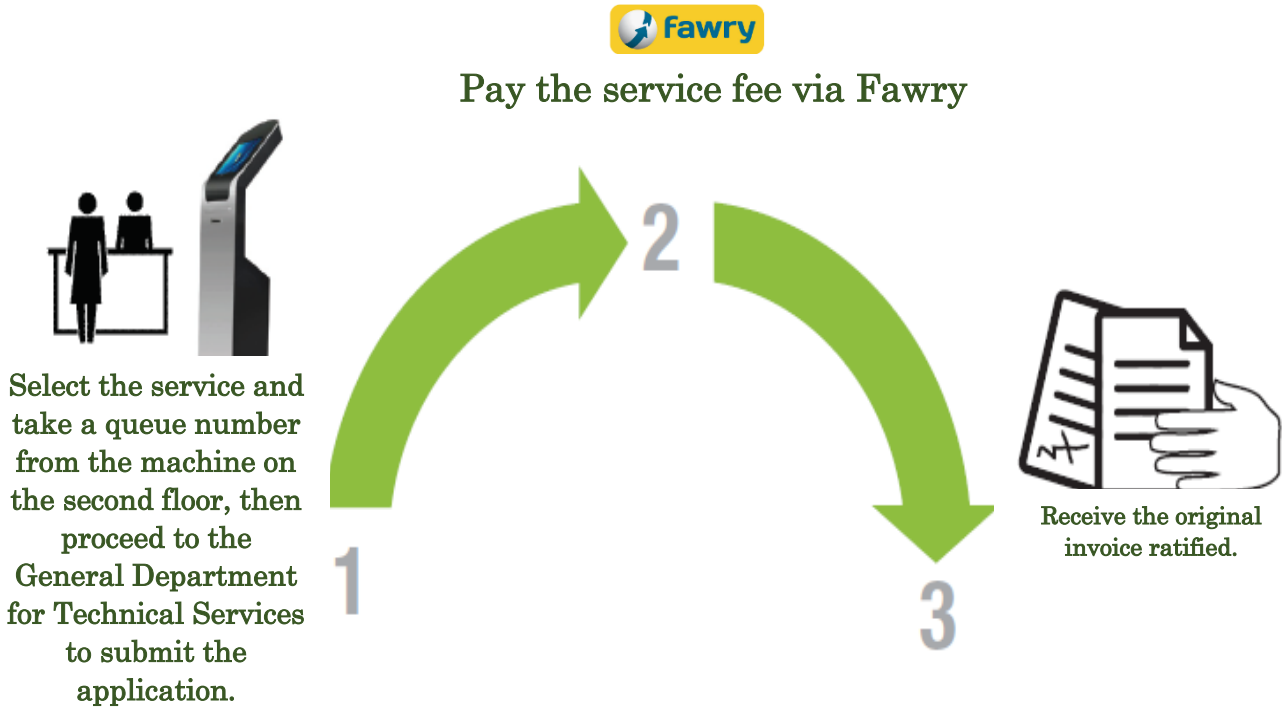
(B) Issuing a Letter Addressed to the Customs Authority Recommending that the Customs Authority Apply the 2% Unified Customs Duty to Machinery, Equipment and Devices of Companies/Partnerships/Sole Proprietorships Governed by the Investment Law

Required Documents:

1. An application printed out on the company/partnership/sole proprietorship letterhead, addressed to the Head of the Investment Services Sector, in which the required recommendation letter is requested to be issued. Such application must be duly signed by the chair of the board of directors or the managing director (applicable to joint stock companies), the manager-in-charge (applicable to partnerships), or the sole proprietor (applicable to sole proprietorships) (the "authorized signatory"). The application may be submitted via a delegate authorized to apply for, and receive, the service, provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, ex officio, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney.
2. The invoice approved by the competent GAFI engineer, provided that the invoice be a commercial invoice – not a proforma invoice.

Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the recommendation letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Issuing a letter addressed to the Customs Authority recommending that the Customs Authority apply the 2% unified customs duty to machinery, equipment and devices of companies/partnerships/sole proprietorships governed by the Investment Law	EGP 500 per each recommendation letter	GAFI	Fawry / Easy Cash

Service Place



2nd Floor

Service Time

- Two (2) business days as of the date a complete application is duly received or all required documents are submitted.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(C) Granting a Certificate of Import of Raw Materials, Production Supplies and Spare Parts Related to Capital Equipment/ Granting an Export Certificate to Companies/Partnerships/ Sole Proprietorships Governed by the Investment Law whose Business Operations Start Date has been set by GAFI

Required Documents:

1. An application for an import/export certificate printed out on the company/partnership/sole proprietorship letterhead and addressed to the Head of the Investment Services Sector. The application must be duly signed by the company's/partnership's/sole proprietorship's authorized signatory and must be enclosing a bank-certified signature verification. The application may be submitted via a delegate authorized to apply for, and receive, the service, provided such delegate submit an official authorization to that effect together with his/her personal ID. If there is no bank attestation as to the validity of the signature, the application may be submitted together with a power of attorney (not a sub-proxy) made by the company's/partnership's/sole proprietorship's authorized signatory, *ex officio*, in the name of an attorney-in-fact + the attorney-in-fact's personal ID.
2. A photocopy of a recent (no older than three months) commercial registry in which all amendments are effected.
3. A photocopy of the tax card of the company/partnership/sole proprietorship.
4. A photocopy of the latest issued decree/approval whereby the name, object, project site location, or legal structure of the company/partnership/sole proprietorship is changed.
5. A renewed industrial registry (applicable to companies/partnerships/sole proprietorships engaged in industrial activities). Alternatively, the applicant may submit the license/approval/permit/agreement, as the case may be, depending on the business activity of the company/partnership/sole proprietorship.
6. An acknowledgment that the products being exported are exclusively the products of the company/partnership/sole proprietorship (applicable only where an export certificate is requested).
7. The original loss report for the certificate, issued by the police station (applicable where a replacement certificate for a lost one is requested).
8. A photocopy of the previously issued certificate (applicable where renewal / issuance of a copy is requested). If the applicant is applying for the issuance of a copy, the original certificate must be brought for matching against the copy.
9. The non-expired original certificates granted to the company/partnership/sole proprietorship (applicable where an amendment of the data of the certificate is requested).
10. Service fee payment receipt.

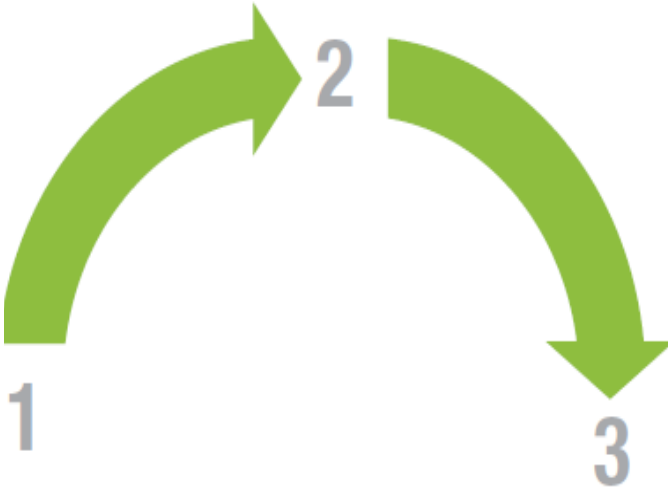
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original certificate ratified.

Pay the service fee via Fawry



Select the service and take a queue number from the machine on the second floor, then proceed to the General Department for Technical Services to submit the application.





Receive the original certificate ratified.

Fees

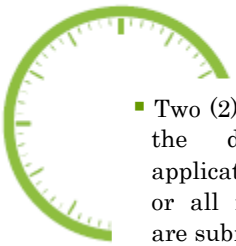
Service Description	Fee	Payable to	Payment via
Granting an export/import certificate to companies/partnerships/ sole proprietorships governed by the Investment Law whose business operations start date has been set by GAFI	▪ EGP 2,000 for a one-year certificate ▪ EGP 6,000 for a three-year certificate ▪ EGP 10,000 for a five-year certificate	GAFI	Fawry / Easy Cash
Data amending certificate	▪ EGP 2,000 per certificate		
Replacement certificate for a lost one	▪ EGP 2,000 per certificate		
A copy of the original certificate	▪ Same fees as prescribed for the original certificate		

Service Place



2nd Floor

Service Time



▪ Two (2) business days as of the date a complete application is duly received or all required documents are submitted.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

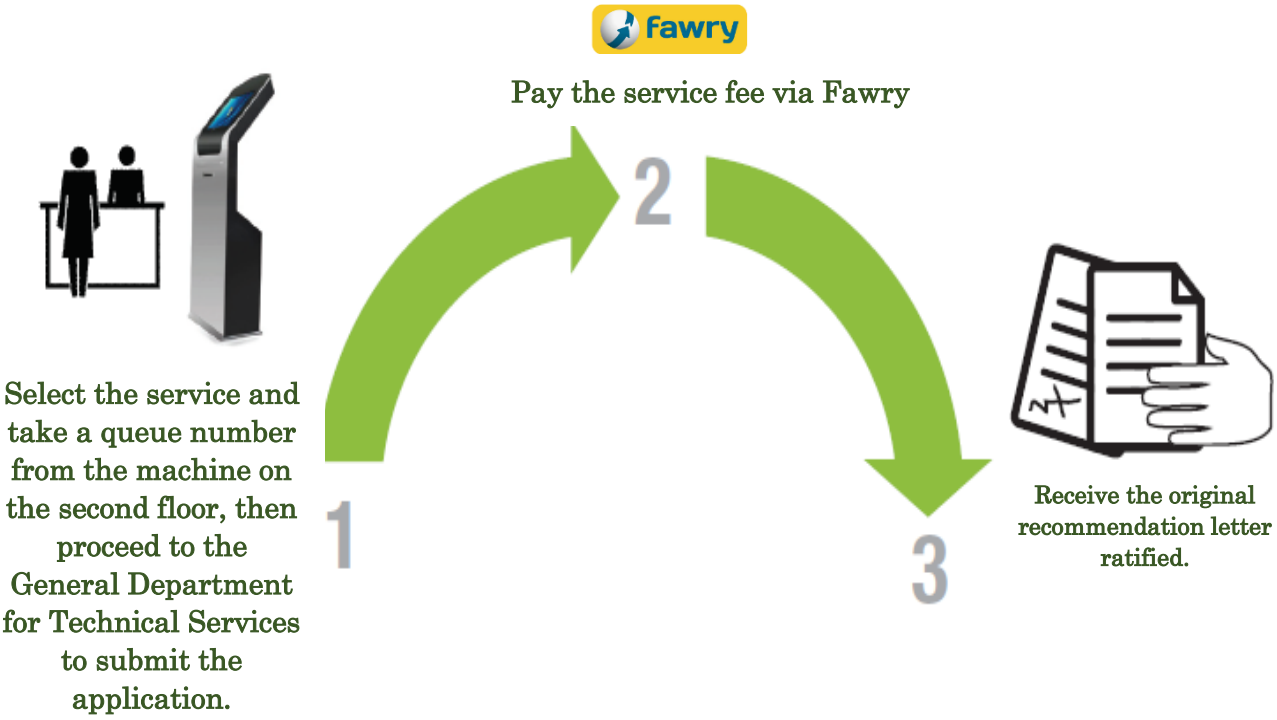
(D) Issuing a Recommendation Letter addressed to various Governmental Agencies (Municipalities / the Commercial Register / Investment Tax Offices / the Customs Authority / Electricity Utility Companies…etc.)

Required Documents:

1. An application printed out on the company/partnership/sole proprietorship letterhead, addressed to the Head of the Investment Services Sector, in which the required recommendation letter is requested to be issued. Such application must be duly signed by the chair of the board of directors or the managing director (applicable to joint stock companies), the manager-in-charge (applicable to partnerships), or the sole proprietor (applicable to sole proprietorships) (the "authorized signatory"). The application may be submitted via a delegate authorized to apply for, and receive, the service, provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney. However, if it is requested in the recommendation letter addressed to the Commercial Register that an authorized attorney/manager-in-charge of a sole proprietorship be appointed, the application must be submitted signed personally by the sole proprietor and must enclose a bank-certified signature verification. The application must also set out the duties and powers vested in the attorney/manager-in-charge to be appointed and must enclose a copy of the national ID card of the authorized attorney/manager-in-charge as well as the national ID card of the sole proprietor.
2. A photocopy of a recent (no older than three months) commercial registry in which all amendments are effected.
3. A photocopy of the tax card of the company/partnership/sole proprietorship.

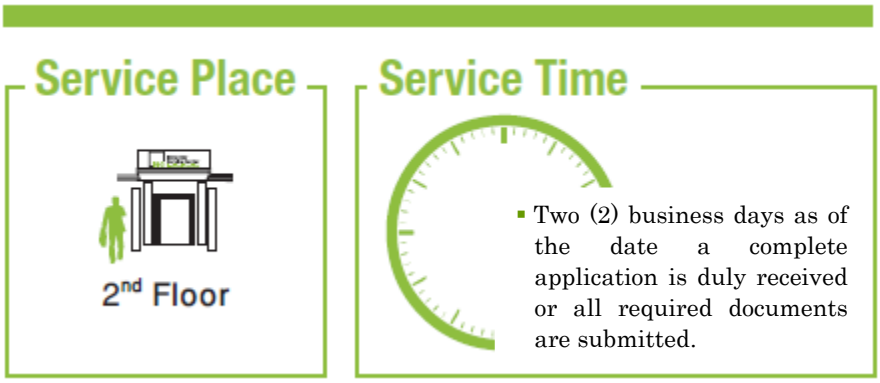
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original recommendation letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter addressed to various governmental agencies (municipalities / the Commercial Register / investment tax offices / the Customs Authority / electricity utility companies…etc.)	EGP 500 per each recommendation letter	GAFI	Fawry / Easy Cash



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(E) Issuing a Letter Recommending the Granting of a Port Entry Permit to any Company Governed by the Investment Law

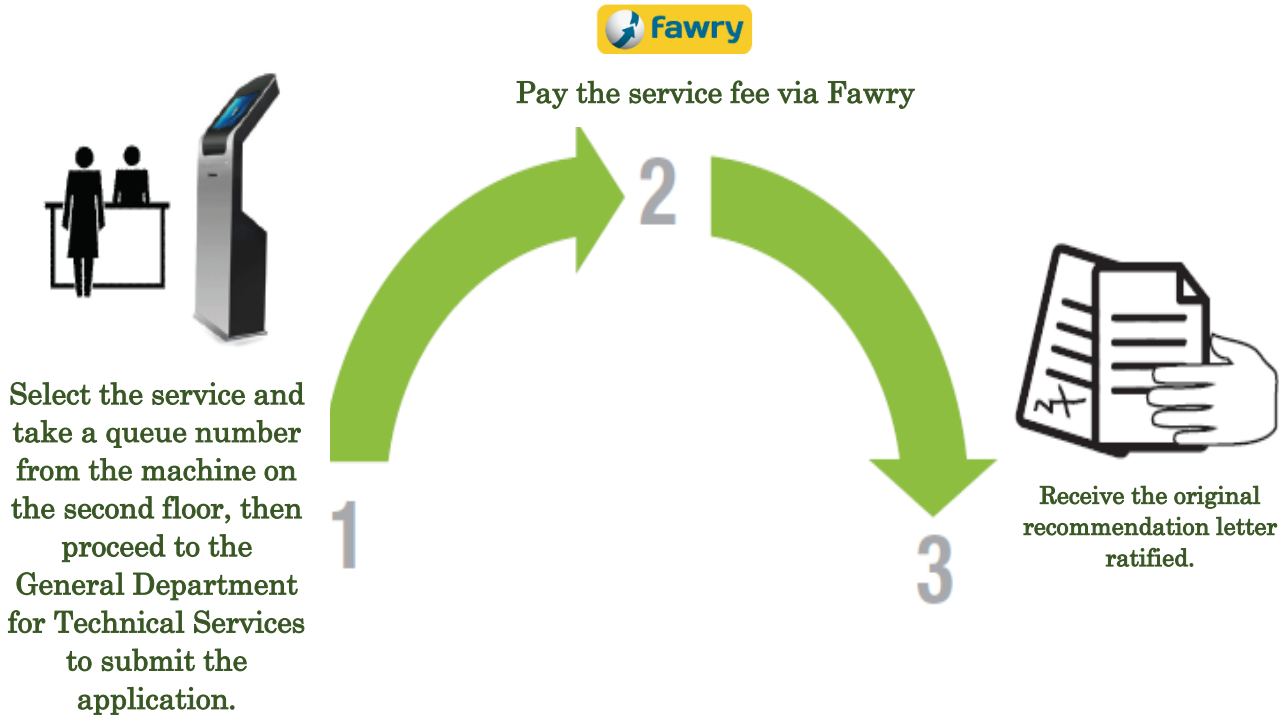
Required Documents:

1. An application, addressed to the Head of the Investment Services Sector, in which the required recommendation letter is requested to be issued. Such application must be duly signed by the authorized signatory and stamped with the company's seal, and it must enclose a bank-certified signature verification. The following data must be specified in the application: (a) the company's name; (b) the company's business activity; (c) the legal structure of the company; (d) proof of continuing business operations to date; (e) the name of the individual (if any) to whom the port entry permit will be granted; (f) the port name.
2. A photocopy of a recent (no older than three months) commercial registry in which all amendments are effected.
3. Service fee payment receipt.

Note: Companies operating within the Free Zones Framework must submit their applications to the Free Zones Sector.

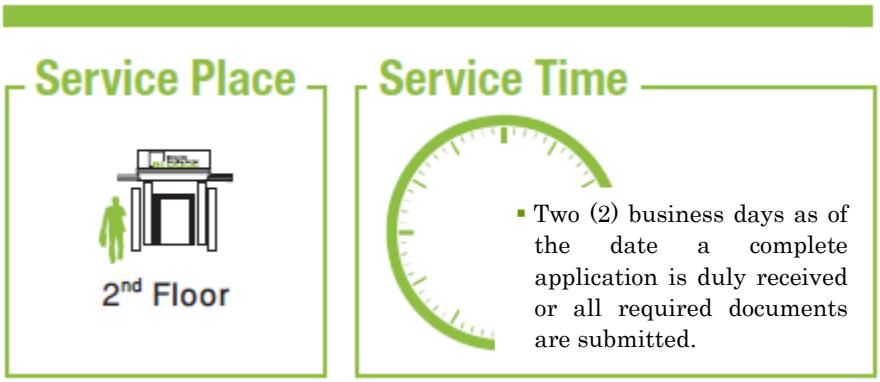
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original recommendation letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to obtaining a port entry permit (first time / renewal)	EGP 1,000	GAFI	Fawry / Easy Cash



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

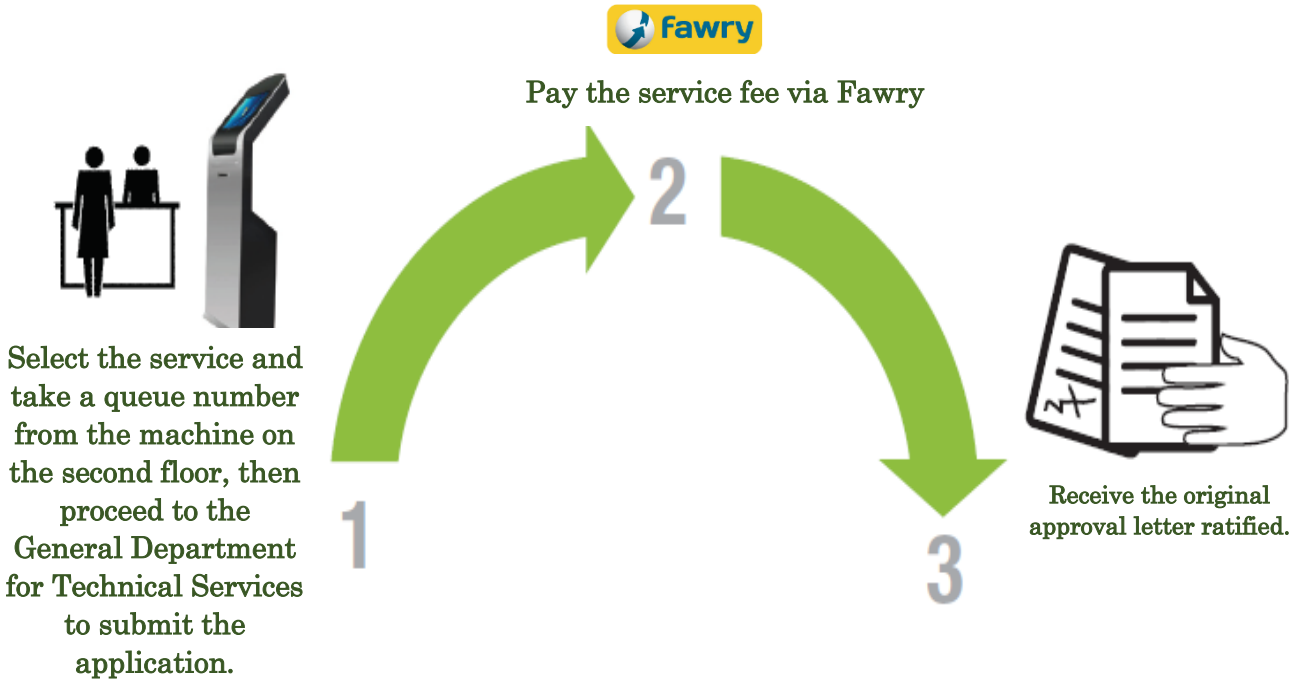
(F) Approving the Opening/Closing Down of New Unproductive Branch(es) [Sales Outlet(s) – Administrative Office(s)] affiliated to Sole Proprietorships Founded and Existing in Accordance with the Investment Law inside the Arab Republic of Egypt (Except for Sinai)

Required Documents:

1. An application, addressed to the Head of the Investment Services Sector, in which the required approval is requested to be issued and the intended use of the branch is specified as "Sales Outlet". Such application must be duly signed by the sole proprietor, and it must contain the name of the sales outlet to be opened/closed down. The application may be submitted via a delegate authorized to apply for, and obtain, the approval, provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the sole proprietorship's authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney.
2. A photocopy of a recent (no older than three months) commercial registry in which all amendments are effected including an entry listing the data of the branch to be closed down.
3. A photocopy of the tax card of the sole proprietorship.
4. Proof of possession of the branch intended to be added (a lease agreement provided it be date-registered with the Real Estate Registration and Notarization Department / title deed valid for notarization or registration at the Register of Real Property) made in the name of the sole proprietorship. Such agreement or title deed must specify the intended use of said branch.

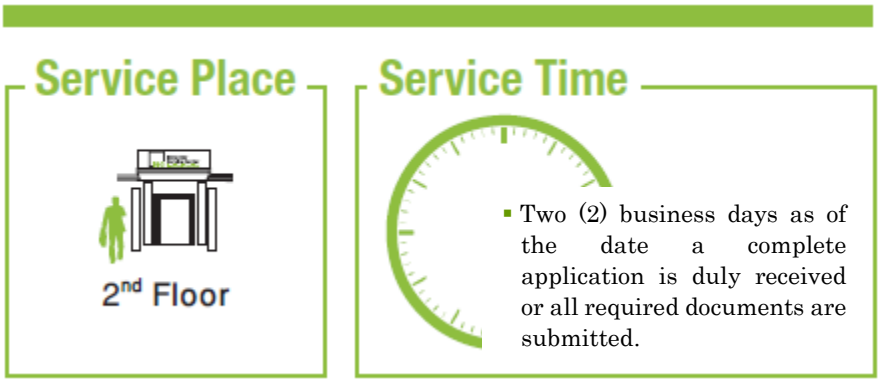
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original approval letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Approving the opening/closing down of new unproductive Branch(es) [Sales Outlet(s) – Administrative Office(s)] affiliated to sole proprietorships founded and existing in accordance with the Investment Law inside the Arab Republic of Egypt (except for Sinai)	EGP 400	GAFI	Fawry / Easy Cash



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

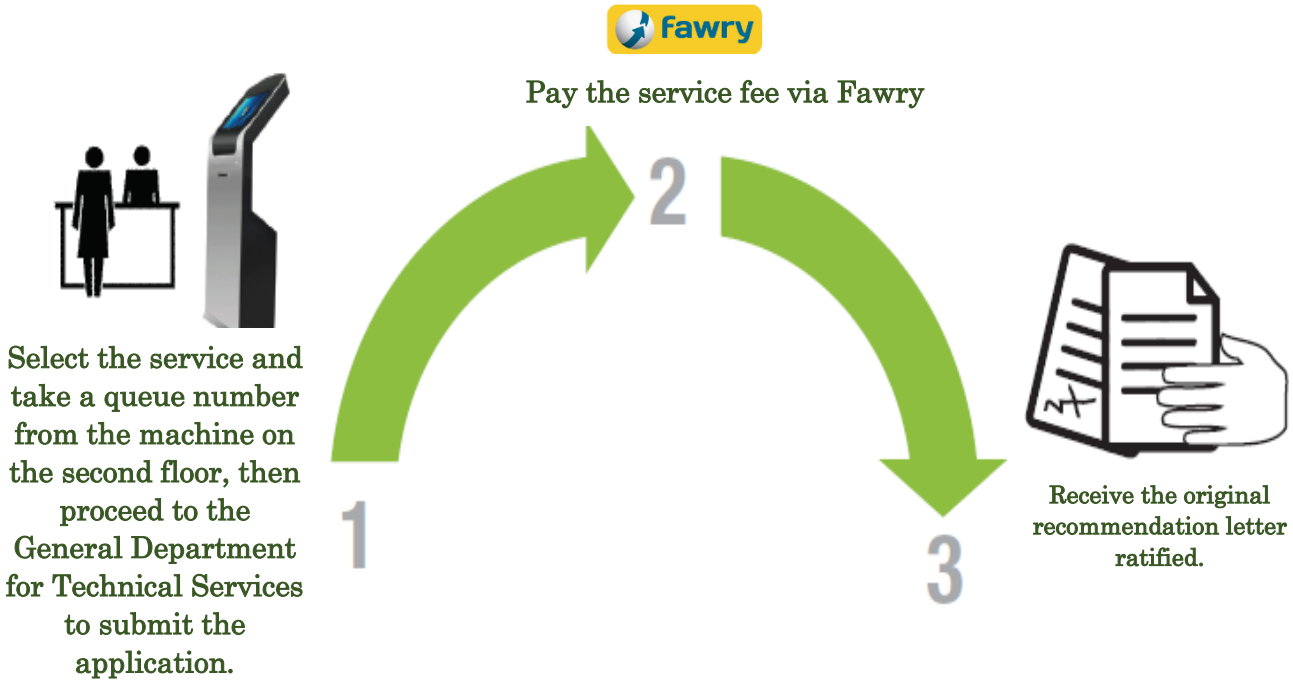
(G) Issuing a Recommendation Letter Related to Selling Capital Assets

Required Documents:

1. An application, addressed to the Head of the Investment Services Sector, in which the required recommendation letter is requested to be issued. Such application must be duly signed by the chair of the board of directors or the managing director (applicable to joint stock companies), the manager-in-charge (applicable to partnerships), or the sole proprietor (applicable to sole proprietorships) (the "authorized signatory"). The application may be submitted via a delegate authorized to apply for, and receive, the service, provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney.
2. A photocopy of a recent (no older than three months) commercial registry in which all amendments are effected.
3. A copy of the document (BoD meeting minutes / all-partners meeting minutes/ Board of Managers meeting minutes / managerial decision / sole proprietor acknowledgment) whereby the company/partnership/sole proprietorship decided to sell the capital asset, provided such document be procedurally accepted by GAFI.
4. A copy of the release invoice previously ratified by GAFI in respect of the machinery/equipment, as well as GAFI's recommendation letter addressed to the customs office that released the machinery/equipment (applicable only if the machinery/equipment being sold were imported from abroad).
5. The mortgagee bank's approval (applicable only if the company's/partnership's/sole proprietorship's assets are subject to a mortgage).
6. The original asset sale invoice, issued by the company/partnership/sole proprietorship (whether the asset is being sold domestically or exported abroad).
7. A copy of the asset final sale agreement (if the asset being disposed of by way of sale is a real estate).

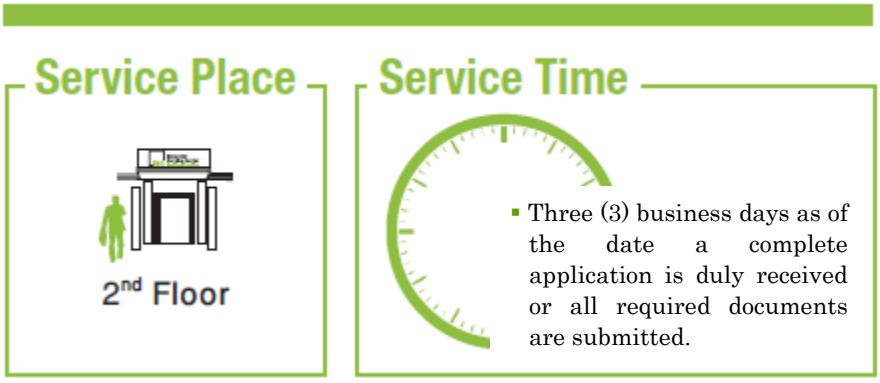
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original recommendation letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Selling capital assets	EGP 500 + EGP 500 for the ratification of the export invoice after being approved	GAFI	Fawry / Easy Cash



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

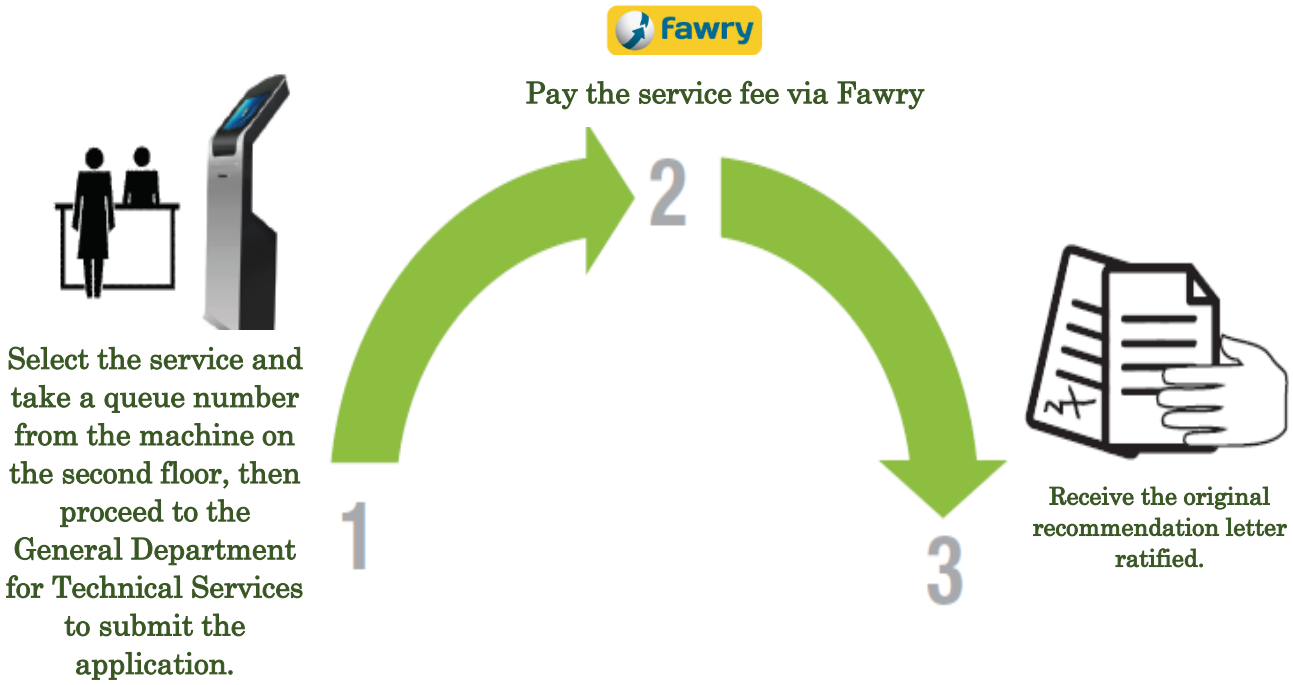
(H) Issuing a Recommendation Letter Related to Toll Manufacturing Operations

Required Documents:

1. An application, addressed to the Head of the Investment Services Sector, in which the required recommendation letter is requested to be issued. Such application must be duly signed by the chair of the board of directors or the managing director (applicable to joint stock companies), the manager-in-charge (applicable to partnerships), or the sole proprietor (applicable to sole proprietorships) (the "authorized signatory"). The application may be submitted via a delegate authorized to apply for, and receive, the service, provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney.
2. A photocopy of a recent (no older than three months) commercial registry in which all amendments are effected including an entry stating that the company/partnership/ sole proprietorship may carry on toll manufacturing operations which are not covered by the Investment Law.
3. A copy of the document (BoD meeting minutes / all-partners meeting minutes/ Board of Managers meeting minutes / managerial decision / sole proprietor acknowledgment) whereby the company/partnership/sole proprietorship decided to carry on toll manufacturing operations.
4. A copy of the toll manufacturing agreement between the company/partnership/sole proprietorship and third parties in which the quantities and toll operations are specified.
5. A copy of the industrial registry of the toll manufacturing company at which the operations will take place.
6. A copy of the proof of possession of the project site (applicable only if three years passed since the incorporation of the company/partnership or the founding of the sole proprietorship).

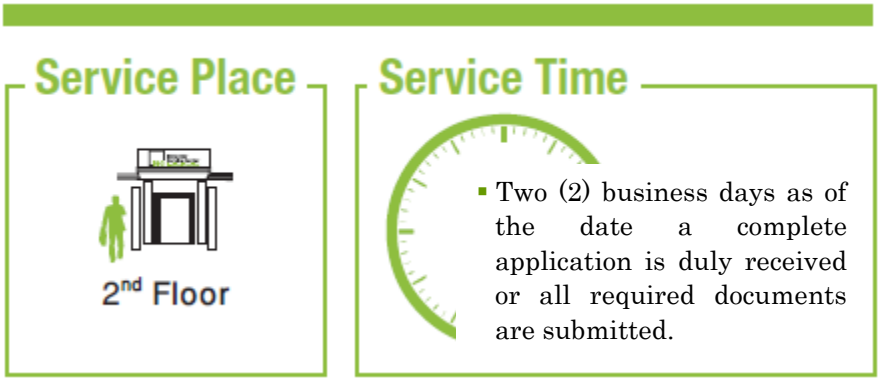
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original recommendation letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to approving toll manufacturing operations	EGP 2,000	GAFI	Fawry / Easy Cash



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

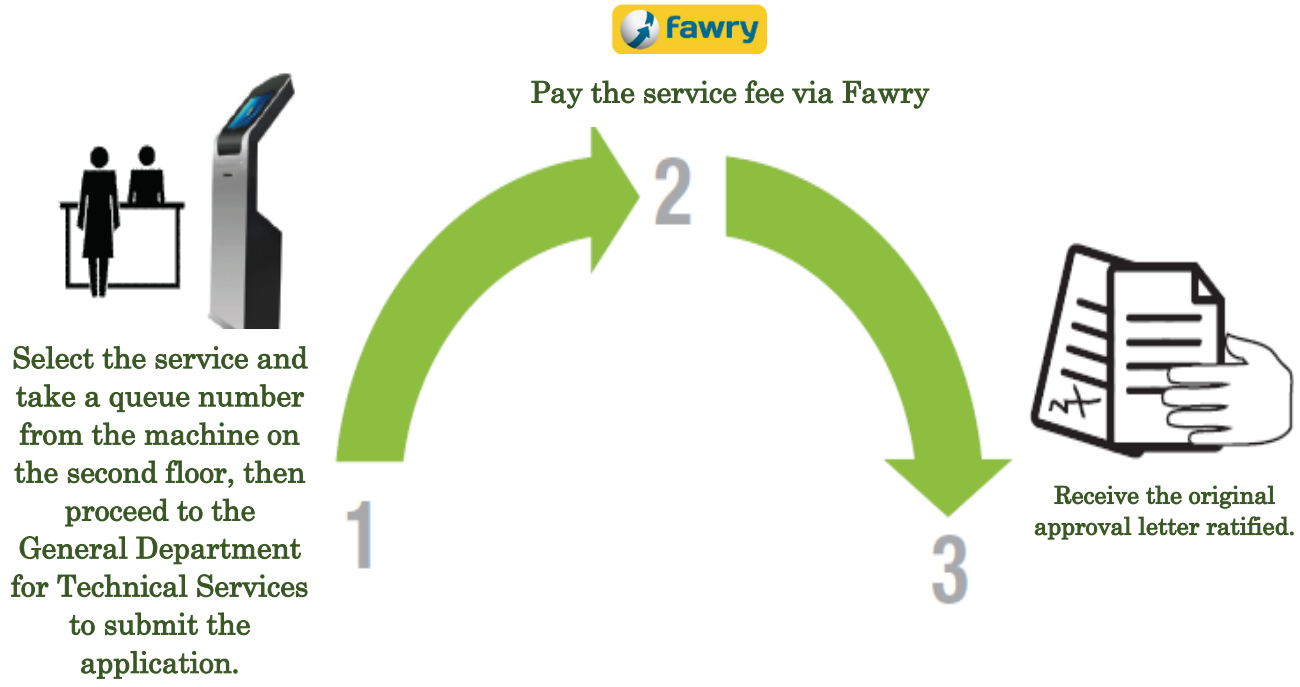
(I) Opening Branches outside the Arab Republic of Egypt

Required Documents:

1. An application, addressed to the Head of the Investment Services Sector, in which the required recommendation letter is requested to be issued and the name of the agency addressed by the recommendation letter is mentioned. Such application must be duly signed by the chair of the board of directors or the managing director (applicable to joint stock companies), the manager-in-charge (applicable to partnerships), or the sole proprietor (applicable to sole proprietorships) (the "authorized signatory"). The application may be submitted via a delegate authorized to apply for, and receive, the service, provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney.
2. A photocopy of a recent (no older than three months) commercial registry of the company/partnership/sole proprietorship.
3. A copy of the tax card.
4. The document whereby the company/partnership/sole proprietorship decided to open the branch (BoD meeting minutes ratified by GAFI / all-partners meeting minutes ratified by GAFI / managerial decision ratified by GAFI).

Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original approval letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Opening branches outside the Arab Republic of Egypt	EGP 5,000	GAFI	Fawry / Easy Cash

Service Place



2nd Floor

Service Time

- Two (2) business days as of the date a complete application is duly received or all required documents are submitted.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

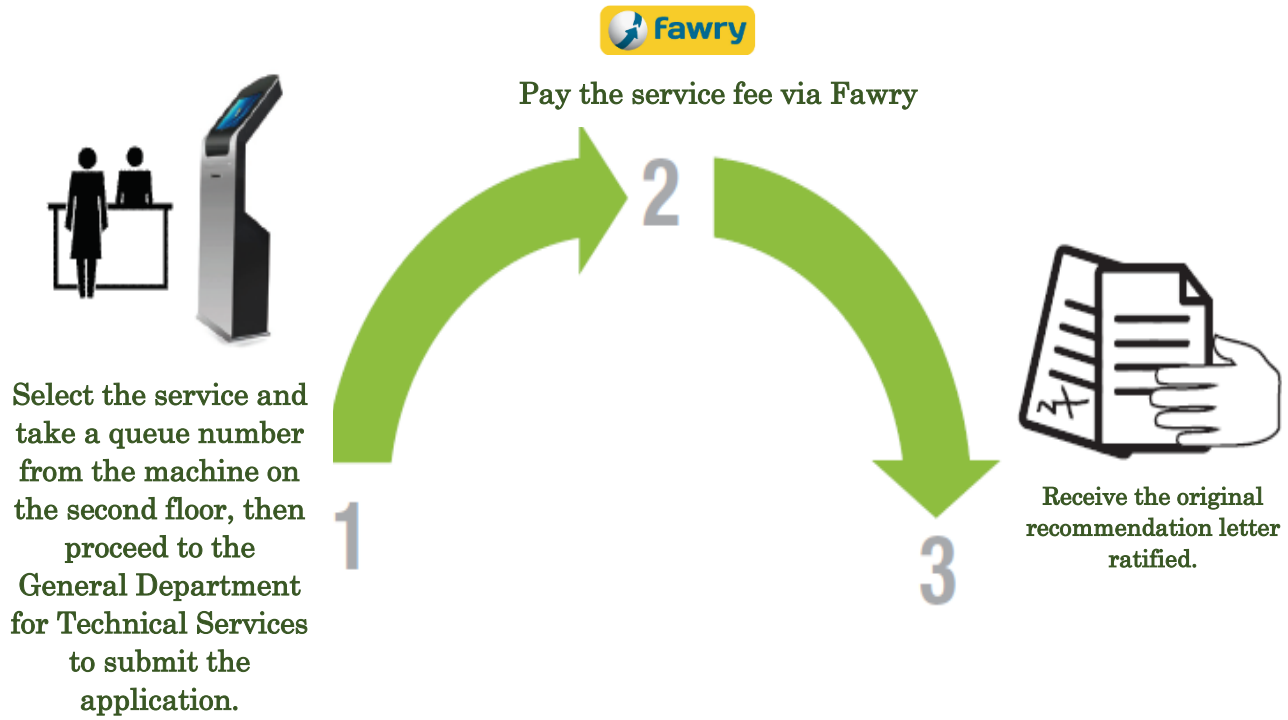
(J) Issuing a Recommendation Letter Related to Opening/Closing Down Bank Branch(es)

Required Documents:

1. An application printed out on the bank letterhead, addressed to the Head of the Investment Services Sector, in which the required recommendation letter is requested to be issued. Such application must be duly signed by the chair of the board of directors of the bank or by whoever is vested with the management powers and the authorized signature (the "authorized signatory"). The application may be submitted via a delegate authorized to apply for, and receive, the service, provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney.
2. A photocopy of a recent (no older than three months) commercial registry of the bank.
3. A copy of the minutes of the meeting of the board of directors of the bank in which the branch(es) is/are approved to be opened/ closed down, provided that such minutes be procedurally ratified by GAFI.
4. A copy of the approval issued by the Central Bank of Egypt licensing the opening/the closing down of the branch(es).
5. Proof of possession of the branch(es) premises intended to be opened.

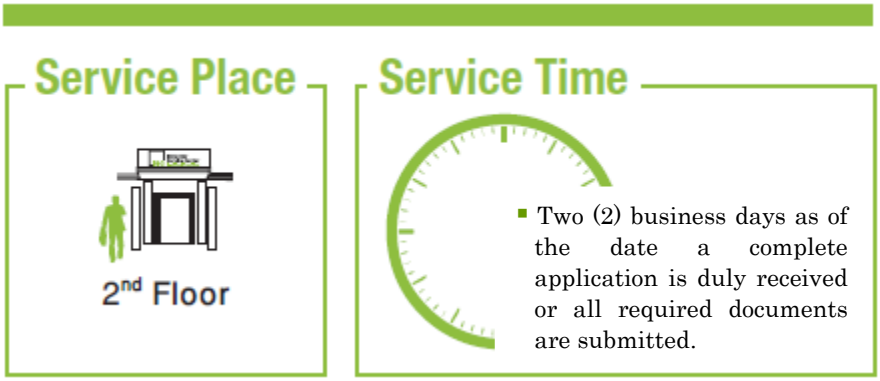
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original recommendation letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to opening/closing down bank branch(es)	EGP 5,000	GAFI	Fawry / Easy Cash



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

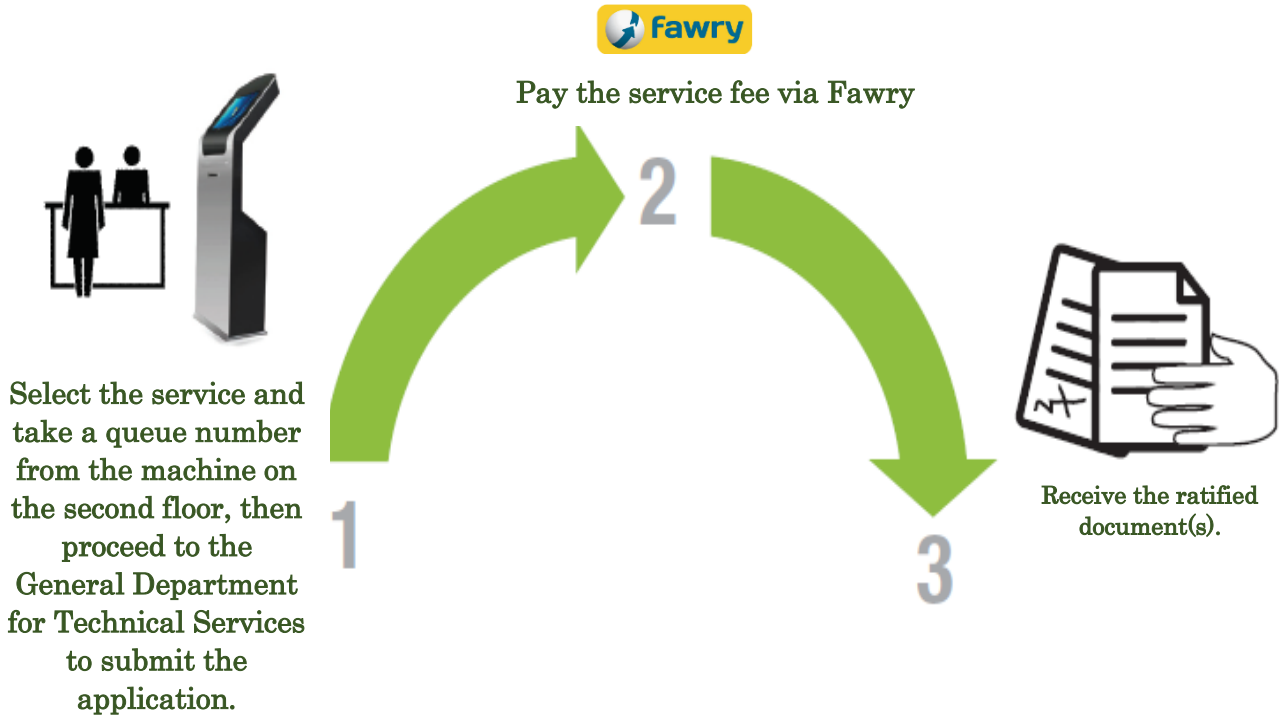
(K) Ratifying Documents submitted by Companies/Partnerships/Sole Proprietorships as Evidence of being governed by the Investment Law

Required Documents:

1. An application for documents ratification addressed to the Head of the Investment Services Sector. Such application must be duly signed by the chair of the board of directors or the managing director (applicable to joint stock companies), the manager-in-charge (applicable to partnerships), or the sole proprietor (applicable to sole proprietorships) (the "authorized signatory"). The application may be submitted via a delegate authorized to apply for, and receive, the service, provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney.
2. A photocopy of a recent (no older than three months) commercial registry in which all amendments are effected.
3. The document to be ratified, provided it contain the name of the company/partnership/sole proprietorship and general, non-financial information about it.

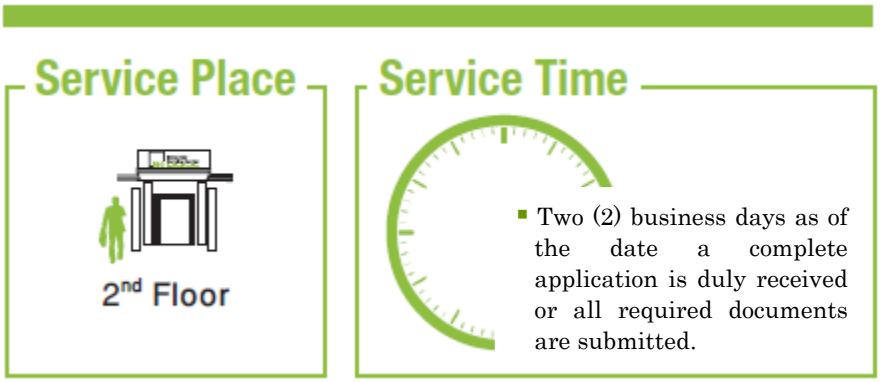
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original recommendation letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Ratifying documents submitted by companies/partnerships/sole proprietorships as evidence of being governed by the Investment Law	EGP 250 per document	GAFI	Fawry / Easy Cash



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(L) Ratifying GAFI-issued Documents to be authenticated by the Ministry of Foreign Affairs for Foreign Transaction Purposes

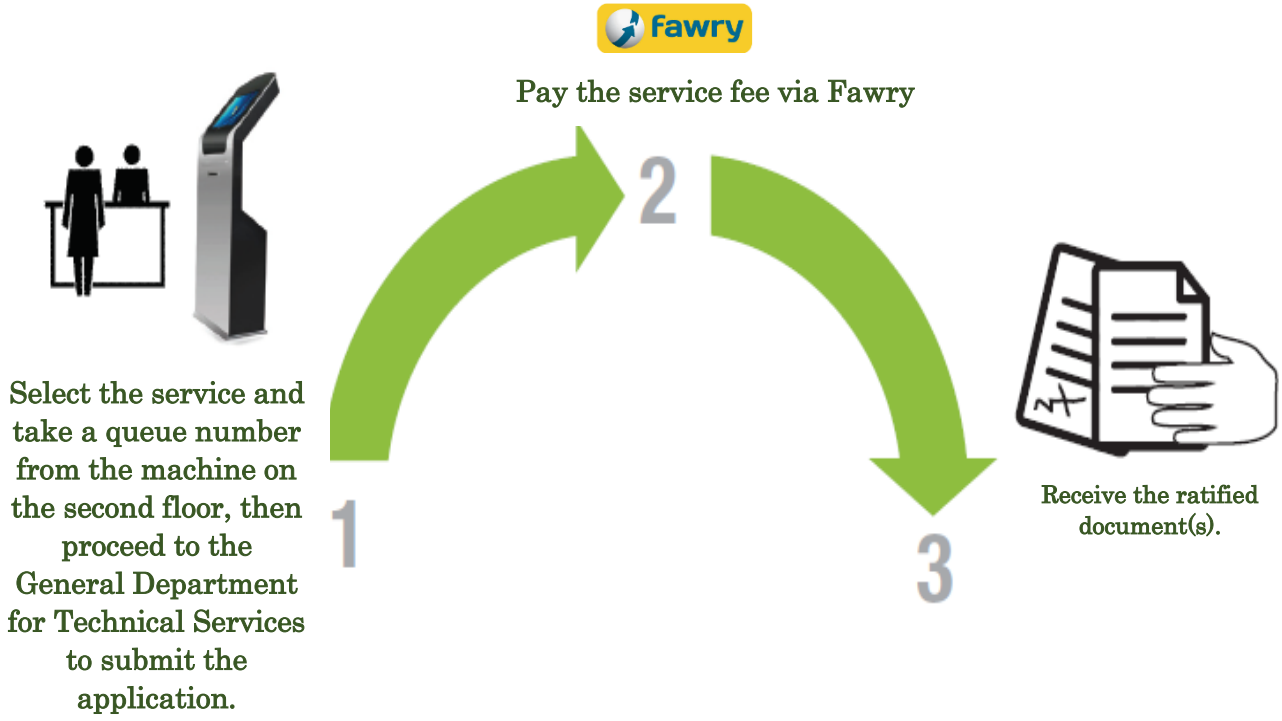
Required Documents:

1. An application for documents ratification addressed to the Head of the Investment Services Sector. Such application must be duly signed by the chair of the board of directors or the managing director (applicable to joint stock companies), the manager-in-charge (applicable to partnerships), or the sole proprietor (applicable to sole proprietorships) (the "authorized signatory").
2. The application may be submitted via a delegate authorized to apply for, and obtain, the ratified document(s), provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney
3. A photocopy of a recent (no older than three months) commercial registry in which all amendments are effected.
4. Service fee payment receipt.

NB: The Ministry of Foreign Affairs authenticates only the recommendation letters issued by the General Department for Technical Services. Any documents issued by the company/partnership/sole proprietorship will not be authenticated.

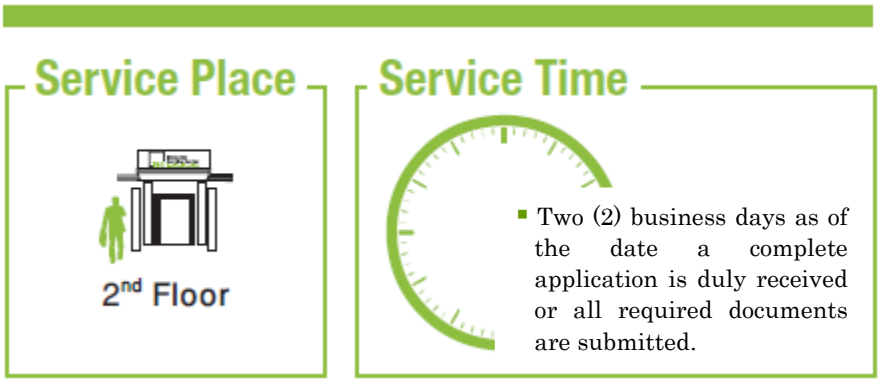
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original ratified document(s).



Fees

Service Description	Fee	Payable to	Payment via
Ratifying GAFI-issued documents to be authenticated by the Ministry of Foreign Affairs for foreign transaction purposes	EGP 400 per document	GAFI	Fawry / Easy Cash



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

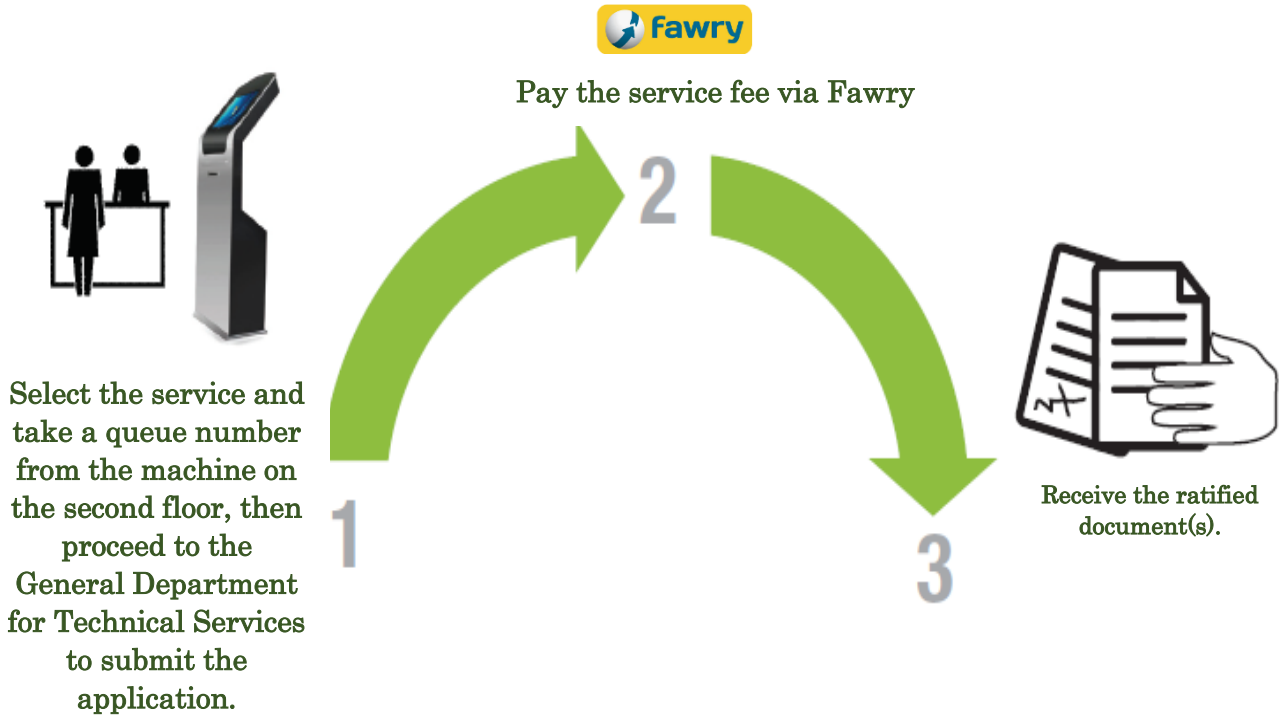
(M) Issuing a Recommendation Letter to Initiate the Registration Procedures of Purchase Agreements related to Land, Corporate Headquarters and Fixed Assets, and Bank Branches

Required Documents:

1. An application for documents ratification addressed to the Head of the Investment Services Sector. Such application must be duly signed by the chair of the board of directors or the managing director (applicable to joint stock companies), the manager-in-charge (applicable to partnerships), or the sole proprietor (applicable to sole proprietorships) (the "authorized signatory"). The application may be submitted via a delegate authorized to apply for, and obtain, the recommendation letter, provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney
2. A photocopy of a recent (no older than three months) commercial registry showing an entry of the site to be registered.
3. A copy of the final sale agreement for the land, or a preliminary sale agreement or a usufruct agreement, for the company's headquarters / the bank branch.
4. The Central Bank of Egypt's approval (applicable to the agreements for the registration of the purchase of bank branch premises).

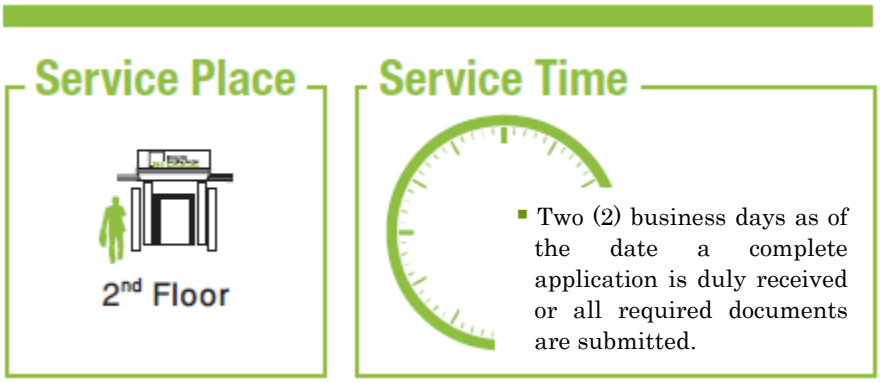
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original recommendation letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter to initiate the registration procedures of purchase agreements related to land, corporate headquarters and fixed assets, and bank branches	EGP 2,000	GAFI	Fawry / Easy Cash



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

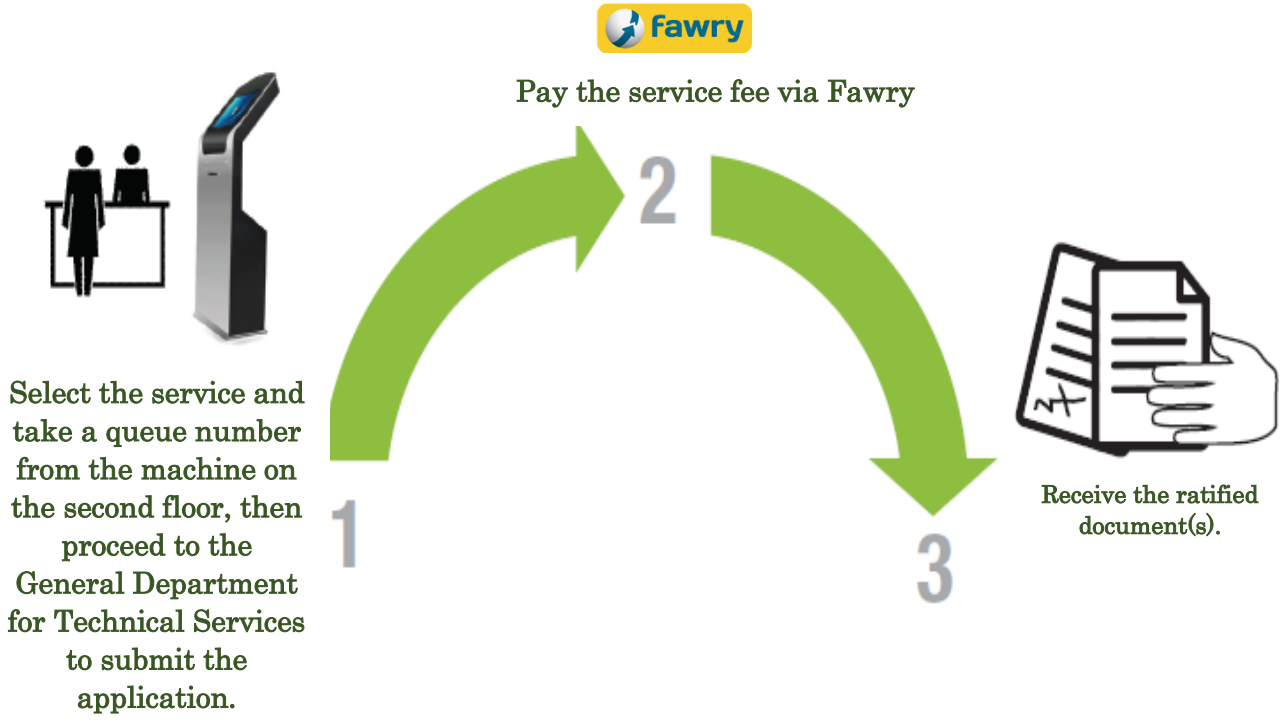
(N) Issuing a Recommendation Letter Related to Exempting Land Purchase Registration Agreements from Stamp Duty as well as Notarization and Registration Fees

Required Documents:

1. An application for documents ratification addressed to the Head of the Investment Services Sector. Such application must be duly signed by the chair of the board of directors or the managing director (applicable to joint stock companies), the manager-in-charge (applicable to partnerships), or the sole proprietor (applicable to sole proprietorships) (the "authorized signatory"). The application may be submitted via a delegate authorized to apply for, and obtain, the recommendation letter, provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney
2. A copy of the final sale agreement, the preliminary sale agreement, or the usufruct agreement related to the plot of land owned by the company, provided it be bearing an endorsement that it is valid for notarization by, and registration at – or accepted for notarization by, and registration at – the Real Estate Registration and Notarization Department.
3. A photocopy of a recent commercial registry reflecting all amendments and particularly showing that at least 25% of the company's issued capital (applicable to joint stock companies) has been paid as well as the site where the business activity to be exempted is carried out. In respect of land purchase agreements, there is no required period of registration at the commercial registry.

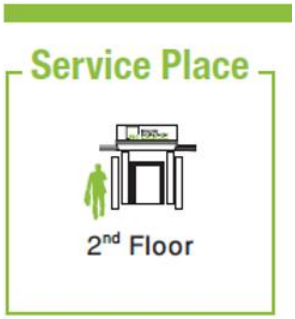
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original recommendation letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to land purchase registration agreements from stamp duty as well as notarization and registration fees	EGP 5,000	GAFI	Fawry / Easy Cash



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

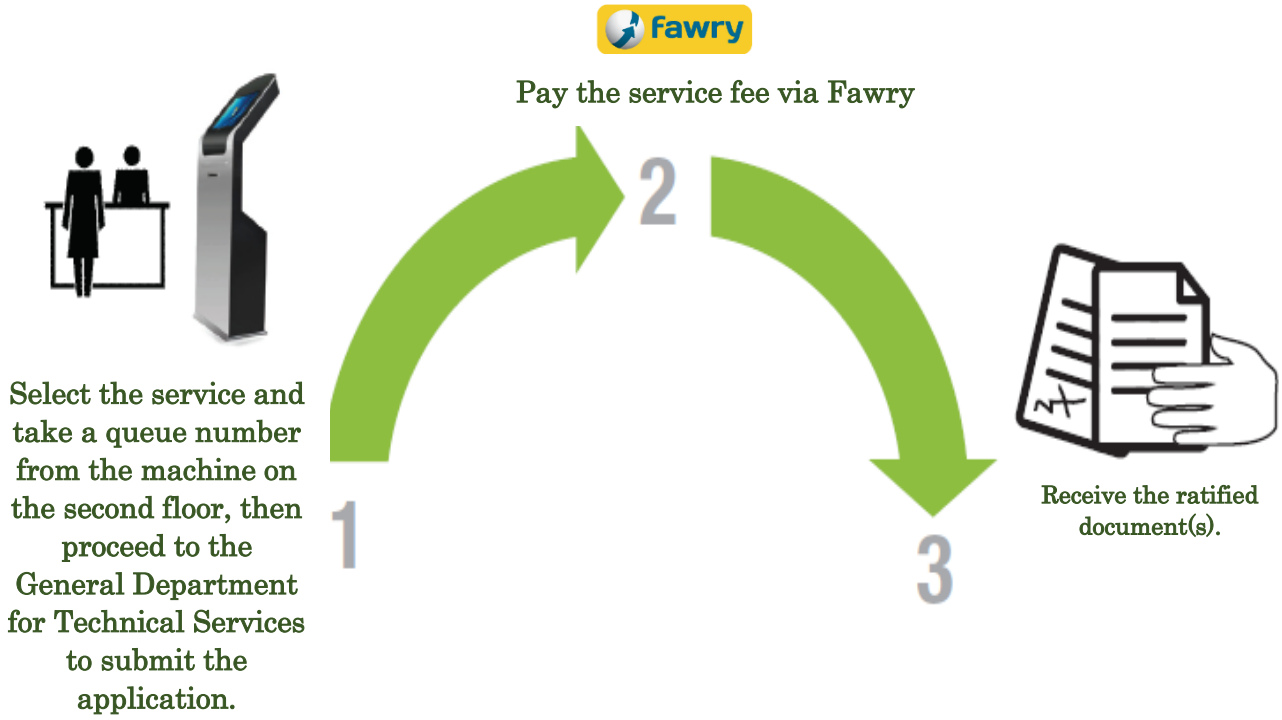
(O) Issuing a Recommendation Letter Related to Exempting Credit Facility, Loan, and Mortgage Agreements from Stamp Duty as well as Notarization and Registration Fees

Required Documents:

1. An application for documents ratification addressed to the Head of the Investment Services Sector. Such application must be duly signed by the chair of the board of directors or the managing director (applicable to joint stock companies), the manager-in-charge (applicable to partnerships), or the sole proprietor (applicable to sole proprietorships). The application may be submitted via a delegate authorized to apply for, and obtain, the recommendation letter, provided such delegate submit an official authorization to that effect together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney.
2. The original agreement requested to be exempted, stamped with the seal of the lending/mortgagee bank.
3. A photocopy of a recent commercial registry reflecting all amendments and particularly showing that at least 25% of the company's issued capital has been paid (applicable to joint stock companies). In order for any legal person governed by Law 72/2017 to be eligible for the exemption related to credit facility, loan and mortgage agreements, it must be registered with the Commercial Register for a period not exceeding five (5) years as of the registration date. In order for any legal person governed by Law 159/1981 to be eligible for said exemption, it must be registered with the Commercial Register for a period not exceeding one (1) year as of the registration date. As for legal persons governed by Law 230/1989, they will be eligible for the exemption only if they have not completed their projects yet.
4. An acknowledgment by the company/partnership/sole proprietorship to submit the finance lease agreement approved by the Financial Regulatory Authority ("FRA") and showing in which purpose the loan amount will be used (applicable to finance leasing companies).

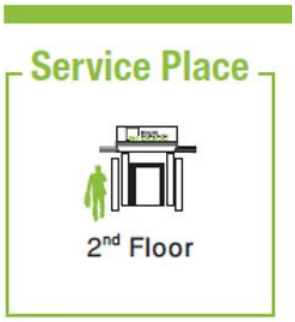
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original recommendation letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to exempting credit facility, loan, and mortgage registration agreements from stamp duty as well as notarization and registration fees	EGP 5,000	GAFI	Fawry / Easy Cash



Note:
You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

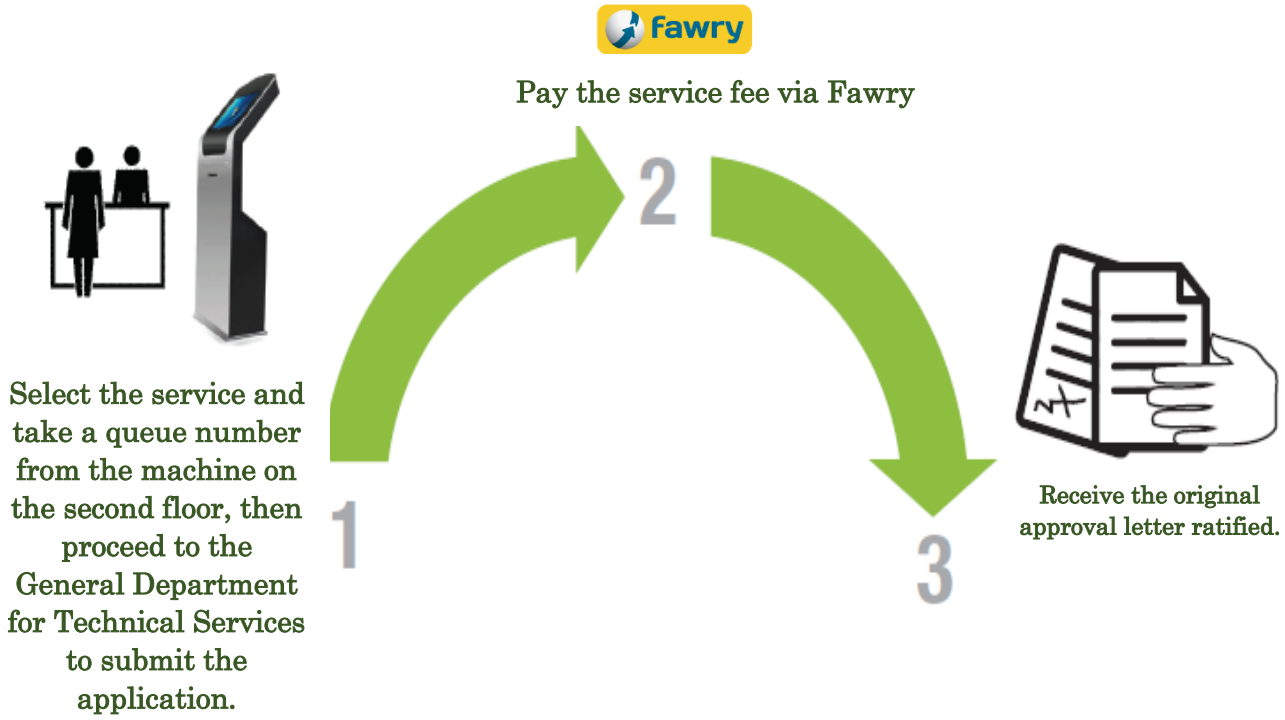
(P) Trading in Shares of Joint Stock Companies incorporated and existing in accordance with the Investment Law or law 159/1981 (and operating within the Sinai Peninsula and/or the areas exempted by Decree 128/2022)

Required Documents:

1. An application for an approval letter related to share trading, addressed to the Head of the Investment Services Sector. Such application must be duly signed by the authorized signatory and stamped with the company's seal, and it must enclose a bank-certified signature verification. The application may be submitted via a delegate authorized to apply for, and obtain, the approval letter, provided such delegate submit an official authorization to that effect together with his/her personal ID. If there is no bank attestation as to the validity of the signature on the application, it may be submitted by virtue of a power of attorney made personally by the authorized signatory in the name of the applicant and authorizing the applicant to carry out the requested trade. The applicant must in this case submit his/her personal ID.
2. The shareholder structure before and after the trading, on the company's letterhead, as well as the requested trading transaction. The structure and the transaction must be presented clearly in a table showing the distribution of shares and the name and nationality of the transferor and the transferee.
3. A recent original commercial registry containing an entry showing that at least 25% of the issued capital has been paid (applicable to companies that have been incorporated for more than three months).
4. The Companies Gazette issue and any amendment(s) to the articles of association of the company.
5. Notices of transfer of ownership of the shares, in the event the company has carried out any previous trading transaction.
6. The original background check consent forms related to the new foreign shareholders (whether natural or corporate persons) in the company, accompanied by a copy of the passports of the new foreign shareholders who are natural persons, provided that such forms be coded, reviewed, and stamped by the Central Department of Security at the Investment Services Sector. The original background check consent forms related to the Egyptian shareholders must also be submitted, if the company operates within the Free Zones Framework in the field of satellite channels.
7. The company's acknowledgment that it is liable vis-à-vis the new foreign shareholder for any rights due thereto, and that it is liable to restore the situation to what it was prior to the transfer of ownership of the shares or to substitute another shareholder in the former's place.
8. The decree of distribution, the death certificate, and a certified letter from the company's auditor setting out the distribution of the deceased's shares among the legal heirs, as well as the rounding of fractional shares, if needed.
9. A copy of the mortgage agreement, or the approval of the mortgagee bank in respect of the requested trading transaction, in the event that the company's commercial registry bears an entry recording the existence of a commercial mortgage over the company in favor of any bank.
10. A copy of the decree of the Minister of Civil Aviation, provided that it be valid and renewed (applicable to companies engaged in air transport business).
11. All documents required to be referred to the National Authority for the Development of the Sinai Peninsula (applicable to any company operating in Sinai).

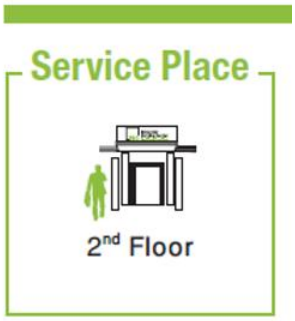
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original approval letter ratified and send it to Egyptian Exchange (EGX).



Fees

Service Description	Fee	Payable to	Payment via
An approval letter related to the trading in shares of companies except for companies incorporated within Sinai [6]	EGP 2,000	GAFI	Fawry / Easy Cash
An approval letter related to trading in shares of companies incorporated within Sinai or the areas exempted by Decree 128/2022	EGP 4,000		



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

[6] Companies governed by the Investment Law operating outside Sinai and the areas exempted by Decree 128/2022 may, as an exception subject to the competent Minister's approval, have their in-kind shares traded before the lapse of two financial years.

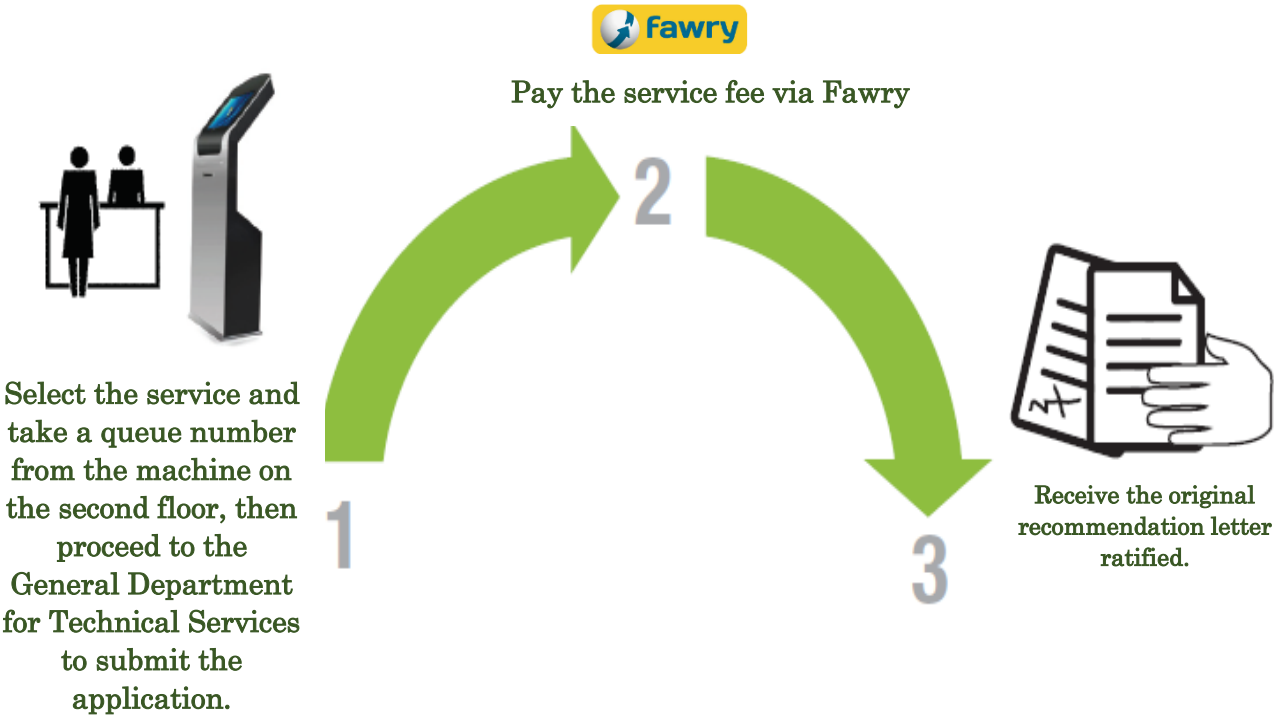
(Q) Issuing a Letter addressed to the Customs Authority Recommending that the Investor be permitted to import One Private Car for his/her own Use

Required Documents:

1. An application for a recommendation letter, addressed to the Head of the Investment Services Sector. Such application must be duly signed by the chair of the board of directors or the managing director (applicable to joint stock companies), the manager-in-charge (applicable to partnerships), or the sole proprietor (applicable to sole proprietorships). The application may be submitted via a delegate authorized to apply for, and obtain, the recommendation letter, provided such delegate submit an official authorization to that effect enclosing a bank-certified signature verification together with his/her personal ID. Alternatively, a power of attorney made by the authorized signatory, *ex officio*, in the name of an attorney-in-fact may be submitted together with the application and the attorney-in-fact's personal ID. In which case, the application may be submitted signed by the attorney-in-fact by virtue of the submitted power of attorney.
2. A photocopy of the GAFI-issued certificate whereby the company's/partnership's/sole proprietorship's business operations/production start date has been set.
3. A photocopy of a recent (no older than three months) commercial registry in which all amendments are effected.
4. A photocopy of the valid national ID card of each Egyptian investor. Each original national ID card must be submitted for matching against each photocopy.
5. A photocopy of the valid passport containing the residence permit granted to the foreign investor (applicable to foreign investors). Each original passport must be submitted for matching against each photocopy.
6. A copy of the Investment Gazette issue in which all amendments to the company's/partnership's capital structure are reflected.
7. A photocopy of a valid vehicle ownership license in the investor's name, subject to the following conditions:
    - The license issue date must precede the incorporation/founding of the company/partnership/sole proprietorship as specified under Law 72/2017, or the issue date of the decree whereby the company/partnership/sole proprietorship has been granted the incentives listed under the same law.
    - It must be authenticated by the Egyptian Ministry of Foreign Affairs and translated by a certified translation office, if issued in a language other than Arabic or English.
8. A copy of the service fee payment receipt.

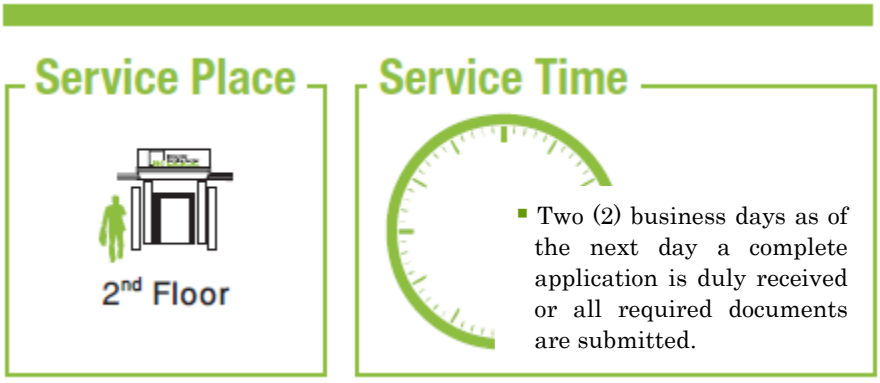
Steps:

1. Select the service type and take a queue number on the second floor, then head to the window designated for the General Department for Technical Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.
3. Receive the original recommendation letter ratified.



Fees

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to importing one private car for investor's own use	EGP 15,000 per each letter	GAFI	Fawry / Easy Cash



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

V. Governmental Services

(A) Sending a Letter to the Customs Authority Recommending that a Passenger Car be Released on a Temporary Release Basis

Required Documents:

1. An application, addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the company), setting out the full details of the vehicle (make, model, engine number, chassis number, color, and the customs office to which the recommendation letter is to be sent), and complete information about the investor who owns the vehicle, as specified in the designated application form.
2. A photocopy of a recent (no older than three months) commercial registry showing the title of the car owner. This requirement is mandatory to ascertain that the car owner is still an investor at the company and that he/she has not withdrawn from it.

An Additional Requirement Applicable only to Joint Stock Companies:

A photocopy of the ratified general meeting minutes renewing the term of the board of directors. Such minutes must not be more than three years old, must still be valid, and must be reflected by a corresponding entry in the commercial registry. The original minutes must be submitted for matching against the photocopy.

3. The original passport, to be submitted for matching, together with a photocopy thereof showing a valid investment residence permit.
4. A photocopy of the incorporation decree or the Investment Gazette issue, including the name of the foreign investor applying for the vehicle, provided that he/she be a founder of the company.
5. A photocopy of the vehicle invoice or license + a photocopy of the trip ticket {*carnet de passages en douane* (CPD)}.
6. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to act before the governmental agencies on behalf of the company. Alternatively, the applicant may submit an authorization to that effect made by the authorized signatory, provided that the signature has been verified by a bank.

An Additional Requirement Applicable only to All Companies Operating within the Free Zones Framework:

Any application made by a company operating within the Free Zones Framework must be referred together with a letter from the relevant zone.

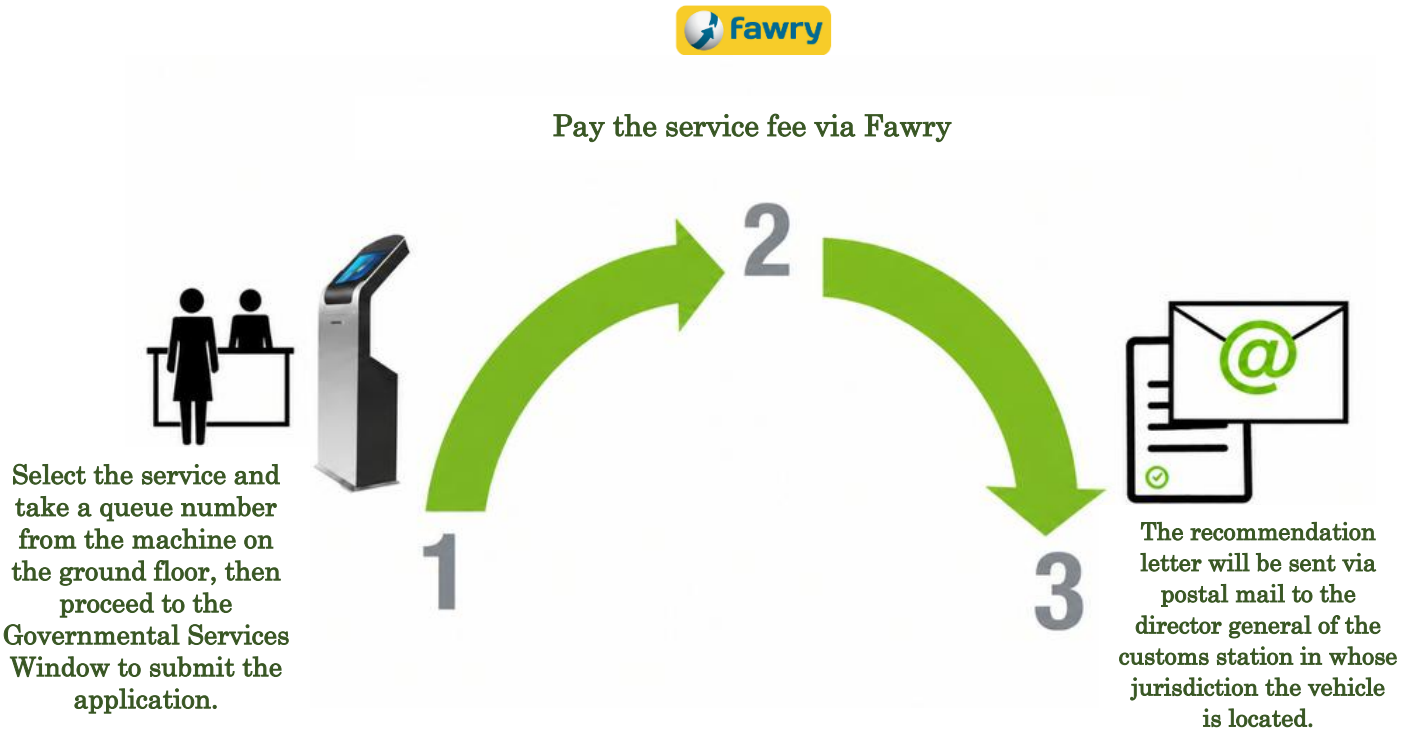
7. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of service or the document's name.
8. Service fee payment receipt.

Note: The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Steps:

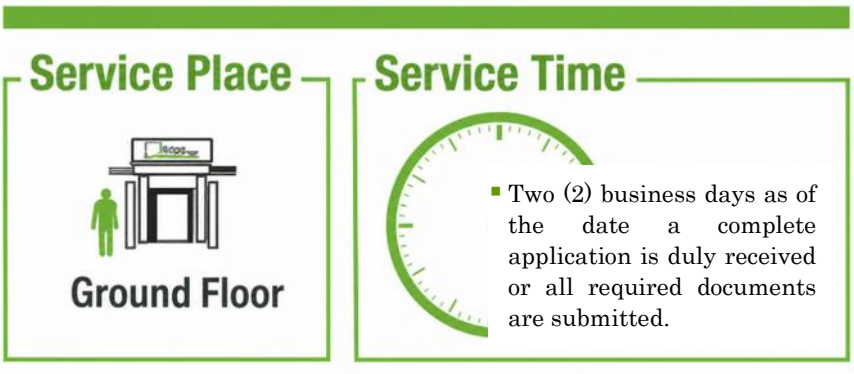
1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application, enclosing the aforementioned documents.
2. Pay the service fee.

3. Then the recommendation letter will be sent via postal mail to the director general of the customs station in whose jurisdiction the vehicle is located.



Fees

Service Description	Fee	Payable to	Payment via
Sending a letter to the Customs Authority recommending that a passenger car be released on a temporary release basis	EGP 5,000	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.



Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(B) Recommending the Granting of Investor Entry Visas to Investors of Companies governed by the Investment Law

Required Documents:

1. An application for an investor entry visa on the company's letterhead, addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the company), as specified in the designated application form.
2. Two (2) photocopies of the foreign investor's passport.
3. A photocopy of a recent (no older than three months) commercial registry of the company.

An Additional Requirement Applicable only to Joint Stock Companies:

A photocopy of the ratified general meeting minutes renewing the term of the board of directors. Such minutes must not be more than three years old, must still be valid, and must be reflected by a corresponding entry in the commercial registry. The original minutes must be submitted for matching against the photocopy.

4. The relative weight form, related to the company/partnership/sole proprietorship, enclosing all supporting documents, as applicable:
   - A bank attestation letter evidencing the existence of a cash balance in the company's name equivalent to at least one of the minimum thresholds, a statement by GAFI Economic Performance Sector, or a statement indicating that paid up capital has not exceeded the company's issued capital (applicable to joint stock companies).
   - A recent (no older than one month) social insurance status printout for the current year stating the number of the insured Egyptian staff working for the company/partnership/sole proprietorship, provided it be stamped with the official seal of the Arab Republic of Egypt.
5. Any company/establishment that was incorporated one year ago but has not yet started its business operations must provide a document evidencing that it has applied to the GAFI committee competent to conduct such inspections for a progress status inspection or a business operations start date inspection.
   - Companies/establishments that have already started their business operations must submit a copy of the business operations start date certificate.
   - Companies/establishments that were inspected by the aforementioned GAFI committee five years ago or more must re-apply for a progress status inspection and provide a document evidencing the submission of such application.
6. A photocopy of the most recent ratified document evidencing the foreign investor's ownership of shares/stocks in the company, or his capacity as a representative of a corporate person holding shares in, or a partnership interest in, that company.
   - A photocopy of the most recent document evidencing that the foreigner has the right to manage the company and sign on behalf of it.
7. A photocopy of the proof of possession (in respect of lease agreements, the applicant must provide a copy of a lease agreement notarized by the Real Estate Registration and Notarization Department or a copy of the jurisdictional authority's approval of the lease agreement. The applicant must also provide the original agreement in order to be matched against the copy).
   - A photocopy of the operating license (applicable to Free Zone and Investment Zone projects)
8. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to complete the residence procedures and act on behalf of the company before the governmental agencies. Alternatively, the applicant may submit an authorization to that effect signed by the chair of the board of directors, provided that the signature has been verified by a bank.

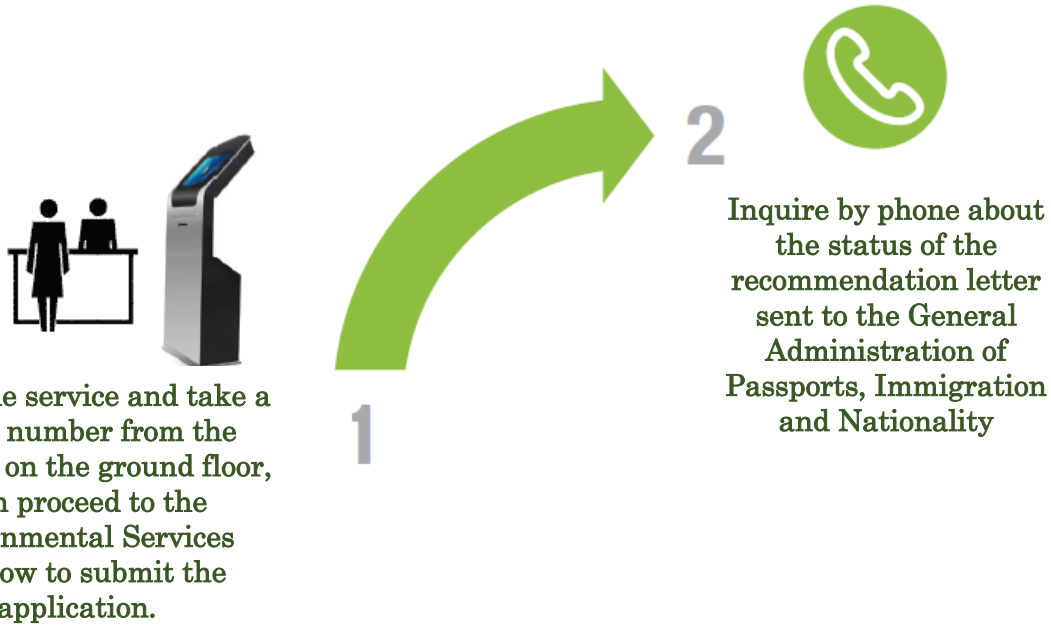
- Any application made by a company operating within the Free Zones Framework must be referred together with a letter from the relevant zone.

9. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of the service or the document's name.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

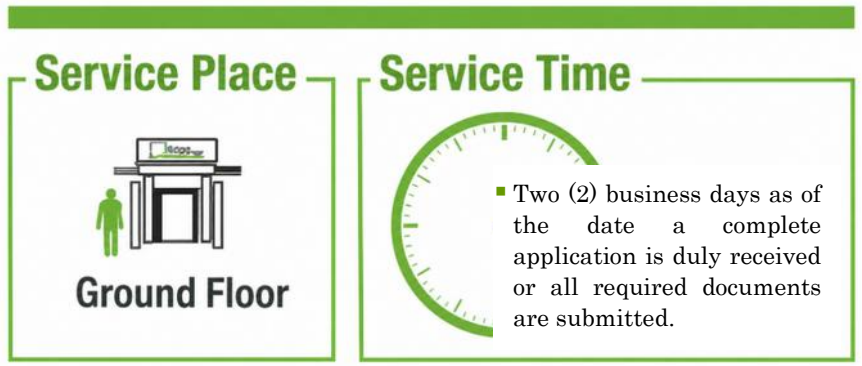
Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit an application (encompassing the investor's data) or a letter, obtained from the free zone in which the project is located, enclosing all required documents.
2. Inquire by phone about the status of the recommendation letter sent to the General Administration of Passports, Immigration and Nationality located at Tahrir Complex (GAFI grants this recommendation letter only to newly incorporated companies, companies that have started their business operations, or companies that have demonstrated seriousness in executing their projects). Once GAFI receives the entry visa from the General Administration of Passports, Immigration and Nationality, the company concerned will be informed accordingly upon inquiry.



Fees:

Free of charge.



Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(C) Recommending the Granting of Temporary Residence Permits to Investors of Companies Governed by the Investment Law

Required Documents:

1. An application for an investor temporary residence permit on the company's letterhead, addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the company/partnership/sole proprietorship). The application must include the investor's name, nationality, title, capacity, and passport number.
2. One (1) photocopy of the investor's passport.
3. A recent (no older than three months) official copy of the company's/partnership's/sole proprietorship's commercial registry.
4. A bank deposit statement evidencing payment of 25% of the partnership's capital (applicable only to partnerships), or a bank statement evidencing the placement of a frozen deposit for a period of one year, in the amount of USD 200,000 (two hundred thousand US Dollars), at one of the banks registered with the Central Bank of Egypt ("CBE"), and a declaration by such bank that it will not release the deposit except by a letter from GAFI following confirmation that the sole proprietorship has started its business operations (applicable only to sole proprietorships).
5. Projects that have been in existence for one year and have not yet started their business operations must submit a photocopy of the seriousness-demonstrating documents.
6. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to complete the residence procedures and act on behalf of the company before the governmental agencies. Alternatively, the applicant may submit an authorization to that effect signed by the chair of the board of directors, provided that the signature has been verified by a bank.
    - Any application made by a company operating within the Free Zones Framework must be referred together with a letter from the relevant zone.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit an application enclosing all required documents.
2. Visit the Passports Office at the hall designated for that purpose, after the service turnaround time has elapsed, to receive a recommendation letter related to granting the investor a one-year residence permit.

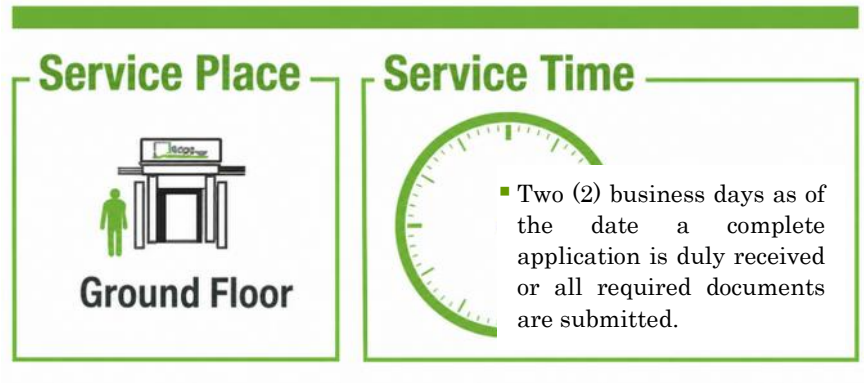


Select the service and take a queue number from the machine on the ground floor, then proceed to the Governmental Services Window to submit the application.

Visit the Passports Office at GAFI to receive the recommendation letter.

Fees:

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to granting investors of companies governed by the Investment Law a temporary residence permit	EGP 1,500	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

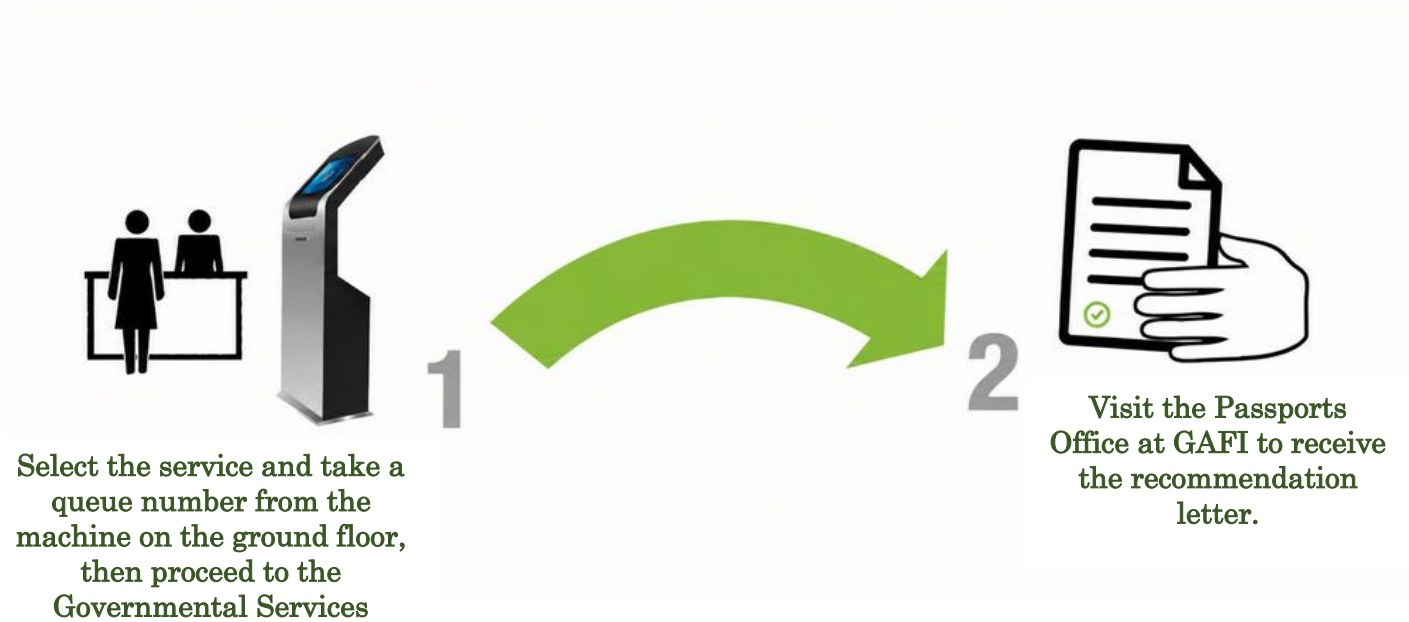
(D) Recommending the Renewal of the Temporary Residence Permits granted to Investors of Companies Governed by the Investment Law

Required Documents:

1. An application for the renewal of a temporary residence permit on the company's letterhead, addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the company). The application must include the investor's name, nationality, passport number, and date of residence.
2. One (1) photocopy of the investor's passport including the previous residence permit(s).
3. A recent (no older than three months) official copy of the company's commercial registry.
4. Projects that have been in existence for one year and have not yet started their business operations must submit a photocopy of the seriousness-demonstrating documents.
5. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to complete the residence procedures and act on behalf of the company before the governmental agencies. Alternatively, the applicant may submit an authorization to that effect signed by the chair of the board of directors, provided that the signature has been verified by a bank.
   - Any application made by a company operating within the Free Zones Framework must be referred together with a letter from the relevant zone.

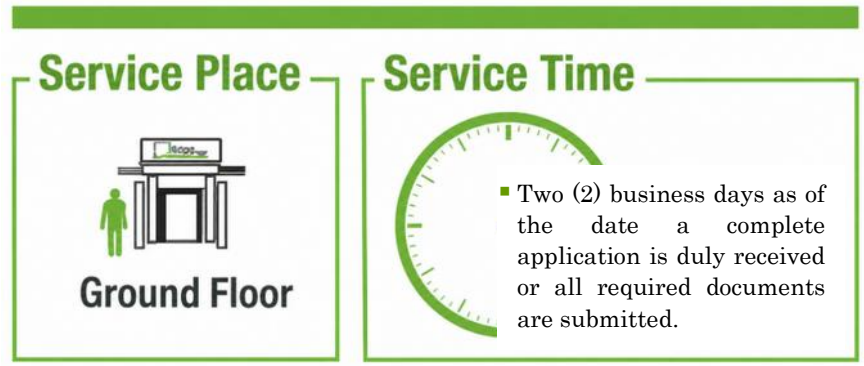
Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit an application enclosing all required documents.
2. Visit the Passports Office at the hall designated for that purpose, after the service turnaround time has elapsed, to receive a recommendation letter related to the renewal of the investor's temporary residence permit. Please be informed that such recommendation letter will not be issued unless the company has started its business operations or demonstrated seriousness in executing its project.



Fees:

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to renewing the temporary residence permits granted to investors of companies governed by the Investment Law.	EGP 1,500	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(E) Sponsoring a Domestic Worker

Required Documents:

1. An application for sponsoring a domestic worker, signed by the chair of the board of directors or whoever has the right to manage the company and sign on behalf of it, and stamped with the company's seal following bank verification of the signature. As per the designated application form, the application must include the sponsor's name, nationality, title, and capacity, as well as the domestic worker's name and nationality. The destination to which the visa is to be sent (the embassy or the airport) must be specified in the application.
2. A declaration by the sponsor acknowledging his/her responsibility for the domestic worker, provided that the signature on the declaration be bank-certified.
3. Three (3) photocopies of both the sponsor's and the domestic worker's passports.
4. A photocopy of a recent (no older than three months) commercial registry of the company.
   - An Additional Requirement Applicable only to Joint Stock Companies:
     A photocopy of the ratified general meeting minutes renewing the term of the board of directors. Such minutes must not be more than three years old, must still be valid, and must be reflected by a corresponding entry in the commercial registry. The original minutes must be submitted for matching against the photocopy.
5. A recent (no older than one month) social insurance status printout stating the number of the insured Egyptian staff working for the company, provided it be stamped with the official seal of the Arab Republic of Egypt (this requirement is applicable only if the sponsoring of the domestic worker is requested based on the number of the Egyptian staff working for the company).
6. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to complete the sponsorship procedures and act on behalf of the company before the governmental agencies. Alternatively, the applicant may submit an authorization to that effect signed by the chair of the board of directors, provided that the signature has been verified by a bank.
   - Any application made by a company operating within the Free Zones Framework must be referred together with a letter from the relevant zone.
7. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of the service or the document's name.
8. An authenticated employment agreement, if the domestic worker is a Filipino national. If the Filipino domestic worker arrives from a country other than the Philippines, the authenticated employment agreement may not be required. However, such latter case, if applicable, must be specified in the application.
9. Service fee payment receipt.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Notes:

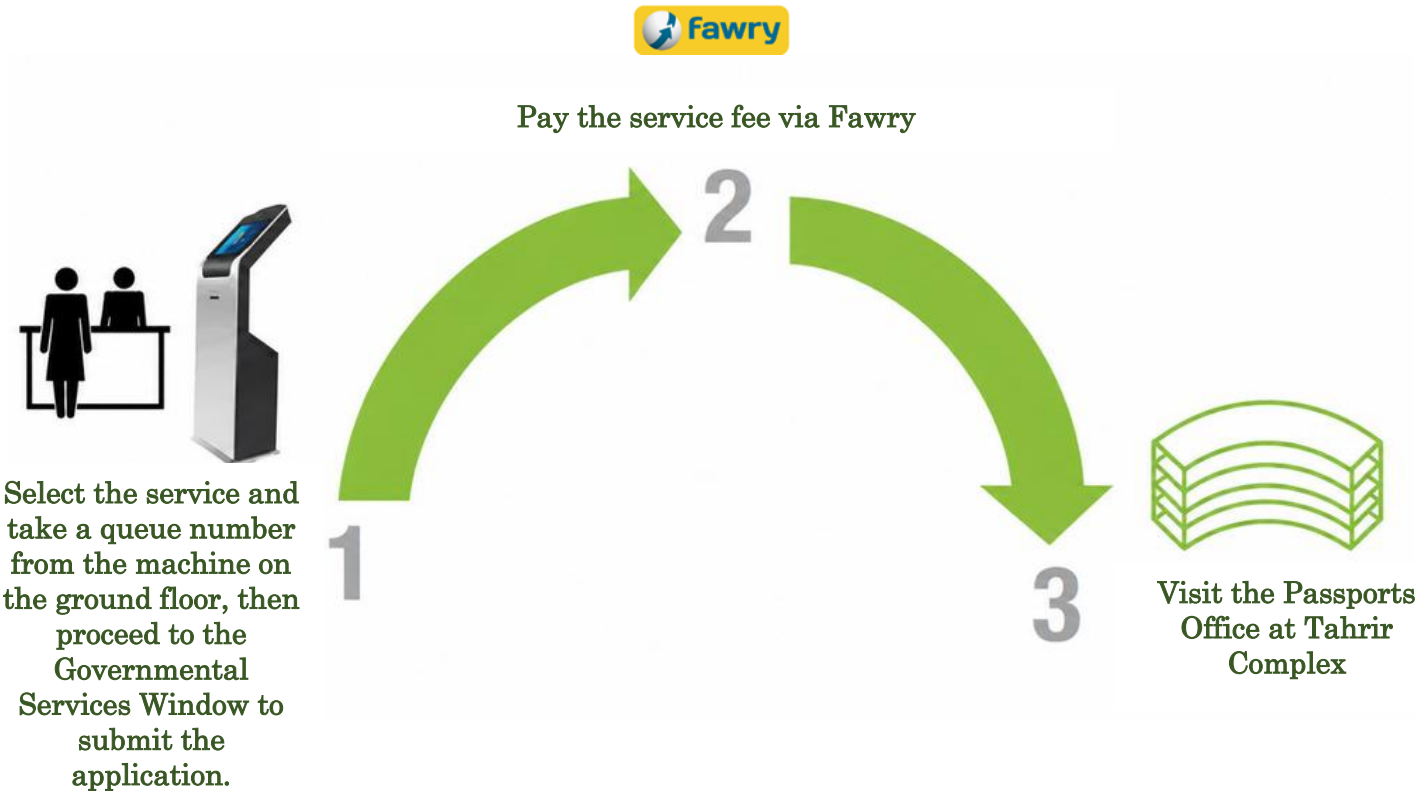
- In order to be eligible to sponsor one (1) domestic worker, the company's issued capital must be USD 1,000,000, or its equivalent in the Egyptian pounds, at the time of the incorporation or the capital increase. Alternatively, at least 50 Egyptian workers must be employed by the company as reflected in the Social Insurance Application Form (2).
- In order to be eligible to sponsor two (2) domestic workers, the company's issued capital must be USD 3,000,000, or its equivalent in the Egyptian pounds, at the time of the incorporation or the capital increase. Alternatively, at least 150 Egyptian workers must be employed by the company as reflected in the Social Insurance Application Form (2). Where one year has passed since the company's incorporation, the company must satisfy the foregoing condition and must provide the

business operation start date certificate or a progress-status inspection report has been sent to the competent department evidencing the company's seriousness in executing its project.

- In order to be eligible to sponsor a Filipino domestic worker, the company must submit an employment agreement concluded with the domestic worker, authenticated by the Philippines Embassy in Cairo. This condition does not apply to Filipino domestic workers arriving from a country other than the Philippines.

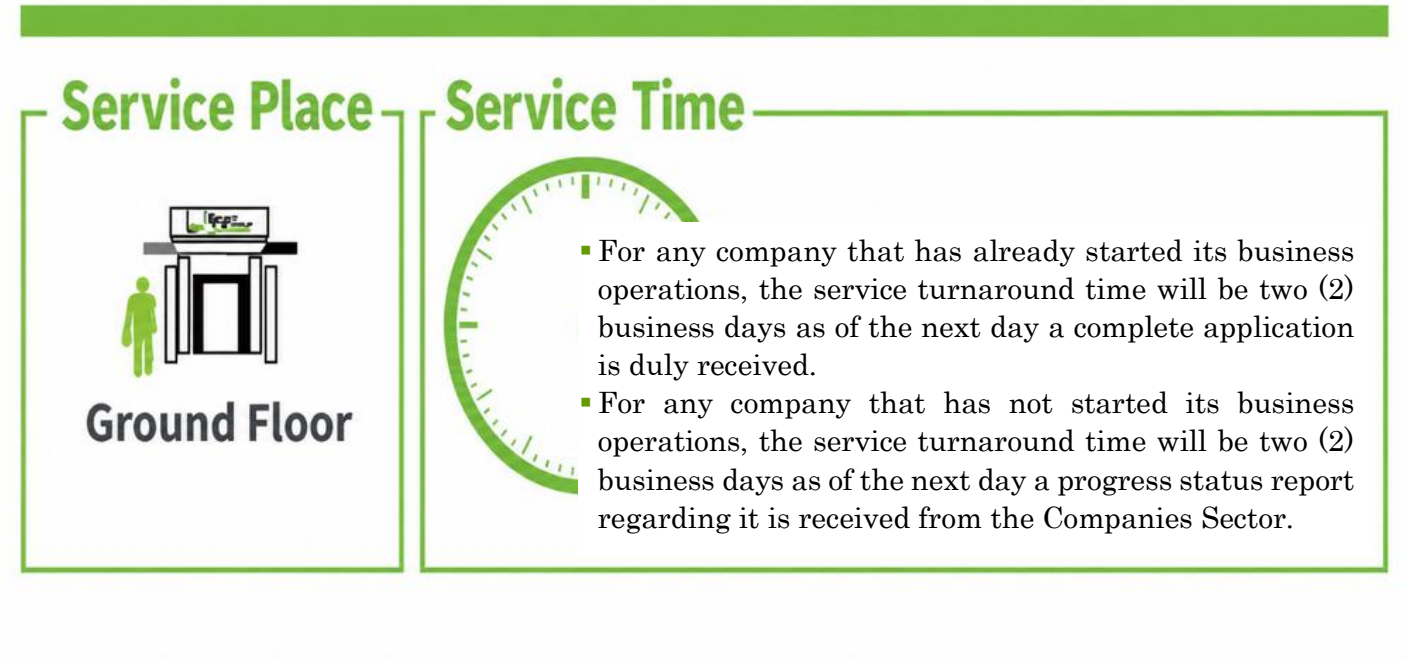
Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit an application (encompassing the domestic worker's data) or a letter, obtained from the free zone in which the project is located, enclosing all required documents.
2. Pay the service fee.
3. Visit the General Administration of Passports, Immigration and Nationality located at Tahrir Complex (GAFI grants this recommendation letter only to companies that have started their business operations, or companies that have demonstrated seriousness in executing their projects).



Fees:

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to sponsoring a domestic worker.	EGP 15,000 per each domestic worker	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.



Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(F) Recommending the Granting of a One-year Residence Permits to Domestic Workers

Required Documents:

1. An application on the company letterhead, signed by the chair of the board of directors or whoever has the right to manage the company and sign on behalf of it, and stamped with the company's seal. As per the designated application form, the application must include the sponsor's name, nationality, title, and capacity, as well as the domestic worker's name and nationality.
2. A certificate by a public hospital stamped with the official seal of the Arab Republic of Egypt evidencing that the domestic worker is free of HIV/AIDS, provided that such certificate be obtained immediately upon the arrival of the domestic worker.
3. A photocopy of a recent (no older than three months) commercial registry of the company.
   - An Additional Requirement Applicable only to Joint Stock Companies:
     A photocopy of the ratified general meeting minutes renewing the term of the board of directors. Such minutes must not be more than three years old, must still be valid, and must be reflected by a corresponding entry in the commercial registry. The original minutes must be submitted for matching against the photocopy.
4. A recent (no older than one month) social insurance status printout for the current year stating the number of the insured Egyptian staff working for the company, provided it be stamped with the official seal of the Arab Republic of Egypt (this requirement is applicable only if the sponsoring of the domestic worker is requested based on the number of the Egyptian staff working for the company).
5. A photocopy of the domestic worker's passport showing his/her arrival and entry date. The original passport must be submitted for matching against the photocopy.
6. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of the service or the document's name.
7. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to complete the sponsorship procedures and act on behalf of the company before the governmental agencies. Alternatively, the applicant may submit an authorization to that effect signed by the chair of the board of directors, provided that the signature has been verified by a bank.
   - Any application made by a company operating within the Free Zones Framework must be referred together with a letter from the relevant zone.
8. Service fee payment receipt.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Notes:

- **If the company fails to apply for the domestic worker's residence permit for a year or more, it will be liable for paying service fee for the year(s) the domestic worker resided in Egypt without a residence permit.**
- **If one year has passed since the incorporation of the company, the applicant must submit a business operations start date certificate or a progress status report evidencing seriousness made by GAFI Inspection Committee.**

Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit an application (encompassing the domestic worker's data) or a letter, obtained from the free zone in which the project is located, enclosing all required documents.
2. Pay the service fee.
3. Visit the Passports Office at the hall designated for that purpose, after the service turnaround time has elapsed, to receive a recommendation letter whereby the domestic worker will be granted a one-year residence permit.



Fees:

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to granting a domestic worker a one-year residence permit.	EGP 15,000 per each domestic worker	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Service Place



Ground Floor

Service Time

- For any company that has already started its business operations, the service turnaround time will be two (2) business days as of the next day a complete application is duly received.

Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(G) Recommending the Renewal of the Domestic Worker's Residence Permit

Required Documents:

1. An application on the company letterhead signed by the chair of the board of directors or whoever has the right to manage the company and sign on behalf of it, as set out in the designated application form.
2. A copy of the domestic worker's passport showing the previously granted residence permit(s).
3. A photocopy of a recent (no older than three months) commercial registry of the company.
   - An Additional Requirement Applicable only to Joint Stock Companies:
     A photocopy of the ratified general meeting minutes renewing the term of the board of directors. Such minutes must not be more than three years old, must still be valid, and must be reflected by a corresponding entry in the commercial registry. The original minutes must be submitted for matching against the photocopy.
4. A certificate by a public hospital stamped with the official seal of the Arab Republic of Egypt evidencing that the domestic worker is free of HIV/AIDS (applicable only if the domestic worker left Egypt during the past period of residence). However, if the domestic worker has not left Egypt during the past period of residence, his/her original passport must be submitted for verification purposes.
5. A recent (no older than one month) social insurance status printout for the current year stating the number of the insured Egyptian staff working for the company, provided it be stamped with the official seal of the Arab Republic of Egypt (this requirement is applicable only if the sponsoring of the domestic worker is requested based on the number of the Egyptian staff working for the company).
6. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of the service or the document's name.
7. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to complete the sponsorship procedures and act on behalf of the company before the governmental agencies. Alternatively, the applicant may submit an authorization to that effect signed by the chair of the board of directors, provided that the signature has been verified by a bank.
   - Any application made by a company operating within the Free Zones Framework must be referred together with a letter from the relevant zone.
8. Service fee payment receipt.

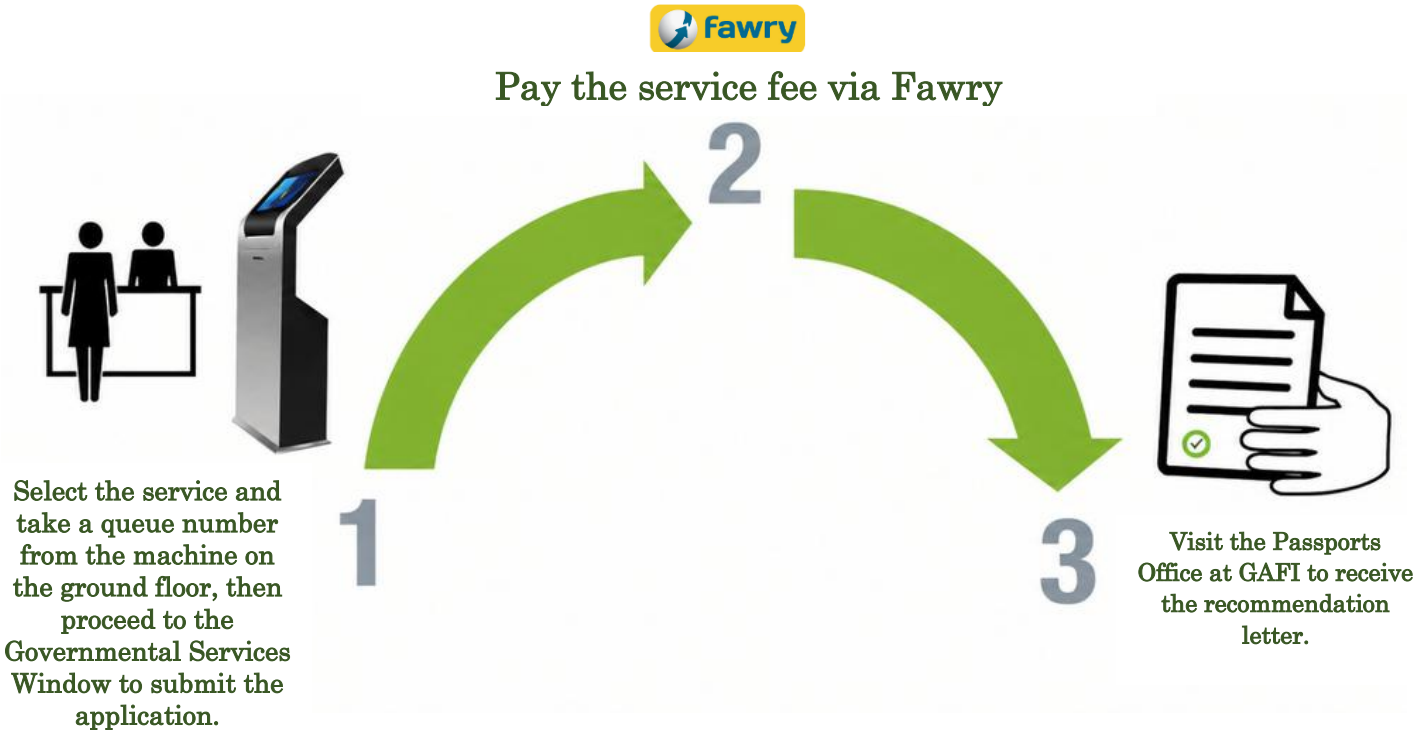
The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Notes:

- **If the company fails to apply for renewal of the domestic worker's residence permit for one year or more, it shall be liable for paying the service fees for each year during which the residence permit was not renewed.**
- **If one year has passed since the incorporation of the company, the applicant must submit a business operations start date certificate or a progress status report evidencing seriousness made by GAFI Inspection Committee has been sent to the competent department.**

Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit an application (encompassing the domestic worker's data) or a letter, obtained from the free zone in which the project is located, enclosing all required documents.
2. Pay the service fee.
3. Visit the Passports Office at the hall designated for that purpose, after the service turnaround time has elapsed, to receive a recommendation letter whereby the domestic worker's residence permit will be renewed. Please be informed that such recommendation letter will not be granted unless the company has already started business operations or demonstrated seriousness in executing its project.



Fees:

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to renewing the domestic worker's residence permit.	EGP 15,000 per each domestic worker	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Service Place



Ground Floor

Service Time

- For any company that has already started its business operations, the service turnaround time will be two (2) business days as of the next day a complete application is duly received.
- For any company that has not started its business operations, the service turnaround time will be two (2) business days as of the next day a progress status report regarding it is received from the Companies Sector.

Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(H) Recommending the Recruitment of Foreign Workers to work in the Arab Republic of Egypt for Companies Governed by the Investment Law (Entry Visa)

Required Documents:

1. An application addressed to the Head of the Investment Services Sector, signed by the authorized signatory, stamped with the seal of the company, and detailing the data of the foreigner workers requested to be recruited (name – nationality – job – passport number – birth date), as set out in the designated application form.
2. Two (2) photocopies of each passport.
3. A photocopy of a recent (no older than three months) commercial registry of the company (to be submitted once per year).
   - A photocopy of a valid tax card (to be submitted once per year).
4. A copy of a recent (no older than one month) social insurance status printout for the current year + a letter by the company specifying the total number of the insured Egyptian staff working for the company and their wages as well as the number of the foreign staff (to be submitted once per year).
   - In respect of companies operating within the Internal Investment Framework, the ratio of foreign to Egyptian staff must be 10% (one foreign worker for every 9 Egyptian workers).
   - In respect of free-zone companies governed by Law 8/1997, the ratio of foreign to Egyptian staff must be 25% throughout the term of the company.
   - In respect of free-zone companies governed by Law 72/2017, the ratio of foreign to Egyptian staff must be 20%.
   - If the company is newly incorporated and has not yet started its business operations, it will be exempted from submitting the Social Insurance Application Form (2), provided that the positions for which the workers are being recruited are among the following: general manager, financial manager, administrative manager, or installation technician. In which case, the statutory ratio will not apply.
5. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to act on behalf of the company before the governmental agencies. Alternatively, the applicant may submit an authorization to that effect signed by the chair of the board of directors, provided that the signature has been verified by a bank.
6. For Nationals of Southeast Asian Countries (Pakistan, India, Sri Lanka, the Philippines, Bangladesh, Indonesia, and Myanmar), the following documents must be submitted:
   - A photocopy of the experience certificate, duly authenticated by the Egyptian Embassy in the foreign national's country of origin or by the Egyptian Ministry of Foreign Affairs in Egypt + a photocopy of the employment agreement, duly authenticated by the foreign national's Ministry of Foreign Affairs and the Egyptian Embassy.
   - For nationals of Nepal and Thailand, only a photocopy of the experience certificate, duly authenticated by the Egyptian Embassy in the foreign national's country of origin or by the Egyptian Ministry of Foreign Affairs in Egypt is required.
   - Workers employed in professions that require a professional practice license must submit the relevant approval, as follows:
     - **Medicine and nursing**: the approval of the Ministry of Health.
     - **Pilots**: the approval of the Ministry of Civil Aviation.
     - **Arts**: the approval of the Egyptian Acting Professions Syndicate or that of the Egyptian Musicians Syndicate, as the case may be.
     - **Engineers**: the approval of the Egyptian Engineers Syndicate.
     - **Applied arts designers**: the approval of the Applied Arts Designers Syndicate.
     - **Water activities**: the approval of the Chamber of Diving and Water Sports (CDWS).
     - **Seafarers**: a maritime work permit issued by the Egyptian Authority for Maritime Safety.

- **Sports coaches and players**: approval of the Sports Professions Syndicate, in addition to the approval of the National Sports Council.
  - If the recruitment is for a limited period (temporary), this must be indicated in the application, specifying the required period, the start and end dates of the period, and the purpose of the recruitment.
  - Any application made by a company operating within the Free Zones Framework must be referred together with a letter from the relevant zone.

7. Any company/establishment that was incorporated one year ago but has not yet started its business operations must provide a document evidencing that it has applied to the GAFI committee competent to conduct such inspections for a progress status inspection or a business operations start date inspection.
   - Companies/establishments that have already started their business operations must submit a copy of the business operations start date certificate (to be submitted one time only).
   - A photocopy of the operating license (applicable to Free Zone and Investment Zone projects and required only once per year).
8. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of the service or the document's name.
9. Service fee payment receipt.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Steps:

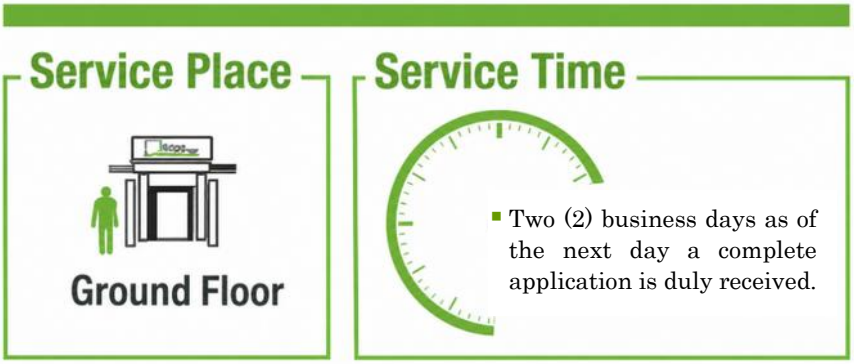


Fees:

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to recruiting foreign workers (Law 72/2017).	EGP 1,500 per each foreign worker	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Issuing a recommendation letter related to recruiting foreign workers for a limited period (Law 72/2017)	EGP 1,500 per each foreign worker		

Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(I) Initiating Procedures Related to Granting Work Permits to Foreigners Working for Companies Governed by the Investment Law

Required Documents:

1. An application, addressed to the Head of the Investment Services Sector, detailing the data of the foreigner workers in whose respect work permits are requested, as set out in the designated application form.
2. A photocopy of the passport(s) including the entry visa(s) and the original passport(s) for matching against the photocopy/copies.
3. A document stamped with the seal of the Central Department of Security evidencing that the background check consent forms have been duly received.
4. A copy of a recent (no older than one month) social insurance status printout for the current year (to be submitted once per year).
   - In respect of companies operating within the Internal Investment Framework, the ratio of foreign to Egyptian staff must be 10% (one foreign worker for every 9 Egyptian workers).
   - In respect of free-zone companies governed by Law 8/1997, the ratio of foreign to Egyptian staff must be 25% throughout the term of the company.
   - In respect of free-zone companies governed by Law 72/2017, the ratio of foreign to Egyptian staff must be 20%.
   - If the company is newly incorporated and has not yet started its business operations, it will be exempted from submitting the Social Insurance Application Form (2), provided that the positions for which the workers are being recruited are among the following: general manager, financial manager, administrative manager, or installation technician. In which case, the statutory ratio will not apply.
   - A photocopy of a recent (no older than three months) commercial registry of the company (to be submitted once per year).
   - A photocopy of a valid tax card (to be submitted once per year).
5. A letter from the Ministry of Manpower and Immigration approving the sponsorship of the foreign national for employment and specifying the reference number of the approval made by the General Administration of Passports, Immigration and Nationality to permit the foreign national to enter Egypt. Alternatively, the applicant may submit a letter exempting the foreign national from the sponsorship requirement. For Nationals of Southeast Asian Countries (Pakistan, India, Sri Lanka, the Philippines, Bangladesh, Indonesia, and Myanmar), the following documents must be submitted:
   - The applicant must submit a photocopy of the experience certificate, duly authenticated by the Egyptian Embassy in the foreign national's country of origin or by the Egyptian Ministry of Foreign Affairs in Egypt + a photocopy of the employment agreement, duly authenticated by the foreign national's Ministry of Foreign Affairs and the Egyptian Embassy.
   - For nationals of Nepal and Thailand, only a photocopy of the experience certificate, duly authenticated by the Egyptian Embassy in the foreign national's country or by the Egyptian Ministry of Foreign Affairs is required.
   - The following are exempted from submitting the sponsorship-exemption letter: those born in Egypt, those whose mother is Egyptian, and those married to an Egyptian national, provided that the document evidencing the same is submitted.
6. Workers employed in professions that require a professional practice license must submit the relevant approval, as follows:
   - **Medicine and nursing**: the approval of the Ministry of Health.
   - **Pilots**: the approval of the Ministry of Civil Aviation.
   - **Arts**: the approval of the Egyptian Acting Professions Syndicate or that of the Egyptian Musicians Syndicate, as the case may be.
   - **Engineers**: the approval of the Egyptian Engineers Syndicate.

- **Applied arts designers**: the approval of the Applied Arts Designers Syndicate.
- **Water activities**: the approval of the Chamber of Diving and Water Sports (CDWS).
- **Seafarers**: a maritime work permit issued by the Egyptian Authority for Maritime Safety.
- **Sports coaches and players**: the approval of the Sports Professions Syndicate, in addition to the approval of the National Sports Council.
  - Any application made by a company operating within the Free Zones Framework must be referred together with a letter from the relevant zone.

7. Any company/establishment that was incorporated one year ago but has not yet started its business operations must provide a document evidencing that it has applied to the GAFI committee competent to conduct such inspections for a progress status inspection or a business operations start date inspection.
   - Companies/establishments that have already started their business operations must submit a copy of the business operations start date certificate (to be submitted one time only).
   - A photocopy of the operating license (applicable to Free Zone and Investment Zone projects and required only once per year).
8. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to act on behalf of the company before the governmental agencies. Alternatively, the applicant may submit an authorization to that effect signed by the chair of the board of directors, provided that the signature has been verified by a bank.
9. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of the service or the document's name.
10. Service fee payment receipt.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Steps:



Fees:

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to obtaining work permits for foreign workers.	EGP 1,500 per each foreign worker	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Service Place



Ground Floor

Service Time

- To issue a recommendation letter related to initiating the work permit procedures and obtaining a six-month temporary residence permit, the service turnaround time will be two (2) business days as of the next day a complete application is duly received.
- The service turnaround time will also be two (2) business days as of the date the Central Department of Security sends the validated background check consent forms and raises no objection as to the issuance of the recommendation letter.

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(J) Recommending the Renewal of Work Permits Granted to Foreigners Working for Companies Governed by the Investment Law

Required Documents:

1. An application on the company's letterhead for work permit(s) renewal, addressed to the Head of the Investment Services Sector, duly signed by the authorized signatory and stamped with the seal of the company, as set out in the designated application form.
2. A photocopy of the passport(s) including the previous residence permit(s) and the original passport(s) for matching against the photocopy/copies.
3. A photocopy of a recent (no older than three months) commercial registry of the company.

An Additional Requirement Applicable only to Joint Stock Companies:

A photocopy of the ratified general meeting minutes renewing the term of the board of directors. Such minutes must not be more than three years old, must still be valid, and must be reflected by a corresponding entry in the commercial registry. The original minutes must be submitted for matching against the photocopy.

4. The relative weight form, related to the company/partnership/sole proprietorship, enclosing all supporting documents:
   - A bank attestation letter evidencing the existence of a cash balance in the company's name equivalent to at least one of the minimum thresholds, a statement by GAFI Economic Performance Sector, or a statement indicating that paid up capital has not exceeded the company's issued capital (applicable to joint stock companies).
   - A recent (no older than one month) social insurance status printout for the current year stating the number of the insured Egyptian staff working for the company/partnership/sole proprietorship, provided it be stamped with the official seal of the Arab Republic of Egypt.
5. Any company/establishment that was incorporated one year ago but has not yet started its business operations must provide a document evidencing that it has applied to the GAFI committee competent to conduct such inspections for a progress status inspection or a business operations start date inspection.
   - Companies/establishments that have already started their business operations must submit a copy of the business operations start date certificate.
   - Companies/establishments that were inspected by the aforementioned GAFI committee five years ago or more must re-apply for a progress status inspection and provide a document evidencing the submission of such application.
6. A photocopy of the most recent ratified document evidencing the foreign investor's ownership of shares/stocks in the company, or his capacity as a representative of a corporate person holding shares in, or a partnership interest in, that company.
   - A photocopy of the most recent document evidencing that the foreigner has the right to manage the company and sign on behalf of it.
7. A photocopy of the proof of possession (in respect of lease agreements, the applicant must provide a copy of a lease agreement notarized by the Real Estate Registration and Notarization Department or a copy of the jurisdictional authority's approval of the lease agreement. The applicant must also provide the original agreement in order to be matched against the copy).
   - A photocopy of the operating license (applicable to Free Zone and Investment Zone projects)

8. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to complete the residence procedures and act on behalf of the company before the governmental agencies. Alternatively, the applicant may submit an authorization to that effect signed by the chair of the board of directors, provided that the signature has been verified by a bank.
   - Any application made by a company operating within the Free Zones Framework must be referred together with a letter from the relevant zone.
9. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of the service or the document's name.
10. Service fee payment receipt.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application enclosing all required documents.
2. Pay the service fee.
3. Visit the Work Permits Office at GAFI to submit the recommendation letter and receive the work permit(s).

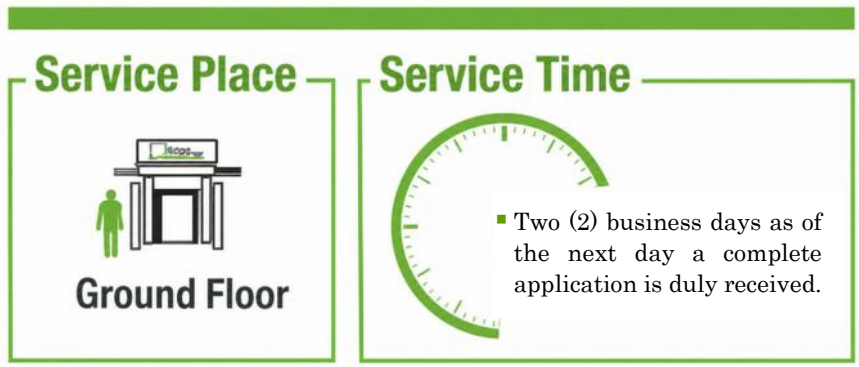


Fees:

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to renewing foreign workers' work permits.	EGP 1,500 per each foreign worker	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).



Note:

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(K) Recommending the Granting of Work Permits to Foreigners working for Companies Governed by the Companies Law

Required Documents:

1. An application, addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the company), setting out the full details of the foreign worker(s) in whose respect work permit(s) are requested to be granted.
2. A photocopy of a recent (no older than three months) commercial registry of the company.
   An Additional Requirement Applicable only to Joint Stock Companies:
   A photocopy of the ratified general meeting minutes renewing the term of the board of directors. Such minutes must not be more than three years old, must still be valid, and must be reflected by a corresponding entry in the commercial registry. The original minutes must be submitted for matching against the photocopy.
3. A copy of each passport.
4. If more than one year has passed since the company's incorporation, the company must submit the progress status documents (proof of possession, an operating license, the most recent five sale and purchase invoices, the financial statements for the last two years, and the tax returns), and GAFI has the right to request any additional documents depending on the company's business activity.
   - If the company has not obtained the license specific to its business activity, or in the case of companies whose business activity does not require the issuance of special licenses, the company must submit a progress status inspection report prepared by GAFI Inspection Committee.
5. The Companies Gazette issue (or a copy of the articles of incorporation which is applicable only to recently incorporated companies).
6. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to complete the work permit procedures and act before the governmental agencies on behalf of the company. Alternatively, the applicant may submit an authorization to that effect made by the authorized signatory, provided that the signature has been verified by a bank.
7. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of service or the document's name.
8. Service fee payment receipt.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application enclosing all required documents. The application must include the following data: (a) the company's name, legal structure, and address; and (b) the foreigner's name, nationality, passport number, and title applied for.
2. Pay the service fee.
3. Upon the expiry of the service turnaround time, and following the receipt of the approval of the security authorities, visit the Work Permits Office at GAFI to receive the relevant recommendation letter and obtain the permit.

Pay the service fee via Fawry



Fees:

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to granting work permits to foreign workers working for companies governed by Law 159/1981	EGP 1,500 per each foreign worker	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.



Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(L) Recommending the Renewal of Work Permits Granted to Foreigners Working for Companies Governed by the Companies Law

Required Documents:

1. An application addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the company). As per the designated application form, it must be specified in the application the full details (name, title, nationality, passport number, work permit number) of the foreign worker(s) in whose respect work permit(s) are requested to be renewed.
2. A photocopy of a recent (no older than three months) commercial registry of the company.
   An Additional Requirement Applicable only to Joint Stock Companies:
   A photocopy of the ratified general meeting minutes renewing the term of the board of directors. Such minutes must not be more than three years old, must still be valid, and must be reflected by a corresponding entry in the commercial registry. The original minutes must be submitted for matching against the photocopy.
3. A copy of each passport and the original passport(s) for matching against the copy/copies.
4. The original work permit(s) for verification purposes + a copy of both the front and the back of each work permit(s).
5. If more than one year has passed since the company's incorporation, the company must submit the progress status documents (proof of possession, an operating license, the most recent five sale and purchase invoices, the financial statements for the last two years, and the tax returns), and GAFI has the right to request any additional documents depending on the company's business activity.
   - If the company has not obtained the license specific to its business activity, or in the case of companies whose business activity does not require the issuance of special licenses, the company must submit a progress status inspection report prepared by GAFI Inspection Committee.
6. A photocopy of the most recent document evidencing that the foreign worker owns shares/stocks in the company (applicable only if the foreign worker is a shareholder/partner in the company).
7. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to complete the work permit procedures and act before the governmental agencies on behalf of the company. Alternatively, the applicant may submit an authorization to that effect made by the authorized signatory, provided that the signature has been verified by a bank.
8. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of service or the document's name.
9. Service fee payment receipt.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

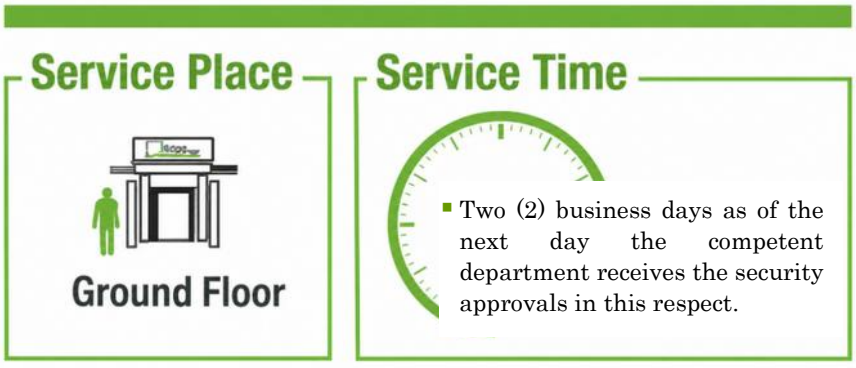
Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application enclosing all required documents. The application must include the following data: (a) the company's name, legal structure, and address; and (b) the foreigner's name, nationality, passport number, and title applied for.
2. Pay the service fee.
3. Upon the expiry of the service turnaround time, visit the Work Permits Office at GAFI to receive the relevant recommendation letter and obtain the permit.



Fees:

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to renewing the work permits of foreign workers working for companies governed by Law 159/1981	EGP 1,500 per each foreign worker	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.



Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
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- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(M) Approving the Registration of any Foreign Company's Branch at the Commercial Register in Egypt

Required Documents [7]:

1. An application addressed to the Head of the Investment Services Sector, as set out in designated application form, enclosing two certified copies of a full power of attorney duly executed by the parent company in the name of the applicant + the original power of attorney to be matched against the certified copies + two photocopies of the applicant's personal ID.
2. The original articles of association or commercial registry of the foreign parent company, authenticated by the Egyptian consulate abroad and the Egyptian Ministry of Foreign Affairs and translated into Arabic + a photocopy of such articles.
3. The foreign parent company's resolution to open a branch in Egypt, authenticated by the Egyptian consulate abroad and the Egyptian Ministry of Foreign Affairs and translated into Arabic + a photocopy of such resolution.
4. The foreign parent company's resolution appointing a manager for the branch in Egypt, authenticated by the Egyptian consulate abroad and the Egyptian Ministry of Foreign Affairs and translated into Arabic + a photocopy of such resolution + two photocopies of the manager's personal ID (national ID card / passport).
5. An acknowledgment by the parent company that it has not previously opened a branch of the company in Egypt, authenticated by the Egyptian consulate abroad and the Egyptian Ministry of Foreign Affairs and translated into Arabic + a photocopy of such acknowledgment.
6. A bank statement in the name of the branch evidencing the equivalent of EGP 5,000 in any freely-convertible foreign currency as per the declared exchange rate + a photocopy of such bank statement.
7. Two (2) copies of the lease agreement or the title deed for the branch's premises, provided it be date-certified by the Real Estate Registration and Notarization Department, together with the original for matching against the copies.
8. Two (2) copies of the contracting agreement [8] or the agreement concluded for any operation in Egypt, together with the original for matching against the copies + two photocopies of a recent (no older than three months) commercial registry of the Egyptian company that is a party to the agreement.
9. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of service or the document's name.
10. Validated background check consent forms related to the foreign company and the branch manager in Egypt + the CD to be submitted to GAFI Central Department of Security.

The company undertakes that the documents set out above are consistent, in form and substance, with the correct application of the law and the procedures followed, and that it consents to the deregistration of the company's branch from the Commercial Register, in the event that an unfavorable background check result is received.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application enclosing all required documents.
2. Upon the expiry of the service turnaround time, visit the Commercial Register Office at GAFI to complete the branch registration procedures.

[7] All required documents submitted by the company are procedurally acceptable. However, a subject-matter expert will still assess their content.

[8] Some agreements require the approval of other authorities, which the company must obtain.



Select the service and take a queue number from the machine on the ground floor, then proceed to the Governmental Services Window to submit the application.

1

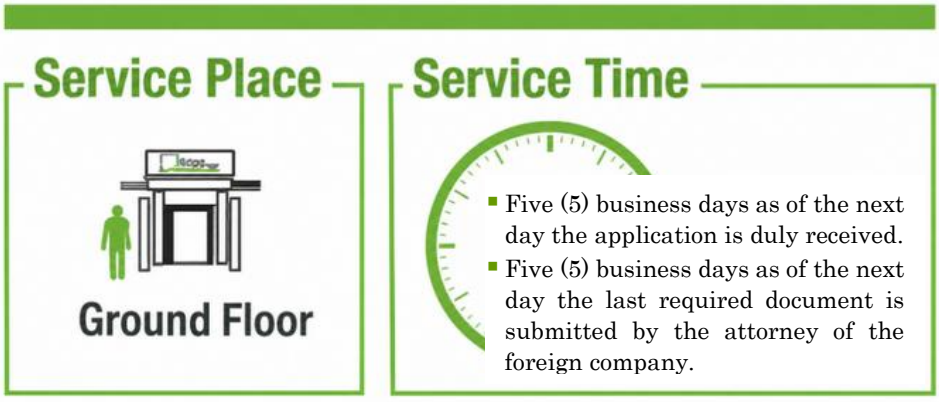
2



Upon the expiry of the service turnaround time, visit the Commercial Register Office at GAFI to complete the branch registration procedures.

Fees:

Free of charge.



Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(N) Recommending the Granting of a Work Permit to a Foreign Company Branch Manager

Required Documents:

1. An application addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the company). As per the designated application form, the details of the foreign manager including his/her name, nationality, title, arrival date must be specified in the application.
2. A copy of the passport and the original passport for matching against the copy.
3. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to act before the governmental agencies on behalf of the company. Alternatively, the applicant may submit an authorization to that effect made by the authorized signatory, provided that the signature has been verified by a bank.
4. A document stamped with the seal of the Central Department of Security evidencing that the background check consent forms have been duly received.
5. A photocopy of a recent (no older than three months) commercial registry of the company + the original for matching against the copy.
6. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of service or the document's name.
7. Service fee payment receipt.

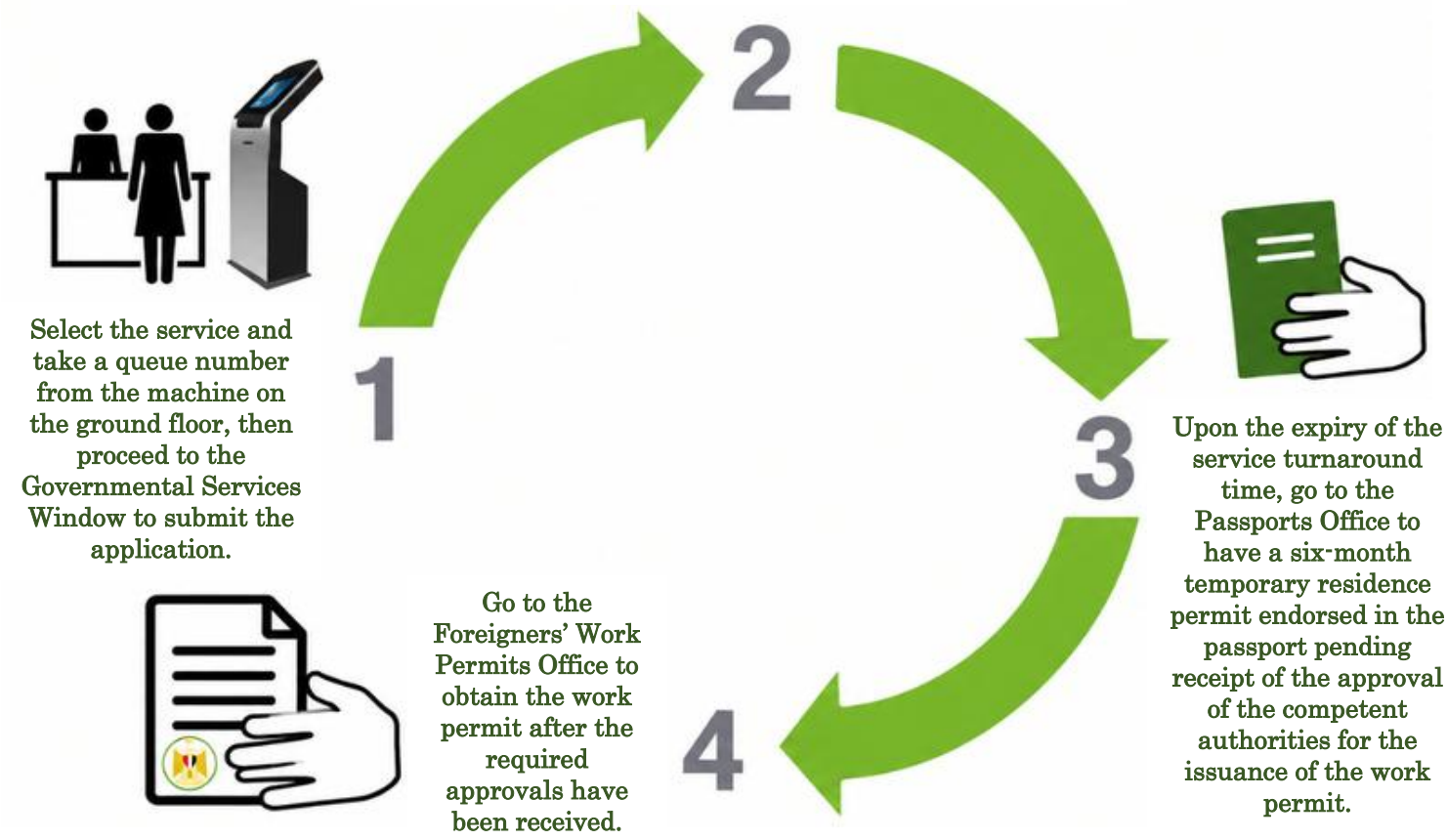
The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Note:
The branch managers may obtain a recommendation for obtaining a work permit, for a maximum of two (2) managers. In the event that work permits are required for a greater number, kindly refer to the Manpower Directorate to which the branch is affiliated. This is subject to the statutory ratio prescribed for foreign workers.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application enclosing all required documents.
2. Pay the service fee.
3. Upon the expiry of the service turnaround time, go to the Passports Office to have a six-month temporary residence permit endorsed in the passport pending receipt of the approval of the competent authorities for the issuance of the work permit.
4. Go to the Foreigners' Work Permits Office to obtain the work permit after the required approvals have been received.

Pay the service fee via Fawry

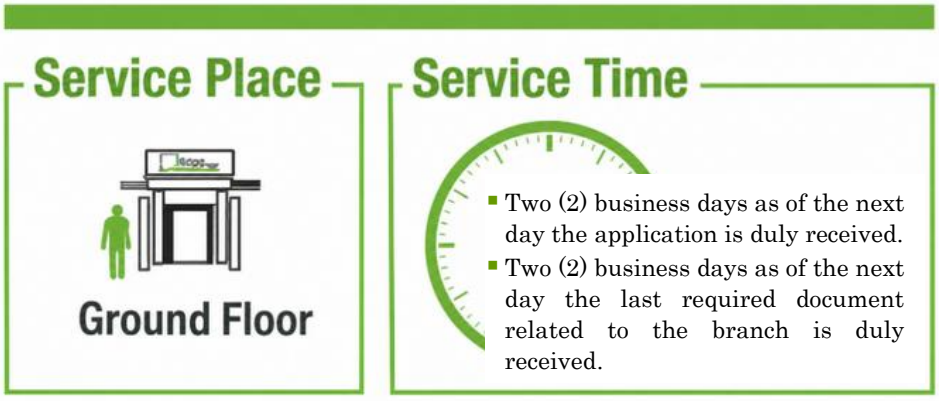


Fees:

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to granting a foreign branch manager a work permit.	EGP 1,500	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(O) Recommending the Renewal of Work Permit(s) Granted to Foreign Company Branch Manager(s)

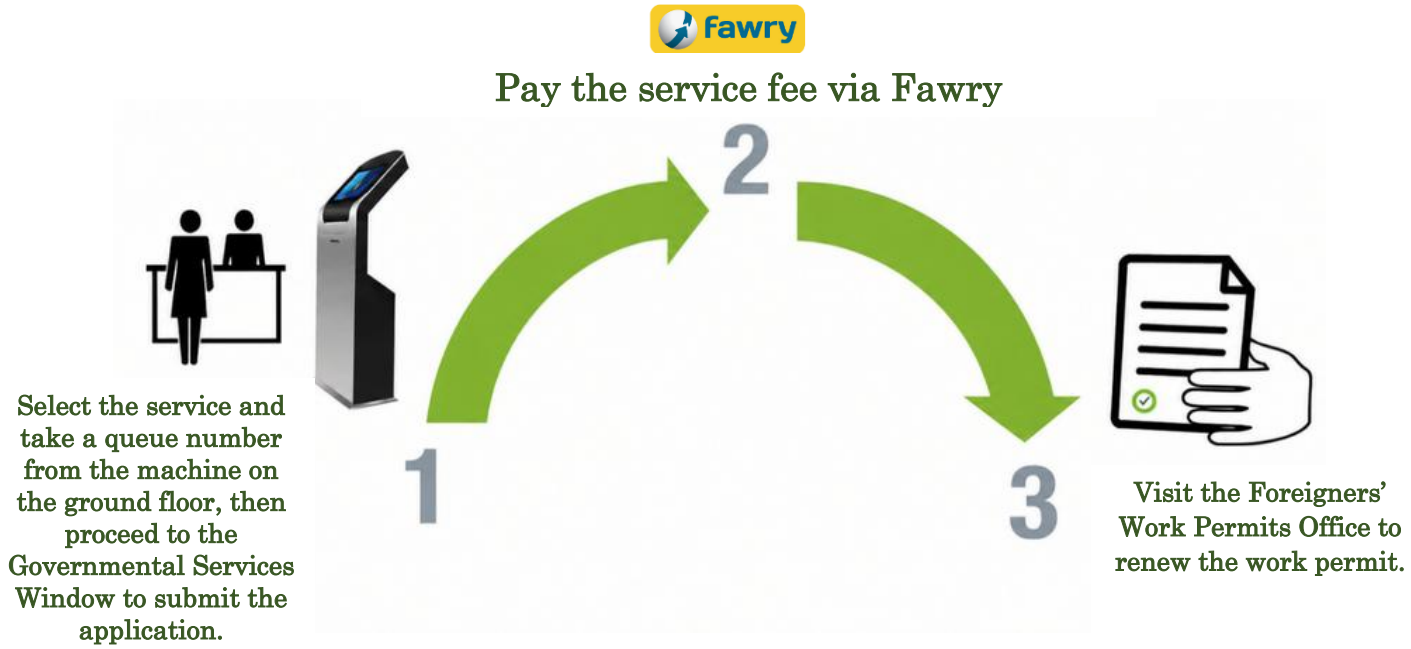
Required Documents:

1. An application addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the company). As per the designated application form, it must be specified in the application the full details (name, nationality, title, work permit number) of the manager in whose respect work permit is requested to be renewed.
2. A copy of the passport and the original passport for matching against the copy.
3. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory – authorizing the applicant to act before the governmental agencies on behalf of the company. Alternatively, the applicant may submit an authorization to that effect made by the foreign manager, provided that the signature on that authorization has been verified by a bank.
4. A copy of both the front and the back of the expired work permit.
5. A photocopy of a recent (no older than three months) commercial registry of the branch. The original must be submitted for matching against the copy.
6. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of service or the document's name.
7. Service fee payment receipt.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

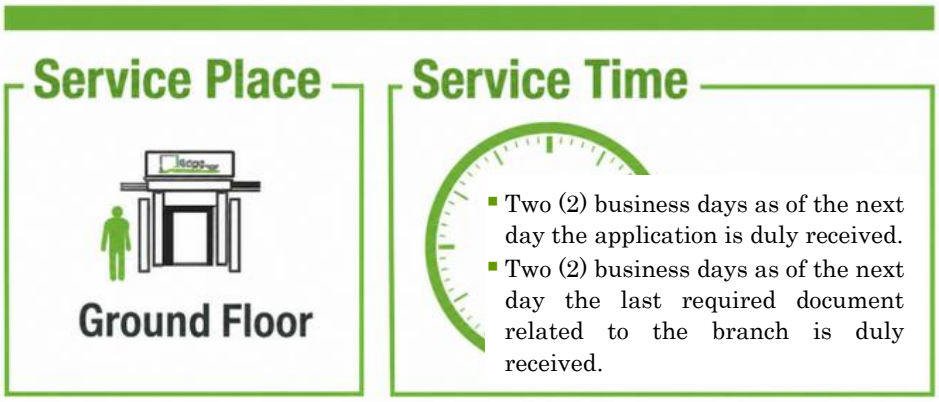
Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application enclosing all required documents.
2. Pay the service fee.
3. Visit the Foreigners' Work Permits Office to renew the work permit.



Fees:

Service Description	Fee	Payable to	Payment via
Issuing a recommendation letter related to renewing the expired work permit granted to the branch manager.	EGP 1,500	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.



Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(P) Registering Representative Offices

Required Documents:

1. An application, addressed to the Head of the Investment Services Sector, as per the designated application form.
2. Evidence that the applicant submitted to the Central Department of Security the background check consent forms related to the foreign company and the representative office manager, or evidence that the approvals of the competent authorities have been received by GAFI.
3. The original articles of incorporation and association of the foreign company, together with an Arabic translation of a summary thereof, provided that the articles of incorporation be authenticated by the Egyptian embassy or consulate abroad as well as the Authentications Office of the Ministry of Foreign Affairs in Egypt.
4. The original resolution of the board of directors of the foreign company approving the opening of a representative office in Egypt and the appointment of a manager for the office, provided that it be authenticated by the Egyptian embassy or consulate abroad as well as the Authentications Office of the Ministry of Foreign Affairs in Egypt + an Arabic translation of such resolution.
5. The representative office manager's information:
   - If the manager is a foreign national, a statement must be submitted setting out his/her full four-part name in both Arabic and Latin script, and his/her nationality, accompanied by a copy of his/her passport.
   - If the manager is an Egyptian national, a statement must be submitted setting out his/her three-part name, nationality, place of residence, and national ID number with its date of issuance, accompanied by a photocopy of his/her national ID card.
6. A copy of the applicant's power of attorney, authenticated by the Egyptian embassy or consulate abroad, or authenticated by the Authentications Office of the Ministry of Foreign Affairs in Egypt (after the original has been submitted for matching against the copy).
7. A photocopy of the lease agreement for the representative office's premises, provided that the agreement be date-certified by the Real Estate Registration and Notarization Department + the original agreement to be matched against the copy.
8. A copy of the receipt evidencing payment of the office's registration fee, in the amount of EGP 1,000 (this fee is refundable in the event that the opening of the office is not approved) + a copy of the receipt evidencing payment of the applicable fee related to issuing one or more certificate of registration of the representative office.
9. A bank attestation letter, addressed to the Investment Services Sector at GAFI, evidencing the existence of a minimum balance, in the representative office's name, equivalent to EGP 5,000, in foreign currency transferred from abroad.
10. An acknowledgment by the parent company that it will decide to either incorporate a company in Egypt, open a branch thereof, or deregister the office, within three years of the date of the office's registration, provided that the acknowledgment be authenticated by the Egyptian embassy or consulate abroad, as well as the Authentications Office of the Ministry of Foreign Affairs in Egypt.
11. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of service or the document's name.

The parent company must acknowledge that (i) it will deregister the representative office from GAFI's records, in the event that an unfavorable background check result is received in respect of it and that (ii) all amounts due to the relevant governmental authorities will be settled in accordance with the rules and instructions applicable in this regard. The company must also acknowledge that (iii) it will change the representative office's manager, in the event that an unfavorable background check result is received in respect of him/her, and that (iv) GAFI has the right to request any additional documents on a case-by-case basis.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application enclosing all required documents.
2. Pay the service fee.
3. Upon the expiry of the service turnaround time, visit the General Department of Governmental Services on the fifth floor to receive the certificate of registration of the representative office. After the security approval as well as the bank attestation letter are received, the certificate will be stamped with the official seal of the Arab Republic of Egypt and handed over to the attorney of the representative office.

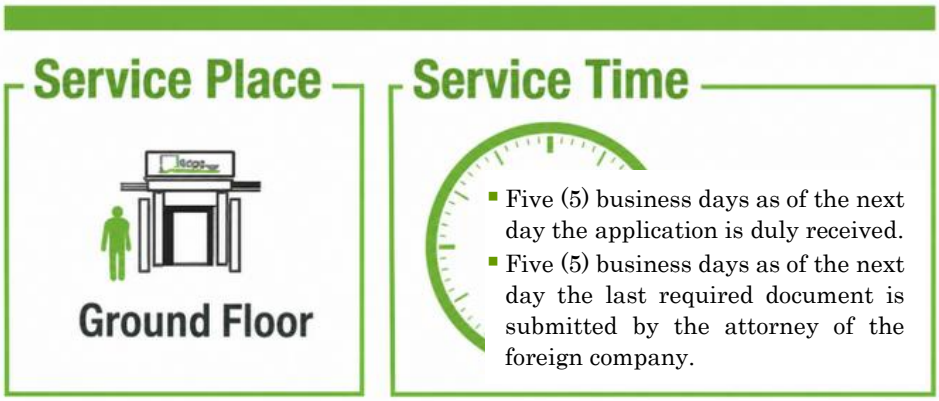


Fees:

Service Description	Fee	Payable to	Payment via
Representative office registration fee	EGP 1,000	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.
Certificate of registration issuance fee	EGP 2,000 per certificate		

Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(Q) Amending the Data of the Representative Office and Issuing a Certificate to that Effect (Changing the Address, the Manager, and/or the name of the Parent Company)

Required Documents:

1. An application for data amendment, addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the company), stating the number of certificates to be issued and specifying the recipient authority of each certificate, as per the designated application form.
2. The applicant's power of attorney.
3. Additional required documents to be submitted if the representative office would like to change its address:
   - The office manager's decision changing the office's old address into a new one.
   - Proof of possession of the new administrative premises, provided such proof be date-certified by the Real Estate Registration and Notarization Department.
4. Additional required documents to be submitted, when the office manager is changed:
   - The parent company's resolution appointing the new manager, provided that such resolution must specify the action taken vis-à-vis the former manager. Such resolution must be authenticated by the embassy and the Ministry of Foreign Affairs, and a certified Arabic translation of such resolution must also be submitted.
   - Proof of identity of the new manager (national ID card for Egyptians, passport for foreign nationals).
   - Evidence that a background check consent form has been submitted in respect of the new manager.
   - The amendments acknowledgment form prepared by GAFI.
5. Additional required documents to be submitted, if the name of the parent company is changed:
   - The parent company's resolution changing its name + the parent company's commercial registry, showing the company's name before and after the change, provided such registry be authenticated by the embassy and the Ministry of Foreign Affairs + a certified Arabic translation.
   - Evidence that a background check consent form has been submitted in respect of the foreign company's new name.
   - The amendments acknowledgment form prepared by GAFI.
6. A photocopy of the most recent certificate of registration issued in respect of the representative office.
7. A receipt evidencing payment of the fee for issuing the certificate(s).
8. A photocopy of the list of the business operations conducted by the office on behalf of the parent company, together with evidence that such operations were reported to the parent company and the parent company's opinion thereon + a certified Arabic translation.
9. A recent statement, certified by the office manager, listing the representative office's employees, their nationalities, job titles, total wages, and the percentage of the Egyptian employees' wages.
10. A timetable listing the studies that have been completed and those that remain outstanding.
11. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of service or the document's name.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application enclosing all required documents.
2. Pay the service fee.
3. Visit the General Department of Governmental Services on the fifth floor to receive the requested certificate(s).

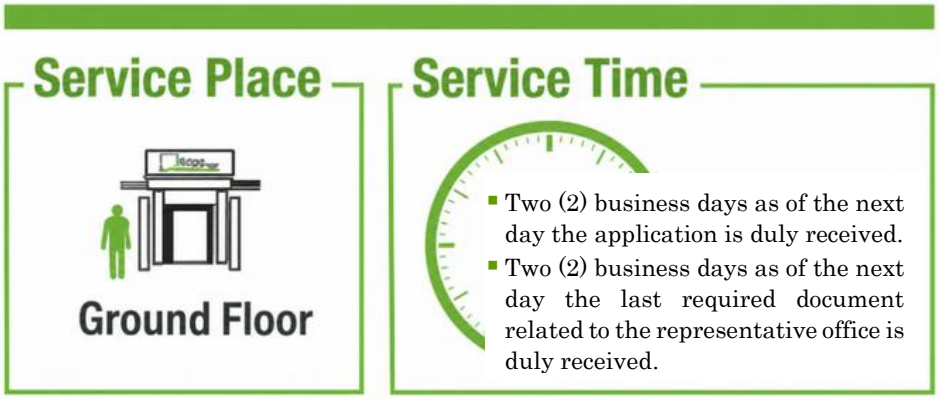


Fees:

Service Description	Fee	Payable to	Payment via
Issuing the amended certificate(s) of registration	EGP 2,000 per certificate	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.

Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).



Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(R) Deregistering the Representative Office and Issuing a Certificate to that Effect

Required Documents:

1. An application for deregistration of the representative office, addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the company), stating the number of certificates of deregistration to be issued and specifying the recipient authority of each certificate, as per the designated application form.
2. The applicant's power of attorney.
3. A photocopy of the most recent certificate of registration issued in respect of the representative office.
4. A deregistration consent signed by the authorized signatory.
5. The resolution of the board of directors, or a declaration by the parent company abroad, approving the deregistration of the representative office, or the wind-up of the office's business activity in Egypt, provided that it be authenticated by the Egyptian embassy in the parent company's country and by the Ministry of Foreign Affairs domestically, and that it be translated into Arabic by a certified translation office.
6. Evidence of payment of all dues payable to the Government of Egypt such as taxes on labor income and social insurance subscriptions.
7. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of service or the document's name.
8. The receipt evidencing payment of fees related to issuing the certificate(s) of deregistration.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application enclosing all required documents.
2. Pay the service fee.
3. Visit the General Department of Governmental Services on the fifth floor to receive the requested certificate(s).

Pay the service fee via Fawry

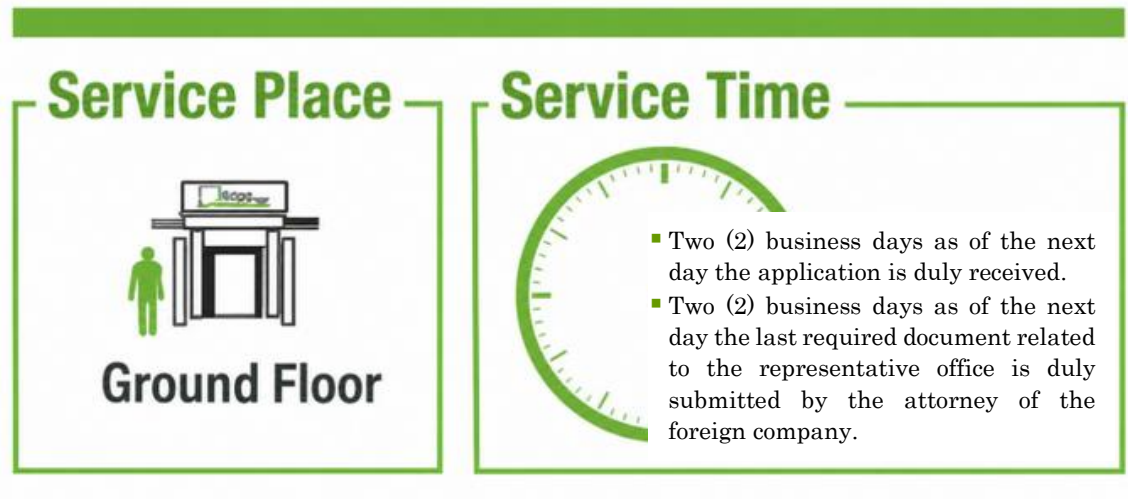


Select the service and take a queue number from the machine on the ground floor, then proceed to the Governmental Services Window to submit the application.

Visit the General Department of Governmental Services to deregister the representative office by virtue of the issued certificate(s) of deregistration.

Fees:

Service Description	Fee	Payable to	Payment via
Issuing certificate(s) of deregistration of the representative office	EGP 2,000 per certificate	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.



Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(S) Recommending the Granting of Work Permits to Representative Office Managers/Market Research Consultants

Required Documents:

1. An application, addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the representative office), stating the details of the foreign manager/employee (the name of the representative office, its address, the foreign national's name, passport number, job title, and academic qualification), as per the designated application form. The application must enclose a document stamped with the seal of the Central Department of Security evidencing that the background check consent form related to the market research consultant has been duly submitted.
2. A photocopy of the passport + the original passport for matching against the photocopy.
3. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the chair of the board of directors or the authorized signatory of the parent company – authorizing the applicant to act before the governmental agencies on behalf of the parent company. Alternatively, the applicant may submit an authorization to that effect made by the representative office foreign manager, provided that the signature on that authorization has been verified by a bank.
4. A recent statement, certified by the representative office manager, listing the representative office's employees, their nationalities, and their job titles.
5. A copy of the parent company's authenticated resolution appointing the foreign national, together with an Arabic translation thereof, or the office manager's decision, in the event that he is authorized to appoint employees.
6. A photocopy of the representative office's certificate of registration.
7. A timetable listing the studies that have been completed and those that remain outstanding.
8. A photocopy of the list of the business operations conducted by the office on behalf of the parent company, together with evidence that such operations were reported to the parent company and the parent company's opinion thereon.
9. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of service or the document's name.
10. Service fee payment receipt.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Steps:

1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application enclosing all required documents.
2. Pay the service fee.
3. Upon receipt of the relevant approvals, visit the Foreigners' Work Permits Office to obtain the work permit.

Pay the service fee via Fawry

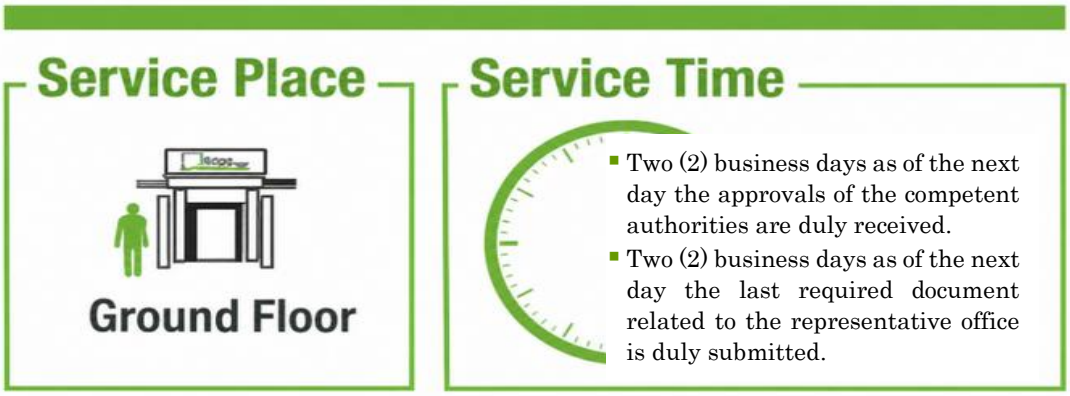


Select the service and take a queue number from the machine on the ground floor, then proceed to the Governmental Services Window to submit the application.

Upon receipt of the relevant approvals, visit the Foreigners' Work Permits Office to obtain the work permit.

Fees:

Service Description	Fee	Payable to	Payment via
Granting work permits to foreigners working for representative offices	EGP 1,500 per each foreign worker	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.



Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(T) Recommending the Renewal of Work Permits Granted to Representative Office Managers/Market Research Consultants

Required Documents:

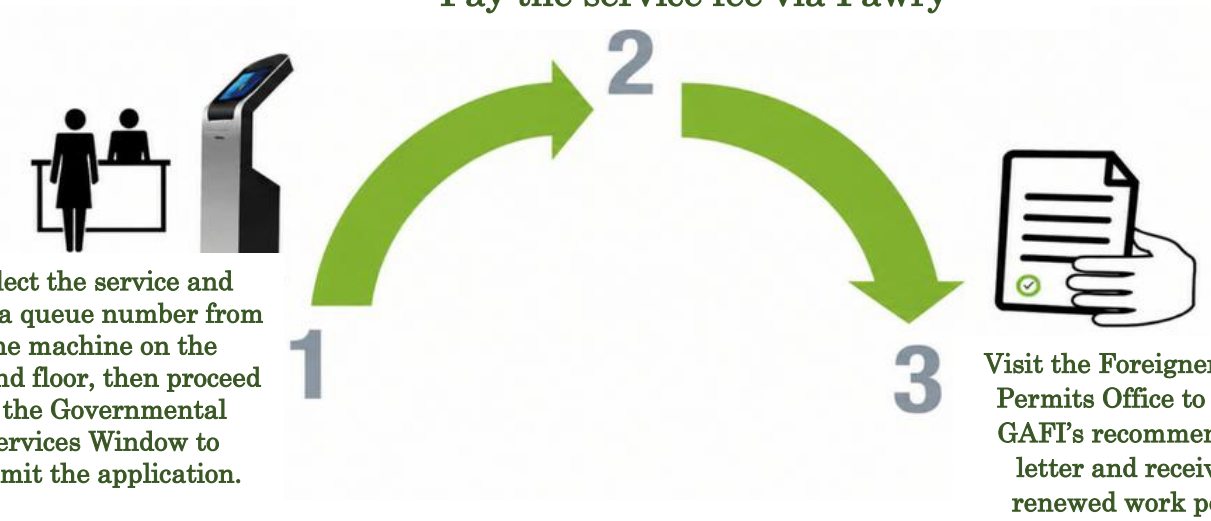
1. An application, addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the representative office), stating the details of the foreign manager/employee (the name of the representative office, its address, the foreign national's name, passport number, job title, academic qualification, and work permit number), as per the designated application form.
2. A photocopy of the passport + the original passport for matching against the photocopy.
3. A full power of attorney – notarized by the Real Estate Registration and Notarization Department, made by the representative office manager or by the authorized signatory of the parent company abroad – authorizing the applicant to act before the governmental agencies. Alternatively, the applicant may submit an authorization to that effect made by the representative office manager, provided that the signature on that authorization has been verified by a bank.
4. A photocopy of the front and the back of the expired work permit.
5. A recent statement, certified by the representative office manager, listing the representative office's employees, their nationalities, and their job titles.
6. A photocopy of the representative office's certificate of registration.
7. A timetable listing the studies that have been completed and those that remain outstanding.
8. A photocopy of the list of the business operations conducted by the office on behalf of the parent company, together with evidence that such operations were reported to the parent company and the parent company's opinion thereon.
9. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of service or the document's name.
10. Service fee payment receipt.

The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Steps:

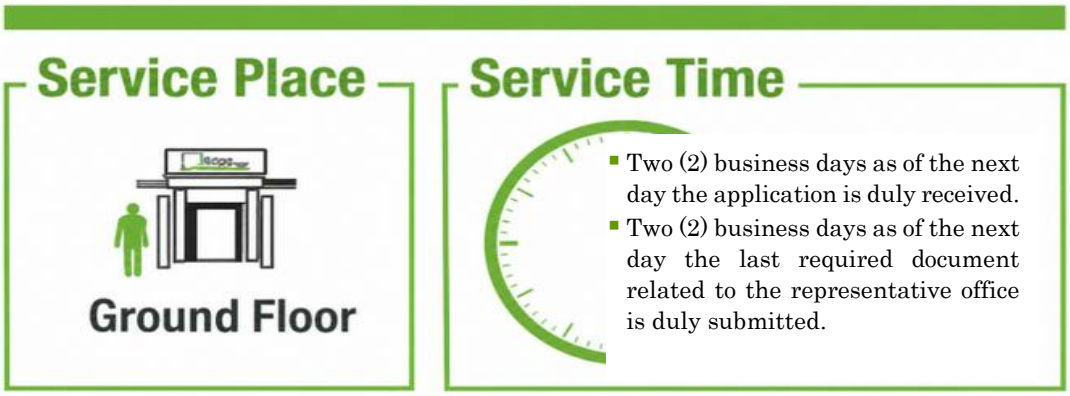
1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application enclosing all required documents.
2. Pay the service fee.
3. Upon the expiry of the service turnaround time, visit the Foreigners' Work Permits Office on the second floor to submit GAFI's letter recommending the renewal of the work permit and obtain the renewed work permit.

Pay the service fee via Fawry



Fees:

Service Description	Fee	Payable to	Payment via
Renewing the work permits granted to foreigners working for representative offices	EGP 1,500 per each foreign worker	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.



Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

(U) Issuing Certificates

Required Documents:

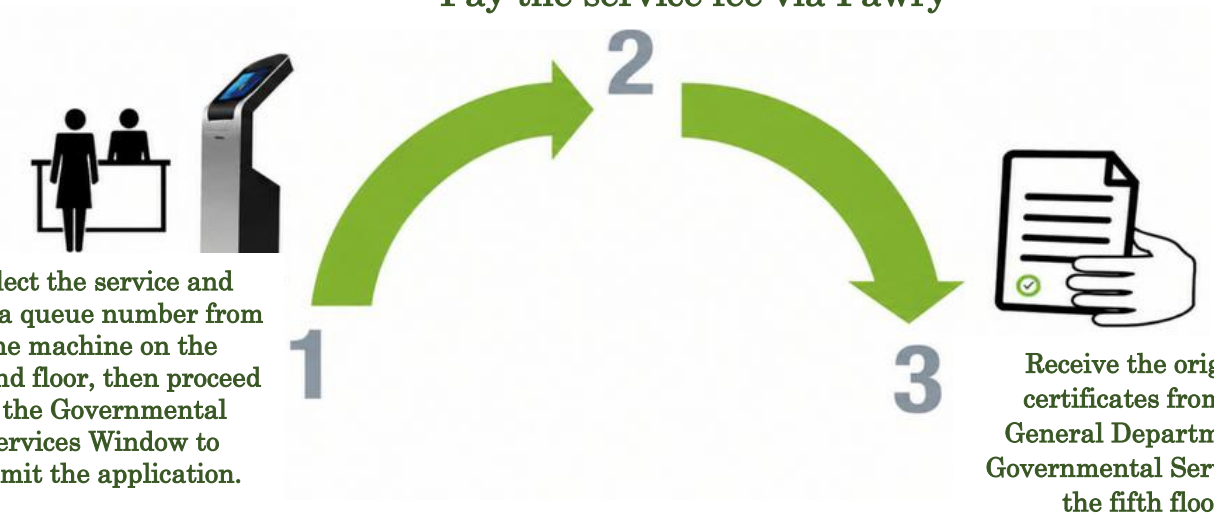
1. An application, addressed to the Head of the Investment Services Sector (duly signed by the authorized signatory and stamped with the seal of the representative office), stating the number of certificates to be issued and specifying the recipient authority of each certificate, as per the guide template.
2. The applicant's power of attorney.
3. The receipt evidencing payment of the certificate issuance fee.
4. A photocopy of the most recent certificate of registration issued in respect of the representative office.
5. A recent statement, certified by the office manager, listing the representative office's employees, their nationalities, job titles, total wages, and the percentage of the Egyptian employees' wages.
6. A photocopy of the report summarizing the business operations conducted by the representative office + a certified Arabic translation thereof.
7. Evidence that the parent company was notified of the business operations carried out by the representative office.
8. A timetable listing the studies that have been completed and those that remain outstanding.
9. The decisions taken by the parent company in respect of the representative office's business operations during the year.
10. A PDF copy of the submitted documents to be sent to the Department's email address: gov_ser@gafinet.org.eg, or via WhatsApp at: 01154202333, provided that the copy be named according to the company's name, the type of service or the document's name.

The representative office must acknowledge that it will submit evidence that the parent company will either incorporate a company in Egypt or open a branch thereof within three years of the date of the office's registration. The office must also acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, and that GAFI reserves the right to request any additional documents as required on a case-by-case basis.

Steps:

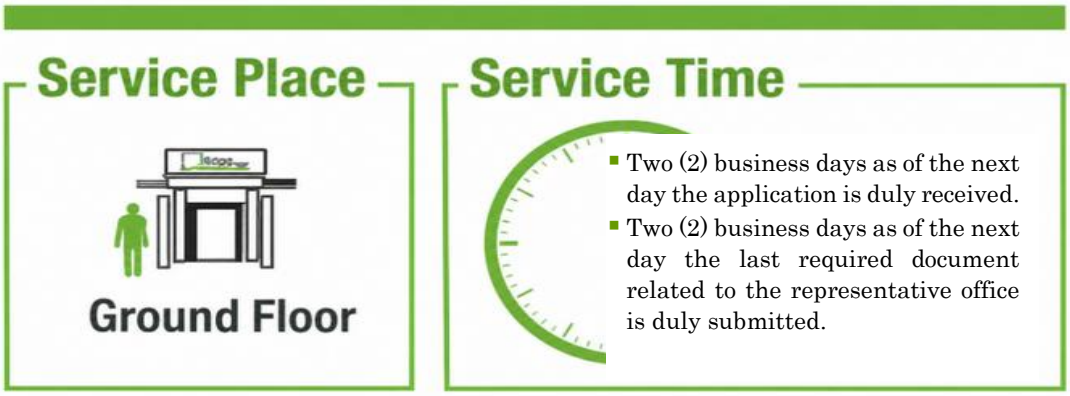
1. Select the service type and take a queue number from the machine on the ground floor, then head to the window designated for the General Department of Governmental Services affiliated to the Investment Services Sector to submit the application enclosing all required documents and to pay the service fee.
2. Pay the service fee.
3. Visit the General Department of Governmental Services on the fifth floor to receive the requested certificates.

Pay the service fee via Fawry



Fees:

Service Description	Fee	Payable to	Payment via
Issuing certificate(s) of registration of representative offices	EGP 2,000 per each certificate	GAFI	Fawry desk at any ISC, whether in Cairo or in any other governorate.



Instructions related to the PDF Copy:

- The email or WhatsApp message must include the company's name exactly as registered with the Commercial Register.
- The background of the submitted files must be white and must not contain any background other than that of the document itself.
- The files must be of sufficient quality to be clearly legible and must not be blurred.
- The size of each file for each document must not exceed 1 MB.
- It is preferable that the submitted files be in black and white to avoid unnecessarily increasing the file size.
- Each file must be named according to the document type (e.g., commercial registry, passport, etc.).

Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

VI. Publishing Services

The Investment Gazette publishing service has been transitioned from a paper-based service to an electronic system, accessible through the following link: https://publishonline.gafi.gov.eg.

Implementing Article (34) of the Executive Regulations of the Investment Law, this transition complies with the SCI decrees aimed at simplifying and facilitating all administrative and legislative procedures related to investment. It also aligns with GAFI's policy to consistently develop and expand the use of electronic services to facilitate the implementation of the rules and procedures regulating the workflow of the ISCs.

To use the Investment Gazette publishing service effectively, please bear in mind the following:

1. Each applicant must submit a complete application, upload all required documents including the originals and pay the applicable fees online. The applicant will then receive an electronic Investment Gazette issue comprising the requested publication based on the geographic location of the company's file. As an exception from the foregoing, applications for Gazette issue authentication by the Ministry of Foreign Affairs office will continue to be processed in paper format only, through the relevant ISC.
2. The company Word and PDF files submitted for publishing must match; otherwise, they will be disregarded.
3. Service turnaround time is counted as of the date a complete application, enclosing all required documents, is duly received.

(A) Publishing Investment Gazette Issues Related to Companies Incorporation

Service Description:

Publishing Investment Gazette issues related to various types of companies incorporated with GAFI.

Required Documents:

1. The original power of attorney or the original authorization duly made by the company or the establishment in the name of the applicant.
2. The applicant's original national ID card or passport.
3. A recent (no older than three months) official copy of the commercial registry.
4. Payment of the applicable publishing fees online.

Fees:

Description	Fees	Copies #	Service Turnaround Time	Received from
Publishing the issue in Arabic only	EGP 500 + EGP 5 as stamp duty	A soft copy	Two (2) business days	GAFI website
Publishing the issue in Arabic and English	EGP 1,000 + EGP 5 as stamp duty			

The following surcharges apply as follows:

1. Publishing in a special issue = EGP 400.
2. Using the VIP (fast track) service = EGP 10,000.

(B) Re-publishing Investment Gazette Issue(s)

Service Description:

Re-publishing already published Investment Gazette issues related to various types of companies.

Required Documents:

1. The original power of attorney or the original authorization duly made by the company or the establishment in the name of the applicant.
2. The applicant's original national ID card or passport.
3. A recent (no older than three months) official copy of the commercial registry enclosing all amendments.
4. The reference number(s) of the previously-published issue(s).
5. Payment of the applicable publishing fees online.

Fees:

Description	Fees	Copies #	Service Turnaround Time	Received from
Re-publishing the issue in Arabic only	The fees are set depending on the type of the publication	A soft copy	Five (5) business days	GAFI website
Re-publishing the issue in Arabic and English				

The following surcharges apply as follows:

- Publishing in a special issue = EGP 400.
- Using the VIP (fast track) service = EGP 10,000.

(C) Publishing a Consolidated Text of Investment Gazette Issues

Service Description:

Publishing an issue consolidating all decrees issued in respect of the company as well as all agreements amending the company's articles of association to date.

Required Documents:

1. The original power of attorney or the original authorization duly made by the company or the establishment in the name of the applicant.
2. The applicant's original national ID card or passport.
3. A recent (no older than three months) official copy of the commercial registry enclosing all amendments.
4. The reference number(s) of the previously-published issue(s).
5. If there are any recent amendments to the company/establishment that have not yet been published, the complete set of the company's/establishment's documents, as required by the type of service requested (referred to above), must be uploaded in both Word format and PDF format, provided that the two versions match exactly and that the documents include a notarization report issued by the Real Estate Registration and Notarization Department.
6. Payment of the applicable publishing fees online.

Fees:

Description	Fees	Copies #	Service Turnaround Time	Received from
Re-publishing the issues in Arabic only	The fees are set by the competent staff as per the applicable directives in this respect	A soft copy	Ten (10) business days	GAFI website
Re-publishing the issues in Arabic and English				

- If the applicant would like to use the VIP (fast track) service, a surcharge of EGP 10,000 will be added to the applicable fees.

(D) Publishing Investment Gazette Issues Containing Corporate Amendments Related to Companies Governed by Law 72/2017 or Law 159/1981

Service Description:

- Publishing the agreements amending the company's articles of association.
- Publishing liquidation letters.

Required Documents:

1. The original power of attorney or the original authorization duly made by the company or the establishment in the name of the applicant.
2. The applicant's original national ID card or passport.
3. A recent (no older than three months) official copy of the commercial registry enclosing all amendments.
4. If there are any recent amendments to the company/establishment that have not yet been published, the complete set of the company's/establishment's documents, as required by the type of service requested (referred to above), must be uploaded in both Word format and PDF format, provided that the two versions match exactly and that the documents include a notarization report issued by the Real Estate Registration and Notarization Department.
5. Payment of the applicable publishing fees online.

Fees:

Description	Fees	Copies #	Service Turnaround Time	Received from
Publishing the issue in Arabic only	EGP 50 per page at a maximum of EGP 1,000 + EGP 5 as stamp duty	A soft copy	Five (5) business days	GAFI website
Publishing the issue in Arabic and English	EGP 100 per page at a maximum of EGP 1,000 + EGP 5 as stamp duty			

In respect of publishing any amendments related to a sole proprietorship, the applicable fees will be as follows:

Publishing the issue in Arabic only = EGP 500 per page

Publishing the issue in both Arabic and English = EGP 1,000 per page

The following surcharges apply as follows:

- Publishing in a special issue = EGP 400.
- Using the VIP (fast track) service = EGP 10,000.

(E) Publishing Investment Gazette Issues Containing Corporate Amendments Related to Public/Private Free Zone Companies

Service Description:

- Publishing GAFI CEO decrees amending the company's articles of association.
- Publishing GAFI CEO decrees related to corporate licenses.

Required Documents:

1. The original power of attorney or the original authorization duly made by the company or the establishment in the name of the applicant.
2. The applicant's original national ID card or passport.
3. A recent (no older than three months) official copy of the commercial registry enclosing all amendments.
4. The complete set of the company's/establishment's documents, as required by the type of service requested (referred to above), uploaded in both Word format and PDF format, provided that the two versions match exactly and that the documents include a notarization report issued by the Real Estate Registration and Notarization Department.
5. Payment of the applicable publishing fees online.

Fees:

Description	Fees	Copies #	Service Turnaround Time	Received from
Publishing the issue in Arabic only	EGP 50 per page at a maximum of EGP 1,000 + EGP 5 as stamp duty	A soft copy	Five (5) business days	GAFI website
Publishing the issue in Arabic and English	EGP 100 per page at a maximum of EGP 1,000 + EGP 5 as stamp duty			

The following surcharges apply as follows:

- Publishing in a special issue = EGP 400.
- Using the VIP (fast track) service = EGP 10,000.

(F) Publishing Investment Gazette Issues Containing Certain GAFI CEO Decrees

Service Description:

- Publishing decrees related to granting companies the incentives and guarantees listed in Law 72/2017.
- Publishing decrees related to granting companies operating within the Internal Investment Framework a license-to-operate.

Required Documents:

1. The original power of attorney or the original authorization duly made by the company or the establishment in the name of the applicant.
2. The applicant's original national ID card or passport.
3. A recent (no older than three months) official copy of the commercial registry enclosing all amendments.
4. The complete set of the company's/establishment's documents, as required by the type of service requested (referred to above), uploaded in both Word format and PDF format, provided that the two versions match exactly and that the documents include a notarization report issued by the Real Estate Registration and Notarization Department.
5. Payment of the applicable publishing fees online.

Fees:

Description	Fees	Copies #	Service Turnaround Time	Received from
Publishing the issue in Arabic only	EGP 50 per page at a maximum of EGP 1,000 + EGP 5 as stamp duty	A soft copy	Five (5) business days	GAFI website
Publishing the issue in Arabic and English	EGP 100 per page at a maximum of EGP 1,000 + EGP 5 as stamp duty			

The following surcharges apply as follows:

- Publishing in a special issue = EGP 400.
- Using the VIP (fast track) service = EGP 10,000.

(G) Publishing Investment Gazette Issues Containing Corporate Resolutions Related to Conversion, Legal Structure Change, Split-up, Merger (Publishing Shareholder Agreements)

Service Description:

- Publishing agreements related to corporate conversion, legal structure change, split-up, merger and publishing shareholder agreements.

Required Documents:

1. The original power of attorney or the original authorization duly made by the company or the establishment in the name of the applicant.
2. The applicant's original national ID card or passport.
3. A recent (no older than three months) official copy of the commercial registry enclosing all amendments.
4. The complete set of the company's/establishment's documents, as required by the type of service requested (referred to above), uploaded in both Word format and PDF format, provided that the two versions match exactly.
5. Payment of the applicable publishing fees online.

Fees:

Description	Fees	Copies #	Service Turnaround Time	Received from
Publishing the issue in Arabic only	EGP 1,000 + EGP 5 as stamp duty	A soft copy	Five (5) business days	GAFI website
Publishing the issue in Arabic and English	EGP 2,000 + EGP 5 as stamp duty			

- If the applicant would like to use the VIP (fast track) service, a surcharge of EGP 10,000 will be added to the applicable fees.

(H) Authenticating Investment Gazette Issues through the Office affiliated to the Ministry of Foreign Affairs (Applications are to be submitted online but the document will be handed over in paper-format)

Service Description:

- Issuing paper-based Investment Gazette issues to be authenticated by the Ministry of Foreign Affairs Office at GAFI.

Required Documents:

1. The original power of attorney or the original authorization duly made by the company or the establishment in the name of the applicant.
2. The applicant's original national ID card or passport.
3. A recent (no older than three months) official copy of the commercial registry enclosing all amendments.
4. The reference number(s) of the issue(s) requested to be authenticated by the Ministry of Foreign Affairs.
5. Payment of the applicable publishing fees at the relevant ISC.

Fees:

Description	Fees	Copies #	Service Turnaround Time	Received from
Issuing and Authenticating an Investment Gazette issue in Arabic only	EGP 400 per any articles of incorporation, agreement, or decree requested to be authenticated + EGP 5 as stamp duty	A hard copy	One (1) business day	The relevant ISC at GAFI

Note:

Ministry of Foreign Affairs' authentication applies only to the Arabic-language publication here.

VII. Land & Real Estate Allocation

(A) Real Estate Allocation Service (Applicable only if no announcement is made on GAFI's Website)

Required Documents:

1. An application for allocation of real estate to be used for setting up an investment project as per Law 72/2017 and its Executive Regulations.
2. A feasibility study for the project, certified by one of the approval offices — not by the investor/company/establishment submitting the application itself — accompanied by the project's execution timetable.
3. A layout drawing showing the distribution of the production lines across the requested surface area, or how the requested surface area is to be utilized.
4. The company's or the establishment's track record, if any.
5. Any financial solvency documents (applicable to existing and newly incorporated companies and establishments).
6. The financial solvency documents related to the natural persons.
7. A recent (no older than three months) official copy of the commercial registry (applicable to companies and establishments).
8. A copy of the company's or the establishment's valid tax card.
9. A copy of the applicant's valid national ID card, provided that the applicant's name is listed in the commercial registry as the person having the right to manage the company or the establishment and to sign on its behalf.
10. A copy of the applicant's attorney's valid national ID card, and a copy of the power of attorney granted to that attorney.

Steps:

1. The applicant fills out the relevant application form and attaches to it all required documents.
2. Then, the applicant goes to the Administrative Affairs Department to submit the application enclosing all required documents.
3. Following that, the application is referred to the Land Uses Department, which, in turn, communicates with the governmental authority having jurisdiction over the real estate/land and requests the details of the real estate/land available for allocation.
4. Once the jurisdictional authority replies stating that it will allocate the real estate/land as per the Investment Law, the whole matter is referred to the Standing Committee for Deciding on Land and Real Estate Allocation Applications.
5. The Standing Committee for Deciding on Land and Real Estate Allocation Applications delivers its decision within thirty (30) business days as of the date it receives the complete file, including the jurisdictional authority's technical opinion. Moreover, the Committee officially notifies the applicant and the jurisdictional authority of its decision on the matter.

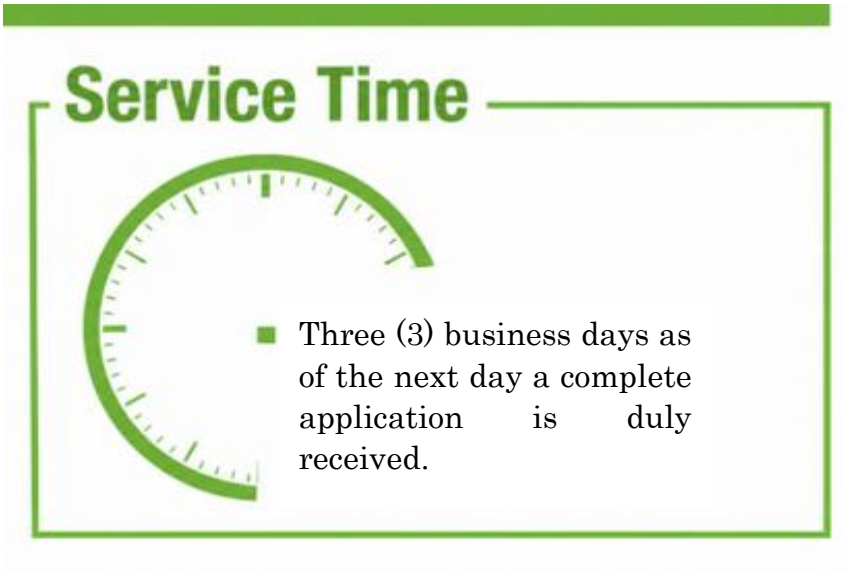
Note:

You can request or get printed any documents you do not have via papers@gafinet.org.eg or WhatsApp.

Fees:

Service Description	Fees	Payable to	Payment via
Land and real estate allocation	EGP 5,005	GAFI	The cash desk at any ISC, whether in Cairo or in any other governorate.

Before referring the complete application to the Standing Committee for Deciding on Land and Real Estate Allocation Applications, the fees will not be paid unless all required documents have been duly submitted.



VIII. GAFI Committees Concerned with Business Operations Start Date and Progress Status

(A) Application for GAFI to form a Committee that would determine the Business Operations/Production Start Date for a Company/Establishment governed by Law 72/2017 and would decide whether such Company/Establishment is eligible for the Special Incentives set out in the same Law

Required Documents:

1. A full power of attorney authorizing the attorney-in-fact to carry out the procedures together with the attorney-in-fact's national ID card, if the application is being submitted by the attorney-in-fact of the company/establishment.
2. The incorporation decree and all amendments related to the company/establishment.
3. A recent (no older than three months) official copy of the commercial registry of the company/establishment together with the valid tax card.
4. A value-added tax (VAT) registration certificate, accompanied by the last negative tax return and the first positive tax return.
5. Proof of possession of the site where the business activity is carried out (an allocation agreement, a handover report, a lease agreement, a deed of title, etc.), taking into account the chronological sequence of ownership of such site. The proof of possession must be in the name of the company/establishment — not one of the partners — and must be notarized, date-stamped, and valid.
6. A list of the machinery, equipment, and devices owned by the company/establishment, together with the purchase documents (and the customs release forms – applicable to imported items).
7. The building permit.
8. A list of the company's/establishment's employees together with a photocopy of the Social Insurance Application Form (2).
9. The pages of the general journal (endorsed by the Commercial Register); from the first page until the page including the first realized revenue + the first page of the inventory book endorsed by the Commercial Register.
10. The first and last five (5) invoices for the purchase of raw materials and production supplies.
11. The first and last five (5) revenue collection/sales invoices, or concluded agreements, etc. (depending on the nature of the business activity).
12. The licenses granted to the company/establishment per each business activity carried out by the company/establishment (including in particular the first operating license).
13. The company's/establishment's first two (2) balance sheets and the accompanying notes, or a statement of financial position (if the business activity commenced within the first year of the company's incorporation), certified by the auditor, together with the tax returns for the same period.
14. A report on the environmental impact related to the industrial wastewater, discharged by the company/establishment, and on whether or not a treatment unit for such wastewater is available.
15. The electricity utility activation report, and a copy of the monthly electricity consumption bills from the date of installation of the electricity meter until the business operations start date and for two months thereafter, as well as the last five (5) bills, or a statement from

the electricity company showing the consumption from the activation date up to the present date.

16. An acknowledgment signed by the chair of the board of directors of the company, the company manager, or the sole proprietor (and such signature verified by a bank) to the effect that all submitted documents are true and accurate and that the business operations start date is accurate as well. Such acknowledgment must be made using the designated form drafted by GAFI (available at the window/counter).
17. A statement of the value of the investment costs, certified by an auditor registered with the Register of Accountants and Auditors.
18. A statement, approved by GAFI Economic Performance Sector, specifying the business activity investment cost.
19. Any other documents warranted by the company's business activity and which the company considers conclusive evidence as to its business operations/production start date.
20. A receipt evidencing payment of the fee prescribed for the formation of the committee.

Fees:

Service Description	Payable to	Payment via
Committee service fees	GAFI	Fawry service at the ISC in Cairo.

Payable Fees per Geographic Location	Fees value
Cairo – Giza – Qalyubia – Faiyum – Beni Suef – Minya	EGP 6,000
Monufia – Gharbia – Kafr El Sheikh – Dakahlia – Sharqia – Damietta – Beheira – Alexandria	EGP 7,000
Port Said – Ismailia – Suez	EGP 7,000
North Sinai	EGP 8,000
Marsa Matrouh – Asyut – Sohag – Qena	EGP 10,000
South Sinai – Red Sea – Luxor – Aswan – New Valley	EGP 15,000
Committees formed within the ISCs	EGP 5,000

+ EGP 5 as stamp duty

Steps:

1. The investor goes to the Special Incentives Granting Unit, on the sixth floor, to have the documents reviewed and to pay the fee for the committee's service.
2. Then, a decree is issued forming the committee.
3. The formed committee carries out its duties and releases its report.
4. Following that, the ISC in Cairo or in any other governorate, as the case may be, sends the original certificate granting the company/establishment the special incentives – as per Article 11 of the Investment Law (Law 72/2017) and Article 13 of the Executive Regulations of the Investment Law – to the competent tax office. A certified copy of that certificate is then

handed over to the investor (or his/her representative) against his/her signature acknowledging receipt of that copy.

Notes:

- The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, that any such submission is only procedurally acceptable, that the content of such submission(s) will require further inspection, and that the committee may require further submissions warranted by the company's/establishment's business activity to ascertain whether the company/establishment is serious in carrying on business.
- Should the committee require further documents, the company/establishment will be officially notified of such required documents. In which case, the company/establishment will have a period of three (3) months to submit such required documents. Should the company/establishment fail to submit such required documents within the aforementioned period, the committee may terminate its proceedings and any services in connection therewith.
- In order to deliver the service within the specified service turnaround time, GAFI will not accept any incomplete applications or applications lacking all required documents.
- GAFI will bear all transportation and accommodation expenses related to the members of the committee.

Service Place



6th Floor

Service Time



- Fifteen (15) business days as of the next day a complete application is duly received (applicable to standard committees).

(B) Determining Company's/Establishment's Business Operations Start Date and whether such Company/Establishment is eligible for the Special Incentives

Required Documents:

1. An application on the company/establishment letterhead addressed to the Head of the Investment Services Sector duly signed by the company's/establishment's authorized signatory.
2. An official authorization authorizing the applicant to apply for and receive the services of the committee or a power of attorney made personally by the company's/establishment's authorized signatory, ex officio, in the name of the attorney-in-fact submitting the application.
3. The applicant's or the attorney-in-fact's personal ID. The attorney-in-fact may, by virtue of the submitted power of attorney, sign the application.
4. Service fee payment receipt.
5. An acknowledgment to the effect that all submitted documents are true and accurate and that the business operations start date is accurate as well. Such acknowledgment must be made using the form designated for that purpose.
6. A photocopy of a recent (no older than three months) official copy of the commercial registry enclosing all amendments.
7. A photocopy of the valid tax card.
8. A photocopy of the proof of possession of each production site {i.e. an allocation notice / a handover report / a lease agreement date-stamped by the Real Estate Registration and Notarization Department / an approval of the assignment of a plot of land in one of the approved industrial zones (applicable to industrial activities)...etc.}, provided that such proof be date-registered with the Real Estate Registration and Notarization Department and be valid and that the address specified in that proof suits the type of business activity being carried out by the company/establishment in accordance with the governing law.
9. The licenses granted to the company/establishment per each business activity carried out by the company/establishment (including in particular the first operating license).
10. A value-added tax (VAT) registration certificate, accompanied by the last negative tax return and the first positive tax return. Alternatively, the applicant/attorney-in-fact may submit an acknowledgment to the effect that the company/establishment is not VAT-registered.
11. A list of the machinery, equipment, and devices owned by the company/establishment, together with the purchase documents (and the customs release forms – applicable to imported items).
12. The first invoice for the purchase of raw materials and production supplies + the first revenue collection/sales invoices, or concluded agreements, etc. (depending on the nature of the business activity).
13. The company's/establishment's first balance sheet in which the company/establishment generated revenues and the accompanying notes certified by the auditor. Alternatively, the applicant/attorney-in-fact may submit a statement of financial position, if the business activity commenced within the first year of the company's/establishment's incorporation.

Required Documents to be submitted in Special Cases:

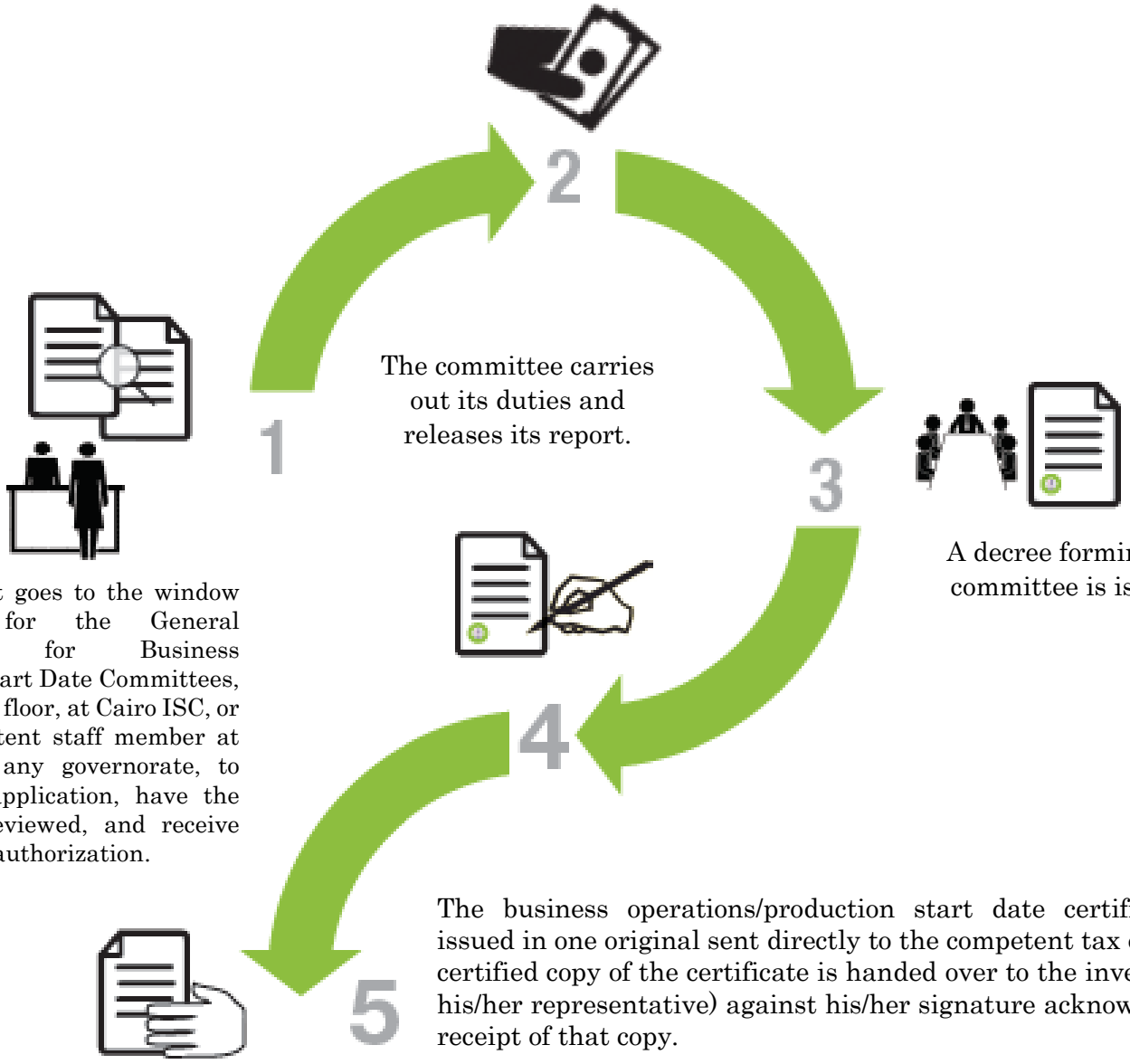
If a company/establishment not governed by the Investment Law would like to receive any special incentives accorded under that Law because the company/establishment is engaged in a business activity listed in the Executive Regulations of said Law, it must submit the following documents:

- A statement showing the business activity in respect of which an application for the special incentives is made (the commercial registry of the company/establishment must include an entry listing that business activity); and
- A statement showing the capital earmarked for that business activity.

Notes:

- The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, that any such submission is only procedurally acceptable, that the content of such submission(s) will require further inspection, and that the committee may require further submissions warranted by the company's/establishment's business activity to ascertain whether the company/establishment is serious in carrying on business.
- Should the committee require further documents, the company/establishment will be officially notified of such required documents. In which case, the company/establishment will have a period of three (3) months to submit such required documents. Should the company/establishment fail to submit such required documents within the aforementioned period, the committee may terminate its proceedings and any services in connection therewith.
- In order to deliver the service within the specified service turnaround time, GAFI will not accept any incomplete applications or applications lacking all required documents.
- GAFI will bear all transportation and accommodation expenses related to the members of the committee.

The applicant pays the committee service fee.



The applicant goes to the window designated for the General Department for Business Operations Start Date Committees, on the ground floor, at Cairo ISC, or to the competent staff member at any ISC in any governorate, to submit the application, have the documents reviewed, and receive the payment authorization.

The committee carries out its duties and releases its report.

A decree forming the committee is issued.

The business operations/production start date certificate is issued in one original sent directly to the competent tax office. A certified copy of the certificate is handed over to the investor (or his/her representative) against his/her signature acknowledging receipt of that copy.

Fees:

Service Description	Payable to	Payment via
Committee service fees	GAFI	Fawry service at the ISC in Cairo.

Payable Fees per Geographic Location	Fees value
Cairo – Giza – Qalyubia – Faiyum – Beni Suef – Minya	EGP 6,000
Monufia – Gharbia – Kafr El Sheikh – Dakahlia – Sharqia – Damietta – Beheira – Alexandria	EGP 7,000
Port Said – Ismailia – Suez	EGP 7,000
North Sinai	EGP 8,000
Marsa Matrouh – Asyut – Sohag – Qena	EGP 10,000
South Sinai – Red Sea – Luxor – Aswan – New Valley	EGP 15,000
Committees formed within the ISCs	EGP 5,000

+ EGP 5 as stamp duty

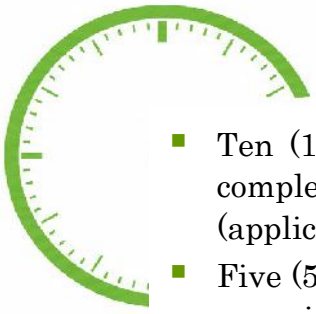
Service Place



Ground Floor

The competent staff member at the ISC in any governorate.

Service Time



- Ten (10) business days as of the next day a complete application is duly received (applicable to standard committees).
- Five (5) business days (applicable to fast-track committees).

(C) Progress Status Committees

Required Documents:

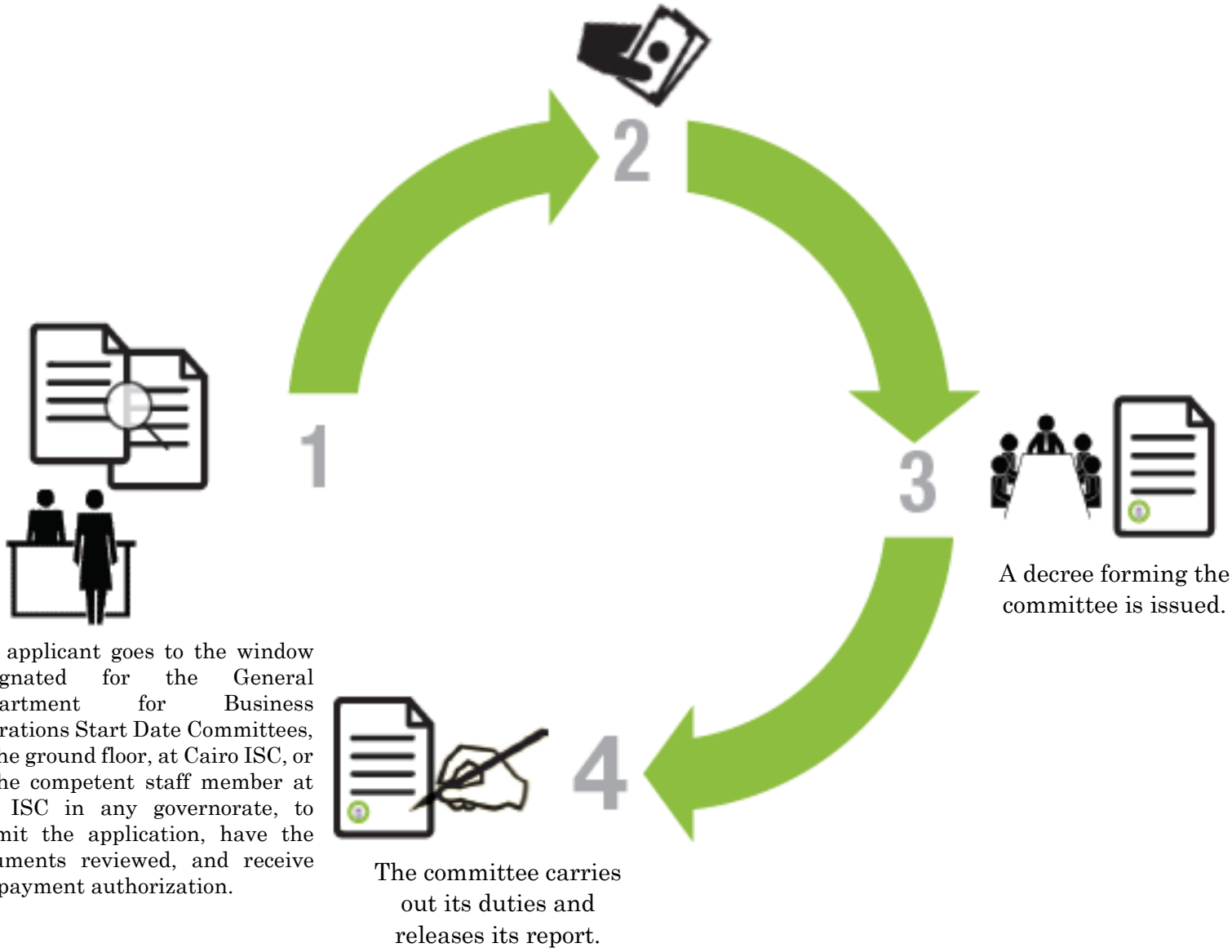
1. An application on the company/establishment letterhead addressed to the Head of the Investment Services Sector duly signed by the company's/establishment's authorized signatory.
2. An official authorization authorizing the applicant to apply for and receive the services of the committee or a power of attorney made personally by the company's/establishment's authorized signatory, ex officio, in the name of the attorney-in-fact submitting the application.
3. The applicant's or the attorney-in-fact's personal ID. The attorney-in-fact may, by virtue of the submitted power of attorney, sign the application.
4. Service fee payment receipt.
5. A photocopy of a recent (no older than three months) official copy of the commercial registry enclosing all amendments.
6. A photocopy of the valid tax card.
7. A photocopy of the proof of possession of each production site {i.e. an allocation notice / a handover report / a lease agreement date-stamped by the Real Estate Registration and Notarization Department / an approval of the assignment of a plot of land in one of the approved industrial zones (applicable to industrial activities)...etc.}, provided that such proof be date-registered with the Real Estate Registration and Notarization Department and be valid and that the address specified in that proof suits the type of business activity being carried out by the company/establishment in accordance with the governing law.
8. The latest invoice for the purchase of raw materials and production supplies + the latest revenue collection/sales invoices, or concluded agreements, etc. (depending on the nature of the business activity and subject to the company/establishment generating any revenues).
9. The balance sheet certified by the auditor for the year preceding the application for the formation of the progress status committee, or a statement of financial position.
10. The operating license(s) granted to the company/establishment, or an acknowledgment confirming that the company/establishment is already in the process of obtaining such license(s).

Notes:

- The company must acknowledge that any submission made based on the above-listed required documents conforms in form and substance to the applicable laws and procedures, that any such submission is only procedurally acceptable, that the content of such submission(s) will require further inspection, and that the committee may require further submissions warranted by the company's/establishment's business activity to ascertain whether the company/establishment is serious in carrying on business.
- Should the committee require further documents, the company/establishment will be officially notified of such required documents. In which case, the company/establishment will have a period of three (3) months to submit such required documents. Should the company/establishment fail to submit such required documents within the aforementioned

period, the committee may terminate its proceedings and any services in connection therewith.

- In order to deliver the service within the specified service turnaround time, GAFI will not accept any incomplete applications or applications lacking all required documents.
- GAFI will bear all transportation and accommodation expenses related to the members of the committee.
- If the company's/establishment's status per the last committee was "pending regularization" or "not demonstrating seriousness", the company/establishment must submit an application setting out the company's current status in relation to the foregoing and the measures it has taken to regularize its position, accompanied by a copy of the letter sent to the company/establishment by GAFI.



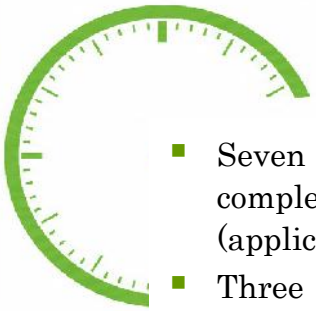
Service Place



Ground Floor

The competent staff member at the ISC in any governorate.

Service Time



- Seven (7) business days as of the next day a complete application is duly received (applicable to standard committees).
- Three (3) business days (applicable to fast-track committees).

Fees:

Service Description	Payable to	Payment via
Committee service fees	GAFI	Fawry service at the ISC in Cairo.

Payable Fees per Geographic Location	Fees value
Cairo – Giza – Qalyubia – Faiyum – Beni Suef – Minya	EGP 6,000
Monufia – Gharbia – Kafr El Sheikh – Dakahlia – Sharqia – Damietta – Beheira – Alexandria	EGP 7,000
Port Said – Ismailia – Suez	EGP 7,000
North Sinai	EGP 8,000
Marsa Matrouh – Asyut – Sohag – Qena	EGP 10,000
South Sinai – Red Sea – Luxor – Aswan – New Valley	EGP 15,000
Committees formed within the ISCs	EGP 5,000

+ EGP 5 as stamp duty

IX. The General Department of Licenses

Licensing Ministries and Governmental Agencies (other than GAFI) Represented at the Investor Service Centers

1. Ministry of Investment and Foreign Trade

- The General Organization for Export and Import Control (GOEIC)

2. Ministry of Industry and Ministry of Transport

- The Industrial Development Authority (IDA)
- The Egyptian Organization for Standardization and Quality (EOS)
- The Industrial Control Authority (ICA)
- Land Transport Regulatory Authority (LTRA)
- Maritime Transport & Logistics Sector
- River Transport Authority

3. Ministry of Communications and Information Technology

- Information Technology Industry Development Agency (ITIDA)
- The National Telecommunications Regulatory Authority (NTRA)

4. Ministry of Environment

- The Egyptian Environmental Affairs Agency (EEAA)

5. Ministry of Petroleum

- Mineral Resources and Mining Industries Authority (MRMIA)
- The Egyptian General Petroleum Corporation (EGPC)
- Gas Regulatory Authority (GASREG)

6. Ministry of Education

- The General Authority for Educational Buildings (GAEB)
- Education Directorate (the General Department of Private Education)

7. Ministry of Higher Education and Scientific Research

- Higher Education

8. Ministry of Culture

- The Egyptian National Film Center (ENFC)
- The Central Department for Censorship on Artistic Works

9. Ministry of Agriculture

- The General Authority for Reconstruction Projects and Agricultural Development (GARPAD)
- Animal and Poultry Wealth Development Sector
- The General Organization for Veterinary Services

10. Ministry of Housing

- Holding Company for Water and Wastewater (HCWW)

- The Egyptian Water, Wastewater and Consumer Protection Regulatory Agency (EWRA)
- The Egyptian Federation for Construction and Building Contractors
- New Urban Communities Authority (NUCA) / New Cities Development Authorities
- Tourism Development Authority

11. Ministry of Civil Aviation

- Civil Aviation Authority

12. Ministry of Water Resources and Irrigation

- The Secretariat General of the Ministry

13. Ministry of Electricity

- The Egyptian Electric Utility and Consumer Protection Regulatory Agency
- The Egyptian Electricity Transmission Company (EETC)
- New and Renewable Energy Authority (NREA)

14. Ministry of Supply and Internal Trade

- Control and Distribution Sector

15. Ministry of Local Development

- Cairo Governorate
- Giza Governorate
- Qalyubia Governorate

16. Council of Ministers

- National Food Safety Authority (NFSA)
- The Egyptian Drug Authority (EDA)
- Lakes and Fish Resources Protection and Development Agency (LFRPDA)

17. Ministry of Tourism and Antiquities

- The Supreme Council of Antiquities (SCA)
- The Central Department for Licensing Hotel and Tourism Establishments

18. Ministry of Health and Population

- The Central Department for Private Treatment

19. Ministry of Youth and Sports

20. The Egyptian Council for Creativity, Innovation & Intellectual Property Protection (ECCIPP)

- The Egyptian Patent Office
- The General Department for Technical Licenses

21. The Federation of the Egyptian Industries (FEI)

Licensing through Ministries and Governmental Agencies Represented at the Investor Service Centers

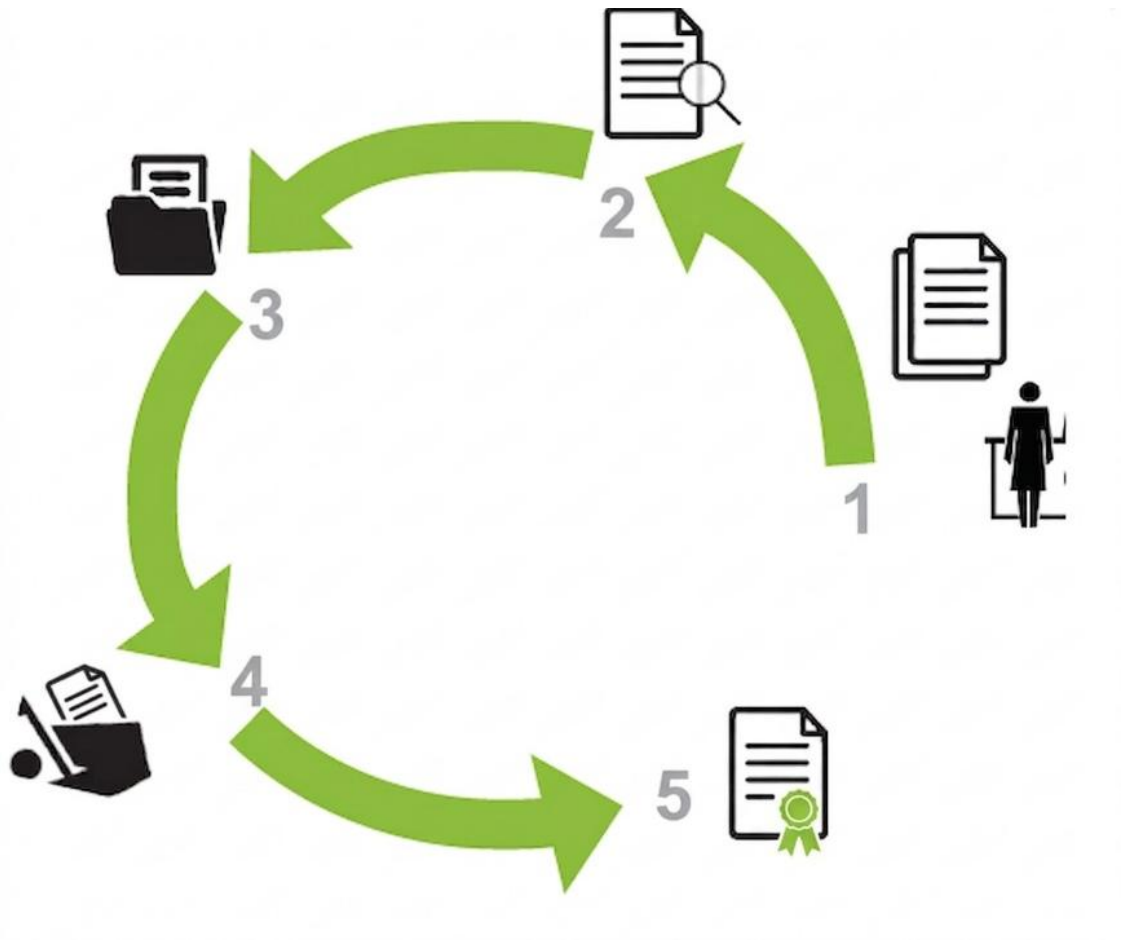
I. Required Documents:

Any application for a license, approval, or permit must be submitted to the authority issuing the license, approval, or permit, together with all required documents, as instructed by the authority's representative at the ISC, or as listed on GAFI's official website and Track License Platform via the following link: https://tracklicence.gafi.gov.eg/.

II. Procedures:

(A) Paper-based Process:

1. The applicant for a license, approval, or permit submits an application enclosing all required documents to the representative of the agency issuing the license located at the fourth floor in the ISC.
2. The agency's representative checks whether the application is procedurally acceptable and whether all required documents are submitted. In the event that the documents are incomplete, the applicant will be so informed and be requested to provide the missing documents. The application will not be deemed to have been duly received by the agency and ready for processing until a complete application enclosing all required documents has been duly submitted.
3. Once the documents have been duly submitted, the agency's representative will accept and register the application, thereby starting the service turnaround time for completion of the requested service. The submitted documents then undergo an assessment of their content by the agency's representative.
4. If the content of the documents is found to be compliant, the applicant will be required to pay the applicable fees to the agency's designated account (applicable to the licenses whose fees exceed EGP 500) or by using the agency's institutional payment code (applicable to licenses whose fees are less than EGP 500).
5. Upon submission of the payment receipt, the procedures for issuing the requested license will be completed by the agency (if the agency's intranet is interconnected to the ISC network). If the agency's intranet is not connected to the ISC network, the representative of that agency will refer the application to it, and the requested license will be issued and delivered to the applicant on the next day the application is referred thereto.



(B) Track License Platform Process:

1. Signing up and creating a user account on Track License Website:

- To be able to create an account on Track License Platform, the applicant must have an account on Digital Egypt Platform.
- The applicant creates a new user account on Track License Platform and fills in the required data.
- Then the account activation code will be sent to the applicant's email address.
- Following activation, the applicant must log into the activated account.

2. Accessing the personal dashboard:

- Through the dashboard, the user can search for the company and upload all documents evidencing the applicant's authority to submit the application and the company's commercial registry (multiple companies can be added).
- If the company is not found, the user may submit an inquiry about the company's data.
- Then, the user opens a draft application for each license/approval/permit requested to be granted to the company.
- The user completes each application and submits it after having uploaded all required documents.
- The General Department of Licenses at GAFI will process the application to ascertain whether the application is procedurally acceptable.

- Then, the competent agency responsible for issuing the requested license/approval/permit will inspect the content of the application including all required documents.
- If the content of the application is compliant, the applicant will be directed to pay the applicable fees.
- If the application requires further submissions, the applicant will be notified of the outstanding requirements. Once the applicant satisfies the outstanding requirements, the applicant will be directed to pay the applicable fees.
- Following payment of the applicable fees, the requested approval/license/permit will be issued.

III. Fees:

The required fees for obtaining the license/approval/permit are to be paid to the issuing entity in accordance with the fee schedule available with the entity's representative at the ISC, as well as on GAFI's official website and Track License Platform: https://tracklicence.gafi.gov.eg.

Service Time



The timeframes for obtaining the license/approval/permit are determined by the issuing entity in accordance with the schedule available with the entity's representative at the ISC, as well as on GAFI's official website and Track License Platform: https://tracklicence.gafi.gov.eg.

Licensing Guides Available on Track License Platform:

A total of 41 guides approved by the issuing agencies have been published on GAFI's official website and on Track License Platform: https://tracklicence.gafi.gov.eg. Moreover, the guides undergo updates from time to time.

X. Licensing Mobile Catering

Any application for a mobile catering license is to be submitted to the representative of the Ministry of Local Development at the designated window on the 4th floor at the ISC. The application must enclose the following:

1. The applicant's name, surname, nationality, place of residence, type of unit, the surface area required for the unit, and the space requested to be licensed.
2. A copy of the applicant's valid national ID card.
3. The applicant's criminal record issued within no more than three months as of the date of the application.
4. A certificate of completion, exemption, or postponement of military service for male applicants; or a certificate of completion or exemption from public service for female applicants.
5. A valid vehicle license issued by the competent Traffic Department, if the unit is a motor vehicle intended to travel on the road.
6. A certificate issued by the National Food Safety Authority (NFSA) stating that the vehicle, cart, or catering unit—regardless of its type—has been inspected and was found to be fulfilling the relevant technical specifications and food safety requirements for mobile food units.
7. A health certificate (the standard food-handlers certificate) granted to the applicant by the public health center/office in whose jurisdiction the applicant's place of residence/business is located.

In case the applicant is a civil society organization, a cooperative, or a fund specialized in service and development projects, it must submit an abstract of its articles of association approved by the competent administrative authority, evidencing its legal personality. Another condition is that the applicant's articles of association must include a provision allowing it to operate in the field of mobile food units, and another provision specifying the name of the individual responsible for the unit or the name of the unit's operator.

Licensing Requirements:

The licensee shall ensure that the mobile food unit meets the required technical conditions and specifications and shall comply with the applicable laws and regulations, particularly those relating to the public health, the product safety, the cleanliness, the safe disposal of waste and refuse, and avoiding obstruction of traffic. The licensee shall obtain all permits and approvals legally required in this regard, as follows:

1. The activity shall be conducted solely in accordance with the type of mobile food unit for which the license has been issued. Any change to the nature of the activity shall require the submission of an application to the competent administrative authority for a decision in this regard.
2. Both the operating license issued by the competent administrative authority and the food-handling license issued by NFSA shall be displayed in a prominent place on the unit.
3. The mobile food unit shall be specifically equipped for catering and shall meet the health requirements necessary for providing the service. It shall have an appropriate electricity supply for operating the equipment inside the vehicle and an adequate number of waste containers to protect the environment. The materials used for the interior and exterior structure of the unit shall be corrosion-resistant. The area designated for displaying food shall be thermally insulated. A freezing unit shall be provided where food needs to be frozen. The unit shall also be equipped with a refrigeration device for storing food and maintaining its temperature between **0°C and 5°C**.

4. A water tank, two hand-washing sinks, and a double- or triple-compartment sink for washing utensils and dishes shall be provided. These shall be connected to a drainage system leading to a collection tank, which shall be emptied on a daily basis.
5. The minimum required distance between one mobile food unit and another shall be **300 meters** on the same sidewalk. A licensed unit located on the opposite sidewalk shall be positioned midway between the units on the other sidewalk. The activity shall be conducted only at the location and within the space specified in the license.
6. All mandatory food safety rules issued by NFSA, as well as all relevant food safety legislation, shall be complied with.
7. All rules, instructions, and regulations relating to civil protection shall be observed, and the necessary fire-fighting equipment shall be provided in accordance with the applicable rules.
8. Health certificates for all individuals engaged in food handling at the mobile food unit shall be displayed in a prominent place on the unit, indicating the validity period of each certificate. The certificates must be duly approved and bear the stamp of the competent health authority.
9. A menu of the food and beverages offered shall be displayed in a prominent place on the unit, showing the specified price of each item.
10. The assignment of the license unto another person and any change to the activity specified in the license are prohibited unless approved by the competent administrative authority and carried out in accordance with the applicable rules and regulations. The assignee shall, within thirty (30) days as of the date of the assignment, submit an application to have the license assigned to their name, accompanied by the assignment agreement bearing the signatures of both parties, provided the signatures be notarized by the Real Estate Registration and Notarization Department. The competent administrative authority shall decide on the application within fifteen (15) days as of the application submission date. The licensee shall remain responsible for complying with the relevant laws, decrees and regulations.
11. Should the licensee who owns the unit die, and none of his/her legal heirs submit an application for license assignment unto them within four months from the date of death, the license shall be deemed void. If the individual(s) to whom ownership of the unit has devolved submit an application for the assignment of the license within the aforementioned period, the competent administrative authority shall decide on the application in accordance with the same rules applicable to the granting of the license.
12. If the license is obtained through a civil society organization, a cooperative, or a fund specialized in service and development projects, the agreement (be it a sale agreement, a lease agreement, a rent-to-own agreement, or any other form of partnership) concluded between such entity and the operator of the mobile food unit shall include a provision setting out the rules applicable to the unit in the event of the licensee's death or cessation of the activity, as well as the requirements applicable to the assignment of the unit unto another person.
13. Conducting the activity in front of public shops and fixed restaurants engaged in the same activity is prohibited. The sale or provision of alcoholic or fermented beverages is also prohibited. *(This requirement has been imposed by the Ministry of Local Development only.)*
14. The competent administrative authority may require the licensee to install a Global Positioning System (GPS) device for location tracking and identification, provided that such imposition be by a decree of the Governor or the head of the development entity affiliated to NUCA and that the device's specifications and features be listed in that decree after coordination with the security authorities.

Code of Conduct and Guidelines for Mobile Food Units

The licensee shall comply with the code of conduct and guidelines applicable to mobile food units while carrying out the licensed activity, particularly the following:

1. Any acts or gestures that are indecent or contrary to public morals or decency are prohibited, as is permitting any such acts or gestures to be committed.
2. Any acts that cause traffic congestion or disorder at the unit's location, disrupt public order, security, health, or tranquility, or adversely affect the visual character of the area are prohibited. The licensee shall also refrain from causing harm or disturbance to residents or occupants of properties adjacent to the unit.
3. No obstructions or other occupancies may be placed outside the authorized boundaries of the unit. Any waste resulting from the conduct of the activity shall be removed and properly disposed of.
4. All necessary measures and procedures shall be observed to maintain a high standard of cleanliness and ensure the continuous cleaning and disinfection of all equipment and tools used inside the mobile food unit, as well as the quality and safety of utensils intended for single use.
5. All rules, instructions, and regulations relating to civil protection shall be observed, particularly those relating to fire protection, and the necessary fire-fighting equipment shall be provided in accordance with the applicable rules. All rules relating to the environmental requirements issued by the Egyptian Environmental Affairs Agency (EEAA) shall also be complied with.
6. The activity shall be conducted at the unit only during the hours authorized by the competent administrative authority.

License Term and Payable Fees

The license term is three years that may be renewed in return for an annual fee not exceeding EGP 5,000, payable in cash, by an accepted check, or through any of the electronic payment methods. The applicable fee category is determined based on the type of the unit and the license term, as follows:

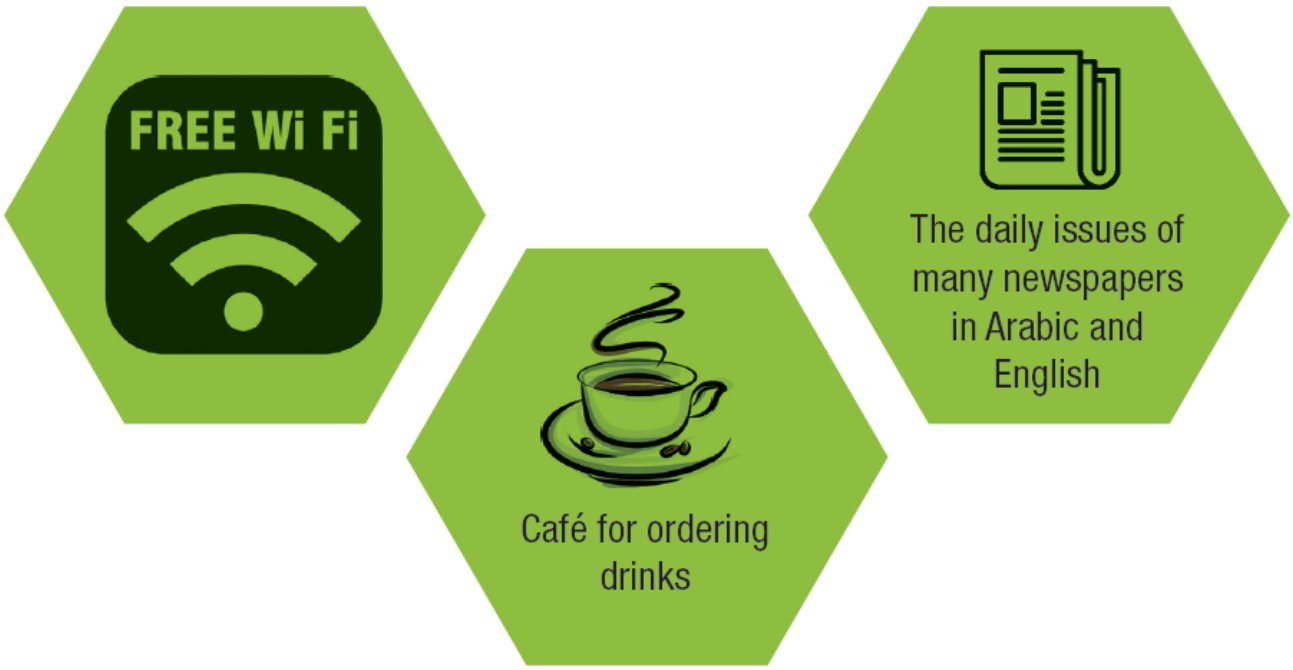
Type of Mobile Food Unit	License Term	Fee
Mobile food unit licensed as a vehicle intended to travel on the road	Three years	EGP 5,000 per year
	More than three years	EGP 4,000 per year
Mobile food unit licensed not intended to travel on the road	Three years	EGP 3,000 per year
	More than three years	EGP 2,000 per year

XI. Premier Unit

Overview

- The Premier Unit was established on November 19, 2017. This unit provides all services offered at the Investor Service Centers, including those related to ratifying and endorsing corporate articles and agreements by governmental agencies such as the following:
  - The Egyptian Bar Association
  - The Financial Regulatory Authority (FRA)
  - The Real Estate Registration and Notarization Department
  - The Chamber of Commerce
  - The Commercial Register
  - Investment Taxes and Companies Taxes offices

The investor waits for the services to be done on their behalf in return for EGP 10,000 (ten thousand Egyptian pounds) as premier service fee. During such period, the investor enjoys the following:



- As Investment Law 72/2017 is built on a simple premise: investors' transactions should move quickly and smoothly, in service of their legitimate interests, GAFI has embraced that principle, playing a central role in cutting red tape and pushing decision-making closer to the investor. In that spirit, the VIP (fast-track) service is now available at every Investor Service Center nationwide — not just in Cairo — run the same way, at the same fee, with no markup.

Service Description	Service Time
▪ Incorporating companies of all legal structures (sole proprietorship – partnerships – corporations), as well as assisting in obtaining bank attestation letters and statements, non-confusion certificates and in filling out background check consent forms (KYC forms).	Same day
▪ Incorporating free zone companies once the relevant zone management approves on the conversion, merger, or split-up of such companies.	48 hours
▪ Ratifying minutes of meeting of boards of directors and ordinary general meetings.	Same day
▪ Preparing corporate-related memoranda referred to GAFI CEO legal advisors for approval.	48 hours
▪ Ratifying minutes of extraordinary general meetings, minutes of meetings related to company conversion, split-up, change of legal structure, BoD meeting minutes related to capital increase (this applies to all sorts of companies including sole proprietorships, partnerships, and corporations).	Same day
▪ Issuing recommendation letters related to residence permits, domestic workers recruitment, work permits, and affixing residence permits to passports.	Same day
▪ Issuing recommendation letters addressed to the Customs Authority and Egyptian Tax Authority.	Same day
▪ Services related to shares trading.	48 hours
▪ The services provided by business operations start date committees and progress status committees.	48 hours

Vision

To position the Arab Republic of Egypt as one of the world's leading destinations for Arab and foreign investment.

Goal

To deliver streamlined, high-quality services in the shortest possible time, eliminate red tape, and create a welcoming and enjoyable experience.

Communicate with the ISC

Hotline

16035

Social Media Networks

gafi-egypt

gafieg

gafi_egypt

Websites

www.investinegypt.gov.eg

The General Authority for Investment and Free Zones

www.gafi.gov.eg

Thanks to the support and close oversight of Egypt's political leadership, under H.E. President Abdel Fattah El-Sisi, the Investor Service Center has been built out to the highest standard, equipped with state-of-the-art technology and shaped by global best practices. Delivered in record time, this landmark facility marks a genuine turning point for Egypt's investment climate and business environment — cutting through red tape, streamlining procedures, and serving investors large and small with real efficiency, as recognized by leading international development institutions.

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