



## Registration of Representative Offices

### General Conditions of Representative Offices:

- 1- Foreign Companies are allowed to establish representative offices or liaison offices in Egypt.
- 2- The purpose of the representative office shall be confined to the study of markets and possibilities of production without carrying out any commercial operations including the activity of commercial agents.
- 3- The approval of the Egyptian Insurance Supervisory Authority if the company activity is insurance.
- 4- The approval of the CBE (Central Bank of Egypt) if the foreign company's activity is related to a bank activity.

### Documents for the registration:

- 1- An application including data about the following:
- 2- Foreign company's name – its nationality – legal status – head office abroad – business activity – capital - branches in Egypt if exists and its addresses – form of the office which the company intends to establish – purpose of the office- address of permanent or temporary office – telephone number of the office.
- 3- A receipt from the Complex Security Department, hall 2 acknowledging receipt of the security verification forms of the foreign company and the office manager.
- 4- A photocopy of the foreign company's articles of incorporation and statute along with a certified Arabic translation of a summary of both. The articles of incorporation must be authenticated by the Egyptian embassy or consulate abroad and by the Authentication Office at the Egyptian Ministry of Foreign Affairs.
- 5- A copy of the decision issued by the BOD of the foreign company showing its approval on the opening of an office in Egypt and the appointment of an Office Manager thereto. The decision must be authenticated by the Egyptian embassy or consulate abroad or by the Authentication Office at the Egyptian Ministry of Foreign Affairs upon review of the original copy of the decision and its certified Arabic translation
- 6- Data concerning the Manager of the Representation Office:
  - If the manager is a foreigner, a certificate should be submitted stating respective full name – first, father, middle and surname – in Arabic and Latin letters as well as nationality. A copy of the passport should be attached thereto.
  - If the manager is an Egyptian, a certificate should be submitted stating respective full name-first, father and surname – nationality, place of residence, ID number and date of issuance. A copy of the ID card should be attached thereto.
- 7- The power of attorney company duly legalized from the Egyptian Consulate abroad and the Foreign Affairs Ministry.
- 8- A copy of the leasing contract of the representation office provided that the contract is registered by date at the Real Estate Publicity and Registration Office.
- 9- A statement from whom he has the legal capacity in the representative office states that the office activity is confined to the study of markets and possibilities of production without carrying out any commercial

operations including the activity of commercial agents according to article no. 173, law 159/1981 (application is available in One Stop Shop).  
10- A bank certificate addressed to the GAFI Investment Service Division proving that the representation office has a transferred from abroad balance in foreign currency of what is equivalent to L.E5000 (five thousand Egyptian pounds) at the least.

#### **Documents presentation:**

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

#### **Duration of Service Delivery:**

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