



## **Import Guidelines in Egypt**



## Import Guidelines in Egypt

### 1. Introduction

Import Guidelines includes: the country's International Trade Laws, import steps with its three phases (planning, preparation and import) with a list of all necessary procedures and relevant documents and official bodies. In addition to the technical import requirements of a number of countries and international groups and those pertaining to the food sector, textile sector and communication and information technologies.

### Egypt's International Trade Laws

The two basic laws governing international trade activity in Egypt are the Customs Tariff Law No. 66 of the year 1963 and the Import & Export Regulations Law No. 118 of the year 1975.



Import\_Export  
Regulations Law N118



Customs Tariff Law  
N66 of the year 1963

### According to the Egyptian Customs Service (Egyptian Customs Service)

[http://thebesconsult.com/wp-content/uploads/2016/01/Customs-Law\\_661963\\_Ara.pdf](http://thebesconsult.com/wp-content/uploads/2016/01/Customs-Law_661963_Ara.pdf)

All goods are imported except those listed in Annex No. (1) of the Import Regulation issued by Ministerial Decision No. 770 of 2005 as listed in Annex No. (1) of the Goods Suspended for Import), which includes:

- Import of guts, bird limbs and prohibition of import of bird livers and poultry
- Import of tuna with genetically treated oils

For imported goods, they shall be new except as provided in Annex No. (2) related to used goods allowed for import as well as personal effects, as well as some goods restricted to import under the terms of their own regulatory laws.



Import\_Export  
regulations

## 2. Import Steps in Jordan

### 2.1 Phase I (Planning)

#### 2.1.1 Product identification and communication with customer

Before starting import procedures, it's essential to initially identify the product to be imported and communicate with the right customer.

## 2.2 Phase II (Preparation)

### 2.2.1 Issuance of an Import Card /Registration in the Register of Importers

In order to facilitate the import process, the General Organization for Export and Import Control shall be directed to issue an import card. It shall be noted that the minimum capital required to register natural persons companies is from 10,000 pounds in the current law to no less than 500,000 pounds in the new amendment, and from 15,000 pounds in the current law related to partnerships and limited liability companies to no less than more than 2 million pounds, as well as no less than 5 million for joint stock companies and companies limited by shares.

It shall be noted that the value of the cash insurance that is required to be deposited upon registration has been raised from 3,000 to 50,000 pounds for natural persons and 200,000 pounds for legal persons, in order to obtain the import card to be recovered when the company returns the card to the authority when its work is completed.



Application form for  
registration of import

\* Annex of the application form for registration of importers:

#### 2.2.1.1 Required documents

In order to register a legal entity in the importer register, the following conditions must be complied with:  
For Sole Proprietorship

Conditions for registration and re-registration of Sole Proprietorship	Documents for registration or re-registration Sole Proprietorship
<ol style="list-style-type: none"> <li>1. The facility shall be registered in the trade register and hold a tax card.</li> <li>2. The owner of the facility or the authorized agent (if existed) shall be of Egyptian nationality.</li> <li>3. Importation shall be one of the company's purposes according to the import commercial registry.</li> <li>4. The business shall be practiced for at least two consecutive years prior to the application for registration.</li> <li>5. The volume of business in the last year of the tax return shall not be less than two million pounds.</li> <li>6. The capital registered in the trade register shall not be less than five hundred thousand pounds.</li> <li>7. Deposit cash insurance or submit an equivalent bank guarantee letter with the amount of fifty thousand pounds.</li> <li>8. The person concerned or the person responsible for the import shall have passed the training course required for practice of import.</li> <li>9. No final judgment against the person concerned or the authorized agent (if existed) through committing any of the crimes of fraudulent or negligent bankruptcy has not been issued unless he has been rehabilitated.</li> </ol>	<ol style="list-style-type: none"> <li>1. Registration application form signed by the person concerned or the authorized agent in front of the competent employee or signed by the representative</li> <li>2. Documents to be completed by the agent (if existed): <ul style="list-style-type: none"> <li>• A copy of a notarized authorized from the real estate registry and the original for review (even a second agent is accepted only).</li> <li>• A copy of the national ID card or passport of the agent and the original for viewing</li> <li>• A declaration of the validity of the authorized signed by the agent.</li> </ul> </li> <li>3. Documents required to be completed by the owner of the facility and the authorized agent (if existed): <ul style="list-style-type: none"> <li>• A copy of the national ID or passport, and the original for reviewing</li> <li>• An official extract of the birth certificate to prove nationality.</li> <li>• Acknowledgment of the registration of an individual property in the importers register signed in front of</li> </ul> </li> </ol>

10. That the person concerned or the authorized representative (if existed) is not a member of the Senate, deputies, local people's councils, or a full-time member of political work throughout the term of their membership or their disengagement, unless they were already preoccupied with this work before their membership or sabbatical.
11. The person concerned or the authorized agent (if existed) has not been convicted with a final judgment for a felony penalty or a penalty for a crime involving moral turpitude or dishonesty, or in one of the crimes stipulated in the laws of commerce, or the suppression of fraud, fraud, supply, customs, import and export, or Monitoring precious metals or companies, combating money laundering, protecting intellectual property rights, protecting competition, preventing monopolistic practices, the central bank, value-added tax, income tax, protecting your employer, or in one of the crimes stipulated in Article 8 of this law, and that All unless it has been reconciled or rehabilitated.

the competent employee or the authenticity of the signature certified by an approved bank.

4. Group 6 declaration signed by the concerned employee, authorized representative, or agent (in case of obtaining Group 6 of chemical industry products).
5. A recent official extract from the commercial register, valid for a period of not less than 90 days, and a recent statement that has not been issued for more than 90 days, including the import activity - the registered capital is not less than 500,000 pounds
6. A copy of the last tax return approved by the Tax Authority (provided that it has a live stamp with the emblem of the Republic), explaining that the volume of business in the last year is not less than 200,000 pounds
7. A copy of the tax card is identical to the commercial registration data and the original for viewing.  
Or a basic data document for the taxpayer from the tax authority (if the establishment is new and the tax card has not yet been issued, or the import activity is not clear in the tax card)
8. The original certificate of practicing commerce for at least two consecutive years prior to the application for registration, valid and approved by the General Federation of Chambers of Commerce.
9. The original import practice certificate in the name of the person concerned or responsible for the import insured by social insurances.  
Or a copy of the payment voucher for the import practice course fees at GOEIC.  
Or a letter from the regional training center for foreign trade stating that the training course has been booked at the center and in the name of the person concerned or an employee of the facility.  
Or a letter from the Chamber of Commerce stating that the training course has been booked and in the name of the person concerned or an employee of the facility.
10. If the holder of the import practice certificate is an employee of the establishment, he shall submit:
11. Original Print Insurance (1 s. Insurance)
12. A copy of the national ID or passport, and the original for viewing
13. An official extract of the birth certificate to prove nationality.
14. A letter from the facility stamped to determine who is responsible for the insured import and that he is still working in the facility.
15. Receipt of the deposit of the insurance value fifty thousand pounds in the treasury of GOEIC with the visa.  
Or a letter from the bank stating that the insurance amount (fifty thousand pounds) has been deposited in the Authority's account  
Or a final unconditional bank guarantee letter in the

name of the General organization for Export and Import Control / Importers Affairs Administration / 1 Marouf St. Ramses Intersection / The value of insurance on a new import card in the name of the facility according to the commercial registry / The duration of the letter of guarantee is 5 years / The insurance value is 50,000 EGP.

### For companies of persons:

Conditions for registration and re-registration of companies of persons	Documents for registration and re-registration of companies of persons
<ol style="list-style-type: none"> <li>1. The company must be registered in the commercial register and hold a tax card.</li> <li>2. The company must have been registered in the commercial register for at least one year prior to the application for registration</li> <li>3. The volume of business in the last year of the tax return submitted to the Tax Authority shall not be less than five million pounds</li> <li>4. The paid-up capital registered in the commercial register shall not be less than two million pounds</li> <li>5. The share of the Egyptian partners in the capital shall not be less than 51%</li> <li>6. The head office of the company should be in Egypt and established in accordance with the provisions of Egyptian laws</li> <li>7. To be one of the company's purposes from the reality of the commercial register is to import</li> <li>8. That a cash security deposit or an equivalent letter of bank guarantee in the amount of two hundred thousand pounds has been submitted</li> <li>9. The responsible for the importing must be of Egyptian nationality</li> <li>10. The joint associates or the person responsible for the import must have passed the training course required for practice of import approved by the Ministry.</li> <li>11. That the joint associates and those responsible for the import have not issued a final judgment against any of them for committing one of the crimes of fraudulent or negligent bankruptcy unless he has been rehabilitated.</li> <li>12. That the joint partners and those responsible for importation are not members of the Senate, representatives of local people's councils, or who are devoted to political work throughout the term of their membership or disengagement, unless they were originally occupied with this work before their membership or sabbatical.</li> <li>13. That the joint partners and those responsible for the import have not been convicted of any of them</li> </ol>	<ol style="list-style-type: none"> <li>1. Registration application form signed by the person who has the right to manage and sign in front of the competent employee or signed by the agent</li> <li>2. Documents to be completed by the agent (if the applicant is an agent): <ul style="list-style-type: none"> <li>• A copy of a notarized authorized from the real estate registry and the original for review (even a second agent is accepted only)</li> <li>• A copy of the national ID card or passport of the agent and the original for viewing</li> <li>• Acknowledgment of the validity of the authorized signed by the agent.</li> </ul> </li> <li>3. For the documents required of all those whose names are in the commercial register and who are responsible for importing <ul style="list-style-type: none"> <li>• A copy of the national ID card or passport and the original</li> <li>• A declaration of the importers register signed in front of the competent employee or certified by the bank that the signature is correct.</li> <li>• An official extract of the birth certificate to prove the nationality from the person responsible for importing only</li> </ul> </li> <li>4. In the case of obtaining Group 6 of chemical industry products, the Group 6 declaration signed by the competent employee who has the right to manage and sign, or from the agent</li> <li>5. A copy sealed with a live seal of the Republic's emblem from the company's contract or the company's articles of incorporation and its amendments are registered, publicized and fixed in the commercial register, indicating that 51% of the capital is owned by Egyptians - import activity - paid capital is not less than two million pounds</li> </ol>

by a final verdict of a criminal penalty or a penalty for a crime involving moral turpitude or dishonesty, or in one of the crimes stipulated in the trade laws or the suppression of fraud or supply or customs or import and export or control over precious metals Or companies, combating money laundering, protecting intellectual property rights, protecting competition and preventing monopolistic practices, the central bank, value-added tax, income tax, protecting your trustee, or in one of the crimes stipulated in Article 8 of this law, and that all unless it has been reconciled or rehabilitated.

6. A recent official extract from the commercial register, valid for a period of not less than 90 days, and a recent statement that has not been issued for more than 90 days, including at least one year has passed since registration in the commercial register - import activity - 51% of the capital is owned by Egyptians - the person responsible for import is Egyptian in case The presence of foreigners - the paid-up capital is not less than two million Egyptian pounds
7. A copy of the last tax return approved by the Tax Authority (with a live stamp of the Republic's emblem) indicating that the volume of business in the last year is no less than 5 million pounds.
8. A copy of the tax card is identical to the commercial registration data and the original for viewing  
Or a basic data document for the taxpayer from the tax authority (if the company is new and the tax card has not yet been issued, or the import activity is not clear in the tax card).
9. The origin of the import practice certificate in the name of one of the general partners, the trustees, or the one responsible for the import insured by social insurances  
Or a copy of the payment voucher for the import practice course fees at the Authority  
Or a letter from the regional center for foreign trade training stating that the training course has been booked at the center.  
Or a letter from the Chamber of Commerce stating that the training course has been booked
10. If the holder of the import practice certificate is an employee of the company, he shall submit:
  - Original Brent Insurance (1 s. Insurance)
  - A copy of the national ID or passport, and the original for viewing
  - An official extract of the birth certificate to prove nationality
  - A letter from the company stamped with its seal to determine who is responsible for the insured import and that he is still working for the company
11. Receipt of the deposit of the insurance value of 200,000 pounds in the authority's treasury with the visa or a letter from the bank stating that the insurance amount has been deposited in the Authority's account or a final unconditional bank guarantee letter in the name of the General organization for Export and Import Control / Administration of Importers Affairs / 1 Marouf St. Ramses Intersection / The value of insurance on a new import card in the name of the company according to the

commercial registry / Duration of 5 years / Insurance value of 200,000 EGP.

### 2.2.1.2 Procedures for registration in the importer's registry

1. [Reserving an appointment](https://www.goeic.gov.eg/en) through the GOEIC's website at the following link: <https://www.goeic.gov.eg/en> (in case the application is submitted in favor of October, or the Investor Services Complex at the Investment Authority)
2. Submitting the required documents in accordance with the provisions of Law No. 7 of 2017 relative to the Examination of documents.
3. Determining the value of the prescribed fees through the application receiving window
4. Pay the fees to the Authority's treasury with a visa or a letter from the bank stating that the amount of fees has been deposited into the Authority's account
5. Financial and technical auditor
6. Enter the importers record card data
7. The person concerned should review the card before wrapping it and receiving it
8. Packaging and delivery

The website of the General Authority for Export and Import Control can be accessed through the following link: <https://www.goeic.gov.eg/ar/electronicServices/default/view/id/6>

### 2.2.2 Custom Valuation and value added on the product

Customs clearance shall be contacted to disclose the customs clause (HS code) of the product to determine the customs tax and VAT.

### 2.2.3 Verification of food safety standards from the National Food Safety Authority in case of import of manufactured food

In case of importing manufactured food, it shall be ensured that it conforms to import standards imposed by the National Food Safety Authority. These specifications shall be found in the decision of the Chairman of the Board of Directors of the Authority No. (6) for the year 2020 on the rules for the regulation of the food import licence published in the Egyptian facts with 161 affiliates (f) on 16 July 2020.



Decision of the  
National Authority to

### 2.2.4 Agreement with customer on product price

Before completing the procedures, the final agreement with the customer shall be on the price of importing the product.

### 2.2.5 Agreement on freight charges

For freight costs, the goods shall be shipped directly by the customer, and can be agreed with a local shipping company that owns a branch in the importing country of the goods.

### 2.2.6 Documents presented to Customs to release imported commodities

- **Bill of lading:** shall contain the terms "Consignee" and "Notify Party." The information should correspond with that on the invoices and packages.
- **Original invoice:** shall be issued in at least three copies (additional copies may be requested by importer). Invoices must give all details and include full description of the goods, price details (including freight, packing and other charges and/or discounts, net and gross weights, etc.). Should mention country of origin and country of manufacture. In case goods contain foreign components, the country of origin and relevant percentage must be indicated. The full name and address(es) of the manufacturer(s) must be indicated.
- **Packing lists**
- **Certificate of Origin:** shall be issued in a minimum of three copies (additional copies may be requested by importer). Certificate of origin should state weight in kilograms, country of origin, country of manufacture (if products contain foreign components, the country of origin and percentage must be indicated), full name and address (es) of the manufacturer. For natural products, the country of origin is the country where the goods are grown or extracted; for manufactured goods, it is the country where the goods receive the form in which they are shipped with the exception of re-packaging, re-sorting and/or mixing)
- **Form (EX):** a bank form, applicable in cases of bank financing of the importation process. The form is not required if the importer provides financing of the transaction.
- **Content analysis of the commodity, if required.**
- **Delivery order from the carrier in return for the bill of lading.**
- **Customs Procedural Certificate:** a customs form that lists information and data including source and country of origin of imported commodities, name of importer, type of product, port of delivery, value, and quantity of the shipment.