

# **Translation of** the Commercial Register Law No. 34 of 1976

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ترجمة قانون السجل التجاري  
رقم ٣٤ لسنة ١٩٧٦

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11 December 2025

## Law No. 34 of 1976 Concerning the Commercial Register

In the name of the people President of the republic

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### Preamble

The People's Assembly has enacted the following Law, and we hereby promulgate it:

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### Commercial Register Law

#### Part One – Provisions Governing the Commercial Register

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#### Article (1):

One or more commercial registers shall be established in each governorate or city designated by a decree of the Minister of Trade, in which the names of traders subject to the provisions of this Law shall be recorded.

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#### Article (2):

The following must be registered in the Commercial Register:

- Individuals wishing to engage in commercial activity in a commercial establishment.
- Partnerships, joint-stock companies, partnerships limited by shares, and limited liability companies, regardless of their purpose.
- Public juristic persons that directly engage in commercial activity.
- Cooperative societies that engage in commercial activity.



- Natural or juristic persons who carry out different types of commercial agency activities on behalf of foreign establishments.

Registration shall be made separately for the principal place of business, branch, agency, or corporate headquarters according to the location of each.

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#### Article (3):

A person seeking registration in the Commercial Register must meet the following requirements:

- He must be of Egyptian nationality.
  - He must obtain approval to engage in commercial activity from the competent chamber of commerce with respect to individuals and companies established to undertake a commercial activity.
  - He must obtain approval to engage in industrial activity from the competent industrial chamber with respect to industrial establishments—whether sole proprietorships, companies, or industrial premises of any size—established to engage in an industrial activity.
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#### Article (4):

By way of exception to the preceding Article, and subject to Article 23 and without prejudice to the law regulating the conduct of commercial agency activities, foreigners shall be required to register in the Commercial Register in the following cases:

- Upon approval of the General Authority for Investment in respect of projects established under the Investment Law.
- Where the foreigner is a partner in a partnership, provided that at least one general partner is Egyptian, the Egyptian general partner has the right of management and signature, and the Egyptian partners hold not less than 51% of the company's capital.



- Any company—regardless of its legal form—whose principal place of business or management is located abroad, if it engages in commercial, financial, or industrial activities in Egypt or undertakes contracting work therein, provided that the Investment Authority approves.
  - Foreigners engaged in export activities, whether as individuals or as partners in partnerships or capital companies, regardless of their shareholding in the capital, and solely within the scope of such export activities.
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#### Article (5):

Every person registered in the Commercial Register shall write on the façade of his establishment, and on all correspondence, printed materials, and documents relating to his trade, his trade name accompanied by an indication of the commercial registry office with which he is registered and the registration number.

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#### Article (6):

Every person registered in the Commercial Register shall, in accordance with the prescribed procedures, request that any change or amendment affecting the registration data be annotated in the Commercial Register within one month from the date of the contract, judgment, or event requiring such annotation.

The commercial registry office shall, on its own initiative, annotate any information relating to the trader or company that is registered in the register provided for under Law No. 11 of 1940 concerning the sale and mortgage of commercial establishments.

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**Article (7):**

The registry clerk of the court that issues any of the judgments set out below against a trader or against any of the companies referred to in items (1) and (2) of Article (2) shall send a copy of each judgment, within one month from the date of its issuance, to the competent commercial registry office for annotation in the register.

These judgments include:

- Judgments declaring bankruptcy or revoking bankruptcy, and judgments determining or modifying the date of cessation of payment.
- Judgments closing the bankruptcy proceedings and judgments reopening them.
- Judgments restoring legal capacity.
- Orders initiating composition procedures, and judgments confirming, rescinding, annulling, or closing such procedures, as well as judgments confirming judicial composition or rescinding or annulling it.
- Judgments and orders imposing seizure upon the trader, appointing guardians or agents for absentees, dismissing them, or lifting the seizure.
- Orders granting or revoking permission for a minor to engage in trade through a commercial establishment, or restricting such permission.
- Judgments imposing criminal penalties and the name of the guardian and the date of his appointment.
- Judgments of divorce or separation—whether physical or financial—where applicable.
- Judgments dismissing partners or removing managers.
- Judgments dissolving, liquidating, or annulling companies, and appointing or dismissing liquidators.



#### Article (8):

The application for registration or annotation shall be submitted within the period specified in the executive regulations of this Law by the trader, managers, or legal representatives of the industrial establishment or juristic person, or by the branch manager, as applicable, to the commercial registry office in whose jurisdiction the principal place of business or branch is located.

The commercial registry office may require the applicant to provide any documents it deems necessary to substantiate the accuracy of the application's data. The office may refuse the application if it does not satisfy the requirements set forth in this Law and the decisions issued in implementation thereof. The refusal decision must be reasoned, and must be communicated to the concerned party by registered mail with acknowledgment of receipt within two months from the date of submission.

The concerned party may appeal this decision before the Administrative Court within the time limits prescribed for appeals against administrative decisions.

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#### Article (9):

Registration in the Commercial Register shall be renewed every five years from the date of registration or from the date of the last renewal. The application shall be submitted by the persons concerned, as referred to in the first paragraph of Article (8) of this Law, during the month preceding the expiration of the period. Renewal shall not be affected unless the prescribed fees have been paid.

The application shall be accepted if submitted within ninety days following the expiration of the period, provided that the fee is paid at double the prescribed amount.

The registration shall be deleted if no renewal application is submitted within ninety days from the date of notification by registered mail with acknowledgment of receipt.



#### Article (10):

The trader, or any person to whom the commercial establishment devolves, or the legal representatives of the juristic person, as the case may be, shall request, in accordance with the prescribed procedures, deletion of the registration from the Commercial Register in the following cases:

- The trader ceases to engage in commerce, permanently leaves the country, or dies.
  - The liquidation of the juristic person is completed, or its activity has ceased.
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#### Article (11):

The application for deletion referred to in the preceding article must be submitted within one month from the date of the event necessitating deletion. If the concerned party does not submit the application, the commercial registry office shall delete the entry on its own initiative after verifying the cause requiring deletion.

In such case, the office shall notify the concerned party within ten days thereafter by registered mail with acknowledgment of receipt, and shall notify the competent administrative authorities in order for them to take the necessary consequential measures.

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#### Article (12):

Any person may obtain from the commercial registry office an official extract of a registration page, or a certificate containing certain data, or a negative certificate in the case of non-registration.

The extracts may not include the following:

- Judgments declaring bankruptcy if they have been revoked or legal capacity has been restored.
- Judgments and orders imposing seizure if the seizure has been lifted.



A partner may obtain a certified true copy of the company's articles of incorporation and any subsequent agreement, whether amending the terms of the articles, extending the duration of the company, dissolving it, or placing it into liquidation.

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#### Article (13):

The Ministry of Trade shall issue a special gazette called **The Commercial Names Journal**, in which the information specified by the executive regulations shall be published.

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#### Article (14):

The executive regulations of this Law shall be issued by decree of the Minister of Trade and shall include, in particular:

- The format of the Commercial Register, the Register of Commercial Agents, and the registers of scientific, technical, and investment service offices, and the procedures for registration, annotation, renewal, and deletion.
  - Procedures for submitting applications for registration, annotation, renewal, and deletion, and the time limits, data, and documents required.
  - Indexes to be kept of the names of traders, companies, public juristic persons, cooperative societies engaged in commercial activity, and establishments registered in the Commercial Register.
  - Procedures for requesting extracts and certificates from the Commercial Register.
  - Defining the role of local administrative units in implementing the provisions of this Law.
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### Article (15):

The Minister of Trade shall determine the fees payable for the following procedures, provided that they do not exceed the amounts indicated:

Application for registration or renewal of registration of joint-stock companies and other capital companies	50
Application for registration of an individual trader or renewal of registration	4
Application for annotation in the Commercial Register for an individual trader	2
Application for registration of partnerships or renewal of registration	8
Application for registration of a partnership in which a foreigner is a partner, or renewal of registration	20
Application for annotation in the Commercial Register for partnerships	4
Application for annotation in the Commercial Register for capital companies	10
Negative certificate	1
Each page of an extract or a certificate of data	2
Inspection fee for reviewing the file of a single company for half an hour or less	1
Publication of registration data or renewal or annotation in respect of an individual trader	0.500 (five hundred milliemes)
Publication of registration data or renewal or annotation in respect of a company	1

### Article (16):

Half of the prescribed fee shall be refunded in the event of refusal of an application for registration, annotation, or renewal, and no fees shall be charged for applications to delete entries from the Commercial Register.

Extracts and certificates requested by government departments, public authorities, local administrative units, and chambers of commerce shall be exempt from fees.



### Part Three – General Provisions and Penalties

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#### Article (17):

No person may engage in commercial activity in a commercial establishment unless his name is registered in the Commercial Register within the jurisdiction of that establishment.

A person acquires the status of trader from the date of such registration unless that status is proven by other means.

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#### Article (18):

Without prejudice to any more severe penalty provided for in any other law, the following shall be punishable by imprisonment for not less than three months and not more than two years, and a fine of not less than one hundred pounds and not more than five hundred pounds, or by either penalty:

- Any person who intentionally submits incorrect information relating to applications for registration, annotation, renewal, or deletion.

The court shall order the correction of such information in the manner and within the time limits it determines, and the competent commercial registry office shall undertake the necessary corrective measures.

- Any person who displays on the façade of his establishment, or includes in any correspondence, printed materials, or documents relating to his trade, a trade name or registration number that is not his own, or indicates that he is registered without having actually been registered.
  - Any person entrusted with implementing the provisions of this Law who discloses any secret that came to his knowledge by virtue of his position.
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**Article (19):**

Any other violation of the provisions of this Law or its implementing decisions shall be punishable by a fine of not less than ten pounds and not more than one hundred pounds. The fine shall be doubled in case of recurrence.

In case of violation of Article (17), the court shall, in addition to imposing the fine, order the closure of the establishment.

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**Article (20):**

Employees of commercial registry offices, and those performing their functions, who are designated by decree of the Minister of Justice in agreement with the Minister of Trade, shall have the capacity of judicial officers for the enforcement of the provisions of this Law.

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**Article (21):**

Officials responsible for enforcing the tax, labor, social insurance, and other relevant laws shall verify, during inspections or procedures, that persons subject to this Law are registered in the Commercial Register, and shall notify the competent commercial registry office of any violation.

Civil status offices shall send to the competent commercial registry office, at the end of each month, a list of traders and general partners who have died during that month.

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## Part Four – Transitional and Final Provisions

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### Article (22):

Traders and companies whose names are registered in the Commercial Register at the time this Law enters into force must apply to amend their registration data to comply with the provisions of this Law and its executive regulations within six months from the date the regulations take effect.

If more than five years have passed since the date of registration or its last renewal at the time this Law becomes effective, they must apply for renewal within the aforementioned period.

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### Article (23):

Foreigners and branches or offices of the establishments and companies referred to in Article (4), whose names are registered in the Commercial Register at the time this Law enters into force, may continue to engage in commercial activity, provided that they remain registered for the same type of commercial activity.

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### Article (24):

Law No. 219 of 1953 concerning the Commercial Register is hereby repealed.

Until the executive regulations of this Law are issued, the existing implementing decisions shall remain in force to the extent that they do not conflict with the provisions of this Law.

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### Article (25):

This Law shall be published in the Official Gazette and shall enter into force three months after the date of its publication.



# Translation of the Executive Regulations of the Commercial Register Law No. 946 of 1976

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ترجمة اللائحة الداخلية لقانون السجل  
التجاري رقم ٩٤٦ لسنة ١٩٧٦

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11 December 2025

Arab Republic of Egypt

Minister of Trade and Industry Decree No. 946 of 1976

Concerning the Executive Regulations of Law No. 34 of 1976 Regarding the Commercial Register

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**Preamble**

The following provisions constitute the Executive Regulations of Law No. 34 of 1976 regarding the Commercial Register.

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**Article (1):**

The commercial registry offices—established in each governorate or city designated by a decree of the Minister of Trade—shall undertake the registration of the names of traders subject to the provisions of Law No. 34 of 1976 in the register prepared for this purpose.

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**Article (2):**

A separate page shall be assigned in the Commercial Register for each person subject to Articles 2 and 4 of the Law. This page shall take the form of a table. The pages of the Commercial Register shall be numbered consecutively and shall bear the stamp of the office.

The entries shall be written in blue ink, and all amendments or marginal annotations shall be written in red ink.

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**Article (3):**

Accepted applications shall be recorded in the Register according to the order in which they are submitted. The information contained in the application shall be entered in the fields designated for it, and the entries shall be numbered consecutively and continuously.



Where an applicant has multiple establishments falling within the jurisdiction of different registry offices, entries shall be recorded in each relevant office.

For companies whose principal place of business or management is located abroad, registration must include the approval of the General Authority for Investment for companies subject to Law No. 43 of 1974 concerning the system of Arab and Foreign Capital Investment and Free Zones. For other companies not subject to this Law, the matter shall be determined by agreement between the Minister of Trade and the competent minister.

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#### Article (4):

In cases where annotations involve changing or amending the data recorded in the Register, the new data shall be entered in the same field, with a notation in the left margin of the Register indicating the date and number of filings of the amendment application and the supporting document.

This rule applies equally to entries relating to the Register of Sale and Mortgage of Commercial Establishments, as well as to judgments, decisions, and orders required by law to be recorded on the registration page.

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#### Article (5):

The commercial registry office shall annotate in the right margin of the Register evidence of renewal of registration, indicating the date and number of filings of the renewal application.

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#### Article (6):

Deletion of a registration shall be affected by noting the deletion across the upper space of the registration page, with a notation in the margin indicating the date, reason, and number of the deletion order.



#### Article (7):

After the information contained in the application has been entered into the Commercial Register, one of the two copies of the application shall be returned to the applicant, stamped with the office seal and annotated to indicate that registration, renewal, or annotation has been completed.

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#### Article (8):

Applications for registration, renewal, or annotation in the Register shall be completed in two copies. Applications for deletion shall be completed in a single copy, using the designated forms, and in accordance with the provisions of the following articles.

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#### Article (9):

The data in the prescribed forms must be written in Arabic, clearly, without abbreviation, alteration, insertion, erasure, or scraping. The applicant must sign any addition or correction in the margin, and the number of added or deleted words must be enumerated. The commercial registry office shall annotate the form to indicate that it has been reviewed.

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#### Article (10):

Applications must contain the information specified in Annex (1) attached hereto, accompanied by all supporting documents required to verify the accuracy of such information, as listed in the same Annex, and submitted within the period applicable to each type of application.

A receipt for payment of the prescribed fee, in accordance with Annex (2), must also be included.

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#### Article (11):

Applications shall be submitted to the competent commercial registry office by persons legally authorized to do so. The office must verify the legal capacity of the applicant before accepting the application.

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#### Article (12):

The applicant shall be given a receipt containing the following information:

- Application number, and the date and time of submission.
  - Name of the applicant.
  - Type of application.
  - List of documents attached to the application.
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#### Article (13):

Commercial registry offices shall maintain indexes of the trade names of persons registered therein, each category of registration separately, in addition to the indexes maintained by the Commercial Registry Administration for the trade names of joint-stock companies and limited liability companies registered in all commercial registry offices.

They shall also maintain registers for recording and following up on:

- Information received from court registries in accordance with Article (7) of the Law.
  - Notifications received from tax authorities, labor authorities, social insurance authorities, civil registry offices, licensing authorities, and others, in accordance with Article (21) of the Law.
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#### Article (13 bis 1):

Every person registered in the Commercial Register shall establish and maintain a special register called the **Register of Beneficial Owners**, in which the names and data of the beneficial owners—whether natural persons, juristic persons, or legal arrangements—who effectively own or control the commercial establishment shall be recorded.

This register must be updated immediately upon the occurrence of any event requiring an amendment, and the Commercial Register must be notified of such event immediately upon its occurrence.

Judicial officers shall have the right to inspect this register upon request.

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#### Article (13 bis 2):

A dedicated field shall be added to the Commercial Register entry to record the names, nationalities, and national identification numbers or passport numbers (for foreigners) of the beneficial owners, based on the information contained in the Register of Beneficial Owners.

Persons registered in the Commercial Register must retain the Register of Beneficial Owners throughout the duration of their business activity, and for **five years** from the date the activity ceases or the commercial registration is deleted.

The data recorded in the Register of Beneficial Owners shall be deemed **essential information** for the purposes of applications for registration or annotation in the Commercial Register.

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#### Article (13 bis 3):

The Register of Beneficial Owners shall be kept in accordance with the rules governing commercial books, particularly regarding the requirement that such books contain no blank spaces, erasures, marginal writings, scraping, or insertions.

The pages of the register must be sequentially numbered, and before use, each page must be stamped with the seal of the competent commercial registry office.



A new register may not be used unless the previous one has been submitted to the office and annotated as closed after the last entry.

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#### Article (14):

The Commercial Registration Authority shall issue, in the first week of each month, a periodical called The Commercial Names Gazette, which shall contain, in particular, the following sections:

- **Section One:** Traders, individuals, and partnerships.
  - **Section Two:** Capital companies.
  - **Section Three:** Cooperative societies and public juristic persons that directly engage in commercial activity.
  - **Section Four:** Projects established under Law No. 43 of 1974 on the System of Arab and Foreign Capital Investment and Free Zones, foreign establishments whose headquarters are abroad, and partnerships in which a foreigner is a partner.
  - **Section Five:** Statistical data.
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#### Article (15):

The following information shall be published in the Gazette:

##### (A) Concerning registration:

- The registry office where the registration took place.
- The date and number of the registration.
- The trade name of the trader, company, or cooperative society.
- The capital value, including the share of foreign limited partners.



- The location of the trader's principal place of business or the corporate headquarters, and the location of any branch or office, as applicable.
- The type and classification number of the activity.

**(B) Concerning amendments, renewal of registration, annotation, and deletion:**

The publication shall include:

- The registry office where the amendment, renewal, annotation, or deletion occurred.
- The prior trade name of the trader, company, or cooperative society; the original registration number; and the issue and page number of the Gazette where the registration was previously published.
- The substance of the information to be published, including the subject of the amendment, its date, the date of expiration of the five-year renewal period, the date of the renewal being published, the reason for deletion and its date, and the operative text, date, and issuing court of any judgment, order, or decision, as well as the date of its annotation in the Register.

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**Article (16):**

Commercial registry offices shall send to the Commercial Registration Administration, during the first week of each month, notifications concerning registration applications, annotations, and renewals carried out during the preceding month, as well as deletion orders and any judgments or decisions annotated in the Register during that month.

These notifications must contain the information required to be published in the Gazette.

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#### Article (17):

Applications for extracts, data certificates, negative certificates, or certified copies of company contracts and their subsequent amendments shall be completed on the designated form, signed by the applicant, and accompanied by proof of payment of the prescribed fee.

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#### Article (18):

The extract or certificate referred to in the preceding article shall be prepared on the designated form. The same applies to handwritten certified copies of the company contract and subsequent amendments.

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#### Article (19):

The applicable fee shall be paid in accordance with the rates specified for each occurrence in Annex (2) attached hereto.

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#### Article (20):

The competent commercial registry office may, by a substantiated decision issued by the Director General of the Commercial Registration Authority, refuse an application for registration or annotation within the Register.

Such decision must be issued within **no more than two months** from the date of the application and must be sent to the applicant by registered mail with acknowledgment of receipt at the residential address indicated in the application.

The time limits provided for in the last paragraph of Article (8) of the Law shall begin from the date of such notification.

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### Article (21):

Foreigners whose names were registered in the Commercial Register at the time Law No. 34 of 1976 entered into force may continue to engage in commercial activity subject to the following conditions:

- Their names must remain registered for the same type of commercial activity.
- Registration shall be subject to lawful renewal, and may not be amended, including by admitting new foreign partners, even if they are the trader's relatives or spouses. No changes to the Commercial Register data may occur as a result of any disposition, including gifts.
- The registration shall be deleted if the foreign trader ceases trade, leaves the country, or dies.

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### Article (22):

The secretary of the commercial registry office, or whomever acts on his behalf, shall prepare official reports of violations occurring within the jurisdiction of the office. These reports shall be recorded in a special register for follow-up until final disposition.

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### Article (22 bis):

Traders registered in the Commercial Register whose files have been transferred to the jurisdiction of newly established registry offices may submit applications to transfer their registrations to the offices to which they are now administratively affiliated, without payment of new registration fees, except for registrations for which bankruptcy judgments have been issued—unless bankruptcy has been annulled or legal capacity restored. The registration shall be recorded under a new registration number according to the numerical sequence of the office to which it is transferred.

If the transferred commercial registration is encumbered by a commercial mortgage, the transfer of the trader's registration and the mortgage to the new office's jurisdiction shall require the consent of the secured creditor, without payment of new mortgage registration fees.



The provisions of the preceding paragraph apply also to other principal establishments and branches. The Chairman of the Commercial Registration Authority shall issue the necessary administrative instructions to implement registration transfer requests in the aforementioned cases.

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#### Article (23):

The competent governor shall supervise the commercial registry offices located within his jurisdiction.

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#### Article (24):

This decree shall be published in the Egyptian Gazette (*Al-Waqā'i' al-Miṣriyya*).

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### Annex (1)

#### Part One

#### Chapter One

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#### Individual Trader

(A) The application shall be submitted within one month from the date of obtaining the license to engage in trade in a commercial establishment and shall include the following information:

First: With respect to the principal establishment:

- The trader's name, title, nationality, and date and place of birth.
- Commercial capacity.
- The name under which the trader conducts his business.



- The commercial establishment name and trade style, if any.
- Type of trade.
- The trader's capital invested in the principal establishment and in any branches and affiliated offices.
- The date on which the trader commenced commercial activities in the Arab Republic of Egypt, and the date of the license authorizing commercial activity.
- Address of the principal establishment.
- Addresses of the branches and offices affiliated with the principal establishment, whether located inside or outside Egypt.
- Names and titles of authorized agents, their nationalities, and their dates and places of birth.
- Establishments owned by the trader within the jurisdiction of the same commercial registry office or within other registry offices, including the type of trade, address, date of license, and commercial registration number.
- Establishments previously owned by the trader within the same or other registry offices, including type of trade, address, date of license, commercial registration number, and date of closure.
- Registration numbers of trademarks, patents, industrial designs, and models registered in the trader's name, if any.

**Second: With respect to the branch or office:**

- The trader's name, title, nationality, and date and place of birth.
- The commercial establishment name and trade style—if any—whether for the principal establishment or the branch.
- Commercial registration number of the principal establishment.





- Address of the principal establishment and addresses of any other branches or offices.
- Type of trade.
- Name, title, nationality, and date and place of birth of the branch or office manager.
- Date of the license authorizing commercial activity.

(B) The following documents shall be attached to the application:

- The license to engage in trade issued by the competent chamber of commerce.
- The inspection report of the commercial registry office, or the license issued by the competent administrative authority.

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## Part One

### Chapter Two

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#### Juristic Persons

1. The application shall be submitted within one month from the date of obtaining the license to engage in trade in a commercial establishment and shall include the following information:

**First: With respect to companies:**

**(A) For the principal office:**

- Type of company.
- Its address, name, or trade style, if any.
- Purpose of incorporation.
- Address of the principal office.



- Addresses of branches and offices, whether in Egypt or abroad.
- Amount of capital, paid-in capital, committed capital and date thereof, including the share of foreign partners, share of limited partners, and value of in-kind contributions.
- Date of commencement and termination of the company, and date of the license authorizing commercial activity.
- Date of approval by the General Authority for Arab and Foreign Investment and Free Zones for joint ventures.
- Names, titles, nationalities, and dates of birth of general partners.
- Names, titles, nationalities, dates and places of birth of partners or others entrusted with management and holding signing authority, together with a statement of their powers.
- Members of the board of directors in joint-stock companies, their deputies, managerial positions, scope of authority in management and signature, and their dates and places of birth and nationalities.
- Registration numbers of trademarks, patents, industrial designs, and models registered in the company's name, if any.

**(B) For branches or offices:**

- Type of company.
- The company's address or name and trade style—if any—whether for the principal office or the branch.
- Registration number of the principal office in the Commercial Register.
- Address of the principal office and of any other branches or offices.
- Purpose of incorporation.
- Name, title, nationality, and date and place of birth of the branch or office manager.
- Date of the license authorizing commercial activity.



## Second: Cooperative Societies Engaging in Commercial Activity

### (A) For the principal office:

- Name of the cooperative society.
- Name of the cooperative union to which it belongs (regional or sectoral), if any.
- Purpose for which it was established.
- Date of the license authorizing commercial activity.
- Amount of capital, paid-in capital, number of shares, and value per share.
- Names, titles, nationalities, and dates and places of birth of board members and other persons entrusted with management, together with the scope of their powers in management and signature.
- Headquarters of the society.
- Addresses of branches and offices.
- Registration numbers of trademarks, patents, industrial designs, and models registered in the society's name, if any.

### (B) For branches or offices:

- Name of the cooperative society.
- Name of the cooperative union to which it belongs (regional or sectoral), if any.
- Date of the license authorizing commercial activity.
- Address of the principal office and addresses of any branches or offices.
- Purpose for which the society was established.
- Name, title, nationality, and date and place of birth of the branch manager.



2. The application submitted by companies and cooperative societies shall be accompanied by the following documents:

- Company incorporation contract.
- Certified true copy of the cooperative society's incorporation contract, signed by the authorized issuer.
- Inspection report of the commercial registry office or administrative license issued by the competent authority.
- License to engage in trade issued by the competent chamber of commerce.

### **Third: Establishments Containing a Foreign Element**

(1) The application shall be submitted within one month from the date of occurrence of the event corresponding to each category, as follows:

#### **(A) For projects established pursuant to Law No. 43 of 1974**

(from the date of the Authority's decision approving the project):

- The application shall include the same information required for registration of an individual trader or company, as applicable.
- The following documents must be attached:
  - Approval of the General Authority for Arab and Foreign Investment and Free Zones for individuals and companies.
  - Certified true copy of the incorporation contract (for companies only).

**(B) For all types of companies whose principal place of business or headquarters is located abroad, and which seek to conduct commercial, financial, industrial, or contracting activities in Egypt:**

- The application shall be submitted within one month from the date of the Investment Authority's approval.



- The application shall include the same information required for company registration, in addition to:
  - Approval of the General Authority for Arab and Foreign Investment and Free Zones issued in accordance with the last paragraph of Article 3 of these Regulations.
  - The debit balance of the branch or office with the head office, if any.
  - Name, title, nationality, and date and place of birth of the branch or office manager.

**(3) The following documents shall be attached to the application:**

- Approval of the General Authority for Arab and Foreign Investment and Free Zones.
- Decision establishing the branch, duly authenticated by the competent authority.
- Certified true copy of the company's incorporation contract, or an extract from the foreign company's commercial register, duly authenticated and accompanied by an Arabic translation.

**Fourth: Partnerships in which a Foreign Element Participates**

- Applications shall be submitted within one month from the date of obtaining the license to engage in trade in a commercial establishment and shall include the same information required for company registration.
- The application shall be accompanied by the same documents required for company registration as referred to above.



## Part Two

### Annotation

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The application shall be submitted within one month from the date of occurrence of the event requiring annotation, or from the date of the contract or judgment giving rise to such annotation.

The application shall include the following information:

- Filing number and date.
- Commercial registration number.
- Name and title of the applicant for annotation; if the applicant is a juristic person, its name and legal form shall be stated.
- The data to be annotated in the Register.

The following documents shall be attached:

#### **First: For the individual trader**

The statement to be annotated, signed by the trader.

Copy of the receipt evidencing payment of the annual subscription to the competent chamber of commerce.

#### **Second: For companies (other than those subject to the Investment Law) and cooperative societies**

Certified true copy of the company amendment contract or cooperative society amendment contract, signed by the authorized issuer.

Copy of the receipt evidencing payment of the annual chamber of commerce subscription.



### **Third: For establishments containing a foreign element**

For projects established under Law No. 43 of 1974 (as replaced by Law No. 8 of 1997): Certified true copy of the company amendment contract (for companies only), approved by the Investment Authority.

For all companies whose principal place of business or headquarters is abroad and which conduct commercial activities in Egypt: Copy of the resolution issued by the foreign establishment regarding the amendments, duly authenticated by the competent authority, accompanied by an Arabic translation and approval of the Investment Authority.

### **Fourth: For partnerships in which a foreign element participates**

Certified true copy of the company amendment contract, signed by the authorized issuer.

Copy of the receipt evidencing payment of the annual chamber of commerce subscription.

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4. The commercial registry office shall annotate automatically and immediately upon the occurrence of any event requiring annotation in cases recorded in the Register of Sale and Mortgage of Commercial Establishments in implementation of Law No. 11 of 1940, as well as in respect of judgments, decisions, and orders required by law to be recorded in the registration page.

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### Part Three

#### Renewal of Registration

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The application shall be submitted during the month preceding the lapse of five years from the date of first registration or the date of last renewal.

If the application is submitted within the ninety days following expiry, the renewal fee shall be paid at double the prescribed rate.

The registration shall be deleted if the application is not submitted within ninety days from the date of notification by registered mail with acknowledgment of receipt.

The application shall include:

- Filing number and date.
- Commercial registration number and date of last renewal, if any.
- Name and title of the applicant; if a juristic person, its name and legal form.
- A declaration that the information recorded in the Register is accurate and conforms to reality.

(C) The renewal date in the Register shall be deemed effective as of the day following expiry of the five-year period.

(D) The renewal application shall be accompanied by: A certificate issued by the competent chamber of commerce confirming renewal; and A copy of the receipt evidencing payment of the annual chamber of commerce subscription.

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## Part Four

### Deletion of Registration

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The application shall be submitted within one month from the date of occurrence of the event necessitating deletion.

The application shall include:

- Commercial registration number.
- Name and title of the trader and his trade name; if a juristic person, its name and legal form.
- Details of all registrations recorded in the trader's or juristic person's name, whether within the same registry office or other offices (filing number and date, type of activity, address of establishment, registration page number, and register book).
- Reason for requesting deletion.
- Supporting documents, if any.

1. The application shall be accompanied by the following documents:

**First: For the individual trader**

**(a) In case of death:**

- Death certificate.
- Application submitted by the heirs or their representative requesting deletion of the deceased trader's registration.

**(b) In case of permanent departure from the country:** Official document issued by the administrative authority that conducted the relevant investigation at the request of the commercial registry office.



(c) **In case of cessation of commercial activity:** Certificate from the competent chamber of commerce confirming cessation of activity; **or** Official document issued by the administrative authority that conducted the relevant investigation at the request of the commercial registry office.

**Second: For companies, including those with a foreign element, and cooperative societies**

- Document confirming completion of liquidation or investigation report by the commercial registry office.
- Decision or judgment confirming completion of liquidation of the cooperative society.
- Decision issued by the competent authority confirming cessation of activity of a branch of a foreign company headquartered abroad, duly authenticated and accompanied by a certified Arabic translation.

Deletion shall occur automatically by the competent commercial registry office in the following cases:

- Failure to renew registration after the expiry of the period following notification.
- Occurrence of a cause for deletion, after verification by the office, provided that the concerned party is notified within ten days of deletion by registered mail with acknowledgment of receipt, and that competent administrative authorities are notified simultaneously to take the necessary consequential measures.



## Annex (2)

### First:

The following fees, indicated opposite each item, shall be paid in cash, by postal order, or by bank cheque in Egyptian currency, payable to the Director General of the Commercial Registration Authority:

Application for registration or renewal of registration of capital companies	50 pounds
Application for registration or renewal of registration of a partnership in which a foreigner is a partner	20 pounds
Application for registration or renewal of registration of a partnership	8 pounds
Application for registration or renewal of registration of an individual trader	4 pounds
Application for annotation for capital companies	10 pounds
Application for annotation for an individual trader	2 pounds
Negative certificate	1 pound
Each page of an extract or a data certificate	2 pounds
Fee for inspection of the file of a single company for half an hour or less	1 pound
Publication of registration data, renewal of registration, or annotation for an individual trader	500 milliemes
Publication of registration data, renewal of registration, or annotation for a company	1 pound
Application for annotation for partnerships	4 pounds

### Second:

Half of the prescribed fee shall be refunded in the event of rejection of an application for registration, annotation, or renewal.



**Third:**

No fees shall be charged for applications for deletion of registration.

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**Fourth:**

Extracts and certificates requested by government authorities, public bodies, local administrative units, and chambers of commerce shall be exempt from these fees.

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