



Registering a foreign company's branch

According to law No. 34 of 1976 regarding the commercial registry and law No. 159 of 1981 regarding the establishment of joint stock companies.

1. An application to the head of the One Stop Shop sector along with a copy of the power of attorney from the main company in the name of the documents addresser + the original one for checking.
2. The mother company's articles of association or a formal copy of the foreign company's commercial registry + A Photocopy.
3. The mother company's resolution to inaugurate a branch in Egypt + a Photocopy.
4. The mother company's resolution to appoint a manager for the branch in Egypt + a Photocopy.
5. The mother company's declaration of having no branch in Egypt + a Photocopy.
6. Original bank certificate plus three copies proving the transfer of an amount in foreign currency equivalent to 5000 L.E exchanged at the official rate to the benefit of the branch + A Photocopy.
7. 2 copies of the possession or dated lease contract of the site.
8. An application of security clearance of the foreign company and the branch manager in Egypt plus the manager's passport.
9. 2 copies of the contracts for any deals in Egypt translated; along with the original contracts for checking + a formal copy of the Egyptian company's commercial registry – the contract should have a specified purpose, duration and value.
 - All the above mentioned contracts and documents should be translated and authenticated "both original and translation" by Egyptian embassies abroad and the Egyptian Ministry of Foreign Affairs.
 - Construction contracts should be accompanied with a certificate of previous experience in the same type of activity as the one sought for. This should be in a foreign language with a translation attached.
 - Some activities require further approval from the concerned official entities before the approval of GAFI on opening the company branch.

Documents presentation:

- These documents shall be presented to the investment companies' commercial registry for the approval of the Minister in charge and the Minister of Trade and Industry for registration in the commercial registry.
- The manager of the investment companies' commercial registry will contact the General Authority for Investment and Free Zones seeking its approval.

Duration of the service:

- 5 days.