

Incorporation

Incorporations (Stock companies, Partnerships Limited by Shares, and Limited Liability Companies)

Documents Required

- 1- Copies of powers of attorney from all founders or partners provided that the power of attorney covers the powers to incorporate a company.
- 2- Copies of ID or passports of founders or partners.
- 3- In case of joint stock and partnership limited by shares, a bank certificate proving that 10% of the issued capital has been deposited is required whereas in case of limited liability companies, the amount of capital is paid in full.
- 4- Copy of the Bar Association card for the lawyer who signs the Association Agreement/ Charter of Incorporation.
- 5- Title deed of the administrative building and project location (or acknowledgement of submission of the title deed within a year as of the date of registration at the Commercial Registry).
- 6- Certificate of Non-confusion caused by the trade mark approved by the Commercial Registry.

Duration of Service Delivery

Three working days

Fees:

Type of fee	Value of Fees as per law 8/1997	Value of Fees as per Law 159/1981	Payable to	Paid at
Fees of Authentication by the Bar Association	LE 5/ 1000 from the issued capital not exceeding LE 5,000 and not less than LE 100 + LE 20 lawyers stamp	LE 5/ 1000 not exceeding LE 5,000 and not less than LE 100 + LE 20 lawyers stamp	The Bar Association	The Association account in Bank of Alexandria, ground floor, the Authority administrative office in Fair Grounds, or any association branch outside the authority
Notarization fees of the Association Agreement	0.25% of the issued capital not exceeding LE 500	0.25% of the issued capital not exceeding LE 1000	The Real Estate Registry	Bank of Alexandria, ground floor, the Authority administrative office in Fair Grounds
Commercial Registry fees	LE 86.5	LE 86.5	The Commercial Registry	Bank of Alexandria, ground floor, the Authority administrative office in Fair Grounds
Fees of share issuance (joint stock and	LE 0.5/ 1000 from the issued capital not	LE 0.5/ 1000 from the issued capital not exceeding LE 10,000	The Capital Market Authority	Bank of Alexandria, ground floor, the Authority

Type of fee	Value of Fees as per law 8/1997	Value of Fees as per Law 159/1981	Payable to	Paid at
partnerships limited by share)	exceeding LE 10,000 and not less than LE 125	and not less than LE 125	CMA	administrative office in Fair Grounds
Fees of issuing a certificate for Practice of targeted activity	None	LE 2/ 1000 from the paid capital as annual subscription with a maximum of LE 200 and a minimum of LE 24 + LE 29 as practice certificate fees + LE 1.80 as chambers accession fees	General Union of Chambers of Commerce	Bank of Alexandria, ground floor, the Authority administrative office in Fair Grounds
Syndicate of Commercial Professions	None	LE 125 where capital is less than LE 500,000, LE 250 where capital is more than LE 500,000	Syndicate of Commercial Professions	Bank of Alexandria, ground floor, the Authority administrative office in Fair Grounds
Capital Duty (fees of incorporation)	None	LE 1/1000 from the issued capital as capital duty with a maximum of LE 1,000 and a minimum of LE 100. One per thousand of issued capital for services with a maximum of LE 10,000 and a minimum of LE 1,000. LE 100 for Capital Market certificate for joint stock and partnership limited by shares companies	GAFI	Bank of Alexandria, ground floor, the Authority administrative office in Fair Grounds

Steps:

1- Fill in an Incorporation Form at the Incorporation Department, Hall (1).
2- Fill in the Security Verification form in case of having foreign partners
3- Fill in the form of Publication in the investment magazine
4- Insert the data of company Association Agreement and Statute into the computer form, for approval by the competent lawyer and signature by founders or partner agents, followed by the seal of the State.
5- Receive the order of payment of capital duty to be made in Bank of Alexandria, GAFI branch.
6- Submit the original payment bills to the Follow-Up Department, which shall forward the Agreement to the Bar Association and register both the Agreement and the Statute in the Notary Public ¹ , on behalf of the investor
7- Receive a copy of Request for Registration in the Commercial Registry stating the number and date of registration at the Commercial Registry if the registry was made at the Investment Commercial Registry ^{**} .
After the duration of service delivery is over, go to GAFI to receive the following:
8- An official extract from the Commercial Registry.

Important Note:

For further details on fees and place of payment for publication in the Investment Magazine, contact the Private Services at the Investment Magazine.

¹ Referring to the Statute through the sub-syndicate

^{**} If the company head office is located outside the geographic jurisdiction of the Unified Investment Commercial Registry Office, the partners' agent shall receive an approved copy of the Decree and letter addressed to the competent Commercial Registry to register the company in the same registry.

