Documents required

for

The Registration of Qualified Factories

which export their products to Egypt

According to the Ministerial decree 992/2015 concerning the organizing rules of

qualified factories registration to export their products to Egypt.

****

Documents required for the registration mentioned above:

1- Introducing the registration form by the legal representative of the factory or/ the Trade Mark owner or/ the authorized person.
(In case of attorney or authorization, it must be valid)
2- Copy of the Issued license of the factory.
3- A certificate of the legal status, and a list of the products of the factory.
4- The Trade Mark of the product, and the Trade Mark produced according to a license from the owner himself with a letter from the factory with the Trade Mark name, contains the ownership of this Trade Mark and manufacturing, attached with a copy of the license document given to the Mark by the authorized body in the country of the factory.
5- A Certificate to prove that the factory has the Quality Control System, meets the environment criteria, and meets the measures of International Labor Organization (ILO) and the international treaty related to this issue. This certificate must be issued from recognized body of The International Laboratory Accreditation Cooperation (ILAC) or/ from an Egyptian or Foreign Governmental body approved by the Ministry of Foreign Trade.
6- Report of the factories using the Trade Mark in case of introducing the form by Trade Mark Owner. This will be attached with a letter from the factory with the Trade Mark name, and the ownership of this Trade Mark, attached with the license document given to the Mark by the authorized body in the country of the Trade Mark owner, and the factories allowed to manufacture the same products under this Trade Mark.
7- Endorsement from the factory with the acceptance of inspection of the technical team to be sure that the factory meets the measures of environment and work safety, and to be able to verify of that.

All the mentioned documents should be Certified Chamber of Commerce, or/ its counterpart in the country of the factory, and approved by the Egyptian Embassy with an accredited translation from one of the accredited translation centers.