

### **Requirements and procedures for issuing Licenses for contractors**

- 1- All contractors receiving and handling ship-generated wastes shall obtain Licenses from the Port Authority to work in the activities of port reception facilities. The following are the requirements for issuing licenses to contractors.
  - 2- Contractors shall fulfill all required documents to issue the work licenses as follows:
    - Company establishment contract.
    - Official extract from the commercial register.
    - Tax card.
    - Copy of national ID card, criminal record certificate.
    - Proof of permanent company address.
    - Secondary representative of the company with their previous experience and qualifications.
    - Organizational structure of the company including all employees and statement of experience for senior management.
    - Membership certificate from the chamber of Navigation.
    - Extract from the commercial register showing the activity.
    - Certificate from the customs authority indicating no conviction in a customs evasion crime.
    - Personal photo.
    - Registration for value-added tax.
    - Social insurance print for the employees of company.
    - Business volume certificate (PORT/ customer management).
    - License application pays a financial amount for issuing or renewing the license.
    - The capital should be at least 250,000 L.E for each type of activity
- The Licensed contractors shall provide insurance of 5,000 LE in cash or by means of an unconditioned guarantee letter for the port authority which can be collected back at the expiry of the work license.

- The licensed person pays a financial amount annually (three years ) in exchange for the license use.
  - Environment approval for conducting the activity.
  - Waste management activity maintenance contract.
- 3- . All companies transferring ship-generated wastes from the port to the final disposal facilities shall obtain the required environmental permissions to practice this activity as well as safe disposal contract of those wastes from the Egyptian Environmental Affairs Agency.
  - 4- The license application commits to providing all information and data related to the activity as required by the economic authority, as well as the risks of any changes that occur during the license period.
  - 5- The license application commits to complying with all laws and regulations governing activities related to maritime transport and any amendments that may occur.
  - 6- The license applicant undertakes joint responsibility for any damages incurred at the port as a result of conducting the activity personally, as a subsidiary, or by those who use them in conducting their activity at the port.
  - 7- He undertakes to comply with the laws, decisions, regulations, and instructions applied at the port.
  - 8- He undertakes to comply with the electronic linking according to the rules and regulations applied at the port.