



Investors Guide

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1. Issuing Construction Permit (New Construction)

a. General

Field of application: the investor may apply for a Construction Permit after completing the following steps:

- Project obtained Final & Environmental approvals.
- Conclusion of company establishment or registration in SCZone and issuance of Commercial register extract or company registration number.
- Land ownership deed is authorized and approved by SCZone (or from entities with previous land custody in the case of Land Deeds before August 2015).

b. Main steps of service delivery

- Authorize an Engineering consultancy office to act on behalf of investor regarding the processes of permit file application and supervision on construction, where the consultancy office must meet the standards set out by SCZone concerning the matter.
- Fill required forms and prepared permit file as per documents list announced on SCZone website.
- Representative of engineering consultancy office applies for a request to a construction permit service and attaches required documents to Investor Services Department (ISD) Manually/Electronically.
- Receive a receipt for file examination service charges from ISD and pay in SCZone Authority Treasury.
- Submit a copy of a payment receipt for performing file examination to the Communications officer - Investors Service Department.
- Receive a receipt of documents received with application, with date of application and its number Manually/Electronically.
- Receive notification of permit issuance from ISD - SCZone to attend to receive permit.
- Payment of permit fees and service charges in SCZone Authority Treasury.
- Submit a copy of the payment receipt to the Communications officer - ISD.
- Receive the Construction Permit document.

c. Required documents for issuance of a Construction Permit

c.1. Statement of required document for construction permit

1. Official correspondence on company papers outlining Construction Permit request and project facilities details stamped by company seal – outlines location of project and a statement of the works requiring a construction permit, and a statement of document attached with permit request.
2. Authorization on the company's paper to the engineering office to submit Construction Permit application and go through permit procedures, approved by the company's seal,

- indicating the project site data and a statement of the works requiring a construction permit. The consulting engineering office must meet the standards set out by SCZone concerning the matter.
3. Filled Construction permit application form (CP-F01) approved by the engineering office applying for the permit, and a copy of the engineering office documents; the certificate of the Eng. consulting office, the tax card, and copy of the national ID number.
 4. Certificate of Validity of Construction works for permitting approved by the engineering office submitting the license application, according to form (CP-F02).
 5. Two sets of original architectural, structural and electromechanical drawings for the project approved by the consulting engineering office applying for the permit and the engineer in charge of the design, indicating on each drawing the name of the economic zone, the name of the company, the name of the project, the registration number of the company (the commercial registry), the name of the engineering office and the designer. The designs must be approved by an engineer of the same specialty according to the categories and type of works. It must include the following:
 - The general construction site drawings showing the total costs of the project, the electrical energy consumed, the required water quantity, the amount of drainage and the amount of gas.
 - Horizontal projections - facades - sectors - roads - green areas.
 - Structural drawings (including foundations and columns, roofs and beams, stairs, sections, and structural details).
 - Data of the engineers in charge of design work for different specialties, and a copy of the syndicate's registration number, consultant number and national ID number is attached.
 6. Two copies of the works quotation (quantities, and the value of the works quotation) approved by the Consulting engineering office.
 7. A timetable showing all the activities that will be implemented during the project (implementation start date, time required for implementation, end date of implementation).
 8. A certificate of supervision of construction for the engineering office issued by the Syndicate of Engineers - complete with the registration number, office number and tax card - and a copy of the office documents attached with the certificate.
 9. A letter of financial guarantee (1% of the usufruct value of the plot allocated to the investor). In the case of ownership deeds, submitting a letter of financial guarantee (0.2% of the value of the works to be licensed). The letter of guarantee will be returned after the completion of the Issuance of Building Occupancy Validity Certificate. {Calculation of the total costs of works for buildings: the total built-up area multiplied by the price per square meter (800 EGP) - the total length of the fence multiplied by (200 EGP)}.
 10. The Land ownership deed: must be approved by the General Authority for the Suez Canal Economic Zone (or from authority with previous land custody in the case of Land Deeds before August 2015). A copy is taken after original is checked.
 11. Construction insurance policy (contractors notification).
 12. An approved declaration with the company's seal obligating the investor to do the following:
 - Not to raze any land outside the land allocated for the project.
 - Not to depot any equipment or materials outside the project boundaries.
 - Not to use the road or the lands surrounding the project to tarnish the excavation output or to mix mortar and concrete.

13. In the case of projects affiliated to an industrial developer; submit a letter of approval by the industrial developer on the project designs - specifying the project site data and a statement of the works to be licensed.
14. CD with a full copy of the CAD drawings and a scan of the engineering drawings approved by the designer and the consulting engineering office, as well as a scan of all submitted documents arranged and indexed according to the document manifest.

Note: All coordinates on the drawing and license application documents must be provided in UTM system.

c.2. Documents required for the construction of fences

These documents shall be provided in case of requesting a license to construct a fence only.

1. An official correspondence on company papers outlining request for building and fence construction works permit and project facilities details stamped by company seal – outlines location of project and a statement of works to be permitted, and a statement of documents attached with permit request.
2. An authorization on the company's paper to the engineering office to submit Construction Permit application and go through permit procedures, approved by the company's seal - indicating the project site data and a statement of the works requiring a construction permit. The consulting engineering office must meet the standards set out by SCZone administration concerning the matter.
3. Construction permit application according to form (CP-F01) approved by the engineering office applying for the permit - and a copy of the engineering office documents - the certificate of the Eng. consulting office, the tax card, and copy of the national ID number.
4. Certificate of Validity of Construction works for permitting approved by the engineering office submitting the license application, according to form (CP-F02).
5. Two sets of original architectural, construction and electromechanical drawings for the project approved by the consulting engineering office applying for the permit and the engineer in charge of the design, indicating on each plate the name of the economic zone, the name of the company, the name of the project, the registration number of the company (the commercial registry), the name of the engineering office and the designer. The designs must be approved by an engineer of the same specialty according to the categories and type of works. It must include the following:
 - The general construction site drawings showing the total costs of the project, the electrical energy consumed, the required water quantity, the amount of drainage and the amount of gas.
 - Horizontal projections - facades - sectors - roads - green areas.
 - Structural drawings (including foundations and columns, roofs and beams, stairs, sections, and structural details).
 - Data of the engineers in charge of design work for different specialties, and a copy of the syndicate's registration number, consultant number and national ID number is attached.
6. Two copies of the works quotation (quantities, and the value of the works quotation) approved by the Consulting engineering office.
7. A timetable showing all the activities that will be implemented during the project (implementation start date, time required for implementation, end date of implementation).

8. A certificate of supervision of construction for the engineering office issued by the Syndicate of Engineers - complete with the registration number, office number and tax card - and a copy of the office documents attached with the certificate.
9. The Land ownership deed: must be approved by the General Authority for the Suez Canal Economic Zone (or from authorities with previous land custody in the case of Land Deeds before August 2015). A copy is taken after original is checked.
10. An approved declaration with the company's seal obligating the investor to do the following:
 - Not to raze any land outside the land allocated for the project.
 - Not to depot any equipment or materials outside the project boundaries.
 - Not to use the road or the lands surrounding the project to tarnish the excavation output or to mix mortar and concrete.
11. In the case of projects affiliated to an industrial developer, are required to submit a letter of approval by the industrial developer on the project designs - explaining the project site data and a statement of the works to be licensed.
12. A CD with a full copy of the CAD drawings and a scan of the engineering drawings approved by the designer and the consulting engineering office, as well as a scan of all submitted documents arranged and indexed according to the document manifest.

Note: All coordinates on the drawing and license application documents must be provided in UTM system.

d. Fees and Service Charges

| Fees /service charges | Value (Egyptian pounds) |
|--|--|
| Construction permit issuance fee - (increases by 3% annually from the legally prescribed fee - 1000 EGP - from 2008). | 1390 EGP |
| Service charge of file examination service (collected upon acceptance of the application and the file. In case of rejection of the application, the examination service charge is nonrefundable, in case of re-application it is paid again). | 500 EGP |
| Service charge for Construction Permit | Total area X 800 EGP X 0.45% (Min. amount 5,000 EGP). |
| Service charge for Fence construction permit | Total fence length x 200 EGP x 0.45% (Min amount of 2,000 EGP). |

e. Service Delivery Duration

10 working days.

The applicant must commit to submitting the required documents in full and the absence of violating buildings in the project site, to ensure that the authority adheres to the announced durations for providing the service.

f. Notes

- The engineering consultancy office that submits a file for obtaining a construction permit or supervising the implementation of construction works is required to fulfill the conditions and requirements determined by the General Authority for the Suez Canal Economic Zone in this regard - which are announced on the authority's website.
- The engineering consultancy office can submit the service request and documents electronically - but all documents must be submitted on paper to the Investors Service Department after receiving the request from the authority and the engineering office receiving a receipt for the documents submitted, and no later than 3 days from the date of submitting and accepting the request.
- The license application will be rejected if the engineering consultancy office submits incomplete documents fulfillments or does not provide them within the specified period. The authority is obligated to notify the engineering consultancy office of the refusal of the license application and the reasons for the rejection, and to attend to receive the application file. The engineering office can re-apply with a re-payment of the permit file examination service charge.
- In the case of existing constructions without a permit at the project site - when conducting an inspection of the project site - the licensing procedures shall be suspended until the statuses of these buildings are reviewed in accordance with the procedures followed by the Authority in this regard. It is possible to re-apply for a building permit after determining the status of existing constructions. In the event of re-applying, a re-payment will be made for the license file examination service charge.
- The investor must ensure that the engineer / engineering office does the following:
 - The designs must be approved by an engineer of the same specialty according to the works categories.
 - Commitment to implementing the requirements of companies specialized in connecting utilities and services to the property (such as providing an electrical room, etc.).
 - Commitment to apply the provisions of the Egyptian Code for design and implementation requirements for fire protection, in the design of buildings that will be licensed, and to obtain the necessary approvals.
- Supervision certificate for the engineer supervising the execution, the certificate must be issued by the Engineers Syndicate (according to the form approved by the Engineers Syndicate).
- The period of validity of the construction permit: one year. In case project does not proceed with implementation during a year from date of permit issuance, it is required to apply for renewal of construction permit and paying service charge once again.
- The engineering office can submit three certified original copies of the drawings with the licensing documents - for the purpose of obtaining an approved copy from the authority. The Construction Permits Section is obligated to approve an original copy of the drawings and hand it over to the engineering office along with the delivery of the construction permit.

- If it is necessary during implementation to make modifications, the investor must add these modifications to the approved license drawings and approve them by the consulting engineering office (the license applicant) and the construction implementation supervisor, and inform the SCZone of these modifications on the date of their occurrence and ensure that the SCZone approves these modifications in accordance with the building law and its regulations and related decrees on the matter.

g. Forms are to be filled in Arabic (Please Refer To The Arabic Version)

Forms from No. **CP-F01** to No. **CP-F02**.

2. Issuance of Building Occupancy Validity Certificate

a. General

- This procedure applies to projects and construction works that have obtained a construction permit issued by the General Authority for the Suez Canal Economic Zone.
- This procedure also applies to projects and construction works that have obtained a construction permit from other local/national administrative authorities - considering the submission of the additional documents mentioned later in item (c.2). In this case, before submitting the application, make sure of the following:
 - The project obtained final and environmental approvals.
 - The completion of the procedures for establishing or registering the company within the SCZone and the issuance of the commercial registration extract or registration number for the company.
 - Issuance of tax card.
 - Approval of the land ownership title deed from the General Authority for the Suez Canal Economic Zone (or from the authority that has jurisdiction for deeds issued before August 2015).
- If there are several constructions within the project and with separate issued licenses for each building, only one application request can be submitted to approve building occupancy validity certificates, provided that a separate occupancy validity certificate is provided for each building for which a construction permit is issued.
- Two original copies of the building's occupancy validity certificate must be submitted, and an original copy is kept in the company's file in the SCZone's archives, an original copy is delivered to the investor after being approved by the SCZone.

b. Main Steps of Service Delivery

- The presence of the investor or his/her representative to apply for approval of the building's occupancy validity certificate, with the required documents attached to the Investors Service Department - manually - or submitting the application and attachments electronically.
- Receive a receipt for file review service charge from ISD and pay in SCZone Authority Treasury.
- Submit a copy of a payment receipt for performing file examination to the Communications officer - Investors Service Department.
- Receive receipt of documents received with application, with date of application and its number Manually/Electronically.
- Presence at the project site to attend the inspection in the presence of the consultancy engineering office supervising the implementation of construction.
- Receive notification of the approval of the building's occupancy validity certificate from the Investors Service Department and attend to receive it.
- Attend to pay the fees and service charges in the treasury of the SCZone Authority.

- Submit a copy of the payment receipt to the Communications officer - Investors Service Department.
- Receive building's occupancy validity certificate and letter of financial guarantee (submitted with the construction permit application file).

c. Documents required to approve Building's Occupancy Validity Certificate

c.1. Documents required for buildings that obtained a construction permit from the SCZone

The following documents are submitted in the case of companies that obtained a construction permit from the General Authority for the Suez Canal Economic Zone:

1. A letter on the company's prints requesting the approval of the occupancy validity certificates for the project buildings and approved by the company's seal - outlines the project site data, a statement of the construction permits issued for the projects and their numbers, and a statement of the documents attached to the request.
2. Power of attorney / authorization on the company's publications for the applicant to apply and file for the license and conduct the procedures for approving the building's occupancy validity certificate approved by the company's seal - indicating the project site data.
3. Copy of the identity card of the applicant.
4. Copy of construction permit(s) issued for the project.
5. Copy of the land ownership deed approved by the General Authority for the Economic Zone of the Suez Canal (or from the authority that has jurisdiction for land deeds issued before August 2015) - the original for examination.
6. Two originals of the building's occupancy validity certificate approved by the consulting engineering office supervising the implementation of each building for which a construction permit has been issued, and the approval of its occupancy validity certificate is requested - according to the form (OC-F01).
7. Copy of the supervision on implementation certificate - submitted with the permit application - and a copy of the documents of the consulting engineering office supervising the implementation (the syndicate registration number, office certificate, tax card and national number).
8. Original copy of the (as-built) engineering drawings approved by the consulting engineering office supervising the implementation, all coordinates on the drawings and the application documents are in the UTM system. The name of the economic zone, the name of the company, the name of the project and the registration number of the company (the commercial register) are indicated on each drawing. If there are any modifications before/during the implementation, they must be defined on the submitted drawings, with proof of informing the SCZone of these modifications and their dates.
9. CD containing a complete copy of the drawings (as-built) CAD and a pdf approved by the consulting engineering office supervising the implementation, as well as a scan of all the submitted documents arranged and indexed according to the announced documents statement.

c.2. Documents required for buildings that obtained a construction permit from another administrative authority

The following documents shall be submitted in the case of projects that obtained a construction permit from other local/national administrative authorities:

1. A letter on the company's prints requesting the approval of the occupancy validity certificates for the project buildings and approved by the company's seal - outlines the project site data, a statement of the building permits issued for the project and their numbers, and a statement of the documents attached to the request.
2. Power of attorney / authorization on the company's publications for the applicant to apply and file for the permit and proceed with the procedures for approving the building's occupancy validity certificate and approved by the company's seal - indicating the project site data.
3. Copy of the identity card of the applicant.
4. Copy of the title deed approved by the General Authority for the Economic Zone of the Suez Canal (or from the authority that has jurisdiction for contracts issued before August 2015) - the original for examination.
5. Two originals of the building's occupancy validity certificate approved by the consulting engineering office supervising the implementation of each building for which a license has been issued, and the approval of its occupancy validity certificate is required - according to the form (OC-F01).
6. Copy of construction permit(s) issued to the facility - original for review.
7. Copy of the engineering drawings on which the construction permit was issued and approved by the administrative authority that issued the construction permit (an original approved copy).
8. Supervision certificate approved by the administrative authority that issued the construction permit (an original approved copy).
9. Original copy of the (as-built) engineering drawings approved by the consulting engineering office supervising the implementation, all coordinates on the drawings and the application documents are in the UTM system. The name of the economic zone, the name of the company, the name of the project and the registration number of the company (the commercial register) are indicated on each drawing.
10. CD containing complete copy of the drawings (as-built) CAD and a pdf approved by the consulting engineering office supervising the implementation, as well as a scan of all the submitted documents arranged and indexed according to the documents statement.

d. Service Delivery charges

Service charge for file examination service: 500 pounds.

(Collected upon acceptance of the application and the file. In the event of rejection of the application, the file examination service charges are not refundable, in case of re-application it will be paid again).

| Building Area (total construction area) | Service Charge | Fences length | Service Charge |
|---|----------------|--------------------------|----------------|
| Up to 1,000 m ² | 1000 EGP | Up to 500 m | 1000 EGP |
| from 1,001 up to 5,000 m ² | 2500 EGP | from 501 up to 1,000 m | 2000 EGP |
| from 5001 up to 20,000 m ² | 4000 EGP | from 1,001 up to 2,500 m | 3000 EGP |
| From 20,001 up to 50,000 m ² | 7000 EGP | From 2,501 up to 5,000 m | 4000 EGP |
| Over 50,000 m ² | 12000 EGP | Over 50,000 m | 6000 EGP |

e. Service Delivery Duration

9 working days.

The applicant must commit to submitting the required documents in full, as well as committing to construct the project buildings in accordance with the drawings issued with the construction permit and ensure that there are no violations of these drawings so that the Authority could adhere to the announced durations for providing the service.

f. Notes

- The investor can submit the service request and the documents electronically - but all documents must be submitted on paper form to the Investors Service Department after electronic submission, no later than two days from the date of request acceptance.
- In the event of a violation of the building based on conformity inspection, the procedures for approving the building's occupancy certificate shall be suspended and the procedures followed by SCZone in this regard shall be followed.
- The engineering office supervising the implementation must meet the standards issued by the General Authority for the Suez Canal Economic Zone in this regard.
- The authority shall keep an original certified copy of the building's occupancy validity certificate in the company's file, and the investor shall be handed an original certified copy.
- Inspection - conformity - is carried out in coordination with the investor and in the presence of the consulting engineering office supervising the implementation. The conformity inspection is carried out in accordance with the approved drawings when issuing the permit, considering any modifications made during implementation and reported to the SCZone in accordance with the specified procedures.
- After the approval of the building's occupancy validity certificate, the letter of financial guarantee will be returned to the investor.

g. Forms are to be filled in Arabic (Please Refer To The Arabic Version)

Form No. **OC-F01**.

3. Issuance of a Permanent Operation License (First time Issuance - Licensing by Notification)

a. General

- **Scope of application:** This procedure applies to establishments and companies that have been established or registered within the General Authority for the Suez Canal Economic Zone and have obtained all permits and licenses from the authority to apply for a permanent operating license (first time issuance using the notification system).
- Projects and establishments with activities that have an environmental classification (A) or environmental classification (B) can apply for a permanent operating license by notification - according to the environmental classification of which the environmental approval of the project was issued by the General Authority for the Suez Canal Economic Zone.
- Applying for an operating license is made after the investor has completed the following steps:
 - The project obtained the initial and final approvals.
 - Issuance of environmental approval for the project.
 - The completion of the procedures for establishing or registering the company within the Authority and the issuance of the commercial registration or registration number for the company.
 - Issuance of tax card.
 - Approval of the project buildings occupancy validity certificate.
 - Approval of the land ownership title deed from the General Authority for the Economic Zone of the Suez Canal (or from the authority that has jurisdiction for contracts issued before August 2015).
- The company applies for an operating license after completing construction and firefighting works, meeting environmental requirements and safety and occupational health requirements, and installing machinery and equipment in the facility.

b. Main Steps of Service Delivery

b 1. Issuing temporary operation license stage

- The presence of the investor or his/her representative to apply for an operating license and the required documents, according to the documents announced on the SCZone website, to the Investors Service Department manually, or to submit the application and attachments electronically.
- Receive a payment receipt for file review service charges from ISD and pay in SCZone Authority Treasury.
- Submit a copy of payment receipt for file examination service charges to the Communications officer - Investors Service Department.
- Receive receipt of documents presented with the application, with date of submission and its number Manually/Electronically.
- Receive notification of the issuance of a temporary operating license from the Investors Service Department and attend to receive it.

- Payment of License fees and service charges in the SCZone Authority's treasury.
- Submit a copy of the payment receipt and the previous license to the Communications Officer - Investors Service Department.
- Receipt of a temporary operating license - by notification system.

b.2. Issuing permanent operation license Stage

- Investor receives a letter/email specifying inspection appointment. Be present at the project site to attend the inspection with the presence of the fire-fighting consultant who prepared the report on the project.
- Receive notification of the issuance of the permanent operation license from the Investors Service Department, to attend to receive it.
- Pay license service charges to the Authority's treasury (additional service charges in case of reiterate inspection and fire-fighting authority fees).
- Submit a copy of the payment receipt and the original temporary license to the Communications Officer - Investors Service Department.
- Receive permanent operating license - by notification system.

c. Operation License documents (first time issuance - licensing by notification)

1. Correspondence on the company's prints requesting an operating license, stamped by the company's seal - indicating the project location data, and a statement of the documents attached to the application.
2. Power of attorney / authorization on the company's prints for the applicant to submit the application and file and proceed with the procedures for issuing an operating license, stamped by the company's seal - showing the project location data for which a license is required to be issued.
3. Copy of the identity card of the applicant.
4. Application for an operating license according to the form issued by the General Authority for the Suez Canal Economic Zone stamped with the company's seal (OLN-F01).
5. Recent and valid extract from the commercial register certificate or the registration certificate of the company in the General Authority for the Suez Canal Economic Zone (issued not less than a month from date of application)
6. Copy of the land ownership title deed approved by the General Authority for the Suez Canal Economic Zone (or from the authority that has jurisdiction for deeds issued before August 2015) (Original for perusal).
7. Copy of construction permit(s) - issued by the authority (original for perusal).
8. Copy of the building's occupancy validity certificate(s) - approved by the authority (original for review).
9. The technical file according to the technical file preparation guide issued by the General Authority for the Suez Canal Economic Zone, stamped by the company's seal (OLN-F02).
10. Two original copies of the engineering drawings for the horizontal and vertical projections of the facility, on which production lines, machines, equipment, and active forces are

specified for each equipment, emergency entrance and exits and fire-fighting systems approved by the project consultant supervising the implementation and the fire-fighting consultant. The name of the economic zone, the name of the company, the name of the project and the registration number (commercial register) are indicated on each plate.

11. Two original copies of the fire prevention report issued by the firefighting consultant in accordance with the guide for preparing the firefighting report issued by the General Authority for the Suez Canal Economic Zone (OLN-F03), attached to it a copy of the syndicate registration number, a copy of the national number and a copy of the consultant's certificate, or a valid approval from the Civil Defense (the approval period is one year).
12. Occupancy validity certificate for fire-fighting works approved by the project's fire-fighting consultant - who is responsible for preparing the fire-risk prevention report - according to the form issued by the authority (OLN-F04) - or a valid approval from the Civil Defense (approval period of one year).
13. Occupational health and safety file for the facility in accordance with the manual for preparing the occupational health and safety file issued by the General Authority for the Suez Canal Economic Zone, stamped by the company's seal (OLN-F05).
14. CD containing a complete copy of all submitted documents and a scan of the approved drawings by the project's consultant supervising the implementation and the firefighting consultant, arranged and indexed according to the statement of documents.

d. Fees and Service Charges for service delivery

d.1. Operating license issuance fees (first time issuance - notification licensing)

| Licensing system | Project land area | Fee value |
|---------------------|---------------------------------------|-----------|
| Notification system | up to 500 m ² | 2,000 EGP |
| | From 501 - up to 2,000 m ² | 3,500 EGP |
| | More than 2,000 m ² | 5,000 EGP |

Small and micro enterprises are exempted from half the value of the prescribed fees according to the license issuance system and the area.

d.2. Service charge for the issuance of operating license (first time issuance - notification licensing system)

| Licensing system | Project land area | Service charge |
|---------------------|---|----------------|
| Notification system | up to 500 m ² | 5,000 EGP |
| | From 501 – up to 2,000 m ² | 8,000 EGP |
| | From 2001 – up to 5,000 m ² | 12,000 EGP |
| | From 5001 – up to 10,000 m ² | 45,000 EGP |
| | From 10,001 – up to 50,000 m ² | 75,000 EGP |

| Licensing system | Project land area | Service charge |
|------------------|---------------------------------|----------------|
| | More than 50,000 m ² | 125,000 EGP |

- Small and micro enterprises are exempted from half the value of the service charge according to the license issuance system and the area.
- File examination service charges: 500 EGP service charge is paid for the file examination service for licensing by notification, which is obtained upon acceptance of the application and the file. Small and micro-industrial projects are exempted from half the service charge value for the prescribed file examination service. If request is rejected, file examination service charges are nonrefundable. In the event of re-applying, the file examination service will be paid again upon re-application.
- In the case of conducting the inspection more than twice: an additional 25% of the charges for the specified service is collected according to the license issuance system and the area, for each additional inspection carried out on the facility.
- In the case of renewing the temporary license and giving an additional period: an additional 25% of the charges for the specified service is collected according to the license issuance system and the area.
- Fees and service charge are collected with the issuance of the temporary license. If there are additional fees, they will be collected when the permanent license is issued.

e. Service Delivery Duration

Issuance of temporary license: 5 working days

Issuance of permanent license: 22 working days

The applicant must be committed to submitting the required documents in full and to implementing the operating requirements (environmental requirements, occupational health and safety requirements, firefighting requirements) to ensure that the authority adheres to the announced durations to provide its services.

f. Notes

- The investor can submit the service request and the documents electronically - but all documents must be submitted on paper to the Investors Service Department after receiving and accepting the application by the Authority and providing the investor with a receipt of the submitted documents and payment for the the file examination service charge, no later than two days from the date of submission and acceptance of the application.
- The investor can submit a valid approval from Civil Defense: (duration of approval one year) not required in this case the submission of the fire consultant report or participation of representative civil defense in file & documents review or inspection of facility.
- In the case of licensing by notification an investor can, make use of consultants specialized in architecture, electricity or mechanics in preparation of fire dangers

prevention report, in preparing engineering drawings for horizontal and vertical projections on which production lines, machines, equipment, and driving forces are specified for each equipment, emergency entrance and exits and fire-fighting systems in partnership between the project consultant supervising implementation and the fire-fighting consultant, as is the case during the issuance of the certificate of validity of the fire-fighting works.

- The temporary operation license is valid for 90 days - until representatives of General Authority of Suez Canal Economic Zone and representative of Civil Defense Department conduct technical inspection and issue permanent operation license.
- The inspection / re-inspection procedures require the presence of the investor or his representative and the fire-fighting consultant which prepared project's report.
- In the event of the expiry of the validity period for avoiding comments on facility: The Authority shall renew a temporary operating license (an additional period of 90 days), with the investor paying the additional specified service charges.
- If comments on facility are not avoided during original (90 days) as well as the additional period of (90 days): temporary license is canceled for not avoiding comments issued by inspection committee, without having the right to claim any fees or charges incurred.
- In the case of temporary license cancellation: the investor is not allowed to re-apply for an operating license using the notification system again - but is allowed to apply for the license by the prior licensing system.
 - The investor shall pay the fees of inspection of the facility and issuance the report of the Civil Defense Department - before receiving the permanent operation license.

g. Forms are to be filled in Arabic (Please Refer To The Arabic Version)

Forms from No. **OLN-F01** to No. **OLN-F05**.

4. Issuance of a permanent operating license (First time issuance - Prior Licensing System)

a. General

- **Scope of application:** This procedure applies to establishments and companies that have been established or registered within the General Authority for the Suez Canal Economic Zone and have obtained all permits and licenses from the authority to apply for a permanent operating license first time issuance according to the prior licensing system.
 - Projects and establishments with activities that have an environmental classification (B specific) or an environmental classification (C) - in accordance with the environmental classification which the environmental approval of the project was issued by the General Authority for the Suez Canal Economic Zone, shall apply for a license to operate by a prior licensing system.
 - Applying for an operating license is made after the investor has completed the following steps:
 - The project obtained the initial and final approval.
 - Issuance of environmental approval for the project.
 - The completion of the procedures for establishing or registering the company with the Authority and the issuance of the commercial registration or registration number for the company.
 - Issuance of tax card.
 - Approval of the project building(s) occupancy validity certificate(s).
 - Approval of the land ownership deed from the General Authority for the Suez Canal Economic Zone (or from the authority that has jurisdiction for deeds issued before August 2015).
 - A company applies for an operating license after completing construction and firefighting works, meeting environmental requirements, occupational health and safety requirements, and installing machinery and equipment in the facility.

b. Main Steps of service delivery

- The presence of the investor or their representative to apply for an operating license and submitting the required documents, according to the documents statement announced on by the SCZone, to the Investors Service Department manually, or to submit the application and attachments electronically.
- Receive a payment receipt for file examination service charges from ISD and pay in SCZone Authority Treasury.
- Submit a copy of payment receipt for file examination service charges to the Communications officer - Investors Service Department.
- Receive receipt of documents received with application, with date of application and its number Manually/Electronically.
- Receive a letter containing a notification of inspection appointment.
- Being present at the project site to attend the inspection is required, in the presence of the fire-fighting consultant who prepared the report on the project.

- Receive a notification of issuance of the license from the Investors Service Department and attend to receive it.
- Payment of fees and service charges in the Authority's treasury.
- Submit a copy of the payment receipt to the Communications officer - the Investors Service Department and receive the permanent operating license - by prior licensing system.

c. Operating license issuance documents (first time issuance – Prior licensing system)

1. Correspondence on company's prints requesting an operating license, stamped by the company's seal - indicating the project location data, and a statement of the documents attached to the application.
2. Power of attorney / authorization on the company's prints for the applicant to submit the application and file for the license and proceed with the procedures for issuing the operating license, stamped by the company's seal - showing the project location data for which a license is required to be issued.
3. Copy of the identity card of the applicant.
4. Application for an operating license according to the form issued by the General Authority for the Economic Zone of the Suez Canal stamped with the company's seal (OL-F01).
5. Recent and valid extract from the commercial register certificate or the registration certificate of the company in the General Authority for the Suez Canal Economic Zone (issued less than a month from date of application).
6. Copy of the ownership title deed approved by the General Authority for the Suez Canal Economic Zone (or from the authority that has jurisdiction for deeds issued before August 2015) (original for perusal).
7. Copy of construction permit(s) - issued by the authority (original for perusal).
8. Copy of the building's occupancy validity certificate(s) - approved by the SCZone (original for review).
9. The technical file according to the technical file preparation guide issued by the General Authority for the Suez Canal Economic Zone, stamped by the company's seal (OL-F02).
10. Two original copies of the engineering drawings for the horizontal and vertical projections of the facility, on which production lines, machines, equipment, forces are specified for each equipment, emergency entrance and exits and fire-fighting systems approved by the project consultant supervising the implementation and the fire-fighting consultant. The name of the economic zone, the name of the company, the name of the project and the commercial registration number (commercial register) are indicated on each plate.
11. Two original copies of the fire prevention report issued by the fire-fighting consultant in accordance with the guide for preparing the fire-fighting report issued by the SCZone (OL-F03), attached to it a copy of the syndicate registration number, a copy of the national number and a copy of the consultant's certificate, or Valid approval from the Civil Defense (the approval period is one year).
12. Occupational health and safety file for the facility in accordance with the manual for preparing the occupational health and safety file issued by the General Authority for the Suez Canal Economic Zone, stamped by the company's seal (OL-F04).

13. CD containing a complete copy of all submitted documents and a scan of the approved drawings by the project's consultant supervising the implementation and the firefighting consultant, arranged, and indexed according to the statement of documents.

d. Fees and service charges for service delivery

d.1. Operating license issuance fees (first time issuance - prior licensing system)

| Licensing system | Project land area | Fees value |
|------------------------|---------------------------------------|------------|
| Prior licensing system | up to 500 m ² | 4,000 EGP |
| | From 501 – up to 2,000 m ² | 12,000 EGP |
| | More than 2,000 m ² | 20,000 EGP |

- Small and micro enterprises are exempted from half the value of the prescribed fees according to the license issuance system and the area.

d.2. Service charge for the issuance of operating license (first time issuance - prior licensing system)

| Licensing system | Project land area | Service charge |
|------------------------|---|----------------|
| Prior licensing system | up to 500 m ² | 8,000 EGP |
| | From 501 – up to 2,000 m ² | 15,000 EGP |
| | From 2001 – up to 5,000 m ² | 25,000 EGP |
| | From 5001 – up to 10,000 m ² | 45,000 EGP |
| | From 10,001 – up to 50,000 m ² | 75,000 EGP |
| | More than 50,000 m ² | 125,000 EGP |

- Small and micro enterprises are exempted from half the value of the service charges according to the licensing issuance system and the area.
- File examination service charges: a 1000 pounds service charge is paid for the file examination service for the prior licensing, which is collected upon acceptance of the application and the file. Small and micro-industrial projects are exempted from half the service charge value for the prescribed file examination service. If the request is rejected, there is no refund for the file examination service. In the event of re-applying, the file examination service charges will be paid again.
- In the case of conducting the inspection more than twice: an additional 25% of the service charges for the is collected according to the license issuance system and the area, for each additional inspection carried out on the facility.

e. Service delivery Duration

Issuance of permanent license: 27 working days.

The applicant must submit the required documents in full and implement the operating requirements (environmental requirements, occupational health and safety requirements, firefighting requirements) to ensure that the authority adheres to the announced durations of the service delivery.

f. Notes

- The investor can submit the service request and the documents electronically - but all documents must be submitted on paper to the Investors Service Department after receiving and accepting the application by the Authority and providing the investor with a receipt of the submitted documents and payment for the file examination service charge, no later than two days from the date of submission and acceptance of the application.
- The investor can submit a valid approval from Civil Defense: (duration of approval one year) not required in this case the submission of the fire-fighting consultant report or participation of representative civil defense in file & documents revision or inspection of facility.
- The inspection / re-inspection procedure is conducted with the investor's presence or his/her representative and fire-fighting consultant which prepared the report on project.
- In the case of a re-inspection and the persistence of unfulfilled observations: the same procedures that were followed in the re-examination are followed again - provided that the investor adheres to the specified time periods to fulfil and avoids observations, and an additional service charge is collected from the service charge of the requested service, equivalent to 25% of the value of the service charges, for each additional inspection carried out - according to the type of license and area.
- An investor is required to pay the facility inspection fees and Civil Defense report fees - before receiving a permanent operation license.

g. Forms are to be filled in Arabic (Please Refer To The Arabic Version)

Forms from No. **OL-F01** to No. **OL-F04**

5. Modification of the Permanent Operating License

a. General

- **Scope of application:** This procedure is applied to establishments and companies that apply for a modification to the operating license, and that have a permanent operating license issued by the SCZone (whether the expired license was issued by the notification system or by the prior system).
- The required modification could be a “technical modification” (such as: adding an activity – adding a product – modifying/adding a production line – increasing production capacity, etc.) or “administrative modification” (such as: company administrative, or facility data, etc.).
- A request to modify the operating license - a technical modification - is submitted after the investor has completed the following steps:
 - The modification obtained the approval of the Projects Committee.
 - Issuance of environmental approval for the project after modification - or as stipulated in the approval of the Projects Committee.
 - Conclusion of the procedures for modifying and issuing the commercial register of the company - if the modification requires it.
 - Approval of the project buildings occupancy validity certificate(s) - in case of adding new buildings.
- The company submits a request to modify the operating license (technical modification) after the completion of the construction and firefighting works, meeting the environmental requirements and the requirements of occupational health and safety, and the installation of machinery and equipment in the facility.

b. Main Steps of service Delivery

b.1. Modification of a permanent operating license – technical modification

- Submit a request to modify the permanent operating license and the required documents, according to the documents announced on the Authority's website, to the Investors Service Department manually/electronically.
- Receive a payment receipt for file review service charges from ISD and pay in SCZone Authority Treasury.
- Submit a copy of payment receipt for file examination service charges to the Communications officer - Investors Service Department.
- Receive receipt of documents received with application, with date of application and its number Manually/Electronically.
- Receive notification of the inspection and being present at the project site to attend the inspection in the presence of the fire consultant who prepared the report on the project.
- Receive notification of the issuance of the license from the Investors Service Department and attend to receive it and pay the fees and service charges at the Authority's treasury.

- Submit a copy of the fees and service charges payment receipt and the original of the previous license to the Communications Officer - Investors Service Department and receive the modified operating license.

b.2. Modifying permanent operating license - administrative modification

- Submit a request to modify the permanent operating license and submit the required documents, according to the documents announced on the Authority's website, to the Investors Service Department manually/electronically.
- Receive a payment receipt for file review service charges from ISD and pay in SCZone Authority Treasury.
- Submit a copy of payment receipt for file examination service charges to the Communications officer - Investors Service Department.
- Receive receipt of documents received with application, with date of application and its number Manually/Electronically.
- Receive a notification of the issuance of the license from the Investors Service Department, attend to receive it, and pay the fees and service charges in the Authority's treasury.
- Submit a copy of the fee and service charges payment receipt to the communications officer and the original of the previous license - Investors Service Department and receive the modified operating license.

c. Documents Required for a Permanent Operating License Modification

c.1. Statement of the documents required to modify the operating license (technical modification)

1. Correspondence on the company's prints requesting a modification of a permanent operating license, stamped by the company's seal - indicating the project location data, and a statement of the documents attached to the application.
2. Power of attorney / authorization based on the company's publications for the applicant to apply and file to modify the license and conduct procedures for modifying the operating license, stamped by the company's seal - showing the project location data for which the operating license is to be modified.
3. Copy of the identity card of the applicant.
4. Copy of the approval of the Projects Committee to modify the operating license.
5. Copy of the environmental approval of the project after modification - or as stipulated in the approval of the projects committee.
6. Recent and valid extract from the commercial register, or the registration by notification certificate of the company at the General Authority for the Suez Canal Economic Zone (issue date not more than one month) – clearly specifies the required modification to the operating license - if the modification requires that.
7. Copy of the current operating license.

8. Copy of the building's occupancy validity certificate(s) - approved by the authority (original for perusal) - in case the modification requires adding new buildings.
9. Filled request to modify the operating license according to the form issued by the General Authority for the Economic Zone of the Suez Canal and approved by the company's seal (MOL-F01).
10. The technical file according to the guide for preparing the technical file issued by the General Authority for the Suez Canal Economic Zone, stamped by the company's seal (MOL-F02).
11. Two original copies of the engineering drawings of the horizontal and vertical projections of the facility specifying the required modification, production lines, machines, equipment, driving forces for each equipment, emergency entrance and exits, and existing firefighting systems including the updates required for modification, approved by the project consultant supervising the implementation and the firefighting consultant. The name of the economic zone, the name of the company, the name of the project and the registration number (commercial register) are indicated on each plate.
12. Two original copies of the fire prevention report for the entire facility including the modification, issued by the firefighting consultant, according to the guide for preparing the firefighting report issued by the General Authority for the Suez Canal Economic Zone Canal (MOL-F03) and attached to it a copy of the consultant syndicate registration number, a copy of the national ID and a copy of a consultant's certificate. Or submit a valid approval from the civil defense of the facility, including the required modification (the approval period is valid for one year).
13. Occupational health and safety file for the entire existing facility, including modifications, according to the guide for preparing the occupational health and safety file issued by the General Authority for the Suez Canal Economic Zone and stamped by the company's seal (MOL-F04).
14. CD containing a complete copy of all submitted documents and a scan of the drawings approved by the project consultant supervising the implementation and the fire-fighting consultant, arranged, and indexed according to the documents statement.

c.2. Statement of the documents required to modify the operating license (administrative modification)

1. Correspondence on the company's prints requesting a modification of a permanent operating license, stamped by the company's seal - indicating the project location data, and a statement of the documents attached to the application.
2. Power of attorney / authorization based on the company's publications for the applicant to apply and file to modify the license and conduct procedures for modifying the operating license, stamped by the company's seal - showing the project location data for which the operating license is to be modified.
3. Copy of the identity card of the applicant.
4. Filled request to modify an operating license according to the form issued by the General Authority for the Economic Zone of the Suez Canal and approved by the company's seal (MOL-F01).
5. Recent and valid extract from the commercial register, or the registration by notification certificate of the company at the General Authority for the Suez Canal Economic Zone (issue date not more than one month) – clearly specifies the required modification to the operating license - if the modification requires that.

6. Copy of the current operating license.
7. Documents supporting the administrative modification request - according to the required modification.
8. CD containing a complete copy of all submitted documents, arranged, and indexed according to the document manifest.

d. Fees and Service charges for service delivery

d.1. Operating License Modification Fees

| License System | Modification area* | value |
|------------------------|-----------------------------------|------------|
| Notification system | up to 500 m ² | 2,000 EGP |
| Prior licensing system | | 4,000 EGP |
| Notification system | From 501 – to 2000 m ² | 3,500 EGP |
| Prior licensing system | | 12,000 EGP |
| Notification system | More than 2000 m ² | 5,000 EGP |
| Prior licensing system | | 20,000 EGP |

* Modification area: is the area occupied by the new activity, new production line, or the like.

- Small and micro enterprises are exempted from half the value of the prescribed fees according to the license issuance system and the area.
- In the case of requesting a technical modification that does not require additional occupancy space: (such as: adding a product - increasing production capacity and the like) the required fees shall be collected at the equivalent of 50% of the value of the fee according to the license issuance system and the project area.
- In the case of a request for an administrative modification only: (not technical) the required fees shall be collected at the equivalent of 25% of the value of the fees according to the system of issuing the license and the project area.

d.2. Modifying an operating license service charges

| License System | Modification area * | value |
|------------------------|-------------------------------------|------------|
| Notification system | Up to 500 m ² | 5,000 EGP |
| Prior licensing system | | 8000 EGP |
| Notification system | From 501 – to 2,000 m ² | 8,000 EGP |
| Prior licensing system | | 15,000 EGP |
| Notification system | From 2001 – to 5,000 m ² | 12,000 EGP |

| | | |
|---|--|-------------|
| Prior licensing system | | 25,000 EGP |
| Notification or Prior licensing systems | From 5001 – to 10,000 m ² | 45,000 EGP |
| Notification or Prior licensing systems | From 10,001 – to 50,000 m ² | 75,000 EGP |
| Notification or Prior licensing system | More than 50,000 m ² | 125,000 EGP |

* Modification area: is the area occupied by the new activity, new production line, or the like.

- Small and micro enterprises are exempted from half the value of the service consideration according to the license issuance system and the area.
- In the case of conducting the inspection more than twice: an additional 25% of the charges for the specified service is collected according to the license issuance system and the area, for each additional inspection carried out on the facility.
- In the case of requesting a technical modification that does not require additional space occupancy: (such as: adding a product - increasing production capacity and the like) the required service charges shall be collected at the equivalent of 50% of the value of the service charges according to the license issuance system and the project area.
- In the case of a request for an administrative modification only: (not technical) the required fees shall be collected at the equivalent of 25% of the value of the service charges according to the system of issuing the license and the project area.
- File examination service charges: the value of 1000 pounds is paid for the prior-licensing, and the value of 500 pounds for the licensing by notification, which is collected upon acceptance of the application and the file. Small and micro-industrial projects are exempted from half the value of file examination service charges. If the request is rejected, no refund will be given for the file examination service. In the event of re-applying, it will be paid again.

e. Duration of Service Delivery

Operating license modification - Technical modification: 27 working days.

Operating License Modification - Administrative Modification: 12 working days

The applicant must commit to submitting the required documents in full and to implementing the operational requirements (environmental requirements, occupational health and safety requirements, firefighting requirements) to ensure that the authority adheres to the announced durations of the application.

f. Notes

f.1. Modifying permanent operating license – Technical Modification

- The license retains its original capacity as a notification or prior operating license - if the modification of the activity does not affect the environmental classification and

converts it to a (B specific) or (C) classification. If the activity transforms to one of these mentioned classifications, the status of the license shall be modified to be "prior operating license".

- The investor can submit the service request and the documents electronically - but all documents must be submitted on paper (hard copies) to the Investors Service Department after receiving and accepting the application by the Authority and providing the investor with a receipt of the submitted documents, and payment of file examination service charges, not exceeding two days from the date of submitting and the application and its accepted.
- The investor can submit a valid approval from Civil Defense: (duration of approval one year) Applicant is not required in this case submit a fire report or have the firefighting consultant or representative of civil defense in file revision or facility inspection.
- If the investor does not fulfil the required modifications or comments from inspection committee, in full or does not comply with the period specified for completing the documents or fulfilling comments: the license application is rejected, and the investor is informed to attend to receive the license file - without the investor having the right to claim any fees or service charges collected. The investor can re-apply again - with a re-payment for the file examination service charges.
- The inspection/re-examination shall be conducted in the presence of the investor or his representative and the firefighting consultant who prepared the report on the project.
- If a re-inspection is conducted and there are still observations that must be avoided: In this case, the same procedures that were followed in the re-examination are followed, and an additional value is collected from the value of the requested service, equivalent to 25% of the value of the service charges for each additional inspection that is conducted - according to the type of license and the area inspected - in return for the costs incurred by the authority in the re-inspection.
- The investor is obligated to pay the value of the inspection fees of the facility and issue the report of the Civil Defense Department - before receiving the permanent license.
- The investor shall, upon receiving the new license, hand over the original of the previous license to the Investors Service Department.

f.2. Modifying permanent operating license – administrative modification

- The investor can submit the service request and the documents electronically - but all documents must be submitted on paper (hard copies) to the Investors Service Department after receiving and accepting the application by the Authority and providing the investor with a receipt of the submitted documents, and payment of file examination service charges, not exceeding two days from the date of submitting and the application and its accepted.
- If the investor does not fulfil the required modifications or comments from inspection committee, in full or does not comply with the period specified for completing the documents or fulfilling comments: the license application is rejected, and the investor is informed to attend to receive the license file - without the investor having the right to claim any fees or service charges collected. The investor can re-apply again - with a re-payment for the file examination service charges.
- The license retains its original capacity as a notification or prior operating license - if the modification does not affect the environmental classification and the activity converts project to a (B specific) or (C) classification. If the activity transforms the project to one

of these mentioned classifications, the status of the license shall be modified to be "a prior operating license". The moderator of the committee is obliged to take this into consideration when determining the fees and charges for the service.

- The investor shall, upon receiving the new license, hand over the original of the previous license to the Investors Service Department.

g. Forms are to be filled in Arabic (Please Refer To The Arabic Version)

Forms from No. **MOL-F01** to No. **MOL-F04**.

6. Renewing an operating license issued by an external entity

a. General

- **Scope of application:** This procedure applies to existing companies operating in the zone, which were established in an external entity or in the General Authority for the Suez Canal Economic Zone, and obtained all permits and licenses from external administrative bodies (such as: local units - the General Authority for Free Zones and Investment (GAFI) - the Industrial Development Authority (IDA) - and hold an operating license, whether it is valid or expired, and whether it is issued by a notification system, prior system, or otherwise.
- The application for a permanent operating license is made after the investor has completed the following steps:
 - The completion of the procedures for establishing or registering the company within SCZone Authority and the issuance of the commercial registration extract or registration number for the company.
 - Approval of the land ownership deed from the General Authority for the Suez Canal Economic Zone (or from the authority that has jurisdiction for deeds issued before August 2015).

b. Main Steps for Service Delivery

b.1. Renewal and issuance of temporary operation license stage

- Submit a request for renewal of the operating license and the required documents, according to the documents announced on the Authority's website, to the Investors Service Department manually/electronically.
- Receive a payment receipt for file review service charges from ISD and pay in SCZone Authority Treasury.
- Submit a copy of payment receipt for file examination service charges to the Communications officer - Investors Service Department.
- Receive receipt of documents received with application, with date of application and its number Manually/Electronically.
- Receive notification of the issuance of the temporary operation license from the Investors Service Department and attend to receive it and pay the fees and service charges at the Authority's treasury.
- Submit a copy of the fee and service charges payment receipt and the original of the previous license to the Communications Officer - Investors Service Department and receive the temporary operating license.

b.2. Renewal stage and issuance of permanent operating license

- Receive notification of the inspection and being present at the project site to attend the inspection in the presence of the fire consultant who prepared the report on the project.

- Receive notification of the issuance of the license from the Investors Service Department and attend to receive it and pay the fees and service charges at the Authority's treasury.
- Submit a copy of the fees and service charges payment receipt and the original of the previous license to the Communications Officer - Investors Service Department.
- Receive permanent operating license.

c. Documents required to renew a license issued by an external entity

c.1. Statement of the main documents

1. Correspondence on the company's prints requesting a renewal of an operating license, stamped by the company's seal - indicating the project location data, and a statement of the documents attached to the application.
2. Power of attorney / authorization based on the company's publications for the applicant to apply and file to renew the license and conduct procedures for renewing the operating license, stamped by the company's seal - showing the project location data for which the operating license is to be modified.
3. Copy of the identity card of the applicant (the original for perusal).
4. Copy of the previous operating license (the original for reviewing).
5. Copy of the industrial register extract - if any (the original for review).
6. Copy of the tax card (the original for viewing).
7. Copy of the land ownership title deed approved by the General Authority for the Suez Canal Economic Zone (or from the authority that has jurisdiction over contracts issued before August 2015) (Original for perusal).
8. Recent and valid extract from the commercial register or the registration certificate by notification of the company at the General Authority for the Suez Canal Economic Zone (has not been issued more than 1 month from application date)
9. Request to renew an operating license according to the form issued by the General Authority for the Suez Canal Economic Zone and approved by the company's stamp (ROL-F01).
10. The technical file according to the guide for preparing the technical file issued by the General Authority for the Suez Canal Economic Zone and approved by the company's seal (ROL-F02).
11. Two original copies of the fire prevention report for the entire, issued by the firefighting consultant, according to the guide for preparing the firefighting report issued by the SCZone (ROL-F03) and attached to it a copy of the consultant's syndicate registration number, a copy of the national ID and a copy of a consultant's certificate. Or submit a valid approval from the Civil Defense of the facility (the approval period is valid for one year).
12. Validity of firefighting works certificate approved by the fire-fighting consultant of the project - who is responsible for preparing the fire-prevention report, according to the form issued by the SCZone (ROL-F04).

13. Occupational health and safety file for the entire existing facility, according to the guide for preparing the occupational health and safety file issued by SCZone and stamped by the company's seal (ROL-F05).
14. Original copy of the engineering drawings executed for the facility approved by an engineering office - all coordinates on the plates and documents in UTM system.
15. Two original copies of the engineering drawings of the horizontal and vertical projections of the facility specified with the production lines, machines, equipment, forces for each equipment, emergency entrance and exits, and existing firefighting systems including the updates required for modification, approved by the engineering office and the fire-fighting consultant.

c.2. Statement of supporting documents

16. Copy of the project's environmental approval (original for viewing).
17. Copy of the environmental classification form or the environmental impact assessment study previously submitted for environmental approval - approved by the company's seal (original for perusal).
18. Copy of building permit(s) issued to the facility - (original for perusal).
19. Copy of the building's occupancy validity certificate(s) - approved by the administrative authority that issued the construction permit - (original for perusal).
20. Copy of the engineering drawings on which the building permit was issued and approved by the administrative authority that issued the building permit (approved replica).
21. CD containing a complete copy of all submitted documents and a scan of the drawings approved by an engineering consultant and a fire-fighting consultant, arranged, and indexed according to the documents statement.

d. Fees and service charges

d.1. Operating license renewal fees

| Licensing system | Project land area | value |
|------------------------|-----------------------------------|------------|
| Notification system | up to 500 m ² | 2,000 EGP |
| Prior licensing system | | 4,000 EGP |
| Notification system | From 501 – to 2000 m ² | 3,500 EGP |
| Prior licensing system | | 12,000 EGP |
| Notification system | More than 2000 m ² | 5,000 EGP |
| Prior licensing system | | 20,000 EGP |

- Small and micro enterprises are exempted from half the value of the service charges according to the license issuance system and the area.

d.2. Service charges for Operation license renewal

| licensing system | project landscape area | value |
|---|--|-------------|
| Notification system | Up to 500 m ² | 5,000 EGP |
| Prior licensing system | | 8000 EGP |
| Notification system | From 501 – to 2,000 m ² | 8,000 EGP |
| Prior licensing system | | 15,000 EGP |
| Notification system | From 2001 – to 5,000 m ² | 12,000 EGP |
| Prior licensing system | | 25,000 EGP |
| Notification or Prior licensing systems | From 5001 – to 10,000 m ² | 45,000 EGP |
| Notification or Prior licensing systems | From 10,001 – to 50,000 m ² | 75,000 EGP |
| Notification or Prior licensing system | More than 50,000 m ² | 125,000 EGP |

- Small and micro enterprises are exempted from half the value of the service charges according to the license issuance system and the area.
- File examination service charges: the value of 1000 pounds is paid for the prior-licensing, and the value of 500 pounds for the licensing by notification, which is collected upon acceptance of the application and the file. Small and micro-industrial projects are exempted from half the value of file examination service charges. If the request is rejected, no refund will be given for the file examination service. In the event of re-applying, it will be paid again.
- In the case of conducting the inspection more than twice: an additional 25% of the charges for the specified service is collected according to the license issuance system and the area, for each additional inspection carried out on the facility.
- In the case of renewing the temporary license and giving an additional period additional: 25% of the charges for the specified service are collected according to the license issuance system and the area.
- Fees and service charge are collected with the issuance of the temporary license. If there are additional fees, they will be collected when the permanent license is issued.

e. Time period for performing the service

Temporary license: 5 working days

Permanent license: 22 working days

The applicant must commit to submitting the required documents in full and to implementing the operating requirements (environmental requirements, occupational safety and health requirements, firefighting requirements) to ensure the authority's compliance to the durations announced for the service delivery.

f. Notes

- The investor can submit the service request and the documents electronically - but all documents must be submitted on paper (hard copies) to the Investors Service Department after receiving and accepting the application by the Authority and providing the investor with a receipt of the submitted documents, and payment of file examination service charges, not exceeding two days from the date of submitting and the application and its accepted.
- The investor can submit a valid approval from Civil Defense: (duration of approval one year) Applicant is not required in this case submit a fire report or have the firefighting consultant or representative of civil defense in file revision or facility inspection.
- In the case of establishments with activities that have an environmental classification (A) or an environmental classification (B), a consultant specializing in architecture, electricity or mechanics may be consulted in preparing a fire prevention report, and in approving the engineering drawings of the horizontal and vertical projections of the facility on which production lines, machinery, equipment, and forces are located. The engine for each equipment, emergency entrance and exits, and firefighting systems in partnership with the project consultant supervising the implementation, as well as in issuing a certificate of firefighting works validity.
- Members of the operating license renewal file study committee can inspect the facility if the need arises - and the investor shall be informed of the date of the inspection through the operating licensing committee.
- A temporary operating license is issued, valid for a period of 90 days, until the representatives of the General Authority for the Suez Canal Economic Zone and the representative of the Civil Defense Department conduct a technical inspection of the facility and issue the permanent license.
- If a re-inspection is conducted and there are still observations that must be avoided: In this case, the same procedures that were followed in the re-examination are followed, and an additional value is collected from the value of the requested service, equivalent to 25% of the value of the service charges for each additional inspection that is conducted - according to the type of license and the area inspected - in return for the costs incurred by the SCZone in the re-inspection.
- When a permanent license is issued, the license retains its original status as a notification or prior operating license. If it is not issued in one of these systems, it is classified according to one of the two systems.
- The investor is obligated to pay the inspection fees of the facility and issuance of the Civil Defense Department report - before receiving the permanent license.
- The investor shall, upon receiving the temporary license, hand over the original license to the Investors Service Department.
 - The investor shall, upon receiving the permanent license, hand over the temporary license to the Investors Service Department.

g. Forms are to be filled in Arabic (Please Refer To The Arabic Version)

Forms from No. **ROL-F01** to No. **ROL-F05**.

7. Status Adjustment to Qualify for Permanent Operation License

a. General

- **Scope of application:** This procedure is applied to existing and operating facilities in the zone that are not registered within the General Authority for the Suez Canal Economic Zone and have not obtained an operating license from any entity up to the time of issuing and implementing this procedure.

b. Main Steps of Service Delivery

- Submit a request to status adjustment to obtain an operating license and the required documents in accordance with the statement of documents announced on the Authority's website to the Investors Service Department manually / electronically.
- Receipt of a payment receipt in return for performing the file examination, and payment at the Authority's treasury.
- Submit a copy of a payment receipt for performing the file examination service to the liaison officer - Investors Service Department.
- Receipt of a receipt of the file documents, number, and date of submitting the application manually/electronically.
- Receive a correspondence with the environmental classification, requesting the preparation of the environmental study electronically.
- Receive of the electronic communication to attend to the Investors Service Department to register the company.
- Being present at the Investors Service Department and submitting the company's registration documents.
- Submitting the environmental study according to the classification mentioned in the initial approval of the project.
- Receive the environmental approval of the project.
- Receive the approval of both the project and the request to status adjustment to obtain an operating license from the Investors Service Department.
- Complete the procedures for issuing the operating license according to the prior licensing system.

c. Documents required to status adjustment of existing establishments to obtain an operating license

1. Letter signed by the investor requesting status adjustment to obtain an operating license - giving the project data, the address of the facility, and a statement of the documents attached to the application - certified by the facility's stamp.

2. Power of attorney / authorization approved by the investor and stamped with the seal of the facility for the applicant to apply and file for proceedings of status adjustment of the facility and obtaining an operating license - indicating the project location data.
3. Copy of the identity card of the applicant (the original for perusal).
4. Copy of the land ownership title deed approved by the General Authority for the Suez Canal Economic Zone (or from the authority having jurisdiction for contracts issued before August 2015) (Original for perusal).
5. Copy of a previous operating license - if any (the original for review).
6. Copy of the industrial register extract - if any (the original for review).
7. Copy of the tax card - if available (the original for review).
8. Recent and valid extract from the commercial register or the registration by notification certificate of the company at the General Authority for the Suez Canal Economic Zone (has not been issued for not more than a month from application date) - if any.
9. Copy of the environmental approval of the project - if any (the original for perusal).
10. Copy of the environmental classification form (environmental presentation) or the environmental impact assessment study previously submitted for obtaining environmental approval - if any (the original for review).
11. Copy of building permit(s) issued to the facility (original for review).
12. Engineering drawings based on which the construction permit was issued - and approved by the administrative authority that issued the construction permit. (Original approved copy).
13. Copy of the building's occupancy validity certificate(s) - approved by the administrative authority that issued the construction permit (original for perusal).
14. Original copy of the engineering drawings (as-built) for the facility approved by an engineering office - all coordinates on the plates and documents are in UTM system.
15. Request to status adjustment to obtain an operating license according to the form issued by the General Authority for the Suez Canal Economic Zone and approved by the facility seal (LOL-F01).
16. Technical file according to the guide for preparing the technical file issued SCZone - approved by the seal of the facility (LOL-F02).
17. Two original copies of the engineering drawings for the horizontal and vertical projections of the facility, on which production lines, machines, equipment, and applied forces are specified for each equipment, emergency entrance and exits and fire-fighting systems approved by the project consultant supervising the implementation and the fire-fighting consultant.
18. Two original copies of the fire prevention report issued by the firefighting consultant in accordance with the guide for preparing the firefighting report issued by the SCZone (LOL-F03) and attached to it a copy of the syndicate registration number, a copy of the national number and a copy of the consultant's certificate. Or submit a valid approval from the Civil Defense (the approval period is one year).
19. Occupational health and safety file for the facility in accordance with the guide for preparing the occupational health and safety file issued by the SCZone - and approved by the facility seal (LOL-F04).

20. CD containing a full copy of all submitted documents and a scan of the drawings approved by the project consultant supervising the implementation and the firefighting consultant, arranged, and indexed according to the documents statement.

d. Fees and Service Charges

d.1. Fees for status adjustment of existing establishments to obtain an operating license

| Licensing system | Project land area | value |
|------------------------|-----------------------------------|------------|
| Notification system | up to 500 m ² | 2,000 EGP |
| Prior licensing system | | 4,000 EGP |
| Notification system | From 501 – to 2000 m ² | 3,500 EGP |
| Prior licensing system | | 12,000 EGP |
| Notification system | More than 2000 m ² | 5,000 EGP |
| Prior licensing system | | 20,000 EGP |

- Small and micro enterprises are exempted from half the value of the prescribed fees according to the license issuance system and the area.

d.2. Service charges for status adjustment for obtaining operating license:

| License system | project landscape | value |
|---|--|-------------|
| Notification system | Up to 500 m ² | 10,000 EGP |
| Prior licensing system | | 16,000 EGP |
| Notification system | From 501 – to 2,000 m ² | 16,000 EGP |
| Prior licensing system | | 30,000 EGP |
| Notification system | From 2001 – to 5,000 m ² | 24,000 EGP |
| Prior licensing system | | 50,000 EGP |
| Notification or Prior licensing systems | From 5001 – to 10,000 m ² | 90,000 EGP |
| Notification or Prior licensing systems | From 10,001 – to 50,000 m ² | 150,000 EGP |
| Notification or Prior licensing system | More than 50,000 m ² | 250,000 EGP |

- Small and micro enterprises are exempted from half the value of the service consideration according to the license issuance system and the area.
- File examination service charges: the value of 1000 pounds is paid for the prior-licensing, and the value of 500 pounds for the licensing by notification, which is collected upon acceptance of the application and the file. Small and micro-industrial projects are exempted from half the value of file examination service charges. If the request is rejected, no refund will be given for the file examination service. In the event of re-applying, it will be paid again.

e. Duration of service Delivery

Status adjustment procedures: 20 working days

Issuing the license according to the prior licensing system: 27 working days.

The applicant must commit to submitting the documents and implementing the required conditions to ensure that the Authority adheres to the durations of providing the service.

f. Notes

- The investor can submit the service request and the documents electronically - but all documents must be submitted on paper (hard copies) to the Investors Service Department after receiving and accepting the application by the Authority and providing the investor with a receipt of the submitted documents, and payment of file examination service charges, not exceeding two days from the date of submitting and the application and its accepted.

g. Forms are to be filled in Arabic (Please Refer To The Arabic Version)

Forms No. **LOL-F01** to No. **LOL-F04**.