



GENERAL ORGANIZATION FOR EXPORT AND IMPORT CONTROL (GOEIC)

EGYPT CONFORMITY ASSESSMENT PROGRAMME

ARAB REPUBLIC OF EGYPT

ISSUED: 25-Feb-16

EXPORTER AND IMPORTER GUIDELINES

EGYPT ECAP EXPORTER AND IMPORTER GUIDELINES

INTRODUCTION

The Egyptian authorities have recently issued new Decrees - **Decree No. 991 & Decree No. 43** as well as **WTO Notification G/TBT/NEGY/114** mandating the import clearance procedure for the updated list of Regulated products. **Exhibit C** includes the Regulated products list.

In accordance with these Decrees, only "Registered" companies will be approved to export these Regulated products. Note: Manufacturers or Trademark Owners can only obtain Registration with GOEIC. These Manufacturers or Trademark Owners of Regulated products are required to register with **Egypt's General Organization of Export and Import Control (GOEIC)**. Further GOEIC has confirmed that a Certificate of Inspection should be issued for all Regulated product shipments for their Customs clearance at Egyptian Ports and Borders.

Following is the Export Process for the updated list of Regulated products:

Upto 15 March 2016:

- GOEIC has provided a grace period for the Registration of Manufacturers/Trademark Owners of Regulated products till 15th March 2016.
- During this grace period, Exporters of the Regulated products can clear their shipments through Egyptian Customs either by applying for a Certificate of Inspection (Col) with an approved Inspection Company such as Intertek or undergo Destination Inspection on arrival by GOEIC.

From 16 March 2016:

- Manufacturers/Trademark Owners of the updated list of Regulated products should be mandatorily registered with GOEIC.
- Col is mandatory for the import clearance of such products.

As an accredited and recognized certification body appointed and registered by the **Egypt's General Organization of Export and Import Control (GOEIC)**, Intertek offers shipment certification services and other associated services to Exporters for Egypt. All certifications will be performed by Intertek Offices depending on the Exporter's choice and convenience. The list of Intertek Offices is listed in **Exhibit A**.

OBJECTIVES OF THE EGYPT CONFORMITY ASSESSMENT PROGRAMME

The principal objectives of applying Egypt Conformity Assessment Programme are detailed below. These are:

- To ensure that products imported into Egypt meet the security, health and safety requirements as per the sanctioned standards and technical regulations approved by Egyptian Organization for Standardization.
- To provide assurance to the Egyptian consumer that the products imported into the country are free from potential hazards and fit for use.
- To avoid costly delays at the ports and rejection of shipments if the shipments are found to include dangerous and unsafe products.
- To help genuine and complying Exporters and Importers to quickly clear Customs process without the risk of rejection of shipments.
- To streamline Custom clearance procedures, promote healthy and fair competition and fight against unsafe and dangerous goods.

The key elements undertaken in ECAP are as follows:

- Documentary review of conformity with regulations;
- Physical inspection prior to shipment;
- Sampling, testing and analysis by an accredited ISO/IEC 17025 laboratory such as Intertek; and
- Assessment of conformity to Egyptian standards.



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INTERTEK SOLUTION

Pioneer in Product Conformity Assessment Programmes

- Intertek pioneered the development of the Product Conformity Assessment Programmes, which is now being applied in many parts of the world to prevent dangerous and unsafe products entering into the market. Intertek has undertaken more assessments of more products for longer than any other organization.

Reputation of Excellence and Strong Brand Recognition

- Intertek has experience in providing solutions to businesses exporting a wide range of products to Egypt. To date, Intertek has issued over 1.5 million certificates and test reports. Intertek certificates include the latest encryption technology, watermarks and other security measures, to prevent the counterfeiting or tampering of the certificates.

Global Network

- Intertek operates a global network of offices that have operated the product conformity programmes for many years and accredited laboratories, authorized to perform testing against Egyptian requirements including textiles, garments, leather, footwear and many others.

Dedicated Staff with In-Depth Industry Knowledge and Technical Expertise

- Intertek has experience in providing solutions to businesses exporting a wide range of products to Egypt. Intertek staff are experts on the understanding and interpretation of a wide range of national and international standards and requirements including Egyptian standard requirements as well as understanding the needs of exporters and importers.

International Accreditations and Institutional Memberships


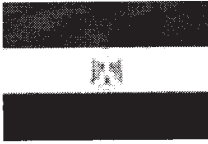
- Intertek is recognized by more than 30 accreditation bodies around the world and is an active member of the International Federation of Inspection Agencies (IFIA).

Strong Focus on Customer Satisfaction

- Intertek can provide fast, rapid and tailor made service that meets your particular needs, including: (a) Submission of assessment requests online, (b) Automated E-mails for status of certificates, and (c) Flexible certificate delivery solutions for high volume users.

REGISTRATION PROCESS

“Registered” companies will only be approved to import these Regulated products. Manufacturers or Trademark Owners can only obtain Registration with GOEIC. Manufacturers or Trademark Owners of Regulated products are required to register with GOEIC. Companies can obtain the registration directly with GOEIC or alternatively Intertek can facilitate the registration process on their behalf.

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Option 1 - Registration process for Manufacturing Plants:

The submission of an application for registration by the legal representative of the Producer, or an authorized person by the Producer (Intertek) or his agent accompanied by the following accredited documents:

1. The registration form, introduced by the legal representative of the Factory, or the authorized person, or his deputy.
2. The legal identity of the producer and the licence issued for the manufacturing plant such as Company Registration or Commercial License.
3. The full list of products produced and their trademarks.
4. The Trademarks of the products and the Trademarked products produced under Licence from their Owners, i.e. Trademark Licenses. This may vary for different cases as stated below:

4.1 Case 1: The Factory owns its Brand

In this case, the Factory should provide documentary evidence in the form of Licence or an equivalent document issued by the relevant Trademark Registration Authority to prove their Ownership of the Trademark.

4.2 Case 2: The Factory owns its Brand, as well as manufactures/produces products with Trademark of another Owner.

In this case, the Factory should submit the below two (2) documents:



- ✓ For the Factory Owner and for the other Trademark Owner: Documentary evidence in the form of Licence or an equivalent document issued by the relevant Trademark Registration Authority to prove their Ownership of the Trademark.
- ✓ Documentary evidence in the form of an authorization letter or an equivalent document issued by the Owner of the other Trademark, to prove that they have given approval to the Factory Owner to manufacture/produce products under their Trademark.

4.3 Case 3: The Factory Owner does not own a Brand but manufactures/produces products with Trademark of another Owner.

In this case, the Factory should submit two (2) documents:

- ✓ For the other Trademark Owner: Documentary evidence in the form of Licence or an equivalent document issued by the relevant Trademark Registration Authority to prove the Ownership of the Trademark.
- ✓ Documentary evidence in the form of an authorization letter or an equivalent document issued by the Owner of the other Trademark, to prove that they have given approval to the Factory Owner to manufacture/produce products under their Trademark.

5. A Certificate that the Manufacturer /Producer maintain a Quality Control System. The ISO 9001 should be for the Manufacturing/Production Plant and not for the Manufacturer's distribution centre or warehouse. This certificate should be issued by Certification Bodies who are accredited to issue such certificates by Accreditation Bodies who are members of the International Laboratory Accreditation Cooperation (ILAC)/ (International Accreditation Forum (IAF) or an Egyptian or Foreign Governmental entity approved by the Minister of Foreign Trade.

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Option 2 - Registration process for companies owning Trademarks:

The submission of an application for registration by the legal representative of the Trademark Owner company, or an authorized person (Intertek) or its agent accompanied by the following accredited documents:

1. The registration form, introduced by the legal representative of the Factory, or the authorized person or his deputy.
2. Following documents covering the Trademark Ownership evidence and list of product produced under this Trademark:
 - 2.1 A list of products manufactured/produced by the Company under their Trademark on their Company letterhead
 - 2.2 Documentary evidence in the form of Licence or an equivalent document issued by the relevant Trademark Registration Authority to prove the ownership of the Trademark
3. A certificate from the Trademark Owner (Company) listing the Distribution Centres that are allowed to supply the products bearing their Trademark. This document should be issued by the Company itself, on their letterhead listing the Distribution Centres and Factories that manufacture/produce products under their Trademark, their addresses and their nationalities. This document should also include a statement that the Trademark Owner (Company) allows these distribution centres and Factories to export and import the products of their Trademark.

Note: The Trademark Owner Company could be located in Egypt or any other country.
6. A certificate that the Trademark Owner Company maintains a Quality Control System. The ISO 9001 Certificate should be issued for the Trademark Owner. This certificate should be issued by Certification Bodies who are accredited to issue such certificates by Accreditation Bodies who are members of the International Laboratory Accreditation Cooperation (ILAC)/ (International Accreditation Forum (IAF) or an Egyptian or Foreign Governmental entity approved by the Minister of Foreign Trade.

All the above documents to be submitted should be certified by the Chamber of Commerce or its counterpart and approved by the Egyptian Embassy located in the Country of export/origin. The Applicant is responsible for the legalisation/translation of all documents which are required for the registration process with GOEIC.

Facilitation of Registration by Intertek:

Intertek can help facilitate the registration of the Manufacturers production facility/Trademark with GOEIC through Intertek's Cairo based Liaison Office.

In order for Intertek to facilitate this service the Applicant must submit the following:

- ✓ Documents as required for the registration process as stated above in Option 1 or Option 2 as applicable.
- ✓ Authorization letter confirming that the Applicant authorizes Intertek to do the registration process on their behalf.

Based on the volume of work involved, Intertek will provide a quotation and indicate the Turnaround Time (TAT) for the successful registration of the Applicant with GOEIC.

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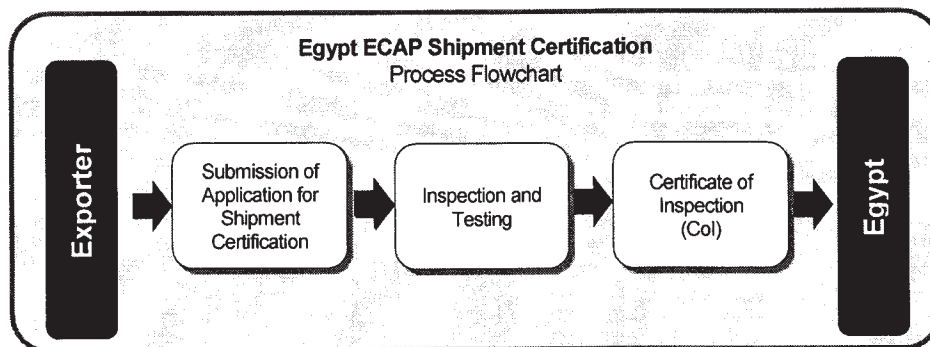
CERTIFICATE OF INSPECTION (Col) ISSUANCE PROCESS

All products shipped to Egypt must obtain a Certificate of Inspection (Col). This certificate is a mandatory document for products to clear Customs in Egypt; products arriving in Egypt without this document will be refused entry to the country. Intertek (Accredited Service Provider of GOEIC) has been granted approval from GOEIC to issue Cols for the Regulated products subject to the below stated conditions.

- ✓ Evidence of registration with GOEIC (after 16 March 2016 onwards) as stated above.
- ✓ Successful verification of compliance against Egyptian Standard requirements.

Below is the Col issuance process:

All updated list of Regulated products have to be both tested and physically inspected to demonstrate conformity to the relevant Egyptian standards, essential requirements and Manufacturer's specification, prior to its shipments.



The Col process is as outlined below:

Step 1: Submission of Application Form by the Applicant¹



- The Applicant will submit the applicable application form and furnish a copy of their supporting documents *if applicable* to the programme as below to Intertek Office for review.
 - ✓ Completed and Signed Application Form (shown in **Exhibit B**)
 - ✓ Valid Test Reports, Reports of Analysis
 - ✓ Commercial Invoice
 - ✓ Packing List (to be provided at the time of inspection)
 - ✓ Letter of Credit (optional)
 - ✓ Evidence of registration with GOEIC (after 16 March 2016 onwards).

Step 2: Review of the Applicant's Submitted Documentation² by the Authorized Certification Body

- Intertek will perform a preliminary check to verify whether the documentation submitted by the Applicant is enough to do a conformity assessment of the products against the Egyptian standards. If the documentation submitted is not sufficient, then the Applicant is requested to provide additional information and/or documents to support their compliance to Egyptian requirements.

¹ The Applicant can also be regarded as the Exporter or Importer.

² The quality and completeness of the documentation submitted by the Applicant directly influences the time and cost of processing the certification request.

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Step 3: Shipment Inspection by the Appointed Inspector

- Inspectors are provided with an inspection guidelines and checklists to aid in the inspection of the shipment and its compliance verification. These documents are intended to ensure that inspections are conducted uniformly and consistently by Intertek Inspectors.
- Samples could be drawn and respective packages from which samples were drawn are marked appropriately by the Inspector for testing.
- Upon completion of the inspection, an Inspection Report detailing findings and recommendations will be prepared. Where non-conformances are raised, the Applicant would be given time to correct them. This would require evidence of corrective action to be submitted. Depending on the nature of the non-conformance, a re-inspection may be required after corrective action has been taken by the Applicant.

Step 4: Shipment Testing by the Accredited Laboratory

- Testing shall be performed by an ISO/IEC 17025 accredited laboratory on samples drawn during inspection or drawn from the Factory, warehouse or distribution centers.
- Where the Exporter wishes to provide valid test certificates, these should be from a laboratory accredited to an ISO/IEC 17025 system. Test reports should include the accreditation no. and logo of the accreditation body of the testing lab. The test reports must be sufficiently detailed so as to clearly identify the products tested.

Note: Test reports should be recent and related to the products included in the shipment.

Step 5: Issuance of the Final Certification Decision by the Authorized Certification Body

- Upon receipt of the documentary evaluation report from the Laboratory and Inspector, Intertek shall take a certification decision and issue the certificate (i.e. Certificate of Inspection or Non-Conformity Report) within 3 working days of receipt of the reports.

PRODUCT REGULATORY COMPLIANCE REFERENCE GUIDE

The updated list of Regulated products including the export package and individual package shall be verified for compliance against the applicable Egyptian standards where such standards exist or towards international standards in the absence of applicable Egyptian standards taking into consideration the Egyptian essential requirements.

Intertek has developed specific Compliance Verification Guidelines (CVGs) for each Regulated product and these can be made available to Exporters on request. The CVGs cover the applicable standards, Egyptian essential requirements, marking & labelling requirements.

SHIPMENT SURVEILLANCE

GOEIC reserves the right to perform random inspection and testing of the Regulated product shipments upon its arrival at Egypt Ports and Borders as part of their shipment surveillance process.

FEEES

The party acquiring the certification services is accountable for charges to the conformity assessment related services performed by the conformity assessment Company. These fees cover the cost of inspection, evaluation, testing, and all other technical and administrative activities involved in the shipment certification. An individual quote will be provided to the party requesting for the certification services and agreed upon before commencing with the conformity assessment process.



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EXHIBITS

Exhibit A	Intertek Offices Contact Details
Exhibit B	Request for Certification (RFC) Form
Exhibit C	Regulated Product List

CONTACT Us

PROGRAMME MANAGEMENT	LIAISON OFFICE
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