



EXPORTER GUIDE TO EGYPT

For the attention of importers: This document is intended for exporters in order to explain how to comply with Egyptian Standards. It is the responsibility of importers to inform exporters of the existence of the present procedure. Verifications are executed at origin on seller or exporter's initiative; therefore importers are not required to initiate any process in Egypt.

1. VERIFICATION OF CONFORMITY (VOC) PROGRAM FOR GOODS TO EGYPT

PROGRAM MANDATED BY	General Organization of Export and Imports Control (GOEIC)
APPLICABLE REGULATION(S)	<ol style="list-style-type: none"> 1. Decision of Minister of Industry & Foreign Trade No. 626/2011 2. Decision of Minister of Industry & Foreign Trade No. 660/2011 3. Decision of Minister of Industry & Foreign Trade No. 691/2012 4. Decision of Minister of Industry & Foreign Trade No. 991/2015 5. Decision of Minister of Industry & Foreign Trade No. 992/2015 6. Decision of Minister of Industry & Foreign Trade No. 43/2016
STANDARDS	Please contact your closest Cotecna office to determine if your product is subject or not to this program. In case your product is regulated, Cotecna can help you determine which standard(s) is applicable to your product.
STARTING DATE	15 th March 2016
APPOINTED COMPANIES	Include Cotecna Inspection S.A and affiliated companies (hereinafter referred as Cotecna)
SELECTION OF INSPECTION COMPANY	Exporter's choice
SCOPE OF EGYPT VOC PROGRAM	<ul style="list-style-type: none"> - Documentation verification - Testing - Physical inspection - Factory audit



2. Registration at GOEIC

The Ministry of Industry and Foreign Trade in Egypt recently issued following new decrees which come into effect fully from 16th March 2016:

- 991/2015
- 992/2015
- 43/2016

These Decrees introduce significant changes to the import clearance procedure and also the expansion of the list of Regulated products.

Factories, Manufacturers or Trademark Owners of regulated products must register with Egypt's General Organization of Export and Import Control (GOEIC) by 15th March 2016 to continue to export to Egypt.

Exporters can process registrations themselves or alternatively, Cotecna can assist exporter with the registration. All documents to be submitted to Cotecna to review and assist with submission to GOEIC, together with the Authorisation form. The GOEIC forms to be completed are available upon request.

Registration can be done in two ways, either by factory or brand registration.

1. By factories – Manufacturers with own factories

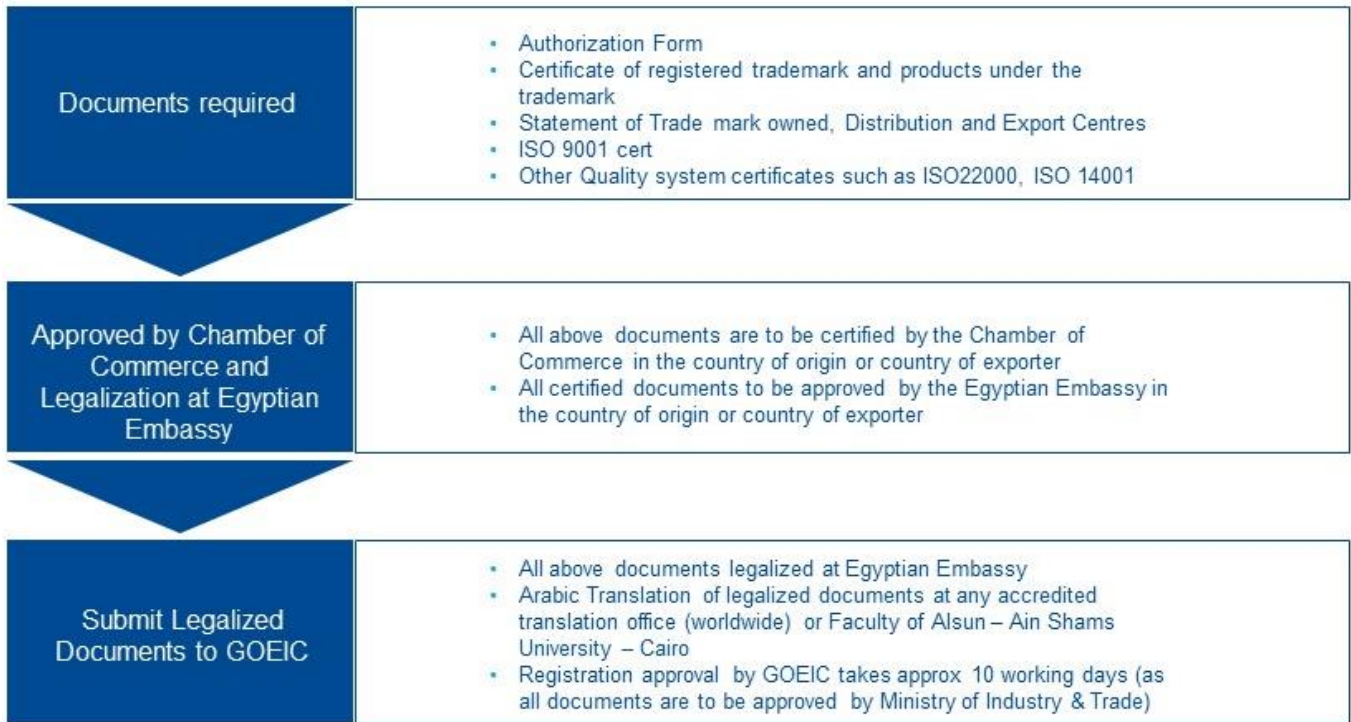
Exporter to complete the forms available at your nearest Cotecna office for registration by factories. All products produced by the respective factories to be provided. We proceed at one registration/process per factory.





2. By Brands – Trademark owners and distributors

Exporter to complete the forms available at your nearest Cotecna office for registration by brand. List of brands to be provided and the factories for which the goods are produced to be included.



Issuance of Quality Certificate

ISO9001 certificate is a required document for GOEIC registration, for factories, trade-mark owners and distributors. Cotecna offers issuing of Quality certificate to applicants that have a quality system in place but not formally certified.

To issue Quality Certificate, one or more of following documents to be obtained from clients and a factory audit performed:

- Quality Manual
- Product quality control procedure or manual
- Supply chain control procedure

The Quality certificate is issued upon satisfactory review of above documents and factory audit result confirmed by Cotecna.



3. CONFORMITY ASSESSMENT OF A CONSIGNMENT

There are two different ways to assess the conformity of a consignment:

METHOD A – Inspection and Testing:

The goods are physically inspected at origin. Samples are taken by Cotecna and analysed in an ISO 17025 accredited laboratory. If required, loading supervision and sealing of containers are done by Cotecna.

METHOD B – Inspection with Reduced Testing:

The goods are subject to a physical inspection at origin. If required, loading supervision and sealing of containers are done by Cotecna. The exporter provides Cotecna with relevant documentation covering the shipment (such as a valid test report, an Oeko-Tex certificate or Bluesign certificate, IEC certificates).

For both methods, if the exporter meets the requirements, Cotecna will issue a Certification of Conformity (CoC) based on the documents received.

4. METHOD A – PROCESS OF VERIFICATION OF CONFORMITY (ON SHIPMENT BASIS) TO COMPLY WITH GOEIC REQUIREMENTS:

In order to clear their goods in Egypt, importers need to present at Egyptian Customs a Certificate of Conformity (CoC) issued by Cotecna. CoCs are needed for every consignment and must cover 100% of goods to be shipped to Egypt and subject to the program.

The CoC can be obtained by exporters in the exporting country using the below method of compliance.

3. Documentation verification

Exporter/seller must provide Cotecna with following documents:

- Request for Certification as per Cotecna template (please contact your closest Cotecna office to get it)
- Proforma Invoice or Commercial Invoice
- Packing List
- Letter of Credit (where applicable)
- Transport document B/L or AWB
- Valid conformity documents (e.g. lab test reports, quality certificates, Oeko-Tex certificate or Bluesign certificate, IEC certificate) and any other relevant documentation. **If not available, Cotecna will perform the necessary tests.**

A conformity document is valid when:

- It has been issued by an ISO 17025 accredited laboratory. The scope of lab accreditation must be relevant to the required tests.
- We can establish traceability between the conformity document and the goods of the consignment.
- It covers the exact same production, meaning same batch, as the goods of the consignment.
- It covers strictly 100% of the products of the consignment.
- It is in compliance with Egyptian Standards requirements.

Based on the documents received, Cotecna will verify the conformity of goods to the applicable standards and decide if testing is required. Testing is not required when valid conformity documents are presented to Cotecna.



4. Testing in exporting country

If no valid conformity documents are presented by exporter/seller, Cotecna will:

- Collect samples
- Have samples analysed in an ISO 17025 accredited or otherwise qualified laboratory.

5. Physical inspection in exporting country

- Physically inspect the goods and/or supervise the container loading, if required.
- Seal the containers (for FCL), if required.

6. Collect final document

Exporter/seller will provide Cotecna with following documents:

- Transport document (BL, AWB or Road Consignment)
- Commercial Invoice

Cotecna will issue a Certificate of Conformity (CoC) if the exporter/seller meets the Egyptian requirements.

As per official decrees, exporter must submit to Cotecna the following information:

- Quantity of goods
- Value of goods
- Country of manufacture
- Name and address of manufacturer, importer and exporter
- Trademarks licensed

5. METHOD B – PROCESS OF VOC BY ACCELERATED PROCESS:

In the event of regular shipments to Egypt, exporter may apply for an accelerated process for the goods shipped and authorizing the goods to be shipped with reduced testing.

However, every shipment is still subject to physical inspection and more sampling and analysis can be performed by Cotecna at any time to ensure that all conditions are still met.

In case a test report is presented to Cotecna, it must comply with the following requirements:

- The lab which issued the test report must be ISO 17025 accredited or otherwise qualified laboratory.
- The scope of lab accreditation must be relevant to the required tests.

In case the test report is not issued by an accredited laboratory, the exporter has two options:

- Organise himself the re-testing of his goods in an ISO 17025 accredited laboratory or otherwise qualified laboratory.
- Have the sampling and testing organized by Cotecna at the same time than the physical inspection.



6. REGULATED PRODUCTS:

1. As per Decree 961 (03/12/2012)

- Garments
- Ready-made clothes
- Floor covers & carpets
- Home textiles
- Shoes
- Leather bags

a. Exempted Products

- Wallets
- Belts
- Bags in textile
- Wristlets (we mean here bracelets)

If the Wallets and Belts products are present in the same shipment along with subject goods, then they **must** be reported on the CoC, therefore they are also subject to conformity assessment and testing.

In case the Wallets and Belts are shipped in a separate shipment no COC need to be issued for them.

2. As per Decree 991

- Dairy products
- Canned and dried fruits
- Edible oils & fats
- Chocolate and cocoa products
- Sugar products
- Pastas, grain products (bread) and bakery products
- Fruit juice
- Mineral, natural, sparkling water and soft drinks
- Cosmetics, dental products, deodorants, bath products, and perfume ingredients.
- Soap and detergents
- Floor covers
- Tableware, cutleries and utensils
- Sanitary ware, tubs, sinks, toilets and toilet seats
- Toilet paper, sanitary & cosmetic papers and baby diapers
- Household tiles
- Table glassware
- Reinforced steel bars
- Household appliances (stoves, blinders, AC systems, fans, washing machines, fryers, heaters)
- Office & household furniture



- Bicycles and motorcycles
- Watches
- Household lightning equipment
- Toys
- Garments, Textiles, Furnishings, Rugs, Blankets and Shoes

7. CONDITIONS:

- Costs of the inspection, analysis and/or certification are borne by the seller and are quoted at the time of nomination. They will vary according to products and country of departure.
- All costs incurred for presenting the goods for inspection, such as unpacking, handling, repacking, are borne by the seller.
- If the goods do not conform to the requirements, fees for physical inspection and testing remain due to Cotecna.
- Test reports, Oeko-Tex certificates, Bluesign Certificate, IEC Certificate, or any relevant documentation if available, must be submitted to Cotecna at the time of nomination in order to evaluate their validity prior to inspection.
- This program is subject to the General Terms and Conditions of Cotecna (http://www.cotecna.ch/COM/EN/terms_conditions.aspx).

Disclaimer: This data-sheet has been prepared for information purpose only and is not intended to be nor does it constitute the regulation of the country of importation. Every effort has been made by Cotecna to ensure the accuracy of the information contained herein at the time of its issuance but Cotecna does not guarantee its correctness and takes no responsibility for the contents of this data-sheet, makes no representation as to its accuracy or completeness and expressly disclaims any liability whatsoever for any loss howsoever arising from or in reliance upon the whole or any part of the contents of this data-sheet.