

**Ministry of Trade & Industry  
Industrial Development Authority**

**Service Guide of Assembly Industries  
(Approval – Registration – Custom Reductions – Importation Request)**

*May 2007*

## *Preface*

*In conformity with the Industrial Development Authority's (IDA) industrial services systemization project, and IDA's commitment to transparency & accessibility of data and information to serve investors and eliminate bureaucracy.*

*Out of this came the idea of preparing this simplified directory, which includes all procedures to be followed & documents to be submitted by the investor when he applies to IDA in order to benefit from any of the different services it provides such as (approval of establishment – addition or expansion of an activity – renewal of approval - registration in the industrial registry – applying for custom reductions ....) for assembly industries of (engineering – electric – electronic ...) products & registration of these products' service & maintenance centers in the industrial registry.*

*This interest in engineering, electrical and electronics assembly industries is due to the great importance of these industries for Egypt at present and in the future. Thanks to her sons, Egypt managed to build an industrial fortress to attain the desirable goal of creating a highly competitive industry. It's worth mentioning that the number of projects established in this sector represents about 20% of the total number of projects set up in the different industrial sectors. The number of workers in this sector accounts for around 21% of the total number of workers in the different industrial sectors.*

*Accordingly, we hope this guide to contribute to the desirable development of this important sector & attraction of more Arab and foreign investments to this sector.*

*IDA is ready to receive your requests and suggestions in this regard.*

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**First:**

**Procedures to be followed & documents to be submitted  
upon applying for establishing assembly industries of  
engineering, electric and electronic products & their service  
and maintenance centers**

**First: Procedures to be followed & documents to be submitted upon applying for establishing assembly industries of engineering, electric & electronic products and their service & maintenance centers.**

**A- To obtain initial approval of projects established in the industrial zones of governorates, the following documents are to be submitted:**

- 1- Filling out application Form (1) for establishing an industrial project, approved by the person concerned or his proxy.
- 2- Company contract (if any)
- 3- Project timetable
- 4- Payment receipt of estimated fees (LE100.4)

**B- To get final approval of projects established in governorates, the following documents are to be submitted:**

- 1- Land take-over report
- 2- Company contract (if any)
- 3- Authorization or power of attorney
- 4- Payment of fees according to the area and type of activity

**C- In case of applying for legal entity modification of projects established in governorates, the following documents are to be submitted:**

- 1- Modified company contract
- 2- Modified commercial register
- 3- City bureau's approval of modification
- 4- Payment receipt of estimated fees (LE1000.40)

**D- In case of applying for modification of addition or expansion of an activity, the following documents are to be submitted:**

- 1- Filling out modification form
- 2- Authorization or proxy
- 3- Copy of industrial register
- 4- Payment receipt of estimated fees (LE2000.40)

**E- In case of applying for importation approval, the following documents are to be submitted:**

- 1- Originals of invoices
- 2- Payment of fees according to the value of invoice
- 3- Original of IDA's approval of establishment
  - In case of importing new machinery, 0.0025 of the invoice value will be collected, to a minimum of LE200.
  - In case of importing second-hand machinery, 0.015 of the invoice value will be collected, to a minimum of LE200.

#### **F- In case of applying for renewal of approval:**

- 1- In the first 3 years, approval is to be renewed free of charge pursuant to Decree No. 131/2001.
- 2- After 3 years, an amount of LE1000.4 is to be paid.

#### **G- Regulations & conditions to obtain IDA's approval of establishing an industrial project related to engineering, electrical and electronic assembly industries**

- 1- Production according to standard specifications
- 2- Making use of new raw materials, components, parts and requirements of production in accordance with standard specifications and from accredited sources.
- 3- Indicating the type of technology applied in production (technical assistance contract – engineering designs and drawings approved by a specialized authority with the technically approved first sample – testing by specialized authority....).
- 4- Providing the establishment with pollution control equipment.
- 5- Abiding by environmental laws and conditions.
- 6- Installing the necessary testing machinery, equipment and devices for the establishment's production before applying for registration in the industrial registry.
- 7- Non-marketing & non-distribution of products before applying for registration in the industrial registry.
- 8- Any complaints or legal claims related to intellectual property rights or otherwise are to be undertaken by the establishment owner without any liability of IDA in this regard.
- 9- Any other conditions deemed necessary by the competent technical department to be added for product safety and guarantee.

#### **NB:**

- If production goes in accordance with a technical assistance contract offered by a global specialized company, all pages of contract should be signed by the two parties & accredited by the chamber of commerce or the chamber of industry in the technical assistance donor company's country of origin & authenticated by the Egyptian embassy in the country of origin and the Egyptian Foreign Ministry.
- In case of using some locally-manufactured components (local suppliers), copies of the contracts signed by the two parties are to be submitted and notarized by land registry office or approved by the bank as an evidence of being validly signed.

## **H- Regulations & conditions to get IDA's approval of establishing service & maintenance centers of assembly industries' engineering, electric and electronic products**

- 1- Service & maintenance works are to be performed in accordance with commercial agents' contract. The commercial agents' form (S 14), or the maintenance technical assistance contract of the foreign country holding the trade mark of world brands to be maintained, should be attached. This should be mentioned in the maintenance contract of the marks & models to be maintained. The contract must be completely signed by the two parties & accredited by the chamber of commerce or the chamber of industry in the technical assistance donor company's country of origin & authenticated by the Egyptian embassy in the country of origin and the Egyptian Foreign Ministry.
- 2- If the center performs maintenance works of local industrial companies' products, the contract concluded between the center and the company should be presented & the local company is to do maintenance works of the products which have registration certificate in the industrial registry.
- 3- Making use of new original spare parts, meeting standard specifications and from accredited sources in service & maintenance works in the center.
- 4- Giving the customer a guarantee certificate approved by the center, indicating service & maintenance works and the spare parts installed (or changed).
- 5- Providing the establishment with pollution control equipment.
- 6- Abiding by environmental laws and conditions.
- 7- Installing the necessary testing machinery, equipment and devices for service & maintenance works in the center before applying for registration in the industrial registry.
- 8- Non-practice of activity before applying for registration in the industrial registry.
- 9- Any complaints or legal claims related to intellectual property rights or otherwise are to be undertaken by the establishment owner without any liability of IDA in this regard.
- 10- Any other conditions deemed necessary by the competent technical department to be added for safety and guarantee of service & maintenance works of the product to undergo service & maintenance.

## **I- Regulations & conditions of engineering, electric and electronic products' feeding components manufacture**

### **Regulations and conditions to obtain final approval of establishing an industrial project for engineering, electrical and electronic products' feeding components:**

- 1- Production matching up with standard specifications.
- 2- Making use of new raw materials, components and requirements of production, meeting standard specifications and from accredited sources.
- 3- Indicating the technology used in production (technical assistance contract – engineering designs and drawings approved by an accredited specialized authority) with the technically approved first sample – testing by a specialized authority....).
- 4- Installing the necessary testing machinery, equipment and devices for the establishment's production before applying for registration in the industrial registry.
- 5- Non-marketing & non-distribution of products in the markets before applying for registration in the industrial registry.
- 6- Providing the establishment with pollution control equipment.
- 7- Abiding by environmental laws and conditions.
- 8- Any complaints or legal claims related to intellectual property rights or otherwise are to be undertaken by the establishment owner without any liability of IDA in this regard.
- 9- Any other conditions deemed necessary by the competent technical department to be added for product safety and guarantee.

#### **NB:**

- If production goes in accordance with a technical assistance contract offered by a global specialized company, all pages of contract should be signed by the two parties & accredited by the chamber of commerce or the chamber of industry in the technical assistance donor company's country of origin & authenticated by the Egyptian embassy in the country of origin and the Egyptian Foreign Ministry.
- In case of using some locally-manufactured components (local suppliers), copies of the contracts signed by the two parties are to be submitted and notarized by land registry office or approved by the bank as a proof of being validly signed.

**J- Documents, conditions, regulations & standards of engineering products and service & maintenance centers studied by the General Department for Engineering Projects to prepare technical opinion for industrial register issuance.**

**First: Products requiring an approved & notarized technical assistance contract for production (submitted by a specialized global company to the establishment) as follows:**

- 1- Means of conveyance & transportation (planes / vehicles / agricultural tractors / motorcycles / railway cars and trains / ship, maritime & Nile steamboats building / speed trailers & semi-trailers ...etc).
- 2- Internal combustion engines.
- 3- Heavy machinery (land reclamation machinery) [loaders / bulldozers / graders / ...etc]
- 4- Water meters
- 5- Medical equipment [hemodialyzers / ...etc]
- 6- Any other products (not mentioned in the 1<sup>st</sup> item) with special technology considered necessary by the competent department to be produced in accordance with a technical assistance contract.

**(A) The General Department for Engineering Projects gives technical opinion about afore-mentioned products (1<sup>st</sup> item) according to the following procedures and conditions:**

- 1- Reviewing the items of application (project's land area / machinery, equipment and testing devices / production raw materials & requirements / annual productive capacity / required labor / investment costs).
- 2- Making an on-site survey of the establishment to check manufacturing and assembly processes in respect of the project area, available labor, installation of machinery, equipment, assembly lines and testing devices necessary for production & raw materials and requirements of production & annual productive capacity.
- 3- Preparing a comprehensive technical report, indicating the technical opinion about the result of on-site establishment survey.
- 4- The establishment is to submit the following documents:
  - A- The approval issued by IDA of the product which requires an industrial register.
  - B- The approved and notarized technical assistance contract (submitted from a specialized global company to the establishment) for the product which requires an industrial register.
  - C- Testing certificate of the product, indicating the product's standard specifications and that it is technically accepted (to be determined by the technical department).

**(B) Preparing technical opinion for industrial registry & attaching technical inspection report, indicating the conditions to be included in the industrial registry certificate as follows:**

- 1- Production in conformity with standard specifications.
- 2- Production in accordance with an approved & notarized technical assistance contract authenticated by foreign ministry, mentioning the name of the foreign company providing technical assistance.
- 3- Making use of new raw materials, components and requirements of production, meeting standard specifications and from accredited sources of production in the establishment.
- 4- Using new castings up to specifications and from accredited sources.
- 5- Abiding by the Ministerial Decree No. 907 / 2005 regarding local manufacturing ratio in automotive assembly industry.
- 6- Supplying new original spare parts of product in conformity with specifications and from accredited sources.
- 7- Providing specialized service & maintenance centers accredited and registered by IDA (holding an industrial registry certificate) & maintenance center is to give customer a guarantee certificate, including the spare parts installed.
- 8- Acting in compliance with traffic conditions, laws and executive regulations for means of conveyance and transport (in case of means of transport's products only).
- 9- For water meters, it is stipulated to test them by the National Organization for Drinking Water & the General Egyptian Authority for Specifications and Quality.
- 10- Medical equipment (haemodialysis machines / ...etc), are to be approved by the ministry of health before circulation on the markets.
- 11- Abiding by environmental conditions and laws.
- 12- Any complaints or legal claims related to intellectual property rights or otherwise are to be undertaken by the establishment owner without any liability of IDA in this regard.
- 13- Any other stipulations deemed necessary by the General Administration for Engineering Projects to be added for safety and guarantee of product.
- 14- Abiding by the conditions and laws of the Maritime Transport Authority and Maritime Safety & Inspection Authority for the ship & maritime and Nile steamboats building activity and industry.

**Second: Products requiring an approved & notarized technical assistance contract, authenticated by the Egyptian Foreign Ministry OR engineering designs & drawings approved by an accredited specialized authority (one of the specialized engineering faculties or one of the specialized research centers or one of the specialized designing centers with the technically approved first sample / ...) as follows:**

- 1- Building of car bodies (microbus / minibus / midibus / buses).
- 2- Full equipment of lorries and agricultural tractors (boxes / tanks / fire extinguishers / winches / street lights' repair & maintenance basket / ...).
- 3- Regular bikes
- 4- Medical screws and plates (medical implants)
- 5- Household appliances (refrigerators / half-automatic & full-automatic washing machines / gas ovens / gas water heaters / ...).
- 6- Gas cocks
- 7- Restaurant, hotel and hospital equipment (show fridges / ovens /..)
- 8- Medical chairs
- 9- Sports equipment
- 10- Rehabilitation equipment
- 11- Investment machinery and equipment
- 12- Machinery, equipment & tools of factories and workshops.
- 13- Conveyors (conveyor belts / spiral belts / vertical belts with hoppers / ...).
- 14- Agricultural machinery & equipment (agricultural trailers / threshing & winnowing machine / scrapers / insecticide spray units).
- 15- Cocks and valves for industrial purposes
- 16- Liquid pumps (centrifugal / vertical / depth / ...)
- 17- Complete water lifting units with engines (centrifugal / vertical / depth / ...)
- 18- Gas cylinders & pipes and their parts
- 19- Fire extinguishers and their parts
- 20- Water treatment and sanitary & industrial sewage plants with their different parts (pumps / tanks / joints and elbows.
- 21- Metallic structures (metallic bodies / metallic bridges / electric towers / ...)
- 22- Any other products not mentioned in the 2<sup>nd</sup> item and seen necessary by the competent department to be produced in accordance with a technical assistance contract OR detailed engineering designs & drawings approved by an accredited specialized authority.

**(A) The General Department for Engineering Projects gives technical opinion on the above-mentioned products (2<sup>nd</sup> item) according to the following procedures and conditions:**

- 1- Reviewing the items of application (project's land area / machinery, equipment and testing devices / production raw materials & requirements / annual productive capacity / required labor / investment costs).
- 2- Making an on-site survey of the establishment to check manufacturing and assembly processes in respect of project area, available labor, installation of machinery, equipment, assembly lines and testing

devices necessary for production & raw materials and requirements of production & annual productive capacity.

- 3- Preparing a comprehensive technical report, indicating the technical opinion on the result of on-site establishment survey.
- 4- The establishment is to submit the following documents:

A-The approval issued by IDA of the product which requires an industrial register.

B- The approved & notarized technical assistance contract, authenticated by the Egyptian Foreign Ministry for the product that requires an industrial register OR detailed engineering designs & drawings approved by an accredited specialized authority (one of the specialized engineering faculties or one of the specialized research centers or one of the specialized designing centers with the technically approved first sample / ...).

C- Testing certificate of the product, indicating the product's technical specifications and that it is technically accepted (to be determined by the technical department).

**(B) Preparing technical opinion for industrial registry & attaching technical inspection report, indicating the conditions to be included in the industrial registry certificate as follows:**

- 1- Production based on standard specifications.
- 2- Indicating the type of technology applied in production (technical assistance contract / engineering drawings).
- 3- Making use of new raw materials, components and requirements of production, meeting standard specifications and from accredited sources of production in the establishment.
- 4- Using new castings matching specifications and from accredited sources.
- 5- Supplying new original spare parts of product meeting specifications and from accredited sources.
- 6- Providing specialized maintenance centers accredited and registered by IDA (holding an industrial registry certificate) & maintenance center is to give customer a guarantee certificate indicating the spare parts installed.
- 7- As for medical implants (medical screws and plates), the product is stipulated to be approved by the ministry of health before circulation on the markets.
- 8- Abiding by environmental conditions and laws.
- 9- Any complaints or legal claims related to intellectual property rights or otherwise are to be undertaken by the establishment owner without any liability of IDA in this regard.
- 10- Any other stipulations deemed necessary by the General Administration for Engineering Projects to be added for product safety and guarantee.

**Third: Products requiring detailed engineering designs & drawings approved by an accredited specialized authority OR drawings submitted by customers (the company using this product to produce another main product) OR the product's testing certificate as follows:**

- 1- Feeding engineering products of automotive industry.
- 2- Feeding engineering products of household appliances manufacture.
- 3- Automotive gaskets
- 4- Automotive cables
- 5- Automotive paper and spiral fasteners
- 6- Any other products deemed necessary by the competent department to be added to the 2<sup>nd</sup> item.

**(A) The General Department for Engineering Projects gives technical opinion about the above-mentioned products (3<sup>rd</sup> item) according to the following procedures and conditions:**

- 1- Reviewing the items of application (project's land area / machinery, equipment and testing devices / production raw materials & requirements / annual productive capacity / required labor / investment costs).
- 2- Making an on-site survey of the establishment to check manufacturing and assembly processes in respect of project area, available labor, installation of machinery, equipment, assembly lines and testing devices necessary for production & raw materials and requirements of production & annual productive capacity.
- 3- Preparing a comprehensive technical report, indicating the technical opinion about the result of on-site establishment survey.
- 4- The establishment is to submit the following documents:
  - A- The approval issued by IDA of the product which requires an industrial register.
  - B- The detailed approved engineering designs & drawings approved by an accredited specialized authority (one of the specialized engineering faculties or one of the specialized research centers or one of the specialized designing centers with the technically approved first sample / ...). The following documents, of products (1 & 2) as stipulated in article 3, are to be attached:
    - Testing certificate of the product, indicating the product's technical specifications and that it is technically accepted (to be determined by the technical department).

**OR**

- The engineering designs submitted by customers (automotive manufacturing companies / household appliances companies / ...). The approved contract concluded between the two establishments (the manufacturing company / the company using this product in producing another main product).
- C- The tests underwent by the product in one of the specialized engineering faculties or one of the specialized research centers for products (3, 4, 5) as stipulated in the 3<sup>rd</sup> item.

## **For Electric & electronic products to issue industrial registry certificate**

**Documents, conditions, regulations, and standards for electric & electronic products and services & maintenance centers studied by the General Department for Power, Electricity and Electronics Projects to prepare technical opinion for issuing the industrial register.**

- Generally, it is stipulated to go into manufacturing processes of the products for which an industrial register is required to be obtained. In case of manufacturing some parts by others, the operating contracts must be fully documented on condition that the factories, issuing operating contracts, obtain a valid industrial register. Assembling could be sufficient for personal computers (CPU) if some parts can't be manufactured, so as to encourage the state policy "computer for each house project".

**First: Products requiring a technical assistance contract accredited and authenticated by the Egyptian embassy in the country of origin and the Egyptian Foreign Ministry:**

1. TV sets (white and black – colored)
2. Video
3. Electric power plants
4. Plasma display screens and liquid crystal screens (LCD)
5. (CD – DVD)
6. Receiver – decoder
7. Semi-conductors and electronic components manufacture
8. Printers and scanners
9. Photocopiers
10. Plotters

- **Any other products (not mentioned in the 1<sup>st</sup> item) with special technology and regarded necessary to be produced according to a technical assistance contract.**

**Second: Products requiring a technical assistance contract accredited and authenticated by the Egyptian embassy in the country of origin and the Egyptian Foreign Ministry OR engineering designs approved by one of engineering faculties or one of the specialized research centers OR a license issued by the Ministry of Telecommunication:**

1. CPU
2. Servers
3. Laptop

- Any other products (not mentioned in the 2<sup>nd</sup> item) with special technology and regarded necessary to be produced in accordance with one of the above-mentioned conditions.

**Third: Products requiring a technical assistance contract accredited and authenticated by the Egyptian embassy in the country of origin and the Egyptian Foreign Ministry OR engineering designs approved by one of engineering faculties or one of the specialized research centers, for the following main products and their by-products:**

- Electric engines
- Electrical transformers.
- Electrical distribution panels and their components.
- Flashlights
- Electric plexuses
- Electric fans & suction fans
- Electric insulators
- Electric or solar heaters
- Electrical power distribution stations (transformers).
- Electric adaptors and starters
- Electric household tools (switches- plugs- sockets).
- Electronic apparatuses
- Receivers
- Noticeboards
- Control, electronic and information transfer systems
- Meters and protection systems
- Electric elevators and their equipment
- Electric generators
- Household electric appliances
- Electric lamps
- Air conditioners
- Batteries (liquid – dry)
- Heat exchangers
- Fuses, breakers and disconnectors
- Electric heating systems and grills
- Steam boilers
- Voltage stabilizers
- Communication systems.

- Printed plates
- Medical equipment
- Electric chargers and dischargers
- Electric parts of cars
- Water coolers
- New and renewable energy systems

**Taking the following into consideration:**

1. For steam boilers industry, testing certificates - accredited by a specialized scientific authority - will be submitted indicating the quality of tests carried out and that the product has passed these tests and is technically acceptable.
2. Submitting a notarized technical assistance contract with the company holding the trademark, in case of any product subject to an international trademark.
3. In case of production according to ISO certificate, the certificate must include designs of the requested products. This certificate is sufficient to replace the previous conditions. Similarly, if the company / person obtains the patent of the product requested to be manufactured.
4. In case of manufacturing any spare parts or electric components of automotives such as electric plexuses and other components, contract / supply documents should be submitted by the automotive manufacturing company OR submitting a notarized technical assistance contract from the company possessing the international trademark.
5. For wireless communication devices industry, production will be within the limits of frequencies allowed by security authorities.
6. Field visit to the industrial establishment to check manufacturing and assembly processes, details of production lines & equipment according to the form submitted and to prepare a comprehensive technical report on the determined annual productive capacities, signed by those in charge of examination, the department general manager & approved by the head of the Central Administration for the First Industrial Group.
7. If new product appears under the administration's jurisdiction, it will be handled in accordance with the above-mentioned conditions and in connection with its quality and classification.

**Fourth: Products not requiring any of the above-mentioned conditions:**

\* Software industry

\* Smart cards

The software industry does not necessitate technical contracts or engineering drawings. In case of producing software subject to an international trademark, it is necessary to submit the approved supporting licensing contracts conditional on the availability of the trained technical cadres needed for producing this kind of industry.

**Fifth: Applications submitted to produce electric and electronic products in one of the similar industrial companies registered at IDA (operation by others to exploit the surplus productive capacities) plus an application for obtaining the industrial register:**

**A- The General Department for Power and Electricity & Electronics Projects gives technical opinion on the products requiring an industrial register according to the following conditions and procedures:**

- 1) Revising the items of application (production raw materials & requirements – annual productive capacity – required labor – investment costs).
- 2) On-site survey of the establishment to check manufacturing and assembly processes on the basis of the project's area and the available labor to install machines, equipment, assembly lines and testing devices required for production process, raw materials and requirements and the annual productive capacity.
- 3) Preparing a comprehensive technical report indicating the technical opinion on the result of field visit to the establishment.
- 4) The establishment is to submit the following documents:
  - The approval issued by IDA to the establishment that requests production in the other similar company which possesses machinery, equipment & testing devices required for producing the needful product.
  - The approval issued by IDA to the establishment which has machinery, equipment & testing devices to produce for the other company.
  - The technology used in the product manufacturing and assembly works {approved & notarized technical assistance contract - engineering drawings approved by an accredited government authority (engineering faculties)}.
  - Bilateral contract signed and approved by both the product owner & the company doing manufacturing and assembly works.
  - Tripartite contract approved and authenticated by the three parties (the product owner – the company offering the technology used in producing the product & the company doing manufacturing and assembly works).

**(B) Preparing technical opinion for industrial registry & attaching the report on technical inspection of establishment, indicating the conditions to be included in the industrial registry certificate as follows:**

1. Production according to standard specifications.
2. Indicating the type of technology applied in production (technical assistance contract / engineering drawings).
3. Making use of new raw materials, components and requirements of production meeting standard specifications and from accredited sources of production in the establishment.
4. Producing the product (mentioning the product) for others (mentioning the establishment owning the product).
5. Abiding by environmental conditions and laws.
6. Any complaints or lawsuits related to intellectual property rights or otherwise are to be undertaken by the establishment owner without any liability of IDA in this regard.
7. Any other conditions deemed necessary by the General Department for Engineering Projects to be added for product safety and guarantee.

## **Documents, conditions, regulations and standards required for service & maintenance centers of electrical and electronic industries to issue industrial registry certificate**

### **Service & maintenance centers requiring industrial register issuance**

- 1- Service & maintenance center of the means of transportation and conveyance.
- 2- Service & maintenance center of internal combustion engines.
- 3- Service & maintenance center of heavy machinery.
- 4- Service & maintenance center of medical apparatuses and equipment.
- 5- Service & maintenance center of air compressors.
- 6- Service & maintenance center of household appliances (washing machines – gas ovens - ...).
- 7- Service & maintenance center of investment machinery and the equipment of factories and workshops.
- 8- Service & maintenance center of agricultural machinery and equipment.
- 9- Service & maintenance center of cocks and valves.
- 10- Service & maintenance center of water meters.
- 11- Service & maintenance center of liquid pumps.
- 12- Service & maintenance center of fire extinguishers.
- 13- Service & maintenance center of gas cylinders and pipes.
- 14- Any other service & maintenance centers not mentioned above (the products in need of service and maintenance should belong to the General Department for Engineering Projects).

### **(A) The General Department for Engineering Projects gives technical opinion on the above-mentioned service & maintenance centers according to the following procedures and conditions:**

- 1- Reviewing the items of application (land area / machinery & equipment / necessary spare parts and raw materials / annual productive capacity / required labor / investment costs)
- 2- Making an on-site survey of service & maintenance centers to check service and maintenance works in respect of the project's area; available labor; installation of machinery, equipment, and testing devices necessary for service & maintenance works and annual productive capacity.
- 3- Preparing a comprehensive technical report, indicating technical opinion on the result of on-site establishment survey.
- 4- The establishment is to submit the accredited and notarized agency contract, indicating the products requested to undergo service and maintenance (it will suffice to have the contract concluded between the center and the local company in case of local product).

**(B) Preparing technical opinion for industrial registry & attaching the report on technical survey of establishment, indicating the conditions to be included in the industrial registry certificate as follows:**

- 1- Production in accordance with standard specifications
- 2- Service & maintenance works are carried out pursuant to an approved and notarized agency contract (mentioning the name of company owning the product)
- 3- Making use of new raw materials, components and requirements of production meeting standard specifications and from accredited sources of production in the establishment.
- 4- Providing new and original spare parts of the product according to standard specifications and from accredited sources.
- 5- Giving the customer a guarantee certificate authenticated by the center, indicating maintenance works done and the spare parts installed.
- 6- Abiding by environmental conditions and laws.
- 7- Any complaints or lawsuits related to intellectual property rights or otherwise are to be undertaken by the establishment owner without any liability of IDA in this regard.
- 8- Any other conditions deemed necessary by the General Department for Engineering Projects to be added for product safety and guarantee.

## **Documents, conditions, regulations and standards required for services & maintenance centers of electricity and electronics industries to issue the industrial registry certificate**

### **Service and maintenance centers required for issuing an industrial register:**

- 1- Service & maintenance center of TV, video, receiver and decoder
- 2- Service & maintenance center of display screens
- 3- Service & maintenance center of photocopiers, Plotters & scanners
- 4- Service & maintenance center of personal computers, mobiles, monitor & servers
- 5- Service & maintenance center of electric engines
- 6- Service & maintenance center of electric transformers
- 7- Service & maintenance center of electric distribution panels, breakers and disconnectors
- 8- Service & maintenance center of household electric parts
- 9- Service & maintenance center of liquid batteries
- 10- Service & maintenance center of A/C, heat exchangers and fans
- 11- Service & maintenance center of electric & solar heaters
- 12- Service & maintenance center of steam boilers
- 13- Service & maintenance center of adapters & voltage stabilizers
- 14- Service & maintenance center of communication systems
- 15- Service & maintenance center of receivers
- 16- Service & maintenance center of medical equipment
- 17- Service & maintenance center of chargers and dischargers
- 18- Service & maintenance center of control and information systems
- 19- Service & maintenance center of meters and protection systems
- 20- Service & maintenance center of automotive electric parts
- 21- Service & maintenance center of electric elevators
- 22- Service & maintenance center of new & renewable energy systems
- 23- Service & maintenance center of electric power plants

### **(A) The General Department for Engineering Projects gives technical opinion about the above-mentioned service & maintenance centers according to the following procedures and conditions:**

- 1- Reviewing the items of application (land area / machinery & equipment / necessary spare parts and raw materials / annual productive capacity / required labor / investment costs).
- 2- Making an on-site survey of service & maintenance centers to check service and maintenance works in respect of the project's area; available labor; installation of machinery, equipment, and testing devices necessary for service & maintenance works in proportion to the annual productive capacity.
- 3- Preparing a comprehensive technical report, indicating technical opinion on the result of on-site establishment survey. The report will be signed by the engineer in charge and the department general manager, and will be approved by the head of the Central Administration for the First Industrial Group.
- 4- The establishment is to submit the accredited agency contract, indicating the products requested to undergo service and maintenance (it will suffice to have the contract concluded between the center and the local company & notarized by the land registry office, in case of local product).

**(B) The technical opinion will be prepared for industrial registry. The technical inspection report on service & maintenance center will be attached, indicating the conditions to be included in the industrial registry certificate:**

- 1- Production according to standard specifications
- 2- Service & maintenance works are carried out pursuant to an approved and notarized agency contract (mentioning the name of company owning the product)
- 3- Making use of new raw materials, components and requirements of production meeting standard specifications and from accredited sources of production in the establishment.
- 4- Providing new original spare parts of the product according to standard specifications and from accredited sources.
- 5- Giving the customer a guarantee certificate authenticated by the center, indicating maintenance works done and the spare parts installed.
- 6- Abiding by environmental conditions and laws.
- 7- Any complaints or lawsuits related to intellectual property rights or otherwise are to be undertaken by the establishment owner without any liability of IDA in this regard.
- 8- Any other conditions deemed necessary by the General Department for Power, Electricity & Electronics Projects to be added for safety and guarantee of maintenance works in the establishment.

## **Data required for technical assistance contracts submitted by industrial establishments to obtain industrial register**

1. Number, date and validity period of contract
2. Basic data of the two companies {two parties of contract} (name, address, telephone and fax of company – the company's country of origin - the company's representative entitled to sign the contract)
3. Type, mark and model of product.
4. The company, offering technical assistance, provides the following data and information:
  - Machinery, equipment and testing & inspection devices
  - Internal and external training
  - Drawings, data, technical specifications of the product and its technical catalogues (if available)
  - Statement of the local and imported main parts
5. Guarantee of imported components and final product.
6. Name and trademark / dispute settlement authority between the two companies.
7. Signing all pages of contract by representatives of both companies (both parties) and approving it by the chamber of commerce or the chamber of industry in the country of origin of the company giving technical assistance. The contract is to be authenticated by the Egyptian embassy in the country of origin of the company offering technical assistance. The contract is also to be certified by the Egyptian Foreign Ministry.

## **K- Regulations and conditions for traffic licensing of means of transportation**

**First:** For means of transportation (vehicles – lorries – buses - trailers & semi-trailers – agricultural tractors – motorcycles - heavy machinery - .....), the imported components of which come totally disassembled (C.K.D) to be assembled in the company. The following are required for issuing traffic letter to the Traffic Department to get traffic license:

- 1) An application submitted by the company for traffic licensing of its production of the means of transportation. The following documents are to be attached:
  - Original and copy of the industrial register (valid) including the product required to be traffic licensed.
  - A statement, approved by the company, of the technical specifications of the product required to be licensed.
  - The product's catalogues certified by the company (if available).

- 2) On-site survey of the company's factory & feeding factories - supplying local parts and components - by the technical committee from IDA's competent technical departments; representatives of the Egyptian General Authority for Specifications & Quality and the Industrial Control Authority. The committee can hire experienced people from the non-governmental authorities concerned in presence of local and imported components in factories in order to check manufacturing & assembly processes, paints, inspection and testing in the automotive assembly companies and factories of feeding industries to make sure of using local components in the assembled cars.
- 3) A statement from IDA's Central Administration for Local Manufacturing and Development, indicating the local and imported main parts of the product requested to be traffic licensed in case of acquiring custom reductions.
- 4) A list of the local and imported parts accredited by the company after checking the local component by specialized technical committees formed according to the above-mentioned article (2) in case of not obtaining custom reductions.
- 5) Standard costs payment receipt for the product for which a traffic license is requested.
- 6) Studying the company's request in the General Department for Engineering Projects & preparing the letter required to be sent to the Traffic Department, indicating the productive capacity in the industrial registry, source of technology, technical specifications, the local and imported main parts & to be signed by the general manager of the General Department for Engineering Projects, head of the Central Administration for the First Industrial Group and to be approved by IDA chairman.

**Second:** in case of automotives assembled by using car body assembled as one unit with the rest of imported parts disassembled and the other local parts to be assembled in the company. The following documents are required to issue a traffic letter to the Traffic Department to obtain a traffic license:

- 1- An application from the company for obtaining production traffic licensing.  
The following documents are to be attached: Original or copy of the valid industrial registry certificate, indicating the product for which traffic licensing is requested.
  - A list of technical specifications of the product to be traffic licensed & approved by the company.
  - Product catalogues.
  - Custom releases and import invoices of the bodies assembled as one unit and the imported car components which are custom released and match the quantities of cars for which a traffic letter is required.
  - A statement approved by the company, indicating the local and imported main parts.
  - Submitting originals and copies of the contracts concluded between the car producing company and the local feeding industries companies, accredited and stamped by both companies and notarized by the land registry office or validly signed according to the

bank (on condition that the local feeding industries companies hold an industrial register of the same product).

- Submitting the studies on local groups, signed and accredited by the car producing company and the local feeding industries companies.
- A list of the imported totally disassembled components C.K.D necessary for producing one unit, indicating the value of each part separately and the total value in the same foreign currency & approved by the parent company which supplies technical assistance.
- A list of the imported totally disassembled components C.K.D necessary for producing one unit, indicating the value of each part separately and the total value in the same foreign currency mentioned in the previous article & approved by the requesting Egyptian company.
- A list of the local components of one unit, indicating the value of each part separately and the total value at the same foreign currency price from the requesting Egyptian company (with unification of customs treatment in the previous three articles "FOB / Seif /...").
- An accredited list from the company indicating the numbers of car chassis and motors, which require traffic licensing of each car separately (chassis No. – motor No.).
- Surveying the company's factory and the feeding factories supplying local parts and components by a technical committee formed of IDA's competent technical departments, representatives of the General Egyptian Authority for Specifications & Quality and the Industrial Control Authority. The committee can hire experienced people from external authorities with the availability of local and imported components in factories to check manufacturing & assembly processes, paints, inspection & testing processes in automotive assembly companies and feeding industries' factories, in order to make sure of using local components in the assembled cars.

2- To ensure that the company abides by all regulations required to be applied to make sure of using local components in manufacturing the cars determined by the committee formed pursuant to the 2<sup>nd</sup> article of the Ministerial Decree No. 907 for the year 2005.

3- Studying and revising the documents submitted by the company to make sure that they are complete in each of the Central Administration for Local Manufacturing & Development and the General Department for Engineering Projects.

4- Payment receipt of standard costs on the product that needs a traffic license.

5- The General Department for Engineering Projects will prepare the letter requested to be sent to the Traffic Department, indicating: the quantity of cars assembled & checked on the spot and which requires traffic licensing; source of technology; technical specifications; local & imported main parts; numbers of chassis and motors for which traffic licensing is required. The letter is to be signed by each of the general manager of the General Department for Engineering Projects, the head of the Central Administration for the First Industrial Group, the Central Administration for Local Manufacturing & Development and to be approved by IDA chairman.

\* **NB:** Originals of documents will be reviewed before returning them to the company.

**Second:**

**Procedures to be followed & documents to be submitted  
upon applying for obtaining custom reductions**

**Second: Procedures to be followed & documents to be submitted upon applying for obtaining custom reductions:**

**A- Procedures to be followed when applying for acquiring custom reductions:**

- 1- An application will be submitted to the head of the Central Administration for Local Manufacturing & Development.
- 2- Documents submitted by the company will be studied and revised & the local manufacturing percentage of product will be calculated by the General Department for Local Component.
- 3- A letter will be sent to the general manager of exemptions and technical Affairs department at the competent customs authority, indicating the product's local manufacturing percentage. All accredited documents of this product will be attached according to the applied conditions.

**B- Documents required to be submitted accompanying the application for custom reductions:**

1. Original of the valid industrial registry certificate, including the product required to specify its local manufacturing ration (for review).
2. A list of the totally disassembled components (completely knocked down (C.K.D)) and necessary for producing one unit of the product, for which custom reductions are requested to be applied to its components imported in foreign currency, issued by the foreign supplier providing the know-how or a list of the totally disassembled components (C.K.D) in foreign currency issued and certified by the applying company if the product's design is Egyptian (original & copy).
3. A list of the locally manufactured components which are totally disassembled (completely knocked down (C.K.D)) and necessary for producing one unit of the product at the same price and foreign currency mentioned on the list of total components mentioned above and accredited by the applying company ( original & copy).
4. A list of the imported components which are totally disassembled (completely knocked down (C.K.D)) and necessary for producing one unit of the product at the same price and foreign currency mentioned on the list of total components mentioned above and accredited by the applying company ( original & copy).
5. Import invoices or their copies approved by the credit bank or the delivery orders accredited by the company applying for the necessary imported parts for producing a specific quantity of the product to which customs reductions will be applied.
6. The contracts concluded with local importers, signed by both parties on each paper & notarized by the land registry office or approving signature validity by the bank.
7. Copies of delivery orders or purchasing invoices of locally manufactured parts for feeding industries' companies on condition that they are issued by companies licensed to produce these parts and have a valid industrial register at the time of importation.
8. Catalogues and detailed designs indicating the totally disassembled parts of the final product or a totally disassembled sample of the product subject of study if necessary, to be guided by provided that it will be returned after finishing the study.
9. Payment receipt of the estimated standard costs.
10. Authorization letter or official proxy of the company representative when receiving a photocopy of letters.

11. The letter or documents will be mailed after settlement of the estimated costs & a photocopy of the letter will be handed to the person concerned or the person authorized.
12. The studies related to determining the local component percentage of feeding parts and components used in the final product signed by both parties.

**C – In case of applying for custom reductions on a product studied before:**

To submit the documents included in (Nos.1, 3, 4, 5, 9, and 10) in the first item.

**D – In case of applying for issuance of a temporary release letter of the imported components included in import invoices:**

To present the documents included in (1, 5, and 9) in the first item. A temporary 3-month valid release letter will be issued, and can be renewed once more for three months. Release letter can't be renewed without IDA chairman's approval.

**E- In case of applying for addressing a letter in the name of IDA to the Egyptian Export & Import Control Authority to specify local manufacturing ratios of the products required to be exported:**

To provide the documents mentioned in (1, 2, 3, 4, 6, and 7) in the first item. The importing countries should be specified.

**F- In case of a product studied before at IDA and of which the local manufacturing ratio was determined, a letter is to be addressed to the Egyptian Export & Import Control Authority**

To submit original of the valid industrial registry certificate (for review).

**Third:**  
**Conditions of licensing automotive  
assembly factories**

### **Third: Conditions required for licensing automotive assembly factories:**

- 1) Local manufacturing percentage should not be less than 45% in the automotive assembly industry.
- 2) If local manufacturing percentage is less than 45%, the shortage should be completed by exporting local components or fully manufactured automobiles.
- 3) The automotive assembly factories provide IDA with a quarterly list of each of the imported and local parts separately & local manufacturing ratio according to the assembly line's share.
- 4) These factories are obliged to provide IDA with any additional information or data & to enable IDA to review registers and documents to verify abiding by the rules of the above-mentioned two items (1, 2).
- 5) These factories are obliged to give customs data which prove full actual exportation of components or the fully manufactured automobiles which complete the estimated local manufacturing ratio at the end of the calendar year.

If IDA finds out that any of these factories did not comply with these conditions, it will notify the factory, by registered mail at the address recorded in the industrial registry, to present his written defense within 15 days from the date of receiving the notification. If his defense proved false, the relevant measures will be taken in accordance with the rulings stipulated in Article (3) of Law No. 21 / 1958 & the factory's registration in the industrial registry will be cancelled pursuant to Law No. 24 / 1977.

**Fourth:**

**Documents & regulations required for calculating the added cost percentage of the product that needs an assembly license**

**Fourth: Documents & regulations required for calculating the added cost percentage of the product that needs an assembly license.**

**1st: Documents required:**

- The product's selling invoices.
- Import invoices of imported raw materials and components to manufacture the product (indicating the unit's share of imported raw materials and components).
- Official documents supporting taxes and charges levied on the product (indicating the unit's share of taxes and charges).
- The company's last approved budget.

**2nd: Added value elements of product:**

- Wages and salaries (in cash – in kind – training expenses – rewards – social insurances – other advantages).
- Fixed assets depreciation
- Rents (lands – warehouses- shops & showrooms – housing)
- Financing cost (fees- loan interests)
- Costs of the raw materials of national origin ( basic / medium raw materials)
- Other expenses (laboratory analyses – research & development – patents, property rights & inventions)
- Costs of driving forces (electricity – water - fuel – gas)
- General & administrative expenses (postage - telephone - subscriptions – publications)

# **Appendixes**

## List No. (1)

**Statement of engineering products and service & maintenance centers studied by the General Department for Engineering Projects to prepare technical opinion to issue approvals of industrial establishments and their industrial registry**

**First: List of engineering products studied by the General Department for Engineering Projects to prepare technical opinion to issue approvals of industrial establishments and the industrial register:**

1. Means of transportation and conveyance (planes – vehicles - agricultural tractors - motorcycles – railway trains and cars / ...etc)
2. Internal combustion engines
3. Heavy equipment (soil reclamation equipment) {loaders – bulldozers – graders}
4. Water meters
5. Medical equipment (hemodialyzers)
6. Air compressors
7. Printing presses
8. Trailers and semi-trailers
9. Building of car bodies (microbuses – minibuses – midi buses – buses)
10. Full equipment of lorries, agricultural tractors (boxes – tanks - fire extinguishers – winches – street lights' repair & maintenance basket / .....)
11. Regular bikes
12. Medical screws and plates (medical implants)
13. Household appliances (half-automatic & full-automatic washing machines – gas ovens – gas heaters / .....)
14. Gas cocks
15. Restaurant, hotel, and hospital equipment (show fridges - ovens - ...)
16. Medical chairs
17. Sports equipment
18. Rehabilitation equipment
19. Ship, maritime & Nile steamboats building and industry
20. Investment machinery and equipment
21. All machinery, equipment & tools of factories and workshops
22. Conveyors (conveyor belts – spiral belts – vertical with hoppers - .....)
23. Agricultural machinery & equipment (agricultural trailers – threshing & winnowing machine – scrapers - insecticide spray units - .....)
24. Cocks and valves for industrial purposes
25. Liquid pumps (centrifugal – vertical – depth -.....)
26. Water lifting units complete with engines (centrifugal – vertical – depth - ...)
27. Gas cylinders & pipes and their parts
28. Fire extinguishers and their parts
29. Water treatment & sanitary and industrial sewage plants and their parts (pumps – tanks - joints – elbows - ...)
30. Metallic structures (metallic bodies – metallic bridges – electric towers - ....)
31. Feeding engineering products of automotive industry
32. Feeding engineering products of household appliances industry
33. Automotive gaskets
34. Automotive cables
35. Automotive paper and spiral fasteners

36. Electric and telephone wires & cables
37. Wooden furniture
38. Metallic furniture
39. Feeding engineering products of wooden & metallic furniture manufacture (doorknobs- locks - hinges – espagnolettes - ....)
40. Tightening tools
41. Mineral loofah
42. Household aluminum and stainless steel utensils
43. Cutting and fixing hose ends
44. Metallic products (barrels – water mixers, cocks & taps – joints – elbows-...)
45. Printing industry (commercial publications – paper cutters – envelopes- clichés – books & notebooks - ...)

- **Other engineering products not listed above.**

**Second: List of service & maintenance centers studied by the General Department for Engineering Projects to prepare the technical opinion to issue approvals of the establishment and its industrial register:**

1. Service & maintenance center of all means of transportation and conveyance.
2. Service & maintenance center of all internal combustion engines.
3. Service & maintenance center of all heavy machinery.
4. Service & maintenance center of all medical devices and equipment.
5. Service & maintenance center of all air compressors.
6. Service and maintenance center of all printing presses and equipment.
7. Service & maintenance center of all household appliances (washing machines – ovens - ...).
8. Service & maintenance center of ships and marine & Nile steamboats.
9. Service & maintenance center of investment machinery & equipment.
10. Service & maintenance center of all factories' and workshops' machinery & equipment.
11. Service & maintenance center of agricultural machinery and equipment.
12. Service & maintenance center of cocks and valves.
13. Service & maintenance center of water meters.
14. Service & maintenance center of all liquid pumps.
15. Service & maintenance center of fire extinguishers.
16. Service & maintenance center of gas cylinders and pipes.

- **Any service & maintenance centers of other engineering products not listed above.**

## List No. (2)

**Statement of the electric and electronic products studied by the General Department for Power, Electricity & Electronics Projects to prepare technical opinion to issue approvals of establishment, industrial register of industrial establishments and service & maintenance centers.**

**First: List of the electric and electronic products studied by the General Department for Power, Electricity & Electronics Projects to prepare technical opinion to issue approvals of establishment, industrial register of industrial establishments and service & maintenance centers:**

1. TV sets (white & black / colored – different sizes, marks & models).
2. Plasma display screens & crystal screens LCD
3. Semi-electronic conductors & components manufacture
4. Video (different sizes, marks & models)
5. Electric voltage distribution panels (low - medium - high)
6. Electric power distribution plants (transformers)
7. Software manufacture
8. Electric power plants
9. TV and computer screens
10. CD- DVD
11. Receiver / decoder
12. Xerox machines
13. Printers and scanners
14. Plotters
15. CPU
16. Servers
17. Electric motors of different powers
18. Personal laptop
19. Electric generators
20. Electric transformers
21. Electric lights
22. Electric flashlights
23. Batteries (liquid – dry)
24. Electric plexuses
25. Air conditioners
26. Electric fans & exhausting fans
27. Heat exchangers
28. Electric insulators
29. Electric fuses, breakers and disconnectors
30. Electric or solar heaters
31. Electric heating systems & grills
32. Water coolers
33. Steam boilers
34. Electric adapters and starters
35. Voltage stabilizers
36. Household electric instruments (switches – plugs – sockets ...)
37. Communication systems

38. Electronic devices
39. P.C.B
40. Receivers
41. Medical equipment
42. Noticeboards
43. Electric chargers & dischargers
44. Control, electronic & information transfer systems
45. Meters and protection systems
46. Electric elevators and their equipment
47. Automotive electric parts
48. New and renewable energy systems
49. Household electric appliances (kitchen machine – blender – iron – egg whisk – electric heaters – electric ovens – electric gas stove – regular and oil heating stoves)
50. Smart cards

- **Other electric and electronic products (new products) not listed above.**

**Second: List of service & maintenance centers studied by the General Department for Power, Electricity & Electronics Projects to prepare a technical opinion to issue approvals of establishment / industrial register:**

- 1- Service & maintenance center of TV, video, receiver and decoder
- 2- Service & maintenance center of display screens
- 3- Service & maintenance center of photocopiers, plotters & scanners
- 4- Service & maintenance center of personal computers, mobiles, monitor & servers
- 5- Service & maintenance center of electric motors
- 6- Service & maintenance center of electric transformers
- 7- Service & maintenance center of electric distribution panels, breakers and disconnectors
- 8- Service & maintenance center of household electric parts
- 9- Service & maintenance center of liquid batteries
- 10- Service & maintenance center of A/C, heat exchangers and fans
- 11- Service & maintenance center of electric & solar heaters
- 12- Service & maintenance center of steam boilers
- 13- Service & maintenance center of adapters & voltage stabilizers
- 14- Service & maintenance center of all communication systems
- 15- Service & maintenance center of receivers
- 16- Service & maintenance center of medical equipment
- 17- Service & maintenance center of chargers and dischargers
- 18- Service & maintenance center of control and information systems
- 19- Service & maintenance center of meters and protection systems
- 20- Service & maintenance center of automotive electric parts
- 21- Service & maintenance center of electric elevators
- 22- Service & maintenance center of new & renewable energy systems
- 23- Service & maintenance center of electric power plants

**\* Any service & maintenance centers of other electric and electronic products not listed above.**