

Ministry of Trade and Industry

Decree No. 1082 of 2017

**Promulgating The Executive Regulation of Law on the Facilitation of
Licensing Procedure for Industrial Establishments**

Issued by Law no. 15 of 2017

The Minister of trade and Industry

After reviewing The Constitution;

Law on the Facilitation of Licensing Procedure for Industrial Establishments
Issued by Law no. 15 of 2017;

Presidential Decree no. 350 of 2005 establishing The Industrial Development
Authority;

And upon State Council review;

Has decreed:

(Article I)

The Provisions of the Executive regulation of Law on the Facilitation of Licensing
Procedure for Industrial Establishments issued by Law no. 15 of 2017 hereby
attached, shall come into force.

(Article II)

This decree shall be published in the Official Gazette, and shall come into force as
of the following day of its publication.

Issued on 14/8/2017

Minister of Trade and Industry

Eng. Tarek Kabil

Part (1)

Basic Concepts

Chapter (1)

General Rules for Facilitating the Procedures of Licensing the Industrial Establishments

Objectives

Article (1)

The purpose of this Regulation is to facilitate the procedures of licensing the industrial establishments with a view to achieve the public interest and to enhance the competitiveness of the industrial sector in order to increase domestic product, raise export rates and provide job opportunities through:

- Providing facilitation for the industrial investor in dealing with Industrial Development Authority ("IDA") in its capacity as the administrative entity concerned with regulating industrial activity;
- Simplifying industrial licenses issuance procedures.
- Coordinating between the administrative authorities relevant to industrial licenses;
- Commitment to maintain security, health, safety and environment.
- Promoting medium-sized, small and micro-enterprises.

This Regulation shall be interpreted in such a way as to achieve facilitation to industrial establishments owners and rapid transactions, without prejudice to facing risks resulting from industrial activities.

Basic Principles

Article (2)

The competent administrative entity shall, throughout the regulation of industrial activities, observe the following basic principles as to ensure procedures' facilitation:

1. With respect to Industrial licenses' issuance, commitment shall be observed in procedures' completion and time frames set forth in Law and Executive regulations, and no additional burdens shall be imposed on the industrial establishment.
2. All administrative decrees shall be necessary and essential to achieve the purpose thereof and shall not surpass the powers or discretion of the competent administrative authority.
3. All administrative decrees shall be clear, and must not impose any burdens, that exceed the ones necessary to achieve the purpose thereof on the industrial establishment, with a clarification of the consequences of non-compliance.
4. All data and information related to industrial activity, namely; the rules, procedures and requirements for granting the licenses, along with the available industrial lands and zones where industrial activities are prohibited,

shall be made available to all authorities addressed by the Law and the Regulation via the competent administrative entity's website or by any other means as determined thereby.

5. The competent administrative entity shall communicate with industrial establishments by means of communication available for correspondences based on the data of registered establishments in this authority, through the use of registered mail with acknowledgment of receipt, parcel delivery companies, or through the use of modern means of communication such as the electronic platforms and interactive websites, e-mail and social media. The authority must reply to any letters or notices received from the industrial establishments.
6. Any decree issued by the competent administrative entity which would prejudice the rights or interests of the industrial establishment shall be subject to the legally prescribed grievance or appeal mechanisms.

Chapter (2)

Definitions

Article (3)

Upon the execution of provisions of this Regulation, the following words and phrases shall have the meaning hereby assigned to each:

1. **Law:** Law on the Facilitation of Licensing Procedure for Industrial Establishments No. 15 of 2017.
2. **Regulation:** The executive regulation of the Law on the Facilitation of Licensing Procedure for Industrial Establishments No. 15 of 2017.
3. **Concerned Administrative Authorities:** The authorities related to the industrial sector, and with which the industrial establishment deals in order to carry out its activities.
4. **Industrial Activity Practice:** The establishment, management or operation of industrial establishments.
5. **Serious Violations:** A failure of the establishment to comply with the essential requirements that may result in a serious risk on security, health, safety or environment.
6. **Notice Form:** The form prepared by the competent administrative entity by which the concerned person shall inform the authority about operations commencement of the establishment in such industries other than those listed in the schedule attached to the Regulation.
7. **Essential modification:** A modification made on the establishment that requires a change in license requirements.
8. **Accreditation Certificate:** The document issued by accreditation offices registered with the competent administrative entity. This certificate shall confirm and certify that the establishment complies with the rules and procedures and any or all requirements legally required to found or manage the establishment.

9. **Rehabilitation of Industrial Zones:** The process of developing, and improving existing industrial zones and providing thereof with the facilities and services necessary for carrying out various industrial activities.
10. **Examination Committees:**
 - Inspection and follow-up Committees:** The committees assigned by the competent administrative entity to inspect the establishments to ensure their compliance with requirements necessary to practice or continue the activity.
 - Inspection Committees:** The committees assigned by the competent administrative entity to unexpectedly inspect the licensed industrial establishments, in order to ensure that they meet the specific requirements.
11. **Inspection Standards List:** A list of the controls and measurements set by the competent administrative entity to examine the extent of establishments' compliance with the requirements necessary to practice or continue the activity.
12. **Industrial Activity Practice Manual:** A soft or hard booklet that includes all rules, procedures and requirements necessary for the foundation and management of establishments that must be fulfilled to obtain the license.

Chapter 3
Coordination of Work with Entities Concerned with License granting
Fields of Coordination with the Administrative Entities Concerned with
License granting

Article (4)

Upon exercising competencies set out by law, the competent administrative entity shall coordinate with the entities concerned with License granting, in their respective area of competence, as follows:

1. Setting the requirements necessary for obtaining licenses based on the type of industry to be licensed.
2. Check the availability of licensing qualification and experience requirements of the accreditation offices to carry out this activity, in order to ensure that these offices are able to provide accreditation services to the licensee/applicant.
3. Check the availability of reconciliation justifications in the violations set forth in the Law, especially with regard to, the offending party's removal of violation reasons and conciliation in accordance with the provisions of Law.

Control over Industrial Establishments

Article (5)

The competent administrative entity, in exercising competencies related to the examination and controlling and inspection of the industrial establishments, shall observe the coordination with the entities concerned with license granting for the purpose of launching joint campaigns to ensure that such establishments meet the requirements for practicing the activity or having a representative of any of such entities technical consultation with a view to maintain the integration between both licensing and product control phases.

Competencies of Administrative entities concerned with Product Control

Article (6)

The competencies of the competent administrative authority, with regard to the issuance of licenses for the industrial activity practice, shall not prejudice the powers assigned to the concerned administrative authorities relating to the product control and the extent to which they comply with Egyptian standard specifications in accordance with the applicable laws and decrees.

The competent administrative authority shall, when necessary, notify the authorities referred to in the above paragraph, in their respective area of competence, about the licenses issued to industrial establishments, in order to allow such authorities to carry out their legally assigned competencies.

Part (2)
Industrial Licensing
Chapter (1)
Industrial Activity Practice
Competencies of Licensing Requirements Committee
Article (7)

The licensing requirements committee shall, in addition to the competencies set forth in Law, have the following competencies:

1. Review the requirements required for obtaining licenses received by the concerned administrative authority from other concerned Authorities and specialized experts.
2. Develop a mechanism to update the licensing requirements periodically and continuously, taking into account the best international practices applied in this regard.
3. Setting the requirements for adjusting the conditions of existing industrial projects, in accordance with the provisions of Law and Regulation. The Committee may set concessional requirements suitable for the nature of risks in small, medium and micro enterprises.

Requirements for Industrial Activity Practice
Article (8)

The Competent minister shall, upon the proposal of licensing requirements committee, issue a decree identifying the necessary requirements for the industrial activity practice.

Availability of Industrial Activity Practice Requirements
Article (9)

The competent administrative authority shall make the requirements necessary for the practice of industrial activity and any update thereon available on its website and through the industrial activity practice manual lodged in its headquarters and branches in the governorates.

License Application Templates
Article (10)

The license application shall be submitted through the templates issued by the competent administrative authority. Such templates may be obtained through the website of competent administrative authority or by any other means as thereby determined.

Chapter (2)
Notification licensing System
Scope of Validity

Article (11)

The notification licensing system shall be applied to industrial establishments and annexed facilities thereto that do not carry out any of the activities listed in the schedule attached to the Regulation.

The competent administrative authority may apply notification licensing system to the activities that are carried out within the industrial zones determined by a decree to be issued by the Prime Minister, taking into account security, health, safety and environmental requirements determined by the licensing requirements committee during planning, establishing and restructuring.

Procedures and Documents of License Application

Article (12)

The concerned person shall submit an application for obtaining the license to the concerned administrative authority electronically or in writing, using the template prepared for such purpose, through which he/she shall acknowledge meeting all requirements necessary for practicing the activity. The establishment's owner shall be responsible for all data contained in such form and the documents attached thereto. In all cases, the application, submitted either by hand, electronically, by registered mail with acknowledgment of receipt or through parcel delivery companies, must be accompanied by the following original documents or true copies thereof:

1. A recent extract from the Commercial Register;
2. A receipt indicating payment of the prescribed fees for license issuance and obtaining a certified copy of the industrial activity practice manual;
3. Land/Building possession title, could it be ownership, lease, or usufruct contract.

License Issuance

Article (13)

The competent administrative authority shall be required to receive the notification template and to grant the concerned person an exact copy thereof sealed with its seal on the same day, after ensuring that the required documents have been completed. This shall be deemed an unlimited license in full force and effect.

Inspection Scheduling

Article (14)

The competent administrative authority shall inspect the establishment within a period not exceeding ninety days as of the date of receipt of the notice referred to in the preceding article.

The establishment shall be exempted from inspection if submitted a certificate of accreditation from an accreditation office registered with the competent administrative authority indicating that it meets the requirements for practicing the activity.

Chapter (3)
Pre-licensing system
Scope of Validity
Article (15)

The pre-licensing system shall be applied to all establishments and its facilities listed in the schedule thereto attached.

Procedures and Documents of License Application
Article (16)

The concerned person shall submit an application for obtaining the license to the competent administrative authority electronically or in writing, using the template prepared for such purpose, through which he/she shall acknowledge meeting all requirements necessary for practicing the activity. The establishment's owner shall be responsible for all data contained in such form and the documents attached thereto. In all cases, the application, submitted either by hand, electronically, by registered mail with acknowledgment of receipt or through parcel delivery companies, must be accompanied by the following original documents or exact copies thereof:

1. A recent extract from the Commercial Register;
2. A receipt indicating payment of the prescribed fees for license issuance and obtaining a certified copy of the industrial activity practice manual;
3. Land/Building possession title, could it be ownership, lease, or usufruct contract.

Inspection Scheduling
Article (17)

The competent administrative authority shall receive license application and give the concerned person a receipt of such.

The competent administrative authority shall review the submitted application with regard to the completion of the required documents within a period not exceeding fourteen days as of the date of submission.

The competent administrative authority shall have the right to inspect the establishment before deciding on the license application. The establishment shall be exempted from inspection if it submits an accreditation certificate from an accreditation office registered with the concerned administrative entity indicating that it meets the requirements necessary for practicing the activity.

Issuance of License upon Completion

Article (18)

In case license application fulfils the required documents, the concerned administrative entity shall decide on the application within a period not exceeding thirty days as of the date of its submission and shall, after ensuring that the requirements for practicing the industrial activity have been fulfilled, deliver the license to the establishment by the means determined in the application form.

Issuance of License in Case of Incompletion

Article (19)

In case the industrial establishment does not meet some of the required data or documents, or if such are inconsistent with the ones lodged in the concerned administrative entity, then the establishment must be notified, via a registered letter with acknowledgment of receipt within a period not exceeding twenty-one days as of the date of application submission, to complete the required data or documents. In case the establishment completed the required data or documents, the concerned administrative entity must undergo inspection and grant the license to the establishment within a period not exceeding fourteen days as of the date of completion.

Refusal to grant License

Article (20)

If granting the license is refused, then such refusal decision must be reasoned and the industrial establishment shall be notified with such refusal through a registered letter with acknowledgment of receipt, within fourteen days as of the date of refusal issuance.

In case of failure of the competent person to obtain the license or otherwise no decision on the license application is made within the specified period, the concerned person may proceed with the grievance procedures before the grievance committees set forth in the law.

Term of License

Article (21)

The license shall be issued for unlimited term in case the industrial establishment meets the requirements necessary for practicing the activity. In case the establishment fails to meet the non-essential requirements determined by the licensing requirements committee, then such establishment shall be granted a temporary license for a period of one year renewable for a period not exceeding three years until such requirements are fulfilled.

Chapter (4)
Existing Establishments
Adjustment of Conditions

Article (22)

The existing industrial establishments that did not complete the requirements set forth in Law, and have a permanent or temporary licenses at the time of effectiveness of the law, shall provide the competent administrative authority, within two years at most as of the date of the regulation issuance or within two months from the end of the license term whichever earlier, with an application for the adjustment of its conditions in accordance with the provisions of Law and Regulation, after obtaining a certified copy of the industrial activity practice manual.

Conditions Adjustment Date

Article (23)

The industrial establishments referred to in the preceding article shall adjust its conditions in accordance the provisions of law, regulation and the requirements for the industrial activity practice within a period not exceeding two years for the establishments subject to notification system, and for a period not exceeding three years for those subject to Pre-licensing system, as of the date of the adjustment application.

Procedures and Documents for Adjustment of Conditions

Article (24)

The industrial establishment shall submit an application for conditions adjustment to the competent administrative authority electronically or in writing, using the template prepared for such purpose, through which he/she shall acknowledge meeting all requirements necessary for the establishment and management of the establishment during conditions adjustment period granted thereto. The establishment's owner shall be responsible for all data contained in such template and the documents attached thereto. In all cases, the application, submitted either by hand, electronically, by registered mail with acknowledgment of receipt or through parcel delivery companies, must be accompanied by the following original documents or exact copies thereof:

1. A recent extract from the Commercial Register;
2. Acknowledgment of obtaining certified copy of the industrial activity practice manual;
3. A copy of Industrial License.
4. Land/Building possession title, could it be ownership, lease, or usufruct contract.

Granting the License

Article (25)

The competent administrative authority shall, within one week as of the date of completing the application for conditions adjustment attached with all required documents, grant an unlimited license to the establishment that has a permanent or temporary license.

Inspection

Article (26)

The existing industrial establishments that have obtained an unlimited license in accordance with the provisions of the preceding article shall be inspected within ninety days of the expiration of the time limit granted thereto to adjust its conditions according to the provisions of Article (23) of the Regulation in order to ensure compliance with the requirements as per the results of the inspection report.

The establishment shall be inspected within time limit granted for conditions adjustment once notified the competent administrative authority about its completion of necessary requirements and its readiness for inspection.

The establishment shall be exempted from inspection if it submits a certificate of accreditation from an accreditation office registered with the competent administrative authority indicating that it meets the necessary requirements for practicing the activity.

In all cases, the competent administrative authority may, where necessary, control and inspect the establishment during the time limit determined for conditions adjustment, to ensure that security, health, safety and environment considerations are maintained.

Chapter (5)

Variations in Activity Practice

Changing the Place of Activity Practice

Article (27)

The industrial establishment shall, if willing to change the place of activity to another location, be obliged to obtain a new license to start the activity, without prejudice to the purpose of allocating the industrial lands in the place where the activity is required.

Expansion, Essential modification, Change of Purpose

Article (28)

The industrial establishment may not make any essential modifications, expansion or change in the licensed purpose which would in turn modify the requirements of the activity except through following the procedures prescribed for the licensing system of such industrial activity in accordance with the provisions of law.

Change to Pre-Licensing System

Article (29)

In case the activity of an industrial establishment is listed in the schedule annexed to the regulation, or if the establishment makes any expansion to or essential modification of the activity or changes the purpose to carry out any of the activities listed in the said schedule, then it shall adjust its conditions in accordance with the provisions of the preceding chapter.

Part (3)

Inspection of Establishments

Chapter (1)

Procedures for Inspection of Establishments

Inspection Entity and Mechanism

Article (30)

The competent administrative authority shall, by itself or by delegating its registered accreditation offices, inspect the establishments that are subject to the provisions of Law and Regulation.

Controls of Establishment Inspection

Article (31)

Industrial establishments shall be inspected by way of inspection, follow-up or unscheduled inspection as per the following controls and procedures:

1. Notify the establishment of the date of inspection before two working days at least of conducting the inspection.
2. Notify the establishment of the date of periodic follow-up before thirty days of conducting the periodic inspection.
3. Unscheduled inspection for the establishment shall be made without any prior notice.
4. Inspection process shall be conducted during official working hours.
5. The inspection shall be carried out under an authorized delegation from the competent administrative authority indicating the following:
 - A. Inspection Type (Inspection, Follow-Up, unscheduled Inspection, Re-Inspection).
 - B. Identification of the inspection committee members by name and capacity.
 - C. Determination of the items to be inspected by the committee during the visit.

Instrumentations and Measurement Tools

Article (32)

The competent administrative authority or the accreditation offices delegated to carry out the inspection processes shall provide the necessary instrumentations, measurement tools and the modern technologies.

Inspection Report

Article (33)

The competent administrative authority or the accreditation office, as the case may be, shall issue a report detailing the inspection results along with the unified template issued by the competent administrative authority. The report shall be lodged in the establishment profile in the authority. Further, a certified copy of such report shall be sent to the establishment in hard copy or electronically no later than seven days as of the completion date of inspection.

Chapter 2

Dealing with Inspection results

Existence of Serious Violations

Article (34)

In case the competent administrative authority finds out from the inspection of industrial establishment that there are serious violations that may lead to a serious risk to security, health, safety or environment or in case the establishment makes a change in the licensed activity without obtaining the license required from the competent administrative authority despite the necessity of such, it shall issue a decision to refuse the license, stop the activity or administratively close the establishment according to the case, in addition to preventing the establishment from practicing the activity unless it is re-inspected to ensure removal of violations.

Existence of Non-Serious Violations

Article (35)

In case the competent administrative authority finds out from the facts of inspection of the industrial establishment that there are violations that do not constitute a serious threat to security, health, safety or environment, the establishment shall be notified that the necessary requirements shall be completed to remove these violations and grant a period of time thereto to adjust its conditions not exceeding one hundred- and eighty-days renewable only for once. However, the maximum time limit granted to small and micro enterprises shall be doubled. The establishment may, within thirty days before the lapse of period, request extension provided that it shall not exceed the aforementioned maximum limit. The establishment shall be allowed to continue practicing the activity during the period of time dedicated to conditions adjustment.

In case the establishment fails to adjust its conditions within the periods of time thereto granted, the competent administrative authority shall notify the establishment of the necessity to remove such violations within the period of time specified in the notification. In case the violations are not removed, the competent administrative authority shall, within twenty-one days as of the expiry date of notice period, issue a report for the establishment explaining the violations and actions done thereby. This report shall be sent to the competent minister to issue a decision to close the establishment, administrative control it or what he deems necessary.

Re-Inspection

Article (36)

The violating establishment shall be re-inspected within fourteen days as of the expiry date of time limit thereto granted or upon the notice sent from such stating adjustment of its conditions and readiness for inspection.

Stop Dealing with the Granted License

Article (37)

In case periods of time granted to the industrial establishment has expired without adjusting its conditions and a decision is issued to stop the activity, close the establishment or cancel its license as the case may be, the competent administrative authority may take the following two actions:

1. Notify the establishment's owner not to use the cancelled license, otherwise the resulting civil and criminal liability shall be borne by him.
2. Notify all administrative authorities responsible for utilities affairs to disconnect all or some utilities from the establishment.

Indication in Industrial Register

Article (38)

In case a decision is issued by either the competent administrative authority or competent court to close, control or seize the industrial establishment or cancel the license thereof, this decision shall be marked in the Authority's Industrial Register. The period of time granted to the establishment for conditions adjustment shall be marked depending on the nature of violation and type of penalty thereto applied.

In case the establishment removes the reasons of such violation within the time limit set for it, the marking shall be removed from the industrial register and the marked penalty shall be considered as never filed.

In all cases, the competent administrative authority shall make the marking and marking removal data available to the entities specified by the authority or to the establishment upon request thereof electronically by means of electronic link up with the databases or in hard copy in case of electronic unavailability.

Conditions adjustment in case of License Cancellation

Article (39)

In case the industrial establishment's license is cancelled due to essential modification made to the licensed activity without obtaining a license thereof or if it becomes not compatible with the requirements for practicing this activity and would cause serious damage to security, health, safety or environment, the establishment shall submit a request to the competent administrative authority within a period not exceeding thirty days as of license cancellation date to adjust its conditions. This authority shall grant a time limit; not exceeding six months as of the date of cancellation decision, to the industrial establishment.

The competent administrative authority or registered accreditation office shall inspect the establishment within a period not exceeding fourteen days as of the expiry date of time limit thereto granted to adjust its conditions or the establishment notification to the administrative authority of adjusting its conditions and readiness for inspection, whichever earlier.

In case violations removal by the establishment is ensured, the competent administrative authority shall issue a decision considering the license decision as never filed.

Conditions Adjustment in case the Establishment is closed

Article (40)

The industrial establishment's owner may, in case a judicial decision is issued to close it, submit a request to the competent administrative authority to adjust its conditions within a period not exceeding forty days as of the date of judgment. A time limit not exceeding three months as of the submission of such request shall be granted to the establishment to remove the reasons of closure.

The competent administrative authority or registered accreditation offices shall inspect the establishment within fourteen days as of the expiration of time limit thereto granted to ensure the removal of closure reasons. Such authority shall issue a letter to the establishment notifying thereof that its conditions are adjusted.

The establishment's owner may, under this letter, submit a petition to the court issued the judgment to open his establishment.

Part 4

Regulating Accreditation Offices

Registration of Accreditation Offices

Article (41)

The accreditation offices shall, in accordance with the provisions of law, be registered by the competent administrative authority in the register prepared for such purpose.

Establishments Dealing with Accreditation Offices

Article (42)

The industrial establishment may use one of the accreditation offices registered with the competent administrative authority to ensure the extent to which the requirements for the practice of industrial activity are fulfilled.

The accreditation offices shall issue an accreditation certificate stating that the establishment meets all or some requirements set to practice the activity.

Filling Accreditation Certificate

Article (43)

The accreditation offices shall submit an original copy of accreditation certificate; issued to the industrial establishment, to the competent administrative authority, attached by a copy of all documents relating to the accreditation certificate by registered mail, delivered by hand or electronically, not later than two working days from the issuance date of this certificate.

Competent Administrative Authority Relation with Accreditation Offices

Article (44)

The competent administrative authority may use the accreditation offices registered with it to inspect the industrial establishment and issue a report indicating the extent to which the necessary requirements are fulfilled by this establishment to practice its activity.

Procedures for Assigning Accreditation Offices

Article (45)

The accreditation offices shall, upon their assignment by the competent administrative authority, inspect the extent to which necessary requirements are still met by the establishment to practice its activity, based on an authorization letter issued by that authority, indicating the establishment data, place and time of inspection attached by a list of standards required to be met during the inspection process.

Filling the Accreditation Report

Article (46)

The accreditation offices shall submit an original copy of accreditation certificate; issued to the inspected industrial establishment, to the competent administrative authority, as the case may be, using the unified template referred to in the Article 33 of Regulation on the same day in case there are serious violations and no later than two working days in any other cases. This template shall be delivered to the authority by hand, electronically, by registered mail or by any other methods stipulated by the competent administrative authority.

Rules of Professional Responsibility

Article (47)

The accreditation offices shall comply with the rules of professional responsibility upon practicing their activities, in particular the following:

1. Comply with the provisions of laws and decisions relating to the scope of its activity and services.
2. Prevent corrupt and discriminatory practices of any kind upon the implementation of accreditation contracts.
3. Ensure that all office's employees meet qualification conditions and competencies required to perfectly perform the tasks thereto assigned.
4. Due Diligence shall be given to Inspection, Completion and Accreditation.
5. Avoid conflict of interests.
6. Maintain confidentiality and privacy of applicants' accreditation information.
7. Notifying the competent administrative authority of the prices of services they provide to customers.

Part 5

Fees

Categories of Payable Fees

Article (48)

The categories of fees referred to in both Articles (17) and (33) of Law shall be determined based on the degree of risks related to activity practice in accordance with the following table:

Description	Annual Fees "EGP"
Operating License of Industrial Establishments "In case the land area is greater than 500 m²"	
First time, Renewal, Modification, Waiver, Follow-Up:	
Notification System	5,000
Pre-Licensing System	20,000
Licensing of Industrial Establishments "In case the land area is up to 500m²"	
First time, Renewal, Modification, Waiver, Follow-Up:	
Notification System	2,500
Pre-Licensing System	10,000
Licensing of Accreditation Offices	
First time, Renewal, Modification, Requalification	20,000

In case a replacement for damaged or lost license is required, the required fees shall be calculated as equivalent to half of fees stipulated according to the type of license.

Fees Collection

Article (49)

The fees stipulated in both the law and regulation shall be collected in cash in the competent administrative authority for payment receipt or through a deposit of such in the authority's account in one of the Egyptian banks, Egyptian Post Authority, by wire transfer, electronic payment or by any other methods determined by the competent administrative authority.

Part 6

Grievance

Formation of Grievance Committees

Article (50)

The grievance against the administrative decisions issued by the competent administrative entity with respect to the licenses and accreditation offices shall be done before the grievance committees stipulated in Article (37) of Law.

Technical Secretariat of Grievance Committees

Article (51)

The grievance committees shall have technical secretariat that is to be formulated by a decree of the head of competent administrative entity. The technical secretariat shall be responsible for receiving the grievance applications on the form prepared by such entity for such purpose and recording thereof in the respected record upon receipt thereof. Furthermore, the competent administrative entity shall give the complainant a proof of application receipt including its number and date of submission. The competences assigned to the Technical Secretariat of Grievance Committees shall be determined by a decree head of competent administrative entity.

Grievance Procedures

Article (52)

The grievance applications shall be submitted either in writing or electronically and shall include; in particular, the following data:

1. Name, capacity and address of complainant.
2. Determine the decision against which the grievance application is submitted, date of notification or knowledge thereof.
3. An explanatory note; explaining the basic reasons of such grievance, shall be submitted.
4. Supporting documents of grievance

Grievance Period

Article (53)

The period of grievance against the decision of the competent administrative entity shall be valid for fifteen days as of the date of notification or knowledge thereof. The grievance shall be settled within the next fifteen days except in cases of urgency, it shall be settled within seven days as of the date of submission thereof. The Committee shall also have the right to contact the concerned parties to attend the meetings or to request clarifications, inquiries and documents that it deemed necessary to settle the grievance without having a counted vote.

Code ISIC4	High Risk Industrial Activities / Full Environmental Impact Assessment Study	
1010	Process and preserve meat.	Animal Slaughter Establishments

1020	Process and preserve fish, crustaceans and mollusks	Oil and Fish Powders Factories
1040	Manufacture of oils, vegetable and animal fats	Manufacture of oils, vegetable and animal fats
		Fish Oil Establishments
1072	Manufacture of Sugar	Sugar Factories
1101	Distill, Refine and Mix Alcoholic Beverages	Manufacture, mix and produce alcoholic, spiritual, distilled and neutral drinks.
		Manufacture of ethyl alcohol
1102	Manufacturing wines	Mix and manufacture all types of wines
		Manufacture brewed and non-distilled alcoholic beverages.
1103	Manufacture of alcoholic beverages out of barley	Manufacture of alcoholic beverages out of barley
1200	Manufacture of tobacco products	Manufacture of tobacco products and tobacco substitutes products: Cigarettes, tobacco, Cigars, tobacco pipes and chewing tobacco.
		Snuff
		Manufacture of "naturalized" or "reconstituted" tobacco
		Remove and re-dry tobacco legs.
1313	Complete the textiles processing	Establishments of Pre-Treatment plants (Washing, Bleaching, Mercerization), Dyeing of Fibers or Textiles.
1511	Tanning and shaping of leathers; shaping and dying of furs.	Tanning Establishments of Huge and Small Leathers
1701	Manufacture of pulp, paper and cardboard.	Industrial Establishments of Papers and Plates
		Cellulose Processing and Production Establishments

Code ISIC4	High Risk Industrial Activities / Full Environmental Impact Assessment Study	
1910	Manufacture of coke oven products	Coal and lignite pressing establishments Coal Ovens (Dry Distillation of Coal)
2011	Manufacture of basic chemicals	Establishments of roasting and calcification of metallic materials Production of chemicals and processing of intermediate chemicals Production of Peroxides Integrated Chemicals Establishments Production of basic organic chemicals Production of basic non-organic chemicals
2013	Manufacture of plastics and synthetic rubber in their primary forms	Production of Plastics Manufacture and processing of products of plastic origins.
2012	Manufacture of fertilizers and nitrogen compounds	Integrated Chemicals Establishments Production of basic organic chemicals Production of phosphoric fertilizers, nitrogen or potassium (simple or composite fertilizers)
2021	Manufacture of pesticides and other agrochemical products	Integrated Chemicals Establishments Production of Basic Phytosanitary Products and Biocides. Production of Pesticides.
2022	Manufacture of paints, varnishes and similar coatings, printing inks and pastes.	Production of paints and varnishes.
2100	Manufacture of pharmaceuticals, chemical and plant pharmaceutical products.	Integrated Chemicals Establishments Production of Pharmaceutical Products Production of Basic Pharmaceutical products by Using a Chemical or Biological Process

Code ISIC4	High Risk Industrial Activities / Full Environmental Impact Assessment High Risk Industrial Activities / Full Environmental Effect Evaluation Study	
2310	Manufacture of Glass from its Primary Compounds	Glass and Fiberglass Manufacturing Establishments
2520	Manufacture of Explosive Materials	Establishments of Recovery and Destruction of Explosive Materials
2391	Manufacture of Thermal Weapons and Products	Manufacture of Burning Ceramic Products, Establishments of Integrated Chemicals
2392	Ammunitions of	Manufacture of burning ceramic products, especially
2591	Forming of metals by pressing, compressing, and	roofing tiles, bricks, tiles and stone products.
2393	Manufacture of powder products of porcelain metallurgy	Manufacture of burning ceramic products, especially ceramics
2394	Manufacture of cement and semi-finished steel products	Cement Manufacturing Establishments.
2592	Processing and coating of metals by using machines.	Establishments of surface treatment for metals and plastics by using electrolytic or chemical process.
2811	Manufacture of engines and turbines, excluding aircraft engines, cars and motorcycles	Establishments for processing and conversion of asbestos and products containing asbestos to fibrous materials, producing more than 50 tons of finished products and other uses of asbestos, which use more than 200 tons per year.
2399	Manufacture of other non-metallic products not specified in another place	Establishments of metallic smelting, including
2910	Manufacture of Motor Vehicles	Manufacture or assembly of motor vehicles and engines of those vehicles and Mineral Fibers
3010	Manufacture of ships and floating boats.	Standard Tests of Engines
3020	Manufacture of tractors	Hot Rolling
2420	Manufacture of Precious and Non-Ferrous Metals	Manufacture of railway equipment
3030	Manufacture of air and space vehicles and connected machinery.	Establishments of Non-Ferrous Metal Smelting, including non-ferrous metal alloys and excluding precious metals, including recovered products (refining, casting etc.).
2431	Casting of Iron and Steel.	Establishments of Aircraft Manufacturing and Repairing
2432	Manufacture of Non-Ferrous Metals.	Standard Tests of Engines, Turbines and Reactors.
		Foundries of Ferrous Metals.
		Standard Tests of Engines
		Establishments of Non-Ferrous Metal Melting, including non-ferrous metal alloys, excluding precious metals and recovered products (refining, surface storage of Natural Gas
5210	Storage	Underground Storage of Combustible Gases
		Surface Storage of Fossil Fuels
		Establishments for the storage of oil, petrochemicals and chemical products with a capacity of 200,000 tons or more.