

Industrial Development Authority (IDA) Procedures Manual



APRIL
2026

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Expert Insight

Industrial Development Authority (IDA) provides Building Permit services as a fundamental pillar to ensure safety and discipline of industrial facility construction and building works in alignment with sustainable industrial development requirements. These services enable industrial investors to ensure project quality, avoid legal violations, and enhance investment value.



Engineering services

- Issuance of statement of validity
- Building Permit and related amendments
- Connection of permanent and construction utilities

Service Name	Site suitability clearance
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Service Description	Request for issuance of site suitability clearance regarding planning and building requirements.
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Mandatory Documentation	1. Service request form. 2. Handover minutes or ownership contract (original for verification). 3. National ID copy of owner. 4. Power of attorney or bank authorization copy (original for verification). 5. National ID copy of applicant (original for verification). 6. Previous Building Permit, if any. 7. Site sketch approved by engineering office. 8. Real estate inquiry form issued by jurisdiction authority.
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Workflow	1. Facility registration, completion of the service form, and submission at the one- stop shop supported by the required documentation. 2. Payment of the applicable service fees and review of the site building requirements in compliance with the governing decrees. 3. Issuance of the clearance and handover to investor upon a successful technical inspection by the competent department.
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Standard Fees	According to Building Law No. 119 of 2008.
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Service Delivery Timeframe	7 business days from date of submitting fulfilled documentation.
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Service Name	Request for connection of temporary construction electricity/water meter for a permit issued by IDA
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Service Description	Application for temporary construction meter during first year of Building Permit term (prior to commencement of authorized works).
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Mandatory Documentation	1. Service request form. 2. Commencement of work notice submitted two weeks prior to starting. 3. Supervision certificate copy from competent engineer, certified by Egyptian Syndicate of Engineers. 4. Construction contract copy certified by Egyptian Federation for Construction and Building Contractors (subject to work value). 5. Building Permit copy (original for verification). 6. Power of attorney or bank authorization copy (original for verification). 7. National ID copy of applicant (original for verification).
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Workflow	1. Facility registration, completion of the service form, and submission at the counter supported by the required documentation. 2. Technical and administrative file review. 3. Payment of Standard fees associated with requested service. 4. Issuance of the service and handover to investor.
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Standard Fees	In accordance with Administrative Decree No. 1 of 2025.
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Service Delivery Timeframe	3 business days from the date of submitting fulfilled documentation.
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Service Name

Building Permit (New – Modification – Addition – Expansion)

Service Description

Authorization for commencement of construction activities on designated plot.

Mandatory Documentation

1. Service request form, completed and certified by engineering office or syndicate-registered engineer pursuant to Article 112 of Building Law No. 119 of 2008.
2. Soil report form, completed and certified by geotechnical consultant.
3. National ID copy of applicant (original for verification).
4. Plot handover minutes or land tenure document copy (original for verification).
5. Grace period letter issued by General Administration for Land Follow-up (in case of schedule overrun).
6. National ID copy of landowner + Commercial Registry.
7. Original site suitability clearance and associated fee payment receipt.
8. Valid power of attorney or authorization for engineer/engineering office to proceed with licensing procedures.
9. Copies of consultant certificate, National ID, original engineering registry, and the design consultant tax card.
10. Two sets of drawings (architectural and structural) certified by engineering office/engineer (architectural and structural sets must be separated).
11. CD containing architectural and structural drawings, electrical and plumbing works details, along with digital copies of paper documents.
12. Calculation note for the building, accompanied by comprehensive soil report certified by engineering office/engineer.
13. Report from consultant engineer certified by Egyptian Engineers Syndicate confirming structural integrity of building and foundations for requested works (in case of expansion or modification).
14. Decennial Pool review of design and certified calculation note per Decree No. 41 of 1998, and engineering drawings for projects with works exceeding EGP 1 million, or four floors and above, or in case of single-floor expansion exceeding EGP 200,000 + project insurance policy pursuant to Article 46 of Law No. 119 of 2008.
15. Executive status report (in case of modification, expansion, or addition) for permits issued by City Authority or Governorates.
16. Egyptian Civil Aviation Authority (ECAA) approval for high-altitude zones specified in site suitability clearance, provided validity does not exceed 3 years from date of issuance.
17. For heights exceeding 15m: Triple approval from ECAA, Armed Forces Operations Authority (AFOA), and Building Ratios and Heights Committee.
18. Real estate inquiry form issued by jurisdiction authority.

Workflow

1. Facility registration, service form completion, and submission at designated service counter accompanied by required documentation.
2. Integrated technical and administrative file review, with notification of outstanding requirements or deficiencies if any.
3. Site inspection (for modifications, additions, or expansions); request rejection with written notification issued to concerned party in case of building violations.
4. Payment of applicable service fees, followed by drafting, preparation, and certification of Building Permit.
5. Permit issuance and handover to investor.

Standard Fees

Pursuant to Building Law No. 119 of 2008.

Service Delivery Timeframe

30 business days effective from date of fulfilled documentation submission pursuant to Article 117, Clause (G) of Building Law No. 119 of 2008. Decision on request within one week of submission.

Service Name	Permanent Utility Connection (Water – Electricity)
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Service Description	Request for connection of permanent utilities following completion of licensed works and external facade finishing.
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Mandatory Documentation	1. Service request form. 2. Building Permit copy. 3. Supervision certificate copy. 4. Contracting agreement copy. 5. Building occupancy certificate (total or partial) certified by Egyptian Engineers Syndicate. 6. Quarterly progress report certified by supervising engineer detailing works completed on site. 7. Photographic evidence of building including finished external facades. 8. Copy of architectural drawings approved under issued Building Permit. 9. Project execution commitment proof and adherence to construction schedule for designated plot. 10. Valid power of attorney or bank authorization (original for verification). 11. National ID copy of applicant (original for verification).
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Workflow	1. Facility registration, service form completion, and submission at designated service counter accompanied by required documentation. 2. Integrated technical and administrative file review. 3. Payment of Standard fees applicable to requested service. 4. Referral of request to Building Permits Department for technical file review pursuant to Law No. 119 of 2008. 5. Compliance inspection for as-built verification against issued Building Permit. 6. Service issuance and handover to investor.
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Standard Fees	Pursuant to Administrative Decree No. 1 of 2025.
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Service Delivery Timeframe	7 business days following successful compliance inspection and verification of zero building violations.
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Service Name	Certified True Copy (CTC) or Replacement of Building Permit
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Service Description	Issuance of certified copies or replacements for Building Permits issued by IDA.
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Mandatory Documentation	1. Service request form. 2. Building Permit copy (original for verification in case of CTC request). 3. Police loss notification (in case of replacement request). 4. Handover minutes copy (original for verification). 5. Valid power of attorney or bank authorization (original for verification). 6. National ID copy of applicant (original for verification).
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Workflow	1. Service form completion and submission at designated counter accompanied by required documentation. 2. Payment of Standard fees applicable to requested service. 3. Administrative review and file examination. 4. Service issuance and handover to investor.
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Standard Fees	Pursuant to Administrative Decree No. 1 of 2025.
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Service Delivery Timeframe	7 business days following successful compliance inspection and verification of zero building violations.
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Service Name

Certified True Copy (CTC) or Replacement of Building Permit and Engineering Drawings

Service Description

Issuance of CTCs or replacements for Building Permits and associated engineering drawings issued by IDA.

Mandatory Documentation

1. Service request form.
2. Building Permit copy (original for verification in case of CTC request).
3. Police loss notification for Building Permit (in case of replacement request).
4. Copy of engineering drawings approved by IDA (in case of CTC request).
5. Police loss notification for drawings (in case of replacement request) along with approved drawings pursuant to issued permit.
6. Handover minutes copy (original for verification).
7. Valid power of attorney or bank authorization (original for verification).
8. National ID copy of applicant (original for verification).

Workflow

1. Service form completion and submission at designated service counter accompanied by required documentation.
2. Payment of Standard fees applicable to requested service.
3. Administrative review and file examination.
4. Service issuance and handover to investor.

Standard Fees

Pursuant to Administrative Decree No. 1 of 2025.

Service Delivery Timeframe

3 business days from date of submitting fulfilled documentation.

Service Name

Special Building Ratio and Heights Request

Service Description

Determination of industrial project heights following technical review of engineering drawings, pursuant to production type and Production Capacity for each project, and within permissible height limits for designated zone; includes requests for Special Building Ratios based on activity type.

Mandatory Documentation

1. Service request form.
2. Handover minutes or allocation notification.
3. Engineering drawings certified by engineering office for heights or building ratios (before and after) in case of previous Building Permit issuance.
4. Copy of previous Building Permit, if any.
5. Technical machine catalogs based on activity type.
6. Valid power of attorney or bank authorization.
7. National ID copy of applicant (original for verification).

Workflow

1. Service form completion and submission at designated service counter accompanied by required documentation.
2. Payment of Standard fees applicable to requested service.
3. Technical and administrative review and file examination.
4. Service issuance and handover to investor.

Standard Fees

Pursuant to Administrative Decree No. 1 of 2025.

Service Delivery Timeframe

5 business days following committee meeting and Payment of standard fees.

Service Name

Letter to National Social Insurance Authority (NOSIA)

Service Description

Issuance of letter specifying Building Permit details for Payment of social insurance fees, pursuant to licensing costs.

Mandatory Documentation

1. Service request form.
2. Building Permit copy issued by IDA.
3. Valid power of attorney or bank authorization.
4. National ID copy of applicant (original for verification).

Workflow

1. Service form completion and submission at designated counter accompanied by Mandatory documentation.
2. Payment of standard fees applicable to requested service.
3. Service issuance and handover to investor.

Standard Fees

Pursuant to Administrative Decree No. 1 of 2025.

Service Delivery Timeframe

3 business days from date of submitting Mandatory documentation.

Service Name

Administrative Amendment or Building Permit Assignment Request

Service Description

Endorsement of administrative amendments to Building Permit issued by IDA only.

Mandatory Documentation

1. Service request form.
2. Handover minutes copy indicating required amendment (original for verification).
3. Previous Building Permit copy (original for verification).
4. Valid power of attorney or bank authorization.
5. National ID copy of applicant (original for verification).
6. Real estate inquiry form issued by jurisdiction authority.

Workflow

1. Service form completion and submission at designated counter accompanied by Mandatory documentation.
2. Payment of standard fees applicable to requested service.
3. Service issuance and handover to investor.

Standard Fees

Pursuant to Administrative Decree No. 1 of 2025.

Service Delivery Timeframe

7 business days from date of submitting Mandatory documentation.

Service Name

Technical Building Permit Amendment Request

Service Description

Technical amendment to Building Permit without altering licensing details.

Mandatory Documentation

1. Service request form.
2. Handover minutes copy (original for verification).
3. Owner National ID copy.
4. Previous Building Permit copy (original for verification).
5. Original and copy of approved drawings issued with previous permit.
6. Two (2) copies of drawings to be amended, certified by consulting engineer.
7. Consultancy report certified by Egyptian Engineers Syndicate (EES) confirming that requested amendment does not affect structural integrity of building.
8. Valid power of attorney or bank authorization.
9. National ID copy of applicant (original for verification).
10. Real estate inquiry form issued by jurisdiction authority.

Workflow

1. Service form completion and submission at designated service counter accompanied by Mandatory documentation.
2. Technical and administrative review.
3. Site inspection.
4. Payment of standard fees applicable to requested service.
5. Service issuance and handover to investor.

Standard Fees

Pursuant to Administrative Decree No. 1 of 2025.

Service Delivery Timeframe

10 business days from date of submitting Mandatory documentation.

Service Name

Building Permit Renewal Request

Service Description

Renewal of Building Permit for one additional year, applicable if one year has elapsed since issuance without commencement of construction works.

Mandatory Documentation

1. Service request form.
2. Handover minutes copy (original for verification).
3. Grace period letter issued by General Administration for Land Follow-up (in case of construction schedule overrun).
4. Owner National ID copy.
5. Building Permit copy (original for verification).
6. Plot construction schedule adherence proof.
7. Valid power of attorney or bank authorization.
8. National ID copy of applicant (original for verification).
9. Real estate inquiry form issued by jurisdiction authority.

Workflow

1. Service form completion and submission at designated service counter accompanied by Mandatory documentation.
2. Administrative review.
3. Payment of standard fees applicable to requested service.
4. Service issuance and handover to investor.

Standard Fees

Pursuant to Building Law No. 119 of 2008 and Cairo Governor Decree No. 812 of 2009.

Service Delivery Timeframe

3 business days from date of submitting Mandatory documentation.

Service Name

Demolition Permit

Service Description

Issuance of Demolition Permit for sound (non-hazardous) buildings and structures pursuant to Law No. 144 of 2006.

Mandatory Documentation

1. Service request form.
2. Certificate issued by Real Estate Registration Office verifying clearance of mortgages or encumbrances.
3. Registered contract proving ownership of building designated for demolition.
4. Real Estate Tax Authority extract (inventory of property components).
5. Notarized declaration from owner confirming building is vacant of tenants.
6. Site sketch illustrating property and adjacent streets, certified by syndicate-registered engineer.
7. Four (4) photographs of property from four distinct elevations.
8. Owner undertaking, submitted two weeks prior to commencement, to provide:
 - Administrative authority notification.
 - Supervision certificate issued by licensed engineer.
 - Engineering report specifying technical methodology for demolition, execution steps, and safety measures for adjacent buildings.
 - Contracting agreement certified by Egyptian Federation for Construction and Building Contractors (EFCBC) (if applicable), or proof of contractor engagement.
 - Valid power of attorney or bank authorization.
 - National ID copy of applicant (original for verification).

Workflow

1. Facility registration, service form completion, and submission at designated counter accompanied by Mandatory documentation.
2. Integrated administrative, technical, and legal review.
3. Site inspection.
4. Payment of standard fees applicable to requested service.
5. Service issuance and handover to investor.

Standard Fees

Pursuant to Law No. 144 of 2006 regulating demolition of sound buildings.

Service Delivery Timeframe

30 business days from date of submitting Mandatory documentation.

Start Your Success Journey With Us

Provision of serviced industrial plots and units serves as vital driver for industrial development and economic growth. This is achieved by cultivating investment-ready environment for new industrial ventures, enabling expansion of existing facilities, and catalyzing high value-added industrial activities.



Land and Industrial Units Services

- Land and Industrial Unit Allocation
- Project Implementation Monitoring
- Property Dispositions

Service Name

Allocation of industrial land / units
First: Land Plot Allocation via Digital Industrial Egypt Platform (DIEP)
- www.madein.eg

Service Description

Service provided to industrial investment applicants seeking land or units for industrial project establishment.

Mandatory Documentation

1. Terms and Conditions booklet and Technical & Economic Data Form (in Arabic), signed on all pages by concerned party or authorized agent, and stamped with company seal on all pages.
2. Recent Commercial Register extract, valid and issued within 3 months prior to announcement date.
3. National ID copy of applicant (sole proprietor or legal representative), and agent ID copy in case of authorization.
4. Valid Tax Card copy.
5. Incorporation contract copy and all amendments, or company prospectus for corporate entities.
6. For applications via authorized agents: valid recent power of attorney including explicit authorization from concerned party (in their legal capacity) to deal with IDA regarding land reservation.
 - Original power of attorney must be recent or officially updated by Real Estate Publicity Department (REPD) within the past year, valid for one application only.
 - Foreign power of attorneys must be authenticated by Egyptian Embassy and deposited at REPD.
7. Certified statement of company bank account and IBAN; if unavailable, certified statement for concerned party is required.
8. Financial Solvency Proof via the following banking documents:
 - a. Certified bank statement meeting these criteria:
 - Companies established for over one year: company bank statement is mandatory.
 - Companies established for less than one year: company statements or personal statements of partners listed in incorporation contract are accepted.
 - Inward transactions must cover 100% of land plot price, irrespective of disposition type.
 - Foreign bank statements must be certified by issuing bank and Egyptian Consulate.
 - Non-acceptable: electronic statements, debit/overdraft current accounts, unstamped statements, or statements missing customer data.
 - b. Consolidated credit/debit balance statement certified by bank, covering 10% of project fixed assets as stated in Terms and Conditions booklet (Optional; grants evaluation points).
 - c. Credit inquiry (I-Score) in the name of applying company issued by Egyptian Credit Bureau; personal reports are not accepted (Optional; grants evaluation points).
9. Export statement in the name of applying company for the same activity in operating license or industrial registry, issued by General Organization for Export and Import Control (GOEIC) within last 6 months (Optional; grants evaluation points).
 - Permanent Operating License copy for the original project (technically qualified upon inspection) or valid industrial registry.

In Case of Expansions

- Operating License and Industrial Registry must be in applicant's name. Activity must match or complement existing one.
- If IDA inspection reveals Operating License was issued based on incorrect data, license and allocation shall be revoked.

Service Name

Allocation of industrial land / units
First: Land Plot Allocation via Digital Industrial Egypt Platform (DIEP)
- www.madein.eg

Workflow

1. investor creates account on DIEDP to review, purchase, and download Terms and Conditions booklet.
2. investor uploads scanned copies of documents and booklet to DIEDP.
3. File is routed to competent technical and economic departments for feasibility assessment.
4. Application is reviewed by Technical Evaluation Committee (per Article 32 of Law 95/2018) in coordination with land authorities (New Urban Communities Authority (NUCA), General Authority for Investment and Free Zones (GAFI), and Ministry of Local Development (MOLD)).
5. Upon Technical Evaluation Committee approval, applicant is notified via official mail and DIEDP account to complete reservation amount (to reach 25% of land price) within 30 days. Deposit is made to IDA account at Alexandria Bank; receipt must be submitted for verification.
6. Upon fulfillment of requirements, handover notification is issued to applicant and competent land authority. Applicant has 30 days to receive the land and notify IDA.

Standard Fees

- Terms and Conditions Booklet: EGP 2,305 (VAT inclusive) + 1% electronic collection fees.
- Application Review: EGP 2,880 (VAT inclusive) + 1% electronic collection fees.
- 10% of Land Price: Based on area and location + electronic collection fees.
- Completion of 25% of Land Price/Usufruct: Based on area and location.

Service Delivery Timeframe

15 business days following technical evaluation committee decision.

Service Name

Allocation of industrial land / units
Second: Land Plot Allocation via Digital Industrial Egypt Platform (DIEP)

Service Description

Provision of one or more industrial units to investors for establishing industrial projects, in accordance with official announcements and Terms and Conditions booklet.

Mandatory Documentation

1. Allocation application form and Terms and Conditions booklet, signed on all pages by applicant.
2. Copy of National ID (sole proprietor or legal representative).
3. Technical feasibility study for proposed project, submitted via technical data form on DIEP.
4. Valid and recent Commercial Register extract (issued within last three months).
5. Copy of incorporation contract, amendments, or company articles.
6. Requirements for Power of Attorney or Authorization:
 - For Power of Attorney: Submission of recent specific Power of Attorney (issued within three months of announcement date), explicitly authorizing dealings with IDA for industrial unit reservation. (Original for verification + copy), accompanied by copies of National IDs for both principal and agent.
 - For Authorization: Submission of original recent authorization (issued within one month), explicitly permitting dealings with IDA for industrial unit reservation. Authorizing party's signature must be bank-certified. (Original + copy of National ID of authorizing party).
7. Certified bank statements for sole proprietorship, company, or partners listed in the Commercial Register. Statements must show credit transactions covering 25% of total unit value to verify financial solvency.
8. Credit inquiry (I-Score) issued by Egyptian Credit Bureau. (Optional; grants evaluation points).
9. Export statement issued by General Organization for Export and Import Control (GOEIC) for same activity in Operating License or Industrial Registry (issued within last 6 months). (Optional; grants evaluation points).

For expansions, the following must be submitted:

- Copy of permanent Operating License for original project (inspected and technically qualified) or valid Industrial Registry. Operating License and Industrial Registry must be in applicant's name. If IDA inspects existing factory and finds the Operating License was issued based on incorrect data provided by Investor, both Operating License and allocation shall be revoked.

For establishing chemical activity, the following must be submitted:

- Material Safety Data Sheets (MSDSs) for solid and powder chemical substances.
- Description of raw materials used in manufacturing processes.

Workflow

1. Investor creates account on DIEP to purchase and download Terms and Conditions booklet.
2. Investor scans and uploads Terms and Conditions and Mandatory documentation to DIEP.
3. File is concurrently routed to competent technical and economic departments for feasibility study.
4. Application is presented to IDA Competent Committee for review.
5. Upon approval, investor is notified to complete procedures and receive handover minutes and Unit Allocation Contract.

Standard Fees

Terms and Conditions Booklet: EGP 570 (inclusive of VAT+ electronic collection fees).
Unit Insurance: EGP 10,000 per unit + electronic collection fees.

Service Delivery Timeframe

15 business days following Technical Evaluation Committee decision

Service Name

Resumption of dealings for industrial land / units
First: Resumption of dealings for industrial land

Service Description

Service provided upon expiry of original implementation period (3 years from date of handover minutes) without demonstrating commitment through Operating License or Industrial Registry. It allows investor grace period for completion after fulfilling financial conditions.

Mandatory Documentation

1. Handover minutes Copy (original for verification)
2. Allocation notification Copy (original for verification)
3. Building Permit copy
4. Valid power of attorney Copy (max 5 years) or bank authorization
5. National ID copy of applicant (original for verification)
6. Real estate inquiry form issued by jurisdictional authority
7. Allocation contract copy of company and amendments (if any) with valid Commercial Register extract not exceeding 3 months (original for verification)
8. For sole proprietorships: valid Commercial Register extract not exceeding 3 months
9. In case of establishment owner death: legal inheritance declaration, death certificate, and heirs power of attorney, or personal attendance for signing before competent officer

Workflow

1. Application submission with all Mandatory documentation.
2. Application review by competent department regarding plot status, or requesting additional requirements from investor.
3. Site inspection by Projects Department for certain cities and governorates if execution status is not provided by jurisdictional authority.
4. Submission to competent committee, followed by applicant notification to visit IDA for settling applicable standard fees for grace period and delay penalties (if any), and granting requested period starting from approval letter issuance date.

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

5 business days from submission of Mandatory documentation.

Service Name

Second: Resumption of Dealings for Industrial Units

Service Description

Service provided upon expiry of original operational compliance period without obtaining operating license or industrial registry. It allows investor grace period for licensing completion, up to maximum:

- 3 months for units allocated via IDA.
- 24 months for units allocated via other jurisdictional authorities.

Mandatory Documentation

1. Handover minutes and lease contract copy (under lease system) (original for verification).
2. Company allocation contract, Commercial Register, and amendments copy (original for verification).
3. Valid power of attorney (not exceeding 5 years from issuance) or bank authorization copy (original for verification).
4. Real estate inquiry form issued by jurisdictional authority.
5. Valid National ID copy (original for verification).
6. Industrial unit regularization letter issued by 6th of October City Authority (for units within 6th of October industrial complexes).

Workflow

1. Application submission with mandatory documentation.
2. Application review by competent department regarding unit status, or requesting requirements from investor.
3. Application is referred to competent committee for review. Applicant shall be notified to pay standard fees and any accrued delay penalties. Approved duration starts effective from issuance date of approval letter.

Standard Fees

- Service fee: EGP 3,000 + VAT.
- Grace period fee: EGP 300/month (lease system).
- Grace period fee: EGP 500/month (ownership system).

Service Delivery Timeframe

5 business days from mandatory documentation submission date.

Service Name

Assignment of industrial land / unit
First: Assignment of industrial land

Service Description

Service provided when investor wishes to assign allocated plot of land to another party

Mandatory Documentation

1. Copy of handover minutes (original for verification)
2. Copy of allocation notification (original for verification)
3. Copy of building permit (original for verification)
4. Original of special power of attorney for assignment, specifying data of plot in detail and allowing assignment; issued within period not exceeding five years, accompanied by acknowledgment from agent of current validity, with provision of related powers of attorney (in case of agent)
5. Real estate inquiry form issued by jurisdictional authority
6. Copy of valid national ID of applicant (original for verification)
7. Copy of company contract and commercial register (or extract updated within last 3 months) for both assignor and assignee, including any amendments (original for verification)
8. For capital companies: minutes of meeting of ordinary or extraordinary general assembly, or board of directors approving assignment or sale of assets of company, specifying data of plot in detail, with original of GAFI approval or commercial register entry granting authority to sell assets of company
9. Operating license or industrial registry (original for verification) with at least three years since issuance
10. Acknowledgment from applicant that all submitted documents are correct and under responsibility of applicant, without liability on IDA

Workflow

1. Submission of application by investor with mandatory documentation, signed by both assignor and assignee before competent employee (or by agent if power of attorney includes right to sell to oneself or others)
2. Review of application by competent department regarding status of plot, or notification to investor of any required completion of documents
3. Inspection of project by IDA projects department (for specific cities/governorates if executive status is not received from jurisdictional authority), and technical inspection if project holds operating license based on notification
4. Submission to competent committee and notification to investor of decision. Upon approval, 60-day period granted for visiting jurisdictional authority to activate assignment on handover minutes

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

5 business days from date of submitting mandatory documentation

Service Name

Second: Assignment of industrial unit

Service Description

Service provided when investor seeks to assign unit allocated to him

Mandatory Documentation

1. Copy of handover minutes (original for verification)
2. Copy of allocation notification (original for verification)
3. Original of special power of attorney for assignment specifying data of unit in detail and allowing assignment; issued within period not exceeding five years, with acknowledgment from agent of current validity and Submission of related powers of attorney if applicable (in case of agent)
4. Copy of valid national ID of applicant (original for verification)
5. Real estate inquiry form issued by jurisdictional authority
6. Copy of company contract and commercial register (or extract updated within last 3 months) for both assignor and assignee, including amendments if any (original for verification)
7. For capital companies: minutes of meeting of ordinary or extraordinary general assembly, or board of directors approving assignment or sale of company assets, specifying data of unit in detail, with original of GAFI approval or commercial register entry granting authority to sell assets
8. Operating license or industrial registry (original for verification) with at least three years since issuance
9. Acknowledgment from applicant that all submitted documents are true and under his responsibility without liability on IDA

Workflow

1. Submission of application by investor with mandatory documentation, signed by both assignor and assignee before competent employee, or by agent if power of attorney includes right to sell to oneself or others
2. Review of application by competent department regarding status of unit, or notification to investor of any required document completion
3. Inspection of project by IDA projects department for specific cities and governorates if executive status is not received from jurisdictional authority, plus technical inspection for projects with notification-based operating license

Standard Fees

EGP 11,400 including VAT

Service Delivery Timeframe

5 business days from date of mandatory documentation submission

Service Name

Merger or subdivision of industrial land / units
First: Merger of industrial land / units

Service Description

Service provided when investor allocated two or more contiguous plots or units seeks to merge them into single plot or unit with one handover minutes, total area, and activity

Mandatory Documentation

1. Copy of handover minutes for plots or units to be merged, provided they are under same name, legal entity, and trade name (original for verification)
2. Copy of allocation notification for plots or units to be merged, provided they are under same name, legal entity, and trade name (original for verification)
3. Copy of building permit for land only, provided they are under same name, legal entity, and trade name (original for verification)
4. Copy of allocation cancellation letter (if any)
5. Real estate inquiry form issued by jurisdictional authority
6. Copy of power of attorney issued within last five years or bank authorization (original for verification)
7. Copy of valid national ID of applicant (original for verification)
8. Copy of company contract and commercial register including amendments if any (original for verification)
9. Copy of operating license (pre-license / notification), industrial registry, or latest grace period letter granted to plots or units if any (original for verification)
10. Application submission with mandatory documentation

Workflow

1. Review of application by competent department regarding status of plots or units, or notification to investor of any required document completion
2. Submission to competent committee and notification to investor of decision; upon approval, 60-day period granted for visiting jurisdictional authority to activate merger on handover minutes

Standard Fees

Industrial land: determined according to area segment specified in Administrative decree No. 344 of 2018
Industrial units: EGP 5,700 including VAT

Service Delivery Timeframe

5 business days from the date of mandatory documentation submission

Service Name

Second: Subdivision of industrial land / units

Service Description

Service provided when investor seeks to subdivide allocated plot or unit into two or more plots or units (provided they were previously merged, in case of units)

Mandatory Documentation

1. Service application form (available free of charge at service counter)
2. Copy of handover minutes (original for verification)
3. Copy of allocation notification (original for verification)
4. Copy of building permit for industrial land subdivision
5. Copy of power of attorney or bank authorization (original for verification)
6. Real estate inquiry form issued by jurisdictional authority
7. Copy of national ID of applicant (original for verification)
8. Copy of company contract including amendments if any and commercial register (original for verification)
9. Application submission by investor with mandatory documentation

Workflow

1. Review of application by competent department regarding status of plots or units, or notification to investor of any required document completion
2. Submission to competent committee and notification to investor of decision; upon approval, 60-day period granted for visiting jurisdictional authority to amend handover minutes

Standard Fees

Free of charge

Service Delivery Timeframe

5 business days from date of mandatory documentation submission

Service Name

Obtaining additional grace period to complete project execution commitment proof on industrial land / unit

Service Description

Service provided upon expiry of additional grace period granted via resumption of dealings request; determined in accordance with rules and procedures as case may be

Mandatory Documentation

1. Service application form specifying required grace period (available free of charge at service counter)
2. Copy of latest grace period letter granted for plot / unit
3. In case of assignment, copy of assignment activation on handover minutes (original for verification)
4. Copy of power of attorney issued within last five years or bank authorization (original for verification)
5. Copy of valid national ID of applicant (original for verification)
6. Real estate inquiry form issued by jurisdictional authority
7. Application submission by investor with mandatory documentation

Workflow

1. Review of application by competent department and notification to investor to visit IDA for payment of standard fees for required period
2. Issuance of grace period letter immediately upon payment of set standard fees by investor

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

3 business days from date of application receipt

Vision for Future

Egypt is currently pursuing a new era aimed at increasing investment and driving development. In pursuit of this goal, industrial investors clearly play pivotal role in achieving desired objectives.

With issuance of Law No. 15 of 2017 concerning facilitation of licensing procedures for industrial establishments, and its executive regulations issued by Ministerial Decree No. 1082 of 2017, necessary procedures were established to facilitate Industrial license issuance. This system guides investors through defined pathways classified by industrial activity. Investors first identify activity type and risk level—whether low or high risk—and are then directed through various sub-paths.

One of the most important goals that IDA seeks to achieve is to provide attractive investment climate for all industrial sectors—including large, medium, small, and micro-enterprises—by reducing the time required for issuing industrial licenses.



Operating license services

- Operating licenses via notification and pre-licensing systems
- Technical and administrative modification
- Assignment of operating license

Service Name

issuing operating license for low-risk activities

Service Description

issuing operating license for low-risk industrial activities posing no threat to environment, health, security, or safety

Mandatory Documentation

1. Applicant proof of identity
2. Recent and valid commercial register extract (issued within last 6 months)
3. Power of attorney or bank authorization in case of agent or authorized representative (authorization valid for 6 months / special power of attorney for 3 years / general power of attorney for 5 years)
4. Proof of premises possession (in accordance with guide manual)
5.
 - A. Original of previous operating license issued under Law No. 453 (if any) or copy with police loss report
 - B. For existing facilities outside approved industrial zones: request to competent branch for addressing Governorate Secretary General prior to license application
6. Valid Federation of Egyptian Industries membership certificate
7. Technical file and environmental presentation (environmental section waived if environmental approval exists)
8. Fire prevention report or previous civil defense approval (report endorsed by mechanical or electrical consultant)
9. Tax card
10. Occupancy certificate from consultant certified by Egyptian Syndicate of Engineers (certified by civil or architectural consultant)
11. Company contact information (responsible manager - phone - email - correspondence address)

Workflow

1. Submission of form and mandatory documentation with payment of set fees
2. Review of submitted documents and application to verify mandatory documentation completion
3. Technical inspection by IDA to verify facility technical qualification
4. issuing operating license upon technical qualification
5. Inspection by IDA within 90 days of operating license issuance to verify compliance with remaining operating requirements (Environmental affairs - Civil defense - Occupational safety and health)

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

15 business days

Service Name

Technical amendment to operating license for low-risk activities

Service Description

Technical amendment to operating license for low-risk industrial activities posing no threat to environment, health, security, or safety (Activity modification - Motive power modification - Facility area modification)

Mandatory Documentation

1. Applicant proof of identity
2. Recent and valid commercial register extract (issued within last 6 months)
3. Power of attorney or bank authorization (authorization valid for 6 months / special power of attorney for 3 years / general power of attorney for 5 years)
4. Copy of notification-system operating license issued by IDA (original to be surrendered upon receipt of amended Operating License)
5. Amended technical and environmental file (if required)
6. Amended fire prevention report (if required), endorsed by mechanical or electrical consultant

Workflow

1. Submission of form and mandatory documentation with payment of set fees
2. Review of application and mandatory documentation
3. Technical inspection by IDA to verify facility technical qualification
4. Amended operating license issuance upon successful technical inspection
5. Post-issuance inspection by IDA within 90 days of operating license issuance to ensure facility compliance with environmental, civil defense, and occupational health and safety operation terms

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

15 business days

Service Name

issuing operating license for high-risk activities

Service Description

issuing operating license for high-risk industrial activities posing threat to environment, health, security, or safety

Mandatory Documentation

1. Applicant proof of identity
2. Recent and valid commercial register extract (issued within last 6 months)
3. Power of attorney or bank authorization (authorization valid for 6 months / special power of attorney for 3 years / general power of attorney for 5 years)
4. Proof of premises possession (in accordance with guide manual)
5.
 - A. Original of previous operating license issued under Law No. 453 (if any) or copy with police loss report
 - B. For existing facilities outside approved industrial zones: request to competent branch for addressing Governorate Secretary General prior to license application
6. Valid Federation of Egyptian Industries membership certificate
7. Technical file and Environmental Impact Assessment (EIA) (3 hard copies + 3 CDs), or previous environmental approval, or environmental compliance plan for facilities established prior to 2009
8. Fire prevention report or previous civil defense approval (report endorsed by mechanical or electrical consultant)
9. Tax card
10. Occupancy certificate from consultant certified by Egyptian Syndicate of Engineers (certified by civil or architectural consultant)
11. Company contact information (responsible manager - phone - email - correspondence address)

Workflow

1. Submission of form and mandatory documentation with payment of set fees
2. Review of application and mandatory documentation
3. Technical study and site inspection within 15 days of submission to verify technical qualification
4. Referral to IDA Standing Committee (Administrative decree No. 555/2022) for EIA or environmental compliance requests (for facilities pre-2009 or amendments) prior to submission to Environmental Affairs for final approval
5. Notification to General Administration of Civil Defense for inspection within 15 business days (for facilities with previous or preliminary approval)
6. Review of fire prevention reports by specialized committee for facilities without previous approval; upon approval, facility is notified to implement requirements
7. issuing operating license upon obtaining all necessary approvals

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

20 business days from date of submission upon obtaining all necessary approvals

Service Name

Technical amendment to operating license for high-risk activities

Service Description

Technical amendment to operating license for high-risk industrial activities posing threat to environment, health, security, or safety (Activity modification - Motive power modification - Facility area modification)

Mandatory Documentation

1. Applicant proof of identity
2. Recent and valid commercial register extract (issued within last 6 months)
3. Power of attorney or bank authorization (authorization valid for 6 months / special power of attorney for 3 years / general power of attorney for 5 years)
4. Copy of notification-system operating license issued by IDA (original to be surrendered upon receipt of amended Operating License)
5. Amended technical file and Environmental Impact Assessment (EIA) / environmental approval (if required)
6. Amended fire prevention report (if required), endorsed by mechanical or electrical consultant

Workflow

1. Submission of form and mandatory documentation with payment of set fees
2. Review of application and mandatory documentation
3. Technical study and site inspection within 15 days of submission to verify technical qualification
4. Referral to IDA Standing Committee (Administrative decree No. 555/2022) for EIA or environmental compliance requests (for facilities pre-2009 or amendments) prior to submission to Environmental affairs for final approval
5. Notification to IDA's General Administration of Civil Defense for inspection within 15 business days (for facilities with previous or preliminary approval)
6. Review of fire prevention reports by specialized committee for facilities without previous approval; upon approval, facility is notified to implement requirements
7. Amended operating license issuance upon obtaining all necessary approvals

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

20 business days from date of submission upon obtaining all necessary approvals

Service Name

Administrative amendment to operating license

Service Description

Administrative amendment to operating licenses for same facility covering:
1. Name or legal entity modification in commercial register and proof of premises possession
2. Addition or modification of trade name in commercial register and proof of premises possession
3. Renewal or modification of lease term

Mandatory Documentation

1. Applicant proof of identity
2. Recent and valid commercial register extract reflecting amendments (issued within last 6 months)
3. Power of attorney or bank authorization (authorization valid for 6 months / special power of attorney for 3 years / general power of attorney for 5 years)
4. Proof of premises possession reflecting amendments (in accordance with guide manual)
5. Valid Federation of Egyptian Industries membership certificate
6. Tax card (for facilities not registered on automated system)
7. Company contact information (responsible manager - phone - email - correspondence address) in case of manager change
8. Copy of IDA-issued operating license (original to be surrendered upon receipt of amended Operating License), or copy and police loss report

Workflow

1. Submission of form and mandatory documentation with payment of set fees
2. Review of application and mandatory documentation
3. Service issuance upon verification of mandatory documentation completion

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

7 business days

Service Name

Assignment of operating license for low-risk activities

Service Description

Assignment of operating license for low-risk activities from one company to another

Mandatory Documentation

1. Applicant proof of identity
2. Recent and valid commercial register extract (issued within last 6 months)
3. Power of attorney or bank authorization (authorization valid for 6 months / special power of attorney for 3 years / general power of attorney for 5 years)
4. Proof of premises possession (in accordance with guide manual)
5. Original operating license (or copy and police loss report) + notarized license assignment deed issued by Notary Public
6. Valid Federation of Egyptian Industries membership certificate
7. Technical file and environmental presentation (environmental section waived if environmental approval exists)
8. Fire prevention report or previous civil defense approval (report endorsed by mechanical or electrical consultant)
9. Tax card
10. Company contact information (responsible manager - phone - email - correspondence address)

Workflow

1. Submission of form and mandatory documentation with payment of set fees
2. Review of application and mandatory documentation to verify mandatory documentation completion
3. Technical inspection by IDA to verify facility technical qualification
4. Operating license issuance upon technical qualification
5. Inspection by IDA within 90 days of operating license issuance to verify compliance with remaining operating requirements (Environmental affairs - Civil defense - Occupational safety and health)

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

15 business days

Service Name

Assignment of operating license for high-risk activities

Service Description

Assignment of operating license for high-risk industrial activities from one company to another

Mandatory Documentation

1. Applicant proof of identity
2. Recent and valid commercial register extract (issued within last 6 months)
3. Power of attorney or bank authorization (authorization valid for 6 months / special power of attorney for 3 years / general power of attorney for 5 years)
4. Proof of premises possession (in accordance with guide manual)
5. Original operating license (or copy and police loss report) + notarized license assignment deed issued by Notary Public
6. Valid Federation of Egyptian Industries membership certificate
7. Technical file and Environmental Impact Assessment (EIA) (3 hard copies + 3 CDs), or previous environmental approval, or environmental compliance plan for facilities established prior to 2009
8. Fire prevention report or previous civil defense approval (report endorsed by mechanical or electrical consultant)
9. Tax card
10. Occupancy certificate from consultant certified by Egyptian Syndicate of Engineers (endorsed by civil or architectural consultant)
11. Company contact information (responsible manager - phone - email - correspondence address)

Workflow

1. Submission of form and mandatory documentation with payment of set fees
2. Review of application and mandatory documentation
3. Technical study and site inspection within 15 days of submission to verify technical qualification
4. Referral to IDA Standing Committee (Administrative decree No. 555/2022) for EIA or environmental compliance requests (for facilities pre-2009 or amendments) prior to submission to Environmental affairs for final approval
5. Notification to General Administration of Civil Defense for inspection within 15 business days (for facilities with previous or preliminary approval)
6. Review of fire prevention reports by specialized committee for facilities without previous approval; upon approval, facility is notified to implement requirements
7. Operating license issuance upon obtaining all necessary approvals

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

15 business days

Entitlement to

- Reduction of customs tariffs on import of raw materials required for project
- Reduction of customs tariffs on import of spare parts for machinery and equipment necessary for production
- Reduction of customs duties on export of products
- Eligibility to participate in governmental and non-governmental tenders and auctions
- Access to export subsidies and support programs
- Facilitated banking transactions to open Letters of Credit (LCs) and secure loans in favor of project
- Reduction of general tax rates



Industrial Registry and Licensing Services

- Industrial Registry
- Import Invoice Endorsement
- Gas Requirements

Service Name

Issuance of Industrial Registry Certificate (Initial / Technical amendment / Renewal)

Service Description

Obtaining Industrial Registry Certificate for industrial facility (Initial / Technical amendment / Renewal of registry) within 30 days from commencement of production; validity period of registry is 5 years (continuous upon completion of mandatory documentation)

Mandatory Documentation

1. Service form
2. Operating license for industrial facility and follow-up receipt of license if more than one year has elapsed
3. Valid and recent Commercial Registry Extract (issued within the last six months)
4. Valid membership certificate of Federation of Egyptian Industries
5. Copy of power of attorney or bank authorization (original for verification)
6. Copy of national ID of applicant (original for verification)
7. Copy of latest industrial registry certificate (in case of technical amendment / renewal); original to be surrendered upon receipt of service

Workflow

1. Submission of application with mandatory documentation and proof of payment of prescribed fees
2. Technical study and inspection of facility within 15 days from date of submission of application to verify qualification for operation; facility is qualified in case of presence of machinery and equipment qualified for operation of licensed industrial activity with complete installation, operation, and production of products requested in industrial registry application
3. Issuance of industrial registry and delivery to investor

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

3 business days after receipt of technical opinion

Service Name

Administrative Amendment of Industrial Registry Certificate

Service Description

Issuance of amended industrial registry certificate reflecting changes to name of owner / facility, legal entity, trade name, or any combination thereof

Mandatory Documentation

1. Service form
2. Proof of possession (in accordance with guideline manual)
3. Valid membership certificate of Federation of Egyptian Industries
4. Amended operating license for industrial facility (or follow-up receipt of Operating License if more than one year has elapsed)
5. Latest industrial registry certificate obtained by company (copy if valid; original to be surrendered upon receipt of amended registry)
6. Valid and recent commercial registry extract (issued within the last six months)
7. In case of amendment from individuals to individuals (Limited Partnership – General Partnership): amendment is made on same commercial registry
8. In case of amendment from individuals to corporate entities (S.A.E / L.L.C): cancellation of individual commercial registry and submission of new commercial registry for corporate entity mentioning cancellation of previous registry
9. Copy of power of attorney or bank authorization (original for verification)
10. Copy of national ID of applicant (original for verification)

Workflow

1. Submission of application with mandatory documentation and proof of payment of prescribed fees
2. Document review and verification
3. Issuance of service and delivery to investor

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

2 business days from completion of mandatory documentation

Service Name

Endorsement of Invoices for Import of Production Lines or Production Line Components for Industrial Facility

Service Description

Endorsement of invoices for import of production lines (or components thereof) for initial establishment or expansion, and issuance of official letter to Egyptian Customs Authority accordingly

Mandatory Documentation

1. Service form
2. Proof of possession (in accordance with possession guideline manual)
3. Non-prohibition letter from governorate (required for initial applications outside industrial zones)
4. Original import invoice for machinery and equipment to be imported (specifying name and address of industrial facility, excluding administrative headquarters) or certified copy from bank
5. Copy of packing list
6. Copy of bill of lading
7. Valid and recent commercial registry extract (issued within the last six months)
8. Copy of power of attorney or bank authorization (original for verification)
9. Copy of national ID of applicant (original for verification)
10. In case of expansion: copy of previously obtained Operating License (or follow-up receipt of Operating License if more than one year has elapsed) and industrial registry certificate; originals for verification (if available)

Workflow

1. Submission of application with mandatory documentation
2. Technical study of request, preparation of technical opinion, and signing of original invoice
3. Payment of prescribed standard fees for service
4. Drafting and issuance of approval letter to Egyptian Customs Authority

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

3 business days

Service Name

Endorsement of Invoices for Import of 16% Start-up Raw Materials or Production Inputs

Service Description

Endorsement of invoices for import of 16% start-up raw materials or production inputs, and issuance of official letter to Egyptian Customs Authority accordingly

Mandatory Documentation

1. Service form
2. Proof of possession (in accordance with possession guideline manual)
3. Non-prohibition letter from governorate (required for initial applications outside industrial zones)
4. Original raw material invoice for materials to be imported (specifying name and address of industrial facility, excluding administrative headquarters); bank-certified or certified copy from bank
5. Copy of packing list
6. Copy of bill of lading
7. Completion of specific service form
8. Valid and recent commercial registry extract (issued within last six months)
9. Copy of power of attorney or bank authorization (original for verification)
10. Copy of national ID of applicant (original for verification)
11. In case of expansion: operating license (or follow-up receipt of Operating License if one year has elapsed) and industrial registry certificate (if available)

Workflow

1. Submission of application with mandatory documentation
2. Technical study of request, preparation of technical opinion, and signing of original invoice
3. Payment of service prescribed standard fees
4. Issuance of approval letter to Egyptian Customs Authority

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

3 business days

Service Name

Request for Determination or Adjustment of Annual Natural Gas Consumption

Service Description

Technical opinion on requests for determination or adjustment of annual natural gas consumption for industrial facilities

Mandatory Documentation

1. Service form
2. Proof of possession (in accordance with possession guideline manual)
3. Copy of power of attorney or bank authorization (original for verification)
4. Copy of national ID of applicant (original for verification)

First: Existing Projects

- Operating license
- Valid industrial registry certificate indicating number of shifts, or proof of application for renewal (payment receipt)
- Equipment invoices and bills of lading (if equipment not included in latest inspection report) or purchase invoice for locally manufactured equipment
- Machinery and equipment catalogs specifying natural gas consumption rates
- Natural gas load schedule certified by gas company
- Boiler license and operation permit issued by Industrial Control Authority (if available) or declaration to obtain approval upon issuance of operating license

Second: Projects Under Construction

- Equipment invoices and bills of lading or purchase invoice for locally manufactured equipment
- Machinery and equipment catalogs specifying natural gas consumption rates
- Natural gas load schedule certified by gas company
- Boiler license and operation permit issued by Industrial Control Authority (if available) or declaration to obtain approval upon issuance of operating license

Workflow

1. Submission of application with mandatory documentation
2. Technical study of request and preparation of technical opinion
3. Payment of service prescribed standard fees
4. Issuance of consumption rates letter to the gas company

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

3 business days

Raise Awareness

- IDA facilitates assessment of potential environmental impacts of industrial operations, driving attainment of sustainability and enhancement of resource efficiency



Environmental Protection Services

- Customs release for hazardous materials

Service Name

Customs Release for Chemical Materials on Ministry of Industry Lists

Service Description

A - Per-shipment: For shipments on-site at customs

Mandatory Documentation

1. Request for issuance of No-Objection Certificate (NOC) for customs clearance (IDA form) signed by concerned party or legal representative (via official power of attorney or bank-certified authorization)
2. Commercial registry extract (original for verification; copy for filing)
3. Industrial registry certificate (original for verification; copy for filing)
4. Invoice (original for verification; copy for filing)
5. Bill of lading or copy stamped by issuing bank for letter of credit (original for verification; copy for filing)
6. Copy of Safety Data Sheet (SDS) for material to be cleared
7. Customs procedures certificate for required chemical material (original for verification; copy for filing)
8. Operating License for toxic and non-toxic chemical warehouse (original for verification; copy for filing); or proof of third-party storage in licensed warehouse via authenticated contract (copy for filing); or copy of IDA receipt proving licensing in progress

Workflow

1. Submission of application with mandatory documentation
2. Environmental file review to assess material nature and ensure compliance with prohibited imports lists or special requirements (requiring approvals from Public Security, Ministry of Health, or Civil Defense). If listed by any such authorities, investor shall apply for annual requirements determination (unless already obtained)
3. Payment of prescribed standard Fees and issuance of No-Objection Certificate for customs clearance to competent customs office
4. Preparation of deduction form specifying annual requirements of raw material, quantity released, and remaining balance (annually or based on industrial registry validity, whichever is shorter)

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

2 business days from receipt of completed technical opinion from competent technical department

Service Description

B - Trading companies (on behalf of industrial companies)

Mandatory Documentation

1. Request for issuance of No-Objection Certificate for customs clearance (IDA form) signed by concerned party or legal representative and stamped with trading company seal (via official power of attorney or bank-certified authorization)
2. Commercial registry extract of trading company (original for verification; copy for filing)
3. Shipment invoice, bill of lading, and customs certificate (original for verification; copies for filing)
4. Industrial registry certificate of industrial company (original for verification; copy for filing)
5. Purchase Order from industrial company to importing trading company (bank-certified signatures)
6. Safety Data Sheet (SDS) for each hazardous chemical material intended for clearance
7. Valid warehouse Operating License for toxic and non-toxic industrial chemicals belonging to trading company (original for verification; copy for filing); or copy of IDA receipt proving licensing in progress
8. Copy of warehouse Operating License for toxic and non-toxic industrial chemicals of industrial companies on whose behalf materials are imported

Workflow

1. Submission of application with mandatory documentation
2. Environmental file review to assess material nature and ensure compliance with prohibited imports lists or special requirements (requiring approvals from Public Security, Ministry of Health, or Civil Defense). If listed by any such authorities, investor shall apply for annual requirements determination (unless already obtained)
3. Payment of prescribed standard fees and issuance of No-Objection Certificate for customs clearance to competent customs office
4. Preparation of deduction form specifying annual requirements of raw material, quantity released, and remaining balance (annually or based on industrial registry validity, whichever is shorter)

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

2 business days from receipt of completed technical opinion from competent technical department

Service Description

C - Annual clearance for hazardous chemical materials

Mandatory Documentation

1. Request for customs clearance approval (IDA form) signed by concerned party or legal representative (via official power of attorney or bank-certified authorization)
2. Industrial registry certificate (original for verification; copy for filing)
3. Commercial registry extract (original for verification; copy for filing)
4. Copy of previous shipment invoice for same materials, or proforma invoice if not previously imported
5. Copy of Safety Data Sheets (SDSs)
6. Operating License for toxic and non-toxic chemical warehouse; or proof of third-party storage in licensed warehouse via authenticated contract (original for verification; copy for filing)
7. Original IDA letter regarding company's annual requirements for same material for previous year

Workflow

1. Submission of application with mandatory documentation
2. Environmental file review to assess material nature and ensure compliance with prohibited imports lists or special requirements (requiring approvals from Public Security, Ministry of Health, or Civil Defense). If listed by any such authorities, investor shall apply for annual requirements determination (unless already obtained)
3. Payment of prescribed standard fees and issuance of No-Objection Certificate for customs clearance to competent customs office
4. Preparation of deduction form specifying annual requirements of raw material, quantity released, and remaining balance (annually or based on industrial registry validity, whichever is shorter)

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

2 business days from receipt of completed technical opinion from competent technical department

Service Name

Annual Requirements Determination for Hazardous Chemicals Listed by External Authorities (Civil Defense, Public Security, or Central Administration of Pharmaceutical Affairs)

Mandatory Documentation

1. Request to IDA specifying materials for requirements determination
2. Valid industrial registry certificate (original for verification; copy for filing)
3. Chemical warehouse Operating License (original for verification; copy for filing)
4. Copy of previous year's letter (if available)
5. Applicant proof of identity
6. Official power of attorney or bank-certified authorization

Workflow

1. Submission of application with mandatory documentation
2. Environmental file review to assess nature of material requested for release
3. Payment of prescribed standard fees and issuance of official letter to respective authority for annual requirements determination

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

2 business days from receipt of completed technical opinion from competent technical department

Service Name

Statement Letters for Industrial Companies Importing Permitted Non-Prohibited Waste as Production Inputs (e.g., plastic, paper, etc.)

Mandatory Documentation

1. Request to IDA regarding production input status of specific material
2. Industrial registry certificate (original for verification; copy for filing)
3. Chemical warehouse Operating License (original for verification; copy for filing)
4. Copy of previous year's letter (if available)
5. Applicant proof of identity
6. Official power of attorney or bank-certified authorization

Workflow

1. Submission of application with mandatory documentation
2. Environmental file review to assess material nature and ensure compliance with prohibited hazardous waste lists per regulating ministerial decrees
3. Referral to competent technical department for technical opinion on production input status and annual requirements
4. Payment of prescribed standard fees and issuance of statement letter

Standard Fees

In accordance with Administrative Decree No. 1 of 2025

Service Delivery Timeframe

2 business days from receipt of completed technical opinion from competent technical department

Rewarding Incentives

- Local manufacturing is a fundamental pillar for enhancing economic independence and meeting domestic market needs for products and services. It safeguards the economy against global price fluctuations, creates job opportunities, and increases local product added value.



Domestic Industry Development Services

- Customs Duty Reductions
- Certificate of Origin
- Export Incentives
- Government Tenders

Service Name

Domestic Content Review Services

First: Customs Duty Reductions for a New Product (Not Previously Studied)

Service Description

Application for customs duty reductions on imported components for assembly industries, per Article (6) of Presidential Decree No. (419) of 2018, as amended by Article (1), Paragraph (B) of Presidential Decree No. (549) of 2020.

Mandatory Documentation

1. Request for service issuance (IDA form)
2. Official power of attorney or bank-certified authorization
3. Applicant proof of identity
4. Valid industrial registry certificate of assembly company, including specified product and model (original for verification; copy for filing)
5. Complete Knocked Down (CKD) components list required for one unit, in foreign currency, certified by foreign technical partner, authenticated by Chamber of Commerce and Egyptian Embassy in supplier's country, and legalized by Ministry of Foreign Affairs; OR CKD list issued by applicant and certified by competent design authority for Egyptian-designed products (original for verification; copy for filing)
6. List of local CKD components required for one unit, matching pricing and currency of total components list, certified by applicant (original for verification; copy for filing)
7. List of imported CKD components required for one unit, matching pricing and currency of total components list, certified by applicant (original for verification; copy for filing)
8. Import invoices (original for verification; copy for filing) or bank-certified copies, or supply orders certified by assembly company for components required for specified production quantity
9. Supply orders and local contracts between assembly company and feeder industries for local component supply (notarized or bank-certified signatures), provided such companies hold valid industrial registry including produced components (for feeder industries) to qualify these parts as local content
10. Technical studies of local components certified by supplying companies
11. Statement of invoice/supply order contents, including component distribution rates
12. Nomenclature of invoice/supply order contents
13. Technical specifications and manufacturing processes applied to product

Workflow

1. Obtaining service application form (IDA form) free of charge
2. Submission of completed form accompanied by mandatory documentation
3. Payment of service prescribed standard fees
4. Approval and issuance of letter addressed to Customs Authority

Note: If imported consignments are present at factory, technical inspection is conducted to verify manufacturing processes and ensure compliance with submitted studies prior to letter issuance; otherwise, inspection is conducted post-issuance.

Standard Fees

0.003 of imported components value + EGP 400 + VAT

Service Delivery Timeframe

8 business days from submission of complete documentation

Second: Customs Duty Reductions for Previously Studied Product

Service Description

Application for customs duty reductions on imported components for assembly industries for previously studied product, per Article (6) of Presidential Decree No. (419) of 2018, as amended by Article (1), Paragraph (B) of Presidential Decree No. (549) of 2020.

Mandatory Documentation

1. Request for service issuance (IDA form)
2. Official power of attorney or bank-certified authorization
3. Applicant proof of identity
4. Valid industrial registry certificate of assembly company, including specified product and model (original for verification; copy for filing)
5. Import invoices (original for verification; copy for filing) or bank-certified copies, or supply orders certified by assembly company for components required for specified production quantity
6. Statement of invoice/supply order contents, including component distribution rates
7. Nomenclature of invoice/supply order contents

Workflow

1. Obtaining service application form (IDA form) free of charge
 2. Submission of completed form accompanied by mandatory documentation
 3. Payment of prescribed standard fees for service
 4. Approval and issuance of letter addressed to Customs Authority
- Note: If discrepancies exist between import invoices and approved lists, ratios shall be adjusted and necessary actions taken according to new ratio.

Standard Fees

0.003 of imported components value + EGP 400 + VAT

Service Delivery Timeframe

8 business days from submission of complete documentation

Third: Temporary Customs Release Letter

Service Description

Issuance of temporary customs release letter for imported components in assembly industries pending completion of local manufacturing ratio study, per Article (6) of Presidential Decree No. (419) of 2018, as amended by Article (1), Paragraph (B) of Presidential Decree No. (549) of 2020. Valid for 3 months from issuance date.

Mandatory Documentation

1. Request for service issuance (IDA form)
2. Official power of attorney or bank-certified authorization
3. Applicant proof of identity
4. Valid industrial registry certificate of assembly company, including specified product and model (original for verification; copy for filing)
5. Import invoices (original for verification; copy for filing) or bank-certified copies, or supply orders certified by assembly company for components required for specified production quantity

Workflow

1. Obtaining service application form (IDA form) free of charge
2. Submission of completed form accompanied by mandatory documentation
3. Preparation of temporary release letter for customs ports clearance pending study completion (due to incomplete documentation)
4. Payment of service prescribed standard fees
5. Approval and issuance of letter addressed to Customs Authority

Standard Fees

EGP 3,000 + VAT

Service Delivery Timeframe

2 business days from submission of complete documentation

Fourth: Extension of Temporary Customs Release Letter

Service Description

Issuance of letter to extend temporary customs release for imported components in assembly industries pending completion of local manufacturing ratio study, per Article (6) of Presidential Decree No. (419) of 2018, as amended by Article (1), Paragraph (B) of Presidential Decree No. (549) of 2020. Valid for 3 months from issuance date.

Mandatory Documentation

1. Request for service issuance (IDA form)
2. Official power of attorney or bank-certified authorization
3. Applicant proof of identity
4. Copy of previous temporary customs release letter
5. Valid industrial registry certificate of assembly company, including specified product and model (original for verification; copy for filing)

Workflow

1. Obtaining service application form (IDA form) free of charge
 2. Submission of completed form accompanied by mandatory documentation
 3. Preparation of temporary release letter for customs ports clearance pending study completion (due to incomplete documentation)
 4. Payment of service prescribed standard fees
 5. Approval and issuance of letter addressed to Customs Authority
- Note: Letter is renewed upon company request for a single term only by approval of Central Administration Head; further extensions require approval from IDA Chairman.

Standard Fees

EGP 3,000 + VAT

Service Delivery Timeframe

2 business days from submission of complete documentation

Fifth: True Copy / Replacement of Customs Release Letter

Service Description

Issuance of true copy or replacement for lost customs duty reduction letters for imported components in assembly industries, per Article (6) of Presidential Decree No. (419) of 2018, as amended by Article (1), Paragraph (B) of Presidential Decree No. (549) of 2020.

Mandatory Documentation

1. Request for service issuance (IDA form)
2. Official power of attorney or bank-certified authorization
3. Applicant proof of identity
4. Copy of lost release letter
5. Official loss report (Police report)

Workflow

1. Obtaining service application form (IDA form) free of charge
2. Submission of completed form accompanied by mandatory documentation
3. Payment of service prescribed standard fees
4. Approval and issuance of service

Standard Fees

EGP 600 + VAT (per Administrative Decree No. 344 of 2018)

Service Delivery Timeframe

2 business days from submission of complete documentation

Sixth: Calculation of Local Value-Added Percentage for Certificate of Origin (Product Not Previously Studied)

Service Description Calculation of local value-added percentage to issue Certificate of Origin for benefiting from international export agreements, and adding product to company's industrial registry.

Mandatory Documentation

1. Request for service issuance (IDA form)
2. Official power of attorney or bank-certified authorization
3. Applicant proof of identity
4. Valid industrial registry certificate of assembly company, including product for study (original for verification; copy for filing)
5. Local value-added cost model per unit
6. Sales invoices (original for verification; copy for filing)
7. Import invoices for materials and components (original for verification; copy for filing), with statement of unit share
8. Supply orders and local contracts between company and feeder industries for local component supply (notarized or bank-certified signatures), provided such companies hold valid industrial registry including produced components
9. Certified statement from company clarifying unit share of applicable taxes and fees
10. Latest approved financial statements
11. Lists of total, imported, and local components
12. Technical specifications and manufacturing processes applied to product

Workflow

1. Obtaining service application form (IDA form) free of charge
2. Submission of completed form accompanied by mandatory documentation
3. Calculation of standard service fees and issuance of payment receipt
4. Approval and issuance of letter addressed to General Organization for Export and Import Control (GOEIC) – Trade Agreements Sector

Standard Fees

One product: EGP 3,000 - Two products: EGP 6,000 - Each additional product: EGP 3,000 + VAT

Service Delivery Timeframe

15 business days from submission of complete documentation

Seventh: Calculation of local value-added percentage for issuing certificate of origin (product previously studied)

Service Description Calculation of local value-added percentage for issuing certificate of origin for previously studied product, to benefit from international export agreements.

Mandatory Documentation

1. Service request form.
2. Power of attorney or bank authorization.
3. Applicant identification document.
4. Copy of valid Industrial Register certificate including product for which local value-added percentage is to be calculated.

Workflow

1. Obtaining service application form free of charge from service window.
2. Completing form and submitting application accompanied by required documents.
3. Calculating standard fees and issuing payment receipt.
4. Approving and issuing letter addressed to General Organization for Export and Import Control (GOEIC) – Trade Agreements Sector at Ministry of Industry, for issuance of certificate of origin.

Standard Fees

For all establishments:
• EGP 1,000 for one product - EGP 1,200 for two products - EGP 200 for each additional product + VAT

Service Delivery Timeframe

15 business days from date of submitting complete documents.

Service Name	Local Product Development Services First: Determination of Local Production Availability for Requirements of Governmental Bodies and Public Sector Enterprises
Service Description	Notifying governmental entities, upon request, of local production availability to fulfill procurement requirements, and providing details of registered manufacturing companies in case of availability, per Prime Ministerial Decree No. (122) of 2015.
Mandatory Documentation	Incoming official letter from requesting governmental entity, accompanied by detailed item specification list
Workflow	Approving official letter and dispatching to requesting entity, or handing over to authorized representative
Standard Fees	Exempt (Free of charge)
Service Delivery Timeframe	15 business days from request receipt date

Second: Calculation of Egyptian Industrial Component Ratio for Government Tenders

Service Description	Calculation of Egyptian industrial component ratio in products for participation in government tenders, per Law No. (5) of 2015 on preference of local products, provided ratio is not less than 40%; and issuance of letter to Federation of Egyptian Industries stating calculated ratio.
Mandatory Documentation	Technical study submitted by companies seeking qualification for government tenders, comprising: 1. Request for service issuance (IDA form) 2. Official power of attorney or bank-certified authorization 3. Applicant proof of identity 4. Valid industrial registry certificate of company seeking qualification, including product under tender (original for verification; copy for filing), OR operating license and commercial registry for free zone companies 5. Statement of imported components per unit certified by company, accompanied by supporting Cost, Insurance, and Freight (CIF) import invoices 6. Statement of local components per unit certified by company, accompanied by supporting documentation from entities holding valid industrial registry (invoices, supply orders, contracts) 7. Technical specifications and manufacturing processes applied to product 8. Latest approved financial statements specifying cost of raw materials and components used in manufacturing product under study 9. Payment receipt of service prescribed standard fees 10. Additional mandatory documentation for pharmaceutical sector qualification, comprising: • Registration notification from Ministry of Health • Certified statement of pharmaceutical composition specifying price of each component • Sampling report of initial production batch • Recent inspection report of finished product • Pharmaceutical manufacturing process flow chart • Certified statement from company specifying product quantity and batch number • Product medical leaflet • Industrial registry certificate of manufacturer and contract stamped by Ministry of Health (in case of contract manufacturing for third parties)
Workflow	1. Obtaining service application form (IDA form) free of charge 2. Submission of completed form accompanied by mandatory documentation 3. Assessment of standard fees based on total final product cost excluding profit margin, and issuance of payment receipt 4. Approval of letter addressed to Federation of Egyptian Industries (competent chamber) per form requirements 5. Handing over letter to investor
Standard Fees	2% of unit product value (Minimum: EGP 200; Maximum: EGP 1,000) + VAT
Service Delivery Timeframe	15 business days from request receipt date

Third: Calculation of Egyptian Industrial Component Ratio for Export Incentives

Service Description

Calculation of Egyptian industrial component ratio in products exported to qualify for export incentive programs across all industrial sectors; and issuance of letter stating calculated ratio to Federation of Egyptian Industries.

Mandatory Documentation

Technical study submitted by companies seeking qualification for government tenders, comprising:

1. Request for service issuance (IDA form).
2. Official power of attorney or bank-certified authorization.
3. Applicant proof of identity.
4. Valid industrial registry certificate of company, including product under tender (original for verification; copy for filing, OR operating license) + commercial registry for free zone companies.
5. Statement of imported components per unit certified by company (accompanied by supporting CIF import invoices).
6. Statement of local components per unit certified by company (accompanied by required supporting documentation from entities holding valid industrial registry invoices - supply orders - contracts...).
7. Manufacturing processes applied to product.
8. Latest approved financial statements specifying cost of raw materials and components used in manufacturing product under study.
9. Payment receipt of service prescribed standard fees.
10. Additional required documentation for pharmaceutical sector qualification, comprising:
 - Registration notification from Ministry of Health
 - Certified statement of pharmaceutical composition specifying price of each component
 - Sampling report of initial production batch
 - Recent inspection report of finished product
 - Pharmaceutical manufacturing process «flow chart»
 - Certified statement from company specifying product quantity + batch number
 - Product medical leaflet
 - Industrial registry certificate of manufacturer and contract stamped by Ministry of Health in case of contract manufacturing for third parties

Workflow

1. Obtaining service application form (IDA form) free of charge
2. Submission of completed form accompanied by mandatory documentation
3. Assessment of standard fees based on total final product cost excluding profit margin, and issuance of payment receipt
4. Approval of letter addressed to Federation of Egyptian Industries (competent chamber) per form requirements

Standard Fees

For all establishments: (One product: EGP 1,650; Two products: EGP 2,500; Each additional product: EGP 850) + VAT

Service Delivery Timeframe

10 business days from completion of required documentation

 New Cairo City: 42 Al Salam Axis
 +(202) 25370360
 +(202) 25370337
 19780
 info@ida.gov.eg
 www.ida.gov.eg
 [IDA.Egypt/](https://www.facebook.com/IDA.Egypt/)



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