

Important Instructions
Before Completing the Form

Please carefully follow the instructions below when completing the form,

- 1. The committee is authorized to change activities in the Acknowledgment of receipts within industrial zones only. This includes deleting the current activity and entering a completely new activity, or adding a new activity, such as only import, pesticides, or medicines.**
- 2. To approve a request for activity change, evidence of actual implementation must be provided, with at least three years of operation.**
- 3. For modifications submitted by a tenant, the following must be observed:**
 - Evidence of actual implementation, with at least one year of operation.
 - Submission of a lease covering the full area of the land and buildings related to the activity change request.
 - The lease contract must mention the activity to be changed, or the owner (or their legal representative) must provide a declaration approving the modification.
4. Submission for changing an activity for High-risk activities; approval of the Egyptian Environmental Affairs Agency (EEAA) shall be submitted attached with supporting documents.
5. Data entered in the form shall not be amended after submission.
6. The applicant must clearly indicate his/her capacity and provide all required authorizations or powers of attorney.
7. If a bank authorization is provided, an activity change, and the original authorization document must be submitted with the application.
8. If a land transfer for the requested activity change has not yet been approved, the application must be submitted by the main transferor and the service shall be in his/her name. The transferee cannot submit the request until the transfer is formally recorded in the Acknowledgment of receipt.
9. Use the QR code on the form to enter the name and codes of the product correctly. This helps speed up processing and ensures that product codes, names, numbers, and related sub-activities are accurately recorded.
- 10. Violation of any of the above instructions gives Industrial Development Authority (IDA) the right to reject the request without any liability.**

Instructions have been read and understood

Applicant:

Capacity:



Incorrect code entry results in service disruption. Use the QR code above to access and verify the required codes, or contact Customer Service for assistance.

Facility Number		Company Number	
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Documents required to be Attached with the Application:

Documents	Fulfilled	Not Fulfilled
Copy of Identification Document – Original for Verification		
A copy of power of attorney (issued within the last five years) and the original to be presented for verification, or a bank authorization letter (issued within the last six months) and the original to be submitted (in case the application is submitted by a representative or an authorized representative)		
Providing the following documents: 1. Operating license issued in accordance with the provisions of Law No. (453) of 1954, whether permanent or temporary, provided that it was issued before 16/08/2017. 2. Pre-approved operating license issued in accordance with the provisions of Law No. (15) of 2017, provided that one year has passed since its issuance. 3. Permanent or conditional industrial registration certificate, provided that one year has passed since its issuance. 4. Notification-based operating license that has been inspected, provided that one year has passed since its issuance. 5. Operating license issued in accordance with the provisions of Law No. (154) of 2019. 6. Activity commencement decision issued by General Authority for Investment and Free Zones (GAFI) <u>In all cases at least one year of operation shall be passed as well as providing proof of seriousness.</u>		
Site map of the Facility and surrounding activities, indicating the prevailing wind direction, and duly approved by the competent authority.		
A copy of the ownership documents (allocation notice – land handover minutes + building permit). In case of lease, a copy of the lease contract stating the activity must be provided, the original for reference		
Valid and updated commercial register (Not exceeding six months)		
Copy of previous environmental approval (if any)		

1- Applicant's Information:

1. Name / Company: Legal Entity:
2. Applicant's Capacity: (Owner ☐ / Representative ☐ Authorized Representative ☐)
3. Address of the Activity (Land Plot / Unit):
4. Status of Possession: (Allocated ☐ / Leased ☐)
 "In case the applicant is Tenant, please write the name of the person to whom the land plot/unit was originally allocated, as stated in the Acknowledgment of receipt:"
5. Total Project Area (m²) :
6. Total Built-up Area of the Project (m²):
7. Name of Contact Person:
8. Clear and Complete Correspondence Address:
9. Email Address:
10. Telephone Number: Mobile (1):
 Mobile (2):

Name:
Signature:
Capacity:
Date:

1-1- Industrial Activities of the Facility:

s	Sub-Activity Name	Sub-Activity Code
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

s	Product Name	Product Code
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Name:
Signature:
Capacity:
Date:

Details of Used Raw Materials:

s	Name of Raw Material	Quantity (kg / ton)
1		
2		
3		
4		

2.1 - Details of Used Equipment:

s	Equipment Name	Number	Equipment Power (in Horsepower) Before Expansion
1			
2			
3			
4			

Total Power of Equipment and Machinery (per Horsepower)	
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Name:
Signature:
Capacity:
Date:

Steps Describing the Manufacturing Process:

2. Operation Stage Data:

2.1. Infrastructure

Water Network:	☐ Available	☐ Not Available
Electricity Network	☐ Available	☐ Not Available
Solid Waste Landfill	☐ Available	☐ Not Available
Industrial Wastewater Network	☐ Available	☐ Not Available
Sanitary Sewer Network	☐ Available	☐ Not Available
Road / Railway Network	☐ Available	☐ Not Available
Fuel Sources	☐ Available	☐ Not Available

2.2. Data on Used Energy

Type and Quantity of Used Energy

2.3 Water Data

Source (Public / Groundwater / Surface Water):

Rate of Water Consumption in the Production Process (m³/day):

2.4 Sanitary Sewage Data

Discharge Rate (_____) m³/day

"Method of Wastewater Disposal (Public Sewer Network / Septic Tanks / Other)"

2.5. Industrial Wastewater Data

"Discharge Rate (_____) m³/day"

Name:
Signature:
Capacity:
Date:

Methods of Industrial Wastewater Disposal:

2.6 Solid Waste Information (if any)

Quantity:

Type:

Methods of Disposal (Contractor – Secure Landfill – Other):

2.7 Hazardous Waste Information (if any)

Quantity: ...

Method of Handling

Methods of Disposal

I, the undersigned, hereby declare that the information provided in this form and the submitted documents are true and accurate. I accept full civil and/or criminal liability if that any of the information is proven to be false, without any responsibility on Industrial Development Authority (IDA). IDA reserves the right to revoke its approval for the change of activity if any of the data or documents submitted are found to be incorrect, and I bear full responsibility for that."

I, the undersigned, declare the following:

Name: _____ National ID No.: _____

Legal Capacity: _____ Signature: _____

Date: