



The Egyptian General Petroleum Corporation (EGPC)
Foreign Trade
Customers Researches

Required documents for registration process as EGPC Importers /
Suppliers of Crude Oil and Petroleum Products and invited in related
Tenders :

- A letter addressed to Vice Chief Executive Officer For Foreign Trade with a copy to Customers Researches Department clarifying the interest of the company to deal with EGPC and specify products names .
- Fill the "Application For Registration Form" (the 3 pages attached)
- Provide us with the two latest consecutive Financial Annual Reports as well as Auditor report duly signed and stamped by him (soft copy) .
- All contact details of the company commercial references (companies that your company dealt with before) to enable us to send them our enquiries concerning their past experience with your company .
- The company past experience in the interested field (at least 2 recent years) .
- A recommendation letter sent directly from the company Banks references (first class banks) through swift to The National Bank Of Egypt , Export Petroleum Department , Att : Mr. Mohamed Abdel Rehim Swift : NBEGEGCXA910 or NBEGEGCX910 .
- Copy of Register Of Commerce , Certificate Of Incorporation , Shareholders structure , official documents clarifying Owners/ Shareholders/ Board of Directors and copies of their passport to accomplish the National Security investigations
- Sufficient Company profile / comprehensive overview and any other published information.
- Documents that confirm the company past experience with EGPC or any other Egyptian Petroleum Sector Company (if any) .
- The Agency Agreement Contract or Representative letter for the local agent (if any) duly signed and authorized by Chamber of Commerce and the Egyptian Embassy or Consulate at the company's country (you can easily follow up directly with us in case there is no local agent) .

- If there is an interest to send a copy of our call of tenders to other subsidiaries or branches , all official contact details must be provided with all documents clarifying their subordination to the same group (bearing in mind that contracts should be executed with the registered company and offers should be submitted by these subsidiaries or branches on behalf of the registered company) .

Please be noted :

- The registration of any company with E.G.P.C. is free of charge (without any fees) .
- E.G.P.C 's policy in selling / purchasing Crude Oil & Petroleum Products is based on tender basis as we only send our call of tenders to related registered customers.
- The company should have at least two full years practicing work .
- Any changes in your contact details after Registration must be notified to the Customers Researches Department, as we can send any call of tenders to the replaced one .
- EGPC does not deal with brokers or commission agents and does not give any kind of discount or commissions what so ever .
- All new Non-state owned or Non-refineries companies will be first registered & invited (as a trial) in spot cargoes tenders then transferred to term cargoes after their actual dealings and performance in these spot cargoes .
- Egyptian companies could be registered only in our lists for Bitumen & Waxes according to our procedures .
- We renew our Customers Information Register according to our procedures at least every three years as all registration processes should be updated .
- **For any further enquiries, please contact :**

Customers Researches Department

Foreign Trade

The Egyptian General Petroleum Corporation

Mrs . Riham Mohamed Abdallah

General Manager For Customers Researches

Tel : 00 202 2706 5127

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Email : Rehamm@egpc.com.eg

Customers Researches Department team Tel : 00 202 27065163 / 5132

Email : Customer_researches@egpc.com.eg

FREE

**E.G.P.C.
FOREIGN TRADE
CUSTOMERS RESEARCHES**

NO. :
DATE : / /

APPLICATION FORM

A : GENERAL INFORMATION		
1	NAME OF THE COMPANY	
2	ADDRESS	
3	FAX + CODE NUMBER TEL + CODE NUMBER E - MAIL WORLD WIDE WEB SITE (WWW)	
4	<u>NAME OF :-</u> * CHAIRMAN : * MANAGER DIRECTOR :	
5	THE COMPANY IS ESTABLISHED IN :	PLACE : DATE :
6	NATIONALITY	
7	LEGAL FORM	
8	COMPANY TYPE (GOVERNMENT,TRADING,REFINERY...)	
9	SHAREHOLDERS (PARTNERS)	
10	SUBSIDIARIES AFFILIATES	
11	MOTHER CO. / HOLDING CO. NAME & NATIONALITY	
12	EMPLOYEES NUMBER	

B : LOCAL AGENT INFORMATION (if any)		
NAME :		ATT :
E-MAIL :	FAX :	TEL :
ADD :		
please provide us with the agency agreement contract or representative letter for the local agent <u>if any part (B)</u> , duly signed and authorized by Chamber of Commerce and the Egyptian Embassy or Consulate in your country.		
C : FINANCIAL INFORMATION		
(1) PAID UP CAPITAL :	(2) NUMBER OF SHARES :	

D : BANK REFERENCES			
BANK NAME - BRANCH	SWIFT	FAX	ACCOUNT NUMBER
Kindly advise your bank references to send a swift as a letter of recommendation to our bank "The National Bank OF Egypt" Swift : NBEGEGCXA910 - Export Petroleum Department - Mr. Mohamed Abdel Rahim,clarifying your company financial standing,commercial reputation, past experience with them , facilities granted to your company and any other available information .			
E : OPERATIONAL INFORMATION			
(1) FIELDS OF OPERATION [X]			
EXPLORATION	[]	PRODUCTION	[]
PETROCHEMICALS	[]	TRADING	[]
DISTRIBUTION	[]	STORAGE	[]
		REFINING	[]
		SHIPPING	[]
		OTHERS :	
(2) REFINERIES / MANUFACTURING			
NAME	CAPACITY	UNIT / DAY	LOCATION

Very Important

F : COMMERCIAL REFERENCES (companies that your company dealt with before)			
COMPANY NAME & CITY & WEB SITE	ATT	FAX	OFFICIAL E-MAIL

G : THE COMPANY IS INTERESTED IN PURCHASING / SELLING (SPECIFY PRODUCT NAME)			
G1- PRODUCT	G2- PERSON IN CHARGE IN YOUR COMPANY		
	NAME	FAX	E-MAIL

Be Noted That Any Changes In Data Described In Part (G2) Should Be Notified To The Customers Researches Department By A Formal Written Letter Or Mail , As We Can Send Our Call Of Tenders To The Replaced One .

*** (Very Important Notes to be considered)**

1- Please, Enclose The Latest Two Consecutive Annual Reports , Financial Reports Of Your Establishment Attached with the Auditor Report Duly Signed And Stamped By Him , Your Company Profile And Any Related Published Information .

2- Be Noted That Any Changes In Your Shareholders Structure Or Members Of Board Of Directors Or Company Name Should Be Notified To The Customers Researches Department By A Formal Written Letter Or Mail To Enable Us To Update Our Records

3- For Security investigation , Kindly Provide Us With Copy Of Certificate Of Incorporation , Register Of Commerce And Official Documents Clarifying Owners / Shareholders Of Your Company & Members Of Board of Directors And Copies Of Their Passport .

4- If There's No Participation From Yourside For (Two Consecutive Years or one year depends on the kind of product) For Any Product Tender We Have Called For , It Would Be Considered That Your Company Is Not interesting In Such Product And Would Be Omitted From That One .

Name :

Signature :

Date :

Designation:

ADDRESS :

THE EGYPTIAN GENERAL PETROLEUM CORPORATION
 GENERAL MANAGER OF CUSTOMERS RESEARCH
 FOREIGN TRADE
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