

Work Permit to Egypt

This document was generated on 28 August 2019 and is accurate to the best of our knowledge on that date. It should be noted however that processes and supporting documents may change without prior notice. This document does not constitute case-specific legal advice and detailed consultations on each specific situation should be sought.

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Abstract

Work Permit

for Australian from Spain going to Egypt .

The work permit is the standard corporate immigration process for high-level employees/managers. Entry visas are required depending on nationality. Post-arrival, a medical examination is required to finalise the work permit and residence permit. Work permits are limited under a quota scheme, whereby no more than 10% of the total workforce may be foreign nationals.

Country Overview

A work permit is the standard corporate immigration process for high-level employees/managers. Entry visas are required depending on nationality. Post arrival, a medical is required to finalise the work permit and residence permit. Work permits are limited under a quota scheme, whereby no more than 10% of the total work force may be foreign nationals. Work permits can only be renewed up to four times to make a maximum of five years in total.

The Temporary Work Authorisation process allows the applicant to enter Egypt for limited work activities for a specified short-term period (under 60 days), usually remaining on home-country contract. The application process is much quicker and less document intensive than a full work permit process. If the work exceeds 30 days, the 10% quota is applicable.

Summary

Estimate

Takes typically 1 week to 2 months until entry to Egypt, and a further 2 to 4 months before the whole process is completed.

Note

The minimum and maximum timeframes given are good faith estimates and are not set in stone. It is particularly difficult to estimate how long it will take an individual or a company to prepare supporting documents for an application; we have attempted to do so in order to provide what we hope are helpful overall timing estimates from start to finish of a process. Timing for each actual immigration approval ("major") step is subject to change depending on a number of factors, including but not limited to: workload at the immigration authorities, time of year (in many countries, immigration offices are short staffed during the summer or at New Year), location of application and region of employment in destination country. Where possible, where timing varies by nationality or region, we have indicated this, and when major events cause significant disruption to average timescales, we adjust our data immediately and send our clients a news alert. However, please still be aware that timing of any immigration process is impossible to estimate with 100% accuracy.

Major Steps

1. PRIOR TO ENTRY WORK PERMIT
(approx. 1 month this step, 1 month total)
2. ENTRY TO EGYPT
(approx. 1 day this step, 1 month total)
3. LOCAL REGISTRATION
(approx. 1 day this step, 1 day total)
4. WORK PERMIT APPLICATION
(approx. 1 week this step, 1 month total)
5. ISSUANCE OF FINAL WORK PERMIT
(approx. 1 week this step, 4 months total)
6. ISSUANCE OF FINAL RESIDENCE PERMIT
(approx. 3 days this step, 4 months total)

Applicable Law

- Article 28 of the Egyptian Labour Law (No. 12 of 2003)

Steps

1. ASSEMBLE PERSONAL DOCUMENTS

A variety of personal documents must be prepared for the application process.

1 to 2 weeks.

2. ASSEMBLE CORPORATE DOCUMENTS FROM SENDING ENTITY

Corporate documents to support the application should be prepared as the principal applicant is assembling their personal documents.

1 to 3 weeks.

3. ASSEMBLE CORPORATE DOCUMENTS FROM EGYPTIAN ENTITY

Supporting documents from the Egyptian sponsoring entity should be prepared concurrently with the personal documents and the documents from the sending entity.

2 days to 2 weeks.

4. LEGALISATIONS AND TRANSLATIONS

Personal documents (certificates of experience and educational qualifications) should be legalised for use in Egypt and translated into Arabic. Sufficient lead time should be allowed for this. Exact timing will vary greatly depending on the country of issuance of the documents.

1 week to 2 months.

5. PRIOR TO ENTRY WORK PERMIT

An application for prior to entry work approval is submitted to the Egyptian Ministry of Manpower before the applicant enters Egypt. A copy of the approval must be sent to the applicant so that they may travel to Egypt with the correct immigration status.

2 weeks to 1 month.

6. ENTRY TO EGYPT

Once the Prior to Entry work permit has been issued, the applicant (and accompanying dependents) may enter Egypt, obtaining an entry visa on arrival.

1 day. Applicant can enter Egypt after this step. Requires steps 1, 2, 3, 4.

7. LOCAL REGISTRATION

The applicant should register their presence at the immigration office (at their local police station). Note that this requirement may be waived for some nationalities and should be checked on a case-by-case basis. The passport will be stamped to show proof of registration.

1 day.

8. MEDICAL EXAMINATION

Within five days of arrival, the principal applicant must have a blood test to check for HIV. Dependents are exempt from this requirement. It can be arranged to have the test done at the applicant's office premises, in order to minimise inconvenience. It should be noted that the applicant may not travel outside Egypt between the issuance of the yellow slip and the issuance of the temporary work permit, or the medical examination may have to be redone.

3 days. Requires steps 1, 2, 3, 4, 6.

9. WORK PERMIT APPLICATION

Once the blood test results are ready, the final work permit application may be made. The final work permit is issued only after an extensive security clearance process has been conducted by the Egyptian authorities. However, a temporary work permit is issued approximately one week after application, which entitles the bearer to commence work. Note that the passport of the applicant will be required by the authorities while the temporary work permit is processed (i.e. for around 5 working days).

1 week. Applicant can start work after this step. Requires steps 1, 2, 3, 4, 6, 8.

10. SECURITY CLEARANCE

The final work permit is issued only after an extensive security clearance process has been conducted by the Egyptian authorities. However, in the interim period, temporary work and residence permits are issued.

2 to 3 months. Requires steps 1, 2, 3, 4, 6, 8, 9.

11. ISSUANCE OF FINAL WORK PERMIT

Once the security clearance has been approved, the final work permit (a white card) is issued, with validity of an additional six months (i.e. one year in total).

1 week. Requires steps 1, 2, 3, 4, 6, 8, 9, 10.

12. ISSUANCE OF FINAL RESIDENCE PERMIT

Once the final work permit (the white card) has been issued, the passport of the applicant can be taken to be endorsed with the residence permit with matching validity (i.e. another six months, up to one year in total).

1 day to 1 week. Requires steps 1, 2, 3, 4, 6, 8, 9, 10, 11.

Personal Documents

The following are the supporting personal documents typically required from the applicant and any accompanying dependents. Note that the list is not exhaustive, and additional documents may be necessary, depending on the situation and at the absolute discretion of the government authorities.

Personal documents for main applicant

Name	Copies	Needed for steps
Certificate(s) of Experience	One clear, certified and translated copy; one legalised original	5
Letter Confirming No Previous Work Permit	One original	5
8 Passport Photographs (4cm x 6cm)	Eight originals	5
Copy of All Pages of Passport (Valid for 2 Years Minimum)	One clear copy	5
Certificate(s) of Experience	One legalised original; one clear, certified and translated copy	5
Passport (Valid for 2 Years Minimum)	One original	7, 8, 9, 12
Power of Attorney (Personal)	One original	7
Medical Test Results	One clear copy	9
3 Passport Photographs (4cm x 6cm)	Three originals	9
Power of Attorney (Personal)	One original	12

Certificate(s) of Experience

Certificate(s) of Experience for the applicant, issued by the previous employer, listing their seniority within the company and specific skills and experience must be prepared and submitted. The letter must cover at least three years of experience - if not, letters from previous employers should be sought. This should be printed on letterhead, legalised by the Egyptian consular post in the country of issuance for use in Egypt and accompanied by a certified translation into Arabic.

Letter Confirming No Previous Work Permit

A letter written and signed by the applicant, confirming that no work permit was previously held in Egypt.

8 Passport Photographs (4cm x 6cm)

Recent, in colour, on a white background. Face forward, eyes open, mouth closed, neutral expression.

Certificate(s) of Experience

Certificate(s) of Experience for the applicant, issued by the previous employer, listing their seniority within the company and specific skills and experience must be prepared and submitted. The letter must cover at least three years of experience - if not, letters from previous employers should be sought. This should be printed on letterhead, legalised by the Egyptian consular post in the country of issuance for use in Egypt and accompanied by a certified translation into Arabic.

Power of Attorney (Personal)

Signed power of attorney if using a third party for application filing and collection.

Medical Test Results

Copy of the medical test results. Original document should be available to show if requested.

3 Passport Photographs (4cm x 6cm)

Recent, in colour, on a white background. Face forward, eyes open, mouth closed, neutral expression.

Power of Attorney (Personal)

If appointing a representative to arrange the passport endorsement.

Corporate Documents

The following are the supporting corporate documents typically required from the entity in Egypt and the sending entity. Note that the list is not exhaustive, and additional documents may be necessary, depending on the situation and at the absolute discretion of the government authorities.

Documents from entity in Egypt

Name	Copies	Needed for steps
Power of Attorney (Company)	One original	5
List of Foreign Employees	One original	5
List of Social Security Paying Employees	One original	5
Company Tax Form	One clear copy	5
Trade/Commercial Registration Certificate	One clear copy	5
Prior to Entry Work Permit Application Form	Two originals	5
Security Investigation Form	Five originals	5
Confirmation of Employment of Assistants	One original	5
Graduation Certificates (Assistants)	One clear copy	5
Letter of Responsibility	One certified original	5
Verified Declaration	One original	5
Company Gazette	One clear copy	5
Social Insurance Form 2	One clear copy; one copy	5
Social Insurance File	One original	5
Application Fee	One original	9

Power of Attorney (Company)

If appointing an agent to submit and collect the application on the company's behalf

List of Foreign Employees

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List of non-Egyptian nationals currently working in the company in Egypt, including their names, nationalities, work permit numbers, end date of assignments and positions.

List of Social Security Paying Employees

Statement indicating the number of Egyptian employees working in the company and enrolled with the Social Insurance Authority. Should be printed on the company letterhead and stamped with the company seal.

Company Tax Form

Copy of the company tax form. Original document should be available to show if requested.

Trade/Commercial Registration Certificate

Original document should be available to show if requested.

Security Investigation Form

Official form provided by Egyptian administration to be completed.

Confirmation of Employment of Assistants

Letters confirming employment of two Egyptian assistants.

Graduation Certificates (Assistants)

Copies of graduation certificates of the two Egyptian assistants hired to be trained by the work permit holder. Original documents should be available to show if requested.

Letter of Responsibility

Issued by the Egyptian entity, signed and stamped, taking responsibility for the applicant during their stay for work in Egypt.

Verified Declaration

Declaration confirming that all information submitted to the Ministry of Manpower by the Egyptian entity is correct and accurate. This should be written in Arabic, signed by a legal representative of the host entity (with authority to sign before banks) and the signature verified by the bank.

Company Gazette

Copy of the official gazette with the published company contracts. Original document should be available to show if requested.

Social Insurance Form 2

Updated copy of Social Insurance Form 2. Original document should be available to show if requested.

Social Insurance File

Printout of file from the social insurance authority, indicating that the relevant social security contributions have been paid by the Egyptian entity. Stamped with the authority seal.

Application Fee

Application fees are to be paid by electronic means to the Ministry of Manpower or the relevant affiliation. The fee is EGP 5,000 for the first year of a work permit application/renewal, increased annually in the amount of EGP 1,000 until the third year. From the fourth year onwards the fee is EGP 10,000, increasing in the amount of EGP 1,000 annually up to the sixth year. From the seventh year onwards the fee is EGP 15,000 in case of approving the renewal of the work permit to be increased in the amount of EGP 1,000 annually up to the tenth year. From the eleventh year onward, in the case of the approving of the renewal of the work permit the fee is EGP 20,000 to be increased in the amount of EGP 2,000 annually for each following year up to a maximum amount of EGP 50,000. Note that fees vary slightly in practice.

Government Documents

The following are government issued documents relating to the process. These may include government guidelines, information sheets, fact sheets, codes, regulations, laws and application forms. Note that the list is not exhaustive, and additional documents may be necessary, depending on the situation and at the absolute discretion of the government authorities.

- List of Egyptian Consular Posts

Issued Documents

The following are the documents that will typically be generated in the course of successful completion of this process. Note that validity of the document may vary depending on the specifics of the situation-- validity shown below refers to the maximum initial validity that may be given.

Note that the estimate for "renewal lead time" refers to the point in time at which you should contact your supplier to start gathering documents, not the deadline for submitting the renewal application.

Name	Valid for a maximum duration of	Renewal possible	Renewal lead time	Should be carried by applicant at all times	Applicant should keep original	Host entity should keep original	Host entity should keep copy	Needed for steps
Final Residence Permit	6 months	✓	2 months	✗	✓	✗	✓	
Temporary Receipt of Application	6 months	✗		✗	✗	✓	✓	11
Final Work Permit	6 months	✓	2 months	✗	✗	✓	✓	12

Final Residence Permit

Valid for six months in addition to the six month temporary receipt, i.e. brings total validity up to one year in total and renewable up to a total of five years residence in total.

Final Work Permit

Valid for six months in addition to the six month temporary receipt, i.e. brings total validity up to one year in total and renewable for up to five years in total. When employee finishes their assignment, they must return the original work permit to the employing company so that they can remove them from the quota allowance.

Dependents

In immigration terms, dependents are family members who qualify for dependent immigration status in order to be able to accompany the main applicant to the host country. In some countries, dependents may work or study on their dependent immigration status; in others, this is not possible, or special permission must be obtained.

We list below the types of dependent who would typically qualify for dependent status to this country, plus if they would be permitted to work or study on that status.

Note that additional, "non-traditional" dependents (for example, other blood relatives or adult children) may qualify for dependent status as special cases if it can be sufficiently proved that they are physically, mentally and/or financially dependent on the main applicant; this must be looked at on a case-by-case basis. Additionally, dependents who are not permitted to work or study on dependent status generally may work or study if applying for a work or student visa in their own right (separate applications must be made and again, advice should be sought on a case-by-case basis).

Dependents who can accompany, work or study with dependent immigration status

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Dependents	Activity	Notes
Spouse, child of 17 years or under	Can accompany	
Child of 17 years or under	Can study	

Dependents who cannot accompany, work or study with dependent immigration status

Dependents	Activity	Notes
Spouse, child of 17 years or under	Cannot work	

Other Dependent Rules

Dependents	Activity	Notes
Spouse, child of 17 years or under	May be able to accompany	The dependents may enter Egypt with tourist visas prior to the issuance of the principal applicant's entry visa.

Red Flags

- **Blood Test for HIV** Upon arrival, the principal applicant must have a blood test to check for HIV. It can be arranged to have the test done at the applicant's office premises, in order to minimise inconvenience. Dependents are exempt from this requirement.
- **Legalisations** All personal documents submitted in support of the application must be legalised for use in Egypt.
- **Letter of Experience** A Letter of Experience for the applicant, issued by the previous employer, listing their seniority within the company and specific skills and experience must be submitted. The letter must cover at least three years of experience – if not, letters from previous employers should be sought. This should be printed on letterhead, and legalised by the Egyptian consular post in the issuing country for use in Egypt. Sufficient lead time must be allowed for this.
- **Maximum Duration of Stay (11 Years)** Work permits can be renewed up to ten times to make a maximum of 11 years in total. A request may be submitted to file a second work permit application following this period and this will be reviewed on a case-by-case basis and in exceptional circumstances only.
- **Quota Limit** Foreign nationals must not make up more than 10% of the total workforce (i.e. there may only be one foreign national employee per every nine Egyptian nationals, registered as employees and paying social security). Exemptions to this may be requested provided that there is sufficient support and exemption applications will be considered on a case-by-case basis by the Ministry (they are also subject to hefty government fees). The host entity is required to notify the relevant Ministry of the number of foreign nationals on a regular basis.
- **Translations and Legalisations** All documentation must be submitted in Arabic and many documents must also be legalised for use in Egypt.
- **Travel Restrictions** The applicant must be outside of Egypt at the time of filing and processing the application. Once they have received approval and entered Egypt the applicant may not travel outside Egypt between the issuance of the Prior to Entry work permit and the issuance of the temporary work permit, or the post-arrival medical may have to be redone. Any travel plans should be made with this in mind.

Criteria

Qualifying Criteria

- **Commitment to Training Local Labour Market** Work permits are granted on the understanding that the foreign national is training two named Egyptian national 'assistants' to fill the same position. Article 6 of Decree No. 146/2019 issued by the

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Ministry of Manpower requires that reports on the progress of these assistants should be prepared and submitted along with the renewal application in the case of renewal of the work permit of the foreign national.

- **High Skills and Qualifications** Work permits will only be issued to those at managerial or supervisory level, or those with specific professional expertise which is not available in Egypt. Several years of relevant professional experience is expected.
- **No Local Residents Available** Work permits are granted only where no suitably qualified local resident can be found to fill the position. Once the work permit application has been submitted, the authorities will review the position against the local labour market to verify this (this is done internally and does not require additional action from the Egyptian company).
- **Sponsor in Egypt** This application must be sponsored by an entity in Egypt. The sponsor may be a client or service provider.

Salary

- Payroll can be in any location.

Benefits

- **Client-Site Work** Working at a non-sponsoring client site is possible. The work permit holder may work at other sites linked by common ownership or service contract to the sponsor.
- **Contract Location (Any)** The applicant may have a contract either directly with the Egyptian entity or may remain on contract outside Egypt.
- **National-Level Projects** A different immigration process may apply if the applicant and/or the applicant's foreign employer is engaged in a major national-level project, especially if that project is in cooperation with another Egyptian Ministry. Eligibility for these national projects is nuanced and must be considered on a case-by-case basis. Please contact a listed supplier for case-specific analysis.
- **No Intra-Company Relationship Required** Companies do not need to be linked by common ownership.
- **No Language Skill Requirement** There is no requirement for the applicant to demonstrate a knowledge of the local language for this process.
- **No Police Clearance Required** There is no requirement for the applicant to provide the authorities with a police clearance certificate in support of this application.
- **No Re-Entry Permit Required**
- **No Registration of Sponsoring Company Required** The sponsoring company does not need to be registered with any immigration authority to sponsor applications.
- **Seniority Not Required** There is no requirement for the employee to have been employed by the sending company for any minimum time.

Supplier Information

The following immigration service providers are able to offer assistance with managing immigration into Egypt.

Immigration service providers listed here are companies that Peregrine works with to keep this information updated. Peregrine Immigration Management Ltd does not operate on a referral fee basis and is happy for our clients to contact the suppliers listed directly. However we cannot accept responsibility or liability for work conducted directly with listed suppliers. All suppliers listed here have confirmed their adherence to anti-bribery and anti-corruption practices plus have provided a satisfactory overview of staff experience and professional qualifications/registrations. Please contact Peregrine (info@peregrine.im) for further information.
