



**Ministry Industry & Foreign Trade
QIZ Unit**

Important Instructions and Guidelines for Filling the Quarterly Review Form

Important instructions

To expedite the processing of your application, please comply with the following instructions:

1. All QIZ companies must fill out and submit the Quarterly Review Form and supporting documentation to the QIZ Unit between the period of -Jan 1 – Jan 15, 2012 (Working hours are 9 am to 5 pm, Sunday through Thursday except official vacation .
2. if the person how present document in our unit and this person do not register in our unit as a contact person must be hold delegation letter from company as a person present company
3. The Quarterly review performed will cover:
 - **The period 01/07/2011 to 31/12/2011 for companies number 1 - 814**
4. Companies that have not exported any QIZ transactions should only fill out the first page of the form.
5. The completed quarterly review form stamped by company stamp on all page.
6. QIZ Companies must present their old Invoices that they have, to cover 10.5% Israeli inputs, and never present the new invoices until you use the old ones. Kindly check out our announcements published on our website ([24 – 34 – 35 – 39](#)).

7. Upon presenting the quarterly review file the order of the documents for each shipment should be as following :

Export documents :

- Customs declaration form of the shipment (document must be having the QIZ Original customs stamp)
- Commercial invoice (document must be having the QIZ Original customs stamp)
- Statistical form.
- Bill of lading
- Inspection Report

Import documents :

- Customs declaration form of the shipment (document must be having the QIZ Original customs stamp)
- **Commercial invoice (document must be having the QIZ Original customs stamp & Israeli Original Customs Stamp, NB that import invoices dated after 30/6/2007 have to be stamped with the Israeli Customs Round Stamp, and any import invoices stamped with other stamps will not be accepted, except those invoices dated before 30/6/2007)**
- The Company must having the declaration of origin and the Original customs stamp on the invoice itself rather than a separate page (Announcement 22).
- Packing List
- Inspection Report

8. Qualified companies should only submit invoices to cover the required 10.5 % Israeli content and should not provide excess invoices.

9. **File contain photo copy of the following documents:**

- **Israeli Commercial invoice (document must be having the QIZ customs stamp & Israeli Custom Stamp)**

10. Any document not having the QIZ Original Egyptian customs stamp will not be accepted, any Israeli import invoices for products not originating in Israel Will not be also accepted, all Israeli import invoices must be stamped by the Israeli Original Customs stamp.

11. Additionally, companies are requested to send the electronic copy of the quarterly review form in advance of submitting the paper files, as documentation will not be accepted **unless the electronic copy is sent in advance (review@gizegypt.gov.eg)**

12. In the case of QIZ companies purchasing Israeli inputs from an Egyptian supplier (Located in a free Zone), companies are required to submit an invoice from the Egyptian supplier that includes a copy of the original Israeli invoice provided to the Egyptian supplier (**Announcement No.6**) .
13. In the case of acquiring the Israeli inputs from another QIZ factory (not Located in a free zone), you are required to submit an invoice from the QIZ Company as well as the customs certified copy of the original Israeli invoice as well as its certified Customs declaration file. In Addition the vendor should fill the surrender of an invoice form **and The signature of the authorized person to sign in the seller Company on the surrender form prepared by the QIZ unit should be validated by a working bank in Egypt**, which is available on our website under Announcements (Announcement 6, Attachment 2), and fill out surrender information on Quarterly review form.
14. Please follow the instructions below when filling out the quarterly review form.
 - All fields of the quarterly review form must be filled out in English.
 - The form sent to you by email must be filled out electronically. It can also be downloaded from the QIZ website at:
<http://www.qizegypt.gov.eg>
 - Information completed in the quarterly review form must be identical to what is indicated in the invoices.
 - Print out the completed quarterly review form, and have every page signed by the designated QIZ contact person at the company. The form should then be handed in person along with the previously mentioned supporting documentation at the QIZ unit in the Ministry of Trade & Industry at 2 Latin America Street, Ground Floor, Garden City, Cairo
 - Applicants must send a soft copy of the completed review form (.xls) file to the QIZ unit by email at :
review@qizegypt.gov.eg
 - The electronic copy must be submitted in advance of submitting the paper files.
15. **Kindly fill the follow up form for missing documents which attached with quarterly review form.**

The QIZ Unit apologizes for not accepting the quarterly review files if the company not bring the required documentation and not comply with the above mentioned Instructions.

Guidelines for completing the Exports Table

The following table provides an example of how to fill out the table for QIZ exports to the US. Please note the following:

- Please fill out the form according to the information in the invoices.
- All items in each invoice must be recorded in this form. In order to avoid repeating the data of the invoice, you may enter the detail of the invoice on the left, and then enter the total of the invoice and the general information of the invoice one time on the right, as shown below.
- Data should be filled out in English.
- Include the type of material in type of material fields and Gender, type, fabric for exports products field in exported products in Ready Made Garment **each item separately for each invoice.**

م س .	المنتج المصدر Exports Product (Gender, Type, Fabric) * each item separately for each invoice	نوع الخامة Type Of) Material (Woven or Knit	الو حدة Unit	الكمية Quantit y	القيم ة Exports Value	رقم الفات ورة Invoice .No	تاريخ الفاتو رة Invoice Date	رقم الاقرار الج مركي Customs Declaration Number	تاريخ الاقرار الجمركي Customs Declaration Date	رقم بوليصة الشحن No. of Bill of Lading	تاريخ الشحن من واقع بوليصة الشحن Shipping Date in Bill of Lading	عملة الفاتور ة Invoice Currency	اسم المستورد الامريكي Name of American Buyer (As showing in <u>Bill Of lading</u>)
1	Men's 65% Cotton Shirts	Woven	PCS	140	10,000	95A-05	25/04/200 5	6562-1-89-2005	26/04/2005	5456	28/04/2005	USD	Wal-Mart
2	Men's 70% Cotton Shirts	Knit	PCS	150	20,000	95A-05	25/04/200 5	6562-1-89-2005	26/04/2005	5456	28/04/2005	USD	Wal-Mart
3	Men's 100% Cotton Shirts	Woven	PCS	200	5,000	95A-05	25/04/200 5	6562-1-89-2005	26/04/2005	5456	28/04/2005	USD	Wal-Mart
4	Children's 65% Cotton Pants	Knit	PCS	500	15,000	96A-05	15/05/200 5	6661-1-89-2005	16/05/2005	BA-140	17/05/2005	USD	GAP
5	Children's 70% Cotton Pants	Knit	PCS	400	15,000	96A-05	15/05/200 5	6661-1-89-2005	16/05/2005	BA-140	17/05/2005	USD	GAP

Guidelines for completing the Imports Table

The following table provides an example of how to fill out the table for QIZ imports from Israel. Please note the following:

- In cases where Israeli supplies are provided through an Egyptian company, please provide the name of the Israeli company and the Egyptian company and Invoices Number and Date, as shown for item 1 and 2 in the table below.
- Costs of Israeli services that may be counted towards the 10.5 % Israeli content should be added in this table .
- Please fill out the form according to the information in the invoices.
- All items in each invoice must be recorded in this form. In order to avoid repeating the data of the invoice, you may enter the detail of the invoice on the left, and then enter the total of the invoice and the general information of the invoice one time, as shown below, **each item separately for each invoice.**
- Data should be filled out in English.

م . س	المنتج الوارد Imported Product * each item separately for each invoice	الوحدة Unit	الكمية Quantity	القيمة Imports Value	رقم الفاتورة من المورد المصري Invoice No from Egyptian Suppliers	تاريخ الفاتورة من المورد المصري Invoice Date from Egyptian Suppliers	رقم الفاتورة من العميل الاسرائيلي Invoice No from Israel Suppliers	تاريخ الفاتورة من العميل الاسرائيلي Invoice Date Israel Suppliers	المورد الاسرائيلي Israeli Supplier	رقم الاقرار الجمركي Customs Declaration Number	تاريخ الاقرار الجمركي Customs Declaration Date	عملة الفاتورة Invoice Currency
1	Carton	Sheet	1000	3,500.00	154	20/03/2005	25698	14/03/2005	Supplier X in Israel, Supplier A in Egypt	489-1-56-2005	20/03/2005	USD
2	Poly-bags	KG	1500	1,000.00	154	20/03/2005	25698	14/03/2005	Supplier X in Israel, Supplier A in Egypt	489-1-56-2005	20/03/2005	USD
3	Elastic	MT	500	6,000.00			25444	19/06/2005	Supplier Y	600-1-56-2005	25/06/2005	USD

Guidelines for completing the Supplier Table

The following table provides an example of how to fill out the table for QIZ supplier information. Please note the following:

- In cases where Israeli supplies are provided through an Egyptian company, please provide the name of the Israeli company and the Egyptian company, and provide the contact information of the Egyptian company, as shown for item 2 in the table below.
- Suppliers of Israeli services that may be counted towards the 10.5 % Israeli content should be add in this table.
- Please fill out the form according to the information in the invoices.
- Data should be filled out in English.

بيان الموردين الإسرائيليين

List of Israeli Suppliers

* (في حالة شراء المكون الاسرائيلي من مورد مصري ، برجاء كتابة اسم كلا من الشركة الاسرائيلية واسم المورد المصري في خانة المورد مع كتابة بيانات اتصال المورد المصري)

م. S	اسم الشركة الموردة* Supplier Name	عنوان الشركة Company Address	اسم شخص الاتصال Contact Person	وظيفة شخص الاتصال Contact Person Title	تليفون شخص الاتصال Contact Person Tel	فاكس شخص الاتصال Contact Person Fax	البريد الالكتروني لشخص الاتصال Contact Person Email
1	Supplier Y	Street 12, City ,Israel	Mr. Contact Person	Manger	2365652	2365988	x@x.com
2	Supplier X in Israel Supplier A in Egypt	Street 45, Egypt	Mr. A at Egyptian Company	Director	566566	565666	y@y.com
3	Supplier Z	Street 3, City, Israel	Mr. Contact Person	Sales man	2665663	2655466	z@z.com

Guidelines for completing the form for missing documents

The following table provides an example of how to fill out the table for missing documents. Please note the following:

- In cases where any documents have missing stamp or the company doesn't received it till the quarterly review period, please provide the quantity and the number of documents, as shown in the table below.
- **The company must be present this form to QIZ unit and it must be stamped by QIZ company stamp.**

نموذج متابعة المستندات الغير مستوفاة (تملأ بمعرفة الشركة)			
Y company		أسم الشركة	
***		رقم الشركة	
Cairo		المنطقة	
X		أسم شخص الاتصال	
*****		تليفون الشركة	
<u>الصادرات</u>			
م.	بيان المستندات	العدد	أرقام أو بيانات المستندات الغير مستوفاة
1	الاقرار الجمركي للصادرات	2	6587- 5587
2	فاتورة الصادر	1	AX – 125-2007
3	بوليصة الشحن	-	-----
4	البوصلة	--	-----
5	النموذج الاحصائي	1	12554

ملاحظات على الصادرات

There is 4 documents missing:

- 1 customs declaration with out Egyptian customs stamp No. 5587
- 1 customs declaration doesn't present to QIZ Unit No. 6587
- 1 export invoices with out Egyptian customs stamp
- 1 statistical form doesn't present to unit

<u>الواردات</u>			
م.	بيان المستندات	العدد	أرقام أو بيانات المستندات الغير مستوفاة
1	الاقرار الجمركي للواردات	1	1415
2	فاتورة الوارد	2	1124 – 1125
3	بيان العبوة	---	---
4	شهادة المنشأ	---	---

ملاحظات على الواردات

There is 3 documents missing:

- 1 customs declaration with out Egyptian customs stamp
- 1 imports invoices with out Israeli customs stamp No.1124
- 1 imports invoices doesn't present to QIZ Unit

ملاحظات عامة

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ختم الشركة

توقيع المستلم (QIZ) تحت المراجعة