

In the name of Allah the most beneficent the most merciful

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Resolution of the Prime Minister
No. 104 of 2021
Implementing Regulations for the Law on Civil Society
Issued by Law No. 149 of 2019

PRIME MINISTER:

Upon review of the Constitution;

Law No. 89 of 1960 on Entry, Residence and Exit of Foreigners into the Arab Republic of Egypt;

Law No. 182 of 1960 on combating narcotic abuse and illegal drug trade;

Law No. 75 of 1963 on State Litigation Authority;

Law No. 118 of 1964 on the Establishment of the Central Agency for Organization and Administration;

Law No. 42 of 1967 on the Delegation of Competencies;

Law on Evidence in Civil and Commercial Matters promulgated in Law No. 25 of 1968;

Law No. 91 of 1971 on Granting the Minister of War the Powers of the Minister of Social Affairs under Law No. 32 of 1964 on Associations and Foundations of Veterans;

Law No. 91 of 1971 on Granting the Ministry of War the competent administrative authority for the Association of Veterans and Victims of War and its branches in the Arab Republic of Egypt, and to grant the Minister of War the powers conferred on the Minister of Social Affairs in Law No. 32 of 1964 concerning associations and private institutions;

Law No. 46 of 1972 on Judicial Authority;

Law No. 47 of 1972 on State Council;

Law No. 53 of 1973 on the State Public Budget;

Law No. 54 of 1975 on Private Insurance Funds;

Law No.127 of 1981 on Government Accountability;

Law No. 144 of 1988 on the Central Authority for Accountancy;

Capital Market Law No. 95 of 1992;

Child Law No. 12 of 1996;

Law No. 24 of 1999 on Imposing a Tax on Entry of Theatres and Other Entertainment and Fun Fair Places;

Law No. 80 of 2002 on Anti-Money Laundering;

Labor Law No. 12 of 2003;
Law No. 10 of 2009 on Regulating Financial Non-Banking Markets and Tools;
Law No. 63 of 2014 on the Maximum Wages of State Employees;
Law No. 141 of 2014 on Regulating Micro Finance Activities;
Law No. 8 of 2015 on Regulating Lists of Terrorist Entities and Individuals;
Law No. 94 of 2015 on Countering Terrorism;
Civil Service Law No. 81 of 2016;
Law No. 10 of 2018 on the Rights of Persons with Disability;
Law No. 22 of 2018 on regulating the Procedures for Seizing, Restricting, Managing and Disposing of Funds of Terrorist Groups and Individuals;
Law No. 176 of 2018 on Finance Leasing and Discount Activities;
Law No. 18 of 2019 Regulating the Use of Non- Cash Means of Payment;
Law No. 148 of 2019 on Social Security and Pensions;
Law No. 149 of 2019 Regulating Activities of Civil Society Organizations;
Law No. 149 of 2020 Regulating Scholarships, Missions, and Study Leaves;
Law No. 152 of 2020 on the Development of Medium, Small and Micro Projects;
Law No. 194 of 2020 on the Central Bank and Banking Sector;
Presidential Order No. 41 of 1958 on Regulations concerning Travel Allowances and Expenditures;
Executive Regulations of Law on Associations and Civil Foundations issued by the Minister of Insurance and Social Affairs No. 178 of 2002;
After consultation with the Egyptian Central Bank;
After consultation with the Central Agency of Organization and Administration;
Upon approval of the Council of Ministers;
And the Guidance of the State Council:

RESOLVES

Article One:

Without prejudice to bylaws of associations established pursuant to the provisions of a law or in accordance with international agreements concluded by the Arab Republic of Egypt, the provisions of the Executive Regulations of Law on Associations and Civil Foundations mentioned above shall apply.

Article Two:

The Executive Regulations of Law on Associations and Civil Foundations issued by the Minister of Insurance and Social Affairs No. 178 of 2002 are hereby revoked. Every provision that contradicts with these Regulations is hereby revoked.

Article Three:

These Regulation shall be published in the Official Gazette and shall enter into force as of the next day of its publication date.

Office of the Prime Minister

On 27 Jumada Al-Awwal, 1442

Corresponding to 11 January 2021

Prime Minister

Dr. Mustafa Kamal Madbuli

CHAPTER ONE: DEFINITIONS

Article 1:

In implementing the provisions of these Regulations, terms defined in the above-mentioned Law Regulating the Exercise of Civil Work shall have the same meaning herein. In implementing the provisions of these Regulations, the following terms shall have the meanings assigned to them as follows:

The Law: The Law Regulating the Exercise of Civil Work mentioned above.

The Fund: Associations and Civil Foundations Support Fund.

Employee: Anyone holding a position in the Unit's approved jobs chart by appointment, contracting, transferal, assignment, secondment, or promotion.

Senior positions: the Head and General Managers of the Unit.

Sub-units: Sub-units under the Unit.

CHAPTER TWO: ADJUSTMENT

Article 2:

All existing entities, addressed by the provisions of the law, shall adjust their status pursuant to the provisions of these Regulations within a maximum of one year from the date on which these Regulations come into effect. The Competent Unit and Sub-units shall communicate with entities that have not adjusted their status so as to adjust their status in accordance with the provisions of the Law and these Regulations.

Entities that carry out licensed activities other than civil work, and have exercised civil work or an activity within the scope of Civil Associations shall adjust their status by notifying the Unit.

Article 3:

The Unit and Sub-units shall keep a paper and electronic registry on the predefined template to record adjustment notifications submitted by Civil Society Organizations registered with them.

Article 4

The Unit and Sub-units shall list all Civil Society Organizations registered with the Unit but have not submitted notifications to adjust their status in accordance with the provisions of the Law and these Regulations at the central or governorate level, as the case may be.

Article 5

All state authorities shall notify the Unit and Sub-units about entities of any legal form licensed by these authorities and carrying out civil work of any kind.

Article 6

Upon recommendation of the relevant authorities, the Unit and Sub-units shall list all entities not registered with them, which have not submitted notifications to adjust their status in accordance with the provisions of this Law and these Regulations at each governorate level.

The Unit and Sub-units shall keep paper and electronic register on the predefined templates that records all the information of the mentioned entities. In this register, actions taken by the Unit and Sub-units or these entities to adjust their status shall be recorded.

Article 7

The status of Associations, Civil Foundations and Federations registered with the Unit and Sub-units at the time the Law comes into effect or registered thereafter but before these Regulations enter into force shall be adjusted in accordance with the following steps:

1. The Board of Directors of the Association or Union, or the Board of Trustees of the Foundation, as the case may be, shall review the bylaws and shall prepare draft amendments to the bylaws to become compliant with the Law and these Regulations subject to the guiding bylaws enclosed with these Regulations.
2. In relation to Associations and Federations, the Board of Directors shall call the General Assembly for an extraordinary meeting to consider amending the bylaws. The bylaws as amended by the General Assembly and approved by the Competent Unit or Sub-unit, as the case may be, shall be considered the valid bylaws for the Association or the Federation. Concerning Foundations, the bylaws shall be amended by the founder or the person entitled to amend the bylaws according to its instrument of establishment.
3. The Board of Directors of the Association or Federation, or the Board of Trustees of the Civil Foundation, as the case may be, shall, on predefined templates, notify the Competent Unit or Sub-unit of the amendments to the bylaws and shall enclose soft and hard copies of the following documents:
 - a. The minutes of the meeting of the Board of Directors of the Association or Federation in which the proposed amendments to the bylaws were presented to the extraordinary General Assembly; or the amendment made by the founder of the Civil Foundation, or whoever has the right, according to the instrument of establishment of the Foundation, to amend the bylaws.
 - b. The minutes of the meeting for the extraordinary General Assembly in which the proposed amendments to the bylaws were approved specifying the articles that have been amended.
 - c. The minutes of the meeting of the founders or the Board of Trustees of the Civil Foundation in which the proposed amendments to the bylaws were presented.
 - d. Two copies of the amended bylaws.

Article 8

Qualitative Federations established at the governorate level shall be adjusted by merging them with the Qualitative Federation established pursuant to the provisions of the law and these Regulations by notifying the Unit on the predefined template.

The above-mentioned Qualitative Federation may establish an office in each governorate to carry out its activities. The Qualitative Federation's Board of Directors shall issue a decision establishing the office, and indicating the names of its members, its competencies and address. The Qualitative Federation Board of Directors shall notify the Unit with these details.

Article 9

The Competent Unit or Sub-units, as the case may be, shall register the adjustment of status in the records of the Civil Association, Union or Foundation, upon recommendation of the relevant authorities. The notification shall not be legally effective unless it provides all the required information and documents according to the provisions of the Law and these Regulations.

Article 10

The status of Foreign Non-Governmental Organizations and entities shall be adjusted by notifying the Unit on the predefined template and enclosing the following documents:

1. Documents provided in Article 108 of these Regulations.
2. A true copy of the organization's operation instrument in its country of origin, or the license granted to the organization to operate in Egypt as a branch of a Foreign Organization.
3. The basic data of employees (foreigners - Egyptians - dual nationality) working in the entity or organization's branch in Egypt:
 - a. Their full names and copies of the national identification cards or passports.
 - b. Their nationalities, including the nationality used for the purposes of residency in the country.
 - c. Their addresses in Egypt, immovable and investment properties owned by them in Egypt, if any, for foreign nationals.
 - d. The position the person holds inside the organization or entity (either permanently or temporarily, as a volunteer, or as an expert), and the license granted by the official authorities to the foreigner allowing him/her to work in the organization or the entity.
 - e. Any other positions held by the person in Egypt other than his/her work with the organization or the entity.
 - f. The start date of employment with the parent organization and its branch in Egypt.

- g. The criminal status sheet for Egyptian employees in the organization or the entity.
 - h. An acknowledgement by the legal representative that none of the employees in the organization or the entity's branch in Egypt has been listed on terror lists.
4. True copies of all forms of cooperation agreements entered into with any entity inside Egypt, along with a brief report of the outcomes of these agreements.
 5. The sources of funding of the organization or the entity and the numbers of its bank accounts in Egypt.
 6. The immovable or movable properties owned or possessed by the organization or the entity in Egypt.
 7. The activities, programs, and events implemented, or being implemented, by the organization or the entity inside Egypt.
 8. The internal bylaws governing the organization or the entity in Egypt.

Article 11

The status of Egyptian entities not registered with the Unit or any of the Sub-units shall be adjusted by notifying the Competent Unit or Sub-unit, as the case may be, of the establishment of a Civil Association or Foundation on the predefined template and enclosing the following documents:

1. The establishment instruments provided in the Law and these Regulations.
2. A statement of the activities of the organization, its sources of funding, programs, protocols and memoranda of understanding, and other forms of cooperation, on the predefined template.
3. The establishment instruments file in paper and electronic forms.

Article 12

For legal persons, the legal representative of the entity as specified in the legal instrument establishing the entity shall be deemed the one responsible for the implementation of the provisions of the Law and these Regulations.

Article 13

Should an entity fail to adjust its status in accordance with the provisions of the Law and these Regulations, the body issuing the license or permit allowing the entity to exercise its activities shall revoke the license or permit issued to the entity. Otherwise, the competent Ministry concerned with Associations and Civil Work Affairs may resort to the competent administrative court to issue a ruling to expeditiously dissolve the entity.

CHAPTER THREE: ASSOCIATIONS

Section One: Establishment of Associations

Article 14

The establishment of an Association shall be made by a notice presented by the representative of the group of founders to the Competent Unit or Sub-unit, as the case may be, on the predefined template, with all required supporting documents. The notice shall not be legally effective unless the following information and documents are presented:

1. Documents provided in Article 8 of the Law.
2. A proof of payment of a fee of two thousand pounds in return for recording the bylaws in the special registry. These fees shall be transferred to the Fund.
3. A proof of legal residency for foreign nationals.
4. The code of conduct for the employees of the Association.

Article 15

For the establishment of an Association, the Association shall have proper premises in Egypt to manage its activities. Proper premises shall be as follows:

1. Its entrance must allow entry without any obstacles.
2. The premises must not be for the exercise of any activities other than the civil work activities subject to the provisions of the Law and these Regulations.
3. At least one room in the premises must be allocated for the management of the Association in case other licensed civil activities are held within the same premises.

Article 16

Foreign nationals having permanent or temporary legal residency in Egypt may become members in an Association or its Board of Directors but shall not exceed 25% of the number of its members.

The Competent Unit or Sub-unit, as the case may be, shall issue its approval within sixty days from the date of receiving the application and after the relevant authorities review the names and information of these foreigners. The terms of membership stipulated in the Law and in these Regulations shall be considered. The membership of foreign nationals shall terminate with the expiry of their legal residency.

Article 17

Subject to reciprocity and upon the approval of the Ministry of Foreign Affairs and the relevant licensing authorities, the Competent Minister may license any foreign community in Egypt to establish one Association for each community to attend to the affairs of its members. The application shall be made by no less than 50 members and shall be subject to the other conditions and procedures prescribed in the Law and these Regulations with regard to the registration and operation of Associations.

Article 18

The founders shall be responsible for the expenses and all other obligations related to the establishment of an Association. Upon recording the bylaws, the founders may recover the expenses as approved by the General Assembly after being cleared by the Board of Directors of the Association.

Article 19

A database shall be created at the Competent Ministry responsible for coordination and cooperation with relevant authorities in which Civil Society Organizations subject to the provisions of this Law are entered with details about their activities, programs, sources of funding, and other necessary information. Each Civil Society Organization shall have a unique national number in the database. The database shall include the following information:

1. Names of Civil Society Organizations subject to the provisions of the Law.
2. A list of members of the Association's General Assembly and Board of Directors, or the Foundation's founders and board of trustees, as the case may be.
3. The Association's field of work, its primary and secondary activities and programs, its sources of funding, its geographic scope and headquarters.
4. The Association's bylaws.
5. The Association's internal bylaws.
6. The Association's annual budget.
7. Names of the Association's employees and their positions.
8. A list of the beneficiaries of the services provided by the Civil Society Organization.
9. A list of the volunteers in the Civil Society Organizations.
10. For Foreign Non-Governmental Organizations, a list of protocols of cooperation, memoranda of understanding, and other forms of cooperation regardless of their title.
11. Any other data as decided by the Competent Minister.

The Competent Minister shall issue a resolution defining the mechanism for securing the database and the rules for protecting the confidentiality of data and information, and naming employees responsible for operating the database, persons who will have access rights to the database, and entities to be connected to the database.

Article 20

The same procedures followed in the establishment of the Association shall apply to the amendment of its bylaws pursuant to the provisions of the Law and these Regulations.

Article 21

Every concerned person shall have the right to access the summary records of the bylaws of any Association and to obtain a certified copy from the Competent Unit or Sub-unit, as the case may be, subject to the following steps:

1. The concerned person shall submit a written application to the Competent Unit or Sub-unit explaining the reason for the application. Upon payment of 50 Egyptian Pounds, which shall be transferred to the Fund, the application shall be marked so as access granted.
2. Immediately upon submission of the application, the Competent Unit or Sub-unit, as the case may be, shall allow the applicant to access the summary records of the bylaws .
3. If the applicant wishes to obtain a certified copy of the summary records of the bylaws , the applicant shall submit a proof of payment of a fee of 200 pounds. The fee shall increase annually by 10% but shall not exceed 500 pounds. The fees shall be transferred to the Fund. The Competent Unit or Sub-unit, as the case may be, shall hand over a certified copy of the summary records of the bylaws no later than one day from the date of application submission.

Article 22

Egyptian natural or legal persons, or both, may launch or implement an initiative or campaign to implement a certain civil activity of the activities licensed to Associations after securing a license from the Head of the Unit and upon the approval from the competent authorities within 60 business days from the date of submitting the license application to the Unit on the predefined template. The application shall include the following documents:

1. Name and information of the license applicant:
 - a. Natural persons: (name, national number, occupation or profession, place of residence, criminal status sheet, and a declaration of not being listed on terrorist lists).
 - b. Legal persons:
 - Name of the legal person and address of its headquarters.
 - The legal license under which the legal person operates.
 - Information about the legal representative of the legal person and its Board of Directors members (name, national number, nationality, occupation or profession, place of residence, criminal status sheet, and a declaration of not being listed on terrorist lists).
 - The official website (if any).
2. The person responsible for the Initiative or campaign or the legal representative of any of them, as the case may be.

3. A description of the proposed initiative or activity and its objectives, which shall fall within objectives and activities that are allowed for Associations.
4. Amounts and sources of funding.
5. Geographic scope for the implementation of the initiative or campaign.
6. The target beneficiary groups.
7. The means for promoting the initiative or campaign.
8. The proposed project contract, cooperation protocol or the agreement to be signed with partner entities of the initiative or campaign (if any).
9. The implementation plan of the initiative or campaign.
10. Specifying the entity designated to receive the remaining funds upon the expiration of the initiative or its cancellation, provided that it is subject to the provisions of the Law and these Regulations, and its purposes are in line with the purposes of the initiative or campaign. Failure to identify an entity in the license granted to the initiative or campaign or in the event that the transfer of funds is not possible to the entity identified in the license, funds shall be transferred to the Fund subject to the approval of its Board of Directors.

In all cases, the implementation period may not exceed one calendar year, renewable upon the approval of the Unit.

Article 23

The Unit shall issue a letter to one of the banks overseen by the Egyptian Central Bank in the name of the initiative or campaign. No spending of funds shall be allowed unless it is for the initiative or campaign's specified purposes. Any funds related to the campaign or initiative shall be received through this account.

Article 24

The person responsible for the initiative or the campaign or the legal representative of any of them, as the case may be, shall provide the Unit with all supporting documents concerning the implementation of the campaign or the initiative, the sources of its funding and the fields of spending. These documents shall be supported monthly bank statements.

Article 25

In all cases, no activity shall be implemented unless upon obtaining the license to implement the initiative or the campaign by the Head of the Unit as well as by the competent entity if the implementation of the activity requires a license from another entity.

Article 26

In the event where the conditions of the initiative or campaign license are violated, the Unit may revoke the license, subject to the approval of the Competent Minister and after notifying the legal representative of or the person responsible for the initiative or the campaign, as the

case may be, with a receipt-acknowledged letter in which these violations are detailed and provided that persons in charge of the initiative or campaign fail to correct such violations within the period set by the Unit.

Section Two: Purposes, Rights, and Obligations of Associations

Article 27

After acquiring legal personality, Associations may carry out any activity to achieve its purposes, as defined in its bylaws, provided that the development plans and society needs of the country are taken into consideration.

Article 28

Without prejudice to prohibitions provided in Article 15 of the Law, Associations may submit an application to the Competent Unit or Sub-unit, as the case may be, on the predefined template, to carry out any activities in border areas that shall be defined in a Prime Minister resolution. The application shall include the following information and documents:

- a. The proposed activity and the target beneficiaries.
- b. The duration of activity implementation.
- c. The place of implementation of the activity.
- d. The criminal status sheet for those responsible for activity implementation.
- e. The source and amount of funding allocated to the implementation of the activity.
- f. Implementation partners, if any.

Upon the recommendation of the competent governor and the approval of relevant authorities, the Head of the Unit shall issue the license within 60 business days from the application date provided that the application contains all above mentioned information and documents. The license shall state: the licensed activity; the duration of activity implementation; the value and source of funding; and the partner entities (if any).

Article 29

For activities that require a license, Associations shall not promote or implement any such activities before securing the relevant license from the competent entity. Associations shall not allow others to implement such activities or promote them on their premises or in any other places within their control unless after obtaining the relevant license from the competent entity.

Article 30

Every member in the Association has the right to withdraw his/her membership at any time upon notifying the Board of Directors of the Association with a receipt-acknowledged letter or any other means as stipulated in the bylaws. The withdrawing member may reverse the withdrawal decision by following the same procedures within 15 business days from the withdrawal notification date. Otherwise, the member shall be considered to have withdrawn

as of the date of withdrawal notification. The Association shall remove the name of the member from its membership registers and shall accordingly notify the Competent Unit and Sub-unit, as the case may be.

This shall not be in prejudice of the Association's right to claim any dues of any form on the withdrawing member via a receipt-acknowledged letter stating the nature, value, and settlement mechanism of such dues.

If the withdrawing member fails to pay such dues, the Association may take any legal measures to oblige the withdrawing member to pay his/her dues.

Article 31

Upon approval by the Board of Directors and notification of the Competent Unit or Sub-unit, as the case may be, on the predefined template, Associations may join, affiliate, participate, or cooperate in any form with another local Association, body, or organization, in implementing civil work that is in line with their objectives. Particularly, the following documents shall be submitted:

1. Name of the local Association, entity, or organization to be joined or affiliated with, and a statement of its primary and secondary activities.
2. The address of the premises of the local Association, entity, or organization.
3. The main activity or purpose of the Association wishing to join.
4. The activity which the Association wishes to join or affiliate, participate or cooperate in, and the connection between its activity and the activities of the other Association, entity or organization.
5. The list of members of the Board of Directors of the other Association, entity, or organization.

To Join, affiliate, participate, or cooperate with a local entity, the following conditions shall be met:

1. There should be a tangible positive outcome from joining, affiliation, participation, or cooperation.
1. The local entity shall have experience in the scope of work of the Association.
2. The local entity shall carry out its activities lawfully.

Article 32

Subject to the approval of its general assembly, an Association wishing to join, affiliate with, participate or cooperate with a foreign Association, entity, or organization to implement a civil activity not contrary to its purposes, may submit a request to the Competent Unit or Sub-Unit on the predefined template. The request shall include the following information and documents:

1. The bylaws of the Association wishing to join.

2. The balance sheet for the last fiscal year of the Association certified by an auditor.
3. Reasons for joining, affiliation or participation, as the case may be, with a statement of the financial obligations arising from such.
4. The activity which the Association will join, affiliate with, or participate in and its connection with the activities of the Association.
5. A statement which includes the following information about the organization, entity or Association to be joined or affiliated with:
 - a. Primary and secondary activities.
 - b. The premises where the activity is to be carried out.
 - c. The Association's legal license in its country of origin.
 - d. Names and nationalities of the members of the Board of Directors.
 - e. Its official website, if any.

For joining, affiliation, participation, or dealing with the foreign entity, the following conditions shall be fulfilled:

2. The foreign entity shall not be engaged in an activity that threatens Egypt's national security.
3. The foreign entity shall not be listed as a terrorist entity at the international or local levels.
4. There should be a tangible positive outcome from joining, affiliation, participation, or cooperation.
5. The foreign entity shall have experience in the scope of work of the Association.
6. The foreign entity shall carry out its activities lawfully.

The license shall be issued to the Association by the Head of the Unit, following the approval of the Competent Minister and the competent authorities within 60 days from the date of submission of the request, or within ten business days from the date on which the Association submits evidence confirming that the Foreign Association, Entity, or Organization has obtained the approval of the Ministry of Foreign Affairs on such project, upon a report from the Unit or Sub-Unit, as the case may be, confirming the soundness of the financial and administrative position of the Association.

In all cases, the Association shall not take any action to join, affiliate with, participate with, or cooperate to implement an activity with a foreign organization unless it obtains a license.

Article 33

Associations registered in accordance with the Law may open branches outside Egypt provided that a request is submitted to the Unit including the following information and enclosing the following documents:

1. The Registration decision of the Civil Association or Foundation.
2. The bylaws.
3. The balance sheets for the last fiscal year, certified by an auditor.
4. A statement of the activities to be implemented outside the country. These activities must be consistent with the activities stated in the bylaws.
5. A statement of the budget allocated from the head office to the abroad branch of the Association.
6. Details of the representatives the Association responsible for the implementation of the activity outside the country.
7. Any other information as requested by the Unit.

In all cases, no Association may open the above-mentioned branch outside Egypt before obtaining a license from the Competent Minister upon a report from the Unit or Sub-unit, as the case may be, confirming the soundness of the financial and administrative position of the Association and after securing the approval of the concerned authorities.

Within 60 days from the date of its activity, the Association shall provide the Unit with the legal instrument authorizing its activity outside the country pursuant to the laws of the country in which the branch is established.

The Unit shall notify the Ministry of Foreign Affairs to notify the Egyptian Embassy or its representatives in the concerned country.

Article 34

Provisions in the Law and in these Regulations concerning Foreign Non-governmental Organizations shall apply to Association branches abroad.

Article 35

Associations wishing to allocate shelters for children, elderly, chronically ill people, people in need for social care, or people with disabilities, may submit a request to the Competent Entity on the predefined template. The request shall include the following information and documents:

1. Type of institution or house to be established, purposes for its establishment, categories and age groups of its beneficiaries, as well as its geographic scope.
2. The internal bylaws of institution or house.
3. A statement confirming the soundness of the financial position of the Association or Foundation to carry out such activity.
4. A certificate from the Competent Unit or Sub-unit, as the case may be, confirming that the institution or the shelter house falls within the activities of the Association as stated in its bylaws.

5. Names of the members of the board of directors of the institution or the supervisory committee of the house as well as their staff members with the following information and documents (name - national number - nationality - occupation or profession - place of residence - criminal status sheet – a declaration of not being listed on terrorist lists).
6. Other conditions, documents, and procedures, as prescribed in a resolution issued by the Competent Minister for every activity separately, shall be fulfilled.

The Competent Administrative Entity responsible for the shelter activity shall issue the license within 60 days from the date of the Association's request upon a report from the Competent Unit or Sub-unit, as the case may be, confirming that there are no financial, administrative or technical violations committed by the Association.

The Association shall open a separate account for the activity in a bank that is subject to the oversight of the Egyptian Central Bank.

Article 36

The Competent Administrative Entity may cancel the license issued pursuant to the provisions of the second paragraph of the previous Article in any of the following cases:

1. If the license conditions are breached.
2. If the laws and regulations governing the activities of the organization or shelter houses are violated.
3. In the event of confirmed evidence of abuse to the shelter residents.
4. Absence or lack of financial or administrative capacity to run the house.

upon recommendation of competent authorities, the Administrative Entity may propose to the Competent Minister the appointment of a temporary committee to run the activity. The committee may be composed of experts or people interested in the activity from the members of the General Assembly or others. The number of members shall not be less than three and shall not exceed seven members according to the size of the relevant activity. At least one third of the members shall have expertise in the relevant activity. The committee shall be formed for no more than six months, renewable once. In this case, the chair of the committee or one of its members shall be authorized as signatory to allow transactions on the sub-bank account of the activity.

Article 37

Within the available resources for the Association, the Board of Directors shall arrange the necessary funding to run the activity in case resources allocated in the activity's account are insufficient.

In case the Association does not have sufficient financial resources, the necessary financial support for the implementation of the activity and its continuation may be provided from the

Fund upon a request submitted by the committee responsible for the management of the activity and the approval of the Fund's Board of Directors.

Article 38

The committee shall present its report at the end of its term to the Administrative Entity responsible for shelter activities. The report shall highlight the accomplishments achieved and the possibility of continuing the activity or the cancelation of the license. The chair and members of the committee shall be financially, administratively, and technically responsible for the activity during their appointment.

Article 39

Without prejudice to paragraphs 3 and 4 of Article 10 of the Law, the Association shall open a bank account at a bank subject to the oversight of the Central Bank. The same Association may have several accounts in the same bank for its different activities.

The Association shall only spend its funds on activities within its purposes and shall exclusively receive funds at these bank accounts.

If the total annual revenues or expenditures of the Association exceed five million pounds based on the latest balance sheet, the Association shall be entitled to open other accounts in other banks with the approval of the Competent Unit or Sub-unit, as the case may be.

Article 40

The founders and members of Civil Society Organizations shall not accept revenues, donations, commissions, or bank transfers related to the activities of the Civil Society Organization or legal persons affiliated to it unless through bank accounts that are subject to the oversight of the Competent Unit or Sub-unit to achieve a profit in violation of the provisions of Article 15 of the Law.

Article 41

Without prejudice to the provisions of the counter terrorism and anti-money laundering laws, and to achieve its objectives and support its financial resources, an Association shall have the right to receive cash funds from inside the Republic from Egyptian natural or legal persons or from Foreign Non-governmental Organizations licensed pursuant to the Law to operate inside Egypt. These funds shall be deposited in the bank account of the Association and its records shall be marked accordingly. The Association shall allocate and spend these funds for the designated purposes and shall present semi-annual statements and a technical report identifying its expenditures and activities. The Competent Unit or Sub-unit, as the case may be, shall be notified on the predefined template within three months from the date of receipt of such funds.

In all cases, without prejudice to the limits defined in the Executive Regulations of the aforementioned Law Regulating the Use of Non- Cash Means of Payment, cash funds exceeding five hundred Egyptian pounds or equivalent in any foreign currency shall not be

received unless payment is made via a bank check or a bank transfer through a bank subject to the oversight of the Central Bank.

Article 42

Without prejudice to international agreements ratified by Egypt, with the exception of paragraph (K) of Article (15) of the Law, an Association may accept funds, grants, and donations from Egyptian or foreign natural or legal persons outside the country or from foreign natural or legal persons inside the country, provided that such funds be deposited in the bank account of the Association and its records be marked accordingly. The Unit shall be notified on the predefined template within 30 business days from the date of receiving the funds in the special account of the Association. The notice shall include the following information and documents:

1. Name and information of the donor:
 - a. For natural persons: (name – nationality – identification card – occupation or profession – place of residence).
 - b. For legal persons:
 - Name and headquarters address.
 - Legal license for operation.
 - Details of the legal representative of the legal person and members of its Board of Directors (names - nationalities of Board members - date of joining the donor).
 - The official website (if any).
 - The activity performed by the foreign person or entity and its purposes.
2. The amount of funds received by the Association.
3. The minutes of the Board of Directors meeting approving the receipt of funds.
4. A letter from the donor person or entity stating the amount of the grant and its purpose.
5. The closing accounts of the Association for the last fiscal year.
6. The project contract, the cooperation protocol, or the agreement to be signed with the donor entity (if any).
7. Description of the proposed project or activity and its purpose.
8. The study presented to the donor and an approved Arabic translation.
9. The estimated budget of the project or activity with details of the spending items.

Article 43

The Unit, after consulting with relevant authorities, shall be entitled to object to accepting or receiving funds within sixty business days from the date of the receipt of the notification with all information and documents. Absence such objection, this shall be deemed an approval by the Unit.

The Association shall be notified of the objection or acceptance decision within five business days from the date of such decision, or the lapse of the aforementioned period without objection, as the case may be, whichever date is earlier.

Article 44

Within five business days from the date of notification of the Unit's objection, the Association shall submit a letter approved by the Competent Unit or Sub-unit, as the case may be, to the bank where the grant has been deposited to initiate the procedures for returning the funds to the donor and to provide the Unit with the supporting documents.

Article 45

All banks subject to the oversight of the Egyptian Central Bank shall return funds within no more than five business days from the date of receiving the letter requesting the return of funds to the donor.

Article 46

The Association shall be entitled to accept in kind funds from Egyptian natural or legal persons or Foreign Non-Governmental Organizations licensed to operate inside Egypt in accordance with the following procedures and conditions:

1. These funds must be necessary for serving the Association or any of its activities as specified in the bylaws.
2. The activity must be licensed from the competent authority.
3. The size of these funds should be proportionate to the size and activity of the Association.
4. The Competent Unit and Sub-unit, as the case may be, shall be notified on the predefined template within 15 days from the date of receiving funds.

Article 47

Without prejudice to the provisions of the previous Article, an Association shall have the right to receive in-kind funds from Egyptian or foreign natural or legal persons outside the country, or from foreign natural or legal persons inside the country, in accordance with the following procedures:

1. Recording the in-kind funds in its warehouses and marking its register accordingly.
2. Submitting an application to the Unit on the predefined template within 30 business days from the date of receiving the funds and enclosing the following documents:
 - a. A true copy of the activity license for which the donation is allocated.

- b. A clear copy of the policy, bill of lading, the purchase invoice of the donation or the incoming shipment, or a certificate from the forwarder confirming the shipment or any proof of purchase from a duty free zone, as the case may be, in addition to all other customs documents.
- c. Information of the port of departure and port of arrival of the shipment in case the in-kind donation is received from outside the country.
- d. A description of the shipment, its quality, quantity, purpose and the beneficiary categories.

The Unit, after consulting with relevant authorities, shall be entitled to object within sixty business days from the date of submission of the application with all information and documents. Absence such objection, this shall be deemed an approval by the Unit.

Article 48

The Association shall be entitled to request custom tax exemption when it receives gifts or donations, or when it imports equipment, machinery, devices, or production supplies and vehicles. The request shall be submitted to the Unit or Sub-unit, as the case may be, on the template attached to these Regulations.

If the things requested to be exempted prove to be necessary for the activity of the Association, the competent Minister shall refer the request to the Minister of Finance for presentation to the Prime Minister to issue the exemption decision.

The request shall include an undertaking by the Board of Directors of the Association to either pay taxes or customs tax if the exemption request is rejected or have it re-exported.

Article 49

The Association may send or transfer funds of whatever nature to persons or organizations abroad upon approval of the Competent Minister, after consulting with relevant authorities, within 60 business days from the date on which the Association submits the request to the Unit on the predefined template enclosing the following information and documents:

1. Name and information of the entity receiving the funds:
 - a. Natural persons: (name - nationality – identification card - occupation or profession - place of residence).
 - b. Legal persons:
 - Name and nationality of the legal person, and the address of its headquarters.
 - Legal license for operation.
 - Details of the legal representative of the legal person and members of its Board of Directors (names - nationalities of Board members - date of joining the donor).
 - The official website (if any).

2. The activity performed by the foreign person or entity and its purposes.
3. The amount of funds received by the Association and funds purposes.
4. The minutes of the Board of Directors or General Assembly meeting approving the transfer of funds out of country pursuant to the Association's bylaws.
5. The closing accounts of the Association for the last fiscal year
6. The project contract, the cooperation protocol, or the agreement to be signed with the recipient entity (if any).
7. Description of the proposed project or activity and its purpose.
8. The feasibility study presented to the recipient entity in Arabic.
9. The estimated budget of the project or activity with details of the spending items.

Books, pamphlets, scientific and technical journals, fees for subscriptions to publications and scientific conferences, and payments related to foreign contracts relating to the activities of the Association as specified in its bylaws, shall all be exempted.

Article 50

With a license from the Unit or Sub-unit, as the case may be, the Association shall be empowered to raise funds from Egyptian natural or legal persons inside the Republic or foreign natural or legal persons licensed to operate inside Egypt pursuant to the provisions of the Law through banks, money collection companies, SMS services, the various e-distribution channels of banks, charity events, charity bazaars, fairs, matches and any other means as defined in a resolution by the Competent Minister.

Article 51

To grant an Association a license to raise funds, the following conditions shall be met:

1. That there are no financial, administrative, or technical violations committed by the Association.
2. That the previous fundraising license granted to the Association, if any, has been cleared and the clearance process has not resulted in any serious violations unless such violations have been cleared.
3. That the fundraising request is made to fund one or more of the Association's activities as specified in its bylaws.

Article 52

To grant an Association a license to raise funds through events/functions, the following shall be required:

1. The request shall include a statement of the number and categories of tickets, taking into account that the number of stamped tickets shall not exceed the capacity of the venue in which the event is to be held, as per the lists prepared by the venue clarifying

the venue's seat capacity. A copy of these lists shall be submitted with the license request.

2. The licensed entity shall submit proof of initial agreement on the availability of the venue where the event is to be held on the requested date.
3. The licensed entity shall submit an estimated budget indicating the estimated revenues and expenditures of the event, taking into account that the percentage of administrative expenses and other financial burdens resulting from taxes or fees on events organized by Associations or Civil Foundations, established pursuant to the provisions of the Law, shall not exceed 65% of the revenues.
4. In cases when the event is sponsored by an entity or a person, the licensed entity shall provide proof of the acceptance of such sponsorship by the sponsor.
5. The licensed entity may not sub-contract with an entity or person to hold the event on its behalf. Should the licensed entity resort to ticket distributors, the distribution commission shall not exceed 15% of the ticket price. The license shall be cancelled if it has been agreed to pay a percentage of the revenues of the event.
6. It shall be not permissible to agree with the administration of the venue where the event is to be held to reserve certain seats which it would dispose of as it deems appropriate. It shall not be permissible to allow entry into the venue except with tickets stamped with the stamp of the Unit.
7. The issued license may include authorization to raise funds through an auction or poll or any other fundraising means.
8. 25% of the total revenues shall be allocated to the charity work of the licensed entity pursuant to the provisions of the aforementioned Law No. 24 of 1999.
9. Free tickets shall not exceed 5% of the total of number of all ticket categories with a maximum of fifty tickets. A ticket shall not be used for the entry of more than one person.
10. A Civil Association or Foundation shall be entitled to have one exempt event per year.
11. Should the distributed program of the event contain any advertisements which entitle the licensed entity to receive financial returns, the Unit shall be notified of this and a copy of the advertisement agreement shall be submitted to the representative of the Competent Unit or Sub-unit, as the case may be, upon settlement of records.
12. Each ticket shall indicate a serial number, name of the licensed entity, event venue and date, ticket price, and license number. It shall be stamped by the stamp of the licensed entity and signed by the signatory of the Board of Directors or the Board of Trustees, as the case may be, and the representative of the Unit. Ticket categories shall not be changed without the approval of entity issuing the license. In case of different categories, each category shall be distinguished with a different color.

13. The licensed entity shall follow a sound document cycle to hand over the tickets to the persons in charge of collection of funds, to collect funds, to review of tickets and deposit funds in the bank. The licensed entity shall inform the representative of the Unit and show him/her documents used at the time of settlement of records.
14. The licensed entity shall deposit collected funds in its current account at the bank and a special entry shall be allocated in its registry records.
15. Any of the Unit's employees shall represent the Unit when attending the event, counting the number of unsold tickets, ensuring compliance with the license conditions and including the outcomes in a minutes report to be filed in Association's file at the Unit.
16. The licensed entity shall submit for the review of the Unit a breakdown of the revenues and expenses of the event and the net balance within a maximum of 60 days from the date of the event. The settlement of records report shall indicate how unsold tickets have been disposed of. The report shall be signed by the signatories of the Board of Directors and the representative of Unit and shall be stamped with the Unit's stamp.

Article 53

To obtain a license to raise funds through a charitable bazaar or fair, the following shall be required:

1. The license request shall indicate the time and venue of the bazaar, a breakdown of the goods to display for sale in the bazaar and price of each item. The goods shall be numbered and a description of such shall be included in a list made in two counterparts, one original and one copy. These lists shall be stamped by the licensed entity and the authority issuing the license. A minutes report shall be drafted and shall be signed by the signatory of the licensed entity and the representative of the Competent Unit or Sub-unit, as the case may be.
2. Entry to the bazaar shall be for free or for a nominal fee with tickets that shall follow the ticketing procedures for events.
3. A card shall be attached to each item, indicating its number, type, and price. The card shall be stamped by the licensed entity.
4. Prices of sold items shall be collected in electronic points of sale (POS), for which a special bank account shall be allocated. The Association shall give the buyer a slip detailing the specifications of the sold item.
5. When issuing receipts, the items shall be clearly specified and their prices shall be written in words and in numbers. Receipts shall also be signed by of the price collector.
6. The licensed entity shall not display items for sale other than those indicated in the stamped lists as detailed in paragraph 1 of this Article.

7. A special account shall be set up in the accounts books of the licensed entity in which the outcomes of the license shall be indicated.
8. At the end of the bazaar, an inventory of unsold items shall be made and a minutes report shall be issued signed by the signatory of the licensed entity and the representative of the Competent Unit or Sub-unit, as the case may be, in charge of overseeing the bazaar.
9. The licensed entity shall seek to obtain permission to add the unsold items as per the inventory to its warehouse records.
10. Should more than one Civil Association or Foundation participate in raising funds, the share of each from collected funds shall not exceed 50%, after deducting administrative expenses, provided that the conditions specified in Article 51 of these Regulations be met by the Associations participating in the fundraising and that those entities are included in the license request.
11. If the licensed entity wishes to allocate a space within the bazaar for an individual to sell his/her own products, the rent of the space shall be included in the terms of the license.

Article 54

To obtain a license to raise funds through banks, the following shall be required:

1. The license request shall include a written consent of the bank indicating the bank account number allocated for fundraising, provided that this bank account shall be used only for the purposes indicated in the license, pursuant to the rules and regulations governing fundraising. The license request shall indicate (the license term, bank name, geographic scope of the fundraising, and purpose of the license).
2. Administrative expenses and bank commission shall not exceed %20 of the revenues.

Article 55

To obtain a license to raise funds through SMS or collection companies, the following shall be required:

1. The license request shall include the consent of the company offering the service and the contract signed between the Association and this company.
2. The license request shall include (the term of the license, the used number, and the purpose of the fundraising).
3. A special bank account shall be allocated by the licensee entity to transfer collected funds directly from the company. The license request shall include the written bank consent.
4. Administrative expenses and company commission shall not exceed %20 of the revenues.

5. The bank account number shall be indicated in the fundraising license issued to the Association.

Article 56

An Association may raise funds through the following procedures:

1. The request shall be submitted to the Unit by the Central Associations or Associations that wish to raise funds from more than one governorate. Other requests shall be submitted to the Sub-unit within the jurisdiction of which the Association falls. The request shall include the required documents and shall be submitted on the predefined template at least sixty days before the fundraising date. The request shall include the minutes report of the Board of Directors approving the request for fundraising and indicating in particular the activity or activities or project for which the fundraising revenues will be allocated, the proposed fundraising method, the period during which permission to raise funds is requested, and the geographic scope of the fundraising.
2. The Competent Unit or Sub-units, as the case may be, shall decide on the request within thirty business days from the date of receiving the request and all its required documents.
3. The Competent Unit or Sub-units, as the case may be, shall issue a fundraising license indicating fundraising means, period, and geographic scope.

Should more than one Association participate in raising funds, they shall be listed in the license.

Article 57

An Association that has been granted a fundraising license shall not modify the fundraising purpose, its means, or the terms of its expenditure, as indicated in the license, unless after obtaining the approval of the licensing authority. In such case, modifications shall not exceed two modifications during the license term. The number of modifications shall be excluded during emergencies, disasters, public calamities, and national initiatives.

Article 58

Fundraising license shall be made once a year for a maximum period of twelve months. The Competent Unit or Sub-unit, as the case may be, may grant the Association another license in the same period if the license was for a charitable event or bazaar.

Article 59

An Association shall be entitled to withdraw funds from the license accounts during the fundraising period provided that such funds be used in the activities designated for them and that the issued license authorizes the Association to do so.

Article 60

The Association licensed to raise funds shall finalize the clearance process within 60 days following the expiry of the license term. Otherwise, the Licensing authority may withhold issuing any new licenses for a period of one year from the date of the license expiry.

Article 61

For public interest considerations, the Unit may issue a new license to the Association before the clearance of the previous license. The new license shall be effective as of the next day following the expiry of the first license provided that the Association commits to clear the first license within a maximum of 60 days after the expiry of the license term according as per the previous Article. Otherwise, the Unit shall have the right to cancel the effective license.

Article 62

Without prejudice to the responsibility of the Board of Directors of the Association that raised funds before others, the sum of funds collected without license or pursuant to a cancelled license shall be transferred to the Fund upon issuance of a court ruling to this end.

Article 63

Any public solicitation to raise cash or in kind funds, other than Civil Society Organizations, shall notify the Unit within a maximum of three business days from the date of solicitation on the predefined template and the following information shall be specified:

1. Name and details of the license applicant:
 - a. Natural persons: (name, national number, occupation or profession, place of residence, criminal status sheet and a declaration of not being listed on terrorist lists).
 - b. Legal persons:
 - Name of the legal person and address of its headquarters.
 - Legal license for operation.
 - Details of the legal representative of the legal person and members of its Board of Directors (names, national numbers, nationalities, occupation or profession, place of residence, criminal status sheet and a declaration of not being listed on terrorist lists).
 - The official website (if any).
2. The fundraising purpose.
3. The fundraising duration and proposed method.

Funds raised through that solicitation shall only be disposed of upon a license from the Head of the Unit within 15 business days from the date submitting the request, after obtaining the approval of the relevant authorities.

In all cases, the term of the license shall not exceed one renewable calendar year.

Fundraising shall take place through banks, funds collection companies, or any other method allowed in a resolution by the Competent Minister.

Article 64

The licensee shall provide the Unit with a statement of the total sum of raised funds and the spending fields within fifteen days from the expiry date of the license term or the expiry of its purpose, whichever comes first.

Article 65

Any funds collected without a license or in violation to the conditions of the relevant license shall be transferred to the Fund upon issuance of a court ruling to this end.

Remaining funds after achieving fundraising purposes or in the event of failing to achieve fundraising purposes shall be transferred to the Fund, unless the license states the entity to which the funds are to be transferred.

Article 66

The Association shall keep, in its management premises, all documents, correspondences and registers in paper and electronic copies. These include the following:

1. Its bylaws.
2. Membership and subscriptions register listing the names of founding members and other members, their surnames, ages, nationalities, occupations, national numbers, employer, places of residence, dates of joining, and phone numbers.
3. Register of General Assembly meetings.
4. Register of Board of Directors meetings.
5. Register of revenues and expenditures.
6. Bank, treasury, and secretary registers.
7. A register showing all Association properties, either immovable (lands – buildings) or movable (cars, equipment, facilities and machinery, etc.).
8. Register of in-kind donations.
9. Register of foreign funding.
10. Register of cooperation agreements concluded with non-Egyptian parties inside and outside the country.
11. Register of valuable books.

The above registers shall be on the predefined templates enclosed with these Regulations.

These registers shall be stamped by the Competent Unit or Sub-unit, as the case may be, before using and shall be numbered and stamped by the Association seal. In the event where

the person in charge of the validity of information contained in the registers be unspecified in the bylaws of the Association, the Board of Directors shall specify this person in a resolution. If this resolution is not issued, the Chair of the Board shall be deemed responsible.

The Association shall have the right to keep other books and registers as required for its activities while following the same controls.

Article 67

An Association member shall be entitled to request seeing the registers and documents of the Association by presenting a written request to the Chair of the Board of Directors or the person delegated by the Chair. The request shall specify the registers and documents to be reviewed and the purpose for doing so. The Chair of the Board or the person delegated by the Chair shall mark the request and have it fulfilled within two business days from the date of submission.

Article 68

An Association shall enter its information on the database of Associations and shall update such information monthly. The Association shall also enter the information of projects, funders, funding value, cooperation agreements, and project implementation status within a maximum of one month from the date of approval of the project or grant.

In all cases, the Association shall update its information within a maximum of one month from the date of the annual ordinary and extraordinary meeting of the General Assembly and the approval of the Association budget.

Article 69

The Association shall observe good governance principles in its bylaws and internal bylaws, including the principles of the rule of law, transparency, equality, effectiveness, efficiency and accountability. The Association shall have a strategic vision. Towards this end, the bylaws or the internal bylaws of the Association shall, in particular, include the following:

1. Disclosure and transparency policies.
2. Controls necessary to ensure that all members of the General Assembly exercise their rights without discrimination.
3. Encouraging stakeholders to participate in following different activities of the Association.
4. The election of Board of Directors members shall be based on the secret voting of the General Assembly members.
5. Clear specification of the Board of Directors powers. All other functions shall be entrusted to the General Assembly.
6. Ensuring the accuracy of the information of the General Assembly members and its continuous updating.

7. Observing good governance with respect to available human, financial, or other resources.
8. Procedures to ensure the proper documentation and classification of registers and information.
9. Adopting written and announced procedures to protect the Association's human resources against any unprofessional practices.
10. The existence of independent and objective internal oversight.
11. The existence of policy guidelines, manuals and internal bylaws to ensure the existence of clear procedures and instructions to protect the rights of all employees.
12. Mechanisms for reporting on the use of the Association resources and for holding the Board of Directors members or the Activity Management Committee or Board accountable for their decisions or any failures in achieving the objectives and realizing the vision of the Association.
13. The creation of a complaints system.
14. The use of accepted and certified accounting and auditing practices in line with the Egyptian accounting standards.

Article 70

The Association shall adhere to the principle of integrity in all the services it provides to target beneficiaries and shall provide its services with high quality. The Association shall adhere to the principles of transparency and credibility in all its transactions with the government, its own staff members, target beneficiaries, partners, and other stakeholders with the exception of what is related to private information of individuals.

Article 71

A Board member shall disclose any personal interest the member may benefit from in any decision the Board takes. In this case, the member shall not attend or take part in the discussion of the topic to be decided upon.

It shall be considered a personal interest if the approval or rejection of the decision results in a direct or indirect material or moral benefit for the member, his/her spouse, children or any of his relatives up to the second degree.

A Board member shall not contribute to the projects implemented by the Association or hold shares at the companies or funds established by the Association alone or in partnership with others.

Article 72

The Board of Directors of the Association shall have an announced strategic vision to manage the resources of the Association and achieve its purposes based on the activities stated in its bylaws.

Article 73

The Association shall form a Management Board or Committee to manage the activities of hospitals, schools, etc., and each activity shall have regulations governing human resources, procurement, penalties and financial matters. Financial regulations shall define the person authorized to sign all financial actions among those in charge of managing the activity. These regulations shall be part of the internal bylaws of the Association. These regulations shall be approved by the Association's Board of Directors.

Article 74

In the event of a violation to Articles (24), (25) and (27) of the Law, the Competent Minister, exclusively, shall have the right to issue a decision suspending the Association after taking the following actions:

1. The Competent Unit or Sub-unit, as the case may be, shall direct a written warning to the Association stating the alleged violation, the legal implications, and the deadline for its removal, provided that it is no less than 25 days.
2. In case the set deadline lapses without a reply or without removing the violation, as the case may be, or in case the reply of the Association does not provide documents proving that the Association did not commit the alleged violation, the following legal actions shall be taken:
 - a. Present the issue to the Competent Minister recommending the suspension of the Association activities for a maximum of one year.
 - b. Request the dissolution of the Association, or Removal of the Board of Directors or the Board of Trustees, as the case may be, by the Competent Court. The State Litigation Authority shall be notified within 15 days from the date of the Competent Minister's approval to take judicial action to dissolve the Association or remove its Board of Directors in accordance with the provisions of the Law.

In this case, the Competent Unit or Sub-unit, as the case maybe, may request the Public Prosecutor to issue a restraining order against the Board of Directors until a court ruling on dissolution or removal is issued for the purpose of protecting the donated funds and to ensure the continued activity of the Association.

Upon issuance of the restraining order against the Board of Directors, the Competent Unit or Sub-unit, as the case maybe, shall have the right to propose to the Competent Minister the appointment of a committee of no less than three members and no more than seven members, from members of the Association or others, provided that at least one third of the committee members have experience in this field. The purpose of this committee shall be running the activities of the Association as provided for in the committee formation decision during this period.

The Competent Unit or Sub-unit, as the case maybe, shall authorize the chair or any of the members of the committee to sign any transactions related to the bank accounts of the Associations in the manner specified in the Committee formation decision.

Upon the expiry of its duration, the Committee shall submit its report to the Competent Unit or Sub-unit, as the case maybe, what has been achieved. During the Committee's term, the chair and members of the Committee shall be financially, administratively, and technically responsible for the Association.

Article 75

The Competent Minister shall issue a decision specifying the representatives of the Administrative Entity who shall be entitled to access the premises of the civil society organizations or their branch offices, upon notification, for the purpose of monitoring the activities and examining the registers and documents to ensure they are compliant with the Law or to provide technical support.

The Administrative Entity shall observe the following controls:

1. The employee shall carry an identification card issued by the employer granting the employee the right to access.
2. The employee shall have a route approved by the employer stating the name of the Association, the purpose of the mission and its duration.
3. The employee shall sign the visitors' register at the premises of the Association, indicating the date of the visit.
4. Prior coordination with the Association to set the date and time of the visit.
5. The code of professional conduct shall be adhered to during the visit.

In case of an official complaint, representatives of the Administrative Entity shall have the right to enter the Association premises without prior notice provided that the number of committee members shall not be less than three.

The Administrative Entity shall be entitled to supervise any activity within the Association purposes and fields of work and are exercised by other legal persons, in any legal form, even if they have not been established in accordance with the provisions of the Law.

Article 76

To support its financial resources and to achieve its purposes, the Association may do the following:

1. Establish service and production projects.
2. Organize charity events of different kinds.
3. Organize charity bazaars.
4. Organize fairs.

5. Organize different sport matches and sport activities.
6. Establish, or contribute to the establishment of charity investment companies and funds with prior approval of the Competent Minister and in coordination with the relevant authorities, provided that the profits and revenues resulting from such investments are used for social or charity purposes by civil society organizations.
7. Any other activities as approved by the Competent Minister and in coordination with the relevant authorities.

The Association may also re-invest the revenues or surplus of its ordinary resources in fields that guarantee proper returns. These fields may include deposits, treasury bonds, government bonds, or investment certificate, securities, or deposits issued by certified banks.

In all cases, an Association shall not take part in any financial speculations.

Article 77

In cases where the Association issues a decision and the Competent Unit or Sub-unit, as the case maybe, believes that it is contradictory to the provisions of the Law or the bylaws of the Association, the Competent Unit or Sub-unit shall request from the Association, via a receipt-acknowledged letter, to withdraw this decision within 30 business days from the date of the reasoned notification. The Association shall have the right to explain its viewpoint to the Competent Unit or Sub-unit substantiated with documents within the following seven business days. If this period lapses without withdrawing the decision or if the Unit concludes, after listening to the clarifications from the Association, that the decision is contrary to the provisions of the Law, these Regulations or the bylaws of the Association, the Unit shall take any of the actions prescribed in the Law and these Regulations taking into account the graveness and type of the violation. The decision of the Unit shall be valid to the extent necessary for the removal of the violation.

The Association may appeal this decision as per the provisions of the aforementioned Law of State Council.

Section Three: Suspension of Activities of Associations, Removal of Boards and Dissolution

Article 78

In cases where a temporary decision is issued to the effect of suspending the Association activities pursuant to Article (45) of the Law, the Competent Unit or Sub-unit shall appoint a committee from members of the Association or otherwise, to administer the affairs of the Association as specified in the committee formation decision during the suspension period.

The Competent Unit or Sub-unit, as the case maybe, shall authorize the Chair of the Committee or one of its members as signatory to allow transactions in the Association bank account in accordance with the committee formation decision.

Upon expiry of its term, the committee shall submit its report to the Competent Unit or Sub-units of what has been achieved. The members of the Committee shall be financially, administratively, and technically responsible for the Association during the term of the Committee.

Article 79

The State Litigation Authority shall undertake to file the case before the competent court within seven business days from the date of the suspension decision, by submitting a request to approve the suspension decision. Upon its issuance, the Competent Unit or Sub-unit, as the case maybe, shall notify the State Litigation Authority with an official copy of the decision and all necessary documents to file the case.

Article 80

Upon a request from the Competent Unit or Sub-unit, as the case maybe, and after consulting with the Competent Minister, the State Lawsuits Authority shall file a case before the competent court to dissolve an Association or its Board of Directors.

Article 81

In the events where the Competent Court orders the dissolution of the Board of Directors of an Association, the Competent Unit or Sub-unit, as the case maybe, shall undertake, within 15 days from the date of the ruling, to appoint a temporary Board from the members of the General Assembly or otherwise, after notifying the relevant authorities. The Board shall hold all the powers of the Board of Directors including the power to invite the General Assembly to elect a new Board of Directors.

The Minister may dismiss the temporary Board and appoint a new temporary Board of Directors upon a proposal of the Competent Unit or Sub-unit, in case of a violation of the Law and these Regulations, or if the relevant authorities object to any of its members, or if the temporary Board fails to take necessary measures to invite the General Assembly to elect a new Board of Directors, or if the temporary Board is unable to carry out its duties for any reason.

Article 82

The Competent Unit and Sub-units shall keep a register, on the predefined template, and in coordination with the General Federation of Associations and other relevant authorities, listing the names of all volunteers who are willing and capable to manage Associations and Civil Foundations and who meet the conditions of members of the Boards of Directors for the purpose of selecting them for appointment in temporary Boards.

Article 83

The Association's programs shall be deemed serious if at least the following conditions are met:

Periodic bank account transactions at least once a year to spend on activities.

Carrying out one of the activities specified in the bylaws of the Association, provided that it generates returns on the budget of Association.

Article 84

The Competent Unit or Sub-unit shall mark the registry of Associations with the date and contents of the decision suspending the activities of the Association. The registry shall also be marked in case a court ruling is issued to the effect of dissolving the Association or removing its Board of Directors.

Article 85

In accordance with Article (51) of the Law, and in cases where the court orders the dissolution of the Association and the appointment of a liquidator, the Competent Unit or Sub-unit, as the case may be, shall, within 15 days, appoint a liquidator from the register of liquidators referred to in Article (87) of these Regulations. It shall determine the liquidation period which shall not exceed 6 months, and the fees of the liquidator in proportion of the size of liquidation work and the financial position of the Association. The liquidator shall report to the Competent Unit or Sub-unit, as the case maybe.

In case the Association has no funds, the Fund shall pay the fees of the liquidator.

Article 86

The liquidator shall present a report to the Competent Unit or Sub-unit, as the case maybe, upon the completion of the liquidation work or the expiry of the appointment, whichever comes first.

In case the liquidation is not completed, the report shall state the reasons for that. In this case, the Competent Unit or Sub-unit, as the case maybe, may consider renewing the liquidation period for a similar term and for one time only, or appointing another liquidator following the same rules.

Article 87

The Administrative Entity shall keep a register of liquidators on the predefined template. The following conditions shall be met by liquidators:

1. The liquidator shall have the necessary qualifications and experience to conduct the liquidation process.
2. The liquidator shall not be a staff member or consultant for the Association.
3. The liquidator shall not have any family relation to a member of the Board of Directors, any creditor or debtor of the Association to the fourth degree.
4. The liquidator shall enjoy civil and political rights and shall not have been sentenced to a felony or to have received a freedom-restricting penalty in a misdemeanor prejudicial to honor or integrity unless rehabilitated.
5. The liquidator shall not be listed on terrorist lists.

CHAPTER FOUR: CENTRAL AND PUBLIC BENEFIT ASSOCIATIONS

Article 88

Where there is no special provision in this Chapter, Central and Public Benefit Associations shall be subject to the provisions applicable to Associations.

Article 89

The branch of an Association shall not be permitted to modify its bylaws without the approval of the Board of Directors of the Association to which it belongs.

Article 90

The Competent Minister or his delegate shall issue a resolution to register Central Associations, provided they meet the following criteria and controls:

1. The bylaws of the Central Association must include operations at country level.
2. The activities aim at contributing to the country's development goals, and a time-framed study and estimated budget for the implementation of each activity are submitted.
3. The establishment of one or more branches in one or more governorates provided that the establishment grounds include a proof of occupancy of branch premises as per the bylaws, and the administrative structures of these branches.

Article 91

The Prime Minister, or his delegate, shall be entitled to grant the public benefit status to Associations with public interest purposes, upon their establishment or thereafter, upon a request submitted by the Association to the Competent Unit or Sub-unit, as the case maybe. The request shall specify the grounds for such request as well as the public benefits objectives it seeks to achieve.

The Competent Unit or Sub-unit, as the case maybe, shall examine the request, its justifications and the activity of the Association and shall take necessary procedures for the issuance of the relevant decision in light of the findings of the examination.

The public benefit status shall only be revoked by a decision from the Prime Minister or his delegate.

Article 92

For the Association to acquire the public benefit status, the following conditions shall be met:

1. The Association shall aim at achieving a public benefit.
2. The results of the inspection on the activities of the Association shall not reveal any financial, administrative, or technical violations.
3. A statement of the project or projects of the Civil Association or Foundation to be established and the proposed public benefits it aims to achieve.

4. The financial position of the Civil Association or Foundation allows it to fund the proposed activity or that there is an appropriate funding source pursuant to the Law to fund the project.

Article 93

Associations may merge together with the approval of the Unit and in accordance with the following controls:

1. The approval of merger by the extraordinary General Assemblies of these Associations.
2. A request to be submitted to the Unit explaining the justifications for the merger.
3. The lack of any financial, administrative, or technical violations in both Associations.

The Unit shall decide on the request for mergers within 60 business days from the submission date of the request.

Subject to the controls stipulated in the previous paragraph, the Prime Minister or his delegate shall issue the merger decision where such merger is to be between an Association not having the public benefit status with a public benefit Association, within 90 business days from the date of submission of the request along with the proof of public benefit status of the Association that enjoys such.

Article 94

The Board of Directors of the merged Association and its staff members shall not conduct any transactions as soon as the Association receives the merger decision notification.

Members of the Board of Directors and staff members of the merged Association shall hand over all the funds, records, books, and documents to the Board of Directors of the Association that has been merged into or its delegate. All staff members shall protect the instruments, documents, and funds of the Association until they are all handed over to the Association that has been merged into. The handing over of the funds and documents shall not relieve the staff members from their responsibility in accordance with the provisions of the Law. The Association that has been merged into shall not be accountable for the liabilities of the merged Association except as they relate to the funds and rights handed over to the Association that has been merged into up until the merger date.

Chapter Five

Civil Foundations

Article 95

Unless otherwise provided in this Chapter, the provisions on Associations shall apply to all Civil Foundations.

Article 96

The Civil Foundation shall be established for definite or indefinite period by allocating funds and defining the scope of activities in a manner appropriate for achieving the purpose of its establishment. The funds shall not be less than 20,000 pounds at the time of establishment. The Foundation shall not seek financial gain, nor shall any of its founders or its Board of Trustees. The funds may be in the form of movable or immovable properties.

As regards the immovable properties, the following shall be required:

- a. Full ownership of the property.
- b. Beneficial interest/right to use.
- c. The rights of the leaseholder shall be within the limits of the provisions of the lease contract. The purpose, which has been defined by law, shall not be contrary to the use of the Unit, in terms of not exceeding the lease term or the agreement, as the case may be.

As regards the movables, the following has been provided:

- a. Money, including investment revenues of movables and immovables.
- b. Movable properties, including, in general, bonds, stocks, shares, financial and commercial papers, certificates of investment, certificates of deposit, treasury bills and bonds, or any revenues of such movable properties, whether Egyptian or foreign.
- c. All movables of different kinds.

However, the allocated funds shall be appraised, be it movable or immovable, by the market value at the time of allocation, with a deed approved by an official authority or expert appraiser.

Article 97

The Civil Foundation shall be committed to achieving the purposes of developing and caring for the community, and shall not seek financial gains.

The bylaws, or any equivalents thereof, shall include a description of the activities and the purposes, which the Foundation seeks to achieve.

The Civil Foundation shall be prohibited carrying out any activity which is prohibited per Article (15) of the Law, or any other prohibited activities specified therein.

Article 98

In the event that the Civil Foundation is established on the basis of a notarized will, the legatee may submit to Competent Unit or Sub-unit, as the case may be, a request to register

the summary of the bequest. The Unit or Sub-unit, in such a case, shall inform the legatee of fulfilling the conditions of registering the summary of the bequest, or shall oblige the legatee to do the necessary amendments in the bequest in order to complete its registration. Nevertheless, the registration of the summary of the bylaw and the attainment of the legal personality shall not be finalized until the bequest has been enforced, unless otherwise the legatee has abandoned it before death.

In the event that the legatee has not abandoned the bequest before death, and that the Unit or Sub-unit has announced its approval of the bequest's registration, or that the bequest has been amended to fulfil the conditions for registering its summary, the competent Unit or Sub-unit shall be committed, as the case may be, to register it within 60 days from the date of being notified of the enforcement of the bequest, without any need for submitting a new request.

Article 99

The request for registering the Civil Foundation shall be made on the predefined template by the founder or the group of founders or the chair of the Board of Trustees or the delegated person to execute the bequest.

The Competent Unit or Sub-unit, as the case may be, shall be committed to register the summary record of the Civil Foundation in the Associations' database from the date of notification of the request for establishing the Civil Foundation. Such notification shall have no effect if it is not accompanied by the following documents:

- 1- Four copies of the Civil Foundation's bylaws signed by the founder or the group of founders, whose names, titles, addresses, shares contributed in the establishment of the Civil Foundation, place and date of signing the bylaws shall be expressly stated therein, and all the founders shall sign on the bylaw; or four copies of the official instrument establishing the Civil Foundation certified as a true copy of the original by the entity that documented the issuance or notarized of such instrument; or four copies of the bequest certified as a true copy of the original copy of the notarized bequest.
- 2- In the event that the founder or one of the founders is a legal person, it shall be mandatory to attach proof of its legal form to the request, along with an explicit declaration signed by the legal representative of such a founder stating the approval of establishing or co-establishing the Civil Foundation.
- 3- Two copies of the bylaws that regulate the financial and administrative affairs of the Civil Foundation and its staff members in accordance with the guiding template attached to these Regulations.
- 4- The criminal status sheet of each member of the founders and the Board of Trustees.
- 5- Declaration by the founders stating that the funds allocated for establishing the Foundation are not subject to disputes with third persons or before courts.

- 6- A list of those who were selected from the founders, or otherwise, as members on the first Board of Trustees, as well as the chair, vice-chair, secretary-general, treasurer, board members of the Board of Trustees.
- 7- Deed of occupancy (leasing, titling, usufruct, allocation, gift), provided such a deed shall be documented.
- 8- Deed for depositing or assessing allocated funds.
- 9- Declarations by each founder or member of the Board of Trustees, stating that they are not listed in the list of terrorist entities.
- 10- A statement proving that a fee of 2,000 pounds has been paid in return for recording the Foundation statues in the respective register. This fee shall be transferred to the Fund.
- 11- Rules and conditions for volunteering at the Foundation, if any, as well as the rights, duties and means of protecting volunteers.
- 12- Selecting a representative of the founders to undertake establishment procedures.
- 13- The Foundation's website and email address, if any.

Article 100

The founders of the Civil Foundation or its establishers as per an official deed, shall be responsible for the expenses necessary for its establishment. In the event that its establishment is pursuant to a bequest entrusted to one person to execute, the executor may, after the registration of the Foundation, claim refund for the expenditures incurred in establishing the Foundation per the bequest.

The refunding of such expenses shall be carried out upon a decision made by the Board of Trustees, within the limits of the actual expenses approved by the Board.

Article 101

The Competent Unit or Sub-unit, as the case may be, shall record the date of request for the registration of the summary of the bylaws, or the official deed or the bequest, after verifying that the conditions and rules stipulated herein have been fulfilled. This shall be included in a receipt to be given to the applicant.

The Competent Unit or Sub-unit, as the case may be, shall keep a special register to record the requests for the registration of bylaws summaries, or the official deeds or the bequests, which have been created for the Civil Foundations, as per the date and time of each application.

Article 102

In the event that the Civil Foundation has not appointed a Board of Trustees or that the Board of Trustees has more than one vacant position and it has been impossible to appoint an alternative(s) in accordance with the Foundation's bylaws, the Head of the Unit shall issue a decision to appoint a Board of Trustees or a member to fill the vacant position, as the case may be.

Article 103

The Board of Trustees shall undertake the management of the Civil Foundation and shall have all the powers of the Association's Board of Directors and General Assembly; and in the case of the amendment of the bylaws or its equivalent, the founders shall undertake such unless otherwise stipulated in the bylaws.

Article 104

The Civil Foundation may increase its capital by allocating additional fund(s) from founder(s) or, in the case of a bequest, from the bequest's inheritors, upon the approval of the founders who hold the majority of the capital, in order to achieve the purposes stated in the bylaws or its equivalent.

The fund shall be recorded in the Foundation's registers, after notifying the Competent Unit or Sub-unit, as the case may be, with a detailed statement of the allocated additional funds.

Article 105

In the event of a capital increase by allocating additional funds from non-founders, upon the approval of the founders who hold the majority of the capital, the Civil Foundation shall be committed to submit a request to the Competent Minister, fulfilling the following information and documents:

- a. Name, address, and nationality of the fund provider.
- b. If the fund provider is a legal person, the legal instrument of the legal person shall be attached along with the approval of the legal person's representative.
- c. The criminal status sheet of the fund provider or the legal person's representative.
- d. A declaration stating that the fund provider or the legal representative is not subject of dispute with third persons or before courts.
- e. A statement of the provided fund.
- f. The conditions that have been laid down by the fund provider, if any.

The Competent Unit or Sub-unit, as the case may be, shall provide the Foundation with an opinion within a maximum of 60 business days from the date of the request and its required documents, upon obtaining the approval of the relevant authorities. The expiry of such a period without any objection from the Competent Unit or Sub-unit, as the case may be, shall be deemed as an approval of the request.

Article 106

The Foundation may merge with another in accordance with the following conditions:

- 1- A request by the founder or founders who hold the majority of the Foundation's capital; in case there are no founders, the decision of the merger shall be made by the majority of the Board of Trustees.
- 2- The approval of the founders or the Board of Trustees of the Foundation which will be merged into.
- 3- Notifying the Unit of the merger request including the approval of the founders or the Board of Trustees, as the case may be.
- 4- The Unit shall issue the merger decision within 60 days from the date of request notification.

In the case of merger between a non-public-interest Foundation and a public-interest Foundation, the merger decision shall be made by the Prime Minister or his/her delegate within 90 business days from the date of request.

Article 107

The Civil Foundation may be dissolved upon a decision made by the founders who hold the majority of the capital, unless the Foundation's bylaws provides for a larger percentage. Dissolution and liquidation procedures shall be carried out after the lapse of at least 30 days from the date of notifying the Competent Unit or Sub-unit, as the case may be, without any objection.

In the event that there are no founders, the dissolution decision shall be made unanimously by the Board of Trustees, unless otherwise stated in the bylaws.

The decision shall also include the appointment of a liquidator and description of his/her fees and the liquidation period.

Subject to paragraph (11) of Article (7) of the Law, the liquidation revenues shall be transferred to the Fund unless the bylaws provides otherwise.

Chapter Six

Foreign Non-Governmental Organizations

Article 108

The Foreign Non-Governmental Organizations, which wishes to perform one or more of the activities of Associations and Civil Foundations subject to the provisions of the Law, shall submit a request to the Ministry of Foreign Affairs, on the predefined template, attaching the following information and documents upon legalization by the Embassy of Egypt in the country of the parent organization:

- 1- Basic information about the parent organization:
 - a. The legal license for its operation in its country.
 - b. An official copy of its bylaws.

- c. Information about the members of the Board of Directors (name – nationality of each member – date of work at the organization).
- 2- Information about the organization applying for a license:
- a. An official copy of its bylaws.
 - b. A description of its activities, funding sources, programs, protocols and memoranda of understanding or cooperation agreement regardless of their titles, and projects on Egyptian territories, on the predefined template.
 - c. A certified official certificate that confirms that the organization is registered, and lawfully carries out civil work in its country.
 - d. A declaration by the legal representative stating that the organization is not listed in any of the local, regional or international lists of terrorist entities.
 - e. A statement confirming the integrity of the criminal status of the founders and the members of the Board of Directors.
 - f. The convention or agreement which the organization uses as a basis for its request to carry out its activities in Egypt, if any.
 - g. The official website of the organization, if any.
- 3- Information about the activities that the organization wishes to implement:
- a. The activities the organization wishes to implement in Egypt.
 - b. The geographical scope of the organization's work in Egypt.
 - c. The proposed period for implementing the activities.
 - d. The proposed funds to use for implementing the activities .
- 4- The entity that shall receive the funds which the organization would leave behind following the end or termination of the license.

No organization shall be allowed to implement any activity in Egypt unless upon obtaining a license by the Competent Minister, following the approval of the relevant authorities.

Article 109

The Ministry of Foreign Affairs shall send a copy of the license request to operate in Egypt, along with its attached documents, upon consulting the Unit and the relevant authorities and attaching its own opinion, to the Competent Ministry to consider issuing the license.

Article 110

The Competent Minister shall issue the license for the organization to perform one or more activities of the activities of Associations and Civil Foundations. The license shall specify the period, the authorized activities, the geographical scope, the funding sources, the proposed budget, and the entity that shall receive the funds which the organization would leave behind following the expiry or termination of the license. The license shall be issued within a period

of 15 business days starting from the date of receiving the request from the Ministry of Foreign Affairs.

Article 111

The Non-Governmental Organization may submit to the Unit, on the predefined template, a request for renewing the license for another period of 60 business days prior to the expiry of its existing license. The renewal process shall be carried out according to the same procedures stipulated in these Regulations, provided that the request shall be attached with the following documents:

- 1- An annual progress report covering the period during which the authorized activities were performed.
- 2- The annual budget approved by one of the certified auditor.
- 3- Information regarding the activities that the organization wishes to implement, including: (the proposed activities/the geographical scope of the organization's work in the country/the proposed period for implementing the activities/the proposed budget for implementing the activities and the funding sources/the entity that shall receive the assets and properties which the organization would leave behind following the expiry or termination of the license).
- 4- Basic information about the employees (Egyptians/foreigners/dual nationals) in the organization's branch in Egypt (name/job/copy of the national ID number or passport/date of employment/declaration stating that no employee at the organization in Egypt has been listed on terrorist lists).
- 5- The bylaws of the organization operating in Egypt.
- 6- Any amendments to the information stipulated in Article (108) of these Regulations.
- 7- A receipt indicating that the fees, which are stipulated in Article (67) of the Law, are paid.

The Unit shall be provided by a hard copy and a soft copy of such information.

Following the approval of the relevant authorities, and in light of the technical and financial reports prepared by the Unit, the Competent Minister shall issue a decision renewing the organization's license within a period of 90 business days from the date of the organization's renewal request.

Article 112

The license that has been issued for the Non-Governmental Organization may be amended subject to a request submitted by the Organization to the Unit, provided that the request includes the following information and documents:

- 1- Provisions to be amended.
- 2- Amendment justifications.

- 3- The Organization's technical and financial reports for the period of the previous license.
- 4- Any other documents or information required by the Unit.

Following the approval of the relevant authorities, the Competent Minister shall issue a decision for amending the license within a period of 90 business days from the date of the organization's amendment request.

Article 113

Civil Society Organizations shall not seek the assistance of foreigners, whether as experts, fixed or temporary employees, or volunteers, unless a license from the Competent Minister has been obtained, subject to a request submitted to the Unit at least 60 days from the date intended for recruiting the foreigner, on the predefined template, attaching the following information and documents:

1. A list of those to be recruited, including (name– profession– nationality– address).
2. The nature of the work that the foreigner will perform.

The license shall be issued after consulting with the relevant authorities, without prejudice to the provisions regulating the work of the foreigners stipulated in Labor Law and the relevant regulating decisions.

The Competent Minister may exclude certain categories from the 60-day period stated herein for considerations of public interest.

Article 114

A Foreign Non-Governmental Organization may apply to the Unit, on the predefined template, requesting the cancellation of its operation license in Egypt before the expiry of the license. The request shall be accompanied by the following documents:

1. Justifications for the license cancellation request.
2. Financial and technical reports of the organization for the period of its operation.
3. The latest balance sheet approved by a certified auditor.
4. Any other documents or information as requested by the Unit.

Upon the approval of the relevant authorities, the Competent Minister shall issue a decision canceling the license of the organization and ordering its liquidation within 30 business days from the date of the request submission.

Article 115

In the event that the organization violates the provisions of the Law and the Regulations, or violates its issued license, the Unit shall notify the organization to have such violations removed within the period specified in the notification. In the event that such violations are not removed, the Competent Minister, following the approval of the relevant authorities, may issue a reasoned decision to suspend the contrary activity or terminate the work license,

provided that the decision for suspending the violating activity or for cancelling the activity license. The decision shall include liquidating the organization within a period of 30 business days from the issuance date of the decision.

Article 116

The funds that the organization leaves behind willingly, following the expiry or termination of the license, shall be transferred to one of the Egyptian entities specified by the organization, or to the Fund, upon the approval of the Fund's Board of Directors, in the event that no entity has been specified by the organization in the work license.

Article 117

All the provisions relating to the Foreign Non-Governmental Organizations, stipulated in this Chapter, shall apply to all the Foreign Organizations' branches or representative offices.

All the provisions relating to the Foreign Non-Governmental Organizations shall apply to the branches of the regional organizations.

The regional organizations may open sub-bank accounts for allocations intended to be spent in other countries.

CHAPTER SEVEN: THE CENTRAL UNIT AND ITS SUBUNITS

First: The Central Unit:

Article 118

The Unit shall be deemed as a special Unit reporting to the Competent Minister and functioning in accordance with the powers granted to it under the Law and these Regulations.

Article 119

Upon the approval of the Ministry of Finance, the Unit shall have independent financial accounts and a separate accounting unit. The resources of the Unit compose of the following:

1. Allocations allocated to the Unit in the State budget.
2. Financial support received by the Unit.
3. Fees collected by the Unit from Associations, Federations, Civil Foundations and Foreign Non-Governmental Organizations for services it provides as resolved by The Competent Minister, with a maximum of 5000 pounds.
4. Fees collected by the Unit for the expertise it provides in the field of financial, technical, or legal studies, establishing administrative structures, proposing legislative systems and preparing training programs for employees, those in charge of civil society organizations, and volunteers, for local and foreign bodies after the approval of the Competent Minister.

Article 120

The administrative structure of the Unit shall be composed of a high-level Head, and an appropriate number of general and supervisory departments at which a sufficient number of employees work. The Head of the Unit shall report directly to the Competent Minister and the Unit's organizational structure and job chart shall be set according to the aforementioned Law No. 118 of 1964.

Article 121

The Head of the Unit shall issue a decision to form the human resources committee at the Unit. The Committee shall be composed of an odd number of members, not less than five and not more than seven members, and its decisions shall be made by majority voting.

The committee may invite to its meetings anyone whom the committee deems suitable to consult with when discussing certain issues, but such person shall not have the right to vote.

The Unit shall appoint one of its members as a rapporteur to maintain a special register that includes the minutes of the Unit sessions. Each minutes report shall include the names of attendees, the issues discussed by the Unit, and the decisions made. The minutes reports shall be signed by the Head of the committee, the attendees, and the rapporteur, and the decisions shall be approved by the Competent Minister.

Article 122

The Human Resources Committee shall be authorized to look into the following issues:

- 1- Issuing the recommendations necessary to finalize the process of any Unit-related appointment, contracting, delegation, transfer, secondment, or promotion.
- 2- Approving the efficiency reports of non-senior staff positions.
- 3- Other issues stipulated in these Regulations, and issues requested to be looked into by the Competent Minister or the Head of Unit.

Article 123

The Human Resources Committee shall meet following a request by its Chair or by the Head of the Unit and shall send its decisions to be approved by the Competent Minister within a week. Should the Competent Minister object to all or some of the decisions, the Committee shall meet again to reconsider the issue and shall present it to the Competent Minister, whose decision shall be deemed final this time. The deliberations of the Committee shall be confidential.

Article 124

Decisions related to human resource shall be announced within a maximum of one week from the date of their approval by the Competent Minister. Copies of these decisions shall be circulated in the Competent departments.

Article 125

Employment at the Unit shall be through appointment, contracting, delegation, transfer, secondment, or promotion, subject to the employee's meeting the stipulated conditions of the job.

In case of contracting, the gross honorarium and other financial dues of the contractor shall not exceed the earnings of a counterpart at the same job level.

Article 126

The Competent Minister shall issue a decision to transfer some employees of the central department of Associations and Federations to the Unit after passing the tests and trainings determined by the Competent Minister, after consulting with the relevant authorities and the Central Organization for Administrative Affairs and Management. Transferred employees shall retain their job levels and status at their personal capacity.

Article 127

The following conditions shall be met by applicants to be appointed in any of the jobs at the Unit:

1. To be of Egyptian nationality.
2. To be twenty-eight years or above (as per Gregorian calendar).
3. To be of good conduct and reputation.
4. Should not have been sentenced of a felony or a freedom-restricting penalty for a crime involving dishonor or dishonesty, unless otherwise rehabilitated.
5. Should not have been dismissed from service with a final disciplinary ruling or decision, unless at least four years have lapsed since such a ruling or decision has been issued.
6. Should be physically fit to take the job with a certificate to be issued by the competent health council.
7. Should test negative for drug abuse by a competent government testing body.
8. Should meet the job conditions.
9. Should pass the prescribed job test.
10. Should enclose with the job application documents proving his/her skills, competencies and past experiences required to assume the position.

Article 128

A contract shall be signed by the Competent Minister with the selected employee on the predefined template which shall be issued by the competent minister. The contract shall be made of two copies; one shall be handed over to the employee and the other shall be kept in the employee's file at the Unit.

Article 129

Employees who are appointed for the first time in the Unit shall be placed under a probationary period for six months from the start date of work. The employee's eligibility shall be decided based on a monthly report that shall be prepared by the employee's first line manager and approved by the senior line manager. At the end of each month, the employee shall be given a copy of the monthly report, indicating the deficiencies in his/her performance, how to address them, and whether he/she avoided the deficiencies indicated in the previous report in full, in part, or not at all. The employee shall acknowledge receipt and notification of the report and the original copy of the report shall be kept in the employee's service file. At the end of the probation period, a final report shall be prepared, in light of the previous reports, indicating whether the appointed employee is eligible or not. The report shall be submitted to the Human Resources Committee and if the employee was found unfit for the job, his/her service shall be terminated.

Article 130

The contract may be extended to a similar period(s) subject to the following conditions:

- a. The renewal shall be based on the work need.
- b. The financial allocations shall allow for such a renewal.
- c. The performance evaluation of the employee shall be at least above average during his/her employment period.

Article 131

The senior positions shall be occupied through a competition that shall be announced on Egypt's government web portal or in two widely circulated newspapers, along with all the job-related information. This shall be carried out by a selection panel, which has been formed upon a decision issued by the Competent Minister, and based on the performance evaluation reports, without prejudice to the required conditions for occupying such senior positions.

The Unit's employees of the directly lower level positions may apply for such senior positions. In the event that a Unit's employee occupies such senior positions, the Competent Minister shall draft a contract for a period of no more than one year, renewable for other period(s) for a maximum of six years.

A necessary training shall be required to occupy such senior positions. Ensuring the integrity of the senior employee shall be ensured by the relevant authorities. Any opinion of lack of integrity shall require sufficient evidence and serious reasons. After consultations with the Central Organization and Administration Board, the Competent Minister shall specify the level of the required training programs and the authorities to provide such training.

Article 132

The Human Resource Department shall prepare a statement on the status of the senior positions at least six months prior to the end of the employment periods. The Head of the Unit shall present the statement, along with his/her recommendations, to the Competent Minister to consider either the renewal or non-renewal of an employment period.

The rest of the positions at the Unit shall be occupied subject to the fulfilment of the conditions specified in the description of the approved jobs.

Article 133

Each employee occupying a senior position shall swear the following oath before the Competent Minister and prior to assuming the respective position: “I swear by the Almighty God to respect the Constitution and the law, and serve the country, and maintain the public funds, and carry out my duties with integrity, transparency, with teamwork spirit, and to the fullest for the purpose of serving the nation.”

Article 134

The Human Resource Department shall officially notify the employee of the date that is set for accepting the position, provided that the employee shall commence within 30 days from the notification date; otherwise, it shall be deemed a waiver to the appointment on the part of the employee, unless the competent authority decides, upon a proposal from the Head of the Unit, that this period shall be extended to 60 days for reasons it considers fit.

Article 135

The employment period of the senior positions shall end on the date specified in the employment contract, unless otherwise renewed. The required procedures shall be taken for renewing the employment period of a senior position at least 60 days prior to the end of the specified employment period.

Article 136

Following the approval of the Competent Minister, the Head of the Unit may contract with Egyptian consultants for a specified period to perform a certain task, for which no sufficient expertise is available at the Unit, provided that the consultant has no less than 10 years of experience in the required field and that no employee at the Competent Ministry or the affiliated bodies has the same level of experience in such a field.

The consultants' monthly or lump sum honorarium shall be specified subject to a decision issued by the Competent Minister upon a proposal from the Head of the Unit subject to the maximum limit of the incomes determined by law.

Article 137

The seniority in position shall be considered from the date of employment. In the event that the date of employment is the same for more than one employee, the seniority shall be considered in accordance with the following:

- 1- In the event that the position is occupied for the first time, the seniority shall be considered as per the precedence in appointment pursuant to the precedence in the final grading of the test scores. In the event that the scores are equal, the holder of the highest score of qualification for occupying the position shall come first, then the

highest in the same rank, then the highest in qualification, then the former graduate, then the older in age.

2- In the event that the position is held through contracting, the seniority shall be considered from the date of employment in the Unit.

3- In the event that the position is held through promotion, the seniority shall be considered on the basis of the seniority in the previous position.

Article 138

Due to work need, an employee may be transferred within the Unit to another position of the same level as his/her position, without adversely affecting the employee's financially as a result of the transfer decision. A transfer decision shall be issued by the Competent Minister upon a request from the employee or the department to/from which the employee shall be transferred.

Article 139

The employee shall be entitled to submit a complaint of any matter regarding his/her work or job status to the Head of the Unit, who shall refer the complaint, whenever applicable, to the Human Resources Committee for consideration.

The Competent Minister or the Head of the Unit, as the case may be, shall issue a decision regarding the complaint within a month from the submission date. The complainant shall be notified of such a decision in writing within two weeks from its issuance date.

In the event that the complaint is made against the Head of the Unit, the complaint shall be submitted to the Competent Minister to decide what he deems fit.

Article 140

The Competent Minister shall create a system that ensures the performance evaluation of the Unit's employees which shall be carried out pursuant to the aforementioned Civil Service Law and its Executive Regulation.

The Head of the Unit shall prepare the annual report based on performance indicators for the General Managers; this report shall be approved by the Competent Minister. The competent General Manager shall prepare the annual report based on performance indicators for the managers of general departments; this report shall be approved by the Head of the Unit.

Except for the senior positions, line managers shall prepare annual reports for employees and submit such to senior line managers for writing their feedback on the report, before submitting it to the Unit's Human Resources Committee for approval in light of the components stated in the report, as well as gathered information about employees.

Article 141

Employees shall be notified with copies of the performance evaluation report. They shall have the right to submit an appeal within 20 days from the notification date to the Appeals Committee, which is formed for this purpose. The Appeals Committee is formed upon a

decision issued by the Competent Minister, with no more than five members and a reserve member, including two senior position holders who have not participated in the preparation of the report and a legal member. The Committee shall decide on the appeal within 30 days from the submission date. The decision of the Committee shall not be deemed final until approved by the Head of the Unit.

The appeal of the senior position holders against their performance reports shall be submitted to the Competent Minister within 20 days from the notification date, and shall be decided within 30 days from the submission date.

In all cases, the performance evaluation report shall not be final except when the period of appeal has expired without submitting such a report or upon issuing a decision on it, as the case may be.

Article 142

The employee who receives two consecutive reports with weak performance shall have his/her matter be presented to the Human Resources Committee so that it can prepare and submit a report on this issue to the Competent Minister to decide whatever he/she deems appropriate.

Article 143

Considering the maximum limits of income determined by law, the wages specified in the tables annexed to the aforementioned Civil Service Law, shall apply to the employees of the Unit. The complementary pay of the Head of the Unit shall be specified in a decision issued by the Competent Minister, provided that it shall not exceed (75%) of the maximum limits of income determined by law. The complementary pay of the rest of the Unit's employees shall be specified in a decision issued by the Competent Minister, following the approval of the Minister of Finance, in light of their performance rates and size of their work achievements; the decision shall specify the rules that regulate the cashing out of such a pay.

When appointed or contracted, the employee shall be entitled to the wage that is specified for the position level he/she holds as of the start date of work; unless the employee is retained in the armed forces, in such case he/she shall be entitled to the wage as of the date of employment.

The lump sum bonus to be paid to holders of senior positions shall be specified in the senior position contracts. The bonus shall not exceed the maximum limit of the wage specified for the employee of the same job level.

Article 144

The employee shall be given a periodic bonus on the first of July after the lapse of one year from the date of occupying the position, with a rate of (7%) of the employee's wage. This bonus shall be reviewed on regular basis.

Article 145

Taking into account the maximum limits of income determined by law, the Competent Minister shall have the right to decide, upon a recommendation by the Head of the Unit, to give a lump-sum incentivizing honorarium, specified by the Competent Minister, provided that it shall not exceed a one-month payment of the gross wage. This amount shall be given to the employee if he/she performs outstandingly at work; exerts special effort; provides the Unit with excellent services, work, research, or recommendations that improve the ways of work; enhances work performance, or saves on expenditures; provided that the financial allocations in the Unit's budget allows for the cashing out of such amount.

Article 146

The promotion to a vacant directly higher-level position included in the tables of approved jobs shall be carried out subject to a decision issued by the Competent Minister or through a new contract made with the employee to occupy such a position, as the case may be. The employee shall fulfil the required conditions to occupy the position to which he/she will be promoted as per the job description at the Unit. The promotion shall be carried out for the employees who receive excellent evaluations in their performance reports.

Article 147

The Head of the Unit shall put forward a monitoring system that ensures the achievement of the following purposes:

- 1- The following-up on the work progress at all the different departments of the Unit as per the approved plan. In this regard, the Unit shall provide the employees with appropriate telecommunication tools that ensure the achievement of this purpose, and shall bear the work-related expenses of such tools.
- 2- The following-up on the periodical reports on the activities of the different departments in light of the most important performance indicators set for the senior position holders.
- 3- Enhancing the employees' performance in the different positions by setting up training plans.
- 4- Overcoming the obstacles and constraints that stand in the way of the Unit while carrying out its powers.

Article 148

The employee at the Unit shall be given a travel allowance for his/her overnight stay when traveling for work outside Greater Cairo or when delegated or assigned by the Unit to go on a mission or task whether inside or outside the country. The travel allowance for each night when on a mission inside the Republic shall be paid as per the categories specified in annexed Table No. (1). The travel allowance for each night when on a mission outside the Republic shall be paid as per the categories specified in the Presidential Order No. 41 of 1958 on Regulations concerning Travel Allowances and Expenditures.

When on a mission or traveling, whether inside or outside the country, the Unit shall bear the accommodation expenses, one third of the travel allowance, and the actual transportation expenses; or the full travel allowance, whichever is higher.

In all cases, the Unit shall be committed to paying any addition in relation to the travel and transportation allowance other than those specified in the Presidential Order No. 41 of 1958 on Regulations concerning Travel Allowances and Expenditures, from the Unit's own resources without causing any financial burden to the public treasury.

Article 149

The Competent Minister may compensate the Head of the Unit for covering expenses related to hospitality and reception overseas, without being committed to the approved spending rules.

Article 150

Travel allowance inside and outside the country shall be increased by %25 of the stipulated travel allowance when the mission is to attend fairs, international conferences, or training courses.

Article 151

When the employee is assigned with a mission outside the country, the Unit shall bear the costs of getting a passport issued or renewed, entry and exit visas, medical certificates, departure fees, as well as internationally-accepted health insurance policies.

Article 152

The employee's use of means of transportation shall be determined according to the following:

First- Aircrafts:

1. Movement inside the country.

The Head of the Unit and senior employees may use aircrafts for movement inside the country. Other employees may, upon a decision by the Head of the Unit, use aircrafts for movements inside the country in missions deemed by the Head of the Unit as urgent.

2. Movement outside the country.

The Head of the Unit, senior employees and other employees, economy class.

Second- Trains:

Train Class shall be determined as follows:

1. First class express for all the Unit employees.
2. The employee may sleep in the sleeping compartments when travelling to far governorates as defined in a decision by the Head of the Unit.

Article 153

The Presidential Order No. 41 of 1958 on Regulations concerning Travel Allowances and Expenditures shall apply to the employees of the Unit, unless otherwise provided in these Regulations and without prejudice to their provisions.

Article 154

The Head of the Unit or his/her delegate may, upon his/her own discretion, approve to an advance travel allowance pay to cover any expenses of an outside mission, depending to the nature of the mission. The employee shall settle the advance payment upon his/her return.

Article 155

When on a mission within Greater Cairo, an employee shall be paid transportation per diem allowance in accordance with the annexed table 2. Employees who use cars belonging to the Unit shall not be paid such transportation allowance.

Article 156

The Head of the Unit and senior employees shall be paid a monthly representation allowance in accordance with the annexed Table 3 to cover expenses relating to the requirements of the leadership and supervision roles of their positions.

This allowance shall be paid to the employee holding the position. If the position is vacant, the allowance shall be paid to the person assuming the duties of the position. If the employee holds more than one of such positions, this allowance shall be paid to him/her in accordance with the higher category of the position he/she occupies.

Article 157

The employees at the Unit, who have or are yet obtain educational degrees or qualifications higher than the first university degree, shall be given a monthly incentive called “Educational Degree Incentive”, in accordance with annexed Table No. (4).

This incentive shall be given provided that the employee’s educational degree or qualification is consistent with the nature of the work at the Unit. Such consistency shall be determined by the Human Resources Committee.

Article (158)

The Unit shall provide its employees and their families with medical services. Such services shall include medical check-ups and examinations, X-rays, treatment costs, surgical operations, hospitalization, spectacles, and prosthetic appliances, provided that these services are funded by the Health and Social Services Fund established pursuant to the provisions of the aforementioned Private Insurance Funds and without causing any financial burden on the public treasury.

Article 159

Upon a decision issued by the Competent Minister, the employees at the Unit may be allowed to receive medical treatment abroad in some cases, at the expense of the Unit. This shall be carried out pursuant to the relevant regulations set forth by the Competent Minister, provided that this service be funded by the Health and Social Services Fund established pursuant to the provisions of the aforementioned Private Insurance Funds and without causing any financial burden on the public treasury.

Article 160

The employees at the Unit may be sent on training scholarships inside or outside the country, in accordance with the relevant regulations set forth by the Competent Minister, in light of the provisions of the aforementioned Law Regulating Scholarships, Missions, and Study Leaves. The period of the scholarship shall be included in the employee's term of service.

Article 161

The Head of the Unit shall define the work system, days, and hours, per work requirements. The employee may work after the official business hours in return for overtime pay. The employee may work during weekends, provided that the employee shall be compensated with days or with equal pay added to his/her salary.

Article 162

The provisions relating to work conduct and discipline stipulated in the aforementioned Civil Service Law and its Executive Regulation, shall apply to the employees of the Unit. The Head of the Unit may keep a record of the investigation or sign on disciplinary actions, the warning, and the deduction from the salary, provided that such deductions shall not exceed more than 40 days a year and more than 15 days at once.

The Competent Minister may keep a record of or sign on disciplinary actions other than those on which the Disciplinary Court is exclusively authorized by law to sign.

Article 163

Without prejudice to the payment to which the employee is entitled pursuant to the provisions of the laws on social security and pensions, the employee shall be paid a severance pay when his/her service term comes to an end due to reasons other than disciplinary actions. This shall be paid in gratitude for the employee's excellent services performed during his/her term of service, provided that the term of service shall not be less than five years, unless the employee's term of service expired for his/her death. The severance pay shall be equal to a one-month payment for each year served, and shall be funded by the Health and Social Services Fund established pursuant to the provisions of the aforementioned Private Insurance Funds and without causing any financial burden on the public treasury.

Article 164

In the event that the employee dies during his/her term of service, a six-month payment shall be paid to cover expenses related to the funeral, with a minimum limit of 2,000 pounds to the widower or the widow or the eldest child or anyone proved to be able to dispense such expenses.

A three-month payment based on the gross salary shall be paid to the employee's dependents from his/her family or heirs, as the case may be, in addition to the remuneration of the business days of the month during which the employee has died.

Article 165

Without prejudice to the conditions stipulated in the employment contracts concluded in accordance with these Regulations, and subject to Article (69) of the above-mentioned Civil Service Law, the employee or contractor either in the Unit or any of the Sub-units shall be dismissed from work if he/she proves to be an addict or abuser of narcotic substances as stipulated in above-mentioned Law No. 82 of 1960, without medical prescription, provided that his/her addiction or abuse is proven by the second confirmatory test to be conducted by the Forensic Medical Authority.

Article 166

Provisions stipulated in this Chapter shall apply to the Unit's employees, organizational structure, and job chart. Provisions stipulated in the above-mentioned Civil Service Law and its regulations shall apply to matters that are provided for herein.

Second- Sub-units:

Article 167

Under every Social Solidarity Directorate, a Sub-unit for Associations shall be established. The Sub-unit shall be managed by a head of the level of "General Manager" and shall be adequately staffed. The Sub-unit shall administratively and financially report to the Directorate and shall technically report to the Unit.

Article 168

The administrative structure of the Sub-unit shall be composed of a General Administration, managed by a head at the level of a "General Manager", an appropriate number of supervisory departments which shall be adequately staffed. The Head of the Sub-unit shall report directly to the Competent Director of Social Solidarity Directorate.

Article 169

The Head of the Sub-unit shall be appointed by following the same procedures stipulated in Article (131) of these Regulations and shall be financially treated the same as General Managers at the Unit.

Article 170

Subject to the approval of the Minister of Finance, the Competent Minister shall issue a system to reward the employees of the Sub-units based on their performance and the level and size of their achievements.

Subject to the approval of the Minister of Finance, the Competent Minister shall issue a system to reward, using the Unit's resources, the Directors of Social Solidarity Directorates for their financial and administrative oversight of the work at the Sub-units.

Article 171

Provisions stipulated in this Chapter shall apply to the Sub-unit's employees, organizational structure, and job chart. Provisions stipulated in the above-mentioned Civil Service Law and its regulations shall apply to matters that are not provided for herein.

Rules of salary and complementary pay stipulated in the above-mentioned Civil Service Law shall apply to the wages of the Sub-unit's employees.

Third- Exchanging Information on Civil Society Organizations:

Article 172

The Unit and other entities that keep databases or information relating to Civil Society Organizations shall make them available to the relevant authorities for the purpose of combating money-laundering, terrorism funding and original crimes.

They shall also put mechanisms in place to ensure immediate exchange of relevant information and data at their disposal with any competent authority.

The Anti-Money Laundry and Terrorism-Funding Unit shall handle issues related to international cooperation and exchange of information at the international level, it shall also be entitled to request any information, data, reports or statistics from any entity about Civil Society Organizations.

CHAPTER EIGHT: THE FUND

Article 173

The Fund shall aim to provide financial support for the continuity of the activities that are carried out by Associations, Civil Foundations and Federations established pursuant to the provisions of the Law. The Fund shall undertake the following:

1. Providing support to the Associations, Civil Foundations, and Federations and enhancing their capacity, in addition to providing them with technical, financial, and administrative assistance.
2. Preparing and publishing an annual guide that includes a list of Associations and Civil Foundations and Regional and Qualitative Federations to which they belong, in order to enable the citizens to contribute to and participate in voluntary social work.
3. Carrying out service and productive projects, as well as charity events and bazars, fairs, and sport matches, with the aim of developing the Fund's resources.

4. Enabling the funding of Associations and Civil Foundations, and Federations for implementing national projects that align with the state strategy.
5. Funding training programs to build the capacity and skills of the employees at the relevant Administrative Entity, as well as the volunteers.

Article 174

The Competent Minister shall select members of the Board of Directors of the Fund other than those nominated by the Board of Directors of the General Federation of Associations. Nominated members shall be selected from Associations and Civil Foundations members and Heads of Federations meeting the following conditions:

1. Must have been established in accordance with the provisions of the Law.
2. Reports of the auditors, budgets, and final accounts for the past two years must prove the soundness of their financial positions.
3. Must not have committed any of the violations stated in the Law in the past two years unless the violations have been corrected.
4. Must not have any alleged violations against the organization or the Board of Directors before courts.
5. Must have a remarkable role and proven activity in the field of civil work.
6. The geographic and gender representation must be considered in the nominations.

The nominated member must meet the following conditions:

- a. Must have a postgraduate qualification.
- b. Must have experience in civil and development work.
- c. Must be confirmed integrity by consulting with relevant authorities.

Article 175

The Fund shall have a manual for policies, procedures, and mechanisms that regulate support to Associations and Civil Foundations. This manual shall be issued by the Chair of the Board of Directors following the approval of the Board of Directors.

CHAPTER NINE: GENERAL FEDERATION, REGIONAL AND QUALITATIVE FEDERATIONS

Article 176

The Competent Minister shall allocate no more than 25% of fees stated in paragraph (6) of Article (8) of the Law for spending on activities implemented by Federations in accordance with the following rules and controls:

1. 40% of these funds are allocated to the General Federation. The remaining funds are equally divided among Regional Federations and Qualitative Federations.

2. In selecting Qualitative and Regional Federations, the number of member Associations, activities implemented by the Federation, the alignment of proposed activities with the state's development plan, and the geographic representation shall be taken into consideration.

Selected Federations must:

1. Present a request to the Unit accompanied by proposed activities and estimated budget.
2. The Federation must not have committed any financial, administrative, or technical violations during the past two years.
3. The General Assembly must have convened and adopted the balance sheet and the final accounts of the Federation for the previous year.
4. The Federation must have cleared all funds granted to it in the past.

Article 177

Joining the Qualitative Federation shall be based on a written request to be submitted by the Board of Directors of the Association or the Board of Trustees of the Civil Foundation accompanied with payment of membership fees as stated in the bylaws of the Federation, provided that the activity of the Association or Civil Foundation is identical to the activity of the Federation.

Article 178

As soon as the Association or Civil Foundation joins the Qualitative Federation, it shall implement the Federation's decisions and recommendations. The Federation shall not reject a membership request from an Association or Civil Foundation if it meets the membership conditions.

Article 179

Joining the General Federation shall be based on a written request accompanied by the approval of the Board of Directors of the Regional and Qualitative Federations.

Regional and Qualitative Federations shall pay membership fees and the annual subscription fees specified in the bylaws of the Federation.

CHAPTER TEN: VOLUNTEERISM

Article 180

No voluntary work shall be implemented unless upon a written agreement with a defined term regulating the relationship between the volunteer and the organization and defining the subject matter of the voluntary work, its implementation means, the term of the agreement, the conditions for renewal, the rights and obligations of the volunteer and the organization. The agreement shall be on the predefined template annexed to these Regulations.

Article 181

The relevant organization shall deposit a copy of the voluntary work agreement at the Competent Unit or Sub-unit, as the case maybe, within 15 days from the date of signing the agreement. The Competent Unit or Sub-unit shall record the summary of the agreement in the relevant register.

Article 182

The age of the volunteer shall be no less than 18 years for the volunteer to conclude the voluntary work agreement by himself/herself. A person younger than this age limit may conclude a voluntary work agreement with a written consent from the custodian/guardian/or equivalent. The person shall not be listed on terrorist lists.

Article 183

The voluntary work agreement shall expire by the expiry of the agreement term or the end of the voluntary work. It shall also expire if any of the agreement parties informs the other, in writing, of the wish to terminate the agreement before the expiry of the agreement term.

Article 184

Within the framework of the volunteer work agreement, the volunteer shall enjoy the following rights and privileges:

1. To be informed of the nature of the proposed voluntary work.
2. To be treated with respect by all employees in the organization.
3. To receive a certificate of appreciation from the organization after completion of the voluntary work. The certificate shall state the type and the number of hours of voluntary work. The volunteer shall also be entitled to receive the certificate if the voluntary work agreement is unilaterally terminated by the organization before its expiry.
4. To receive the necessary training and mentoring to carry out the voluntary work.
5. To be compensated for costs incurred by the volunteer during the implementation of the voluntary work including transportation, accommodation and subsistence costs based on the nature of the work.
6. Insurance against incidents.
7. Any other rights provided for in the voluntary work agreement.

Article 185

According to the voluntary work agreement, the volunteer shall undertake the following:

1. Implement the agreed upon voluntary work with dedication and perfection according to the business rules applied in the organization and the rules of public order.
2. Respect other volunteers and employees in the organization and work as a team member.

3. Follow the instructions of supervisors of the voluntary work.
4. Maintain the confidential and private any information and secrets that become known to the volunteer during the voluntary work.
5. Keep in good condition any tools, equipment, and devices handed over to the volunteer and return them after the completion of the voluntary work or the expiry of the agreement. The relevant organization must be notified in case of damage or loss of any of these tools, equipment, or devices.

The organization may terminate the agreement in the event that the volunteer violates any of his/her obligations.

Article 186

The following entities may benefit from voluntary work:

1. All public and government entities.
2. Private sector.
3. Civil society sector.

Article 187

Voluntary work organizations shall adhere to the following:

1. Define the standards and controls of voluntary work and have them displayed in a visible location.
2. Train volunteers on the required skills for the implementation of the voluntary work.
3. Provide necessary equipment and tools for volunteers to conduct the voluntary work.
4. Bear all costs and expenses that are necessary for the implementation of the voluntary work.
5. Ensure proportionality between the type of voluntary work and the qualifications and skills of the volunteer.

Article 188

In case the provisions of this Chapter are violated by any Civil Society Organization, the Competent Unit or Sub-unit, as the case maybe, may take the following actions:

1. Direct a written warning to the civil society organization specifying the alleged violation and relevant legal implications.
2. Allow the civil society organization 15 days to reply and remove the violation, if possible.
3. In case this period lapses without a reply from the civil society organization or the removal of the violation, or in case the reply of the civil society organization does not provide supporting documents proving that it did not commit the alleged violation, the procedures stipulated in the Law shall be taken.

