

**Real-Estate Taxation Authority
Public Archiving House**

**Form to attain official record from balance sheet
(Form "25" Survey)**

To Mr. / -----

Presented by/-----

ID: ----- issuance office: -----

Date of issuance/-----

Address: ----- Center----- governorate -----

As being/-----

Would you kindly agree on extracting a (regular/ urgent) official record of agricultural
land located at province ----- village -----

Center ----- governorate-----

Owned by /-----

And I'm ready to pay the due fees

Best regards,

Name /-----

Signature /-----

Receipt

I am /----- received the application presented by Mr. / Mrs. --
----- regarding extracting an official record from
balance sheet form "25" survey) with all requirements completed to attain the service
(documents/fees)

Application registered at no. ----- Date / /

Date to accomplish the service / /

Employee's signature

Governing rules of Performance and service attainment

Per cabinet decision no. 4348, 1998 regarding facilitating the procedures to attain the governmental services, among of which, is the request to attain an official record from balance sheet, form "25" survey, at RTA

All administrative bodies should abide by the issued form which determines the documents, the papers, the required sums of money to get this service and the due times to accomplish it. Administrative bodies should not require additional documents, extra fees, or get any sums of money under any title other than stipulated in this form. They also should abide by providing the service or declaring the opinion regarding the application submitted to get this service at the specified times. Nullified is any text or verdict that may violate the following:

First: required documents:

- ID (for checking)
- A document that proves the identity of the applicant in case the application is submitted by someone other than the owner (for checking)
- Receipt of paying the stated fees "regular/urgent"

Second: Due fees for service attainment:

| EGP | piaster | Item |
|-----|---------|---|
| - | 10 | only one 10 piaster (form no. 124 RT) |
| 2 | - | only two EGP (fee for getting regular official record for one period of time) |
| - | 50 | only 50 piaster "development fee as 25 % of the original fee" |
| - | 30 | receipt stamp |
| - | 10 | resource development fee |
| 3 | - | Total (three EGP in case of regular official record for one period of time) |

In case of immediate official record, one EGP is added as urging fee equal to 50% of the original fee, the total then becomes (only four EGP)

Third: Due time for service accomplishment

***Regular official record**

Delivered four days after submitting the application; two extra days are added for each period of keeping

***urgent official record:**

Delivered within one day after submitting the application; one extra day is added for each period of keeping

In case you didn't attain the required service at the due time, or additional documents or fees were required, you may call one the following bodies:

RTA: fax & tel.: 27943375/ 27950566

Public Administration for Tax on Agricultural Land: 27943246