

Real estate taxation authority

Public archiving house

A request for getting an official list from the cadastre

(Form no: 1 survey)

Mr. /_____

Presented to your excellence /_____

Identity card / family / national no:_____ issuance office: _____
date ____/____/20

Resident at:_____ center_____ governorate:_____

Please I want to get an official list: normal / immediate concerning the following agricultural lands:

Serial no:	Plot no:	Hod's name	District's /village's name	Center	Governorate

The following data should be clarified in the list:

Owner's /owners' name: _____ occupant's name _____ area _____

Ready to pay the fees and the stated amounts of money.

Best regards

Presented by

Name _____

Signature _____

Receipt

I received _____ the application presented by Mr. _____

Concerning the request for getting an official list from the cadastre (form no: 1 survey) satisfied all the requirements for obtaining the service (documents/fees)

Registration no: of the application _____ dated in ___/___/___

Defined date for achieving the service ___/___/___

Signature of the specified employee

Governing rules of performance and service attainment

Per cabinet decision no. 4248, 1998 regarding the attainment of RT services, among of which, is the request to attain official record from balance sheet form no.1 at the financial sector "RTA".

All units should abide by the documents, fees and signatures clarified later on; no extra documents or fees may be required as well as abiding by the due time to accomplish the service. Any violation of this would result in (legal) responsibility

First: required documents:

- Receipt of paying the due fees (according to the required period of time and its type)

Second: due fees for service accomplishment:

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