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# THE REPD CORE CURRICULUM COURSE OUTLINE

EGYPT FINANCIAL SERVICES PROJECT  
TECHNICAL REPORT #

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## DATA PAGE

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Task: 2: Registration

KRA: 2.1.2: Training Program to Support Registration

Activities: 2.1.2 (a): Prepare training material to support registry operations in Mokattam.

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### List of Key Words Contained in Report:

*Training, Registration, Registry Office, ESA, Property, Ownership, Title Registration, Notarization, Laws and regulations*

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## **Acronyms**

CIF	Cadastral Index Form
EDO	ESA District Office
EFS	Egypt Financial Services (Project)
EPO	ESA Provincial Office
ESA	Egyptian General Survey Authority
GOPP	General Authority for Physical Planning
GIS	Geographic Information System
IT	Information Technology
MRO	Model Registry Office
MS	Microsoft Corporation
NO	Notary Office
PDF	Portable Document Format
REPD	Real Estate Publicity Department
RETD	Real Estate Taxation Department
RDBMS	Relational Database Management System
RO	Registry Office
USAID	United States Agency for International Development

## **Preface**

The authors wish to express their thanks to REPD for assistance in developing and reviewing this course material, particular thanks is extended to the following persons: Ebtesam Habeeb (Head of the REPD), Abdel Alim Eldini, Mohammad Zenhom, Kamel Abd Rabou, George Al-Gamal, Fawzi Abou El-Sood, and Layla Gameel.

## **Section I: Introduction**

The EFS project has designed and developed a course entitled the 'REPD Core Curriculum' which is specifically for delivery to REPD and Notary Heads and Deputies and which formalizes registry operations in a fully documented and structured training course. Wholly in Arabic it covers all aspects REPD/Notary Office functions under current legislation and executive regulations. If and when new regulations/laws are promulgated as a consequence of EFS project recommendations, these can easily be included as extra topics to this course. This document provides a summary of course content and indicates responsible trainers. The EFS project has furnished a training facility on the 8<sup>th</sup> floor of 17 Saleh Seleem St. (formerly Okasha) where this course will be run.

### ***Training Course Structure***

The course comprises both theoretical training (lectures and seminars) and practical training (on publicity operations, reviewing books and records, correspondence and the publicity forms used in District offices and Registry offices). The course is designed to formalize current knowledge of registration principles and provide attendees with a working manual that can be referred to in future.

### ***Course duration***

The course duration is 3 weeks, 6 days - Saturday to Thursday. The course will begin with a 6 day basic IT skills course. Course hours are 9:00 am – 2pm, there are 2 lectures per day, and each lecture is 2 hours. Trainees will be given a one-hour break between lectures.

### ***Trainees***

Heads of REPD district offices and their deputies from Greater Cairo will invited to attend initially. A total of 20 persons can be accommodated per course. Preference will be given to delegates from the pilot area of Mokattam (Cairo) initially. This course will be complemented by operational courses to be delivered in the new registry office to be established in Mokattam.

### ***Trainers***

Trainers are either former or current REPD staff; they are fully conversant with the REPD/NO office functions and have considerable lecturing experience. All trainers will attend an EFS sponsored 'Delivery Skills Refresher' course prior to delivering the REPD Core Curriculum. The following trainers have been identified for the course:

1. Mr. George Al-Gamal, Ex-Manager of Technical Office, Head of REPD Sector
2. Mr. Saeid Al-Maghraby, REPD Sector Ex-Head
3. Mr. Abdel Aleem Al-Radeiny, REPD Sector Ex-Head
4. Mrs. Ebtessam Habeeb Michael, Head of REPD
5. Mrs. Layla Gameel, Ex-Head of the Central Department for Legal Research Affairs, REPD
6. Mr. Mohammed Zenhom Ismail, Ex-REPD Sector Head
7. Mr. Kamel Abd Rabou, Ex-Head REPD Sector
8. Mrs. Sanaa El-Sayed El-Kady, Ex Head REPD Sector
9. Mr. Fawzi Abu El-Saoud, Ex Director of the Central Department for Title Registration
10. Mr. Omar Ismail, Director of the Central Department for Title Registration Affairs
11. Mrs. Layla Saadoun, Ex-Director of the Central Department for Notarization Affairs
12. Mrs. Layla Mahmoud Ezzat, Director of Central Department for Financial Inspection Affairs

## **Section II: Course outline**

A brief course outline is presented below, only topic headings and main items covered are detailed. The content of the course has been developed as a MS PowerPoint presentation (in Arabic). Lecturers will be expected to add to material as they see fit and ensure that it is included in course material prior to its delivery.

### **Day 1: Welcome**

- Welcome remarks by the Assistant Minister of Justice
- Course overview
- Introductions (trainers and trainees)

### **Day 1 (cont...): Office roles and responsibilities**

Lecturer: Mrs. Sanaa Al-Sayed Al-Kady – Ex-Head of the Real Estate Publicity Sector

#### Topics:

*RO responsibilities:* Technical and financial review of documents; recording and making notations on submitted documents to indicate a document's publicity; photocopying, archiving and indexing of documents; margin notation; preparing real estate certificates; delivering copies of the documents to applicants; permitting applicants to review documents at the Registry Office.

*District Office responsibilities:* Catchment/service area of the office; receiving, reviewing and annotating applications indicating they are "valid for publicity".

*Notarization Office responsibilities:* Receiving drafts valid for publicity; estimating fees; recording documents in the ratification/endorsement book; other notarization operations (see Day 15).

### **Day 2: Dealing with applications**

Lecturer: Mr. George Al-Gamal, Ex-Manager of Technical Office, Head of REPD Sector.

#### Topic:

*The role of the RO District Head Tasks and responsibilities:* Reasons for suspending applications; reviewing submissions; indicating a submission is valid and stamping it accordingly; informing concerned persons of the procedures to be followed and required documents and replying to an applicant's queries and eliminating impediments; recording applications in the applications and contradicting/conflicts drafts book; following up contradictions/conflicts in relation to an application and reviewing conflicts relating to an application submitted to the district office or those referred to it and resolving these; administrative supervision of the district office.

Lecturer: Mr. George Al-Gamal, Ex-Manager of Technical Office, Head of REPD Sector.

#### Topic:

*Receiving applications: Processing an application:* Providing assistance to an applicant in completing an application; verifying the personality and capacity/authority of the applicant; regulations pertaining to recording mailed publicity applications; recording applications and the role of the applications clerk; what required information should be included in an application.

### **Day 3: The application procedure**

Lecturer: Mr. Saeid Al-Maghraby, REPD Sector Ex-Head

Topic:

*Process for publicity application: Application oversight: The application process in relation to inheritance and the required information; application fees; an application's effective period; requesting an extension and the period of the extension; initial review of an application; determining whether application is within the office's catchment area; forwarding the application to the EDO and how to expedite the processing of the application at the EDO and the role of the district office on receipt of the cadastral information form (CIF); changing or correcting the nature of the transaction being conducted; terminating an application; suspending applications; how to observe precedence and how to make a notation regarding contradicting applications and time frames; disregarding precedence and reasons thereof.*

Lecturer: Mr. Saeid Al-Maghraby, REPD Sector Ex-Head

Topic:

*Reviewing contract applications and drafts at the district office: Determining an applicant's authority: assessing contract parties and their authority and whether they fall under the "ill-gotten gains law" 62/1975, recording party details, personality and capacity; general and special powers of attorney; power of attorney issued overseas and the conditions of its acceptance; guardians, who is the guardian, his authority and the minor's role and limits; custodianship, special custodian, absenteeism, legal assistance, restraint on alienation.*

### **Day 4: The application procedure (cont...)**

Lecturer: Mr. Abdel Aleem Al-Radeiny, REPD Sector Ex-Head

Topic:

*Reviewing applications and drafts at the district office: Property details and ownership claims: property description; data required for property identification; contracts accepted proving the original deed; preference (priority) of ownership documents; verifying the date and procedures that should be followed by the district office and the method of writing an investigation report on site/in the field; Adverse possession and its process and how to file a grievance against the committee's decision in relation ownership claims; cases where ownership cannot be based upon adverse possession and processing an application in case of the seller's or purchaser's death; inheritance publicity.*

Lecturer: Mr. Saeid Al-Maghraby, REPD Sector Ex-Head

Topic:

*Ownership: Ownership rights: common ownership and the rules governing parties disposition of property; dealing with inherited properties; transactions conducted by groups of common owners; division of inherited properties; strata title and strata multi-owners and information that should be included in the publicity application for an apartment or multi-storeyed building and issues that should be considered in such applications; TAKLEEF; contracts that require changing the TAKLEEF; information that should be mentioned in the contract's publicity application that requires changing the TAKLEEF; cases where a difference is detected between the MOKALFA books and reality; using the MOKALFA books at the Real Estate Taxation District Offices.*

## **Day 5: General subjects**

Lecturer: Mrs. Ebtessam Habeeb Michael, Head of REPD.

Topic:

*Physical rights: Rights of possession:* listing physical rights (in relation Law 114/1946), mortgages (Law 148/2001 and how to handle mortgage finance agreements); assigning rights; seller's, contractor's and engineer's liens; renewing and writing off physical rights.

Lecturer: Mrs. Ebtessam Habeeb Michael, Head of REPD.

Topic:

*Lawsuits and rulings:* lawsuit petitions subject to publicity; the district office's role in reviewing applications related to lawsuits; reviewing real estate lawsuits related to state funds; general rules of reviewing rulings subject to publicity; rulings of signature validity that may be publicized; conditions and rules of reviewing the rulings of contract and signature validity.

## **Day 6: General subjects (cont...)**

Lecturer: Mr. Saeid Solaiman Al-Maghraby, Endowment Sector Head.

Topic:

*Endowments:* endowments; cancelling endowments to individuals and the process to be followed; required documents; the relationship between the district office and the General Department of Endowment and Accounting at the Ministry of Endowment; an overview of operations at the Division Committees at the Ministry of Endowment and its decision making process; expropriation publicity applications and methods of reviewing them and the required documents; administrative foreclosures and the rights to instigate foreclosures and foreclosures refused by the district office.

Lecturer: Mr. Saeid Solaiman Al-Maghraby, Endowment Sector Head.

Topic:

*Subdivision:* what is meant by subdivision, the entity approving subdivision (i.e. GOPP); procedures to be followed in respect of a subdivision application; process of publicity after a decision on subdivision has been issued; the role of the district office in investigating the subdivision; required documents; how to publicize land expropriation for public utilities or public benefit.

## **Day 7: General subjects (cont...)**

Lecturer: Mrs. Layla Gameel, Ex-Head of the Central Department for Legal Research Affairs at the REPD.

Topic:

*General state properties:* what is deemed a state property, its legal status and dealing with state land and changing its status; the risk conducting a transaction on state land; examples of general state properties: dwellings, streets and outlets, cemeteries, houses located within Cairo cemeteries, internal and external irrigation and surrounding or adjacent lands; dealing with applications within areas of antiquity and how they should be processed.

Lecturer: Mrs. Layla Gameel, Ex-Head of the Central Department for Legal Research Affairs at the REPD.

Topic:

*Private state land:* Division and definition of private state land; rules relating to land adjacent to private state land (i.e. a 2 km buffer); managing, utilizing and disposing of desert lands under law no. 143/1981 and the restrictions on ownership and the relevant exceptions; unclaimed land and the method of reviewing its applications; the role of the Armed Forces Land Projects Department.

**Day 8: General subjects (cont...)**

Lecturer: Mr. Mohammad Zenhom Ismail, REPD Sector Head

Topic:

*Agricultural reform:* the limits on the legal ownership of agricultural lands and the exceptions; conditions of disposition by the person subject to the Agricultural Reform Law and required documents; what is not deemed agricultural land when implementing the law; consideration of the owner's disposition that precedes the effective date of the law and the necessary documents; cases where contracts are publicized even if its consequence means increasing ownership of the licensee than permitted under the law; procedures followed in respect of the applications involving division of agricultural lands whose party is the owner and subject to the law; board resolutions of the General Authority for Agricultural Reform that should be publicized and the procedures thereof.

Lecturer: Mr. Mohammad Zenhom Ismail, REPD Sector Head

Topic:

*Confiscation and nationalization:* what are confiscated funds; how they can be assigned to the State; the method of publicizing transactions issued by the responsible entity that the confiscated funds are given to; the impact of dispositions done by the owner prior to confiscating his funds and how it is publicized; what is nationalization; provision of publicizing the nationalization decrees and laws and method of publicizing them; the entity in charge of issuing decisions of restraint on alienation; method of monitoring the names of restrained persons; scope of receivership over the funds of the restrained persons; provisions of law no. 150/1964 in respect of managing such funds and the responsible entity.

**Day 9: General subjects (cont...)**

Lecturer: Mr. Kamel Abd Rabou, Ex-Head of REPD Sector.

Topic:

*Public sector authorities and their companies:* nature of the general authority funds and who represents them; the establishment of public sector companies and who represents them; determining the concept of the association and private institutions and how to publicize and amend these; publicizing transactions and documents relating to foreigners and defining who is a "foreigner" and the ban stipulated in law 5/1963 amended by law 104/1985; the span of the ban; investment companies and projects; article 12 in law 8/1997 in respect of owning parcels and properties by investment companies for conducting business; foreigner's ownership of constructed buildings, conditions of disposition, procedures of the district office and Foreigner's Ownership Affairs Office.

Lecturer: Mr. Kamel Abd Rabou, Ex-Head of REPD Sector.

Topic:

*Housing cooperatives:* publicizing a cooperative's title deed; treatment of dispositions by a cooperative member to another member or other person; the definition of a "gift"; sales where the purchaser is discharged from paying the price; assigning the deal to the pre-emptee; how to publicize a bequest contract; how to review the contract drafts subject to publicity.

**Day 10: The application procedure (cont...)**

Lecturer: Mrs. Sanaa El-Sayed El-Kady, Ex-Head of REPD Sector

Topic:

*Application contradiction/conflicts:* what is a contradiction/conflict and its cases; when to determine a contradiction; procedures at the district office and the related district office; consequences of neglecting an application's precedence; receiving and delivering publicity applications and contract drafts and providing copies of applications and related papers.

Lecturer: Mrs. Sanaa El-Sayed El-Kady, Ex-Head of REPD Sector

Topic:

*Publicity procedures in the central office:* publicity book and procedures of recording therein; precedence book; how to review contracts submitted for publicity; reasons leading to suspending the precedence publicity; contradiction and suspension book; how to correct errors in the publicity book.

**Day 11: The application procedure (cont...)**

Lecturer: Mr. Abdel Aleem Al-Raddeiny, Ex-Head of REPD Sector

Topic:

*Temporary publicity:* the nature of temporary publicity; reasons for temporary publicity; procedures in the RO that should be followed upon receiving a request for temporary publicity; the temporary publicity cases book; judge's decrees in respect to temporary publicity; how to correct or cancel a temporary publicity number; publicity via deposit; marginal notations that entail changing the TAKLEEF and those which do not entail a change.

Lecturer: Mr. Abdel Aleem Al-Raddeiny, Ex-Head of REPD Sector

*Marginal notation:* applications; precedence book; cases where the notation request is referred to the district office; how to record marginal notation; notifying the relevant district office of marginal notation; archiving notation documents; informing the General Archive Authority; how to file a grievance against archiving the notation request.

**Day 12: Title Registration and ESA's role**

Lecturer: Mr. Fawzi Abu El-Saoud, Ex-Director of the Central Department for Title Registration.

Topics:

*Title Registration:* the difference between title registration and deeds registration; the role of the General Department for Title Registration; roles and responsibilities of the central and

district offices and the role of the ESA district office; an overview of the registration process (office responsibilities, documents required and the process for dealing with adverse possession).

*Resettlement form:* issuing the form; recording on the form; district office procedures after recording; cases where the survey data in the cadastral information form (CIF) is different from that indicated in the ORFI contract; the survey book; legal review of the survey book; complaint review; completing and approving the book.

Lecturer: To be determined (from ESA)

Topics:

*ESA's role in Title Registration:* role of the EDO, the EPO, survey work, mutation forms, fees, the survey book. ESA will provide a lecturer who will cover the role of ESA in Title Registration.

### **Day 13: Title Registration (cont...)**

Lecturer: Mr. Omar Ismail, Director of the Central Department for Title Registration Affairs.

Topic:

*Issuing Certificates of Title:* writing certificates of title; preparing indices; publication lists; owners' notifications; survey maps and photocopy operations; forming legal committees (Juridical Committee) and its responsibilities; procedures to be followed by the committee as per article 12 of the Title Registration Law; documents subject to registration.

Lecturer: Mr. Omar Ismail, Director of the Central Department for Title Registration Affairs.

Topic:

*Application registration procedures:* Application registration procedure at the district office; application registration procedure at the Title Registration Office; documents that can be registered; recording a certificate of title; changes and corrections to title registration data.

### **Day 14: Notary office's role**

Lecturer: Mrs. Layla Saadoun, Ex-Director of the Central Department for Notarization Affairs.

Topic:

*Notarization operations:* Who is responsible for notarization; office responsibilities; consent, capacities and authorities; notarization restrictions (e.g. sanity); an individual's scope of authority (e.g. they are lawyer, they are relative, etc).

Lecturer: Mrs. Layla Saadoun, Ex-Director of the Central Department for Notarization Affairs.

Topic:

*Notarization procedures:* what documents should be notarized; signature ratification/signature validation; confirming date of a document's submission; performing notarization at client sites; dealing with bequests and absenteeism.

## **Day 15: Fees**

Lecturer: Mrs. Layla Mahmoud Ezzat, Director of the Central Department for Financial Inspection Affairs.

Topic:

Fees: Law 83/2006 and its amendments; types of fees and taxes; exemptions; role of in-house auditor and his/her responsibilities.

## **Section III: Practical Training**

### ***Day 1: Application Procedures***

First Period: 2 hours.

Subjects:

1. Treatment of publicity application:
  - a. The application process
  - b. Completing an application form
  - c. Estimating fees
  - d. Initial application review (initial price and registration notation)
2. Method of recording an application in the applications book.
3. Reviewing survey data.
4. Writing reasons of suspension.
5. Acceptance notification (form).
6. How to review the submitted drafts.

Second Period: 2 hours.

1. How to prepare the cadastral information form.
2. How to review the cadastral information form.

### ***Day 2: Publicity Procedures***

First period: 4 hours including one hour break.

1. Writing a draft contract.
2. Reviewing the draft subject to publicity.
3. Technical review operations.
4. Estimating fees.

### ***Day 18: Wrap up and exam***

1. Open Session: General discussion on the theoretical and practical subjects addressed.
2. Oral examination: To determine the trainees' level of comprehension.
3. Closing ceremony.

## **ANNEX A: Sample forms**

**Form No. (1)**

Arab Republic of Egypt  
Ministry of Justice  
..... District Office

Real Estate Publicity Application Form

Registration No. ....
Registration Date .....
Time .....

Determined Fees .....
--------------------------

Real estate application  
Subject: consensual sale  
Applicant name: .....  
Capacity: .....  
Capacity document: .....  
ID: .....

To: District Office Director

Dear Sir,

Please take the necessary action towards reviewing this application and informing me of its acceptance in preparation of writing the draft. I hereby pledge to present the required documents and I'm ready to pay the determined expenses and fees.

Best Regards,

.....  
Applicant Signature

.....  
District Director Approval

**Form No. (2): Application Suspension**

Real Estate Publicity & Notarization Department

Office: .....

District Office: .....

Mr. .... residing at .....

Dear Sir,

Please be informed that upon reviewing the application submitted by you, under no. .... of ....., it was figured that it is incomplete and you are required to submit the following documents in order to approve your application for publicity:

1. ....
2. ....
3. ....
4. ....

Best Regards,

Issued on / /

.....  
District Director

**Form No. (3): Application Acceptance Notice**

Real Estate Publicity & Notarization Department

Office: .....

District Office: .....

Application no.: .....

Subject: .....

Metes and bounds: as per the attached cadastral information form received from the Survey Office under no. .... on / / .

Takleef item: .....

Title item: .....

Price item: .....

Third party rights: .....

Contradiction: .....

Parties: .....

District office notes:

.....  
.....  
.....  
.....

Mr. .... Residing at .....

Dear Sir,

Our district office is pleased to inform you of accepting your application no. .... of ..... for publicity. Please find above the survey data of the real estate and the district office notes. Please write the draft as such and submit it to the district office for review.

Best regards,

Issued on / /

.....  
District Director

