

Payment Rules & Regulations

General Rules and Regulations:

- Please assure that your reservation process is complete, payment is settled, participation agreement is signed and stamped, along with the filled-in online applications before the specified deadlines
- Registration is not accepted until all the fair online applications are completed and payment is settled
- Any delay in the payment may result in excluding the company from the fair booklet and losing some of the package benefits
- Last day to settle the fair registration fees is the 12th of March 2017
- Complete, signed & stamped Fair Participation Agreement must be delivered to SCAD office before the 12th of March 2017 otherwise the company might be excluded from the fair, the agreement can be delivered via any of the below methods:
 - Hard Copy by Courier
 - Scanned Soft copy e-mailed to scad.fair@guc.edu.eg
- You must send a scanned copy of the payment settlement documents (cash or cheque receipt, and swift report in case of bank transfer) to scad.fair@guc.edu.eg (Att. Ms. Mai Shaaban)
- The GUC reserves the right to take any action it deems necessary regarding unpaid balances

Payment Details:

- Participating employers could settle their employment fair registration fees through any of the following methods: Cash, Cheque, or Bank Transfer
- Once the company submits its registration application on the SCAD portal, a Payment Request – PR – will be issued automatically (a substitute for the invoice). A scanned copy of the PR will be sent to the company's primary contact person via e-mail; in case you need the original PR, you will need to reply back to our e-mail asking for the original document, it takes approximately five working days after the registration to issue the PR
- In case you have any financial forms (i.e. vendor forms and enrollment form etc.) that need to be filled from the GUC side, please make sure to send it to scad.fair@guc.edu.eg (Att. Ms. Mai Shaaban)

Payment process:

Cash Payment:

Please send your registration fees with a representative of your company to:

Mrs. Sarah Ahmed Abdallah

GUC Financial Affairs Office

Building B4 – Ground Floor

German University in Cairo, New Cairo City - Main Entrance, Al Tagamoa Al Khames, Egypt

From Sunday till Thursday – 10:00 am to 02:00 pm

Cheque Payment:

Please send your cheque with a representative of your company to:

Mrs. Sarah Ahmed Abdallah

GUC Financial Affairs Office

Building B4 – Ground Floor

German University in Cairo, New Cairo City - Main Entrance, Al Tagamoa Al Khames, Egypt

From Sunday till Thursday – 10:00 am to 02:00 pm

Bank Transfer payment:

- Bank transfer is not considered valid until you confirm the payment by sending the settlement swift copy (scanned) to scad.fair@guc.edu.eg (Att. Ms. Mai Shaaban)

Please note that you must also pay any additional fees that your bank may require

Please get back to Ms. Mai Shaaban on scad.fair@guc.edu.eg or +2 010 222 869 56 for bank transfer details

Tax Deduction:

The fair registration fees will be subjected to tax deduction; thus your company has one of two options:

Option 1: Pay the full amount

Option 2: Deduct the 2% from the full amount (in such case you must submit a deduction voucher with the payment – اشعار خصم)

Please note that deduction voucher submission is a must in the second option, payment is not considered complete until the deduction voucher is submitted to the GUC financial affairs.

Deferment Process:

Please contact Ms. Mai Shaaban on scad.fair@guc.edu.eg or +2 010 222 869 56 to fill the deferment request

Deferment request regulations:

- Company representative should submit a valid* deferment request showing the reason(s) for deferment, the amount to be paid, and the date of payment settlement
- All deferment requests must be submitted maximum by Thursday, the 12th of March 2017; no requests will be accepted after this date
- Company's previous financial transactions should be cleared before getting the approval for the deferment request
- Deferment request cannot be applied verbally or through the phone
- The GUC reserve the right to take any action it deems necessary regarding unpaid balances

*Valid request means stamped and signed from the company

Appendix:

Company ID: a unique ID no. that will be created by the GUC financial affairs department and will be used in all future transaction with this company

Payment Request – PR: is a substitute for the invoice, it's an official document from the GUC requesting the company to pay a certain amount in return of a certain service, this document is printed on a GUC head letter, stamped and signed by the GUC financial affairs department

Payment Receipt / "Payment Order – PO": is an official document from the GUC asking the Commercial International Bank "CIB" or the GUC cashier to accept a certain deposit from an identified entity

Deferment Request: is an official, signed, and stamped request (fixed template) submitted from a company to the GUC requesting the approval on paying the fees after the specified deadline (within a limited duration)

Deduction Voucher – اشعار خصم: is an official document from the company confirming that a certain percentage of taxes has been deducted

Important dates:

Date	Action
09/02/2017	Last day for early registration
09/03/2017	Last day for registration
12/03/2017	Last day for submitting all applications & Booklet materials
12/03/2017	Last day for submitting company's logo – "Sponsors must submit their logos with their registration agreement"
12/03/2017	Last day for submitting Fair Participation Agreement stamped & signed
12/03/2017	Registration fees payment deadline
12/03/2017	Booklet Ad submission "Main, Platinum & Gold sponsors only"
30/03/2017	Last day for extra branding opportunities registration
19/04/2017 & 20/04/2017 08:30 am till 05:30 pm	Sponsors Setup
22/04/2017 & 23/04/2017	Employment Fair
23/04/2017 from 06:00 pm till 10:00 pm	Sponsors' booths dismantling

For any inquiries regarding the payment and financial process, please make sure to contact Ms. Mai Shaaban +2-01022286956