

Procedures for submitting a request to issue an exception letter for the workforce

The applicant should send the documents listed below in a One PDF file via <mailto:ss.serv@cdws.travel> for South Sinai and Cairo, and <mailto:rs.serv@cdws.travel> for the Red Sea governorate and Alexandria or via WhatsApp on the number (+201223250555) for the South Sinai and Cairo or on (+201277911288) for the Red Sea and Alexandria, considering completing all the following documents:

- 1- To send a request for issuing an exception letter via email or in the WhatsApp message
- 2- [An application to request an exception letter on the \(attached\) form, considering that all data must be filled and signed by the responsible technical manager and stamped by the establishment.](#)
- 3- [Completing the legal approval data \(attached\), considering to be signed by the responsible technical manager or the owner personally and stamped by the establishment](#)
- 4- A copy of the form (Q2 social insurance) or a letter addressed from the insurance to the Chamber with the number of Egyptian workers registered in the facility to date
- 5- A copy of the Ministry of Tourism license valid for diving centers / safari boats / water sports centers.

As for the validity of the filling and testing stations / photography companies, documents no. 1-2-3 should be provided only as long as the CDWS's accreditation certificate is valid.

The Documents will be reviewed, in the case of the documents meets the requirements, the legal representative or the technical manager will be contacted to determine the date of delivery of the recognized certificate



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