

Procedures for issuing a membership letter to existing water sports centers that offers kite and windsurf activities

The value of the visit must be paid through the CDWS bank account and 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:

- A visit request (regular or urgent) via email or WhatsApp message
- The [attached](#) visit request after completing its details, signing it, stamping it with the establishment stamp and resending it
- A copy of the latest renewed license of the Ministry of Tourism and Antiquities
- The recent commercial registration (less than one year)
- A payment receipt for the visit
- A copy of the CDWS ID card of the technical manager, if the manager was not replaced

In case of replacing the technical manager:

The company must accredit/employ the responsible technical manager and send the required documents, as following:

- 1- Copy of the national ID (for Egyptians) considering that the age of the applicant should not be less than 25 years old
- 2- The applicant must hold a valid CDWS card
- 3- Copy of the education certificate (at least high school certificate)

Note: the technical manager must pass the test ([attaching the steps for test request for first time applicants](#))

The Documents will be reviewed, and a reply will be sent within maximum two working days, in the case of completing the documents correctly it will be communicated with the technical manager to determine the date of the visit. If the visit is successfully passed, the technical manager will be notified by e-mail.

The applicant should pay the value of the service and a copy of the payment receipts must be sent to the CDWS by e-mail or WhatsApp as explained above.

The CDWS will send the membership letter to the Ministry of Tourism directly.



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