

Procedures for submitting a visit request and renewing the membership letter for water sports that offers any of the following activities: towings- water ski-semi submarines- glass bottom boat-parasailing -sailing boats-pedals

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 valid license for navigation for maritime units that belongs to the water sports center mentioned in the previous license
- A copy of the rental contract of the maritime unites that are not owned by the company
- In the event of changing the maritime unit than the previous year, a letter to replace the unit along with the valid license of navigation should be sent

Note: you must adhere to the number and activity of the units as mentioned in the membership agreement

- 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- a valid CDWS card(his profile on CDWS portal must be activated).
- 2- Copy of the education certificate (at least high school certificate)

The Documents will be reviewed, and a reply will be sent within maximum two working days, in the case of completing the documents correctly and the visit fees is paid, 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 and the applicant should pay the value of the renewal.

The CDWS will send the letter of membership, the certificate of experience and the certificate of good conduct to the Ministry of Tourism directly.



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