

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

**First:** Apply to the Ministry of Tourism to open a file and submit all company documents

**Second:**

Procedures for submitting the center documents:

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 request to issue a membership letter, to be sent via email or in WhatsApp message
- Copy of completing the documents or statement addressed to the CDWS to prove applying to the Ministry of Tourism
- If the applicant is a company, attach a copy of the company's memorandum of association
- A copy of the commercial registration with the address and the company's activity
- A copy of the tax card containing the address and the company's activity
- A copy of the rent contract and the exploitation contract, which includes the date or title of the center.
- Copy of the civil liability insurance policy
- A copy of the hotel's license
- A valid CDWS card of the technical manager
- In case that the technical manager doesn't have a CDWS card yet he sends a copy of his ID/passport and his educational certificate (at least High school).
- The response will be within a maximum of two working days, and if the documents meets the requirements, the technical manager will be contacted send the visit request.

**Third:** Procedures for applying a visit request:

The technical manager must pass the test and his profile on CDWS portal must be activated

After the technical manager has successfully passed the test, the applicant should send the documents listed below in one PDF file via e-mail or via WhatsApp as shown above:

- A visit request (regular or urgent) is sent via email or in the WhatsApp message
- The [attached](#) request for the visit after completing its full information, signing it, stamping it with the facility's stamp and resending it.

The response will be within a maximum of two working days, and if the documents meets the requirements and the visit fees is paid, the technical manager will be contacted to set the date of the visit.

If the applicant passed the visit is successfully, the technical manager will be notified by e-mail and the applicant should pay the value of the service.



CDWSEgypt (+2) 012 23 25 0555

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### CAIRO

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### SOUTH SINAI BRANCH

2 Zoo Street, Hadaba, Sharm El Sheikh, 46619 South Sinai, Egypt

(+20) 693666448/9 (+20) 1223250555

### RED SEA BRANCH

Building no.216, apartment no.103, Al-kawthar Hurghada, Red Sea, Egypt

(+20) 065 3404980/1 (+20) 1277911288

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



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