



Office of Student Development

Taxes and Tickets Guidelines

(For Large Scale Events)

- 1- After the Approval of your event from the large-scale events committee and your club adviser, you need to work on the tickets at least **two weeks** before the event. **WHY?!** to have enough time to;
 - Obtain Taxes approvals
 - Stamp your tickets from Security Office
 - Sell your Tickets! (You need 1 week minimum)
 - Notify Taxes Office in case of changes/cancellations
- 2- Get the approval of your design and layout of tickets/invitations from the event manager and event coordinator. It should include the following;
 - Name of the American University in Cairo
 - Name of Office of Student Development
 - Name of the Student Organization
 - The Place
 - The Price
 - Time of the Event
 - Gates will be closed at 10:00 pm (in case the event is held at night)
 - Cameras are not permitted
- 3- According to the taxes Law number 24/1999; tickets must be divided into three parts. In each part, you have to mention the following:
 - Name of the American University in Cairo
 - Name of Office of Student Development
 - Name of the Student Organization.
 - Serial Numbers
 - Price of the Tickets
 - Taxes Declaration (تقسيمة الضرائب)
- 4- You are not allowed to use **laminated / glossy / plastic** materials for the tickets / invitations.
- 5- You are not allowed to use the following colors for tickets and invitations:
 - Black
 - Dark Blue
 - Brown
 - Any Other Dark Color
- 6- Each booklet (invitation/tickets) must have 100 tickets.**
- 7- You have to bring with you when you go to the Taxes office the following;
 - Copy of letter of guarantee (Letter is available in OSD)
 - Copy of national ID of the Manager/Director of OSD
 - Taxes Forms (Available in OSD)
 - Notification letter and form # 1 signed by the area manager
- 8- You have to stamp your tickets/invitations by Security Office and Office of Student Development.
- 9- Name tags of the organizers must be stamped from Security Office with the pictures of the organizers.
- 10-When you decide to sell two kinds of tickets in different prices you have to consider the following;

- Start each type from 1 – xxx
- You MUST divide the event areas into two sections by fences; otherwise, the Taxes office will charge you in the highest prices of Taxes.

After the Event:

- 1- The day after the event, you have to pay the taxes of the event; otherwise, you will be penalized a fine worth approximately 200 LE- 2000 LE. Moreover, you will pay extra 10% taxes (calculated from the collected amounts) per each day of delay.
- 2- You MUST bring with you when you go to Taxes Office the remaining tickets of the event.

Free Invitation (Not For Sale):

1. You have to get the approval of your event from the OSD organization adviser.
2. You have to get the approval of your design and layout of free invitations from the area manager and event coordinator.
3. You are not allowed to use the following colors for tickets and invitations:
-Dark -Dark Blue -Brown -Any Other Dark Color
4. **Each booklet (invitations / tickets) must have 100 tickets.**
5. All invitations must be stamped from Taxes Office.
6. Invitation cost is 1.01 LE.
7. You have to consider the following;
 - Name of the American University in Cairo.
 - Name of Office of Student Development.
 - Name of the Student Organization.
 - Serial Numbers.

After the Event:

1. The day after the event, you have to pay the taxes of the event; otherwise, you MUST pay a 10% fine for each day of delay.
2. You MUST bring with you when you go to Taxes Office the remaining tickets of the event.

تعليمات و ارشادات يجب اتباعها لاصدار تذاكر الحفلات طبقا لأحكام القانون رقم 24 لسنة 1999

الجامعة الامريكية بالقاهرة الجديدة مكتب تنمية الطلبة اسم الحفل النادي اليوم التاريخ مكان الحفل (القاعة) الساعة المسلسل السعر التقيطة الضريبية	الجامعة الامريكية بالقاهرة الجديدة مكتب تنمية الطلبة اسم الحفل النادي اليوم التاريخ مكان الحفل (القاعة) الساعة المسلسل السعر التقيطة الضريبية	الجامعة الامريكية بالقاهرة الجديدة مكتب تنمية الطلبة اسم الحفل النادي اليوم التاريخ مكان الحفل (القاعة) الساعة المسلسل السعر التقيطة الضريبية
--	--	--