

 <b>LE CENTRE REGIONAL D'INVESTISSEMENT- REGION FES MEKNES</b>	<i>Fiche</i>	<b>Code</b>	<b>PS-3-PR-01-F4</b>
		<b>Version</b>	<b>02</b>
	<b>list of the documents required</b>	<b>Date</b>	<b>11/11/15</b>

**- Traders**

Documents required and fees	What is it and how to get it	Cost	Number of copies	Remarks
The negative certificate in the case of choosing a trade name	A negative certificate is a document attesting the availability of the requested trade name.  To obtain from RCI.	230dh	1 Original + 3 copies	Optional
Ownership certificate, registered lease or purchase contract with legalization of signatures	**	registration fees of the lease contract : 200dh	03 copies	Registration at the Registration and Stamp Service
Copy of the identity card	**	**	05 copies	**
Court fees	For the registration at the register of commerce	150dh	**	**
Single form	To obtain from RCI, Complete carefully	Gratuit	1 originale + 5 copies	signature need not be legalized.

**NB :**

1. RCI provides their service of certification of authenticity of copies .
2. Submit the original copy of the deed and lease , they will be returned once the certification of authenticity of documents done.
3. A copy of the single form is given to the creator after completing registration in the register of commerce.
4. If the date of the lease is earlier than the date of registration, produce a certificate from local authorities justifying the start of activity and electricity receipt.
5. the lease term must be for a limited period of time. And the value of the rent needs to be precised.
6. The date of the lease must not be later than the date of creation.
7. If the owner is not identified by the tax service, the proof of ownership is required.
8. If the activity is regulated, produce a copy of the authorization. (2 certified copies + 1 simple copy).
9. In the case of an unincorporated association; produce the documents concerning the case of a trader according to the number of members and the association contract legalized 3 certified copies + 2 simple copies.
10. CIN the trader must be presented for the certification of copies.