
 <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>04</b>
	<i>Liste des pièces à fournir</i>	<b>Date</b>	<b>03/05/2016</b>

**- Public Limited Company (SA)**

Pièces à fournir et droits à payer	C'est quoi et comment établir	Coût	Nombres des copies	Observations
Negative certificate	A negative certificate is a document attesting the availability of the requested trade name.  To obtain from RCI	230dh	1 original copy + 3 copies	Obligatory
Certificate of ownership, lease or certificate of residence from a legal entity	Registration in the stamp and registration service	Registration fees of the lease contract : 200dh	03 copies	The lease contract must elaborated in the name of the company registered with legalized signature. The domiciliation certificate is sealed and signed by the manager of the company domiciling(01 original copy + 02 simple copies)
Registered and signed Statutes with legalization of signatures of partners	To establish with professional (expert accountant, notary accountant...)	Registration of the statutes : A fixed fee of 1,000 DH if the capital does not exceed 500,000 DH and 1% of the capital if it exceeds this amount.	1 original copy + 4 copies	If the manager is not named in the articles, provid registred record of the ordinary general meeting with legalized signatures following the same number of copies as the statutes.
Registred deed of appointment( President , auditor, Director)	**	**	1 original copy + 4 copies	Signature to be legalized
The freeze Certificate	**	**	1 original copy + 2 copies	**
List of subscribers mentioning the number of shares subscribed and the amounts paid by each one of them	**	**	1 original copy + 2 copies	**
Declaration of subscriptions and payment	**	**	1 original copy + 2 copies	**
Bulletin of suscribers	**	**	1 original copy + 2 copies	**


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Photocopy of the identity document of the persons related to the administration (in the case of legal persons, Model 7 copies of inscriptions issued by the secretary-clerk of the competent court)	**	**	05 copies	In the case of a legal person : - 01 original copy + 2 model 7 simple copies of the register of commerce and 03 copies of statutes - In the case of a moroccan legal person : 01 copy of business tax certificate with tax identifier
The shares auditor's report (evaluation of capital contributions )	**	**	1 original copy + 2copies	**
Court fees	For the registration at the registre of commerce	350dh	**	**
Single form	To obtain from RCI, Complete carefully	Free	1 original copy + 5 copies	Signature to be legalized

**NB :**

1. RCI provides ther 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.
11. The lease contract must be written on behalf of the company.

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12. . In case of domiciliation, submit a copy of the lease contract and the certificate of professional tax of the company domiciling.
13. 11. For activities subject to authorization (pharmacist, optician, physiotherapist ...), present (03 copies of the diploma with an original copy for certification) + licensure (03 copies with an original copy for certification).
14. The manager should be neither minor nor official
15. . If a partner is a Moroccan or foreign legal person , present the certificate of registration of the said company ( 01 original copies + 02 simple copies) + 03 copies of the statutes.

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