

 LE CENTRE REGIONAL D'INVESTISSEMENT- REGION FES MEKNES	<i>Fiche</i>	Code	PS-3-PR-01-F4
		Version	04
	list of the documents required	Date	03/05/2016

- Limited Liability Company (SARL)

Documents required and fees	What is it and how to get it	Cost	Number of copies	Remarks
Negative certificate	A negative certificate is a document attesting the availability of the requested trade name. To obtain from RCI	230dh	01 original copy + 03 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 be 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, provide registered record of the ordinary general meeting with legalized signatures following the same number of copies as the statutes.
Freeze Certificate	To obtain from the bank if the capital exceeds 100.000 DH	**	1 original copy + 02 copies	**
Copy of the identity document of the manager and partners (Copy of the registration card for resident foreigners, Copy of the passport for non-resident foreigners)	**	**	Manager (s) : 05 copies Partner (s) : 04 copies	If one of the partners is a Moroccan or foreign legal entity; the registration certificate of the said company in the Register of commerce is required. In the case of a Moroccan legal entity: 01 copy of business tax certificate with fiscal identification number.
Court fees	For registration in the register 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 the 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 is 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 specified.
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).

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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.
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.
15. The manager should be neither minor nor official
16. . 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.
17. In case of de SARL-AU, it has to be mentionned in Negative certificate and statutes.