
 LE CENTRE REGIONAL D'INVESTISSEMENT- REGION FES MEKNES	<i>Fiche</i>	Code	PS-3-PR-01-F4
		Version	03
	list of the documents required	Date	09/12/15

**Branches or commercial companies agencies whose head office
is in Morocco outside the jurisdiction of the concerned court**


Documents required	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	1 original copy + 3 copies	Optional
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)
Minutes of the General Assembly which established the branch or the agency and appointed the manager	**	frais d'enregistrement : 200dh	1 original + 04 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)	**	**	05 copies	**
Model 7 Extract of the register of commerce, of the mother company.	**	**	01 original copy + 04 copies	**
Statutes of the mother company	**	**	03 copies	**
fiscal identification number of the mother company	**	**	03 copies	**
Court fees	For the registration at the register of commerce	200dh	**	**
Single form	To obtain from RCI, complete carefully	Free	1 original copy + 5 copies	Signature to 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 is done.
3. A copy of the single form is given to the creator after completing registration in the register of commerce.

 LE CENTRE REGIONAL D'INVESTISSEMENT- REGION FES MEKNES	<i>Fiche</i>	Code	PS-3-PR-01-F4
		Version	03
	list of the documents required	Date	09/12/15

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.
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 (01original copies + 02 simple copies) + 03 copies of the statutes.

 LE CENTRE REGIONAL D'INVESTISSEMENT- REGION FES MEKNES	<i>Fiche</i>	Code	PS-3-PR-01-F4
		Version	03
	list of the documents required	Date	09/12/15

P2/2