



|                                                                                                                                                            |                                   |                |                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------|----------------------|
| <br><b>LE CENTRE REGIONAL<br/>D'INVESTISSEMENT-<br/>REGION FES MEKNES</b> | <i>Fiche</i>                      | <b>Code</b>    | <b>PS-3-PR-01-F4</b> |
|                                                                                                                                                            |                                   | <b>Version</b> | <b>03</b>            |
|                                                                                                                                                            | <i>Liste des pièces à fournir</i> | <b>Date</b>    | <b>09/12/15</b>      |

- **Branches or commercial companies agencies whose head office is abroad**

-

| 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.<br><br>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) |
| Minutes of the General Assembly which established the branch or the agency and appointed the manager                                                                 | **                                                                                                                     | frais d'enregistrement : 200dh                  | 1 original + 04 copies      | **                                                                                                                                                                                                                                  |
| Certificate of registration of the mother company or any other document translated into French by a certified translator.                                            | **                                                                                                                     | **                                              | 1 original copy + 02 copies | **                                                                                                                                                                                                                                  |
| Statuts de la société mère ou tout autre document en tenant lieu traduit en français chez un traducteur assermenté.                                                  | **                                                                                                                     | **                                              | 03 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                   | **                                                                                                                                                                                                                                  |
| Court fees                                                                                                                                                           | For the registration at the registre of commerce                                                                       | 200dh                                           | **                          | **                                                                                                                                                                                                                                  |
| Single form                                                                                                                                                          | To obtain from RCI, complete carefully                                                                                 | Free                                            | 1 original copy + 5 copies  | Signature to be legalized                                                                                                                                                                                                           |

|                                                                                                                                                            |                                   |                |                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------|----------------------|
| <br><b>LE CENTRE REGIONAL<br/>D'INVESTISSEMENT-<br/>REGION FES MEKNES</b> | <i>Fiche</i>                      | <b>Code</b>    | <b>PS-3-PR-01-F4</b> |
|                                                                                                                                                            |                                   | <b>Version</b> | <b>03</b>            |
|                                                                                                                                                            | <i>Liste des pièces à fournir</i> | <b>Date</b>    | <b>09/12/15</b>      |

**P2/2**