

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

- **leasing-management.**

Documents required and fees	What is it and how to get it ?	Cost	Number of copies	Remarks
Registered Leasing or leasing management contract with signature legalization	**	**	1 original copy + 04 simple copies	**
Copy of the NIC of the tenant (certified copy of passport for persons domiciled abroad)	**	**	05 copies	**
model No. 7 Copy inscriptions issued on behalf of the lessor by the secretary-clerk of the competent court, if necessary	**	**	01 original copy + 04 copies	**
Court fees	Pour immatriculation au registre de commerce	150	**	**
Single form	To obtain from RCI, complete carefully	Free	1 original copy + 5 copies	signature needs to be legalized
copy of the publication of the leasing-management contract in the Official Gazette and in newspaper authorized to carry legal advertisements.	**	**	01 copy	**

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.

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10.CIN the trader must be presented for the certification of copies.