

 <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>02</b>
	<i>Liste of documents required</i>	<b>Date</b>	<b>11/11/15</b>

**In case of a branch or trader agency :**

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 tradename  To obtain form the RCI	230dh	1 original copy + 3 copies	Optional
Registred purchase contract or lease contract with legalized signatures	**	Registration fees of the lease contract: 200dh	03 copies	Registration at the stamp and registration service
Copy of the NIC or the 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 copy	**
Court fees	For the registration at the registre of commerce	150dh	**	**
Single form	To obtain from RCI , complete carefully	Free	1 original copy + 5 copies	signature needs 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.

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