

COMPLETE LIST OF DOCUMENTS TO PROVIDE FOR THE CREATION OF A COMPANY (SARL, SA, GIE, SUARL)

1. One (1) copy of the Identification Card (ID or passport) of the CEO and the shareholders or partners (and of *employees eventually, or one (1) copy of certificate of birth*);
2. Five (5) copies of actual state of the company / or statement of court ;
3. one (1) copy of the notified statement of subscription and of payment;
4. two (2) copies of contract of lease or two (2) copies of the title of the property or of the certificate of the property ;
5. One (1) statement on contract signed by the executives of the administrators, or associates kept indefinitely, and personally kept responsible completed in a deadline of 75 days, starting from the registration; registration done by sending 1 recent police record (less than 3 months old) or any other document as a proof of good ethic;
6. One (1) copy of the certified, in accordance with the executive, list of administrator or partners kept indefinitely and personally responsible having all powers to start the company;
7. One (1) legalized mandate in case of deposit of the document by a proxy (except notary);
8. A plan of localization of the place where the activities will be exercise.

COSTS AND FEES RELATED TO THE CREATION OF COMPANIES

REGISTRATION RIGHTS	STAMPS RIGHTS	RESEARCH E RIGHTS	LEDGER OF COMMERCE	PUBLICATION OF NOTIFICATION CONSTITUTION	CODE IMPORT-EXPORT
<ul style="list-style-type: none"> ⌚ 2,5% of the rent cost During the leasing period ⌚ 0,3% of the capital ⌚ 0,1% of the fraction of capital superior to 5 milliards FCFA (\$10 000 000) <p>NB : Minimum collection fixed at 18 000 FCFA (\$36)</p> <ul style="list-style-type: none"> ⌚ 18 000 FCFA (\$36) for the notified statement of subscription and of payment ⌚ 18 000 FCFA for the Statement of court 	500 F (\$1) CFA per page (statuts and lease contract)	5 000 F CFA (\$10)	50 000 FCFA RCCM (\$100) + 5 000 F CFA (\$10) (certificate of Deposit)	28 000 F CFA (\$56) (discount of 7 lines) 7 000 F CFA per (\$14) Additional lines + 600 FCFA for newspaper purchase (03 copies)	30 000 FCFA (\$60)

COMPREHENSIVE LIST OF DOCUMENTS REQUESTED FOR THE CREATION OF A COMPANY

Physical Presence (Individual companies)

1. One (1) copy of a primary ID (or passport) for citizens, or consula card for non-citizens of the executive.
2. One (1) copy of the Birth certificate of the executive.
3. two (2) copies of leasing contract or two (2) copies of property title or of ownership certificate.
4. One (1) Statement on honor signed by the requestor, completed within a 75 days deadline starting from the registration; registration done by sending 1 recent police record (less than 3 months old) or any other document as a proof of good ethic.
5. One (1) certificate of residence ;
6. One (1) copy of certificate of marriage or a copy of the family book ;
7. One (1) penal authorization prior to any activity ;
8. In case of designation of a person in charge of the company, provide:
 - ☞ One (1) copy of a primary identification ;
 - ☞ One (1) Statement on honor signed by the requestor, completed within a 75 days deadline starting from the registration; registration done by sending 1 recent police record (less than 3 months old) or any other document as a proof of good ethic
 - ☞ One (1) certificate of residence.
9. A project of localization of the activity site.

COSTS PERTAINING TO THE CREATION OF A COMPANY

Registration Rights	Stamps Right	Research Rights	Trade Registrar	CODE IMPORT-EXPORT
🕒 2,5% of the of the rent within the entire lease period NB : Minimum of 18 000 FCFA fees fixed	\$1 500 F CFA Per page On the lease contract	\$2 1 000 F CFA	\$50 25 000 F CFA	\$60 30 000 FCFA