

## COMMERCIAL CARD

### **DOCUMENTS REQUIRED IN ALL CASES:**

Each file must be made up of 4 copies (1 original and 3 copies) and 5 application forms.

- A letter explaining the kind of activities that the applicant wishes to practice in France, as well as his intention to settle up in France or abroad.
- CERFA form number 13473\*01 fully filled in and signed
- Extract of criminal record or similar certificate delivered by the applicant's country of origin (in the form of a notarized act translated in French and legalized by the provincial Waiban)
- Certificate of non-bankruptcy or similar certificate delivered by the applicant's country of origin (in the form of a notarized act translated in French and legalized by the provincial Waiban)
- Proof of financial capitals for the activity itself (bank statement for example)
- Degrees and proof of possible trainings conducted or professional experiences
- Curriculum Vitae (resume)
- Contact of a referent in France who might be able to supply the administration with additional information or documents (for example a lawyer)

### **ADDITIONAL DOCUMENTS:**

#### **a) If there is creation of commercial activity:**

Copy of the ownership certificate or the renting lease (promise of commercial lease or promise of subletting lease with landlord's authorization) which justifies the right to use the local in which the commercial activity will take place:

- If the company headquarter is located in a residential premise, the deed (domiciliation lease) must also go with a written notification to the landlord or to the co-property association explaining the installation of commercial office in the premise.
- If the company headquarter is placed in a common office used by one or several companies, the applicant must submit a copy of domiciliation lease

#### **b) If the applicant applies as a company:**

- Nomination's notification certificate or nomination's letter from the competent office
- Corporation's legal status copy
- Mention of employees (full name, function, nationality) or intention letter (in case of a company's creation)
- If the company already exists:
  - o Certificate issued by the Social Security bureau (URSSAF) stating that the company has regularly paid social fees of its employees and proof

of professional tax payment and of the Value Added Tax (TVA) payment

- Copy of the previous company manager resident permit (if needed)
- Copy of the company's last two previous final accounts
- Extract of the company's license registration at the chamber of commerce (must be less than 3 months old)

**c) If the applicant practices an activity of management in a representation office or in a foreign company branch office:**

- Head office's letter notifying the nomination as a manager
- Head office's letter describing the company's activities abroad as well as the local branch activities with additional listing of the employees (full name, function, nationality)
- Copy of the Head office legal status with translation and copy of the local branch opening decision (in case of creation)
- If the local branch already exists:
  - Extract of the company's license registration at the chamber of commerce
  - Proof of professional tax payment and the Value Added Tax (TVA)
  - Certificate of regularity with the Social Security bureau (URSSAF) for the local branch or representation office

**d) If the applicant, as a legal entity manager, does not hold a resident permit or does not request a resident permit :**

- Letter of nomination of a representative in France stating that the head office legally gives him full authority to manage the branch office in France

**e) If the applicant takes over an already existing business**

- Written agreement of the business takeover
- Extract of the company's license registration at the chamber of commerce (must be less than 3 months old)
- Copy of the company's last two previous final accounts
- Proof of professional tax payment and of the Value Added Tax (TVA) payment
- Copy of seller's special authorization note
- Bills for equipment possibly acquired

**f) If the applicant practices his activity as a lessee-manager**

- Agreement of leasing-management signed by the lease and the landlord
- Extract of the prior company's license registration at the chamber of commerce
- Copy of the lease established with the premise's landlord's name