

Required Documents for Subscription

Commercial register	Request and certification of the commercial register issued by the primary court, where the headquarters of the enterprise is located.	
Certificate of incorporation	Certificate of incorporation notarized by the commercial register (mirror copy) dating back from no more than a year.	
Financial registration number	The enterprise registration number at the Ministry of Finance	
Party concerned and authorized for signature	<u>For Lebanese:</u> Copy of Identity Card or a recent transcript record of ID <u>For foreigners:</u> Copy of passport+ copy of work permit+ copy of residence permit	
Industrial enterprises or other professions	Permit of practice of profession or license or certificate from an official body	
Enterprise identification documents	- Provide purchasing & selling invoices to prove commercial activity.	
	<u>Individual</u>	<u>Legal entity</u>
Workplace	<u>Property:</u> certificate of property in the name of the person concerned; or	<u>Property:</u> certificate of property in the name of the company or of one of the partners, which requires a permission contract; or
	<u>Rent (non residential):</u> lease contract in the name of the person concerned, allowing business activity, registered in the municipality; or	<u>Rent (non residential):</u> lease contract in the name of the company or one of the partners (with the permission of the owner legalized by the notary), registered at the municipality; or
	<u>Investment:</u> free management contract in the name of the person concerned, registered at the commercial register with a copy of the declaration as it appeared in the official gazette.	<u>Investment:</u> free management contract in the name of the company or one of the partners, registered at the commercial register with a copy of the declaration as it appeared in the official gazette.
Additional documents		<ul style="list-style-type: none"> - Cooperation and limited partnership: the partnership contract - For Limited liability companies: company bylaws - For Joint-stock companies: bylaws, the record of the General Assembly (election of the Board of Directors) and the record of the Board of Directors (election of the president and the managerial positions). <p>All documents must be certified by the commercial register.</p>

