



REGISTRATION OF A NATURAL PERSON Procedures for a sole ownership



RM RCS Identification of required documents

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| 1 | 2 | An updated copy of the family record book (or a certificate of filiation) and a copy of the identity card or passport, or only a birth certificate. |
| 1 | | If the head office is in the home: copy of electricity or telephone bill, rent receipt, lease or ownership title of the company's place of domiciliation. In the case of a workshop in the home, the owner's authorisation is mandatory. |
| 1 | | Social Security Number. |
| 1 | 2 | If the head office is not in the home: copy(s) of commercial lease, ownership title or owner's domiciliation authorisation. |
| | 1 | Marriage certificate plus marriage contract (if applicable). |
| 1 | 1 | Declaration of clean criminal record for the company director (annex). |
| 1 | 1 | Copy of introductory management certificate or commitment to participate in introductory management workshop. |
| 1 | 1 | Document authorising the communication of company address for nominal lists to be sent to third parties (see appendix). |
| 1 | 1 | Proof of professional experience (diplomas or work certificates). |

Additional documents (required in certain cases)

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| 1 | 2 | Authority to sign in the name of the attorney (annexes). |
| 1 | 1 | Copy of attestation of reception of the ACCRE file at the Direction Départementale du Travail et de l'Emploi (Departmental Work & Employment Office). |
| 1 | 1 | Request for exemption from the course of registration preparation, w/reasons. |

Special cases

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| 1 | 2 | <ul style="list-style-type: none"> • For foreigners outside the EEC Copy of validated resident's permit; or identity card. • If divorced 1 divorce certificate. • If widowed 1 spouse's death certificate. • If management agreement 1 Copy of the management agreement filed with the tax office. 1 Announcement in the legal journal of management agreement. • If purchase of the goodwill 1 Copy of the certificate of sale. 1 Announcement in the journal of legal announcements. 1 Proof of deletion (or modification) of the previous operator. • If itinerant businesses 1 Provisional receipt from the Prefecture (validity: 1 month). |
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Expenses

Chambre de Métiers et de l'Artisanat de Haute-Corse

Cost of registration on the Trade Directory	115,00 €
CFE Consulting and assistance expenses	31,00 €
Preparatory course for starting up a business	172,50 €

Greffe du Tribunal de Commerce (Commercial Court Registry)

Registration fee payable to the RCS (Corporate & Trade Register): If creation	55,97 €
If purchase, contribution, donation, management agreement	130,21 €

Cheque made out to SCP Nappi & Casanova (Commercial Court Registry)

**APPLICATIONS AT THE CENTRE DE FORMALITÉS DES ENTREPRISES OF
THE CHAMBRE DE MÉTIERS ARE SUBMITTED UPON APPOINTMENT: 04 95 32 83 00**