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ORDER FORM For the establishment of a French SARL Company

Steps for the set-up of a French SARL

1) Please complete this form fully in BLOCK capitals. Once this form is completed, please make sure you enclose all relevant supplementary documentation as requested in this form.

2) Please print out this application form and ensure the following:

- Selected sections (A to M) within this form are filled out*
- Ensure to fill out remaining sections*

3) Name: We check the name of the French company as proposed in Section A. Please note that we cannot reserve the name for the company and therefore checks are necessary from time to time to make sure that the name is still available.

4) Purchase Price: We send a pro forma invoice for the set up of the French company including our fees for the incorporation. The share capital (section D) must be transferred from the client account into the company's bank account prior to the incorporation.

5) Delivery: Assuming we already have the filled out Order Form and the documents and information listed in "2" above and all documents signed, we undertake to deliver the French company within 15 days of receiving value on the funds mentioned in "4)", above.

NB Before or during this process we will conduct the necessary due diligence investigations.

Order Form for the establishment of a French SARL

A The name of the company shall be (preferably 3 choices):

- 1-
- 2-
- 3-

B Precise description of the role of the French SARL :

.....
.....
.....

C Preparation of accounting information

- 1- Preferred first financial year end : (dd/mm/yyyy).....
- 2- Which firm of accountants should be appointed auditors ?
.....
.....

D Share Capital (minimum € 1,00)

What is the required share capital amount ?.....€

E Registered office of the company (Must be in France)

- Euro Start to provide: 30, avenue George V, 75008 Paris, France
- Other (Please specify)

F Beneficial ownership

Please ensure to fill out section 'J. Related Entity Details Form' with the details of each ultimate beneficial owner

Please provide a list of the ultimate beneficial owners holding more than 25% interest in the company. In the case of a trust/foundation, the beneficiaries of the trust/ foundation must be listed.

	% beneficial ownership
Name:	%
Name:	%
Name:	%
Name:	%

G Shareholder/s details:

Please ensure to fill out section 'J. Related Entity Details Form' or 'K. Corporate Details forms' with the details of each individual shareholder as necessary

Please register the following shareholders on the shareholders register:

	% ownership
Name:	%
Name:	%

H Director/s

Please ensure to fill out section 'J. Related Entity Details Form' with the details of each director. N.B. The directors of a French SARL must be individuals and can be resident anywhere around the world.

EU Resident Non-EU resident (compulsory authorization have to be asked to the French authorities – additional costs might be incurred)

Please register the following directors with the French authorities:

Name:

Name:

Name:

Name:

I Other Service

1 Is assistance required with the opening of a French bank account?

No (additional costs might be incurred during the incorporation process)

Yes (please complete question I-III below):

I Preferred Bank Euro Start to provide : CIC banque

Other

.....
(additional costs might be incurred during the incorporation)

II Preferred currency: EUR USD Other:

III Names of signatories:

Please ensure to fill out section 'J. Related Entity Details Form' with the details of each signatory.

1.

2.

3.

2 **Is assistance with VAT registration required?**

No Yes (A French € bank account is recommended to be registered to receive payments from local authorities)

J Related Entity Details Form:

Please use as many copies of this page as required for the details of each Related Entity in the capacity of Director, Shareholder, Beneficial owner and/or Bank Signatory (**as marked with √**).

Director **Shareholder** **Ultimate Beneficial owner** **Bank Signatory**

Name (Title Name Surname):

Registered Office /Residential address:

Registration/ Passport number: Nationality:

Activity/ Occupation:

Director **Shareholder** **Ultimate Beneficial owner** **Bank Signatory**

Name (Title Name Surname):

Registered Office /Residential address:

Registration/ Passport number: Nationality:

Activity/ Occupation:

Director **Shareholder** **Ultimate Beneficial owner** **Bank Signatory**

Name (Title Name Surname):

Registered Office /Residential address:

Registration/ Passport number: Nationality:

Activity/ Occupation:

Physical person due diligence

For physical persons kindly attach **a certified copy** of the following documents.

- copy of a **signed**, current Passport. The information on the passport must be clear and easy to read. The copy should state similarly to "Having seen the individual and the identification document at the same time I certify this is a true copy and that the photograph is a reasonable likeness – signed by [name and position]".
- copy of a utility bill (gas, electricity, bank statement etc) evidencing residential address. This must be no more than 3 months old.

Corporate entity due diligence

For corporate entities kindly attach a **certified copy** of the following documents.

- The Certificate of Incorporation.
- The Memorandum & Articles of Association / By-Laws / Operating Agreement.
- The Minutes of Meeting Appointing of the current Directors.
- Copy of the shareholders register of this company.

K Invoicing:

1 To whom should the invoice for the set-up be addressed (it can be the SARL itself)?

Issue invoice to the Shareholder Issue invoice to: _____

2 To whom should future invoices be addressed?

Issue future invoices to the Aps itself

Issue invoice to: _____

L Name and contact details for queries about the above:

Name: _____

Company: _____

Position: _____

Phone + _____ Fax + _____

E-mail: _____

M Additional legalised documents required:

The folder which will be sent to you in connection with the incorporation will include the incorporation documents in French. Official translations and legalisation of these documents by means of an apostille or otherwise are not included in the fees for incorporation.

	Official translation	Affixed with Apostille
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Extrait Kbis (Certificate of Incorporation)	<input type="checkbox"/>	<input type="checkbox"/>
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Articles of Association	<input type="checkbox"/>	<input type="checkbox"/>
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VAT Certificate	<input type="checkbox"/>	<input type="checkbox"/>
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Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
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N Other relevant information and comments:
