

## **« REGISTRATION PROCEDURES »**

You will find below the different registration procedures to undertake upon obtaining the Government's approval to set up a business in the Principality, in order to officially start your activity

### **ETAPE 1: DOMICILIATION DE SON ACTIVITE À LA DIRECTION DE L'EXPANSION ECONOMIQUE (DEE) - Business headquarters**

**If you have already obtained your “autorisation ministérielle” (business permit) please proceed to STEP 2**

**Finding adapted business headquarters is the first registration step to undertake in order to officially start your activity.** The headquarters location will depend on a number of factors among which are :

- ✓ The legal form
- ✓ The reception of customers (or prospects)
- ✓ The storage
- ✓ The employees

In all cases, you will need to provide the tenure status of the premises (tenancy agreement, short-term occupancy agreement, sale agreement for the business or the tenancy rights, tenancy management contract etc.).

The exhaustive list of documents to be provided for your business headquarters can be found in the “liste des documents à fournir pour le local” attached to the business permit application package.

Direction de l'Expansion Economique - 9 rue du Gabian (2<sup>ème</sup> Etage) Fontvieille – Tél (+377) 98 98 84 91 – rci@gouv.mc - Horaires : 9h30 à 17h00 du lundi au vendredi.

### **STEP 2: IMMATRICULATION AUX REGISTRES ET REPERTOIRES DE LA DIRECTION DE L'EXPANSION ECONOMIQUE (DEE) - Registration to the Business Development Agency**

**If you are a craftsman, practice a liberal profession or wish to register an administrative office for a foreign company please proceed directly to STEP 3.**

**Registration is subject to justification of “autorisation ministérielle” (business permit).**

**Please provide :**

- ✓ **for sole trader activities:**
  - ✓ “l'autorisation ministérielle” (business permit) ;
  - ✓ the following registration form :

- “formulaire p1” completed for commercial activities ;
  - “formulaire d’enregistrement au registre spécial des agents commerciaux » for commercial agents ;
  - ✓ a valid ID document ;
  - ✓ a document showing your marital status (marriage certificate, etc.) ;
  - ✓ the additional documents that might be included in the “liste des pieces à fournir” (list of documents to be provided) attached to your “autorisation ministérielle”.
- ✓ **for companies (SARL, SNC, SCS) :**
- ✓ “l’autorisation ministérielle” (business permit) ;
  - ✓ the “formulaire S1” completed ;
  - ✓ a valid ID document for the manager(s) of a SARL, the partners of a SNC and the active partners of a SCS ;
  - ✓ a document showing your marital status (marriage certificate, etc.) for the manager(s) of a SARL, the partners of a SNC and the active partners of a SCS ;
  - ✓ the additional documents that might be included in the “liste des pieces à fournir” (attached to your “autorisation ministérielle”).
- ✓ **for SAMs :**
- ✓ the registration procedures for SAM are generally undertaken by notaries.

Direction de l’Expansion Economique - 9 rue du Gabian (2<sup>nd</sup> Floor) Fontvieille – (+377) 98 98 84 91 – rci@gouv.mc - Opening hours : 9h30 to 17h00 Monday to Friday.

**STEP 3 : ATTRIBUTION D’UN NUMÉRO D’IDENTIFICATION STATISTIQUE (N.I.S) – Statistics Number**

The N.I.S (Statistical Identification Number) is assigned by par “l’Institut Monégasque de la Statistique et des Études Économiques” (IMSEE) to each economical entity (sole trader and companies) in order to characterize its main activity.

**Please provide the document obtained in step 2, that is :**

- ✓ for sole trader, SAM, SARL, SCS, SNC “l’extrait du Répertoire du Commerce et de l’Industrie”.
- ✓ For craftsmen, liberal professions and administrative offices a copy of the “autorisation ministérielle”.
- ✓ For commercial agents, the “extrait du Registre spécial d’inscription des agents commerciaux” (commercial agents registry).

IMSEE - 9 rue du Gabian (1<sup>st</sup> Floor) Fontvieille – (+377) 98 98 98 88 – imsee@gouv.mc - Opening hours : 9h30 to 17h00 Monday to Friday.

**STEP 4 : DÉCLARATION À LA DIRECTION DES SERVICES FISCAUX** – VAT number

You must register your business with the “Direction des Services Fiscaux” (Tax Department).

**Please provide :**

- ✓ your NIS attestation, provided by the IMSEE (in step 3) ;
- ✓ if necessary an “extrait du Répertoire du Commerce et de l’Industrie” (obtained in step 1).
- ✓ the form "Régime TVA" completed (that you can download on [en.spe.gouv.mc](http://en.spe.gouv.mc) or retrieve from the Direction des Services Fiscaux).
- ✓ if necessary a mandate authorising your representative to perform this process on your behalf.

Direction des Services Fiscaux - Division des Taxes – 57, rue Grimaldi – (+377) 98 98 81 21 / 22 – Opening hours : 9h30 to 17h00 Monday to Friday.

**STEP 5 : ADHÉSION À LA CAMTI-CARTI** – Social Security

Any physical persons who are authorized to carry out a non-salaried profession in the Principality of Monaco (craftsman, industrial, commercial and the liberal professions) must belong to the C.A.R.T.I. (Caisse Autonome des Retraites pour Travailleurs Indépendants) and the C.A.M.T.I. (Caisse d’Assurance Maladie pour Travailleurs Indépendants).

This activity may be carried out in one’s own name, as a partner in a general partnership, as a general partner of a corporate partnership or a corporate partnership limited by shares or as managing partner or a limited liability company. Non-salaried administrators of Monegasque limited companies and artists and authors are exempt.

Membership forms are sent directly to you (to your registered office’s address), or can be collected from the reception desk of the Service du Recouvrement des Cotisations (Contributions Service). Membership of C.A.M.T.I. and C.A.R.T.I. takes effect from the date of notification of the Ministerial authorization to operate.

The application must be submitted within one month from the commencement of activity or the resumption of activity, if activity has been suspended.

Caisses Sociales de Monaco - Service du Recouvrement des Cotisations - 11, rue Louis Notari – (+377) 93 15 43 86 – [recouvrement@caisses-sociales.mc](mailto:recouvrement@caisses-sociales.mc) - Opening hours : 09h00 to 12h00 and 14h to 17h00, Monday to Friday.

**STEP 6 : RECRUTEMENT DU PERSONNEL** – *Recruiting Staff*

Any new employer in the Principality who wishes to recruit must go to the “Service de l’Emploi” (Employment Office) to create an employer’s file and to affiliate itself to the necessary social bodies.

Any job offer must be reported to the “Service de l’Emploi” who will then forward the suitable candidates who have priority status in terms of employment in Monaco

As part of this meeting, key elements of both the current procedure for staff recruitment and general labor law information will be provided. The "Service de l’Emploi” will forward the necessary documents to different social organizations of the Principality to enable you to get a membership number, and thus hire staff members.

Direction du Travail - Service de l’Emploi – 2, rue Princesse Antoinette –  
(+377) 98 98 19 86 – Opening hours : 8h30 – 13h00 (after noon : appointments only ).