

**Required documents to be presented with the Membership application (Legal Person)**

1- **Work location:** submit the identification document as follow:

- Property deed in the name of the company or one of its associates
- Lease contract in the name of the company registered in the municipality
- Investment Contract – Free Management registered in the Commercial Register with a copy of the publicity in the pederal.

If the property of the plot is for one of the associates:

- “Joint Company or Limited Partnership Company”, must submit a letter showing that the associate agrees to handle to the Company and adopting it as its Head Office.
- “Limited Liability Company”, submit the minute of the Associates Assembly to authorize the Work location legalized from the Commercial Register.
- “Joint Stock Company”, must submit the minute of the General Assembly to agree to handle the work location to the company legalized from the Commercial Register.

2- **Registration before the Commercial Register:**

- Registration Application, Registration Certificate of incorporation in the Commercial Register
- Commercial Circular legalized in the Commercial Register (3 copies)
- “Individual Companies” Contract of Partnership legalized from the Commercial Register
- “Limited Liability Company” Articles of Association legalized from the Commercial Register
- “Joint Stock Company”
  - Articles of Association legalized from the Commercial Register

- Minutes of the General Constitutive Meeting of Shareholders Assembly legalized from the Commercial Register
- Minutes of the General Meeting of Shareholders Assembly (that designated the Board of Directors) legalized from the Commercial Register
- Minutes of the Board of Directors which designated the president and the administrative positions in the Company legalized from the Commercial Register.

### **3- Authorized signatory:**

- a- **Lebanese:** - copy of the Identity Card or recent Extract of Record
- b- **Foreigners:** - copy of the passport
  - Copy of the work permit from the Ministry of Labor and Social Affairs
  - Copy of Residency Permit from the General Security

4- **Industrial Corporations:** attestation or industrial certificate issued from the Ministry of Industry.

5- **Permit to Practice a profession or authorization** from the Official Competent party for professions and activities that needs authorization to be practiced.

6- **For Foreign Companies:** in addition to the mentioned above, submit:

- Information and News issued from the Ministry of Economic and Trade
- Legal designation to the person who is entrusted the management of the Company in Lebanon issued from the mother company.
- Minutes of the Board of Directors or the General Assembly that resulted to open the branch at company and the designation of a manager for it in Lebanon issued from the mother company

7- **The engagement of the concerned person to notify the Chamber of any amendment on his status:**

I undertake with the full responsibility that the information and attached documents with the application are correct. I also undertake to notify the Chamber of any amendment would happen to the legal status of the commercial store or the activity or the work location.

Authorized signatory:            Name:            Signature:            Date: