

REGISTER YOUR BUSINESS

HOLDING COMPANY





SETTING UP A HOLDING COMPANY

Required Documents/Tasks

- Company's Articles of Association
- Subscription deed
- Letter to the bank requesting the opening of a bank account (a company under incorporation) in which the capital will be deposited
- A confirmation letter issued by the bank confirming the subscription in full, by the shareholders in the company's capital
- Minutes of the Constitutive General Assembly meeting
- Minutes of the first Board of directors Meeting
- · Registration request
- Commercial Circular
- Domiciliation documents: title deed, lease agreement or permit of occupancy letter

• Step by Step - Completing the Registration

- Documents/Tasks to Complete
- · Documents to Collect

SET UP •

STEP 1: COMPLETION OF PRELIMINARY LEGAL TASKS

- Preparation of the company's Articles of Association.
- Signing by the founders of the Articles of Association before a Public Notary (in whose district the company's registered office is located).

STEP 2: SUBSCRIPTION AND PAYMENT

- Signing by the subscribers (future shareholders) of the subscription deeds (subscription in full, in the capital);
- Signing by the founders of the request letter addressed to the bank to open a bank account (a company under incorporation) in which the capital will be deposited;
- Deposit by the subscribers of their respective subscription amount in the bank account.
- Issuance by the bank of a certificate evidencing the subscription by the subscribers/ shareholders in full in the capital.

STEP 3: CONSTITUTIVE GENERAL ASSEMBLY AND FIRST BOARD OF DIRECTORS MEETINGS

- Hold a Constitutive General Assembly meeting to mainly:
 - Elect a Board of Directors, Appoint a Principal Auditor and a Lawyer.
 - Hold a of Board of Directors meeting to elect the Chairman General Manager.
 - Signing of the Commercial Circular by the Chairman and any other empowered signatories.
 - Complete the registration request to be signed by the company's lawyer.

STEP 4: REGISTRATION AT THE COMMERCIAL REGISTER

- Submit all the following documents at the Commercial Register of Beirut:
 - The registration request
 - The company's articles of association
 - Minutes of the Constitutive General Assembly Meeting
 - Minutes of the first Board Meeting
 - The Commercial Circular
 - The Bank certificate
 - · Copies of legal IDs or passports of all shareholders.
 - Domiciliation documents: title deed, lease agreement or permit of occupancy letter.

STEP 5: REGISTRATION AT THE BAR ASSOCIATION

Payment of lawyer's duties at the Beirut Bar Association.

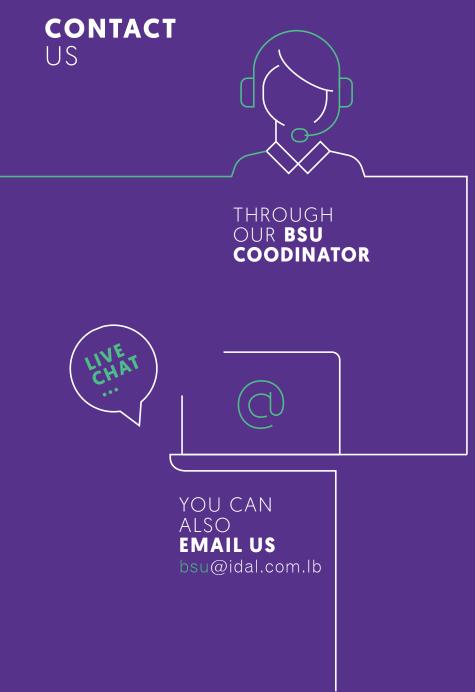
STEP 6: REGISTRATION OF THE COMPANY AT THE MINISTRY OF FINANCE

 The Company should apply for the commencement of activities at the Ministry of Finance within two months from the date of its registration at the commercial register failing which a LBP /2,000,000/ fine will apply.

A Tax Identification Number will be attributed to the company.

STEP 7: RELEASE OF CAPITAL

- Submit a capital release request along with the following documents to the bank:
 - Minutes of the Constitutive General Assembly meeting.
 - Minutes of the first Board Meeting.
 - A certified copy of the Certificate of Incorporation.
 - A certified copy of the articles of association.
 - A certified copy of the Commercial Circular.



OR VISIT US

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