



IDAL

INVEST IN LEBANON

REGISTER
YOUR
BUSINESS

HOLDING
COMPANY

BSU BUSINESS
SUPPORT
UNIT

SET UP



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

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.

SET UP

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.

CONTACT US



THROUGH
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