



**IDAL**

INVEST IN LEBANON

REGISTER  
YOUR  
**BUSINESS**

**LIMITED  
LIABILITY COMPANY  
OR S.A.R.L**

**BSU** BUSINESS  
SUPPORT  
UNIT

SET UP



# SETTING UP A **LIMITED LIABILITY COMPANY** OR S.A.R.L

## 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 partners in the company's capital
  - Minutes of the Partners 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 partners of the Articles of Association before a Public Notary in any district or directly before the Head Clerk of the Commercial Register.
- Hold a partners meeting to appoint one manager or more, a lawyer, and an auditor (if applicable).
- Signing of the Commercial Circular by the manager(s) and any other empowered signatories.
- Complete the registration request to be signed by the company's lawyer.

SET UP

## STEP 2: PAYMENT OF CAPITAL

- Signing by the partners of the subscription deeds (subscription in full, in the capital);
- Signing by the partners 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 partners of their respective subscription amounts in the bank account.
- Issuance by the bank of a certificate evidencing the subscription by the partners in full in the capital.

## STEP 3: REGISTRATION AT THE COMMERCIAL REGISTER

- Submit all the following documents at the relevant Commercial Register:
  - The registration request
  - The company's articles of association
  - Minutes of the partners Meeting
  - The Commercial Circular
  - The Bank certificate
  - Copies of legal IDs or passports of all partners.
  - Domiciliation documents: title deed, lease agreement or permit of occupancy letter

## STEP 4: REGISTRATION AT THE BAR ASSOCIATION

- Payment of lawyer's duties at the relevant Bar Association.

## STEP 5: 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 6: RELEASE OF CAPITAL

- Submit a capital release request along with the following documents to the bank:
  - Minutes of the partners 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  
OUR **BSU**  
**COORDINATOR**



YOU CAN  
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