



**Sole trader
Microenterprise**

Engaging in a sedentary and / or non-sedentary activity

The documents to be provided to constitute the registration application file

Your file can be processed by the CFE up to 30 days before the start date of the activity	Solde trader	Microenterprise
> Readable double-sided copy of identity card or passport copy	<input type="checkbox"/> 1	<input type="checkbox"/> 1
> Declaration on honor of non-conviction signed in the original of less than 3 months	<input type="checkbox"/> 1	<input type="checkbox"/> 1
Foreign nationals		
For nationals of a member state of the European Union, Iceland, Norway, Liechtenstein, Switzerland, Andorra, Monaco and San Marino		
> Readable double-sided copy of identity card or passport copy	<input type="checkbox"/> 1	<input type="checkbox"/> 1
For the other foreign nationals		
→ If they reside in France		
> Copy of both sides of a valid residence permit or a long-stay visa equivalent to a residence permit or of a temporary or multi-year residence permit	<input type="checkbox"/> 1	<input type="checkbox"/> 1
Residence permits which allow the exercise of a commercial activity bear the following information : " business owner / liberal profession" or "private life, family life" or "trader" or "skill and talent" or "talent passport"		
→ If they do not reside in France		
> Copy of both sides of the identity card or copy of the passport, with, if necessary, by a translation certified as true by the head of company	<input type="checkbox"/> 1	<input type="checkbox"/> 1
In case of marriage under a legal regime of community-property (marriage contract giving shared ownership of assets acquired during the marriage only - with or without contract - or the universal community of assets)		
> Original copy of the certificate which inform your spouse	<input type="checkbox"/> 1	<input type="checkbox"/> 1
For a married or civil partnership		
> Employee spouse option declaration co-signed by the head of company and the collaborating spouse	<input type="checkbox"/> 1	<input type="checkbox"/> 1
> Original extract of marriage contract less than 3 months old or PACS		
> Double-sided copy of identity card or passport copy of the collaborating spouse		
Provide a proof for the room		
If commercial premises		
> Copy of the proof of the commercial premises (commercial lease, deed of sublet, deed of transfer of lease rights)	<input type="checkbox"/> 1	<input type="checkbox"/> 1
If domiciliation at a usual adress of a company		
> Copy of the domiciliation contract	<input type="checkbox"/> 1	<input type="checkbox"/> 1
If the business address is at your home		
> Copy of proof of your address of less than 3 months with your name and surname (EDF or telephone bill, property or housing tax)	<input type="checkbox"/> 1	<input type="checkbox"/> 1
If the head of a company is hosted		
> Original accommodation certificate and a copy of proof of the address of less than 3 months with the name and the first name of the host accompanied by a copy of his identity card or passport	<input type="checkbox"/> 1	<input type="checkbox"/> 1
If the head of a company is a homeless person		
> Residence certificate issued by a valid CCAS, CIAS (social center) or a social domiciliation body	<input type="checkbox"/> 1	<input type="checkbox"/> 1
In the event of a business takeover		
If taken under lease-management		
> Copy of the lease-management contract		
> Copy of the certificate of publication in a journal of legal notices which mention the name of the newspaper and the date of publication or a copy of the newspaper which published the notice	<input type="checkbox"/> 1 <input type="checkbox"/> 1	<input type="checkbox"/> 1 <input type="checkbox"/> 1

If acquisition of a business assets <ul style="list-style-type: none"> > Copy of the registered deed of sale, unless it is an authentic deed > Copy of the certificate of publication in a journal of legal notices which mention the name of the newspaper and the date of publication or a copy of the newspaper which published the notice 	<input type="checkbox"/> 1 <input type="checkbox"/> 1	<input type="checkbox"/> 1 <input type="checkbox"/> 1
In the event of regulated activity		
<ul style="list-style-type: none"> > Copy of the diploma or authorization or approval delivered by the supervisory authority or copy of the prefectural decree (pub, transport, etc.) 		
To obtain the itinerant commercial card (non-sedentary) <ul style="list-style-type: none"> > The documents are submitted at the same time as the application for registration or after the receipt of the K-bis extract (refer to the website of the CCI Alsace in order to have more informations) 		
For the estate agent card request <ul style="list-style-type: none"> > Refer to the specific parts list 		
Social situation - Social Security number <ul style="list-style-type: none"> <input type="checkbox"/> Copy of the vital card 		

The registration must be established with a CERFA form duly completed and signed.
(sign the 2 sheets separately in the original)

- ⇒ **PO CMB form except microenterprise** downloadable from <http://vosdroits.service-public.fr/professionnels-entreprises/R13745.xhtml>
- ⇒ **PO CMB microenterprise form** downloadable from <https://www.service-public.fr/professionnels-entreprises/vosdroits/R39180>
- NDI Form - CERFA N ° 14943 * 01** for the declaration of one (or more) website domain name (s) (specific insert)
- > **The proxy**, when the form is signed by a an other person than the **head of company**

Cost of registration

For the CCI Alsace Eurométropole

You must enclose either a check which mention the order of the CCIAE, or a payment by credit card or cash

> For CFE Accompany 70 €

- Either for the analysis, study and diagnosis of your formality on file
- Either for analysis and physical or telephone appointment

For the Trade and Companies Register

You must enclose a check to the Judicial Court in the amount of :

If you are married or in a civil partnership

€ 8.03

Solde trader

- > Creation **24.08 + 8.03 = € 32.11**
- > Lease management / Management mandate/ Business takeover from the spouse / Purchase / Donation or other costly transfer **50.84 + 8.03 = € 58.87**

Microenterprise

- > Creation **Free + € 8.03**
- > Lease management, purchase **2.69 + 8.03 = € 10.72**

CFE - CCI ALSACE EUROMETROPOLE - JANUARY 2022

Pour toutes vos questions, contactez CCI Info Services

 **03 90 20 67 68**

 www.alsace-eurometropole.cci.fr/contact



8 rue du 17 novembre – BP1088
68051 Mulhouse Cedex

10 place Gutenberg – CS70012
67081 Strasbourg Cedex

1 place de la gare – CS40007
68001 Colmar Cedex

www.alsace-eurometropole.cci.fr