XAVIER BARET
NOTAIRE

Office notarial de Maître Xavier BARET
32 rue Hermel, 1st floor, 75018 Paris, France · +33 1 89 40 51 00
xavier.baret@notaires.fr · office-baret.notaires.fr

INFORMATION FORM

Company

This form concerns a company that is party to a deed (purchase, sale, contribution, share transfer) or a company to be formed. Please complete it with the legal representative and attach the requested documents.

File reference		Date	

Due diligence. Anti-money laundering rules require the notary to identify the company, its representative and its beneficial owners before receiving the deed. Complete information avoids any delay on the day of signing.

1. THE COMPANY

For a company to be formed, go directly to the section « Company to be formed ».

Company name	
Legal form (SCI, SARL, SAS, SCP, SELARL...)	
Share capital	
Registered office	
SIREN number and city of the Trade Register (RCS)	
Date of registration	
Corporate purpose (summary)	
Financial year-end date	

Is the company subject to corporation tax? *An SCI is in principle subject to income tax, unless it opts for corporation tax.*	☐ Yes ☐ No ☐ I don't know
Is the company registered for VAT?	☐ Yes ☐ No ☐ I don't know
Is the company subject to insolvency proceedings (safeguard, receivership, compulsory liquidation)?	☐ Yes ☐ No

2. THE LEGAL REPRESENTATIVE

Capacity (manager, chairman, managing director)	
Title, surname and first names	
Date and place of birth	
Nationality	
Address	
Mobile phone	
Email	
Appointed by (articles, partners' decision of ...)	

If another person signs for the company, attach the delegation of authority or the power of attorney.

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3. PARTNERS AND BENEFICIAL OWNERS

Beneficial owner: any individual who holds, directly or indirectly, more than 25% of the capital or voting rights, or who exercises control over the company.

Surname and first names, or company name	Shares held	% of capital	% of voting rights	Beneficial owner?

4. THE PLANNED TRANSACTION

☐ Purchase of a property by the company	☐ Sale of a property of the company
☐ Contribution of a property to the company	☐ Transfer of shares
☐ Capital increase or reduction	☐ Amendment of the articles
☐ Dissolution, liquidation	☐ Formation of a company
☐ Other:	

Description of the transaction (property concerned, price or value, timetable):

Has the transaction been authorised by the partners or by the competent body? *Attach the decision. The articles may require it, in particular for a property purchase or sale.*	☐ Yes ☐ No ☐ To be arranged
Is the financing provided by a loan or by partners' current account contributions?	☐ Loan ☐ Current accounts ☐ Both ☐ Not applicable

5. COMPANY TO BE FORMED

Proposed name	
Proposed legal form	
Amount of share capital	
Cash contributions (amount, contributor)	
Contributions in kind (asset, value, contributor)	
Allocation of capital between partners	
Proposed registered office	
Proposed manager or chairman	

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Preferred financial year-end date	
Preferred tax regime (income tax or corporation tax)	

A contribution of real estate to a company must be recorded in a notarial deed.

6. COMPLIANCE

Does the legal representative or a beneficial owner hold, or has held within the last year, a prominent political, judicial or administrative position, or are they close to such a person? *Question required of the notary by anti-money laundering regulations (politically exposed persons).*	☐ Yes ☐ No
Does a partner or beneficial owner live abroad?	☐ Yes ☐ No
Do any funds paid for the transaction come from abroad?	☐ Yes ☐ No

7. DOCUMENTS TO PROVIDE

☐ Kbis extract less than three months old	☐ Up-to-date articles certified as true copies
☐ Decision appointing the legal representative	☐ Decision authorising the transaction
☐ Identity document of the legal representative	☐ Identity document of each beneficial owner
☐ Extract from the register of beneficial owners	☐ Latest annual accounts
☐ Company bank details (RIB)	☐ Formation: proof of registered office address
☐ Formation: certificate of deposit of funds	☐ Formation: title deed of the property contributed

8. COMMENTS

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PERSONAL DATA PROTECTION NOTICE

The notarial office processes personal data concerning the persons mentioned herein in order to carry out notarial activities, in particular the formalities relating to deeds.

This processing is based on compliance with a legal obligation and the performance of a task carried out in the exercise of official authority delegated by the State to notaries, as public officers, in accordance with Ordinance No. 45-2590 of 2 November 1945.

Unless stated otherwise, the information requested in this document is necessary for the preparation and drafting of the deeds. Without it, the office may be unable to receive the deed, or to apply a provision favourable to the persons concerned.

This data may be transferred to the following recipients: legally authorised administrations or partners such as the Directorate General of Public Finances or, where applicable, the land register, notarial bodies, notarial organisations, the central registers of the notarial profession (Central Register of Last Wills, Central Electronic Register of Notarial Deeds, PACS register, etc.), notarial offices taking part in or contributing to the deed, the financial institutions concerned, specialised advisory bodies for the management of notarial activities, the Conseil supérieur du notariat or its delegate for producing statistics used to value real estate pursuant to Decree No. 2013-803 of 3 September 2013, and public or private bodies carrying out checks to identify politically exposed persons or persons subject to asset freezes or sanctions, and to combat money laundering and terrorist financing. These checks involve a transfer of data to a country outside the European Union governed by the European Commission's standard contractual clauses, intended to ensure a level of data protection essentially equivalent to that guaranteed within the European Union.

Disclosure of this data to these recipients may be essential to carrying out notarial activities.

Documents used to draw up, register and publish deeds are kept for 30 years from completion of all formalities. The authentic deed and its appendices are kept for 75 years, and for 100 years where the deed concerns minors or protected adults. Checks relating to politically exposed persons, money laundering and terrorist financing are kept for 5 years after the end of the business relationship.

In accordance with the applicable data protection regulations, individuals may request access to data concerning them. Where applicable, they may request its rectification or erasure, obtain restriction of its processing or object to it on grounds relating to their particular situation. They may also set instructions regarding the retention, erasure and disclosure of their personal data after their death.

To exercise these rights, individuals may write to the notarial office (xavier.baret@notaires.fr) or to the Data Protection Officer it has appointed (dpo.notaires@datavigiprotection.fr).

Anyone who gives the office information about other persons (spouse, children, heirs, company partners) is asked to inform them and to give them a copy of this notice.

If, after contacting the notarial office, these persons consider that their rights have not been respected, they may lodge a complaint with a European supervisory authority, the Commission nationale de l'informatique et des libertés (CNIL) in France.

9. CERTIFICATION AND SIGNATURE

As representative of the company, I certify that the above information is accurate and true, and I undertake to inform the office of any change before signing.

By signing, I acknowledge that I have read the personal data protection notice above.

Legal representative Date and signature	**Second representative (if any)** Date and signature