

# VAT REGISTRATION

## All steps to register an EU company for VAT in France

### 1/ A short call

One of our agent will have a short call with your company to get some explanation about your activity in France with the expected sales turnover, your type of customers (private, professional, company, institution) and the number of employees expected in France.

### 2/ Mandatory Documents

*Translation is required for some documents*

	Document	Translation
<b>Certificate of Incorporation</b> or commercial registry or any other similar document from the Principal's country of origin – with registered office address, company type, nature of business, directors name- and dated less than three (3) months	Copy	yes
<b>Constitutive Articles of Association</b> or Memorandum of Association - unnecessary if you have a sole trader company.	Copy Signed by director(s)	Yes - sworn translation if out of EU
<b>Banking certificate</b> justifying the company's <b>bank details</b> . If you have a French bank account, a « RIB » with the IBAN is requested.	Original	
<b>VAT Certificate</b> from the Principal's country of origin, dated less than one (1) year	Original	
<b>Power of attorney</b> printed on the company's letter headed paper giving us authorization to do the registration (see attache a template in French)	Original stamped/sig ned	
Contact of your <b>accountant</b> (French or European) with company name, address, email, phone. This person will be responsible for submitting the monthly VAT return		
Principal's <b>Legal Representative's ID Card</b>	Copy	
Principal's <b>Legal Representative's Passport</b> Please add manually the personal address	Copy	

Note that all documents have to be uploaded in your online access.  
Once we have validated them all, you can send by post all original documents required to :

French Office Customer Service  
350, chemin du Pré Neuf  
38350 LA MURE



SAS GLOBE SERVICES  
RCS. de Grenoble n° «482 906 294»

# VAT REGISTRATION

FRENCH OFFICE  
350, Chemin du Pré Neuf  
38350 La MURE - FRANCE  
Tél +33 4 58 00 50 81  
www.french-office.com

Here is the mandate. Copy paste on your company's letter headed paper, sign and stamp.

## POUVOIR - PROCURATION

Je soussigné(e).....

*Your name*

demeurant .....

*Your personal  
address*

.....  
.

Agissant en qualité de .....

*Your job*

de l'entreprise .....

*Company  
name*

Donne par les présentes pouvoir à Jérémie PIEDEBOUT dirigeant de la société Globe Services – enseigne French-Office, enregistrée sous le numéro de Siren 482 906 294 à Grenoble et située à 350, chemin du Pré Neuf 38350 LA MURE - FRANCE.

de pour moi et en mon nom faire tous dépôts, immatriculations, modifications et radiations concernant mon entreprise auprès des registres.

En conséquence, faire toutes déclarations et démarches, produire toutes pièces justificatives, effectuer tout dépôt de pièces, signer tous documents, requêtes et documents utiles, élire domicile, substituer en totalité ou en partie, et en général faire tout ce qui sera nécessaire.

L'exécution de ce mandat vaudra décharge au mandataire.

Fait à

*Location*

Le

*Date*