****

**APPLICATION FORM FOR**

**“CASABLANCA FINANCE CITY”**

**STATUS**

|  |  |
| --- | --- |
| **Applicant company’s name:** |  |
| **Date at which the signed form is submitted:** |  |

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# **INTRODUCTION**

FOR WHOM IS THIS APPLICATION FORM INTENDED?

The present form is for any company that wishes to apply for the “CFC Status” in order to conduct one or multiple eligible activities in accordance with Moroccan Decree-Law 2-20-665 and its implementing decree. CFC Authority will be the exclusive intermediary for the company filling out this form. The list of documents to attach to the present form is detailed in section VIII.

SUBMITTING THIS APPLICATION FORM

This form must be **sent along with all required documents by email only to the business development team. Pages 5 and 11 must be signed, scanned, and attached to the CFC status application form**. Applications sent in hard copy will not be considered.

**PROTECTION OF PERSONAL DATA**

All of the information and data provided in the context of the present application for the CFC status are confidential and will be exclusively used by CFC Authority and other member organizations of the CFC Committee responsible for granting the CFC status, for the purposes stated in view of the present application. The processing and use of this information and data by the aforementioned organizations will take place in accordance with the provisions of Moroccan Law 09-08 relating to the processing of personal data. Under no circumstances will the information and data provided be shared with third parties or made public without obtaining the applicant company’s prior written consent.

The applicant company declares that it has been informed that its personal data is collected, recorded, and processed by CFC Authority in the context of the purposes described above. This processing is necessary in view of the legitimate interests of CFC Authority.

Consequently, the applicant company authorizes CFC Authority and the aforementioned organizations to process its data, in accordance with regulations in force.

The applicant company, subject to the condition of providing proof of its identity and in accordance with Moroccan Law 09-08, has the right to access its personal data, rectify it, and oppose the processing of its data for legitimate reasons.

To exercise these rights, the applicant company must contact dcp@cfca.ma.

# **DECLARATION AND CONSENT**

**II. 1 DECLARATION OF AUTHORIZED PERSONS**

I hereby declare the following:

* + - **I have the authority to fill out this CFC status application on behalf of the applicant company.**
		- **The applicant company is fully aware of the provisions of Moroccan Decree-Law 2-20-665 and its implementing decree, and in particular:**
* **the provisions regarding the activities eligible for the CFC status category for which the company is applying by submitting the present form.**
* **the provisions regarding the obligations of companies with the CFC status.**
	+ - **The applicant company commits to accept and comply with all obligations regarding the CFC status, as detailed in Annex 1.**
		- **The applicant company commits to respect regulations in force, and in particular Moroccan Law 43-05 relating to anti-money laundering.**
		- **All information provided in this application form (including attached documents) is accurate and complete, to the best of my knowledge, after reasonable review.**
		- **If, at any time subsequent to this declaration, I become aware of an important change in the information provided (including attached documents) which could have a tangible effect on the evaluation of this application, I commit to inform Casablanca Finance City Authority (and any regulatory authority concerned) of this fact in writing as soon as possible.**

**II. 2 AUTHORIZED PERSONS’S CONSENT**

I hereby acknowledge that it may be necessary for Casablanca Finance City Authority to obtain information from regulatory authorities, law enforcement authorities, or other entities (whether in Morocco or elsewhere) in order to examine and evaluate this application with accuracy.

As a result, I hereby acknowledge that CFC Authority may obtain all necessary information from third parties, which CFC Authority believes to be useful for the purposes of examining and evaluating the present application.

**IMPORTANT**

**Knowingly or neglectfully providing false or deceitful information to CFC Authority or organizations acting on behalf of CFC Authority constitutes a violation of the law on the CFC status, its implementing decree, and the CFC Code of Ethics.**

 Information on the signing officer

|  |  |
| --- | --- |
| **First name, last name, and position of the signing officer**  | **First name:** **Last name:** **Position:**  |
| **Date (DD/MM/YYYY)** |  |
| **Signature** |  |

**If the signing officer is the Managing Director of the company, please attach the company’s elements of incorporation.**

**If the signing officer is another appointed person, please attach the document authorizing him or her to carry out this task on behalf of the applicant company.**

# **INFORMATION ON THE APPLICANT COMPANY**

|  |
| --- |
|  **IDENTIFICATION OF THE APPLICANT COMPANY****If the applicant company is currently being created, please specify this in section III.6 and only fill out available information.** |
| **III.1 Company name** |  |
| **III.2 Legal form** **(if the applicant company is a branch or a representation office, please also answer the questions in III.19 to III.24)** |  **Representation office****Branch****SA (Corporation)****SARL (Limited liability corporation)****SARLAU (Moroccan single shareholder limited company)****SAS (Simplified joint stock company)** |
| **III.5 Corporate capital (MAD)** |  |
| **III.6 Place and date of incorporation (DD/MM/YYYY)** |  |
| **III.7 Actual or anticipated date of beginning of operations** |  |
| **III.8 Company registration** |  |
| **III.9 Moroccan tax identification number (ICE)** |  |
| **III.10 Corporate headquarters address** |  |
| **III.11 Address of the main establishment (if different from the head office)** |  |
| **III.12 Main telephone No.** |  |
| **III.13 Website address** |  |
| **III.14 Please provide information on any professional body of which the applicant company is a member and/or which regulates it (if applicable)** |  |
| **III.15 Please provide information on the main shareholders of the company** |  |
| **III.16 If the applicant company is a part of a corporate group, please provide a detailed breakdown of the group (organizational diagram, shareholders, key figures, main activities…)** |  |
| **If the applicant company is a branch or a coordination center, please provide the information indicated below:**

|  |  |
| --- | --- |
| **III.17** Will the company be acting as a representation office on behalf of its parent company? |  **Yes**  **No**  |
| **III.18** Corporate capital (MAD) |  |
| **III.19 Place and date of incorporation (DD/MM/YYYY)** |  |
| **III.20 Actual or anticipated date of beginning of operations (DD/MM/YYYY)** |  |
| **III.21 Company registration number** |  |
| **III.22 Corporate headquarters address** |  |
| **III.23 Address of the main establishment (if different from the corporate headquarters)** |  |
| **III.24 Main telephone No.** |  |
| **III.25 Website** |  |

**MAIN CONTACT FOR THIS APPLICATION** |
| **III.26 First and last name** |  |
| **III.27 Position held within the company** |  |
| **III.28 Telephone and email** | **Telephone:****Email:**  |

|  |
| --- |
| **PROFESSIONAL ADVISOR (if applicable)** |
| **III.29 Professional advisor’s company name**  | **Company name:** |
| **STATUTORY AUDITOR (if applicable)** |
| **III.30 Audit firm’s name** |  |
| **III.31 Date of statutory auditor’s appointment (DD/MM/YYYY)** |  |

 **Please attach a copy of the mandate letter of the statutory auditor**

# **INFORMATION ON THE DIRECTORS OF THE APPLICANT COMPANY**

**This section must be filled out and signed by the applicant company’s CEO or Managing Director**

**In case your company is managed by 2 CEOs/2 Managing Directors, please provide their information in the table below:**

|  |  |
| --- | --- |
| **IV.1 Exact title of the position(s) held by the person/people at the applicant company** |  |
| **IV.2 Title (Mr./Mrs.)** |  |
| **IV.3 Last name(s)** |  |
| **IV.4 First name(s)** |  |
| **IV.5 Date and place of birth (DD/MM/YYYY)** |  |
| **IV.6 Nationality(ies)** |  |
| **IV.7 Moroccan national identity card number (for Moroccan citizens) OR****Passport number (for foreign citizens)****Please attach a copy of the document** |  |
| **IV.8 Telephone number(s)** | **(+212)****(+212)** |
| **IV.9 Email**  |  |

 **Please attach the detailed CV(s) of the person/people**

**COMPLEMENTARY INFORMATION:**

 **Please answer all questions below:**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **1. Has this person previously been convicted or found guilty of a crime related to fraud, theft, falsifying accounting entries, serious tax offenses, dishonesty, money laundering, market manipulation, insider trading, or any other crime related to the financial sector?** |  |  |
| **2. Has this person been previously prohibited from accessing, disbarred from, or requested to resign from any profession, job position, position of trust, or fiduciary duty, whether paid or not?** |  |  |
| **3. Has this person been denied, restricted, or suspended from carrying out a business activity, career, or profession for which a license, certification, authorization, or other specific approvals are necessary?** |  |  |
| **4. Has a court or a regulator of a competent jurisdiction previously prohibited this person from acting as a member of a board of directors or from exercising any other management position at any company, corporation, or other legal entity?** |  |  |
| **5. Has this person been the subject of a reprimand, allegation, suspension, expulsion, fine, enquiry, intervention, or disciplinary action carried out by an overseas regulatory authority, a governmental authority, or any other regulatory or an overseas authority, or a similar organization?** |  |  |
| **6. Has a company, corporation, or other legal entity been dissolved, put up for liquidation, closed, placed in receivership, gone bankrupt, or come to a settlement with its creditors, in any country or jurisdiction at a time when the person in question was a director, partner, or otherwise involved in the management of this entity? This includes if this person held one of these positions within a timeframe of one year prior to the dissolution of the aforementioned entity.** |  |  |
| **7. Has this person been the subject of an unfavorable ruling issued by a court of competent jurisdiction in a case related to fraud, professional misconduct, illegal trade or another type of misconduct?** |  |  |
| **8. Has this person been involved in the management of a company, corporation, or other legal entity that has been investigated for bad practices or misconduct?** |  |  |
| **9. Has this person previously been the subject of disciplinary actions ordered by a government body, institution, or other self-regulation organization, or professional organization?** |  |  |
| **10. Has this person been the subject of a formal complaint related to permitted activities concerning their character, competence, or financial soundness?** |  |  |
| **11. Has this person previously violated a financial service’s legal provision, rule, code of practice, or any other standard stated or adopted by an overseas regulatory organization or any similar organization?** |  |  |

**If the person answered “Yes” to any of the questions above, please provide more details in the space below.**

**If you need more space, please attach additional pages as needed.**

**SIGNED SWORN STATEMENT**

**I hereby certify that the information provided is true, accurate, and complete, to the best of my knowledge and opinion. I understand that it is a violation of the law and CFC rules to knowingly or carelessly provide CFC Authority with false, deceitful, or untrue information, or concealing information, which is likely to mislead or deceive CFC Authority.**

**CFC Authority reserves the right to review this form and/or to contact me in order to obtain further information to support this application.**

|  |  |
| --- | --- |
| **First name, last name, and position of the person** | **First name:****Last name:** **Position:** |
| **Date (DD/MM/YYYY)** |  |
| **Signature** |  |

# **CFC STATUS CATEGORY**

**Please check the CFC status category for which the application is being submitted and specify the nature of the activities foreseen under this category.**

1. **FINANCIAL INSTITUTION**

Please specify the CFC status subcategory\*:

**Banking or credit institution**

 **Insurance and/or reinsurance company**

 **Insurance/reinsurance broker company**

**Holding company**

**Investment companies**

**Mutual funds**

**Organization carrying out one of the following activities:**

**The collective or individual management of securities portfolios**

**Negotiating securities (on its own or on behalf of a third party)**

 **Investment in any form**

 **Services related to crowdfunding platforms**

 **Financial investment advising**

 **Private wealth management**

 **Credit rating**

 **Other investment services provider**

 For the answer “other investment services provider” please specify the type of services provided:

**Please specify if a license or authorization has been granted to the applicant company by a domestic or international regulatory authority, the date the said approval was granted, and the name of the competent authority (attach a copy of the authorization).**

1. **NONFINANCIAL COMPANY**

Please specify the CFC status subcategory\*:

**Auxiliary service provider (ex- professional services provider)**

Please specify all types of services foreseen

**Technical and administrative services provider (ex- regional headquarters)**

Please specify all types of services foreseen

 **Trading company**

 Please specify the assets and services involved in this trading activity.

(\*) Please refer to Moroccan Decree-Law 2-20-665 for the definition of the services eligible for each of the aforementioned subcategories.

# **DEVELOPMENT STRATEGY AND SUBSTANCE**

1. **INTERNATIONAL DEVELOPMENT STRATEGY**

|  |  |
| --- | --- |
| **VI.1 Please specify any information allowing to evaluate the applicant company’s international development strategy, in particular in Africa.** |  |
| **VI.2 Please list the activities and services that the company plans to conduct with the CFC status, as well as the type of target clients.** |  |
| **VI.3 Please provide information on any similar activity or activities that the applicant company has carried out recently and the countries where these activities took place.** |  |

1. **SUBSTANCE**

**B.1 Please indicate your workforce forecasts over the upcoming 5 years:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Y**  | **Y+1** | **Y+2** | **Y+3** | **Y+4** |
|  |  |  |  |  |

**B.2 Please indicate your revenue forecasts (MAD) over the upcoming 5 years:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Y**  | **Y+1** | **Y+2** | **Y+3** | **Y+4** |
|  |  |  |  |  |

**B.3 Please indicate your operating expenses forecasts (MAD) over the upcoming 5 years:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Y**  | **Y+1** | **Y+2** | **Y+3** | **Y+4** |
|  |  |  |  |  |

# **APPLICANT COMPANY’S BACKGROUND**

**Please check “YES” or “NO” in the appropriate box for each question.**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **VII.1 Is the applicant company, any of its directors, any entity related to it, or any of the directors of this related entity currently the subject of a public, regulatory, civil, or criminal investigation or involved in any disciplinary proceedings, or have any of these persons been the subject of any of these proceedings or investigations in the past?** |  |  |
| **VII.2 Is the applicant company, any of its directors, any entity related to it, or any of the directors of this related entity currently the subject of any type of penalty, sanction, fine, or disciplinary ruling issued by a government department or body, or have any of these persons been the subject of any of these penalties, sanctions, fines or disciplinary rulings in the past?** |  |  |
| **VII.3 Has the applicant company, or any entity related to it in any country or jurisdiction been dissolved, put up for liquidation, closed, put up for receivership, declared bankrupt or come to an agreement with its creditors?** |  |  |
| **VII.4 Has the applicant company, or any entity related to it been the subject of rulings against them?** |  |  |
| **VII.5 Has the applicant company, or any entity related to it ever had a license revoked or refused by an overseas regulatory authority?** |  |  |
| **VII.6 If the applicant company has answered “Yes” to any of the questions in this section, please provide details regarding the circumstances and outcome in respect to the issue in question, and attach any appropriate document in relation to this question:** |  |

# **LIST OF DOCUMENTS TO BE ATTACHED**

DOCUMENTS TO BE ATTACHED FOR THE CFC STATUS APPLICATION (electronic format)



|  |  |
| --- | --- |
| **Document** | **Check if included** |
| **Company’s elements of incorporation (or the elements of incorporation of the entity to which the company belongs in the case of a branch or coordination center)** |  |
| **Company name availability certificate (Moroccan “*Certificat négatif*”) (if the company is currently being incorporated)** |  |
| **Company registration document** |  |
| **Tax identification certificate** |  |
| **Tax returns for the 3 previous financial years for companies already in existence** |  |
| **Detailed overview of the group or parent company (organizational diagram, shareholders, key figures, main activities, geographic presence…)** |  |
| **Minutes or other supporting document authorizing each of the signing officers to carry out this duty on behalf of the applicant company** |  |
| **Copy of the letter appointing the statutory auditor (if applicable, see section 3)** |  |
| **Copy of the licenses/authorization(s) granted to the applicant company by a domestic or international regulatory authority (if applicable)** |  |
| **Copy of the appropriate passports’ pages (or CIN for Moroccans) for the Managing Director or CEO** |  |
| **CV of the manager or CEO** |  |
| **Sworn statement signed by the Managing Director or CEO stating that the information provided is true, accurate, and complete, to the extent of his or her knowledge**  |  |
| **CV of the Managing Director(s) with professional experience at the international level and residing in Morocco** (Number of years required: Minimum of 3 years for technical and administrative service providers, auxiliary service providers and trading companies / Minimum of 1 year for other activities) |  |
| **Complementary information (in the form of attached documents) in the event that the company has answered “Yes” to one of the questions on individuals (see section 7)** |  |

**DOCUMENTS REQUIRED FOR COMPANY ESTABLISHMENT (SA/SARL) IF THE COMPANY HAS NOT YET BEEN INCORPORATED AND WOULD LIKE CFC AUTHORITY TO PROVIDE ASSISTANCE**

|  |  |  |
| --- | --- | --- |
|  | **SA** | **SARL** |
| Moroccan company registration form (*Formulaire Unique Personne Morale*) | x | x |
| Moroccan business name availability certificate (*Certificat négatif*) (\*) | x | x |
| Proof of address (\*\*) | x | x |
| Memorandum and articles of association, registered | Or | x |  |
| Memorandum and articles of association, unregistered (\*\*\*) | x |
| Minutes appointing the Chairman, statutory auditors, or directors, registered | Or | x |  |
| Minutes appointing the Chairman, statutory auditors, or directors, unregistered |  |
| Minutes appointing the Managing Director, registered | Or |  | x |
| Minutes appointing the Managing Director, unregistered |
| CIN of the Managing Director (passport if he or she is not a Moroccan citizen) | x |
| CIN of people in administrative positions (passport if not Moroccan citizens) | x |  |
| Affidavit that funds have been blocked | x | x(if capital >= 100,000 MAD) |
| List of subscribers indicating the number of shares subscribed, and the amounts paid in by each | x |  |
| Subscriber’s form (for each subscriber) | x |
| Statement of subscription and payment | x |
|  **If related legal entity:** |  |
| Moroccan company: template 7 or registration certificateForeign company: Registration certificate (\*\*\*\*) | Or | x | x |

(\*) The *certificat négatif* can be requested at the CRI (OMPIC counter)

(\*\*) Deed of ownership, lease agreement, or certificate of residence from a legal entity

(\*\*\*) Co-signed by the statutory auditor for SAS only (\*\*\*\*) plus the French or Arabic translation

# **ANNEX 1: COMMITMENTS RELATED TO THE CFC STATUS**

Any company applying for the CFC status must be fully aware of its legal obligations under the CFC status as defined by Moroccan Decree-Law 2-20-665 relating to the CFC status. Acceptance of and compliance with these obligations is a necessary condition for obtaining and retaining the CFC status, and failure to comply with them may lead to the withdrawal of the aforementioned status.

**THESE OBLIGATIONS ARE THE FOLLOWING:**

* For entities established according to local Moroccan law (excluding SAs), the **commitment to increase company capital to a minimum of MAD 300,000 within 6 months** of the date of the notification of the CFC status granting decision.
* For the CFC status granted “conditional on the creation of the entity,” the **commitment to finalize the processes to legally establish the entity within 6 months** of the date of the notification of the CFC status granting decision.
* **The commitment to transfer the corporate headquarters and all of the activities of the company with CFC status to the dedicated Casablanca Finance City zone.**
* **The payment of annual CFC status fees**

Please note that CFC Authority reserves the right to review the breakdown of annual fees. In this case, companies with the CFC status shall be notified by CFC Authority and the new breakdown will take effect as of January 1st of the year following the year in which the annual fees were reviewed.

* **The obligation to send CFC Authority an annual report on the company’s previous corporate year.** The annual report must be sent prior to March 31stof the year underway and must be drawn up in accordance with the template sent by CFC Authority. For companies, which corporate year closes on June 30, an interim report drawn up based on the data available as of this date must be sent prior to March 31st of the year underway, and the final report with financial statements (certified if necessary) must be sent once the corporate year is closed.
* **The acceptance of the Casablanca Finance City Code of Ethics** (available at [www.casablancafinancecity.com](http://www.casablancafinancecity.com)).
* **The obligation to notify CFC Authority in the event of an important change at the CFC member company** or in the event of a change in the conditions under which its status was granted.

|  |
| --- |
| **MAIN CONTACT FOR REAL ESTATE** |
| First and last name |  |
| Position |  |
| Telephone |  |
| Email |  |
|  |  |
| **CURRENT LEASE** |
| Address |  |
| Date at which the lease agreement was signed |  |
| Renewal period |  |
| Number of square meters |  |
|  |  |
| **OFFICE RENTAL NEEDS** |
| It is advisable to fill out this section taking into account the future growth of the company’s workforce, and to include the needs of other entities belonging to the same corporate group which also benefit from the CFC status. |
| Minimum foreseen surface area |  |
| Maximum foreseen surface area |  |
| Minimum foreseen workforce |  |
| Maximum foreseen workforce |  |
| Specific constraints |  |
| **SHARED SPACE OPTION** |
| Would you be interested in renting workspace? |  |
| If yes, how many workstations or square meters would you need? |  |

# **ANNEX 2: OFFICE RENTAL NEEDS QUESTIONNAIRE**