



**LIBERAL ARCHITECTURE COMPANY
REGISTRATION APPLICATION WITH
ORDRE DES ARCHITECTES DE**

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Conseil Régional use only

CROA N°

Régional Receipt N°

National Registration N°

Completed application submitted received

Application receipt issued

CROA decision registration approved

registration refused

Reasons:

1. Company name

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Institut National de la Propriété Industrielle (www.inpi.fr) search to check if company name is protected

2. Legal status

- Société d'exercice libéral à responsabilité limitée à associé unique (SELURL)
- Société d'exercice libéral à responsabilité limitée (SELARL)
- Société d'exercice libéral sous la forme de SA (SELAFA)
- Société d'exercice libéral sous la forme de SAS (SELAS)
- Société d'exercice libéral sous la forme de SASU (SELASU)

3. Main business address

Residence.....

Street

Known as

Postcode Town

Telephone Mobile Fax

Email Website

4. Architecture company composition

Company share capital..... (in euros)

Divided into equal parts of..... euros each

1 - Natural persons and businesses, architects or architecture companies must hold more than half of the share capital and voting rights

4.1.1. Architect partners registered or applying for registration with the Ordre des Architectes

Surname	Forename	National registration N°	Shares held
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4.1.2. Other partners

❖ **Architect partners** registered or applying for registration with the Ordre **not practicing within the company**

Surname	Forename	National registration N°	Shares held
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❖ **Architecture companies** registered with the Ordre **not practicing within the company**

Company name	National registration N°	Shares held
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❖ **Sociétés de participations financières de profession libérale** listed on Special Register

Company name	National registration N°	Shares held
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❖ **Architect partners** established in another Member State of the European Union or of the European Economic Area and in lawful practice of the profession of architect

Surname	Forename	Country where established	Shares held
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❖ **Companies** established in another Member State of the European Union or of the European Economic Area

More than half of the company share capital and voting rights must be held by qualified persons in lawful practice of the profession of architect.

Business name/represented by	Country where established	Shares held
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4.2 - Other partners natural persons or businesses may hold up to 49% of the share capital and voting rights

Partners who are persons in another regulated profession or property development, investors, etc.

Surname	Forenames	Shares held
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❖ **Partner companies**

Business name/represented by	Shares held
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5. Company governing bodies

5.1 - SELURL and SELARL

All managers must be architects

If among partners, practicing architects natural persons hold more than 50% of the share capital and voting rights, they must be chosen as managers.

If among partners, no practicing architect natural person holds more than 50% of the share capital and voting rights, the majority of natural persons or companies are chosen as manager(s).

❖ Managers appointed among the **architects** practicing within the company (surname/forename)

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❖ Managers appointed among the **architects** not practicing in the company

They are chosen among the architect partners registered with the Ordre des Architectes or lawfully established in another Member State of the European Union or of the European Economic Area in lawful practice of the profession of architect.

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❖ **Société de participation financière de profession libérale, managing director**

Company name	Represented by (surname/forename/position)
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❖ **Architecture, company, manager**

Also concerned, a company lawfully established in another Member State of the European Union or of the European Economic Area in lawful practice of the profession of architect.

Business name	Represented by (surname/forename/position)
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5.2 - SELASU and SELAS

*The chairwoman/man must be chosen from among majority partners.
General managers must be chosen from among majority partners.
If among majority partners, architects practicing within the SELAS must be chosen as chairwoman/man and managers.*

❖ **Surname and forename of chairwoman/man**

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❖ **Surname and forename of managing directors (natural persons)**

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❖ **Company name of business that provides general management (representative surname/forename)**

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5.3 - Conventional SELAFA

SELAFA is composed of 3 governing bodies: board of directors, chairman/woman, general manager(s). If among majority shareholders, architects practicing within the SELAFA must be chosen as members of all governing bodies.

❖ **Board of directors is composed of 3 to 18 members (not necessarily shareholders)**

At least 2/3 of board members must be architects natural persons

Surname/forename or company name/position	Surname/forename or company name/position
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2)
3)
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❖ **Chairwoman/man**

S/He must be chosen among majority partners

Surname/forename or company name (company representative surname/forename)

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❖ **General Director(s)**

They must be chosen among majority partners.

Surname/first name or company name (company representative surname and first name of the)

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5.4 - SELAFA with executive board

SELAFA with an executive board is composed of 3 governing bodies: supervisory board, executive and chairwoman/man. If among the majority partners, there are architects practicing within the SELAFA, they must be chosen as members of all governing bodies.

❖ **Supervisory board is composed of 3 to 18 members**

At least 2/3 of the members of supervisory board must be chosen among majority partners (natural persons or companies).

Surname/forename or business name/position

1)
2)
3)

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Surname/forename or business name/position

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❖ **Executive board (composed of 5 members maximum, chosen from majority shareholders)**

If capital of SELAFA is less than 150,000€, the executive may consist of a single member, a single managing director who must be chosen from among majority shareholders.

If capital of SELAFA is equal to or greater than 150,000€, the executive must be composed of at least two members. At least half of the members of the executive must be chosen among majority shareholders.

Surname/forename or company name

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Position

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❖ **Executive board chairman/woman**

S/He must be chosen among majority shareholders.

Surname/forename or company name (company representative surname/forename)

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Company registration with the Ordre des Architectes incurs the following obligations for partners:

- ❖ Declare planning and development applications in her/his personal space on the website: <https://www.architectes.org/user>
- ❖ Declare continuing professional development or additional training s/he undertakes in her/her personal space on the website: <https://www.architectes.org/user>
- ❖ Inform the Conseil Régional all changes; notably changes to company statutes or list of partners (clause 13 of Architecture Act 1977)
- ❖ Inform the Conseil Régional of professional interests that company has with a natural person or company undertaking an activity that benefits directly or indirectly from construction, subsequent to registration
- ❖ Inform the Conseil Régional of all changes in the capital of any partner architecture company and any partner company established in another Member State of the European Union or of the European Economic Area.
- ❖ Inform the Conseil Régional of removal from the Register of Architects of one or more partners of the above named European company by a European registration board.
- ❖ Inform the Conseil Régional of removal from the Register of Architects of one or more partners established in another Member State of the European Union.
- ❖ Send the Conseil Régional a professional liability insurance certificate
 - first year, within 30 days of registering the company with the Ordre
 - subsequent years, by 31 March each year

Pursuant to clause 16 of Architecture Act 1977, any architect (natural person or architecture company) whose liability may be incurred by reason of the acts s/he/it performs in a professional capacity (or the acts of his employees) must be covered by insurance.

Pursuant to clause 27 of 78-17 Act pertaining to data processing, files and individual liberties, the right to access and rectification can be exercised through the Conseil Régional de l'Ordre des Architectes where the company is registered.

Partners confirm information given in this registration application is correct and authorise the Ordre des Architectes to undertake all necessary checks.

Date

Signatures of all partners (architects **and** non-architects)

DOCUMENTS TO PROVIDE

The architecture company registration application must include the following documents:

1/ Company registration forms

- Registration application form signed by all partners
- Individual application (one for each architect partner)
- 'Exercice de la profession' form (one for each architect partner)

2/ Copy of company statutes

They must be dated, initialled and signed by all partners.

3/ Individual registration certificate on the Register of Architects or its architect partners annex, or their individual registration application if applying for registration

4/ Partners natural persons practicing in another Member State of the European Union or of the European Economic Area

- Copy of a registration or establishment statement in her/his country of establishment together with a translation into French by an official or sworn translator
- A sworn statement in French, certifying that s/he undertakes to inform the Conseil Régional of any removal or prohibition to practice incurred in her/his country of establishment.

5/ For partner companies established in another Member State of the European Union or of the European Economic Area

- Company statutes together with their translation in French by an official or sworn translator
- List of partners in the company signed by the legal representative and stating their position and the distribution of share capital
- Copy of a registration certificate or establishment statement in her/his country together with its translation in French by an official or sworn translator

In addition, for each architect partner of the company established in another Member State of the European Union (or for each qualified person in lawful practice of the profession of architect in another Member State of the European Union)

- Copy of the professional qualification recognised by the French State (list can be consulted on website <http://www.architectes.org/les-dipl%C3%B4mes-%C3%A9trangers-reconnus-en-france>)
- Copy of a registration certificate or establishment statement in her/his country of establishment together with a translation in French by an official or sworn translator

6/ Payment of registration fees

The registration application must be accompanied by payment of the registration fees.

In 2018, the Ordre registration fee amount is 300 euros for single-owner architecture companies. For other architecture companies, the registration fee is 500 euros.

Fees are not refunded by the Ordre even in the event the company is refused registration.