



**ARCHITECTURE COMPANY
REGISTRATION APPLICATION
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 form

- Entreprise unipersonnelle à responsabilité limitée (EURL/SARL à associé unique)
- Société à responsabilité limitée (SARL)
- Société par actions simplifiée à associé unique (SASU)
- Société par actions simplifiée (SAS)
- Société anonyme (SA)
- Société coopérative de production sous la forme de SARL (SCOP SARL)
- Société coopérative de production sous la forme de SA (SCOP SA)
- Société civile professionnelle (SCP)

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

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

❖ **Architect partners** registered or applying for registration with the Ordre des Architectes

Surname	Forename	National Registration N°	Shares held
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❖ **Architecture companies** registered with the Ordre des Architectes

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 eligible 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 (who may hold up to 49% of the capital and voting rights for natural persons or 25% for businesses)

❖ **Non-architect partners (natural persons)**

Surname	Forename	Shares held
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❖ **Non-architect partners (businesses)**

Company name, represented by	Shares held
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5. Company governing bodies

5.1 EURL, SARL and SCP

If single-owner, the manager must be an architect natural person. In the event of several managers, at least half must be an architect natural person registered in France with the Ordre or practicing 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 of **managers architect physical persons** registered in France with the Ordre or established in another Member State of the European Union

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- Business name of **architecture companies, managers**

Business name	Represented by (surname/forename/position)
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- Surname/forename of **non-architect managers, natural persons**

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- Business name of **non-architect companies, managers**

Business name	Represented by (surname/forename/position)
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5.2 SAS and SASU

The sole chairman/woman must be an architect natural person registered in France with the Ordre or established in another Member State of the European Union.

- Surname/forename of chairman/woman

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5.3 Conventional SA

The SA is composed of 3 governing bodies: the board of directors, chairman/woman, general manager(s)

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

The majority of the board of directors members must be architects natural persons

❖ **Executive board (composed of 5 members maximum, natural persons)**

If the capital of the SA is less than 150,000€, the executive can be composed of a single member, general manager, architect natural person

If the capital of the SA is equal to or greater than 150,000€, the executive board must be composed of at least two members. At least half of the executive members must be architects natural persons

Surname/forename

Position (architect/non-architect)

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❖ **Executive board chairwoman/man**

S/he must be an architect natural person

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 of 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 your registration.
- ❖ Inform the Conseil Régional of all changes in the capital of any associated architecture company and any associated 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 any partner 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 its 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.

The partners confirm information given in this company 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 REQUIRED

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 partners 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 sole-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.