

*Dom@Paris: your address, our services*



Know everything about company  
domiciliation at Dom@Paris

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## 1. What is company domiciliation at Dom@Paris?

Company domiciliation is the possibility for all companies to benefit from a **prestigious address** in the heart of a burgeoning business district. It is a real support for entrepreneurs who wish to be helped in the creation and development of their structures.

By relying on Dom@Paris, you are sure to benefit from **personalized services and advice** from an attentive team which is always listening to your needs. Indeed, we are committed to satisfying those who request them by guaranteeing a professional reception and a permanent availability.

The particularity of Dom@Paris is to offer to its customers a **unique quality address**. Present from morning to evening, our watchword is to be available for you and attentive. With Dom@Paris, you will never be considered as a simple mailbox anymore.

Dom@Paris relies on a **privileged proximity relationship**; that is why being customer of our company consists in benefiting from professional assistance and support from an experienced team.



## 2. Which are the services provided by Dom@Paris?

With Dom@Paris, you benefit from a logistics stewardship able to ensure the following services:

### 2.1. Domiciliation of your company

**The domiciliation of your company** enables you to live at your own rhythm thanks to adapted solutions and a mail management service to your choice:

- ✓ Reception of your mail in our office;
- ✓ Daily or weekly forwarding of your mail by post;
- ✓ Transmission of your mail online by scan for a real-time consultation wherever you are.

### 2.2. Secretarial assistance

**Secretarial assistance** is an aid provided to companies which do not have a secretary, which must draw up documents, urgently deliver a service or which wish to create quality communication supports.

For this purpose, Dom@Paris offers you proofreading and document correction, input (texts, charts...), impression, scan or even communication supports conception (such as flyers) services.



### 2.3. Hotline

**The hotline** is the ideal solution for being always present!

Occasional or permanent need? Choose your formula according to your job and your travels:

- ✓ Are you often away for professional meetings and afraid of missing an important call? Dom@Paris offers you a personalized hotline thanks to which you will always be joinable by your current or potential customers.
- ✓ Do you need a fixed telephone line number to indicate on your documents? Dom@Paris provides you with a number which prevents you from subscribing to an external operator.

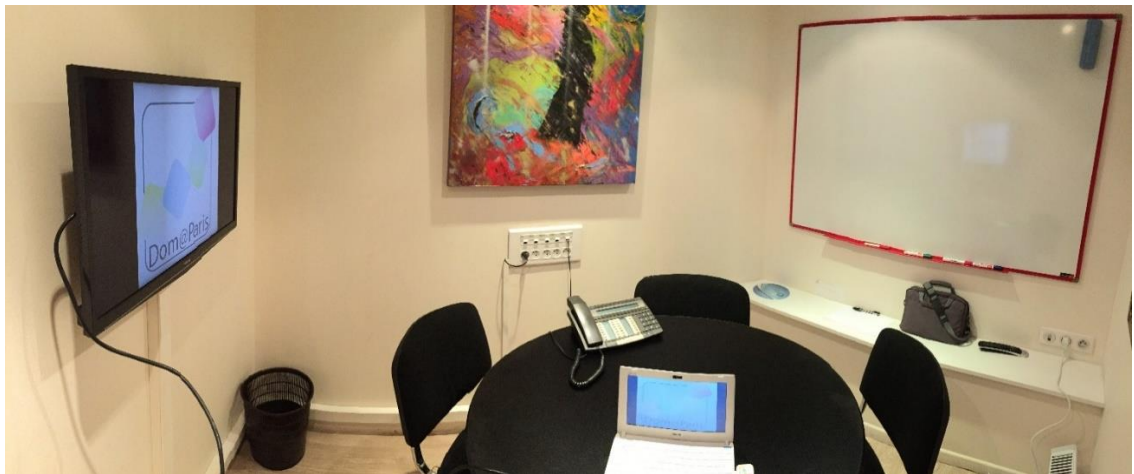
Whichever your case is, Dom@Paris guarantees you a personalized phone reception from Monday to Friday during opening hours.



## 2.4. Office rental

**The office rental** applies to entrepreneurs who occasionally need a working space in order to meet a customer, a provider, or even to organize various events (appointments, meetings, coaching sessions, training courses...) for a fixed amount of time.

Dom@Paris provides you with an equipped meeting room which can accommodate up to three people, with a free Wi-Fi connection, a wall chart for your presentations and a screen for projecting your videos or projects. It can be rented for an hour, half a day, a whole day, or even a week according to your needs. We also provide you with a little reception area so that your customers can wait in a pleasant and welcoming ambiance.

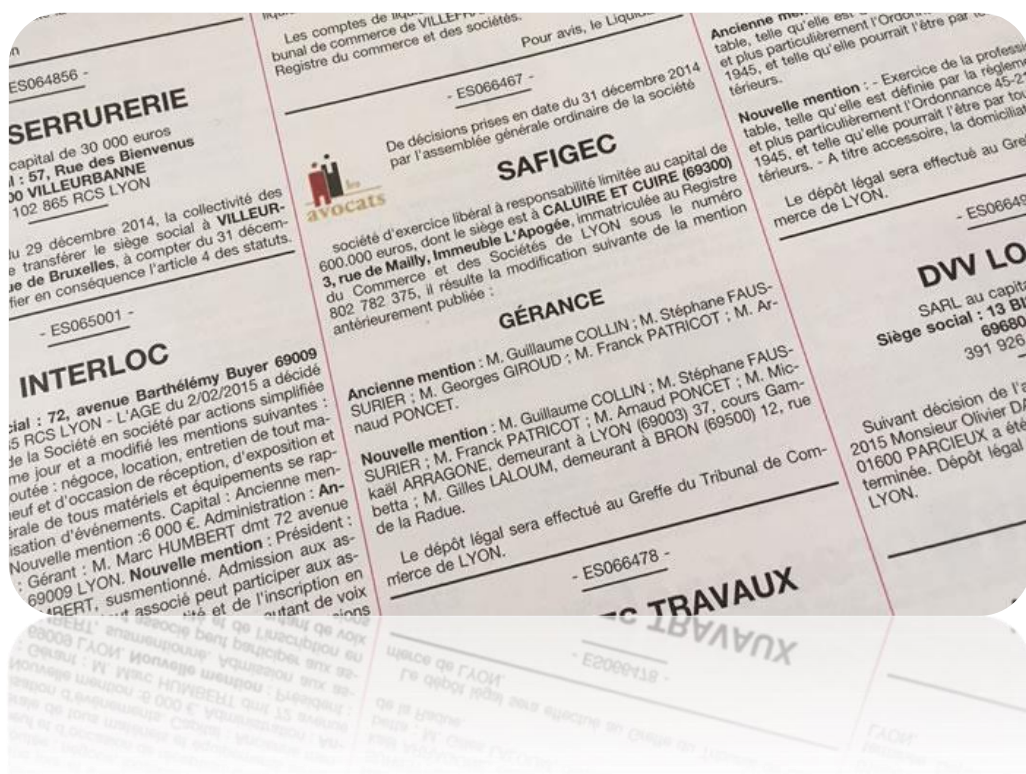




## 2.5. Assistance for administrative and legal formalities

The assistance for company formalities is offered in order to save you time and preventing you of being overloaded by the relating administrative tasks.

Aware that it can be a tough obstacle course for those who are not used to them, we offer you an assistance for the setting up of your company in due form (registration at the *Greffe du Tribunal de Commerce* [GTC], or the *Chambre des Métiers de l'Artisanat* [CMA], or the *Service des Impôts des Entreprises* [SIE], legal announcements publishing...), but also for the transfer of your headquarters.



### 3. From which cost can I benefit from Dom@Paris' services?

Being domiciled in Dom@Paris is possible from 27€ excl. tax per month for a simple domiciliation. This price comprehends:

- ✓ **An exceptional 50% discount for your first domiciliation year (the full price being 54€ excl. Tax per month);**
- ✓ The use of our address for your headquarters or agency establishment;
- ✓ The reception and availability of your mail during the opening hours;
- ✓ The reception of your visitors during Dom@Paris opening hours;
- ✓ **Privileged prices for our services (office rental, secretariat...);**
- ✓ **A half-day office rental for any yearly cash payment** (according to availabilities).

#### 3.1. Packs

The company domiciliation in Dom@Paris also consists in 4 packs according to your needs. The payment can be done **yearly or quarterly** according to your possibilities. For any quarterly payment, a provision corresponding to three domiciliation months is applied to the first payment.

 <p><b>Simplicity Pack</b></p> <p><b>324€ ex. Tax / year</b>  <i>The first year</i>  <i>Instead of 648€ ex. Tax / year.</i></p> <ul style="list-style-type: none"> <li>■ Simple domiciliation</li> <li>■ Our counseling in addition!</li> </ul>	 <p><b>Tranquility Pack</b></p> <p><b>708€ ex. Tax / year</b>  <i>The first year</i>  <i>Instead of 1 416€ ex. Tax / year.</i></p> <ul style="list-style-type: none"> <li>■ Simple domiciliation</li> <li>■ Mail forwarding of your letters*</li> </ul>	 <p><b>Priority Pack</b></p> <p><b>720€ ex. Tax / year</b>  <i>The first year</i>  <i>Instead of 1 440€ ex. Tax / year.</i></p> <ul style="list-style-type: none"> <li>■ Simple domiciliation</li> <li>■ Mail forwarding by scan and transfer by e-mail*</li> </ul>	 <p><b>Serenity Pack</b></p> <p><b>998€ ex. Tax / year</b>  <i>The first year</i>  <i>Instead of 1 284€ ex. Tax / year.</i></p> <ul style="list-style-type: none"> <li>■ Simple domiciliation</li> <li>■ Mail forwarding by post or scan*</li> <li>■ Creation formalities**</li> </ul>
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\* Excluding forwarding or sending fees if applicable.

\*\* Excluding statutes and other expenses.



## 3.2. Services

### Simple domiciliation

Full price

Welcome offer: -50% for the first domiciliation year

### Price + current VAT

54€ / month

27€ / month

### Mail forwarding

#### Daily forwarding

32€ / month

Advance for daily stamping fees

- In France

40€ / trimester

- Outside France

100€ / trimester

#### Weekly forwarding

20€ / month

Advance for daily stamping fees

- In France

30€ / trimester

- Outside France

60€ / trimester

#### Mail scan and online retransmission

33€ / month

+ Cost of a scanned document

1€ / scan

### Administrative and legal secretariat

#### Administrative secretariat

50€ / hour

Documents proofreading and correction

10€ / page

Estimates and bills

10€ / document

Scan and retransmission by e-mail

5€ + 1€ / scan

Flyers and booklets

On demand

#### Legal secretariat

65€ / hour

Telefax emission

1€ / page

Telefax reception

Free

Retransmission

1€

Photocopies A4 Black & White format

0.25€ / page

Color photocopy

1€ / page

### Hotline

Flat-rate subscription 100 calls/month

99€

Flat-rate subscription 300 calls/month

250€

Calls exceeding the subscription

0.75€ / call

Messages retransmission

1€ / mail

Punctual subscription

120€

Telephone line hosting (monthly fee)

30€ / month

### Office rental (50% discount on your first rental)

Hour

12€ (25€)

Half a day

40€ (80€)

Whole day

75€ (150€)

### Administrative and legal formalities\*\*

#### Company formalities

Consult us

Company creation registration,

headquarters transfer terms,

legal announcements redaction and publishing...

\*\*The additional costs involved are in charge of the customer.

## 4. Which documents are necessary for your domiciliation?

In order to form your domiciliation file in Dom@Paris, you must provide the following documents:

### For a company creation:

- The company **statutes** (or the statutes draft);
- A photocopy of the legal representative's **identity document**;
- A less than three-month old **proof of residence** of the legal representative (electricity or phone bill photocopy, rent...);
- Company's **G.D.I.** (to be given after bank domiciliation);
- An original **K-BIS** extract of the company (to be given after matriculation);
- The **expert accountant's contact details** (if need be, the place where the accounting vouchers are preserved).

### For a headquarters transfer:

- The company **statutes**;
- A photocopy of the legal representative's **identity document**;
- A less than three-month old **proof of residence** of the legal representative (electricity or phone bill photocopy, rent...);
- Company's **G.D.I.**;
- An up-to-date **K-BIS** extract of the company;
- The **expert accountant's contact details** (if need be, the place where the accounting vouchers are preserved).

### Once your file is ready, Dom@Paris commits itself to providing you with the following documents:

- The **domiciliation convention**, in two copies;
- A **sworn statement** relating to bookkeeping to be completed, in two copies;
- The **mail proxy** necessary to collect your registered posts.

## 5. How can I contact Dom@Paris?

For any additional information or questions regarding our activity, you can contact us by telephone on the **+33 1 44 29 73 73** or by e-mail with the address [contact@domaparis.com](mailto:contact@domaparis.com).

You can also visit our website [www.domaparis.com](http://www.domaparis.com) or join us on social networks:



## 6. How can I access Dom@Paris?

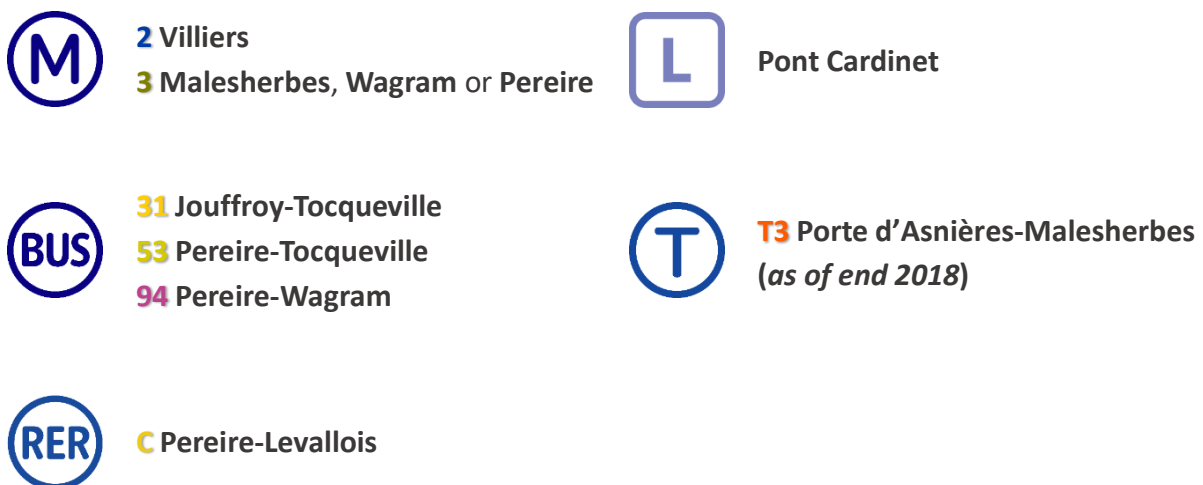
### Address of our office:

55, boulevard Pereire  
75017 Paris, FRANCE

### Opening hours

<u>Monday:</u>	09:00 AM – 06:00 PM
<u>Tuesday:</u>	09:00 AM – 06:00 PM
<u>Wednesday:</u>	09:00 AM – 12:00 PM; 02:00 PM – 06:00 PM
<u>Thursday:</u>	09:00 AM – 06:00 PM
<u>Friday:</u>	09:00 AM – 06:00 PM

### Access:



## 7. Why chose Dom@Paris?

Dom@Paris is a prestigious address, in the heart of an expanding business district. Much more than just a domiciliation, Dom@Paris offers you a set of services adapted to your needs and remains available for you, thanks to a reliable staff and an experienced executive, present from morning to evening.

Our unique address and the importance of assisting you in your project differentiate us from others and position us as a par excellence domiciliation company.

***Focus on your job, Dom@Paris takes care of everything else!***

