



**Dom@Paris**  
Votre adresse, nos services

Know everything about  
domiciliation  
at Dom@Paris



## DOMICILIATION GUIDE



**Dom@Paris**  
Votre adresse, nos services

Accompagnement  
Disponibilité  
Perfection  
Courtoisie  
Sérieux  
Praticité  
Synergie  
Convivialité  
Écoute  
Responsable  
Rapidité  
Réactivité  
Respect  
Souplesse  
Simplicité  
Confiance  
Conseil  
Assistance Secrétariat  
Assistance téléphonique  
Maîtrise  
Indépendance  
Renommée



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# WHAT IS DOMICILIATION AT DOM@PARIS?

Domiciliation is the possibility for all companies to benefit from a prestigious address in the heart of a booming business district. It is a genuine support for entrepreneurs who wish to be helped in the creation and development of their structures.

With Dom@Paris, you are sure to get personalized services and advice from a team who pays close attention to your needs. Indeed, we guarantee a professional reception and a permanent availability for our customers.



The distinctive characteristic of Dom@paris is that we offer to our customers a unique quality address. Available from morning to night, our watchword is to be at your service as much as we can. With Dom@Paris, you will never be considered as a simple mailbox.



Dom@Paris counts on a close working relationship, that is why being customer of our company consists in getting a professional assistance and support from a seasoned team.

# WHAT ARE THE SERVICES PROVIDED BY DOM@PARIS?

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

## 1 Domiciliation of your company

The domiciliation of your company enables you to live at your own pace thanks to suitable solutions and different options of mail management:

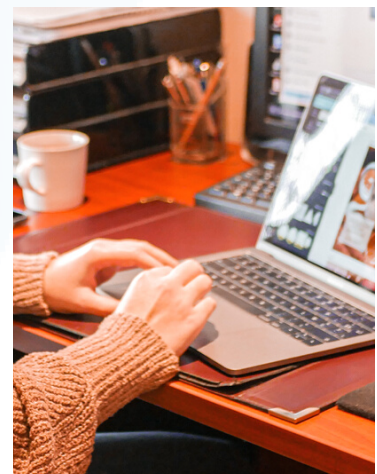
- Reception of your mail in our office;
- Daily or weekly forwarding of your mail by post;
- Transmission of your mail online by scan for an immediate check wherever you are.



## 2 Administrative assistance

Administrative assistance is a service provided for companies that don't have a secretary, have to write documents, need to hand over a service immediately, or wish to create quality communication supports.

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





## 3 Hotline

The hotline is the perfect solution if you want to be available at all times!

Occasional or regular need? Choose your option 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, thus you can always be reached by your current or potential customers.
- Do you need a landline number to write on your documents? Dom@Paris provides you with a number which prevents you from subscribing to an external operator.

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

## 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 a meeting room which can receive no more than 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 atmosphere.



## 5 Assistance for administrative and legal formalities

The assistance for the formalities is offered to the customers in order to save time and prevent them of being overloaded by the administrative tasks.

Aware of the difficulty of this procedure for those who are not used to it, we offer you an assistance for the creation 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.





# DOM@PARIS' PRICES

Price + current VAT

Simple domiciliation	54€ / month
Mail forwarding	
Daily forwarding	32€ / month
Advance for daily stamping fees	
- In France	40€ / trimester
- Abroad	100€ / trimester
Weekly forwarding	20€ / month
Advance for daily stamping fees	
- In France	30€ / trimester
- Abroad	60€ / trimester
Mail scan and online retransmission	33€ / month
+ Cost of a scanned document	1€ / scan
Administrative secretariat	
Administrative secretariat	60€ / hour
Documents proofreading and correction	10€ / page
Estimates and bills	10€ / document
Scan and retransmission by e-mail punctually	5€ + 1€ / scan
Photocopies A4 Black & White format	0,50€ / 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	
Hour	12€ (25€)
Half a day	40€ (80€)
Whole day	75€ (150€)
Administrative and legal formalities**	
Company formalities	
Company creation registration, headquarters transfer terms, legal announcements redaction and publishing...	Consult us

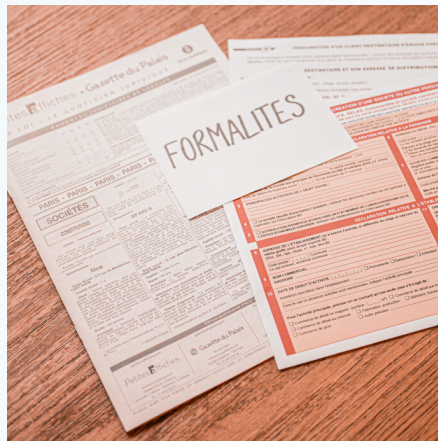
\*\*The additional costs involved are in charge of the customer.

# WHICH DOCUMENTS ARE NECESSARY FOR YOUR DOMICILIATION?

In order to establish your domiciliation contract with Dom@Paris, you must provide the following documents:

## For a company creation:

- Company statutes (or the statutes draft);
- 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...);
- Bank details of the company (to be given after bank domiciliation);
- Original K-BIS extract of the company (to be given after matriculation);
- Expert accountant's contact details (if need be, the place where the accounting vouchers are preserved).
- Receipt of beneficial owners (to be given after formalities)





## 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...);
- Bank details of the company;
- 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).
- Receipt of beneficial owners

Once your file is ready, Dom@Paris provides you with the following documents:

The domiciliation convention,  
in two copies



A sworn statement  
related to bookkeeping  
to be completed, in two  
copies



The mail proxy  
necessary  
to collect  
your registered posts..



# HOW CAN YOU CONTACT DOM@PARIS?

For any additional information or questions regarding our activity, you can contact us by telephone or by email.

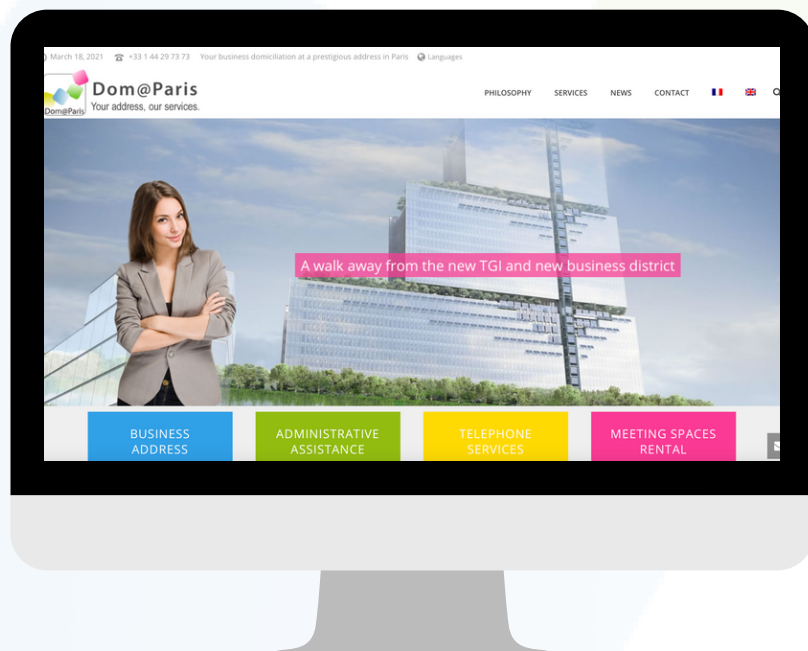


01 44 29 73 73



[contact@domaparis.com](mailto:contact@domaparis.com)

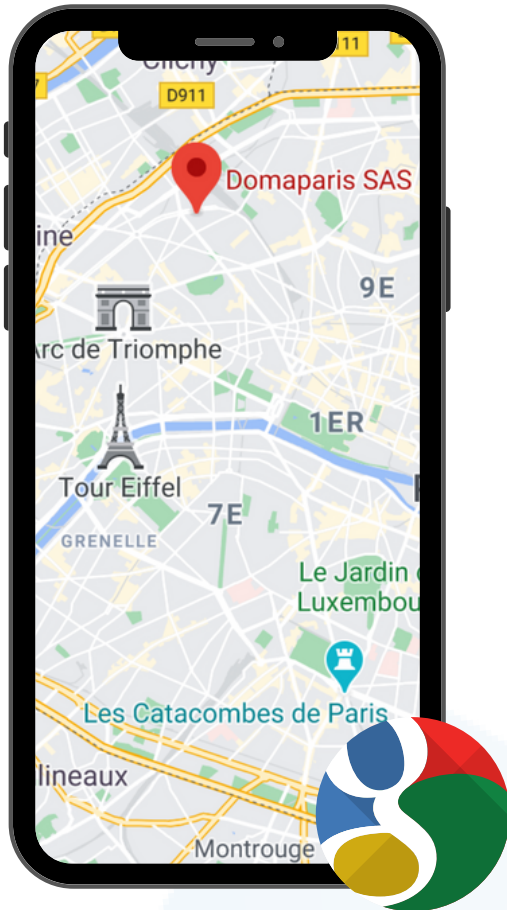
You can also visit our website [www.domaparis.com](http://www.domaparis.com) and join us on social networks:



@domaparis



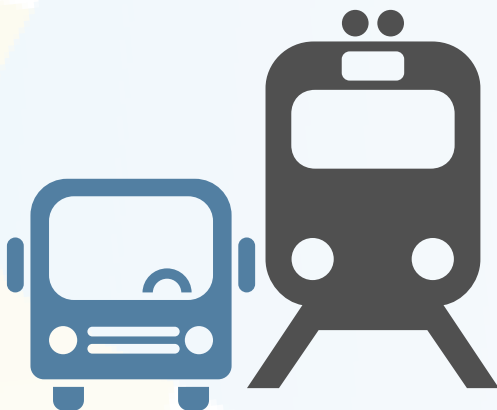
# HOW CAN YOU REACH DOM@PARIS' OFFICE?



55 Boulevard Péreire 75017 Paris

## Opening hours

Monday:	09:00 AM - 06:00 PM
Tuesday:	09:00 AM - 06:00 PM
Wednesday:	09:00 AM - 12:00 PM ; 02:00 PM - 06:00 PM
Thursday:	09:00 AM - 06:00 PM
Friday:	09:00 AM - 05:00 PM



2 Villiers  
3 Malesherbes, Wagram ou Péreire  
14 Pont Cardinet



31 Jouffroy-Tocqueville  
53 Péreire-Tocqueville  
94 Péreire-Wagram



C Péreire-Levallois



T3 Porte d'Asnières-Malesherbes



Pont Cardinet

# WHY WOULD YOU CHOOSE DOM@PARIS RATHER THAN ANOTHER COMPANY?

Dom@Paris has a prestigious address, in the heart of a booming 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 night.

Our unique address and the importance we give to your project make us an unrivalled establishment and the ultimate company in the sector of domiciliation.

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

