



NP

Piergiorgio Nosari *Notaio*

Elenco documenti necessari

Assembly minutes

Amendment of bylaws and relocation of headquarters

For the party intervening in the act:

- Copy of valid identity card, taking care to indicate the exact registry residence if different from that inferable from the copy of document (in the case of non-EU foreigners, in addition to the above, copy of valid residence permit)
- Copy of valid health card
- Business Register Visura not older than three months (historical)
- Object of the statutory change (in **WORD** format)
- Copy of the articles of association to be changed (in **WORD** format)
- Address of the new registered office
- Know whether there are any local units and whether they should be cancelled
- Copies of the convocation of the meeting (racc. a/r; e-mail, posting...)

Clarification of whether there are in the business compendium for which the transfer of location is sought:

- Registered movable property, if so, please produce copies of vehicle registration documents
- Real estate, if yes, produce deed of purchase together with cadastral and mortgage views

For the completion of the formalities following the stipulation, there must come provided c.f. and pec of the company (before the date set for the deed)



Share capital increase and incorporation with new legal form

For parties intervening in the act:

- Copy of valid identity card, taking care to indicate the exact registry residence if different from that inferable from the copy of document (in the case of non-EU foreigners, in addition to the above, copy of valid residence permit)

N.B. in case of a paid capital increase by new shareholders, also produce THE EXTRACT FOR SUMMARY OF MARRIAGE ACT for the case of spouses or CERTIFICATE OF FREE STATUS

- Copy of valid health card
- Business register view not older than three months (historical)
- Amount of registered capital

For the case of paid capital increase:

- Extremes of means of payment (preferably cashier's check)

For the case of free capital increase:

- Source from which the increased amount is drawn (e.g., budget item). Accompanied by the relevant supporting piece (financial statements not older than 120 days)
- Copy of the bylaws to be amended (in **WORD** format)
- New company name/reason and its legal form
- Copies of meeting notices (racc. a/r; e-mail, posting...)
- Know if there are any local units and whether they should be cancelled

Clarification whether there are in the business compendium:

- Registered movable property, if so, please produce copies of vehicle registration documents
- Real estate, if yes, produce deed of purchase together with cadastral and mortgage views

For the completion of the formalities following the stipulation, there must come provided c.f. and pec of the company (before the date set for deed).