

The Cooperative Societies Services Activity of the Ministry of Social Solidarity

A- Conditions for registration, renewal and amendment of the activities of cooperative societies affiliated to the Ministry of Social Solidarity:

1. The association and the activity of providing social services must be recorded in the association's tax card.
2. That the Society is issued by the Ministry of Social Solidarity with a letter clear consenting to extract or renew the register of production requirements unconditionally, explaining: - The validity period of the activity (beginning and end), items and quantities
3. The activity must be existing and this is proven in the articles of incorporation issued by the Ministry of Social Solidarity.
4. The project and activity data must be identical in the letter of the Ministry of Social Solidarity, the articles of incorporation and the tax card.
5. The person concerned or the person who has the right to manage and sign or the agent should not work for the government

B- Documents for registration, renewal and amendment of the activities of cooperative societies services affiliated to the Ministry of Social Solidarity:

1. A production requirements card application form signed by the person who has the right to manage and sign in front of the competent employee or signed by the agent or authorized representative.
2. A copy of the last minutes of the general assembly meeting forming the board of directors and the original for review
3. A copy of the national ID card or passport of the chairman of the board of directors and the original for review
4. If the applicant is an agent or authorized representative:
 - A copy of the national ID card or passport of the agent or authorized representative and the original for review

- A copy of a notarized authorized from the real estate registry and the original for review (even a second agent is accepted only)
- Or the original authorization form signed in front of the competent employee who has the right to manage and sign, or the authenticity of the signature is certified by an approved bank
- Acknowledgment of the validity of the authorized signed by the agent (if the applicant is an agent of the facility)

5. A copy of the memorandum of association and the original for review, or a copy of the official newspaper in which the association's advertisement was published, and the original for review.

6. A copy of the tax card is identical to the commercial registration data and the original for review.

- Or a basic data document for the taxpayer (if the project is new and has not been issued a tax card).

7. In the absence of an industrial register:

- An original letter from the Ministry of Social Solidarity with the clear approval to extract and renew the production requirements register, indicating the validity period of the activity license (specified beginning and end), items and quantities.
- Completing the "undertaking of activities that do not have an industrial registry" signed by the person who has the right to manage and sign in front of the competent employee or signed by the agent or authorized representative.

8. In the event that the association has an industrial registry:

- A copy of the certificate of the industrial register valid, unconditionally or temporary, and the original to see that the activity includes - its address - duration (beginning and end) - items and quantities - commercial registration number, if existed - the name and trade name of the facility.
- Completing the "Industrial Register Undertaking" signed by the person who has the right to manage and sign in front of the competent employee or signed by the agent or authorized representative.

C- Observations on the registration, renewal and amendment of the activities of cooperative societies services affiliated to the Ministry of Social Solidarity

1. The document evidencing the activity is the clear approval letter from the Ministry of Social Solidarity, and the document evidencing the activity is the association's founding contract.

2. **In the case of an industrial registry:**

- It is not required to state in the industrial registry that it is permanent, but it must be unconditional or not temporary.
- Both the industrial register and the operating license are considered temporary if it is required to reconcile the situation with them (settlement of the environment file - civil defense)
- Upon renewal, if the industrial register is temporary, a temporary card can be obtained for production requirements, provided that the industrial register submitted at registration is permanent.

3. Write-off of the association's operating license, followed by writing off the production requirements register card.