Aequitas Cotroceni
PROFESSIONAL NOTARIAL FIRM
Romania · National Union of Notaries Public

Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Company articles of association

Documents required to prepare the notarial file

01 Valid identity documents for the signatories.

02 Details of shareholders, directors and the ownership structure.

03 Proof of reservation of the company name and documents relating to the registered office.

04 The proposed business activities, contributions and organisational rules.

PLEASE NOTE

The office establishes the form of the deed and the required documents according to the company and its contributions.

IMPORTANT

Original documents must be presented on the signing date. Additional documents may be requested after the file is reviewed. Send the documents no later than the day before the notarial procedure, after the office has confirmed the requirements.

This checklist is for guidance and does not replace the notary public's review of the file.

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