

Document Checklist to Complete the Artisan Central Membership Process

1/ Business registration documents e.g. Certificate d'immitriculation from L'INSEE or the Chambre de Metier. If you have a SARL / EURL / SAS or other business status please provide a copy of your KBIS *This must be no more than three months old

****TIP – You can request a copy of an up to date KBIS at your local GREFFE or online for a fee. If you' re having trouble finding it just ask our team.**

2/ Insurance Details – Up to date attestation showing start and finish dates and your main activity. PLUS full list of all sub category activities you are insured to carry out

3/ Any documentation showing acreditations or qualifications gained in either France or another country where you have previously worked.

4/ Start to think about the photos you would like to include in your Artisan Central photo gallery which can be uploaded onto your personalised webpage once we have built and designed it to showcase your business.

****TIP: If you are not sure if your photos are good enough or you think they are too dark send them over to us and we will get our team to improve them in photoshop. This can give them a more professional feel and is a completely free service we offer!**

5/ Send us your company logo so we can upload it onto your personalised webpage and make you stand out on our A-Z page. Please remember to send it in a PDF or JPEG format and make sure that it is saved in high resolution of at least 300 dpi.

****TIP: If you don't have a company logo or you think it needs a bit of an update, why not use our in-house design team and ask them to make you one!**