

Practical guide

Deployment of a one-time service in the Principality of Monaco


This practical guide is aimed at assisting you in setting up a one-time service in the Principality of Monaco.
This document outlines the essential steps to efficiently complete your procedure.

1 Applicable activities

This guide is intended for foreign entities or those registered within the Trade and Industry Register (RCI) wishing to provide a one-time and occasional service in Monaco.

Examples of applicable activities :

- Retail or food trade in the form of a pop-up store;
- Auctions (charitable or not);
- Exhibitions with or without sales/pre-sales;
- One-time service provision (e.g.: home hairdressing, beauty services);
- Technical activities (e.g. : helicopter lifting, pyrotechnic engines);
- Event organization.

 **Attention:** Companies, craftsmen or subcontractors not established in Monaco wishing to work on public or private construction sites must follow a specific procedure with the Economic Development Department. More information: www.monentreprise.gouv.mc > [request a construction site authorization](#).

2 Required procedures

CASE 1 : Entity registered with the Trade and Industry Register (RCI)

Preliminary verification:

Before starting your activity, ensure that your corporate purpose covers the planned activity. Otherwise, a modification subject to authorization will be necessary.

Here are the steps to follow:

1. **Submit a request** addressed to H.E. the Minister of State, to be filed with the Economic Development Department, explaining the desired modification. Companies (SARL, SAM, etc.) must attach two original copies of the minutes displaying the modification of their business purpose.

2. **Approval:**

Depending on the response from H.E. the Minister of State, finalises the procedures with the RCI. More information is available on the official website: www.monentreprise.gouv.mc > [How to amend or add registration details on the RCI for businesses](#).

CASE 2 : Foreign entity not registered within the RCI

1. **Send an email** to the competent authorities according to the nature of your service :

ACTIVITIES	SERVICES CONCERNED
PROVIDING SERVICES AND/OR SALES	- Department of Tax Services (contactsdsfmonaco@gouv.mc) - Business Development Agency (commerce@gouv.mc)
FOOD OR COSMETIC PRODUCTS	Direction of Health Action (dass@gouv.mc)
SENSITIVE OR VALUABLE PRODUCTS	Public Security Department (boed@gouv.mc)
TECHNICAL ACTIVITIES	Direction of Foresight, Town Planning and Mobility (prospective@gouv.mc)
FINANCIAL ACTIVITIES	- Financial Activities Supervisory Commission (ccaf@gouv.mc) <i>Law 1.338 relating to financial activities;</i> - Monaco Financial Security Authority (contact@amsf.mc) <i>Law 1.362 relating to money laundering and financing of terrorism.</i>
PRESENCE OF EMPLOYEES	Labor Management (directiondutravail@gouv.mc)

✦ 2. **Information to include in the email :**

- KBIS extract or equivalent ;
- Number of employees present ;
- Date, location, and nature of the service.

3. **Mandatory approval** from the contacted authorities before providing any service.

The authorities may request additional supporting documents or refuse authorisation in case of non-compliance.

3 Duration of the service

The service duration must be clearly stated in the email and approved by the Economic Development Department during the approval process.

⚠ **For any period extension**, a request must be submitted before the expiration of the authorized period.

4 Useful contacts and resources

- **Official website for administrative procedures and forms :**
<https://monentreprise.gouv.mc/>
- **Contacts at the Economic Development Department :**
commerce@gouv.mc ou mbo@gouv.mc