



CASABLANCA FINANCE CITY  
القطب المالي للدار البيضاء



**APPLICATION FORM FOR  
CASABLANCA FINANCE CITY  
STATUS AND CREDIT  
INSTITUTION LICENSE**

Company name :	
Filing Date (DD/MM/YYYY):	
Please send the present form, duly completed and signed in duplicate to:	<b>Moroccan Financial Board</b> Twin Center, 11th floor Bd Massira Al Khadra Casablanca, Morocco Tel: +212 5 20 30 03 80/81 Fax: +212 5 20 30 03 82
Reserved for use by the Moroccan Financial Board	Reference No: Date of receipt Received by :

**Moroccan Financial Board**

SA au capital de 140 000 000,00Dh - RC 222969 - Patente 35695468 - IF 1115492 - CNSS 8507743

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## I. INTRODUCTION

Casablanca Finance City (CFC) aims to position Casablanca as a regional financial centre, while ensuring the city's further development and modernisation. The objective is to establish Casablanca as a recognised international hub for companies wishing to do business in North, West and Central Africa.

CFC's ecosystem will provide companies with an efficient and inter-connected platform, ensuring that business and financial market activities function properly and develop smoothly. CFC intends to attract financial industry companies such as asset management companies, investment banks, insurance and reinsurance companies, multinational enterprises and a broad range of professional service providers.

Companies enjoying CFC status are obliged to conduct some or all of their business with non-resident legal entities or individuals.

Established in July 2010, the Moroccan Financial Board (MFBoard) is a public-private company owned in equal share by the Central Bank (Bank Al Maghrib), the Caisse de Dépôt et de Gestion, the Casablanca Stock Exchange and three major national banks (Groupe Banque Populaire, Attijariwafa bank and BMCE Bank) as well as by four insurance companies (Mamda, CNIA, Atlanta-Sanad and Axa). The MFBoard is responsible under law 44-10 for promoting and overseeing the development of Casablanca Finance City.

### **FOR WHOM IS THIS APPLICATION FORM INTENDED?**

The present application form is intended for any company wishing to apply for both Casablanca Finance City status (CFC status) in order to undertake one or more eligible activities in accordance with Law 44-10 and its implementing order and approval from Bank Al Maghrib to operate as a credit institution. The company completing this form will only have to deal with the Moroccan Financial Board. The latter will assume responsibility for transferring the application for approval to the competent authority.

### **FILING OF APPLICATION FORM**

The form must be completed and signed in duplicate and delivered in person to the Moroccan Financial Board's registered office or sent by registered mail with return receipt for the attention of your MFBoard's contact.

### **FOR WHAT PURPOSE WILL THE INFORMATION PROVIDED BE USED?**

The information provided in this form is confidential and will be used exclusively by the Moroccan Financial Board to establish and update records, databases and other relevant documents. The Moroccan Financial Board may be required if necessary to share information provided in this form with the regulatory authorities. The information provided will not be shared under any circumstance with a private sector company or made public without the prior consent of the applicant company.

## II. DECLARATION AND CONSENT

### II.1 DECLARATION OF AUTHORISED PERSONS :

I declare the following :

- I am authorised to complete this application on behalf of the applicant company;
- All information provided in this application form (including any appendix) is accurate and complete to the best of my knowledge, understanding and opinion and every reasonable effort has been made to verify it;
- If, at any time subsequent to this declaration, I become aware of any major change to the information provided (including any appendix) that may materially affect the assessment of this application, I undertake to inform the Moroccan Financial Board (and any regulatory authority concerned) of it in writing as soon as possible.

### II. 2 CONSENT OF AUTHORISED PERSONS

I recognise that it may be necessary for the Moroccan Financial Board to obtain information from regulatory authorities, law enforcement agencies or other persons (whether in Morocco or elsewhere) in order to examine and appraise this application accurately.

Accordingly, I agree that the Moroccan Financial Board may obtain all necessary information from third parties that the former considers necessary for the purpose of examining and appraising this application.

### II. 3 ANTI-MONEYLAUNDERING AND CODE OF ETHICS

I declare that by completing this application form, the applicant company undertakes to:

- Comply with Law 43-05 relating to combating money laundering;
- Comply with regulations relating to insurance & reinsurance companies;
- Sign and comply with the CFC Code of Ethics.

### IMPORTANT

Knowingly or carelessly providing false or misleading information to the MFBoard or organisations acting on behalf of the MFBoard constitutes a violation of Law 44-10, its implementing order and the CFC Code of Ethics.



Name and title of authorised signatory11	Name Position
Date (DD/MM/YYYY)	
Signature	

Name and title of authorised signatory 2	Name Position
Date (DD/MM/YYYY)	
Signature	

**Please attach company minutes or other similar document conferring powers on each of the above signatories to complete this application on behalf of the applicant company.**

### III. APPLICATION FOR LICENSE TO ESTABLISH A CREDIT INSTITUTION OR BRANCH

#### SPACE RESERVED FOR BANK AL MAGHRIB

Number	
Delivery Date (DD/MM/YYYY)	
CIC session	

- PERSON RESPONSIBLE FOR PREPARING THE APPLICATION FOR LICENSE

Name and first name(s)	
Title/position	
Telephone number	
Email address	

N.B. :

Pursuant to Article 27, paragraph 4 of Law 34-03 of February 14, 2006 relating to credit institutions and similar organisations “The applicant company will be notified by the Governor of Bank Al Maghrib of its decision to confer its license or, if applicable, justification for its refusal within a maximum period of 4 months from the date of receipt of all required documents and information”.

● **IDENTITY AND POSITION OF THE PERSON RESPONSIBLE FOR PRESENTING THE APPLICATION FOR APPROVAL:**

Company name (for legal entities)	
Name and first name(s) (for individuals)	
Title/position (for individuals)	
Registered office (if applicable, main business address)	
Telephone number	
Email address	

Date

Signature

● **APPLICATION TYPE :**

License to operate as<sup>1</sup> a:

- Bank
- Branch of a foreign credit institution
- Finance company

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<sup>1</sup> Tick the appropriate box

#### IV. IDENTIFICATION INFORMATION RELATING TO THE APPLYING LEGAL ENTITY

##### IV- 1 PRESENTATION OF THE INSTITUTION

Legal name	
Name or trade name	
Legal form	
Registered office address (if applicable, main business address)	

##### IV- 2 SHARE CAPITAL (OR INVESTMENT IN THE CASE OF A BRANCH)

Total amount (if applicable, please enter the non-paid portion)	
Securities representing the share capital by type	

– BREAKDOWN :

Company name (for legal entities) Name, first names and date of birth (for individuals)	% share of share capital (only shareholders with at least 5% of the share capital)	% share of voting rights (if different from share capital)	Place of birth or nationality



IV -3 PROVISIONAL BOARD OF DIRECTORS AND SUPERVISORY BOARD

– IDENTITY OF INDIVIDUAL MEMBERS OF THE BOARD OF DIRECTORS AND SUPERVISORY BOARD:

Name and first name(s)	Date of birth	Nationality	Position

– IDENTITY OF LEGAL ENTITY MEMBERS OF THE BOARD OF DIRECTORS AND SUPERVISORY BOARD:

Company name	Registered office for overseas companies

**IV -4 MEMBERS OF THE EXECUTIVE BOARD**

Name and first name(s)	Date of birth	Nationality	Position

**IV -5 INFORMATION ABOUT KEY INDIVIDUALS RESPONSIBLE FOR DETERMINING THE STRATEGY OF THE CREDIT INSTITUTION FOR WHICH APPROVAL HAS BEEN REQUESTED**

Name and first name(s)	Date of birth	Exact description of the position held

## VV. ANTICIPATED ACTIVITIES

### V -1 TYPE OF APPROVAL REQUESTED FOR CREDIT INSTITUTION

**Bank<sup>2</sup> :**

- Universal bank
- Bank specialising in capital markets activities
- Others

**Finance company<sup>3</sup> :**

- Consumer credit company
- Property finance company
- Leasing company
- Factoring company
- Mutual guarantee society
- Payment management company

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<sup>2</sup> Tick the appropriate box

<sup>3</sup> Tick the appropriate box(es)

## V -2 DESCRIPTION OF ANTICIPATED COMPANIES

### V- 2. 1 BANKING OPERATIONS

- Description and volume of anticipated operations

Anticipated banking operations	Volume	Percentage
<b>Funds received from the public</b>		
<b>Outstandings</b>		
Loans		
Leasing		
Guarantees		
Others		
<b>Available payment methods</b>		
<b>Payment management</b>		

### V- 2. 2 ANTICIPATED LOANS

Loan Type	Average Amount	Total outstandings

- Please provide a breakdown of protected cash flows over three years:

#### V- 2. 3 BANKING-RELATED OPERATIONS<sup>4</sup>

- Foreign exchange transactions
- Transactions in gold, precious metals and coins
- Savings, subscriptions, management, custodial services and sale of securities or negotiable debt securities or any other financial product
- Personal insurance, assistance and credit insurance
  
- Funds transfer brokerage
- Wealth management advisory services
- Financial management, financial planning and company incorporation advisory services
- Safe-box rental
- Movable or immovable property leasing for leasing companies

## V- 2. 4 OTHER ANTICIPATED ACTIVITIES

Please specify these activities (in the context of legal and regulatory provisions in force)

### V -3 ANTICIPATED FUNDS BY TYPE

- Respective share of resources

Funds by type	Total amount in dirhams	Percentage
Shareholders' equity		
Negotiable debt or fixed income securities		
Deposits from the public		
Bonds		
Others		

### V -4 CUSTOMERS

- Breakdown (individuals, companies, credit institutions, institutional investors, associations, residents, non-residents, etc.).

- **Marketing methods<sup>4</sup>**
  - Points of sale
  - Use of intermediaries
  
- **Protected growth in market coverage over the next three years**

Year1	Year 2	Year3

**V -5 PROTECTED FINANCIAL STATEMENTS**

- **Please attach protected financial statements for the next three years:**
  - Protected balance sheet and income statements;
  - Key provisional management ratios.

**V -6 POTENTIAL OR ANTICIPATED INVESTMENTS IN THE SHORT-TERM IN OTHER COMPANIES OR INSTITUTIONS**

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<sup>4</sup> Tick the appropriate box(es)

## VI. THE INSTITUTION'S ORGANISATIONAL CHART

- Attach the institution's general organisational chart with names.
- Attach a list of the names and responsibilities, excluding senior executive directors, of divisional or departmental heads, or those responsible for major business lines, as well as their curriculum vitae.

## VII. HUMAN, TECHNICAL AND INFORMATION TECHNOLOGY RESOURCES

### VII -1 HUMAN RESOURCES

- Likely changes, during the next three years, to staffing and to the payroll.

	Year1	Year 2	Year 3
Staff			
Payroll			

### VII -2 TECHNICAL, ACCOUNTING AND INFORMATION TECHNOLOGY RESOURCES

- Attach a note presenting any analysis conducted for the purpose of identifying and describing the technical, accounting and IT resources required to commence operations, support the institution through its development and confront inherent difficulties and risks such as the choice of IT systems. The following information must be provided as a minimum:







## VII -2.2 USE OF OUTSOURCING AND OUTSOURCING RESOURCES

- State the areas in question.

- State the contracts' main characteristics:

(Name of the service provider(s), length of contract(s), each party's responsibilities, audit clauses, access to information, contingency plans, the expected level of service quality, measures for monitoring outsourced activities, termination terms.

Name of service provider	Length of contract	Each party's responsibilities, audit clauses, access to information, contingency plans, the expected level of service quality, measures for monitoring outsourced activities, termination terms

- Provide a copy of the related contracts

## VIII. INFORMATION RELATING TO THE INSTITUTION'S MANAGEMENT CONTROL

### VIII -1 INTERNAL CONTROL AND COMPLIANCE

- **Attach a note presenting:**
  - The internal control measures in place;
  - The internal auditor's role and work schedule;
  - Risk control and compliance control procedures.

### VIII -2 DUE DILIGENCE

- **Describe the institution's due diligence policy**

### VIII -3 EXTERNAL CONTROL

- **Specify the name of the auditors to be appointed**

### VIII- 4 CONTROL OF REGISTERED OFFICE OR PARENT COMPANY FOR BRANCHES OR SUBSIDIARIES OF FOREIGN INSTUTIONS

- **Describe parent company control procedures in respect of its branch or subsidiary.**
  
- **Describe the supervision exercised by the competent authorities in the country of origin:**
  - Description ;
  - Parent company's scope of approval ;

- Is supervision applied across the group (on a consolidated basis)?
- Other information

#### VIII- 4 SCHEDULE FOR PROJECT IMPLEMENTATION

- **Insert here the provisional schedule for implementig the project.**



4. Has any company of which you have been a director, shareholder or partner during the past ten years, to the best of your knowledge, received a criminal conviction, administrative or disciplinary sanction or has been placed in receivership or under administration? If so, are proceedings still on-going?
  
5. Which company or companies of which you are a director, shareholder or partner could be deemed to have material business relations with or, if applicable, benefit from a loan from the institution referred to in this application form?
  
6. In addition to the management position referred to in the present application, in which other institution(s) are you expected to continue to assume management responsibilities? (Indicate, if applicable, any potential conflicts of interest and state the measures you intend to take to resolve this potential conflict.)
  
7. Have you held during the previous ten years a senior management position in a company whose statutory auditors have refused to sign off the accounts or to which they have added their reservation of opinion or any other observation?
  
8. Have you in the previous ten years received an administrative or disciplinary sanction or have been suspended or excluded from a professional organisation in Morocco or abroad? If so, are proceedings still on-going?

9. Have you ever been dismissed for misconduct? (If applicable, provide full details).

\*\* \* \*  
\*

"In my capacity as ....., I hereby certify as to the accuracy of the information provided and undertake to immediately bring to the attention of the Credit Institution Committee any change in the information contained in this application".

Place

Date

Signature of the authorised officer  
of the applying legal entity or its  
representative



## **X. INFORMATION REQUIRED FROM INVESTORS**

The information requested hereafter must be provided by any person who holds, directly or indirectly, at least 5% of the company's voting rights or share capital.

Details must be provided in support of the answers to the questionnaire below, enabling the Credit Institution Committee to arrive at a decision. It is important that all sections are completed. In addition, any shareholder, individual, or individual representing the board of directors or the supervisory board, holding directly or indirectly at least one-fifth of the voting rights of a credit institution or related institution must attach a curriculum vitae to the application.

The questionnaire must be returned to Bank Al Maghrib, duly completed and signed by the applicant or, in the case of legal entities, by one of its appointed officers.



Name of the institution for which this information has been provided:

Investor's identity:

Legal entity\*

Name :

Legal form :

Nationality :

Address :

Directors\*\*

Name and first  
names:

Date and place of birth :

Nationality:

Address :

Individual\*

Name and first name(s):

Date and place of birth :

Nationality :

Address :

Family name and first names

\* Insert a table for each investor, legal entity and/or individual.

\*\* Complete these identification details for each director as many times as is necessary

**Questions for individual investors:**

1. What are the objectives in establishing a credit institution?
  
2. What does the investor expect from his or her investment? (provide all relevant information)
  
3. Describe the nature of the business relationship that exists between the investor and the credit institution to be established?
  
4. How are these relations expected to develop in the future?
  
5. What is the total value and nature of the investor's personal assets?
  
6. What is the size of the anticipated investment, the percentage share of share capital and the percentage share of voting rights?

Anticipated size of investment	Share of share capital (%)	Share of voting rights(%)

7. Describe the legal and financial structure relating to the acquisition of securities.

8. Specify all existing agreements between shareholders.
  
9. Has the investor, holding directly or indirectly more than 10% of the company's share capital, already used or does he or she intend to use, in the future, the company shares as collateral? If yes, specify the name of the beneficiary.
  
10. What is the investor's activity?
  
11. Will the investor be a member of or represented on the credit institution's board of directors (or supervisory board)?
  
12. Provide a list of directorships held by the investor's future representatives within the credit institution for which approval has been requested.
  
13. What are the investor's main banking and financial relations?
  
14. Does the investor have any outstanding bank loans? If so, specify with which credit institution.
  
15. Has the individual investor received a criminal conviction or administrative or disciplinary sanction in Morocco or in any other country during the previous ten years? If applicable, what were the sanctions? Are proceedings still on-going?

16. Provide any additional information deemed useful for examining the application.

**Questions for investors which are legal entities:**

1. What are the objectives in establishing a credit institution?
2. What does the investor expect from its investment? (Provide all relevant information)
3. Describe the nature of the business relations that exist between the investor and the credit institution to be established?
4. How are these relations expected to develop in the future?
5. What is the size of the anticipated investment, the percentage share of share capital and the percentage share of voting rights?

Anticipated size of investment	Share of share capital(%)	Share of voting rights(%)

6. Describe the legal and financial structure relating to the acquisition of securities.
  
7. Specify all existing agreements between shareholders.
  
8. Has the investor, holding directly or indirectly more than 10% of the company's share capital, used or does it intend to use, in due course, the company shares as collateral? If yes, specify the beneficiary.
  
9. What is the investor's activity?  
  
If it is part of a group, provide a description of the main group entities and the consolidated financial statements for the last three years; provide, in addition, a list of any major holdings in credit institutions or in any company undertaking the same activity as that of the investor.
  
10. What is the breakdown of the investor's share capital? If applicable, specify that of the parent company, any intermediary holding (state the percentage share of share capital and the percentage share of voting rights and specify the registered address of each entity).
  
11. Does the investor hold shares in companies listed on a stock exchange? If so, please provide any useful information in this regard (stock exchange, market etc.).
  
12. Will the investor be a member of or represented on the credit institution's board of directors (or supervisory board)?



"In my capacity as ..... , I hereby certify as to the accuracy of the information provided and undertake to immediately bring to the attention of the Credit institution committee any change in the information contained in this application."

Place

Date

Investor's signature (or representative)



**AFFIDAVIT**

(To be completed by the credit institution's founders, administrators and directors)

I, the undersigned, ..... holder of :

- National identity card<sup>5</sup> No. .... valid until .....
- Residency permit<sup>6</sup> No. .... valid until .....
- Passeport No ..... valid until .....

residing at ..... holding ..... %

of the company's share capital, and performing the duties of.....

within the company<sup>7</sup> .....

solemnly declare that I have never been:

1. Irrevocably convicted of any crime or offence provided for and punishable under Articles 334-397 and 505-574 of the penal code;
2. Irrevocably convicted for having violated foreign exchange laws;
3. Irrevocably convicted in respect of anti-terrorism laws;
4. Disqualified from trading in respect of the provisions of Articles 711-720 of Law No. 15-95 forming the Commercial Code, without having been subsequently discharged;
5. Irrevocably convicted for any violation provided for under Articles 721-724 of Law No. 15-95 forming the Commercial Code;
6. Irrevocably convicted in respect of the provisions of Articles 135-146 of Law No. 34-03 relating to credit institutions and similar organisations;
7. Irrevocably convicted by a foreign court of law of any crime or offence listed above;
8. Irrevocably disqualified, for disciplinary reasons, from a regulated profession, without having been subsequently discharged.

<sup>5</sup> For persons of Moroccan nationality

<sup>6</sup> For persons of foreign nationality <sup>7</sup>

<sup>7</sup> Name of institution

Moreover, I also do solemnly declare that no company or credit institution of which I have been a director in Morocco or overseas has been declared bankrupt during my tenure as director.

Furthermore, I undertake to immediately bring to the attention of the Credit Institution Committee any change in my personal or that of the company of which I am a director in respect of the dispositions of Article 31 of the aforementioned Law No. 34-03 cited.

Place

Date

Signature

## XI. LIST OF DOCUMENTS TO BE ATTACHED

### DOCUMENTS TO BE IMPERATIVELY ATTACHED TO THE APPLICATION FOR LICENSE

- **Documents relating to the institution for which approval has been requested:**
  - ▶ A copy of the approval application submitted to Governor of Bank Al Maghrib, duly signed by an authorised person;
  - ▶ A notice from the supervisory authority of the country of origin (for credit institutions with an overseas registered office);
  - ▶ A copy of the company's duly certified statutes (if the company has already been established) or draft statutes (if the company is in the process of being incorporated);
  - ▶ A summary presentation of the project to establish a credit institution including:
    - Reasons for establishing a credit institution and objectives;
    - Target customers;
    - Anticipated market share for each type of activity;
    - Distribution strategy;
    - Risk management;
    - Human resources management;
    - Information systems;
    - Control;
    - And a summary sheet of major shareholders.
- **Documents to be submitted by individuals responsible for determining the strategy of the credit institution for which license has been requested:**
  - Copy of ID;
  - Curriculum vitae, updated and dated.
- **Documents to be submitted by directors**
  - Copy of ID;
  - Curriculum vitae, updated and dated;
  - Declaration as per the pro-forma model attached as an appendix;
  - Copy of the appointment document stating the director's scope of powers.

**Note:** These documents must be provided by those directors who are not shareholders of the credit institution for which approval has been requested.

- **Documents to be submitted by investors**

- Individuals holding, directly or indirectly, at least 5% of the company's voting rights or share capital: copy of ID and a copy of the police record;
- Legal entities: the parent company's and, if applicable, the consolidated financial statements for the previous three financial periods, certified by the statutory auditor(s) as well as the latter's report;
- Approval by the competent authorities of the country of origin, if it is a subsidiary or branch of a foreign institution.

**DOCUMENTS TO BE ATTACHED TO THE APPLICATION FOR CFC STATUS**

- Business plan for the region (North, West and Central Africa)
- Business plan for the rest of the world;
- Estimated export revenue after Year 1; Year 2 and Year 3
- CFC Status application fee payment form duly completed (see next page)
- Signed CFC Code of Ethics

## Application Fee Payment Form

Thank you for applying to the CFC Status. This form must accompany your CFC Status application form. Your application will only be valid if the related fee is paid within 10 working days of submitting the completed CFC Status application. Applications with incorrect payment will be returned.

### Steps to Follow:

1. Define the applicable fee depending on your company's number of employees by referring to the table below (amounts in USD, paid in MAD\*\*):

Number of employees (at application date)	1 to 9	10 to 24	25 to 49	50 and more
Credit Institutions	1 500	4 000	6 000	8 000
Insurance/ Reinsurance companies	1 500	4 000	6 000	8 000
Insurance/ Reinsurance brokers	1 000	2 500	3 750	5 000
Investment services companies*	1 000	2 500	3 750	5 000
Asset management and related firms	1 000	2 500	3 750	5 000
Holding companies*	750	1 500	2 250	3 000
Regional headquarters of global companies	1 000	2 500	3 750	5 000
Professional services firms	1 000	2 500	3 750	5 000
Branches (excluding credit institutions and insurance firms)*	750	1 500	2 250	3 000
Representative offices*	500	1 000	1 500	2 000

\* Defined within draft law 68-12 relating to CFC status applicable when passed

\*\*The exchange rate USD/MAD to be applied is the one applicable at the payment date

**Due application fee (in USD):**

2. Check the appropriate box to indicate your method of payment:

Wire Transfer to:

BANK	ATTIJARI WAFABANK
COUNTRY	MOROCCO
CITY	CASABLANCA
SWIFT CODE	BCMA MA MC
ACCOUNT NUMBER	007 780 0000288000003381 23

Check payable to "MOROCCAN FINANCIAL BOARD"

3. Please mail your complete application form to the business development team with your wire transfer confirmation (specifying your company's name) or check to:

Moroccan Financial Board  
Twin Center, Level 11  
Boulevard Al Massira Al Khadra  
Casablanca, Morocco