

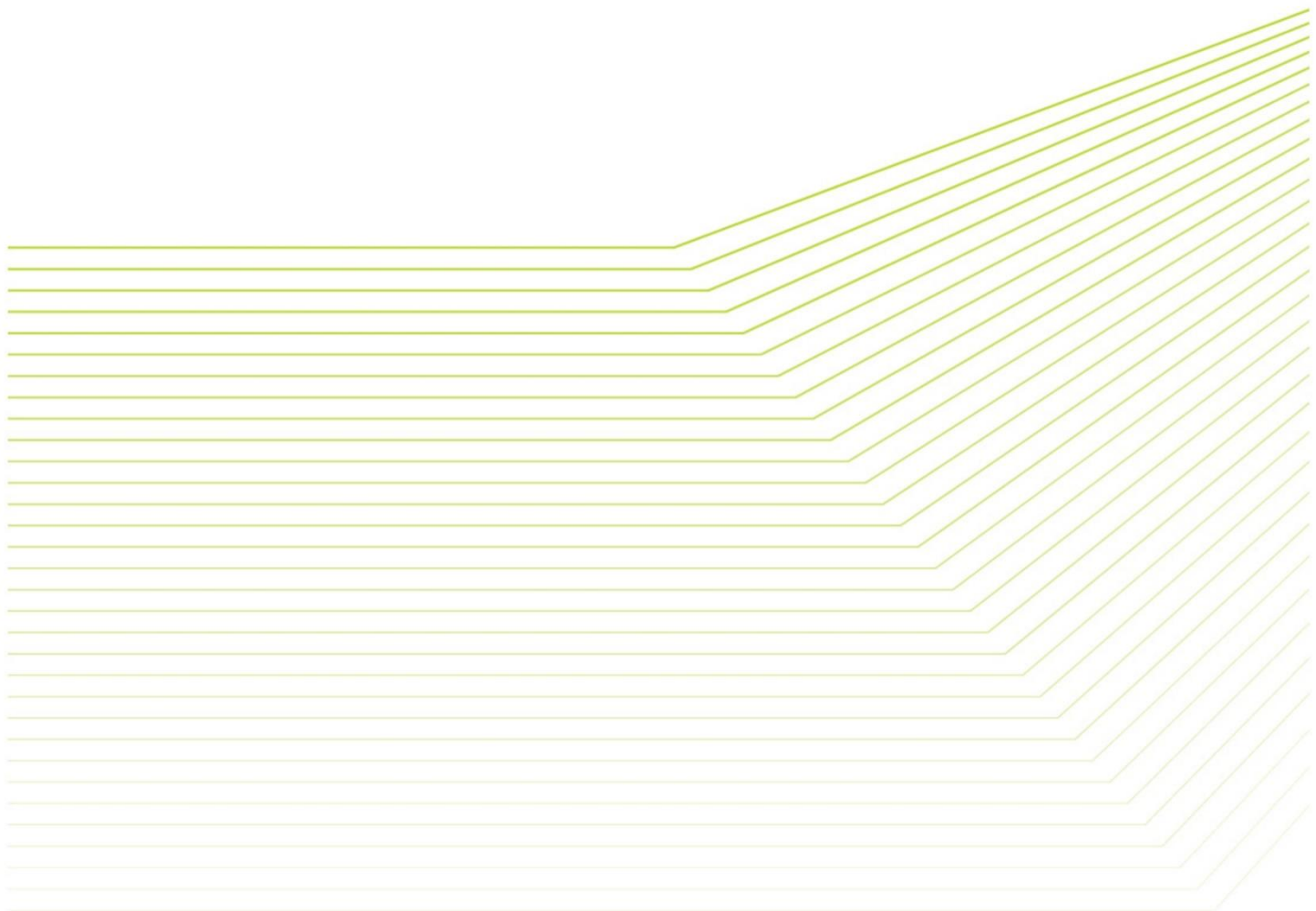


RCS

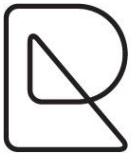
REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

ASBL

Guidelines – Modifications



VERSION 1.2



RCS

REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

ASBL

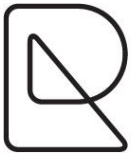
Guidelines – Modifications



Foreword :

Notes presented by the Luxembourg Trade and Companies Register (“RCS”) manager:

- ***Are of a general nature and are not aimed at any particular situation of a natural person or legal entity ;***
 - ***Are of an explanatory and documentary nature ;***
 - ***Aim at answering a number of questions raised by “RCS” users, are of no legal value, and no liability may be imparted to the “RCS” manager following these notes ;***
 - ***Are not necessarily complete, exhaustive or completely up to date ;***
 - ***May not be used as a substitute for legal or professional advice ;***
 - ***Reflect only the opinion of the “RCS” manager on a number of issues, and is subject to any interpretation issued by Courts and Tribunals.***
-



RCS

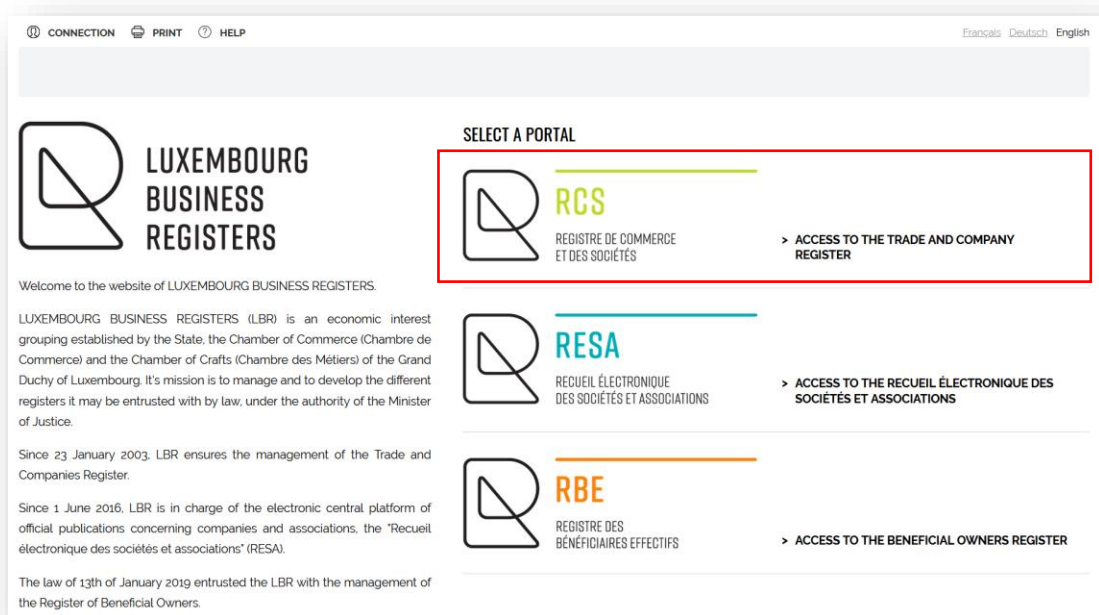
REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

Summary :

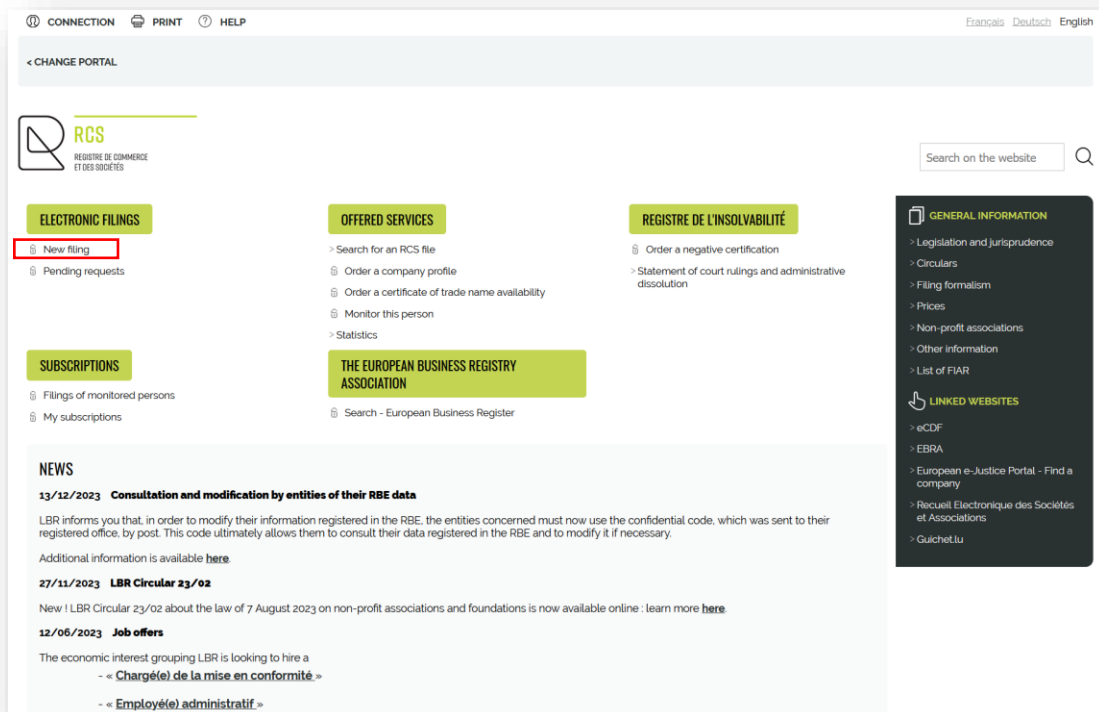
1. Choice of service on the LBR website	4
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3. Change of authorised representative	23
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1. Choice of service on the LBR website

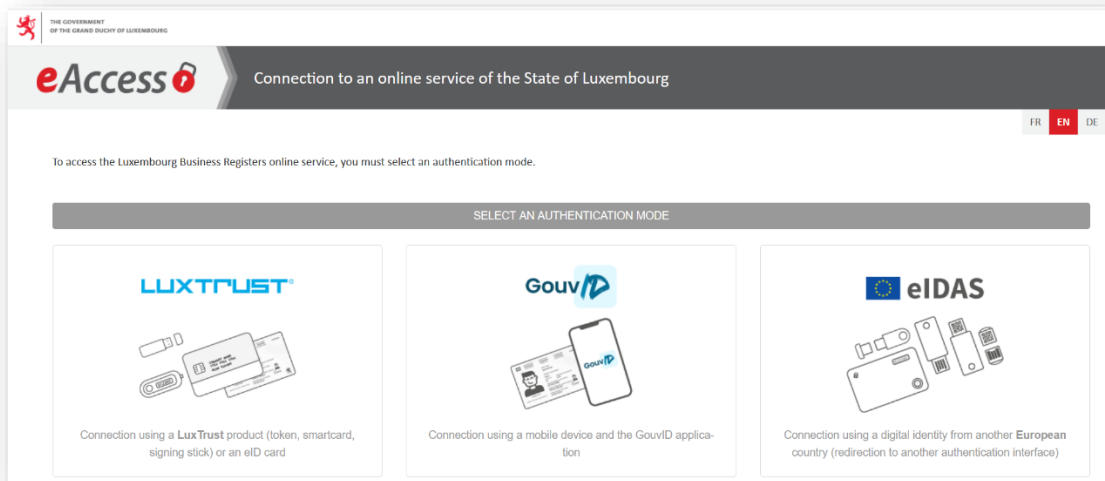
When I access the [LBR](#) site, I click on the green RCS heading:



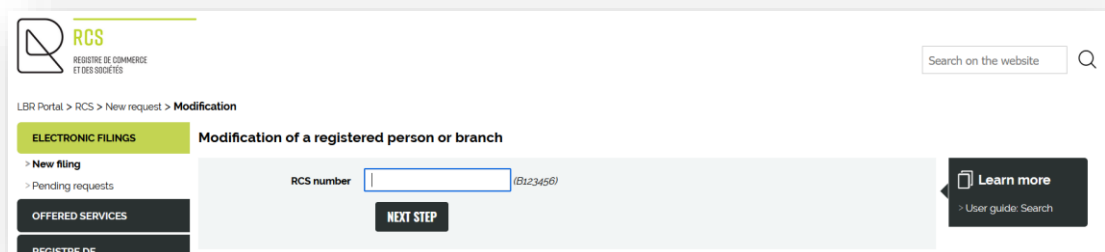
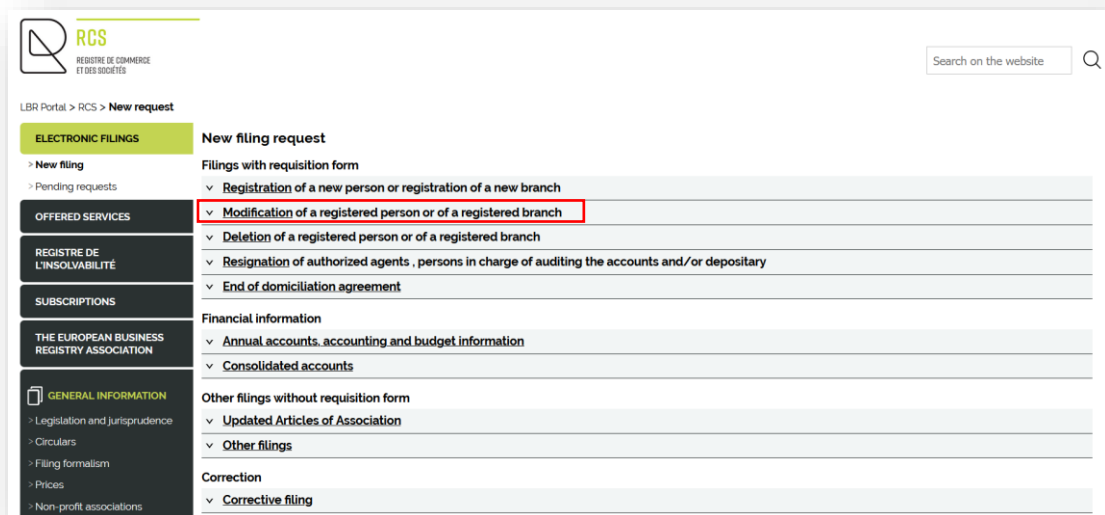
I click on "New filing":



Once authenticated via a product issued by Luxtrust S.A. or a Luxembourg eID card, or an eIDAS electronic certificate (see [connection procedure here](#)):



I click on "Modification of a registered person or a registered branch" and fill in the RCS number of my ASBL :



I continue by clicking on the "NEXT STEP" button.

2. Modification of the registered person

This is the "I would like to modify the registered person" drop-down menu.

The screenshot shows the LBR Portal interface. The breadcrumb trail is 'LBR Portal > RCS > New request > Modification'. The main content area is titled 'ASBL Test 123 F9138' with a sub-section 'Information'. Below this, there is a dropdown menu for 'Modification of a registered person or branch' with three options: 'I would like to modify the registered person' (highlighted with a red box), 'I wish to modify only the agents', and 'I would like to change the legal form of the registered person'. On the left, there is a sidebar with 'ELECTRONIC FILINGS' (New filing, Pending requests) and 'OFFERED SERVICES' (REGISTRE DE L'INSOLVABILITE, SUBSCRIPTIONS, THE EUROPEAN BUSINESS). A search bar is visible in the top right corner.

A question will pop up :

The screenshot shows a question screen titled 'Modification of a registered person or branch'. The selected option is 'I would like to modify the registered person'. Below the title, it states 'This service relates to the modification of the information on a person registered with the RCS.' There are two questions with radio button options: 'Does this filing have statutory amendments? (*)' (Yes/No) and 'The law changed! Have the articles of association of my ASBL been adapted to the law of 7 August 2023?' (Yes/No). A 'NEXT STEP' button is located below the second question. A yellow information box at the bottom explains the quota system for filing requests. A 'Learn more' sidebar on the right provides links to 'General rules regarding the filing and the publication' and 'Guidelines Amendments ASBL'. A footnote at the bottom left indicates '(*) Required fields'.

◦ Does this filing have statutory amendments ?

The answer is needed.

Depending on the answer, I will be redirected to either :

- If I have ticked « Yes » : a STATUTORY modification ([↗ 2.1 Statutory modification](#)) ;
- If I have ticked « No » : a NON-STATUTORY modification ([↗ 2.2 Non-Statutory modification](#)).

Depending on when the ASBL was set up, I might need to choose the following :

◦ The law changed ! Have the articles of association of my ASBL been adapted to the law of 7 August 2023 ?

Concerning ASBL created before the commencement of the law in 2023 :

This question will be asked when a modification is filed (statutory or non-statutory) as long as the compliant articles of association have not been filed and accepted by the RCS administrator.

Concerning ASBL created after the commencement of the law in 2023 :

No question will appear.

I click on "NEXT STEP" and enter to the filing request screen.

2.1 Statutory modification

Modification of a registered person or branch

^ I would like to modify the registered person

This service relates to the modification of the information on a person registered with the RCS.

Does this filing have statutory amendments? (*) Yes No

The law changed! Have the articles of association of my ASBL been adapted to the law of 7 August 2023? Yes No

NEXT STEP

In order to facilitate changes to the information registered in the RCS, modification forms are transmitted filled out with the data listed in the RCS at the time of the provision of the form. Each filing request for modification must in principle be finalized and ordered. To ensure the proper functioning of this type of filing, you have a quota of 10 requests. This quota is decreased by one unit for each creation of a new filing request for modification and increased by one unit at the time of its order. If you do not order the filing requests for modification created, your quota will fall to zero and you will no longer be able to make filings for modification. In this case, you will need to contact the helpdesk of the LBR (helpdesk@lbr.lu) and ask for the reactivation of the quota of requests.

(*) Required fields

Learn more

- > General rules regarding the filing and the publication
- > Guidelines Amendments ASBL

As with any application, I can enter a personal reference to find my way around my current applications (for example: Change of registered office 2023).

Electronic filing request : Modification statutory

My filing reference
Change of registered office (optional) ⓘ

Status
Pending request

The registration of data via the requisition form is **mandatory**. However in some specific cases modifying current data may not be desirable.

∨ I do not want to record the modifications via the requisition form

Requisition form (soc. civile, asbl, fondation...)

Preparing Download **This form was not submitted**

Learn more

- > Forms user guide
- > Create a new PDF/A file
- > Guidelines Amendments ASBL

2.1.1. Statutory modification with requisition form

For any statutory modification request concerning information registered with the RCS, I must complete the requisition form.

- The requisition form

After waiting a few seconds, the form is ready to download :

Electronic filing request : Modification statutory

My filing reference
| (optional) ⓘ

Status
Pending request

The registration of data via the requisition form is **mandatory**. However in some specific cases modifying current data may not be desirable.


∨ I do not want to record the modifications via the requisition form

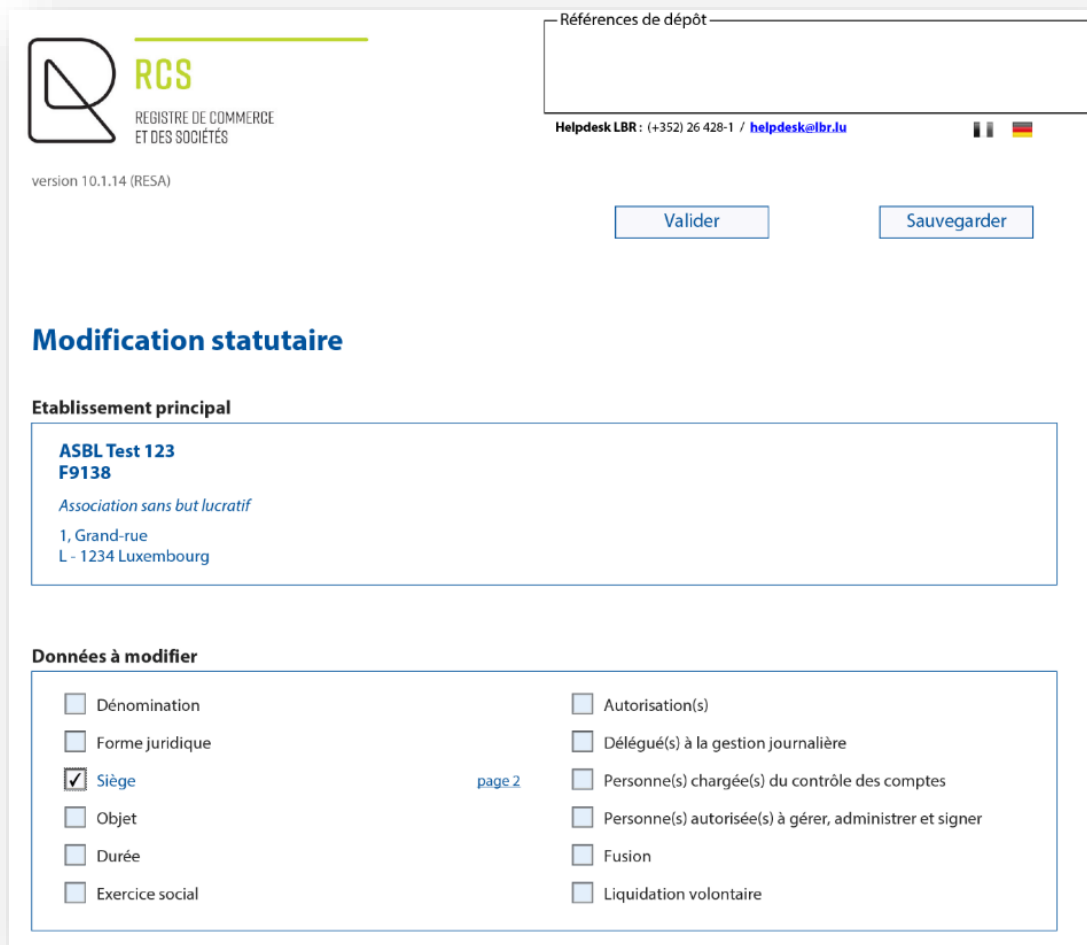
Requisition form (soc. civile, asbl, fondation...)

Preparing **Download** **This form was not submitted**

Learn more

- > Forms user guide
- > Create a new PDF/A file
- > Guidelines Amendments ASBL

Once downloaded by clicking on the Adobe logo  (the file named FormulaireDepot... should be in my "Downloads" folder if it does not open automatically), I click on the section to be modified (example: I want to change the address of the registered office because the ASBL has moved to another city) :



RCS
REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

version 10.1.14 (RESA)

Références de dépôt

Helpdesk LBR : (+352) 26 428-1 / helpdesk@lbr.lu

Valider Sauvegarder

Modification statutaire

Etablissement principal

**ASBL Test 123
F9138**

Association sans but lucratif

1, Grand-rue
L - 1234 Luxembourg

Données à modifier

Dénomination

Forme juridique

Siège [page 2](#)

Objet

Durée

Exercice social

Autorisation(s)

Délégué(s) à la gestion journalière

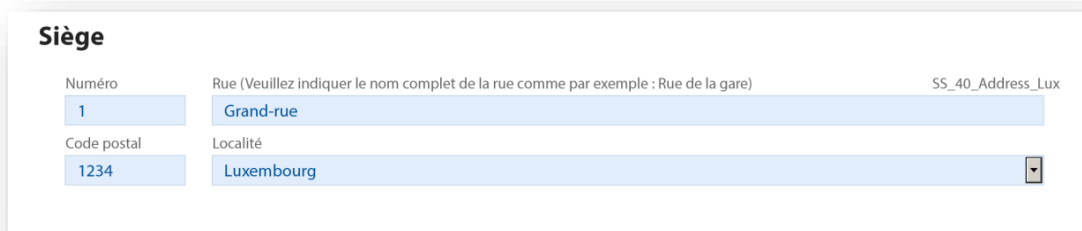
Personne(s) chargée(s) du contrôle des comptes

Personne(s) autorisée(s) à gérer, administrer et signer

Fusion

Liquidation volontaire

The form is pre-filled using the information previously registered with the RCS. So when I go to page 2 of the form, I get the information currently listed :



Siège

Numéro: 1

Rue (Veuillez indiquer le nom complet de la rue comme par exemple : Rue de la gare): Grand-rue

Code postal: 1234

Localité: Luxembourg

And I edit directly in the blue fields :

When all the fields to be modified have been completed, I return to the first page and click on “Valider” to check the conformity of my information.

If I have forgotten any mandatory fields, an error message will appear in red « **Le contrôle automatique de saisie a détecté des erreurs. Veuillez les corriger** » (« *The automatic check has detected errors. Please correct them*”).

I click on the page(s) concerned and correct the errors, then click on « Valider » again. A green confirmation message appears « **Le contrôle automatique de saisie n’a détecté aucune erreur. Prière de cliquer sur le bouton Sauvegarder** » (« *The automatic input check has not detected any errors. Please click on the Save button*”).

RCS
REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

version 10.1.14 (RESA)

Références de dépôt

Helpdesk LBR : (+352) 26 428-1 / helpdesk@lbr.lu

Valider Sauvegarder

Le contrôle automatique de saisie n'a détecté aucune erreur.
Prière de cliquer sur le bouton "Sauvegarder".

I can then click on « Sauvegarder ».

RCS
REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

version 10.1.14 (RESA)

Références de dépôt

Helpdesk LBR : (+352) 26 428-1 / helpdesk@lbr.lu

Valider Sauvegarder

Le formulaire a été sauvegardé dans votre demande de dépôt. Vous pouvez fermer le formulaire. Pour envoyer votre demande de dépôt, vous devez l'ajouter au panier et valider le panier.

Un green confirmation message is displayed : « Le formulaire a été sauvegardé dans votre demande de dépôt. Vous pouvez fermer le formulaire. Pour envoyer votre demande de dépôt, vous devez l'ajouter au panier et valider le panier. » (« The form has been saved in your filing request. You can close the form. To send your filing request, you must add it to cart and validate »).

I can close the form and return to the RCS page.

The modification requisition form has been added: a green label specifies "This form was sent to your work station" with the date and time.

Requisition form (soc. civile, asbl, fondation,...)


Preparing Download ✓ This form was sent to your work station on 15/09/2023 (11:11:56)

If you have any difficulties to open the form, [click here](#).

◦ The document to be attached

I must now attach the amending deed (for example, the minutes of the general meeting) in compliance with the :

1. Format : **PDF/A Text** (voir [tutorial ici](#)) en **A4** ;
2. Presentation :
 - I reserve a **horizontal white area of at least 35 millimetres at the top of** each page, allowing LBR to affix a virtual label representing the electronic filing receipt ;
 - I write in a commonly accepted font, **black** on white, in one of the three administrative languages (Luxembourgish, French or German) ;
 - I must include the following information in the header of my documents :
 - ☞ Trade name ;
 - ☞ Legal form (ASBL)
 - ☞ Head office address ;
 - ☞ RCS number.





Once my document has been attached, its status is validated by the  icon and the words "Accepted", which means that the check on the technical form of the document has been successful: the process can continue.

I can view the document to check it by clicking on the  icon.

Publication

The document that you will transmit to LBR will be published in the Recueil électronique des sociétés et associations, to which access is public. Please ensure that the personal data of the natural persons appearing on this document, in any capacity whatsoever (partners, agents, power of attorney holders, etc.) correspond to **minimum, adequate and relevant data, as required by law**, in order to comply with the provisions of the General Data Protection Regulation (REGULATION (EU) 2016/679 of 27 April 2016) and more specifically its article 551 c).
The publication date corresponds by default to the date on which the filing request has been accepted by the RCS manager.

✓ I want the documents to be published on a specific date.

Status (1)	Document type Name (size) (2)	To be recorded by LBR (3)	Available for consultation by third parties (4)	View	Delete
	Document for publication AAA - BBB.pdf (86 k) (Accepted) 	Yes <input type="button" value="v"/>	Yes		
	Other document intended for publication				

The documents **have to** be submitted with this formatting [PDF/A Text](#)

Attached document(s) (not to be published)

Status (1)	Document type Name (size) (2)	To be recorded by LBR (3)	Available for consultation by third parties (4)	View	Delete
	No document				
	Other document not intended for publication				

The documents **have to** be submitted with this formatting [PDF/A](#)

If this deed was drawn up under private agreement (i.e. not before a notary), I must record it and select "Yes" in the "To be recorded by LBR (3)" menu (€12 fee).

Finally, I add my modification request to the cart.


Electronic filing request : Modification statutory

My filing reference (optional) ⓘ **Status** Pending request

The registration of data via the requisition form is **mandatory**. However in some specific cases modifying current data may not be desirable.

▼ **I do not want to record the modifications via the requisition form**

Requisition form (soc. civile, asbl, fondation...)






Preparing Download ✓ This form was sent to your work station on 08/01/2024 (14:20:44)

If you have any difficulties to open the form, [click here](#).

Publication

The document that you will transmit to LBR will be published in the Recueil électronique des sociétés et associations, to which access is public. Please ensure that the personal data of the natural persons appearing on this document, in any capacity whatsoever (partners, agents, power of attorney holders, etc.) correspond to **minimum, adequate and relevant data, as required by law**, in order to comply with the provisions of the General Data Protection Regulation (REGULATION (EU) 2016/679 of 27 April 2016) and more specifically its article 5§1 c). The publication date corresponds by default to the date on which the filing request has been accepted by the RCS manager.

▼ **I want the documents to be published on a specific date.**

Status (1)	Document type Name (size) (2)	To be recorded by LBR (3)	Available for consultation by third parties (4)	View	Delete
	Document for publication AAA - BBB.pdf (86 k) (Accepted) ⓘ Other document intended for publication	Yes ▾	Yes		

The documents **have to** be submitted with this formatting [PDF/A Text](#)

Attached document(s) (not to be published)

Status (1)	Document type Name (size) (2)	To be recorded by LBR (3)	Available for consultation by third parties (4)	View	Delete
	No document Other document not intended for publication				

The documents **have to** be submitted with this formatting [PDF/A](#)

DELETE THE REQUEST
SAVE
ADD TO CART

Learn more

- ▶ Forms user guide
- ▶ Create a new PDF/A file
- ▶ Guidelines Amendments ASBL

Prices excluding VAT

- Filing formality : 10,96 €
- Registration fees : 12,00 €

Cost of request
22,96 €

I then need to go to my cart to make my payment.

- *Transmission of my deposit request to LBR*

Cart content

All None

Reference	Date	RCS Nr	Trade name/Name	Details	Price	Price excluding VAT	Exempt from VAT	
D_24_25591	08/01/2024	F9138	ASBL Test 123	Filing : Modification	Administrative fees Registration fees	10.96 € -	- 12.00 €	<input type="checkbox"/>
Cart grand total						10.96€	12.00€	

[DELETE](#)

Payment

The **only payment method** for LBR to process online requests is the **online payment with a credit card** via the secured Worldline Financial Services (Europe) SA platform.

Total excluding VAT	10.96 €
VAT (17%)	1.86 €
Total exempt from VAT	12.00 €
Grand total due	24.82 €

My order reference (optional) ⓘ

[PAY](#)

[Learn more](#)
User guide: Payment method

Grand total
24.82€

PCI-DSS SAQ

Payment will be made in two steps: first the card will be authorised, and then it will be debited only if the request is validated. In the case of a regularisation request (non-compliant data), the amount will not be debited and a new payment procedure will have to be initiated.

2.1.2. Statutory modification not requiring a requisition form

I click on the “I do not want to record the modifications via the requisition form”.

Electronic filing request : Modification statutory

My filing reference

 (optional) ⓘ

Status

Pending request

The registration of data via the requisition form is **mandatory**. However in some specific cases modifying current data may not be desirable.

^ **I do not want to record the modifications via the requisition form**

The deed for filing only applies to modifications which are to take place in the future.

This service applies to the filing of information which has not taken effect yet and which does not need to be registered at the RCS. It relates to actions which will take place after the filing date or a decision taken as a condition precedent. The presenter remains responsible for the registration of data through the filing of a requisition form on the effective date. The document has to be recorded and submitted for publication.

The deed for filing applies to statutory modifications which are not required by Law for registration with the RCS.

This service applies to a change in the statutes which does not affect the data registered at the RCS. No requisition form needs to be filed. The document has to be recorded and submitted for publication.

The deed for filing relates to outdated modifications.

The selected service applies to the filing of obsolete information which does not need to be registered at the RCS. The filing of this information is done via the document for publication only. There is no registration form for this filing. The document has to be recorded and submitted for publication.

Requisition form (soc. civile, asbl, fondation,...)



Preparing

Download

! This form was not submitted

I then tick the reason why I do not need the requisition form :




- Modification with future effect (I will then have to complete the form on the due date) ;
- Statutory modification which does NOT affect information registered in the RCS (*e.g. maximum membership fees*)
- Outdated modification (I am filing the deed of amendment out of conscience and obligation to publish, but it is no longer current).

In any case, I must attach my complete deed of amendment for publication in the RESA :

Publication

The document that you will transmit to LBR will be published in the Recueil électronique des sociétés et associations, to which access is public. Please ensure that the personal data of the natural persons appearing on this document, in any capacity whatsoever (partners, agents, power of attorney holders, etc.) correspond to **minimum, adequate and relevant data, as required by law**, in order to comply with the provisions of the General Data Protection Regulation (REGULATION (EU) 2016/679 of 27 April 2016) and more specifically its article 5§1 c).
The publication date corresponds by default to the date on which the filing request has been accepted by the RCS manager.

▼ **I want the documents to be published on a specific date.**

Status (1)	Document type Name (size) (2)	To be recorded by LBR (3)	Available for consultation by third parties (4)	View	Delete
	Document for publication AAA - BBB.pdf (86 k) (Accepted) (?) Other document intended for publication	Yes ▾	Yes		

The documents **have to** be submitted with this formatting [PDF/A Text](#)

Attached document(s) (not to be published)

Status (1)	Document type Name (size) (2)	To be recorded by LBR (3)	Available for consultation by third parties (4)	View	Delete
	No document Other document not intended for publication				

The documents **have to** be submitted with this formatting [PDF/A](#)

If this deed was drawn up under private agreement (i.e. not before a notary), I must record it and select "Yes" in the "To be recorded by LBR (3)" menu (€12 service).

Finally, I add my modification request to the cart.

Electronic filing request : Statutory/non-statutory modification without registration

My filing reference (optional) ⓘ **Status** Pending request

The registration of data via the requisition form is **mandatory**. However in some specific cases modifying current data may not be desirable.

^ **I do not want to record the modifications via the requisition form**

The deed for filing only applies to modifications which are to take place in the future.
This service applies to the filing of information which has not taken effect yet and which does not need to be registered at the RCS. It relates to actions which will take place after the filing date or a decision taken as a condition precedent. The presenter remains responsible for the registration of data through the filing of a requisition form on the effective date. The document has to be recorded and submitted for publication.

The deed for filing applies to statutory modifications which are not required by Law for registration with the RCS.
This service applies to a change in the statutes which does not affect the data registered at the RCS. No requisition form needs to be filed. The document has to be recorded and submitted for publication.

The deed for filing relates to outdated modifications.
The selected service applies to the filing of obsolete information which does not need to be registered at the RCS. The filing of this information is done via the document for publication only. There is no registration form for this filing. The document has to be recorded and submitted for publication.

If you have any difficulties to open the form, [click here](#).

Publication

The document that you will transmit to LBR will be published in the Recueil électronique des sociétés et associations, to which access is public. Please ensure that the personal data of the natural persons appearing on this document, in any capacity whatsoever (partners, agents, power of attorney holders, etc.) correspond to **minimum, adequate and relevant data, as required by law**, in order to comply with the provisions of the General Data Protection Regulation (REGULATION (EU) 2016/679 of 27 April 2016) and more specifically its article 551 c).

The publication date corresponds by default to the date on which the filing request has been accepted by the RCS manager.

✓ **I want the documents to be published on a specific date.**

Status (1)	Document type Name (size) (2)	To be recorded by LBR (3)	Available for consultation by third parties (4)	View	Delete
	Document for publication (mandatory) AAA - BBB.pdf (86 k) (Accepted) ⓘ Other document intended for publication	Yes ▾	Yes		

The documents **have to** be submitted with this formatting [PDF/A Text](#)

Attached document(s) (not to be published)

Status (1)	Document type Name (size) (2)	To be recorded by LBR (3)	Available for consultation by third parties (4)	View	Delete
	No document Other document not intended for publication				

The documents **have to** be submitted with this formatting [PDF/A](#)

Learn more
 > Forms user guide
 > Create a new PDF/A file

Prices excluding VAT
 • Filing formality : 0.00 €
 • Registration fees : 12.00 €

Cost of request
12.00 €

DELETE THE REQUEST **SAVE** **ADD TO CART**

(1) Loading progress and document check

The deposit formalities are free ! I therefore only have to pay for the registration of my deed. I then need to go to my cart to make the payment.

◦ *Transmission of my deposit request to LBR*

Cart content

Reference	Date	RCS Nr	Trade name/Name	Details	Price	Price excluding VAT	Exempt from VAT	
D_24_25850	10/01/2024	F9138	ASBL Test 123	Filing : Statutory/non-statutory modification without registration	Administrative fees Registration fees	0.00 € -	- 12.00 €	<input type="checkbox"/>
Cart grand total						0.00€	12.00€	

[All](#) [None](#)

Payment

The **only payment method** for LBR to process online requests is the **online payment with a credit card** via the secured Worldline Financial Services (Europe) SA platform.

Total excluding VAT	0.00 €
VAT (17%)	0.00 €
Total exempt from VAT	12.00 €
Grand total due	12.00 €

My order reference (optional) ⓘ

PAY

Learn more

- > User guide: Payment method

Grand total

12.00€

PCI-DSS SAQ

Payment will be made in two steps: first the card will be authorised, and then it will be debited only if the request is validated. In the case of a regularization request (non-compliant data), the amount will not be debited and a new payment procedure will have to be initiated.

2.2 Non-Statutory modification

This is the electronic filing request screen after having clicked on the “I would like to modify the registered person” menu and ticked “No” to the question “Does this filing have statutory amendments?”

Modification of a registered person or branch

^ I would like to modify the registered person

This service relates to the modification of the information on a person registered with the RCS.

Does this filing have statutory amendments? (*) Yes No

The law changed! Have the articles of association of my ASBL been adapted to the law of 7 August 2023? Yes No

NEXT STEP

In order to facilitate changes to the information registered in the RCS, modification forms are transmitted filled out with the data listed in the RCS at the time of the provision of the form. Each filing request for modification must in principle be finalized and ordered. To ensure the proper functioning of this type of filing, you have a quota of 10 requests. This quota is decreased by one unit for each creation of a new filing request for modification and increased by one unit at the time of its order. If you do not order the filing requests for modification created, your quota will fall to zero and you will no longer be able to make filings for modification. In this case, you will need to contact the helpdesk of the LBR (helpdesk@lbr.lu) and ask for the reactivation of the quota of requests.

(*) Required fields

Learn more

- > General rules regarding the filing and the publication
- > Guidelines Amendments ASBL

In this case, I only need to complete the requisition form; no additional documents are required.

After a few seconds, the requisition form is available to download:


Electronic filing request : Modification non-statutory


My filing reference (optional) ⓘ **Status** Pending request


The registration of data via the requisition form is **mandatory**. However in some specific cases modifying current data may not be desirable.

∨ **I do not want to record the modifications via the requisition form**

Requisition form (soc. civile, asbl, fondation...)



Preparing Download  **This form was not submitted**

Once downloaded by clicking on the Adobe logo  (the file named FormulaireDepot... should be in my "Downloads" folder if it doesn't open automatically), I click on the heading to be modified (*example: I want to change or add an abbreviation used for my ASBL*):

Modification non statutaire

Etablissement principal

ASBL Test 123
F9138
Association sans but lucratif
1, Grand-rue
L - 1234 Luxembourg

Données à modifier

Dénomination [page 2](#) Délégué(s) à la gestion journalière
 Personne(s) chargée(s) du contrôle des comptes
 Durée Personne(s) autorisée(s) à gérer, administrer et signer
 Exercice social Fusion
 Autorisation(s) Liquidation volontaire

The form is pre-filled using the information previously registered with the RCS. So, when I go to page 2 of the form, I get the information currently listed and I can **only** change the **"blue" fields** (in fact, a change of name would be a change to the articles of association):

Dénomination

Dénomination
ASBL Test 123

Le cas échéant, abréviation utilisée

Traduction(s)

+ 1 Ajouter une ou plusieurs traductions

When all the fields to modify have been completed, I return to the first page and click on "Valider" to check the conformity of my information.

If I have forgotten any mandatory fields, an error message will appear in red « **Le contrôle automatique de saisie a détecté des erreurs. Veuillez les corriger** » (*"The automatic check has detected errors. Please correct them"*).

RCS
REGISTRE DE COMMERCE
ET DES SOCIÉTÉS
version 10.1.14 (RESA)

Références de dépôt

Helpdesk LBR : (+352) 26 428-1 / helpdesk@lbr.lu

Valider Sauvegarder

Le contrôle automatique de saisie a détecté des erreurs.
Veuillez les corriger.

I click on the page(s) concerned and correct the errors, then click on « Valider » again. A green confirmation message appears : « **Le contrôle automatique de saisie n'a détecté aucune erreur. Prière de cliquer sur le bouton « Sauvegarder »** » (*"The automatic input check has not detected any errors. Please click on the "Save button"*).

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Valider Sauvegarder

Le contrôle automatique de saisie n'a détecté aucune erreur.
Prière de cliquer sur le bouton "Sauvegarder".

I can then click on « Sauvegarder ».

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version 10.1.14 (RESA)

Références de dépôt

Helpdesk LBR : (+352) 26 428-1 / helpdesk@lbr.lu

Valider Sauvegarder

Le formulaire a été sauvegardé dans votre demande de dépôt. Vous pouvez fermer le formulaire. Pour envoyer votre demande de dépôt, vous devez l'ajouter au panier et valider le panier.

A green confirmation message is displayed : « Le formulaire a été sauvegardé dans votre demande de dépôt. Vous pouvez fermer le formulaire. Pour envoyer votre demande de dépôt, vous devez l'ajouter au panier et valider le panier. » (« *The form has been saved in your filing request. You can now close the form. To send your filing request, you must add it to cart and validate* »).

I can close the form and return to the RCS page.

The modification requisition form has been added: a green label specifies "This form was sent to your work station" with the date and time.

Requisition form (soc. civile, asbl, fondation...)

Preparing Download ✓ This form was sent to your work station on 10/01/2024 (09:55:41)

Finally, I'll add my modification request to the cart.

Electronic filing request : Modification non-statutory

My filing reference (optional) ⓘ **Status** Pending request

The registration of data via the requisition form is **mandatory**. However in some specific cases modifying current data may not be desirable.

▼ **I do not want to record the modifications via the requisition form**

Requisition form (soc. civile, asbl, fondation...)

Preparing Download **✓ This form was sent to your work station on 08/01/2024 (16:12:20)**

If you have any difficulties to open the form, [click here](#).

Publication

The document that you will transmit to LBR will be published in the Recueil électronique des sociétés et associations, to which access is public. Please ensure that the personal data of the natural persons appearing on this document, in any capacity whatsoever (partners, agents, power of attorney holders, etc.) correspond to **minimum, adequate and relevant data, as required by law**, in order to comply with the provisions of the General Data Protection Regulation (REGULATION (EU) 2016/679 of 27 April 2016) and more specifically its article 5§1 c). The publication date corresponds by default to the date on which the filing request has been accepted by the RCS manager.

▼ **I want the documents to be published on a specific date.**

Status (1)	Document type Name (size) (2)	To be recorded by LBR (3)	Available for consultation by third parties (4)	View	Delete
	Document for publication AAA - BBB.pdf (85 k) (Accepted) ⓘ Other document intended for publication	<input type="text" value="v"/>	Yes		

The documents **have to** be submitted with this formatting [PDF/A Text](#)

Attached document(s) (not to be published)

Status (1)	Document type Name (size) (2)	To be recorded by LBR (3)	Available for consultation by third parties (4)	View	Delete
	No document Other document not intended for publication				

The documents **have to** be submitted with this formatting [PDF/A](#)

Learn more

- > Forms user guide
- > Create a new PDF/A file
- > Guidelines Amendments ASBL

Prices excluding VAT

- Filing formality : 10.96 €
- Registration fees : 12.00 €

Cost of request
10.96 €

DELETE THE REQUEST **SAVE** **ADD TO CART**

I then need to go to my cart to make my payment.

- *Transmission of my deposit request to LBR*

Cart content

Reference	Date	RCS Nr	Trade name/Name	Details	Price	Price excluding VAT	Exempt from VAT	
D_24_25982	10/01/2024	F0138	ASBL Test 123	Filing : Modification	Administrative fees Registration fees	10.96 € -	- 12.00 €	<input type="checkbox"/>
Cart grand total						10.96€	12.00€	

[All](#) [None](#)

[DELETE](#)

Payment

The **only payment method** for LBR to process online requests is the **online payment with a credit card** via the secured Worldline Financial Services (Europe) SA platform.

Total excluding VAT	10.96 €
VAT (17%)	1.86 €
Total exempt from VAT	12.00 €
Grand total due	24.82 €

My order reference (optional) ⓘ

PAY

[Learn more](#)
> User guide: Payment method

Grand total
24.82€

PCI-DSS SAQ

Payment will be made in two steps: first the card will be authorised, and then it will be debited only if the request is validated. In the case of a regularisation request (non-compliant data), the amount will not be debited and a new payment procedure will have to be initiated.

3. Change of authorised representative

The RCS administrator will automatically publish any change of representative. I can choose the language of the published document.

After clicking on the "I wish to modify only the agents" menu and selecting the language : French or German.

Modification of a registered person or branch

I would like to modify the registered person
 I wish to modify only the agents

This service relates to the filing of registration, modification or deletion of one or more agent(s) or, where appropriate, the approved statutory auditor.

Choice of the language of the automatically generated document: French German

NEXT STEP

Learn more
 > Guidelines
 Amendments ASBL

A few seconds after clicking on "NEXT STEP", I'm taken to the screen for requesting the filing of changes to the authorised representatives: all I have to do is complete the requisition form; no additional documents need to be attached.

Electronic filing request : non-statutory modification of the agents


My filing reference: (optional) ⓘ

Status: Pending request

Requisition form (soc. civile, asbl, fondation...)

Adobe logo

Preparing Download **⚠ This form was not submitted**

I access the form by clicking on the Adobe logo  (the file named FormulaireDepot... should be in my "Downloads" folder if it does not open automatically):

Modification non statutaire de mandataires et/ou de personnes chargées du contrôle des comptes

Etablissement principal

ASBL Test 123
F9138

Association sans but lucratif

1, Grand-rue
L - 1234 Luxembourg

Types de mandats concernés par la modification

- Délégué(s) à la gestion journalière Personne(s) autorisée(s) à gérer, administrer et signer
- Personne(s) chargée(s) du contrôle des comptes

To add, modify or delete representatives or administrators, simply tick "Person(s) authorised to manage, administer and sign". I will then have the option of modifying a representative already registered (tick "Modify") or deleting him (tick "Delete"), or registering new ones ("click + "Add one or more persons authorised to manage, administer and sign"). The form is pre-filled using the information entered in the RCS:

Personne(s) autorisée(s) à gérer, administrer et signer

			Modifier	Rayer
<u>1</u>	Musterherr Charel	page 3	<input type="checkbox"/>	<input type="checkbox"/>
<u>2</u>	Mustermann Henri	page 4	<input type="checkbox"/>	<input type="checkbox"/>
<u>3</u>	Mustermann Pauline	page 5	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="+"/>	<input type="button" value="1"/> Ajouter une ou plusieurs personnes autorisées à gérer , administrer et signer			

If I click on modify, I access a new page of the form where all the information previously entered in the RCS is pre-filled. I **only** change **the information relating to the change**.

2 | **Mustermann Henri** Modifier Rayer

SS_46_PhysicalPerson

Personne physique

Nom: Prénom(s):

Date de naissance: Lieu de naissance: Pays de naissance:

Adresse privée ou professionnelle

Numéro: Rue (Veuillez indiquer le nom complet de la rue comme par exemple : Rue de la gare): SS_41_Address_Ext

Bâtiment: Etage:

Code postal: Localité: Pays: SS_53_MandateType1

Type de mandat

Organe: Fonction:

Pouvoir de signature (indication):


Durée du mandat

Date de nomination: Durée du mandat: SS_58_MandateDuration

Date d'expiration du mandat: ou jusqu'à l'assemblée générale qui se tiendra en l'année


I can also register a delegate for the daily management (optional: I then tick "Delegate(s) for daily management" on the cover sheet) or an approved auditor (only for large ASBL, public interest ASBL and foundations: I then tick "Person(s) responsible for auditing the accounts" on the cover sheet).

When all the fields to modify have been completed, I return to the first page and click on "Valider" to check the conformity of my information.

 **RCS**
REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

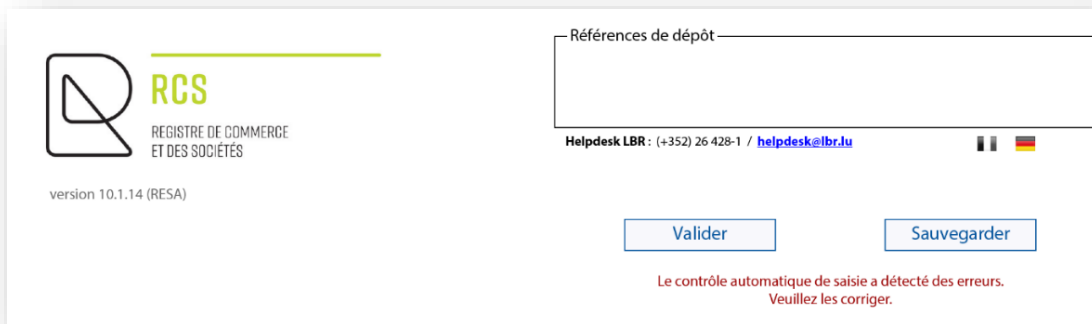
version 10.1.14 (RESA)

Références de dépôt:

Helpdesk LBR: (+352) 26 428-1 / helpdesk@lbr.lu 

Valider les données saisies

If I have forgotten any mandatory fields, an error message will appear in red « **Le contrôle automatique de saisie a détecté des erreurs. Veuillez les corriger.** » ("The automatic check has detected errors. Please correct them").



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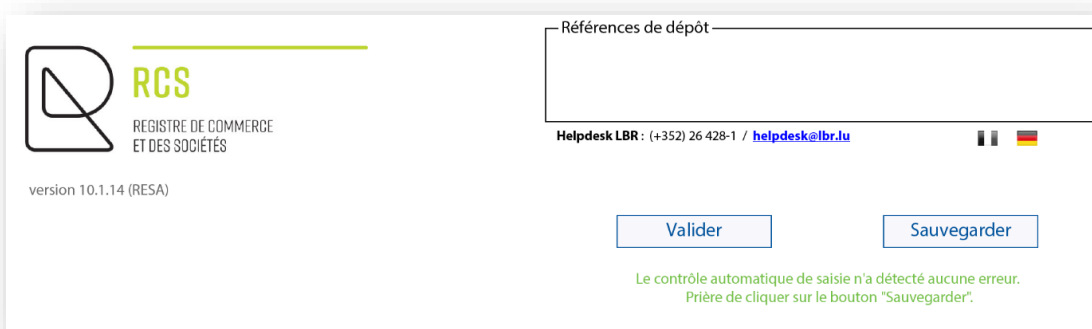
Références de dépôt

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Valider Sauvegarder

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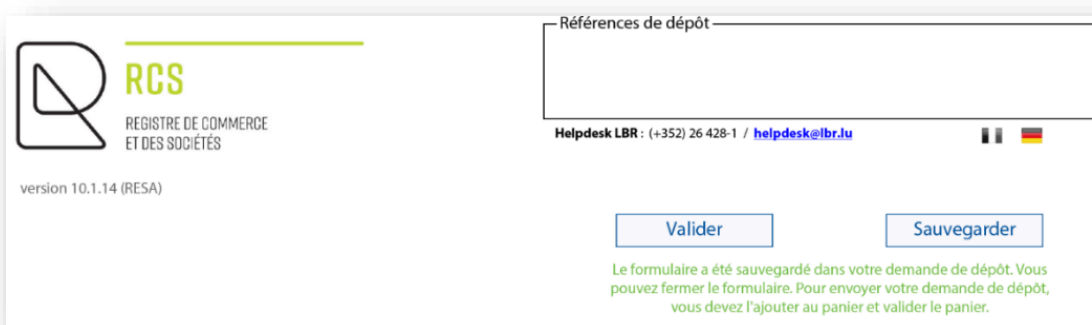
Références de dépôt

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Le contrôle automatique de saisie n'a détecté aucune erreur.
Prière de cliquer sur le bouton "Sauvegarder".

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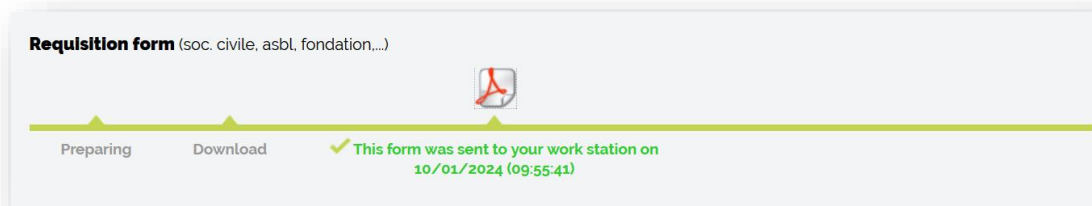
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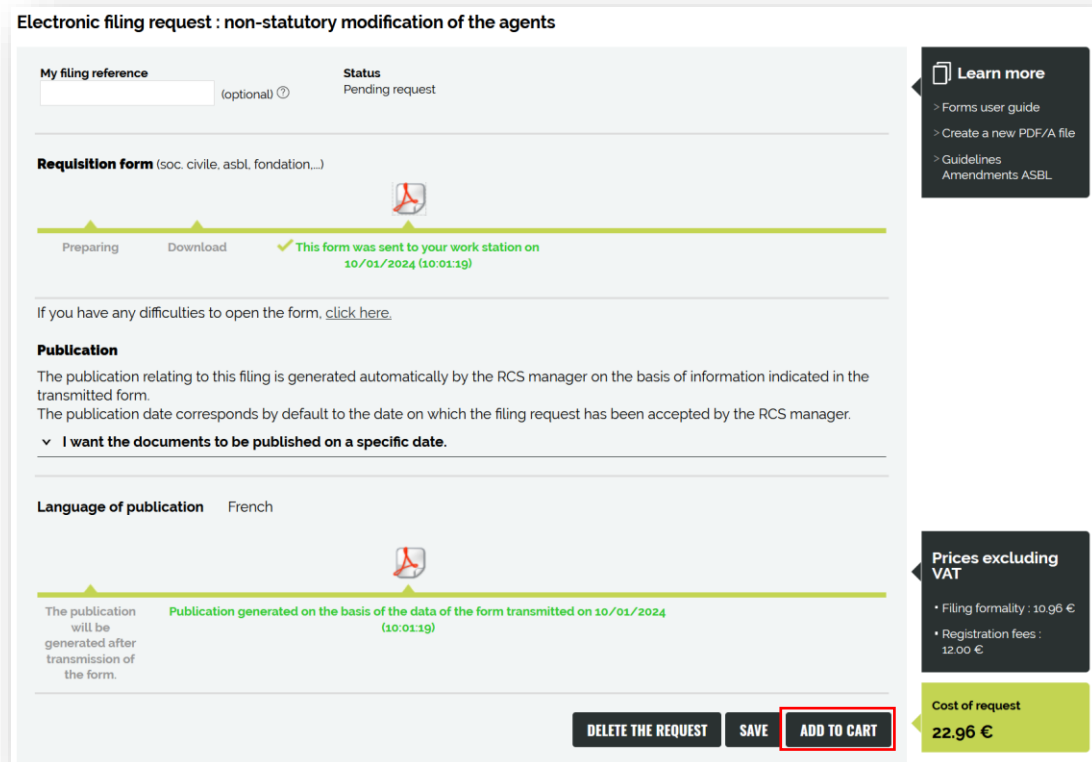
A green confirmation message is displayed : « **Le formulaire a été sauvegardé dans votre demande de dépôt. Vous pouvez fermer le formulaire. Pour envoyer votre demande de dépôt, vous devez l'ajouter au panier et valider le panier.** » (« *The form has been saved in your filing request. You can now close the form. To send your filing request, you must add it to cart and validate* »).

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Finally, I add my modification request to the cart.



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- *Transmission of my deposit request to LBR*

Cart content

Reference	Date	RCS Nr	Trade name/Name	Details	Price	Price excluding VAT	Exempt from VAT	
D_24_26020	10/01/2024	F9138	ASBL Test 123	Filing : non-statutory modification of the agents	Administrative fees Registration fees	10.96 € -	- 12.00 €	<input type="checkbox"/>
Cart grand total						10.96€	12.00€	

[All](#) [None](#)

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Total excluding VAT	10.96 €
VAT (17%)	1.86 €
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My order reference (optional) ⓘ

PAY

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Grand total
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4. Contact

Should you experience technical issues or have any further questions related to the use of the website of the LBR, please contact the helpdesk on the LBR using the following contact information :

Tel : (+352) 26 428 -1

Fax : (+352) 26 42 85 55

E-mail : helpdesk@lbr.lu

Opening hours of the helpdesk are Monday to Friday from 8:00 am to 5:30 pm.