



RCS

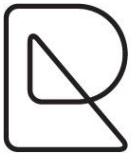
REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

NEW ASBL

Guidelines – Registration



VERSION 1.1



RCS

REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

NEW ASBL

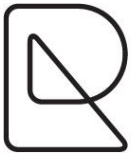
Guidelines – Registration



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

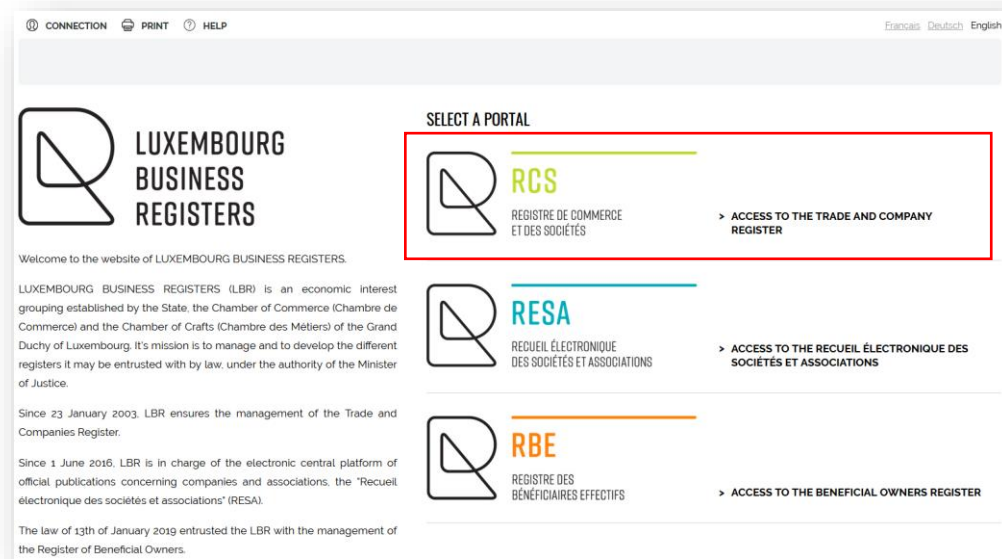
REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

Summary :

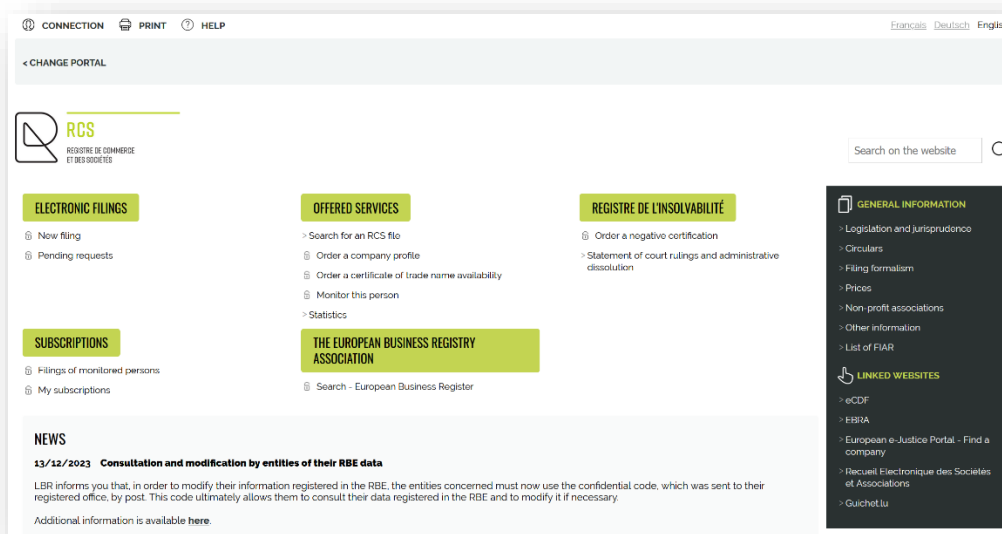
| | |
|--|-----------|
| 1. Choice of service on the LBR website | 4 |
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| 5. Contact | 21 |

1. Choice of service on the LBR website

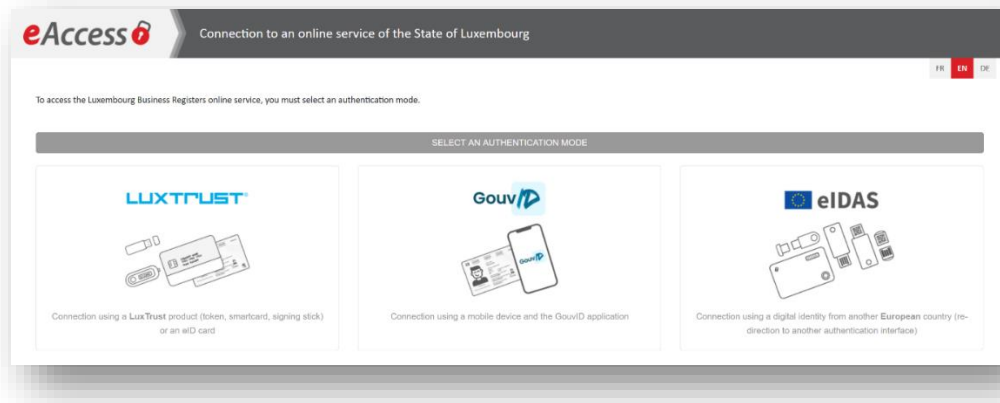
When I access the [LBR](#) site, I click on the “green” RCS heading :



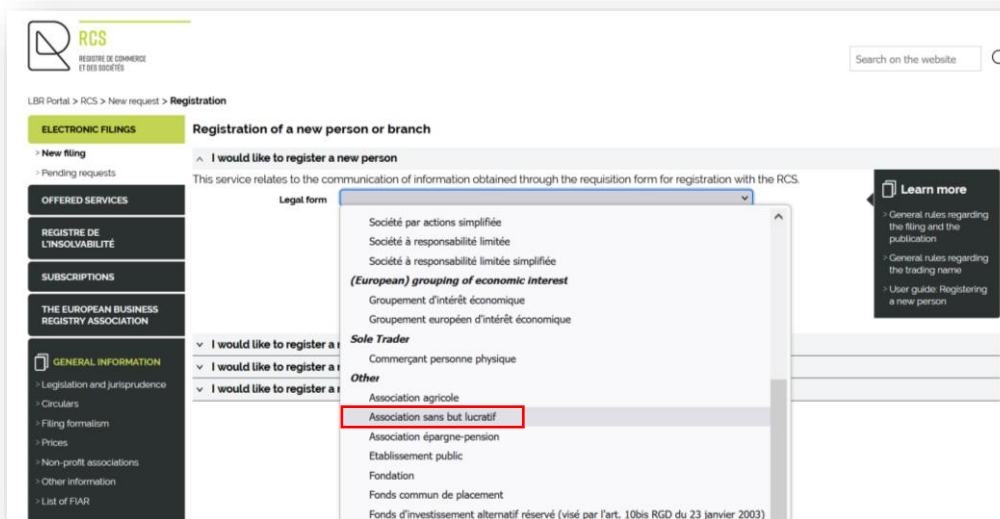
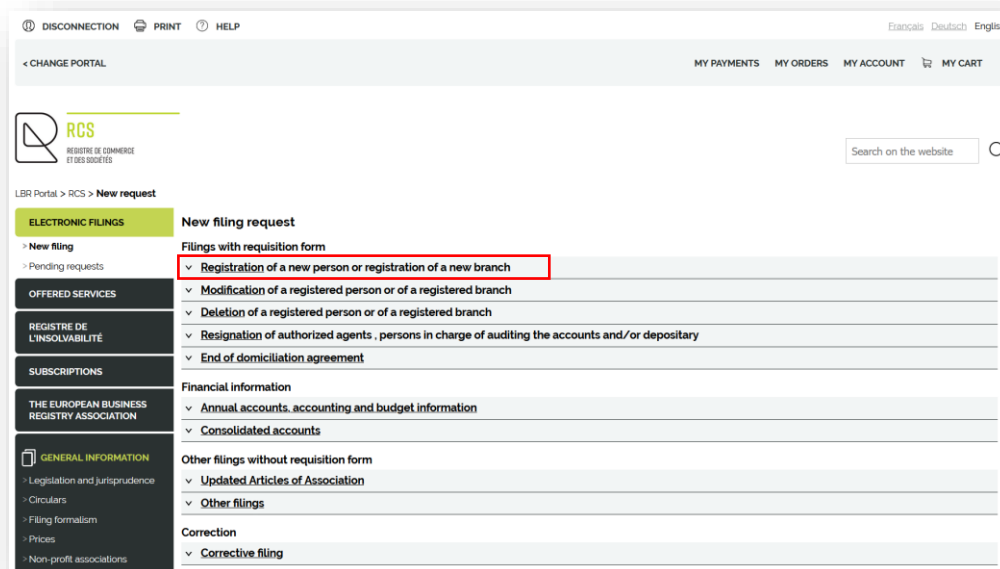
I click on “New filing” :



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 "Registration of a new person or registration of a branch" and select the legal form (here an ASBL):



And don't forget to include the additional wording (here I click on "No further mention"; PLEASE NOTE: for ASBL "recognised as being of public utility", ministerial authorisation is required) :

The screenshot shows the LBR Portal interface for registration. The breadcrumb trail is "LBR Portal > RCS > New request > Registration". The main heading is "Registration of a new person or branch". Under "ELECTRONIC FILINGS", there are options for "New filing" and "Pending requests". A sidebar lists "OFFERED SERVICES" including "REGISTRE DE L'INSOLVABILITÉ", "SUBSCRIPTIONS", and "THE EUROPEAN BUSINESS REGISTRY ASSOCIATION". The "GENERAL INFORMATION" section includes "Legislation and jurisprudence" and "Circulars". The main content area has a section "I would like to register a new person" with a description: "This service relates to the communication of information obtained through the requisition form for registration with the RCS." Below this, there are two dropdown menus: "Legal form" (set to "Association sans but lucratif") and "Additional mention" (with "No further mention" selected and highlighted in red). Other options include "I would like to register a new person as part of a merger/demerger operation", "I would like to register a new branch", and "I would like to register a new branch of a person governed by foreign Law".

I continue by clicking on the "NEXT STEP" button and after having clicked on OK when the warning window appears stating "The entity must make its declaration of beneficial owners to the RBE within 1 month, after its registration with the RCS.", I then enter to the filing screen.

2. Requisition form to be complete

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

Electronic filing request : Registration

My filing reference (optional) ⓘ **Status** Pending request **Legal form** Association sans but lucratif

Contact email address of the entity (optional) ⓘ

Following a filing for registration, an updated profile will be sent to you free of charge. Please enter the language you would like to receive your company profile in.

Language French German
Please note: Solely the profile presentation is provided in the selected language. Filed texts or registrations will not be translated.

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

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

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 |
|------------|---|------------------------------|---|------|--------|
| | Constituting act (mandatory) ATTACH <small>Other document intended for publication</small> | <input type="checkbox"/> | 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 <small>Other document not intended for publication</small> | <input type="checkbox"/> | | | |

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 Registration ASBL

Prices excluding VAT

- Filing formality : 14.61 €
- Registration fees : 12.00 €

Cost of request

14.61 €

Once downloaded by clicking on the Adobe logo (the file named FormulaireDepot... should be in your "Downloads" folder if it doesn't open automatically), I complete the necessary information (checked on page 1) :

Immatriculation

Association sans but lucratif

Données à inscrire

| | | |
|--|------------------------|--|
| <input checked="" type="checkbox"/> Dénomination | page 2 | <input type="checkbox"/> Autorisation(s) |
| <input checked="" type="checkbox"/> Forme juridique | page 2 | <input type="checkbox"/> Délégué(s) à la gestion journalière |
| <input checked="" type="checkbox"/> Siège | page 2 | <input type="checkbox"/> Personne(s) chargée(s) du contrôle des comptes |
| <input checked="" type="checkbox"/> Objet | page 2 | <input checked="" type="checkbox"/> Personne(s) autorisée(s) à gérer, administrer et signer page 4 |
| <input checked="" type="checkbox"/> Date de l'acte constitutif | page 2 | <input type="checkbox"/> Fusion |
| <input checked="" type="checkbox"/> Durée | page 2 | <input type="checkbox"/> Liquidation volontaire |
| <input checked="" type="checkbox"/> Exercice social | page 3 | |

I can also choose to tick the optional blue boxes (for example : I appoint an approved statutory auditor) :

Immatriculation

Association sans but lucratif

Données à inscrire

| | | |
|--|------------------------|---|
| <input checked="" type="checkbox"/> Dénomination | page 2 | <input type="checkbox"/> Autorisation(s) |
| <input checked="" type="checkbox"/> Forme juridique | page 2 | <input type="checkbox"/> Délégué(s) à la gestion journalière |
| <input checked="" type="checkbox"/> Siège | page 2 | <input checked="" type="checkbox"/> Personne(s) chargée(s) du contrôle des comptes page 4 |
| <input checked="" type="checkbox"/> Objet | page 2 | <input checked="" type="checkbox"/> Modifier / Réinitialiser cette rubrique Personne(s) à gérer, administrer et signer page 6 |
| <input checked="" type="checkbox"/> Date de l'acte constitutif | page 2 | <input type="checkbox"/> Fusion |
| <input checked="" type="checkbox"/> Durée | page 2 | <input type="checkbox"/> Liquidation volontaire |
| <input checked="" type="checkbox"/> Exercice social | page 3 | |

I must complete the following on page 2 :

- the trade name of my ASBL or foundation ;
- the precise address of the registered office in the Grand-Duchy of Luxembourg (corresponding to an address listed in the land register) ;
- the purpose (pursued by my association) ;
- the date of incorporation (the date shown on the deed of incorporation) ;
- the duration of the association or foundation (unlimited by default).

All information must comply with those recorded in the articles of association included in the deed of incorporation.

◦ *Legal form*

The legal form is already pre-filled with the information entered on the previous page.

Dénomination

Dénomination Le cas échéant, abréviation utilisée

Traduction(s)

Ajouter une ou plusieurs traductions

S_04_LegalForm

Forme juridique

Forme juridique Association sans but lucratif

Mention supplémentaire (le cas échéant)

S_06_HeadOffice

Siège

Numéro Rue (Veuillez indiquer le nom complet de la rue comme par exemple : Rue de la gare) SS_40_Address_Lux

Code postal Localité

S_08_Purpose

Objet

Objet (indication)

Objet incomplet

S_10_EstablishmentDate

Date de l'acte constitutif

Date de l'acte constitutif JJ/MM/AAAA

S_12_Duration

Durée

Durée Date de fin

◦ *Date of incorporation and financial year*

To fill in the date, I can either enter it manually in DD/MM/YYYY format or select a date from the calendar by clicking on the drop-down menu in the cell.

Date de l'acte constitutif

Date de l'acte constitutif

| January 2024 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

Today: 11/01/2024

Date de fin

L'exercice raccourci correspond au laps de temps entre la constitution de l'ASBL et la fin de l'exercice annuel. Par exemple, pour une ASBL qui veut établir ses comptes annuels du 01/07 au 30/06 et qui a été constituée au 23/09/2023, le premier exercice (ou exercice raccourci) sera : du 23/09/2023 au 30/06/2024 ; et l'exercice annuel à inscrire en-dessous est : du 01/07 au 30/06.

Exercice social

Premier exercice ou exercice raccourci

Du Au

Exercice social

Du Au

◦ *Day-to-day management delegate*

If I have chosen to register a daily management delegate (optional), I must complete the relevant pages 4 et seq. after ticking the boxes on the first page :

Délégué(s) à la gestion journalière

Pouvoir général (indication) SS_42_Statutory Signature

1 Nouveau délégué à la gestion journalière : [page 5](#)

1 Ajouter un ou plusieurs délégués à la gestion journalière

I then fill in the information on the next page (here page 5).

1 Nouveau délégué à la gestion journalière :

Type de personne
 Personne physique SS_46_PhysicalPerson

Personne physique

Nom Prénom(s)

Date de naissance JJ/MM/AAAA 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 SS_58_MandateDuration

Date de nomination JJ/MM/AAAA Durée du mandat

Date d'expiration du mandat JJ/MM/AAAA ou AAAA jusqu'à l'assemblée générale qui se tiendra en l'année

In the "Type of mandate" (*Type de mandat*) section, the "Fonction" (*Fonction*) field is mandatory (e.g. *day-to-day management delegate, director-delegate...*).

The "Managerial Structure" (*Organe*) field does usually not to be filled in.

- *Company auditor*

If I have chosen to register an approved statutory auditor (**only mandatory for large ASBL and public interest ASBL**), I must complete the relevant pages 4 et seq. after ticking the boxes on the first page :

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

1 Nouvelle personne chargée du contrôle des comptes : [page 5](#)

1 Ajouter une ou plusieurs personnes chargées du contrôle des comptes

I then fill in the information on the next page (here page 5).

1 Nouvelle personne chargée du contrôle des comptes :

Type de personne
 Personne physique SS_46_PhysicalPerson

Personne physique

Nom Prénom(s)

Date de naissance JJ/MM/AAAA 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_54_MandateType2

Type de mandat

Type de mandat

Commissaire aux comptes
 Réviseur d'entreprises agréé SS_58_MandateDuration

Date de nomination JJ/MM/AAAA Durée du mandat

Date d'expiration du mandat JJ/MM/AAAA ou jusqu'à l'assemblée générale qui se tiendra en l'année AAAA

In the "Type of mandate" (*Type de mandat*) section, I must select "Réviseur d'entreprises agréé".

- *Persons authorised to manage, administer and sign*

If I do not have any optional entries to make, page 4 will in most cases concern the representatives or "Persons authorised to manage, administer and sign".

I must fill in the "General power" section repeating the articles of association provide for such a power.

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

Pouvoir général (indication) SS_42_Statutory Signature

1 Nouvelle personne autorisée à gérer, administrer et signer [page 5](#)

1 Ajouter une ou plusieurs personnes autorisées à gérer, administrer et signer

I need to add at least two directors (three if my ASBL has more than two founding members) :

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

1 Nouvelle personne autorisée à gérer, administrer et signer

Type de personne
 Personne physique

Personne physique

Nom Prénom(s)

Date de naissance JJ/MM/AAAA 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)

Bâtiment Etage

Code postal Localité Pays

Type de mandat

Organe Fonction

Pouvoir de signature (indication)

Durée du mandat

Date de nomination JJ/MM/AAAA Durée du mandat

Date d'expiration du mandat JJ/MM/AAAA ou AAAA jusqu'à l'assemblée générale qui se tiendra en l'année

In the "Type of mandate" (*Type de mandat*) section, the "Function" (*Fonction*) field is mandatory (e.g. *Chairman, Vice-Chairman, Treasurer, Secretary, Member, etc.*).

In the "Managerial Structure" (*Organe*) field, I need to write it into line with the Articles of Association (e.g. Board of Directors).

If I have ticked "Legal entity (Luxembourgish or foreign)" in the drop-down menu, I must also complete the "Permanent representative" section (identity, date and place of birth, address).

1 Nouvelle personne autorisée à gérer, administrer et signer

Type de personne
 Personne morale luxembourgeoise

Personne morale luxembourgeoise

N° d'immatriculation au RCS

Informations provenant du RCS

Type de mandat

Organe Fonction

Pouvoir de signature (indication)

Durée du mandat

Date de nomination JJ/MM/AAAA Durée du mandat

Date d'expiration du mandat JJ/MM/AAAA ou jusqu'à l'assemblée générale qui se tiendra en l'année AAAA

Représentant permanent

Nom Prénom(s)

Date de naissance JJ/MM/AAAA 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)

Bâtiment Etage

Code postal Localité Pays

In the "Type of mandate" (*Type de mandat*) section, the "Function" (*Fonction*) field is mandatory (e.g. *Chairman, Vice-Chairman, Treasurer, Secretary, Member, etc.*). In the "Managerial Structure" (*Organe*) field, I need to write it into line with the Articles of Association (e.g. Board of Directors).

For all Luxembourgish legal person, I will first enter the registration number in the Trade and Company Register: the information will be imported directly from the RCS number.

For foreign legal persons, different information must be filled in manually :

2 Nouvelle personne autorisée à gérer, administrer et signer

Type de personne
 Personne morale étrangère

SS_50_MoralPerson_Ext_WithLegalForm

Personne morale étrangère

Pays

Nom du registre

N° d'immatriculation

Dénomination

Forme juridique étrangère

To add agents or administrators, I simply need to return to page 4 and click on the + button "Add one or more people authorised to manage, administer and sign".

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

Pouvoir général (indication)

- 1 Nouvelle personne autorisée à gérer, administrer et signer

page 5

+ 1 Ajouter une ou plusieurs personnes autorisées à gérer , administrer et signer

When all the "blue" fields have been completed, I return to the first page and click on "Valider" to check if my data is correct.

RCS
 REGISTRE DE COMMERCE
 ET DES SOCIÉTÉS

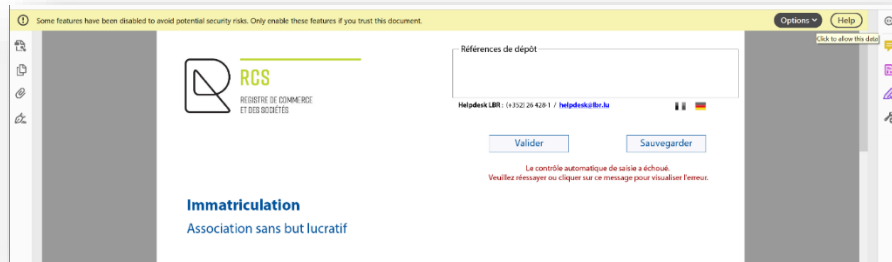
Références de dépôt

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

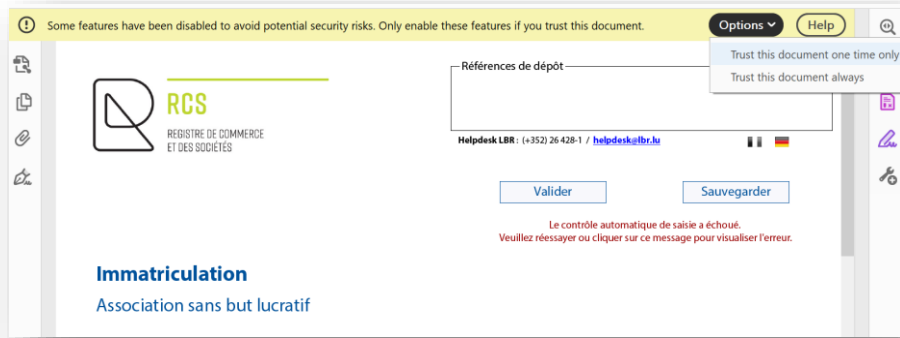
Valider

Sauvegarder

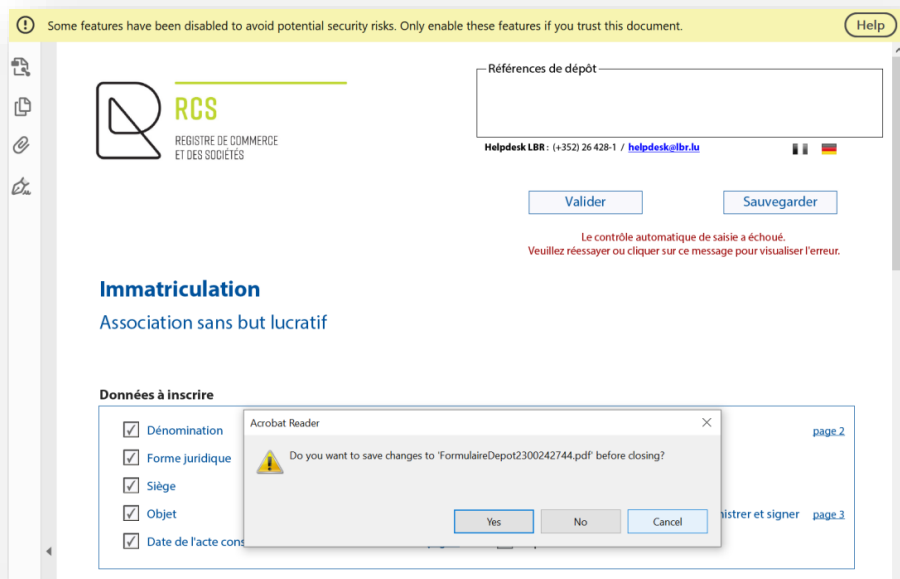
If a yellow banner has appeared at the top of the page stating “Some features have been disabled to avoid potential security risks. Only enable these features if you trust this document”, I click on Options on the right.



Then I select « Trust this document one time only » :



And I cancel the closing of the document by clicking on “Cancel”.



If I have forgotten any mandatory fields, an error message will appear in red: « **Le contrôle automatique a détecté des erreurs, veuillez les corriger.** » (« *The automatic input check has failed. Please try again or click on this message to view the error.* »).

The screenshot shows the RCS (Registre de Commerce et des Sociétés) interface. At the top left is the RCS logo and the text "REGISTRE DE COMMERCE ET DES SOCIÉTÉS" and "version 10.1.14 (RESA)". At the top right, there is a "Références de dépôt" field, a "Helpdesk LBR" contact number and email, and flags for Luxembourg, France, and Germany. Below this are "Valider" and "Sauvegarder" buttons. A red error message is displayed: "Le contrôle automatique de saisie a détecté des erreurs. Veuillez les corriger." Below the error message is the heading "Immatriculation" and the sub-heading "Association sans but lucratif". Underneath is a section titled "Données à inscrire" with a list of fields and checkboxes:

| Données à inscrire | | |
|--|------------------------|--|
| <input checked="" type="checkbox"/> Dénomination | page 2 | <input type="checkbox"/> Autorisation(s) |
| <input checked="" type="checkbox"/> Forme juridique | page 2 | <input type="checkbox"/> Délégué(s) à la gestion journalière |
| <input checked="" type="checkbox"/> Siège | page 2 | <input type="checkbox"/> Personne(s) chargée(s) du contrôle des comptes |
| <input checked="" type="checkbox"/> Objet | page 2 | <input checked="" type="checkbox"/> Personne(s) autorisée(s) à gérer, administrer et signer page 4 |
| <input checked="" type="checkbox"/> Date de l'acte constitutif | page 2 | <input type="checkbox"/> Fusion |
| <input checked="" type="checkbox"/> Durée | page 2 | <input type="checkbox"/> Liquidation volontaire |
| <input checked="" type="checkbox"/> Exercice social | page 3 | |

I click on the page(s) concerned and correct the errors :

The screenshot shows the "Type de mandat" form. At the top, it says "Erreurs de validation" and lists the error: "- La fonction est obligatoire." Below this are two input fields: "Organe" and "Fonction". The "Fonction" field is highlighted with a red border, indicating it is the source of the error. Below these fields is a "Pouvoir de signature (indication)" field. Further down is the "Durée du mandat" section, which includes a "Date de nomination" field with the value "29/08/2023", a "Durée du mandat" dropdown menu with the value "Indéterminée", and a "Date d'expiration du mandat" field with the format "JJ/MM/AAAA" and a "jusqu'à l'assemblée générale qui se tiendra en l'année" field with the format "AAAA".

I 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 "Sauvegarder").

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 the cart and validate »).

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

3. Document to attach

I must now attach the deed of incorporation of my ASBL containing the articles of association.

If this deed was drawn up under private agreement (without going through a notary), I must record it and select "Yes" in the "To be recorded by LBR (3)" menu (€12 service) :

Electronic filing request : Registration


| | | |
|--|----------------------------------|--|
| My filing reference [] (optional) ⓘ | Status Pending request | Legal form Association sans but lucratif |
|--|----------------------------------|--|

Contact email address of the entity
[] (optional) ⓘ

Following a filing for registration, an updated profile will be sent to you free of charge.
Please enter the language you would like to receive your company profile in.

Language French German
Please note: Solely the profile presentation is provided in the selected language. Filed texts or registrations will not be translated.

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






Preparing Download ✔ This form was sent to your work station on 11/01/2024 (15:10:13)

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 |
|---|---|------------------------------|---|---|---|
|  | Constituting act (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](#)

The deed of incorporation must be transmitted in compliance with the following criteria:

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 ;

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 check it by clicking on the icon  .

And I'm adding my registration application to the cart.

Electronic filing request : Registration

My filing reference (optional) ⓘ **Status** Pending request **Legal form** Association sans but lucratif

Contact email address of the entity (optional) ⓘ

Following a filing for registration, an updated profile will be sent to you free of charge. Please enter the language you would like to receive your company profile in.

Language French German
Please note: Sotely the profile presentation is provided in the selected language. Filed texts or registrations will not be translated.

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

Preparing Download **✓ This form was sent to your work station on 11/01/2024 (15:10:13)**

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 |
|------------|---|---------------------------|---|------|--------|
| | Constituting act (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](#)

Prices excluding VAT

- Filing formality : 14.61 €
- Registration fees : 12.00 €

Cost of request
26.61 €

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

(1) Loading progress and document check

4. Send my application to RCS

Then I have to go to the cart to make the payment.

Cart content All None

| Reference ⓘ | Date ⓘ | RCS Nr ⓘ | Trade name/Name ⓘ | Details ⓘ | Price ⓘ | Price excluding VAT | Exempt from VAT | |
|------------------|------------|----------|-------------------|-----------------------|--|---------------------|-----------------|--------------------------|
| D_24_32220 | 11/01/2024 | | ASBL Test 123 | Filing : Registration | Administrative fees Registration fees | 14.61 € - | - 12.00 € | <input type="checkbox"/> |
| Cart grand total | | | | | | 14.61€ | 12.00€ | |

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 | 14.61 € |
| VAT (17%) | 2.48 € |
| Total exempt from VAT | 12.00 € |
| Grand total due | 29.09 € |

My order reference: _____ (optional) ⓘ

PAY **PCI-DSS SAQ**

Learn more
User guide: Payment method

Grand total
29.09€

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 must be initiated.

5. 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.