RBE

REGISTRE DES BÉNÉFICIAIRES EFFECTIFS

DECLARATION OF BENEFICIAL OWNERS

User's Guide

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Contents:

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1. About this guide

1.1 Symbols used

A *remark* provides additional information on a topic.

A *board* proposes another method or shortcut to perform an action.

A *warning alerts* you to possible problems or specific precautions to take.

1.2 Terminology

PRI Certificate	"Privat" certificate: the certificate is issued in the name of a natural person as a private person.
LBR	LUXEMBOURG BUSINESS REGISTERS, Manager of the RCS, RESA and RBE
PCI DSS	Payment Card Industry Data Security Standard
PDF	Portable Document Format: A file format created by Adobe that allows you to view and print a file on any platform.
Legal Entity	Natural or legal person or entity registered with the RCS
RBE	Register of beneficial owners
RCS	Trade and Companies Register
RESA	Electronic Compendium of Societies and Associations
Saferpay	Payment platform managed by Six Card Solutions

2. General Operation

2.1 Authentication (login to the site)

Each service that requires the payment of an administrative fee requires user authentication. Electronic filing is one such service.

This authentication allows access to personal information such as the contents of the shopping cart, order tracking, etc..

Authentication takes place only once for the entire duration of the connection to the site. It is triggered as soon as a user accesses a "restricted access" screen, or by clicking on the **Connection** *button.*

Explanations regarding authentication and the creation of a user account are gathered in a specific user guide :

LBR - Connection procedure

Concerning the formalities relating to the declaration of beneficial owners, authentication on the LBR site must, for reasons of identification of the declarant, be made either by means of a product issued by Luxtrust S.A. or a Luxembourg eiD card, or by means of an eIDAS electronic certificate, offering at least a substantial level of guarantee.

For more information, please visit the following page: www.luxtrust.com.

2.2 Preparation of the declaration request

The user has a personal workspace on the LBR servers allowing him/her to prepare the various declaration requests. Each new declaration request is stored in this space reserved for the user. The LBR does not have access to this workspace, which remains under the exclusive control of the user.

The preparation consists of several steps:

> Creation of a new declaration request.

> User entry of HTML form data.

> Loading of supporting documents to complete the declaration request.

> Adding the declaration request to the basket.

Putting a request in the cart does not mean that it has been forwarded to the RBE Manager. Before the request is transmitted, the shopping cart must first be validated and the order must be authorized for payment.

2.3 Sending the declaration request

The cart allows you to create a set of requests for which you only want to pay once. All these requests will be, after payment, grouped together on an order form.

You can of course, at any time before validation, consult the contents of the cart and delete one or more requests.

You can find out at any time how many requests are in the cart on the left side of the **My Cart** *menu.*

The validation of the cart constitutes an order for which we want to proceed to the payment.

Only after validation of the order and payment of the administrative costs is the request for the declaration effectively transmitted to the RBE manager who will then proceed to the summary legal control of the declaration. The RBE manager may either accept the declaration request or request the regularisation of the request.

Notifications are automatically sent by e-mail to the user:

> to confirm receipt of his order by LBR,

> to confirm receipt by LBR of its RBE declaration request.

If the user does not wish to receive these emails, they can deactivate receipt in the menu *My account*.

2.4   Follow-up of the processing of the declaration request

Certain services provided by LBR on its website require a certain amount of processing time.

This includes the declaration of beneficial owners: once the declaration request has been sent, the RBE manager carries out a summary legal control of the request, which will then be either accepted or refused.

The RBE manager has three working days to validate the requested declaration.

Order tracking offers the user the possibility to view the list of active orders at any time and provides an overview of all orders placed with the LBR.

When the request has been processed by LBR, a notification is automatically sent by e-mail to the user unless the user has deactivated automated e-mails from the menu *My account* .

Once the declaration request has been processed, the user can download the proof of declaration. If the declaration request has been refused, the letter requesting regularization can be downloaded.

Order tracking also allows you to download a receipt of the corresponding payments for orders that have been completed in full.

2.5   Notes for already authenticated users

If you currently use a LuxTrust Digital Certificate to authenticate yourself on the LBR website, you do not need to create a new user account "certificate", your current user account is also valid for the declaration of beneficial owners.

3.   Declaration of beneficial owners

This service is accessible to any user, previously authenticated *either by means of a product issued by Luxtrust S.A. or a Luxembourg eiD card, or by an eIDAS electronic certificate, offering at least a substantial level of guarantee,* from the *RBE Declaration* menu.

3.1   Search for an entity

Access to the creation of a declaration request is only available via the RBE menu "Registration/Modification".

The user is directed to the RCS number search screen.

Entity search

RCS number		(B123456)

SEARCH

Searching for an entity for a declaration request is only possible via its *RCS Number*.

The user is prompted to enter the entity's *RCS Number* and click on the *Search* button. Declaring to the RBE therefore assumes that the entity has been previously registered with the RCS and has a *RCS Number*.

If the entity is properly registered with the RCS :

- If no entry has yet been made in the RBE, a new declaration request is to be created, using a dynamic form depending on the selected case.

Before accessing the form, the heading "Declaration of honour" must be ticked, otherwise it will be impossible to continue the registration process.

- If a listing has already been made in the RBE, a new amendment request is created using a form that will contain data on beneficial owners, senior officers or stock exchange listings that are currently on file with the reporting entity.

Before accessing the form, the section "Declaration of honour" must be ticked, otherwise it will be impossible to continue the process of modifying the declaration.

The detail screen of the request is then displayed directly to the user.

→ *See 3.2. Editing a request to be transmitted*

3.2   Editing a request to be transmitted

The detail of the view allows you to consult or complete a declaration request in preparation. It is available at

> **>**   following a successful search to create a new *declaration of beneficial owners*,

> **>**   following the selection of a request from the *list of pending requests*, where a request for RBE reporting has been initiated but not yet finalized.

The user may, if he wishes, during the "Vérification de ma demande" stage, fill in a *Référence de déclaration* order to organise his requests as well as possible. This is a reference freely established by the user, it is not a reference from the RBE manager. This reference is also included in the list of requests to be transmitted in order to facilitate the follow-up of requests.

The user can, after having completed the form and attached all necessary supporting document, click on **"Ajouter la demande au panier".** This will only be possible if the request is complete, i.e. all mandatory fields of the form have been filled in, automatic checks have not found any inconsistencies and every mandatory document is attached.

It is also possible at any time to save the current request and resume it at a later stage. To do this, click on "Reprendre plus tard" (top right of the screen):

A message will then appear on the screen inviting the user either to continue the declaration process in order to complete the declaration later or to return to the form immediately in order to finish entering the current application.

When the user selects "Enregistrer et reprendre plus tard", the request will appear in the "Pending requests". Simply click on the name of the entity and the request will open to be completed again.

NB: the request can also be deleted by clicking on the corresponding tick in the "Action" column and clicking on "Delete".

The request can also be deleted by clicking the *Abandonner la saisie* button.

3.2.1. Entering data to be inserted or changed

◦ **Filling in the form**

The user must complete the form by filling in the information required for RBE reporting.

◦ **Automatic control**

The form can be checked at any time during input. To do so, the user must click on the *Valider la saisie* button (bottom of the form) or on the *Vérification de ma demande* tab in the menu on the left of the screen.

Any errors detected will be displayed in the respective fields.

It should be noted that this is only a purely functional and logical automatic check of the data on the form to facilitate the completion of the form. It is not in any way the verification that will be carried out by the RBE manager after transmission of the declaration request to the RBE, following validation of the order and payment of any administrative costs.

◦ **Moving on to the next step**

When the information in the form is completed, the user must click on the *Etape suivante* button at the bottom of the page (under the form) or on the Attachment *Pièce(s) à joindre à la déclaration* tab in the menu on the left side of the screen.

Note that the automatic entry check is also carried out when the changeover to the next step is transmitted. If input errors remain, the user will not be able to continue to attach supporting documents or add the declaration to the shopping cart. In this case, the user must first correct the input errors before proceeding to *Etape suivante.*

3.2.2. Heading "Pièces à joindre à la déclaration "

The list of documents to be attached is proposed according to the type of declaration and the information filled in the form.

The user must attach the appropriate document by clicking on the *Ajouter la pièce jointe* button.

The file to be attached must be a PDF file or an image document (JPG, TIFF and PNG formats accepted, size: 600 k maximum).

The loading operation may take some time. Each uploaded file is checked for compliance with the accepted formats and also for the presence of viruses.

The user can delete an attached file by clicking on "Supprimer" or the 🗑 .

Once the file has been attached and checked, the user can view the document by clicking on the [download icon] .

3.3 Sending the declaration

3.3.1. Putting demand in the cart

When the information is completed and the required documents have been attached, the user proceeds to the next step *Ajouter la demande au panier*. He will be automatically directed to a screen to verify his request.

It will be possible to view the summary of the application in PDF format.

ABCD S.A.
Société anonyme
14, Rue Erasme L - 1461 Luxembourg
B168770

Récapitulatif des données à inscrire

Bénéficiaires effectifs

Inscription

Paul SCHMIT

Numéro d'identification étranger :	12365488998
Date et lieu de naissance :	le 01/01/1950 à Paris (France)
Pays de résidence :	France
Nationalité(s) :	française
Adresse privée ou professionnelle :	12, Boulevard de la Liberté
	75000 Paris (France)
Intérêts effectifs détenus :	Nature : actions
	Etendue : 40%

If an error is detected when viewing the summary document, it is possible to return to the request by clicking on *Retour* (to access the step relating to the documents) and then possibly on *Aller à l'inscription* (to access the form fields).

Inscription de bénéficiaires effectifs - ABCD S.A. (B168770)   Reprendre plus tard   Abandonner la saisie

Saisie des données à inscrire

Pièce(s) à joindre à la déclaration

Vérification de ma demande

VÉRIFICATION DE MA DEMANDE

Récapitulatif de ma déclaration

Ce document est un récapitulatif des données précédemment saisies. Veuillez visualiser et contrôler ce document avant de transmettre votre demande.

Visualiser le récapitulatif de ma demande en français (PDF / 34 k)

☑ J'ai contrôlé mon document récapitulatif *

Pièce officielle justifiant l'identité du bénéficiaire effectif.

Paul Schmit AAA - BBB.pdf (86 k)

Tarif de ma demande HTVA :	15.00 €
Frais de déclaration :	15.00 €
TVA (17.00%) :	2.55 €
Prix total à payer (TTC) :	**17.55 €**

Ma référence de déclaration ❓

← Retour   Ajouter la demande au panier 🛒

* Champ obligatoire   Version : LBR_20.7_1.5

If no error is found when viewing the summary document and the request can be sent to the cart, the box "J'ai contrôlé mon document récapitulatif" must be ticked before *Ajouter la demande au panier.*

3.3.2. Payment of the cart by users without a payment code

◦ **Cart management**

The next screen allows the user to view the contents of his cart. It is accessible to all public, previously authenticated, from the *My cart* menu of the LBR common bar.

The user can view the details of the request in the cart contents by clicking on the request reference in the *Reference* column.

The user can also remove a request from the cart by checking one (or more) request(s) in the list and clicking on the *Delete* button. The user can select or deselect all requests by clicking on the *All* or *None* link respectively.

The deletion of a report request that is in the cart is not completely deleted, it is simply put back in the work area to the status to be transmitted.

◦ **Cart validation**

Finally, the user can validate his cart by clicking on the *Pay* button. By this action, the user marks the willingness to proceed to the payment of all requests of the cart. All requests constitute an order. The payment mechanism is fully supported by the secure SaferPay interface.

The declaration service is subject to 17% VAT.

◦ **SaferPay Payment**

The payment of administrative fees is made via the secure SaferPay interface. Payment is therefore made via a secure connection available 24 hours a day, 7 days a week and credit card information does not pass through the LBR site.

The user is prompted to select the type of card they want to use to make the payment. To do this, the user must click on the logo corresponding to the card he wants to use.

The user must then provide his card number, expiry date and the 3-digit code found on the back of the card. Then click on the *Buy* button.

◦ **Confirmed order form**

This screen confirms the placing of the order and is displayed following the SaferPay payment.

Confirmed purchased order - N° C_20_5216

Date of the order **24/08/2020**

Reference	Date	RCS Nr	Trade name/Name	Details	Price	Price excluding VAT	Exempt from VAT
D_20_3694	24/08/2020	B168770	ABCD S.A.	Registration of beneficial owners Reference number D_20_3694 Request Number	Administrative fees	15.00 €	-

Total excluding VAT	15.00 €
VAT (17%)	2.55 €
Grand total due	17.55 €

PRINT ORDER   **MY ORDERS**

The user can print the confirmed order form in PDF format. Simply click on the *Print Order* button to create the PDF file and then use the print functionality provided by the PDF tool to print the document.

The user can access order tracking by clicking on the *My Orders* button.

The confirmed order form indicates in the details column the references of the requests to be recalled in the event of a claim.

Notifications are automatically sent by e-mail to the user:

> > to confirm receipt of his order by LBR,

> > to confirm receipt by LBR of its RBE declaration request.

If the user does not wish to receive these emails, they can deactivate receipt in the menu *My account*.

3.3.3. Payment of the cart by users with a payment code ("large orderer" users)

◦ **Cart management**

This screen allows the user to consult the contents of his cart. It is accessible for any user with a regular customer agreement, previously authenticated, from the *My cart* menu of the LBR common bar.

The user can view the details of the request by clicking on the request reference number in the list of requests in the shopping cart, **in the** *Reference* column.

The user can also remove a request from the cart by checking one (or more) request(s) in the list and clicking on the *Delete* button. The user can select or deselect all requests by clicking on the *All* or *None* link respectively.

> *The deletion of a report request that is in the cart is not completely deleted, it is simply put back in the work area* to *the status* to be transmitted.

◦ **Cart validation**

Finally, the user can validate his cart by clicking on the *Authorize Payment* button, after entering the *Payment Code*. By this action, the user indicates his willingness to proceed to the payment of all requests in thecart. All requests constitute an order.

The user must confirm his order by clicking on the *Yes* button.

The order is added to the monthly invoice and statement issued by LBR.

> *The Payment Code was communicated to you in a letter by LBR. If you have forgotten it, please contact the LBR helpdesk.*

> *The declaration service is subject to 17% VAT.*

◦ **Confirmed order form**

This screen confirms the placing of the order and is displayed following payment.

The user can print the confirmed order form in PDF format. Simply click on the *Print Order* button to create the PDF file and then use the print functionality provided by the PDF tool to print the document.

The user can access order tracking by clicking on the *My Orders* button.

The confirmed order form indicates in the details column the references of the requests to be recalled in the event of a claim.

Notifications are automatically sent by e-mail to the user:

> > to confirm receipt of his order by LBR,

> > to confirm receipt by LBR of its RBE declaration request.

If the user does not wish to receive these emails, they can deactivate receipt in the menu *My account*.

4. List of pending requests

This screen allows you to view all pending requests, which have not yet been forwarded to the manager for processing. It is accessible to the previously authenticated user, from the *RBE Declaration> Pending Requests* menu.

The user can access the details of the declaration request by clicking on the link corresponding to the request in *Details of the request* column.

A pending request can be deleted by checking the icon in the ☐ *Action* column and clicking the *Delete* button.

The Number of documents column shows the number of documents :

> 📎 *attached*: this is the number of attached and compliant documents,

> ❌ *in error*: it may be a missing mandatory document or an attached document that is not compliant or contains a virus. For more details, the user must consult the details of the declaration request by clicking on the link corresponding to the request in the column *Details of the request*.

The *Expiration Time Limit* column indicates the time remaining before the application expires. An expired request can no longer be added to the cart. The cart containing a request that has expired in the meantime cannot be validated.

Notifications are automatically sent by e-mail to the user:

> when a declaration request, sitll in "Requests to be transmitted" or in the basket and which has not yet been transmitted to the LBR, will soon expire,

> when a declaration request in "Requests to be transmitted" has expired and can no longer be transmitted to the LBR.

If the user does not wish to receive these emails, they can deactivate receipt from the menu *My Account.*

5.   Follow-up on reporting requests

This service is accessible to any user, previously authenticated, from the *My Orders* menu.

⚠️   Tracking features are not available for anonymous connections.

5.1   List of orders

This screen allows the user to access the list of his orders. It is accessible from the menu "My orders" if the user has authenticated previously.

By clicking on the link *Watch Requests >>* corresponding to the order to follow, the *Requests* tab of this same screen is displayed.

It is on this screen that the user can check the status of the declaration and the action taken by the RBE manager on his request.

Requests for declarations are represented by the icon 📤.

The different statuses of applications are represented by the following icons:

⚡	Request in progress	As soon as the payment of the corresponding order is authorized.
✅	Request completed	As soon as a request has been taken up by the RBE Manager and has been successfully processed. → In this case, the *declaration is processed.*
❌	Request denied	As soon as a request has been taken up by the RBE manager and has been refused. → In this case, the *declaration must be corrected.*

By downloading the file in PDF format, the user can consult the result of the application in electronic format by clicking on the icon   .

> > If the application is *processed*, the PDF file contains the data of the form as filed in readable form. This document is affixed with a virtual label showing the declaration number and date, as well as the RCS number of the entity concerned.

> > If the application is *refused*, the PDF file contains the letter of request for regularisation and, in legible form, the data from the form as submitted.

If the user has checked the Email Notifications box on the Personal Information screen of the My Account menu, he will receive an email notification once the request has been processed or refused.

In the case of a declaration request with status Refused, the user has the possibility to go back to the content of his request, in order to correct it, by clicking on the Correct the Request button.

The document remains available for a limited time. This *Availability* is displayed next to the icon   . Once the availability has expired, the icon displayed is next   and the document is no longer accessible.

The user can view the details of the request by clicking on the Request *Details* in the list.

5.2   Payment receipt

A proof of payment (receipt) in PDF format is available for each order as soon as the order has been completed in full. An order is completed in full if all the requests comprising it have been processed by LBR, regardless of the action taken on the request ("Refused" or "Processed" status). The payment receipt can only be downloaded from the *Order View*.

The payment receipt shall show the amounts actually debited. For the same order, the total amount of the receipt may therefore differ from the amount initially entered on the order form. This is particularly the case when a declaration request has not been accepted by the RBE manager and has been the subject of a correction request. A declaration request thus returned does not give rise to the payment of administrative fees.

As with the other documents, the receipt is made available for a limited period of 20 calendar days.

The payment receipt is only issued for users paying by credit card. For "major client" users, the confirmed purchase order will be displayed.

5.3   Detail of a request

This screen allows the user to view the details of the declaration application. It is accessible to the user, previously authenticated, from the list of requests.

5.3.1. Request in progress

As long as the application is being *processed*, the form (summary document) and the attached documents can be consulted. To download them, the user must click on the icon ⬛corresponding to the desired PDF file. However, they cannot be modified.

5.3.2. Request completed: Declaration made

Once the request has been processed, the proof of declaration with the BMS declaration label can be downloaded by clicking on the corresponding [pdf icon] icon in the *Proof of Declaration* section. This section also indicates the declaration reference number assigned by the BMS Manager.

Each *supporting document* can also be downloaded by clicking on the icon of the corresponding document.

5.3.3. Application refused: Declaration to be regularized

If the request was rejected by the RBE manager, the correction request letter containing the refusal reasons can be downloaded by clicking on the icon 📄. No payment has been made in this case.

Notifications are sent by e-mail when a declaration request has still not been corrected while the option "Correct the request" is available. The last notification sent will inform the user that the time allowed to correct the request has expired. The request will therefore have to be done again in full to be transmitted to the RBE manager.

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*The user has the possibility to go back to the content of his request, in order to correct it, by clicking on the **Correct the Request** button.*

A new declaration request is then created in the pending requests. This request contains a form completed in the same way as the refused request. The documents to be attached must be attached again.

5.4   Proof of declaration

The proof of declaration shall take the form of a legible version of the data transmitted through the declaration form, on which a virtual label shall be affixed on the first page. It indicates the RCS number of the entity that is the subject of the declaration, the declaration number and the date on which the declaration was made (validated by LBR).

5.5   Letter of request for regularization
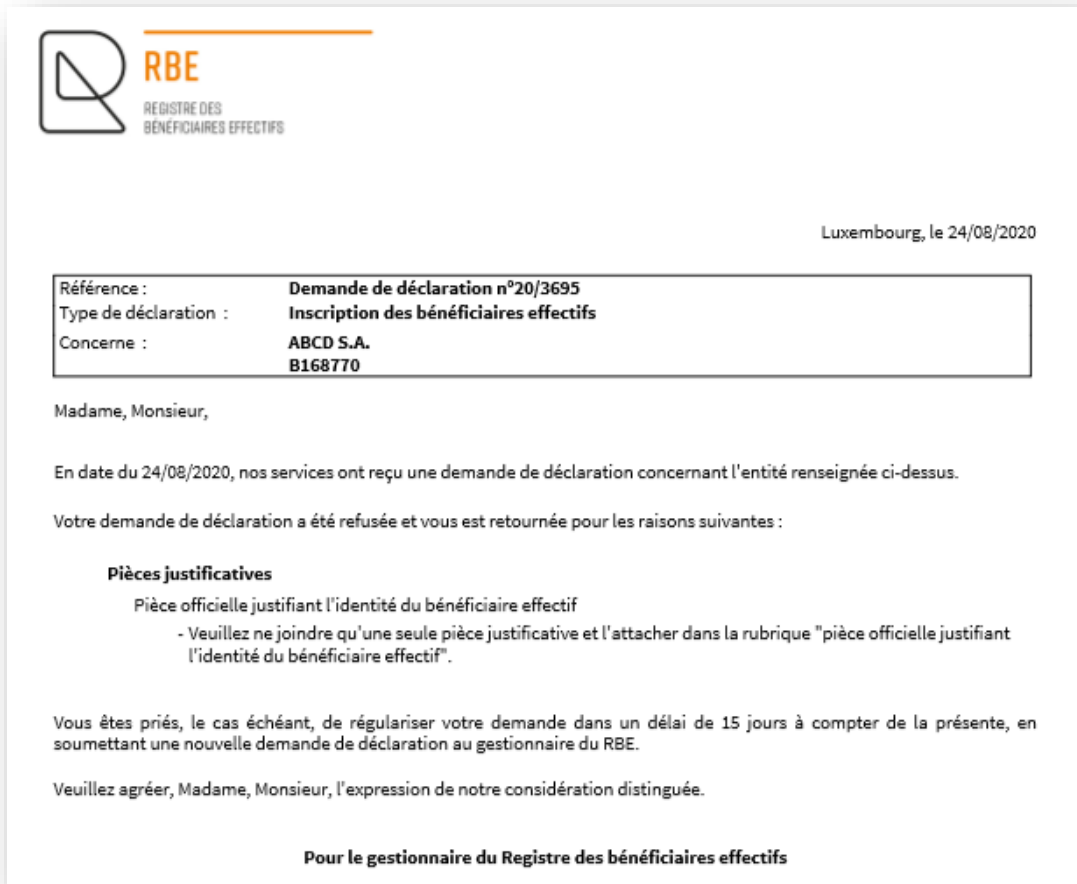
The letter of request for correction describes the various reasons why the request for declaration was refused. The PDF document contains the declaration form including the possible reasons for correction, if applicable.

6.   Common LBR Features

The different functionalities common to the whole LBR site are available in the LBR common bar.
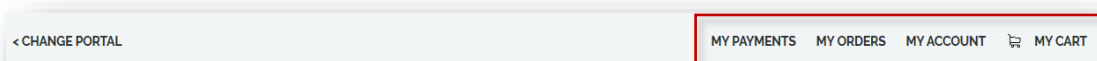
- *My payments*: Allows access to the payment information of the logged-in user.
- *My orders*: Allows access to the (unexpired) orders of the logged-in user.
- *My account*: Allows access to the user account information of the logged-in user.
- *My cart*: Allows direct access to the contents of the cart of the connected user.

Explanations about the common LBR functionalities are gathered in a specific user guide :

LBR - User Guide

7. Useful information

7.1 Screen resolution

The LBR website is designed to be displayed optimally with a screen resolution of 1366x768 pixels.

7.2 Adobe

LBR provides the requested electronic documents in the form of Adobe Acrobat PDF documents. The Adobe Reader product (latest version) must therefore be installed on the client machine. It is available free of charge at http://www.adobe.com/.

To generate PDF files that comply with the PDF/A standard, LBR recommends using the Adobe Acrobat product available for a fee at http://www.adobe.com/.

Only the most recent version of Adobe READER is supported.

Read more about creating a PDF/A file:

Create a PDF/A file

7.3 Browser versions

The proper functioning of the LBR website can only be guaranteed with the following browsers:

> Microsoft Edge (latest version).

> Mozilla Firefox (most recent version).

7.4 Cookies

In order to function correctly, the LBR site uses "session cookies". Session cookies should not be confused with persistent cookies, which are often used to store confidential information and can therefore represent a security and privacy risk, which explains their bad reputation.

Modern browsers such as Microsoft Edge and Mozilla make it possible to deactivate persistent cookies while accepting the session cookies necessary for the proper functioning of the LBR site.

7.5 Javascript

Some features of the LBR website are based on Javascript, which must therefore be activated in the browser.

8. Contacts

LBR Helpdesk

Tel: (+352) 26 428-1

Fax: (+352) 26 42 85 55

E-Mail: helpdesk@lbr.lu

Opening DaysOpening Hours

Monday to Friday   8:00 am to 5:30 pm