

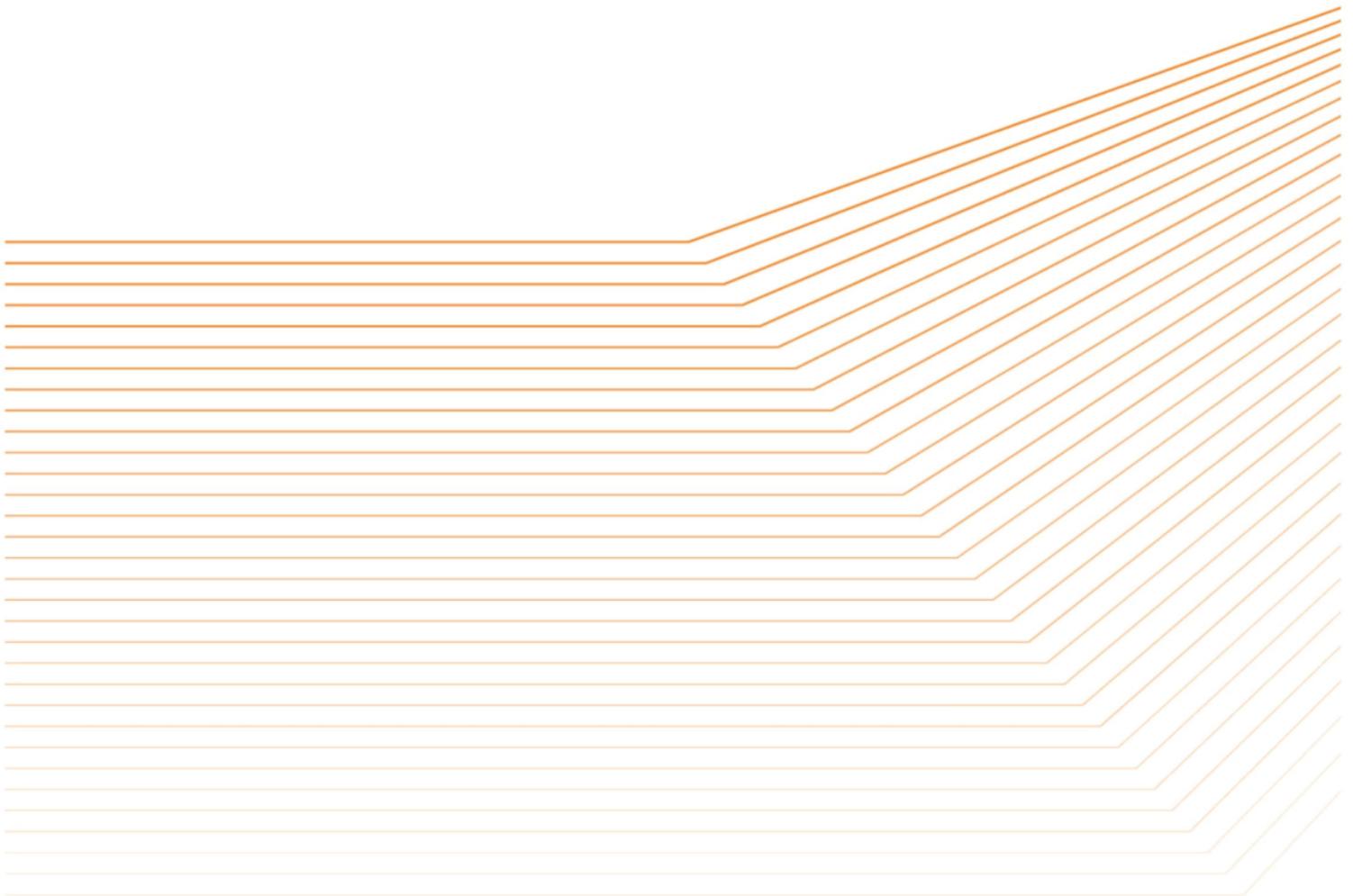


RBE

REGISTRE DES
BÉNÉFICIAIRES EFFECTIFS

REGISTER OF BENEFICIAL OWNERS

User's Guide



VERSION 3.1



RBE

REGISTRE DES
BÉNÉFICIAIRES EFFECTIFS

REGISTER OF BENEFICIAL OWNERS

User's Guide

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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. Access to the RBE portal

2.1 LBR Portal

The LBR portal is the main page displayed when accessing the URL www.lbr.lu.

It provides direct access to the RBE portal.

DISCONNECTION PRINT HELP

French Deutsch English

MY PAYMENTS MY ORDERS MY ACCOUNT MY CART

LUXEMBOURG BUSINESS REGISTERS

Welcome to the internet site of LUXEMBOURG BUSINESS REGISTERS

LUXEMBOURG BUSINESS REGISTERS (LBR), an economic interest grouping RCSL which consolidates the State, the Chamber of Commerce (Chambre de Commerce) and the Chamber of Trades (Chambre des Métiers), its mission is to manage and to develop, beyond the Trade and Companies Register, the different registers it may be trusted with, under the authority of the Ministry having Justice in its attributions.

Since 23 January 2003, LBR ensures the management of the Trade and Companies Register.

Since 1 June 2016, LBR is in charge of the electronic central platform of official publications officially named the 'Recueil électronique des sociétés et associations' (RESA).

The law of 13th of January 2019 establishing a Register of Beneficial Owners entrusted the management of this register to the LBR.

SELECT A PORTAL

RCS
REGISTRE DE COMMERCE ET DES SOCIÉTÉS
> ACCESS TO THE TRADE AND COMPANY REGISTER

RESA
RECUEIL ÉLECTRONIQUE DES SOCIÉTÉS ET ASSOCIATIONS
> ACCESS TO THE RECUEIL ÉLECTRONIQUE DES SOCIÉTÉS ET ASSOCIATIONS

RBE
REGISTRE DES BÉNÉFICIAIRES EFFECTIFS
> ACCESS TO THE BENEFICIAL OWNERS REGISTER

RBE DECLARATION

- Registration/Modification
- Pending requests

VIEW

- Search for an RBE file
- Order an RBE extract

2.2 The RBE portal

CONNECTION PRINT HELP

< CHANGE PORTAL

RBE
REGISTRE DES BÉNÉFICIAIRES EFFECTIFS

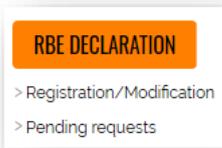
RBE DECLARATION

- Registration/Modification
- Pending requests

VIEW

- Search for an RBE file
- Order an RBE extract

The various services offered on the RBE portal are grouped into different menus:



- Creating a new declaration request
- Modification of a declaration already filed with the RBE
 - [Registration/Modification](#)
- List of declaration requests to be transmitted
 - [Pending requests](#)



- Viewing an entity's RBE record
 - [Search for an RBE file](#)
- Ordering a RBE extract for an entity
 - [Order an RBE extract](#)

3. Login

The use of some features of the RBE portal requires a user login.

These restricted features are preceded by a padlock .



Explanations about the login procedure and the creation of a user account are gathered in a specific user guide :



[LBR - Connection procedure](#)

4. Declaration of beneficial owners

This service is to be used to report electronically the beneficial owners of an entity registered in the RCS.

This service is accessible to any user, previously authenticated with a LuxTrust digital certificate or a Luxembourg eID card or an eIDAS digital certificate, offering at least a substantial level of guarantee, from the **RBE Declaration** menu.



Explanations concerning the declaration of beneficial owners are grouped in a specific user guide :



[RBE - Declaration of beneficial owners - User Guide](#)

5. Consultation

5.1 Searching for an RBE file

This screen allows you to search for Beneficial Owner information entered in the RBE for an entity registered with the RCS. It can be accessed by anyone who has logged on beforehand from the **View** menu, requiring the details of a registered person, i.e. :

- [Search for an RBE file](#)
- [Order an RBE extract](#)

The user can search by **RCS number** or by **Trade name**.

The search by name shall be carried out on the following information, whether it relates to the principal establishment or to one of the branches :

- Current name/translations and their possible abbreviations (or name and surname of a trader)
- Current commercial name and their possible abbreviations
- Name / historical translations and their possible abbreviations
- Historical commercial name and their possible abbreviations

The user must validate the search criteria by clicking on the **Search** button.

If more than one entity matches the specified search criteria, the user must select from the [list of entities](#) one whose details he wishes to consult.

The maximum number of search results is limited to 200. If the entity you are looking for is not in the list, you must refine your search criteria.

If only one entity matches the specified search criteria, the information recorded in [the RBE for the entity](#) displayed directly.

If no entity matches the search criteria, an error message is displayed. The user can change the previously entered criteria and perform a new search.



To search by RCS number, you must know the exact RCS number.



The most effective way to identify a registered person or entity is to search the RCS number.



The search by denomination does not take into account either case or accents.

It defaults to "Contains at least one of the words".

Example: `computer center`

→ searches for companies containing either `computer`, `center`, or both words.

It is possible to change this behaviour:

- Must contain a word: by prefixing the word with the sign " + ".

Example: `+computer`

→ searches for companies that contain the word `computer`.

- Excluding a word: by prefixing the word with a "- " sign.

Example: `-computer`

→ searches for companies that never contain the word `computer`.

- Containing the exact string: by placing the string in quotation marks. The words must be contiguous and in the same order as in the string.

Example: `"computer center"`

→ searches for companies containing the words `computer` and `center` written one after the other in that order.

5.1.1. List of entities (in the "Search for an RBE file" menu)

This screen allows you to select from a list of people, the person whose details you want to view. It is displayed following a [searching for an entity](#) the search criteria entered correspond to several people.

Search for an entity (Company, Non-profit association, ...)

RCS number (B123456)

Trade name

[Learn more](#)
User guide: Search

SEARCH

List of RCS-registered companies matching your search criteria

55 element(s) found

Trade name	RCS number	Action
abc fcp	K320	Certificate of non-registration of beneficial owner(s)
ABC SA	B113484	Certificate of non-registration of beneficial owner(s)
ASSMUT ABC	B167904	Certificate of non-registration of beneficial owner(s)
FONDS ABC	K46	Certificate of non-registration of beneficial owner(s)
Société ABC	B168000	View details

In case no declaration of beneficial owners has yet been made by the entity concerned, a link [Certificate of non-registration of beneficial owner\(s\)](#) allows directly to order a certificate of non-registration of beneficial owners.

Alternatively, the user who has found the entity that matches the search criteria can view the information in the RBE for that entity by clicking on the [View details](#) link.

Users can also refine their search by modifying the search criteria and clicking on [Search](#).

5.1.2. List of entities (in the menu "Order an RBE extract")

This screen allows you to select from a list of people, the person whose details you want to view. It is displayed following a [Searching for an RBE file](#) the search criteria entered correspond to more than one person.

Search for an entity for the extract

RCS number

Trade name

SEARCH

 **Learn more**

> User guide: Search

List of RCS-registered companies matching your search criteria

55 element(s) found

Trade name	RCS number
abc fcp	K320
ABC S.A	B113484
ASSMUT ABC	B167904
FONDS ABC	K46
Société ABC	B168000

The user can either select one person by clicking on its name or RCS number, or refine the search by clicking on **Search**.

By selecting one of the company codes in the list, or if the search returns only one result, a new RBE extract request is displayed.



If the search returns only one result, and no beneficial owner has yet been declared by the entity, a new request for a certificate of non-registration of beneficial owners is posted instead of the request for a RBE extract.

5.2 Details of the information recorded in the RBE

The information included in the RBE and available to the public depends on the type of reporting entity.

There are three types of statements:

- Beneficiaries ;
- Senior managing official(s);
- Publicly traded company ;

In all three cases, the hypertext link **Information** allows you to open or close the display of the other main information of this person, such as the registered office, the legal form, etc.



*Hiding the Main **Information at the same time** closes the **Available Services** section.*

*The **Information** section is by default closed except when consulting a person.*

It is possible to **Order an RBE extract from** the **Available Services** menu.

**SOCIETE ABC S.A. ,
en faillite clôturée
B123456**

^ Information

Trade name(s) or trading name(s)
SOCIETE ABC S.A.

Registered office
12, Rue de Luxembourg
L - 1234 Luxembourg

Available services
- Order an RBE extract

5.2.1. Reported beneficial owners

**SOCIETE ABC S.A. ,
en faillite clôturée
B123456**

v Information

Date of the last declaration
21/08/2020

Beneficial owners

^ SCHMIT, Paul

Name, first name(s) SCHMIT, Paul	Date and place of birth 01/01/1950 at arlon (Belgium)
Nationality(ies) Belgian	Country of residence Belgium
Nature of interest (scope) Aktien (40%)	

Available services

Figure 1: File Detail - Beneficial Owners

The list of declared **Beneficial Owners** can be consulted on this screen. Detailed information on the beneficial owner is available by clicking on the person.

Persons benefiting from a **limitation of access** or for whom a request for a limitation of access is being **processed by the RBE manager**, in application of article 15 of the law of 13 January 2019, are not listed on this page.

5.2.2. Senior managing official(s)

test dénomination
B167480
▼ Information

Available services

Date of the last declaration
08/09/2020

Persons registered pursuant to Article 1, section 7 (a) (ii) of the amended law of 12 November 2004 on anti-money-laundering and countering the financing of terrorism (AML-CFT)

As no beneficial owners could be identified under the rules provided for in Article 1, section 7 (a) (i) of the amended AML-CFT law of 12 November 2004, the entity's senior managing official(s) have been registered pursuant to Article 1, section 7 (a) (ii) of that same law.

▼ SCHMIT, Paul

The list of declared senior managing official(s) can be consulted on this screen under the heading *Persons registered pursuant to Article 1 section 7 a) ii) of the amended law of 12 November 2004 on anti-money-laundering and countering the financing of terrorism (AML-CFT)*.

Detailed information on the senior managing official(s) is available by clicking on the person.

5.2.3. Publicly traded company

Société ABC
B168000
▼ Information

Available services

Date of the last declaration
21/08/2020

Information on the regulated market on which the securities have been admitted to trading

Pursuant to Article 3, section 2 of the law of 13 January 2019 establishing a Register of Beneficial Owners, beneficial ownership details do not need to be filed with the Register of Beneficial Owners. Only the information on the regulated market on which the securities have been admitted to trading must be filed.

Name of the regulated market on which the securities have been admitted to trading
Bourse de Paris

Country of listing
France

The *Information relating to the regulated market on which the securities are admitted to trading is* available on this page.

No beneficial owner is reported in this case.

5.3 Order an RBE extract

5.3.1. Procedure to follow

On this screen, you can enter an extract request. It is accessible to all the public, previously connected, from the menu *View - Order an RBE extract*.

It appears automatically after the [search](#) screen if the search criteria entered correspond to only one person or after selecting a person from the list of persons.

In authenticated mode :

RBE DECLARATION

VIEW

- > Search for an RBE file
- > Order an RBE extract

GENERAL INFORMATION

- > Legislation and jurisprudence
- > Circulars
- > Prices
- > Declaration of beneficial owners - explanatory guide
- > Non-profit associations and Foundations
- > Other information

LINKED WEBSITES

- > Trade and Company Register

**SOCIETE ABC S.A. ,
en faillite clôturée
B123456**

Information

Details of extract application

Delivery method (*) electronically on secure paper

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

Activate the PREMIUM service Yes No

Recipient

Company:

Title (*):

Name, first name (*):

Number, Street:

Postal Box:

ZIP code (*): L -

Location (*):

Country (*):

ADD TO CART

(*) Required fields

Learn more

- > User guide: order a Company profile
- > User guide: PREMIUM service

Prices excluding VAT

Electronically : 5,00€
On secure paper : 10,00€
Premium : 110,00€

Cost of request
15,00 €

In anonymous connection mode :

**SOCIETE ABC S.A. ,
en faillite clôturée
B123456**

Information

Details of extract application

Delivery method (*) electronically on secure paper

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

PAY

(*) Required fields

Learn more

- > User guide: order a Company profile
- > User guide: PREMIUM service

Prices excluding VAT

Electronically : 5,00€
On secure paper : 10,00€
Premium : 110,00€

Cost of request
5,00 €

PCI-DSS SAQ
Validation service supported by SIX Payment Services

The user must specify the desired **Delivery Method** and the **Language** in which the extract is to be written.



The language of the extract only concerns the wording. The texts of the extract will not be translated.

If the secure paper delivery method is selected, the user must provide the detailed contact details of the **Recipient** to whom the extract is to be sent, unless the user has chosen to **Activate the PREMIUM service**.



In order to facilitate entry, the details of the last recipient entered are displayed again when the next extract is requested.

The user can request an extract by post and an extract electronically at the same time. In this case, two requests will be created.

Once this information has been entered, the user can :

- in authenticated mode, add the request to the cart using the **Add to cart** button ;



Validation of an application does not mean that the application is forwarded to the LBR. Before it is transmitted, the shopping cart must first be validated and the order must be authorized for payment.

- in anonymous connection mode, proceed directly to the payment of the request thanks to the **Pay** button ;

5.3.2. Premium service

By activating the PREMIUM service, LBR processes your request as a priority. LBR thus guarantees that the requested document can be picked up at its reception within 3 working hours after receipt of the order.

By activating this service, the amount of 100€ excl. VAT will be added to the price of your extract request.



In order to be available during the day, any request for a PREMIUM extract must be ordered before 10:00 a.m. and can be picked up from 2:30 p.m. at the LBR reception. A PREMIUM extract will not be delivered by post.



If the order is placed between 10:00 am and 2:30 pm, the extract will be available the next day from 10:30 am.

If the order is placed after 2:30 p.m., the extract will be available the next day from 2:30 p.m. onwards.

5.4 Order a certificate of non-registration of beneficial owners

5.4.1. Procedure to follow

In authenticated mode :

ABC S.A.
B103547
Information

Details of application for a certificate of non-registration of beneficial owner(s)

Delivery method (*) electronically
 on secure paper

Language (*) French German
Please note, only the introduction to the certificate will be provided in the specified language. No further texts or entries will be translated.

Activate the PREMIUM service Yes No

Recipient

Recipient (*) myself A third party

Company

Title (*) Mr.

Name, first name (*)

Number, Street

Postal Box

ZIP code (*) L-

Location (*)

Country (*) Luxembourg

ADD TO CART

(*) Required fields

Learn more
> User guide: order a Company profile
> User guide: PREMIUM service

Prices excluding VAT
Electronically : 5.00€
On secure paper : 10.00€
Premium : 110.00€

Cost of request
15.00 €

In anonymous connection mode :

ABC S.A.
B103547
Information

Details of application for a certificate of non-registration of beneficial owner(s)

Delivery method (*) electronically
 on secure paper

Language (*) French German
Please note, only the introduction to the certificate will be provided in the specified language. No further texts or entries will be translated.

PAY

(*) Required fields

Learn more
> User guide: order a Company profile
> User guide: PREMIUM service

Prices excluding VAT
Electronically : 5.00€
On secure paper : 10.00€
Premium : 110.00€

Cost of request
5.00 €

PCI-DSS SAQ
Validation service supported by 3iX Payment Services
Valid until Mar 2021

The user must specify the desired **Delivery method** and the **Language** in which the certificate is to be issued.

If the secure paper delivery method is selected, the user must provide the detailed contact details of the **Recipient** to whom the certificate is to be sent, unless the user has chosen to **Activate the PREMIUM service**.



In order to facilitate data entry, the details of the last consignee entered shall be re-displayed at the time of the next licence application.

At the same time, the user can request a certificate by post and a certificate electronically. In this case, two requests will be created.

Once this information has been entered, the user can :

- in authenticated mode, add the request to the cart using the **Add to cart** button ;



Validation of an application does not mean that the application is forwarded to the LBR. Before it is transmitted, the shopping cart must first be validated and the order must be authorized for payment.

- in anonymous connection mode, proceed directly to the payment of the request thanks to the **Pay** button ;

5.4.2. Premium service

By activating the PREMIUM service, LBR processes your request as a priority. LBR thus guarantees that the requested document can be picked up at its reception within 3 working hours after receipt of the order.

By activating this service, the amount of 100€ excl. VAT will be added to the price of your certificate request.



In order to be available during the day, all PREMIUM certificate requests must be ordered before 10:00 am and can be collected from 2:30 pm at the LBR reception. A PREMIUM certificate will not be issued by post.



If the order is placed between 10:00 am and 2:30 pm, the certificate will be available the next day from 10:30 am.

If the order is placed after 2:30 p.m., the extract will be available the next day from 2:30 p.m. onwards.

6. Secure payment via the SAFERPAY platform

Payment on the LBR website uses the secure payment platform Saferpay from SIX Card Solutions.

LBR therefore has no control over the payment data.



Explanations of the payment procedure via the Saferpay e-payment platform are contained in a special user guide:



[LBR - Saferpay User Guide](#)

7. Common LBR Features

The different functionalities common to the whole LBR site are available in the LBR common bar.

< CHANGE PORTAL

MY PAYMENTS MY ORDERS MY ACCOUNT  MY CART

- **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](#)



Common features are not available for anonymous connections.

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