



RCS

REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

NEW ASBL

Detailed Guidelines - Registration



VERSION 1.2



RCS

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Detailed Guidelines - Registration



Preliminary remarks :

The notes submitted by the Trade and Company Register (RCS):

- ***are of a general nature and are not aimed at any particular situation of a natural or legal person;***
 - ***are of an explanatory and documentary kind;***
 - ***aim at answering a number of questions raised by RCS users, have no legal value and do not engage the responsibility of the RCS manager;***
 - ***are not necessarily complete, exhaustive or completely up to date;***
 - ***do not constitute professional or legal advice;***
 - ***represent only the opinion of the RCS manager on a number of issues, subject to the interpretation that may be given by the Courts and Tribunals.***
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RCS

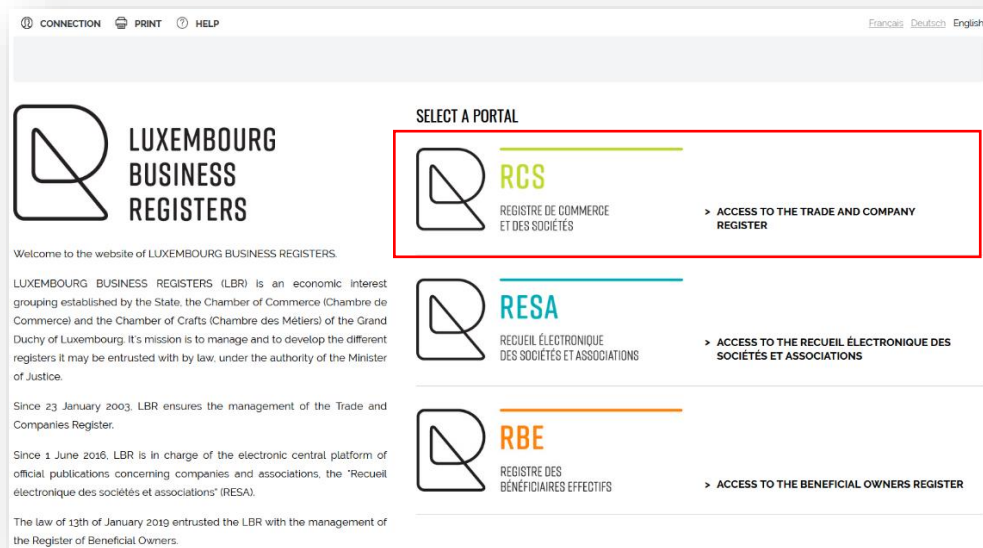
REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

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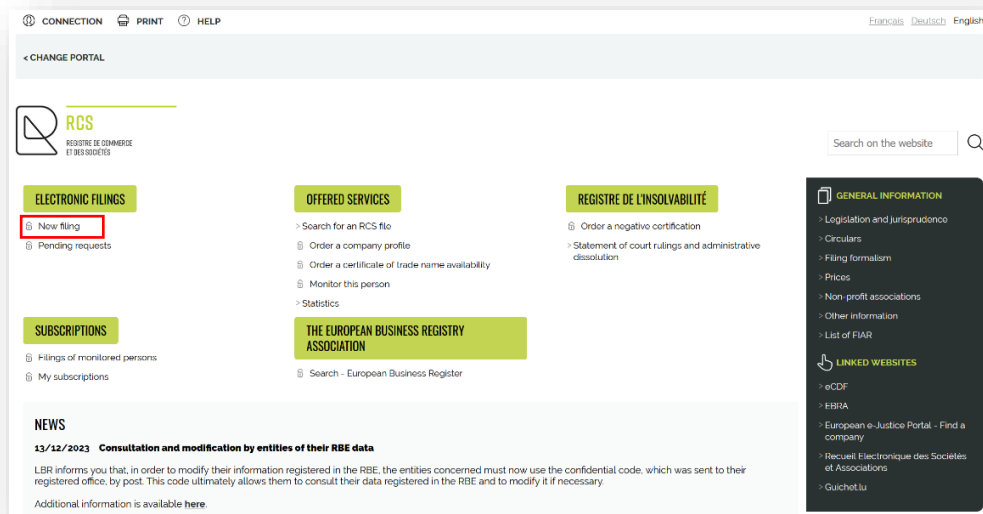
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1. Choice of service on the LBR website

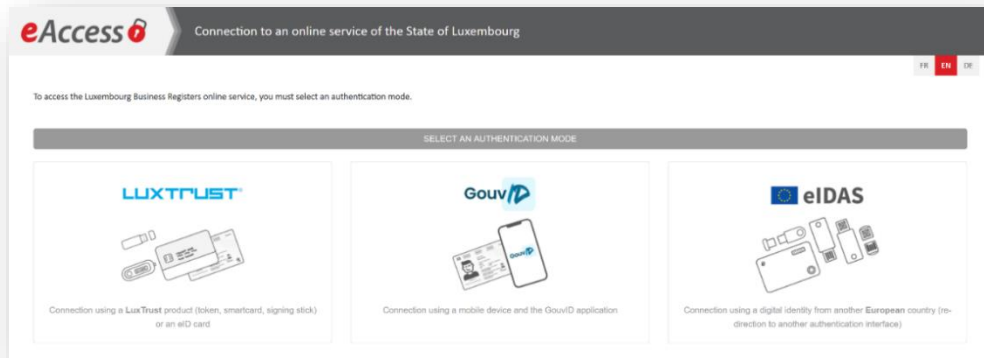
When I access the [LBR](#) site, I click on the “green” RCS heading :



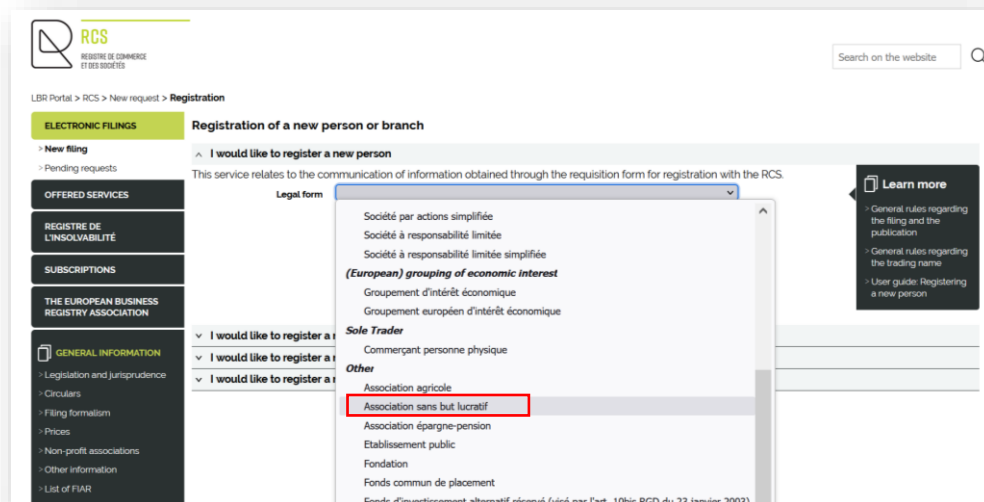
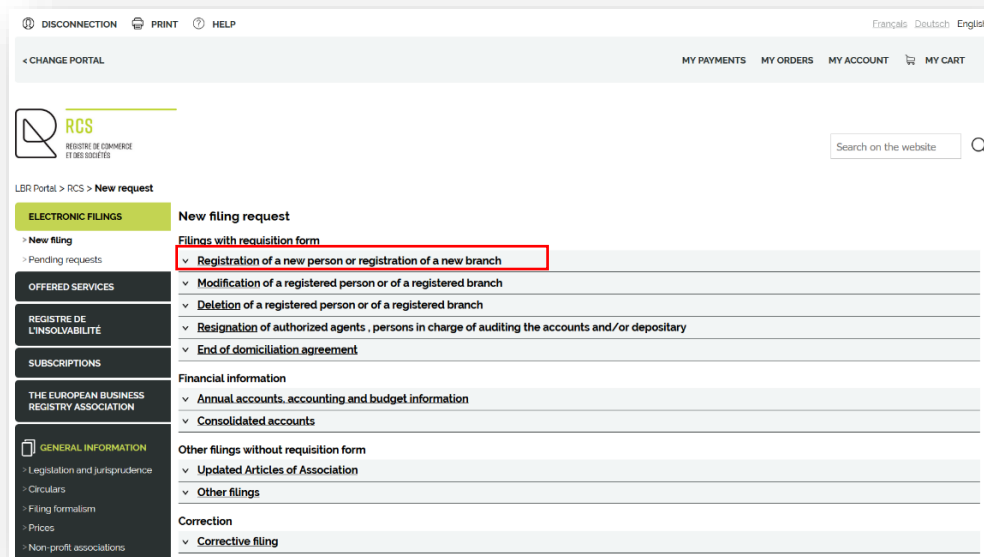
I click on “New filing”:



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



Don't forget to include the additional wording (here I click on "No further mention". ATTENTION: for an ASBL "recognised as being of public utility", ministerial authorisation is required).

Then I select the language of the requisition form. This is selected by default according to the language of the website (French on the English website).

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 in HTML format is available.

Mandatory fields are marked with the symbol (*).

I am filling in the following mandatory information:

- 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 the information in the statutes, which are included in the deed of incorporation.

◦ *Legal form*

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

Forme juridique

Forme juridique *

Association sans but lucratif

Mention supplémentaire (le cas échéant) *

Aucune mention supplémentaire

◦ *Date of incorporation and financial year*

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

The abbreviated financial year is the period between the establishment of the ASBL and the end of the financial year. Example: for an ASBL that wants to prepare its annual accounts from 01/07 to 30/06 and was established on 23/09/2023, the first financial year (or abbreviated financial year) is from 23/09/2023 to 30/06/2024 and the annual financial year is automatically filled in.

Exercice social

Premier exercice ou exercice raccourci

Date de début *

23/09/2023

L'exercice social correspond à l'exercice comptable de l'association.
En principe, la date de début du premier exercice social doit coïncider avec la date de création de l'association.

Date de fin *

30/06/2024

Exercice social

Date de début *

01/07

Date de fin *

30/06

◦ *Person(s) authorised to manage, administer and sign*

I have to complete the “Authorised signatory” section by quoting the article if my articles of association provide for such authority.

MANDATAIRES

Pouvoir général

Pouvoir général de signature

Le pouvoir général de signature correspond à l'extrait des statuts qui indique par quelle(s) signature(s) est engagée l'entité. Exemple : dans les statuts, "Art. 8 : l'entité est engagée par la signature conjointe de 2 membres de l'organe de gestion".

I have to add at least two board members (three if my ASBL has more than two founding members). To do this, click on “Enter the person(s) authorised to manage, administer and sign”.

I have to check the type of person to be registered:

Nouvelle personne autorisée à gérer, administrer et signer

Type de personne *

☐ Personne physique

☐ Personne morale luxembourgeoise inscrite au RCS

☐ Personne morale étrangère

☐ Personne morale luxembourgeoise non inscrite au RCS

For natural persons to be registered with the RCS, please refer to the brochure available on the LBR website: “FAQ - National Identification Number”.

In the section “Type of mandate”, the field “Function” is mandatory (Examples: chairman, deputy chairman, treasurer, secretary, member, etc.).

In the field “Body”, the wording stipulated in the articles of association must be used (“Board of Directors”, for example).

Type de mandat

Organe

Fonction *

Pouvoir de signature

Si cette personne a un pouvoir de signature accordé par l'organe de gestion, décrivez ce pouvoir. N'écrivez pas juste "Oui".
Ne mentionnez pas les pouvoirs bancaires.
Si cette personne n'a pas de pouvoir de signature, laissez ce champ vide (n'écrivez pas "Non").

If I have checked “Natural person (Luxembourgish or foreign law)” in the navigation menu, I must also complete the section “Permanent representative” (identity, place and date of birth, address).

Représentant permanent [Supprimer cette personne](#)

Identité de la personne physique

La personne dispose-t-elle d'un numéro d'identification national luxembourgeois ? *

☐ Oui

☐ Non

Adresse privée ou professionnelle

Pays *

For each Luxembourg legal entity, I first enter the registration number in the trade and company register: the information will be imported directly from the RCS

For foreign legal entities, different information need to be filled in manually.

Once all the fields to be modified have been completed, I proceed to the next step (“Publication”).

When navigating from one section of the form to another or from one step to another during filing, automatic checks are carried out. Any errors found will be displayed in red in the fields of the form.

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 have it registered. I have to answer “Yes” to the question “*Souhaitez-vous que LBR procède à l'enregistrement de cette pièce ?*” (Service charge of 12€)

PUBLICATION

Document(s) destiné(s) à la publication

 Ces pièces sont destinées à la publication au Recueil Electronique des Sociétés et Associations (RESA).
Ces pièces doivent obligatoirement être fournies au format PDF/A.
Les pièces numérisées ne sont pas acceptées.

[Aide : comment créer un fichier PDF/A ?](#)

Acte constitutif *


Déposez vos fichiers ici ou cliquez sur

Ajouter la pièce jointe

Format PDF/A (Taille : 40 MB max.)

Souhaitez-vous que LBR procède à l'enregistrement de cette pièce ?

☐ Oui
☐ Non

La pièce sera consultable par les tiers.

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

1. Format: **PDF/A Format Text** (see [tutorial ici](#)) in **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:
 - ☛ Denomination (Name of the ASBL);
 - ☛ Legal form (ASBL);
 - ☛ Head office address.

If I need to add another document for publication, I click on “Add another document intended for publication”.

If you wish to submit any documentary evidence to the RCS that does not require publication, you can do so via the section “Attached documents”.

Finally, I have to verify the application and place my filing application in the cart where I have to go to complete the payment.

4. Send my filing application to the RCS

Cart content

Reference	Date	RCS Nr	Trade name/Name	Details	Price	Price excluding VAT	Exempt from VAT	
D_24_0879	29/10/2024		LOLA	Filing : Registration	Administrative fees Registration fees	14.61 € -	- 12.00 €	<input type="checkbox"/>
Cart grand total MICHEL MARQUES MARINHO						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

Learn more
 > User guide: Payment method

Grand total
29.09 €

 **Assurance Card**

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 problems or have questions about how to use the LBR website, please contact the LBR Helpdesk as follows:

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.