

RBE

REGISTRE DES
BÉNÉFICIAIRES EFFECTIFS

DECLARATION TO BENEFICIAL OWNERS

Guide to the use of declaration forms



VERSION 3.0



RBE

REGISTRE DES
BÉNÉFICIAIRES EFFECTIFS

DECLARATION TO BENEFICIAL OWNERS

Guide to the use of declaration forms

Contents:

1. About this guide	3
1.1 Symbols used.....	3
1.2 Terminology	3
2. Presentation of forms	4
2.1 Types of reporting	4
2.2 Language of the form	4
2.3 Method of declaration	4
2.4 Form format	4
3. Dynamism of forms.....	4
3.1 Self-adjusting fields	4
3.2 Drop-down lists	5
3.3 Type of declaration	6
3.4 Fields cannot be changed.....	7
3.5 Dashboard (Multiple Topics)	9
3.6 Person with a Luxembourg or non-Luxembourgish identifier	11
4. Verification and validation of the form	11
4.1 Registration containing errors	12
4.2 Error messages and affected fields	12
5. Request for regularization.....	14
6. Contacts.....	14

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 alert** you to possible problems or specific precautions to take.

1.2 Terminology

LBR	LUXEMBOURG BUSINESS REGISTERS, RBE Manager
RBE	Register of beneficial owners
RCS	Trade and Companies Register
Person	Natural or legal person or entity registered with the RCS
PDF	Portable Document Format: A file format created by Adobe that allows you to view and print a file on any platform.

2. Presentation of forms

The declaration form brings together in a structured manner all the information that the law of 13 January 2019 establishing a register of beneficial owners requires to be communicated to the RBE.

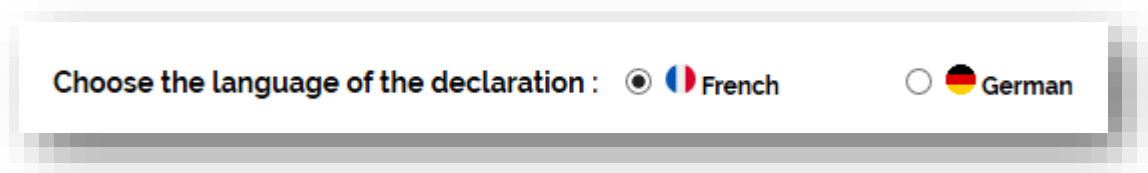
2.1 Types of reporting

There are 2 types of declaration forms:

- > First **registration of** beneficial owners, senior officers or a stock exchange listing.
- > **Modification of** the beneficial owners or principal directors already declared or of a stock market listing in the event that a procedure has already been carried out with the RBE.

2.2 Language of the form

The forms are available in French and German. The form is automatically downloaded in the language of the website (French for the English version of the website).



2.3 Method of declaration

The form can only be submitted electronically.

2.4 Form format

The reporting forms made available to users are in HTML format.

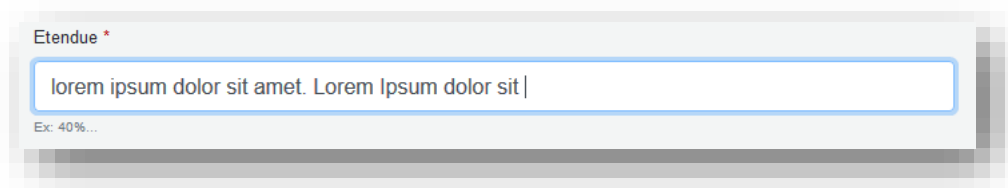
3. Dynamism of forms

The declaration form contains dynamic elements, the behaviour of which is explained in the following chapters.

3.1 Self-adjusting fields

All fields in the form are self-adjusting. The size of the field is automatically adapted to the content until the maximum allowed size is reached.

For example:





All fields are limited in number of characters, including self-adjusting fields.

3.2 Drop-down lists

For fields where the content is restricted to a limited number of values, the allowed values are proposed in the form of a drop-down list.

For example:

To drop-down the list, click on the arrow to the right of the field. Then, scroll through the list and choose the appropriate value.

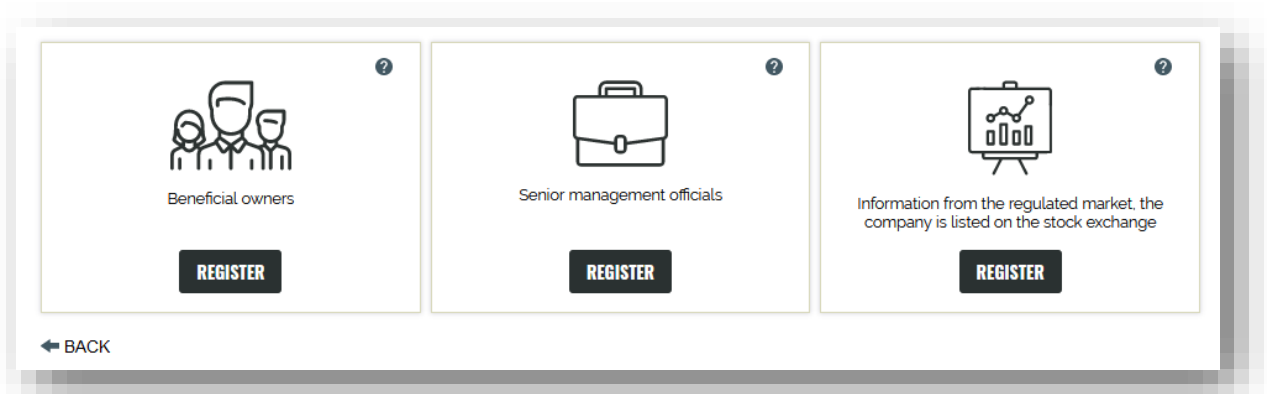
Once the list is scrolled down, typing a letter on the keyboard immediately positions the cursor on the first value that begins with that letter.



Repeating the same letter positions the cursor on the next values.

3.3 Type of declaration

3.3.1. In case of first registration



The type of declaration is to be selected

- The first option allows the beneficial owners to be declared when they can be identified.
- The second option allows for the declaration of senior management when the beneficial owners cannot be identified.
- The third option allows no beneficial owner to be reported provided that the institution is listed on a stock exchange. In this case, however, the information relating to the regulated market on which the securities are admitted to trading must be provided.

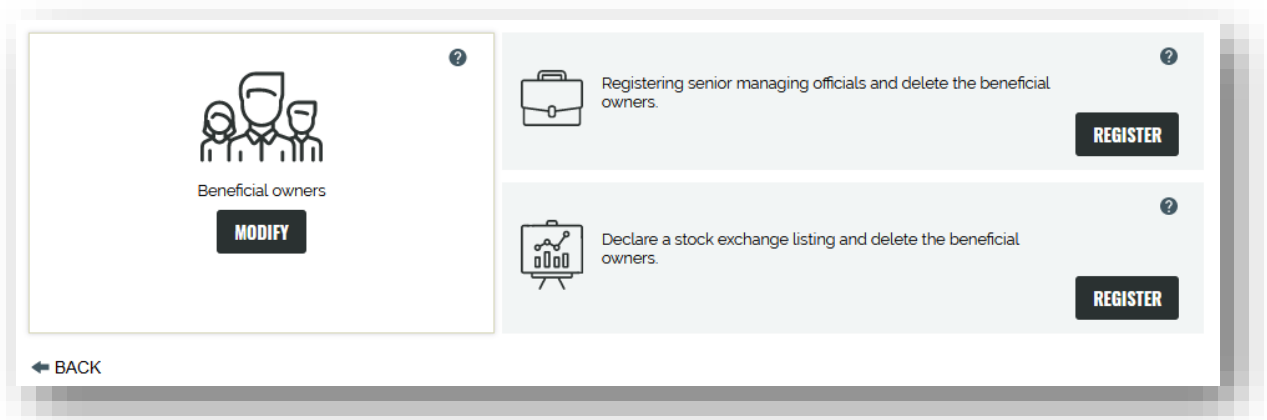
Only one declaration type can be selected.

Only the heading(s) corresponding to the type of declaration selected is (are) displayed and must be completed.

3.3.2. In the event of a change

The type of declaration modification is to be selected :

- Either it will be proposed to modify or delete the data of one or more registered beneficial owner(s) and/or to register one or more other beneficial owner(s), in the event that beneficial owners are registered in the RBE for the entity concerned.



- Either it will be proposed to amend or delete the data of one or more registered principal officer(s) and/or to register another principal officer(s), assuming that there are registered principal officers in the RBE for the entity concerned.

The screenshot shows a web interface with a central panel on the left and two panels on the right. The central panel features a briefcase icon, the text "Senior managing officials", and a "MODIFY" button. The top-right panel features an icon of three people, the text "Registering beneficial owners and delete the senior managing officials.", and a "REGISTER" button. The bottom-right panel features an icon of a presentation board, the text "Declare a stock exchange listing and delete the senior managing officials.", and a "REGISTER" button. A "← BACK" button is located at the bottom left of the interface.

- Either it will be proposed to amend the information relating to the stock exchange listing which has been entered in the RBE, if the information relating to a regulated market has been entered in the RBE for the entity concerned.

The screenshot shows a web interface with a central panel on the left and two panels on the right. The central panel features a presentation board icon, the text "Information from the regulated market, the company is listed on the stock exchange", and a "MODIFY" button. The top-right panel features an icon of three people, the text "Registering beneficial owners and delete the stock exchange listing.", and a "REGISTER" button. The bottom-right panel features a briefcase icon, the text "Registering senior managing officials and delete the stock exchange listing", and a "REGISTER" button. A "← BACK" button is located at the bottom left of the interface.

3.4 Fields cannot be changed

Some fields cannot be modified in the form.

> **For example:**

All beneficial owner fields are blocked for input until the user determines the action to be taken on the individual using the "Modifier" or "Rayer" buttons.

SCHMIT Paul
[Modifier](#) [Rayer](#)

Identité

Les noms et prénom(s) sont à indiquer tels qu'inscrits sur la pièce officielle jointe justifiant l'identité de la personne

Nom *

Prénom(s) *

Pays de résidence

Pays de résidence *

Nationalité(s)

Nationalité *

If there is a change to a beneficial owner or principal officer, only the "Nom" and "Prénom(s)" fields cannot be changed.

NB: If the private or business address is to be changed, the box "Je souhaite modifier l'adresse privée ou professionnelle actuellement inscrite" must be ticked so that the fields in this section can be opened and completed. The data of the old address does not appear on the screen and the data of the new one must be entered in full.

Adresse privée ou professionnelle précise

Je souhaite modifier l'adresse privée ou professionnelle actuellement inscrite.

Adresse privée ou professionnelle précise

Je souhaite modifier l'adresse privée ou professionnelle actuellement inscrite.

Pays *

Veuillez sélectionner votre choix

Numéro

Rue

Code postal *

Localité *

3.5 Dashboard (Multiple Topics)

When you make a change (beneficial owners or chief executives), the screen displays the data of a beneficiary or executive. If other persons are listed as such, they are listed at the bottom of the page. There are also other possible commands (adding a beneficial owner/principal officer...).

SCHMIT Paul [Modifier Rayer](#)

+ [Ajouter un bénéficiaire effectif](#)

+ [Modification d'un BE non-consultable \(art15\)](#)

+ [Radiation d'un BE non-consultable \(art15\)](#)

Valider la saisie

[Aller aux pièces jointes](#) ➔

* Champ obligatoire

Version : LBR_20.6.13 (HTML-ON)

This provides an overview of the persons registered as beneficial owners or senior managers.

On this page are grouped the modification or deletion operations for existing persons pre-filled in the form, as well as the operation for adding a new person to be registered.

This page gives an overview of persons and transactions (registration, modification, deletion) by heading.

- > To add a person, simply click on "+ Ajouter un bénéficiaire effectif" or "+ Ajouter un dirigeant principal".
- > To add more than one person, simply click as many times as necessary on "+ Ajouter un bénéficiaire effectif" or "+ Ajouter un dirigeant principal". The headings appear on the screen, then click on the arrow at the ▼ end of the line of the person whose data is to be completed.

The screenshot shows a list of persons in a table-like format. The first row is for 'SCHMIT Paul' with a 'Modifier Rayer' link and a dropdown arrow. Below it are three rows for 'Inscription en cours de saisie', each with a red error message 'Inscription contenant des erreurs' and a 'Supprimer' link. Each row has a dropdown arrow at the end.

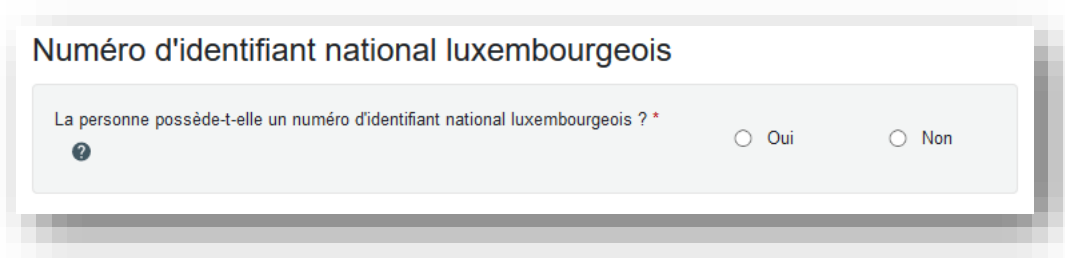
The screenshot shows a detailed form for 'Inscription en cours de saisie'. The form has a red error message 'Inscription contenant des erreurs' and a 'Supprimer' link. The main heading is 'Numéro d'identifiant national luxembourgeois'. Below it is a question: 'La personne possède-t-elle un numéro d'identifiant national luxembourgeois ? *' with radio buttons for 'Oui' and 'Non'. A red error message 'Veuillez sélectionner un choix ci-dessus' is at the bottom.

To delete a section of the form, simply click on the word "Supprimer" in front of the new person. Deleting a heading also deletes the data previously entered.



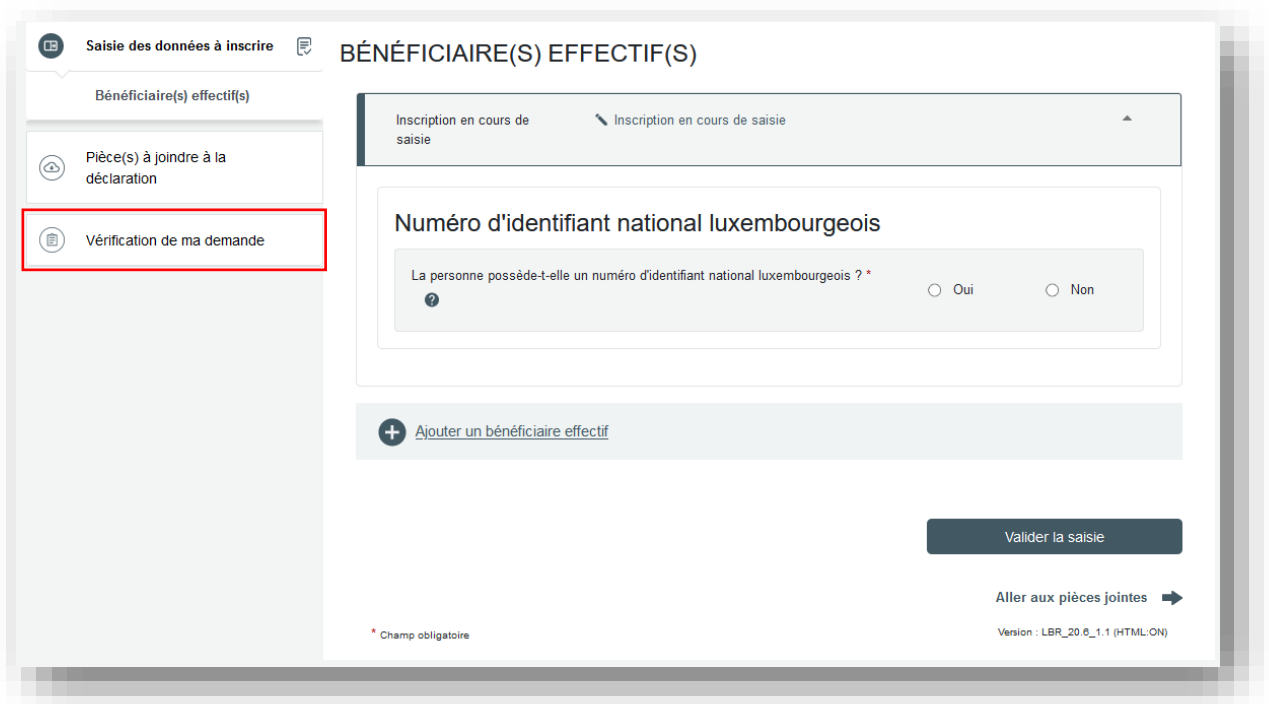
3.6 Person with a Luxembourg or non-Luxembourgish identifier

As a document must be attached when a person does not have a Luxembourg national identification number, the following question must be answered first :



4. Verification and validation of the form

The "Vérification de ma demande" menu on the left side of the screen allows you to check if no anomaly is detected when entering information (omission, technical inconsistency, etc.). If all mandatory fields have been correctly completed, the system will automatically go to the next step.

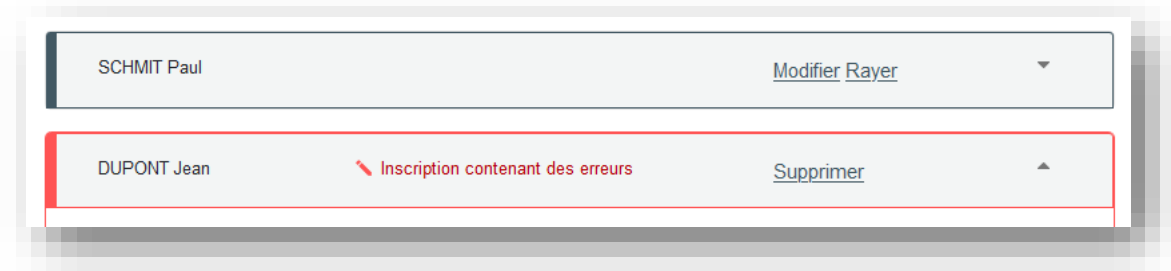


The "Valider la saisie" button (at the bottom of the page) starts the automatic validation of the form to check the technical consistency of the data (mandatory information, date format...).

The "Aller aux pieces jointes" link launches the automatic validation of the form to check the technical consistency of the data and takes you to the next step.

4.1 Registration containing errors

The persons for whom one or more errors appear in the form are displayed in red on the dashboard.



4.2 Error messages and affected fields

Validation errors are displayed at the level of the problematic field(s).

Persons, headings and fields affected by an error are surrounded by a red frame.

DUPONT Jean
Inscription contenant des erreurs
Supprimer

Numéro d'identifiant national luxembourgeois

La personne possède-t-elle un numéro d'identifiant national luxembourgeois ? *

Oui Non

Identité

Les information à renseigner dans ce cadre sont nécessaires au contrôle du numéro d'identification national renseigné. Les informations inscrites au RBE pourront au besoin être corrigées pour être conformes à celles renseignées dans le Registre national des personnes physiques.

Numéro d'identification national luxembourgeois : * ?

1950010112345

Nom *

DUPONT

Prénom(s) *

Jean

Date de naissance *

01/01/1950

La date de naissance est calculée à partir du numéro d'immatriculation luxembourgeois si celui-ci est valide

Lieu de naissance *

Le lieu de naissance est obligatoire.

Pays de naissance *

France



Once the error has been corrected, the error message and the red boxes disappear only after the form has been validated again.

5. Request for regularization

To facilitate the correction of the data on the form in the context of a request for regularisation issued by the LBR, the remarks made by LBR staff are incorporated directly into the form at the level of the heading(s) concerned.

A summary of the application is attached to the letter of regularisation, which also includes the remarks of the LBR agents.



Accrual/deferral messages never disappear from the form, even if the accrual/deferral was performed as requested and the form was released without errors.

6. Contacts

For any computer problems or questions related to the use of the LBR website, you can contact the LBR helpdesk at the following address:

Tel: (+352) 26 428 -1

Fax: (+352) 26 42 85 55

E-mail: helpdesk@lbr.lu

The helpdesk is open from Monday to Friday from 8.00 am to 5.30 pm without interruption.