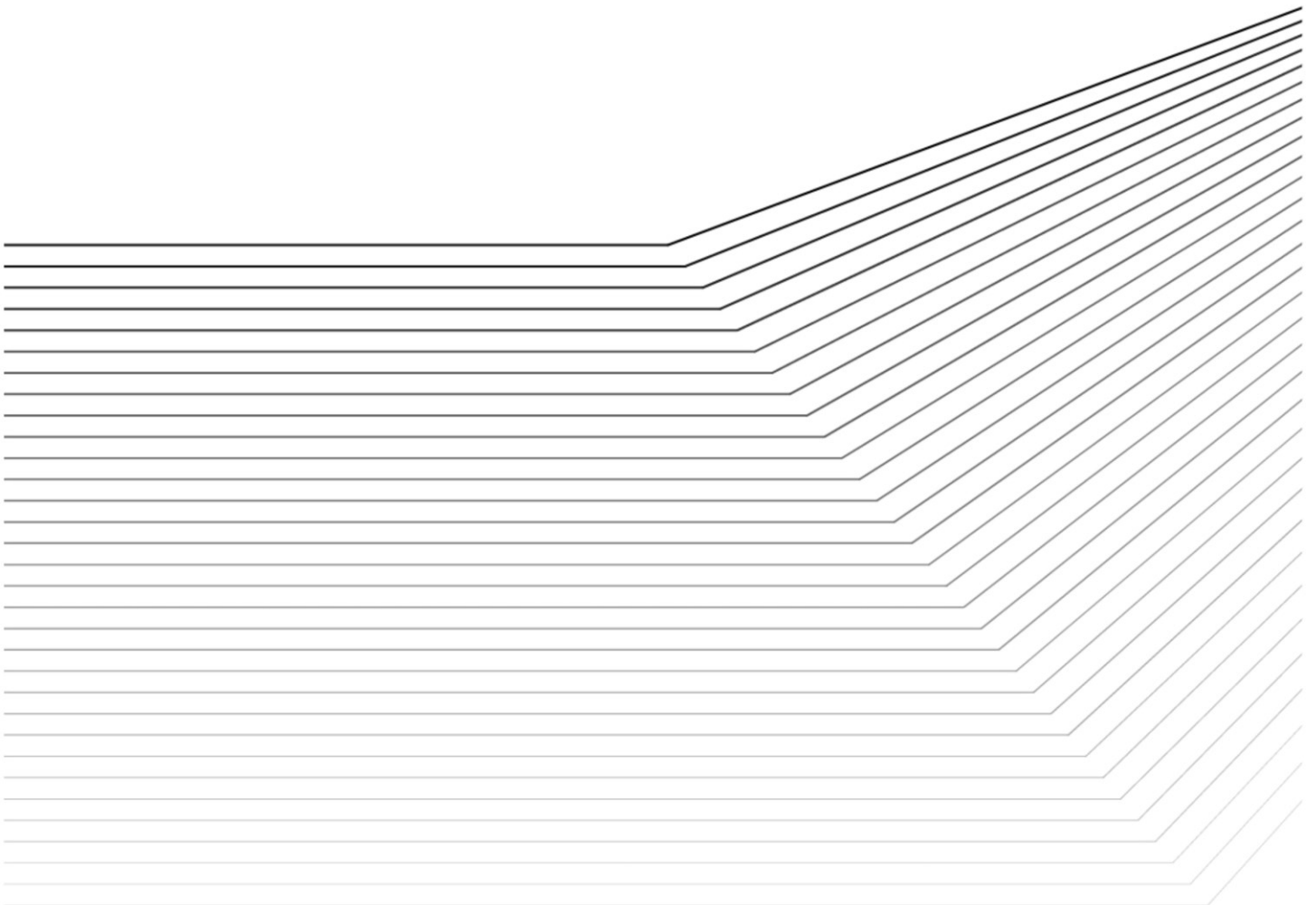




LUXEMBOURG  
BUSINESS  
REGISTERS

# FREQUENTLY ASKED QUESTIONS (FAQ)

## Luxembourg national identification number



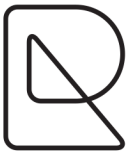
VERSION 1.0

# FREQUENTLY ASKED QUESTIONS (FAQ)

## Luxembourg national identification number

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## 1. Summary of the procedure

- 1.1 The natural person concerned **already has** a Luxembourg national identification number (Matricule)

How can an **existing Luxembourg national identification number** be registered?

You have **3 options** available:

When **filing for a registration**

- ✓ **Registration of a new person** or registration of a new branch
- ✓ **Modification** of a registered person or of a registered branch

When **filing for an amendment/modification**

- ✓ **Registration** of a new person or registration of a new branch
- ✓ **Modification of a registered person** or of a registered branch

By selecting the service  
“**Update of the Luxembourg national identification number of natural persons registered with the RCS**”

RCS  
REGISTRE DE COMMERCE  
ET DES SOCIÉTÉS

EINREICHUNGEN IN  
ELEKTRONISCHER FORM

- Neuer Einreichungsantrag
- Update of the Luxembourg national identification number of natural persons registered with the RCS**
- Einzureichende Anträge

Enter the Luxembourg national identification number in the **appropriate field** on the form.

No **documentary evidence** needs to be provided.

1.2 The natural person concerned **does not have** a Luxembourg national identification number (Matricule)

How do I request the **creation of a Luxembourg national identification number**?

You have **3 options** available:

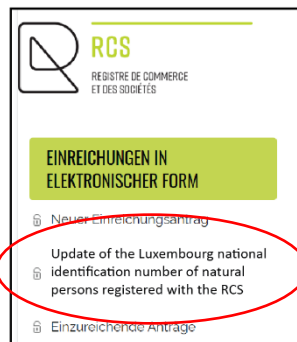
When **filing for a registration**

- ✓ **Registration of a new person** or registration of a new branch
- ✓ **Modification** of a registered person or of a registered branch

When **filing for an amendment/modification**

- ✓ **Registration** of a new person or registration of a new branch
- ✓ **Modification of a registered person** or of a registered branch

By selecting the service  
"Update of the Luxembourg national identification number of natural persons registered with the RCS"



Enter the required information in the field  
"Luxembourg national identification number to be created".

**Documentary evidence** establishing the person's identity must be provided with the application.

Documentary evidence **indicates the exact and current address** of the person's usual place of residence.

**Further documentary evidence not required.**

Documentary evidence **does not indicate the exact and current address** of the person's usual place of residence.

**Documentary evidence of the person's usual place of residence is to be provided.**

## 2. What is the Luxembourg national identification number?

This is the number provided for in the amended law of 19 June 2013 on the identification of natural persons, more commonly known as the “**Matricule**” number or “**CNS number**”.



Figure 1: CNS Card with the Luxembourg national identification number or “Matricule” number

## 3. Which persons are concerned?

### 3.1 For which persons a Luxembourg national identification number must be provided?

This number must **be filed** for **each natural person registered or to be registered in the RCS** within the file of a registered entity, in whatever capacity (partner, authorized representative, commissioner, etc.).

However, there are some exceptions in which this number does not have to be provided:

- > if the natural person is an authorized representative appointed in the context of proceedings registered in the RCS,
- > if the natural person is an authorized representative of a company under foreign law that has opened a subsidiary in the Grand Duchy of Luxembourg.

### 3.2 Are permanent representatives of a Luxembourg subsidiary of a legal entity under foreign law concerned?

**Yes**, this number must also be provided for permanent representatives of a Luxembourg subsidiary of a foreign legal entity. Only natural persons who are registered as authorized representatives of the legal entity under foreign law are not affected by the registration filing of this number.

## 4. How do I file the necessary formalities with the RCS?

4.1 Can anyone request the creation of their Luxembourg national identification number through the RCS?

**No, because the request for the creation** of a Luxembourg national identification number can only be made by the registered entity or its authorized representative, who will request the creation of a Luxembourg national identification number **for the natural persons registered or to be registered in its file.**

4.2 Can the preparation of the filing request be started by one person and completed by another?

**No.** A filing request that has been **started by the applicant can only be forwarded to the RCS administrator by that applicant.** The **applicant does not have the option of forwarding the application to a third party** to enter the information.

4.3 How can the information on natural persons already registered in the RCS be updated??

There are three options for performing this update:

- > when **filing a registration of a new person or a new branch,**
- > when **submitting a filing for amendment/modification,**
- > through the specific service **'Updating the Luxembourg national identification number of natural persons registered in the RCS'**

4.4 Will there be a fee for the specific service *"Updating the Luxembourg national identifier of natural persons registered with the RCS"*?

For the time being, this service will be free of charge.

4.5 Is documentary evidence required to enter an existing Luxembourg national identification number of a natural person in the RCS?

**No,** when registering an **already existing** national identification number **for a natural person, no documentary evidence needs to be provided.**

## 5. What new information needs to be provided to the RCS in the forms associated with the Luxembourg national identification number?

### 5.1 In relation to the identity of the person

#### 5.1.1 What new information must be provided for a natural person, who already has a Luxembourg national identification number?

The Luxembourg national identification number must be entered in the field provided for this purpose on the registration form.

**No documentary evidence** of the national identification number needs to be provided.

The screenshot shows the 'TEILHABER' registration form. The left sidebar contains navigation options: 'Erfassung der Daten', 'ANGABEN ZUR HAUPTNIEDERLASSUNG', 'TEILHABER', 'BEVOLLMÄCHTIGTE', 'PRÜFUNGSBEAUFTRAGTE DER GESCHÄFTSBUCHFÜHRUNG', 'FREIWILLIGE LIQUIDATION', 'Offenlegung', 'Beigefügte(s) Dokument(e)', and 'Übersicht'. The main form area is titled 'TEILHABER' and shows 'Eintragung wird durchgeführt'. The 'Neuer Teilhaber' section includes 'Art der Person' with radio buttons for 'Natürliche Person', 'Im RCS eingetragene juristische Person luxemburgischen Rechts', 'Juristische Person ausländischen Rechts', and 'Nicht im RCS eingetragene juristische Person luxemburgischen Rechts'. The 'Personalien der natürlichen Person' section has a question 'Verfügt die Person über eine luxemburgische nationale Identifizierungsnummer (Matrikelnummer)?' with 'Ja' selected. A red box highlights the 'Luxemburgische nationale Identifizierungsnummer' field, which is currently empty. Below it, there are fields for 'Name', 'Vorname(n)', 'Geburtsdatum', 'Ort de Geburt', and 'Land der Geburt'.

Figure 2: The natural person already has a Luxembourg national identification number



### 5.1.2 What new information needs to be provided for a natural person who does not have a Luxembourg national identification number and for whom one has to be created?

The creation of this number must be requested as part of the procedure with the RCS. **The following information** must be entered in the registration form in order to create the Luxembourg national identification number:

- Last name(s)
- First name(s)
- Date, place and country of birth
- Gender (male, female, unknown)
- Nationality
- Address of **private residence** (house number, street name, postcode, town/city, country) - **Documentary evidence must be provided.**

Figure 3: The natural person does not have a Luxembourg national identification number – Information to be entered in the registration form when creating the Luxembourg national identification number

It is important that the information **entered in the form matches the information on the documentary evidence to be provided** with the request for the creation of the Luxembourg national identification number (see **point 6** of this document).

The figure consists of two screenshots of a web application interface. The top screenshot shows the 'ZU ERSTELLENDEN LUXEMBURGISCHE NATIONALE IDENTIFIZIERUNGSNUMMER (MATRIKELNUMMER)' section. The left sidebar contains navigation options: 'Erfassung der Daten', 'Zu erstellende luxemburgische nationale Identifizierungsnummer (Matrikelnummer)', 'Offenlegung', 'Beigefügte(s) Dokument(e)', and 'Übersicht'. The main content area has a header 'ZU ERSTELLENDEN LUXEMBURGISCHE NATIONALE IDENTIFIZIERUNGSNUMMER (MATRIKELNUMMER)' and a sub-header 'MAX MUSTERMANN'. Below this is a 'Personalien' section with the following fields: 'Name' (MUSTERMANN), 'Vorname(n)' (MAX), 'Geburtsdatum' (30/01/1979), 'Ort de Geburt' (Lisbon), 'Land der Geburt' (Portugal), and 'Geschlecht' (Männlich, Weiblich, Unbekannt). There is also a 'Staatsangehörigkeiten' section with a dropdown menu and a '+ Staatsangehörigkeit hinzufügen' button. The bottom screenshot shows the 'Gewöhnlicher Wohnort' section. The left sidebar is the same. The main content area has a header 'Gewöhnlicher Wohnort' and a sub-header 'Sie müssen den gewöhnlichen Wohnort dieser Person gemäß Artikel 5 (2) des Gesetzes vom 19. Juni 2013 in Bezug auf die Identifizierung der Privatpersonen angeben. Die erstellte nationale Identifizierungsnummer wird der betreffenden Person per Post an diese Adresse mitgeteilt.' Below this are fields for 'Land', 'Hausnummer', 'Straße' (with an example 'z.B.: Rue de la Gare'), 'Gebäude', 'Stockwerk', 'Postleitzahl', and 'Ortschaft'.

Figure 4: The natural person does not have a Luxembourg national identification number – Information to be entered in the Section 'Luxembourg national identification number (matricule) to be created'



**Information on the gender, nationality and address of the usual place of residence of a natural person is not registered with the RCS, but is forwarded to the "Centre des technologies de l'information de l'Etat" (CTIE) for inclusion in the National Registry of Natural Persons. It is therefore only communicated to the LBR for the purposes of creating the national identification number.**

### 5.1.3 Do all first names and last names of the persons have to be entered in the fields provided?

When transmitting an **existing national identification number**, the name(s) and first name(s) to be entered in the form must be exactly the same as those in the national register of natural persons.

When **applying for the creation of a Luxembourg national identification number**, only the birth name should be entered in the name field (the name used, such as the married name, should not be entered).

All first names that appear on the documentary evidence must be entered in the first name field. **Please note that there should be no brackets or commas included in the last name or first name fields.**

### 5.1.4 Is it possible to enter titles or functions?

**No.** Titles or functions (e.g. title of nobility, doctor) should not be entered in the name field, even if they appear on the person’s identity document.

## 5.2 In relation to the person's usual place of residence

When requesting the creation of a Luxembourg national identification number, the **address of the private residence of the person** must be entered in the **section “Usual place of residence”**. It is to this address that the newly created national identification number will be sent.

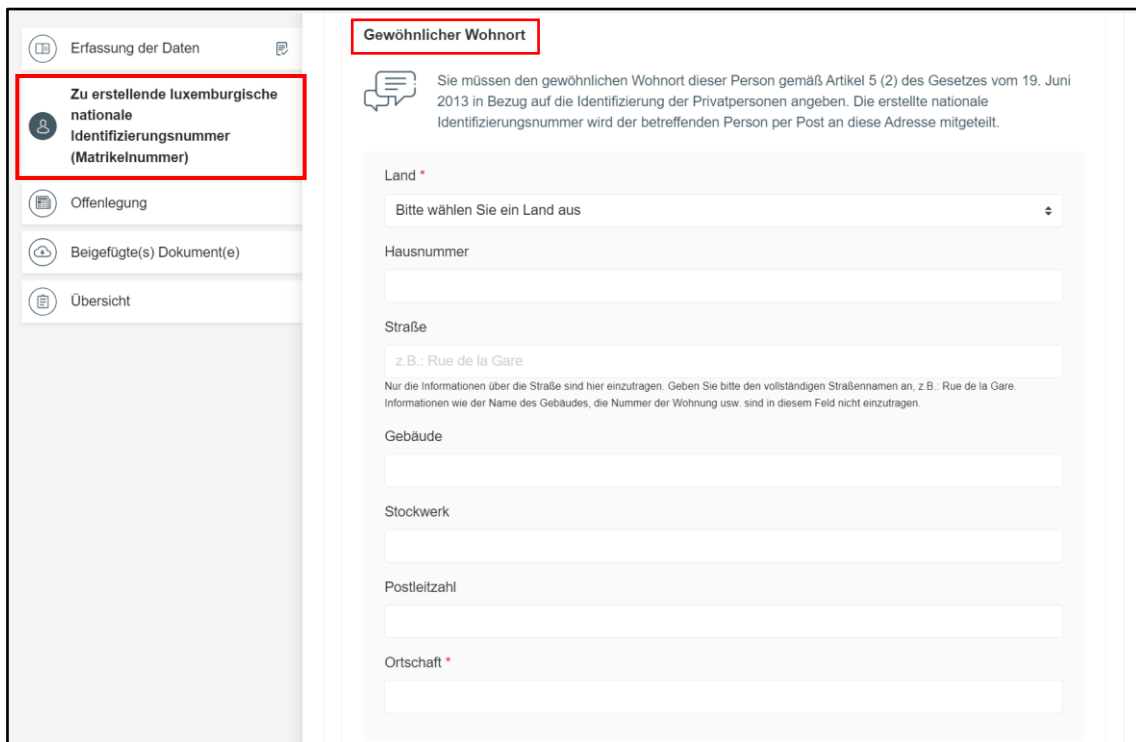


Figure 5: ‘Usual place of residence’ pane to be completed with the address to which the newly created Luxembourg national identification number will be sent



**Information on the address of a natural person's usual place of residence is not registered with the RCS, but is forwarded to the "Centre des technologies de l'information de l'Etat" (CTIE) for inclusion in the National Registry of Natural Persons. It is therefore only communicated to the LBR for the purposes of creating the national identification number.**

Note that **the address that will appear on the RCS statements** is the **address** provided in the **'Private Residence or Business Address'** field on the tab **'Data Entry'**.

This can be either the person's private residence or business address. The forms contain the information 'private or business address'.

Figure 6: Within the tab 'Data Entry', the 'Private Residence or Business Address' field can be completed at choice

## 6. Documentary evidence to be provided with a request for the creation of a Luxembourg national identification number

Figure 7: Section 'Documentary evidence' to be submitted in connection with the creation of a Luxembourg national identification number

### 6.1 Documentary evidence of the identity of the person

#### 6.1.1 What kind of documentary evidence must be provided to prove a person's identity?

To prove the **identity of the person** for whom a national identification number is to be created, one of the following **legally valid pieces of documentary evidence** must be provided for verification purposes:

- a passport
- a national identity card

#### 6.1.2 Are a driving licence or a certificate of residence accepted as documentary evidence?

**No, documentary evidence such as a driving licence or certificate of residence are not accepted.** A valid identity card or passport must be provided to prove the person's identity. If the address of the private residence is given on this document, no additional document needs to be provided.

## 6.2 Documentary evidence of the usual place of residence

### 6.2.1 What documentary evidence must be provided to prove a person's usual place of residence?

To prove the address of the usual place of residence (if this information is not stated in the identification document), one of the following items of documentary evidence must be provided for verification purposes. It must not be older than **six months**:

- a **certificate of residence** issued by the local authority (or an **official document** from the regional authority responsible for confirming residential addresses);
- a **sworn statement** from the person concerned, **stamped or countersigned** by the regional authority responsible for certifying the address of residence, an embassy, a notary or a police station;
- **If no such documentary evidence can be provided**: a water, electricity, gas, telephone or internet bill.

Please note that these documentary evidences are not listed in any order of priority.

### 6.2.2 Both the certificate of residence and the sworn statement require the involvement of a competent authority. To what extent does the RCS administrator check whether this is the competent authority?

No special verification is carried out by the LBR. Instead, the registration number of the natural person is sent by post to the address provided. This ensures that the address provided is correct.

### 6.2.3 Can a lawyer certify the certificate of residence and the sworn statement?

No.

### 6.2.4 Is a simple copy of a bill sufficient to provide documentary evidence of a person's usual place of residence, or must the bill be duly certified as an original?

Certification is not required. A simple copy of the invoice is sufficient to prove the person's address.

### 6.2.5 What kind of phone bill can prove a person's usual place of residence?

A landline or mobile phone bill is accepted as proof of the person's usual place of residence.

## 6.3 What documentary evidence is not accepted?

**The following documents are not** accepted as proof of the identity or the address of the natural person for whom a Luxembourg national identification number is being requested: criminal record, application for registration on the electoral roll, rental contract, tax assessment, bank statement, insurance contract, Amazon invoice, residency permit, etc. This list is for illustrative purposes only and is not exhaustive.

- 6.4 When requesting the creation of a national identification number, if the box *“I certify that I am duly authorized by the natural person concerned to obtain the Luxembourg national identification number assigned to him/her”* is checked, is it necessary to provide a document signed by the person concerned authorizing the applicant?

**It is not necessary to provide any documentary evidence of the authorization between the applicant and the person for whom a Luxembourg national identification number is being created. A check in the box is sufficient.**

**Erklärung**

Ich bestätige, dass ich von der betreffenden natürlichen Person ordnungsgemäß beauftragt bin, die Ihr zugewiesene luxemburgische nationale Identifizierungsnummer zu erhalten. \*

Ja  
 Nein

Wenn Sie « Ja » ankreuzen, wird die erstellte nationale Identifizierungsnummer im Einreichungsbeleg angezeigt. Wenn Sie « Nein » ankreuzen, wird die erstellte Nummer nur der betreffenden natürlichen Person per Post an die Adresse des gewöhnlichen Wohnorts, die bei der elektronischen Hinterlegung angegeben wurde, gesendet.

Figure 8: Field “Declaration” when creating a Luxembourg national identification number

- 6.5 Accepted languages and translations of the documentary evidence to be provided with the request for the creation of a Luxembourg national identification number

#### 6.5.1 Which languages are accepted?

The documentary evidence must be in German, French, Luxembourgish or English language.

For documentary evidence not drafted in one of these languages, a **(simple, non-sworn) translation** must also be provided.

If the box *‘I certify that I am duly authorized by the natural person concerned to obtain the Luxembourg national identification number attributed to him/her’* is checked, the person who made the filing request will also be informed of the number created.

#### 6.5.2 Does the translation of the documentary evidence need to be a certified?

**No.** It is not necessary to use a certified translator. A non-certified translation is sufficient.

## 7. Is the information collected by the RCS in relation to the creation of a Luxembourg national identification number publicly available?

Information on the gender, nationality and address of the usual place of residence of a natural person is not registered with the RCS, but is forwarded to the “Centre des technologies de l’information de l’Etat” (CTIE) for inclusion in the National Registry of Natural Persons. It is therefore only communicated to the LBR for the purposes of creating the national identification number.

It should be noted that the Luxembourg national identification number created **does not appear on the RCS extracts** of the entity concerned and is **not publicly available**.

## 8. Who will be notified of the newly created Luxembourg national identification number by the RCS administrator?

When a Luxembourg national identification number is created by the RCS administrator, it is **automatically sent by post to the usual place of residence of the natural person** in question, which is entered in the field provided for this purpose on the form.

If the box “*I certify that I am duly authorized by the natural person concerned to obtain the Luxembourg national identification number attributed to him/her*” is checked, the person who made the registration filing will also be made aware of the number created. This number appears on the registration receipt that the person receives after the filing has been accepted by the RCS administrator.

<p><b>Erklärung</b></p> <p>Ich bestätige, dass ich von der betreffenden natürlichen Person ordnungsgemäß beauftragt bin, die Ihr zugewiesene luxemburgische nationale Identifizierungsnummer zu erhalten. *</p> <p><input type="radio"/> Ja</p> <p><input type="radio"/> Nein</p> <p><small>Wenn Sie « Ja » ankreuzen, wird die erstellte nationale Identifizierungsnummer im Einreichungsbeleg angezeigt. Wenn Sie « Nein » ankreuzen, wird die erstellte Nummer nur der betreffenden natürlichen Person per Post an die Adresse des gewöhnlichen Wohnorts, die bei der elektronischen Hinterlegung angegeben wurde, gesendet.</small></p>
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## 9. Impact on the RCS and the RBE

### 9.1 Is it necessary to provide the new Luxembourg national identification number if the person is also listed in the RBE??

The requirement to create or register a Luxembourg national identification number for each natural person registered with the RCS applies to the RCS.

**However, this has an indirect impact on the RBE.** If a person without a Luxembourg national identification number is registered in the RBE and later receives a Luxembourg national identification number through a process with the RCS, this number must also be registered in the RBE.



9.2 Will the Luxembourg national identification number for natural persons be automatically updated in all records in which that person is registered?

**No, the update must be made for each file in which the natural person concerned is registered and in which their Luxembourg national identification number must be communicated.**

If an identification number has to be created by the RCS administrator, the creation process only needs to be carried out once for a file. Once the number has been created, it must be communicated for each file in which the natural person is registered.

## 10. Contact

If you experience any computer problems or have any questions about how to use the LBR website, you can contact the LBR Helpdesk, whose contact details can be found below:

Tel: (+352) 26 428 -1

Fax: (+352) 26 42 85 55

Email: [helpdesk@lbr.lu](mailto:helpdesk@lbr.lu)

The Helpdesk is open from Monday to Friday, 08:00 a.m. to 17:30 p.m.

[www.lbr.lu](http://www.lbr.lu)