



RCS

REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

ASBL

Detailed Guidelines - Modifications

VERSION 1.3



RCS

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ET DES SOCIÉTÉS

ASBL

Detailed Guidelines - Modifications



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.*
-



RCS

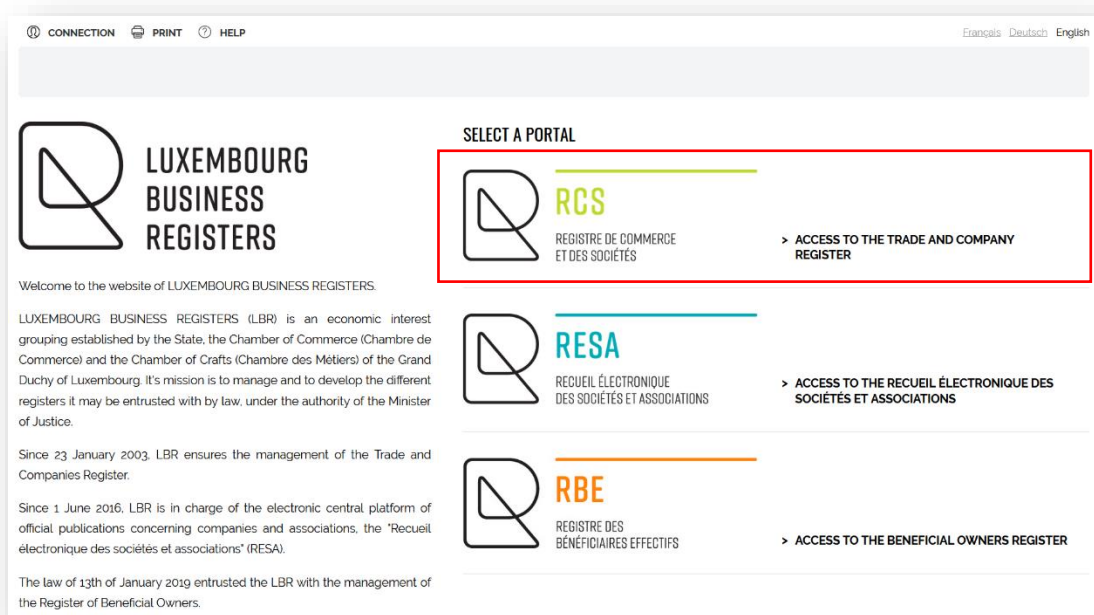
REGISTRE DE COMMERCE
ET DES SOCIÉTÉS

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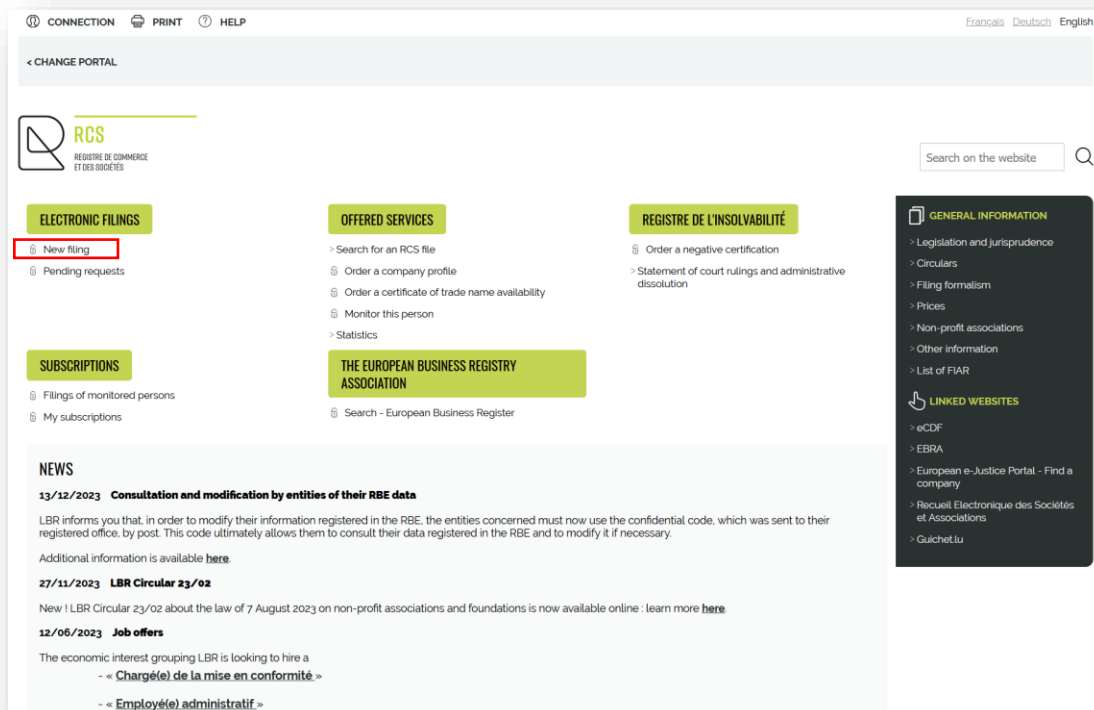
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1. Choice of service on the LBR website

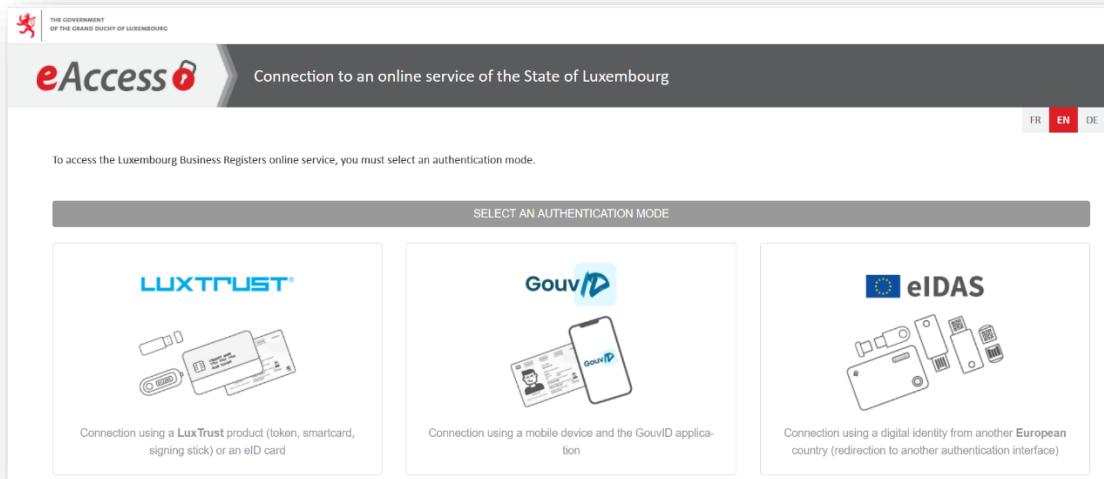
When I access the [LBR](#) site, I click on the green RCS heading:



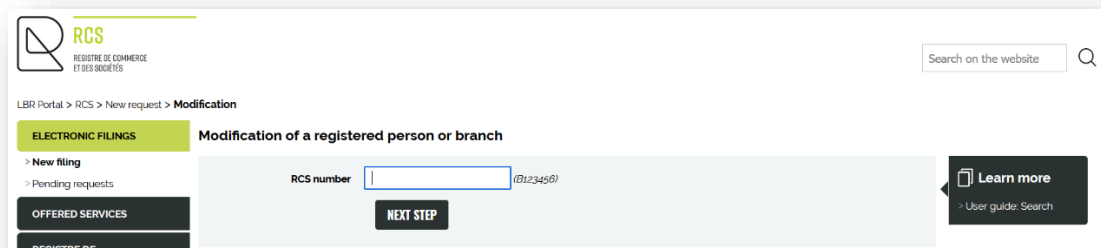
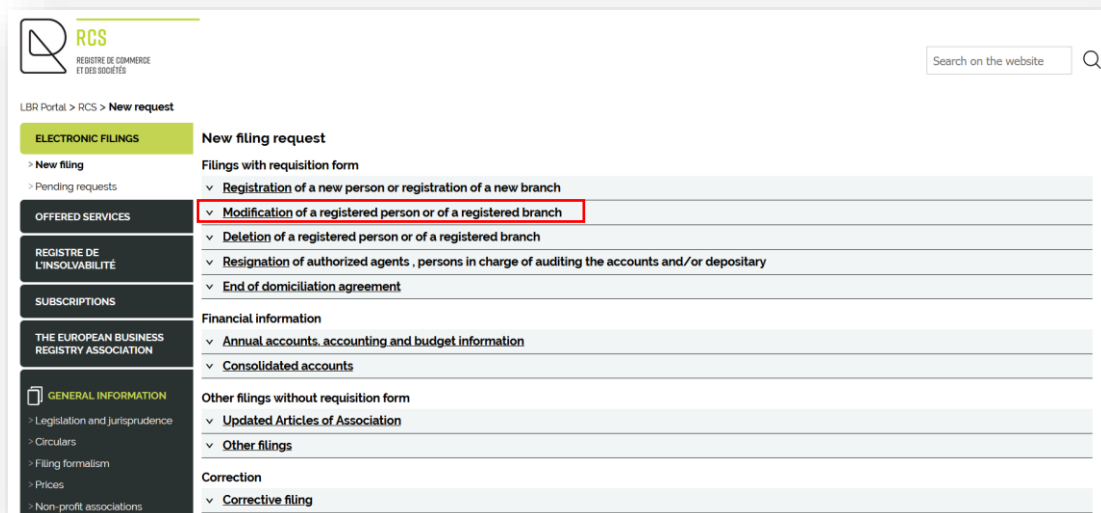
I click on “New filing”:



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 “Modification of a registered person or a registered branch” and fill in the RCS number of my ASBL:



I continue by clicking on the “NEXT STEP” button.

2. Modification of the registered person's details

This is the "I would like to modify the registered person" drop-down menu.

The screenshot shows the LBR Portal interface. On the left is a navigation menu with 'ELECTRONIC FILINGS' (containing 'New filing' and 'Pending requests'), 'OFFERED SERVICES', 'REGISTRE DE L'INSOLVABILITE', 'SUBSCRIPTIONS', and 'THE EUROPEAN BUSINESS'. The main area shows 'ASBL Test 123 F9138' with a dropdown menu open. The dropdown options are: 'Information', 'Modification of a registered person or branch' (highlighted with a red box), 'I would like to modify the registered person', 'I wish to modify only the agents', and 'I would like to change the legal form of the registered person'.

The screenshot shows the 'Modification of a registered person or branch' form. The 'I would like to modify the registered person' option is selected. The form includes a 'Learn more' sidebar with links to 'General rules regarding the filing and the publication', 'Guidelines Amendments ASBL', and 'FAQ National Identification Number'. A yellow box contains a note: 'Please note: the language of the form cannot be English. French has been selected as default.' Below this, a text block states: 'The registration of data via the requisition form is **mandatory**. However in some specific cases modifying current data may not be desirable.' There are three radio button options for the deed of filing, with the first one selected. A 'NEXT STEP' button is at the bottom. A final yellow box at the bottom contains information about the quota of 10 requests and the helpdesk contact.

Depending on when the ASBL was set up, I may be asked a question:

- **The law changed! Have the articles of association of my ASBL been adapted to the law of 7 August 2023?**

Concerning ASBL created before the law of 2023 came into force:

This question will be asked when a modification is filed (statutory or non-statutory) as long as the compliant articles of association have not been filed and accepted by the RCS administrator.

Concerning ASBL created after the law of 2023 came into force:

No further questions are asked.

I then select the language of the requisition form.

I click on “NEXT STEP” and enter the filing request screen.

2.1 Data entry

The information is pre-filled with the data previously registered with the RCS.

Siège [Modifier](#)

Pays *
Luxembourg

Code postal *
1343

Localité *
Luxembourg

Rue * ⓘ
Montée de Clausen

Seules les informations concernant la rue sont à indiquer ici.
Veuillez renseigner le nom complet de la rue comme par exemple : Rue de la Gare
Les informations telles que le nom du bâtiment, le numéro de l'appartement... ne sont pas à indiquer dans ce champ.

Numéro
2

To modify the fields, click on “Modifier” at the top right-of the heading and enter the current data directly:

Siège [Annuler la modification](#)

Pays *
Luxembourg

Code postal *
1343

[Rechercher l'adresse](#) 🔍

Localité *
Luxembourg

Rue * ⓘ
Montée de Clausen

Seules les informations concernant la rue sont à indiquer ici.
Veuillez renseigner le nom complet de la rue comme par exemple : Rue de la Gare
Les informations telles que le nom du bâtiment, le numéro de l'appartement... ne sont pas à indiquer dans ce champ.

Numéro
4

To cancel the modification I have made, I can click on “Annuler la modification” at the top right of the heading.

When all the fields to be modified have been filled in, I move on to the next stage (“Publication” or “Document(s) joint(s)”) as appropriate.

When I navigate from one section of the form to another, or from one stage of filing to another, automatic checks are carried out. Any detected errors will be displayed in red in the form fields.



It should be noted that this is merely a purely functional and logical automatic check of the data on the form, which is intended to make filling out the form easier. It is in no way a summary of the legal review carried out by the RCS administrator after the filing application has been sent to the RCS, following validation of the order and payment of the administrative fees.

If the system is unable to determine whether the filing contains modifications of a statutory nature or not, this question is asked before the step involving documentary evidence:


2.2 Document to be attached

I must now attach the amending deed (for example: the minutes of the general meeting) 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;
 - ☞ RCS number (for example: F123456).


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 ?](#)

Document destiné à la publication *

 **Dépôt 3**
PDF 34 KB


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

 [Visualiser](#)


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

☐ Oui
☐ Non

La pièce sera consultable par les tiers.

 [Ajouter un autre document destiné à la publication](#)

Date de publication

 La date de publication correspond par défaut à la date à laquelle la demande de dépôt a été acceptée par le gestionnaire du RCS.

☐ Je souhaite préciser la date de publication

Once I have attached my document, I answer the question as to whether the document should be registered by the LBR. If the deed was drawn up privately (i.e. not in the presence of a notary), I have to register it: in this case, I must then check the “Oui” (Yes) box.

If I have to add another document for publication, I click on “Ajouter un autre document destiné à la publication” (Add another document intended for publication).

If any documents are to be filed with the RCS but do not have to be published, they should be attached under the section “Document(s) joint(s)” (Attached documents).

Finally, I need to verify the filing application and add my modification request to the cart.

I then have to go to my cart to make the payment.

◦ *Transmission of my deposit request to LBR*

Cart content

All None

Reference	Date	RCS Nr	Trade name/Name	Details	Price	Price excluding VAT	Exempt from VAT	
D_24_25591	08/01/2024	F9138	ASBL Test 123	Filing : Modification	Administrative fees Registration fees	10.96 € -	- 12.00 €	<input type="checkbox"/>
Cart grand total						10.96€	12.00€	

[DELETE](#)

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	10.96 €
VAT (17%)	1.86 €
Total exempt from VAT	12.00 €
Grand total due	24.82 €

My order reference: (optional) [?](#)

PAY

[Learn more](#)
> User guide: Payment method

Grand total
24.82€

PCI-DSS SAQ

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 regularisation request (non-compliant data), the amount will not be debited and a new payment procedure will have to be initiated.

2.2.2. Statutory modification not requiring a requisition form

I click on the “I do not want to record the modifications via the requisition form”.

When selecting the service “modification”, I check the box “I do not want to record the modifications via the requisition form”.

Modification of a registered person or branch

^ I would like to modify the registered person

This service relates to the modification of the information on a person registered with the RCS.

The law changed! Have the articles of association of my ASBL been adapted to the law of 7 August 2023? ☐ Yes ☐ No

Language of the requisition form ☒ French ☐ German

Please note: the language of the form cannot be English. French has been selected as default.

The registration of data via the requisition form is **mandatory**. However in some specific cases modifying current data may not be desirable.

☒ I do not want to record the modifications via the requisition form

☐ The deed for filing only applies to modifications which are to take place in the future.
This service applies to the filing of information which has not taken effect yet and which does not need to be registered at the RCS. It relates to actions which will take place after the filing date or a decision taken as a condition precedent. The presenter remains responsible for the registration of data through the filing of a requisition form on the effective date. The document has to be recorded and submitted for publication.

☐ The deed for filing applies to statutory modifications which are not required by Law for registration with the RCS.
This service applies to a change in the statutes which does not affect the data registered at the RCS. No requisition form needs to be filed. The document has to be recorded and submitted for publication.

☐ The deed for filing relates to outdated modifications.
The selected service applies to the filing of obsolete information which does not need to be registered at the RCS. The filing of this information is done via the document for publication only. There is no registration form for this filing. The document has to be recorded and submitted for publication.

NEXT STEP

[Learn more](#)
> General rules regarding the filing and the publication
> Guidelines Amendments ASBL
> FAQ National Identification Number

I then check the reason why I do not want the requisition form:

- Modification with future effect (I will then have to complete the form on the due date);
- Statutory modification which does NOT affect the data registered in the RCS (e.g. *maximum membership fees*);
- Outdated modification (I file the deed of amendment for reasons of conscience and obligation to publish, but it is no longer current).

In any case, I have to attach my complete deed of amendment for publication in the RESA.

Finally, I add my modification application to the cart.

The filing formalities are free! So I only have to pay for the registration of my deed. I then go to my cart to proceed with the payment.

◦ *Transmission of my deposit request to LBR*

Cart content

Reference	Date	RCS Nr	Trade name/Name	Details	Price	Price excluding VAT	Exempt from VAT	
D_24_25850	10/01/2024	F9138	ASBL Test 123	Filing : Statutory/non-statutory modification without registration	Administrative fees Registration fees	0.00 € -	- 12.00 €	<input type="checkbox"/>
Cart grand total						0.00€	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	0.00 €
VAT (17%)	0.00 €
Total exempt from VAT	12.00 €
Grand total due	12.00 €

My order reference: (optional) ⓘ

PAY

Grand total 12.00€

PCI-DSS SAQ

[Learn more](#)
> User guide: Payment method

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 will have to be initiated.

3. Modification of authorized representatives

Any modification to the authorized representatives will be subject to a auto-generated publication by the RCS administrator.

I choose the service “modification” and open the “I wish to modify only the agents” drop-down menu.

Then I select the language of the form. By default, it is selected according to the website language (in French on the English website). The auto-generated publication will be in the same language as the website.

A few seconds after clicking on "NEXT STEP", I'm taken to the screen for requesting the filing of changes to the authorized representatives: I just have to fill in the requisition form; no additional documents need to be attached.

To modify or remove an authorized representative, simply click on “Modifier”(Modify) or “Rayer” (Delete) next to their identity. The information is pre-filled based on the data previously registered with the RCS:

Finally, I add my modification application to the cart.

I then have to go to my cart to proceed with the payment.

◦ *Transmission of my deposit request to LBR*

Cart content

Reference	Date	RCS Nr	Trade name/Name	Details	Price	Price excluding VAT	Exempt from VAT	
D_24_26020	10/01/2024	F9138	ASBL Test 123	Filing : non-statutory modification of the agents	Administrative fees Registration fees	10.96 € -	- 12.00 €	<input type="checkbox"/>
Cart grand total						10.96€	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	10.96 €
VAT (17%)	1.86 €
Total exempt from VAT	12.00 €
Grand total due	24.82 €

My order reference: (optional) ⓘ

PAY

[Learn more](#)

> User guide: Payment method

Grand total

24.82€

PCI-DSS SAQ

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 regularisation request (non-compliant data), the amount will not be debited and a new payment procedure will have to be initiated.

4. 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.