



Non-official document
Document non-officiel

Infoline: 00352 247 74700

BUSINESS PERMIT APPLICATION

1. Information

I hereby apply for a permit for the following activity or activities:

This is the first time I establish an undertaking in Luxembourg:

NO YES

Former business permit

Previous permit number:

Reason for the modification:

- | | |
|---|---|
| <input type="checkbox"/> Transfer of the business address | <input type="checkbox"/> Addition of activity |
| <input type="checkbox"/> Opening of a branch office | <input type="checkbox"/> Change in management |
| <input type="checkbox"/> Change of company name | <input type="checkbox"/> Addition of manager |
| <input type="checkbox"/> Change of legal form | |

Informations about the manager

First name:

Surname:

Social security number (if available):

Date of birth:

Place of birth:

Entry date into Luxembourg:

Nationality:

Street and number:

Town:

Postal code:

Place of business activity (business address, which may be different from the registered office)

Street and number:

Town:

Postal code:

Sales surface (m²):

Not yet defined



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If business is carried out in the form of a commercial company

Registered name:

National identification number (13 numbers):

Registration number (RCSL) (B00000):

2. Supporting documents

Copies (paper or pdf) are sufficient. The General Directorate for SMEs and Entrepreneurship may request certified copies or the original documents where needed. Original documents will only be returned to the applicant upon request.

Proof of payment stamp duty

A stamp duty (*Timbre de chancellerie*) of EUR 24.- is available at the Land Registration and Estates Department (Administration de l'enregistrement et des domaines). The amount can also be transferred to a dedicated account (CCP, Luxembourg) Nr. **IBAN LU09 1111 7026 5281 0000** CCPLLULL of the Diekirch Revenue Office, with the following communication: '*autorisation de commerce*'.

Proof of professional qualification. Any of the following is acceptable:

- diploma (*Diplome d'aptitude professionnelle* or higher), or any other secondary education diploma certified equivalent by the Ministry of education ; or

- vocational certificate (Chamber of Commerce) ; or

- professional experience of at least 3 years (Certificate from home Member state / certificate of affiliation to public social security); or

- copy of a previously held business permit.

Evidence of professional integrity: - a recent extract from the criminal record in Luxembourg

- a recent extract from the criminal record(s) issued by the country/countries of origin/residence¹

- a notarial declaration informing about implication in bankruptcies¹

¹ Only for applicants who have been living for less than 5 years in Luxembourg



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3. Confirmation

By signing this document you confirm that the information entered on this form is true and accurate

By checking this box, I deny

the general directorate SME and Entrepreneurship direct access to the data collected by the Land Registration and Estates Department, the Luxembourg Inland Revenue as well as the national Joint Social Security Center, in connection with my personal background or management positions/positions of influence I held within companies. I will collect and provide the supporting documents for my application on my own, (including: a copy of a recent criminal record in Luxembourg (part B), a certificate stating the fiscal situation of my business(es)) as requested under the articles 4, 6 and 32 of the establishment law of 2 September 2011.

We only use the data collected in this document to process your request for a business permit. Other authorities may also access this data in as far as a law or implementing regulations grant them such power.

You have the right to access, rectify and demand erasure of your personal data as required by the law of 2 August 2002 on the protection of personal data and the General Data Protection Regulation (EU) 2016/679.

You may direct your enquiries related to data protection issues directly to the department indicated in the header.

Date :

4. Signature

Signature :

5. Submit by postal mail

Please send the duly filled and signed form along with supporting documents to:

**Ministère de l'Économie
Direction générale PME et Entrepreneuriat
BP 535
L-2937 Luxembourg**

6. Submit by e-mail

Please send the duly filled and signed form along with supporting documents by e-mail to:

info.pme@eco.etat.lu