DECLARING THE COMPOSITION OF A HUNTING SYNDICATE

Tutorial

ANF: Declaring the composition of a hunting syndicate
Contents

1  SIGNING IN TO MYGUICHET.LU ................................................................. 3
1.1 Signing in to MyGuichet.lu with a new LuxTrust product or an eID ............... 5
2  CREATING YOUR HUNTING SYNDICATE’S BUSINESS ESPACE. ......... 9
3  CERTIFYING YOUR BUSINESS ESPACE ............................................. 12
4  SELECTING THE PROCEDURE FOR DECLARING THE HUNTING SYNDICATE ... 15
5  FILLING IN THE APPLICATION FORM .............................................. 16
  5.1 The "Information on the hunting syndicate" page ................................ 16
  5.2 The "List of members" page ............................................................ 17
  5.3 The "Confirm input" page ............................................................... 18
  5.4 Submitting your declaration ........................................................... 19
6  POINTS OF CONTACT ........................................................................ 22
1  Signing in to MyGuichet.lu

To declare your hunting syndicate electronically:

1. You must first sign in to MyGuichet.lu with your LuxTrust product or your Luxembourgish eID, and register. (Log in – in red)
2. Select your LuxTrust product and follow the instructions to authenticate your identity.

If you are signing in for the first time, or need further information on how to sign in, please refer to the following help pages:

1.1 Signing in to MyGuichet.lu with a new LuxTrust product or an eID

If you are signing in with a new LuxTrust product or an eID, once you are connected to the authentication portal (eAccess) of the Luxembourg State, you must indicate:

- your email address (if you have not already given it to LuxTrust when you ordered your product);
- your national identification number (matricule - 13-digit number).

Next, click the "Register" button. Once your data has been verified, a confirmation page will be displayed.
Confirming your registration

An email from security.public.lu, with the subject line "Creation of your user account on Guichet Unique" (Création de votre compte utilisateur sur le Guichet Unique), will be sent to the email address provided at the time of registration.

Note: Merci de ne pas répondre à cet e-mail généré automatiquement.

Vous venez de faire une demande d'enregistrement auprès d'une application Internet du Centre des technologies de l'information de l'État en utilisant votre carte d'identité / produit LUXTRUST. A cette occasion, vous avez renseigné votre numéro de matricule national et une correspondance a été établie avec votre carte d'identité / produit LUXTRUST.

Afin de finaliser la procédure et de valider votre enregistrement, veuillez cliquer sur le lien ci-dessous:


A la fin de l'enregistrement, un courrier postal portant l'objet "Confirmation de votre enregistrement auprès d'une application Internet de l'État" vous sera envoyé à l'adresse ci-dessous:
The email contains a registration confirmation link that is valid for 72 hours. Click on the link to confirm your registration. When you click on the link, the "Last step in your registration with the application" page will be displayed in your browser. To confirm your registration, accept the general terms and conditions of use and click "Register".

![Registration Confirmation Link](image)
Your registration is now complete.

You will receive a confirmation letter by post, with the subject "Confirmation of your registration with a government web application".
2 Creating your hunting syndicate's business eSpace.

The syndicate must set up a **business eSpace for the hunting syndicate** on MyGuichet.Lu:

1. Click on the eSpaces menu icon as shown below, then select "Manage my eSpaces"

![eSpaces Menu](image)

2. Click on "Create a business eSpace"

![Create eSpace](image)
3. Fill in all of the required fields, then click "Confirm"
Your business eSpace is now created. The page shown below will be displayed.

For further details, please refer to the MyGuichet.lu help pages on creating private or business eSpaces:

3 Certifying your business eSpace

Certification enables your business eSpace to be identified and allows you to access procedures relating to hunting syndicates.

1. Click on "My business data"

2. In the "Leisure" section on the left, click on "Hunt"
3. To certify your business eSpace, enter the activation code (token) that you received from the ANF in the field labelled Holder access code (Code d’accès Titulaire).

Your syndicate's business eSpace is now certified. The page shown below will be displayed.
4 Selecting the procedure for declaring the hunting syndicate

1. Select the Procedures catalogue.

2. Search for the required procedure in the Procedures catalogue.

3. Create the procedure, "ANF: Declaring the composition of a hunting syndicate".
5  Filling in the application form

5.1 The "Information on the hunting syndicate" page
5.2 The "List of members" page

Use this page to add members of the hunting syndicate, or to edit member details.

If you click on  or , a window will be displayed where you can enter/edit the information about the member. To close the window, click Continue.

If the secretary-treasurer is not a member of the hunting syndicate, please do not select any option in the field “Fonction” (Président, Membre effectif, Membre suppléant); select “Oui” in the “Secrétaire-trésorier” field.
5.3 The "Confirm input" page

The last page displays a summary of the steps you have completed allowing you to confirm the information entered.

If all the information is correct, click *Confirm your input*. 
5.4 Submitting your declaration

Once you have completed your declaration, you need to submit it to the ANF. To do so, click the **Submit** button here:
Or here:
Your declaration will then be submitted to the competent administrative authority. The page shown below will be displayed.

Your declaration will be processed by the competent administrative authority and will be accepted, denied or flagged for correction. In the latter case, you will need to correct it and submit it again.

You will receive a notification email once the administrative authority has processed your declaration.

The information contained in this presentation is non-exhaustive and of a general nature. As such, it does constitute legal advice, nor does it supersede any advice that may be based on specific personal circumstances.

As the information only represents an opinion of the ANF, based on information provided by the user, the ANF may not be held liable for any inaccuracies or omissions in the information, or for any failure to update such information.

Popularised and translated versions are available for informational purposes only, and only the relevant, officially published legal texts shall be deemed authentic.
6 Points of contact

Ministère de l'Environnement, du Climat et du Développement durable
Administration de la nature et des forêts

81, rue de la Gare
L-9233 Diekirch

Tel.: (+352) 247-56600
Email: chasse@anf.etat.lu
Website: www.environnement.public.lu

---

Tel.: (+352) 247-82000

Monday to Friday from 8.00-18.00

support@ctie.etat.lu