

You are already a MyGuichet.lu user
and have a business eSpace
assigned to a **food company**?

Do you want to certify this business
eSpace in order to access the
administrative procedures for **food
establishments?**

To certify your business eSpace
you need a:

- Holder access code; or
- Representative access code.

Representative access code

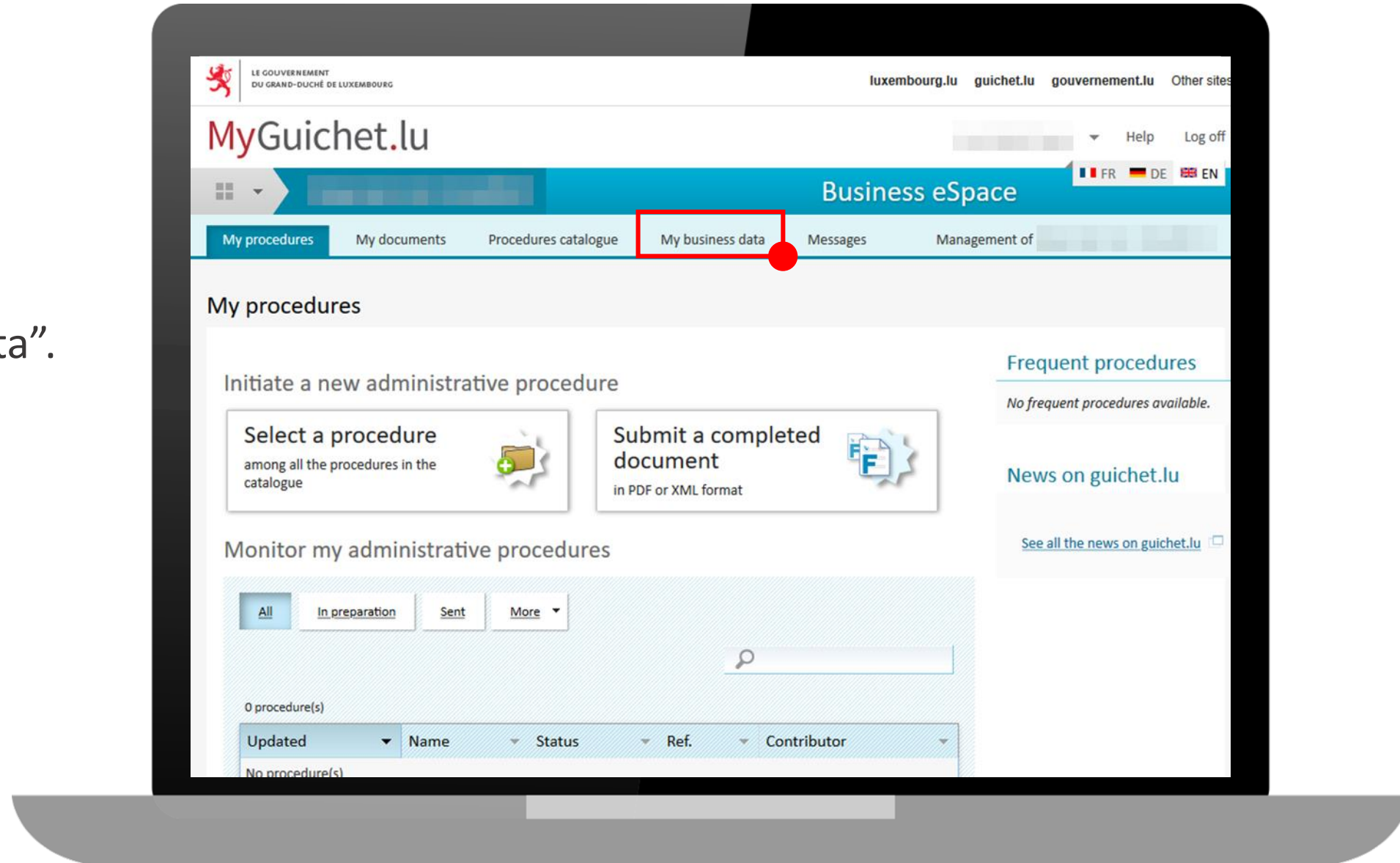
The representative access code is provided by the holder of a business eSpace to ensure that the representative has access to his area.



It is managed online via [MyGuichet.lu](https://myguichet.lu) and given to the representative.

1

Click “My business data”.



2

Under “Food safety” click
“Food establishment”.

Declarative data

My company

My information

Authentic sources

Taxation ^

› VAT

Urban planning & Environment ^

› Taxis: waiting list

Agriculture and Viticulture ^

› Registration of activation codes

Leisure ^

› Source Exacte de test (en)

› Hunt

Social elections ^

› Registration of activation codes

Food safety ^

› Food establishment

My company

Edit

The information sheet data is used to pre-fill your forms. The more details you enter, the faster and easier your online procedures can be processed. Click on the button 'Edit' or contact the administrator of your eSpace in order to complete or update your profile.

Company name and identification

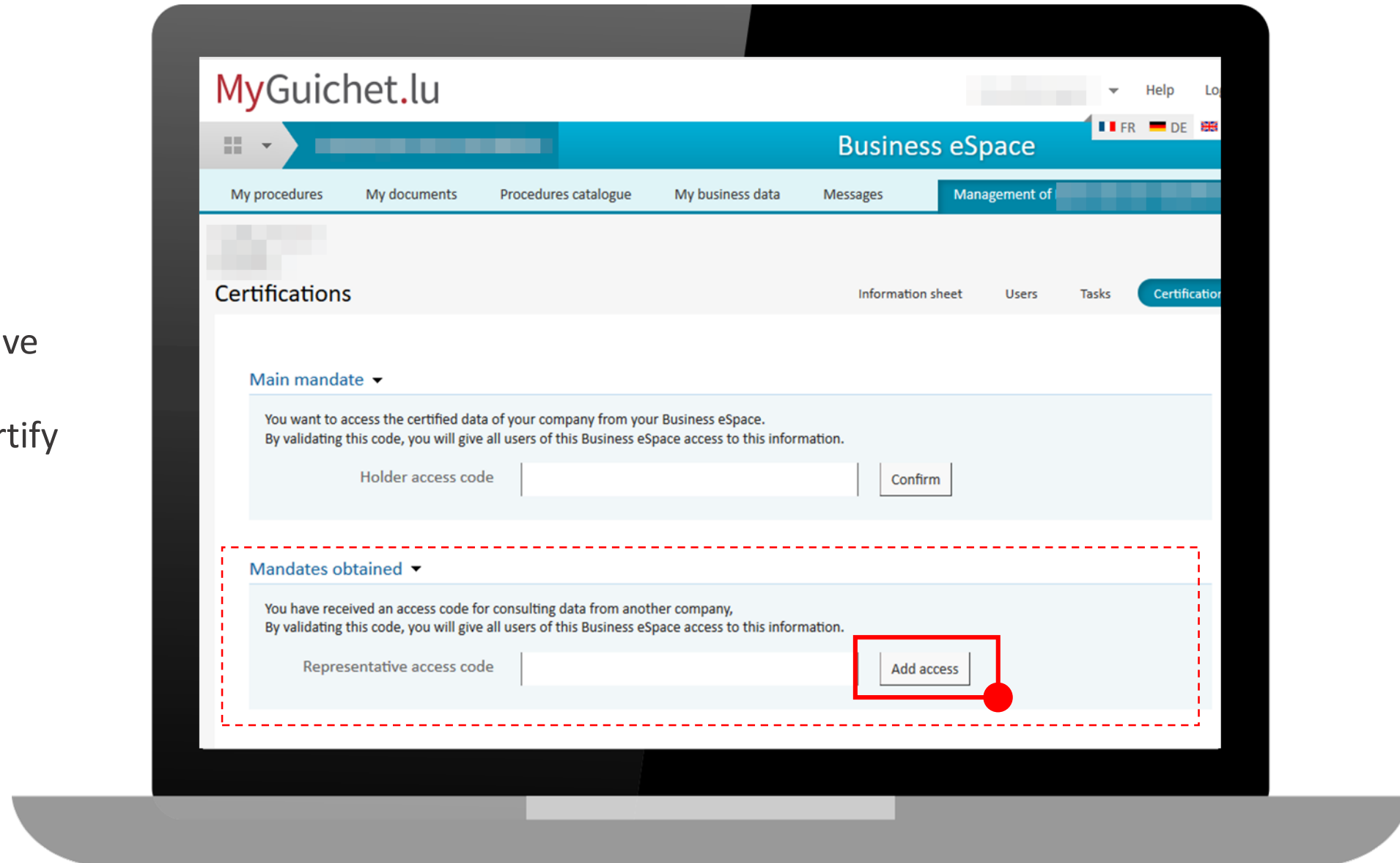
Company name / Corporate name:	Espace pro. test - SecuAlim 2		
Trading name:	blank	Internet site:	blank
Registration number:	blank	VAT number:	blank
NACE code:	blank	NACE label:	blank
RCS number:	blank		
Legal form:	blank		
Legilux publication:	blank		

Address of the registered office


Address:	blank
Fixed-line telephone:	blank
Mobile phone:	blank
Fax:	blank


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1. Enter the representative access code in the designated field to certify your business eSpace.
2. Click “Add access”.



Potential error messages:

 The registered token has already been used

 The registered token does not match any known token


 “Token” is another term for “access code”.

Verify that you have entered all characters and the first part of the representative access code in uppercase.

If the problem persists, contact the person from whom you received the access code.

If you have entered the representative access code correctly, your business eSpace has now been certified.

You will be redirected to the following screen:

Mandates obtained by me ▾

Code	Principal	Status	End date	
SECUALIM_ETS-		ACTIVE		Revoke

Representative access code

Add access

Main mandate ▾

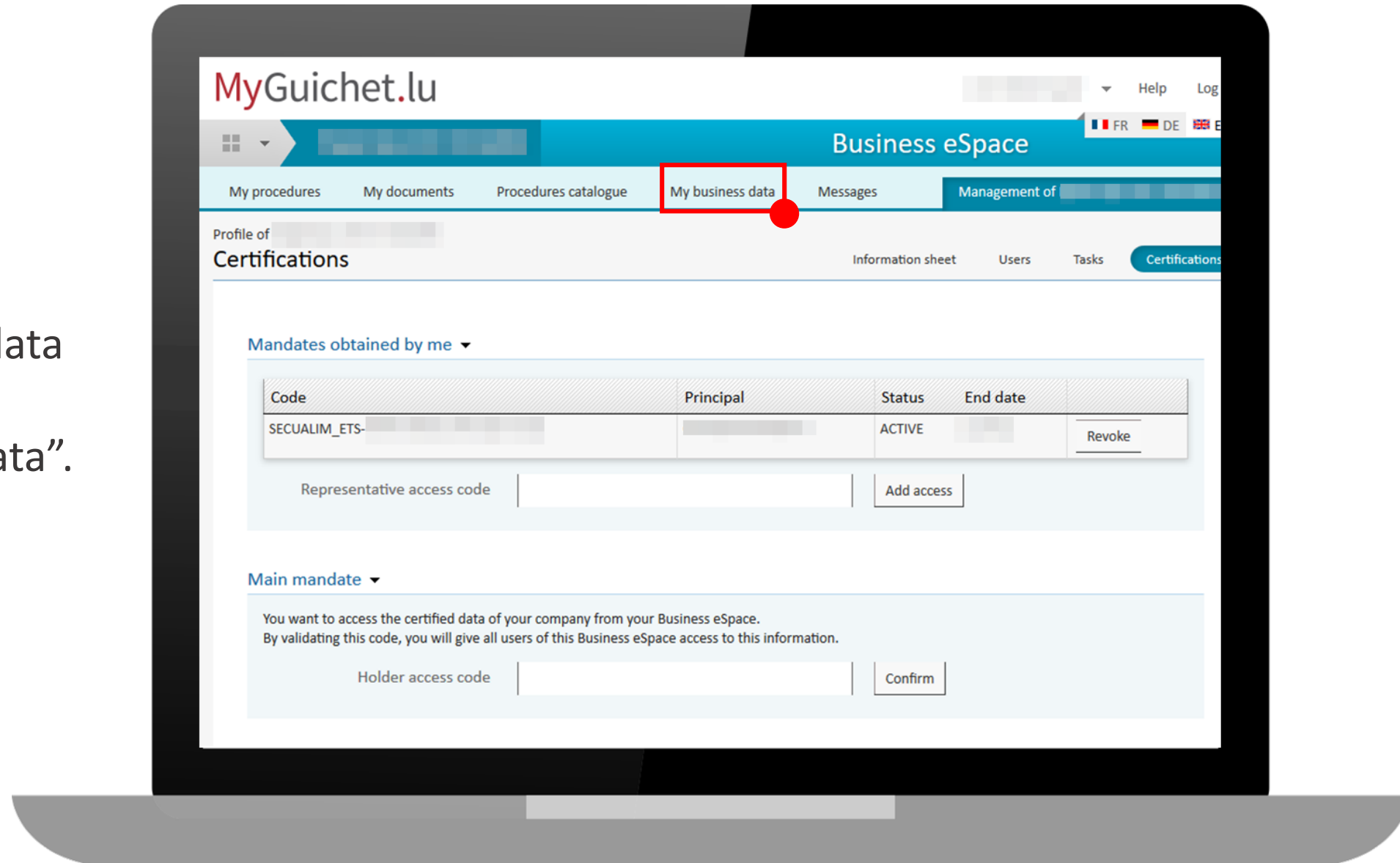
You want to access the certified data of your company from your Business eSpace.
By validating this code, you will give all users of this Business eSpace access to this information.

Holder access code

Confirm

4

To view the certified data of the company **click again** “My business data”.



5

Under “Foody safety”
click again “Food
establishment”.

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Trading name:	blank	Internet site:	blank
Registration number:	blank	VAT number:	blank
NACE code:	blank	NACE label:	blank
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Address of the registered office

Address:	blank
Fixed-line telephone:	blank
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