



**CTIE**  
**Helpdesk eCDF**  
**1, rue Mercier**  
**L - 2144 Luxembourg**

**REQUEST FOR USE OF THE eCDF SYSTEM**  
**eCDF account for private Luxtrust certificate**

**1. Identification numbers of the applicant** *(all 3 numbers mandatory)*

Luxemburgish National Id Number:

Luxemburgish RCS Number:   Does not exist

Luxemburgish VAT Identification Number: LU   Does not exist

**2. Surname and first names of the applicant**

.....

**3. Address of the applicant**

Country and postcode: ..... - ..... City: .....

Street: ..... No.: ..... Phone: .....

**4. eCDF account options**

**4.1 Business domain:**  VAT (annual, simplified annual, monthly, quarterly declarations; recapitulative statement)

Annual accounts (chart of accounts; balance sheet; profit and loss account)

**4.2**  Online form *(always available)*  XML file transfer for following accounting tool: .....

**5. Modification of an existing eCDF account**

**5.1**  Replace Luxtrust certificate

**5.2**  Replace address

**5.3**  Other: .....

**6. Applicant (i.e. the eCDF main account manager) owning the private Luxtrust certificate specified under point 7**

The specified private Luxtrust certificate must belong to the applicant under point 1. It may not belong to a different person.

Surname: ..... First name: .....

E-mail: .....

**7. Applicant's private Luxtrust certificate** *(the following two elements are mandatory)*

**7.1 The Luxtrust document "Certificate Status" must be printed and added to this request form** *(use the function "Test of my certificate" on the www.luxtrust.lu website and the print button in order to find the "Certificate Status" showing the "SSN" serial number)*

**7.2 "SSN" (20 digits):**

**The following documents must be attached:**

- **details of the applicant's private Luxtrust certificate** indicated in point 7 (e.g. Luxtrust "Certificate status").  
Such a test sheet can be created at the internet address: [www.luxtrust.lu](http://www.luxtrust.lu)
- **copy of the applicant's identity card**

The signer accepts the eCDF general terms and conditions available online at [www.ecdf.lu](http://www.ecdf.lu) and authorises the CTIE to manage his personal data as part of the management of eCDF access rights.

*Applicant's signature*

Date Location

The request will only be considered if it is complete and signed by the applicant. The original of the request must be sent to the address indicated at the top of the form and must be accompanied by all supporting documents.

.....  
Reserved to the administration  
Date of receipt: .....

## **Mandatory annexes to be attached to the eCDF request form**

The following documents must be attached:

- **details of the applicant's private Luxtrust certificate** indicated in point 7 (e.g. Luxtrust "Certificate status").  
Such a test sheet can be created at the internet address: [www.luxtrust.lu](http://www.luxtrust.lu)
  
- **copy of the applicant's identity card**

The CTIE may request additional supporting documents if necessary.

**The eCDF general terms and conditions are available online at [www.ecdf.lu](http://www.ecdf.lu)**

### **Additional explanations**

An "eCDF account for a private Luxtrust certificate" can be requested for a private Luxtrust certificate.

Any creation or modification of such an account type must be done by sending by post a "Request for use of the eCDF system" form in its version "eCDF account for a private Luxtrust certificate", originally signed by the applicant and accompanied by all supporting annexes.

This type of eCDF account is reserved for natural persons only and the private Luxtrust certificate of the applicant (also called "eCDF main account manager") must be issued for the same natural person holding the eCDF account. This type of eCDF account only allows you to deposit for the account holder.