

Mandatory annexes to be attached to the eCDF request form

The following documents must be attached:

- **details of the eCDF main account manager's professional 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

- **copy of the identity card** for each responsible person having signed the eCDF request form on behalf of the applicant

- **only for foreign accounting companies without their own Luxembourgish identification numbers**, where point 1 of the form is not filled:
add the copy of an official national document showing the VAT number, as well as the current name and address of the accounting company
(e.g. "certificate of registration for value added tax", ...)

The CTIE may request additional supporting documents if necessary.

The eCDF general terms and conditions are available online at www.ecdf.lu

Additional explanations

An "eCDF account for a professional Luxtrust certificate with "organizational unit" (OU) verification" offers enhanced access control based on the verification of the "organizational unit" (OU) information. Any creation or modification of such an eCDF account type must be made by sending by post a "Request for use of the eCDF system" form in its version "eCDF account for a professional Luxtrust certificate with "organizational unit" (OU) verification", originally signed by the responsible persons representing the requesting person, the future eCDF main account manager and accompanied by all supporting annexes.

For such an eCDF account, it is checked that the Luxtrust electronic certificate of the eCDF main account manager contains as "organizational unit" (OU) one of the official Luxembourgish identifiers of the requesting person (eCDF account holder), as indicated on the "Request for use of the eCDF system" form. Additional certificates can only be added to the eCDF account if they contain exactly the same "organizational unit" (OU) as the eCDF main account manager's Luxtrust certificate. The introduction as a future eCDF main account manager of a professional Luxtrust certificate with an "organizational unit" (OU) different from the one indicated in the Luxtrust certificate previously registered for the eCDF main account manager, implies that the access rights of the additional electronic certificates attached to this eCDF account will be permanently deleted and can no longer be recreated because of the incompatible "organizational unit" (OR).

The enhanced access control and security based on the verification of the "organizational unit" (OU) information ensures that access to the eCDF account is only possible for electronic certificates issued to the eCDF account holder and therefore also that no certificates not belonging to the eCDF account holder can be attached to the eCDF account, even inadvertently.

This type of professional eCDF account allows the filing of declarations for declarants other than the holder of the eCDF account.