



CTIE
Helpdesk eCDF
1, rue Mercier
L - 2144 Luxembourg

REQUEST FOR USE OF THE eCDF SYSTEM
eCDF account for an eIDAS 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. Trade name / Corporate Name / Surname and first names of the applicant

.....

3. Headquarters / 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 eCDF main account manager or certificate
- 5.2** Replace name / address
- 5.3** Other:
- 5.4** Replace identification numbers (point 1) of the access account with the following eCDF prefix (6 characters):
(option reserved for accounts for legal entities)

6. eCDF main account manager using the eIDAS certificate under point 7

Surname: First name:

E-mail: Phone:

7. Account manager's eIDAS certificate (the following two elements are **mandatory**)

7.1 A document with all the details of the certificate must be added (e.g. Status page of the eIDAS certificate test)

7.2 "Unique Identifier" of the certificate (variable length, several lines might be used):

8. Person(s) responsible with signature rights acting on behalf of the applicant *(manager(s), director(s), ...)*

Surname(s) / First name(s):

Capacity: E-mail:

The signatories accept the eCDF general terms and conditions available online at www.ecdf.lu and authorise the CTIE to manage their personal data as part of the management of eCDF access rights.

Mandatory: Signature(s) of the person(s) responsible acting on behalf of the applicant	Mandatory: Signature of the eCDF main account manager
Date Location	Date Location

The request will only be considered if it is complete, signed by the person(s) responsible acting on behalf of the applicant and by the eCDF main account manager. 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:

for applicants with VAT number	<ul style="list-style-type: none">- details of the eIDAS certificate specified in point 7 for the eCDF main account manager (e.g. Status page of the eIDAS certificate test). Such a status page may be created at the following internet address : https://eidas.services-publics.lu/cisie-sp/initAuthenticate- VAT sheet "Communication de vos coordonnées" or "Mitteilung Ihrer Koordinaten". This sheet may be requested at the "Administration de l'Enregistrement, des Domaines et de la TVA (AED)- copy of the identity card for each responsible person having signed the eCDF request form on behalf of the applicant
for applicants without VAT number	<ul style="list-style-type: none">- details of the eIDAS certificate specified in point 7 for the eCDF main account manager (e.g. Status page of the eIDAS certificate test). Such a status page may be created at the following internet address : https://eidas.services-publics.lu/cisie-sp/initAuthenticate- extract from the trade and company register for the applicant showing the signature rights for the persons responsible specified at point 8 and having signed the eCDF request form- delegation of signature in the event that the eCDF request form is signed by a person not listed on the extract from the trade and company register- copy of the identity card for each responsible person having signed the eCDF request form on behalf of the applicant

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 an eIDAS certificate" can only be requested for an eIDAS certificate. Any creation or modification of such an account must be done by sending by post a "Request for use of the eCDF system" form in its version "eCDF account for an eIDAS certificate", originally signed by the responsible persons representing the requesting person, the future eCDF main account manager and accompanied by all supporting annexes. This type of eCDF account only allows you to deposit for the account holder.