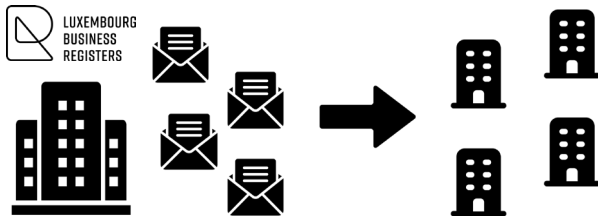


BROCHURE EXPLAINING HOW TO USE THE RBE ACCESS CODE

1

LBR will send a letter containing a **personal and confidential access code***, valid for three years, to the headquarters of entities registered with the RCS that have made an RBE declaration. The letter containing the **access code** is also attached to the RBE proof of declaration, which can be downloaded from **My Account - Tracking my requests** in the section **Requests processed and validated**.



2

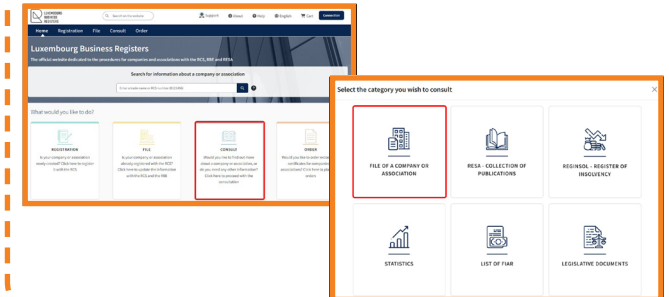
Receipt by the entity of the letter containing its **personal and confidential access code**.



3

Connection to the LBR website

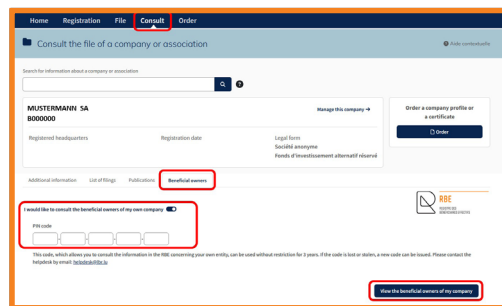
Connection to the **LBR.lu** website using a **LuxTrust or eIDAS certificate**. Once connected, go to the procedure **Consultation**, then select the category **File of a company or association**.



4

Consultation RBE File

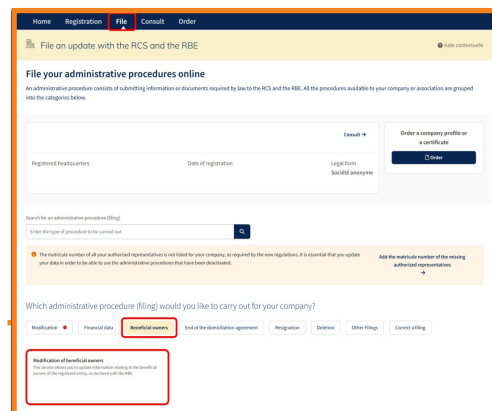
To consult the RBE data for your entity, please enter its **RCS number**. Then go to the RCS / RBE folder, select the tab **Beneficial owners**, and enter the **PIN-Code**** provided in the letter received.



5

Modification of RBE Data

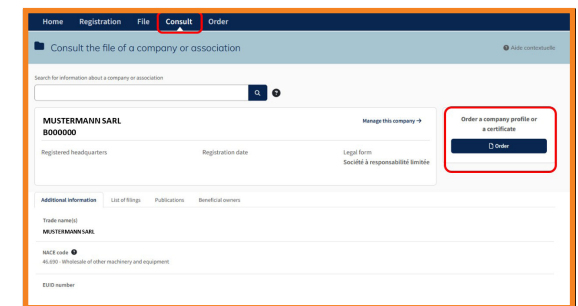
To modify the data entered in the RBE, click on the link **Manage this company** to access the administrative procedures. Then select the category **Beneficial owners**, followed by the service **Modification of beneficial owners**.



6

Ordering an RBE extract

To order an RBE extract for your entity, select the service **Order an extract or certificate**.



* This code allows you to **consult, order an extract and modify the information entered in the RBE concerning your own entity** and can be used without restriction for **three years**. If you lose your code or it is stolen, a new code can be assigned to you. Please contact our **Helpdesk** via our **support form** available on our website **www.lbr.lu**

** Please enter this code carefully, as after 9 incorrect entries, access to the procedures **Consultation** and the **RBE Declaration** will be temporarily blocked.