

Luxembourg, 18 November 2025

Circular LBR 25/02

Concerns: Implementation of the monitoring of regular clients holding an agreement with Luxembourg Business Registers

Luxembourg Business Registers (LBR) reminds stakeholders that the data registered in the Trade and Company Register (RCS) must be **adequate, accurate and up to date**, in accordance with Article 1 of the amended Law of 19 December 2002 on the trade and company register and the accounting and annual accounts of companies.

To ensure this, LBR is working along several lines of action. The first of these, which is the subject of this circular, aims to improve the quality of the information submitted by applicants and, consequently, to reduce the registration timeframe. Indeed, it must be noted that returning filing requests to applicants because they contain material errors and need to be corrected inevitably delays the updating of the data and its availability to the public.

In this context, LBR will henceforth closely follow all its **regular clients holding an agreement**, in accordance with Article 27 paragraph (3)¹ to (6) of the amended Grand-Ducal Regulation of 23 January 2003 implementing the aforementioned law, with regard to their filing procedures and the care they devote to them.

This monitoring therefore concerns **exclusively “professional users”** who carry out a large number of procedures with LBR, and not individuals who only undertake **occasional procedures** (such as merchants or non-profit associations, for example), **who are not subject to this control**.

Accordingly, regular clients for whom LBR observes that they repeatedly and consistently submit incomplete or inaccurate filing requests, thereby failing to meet the level of quality expected from professionals familiar with administrative procedures, will be contacted individually by LBR's services in order to address this situation and to implement corrective measures.

If, despite the approach initiated by LBR, no significant improvement is observed in the quality of the filing requests submitted, LBR will then charge administrative fees for the regularisation requests it issues to the

¹ Art. 27 (3) : « Les requérants qui déposent régulièrement un nombre important de documents auprès du gestionnaire du registre de commerce et des sociétés ont le droit d'introduire une demande d'agrément pour le paiement sur facture mensuelle, établie après le dépôt, du droit fixe d'enregistrement dû sur les actes sous signature privée qui lui sont transmis, et des frais administratifs tels que détaillés à l'annexe J dus sur ces actes. »



regular clients concerned, in accordance with Article 6², paragraph 7 of the aforementioned amended Grand-Ducal Regulation of 23 January 2003. These fees amount to EUR 10.00 excluding VAT per filing request to be regularised.

For LUXEMBOURG BUSINESS REGISTERS

(s.) Yves Gonner
Director



The notes presented by LUXEMBOURG BUSINESS REGISTERS:

- *are general in nature and do not pertain to the specific situation of any natural or legal person;*
 - *are documentary and explanatory;*
 - *are intended to answer a number of questions posed by users of the RCS or RBE;*
 - *have no legal value and LUXEMBOURG BUSINESS REGISTERS assumes no liability for their content;*
 - *are not necessarily complete, exhaustive, accurate or up to date;*
 - *do not constitute a professional or legal opinion;*
 - *represent only the view of the LUXEMBOURG BUSINESS REGISTERS on certain issues, subject to any interpretation that may be given by the Courts and Tribunals.*
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² Art. 6 alinéa 7 : « Les déposants pour lesquels les demandes de dépôt incomplètes ou inexactes sont retournées de manière régulière et récurrente, s'exposent au paiement de frais administratifs fixés à l'annexe J du présent règlement. Après avertissement préalable du gestionnaire du registre de commerce et des sociétés, par lettre recommandée avec accusé de réception restée sans suite, ces frais seront perçus par ledit gestionnaire.