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**one-stop shop**

*to create*

Access to economic  
advisor professions

HOUSE OF \_\_\_\_\_  
**ENTREPRENEURSHIP**

# Are you an economic advisor?

Definition and conditions of access

## Definition of the activity of economic advisor

The liberal profession of “economic advisor” includes providing professional macro and microeconomic services, business management services as well as providing all related or complementary services. Economic advisors provide solutions to governance-related problems which businesses encounter: for example, implementing their strategy, managing their performance, optimising their information system or management of human resources, etc.

## Conditions of access to the profession

This profession may be accessed with a Bachelor’s degree in economy, management, business law, business administration or equivalent in the area concerned, issued by a higher education establishment recognised in the country in which the diploma/degree is issued.

Diplomas issued by the University of Luxembourg or by a higher education establishment do not have to be homologated in Luxembourg.

In all other cases, the degree or final secondary school diploma must first be registered in the register of certificates of higher education to be recognised in Luxembourg.

The permit is granted to the business manager operating under his own name, or the company he runs:

- if he meets the legal requirements in terms of qualification and professional integrity > *supporting documents required*,
- and if the company has fixed business premises in Luxembourg (not a “mailbox” company) > *a lease agreement or residence certificate (if relevant) is required*.

The professional integrity has to be demonstrated accordingly (please see the check list).



## Completing the application

Requesting a business permit

Once completed, the application should be sent to the General Directorate for SMEs and Entrepreneurship of the Luxembourg Ministry of the Economy. The processing of the application is subject to the payment of a tax stamp of €24<sup>1</sup>.

### By post

Direction générale PME et Entrepreneuriat  
19-21, boulevard Royal  
L-2449 Luxembourg

### Online submission

MyGuichet - guichet.lu secure interactive platform

**Make sure to fill in your application correctly using the enclosed check list!**

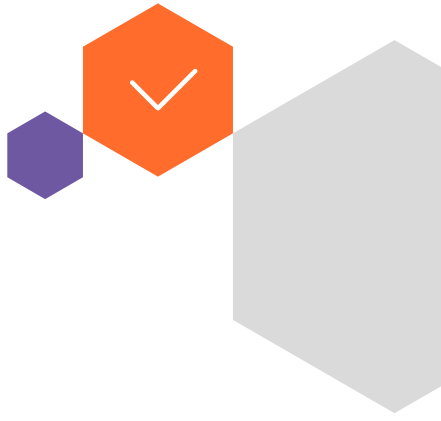
#### Download all the relevant forms here:

[www.guichet.public.lu/entreprises/en/formulaires](http://www.guichet.public.lu/entreprises/en/formulaires)

#### Make sure to select the right business premises for your activity!

According to the law, fixed premises means, inter alia, a physical installation in Luxembourg that includes an infrastructure suitable to the nature and scale of the concerned activity.

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- 1 transfer €24 to the account LU09 1111 7026 5281 0000, BIC code: CCPLLULL, Diekirch branch-revenue, stating: "business permit" or purchase of a tax stamp at the Land Registration and Estates Department.
  - 2 any third-country citizens (from outside the EU) who would like to settle in Luxembourg for more than three months to operate a self-employed activity need to follow a specific procedure, unless they are a family member of an EU citizen or deemed a resident of Luxembourg; have long-term residence status; or have international protection in Luxembourg. Contact organisation: Immigration Department - Foreign Services.
  - 3 most companies (public limited companies (SA), private limited companies (Sàrl), etc.) must then be constituted before a notary. The notary is responsible for registering the company at the Luxembourg Trade and Companies Register.



# Check list

Complete the check list below

## A. Resident for more than 5 years

### Main form

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- completed "business permit" form

### Proof of qualification

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- copy of a degree or final secondary school diploma (Bachelor's degree)
- copy of the ministerial order of registration in the register of certificates

### Proof of integrity

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- copy of a recent criminal record in Luxembourg
- completed "sworn declaration" form

### Proof of fixed premises

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- either a copy of the lease agreement, or equivalent, or a residence certificate (as the case may be)

### Other attachments

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- copy of your identity card or residence permit<sup>2</sup>
- proof of payment of the tax of €24
- draft of the articles of association (companies only)<sup>3</sup>

## B. Resident for less than 5 years or a non-resident

### Main form

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- completed "business permit" form

### Proof of qualification

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- copy of a degree or final secondary school diploma (Bachelor's degree)
- copy of the ministerial order of registration in the register of certificates

### Proof of integrity

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- copy/copies of a recent criminal record(s) in the country/countries of residence
- notarial declaration of non-bankruptcy
- completed sworn declaration form

### Proof of fixed premises

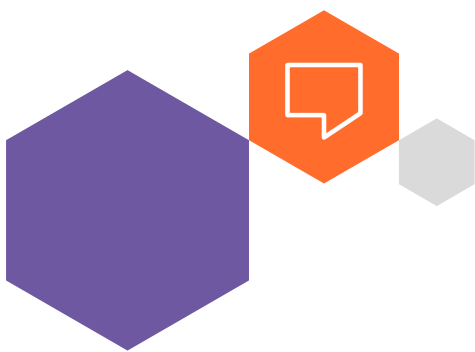
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- either a copy of the lease agreement, or equivalent, or a residence certificate (as the case may be)

### Other attachments

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- copy of your identity card or residence permit<sup>2</sup>
- proof of payment of the tax of €24
- draft of the articles of association or final statutes (companies only)<sup>3</sup>



## Find out more

Further information

### Main reference texts

- Luxembourg Commercial Code
- The law of 2 September 2011 governing the access to artisan, commercial, industrial and some liberal professions in Luxembourg

### Registration in the register of certificates

- Secretary of the Ministry of Higher Education and Research - Commission of Certificates (MESR)  
**[www.mesr.public.lu/enssup/registre\\_des\\_titres/index.html](http://www.mesr.public.lu/enssup/registre_des_titres/index.html)**

### Learn more about this sector

- National Institute for Statistics and Economic Studies of the Grand Duchy of Luxembourg (STATEC)  
**[www.statec.lu](http://www.statec.lu)**
- The Luxembourg Institute of Administrators (non-profit organisation) (ILA)  
**[www.ila.lu](http://www.ila.lu)**

### Registration with the authorities

After obtaining the business permit, there are a number of steps that the person in charge of the management/operation of the future company must carry out, depending on the legal form chosen. For example:

- *register with the Joint Social Security Centre (CCSS) and undertake an operating declaration (if intending to hire staff),*
- *register for Value Added Tax by submitting an initial declaration to the Land Registration and Estates Department.*



HOUSE OF —————  
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[houseofentrepreneurship.lu](http://houseofentrepreneurship.lu)

**Would you like to take the next step?**  
Further details and relevant forms  
are available on [guichet.lu](http://guichet.lu)

Initiated by:



LE GOUVERNEMENT  
DU GRAND-DUCHÉ DE LUXEMBOURG  
*Ministère de l'Économie*

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