

HOUSE OF
ENTREPRENEURSHIP

powered by the Luxembourg Chamber of Commerce



EN

The business starter journey

IN LUXEMBOURG



1



2



3



4

CHECKLIST

This check-list is applicable to commercial professions in general. Other qualifications, guarantees or insurance may be required for specifically regulated professions. To double check which elements are needed for your business, please contact us via info@houseofentrepreneurship.lu or attend our workshop "The business starter journey".

A. RESIDENT FOR MORE THAN 10 YEARS

Main form

- Completed "business permit" form

Proof of integrity

- copy of a recent criminal record in Luxembourg (record no. 3)
- completed "sworn declaration" form

Proof of fixed premises

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

Other attachments

- copy of your identity card or residence permit¹
- proof of payment of the administrative fee of 24€ per application²
- articles of association if available, if not, draft articles of incorporation or draft statutes (companies only)³

B. RESIDENT FOR LESS THAN 10 YEARS OR NON-RESIDENT

Main form

- Completed "business permit" form

Proof of integrity

- copy/copies of a recent criminal record(s) in the country/countries of residence for the last 10 years
- notarial declaration of non-bankruptcy
- completed "sworn declaration" form

Proof of fixed premises

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

Other attachments

- copy of your identity card or residence permit¹
- proof of payment of the administrative fee of 24€ per application²
- articles of association if available, if not, draft articles of incorporation or draft statutes (companies only)³

¹ 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 a long-term residence status ; or have international protection in Luxembourg. Contact organisation : Immigration Department - Foreign Services.

² Transfer 24€ to the account LU09 1111 7026 5281 0000, BIC code: CCPLLULL of the Diekirch Revenue Office, with the following communication: "business permit".

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 Business Registers.

OVERVIEW

The overall timeframe for obtaining a business permit may vary depending on the chosen legal form and nature of the concerned activity. Indeed, additional procedures may be involved.



 +/- 1 to 4 weeks *

Obtaining the final business permit after submission of the complete application to the Ministry of the Economy (See check-list opposite)

< 1




 24 hours *

Registering the company with the Luxembourg Business Registers (LBR) depending on the nature of the activity
www.lbr.lu

< 2



 +/- 1 week *

Obtaining a letter confirming the affiliation to the Joint Social Security Centre further to the registration
www.ccss.lu

< 3



 +/- 2 to 4 weeks *

Filing the initial declaration with the Duties, Estates and VAT Authority (Indirect tax authority - AED) and opting for the standard or exemption scheme
pfi.public.lu

< 4

1

BUSINESS PERMIT



MODIFIED LAW OF 2 SEPTEMBER, 2011*



Commercial & industrial activities

Examples:

Trader, Travel agent, restaurateur-coffee owner, Real estate agent, Int. carrier



Liberal professions

Examples:

Architect, Consulting-engineer, Chartered accountant (CPA)



Artisanal activities

Examples:

Baker, Hairdresser, Caterer, Beautician

LEGAL REQUIREMENTS TO DO BUSINESS IN LUXEMBOURG



- **Professional integrity**
- **Professional qualification** in line with the planned activity
- **Physical premises in Luxembourg**
- Effective and permanent **management** of the business **by the business permit holder**
- **Compliance with tax and business obligations**

FOCUS ON PROFESSIONAL INTEGRITY

- **Recent criminal records** of all countries where applicant has lived in the last 10 years
- **Notarial declaration of non-bankruptcy** if residing in Luxembourg **for less than 10 years** or for non-residents
- **Sworn declaration** (form)

ABOUT FIXED PREMISES AND EFFECTIVE MANAGEMENT

- **Physical installation in Luxembourg** that includes an infrastructure suitable for the nature and scale of the concerned activity
- **The business permit holder personally and regularly ensure the day-to-day management** and direction of the business
- **The business permit holder must be connected** to the business

* The modified law of 2 September 2011 regulating access to the professions of craftsman, trader, industrialist and certain liberal professions, consolidated version of the law available at www.cc.lu

2

LEGAL FORM



Preliminary thoughts

- Which legal form is better suited to my situation (sole proprietorship vs business partnership)?
- What about taxation according to the chosen legal form?
- Do I have the necessary managerial skills to run a business?
- What are my responsibilities and legal obligations as an entrepreneur?

	Sole proprietorship (self-employed)	Limited liability company	Simplified limited liability company
Incorporation	/	Notarial deed	Notarial or private deed
Legal personality	No legal personality Only the entrepreneur has the legal personality as a natural person	Distinct legal personality has a legal form distinct from that of the partners in it Personnalité juridique distincte	
Minimum capital required	/	€ 12,000	From € 1 and € 11,999
Legal obligation towards the RCSL	Publication of the annual declaration if annual turnover exceeds € 100,000	Annual accounts registered with the Luxembourg Business Registers	
Taxation	IR MBT (commercial activity)	CIT MBT NTW	CIT MBT NTW

3

REGISTERING WITH THE AUTHORITIES



ACTIVATING THE BUSINESS PERMIT



LUXEMBOURG
BUSINESS
REGISTERS



CENTRE COMMUN
DE LA SÉCURITÉ SOCIALE



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Administration de l'enregistrement,
des domaines et de la TVA

Luxembourg Business Registers

- Registration of any activity governed by the law of 19 December 2002 (online filing)
- Registration of beneficial owners with RBE

Joint Social Security Center (CCSS)

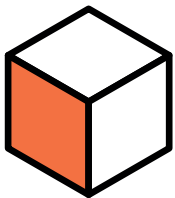
- Affiliation of the self-employed person or director of the company
- Employer's registration and affiliation of salaried workers (if hiring employees)

Duties, Estates and VAT Authority (Indirect tax authority)

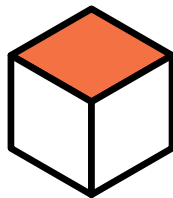
- Initial declaration for VAT
- Choice of the standard or exemption scheme

SOCIAL PROTECTION

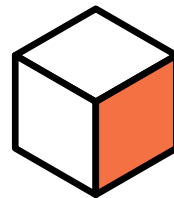
General framework



Monthly contribution of 25% out of the Luxembourgish minimum social salary



Adjustment of the contribution base possible if revenues differ from the standard basis



Exemption possible if revenues are lower than 1/3 of the minimum social salary



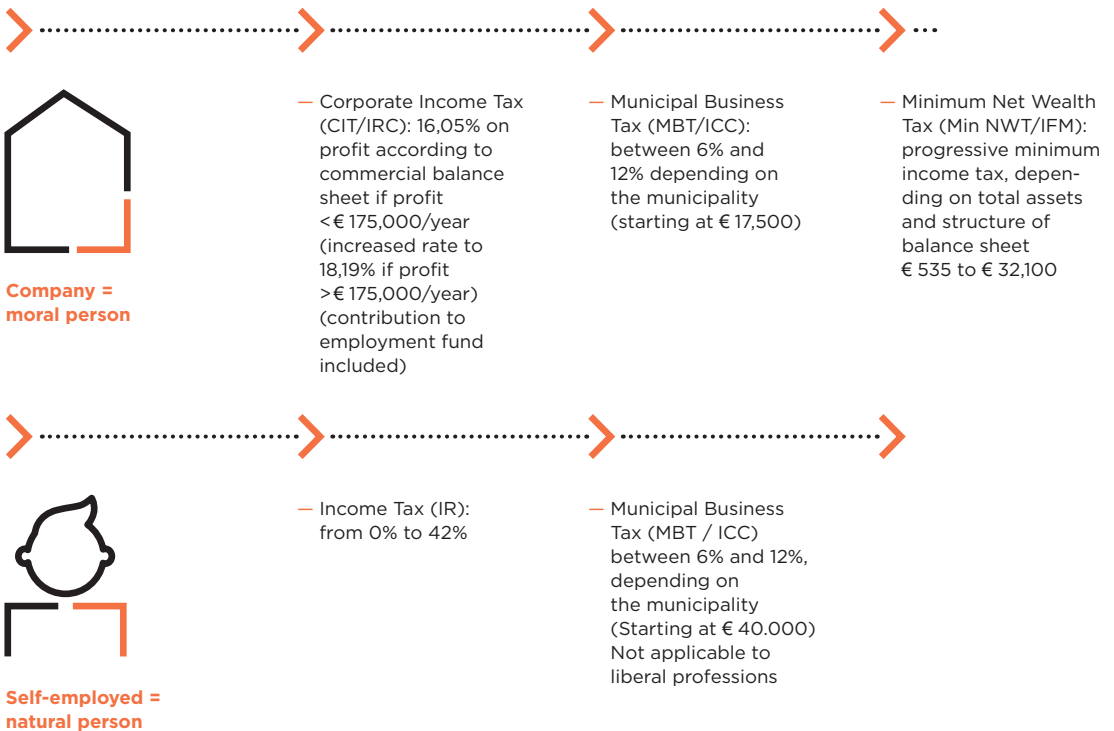
Salaried and self-employed workers are covered in the event of: illness, work-related accidents or illnesses, maternity, pension insurance, disability and dependency.

4

TAXATION IN LUXEMBOURG



SELF-EMPLOYED OR COMPANY?



Topics covered by the House of Entrepreneurship and its partners:

- Personalised advice according to your needs throughout your entrepreneurial journey
- Free workshops on various topics: starting a business, development, financing and digitalisation
- Access to funding & state aids
- Networking & meet ups with experts

Useful resources

- www.guichet.lu
- www.cc.lu
- www.ccss.lu
- pfi.public.lu
- www.impotsdirects.public.lu
- www.lbr.lu



HOUSE OF **ENTREPRENEURSHIP**

powered by the Luxembourg Chamber of Commerce

Info Point & Community:

www.houseofentrepreneurship.lu

Helpline: **(+352) 42 39 39 330**

Online contact form:

<https://www.houseofentrepreneurship.lu/en/you-have-a-project-contact-us/>

Disclaimer: although the information contained in this booklet, have been prepared with the greatest possible care by the House of Entrepreneurship, they have a purely indicative nature and consequently the author cannot be held liable for any inaccuracies or mistakes. The information presented here is not exhaustive and cannot replace an extensive consultation. Updated versions will be posted regularly on www.cc.lu.

Initiated by:



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

In partnership with: 1535°, ADEM, Administration de l'Environnement, Chambre des Métiers, Digital Lëtzebuerg, guichet.lu, ITM, IPIL, LBAN, LBR, Luxinnovation, MC, nyuko, Paul Wurth InCub, SNCI, Technoport, Ministère des Affaires étrangères et européennes, Ministère de l'Agriculture, Ministère de la Santé, Ministère de la Fonction publique et de la Réforme administrative, CFUE, Betriber & Umwelt, LIST. List of partners subject to change.