



e-file  
Admin manual

## DECLARATION OF THE LUXTRUST CERTIFICATE FOR AIFMD REPORTING

In accord to circular 08/334, the CSSF requires you to provide them with your [Luxtrust certificate](#) as soon as possible.



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## Introduction

In accord to circular 08/334, the CSSF requires you to provide them with your Luxtrust certificate as soon as possible in order to register it for each AIF you will be sending reports for.

The Declaration will be done in two parts, one for the sender and the other for each reporter (AIF).

### 1.1 Definitions

	Description
CSSF	Comission de Surveillance du Secteur Financier
AIF	Alternative Investment Fund
AIFM	Alternative Investment Fund Manager
AIFMD	Alternative Investment Fund Managers Directive
Luxtrust Certificate	Certificat used for the e-file reporting, ordered through the Luxtrust website and generated by the Chamber of Commerce of Luxembourg
Sender	Company in charge of the Sending of the document through e-file
Reporter	AIF concerned by the regulatory reporting



## 2 Sender: email declaration

### 2.1 Introduction

The sender (= sending company) is mandated to send reporting for a list of AIF. You have to declare the sending company's certificate used in e-file.  
The sender will send the declaration by email.

### 2.2 Email to be transmitted to the CSSF by the sender

#### 2.2.1 Explanation

You will find point 2.2.2 the email template that you need to complete and send to [certrep@cssf.lu](mailto:certrep@cssf.lu).  
**Fields in blue** are to be updated with information of the **sender**.

**Do not forget to attach the certificate in the email** (see 2.2.3).

#### 2.2.2 Template

**Subject:** **Name of the sending company** : Luxtrust Certificate registration to the CSSF

**Email:**  
Dear all,

In order to register our Luxtrust certificate, please consider the below mentioned information :

- Channel used : **e-file**
- CSSF identification code : **list of AIF CSSF code**
- Certificate number : **[num\_certif\_sender see 2.2.3]**
- Declarant name : **Name of the sending company**
- Contact : **First Name, Second name, phone and e-mail address**

Please find attached our Luxtrust certificate which we will use to encrypt all documents now.

Best regards  
**YOUR SIGNATURE**



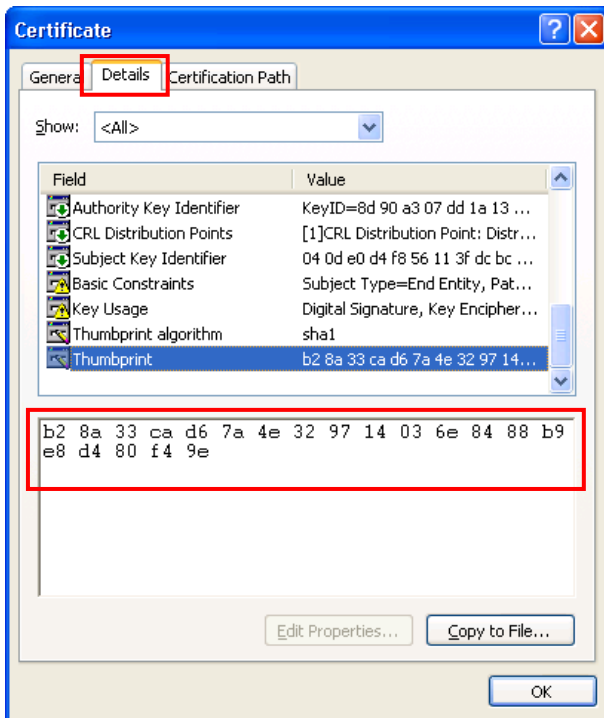
### 2.2.3 Luxtrust certificate

At the end of the ordering of the certificate you received an email from the Chamber of Commerces of Luxembourg with the Luxtrust certificate as attachment.

Please note that we are referring to the .cer file and not the .ks file used by e-file.  
In order to attach the certificate to the email you will probably have to rename it with a .txt extension.

In order to find the **[num\_certif\_sender]**, please open the certificate (.cer) and go in the “details” tab.

The certificate number is the value of the “Thumbprint” field :





## 3 Reporter: postal mail

### 3.1 Introduction

For each AIF code (=reporter) declared at 2.2.2 a postal mail has to be sent to the CSSF in order to validate the sender.

As long as the postal mail was not acknowledge and validated by CSSF, the sendings may be refused.

### 3.2 Postal mail to be transmitted to CSSF for each AIF code

#### 3.2.1 Explanation

Point 3.2.2 you will find the template to be printed with the AIF official letterhead and sent to:

Commission de Surveillance du Secteur Financier  
Division GFD  
L-2991 Luxembourg

**Fields in blue** are to be updated with information of the **sender**.

**Fields in green** are to be updated with information of the **AIF**.

#### 3.2.2 Template

Dear all,

In order to register our Luxtrust certificate, please consider the below mentioned information :

- Channel used : **e-file**
- CSSF identification code : **AIF code**
- Certificate number : **[num\_certif\_sender see 2.2.3]**
- Declarant name : **Name of the sending company**
- Contact : **First Name, Second name, phone and e-mail address**

Please find attached our Luxtrust certificate which we will use to encrypt all documents now.

Best regards

**YOUR SIGNATURE**