



User Guide

—

Creating a certified business eSpace



THE GOVERNMENT
OF THE GRAND DUCHY OF LUXEMBOURG
Ministry for Digitalisation

Government commission for data sovereignty

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Introduction

The purpose of this User Guide is to assist you in creating a business eSpace on MyGuichet and applying for the certification of your data in the business eSpace. These two steps are mandatory prerequisites for lodging an application for re-use of data with the Government Data Sovereignty Commission (CGSD).

This User Guide provides clear step-by-step guidance and helpful tips to support you. Refer to it anytime you need clarification.

A separate guide, the [User Guide – Application for re-use of data](#), will guide you through preparing and submitting application for re-use of data.

1 Creating a business eSpace on MyGuichet

1.1 Prerequisites for creating a business eSpace

1.1.1 Have an account on MyGuichet.lu

MyGuichet.lu is the secure interactive platform of the Grand Duchy of Luxembourg and the access point for online administrative procedures with public bodies. All the information needed to create an account can be found here: [Register on MyGuichet.lu - Guichet.lu - Luxembourg](#).

1.1.2 Have a valid authentication method

Access to your MyGuichet.lu account requires the use of a recognised authentication method, namely:

- a [LuxTrust](#) product,
- a [Luxembourg electronic identity card \(eID\)](#), or
- an [eIDAS notified electronic means of identification](#).

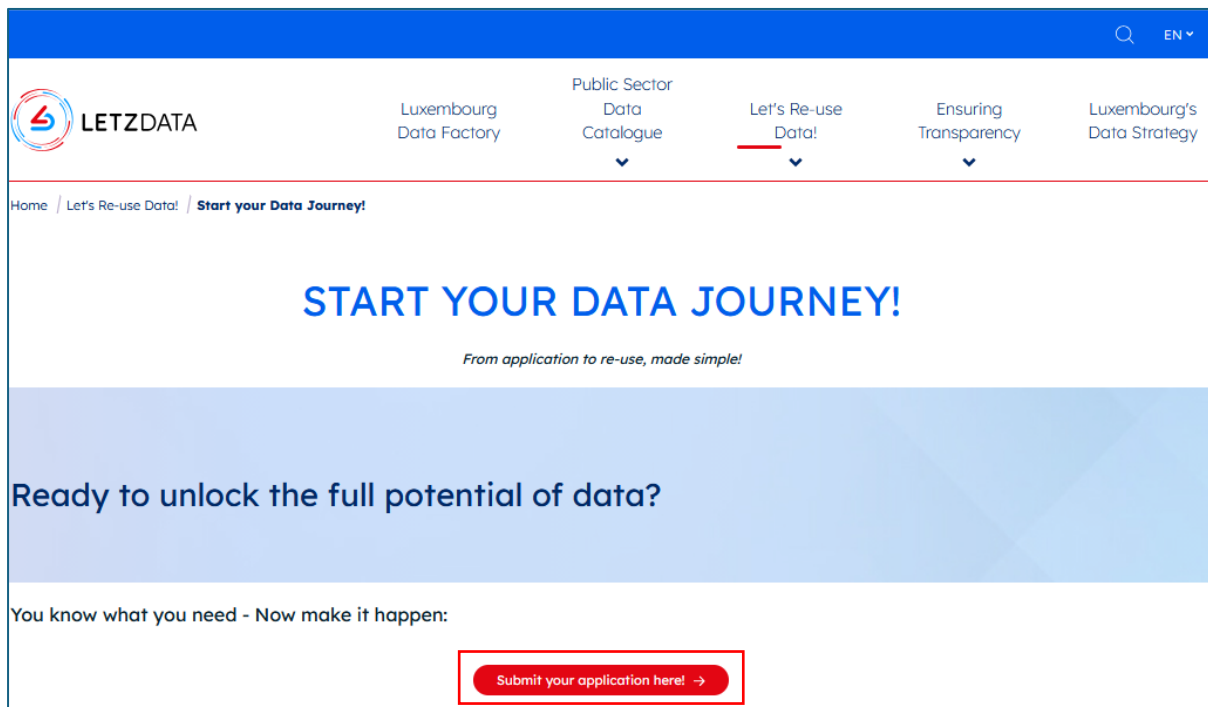
If you do not yet have such a means of authentication, you must take the necessary steps to obtain one from one of the above-mentioned providers.

1.1.3 In case of multiple applicants

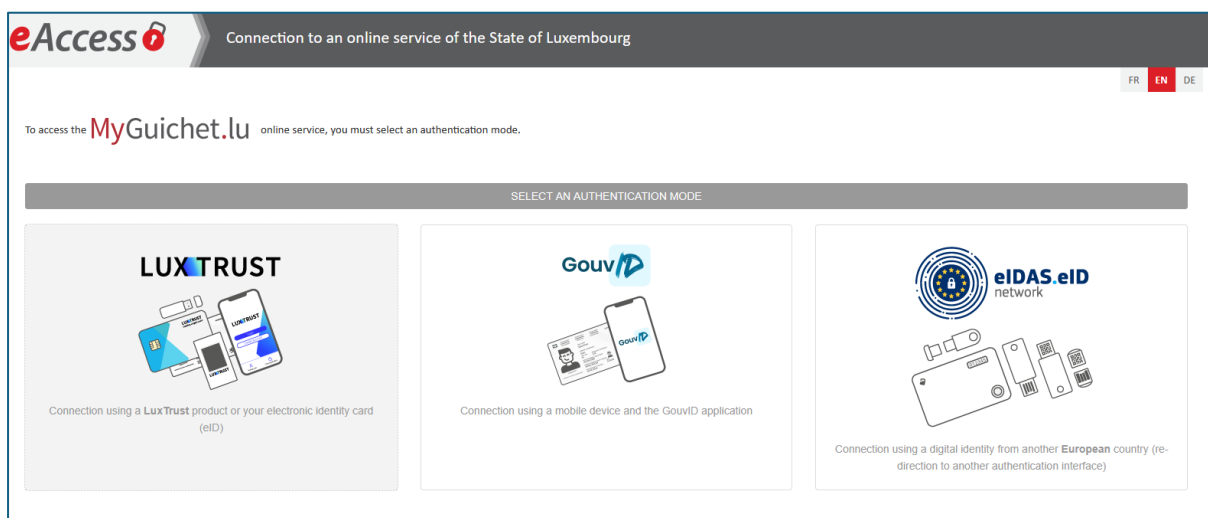
If several applicants intend to apply jointly for re-use of data, **each applicant** must have a certified professional space for the application for re-use of data to advance.

1.2 Creating a business eSpace

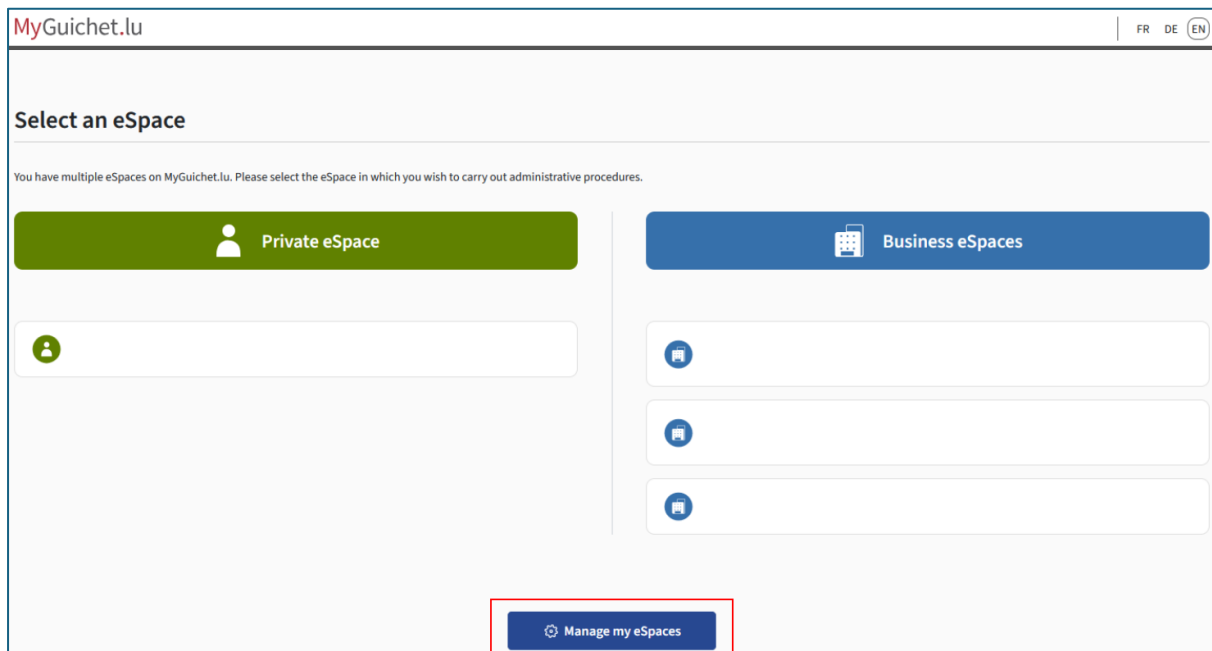
1. On [Letzdata.lu](https://letzdata.lu) – select “Submit your application here”



2. Log in to the [MyGuichet.lu](https://myguichet.lu) platform using your authentication method.



3. Select “Manage my eSpaces”



MyGuichet.lu

FR DE EN

Select an eSpace

You have multiple eSpaces on MyGuichet.lu. Please select the eSpace in which you wish to carry out administrative procedures.

 **Private eSpace**

 **Business eSpaces**

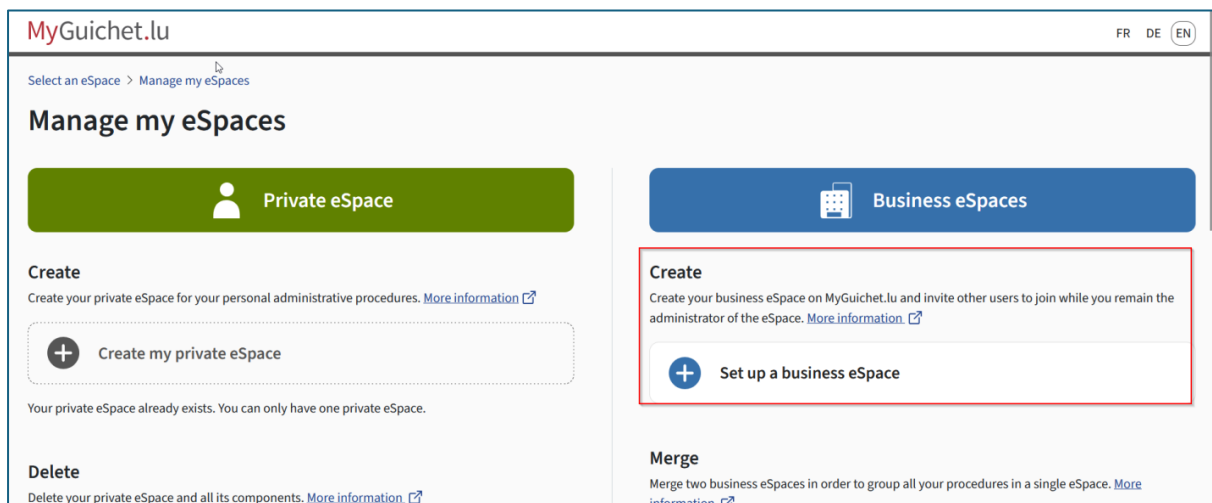






 **Manage my eSpaces**

4. Select “Set up a business eSpace”



MyGuichet.lu

FR DE EN

Select an eSpace > Manage my eSpaces

Manage my eSpaces

 **Private eSpace**

 **Business eSpaces**

Create
Create your private eSpace for your personal administrative procedures. [More information](#)

 **Create my private eSpace**

Your private eSpace already exists. You can only have one private eSpace.

Delete
Delete your private eSpace and all its components. [More information](#)

Create
Create your business eSpace on MyGuichet.lu and invite other users to join while you remain the administrator of the eSpace. [More information](#)

 **Set up a business eSpace**

Merge
Merge two business eSpaces in order to group all your procedures in a single eSpace. [More information](#)

5. Create a business eSpace:

- in your own name if you are a natural person, or
- in the name and on behalf of the applicant, a legal person governed by private or public law.

The screenshot shows the 'Setting up a business eSpace' page on the MyGuichet.lu website. The page has a breadcrumb trail: 'Select an eSpace > Manage my eSpaces > Setting up a business eSpace'. The title is 'Setting up a business eSpace'. Below the title, there is a note: '* Mandatory field'. The form is divided into three sections: 1. 'Business eSpace' with the instruction 'Enter the name you will use to identify your business eSpace.' and a text input field labeled 'Name of the business eSpace *' containing the text 'Project'. 2. 'Information sheet on the legal person, a self-employed or an association' with the instruction 'Enter your company details' and a text input field labeled 'Company name / Corporate name *' containing the text 'Legal Person'. 3. 'Your user information' with fields for 'Surname:', 'First name:', and 'Your email *' (containing a redacted email address). At the bottom, there are 'Cancel' and 'Confirm' buttons.

If you do not have a “Company name / Corporate name”, enter ‘Not applicable’ in the relevant field.

By default, the user creating the business eSpace becomes the administrator of that eSpace. Their personal data (i.e. surname, first name and email) is automatically pre-filled in the certification application form.

You may add users to the eSpace and designate them as administrators for this eSpace (for example when several individuals collaborate to complete an application for re-use of data).

2 Application for certification

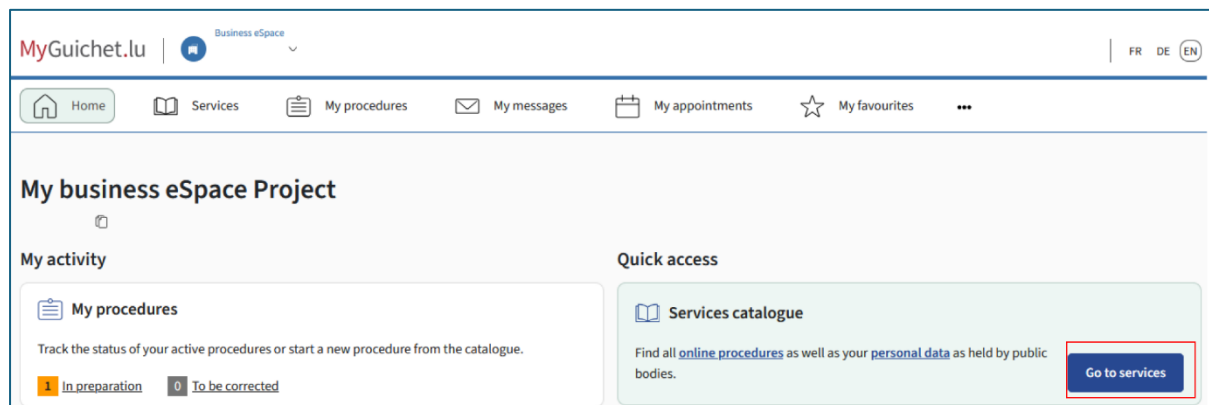
2.1 Submitting the certification application

You can request the certification on your business eSpace only via the online procedure.

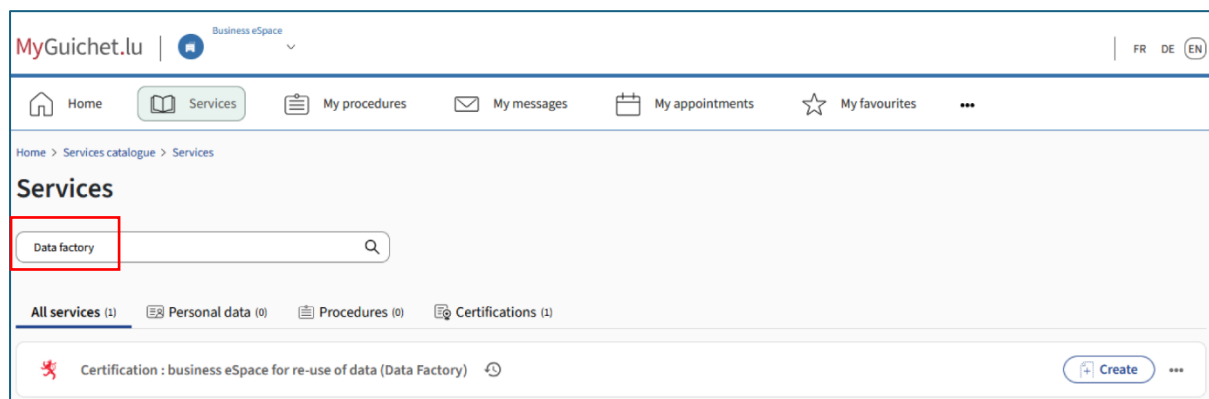
For more information on this method: [Requesting the certification of a business eSpace - Guichet.lu - Luxembourg.](#)

To request the certification, follow these steps:

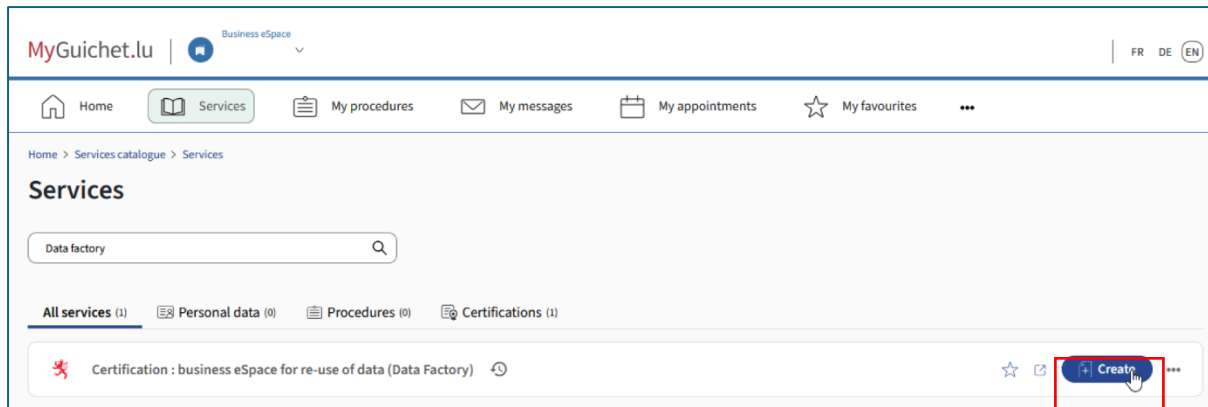
1. In your business eSpace, select “Go to services”,



2. Find the certification procedure “**Certification: business eSpace for re-use of data (Data Factory)**” with the keywords "Data Factory"



3. Start the procedure by clicking on the "Create" button,



4. Read the information notice and confirm having received and read it as well as the more detailed information notice to proceed to the next step,

Certification: business eSpace for the re-use of data (Data Factory)

Steps filling

Information

Declarant

Documents

Information

The purpose of the 'certification of the business eSpace' procedure is to provide access to all the features necessary to carry out applications for access to and re-use of data within the framework of the law of 19 December 2025 establishing the Government Commission for Data Sovereignty (Commissariat du Gouvernement à la souveraineté des données - CGSD).

The CGSD, acting in its capacity as the controller pursuant to Regulation (EU) 2016/679 (GDPR), processes your personal data in order to manage the certification procedures in the business eSpace.

Your data is processed, amongst others, for the purpose of verifying and, where applicable, certifying the accuracy of the data provided in the business eSpace or in any communication from the person, based on the documents provided, and is retained for a period of thirty (30) years from the deletion of the business eSpace. If you do not provide the data indicated as obligatory, your application may be rejected.

You have the rights set out in Articles 12 to 22 of the GDPR, as restricted by applicable legislation, including, under certain conditions, the right to object to the processing of your data. You also have the right to lodge a complaint with the National Commission for Data Protection (Commission nationale pour la protection des données) (www.cnpd.public.lu) located at 15, Boulevard du Jazz, L-4370 Belvaux.

If you have any questions relating to the processing of your data by the CGSD, please contact our data protection officer:

- by email: dpo@cgsd.etat.lu
- by post: DPO, Commissariat du Gouvernement à la souveraineté des données, 5, rue Plaetis, L-2338 Luxembourg.

The detailed information notice is [available here](#).

By checking this box, you confirm that you have received and read the aforementioned information notice as well as the more detailed information notice relating to the processing of your personal data.

5. Complete the required information:

5.1. If you apply for certification in your own name and on your own behalf (natural person):

Certification: business eSpace for the re-use of data (Data Factory)

Steps filling
Information ✓
Declarant
Documents

Declarant

Type of applicant
Type of applicant *
☒ I am acting in my capacity as a natural person (I am submitting the application in my own name and on my own behalf)
☐ I represent a legal person governed by private law (company, association, etc.)
☐ I represent a legal person governed by public law (municipality, administration, etc.)

Information about the declarant
First name

Surname

National professional identification number *

Providing the national professional identification number is recommended.
I do not have a national professional identification number
☐
National identification number

Professional email address *

Please do not enter a private email address

Business eSpace of the application
Name of the eSpace (can be your surname or first name) *

Select “I am acting in my capacity as a natural person, submitting this application in my own name and on my own behalf.”

Your first name(s), surname and national identification number (*matricule*) will in principle be pre-filled automatically based on the data associated with your method of authentication. If any of the information does not appear, fill in the missing fields.

You also have the option of entering your national professional identification number, where available, in which case, you must also provide information about your professional activities. It is important to provide detailed information in this respect, as it will be used to assess your application for re-use of data.

Provide your email and postal addresses and choose the name of your business eSpace.

5.2. If you apply for certification in the name and on behalf of a legal person:

Certification: business eSpace for the re-use of data (Data Factory)

Steps filling

Information ✓

Declarant

Applicant entity

Person(s) with signing authority

Documents

Declarant

Type of applicant

Type of applicant *

☐ I am acting in my capacity as a natural person (I am submitting the application in my own name and on my own behalf)

☐ I represent a legal person governed by private law (company, association, etc.)

☒ I represent a legal person governed by public law (municipality, administration, etc.)

Information about the declarant

First name

Surname

National identification number

Position held within the entity *

Professional email address *

Please do not enter a private email address

Select:

- “I represent a legal person governed by private law (company, association, etc.)”, or
- “I represent a legal person governed by public law (administration, municipality, etc.)”.

Your first name(s), surname and national identification number (*matricule*) will in principle be pre-filled automatically based on the data associated with your method of authentication. If any of the information does not appear, fill in the missing fields.

Fill in your position within the entity as well as your professional email address.

In the following step, you will be asked to provide information about the (public or private law) entity for whose account you are submitting the certification application.

Certification: business eSpace for the re-use of data (Data Factory)

Steps filling

Information ✓

Declarant ✓

Applicant entity

Person(s) with signing authority

Documents

Applicant entity

Information relating to the entity submitting the application

Name of the entity *

Identification number *

Legal form of the entity *

Type of structure *

Select an option

Additional information about the structure of the entity0/250

Describe the activities of the entity * 0/250

Email address of the entity *

Please do not enter a private email address

Phone number of the entity

Please do not enter a private phone number

Please provide:

- the name of the entity,
- the identification number of the entity, more specifically,
 - for a legal person governed by private law,
 - the Luxembourg Business Registers (LBR) number, if the registered in Luxembourg, or the number of the corresponding national register or directory, if it is registered abroad,
 - for a legal person governed by public law, the Peppol number, or
 - if none of these apply, enter N/A.
- the legal form of the entity,
- the type of structure (and, if necessary, additional information about the structure type),
- a description of the entity's activities,
- the entity's email and postal address,

- the VAT number (this information will be requested only when necessary),

In the following step, please provide first name(s), surnames and position within the entity of each person with signing authority.

Certification: business eSpace for the re-use of data (Data Factory)

Steps filling

- Information ✓
- Declarant ✓
- Applicant entity ✓
- Person(s) with signing authority**
- Documents ✓

Person(s) with signing authority

The person(s) legally authorised to bind the entity or one of its sub-entities. This power can be exercised solely (sole signature) or jointly by one or more other persons (joint signature), as set out in the articles of association of the entity, a power of attorney, a mandate or other. You can enter up to 3 persons with signing authority for the applicant entity.

Person 1 with signing authority for the entity

☐ I am a person with signing authority. ✓

First name(s) *

Surname *

Position held within the entity *

[Add a person with signing authority](#)

The "persons with signing authority" are those who are legally authorised to bind the legal person. This power may be exercised alone (individual signature) or jointly by one or more other persons (joint signature), as set out in, for example, the legal person's statutes, a delegation of power or a mandate. In the certification application, you can fill in a maximum of three people with signing authority per Applicant.

- Once all the necessary information has been provided in the online certification application form, a list of the necessary supporting documents will be displayed (see point 9 below).
- In the following step, check that all the information provided is accurate, make any corrections, if necessary, and confirm the accuracy of the information.

Certification: business eSpace for the re-use of data (Data Factory)

Steps filling

- Information ✓
- Declarant ✓
- Applicant entity ✓
- Person(s) with signing authority ✓
- Documents ✓
- Confirm the entry**

Confirmation of input

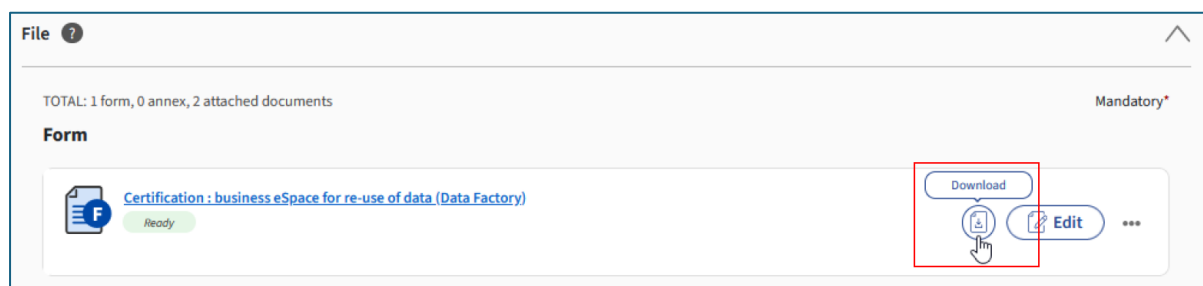
Your procedure has not yet been submitted.

Please review all of the entered information.

Click 'Continue' to confirm, or 'Back' to edit your input.

- Information ▼
- Declarant ▼
- Applicant entity ▼
- Person(s) with signing authority ▼
- Documents ▼

8. Download the application form.



The generated PDF of the application form must be signed by all relevant people (i.e. the natural person submitting the application in their own name or all the persons with signing authority indicated in the application) and attached to the procedure.

The application form can either be signed by hand or electronically.

- If signed by hand, upload a scan of the **signed application** and send the original to the CGSD by post (Government Commission for Data Sovereignty, Luxembourg Data Authority Department, 5, rue Plaetis, L-2338 Luxembourg).
- If signed electronically, the application form must be signed by means of a qualified electronic signature and uploaded with the qualified certificate, where applicable.

9. Upload all the necessary documents:

9.1. If you are a natural person, upload:

- the signed application form,
- a copy of your identity card.

9.2. If you are applying for certification in the name and on behalf of a legal person governed by private law, upload the following documents:

- the signed application form,
- an official and up to date document issued within the last three months proving that the entity is registered with the trade and companies register or an equivalent body, issued by a competent authority of the country where the entity is registered. This document must explicitly state:
 - the company name or corporate name of the entity;
 - the legal form;
 - the registration number;
 - the incorporation date;
 - address of the registered office;
 - the main activity;

- the name and the role of the legal representative(s) with signing authority to bind the entity, as well as a statement as to whether it consists of a sole or joint signing authority;
- the share capital (where applicable);
- the current status of the entity (active, in liquidation, etc.);
- the issuing authority and the date of issuance of the document,
- a copy of the identity document of the person(s) with signing authority,
- proof of the signing authority (if this is not set out in the document(s) listed above).

9.3. If you are applying for certification in the name and on behalf of a legal person governed by public law, upload the following documents:

- the signed application form,
- the reference to the law or any other text establishing or pertaining to the organisation of the legal person governed by public law,
- proof of the signing authority (if this is not set out in the document(s) listed above),
- a copy of the identity document of the person(s) with signing authority.

Following an initial assessment of your certification request, additional information, such as a legal opinion, may be requested.

⚠ A certified translation into French, German, Luxembourgish or English must be provided of any documents drafted in a language other than these four languages.

⚠ In certain cases, an apostille may be required.

10. Once all the necessary attachments have been uploaded, send the procedure to the CGSD:

Certification : business eSpace for re-use of data (Data Factory)

Step
3/4

In preparation

[Show the steps](#)



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de la Digitalisation
Commissariat du gouvernement
à la souveraineté des données

Contact

Commissariat du Gouvernement à la souveraineté des données

[Show the contact details](#) 

File 

TOTAL: 1 form, 0 annex, 4 attached documents

Mandatory*

Overview

File

Message

History of the procedure

[Find out more about this procedure](#) 

Your opinion matters to us

Please give us your feedback on this procedure.
You can give us suggestions on how we can improve.

 I would like to leave
a comment

Form

 [Certification : business eSpace for re-use of data \(Data Factory\)](#)

Ready

 Edit

...

Attached documents

 [RCS*](#) 

Identity document of the entity / extract from the Trade and Companies Register

Attached

 Replace

...

 [ID*](#) 

Identity document of the person(s) with signing authority

Attached

 Replace

...

 [Proof of signing authority*](#) 

Proof of signing authority

Attached

 Replace

...

 [Signed application form*](#) 

Signed application form

Attached

 Replace

...



[Add an attachment](#) or drag and drop your documents.

Message

 Send

 **LETZDATA**
LUXEMBOURG DATA FACTORY

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2.2 Certification Decision

The CGSD will assess the application and determine if more information is necessary to adopt a decision.

The time needed to review the application depends on how complex it is and whether the CGSD needs to request additional information or documents (for example, if the entity is outside the European Union or if a legal opinion is needed).

Once the CGSD has approved the certification of your business eSpace, you will get access to the procedure “Application for re-use of data (Data Factory)”.

Confirmation that your business eSpace has been certified is provided in an email whose content is similar to the following:

“This is an automated message.

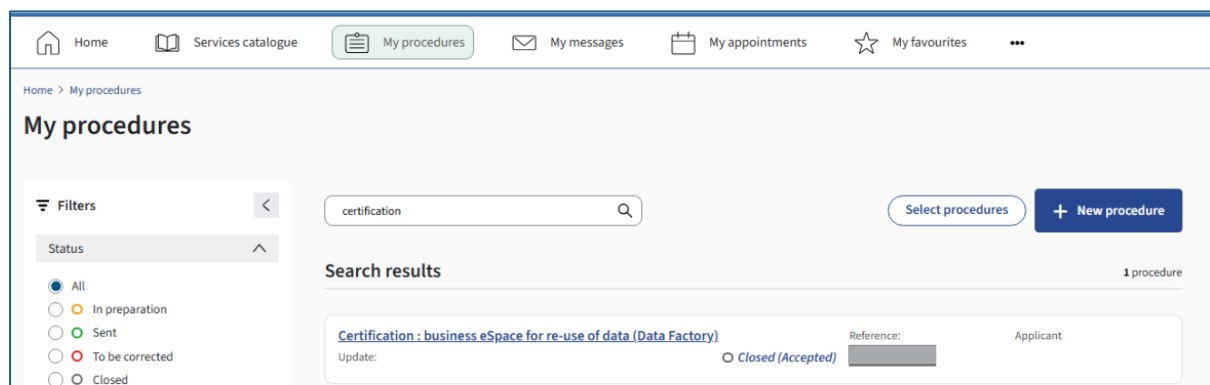
Please do not reply to this email. The status of your electronic procedure no. [procedure number] has changed. Its status is now 'Accepted'.

For more information, please consult your procedure in your [name of the eSpace] eSpace on MyGuichet.lu or contact the administration tasked with handling your procedure.

Best regards,

MyGuichet.lu”

In addition, your certification request will appear with the status “Closed (Accepted)” in the “My procedures” section of your MyGuichet.lu business eSpace:



2.3 Pre-filling the application for re-use of data with certified information

The information of the business eSpace that was certified is included automatically in the application for re-use of data.

It is therefore not possible to change this information directly in the application for re-use of data.

It is important to keep the certified information up to date, as it will be used to analyse your application for re-use of data.

If you want to change the certified information (e.g. to replace a person with signing authority), you must change it in the MyGuichet.lu business eSpace and submit a new application for certification containing the updated information.

The updated information will only appear in new procedures after it has been certified.