



File number: _____

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Access to the CBAM portal

1. Information of the company

1.1	Company name:	_____
	Address:	_____
	N°:	_____ Street: _____
	Location:	_____ Postal Code: _____
1.2	EORI N°:	_____
1.3	RCS N°:	_____

2. Information of the applicant

2.1	Last Name:	_____
	First Name:	_____
2.2	Phone Number:	_____
2.3	E-Mail:	_____
2.4	UID N°:	_____

3. Applicant profile

3.1 Select only one profile (description in the additional information section)

- | | |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Option 1: Complete access |
| <input type="checkbox"/> | Option 2: Partial access |
| <input type="checkbox"/> | Option 3: Consultation only |



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4. Supporting documents

Please attach a copy of the following document to this application if you are a company:

- A document certifying your status as the applicant within the company, signed by your manager. If your name appears on the [RCS extract](#), a copy of it is sufficient.

5. Contact

This request for access to the CBAM register, accompanied by its attachment(s), should be sent by email to CBAM@aev.etat.lu for validation and, if signed by hand, then by post to:

Administration de l'environnement
USEE ETS/CBAM
1, avenue du Rock'n'Roll
L-4361 Esch-sur-Alzette

6. Additional explanations

- [The different profiles](#)

<u>Option 1:</u> Complete access	This profile is required to view the registry information, as well as to access the editable forms and submit them
<u>Option 2:</u> Partial access	This profile is required to view the registry information, as well as to access the editable forms and prepare them for saving. However, it is not authorized to submit a form
<u>Option 3:</u> Consultation only	This profile is required only to consult the registry information. It does not allow any modification or editing of the data

- UID N°: The “**Unique Identifier at the Commission UID**” is available in your [EU-Login](#) under the section “**Your account details**”. Example of a number: “**n25uh9hz**”
- EORIN°: The “**Economic Operator Registration and Identification**” number is issued in Luxembourg based on the VAT number. Example of a number: “**LU35698421**”



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- **Qualified Electronic Signature:** Original or electronic signatures are accepted. All European signatures recognized by the eIDAS system are accepted:
 - **eIDAS:** [Welcome to the eSignature page of the European Commission](#)
 - **LUXTRUST:** [Qualified advanced electronic signature to streamline every process](#)
- The email indicated must correspond to the email associated with the UID.
- The signature must be made by the person listed under “Information”.
- A copy of signature is not accepted.
- The access options only affect the CBAM authorisation request. Every profile automatically has access to the company’s import information.
- Any person affiliated with the company concerned may request access via the form.
- If you are a third party, please complete this [document form](#) “Access to the CBAM portal as an additional employee”

The personal data collected by this form is processed in compliance with Regulation (EU) 2016/679 of the European Parliament of April 27, 2016 on the protection of individuals with regard to the processing of personal data. Please navigate to the link <https://environnement.public.lu/fr/support/protection-donnees/aev.html> to see the details of the data protection applied by the Environmental Administration.

The undersigned _____ hereby declares that all the information provided is true and that the copies attached are true copies of the originals.

Made in _____, the _____
Locality Date

Signature



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7. Annexe – Electronic Signature Guide

Follow the steps below to sign a document with Acrobat Reader DC:

WINDOWS and macOS

1. Insert the Luxtrust or eID card into the card reader. If your computer does not have a built-in reader, you will need to connect one separately.
2. Press the interactive field under “Signature” at the bottom right of page 3.
3. Select a valid certificate and press “OK”.
4. Specify where the new document should be saved and give it a name.
5. Enter your PIN code in the pop-up window that appears.

The document is now signed.