

UUM/DS Registration Form (Explanatory Note)

A. [Registration of users in UUM/DS \(sections 1-4\):](#)

In Luxembourg, registration in UUM/DS can be done at three different levels:

1. [At the level of the EO himself acting on his own behalf:](#)

Identification of economic operator (provision of this information is mandatory)

Name :				
Matricule Number :				
VAT Identification Number :				
EORI Number :				
Representative Identification Number ¹ :				
Street :		Number :		
Country Code :		Postcode :		City :
Phone :				E-mail :

OPTION 1:

The EO can chose to register **only** his company in UUM/DS. In this context, the EO opts for a unique account based on the company's EORI number.

This means there will be one username + one password associated to the company and it is the EO's responsibility to decide whether he wants to transfer the account details to his employees.

Hence, the EO fills in sections 1 and 3 of the registration form.

2. [At the level of a customs representative acting on behalf of the EO:](#)

Delegation to a customs representative (this information has to be provided only if the EO wants to be represented)

Name :				
Matricule Number :				
VAT Identification Number :				
EORI Number :				
Representative Identification Number ¹ :				
Role ² :	Consultative			
Street :		Number :		
Country Code :		Postcode :		City :
Phone :				E-mail :

OPTION 2:

The EO can chose to mandate a customs representative to act on his behalf during the application and authorisation process of a customs decision.

Hence, the EO fills in sections 1, 2 and 3 of the registration form.

Even if the EO indicates a customs representative in section 2 of the application, it is only upon formal request by the customs representative that registration in UUM/DS will be initiated.

3. At the level of an employee acting on behalf of the EO:

Mandate to employees (this information has to be provided only if the EO wants to assign individual access rights to his employees)

	Last Name	First Name	E-mail address	eIDAS/Luxtrust
1				
2				
3				
4				
5				

OPTION 3:

On top of that, the EO can chose to register his employees in UUM/DS. In this context, the EO opts for individual accounts based on his employees' Luxtrust certificates.

This means there will be one username + one password associated to each employee designated to use the new system.

Hence, the EO fills in the sections 1, 3 and 4 of the registration form.

The EO is not obliged to register his employees in UUM/DS via their Luxtrust certificates.

B. Contact person(s) (section 3) :

Contact person(s)

Person in charge of the applicant company or exercising control over its management <small>(eIDAS/Luxtrust' and 'Role' have to be provided only if the person concerned should be registered in UUM&DS)</small>	
Name :	
Surname :	
Function :	
Phone :	
E-mail :	
eIDAS/Luxtrust :	
Role ² :	Consultative

The provision of contact person(s) is mandatory. If the EO opts for a unique account via the company's EORI number, the field eIDAS/Luxtrust and Role(s) have not to be filled in.

C. Management of delegations and attribution of roles:

Although that the creation of users in UUM/DS is handled by customs, **the management of delegations and the attribution of roles in UUM/DS is under the EO's responsibility** [mandates → employees; delegation → customs representative].

The creation of users in UUM/DS is done based on the information provided in sections 1, 3 and 4 of the registration form.

Dashboard

Delegations

View

Add

Delegation:

Name: *

Type of delegation: *

Description: *

Delegator: legally representing EORI LU11359127 Administration des douanes et accises - LU

Valid from: * 05-10-2017

Valid to: *

Delegated business profiles

In UUM/DS, the EO can assign the following roles to the users:

- CUST_CONSULTATIVE – This role allows only the consultation of information pertaining to the EO;
- CUST_ADMINISTRATIVE – This role allows the preparation and management of applications without being able to submit them;
- CUST_EXECUTIVE – This role is the same as the 'Administrative' role + submission of customs applications and management of customs authorisations.

Add business profile: Select a business profile

Select a business profile

CUST_ADMINISTRATIVE
[Customs administrative profile]

CUST_CONSULTATIVE
[Customs consultative profile]

CUST_EXECUTIVE
[Customs executive profile]

D. Signature(s):

Accounting for the fact that the EO defines the scope of application and the level of access to UUM/DS, it is essential that a person having the right to engage the company signs the registration form.

Consequently, the application will only be taken into consideration if it is duly signed by the person(s) acting on behalf of the applicant company and having the right to engage the company such as defined in the **Registre de Commerce et des Sociétés (RCS)**.

If the registration form is not signed electronically, the name(s) of the undersigned have to be provided.

This application will only be taken into consideration if it is duly signed by the person(s) acting on behalf of the applicant company and having the right to engage the company such as defined in the Registre de Commerce et des Sociétés (RCS).

Place , Date

Name(s) & Signature(s)