



# MEMBERSHIP FORM

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UCVL

Union Commerciale  
Ville de Luxembourg



# UCVL MEMBERSHIP FORM



## 1 - PUBLIC INFORMATION ABOUT YOUR SHOP

This is the **information about your shop that customers can see** on [www.cityshopping.lu](http://www.cityshopping.lu).

This information will be hosted on the [commerce.hotcity.lu](http://commerce.hotcity.lu) platform managed by the City of Luxembourg, a partner of UCVL. This means your shop will be featured on the Cityshopping website, as well as on the City's other media (e.g. in cityapp, City magazine etc.).

To **edit the information** in this section or **register your shop as opening on Sundays**, visit the [commerce.hotcity.lu](http://commerce.hotcity.lu) platform.

Shop name \_\_\_\_\_

### Business activity sector (tick the sector of your main business)

- |   |  |
|---|--|
| <input type="checkbox"/> Fashion, accessories and jewellery | <input type="checkbox"/> Tastes and flavours           |
| <input type="checkbox"/> Health and beauty                  | <input type="checkbox"/> Hotels, restaurants and cafés |
| <input type="checkbox"/> Home, hobbies and services         |  |

### Shop address

District \_\_\_\_\_

Number \_\_\_\_\_ Street \_\_\_\_\_

Post Code \_\_\_\_\_ City \_\_\_\_\_

### Practical information about your shop

Phone number \_\_\_\_\_

Customer contact email \_\_\_\_\_

Website \_\_\_\_\_ Facebook \_\_\_\_\_

Instagram \_\_\_\_\_ Letzshop \_\_\_\_\_

### Opening hours

Monday	from _____	to _____	Friday	from _____	to _____
Tuesday	from _____	to _____	Saturday	from _____	to _____
Wednesday	from _____	to _____	Sunday	from _____	to _____
Thursday	from _____	to _____			

### Payment methods (tick all accepted methods)

- |  |                                     |  |                                      |
|--|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> American Express          | <input type="checkbox"/> Maestro    | <input type="checkbox"/> Tickets restaurants | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Payconiq                  | <input type="checkbox"/> Mastercard | <input type="checkbox"/> Union Pay           |                                      |
| <input type="checkbox"/> Diners Club International | <input type="checkbox"/> Paypal     | <input type="checkbox"/> Visa                |                                      |
| <input type="checkbox"/> Cash                      | <input type="checkbox"/> Satispay   | <input type="checkbox"/> Vpay                |                                      |

### Services

- |   |  |
|---|--|
| <input type="checkbox"/> Access for persons with reduced mobility | <input type="checkbox"/> Personal shopper  |
| <input type="checkbox"/> Vouchers / gift cards                    | <input type="checkbox"/> Tax-free shopping |
| <input type="checkbox"/> Click & collect                          | <input type="checkbox"/> Toilets           |
| <input type="checkbox"/> Home delivery                            | <input type="checkbox"/> Free Wi-Fi        |

### Labels

- |   |   |
|---|---|
| <input type="checkbox"/> Made in Luxembourg                             | <input type="checkbox"/> Organic/fairtrade products |
| <input type="checkbox"/> Supplier to the Court (Fournisseur de la Cour) | <input type="checkbox"/> Fine local products        |

## 2- PRIVATE INFORMATION ABOUT YOUR COMPANY

This is information **related to your UCVL membership**, which is visible to the UCVL operational team only.

To **modify the information** in this section, **please send us an email**.

Company name \_\_\_\_\_

Legal form \_\_\_\_\_ Number of full-time shop staff \_\_\_\_\_

Number of shops (in Luxembourg City/Grand Duchy of Luxembourg) \_\_\_\_\_

VAT No. (e.g.: LU000000000) \_\_\_\_\_

Luxembourg Trade and Companies Register (Registre de commerce et des sociétés – RCS) No. \_\_\_\_\_

Business permit No. \_\_\_\_\_ Date shop first opened \_\_\_\_\_

### Company address

Number \_\_\_\_\_ Street \_\_\_\_\_

Post Code \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail \_\_\_\_\_

### Contact details of the head of the company

Title ☐ Ms ☐ Mr \_\_\_\_\_ Date of birth \_\_\_\_\_

Surname \_\_\_\_\_ First name \_\_\_\_\_

Nationality \_\_\_\_\_ Occupation \_\_\_\_\_

Landline No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email \_\_\_\_\_ Would like to receive UCVL Newsletters ☐ YES ☐ NO

### Contact details of shop manager

Title ☐ Ms ☐ Mr \_\_\_\_\_

Surname \_\_\_\_\_ First name \_\_\_\_\_

Landline No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email \_\_\_\_\_ Would like to receive UCVL Newsletters ☐ YES ☐ NO

### Additional contact person

(marketing manager, administrative manager, accountant, area manager, sales assistance etc.)

Position \_\_\_\_\_ Title ☐ Ms ☐ Mr \_\_\_\_\_

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Landline No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email \_\_\_\_\_ Would like to receive UCVL Newsletters ☐ YES ☐ NO

## 3- GENERAL CONDITIONS

### Personal data

Respecting your privacy is very important to the Luxembourg City Business Association, a non-profit organisation. We are committed to processing your personal data in accordance with the applicable regulations in force and, in particular, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (hereinafter "R.EU 2016/679"), effective from 25 May 2018, and the Law of 1 August 2018 on the organisation of the National Commission for Data Protection (Commission nationale pour la protection des données – CNPD) and on the General Data Protection Regulation (loi du 1er août 2018 portant organisation de la Commission nationale pour la protection des données et du régime général sur la protection des données).

In order to support our commitment to respecting your privacy, we have adopted a set of binding corporate rules. You can find our complete privacy policy (in French only) on [cityshopping.lu](http://cityshopping.lu) in the "Legal notice" section.

### Membership

Annual membership to UCVL is linked to a shop. It will be automatically renewed on 31 December of each year for a period of one year.

To cancel your membership for the subsequent year, you must send a letter to UCVL by registered post before 31 December of the present year. Upon receipt of your membership form, UCVL will send you an invoice for the membership fee that must be paid in order to validate it.

### Opt in to electronic invoicing

In order to protect the environment, we recommend that you receive your invoices (for membership fees, commercial events) electronically in accordance with Article 63, Paragraph 13 of the Law of 29 March 2013 on VAT (loi du 29 mars 2013 relative à la TVA) and with Article 232 of Council Directive 2006/112/EC.

Data related to invoicing is stored in accordance with the legislation on the protection of personal data. You can then notify us at any time should you wish to return to paper invoices.

### Mandatory supporting documents to attach to your membership form

- Copy of business permit
- Logo (JPEG format)
- Three photos of your shop (landscape format is preferable)
- Description of your shop (max. 240 characters in French, German or English)
- List of brands stocked

### Signature

I agree to receive electronic invoices from UCVL. Please tick this box: ☐ YES

email address for electronic invoices: \_\_\_\_\_

By signing this membership form you benefit from the services provided by UCVL and agree to provide the requested items.

Place and date

Surname, first name and job title of the signatory

Signature and stamp

\_\_\_\_\_

This membership form (three pages) is to be sent by post or email to UCVL:  
1, rue Philippe II L-2340 Luxembourg Tel : 22 62 60 - Fax : 22 26 87  
[info@cityshopping.lu](mailto:info@cityshopping.lu) accompanied by **mandatory supporting documents**