

**Amcham Newsletter N°1 26/03/2020**

**Dear AMCHAM members and friends,**

**This email contains Important information for small and large enterprises!**

**During this period of crisis, even though we have vacated our offices in the Chamber of Commerce, the AMCHAM team continues to work remotely from home via telephone, email and ZOOM conference meetings. Our principle areas of focus have been:**

1. Gathering information about benefits and projects from governmental authorities to lessen the impact the Corona Virus 19 is having on the economy (Especially with regards to small, medium and large business activities) and passing them along to our members.
2. Engaging with governmental authorities to pass along the points of view and concerns of both our business members and individual employees, to make sure the concerns of our constituencies are considered and addressed by the responsible authorities when decisions are made.

We are pleased by the openness and receptivity of our Luxembourg governmental leaders at all levels and applaud the intelligence of their decisions and the national solidarity which presently exists, under their leadership.

We are also very pleased to pass along to you the following information derived from the excellent economic ministerial meeting held yesterday and the additional feedback we have received from representatives of the European Union the day before:

**1. In the context of the Covid-19 crisis, the Directorate General of the Middle Classes set up an emergency fund for very small businesses and the self-employed .**

Thanks to this measure, **companies with a maximum of 9 employees** and the **self-employed** who are in possession of a **valid establishment authorization** issued before March 18, 2020 (achieving an annual turnover of minimum 15,000 euros and whose activity has due to be interrupted following the entry into force of the grand-ducal regulation of March 18, 2020 introducing a series of measures in the context of the fight against Covid-19) may submit a request for **financial assistance immediate and non-refundable 5,000 euros .**

The objective of this measure is to **provide immediate financial support to the many very small businesses as well as to the self-employed** who, although constituting an essential part of our economic fabric, are generally also the most vulnerable to unforeseeable events. such as the Covid-19.

In this regard, it is **important to specify that the granting of this aid is done independently of the bill which will supplement the existing aid instruments** .

Persons concerned

## ELIGIBLE COMPANIES

To be eligible, all applicants must **simultaneously** meet 3 criteria.

Size criteria

This measure is intended for:

1. only **companies** with a **valid establishment authorization** issued by the Directorate General of the Middle Classes and who have **between 1 and 9 employees** (in FTE: full-time jobs);
2. only **self-employed persons** with a **valid establishment authorization** issued by the Directorate General of the Middle Classes and whose **total workforce does not exceed 9 employees, including the self-employed** (in FTE: full-time jobs).
3. Criterion of the closure ban

This aid is intended:

4. only **companies** which had to **interrupt their activity** following the entry into force of the Grand-Ducal regulation of March 18, 2020 introducing a series of measures in the context of the fight against Covid-19;
5. to the **self-employed** who have had to **interrupt their activity** following the entry into force of the Grand-Ducal regulation of March 18, 2020 introducing a series of measures in the context of the fight against Covid-19.
6. Turnover criteria

To be eligible, the applicant company (respectively the self-employed) must have achieved an **annual turnover of at least 15,000 euros** .

## NON-CUMULATION RULE

If the applicant is the **economic beneficiary of several companies** , he can only **submit an aid request for one of the companies** , provided that the total number of employees of the single company (group) does not exceed one total of 9 (in FTE: full-time jobs).

Practical arrangements

## SUBMISSION OF THE REQUEST

The [Directorate General of Middle Classes](#) makes available to the companies / self-employed concerned a **request form** .

The complete file, **dated and signed** by a **person authorized to commit the company** , accompanied by its **annexes** , must be **sent by post or by electronic means** ( [corona.pme@eco.etat.lu](mailto:corona.pme@eco.etat.lu) ), attaching the **form in pdf format** (if the sending is done in another format, it is necessary to ensure the legibility of the form).

In the case of mailing, the following wording must be indicated on the envelope:

Ministry of the Economy  
Directorate General of the Middle Classes  
State Aid Service  
19-21 boulevard Royal  
L-2449 Luxembourg

#### AID AMOUNT

The amount of the aid is **5,000 euros** ;

Aid is **non-refundable** .

#### PAYMENT OF AID

The aid will take the form of a **grant** .

#### VOUCHERS

The aid application file must be made using **the form provided for this purpose** and must contain the **following information** :

7. information relating to the requesting company;
8. the **number of the valid establishment authorization** issued by the Directorate General of the Middle Classes;
9. the **national identification** number (serial number);
10. the **description of the activity** ;
11. the **bank details of the applicant** (if the request is made in the name of a **company** , the latter must be the holder of the account; if the request is made by a **self-employed independent** , the bank account must be in the name of this Physical person) ;
12. the **number of FTE employees** (full-time jobs);
13. the **agreement given** to the Directorate General of the Middle Classes to be able to **verify the accuracy of the information provided** to the Joint Center for Social Security, the Administration of Direct Contributions and the Administration of Registration, Domains and VAT ;
14. the **annual turnover** for the last financial year;
15. a **signed declaration of honor on the accuracy of the information provided** ;
16. a **bank statement**

<https://guichet.public.lu/fr/entreprises/financement-aides/coronavirus/fonds-urgence-petites-entreprises-independants.html>

2. [https://ec.europa.eu/competition/state\\_aid/what\\_is\\_new/sa\\_covid19\\_temporary-framework.pdf](https://ec.europa.eu/competition/state_aid/what_is_new/sa_covid19_temporary-framework.pdf)

3. State aid for SME/PME in the form of a state loan.

**Ministry of the Economy - Business Committee**

19-21, boulevard Royal

L-2914 Luxembourg Social Contributions – Suspension

<https://ccss.public.lu/fr/actualites/2020/03/19.html>

In French but if you open in Chrome the translation into EN is excellent

Released statement from the Government

“ At the level of direct taxes, legal and physical persons carrying out an activity generating a commercial profit, an agricultural and forestry profit or a profit coming from the exercise of a liberal profession, who encounter liquidity problems due to the pandemic Covid-19, **can make a simple request for cancellation of tax advances for the first two quarters of 2020. This measure covers income tax (local authorities) and municipal commercial tax.**

- **Similarly, it is possible to request, for taxes due after February 29, 2020, a payment period of four months. This payment period will not incur late payment interest and concerns income tax (for local authorities), municipal sales tax and wealth tax.**

- The deadline for submitting tax returns has been extended to June 30. This decision is applicable both for legal persons and for natural persons. The deadline for submitting, revoking or modifying a request for individual taxation is postponed to the same date.

- In terms of indirect taxes, the Administration of registration, domains and VAT will reimburse this week all VAT credit balances below 10,000 euros. This is a measure which will make it possible to meet the liquidity needs of around 20,000 companies established in Luxembourg.

- A special form has been put in place for [requests for partial unemployment](#) on an exceptional basis, with the government paying 80% of the salary. Companies which have had or still have to completely or partially stop their activities following a government decision are exceptionally directly eligible for partial unemployment, from the date of entry into force of the government decision at the origin of their total closure or partial.

An online system to request reimbursement of hours worked as part of partial unemployment for closure imposed by the government is under development and will be available in the coming days on the [Adem website](#) . The companies concerned are invited to wait for this system to go online before submitting their reimbursement request, which will be made retroactive to March 16, 2020.

An emergency partial unemployment system has also been set up with a view to the next economic committee meeting. Companies which remain open, but which nevertheless suffer the negative impact of the coronavirus on their business, can at any time submit a request for the grant of partial unemployment "force majeure / coronavirus" to the Secretariat of the Committee and with the Ministry of the Economy. The form in question can be downloaded from [adem.lu](http://adem.lu) and from [guichet.public.lu](http://guichet.public.lu) .

ADEM has decided [to simplify its procedures](#) for those who lose their jobs due to the coronavirus.

A hotline of the Ministry of Economy for **all questions of companies around partial unemployment** will be operational **from March 17, 2020 from Monday to Friday from 8:00 to 18:00** .

**Hotline number: 8002 9191**

All partial unemployment application files **are now to be transmitted** :

- by email to [emploi@eco.etat.lu](mailto:emploi@eco.etat.lu) , or;
- by mail to the following address

Useful info for the employer who opts for partial unemployment can be found here:

<https://guichet.public.lu/fr/actualites/2020/mars/09-coronavirus-aides-entreprises.html>

*AMCHAM stands in solidarity with our members, their employees, the people of Luxembourg and the government of Luxembourg. Feel free to contact us if you have any questions, advise or other comments. We are at your service to help and support to the best of our ability.*

*With respect and our very best wishes,*

*Your AMCHAM Luxembourg team*