**ILNAS/ANCC/F001**

**Notification Form for Certificate Holders and EU Statement of Conformity Holders**

Modifications: periodic review

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Contents

[I Abbreviations 3](#_Toc106805337)

[1 Introduction 4](#_Toc106805338)

[1.1 Context of this document 4](#_Toc106805339)

[1.2 Processing of personal data 5](#_Toc106805340)

[2 Description of the organisation 6](#_Toc106805341)

[2.1 General information of the organisation 6](#_Toc106805342)

[2.1.1 Identification of the organisation 6](#_Toc106805343)

[2.1.2 General activities of the organisation 7](#_Toc106805344)

[2.1.3 Organisational aspects 7](#_Toc106805345)

[2.2 Information of the certification holder or the EU statement of conformity holder 8](#_Toc106805346)

[2.2.1 Identification of the organisation 8](#_Toc106805347)

[2.2.2 Activities of the organisation 8](#_Toc106805348)

[3 Information for supervision 10](#_Toc106805349)

[3.1 General information regarding the supervision 10](#_Toc106805350)

[3.2 Other sites and locations 11](#_Toc106805351)

[3.3 Management 13](#_Toc106805352)

[3.4 Personnel 13](#_Toc106805353)

[3.5 Reference language 14](#_Toc106805354)

[3.6 Contact information for the NCCA 14](#_Toc106805355)

[4 Information regarding conformity assessments 16](#_Toc106805356)

[4.1 Certificate and conformity assessment 16](#_Toc106805357)

[4.1.1 Certificate 16](#_Toc106805358)

[4.1.2 Accreditation of the CAB 16](#_Toc106805359)

[4.1.3 Subcontracting of CAB activities 17](#_Toc106805360)

[4.2 EU statement of conformity 17](#_Toc106805361)

[5 Documents to be attached to this notification form 19](#_Toc106805362)

# Abbreviations

ILNAS Luxembourg Institute for standardisation, accreditation, safety, and quality of goods and services (French: Institut Luxembourgeois de la Normalisation, de l’Accréditation, de la Sécurité et qualité des produits et services)

CSA Cybersecurity Act

OLAS Office Luxembourgeois d’Accréditation et de Surveillance

ENISA The European Union Agency for Cybersecurity

ICT Information and communication technologies

ISO/IEC International Organisation for Standardisation/International Electrotechnical Commission

CAB Conformity Assessment Body

NCCA National Cybersecurity Certification Authority

EA European cooperation for Accreditation

IAF International Accreditation Forum

ANCC National Cybersecurity Certification Authority (French: autorité nationale de certification de cybersécurité)

NAB National Accreditation Body

EA European cooperation for Accreditation

MRA Mutual Recognition Arrangements

IAF International Accreditation Forum

# Introduction

## Context of this document

ILNAS has been designated as the NCCA for the Grand Duchy of Luxembourg according to Article 58 of the Cybersecurity Act[[1]](#footnote-1) that is responsible for supervision tasks. The unit *Service de supervision de cybersécurité* of the Digital Trust Department of ILNAS has been created for carrying out these supervision tasks. The unit supervises the activities of certified and self-assessed manufacturers and providers of ICT products, ICT services and ICT processes, and of conformity assessment bodies that are established in the Grand Duchy of Luxembourg.

In the following, we use the acronym NCCA to refer to the unit *Service de supervision de cybersécurité* of the Digital Trust Department of ILNAS.

This notification form is to be used in case a European cybersecurity certificate holder or an issuer of an EU statement of conformity (hereinafter, “EU statement of conformity holder”) established in Luxembourg intends to notify its certificate or EU statement of conformity to the NCCA.

The supervision procedure of manufacturers and providers of ICT services, ICT products and ICT processes (hereinafter, “supervision scheme”) under the Cybersecurity Act that is applied by ILNAS is described in the procedure ILNAS/ANCC/Pr001 – National Supervision Scheme.

Kindly attach the form ILNAS/ANCC/F003 - Statement of supervision, dated and signed, to this application. The NCCA undertakes to respect the confidentiality of the information provided in the questionnaire and all the attached documents.

The documents submitted to the NCCA will not be sent to third parties by the NCCA without the prior written agreement of the certification holder or the EU statement of conformity holder, except in case of a legal enquiry that falls within the framework of the CSA.

The certification holder or the EU statement of conformity holder is responsible for keeping the NCCA up to date concerning the information provided in this notification form.

All the documents relating to the way in which the NCCA operates can be found on the website of ILNAS: [https://portail-qualite.public.lu](https://portail-qualite.public.lu/fr.html)

The duly completed notification form, together with the documents indicated in Section 5*,* must be mailed or brought in an envelope marked “confidential” to the following address:

**ILNAS**

**Digital Trust Department / NCCA**

**1, avenue du Swing**

**L-4367 Belvaux**

Alternatively, the notification form can be sent electronically in a secure way to the NCCA. The NCCA (supervision-cybersecurite@ilnas.etat.lu) must be contacted prior to sending the form and the related supporting documents to discuss the transmission modalities.

## Processing of personal data

ILNAS undertakes to respect the confidentiality of the information provided in this form and the supporting documents, in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR).

The information submitted via this form will be collected by the NCCA as the body responsible for carrying out supervision activities in accordance with the Cybersecurity Act.

The collection and storage of the data provided via this form is necessary for the supervision of certification holders or EU statement of conformity holders. No further processing of the submitted data will be carried out. The information submitted via this form will only be stored during the time the supervision is ongoing and for a period of 10 years after the supervision has ended.

Any person referred to in this form has the right, at any time, to consult and to rectify the data stored about him/her as well as to obtain a copy of the data, to request its deletion, to ask for its processing to be restricted or to object to the processing of the data. Requesting the deletion of the data, asking for its processing to be restricted, or objecting to the processing of the data may lead to the withdrawal of the certificate or the EU statement of conformity.

For exercising these rights, please contact the NCCA by using the contact details provided in the form. Complaints may also be lodged with the National Commission for Data Protection (CNPD), having its headquarters at 15, Boulevard du Jazz, L-4370 Belvaux. The data protection officer of ILNAS can be contacted via the following e-mail address: dpo@ilnas.etat.lu

# Description of the organisation

This section intends to collect information to describe the certification holder or the EU statement of conformity holder.

## General information of the organisation

The aim of this section is to collect general information about the organisation under whose control the certification holder or the EU statement of conformity holder operates.

### Identification of the organisation

Information regarding the identification of the organisation, as registered in the national trade and business register (RCS), under whose control to certification holder or the EU statement of conformity holder operates.

Name:

No. and street:

City:

Country:

Postcode:

Postal address

Legal representative (name):

Position of the legal representative:

Company type:

Legal status:

Trade register no.:

VAT register no.:

Telephone number:

Fax:

Web site:

E-mail:

### General activities of the organisation

Please indicate the main activities performed by the organisation below.

### Organisational aspects

Is your organisation part of a group?

Yes [ ]  Group:

No [ ]

Does the organisation have any subsidiaries?

Yes [ ]

No [ ]

If yes, please list your subsidiaries:

## Information of the certification holder or the EU statement of conformity holder

The aim of this section is to collect information about the certification holder or the EU statement of conformity holder, its activities and structure.

### Identification of the organisation

Please fill in the information required to identify the certificate holder or issuer of the EU statement of conformity, **only if it is** **different from the organisation identified in Section 2.1**.

Name:

No. and street:

City:

Country:

Postcode:

Postal address

Telephone number:

Fax:

Web site:

E-mail:

### Activities of the organisation

Please indicate the main activities performed by the certification holder or the EU statement of conformity holder.

# Information for supervision

## General information regarding the supervision

This section intends to collection information that is essential for the NCCA to carry out its supervision activities.

What type of European cybersecurity certification scheme is concerned?

EUCS Cloud services: [ ]

EUCC Common criteria: [ ]

Other: [ ]

What do you want to notify?

Certificate: [ ]

EU statement of conformity: [ ]

What is the scope of your certification or EU statement of conformity?

ICT product [ ]

ICT service [ ]

ICT process [ ]

What is the assurance level?

Basic: [ ]

Substantial: [ ]

High: [ ]

Please briefly describe the ICT product, ICT service or ICT process that is covered by the scope of the certificate or the EU statement of conformity.

## Other sites and locations

Please specify other site(s)/location(s) that fall into the scope of your certification or EU statement of conformity. Please briefly explain the kind of activities relevant to your certification or EU statement of conformity that are performed at the given site/location.

Name:

No. and street:

City:

Country:

Postcode:

Postal address:

Telephone number:

Fax:

Web site:

E-mail:

Relevant site activities:

Name:

No. and street:

City:

Country:

Postcode:

Postal address:

Telephone number:

Fax:

Web site:

E-mail:

Relevant site activities:

Name:

No. and street:

City:

Country:

Postcode:

Postal address:

Telephone number:

Fax:

Web site:

E-mail:

Relevant site activities:

Please copy this page as often as necessary to specify all the relevant locations.

## Management

Please indicate the person(s) that is/are in charge of the organisation.

Person 1.

Full name:

Phone:

Email:

Person 2.

Full name:

Phone:

Email:

Person 3.

Full name:

Phone:

Email:

## Personnel

How many employees are working for your organisation in total?

How many employees fall within the scope of the certificate or EU statement of conformity?

## Reference language

What is your preferred language for communication (email, phone, etc.)?

Which language is your formal documentation written in?

## Contact information for the NCCA

Please provide the name and contact information of the person to be contacted by the NCCA. In case this information has already been provided above, just indicate the name of the person.

You can also provide multiple contacts, depending on their positions and responsibilities.

Full name:

Position/responsibility:

Phone:

Email:

Full name:

Position/responsibility:

Phone:

Email:

Full name:

Position/responsibility:

Phone:

Email:

Full name:

Position/responsibility:

Phone:

Email:

# Information regarding conformity assessments

This section focuses on gathering information related to conformity assessments and the conformity assessment body that has performed the audits, evaluations and verifications and that has issued the certificate.

This section is divided into two different sub-sections. More specifically, one section is dedicated to conformity assessments for issuing certificates, and the other section to self-assessments for issuing EU statements of conformity.

You only need to fill in the relevant section.

## Certificate and conformity assessment

### Certificate

Is the organisation in possession of a certificate confirming that all the applicable requirements of the Cybersecurity Act, related certification schemes and legal acts are met? (cf. Article 56 (1) of the Cybersecurity Act)

[ ]  Yes [ ]  No

If yes, please join, the following documents (see also Section 5):

* Issued certificate of the CAB
* Final conformity assessment report

If no:

* When will the conformity assessment take place?

### Accreditation of the CAB

Is the CAB accredited in accordance with Article 60 of the Cybersecurity Act?

[ ]  Yes [ ]  No

If yes, by which accreditation body?

**Note:** The Cybersecurity Act requires an accreditation against ISO/IEC 17065:2012, respectively against ISO/IEC 17025, and against additional requirements specified in the certification schemes.

Is the accreditation body signer of the European cooperation for accreditation multilateral agreement (EA MLA)?

[ ]  Yes [ ]  No

### Subcontracting of CAB activities

Did the CAB subcontract a testing laboratory or any other organisation for performing conformity assessment activities on its behalf within the scope of this certificate?

[ ]  Yes [ ]  No

If no, you can skip this part.

Name of the organisation:

Name of the accountable person:

Phone:

Email:

Is this organisation accredited?

[ ]  Yes [ ]  No

If yes, what kind of accreditation does the organisation have?

What type of conformity assessment activities have been performed?

## EU statement of conformity

Is the organisation in possession of an EU statement of conformity confirming that all the applicable requirements of the Cybersecurity Act, related certification schemes and legal acts are met? (cf. Article 53 (2) of the Cybersecurity Act)

[ ]  Yes [ ]  No

If yes, please join the following documents (see also Section 5):

* EU statement of conformity
* self-assessment report

If no:

* When will the self-assessment take place?

# Documents to be attached to this notification form

The following documents have to be attached to this form

* Form ILNAS/ANCC/F003 - Statement of supervision, signed and dated
* Certificate or the EU statement of conformity
* Self-assessment report (in case of an EU statement of conformity)
* Audit report from the CAB (in case of a certificate)
* Technical documentation that covers the design, manufacture and operation of the ICT product, ICT service or ICT process
* Any other documents that are deemed relevant to demonstrate the conformity of the concerned ICT products, ICT services and ICT processes
* Registration of the company in the national trade and business register (RCS)
* VAT registration

Please note that the NCCA might request additional information that it considers necessary for demonstrating the compliance with the applicable requirements.

Signature

Name:

Phone:

Email:

Date:

Signature of authorised signatory:

1. Regulation (EU) 2019/881 of the European Parliament and of the Council of 17 April 2019 on ENISA (the European Union Agency for Cybersecurity) and on information and communications technology cybersecurity certification and repealing Regulation (EU) No 526/2013 [↑](#footnote-ref-1)