

What you can expect from the Legal Entity Identifier (LEI) application process

01 *Selecting an official LEI Issuer*

- There are some factors you may wish to consider when selecting your LEI Issuer. Refer to 'Obtaining an LEI' on the LEI webpage.
- Always ensure the LEI Issuer is duly accredited by the Global Legal Entity Identifier Foundation (GLEIF) and are authorised to issue LEIs.

02 *A request to register / create a profile*

- Before starting an application, most LEI Issuers will require you to set up a profile.
- This profile will usually provide access to a portal which will be used to start an application, update details and complete annual renewals.

03 *Start the application & provide the required information*

- Once you start the application, you will be asked to provide the required information usually via the LEI Issuers online portal.
- In addition to other identifying data, you may be asked to provide:
 - legal name
 - registered address
 - headquarters address
 - registration authority / number
 - entity type and legal form

Generally speaking, any person who has been authorised by the requesting organisation can apply for and manage LEIs, it may just require some additional documentation (e.g. Power of Attorney or Authorisation letter).

04 *Pay the registration fee*

- There is an initial registration / application fee which will be required to complete the application process. These charges are dependent on the LEI Issuer.

05 *The LEI Issuer validates the information and completes the registration*

- From the time you provide the required information and pay the initial registration fee it can take up to 1 – 5 business days to receive your LEI code.
- This timeframe may be extended if there is a backlog of applications.