



# Checklist: To obtain a LEI

## Registration:



### 01. Start registration

Select a user ID and enter your data or that of the applicant



### 02. Confirm & log in

Click on the confirmation link you received from us by e-mail

## To apply:



### 03. Select the type of LEI you need!

- LEI for your company/institution or for that of a third party
- LEI for a branch office
- LEI for an investment fund

#### 04. Which data must be provided?



- Details of the company/institution, the branch or the investment fund
- Data on parent company, if existing
- Information on your authorization to place the order
- Invoice data and choice of payment method

#### 05. Additional requirements?



- Register extracts, articles of association, partnership agreements, etc. to verify your data and the persons authorized to represent you to verify

For companies entered in public registers, we provide the obligatory register extract as an additional, free service for you. You do not need to submit any further documents.

- For specified parent companies, a consolidated annual financial statements or consolidated financial statements

For German companies, we procure these documents as an additional free service for you.

### Receiving your LEI number:



#### 06. Accept the GTC and order the LEI number with payment obligation!

- Your LEI will be issued immediately after verification, regardless of whether payment has been received

