

## Working aid for requesting an LEI at LEIReg

### Applying for an LEI (Legal Entity Identifier)

Log in to <https://www.leireg.de> with your username and password.

Choose the button “request a new LEI” on the start page if no LEI for the company or institution in question exists - and if it is being requested for the first time.

If an LEI already exists at another issuing agency and you would like to manage this in the future preferably in LEIReg - and therefore with the Bundesanzeiger Verlag - you have the alternative of porting this already existing LEI.

You can find the porting in the tab “LEI service” under option 2.

After clicking on “request a new LEI” choose option 1 during the step “type” if you need an LEI for your company or institution. Choose option 2 for LEIs that are needed for investment assets.

In the next step you will receive an overview of the data you have entered during registration. If these are no longer current, you can change and update your data by selecting “my data” in the area “master data”.

In the next step occurs a query regarding potentially existing parent companies. It is mandatory to disclose the information.

If you have a parent company you will be requested to provide details in regards to the parent company or to state reasons for opposition of a notification of the parent companies.

If a parent company does not exist the following steps will be dropped and you can continue to read at the step: **Completion of the Request.**

### Opposition to the Report of the Parent Companies

Under certain conditions it may be necessary to not disclose a known connection to a parent entity, for example for legal reasons. But we must point out that the applicant is obligated to inform himself about the corresponding state of facts. Furthermore, it is the applicant’s duty to inform the parent company about the disclosure of said data. Please, bear in mind the working aid “Definitions of the reasons for opposition (opt-out) regarding the notification of the parent entity”.

### The Parent Company’s LEI

Should the parent entity already have an LEI please inform us about this LEI if it is known to you. Additional details about the parent company are not required.

Should the parent entity not have an LEI please specify your data in the field “data concerning the relationship” (The information essentially correspond to those specified during the process of the registration).

### Data (Documents) Concerning the Validation of the Relationship

In general, to confirm the parent-subsidiary relationship the submission of an according document is required; for example a consolidating annual financial statement, a contract or notifications to regulatory authorities (BaFin, etc.).

### **Statement Concerning the Ultimate Parent Company**

Should, beyond a directly consolidating parent company, more parent companies exist the according particulars have to be furnished here. (The information essentially correspond to those information about the directly consolidating company).

### **Completion of the Request**

After all required fields are filled out, click "next" and check the entered data.

If they are correct, choose the button "order to shopping cart".

Afterwards, you can choose whether you would like to place further orders, or you select the option "proceed to checkout" for payment. If you choose the latter, you will see an overview of your orders.

After clicking "next", you will see the invoice data. You can change these if, for example, the invoice should be issued to someone not specified in the registration.

In the last step "overview" you will find your information displayed once more in a summary. Please, check this thoroughly. If you still wish to make changes, click on the button "back". If the data are correct, please agree with the GTC (General Terms and Conditions) by checking the appropriate field. The GTC is available for download as a PDF file in both German and English.

Conclude the application by clicking on "place final order". You will be notified as soon as the LEI had been issued and you are approved.

Information for LEI applications for investment assets: After you have placed your final order (with obligation for payment), you will be prompted to save or print the PDF document “Identification for requesting LEIs for investment assets” during the step “confirmation”.

Please sign this and send it by post to:

Bundesanzeiger Verlag GmbH, Veröffentlichungsbereich, Team LEI,  
Postfach 10 05 34, 50445 Köln

or by fax to:

+49(0)221/97668-339

or as a PDF file through email to:

[leireg@bundesanzeiger.de](mailto:leireg@bundesanzeiger.de)

Instructions for authorized third parties: In the step “request a new LEI” you will be shown an interim view in which you can choose one of your registered clients for whom you can request an LEI. You select the client with the symbol (a pencil) under the “Action” column. If the symbol is grey, this client has not been unlocked or authenticated for the request – more information is available in the working aids and/or the checklist for authentication. If you can see the symbol of the red pencil, an LEI request may be made for this client. If you see no clients listed in the view, you must first create and authenticate them under “my data” in “client management”.