



Legal Entity Identifier India Limited

Accredited by GLEIF

User Guide

TABLE OF CONTENTS

GETTING STARTED	3
Step 1- Download Tab- Legal Docs Download Tab	6
Step 2: Self Registration of online form:	8
<i>Create an Account</i>	
<i>Email</i>	
<i>Log in Screen</i>	
NEW REGISTRATION	11
Explanation for all registration fields	
<i>Mutual Fund and Alternate Investment (AIF) Registration</i>	
<i>Page 2 and 3 - Relationship Data Information (Direct and Ultimate Parent Details)</i>	
A. <i>Parent with an LEI:</i>	
B. <i>Parent without an LEI:</i>	
C. <i>No Parent:</i>	
Explanation for all relationship data fields	
MODIFY AND RENEWAL	34
<i>Modify Process Flow</i>	
<i>Renewal Process Flow</i>	
PORTABILITY	40
<i>Overview</i>	
<i>Prerequisites for Porting Process</i>	
<i>Port-IN</i>	
<i>Port-OUT</i>	
ADDITIONAL FEATURES.....	45
<i>Events</i>	
<i>Download Tab</i>	
<i>My Account Tab</i>	

GETTING STARTED

The LEI Registration process in brief is explained in the below steps. Elaborate process is explained in the next chapters.

LEI web platform is an internet based application. The URL specification is given below:

<https://www.ccilindia-lei.co.in>

Step 1: Download the list of Documents:

The list of documents and formats required for registration as per the respective legal form of the legal entity is available in the **Downloads** → **Legal Docs Download Tab**.

Step 2: Self Registration of online form:

The authorized user has to create an account with personal official email id and fill up online form. **Application will not be accepted if unauthorized official submits the application.**

Definition of Authorised User:

Every legal entity applying for LEI and operating the portal to modify, update or renew is required to do so through officials authorized for this purpose.

A duly authorized person,

1. For companies, is the one authorized by the Board Resolution,
2. For Trusts, is the one authorized by the Board of Trustees Resolution,
3. For Societies, is the one authorized by the Resolution of the Committee of Members,
4. For sole proprietorship concerns, is the proprietor himself or a duly authorized person appointed through a power of attorney,
5. For partnership firms and limited liability partnerships, is the partners themselves or an authorized person appointed through a power of attorney
6. For mutual fund/mutual fund sub-schemes/AIF/AIF Sub-Scheme, is the official authorized to submit a Letter of Authority in terms of the Board Resolution of the AMC.

Authorized persons include:

- a) Main user or primary user who is submitting the online application form for issuance of LEI.
- b) Authorized user – Name and email id of authorized officials named in the LEI online application form
- c) Secondary user – Name and email id of Secondary authorized officials named in the LEI online application form

The user can save the partial filled application form and can retrieve the same from the Home Page. The entity clicks on “Save & Submit” button once all the requisite fields are inputted correctly. A reference number is generated and an email detailing the documents to be sent for LEI validation is sent to the legal entity’s authorized person. The reference number will become an interface for any further communication between LEIL and the legal entity.

Please ensure that the status of the online form is “**Request generated/pending documentation.**”

Step 3: Courier the documents:

The entity will be required to submit the necessary documents including Board Resolution and / or Power of Attorney in the format as specified by LEIL. The address to courier is:

Legal Entity Identifier India Limited (LEIL)
(The Clearing Corporation of India Ltd.)
CCIL Bhavan, 3rd Floor,
S. K. Bole Road,
Dadar (West),
Mumbai - 400 028.

Step 4: Verification of online form and documents:

LEIL will verify if the mandatory list of documents are submitted. LEIL may ask for additional documents if necessary during verification process.

LEIL will suggest certain online form changes. In order to carry out the changes on the online form, the legal entity has to login and go to Home Page.

The user has to click on “View/Edit Details” and edit the changes on the online form. The User has to click on ‘Save & Submit’ button on the last page of the online form.

Step 5: Payment and Payment details to LEIL:

After successful verification, legal entity will be asked to make payment.

With effect from July 1, 2017, LEI New Registration fee of Rs.7,000/- (plus Goods and Service Tax @18%, as applicable) i.e. Rs.8,260/- is payable on issuance of LEI code. **LEI code is valid for one year.** The annual fee for renewal of LEI is Rs.3,650/- (plus Goods and Service Tax @ 18%, as applicable) i.e. Rs.4,307/-.

The payment can be made by way of **NEFT/ Demand Draft payable at Mumbai.** Demand Drafts may be made in favour of “Legal Entity Identifier India Limited” payable at Mumbai. The reference number of your application should be mentioned on the reverse of the demand draft. Please send such draft to:

Legal Entity Identifier India Limited
CCIL Bhavan, Third Floor,
S. K. Bole Road,
Dadar (West), Mumbai – 400 028

For NEFT payment, the details of account are as under:

Account Holder Name	Legal Entity Identifier India Limited
Account number	05420350001234
Bank Name	HDFC Bank Ltd.
Bank Branch Name	Kamala Mills Compound, Lower Parel
IFSC Code	HDFC0000542

GST Details: <https://www.ccilindia-lei.co.in/Documents/LEIL%20GST%20DETAILS.pdf>

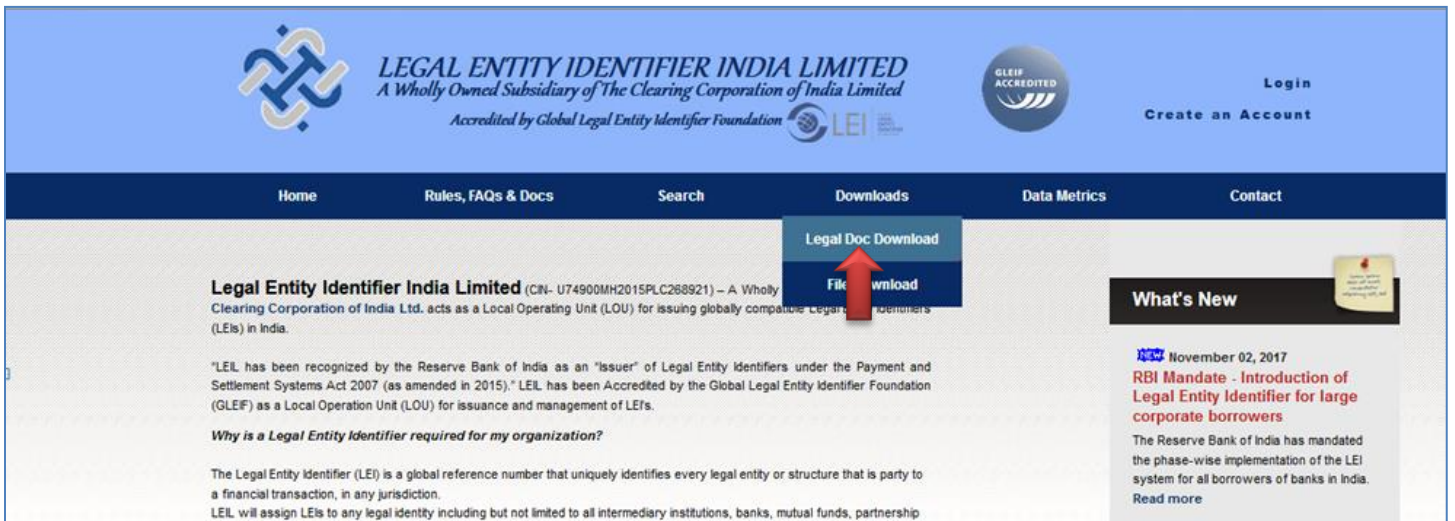
Step 6: LEI Issuance:

After successful payment verification, LEI number is issued. An email is sent to the legal entity which is to be provided to all your banks. An invoice will be provided to the legal entity after the issuance of LEI.

Step 1- Download Tab- Legal Docs Download Tab

The URL specification is <https://www.ccilindia-lei.co.in>.

The legal entity after creating an account will go to “Downloads” Tab and select “Legal Doc Download”.



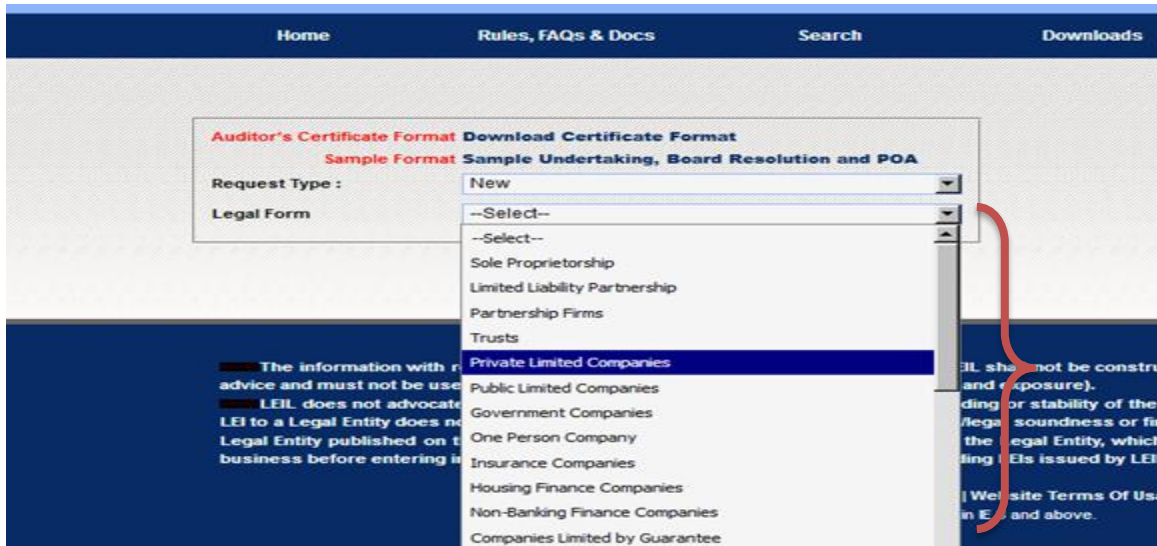
The screenshot shows the homepage of Legal Entity Identifier India Limited (LEIL). The header includes the LEIL logo, company name, and accreditation by GLEIF. The navigation menu has tabs for Home, Rules, FAQs & Docs, Search, Downloads, Data Metrics, and Contact. The Downloads tab is active, and a sub-menu is open showing 'Legal Doc Download' and 'File Download'. A red arrow points to the 'Legal Doc Download' option. The main content area contains information about LEIL, including its registration details and a 'What's New' section with a news item dated November 02, 2017, regarding the RBI mandate for large corporate borrowers.

The applicant has to select the Request Type: New, Modify, Renewal and Port-IN.



The screenshot shows the 'Downloads' tab selected in the navigation menu. A dropdown menu is open, displaying the following options: 'Auditor's Certificate Format', 'Download Certificate Format', 'Sample Format', and 'Sample Undertaking, Board Resolution and POA'. Below these, there are two dropdown menus: 'Request Type' and 'Legal Form'. The 'Request Type' dropdown is currently set to '--Select--', and the 'Legal Form' dropdown is set to 'New'. Other options in the 'Request Type' dropdown include 'Modify & Renewal' and 'Port-in'.

Then select the Legal Form.



The list of documents for each legal form will be available for download. The legal entity will have to submit the documents which include but are not limited to:

- Certificate of Incorporation/Registration Certificate
- PAN
- Undertaking–cum-Indemnity as per the format specified by LEIL
- Audited Financial Statements
- Board Resolution as per the format specified by LEIL
- Power of Attorney as per the format specified by LEIL in case of any further delegation by officials mentioned in Board Resolution.
- Auditor’s Certificate as per the format specified by LEIL in case of holding company and ultimate parent. The format is available by clicking on the Download Format as follows:



We have provided Sample Undertaking, Board Resolution and POA for your reference.

Step 2: Self Registration of online form:

Create an Account

On the Home Page, the legal entity has to create an account for LEI Registration. **The account is to be created by Board Authorized Officials/Partner/Prop. Application will not be accepted if unauthorised official submits the application.**

Note: Fields marked in * are Mandatory fields.

Create New User Account

Please complete this form to create a new account. Upon completion, an email will be sent to the provided email account for verification. You will need to follow the link in the email prior to logging in to the LEIL LEI System. After logging in, you will then be able to register, modify and renew LEI records, as well as download the LEIL LEI System database files.

Please supply all the information below. Fields marked with * are required.

Name

*Title *First Name *Last Name

Login Credentials

*Board Authorized Officials/Partner/Prop. Email ID ?

*Verify Board Authorized Officials/Partner/Prop. Email ID ?

Alert!!

Are you Board Authorized Officials/Partner/Prop.?
Yes No

Other Info

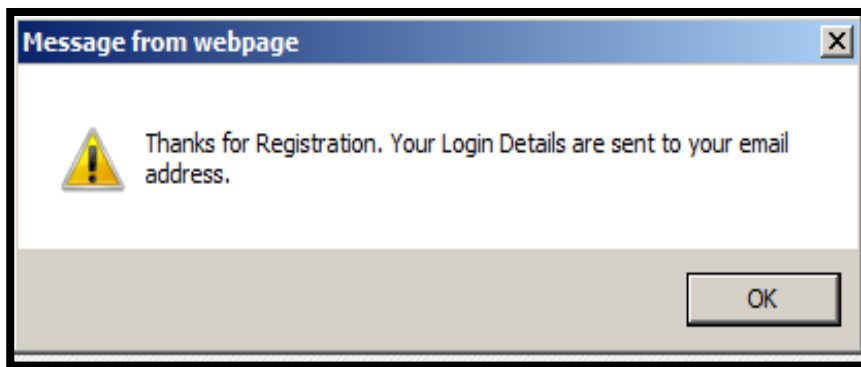
*Address Line 1 ?
Address Line 2
*Telephone No. ?
*Mobile No. ?
*Country ?
*City
*Postal Zip Code ?
*Region ?
Group Email Address ?

The legal entity will be asked whether they are authorized persons to apply for LEI? On clicking yes, the user can fill up remaining fields.

The entity can click on help on the fields. In case of Email Address, the entity clicks on  beside the Email Address.

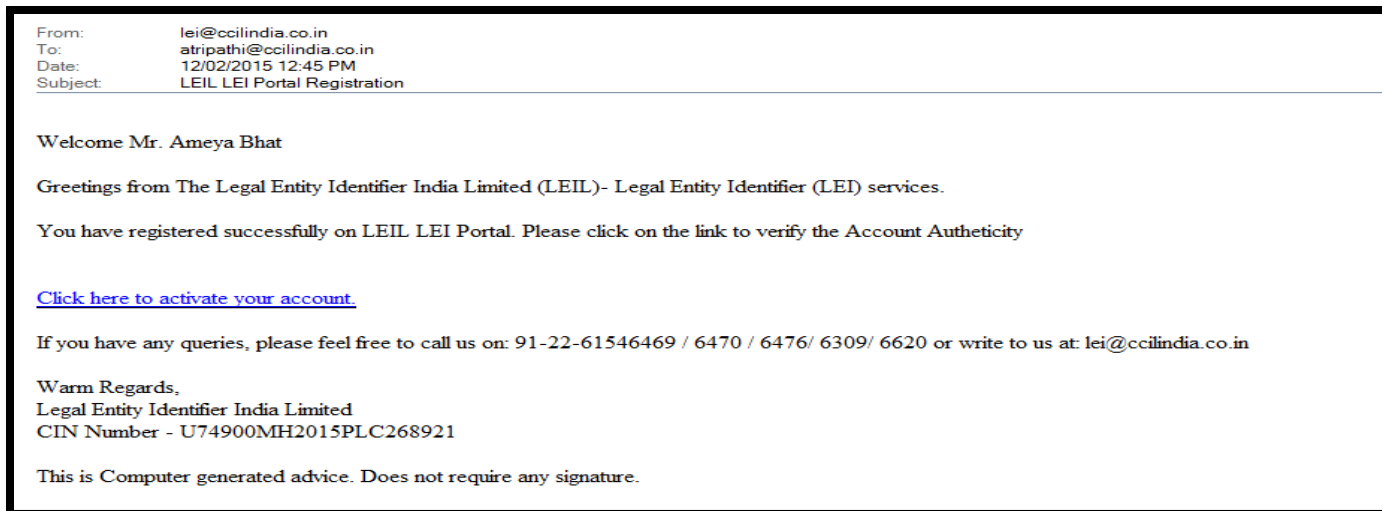
Fields marked in * are Mandatory fields and other fields are optional fields.

The legal entity has to enter the captcha and accept the “Website Terms and Conditions of Use.” On Submitting the details, user will receive the below message.

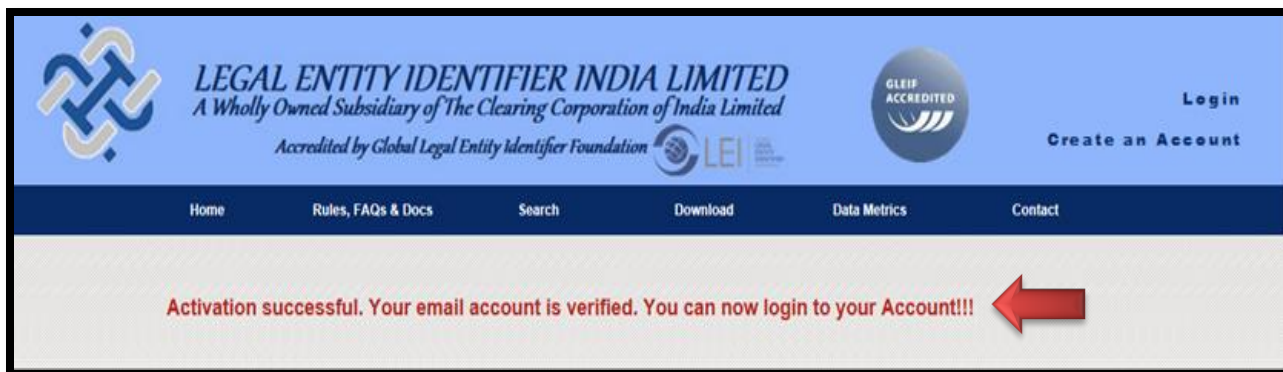


Email

An e-mail is sent to the legal entity to validate the e-mail id. The legal entity has to click on the link to activate the account.



On clicking the Activation Link, the user is directed to the LEI web Portal.



Log in Screen

The user has to click on login and input their login credentials (i.e. Email Address and Password) to login into the LEIL web portal.

Log In

Email Address

Password [Forgot Your Password?](#)

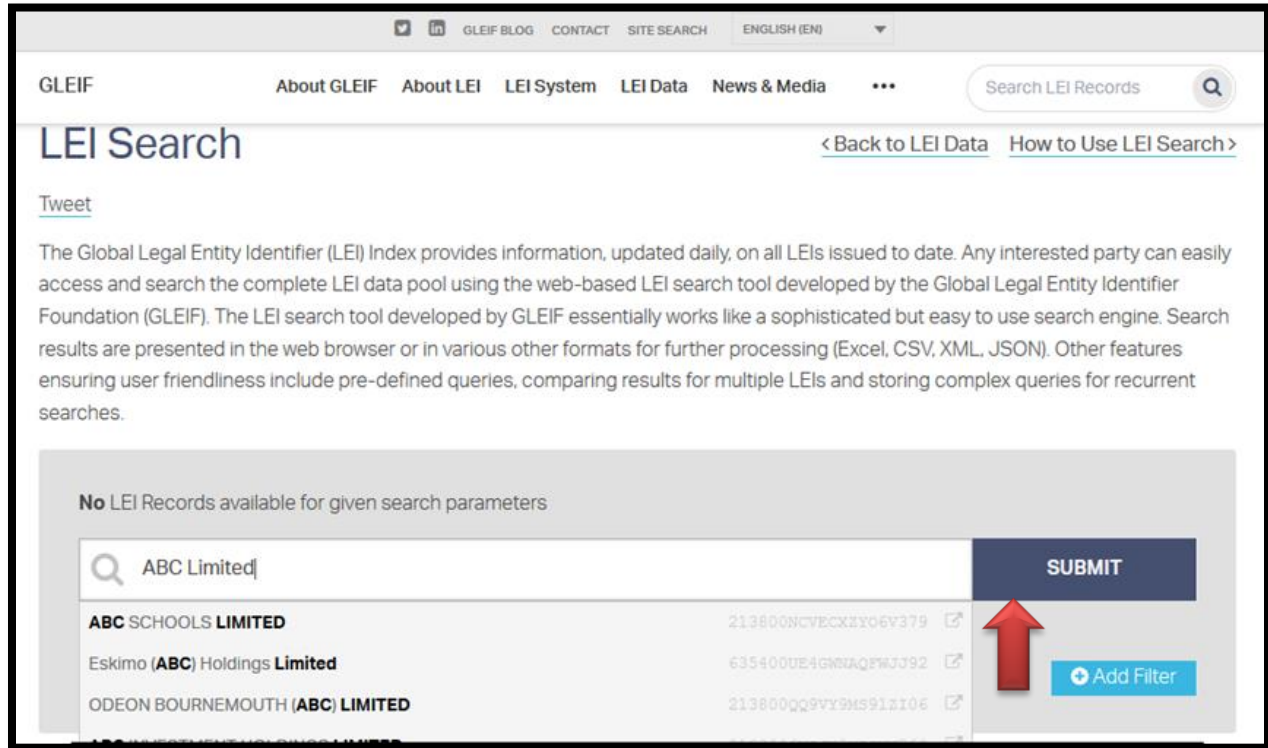


Enter Captcha Text

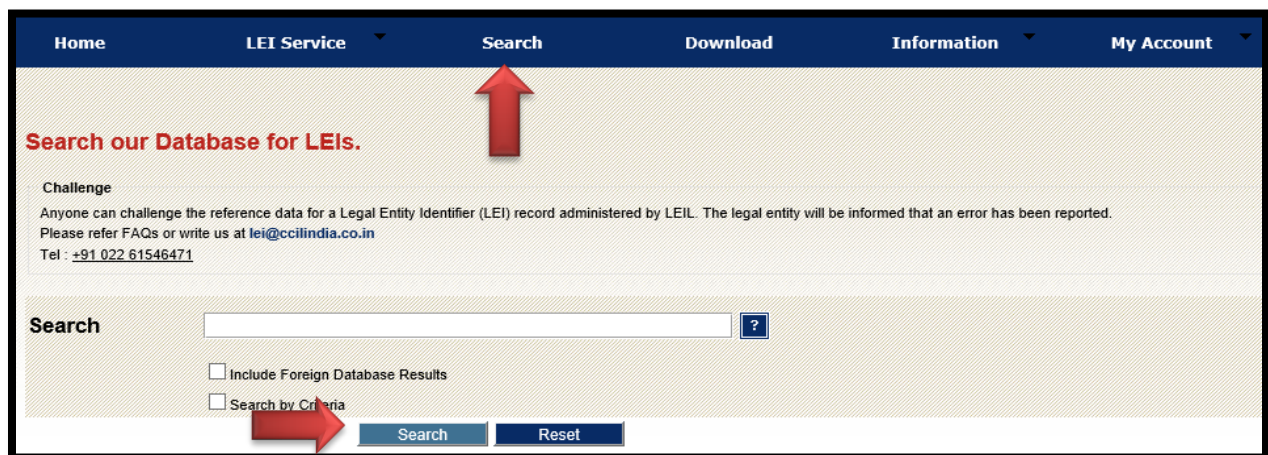


NEW REGISTRATION

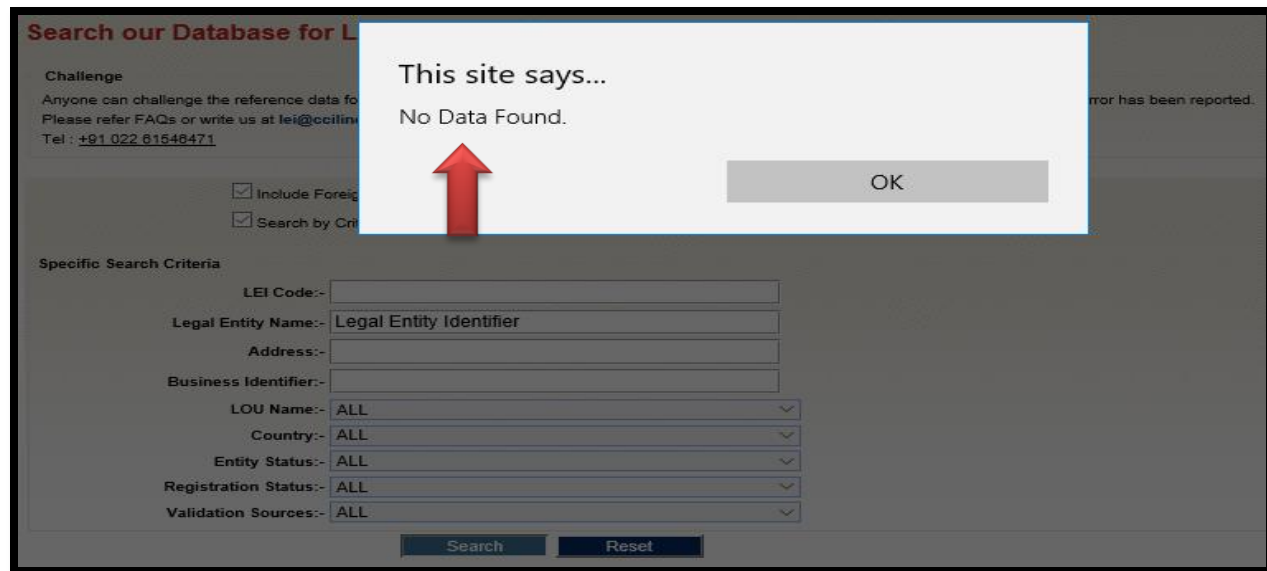
The legal entity need to ensure that it has not yet received / applied for LEI code earlier by checking the same at www.gleif.org/lei/search



The legal entity can ensure that it has not been issued LEI by checking in LEIL's Search Screen. Please click on [Search Tab](#).



The legal entity can select the required filters and click on "Search".

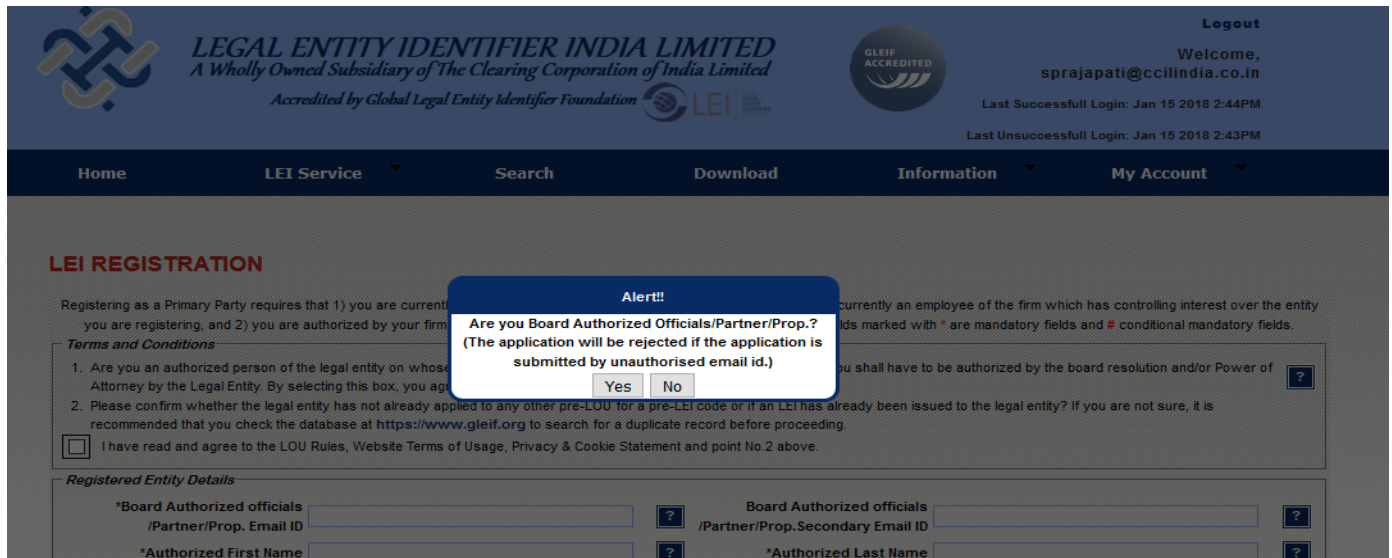
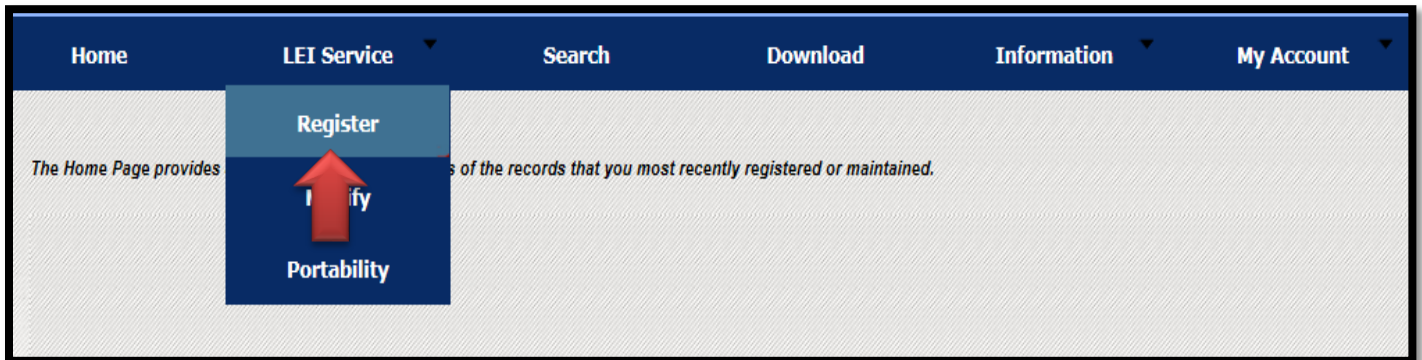


Post successful verification of duplicate records from www.gleif.org/lei/search# and [Search Tab on the LEIL's web portal](#), the legal entity shall proceed to input their details on the LEI Registration Page. Once the entity ensures that it is not already assigned an LEI (as above), it may proceed with completing the application form.

In order to access the LEI new Registration Page post logging in, the person authorized by its board of the Legal Entity has to select

LEI Service → Register.

The application would be rejected if an unauthorized person submits the application.



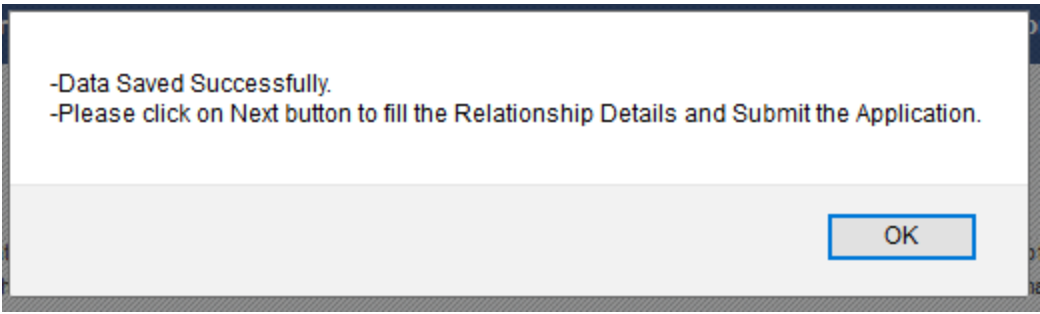
The user on clicking yes, will be allowed to fill up the online form.

Note: Fields marked in * are mandatory fields and # are conditional mandatory fields. The legal entity has to accept the LOU Rules.

The LEI registration involves three pages of information as follows:

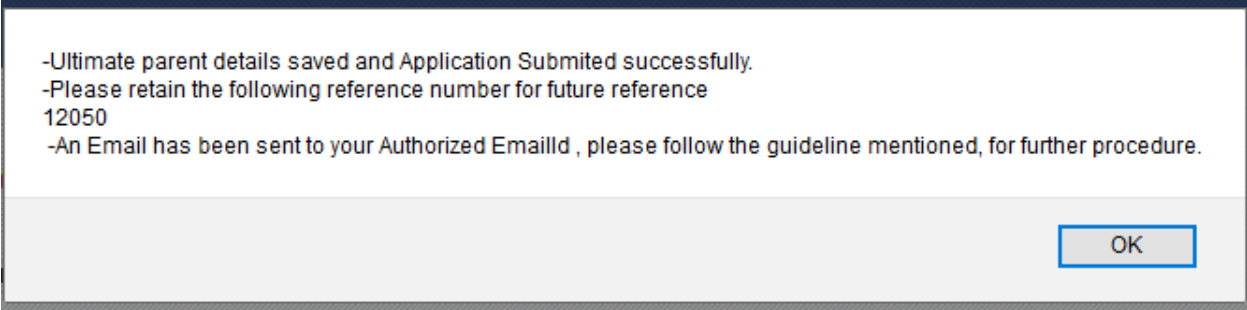
1. Company Information Page
2. Direct Parent Page (Holding Company Information)
3. Ultimate Parent Page

The detailed field by field explanation for each page is provided in the below further section of this chapter.




The user can save the partial filled application form and can retrieve the same from the Home Page.

The entity clicks on “Save & Submit” button once all the requisite fields are inputted correctly. A reference number is generated and an email detailing the documents to be sent for LEI validation is sent to the legal entity’s authorized person. The reference number will become an interface for any further communication between LEIL and the legal entity.



Reference Number	LEI Number	Legal Name	Request Verification Status	Request Status	Request Type
View Details 1110		ABC Limited	Request generated/ pending documentation	OPEN	NEW Payment

After providing Ultimate Parent details, the Legal entity has carry out a final submit of the online application. The legal entity has to click on “Save & Submit” Button on the last page of the online form. Please ensure that the status of the online form is “**Request generated/pending documentation.**”

The explanation of each fields of the registration page is available on clicking Help .

Explanation for all registration fields

The list of all registration fields and their corresponding explanations are provided as below:

Fields of Registration Page	Field Type	Explanation
Board Authorized officials /Partner/Prop. Email ID	Mandatory	E-mail Id of the person authorized by the board.
First & Last name of the Authorized official	Mandatory	Name of the person authorized by the board.
Legal Name	Mandatory	As per ISO 17442, the official name of the legal entity as recorded in the registration authority or otherwise in the entity's constituting documents. The legal name should be in English. In case of Mutual Fund Scheme, the format of reporting is Umbrella Fund – Sub Fund. For example, SAS Capital Protection Fund Series 200 of SAS Mutual Fund, the Mutual Fund Scheme is to be inputted as "SAS Mutual Fund - Capital Protection Fund Series 200"
Associated Entity	Conditional Mandatory	Associate entity, in relation to another entity, means an entity in which that other entity has a significant influence and it includes a joint venture, ultimate parent, parent LEI and any group entity. Explanation – For the purposes of this, “significant influence” means control of at least twenty percent of total share capital, or of business decisions under an agreement. In case of Mutual Fund, it is mandatory to enter Sponsor's or AMC's details (mandatory) and in case of Mutual Fund Sub Scheme, it is mandatory to enter Mutual Fund details (mandatory). In case of AIF, it is mandatory to enter Sponsor's details.
Other Entity Name	Optional	Please input alternative name or representation of a name for the legal entity. Please input other entity name by selecting other entity type in the dropdown.
Legal/Registered Entity Address	Mandatory	The Address is the primary street information of the registered address of the entity according to the documentation for incorporation. The legal / registered address should be in English.
Country	Mandatory	Current legal entity country of incorporation

Fields of Registration Page	Field Type	Explanation
Region	Mandatory	The Region is the registered state, prefecture, province, or administrative jurisdiction for the country of the entity. This information can be found on the entity's documentation of incorporation
City	Mandatory	This is the registered city / town/ village of the entity
Postal Pin Code	Mandatory	The Post Code (or Postal, ZIP, or PIN Code) is the registered Post Code of the entity
Tax ID (PAN No.)	Mandatory	Please input Tax ID or PAN Number of the applicant entity as issued by Tax Authority.
Registration Authority Name/Type	Mandatory	Please select the respective Registration Authority Name/Type as mentioned below, If your legal entity has a CIN number or SEBI Registration Number, then select MCA or SEBI, respectively. Scheduled Co-operative Bank – DICGC – Sch. Urban Co-op Bank Public Financial Institution – Gazette Notification Number Housing Finance Companies – Ministry of Corporate Affairs (MCA) Nationalized Bank – MCA or Gazette Notification Number Mutual Funds (MFs), Alternative Investment Funds (AIFs) and AMCs - SEBI Registration Number MF Sub Schemes and AIF Sub Schemes – National Securities Depository Limited and /or Central Depository Services Limited If none of the above Business Identifier Name/Type is applicable for your legal entity, kindly select NSDL (Income Tax Department (ITD)).
Registration Authority ID	Mandatory	Please input CIN number issued by MCA/ SEBI registration Number/ /NHB Number/PAN Number issued by Income Tax Department/ issued by DICGC/Gazette Notification number/ International Securities Identification Number (ISIN).
Other Registration Authority Name/Type	Optional	Legal Entity can select the respective Other Registration Authority Name/Type as applicable
Other Registration Authority ID	Optional	If Legal Entity has selected any one of the above Other Registration Authority

Fields of Registration Page	Field Type	Explanation
		Name/Type they have to input the respective details against the same.
Headquarters Entity Address	Mandatory	The Headquarters Address field is the street address of the entity's headquarters
Country	Mandatory	The Headquarters Country field is the country of the entity's headquarters
Region	Mandatory	The Headquarters Region field is the state value of the entity's headquarters where available
City	Mandatory	The Headquarters City field is the city of the entity's headquarters where available.
Postal Pin Code	Mandatory	The Headquarters Post Code is the post code of the entity's headquarters where available
Legal Form	Mandatory	In case your organization does not fall on any of the below categories, please select "Others".
Industry Classification	Mandatory	In case of multiple line of business, please select from the dropdown the industry classification which represents the business unit generating highest revenues.
Board Authorized officials /Partner/Prop. Secondary Email ID	Optional	Email Id of alternate person authorized by board
BIC Code	Optional	Please input BIC if assigned and available
Website	Optional	Link of the entity's website on the world wide web.
CCIL/TR/Client Membership ID	Optional	If you are CCIL member, please input your Membership ID.
Other Addresses	Optional	Please input alternative address for the legal entity excluding transliterations. Please input other addresses by selecting other address type in the dropdown.
Jurisdiction	Mandatory	Please select relevant country / state of jurisdiction of legal formation and registration of legal entity. In case your legal entity is registered as multi-state entity, please select India.
Designation	Optional	Designation of the authorized person/registrant
Name of the designated person/entity	Conditional Mandatory	This is mandatory if Designation is selected. Name of the authorized person/registrant.
Paid Up Capital	Optional	This should be the latest annual audited paid up capital in Rs. Lakh. In case of any corporate event (merger, acquisition, etc.) we would need the latest audited financial report reflecting the updated figures after the corporate event. In case of

Fields of Registration Page	Field Type	Explanation
		such corporate event if the latest audited financial report is not available for the resultant entity for which LEI is being sought, then the latest unaudited quarterly / semi-annual financial report is mandatory.
Annual Turnover	Optional	This should be the latest audited turnover in Rs. Lakh. In case of funds, please input Asset Under Management.
Custodian Bank	Conditional Mandatory	This is mandatory if legal form is Mutual Funds/Mutual Fund - Sub Scheme and for Alternative Investment Fund /Alternative Investment Fund Scheme. In case of more than one custodian bank, please mention the same in Comments column.
Scheme Opening Date	Conditional Mandatory	This is mandatory if legal form is Mutual Funds - Sub Scheme/Alternative Investment Fund Scheme. Opening Date is the date on which the fund offer opens.
Scheme Maturity Date	Conditional Mandatory	This is mandatory if legal form is Mutual Funds - Sub Scheme/Alternative Investment Fund Scheme. Scheme Maturity Date field will be mandatory in case of closed ended mutual funds.
Organization Type	Optional	Please select whether government or non-government entity
Comments	Optional	Please input any other details which may help us to verify legal entity reference data.

Mutual Fund and Alternate Investment (AIF) Registration

1. Each Mutual Fund/AIF is a legal entity and is eligible to have its own LEI.
2. Associate Entity is a mandatory field in case of Mutual Fund and AIF. The entity has to input the Sponsor's or AMC's details in this field.
3. Custodian Bank is also mandatory if legal form is a Mutual Funds/AIF. In case of more than one custodian bank, please mention the same in the Comments column.
4. In case of funds and AIF, please input Asset under Management in the Annual Turnover field and it should be entered in Rs. Lakh.

Mutual Fund Sub Scheme and Alternate Investment (AIF) Sub Schemes Registration

1. Each Sub scheme is a legal entity and is eligible to have its own LEI.

2. The format of reporting a Sub Scheme is Umbrella Fund – Sub Fund. For example, SAS Capital Protection Fund Series 200 of SAS Mutual Fund, the Mutual Fund Scheme is to be inputted as "SAS Mutual Fund – Capital Protection Fund Series 200".

LEI REGISTRATION

Registering as a Primary Party requires that 1) you are currently an employee of the firm for which you are registering, or are currently an employee of the firm which has controlling interest over the entity you are registering, and 2) you are authorized by your firm to register for a LEI. Please supply all the information below. Fields marked with * are mandatory fields and # conditional mandatory fields.

Terms and Conditions

- Are you an authorized person of the legal entity on whose behalf you are registering? If you are an authorized person, you shall have to be authorized by the board resolution and/or Power of Attorney by the Legal Entity. By selecting this box, you agree to the **Pre-LOU/LOU Rules** governing this LEI service.
- Please confirm whether the legal entity has not already applied to any other pre-LOU for a pre-LEI code or if an LEI has already been issued to the legal entity? If you are not sure, it is recommended that you check the database at <https://www.gleif.org> to search for a duplicate record before proceeding.

I have read and agree to the LOU Rules, Website Terms of Usage, Privacy & Cookie Statement and point No.2 above.

Registered Entity Details

*Authorized Email Address	<input type="text" value="mshah@ccilindia.co.in"/>	<input type="button" value="?"/>	Secondary Email Address	<input type="text"/>	<input type="button" value="?"/>
*Authorized First Name	<input type="text" value="Moksha"/>	<input type="button" value="?"/>	*Authorized Last Name	<input type="text" value="Shah"/>	<input type="button" value="?"/>
*Legal Name	<input type="text" value="SAS Mutual Fund – Capital Protection Fund Se"/>	<input type="button" value="?"/>	Other Entity Name	<input type="text"/>	<input type="button" value="EDIT"/>
Associated Entity	<input type="text"/>	<input type="button" value="EDIT"/>			<input type="button" value="?"/>

3. The below fields are mandatory if legal form is Mutual Funds Sub Scheme/AIF Sub Scheme:

- Associate Entity:** The entity shall input the Mutual Fund details in this field.
- Custodian Bank:** In case of more than one custodian bank, please mention the same in the Comments column.
- Scheme Opening Date:** It is the date on which the fund offer opens.
- Scheme Maturity Date:** This field will be mandatory in case of closed ended mutual funds / AIF.
- Registration Authority ID:** Please input the SEBI Registration Number of the mutual Fund.
- Other Registration Authority Name/Type:** Please select the authority who has issued ISIN for the “Growth” and/or “Regular” Option of the Sub scheme, if any. Please select either “NSDL” or “CDSL” from the dropdown provided. If there is no Regular/Growth option then please select the relevant ISIN Issuer.
- Other Registration Authority ID:** Please input the ISIN number of the “Growth” and/or “Regular” Option of the Sub scheme, if any. If there is no Regular/Growth option then please select the relevant ISIN Issued to the scheme seeking an LEI.

Entity Identifiers

*Tax ID (PAN NO.)	<input type="text" value="BHYTR1267P"/>	<input type="button" value="?"/>	*Legal Form	<input type="text" value="Mutual Funds-Sub Scheme"/>	<input type="button" value="?"/>
*Registration Authority Name/Type	<input type="text" value="Securities and Exchange Board of India (SEI)"/>	<input type="button" value="?"/>	*Registration Authority ID	<input type="text" value="MF/020/94/8"/>	<input type="button" value="?"/>
Other Registration Authority Name/Type	<input type="text" value="Central Depository Services Limited"/>	<input type="button" value="?"/>	Other Registration Authority ID	<input type="text" value="INF209K01PG5"/>	<input type="button" value="?"/>
*Jurisdiction	<input type="text" value="India"/>	<input type="button" value="?"/>	CCIL/TR/Client Membership ID	<input type="text"/>	<input type="button" value="?"/>

Entity Identifiers

BIC Code	<input type="text"/>	<input type="button" value="?"/>	#Custodian Bank	<input type="text" value="HDFC Bank"/>	<input type="button" value="?"/>
#Scheme Opening Date	<input type="text" value="01-Jan-2016"/>	<input type="button" value="?"/>	Scheme Maturity Date	<input type="text"/>	<input type="button" value="?"/>
*Industry Classification	<input type="text" value="Financial service activities, except insuranc"/>	<input type="button" value="?"/>	Designation	<input type="text" value="- Select -"/>	<input type="button" value="?"/>
# Name of Designated Person	<input type="text"/>	<input type="button" value="?"/>	Website	<input type="text"/>	<input type="button" value="?"/>
Paid Up Capital (in lacs)	<input type="text"/>	<input type="button" value="?"/>	Annual Turnover (in lacs)	<input type="text"/>	<input type="button" value="?"/>
Organization Type	<input type="text" value="- Select -"/>	<input type="button" value="?"/>	Comments	<input type="text"/>	<input type="button" value="?"/>

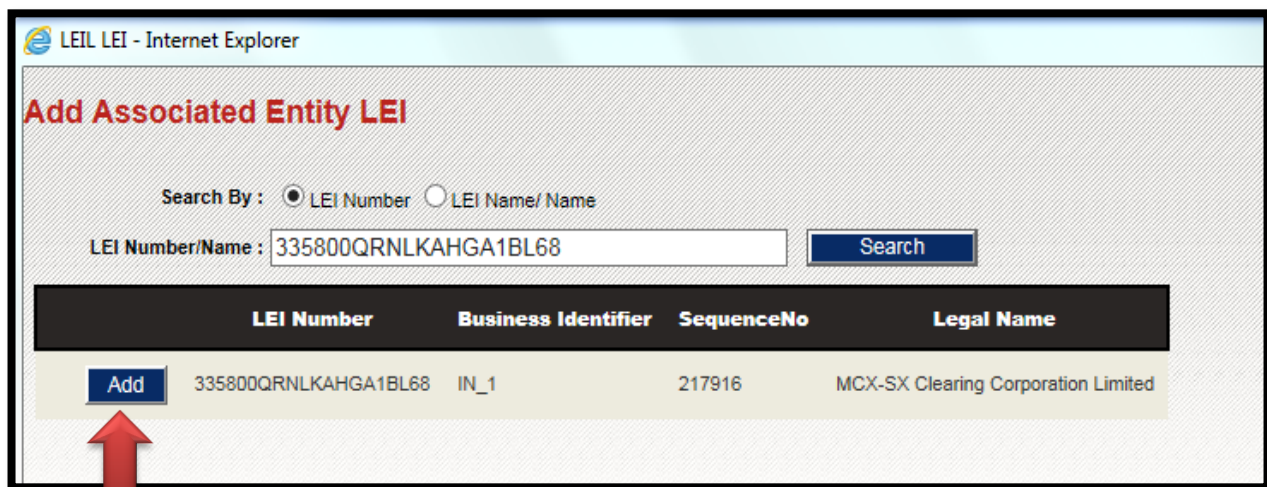
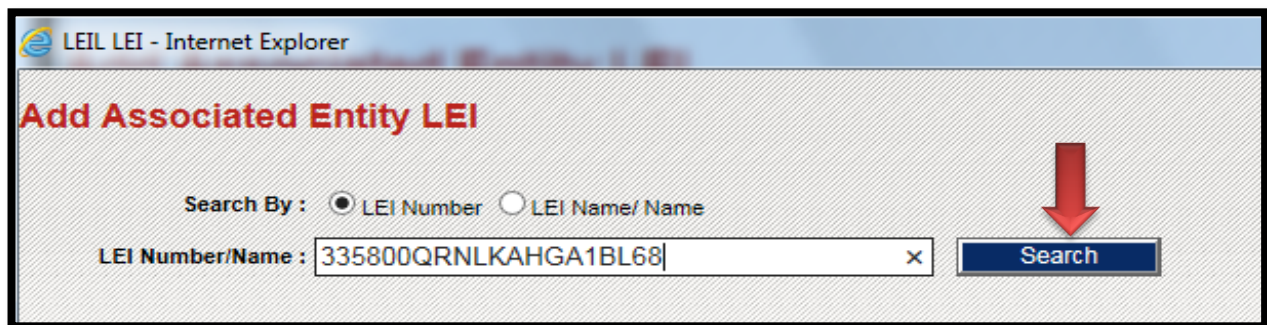
Associated Entity:

This field is a mandatory field for Mutual funds/AIFs. The entity can input, where applicable, ultimate parent LEI/name, parent LEI/name and any group entity LEI/name in this field. In case of Mutual Fund, please enter the Sponsor's or AMC's details (mandatory) and in case of Mutual Fund Sub Scheme, please enter the Mutual Fund details (mandatory). In case of AIF, please enter the Sponsor's details. The entity has to input the legal form.

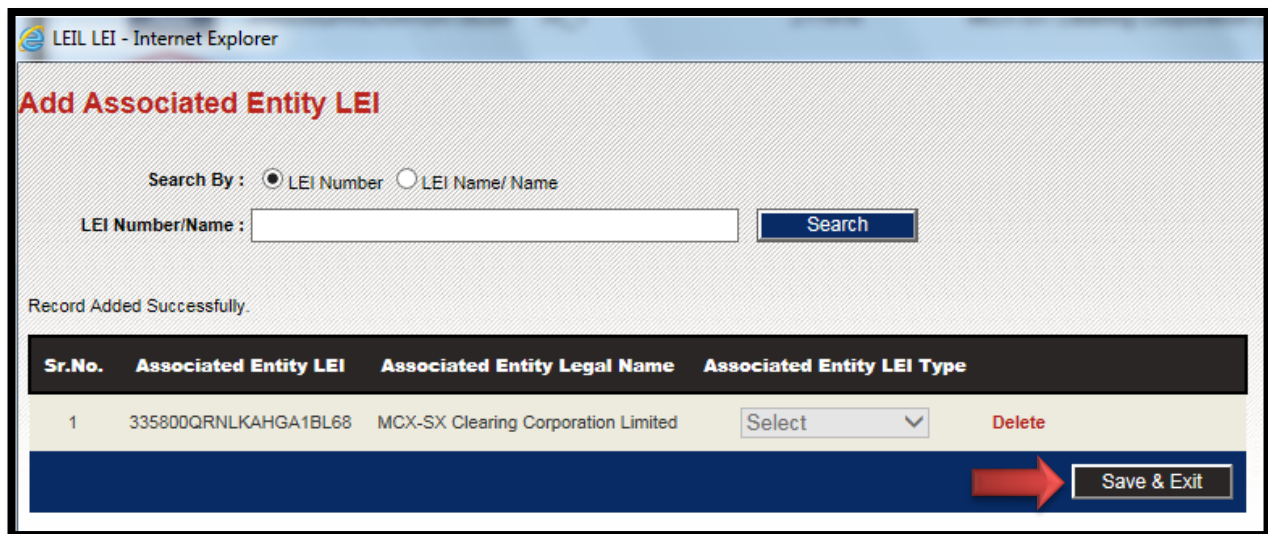
The entity has to click on “ADD” button and a window opens up as below:



The entity inputs the LEI number and clicks on Search.



The entity clicks on “ADD”.



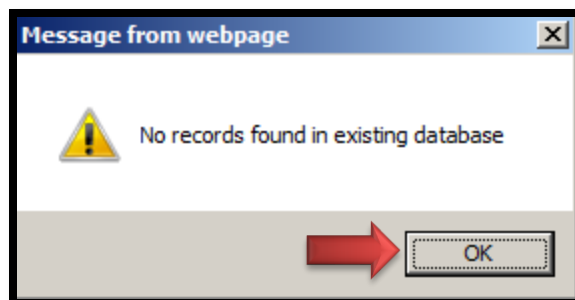
1. The entity has to click on “Save & Exit”.
2. In case the entity wants to **VIEW/EDIT** the Associated Entity entered, the user has to repeat the above steps again
3. In case the entity wants to delete an Associated Entity Record, the entity can click on “Delete” button.

In case the Associated Entity does not have an LEI or does not know the LEI of the legal entity, it can input the legal name of associated entity.

1. Please select LEI Name and input the name. Click on Search Button.



2. The system will display a pop up. Click Ok button.



Add Associated Entity LEI

Search By : LEI Number LEI Name/ Name

LEI Number/Name :

LEI Number	Business Identifier	SequenceNo	Legal Name
<input type="button" value="Add"/>		0	The Clearing Corporation

3. The entity clicks on “ADD”.

Add Associated Entity LEI

Search By : LEI Number LEI Name/ Name

LEI Number/Name :

Record Added Successfully.

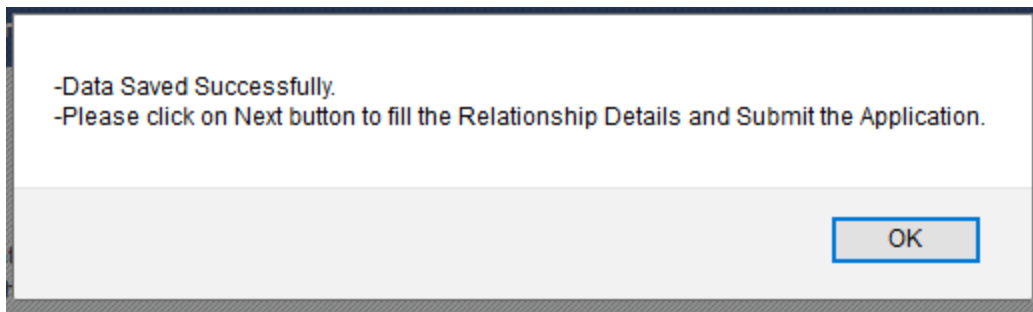
Sr.No.	Associated Entity LEI	Associated Entity Legal Name	Associated Entity LEI Type
1		The Clearing Corporation	Select <input type="button" value="Delete"/>

1. After filling up the above registration details, the legal entity has to “Save” the data. A pop stating “Data Saved successfully” will be displayed.

The screenshot shows the 'Entity Identifiers' form with the following fields and controls:

- BIC Code:
- #Scheme Opening Date:
- *Industry Classification:
- # Name of Designated Person:
- Paid Up Capital (in lacs):
- Organization Type:
- #Custodian Bank:
- Scheme Maturity Date:
- Designation:
- Website:
- Annual Turnover (in lacs):
- Comments:

Buttons: Save, Next >>, Reset, Export To Excel



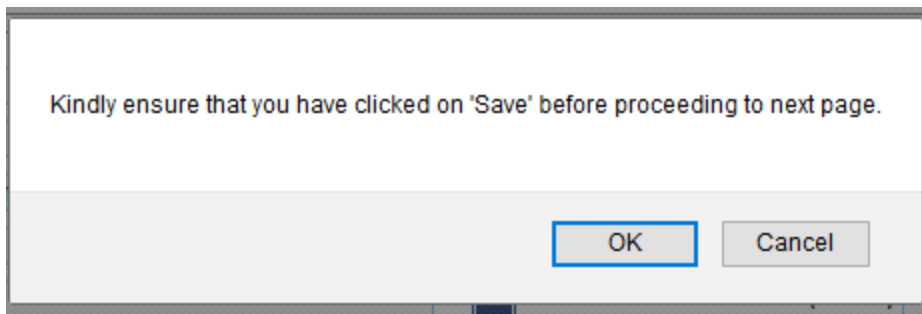
2. The user has to then click on “Next” button as shown below and the system will provide a pop-up message stating “Kindly ensure that you have clicked on ‘Save’ before proceeding to next page”,

The screenshot shows the 'Entity Identifiers' form with the following fields and controls:

- BIC Code:
- #Scheme Opening Date:
- *Industry Classification:
- # Name of Designated Person:
- Paid Up Capital (in lacs):
- Organization Type:
- #Custodian Bank:
- Scheme Maturity Date:
- Designation:
- Website:
- Annual Turnover (in lacs):
- Comments:

Buttons: Save, Next >>, Reset

3. Here the user has to click on ‘OK’ if he/she already has saved the data to proceed further to input the parent details or click on ‘Cancel’ to save the data and then proceed further.



Page 2 and 3 - Relationship Data Information (Direct and Ultimate Parent Details)

Definition:

“Ultimate Parent” defined as the highest level legal entity preparing consolidated financial statements, as well as their “direct accounting consolidating parent”.

“Direct Parent” defined as the lowest level legal entity that prepares consolidated financial statements that consolidate the entity.

In both cases, the identification of the parent would be based on the accounting definition of consolidation applying to this parent.

Relationship data means the legal entity has to input their parent details (i.e. direct and ultimate parent details) as applicable while submitting the application. This is the mandatory information which needs to be submitted.

In case of Proprietorship and Partnership firms, please select “No Parent” and then select Reporting Exception Reason as “Natural Persons”.

Parent Registration

4. The user clicks on ‘OK’, the system will redirect the user to “LEI DIRECT PARENT REGISTRATION” page (as shown below) to input the parent details and the user have to select the appropriate option to proceed. The following are the three different scenarios applicable while reporting parent data:

A. Parent with an LEI

B. Parent without an LEI

C. No Parent

No Parent refers to “no identifiable parent” in case of the parent is a natural person or, parent is non-consolidating or there is no known person (e.g. diversified shareholding).

LEI DIRECT PARENT REGISTRATION

Reference Number : 1110

Do you have a direct Parent ? Yes No Parent

LEI Number of the Direct parent No LEI ?

Search

LEI Number:

Legal Name :

LEI Details

LEI Number : Legal Name :

Relationship Data

Relationship Type : % Shareholding :

*Accounting Standard :

*Validation Documents : ACCOUNTS_FILING REGULATORY_FILING OTHER_OFFICIAL_DOCUMENTS SUPPORTING_DOCUMENTS CONTRACTS ?

Validation Reference :

*Start Date of relationship : ? End Date of relationship : ?

*Start Date (Accounting Period) : ? *End Date (Accounting Period) : ?

Start Date (Document Filing Period) : ? End Date (Document Filing Period) : ?

Exception Data

If unable to provide above, please select appropriate option below:

*Reporting Exception Reason :

Details of Exception Reason : Exception Reference : ?

A. Parent with an LEI:

If the legal entity (child) has a parent and it has the LEI then the process flow is as under:

- a) The user have to select the option “Yes” given against the question “Do you have a direct Parent?” and click on “LEI Number of the Direct parent” to input the LEI number of the parent at the place given for the same as shown below and click on search.

LEI DIRECT PARENT REGISTRATION

Reference Number : 1110

Do you have a direct Parent ? Yes No Parent

LEI Number of the Direct parent No LEI ?

Search

LEI Number:

Legal Name :

- b) After clicking on search the system will populate the legal name of the parent as per the global LEI database (i.e. GLEIF) if the parent has an LEI.

LEI DIRECT PARENT REGISTRATION

Reference Number : 1110

Do you have a direct Parent ? Yes No Parent

LEI Number of the Direct parent No LEI ?

Search

LEI Number:

Legal Name :

LEI Number	Legal Name
<input type="button" value="Select"/> 3003003HPTKYCODQ3Q89	浙江稠州商业银行股份有限公司

- c) Now the user has to click on “Select” button and the details will be captured in “LEI Details” fields.

LEI Details

LEI Number:

Legal Name:

- d) The LEI Number and Legal Name of the parent is now captured. The user has to further input details in respective fields available under the “Relationship Data” and click on “Save” button to save the data inputted.

LEI Details

LEI Number:

Legal Name:

Relationship Data

Relationship Type:

*Accounting Standard:

% Shareholding:

Accounting Standard Sub-category:

*Validation Documents: ACCOUNTS_FILING REGULATORY_FILING OTHER_OFFICIAL_DOCUMENTS SUPPORTING_DOCUMENTS CONTRACTS ?

Validation Reference:

*Start Date of relationship: ?

End Date of relationship:

*Start Date (Accounting Period): ?

*End Date (Accounting Period): ?

Start Date (Document Filing Period): ?

End Date (Document Filing Period): ?

Exception Data

If unable to provide above, please select appropriate option below:

*Reporting Exception Reason:

Details of Exception Reason:

Exception Reference: ?

B. Parent without an LEI:

If the legal (child) entity has a parent and it does not have an LEI or the parent does not consent to have an LEI, then the process flow is as under:

- a) The user have to select the option “Yes” given against the question “Do you have a direct Parent?” and click on “No LEI” to input the legal name of the parent at the place given for the same as shown below and click on search.

Reference Number : 1110

Do you have a direct Parent ? Yes No Parent

LEI Number of the Direct parent No LEI

Search

Legal Name : Search

- b) The user on clicking search, the system will populate the details of the parent if already registered. The parent is already have an LEI as per the global LEI database (i.e. GLEIF) or the same parent may already been registered with LEIL by any other child entity of the same parent as the case may be.

Search

Legal Name : Scotiabank Search

None

LEI Number	Legal Name	Legal Address1	Legal Country	Legal Region	Legal City	Registration Authority Entity ID	Pin Code
Select	Scotiabank India	Vidyavihar	IN	IN-MH	Navi Mumbai	g3f5h3g5h3g65j38ghj	421014
Select	5493000WP34IU87KVX32 Scotiabank Covered Bond GP Inc.	C/O Sonia Davis	CA	CA-ON	Toronto		M5X 1B8
Select	54930018SOOHBHRLWC18 Scotiabank Chile S.A.	Morandé 226	CL		Santiago		8340423

- c) The user may select the respective record (if applicable) or click on “None” button as shown above and input the Parent details.



Parent MetaData

Legal Name : Sotiobank

Other Entity Name Type : AUTO_ASCII_TRANSLITERATED_LEGAL Other Entity Name : 义乌市江滨路义乌乐园东侧

Legal / Registered Address

*Address Line 1 : Sion Address Line 2 : Dadar
 Address Line 3 : Matunga Address Line 4 : Dadar
 *Country : Hungary *Region : Budapest
 *City : Hungary Postal Pincode : 1452412

Headquartered Address

Same as Legal Address

*Address Line 1 : Sion Address Line 2 : Dadar
 Address Line 3 : Matunga Address Line 4 : Dadar
 *Country : Hungary *Region : Budapest
 *City : Hungary Postal Pincode : 1452412

None

Tax ID : Business Identifier Name/Type : National Company Register and Company Business Identifier Id : 017383515

Relationship Data

Relationship Type : IS_DIRECTLY_CONSOLIDATED_BY % Shareholding : 37.89
 *Accounting Standard : IFRS

*Validation Documents : ACCOUNTS_FILING REGULATORY_FILING OTHER_OFFICIAL_DOCUMENTS SUPPORTING_DOCUMENTS CONTRACTS
 Validation Reference : www.india.gov.org

*Start Date of relationship : 01-Apr-2017 End Date of relationship :
 *Start Date (Accounting Period) : 01-Apr-2015 *End Date (Accounting Period) : 31-Mar-2016
 Start Date (Document Filing Period) : 01-Apr-2015 End Date (Document Filing Period) : 31-Mar-2016

Exception Data

If unable to provide above, please select appropriate option below:

*Reporting Exception Reason : Select
 Details of Exception Reason : Exception Reference :

Save Reset << Back Next >>

d) If legal entity is having a parent but unable to report the same due to any valid reasons then they have to select any one of the following options given in the “Reporting Exception Reason” field. Please refer the explanation for respective exception reasons are given [above](#).

Exception Data

If unable to provide above, please select appropriate option below:

*Reporting Exception Reason : **Select**
 LEGAL_OBSTACLES
 CONSENT_NOT_OBTAINED
 BINDING_LEGAL_COMMITMENTS
 DETRIMENT_NOT_EXCLUDED
 DISCLOSURE_DETIMENTAL

Details of Exception Reason : Exception Reference :

Save Reset << Back Next >>

C. No Parent:

If legal entity does not have a parent then user have to select the option “No Parent ” given against the question “Do you have a direct Parent?”.

LEI DIRECT PARENT REGISTRATION

Reference Number : 1110

Do you have a direct Parent ? Yes No Parent

*Reporting Exception Reason : Select

Save Reset << Back

- a. On selecting the “No Parent” option the “Reporting Exception Reason” field will be enabled and the user has to select any one of the reasons given in the dropdown.

LEI DIRECT PARENT REGISTRATION

Reference Number : 1110

Do you have a direct Parent ? Yes No Parent

*Reporting Exception Reason : Select

- NATURAL_PERSONS
- NON_CONSOLIDATING
- NO KNOWN_PERSON

Reset << Back

- b. The user has to click on “Save” button to save the details and the system will give a pop-up message stating that the “Direct parent details registered successfully”.

-Direct parent details saved successfully.
-Please click on Next button to fill the Ultimate Parent Details and Submit the Application.

OK

5. The user has to click on “Next” button as shown below and the system will give a pop-up message stating “Kindly ensure that you have clicked on ‘Save’ before proceeding to next page”.

LEI DIRECT PARENT REGISTRATION

Reference Number : 1110

Do you have a direct Parent ? Yes No Parent

*Reporting Exception Reason : NATURAL_PERSONS

There is no parent according to the definition used, because the entity is controlled by natural person(s) without any intermediate legal entity meeting the definition of accounting consolidating parent

Save Reset << Back Next >>

6. Here the user have to click on ‘OK’ if he/she already has saved the data to proceed further to input the Ultimate Parent details or click on ‘Cancel’ to save the data and then proceed further.

7. On clicking on 'OK', the system will redirect the user to "LEI ULTIMATE PARENT REGISTRATION" page (as shown below) to input the parent details and the user have to select the appropriate option to proceed.

LEI ULTIMATE PARENT REGISTRATION

Reference Number : 1110

Do you have an Ultimate Parent ? Yes No Parent

Same as Direct Parent ? Yes No

<< Back Reset

8. If Direct and Ultimate Parent both are same or different for the legal entity then user has to select the appropriate option "Yes" or "No" given against the question "Same as Direct Parent?".

LEI ULTIMATE PARENT REGISTRATION

Reference Number : 1110

Do you have an Ultimate Parent ? Yes No Parent

Same as Direct Parent ? Yes No

<< Back Reset

9. Further, to this the complete process for inputting the Ultimate Parent details is same as Direct Parent as stated above point 3 (Scenarios A, B and C).
10. The user has to click on "Save & Submit" on the last page of the online form.

LEI ULTIMATE PARENT REGISTRATION

"Ultimate Parent" defined as the highest level legal entity preparing consolidated financial statements, as well as their "direct accounting consolidating parent".

Reference Number :

Do you have an Ultimate Parent ? Yes No Parent

Same as Direct Parent ? Yes No

*Reporting Exception Reason : NATURAL_PERSONS

There is no parent according to the definition used, because the entity is controlled by natural person(s) without any intermediate legal entity meeting the definition of accounting consolidating parent

Save & Submit << Back Reset

Export To Excel

-Ultimate parent details saved and Application Submitted successfully.
 -Please retain the following reference number for future reference
 12050
 -An Email has been sent to your Authorized EmailId , please follow the guideline mentioned, for further procedure.

OK

Explanation for all relationship data fields

The list of all relationship data fields and their corresponding explanations are provided given below (if identifiable parent exists)

Fields of Relationship Data Page	Field Type	Explanation
LEI Number	Conditional Mandatory	It's a 20 digit unique no. issued to the parent, if available
Legal Name	Conditional Mandatory	Name of the Direct and Ultimate Parent, if available
Legal / Registered Entity Address	Mandatory	The Legal / Registered address of the parent
Headquartered Address	Mandatory	The Headquarter address of the parent
Tax ID	Conditional Mandatory	Please input Tax ID or PAN Number of the parent as issued by Tax Authority, if parent is registered in India.
Business Identifier Name/Type	Optional	Please select the respective Business Identifier Name/Type from the dropdown given as per the selected jurisdiction
Business Identifier Id	Optional	Please provide the Business Identifier Id issued to the parent by respective authority
Accounting Standard	Mandatory	The accounting standard applied to determine the definition of e.g. ultimate or direct accounting consolidating parent. The relevant accounting standard is that applicable to the "parent" entity. Dropdown consisting of values: <ul style="list-style-type: none"> • US GAAP • IFRS • OTHER_ACCOUNTING_STANDARD
Accounting Standard Sub-category	Conditional Mandatory	If user has selected the Accounting Standard as "OTHER_ACCOUNTING_STANDARD", then it has to should select any of the below dropdown values and input the details accordingly. <ul style="list-style-type: none"> • Indian_GAAP • UK_GAAP • Others In case of "Others", please specify the applicable accounting standard.

Fields of Relationship Data Page	Field Type	Explanation
% Shareholding	Optional	The shareholding % of the parent in the respective legal entity.
Validation Documents	Mandatory	ACCOUNTS_FILING: A consolidated financial (accounting) statement, prepared and submitted to the relevant authority.
		REGULATORY_FILING: An annual regulatory filing providing public information on parent relationships.
		OTHER_OFFICIAL_DOCUMENTS: Other official document(s) attesting to the validity of the relationship. In case of Statutory Auditor's certificate, select this.
		SUPPORTING_DOCUMENTS: Other documents supporting the preparation of consolidated financial statements.
		CONTRACTS: Contract(s) attesting to the validity of the relationship.
Validation Reference	Conditional Mandatory	If user has selected the validation documents as "Regulatory_Filing" then it has to input the URL details of the respective regulator mandatorily
Start and End Date of relationship	Mandatory	The dates in this instance of Relationship Period indicate the duration of validity of the relationship. <ul style="list-style-type: none"> Start date of relationship - If your parent is not from your company's date of incorporation, then provide supporting document (share register (Register of Members) or share certificate or Share Transfer Form or MGT filing or Board Resolution) to verify the start date of relationship with your parent End Date is optional field and is to be reported in case of <u>Events</u>
Start and End Date of Accounting Period	Mandatory	The dates in this instance of Relationship Period indicate the accounting period covered by the most recent validation documents for this relationship. For eg: Start Date: 01-Apr-2016 to 31-Mar-2017 (Dates of the annual report submitted to LEIL)
Start and End Date of Document Filing Period	Conditional Mandatory	If user has selected the validation documents as "Regulatory_Filing" then it has to input Start and End Date of Document Filing Period The Start Date and end date is the date of document filing or publication.

Legal entity has to mandatorily provide either the parent data or report an exception explaining reasons as detailed in the following table:

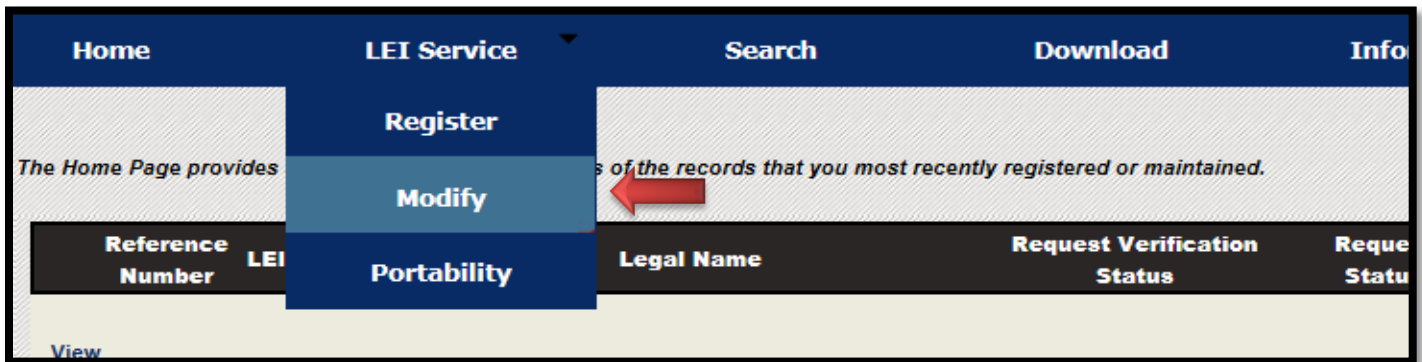
Reporting Exception Reason	Conditional Mandatory	Legal_Obstacles: Obstacles in the laws or regulations of a jurisdiction prevent providing or publishing this information)
		Consent_Not_Obtained: Obstacles in the laws or regulations of a jurisdiction prevent providing or publishing this information: "the consent of the parent was necessary

		<p>under the applicable legal framework and the parent did not consent or could not be contacted”).</p> <p>Binding_Legal_Commitments: Binding legal commitments (other than the laws or regulations of a jurisdiction), such as articles governing the legal entity or a contract, prevent providing or publishing this information)</p> <p>Detriment_Not_Excluded: This reason may be used only when all following cumulative circumstances apply:</p> <p>i. the parent could not be informed via the GLEIS and have the possibility to correct the relationship information before publication</p> <p>ii. the relationship is not already in the public domain (information being in the public domain assumes here that the way the information came into the public domain did not infringe the applicable legal framework)</p> <p>iii. the child entity has reasons to believe that the parent may consider disclosure to be detrimental</p> <p>iv. the child entity has sought to consult the parent entity of the reporting of the parent information to the GLEIS but could not confirm the absence of detriment in a way that can appropriately prevent liability risks for the child entity (or those acting on its behalf) under the applicable legal framework.</p> <p>Disclosure_Detrimental: The disclosure of this information would be detrimental to the legal entity or the relevant parent.)). You are required to substantiate with a proof/declaration for the exception reason selected.</p> <p>Natural_Persons: There is no parent according to the definition used, because the entity is controlled by natural person(s) without any intermediate legal entity meeting the definition of accounting consolidating parent)</p> <p>Non_Consolidating: There is no parent according to the definition used, because the entity is controlled by legal entities not subject to preparing consolidated financial statements)</p> <p>No_Known_Person: There is no parent according to the definition used, because there is no known person controlling the entity (e.g., diversified shareholding)</p>
Exception Reference	Optional	References of the law, regulation or other element of the legal framework to support reason(s) provided by the legal entity for declining to provide information on its parents
Details of Exception Reason	Optional	User has to input the Section or Page number of the link provided in the “Exception Reference” field.

MODIFY AND RENEWAL

Modify Process Flow

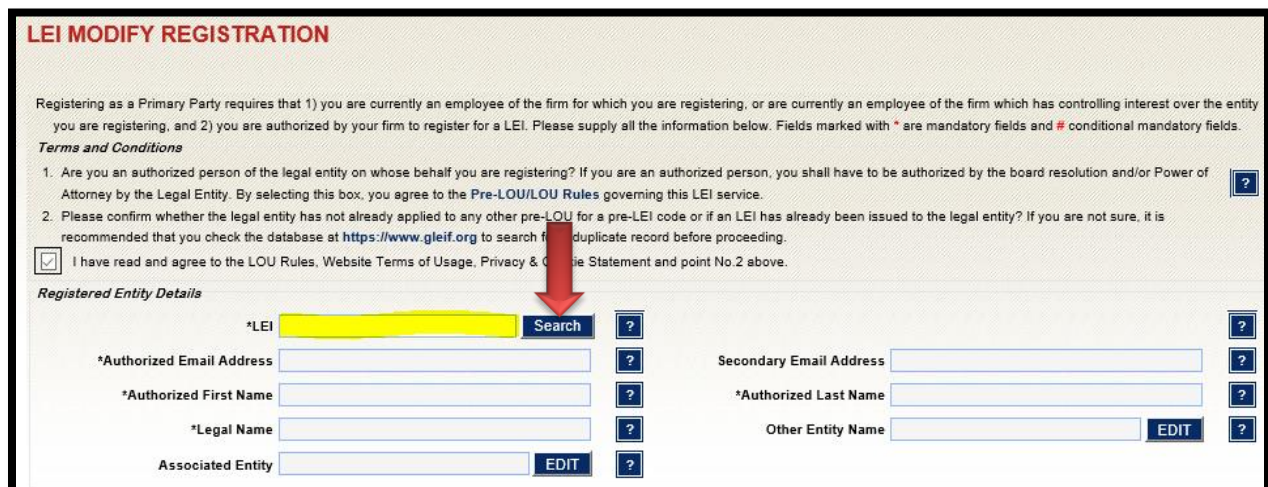
1. The list of documents for modification is available in Information Tab → [Legal Docs Download Tab](#). To modify its LEI data, the authorized user will log in the LEI web portal, and select LEI Service → Modify.



2. Only the authorized person will be allowed to modify the LEI reference data. In case you are not an authorized person, it will display **“You do not have access to this LEI as you are not authorized person for this LEI. Contact LEI Team.”**



3. The entity has to input the LEI number and click on Search. The screen will populate all the fields inputted during the previous registration process.



LEI MODIFY REGISTRATION

Registering as a Primary Party requires that 1) you are currently an employee of the firm for which you are registering, or are currently an employee of the firm which has controlling interest over the entity you are registering, and 2) you are authorized by your firm to register for a LEI. Please supply all the information below. Fields marked with * are mandatory fields and # conditional mandatory fields.

Terms and Conditions

1. Are you an authorized person of the legal entity on whose behalf you are registering? If you are an authorized person, you shall have to be authorized by the board resolution and/or Power of Attorney by the Legal Entity. By selecting this box, you agree to the Pre-LOU/LOU Rules governing this LEI service.
2. Please confirm whether the legal entity has not already applied to any other pre-LOU for a pre-LEI code or if an LEI has already been issued to the legal entity? If you are not sure, it is recommended that you check the database at <https://www.gleif.org> to search for a duplicate record before proceeding.

I have read and agree to the LOU Rules, Website Terms of Usage, Privacy & Cookie Statement and point No 2 above.

Registered Entity Details

*LEI	335800RCZWGF2O66WU65	?	?			
*Authorized Email Address	kgupta@ccilindia.co.in	?	Secondary Email Address		?	
*Authorized First Name	Jaiprakash	?	*Authorized Last Name	Gupta	?	
*Legal Name	Bhoomi Industrial Estate Limited	?	Other Entity Name		EDIT	?
Associated Entity		EDIT	?			

Legal/Registered Entity Address

*FirstAddressLine	Kalyan	?	AdditionalAddressLine	Matunga	?
AdditionalAddressLine	Kurla	?	AdditionalAddressLine	Colaba	?
*Country	India	?	*Region	Maharashtra	?

4. The entity can modify the fields (except legal form) and click on Save Button. The legal entity will have to provide direct and ultimate parent details to LEIL.

LEI MODIFY REGISTRATION

Registering as a Primary Party requires that: 1) you are currently an employee of the firm for which you are registering, or are currently an employee of the firm which has controlling interest over the entity you are registering, and 2) you are authorized by your firm to register for a LEI. Please supply all the information below. Fields marked with * are mandatory fields and # conditional mandatory fields.

Terms and Conditions

- Are you an authorized person of the legal entity on whose behalf you are registering? If you are an authorized person, you shall have to be authorized by the board resolution and/or Power of Attorney by the legal entity. By selecting this box, you agree to the Pre-LEI/LEI Rules governing this LEI service.
- Please confirm whether the legal entity has not already applied to any other pre-LEI for a pre-LEI code or if an LEI has already been issued to the legal entity? If you are not sure, it is recommended that you check the database at <https://www.gleif.org> to search for a duplicate record before proceeding.

I have read and agree to the LEI Rules, Website Terms of Usage, Privacy & Cookie Statement and part No.2 above.

Registered Entity Details

*LEI: 32569J2KX15C330159

*Board Authorized official (Partner/Prop. Email ID): mahesh@colinds.co.in

*Board Authorized official (Partner/Prop. Secondary Email ID):

*Authorized First Name: Mahesh

*Authorized Last Name: Shah

*Legal Name: Keep Well

Other Entity Name:

Associated Entity:

Legal/Registered Entity Address

*First Address Line: Kufruk

Additional Address Line:

*Country: India

*City: Mumbai

Additional Address Line:

Additional Address Line:

*Region: Jharkhand

*Postal Pincode: 400019

Headquarters Entity Address

Same as Legal Address

*First Address Line: Kufruk

Additional Address Line:

Additional Address Line:

*Country: India

*City: Mumbai

*Region: Jharkhand

*Postal Pincode: 400019

Other Address:

Entity Identifier

*Tax ID (PAN NO.): QGHTY56750

*Legal Form: Partnership Firms

*Registration Authority Name Type: Securities and Exchange Board of India

*Registration Authority ID: 6057567

Other Registration Authority Name Type: - Select -

Other Registration Authority ID:

*Jurisdiction: India

CGL/IR/Client Membership ID:

Entity Identifier

BIC Code:

#Scheme Opening Date:

*Industry Classification: Advertising and market research

#Name of Designated Person:

*Paid Up Capital (in INR):

Organization Type: - Select -

#Overseas Bank:

*Scheme Maturity Date:

Designation: - Select -

Website:

Annual Turnover (in INR):

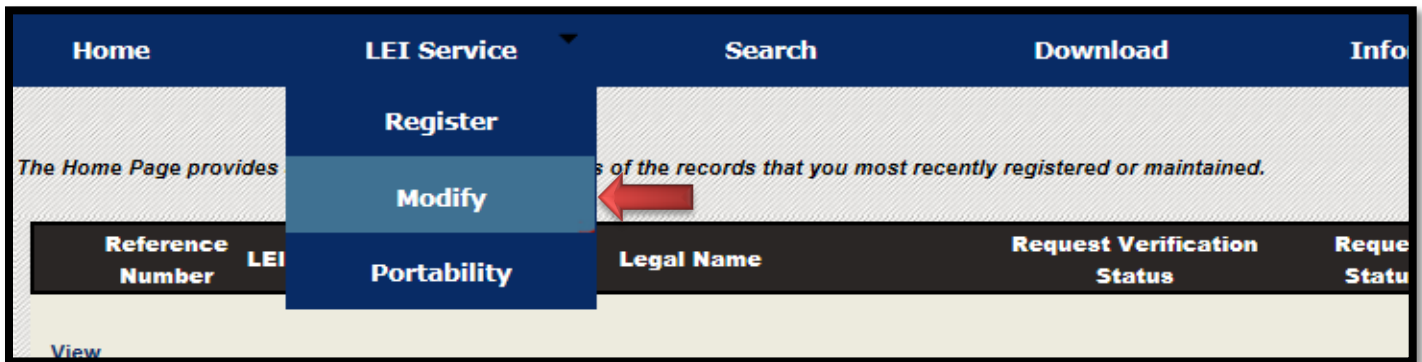
Comments:

- In case of change in the legal form, please refer [Events](#) → [Change in Legal Form](#).
- A reference number is generated and an email is sent for LEI validation to the authorized person.
- The legal entity will send the documents supporting the fields which the entity has modified, to the address mentioned in the email.
- LEIL will validate the LEI data submitted by legal entity from registration authority and documents sent by the legal entity.
- On successful validation of data submitted by legal entity, modification request is accepted and the data is updated.

Renewal Process Flow

The LEI is valid for a period of one year, post which the Registration Status is changed to “LAPSED”. The legal entity will receive three reminder emails for the renewal of LEI, out which two reminder emails sent to legal entity 60 days and 30 days before renewal is due and a last reminder 7 days before it is due.

1. The list of documents for renewal is available in Information Tab → [Legal Docs Download Tab](#). For renewing the LEI, the applicant will log in to the LEI web portal and select LEI Service → Modify.



2. Only authorized person will be allowed to modify LEI reference data. In case you are not an authorized person, it will display “**You do not have access to this LEI as you are not authorized person for this LEI. Contact LEI Team.**”



3. The entity has to input the LEI number and click on Search.

LEI MODIFY REGISTRATION

Registering as a Primary Party requires that 1) you are currently an employee of the firm for which you are registering, or are currently an employee of the firm which has controlling interest over the entity you are registering, and 2) you are authorized by your firm to register for a LEI. Please supply all the information below. Fields marked with * are mandatory fields and # conditional mandatory fields.

Terms and Conditions

- Are you an authorized person of the legal entity on whose behalf you are registering? If you are an authorized person, you shall have to be authorized by the board resolution and/or Power of Attorney by the Legal Entity. By selecting this box, you agree to the Pre-LOU/LOU Rules governing this LEI service.
- Please confirm whether the legal entity has not already applied to any other pre-LOU/LOU for a pre-LEI code or if an LEI has already been issued to the legal entity? If you are not sure, it is recommended that you check the database at <https://www.gleif.org> to search for a duplicate record before proceeding.

I have read and agree to the LOU Rules, Website Terms of Usage, Privacy & Cookie Statement and point No.2 above.

Registered Entity Details

*LEI Search ?

*Authorized Email Address ?

*Authorized First Name ?

*Legal Name ?

Associated Entity EDIT ?

Secondary Email Address ?

*Authorized Last Name ?

Other Entity Name EDIT ?

4. The screen will populate all the fields inputted during the previous registration process. The entity will have to check LEI Renewal Check Box.

LEI MODIFY REGISTRATION

Registering as a Primary Party requires that 1) you are currently an employee of the firm for which you are registering, or are currently an employee of the firm which has controlling interest over the entity you are registering, and 2) you are authorized by your firm to register for a LEI. Please supply all the information below. Fields marked with * are mandatory fields and # conditional mandatory fields.

Terms and Conditions

- Are you an authorized person of the legal entity on whose behalf you are registering? If you are an authorized person, you shall have to be authorized by the board resolution and/or Power of Attorney by the Legal Entity. By selecting this box, you agree to the Pre-LOU/LOU Rules governing this LEI service.
- Please confirm whether the legal entity has not already applied to any other pre-LOU/LOU for a pre-LEI code or if an LEI has already been issued to the legal entity? If you are not sure, it is recommended that you check the database at <https://www.gleif.org> to search for a duplicate record before proceeding.

I have read and agree to the LOU Rules, Website Terms of Usage, Privacy & Cookie Statement and point No.2 above.

Registered Entity Details

*LEI ?

*Authorized Email Address ?

*Authorized First Name ?

*Legal Name ?

Associated Entity EDIT ?

LEI Renewal ?

Secondary Email Address ?

*Authorized Last Name ?

Other Entity Name EDIT ?

5. The entity can modify the fields and click on the Submit Button. A reference number is generated and an email is sent for LEI validation to the authorized person of the legal entity.
6. If legal entity has made any changes in the earlier record then the legal entity will send the documents to the address mentioned in the email.
7. LEIL will validate the LEI data submitted by legal entity from registration authority and documents sent by legal entity.
8. On successful validation of data, the legal entity will receive an email for making payment to LEIL.
9. The legal entity has to login the LEI web portal and go to the Home Page. The entity will be able to view its LEI record on its Home Page as illustrated below:

The Home Page provides a list of records and the status of the records that you most recently registered or maintained.


Reference Number	LEI Number	Legal Name	Request Verification Status	Request Status	Request Type
Details 1110		ABC Limited		awaiting payment	OPEN NEW Payment

10. The Payment button will get enabled.

11. The user clicks the payment button and inputs the payment details:

The Home Page provides a list of records and the status of the records that you most recently registered or maintained.

Reference Number	LEI Number	Legal Name	Request Verification Status	Request Status	Request Type	
Details	1110	ABC Limited		awaiting payment	OPEN	NEW

 **Payment**

Request Details

*Reference Number: 19

*Mode of payment:

*Bank Name:

*Account Number:

*Amount:

*DD/NEFT No:

*DD/NEFT Date:

*Bank IFSC Code:

Select the respective mode of payment, fill all the details and click on submit to proceed

12. The explanations of the above fields are as described in [Registration Process](#) above.

13. The entity clicks on 'Submit' Button and sends the payment via NEFT or DD to LEIL.

14. LEIL processes the payment and sends a confirmation of receipt of payment to the legal entity.

15. On successful validation of LEI reference data, it is updated and renewal and modification request is accepted.

PORTABILITY

Overview

The portability is a feature wherein the legal entity has a choice to select the Pre LOU/LOU for maintaining its LEI data. Portability can work in two ways:

- A legal entity incorporated in India has received its LEI from a Pre LOU/LOU other than LEIL and decides to transfer the same to LEIL. In this case LEIL is the receiving Pre-LOU. This process is referred as **Port-IN**.
- The legal entity has received LEI from LEIL and desires to transfer to another Pre-LOU. In this case, LEIL is the sending Pre-LOU. This process is referred as **Port-OUT**.

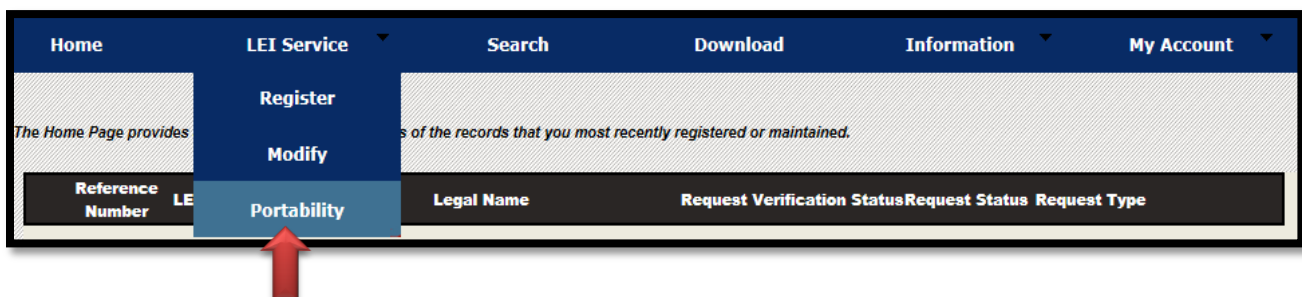
Prerequisites for Porting Process

1. The legal entity desirous of transferring its LEI data to the LEIL shall communicate its request to port LEI information by accessing the LEI website and inputting the requisite details.
2. The entity desirous of porting LEI shall submit a Letter of Intent duly signed and stamped along with the Board Resolution/Power of Attorney, as notified by LEIL.
3. The legal entity shall not incur any separate charge for its initial request for porting of LEI. However, where a LEI (after being ported in LEIL) with a LAPSED status, the Legal Entity shall apply for renewal of LEI through the web portal with the applicable fees to LEIL.

Port-IN

The process for porting-IN LEI is as follows:

1. The list of documents for Port-IN is available in Information Tab → [Legal Docs Download Tab](#). The entity will log in LEIL LEI portal and select LEI Service → Portability. In Port-IN, LEIL is the Receiving Pre-LOU.



LEI PORTABILITY

Search Entity

*PORT IN LEIL *PORT OUT FROM LEIL

*LEI CODE:

2. The entity has to select the option “PORT IN LEIL” and input LEI Number and click on “search” button.

LEI PORTABILITY

Search Entity

*PORT IN LEIL *PORT OUT FROM LEIL

*LEI CODE:

3. The entity has to input the registration details and click on Submit button:

- i. Authorized Email Address
- ii. Secondary Email Address (Optional)
- iii. Authorized First Name
- iv. Authorized Last Name

LEI PORTABILITY

Search Entity

*PORT IN LEIL *PORT OUT FROM LEIL

*LEI CODE:

Porting Details

*Authorized Email Address Secondary Email Address

*Authorized First Name *Authorized Last Name

LEI Number:	446900001AVO26P9X86	Legal Name:	ASOCIACION MEXICANA DE ESTANDARES PARA EL COMERCIO ELECTRONICO AC
Existing LOU:	Mexican LOU	Transferring to LOU:	LEIL
LEI Registration Date:	2/2/2017 7:07:30 AM +05:30	LEI Last Update Date:	2/2/2017 7:07:30 AM +05:30
Entity Expiration Date:		LEI Next Renewal Date:	2/2/2018 7:07:30 AM +05:30
LEI Registration Status:	ISSUED	Entity Status:	ACTIVE

Fields marked with * are mandatory fields.

4. A reference number is generated and an email detailing the documents to be sent for LEI Port Request is sent to the legal entity authorized person. The reference number will become an interface for any further communication between LEIL and the legal entity.

LEI PORTABILITY

Search Entity

*PORT IN LEIL *PORT OUT FROM LEIL

*LEI CODE:

Porting Details

*Authorized Email Address Secondary Email Address

*Authorized First Name *Authorized Last Name

LEI Number:	446900001AVO26P9X86	Legal Name:	ASOCIACION MEXICANA DE ESTANDARES PARA EL COMERCIO ELECTRONICO AC
Existing LOU:	Mexican LOU	Transferring to LOU:	LEIL
LEI Registration Date:	2/2/2017 7:07:30 AM +05:30	LEI Last Update Date:	2/2/2017 7:07:30 AM +05:30
Entity Expiration Date:		LEI Next Renewal Date:	2/2/2018 7:07:30 AM +05:30
LEI Registration Status:	ISSUED	Entity Status:	ACTIVE

Fields marked with * are mandatory fields.

This site says...

- Request Submitted Successfully
- Please retain the following reference number for future reference.
- 1336

5. The legal entity will send the applicable documents (Letter of Intent, Board Resolution and/POA) to the address mentioned in the email.
6. LEIL will validate the authorized person and contact the sending Pre-LOU. LEIL as a receiving LOU may reject the request of portability of the Legal Entity under advice to the entity.
7. In case of any objection received by sending Pre-LOU from the legal entity within five days, LEIL will reject the Port Request.
8. If no objection is received from the legal entity, the sending Pre-LOU will confirm to LEIL its acceptance of Port Request.
9. The entity will now have to input LEI reference data by logging on LEI portal.
10. The entity will retrieve the Port-IN form from Home Page by clicking 'View Details.'



View Details	1336	4469000001AVO28P9X86	ASOCIACION MEXICANA DE ESTANDARES PARA EL COMERCIO ELECTRONICO AC	Pending Porting Confirmation	OPEN	PORT-IN	Payment
------------------------------	------	----------------------	---	------------------------------	------	---------	---------

10. The Port-IN form will require the legal entity to input Mandatory Details such as Tax Id, registration authority Information, The legal entity desirous to transfer its LEI to LEIL will have to provide direct and ultimate parent details to LEIL..

LEI PORTABILITY

Registering as a Primary Party requires that 1) you are currently an employee of the firm for which you are registering, or are currently an employee of the firm which has controlling interest over the entity you are registering, and 2) you are authorized by your firm to register for a LEI. Please supply all the information below. Fields marked with * are mandatory fields and # conditional mandatory fields.

Terms and Conditions

Are you an authorized person of the legal entity on whose behalf you are registering? If you are an authorized person, you shall have to be authorized by the board resolution and/or Power of Attorney by the Legal Entity. By selecting this box, you agree to the **Pre-LOU/LOU Rules** governing this LEI service. I have read and agree to the Pre-LOU Rules, Website Terms of Usage, Privacy & Cookie Statement.

Registered Entity Details

*Authorized Email Address: abc@abc.com
 *Authorized First Name: XYZ
 *Legal Name: ASOCIACION MEXICANA DE ESTANDARES
 Associated Entity: ADD
 Secondary Email Address: xyz@abc.com
 *Authorized Last Name: XYZ
 Other Entity Name: ADD

Legal/Registered Entity Address

*FirstAddressLine: BOULEVARD TOLUCA
 AdditionalAddressLine: Ei Conde
 *Country: India
 *City: Naucalpan de Juárez
 AdditionalAddressLine: 46
 AdditionalAddressLine: Naucalpan de Juárez
 *Region: - Select -
 *Postal Pincode: 53500

Headquarters Entity Address

Same as Legal Address
 *FirstAddressLine: BOULEVARD TOLUCA
 AdditionalAddressLine: Ei Conde
 *Country: - Select -
 *City: Naucalpan de Juárez
 AdditionalAddressLine: 46
 AdditionalAddressLine: Naucalpan de Juárez
 *Region: - Select -
 *Postal Pincode: 53500

Entity Identifiers

*Tax ID (PAN NO.):
 *Registration Authority Name/Type: - Select -
 Other Registration Authority Name/Type: - Select -
 *Jurisdiction: - Select -
 *Legal Form: - Select -
 *Registration Authority ID:
 Other Registration Authority ID:
 CCIL/TR/Client Membership ID:

Entity Identifiers

BIC Code:
 #Scheme Opening Date:
 *Industry Classification: - Select -
 # Name of Designated Person:
 Paid Up Capital (in laos):
 Organization Type: - Select -
 #Custodian Bank:
 Scheme Maturity Date:
 Designation: - Select -
 Website:
 Annual Turnover (in laos):
 Comments:

Porting Details

Ref Number: 1336
 Existing LOU: GST México
 LEI Registration Date: 2/2/2017 7:07:30 AM +05:30
 Entity Expiration Date:
 LEI Registration Status: PENDING
 LEI Number: 4469000001AVD26P5X86
 Transferring to LOU: LEIL
 LEI Last Update Date: 2/2/2017 7:07:30 AM +05:30
 Entity Status: Active
 LEI Next Renewal Date: 2/2/2018 12:00:00 AM +05:30

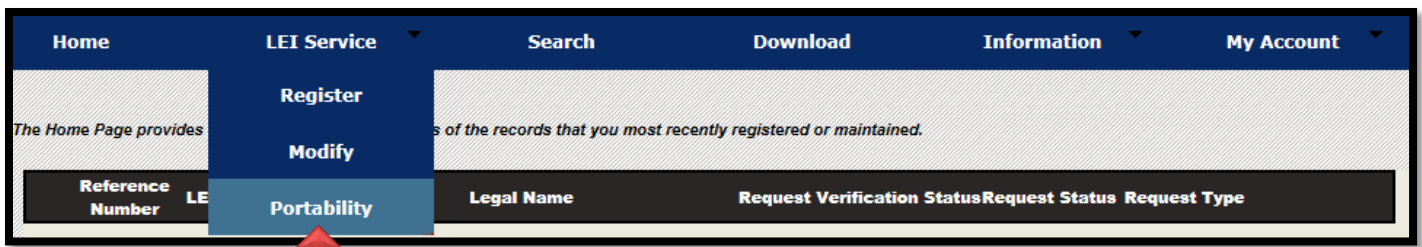
Save Submit Reset

11. The entity clicks on the Submit button and an email detailing the documents to be sent for LEI validation is sent to the authorized person of the legal entity.
12. LEIL will validate the LEI data submitted by the legal entity from the registration authority and documents sent by the legal entity.
13. On successful validation of LEI reference data, LEIL will publish the data.
14. The entity can check the updated details in the [Search Screen](#) on the web portal.

Port-OUT

The process for porting-OUT LEI is as follows:

1. The entity will log in to the LEIL LEI portal and select LEI Service → Portability. In Port-OUT, LEIL is the **Sending** Pre-LOU.
2. The legal entity has to first approach the receiving Pre-LOU. The receiving Pre-LOU will contact LEIL for the Port request.
3. The entity will log in LEIL LEI portal and select LEI Service → Portability.



The screenshot shows the 'LEI PORTABILITY' search form. It includes a 'Search Entity' section with two radio buttons: '*PORT IN LEIL' (unselected) and '*PORT OUT FROM LEIL' (unselected). Below these is a text input field for '*LEI CODE:' and a 'Search' button.

4. The entity has to select the option “PORT OUT FROM LEIL” and input LEI Number.

The screenshot shows the 'LEI PORTABILITY' search form with the '*PORT OUT FROM LEIL' radio button selected. The '*LEI CODE:' field now contains the value '3358004CYVKVC1975W44'. A red arrow points down to the 'Search' button.

5. The entity has to select the Pre-LOU to which it intends to Port the LEI.

The screenshot shows the 'LEI PORTABILITY' search results form. The '*PORT OUT FROM LEIL' radio button is selected. The '*LEI CODE:' field contains '335800RCZWGF2O66WU65'. Below this is a 'Porting Details' table with the following information:

LEI Number:	335800RCZWGF2O66WU65	Legal Name:	Bhoomi Industrial Estate Limited
Existing LOU:	LEIL	Transferring to LOU:	GS1 México-Mexican LOU
LEI Registration Date:	4/3/2017 3:26:39 PM +05:30	LEI Last Update Date:	4/3/2017 3:26:39 PM +05:30
Entity Expiration Date:		LEI Next Renewal Date:	4/3/2018 3:26:39 PM +05:30
LEI Registration Status:	ISSUED	Entity Status:	ACTIVE

At the bottom of the table, there is a note: 'Fields marked with * are mandatory fields.' Below the table are 'Submit' and 'Reset' buttons. A red arrow points to the 'Transferring to LOU' dropdown menu.

6. A reference number is generated and this number will become an interface for any further communication between LEIL and the legal entity.

7. In case of any objection with respect to Port out Request, the legal entity will revert to us within five working days. If no objection is received, LEIL will complete the transfer of data.

8. The entity can check the updated details in the [Search Screen](#) on the web portal.

ADDITIONAL FEATURES

Events

Legal Entity Ceases Operation

1. In case entity ceases operation, the entity will inform the same to LEIL.
2. The legal entity will submit the relevant documents as advised by LEIL. On successful validation of documents from the registration authority (MCA in case of companies) and documents submitted by legal entity, LEIL will change the registration status from “Active” to “Inactive”.

Merger, Amalgamation, Acquisition, Split or Demerger

1. A Legal Entity having an LEI maintained by the LEIL, that undergoes an event such as Merger, Amalgamation, Acquisition, Split or Demerger shall without delay communicate such information to LEIL via email.
2. The legal entity will submit the relevant documents as advised by LEIL. On successful validation of documents from registration authority (MCA in case of companies) and documents submitted by legal entity, LEIL will change the registration status from “Active” to “Merged”. LEIL will change the registration status from “Active” to “Inactive” for entities that cease to exist.
3. In case of new entities coming into existence as per registration authority records (wherever available) may apply for issue of fresh LEI. Legal entities surviving as a result of merger, acquisition, amalgamation, split or demerger shall continue using their existing LEIs.

Change in Legal Form

1. Change in the Legal Form from one form to another e.g. from Sole Proprietorship to Partnership or from Partnership to Limited Liability Partnership, public limited to private limited or vice versa shall be treated as an event.
2. Legal entity undergoing any change in legal form shall without delay communicate such information to LEIL via email. The new entity formed/incorporated as a result of change of legal form shall apply for new LEI.
3. Companies registered under the Companies Act, whenever there is a conversion of company from one class to another resulting in the change of CIN shall notify such change via email to LEIL.
4. The new company formed as a result of the conversion shall apply for new LEI. This also applies to the change of Legal form from LLP to Company or Company to LLP.
5. However, when there is a change of name, not resulting into change in class of companies or events such as merger, split etc., and then the entity need not apply for a new LEI. Also, when there is a change in CIN/LLP No. due to change in address, the entity need not apply for new LEI.

Survivor LEI in case of Duplicate Record

1. LEIL checks for duplicate record for LEIs assigned by itself with all other Pre-LOUs. In case LEIL detects an entity has obtained LEI apart from LEIL Pre-LOU in “Active” Status, then LEIL will contact the legal entity.

- The legal entity has to confirm whether a duplicate LEI exists or not. In case of duplicate record, the legal entity has to confirm the choice of which Pre-LEI should survive within 10 working days.
- If the legal entity does not respond within 10 working days, then by default the earliest LEI will survive. The non-surviving LEI(s) are “Inactivated”.

Download Tab-File Download

There are seven different files are getting published on LEIL web portal on a daily basis which includes legal entity reference data and relationship reference data. The user can create their log in on LEIL web portal and log in with their login credentials and click on download tab to download the files at free of cost in XML format. The detailed information about the files is as under;

File Name	File Type	Explanation
CDF1 XML & CDF2 XML	Full	The file contains all LEI Data Records managed by LEIL as on date.
	Delta	The file contains those LEI Data Records which are new or changed since the previously published delta file
Relationship Data	Full	The file contains all relationship records where legal entity has submitted the LEI no. of their direct and ultimate parent as on date
	Delta	The file contains those relationship records where legal entity has submitted the LEI no. of their direct and ultimate parent which are new or changed since the previously published delta file
Reporting Exception Data	Full	The file contains all Reporting Exceptions (if any) reported by legal entities which are managed by LEIL.

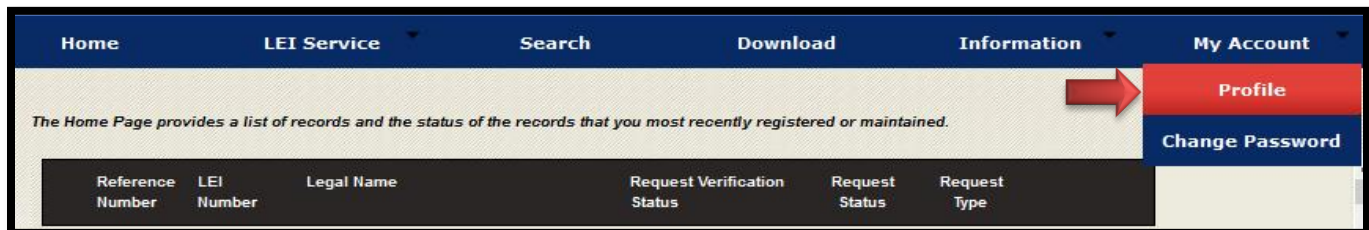


Download File

Creation Date	CDF2 XML		Relationship Data		Reporting Exception Data
	Full File	Delta File	Full File	Delta File	Full File
2017-12-30	LEIL-CDF2-Full-20171230.zip File size: 34.71kB	LEIL-CDF2-Delta-20171230.zip File size: 546.00 B	LEIL-RR-Full-20171230.zip File size: 6.85kB	LEIL-RR-Delta-20171230.zip File size: 552.00 B	LEIL-RE-Full-20171230.zip File size: 4.52kB
2017-12-29	LEIL-CDF2-Full-20171229.zip File size: 34.71kB	LEIL-CDF2-Delta-20171229.zip File size: 544.00 B	LEIL-RR-Full-20171229.zip File size: 6.86kB	LEIL-RR-Delta-20171229.zip File size: 551.00 B	LEIL-RE-Full-20171229.zip File size: 4.52kB
2017-12-28	LEIL-CDF2-Full-20171228.zip File size: 34.71kB	LEIL-CDF2-Delta-20171228.zip File size: 541.00 B	LEIL-RR-Full-20171228.zip File size: 6.85kB	LEIL-RR-Delta-20171228.zip File size: 549.00 B	LEIL-RE-Full-20171228.zip File size: 4.51kB
2017-12-27	LEIL-CDF2-Full-20171227.zip File size: 34.71kB	LEIL-CDF2-Delta-20171227.zip File size: 542.00 B	LEIL-RR-Full-20171227.zip File size: 6.85kB	LEIL-RR-Delta-20171227.zip File size: 549.00 B	LEIL-RE-Full-20171227.zip File size: 4.51kB
2017-12-26	LEIL-CDF2-Full-20171226.zip File size: 34.71kB	LEIL-CDF2-Delta-20171226.zip File size: 541.00 B	LEIL-RR-Full-20171226.zip File size: 6.85kB	LEIL-RR-Delta-20171226.zip File size: 547.00 B	LEIL-RE-Full-20171226.zip File size: 4.52kB
2017-12-25	LEIL-CDF2-Full-20171225.zip File size: 34.71kB	LEIL-CDF2-Delta-20171225.zip File size: 540.00 B	LEIL-RR-Full-20171225.zip File size: 6.85kB	LEIL-RR-Delta-20171225.zip File size: 548.00 B	LEIL-RE-Full-20171225.zip File size: 4.51kB
2017-12-24	LEIL-CDF2-Full-20171224.zip File size: 34.71kB	LEIL-CDF2-Delta-20171224.zip File size: 541.00 B	LEIL-RR-Full-20171224.zip File size: 6.85kB	LEIL-RR-Delta-20171224.zip File size: 548.00 B	LEIL-RE-Full-20171224.zip File size: 4.51kB
2017-12-23	LEIL-CDF2-Full-20171223.zip File size: 34.71kB	LEIL-CDF2-Delta-20171223.zip File size: 541.00 B	LEIL-RR-Full-20171223.zip File size: 6.85kB	LEIL-RR-Delta-20171223.zip File size: 546.00 B	LEIL-RE-Full-20171223.zip File size: 4.51kB
2017-12-22	LEIL-CDF2-Full-20171222.zip File size: 34.71kB	LEIL-CDF2-Delta-20171222.zip File size: 541.00 B	LEIL-RR-Full-20171222.zip File size: 6.85kB	LEIL-RR-Delta-20171222.zip File size: 547.00 B	LEIL-RE-Full-20171222.zip File size: 4.51kB

My Account Tab

A user can manage their profile via “My Account” tab.



User can click on the “Edit” button and edit its details except its email address.

My Profile

You can edit your profile here.

Please supply all the information below. Fields marked with * are required.

Name

*Title

*First Name

*Last Name

Login Credentials

*Email Address

*Address Line 1

Address Line 2

*Telephone No.

*Mobile No.

*Country

*City

*Postal Zip Code

*Region

Group Email Address

*Legal Name

Job Title

Alternative Email ID

Other Info



Edit

Save