

LEI

HOW TO GET AN LEI?

STEP 1.
OPEN AN ACCOUNT

Click **REGISTER** at <https://lei.kdpw.pl/>



Define your login and password, enter your e-mail address and click **REGISTER**



Complete your registration: click the **activation link** sent to you by email and sign in your account

STEP 2.
COMPLETE THE FORM

In the **MY ACCOUNT** menu available after logging in, click **MY DATA** and go to the form to be completed with the details of the entity to be issued an LEI



Enter the entity's details and other mandatory information, sign the representations and click **SAVE**



Attach additional documents, e.g., power of proxy to represent the company, financial statement of indicated parent **in a pdf file** to the form.

STEP 3.
SUBMIT AN APPLICATION

In the **MY ACCOUNT** menu, click **LEI CODE SERVICES**



Click **NEW LEI CODE**, sign the mandatory representations and **SEND** the LEI application



You will get an email confirming that the application has been accepted and providing payment details. Verification may take no more than one day.

Your VAT invoice will not be emailed. It will be available for download after you pay the fee.

STEP 4.
PAY THE FEE AND GET YOUR LEI

When you get an email confirming that the application has been accepted and providing payment details, go to the **MY ACCOUNT** menu available after logging in, click **INVOICES** and **PAYMENTS** and **get the PRO-FORMA invoice**



Pay the fee **online** from **INVOICES** and **PAYMENTS** or **by ordinary bank transfer** to the unique account number specified in the PRO-FORMA invoice. The account is also provided in the email.

The sooner you pay the fee, the sooner your LEI will be issued.

BY PAYING ONLINE, YOU WILL RECEIVE LEI IMMEDIATELY



As soon as the payment is booked, you will receive an email confirming that your LEI has been issued.

Go to the **MY ACCOUNT** menu, click **LEI CODE SERVICES** and get your LEI certificate. **Download the VAT invoice** in the **MY ACCOUNT** menu under **INVOICES** and **PAYMENTS**