

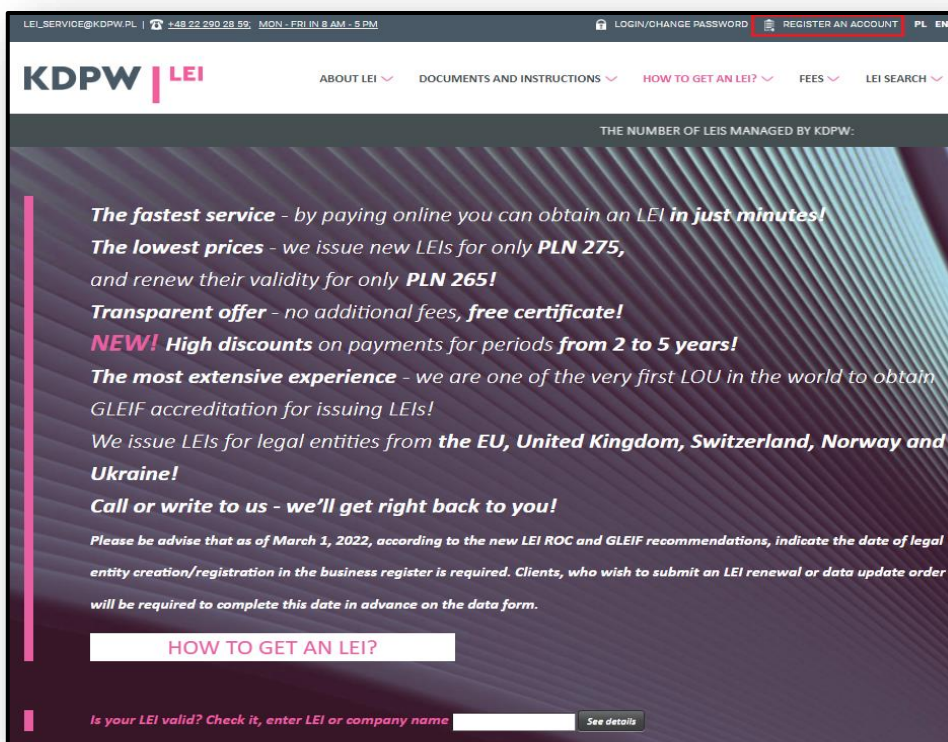
## Instruction of opening an online account and filing an application for the issuance of an LEI

Depending on the type of account selected when registering the user account as *ENTITY ACTING ON OWN BEHALF* or as *LEI AGENT*, some application windows presented in the instruction may have different content.

### Register an account

First step to gen an LEI in KDPW is opening an online account at <https://lei.kdpw.pl/>.

- Please select **REGISTER AN ACCOUNT** and follow the below procedure.

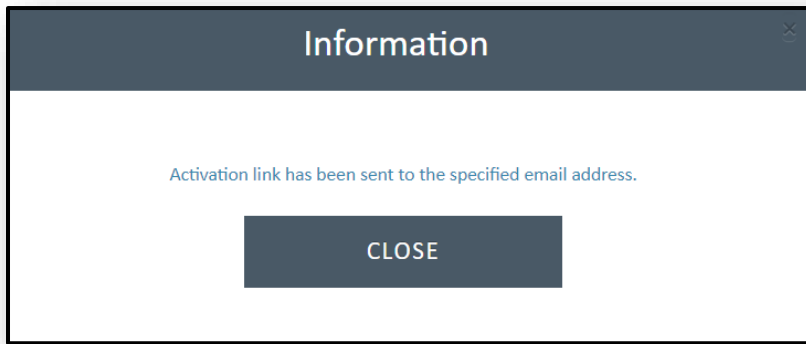


- Fill out the registration form in accordance with the guidelines.

The screenshot shows a registration form titled "REGISTER ACCOUNT". It contains the following elements from top to bottom:

- Input field for "User's Login"
- Input field for "E-mail"
- Input field for "Password"
- Input field for "Confirm Password"
- Radio button selection:
  - THE ENTITY ACTS ON BEHALF OF OWN
  - LEI AGENT
- Security code display: "iWSBM" with "new code" below it.
- Input field for the security code.
- "REGISTER" button.

- **User's Login** – login will be used in order to access the account.
- **E-mail** – on indicated address email KDPW will be sending whole correspondence regarding LEI.
- **Password** – should contain at least eight characters (no more than 50 characters) and include at least one upper and one lower case letter, at least one digit, as well at least one other character (e.g., !, \$, #, %).
- **Account type:**
  - **The entity acts on behalf of own** – if the application for an LEI is made only for entity that opening account.
  - **LEI Agent** – if the application for an LEI is made on behalf of other entities and the account registrant.
- Once the registration form is completed correctly, an e-mail with the link to activate the account will be sent to the e-mail address provided in the registration process.



Clicking on the link will redirect you to the <https://lei.kdpw.pl> website and allow to login.

### **Complete the registration and data update form**

After logging in to account, go to the **MY ACCOUNT – MY DATA** tab and fill the entity's details in the form. Data of entity should be completed in accordance with the entry in the business register.

If you are registering an entity which will act as an **LEI Agent**, complete the data registration form with the agent's data in the tab **MY ACCOUNT – MY DATA** and then click **MY ACCOUNT - LEI CODES SERVICES AS AGENT - NEW LEI CODE** and complete the registration form with the data of the entity applying for an LEI. If you are requesting LEIs both for an agent and for third parties, file the application for the agent and then file applications for each entity by adding them to the Basket. To add another application, go back to the tab **LEI CODES SERVICES AS AGENT** and click **NEW LEI CODE**. The application will allow you to add multiple items to the basket but the basket may only contain orders with the same VAT declaration.

**Data entered in the form will be shown in the invoice.** For orders filed for third parties by an agent, the invoice will be issued to the agent.

### **Registration form:**

- **LEGAL JURISDICTION** - select from the scroll-down menu the country of the registered address of the entity which you represent.
- **VAT number/Tax ID** – field is obligatory if the VAT number of the entity is registered in VIES.
- **Business register name** – before selecting business register please ensure that jurisdiction field is selected then select register in scroll down menu.
- **Business register entity ID** - number of the entity in the selected register.
- **Company Legal (full) name** according to the business register and **short name of the entity** – the abbreviation of the name may contain up to 15 characters.
- **Full company name transcribed into the latin alphabet** - after clicking on that field the name will be completed automatically, if the the full company name has been provided. If not, please full

the company name using Latin letter without Polish diacritics e.g. 'a' instead of 'ą', 'l' instead of 'ł'.

- **Language of the register** - select the language of the register from the scroll-down menu.
- **Legal form** – select from the scroll-down menu.
- **Date of entry in the business register** – enter the date of the entity's original registration in the designated business register.

**ENTITY DETAILS AS ENTERED IN THE REGISTER**

<b>USER'S LOGIN</b> TEST KDPW	<b>LEGAL JURISDICTION</b> Proszę wybrać...
<b>VAT NUMBER/TAX ID - OBLIGATORY IF REGISTERED IN VIES</b> [Empty field]	
<b>BUSINESS REGISTER NAME</b> Proszę wybrać...	<b>BUSINESS REGISTER ENTITY ID</b> [Empty field]
<b>COMPANY NAME (SHORT VERSION)</b> [Empty field]	
<b>COMPANY LEGAL (FULL) NAME</b> [Empty field]	<b>LANGUAGE OF THE REGISTER</b> Proszę wybrać...
<b>FULL COMPANY NAME TRANSCRIBED INTO THE LATIN ALPHABET</b> [Empty field]	
<b>LEGAL FORM</b> Proszę wybrać...	
<b>DATE OF ENTRY IN THE BUSINESS REGISTER</b> [Empty field]	

- **Legal address** of the entity as entered in the register and **headquarters address** – headquarters address for funds is the Fund Manager address.

LEGAL ADDRESS OF THE ENTITY AS ENTERED IN THE REGISTER	
COUNTRY Proszę wybrać...	REGION Proszę wybrać...
POST CODE	TOWN
STREET	HOUSE NUMBER
FLAT NUMBER	
<b>COPY THE ADDRESS AS ABOVE</b>	
HEADQUARTERS ADDRESS (FOR FUNDS - THE FUND MANAGER ADDRESS)	
COUNTRY Proszę wybrać...	REGION Proszę wybrać...
POST CODE	TOWN
STREET	HOUSE NUMBER
FLAT NUMBER	

- **Owner relations of the legal entity** - complete the data in accordance with the **Instruction**. **Ownership relationships** located in the **DOCUMENTS AND INSTRUCTIONS - INSTRUCTIONS**.

OWNER RELATIONS OF THE LEGAL ENTITY
<b>ADD OR EDIT OWNERSHIP RELATIONSHIPS</b>

- **Other** – provide full name of the authorized representative of the applicant LEI holder and contact details.

**OTHER**

FULL NAME OF THE ENTITY'S AUTHORISED REPRESENTATIVE	POSITION
USER PHONE NUMBER	
E-MAIL ADDRESS 1	CONFIRM E-MAIL ADDRESS 1
<b>COPY THE EMAIL ADDRESS AS ABOVE</b>	
E-MAIL ADDRESS 2	CONFIRM E-MAIL ADDRESS 2

- **Payment period** – it is possible to choose the payment in advance for period from 1 to 5 years.

**PAYMENT PERIOD - THERE IS A CHOICE OF 1 TO 5 YEARS**

Payment for 1 year - Issuance of the LEI 275 PLN, renewal of the LEI 265 PLN ▼

- **VAT statement** – statement should be marked appropriate, depending on the place of establishment business.

**STATEMENT AS TO WHETHER OR NOT VAT SHOULD BE ADDED**

1. The Service Recipient does not have a fixed establishment in the territory of the Republic of Poland or if the Service Recipient has a fixed establishment in the territory of an EU country and has a VAT number registered in VIES (VAT Information Exchange System; [https://ec.europa.eu/taxation\\_customs/vies/](https://ec.europa.eu/taxation_customs/vies/)) provided by European Commission.

2. The Service Recipient has a fixed establishment in the territory of the Republic of Poland or if the Service Recipient has a fixed establishment in the territory of an EU country and does not have a VAT number registered in VIES.

a. The purchased service is provided to the fixed establishment.

b. The purchased service is not provided to the fixed establishment. Not applicable to the Service Recipient who does not have a fixed establishment in the territory of the Republic of Poland.

**Authorisation to apply for an LEI.**

For an LEI can apply:

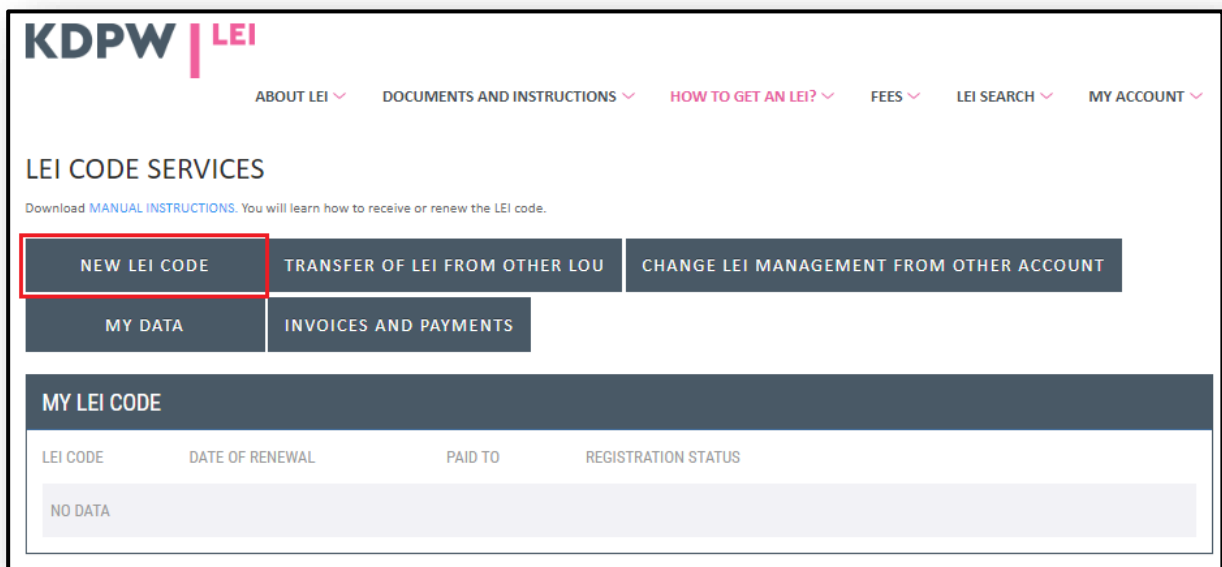
- a person who is a duly authorised representative of the entity entered as such in the relevant business register;
- a person acting under the granted power of attorney;

- another entity (LEI Agent) under an authorisation signed by a person entered as a duly authorised representative of the entity in the relevant business register and enforcement authority which enforces debt using financial instruments recorded in the account of a Legal Entity which is a debtor, eligible to hold an Identifier. POA should be granted not later than 60 days before applying for an LEI.

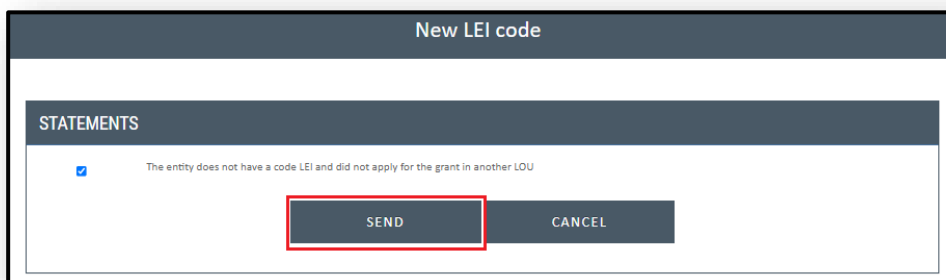
The power of attorney templates (for an employee and an LEI Agent) can be downloaded from the KDPW website <https://lei.kdpw.pl> under the tab **DOCUMENTS AND INSTRUCTIONS - DOCUMENT TEMPLATES**. The power of attorney can be attached in the form **MY ACCOUNT – MY DATA – UPLOAD FILES** or send to the e-mail address: [lei\\_service@kdpw.pl](mailto:lei_service@kdpw.pl). Documents originally drawn up in a language other than Polish and English should be provided in translation into either Polish or English.

### **Request the issuance of an LEI**

Once all data has been provided, go to the tab **MY ACCOUNT - LEI CODE SERVICES**, select the option **NEW LEI CODE**.



Submit the required statement and **SEND** the application.



You will receive a message notifying you that the order has been accepted for verification and that you will be notified of further steps of its processing at the e-mail address entered in the form.

In case of LEI Agent account, after saving data in the form, application will be saved in the basket. In order to send it, please go to **MY ACCOUNT – BASKET**.

If you have questions, please contact us at the phone number or email address indicated on the website <https://lei.kdpw.pl>.