

Instruction for the filing of an LEI renewal application

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.

LEI renewal orders are generated in two ways:

- **Manual filing of an order** – 60 days before the LEI expiration date, you can manually request the renewal of the LEI in the application <https://lei.kdpw.pl/>.
- **Generated automatically by the system** – 6 weeks before the LEI expiration date, the user receives an e-mail notifying them of an LEI renewal order filed automatically by the system. The client is notified in separate e-mails about the outcome of verification and the payment details.

Orders automatically placed by the system are always generated for a payment period of 1 year. This option can be changed by cancel the automatically generated renewal order in the **MY ACCOUNT - LEI CODE SERVICES** tab and then in the **HISTORY OF ORDERS** select the **REMOVE** option, next to the active order. The next step is to place the order manually.

| HISTORY OF ORDERS | | | | | | |
|-------------------|--------------|---------------|------|------------|--------------|--------|
| | ORDER NUMBER | CREATION DATE | NAME | ORDER TYPE | ORDER STATUS | REASON |
| Remove | 27062 | 2022-05-30 | XYZ | Renewal | In progress | |
| | 27059 | 2022-05-30 | XYZ | Import | Done | |

If the LEI renewal order is filed manually, please make sure that entity data are updated. To modify entity data, go to the tab **MY ACCOUNT** and select **MY DATA**. Modify the data to be changed in the form and click **SAVE**. If it is necessary to update the ownership relation of the entity, use the Instruction: Ownership relationships located in the **DOCUMENTS AND INSTRUCTIONS-INSTRUCTIONS**.

Next, select **MY ACCOUNT – LEI CODE SERVICES** and click **RENEWAL**.

KDPW | LEI

ABOUT LEI ▾ DOCUMENTS AND INSTRUCTIONS ▾ HOW TO GET AN LEI? ▾ FEES ▾ LEI SEARCH ▾ MY ACCOUNT ▾

LEI CODE SERVICES

Download [MANUAL INSTRUCTIONS](#). You will learn how to receive or renew the LEI code.

MY DATA | INVOICES AND PAYMENTS

MY LEI CODE

| LEI CODE | DATE OF RENEWAL | PAID TO | REGISTRATION STATUS | | | | | |
|----------------------|-----------------|------------|---------------------|---------|--------|----------------|------------------------------|--------------|
| 549300Z2D5R4BFPTFC87 | 2022-06-10 | 2022-06-10 | Lapsed | Details | Update | Renewal | Transfer of LEI to other LOU | Cancellation |

Then, indicate the payment period for which the you want to make a payment for the LEI code. Making a multi-year payment (for periods from 2 to 5 years) means annual unpaid code renewals for the period for which the payment was made.

LEI renewal

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

Payment for 4 years - Issuance and subsequent renewals of the LEI for the 2nd, 3rd and 4th or subsequent renewals of the LEI in the next 4 years - 9 ▾

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

Payment for 2 years - Issuance and subsequent renewal of the LEI for the 2nd year or subsequent renewals of the LEI in the next 2 years - 490 PLN / 245 PLN net per year

Payment for 3 years - Issuance and subsequent renewals of the LEI for the 2nd and 3rd year or subsequent renewals of the LEI in the next 3 years - 705 PLN/235 net per year

Payment for 4 years - Issuance and subsequent renewals of the LEI for the 2nd, 3rd and 4th or subsequent renewals of the LEI in the next 4 years - 900 PLN/225 PLN net per year

Payment for 5 years - Issuance and subsequent renewals of the LEI for the 2nd, 3rd, 4th and 5th year or subsequent renewals of the LEI in the next 5 years - 1075 PLN/215 PLN net per year

After selecting the payment period, click **SEND**.

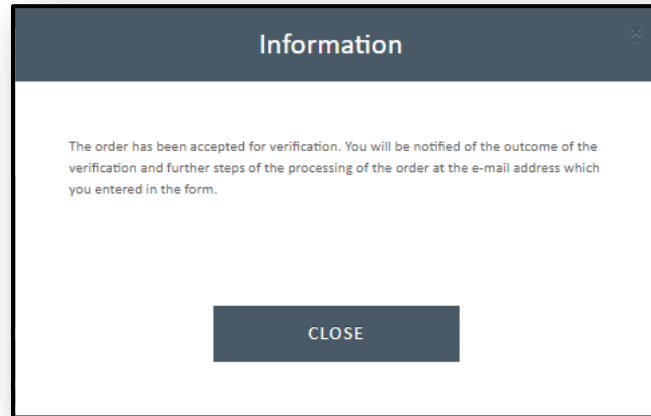
LEI renewal

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

Payment for 5 years - Issuance and subsequent renewals of the LEI for the 2nd, 3rd, 4th and 5th year or subsequent renewals of the LEI in the next 5 ▾

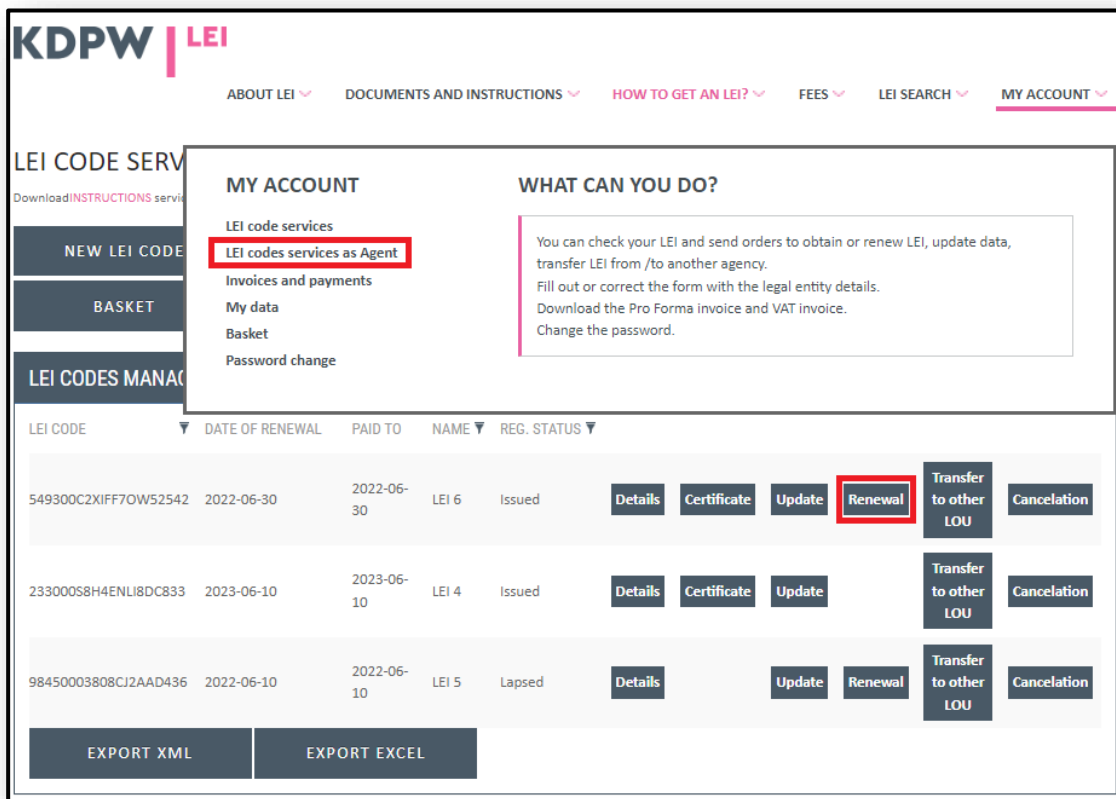
SEND CANCEL

You will see message that the order has been accepted for verification.



To the account user's e-mail address will be sent an information about the submitted LEI renewal request.

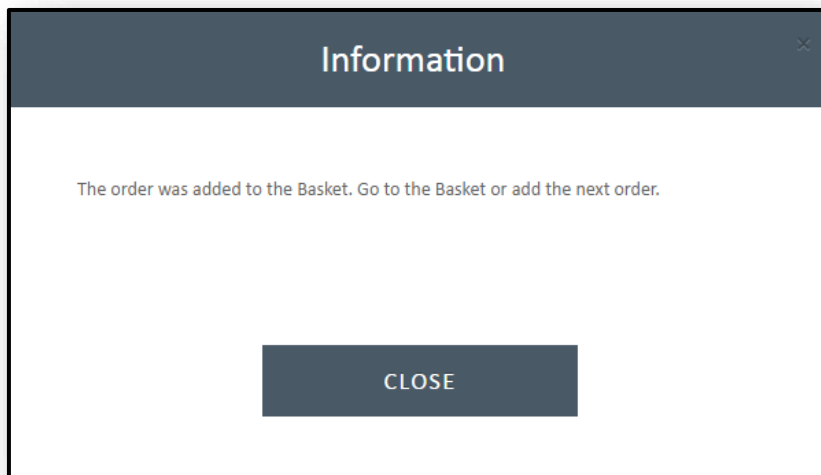
For an **Agent** account, select **MY ACCOUNT – LEI CODE SERVICES AS AGENT**, and select the LEI to be renewed from the list of entities.



To send the order, choose **RENEWAL** and click **SEND**.



Next, follow the instructions in the pop-up message.



In the next step, we go to the **BASKET**.

KDPW | LEI

ABOUT LEI ▾ DOCUMENTS AND INSTRUCTIONS ▾ HOW TO GET AN LEI? ▾ FEES ▾ LEI SEARCH ▾ MY ACCOUNT ▾

LEI CODE SERVICES - AGENT

Download **INSTRUCTIONS** service orders. You will learn, how to receive or renew the LEI.

BASKET

LEI CODES MANAGED BY AGENT

| LEI CODE ▾ | DATE OF RENEWAL | PAID TO | NAME ▾ | REG. STATUS ▾ | | | |
|----------------------|-----------------|------------|--------|---------------|----------------|--------------------|----------------|
| 549300C2XIFF7OW52542 | 2022-06-30 | 2022-06-30 | LEI 6 | Issued | Details | Certificate | Renewal |
| 233000S8H4ENL8DC833 | 2023-06-10 | 2023-06-10 | LEI 4 | Issued | Details | Certificate | |
| 98450003808CJ2AAD436 | 2022-06-10 | 2022-06-10 | LEI 5 | Lapsed | Details | | Renewal |

EXPORT XML **EXPORT EXCEL**

HISTORY OF ORDERS

| ORDER NUMBER | CREATION DATE | NAME ▾ | ORDER TYPE | ORDER STATUS | REASON |
|--------------|---------------|--------|------------|--------------|--------|
| 27118 | 2022-06-13 | LEI 6 | Renewal | In basket | |

You can add multiple LEI renewal orders to the basket and send them jointly in one request. If you decide not to send an order for any entity, you can delete the order from the basket by using the function **REMOVE**. Here, we also indicate the period for which we want to make the payment (from 1 to 5 years). To submit the LEI renewal order for verification click **SEND**.

KDPW | LEI

ABOUT LEI | DOCUMENTS AND INSTRUCTIONS | HOW TO GET AN LEI? | FEES | LEI SEARCH | MY ACCOUNT

Basket

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

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LIST OF APPLICATIONS - THE SELECTION OF THE PAYMENT PERIOD DOES NOT APPLY TO LEI FOR WHICH THE PERIOD DOES NOT END

| | SHORT NAME | VAT/TAX ID | REGON | BUSINESS REGISTER | ID FROM THE REGISTER |
|---------------|------------|------------|-----------|-------------------|----------------------|
| Remove | LEI 6 | 0954903589 | 496845698 | RA000484 | 5438574698 |

SEND

Information about the submitted LEI renewal request will be sent to the account user's e-mail.

If the LEI is LAPSED, the payment period selection appears immediately after selecting **RENEWAL**. The order is sent directly for verification (without first going to the basket).

The data in the application will be verified.

If additional documents must be submitted in order to complete the verification of an application, we will request that you send such documents (directly to the address of the person responsible for the processing of the application or at lei_service@kdpw.pl).

If a direct and ultimate parent are indicated, the consolidated financial statements of these entities should be submitted (to the address lei_service@kdpw.pl or by adding to the user's account in the tab **MY ACCOUNT - MY DATA – FILES UPLOADED**).

Once the application has been verified and approved, you will be requested to pay the fee to the bank account specified in an e-mail. The payment details will be presented in your account together with a pro-forma invoice (MY ACCOUNT - INVOICES AND PAYMENTS). Payment can be made by common bank transfer or ONLINE by Blik, high-speed transfer and credit cards VISA and MASTERCARD. ("Imoje" service of ING Bank Śląski SA).

Please do not use other banks accounts of KDPW.

Rejection of an LEI renewal application.

- If an LEI renewal application is rejected, the reason for the rejection will be notified at the e-mail address.
- You will be requested to correct the wrong data in the application <https://lei.kdpw.pl/> (**MY ACCOUNT - LEI CODE SERVICES**) and to send another renewal order.

- For entities whose LEIs are managed by an agent, select the entity whose data are to be corrected, submit a data update request and, once it is approved, submit the LEI renewal order.