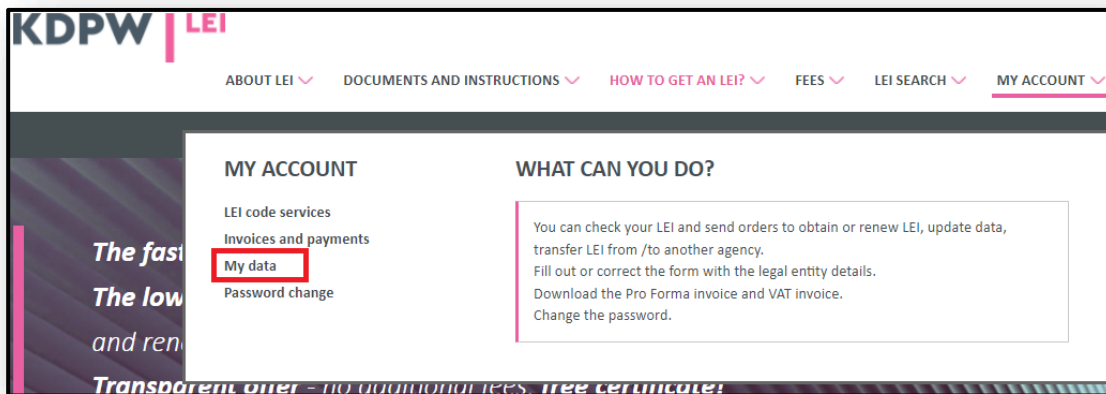


Instruction for filing a data update request

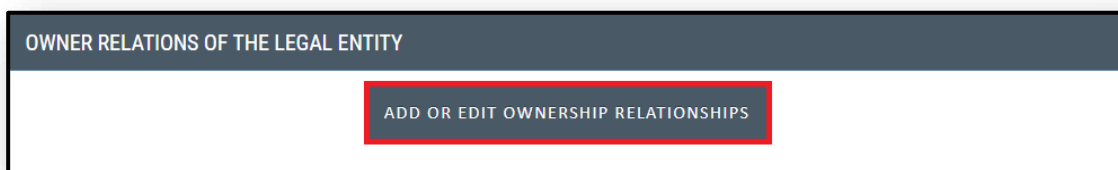
Depending on the type of account selected when registering the user account as *ENTITY ACTING ON OWN BEHALF* or as *LEI AGENT*, some application windows presented in the instruction may have different content.

Modifications of LEI data are available free of charge.

To modify entity data or LEI data, log in the application <https://lei.kdpw.pl/> in your online account, go to the tab and select **MY ACCOUNT - MY DATA**.



If it is necessary to update the ownership relation of the entity, use the Instruction: Ownership relationships located in the **DOCUMENTS AND INSTRUCTIONS / INSTRUCTIONS**.



In the case of change the company legal full name, entity legal form, legal address or headquarter address, it should be properly selected if the update is results from a business decision or is it a change of incorrectly entered data. Additionally, the date of the change indicated in the register should be entered.

PLEASE VERIFY, IF THE CHANGES IN THE FOLLOWING DATA WERE RELATED TO THEIR UPDATING IN THE APPROPRIATE BUSINESS REGISTER (KRS, CEIDG, GUS, etc.), OR AS A RESULT OF CORRECTION OF WRONG ENTRY

Update of company legal (full) name

Reason of data update, CHOOSE THE CORRECT FROM THE INDICATED BELOW

Update of incorrectly entered data

Update related to the changed data in the business register

Date of register changes in business register, cannot remain current

2022-05-27

Update of the entity legal form

Reason of data update, CHOOSE THE CORRECT FROM THE INDICATED BELOW

Update of incorrectly entered data

Update related to the changed data in the business register

Date of register changes in business register, cannot remain current

2022-05-27

Update of legal address

Reason of data update, CHOOSE THE CORRECT FROM THE INDICATED BELOW

Update of incorrectly entered data

Update related to the changed data in the business register

Date of register changes in business register, cannot remain current

2022-05-27

Update of headquarter address

Reason of data update, CHOOSE THE CORRECT FROM THE INDICATED BELOW

Update of incorrectly entered data

Update related to the changed data in the business register

Date of register changes in business register, cannot remain current

2022-05-27

SAVE

CANCEL

Modify the data to be changed in the form and click **SAVE**.

After saving the changes, the following information will appear:

Information

Data has been saved, to successfully update it please send update/renewal order

CLOSE

If the data was successfully saved, use the **CLOSE**.

Go the tab **MY ACCOUNT – LEI CODE SERVICES**, and select **UPDATE**.

The screenshot shows the KDPW LEI portal interface. At the top, there is a navigation menu with links: ABOUT LEI, DOCUMENTS AND INSTRUCTIONS, HOW TO GET AN LEI?, FEES, LEI SEARCH, and MY ACCOUNT. Below the navigation, the main heading is 'LEI CODE SERVICES' with a sub-link for 'MANUAL INSTRUCTIONS'. There are two tabs: 'MY DATA' and 'INVOICES AND PAYMENTS'. The 'MY LEI CODE' section contains a table with the following data:

LEI CODE	DATE OF RENEWAL	PAID TO	REGISTRATION STATUS		
259400SGCA469QJM7B85	2023-05-30	2023-05-30	Issued	Details	Certificate

Below the table, there are several action buttons: 'Update' (highlighted with a red box), 'Transfer of LEI to other LOU', and 'Cancellation'.

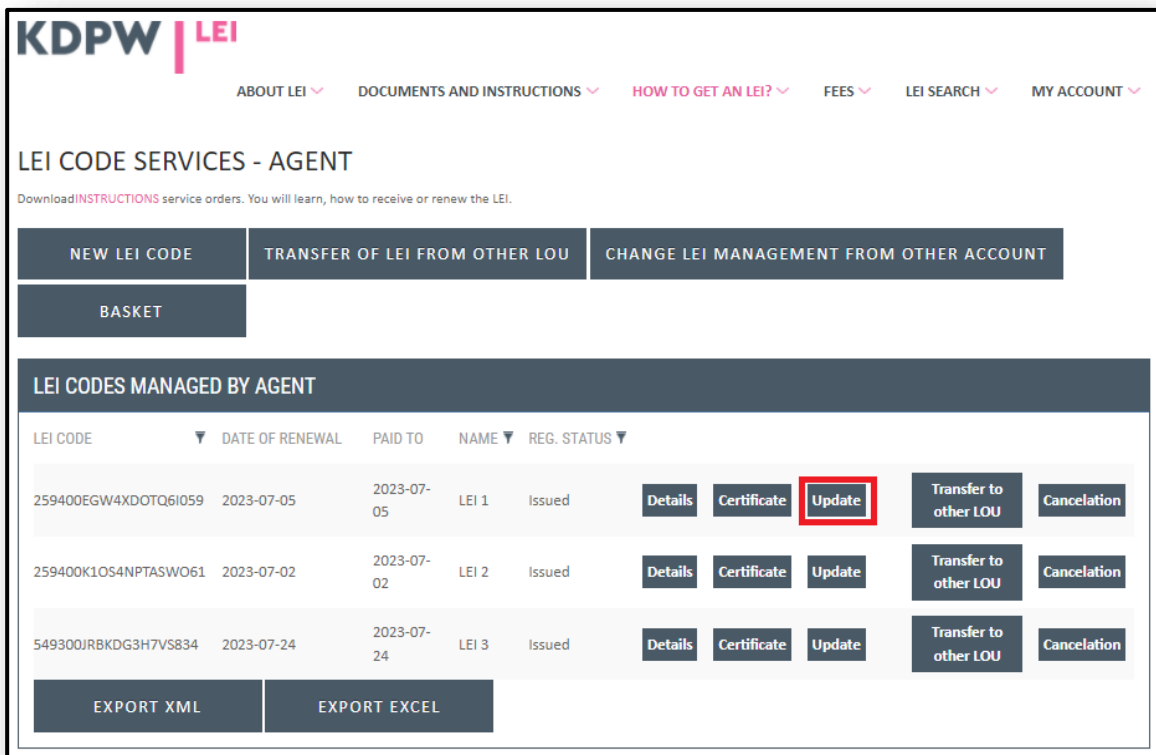
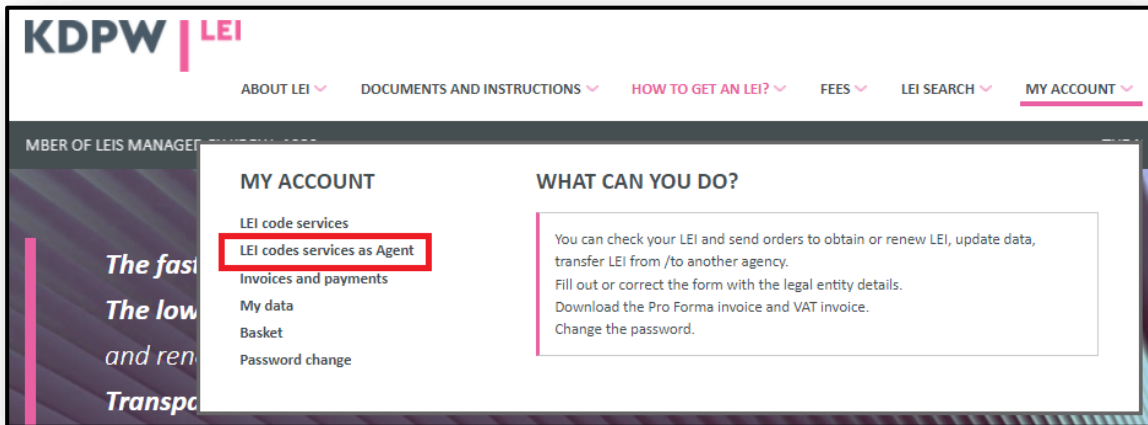
A message will be displayed as follows:

The screenshot shows a modal dialog box titled 'Updating the data'. The message inside the dialog reads: 'Data of the code LEI will be brought up to date according to My Data'. At the bottom of the dialog, there are two buttons: 'SEND' and 'CANCEL'.

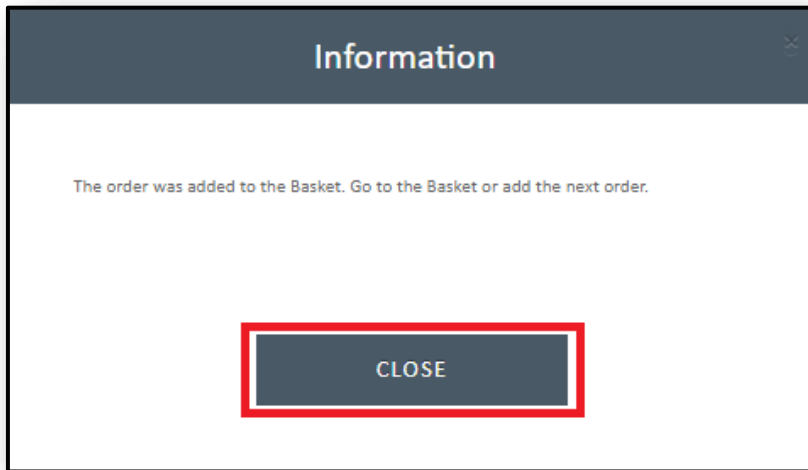
If the data have been modified, click **SEND**.

The account user will receive an e-mail notification of the submitted data update request. The entered data will be verified.

If you are an **agent**, to modify data of an entity log in the application <https://lei.kdpw.pl/> in your online account and go to the tab **MY ACCOUNT - LEI CODE SERVICES AS AGENT**. Select the LEI and then select **UPDATE**.



Select the entity for the update from the list and enter the data modifications in the form. Make sure that the data are correct and click **SAVE**.



You can add more data update orders for LEIs, as shown in the message, and send them to the basket.

The screenshot shows the KDPW LEI website interface. At the top left is the logo "KDPW | LEI". A navigation menu includes "ABOUT LEI", "DOCUMENTS AND INSTRUCTIONS", "HOW TO GET AN LEI?", "FEES", "LEI SEARCH", and "MY ACCOUNT". The main heading is "LEI CODE SERVICES - AGENT" with a sub-note: "Download INSTRUCTIONS service orders. You will learn, how to receive or renew the LEI." A "BASKET" button is highlighted with a red border. Below it is a section titled "LEI CODES MANAGED BY AGENT" containing a table with three rows of data and two "EXPORT" buttons at the bottom.

LEI CODE	DATE OF RENEWAL	PAID TO	NAME	REG. STATUS			
259400EGW4XDOTQ6I059	2023-07-05	2023-07-05	LEI 1	Issued	Details	Certificate	Update
259400K1OS4NPTASWO61	2023-07-02	2023-07-02	LEI 2	Issued	Details	Certificate	Update
549300JRBKDG3H7VS834	2023-07-24	2023-07-24	LEI 3	Issued	Details	Certificate	Update

EXPORT XML EXPORT EXCEL

You can delete an order from the basket using **REMOVE**. To send an order in the basket, click **SEND**.

KDPW | LEI

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

Basket

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 1	8473589647	654645643	RA000484	0050948575

SEND

If any of the required fields are left void, you will see a message requesting the missing data. If all fields are completed as required, you will see a message confirming that the order has been accepted. The entered data will be verified. A data modification confirmation will be sent by e-mail to the address entered in the entity registration form.

The information will be verified by KDPW LOU. If any of the mandatory fields have been incorrect, the request to update the data will be rejected and information about the reason for the rejection of the order will be sent to the user's e-mail address. If the entered data are correct, the application will be approved and a confirmation of the change will be sent to the user's e-mail address.

In case of any doubts do not hesitate contact us at lei_service@kdpw.pl.