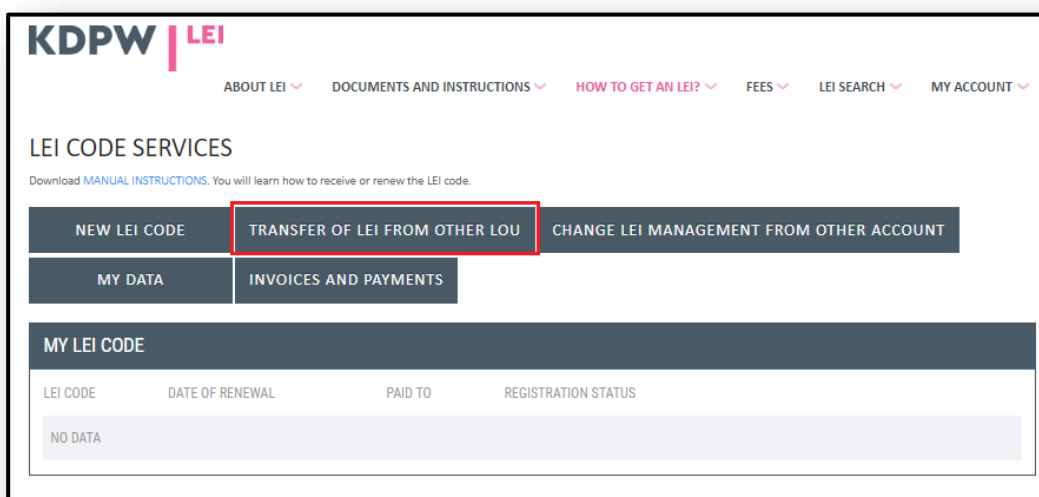


Instruction for filing a request for transfer of an LEI from another LOU to KDPW

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.

A user that wishes to transfer an LEI from another LOU (Legal Operating Unit) to KDPW should open an account and fill entity data in the application <https://lei.kdpw.pl/> according to the instruction “Opening an online account and applying for the issuance of an LEI” that can be find in the tab **DOCUMENT AND INSTRUCTIONS - INSTRUCTIONS**. Additionally, user need to fill, sign and attach the scan of *LEI Transfer Request Form*, that is necessary to start transfer process. The document is available to download in the tab **DOCUMENT AND INSTRUCTIONS – DOCUMENT TEMPLATES**. The user can attach the scan of *LEI Transfer Request Form* in the tab **MY ACCOUNT – MY DATA – UPLOAD FILES** or send via email to lei_service@kdpw.pl.

Next, the user should file a request for the transfer of the LEI by selecting the tab **MY ACCOUNT - LEI CODE SERVICES – TRANSFER OF LEI FROM OTHER LOU**.



LEI, LOU that currently manage the LEI, assignment date and renewal date need to be provided in the below form. All data are available in GLEIF LEI Search: <https://search.gleif.org/#/search/>.

LEI Transfer from other LOU	
LEI CODE	LOU
<input type="text"/>	Proszę wybrać... ▼
ASSIGNMENT DATE	RENEWAL DATE
2018-06-22	2018-06-22
<input type="button" value="SEND"/>	<input type="button" value="CANCEL"/>

In case of agent account user should file a request for the transfer of the LEI by selecting the tab **MY ACCOUNT - LEI CODE SERVICES AS AN AGENT – TRANSFER OF LEI FROM OTHER LOU**. Then the form will appear in which the entity data have to be provided.

The reference data of the entity requesting the transfer will be verified by KDPW. If the check is successful, the LEI will be approved on a preliminary basis and the user will be notified by e-mail.

In addition, KDPW will contact the LOU which registered the LEI in order to notify it of the received LEI transfer request. The LOU currently managing LEI, contacts the client in order to confirm the client's transfer decision. Upon the confirmation, the LEI may be entered into the KDPW database and the LEI is deactivated in the previous LOU. The user is notified by e-mail of the change of status and the activation of the LEI in the KDPW LOU.

From now on, KDPW is responsible for management of the LEI. If the LEI is invalid, the entity will be requested to file an LEI renewal request immediately after the transfer is approved.