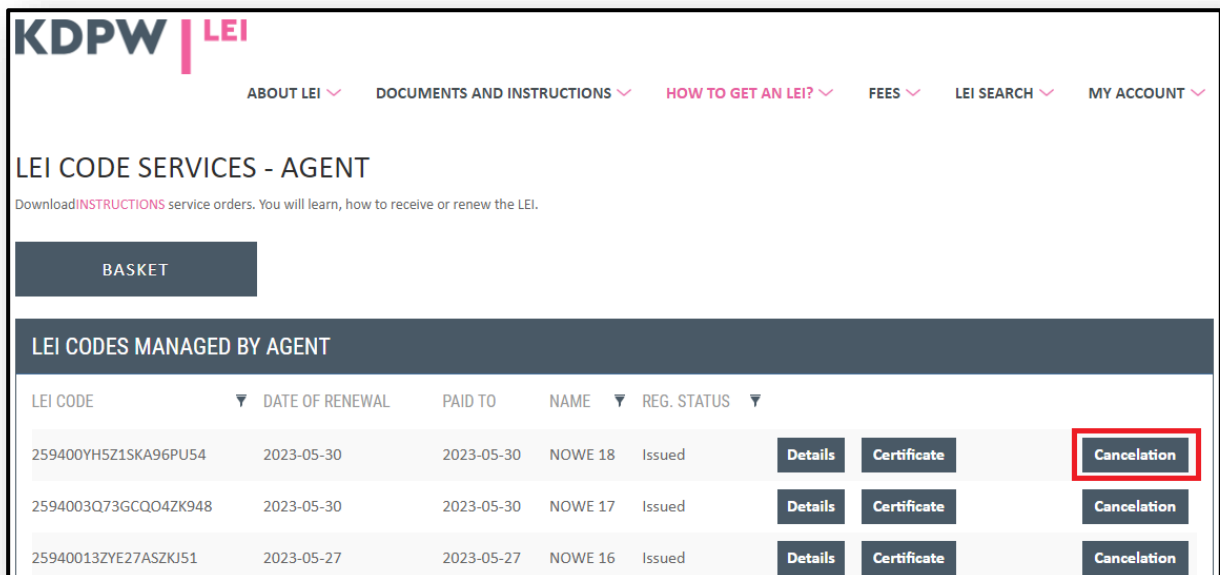


## Instruction for the cancelling of an LEI

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.

An entity that decides to cancel LEI should log in the application <https://lei.kdpw.pl/> and then select the tab **MY ACCOUNT/LEI CODE SERVICES** or **LEI CODES SERVICES AS AGENT** if it is cancelling an LEI for an entity registered in the agent's account.



**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			
259400YH5Z1SKA96PU54	2023-05-30	2023-05-30	NOWE 18	Issued	Details	Certificate	<b>Cancellation</b>
2594003Q73GCQO4ZK948	2023-05-30	2023-05-30	NOWE 17	Issued	Details	Certificate	Cancellation
25940013ZYE27ASZKJ51	2023-05-27	2023-05-27	NOWE 16	Issued	Details	Certificate	Cancellation

Next, select the LEI to be cancelled, and click **Cancellation**.

After clicking **Cancellation**, you will be redirected to a form where the reason for the cancellation and date of changes in business register should be entered.

CANCEL LEI CODE (AGENT)

REASON

Dissolution of a legal entity due to merger or acquisition

COMMENT

DATE OF REGISTER CHANGES IN BUSINESS REGISTER, CANNOT REMAIN CURRENT

2022-06-20

NAME OF THE SUCCESSOR

LEI CODE OF THE SUCCESSOR

SEND

CANCEL

Reasons for LEI cancellation:

- Dissolution of a legal entity due to merger or acquisition,
- Dissolution of a legal entity,
- Dissolution of a legal entity due to creation of a new legal entity with different legal form.

For dissolution of a legal entity due to merger or acquisition, specify the name of the surviving institution or the LEI of the entity acquiring an existing institution in an acquisition or the entity incorporated based on existing entities in a merger.

For dissolution of a legal entity due to creation of a new legal entity with different legal form, specify the name or the LEI of the entity resulting from the conversion.

Complete the required fields and click **Send**.

If you are filing the **LEI cancellation order as Agent**, you can add more cancellation orders, as shown in the message, and send them to the basket by using the directory **My account/Basket** and clicking **Send**.

After the LEI cancellation request is sent, it will be verified by KDPW.

You may be requested at any time to provide additional documents confirming the corporate action. Such documents should be sent by e-mail to: [lei\\_service@kdpw.pl](mailto:lei_service@kdpw.pl)