

A large orange banner with white text that reads "» User Guide for the EQS LEI MANAGER «". The background of the banner is a blurred cityscape with tall buildings under a bright sky.A black rectangular button with white text that reads "Apply for an LEI". The button is positioned over a cityscape background.

1.

Each company can only apply for exact one LEI. Please check whether an LEI already exist for the company before applying for one. To do so, please use the search function in the menu bar at the top right of the page and search for the current and – if available – the former company names. Should the search be unsuccessful, jump to the second point and start with the application.

» If an LEI has already been issued for the company (status “ISSUED” or “LAPSED”) you cannot apply for a new LEI. In this case, to transfer the existing LEI to EQS, click on the corresponding LEI data set, and on the “Transfer” button below the results table.

2.

Click on “**LEI Application**” and fill out the company and contact person information (as well as the parent company information if applicable). For a bulk application, please consult the information given at the end of this document.

Note: The fields marked with * are mandatory.

Information about direct and worldwide ultimate parent company:

- » Since 1 May 2017, companies have to provide details on their parent companies if applicable.
- » When the applying company is independent and does not have a parent company, you do not have to make any changes there – we automatically predefined this information.
- » Otherwise, it is necessary to specify the direct and worldwide ultimate parent relation and to upload a consolidated financial statement documenting this connection. Hereto, first select the corporate level you refer to (direct, ultimate or – if the direct parent also is the ultimate parent – direct & ultimate). Then specify either whether the parent company owns a LEI or if it cannot be named.
- » Please note that for the direct as well as the ultimate parent relation, only **exact one** information has to be given.

3.

After clicking on “**Continue**”, upload a current trade register excerpt or similar official constituent document for the applying company. As long as the company is entered in a register, we optionally offer you to request the excerpt by the official registration authority for you (handling fee 10,-- €).

Authenticate yourself hereafter as a qualified agent:

- » As a member of the executive board or an authorized representative
- » By upload of a power of attorney (PDF, JPG or PNG)

Print hereto the power of attorney and upload it once signed by a member of the executive board or an authorized representative.

- » The excerpt informs on the persons having representative competences. By joint procurement at least two signatures are required.

4.

Click on “**Continue**” and enter the desired invoice address and payment method (invoice or credit card).

Learn more about our prices in the [price list](#).

Except in Germany, where it is not necessary, it is mandatory in the EU area to specify a VAT identification number. Please ensure that the country code is already stated. Choose preferably the name and address with which your company is registered under the stipulated VAT ID.

5.

The procedure is completed as soon as you click on “Continue with payment”. Then you will first receive a confirmation email at the e-mail address specified in your account and finally your LEI after examination of your information. In general on the same day as the application*.

*for a single application at a working day before 4pm (CET).

Bulk application

Bulk application

The EQS LEI MANAGER offers a simplified and cost-effective solution for management of larger number of LEI. After successful registration, please contact us per e-mail (lei-manager@eqs.com) or telephone (UK: +44 20 3141 3940 / USA: +1 (212) 335-0664), we will provide you with an Excel template facilitating the application of several LEI. We assist you with the completion of the form if needed and we will gladly make you an individual offer.

LEI application for investment funds

With the EQS LEI MANAGER, we offer investment fund companies a special service: within our full service package, you can send us all required information through an Excel template, thus allowing you to comfortably apply, transfer or renew your LEI in the LEI MANAGER. EQS takes over the final mapping and enters all data into the system for you. Each LEI data set can then be separately adjusted if needed. Please contact us per e-mail at lei-manager@eqs.com or per telephone (UK: +44 20 3141 3940 / USA: +1 (212) 335-0664) and learn more about our special service and conditions for investment fund companies.